



The XLERANT NewsPak - January 2020

You asked...we delivered... it's live!

Our latest release of BudgetPak includes these enhancements:

- myXL Upgrade:** Some myXL functionality has changed with this release, requiring you to install a new version. *Please update myXL at your earliest convenience to ensure you are able to use all the XLERANT ribbon functions.* In addition to those changes, important security upgrades have been made to myXL. As of March 31, 2020, all older versions of myXL will stop working.
 - See the 'Did you know?' section below for instructions on how to upgrade myXL.
- Advanced Reporting page redesign:** Report selections are now grouped into tabs:
 - Select a report** (and report options)
 - Select a version** to report on
 - Select units** to report on and filter units by tags
 - Select whether to **group accounts by** subtotal, or by section, or by ActionPak

Advanced reporting

Select a report and detailed options for it. You may also retrieve previously saved selections.

Select a report

Search reports...

- P&L reports**
 - Statement of Operations Annual Report
 - Statement of Operations Year-to-Date Report
 - Statement of Operations Quarterly Report
 - Statement of Operations Monthly Report**
 - P&L Summary by Rollup Unit Report
 - P&L Consolidating Report
 - P&L ActionPak Consolidating Report
 - P&L Category Consolidating Report
 - P&L Tag Consolidating Report
 - Enterprise Subtotals Report
 - Budget Remaining Report
- Consolidating reports**
 - P&L Consolidating Report
 - P&L ActionPak Consolidating Report
 - P&L Category Consolidating Report
 - P&L Tag Consolidating Report
- Summary reports**
 - P&L Summary by Rollup Unit Report
 - Account Totals Across Units Report
 - Calculation Detail Report
 - Line Item Details Monthly Report
- ActionPak reports**
 - P&L ActionPak Consolidating Report
 - ActionPaks by Accounts Report
 - ActionPaks by Units Report
 - User Files by ActionPak
- Headcount reports**
 - Headcount Report
 - Headcount by Month Report
 - Headcount Comparison Report
 - Headcount Detail Report

Select the following report options:

Date range:

Select all months

<input checked="" type="checkbox"/> Jan	<input checked="" type="checkbox"/> July
<input checked="" type="checkbox"/> Feb	<input checked="" type="checkbox"/> Aug
<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> Sept
<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> Oct
<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> Nov
<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> Dec

Row detail:

Display detail and summary rows

Display summary rows only

Level of detail:

Standard report detail only

Include extended detail on report (Files, categories, drivers, line item details)

Chart of accounts:

Company accounts

Enterprise accounts

Additional report settings:

Suppress rows with all zeros

Exclude variance columns

Exclude account notes

Currency option:

USD (\$)

Statement of Operations Monthly Report

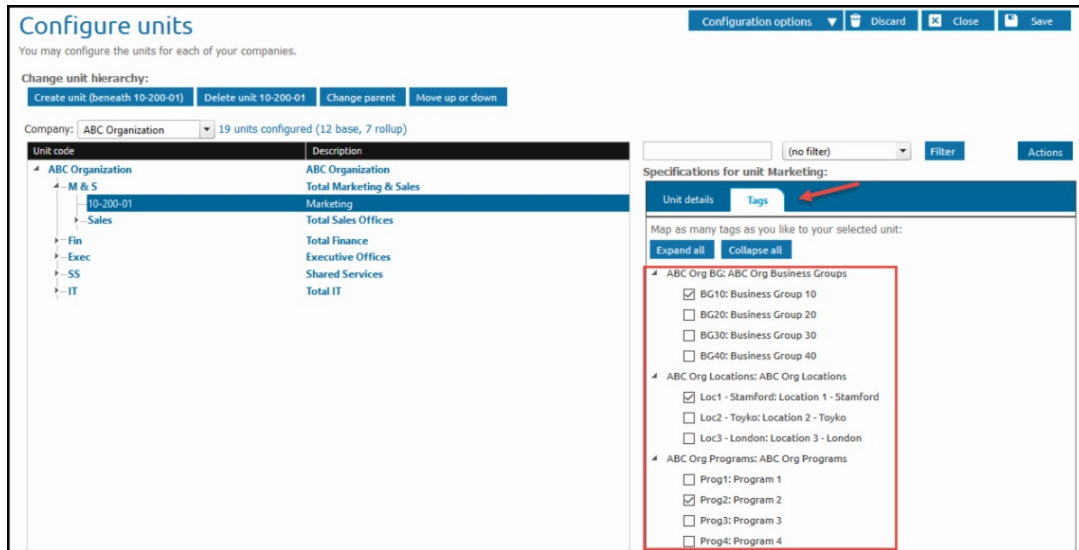
- 12 month(s) selected.
- Display detail and summary rows
- Include extended detail on report (Files, categories, drivers, line item details)
- Company accounts
- Currency: USD (\$)
- Version to report on: 2021 Q1 Detailed Forecast (Detailed Forecast)
- Comparison version: 2021 Final Budget (Budget)
- 1 unit(s) selected: 10-200-01: Marketing
- No tags selected.
- Group by: Subtotals

[View the report](#)

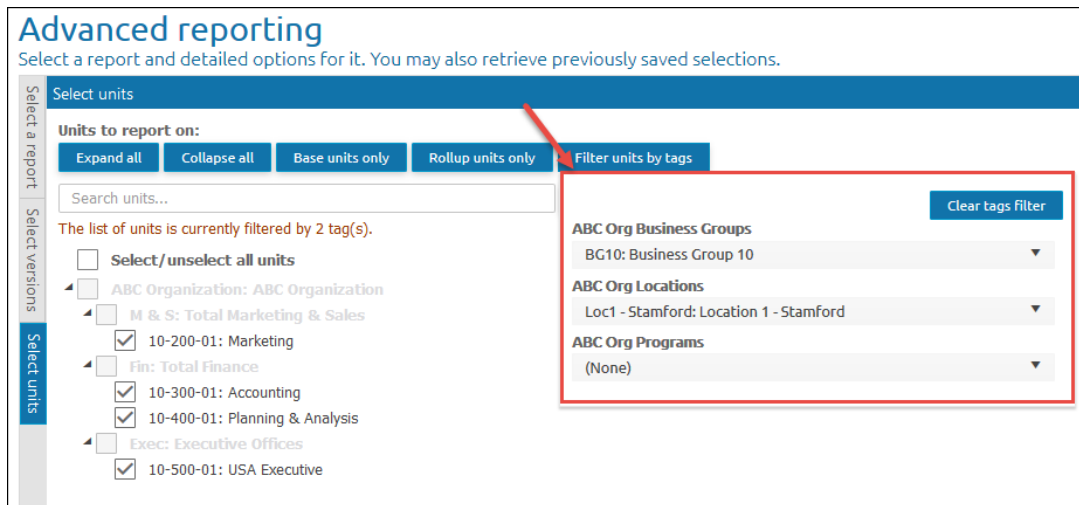
Your report will appear in a new tab or a new browser window depending on how your browser is configured.

Start from scratch
View/edit saved reports
Update saved report with current selections
Save current selections as new report

- **New Feature - Tags (replacement of cross-unit codes)** : Each unit can be *tagged* with different identifiers to allow filtering and reporting across the unit hierarchy. This can be done by defining multiple sets of tags, and assign tags from each set to a unit, so each unit can be classified in different ways.




- **New Report - P&L Tags Consolidating Reporting:** Using the new Tags feature, on the "Select units" tab of the advanced reporting page you are able to select the specific tags for the units you want to view on the report. As you do so, the list of units is narrowed down to display only units that have been assigned all the selected tags.



- **New Report - Budget Remaining Report:** This report shows the amount of a budget remaining compared to the actual year-to-date activity.

Budget Remaining Report

Company: ABC Organization
Version: 2021 Final Budget
Comparison version: 2021 Actuals
Unit: ABC Organization: ABC Organization
Budget holder: Smith, Jennifer (JSmith)



Account	Description	Full year - 2021 Final Budget	March YTD - 2021 Actuals	Used	% Used	Remaining	% Remaining
INCOME:							
40000	Membership Fees	\$43,059,168	\$3,534,440	\$3,534,440	8.2 %	\$39,524,728	91.8 %
40100	Sales Revenue	\$92,270,181	\$4,870,999	\$4,870,999	5.3 %	\$87,399,182	94.7 %
Sales Revenue		\$135,329,349	\$8,405,439	\$8,405,439	6.2 %	\$126,923,910	93.8 %
40200	Merchandise Revenue	\$1,771,610	\$225,555	\$225,555	12.7 %	\$1,546,055	87.3 %
40300	Other Revenue	\$1,608,750	\$113,768	\$113,768	7.1 %	\$1,494,983	92.9 %

- **Many more options when starting a budget or forecast:** The "Start multiple budgets/forecasts" function has a number of new options to allow you to designate which sections are marked as Reviewed when the budget/forecast is started, as well as the ability to select account notes, line item details, ActionPaks, and Assets to pull through from prior version.

Start multiple budgets/forecasts

Start multiple budgets/forecasts in a given active, writeable version. Budgets or forecasts that have already been started will not be affected. Please note that this can take a long time if you select many units!

Step 1: Select version
Version: 2021 Draft 1 (Budget)

Step 2: Select units
Company: ABC Organization: ABC Organization
 Select all eligible units **Select units**

Unit code	Unit description
10-200-01	Marketing
30-100-02	Japan Sales Office
30-200-01	USA Sales Office
10-300-01	Accounting
10-400-01	Planning & Analysis
10-500-01	USA Executive
20-100-03	UK Executive
40-300-03	Legal
40-500-02	Human Resources
20-200-02	Admin Services

Step 3: Select start options
 Start from scratch
 Start from pre-defined defaults
Explain options

Step 4: Start options
You can start the budget with selected elements copied from another version:
 Copy accounts notes entered by the budgetholder
 Copy line item details entered by the budgetholder
 Copy assets designated by the budgetholder
 Copy ActionPaks designated by the budgetholder
Copy from: 2020 Final Budget (Budget)

Mark sections as reviewed:
 Mark all sections containing only discretionary line items as Reviewed
 Mark all sections containing only non-discretionary line items as Reviewed
 Mark all sections containing both discretionary and non-discretionary line items as Reviewed
 Mark all ActionPaks as Reviewed
 Mark all monthly spreading sections as Reviewed
 Mark salary increases section as Reviewed
 Mark bonus section as Reviewed
 Mark all other headcount sections as Reviewed
 Mark make request section as Reviewed

Step 5: Start selected units
Start

And so much more...!

More information is available on our support site by following these links:

[Release Notes](#), [Advanced Reporting](#), [Tag Sets and Tags - usage and configuration](#)

Did you know?

How do I install the latest version of myXL?

Some of the myXL functionality, as well as security features, have been updated with our latest BudgetPak release. **If you are using myXL to enhance your use of BudgetPak, it is necessary to install the new version of myXL.**

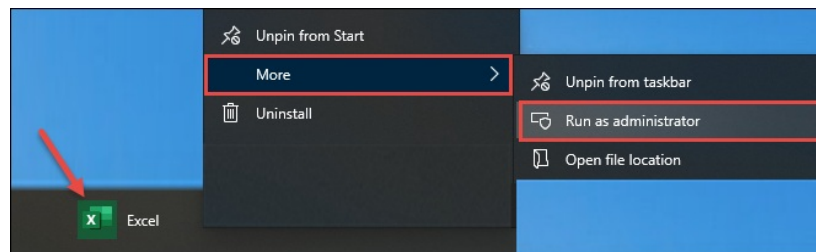
Before you start installation - you may require your IT support desk's assistance with the installation of the myXL upgrade for the following reasons:

- When you run the myXL Setup Program, you must be logged into Windows using an account with administrator privileges.
- After installing myXL, you must run Excel as an administrator one time to

complete the installation. (This does not happen automatically, even if you are logged into Windows as an administrator. You must explicitly select to run Excel this way.)

Here are the steps for installing myXL:

1. Log into the computer using an account with administrator privileges.
2. Make sure Excel is closed.
3. Download and install the myXL Setup Program. There are 2 different versions of the myXL setup program. You should choose the version of myXL that matches your Excel installation:
 - "myXLSetup32.exe" for 32-bit versions of Excel
 - "myXLSetup64.exe" for 64-bit versions of Excel
4. You must accept and install the Office Primary Interop Assemblies if they are requested during setup, or myXL will not install.
5. Follow the installer prompts to select a destination for myXL's files and who will be able to use myXL on your computer.
6. Click 'Close' when the installer indicates that installation is complete.
7. Open Excel as an administrator:
 - Right-click on Excel in the start menu
 - Select "More"
 - Select "Run as administrator":



For more detailed instructions for installing myXL, please see the [myXL Reference Guide](#). For FAQ's about updating myXL, please go [here](#).

XLerant Learning Series Webinars

We will be covering new features as well as providing refreshers on current features.

Our next webinar will be on Thursday, February 27th

Topic: Highlights from our latest release

[Register now!](#)

To watch recordings of some of the other webinars we have had in the past, please click [here](#).

For suggestions on what to cover in future webinars, please contact us at Services@XLerant.com.

Thinking Differently - The Archduke



When Archduke Ferdinand was shot in 1914, his attendants could not undo his coat to stem his bleeding wound. Why not?

[Give Up?](#)

Save the date... 3rd Annual Administrator Conference

Registration details will be coming soon.

April 20-22, 2020
Stamford, CT



XLerant | 203-883-4380 | services@xlerant.com |
www.xlerant.com



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