



Infor System21 Active Reporter

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Active Reporter Module.

Intended audience

The guide is intended for any users of the AX Active Reporter business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 5.

Contacting Infor

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Chapter 1 Overview

Introduction

In the world of financial reporting, the spreadsheet is still the primary tool of the accountant, although multi-dimensional OLAP (On-Line Analytical Processing) analysis is becoming more prevalent.

With both processes, efficient extraction of data, coupled with an output format that is easily uploaded into a spreadsheet or OLAP tool is the major issue. It is this problem that the application's Extraction program addresses.

Concepts

The General Ledger balances are extracted using the Extraction program and transferred to a Windows server as comma-separated files (CSVs), using the TCP-IP network and FTP (File Transfer Protocol).

This data is then uploaded into a TM1 multi-dimensional cube on the Windows Server, using TM1 Data Loading tools. The TM1 cubes are then accessed from the Windows Server via the TM1 spreadsheet add-in, TM1 Perspectives.

Once the data is in a TM1 cube, it can be queried and viewed through the chosen spreadsheet interface and if required, "sliced" into a standard spreadsheet table, still retaining its TM1 formula which links back into the TM1 cube. It is this unique link back into TM1 that allows the spreadsheet to be re-calculated at any time, to retrieve the latest balances from TM1.

With this in place, reports can be written in the user's favourite spreadsheet, utilising all its functionality, including graphing, formatting, macros etc. still allowing the values on the report change whenever the latest balances are downloaded to the TM1 cube.

Note: *To reduce the amount of data being transferred across the network, the application's Extraction program only extracts Profit & Loss accounts where there is a period balance. Profit & Loss accounts with a zero period balance, but a balance in the YTD field, are not extracted as YTD values but are calculated in TM1. It is this functionality that makes the extract program unsuitable for other OLAP tools.*

Chapter 2 The General Ledger Extract

General Ledger Extraction [1/AX]

You use this task to FTP the files to the Windows server.

Data Extraction Criteria Window

To display this window, select the General Ledger Extraction task.

Fields

Period Range/To

Use these fields to specify the range of periods for which you want to extract data.

Actual or Budget

Select one of the following:

Actual - To extract actual balances

Budget - To extract budgets

Take Memo Accounts

Use this checkbox as follows:

Unchecked - If you want [memo accounts](#) to be ignored

Checked - If you require [memo accounts](#) to be extracted

When loading TM1, it is normal to ignore [memo accounts](#), as these can be defined within TM1 itself.

Budget Code

If you have selected **Budget** in the Actual or Budget field, enter the budget code.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

Budget Type

If you have selected **Budget** in the Actual or Budget field, enter the budget type.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

FTP Data Automatically

Use this field to specify whether you want to send the comma-separated files automatically via FTP to the Windows server.

Use this checkbox as follows:

Unchecked - If you do not have a TCP/IP network

Checked - If you do want to send the files automatically

Note: *To reduce the amount of data being transferred across the network, the Application Extraction program only extracts Profit & Loss accounts where there is a period balance. Profit & Loss accounts with a zero period balance but a balance in the YTD field are not extracted as YTD values are calculated in TM1.*

Note: *If a TCP/IP network is not in place, the comma-separated files can be downloaded to the Windows server via an ODBC driver and any ODBC compliant PC tools.*

Separate csv per ledger

Use this field to specify whether you want to create one csv file for all ledgers or a separate csv for each ledger.

Use this checkbox as follows:

Unchecked - If you do not want to create a separate csv for each ledger

Checked - If you want to create a separate csv for each ledger

Functions

Parameters (F15)

Use this to define the Windows server to which the data is to be sent, the directory to which it should be sent and the names of the files to be sent. The Maintain Parameters window is displayed.

Select Views (Actuals) (F16)

Use this to specify which views of which sub-ledger should be extracted. This is normally the most detailed view of the sub-ledger, including the most account levels. The Maintain Preferred UDV's for [Actuals](#) window is displayed.

Select Views (Budgets) (F17)

Use this to specify which views of which sub-ledger should be extracted. This is not always the same views as for [actuals](#), as in some cases budgets are not held at the same level of detail as the actual transactions. The Maintain Preferred UDV's for Budgets window is displayed.

Fields (F18)

Use this to select the fields to be extracted and downloaded to the Windows server for uploading into TM1. The Select Fields for Transfer window is displayed.

FTP Log (F20)

Use this to display the FTP Log window. If the files do not FTP successfully to the Windows server, the FTP log allows you to identify the cause of the failure.

Select **Update (F8)** to run the extract program for the parameters specified.

Maintain Parameters Window

To display this window, select **Parameters (F15)** on the Data Extraction Criteria window.

A list of existing parameters is shown.

Fields**Source**

This field shows the definition of the parameter as follows:

Sys - If the parameter is system-defined

User - If the parameter is user-defined

Enter Type

The field name is the name of the column heading at the top of the table.

New entries may be made or existing User type entries modified.

Type

Enter the name of this parameter.

Description

Enter a description of the parameter, using up to 30 characters.

Values 1 and 2 Required

Check these if a value must be entered whenever one or both of these parameters are applied to a transaction.

Code Length

This identifies the length of the sub-codes, which may be up to 10 characters.

Options**Maintain**

Use this to maintain an existing major type parameter.

Delete

Use this to delete a major type parameter.

Sub-codes

Use this to maintain, review or add sub-codes for this major type.

Select **Sub-codes** to display the sub-codes of a major type parameter. A list of existing sub-codes is displayed.

Maintain Parameters Sub-codes Window

To display this window, select **Sub-codes** against a line on the Maintain Parameters window.

Fields

Enter New Code

Code (Untitled)

If you are adding a new sub-code, enter it in this field.

If you are maintaining an existing sub-code, this field is for information only.

Description (Untitled)

Enter or amend the description of the sub-code.

Options

Maintain

Use this to amend a sub-code.

Delete

Use this to delete a code.

Parameters List of AX types

ACSV

Actuals CSVs

This holds details of the names of the csv files for actual values where separate csvs are to be created for each ledger.

BCSV

Budgets CSVs

This holds details of the names of the csv files for budget values where separate csvs are to be created for each ledger.

CCSV

Ledger level code CSVs

This holds details of the names of the csv file for ledger level codes where separate csvs are to be created for each ledger.

GLBX

GL Balance Extract Parameters

This holds details of the location to which csv files should be sent including:

DIRECTORY for the FTP directory folder

SERVER for the server TCP-IP address

USER/PASSWORD for the server sign-on details.

It also holds the name of the csvs to be created for actual/budget values and levels where separate csvs are not being created for each ledger.

Note: *The sub-codes DIMENSIONS, COLUMNS and LEDGERS are no longer used.*

LCSV

Levels CSVs

This holds details of the names of the csv files for the level descriptions as selected in the Maintain Fields where separate csvs are to be created for each ledger.

XCSV

Cross ledger level code CSVs

This holds details of the names of the csv file for cross level levels where separate csvs are to be created for each ledger.

Press Enter to update the sub-codes and then select **Previous (F12)** twice to return to the Data Extraction Criteria window.

Maintain Preferred UDVs for Actuals Window

To display this window, select **Select Views (Actuals) (F16)** on the Data Extraction Criteria window.

Use this window to specify which views of which sub-ledger should be extracted to extract the required actual balances for TM1.

Options

Maintain

Use this to maintain an existing [user-defined view](#). The Maintain User Defined Key pop-up is displayed.

Delete

Use this to delete an existing [user-defined view](#). No confirmation is required.

Functions

Add (F10)

Use this to add a sub-ledger.

Select **Add (F10)** to add a sub-ledger or select **Previous (F12)** to return to the previous window.

Add User-Defined View Pop-up

To display this pop-up, select **Add (F10)** on the Maintain Preferred UDVs for [Actuals](#) window.

Fields

Ledger

Enter the required ledger.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

User Defined Key

Enter the required [user-defined view](#).

Alternatively, once the sub-ledger has been specified, use the prompt facility to select from the Select User Defined View pop-up.

Select **Previous (F12)** to return to the previous window.

Select Ledger Pop-up

To display this pop-up, use the prompt facility on the Ledger field on the Add User Defined Key pop-up.

Select a ledger to return to the previous window.

Select User Defined View Pop-up

To display this pop-up, use the prompt facility on the User Defined Key field on the Add User Defined Key pop-up or the Maintain User Defined Key pop-up

Select a [user-defined view](#) to return to the previous window.

Maintain Preferred UDV's for Budgets Window

To display this window, select **Select Views (Budgets) (F17)** on the Data Extraction Criteria window.

The windows displayed are identical to those displayed by **Select Views (Actuals) (F16)**; however in this case the views for the budget balances extraction are defined.

Please note that these may not be the same as those for the actual balances, as budgets may have been defined at a different level of aggregation.

Select **Add (F10)** to add a sub-ledger or select **Previous (F12)** to return to the previous window.

Select Fields for Transfer Window

To display this window, select **Fields (F18)** on the Data Extraction Criteria window.

Use this window to select the fields that you wish to extract for the [Actuals](#) and Budget Balance files.

For Profit & Loss type analysis it is not necessary to extract YTD calculations, as these can be calculated in TM1.

It is also possible that for some account levels you may need to extract the level code, the description and the code + description simultaneously, because an account level may have different purposes in different sub-ledgers.

The following mandatory fields are always extracted, as they are an essential part of the cube building process:

Company, Ledger, User Defined Key, User Group (42-character Account), Period (CYMMM), Memo Flag, Year (YYYY), Period (MM)

FTP Log Window

To display this window, select **FTP Log (F20)** on the Data Extraction Criteria window.

Should the FTP transfer of the comma-separated files fail, the FTP Log will provide a useful troubleshooting log of the FTP session to help you identify where the FTP process failed.

Select **Previous (F12)** to return to the Data Extraction Criteria window.

Appendix A Glossary

Actuals

These are the actual balances for your company's accounts created from the total of transactions posted for a period and balances brought forward.

Budgets and Forecasts

You can hold many different budgets/forecasts for your company's accounts (for example, optimistic, pessimistic and mid-view budgets).

Memo Accounts

General Ledger accounts which are not used to calculate the worth or profit and loss of the business

User-defined View

This is a defined number of account levels arranged in any order you want and used for enquiry, report and budgeting purposes. User-defined views are also known as user-defined keys.