

The myXL Add-In

Functions & formulas

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Goals

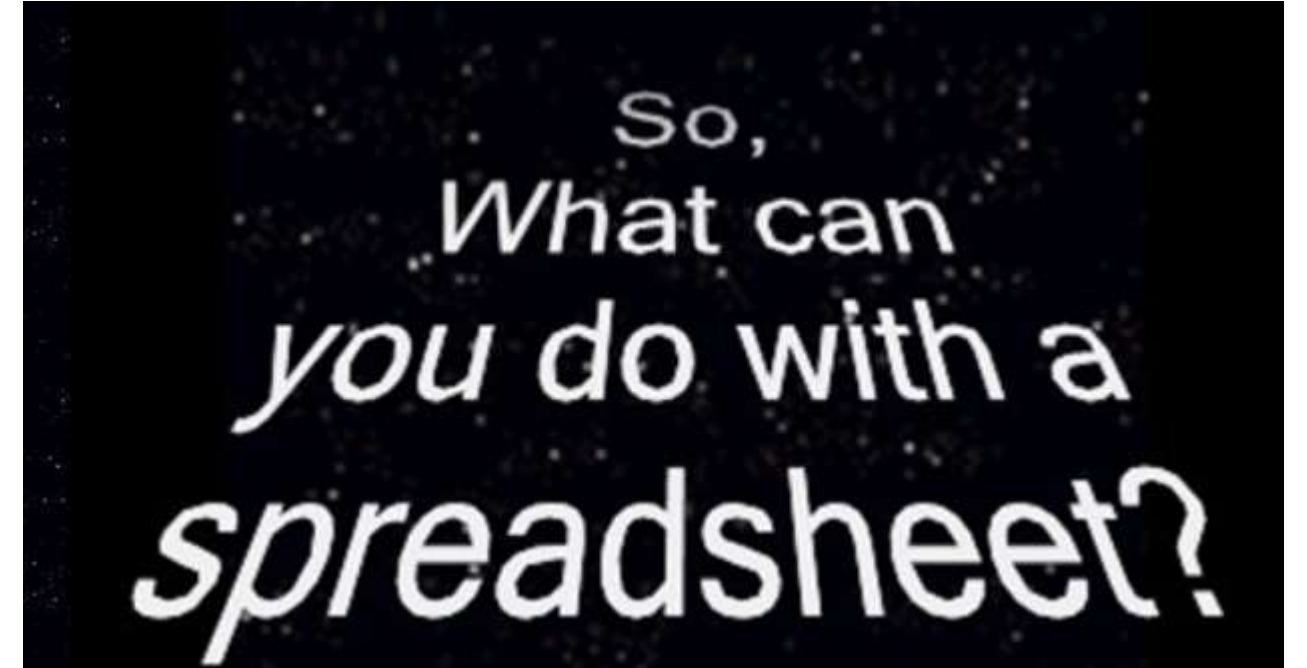
- Review what myXL is and what it's used for
- Understand how myXL can enhance your overall financial planning process.

Benefits spotlight:

- Flexibility
- Ad-hoc analysis
- Customization



- What is myXL?
- Why use myXL?
- myXL basics
- The ribbon
- In-cell functions
- Common uses
- Tips



What?

- A link connecting your BudgetPak database to Excel
 - The possibilities are endless...

How?

- An add-on must be downloaded from our [helpdesk](#) and installed on each computer
- Detailed instructions can be found on our [helpdesk](#)



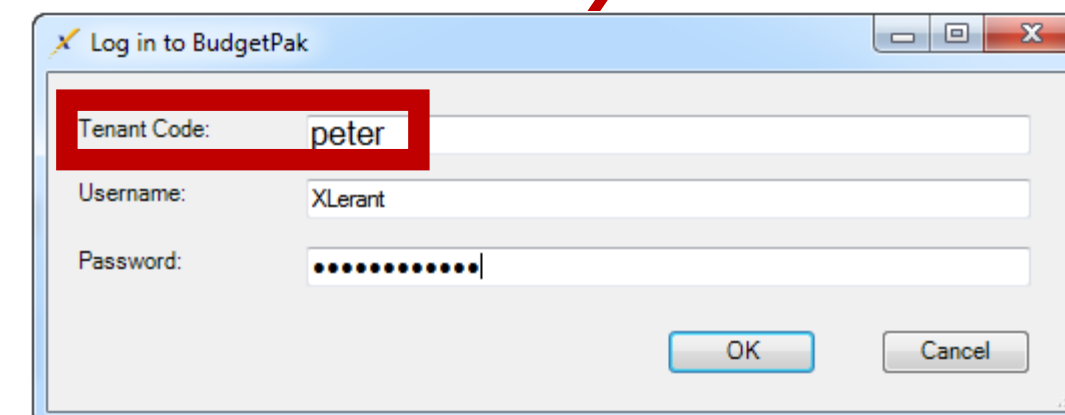
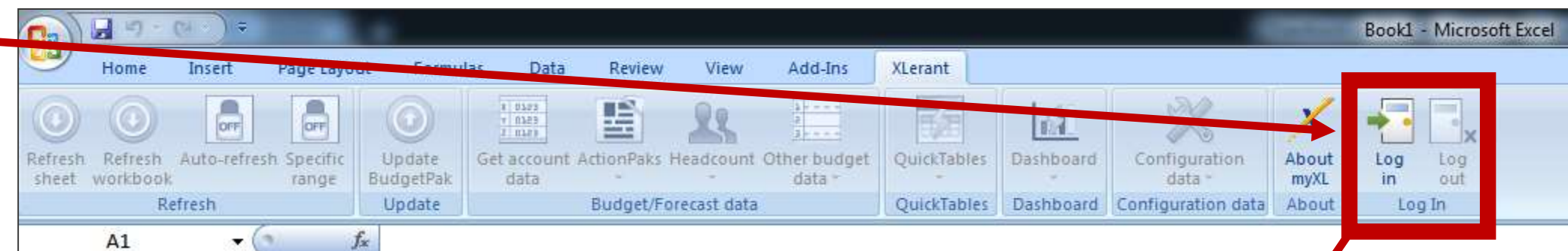
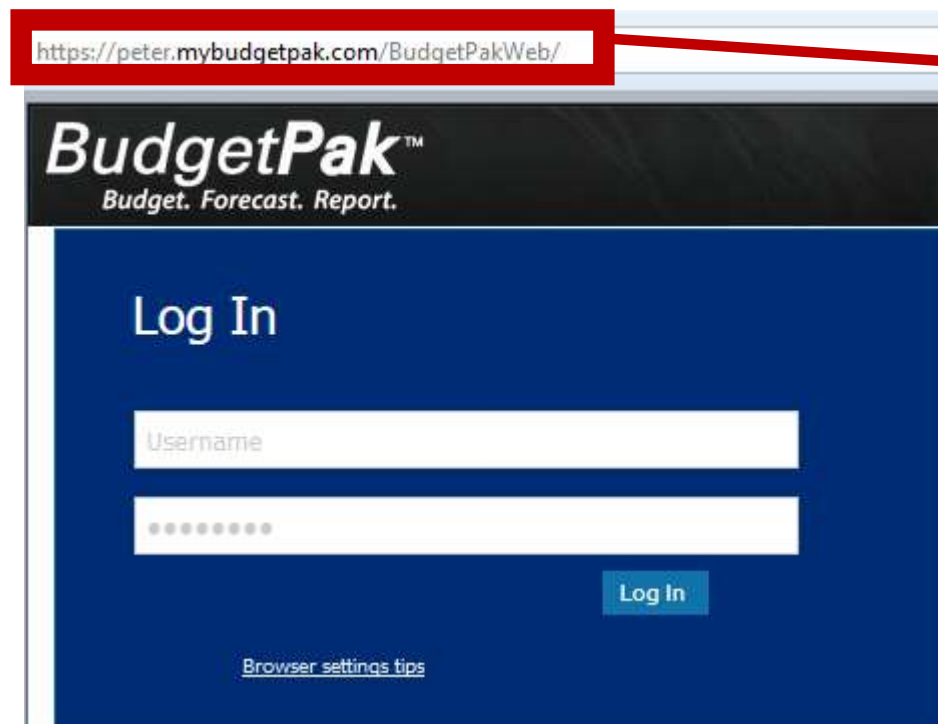
A screenshot of the BudgetPak Xlerant helpdesk interface. The header includes the logo "BudgetPak Xlerant" with the tagline "Budget. Forecast. Report." and navigation tabs for "Home", "Solutions", "Forums", and "Tickets". Below the header is a search bar with the text "How can we help you today?" and a "SEARCH" button. The main content area shows a breadcrumb trail: "Solution home / myXL and Single Sign On / Documentation". The title of the page is "myXL Setup Program", with a sub-header "Modified on: Tue, 1 Nov, 2016 at 11:01 AM". A download link for "myXL.Setup.exe (2.09 MB)" is highlighted with a red rounded rectangle. At the bottom, there is a feedback prompt: "Did you find it helpful? Yes - No".

Why?

- **Let Excel do what Excel does best**
- **Keep your existing specialized Excel models**
- **Integrate existing reports with BudgetPak data**

Logging in

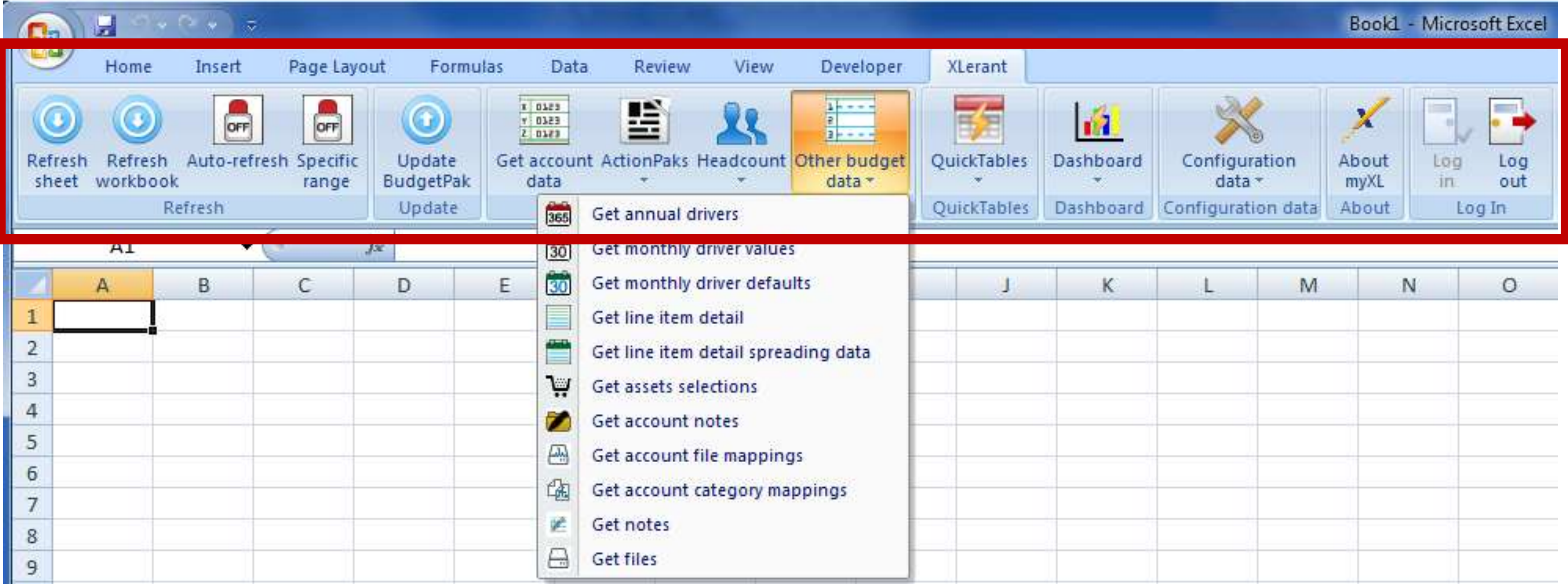
- Open Excel
- Needs:
 - Tenant code: the part of your BudgetPak URL before ‘.mybudgetpak.com’
 - BudgetPak login credentials: the same username as for BudgetPak
 - Tip: Log into myXL before opening myXL reports for best performance!





There are two main ways to interact with myXL

- 1. Use the X Lerant toolbar to pull data from BudgetPak to Excel
 - Current BudgetPak data copied to cell
 - Point-in-time snapshot; doesn't automatically update

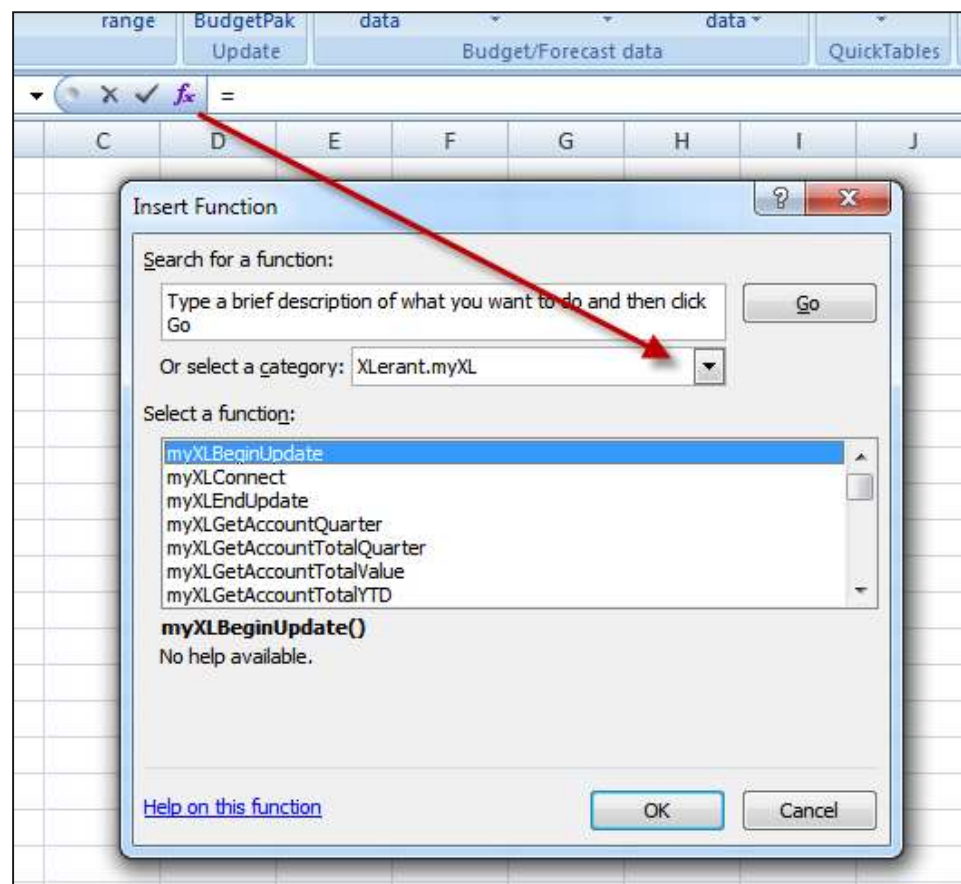
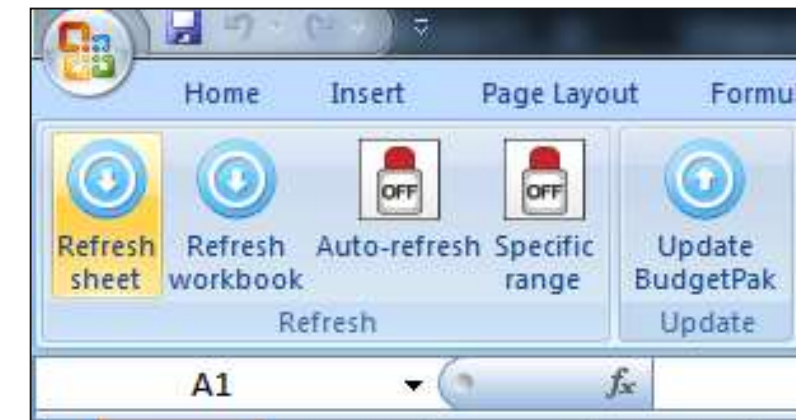




There are two main ways to interact with myXL

2. Use myXL in-cell formulas

- a) Can pull in data using “GET” formulas
 - The cells are updated when you use the Refresh buttons
- b) Can “SET” (write) data from cells into BudgetPak
 - The BudgetPak is updated when you use the Update button



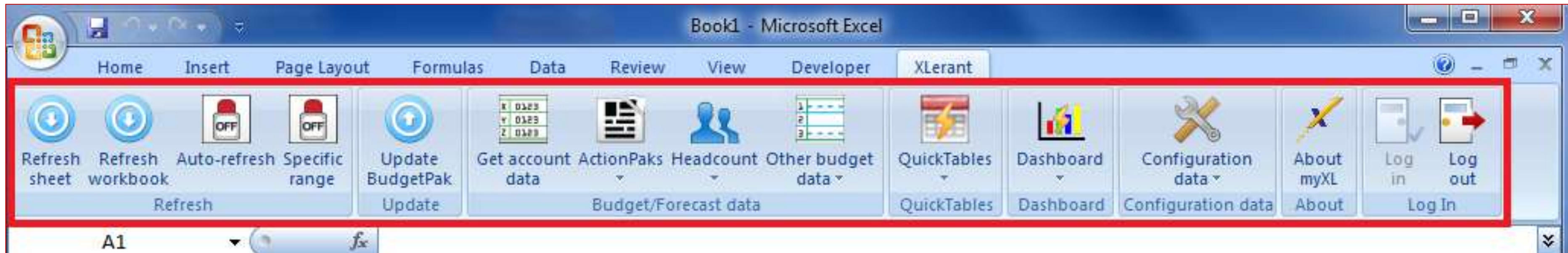
Examples:

myXLGetAccountValue – Returns the value of the designated account for the designated unit, version, and month, in the local currency for the unit.

myXLSetAccountValue – Updates the designated discretionary account in BudgetPak with the designated value. Returns a string showing the success or error message of the update attempt.

Functions of the XLerant ribbon

- The Refresh tab
 - Update in-cell formulas
- The Update tab
 - push data to BudgetPak
- The Budget/Forecast data tab
 - Get account values, ActionPak information, headcount data, and other types of budgetholder-viewable information
- QuickTables
 - Create common Pivot Tables
- Dashboard
 - Get a high-level view of your system
- The Configuration data tab
 - Retrieve elements of your configuration
- The About tab
 - See your myXL version
- The Log In tab
 - Log in or log out

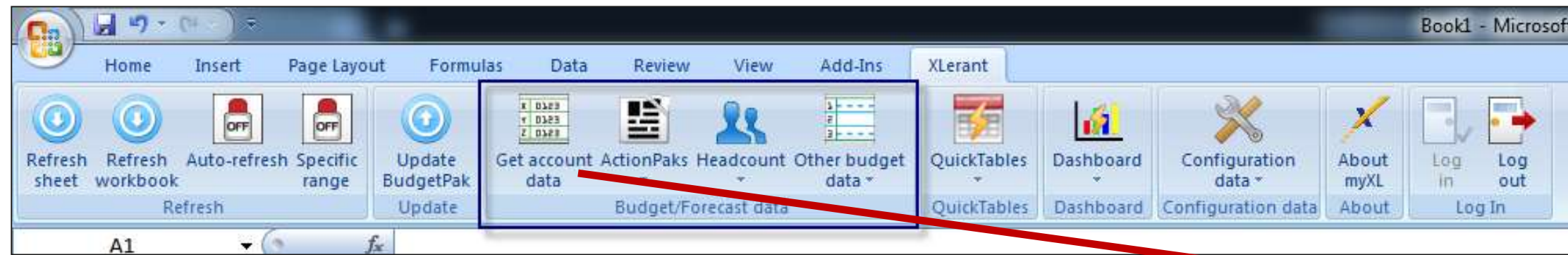


Refresh & update

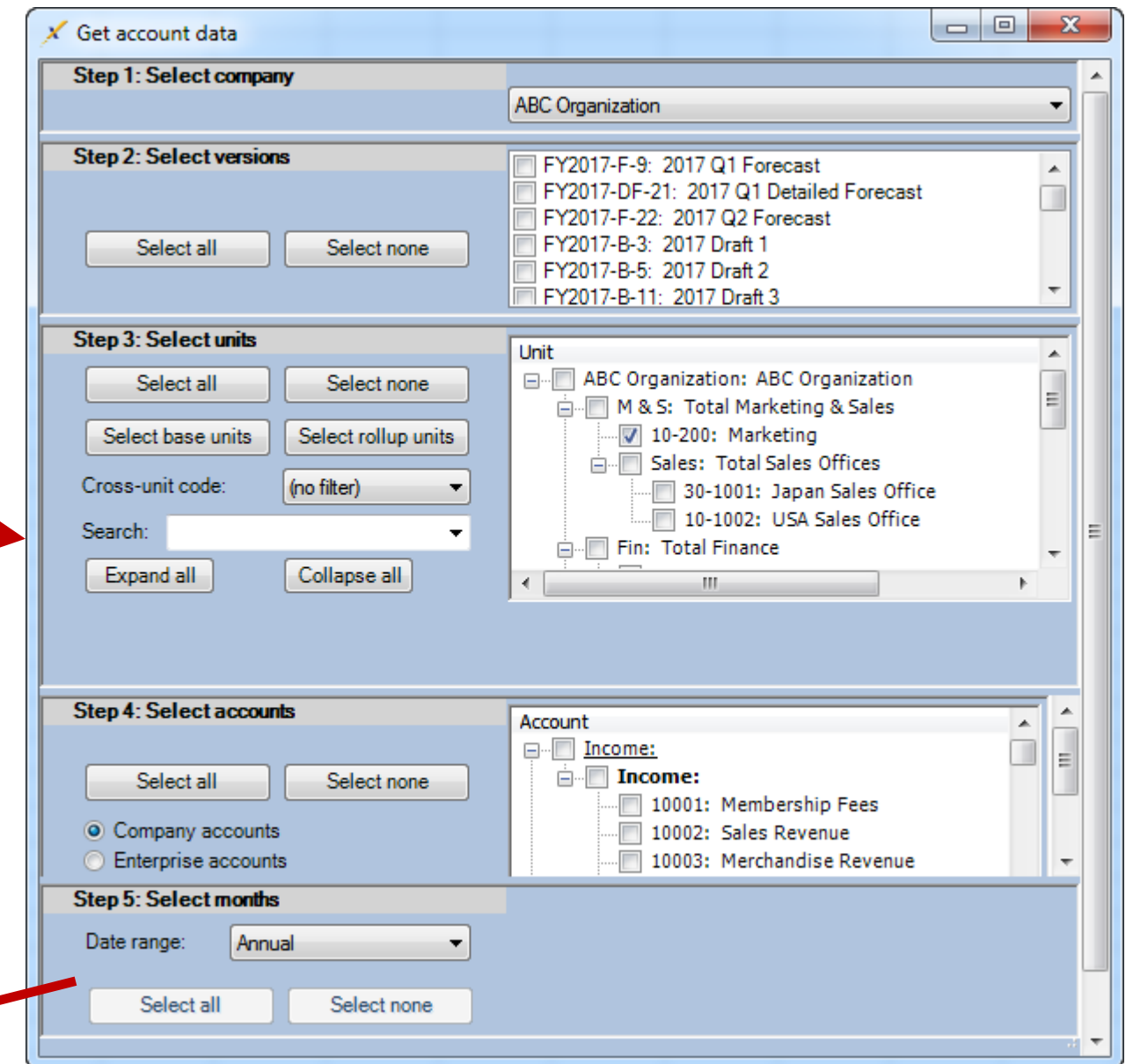


- Refresh sheet: update your in-cell formulas in the current worksheet
- Refresh workbook: Update your in-cell formulas in every sheet in the current workbook
- Auto-refresh: When on, update in-cell formulas any time they're touched immediately
 - *Not recommended for reports with more than a few myXL formulas!*
- Specific range: When on, select specific cells instead of scanning the entire worksheet
 - Can be very useful on large sheets, or when updating BudgetPak
- Update BudgetPak: Push data from myXL in-cell formulas into BudgetPak

Get account data

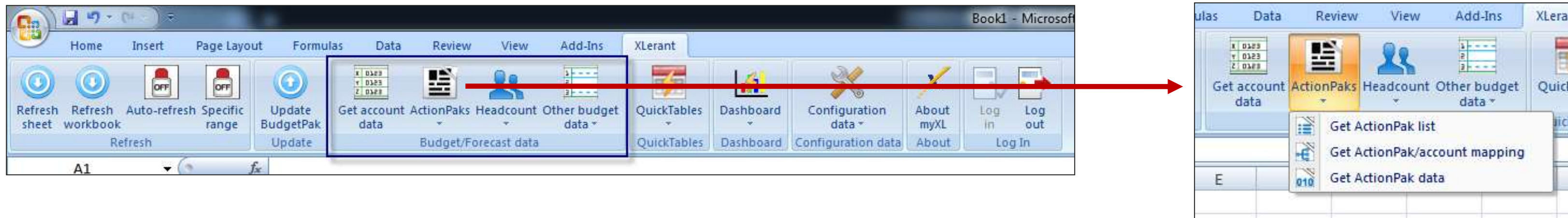


- Use the 'Get account data' function to retrieve bulk data at the individual account level.
- Select versions, units, accounts, and time periods to get data for
- Data comes out in tabular format
 - One row per dollar figure
 - E.g. Getting all 12 months would mean 12 rows of output



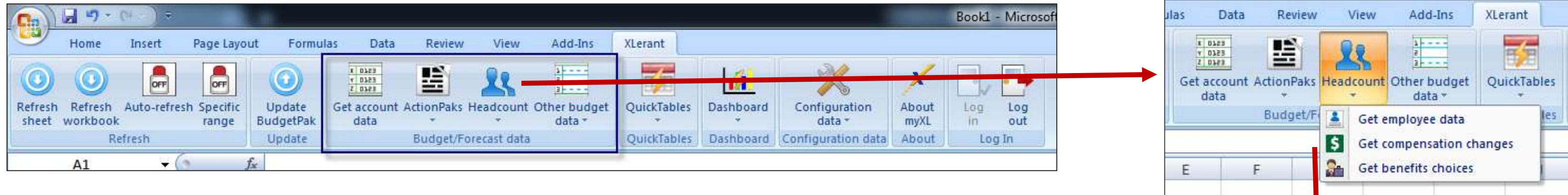
VersionDe	UnitCode	UnitDescr	BaseUnit?	AccountCl	AccountN	AccountD	ActionPakCode	ActionPakDescription	SubtotalDescription	AccountSource	SpreadMe	AccountIn	CurrencyC	Period	PeriodNat	AccountValue
2007 Actu	700	Executive	Yes	Expense	1000	Salaries			Compensation & Benefits	event	None		USD	0 Full Year		497,124.00
2007 Actu	700	Executive	Yes	Expense	1001	Executive			Compensation & Benefits	event	None		USD	0 Full Year		7,477.01
2007 Actu	700	Executive	Yes	Expense	1100	Bonus			Compensation & Benefits	event	None		USD	0 Full Year		50,000.00
2007 Actu	700	Executive	Yes	Expense	1200	401K			Compensation & Benefits	calculation	None		USD	0 Full Year		4,968.00
2007 Actu	700	Executive	Yes	Expense	1300	Medical/D			Compensation & Benefits	calculation	None		USD	0 Full Year		32,496.00
2007 Actu	700	Executive	Yes	Expense	1400	Federal Pa			Compensation & Benefits	event	None		USD	0 Full Year		24,852.00
2007 Actu	700	Executive	Yes	Expense	1500	State Payr			Compensation & Benefits	event	None		USD	0 Full Year		4,968.00
2007 Actu	700	Executive	Yes	Expense	1600	Other Ben			Compensation & Benefits	user	None		USD	0 Full Year		18,000.00
2007 Actu	700	Executive	Yes	Expense	7000	Company			Compensation & Benefits	user	None		USD	0 Full Year		66,000.00
2007 Actu	700	Executive	Yes	Expense	1580	HQ rent al			Rent & Occupancy	calculation	None		USD	0 Full Year		3,000.00
2007 Actu	700	Executive	Yes	Expense	2300	Phone			Rent & Occupancy	user	None		USD	0 Full Year		12,000.00
2007 Actu	700	Executive	Yes	Expense	4300	Consulting			Professional Fees	user	None		USD	0 Full Year		1,389,052.00

ActionPaks



- The 'ActionPaks' menu offers up three choices
- Each choice gives a similar 'choose your data' interface as 'Get account data'
- Get ActionPak list: returns a list of the ActionPaks in your selected versions and units
- Get ActionPak/account mapping: Returns a list of which accounts are included in which ActionPaks in your selected versions and units
- Get ActionPak data: retrieves the same style of data as 'Get account data,' but specifically retrieves ActionPaks only instead of all accounts.

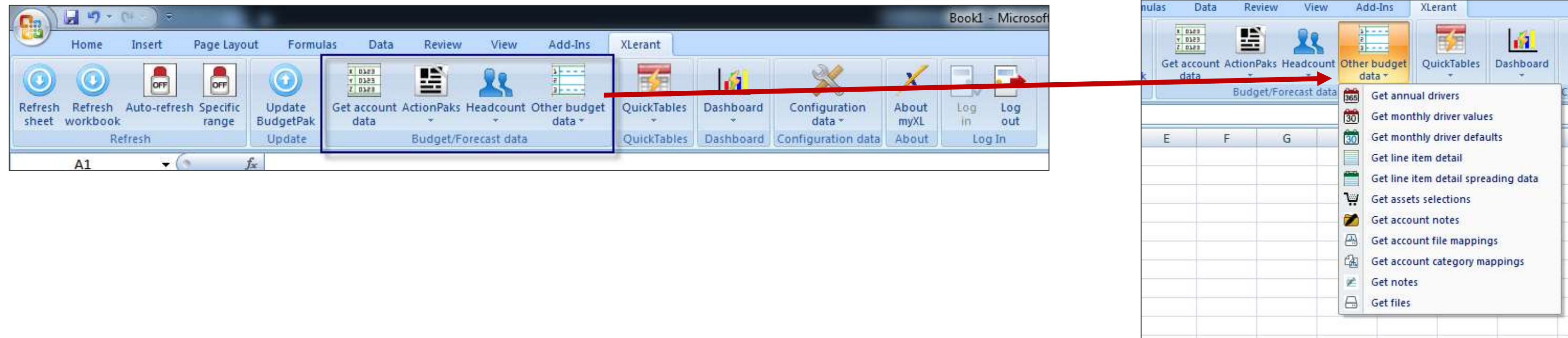
Headcount



- The 'Headcount' menu also offers up three choices
- Each choice gives a similar 'choose your data' interface as 'Get account data'
- Get employee data: Starting headcount and new hires
- Get compensation changes: raises and bonuses
- Get benefits choices: benefit selections and account mappings

VersionCode	UnitCode	CurrencyCode	EmployeeID	FirstName	LastName	EventTypeDescription	EventDate	EventAmount	EventPercent
FY2017-B-6	10-200	USD	111164	Frank	Jackson	Bonus/other compensation 1	4/1/2017	43.51	1.21%
FY2017-B-6	10-200	USD	122238	Robert	Westfield	Bonus/other compensation 1	4/1/2017	0.00	0.00%
FY2017-B-6	10-200	USD	122238	Robert	Westfield	Bonus/other compensation 3	4/5/2017	170.00	1.00%
FY2017-B-6	10-200	USD	122276	Rita	Whitestag	Bonus/other compensation 1	4/1/2017	2,000.00	7.55%
FY2017-B-6	10-200	USD	122276	Rita	Whitestag	Bonus/other compensation 3	4/5/2017	265.00	1.00%
FY2017-B-6	10-200	USD	288254	Parry	Waters	Bonus/other compensation 1	4/1/2017	0.00	0.00%
FY2017-B-6	10-200	USD	288254	Parry	Waters	Bonus/other compensation 3	4/5/2017	202.92	1.00%
FY2017-B-6	10-200	USD	194937	Robert	Tampa	Bonus/other compensation 1	4/1/2017	0.00	0.00%
FY2017-B-6	10-200	USD	194937	Robert	Tampa	Bonus/other compensation 3	4/5/2017	596.76	1.00%
FY2017-B-6	10-200	USD	146452	Phil	Libor	Bonus/other compensation 1	4/1/2017	0.00	0.00%

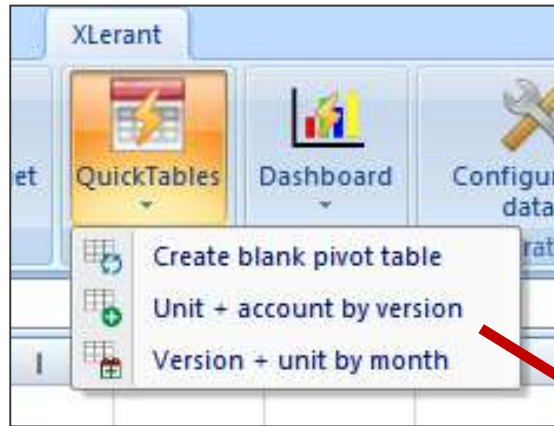
Other budget data



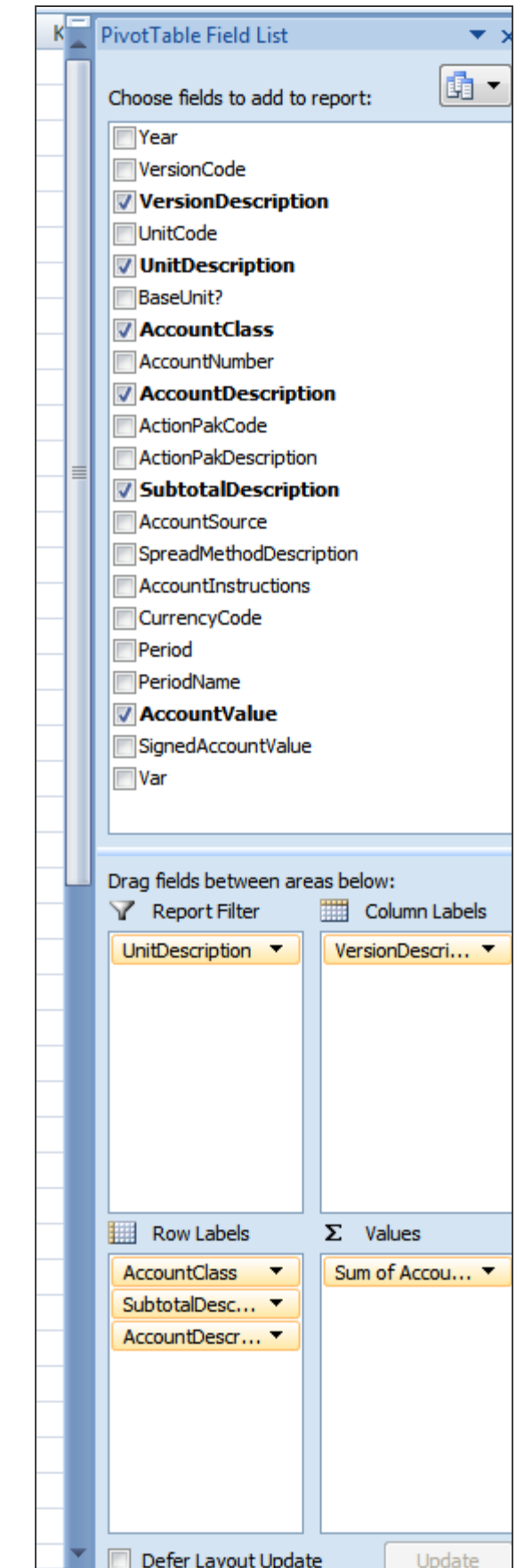
- The 'Other budget data' menu has a variety of additional data
- Each choice gives a similar 'choose your data' interface as 'Get account data'
- Supplemental data appears here – things that don't show up on the P&L report, but enhance or explain values from the P&L, such as drivers, assets, line item details, notes, and files.

QuickTables

QuickTables

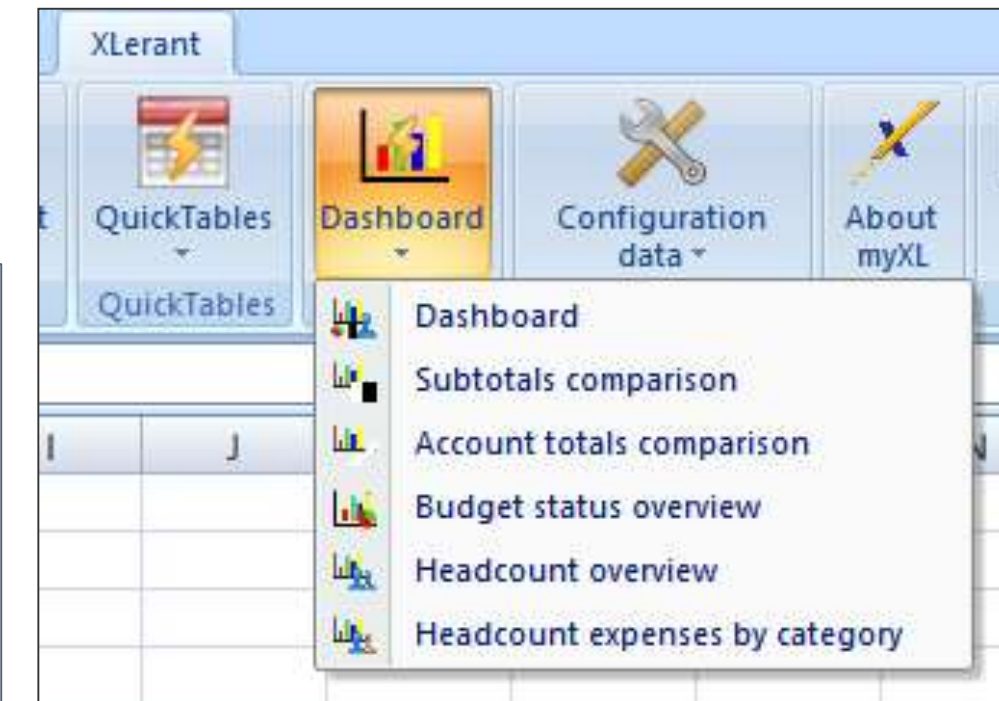
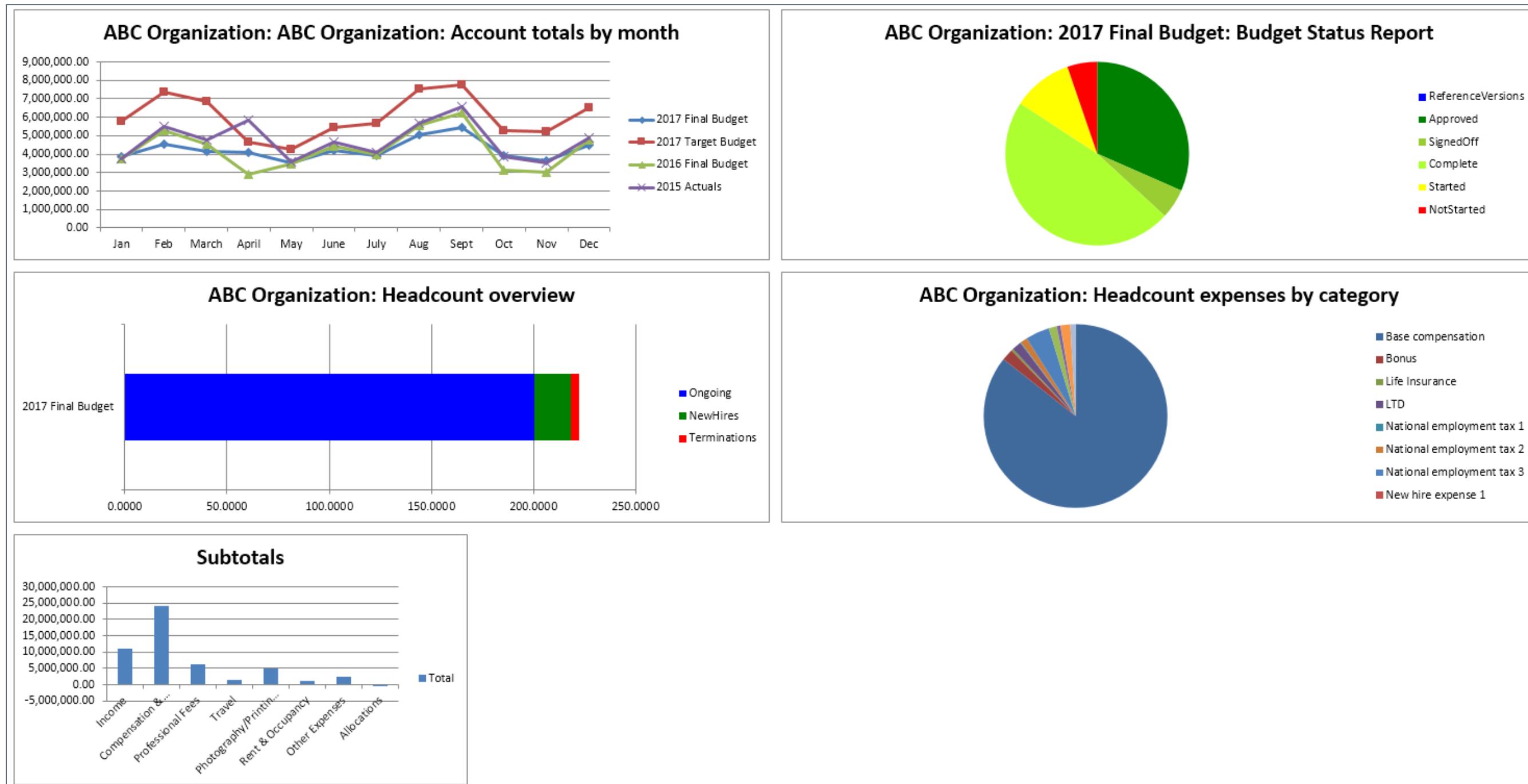


UnitDescription	(All)				
Sum of AccountValue	AccountClass	SubtotalDescription	AccountDescription	VersionDescription	
Income					
		Income	Consulting Revenue	2017 Final Budget	2016 Final Budget 2016 Actuals
			Membership Fees	\$243,000	\$0 \$104,487,787
			Merchandise Revenue	\$2,337,000	\$1,925,888 \$2,855,811
			Sales Revenue	\$1,771,610	\$1,998,376 \$1,456,875
				\$28,395,000	\$35,400,047 \$27,720,000
		Income Total		\$32,746,610	\$39,324,310 \$136,520,473
Income Total					
		Income Total		\$32,746,610	\$39,324,310 \$136,520,473
Expense					
		Expense	Allocations	Allocated Out Software Licenses	
			Total Software Licenses		
				-\$25,500,000	\$0 \$0
				\$25,500,000	\$0 \$0
		Allocations Total		\$0	\$0 \$0
		Compensation & Benefits	401K	\$660,357	\$589,251 \$1,105,267
			Bonus	\$1,462,817	\$0 \$11,139,369
			Commissions	\$1,572,830	\$1,150,841 \$0
			Company car	\$0	\$211,200 \$86,400
			Dental	\$147,750	\$117,819 \$54,409
			Executive Compensation	\$33,601	\$37,891 \$455,700
			Federal Payroll Tax	\$3,905,256	\$3,489,965 \$5,336,076
			Medical Benefits - Exec	\$5,779,375	\$4,551,178 \$7,069,889
			Medical Benefits - Non Exec FT	\$5,021,793	\$3,893,112 \$6,739,239
			Other Benefits	\$494,206,169	\$0 \$286,400
			Overtime & Holiday Wages - Hourly	\$86,441	\$0 \$0
			Salaries - Exec	\$23,117,498	\$22,755,890 \$35,349,442
			Salaries - Non Exec FT	\$28,695,961	\$25,954,081 \$44,928,260
			Salaries - Non Exec PT	\$356,396	\$356,396 \$232,845
			Salaries - Student	\$0	\$0 \$0
			Standard Wages - Hourly	\$1,276,776	\$0 \$0
			State Payroll Tax	\$605,504	\$547,294 \$566,245
		Compensation & Benefits Total		\$566,928,524	\$63,654,917 \$113,349,542
		Other Expenses	Dues	\$1,338,199	\$1,444,304 \$799,611



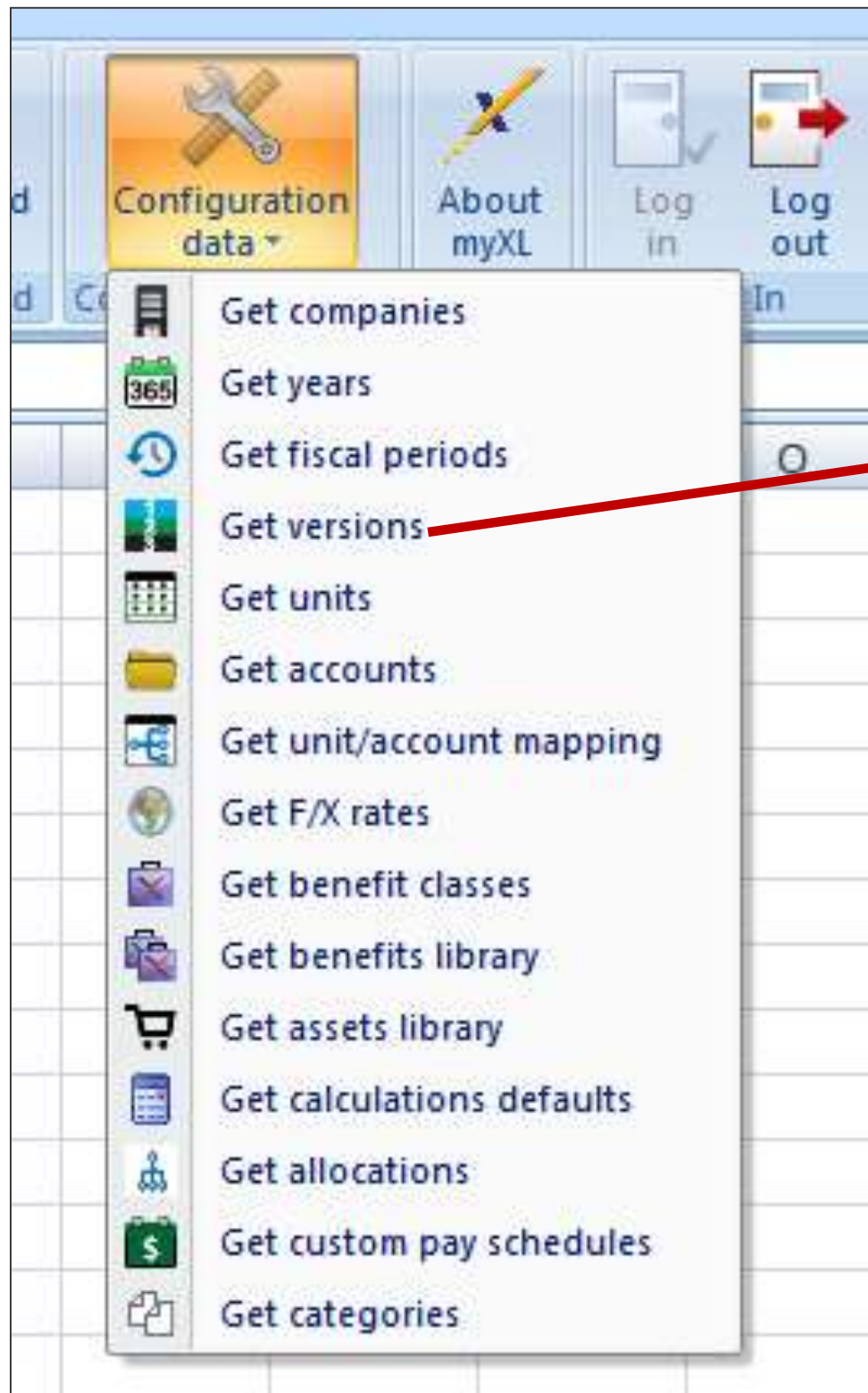
- Quickly create some common styles of Pivot Tables based on your account data
- Same select-your-data interface as 'Get account data'

The Dashboard



- A high-level view of some of the key aspects of your organization
- Same select-your-data interface

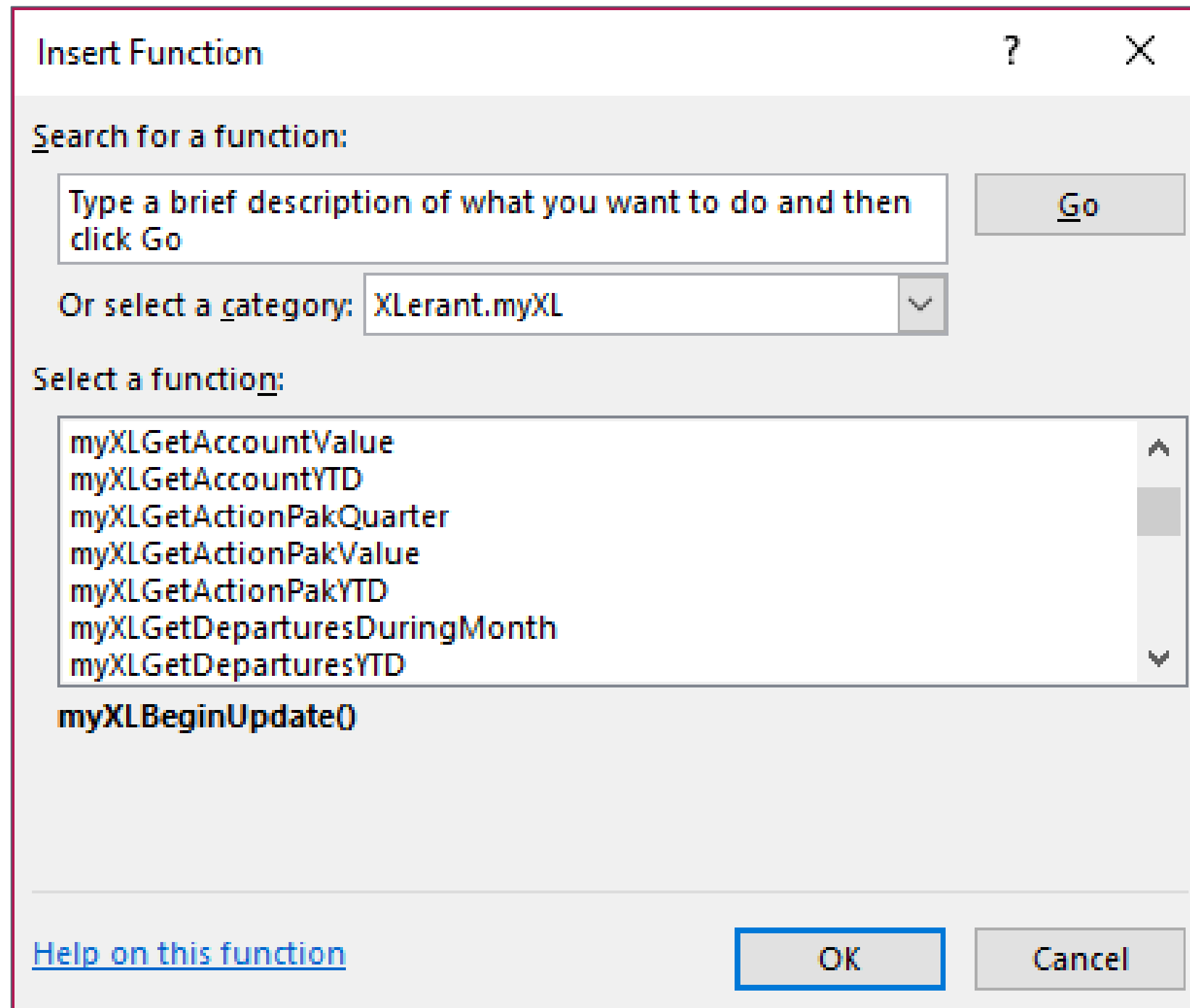
Configuration data



A	B	C	D	E	F	G	H	I
VersionCode	VersionDescription	VersionType	Year	FXSetCode	PrepopVersionCode	SpreadVersionCode	CalculationDefaultsSetCode	DriversDefaultsSetCode
FY2017-F-9	2017 Q1 Forecast	Forecast	2017	R2017		FY2010-R-2	CD2017	DD2017
FY2017-DF-21	2017 Q1 Detailed Forecast	Detailed forecast	2017	R2017	FY2017-PREPOP	FY2010-R-2	CD2017	DD2017-Growth
FY2017-F-22	2017 Q2 Forecast	Forecast	2017	R2017		FY2010-R-2	CD2017	DD2017
FY2017-B-3	2017 Draft 1	Budget	2017	R2017	FY2017-PREPOP	FY2010-R-2	CD2017	DD2017
FY2017-B-5	2017 Draft 2	Budget	2017	R2017	FY2017-PREPOP	FY2010-R-2	CD2017	DD2017
FY2017-B-11	2017 Draft 3	Budget	2017	R2017	FY2017-PREPOP	FY2010-R-2	CD2017	DD2017
FY2017-B-6	2017 Final Budget	Budget	2017	R2017	FY2017-PREPOP	FY2010-R-2	CD2017	DD2017
FY2017-D-15	2017 Budget - Growth Plan	Budget	2017	R2011	FY2017-PREPOP	FY2010-R-2	CD2015_R2011	DD2015_R2011
FY2017-D-16	2017 Budget - Conservative Plan	Budget	2017	R2011	FY2017-PREPOP	FY2010-R-2	CD2015_R2011	DD2015_R2011
FY2017-PREPOP	2017 Prepop Data	Reference	2017	R2011				
FY2015-R-10	2017 Actuals	Reference	2017	R2011				
FY2015-B-8	2017 Target Budget	Budget	2017	R2011	FY2017-PREPOP	FY2010-R-2	CD2015_R2011	DD2015_R2011
FY2016-B-20	2016 Final Budget	Budget	2016	R2016	FY2017-PREPOP	FY2014-R-7	CD2016	DD2016
FY2014-R-7	2016 Forecast	Reference	2016	R2010				
FY2014-R-12	2016 Actuals	Reference	2016	R2010				
FY2016-B-19	2016 Target Budget	Budget	2016	R2016	FY2017-PREPOP	FY2014-R-7	CD2016	DD2016
FY2010-R-2	2015 Actuals	Reference	2015	R2009				

- The 'Configuration data' menu includes a variety of functions for retrieving your BudgetPak configuration data
- Similar to exporting configuration data, but don't have to leave Excel

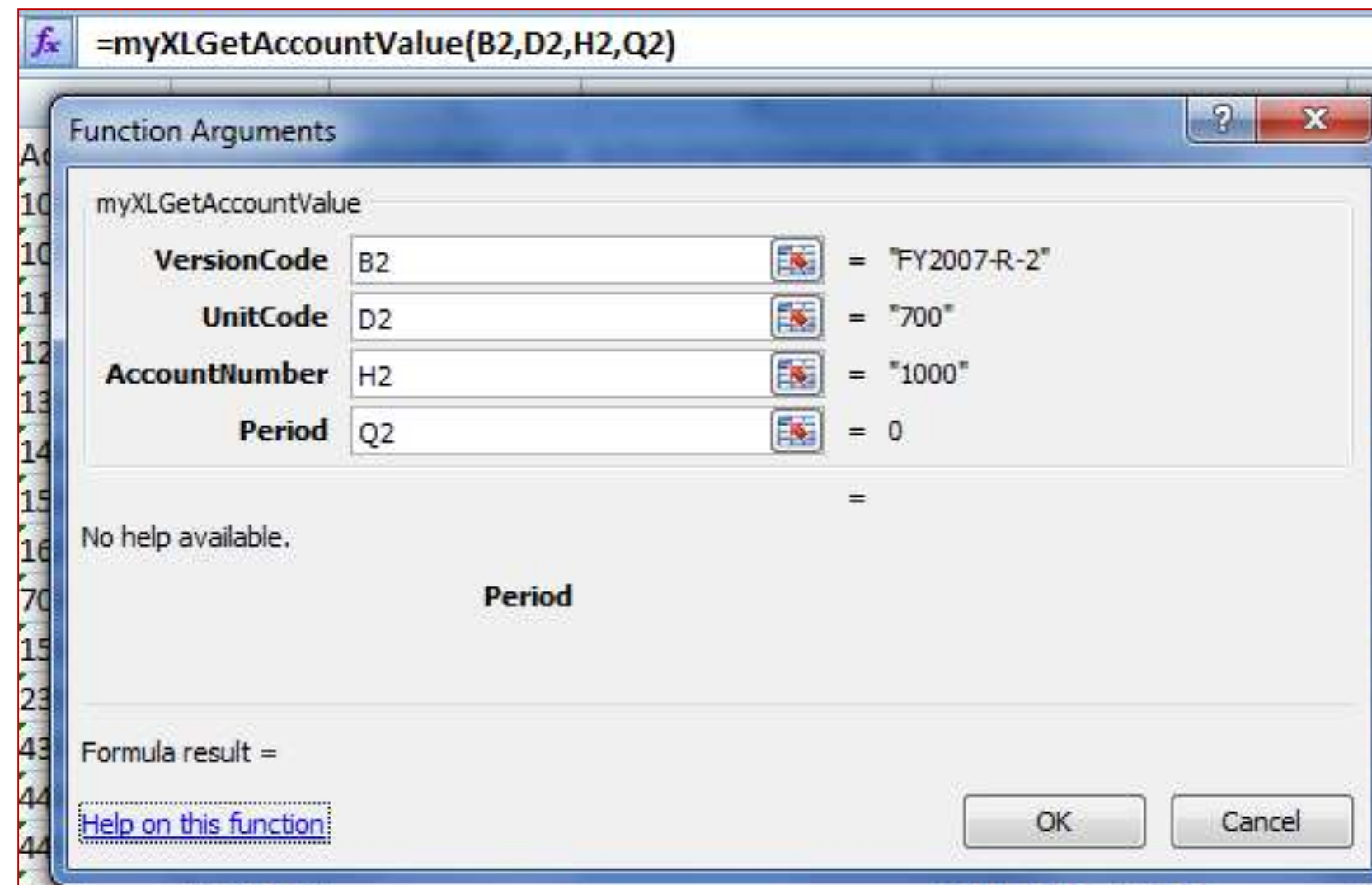
Reporting with myXL: In-cell functions



- myXL also includes in-cell formulas that Excel treats the same as its built-in formulas, like 'Sum'.
- Three types of formulas:
 - 'Get' formulas retrieve one piece of data from BudgetPak
 - 'Set' formulas push one piece of data back into BudgetPak
 - 'Validate' formulas verify that your unit code, account number, and other pieces of identifying data are correct

In-cell functions example

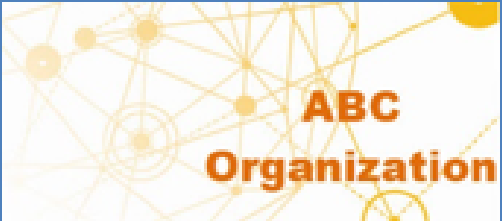
- One of the most commonly-used formulas is 'myXLGetAccountValue'
- Enter version code, unit code, account number, and period
 - 1-12 for months, or 0 for annual total
- Retrieve account value for that month for that version, unit, and account



Reporting with myXL: Create new reports

3 YEAR PROJECTION P&L STATEMENT						
ABC Organization						
3 Year Projection						
Account Code and Description						
Account	Description	Base for Projections 2017 Actuals	Increase/ (Decrease)	2017	The Out Years 2018	2019
10001	Membership Fees	\$1,931,555	5%	\$2,028,133	\$2,129,539	\$2,236,016
10002	Sales Revenue	\$1,225,000	5%	\$1,286,250	\$1,350,563	\$1,418,091
10003	Merchandise Revenue	\$1,296,315	5%	\$1,361,131	\$1,429,187	\$1,500,647
10004	Other Revenue	\$0	5%	\$0	\$0	\$0
	TOTAL INCOME	\$2,521,315		\$2,647,381	\$2,779,750	\$2,918,737
1001	Salaries - Non Exec PT	\$0	3%	\$0	\$0	\$0
1002	Salaries - Non Exec FT	\$0	3%	\$0	\$0	\$0
1000	Salaries - Exec	\$1,807,310	3%	\$1,861,530	\$1,917,376	\$1,974,897
1003	Executive Compensation	\$0	3%	\$0	\$0	\$0
1100	Bonus	\$0	3%	\$0	\$0	\$0
1200	401K	\$18,074	3%	\$18,616	\$19,175	\$19,750
1300	Medical Benefits - Exec	\$126,877	3%	\$130,683	\$134,604	\$138,642
1301	Medical Benefits - Non Exec FT	\$0	3%	\$0	\$0	\$0
1302	Dental	\$0	3%	\$0	\$0	\$0
1400	Federal Payroll Tax	\$90,366	3%	\$93,077	\$95,870	\$98,746
1500	State Payroll Tax	\$17,664	3%	\$18,194	\$18,740	\$19,302
1600	Other Benefits	\$20,865	3%	\$21,491	\$22,136	\$22,800
7000	Company car	\$3,960	3%	\$4,079	\$4,201	\$4,327
	Compensation & Benefits	\$277,806		\$286,140	\$294,724	\$303,566
4100	Legal Fees	\$154,000	1%	\$155,540	\$157,095	\$158,666
4200	Audit Fees	\$55,000	1%	\$55,550	\$56,106	\$56,667
4300	Consulting	\$660,000	1%	\$666,600	\$673,266	\$679,999

Reporting with myXL: Create library of reports

ACME BEVERAGE COMPANY				
MONTHLY REPORTS				
				
	Report Title	Unit	Period	Versions
1	PROFIT AND LOSS STATEMENT	ABC Organization	Mar compared to Mar YTD	2016 Actuals compared to 2017 Final Budget
2	COMPARISON ACROSS UNITS by Consulting	All Units	Mar	2016 Actuals compared to 2017 Final Budget
3	Meeting Expense per Employee	All Units	Full Year	2017 Final Budget
4	Consulting by Employee	All Units	Mar through May	2016 Actuals compared to 2017 Final Budget
5	Compensation & Benefits by Emp	ABC Organization	#N/A	2016 Actuals compared to 2017 Final Budget
6	Subtotals Report	ABC Organization	#N/A	2016 Actuals compared to 2017 Final Budget
7	Headcount by Month for ABC Organization	ABC Organization	#N/A	2017 Final Budget
8	Sales Revenue by Sales Volume for U	Marketing	2016 Target Budget compared to	0
SUPPLEMENTAL REPORTS				
	Report Title	Unit	Period	Versions
1	PROFIT AND LOSS STATEMENT	ABC Organization	Mar	2016 Actuals vs. 2017 Final Budget
2	PROFIT AND LOSS STATEMENT	ABC Organization	Mar YTD	2016 Actuals compared to 2017 Final Budget

Financial modeling

- Some individual accounts may have a complex model you've built that integrates data from multiple systems or has lots of custom calculations.
- Use myXL to keep your model: Do the calculations in your existing model, then use the 'Set' functions to propagate that data back into your budget
 - Revenue (Net tuition, Housing, etc.)
 - Expenses (Housing, employee special benefits)

VLOOKUP		=myXLSetAccountValue(H1,H2,H3,H4,H8)													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Version	FY2016-D-16					Version	FY2016-D-16	FY2016-D-16	FY2016-D-16	FY2016-D-16	FY2016-D-16	FY2016-D-16	FY2016-D-16	
2	Unit	1002					Unit	1002	1002	1002	1002	1002	1002	1002	
3	Account	9999-100					Account	9999-100	9999-100	9999-100	9999-100	9999-100	9999-100	9999-100	
4							Period	1	2	3	4	5	6	7	
5															
6	MS University Tuition Model						=myXLSetAccountValue(H1,H2,H3,H4,H8)		READY	READY	READY	READY	READY	READY	
7															
8							TOTAL	\$21,405,000	\$21,502,500	\$11,216,250	\$21,446,250	\$10,785,000	\$10,912,050	\$10,493,738	
9															
10		First Semester			Second Semester			Expected Tuition by Month							
11	Student ID	Tuition	Probability Dropout	Expected Tuition	Tuition	Probability Dropout	Expected Tuition	Jan	Feb	Mar	Apr	May	Jun	Jul	
12	130380747	\$15,000	1%	\$14,850	\$15,000	1%	\$14,850			\$15,000			\$14,850		
13	129076940	\$15,000	1%	\$14,850	\$15,000	1%	\$14,850		\$15,000					\$14,850	
14	131684554	\$11,250	2%	\$11,025	\$11,250	2%	\$11,025				\$11,250				
15	130367709	\$7,500	3%	\$7,275	\$7,500	4%	\$7,200	\$7,500							

Validate functions tell you if your parameters are correct

- One of the most commonly-used formulas is 'myXLGetAccountValue'
- Enter version code, unit code, account number, and period
- Use 'myXLValidateAccountValue' to find out what went wrong if myXLGetAccountValue fails
 - Typo in a code?
 - Account not mapped to unit?
 - ... and so on

fx =myXLValidateAccountValue("FY2007-R-","1000","Salaries",0)						
U	V	W	X	Y	Z	A
FY2007-R- is not a valid version code						

Here are some useful tips:

- Log into myXL *before* opening spreadsheet
 - Will save time, since formulas won't wait to update
- Handy numbers to note
 - Get unit value: 0 = Net, 1 = Income, 2 = Expense
 - Get account data: 0 = Annual
- Do you want to export data from BudgetPak instead of myXL?
 - Export account data
 - Configuration data
 - On-Demand Templates
- Using myXL and BudgetPak's built-in reports

Q&A

Thank you!