



The XLerant NewsPak - March 2020

XLerant's 3rd Annual BudgetPak Conference



NEW DATES:

**Monday, October 26th-Wednesday, October 28th
at the Stamford Marriott**

Stay tuned for updated registration information.

Did you know?

Did you know you could start your budget or forecast with new options?

The "Start multiple budgets/forecasts" function has a number of new options that allow to you precisely designate the Reviewed state of the different budget sections when it is started. There are also new options to designate what data from a prior version is to be included from the start.

The function to start multiple budgets/forecasts can be found on the *Versions* page. *Note: These functions are available only to administrators. The buttons are not displayed to budget holders.*

BudgetPak™
Budget. Forecast. Report.

Home Dashboard Versions Status Reports Projections Configuration About Welcome, Jennifer! Log Out

Versions

Select a unit
Select the unit you would like to work with: 10-200-01: Marketing Select unit...
The last version you were working with was: 2021 Final Budget
You may select another version below, or: Resume editing Multiple budgets/forecasts... Start multiple budgets/forecasts Erase multiple budgets/forecasts

Select a version

Here are the different versions you can view and work with for unit "Marketing": Start new budgets from pre-defined defaults Start new budgets from scratch Save descriptions

Version code	Version	Note	Your description	Status	Signed off	Date modified	Modified by	Your comments	Start	Edit	View	Erase	Copy	History
PY2021-0-3	2021 Draft 1		2021 Draft 1						Start					History
PY2021-0-5	2021 Draft 2		2021 Draft 2			2/13/2020 2:41 PM	Smith	Z88 approach used	Edit	View	Erase	Copy	History	
PY2021-0-11	2021 Draft 3		2021 Draft 3			9/27/2018 9:09 AM	Smith		Edit	View	Erase	Copy	History	
PY2021-0-6	2021 Final Budget		2021 Final Budget		Sign off	3/20/2020 2:27 PM	Smith		Edit	View	Erase	Copy	History	
PY2021-0-15	2021 Budget - Growth PL...	8	2021 Budget - Growth Plan							View		Copy	History	

To start multiple budgets, work your way through the steps in order. The result will be exactly the same as if you had started each unit one at a time.

- **Step 1: Select version** - Choose which budget or forecast version you would like to start.
- **Step 2: Select units** - Initially the grid will list all units that have not yet been started. You can instead select "Select units" and choose a subset of the eligible units to start. The budget holder will only be able to see and select the units within his or her assigned scope in the unit hierarchy.
- **Step 3: Select start options** -
 - For budget versions, the selected units may be started from scratch, or from defaults pre-defined by the BudgetPak administrator.
 - For forecast versions, the starting options are the same as those presented to the budget holder when selecting an individual unit to start; keep annual totals the same, or change annual totals based on actual spending.
- **Step 4: Start Options** - In addition to the general options in Step 3, you have a lot of flexibility in designating the initial state of the units when they are started.
 - Each unit can be started off with account-level notes, line item details, assets, and ActionPaks copied from the corresponding unit in the designated "Copy from" version.
 - You can designate which sections of the started units will start off as Reviewed (so the budget holder does not have to visit those sections in order to complete the budget). The list of available sections will differ depending upon what types of sections are configured in your BudgetPak system.
- **Step 5: Start selected units** - After clicking **Start**, the system will proceed to start all of the selected units. As each one is successfully started, it will be listed on the progress panel. Starting a lot of units may take a long time, depending upon the size and complexity of your BudgetPak configuration.

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](#)

Only the selected units which have not yet been started will be started during





this process. Any units which were already started will not change.

8 Tips for Managing Telework Effectively

Lately, there are so many (too many?) tips about working from home. We liked this one, from a recent article by Dennison Consulting in Ann Arbor, MI, because it was clear and easy to digest, and presented the situation both from the manager and employee point of view.

For the full article visit:

[Telework through a Culture Lens: Managing Telework in the Age of Covid-19](#)

8 Tips for Managing Telework Effectively		
	Managers	Employees
Adaptability 	<ol style="list-style-type: none"> Amplify the technology (software, hardware, web applications) and capabilities needed to enable telework. Listen to the IT team. Rapidly inject resources needed for IT infrastructure and training. Expect problems and issues and be prepared to capture and share what is working as well as problems that need to be solved. Ask for feedback and solicit ideas – be a model for continuous improvement. 	<ol style="list-style-type: none"> Leverage the technology offered by the company. Provide feedback if there are issues with technology. Ask for guidelines and trainings where necessary. Use this as a learning opportunity for you and for your colleagues. Share your learnings about what works and what does not work with your co-workers so that the organizational competence to telework continually grows.
Mission 	<ol style="list-style-type: none"> Go on hyper-drive with prioritization. Emphasize the biggest priorities so that employees know what to focus on. Encourage employees to ask questions about company, team, and individual priorities in 1:1s, staff meetings, and town halls. 	<ol style="list-style-type: none"> Focus on the priorities; Not everything on your plate is equally important. Ask questions to gain clarity about the priorities and recognize that, in this environment, those priorities can change at a moment's notice.
Consistency 	<ol style="list-style-type: none"> Communicate often and consistently. Uncertain times require significantly higher levels of communication and it is important that consistent information and guidance is shared. Invoke the core values in communications for reassurance and stability. 	<ol style="list-style-type: none"> Use the company's core values as the north star in times of change. Core values can help us cut through the ambiguity and uncertainty and act in ways that reflect what is most important. If you are hearing conflicting messages, ask for clarification.
Involvement 	<ol style="list-style-type: none"> Listen to employees to understand their challenges and their suggestions for how to best support them. Empower employees in how they want to manage their work schedule and work hours. Allow for flexibility (vs. rigidity) with emphasis on clarifying the work requirements and the critical interdependencies that need to be considered. Maintain equity in how telework is implemented for employees. 	<ol style="list-style-type: none"> Determine and communicate your own work schedule; be comfortable that it may change frequently based on competing home and work priorities. Be sensitive to others who depend on you and your work and stay in close communication. Don't hesitate to ask for meetings to be short (30 minutes), if you have family members that need care on a more frequent basis. Take care of your personal well-being and the well-being of those who depend on you.

XLerant Learning Series Webinars

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

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 - Work from Home Puns



1. Why don't crabs give to charity ?
2. What's the difference between a poorly dressed man on a tricycle and a well-dressed man on a bicycle?
3. I want to go on record that I support farming. As a matter of fact, you could call me...
4. What's the best way to watch a fly fishing tournament?
[Give Up?](#)

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