

ON POINT

# Jet Reports

**EBOOK**

How-to's

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**Quick Start Guide**

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Tips



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# Introduction

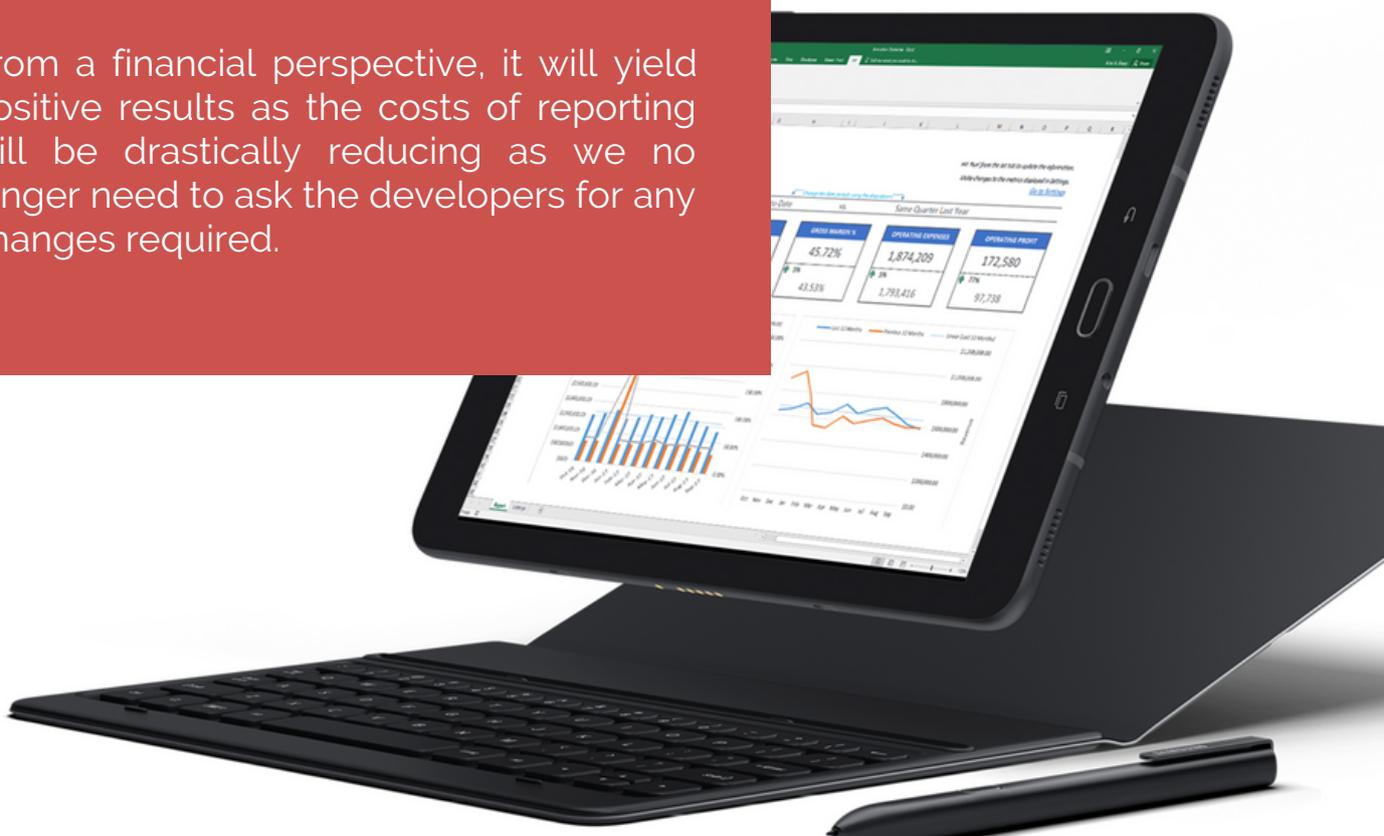
The aim of this e-book is to provide a guideline towards a number of Jet Report functions which are available for the user. And for the new users, we'll be taking this opportunity to introduce them to the strong Jet Reporting features, and how to maximise its usage in the day-to-day operations.

## Why Jet Reports?

**Jet Reports provide a direct link to Business Central/NAV whilst making full use of the features found within Microsoft Excel.**

As we are all aware of, the accounting teams are well versed with Microsoft Excel so through this tool we are aiming to give back to the end user the power to create/modify/update reports in line to their own requirements.

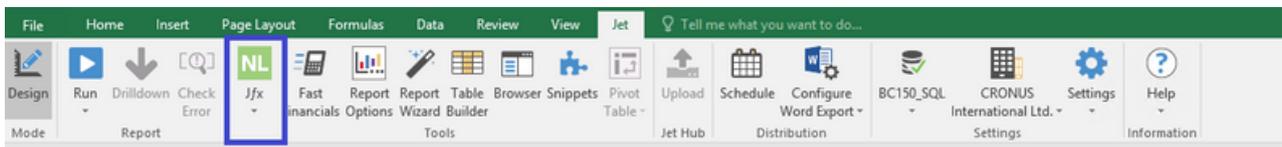
From a financial perspective, it will yield positive results as the costs of reporting will be drastically reducing as we no longer need to ask the developers for any changes required.



# Starting-off

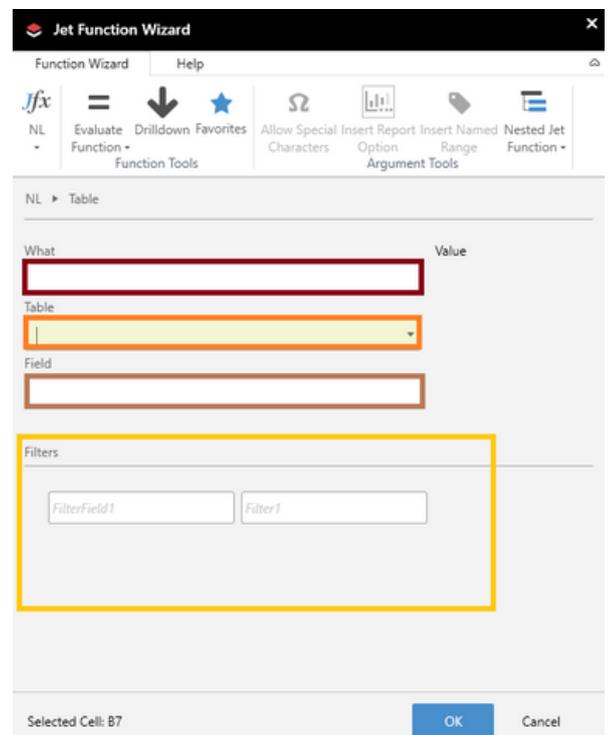
Starting off may be the hardest part and at times like actually getting our hands dirty with the features is the major stumbling block. In case of Jet Reports, once you get the installation done (On Point offers a free installation), starting off is pretty straight forward.

The NL Button, marked in the pic here below, will be the starting point for the upcoming parts.



Upon clicking the NL Function, the user is faced with the following, windows through which a number of parameters are to be inputted. It's

- **What** - This field is used to identify one of the NL Functions which will be used
- **Table** - This field is used to identify the table from which the table is to be sourced
- **Field** - The user may select one or more fields, however this is not compulsory and evidenced later on.
- **Filters** - We can select multiple filters, and not limited to the table fields, as we'll get to see at a later stage.



# NL Functions

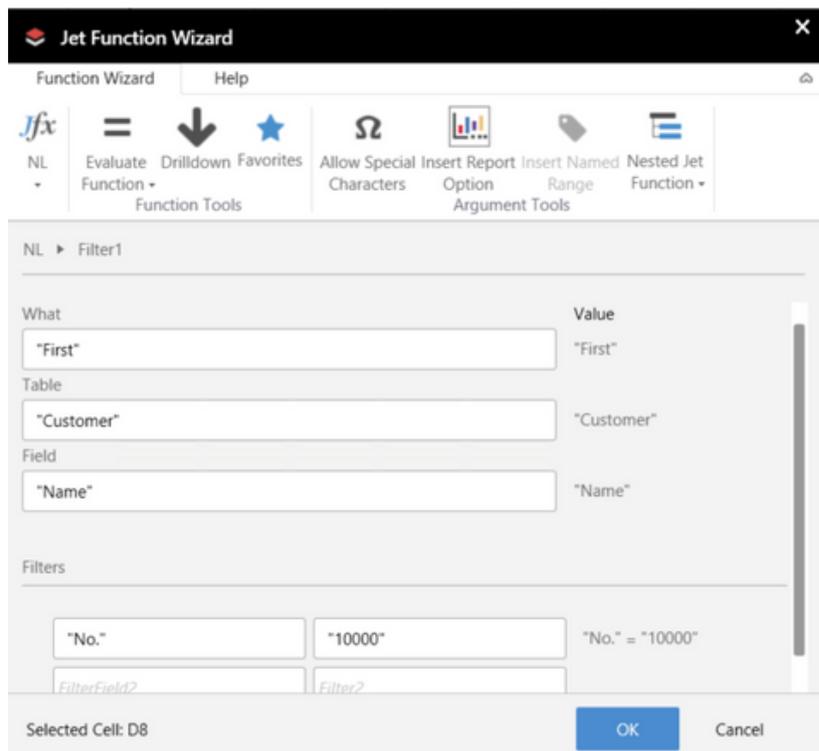
The NL Functions, is a class of functions which are made available by Jet Reports. The functions are aimed at retrieving the data from Business Central, which has to satisfy the criteria and parameters which are set both by the function as well as by the user.

## First

### Aim

The first function aims to retrieve the first of one of the following:

- a field
- a set of fields
- an entire record



The screenshot shows the 'Jet Function Wizard' dialog box. The title bar reads 'Jet Function Wizard'. Below the title bar, there are two tabs: 'Function Wizard' and 'Help'. A toolbar contains several icons: 'Jfx', '=', a downward arrow, a star, a Greek letter Omega, a bar chart, a tag, and a list icon. Below the toolbar, there are several menu items: 'NL', 'Evaluate Function', 'Drilldown Function Tools', 'Favorites', 'Allow Special Characters', 'Insert Report Option', 'Insert Named Range Argument Tools', and 'Nested Jet Function'. The main area of the dialog is titled 'NL > Filter1'. It contains a table with the following data:

What	Value
"First"	"First"
Table	"Customer"
Field	"Name"

Below the table, there is a 'Filters' section with two rows of input fields:

"No."	"10000"	"No." = "10000"
FilterField2	Filter2	

At the bottom of the dialog, there is a status bar that reads 'Selected Cell: D8' and two buttons: 'OK' and 'Cancel'.

## Case Scenarios

- Getting the name of a specific client, based on specific filters
- Getting the entire address (four fields) of a specific client, based on specific filters
- Getting the entire record, based on specific filters

## Sum

### Aim

The SUM function is utilised to retrieve the summation of specific field. The summation is to be linked to a numeric field, however the records being considered may be filtered with any field(s) related to the record.

## Case Scenarios

- Calculating the total amount due per customer at a certain point in time
- Calculating the total amount of inventory per location per variant

# Columns

## Aim

Through the columns function, the system automatically replicates columns based on a specific criteria as set by the user. The huge advantage is that the feature is dynamic, thus the columns will add/decrease in line to the criteria it's linked to.

## Case Scenarios

- Creating a column for each department specified in the dimension values
- Creating a column for each month that falls within a period range set by the user

The screenshot shows the 'Jet Function Wizard' dialog box. The title bar reads 'Jet Function Wizard' with a close button. Below the title bar are two tabs: 'Function Wizard' and 'Help'. A toolbar contains icons for 'Evaluate Function', 'Drilldown', 'Favorites', 'Allow Special Characters', 'Insert Report Option', 'Insert Named Range', and 'Nested Jet Function'. The main area is divided into sections: 'What' (Columns), 'Table' (Date), 'Field' (Period Start), and 'Filters'. The 'Filters' section contains three rows: 'Period Type' set to 'Month', 'Period Start' set to '011102020..31052021', and 'FilterField3' set to 'Filter3'. At the bottom, it shows 'Selected Cell: D8' and 'OK' and 'Cancel' buttons.

What	Value
"Columns"	"Columns"
Table	
"Date"	"Date"
Field	
"Period Start"	"Period Start"
Filters	
"Period Type"	"Month"
"Period Start"	011102020..31052021
FilterField3	Filter3

Selected Cell: D8

OK Cancel

# **Count**

## **Aim**

Through the count function, the system will count the number of records which fall within the parameters specified by the user.

## **Case Scenarios**

- Calculating an average based onto the number of records
- Calculating the number of resources within the company.

# **Table**

## **Aim**

Creating a table utilising the Excel Table format, based onto the data and records retrieved from the system.

## **Case Scenarios**

- Creating a table with the historical entries retrieved from the Vendor Ledger Entries
- Creating a table to depict the list of customers and basic contact information.

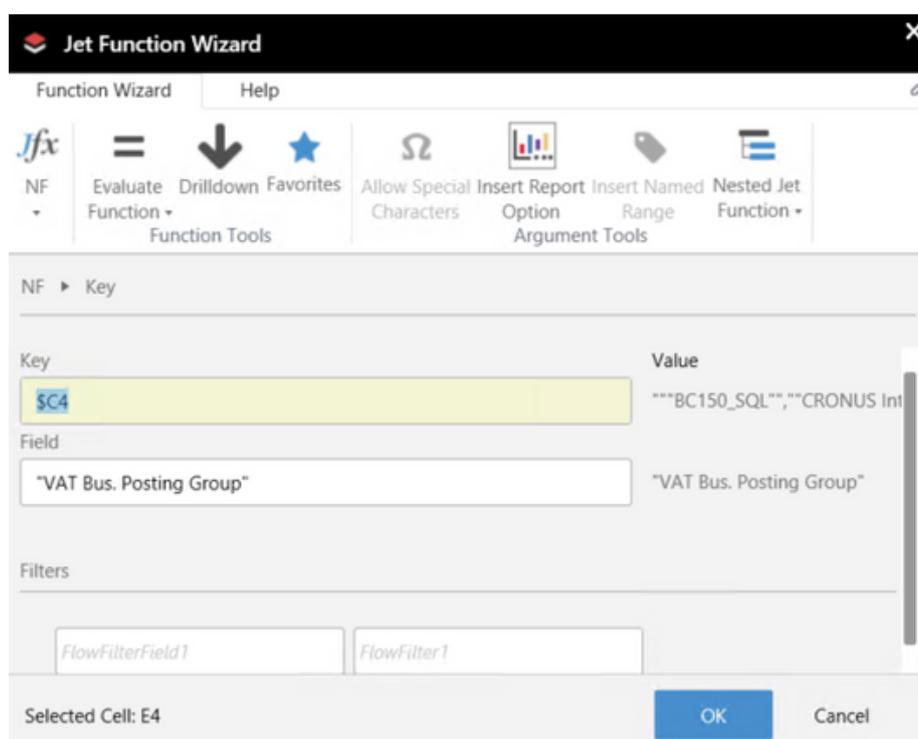
# NF Functions

## Aim

NF function, is the only function, opposite to NL Function which has a number of sub-functions. The aim of the function is to retrieve the key retrieved through another function, and get the right field based on the key and other filters.

## Case Scenarios

- Getting the customer name of a record, which has been retrieved through the NL (Record) function
- Getting the description of the Sales Line record, which has been previously filtered out the the NL (First) function



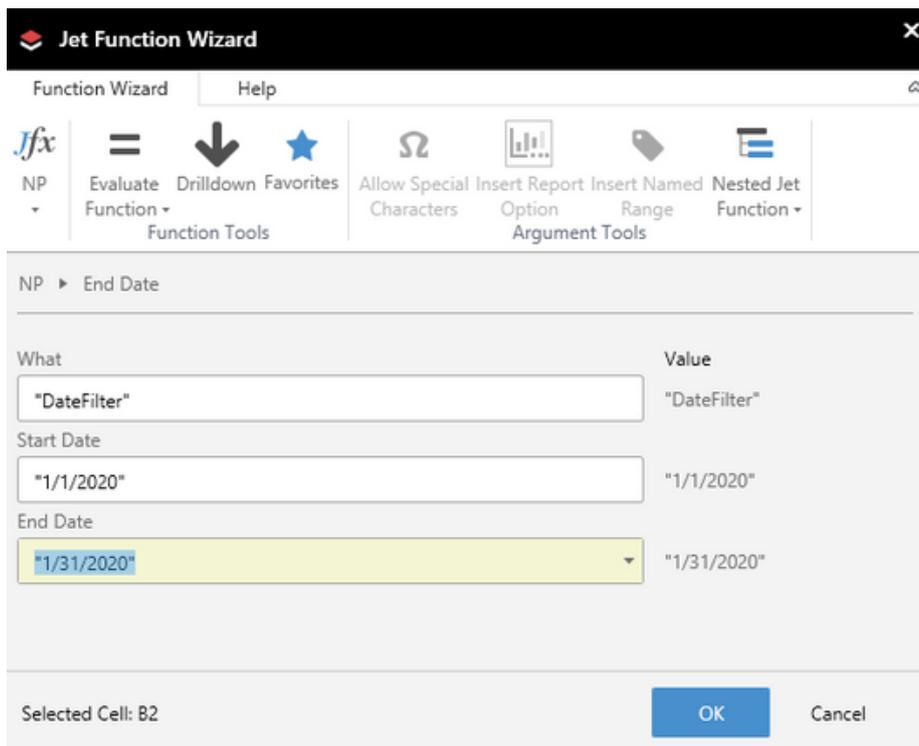
# NP Functions

The NP Function, once again provides us with a class of functions, which would provide us with key functionalities or data which is indirectly related to our final results. Though this may sound abstract, the following features will clarify this out.

## DateFilter

### Aim

The aim of this feature is to create a data filter which mimics the date filter created within NAV or Business Central i.e. date...date e.g. 01/01/2020..31/01/2020.



The screenshot shows the 'Jet Function Wizard' dialog box. The title bar includes 'Jet Function Wizard' and a close button. Below the title bar are tabs for 'Function Wizard' and 'Help'. A toolbar contains icons for 'NP', 'Evaluate Function', 'Drilldown', 'Favorites', 'Allow Special Characters', 'Insert Report Option', 'Insert Named Range', and 'Nested Jet Function'. The main area is titled 'NP > End Date' and contains a table with two columns: 'What' and 'Value'. The table has three rows: 'DateFilter', 'Start Date', and 'End Date'. The 'End Date' row is highlighted in yellow. At the bottom, there is a 'Selected Cell: B2' label, an 'OK' button, and a 'Cancel' button.

What	Value
"DateFilter"	"DateFilter"
Start Date	"1/1/2020"
End Date	"1/31/2020"

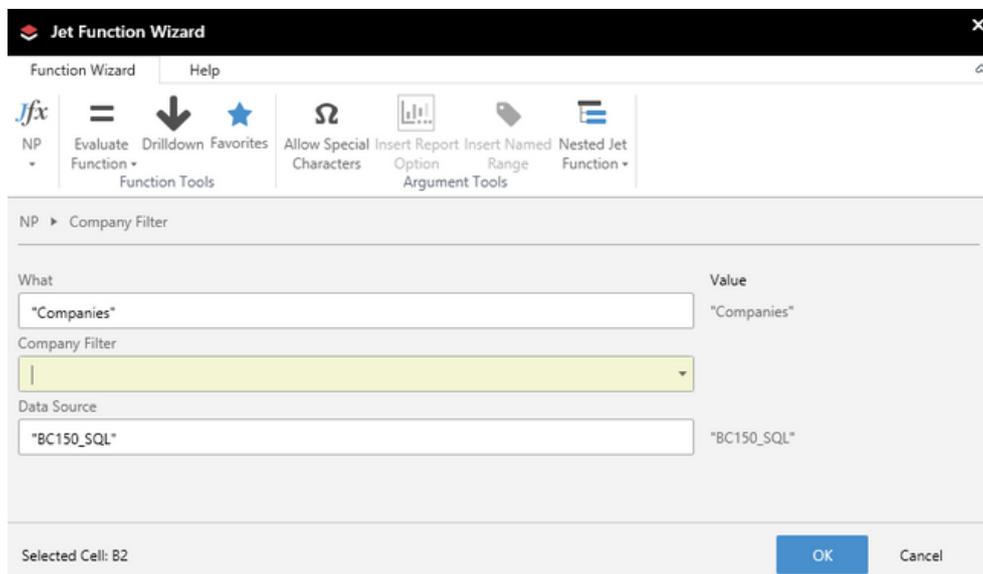
### Case Scenarios

- Creating a filter based onto two dates which are dynamically retrieved from within a report
- Creating a filter out of two fields inputted by the user (thus removing any issues pertaining to data formatting)

# Companies

## Aim

Our aim is to retrieve the list of companies from a specific data source. We must bear in mind that there are circumstances where the user has multiple data source e.g. Jet Analytics and Jet Reports.



## Case Scenarios

- Dynamically creating a sheet for every company existing within NAV/Business Central
- Checking the Customer No. and the Name associated to them for all companies to review any commonality/discrepancy.

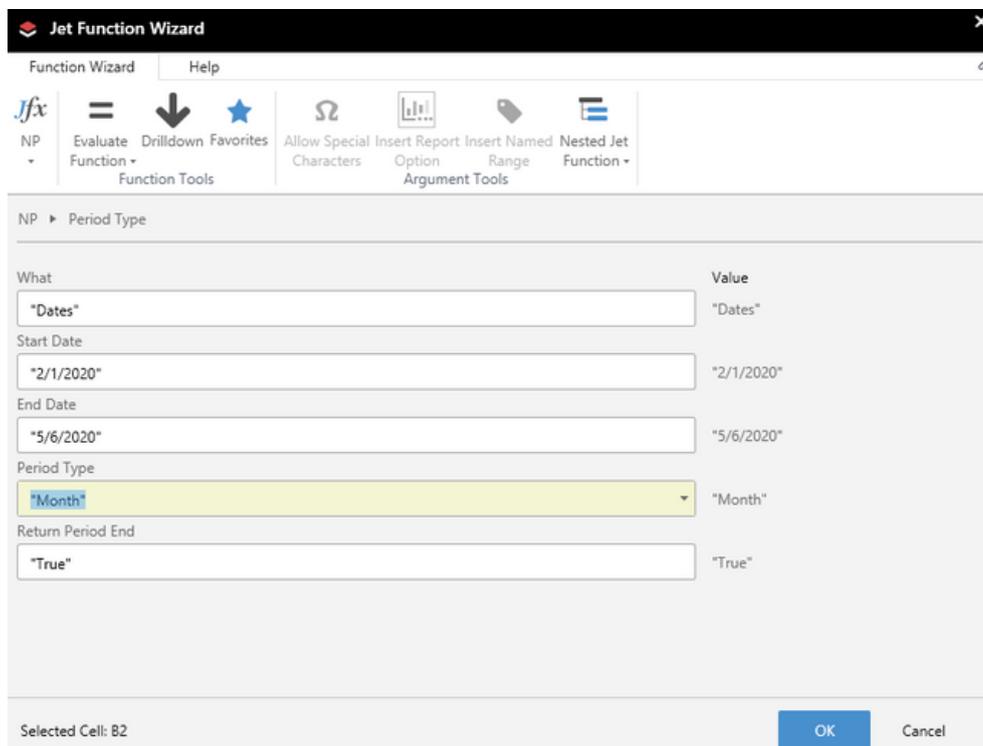
# Dates

## Aim

The Dates returns a filter with a set of dates which is unusable from a user perspective but which however is very useful from a formula perspective.

In the screenshot below we are giving out a typical case scenario where we are asking the system to retrieve the set of dates which are:

- Fall between 1st February to 6th May 2020
- They are to be grouped by Month
- Need to provide the end date of the period



The screenshot shows the 'Jet Function Wizard' dialog box. The 'Function Wizard' tab is active, and the 'Dates' function is selected. The configuration is as follows:

What	Value
"Dates"	"Dates"
Start Date	"2/1/2020"
End Date	"5/6/2020"
Period Type	"Month"
Return Period End	"True"

At the bottom of the dialog, it shows 'Selected Cell: B2' and 'OK' and 'Cancel' buttons.

The formula is then utilised, to create columns by using inputting the formula within the **NL(Columns)**

**=NL("Columns",B2)**

where B2 refers to the Dates Formula which after defining the parameters would have been written as per follows:

**=NP("Dates","2/1/2020","5/6/2020","Month","True")**

## Case Scenarios

- The formula is useful when needing specific dates which are not sequential e.g. the transactions falling at end of month for the entire year.
- Getting the first date of the month for an entire Date Range

# GL Functions

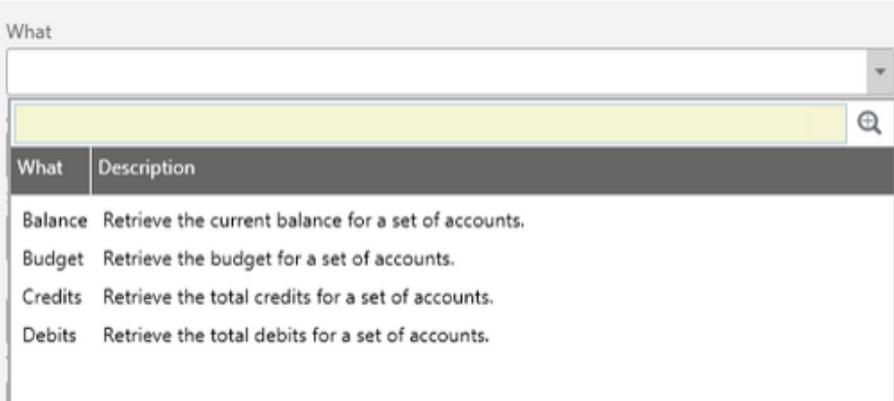
## Aim

The GL Function, can be deemed as a simple way how to extract the information related to G/L in a faster and more efficient way albeit there are some constraints which we need to circumvent. What's crucial is that the system provides the information from two sources:

- G/L Entries
- G/L Budget Entries

## Case Scenarios

- There are various reasons why we would need to extract the G/L Entries, the most important one being producing the Financial Statements. One very interesting feature is the distinction between the different data type that we can obtain, as shown here below:



What	Description
Balance	Retrieve the current balance for a set of accounts.
Budget	Retrieve the budget for a set of accounts.
Credits	Retrieve the total credits for a set of accounts.
Debits	Retrieve the total debits for a set of accounts.

- Needless to say through the G/L function we can obtain the data based on a number of filters, the key ones being:
  - The Account (s)
  - Starting Date and
  - Ending Date
  - 2 Global Dimensions
  - Company Name
  - Budget Code (where applicable)

The screenshot shows the 'Jet Function Wizard' dialog box. The title bar is 'Jet Function Wizard'. Below it is a menu bar with 'Function Wizard' and 'Help'. A toolbar contains icons for 'GL', 'Evaluate Function', 'Drilldown', 'Favorites', 'Allow Special Characters', 'Insert Report Option', 'Insert Named Range', and 'Nested Jet Function'. The main area is titled 'GL > What' and contains a 'What' dropdown menu (highlighted in yellow) and a 'Value' column. Below these are several input fields: 'Account', 'Start Date', 'End Date', 'View', 'Department Code', 'Project Code', 'Company', 'Exclude Close', 'Cache Tables', and 'Data Source'. At the bottom, it shows 'Selected Cell: B8' and 'OK' and 'Cancel' buttons.

- It's to be noted that wherever the constraints posed by the GL function are too much as we would need to apply more filters, such as a third dimension, we can then opt for a NL(SUM) using the G/L Entry as a source table

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