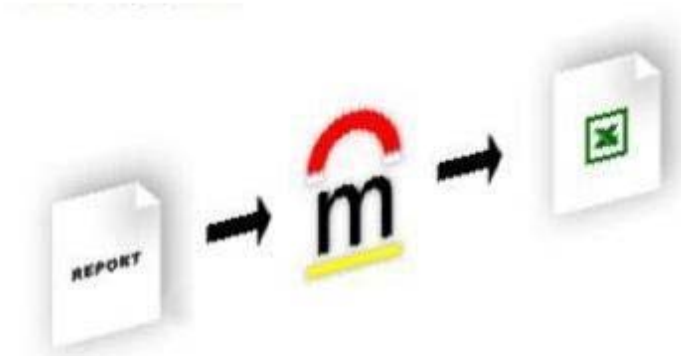


DataMagnet User Guide



Converts *ANY* Report
...from *ANY* Application
...to Microsoft® Excel™

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Purpose

This manual explains the functionality of the DataMagnet and provides for a hands-on experience of this unique software tool.

Organization of Chapters

Chapter 1, "Welcome the DataMagnet"

Introduces the benefits of the application and how it can help you.

Chapter 2, "Getting Started"

Explains how you can demo the DataMagnet.

Chapter 3, "User Guide"

Describes the how to unleash the power of the DataMagnet.

Welcome the DataMagnet

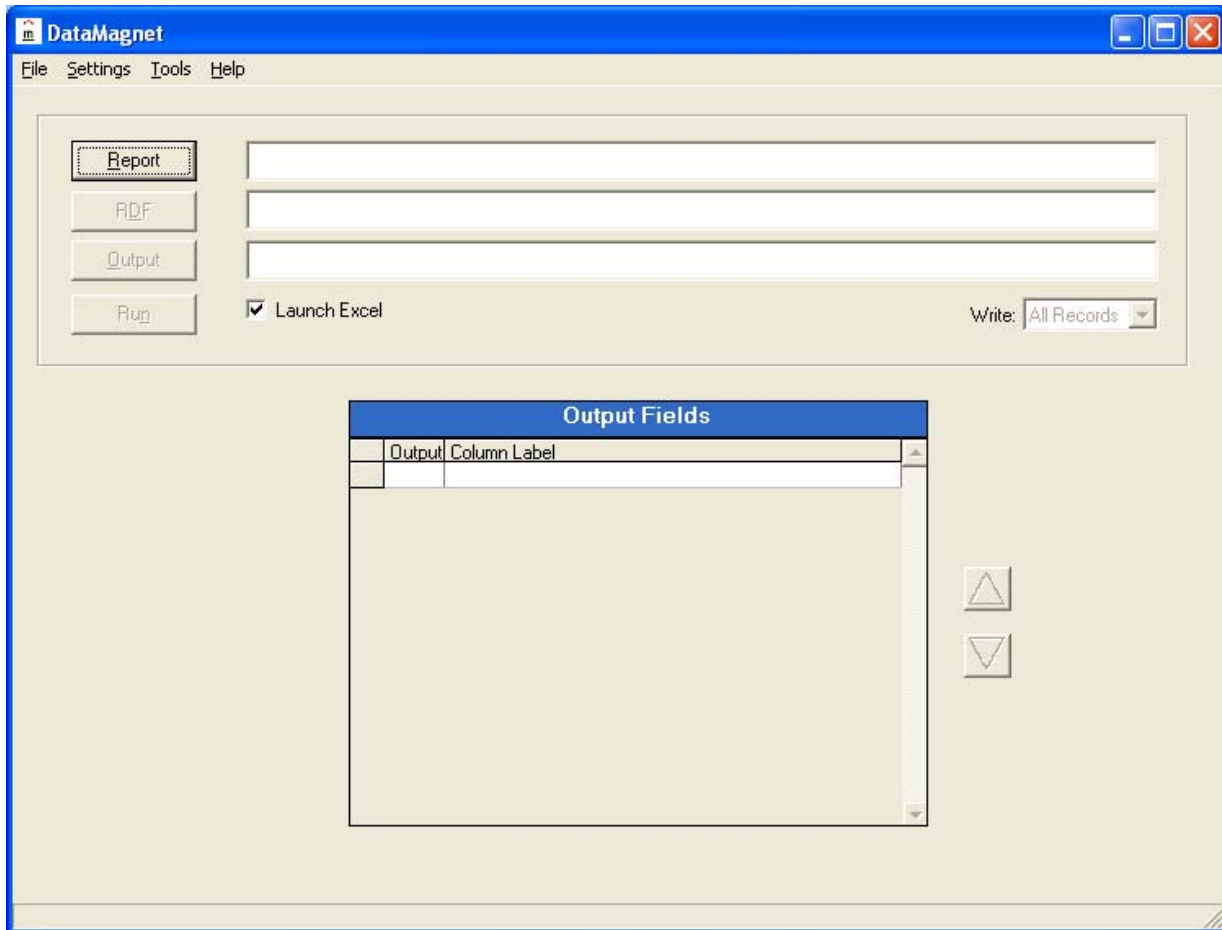
You give it an unorganized report, tell it what you want, and like magic your data appears. A report that was once a disheveled display of customers, order numbers, and effective dates has suddenly become a detailed masterpiece - full of opportunities for analysis and number-crunching. The infamous fourth quarter numbers are now at your mercy - the once treacherous records of work order requests and cost center comparisons are now held at bay.....

- Easy to use.
Just get in and drive and leave the mechanics to us.
- Powerful yet simple functionality.
Gives you the ability to select what data you want.
- Leave the complex logic in the report program.
No need to rewrite, modify and maintain customized reports.
- Output to multiple file formats.
Choose from XLS, CSV and TXT file layouts.
- Port the data directly into a spreadsheet.
It doesn't get any better than this....

Getting Started

The DataMagnet is free and includes some demo reports for you to review the functionality.

To download and install visit: www.erpcons.com



User Guide

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The DataMagnet Interface

The DataMagnet interface is composed of following 5 areas. (fig. 1)

Menu Bar – Contains various informational and control options.

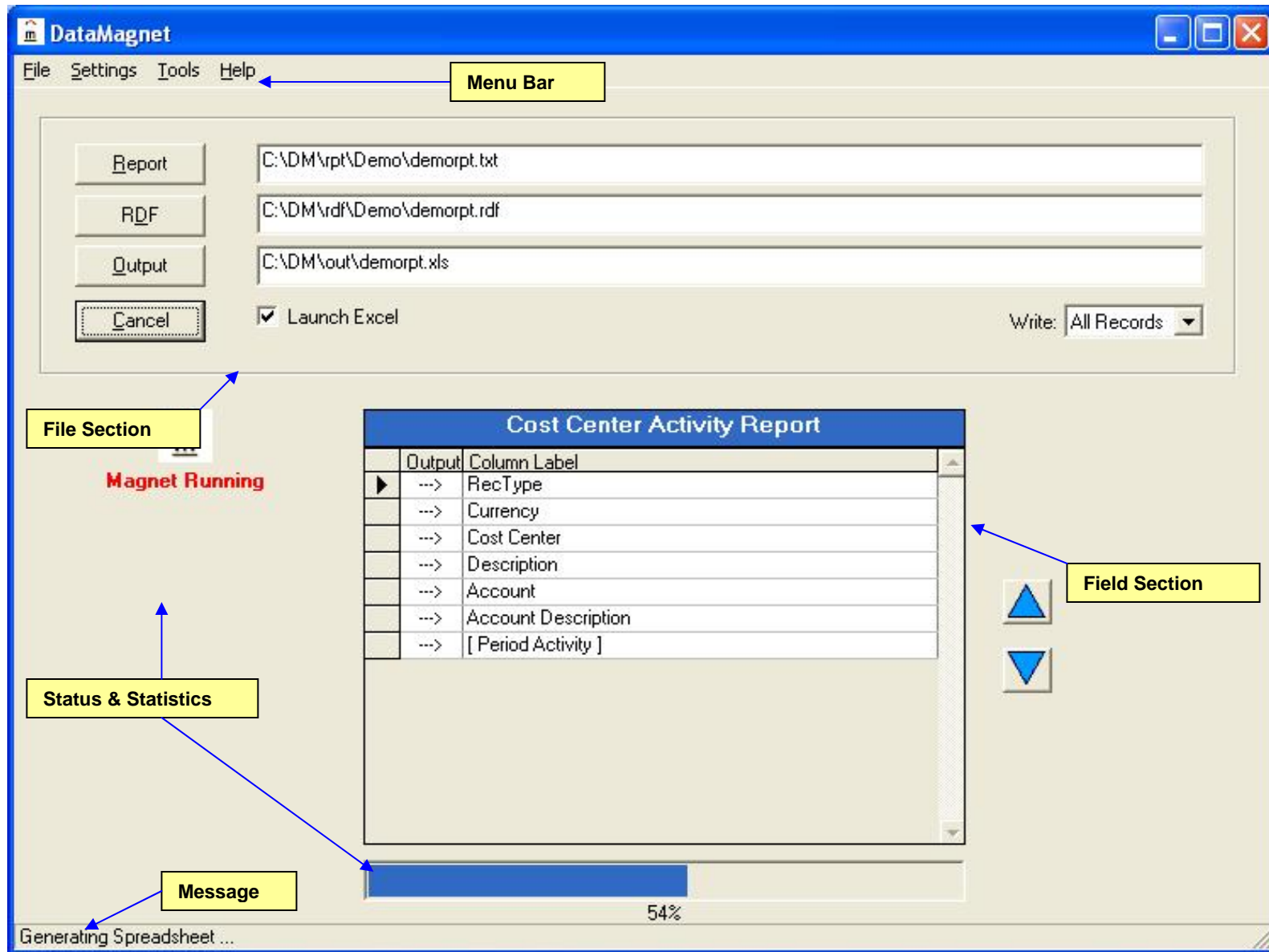
File section – Allows for selection and control of Report, RDF and Output files.

Field section – Allows for selection and control of report data fields.

Status and Statistics – Provides for information of report processing.

Message – Displays informational messaging.

So what makes the DataMagnet run? Each report must have a Report Description File or RDF for short. These files provide the information needed for the application to pull the data off the report. Visit our website for details and documentation on how to create an RDF.



(Fig. 1)

The DataMagnet Interface.

Working with the DataMagnet

The DataMagnet converts the data on standard ASCII text into organized column formats for importing into tables, databases and spreadsheets for additional analysis. Therefore, the first step in working with the DataMagnet is to run your report to a file.

Based on your system environment you might have to move your report so it can be accessed from the DataMagnet. Your IT support personnel should be able to assist you with this.

Let's walk though the simple process of converting a report.

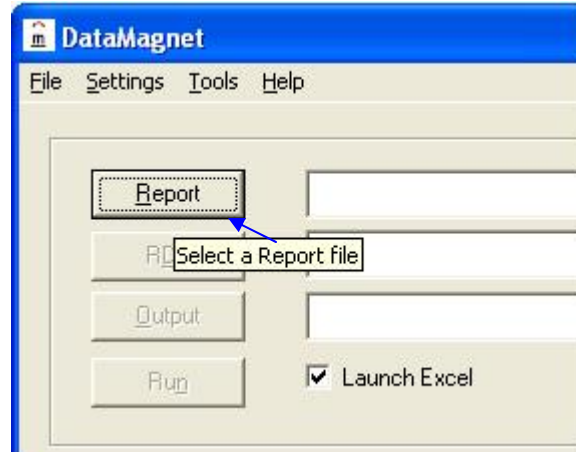
For example, assume our report looks like (fig. 2).

glctrrrp.p		Cost Center Activity Report		Date: 08/20/03	
Page: 1		Starship Enterprises		Time: 20:39:59	
Primary Entity		Reporting Currency: US			
		Exchange Rate:			
CC	Description	Account	Description	Period Activity 01/01/02 - 12/31/02	Total
0100	Power Unit Sales	1500	INVENTORY	43,000.00cr	192,360.70cr
		3010	SALES	200,503.00cr	
		3900	SALES DISCOUNTS	0.00	
		5050	COGS MATERIAL	25,952.00	
		5100	PURCHASES	0.00	
		6300	LABOR	24,350.30	
		6480	COGS BURDEN	720.00	
		6860	COGS LABOR	120.00	
0150	Accessories Sales	3010	SALES	0.00	0.00
0200	FUSION DEVICE SALES	1500	INVENTORY	0.00	100,000.00cr
		5100	PURCHASES	100,000.00cr	
0300	NAVIGATION EQUIP SALES				0.00
0301	Domestic Sales	3010	SALES	500,000.00cr	500,000.00cr
0302	Government Sales	3010	SALES	100,000.00	100,000.00

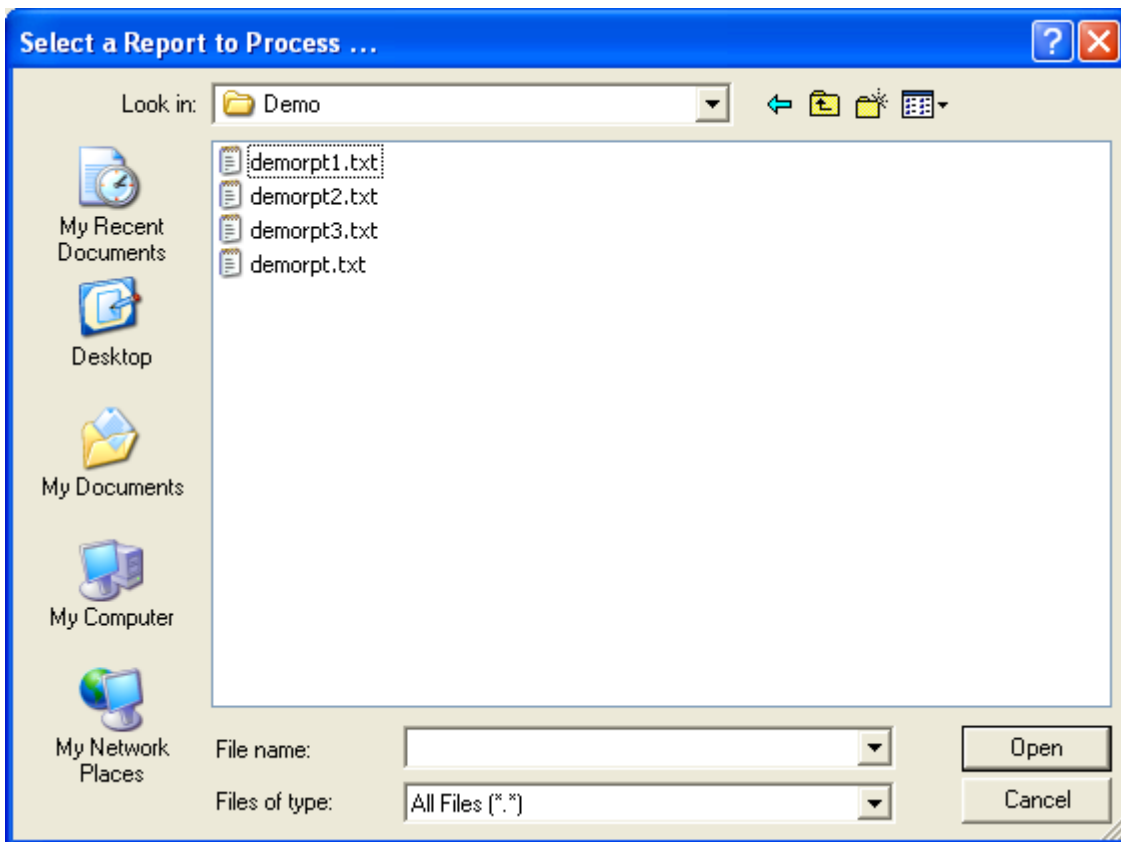
(fig. 2)

Open the DataMagnet.

Click the [Report] button in the File Section. A dialog box will open for you to navigate and select your report. (figs. 3 & 4)



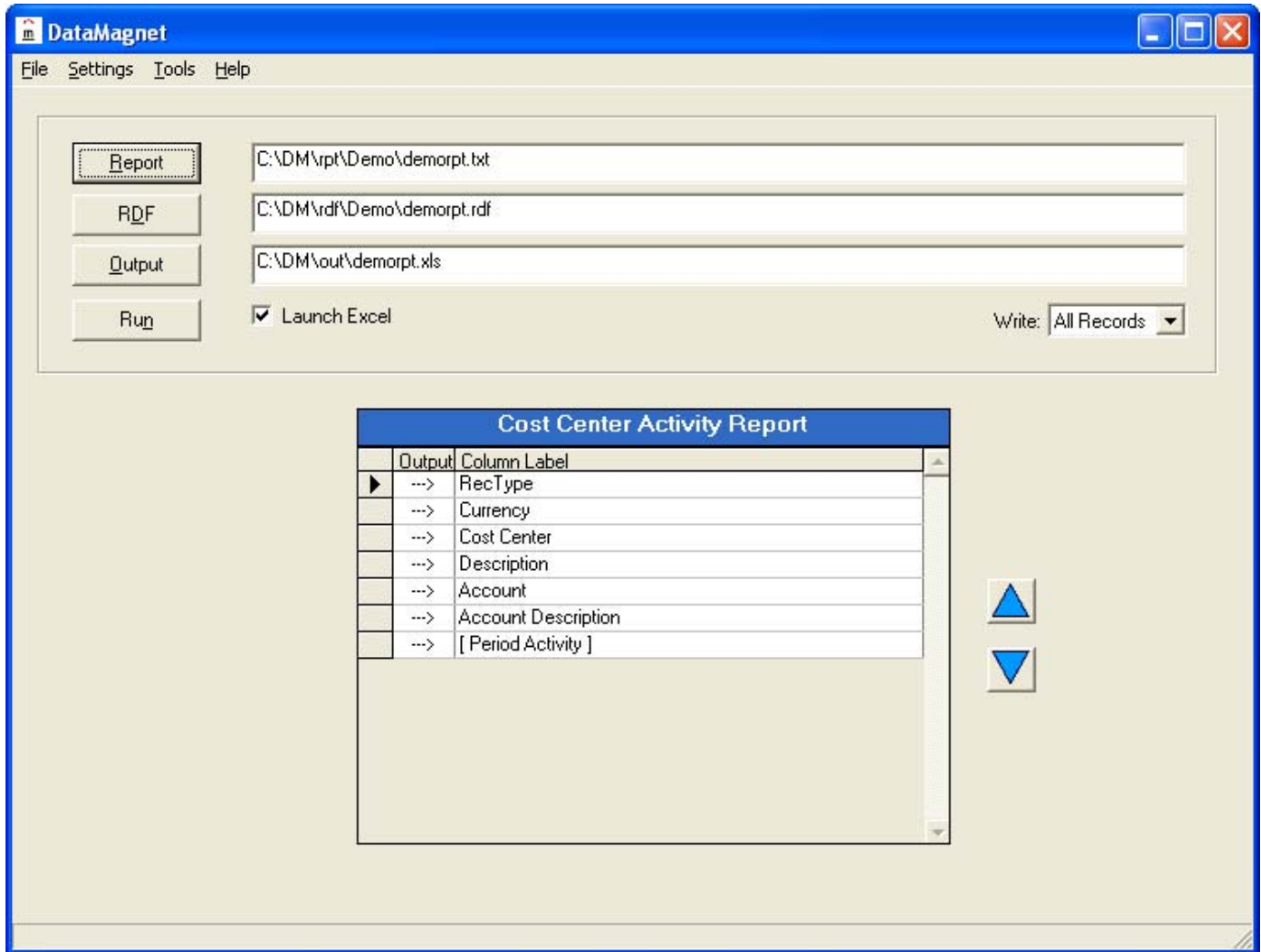
(fig. 3)



(fig. 4)

After selecting a report the DataMagnet automatically finds and loads the corresponding Report Description File (RDF) and names an Output file. These files are displayed in their file section fields. By default, the output file assumes the same name as the report file with the format type as an extension. (fig. 5)

Notice that the RDF, Output and Run buttons are now enabled and the field section displays the data fields on the report.

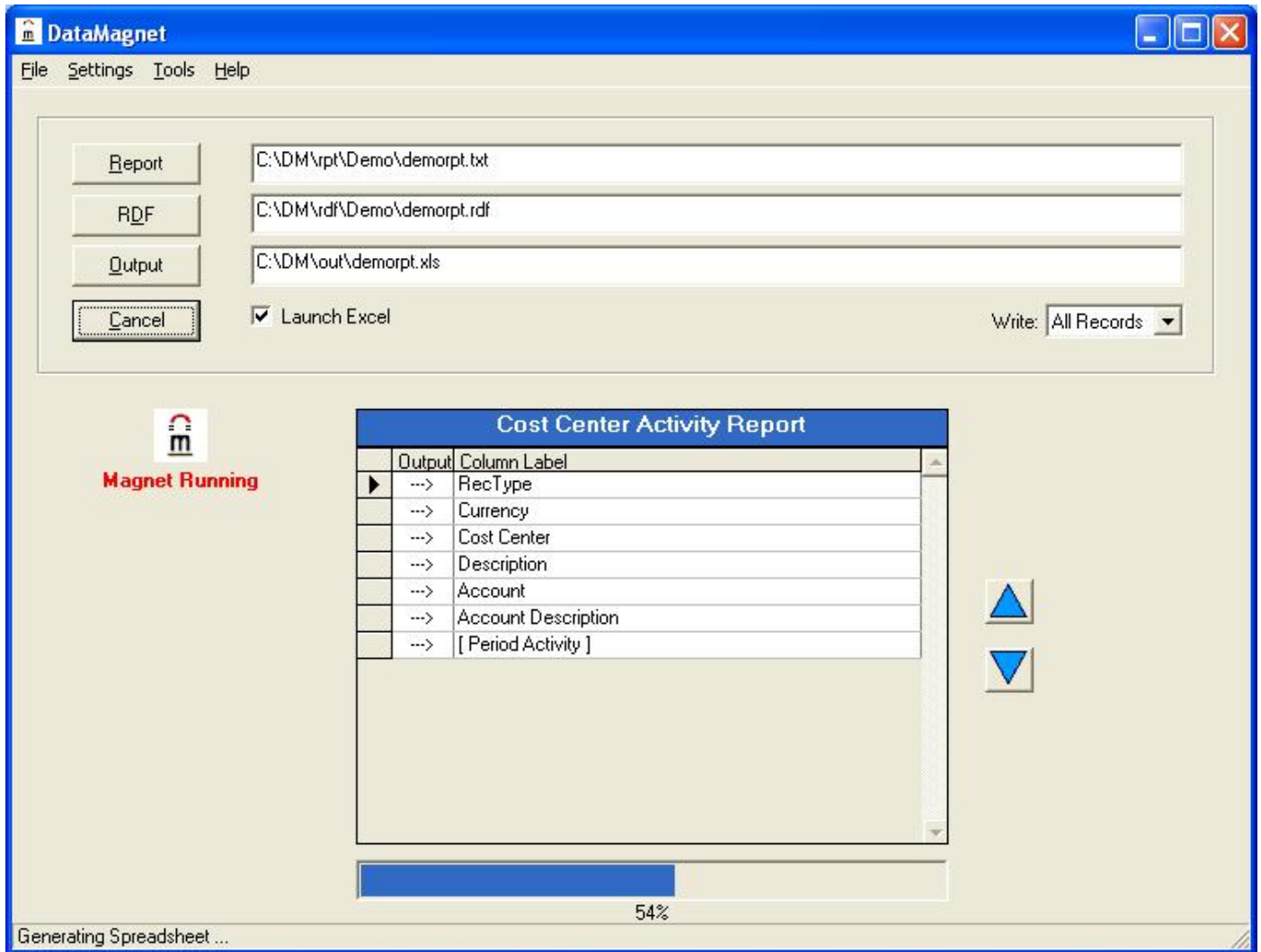


(fig. 5)

After a Report file is selected.

Next, click the [Run] Button.

Notice that the Status and Statistic section shows that the process is running and a status bar indicating percentage complete. The [Run] button also changes to a [Cancel] button. (fig. 6)



(fig. 6)

DataMagnet is running.

When the conversion process is finished, the DataMagnet automatically opens the spreadsheet containing the data from your report. (fig. 7)

	A	B	C	D	E	F	G
	RecType	Currency	Cost Center	Description	Account	Account Description	01/01/02 - 12/31/02
2		US	0100	Power Unit Sales	1500	INVENTORY	-43000.00
3		US	0100	Power Unit Sales	3010	SALES	-200503.00
4		US	0100	Power Unit Sales	3900	SALES DISCOUNTS	0.00
5		US	0100	Power Unit Sales	5050	COGS MATERIAL	25952.00
6		US	0100	Power Unit Sales	5100	PURCHASES	0.00
7		US	0100	Power Unit Sales	6300	LABOR	24350.30
8		US	0100	Power Unit Sales	6480	COGS BURDEN	720.00
9		US	0100	Power Unit Sales	6860	COGS LABOR	120.00
10	T	US	0100	Power Unit Sales			-192360.70
11		US	0150	Accessories Sales	3010	SALES	0.00
12	T	US	0150	Accessories Sales			0.00
13		US	0200	FUSION DEVICE SALES	1500	INVENTORY	0.00
14		US	0200	FUSION DEVICE SALES	5100	PURCHASES	-100000.00
15	T	US	0200	FUSION DEVICE SALES			-100000.00
16	T	US	0300	NAVIGATION EQUIP SALES			0.00
17		US	0301	Domestic Sales	3010	SALES	-500000.00
18	T	US	0301	Domestic Sales			-500000.00
19		US	0302	Government Sales	3010	SALES	100000.00
20	T	US	0302	Government Sales			100000.00
21	T	US	0430	Power Products Sales			0.00
22	T	US	0980	SOFTWARE			0.00
23		US	1020	SALES	7220	SALARIES & WAGES	100000.00
24		US	1020	SALES	7280	TRAVEL	0.00
25		US	1020	SALES	7300	ENTERTAINMENT	0.00
26	T	US	1020	SALES			100000.00
27		US	2030	OPERATIONS	7220	SALARIES & WAGES	250000.00

(fig. 7)

Output in Spreadsheet.

The DataMagnet also displays the run statistics in the Status and Statistics section. (fig. 8)



(fig. 8)

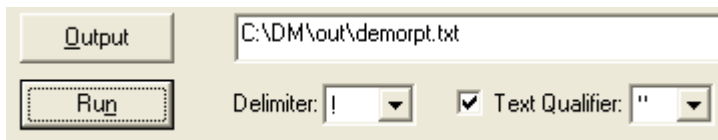
DataMagnet Run Statistics.

Output Formatting

The DataMagnet allows you to select from three types of formats for your output. They are Text (TXT), Comma Delimited (CSV) and an Excel Spreadsheet (XLS). Some additional output options may be displayed in the file section area next to the [Run] button.

Text Formatting (fig. 9)

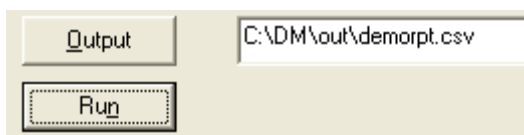
- Provides options to select delimiters and text qualifiers.
- Output files any extension other than .csv or .xls will default to text formatting.
- The check box enables/disables the text qualifier.
- All character data fields will be qualified with the selected text qualifier.
- Quotes contained in a field will be replaced by two quotes only when the text qualifier is enabled.



(fig. 9)

Comma Delimited (fig. 10)

- No additional user options.
- Character data fields that contain a comma or double quotes will be qualified with double quotes (“”).
- Quotes contained in a field will be replaced by two quotes.



(fig. 10)

Excel Spreadsheet (fig. 11)

- Displays an option to Launch Excel.
- Data is automatically put into spreadsheet.
- Inserts column headers.
- Maintains text, numeric and date formats.



(fig. 11)

Field Management

The DataMagnet's field section provides easy access for output field management. (fig. 12) Each field has two properties, Output and Label described below in more detail.

Output

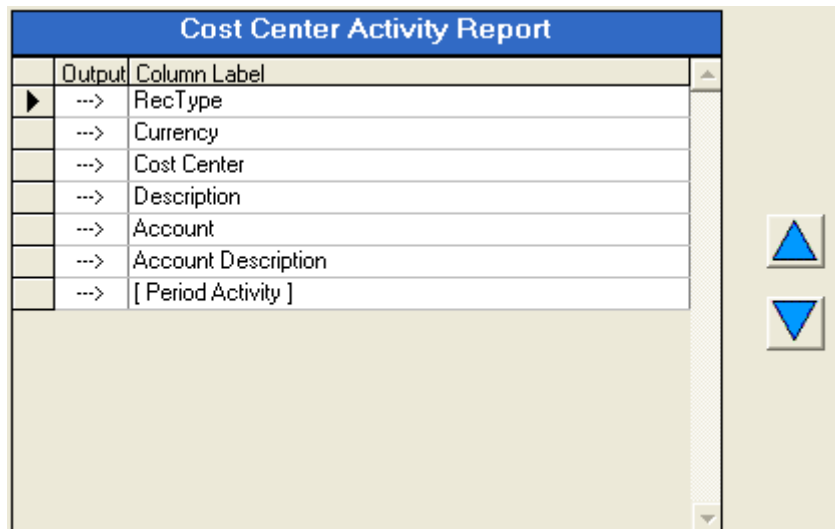
- The output property is used to include/exclude the fields from the output file.
- Simply double click to toggle. “→” to include or “ ” (blank) to exclude the field..

Label

- The label property is the field name that will appear as a column header in the output file.
- All labels can be changed except those that are enclosed in brackets [Label]. The brackets indicate that the label is a data label. i.e. the label is a dynamic field label on the report and changing this label will not show in the output file. Refer to the [Period Activity] field in the following example.

Field Order Buttons

- The field order buttons are to the right of the Field section.
- Use these buttons to move the selected output field up or down in the list.



Cost Center Activity Report	
Output	Column Label
▶	RecType
→	Currency
→	Cost Center
→	Description
→	Account
→	Account Description
→	[Period Activity]

(fig. 12)

Filtering & Record Types

The DataMagnet provides additional flexibility for the user with the introduction of a filtering control and record types. (fig. 13)

Many reports contain some form of totaling. In most cases, the totals reside under a group of detail records. Depending on the exercise, the user may wish to see or not see these records.

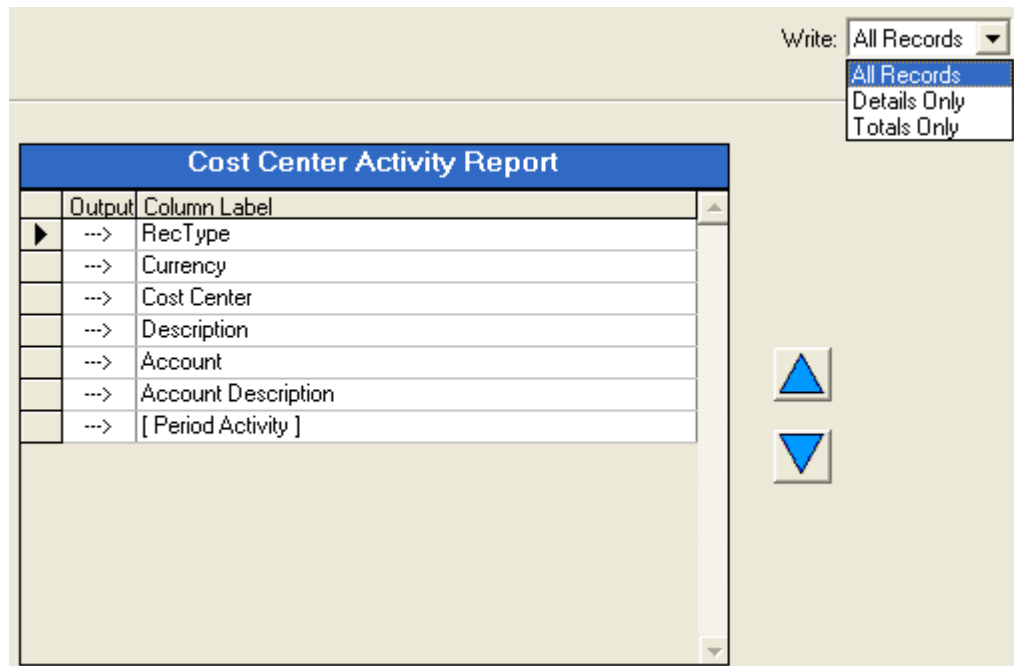
For those reports where it's most suitable the DataMagnet will enable the write filtering control and set a record type. Note: a record type field (**RecType**) has been added to the Field Section.

The write filtering control has 3 settings: All Records, Details Only and Totals Only.

The Record Type field can contain one of the types below.

<u>Types</u>	<u>Record</u>
	Detail (No types for Detail records)
T	Total
T1, T2,.. Tn	Subtotal/Total
B	Beginning Balance Total

For an example of record types in the output see (fig. 8).



(fig. 13)

Report Description Files

Each report must have a System RDF (report description file).

The System RDF is the default RDF used by the auto find feature of the DataMagnet. In some cases however, the DataMagnet may not be able to automatically find the RDF. Click the RDF button and manually select the RDF file.

RDF auto find options are described in more detail later in this guide. Refer to Configuration Options section.

Personal RDFs

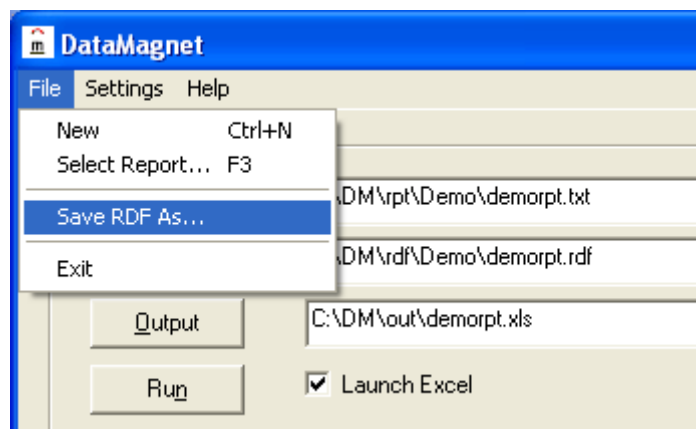
We have previously demonstrated various tools and options to customize the output from the DataMagnet for your needs. The Personal RDF feature allows you to save these settings for future use with the selected report.

From the File menu select the Save RDF As... (fig. 14)

This will open a dialog box for you to save your personal RDF.

Personal RDFs can only be manually selected by using the RDF button.

A Personal RDF can be modified and saved as another Personal RDF.

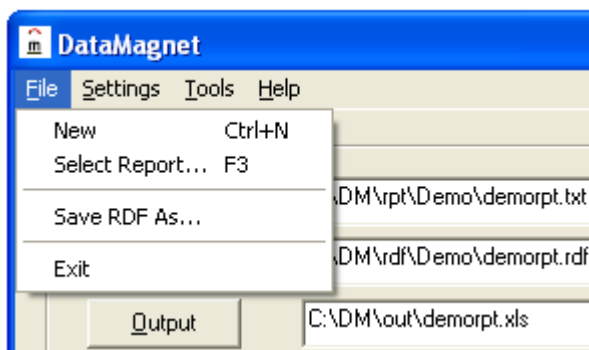


(fig. 14)

Menu Bar Selections

The Menu Bar on the DataMagnet contains three menus, File, Settings and Help. Selections for each menu are described in the following section.

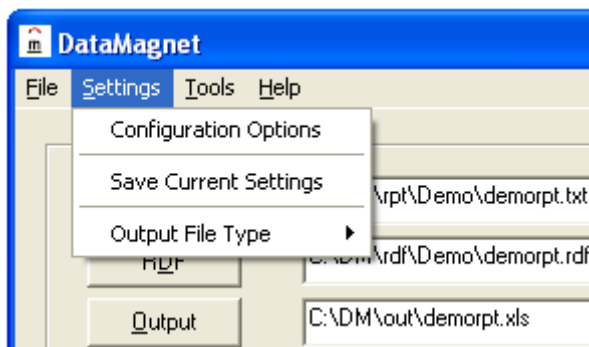
File Menu



(fig. 15)

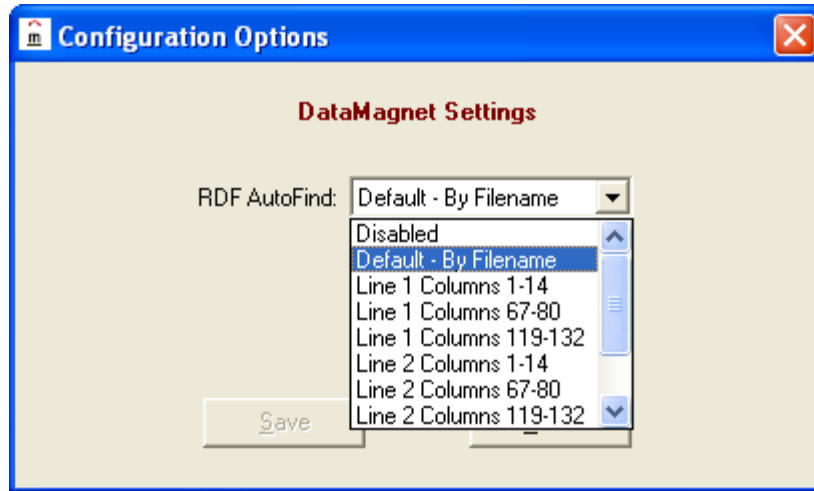
- | | |
|---------------|--|
| New | Clears all the DataMagnet fields and resets the default work settings. |
| Select Report | Opens the report selection dialog box. (fig. 4) |
| Save RDF As | Opens the save dialog box for RDFs. |
| Exit | Closes the DataMagnet application. |

Settings Menu



(fig. 16)

Configuration Options Opens the DataMagnet configuration settings window. (fig. 17)



(fig. 17)

RDF AutoFind: Displays a list of search options to automatically find the Report Description File.

Search Options:

Disabled

- The auto find is not performed and the RDF file must be manually selected.
- RDF validation is not performed.

Default

- The DataMagnet searches for a RDF file with the same name as the report file in the RDF folder.
- RDF validation is not performed.

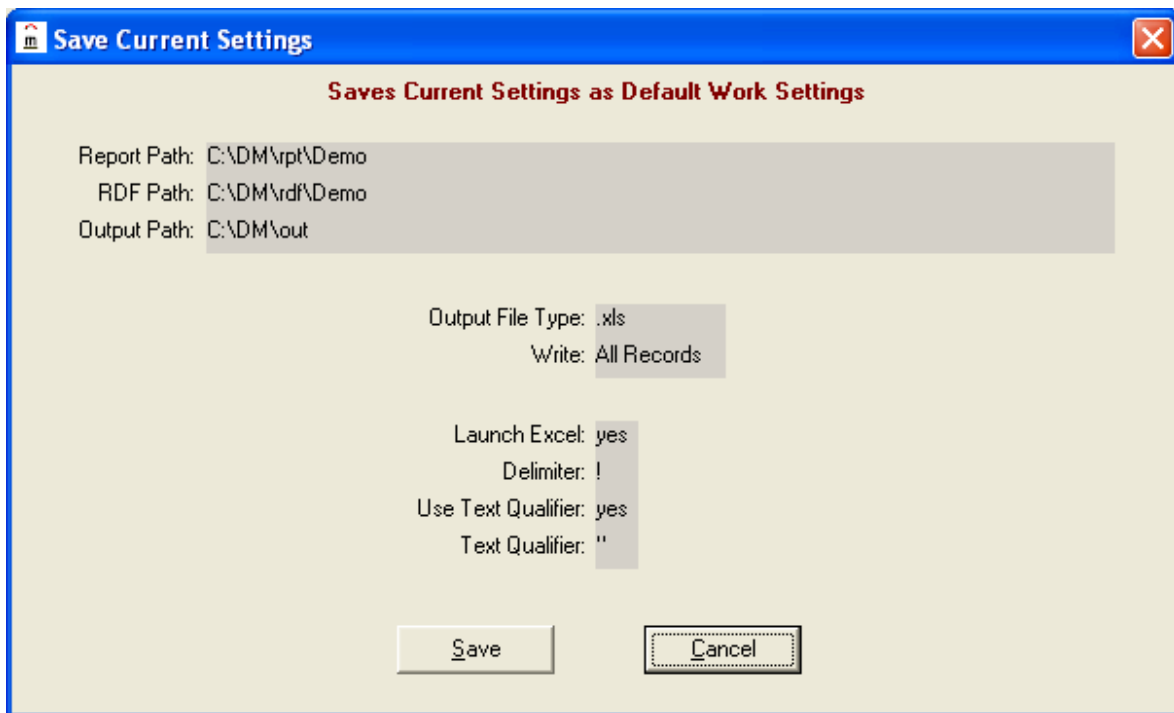
Line 1 Pos 1-14 Line n Pos p1-p2

- These options are only valid for reports in TEXT format.
- The DataMagnet reads the column positions on the corresponding report line to get the report ID (program name) and the tries to find a RDF file with this name in the RDF folder. If this find is unsuccessful, then the Default search is performed.
- RDF Validation is performed to warn the user if the RDF file does not match the report.

Save Current Settings Opens a confirmation window to save the current session settings as your default work settings. (fig 18)

Current settings that are saved:

- Report, RDF and Output file paths.
- Output file type.
- Delimiter and text qualifier options.
- Write filter for record types.



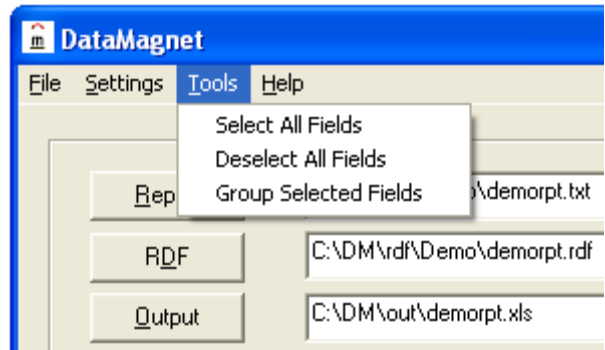
(fig. 18)

Output File Type Opens a submenu with options to change the current file type for the output file.

SubMenu Options:

- Excel Spreadsheet (XLS).
- Comma Separated (CSV).
- Text (TXT).

Tools Menu



(fig. 19)

Select All Fields Selects all the Output Fields.

Deselect All Fields Deselects all the Output Fields.

Group Selected Fields Groups all the selected output fields and moves them to the top of the field section. (fig. 20)

Cost Center Activity Report	
Output	Column Label
--->	RecType
	Currency
--->	Cost Center
▶	Description
--->	Account
--->	Account Description
--->	[Period Activity]

Cost Center Activity Report	
Output	Column Label
▶	RecType
--->	Cost Center
--->	Account
--->	Account Description
--->	[Period Activity]
	Currency
	Description

(fig. 20)

Before Group

After Group

Help Menu



(fig. 21)

DataMagnet Help

Help Documentation.

ERP Consulting

Link to Website, www.erpcons.com .

About RDF

Displays information about the Report Description File. (fig. 22)

About DataMagnet

Displays DataMagnet information.



(fig. 22)

Contact Information

ERP Consulting, LLC
141 South Main Street
Beacon Falls, CT 06403

Tel. (203) 723-2892

www.erpcons.com