Getting Started Instructional Document

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For more information see the **Advanced Reporting Add-In Forum** on our Knowledge base.

For support related questions send an email to **support@planguru.zendesk.com**
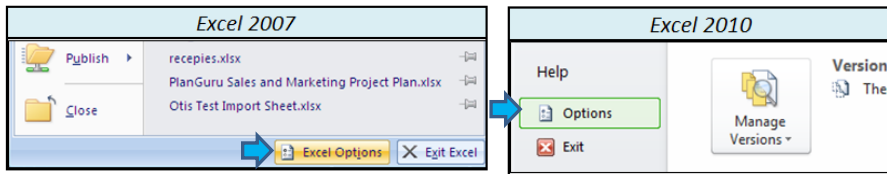
I. Add-In Installation

When unpacked the Add-In file be in the form of an .xlam file, which will be installed in the '**C:/Application files/New Horizon/Advanced Reporting**' folder of the installed machine.
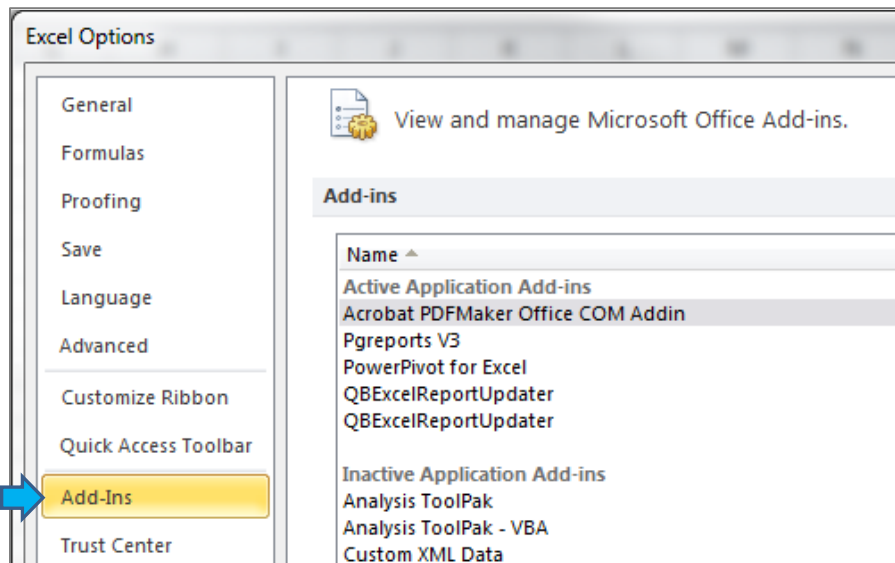
1. Open Excel.

2. Next click the "Office" (Excel 2007) or the "File" (Excel 2010) button in the top left-hand corner of the application.
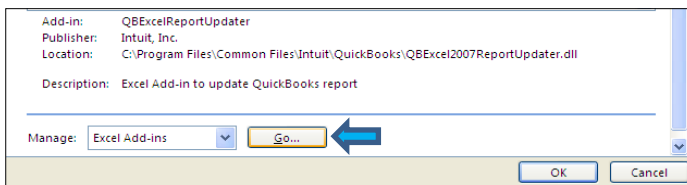
3. Next click the Excel Options button (or "Options" button if you're working in Office 2010)
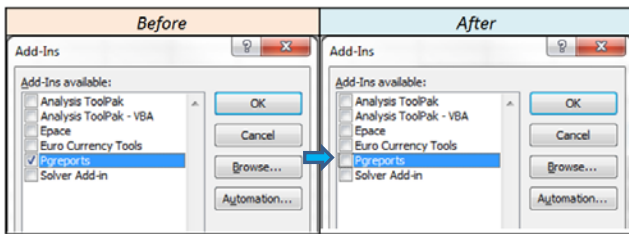
4. Click the Add-Ins menu under the list of Excel Options on the left-hand side of the screen
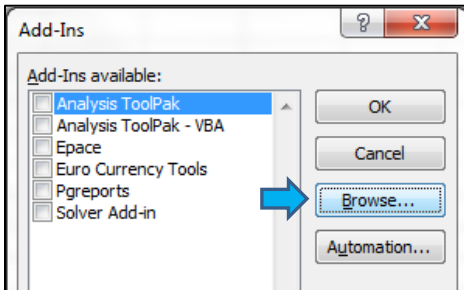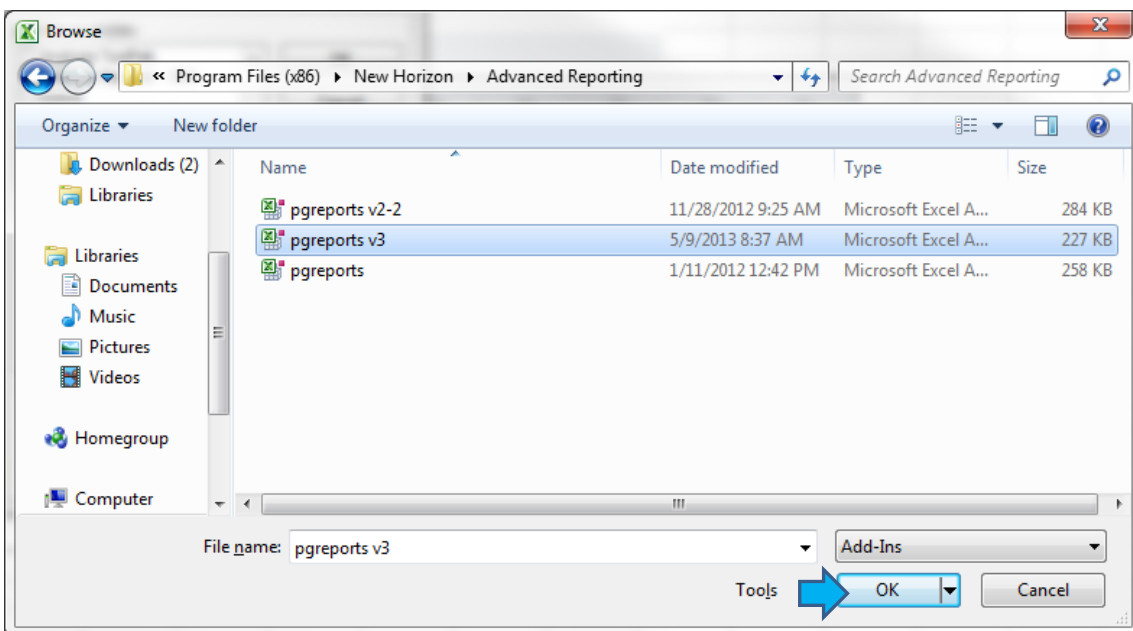
5. Click the "Go" button to manage Excel Add-Ins

6a. Users of previous ARA versions should make sure to uncheck the 'Pgreports' & 'Pgreports v2' add-in files.
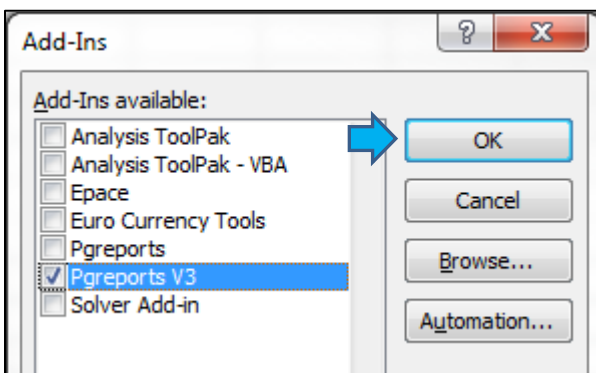

6b. Click the 'Browse' button to locate the pgreports v3 add-in file

7. Use the browse menu to locate and select the "pgreports v3.xlam" file and click the "OK" button.

8. Click the "Ok" button to activate the Add-In

9. Confirm successful installation right clicking on any cell within the Excel workbook, you should see a number of custom menu options including "PGR Refresh", "PGR Settings", "PGR Member Insert" & "PGR Help"

If these menu items don't show up, navigate back to the screen shown in step 8 and confirm that the 'Pgreports v3' is shown within the "Add Ins" window and the checkbox to the left of it is checked.

Advanced Reporting Add-in

Introduction

A working report layout requires a valid arrangement of all four reporting dimensions.

PGR Reporting Dimensions & Members

Reporting "dimensions" can be thought of as the report instructions.   The dimensions are as follows:

Analysis – Describes the PlanGuru Analysis you'd like to retrieve results for. The Advanced reporting add-In allows you to connect to and report off an unlimited number of PlanGuru Analyses.

Account – The Account dimension corresponds with the PlanGuru categories, classes and subtotals you have defined in your PlanGuru analysis.

Type – Refers to each type of results in your PlanGuru analysis, such as historical results (*Hist*), budgeted/projected/pro-Forma (*Proj*) and actual results (Actual).

Time – Indicates reporting date for each row or column you're running report results for. The time dimension is compatible with most Excel date formats.   Full year results are differentiated by a leading "FY" for instance if you have a year and of 12/31/2012 and would like to pull the entire year, as opposed to just December results you would request "FY 12/31/2012" instead of "12/31/2012".

PGR Valid Dimensional Arrangements

A valid arrangement requires that members from each of the four dimensions intersect in at least one cell. Have a look at the following screen shot for an example:

	A	B	C
1		Division 1	
2		Proj	
3		9/30/2012	
4			
5	Prepaid expense	15,627	
6			

In this example we have a very simple arrangement. Note that each of the four dimensions is accounted present (*Analysis* = "Division 1", *Type* = "Proj", *Time*= "9/30/2012" and *Account*= "Prepaid expenses").

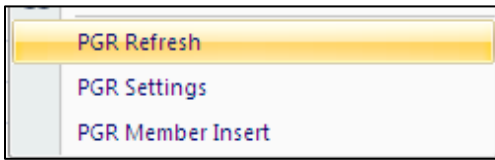It's important to note what makes this a valid arrangement.

	A	B	C
1		Division 1	
2		Proj	
3		9/30/2012	
4			
5	Prepaid expense	15,627	
6			

The dimension values highlighted in blue (analysis, type and time dimensions) describe all cells below them in column B. The yellow highlighted value in row 5 (account dimension) describes the cells to the right of it in row 5.   The four members intersect in cell B5, highlighted in green. This green cell is where report results will be deposited.

The Advanced Reporting Add-In gives you the latitude to arrange dimension members across the sheet in any configuration so long as values from the four dimensions line up as demonstrated above.   Dimension values must also be placed consistently within a given report. For instance the Analysis dimension can be defined within any row or column, however that convention must be applied throughout the entire report book.

III. Using the PGR Add-In Interface

When the Add-In is installed three custom "PRG" drop down menu items can be accessed by right clicking within any cell. These menu options include 'PGR Settings', 'PGR Member Insert' and 'PGR Refresh'.

A. PGR Settings

The PGR Settings menu option is where you configure the basic setup options of your report template.
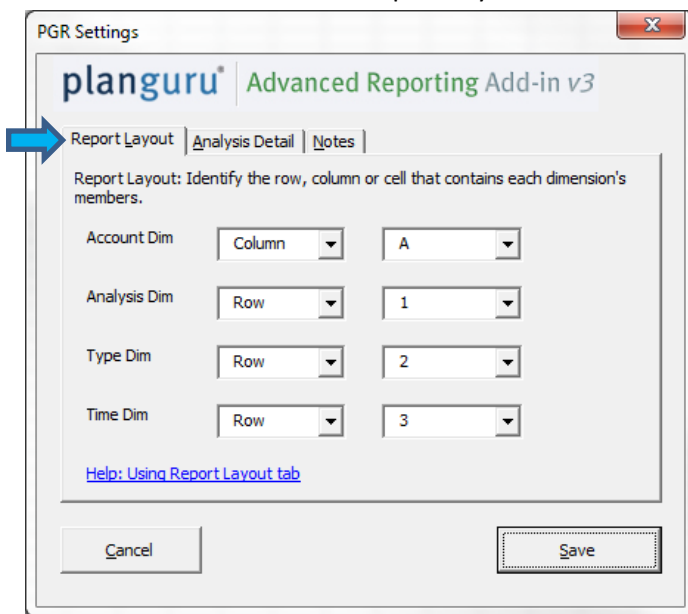
1. PGR Settings - Report Layout

The report layout tab is where the valid dimension arrangement is defined. In order for your report to be valid, your dimension values must be consistent with the setup defined in the Report Layout tab of the PGR Settings menu.

To illustrate these concepts we'll be referring back to the report example previously shown

Here is a screen shot of the Report Layout tab for this report:

Looking at the report layout in greater detail it should help illustrate how the PGR Settings tab works. The 'Account' dimension value "prepaid expenses" is located in cell A5 and within the range defined for the Account dimension in the PGR Settings Report Layout tab (Column A).

The 'Analysis' dimension value "Division 1" is located in cell B1 and is within the range defined for the Analysis dimension in the PGR Settings Report Layout tab (Row 1).

The 'Type' dimension value "Proj" is located in cell B2 and is within the range defined for the Type dimension in the PGR Settings Report Layout tab (Row 2).

The 'Time' dimension value "9/30/2012" is located in cell B3 and is within the range defined for the Time dimension in the PGR Settings Report Layout tab (Row 3).
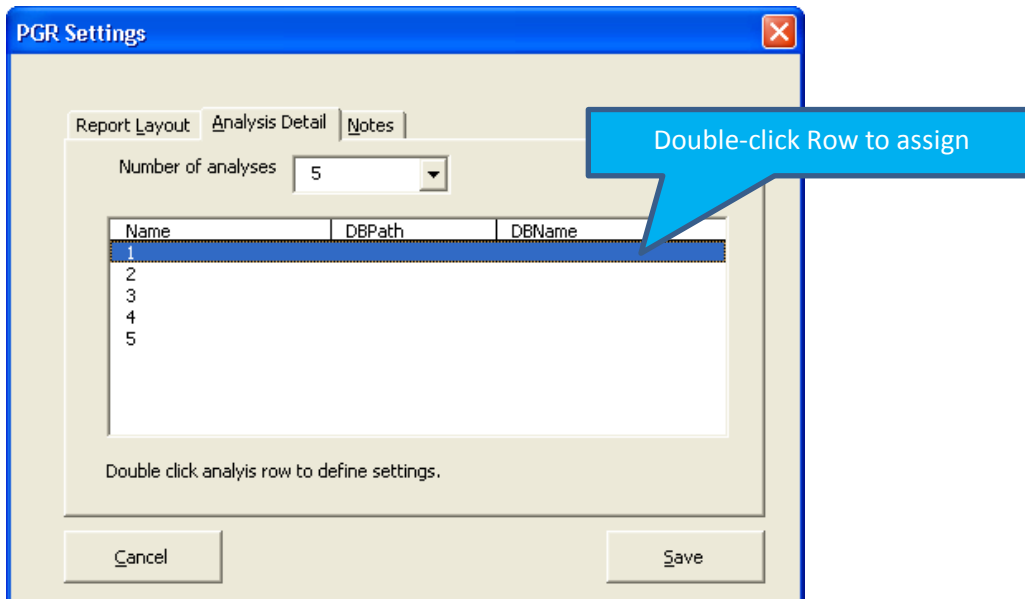

In summary the PGR Settings Report Layout tab is instructing the add-in where to find each component of a valid report layout.
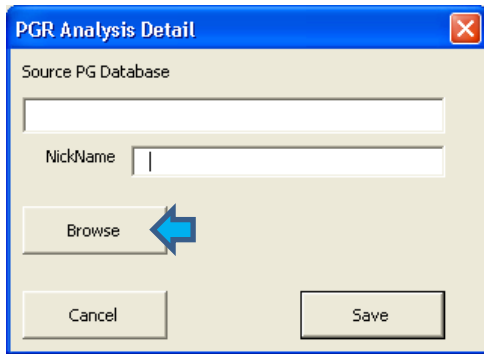
2. PGR Settings – Analysis Detail

In order to retrieve data from PlanGuru you will need to connect to each analysis to be included in the report. The Analysis Detail tab is where you will identify and connect to each analysis. The first step to using this interface page is to select the number of analyses you would like to include in your report, do this by selecting a number from the dropdown list.
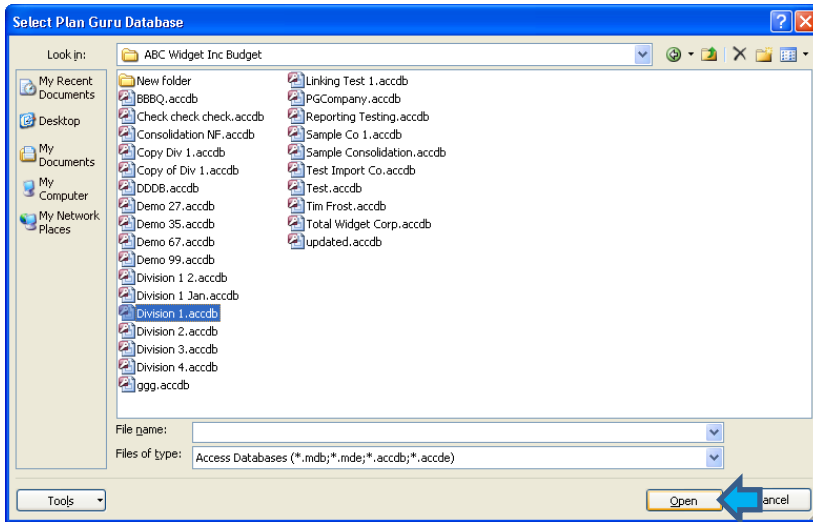

With the number of analyses set (you can always ad more analyses later, the second step is to connect to each individual analysis you plan to include in your report. Start this process by double clicking each numbered row.
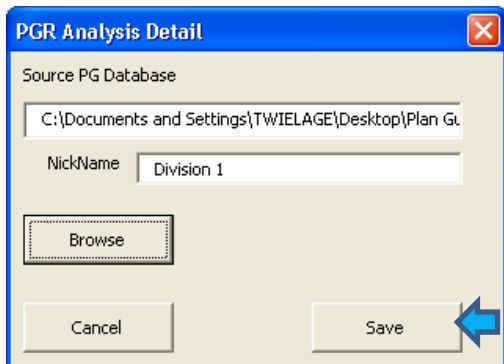
Use the "Browse" button to find the analysis database you would like to connect to.
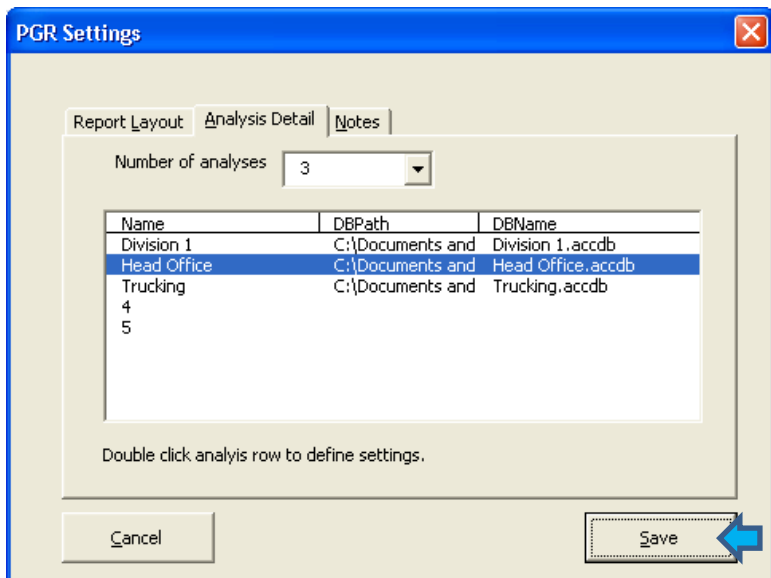

The Browse menu uses standard Windows file navigation, when you have located the file of interest click "Open"

Next click the "Save" button within the PGR Analysis Detail window to save the analysis connection

Advanced Reporting Add-in

Repeat the preceding four steps to connect each analysis you would like included in your report. Then click the save button to complete setup.
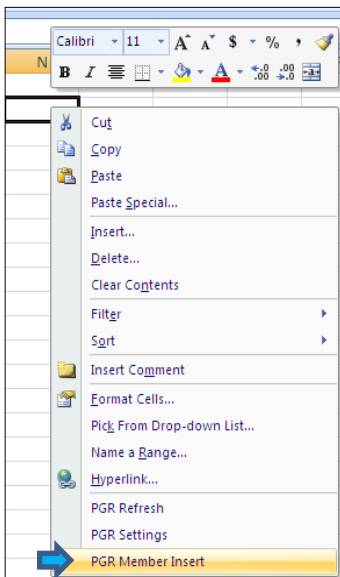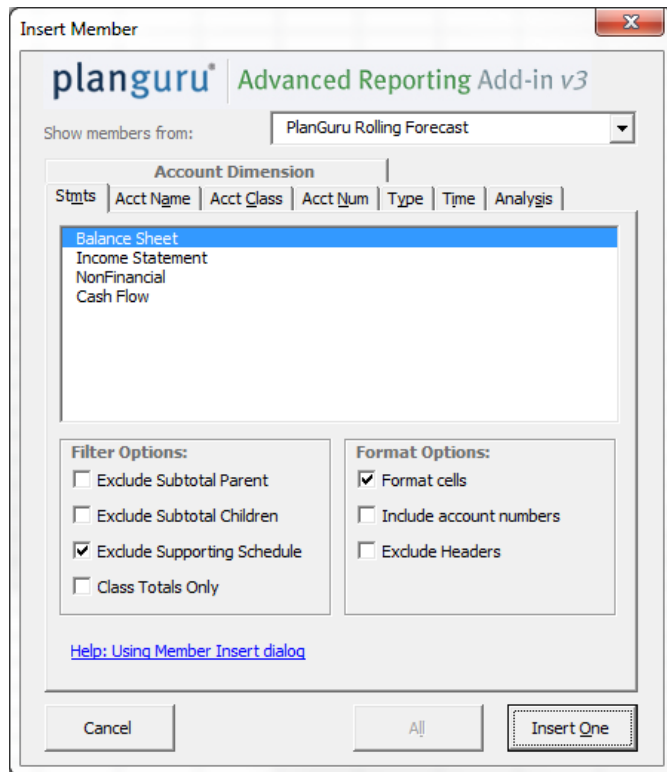

B. PGR Member Insert

There are two ways that member values can be populated while building your report. If you know the exact values you can always type them directly into the Excel worksheet. In most instances you will probably need some assistance, this is where the PGR Member Insert interface will come in handy.

1. PGR Member Insert Basics

The member insert can be accessed by bringing up the right click activated menu and Selecting "PGR Member Insert"
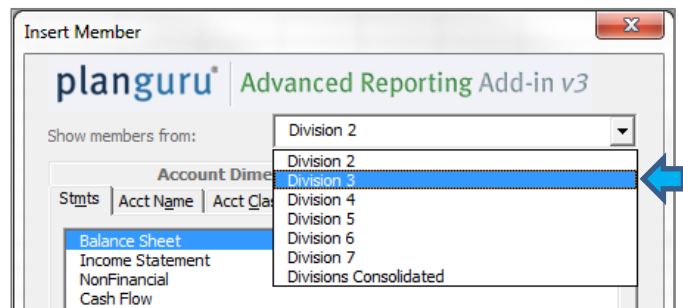
The Insert Member Interface allows you to find and insert values from each of the four reporting dimensions.

Upon a closer look you will notice there are a total of 7 tabs in the Insert Member interface. Account dimensions can be inserted from the 'Stmts', 'Acct Name', 'Acct Class' or 'Acct Num' tabs. The other three tabs allow you to insert Type, Time and Analysis dimension members.
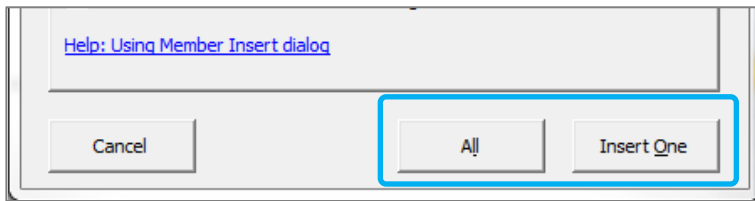
The next import feature is the "Show members from" drop-down box. This drop down allows you to select which analysis member values are being displayed for
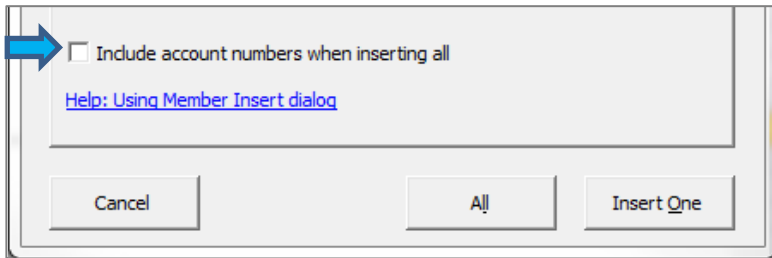

Important note: This selection is not dictating which analysis report results will be pulled from, instead the drop down is simply a way allowing you to find and insert account dimension values from multiple PlanGuru analysis files.

2. Inserting Report Instructions

All tabs allow you to insert the highlighted value by selecting the *'Insert One'* button (or by double clicking an item in the list) or all displayed values at once by clicking the *'Insert All'* button.
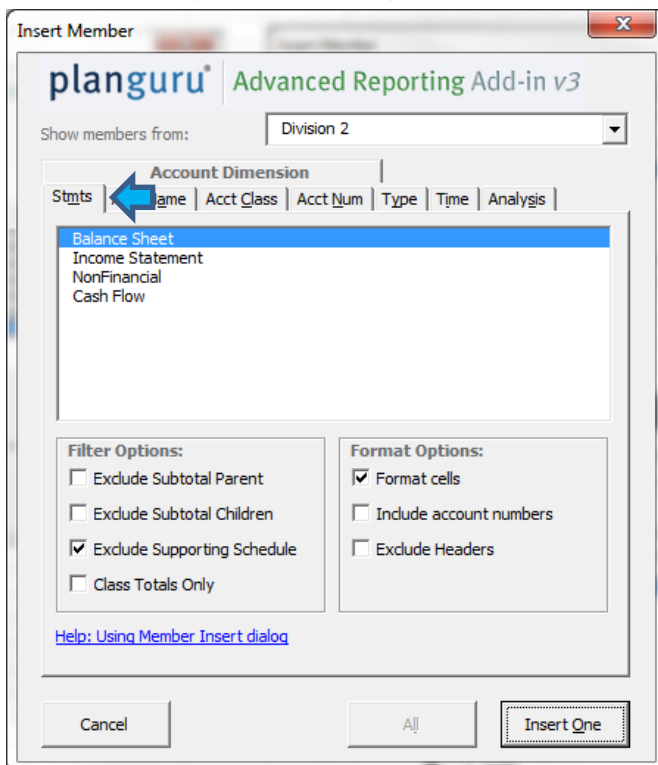

When inserting all listed values, Account numbers can also be inserted by clicking the "Include account numbers when inserting all" checkbox
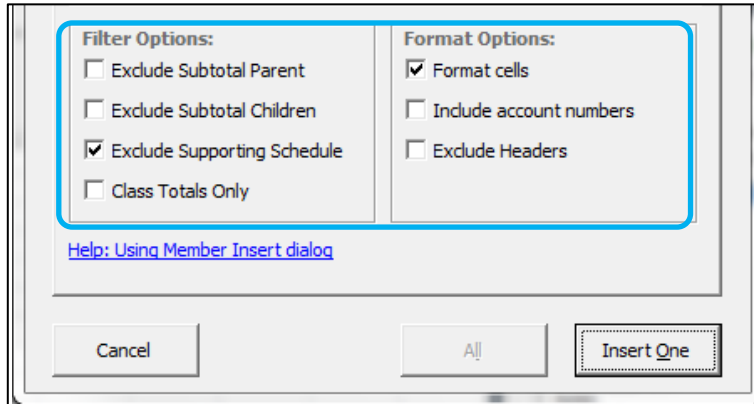

There are some additional features provided in the 'Stmts' and 'Acct Class' tabs worth noting

Stmts Tab

The statements tab allows you to insert a full financial statement with one click of a button, notice the list of available values; 'Balance Sheet', 'Income Statement', Non-Financial' and 'Cash Flow'

Toward the bottom of the "Stmts" there are a number of checkboxes which allow you to customize your report.

Filter Options

Exclude Subtotal Parent – This option allows you to exclude the total and header rows associated with your PlanGuru subtotal groupings.

Exclude Subtotal Children – This option allows you to exclude the detailed categories within your subtotal groupings, so that only the collapsed subtotal is inserted.

Exclude Supporting Schedule – This option allows you to include/exclude the detail within your supporting schedules. This is defaulted to checked; by unchecking your supporting schedule details will be inserted as part of the income statement.

Class Totals Only – When checked class totals only are inserted into the worksheet.
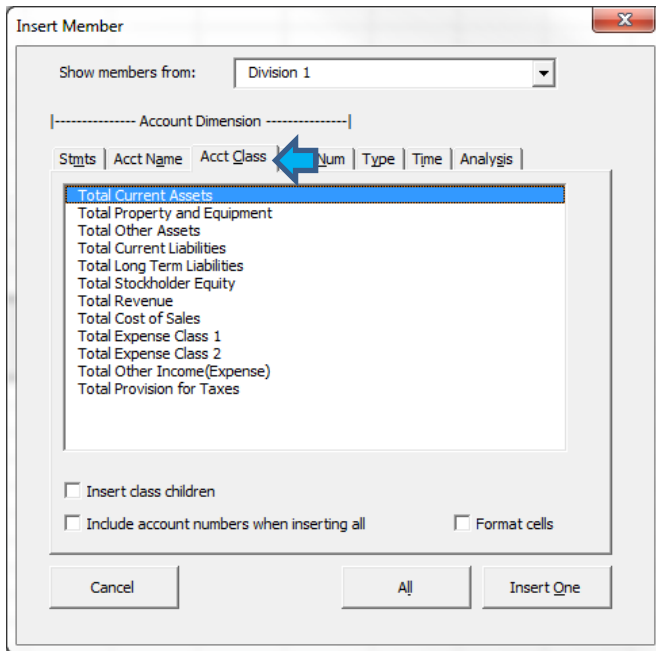
Filter Options

Format cells – Formats the inserted values to give a visual indication of your statements "account hierarchy".

Include account numbers – When checked inserts account numbers into the report.
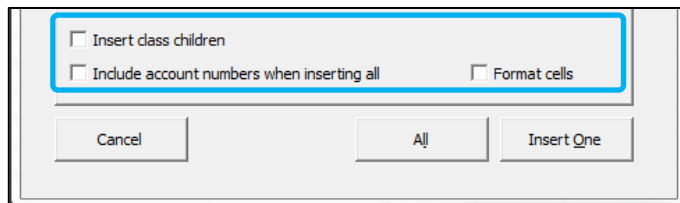
Exclude Headers Cells - This option allows you to include/exclude header labels such as "Assets" or "Revenue".

Acct Class Tab

The Account Class tab allows you to insert class totals and provides the option to include the individual accounts which roll up into that class.

This tab also includes some additional options:

Insert Class Children – This option allows you to include the categories within the selected class when values are inserted.

Format Cells – Formats the inserted values to give a visual indication of each classes "hierarchy".

C. PGR Refresh

With a valid report layout built you can retrieve report results by right clicking and selecting "PGR Refresh" from the drop down menu.