AARO OFFICE CONNECTIVITY

16.0 USER MANUAL

AARO SYSTEMS AB

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1. AARO Office Add-in

The **AARO Office add-in** integrates the AARO Web client with Excel, and provides the user with the following functionality:

- Copy AARO Web reports into Excel with active drill down functionality.
- Open a predefined AARO drill down report in Excel.
- Perform drill down and expand reports in Excel.
- Input data into AARO using Web input forms.
- Input data into AARO using Excel send formulas.
- Retrieve data from AARO using Excel retrieve formulas.
- Send a journal booking into AARO using the journal template.
- Paste background data into Excel such as dimension values, report layouts, cash and benchmarking data and period validation settings and rates.

The AARO Office add-in is not integrated with the AARO Excel add-in. However, it can be installed and work in parallel with the AARO Excel add-in. AARO office add-in supports the same formulas which have previously been used in the AARO Excel add-in.

The AARO Office add-in is supported with Excel 2007 and higher.

1.1 Installing the AARO Office Add-in

AARO Office add-in is installed using the setup program AARO_32_OfficeAddIn.exe (for 32-bit Excel) or AARO_64_OfficeAddIn.exe (for 64-bit Excel). It should be installed to the AARO folder containing the following files: .srv containing with the referenced database, ABSXL.xll, AARO Reports.xla. Once it has been installed, it can be upgraded to the latest version by replacing the AaroOfficeAddIn.dll file.

To install AARO Office add-in:

1. Run AARO_OfficeAddin.exe.

2. In the **Setup** window, click **Next**.

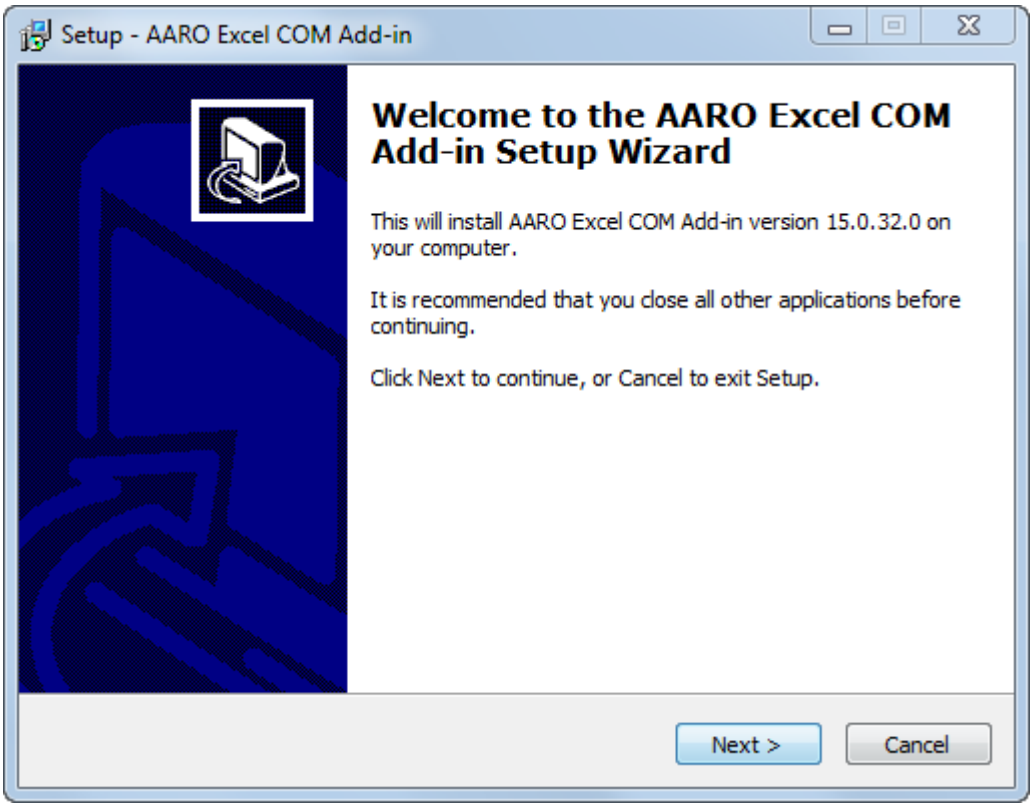


Figure 1.1–1 AARO Office add-in setup window

3. Select the folder where the add-in will be installed using the **Browse** button and click **Next**.

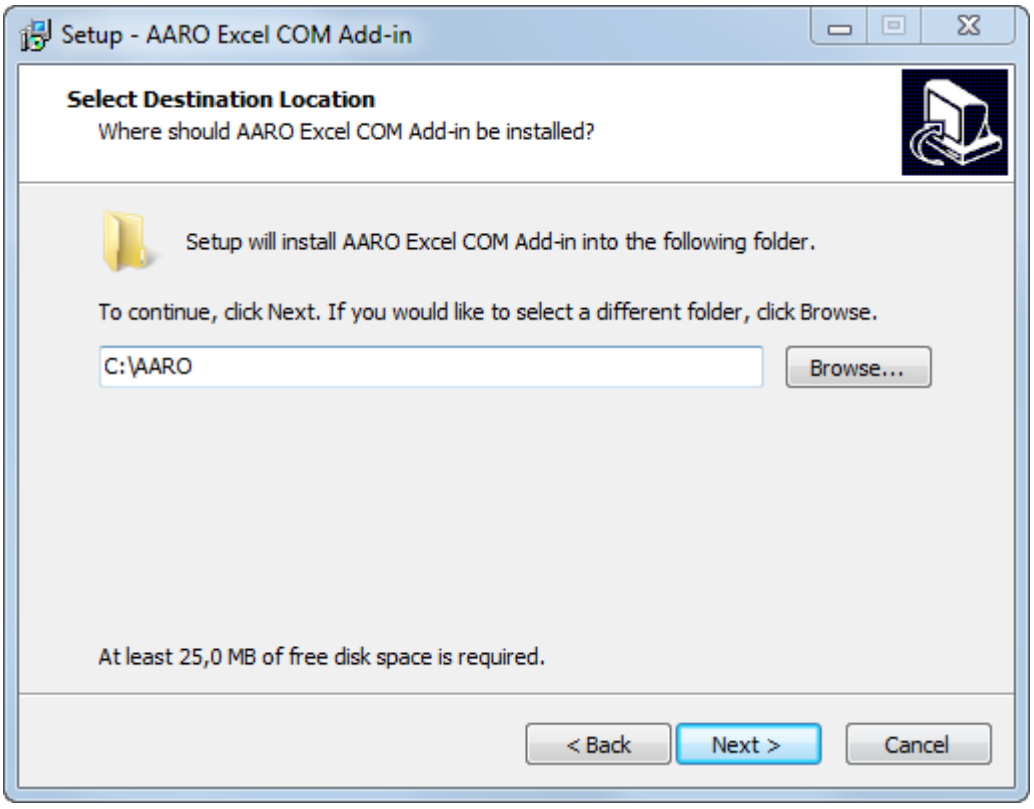


Figure 1.1–2 Selecting an installation folder

4. Click **Install**.

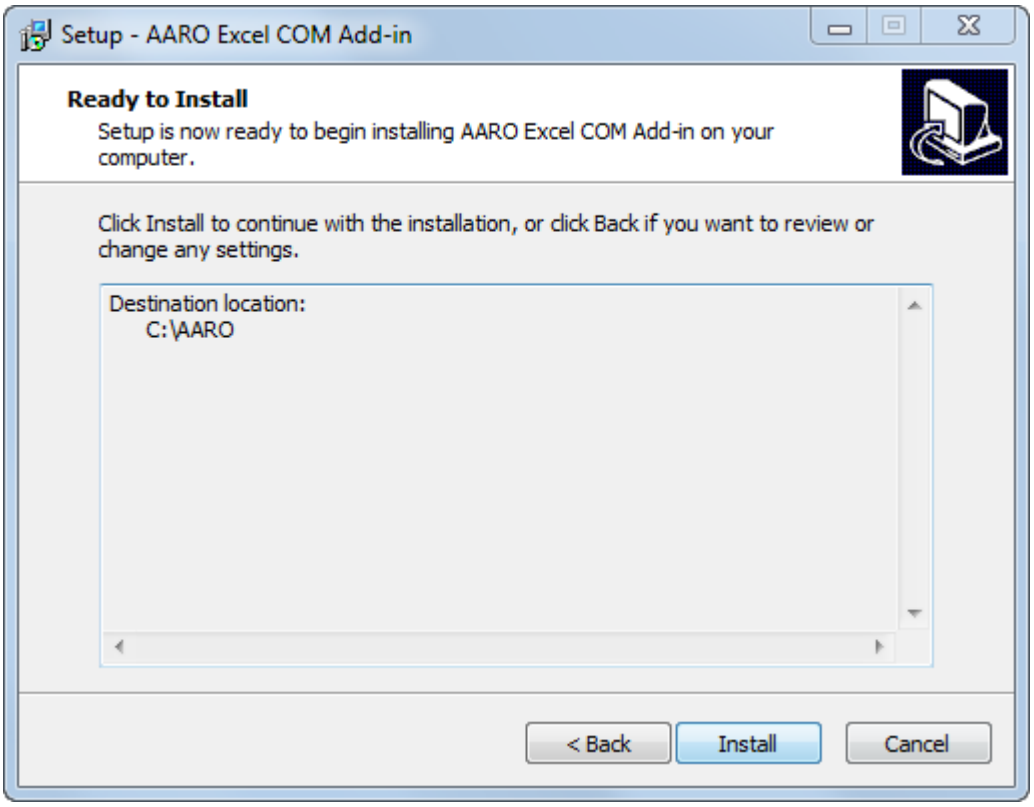


Figure 1.1–3 Installing AARO Office add-in

5. Click **Finish** when installation is done.

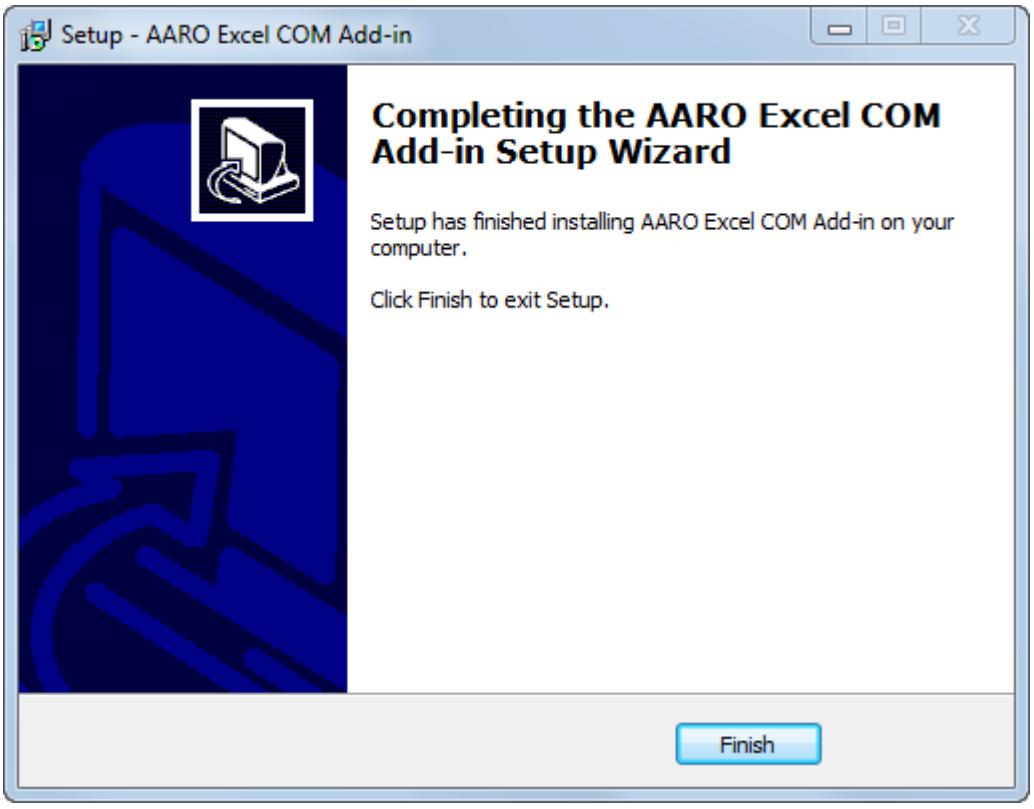


Figure 1.1–4 Finishing AARO Office add-in installation

1.2 Uninstalling the AARO Office Add-in

To uninstall the AARO Office add-in, go into the OfficeAddInUninst folder in your AARO directory. Double click the unins000.exe file to remove the AARO Office Add-in from your computer.

1.3 Open AARO Office Add-in

When AARO Office add-in has been installed, a new menu named **AARO Reports** appears on the Excel main menu bar.

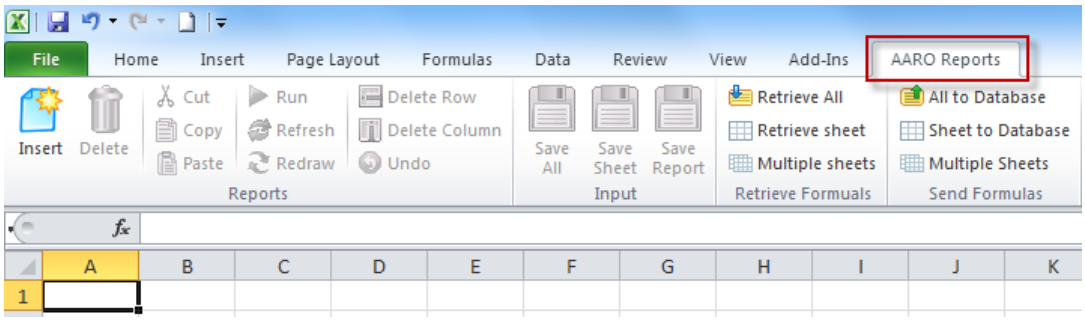


Figure 1.3–1 AARO Reports tab in Excel

All AARO Office add-in functionality is located under this menu.

1.4 Log on

Logon is necessary before any data can be accessed in the AARO database. To log on to AARO from Excel after opening the add-in, follow these steps:

1. On the **AARO Reports** menu in Excel, click the **Login** button.

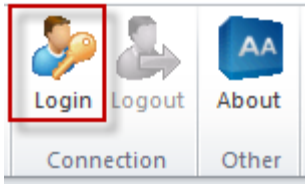


Figure 1.4–1 Login button on the AARO Reports menu

The logon dialog box will be displayed.

2. If you are logging on for the first time, you will need to choose which database to logon to by clicking the **Databases** button.

Figure 1.4–2 Databases button in the login window

The list of databases set up in the .srv file will appear. Select the relevant checkbox/ex and click **OK**.

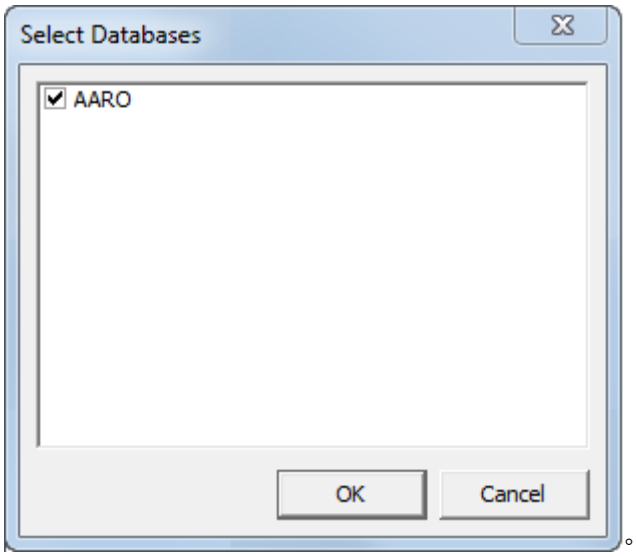


Figure 1.4–3 Selecting the database the first time

The selected database will now be available in the **Database** drop-down list when logging on.

3. In the **User Name** and **Password** fields enter your user name and password.

   If you are logging into the Office add-in using a domain user, only the password is required.

Figure 1.4–4 Login window

4. Click **Login**.

5. If the password has been expired or changed by the administrator, the **Change Password** window appears. Enter and retype new password.

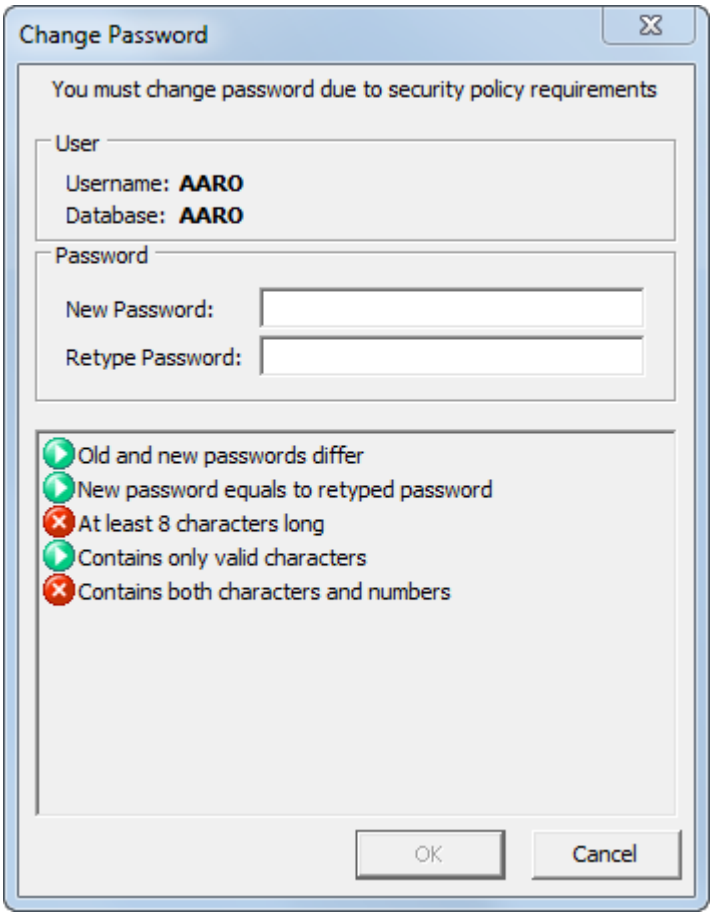


Figure 1.4–5 Change Password dialog

After logging on to the AARO database from Excel, all the AARO Office add-in features can be accessed.

1.5 Log off

When closing Excel, there is no need to log off from AARO as AARO is automatically logged off when Excel is closed.

There is also be an automatic log off from AARO if there is no activity for 1 hour.

Alternatively, click the **Logout** button from the **AARO Reports** menu in Excel to logoff from AARO without closing Excel.

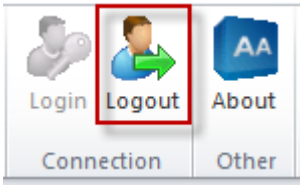


Figure 1.5–1 Logout button on the AARO Reports menu

1.6 About

To view information about the AARO Office add-in version and database, click the **About** button.

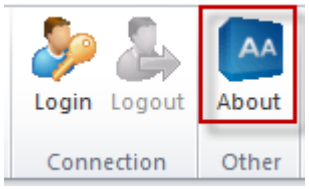


Figure 1.6–1 About button

1.7 Limitations

Excel formulas used to send or retrieve data support a maximum 255 characters in parameter names, and 29 parameters in the formula setup dialog.

2. Excel retrieve formulas

Formulas in Microsoft Excel can be used to retrieve data from the AARO application into Excel workbooks. This provides extra flexibility and options for data manipulation in Excel.

This section of the manual refers to the Excel formulas used to retrieve data from AARO to Excel.

A set of predefined Excel retrieve formulas is provided with the AARO installation. More formulas or revised formulas can be provided by an AARO consultant or by using the AARO Excel Formula Builder application in certain instances; for more information, please contact AARO support.

2.1 Selecting Excel retrieve formulas

The various AARO Excel retrieve formulas can be accessed by clicking the Insert Function button in Excel.

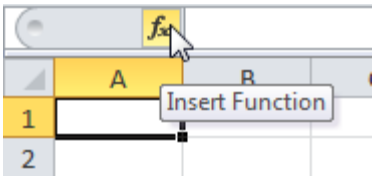


Figure 2.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel retrieve formulas are listed under the **AARO data retrieve** category.

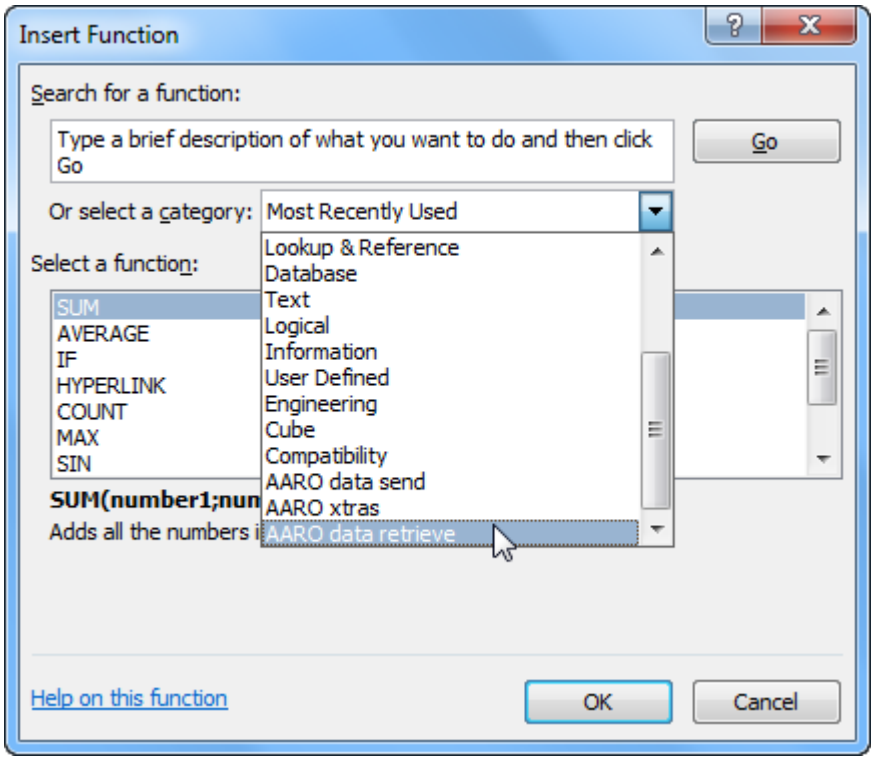


Figure 2.1–2 Selecting AARO data retrieve formulas

2.2 Entering AARO Excel formulas directly

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO retrieve formulas directly in the formula bar, for example:

=AARORetrieveFlex("0912A";"ARLANDA";3010;"LOC")

2.3 Formula results

Before entering data using Excel retrieve formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

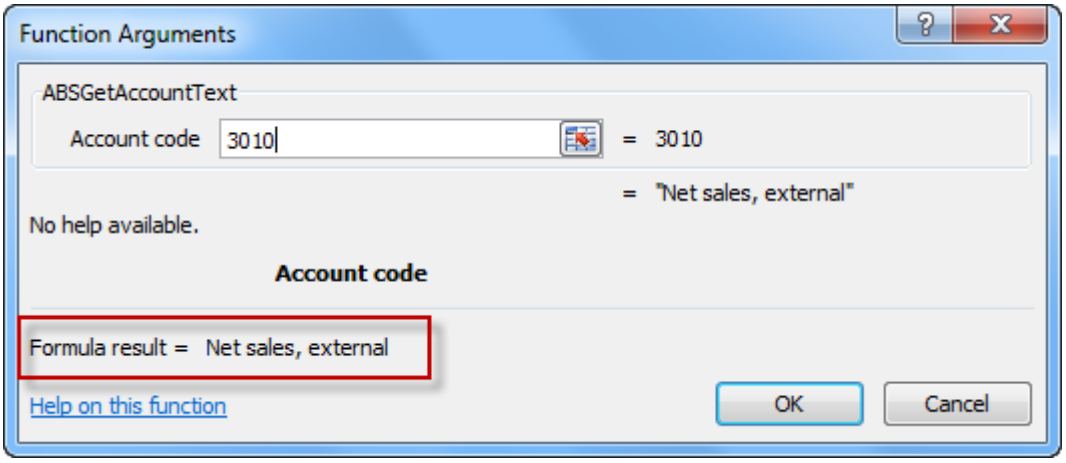


Figure 2.3–1 Viewing AARO data retrieve formula result

Some examples of formula results might be:

- Formula result=1, formula is ready to retrieve a string of information according to template criteria.
- Formula result = "Net sales, external", or any other text string or number. This directly displays the information received from AARO, dependent on the criteria input into the formula.
- Formula result=0, or error message: a required formula parameter is missing or has an invalid value.

2.4 Cell references and direct data entry

In Excel retrieve formulas it is possible to use either 'direct Excel data entry' (input data going directly into the formula box), or refer to a cell reference which contains the relevant information.

For example, here some data has been entered directly using the 'direct Excel data entry' method:

Figure 2.4–1 Entering Excel data directly

However, a cell reference containing the relevant information returns exactly the same result.

Figure 2.4–2 Entering Excel data using cell references

(Where cell B2 was entered as follows):

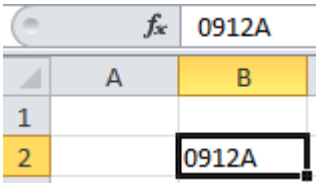


Figure 2.4–3 Selecting cell data

Throughout this chapter, the first model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

2.5 Formats for Excel formulas

It is important to make sure that criteria in Excel formulas have the right format, otherwise problems can occur.

Note: where possible, Microsoft Excel tries to interpret criteria as cell references. If it can, they are then converted to cell references. If it can't, then they get quoted and become strings.

Using the similar example to the 'direct Excel data entry' example outlined above, if a period is specified as B0803 for example, the formula will look for cell B803. This is because of some of the programming and 'smart formulas' contained in Excel. However, if the data is entered in quotations such as "B0803" the value is taken as absolute.

2.6 Description of Excel retrieve formulas

Detailed descriptions of all Excel retrieve formulas are provided throughout this chapter, along with examples for reference.

2.6.1 ABSGetAccountText

The ABSGetAccountText formula displays the descriptive text for an account code provided.

An example of an ABSGetAccountText formula is outlined below, with a brief explanation of the required parameter underneath.

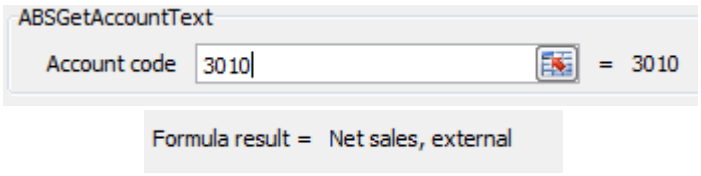


Figure 2.6–1 ABSGetAccountText formula example

Field	Description
Account code	Account code which descriptive text is to be retrieved.

2.6.2 ABSGetCompanyRate

The ABSGetCompanyRate formula displays the exchange rate for the reporting currency of a company based on the period and rate type.

For reference, an example of an ABSGetCompanyRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

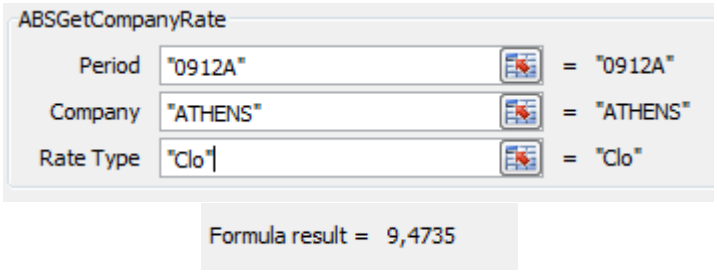


Figure 2.6–2 ABSGetCompanyRate formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code.
Rate Type	Rate translation type: • **Ope** – opening; • **Ave** – average; • **Clo** – closing.

2.6.3 ABSGetMinorities

The ABSGetMinorities formula displays the minority percentage for a specified minority type (direct, indirect or total) for a company shareholding within a legal group, for a given period.

For reference, an example of an ABSGetMinorities formula is outlined below, along with a brief explanation of the formula parameters underneath.

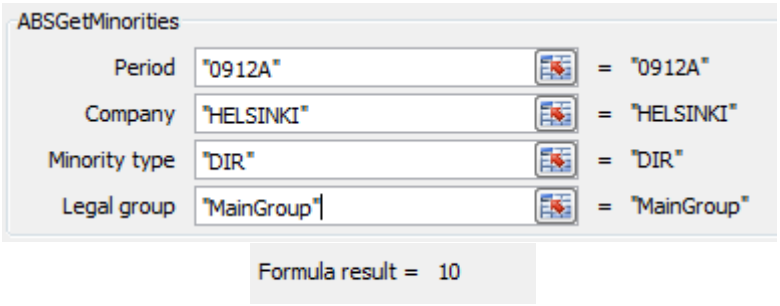


Figure 2.6–3 ABSGetMinorities formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code.
Minority type	Minority type: • **DIR** – direct; • **IND** – indirect; • **TOT** – total.
Legal group	Legal group. If left empty, the default value is assumed.

2.6.4 ABSGetName

The ABSGetName formula displays the description of a company, group or other dimension member based on the dimension name and its member code.

For reference, an example of an ABSGetName formula is outlined below, along with a brief explanation of the formula parameters underneath.

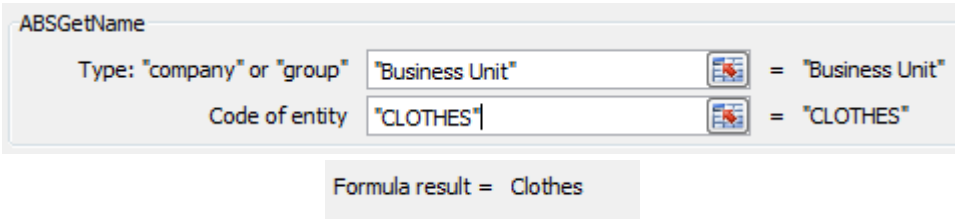


Figure 2.6–4 ABSGetName formula example

Field	Description
Type	Dimension whose description is to be retrieved: • "company", "Company", "COMPANY" for company; • "group" for group; • dimension name for dimension, e.g. "Business Unit". Make sure to spell this exactly as defined in the database, including any spaces and upper/lower case).
Code of entity	Company, group or dimension member code, e.g. "CLOTHES".

2.6.5 ABSGetRate

The ABSGetRate formula displays the exchange rate for a specified currency for a given period and rate type.

For reference, an example of an ABSGetRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

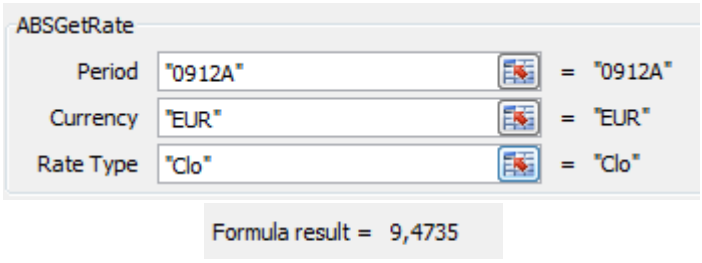


Figure 2.6–5 ABSGetRate formula example

Field	Description
Period	Period for which data is to be retrieved.
Currency	Currency code.
Rate Type	Rate translation type: • **Ope** – opening; • **Ave** – average; • **Clo** – closing.

2.6.6 AARORetrieveFlex

The AARORetrieveFlex formula is used for retrieving operational figures that are reported through Input, OS and Matrix forms.

This formula cannot be used to retrieve information reported through Match forms. Custom formulas created with help from an AARO consultant or using AARO Formula Builder should be used instead.

The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

For reference, an example of an AARORetrieveFlex formula is outlined below, along with a brief explanation of the formula parameters underneath.

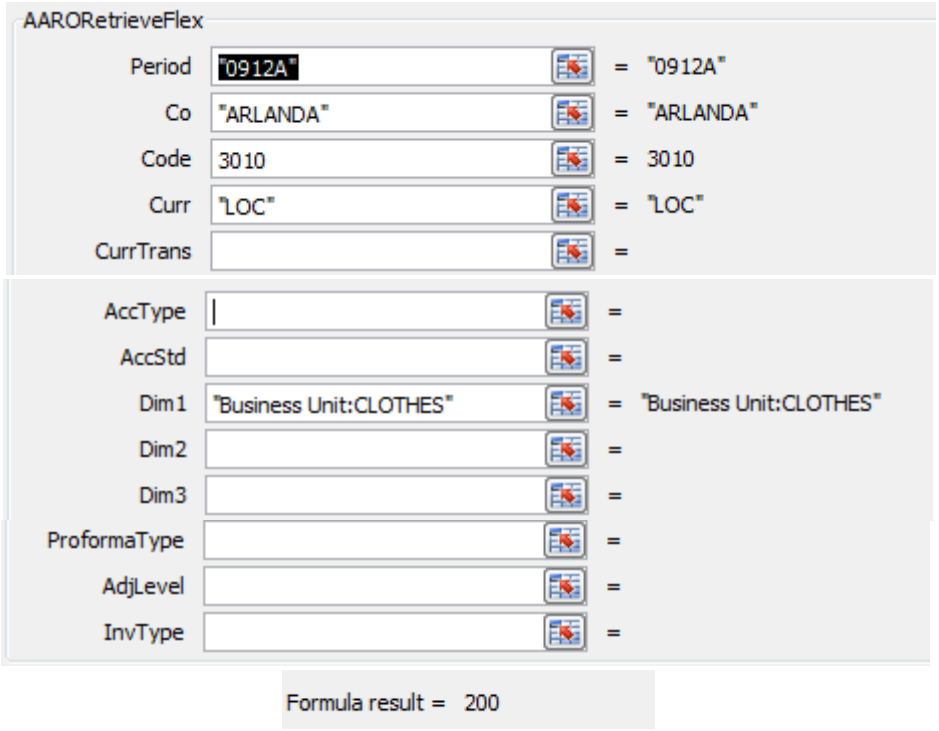


Figure 2.6–6 AARORetrieveFlex formula example

Field	Description
Period	Period for which data is to be retrieved.
Co	Company code from which data is to be retrieved.
Code	Account code from which data is to be retrieved.
Curr	Currency for which the data to be retrieved.
CurrTrans	Currency translation, e.g. Actual, Budget, LastYear.
AccType	Accounting type, e.g. Normal, IFRS or USGAAP.
AcctStd	Accounting standard (a summary of one or more accounting types).

Field	Description
Dim1, Dim2 etc	These are defined by the dimension, group or legal group name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation), followed by ":", followed by value. In the example above, the dimension, separator ":", and dimension values were entered directly into the cell.  **Figure 2.6–7 AARORetrieveFlex "dimension:dimension Value" formula** Alternatively, the values may be taken from in individual cell references (e.g. I48&":"&I49) instead. Some dimensions in the Dim field should be written without space, i.e. LegalGroup.
ProformaType	Proforma type, e.g. Normal.
AdjLevel	Adjustment level, e.g. Company.
InvType	Investment type, e.g. Normal.

2.6.7 ABSRetrieveTextAmount

The ABSRetrieveTextAmount formula is used for retrieving operational figures that are reported through Text forms.

For reference, an example of an ABSRetrieveTextAmount formula is outlined below, along with a brief explanation of the formula parameters underneath.

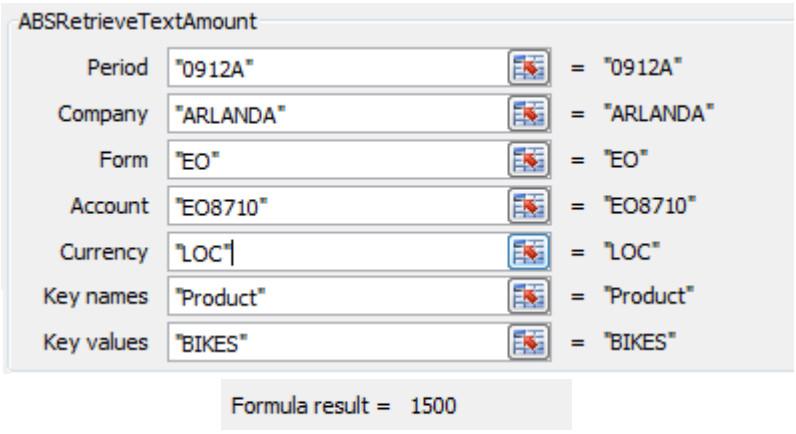


Figure 2.6–8 ABSRetrieveTextAmount formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.
Account	Account code.
Currency	Currency for the data to be retrieved.
Key Names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key Values	Dimension value. Value for each dimension should be divided by comma, e.g. "BIKES,CUST_01".

2.6.8 ABSRetrieveTextString

The ABSRetrieveTextString formula is used for retrieving descriptions that are contained within text forms.

For reference, an example of an ABSRetrieveTextString formula is outlined below, along with a brief explanation of the formula parameters underneath.

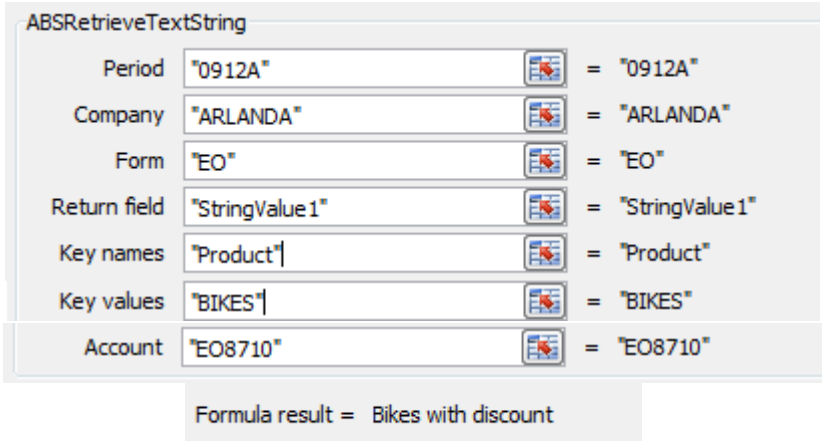


Figure 2.6–9 ABSRetrieveTextString formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.

Field	Description
Return field	'NameInTable' value in the text form for the description which will be returned in the formula result, e.g. 'StringValue1'.
Key names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key values	Dimension value. Value for each dimension should be entered divided by comma, e.g. "BIKES,CUST_01".
Account	Account code.

2.7 Retrieve information from AARO to Excel

When the relevant formulas and data cells have been completed, information is retrieved from AARO to Excel via the **AARO Reports** tab in the **Retrieve Formulas** group.

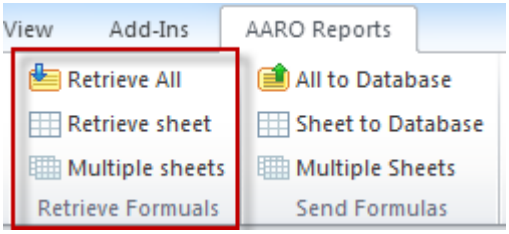


Figure 2.7–1 Retrieving AARO formula data

The user can then choose one of the buttons:

Button	Action
Retrieve All	Retrieve data into all open Excel workbooks from AARO.
Retrieve sheet	Retrieve data into the open Excel worksheet from AARO.
Multiple sheets	Retrieve data into multiple Excel worksheets from AARO. In this scenario, the user is presented with a choice of worksheets he or she would like to retrieve.

If the user choses **Multiple sheets**, they will see the next dialog where sheets to be retrieved have to be chosen.

Explanations for how to use the dialog boxes are provided within the Excel dialog boxes to guide users through the necessary steps. An example for retrieving a data for a couple of open worksheets is referenced below:

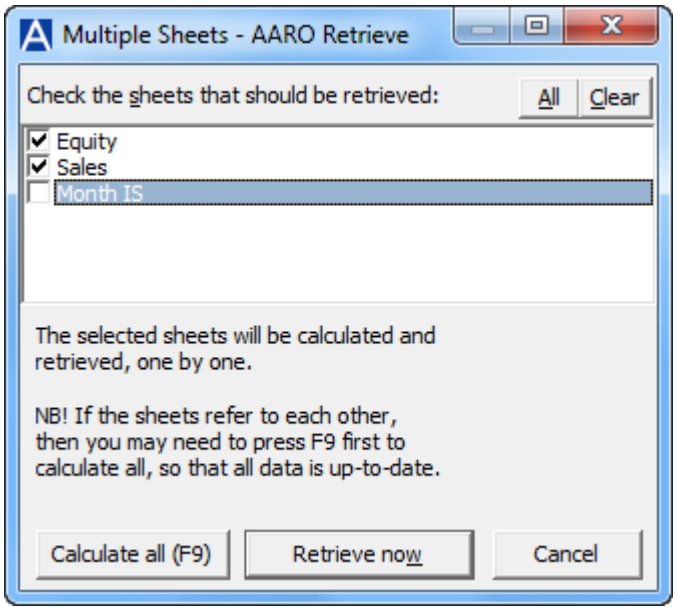


Figure 2.7–2 Retrieving multiple sheets

2.8 Validation

When data is received from AARO, a dialog box appears informing the user whether the data has been successfully received.

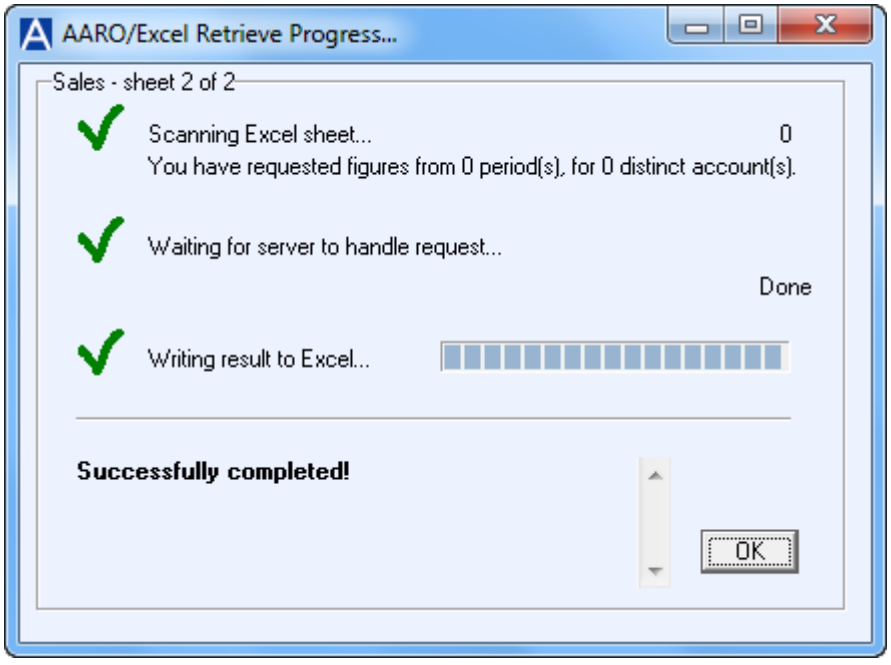


Figure 2.8–1 AARO data retrieve status

If data cannot be received from AARO to Excel, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

For data to be received successfully from AARO, these errors must be fixed before the process of receiving data is completed.

For reference, an example of an error where an account number was not specified has been included here:

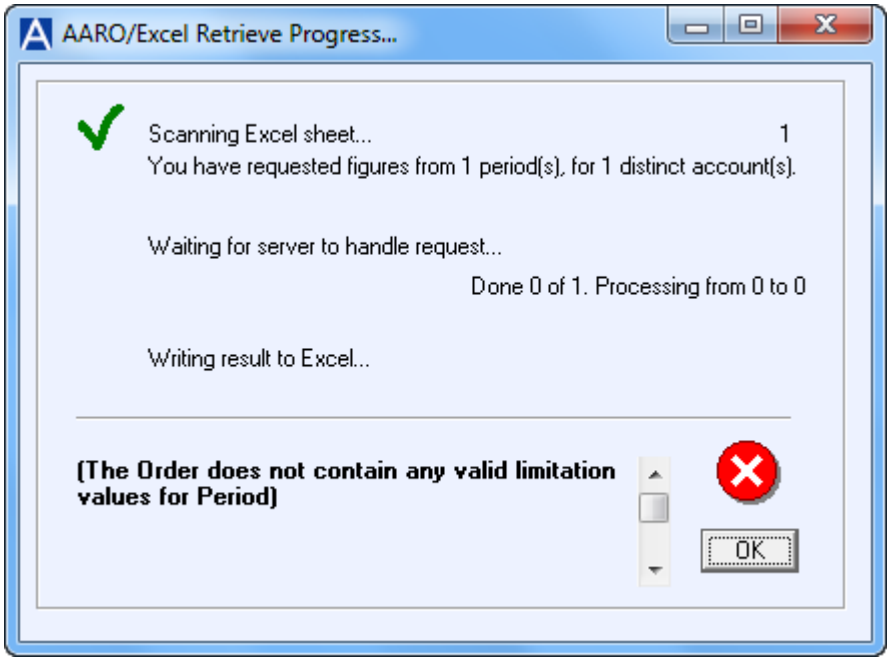


Figure 2.8–2 AARO data retrieve status

2.9 Further Excel formulas

Excel retrieve formulas can be combined with Excel send formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate section of the user manual.

3. Excel send formulas

Formulas in Microsoft Excel can be used to send data from Excel workbooks to the AARO application. This provides extra flexibility and options for data manipulation before data is sent from Excel to AARO.

This section of the user manual refers specifically to the Excel formulas used to send data from Excel to AARO. For more detailed information about the AARO bookings themselves, please refer to the appropriate section of the AARO user manual, e.g. Input, Match, Journals, Edit Input, etc.

3.1 Selecting Excel send formulas

The various AARO Excel send formulas can be accessed by clicking the Insert Function button in Excel.

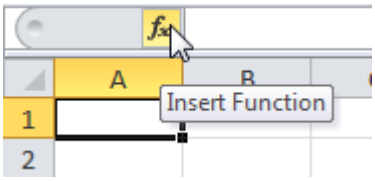


Figure 3.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel send formulas are listed under the **AARO data send** category.

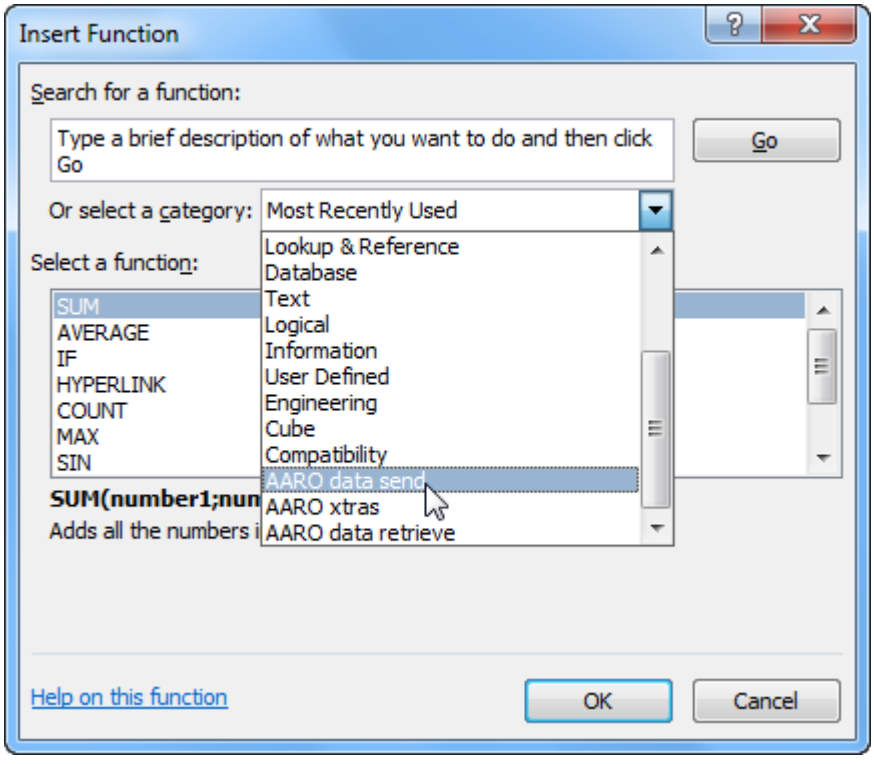


Figure 3.1–2 Selecting AARO data send formula

3.2 Entering formulas directly into the formula bar in Excel

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO send equation directly in the formula bar, for example:

=ABSSendOperFlex(5555;"0912A";"ARLANDA";3010;"Business Unit:FOOD")

3.3 Formula results

Before entering data using Excel send formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

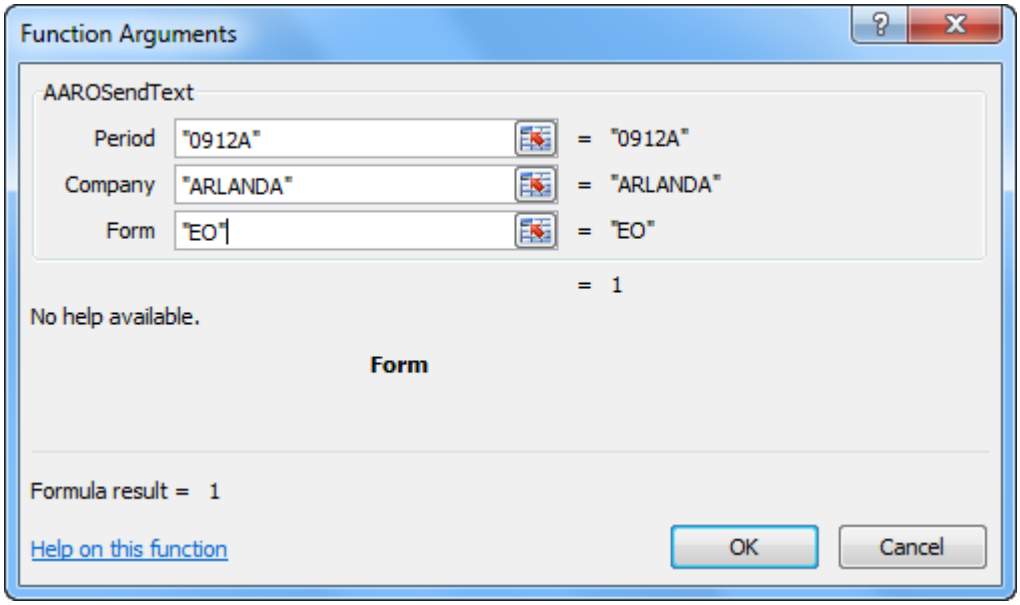


Figure 3.3–1 Viewing AARO data send formula result

Some examples of formula results might be:

- Formula result=0, formula is not completed.
- Formula result=1, formula is ready to send a string of information according to template criteria.
- Formula result=4869 (or any other number). This refers to a specific number which will be sent from an Excel send formula to a corresponding field in AARO.

Note: Values reported using send formulas are reported on default values set up in AARO on the menu Utilities/Application Management, folder Default Values, section Default input values.

3.4 Cell references and direct data entry in Excel

In Excel send formulas it is possible to use either 'direct Excel data entry' (input data going directly into the function box), or refer to a cell reference which contains the relevant information.

For example, here is some data that has been entered directly using the 'direct Excel data entry' method:

Figure 3.4–1 Entering parameter value directly

However, a cell reference containing the relevant information returns exactly the same result.

Figure 3.4–2 Entering parameter information using cell reference

(Where cell B2 was entered as follows):

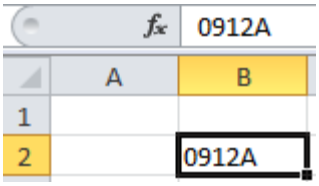


Figure 3.4–3 Selecting cell data

Throughout this chapter, the model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

3.5 Description of Excel send formulas

Detailed descriptions of all Excel send formulas are provided throughout this chapter, along with examples for reference.

3.5.1 AARCreateNewJV

The AARCreateNewJV formula is used to create journal bookings, and is an alternative process to manually entering data in AARO.

The Excel formula itself shows very little data, except an indication that data will be sent from Excel to AARO, indicated by 'Formula result = 1'. The reason for this is explained below.

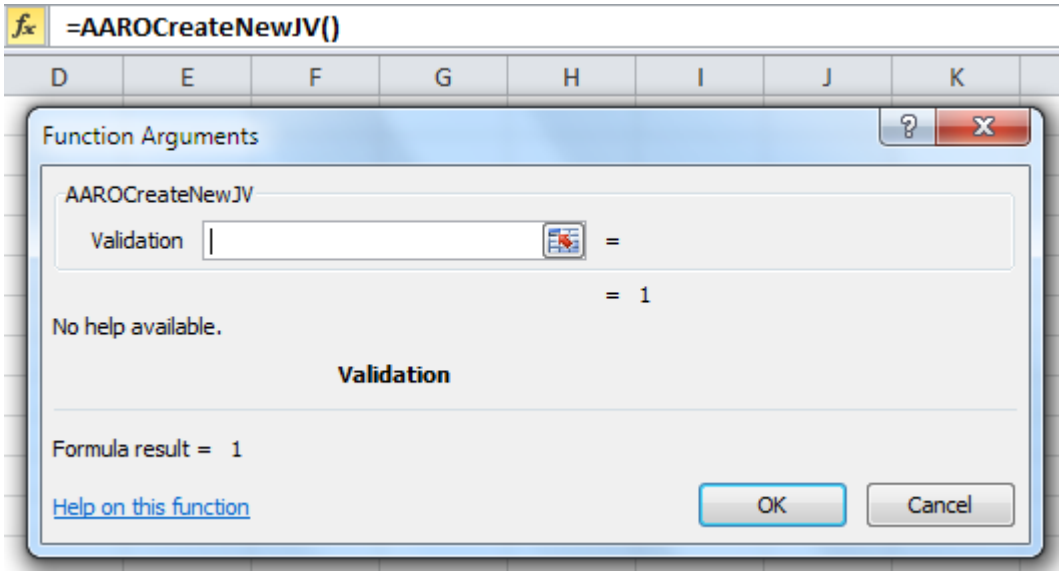


Figure 3.5–1 AARCreateNewJV formula

In Excel, the AAROCreateNewJV formula can only be used in combination with the journal template. This is pasted onto an Excel worksheet by clicking **Paste Template** in the **Journals** group on the **AARO Reports** tab.

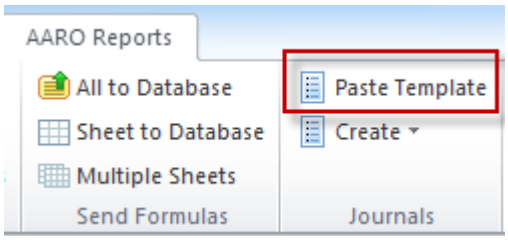


Figure 3.5–2 Pasting a journal template into Excel

Here is an example of a completed journal template in Excel, ready for sending to AARO:

	A	B	C	D	E	F	G
1	1						
2	**Period**	**ID**	**Currency**	**JV Type**	**Description**		
3	0912A	Orig investment	GROUP	Normal	Original investment		
4	**Co**	**FromCo**	**Code**	**Loc**	**Amount**	**LegalGroup**	**LegalType**
5	ARLANDA	ARLANDA	208104		100000	LEGGROUP	JV SEK
6	ARLANDA	ARLANDA	208104		100000	MainGroup	JV SEK

Figure 3.5–3 Journal template example in Excel

The following fields are mandatory in the journal template:

Journal type	Mandatory fields
all	The following fields should be completed with values in the journal template: Co, Code, Loc (for local currency journal) or Amount (for group currency journal). The following fields will get the default values if not completed in the journal template: • FromCo – will get the value from field Co; • Proforma Type, Inv Type, Adjustment Level, AcctType – will get the default values set up in the AARO application (on the menu Utilities/Application Management/Default Values).
Past Equity	LegalType, Amount Type, PEID, PECode, OwnedCo, GroupCurr
Excess Value	LegalType, Amount Type, PEID, GWID, PECode, OwnedCo, GroupCurr

Notes:

- Recurrent journals cannot be created from Excel.
- 'MULTIJV' journals cannot be created from Excel.

- Past equity and excess value journals should not normally be created or edited manually, they should be created as system journals. However, if manual adjustment to an existing PE or EV journal is required, make sure the following conditions are met:
  - The LegalGroup column must be left empty.
  - One PEID/GWID combination corresponds to one Code/PECode combination.
  - Existing PEID/GWID only can be used.
  - Only the following amount types are allowed with past equity journals: Opening, Change and Closing.
  - Dimensions are not used and not sent from journals in Excel.

	B	C	D	E	F	G	H	I	J	K	L
1											
2	**ID**	**Currency**	**JV Type**	**Description**							
3	PE1	LOC	Normal	Past equity							
4	**FromCo**	**Code**	**Loc**	**LegalGroup**	**LegalType**	**Amount Type**	**PEID**	**GWID**	**PECode**	**OwnedCo**	**GroupCurr**
5	PARENT	PE1310L	27118		PE	Change	Acc 01 LOC		PE1310L	ATLANTA	SEK
6	PARENT	PE1310P	175386		PE	Change	Acc 01 LOC		PE1310P	ATLANTA	SEK
7	PARENT	PE208104	25000		PE	Change	Acc 01 LOC		PE208104	ATLANTA	SEK
8	PARENT	PE208604	2118		PE	Change	Acc 01 LOC		PE208604	ATLANTA	SEK
9	PARENT	RATE	6		PE	Change	Acc 01 LOC		RATE	ATLANTA	SEK

Figure 3.5–4 Past equity journal template example

3.5.2 Create journal bookings

The process for sending journals to AARO is slightly different from other AARO Excel send formulas, as the menu **Create** in the group **Journals** needs to be selected here.

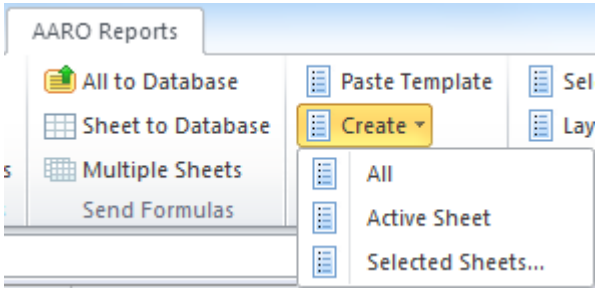


Figure 3.5–5 Creating a journal booking

Choose the appropriate submenu:

Submenu	Action
All	Sends journal data from all open Excel workbooks into AARO.
Active Sheet	Sends journal data from the open Excel worksheet into AARO.
Selected Sheets	Sends journal data from multiple Excel worksheets into AARO. In this scenario, the user is presented with a choice of worksheets they would like to send.

Wait until you have received confirmation that all items have been sent successfully:

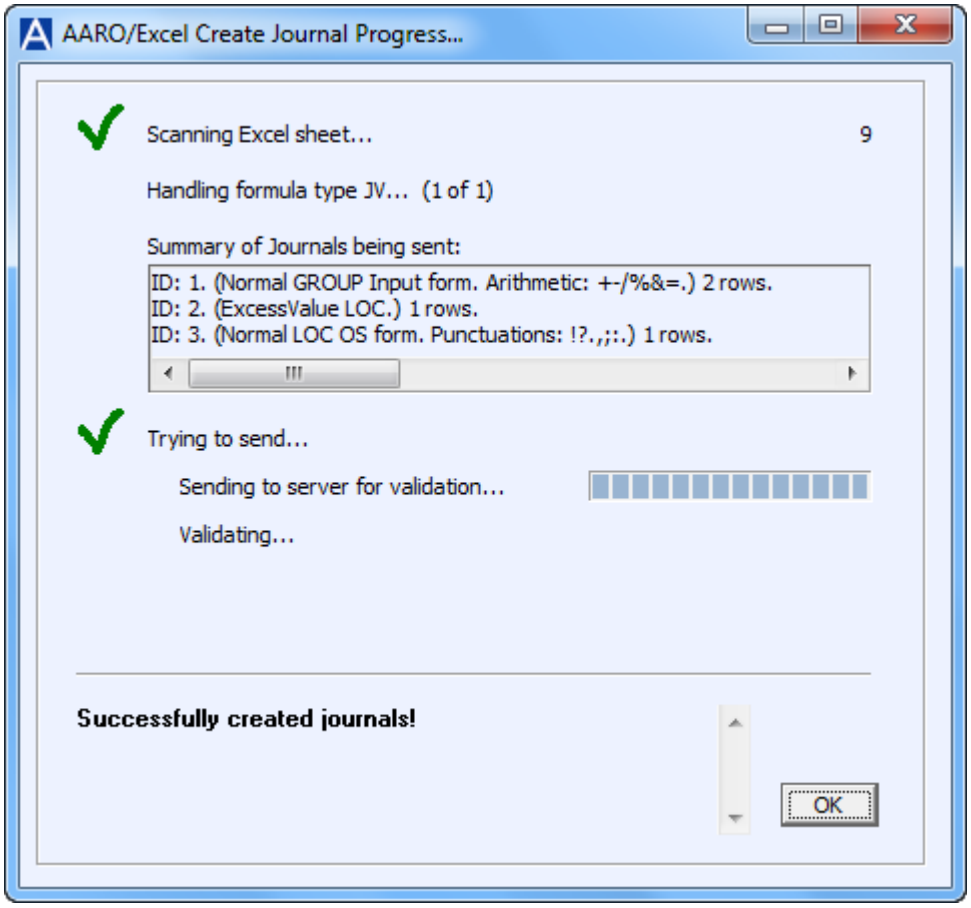


Figure 3.5–6 Create journal status

If one or more journals fail validation, then no journals are sent.

3.5.3 Viewing data from AARCreateNewJV in AARO

For reference, when journal data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Journals and in Web reports.

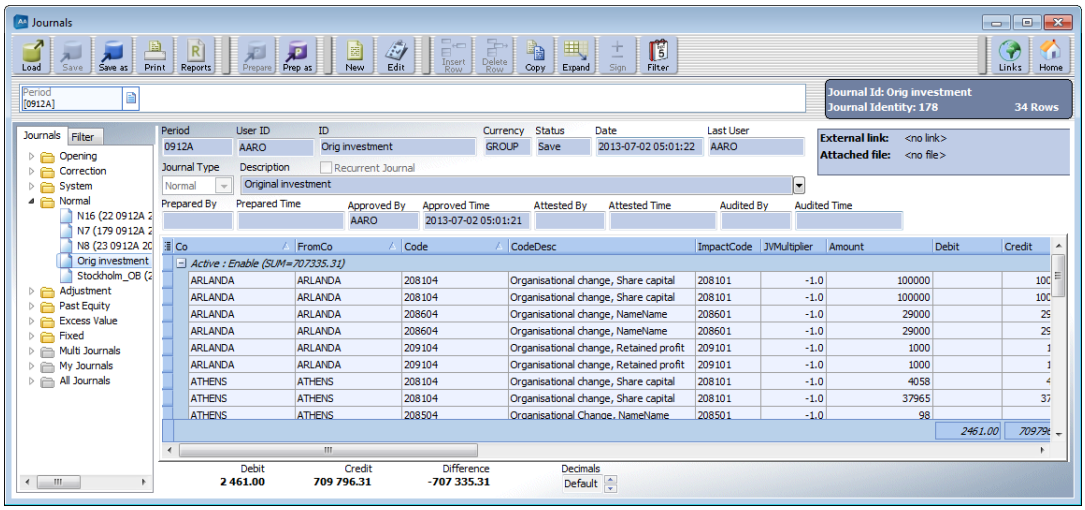


Figure 3.5–7 Viewing journals created from Excel

3.5.4 AAROSendText

AAROSendText is used for data reported through text forms. The AAROSendText formula in Excel contains the period, company, and the name of the text form associated with the entry. Data is then 'picked up' in cells directly to the right of the formula, and parameters follow the same order as you would find them in the relevant form in the AARO application, on the menu Data Entry/Input.

To help explain how the formula works, we have included an example of an AAROSendText formula below.

This example works with the formula arguments of period "0912A", company "ARLANDA", and text input form "SHARESSUBS".

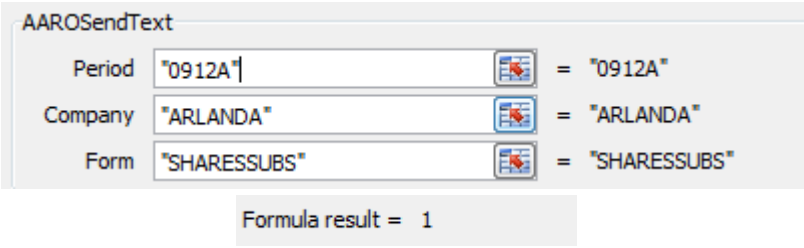


Figure 3.5–8 AAROSendText formula example

In the example given below, the formula was entered in cell A2, and the data relating to the text input form "SHARESSUBS" was entered in cells B2, C2, D2, E2, F2, G2, H2, and I2. i.e. the input form data was entered in the cells directly to the right of the AAROSendText formula.

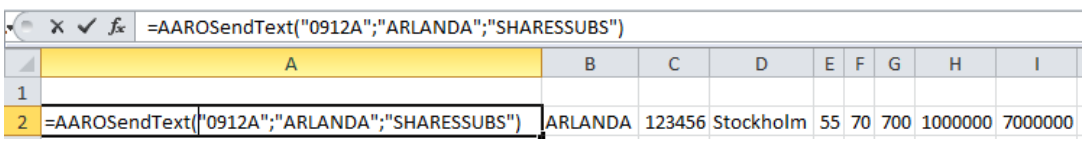
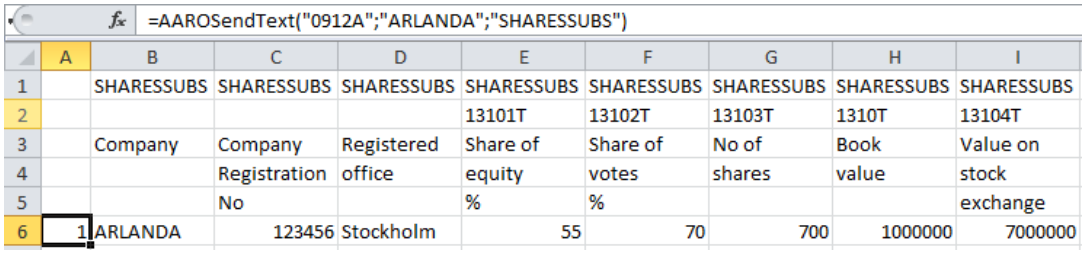


Figure 3.5–9 AAROSendText formula example

The information which is sent against the text form ("SHARESSUBS" in this example), has to have the same style as you would find in the form in AARO application, menu Data Entry/Input.

Tip: the "Paste from AARO" menu can be very helpful for pasting header information into an Excel worksheet – this provides a helpful template for Excel data entry. Here is an example where input layout "SHARESSUBS" was pasted into cell B2. In the example below, easy data entry was facilitated for the formula contained in cell A6.



	A	B	C	D	E	F	G	H	I
1		SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS
2					13101T	13102T	13103T	1310T	13104T
3		Company	Company	Registered	Share of	Share of	No of	Book	Value on
4			Registration	office	equity	votes	shares	value	stock
5			No		%	%			exchange
6	1	ARLANDA	123456	Stockholm	55	70	700	1000000	7000000

Figure 3.5–10 AAROSendText template example

Notes:

- 'Dimension Name' and 'Text Field Name' values are not sent to the database. These fields are required in the template but can be left empty.
- The cell with the date in Excel should be formatted as date according to local date format or predefined text form format 'yyyy-mm-dd'.
- 'Text Field' with 'Content'='USERID' values are ignored, the current user is always identified.

3.5.5 Viewing data from AAROSendText in AARO

For reference: when text form data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Input and in Web reports and choosing the relevant form (the same form as referenced in the Excel formula for AAROSendText).

Here is a screenshot of how the information looks in a "SHARESSUBS" text input form in AARO:

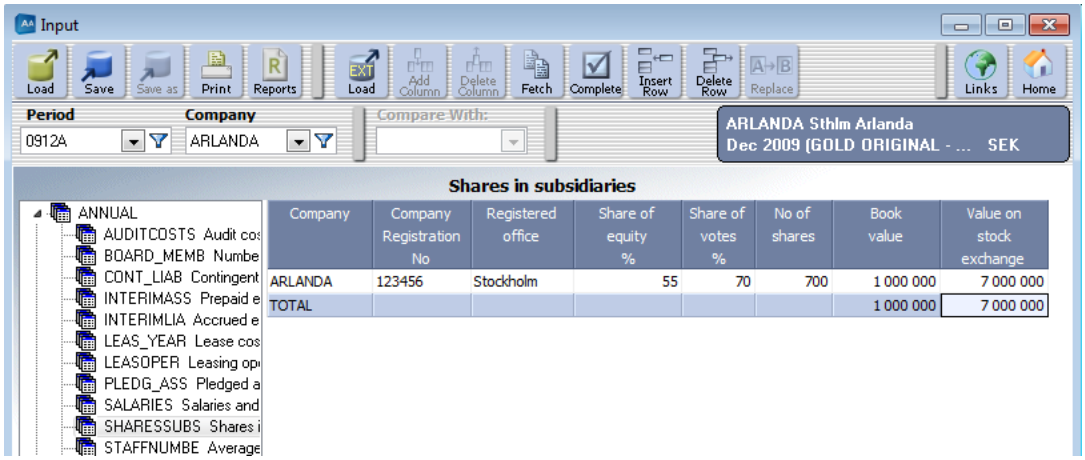


Figure 3.5–11 SHARESSUBS form data sent to AARO from Excel

Note: the order of the data entry fields in AARO (from left to right) is exactly the same as those entered in Excel for a text form.

3.5.6 AAROSendRate

The AAROSendRate formula is used to set up currency exchange rates for a period. A user must belong to the ABS_Admin group to be able to send rates to AARO.

An example of an AAROSendRate formula is outlined below, with detailed explanations of the parameters underneath.

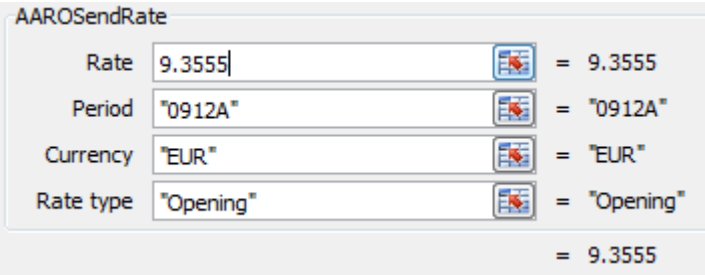


Figure 3.5–12 ABSSendMatch formula example

Field	Description
Rate	Exchange rate
Period	Period for which the data is to be sent
Currency	Currency code
Rate type	Rate type such as 'Opening', 'Average', 'Closing', or manually created rate types.

Note: If exchange rates for the currency and period have already been set up they will be overwritten.

3.5.7 Viewing data from AAROSendRate in AARO

For reference: when data has been successfully sent to AARO, it can be viewed in the AARO application from the menu Utilities/Edit Periods, in the Rates tab.

A screenshot for the AAROSendRate example illustrated above has been included here:

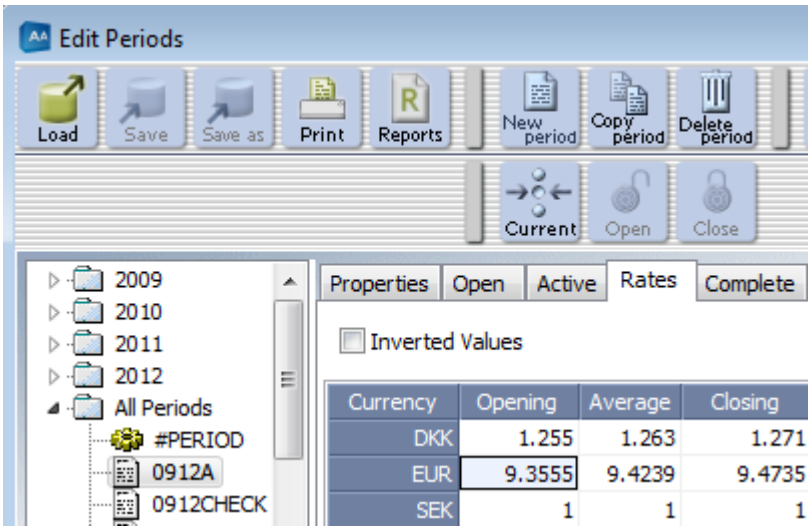


Figure 3.5–13 Opening rate sent from Excel to AARO

3.5.8 ABSSendMatch

The ABSSendMatch formula is used to send intercompany transactions to AARO.

An example of an ABSSendMatch formula is outlined below, with detailed explanations of the parameters underneath.

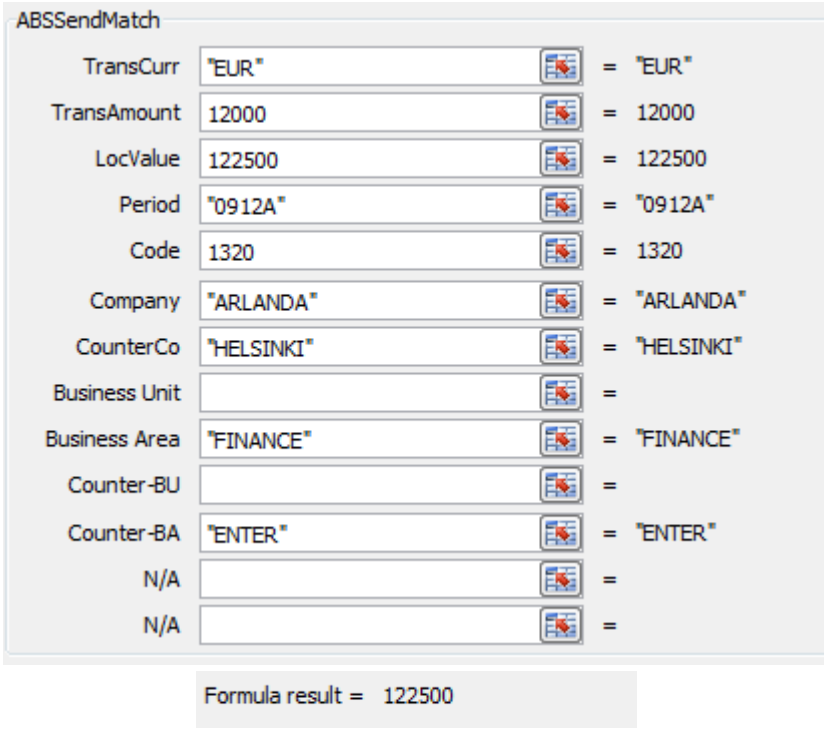


Figure 3.5–14 ABSSendMatch formula example

Field	Description
TransCurr	Transaction currency. Should be filled in if it is used in the Match form.

Field	Description
TransAmount	Transaction amount: value in transaction currency, if used in the Match form. If the field is left blank, a zero value will be sent.
LocValue	Amount in the company's local currency. If the field is left blank, a zero value will be sent. For match forms which only have transaction amount, this field is ignored.
Period	Period for which data is sent.
Code	Account code for which data is sent.
Company	Reporting company code.
CounterCo	Counter company code.
<own dimensions>	Dimension value – if the form is to be reported on a dimension level, a value for one of the reporting company dimensions (i.e. business unit) may be entered here.
<counter dimensions>	Dimension value – if the form is to be reported on a dimension level, a value for one of the counter company dimensions (i.e. business unit) may be entered here. Counter dimensions will depend on the system setup.

Note: Data sent with the same field values will be summed. Fields not presented in the form will be ignored. If the sent data matches an existing row, the row will be updated with sent values.

3.5.9 Viewing data from ABSSendMatch in AARO

For reference: when data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Match and in Web reports.

A screenshot for the ABSSendMatch example illustrated above has been included here:

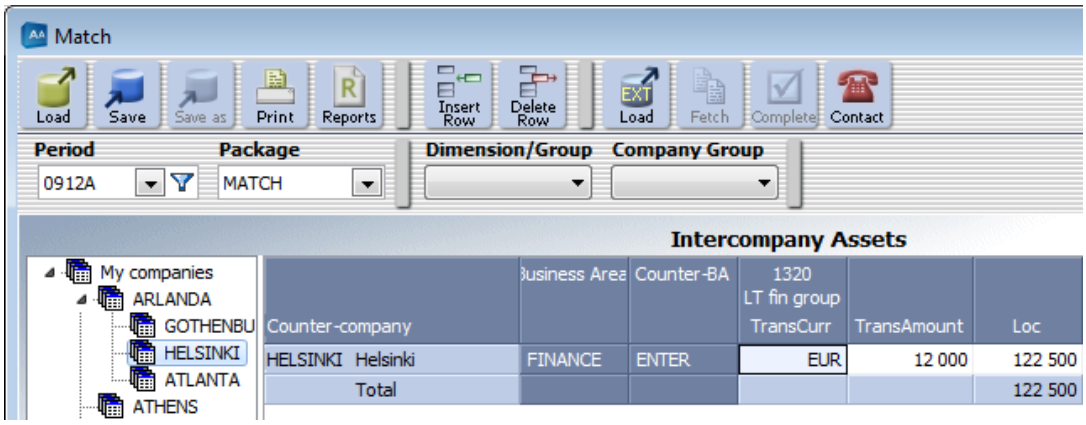


Figure 3.5–15 Match data sent from Excel to AARO

3.5.10 ABSSendOper

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in AARO input forms.

Here is an example of an ABSSendOper formula:

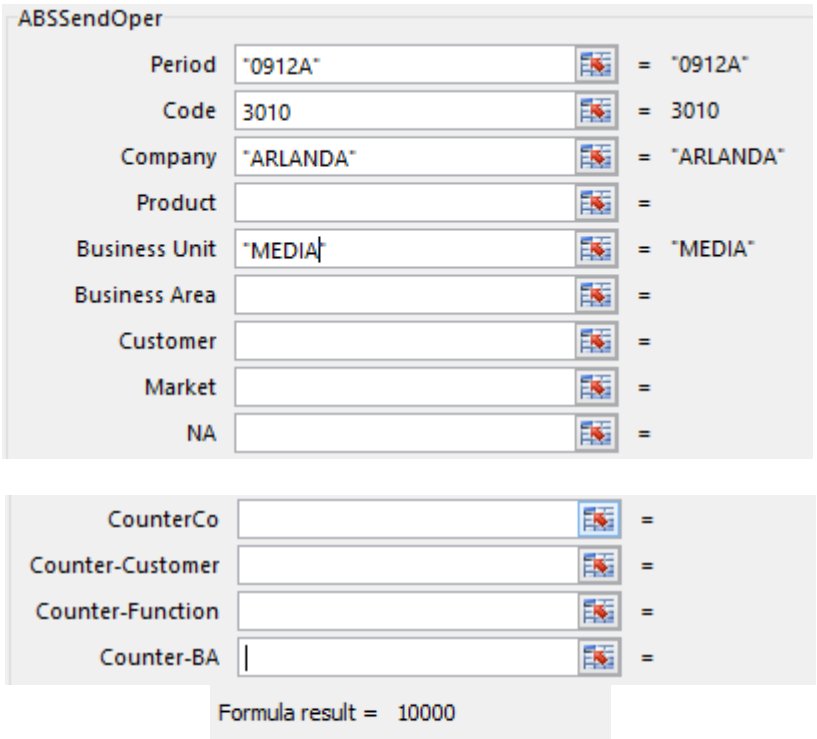


Figure 3.5–16 ABSSendOper formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.

Field	Description
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.
<dimensions>	Dimension for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here. Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
NA	Indicates that this field is not used. It is reserved for more dimensions.
CounterCo	Counter company for which data is sent, identified by company code.
<counter values>	Counter values for which data is sent, identified by dimension values. Available counter values depend on the system setup.

3.5.11 Viewing data from ABSSendOper in AARO

For reference: when ABSSendOper data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports.

In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

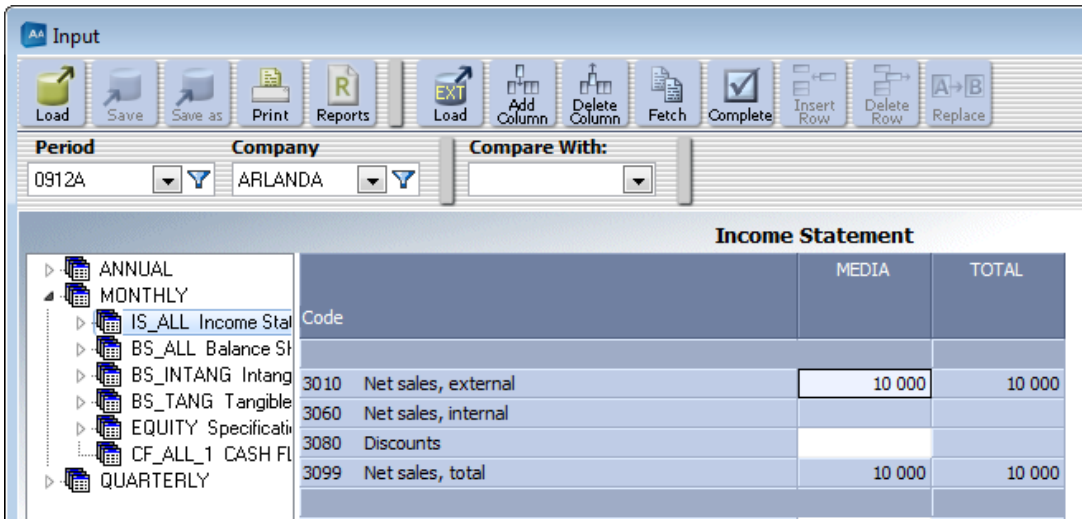


Figure 3.5–17 Input data sent from Excel to AARO

3.5.12 ABSSendOperFlex

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in the AARO data entry input screens.

The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

Here is an example of an ABSSendOperFlex formula in Excel:

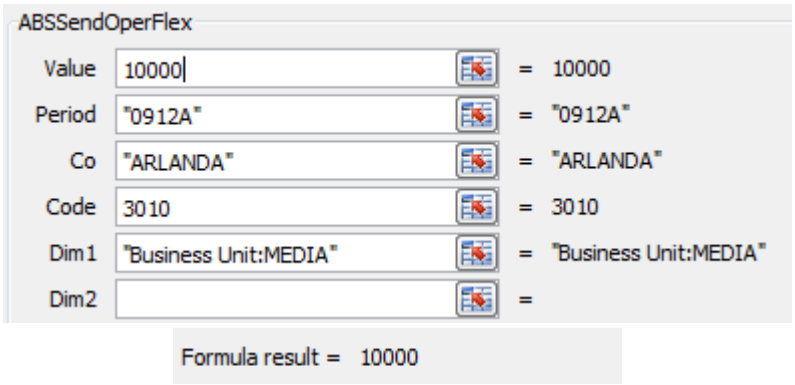


Figure 3.5–18 ABSSendOperFlex formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Co	Company for which data is sent, identified by company code.
Code	Account for which data is sent.
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation). The format for input is "dimension:dimension value". In the example above, the dimension, separator ":", and dimension values were given as "Business Unit:MEDIA". In the same way as other parameters, dimensions and dimension values may also be taken from individual cell reference, such as cell reference I48.

3.5.13 Viewing data from ABSSendOperFlex in AARO

ABSSendOperFlex data can be viewed in the AARO application in the menu item Data Entry/Input, and in Web reports in an appropriate form.

In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

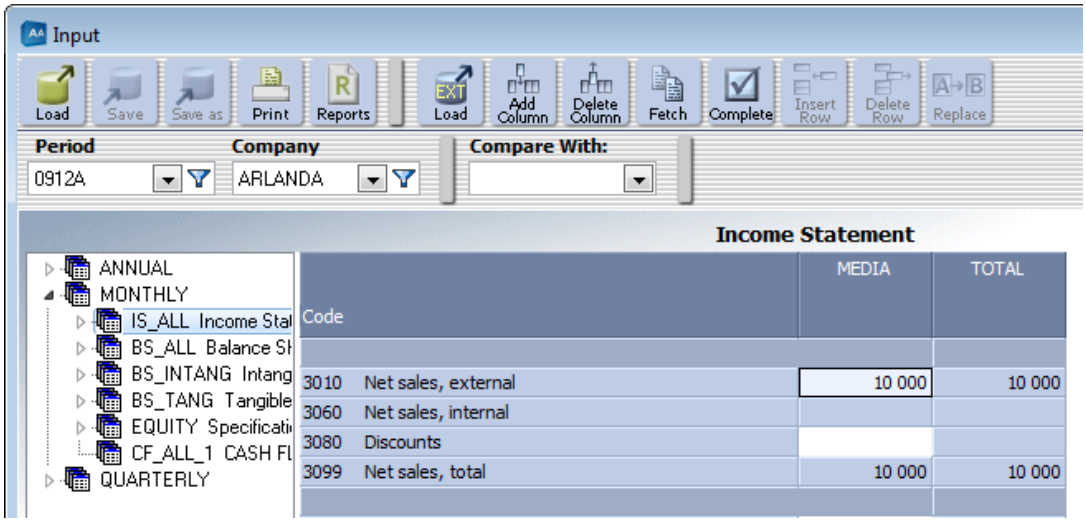


Figure 3.5–19 Data sent from Excel to AARO

3.5.14 ABSSendOS

'OS' is short for Orders and Sales (which is what OS forms have historically been used for) and OS forms are very similar to text forms. OS forms may, however, be used for any kind of data.

The ABSSendOS formula is used for sending data that is reported through OS forms into the AARO database, and is an alternative process to manually entering data in the AARO input forms.

For data to be transmitted from the ABSSendOS formula in Excel, to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.

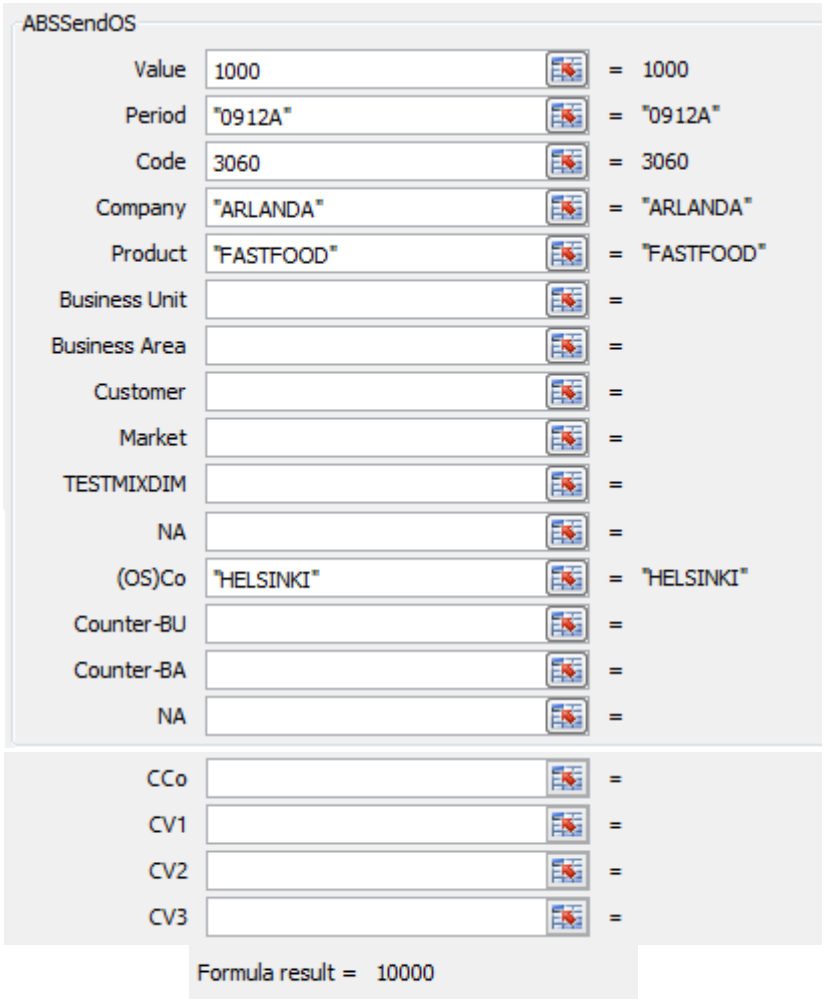


Figure 3.5–20 ABSSendOS formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.
<dimensions>	Dimension (i.e. Product) for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here. Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
<counter values>	Counter values (i.e. (OS)Co – counter company) for which data is sent – if the form contains counter values. Counter values depend on system setup.

Field	Description
NA	Indicates that this field is not used. It is reserved for more dimensions and counter values.
CCo	Counter company for which data is sent, identified by company code.
<counter values>	Counter values for which data is sent, identified by dimension values. Available counter values depend on the system setup.

Note: in this example: there are various parameters such as business unit and business area that did not need to be filled in: their contents are skipped in the program logic and therefore not sent to AARO.

3.5.15 Viewing data from ABSSendOS in AARO

For reference: when ABSSendOS data has been successfully sent to AARO, it can be viewed in the AARO application on menu Data Entry/Input and in Web forms, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:

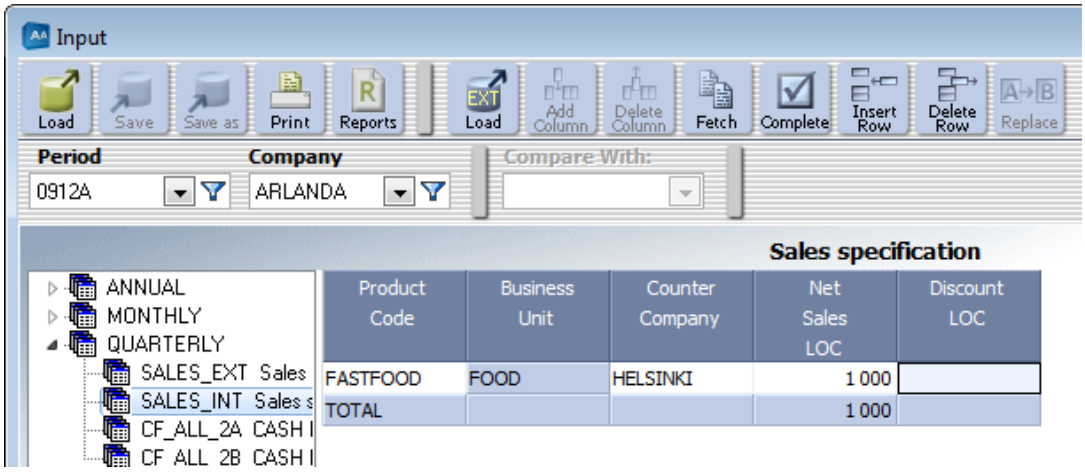


Figure 3.5–21 OS form data sent from Excel to AARO

3.5.16 ABSSendOSFlex

As indicated in the previous chapter, 'OS' is short for Orders and Sales (which is what OS forms have historically been used for). Send formulas containing the 'OS' formula send data into OS forms in AARO.

For data to be transmitted from an ABSSendOSFlex formula in Excel to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.

The ABSSendOSFlex formula is very similar to the ABSSendOS formula, except that dimensions defined in the formula are flexible. The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1, Dim2 etc.

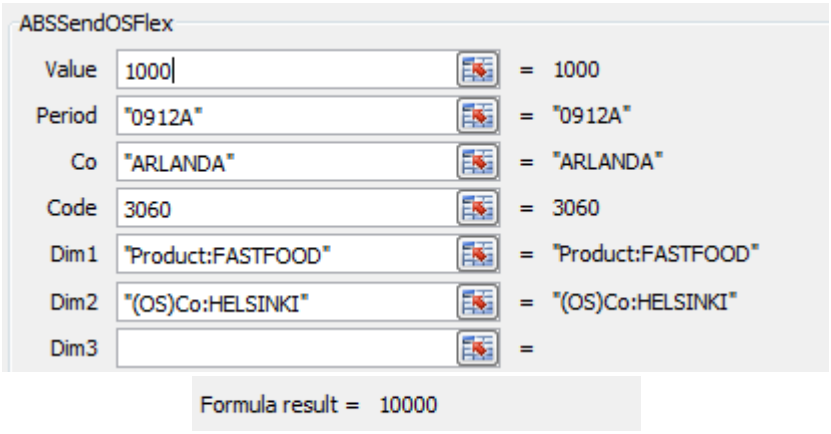


Figure 3.5–22 ABSSendOSFlex formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Co	Company for which data is sent, identified by company code.
Code	Account for which data is sent.
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Buying Co" or "Customer" (exact names vary depending on the dimensions setup in each AARO installation). The format for input is "dimension:dimension value". In the first example specified above, the dimension, separator ":", and dimension values were given as "Product:FASTFOOD", "(OS)Co:ARLANDA". In the same way as other parameters, dimensions and dimension values may also be specified from individual cell references.

3.5.17 Viewing data from ABSSendOSFlex in AARO

For reference: when ABSSendOSFlex formula data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:

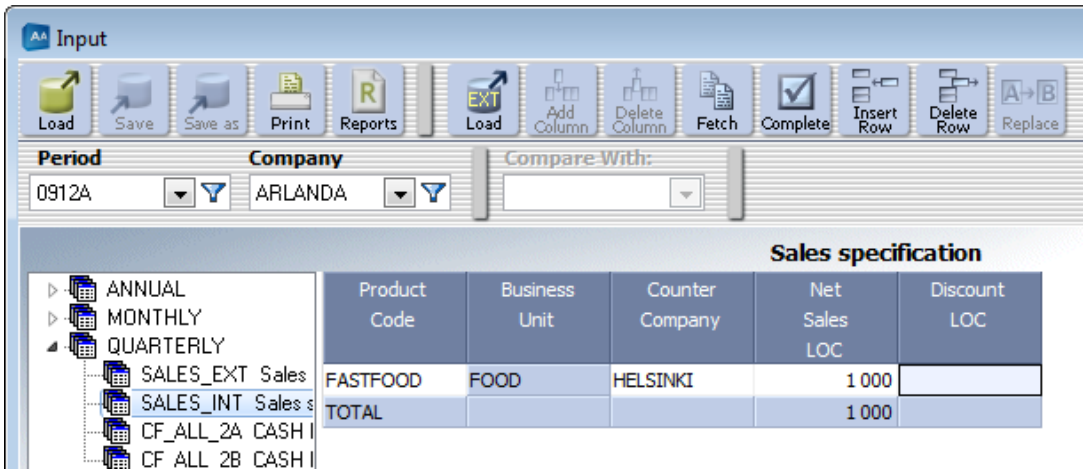


Figure 3.5–23 OS form data sent from Excel to AARO

3.6 Send information from Excel to AARO

When the relevant formulas and data cells have been completed, information is sent from Excel to AARO under the grouping for **Send Formulas** on the tab **AARO Reports**.

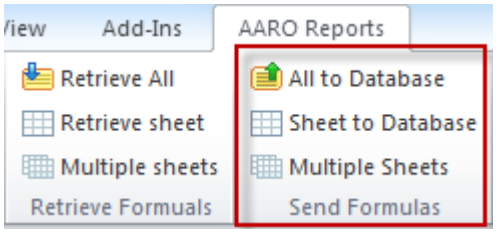


Figure 3.6–1 Sending data from Excel to AARO

The user can then choose one of the options:

Option	Action
All to Database	Send data from all open Excel workbooks to AARO application.
Sheet to Database	Send data from the open Excel worksheet to AARO application.
Multiple Sheets	Send data from multiple Excel worksheets to AARO application. In this scenario, the user is presented with a choice of which worksheets he or she would like to send.

If changes for a form are accepted through journals only, the **JV Adjustment** dialog box is opened with the template for the Adjustment journal to be created.

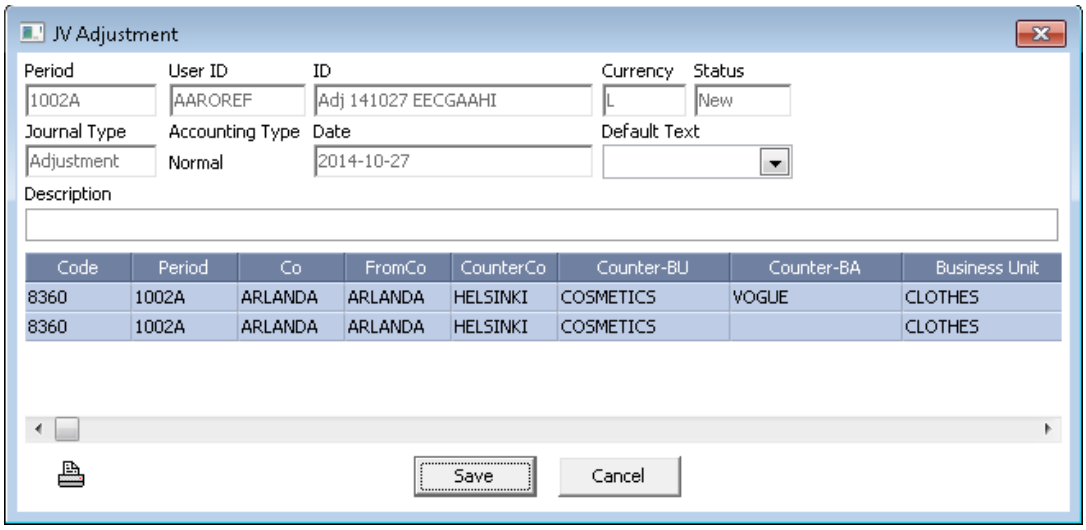


Figure 3.6–2 Adjustment journal dialog

Enter description and comments if desired and click the **Save** button.

The adjustment journal will be created with changes made to the accounts. The journal can be viewed in the Windows client under the menu Data Entry/Journals.

For more information on adjustment journals, please see refer to the section '3.2.12 Adjust financial information' in the AARO 16.0 User Manual.

3.7 Validation

When data is transmitted to AARO, a dialog box appears informing the user whether the data has been successfully transmitted.

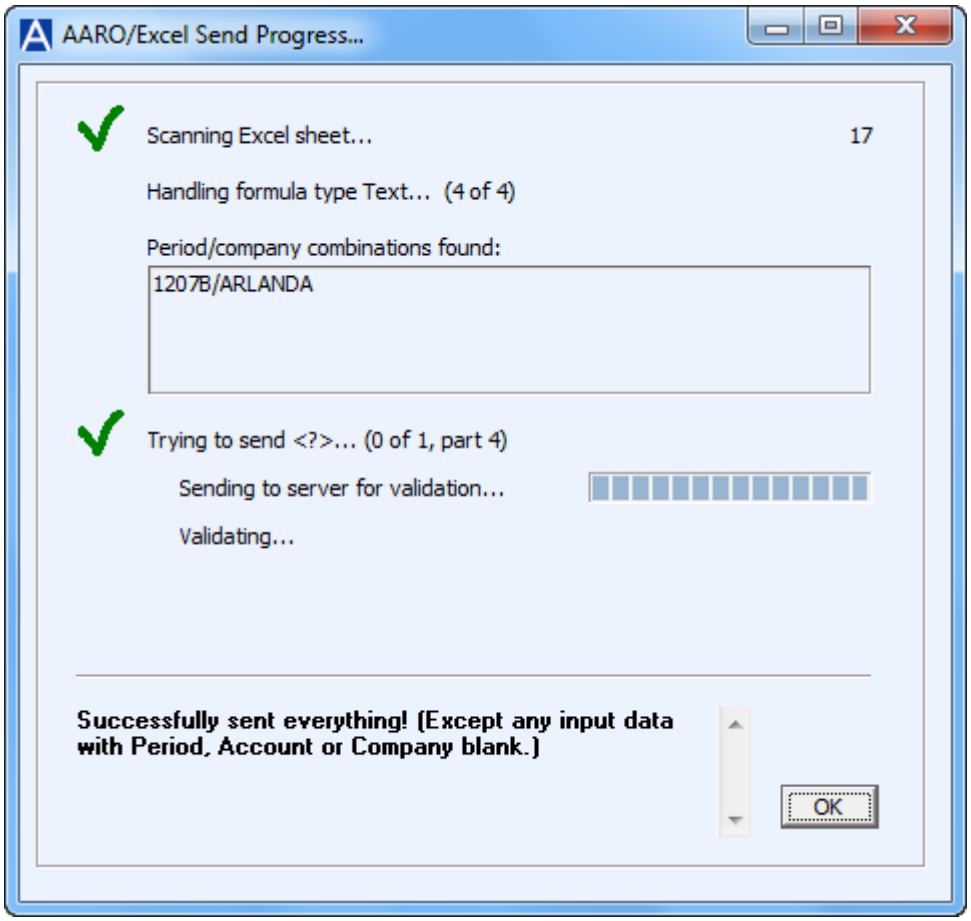


Figure 3.7–1 Excel data send progress

If data cannot be sent from Excel to AARO, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

When you send data to AARO, the information is grouped by period/company combinations. It is recommended that one period/company combination does not contain more than 10000 entries when sending to AARO.

If you get a validation error, all of the records against the period/company combination in the error message do not get sent.

For data to be sent successfully to AARO, these errors must be fixed before the process of sending data is completed. For reference, an example containing some validation errors has been included below:

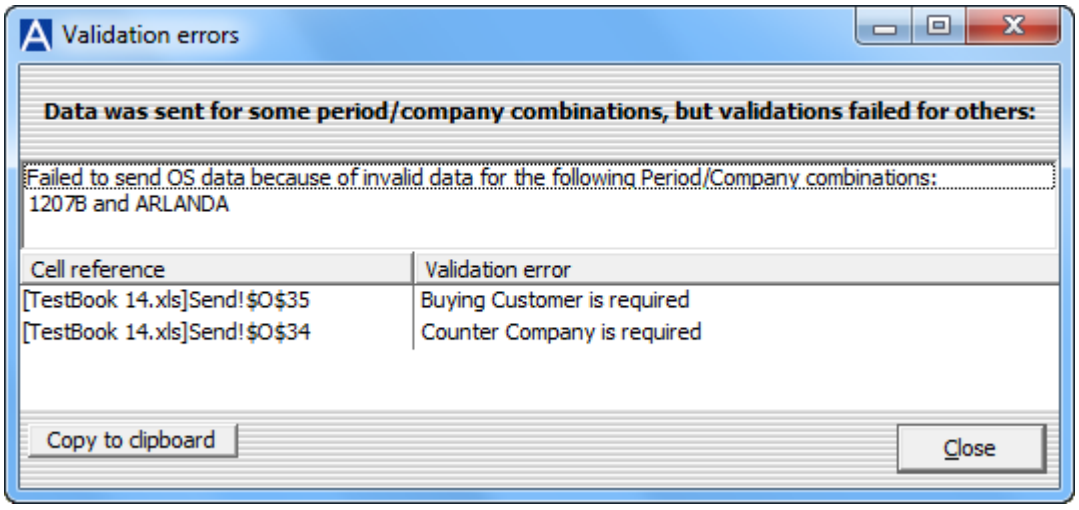


Figure 3.7–2 Excel data send validation errors

3.8 Further Excel formulas

Excel send formulas can be combined with Excel retrieve formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate chapter of the user manual.

4. Excel drill down reports

This chapter describes Excel drill down reports, including:

- how to insert a predefined AARO drill down report into Excel or paste it from the Web client;
- how to drill down or expand the Excel report by parameter;
- how to delete report rows and columns and how to copy-paste the report to a different location.

4.1 Protected worksheets

Note that the Excel sheet is protected when a drill down report is inserted from the web client or Office Add-in. Therefore it is not possible to edit cells on the same worksheet as an Excel web client drill down report.

It is not advised to unprotect and make changes to the worksheet as this may break the inserted report, rendering the report unusable.

4.2 Insert a drill down report into Excel

To insert a predefined AARO drill down report into Excel:

1. Select the cell where the report will be started.
2. Click the **Insert** button.

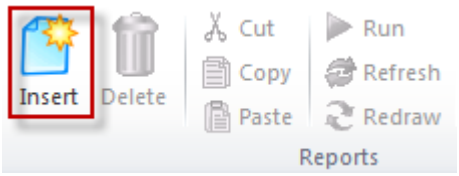


Figure 4.2–1 Insert button on the AARO Reports menu

Alternatively, right click a cell and click **AARO Insert Report**.

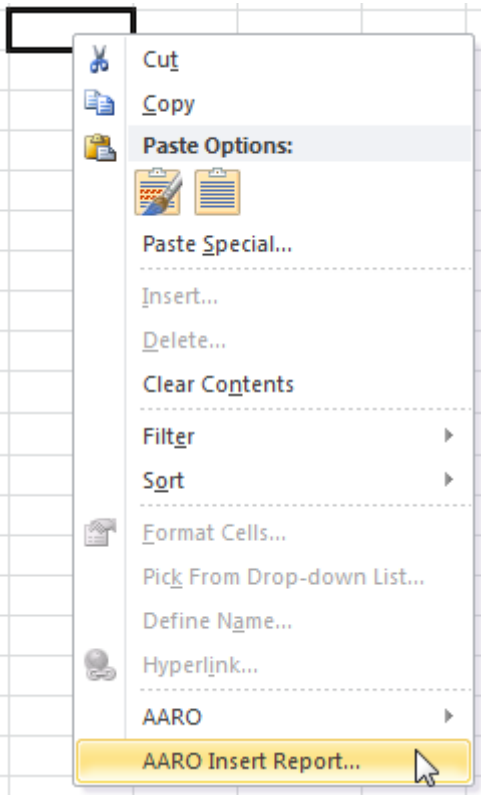


Figure 4.2–2 Right mouse button menu AARO Insert Report

3. Select the report in the report tree.

   If the report has parameters, the parameter selection dialog will be displayed in the right pane. Each parameter is presented on a separate tab with the list of parameter values available for selection.

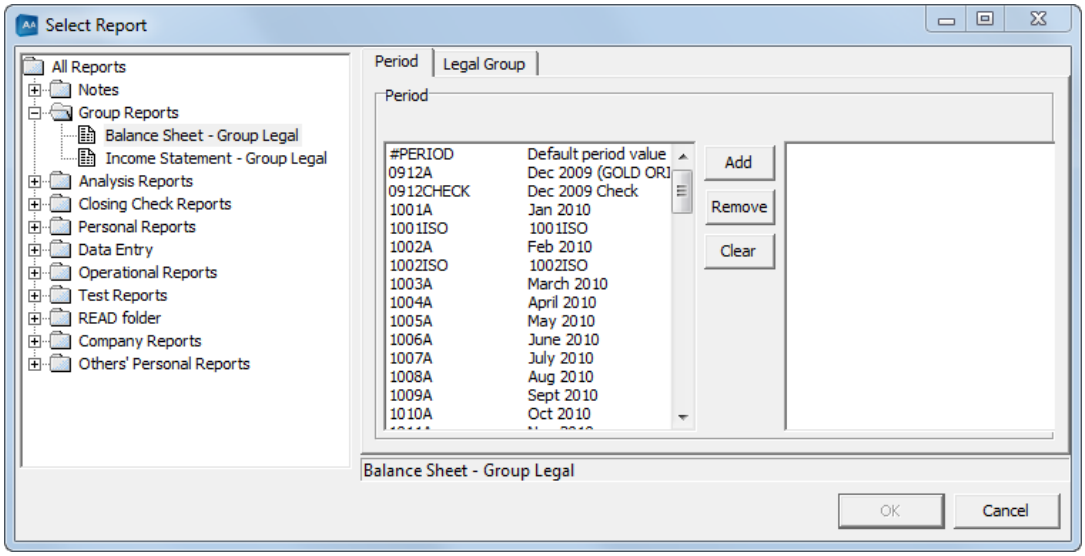


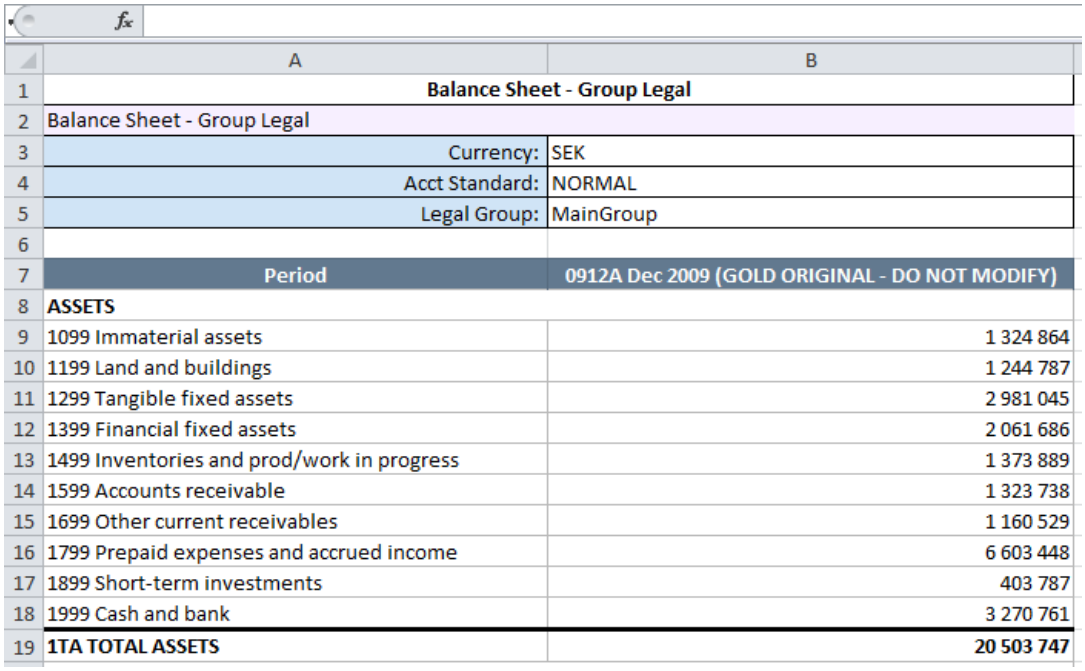
Figure 4.2–3 Selecting a predefined report in the report tree

4. Select parameter values by moving them from the left to right pane by clicking the **Add** button or double-clicking the value.

To remove a selected value, select the value in the right pane and click the **Remove** button or double-click the value. To clear the selection, click the **Clear** button.

Repeat the step for each parameter tab. Click **OK** when done.

The report is then loaded in the selected cell.



	A	B
1	**Balance Sheet - Group Legal**	
2	Balance Sheet - Group Legal	
3	Currency:	SEK
4	Acct Standard:	NORMAL
5	Legal Group:	MainGroup
6		
7	**Period**	**0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)**
8	**ASSETS**	
9	1099 Immaterial assets	1 324 864
10	1199 Land and buildings	1 244 787
11	1299 Tangible fixed assets	2 981 045
12	1399 Financial fixed assets	2 061 686
13	1499 Inventories and prod/work in progress	1 373 889
14	1599 Accounts receivable	1 323 738
15	1699 Other current receivables	1 160 529
16	1799 Prepaid expenses and accrued income	6 603 448
17	1899 Short-term investments	403 787
18	1999 Cash and bank	3 270 761
19	**1TA TOTAL ASSETS**	**20 503 747**

Figure 4.2–4 Predefined AARO report loaded in Excel

4.3 'Live copy' to Excel from the AARO Web client

This section describes how to copy a drill down report from the AARO Web client to Excel, keeping all drill down functionality active.

To perform 'live copy' to Excel from the AARO Web client:

1. In the AARO Web client load or create the drill down report of your choice.
2. On the **Export** menu, click **Excel Live**.

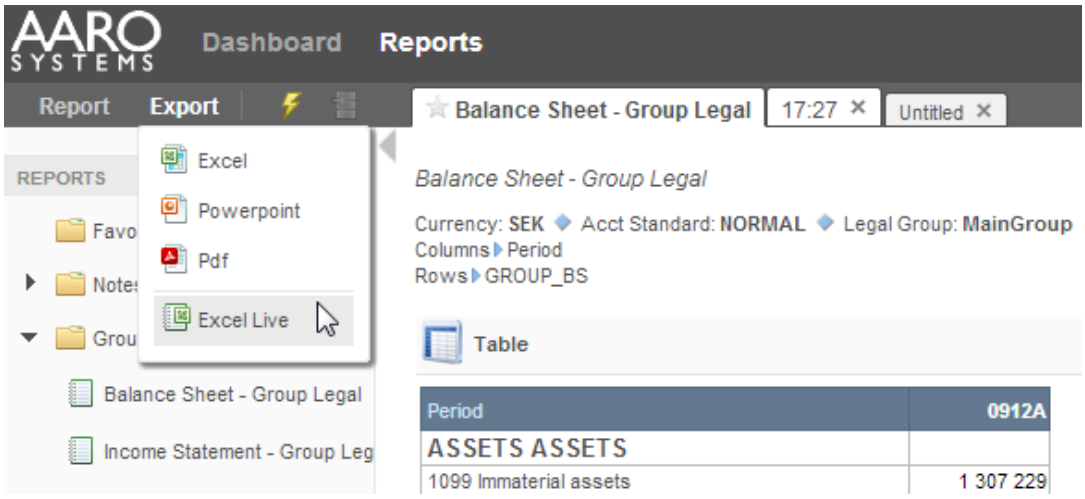


Figure 4.3–1 Excel Live menu on the web client menu panel

Alternatively, in the report tree, expand the report name menu and click **Export > Excel Live**.

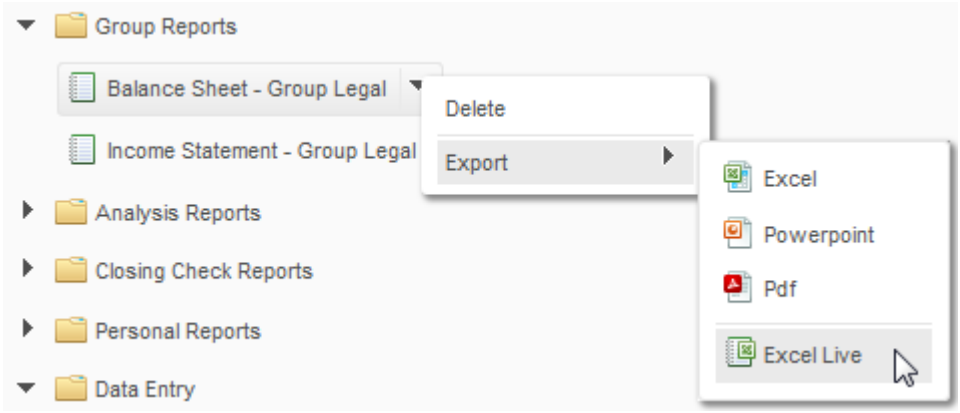


Figure 4.3–2 Excel Live menu from the web client report tree

The AARO Office add-in login window will appear if the user is not already logged in.

3. Select the same database and user name as was used in the Web client and click **Login**.

   If an Excel workbook is already open, the **Select Report Place** dialog box is displayed. If Excel workbooks are closed, the new workbook is opened in the place where the report has been inserted.

4. In the **Select Report Place** dialog box, select where the report is to be inserted:

   - **Active Sheet** – currently opened sheet, next to other reports if applicable.
   - **New Worksheet** – new worksheet will be created.
   - **New Workbook** – new workbook will be created.

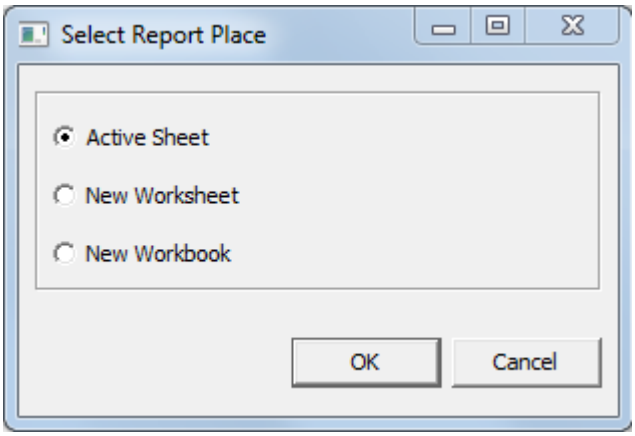


Figure 4.3–3 Excel Live menu from the web client report tree

The report is pasted onto the Excel sheet according to the selected option.

The report exported using the Web client menu panel is pasted into Excel as a new report without a title. A report exported from the report tree is pasted to Excel as a predefined report with title.

	A	B	C
1			
2		<New Report>	
3			
4		Currency:	SEK
5		Acct Standard:	NORMAL
6		Legal Group:	MainGroup
7			
8		Period	0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)
9		ASSETS	
10		1099 Immaterial assets	1 324 864
11		1199 Land and buildings	1 244 787
12		1299 Tangible fixed assets	2 981 045
13		1399 Financial fixed assets	2 061 686
14		1499 Inventories and prod/work in progress	1 373 889
15		1599 Accounts receivable	1 323 738
16		1699 Other current receivables	1 160 529
17		1799 Prepaid expenses and accrued income	6 603 448
18		1899 Short-term investments	403 787
19		1999 Cash and bank	3 270 761
20		1TA TOTAL ASSETS	20 503 747

Figure 4.3–4 Report exported into Excel from AARO web client menu panel

4.4 Delete a drill down report from Excel

To remove a drill down report from Excel, select a report cell and click the **Delete** button.

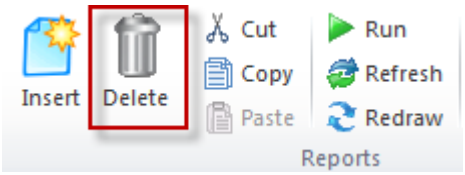


Figure 4.4–1 Deleting a drill down report from Excel using the Delete button

Alternatively, right-click a report cell and click **Delete** from the **AARO** menu.

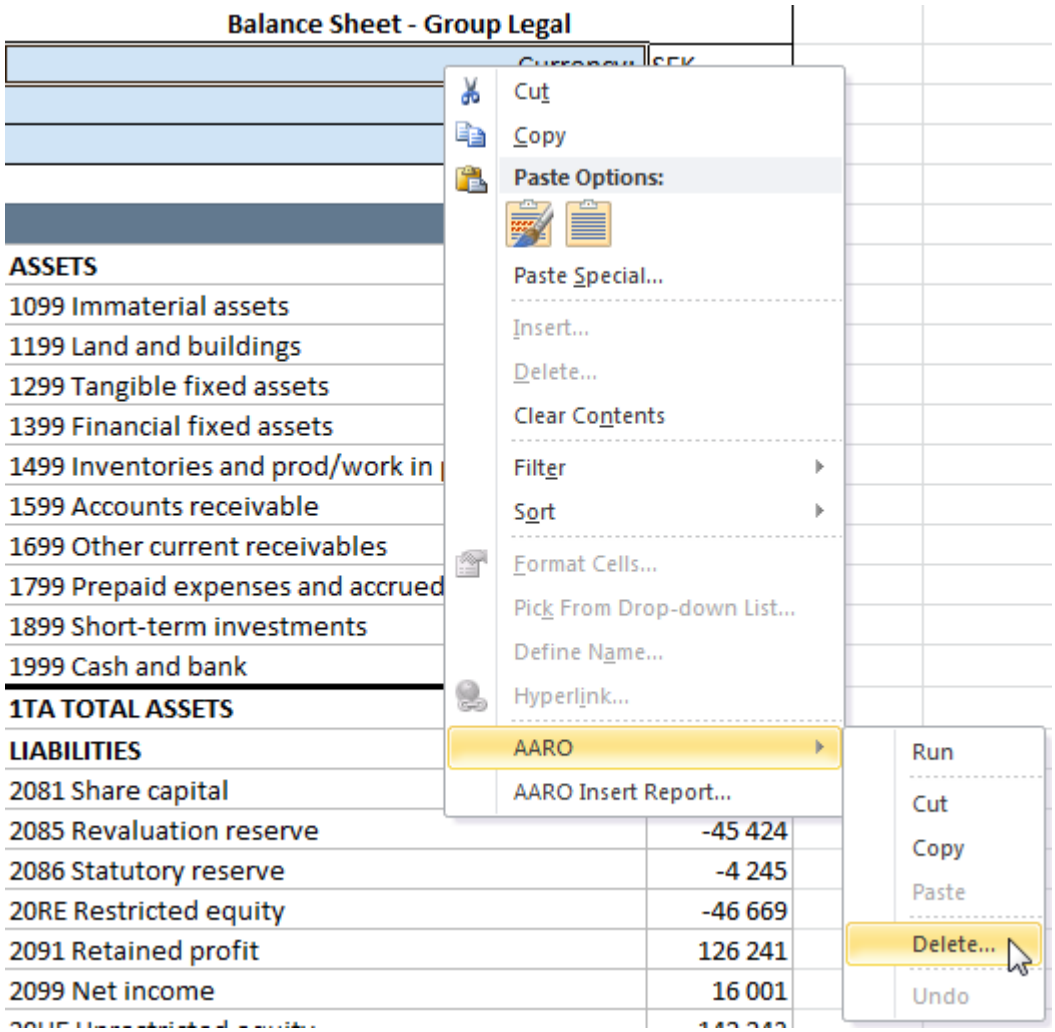


Figure 4.4–2 Deleting a drill down report from Excel using the right mouse button

4.5 Drill down in Excel

If a certain number is of interest and more details are required, the **drill down by** functionality can be used.

Select a **cell**, **row** or **column**, right-click and select the menu **Drilldown** from which a choice of parameter is available.

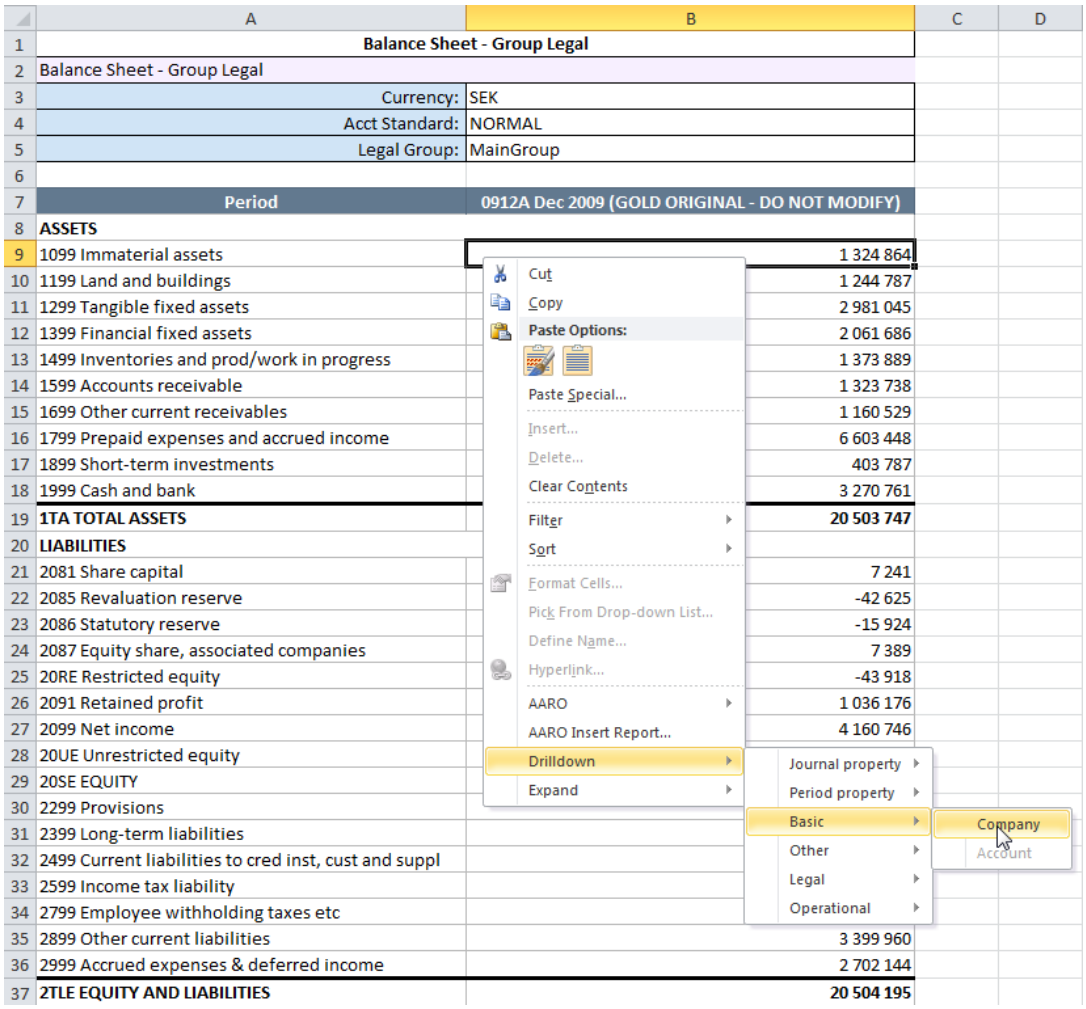


Figure 4.5–1 Drilling down a cell by parameter Company

The new drilled down report appears next to the original report. Note that the report total of the new report is the same as shown in the source report.

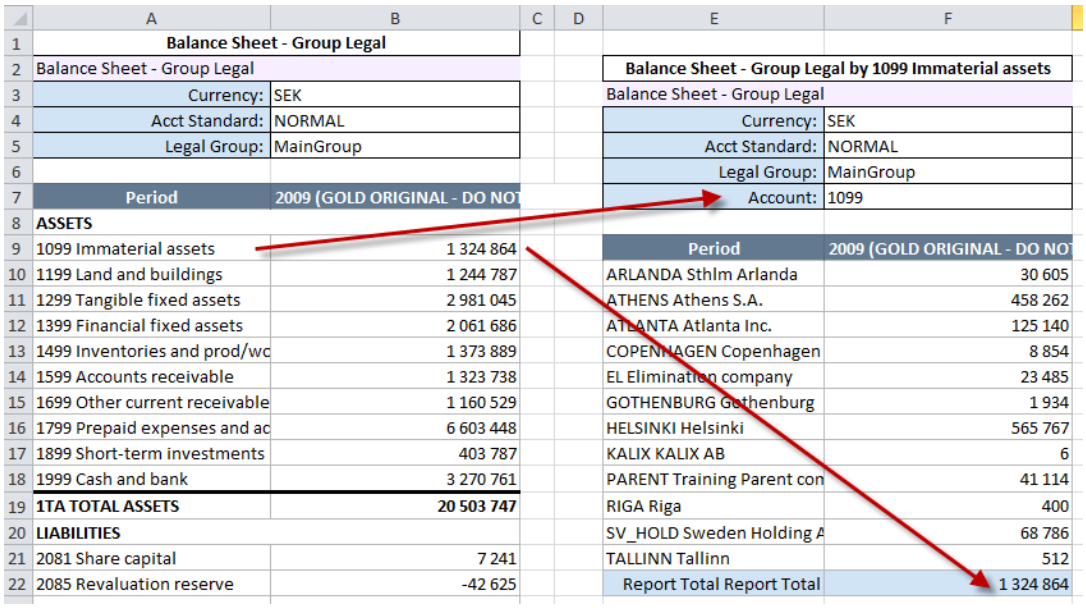


Figure 4.5–2 Report created by drill down

4.6 Expand

To view details without creating a new report, **expand** functionality can be used.

Select a **row** or **column**, right-click and select the menu **Expand** from which a choice of parameter is made.

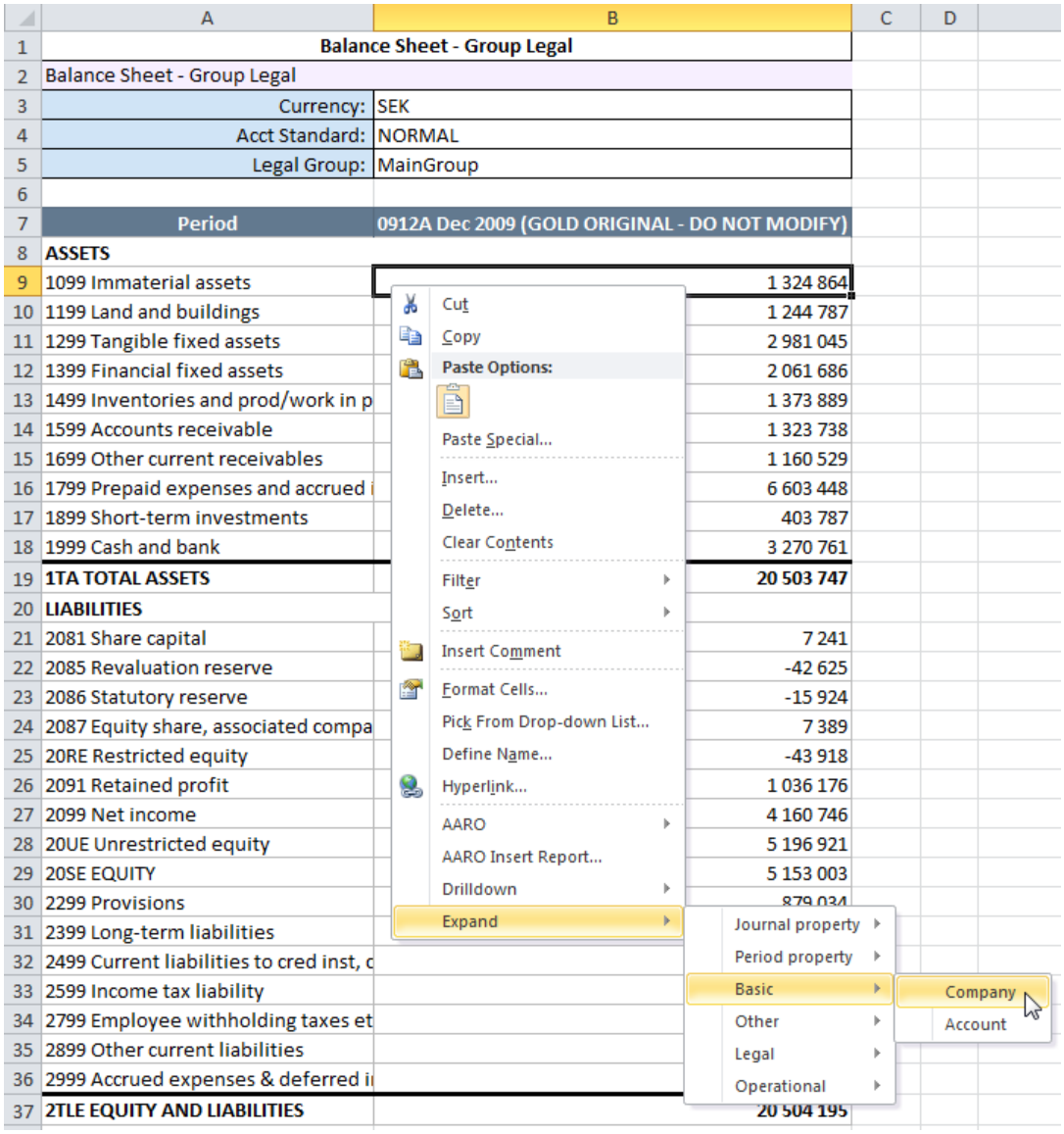


Figure 4.6–1 Expanding a row by parameter Company

New rows/columns appear under the expanded row/column.

	A	B
1	**Balance Sheet - Group Legal**	
2	Balance Sheet - Group Legal	
3	Currency:	SEK
4	Acct Standard:	NORMAL
5	Legal Group:	MainGroup
6		
7	**Period**	**0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)**
8	**ASSETS**	
9	1099 Immaterial assets	1 324 864
10	ARLANDA Sthlm Arlanda	30 605
11	ATHENS Athens S.A.	458 262
12	ATLANTA Atlanta Inc.	125 140
13	COPENHAGEN Copenhagen	8 854
14	EL Elimination company	23 485
15	GOTHENBURG Gothenburg	1 934
16	HELSINKI Helsinki	565 767
17	KALIX KALIX AB	6
18	PARENT Training Parent company	41 114
19	RIGA Riga	400
20	SV_HOLD Sweden Holding AB	68 786
21	TALLINN Tallinn	512
22	Report Total Report Total	1 324 864
23	1199 Land and buildings	1 244 787

Figure 4.6–2 Row expanded by parameter Company

To collapse the expanded row or column, select an expanded cell, right click and select **Collapse**.

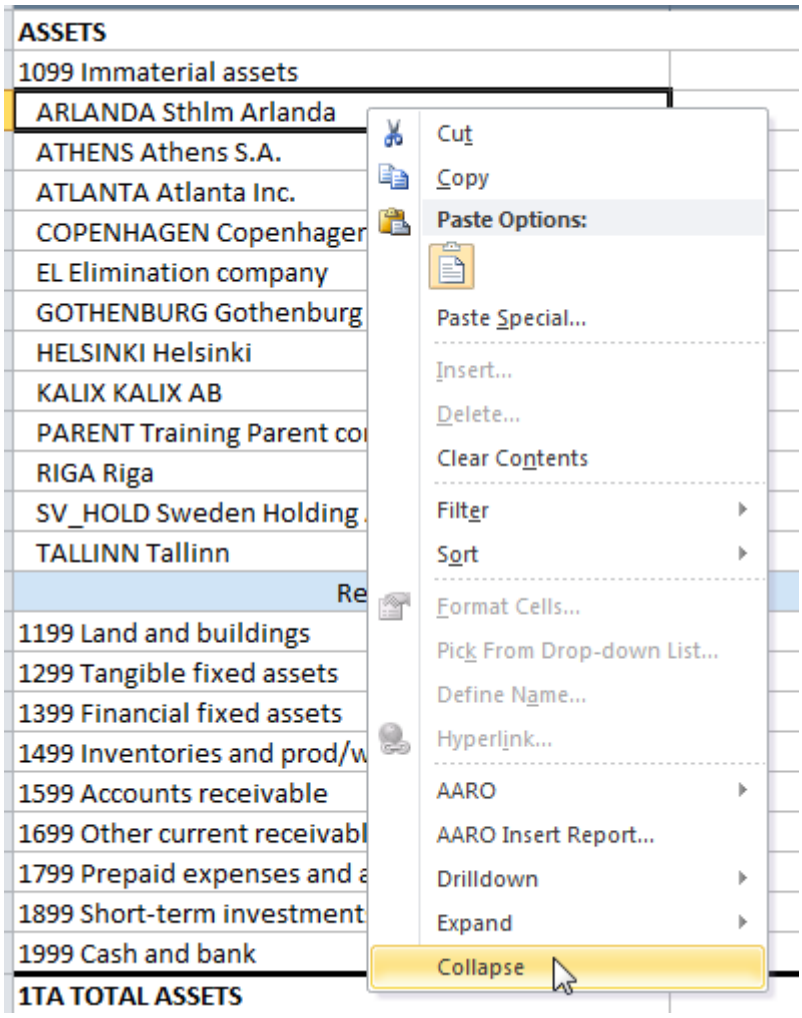


Figure 4.6–3 Collapsing expanded rows

Expand can be done several times on already expanded rows/columns.

Note: The expand by functionality cannot be applied to 'Report Total', 'Grand Total' and 'Other' rows and columns.

4.7 Delete row/column

It is possible to remove a row or column from the Excel drill down report if report rows or columns are not based on a report layout. When deleting a certain parameter value, all rows or columns which have the same value will be deleted.

To delete a report row or column, select the row/column to be deleted and click the **Delete Row** or **Delete Column** button. To undo the operation, click the **Undo** button.

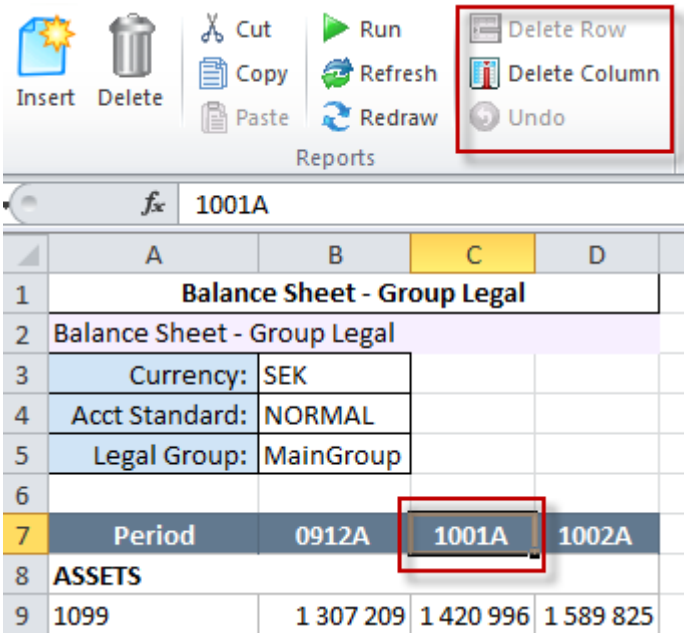


Figure 4.7–1 Delete Row, Delete Column and Undo buttons

4.8 Cut/copy/paste report

To copy or cut a report to a new location, select a report cell and click one of the following buttons:

- Click **Copy** to leave the original report in place and copy it to a new location;
- Click **Cut** to remove the original report and place it in a new destination.

The report can be pasted by clicking the **Paste** button.

Figure 4.8–1 Cut, Copy and Paste buttons

The same options are also available from the right mouse menu: **AARO**.

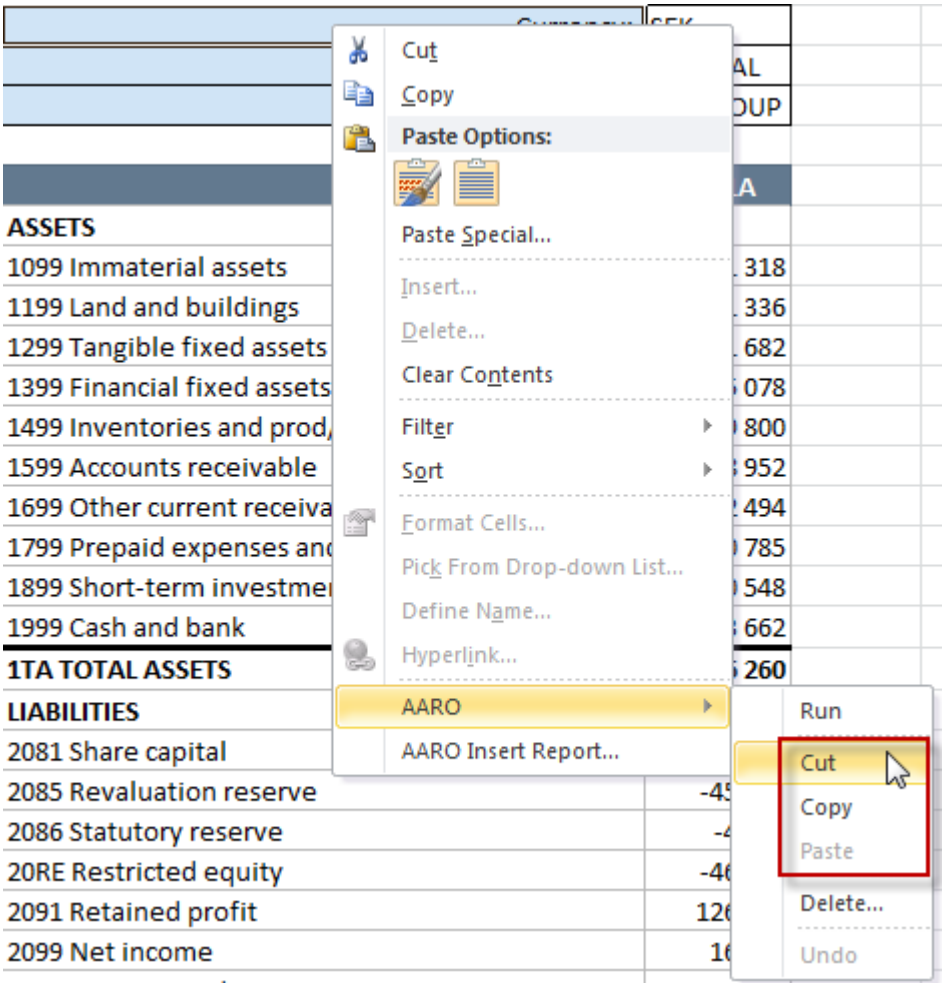


Figure 4.8–2 Cut, Copy and Paste options on the right mouse button menu

Note that copying a report by using standard excel functions "breaks" the 'AARO Excel Live' functionality; options such as 'drill down by' and 'expand by' will not be available in the copied report.

4.9 Run report

To rerun the report with new parameter values, select a report cell and click the **Run** button.

Figure 4.9–1 Run button

Alternatively, right-click the report and choose **Run** from the **AARO** menu.

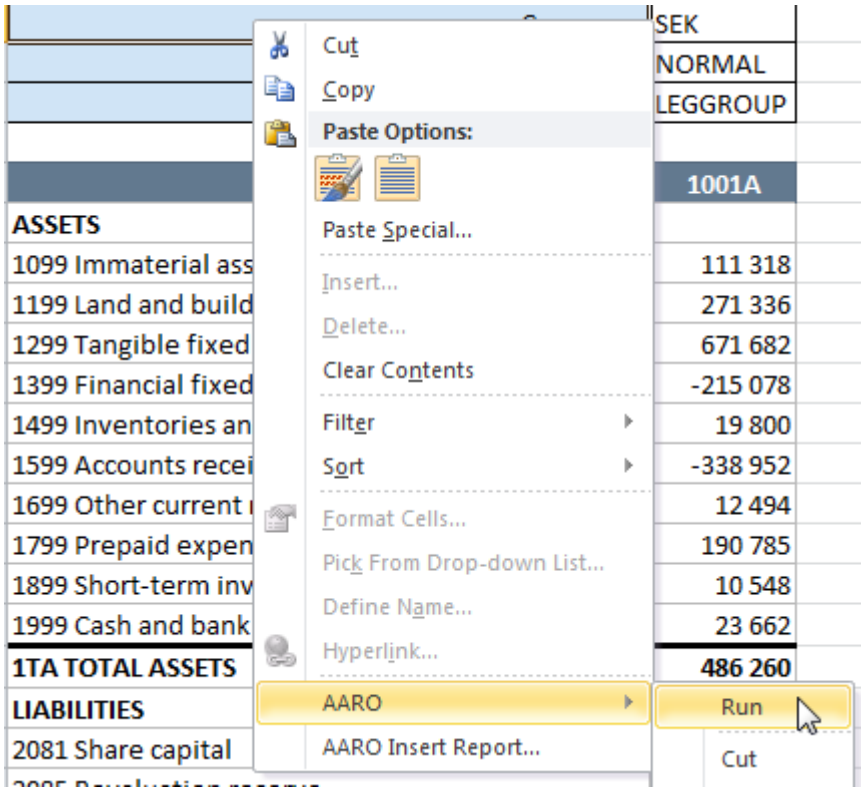


Figure 4.9–2 Run option on the right mouse button menu AARO

If the report has parameters, the parameter selection box will be displayed:

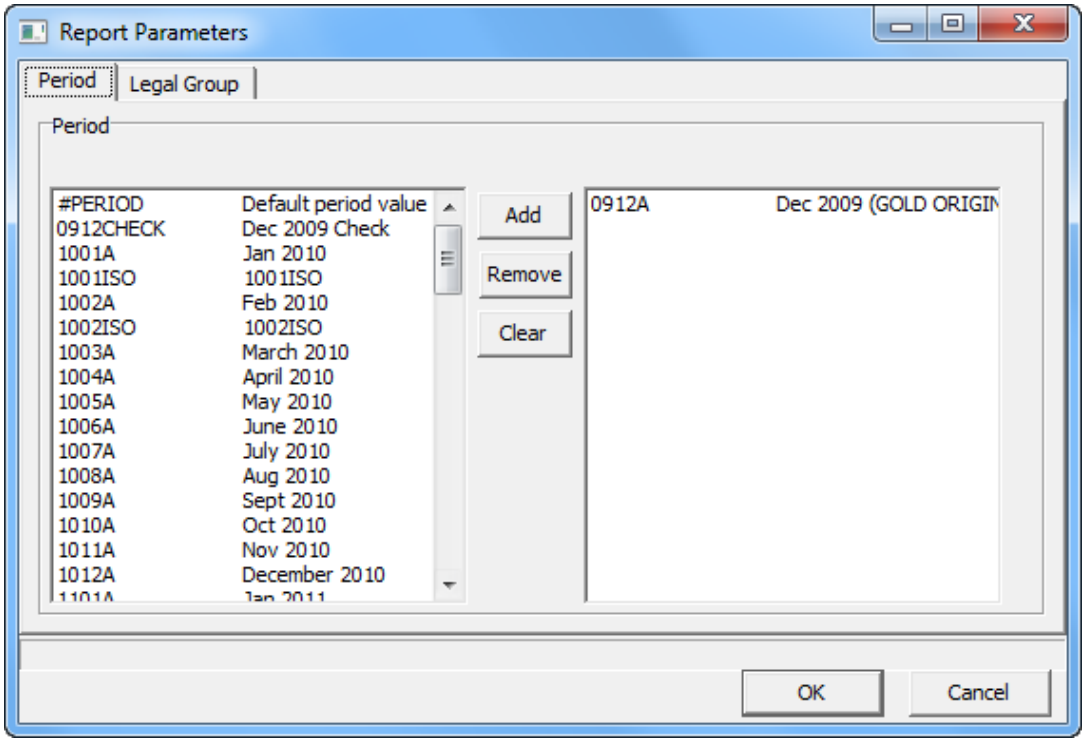


Figure 4.9–3 Parameter selection dialog

Select the new parameter value/s and click **OK**.

4.10 Refresh report

To refresh report data if for example reported values were changed, select a report cell and click the **Refresh** button.

Figure 4.10–1 Refresh button

4.11 Redraw report

To redraw a report, for example if encountering report errors from using Excel functions within a report on a worksheet which has been changed to unprotected, select a report cell and click the **Redraw** button.

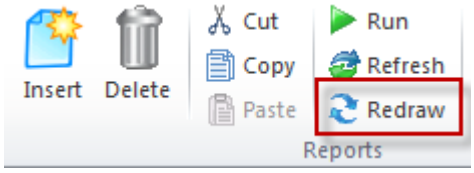


Figure 4.11–1 Redraw button

4.12 Relative periods

With relative periods, the user will be prompted to select the base period on inserting or exporting a report. Selection of base period to the **Relative Period Selection** is performed by double-clicking a period from the **Period** list, or by using **Change** button.

Base periods for different time series are displayed in the selection area.

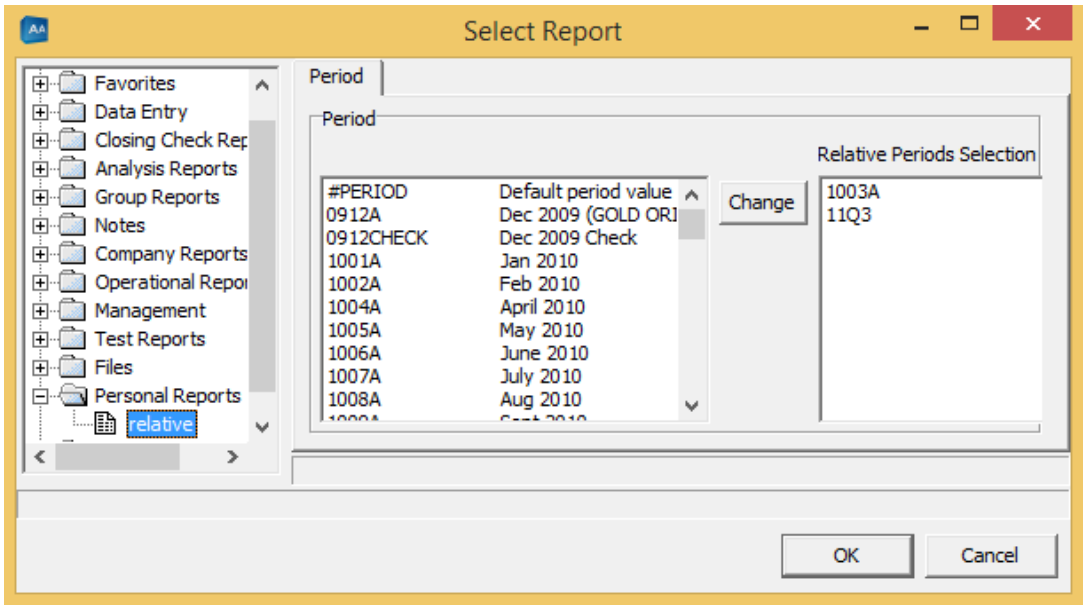


Figure 4.12–1 Relative Periods Selection dialog

5. Excel input forms

Excel input forms provide an alternative to direct data input using the AARO application.

This provides the user with the flexibility to use the wide array of features available within the Excel application before data is uploaded into AARO.

5.1 Limitations of Excel input forms

Currently only forms of type Input and Matrix are available in Excel.

Input responsibilities are not applied to input forms in Excel.

Opening balances in input forms may include values booked through journals according to system settings made by the administrator. Please refer to the 2.9.12 Journal Settings section of the AARO 16.0 User Manual.

For more information regarding different form types within the AARO application, please refer to the 2.4.4 Forms section of the AARO 16.0 User Manual.

5.2 Load an AARO input form into Excel

Excel input forms are input-enabled reports saved in the Web client. They are loaded and managed in Excel in the same way as drill down reports, as described in 4 Excel drill down reports.

The following example represents an Excel income statement form enabled for input in the period 0912A and company ARLANDA.

	A	B	C	D	E	F	G	H	I
1	IS_ALL								
2									
3	Currency:	LOC							
4	Period:	0912A							
5	Source:	INPUT							
6	Company:	ARLANDA							
7									
8	Business Unit	CLOTHES	HOUSEHOLD	COSMETICS	FOOD	LEISURE	MEDIA	Grand Total	
9									
10	3010 Net sales, external	,400	9,800	9,800	,200	,0	,200	20,400	
11	3060 Net sales, internal	,100	,0	,0	,100	6,500	,500	7,200	
12	3080 Discounts	,0	,0	,0	,0	,0	,0	,0	
13	308001 Discounts, external	-,10	-,350	-,350	-,20	,0	-,66	-,796	
14	308002 Discounts, internal	-,15	,0	,0	-,10	-,400	,0	-,425	
15	3099 Net sales, total	,0	,0	,0	,0	,0	,0	,0	
16									

Figure 5.2–1 Excel income statement form enabled for input

In the table, the light green cells are enabled for data input. White cells are disabled for input.

5.3 Edit report header values

The report header shows static parameters saved with the report. In the header, white cells are editable. The report is reloaded automatically when a parameter value is changed in the header.

To see figures for another header parameter value, enter new value into the white cell and press [Enter].

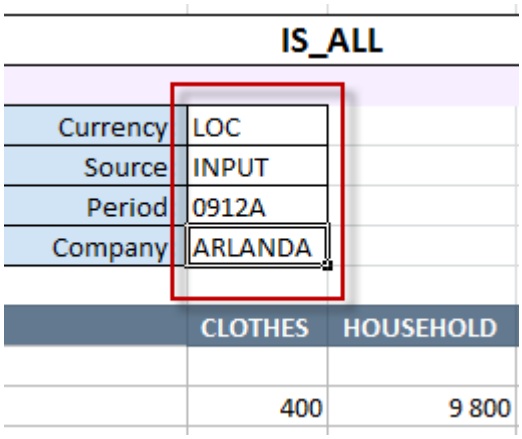


Figure 5.3–1 Editable report header cells

5.4 Report financial information

To enter values:

1. Enter values in the editable cells and press [Enter].

   The edited but not saved value is highlighted in dark green.

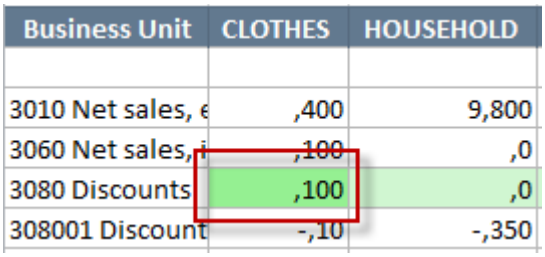


Figure 5.4–1 Edited but not saved value

2. To save entered values, on the **AARO Reports** tab, in the **Input** group, click one of the following options:

Option	Action
Save All	Saves data in all worksheets in the active Excel workbook to AARO.
Save Sheet	Saves data in the selected Excel worksheet to AARO.
Save Report	Saves data in the selected report to AARO application.

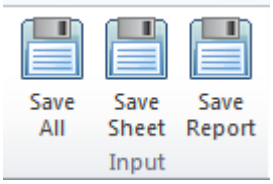


Figure 5.4–2 Save input report options

If changes for a form are only accepted through journals, the **JV Adjustment** dialog box is opened, showing the template for the Adjustment journal to be created.

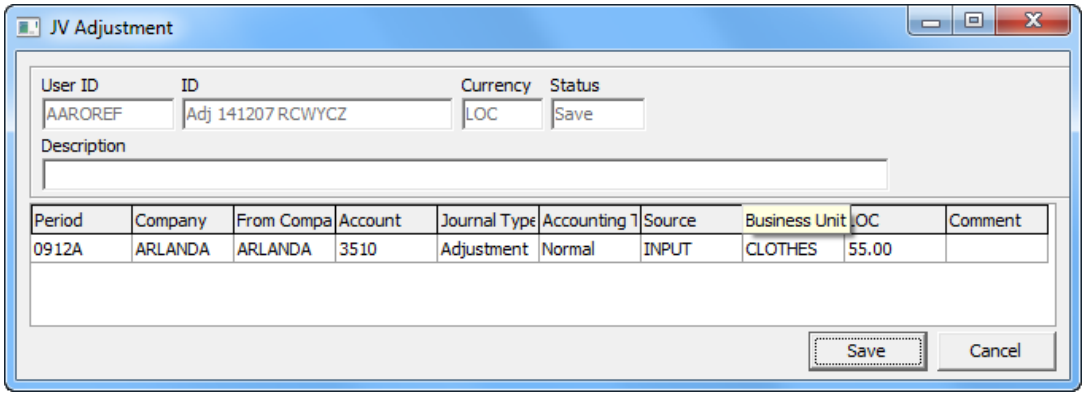


Figure 5.4–3 Adjustment journal dialog

Enter description and row comments if desired, and click the **Save** button.

The adjustment journal will be created with changes made to the accounts. The journal can be viewed in the Windows client in the menu Data Entry/Journals.

If the information has been successfully exported, a confirmation message will be displayed.

To check the information in the AARO Windows Client, go into the menu **Data Entry/Input** and load the relevant form.

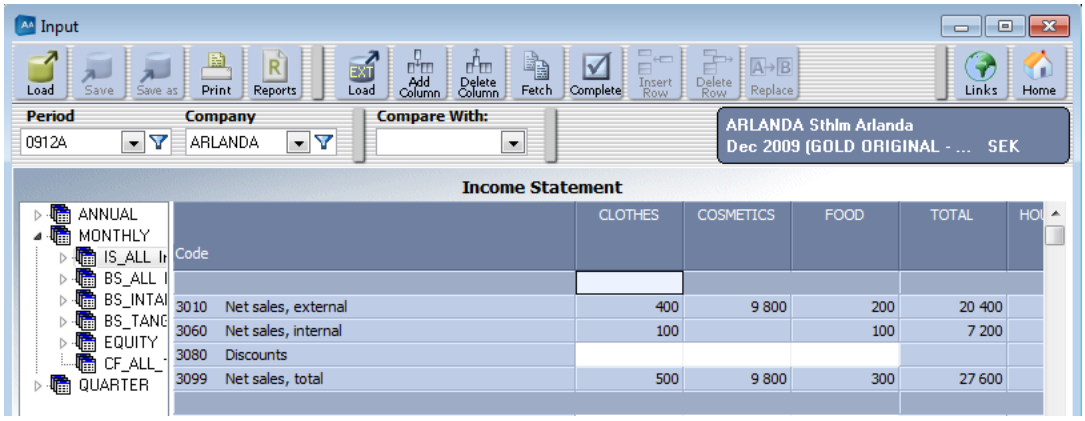


Figure 5.4–4 Input form data sent from Excel

6. Paste data from AARO

The AARO Office add-in provides the possibility to paste background data into Excel, which can be helpful when working with drill down reports, input forms and AARO formulas. The following data can be pasted:

- lists of dimension values;
- report layouts;
- cash and benchmarking data;
- period validation settings, and rates.

To paste from AARO, go to the **AARO Reports** tab and the **Paste from AARO** group.

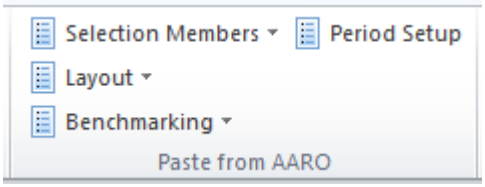


Figure 5.4–1 Paste from AARO group

6.1 Paste dimension values

To paste dimension values:

1. In Excel, select a cell where the data will be pasted.
2. In the group **Paste from AARO**, expand the **Selection Members** drop-down list and click the dimension name.

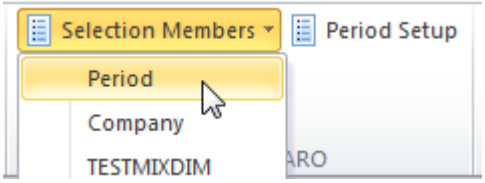


Figure 6.1–1 Pasting dimension values

6.2 Paste report layout

To paste a report layout:

1. In Excel, select a cell where the data will be pasted.
2. In group **Paste from AARO**, expand the **Layout** drop-down list and choose the layout name.

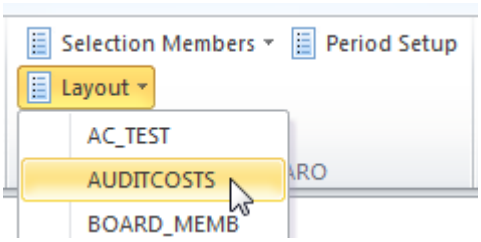


Figure 6.2–1 Pasting a layout

6.3 Paste benchmarking data

To paste benchmarking data:

1. In Excel, select a cell for the data to be pasted to.
2. In the group **Paste from AARO**, expand the **Benchmarking** drop-down list and choose the required option.

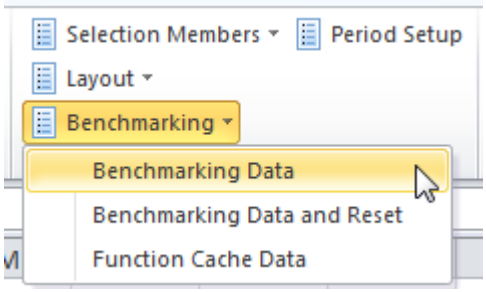


Figure 6.3–1 Pasting benchmarking data

6.4 Paste period setup

To paste period validation setup, or period rates:

1. In Excel, select a cell for the data to be pasted to.
2. In group **Paste from AARO**, click the **Period Setup** button.

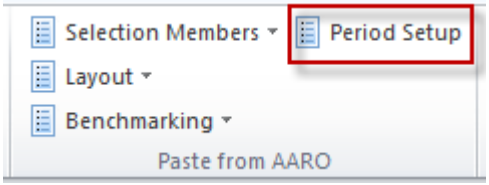


Figure 6.4–1 Pasting period setup from AARO

3. Select period, company if required, the information source and data to be pasted, then click **Paste**.

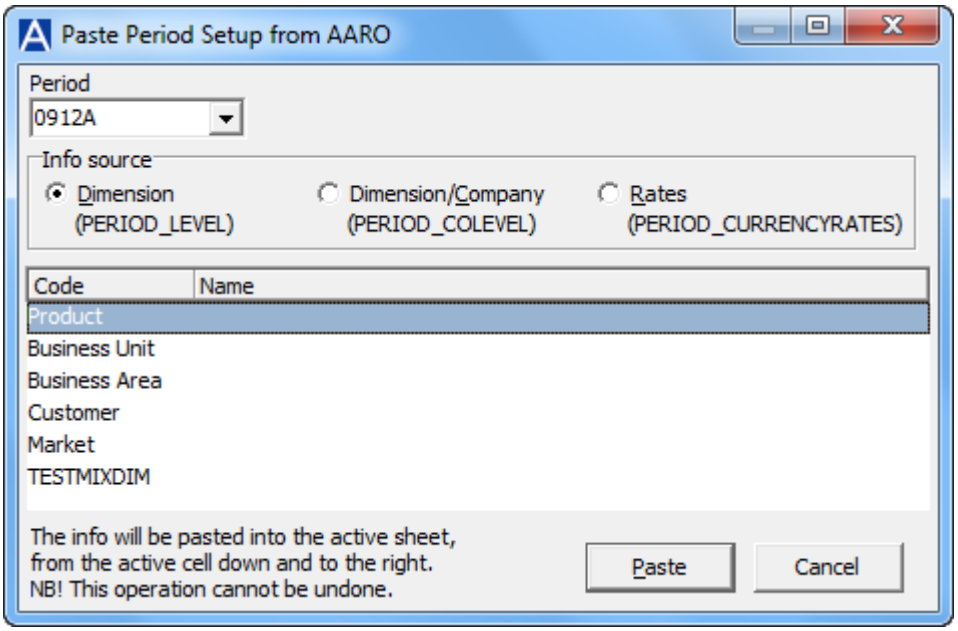


Figure 6.4–2 Pasting period setup from AARO

The following information sources are available:

Option	Description
Dimension	**Validation/Dimension validations** tab settings will be pasted for the selected period.
Dimension/ Company	**Validation/Company/Dimension validations** tab settings will be pasted for the selected period and company.
Rates	Rates tab settings will be pasted for the selected period.