



The “Analyser” For Xero



The Analyser for Xero: User Guide

Disclaimer

The Analyser – Management Accounting Module

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1 | Introduction

Whilst Xero already offers integrated Excel reporting functionality, many users find that it lacks the flexibility and ease of use to create reports and management accounts quickly.

With this in mind, Trax UK have developed a reporting function, which allows fully customisable management accounts to be produced quickly and easily in Excel whilst being automatically linked to Xero and refreshed at the touch of a button.

“The Analyser” software module allows to report by:

- any **nominal code** or **group** of nominal codes
- any **date range**
- any **category** or **group** of categories

The innovative **drill-down** module allows you to instantly view the transactions behind your totals (when using the xerobal function).

Templates can be created to fit your existing layouts, and are easy to modify when you need to make changes such as adding a new nominal code or category. Duplication of data entry is removed, making the benefits clear in terms of cost and efficiency.

2 | System Specifications

You will need to ensure that you have installed Microsoft Excel on your system before attempting to install or use The Analyser.

Please make sure that you only have **one version** of Excel installed per machine to allow The Analyser to function correctly and avoid any software conflicts.

2.1 | Minimum Hardware Specification

Due to the amount of processing undertaken by the system we recommend that you install the software on a PC with the following minimum specifications:

- Intel Pentium 3.0 GHz processor or equivalent
- 1 GB RAM
- 2 GB free hard disk space
- Windows XP operating system or newer
- Microsoft Excel 32-bit

2.2 | Recommended Hardware Specification

As per minimum specifications but with the following:

- Intel Core 2 Duo processor or equivalent
- 4 GB RAM



3 | Toolbar function summary

When installation is complete, open Excel, there should be a TRAXERO ribbon, with all the Analyser functionality, as shown below:



A summary of the function of each button on the toolbar is given on the following page.

Running your report



Connect Xero Application

Connects Xero to Excel.



Cache Data

Retrieves information from the Xero data linked to your template.



Recalculate Values

Refreshes the information in your template with the latest information retrieved from Xero.



Fix Values

Creates a fixed copy of your report that is not linked to Xero, allowing you to distribute copies to other interested parties who do not use The Analyser.

Function list

```
=xerobal(nominal code, category1, category2, date from, date to)
```

4 | Toolbar Functions

	Connects Xero to Analyser addin.
	Retrieves information from the Xero data linked to your template.
	Refreshes the information in your template with the latest information retrieved from Xero.
	Lists all the Xero audit trail transactions.
	Accesses the settings screen, from which you can create links to your Xero dataset and manage preferences.
	Shortcut to the insert function toolbar in Excel.
	Creates a fixed copy of your report that is not linked to Xero, allowing you to distribute copies to other interested parties who do not use The Analyser.
	Creates a new tab in your workbook containing a transactional breakdown of the selected figure.

5 | Creating your first report

Now that The Analyser is setup, you can start to create your reports:

1) Plan the content of your report

Is this a report for just one nominal code? For a group of codes in one category? A report for a specific month, or for a series of months compared side by side? This will allow you to plan your general layout and headings.

2) Create your layout within Excel

Decide what cells need to be linked to Xero, and which cells will contain the totals, text and formatting that make up the rest of your report

3) Link all relevant cells to Xero using the XEROBAL function

See the rest of this section for how to use the XEROBAL function in your formulae.

1.1 | The XEROBAL function

Most Excel users are comfortable using standard functions such as SUM or COUNT when creating their spreadsheets.

The Analyser uses a custom written Excel function called **XEROBAL** to read accounts data from Xero based on the nominal code, categories and date parameters entered as part of the formula in each cell of a report.

The formula typed into each Xero-linked cell of your report will be made up as follows:

```
=xerobal(nominal code, category1, category2, date from, date to)
```

Nominal code, category1, category2, date from and **date to** will be the values you choose to report on in that cell. Individual cell balances can then be combined to form the basis of any report you may wish to produce, from a departmental expense report to a full set of management accounts.

Creating your report

Plan your report – decide what codes, categories and dates you need to report on.

Start creating your layout in Excel – if you have an existing template you could use this as a basis for your new layout.

Link the relevant cells in your layout to Xero using the XEROBAL function, entering formula in the following format:

`=xerobal(nominal code, category1, category2, date from, date to)`

Parameters can be entered directly into the formula or referenced elsewhere in the sheet (more information on section 7).

Example (parameters in formula):

Balance for transactions in **nominal code 200**, for all **categories** dated between **1st April 2015** and **31st March 2016**:

D	E	F	G	H	I
	-28261				

Example (parameters referenced in sheet):

Balance for transactions in **nominal code 260**, for “All” Categories dated between **1st February 2016** and **29th February 2016**:

A	B	C	D
1 Category		All Dept	
2 All		01/02/2016	
3		29/02/2016	
4	Xero Test Company Profit and Loss Account		
5			
8 in(270)	Sales - Maidstone	-	
9 in(260)	Sales - Canterbury	=xerobal(\$A9,\$A\$2,,C\$3,C\$4)	
10 in(200)	Sales - Whitstable	-	
11 in(210)	Sales - Herne Bay	- 622.00	
12 in(220)	Sales - Dover	- 6,338.00	
13		- 24,222.00	

For specific categories, change “All” to a “User-Defined” category.

Note: **Category1** and **Category2** are case sensitive.

6 | Formatting your result

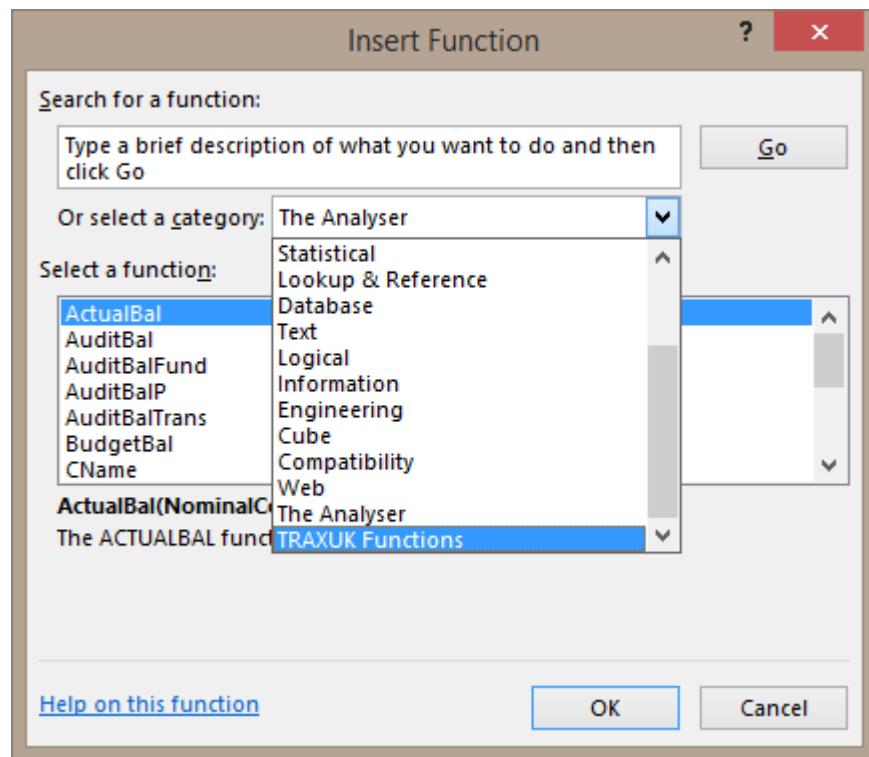
Depending on your confidence and experience with Excel, you can choose to enter formulae into your spreadsheet in either of the following ways:

6.1 | Using the function button



This method of entry is designed for non-technical users who do not have an in-depth knowledge of Excel, stepping you through the formula using the **insert function** button:

- Place the cursor in the cell you wish to add your formula to
- Click the dropdown arrow next to the **S** button on the Excel toolbar to display a list of options
- Select the **more functions** option from the bottom of the list to display the **insert functions** window



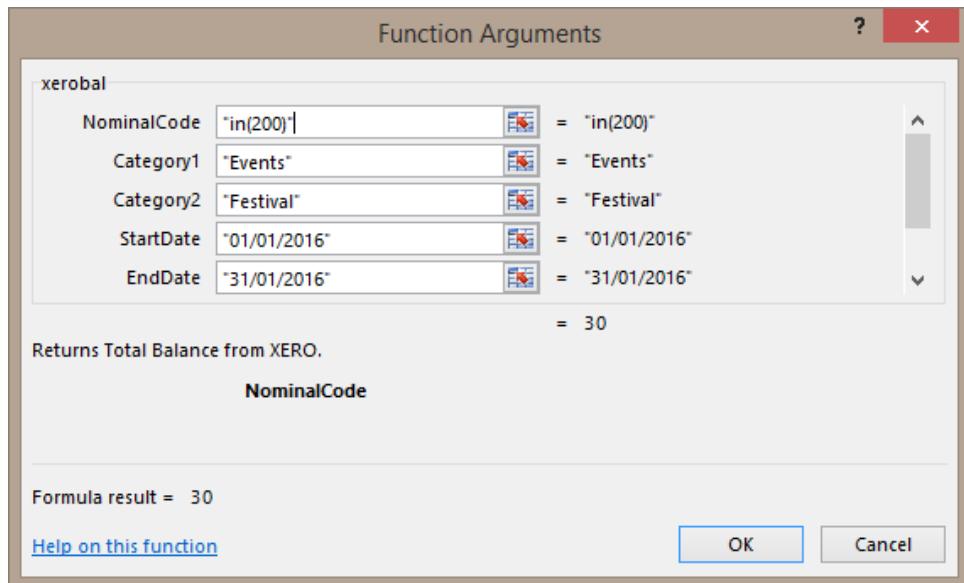
- Choose TraxUK Functions from the **select a category** dropdown

- Select the **XeroBal** option in the **select a function** box and click **OK**
- The **function arguments** window (shown below) will appear, where you can enter **nominal code**, **category1**, **category2**, **date from** and **date to** that you wish to display in this cell, as demonstrated in the following example.

Example:

To retrieve the balance for “**nominal code**” **200** for all transactions posted to **“category1” Events, “category2” Festival**, dated between **1st January 2016** and **31st January 2016**, enter each parameter into the appropriate boxes as shown:

Note: if you do not need to use category1 and category2 filters, these can be left blank.



Pressing **OK** will insert the following formula into the cell:

=xerobal("in(200)","Events","Festival","01/01/2016","31/01/2016")

The function will work out the total balance for the specified transactions and populate the cell with the results, ready for you to use in your reports.

Note: All parameters must be entered in **quotation marks** and the nominal/category codes need to be entered in the **in(xxxx)** format as shown above.

6.2 | Using the function bar

If you are more experienced with Excel then you straight into the cell via the **function bar**



can enter the formula without using the **insert function** method.

To retrieve the balance for **nominal code 122** for transactions posted to all **categories** dated between **1st February 2015** and **31st January 2016**, you would enter the following formula as shown in the illustration:

fx	=xerobal("in(122)"," "," ","01/02/15","31/01/16")
D	E -48.6

The function works out the total balance for the specified transactions and populates the cell with this result, ready for you to use it in your reports.

Note: All parameters must be entered in **quotation marks** and the nominal codes need to be entered in the **in(xxxx)** format as shown above.

7 | Referencing report parameters

Rather than entering fixed values for each parameter inside the formula, values can be placed elsewhere on the spreadsheet and then referenced in the formula as shown in the example:

B8		:	X	✓	fx	=xerobal(B3,B4,B5,B6,B7)
A	B	C	D	E	F	
1						
2						
3	nominal	in(200)				
4	category1	Events				
5	category2	Festival				
6	start date	01/10/2015				
7	end date	29/02/2016				
8		2150				

The formula references code, category1, category2, start date and finish date, but as a **cell reference** rather than within the formula itself. This allows for greater flexibility overall, as the ‘settings’ need only be changed in one place rather than in each cell throughout the spreadsheet.

This means, for example, that you could create a set of reports over multiple tabs which use a common set of parameters held in a separate tab at the front.

Using cell referencing allows you to create spreadsheets for users who are less confident with Excel, where they can change parameters and run the reports without making more complicated changes to the rest of the workbook. It also allows you to protect the main report sheets to avoid unintended changes or mistakes.

Cell References

A cell reference refers to a cell position or a range of cells on a worksheet.

This reference tells Excel where to look for the values or data you want to use in your formula (formula: A sequence of values, cell references, names, functions, or operators in a cell that together produce a new value. A formula always begins with an equal sign (=)).

8 | Absolute, mixed & relative cell references: \$ in Excel

The majority of financial reports will require multiple uses of the **xerobal** function, rather than the simple example covered in 6.2.

This more complex example shows how you can start to build up bigger reports such as a profit and loss account or a balance sheet by using multiple instances of the xerobal function and storing the parameter values outside the cell.

	A	B	C	D
1	Category		All Dept	
2	All			
3			01/02/2016	
4			29/02/2016	
5		Xero Test Company		
6		Profit and Loss Account		
7				
8	in(270)	Sales - Maidstone	-	
9	in(260)	Sales - Canterbury	=xerobal(\$A9,\$A\$2,, C\$3, C\$4)	
10	in(200)	Sales - Whitstable	-	
11	in(210)	Sales - Herne Bay	622.00	
12	in(220)	Sales - Dover	6,338.00	
13			24,222.00	

Cell C9 references the nominal code in cell A9, the category name in A2 and the dates in C3 and C4, placing that balance into cell C9.

When creating reports similar to this one, you will often start by setting up the formula in a single cell and then copying and pasting the formula over the columns and rows you intend to use.

The **\$** signs in the formula specifies whether a reference is **absolute** (fixed) or **relative**. This determines how Excel will change a formula when you copy it from one cell to another and is therefore important to get right when setting up your template.

The table below describes the impact of copying each kind of reference:

Copying A1 to C3	Reference in copied cell:	Changes to:
	\$A\$1 (absolute column and absolute row)	\$A\$1
	A\$1 (relative column and absolute row)	C\$1
	\$A1 (absolute column and relative row)	\$A3
	A1 (relative column and relative row)	C3

To swap between each type of absolute or mixed reference, highlight the cell reference in the formula and press F4. This will cycle through the variations shown in the table.

In our example, the reference to cell A9 containing the nominal code is a mixed reference, \$A9. The \$ sign anchors the reference to column A, but the row number will change relative to cell position. This means that if we copy the formula from C9 to D10 Excel will correctly change the reference from \$A9 to \$A10, rather than B10 which would result had we left the reference as A9 instead of \$A9.

9 | Specifying nominal codes, categories and dates

When entering your parameters you can choose to reference individual codes, ranges or groupings of specific codes.

The table below shows some of the syntax you can use to specify your codes:

Syntax	Result	Use
in(200) [Make sure the in is typed in lower case]	Balance of nominal code 200	Report individual balance
in(200,210,220)	Sum of the balances of nominal codes 200, 210 and 220. Separate each code to be added with a comma.	Report total balance of small group of balances or group of non-consecutive codes
between 200 and 210 [Make sure the between and the and are typed in lower case]	Sum of the balances of all nominal codes between 200 and 210	Report total balance of a continuous group of nominal codes

Applying the above to your report parameters will allow you to create versatile filters for any of the scenarios shown in the following table of examples:

Report by nominal

Nominal	in(200)
Category1	User-Defined
Start Date	01/01/2016
Finish Date	31/01/2016

Report by category

	single category	multiple category
Nominal	in(200)	in(200)
Category1	User-Defined	in(User-Defined, User-Defined)
Start Date	01/01/2016	01/01/2016
Finish Date	31/01/2016	31/01/2016

Report a range of nominal codes

Nominal	in(200,210)	between 200 and 210
Category1	User-Defined	User-Defined
Start Date	01/01/2016	01/01/2016
Finish Date	31/01/2016	31/01/2016

Report nominals by category1 and category2

Nominal	in(200)
Category1	User-Defined
Category2	User-Defined
Start Date	01/01/2016
Finish Date	31/01/2016

10 | Formatting your result

2.1 | Excel formatting

Cells containing the xerobal function can be formatted using any of the normal Excel functionality including adding borders, changing fonts, column/row widths and alignments.

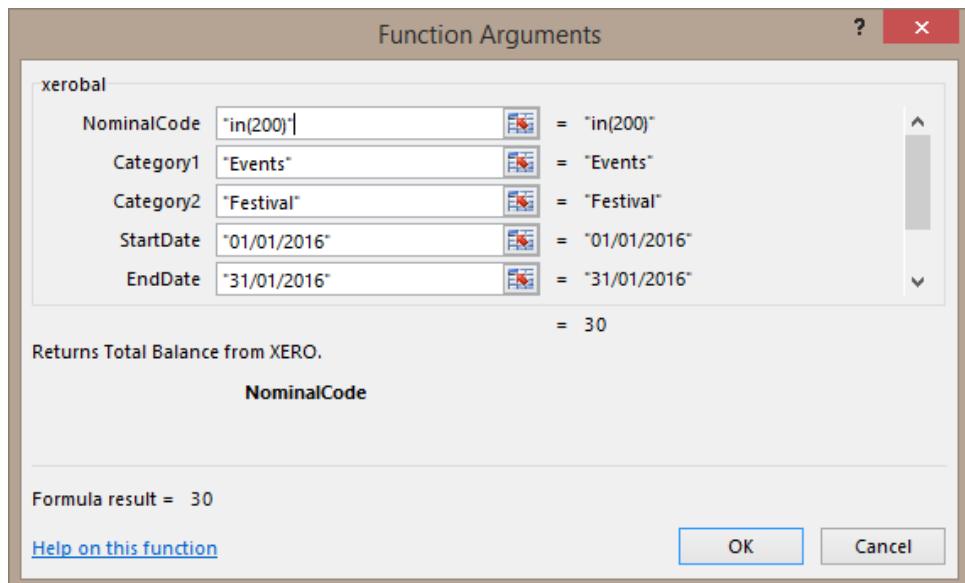
You will not lose any of this formatting when the report refreshes, as Excel simply recalculates the function rather than replacing the whole cell.

This manual covers only the use of The Analyser software and functions; please refer to the documentation supplied with Microsoft Office suite if you require help with other aspects of Excel use.

2.2 | Positive and negative balances: debits and credits

The xerobal function will display a **negative result for a credit balance** and a **positive result for a debit balance**. For purposes of calculation or aesthetics it may be necessary to reverse the sign of the result, which you would do by adding a minus sign after the equals sign inside the formula (= -xerobal).

= -xerobal works exactly same method as xerobal, as shown below.



11 | Running your report

Every month, creating your management accounts or other reports is simply a case of refreshing the contents of the Excel templates you have created.

3.1 | Refreshing report data

- Open your report template
- Change your report parameters

Amend the report dates, categories and nominal codes as necessary.



- Click on to start the connection with Xero and Excel.



Cache

Data

- Click on the Analyser add-in toolbar – this updates the Xero data held within the add-in to make sure you are working on current data



Recalculate

Values

- Click on the Analyser add-in toolbar

This will fill in the information from Xero to complete your report. A message box will appear to tell you when this is complete (it may take some time depending on the size of your report) – click OK to continue.

3.2 | Saving your report



Fix

Values

- When you are happy with your report, click to create a fixed copy of your report
- Fixing report values will allow you to save a copy of the template without any formulas.

Fixing report values removes all formulae from your report, meaning your report:

- Cannot be accidentally changed
- Can be sent to interested parties who do not have The Analyser installed
- **Remember** that once the formulae are removed, your report is no longer linked to Xero and cannot access transactional drilldown information.

12 | Transactional drill-down feature

Using the **drill-down module** within The Analyser, you will be able to look at your figures down to a transactional level directly from the face of your report in Excel.

- Select any cell with **Xerobal** formula in your report.



- Click the **Drill Down** button on the Analyser toolbar
- This will create an additional worksheet tab showing all the transactions that make up that figure.

The screenshot shows a Microsoft Excel spreadsheet with a "Drill Down" feature applied to a cell containing a Xerobal formula. The main sheet displays a profit and loss account for "Xero Test Company" with various revenue items and their totals. A secondary sheet, titled "All Dept", provides the detailed transactional breakdown for the "Sales - Maidstone" item, listing individual invoices with their details, dates, and amounts. The "Drill Down" button is visible on both the main and secondary sheets.

	A	B	C	D
1	All		All Dept	
2			01/02/2016	
3			29/02/2016	
4				
5		Xero Test Company		
6		Profit and Loss Account		
7				
8	in(270)	Sales - Maidstone	-	
9	in(260)	Sales - Canterbury	17,262.00	
10	in(200)	Sales - Whitstable	-	
11	in(210)	Sales - Herne Bay	622.00	
12	in(220)	Sales - Dover	6,338.00	
13			24,222.00	
14				

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TransId	TType	Account	Nominal	NominalName	Details	TDate	IDate	ShortDate	Reference	Net	Tax	TaxCode	TTotal	Paid	I
2	10257	SI	PWC	260	Other Revenue	Test invoice 112	21/02/2016	2016-02	Invoice 112		-493	-98.6	20% (VAT)	-591.6		
3	10258	SI	PWC	260	Other Revenue	Test invoice 111	20/02/2016	2016-02	Invoice 111		-1480	-296.2	20% (VAT)	-1776		
4	10259	SI	PWC	260	Other Revenue	Test invoice 110	19/02/2016	2016-02	Invoice 110		-1367	-273.4	20% (VAT)	-1640.4		
5	10260	SI	PWC	260	Other Revenue	Test invoice 109	18/02/2016	2016-02	Invoice 109		-1203	-240.6	20% (VAT)	-1443.6		
6	10261	SI	PWC	260	Other Revenue	Test invoice 108	17/02/2016	2016-02	Invoice 108		-22	-4.4	20% (VAT)	-26.4		
7	10262	SI	PWC	260	Other Revenue	Test invoice 107	16/02/2016	2016-02	Invoice 107		-1080	-216.2	20% (VAT)	-1296		
8	10263	SI	PWC	260	Other Revenue	Test invoice 106	15/02/2016	2016-02	Invoice 106		-1198	-239.6	20% (VAT)	-1437.6		
9	10264	SI	PWC	260	Other Revenue	Test invoice 105	14/02/2016	2016-02	Invoice 105		-741	-148.2	20% (VAT)	-889.2		
10	10265	SI	PWC	260	Other Revenue	Test invoice 104	13/02/2016	2016-02	Invoice 104		-1065	-213.2	20% (VAT)	-1278		
11	10266	SI	PWC	260	Other Revenue	Test invoice 103	12/02/2016	2016-02	Invoice 103		-841	-168.2	20% (VAT)	-1009.2		
12	10267	SI	PWC	260	Other Revenue	Test invoice 102	11/02/2016	2016-02	Invoice 102		-710	-142.2	20% (VAT)	-852		
13	10268	SI	PWC	260	Other Revenue	Test invoice 101	10/02/2016	2016-02	Invoice 101		-1170	-234.2	20% (VAT)	-1404		
14	10269	SI	PWC	260	Other Revenue	Test invoice 100	09/02/2016	2016-02	Invoice 100		-269	-53.8	20% (VAT)	-322.8		
15	10270	SI	PWC	260	Other Revenue	Test invoice 99	08/02/2016	2016-02	Invoice 99		-370	-74.2	20% (VAT)	-444		
16	10271	SI	PWC	260	Other Revenue	Test invoice 98	07/02/2016	2016-02	Invoice 98		-773	-154.6	20% (VAT)	-927.6		
17	10272	SI	PWC	260	Other Revenue	Test invoice 97	06/02/2016	2016-02	Invoice 97		-1040	-208.2	20% (VAT)	-1248		
18	10273	SI	PWC	260	Other Revenue	Test invoice 96	05/02/2016	2016-02	Invoice 96		-1374	-274.8	20% (VAT)	-1648.8		
19	10274	SI	PWC	260	Other Revenue	Test invoice 95	04/02/2016	2016-02	Invoice 95		-890	-178.2	20% (VAT)	-1068		
20	10275	SI	PWC	260	Other Revenue	Test invoice 94	03/02/2016	2016-02	Invoice 94		-120	-24.2	20% (VAT)	-144		
21	10276	SI	PWC	260	Other Revenue	Test invoice 93	02/02/2016	2016-02	Invoice 93		-1056	-211.2	20% (VAT)	-1267.2		
22											17,262					
23																

If you do not want to keep this sheet, use the Delete Sheet button on the Analyser toolbar to remove the sheet from the workbook.

Note: Drill-down is only available on cells using the xerobal functions, not other functions where Excel formulas are used (eg. SUM).



For any further queries please email:
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