# MYXL REFERENCE MANUAL (SAAS EDITION)

Revised 8/7/2014

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## 1 What is myXL?

#### 1.1 What does myXL do?

myXL is an Excel add-in that provides three distinct capabilities:

⇒ myXL will allow you to interactively select and pull a copy of various data – account data or configuration data, such as a list of accounts – from BudgetPak into Excel. A special XLerant menu and menu functions are provided for this purpose.



 $\Rightarrow$  myXL provides a set of functions that can be used in cell formulas to selectively read account data from BudgetPak into Excel.

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Help on this function		OK Cancel				

⇒ myXL will allow you to interactively select cells with account values and write their values back into BudgetPak. Special functions and a special menu item are provided for this purpose.

## 1.2 What can myXL be used for?

myXL functionality can be used in myriad ways, but XLerant has designed myXL primarily to enable three related, but distinct uses of Excel alongside BudgetPak:

- dynamic, custom reporting
- ad-hoc analysis
- organization-specific complex calculations and models

#### 1. First usage: Dynamic, Custom Reporting

myXL allows users to define precisely the information that they want to see in precisely the format that they want to see it and allows Excel to dynamically fetch the data from the BudgetPak database. Users can do this one-time for a specific need, or can build custom reports that can be run by any unit and any time period over and over again without the need to redefine the request. In fact, users can build entire report workbooks in Excel and allow for dynamic monthly reporting books to be automatically generated using Excel as the report editor. Security is built in to ensure that users can only run reports for departments that they are authorized to see.

Uses include:

- Dynamic custom report workbooks for senior management review meetings
- Custom monthly reports that can be set up once and used by multiple departments throughout the year
- Organization-specific needs to add additional calculations such as gross margins, EBITDA, variance trending to reports

#### 2. Second usage: Ad-hoc Analysis

BudgetPak already natively allows organizations to take data and pre-programmed reports and export that information to Excel. XLerant's customers use that capability all the time. However, when exploring the options for determining how to allow organizations and people to perform deeper data analysis, XLerant decided to capitalize on the strength and familiarity of Excel, a brilliant ad-hoc analysis tool with functionality that finance managers already know.

This is not simply a link to Excel, but is designed to integrate Excel with BudgetPak. This allows users to dynamically retrieve the data from the BudgetPak database for either a quick, one-time ad-hoc analysis, or set up as a dynamically for any selection of time periods, departments or accounts to be run over and over again without the need to redefine the request. Security is built in to ensure that users can only view data for departments that they are authorized to see.

Uses include:

- myXL pre-defined pivot tables for common department, period and account analysis
- Ad-hoc analysis for expense reduction, revenue growth, headcount redistribution
- Slicing and dicing, drilldowns and pivoting using Excel's pivot table functionality

#### 3. Third usage: Modeling and Calculations

BudgetPak already offers a broad variety of calculation capabilities that are built into the application. However, from time to time, organizations have special needs for allocations, or revenue forecasting, or other calculations that cross organizational boundaries. Rather than build a complex formula editor in a proprietary language and require users to learn a new environment, XLerant decided to incorporate existing Excel functionality into BudgetPak.

This allows organizations to leverage their existing knowledge of Excel and utilize their previously Excelbuilt formulas, calculations and models dynamically inside of BudgetPak. The calculation or model can therefore be built in Excel and myXL will automatically pull the required data directly from the database, perform the calculation and then return the results dynamically back to the database without manual intervention on the user's part. This functionality is controlled by the same security found throughout BudgetPak and would be used only by advanced users. It is not intended for casual or unauthorized users.

Uses include:

- Distribution of calculated amounts across many different departments all at once
- Client-built complex revenue, allocations or other models
- Complex benefits or expense calculations

#### 1.3 Who is it for?

myXL is intended for use by *expert* Excel users – those who know and use (for example) such advanced Excel functionality as VLOOKUP and pivot tables.

If you have only scratched the surface in your use and understanding of Excel functionality, you are probably not going to find myXL useful or understand how to use it.

#### 1.4 How do I use it?

Before you can use myXL, it must first be installed on your computer. Complete installation instructions can be found in this section: 2 **How to install myXL** 

Once myXL is installed, you must log in to your BudgetPak web account via the myXL login feature. In addition, most of the functionality of myXL requires that you have the ability to view at least one unit inside BudgetPak.

## 2 How to install myXL

## 2.1 Prerequisites for installing myXL

The following software must be installed on your computer <u>before</u> beginning the myXL installation. If you're not sure if you have these or how to get them, ask your IT support desk for assistance.

- Operating system: Microsoft Windows XP/Vista/7/8/Server 2008/Server 2008 r2.
- A login on your computer with Administrator rights.
- Microsoft Excel 2007 (part of the Office 2007 suite) or later.
- Microsoft .NET Framework 3.5 or later. (*Note: The myXL installer will let you know if this is missing.*)
- Windows Installer 3.1 or later. (Note: The myXL installer will let you know if this is missing.)
- Visual Studio Tools for Office 2010 or later.
- NOTE: Do not use Visual Studio Tools for Office 3.0. myXL is designed to use VSTO 2010 only.

## 2.2 Some important technical notes about installation

- myXL requires a network connection to your BudgetPak host. If you cannot access your BudgetPak installation with a browser, then you will not be able to connect with myXL either.
- myXL does not work with versions older than Office 2007. (Older versions of Excel do not include the Office Ribbon, which is a technical prerequisite for myXL.)
- You will need to enable myXL separately for each computer login who will be using myXL, even on the same machine.
  - ⇒ For example, if you have on a single laptop a local login called 'Administrator' and a domain login called 'MYDOMAIN\MyUserName' that both need to use myXL, you would need to enable myXL separately for each of these logins upon opening Excel.
  - ⇒ This applies to section 2.3.2 only. You only need to install myXL one time on each computer. Each user will individually need to accept Microsoft Office customizations and enable the myXL in-cell functions.
- If you are using the 64-bit version of Office, you will need to follow the additional steps laid out in **7.1.2: Installing on 64-bit editions of Excel**.

#### 2.3 How to install myXL on a computer

There are two steps to installing myXL on a computer. The first step is to install the add-in itself, and the second step is to enable the add-in functions inside Excel.

#### 2.3.1 Step 1: Install the add-in

- 1. You must logged in to the computer using an account with administrator privileges.<sup>1</sup>
- 2. Make sure Excel is closed.
- 3. Download 'myXLSetup.exe' to the computer where you want to install myXL.<sup>2</sup>
- 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.



<sup>1</sup> As per Microsoft: "An administrator account is a user account that lets you make changes that will affect other users. Administrators can change security settings, install software and hardware, and access all files on the computer. Administrators can also make changes to other user accounts."

<sup>2</sup> You cannot click on a link to the installer and select "Run" (because running the installer in this manner does not do so with Administrator privileges. You must download the installer to a local drive before running it.



6. Click 'Close' when the installer indicates that installation is complete.



7. If you are using a 64-bit edition of Excel, then you will now need to perform the additonal step described in this section: **7.1.2: Installing on 64-bit editions of Excel** 

## 2.3.2 Step 2: Enable the myXL add-in functions inside Excel

#### 2.3.2.1 Open Excel as an administrator<sup>3</sup>.

#### 2.3.2.2 Customization installer

You might see a prompt similar to that below. If so, select "Install".



When the customization installer completes, you should see an XLerant menu:

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<sup>&</sup>lt;sup>3</sup> In Windows XP, run as a user with Windows administrative privileges. In Windows Vista or Windows 7/8, right-click on the Excel icon, select 'Properties' and then the 'Compatibility' tab, then check the box that says "Run this program as an administrator." Remember to uncheck that box when you're done installing myXL.

## 2.3.2.3 Enable the XLerant add-in

In this step you will enable the XLerant add-in. This makes the myXL functions visible for use in formulas.



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You have now finished enabling myXL functions.

## 3 How to use myXL

## **3.1 General notes – read this first!**

- In order to use myXL, you must be able to log in to BudgetPak itself.
- BudgetPak security is used to control your access to information through the myXL.
  - ⇒ With myXL, you may only view units or accounts that you are allowed to view in BudgetPak itself.
  - ⇒ At any time while using myXL, it will use the security corresponding to your current BudgetPak login. If you log out of myXL and then log back in with a different user name, myXL will immediately use the security corresponding to the new login.
- When using any of the 'Set' functions to enter data into BudgetPak, you must explicitly click the 'Update BudgetPak' button on the XLerant ribbon to push your changes to BudgetPak.
  - ⇒ In other words, the 'Set' functions do not automatically update BudgetPak when the the values in the referenced cells change, or when the sheet is recalculated. You must explicitly invoke the 'Update BudgetPak' button.
- When using any of the 'Get' functions, you must either explicitly click the 'Refresh data' button on the XLerant ribbon to retrieve data from BudgetPak, or set the 'Auto-refresh' option to 'on.'
  - ⇒ In other words, the 'Get' and 'Validate' functions do not automatically contact BudgetPak for data when the sheet is recalculated. You must explicitly invoke the 'Refresh data' button or turn on auto-updating.
  - ⇒ If your sheet has a large number of 'Get' functions, turning on auto-update may cause slow performance.

## 3.2 Introduction to the XLerant Ribbon

The XLerant ribbon contains the menus and buttons you will use to retrieve most of your data from BudgetPak. The functions on the XLerant ribbon are explained in the following sections. You should see the XLerant ribbon when you start Excel, in the menu bar. If you click on 'XLerant,' you will see this ribbon displayed. If you do not see 'XLerant' in the menu bar, please see **7.2 The XLerant menu does not** appear.



### 3.3 Logging In

Before you can use the features of myXL, you must log in to BudgetPak within myXL. You will need three pieces of information: your tenant code, your username, and your password. Your username and password are the same username and password that you use to log in to BudgetPak itself. Your tenant code is part of the address you use to connect to BudgetPak. For example, if your BudgetPak web address was "https://mycompany.mybudgetpak.com" then your tenant code would be "mycompany".



When you do so, you will see the login form.

🖳 frmLogin	
Tenant:	
Username:	
Password:	
	OK Cancel

Enter your tenant code, username, and password into this form, then click 'OK.' myXL will communicate with the BudgetPak server and verify that you entered your credentials correctly. If you did, myXL will enable the rest of the ribbon and you can begin using myXL. If you did not, the text 'Incorrect login information' will appear in red and you will have to enter your login information correctly. As with the

BudgetPak application itself, entering an invalid password for a given username five times in a row will cause a temporary lockout to prevent unauthorized usage. The tenant code and username are not case-sensitive, but your password is.

0	2	9 - 0	× • > =									
	Y	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	XLerant		
Ret		Auto-refres		Update	x 0x23 x 0x23 x 0x23 Z 0x23 Get account	ActionPaks	Headcount	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	OuickTables	Configuration	About	
d	ata	- Hato Herres	range	BudgetPak	data	*	Ŧ	data *	-	data *	myXL	in out
		Refresh		Update		Budget/F	orecast data	Le contra de la co	QuickTables	Configuration data	About	Log In

If XLerant is not hosting BudgetPak for you, please see 6 **Notes about On-Premises Hosting**, below, for more information.

## 3.4 Logging out

When you're finished using myXL, you can log out by clicking the 'Log out' button.



Logging out of myXL when you are not actively using it is recommended for security purposes.

You can also log out of myXL by closing Excel.

## 3.5 An overview of the 'Get' process

There is a simple sequence of steps involved to get BudgetPak data into Excel using the Ribbon. The following is an overview to give you the basic idea. Later sections in this manual cover each step in more detail.

## 3.5.1 Step 1: Select a 'Get' function



#### 3.5.2 Step 2: Make selections



## 3.5.3 Step 3: Designate destination

You will be asked to designate where on your Excel sheet to place the data to be retrieved. NOTE: Make sure you have allowed enough empty-cell room below and to the right of the destination you designate.

	Select destination	×
	Select destination	
1	OK Cancel	

#### 3.5.4 Step 4: View results

The requested BudgetPak data will be retrieved into your Excel sheet at the location you designated. The columns and data returned will depend on which function you select.

6	2)	12	• (* • ) =																	Book1	Microsoft Excel
1	9	Home	Insert	Page Lay	out	Forr	mulas Da	ita Revie	w View	De	evelope	r XLe	rant	1							
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	Serve h	ere _				1.01			ant Other hu	-	Quiekt	B	C			hout			-		
	data	AULU-IE	range	Budget	Pak	dat	a *	aks neaucou	data	-	Quicki	autes	con	dat		myXL	i	n	out		
		Refre	sh	Updat	e		Budg	et/Forecast d	ata		Quick	Tables Co	onfie	fot	ion data	bout		LogI	n		
		EXACT	•	(• × v	f <sub>x</sub>																
	1	A	В	С		D	E	F	G	Н			J	К	L	М	N	0	Р	Q	R
1	Year	r	VersionCo	VersionD	e Uni	tCode	UnitDescr	BaseUnit?	AccountC	Accou	intN A	ccountD	Ac	Act	Subtotal	D Acc	Spre	Curre	Mor	MonthNa	AccountValue
2	2009	Ð	FY2009-B-	2009 Draf	1 <mark>900</mark>		Accountin	Yes	Expense	1000	S	alaries			Compens	s eve	Non	USD	1	Jan	211,865.77
3	2009	•	FY2009-B-	2009 Draf	1900	1	AccountIn	Yes	Expense	1000	s	alaries			Compens	seve	Non	USD	2	Feb	201,987.94
4	2009	9	FY2009-B-	2009 Draf	t 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	3	March	223,629.50
5	2009	9	FY2009-B-	2009 Draf	ť900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	4	April	225,793.66
6	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	5	May	234,810.98
7	2009	9	FY2009-B-	2009 Draf	t 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	6	June	227,236.43
8	2009	)	FY2009-B-	2009 Draf	t 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	si eve	Non	USD	7	July	234,810.98
9	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	si eve	Non	USD	8	Aug	234,810.98
10	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	si eve	Non	USD	9	Sept	227,236.43
11	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	10	Oct	234,810.98
12	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	si eve	Non	USD	11	Nov	227,236.43
13	2009	)	FY2009-B-	2009 Draf	ť 900	)	Accountin	Yes	Expense	1000	S	alaries			Compens	seve	Non	USD	12	Dec	234,810.98
14	ŧ.																				

## **3.6** A tour of the selection box

## 3.6.1 Introduction to the selection box

Many of the functions in the Budget/Forecast Data toolbar present you with a form to let you select which company, budget versions, units, and accounts you want to get data for, and for what time period. Only active versions and units within your scope are displayed on the form:

🚰 Get account data			x
Step 1: Select company	Acme Company		•
Step 2: Select versions Select all Select none	FY2007-R-2: 2007 Actuals         FY2008-R-4: 2008 Budget         FY2008-R-7: 2008 Forecast         FY2009-B-8: 2009 Baseline Budget         FY2009-B-3: 2009 Draft Budget 1         FY2009-B-5: 2009 Draft Budget 2         FY2009-B-11: 2009 Draft Budget 3		4 III +
Step 3: Select units	Unit	Cross	
Select all       Select none         Select base units       Select rollup units         Cross-unit code:       (no filter)         Search:           Expand all       Collapse all	Acme Co: Acme Company 700: Executive 900: Accounting 150: Finance 900: Accounting 100: Planning & Analysis 200: Global Sales 200: Sales 1010: UK Sales 450: IT 500: IT Development	FACE CODE BACK BACK BACK FACE FACE FACE FACE	•
Step 4: Select accounts	Account		
Select all     Select none <ul> <li>Company accounts</li> <li>Enterprise accounts</li> <li>Search:</li> <li>Expand all</li> <li>Collapse all</li> </ul>	Account 		4
Step 5: Select months	I: Jan		
Date range: Monthly   Select all Select none	Image: Constraint of the state of the s		
	Ок	Cancel	

Some Ribbon functions do not require all steps. (For example, the headcount retrieval functions do not require the Select Accounts step.) In these cases, the steps that are not required will not be displayed.

Each of the steps in the selection box is described in more detail in the following sections.

## 3.6.2 Select a company

Select which company you want to get data for. You can only return data from one company at a time. Most users will only have one company within their scope and the single company will be preselected

Step 1: Select company Step 2: Select versions Select all Select none	Acme Company  FY2007-R-2: 2007 Actuals FY2008-R-4: 2008 Budget FY2008-R-7: 2008 Forecast FY2009-B-8: 2009 Baseline Budget FY2009-B-3: 2009 Draft Budget 1 FY2009-B-1: 2009 Draft Budget 2 EY2009-B-11: 2009 Draft Budget 2	• E
Select all Select none	Acme Company  FY2007-R-2: 2007 Actuals FY2008-R-4: 2008 Budget FY2008-R-7: 2008 Forecast FY2009-B-8: 2009 Baseline Budget FY2009-B-3: 2009 Draft Budget 1 FY2009-B-1: 2009 Draft Budget 2 EY2009-B-1: 2009 Draft Budget 2	E
Step 2: Select versions           Select all         Select none	<ul> <li>FY2007-R-2: 2007 Actuals</li> <li>FY2008-R-4: 2008 Budget</li> <li>FY2008-R-7: 2008 Forecast</li> <li>FY2009-B-8: 2009 Baseline Budget</li> <li>FY2009-B-3: 2009 Draft Budget 1</li> <li>FY2009-B-1: 2009 Draft Budget 2</li> <li>FY2009-B-1: 2009 Draft Budget 3</li> </ul>	E
		-
Step 3: Select units	Linit	Cross
Select all     Select none       Select base units     Select rollup units       Cross-unit code:     (no filter)       Search:         Expand all     Collapse all	Acme Co: Acme Company 700: Executive 150: Finance 900: Accounting 100: Planning & Analysis 3000: Global Sales 200: Sales 1010: UK Sales 450: IT 500: IT Development	FACE CODE BACK BACK BACK FACE FACE CODE FACE
Step 4: Select accounts		
Select all     Select none <ul> <li>Company accounts</li> <li>Enterprise accounts</li> </ul> <ul> <li>Search:</li> <li>Expand all</li> <li>Collapse all</li> </ul> <ul> <li>Collapse all</li> <li>Collapse all</li> <li>Collapse all</li> <li>Collapse all</li> </ul>	Account Income: Revenue: R001: Sales - product line A R002: Sales - product line B R003: Consulting revenue Expense: Cost of Sales: I550: COS - product line A I560: COS - product line B I570: COS - product A and B	
Step 5: Select months	1: Jan 7: July	
Date range: Monthly   Select all Select none	V     2: Feb     V     8: Aug       V     3: Mar     V     9: Sept       V     4: Apr     V     10: Oct       V     5: May     V     11: Nov       V     6: June     V     12: Dec	OK Cancel

## 3.6.3 Select versions



## 3.6.4 Select units



## 3.6.5 Select accounts



## 3.6.6 Select months



# **3.7** How to retrieve budget/forecast data into Excel: The Budget/Forecast data toolbar



## 3.7.1 Get account data



This menu option returns account values and identifying information.

The data will be returned in pivotable format; each row will contain information about a single account for a single budget version, unit, ActionPak, and month. If you wish to retrieve information from BudgetPak to enter into a model in Excel, this is the function you will most likely use to get bulk data. Similarly, when you wish to post information back to BudgetPak, this function returns all the data on one line needed to push a value back.

All account data returned by this function are in the local currency for the unit.

## 3.7.2 ActionPaks



The ActionPaks menu is the place to go for functions that return information about BudgetPak ActionPaks. You can see a list of ActionPaks, which accounts are mapped to which ActionPaks, and what values the accounts in each ActionPak have.

You can only see ActionPaks residing in units within your scope.

#### 3.7.2.1 Get ActionPak list



## 3.7.2.2 Get ActionPak/account mapping

Click here to retrieve a list of the accounts used by ActionPaks in your selected versions and units.

	<b>1</b> 2 2	× • ) ÷											
9	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	XLerant				
() Refresh data	Auto-refres	th Specific range	Update BudgetPak	F 0323 F 0323 C 0323 Get account data	ActionPaks	Headcount	a a Other budge data ▼	t QuickTables	Configura data *	ition	About myXL	Log	Log out
	Refresh		Get Action	Pak list		precast data		QuickTables	Configuratio	on data	About	Lo	g In
	A1	-	Get Action	Pak/account ma	apping								
	А	B 01	Get Action	Pak data		ţ.	G H		J	К		L	М

#### 3.7.2.3 Get ActionPak data

This menu option is identical to 'Get account data', but returns only ActionPak values. Other account data will not be returned.

	1	× • ) ÷											
	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	XLerant				
0 Refresi data	n Auto-refres	h Specific range	Update BudgetPak	r 0323 r 0323 Z 0323 Get account data	ActionPaks	Headcount	2 2 Other budge data *	et QuickTable	s Configu	viration a ▼	About myXL	Log	Log
	Refresh A1		Get Action	Pak list Pak/account ma	apping	precast data		QuickTable	s Configura	tion data	About	Lo	g In
	А	B 01	Get Action	Pak data		F (	G I	4 1	J	K		L	М

All account data returned by this function are in the local currency for the unit.

## 3.7.3 Headcount



The Headcount menu contains information related to employees at your company. Only users with permission to view headcount data in BudgetPak can use these functions. Users without such permission will receive an error message if they try to use these functions.

Since headcount is handled at the unit level, not associated with individual accounts, the selection form will show only company, version, and unit options.

#### 3.7.3.1 Get employee data

	<mark>.</mark>	~							_					
	Home	Insert	Page Layout		Formulas	Data	Review	View	Developer	XLerant				
0 Refresh data	Auto-refre	sh Specific range	Update BudgetPak	Ge	t account A data	ActionPaks	Headcount	} 2 3 Other budge data ▼	t QuickTables	Confi	guration ata *	About myXL	Log	Log out
	Kerresn		Opdate		Get emplo	oyee data	K		Quickiables	Configu	iration data	ADOUL	LO	gin
	A1	+ (	Jx	\$	Get comp	ensation	changes							
	A	В	С	D	E		F	G F	1 1	J	К		L	М
						(	Click h headco and sa	ere to ret ount, incl lary infor	trieve data uding titles mation.	i about s, emp	: your cu loyee cl	urrent ass,		

All headcount compensation data returned by this function are in the local currency for the unit.

#### 3.7.3.2 Get compensation changes



All headcount compensation data returned by this function are in the local currency for the unit.

# 3.7.4 Other budget data

4		<b>.</b> • •	(N • ) ⇒							-					
	9	Home	Insert	Page Layout	Formula	s	Data	Review	View I	Developer	XLerant				
F	CO Refresh data	Auto-refre	esh Specific range	Update BudgetPak	x oses x oses x oses z oses Get accoundata	t Actio	nPaks He	28 eadcoun	Other budget	QuickTables	Configura data *	tion	About myXL	Log	Log out
		Refresh	٦ ١	Update		365	Get ann	ual drive	rs	QuickTables	Configuratio	on data	About	Lo	g In
		A1	- (	f <sub>x</sub>		30	Get mor	nthly driv	er values						
	2	A	В	С	D	E 30	Get mor	nthly driv	er defaults	1	J	К		L	M
1	1						Get line	item det	ail						
1	2														

The 'Other budget data' menu contains functions that return specific budget values other than account data and headcount details.

## 3.7.4.1 Get annual drivers

		(> ↓) ⇒													
	Home	Insert	Page Layout	Formulas		Data	Review	View	Developer	XLerant					
0 Refresh data	Auto-refre Refresh	sh Specific range	Update BudgetPak Update	Get account	Actio	nPaks Get a	Headcount	Other budge	et QuickTable	s Configur data s Configurat	ation •	About myXL About	Log in	Log out	
	A1	• (	f <sub>x</sub>		30	Get m	onthly driv	er values							
	A	В	С	DE	30	Get m	onthly driv	er defaults	1	J	К		L	М	
1						Get li	ne item det	ail	_						-
2															-
Cl in Dr ac	ick here cluding rivers th ctual va	e to retr the cur nat an a lue thar	rieve data rrent actu dministr n the def	a about t ual value ator has o ined defa	he a and desi nult	annu I the ignat valu	al drive admin ted as e e.	ers defin istrator- editable i	ed in Budg defined de may have	getPak, efault val a differe	ue. nt				

Driver data returned by this function are in the local currency for the unit.

#### 3.7.4.2 Get monthly driver values

1365 Oct drifted drivers	About Log Log myXL in out About Log In
A1 - 1 Get monthly driver values	L M

This function returns the <u>current</u> values only. If an administrator has marked a monthly driver as editable, this function will return whatever value the user has currently specified (which will be the default if the user has not changed the value). To retrieve the default values only, use Drivers -> Get monthly driver defaults.

Driver data returned by this function are in the local currency for the unit.

#### 3.7.4.3 Get monthly driver defaults

This function returns the <u>default</u> values only. If a user has entered a driver value that differs from the default, you may retrieve the current values using Drivers -> Get monthly driver values.

Refresh	Home Auto-refrest	Insert Specific range	Page Layout Update BudgetPak	Formulas	Dat ActionPa	a Review	View	Developer QuickTables	XLerant Configura data	ation	About myXL	Log	Log
	Refresh A1	• (	Update fx		333         Ge           330         Ge	et annual drive et monthly driv	ers ver values	QuickTables	Configurati	on data	About	Log	In
L		0			G	et line item dei	tail	J	,	K		-	. 191

Driver data returned by this function are in the local currency for the unit.

## 3.7.4.3.1 Get line item detail

o lefresh data	Auto-refres	Specific range	Update BudgetPak	Get account	Actio	nPaks Headcount	Other budget	QuickTables	Configura	tion A	about myXL	Log in
2	A1 A	• (	Update fx C	D	305 301 501	Get annual driver Get monthly drive Get monthly drive	rs er values er defaults	QuickTables	Configuratio	on dataj A	About	Log Ir
						Get line item det	ail					

Line item detail data returned by this function are in the local currency for the unit.

## 3.8 How to write data from Excel into BudgetPak: The Update BudgetPak toolbar

This toolbar contains only one function: Update BudgetPak.

If you are using any of the 'myXLSet' functions to designate Excel data to be written back into BudgetPak, you must use this function whenever you want the write to actually take place.

You will need to select which cells contain the 'myXLSet' functions that will be included in the write. The usage of this button will be covered in more detail in section **4.1.3 Writing data into BudgetPak**.



Note: As when entering account data in BudgetPak, all data you write back into BudgetPak must be in the local currency for the unit.

# **3.9** How to quickly create an Excel pivot table from BudgetPak data: The QuickTables toolbar

QuickTables are a convenience feature of BudgetPak. They allowing you to quickly create an Excel pivot table from predefined measures and data.

The result is a normal Excel pivot table, which can subsequently be modified any way that you wish for ad-hoc analysis or custom reporting.

You may, of course, create a pivot table yourself from scratch by first invoking the 'Get account data' function from the Budget/Forecast data toolbar. The Quicktables functions cut down the number of steps required by you to do so.



Account data returned by all of the QuickTables functions are in the local currency for the unit.

## 3.9.1 Create blank pivot table

	Home	Insert	Page Layout	t Formulas	Data	Review	v View	Developer	XLerant					1
Refresh data	Auto-refree	sh Specific range	Update BudgetPak	Get account data	ActionPaks	Headcour	t Other budget data *	<b>F</b> A QuickTables	Configura data	ation	About myXL	Log	Log out	
	Refresh	6	Update		Budget/Fo	re a b	Create blank pi	ivot table	Configurati	on data	About	Lo	g In	
1	A	B	C Jx	D E			Unit + account Version + unit	by version by month	J	K		L	М	
	Click acco prec hoc	c here to bunt dat defined. analysis	o create ta' funct . This op s or cust	a pivot ta ion, but v tion allow om repor	able defi vith no p vs you to ting.	ned b bivot ta biget a	y data retu able rows head star	urned fror or columr t in perfo	n the 'Ge ns rming ad	et  -				

## 3.9.2 Unit + account by version

Refresh data	Home	Insert	Update BudgetPak	Formulas	Data	Review	View	QuickTables	XLerant Configu data	Iration	About myXL	Log	Log
	Refresh A1	• (	Update fx		Budget/Fore	6 D	Create blank p Unit + account	ivot table by version	Configura	tion data	About	Lo	g In
1	A	В	С	DE	E F	曲	Version + unit	by month	J	K		L	M
-													

rows, and versions pre-selected as the pivot table columns.

## 3.9.3 Version + unit by month



# 3.10 How to retrieve BudgetPak configuration data into Excel: The Configuration data toolbar

The Configuration data toolbar contains functions that allow you to retrieve information about the current BudgetPak configuration. This information, commonly called 'meta-data', comprises the unit structure, versions, definitions of months, and so on.

These functions do not use the common selection form. When run, the only thing you need to do is tell myXL where to put the data it returns.



## 3.10.1 Get companies

9	Home	Insert	Page Lay	yout	Formulas	Data	Review	View	D	eveloper XLerant				
Refr	esh Auto-refre ta	esh Specific range	Updat Budget	te Pak	Get account data	ActionPak	s Headcour	t Other budg data *	get	QuickTables Configuration	1	About myXL	Log	Log out
	Refresh	1	Updat	te		Budget/	Forecast dat	a	A	Get companies	taj	About	Lo	g In
1 2	A	B	С	J.×	)	E	F	G		Get fiscal periods Get versions Get units Get accounts	к		L	М
3 4 5									•	Get unit/account mapping Get F/X rates	ŀ			
6														
	Click allow confi	here to ved to b iguratio	returi oudget ns, thi	n a li . For s wil	isting of r most ι II be a s	f all the users in ingle co	e compa i most B ompany	inies the udgetPa	e cu ak	rrent user is				

## 3.10.2 Get fiscal periods

Refr	Home Point Home esh Auto-refre a Refresh	Insert	Page Lay	e G Pak	Formulas	Data	Review	View	get	QuickTables Configuratio	n A	About myXL	Log	Log out
	A1	<del>•</del> (	9	f.x.					5	Get fiscal periods				-
1 2 3 4 5	A	B	C	D	E		F	G		Get versions Get units Get accounts Get unit/account mapping Get F/X rates	K			M
6	Click he Budgetl	re to re Pak, inc	turn a luding	listir the	ng of all f full name	the mo e of th	onths yo le mont	our org h and t	ani: he	zation has defined 1 1-12 number of the	or			

## 3.10.3 Get versions

<b>G</b> <sub>1</sub>		> • ) ≂											
9	Home	Insert	Page Layout	Formulas	Data	Review	View	D	Developer XLerant				
() Refresh data	Auto-refree	sh Specific range	Update BudgetPak	T DJ23 T DJ23 Z DJ23 Get account data	ActionPaks	Headcount	a a other budg data *	get	QuickTables	n	About myXL	Log	Log
	Refresh		Update		Budget/F	orecast data			Get companies	ta	About	Lo	g In
	A1	• (	f <sub>x</sub>					0	Get fiscal periods				
	A	В	С	DE		F (	3	7	Get versions	к		L	Μ
1 2 3 4	2								Get units Get accounts Get unit/account mapping Get F/X rates				
5										=0			

Click here to return a listing of all the active versions in BudgetPak, including the version's fiscal year, the version code, the version type, and which set of F/X rates applies to the version.

## 3.10.4 Get units



## 3.10.5 Get accounts

9	Home	r → → → Insert	Page La	yout	Formulas	Data Re	view View	E	Developer XLerant			
Refre	sh Auto-refr	esh Specific range	Upda Budget	te G Pak	t 0323 7 0323 2 0349 et account Actio data	nPaks Head	count Other bu	dget	QuickTables Configuration		bout Log	Log out
-	Refres	h	Upda	te	Bu	dget/Forecas	t data	A	Get companies	ta A	bout I	Log In
-	A1	• (	3	Ĵ.x			1	Ð	Get fiscal periods	_		
	A	В	С	D	E	F	G		Get versions	K	L	M
2									Get units	-		
2									Get accounts			
4								-E	Get unit/account mapping	-		
5								9	Get F/X rates	1		
6												
		Click her	e to re / confi	eturn gureo	a listing o d in your B	f all the udgetPa	accounts ak system.					

# 3.10.6 Get unit/account mapping



## 3.10.7 Get F/X rates

Refr	Home	Insert Insert Insert Insert Insert Insert Insert Insert	Page Lay	te Gr	Formulas	Data	Review Vi	ew D budget	QuickTables	on	About myXL	Log	Log out
	Refrest	1	Updat	te	E	Budget/Fore	cast data		Get companies	ta	About	Lo	ig In
	A1	- (	2	f <sub>x</sub>	-	-			Get fiscal periods	-	1		
1	A	В	C	D	E	F	G		Get units	K		L	IVI
2								-	Get accounts		-		
3								a	Get unit/account mapping				
4								0	Get F/X rates				
5								1					
6													
		Click defin to.	c here ned in	to rei Budg	turn a lis getPak, ir	t of all t ncludinរួ	the foreig g which se	n exch t each	ange rates rate belongs				

# 4 myXL in-cell functions

The myXL ribbon toolbar allows you to interactively retrieve data from BudgetPak into Excel. However, it is not possible to invoke the myXL toolbar from a cell formula. Furthermore, once you have pulled data from BudgetPak through the myXL ribbon, that data does not change automatically; it does not update on the fly as data inside BudgetPak changes.

myXL provides in-cell functions that mimic some of the interactive toolbar functionality, and also return data on-the-fly. These functions work just like the Excel functions you already know.

In addition, there are in-cell functions also let you 'push' (write) data from Excel back into BudgetPak. This allows you to use existing spreadsheet-based models with BudgetPak, couple your BudgetPak data to outputs from other systems, or otherwise integrate your existing processes with BudgetPak in a convenient and reusable manner.

## 4.1 An overview of how to use the in-cell functions

The in-cell functions have a number of common elements. Each one takes in a set of parameters that define what piece of information you want, and returns a single value. Some of the functions return data from BudgetPak and will return a single numerical value from your budgets. Other functions enter data into BudgetPak and will return a message indicating to you whether or not your data was successfully entered.

There are several parameters that most of these functions use.

- **VersionCode**: This is the code that uniquely identifies a given budget version. This is the same code you can see within BudgetPak on the version selection screen.
- **UnitCode**: This is the code that uniquely identifies a given unit within your company. This is the same code you use in BudgetPak to identify your unit.
- **AccountNumber**: This is the code that uniquely identifies a single account within your company. This is the same code you see in BudgetPak when entering data or reporting.
- ActionPakCode: This is the code a user assigned to an ActionPak associated with a given unit.
- **Month**: A number from 1 to 12 indicating which single month you want, or 0 to retrieve the annual total. (Note: You cannot use 0 when writing data back to BudgetPak with the 'Set' functions.)
- **Quarter**: A number from 1 to 4 indicating which single quarter you want.
- **Value**: In the 'Set' data-entry functions, this is the amount you want to write back to BudgetPak for the designated version, unit, account, and month.

If you are uncertain as to precisely which parameter values are valid in your BudgetPak configuration, you may retrieve them from their respective menu items in the 'Configuration data' toolbar (or, in the case of ActionPakCode, from the 'Get Budget/Forecast data' toolbar). Additionally, you can get all of these parameters at once by running 'Get account data' for the version, unit, and accounts you want.

## 4.1.1 Data retrieval options

#### 4.1.1.1 Refresh data



The 'Refresh data' button tells myXL explicitly to contact the server and retrieve data from BudgetPak. However, the frequency and scope of the retrieval are controlled by the Auto-Refresh and Specific Range options, which are discussed next.

#### 4.1.1.2 Auto-refresh



When the auto-refresh switch is turned OFF, then myXL will wait to evaluate in-cell 'Get' functions until you click the 'Refresh data' button on the XLerant ribbon. When the auto-refresh switch is turned ON, then myXL will evaluate in-cell 'Get' functions any time the sheet recalculates, the formula is written, or Excel otherwise modifies the cell. The default option is OFF.

When auto-refresh is turned ON, myXL will immediately attempt to evaluate each myXL 'Get' function as soon as the formula is refreshed. This has performance implications if there are a large number of formulas on the sheet, as myXL has to evaluate one function, call the server, wait for a response, update the formula's value, then call the next formula. Each time myXL calls the server can take some time; it is like accessing a web page for each myXL formula on the sheet. With a small number of formulas, this is negligible, but it quickly adds up.

When auto-refresh is turned off, myXL will wait to evaluate each myXL 'Get' function until the 'refresh data' button is clicked. When the 'refresh data' button is clicked, myXL scans the page for 'Get' functions, then batches them up and makes a single call to the server. This has about the same performance as visiting a single web page, rather than visiting one web page per formula. This trades off immediate reaction for better overall performance and is usually the preferred behavior.

#### 4.1.1.3 Specific range



When the specific range switch is turned OFF, the Refresh Data button will automatically check <u>all</u> the formulas on the current worksheet to see if they are myXL 'Get' functions. When the 'specific range' switch is turned ON, myXL will ask you which cells you want to check for myXL 'Get' functions. The default option is OFF.

Under normal circumstances, you will probably prefer the convenience of letting myXL check for formulas on its own. If you have a very large sheet with only a few myXL formulas in a specific location, or if you want to refresh myXL formulas on a different worksheet from the one you are currently viewing, you can turn Specific Range off and tell myXL where to look.

## 4.1.2 Retrieving data from BudgetPak with the myXLGet functions

These are functions that return single values from BudgetPak. These functions evaluate on the fly, returning whatever data is currently in BudgetPak at the time Excel evaluates them.

#### 4.1.2.1 myXLGetAccountValue

Usage: =myXLGetAccountValue(VersionCode, UnitCode, AccountNumber, Month)

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

#### 4.1.2.2 myXLGetAccountYTD

Usage: =myXLGetAccountYTD(VersionCode, UnitCode, AccountNumber, Month)

Returns the cumulative total value of the designated account for the designated unit and version in the local currency for the unit, from the start of the year through the end of the designated month.

#### 4.1.2.3 myXLGetAccountQuarter

Usage: =myXLGetAccountQuarter(VersionCode, UnitCode, AccountNumber, Quarter)

Returns the total value of the designated account for the designated unit and version in the local currency for the unit, in the indicated quarter.

#### 4.1.2.4 myXLGetActionPakValue

Usage: =myXLGetActionPakValue(VersionCode, UnitCode, AccountNumber, ActionPakCode, Month)

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

## 4.1.2.5 myXLGetActionPakYTD

Usage: =myXLGetActionPakYTD(VersionCode, UnitCode, AccountNumber, ActionPakCode, Month)

Returns the cumulative total value of the designated account for the designated ActionPak, unit, and version in the local currency for the unit, from the start of the year through the end of the designated month.

#### 4.1.2.6 myXLGetActionPakQuarter

Usage: =myXLGetActionPakQuarter(VersionCode, UnitCode, AccountNumber, ActionPakCode, Quarter)

Returns the total value of the designated account for the designated ActionPak, unit, version, in the local currency for the unit, in the indicated quarter.

#### 4.1.2.7 myXLGetSubtotalValue

Usage: =myXLGetSubtotalValue(VersionCode, UnitCode, Subtotal, Month)

Returns the value of the designated subtotal for the designated unit, version, and month, in the local currency for the unit.

#### 4.1.2.8 myXLGetSubtotalYTD

Usage: =myXLGetSubtotalYTD(VersionCode, UnitCode, Subtotal, Month)

Returns the cumulative total value of the designated account subtotal for the designated unit and version in the local currency for the unit, from the start of the year through the end of the indicated month.

#### 4.1.2.9 myXLGetSubtotalQuarter

Usage: =myXLGetSubtotalQuarter(VersionCode, UnitCode, Subtotal, Month)

Returns the total value of the designated account subtotal for the designated unit, version, and quarter, in the local currency for the unit.

## 4.1.2.10 myXLGetUnitTotalValue

Usage: =myXLGetUnitTotalValue(VersionCode, UnitCode, TotalType, Month)

Returns the total value of the unit for the designated unit, version, and month, in the local currency for the unit. TotalType is an integer, where 0 means 'net,' 1 means 'income' and 2 means 'expense.'

#### 4.1.2.11 myXLGetUnitTotalYTD

Usage: =myXLGetUnitTotalYTD(VersionCode, UnitCode, TotalType, Month)

Returns the cumulative total value of the unit for the designated unit and version in the local currency for the unit, from the start of the year through the end of the indicated month. TotalType is an integer, where 0 means 'net,' 1 means 'income' and 2 means 'expense.'

#### 4.1.2.12 myXLGetUnitTotalQuarter

Usage: =myXLGetUnitTotalQuarter(VersionCode, UnitCode, TotalType, Quarter)

Returns the total value of the unit for the designated unit, version, and quarter, in the local currency for the unit. TotalType is an integer, where 0 means 'net,' 1 means 'income' and 2 means 'expense.'

#### 4.1.2.13 myXLGetStartingHeadcount

Usage: =myXLGetStartingHeadcount(VersionCode, UnitCode, Month, EmployeeClass)

Returns the initial headcount for the designated unit, version, and month. If EmployeeClass is set to "", no filter on employee class is used.

#### 4.1.2.14 myXLGetNewHiresDuringMonth

Usage: =myXLGetNewHiresDuringMonth(VersionCode, UnitCode, Month, EmployeeClass)

Returns the total number of new hires for the designated unit, version, and month. If EmployeeClass is set to "", no filter on employee class is used.

#### 4.1.2.15 myXLGetNewHiresYTD

Usage: =myXLGetNewHiresYTD(VersionCode, UnitCode, Month, EmployeeClass)

Returns the total number of new hires for the designated unit and version, from the start of the budget year through the end of the indicated month. If EmployeeClass is set to "", no filter on employee class is used.

#### 4.1.2.16 myXLGetDeparturesDuringMonth

Usage: =myXLGetDeparturesDuringMonth(VersionCode, UnitCode, Month, EmployeeClass)

Returns the total number of departures for the designated unit, version, and month. If EmployeeClass is set to "", no filter on employee class is used.

#### 4.1.2.17 myXLGetDeparturesYTD

Usage: =myXLGetDeparturesYTD(VersionCode, UnitCode, Month, EmployeeClass)

Returns the total number of departures for the designated unit and version, from the start of the budget year through the end of the indicated month. If EmployeeClass is set to "", no filter on employee class is used.

## 4.1.2.18 myXLGetHeadcountNet

Usage: =myXLGetHeadcountNet(VersionCode, UnitCode, Month, EmployeeClass)

Returns the total headcount (including new hires and departures) at the end of the month for the designated unit, version and month. If EmployeeClass is set to "", no filter on employee class is used.

## 4.1.2.19 myXLGetDriverValue

Usage: =myXLGetDriverValue(VersionCode, UnitCode, DriverCode, Month)

Returns the CURRENT value of the selected driver for the selected month. If the driver is an annual driver, the month should be 0; otherwise, the month should be a number from 1 to 12. If the driver is editable in the selected unit and has had a non-default value entered, the non-default value will be returned. The value in non-editable budgets such as a baseline or reference version will be the default value.

## 4.1.2.20 myXLGetDriverDefaultValue

Usage: =myXLGetDriverDefaultValue(VersionCode, UnitCode, DriverCode, Month)

Returns the DEFAULT value of the selected driver for the selected month. If the driver is an annual driver, the month should be 0; otherwise, the month should be a number from 1 to 12. This function returns the default value configured by the administrator, not the value entered by the budgetholder.

## 4.1.3 Writing data into BudgetPak with the myXLSet functions

These functions allow you to write data into BudgetPak straight from Excel. The effect is exactly the same as if you had, in BudgetPak:

- 1. Gone to the Select Versions screen and clicked 'Edit' for the designated version and unit
- 2. Opened the Monthly Spreading screen for the designated account
- 3. Selected 'None' as the automated spreading method for the designated account
- 4. Entered the designated value in the designated month.

It is important to note that when you write data into BudgetPak using the myXLSet functions, this does NOT automatically flag the sections as 'Reviewed'. You still need to review the data in BudgetPak.

The myXLSet functions differ from ordinary Excel functions in a couple of ways. First of all, with most Excel functions, as soon as you enter a function, you can see the results. With the myXLSet functions, you have to explicitly confirm that you are ready to apply your changes (that is, write Excel cell data to BudgetPak) by clicking the 'Update BudgetPak' button in the myXL ribbon, and then selecting the cells containing the involved myXLSet functions. Alternatively, you can use the myXLBeginUpdate and

myXLEndUpdate functions to apply your changes without using the ribbon (useful if you want to invoke these functions via a macro, for example). For more on myXLBeginUpdate and myXLEndUpdate, see the 'Other functions' section.

Second, although the myXLSet functions reference data to be written to BudgetPak, the myXLSet cell values themselves do not contain numerical values. Before they have written their referenced data to BudgetPak, a myXLSet cell has the value of 'Ready'. When you have successfully invoked 'Update BudgetPak', a myXLSet cell has the values of 'OK'.

## 4.1.3.1 myXLSetAccountValue

Usage: =myXLSetAccountValue(VersionCode, UnitCode, AccountNumber, Month, Value)

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

## 4.1.3.2 myXLSetActionPakValue

Usage: =myXLSetActionPakValue(VersionCode, UnitCode, AccountNumber, Month, ActionPakCode, Value)

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

## 4.1.3.3 myXLSetPrepopValue

Usage: =myXLSetPrepopValue(VersionCode, UnitCode, AccountNumber, Month, Value)

Updates the designated prepopulated account in BudgetPak with the designated value.

- Only users with permission to enter prepopulated data can use this function; all others will get an error message.
- Prepopulated data may only be uploaded into a baseline version, and the company must be locked. Attempting to upload into a non-locked company or into a non-baseline version will return an error message.
- After using this function, you will need to run initialization before your users will be able to continue budgeting.

## 4.1.3.4 myXLSetDriverValue

Usage: =myXLSetDriverValue(VersionCode, UnitCode, DriverCode, Month, Value)

Updates the designated user-editable driver with the designated value. Returns a string showing the success or error message of the update attempt.

- Only users who can edit a budget can edit driver values for that budget.
- Only budgets and forecasts that have not been marked as read-only and have not been signed off can have their driver values edited.
- Only drivers that have been marked as 'editable in this unit' in driver configuration can be updated with this function.
- The month must be 0 for an annual driver, or an integer from 1 to 12 for a monthly driver.
- This function only updates the CURRENT driver value, not the DEFAULT driver value. To change the driver defaults, import the new values using the relevant option under Import Configuration within BudgetPak's web interface.

## 4.1.4 Validation

Functions listed in this section are intended to help diagnose errors when using myXL and are not expected to be used for regular data retrieval. Each 'Get' in-cell function in myXL has a corresponding 'Validate' function, using the same function name but with 'Get' replaced by 'Validate'. For example, the function myXLGetAccountValue has the associated validation function myXLValidateAccountValue, which takes the same set of parameters as myXLGetAccountValue. These functions will emulate the underlying data-retrieval function and return either a message indicating success ('OK') or an error message that can help you diagnose your problem.

The following examples of Validate functions are not a comprehensive list. Each 'Get' in-cell function has a corresponding 'Validate' function with the same set of parameters. Reference the 'Get' version for more information on each function.

#### 4.1.4.1 myXLValidateAccountValue

Usage: =myXLValidateAccountValue(VersionCode, UnitCode, AccountNumber, Period)

This function will emulate retrieving a single value with the specified parameters from BudgetPak and return either a message indicating success ('OK') or an error message indicating the cause of the error, such as a mistyped account number or unit code.

#### 4.1.4.2 myXLValidateActionPakValue

Usage: =myXLValidateActionPakValue(VersionCode, UnitCode, AccountNumber, ActionPakCode, Period)

This function will emulate retrieving a single value with the specified parameters from BudgetPak and return either a message indicating success ('OK') or an error message identifying the cause of the error, such as a mistyped account number, unit code, or project code.

## 4.1.5 Other functions

Functions listed in this section are not intended for use by end users except when specifically directed by XLerant technical support. Under normal operation, you should not ever need to invoke them.

#### 4.1.5.1 myXLConnect

Usage: =myXLConnect()

*This function should only be used at the direction of XLerant technical support to resolve errors related to connectivity.* This function will attempt to connect to BudgetPak and do nothing. The next myXL function invoked will take place immediately, even data-push functions.

#### 4.1.5.2 myXLBeginUpdate and myXLEndUpdate

Usage: =myXLBeginUpdate =myXLEndUpdate These functions should only be used by experienced Excel macro users. myXLBeginUpdate directs BudgetPak to begin collecting data updates from the myXLSet functions. BudgetPak will then immediately apply any myXLSet functions you invoke until you call myXLEndUpdate. When you call myXLEndUpdate, BudgetPak will perform several important data consistency and validation steps.

There are several important caveats to using myXLBeginUpdate and myXLEndUpdate. If you call myXLBeginUpdate, process some myXLSet commands, and then call myXLBeginUpdate again, it is possible for BudgetPak to 'lose track' of the myXLSet commands before the most recent invocation of myXLBeginUpdate, causing data inconsistency. Call myXLBeginUpdate only ONCE PER BATCH of myXLSet commands to be uploaded. If you do not call myXLEndUpdate after finishing the batch, BudgetPak will not know that you are finished with batch updates and so will not perform important data validation and consolidation functions, such as reconciling your monthly totals with your annual totals in affected accounts. Make sure to call myXLEndUpdate after processing myXLSet commands with myXLBeginUpdate. In both cases, initializing the affected unit or the entire system should resolve any issues that arise.

The process flow for using myXLBeginUpdate and myXLEndUpdate is as follows:

- 1. Call "=myXLBeginUpdate()" in any cell.
- 2. For EACH myXLSet function you wish to process
  - a. Call "=myXLConnect()" in any cell.
  - b. Call ONE myXLSet function.
  - c. Repeat a and b until all myXLSet functions have been called.
- 3. Call "=myXLEndUpdate()" in any cell.

## 5 How to uninstall myXL

To remove myXL from a computer:

- 1. You must logged in to the computer using an account with administrator privileges.<sup>4</sup>
- 2. Make sure Excel is closed.
- 3. Open the Control Panel.
- 4. Open 'Add or Remove Programs' (Windows XP), or 'Programs and Features' (Windows Vista or Windows 7)

Locate myXL in the list of installed programs, click on the row to select it, and the click "Remove".

🐻 Add or Re	move Programs				
	Currently installed programs:	] Show up <u>d</u> ates _⊆	ort by: Name		*
C <u>h</u> ange or Remove Programs	Microsoft Office Professional 2007		Size	149.00MB	^
	Microsoft Security Essentials     Microsoft Silverlight		Size Size	16.46MB	
Add <u>N</u> ew Programs	🔀 Microsoft User-Mode Driver Framework Feature Pack 1.0		JIEC .	00170110	
G	Click here for support information.		Size Used	<u>2.83MB</u> rarely	
Add/Remove <u>W</u> indows	To change this program or remove it from your computer, click Ch	hange or Remove.	Change	Remove	
Components	NETGEAR ProSafe VPN Client		Size	8.63MB	
	출 Virtual PC Integration Components		Size	0.90MB	
Set Brogram	🔀 Visual Studio Tools for the Office system 3.0 Runtime		Size	4.93MB	
Access and	🏈 Windows Internet Explorer 8		Size	4.36MB	Ξ
Deraults	ಶ Windows Live Essentials		Size	43.68MB	
	🝠 Windows Live Sign-in Assistant		Size	1.93MB	
	Windows Live Upload Tool		Size	0.22MB	
	🕑 Windows Media Format 11 runtime		Size	7.95MB	
	🕑 Windows Media Player 11		Size	7.95MB	
	🔏 Windows Search 4.0				~

<sup>&</sup>lt;sup>4</sup> As per Microsoft: "An administrator account is a user account that lets you make changes that will affect other users.

Administrators can change security settings, install software and hardware, and access all files on the computer. Administrators can also make changes to other user accounts."

Note: There will be a stray remnant in Excel, which does not fully remove all references to add-ins without user interaction. If you'd like to get rid of this stray remnant:

1.



2.



3.

Popular         Formulas         Proofing         Save         Advanced         Customize         Add-Ins         How center         Blue         Signer         Customize         Add-Ins         How center         Blue         Signer         Enable Live Preview ①         Show Developertab in the Ribbon ①         Color scheme         Blue         SignerTip style         Show feature descriptions in ScreenTips         Create lists for use in sorts and fill sequences:         Edit Custom Lists         When creating new workbooks         Use this fogt:         Body Font         Font size:         III.         Default yiew for new sheets:         Normal View         Include this many gheets:         Biller name:         Peter Keeler         Choose the languages you want to use with Microsoft Office         Lign guage Settings	Excel Options	Select 'Add-Ins.'
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Proofing       Top options for working with Excel         Save       Advanced         Advanced       Enable jive Preview ③         Customize       Advanced         Add-Ins       Show Developer tab in the Ribbon ③         Customize       Add-Ins         Resources       Blue ●         Sccentur       Create lists for use in sorts and fill sequences:         Edit Custom Lists       When creating new workbooks         Use this fogt:       Body Font         Font size:       11         Include this many sheets:       3         Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:       Language Settings	Formulas	
Save       Image: Show Mini Toolbar on selection Image: Selection Image: Selection Image: Show Developer tab in the Ribbon Image: StreenTips Image: Create lists for use in sorts and fill sequences: Edit Custom Lists         When creating new workbooks       Image: Image	Proofing	Top options for working with Excel
Advanced       Image: Show Developer tab in the Ribbon Image: Show Developer tab in the Ribbon Image: Show Developer tab in the Ribbon Image: Sources         Add-Ins       Sources         Add-Ins       ScgeenTip style:         Sources       ScgeenTip style:         When creating new workbooks         Use this font:       Body Font         Font size:       11         Default yiew for new sheets:       Normal View         Include this many sheets:       3         Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:       Language Settings	Save	Show Mini Toolbar on selection ①
Customize       Sciences         Add-Ins       Sciences         Resources       Sciences         When creating new workbooks       Image: Content of the state	Advanced	Enable Live Preview ①     Show Developer tab in the Bibbon ①
Add-Ins       ScreenTip style:       Show feature descriptions in ScreenTips         Resources       ScreenTip style:       Show feature descriptions in ScreenTips         When creating new workbooks       Use this fogt:       Body Font         Font sige:       11          Default yiew for new sheets:       Normal View          Include this many gheets:       3          Personalize your copy of Microsoft Office       User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:       Language Settings	Customize	Color scheme: Blue
India Center       Create lists for use in sorts and fill sequences: Edit Custom Lists         Resources       When creating new workbooks         Use this fogt:       Body Font         Font sige:       11         Default giew for new sheets:       Normal View         Include this many gheets:       3         Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:         Language Settings	Add-Ins	ScreenTin style: Show feature descriptions in ScreenTins
Resources       When creating new workbooks         Use this font:       Body Font         Font sige:       11         Default giew for new sheets:       Normal View         Include this many gheets:       3         Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:         Language Settings	Hust Center	Create lists for use in sorts and fill sequences: Edit Custom Lists
When creating new workbooks         Use this font:       Body Font         Font sige:       11         Default yiew for new sheets:       Normal View         Include this many sheets:       3         Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:         Language Settings	Resources	
Use this font: Font sige: Include this many sheets: Personalize your copy of Microsoft Office User name: Peter Keeler Choose the languages you want to use with Microsoft Office: Language Settings		When creating new workbooks
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Include this many sheets: 3 👚 Personalize your copy of Microsoft Office User name: Peter Keeler Choose the languages you want to use with Microsoft Office: Language Settings		Default view for new sheets: Normal View
Personalize your copy of Microsoft Office         User name:       Peter Keeler         Choose the languages you want to use with Microsoft Office:       Language Settings		Include this many sheets: 3
User name: Peter Keeler Choose the languages you want to use with Microsoft Office: Language Settings		Personalize your copy of Microsoft Office
Choose the languages you want to use with Microsoft Office: Language Settings		User name: Peter Keeler
		Choose the languages you want to use with Microsoft Office: Language Settings
OK Cancel		OK Cancel

4.







7.

Click OK to close the ad dialog box.	d-ins					
Add-Ins	? 🛛					
Add-Ins available: Analysis ToolPak Analysis ToolPak - VBA Conditional Sum Wizard Euro Currency Tools Internet Assistant VBA Lookup Wizard Solver Add-in	OK Cancel Browse Automation					
Xlerant ProgID: XLerant.myXL						

## 6 Notes about On-Premises Hosting

If XLerant is not hosting myXL for you, and you are doing on-premises hosting, there are some important differences to be aware of when setting up myXL.

#### 6.1 Tenant code

If you are using on premises-hosting, your tenant code will normally be the fixed value 'BP' (without quotation marks). If for some reason a different code is in use, your BudgetPak system administrator will inform you of the code to use.

## 6.2 Configuration file

If you are doing on-premises hosting, you need to explicitly tell myXL where to connect. The default configuration for myXL is to connect to XLerant's servers, so you will need to override that behavior. You do this by modifying the myXL configuration file, **myXL.xml**. This is an XML file located in the directory where you installed myXL (usually **C:\Program Files (x86)\XLerant\myXL**), so you will need to perform this configuration on each computer with myXL installed.

The section you will need to modify is 'myXLConfiguration'. There are four keys in this section that you will need to set up.

- 1. **myXL/Scheme**: This will almost always be either 'http' or 'https'. The default is 'https' and should not be changed unless you are very confident in the security of your network, or for some reason are unable to use SSL.
- myXL/Host: This is the host for your BudgetPak installation. If you connect to BudgetPak via "https://bp.mylocalserver.com/BudgetPakWeb" then your host is "bp.mylocalserver.com". If you connect to BudgetPak via "https://mylocalserver/BudgetPakWeb" then your host is "mylocalserver". If you have configured the myXL service to run on a different server than BudgetPak (not recommended), then you will enter that server instead.
- 3. **myXL/Port:** This is the port that myXL will use to connect to BudgetPak. If you are using a secured transport method such as HTTPS, this should be '443.' Using any other port will cause security to not be applied to the connection.
- 4. **myXL/Path:** This is the location of the myXL web service on your host. Under a standard installation, this will be "myXL/myXLService.svc". If you have named your myXL service something else, you still must end the path with 'myXLService.svc".

## 6.3 Network access

If you doing on-premises hosting, you can access myXL only from locations where you can access BudgetPak itself. If you are running BudgetPak on an internal network, your users must be connected to that internal network to use BudgetPak. If you are running BudgetPak locally but have made it accessible from outside your network, you must set up your own security (firewalls, SSL certificates, et cetera).

# 7 Troubleshooting problems with myXL

## 7.1 Errors while installing myXL

## 7.1.1 Dependencies

myXL depends on several Microsoft technologies to function, and checks for their presence before installing. If any of these are not present, your IT department will need to download and install them on the computer where you want to install myXL.

- The .NET Framework 3.5. If you do not have the .NET Framework 3.5 or later, myXL cannot function, as it uses .NET components that were introduced in version 3.5. As of the writing of this manual, the .NET framework 3.5 can be downloaded from http://www.microsoft.com/download/en/details.aspx?id=22
- 2. Windows Installer 3.1. If you do not have Windows Installer 3.1 or later, the myXL installer will not operate. As of the writing of this manual, Windows Installer 3.1 can be downloaded from <a href="http://www.microsoft.com/download/en/details.aspx?id=25">http://www.microsoft.com/download/en/details.aspx?id=25</a>
- 3. Visual Studio Tools for Office 2010. If you do not have VSTO 2010, myXL cannot function, as it uses this component to interact with Excel. As of the writing of this manual, VSTO 2010 can be downloaded from <a href="http://www.microsoft.com/download/en/details.aspx?id=20479">http://www.microsoft.com/download/en/details.aspx?id=20479</a>
- 4. The Office Excel Primary Interop Assemblies. These components are required for myXL to function. These are automatically installed if needed as part of the myXL installation process, when you run 'myXLsetup.exe'.

## 7.1.2 Installing on 64-bit editions of Excel

When installing myXL to a 64-bit edition of Excel, there is an additional manual step required. You will need to manually register the myXL add-in from a command prompt with the following command:

```
%windir%\Microsoft.NET\Framework64\v4.0.30319\regasm.exe /codebase
"[install location]\myXL.dll"
```

Please note that you must replace [install location] with the actual directory where you installed myXL. The default is "C:\Program Files (x86)\XLerant, Inc\myXL\", which most users will have accepted during myXL installation.

The reason for this added requirement is technical, and essentially boils down to "Windows treats 32-bit and 64-bit applications differently, and 64-bit Office does not know on its own how to find the 32-bit applications."

## 7.1.3 Other installation errors

If the installer fails, verify that you are logged into your computer as an Administrator. In many organizations, regular users are given accounts without permission to install programs. Non-administrator accounts are unable to install myXL.

You cannot click on a link to the installer and select "Run" (because running the installer in this manner does not do so with Administrator privileges. You must download the installer to a local drive before running it.

## 7.2 The XLerant menu does not appear

If myXL has been installed but the XLerant menu does not appear, myXL has not been properly or completely installed. Confirm the following:

- Go to Control Panel and select Program Control (in Windows 7 or Vista; Add/Remove Programs in Windows XP). Verify that myXL appears in the list of installed programs.
- In Excel, go to the Excel options form, select the 'Add-ins' tab, and then view COM add-ins. Verify that myXL appears as a COM add-in and that the checkbox next to myXL is checked.
- Make sure that you ran Excel as an administrator. myXL requires administrative privileges to complete its initial registration with Excel the first time it runs. After the first time running myXL on your computer you do not need to run Excel as an administrator.
- If you are running a 64-bit edition of Excel, make sure to follow the steps in **7.1.2: Installing on 64**bit editions of Excel.

Follow the instructions at **2.3 How to install myXL on a computer** to correct either of these problems.

## 7.3 myXL selection form errors

The most common cause of errors in the myXL selection form is not being logged into BudgetPak. If you are not logged into BudgetPak, the myXL cannot retrieve any data to populate its company, version, unit, and account selections from and will raise an error.

## 7.4 myXL in-cell functions return #NAME

This message indicates that the myXL add-in has not been properly registered with Excel. This needs to be done for each individual user of the computer who will use myXL. Please refer to section **2.3.2.3 Enable the XLerant add-in** and to **7.1.2: Installing on 64-bit editions of Excel** (if you are running a 64-bit edition of Excel).

## 7.5 myXL in-cell functions return #VALUE

This message indicates that you have designated one or more invalid parameters to your in-cell function. Verify that you have designated valid parameters. Here are some examples that would cause #VALUE to be displayed:

- You have designated unit code '880', but no such unit exists in BudgetPak.
- You have designated unit code '880'; this unit does exist, but you do not have access to it.
- You have designated month 'Jan'. (Months must be designated numerically, 1-12.)

You may wish to run Get Account Data for the version, unit, and account you specified to ensure that you have the correct VersionCode, UnitCode, and AccountNumber.

You can also use the variation on your in-cell function that replaces 'Get' with 'Validate' for more informative error messages.

## 7.6 myXL functions return 'No data returned'

The most common cause of this error is that you have designated an account that is not mapped to the designated unit. In this case the unit code is valid, and the account number is valid, but since the account is not mapped to the unit, there is no data to return.

Another common cause is that you have designated a version for the unit that has not been started in BudgetPak. If the unit has the status 'Not started', there is no data available to return.

## 7.7 Every other myXL function fails

myXL is intended to operate on a single instance of Microsoft Excel at a time. If you are running multiple instances of Excel at the same time, please make sure that you are only logged in to myXL on one instance at a time. If you are logged in to myXL on multiple instances of Excel at the same time, you may see some formula evaluations fail.