

Excel Integration.

Introduction

The iplicit excel add-ins can be added through the add-ins option in Excel. Click on more add-ins option to then search for iplicit.

- Log-in to iplicit within Add-in.
- Go into Profit & Loss tab of spreadsheet. Some of the information has been pre-populated.
- Go to account name column cell B13 and add function IP.GLACCDESC to return the G/L account name. Then copy this down for each G/L code.
- Go to This year, This month column cell C13 and add the function IP.GLBASEAMOUNT to return the actual amount for this month. Copy this down for each G/L code.
- Go to This year, YTD column cell D13 and add the function IP.GLYTPBASEAMOUNT to return the actual YTD amount up to that period. Explain why using this one as opposed to YTD function. Copy this down to each G/L code.
- Copy these across to the Last year columns
- Change Period and show how the figures change
- Use Ctrl Alt F9 for refreshing the figures on the sheet.
- Change function in C13 to include cost centre and copy down to each G/L code.
- Change function in C13 to include department and copy down to each G/L code.
- Change function in C13 to be project instead of department and cost centre and copy down for each G/L code.
- Show cells D3, D6 and D7 and that these all come from functions.

- Go into Consolidated Profit & Loss sheet to show how a consolidated P&L could look.
- Show help file on Excel add-ins
- Go into Budget sheet and show enquiries that can be run. The ones with excel in the title are specifically formatted for Excel.
- Make sure you are highlighted in cell A1 and select Budget Forecast Excel
- Select budget forecast and period up to Feb 2024 and click create.
- Show figures going into Actual vs Budget sheet.
- Go into selected section of enquiries and click on the refresh button.
- Click on filter button and change period to March 2024 and show change.
- How to live link enquiries to the Excel on a second tab to manipulate with more advance functions like pivot tables and vlookup (although we do not train these functions)

Please note upcoming Excel Function changes after the May release.

We'd like to inform you about an important update that will be coming shortly after our May 2025 release regarding the permissions required to use iplicit Excel functions.

Following the update, you will have greater control over which users are able to refresh iplicit Excel functions, based on the user roles assigned within iplicit.

To maintain access, you may need to assign additional permissions to users who need to refresh Excel Add-in functions. This access will be managed through the following iplicit user role:

• Excel Functions All

This permission is automatically included within the following user roles. Users with these roles will retain the ability to refresh iplicit Excel functions without any change:

- GL: Financial Statements
- Financial Statements: Fiscal

Users without the appropriate permission will receive the following message when attempting to refresh iplicit Excel functions:

"You do not have permission to use iplicit Excel functions."

Should users require the ability to refresh Excel functions, assign the Excel Functions All role to their user account in iplicit.

Enquiries

There are quite a few changes that can be made to standard enquiries.

- Using the P&L as an example toggle buttons, levels, filter, export to excel. Posted date to field in filters is useful for seeing up to a particular period.
- The cog is useful for grouping enquiry by different fields such as Fund, Tax Band, project). Sum button can also be used to determine whether totals are required for that group.
- You can drill into totals to see the details and add extra columns such as Cost Centre, department, Tax. You can also move columns around.
- If you have made lots of changes you can use the reset to default option within the cog.
- How to add enquiries to the favourites on the command window for frequently used to avoid searching through the whole catalogue each time.