

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. Downloading and Activating the ARA.

Before you can use the Advanced Reporting Add-in you'll need to download and activate the product.

1. **Downloading the ARA:** Immediately after your purchase of the Advanced Reporting Add-In you should have received an invoice from PlanGuru. This invoice will contain a link to download the Advanced Reporting Add-In.

PlanGuru LLC Date: 12/17/2013 4:37:41 PM

Customer Information:

Billing Information:
Terms: Visa/Mastercard

Order Information:

Description	Quantity	Unit Price	Extended Price
PlanGuru 2013 Network - Enhancement Package	1	\$799.90	\$799.90
PlanGuru 2013 Network Seats - Enhancement Package	3	\$299.95	\$899.85

License ID: 3075361 Password: West3r0s Expiration: Dec 17, 2014

[Download Network Installation Instructions](#)

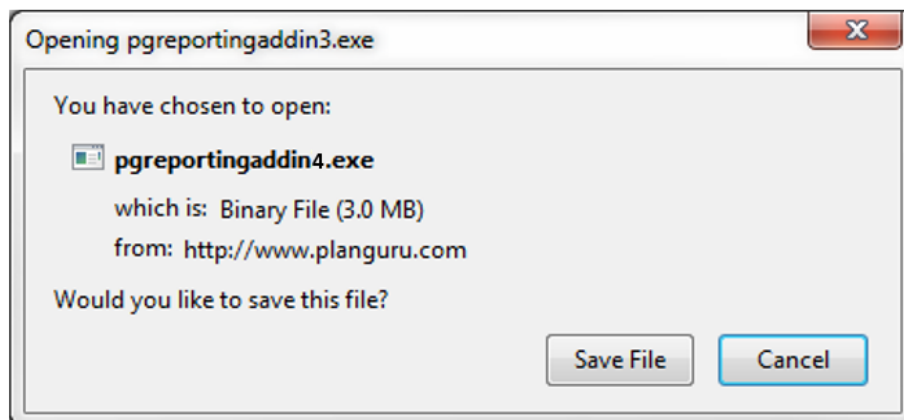
[Click here to DOWNLOAD PlanGuru to your network server.](#)
Please note, the expiration date reflects only the download expiration date. Your product license is perpetual.

PlanGuru Advanced Reporting Add-in V3	1	\$199.95	\$199.95
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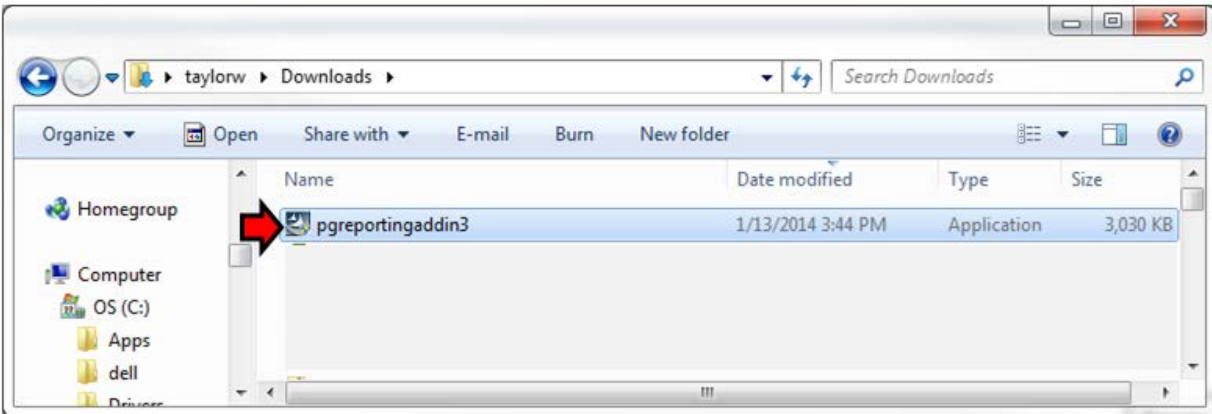
License ID: 3075371 Password: West3r0s Expiration: Dec 17, 2014

[Click Here to DOWNLOAD the Advanced Reporting Add-in.](#)
Please note, the expiration date reflects only the download expiration date. Your product license is perpetual.

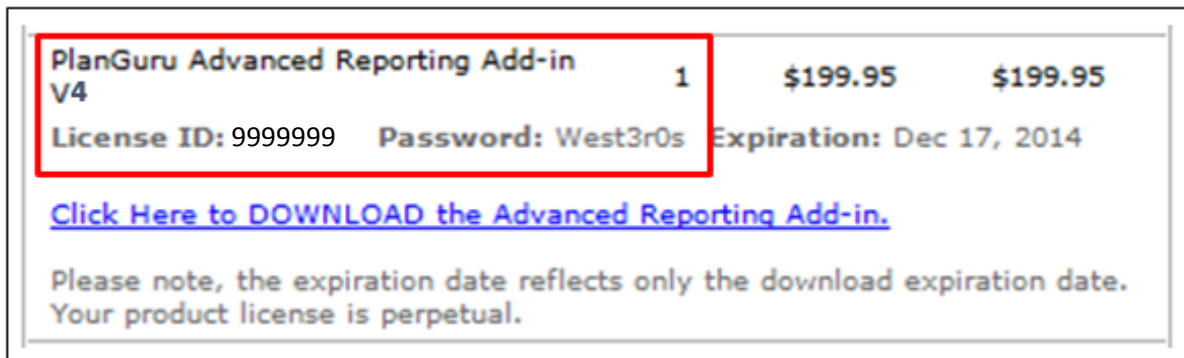
Then click "Save File"



2. **Activating the ARA:** Once the download is complete an installer file is now ready to be run. Double click this file to start the activation process.



I would recommend simply clicking “Next” through the first several screens of the installer. When you get to the “activation” dialog simply enter the License ID & Password associated with the “Advanced Reporting Add-In” off of your invoice.

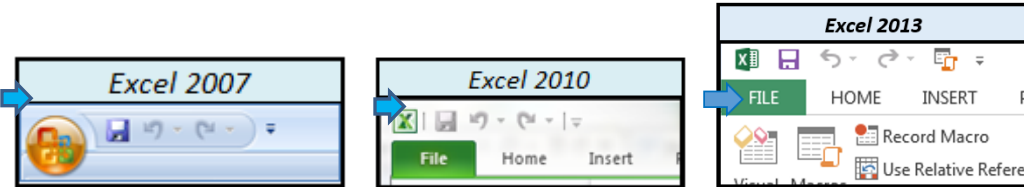


II. Add-In Installation (Adding this Add-in to your Excel Instance)

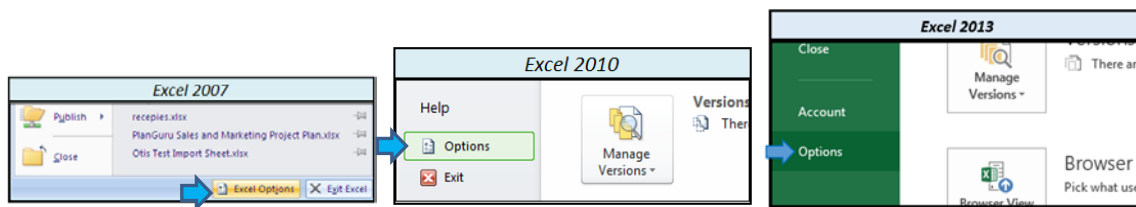
When unpacked the Add-In file be in the form of an .xlam file, which will be saved to the '**C:/Program files/New Horizon/Advanced Reporting**' folder of the installed machine.

1. Open Excel.

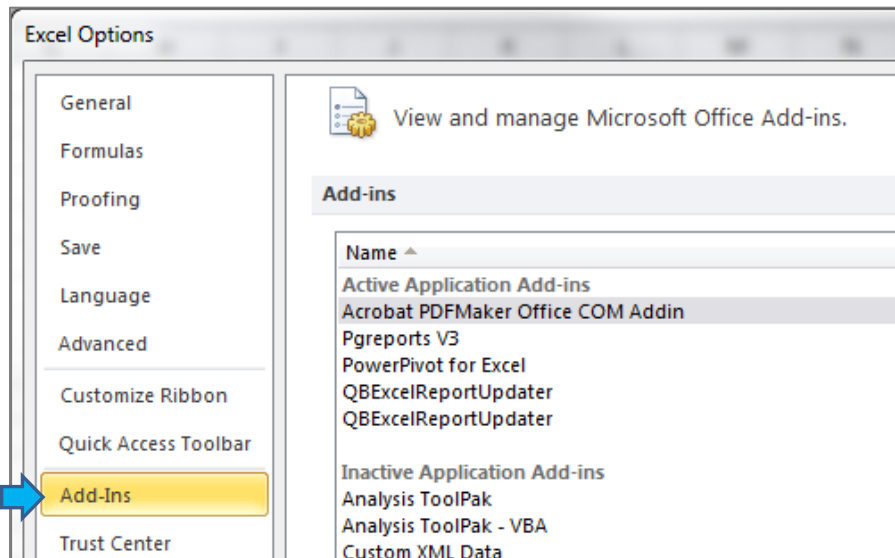
2. Next click the "Office" or the "File" button in the top left-hand corner of the application.



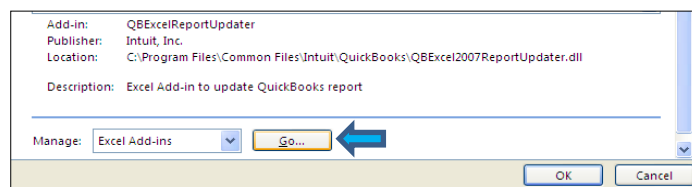
3. Next click the Options button



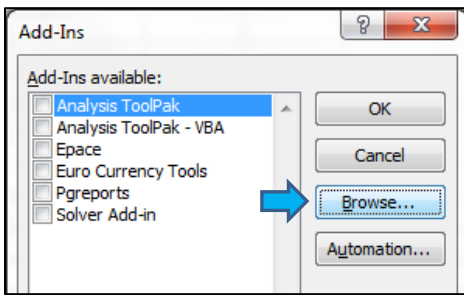
4. Click the Add-Ins menu under the list of Excel Options on the left-hand side of the screen



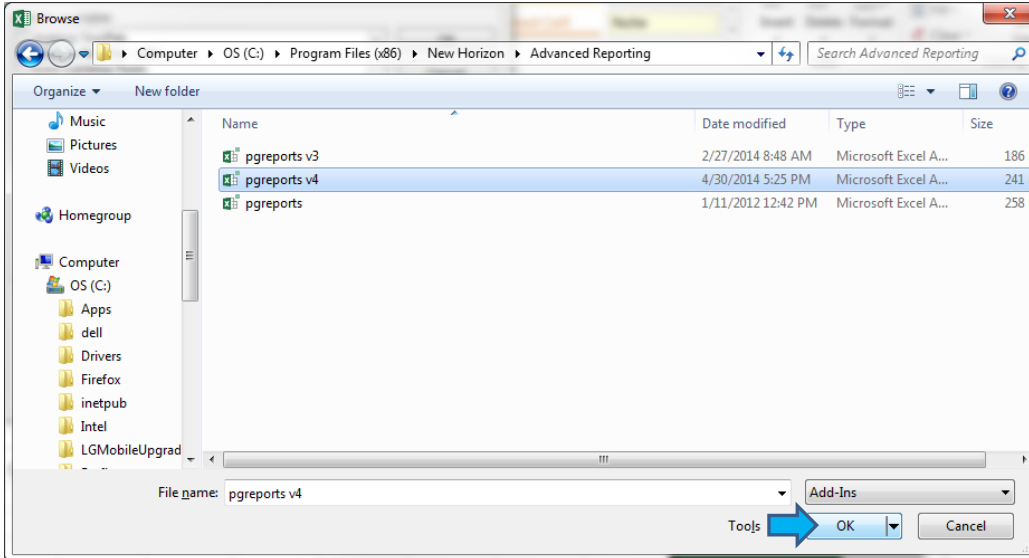
5. Click the "Go" button to manage Excel Add-Ins



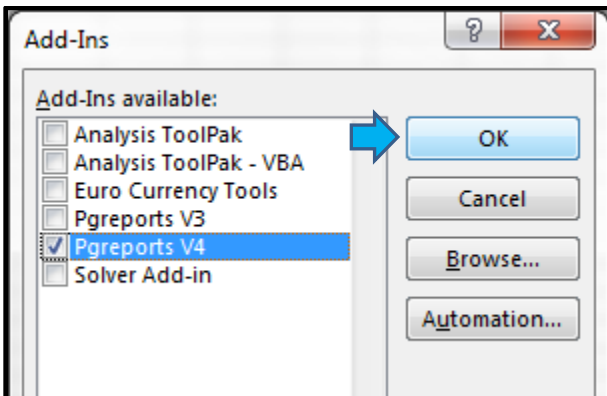
6. Click the 'Browse' button to install a new add-in file into Excel.



7. Use the browse menu to locate and select the "pgreports v4.xlam" file and click the "OK" button.

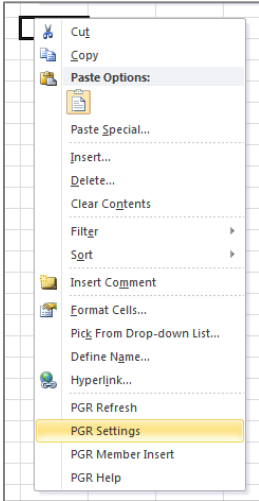


8. Click the "Ok" button to activate the Add-In



9. With the new Pgreports v4 selected **close and restart** Excel to load the add-in.

10. 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 v4' is shown within the “Add Ins” window and the checkbox to the left of it is checked.

III. Report Building Fundamentals

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 end of 12/31/2014 and would like to pull the entire year, as opposed to just December results you would request “FY 12/31/2014” instead of “12/31/2014”.

The “YTD” prefix is used to return year to date results for the last year of historical and the first projected year of budgeted and actual results. Append this code prior to the date, for example if I wanted year to date results through March of 2014, I would enter “YTD 3/31/2014”.

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	D
1		Omega Eastern Region		
2			Proj	
3			9/30/2014	
4				
5	Accounts Payable		231,842	
6				

In this example we have a very simple arrangement. Note that each of the four dimensions is accounted present (*Analysis* = "Omega Eastern Region", *Type* = "Proj", *Time*= "9/30/2014" and *Account*= "Accounts Payable").

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

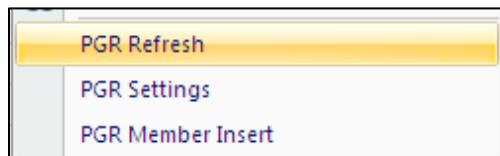
	A	B	C	D
1		Omega Eastern Region		
2			Proj	
3			9/30/2014	
4				
5	Accounts Payable		231,842	
6				

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.

IV. 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.

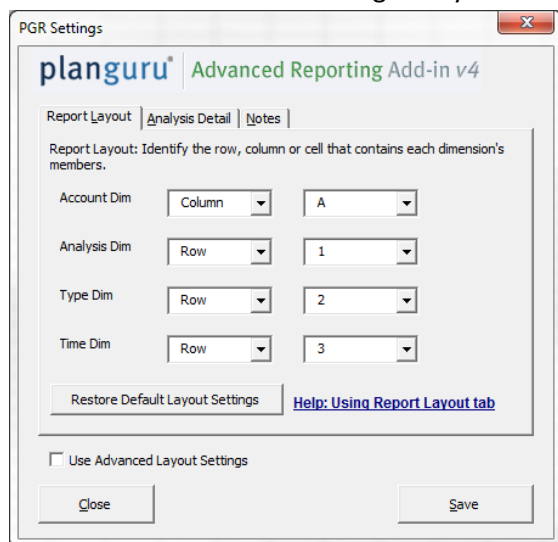
1. PGR Settings - Report Layout

The report layout tab is where the valid dimension arrangement is defined. There are two ways to define your report layout,

- Use workbook level Layout Settings defined on the “Report Layout” tab
- Use the “Advanced Layout Settings” option, allowing you to define the layout settings on a worksheet level

1.1) Using Workbook Level Layout settings

The advantage of using workbook level layout settings is simplicity. When using this approach your layout settings will be set from the PGR Settings > Layout Tab



In order for your report to be valid, your report instructions must be consistent with the setup defined in the Report Layout tab of the PGR Settings menu. To illustrate these concepts we'll use this example of a really basic report layout.

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

Looking at the report layout in greater detail it should help illustrate how the Layout 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).

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

planguru® Advanced Reporting Add-in

Report Layout | Analysis Detail | Notes

Report Layout: Identify the row, column or cell that contains each dim members.

Account Dim: 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).

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

Account Dim: Column | A

Analysis Dim: Row | 1

Type Dim: Row | 2

Time Dim: Row | 3

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).

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

Analysis Dim: Row | 1

Type Dim: Row | 2

Time Dim: Row | 3

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).

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

Analysis Dim: Row | 1

Type Dim: Row | 2

Time Dim: Row | 3

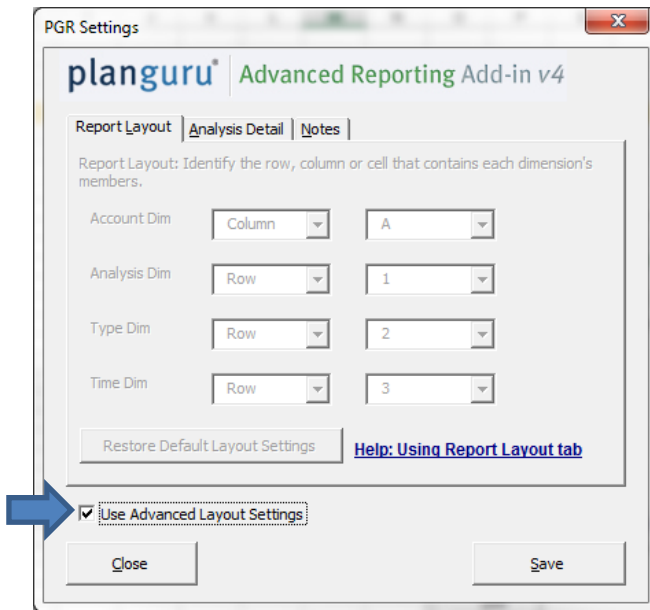
Note: if Cell is selected, enter a valid cell reference (if a range is entered, only the upper-left cell reference is saved).

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

1.2) Using “Advanced Layout Settings” Level Layout settings

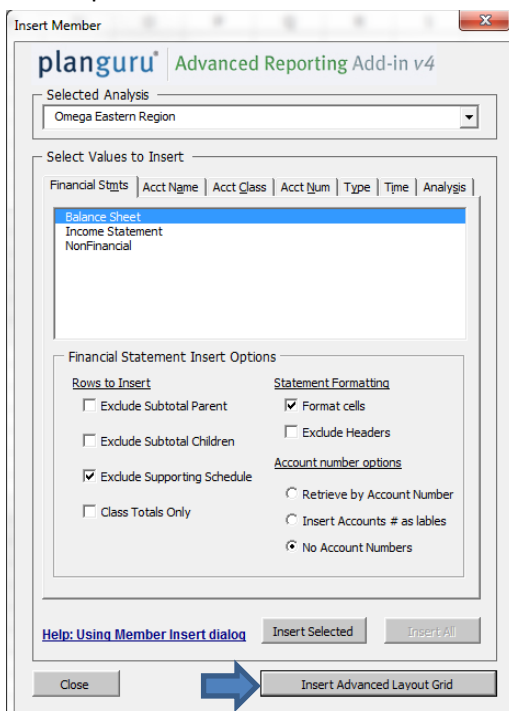
The new “Advanced Layout Settings” option allows you to define report layouts on a worksheet level. When using this option you can create workbooks that contain multiple worksheets each using different layout.

This setting is selected from the **PGR Settings > Report Layout** Tab . Once this option is selected you’ll note that the fields responsible for setting the report layout are now greyed out.



These fields have been greyed out because when using this option each active report worksheet will now require its own layout instructions. Complete your changes to the PGR Settings by clicking the save button.

Insert report level layout instructions by right clicking and bringing up the **PGR Member Insert** menu. With this menu up we’ll click the “Insert Advanced Layout Grid” button to add the Layout definition range.



Once this range has been inserted you'll notice that it closely resembles the contents of the **PGR Settings > Report Layout** tab, requiring us to set row/column instructions for each of the four reporting dimensions.

	A	B	C	D
1	<i>Dim</i>	<i>Row/Column</i>	<i>Reference</i>	
2	<i>Account</i>			
3	<i>Analysis</i>			
4	<i>Type</i>			
5	<i>Time</i>			
6				
7				

Within this range you will define your layout settings for this worksheet by selecting or typing row and column instructions into cells B2:C5.

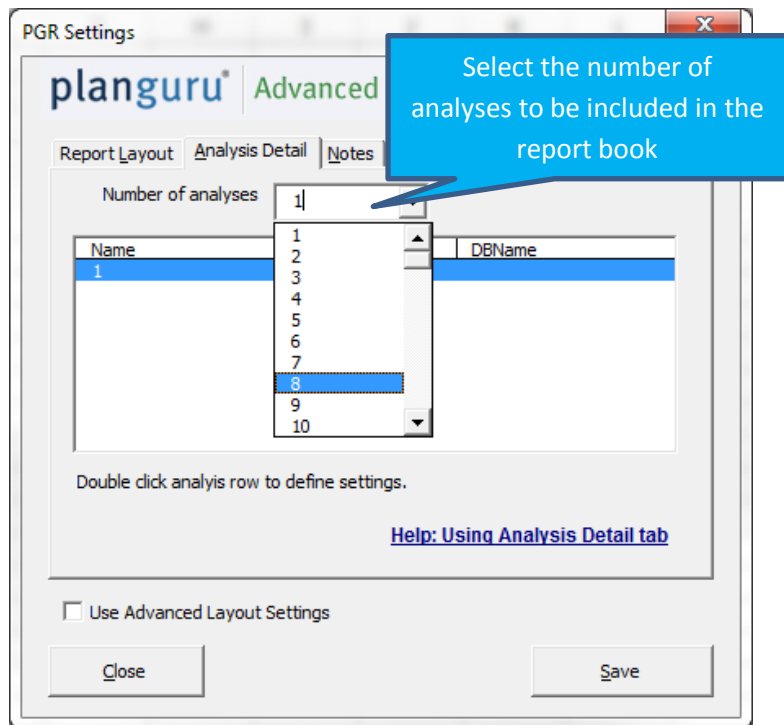
	A	B	C	D
1	<i>Dim</i>	<i>Row/Column</i>	<i>Reference</i>	
2	<i>Account</i>	<i>Column</i>	A	
3	<i>Analysis</i>	<i>Row</i>	7	
4	<i>Type</i>	<i>Row</i>	8	
5	<i>Time</i>	<i>Row</i>		
6			7	
7			8	
8			9	
9			10	
10			11	
11			12	
			13	
			14	

With the layout instructions set for this worksheet we can now insert our report instructions and retrieve results.

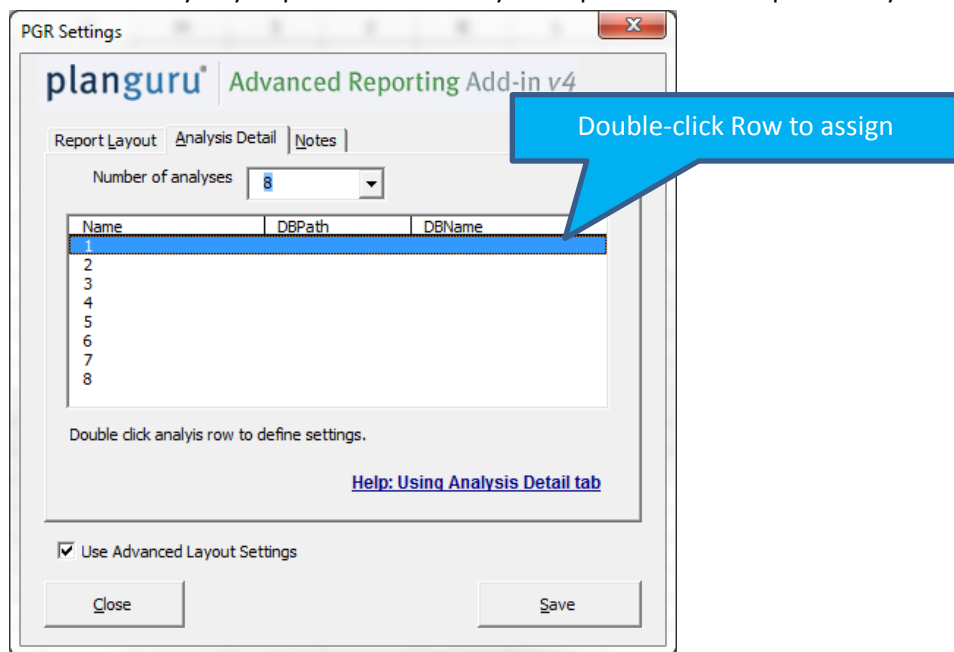
	A	B	C	D	E
1	<i>Dim</i>	<i>Row/Column</i>	<i>Reference</i>		
2	<i>Account</i>	<i>Column</i>	A		
3	<i>Analysis</i>	<i>Row</i>	7		
4	<i>Type</i>	<i>Row</i>	8		
5	<i>Time</i>	<i>Row</i>	9		
6					
7				Omega Eastern Region	
8				Proj	
9				YTD 3/31/2013	
10	Revenue				
11	New Sales				
12	Sales - Accelerator Plan			65,026	
13	Sales - Foundations Plan			590,747	
14	Sales - P Serv Pack			141,648	
15	Total New Sales			797,421	
16	Renewal Sales				
17	Renewals - Accelerator			-	
18	Renewals - Foundation			2,315	
19	Total Renewal Sales			2,315	

2. PGR Settings – Analysis Detail

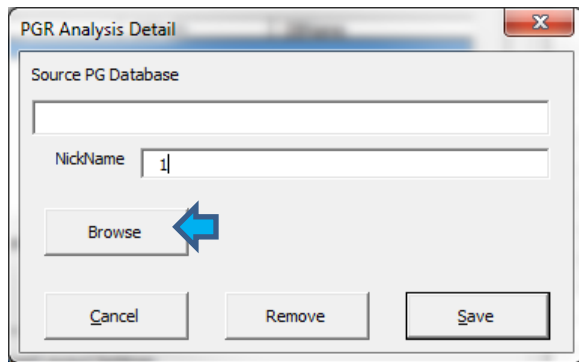
In order to retrieve data from PlanGuru you will need to connect to each analysis to be included in the report. The Analysis Detail tab is where you will identify and connect to each analysis. The first step to using this interface page is to select the number of analyses you would like to include in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



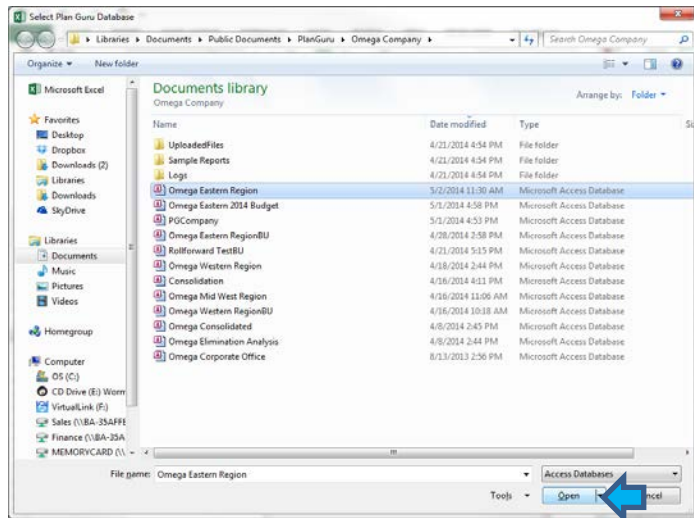
With the number of analyses set (you can always add more analyses later, the second step is to connect to each individual analysis you plan to include in your report. Start this process by double clicking each numbered row.



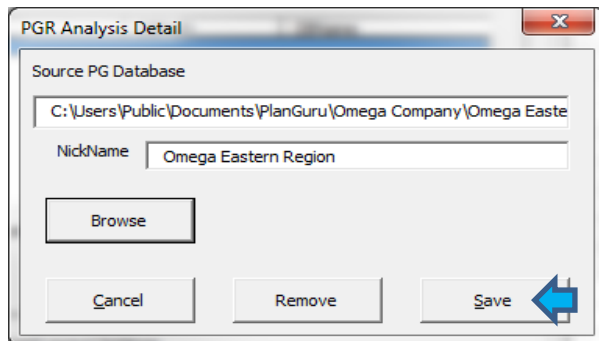
Use the “Browse” button to find the analysis database you would like to connect to.



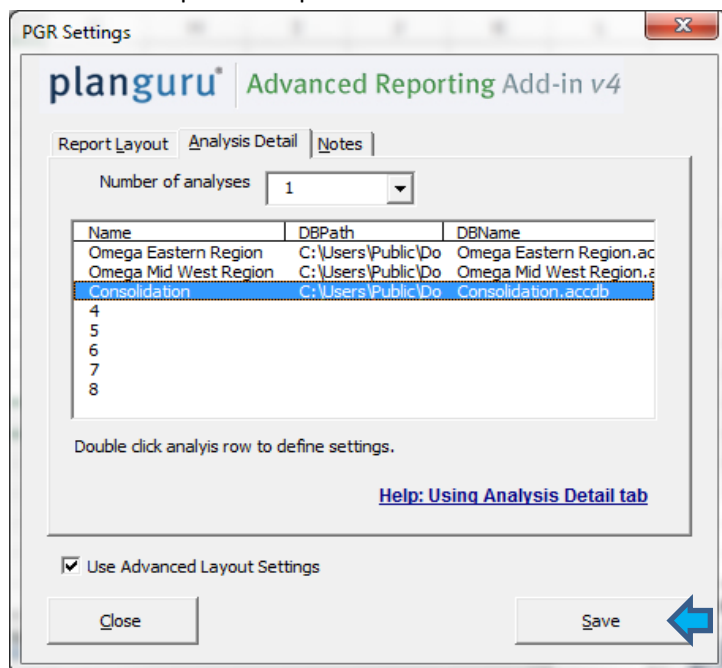
The Browse menu uses standard Windows file navigation, when you have located the file of interest click “Open”



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



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

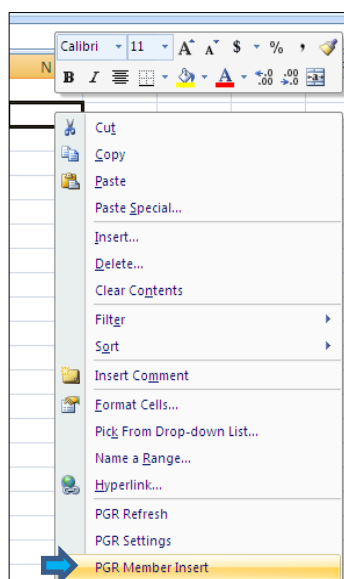


B. PGR Member Insert

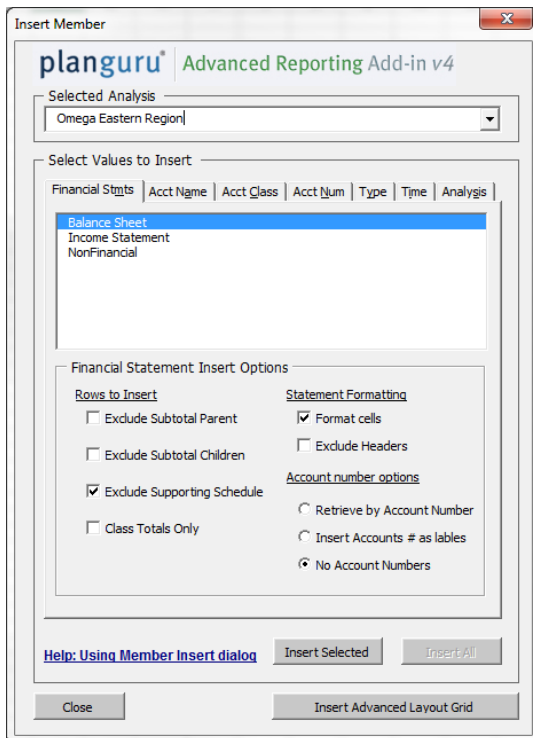
There are two ways that member values can be populated while building your report. If you know the exact values you can always type them directly into the Excel worksheet. In most instances you will probably need some assistance, this is where the PGR Member Insert interface will come in handy.

1. PGR Member Insert Basics

The member insert can be accessed by bringing up the right click activated menu and Selecting “PGR Member Insert”

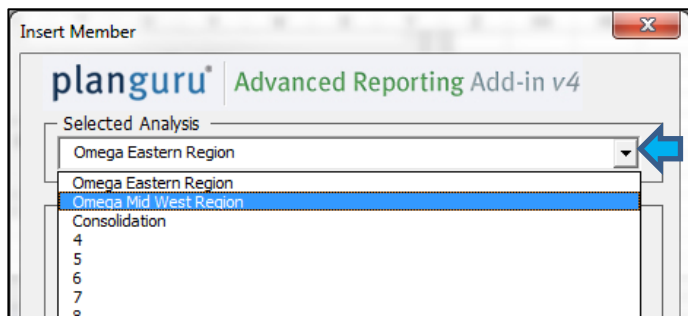


The Insert Member Interface allows you to find and insert values from each of the four reporting dimensions.



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 'Financial Stmt's', 'Acct Name', 'Acct Class' or 'Acct Num' tabs. The other three tabs allow you to insert Type, Time and Analysis dimension members.

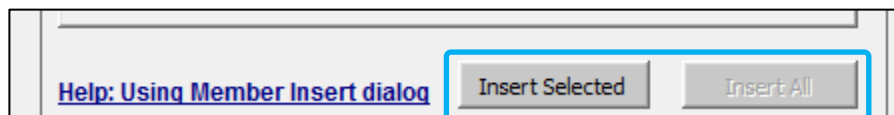
The next import feature is the "Show members from" drop-down box. This drop down allows you to select which analysis member values are being displayed for



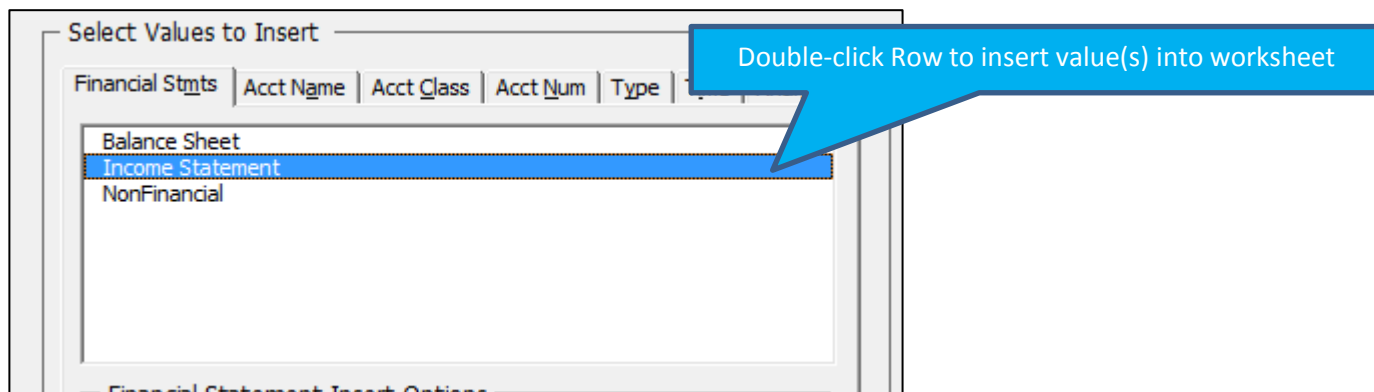
Important note: This selection is not dictating which analysis report results will be pulled from, instead the drop down is simply a way allowing you to find and insert account dimension values from multiple PlanGuru analysis files.

2. Inserting Report Instructions

All tabs allow you to insert the highlighted value by clicking the *'Insert Selected'* button (or by double clicking an item in the list) or all displayed values at once by clicking the *'Insert All'* button (note the insert all button will only be available on certain tabs).



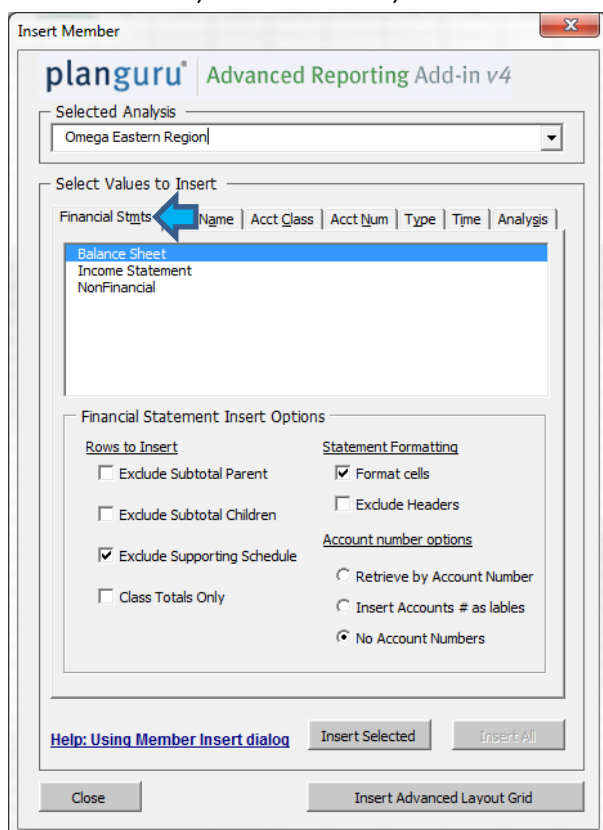
OR



There are some additional features provided in the 'Financial 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 tab there are a number of options allowing you to customize what gets inserted.

Financial Statement Insert Options

Rows to Insert

☐ Exclude Subtotal Parent

☐ Exclude Subtotal Children

☒ Exclude Supporting Schedule

☐ Class Totals Only

Statement Formatting

☒ Format cells

☐ Exclude Headers

Account number options

☐ Retrieve by Account Number

☐ Insert Accounts # as labels

☒ No Account Numbers

Rows to Insert

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.

Statement Formatting

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

Exclude Headers - This option allows you to include/exclude header labels such as “Assets” or “Revenue”.

Account number Options

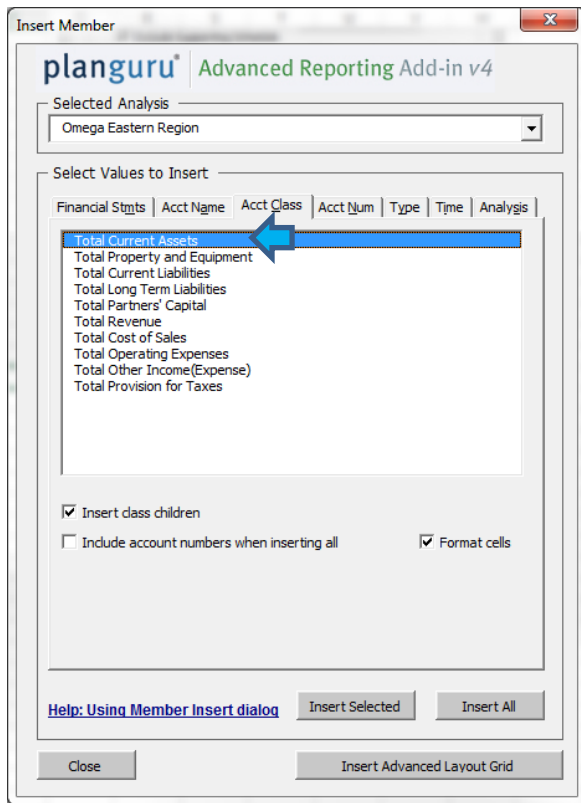
Retrieve by Account Number – When checked this option inserts account numbers as the first column into the report. This is helpful if you have unique account numbers, but not unique descriptions. Using this approach you’ll use the account number column as the account retrieval field.

Include account numbers – When checked inserts account numbers into the report as the second column of data. This option should be used when you want to retrieve off account descriptions, but insert account numbers for additional information purposes.

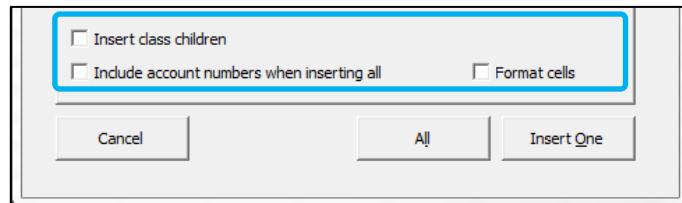
No Account Numbers – This default selection should be checked when you don’t have account numbers or don’t care to insert them into your report.

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”.

Include account numbers when inserting all – Inserts account numbers with the class details.

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.

