



**PASTEL PARTNER**

**BIC EXCEL GENIE**

USER GUIDE

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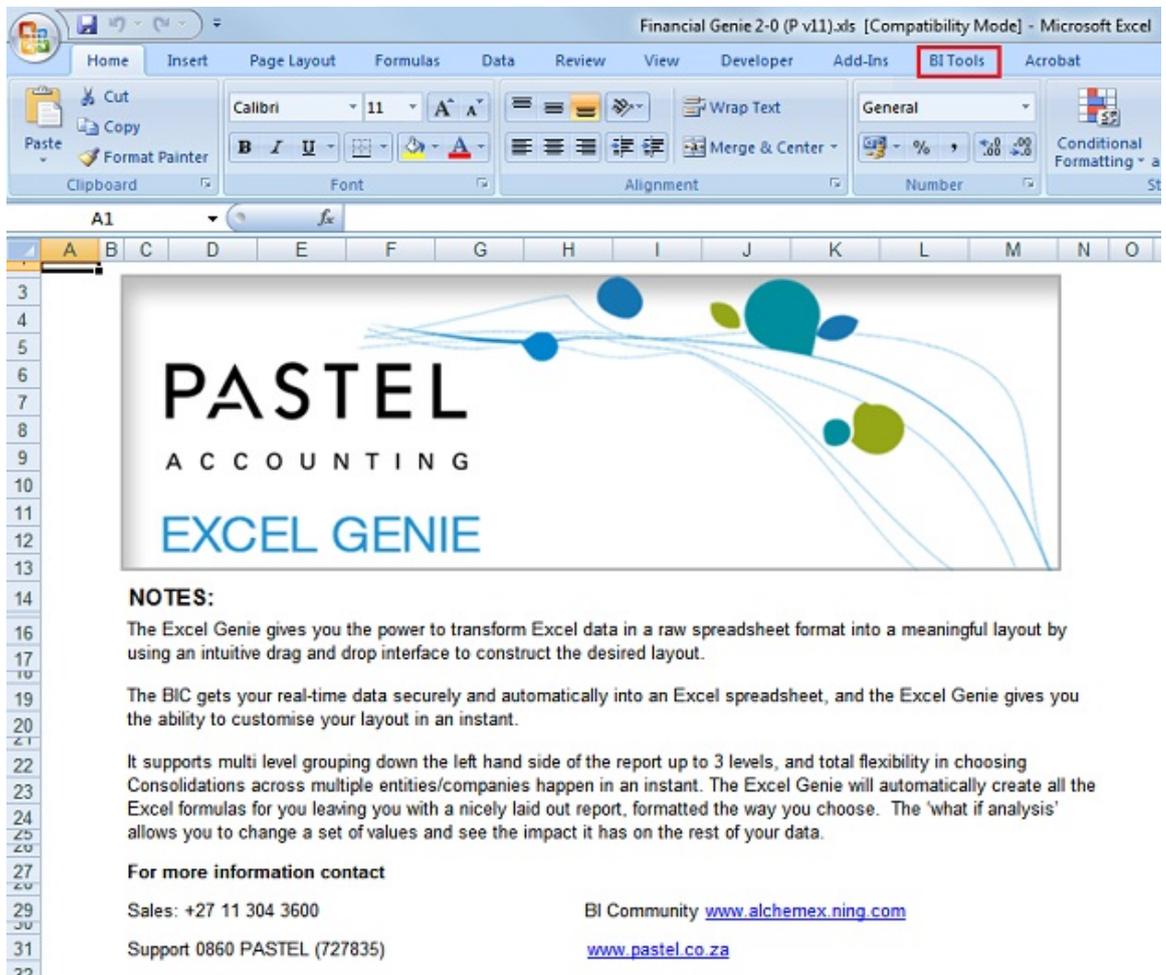
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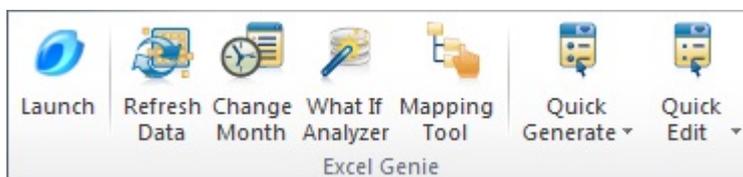
## The Interface

### Accessing the Interface

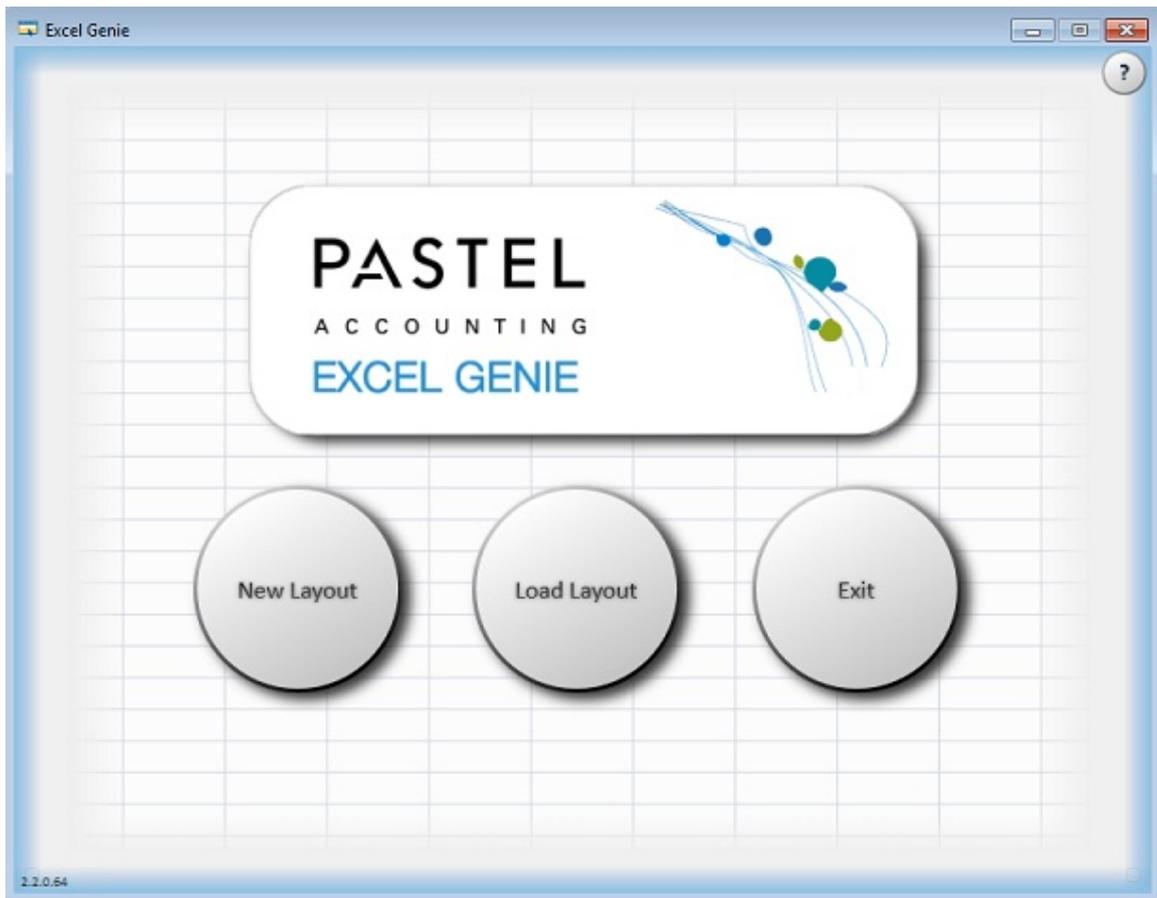
1. Run the desired report from the *Pastel Partner (BIC)* Report Manager into Excel.
2. You will access the *BIC Genie* from the open Excel workbook.
3. Select the BI Tools Tab in Excel.



4. Launch the BIC Genie Layout Generator

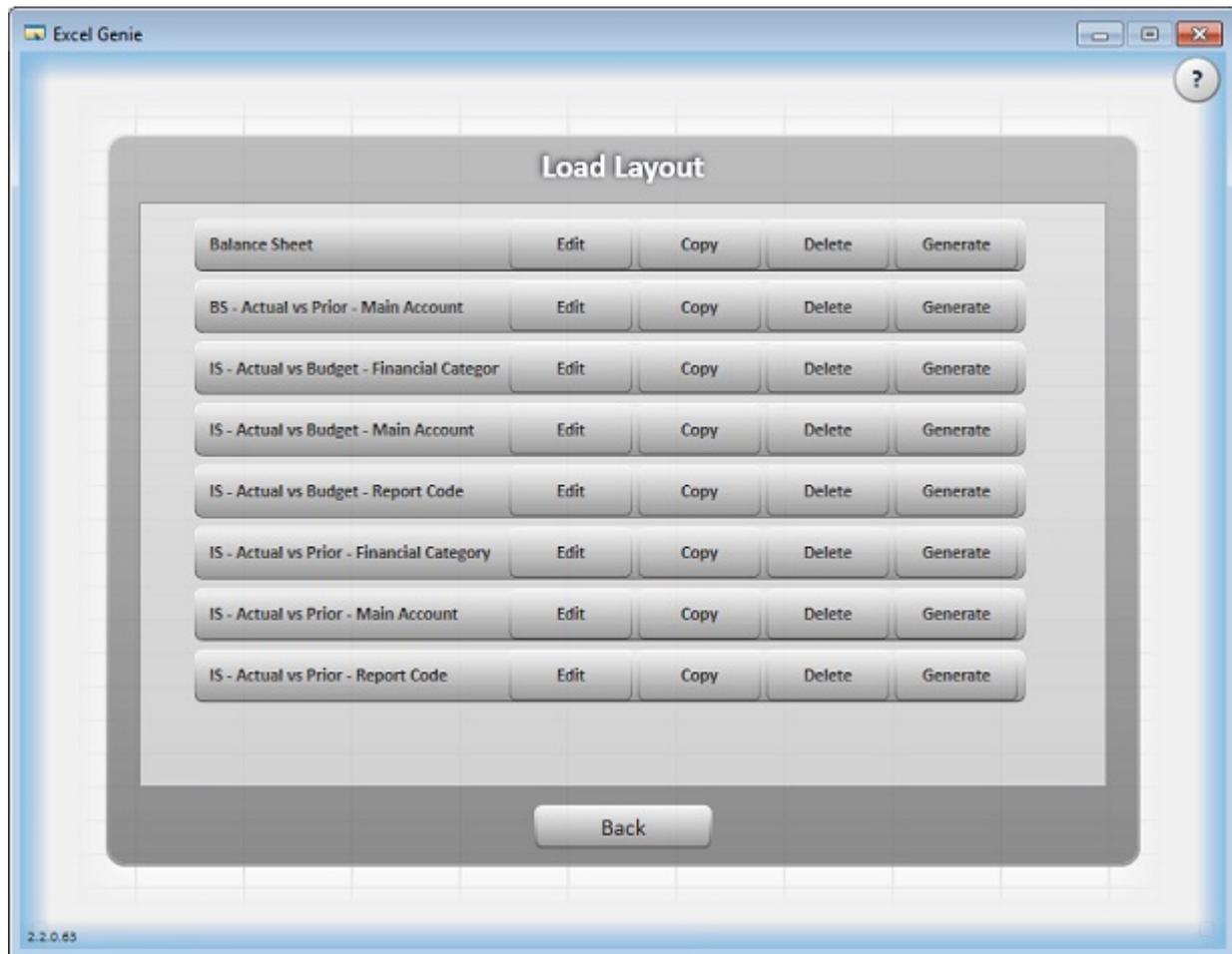


5. This will bring up the Main Menu Screen.



6. Here you can choose to create a New Layout, Load an existing layout or Exit.
  - **New Layout** option will allow you to create a report from scratch.
  - **Load Layout** would bring up existing report layouts
  - **Exit** will close down the *Pastel Partner (BIC) BIC Genie*.

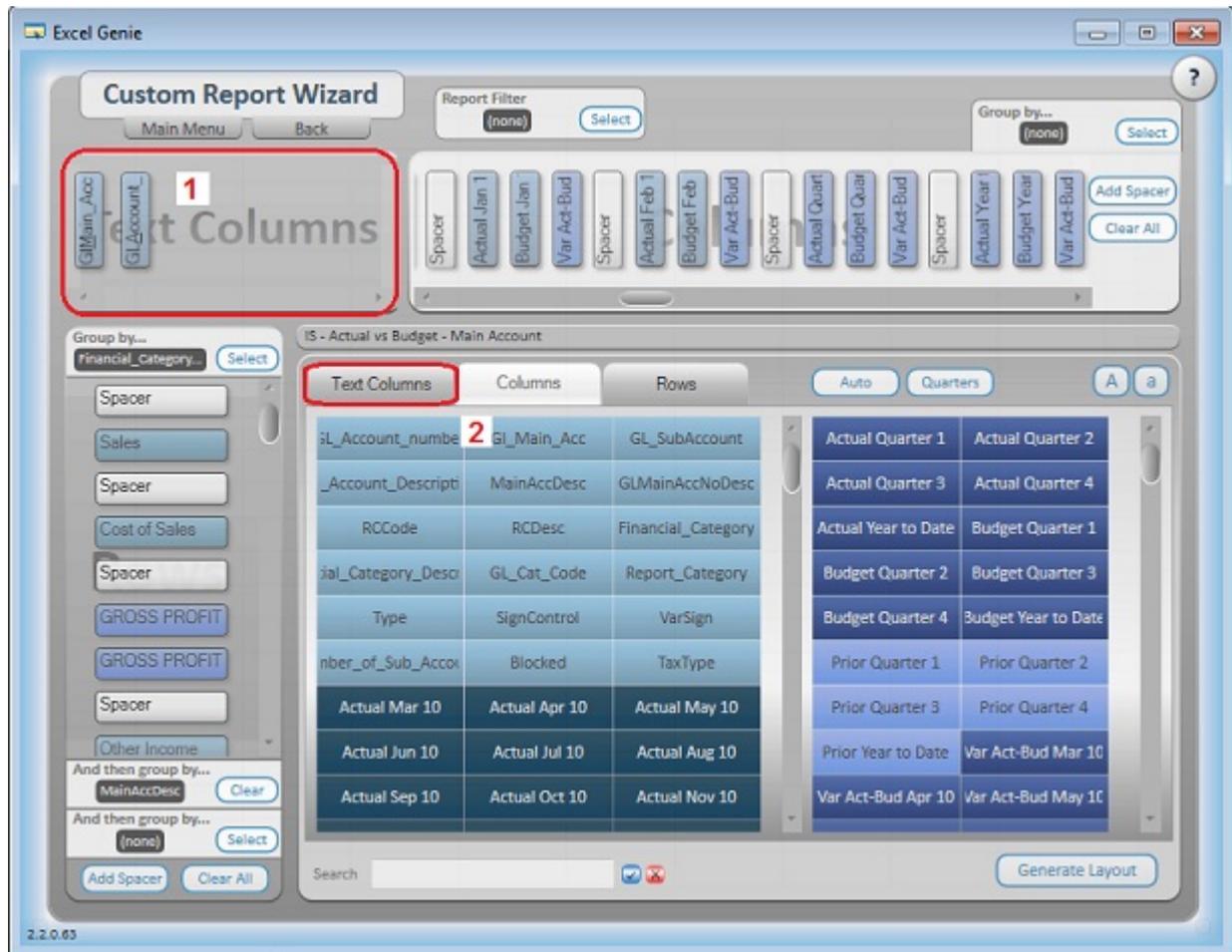
## Load Layout Interface



1. The Load Layout interface will display the existing report layouts you have saved.
2. From here you can select a report and choose to edit, copy, delete or generate the report.
  - **Edit** – will allow you to edit the existing layout.
  - **Copy** – will make an exact copy of an existing report layout, you can then rename this copy.
  - **Delete** – will remove the report layout from the menu.
  - **Generate** – this will run the report layout selected.

## Layout Designer Interface

### Text Columns



This interface allows you to create and edit report layouts.

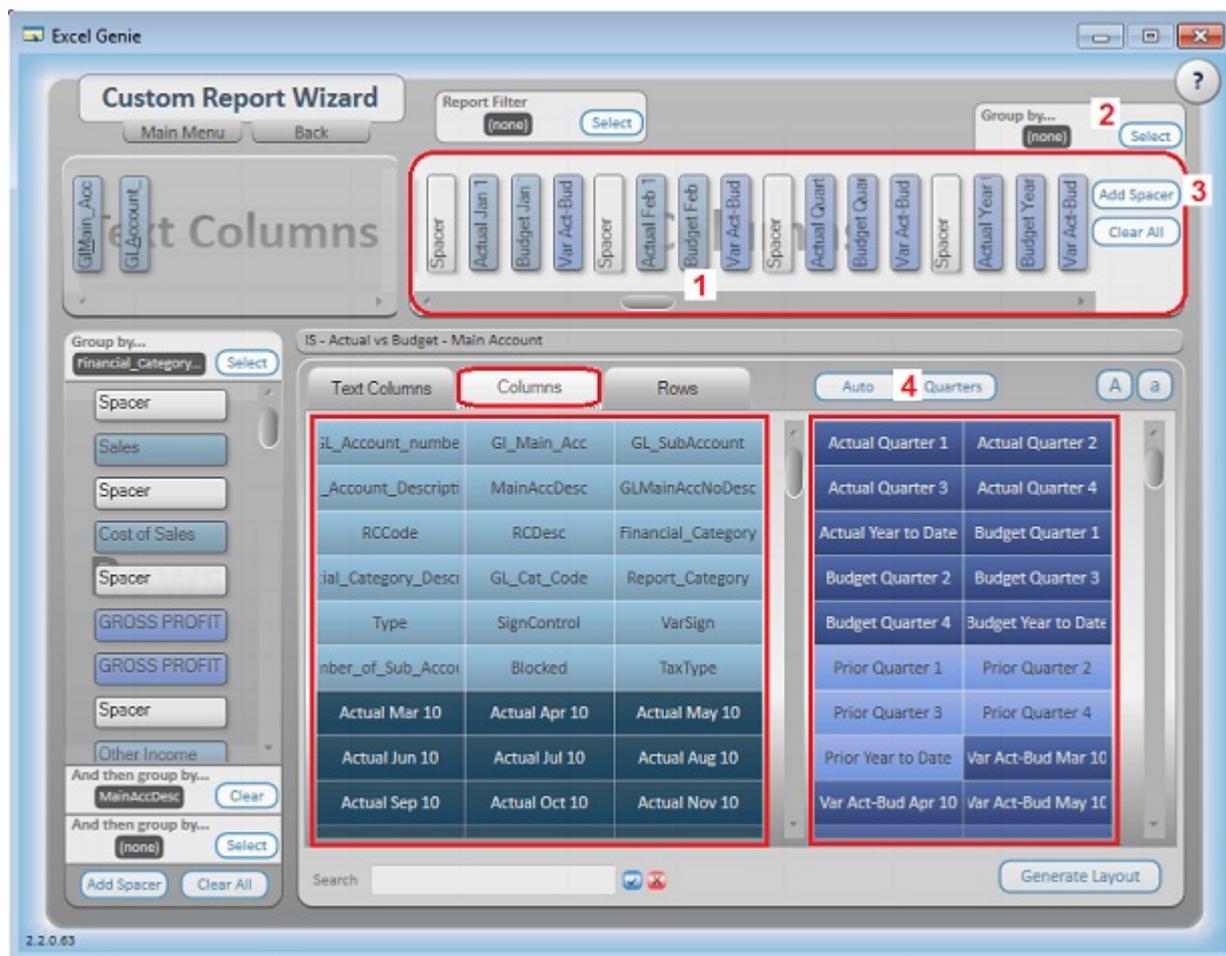
1. **Text Columns** - Select fields here that you want to see at the most detailed level on your report. For example GLMain\_Acc and GLAccDescription, depending on which accounting package you are using.
2. To add fields to the Text Columns area select the field from the fields in the **Text Columns** Tab.
3. To remove a field from the Text Columns area, right click on the field in the **Text Columns** area.

## Row Area



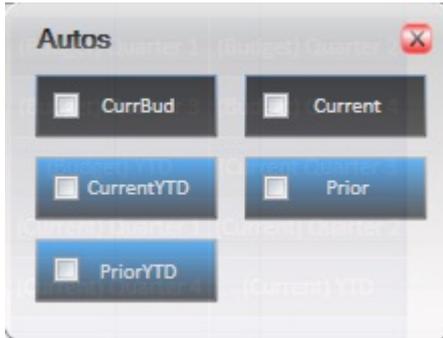
1. Before you can add rows into the Row area you need to select a **Primary Row** to Group by. The **Primary Row Grouping** is mandatory. An example of a primary row grouping is Financial Category, GLCategoryDescription, Account Group.
2. You can add a further 2 levels of grouping to the row area if required.
3. You can now add your fields from the Rows Tab into the **Rows** area. For example: Sales, Cost of Sales, Income, Expenses. Or you can pull fields through from standard **calculated row fields** such as Gross Profit, Gross Profit %.
4. **Add Spacer** button simply adds a space between fields in the row area. Spacers can be dragged and moved to neaten your report layout.
5. **Clear All** buttons will clear all the Row fields from the Row area.

## Column Area



1. **Columns Area:** you can add fields by selecting the **Columns Tab** and clicking on the required fields. For Example, Actual Jan, Actual Feb, Actual March. Or you can add standard calculated fields, such as Actual Quarter 1, Actual Quarter 2.
2. You can add further grouping in the Column section if required. For example Company Name, Segments, Branch, Department.
3. **Add Spacer** button simply adds a space between fields in the column area. Spacers can be dragged and moved to neaten your report layout. **Clear all** buttons will clear all the Column fields from the column area.
4. Another option for adding fields to the Column area is to use the **Auto** or **Quarters** buttons.

## Auto Button



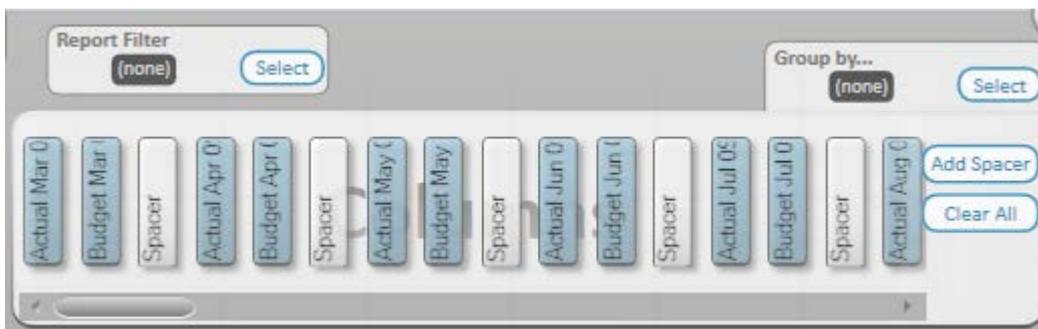
The auto selection button allows you to quickly create a layout, without having to drag individual fields into the column area.

Button will automatically add 12 months current figures to the column area, and bring in the spacers.

For example: If you tick and , then click on , then set your Primary Row Grouping field which is the highest level that you would like to group accounts by. (Often the Account Category Description field) the following layout in the column area and Excel worksheet will be displayed.

You will very quickly have the Actual Figures interlaced with the Budget figures for 12 months of the year.

### *Layout in the BIC Genie Layout Designer*

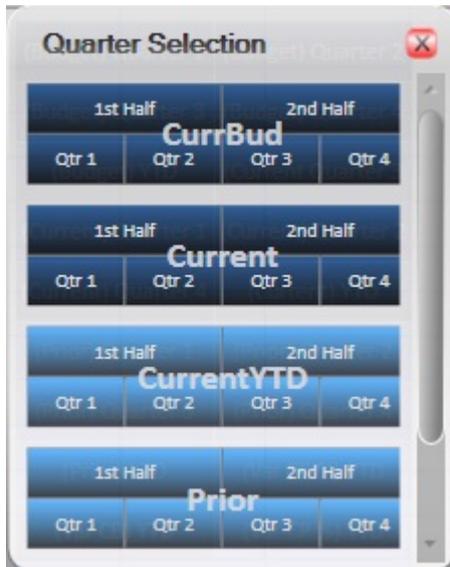


### *Layout in the Excel Workbook*

		Mar 09			Apr 09			May 09		
		Actual	Budget	Var ActBud	Actual	Budget	Var ActBud	Actual	Budget	Var ActBud
1	Company ABC									
2										
3	INCOME STATEMENT									
4	for the period ending February 2010									
20										
21										
25										
26	Sales	3,627,906	3,085,842	542,064	3,267,286	2,585,967	681,319	3,075,468	2,751,249	324,219
171										
172	Cost of Sales	142,068	130,800	11,268	81,612	90,000	(8,388)	121,703	112,500	9,203
218										
219	GROSS PROFIT	3,485,839	2,955,042	530,797	3,185,674	2,495,967	689,707	2,953,765	2,638,749	315,016
220	GROSS PROFIT %	96.08%	95.76%	97.92%	97.50%	96.52%	101.23%	96.04%	95.91%	97.16%
221										
222	Other Income	12,844	17,700	(4,856)	9,559	17,700	(8,141)	11,098	17,700	(6,602)
256										
257	TOTAL INCOME	3,498,683	2,972,742	525,941	3,195,233	2,513,667	681,566	2,964,863	2,656,449	308,414
258	TOTAL INCOME %	96.44%	96.33%	97.03%	97.79%	97.20%	100.04%	96.40%	95.55%	95.12%
259										
260	Expenses	2,267,785	2,315,598	(47,813)	2,484,821	2,264,613	220,208	2,431,329	2,298,513	132,816
664										

## Column Area

- Quarters Button



The **Quarters** Selection allows you to add quarters and half year figures automatically.

For example if you want to see you 1st half actual/ current figures versus what you have budgeted for the 2nd half of the year. You simply click the **1st half** button in the section and then click the **2nd half** button in the Current Budget section, then set your Primary Row Grouping field which is the highest level that you would like to group accounts by. (Often the Account Category Description field)

## Calculated Fields



Standard calculated fields can be added, edited or deleted. Simply select a field and right click.

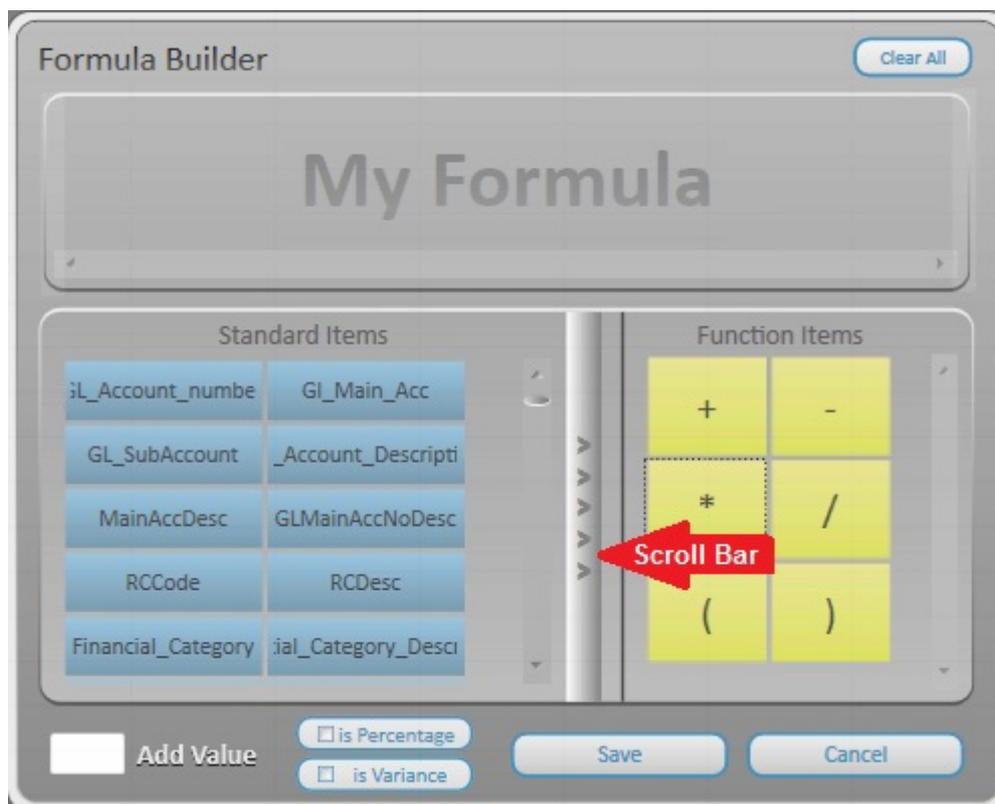
The option to add **New Formula**, **Edit Formula** or **Delete Formula** will come up.



- If you choose **New Formula** or **Edit Formula** the formula builder will open.
- You can go ahead and create your own calculated fields using the standard and function items that exist

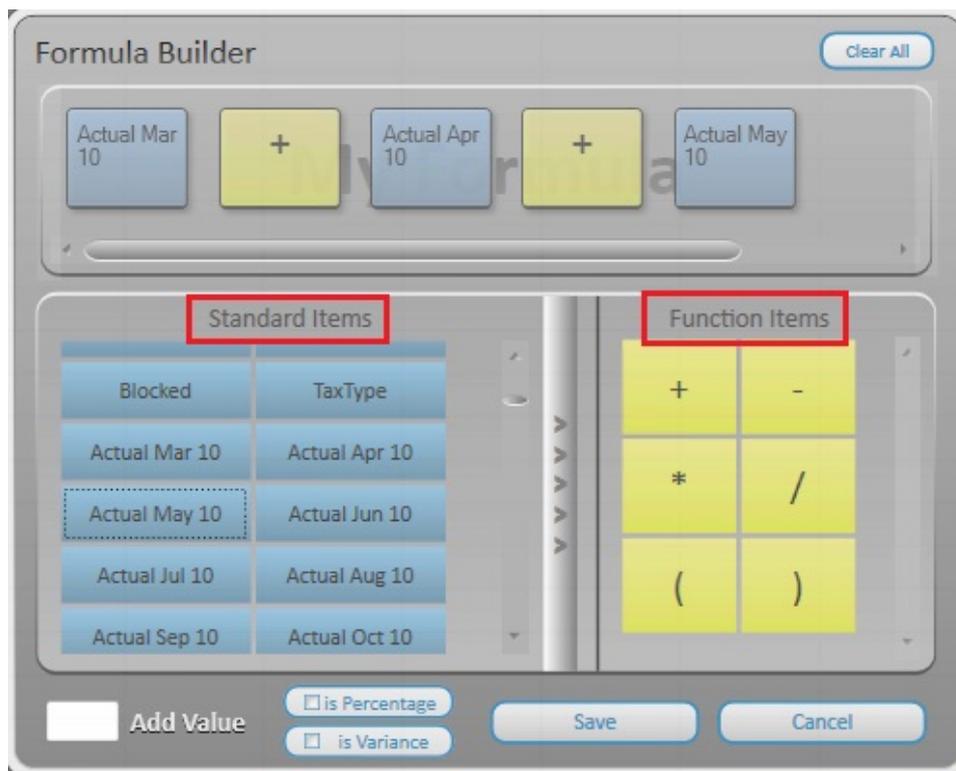
## Formula Builder Interface

If you need to edit, add or delete calculated fields, you need to open the formula builder.



- **Clear All** button – clears all fields from the My Formula area
- **Standard Items** – these are standard items that have been created and any new items you create will appear here.
- **Function Items** – includes your addition, subtraction, multiply, divide and other functions.
- **Scroll bar** – scrolls between all the saved standard items.
- **Add Value** button – allows you to add a value in the formula you create. For example calculating GP%. You would need to include a value to build this formula ( $GP/Sales$ )\*100
- **Save** – will save the formula you create. You will then need to name this formula? The formula will be saved and will appear as a button in the calculated field's area of your *BIC Genie* Layout Interface.
- The **IS Percentage** check box will convert to a % if required.
- The **IS Variance** Check box will change signs of variances figures as per accounting practices. (see below for more detail)
- **Cancel** - will close the formula builder.

See example below: Actual Mar + Actual April + Actual May = Actual Quarter 1



How does the variance button work in the formula builder?

- The variance button caters for standard accounting calculations. The Variance calculation is based on the Account Type.

*Variance Button Explained*

- If you did \$100 worth of Sales and your budget is \$50 then the Variance is \$50 and is a positive value.
- If your Cost of sales is \$100 and your budget is \$50 then the Variance is \$50 and is calculated as positive, but should in fact be negative as you are \$50 over budget.
- The IS Variance calculation button caters for this. The variance calculation is based on account type

	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	50

When **IS Variance** is checked. The sign control is taken care of and delivers the correct result

	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

## Report Filter



The **Report Filter** is like a Page Field on a pivot table.

It creates a drop down on the layout that allows one to view different filters on the data. The report filter allows you to select a field from the source data that you assign to a page (or filter) orientation in the layout designer. For example, **Year** could be used for a report filter. You can use the Year field to display summarized data for only 2008, only 2009, and so on. Another example of a Report Filter could be **Company Name**.

	E	F	G	H	I	J	K	L																												
1	<b>Company ABC</b>																																			
2																																				
3	<b>INCOME STATEMENT</b>																																			
4	<b>for the period ending February 2010</b>																																			
5																																				
6																																				
7																																				
20	CompanyName (All) ▼																																			
21																																				
22																																				
26																																				
+	27	Sales						<table border="1"> <thead> <tr> <th colspan="3">Mar 09</th> </tr> <tr> <th>Actual</th> <th>Budget</th> <th>Var ActBud</th> </tr> </thead> <tbody> <tr> <td>3,627,906</td> <td>3,085,842</td> <td>542,064</td> </tr> <tr> <td>142,068</td> <td>130,800</td> <td>11,268</td> </tr> <tr> <td>3,485,839</td> <td>2,955,042</td> <td>530,797</td> </tr> <tr> <td>96.08%</td> <td>95.76%</td> <td>97.92%</td> </tr> <tr> <td>12,844</td> <td>17,700</td> <td>(4,856)</td> </tr> <tr> <td>3,498,683</td> <td>2,972,742</td> <td>525,941</td> </tr> <tr> <td>96.44%</td> <td>96.33%</td> <td>97.03%</td> </tr> </tbody> </table>		Mar 09			Actual	Budget	Var ActBud	3,627,906	3,085,842	542,064	142,068	130,800	11,268	3,485,839	2,955,042	530,797	96.08%	95.76%	97.92%	12,844	17,700	(4,856)	3,498,683	2,972,742	525,941	96.44%	96.33%	97.03%
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172																																				
+	173	Cost																																		
219																																				
220	GROS																																			
221	GROS																																			
222																																				
+	223	Other																																		
257																																				
258	TOTA																																			
259	TOTA																																			
260																																				

**Please Note:** If you select a Report Filter, for example: Company Name. When you generate the report into Excel the default report will include all the Companies information, (Company ABC, Company DEF and Company MNO), You can then select to view 1 company at a time. The functionality at this stage does not allow to Select Multiple Items.

## Summary

If you designed a layout using the following criteria, it would yield the below layout in Excel.

### Report Filter

- Company Name

### Text Columns:

- GLAccNo
- GLCatDescription

### Primary Row Group

- Financial Category

### Rows

- Sales
- Cost of Sales
- Gross Profit, Gross Profit %, Other Income, Expenses and Tax

### Columns

- Actual Mar, Actual April, Actual May

The screenshot shows an Excel spreadsheet with the following layout:

- Row 14:** CompanyName (All) - highlighted with a red box (REPORT FILTER).
- Row 16:** Mar 06 Actual, Apr 06 Actual, May 06 Actual - highlighted with a yellow box (COLUMN FIELDS).
- Row 20:** Sales - highlighted with a purple box (ROW FIELDS).
- Row 21-23:** 1000001 Sales, 1000002 Sales - Preliminary Payment, 1000003 Sales - Other - highlighted with a green box (TEXT COLUMNS).
- Row 25:** Cost of Sales - highlighted with a purple box (ROW FIELDS).
- Row 26-39:** 2000001 Cost of sales - Material, 2000002 Cost of sales - Labour, 2000003 Cost of sales - Travel & Acc, 2000004 Cost of sales - Inventory, 2000005 Living out allowance, 2020000 Inventory Adjustments, 2021000 Inventory count variance, 2022000 Inventory purchase variance, 2250000 Non Residence tax, 2400000 Contract Labour Hire, 4170000 NBCEI Company Contribution, 4400001 Salaries, 4400002 Wages, 4600000 UF - Company contribution - highlighted with a green box (TEXT COLUMNS).
- Row 41:** GROSS PROFIT - highlighted with a purple box (ROW FIELDS).
- Row 42:** GROSS PROFIT % - highlighted with a purple box (ROW FIELDS).
- Row 44:** Other Income - highlighted with a purple box (ROW FIELDS).
- Row 56:** Expenses - highlighted with a purple box (ROW FIELDS).
- Row 323:** Tax - highlighted with a purple box (ROW FIELDS).

	Mar 06 Actual	Apr 06 Actual	May 06 Actual
Sales	2,334,440.72	2,568,127.22	7,088,403.48
Cost of Sales	2,294,093.01	2,941,298.72	4,788,687.92
GROSS PROFIT	40,347.71	(373,171.50)	2,299,715.56
GROSS PROFIT %	1.73	(14.53)	32.44
Other Income	9,514.89	4,691.51	22,896.73
Expenses	375,262.13	329,989.43	368,395.89
Tax	-	-	-

## Saving and Generating your Layout

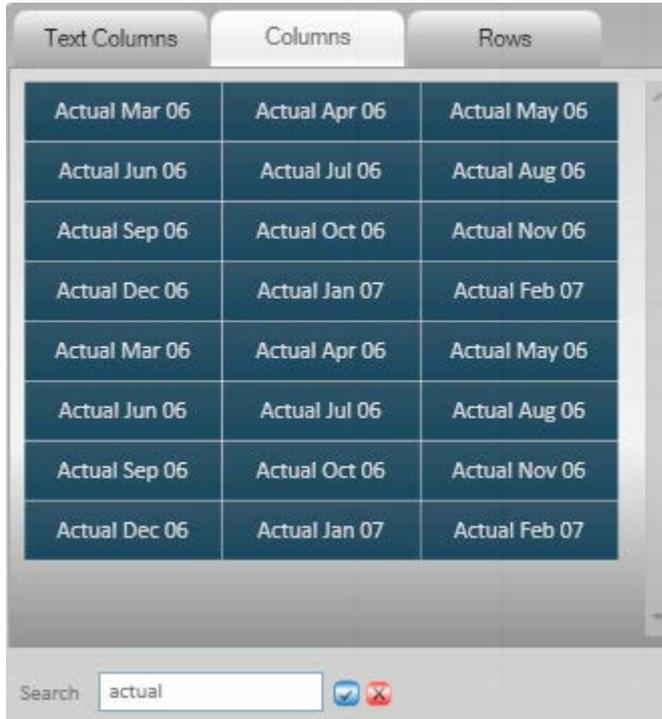
The screenshot shows the 'Excel Genie' Custom Report Wizard interface. The window title is 'Excel Genie'. The main area is titled 'Custom Report Wizard' and shows a 'Report Filter' set to '(none)' and a 'Group by...' dropdown also set to '(none)'. Below this, there are two panes for selecting columns: 'Text Columns' and 'Columns'. The 'Columns' pane is active, showing a list of columns including 'GL\_Account\_numbe', 'GL\_Main\_Acc', 'GL\_SubAccount', etc. To the right, there are buttons for 'Actual Jan 1', 'Budget Jan', 'Var Act-Bud', etc., for each quarter and year. At the bottom right, a 'Generate Layout' button is highlighted with a red box. The bottom left corner shows the version number '2.2.0.63'.

To generate your Report into Excel select the **Generate Layout** button. The report will be delivered as per your desired layout.

## BIC Genie Search Function



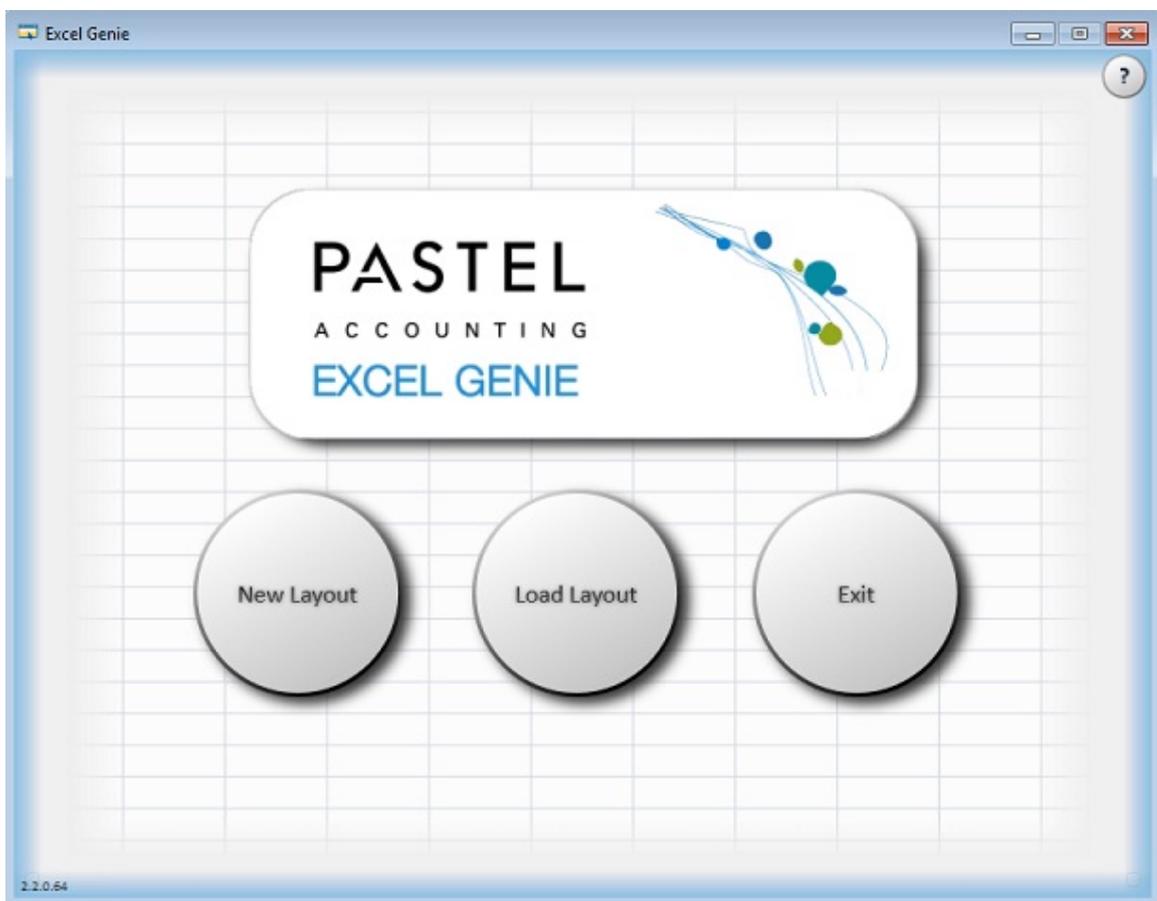
This function will allow you to search the rows and columns area for specific buttons. For example if you search for **actual** only the buttons containing the actual figures will appear in the columns tab. See below.



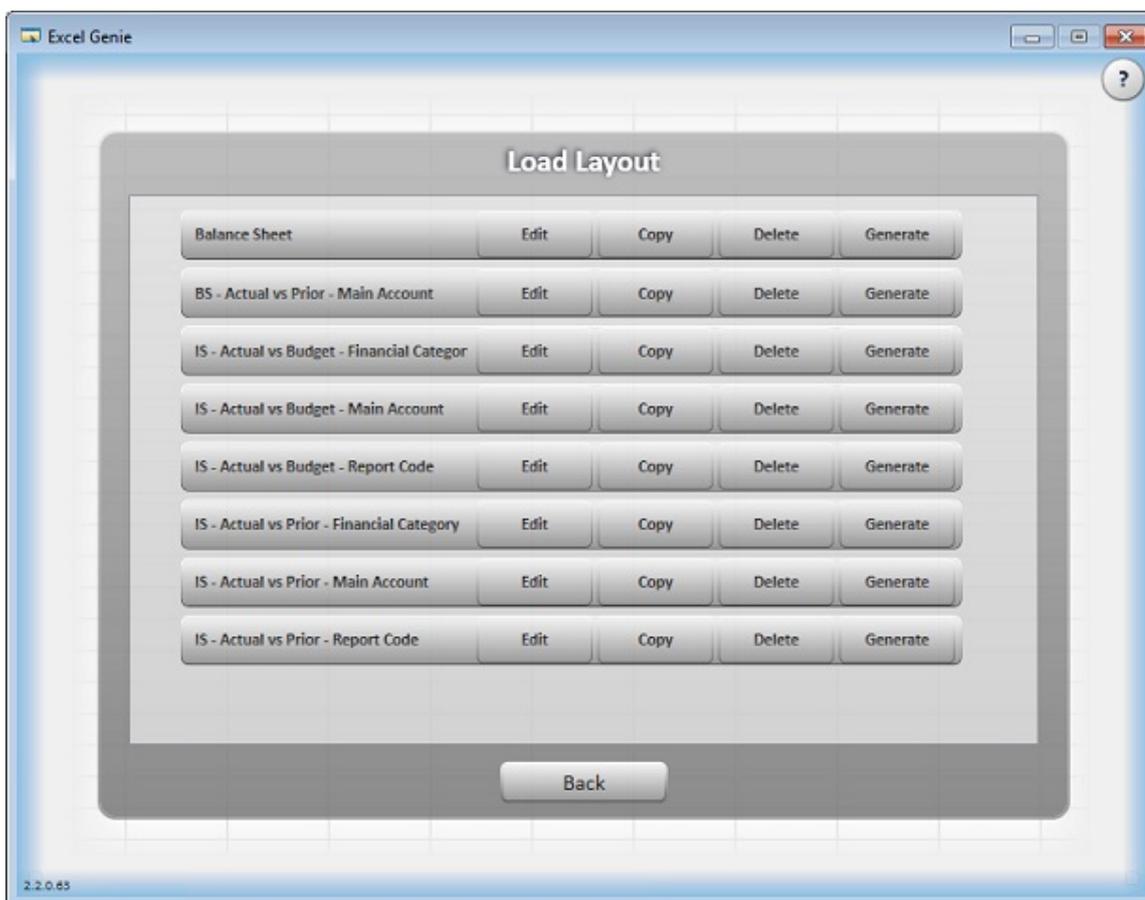
## BIC Genie Wizard



1. **Main Menu** – this option will take you to the *BIC Genie* Start up screen where you will be able to choose:
  - New Layout
  - Load Layout
  - Exit



2. **Back** - will take you to the Load Layout Screen where you can choose to:
  - Edit
  - Copy
  - Delete
  - Generate a report



## Excel Workbook

### The Excel Workbook



The screenshot shows the Microsoft Excel interface with the 'Excel Genie' ribbon active. The 'Quick Edit' button is highlighted with a red box. Below the ribbon, the spreadsheet content is visible, showing an income statement for Company ABC for the period ending February 2010. The data is presented in a table format with columns for Mar 09 and Apr 09, each with sub-columns for Actual, Budget, and Var ActBud.

		Mar 09			Apr 09		
		Actual	Budget	Var ActBud	Actual	Budget	Var ActBud
1	Company ABC						
2							
3	INCOME STATEMENT						
4	for the period ending February 2010						
25							
26	Sales	3,627,906	3,085,842	542,064	3,267,286	2,585,967	681,319
171							
172	Cost of Sales	142,068	130,800	11,268	81,612	90,000	(8,388)
218							
219	GROSS PROFIT	3,485,839	2,955,042	530,797	3,185,674	2,495,967	689,707
220	GROSS PROFIT %	96.08%	95.76%	97.92%	97.50%	96.52%	101.23%
221							
222	Other Income	12,844	17,700	(4,856)	9,559	17,700	(8,141)
256							
257	TOTAL INCOME	3,498,683	2,972,742	525,941	3,195,233	2,513,667	681,566
258	TOTAL INCOME %	96.44%	96.33%	97.03%	97.73%	97.20%	100.04%
259							

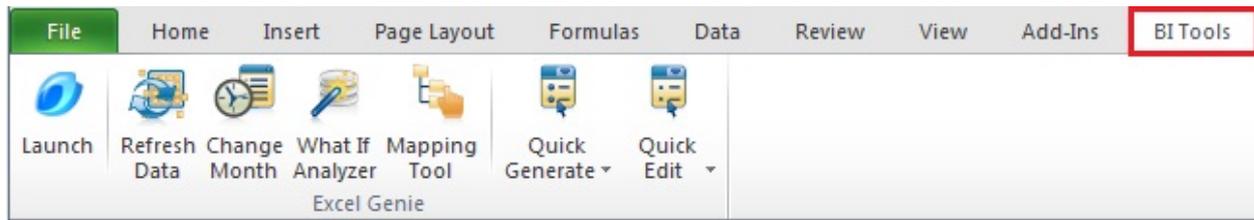
Your report is delivered as per your designed layout in Excel. You can begin your analysis immediately.

You can now create and link this Excel template to the Report in the Report Manager. If you wish to edit the layout before creating and linking, you can simply select the **Quick Edit** button. This will take you back to the report and Layout Designer.

Make your changes and then generate your report again.

## BI Tools Tab

### The BI Tools Tab in Excel



**Launch** – opens the *Pastel Partner (BIC) BIC Genie*.

**Refresh Data** – refreshes the data in your workbook. For example if someone has added new accounts in your accounting package, and you have created and linked a layout, the refresh data will bring through all new accounts or remove deleted accounts into your newly run layout.

**Change month** – allows you to change the month and bring through the data for the specified months.

**What if Analyzer** – opens the What If Analyzer screen

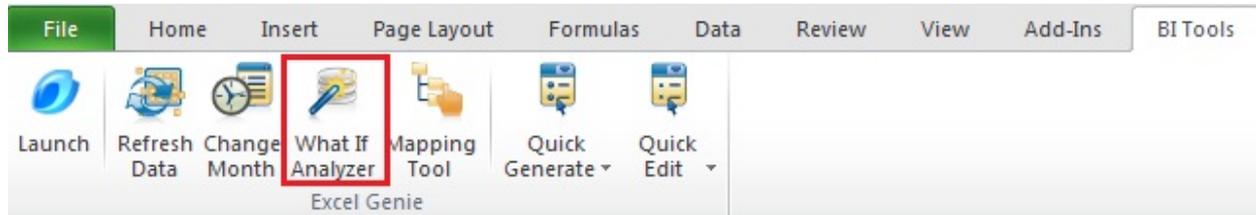
**Quick Generate** – this is a drop down menu of all the report layouts you have previously saved. Instead of opening up the BIC Genie to run your layouts, you can simply run them from the Quick Generate menu. See the diagram below.

**Quick Edit** - this allows you to quickly edit a report without having to launch the *BIC Genie* from the main menu.

## What If Analyzer

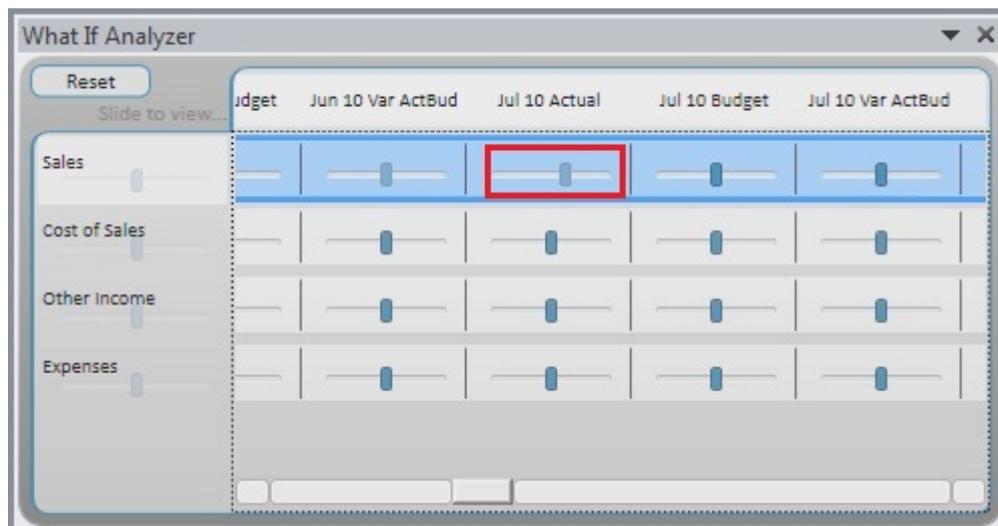
When you have your report open in Excel you may like to use the **What If Analyzer**. The **What If Analyzer** allows you to dynamically change figures in your spreadsheet and thus assist you when forecasting/ budgeting or creating projections.

You can open the **What If Analyzer** from the BI Tools Tab or from the wizard once the report is generated.



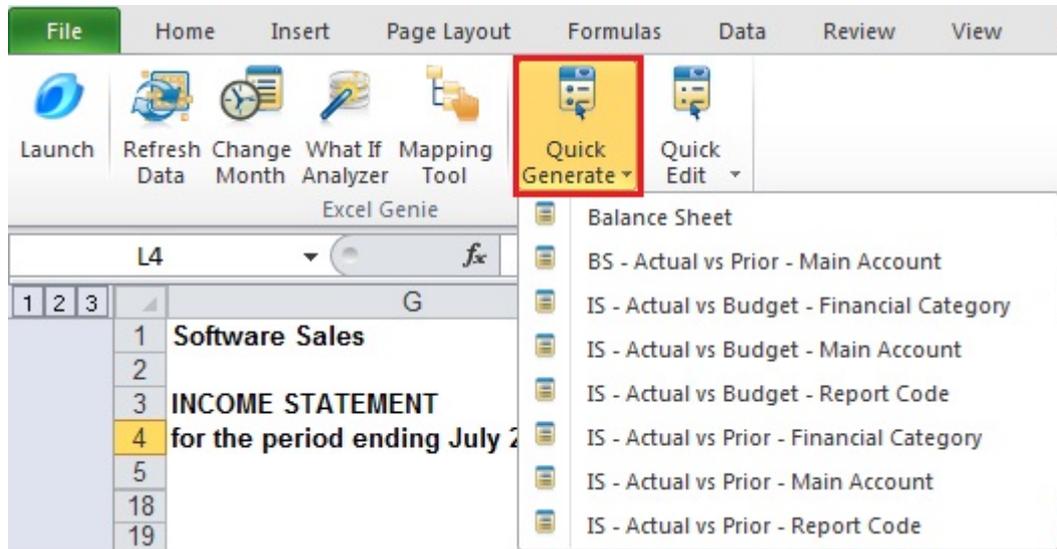
In the following example, the **What If Analyzer** is used to forecast a 25% increase in Sales for April 09. As you drag the slider up or down the % will increase or decrease.

You can select individual columns/ rows or you can adjust an entire row. For example instead of only increasing April Sales by 25%, you could go to the Sales Row and increase the entire row by 25%.



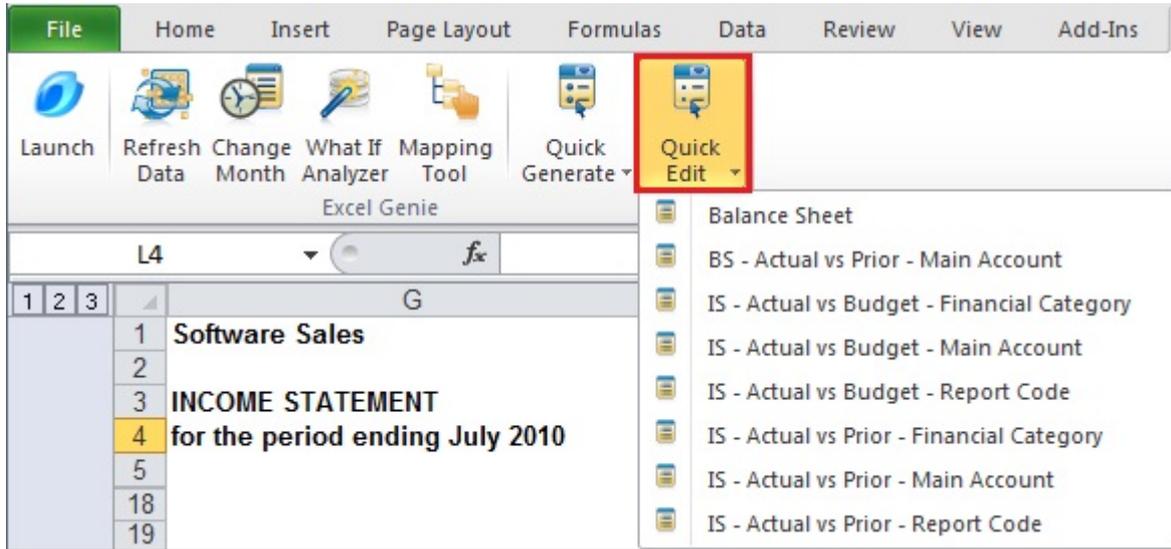
## Quick Generate

This is a drop down menu of all the report layouts you have previously saved. Instead of opening up the *BIC Genie* to run your layouts, you can simply run them from the **Quick Generate** menu. See the diagram below.



## Quick Edit

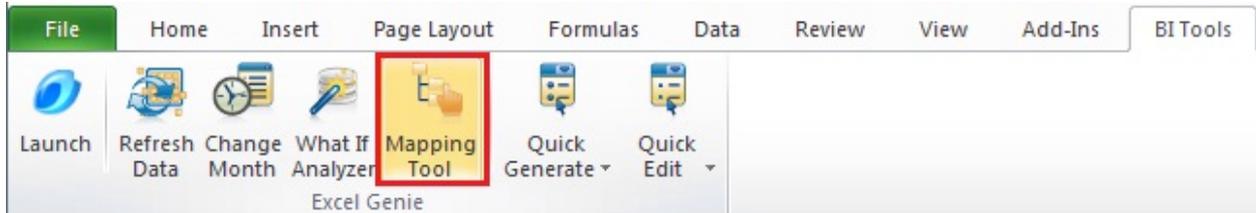
This allows you to quickly edit a report without having to launch the *BIC Genie* from the main menu.



## Mapping Tool

### Accessing the Mapping Tool

To access the mapping tool or in the event that the Reporting Group that a category has been mapped to needs to be changed, use the Mapping Tool Icon on the Excel BI Tools ribbon to access the Mapping Tool window.

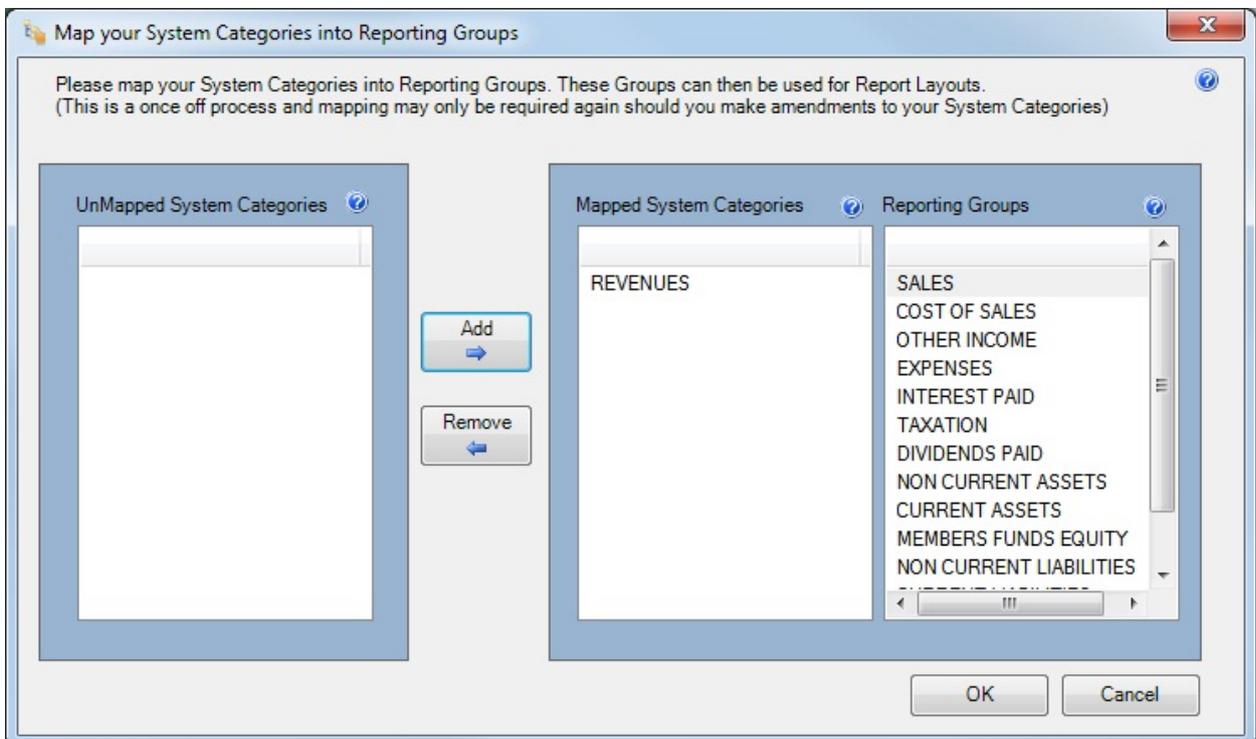


### Using the Mapping Tool

In most instances when you are running a standard report from the *BIC Genie* your System Categories will automatically be mapped to Reporting Groups.

If you have added any new System Categories, these will appear as *Unmapped System Categories* when the report is run again and you will need to map these to Reporting Groups. You will not be able to generate any reports until you have assigned all of your Unmapped System Categories into Reporting Groups.

To understand the Mapping Tool window please be aware of the definitions below:



### System Categories

These are extracted as you have created them in your source system

### UnMapped System Categories

These are System Categories from your source system that must be mapped to designated Reporting Groups in order to be used in report layouts.

### Mapped System Categories

These are System Categories that have been mapped to designated Reporting Groups and can be used in report layouts

### Reporting Groups

These Reporting Groups can be used to generate multiple report layouts

If your accounts need to be mapped please use the process below.

1. Select the *Reporting Category* on the right
2. On the left, in the *Unmapped System Categories* section, select the category to map to the Reporting Category selected in step1. Multiple categories may be selected by holding down the Ctrl key and clicking on the category
3. Click **Add**
4. Once completed, click **OK**

Once this has been done you should create and link the workbook as a template file back to the *BIC Genie* report in the Report Manager. This will ensure that your mappings are saved for the next time you run out the report.

For example, if you are mapping financial categories which make up your System Categories you will need to map them against a designated Reporting Group. The Reporting Group provided in this example have been created in accordance with IFRS and GAAP standards ensuring that reports are generated in accordance with these accounting standards.

### Mapping Tool Glossary

**Dividends** are payments made by a corporation to its shareholder members. It is the portion of corporate profits paid out to stockholders. When a corporation earns a profit or surplus, that money can be put to two uses: it can either be re-invested in the business (called retained earnings), or it can be paid to the shareholders as a dividend. Many corporations retain a portion of their earnings and pay the remainder as a dividend

**Long term borrowing**, in economics, is the period of time required for economic agents to reallocate resources, and generally re-establish equilibrium. The actual length of this period, usually numbered in years or decades, varies widely depending on circumstantial context. During the long term, all factors are variable.

A **sale** is the pinnacle activity involved in selling products or services in return for money or other compensation. It is an act of completion of a commercial activity

**Cost of Sales** includes the direct costs attributable to the production of the goods sold by a company. This amount includes the materials cost used in creating the goods along with the direct labor costs used to produce the good. It excludes indirect expenses such as distribution costs and sales force costs. COS appears on the income statement and can be deducted from revenue to calculate a company's gross margin.

**Expense** has a very specific meaning. It is an outflow of cash or other valuable assets from a person or company to another person or company. This outflow of cash is generally one side of a trade for products or services that have equal or better current or future value to the buyer than to the seller.

To **tax** is to impose a financial charge or other levy upon a **taxpayer** (an individual or legal entity) by a state or the functional equivalent of a state such that failure to pay is punishable by law.

**Fixed asset**, also known as **property, plant, and equipment (PP&E)**, is a term used in accounting for assets and property which cannot easily be converted into cash. This can be compared with current assets such as cash or bank accounts, which are described as liquid assets. In most cases, only tangible assets are referred to as fixed.

**Current asset** is an asset on the balance sheet which is expected to be sold or otherwise used up in the near future, usually within one year, or one business cycle - whichever is longer. Typical current assets include cash, cash equivalents, accounts receivable, inventory, the portion of prepaid accounts which will be used within a year, and short-term investments. On the balance sheet, assets will typically be classified into current assets and long-term assets.

**Accounts receivable (A/R)** is one of a series of accounting transactions dealing with the billing of customers who owe money to a person, company or organization for goods and services that have been provided to the customer. In most business entities this is typically done by generating an invoice and mailing or electronically delivering it to the customer, who in turn must pay it within an established time frame called credit or payment terms.

**Inventory** is a list for goods and materials, or those goods and materials themselves, held available in stock by a business.

**Investment** is the active redirection of resources/assets to creating benefits in the future; the use of resources/assets to earn income or profit in the future. It is related to saving or deferring consumption.

**Share capital** or **issued capital** (UK English) or **capital stock** (US English) refers to the portion of a company's equity that has been obtained (or will be obtained) by trading stock to a shareholder for cash or an equivalent item of capital value. For example, a company can set aside share capital to exchange for computer servers instead of directly purchasing the servers from existing equity.

**Retained earnings** refer to the portion of net income which is retained by the corporation rather than distributed to its owners as dividends. Similarly, if the corporation makes a loss, then that loss is retained and called variously **retained losses**, **accumulated losses** or **accumulated deficit**. Retained earnings and losses are cumulative from year to year with losses offsetting earnings.

**Shareholder loan** is a debt-like form of financing provided by shareholders. Usually, it is the most junior debt in the company's debt portfolio, and since this loan belongs to shareholders it should be treated as equity. Maturity of shareholder loans is long with low or deferred interest payments. Sometimes, shareholder loan is confused with a loan from company to shareholders.

A **liability** is defined as an obligation of an entity arising from past transactions or events, the settlement of which may result in the transfer or use of assets, provision of services or other yielding of economic benefits in the future.

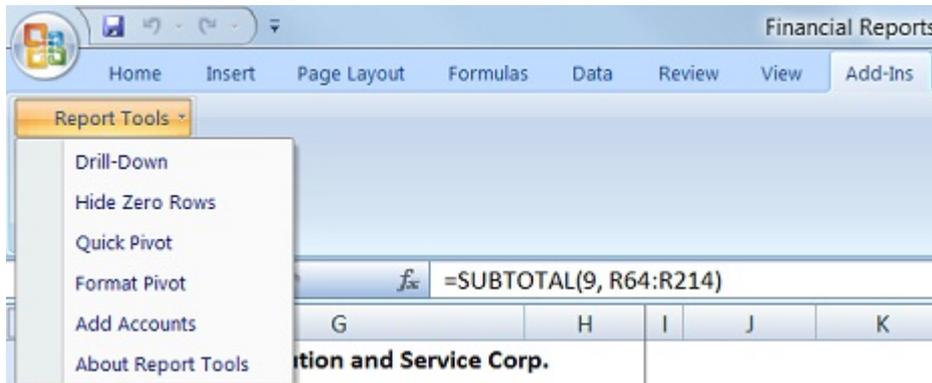
**Accounts payable** is a file or account that contains money that a person or company owes to suppliers, but has not paid yet (a form of debt). When you receive an invoice you add it to the file, and then you remove it when you pay. Thus, the A/P is a form of credit that suppliers offer to their purchasers by allowing them to pay for a product or service after it has already been received.

**Equity**, in finance and accounting, is the residual claim or interest of the most junior class of investors in an asset, after all liabilities are paid. If valuations placed on assets do not exceed liabilities, negative equity exists. In an accounting context, **Shareholders' equity** (or stockholders' equity, shareholders' funds, shareholders' capital or similar terms) represents the remaining interest in assets of a company, spread among individual shareholders of common or preferred stock.

**RETINC (Retained Income / (Accumulated Loss))** – is a pseudonym given for the calculation of the monthly profit or loss. The total each month is derived by summing the income statement accounts for that period. This total is then used in the balance sheet, under the Equity section, to bring through the current year profit or loss and to enable the balance sheet to balance.

## Report Tools

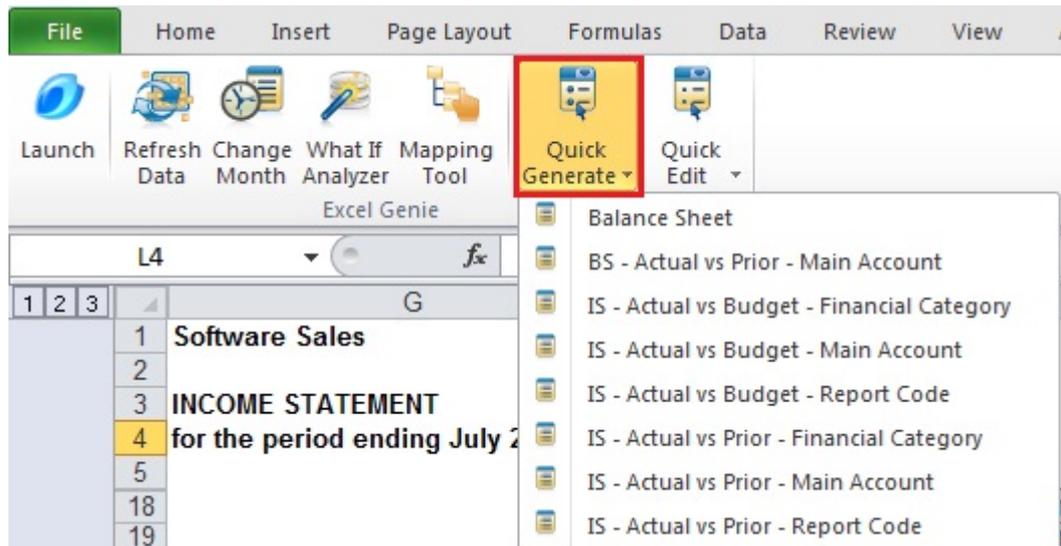
**Report Tools** is a drop down menu found in the **Add-Ins** tab in Excel. This includes the standard *Pastel Partner (BIC)* add-ins.



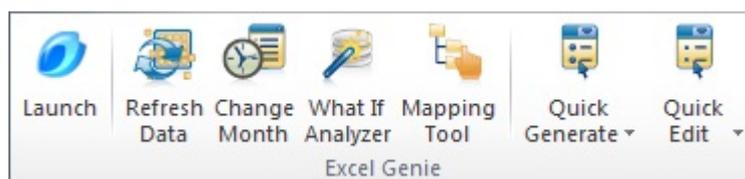
- **Drill-Down** - allows *Pastel Partner (BIC)* to interrogate data directly from within your Excel Reports. A common scenario might be where one high level Report needs to drill down to line level transactional Data in other reports. As a fast interrogation method the **Drill-Down** tool allows individual Reports to be executed with parameters based on Excel Cell values.
- **Hide Zero Rows** - is an add-in which can aid in the analysis of data. Specifically the tool allows rows within a selection to be hidden based on a Zero value in a specified column. This can be particularly useful when viewing financial type reports.
- **Quick Pivot** – is a fast tracking reporting wizard which you can use to very quickly create a pivot table from your raw data.
- **Format Pivot** – allows you to format your Pivot table.

## Running a Report with a Pre-defined Data Setup

1. Open the Report Manager
2. Select the report you wish to run and click the green run button.
3. The data will be rendered into Excel.
4. You can now use the *BIC Genie* to generate a report or edit a report layout.
5. To generate a report from the BI Tools tab, simply select **Quick Generate**, and a drop down menu will appear. Select the report layout you wish to generate.



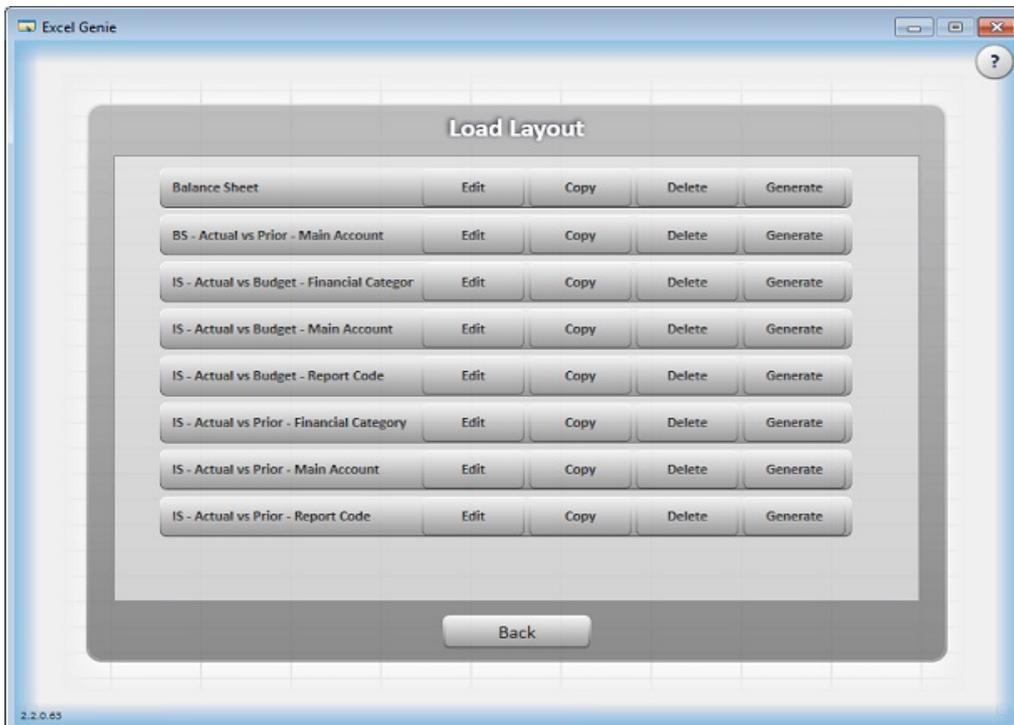
Alternatively you can **Launch** the *BIC Genie* and choose to **Generate** or **Edit** the report layout.



6. If you choose this option you will be taken to the Main Menu, where you will choose Load Layout.



7. The Menu interface will then come up, from here you can choose to **Generate**, **Edit**, **Copy** or **Delete** a layout.



## Troubleshooting

### Toggle Switch Sign

When you generate a pre-defined layout, you will notice that certain fields in the row groupings have their signs switched, in particular, revenue accounts which are stored as negative values in the underlying data. It does not make sense to present these in a statement as negative figured which is why the sign is switched to a positive.

In the situation where you delete the primary row grouping and replace it with a new one of your choice, the designer has no way of telling what fields you are going to include within the newly selected row primary row grouping, so by default the field's sign status will be the same as that in the underlying data – so for revenue accounts this will be negative values. You have the option to switch the sign of any of these fields that you include in the primary row grouping. You do this by right clicking on the button of the field that you want to change the sign of...



Text Columns	Columns	Rows
Sales <small>SWITCH</small>	Cost of Sales	Expenses
Other Income <small>SWITCH</small>	Tax	Share Capital <small>SWITCH</small>
Retained Income <small>SWITCH</small>	Shareholders Loan	er Long Term Liabili <small>SWITCH</small>
Fixed Assets	Toggle Switch Sign	
Accounts Receivable	Bank	Other Current Asset
Accounts Payable <small>SWITCH</small>	Taxation <small>SWITCH</small>	her Current Liabiliti <small>SWITCH</small>
ong Term Borrowing	Other Fixed Assets	

And clicking on the **Toggle Switch Sign** popup. This will then switch the sign of this field from its default value in the underlying data. So if it is negative, it will become positive, and vice versa.

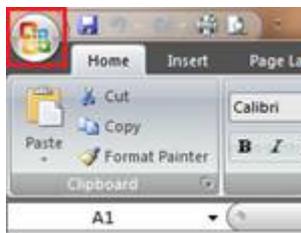
## BI Tools Tab Missing in Excel

Scenario- the BI Tools ribbon item is missing:



Open the Add-ins manager in Excel Options

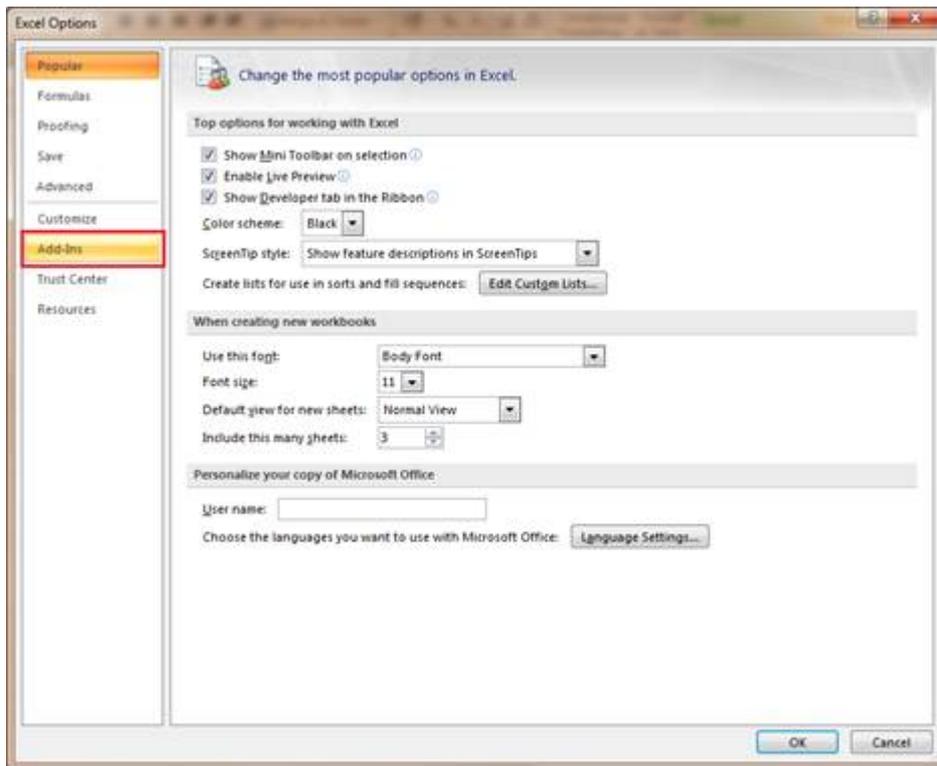
Select the Office Pearl:



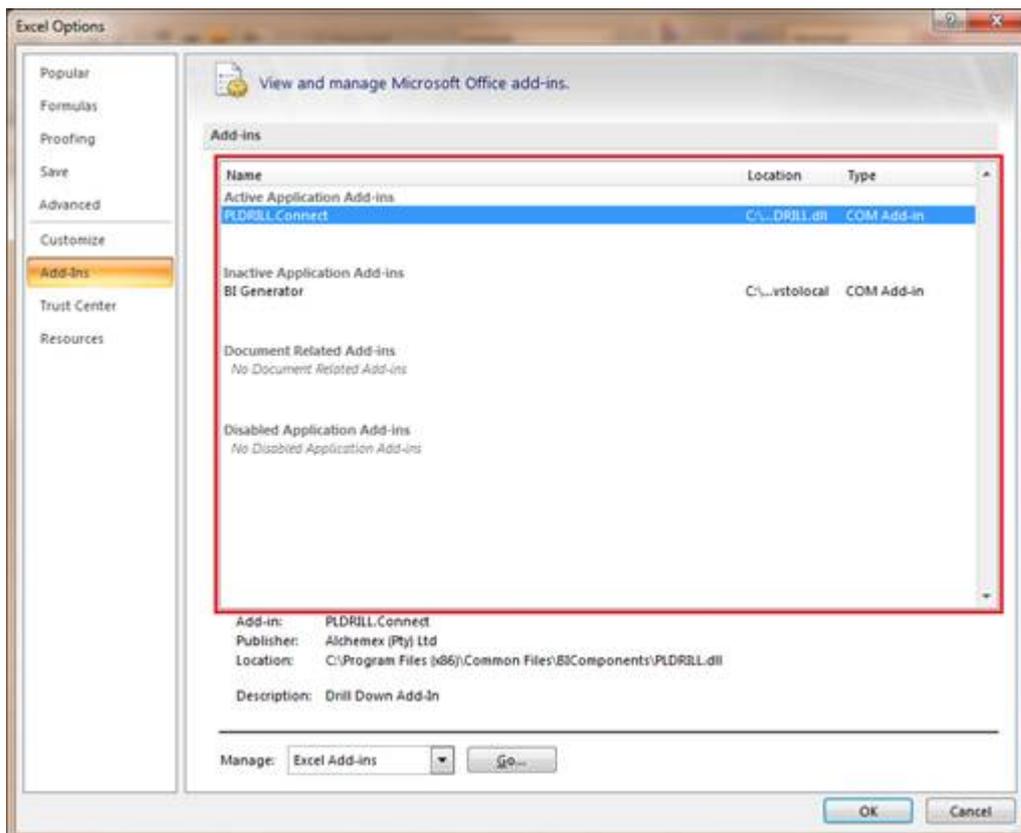
Select Excel Options:



Select Add-Ins:

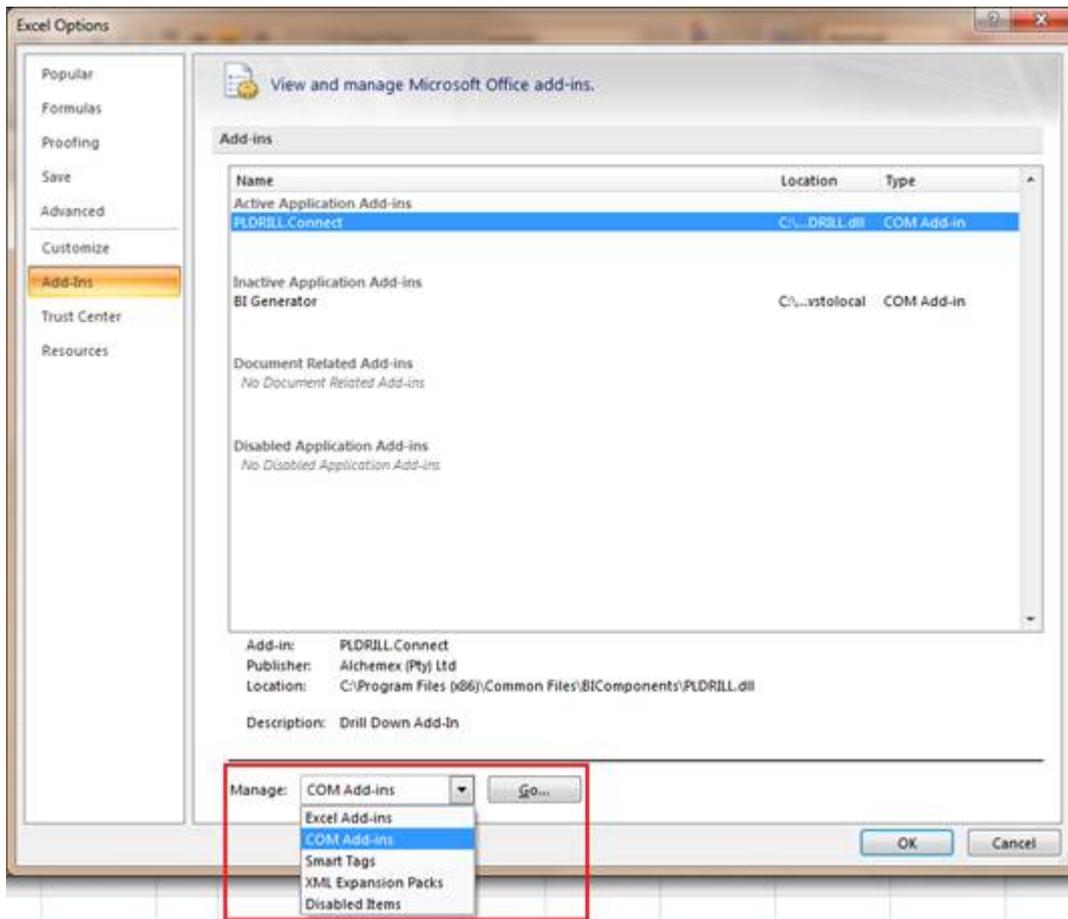


Check where BI Generator is located in the add-in lists and follow the steps below:



### Enable Inactive Add-in

If the BI Generator add-in is located in Inactive Application Add-ins, then select COM Add-ins from the Manage list and click Go:

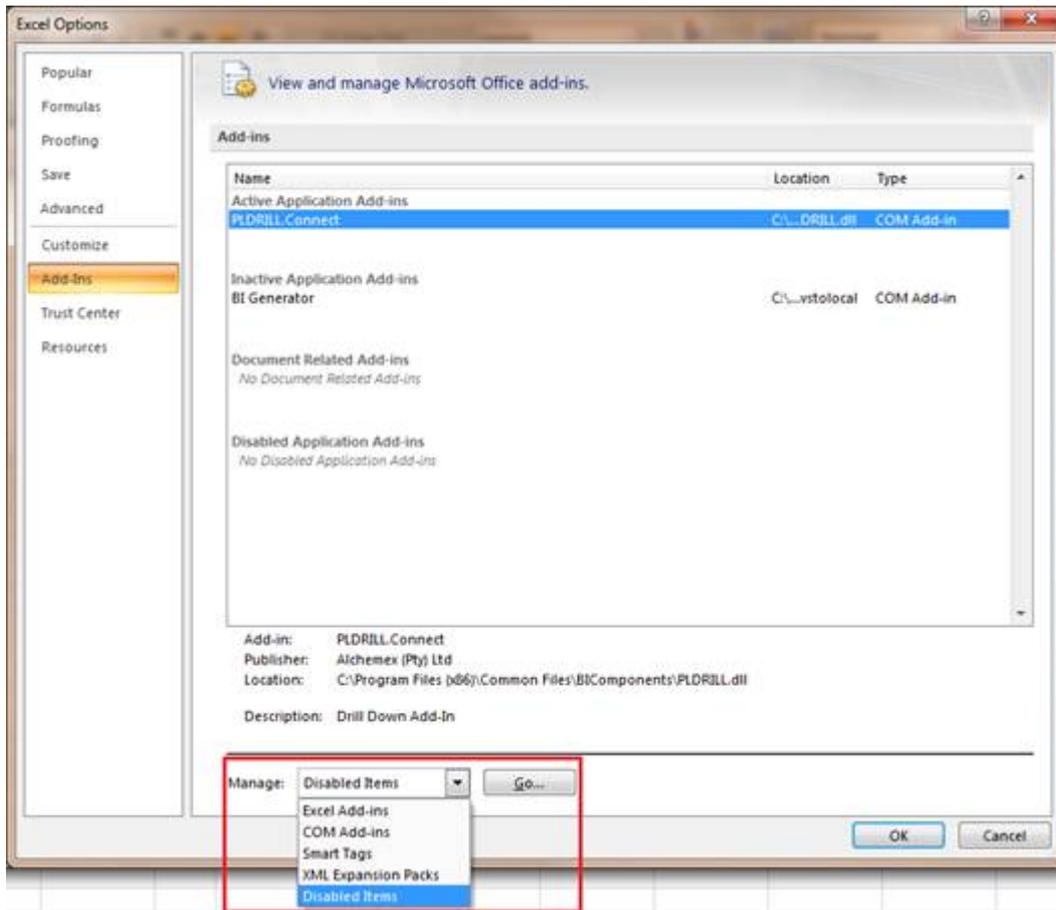


Tick the checkbox next to **BI Generator** and then click **OK**:

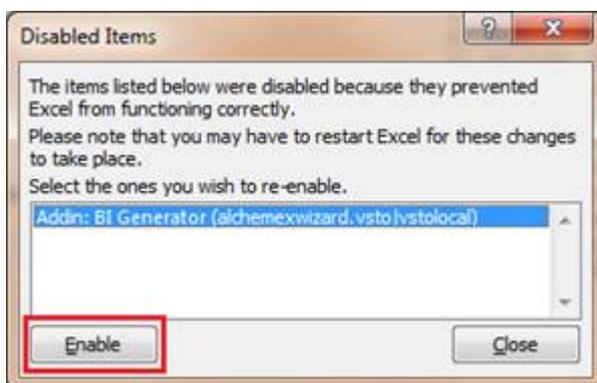


### Enable Disabled Add-in

If the **BI Generator** add-in is located in **Disabled Application Add-ins**, then select **Disabled Add-ins** from the **Manage** list and click **Go**:



Select the BI Generator add-in and click Enable:



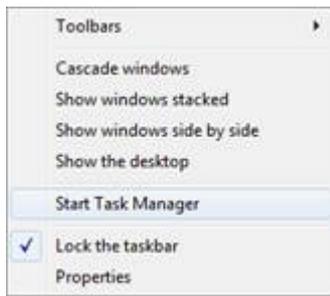
Generally, when you complete the above step, the **BI Generator** add-in will change from **Disabled** to **Inactive**. You will need to follow the steps documented above (**Enable Inactive Add-in**) to get the **BI Tools** ribbon item to appear.

If none of the above steps work, please try the following:

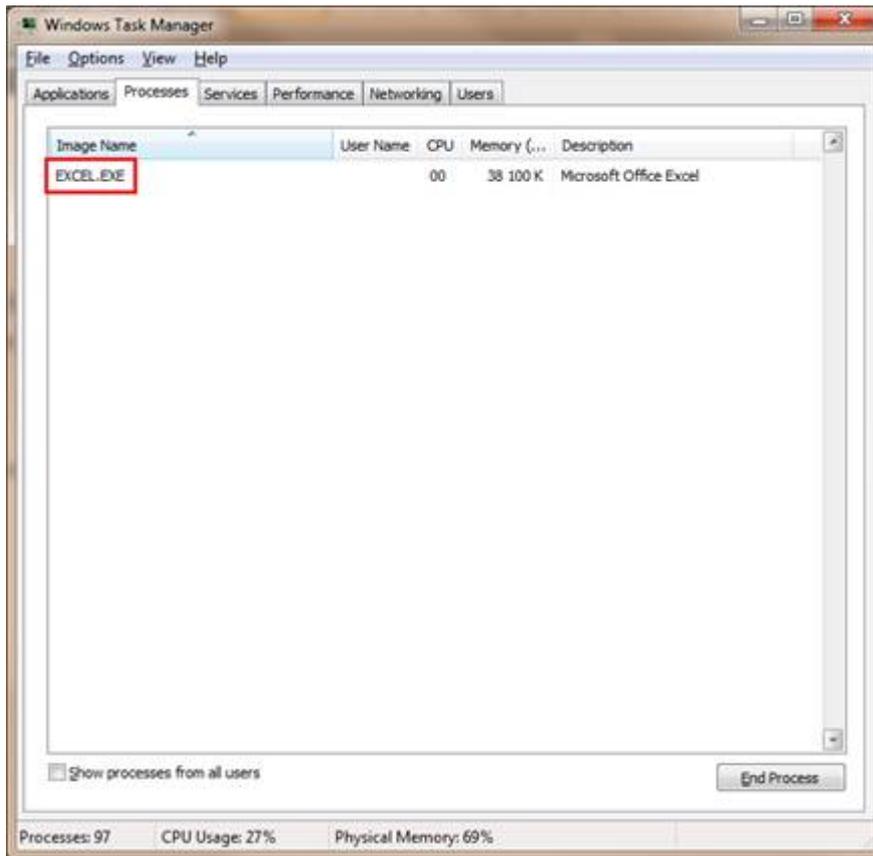
Close down all instances of **Excel** that you have open.

Open **Task Manager**.

*(Right click on your Task bar and select Start Task Manager)*



Select the **Processes** Tab and locate *any* **EXCEL.EXE** items and (for each one) right click on the item and select **End Process**.



Once *all* instances of **EXCEL.EXE** are gone, open Excel and start from the beginning of this document.

## RETINC

### Understanding RETINC

(Retained Income / (Accumulated Loss))

### What is RETINC?

RETINC (Retained Income / (Accumulated Loss)) – is a pseudonym given for the calculation of the monthly profit or loss.

### How is it calculated?

The total each month is derived by summing the income statement accounts for that period.

### Where is it used?

This total is then used in the balance sheet, under the Equity section, to bring through the current year profit or loss and to enable the balance sheet to balance.