



Evolution BIC GENIE

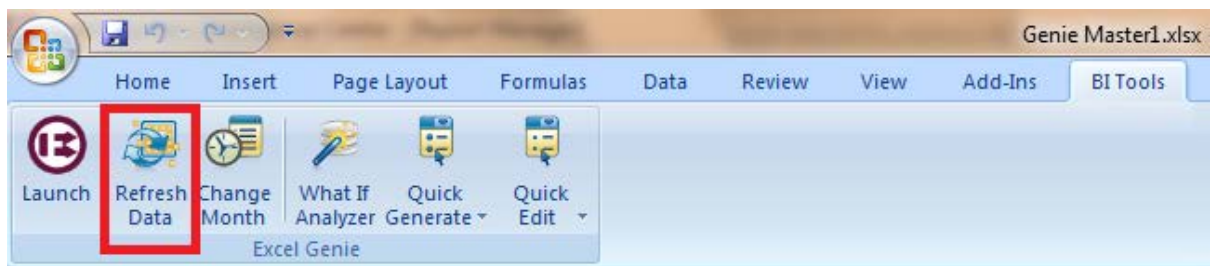
FAQ's

BIC Genie Frequently Asked Questions

1. Does the BIC Genie work with Excel 2003?

- No, it only works with Excel 2007 and above. This is because it uses embedded XML files, and uses the Ribbon technology, and VSTO, (Visual Studio Tools for Office), which are not supported by Excel 2003.

2. When a new accounts are added/ or deleted in your Accounting System how does the BIC Genie pick this up?



- There is no automatic alert that new accounts have been added. But if you are generating a layout the new/ deleted account changes will always be included in your new layout.
- If you have generated a layout and created and linked the template back to your report in the report manager, when you run this report out you will need to select the Refresh data button to automatically include the new/ deleted account changes on the relevant worksheet/layout. This will need to be completed per worksheet/layout. PLEASE NOTE: The Refresh data button does not pull data from your Accounting system, but from the set of accounts that has been delivered real time into the workbook on clicking the run report button from within the Report Manager

3. What does the Toggle switch button do when you right select on a row field?

- Credits in the General Ledger always come through as negative from your accounting system. The Toggle switch allows you to sign control. For example convert the Sales figures from negative to display as positive in your report.

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

4. When would I use the **Create and Link** when running the BIC Genie Report?

- You would use the Create and Link if you would like to save a specific Excel layout that you have customized. Once you have Created and Linked a layout to a report, when you run this report the layout you customized will be delivered in Excel. PLEASE NOTE: Once you have created and linked a report to a specific company or set of companies, that this report becomes specific to that company or set of companies, and will deliver incorrect results if used against any other companies. The reason for this is that when you create and link your report, a set of the General Ledger account numbers are stored within the workbook making that report unique to the specific company's set of accounts.

5. When using the BIC Genie to create a report, am I able to send this to other people to view?

- Yes. They will be able to view layouts that you have generated if you save the workbook with the generated layout as an Excel workbook.
- However, the other user will not be able to generate report layouts if they do not have the Genie licensed on their workstation

6. If I create a report using the BIC Genie, and send it to a customer are they able to run the report if they don't have the BIC Genie?

Yes, they would need to import the exported report into their system, run the report using the Report Manager and have the result delivered into an Excel workbook. PLEASE NOTE: They would not be generating new Genie layouts from the Genie ribbon in Excel as they would not be licensed to do so. Also note that if the exported report had been created a linked to save an Excel layout, that the report would be specific to that company and may return incorrect data on the new company data. Refer to FAQ 4

7. Can you export and import BIC Genie reports?

- Yes, in exactly the same way you would import and export any BIC reports.

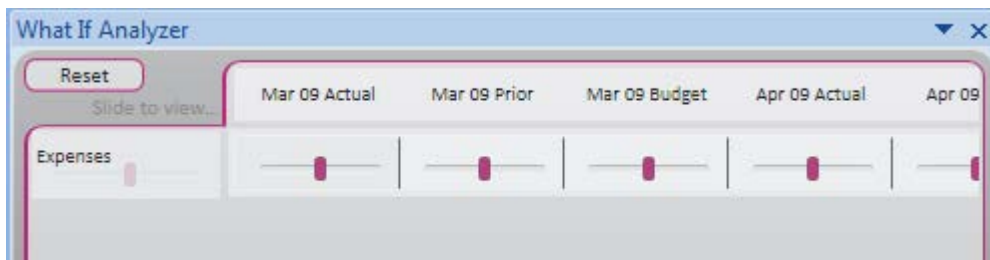
8. Can you use the BIC Genie to create non- financial reports?

- No, the BIC Genie report is limited to financial reports.

9. Are you able to export layouts that have been created using the BIC Genie?

- Yes, as long you save the workbook that you have created layout in.

10. The grouping down the side of the Income Statement determines what can be adjusted in the analyzer? I.e., if we were to modify so that Expenses was further broken down we could use the analyzer on the more specific groupings?



- No, you can only analyze at a Primary Grouping Level.

11. Can you create graphs from the BIC Genie Reports?

- Yes, using standard Excel functionality that links to your layouts.

12. How is the BIC Genie licensed?

- BIC Genie module is licensed per site.

13. How do I install the BIC Genie?

- Automatically installed with BIC if you are licensed for the BIC Genie, and you have the BIC Standard.

14. Do I have to have BIC to run the BIC Genie or can I purchase it standalone?

- Yes, you need to have BIC standard in order to have the BIC Genie licensed.

15. Can you copy BIC Genie reports?

- Yes, as you would any BIC report.

16. Can you run consolidated reports using the BIC Genie?

- Yes. There is a picklist set up at the backend, (Container), which allows you to consolidate data from different companies.


17. 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.

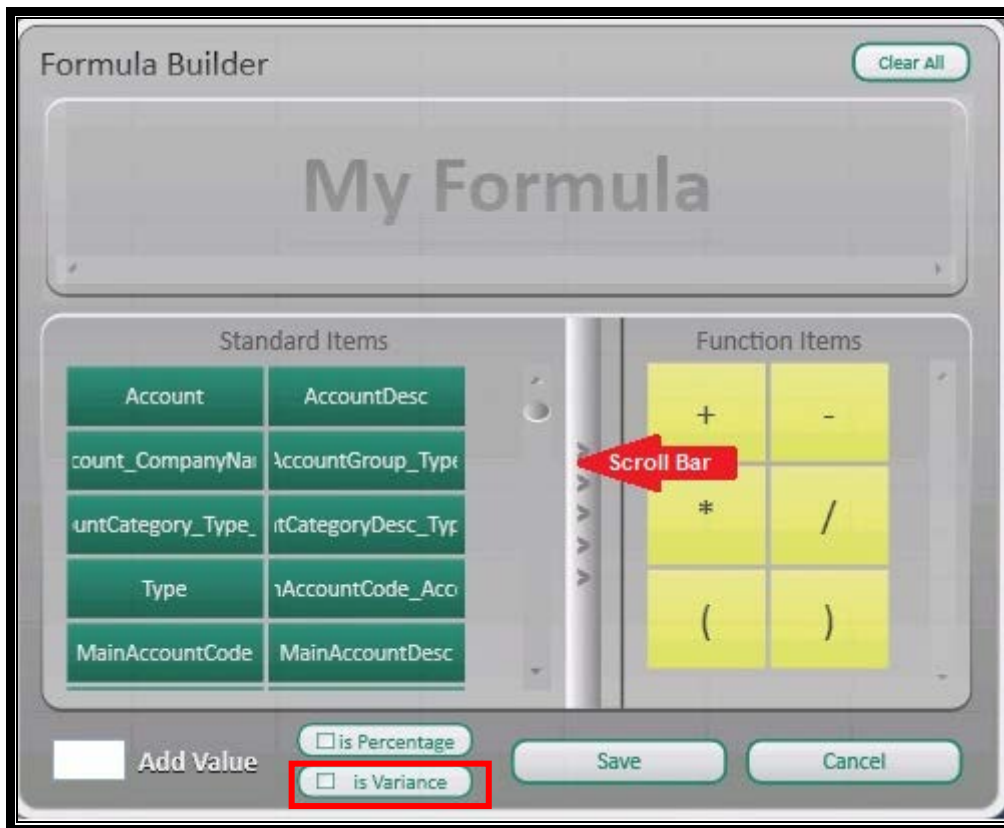
Variance Button Explained

- 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



18. How much will the BIC genie cost?

- Free to all who are licensed for BIC Standard

19. If I have a 5 users Evolution license will I be able to run the genie on all 5 work stations?

- Yes

20. Do I need the BIC advanced to run Genie reports?

- No, BIC standard module is all you need to have to run the BIC Genie.

21. Can I run Genie reports from the BIC Web module?

- No.

22. Is the Genie compatible with Excel 2010?

- Yes

23. What Evolution versions is the Genie compatible with?

- Evolution 6.5

- Partner Version 11

24. If I change a standard Genie report, how do I get the original back?

- Download the original report from the BIC Community and Import the original BIC Genie Report.

25. How does the mapping tool work?

- The Mapping Tool creates a relationship between the Account Grouping in the accounting system to the GAAP grouping/ category.

26. If I write a report in using BIC and run it, the information is dumped into Excel as raw data. To construct the Genie table from my raw data do I merely run the Genie addin in Excel using the Genie tab?

- Please note that the Genie functionality is ONLY available from the Excel Genie type of reports. This is because the Excel templates for those reports have been prepared for use with the Genie. You won't be able to run out any report to Excel and be able to use the Genie with it unless the Excel template has been prepared by us to specifically work with the Genie.

27. How are new accounts added in your Accounting system taken care of with the genie?

This is done via the **Refresh Data** from the **BI Tools** and is **only** necessary when the following happens:

1. A genie report is run out from BIC Report Manager
2. A genie layout let's say, Income Statement, is generated in Excel from the BITools menu - this will create a sheet called Income Statement
3. The spreadsheet is created and linked back to the BIC Genie report.
4. The report is run out again and there are some new accounts in Sheet1.
5. The Income Statement sheet won't automatically have the new accounts
6. To do this **click** the **Refresh Data** button in the **BI Tools** menu- this will add the new accounts to the Income Statement.
7. Note that the Refresh Data will **only** add new accounts to the **current sheet** - if there is another sheet e.g. Balance Sheet then user will need to switch to that sheet and click **Refresh Data** again.