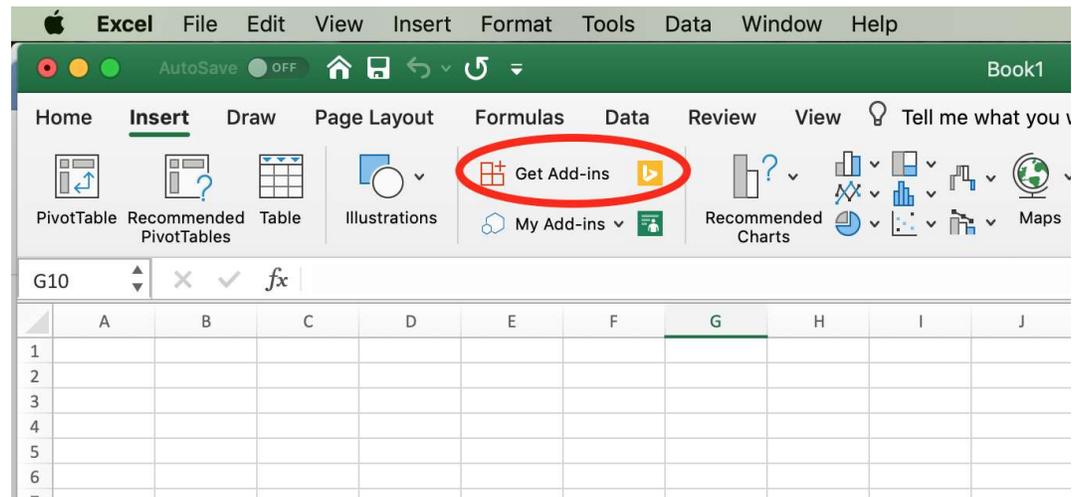


Scott's Add-ins Supporting Documentation V1.01

Getting Started

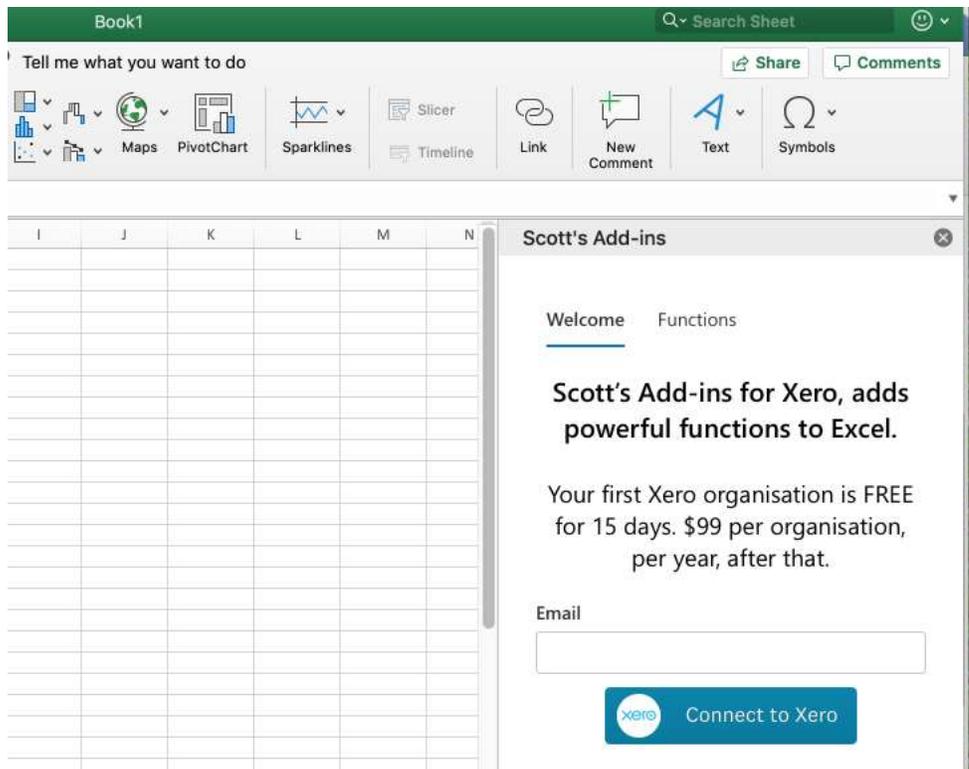
Installing the Add-in

To install Scott's Add-in for Excel, open Excel. From the Insert menu, choose Get Add-ins. Search for Scott's, and install the add-in.



Connecting to Xero

Scott's Add-in for Xero, allows you to seamlessly, transfer Xero general ledger data to your spreadsheet. To do this, we must connect the add-in to your Xero organisation. To do this, please enter your email address, and choose Connect to Xero. You will be asked to authenticate, using your Xero login credentials.



The Functions

With Scott's Add-ins installed, you are about to unleash the combined power of Excel and Xero. You now have (3) additional functions available:

=SCOTT.XGL	Returns a general ledger account balance
=SCOTT.XDESC	Returns the description of the account
=SCOTT.XRANGE	Returns the sum of a range of ledger account balances

Here's the syntax for each:

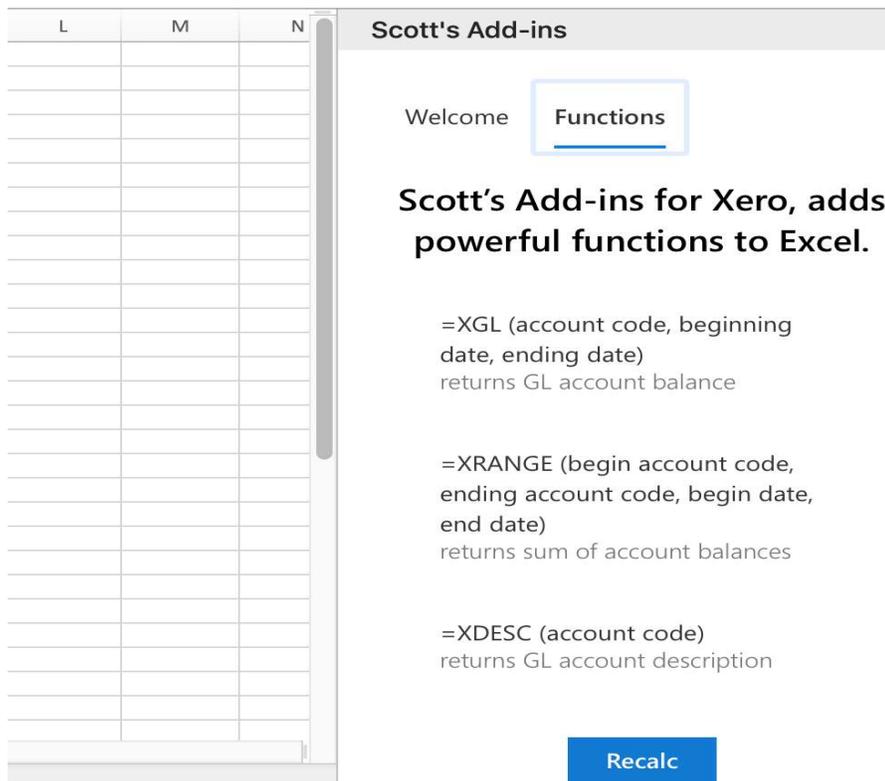
=SCOTT.XGL	(Account Code, Start Date, End Date)
=SCOTT.XDESC	(Account Code)
=SCOTT.XRANGE	(Starting Account Code, Ending Account Code, Start Date, End Date)

Data Flow and Recalculating

The add-in gets its data from the Xero Journal API. This journal is the final resting place for all Xero general ledger transactions.



To refresh your spreadsheet with the most recent Xero data, simply click the Recalc button in the Scott's Add-in pane from within Excel.



FAQ

Does Scott's Add-in write-back, or update the Xero database?

No. Data only flows one way, from Xero to Excel.

How long is the trial subscription?

The trial is for 15 days, for one Xero organisation.

Does the add-in recalculate and pull fresh Xero data when I add a new, non-Scott's function to a cell, such as =SUM?

No. The data from Xero is only refreshed when you click the Recalc button in the add-in.

What happens when I connect the add-in for the first time to a new Xero organisation?

The add-in does an initial data build of the organisation's journal data. This could take a few seconds or a few minutes, depending on the volume of transactions for the organisation. You will receive an email, alerting you that build has finished, and you can begin to use the add-in.

Note: this is a onetime process. Subsequent recalculations of the sheet do not require another "build". These recalculations will happen very quickly.

Can I connect multiple Xero organisations **to the same** Excel sheet?

Sorry, not today. This feature may be available in the future.

Need more help?

Please reach out to us at:

hello@scottsassdins.com