



## **Disclosure Management**

Create ER Named ranges

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## Introduction

Data in Microsoft Office Excel tables of data caches often has no unique identifiers. To transform data into context-related data with a unique ID, you define ER named ranges and assign a name starting with “ER\_”

You can tag and save each value of a range. With the Tag Monitor, you can track the changes of specific report values and provide a concise overview of changes applied to those values. For example, you can see how the total amount of liabilities has been modified over the time the annual report has been elaborated.

**Procedure to create ER range**

1. Table in Excel

Let's assume you have a table like this

|    | A    | B             | C       | D       | E | F | G | H | I |
|----|------|---------------|---------|---------|---|---|---|---|---|
| 1  | Key  | Label         | Val1    | Val2    |   |   |   |   |   |
| 2  | K001 | Assets        | 100,000 | 200,000 |   |   |   |   |   |
| 3  | K002 | Liabilities   | 100,000 | 200,000 |   |   |   |   |   |
| 4  | K003 | Total_Revenue | 100,000 | 200,000 |   |   |   |   |   |
| 5  | K004 | Profit        | 100,000 | 200,000 |   |   |   |   |   |
| 6  |      |               |         |         |   |   |   |   |   |
| 7  |      |               |         |         |   |   |   |   |   |
| 8  |      |               |         |         |   |   |   |   |   |
| 9  |      |               |         |         |   |   |   |   |   |
| 10 |      |               |         |         |   |   |   |   |   |
| 11 |      |               |         |         |   |   |   |   |   |

2. Define the ranges

You need to have the following ranges

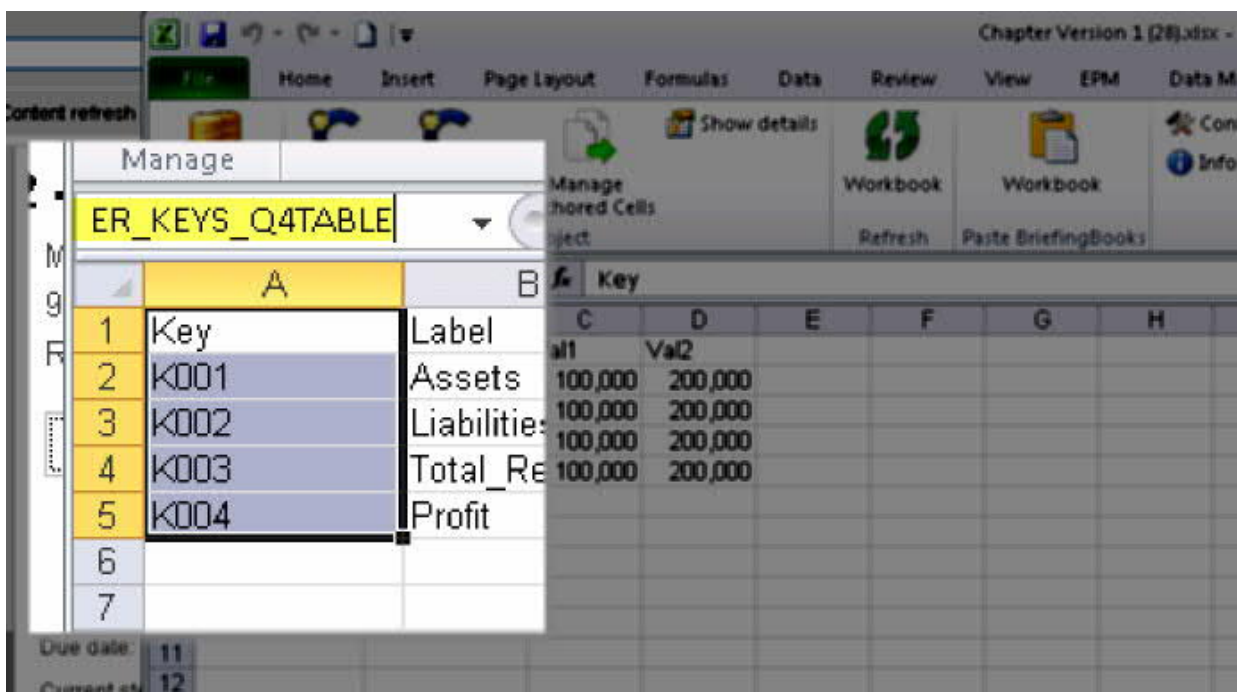
ER\_KEYS\_<tag>

ER\_LABELS\_<tag>

ER\_VALUES\_<tag>\_<value\_tag>

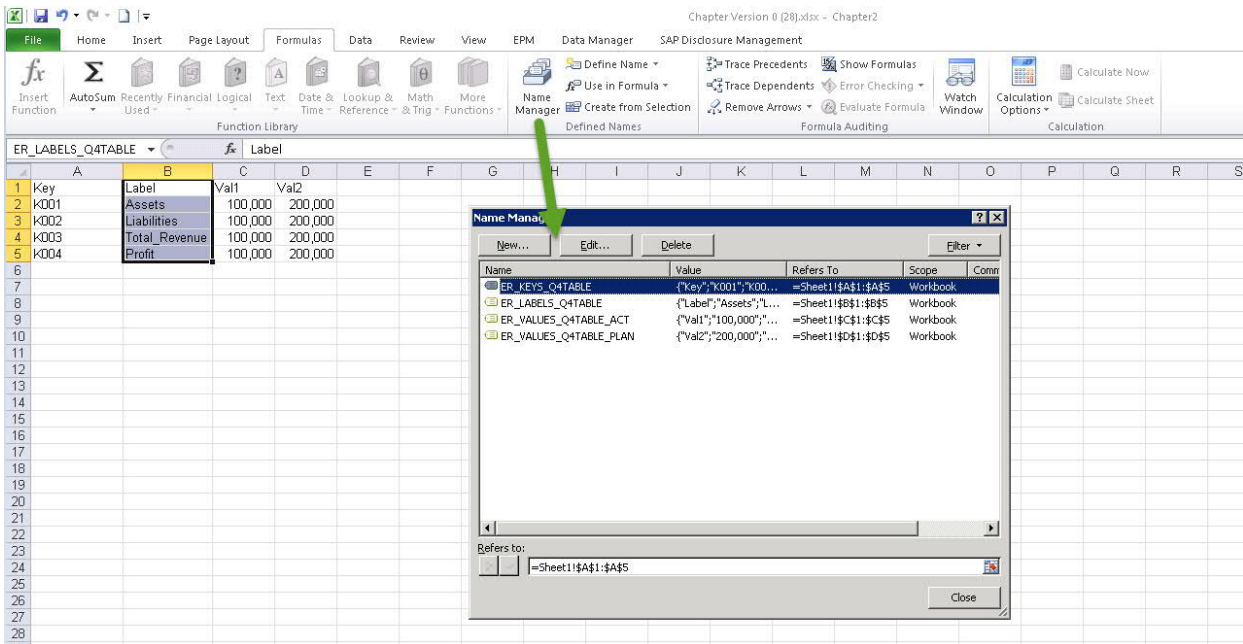
Note: the ER\_VALUES can be repeated n times

You can create a range, by simply selecting the cells (e.g. A1...A5) and then entering the name in the Excel 'name box'



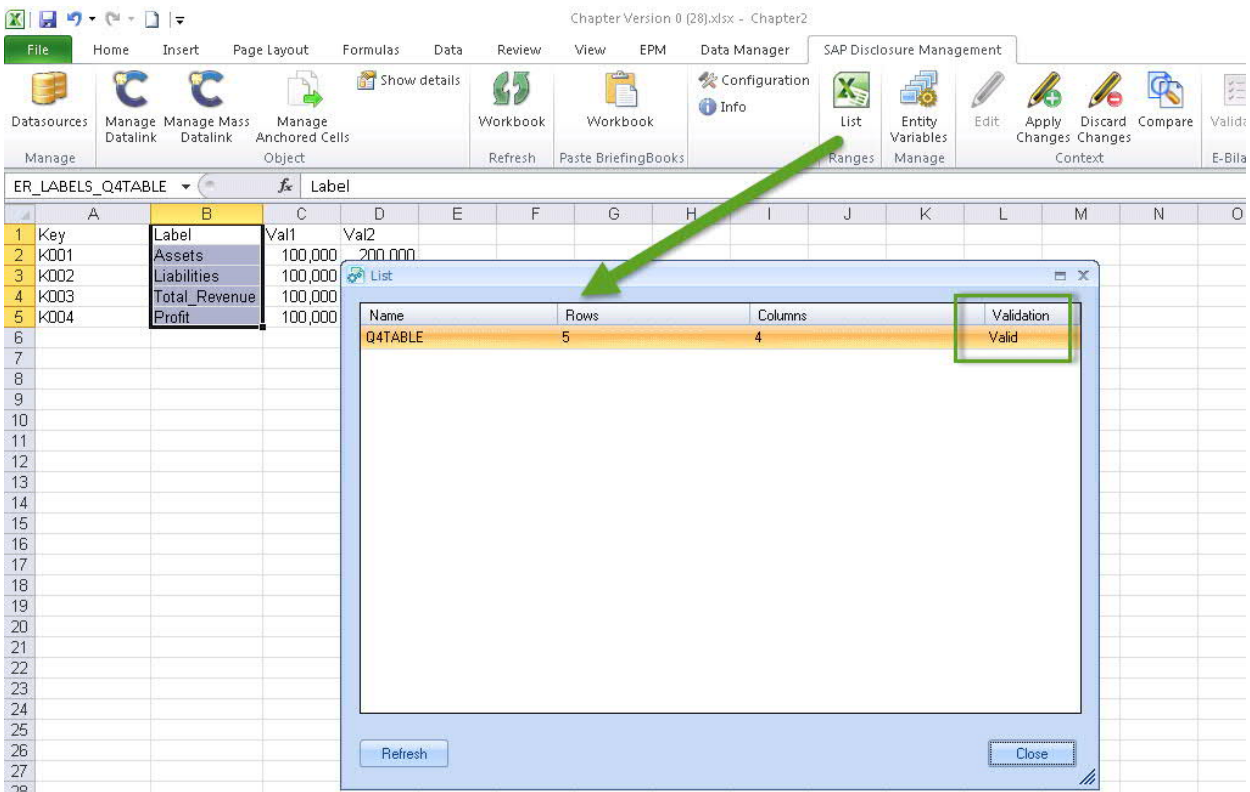
Note: you can also do this in Excel's "Name Manager" (CTRL-F3)

In the end, you should end up with something like this:

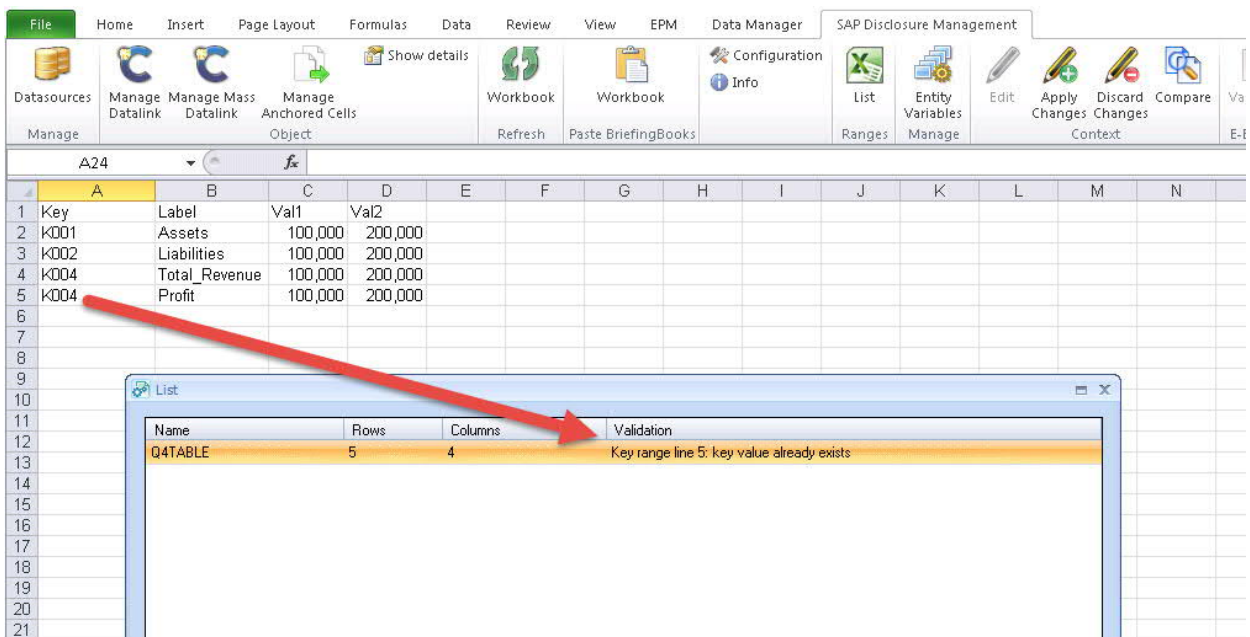


### 3. Validate your ER range

Select the option “List Ranges” from the DM ribbon. You should see the “Valid” message



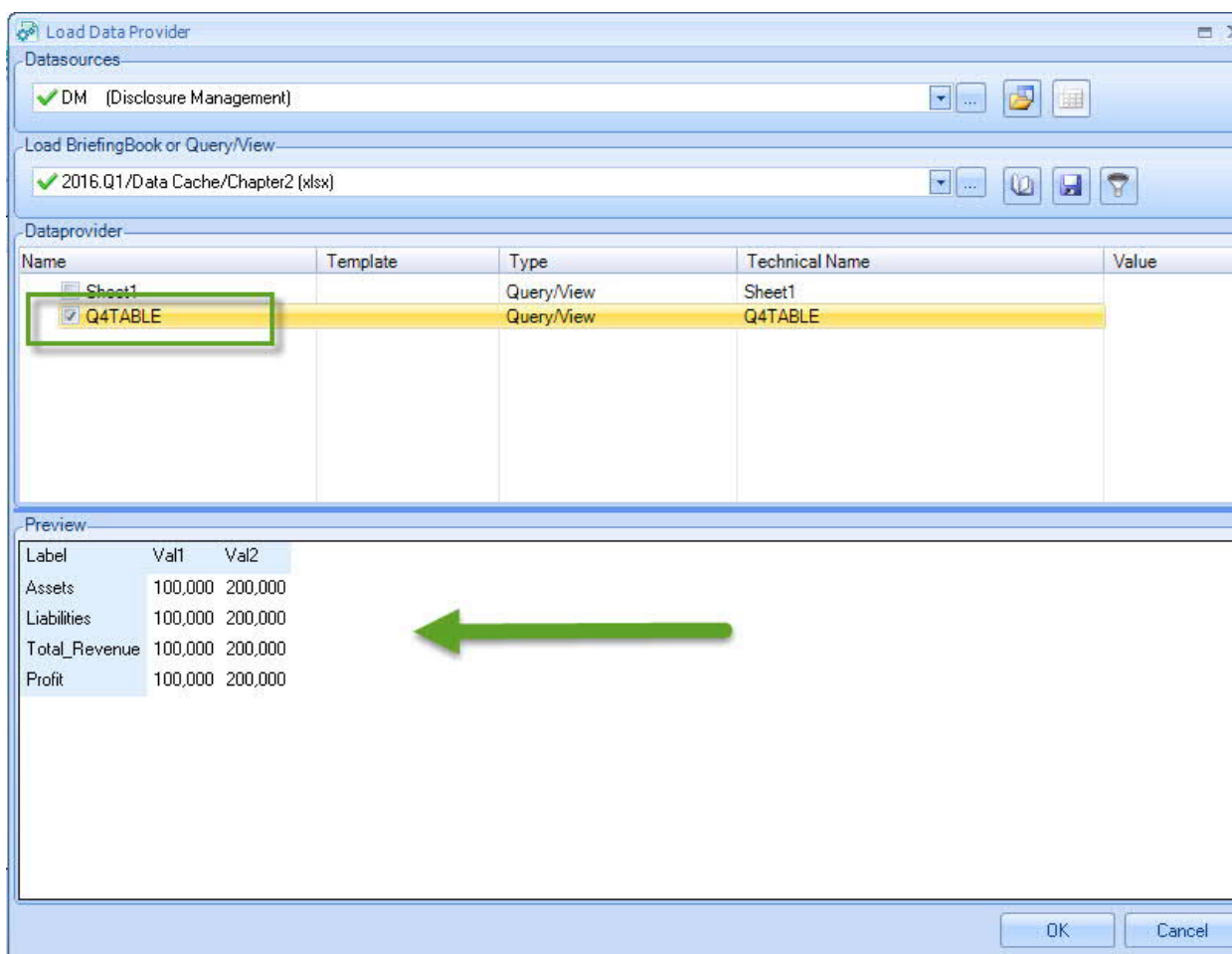
Note: a possible error could be that your keys are not unique



#### 4. Data linking the ER range

In the Data Link the named range will now appear with its <tag> name. In this example, Q4TABLE

Note also that the ER\_KEYS values are not displayed, only the labels and values



#### 5. Monitor changes

In the Tag monitor you can now track the changes of the ER Named ranges

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**Tag Monitor**

Overview of all available tags for selected chapter.  
 To get information about single tag double click on certain tag.

Period: 2016 Q1    Report: Data Cache    Chapter: Chapter2

| Tag         | Label         | Value   | Data Type | Report     | Chapter  |
|-------------|---------------|---|-----------|------------|----------|
| <b>Key</b>  | Label         | Q4TABLE_ACT : Val1<br>Q4TABLE_PLAN : Val2       | Excel     | Data Cache | Chapter2 |
| <b>K001</b> | Assets        | Q4TABLE_ACT : 100,000<br>Q4TABLE_PLAN : 200,000 | Excel     | Data Cache | Chapter2 |
| <b>K002</b> | Liabilities   | Q4TABLE_ACT : 100,000<br>Q4TABLE_PLAN : 200,000 | Excel     | Data Cache | Chapter2 |
| <b>K003</b> | Total_Revenue | Q4TABLE_ACT : 100,000<br>Q4TABLE_PLAN : 200,000 | Excel     | Data Cache | Chapter2 |
| <b>K004</b> | Profit        | Q4TABLE_ACT : 100,000<br>Q4TABLE_PLAN : 200,000 | Excel     | Data Cache | Chapter2 |

Open tag: Detailed information about the tag is displayed

## Useful Resources and KBAs

[SAP Disclosure Management User Guide](#)

[2453458 - System.outOfMemoryException error when refreshing a datalinked Table in Word](#)

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