# SpinifexIT Easy Reporter

## Blueprint and Report Generator

User Guide

## 1. About this guide

The Blueprint and Report Generator is a web app for SpinifexIT consultants working with Easy Reporter. It does two jobs:

- **Create a Blueprint** - turns an existing report's /ALG/GENTK load file into a Blueprint workbook that documents the report for review and client sign-off.
- **Create a report** - turns a Blueprint back into a load file you can upload into Easy Reporter, together with a Build Guide.

This guide explains how to use both, what the files contain, and what to check before anything goes to a client or into a client system.

### Opening the app

Open **https://easyreportergenerator.com** in Chrome or Edge. Always use this address: it shows the latest version. If the page looks out of date, press Ctrl+F5 to reload it fully. You can open this guide at any time from **View / download user manual** near the top of the page.

### Your files

Files are processed in memory while the app works on them and are not stored. The largest file you can upload is 3 MB.

## 2. Choosing what to do

The top of the page asks *What would you like to do?* Click either option to jump to that section. Both sections are always on the page, one under the other.

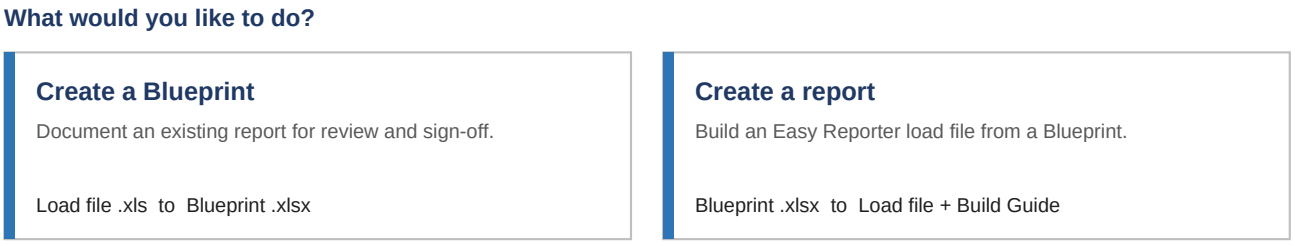



Figure 1 - Choosing a task

| You have | You want | Use |
|---|---|---|
| A report's load file (.xls) exported from Easy Reporter | A Blueprint to review or send to the client | Create a Blueprint |
| A Blueprint (.xlsx), created here or filled in by hand | A load file to upload into Easy Reporter | Create a report |

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## 3. Create a Blueprint

Before you start, export the report from Easy Reporter as a load file. It is a tab-delimited file, usually named .xls, containing the /ALG/GENTK tables for that report.

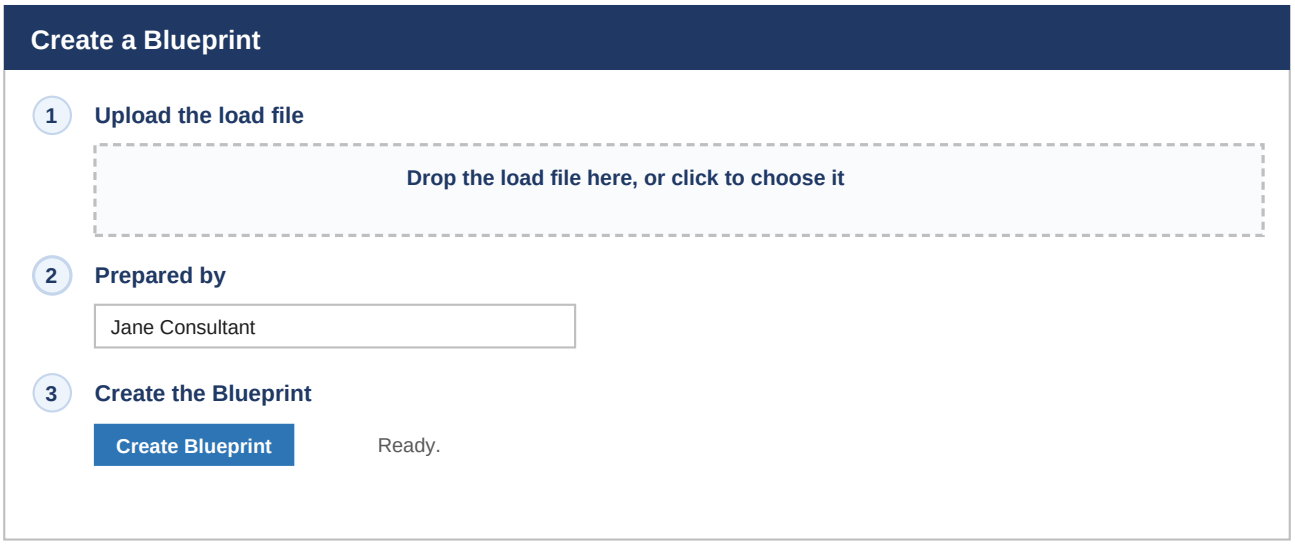



Figure 2 - The Create a Blueprint section

1. **Upload the load file.** Drag it onto the box, or click the box and choose it. The box turns blue and shows the file name. Click it again to choose a different file.
2. **Enter your name** under Prepared by. It appears on the Blueprint's Version Control sheet. The app remembers it and fills it in for both sections.
3. **Click Create Blueprint.** The message next to the button shows progress. Most reports take a few seconds.

### When the Blueprint is ready

The steps fold away and a green panel shows the result: the report name and ID, the number of columns, and whether the integrity checks passed.

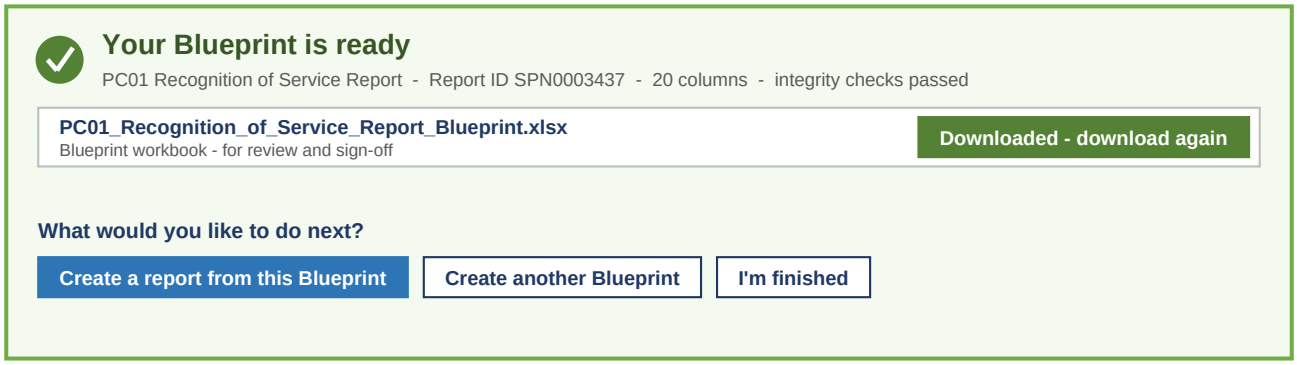



Figure 3 - Blueprint ready, with download and next steps

- **Download** - saves the Blueprint workbook. The button turns green once clicked; you can download again at any time.
- **Open items to review** - click to expand the issues found, graded high, medium and low.
- **Change the file or options** - reopens the steps if you picked the wrong file.
- **Create a report from this Blueprint** - loads the new Blueprint straight into the report section.
- **Create another Blueprint** - clears the section for the next load file.
- **I'm finished** - clears both sections and returns to the top of the page.

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## What's in the Blueprint

| Sheet | What it contains | Who it's for |
|---|---|---|
| Version Control | Document history, author and date | Everyone |
| Blue Print format | The report on the SpinifexIT Blue Print template: description, how the report works, columns, selection fields, filters and output | Client and consultant |
| Report tab (e.g. PC01) | Detailed view of Easy Reporter Tabs 1-5: every column, its source, settings, calculations and key logic | Consultant |
| Technical Reference | Easy Reporter back-end tables and integrity check results | Consultant only |
| Open Items | Issues to resolve before sign-off, with a proposed action | Consultant, then client |

## Before you send a Blueprint to a client

- **Check amber cells.** Amber means the value was inferred rather than read directly from the load file. Confirm or correct each one.
- **Work through the Open Items.** Resolve or agree each item and update its status.
- **Remove the Technical Reference sheet.** It is written for consultants.

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## 4. Reading the Blue Print format sheet

Tab 2 (Report Columns) lists each report column across the page. The rows under each column heading follow the SpinifexIT template:

| Row | What goes in it | Examples |
|---|---|---|
| Column Heading | The column name shown in the report | Employee No., Paid, /560 Net Pay |
| Specify Source Data | Where the value comes from | MASTER P0001 BUKRS; PAY RESULTS COLUMN; CALCULATION: Paid - Unpaid |
| Field Settings | How the value is worked out: calculations, rounding, headcount, payroll result options and Advanced Mapping rules | Headcount: Full; Advanced mapping: ... |
| Column Selection | Wage types selected for payroll result columns | Wage type selection: /560 |
| Column Settings | How the column is displayed | Hide; Hide & Clear; Display Key & Text; Currency format; Totalled |
| Additional Features | Column filters and other notes | Column filter: New Hires / Terminated (AMP01) I CP *Term* |

Tab 4 (Define Filters) shows each report filter with its field, include/exclude, equator and value. *Apply Filter at* uses Easy Reporter's wording, for example **(21a) Per Record**. A filter set to apply after sorting is shown in amber to confirm.

Tab 5 (Source & Destination) shows the report's email and file output as configured in the load file: email settings for the report and for each variant, and each output file with its path, name, attachment type and destination (FTP, RFC destination, SAP CPI iFlow, Strato workflow or function module). Stored passwords and encryption keys are never shown. Codes such as the header type, file type, attachment format, merge option and wage-type selection type are shown with SAP's own meaning.

*How the report works* in the description area is written in plain English for the client. The technical logic is on the report tab.

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## 5. Create a report

You can create a report from any Blueprint: one created by this app, or a Blue Print format sheet filled in by hand for a new report.

1. **Upload the Blueprint** (.xlsx), or use *Create a report from this Blueprint* after creating one.
2. **Check the report details.** *Prepared by* is shown in the Build Guide. *Report ID* is optional: 3 to 10 letters or numbers. Leave it blank to keep the Blueprint's ID, or to get a new ID (starting ZBP) for a new report.
3. **Choose how to build it.** Tick *Build a new report from the Blue Print format sheet* to build from what the sheet says. Leave it unticked to regenerate a Blueprint created here from its original report, with your edits applied.
4. **Click Create report.**

**Never reuse the ID of a report that already exists in the target system** - uploading the file would overwrite that report.

### When the report is ready

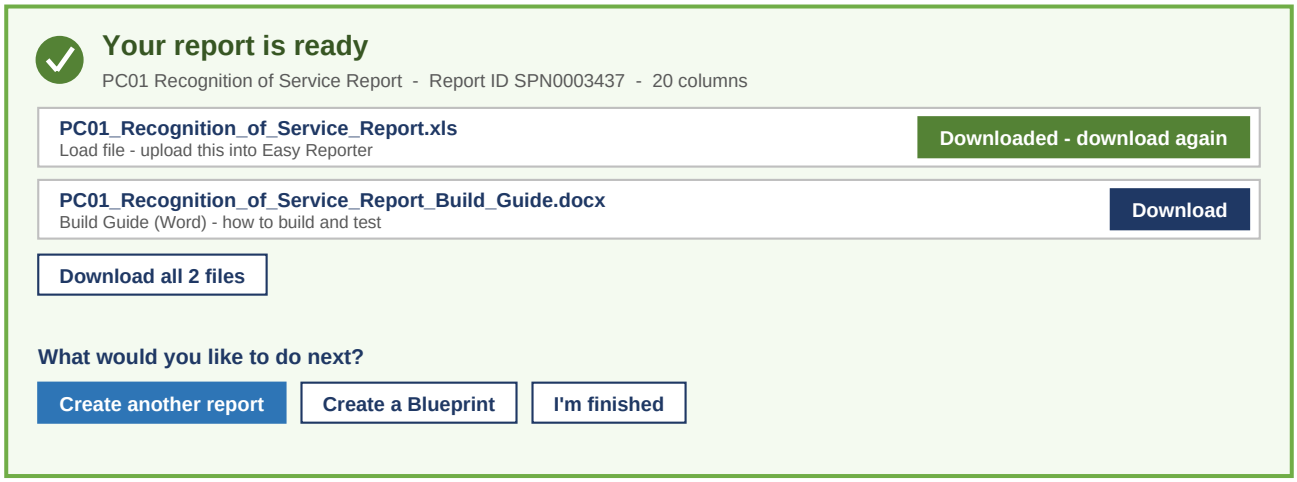



Figure 4 - Report ready, with files and next steps

| File | What to do with it |
|---|---|
| Load file (.xls) | Upload it into Easy Reporter in a development client |
| Build Guide (.docx) | Follow it to check and finish the report in Easy Reporter. It uses Easy Reporter's own field names and settings: header type, column selection types, merge settings, and email and file output |

Use *Download all* to save both files at once. Expand *What was generated* to see each part of the report and its status. Anything marked **Not generated** must be added in Easy Reporter by hand.

Every load file is checked against the SAP dictionary before you can download it: each record must fit its table's field order, lengths and number formats. The result is the last line of *What was generated*. A new report built from the Blue Print format sheet that doesn't fit isn't released.

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### What the app builds, and what it doesn't

| Built automatically | Added by hand in Easy Reporter |
|---|---|
| Report settings, description, header (including the header type) and menu entry | Variants |
| Columns from infotypes, Easy Reporter master fields and headcount counters | Substring fields |
| Payroll result columns with wage types | Mapping and Advanced Mapping |
| Calculations based on other columns | Email and file output |
| Hide, Key & Text, totals, rounding, headcount | Columns whose source isn't recognised |
| | Currency formatting (the *Format Amount Values according to Currency Used* tick box) |
| Sort and subtotal fields, selection fields, column and report filters | |

### Before you use the report

1. Upload the load file into a **development client** first - never straight into production.
2. Compare the report with the Blueprint and add anything marked Not generated.
3. Run the report with a test variant and check the results.
4. Transport it only when it has been tested and signed off.

## 6. Writing a Blueprint for a new report

To build a brand-new report, fill in the Blue Print format sheet and create a report with the tick box ticked. The app reads *Specify Source Data* to decide how each column is built:

| Source | Write it as |
|---|---|
| Infotype field | MASTER P0001 BUKRS (infotype, then field) |
| Easy Reporter master field | EMPNO, PNAME, MAHIR, MADOB, MAAGN, MASVL, or MACN1... for headcount counters |
| Payroll result amount | PAY RESULTS COLUMN, with the wage types in Column Selection |
| Calculation | CALCULATION: Paid - Unpaid (other column headings or numbers) |
| Column filter | In Additional Features: Column filter: <heading> (<field>) I EQ <value> |

Columns whose source the app doesn't recognise are listed as Not generated; the rest of the report is still built.

## 7. The /ALG/ table dictionary

Click **/ALG/ table dictionary** at the top of the page (between *Ask Spinny* and *View user manual*) to open it as its own tab; *Back to Create a Blueprint / Create a report* returns to the tasks. It lists every /ALG/GENTK and /ALG/MENU table with its fields, key fields, data elements, types and lengths, taken from the SAP dictionary. Search by table, description or field name. *Load idx* is the field's position in a load file: position 0 is the table name, then every field in order except the client (MANDT). *Label* is SAP's field label and *Allowed values* lists the codes a field accepts with their meanings, for example the file output types or merge options.

## 8. Troubleshooting

| What you see | What to do |
|---|---|
| The page looks like an older version | Use https://easyreportergenerator.com and press Ctrl+F5 |
| That isn't a load file / That isn't a Blueprint | Use an .xls load file to create a Blueprint, and an .xlsx Blueprint to create a report |
| That file is over 3 MB | Check it's the right file - load files and Blueprints are normally much smaller |

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| What you see | What to do |
|---|---|
| Something went wrong while processing the file | Open the file in Excel to check it isn't damaged, then try again. If it still fails, send the file to the Easy Reporter team |
| Integrity checks failed | The load file is incomplete or inconsistent. Export it again from Easy Reporter |
| Orphaned variant records (CNDP 006 risk) | A variant's settings are in the file without the variant itself. Export the report again with its variants, or remove the orphaned records before loading |
| Row widths don't match the SAP dictionary | The load file comes from a different Easy Reporter release. Check the Blueprint against the report in that system |
| Dictionary check: Check before upload | A record doesn't fit its SAP table. Don't upload the file; send it and the Blueprint to the Easy Reporter team |
| Items marked Not generated | Add them in Easy Reporter by hand - see the Build Guide |

Questions or feedback about the app: contact Marinus Hennop at mhennop@spinifexit.com.

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