



## BCE Excel Functions - User Notes

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Date: 08/12/2020  
Doc Version: 1.0.0

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## Introduction

BCE Excel functions link BCE with Excel to allow data to be extracted directly into Excel for both data analysis and reporting.

Using a library of data functions, a range of data fields can be extracted or saved back directly between BCE and Excel.

Full details of all BCE Excel functions with examples of how they are used can be found in the BCE online help.

A set of prebuilt data queries are provided to allow users to build a framework for data fields to be extracted.

Data can be refined using a variety of parameters combined with Excel functions to allow users to compile key financial reports.

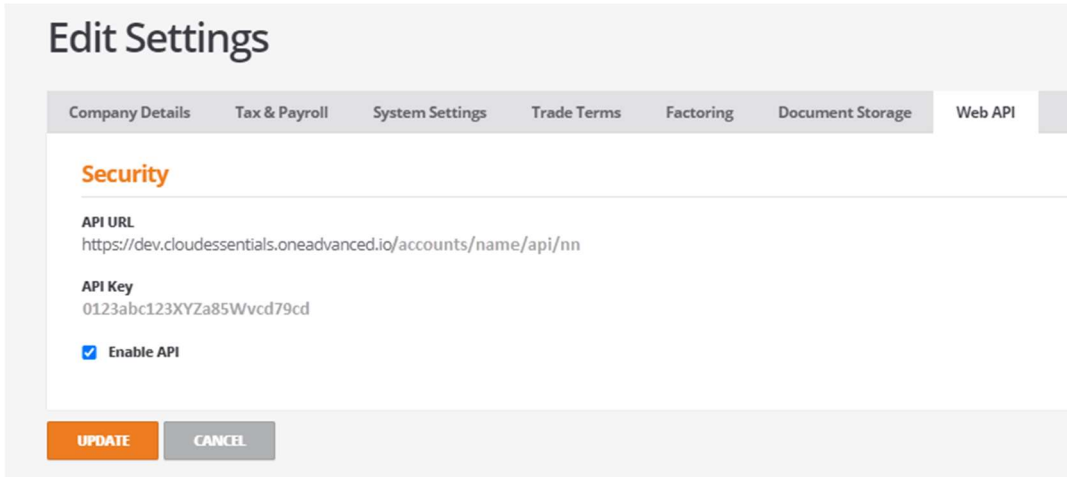
### **Important Notes:**

BCE v1.8.0 Excel functions only supports online editions of Excel.

Later editions of BCE will support local installations of Excel.

## BCE Company Settings

To use the BCE Excel functions, from BCE open 'Company Settings' and select the 'Web API' tab:



**Edit Settings**

Company Details Tax & Payroll System Settings Trade Terms Factoring Document Storage **Web API**

**Security**

**API URL**  
https://dev.cloudessentials.oneadvanced.io/accounts/name/api/nn

**API Key**  
0123abc123XYZa85Wvcd79cd

☒ Enable API

**UPDATE** **CANCEL**

Both the API URL and the API Key are required for the configuration settings when setting up the 'Add-in' in Excel.

Tick the 'Enable API' tick box.

The BCE Excel functions are supplied in a manifest file that can be downloaded and saved to a folder on a local drive.

This file is required when setting up the 'Add-in' in Excel.

The manifest file can be downloaded from the online help.

## Installation and Excel Add-in Setup

To configure the Excel 'Add-in'.

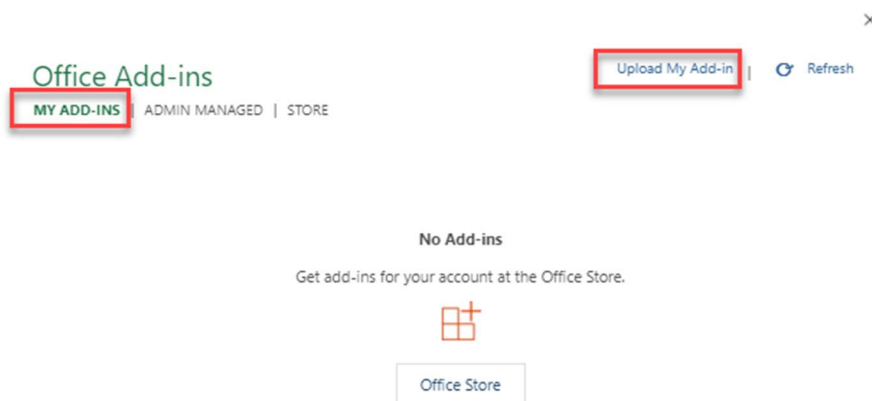
Open Office on the web.

Select Excel and create a new document.

From Excel, click on the 'Insert' tab and select 'Office Add-ins'.

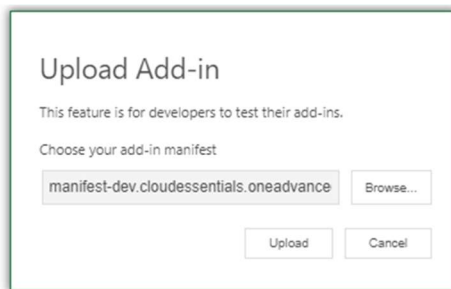
From the 'Office Add-ins' screen, select the 'MY ADD-INS' tab.

Click on 'Upload My Add-in':

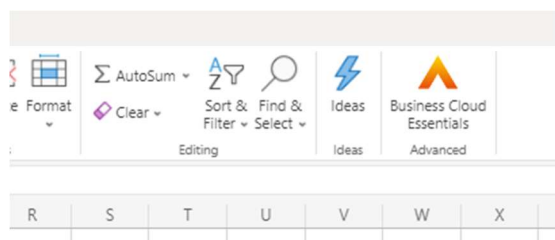


Use the 'Browse' button to locate the add-in manifest file on the local drive.

Select 'Upload':

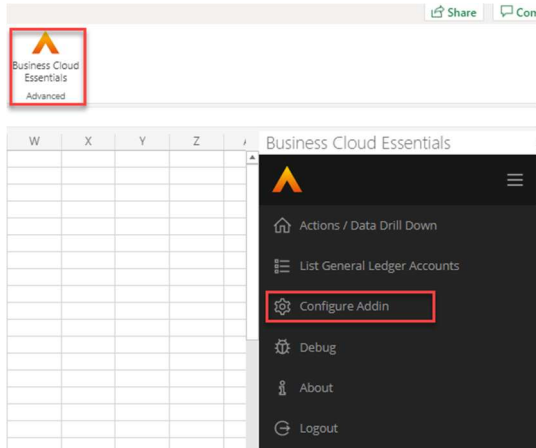


The Business Cloud Essentials button will be displayed on the menu ribbon indicating the 'Add-in' has been successfully installed:

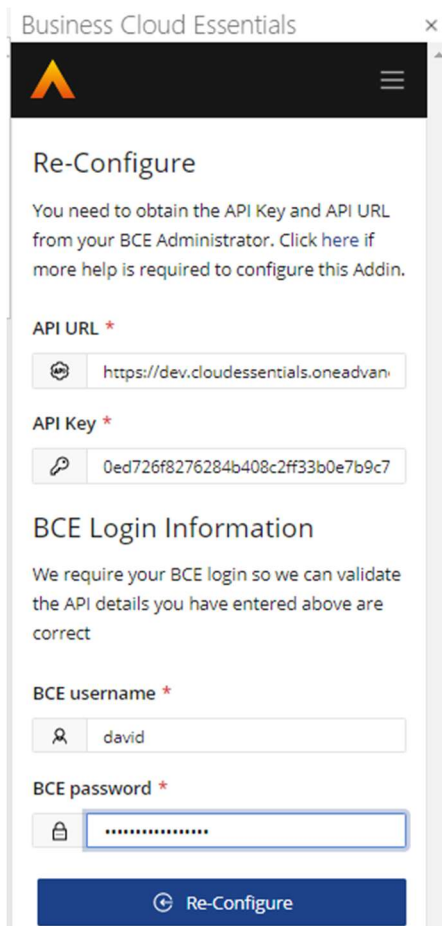


## Configuring BCE Excel Functions

Click on 'Business Cloud Essentials' and select 'Configure Add-in' from the menu:



Enter the API URL and API Key from your BCE 'Company Settings', 'Web API' tab:

A screenshot of the 'Business Cloud Essentials' application window. The window has a title bar with the text 'Business Cloud Essentials' and a close button. Below the title bar is a dark header with the Advanced logo and a menu icon. The main content area is titled 'Re-Configure' and contains the following text: 'You need to obtain the API Key and API URL from your BCE Administrator. Click here if more help is required to configure this Addin.' Below this text are four input fields: 'API URL' with a red asterisk, containing the text 'https://dev.cloudessentials.oneadvanced'; 'API Key' with a red asterisk, containing a long alphanumeric string; 'BCE Login Information' section with the text 'We require your BCE login so we can validate the API details you have entered above are correct'; 'BCE username' with a red asterisk, containing the text 'david'; and 'BCE password' with a red asterisk, containing a masked password. At the bottom of the form is a blue button with a circular arrow icon and the text 'Re-Configure'.

Enter your usual BCE username and password and click on the 'Re-Configure' button.

The BCE Excel functions are now ready to use.



## Using BCE Excel Functions

### Introduction

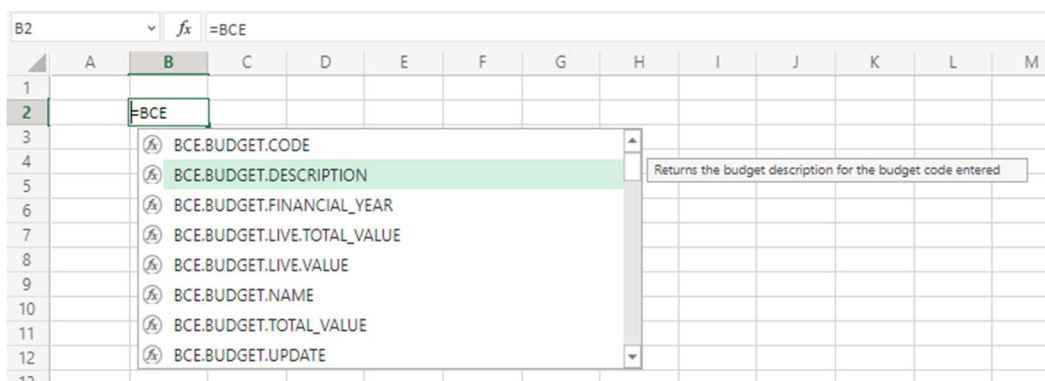
This is a brief introduction to using BCE Excel functions covering the following topics:

- Selecting BCE Excel functions
- Example BCE Excel function
- BCE Excel Update functions
- BCE Excel STRICT functions
- Excel Cell Protection
- List General Ledger Accounts
- Data Drill Down
- Summary of Excel Functions

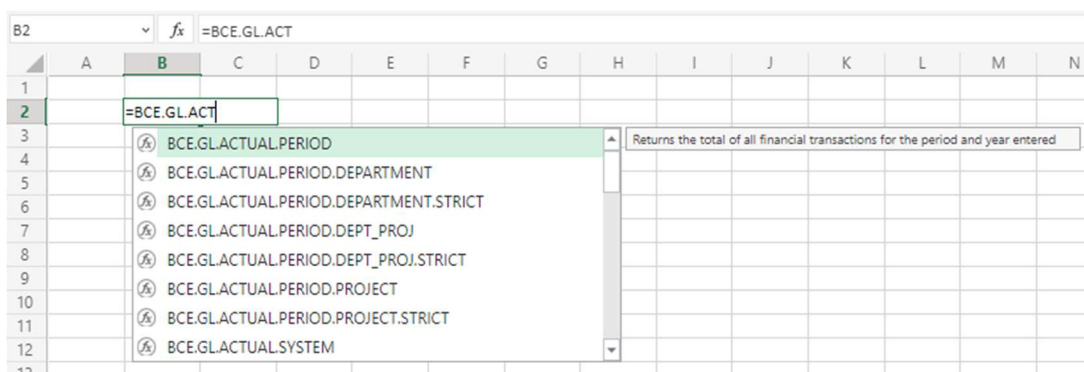
**Note:** The Business Cloud Essentials Excel functions Add-in must be installed and configured.

### Selecting BCE Excel functions

BCE Excel functions are used by typing: '=BCE' to open the list of all functions prefixed with BCE:



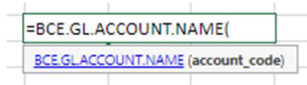
The list of functions is refined as each of the leading characters are entered:



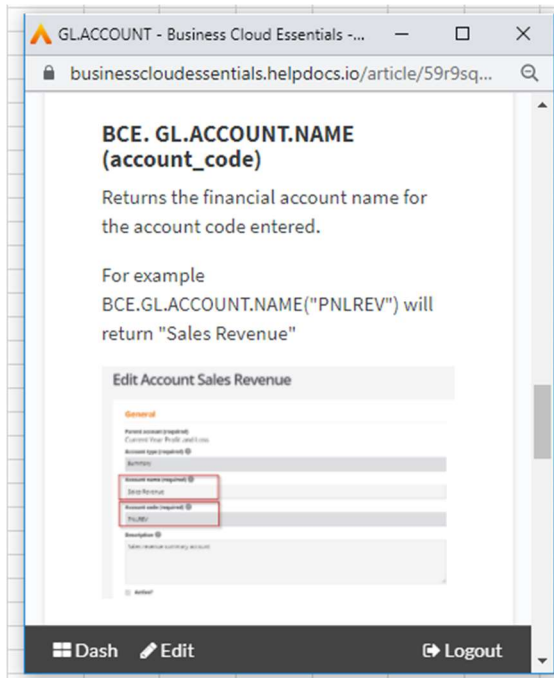
Alternatively, scroll through the list of the functions to locate the required function.

As each function is highlighted, a tip provides a brief explanation of the function.

When a function is selected, it will appear within the selected cell:



Clicking on the highlighted tip opens the BCE on line help documentation for guidance on the functions use:



See list of all BCE Excel functions at the foot of this document.

## Example BCE Excel function

Each BCE Excel function requires at least one parameter.

For example, to return a GL account name the BCE.GL.ACCOUNT.NAME function requires the account code:

=BCE.GL.ACCOUNT.NAME(
BCE.GL.ACCOUNT.NAME(account_code)

The account code can be entered directly into the parameter enclosed by the opening and closing bracket:

=BCE.GL.ACCOUNT.NAME(DEFSAL)
------------------------------

Alternatively the account code can be located from a cell anywhere within the spreadsheet by clicking on the cell or entering the cell reference:

PNL	
PNLREV	=BCE.GL.ACCOUNT.NAME(P16)
SALESUK	BCE.GL.ACCOUNT.NAME(account_code)
DEFSAL	
EUSALES	
SALEFR	
SALESP	

When combined with a list of General Ledger account codes, it is possible to rapidly complete the names for all account codes by using excel features to click and drag the content of the BCE Excel function down through the list:

PNL	
PNLREV	Sales Revenue
SALESUK	=BCE.GL.ACCOUNT.NAME(P17)
DEFSAL	Default Sales Account
EUSALES	EU Sales
SALEFR	Sales in France
SALESP	

## BCE Excel Update functions

BCE Excel functions include two update functions that are used for setting an account as a budget type and for setting or updating a budget value.

These update functions are particularly useful for planning and revising budgets within a spreadsheet where the revised budgets can be updated once agreed and finalised.

An update function is entered by completing the following parameters:

`=BCE.BUDGET.UPDATE($B$3,$A10,M$7,O10)` (Budget code, Account code, Period, Revised value)

However, when entering an update functions it is probably best to apply control over when the content of the revised values are saved back to BCE.

This can be achieved by using the Excel IF function where a designated cell must be set to "Y" to commit the revised updates.

Using the same BCE Excel update function, the IF control can form part of the function:

`=IF($C$6="Y",BCE.BUDGET.UPDATE($B$3,$A10,M$7,O10),"Not SAVED")`

This checks the status of cell C6 for the uppercase character of "Y" before updating BCE. Any other content other than "Y" returns the text "Not SAVED" and the live update function is disabled:

J11	=IF(\$C\$6="Y",BCE.BUDGET.UPDATE(\$B\$3,\$A11,G\$7,I11),"Not SAVED")																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Financial Budget Analysis																
2	Financial Year	2021															
3	Budget Code	BUD-002															
4	Budget Status	N															
5																	
6		Enter Y to Save	No														
7						Period	1					Period	2				
8	GL Code	Name	A/c Type	Budget A/C		GL Actual	Budget	Variance	Revised	Apply		GL Actual	Budget	Variance	Revised	Apply	GL
9																	
10	MSTKCOST	Stock Cost of Sales	Expense	Y		-500	300	800	300	Not SAVED		0	300	300	300	Not SAVED	
11	DMEDIN	Medical Insurance	Expense	Y		0	875	875	875	=IF(\$C\$6="Y",BCE.BUDGET.UPDATE(\$B\$3,\$A11,G\$7,I11),"Not SAVED")							
12	CASUAL	Casual Wages	Expense	Y		0	800	800	800	Not SAVED		750	800	50	800	Not SAVED	
13	ROYALTY	Royalties Paid	Expense	Y		0	300	300	300	Not SAVED		0	300	300	300	Not SAVED	

## BCE Excel STRICT functions

The STRICT parameter is used where the parameter value entered must be explicitly used:

=BCE.GL.ACTUAL.PERIOD.DEPARTMENT.STRICT			
BCE.GL.ACTUAL.PERIOD.DEPARTMENT.STRICT	(account_code, year, period, [department], [strict_value])		

For example, when running a reporting within BCE that requires the option to enter a department or project code, if no code is entered the report returns the results for all departments and projects.

BCE does not apply mandatory rules for entering department or project codes, therefore it is permissible to have no code.

Using STRICT functions will respect the actual value entered, so if a blank department and/or project code is entered, on those actuals with blank codes will be returned.

The use of the STRICT parameter is applied by entering "Y" or "N" within the function:

When the 'STRICT' flag is set as "N".

BCE.GL.ACTUAL.PERIOD.DEPT\_PROJ.STRICT(C6,B2,B3,B4,"N")

Entry of no department/project code returns the financial values for every department/project from BCE regardless of whether a code is valid or blank. This is consistent with the reporting filters used in BCE.

When the 'STRICT' flag is set as "Y".

BCE.GL.ACTUAL.PERIOD.DEPT\_PROJ.STRICT(C6,B2,B3,B4,"Y")

Entry of no department code will return the financial values for every department from BCE with a blank code.

## Excel Cell Protection

The standard Excel cell features using the '\$' symbol can be used effectively to lock cell's position on the vertical or horizontal axis or both.

For example:

Using the BCE Excel function to retrieve the GL Actual balance for a specific period requires the parameters for 'account code', 'period' and 'year'.

Each of these fields are stored in their respective cells within the Excel spreadsheet:

G11    fx    =BCE.GL.ACTUAL.PERIOD(\$A11,\$B\$3,G\$8)									
	A	B	C	D	E	F	G	H	I
1	<b>Financial Budget Analysis</b>								
2									
3	Financial Year	2021							
4	Budget Code	BUD-002							
5	Budget Status	N							
6		Enter Y to Save	No						
7									
8	GL Code	Name	A/c Type	Budget A/C	Period	1	2	3	
9									
10									
11	DMEDIN	Medical Insurance	Expense	Y	GL Actual	=BCE.GL.ACTUAL.PERIOD(\$A11,\$B\$3,G\$8)			
12					Budget	750.00	750.00	750.00	
13					Variance	225.00	225.00	750.00	
14					Revised	750.00	750.00	750.00	

Using the Excel features to lock the cell position when using the drag content functions allows the following:

fx    =BCE.GL.ACTUAL.PERIOD(\$A11,\$B\$3,G\$8)

Prefixing the column with the \$ locks the column.

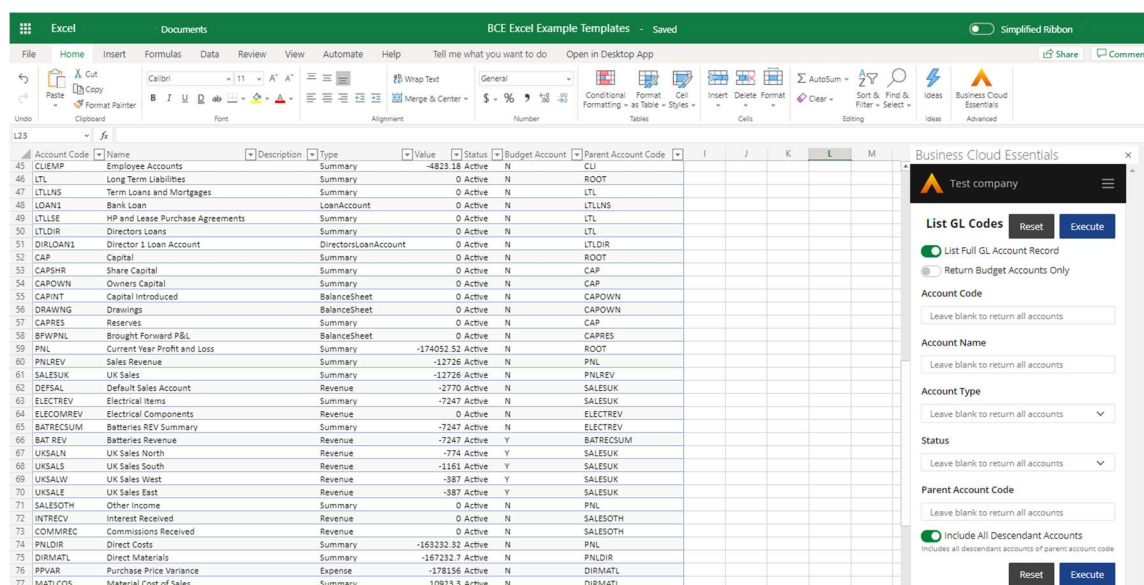
Prefixing the column and row with \$ locks the columns and row.

Prefixing the row with \$ locks the row.

## List General Ledger Accounts

The 'List General Ledger Accounts' option allows users to prefill their spreadsheet a list of account codes.

Once populated, the codes can be used in conjunction with the BCE Excel functions to compile accounts reports:



Account Code	Name	Description	Type	Value	Status	Budget Account	Parent Account Code
45	CLTEMP	Employee Accounts	Summary	-4823.18	Active	N	CU
46	LTL	Long Term Liabilities	Summary	0	Active	N	ROOT
47	LTLMS	Term Loans and Mortgages	Summary	0	Active	N	LTL
48	LOAN1	Bank Loan	LoanAccount	0	Active	N	LTLMS
49	LTLSE	HP and Lease Purchase Agreements	Summary	0	Active	N	LTL
50	LTLDIR	Directors Loans	Summary	0	Active	N	LTL
51	DIRLOAN1	Director 1 Loan Account	DirectorsLoanAccount	0	Active	N	LTLDIR
52	CAP	Capital	Summary	0	Active	N	ROOT
53	CAPSHR	Share Capital	Summary	0	Active	N	CAP
54	CAPOWN	Owners Capital	Summary	0	Active	N	CAP
55	CAPINT	Capital Introduced	BalanceSheet	0	Active	N	CAPOWN
56	DRAWING	Drawings	BalanceSheet	0	Active	N	CAPOWN
57	CAPRES	Reserves	Summary	0	Active	N	CAP
58	BFWPNL	Brought Forward P&L	BalanceSheet	0	Active	N	CAPRES
59	PNL	Current Year Profit and Loss	Summary	-174052.52	Active	N	ROOT
60	PNLREV	Sales Revenue	Summary	-12726	Active	N	PNL
61	SALESUK	UK Sales	Summary	-12726	Active	N	PNLREV
62	DEFSA	Default Sales Account	Revenue	-2770	Active	N	SALESUK
63	ELECTREV	Electrical Items	Summary	-7247	Active	N	SALESUK
64	ELECOMREV	Electrical Components	Revenue	0	Active	N	ELECTREV
65	BATRECSUM	Batteries REV Summary	Summary	-7247	Active	N	ELECTREV
66	BAT REV	Batteries Revenue	Revenue	-7247	Active	Y	BATRECSUM
67	UKSALN	UK Sales North	Revenue	-774	Active	Y	SALESUK
68	UKSALS	UK Sales South	Revenue	-1161	Active	Y	SALESUK
69	UKSALW	UK Sales West	Revenue	-387	Active	Y	SALESUK
70	UKSALE	UK Sales East	Revenue	-387	Active	Y	SALESUK
71	SALESOTH	Other Income	Summary	0	Active	N	PNL
72	INTRECV	Interest Received	Revenue	0	Active	N	SALESOTH
73	COMMAREC	Commissions Received	Revenue	0	Active	N	SALESOTH
74	PNLDIR	Direct Costs	Summary	-163232.32	Active	N	PNL
75	DIRMATL	Direct Materials	Summary	-167232.7	Active	N	PNLDIR
76	PPVAR	Purchase Price Variance	Expense	-178156	Active	N	DIRMATL
77	MATLCO	Material Cost of Sales	Summary	10923.3	Active	N	DIRMATL

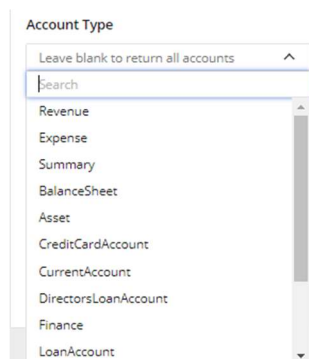
The list of account codes can be retrieved as a complete list or by selecting specific account names, types or the status of account codes.

**List Full GL Account Record:** Returns the full list of accounts together with the properties of the account including the description, type and values:

**Return Budget Accounts Only:** Returns accounts marked as budget type

**Account Code:** Returns the specified account code

**Account Type:** Returns accounts for the selected account type:



Account Type

Leave blank to return all accounts

Search

- Revenue
- Expense
- Summary
- BalanceSheet
- Asset
- CreditCardAccount
- CurrentAccount
- DirectorsLoanAccount
- Finance
- LoanAccount

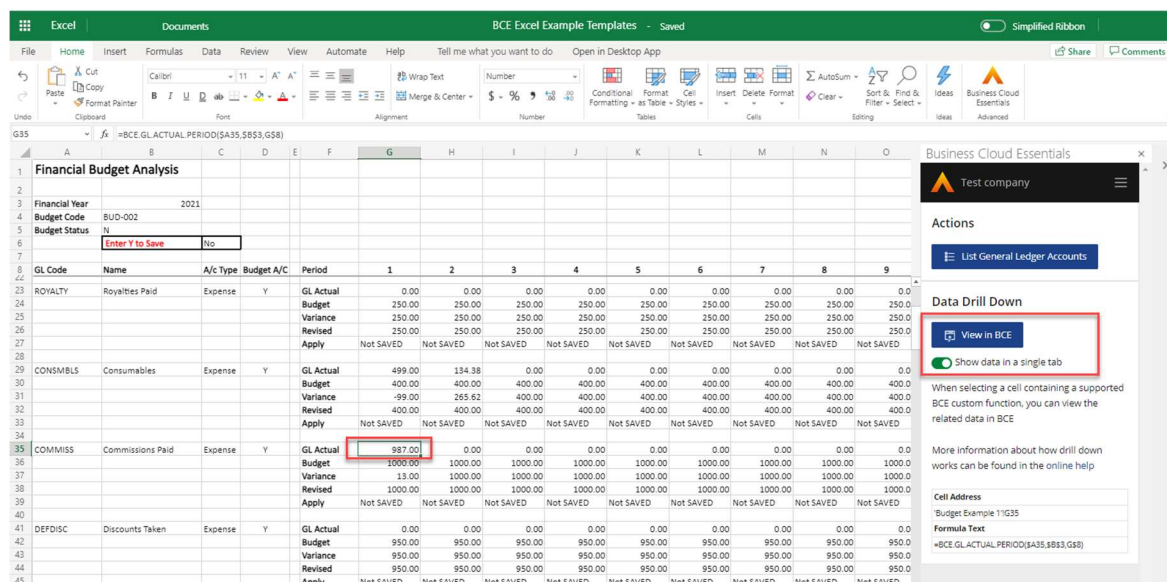
**Status:** Permits selection of active or inactive accounts only

**Parent Account Code:** Returns accounts within the specified parent summary account code

## Data Drill Down

For data sourced from BCE a data drill down option allows the underlying data to be inspected.

From the BCE menu panel, select 'Actions / Data Drill Down':



The screenshot shows the Excel interface with the 'Data Drill Down' panel on the right. The panel includes a 'View in BCE' button, which is highlighted with a red box. The main spreadsheet displays a 'Financial Budget Analysis' table. The 'COMMISS' row is selected, and its value '987.00' is highlighted in the 'GL Actual' column.

The 'View in BCE' button becomes active whenever a cell is selected that contains BCE data.

Details of the cell selected and the formula content are displayed for reference:

<b>Cell Address</b>
'Budget Example 1'!G35
<b>Formula Text</b>
=BCE.GL.ACTUAL.PERIOD(\$A35,\$B\$3,G\$8)

Clicking on the 'View in BCE' button will open the underlying data in a separate tab:

### Account Activity Report for Commissions Paid

Date From  
01/01/2021

Date To  
31/01/2021

Project  
Any

Department  
Any

Zero Value Transactions  
Hide

Transaction Num.

Transaction Type  
Any

Accounts  
Commissions Paid selected Change selection

SEARCH CLEAR SEARCH EXPORT REPORT

See the old view

COLUMNS

Num.	Date	Account Name	Transaction type	Doc. Reference	VAT Rate	Dr.Val. GBP	Cr.Val. GBP	Closing Balance
914	13/01/2021	Commissions Paid	PurchaseInvoice	PurchaseInvoice 21	-	987.00	0.0	987.00
Total						987.0	0	



## Summary of BCE Excel Functions

### General Ledger Account Codes (Chart of Accounts)

- BCE.GL.ACCOUNT

Returns Chart of Account general ledger codes, names, descriptions, type and status.

Includes an option to save accounts back to BCE as a budget account.

- BCE.GL.PARENT.ACCOUNT.CODE

Returns the parent account code for the account code entered.

### Actual Financial Balances

- BCE.GL.ACTUAL.PERIOD

Returns the actual values for the financial period and year entered with options to filter by departments and projects.

- BCE.GL.ACTUAL.SYSTEM

Returns the total actual value ever recorded for the selected account.

- BCE.GL.ACTUAL.SYSTEM\_TO\_YEAR\_END

Returns the actual value from the start of the system to end of the financial year entered with options to filter by departments and projects.

- BCE.GL.ACTUAL.SYSTEM.DEPARTMENT

Returns the actual value from the start of the system to end of the system with options to filter by departments and projects.

- BCE.GL.ACTUAL.YEAR\_TO\_PERIOD

Returns the actual value to the financial period and year entered with options to filter by departments and projects.

- BCE.GL.ACTUAL.YEAR\_TOTAL

Returns the actual value for the financial year entered with options to filter by departments and projects.

### General Ledger Budgets

- BCE.BUDGET

Returns budget codes, names and descriptions with options to retrieve the live and total values.

Includes an option to save budget back to BCE for setting and revising budgets.