



## The XLERANT NewsPak - December 2020



### Did you know?

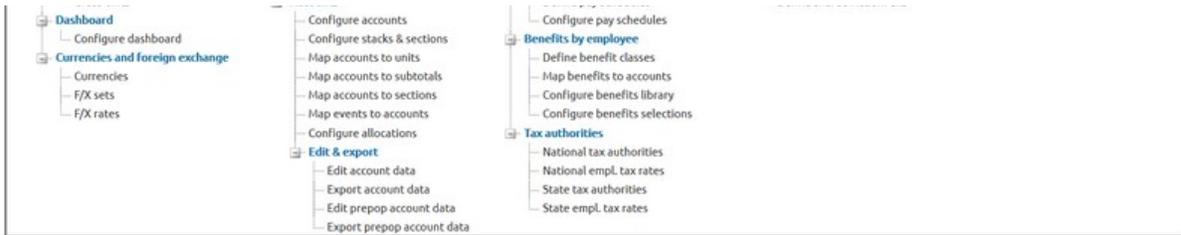
*Did you know you can create Categories in BudgetPak to give budget holders a predefined set of account notes to choose from?*

Categories can be used to setup a consistent list of administrator-defined notes for end users to choose from when budgeting. The Administrator can add as many predefined notes (code and description) as they would like for the fiscal year. An end user can choose to tag any account with a note from this predefined list.

 A screenshot of the BudgetPak Configuration interface. The top navigation bar includes 'Home', 'Dashboard', 'Versions', 'Status', 'Reports', 'Projections', 'Configuration', and 'About'. The 'Configuration' menu is expanded, showing several categories:
 

- GENERAL ADMINISTRATION**
  - Administration
    - Validate and initialize
    - Locks
    - Files
    - Categories** (highlighted with a red box and arrow)
    - History & email notifications
    - System note
  - Users
    - Users
    - User roles
    - Password policies
  - Reporting
    - Define P&L layouts
    - Configure P&L layouts
    - Report names
    - Reports & Quick Budget menu
    - Cross units
- DIMENSIONS**
  - Time
    - New fiscal year
    - Years
    - Quarters
    - Periods
  - Versions
    - Define versions
    - F/X sets
    - Calculation defaults sets
    - Drivers defaults sets
    - Unit event defaults sets
    - Employee sets
    - Account defaults sets
  - Units & companies
    - Units
    - Companies
    - Unit event defaults sets
    - Configure unit event defaults
  - Accounts
- HEADCOUNT**
  - Headcount configuration
    - Edit employee data
    - Import/export employees
    - Employee sets
    - Configure salary grades
    - Configure employee classes
    - Map events to accounts
    - Unit event defaults sets
    - Configure unit event defaults
    - Configure headcount options
  - New hire policies
    - Define new hire policies
    - Configure new hire policies
  - Hourly employees
    - Edit hourly employee data
    - Define wage types
    - Define wage classes
  - Pay schedules
    - Define pay schedules
- PARAMETERS**
  - Account defaults
    - Account defaults sets
    - Configure account defaults
  - Calculations
    - Define calculations
    - Calculation defaults sets
    - Configure calculation defaults
    - Configure allocations
  - Drivers
    - Define drivers
    - Driver defaults sets
    - Configure driver defaults
  - Assets
    - Configure asset classes
    - Configure asset library
    - Map asset classes to units
    - Map events to accounts
  - ActionPaks
    - Define shared ActionPaks
- IMPORT/EXPORT**
  - Account data
    - Import account data
    - Export account data
    - Import prepap data
    - Export prepap data
  - Other configuration
    - Import/export configuration data
    - Import/export employee data
  - G/L transaction detail
    - Review G/L import status
    - Import G/L transactions
    - Export G/L transactions
    - Manage G/L txn storage
    - Configure G/L transactions

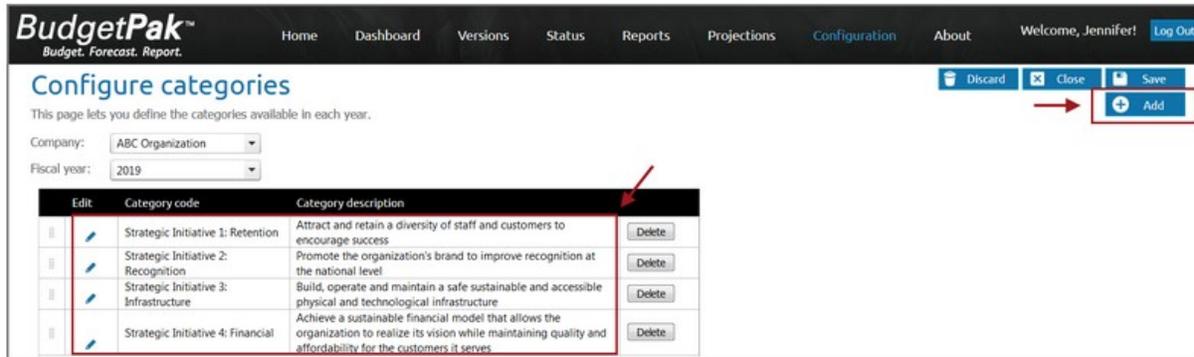
 The interface also includes a 'Hide unused topics' checkbox, 'Actions', and 'Support desk' buttons.



Here are the steps for setting up and using Categories in BudgetPak:

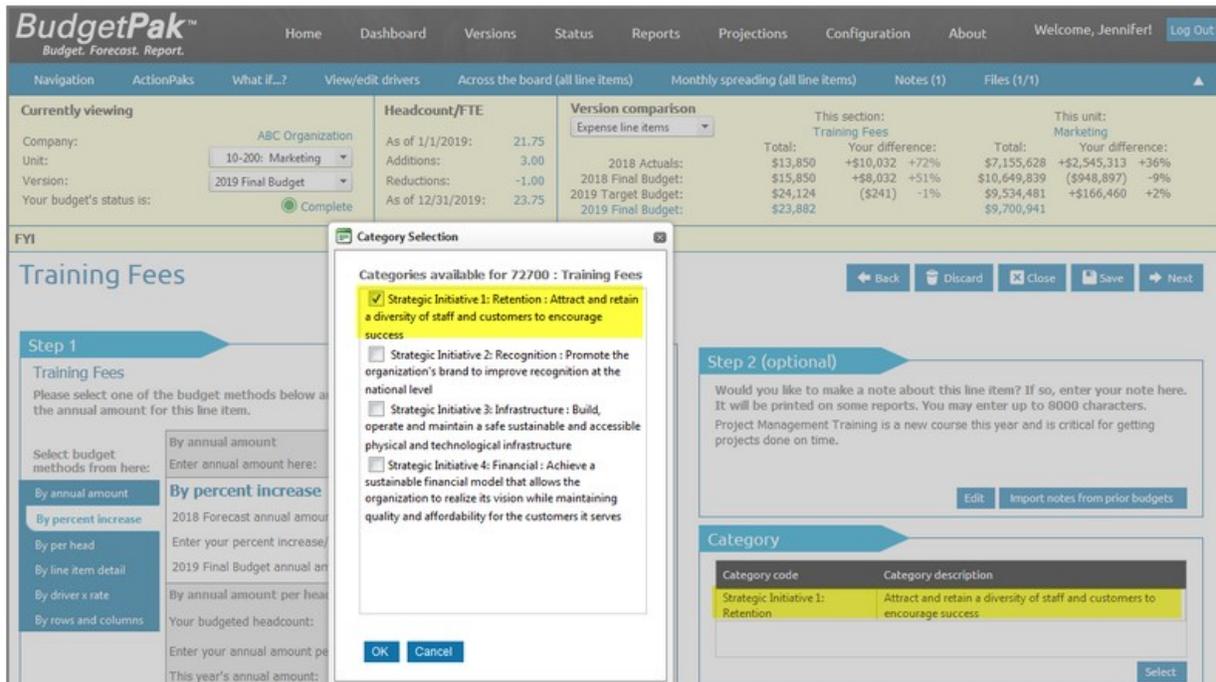
**Step 1:** The administrator creates the list of Categories

- The administrator can add as many predefined notes as they would like for the fiscal year.



**Step 2:** On the Budget Navigation Map, after clicking on a section, the user will see a box called 'Category.'

- The user clicks 'Select' to attach a category, or administrator-defined note, to the account.
- More than one Category can be assigned to each account.
- This feature is optional and the Category box will only appear if Categories are configured.



**Step 3:** Reporting

- Categories appear on P&L reports when run with extended detail
- The P&L Categories Consolidating report can be used to see the total income and expense

assigned to each category individually, and which units are contributing to the total.

- This report should be run with 2 or base units selected.

<b>P&amp;L Category Consolidating Report</b>					
<b>Company:</b>		ABC Organization			
<b>Version:</b>		2021 Final Budget			
<b>Category:</b>		Strategic Initiative 1: Retention: Attract and retain a diversity of staff and customers to encourage success			
Account	Description	10-200-01: Marketing	10-300-01: Accounting	40-500-02: Human Resources	Total Strategic Initiative 1: Retention
40100	Sales Revenue	\$75,000			\$75,000
<b>Total Strategic Initiative 1: Retention: Attract and retain a diversity of staff and customers to encourage success</b>		\$75,000			\$75,000
71100	Temp Help		\$450	\$675	\$1,125
71200	Messenger/Delivery/Postage		\$150	\$175	\$325
71300	Professional Fees	\$29,700			\$29,700
71400	Photography	\$10,395			\$10,395
71500	Printing Costs	\$4,678			\$4,678
72100	Meeting Expense			\$1,200	\$1,200
72600	Seminar Fees	\$22,349	\$1,250	\$3,500	\$27,099
72700	Training Fees	\$28,337		\$3,680	\$32,017
<b>Total Strategic Initiative 1: Retention: Attract and retain a diversity of staff and customers to encourage success</b>		\$95,459	\$1,850	\$9,230	\$106,539

## XLerant Learning Series Webinars

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

**Our latest webinar was on the topic of**

***Database Cleanup***

**[Watch it now!](#)**

To watch recordings of 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](mailto:Services@Xlerant.com).

## Thinking Differently - The Bear



A man lives in a house with four walls. Each wall has a window. Each window has a southern exposure. A bear walks by. What color is the bear?

**[Give up?](#)**

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