Using Microsoft Excel, Pivot Tables, and Microsoft Query for Reporting

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Editor's Note: *Reports Presto? Yes you can, says new contributor Brian Gilbert. By combining Microsoft Excel's pivot tables along with Microsoft Query, you too can simply and quickly generate reports at the drop of a hat (or last minute request from a top exec!) Better than step by step, Brian takes you screen by screen through the setup for this powerful combo.*

Introduction

There are many reporting tools on the market that will allow you to create reports from your JDE OneWorld® / EnterpriseOne® system. These include Cognos Impromptu, Crystal Reports, and several others. One of the most simple-to-use, inexpensive, and powerful report generation techniques is utilizing Microsoft Excel's pivot table functionality along with Microsoft Query.

This article offers detailed instructions concerning how to create a report sample, including how to work with more than one JDE table at a time and how to link them. You will also learn about how JDE stores its date fields and how to convert this date data to a readable format in Excel.

Let's start with a typical scenario. The VP of Sales calls and asks you to quickly produce a report that lists all customers with a credit limit greater than $99000. Information to be viewed on this report would include the customer number, name, credit limit, and the last payment date, sorted in credit limit descending, customer number ascending, sequence. By the way—when we say quickly, this VP is looking for the report in less than five minutes.
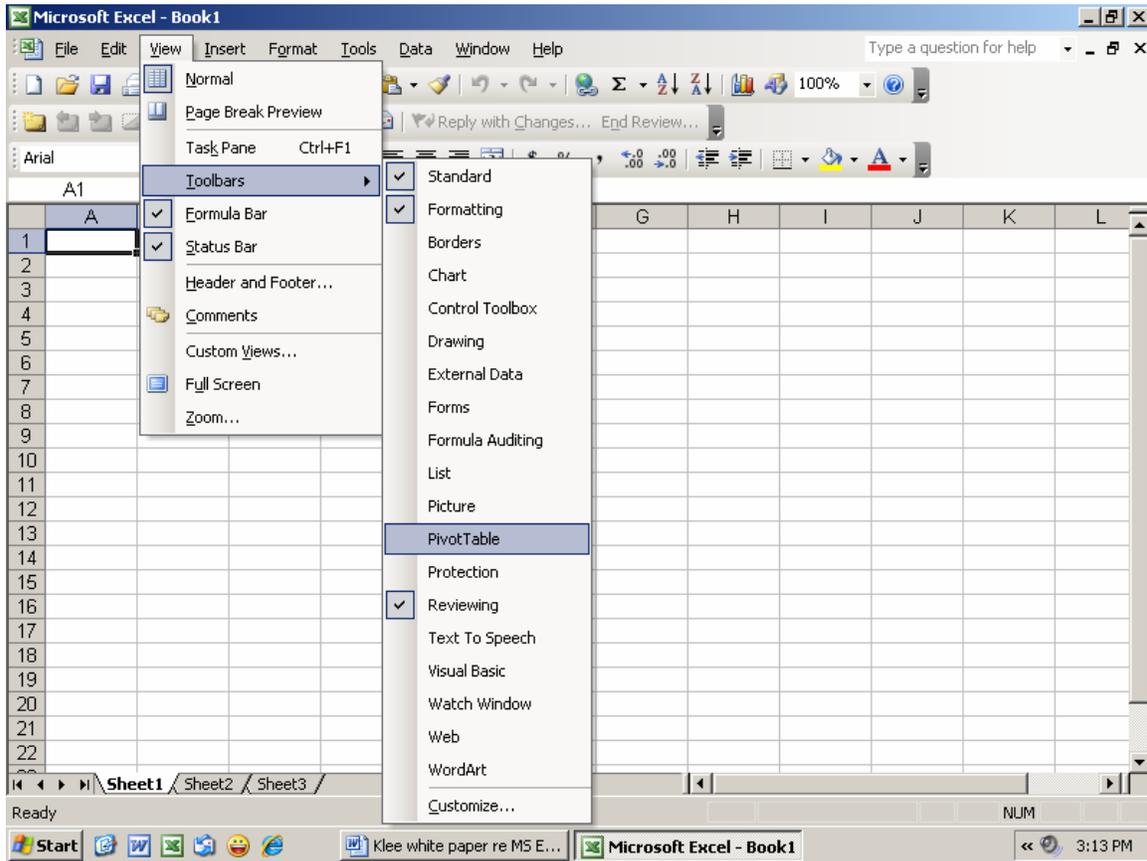
Think this VP is asking for a miracle? Well, this report is actually easier to produce than you might imagine; we'll go through the steps so that the next time you encounter a "drive-by" request, you'll be ready to rise to the occasion. Before we begin, there are a few prerequisites: You will need to access JDE file F0301 (the Customer File) for the credit-related information and JDE file F0101 (the Address Book) for the customer's alpha name. Also, we'll assume you know the JDE field names you require from these files. Your technical "CNC" resource can print you detailed file layouts showing field names and their contents using OMW (Object Management WorkBench) and the "Design" button, etc.

Let's begin.

Open Microsoft Excel.

Figure 1—Selecting a Pivot Table

Select View → Toolbars → PivotTable, as shown in Figure 1.

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