

The XLerant NewsPak - March 2020

XLerant's 3rd Annual BudgetPak Conference



NEW DATES: Monday, October 26th-Wednesday, October 28th at the Stamford Marriott

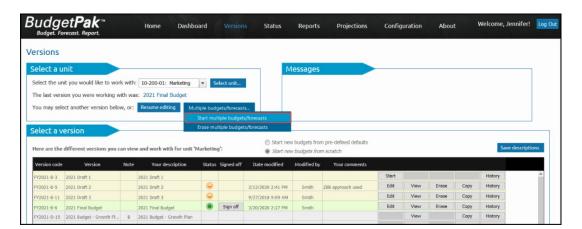
Stay tuned for updated registration information.

Did you know?

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

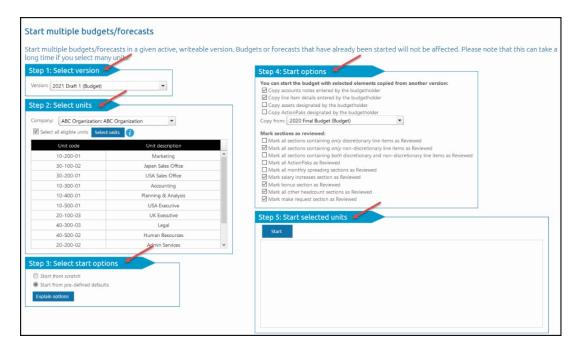
The "Start multiple budgets/forecasts" function has a number of new options that allow to you precisely designate the Reviewed state of the different budget sections when it is started. There are also new options to designate what data from a prior version is to be included from the start.

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.*



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.



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 × 1 6×	1. 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. 2. 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.	1. Leverage the technology offered by the company. Provide feedback if there are issues with technology. Ask for guidelines and trainings where necessary. 2. 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	3. Go on hyper-drive with prioritization. Emphasize the biggest priorities so that employees know what to focus on. 4. Encourage employees to ask questions about company, team, and individual priorities in 1:1s, staff meetings, and town halls.	 3. Focus on the priorities; Not everything on your plate is equally important. 4. Ask questions to gain clarity about the priorities and recognize that, in this environment, those priorities can change at a moment's notice.
Consistency	 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. 	 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	challenges and their suggestions for how to best support them. 7. 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.	5. 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. 7. 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. 8. 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.

Our next webinar is on Thursday, April 23rd at 2PM ET Topic: Headcount Configuration - Key elements & optional features Register now!

To watch recordings of some of the other webinars we have had in the past, please click <u>here</u>.

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?

 <u>Give Up?</u>

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