



**Consolidator Enterprise** For Excel

## Introduction

- ✓ Version: 2.1.0
- ✓ Company: Jabsoft (<http://www.jabsoft.com> )
- ✓ Sales and Offers: Model Advisor (<http://www.modeladvisor.com> )

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**Consolidator Enterprise** For Excel

## Requirements

- ✓ MS Windows Xp or more
- ✓ MS Excel 2000 or more

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## Uninstallation

Before uninstalling the product, do:

- Open Microsoft Excel.
- Uncheck Consolidator Enterprise for Excel in Tools > Add-ins.. option.
- Close Excel.

### **Automatic**

Start - Programs - JABSOFT -Consolidator Enterprise for Excel > Uninstall Consolidator Enterprise for Excel.

Or

### **Manual**

- Open the Windows Explorer.
- Go to the folder, the path should be: C:\Program Files\JABSOFT\Consolidator Enterprise for Excel and delete it.

That is all.



**Consolidator Enterprise** For Excel

## Do you need more help?

- ✓ If you need help address to our HelpDesk (<http://www.jabsoft.net/helpdesk> )
- ✓ If you have comments or suggestions about Consolidator Enterprise for Excel add-in, please contact us at: [support@jabsoft.net](mailto:support@jabsoft.net)

### Our postal address is:

JABS  
Av. San Martín 351 OF. 401 - Miraflores  
Lima 18  
Perú

- ✓ Developer website: Jabsoft ( <http://www.jabsoft.com> )
- ✓ Sales website: Model Advisor ( <http://www.modeladvisor.com> )

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## What's New

### Version 2.1.0

- ✓ Interface has been improved making it more intuitive providing access to functionalities.
- ✓ Now you can create and manage your consolidation models by levels.
- ✓ Easily customize your templates.
- ✓ Consolidate worksheets grouped by levels within minutes.
- ✓ Get analysis reports of information from different views.

### Version 2.0.0

This version of Consolidator Enterprise includes new functionalities we are sure will help you both increase your productivity & It includes new ways to consolidate Excel workbooks, copy sheets and consolidate ranges. You can combine database tables on Excel, work with conditionally-formatted texts, and consolidate ranges with names on w The survey module has also been remarkably improved, as you will see later.

#### New Tool(s):

Sheet manager for Excel 2007

The tool available to copy the themes of colors in Excel 2007

Consolidator Wizard

Includes three new ways to consolidate Excel workbooks, and a new functionality to copy selected sheets of several workbooks

Consolidate Ranges

You can look up a common heading in several spreadsheets and then consolidate them.

Smart Consolidator

With this tool, you can find range names on Excel sheets, and then consolidate such ranges.

Detailed Consolidation

With this tool, you can consolidate ranges and also see the details of what has been consolidated

Conditional Text

With this tool, you can assign adequate formats to spreadsheet cells containing text, based on a decision table.

Merge Tables

With this tool, you can merge two database tables on Excel based on a common field.

Survey Builder (This function is available in excel 2003 and previous)

This tool has been improved remarkably. You can now use it to create a survey from scratch or a existing one or continue a previous

Consolidate Survey (This function is available in excel 2003 and previous)

This tool has been improved to adapt it to the way Survey Builder works, so you can use it to consolidate surveys created with





## Overview

Consolidation models are made up of three components:

1. Basic model data
2. Template associated to the model
3. A consolidation tree, which may be for one or many level(s)

A detailed explanation of each component follows:

### 1. Basic information of the model

**Name:** This is the name of the model, which should be no longer than 20 characters.

Short names without blanks are recommended.

**For example, IS2007 may mean Income Statement 2007.**

**Author:** You may enter the model author's name here.

**Description:** You may describe the model in a few lines.

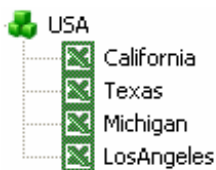
### 2. Template associated to the model

A template is a Microsoft Excel book and is key for the model because many things depend on this book, including the consolidation rules (e.g., Consolidator Enterprise for Excel use templates to give a customized treatment to consolidations by coloring, certain cells with percentages, statistical, data prices, interest rates, taxes, etc.); some cell values may not need to be shown in consolidated reports. Consolidator Enterprise for Excel has a small color palette for this purpose. For that reason, you should not change the color palette (leave the default Excel color palette)

### 3. One-level or multiple-level consolidation tree

A consolidation tree is but a group of books to be consolidated.

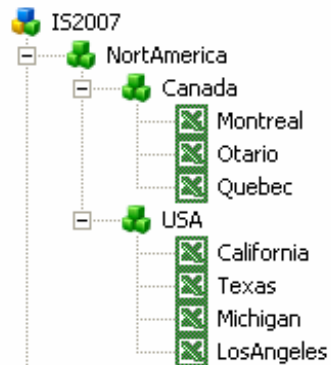
One-Level consolidation tree



Three-Level consolidation tree



### Three-Level consolidation tree



With Consolidator Enterprise for Excel you will have a good time creating consolidation trees. '-- you will easily and intuitively add, edit and delete items.

Now you are ready to use Consolidator Enterprise. Following is a full-scale example.  
See [Creating a new model](#).





## Description

Consolidator Enterprise for Excel enables you to consolidate any number of spreadsheets at different consolidation levels, in minutes!

With Consolidator Enterprise for Excel you will also be able to design and consolidate surveys ( **This function is available in excel 2003 and previous**). Costly web-based survey systems has led us to offer you an intuitive, easy-to-use way for you to create and consolidate surveys. Consolidator Enterprise for Excel has been especially designed to meet the need of companies to consolidate large volumes of data. You can also use it to get advanced progress reports for quick data visualization, which will help you to make better decisions with powerful computer algorithms, and user-oriented.

The most remarkable functionalities include:

- ✓ The possibility to create a virtually unlimited number of consolidation models and save them in a database for future use.
- ✓ Allows you to select on a base template the consolidation treatment to be applied to the data.
- ✓ Enables you to create as many consolidation trees as required to analyze information at such different levels as to be able to focus the analysis on the data you want to see.
- ✓ Models are fully transferable from one computer to another. Just copy a folder and you will be able to use it in another computer.
- ✓ Existing model templates may be reused to speed up the creation of models similar to existing ones. You can use it to consolidate any numerical data such as financial statements, daily sales reports, scientific data, etc.
- ✓ With the Survey Builder module ( **This function is available in excel 2003 and previous**) you can create surveys and consolidate them. As much as 350 Excel spreadsheets have been tested for consolidation in our testing labs, but this is not the limit.



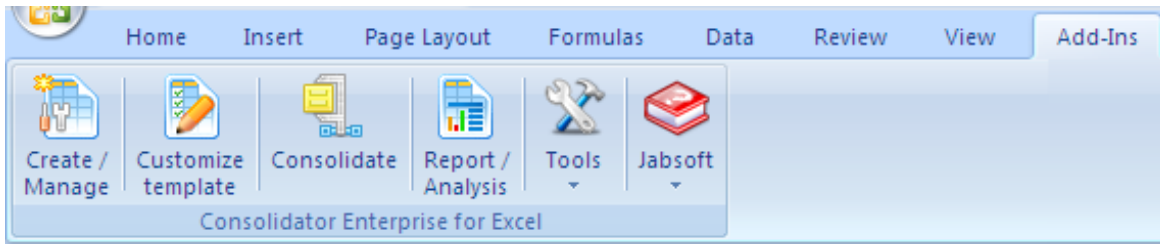
## Consolidator Enterprise For Excel

### Observation:

If you use Windows Vista or Windows 7 , it will be necessary to activate some permissions.  
This video will teach you how to configure some permission to make this tool work out correctly.

[http://www.jabsoft.com/spreadsheet\\_presenter/sp\\_videos/security\\_demo\\_sp/security\\_demo.htm](http://www.jabsoft.com/spreadsheet_presenter/sp_videos/security_demo_sp/security_demo.htm)

### Consolidator Enterprise for Excel 2007



Online videos

Options

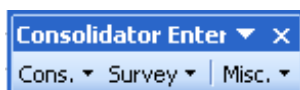
Create and Manage a Model

Customize template

Consolidate

Report - Analysis

### Consolidator Enterprise for Excel 2003



#### Cons.

 Consolidator Wizard

 Consolidate Ranges

 Smart Consolidation


 Detailed Consolidation


 Conditional Text

 Merge Tables


#### Survey


Background

 Survey Builder

 Consolidate Survey

### Misc.

 Toggle Settings

 To do list

 Version Manager

 My Favorites

 Sheets Manager

 Register Consolidator Enterprise for Excel 2.1.0

 Close Consolidator Enterprise for Excel bar



## Consolidator Enterprise For Excel

### Creating a new model

The name of the example company is "Test S.A."

Test S.A. manufactures footballs and has operations in the United States, Canada and Mexico.

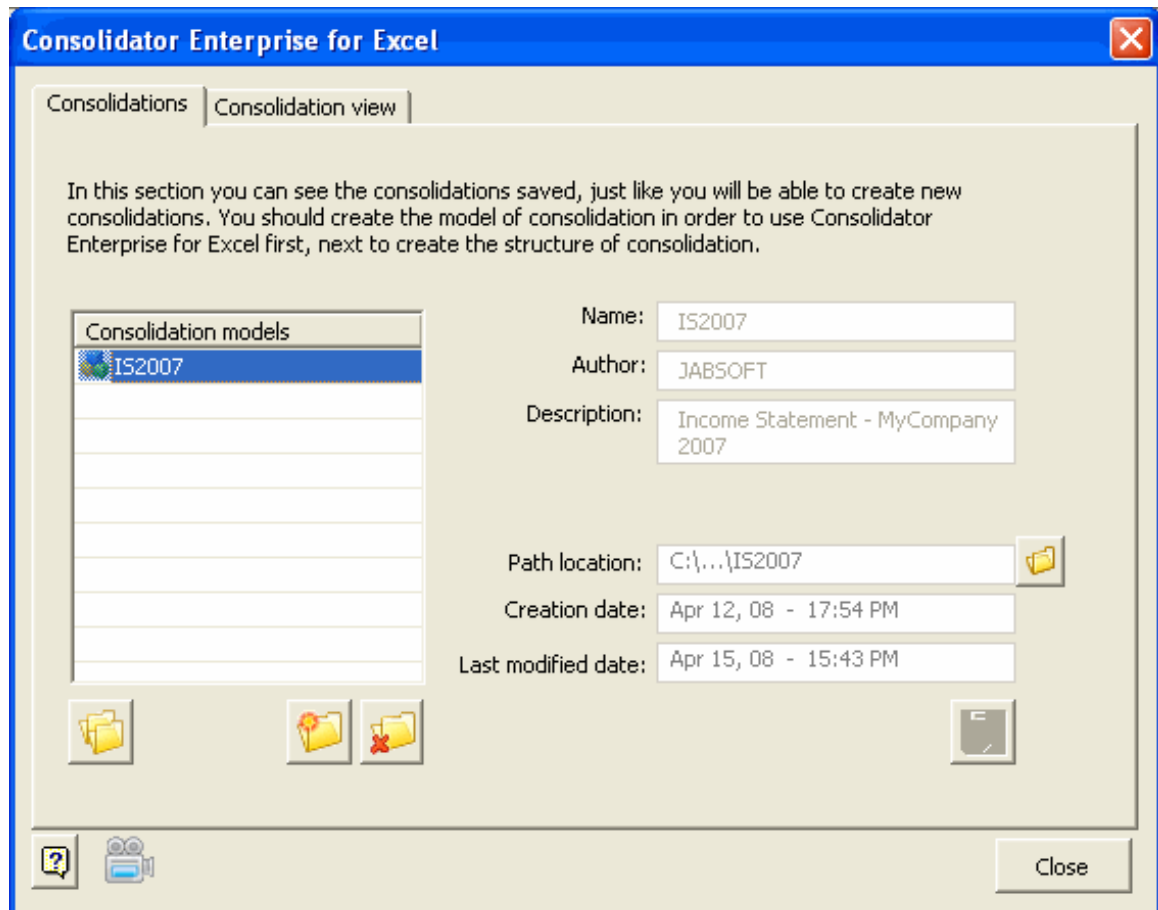
Sales Management is based in the United States and needs to consolidated the sales results for 2008, as well the costs that may be involved (as a simplified Income Statement)

Test S.A. sales points have the following structure:

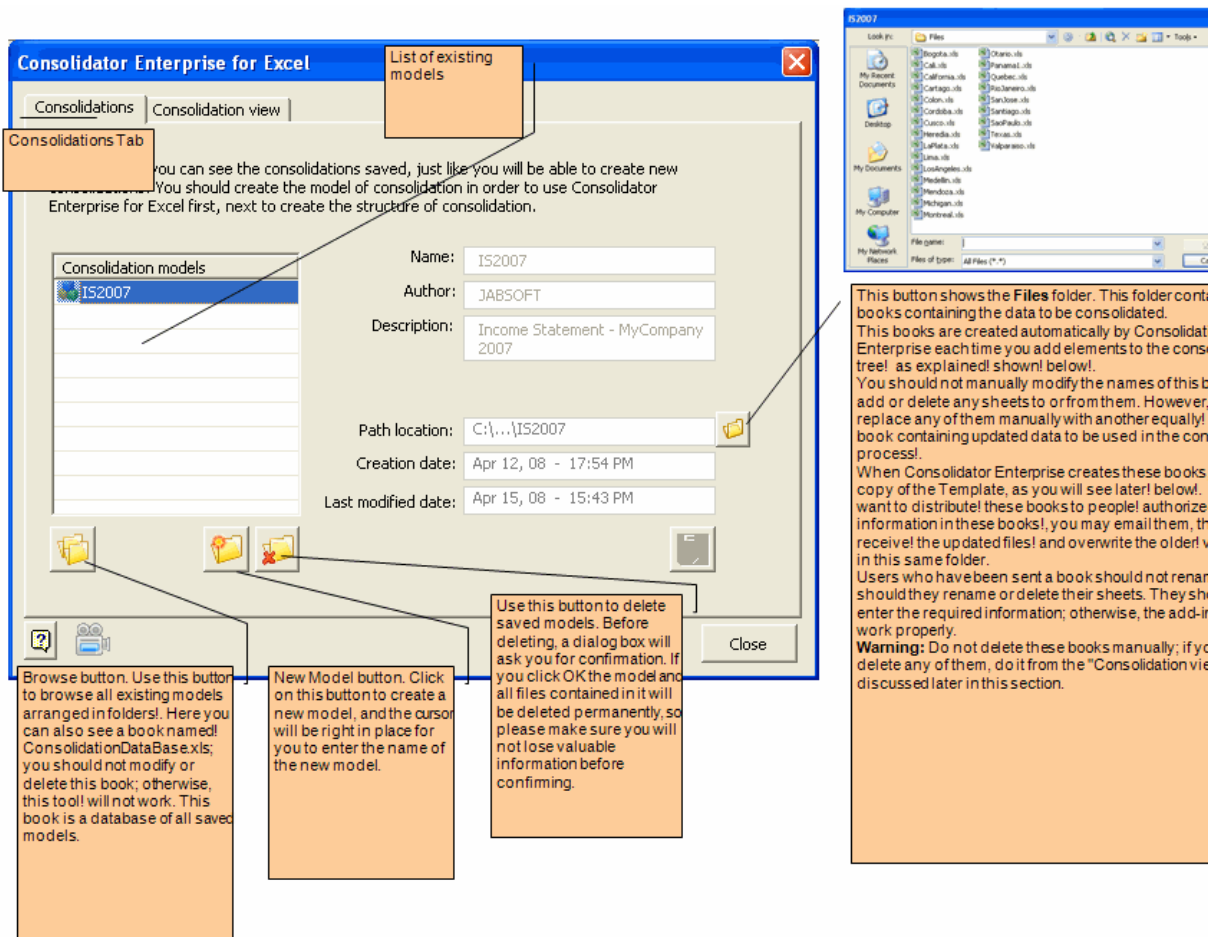


Open the Consolidator Enterprise dialog box by clicking on this icon, which is shown below:





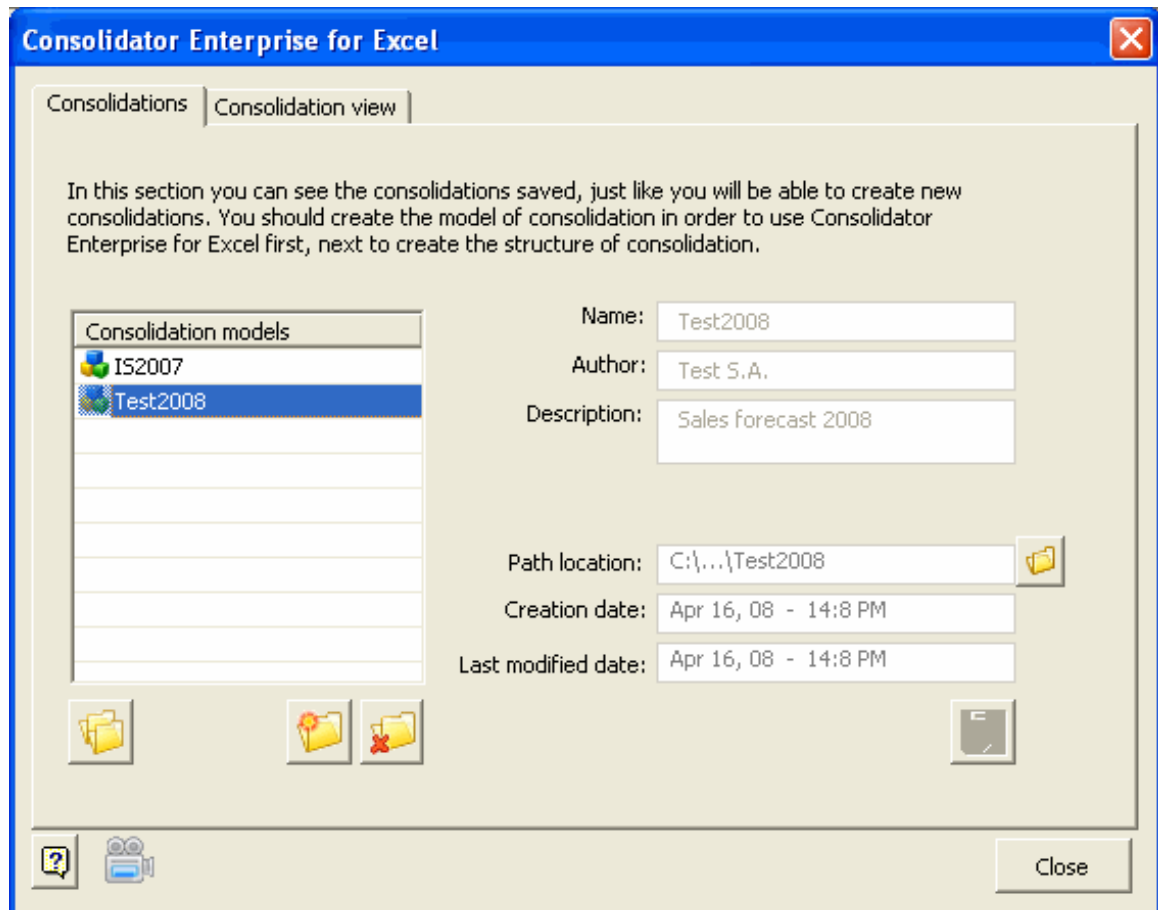


In the "Consolidations" tab above you can see a list of all the consolidation models you have created. A sample model is included which is loaded by default, named "IS2007", and is intended to speed up your learning. However, you are going to create a new model. The various parts of the "Consolidation" tab are explained below:

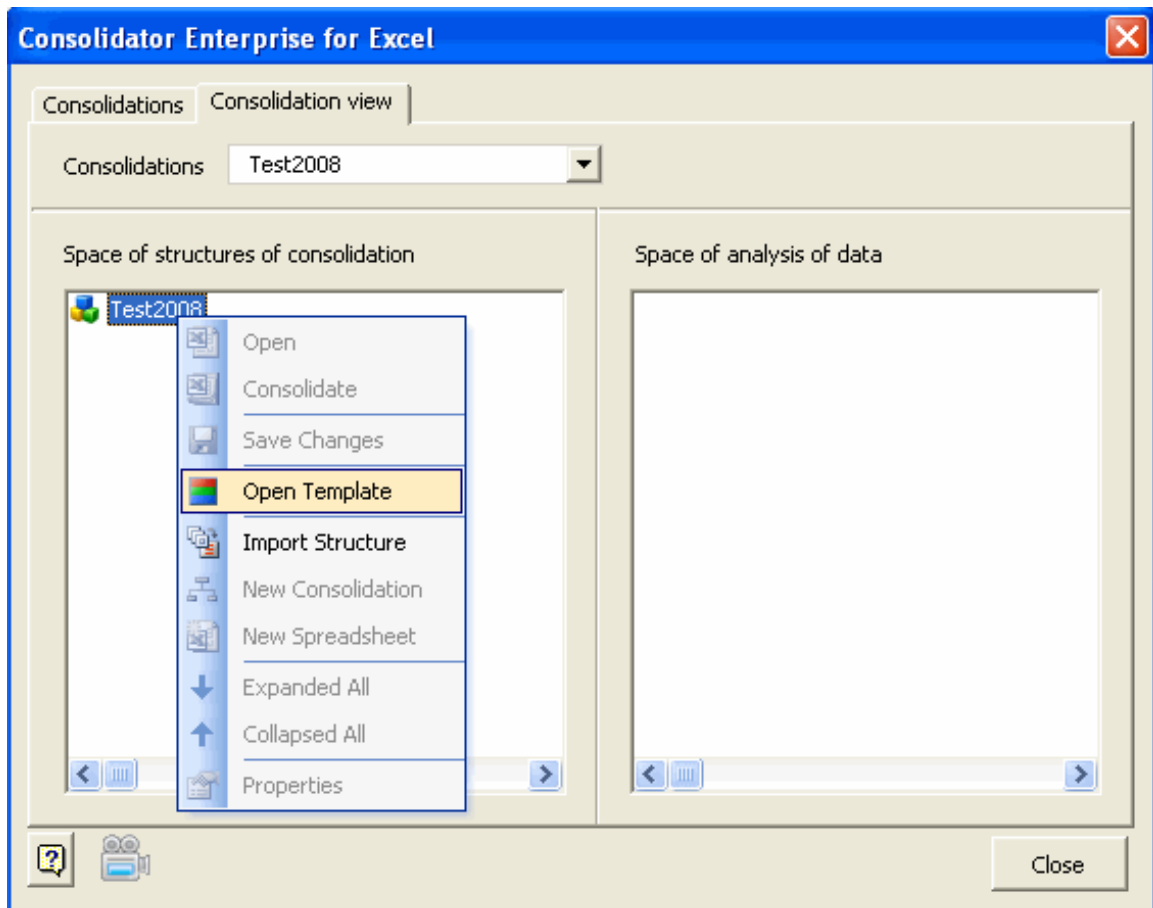


With the above explained, let us now proceed with the Test S.A. example.

1. Click on  to create a new model. Enter "Test2008" as its name and fill out the other information as seen in the screenshot below. Click on the Save button. 

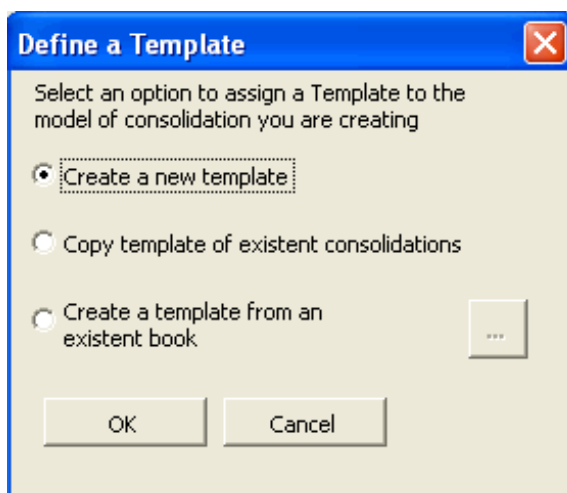


2. Build a consolidation tree based on the structure of the sales points shown earlier in this section. In the "Consolidation view" tab, select "Test2008" from the Consolidations drop-down list. There is only one item in the left pane with the same name as your model's "Test2008". Right-click on this element to display a shortcut menu with some options disabled and some enabled. First thing you have to do is to associate a Template to this model, so please select Open Template.



\* Note: With the Import Structure option you can copy a complete existing model and use it with the new model you are creating. This is very useful if the information of the your new model is similar to that of the model you want to copy.

There are three alternatives to create the template:



Create a new template: Select this to add an empty book and start a template from scratch.

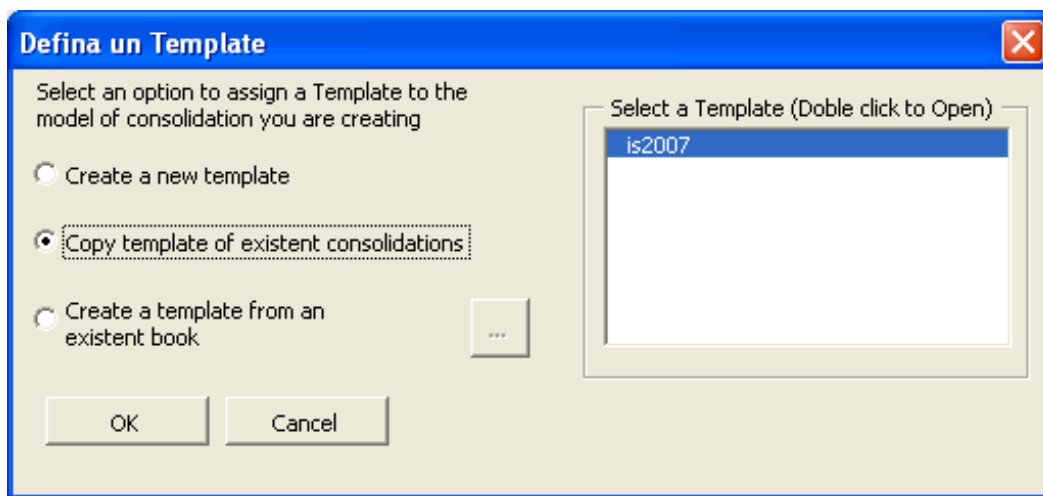
Copy template of existing consolidations: Select this to copy an existing model template.

Create a template from an existing book: Select this to copy the structure from an existing book and use it as a template for the active model. You will not be using the original book, but rather

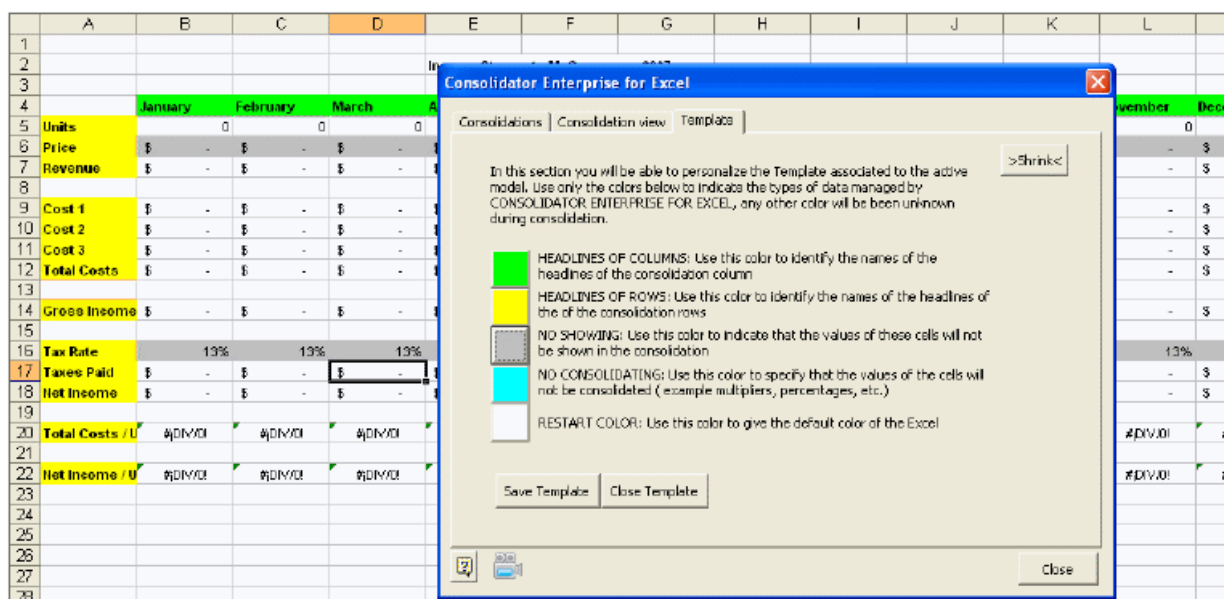


a copy has been made of the sheet we want to use as a template.

In our example, since you already have a similar model (IS2007) with a template already assigned to it you can get a copy for your model.



As you can see below, you get a copy of the template that you can work on and give format to.



In this example you are going to use the template exactly as it is without any changes.

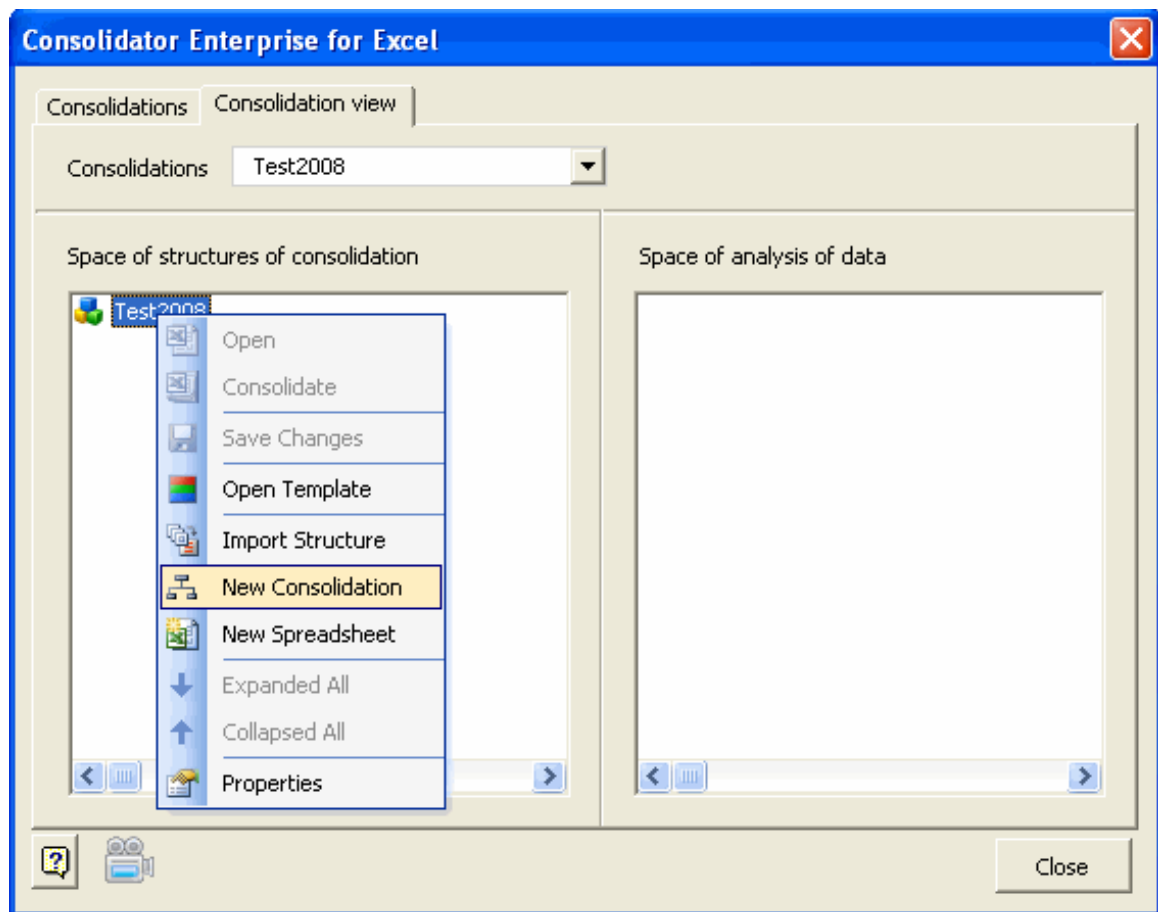
Click on the Save Template button to save changes. As you close the template, you will return to the Consolidation View tab, ready to create the consolidation tree.

Create a consolidation tree with the same structure as that of Test S.A.'s sales points.

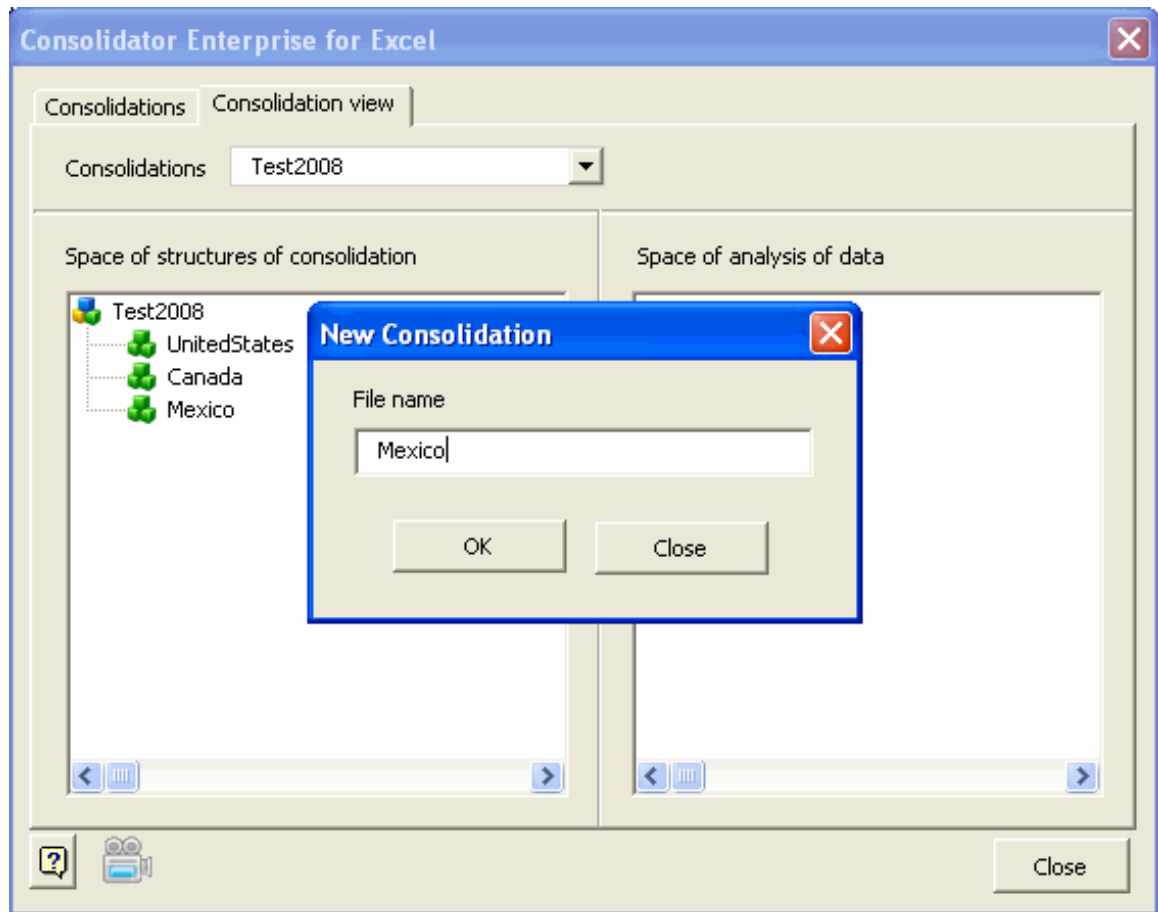
Right-click on Test2008 as shown in the screenshot below. You will see that some options have been enabled in the shortcut menu, which we will explain.

New Consolidation: Point to it to add a new consolidation item. This element groups other books and creates consolidation levels.

New Spreadsheet: Select it to create a new book that will be a copy of the Template. You can send this book to the people who are to fill them out with the data to be consolidated.



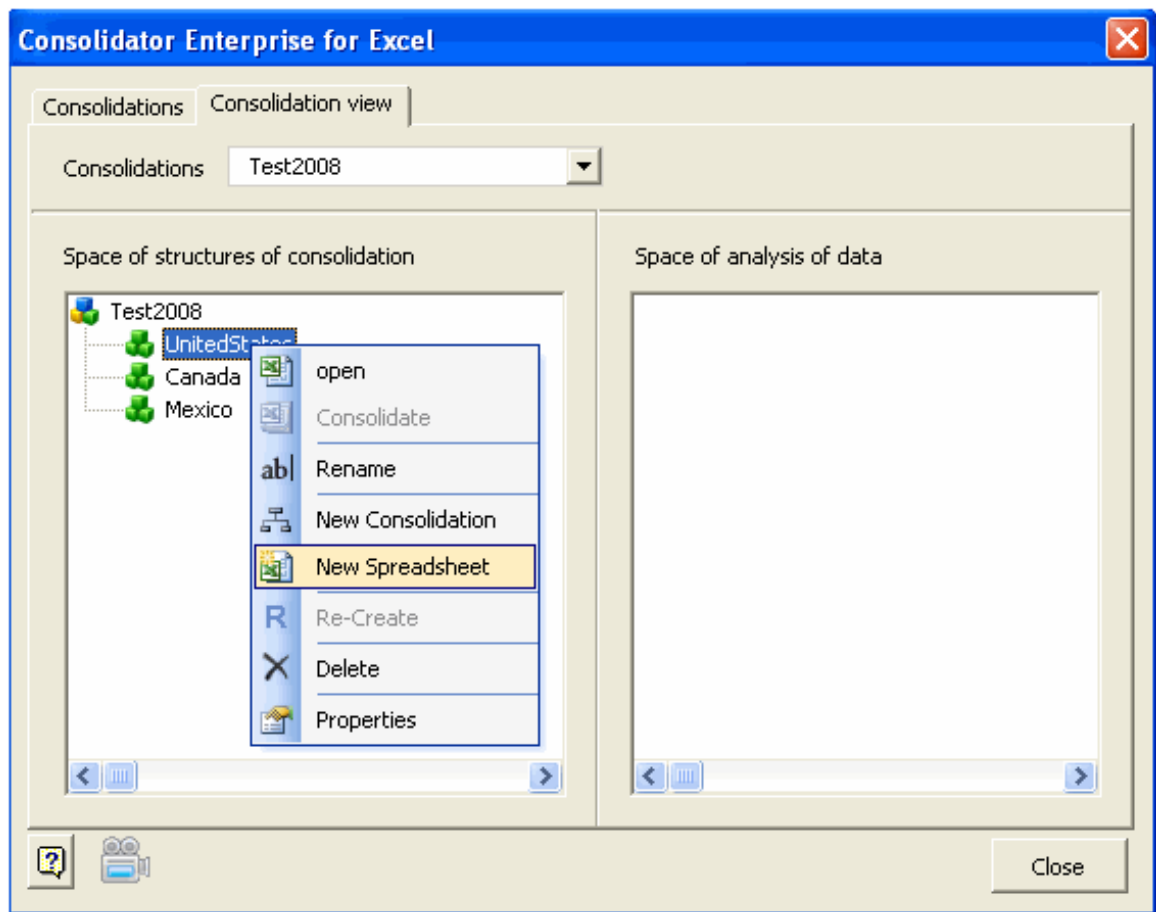
Start creating the new consolidation levels as required, with as many levels as sales points.



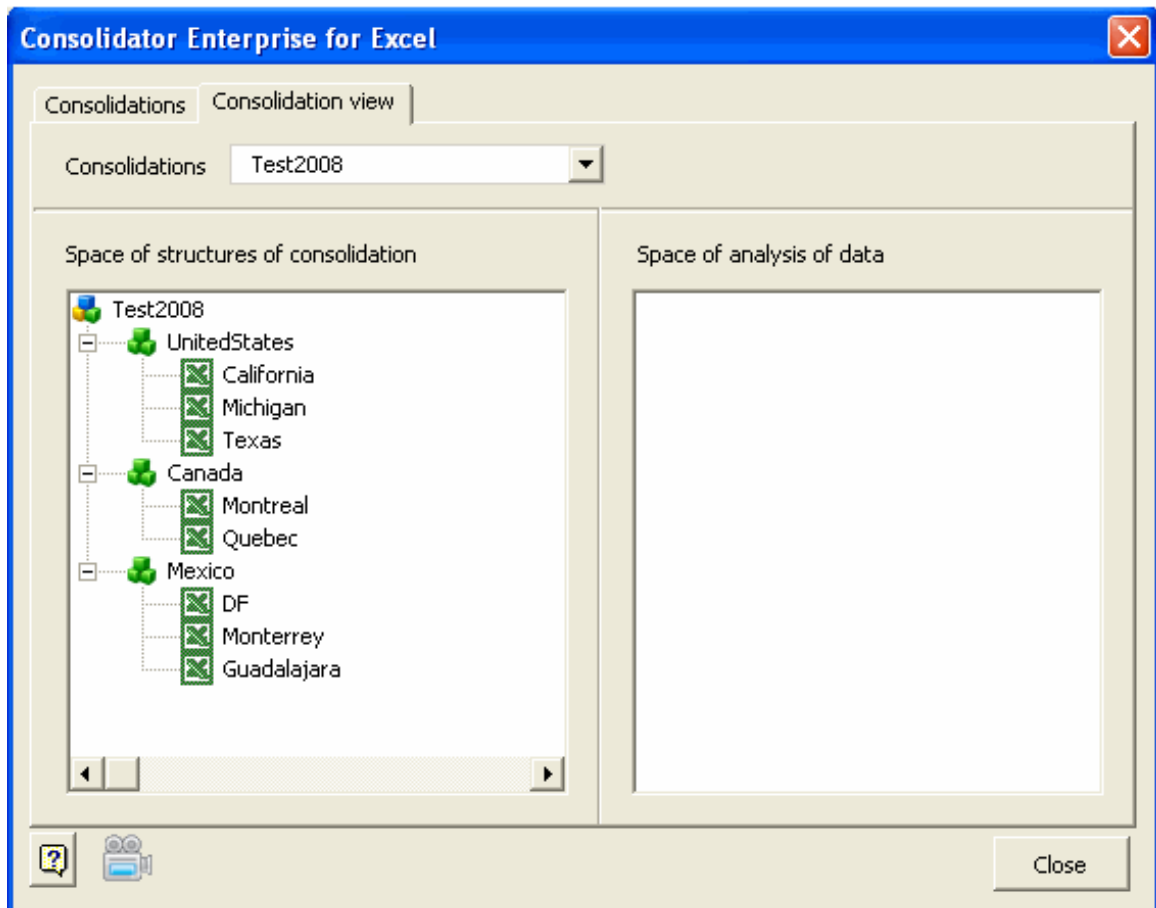
Then right-click on each consolidation level to create the books that have to be filled out with information. Point to New Spreadsheet on the shortcut menu.

\* Note: The Rename option is enabled and you can use it to rename the item of this consolidation level or to rename a book created with the New Spreadsheet option.

\* Note: There should not be two different items in the consolidation tree with the same name or errors may occur.



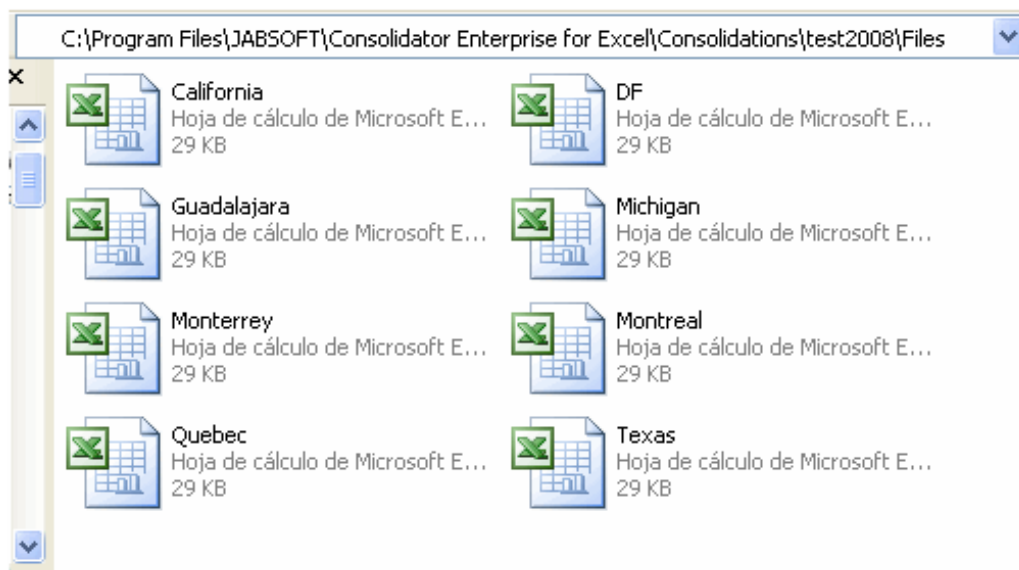
Create the books required for each consolidation level.



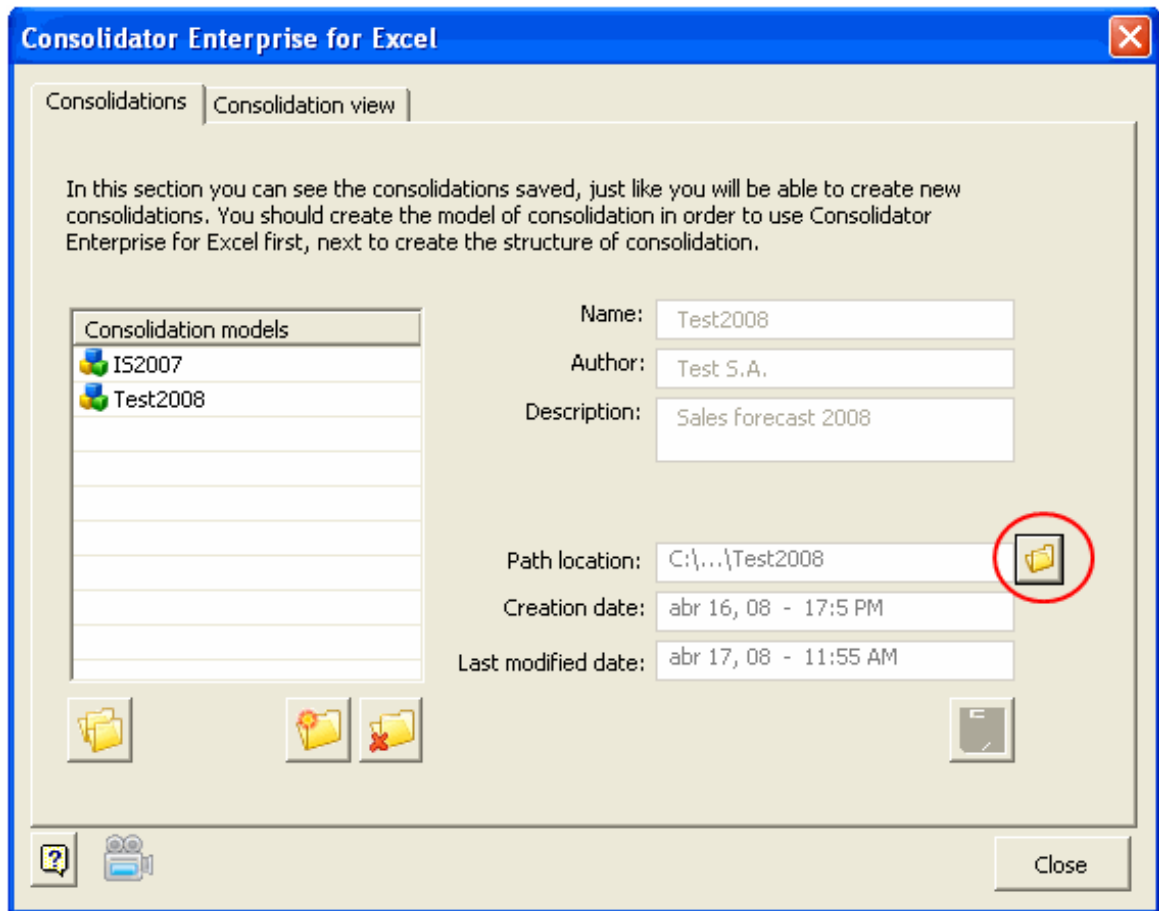
3 Now you may send the books to be filled out to the people responsible for entering the information. You may send them via email or any other electronic messaging media at your discretion.

The books you have created with Consolidator Enterprise are located in the same folder as the add-in; in this example the path is:

C:\Program Files\JABSOFT\Consolidator Enterprise for Excel\Consolidations\test2008\Files



You can get to this folder from the Consolidations tab, as shown in this screenshot:



\*Note: Please instruct the people you are emailing the books to that they should only fill them out with the required data without changing such other information as book name or sheet names; otherwise, errors may occur when consolidating.

4. When you get the books back with the required information, save them in the same folder, namely

C:\Program Files\JABSOF\Consolidator Enterprise for Excel\Consolidations\test2008\Files

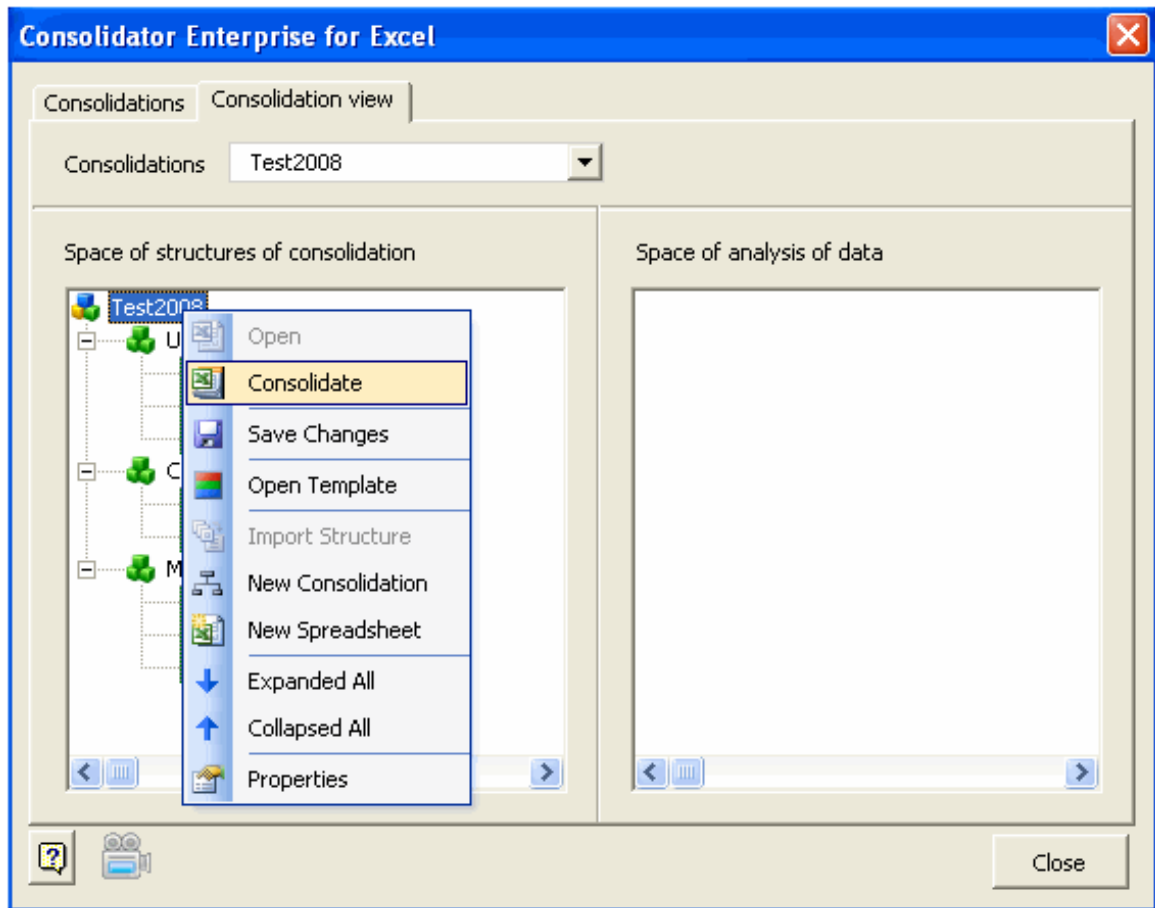
Microsoft Windows will ask you if you want to replace the existing book. Click Yes.

\*Note: You will have to close the Consolidator Enterprise dialog box before saving the books returned; otherwise Microsoft Windows will not let you overwrite the original book.

Now that you have all the books in place, you will see how enjoyably useful Consolidator Enterprise for Excel can be.

5. Now open the Consolidator Enterprise for Excel dialog box and start consolidating as shown below.

Right-click on Test2008 and point to Consolidate on the shortcut menu. When finished, you will be asked if you want to see the report; click Yes.



You will see this consolidation result:

	A	B	C	D	E	F	G	H	I	J	K	L	
1													
2					Income Statement - MyCompany - 2008								
3													
4		January	February	March	April	May	June	July	August	September	October	November	Dec
5	Unit	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	
6	Price												
7	Revenue	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00
8													
9	Cost 1	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00
10	Cost 2	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00
11	Cost 3	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00
12	Total Costs	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00	\$ 160.000,00
13													
14	Gross Income	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00
15													
16	Tax Rate												
17	Taxes Paid	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00
18	Net Income	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00
19													
20	Total Costs / Unit	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00
21													
22	Net Income / Unit	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60

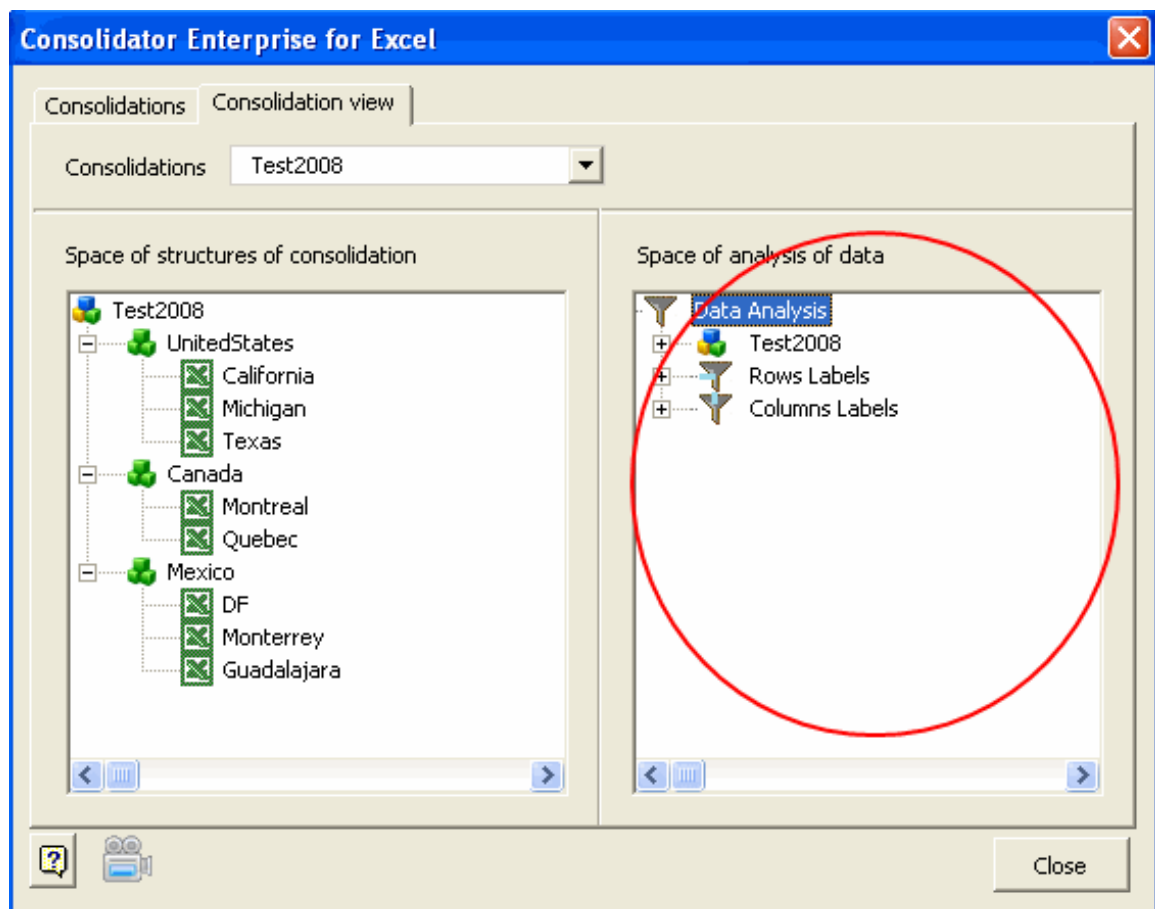
This is a consolidation of all books. If you want to see consolidations at each level; for example Canada, right-click on Canada in the shortcut menu, and you will see only the results for Canada.

	A	B	C	D	E	F	G	H	I	J	K	L	
1													
2													
3													
4		January	February	March	April	May	June	July	August	September	October	November	December
5	Units	700	700	700	700	700	700	700	700	700	700	700	700
6	Price												
7	Revenue	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00	\$ 84.000,00
8													
9	Cost 1	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00	\$ 11.000,00
10	Cost 2	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00	\$ 14.000,00
11	Cost 3	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00	\$ 17.000,00
12	Total Costs	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00
13													
14	Gross Income	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00	\$ 42.000,00
15													
16	Tax Rate												
17	Taxes Paid	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00	\$ 6.300,00
18	Net Income	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00	\$ 35.700,00
19													
20	Total Costs / Unit	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00	\$ 120,00
21													
22	Net Income / Unit	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00	\$ 102,00

## 6. Visualizing information with Advanced Reports

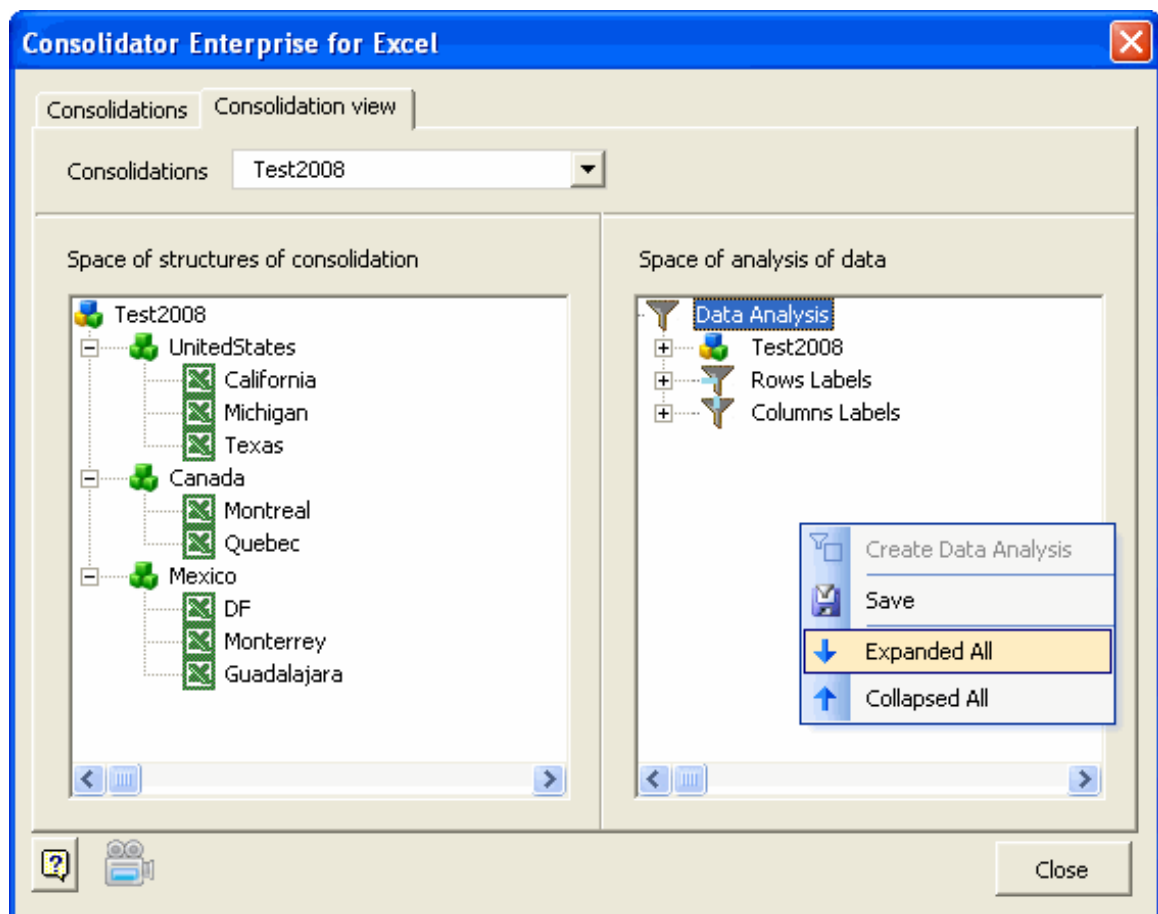
Consolidator Enterprise for Excel not only consolidates data -you can also use to make the most out of it and better analyze it by using a powerful reporting system that includes from Pivot Tables to cross sections at different levels. In the right pane under Space of analysis data a structure will be loaded automatically. If you cannot see it, right-click on it and select Create Data Analysis on the shortcut menu.

This section will allow you to create different types of reports.

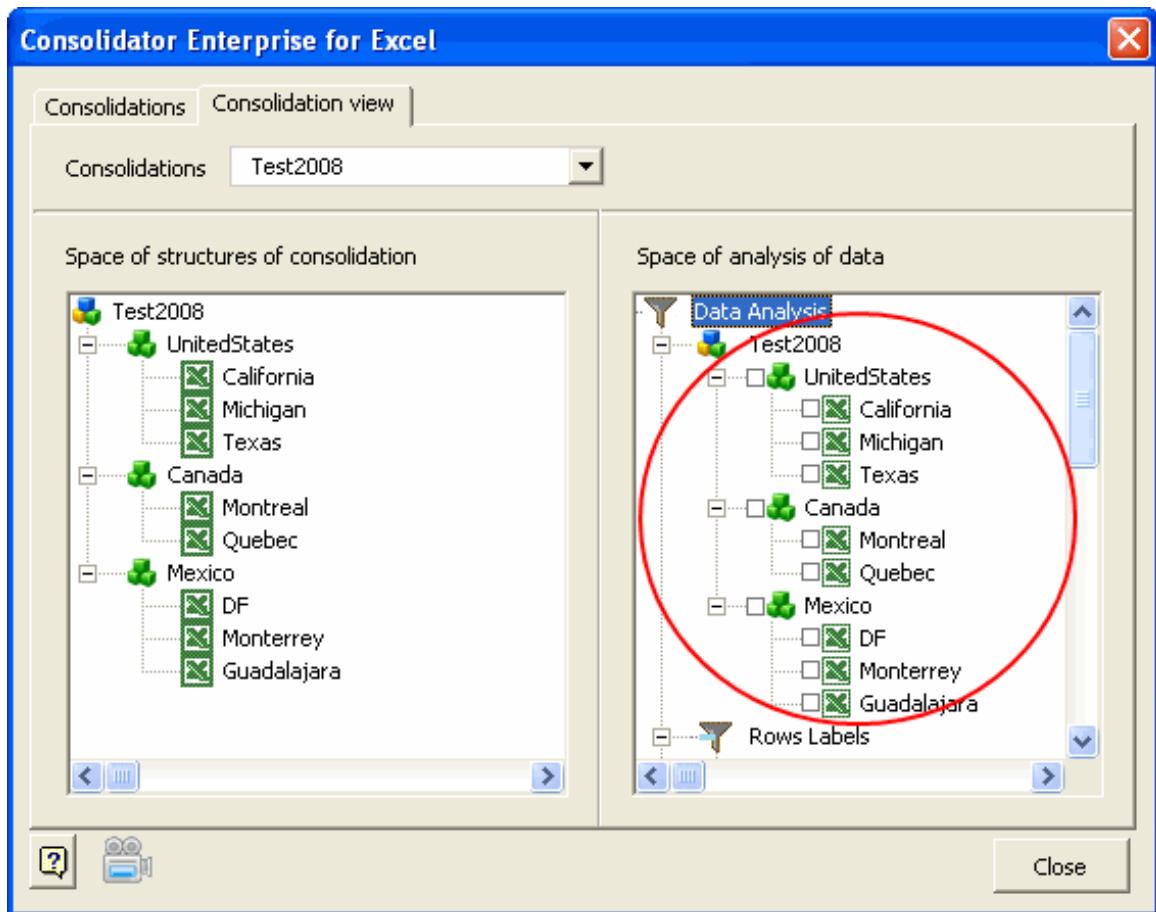




You first have to expand all items to visualize them all. Right-click on the right pane and select Expanded All



You can see in the circled area the same consolidation tree structure as in the left pane but with blank checkboxes by them, so you can select the books that will be part of the reports.



Scroll down the left pane and you will see a section called Row Labels, which shows a number of items, from Units to Net Inc. These items are created from the Template and the add-in has recognized them because they were colored using Consolidator

Consolidator Enterprise for Excel

Consolidations Consolidation view

Consolidations Test2008

Space of structures of consolidation

Test2008

- UnitedStates
  - California
  - Michigan
  - Texas
- Canada
  - Montreal
  - Quebec
- Mexico
  - DF
  - Monterrey
  - Guadalajara

Space of analysis of data

Data Analysis

Test2008

- UnitedStates
  - California
  - Michigan
  - Texas
- Canada
  - Montreal
  - Quebec
- Mexico
  - DF
  - Monterrey
  - Guadalajara

Rows Labels

Units

Price

Revenue

Cost 1

Cost 2

Cost 3

Total Costs

Gross Income

Tax Rate

Taxes Paid

Net Income

Total Costs / Unit

Net Income / Unit

Income Statement - MyCompany - 2002

	January	February	March	April	May	June	July	August	September	October	November	December
Units	0	0	0	0	0	0	0	0	0	0	0	0
Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Rate	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%
Taxes Paid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs / Unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income / Unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

HEADLINES OF COLUMNS: Use this color to identify the names of the headlines of the consolidation column

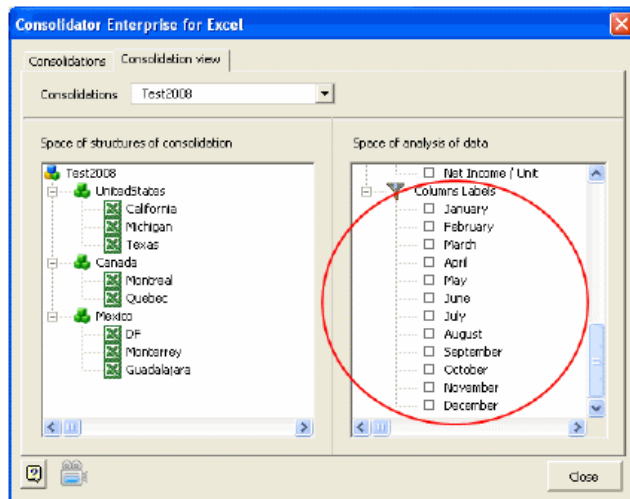
HEADLINES OF ROWS: Use this color to identify the names of the headlines of the consolidation rows

NO SHOWING: Use this color to indicate that the values of these cells are not shown in the consolidation

NO CONSOLIDATING: Use this color to specify that the values of these cells are not to be consolidated (example multipliers, percentages, etc.)

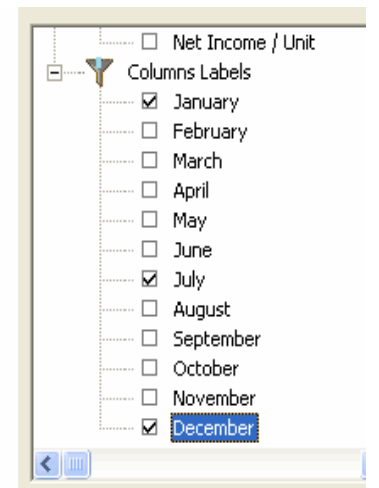
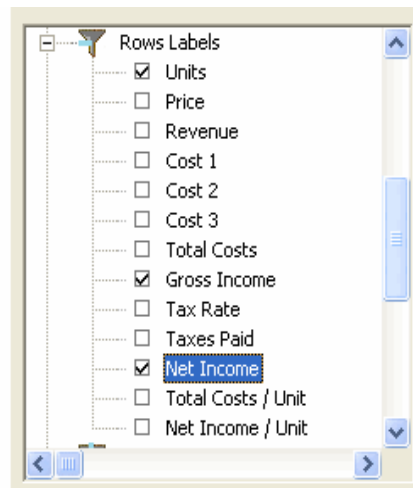
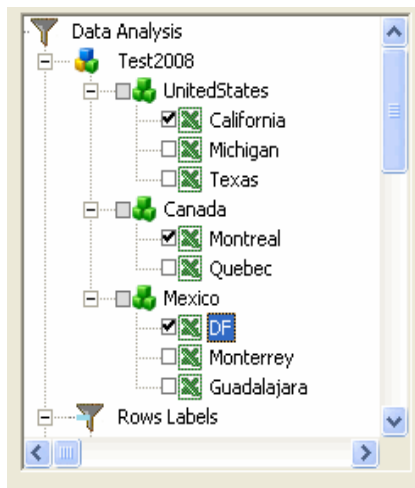
RESTART COLOR: Use this color to give the default color of the Excel

Continue scrolling down and you will see a section called Column Labels and shows the items January to December. These items are created from the Template and the add-in has recognized them because they were colored using Consolidator

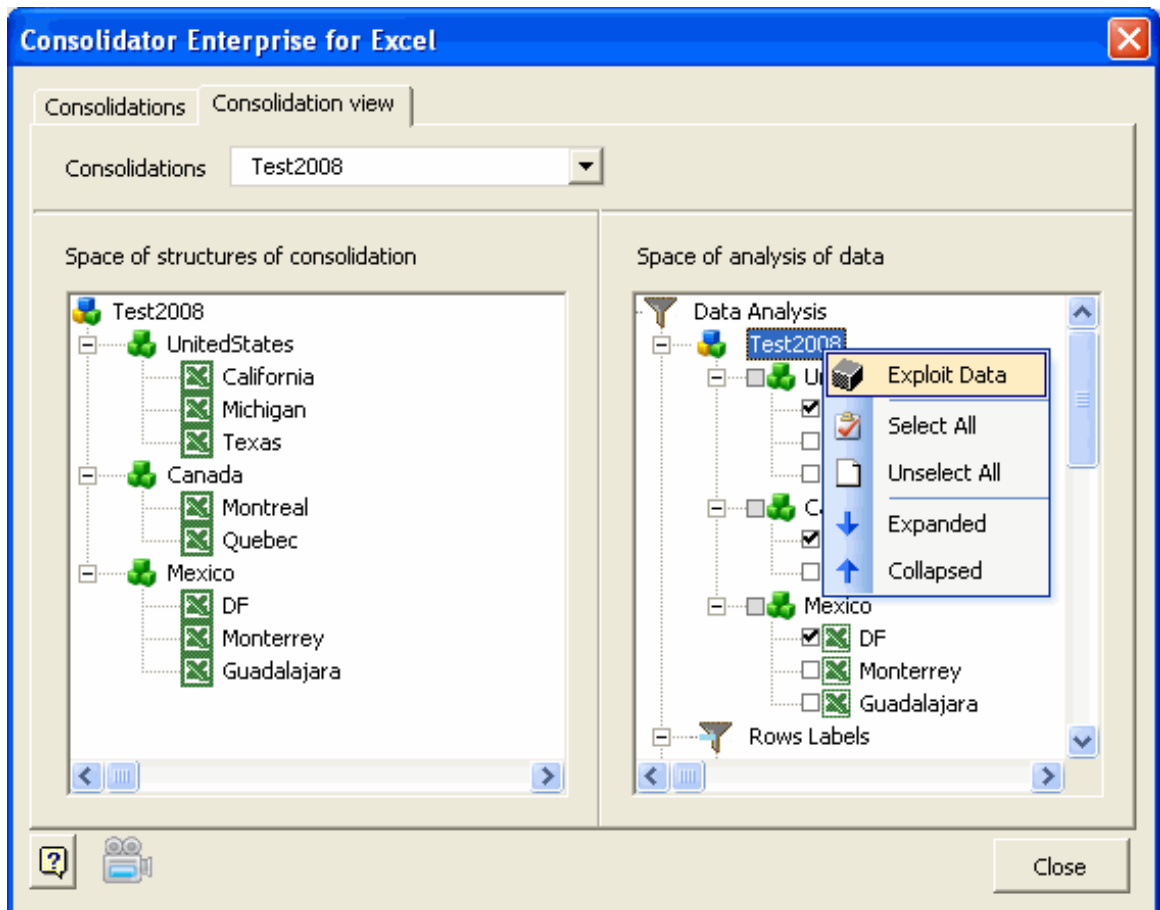


	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

Select the following items to generate reports:



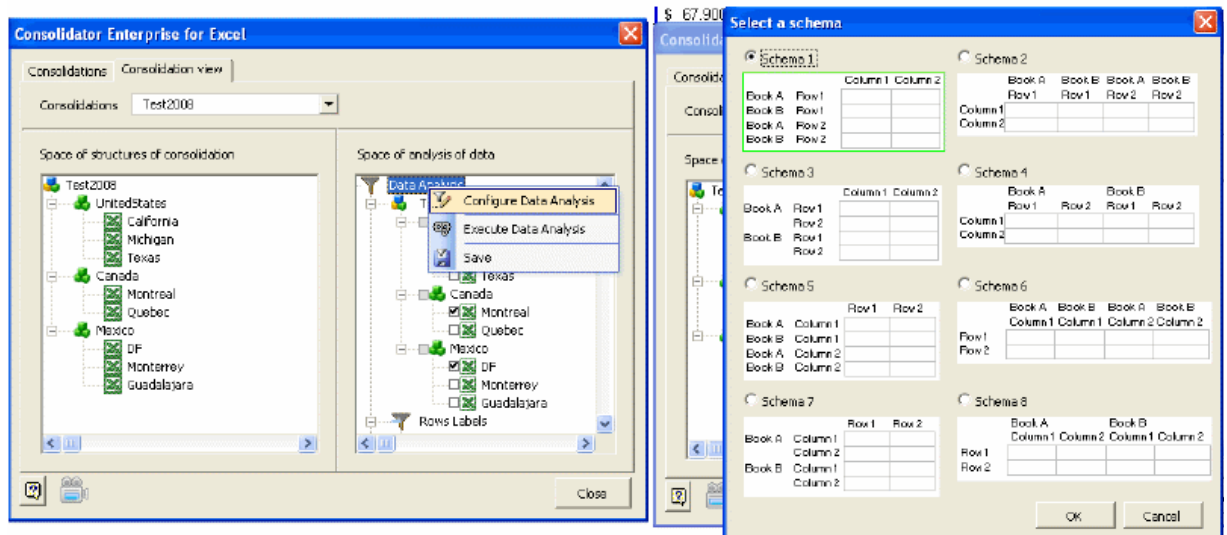
Right-click on Test2008 and point to Exploit Data on the shortcut menu as shown below:



You will get the following Pivot Table

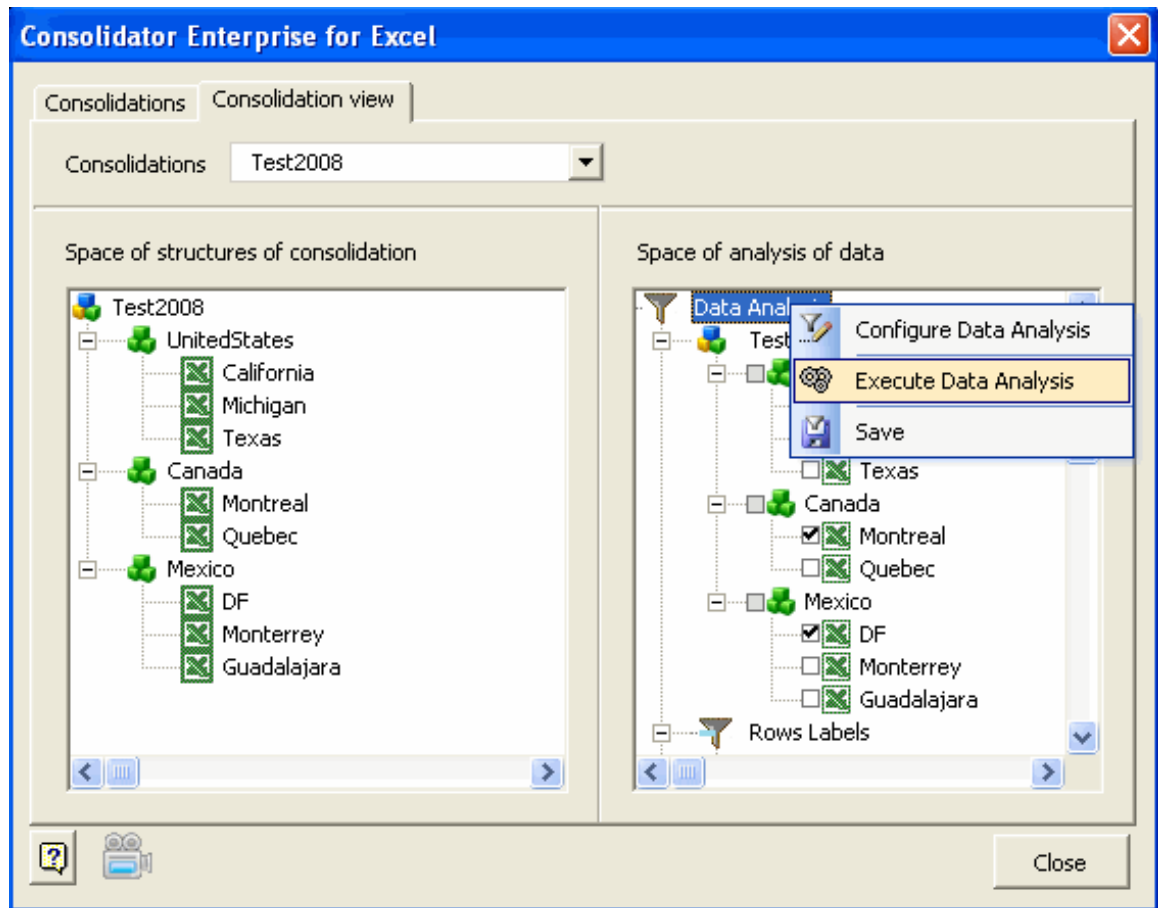
	G	H	I	J	K	L	M	
1	Sum Of VALU				COLUMNS			
2	ROWS	CONS1	CONS2	BOOK	January	July	December	Total
3	Gross Income	Test2008	Canada	Montreal	\$ 30.000,00	\$ 30.000,00	\$ 30.000,00	\$ 9
4			Total Canada		\$ 30.000,00	\$ 30.000,00	\$ 30.000,00	\$ 9
5			Mexico	DF	\$ 43.000,00	\$ 43.000,00	\$ 43.000,00	\$ 12
6			Total Mexico		\$ 43.000,00	\$ 43.000,00	\$ 43.000,00	\$ 12
7			UnitedState	California	\$ 10.000,00	\$ 10.000,00	\$ 10.000,00	\$ 3
8			Total UnitedStates		\$ 10.000,00	\$ 10.000,00	\$ 10.000,00	\$ 3
9		Total Test2008			\$ 83.000,00	\$ 83.000,00	\$ 83.000,00	\$ 24
10	Total Gross Income				\$ 83.000,00	\$ 83.000,00	\$ 83.000,00	\$ 24
11	Net Income	Test2008	Canada	Montreal	\$ 25.500,00	\$ 25.500,00	\$ 25.500,00	\$ 7
12			Total Canada		\$ 25.500,00	\$ 25.500,00	\$ 25.500,00	\$ 7
13			Mexico	DF	\$ 34.400,00	\$ 34.400,00	\$ 34.400,00	\$ 10
14			Total Mexico		\$ 34.400,00	\$ 34.400,00	\$ 34.400,00	\$ 10
15			UnitedState	California	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 2
16			Total UnitedStates		\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 2
17		Total Test2008			\$ 67.900,00	\$ 67.900,00	\$ 67.900,00	\$ 20
18	Total Net Income				\$ 67.900,00	\$ 67.900,00	\$ 67.900,00	\$ 20
19	Units	Test2008	Canada	Montreal	500	500	500	
20			Total Canada		500	500	500	
21			Mexico	DF	400	400	400	
22			Total Mexico		400	400	400	
23			UnitedState	California	100	100	100	
24			Total UnitedStates		100	100	100	
25		Total Test2008			1000	1000	1000	
26	Total Units				1000	1000	1000	

Another type of report is the cross section report. Included in this version are 8 sample report templates or forms to see how it operates.



In this example, click OK to work with the default option.

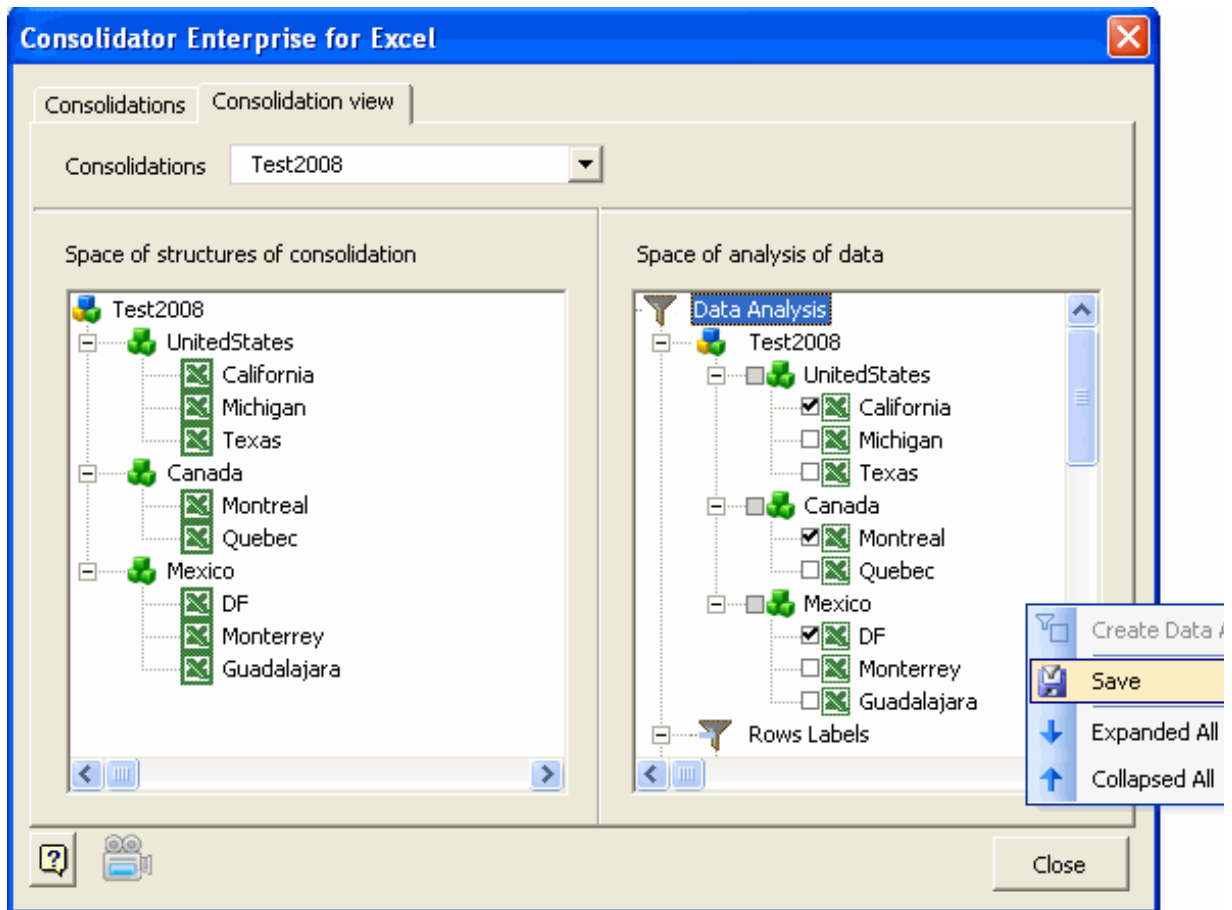
Right-click on the Data Analysis item and select Execute Data Analysis on the shortcut menu, as shown in the figure:



You will get the following report

	A	B	C	D	E
1			January	July	December
2	California	Units	100	100	100
3	Montreal	Units	500	500	500
4	DF	Units	400	400	400
5	California	Gross Income	\$ 10.000,00	\$ 10.000,00	\$ 10.000,00
6	Montreal	Gross Income	\$ 30.000,00	\$ 30.000,00	\$ 30.000,00
7	DF	Gross Income	\$ 43.000,00	\$ 43.000,00	\$ 43.000,00
8	California	Net Income	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00
9	Montreal	Net Income	\$ 25.500,00	\$ 25.500,00	\$ 25.500,00
10	DF	Net Income	\$ 34.400,00	\$ 34.400,00	\$ 34.400,00

If you want to save this selection of items for future reports, right-click on the right pane and select Save on the shortcut menu.



You have finished the example. However, some important restrictions should be taken into account:

- Once you have created the consolidation model, you should not rename it, neither manually nor using the add-in.
- Once you have assigned a Template, you cannot replace it with another. If you need to make many changes to the Template make them on the existing Template; this can be done provided you have not the consolidation tree yet.

If you have already created the consolidation tree, remember that all consolidation tree items are copies of the Template.xls book.

- If you need to make changes to the Template when there already is a consolidation tree, you had better create a new model.

- Remember that each book in the consolidation tree has a sheet with the same name as the model; you should not rename Consolidator Enterprise will not recognize it for consolidation.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2					Income Statement - MyCompany - 2008							
3												
4		January	February	March	April	May	June	July	August	September	October	November
5	Units	100	100	100	100	100	100	100	100	100	100	100
6	Price	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00
7	Revenue	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00
8												
9	Cost 1	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00
10	Cost 2	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00
11	Cost 3	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00
12	Total Costs	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00
13												
14	Gross Income	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00
15												
16	Tax Rate	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
17	Taxes Paid	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00
18	Net Income	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00
19												
20	Total Costs / Unit	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00
21												
22	Net Income / Unit	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												

Model name:  
Test2008

- e. Do not use other color palettes. Leave the default palette for your Templates; otherwise the Reports section will not work. / this section works by coloring the Row and Column cells you want to filter in the reports.
- f. The only manual action you can make is to give format to the template, provided there is no consolidation tree yet. Books s data should overwrite the original ones in the same folder, since the add-in will look for books to consolidate in the same fold





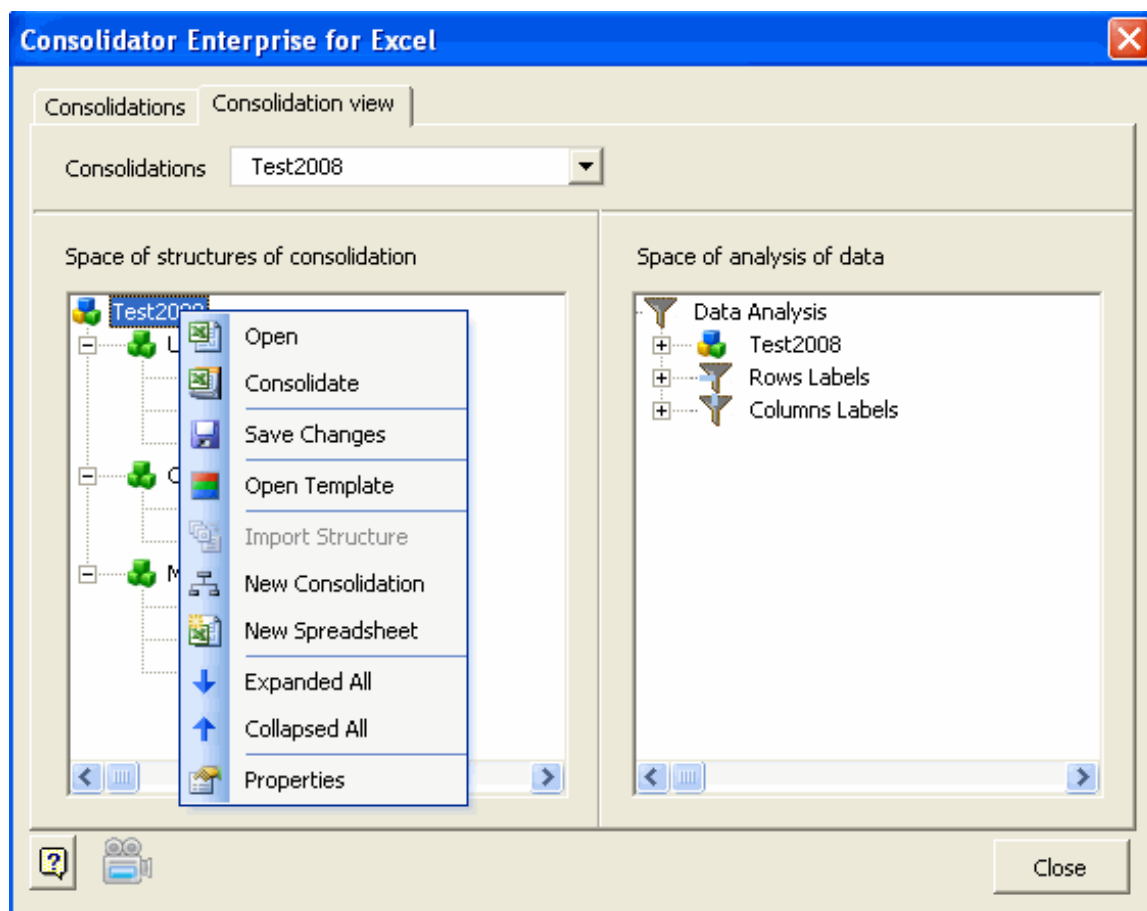
## Menus

Consolidator Enterprise is very intuitive and user-friendly, since you can work with shortcut menus, which are explained below

We will explain the shortcut menus for the left pane, **Space of structures of consolidation**, first.

All shortcut menus are displayed by right-clicking on the appropriate item.

Some items do not have shortcut menus, so do not worry about that.



**Open:** This option is enabled when this book is in the folder indicated; point to it to open the book and see its contents.

**Consolidate:** This option is enabled when there are books to be consolidated.

**Save Changes:** Point to it to save changes made.

**Open Template:** Select it to create a Template associated to the model. A Template is a book from which copies will be made.

**Import Structure :** Use it to insert all the structure and logic of an existing model into the model we are creating, i.e. the template is enabled only if there are prior models saved.

**New Consolidation:** Select it to create consolidation levels. Each level is also a book that will consolidate the books grouped.

**New Spreadsheet:** Click here to create new books that are copies of the Template.xls book associated to the model, and save.

**Expanded All:** Select it to expand the consolidation tree and see its structure in full.

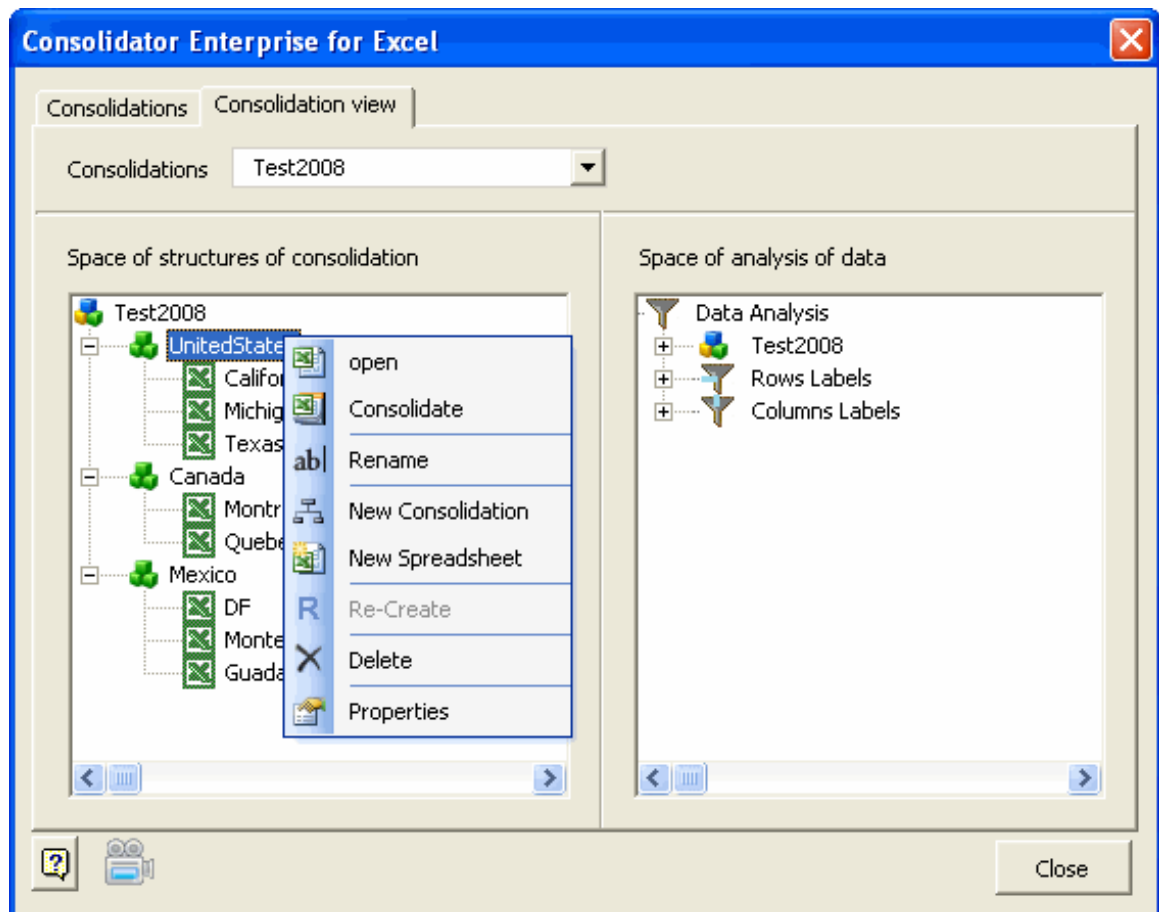
**Collapsed All:** Point to it to collapse the consolidation tree; only its name will be visible.

**Properties:** Click here to see the basic properties of the book, such as path and creation and modification dates.

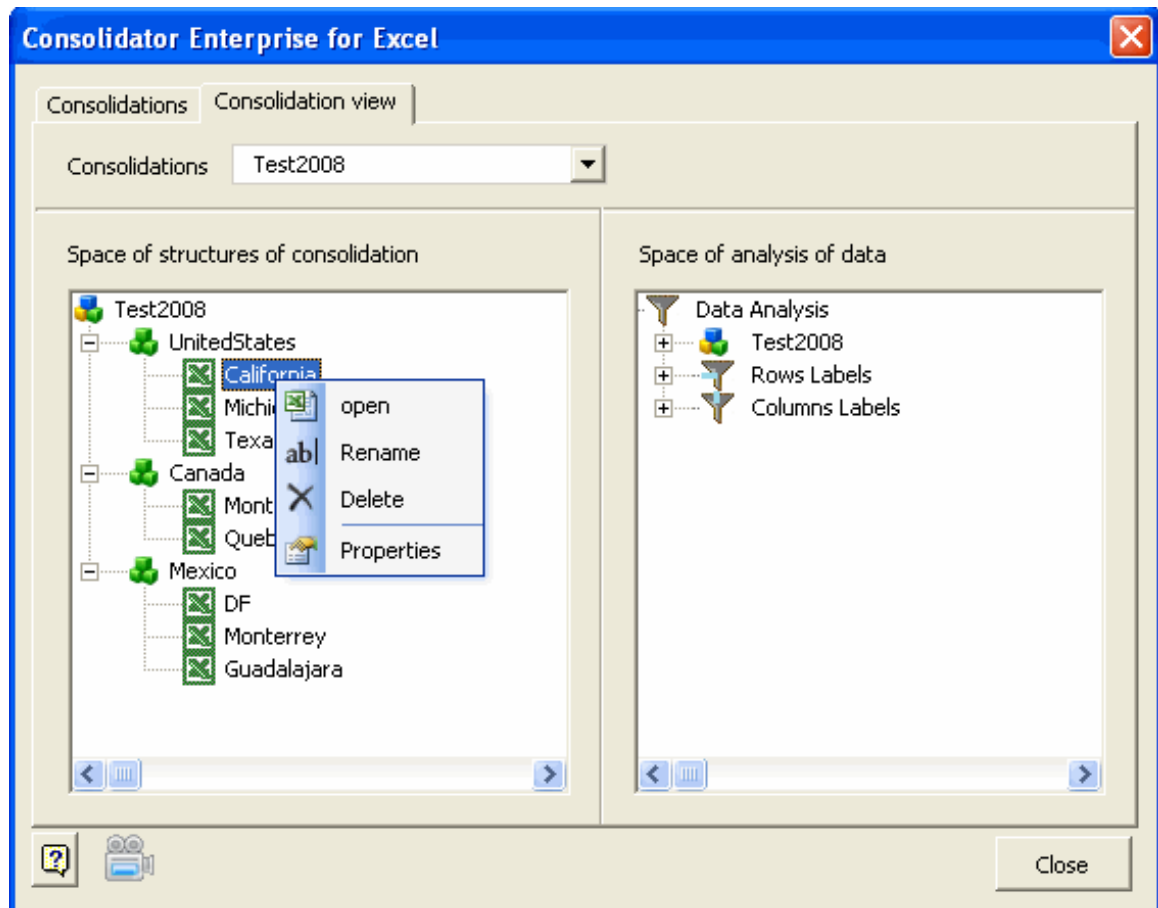
Right-click on any other consolidation-type or consolidation-level item  to open shortcut menus, which have some addition:

**Rename:** Click here to change the name of a consolidation level or any other book, except for the first book that has the mod

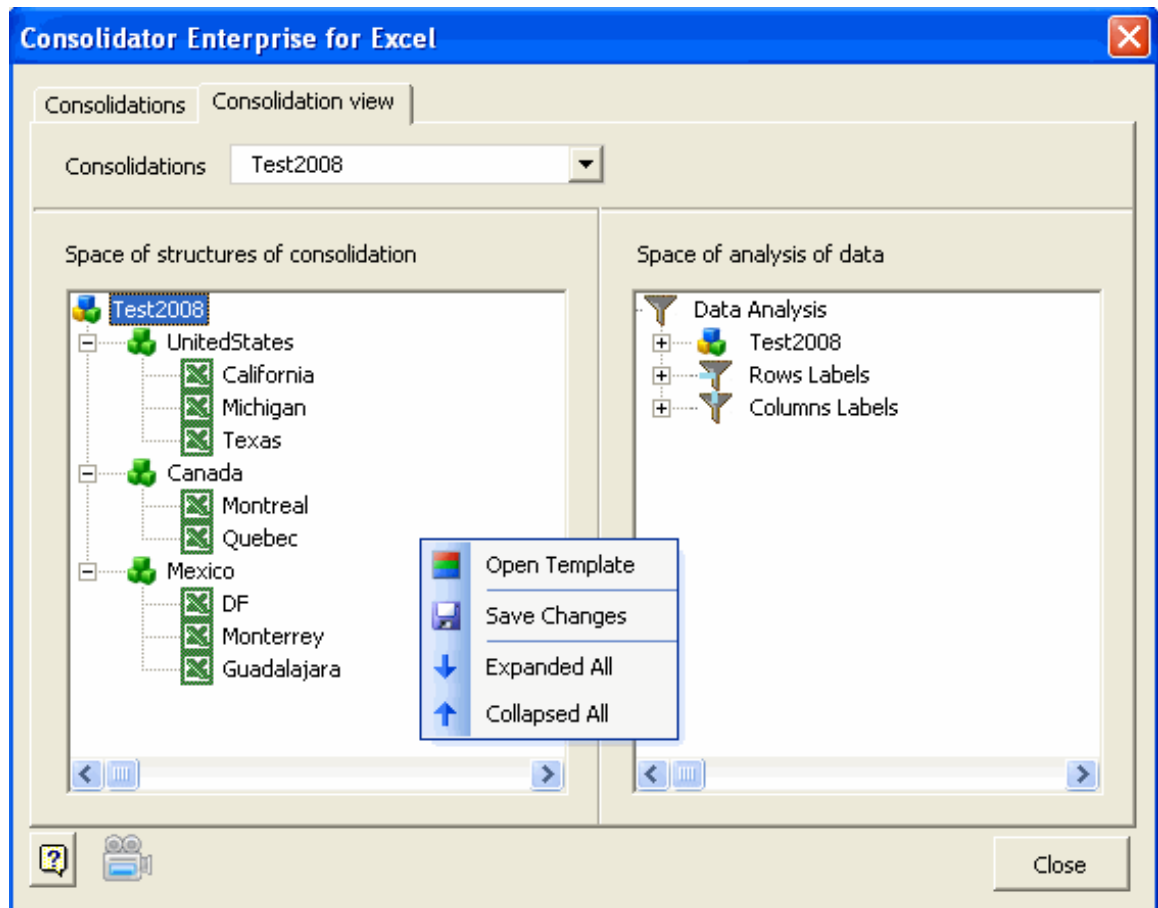
**Re-Create:** This option will be enabled when the add-in finds that a book is missing in the folder so we may be able to create  
See Creating a new model data, first get copies manually before deleting them.



Right-click on the last level  to display a shortcut a menu with fewer options, all of which have already bee explained and I



Right-click on an empty area to see another shortcut menu with the same options and functions as those described above.



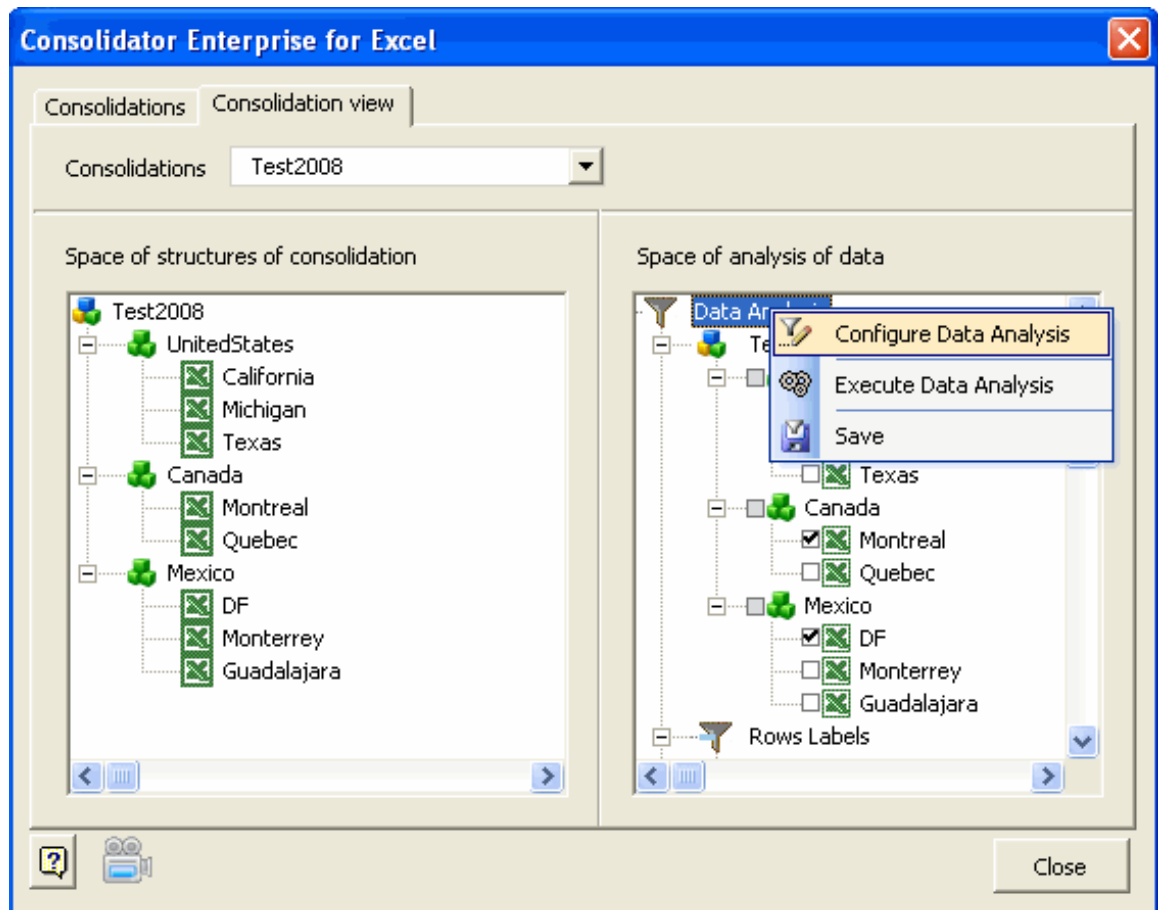
Now we are going to explain the shortcut menus for the right pane, Space of analysis of data.  
Right-click on the appropriate item to display the shortcut menus.

Right-click on Data Analysis to see a short cut menu with the following options:

**Configure Data Analysis:** Select it to define what type of cross section report you want to create.

**Execute Data Analysis:** Click here to run the type of report chosen in the previous option.

**Save:** Point to it to save the selection of items to be included in the data analysis.



Right click on the item with the same of the model, Test2008, to see another shortcut menu with options to create advanced

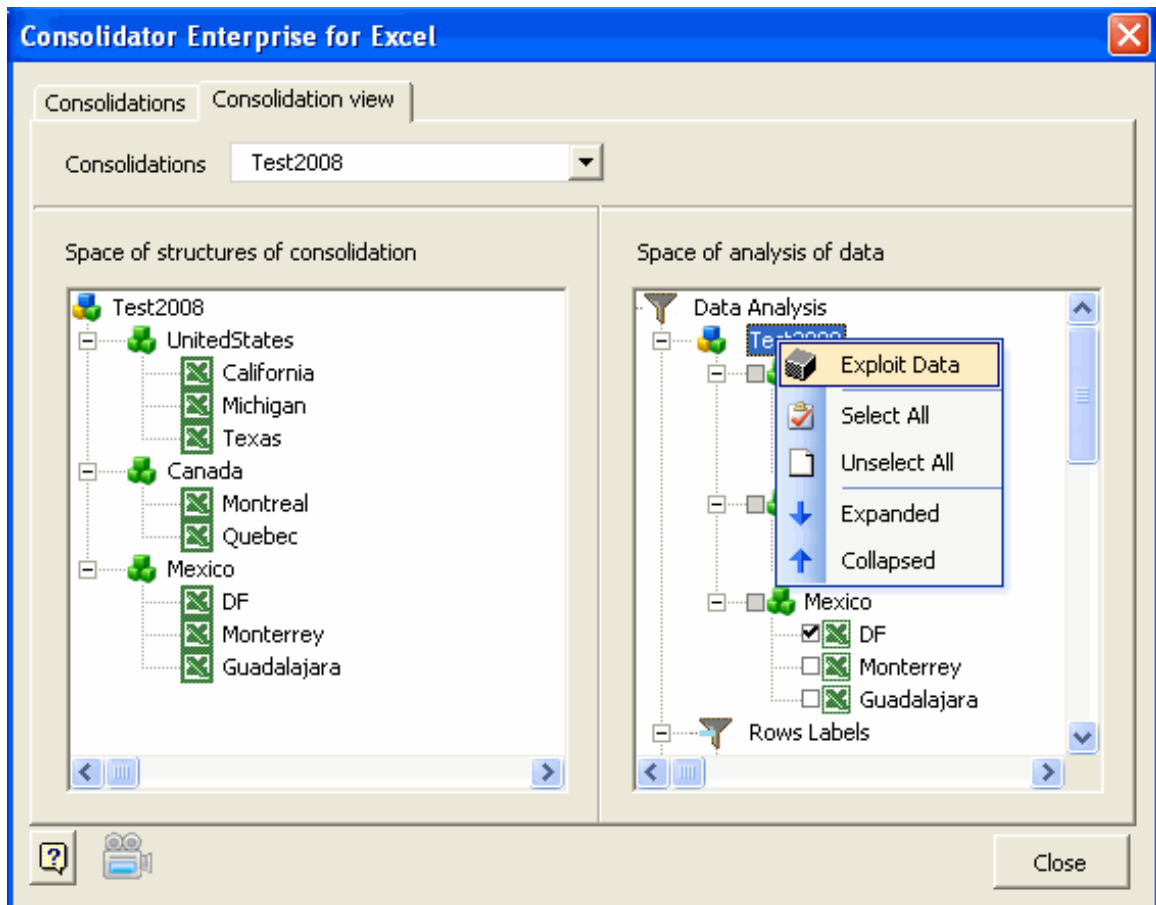
**Exploit Data:** Select it to generate pivot tables with the items selected, including books, rows and columns.

**Select All:** Click here to select all items in the consolidation tree of the model.

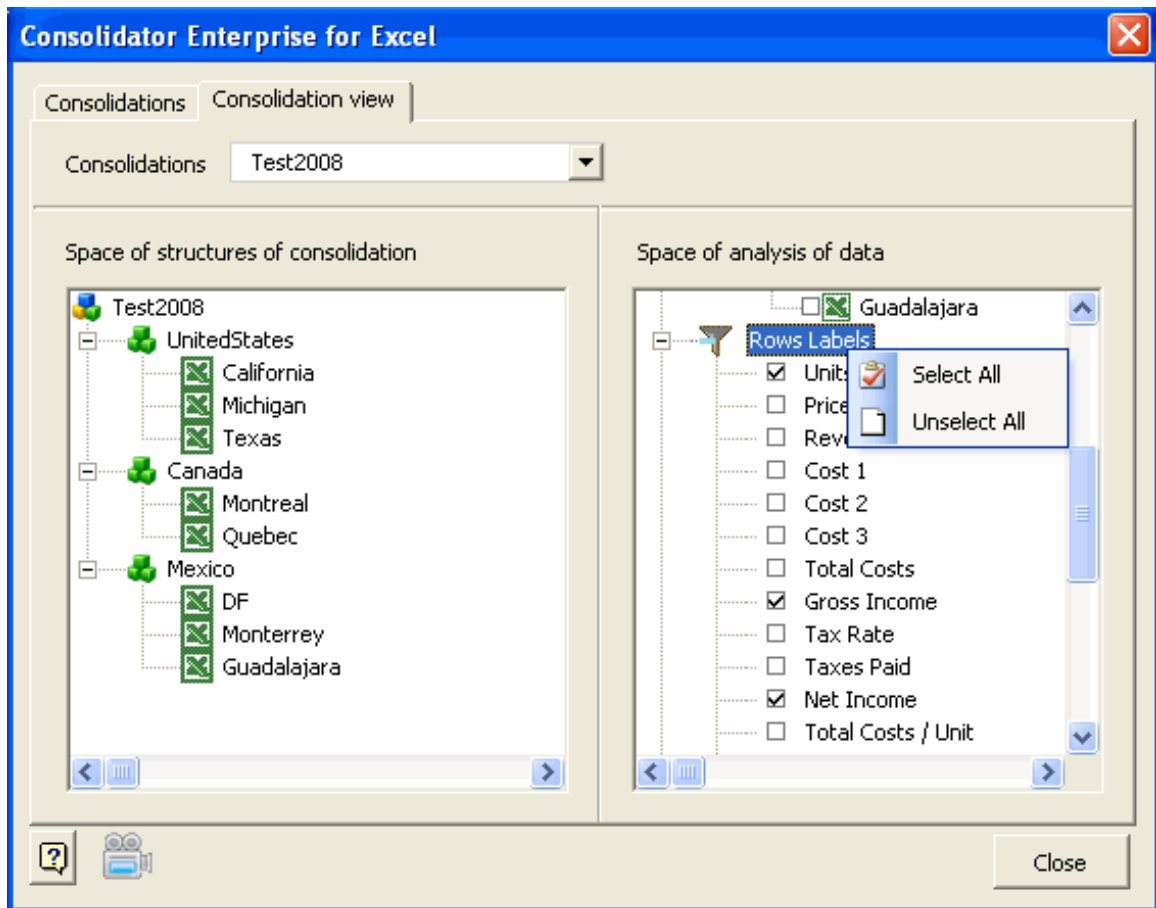
**Unselect All:** This option does exactly the opposite as the previous one.

**Expanded All:** Click here to show all elements.

**Collapsed All:** Point here to hide all elements.



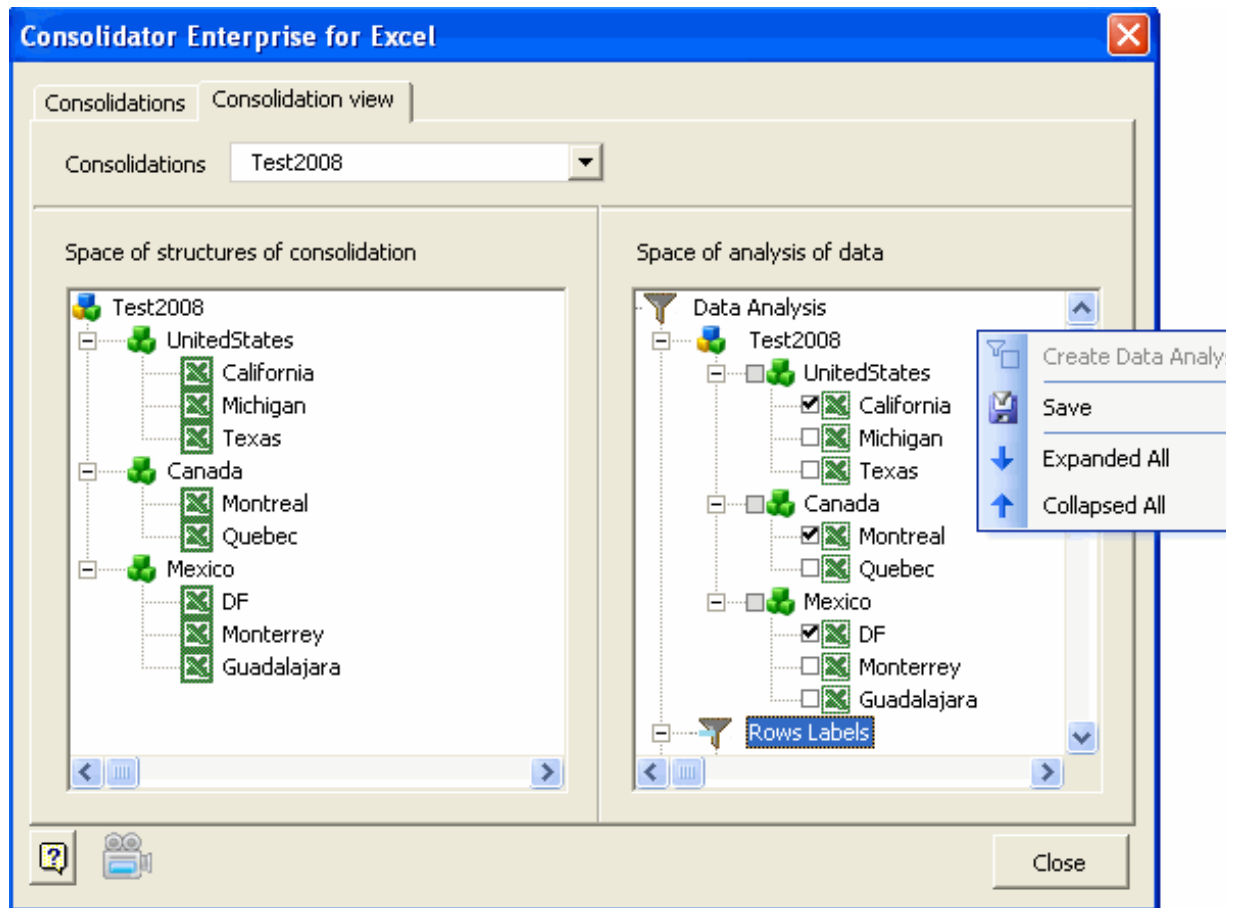
Right-click on Row Labels or Column Labels to see a shortcut menu with options to select and unselect all items grouped here



Right-click on an empty area in the right pane to see yet another shortcut menu, with the following options:

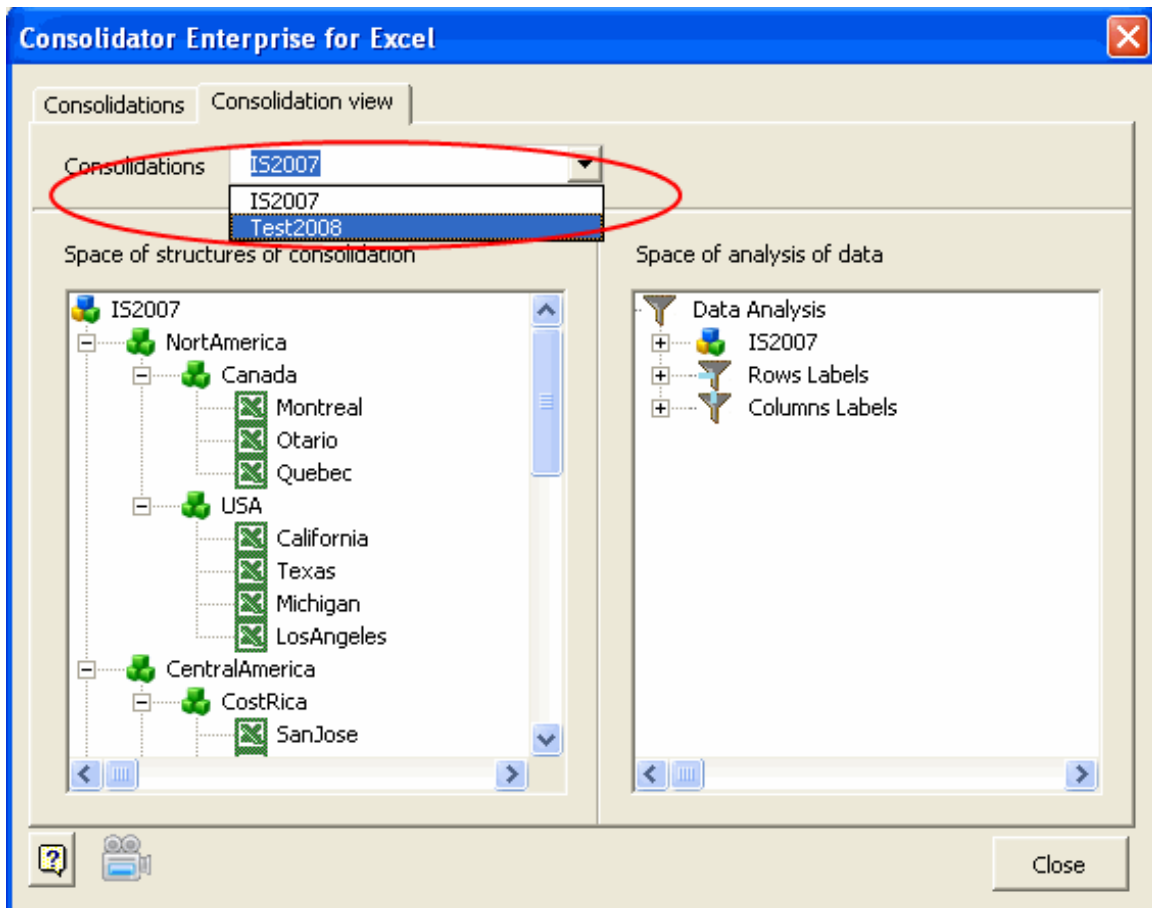
**Create Data Analysis** : Select it to create all the whole structure in "**Space of analysis of data**". The add-in will create it au

**Save** : Click here to save all configurations for selected items for future use.



You can browse all models created and saved and select any of them with the Consolidations dropdown list. All items contained in the selected models will be loaded automatically.

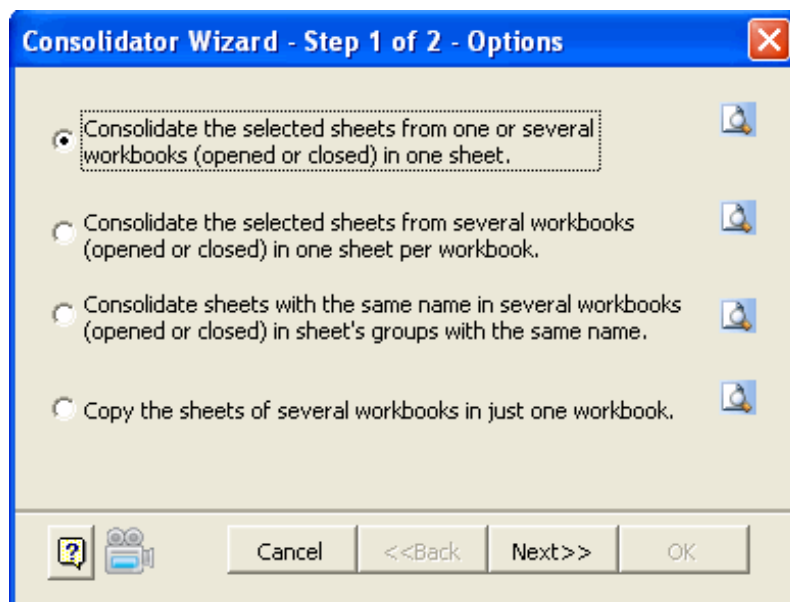






## Consolidator Wizard

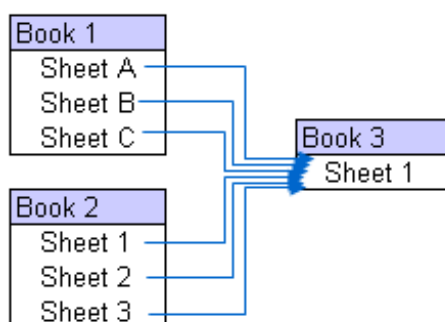
This tool has three consolidation options, and one option to copy only the sheets of several workbooks in one single workboo



We are going to explain now what each option does:

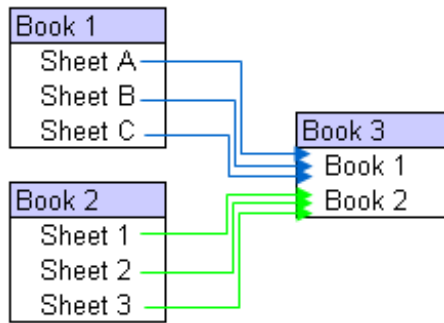
1.- Consolidate the selected sheets from one or several workbooks (opened or closed) in one sheet.

You can consolidate several sheets from several workbooks -whether open or closed. The resulting consolidation is shown in following figure:

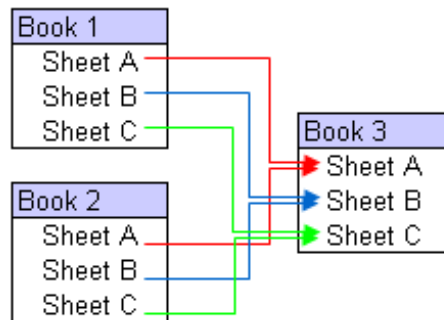


2.- Consolidate the selected sheets from several workbooks (opened or closed) in one sheet per workbook.

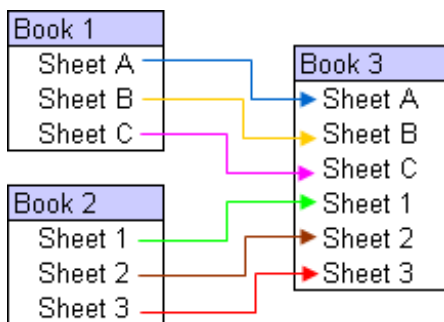
You can consolidate selected sheets in different workbooks into one single workbook. The results are shown in one sheet with the sheets to be consolidated, as shown in the following figure:



3.- Consolidate sheets with the same name in several workbooks (opened or closed) in sheet's groups with the same name. You can consolidate sheets with the same name in several workbooks -whether opened or closed. The results are shown in the next image:



4.- Copy the sheets of several workbooks in just one workbook. You can copy sheets from several workbooks -either closed or open- in one single workbook. Workbooks from different Excel versions are validated, since Microsoft Excel 2007 has a different number of rows and columns.



Once you have selected an option, click the **Next>>** button. From this dialog, check the options before consolidating.

**Consolidator Wizard - Step 2 of 2 - Settings**

Select the workbooks to consolidate, they can be opened or closed workbooks.

Select the range of cells to consolidate.

☒ Copy formats. ☒ Skip blank cells.

Consolidation function:

Select where you wish to paste the results. ☒ New Sheet ☐ New Workbook

☐ Active sheet

	A	B	C	D	E	F
1						
2		Sales 2008				
3						
4		Jan	Feb	Mar	Apr	
5		Product 1	100	200	300	400
6		Product 2	300	400	350	700
7		Product 3	120	40	200	400
8						
9						
10						
11						
12						
13						

Select the workbooks and sheets to consolidate.

**Select Workbooks & sheets**

Choose the workbooks/sheets you want to use for working. Press the button Add... to browse and look for more workbooks.

Activate items that contain:

☒ Unselect all  Search

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\Dr...  
Sales

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\Car...  
Sales

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\Wor...  
Sales

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\Peri...  
Sales

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\Spo...  
Sales

☒ C:\Documents and Settings\Administrador\Escritorio\Sales\USA...  
Sales

**File Open**

Look in: Sales

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: Excel files (\*.xls)

Then click OK.

	A	B	C	D	E	F	G
1							
2		Sales 2008					
3							
4		Jan	Feb	Mar	Apr		
5		Product 1	600	1200	1800	2400	
6		Product 2	1800	2400	2100	4200	
7		Product 3	720	240	1200	2400	
8							
9							
10							
11							
12							
13							





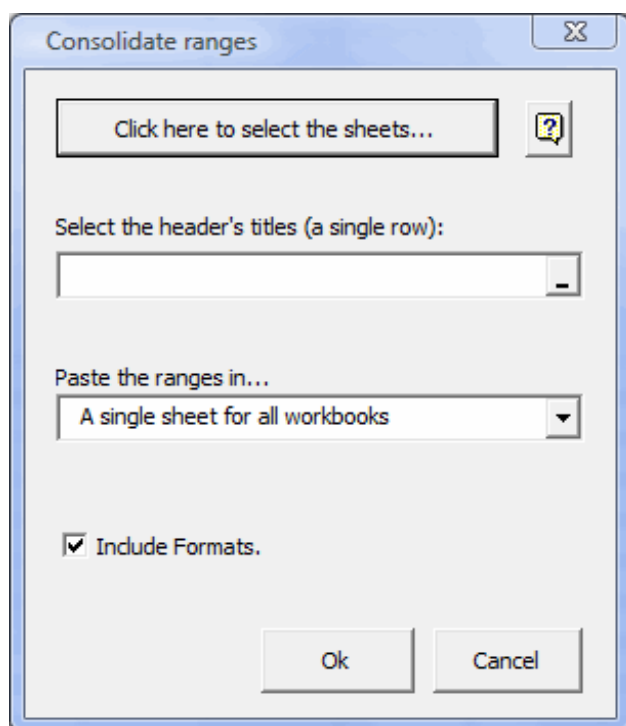
## Consolidate ranges

With this tool you can consolidate ranges of different sheets in the open workbooks as closed workbooks as well.

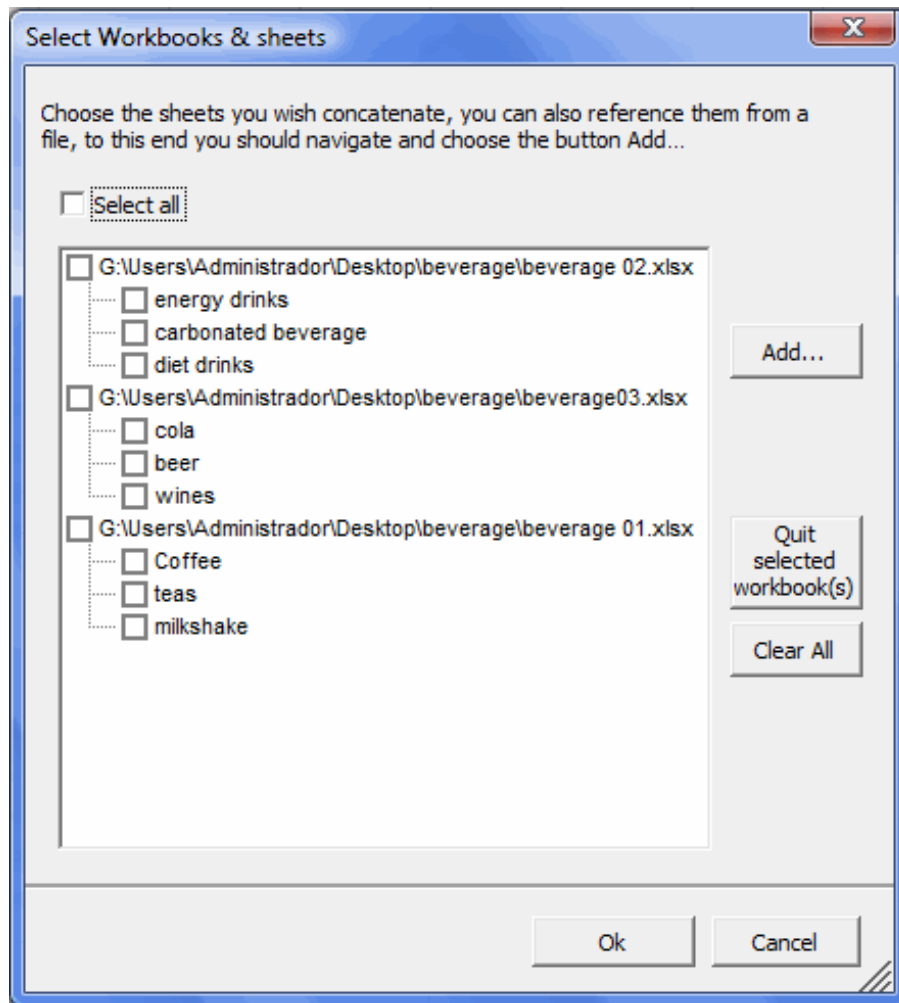
### Use instructions:

1. In the appearing window press the button:

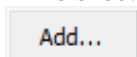
Click here to select the sheets...

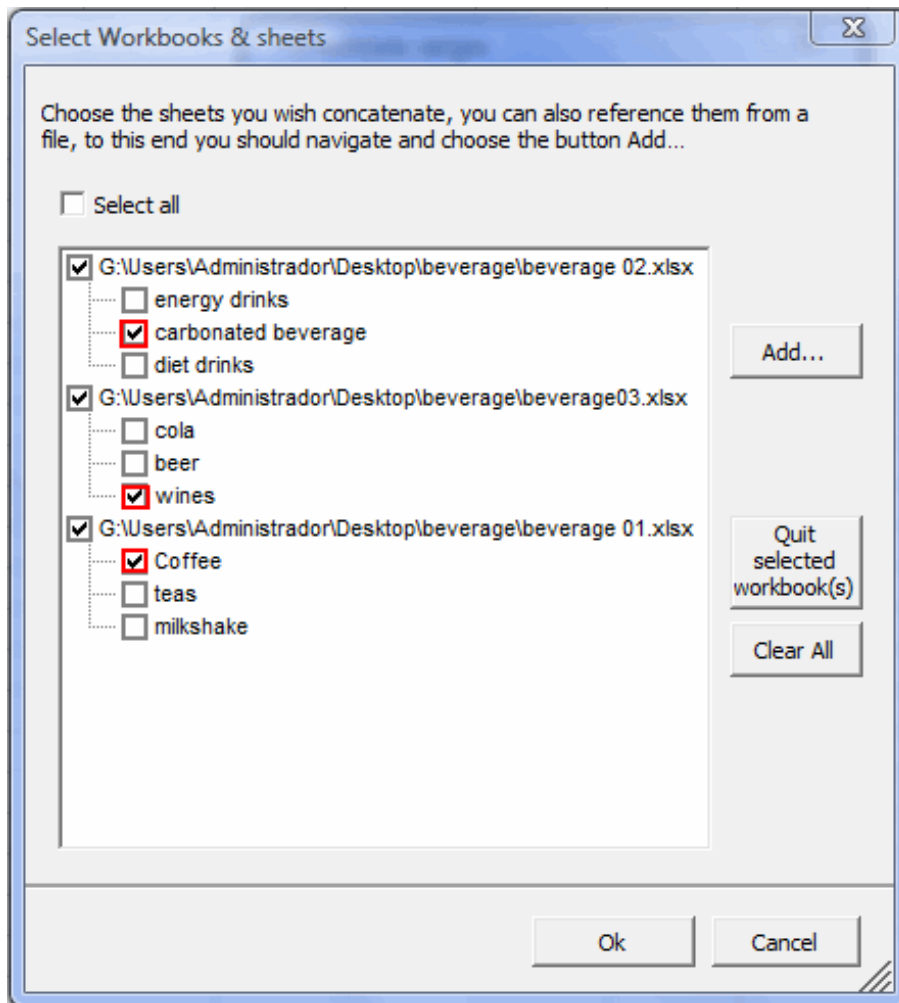


The window Select Workbooks & sheets should be open:



2.The sheets that you will include in the consolidation must be chosen. You can also reference them from a file, to this end y





The ranges must have the equal headboards, so that the consolidation can work correctly.  
Example:

beverage02.xlsx - Microsoft Excel

60	Category	Price	Sales/Unit	Revenue
61	Beverage H	\$21.00	2	\$42.00
62	Beverage I	\$11.00	3	\$33.00
63	Beverage J	\$34.00	1	\$34.00
64	Beverage K	\$22.00	4	\$88.00
65	Beverage M	\$32.00	3	\$96.00
66	Beverage N	\$34.00	2	\$70.00
67	Beverage O	\$44.00	1	\$88.00

beverage03.xlsx - Microsoft Excel



100	Category	Price	Sales/Unit	Revenue
101	Beverage P	\$21.00	2	\$42.00
102	Beverage Q	\$11.00	3	\$33.00
103	Beverage R	\$34.00	1	\$34.00
104	Beverage S	\$22.00	4	\$88.00
105	Beverage T	\$32.00	3	\$96.00
106	Beverage U	\$34.00	2	\$70.00

beverage 01.xlsx - Microsoft Excel

20	Category	Price	Sales/Unit	Revenue
21	Beverage A	\$21.00	1	\$21.00
22	Beverage B	\$11.00	2	\$22.00
23	Beverage C	\$34.00	3	\$102.00
24	Beverage D	\$22.00	4	\$88.00
25	Beverage E	\$32.00	5	\$160.00
26	Beverage F	\$34.00	6	\$204.00
27	Beverage G	\$44.00	7	\$308.00

-Select the headboard of ranges from any of the mentioned sheets.

Category	Price	Sales/Unit	Revenue
----------	-------	------------	---------

3.-Click on the **OK** button.

Consolidate ranges

Click here to select the sheets...

Select the header's titles (a single row):

'carbonated beverage'!\$B\$60:\$E\$60

Paste the ranges in...

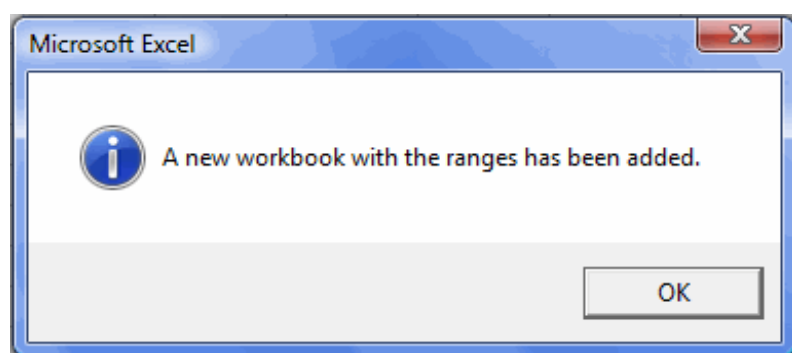
A single sheet for all workbooks

☒ Include Formats.

Ok Cancel

Finally this is the result.

	A	B	C	D
1	Category	Price	Sales/Unit	Revenue
2	Beverage H	\$21.00	2	\$42.00
3	Beverage I	\$11.00	3	\$33.00
4	Beverage J	\$34.00	1	\$34.00
5	Beverage K	\$22.00	4	\$88.00
6	Beverage M	\$32.00	3	\$96.00
7	Beverage N	\$34.00	2	\$70.00
8	Beverage O	\$44.00	1	\$88.00
9	Beverage P	\$21.00	2	\$42.00
10	Beverage Q	\$11.00	3	\$33.00
11	Beverage R	\$34.00	1	\$34.00
12	Beverage S	\$22.00	4	\$88.00
13	Beverage T	\$32.00	3	\$96.00
14	Beverage U	\$34.00	2	\$70.00
15	Beverage V	\$44.00	1	\$88.00
16	Beverage A	\$21.00	1	\$21.00
17	Beverage B	\$11.00	2	\$22.00
18	Beverage C	\$34.00	3	\$102.00
19	Beverage D	\$22.00	4	\$88.00
20	Beverage E	\$32.00	5	\$160.00
21	Beverage F	\$34.00	6	\$204.00
22	Beverage G	\$44.00	7	\$308.00



The ranges of its 3 sheets have been consolidated in one sheet.



## Smart Consolidation

Do you wish to consolidate data come from many sheets contained in more than one workbook?  
and, besides, the records are disordered?

Then, this tool will make it for you.

Let's see an example:

Suppose, that I want to consolidate data contained in 2 workbooks,

These workbooks are named: "Example\_01.xls" and "Example\_02.xls" respectively.

In order to use this tool, first, I must name to each range to be consolidated.

In this example, the ranges' names are the following ones:

Workbook	Name
Examples_01.xls:	tables_01
	tables_02
	tables_03
Examples_02.xls	tables_04

See the named ranges to use:

The following box shows, that the actual selection is identified by the name: "table\_04"

table_04	ID Product				
A	B	C	D	E	F
1					
2					
3	ID Product	Deficient products	Solds products	Quantity	
4	DM1099	1	67		
5	AW1199	2	4		
6	GD1099	3	3		
7	GD1199		7		
8	SDG98	1			
9	SDG99	12			
10	SDG97?	1			
11	FW0999			1	
12	FW1099		4	2	
13	FW1199		5	5	
14	TH1199		6	11	
15	TH1299		7	33	
16	GOU0999		8	4	
17	GOU1099			16	
18	GOU1199			25	
19	GOU1299		1	96	
20	ML1199		2	40	
21	NGT1099		3	22	
22	GW1199		4	18	

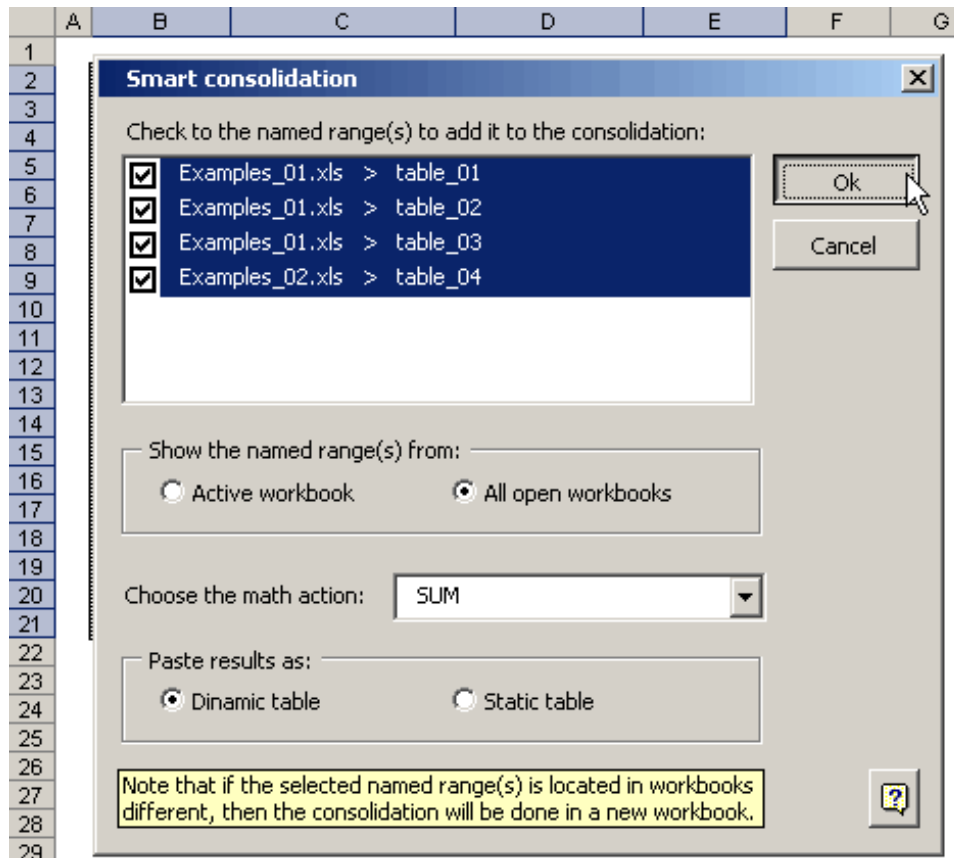
table_01		fx ID Product			
	A	B	C	D	E
1					
2		<b>ID Product</b>	<b>Deficient products</b>	<b>Solds products</b>	<b>Quantity</b>
3		DM1099		67	
4		AW1199		4	
5		GD1099		3	
6		GD1199		7	
7		SDG98	1		
8		SDG99	12		
9		SDG97?	1		
10		FW0999			1
11		FW1099			2
12		FW1199			5
13		TH1199			
14		TH1299			33
15		GOU0999			1

table_02		fx ID Product			
	A	B	C	D	E
1					
2		<b>ID Product</b>	<b>Deficient products</b>	<b>Solds products</b>	<b>Quantity</b>
3		GM1099			4
4		GM1199			7
5		GM1299			36
6		GM0100			4
7		GD1099		1	
8		AW0100		5	
9		SDG99	26		
10		SDG98	2		
11		DG95?	2		
12		DG96	1		
13		DM1099		112	
14		GD1198			1
15		GD1199			0

table_03		fx ID Product			
	A	B	C	D	E
1					
2		<b>ID Product</b>	<b>Deficient products</b>	<b>Solds products</b>	<b>Quantity</b>
3		AD0999		14	
4		AD1099		16	
5		CNT199		232	
6		NGT1099		15	
7		GD1099		3	
8		GD1199		4	
9		GD1299		29	
10		GD0100		44	
11		TL1099		5	
12		GOU0999		2	
13		GOU1099		8	
14		GOU1199		16	
15		GOU1299		22	

Then, we open the corresponding dialog box (showed below)

We choose the names that we will use in the consolidation and we finally press on Ok button for to execute the actio



The result is a pivot table con the wished consolidation.

If we had chosen "Paste results as... Static table" then the results would be showed in a simple table.

	A	B	C	D	E	F
2						
3	Sheets	(All)				
4						
5	Sum of Value	Column				
6	Row	Deficient products	Quantity	Solds products	Grand Total	
7	AD0999			14	14	
8	AD1099			16	16	
9	AW0100	11		5	16	
10	AW1199	4		8	12	
11	CNT199			232	232	
12	DG95		1		1	
13	DG95?	2			2	
14	DG96	1			1	
15	DM1099	1		246	247	
16	FW0999		2	2	4	
17	FW1099		4	6	10	
18	FW1199		10	10	20	
19	GD0100		108	44	152	
20	GD1099	6		10	16	
21	GD1198		1		1	
22	GD1199	7	9	18	34	
23	GD1299		14	29	43	
24	GM0100		4		4	
25	GM1099		4		4	
26	GM1199		7		7	
27	GM1299		36		36	
28	GOU0999		8	10	18	
29	GOU1099		32	8	40	
30	GOU1199		50	16	66	
31	GOU1299		192	69	261	
32	GW1199		36	4	40	
33	LIN1199			10	10	



## Detailed Consolidation

This type of consolidation is appropriated if you want to see the detail along with the totals

Let's illustrate this tool's performance through a didactic example.

Suppose we have a workbook called "Products", this workbook possesses 6 sheets with following names: "Coffee", "Beverag", "Detailed Consolidation". Also, five of these sheets shows the sales total of a determined product. See the below imag

	B	C	D	E	F	G
2		<b>Category</b>	<b>Price</b>	<b>Sales/Unit</b>	<b>Revenue</b>	
3		Beverage A	\$21.00	1	\$21.00	
4		Beverage B	\$11.00	2	\$22.00	
5		Beverage C	\$34.00	3	\$102.00	
6		Beverage D	\$22.00	4	\$88.00	
7		Beverage E	\$32.00	5	\$160.00	
8		Beverage F	\$34.00	6	\$204.00	
9		Beverage G	\$44.00	7	\$308.00	
10						
11		Total Beverage	\$198.00	28	\$905.00	
12						
13						
14						

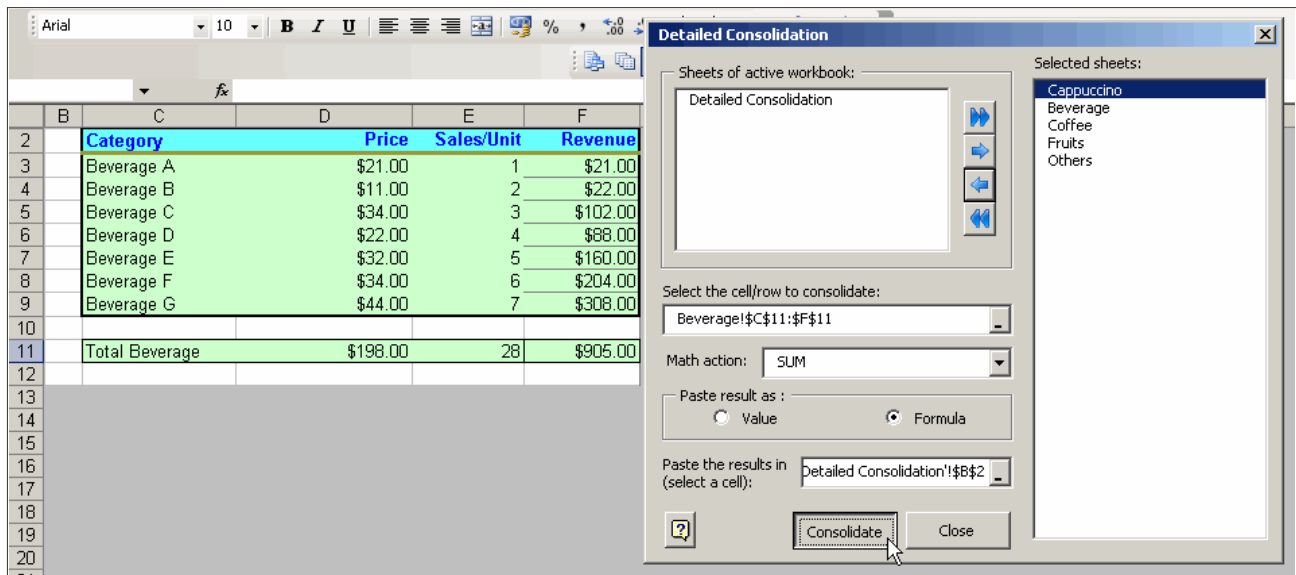
	B	C	D	E	F	G
2		<b>Category</b>	<b>Price</b>	<b>Sales/Unit</b>	<b>Revenue</b>	
3		Cappuccino A	\$20.00	2	\$40.00	
4		Cappuccino B	\$23.00	2	\$46.00	
5		Cappuccino C	\$24.00	2	\$48.00	
6		Espresso A	\$12.00	2	\$24.00	
7		Espresso B	\$23.00	2	\$46.00	
8		Espresso C	\$45.00	2	\$90.00	
9		Latte	\$33.00	2	\$66.00	
10						
11		Total Cappuccino	\$180.00	14	\$360.00	
12						
13						
14						

And so on.

Now we click on Detailed Consolidation button and add the 5 sheets we wish to consolidate (less the Detailed Consolidation : From now on, we proceed to choose the range to consolidate (this range will be the same for each sheet)

This way:





Likewise, we have chosen the place where the results will be pasted  
Press on Consolidate button and we will see that the Detailed Consolidation sheet shows the following result.

	A	B	C	D	E	F
1						
2		Cappuccino	Total Cappuccino	\$180.00	14	\$360.00
3		Beverage	Total Beverage	\$198.00	28	\$905.00
4		Coffee	Total coffee	\$198.00	28	\$905.00
5		Fruits	Total Fruits	\$198.00	28	\$905.00
6		Others	Total Others	\$198.00	28	\$905.00
7						
8				\$972.00	126	\$3,980.00
9						
10						

## Conditional text

**Conditional Text** is the tool suitable to format cells in a range/database based on a criterion previously specified in the decis

For the following example, you will need a database and a decision table, as shows the image:

**Conditional Text**

Range to evaluate:

☒ Selection of active sheet ☐ Active sheet

☐ Selection of each sheet ☐ Entire workbook

Select the Decision table:

Auto-Refreshing ...

☒ The range in evaluation

☒ The Decision Table  
(Useful if you are constantly modifying the Decision Table)

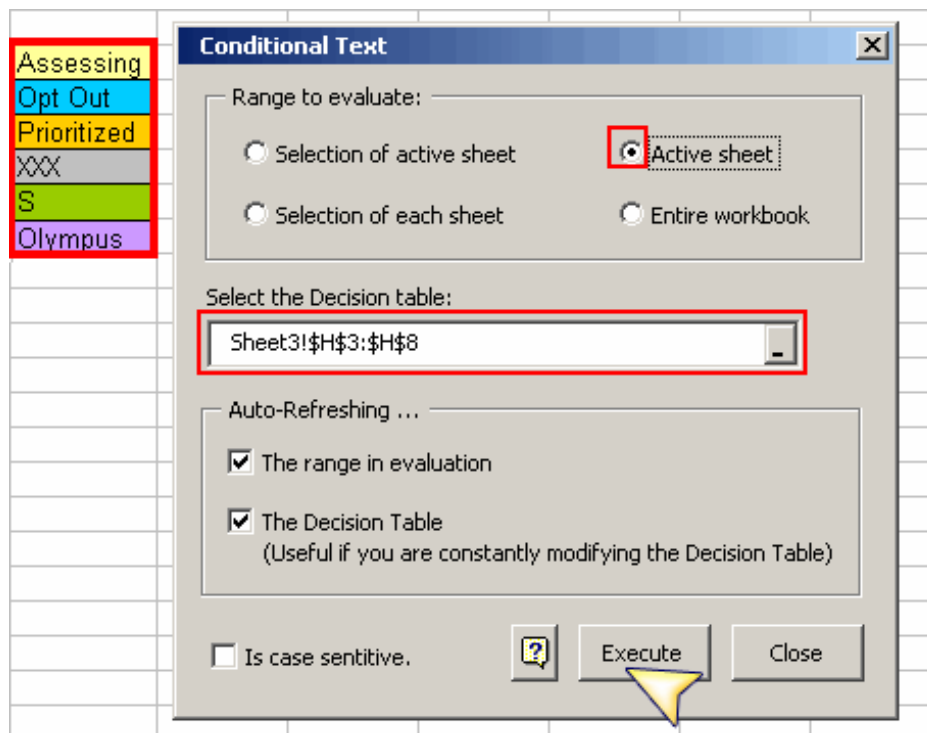
☐ Is case sensitive.

Execute Close

[illegible]

**use instructions:**

1.- Enter the Decision table in the dialog box:



2.-Click on the OK button.

The result is shown below:

	A	B	C	D	E	F	G	H	I
1									
2			Full	Fast	Lite	NINA			
3		Retail	s	Assessing	NA	Prioritized		Assessing	
4		Direct	S	A	S	S		Opt Out	
5		Tech	A	Assessing	NA	Opt Out		Prioritized	
6		Consumer orig	A	A	A	A		XXX	
7		Institutional	XXX	A	Assessing	xxx		S	
8								Olympus	
9									
10									
11			Full	Fast	Lite	NINA			
12		Retail	NA	a	s	Olympus			
13		Direct	S	A	S	S			
14		Tech	NA	prioritized	A	Opt Out			
15		Consumer orig	A	A	A	A			
16		Institutional	Assessing	A	XXX	OLYMPUS			
17									

Notes:

If you wish to stop the automatic update , open the dialogue box again and quit check of the Auto-refresh.... then press the button close in order to close the dialogue box.

The refreshing option applies only on the active sheet.



## Merge tables

Use this valuable tool to merge two databases based on a common field.  
You will find the following example very useful to understand how this tool operates.  
Consider the tables below, they are the databases we are going to work with.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Year	First name	Last name
2004	Chris	Sleep
2004	Ellen	Oaks
2005	George	Porge
2002	James	Doe
2002	Jean	Queen
2002	Joe	Jones
2002	John	Doe
2001	Mary	Contrary
2001	Max	Steel
2001	Rachel	Quispe
2001	Paula	Mann
2003	Peter	Holland
2003	Sadie	Smith
2002	Sam	Pam
2001	Samantha	Bell

Last name	City	Gender
Sleep	Gastonia	M
Oaks	Raleigh	F
Porge	Concord	M
Doe	Charlotte	M
Queen	Charlotte	M
Jones	Raleigh	M
Doe	Gastonia	M
Contrary	Wilmington	F
Steel	Charlotte	F
Quispe	Charlotte	F
Mann	Concord	M
Holland	Maryland	F
Smith	Wilmington	F
Pam	Raleigh	M
Bell	Gastonia	F

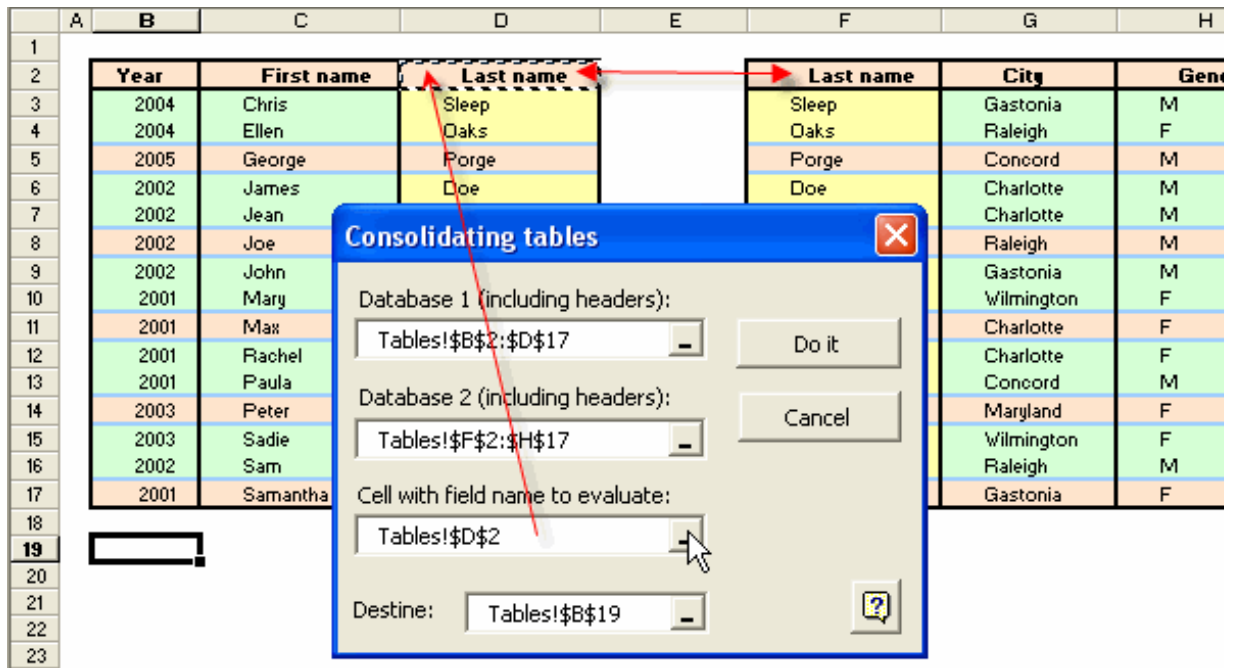
database 1

database 2

Click on the Consolidate Tables button. The dialog shown below will appear.

1. Enter the range containing each database.
2. We have to choose the cell containing the name of the field common to both databases.

In the figure below, we have chosen the D2 cell, as it contains the name of the common field.



Then, choose the upper left cell from which we want pasted results to start.

Finally, click on the **Do It** button in the dialog and the action will take place.  
The result is shown in the image below.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								

Year	First name	Last name
2004	Chris	Sleep
2004	Ellen	Oaks
2005	George	Porge
2002	James	Doe
2002	Jean	Queen
2002	Joe	Jones
2002	John	Doe
2001	Mary	Contrary
2001	Max	Steel
2001	Rachel	Quispe
2001	Paula	Mann
2003	Peter	Holland
2003	Sadie	Smith
2002	Sam	Pam
2001	Samantha	Bell

Last name	City	Gender
Sleep	Gastonia	M
Oaks	Raleigh	F
Porge	Concord	M
Doe	Charlotte	M
Queen	Charlotte	M
Jones	Raleigh	M
Doe	Gastonia	M
Contrary	Wilmington	F
Steel	Charlotte	F
Quispe	Charlotte	F
Mann	Concord	M
Holland	Maryland	F
Smith	Wilmington	F
Pam	Raleigh	M
Bell	Gastonia	F

Year	First name	Last name	City	Gender
2004	Chris	Sleep	Gastonia	M
2004	Ellen	Oaks	Raleigh	F
2005	George	Porge	Concord	M
2002	James	Doe	Charlotte	M
2002	Jean	Queen	Charlotte	M
2002	Joe	Jones	Raleigh	M
2002	John	Doe	Charlotte	M
2001	Mary	Contrary	Wilmington	F
2001	Max	Steel	Charlotte	F
2001	Rachel	Quispe	Charlotte	F
2001	Paula	Mann	Concord	M
2003	Peter	Holland	Maryland	F
2003	Sadie	Smith	Wilmington	F
2002	Sam	Pam	Raleigh	M
2001	Samantha	Bell	Gastonia	F



## Background

With this tool, you can create a survey and then consolidate respondents' answers.  
A survey has a title and questions.

## Changes from Version 1.0.0

1. A dialog box has been added to the Survey Builder tool, which allows you to create a survey from scratch, create a survey (version), or resume the creation of surveys that had been put off - all of which makes this tool more robust. In addition, it meets these improvements.
2. Now the Survey Builder function allows you to interrupt a survey creation process and resume it later, which makes this tool so you won't have to create it again from scratch as in the prior version.
3. To consolidate, use the Consolidate Survey tool. We have also improved this tool, and it now gets a survey structure automatically for consolidation. This is possible only if the survey has been created with Consolidator Enterprise. For other surveys on Excel you must manually create the structure as in version 1.0.0, which is quite time-consuming.

The types of questions supported by this version are the following:

### Vertical. One answer

A vertical-type question with only one possible answer.

Consolidator Enterprise will include this type of questions in the consolidation that meet the following conditions:

- The respondent has chosen at most one alternative.
- If the respondent has chosen several alternatives, the question will be ignored and will not be consolidated.

#### Text of the question

Alternative 1	
Alternative 2	X
Alternative 3	
Alternative 4	

### Vertical: Multiple answers

A vertical-type question with several answers.

The respondent may choose multiple alternatives and the question will always be consolidated.

#### Text of the question

Alternative 1	
Alternative 2	X
Alternative 3	
Alternative 4	X

### Matrix: One answer per row

A matrix-type question where the respondent can choose only one alternative per row.

Consolidator Enterprise will not consolidate any questions of this type that does not meet the previous requirement.



### Text of the question

	Column 1	Column 2	Column 3
Alternative 1		X	
Alternative 2	X		
Alternative 3		X	
Alternative 4			X

### Matrix: Multiple answers per row

A matrix-type question, where the respondent can choose multiple alternative per row. Consolidator Enterprise will always consolidate this type of questions.

### Text of the question

	Column 1	Column 2	Column 3
Alternative 1		X	X
Alternative 2	X		
Alternative 3		X	
Alternative 4		X	X

### Open Ended

An open-ended type of question, where the respondent may give his/her opinion.

Consolidator enterprise will always concatenate open-ended questions to show them in the consolidated report.

### Text of the question




## Creating a Survey

You are going to use Survey Builder to create a survey.

1.- Open the Survey Builder dialog box.

Enter the poll's title

**Survey Builder - Step 1 of 2 - Options**

☒ Create a new poll from zero

☐ Create a new poll from an existing one

☐ Continue with the creation of the pending poll

Enter the poll's title

Survey about Consolidator Enterprise for Excel

Next>> Cancel


Choose an option, then click on Next>>

From the Choose the kind of question dropdown list, select the type of question you want to ask.

Type your question in the Enter text of question textbox.



You will not need to number the questions 1, 2, 3, etc. Survey Builder will number them automatically as it creates the survey. Different options will be shown or hidden depending on the type of question selected so as to prevent mix-ups.

**Survey Builder - Step 2 of 2 - Insert Questions**

Choose the kind of question  
 Select a question type 


Enter text of the question

Question	Type

2.- For illustrative purposes, let us create a five-question survey. Follow these steps:



**Survey Builder**

Choose the kind of question  
 Vertical: One answer 

Enter text of the question

Enter each option of responses in separated lines

Question	Type

Survey Builder

Choose the kind of question  
Vertical: Multiple answers

Enter text of the question  
How did you learn about Consolidator Enterprise for Excel?

Enter each option of responses in separated lines  
Workmates or friends  
I don't know it  
Other

Add Edit Remove selected item Remove all

Question	Type
How long have you been using Consolidator Enterprise for Excel?	Vertical: One answer

?

<<Back I will continue later Finish and generate poll Cancel

Survey Builder

Choose the kind of question  
Matrix: One answer per row

Enter text of the question  
Please rate each of the following features of Consolidator Enterprise for Excel

Enter each file's name in separated lines  
Design  
Performance  
Price

Enter each column's name in separated lines  
Good  
Average  
Poor/Inadequate

Add Edit Remove selected item Remove all

Question	Type
How long have you been using Consolidator Enterprise for Excel?	Vertical: One answer
How did you learn about Consolidator Enterprise for Excel?	Vertical: Multiple answers

?

<<Back I will continue later Finish and generate poll Cancel

**Survey Builder**

Choose the kind of question  
 Matrix: Multiple answers per row

Enter text of the question  
 Please compare the following features of Consolidator Enterprise for Excel with another Web-based builder

Enter each file's name in separated lines  
 Can be improved  
 It's not adequate  
 I think it's OK

Enter each column's name in separated lines  
 Design  
 Performance  
 Price

Add Edit Remove selected item Remove all

Question	Type
How long have you been using Consolidator Enterprise for Excel?	Vertical: One answer
How did you learn about Consolidator Enterprise for Excel?	Vertical: Multiple answers
Please rate each of the following features of Consolidator Enterprise for Excel	Matrix: One answer p...

<<Back I will continue later Finish and generate poll Cancel

**Survey Builder**

Choose the kind of question  
 Opened

Enter text of the question  
 How would you improve Consolidator Enterprise for Excel?

Add Edit Remove selected item Remove all

Question	Type
How long have you been using Consolidator Enterprise for Excel?	Vertical: One answer
How did you learn about Consolidator Enterprise for Excel?	Vertical: Multiple answers
Please rate each of the following features of Consolidator Enterprise for Excel	Matrix: One answer p...
Please compare the following features of Consolidator Enterprise for Excel with ano...	Matrix: Multiple answe...

<<Back I will continue later Finish and generate poll Cancel

Once you have finished designing your questionnaire, click on Finish and generate poll

## Survey about Consolidator Enterprise for Excel

1. How long have you been using Consolidator Enterprise for Excel? (Choose one alternative only)

Less than one month	
1 to 3 months	
4 to 6 months	
7 months to 1 year	
Never	

2. How did you learn about Consolidator Enterprise for Excel? (You can choose several alternatives)

Internet	
Television	
Magazines	
Workmates or friends	
I don't know it	
Other	

3. Please rate each of the following features of Consolidator Enterprise for Excel (Choose one alternative per row only)

	Good	Average	Poor/Inadequate
Design			
Performance			
Price			

4. Please compare the following features of Consolidator Enterprise for Excel with another Web-based builder (You can choose several alternatives p

	Design	Performance	Price
Can be improved			
It's not adequate			
I think it's OK			

5. How would you improve Consolidator Enterprise for Excel?


You will see the survey you have created

The survey has the following features:

- Creates tables with cells where the respondent can enter his/her answer.
- The survey is protected automatically to prevent it from being altered by the respondent.
- Respondents may choose their answers with an "X"; the dropdown lists will not allow them to enter any other characters.
- Choose the "X" from the dropdown list to mark your question.

Now that your survey design is completed, you can now distribute your survey to respondents, for example via email.



## Consolidate Survey

With this tool, you can consolidate quickly surveys filled out by respondents.

To do this, you have to open the workbook containing the form of the survey to be consolidated, as you will see in an example

As you open the Consolidate Survey dialog box, all survey questions will be loaded (provided the survey had been created with the tool). Otherwise, you will have to load the questions manually.

The screenshot shows an Excel spreadsheet with a survey form titled "Survey about Consolidator Enterprise for Excel". The survey has five questions. A dialog box titled "Consolidate Survey - Step 1 of 2 - Load Questions" is open over the form. The dialog box has the following fields and controls:

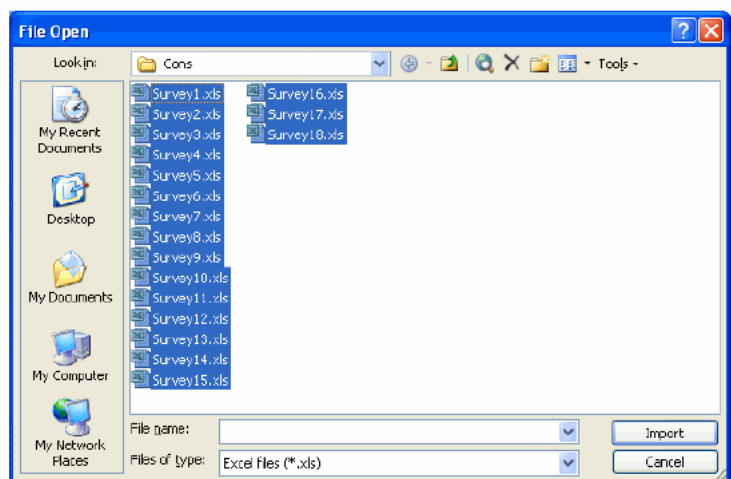
- Choose the cell with the text of the question: A text input field.
- Choose the kind of question: A dropdown menu with "Opened" selected.
- Choose the range of replies: A text input field.
- Buttons: "Add", "Edit", "Remove selected item", "Remove all".
- Table of loaded questions:

Question	Type
B4	Vertical: One ans.
B11	Vertical: Multiple .
B19	Matrix: One ans..

At the bottom of the dialog box are buttons: "Cancel", "<<Back", "Next>>", and "Consolidate Survey".

Click the **Next >>** button.

Now browse and find the workbooks containing the respondents' answers and select the sheet containing the questionnaire. Remember that a workbook can have several sheets -that's why you need to specify the sheet. When Survey Builder created changed this name, then select the sheet named Survey as shown below:



The report brings forth two sheets, one with consolidated data and the other with data in PivotTable form.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

A

B

C

D

E

F

G

H

I

CONSOLIDATED REPORT OF THE SURVEY

C:\Documents and Settings\Administrador\Escritorio\Cons\Survey18.xls\Survey

Generated on 9.11.2008 12.16.6

1. How long have you been using Consolidator Enterprise for Excel? (Choose one alternative only)

Less than one month

1 to 3 months

4 to 6 months

7 months to 1 year

Never

6

12

2. How did you learn about Consolidator Enterprise for Excel? (You can choose several alternatives)

Internet

Television

Magazines

Workmates or friends

I don't know it

Other

6

12

6

12

3. Please rate each of the following features of Consolidator Enterprise for Excel (Choose one alternative per row only)

Good

Average

Poor/Inadequate

Design

Performance

Price

18

6

12

6

4. Please compare the following features of Consolidator Enterprise for Excel with another Web-based builder (You can choose several alternatives per row)

Design

Performance

Price

Can be improved

It's not adequate

I think it's OK

18

18

18

18

18

18

5. How would you improve Consolidator Enterprise for Excel?

OK

Survey Report 1 / Survey Report 2 /



	G	H	I	J
1	Sum of Results			
2	Questions	Rows	Columns	Total
3	1. How long have you been using Consolidator Enterprise for Excel? (Choose one alternative only)	Less than one month	(blank)	6
4		1 to 3 months	(blank)	0
5		4 to 6 months	(blank)	12
6		7 months to 1 year	(blank)	0
7		Never	(blank)	0
8	2. How did you learn about Consolidator Enterprise for Excel? (You can choose several alternatives)	Internet	(blank)	0
9		Television	(blank)	6
10		Magazines	(blank)	12
11		I don't know it	(blank)	6
12		Other	(blank)	12
13		Workmates or friends	(blank)	0
14	3. Please rate each of the following features of Consolidator Enterprise for Excel (Choose one alternative)	Design	Good	18
15			Average	0
16			Poor/Inadequate	0
17		Performance	Good	0
18			Average	6
19			Poor/Inadequate	12
20		Price	Good	0
21			Average	12
22			Poor/Inadequate	6
23	4. Please compare the following features of Consolidator Enterprise for Excel with another Web-based tool	Can be improved	Design	18
24			Performance	0
25			Price	18
26		It's not adequate	Design	18
27			Performance	18
28			Price	18
29		I think it's OK	Design	0
30			Performance	18
31			Price	18
32				

**Note:** Depending on the type of question, the tool will validate if the respondent has answered the question right or has invalid answers and the respondent checked two.

In the latter case, Consolidator Enterprise excluded this question from the consolidation.



## Online videos



How to create a new model of consolidation



How to create a template



How to create a new tree of consolidation



How to send books which will be filled by the receivers



How to receive books of receivers



How to consolidate the information

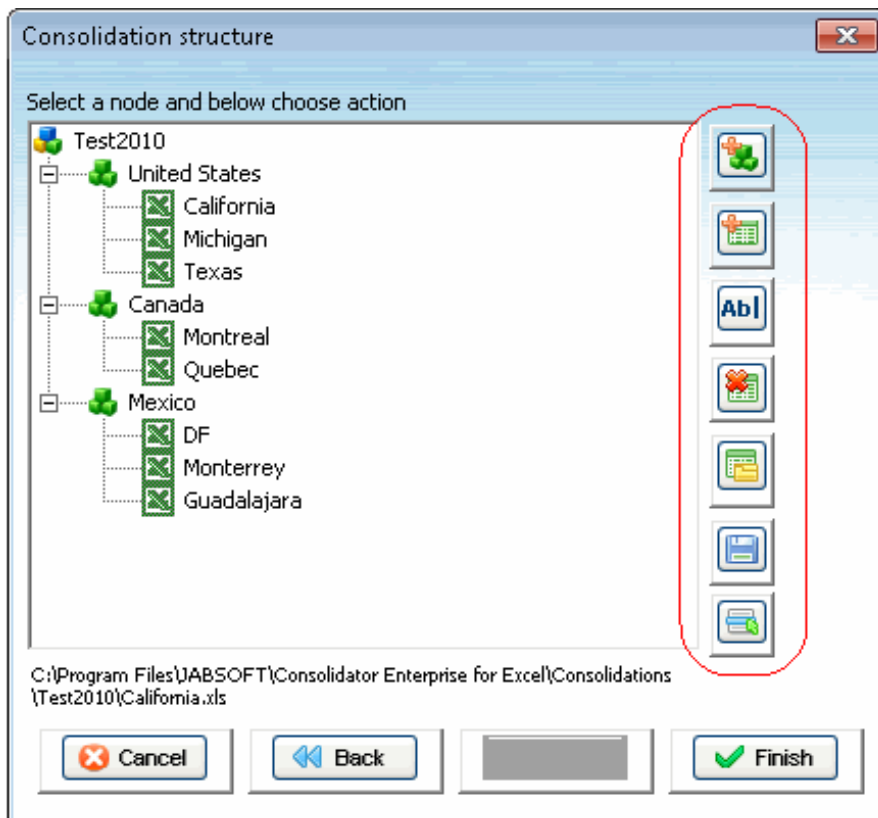


How to make an advanced analysis of consolidated data



## Options

Consolidator Enterprise is very intuitive and user-friendly, since you can work with menus, which are explained below. We will explain the menus for the pane, Space of structures of consolidation, first. Some items do not have menus, so do not worry about that.



1. **Add consolidation book:** Select it to create consolidation levels. Each level is also a book that will consolidate the book
2. **Add data book:** Click here to create new books that are copies of the Template.xls book associated to the model, and
3. **Rename:** Click here to change the name of a consolidation level or any other book, except for the first book that has th
4. **Open:** This option is enabled when this book is in the folder indicated; point to it to open the book and see its contents.
5. **Save:** Point to it to save changes made.
6. **Properties:** Click here to see the basic properties of the book, such as path and creation and modification dates.



## Creating and manage a Model



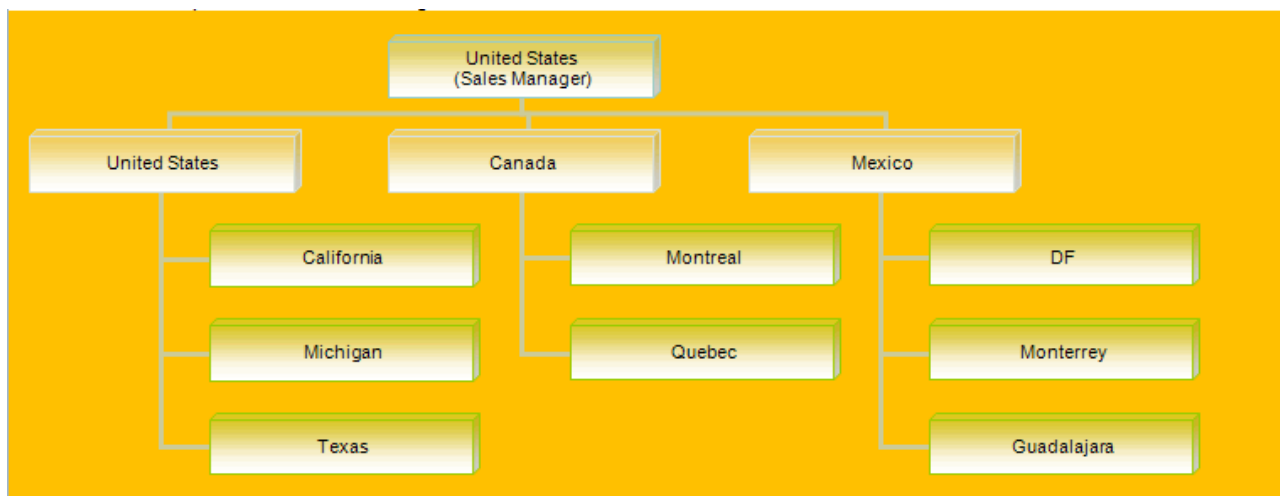
How to create a template

The name of the example company is "Test S.A."

Test S.A. manufactures footballs and has operations in the United States, Canada and Mexico.

Sales Management is based in the United States and needs to consolidated the sales results for 2010, as well the costs that

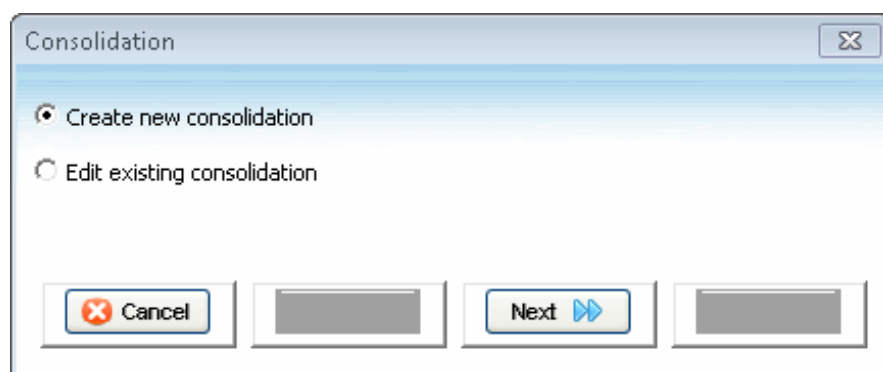
Test S.A. sales points have the following structure:



With the above explained, let us now proceed with the Test S.A. example.

To create a new model follow the next instructions:

Choose the option create new consolidation.



Click Next to Continue.

On the following screen enter the data for the new model.

General data - Step 1

Name: Test2010

Author: Test S.A.

Description: Sales Forecast 2010

Buttons: Cancel, Back, Next, [Disabled]

Click Next to Continue.

Now you look at the new consolidation in the list of existing consolidations. Also from this section you may remove and open the folder of consolidations if necessary.

Existing consolidations

Consolidations

- IS2007
- Test2010

Buttons: Cancel, Back, Next, [Disabled]

Click Next to Continue.

Now must choose the workbook and the sheet for the template.

First thing you have to do is to associate a Template to this model, so please select Open Template.

Select this to copy the structure from an existing book and use it as a template for the active model. You will not be using the we want to use as a template.

In our example, since you already have a similar model (IS2007) with a template already assigned to it you can get a copy for As you can see below, you get a copy of the template that you can work on and give format to.

Consolidation template - Step 2

Choose the workbook that will be assigned to the model of consolidation that you are creating

Workbook of template: r Enterprise for Excel\Consolidations\js2007\IS2007.xls

Sheet of template: IS2007

Buttons: Cancel, Back, Next, [Disabled]

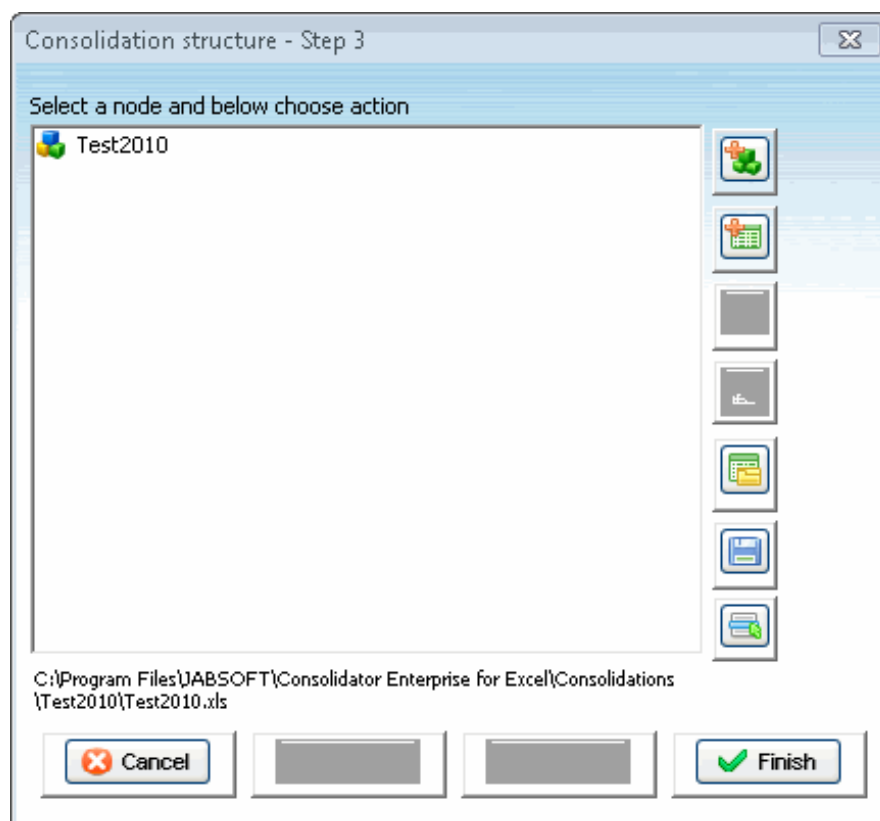
Click Next to Continue.

In this new screen you must create the structure of consolidation.

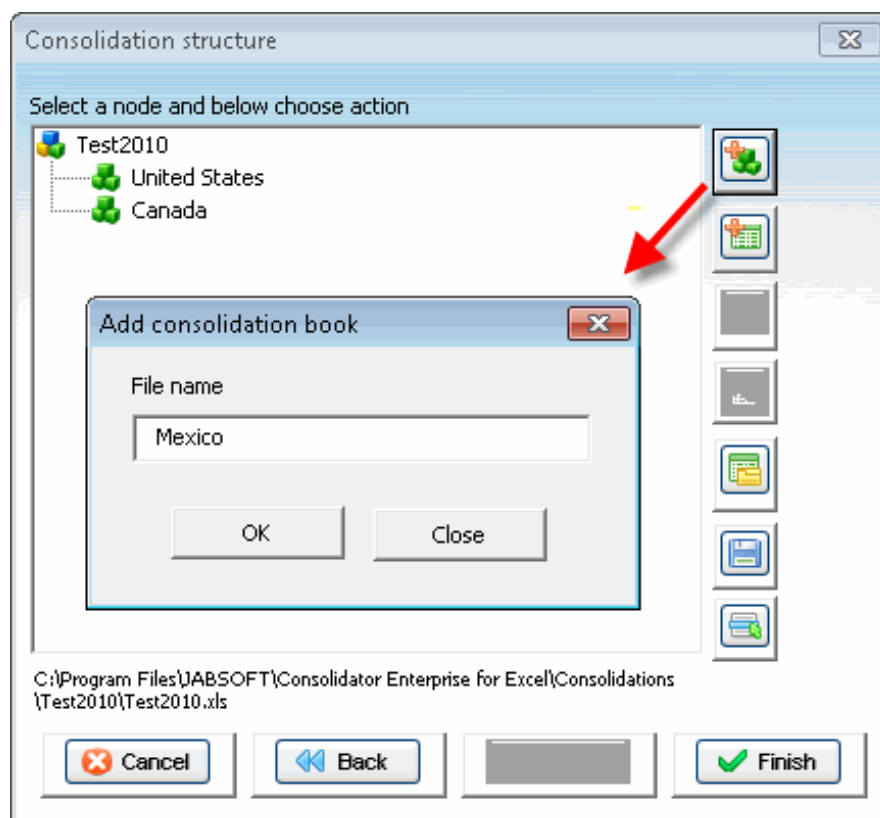
Click on Test2010 as shown in the screenshot below. You will see that some options have been enabled in the menu, which

**Add Consolidation data book:** Point to it to add a new consolidation item. This element groups other books and creates cons

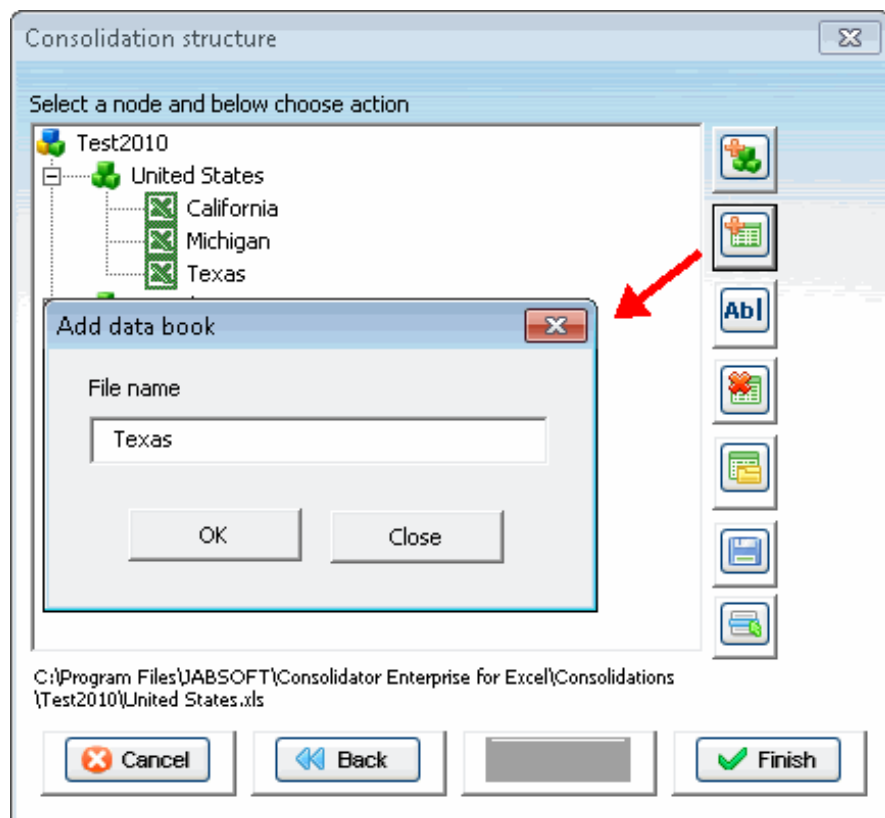
**Add data book:** Select it to create a new book that will be a copy of the Template. You can send this book to the people who are to fill them out with the data to be consolidated.



Start creating the new consolidation levels as required, with as many levels as sales points.

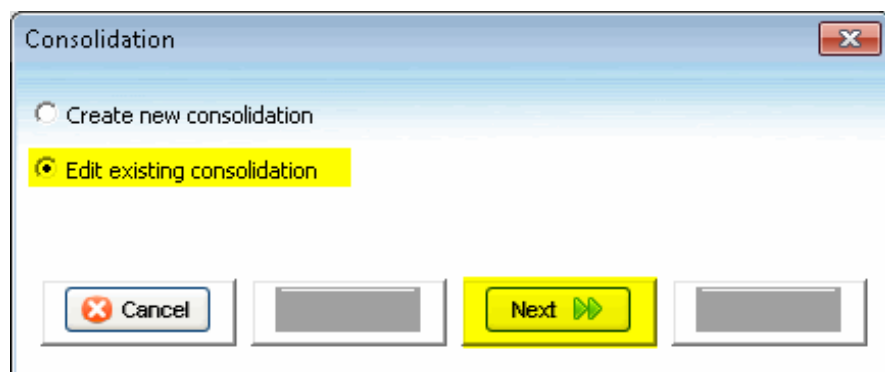


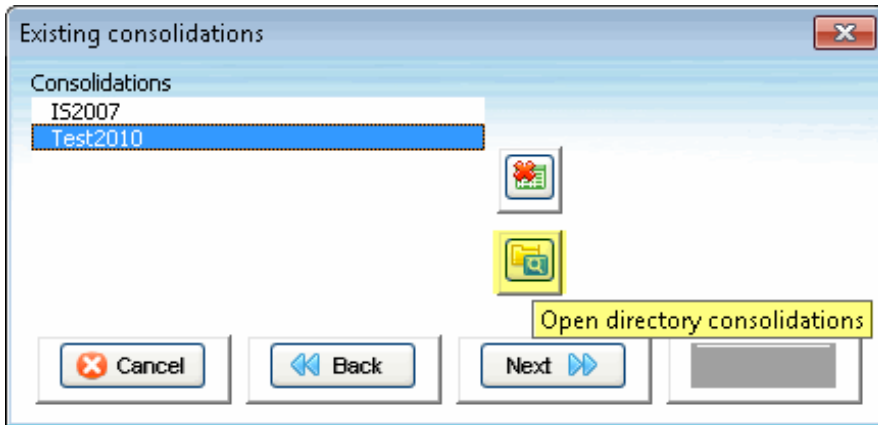
Create the books required for each consolidation level.



Now you may send the books to be filled out to the people responsible for entering the information. You may send them via e discretion.

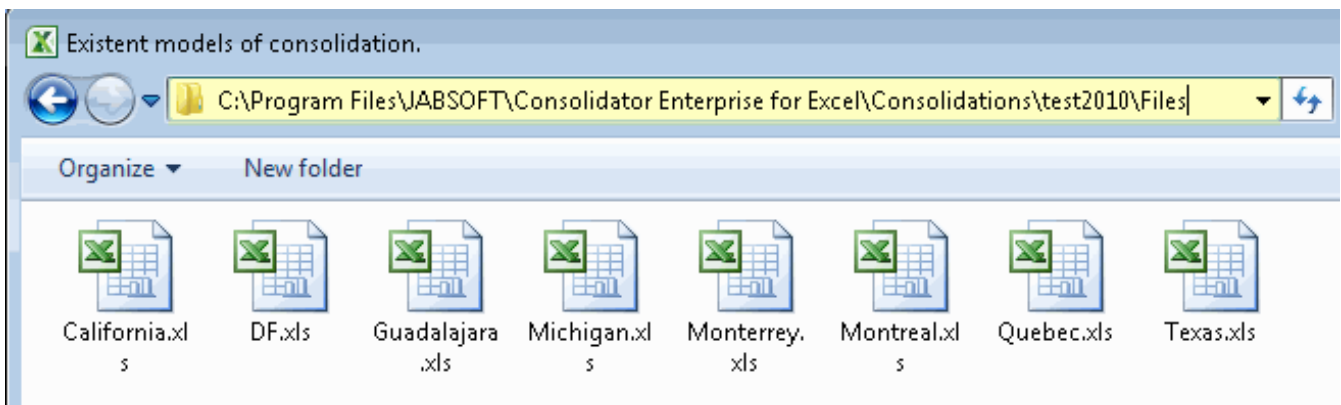
You can get to this folder from the Consolidations dialog, as shown in this screenshot:





The books you have created with Consolidator Enterprise are located in the same folder as the add-in; in this example the pa

<C:\Program Files\JABSOFT\Consolidator Enterprise for Excel\Consolidations\test2010\Files>



**\*Note:** Please instruct the people you are emailing the books to that they should only fill them out with the required data with names; otherwise, errors may occur when consolidating.

When you get the books back with the required information, save them in the same folder, namely:

<C:\Program Files\JABSOFT\Consolidator Enterprise for Excel\Consolidations\test2010\Files>

Microsoft Windows will ask you if you want to replace the existing book. Click Yes.

**\*Note:** You will have to close the Consolidator Enterprise dialog box before saving the books returned; otherwise Microsoft W

Now that you have all the books in place, you will see how enjoyably useful Consolidator Enterprise for Excel can be.



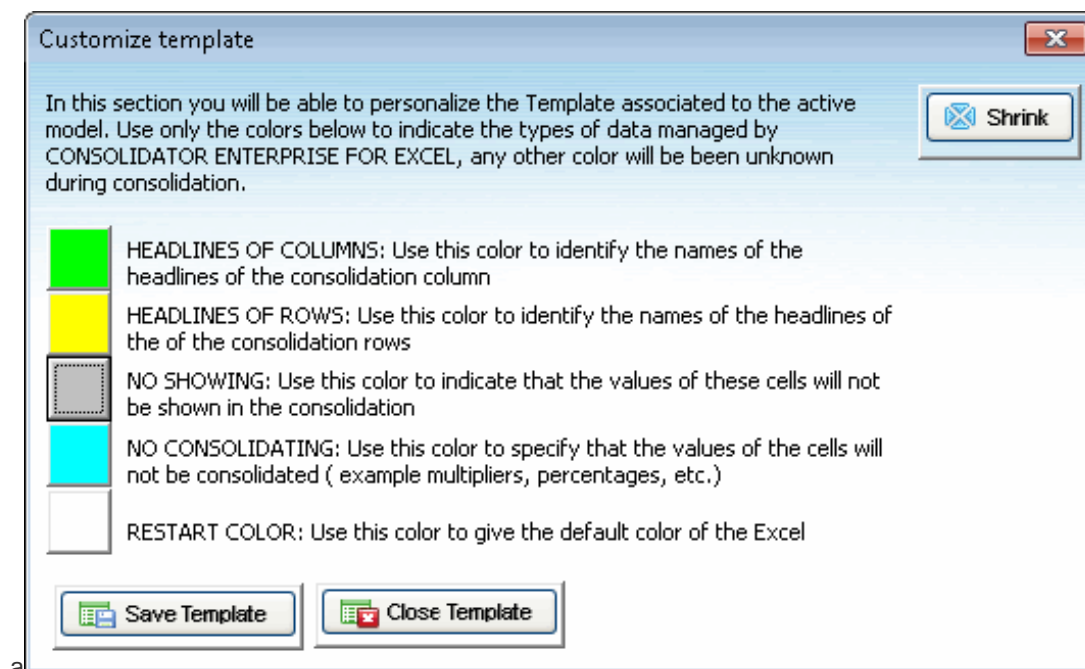


## Customize Template



How to create a template

To access this feature choose the option "[Customize template](#)" of the ribbon. With this functionality you can customize your template and specify the types of data. Read carefully the use of each color in the formatting template.



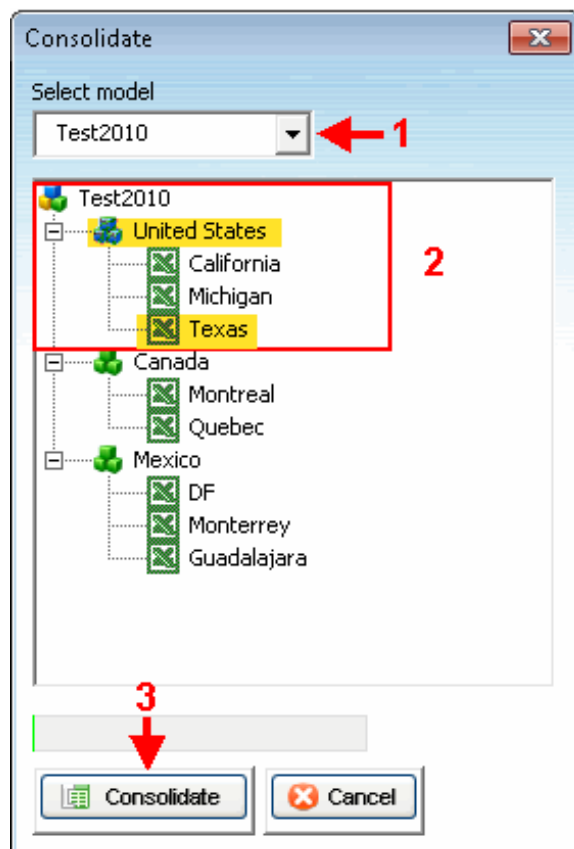


## Consolidate

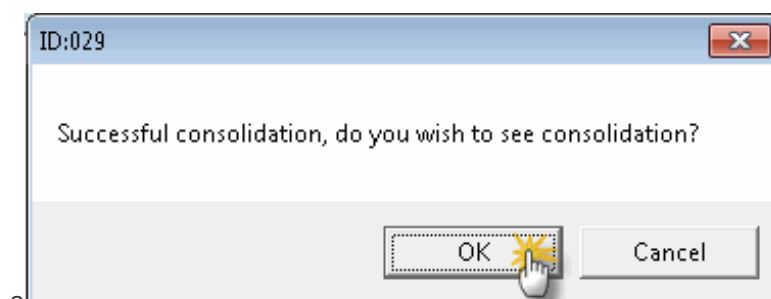


How to consolidate the information

Open the Consolidator Enterprise for Excel dialog box and start consolidating as shown below.  
Select the corresponding node for the items you want to consolidate.  
To expand or collapse the node double click on the corresponding node.



Select the node for the items you want to consolidate and press the button Consolidate to generate the report.




You will see this consolidation result:

[illegible]



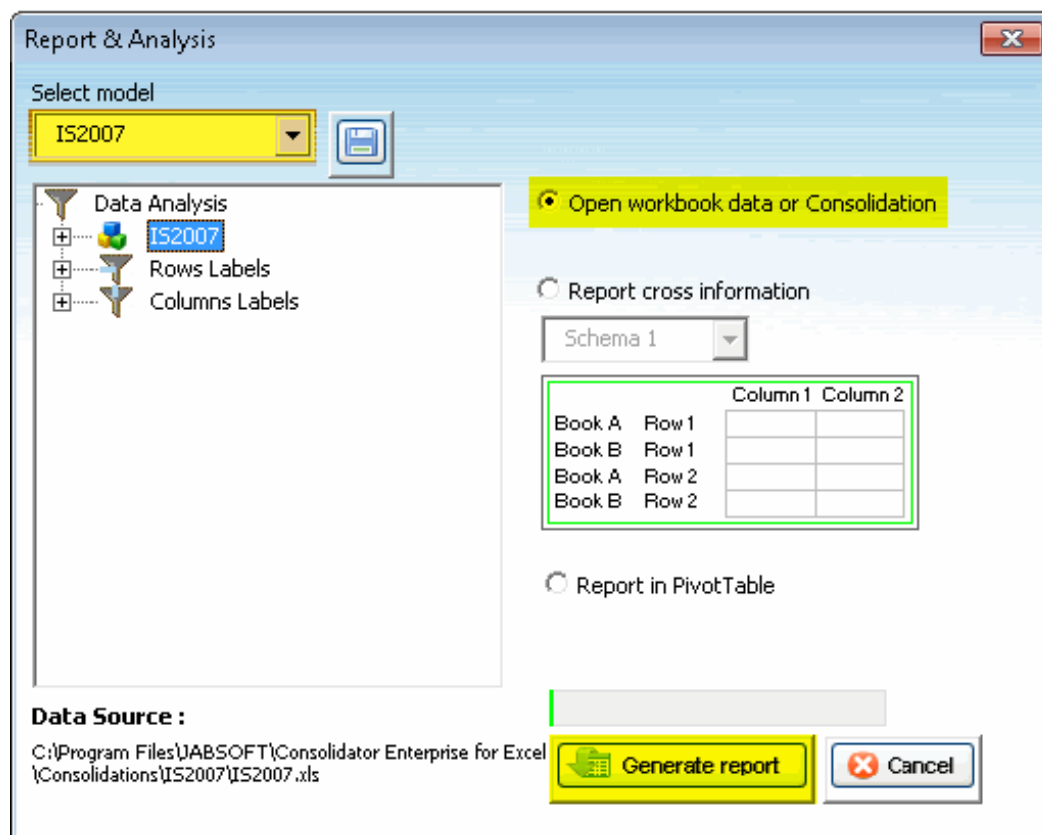
## Report - Analysis

 How to make an advanced analysis of consolidated data

Choose the model from which you want to get the report and choose a report option.

### Open workbook data or Consolidation

By choosing the option "Open workbook data or Consolidation" and press the button "Generate report" you will get the report



Report & Analysis

Select model

IS2007

Data Analysis

- IS2007
- Rows Labels
- Columns Labels

☒ Open workbook data or Consolidation

☐ Report cross information

Schema 1

	Column 1	Column 2
Book A Row 1		
Book B Row 1		
Book A Row 2		
Book B Row 2		

☐ Report in PivotTable

Data Source :

C:\Program Files\JABSOFT\Consolidator Enterprise for Excel\Consolidations\IS2007\IS2007.xls

Generate report Cancel

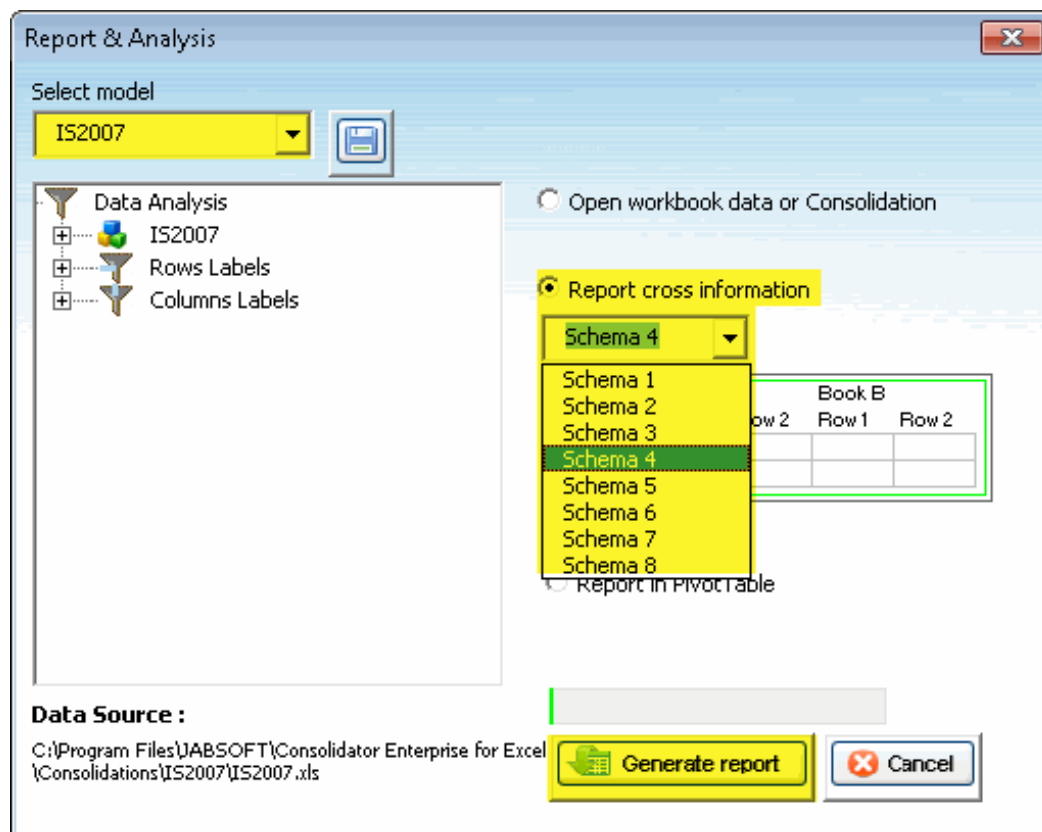
You will see this consolidation result :

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4		January	February	March	April	May	June	July	August	September	October	November	December
5	Unit	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
6	Price												
7	Revenue	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00	\$ 430.000,00
8													
9	Cost 1	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00	\$ 31.800,00
10	Cost 2	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00	\$ 40.200,00
11	Cost 3	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00	\$ 00.000,00
12	Total Costs	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00	\$ 180.000,00
13													
14	Gross Income	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00	\$ 270.000,00
15													
16	Tax Rate												
17	Taxes Paid	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00	\$ 51.900,00
18	Net Income	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00	\$ 218.100,00
19													
20	Total Costs / Unit	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00	\$ 430,00
21													
22	Net Income / Unit	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60	\$ 599,60

This is consolidation of all books.

## Report cross information

By choosing the option "Report cross information" You will have the choice among eight types of schemes for your reports.



## Report pivot table

By choosing the option "Report pivot table" You will have the opportunity to get the report of the elements you may indicate.

**Report & Analysis**

Select model: IS2007

**Data Analysis**

- IS2007
- Rows Labels
- Columns Labels

☒ Open workbook data or Consolidation

☐ Report cross information

Schema 1

		Column 1	Column 2
Book A	Row 1		
Book B	Row 1		
Book A	Row 2		
Book B	Row 2		

☒ Report in PivotTable

**Data Source :**

C:\Program Files\JABS\SOFTWARE\Consolidator Enterprise for Excel\Consolidations\IS2007\IS2007.xls

**Generate report** **Cancel**

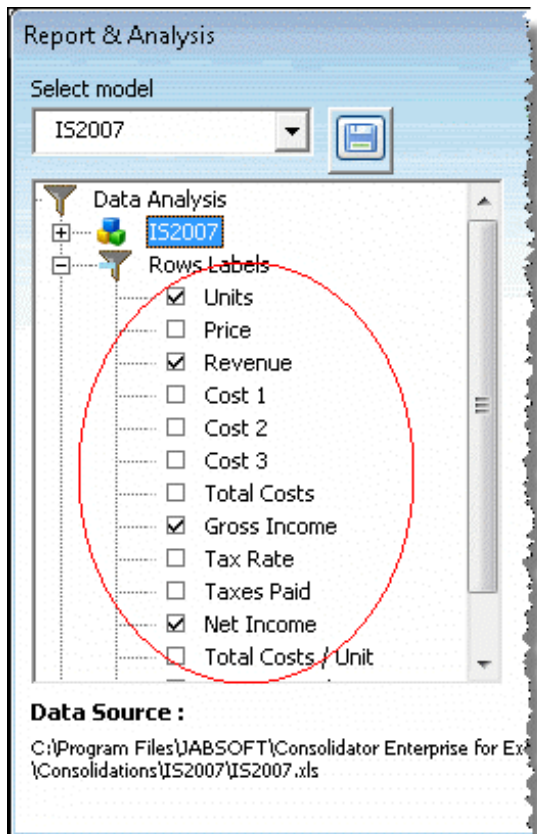
## Visualizing information with Advanced Reports.

Consolidator Enterprise for Excel not only consolidates data -you can also use to make the most out of it and better analyze it. Pivot Tables to cross sections at different levels.

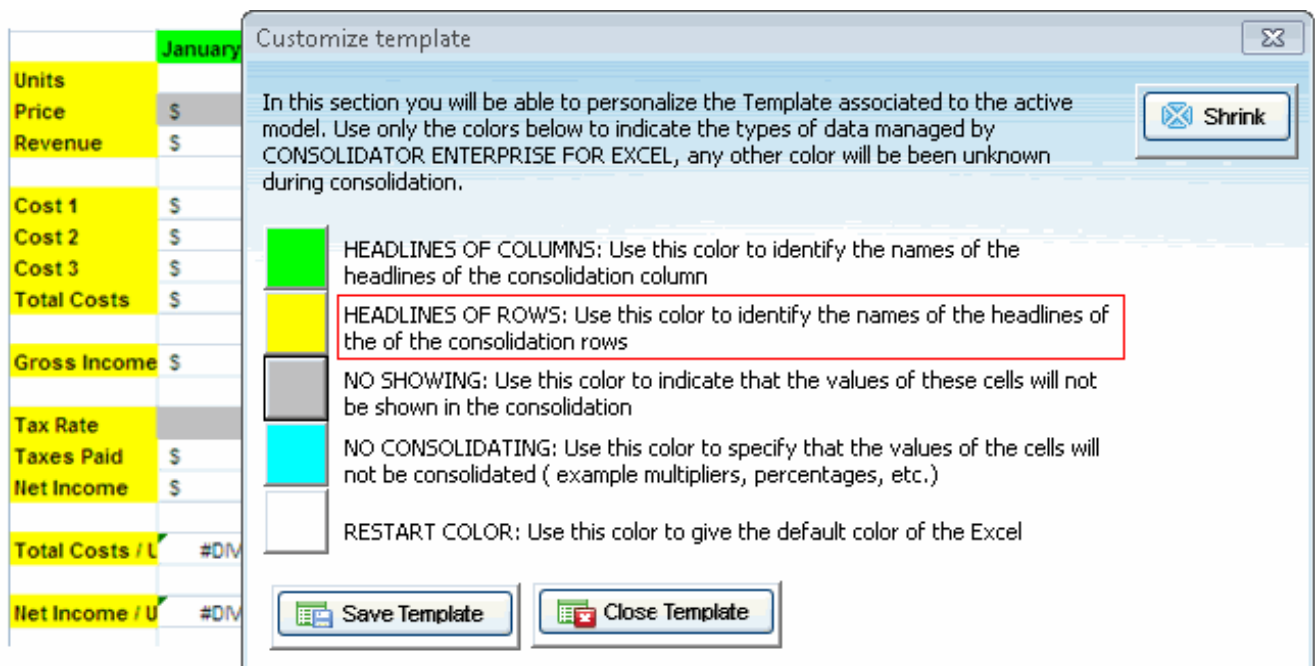
In the right pane under Space of analysis data a structure will be loaded automatically.

This section will allow you to create different types of reports.

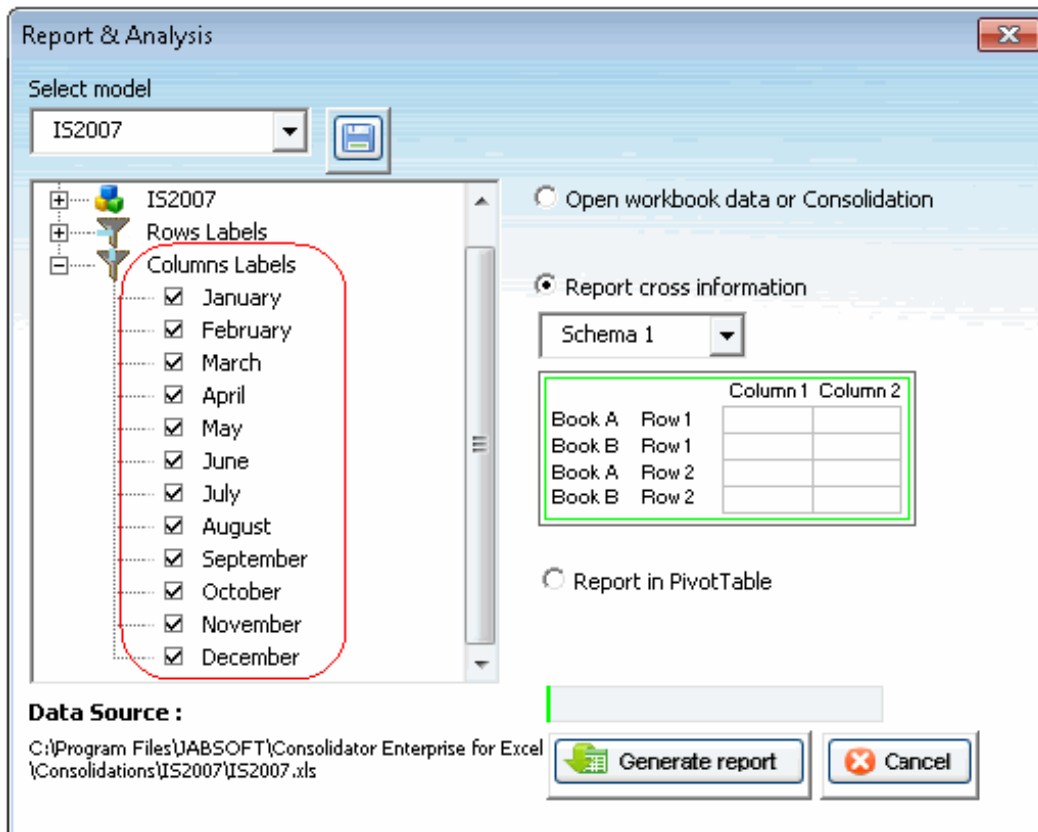
You can see in the circled area the same consolidation tree structure as in the left pane but with blank checkboxes by them, :



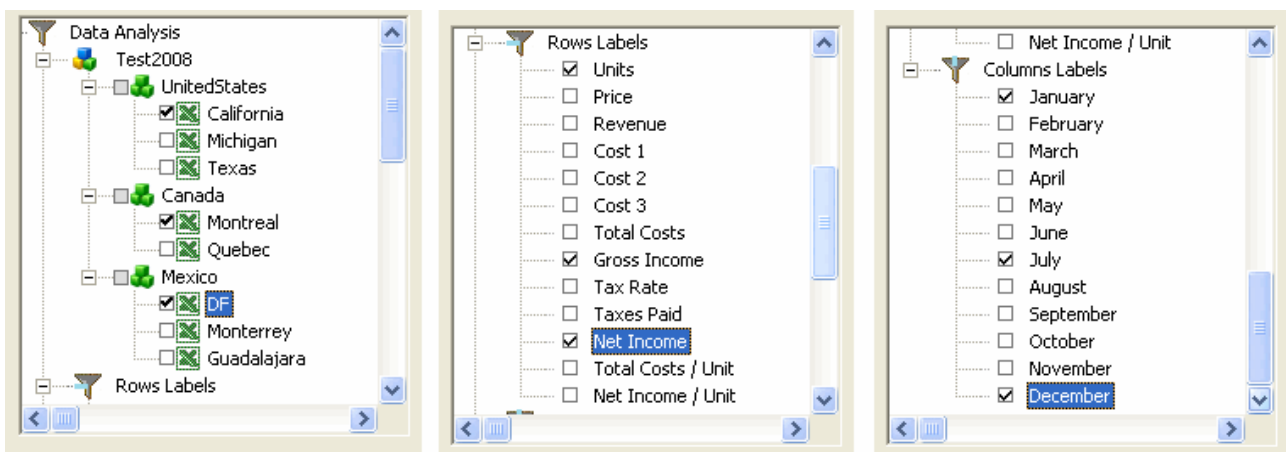
Scroll down the pane and you will see a section called Row Labels, which shows a number of items, from Units to Net Income add-in has recognized them because they were colored using Consolidator Enterprise.



Continue scrolling down and you will see a section called Column Labels and shows the items January to December. These are recognized because they were colored using Consolidator Enterprise.



Select the following items to generate reports:



You will get the following Pivot Table:



	G	H	I	J	K	L	M	N
1	Sum Of VALU				COLUMNS			
2	ROWS	CONS1	CONS2	BOOK	January	July	December	Total general
3	Gross Income	Test2008	Canada	Montreal	\$ 30.000,00	\$ 30.000,00	\$ 30.000,00	\$ 90.000,00
4			Total Canada		\$ 30.000,00	\$ 30.000,00	\$ 30.000,00	\$ 90.000,00
5			Mexico	DF	\$ 43.000,00	\$ 43.000,00	\$ 43.000,00	\$ 129.000,00
6			Total Mexico		\$ 43.000,00	\$ 43.000,00	\$ 43.000,00	\$ 129.000,00
7			UnitedState	California	\$ 10.000,00	\$ 10.000,00	\$ 10.000,00	\$ 30.000,00
8			Total UnitedStates		\$ 10.000,00	\$ 10.000,00	\$ 10.000,00	\$ 30.000,00
9		Total Test2008			\$ 83.000,00	\$ 83.000,00	\$ 83.000,00	\$ 249.000,00
10	Total Gross Income				\$ 83.000,00	\$ 83.000,00	\$ 83.000,00	\$ 249.000,00
11	Net Income	Test2008	Canada	Montreal	\$ 25.500,00	\$ 25.500,00	\$ 25.500,00	\$ 76.500,00
12			Total Canada		\$ 25.500,00	\$ 25.500,00	\$ 25.500,00	\$ 76.500,00
13			Mexico	DF	\$ 34.400,00	\$ 34.400,00	\$ 34.400,00	\$ 103.200,00
14			Total Mexico		\$ 34.400,00	\$ 34.400,00	\$ 34.400,00	\$ 103.200,00
15			UnitedState	California	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 24.000,00
16			Total UnitedStates		\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 24.000,00
17		Total Test2008			\$ 67.900,00	\$ 67.900,00	\$ 67.900,00	\$ 203.700,00
18	Total Net Income				\$ 67.900,00	\$ 67.900,00	\$ 67.900,00	\$ 203.700,00
19	Units	Test2008	Canada	Montreal	500	500	500	1500
20			Total Canada		500	500	500	1500
21			Mexico	DF	400	400	400	1200
22			Total Mexico		400	400	400	1200
23			UnitedState	California	100	100	100	300
24			Total UnitedStates		100	100	100	300
25		Total Test2008			1000	1000	1000	3000
26	Total Units				1000	1000	1000	3000

Another type of report is the cross section report. Included in this version are 8 sample report templates or forms to see how

☒ Report cross information

Schema 1

	Column 1	Column 2
Book A Row 1		
Book B Row 1		
Book A Row 2		
Book B Row 2		

In this example, click OK to work with the default option.

click on the Data Analysis item and click on the generate report button , as shown in the figure:

Report & Analysis

Select model  
IS2007

Data Analysis  
 + IS2007  
 + Rows Labels  
 + Columns Labels

☐ Open workbook data or Consolidation

☒ Report cross information

Schema 1

		Column 1	Column 2
Book A	Row 1		
Book B	Row 1		
Book A	Row 2		
Book B	Row 2		

☐ Report in PivotTable

Data Source :  
C:\Program Files\JABS\CONSOLIDATOR Enterprise for Excel\Consolidations\IS2007\IS2007.xls

Generate report Cancel

You will get the following Report:

	A	B	C	D	E
1			January	July	December
2	California	Units	100	100	100
3	Montreal	Units	500	500	500
4	DF	Units	400	400	400
5	California	Gross Income	\$ 10.000,00	\$ 10.000,00	\$ 10.000,00
6	Montreal	Gross Income	\$ 30.000,00	\$ 30.000,00	\$ 30.000,00
7	DF	Gross Income	\$ 43.000,00	\$ 43.000,00	\$ 43.000,00
8	California	Net Income	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00
9	Montreal	Net Income	\$ 25.500,00	\$ 25.500,00	\$ 25.500,00
10	DF	Net Income	\$ 34.400,00	\$ 34.400,00	\$ 34.400,00

If you want to save this selection of items for future reports, click on the Save button.

You have finished the example.

Some important restrictions should be taken into account:

- Once you have created the consolidation model, you should not rename it, neither manually nor using the add-in.
- Once you have assigned a Template, you cannot replace it with another.
  - If you need to make many changes to the Template, make them on the existing Template; this can be done provided you have a backup of the Template.
  - If you have already created the consolidation tree, remember that all consolidation tree items are copies of the Template.
- If you need to make changes to the Template when there already is a consolidation tree, you had better create a new Template.
- Remember that each book in the consolidation tree has a sheet with the same name as the model; you should not rename the consolidation.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2					Income Statement - MyCompany - 2008								
3													
4		January	February	March	April	May	June	July	August	September	October	November	December
5	Units	100	100	100	100	100	100	100	100	100	100	100	100
6	Price	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00	\$ 150,00
7	Revenue	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00	\$15.000,00
8													
9	Cost 1	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00	\$ 800,00
10	Cost 2	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00	\$ 1.200,00
11	Cost 3	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00	\$ 3.000,00
12	Total Costs	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00	\$ 5.000,00
13													
14	Gross Income	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00	\$10.000,00
15													
16	Tax Rate	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
17	Taxes Paid	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00	\$ 2.000,00
18	Net Income	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00	\$ 8.000,00
19													
20	Total Costs / Unit	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00	\$ 50,00
21													
22	Net Income / Unit	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00	\$ 80,00
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													

- Do not use other color palettes. Leave the default palette for your Templates; otherwise the Reports section will not work coloring the Row and Column cells you want to filter in the reports.
- The only manual action you can make is to give format to the template, provided there is no consolidation tree yet. Do not overwrite the original ones in the same folder, since the add-in will look for books to consolidate in the same folder as the



## Toggle Settings

We often lose valuable time doing repetitive tasks -if, for example, we want to hide the headings in several sheets of the Workbook. This powerful tool has been created to do away with such loss of time. Advantages include:

### Same upper -left cell in all

Let's say you are working in a workbook with 50 sheets and you wish to view the value in the R200 cell of each. It would be a pain to locate that specific cell in them all, wouldn't it?

With this tool, this would be as simple as:

1. Locate yourself in any worksheet and select the cell to be checked.
2. Press the Same upper -left cells in all button.

That's it. You will view that cell in all worksheets; the selected cell will be viewed in the left upper corner. As simple as 1-2!

### Reset Excel's last cells

This utility allows you to save only the part of each worksheet in use, meaning the section containing actual data or formatting.

It may happen that the last cell of a worksheet is beyond the range of your actual used data. This issue may cause you to have unusual behavior.

Clear the excess rows and columns with Reset Excel's last cell and solve these issues.

And many configuration options more. Use this tool as best suits your convenience it's super-intuitive.

**Toggle settings** ✕

Reference style :

☒ A1    ☐ R1C1

Calculation

☒ Automatic

☐ Automatic except tables

☐ Manual

☐ Iteration

Maximum Iterations

Maximum Change

☒ Formula bar

☒ Status bar

☒ Tabs

☒ Horizontal scrollbar

☒ Vertical scrollbar

☒ Gridlines

☐ Page breaks

☒ Headings


☒ Zeros

☐ Show formulas

☐ Full screen

Comments

Show only indicator comments ▾



☐ Apply this settings to all sheets.



## To do list

**To do list** is a simple but useful tool, which allows you to manage any pending tasks related to a given workbook that may be

To do list allows you to add a task, edit it and control its progress.

It's very easy to use:

1. Click the **To do list** button in the Model Navigator toolbar. A dialog will be displayed.
2. Enter the corresponding information and save the model.

Once a long list of tasks has been built, you may navigate through them.

In addition, you may customize the template to suit your needs.

This **To do list** is saved in a very hidden worksheet of your workbook.

The screenshot shows the 'To do list' dialog box. It has a title bar with the text 'To do list' and a close button (X). The dialog contains the following elements:

- Done:** A dropdown menu with 'No' selected.
- Priority:** A dropdown menu with 'Hight' selected.
- Cell reference:** A text box containing 'Abril!\$F\$6' and a small minus sign button.
- Comments:** A text area containing 'Check : Present Value Flows + Residual Value'.
- Go to reference cell:** A button located to the right of the comments text area.
- Browse 'To do list':** A section with four navigation buttons: '<<', '<', '>', and '>>'.
- Buttons:** A row of four buttons: 'New', 'Edit', 'Save', and 'customize template'.
- Checkbox:** A checkbox labeled 'Show 'To do list' sheet.'.
- Close:** A button at the bottom right of the dialog.



## Version manager

With this tool you will be able to check the progress of your projects.

The accomplishment of a project usually means to work with the same workbook(s) for several days.

It would be ideal to add (hidden) commentaries of significant occurrences, drawbacks, and/or pending tasks as your project n

This tool do this –and more. You may save and edit in a very hidden sheet the information corresponding to the progress of y

In addition, you have the option to customize the template to suit your needs.

The screenshot shows a 'Version manager' dialog box with a title bar containing a close button (X). The dialog is divided into several sections. The top section contains four labeled text boxes: 'Number' (1.00), 'Author' (Jabsoft), 'Date' (abr 16, 10), and 'Time' (14:3 PM). Below these is another set of three labeled text boxes: 'File name' (smart consolidation-2010x), 'Released to' (empty), and 'On' (abr 16, 10). A 'Comments' label is followed by a large empty text area. Below the comments area is a 'Browse versions' section with a help icon (question mark in a square) and four navigation buttons: '<<', '<', '>', and '>>'. At the bottom, there are four buttons: 'New', 'Edit', 'Save', and 'customize template'. A checkbox labeled 'Show sheet with report.' is located to the left of a 'Close' button.

Number	:	1.00
Author	:	Jabsoft
Date	:	abr 16, 10
Time	:	14:3 PM
File name	:	smart consolidation-2010x
Released to	:	
On	:	abr 16, 10
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New Edit Save customize template

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## My favorites

Do you need to manage many folders, workbooks and worksheets in one place? Use this powerful tool to select and manage

### Observation:

If you use **Windows Vista** , it will be necessary to activate some permissions.

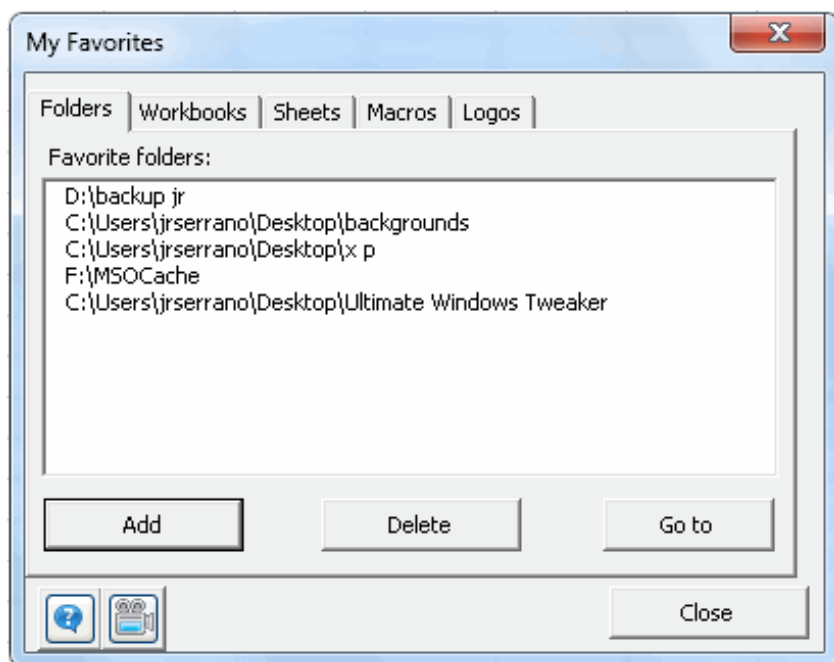
This video will teach you how to configure some permission to make this tool work out correctly.

[http://www.jabsoft.com/spreadsheet\\_presenter/sp\\_videos/security\\_demo\\_sp/security\\_demo.htm](http://www.jabsoft.com/spreadsheet_presenter/sp_videos/security_demo_sp/security_demo.htm)

### Folders

This utility will allow create a list with our directories most visited, to access quick and easily.  
It works so:

- 1.- Press the '**Add**' button to add a directory to the favorite directories list.
- 2.- Press the '**Delete**' button to erase a directory of the favorite directories list.
- 3.- Press the '**Go to**' button to open the selected directory with the Window's Explorer.



### Workbooks

This tool allows you to store a list of most frequently used workbooks. It's a kind of direct access.

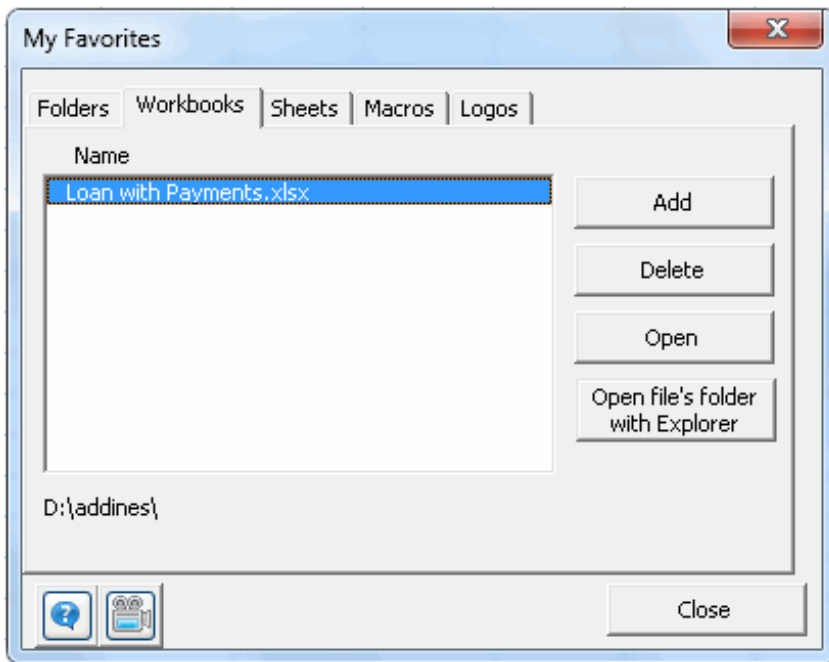
Think of the following situation:

You have to check, say, three workbooks (or more, for that matter) on a daily basis. This means you have to first go to the fol no longer will have to do that. Just do as follows:

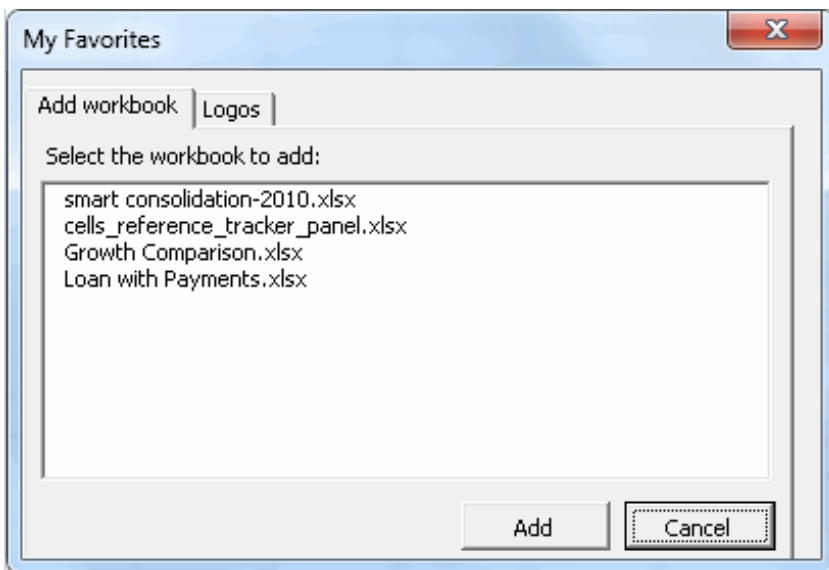
1. With all opened relevant books, click **My Favorites > Workbooks** .



2. Click the **Add** button.



3. Select the workbooks you want to include in your list of favorites. Click **Add**. That would be it.



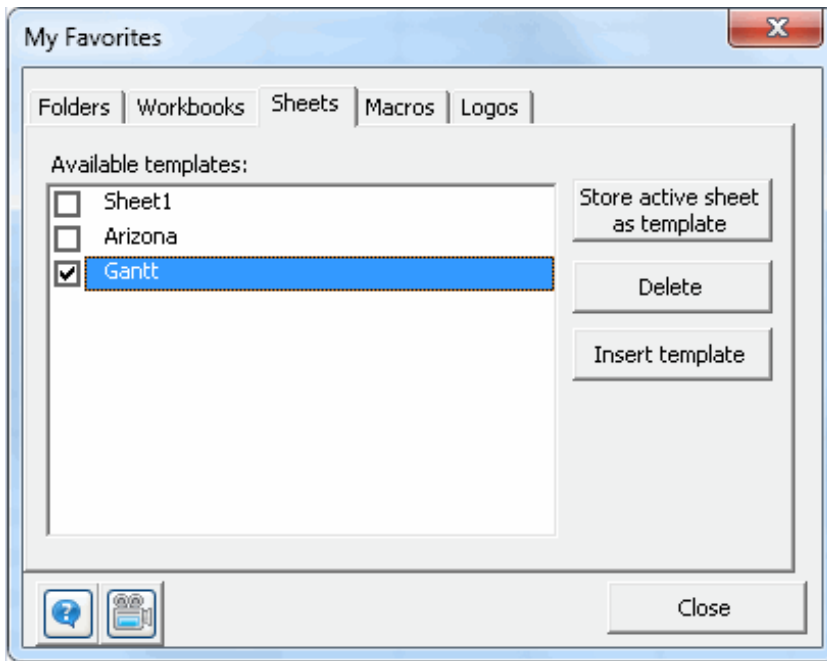
The next time you want to open that workbook, just click the **My Favorites** button and you will be able to access your most used workbooks. In addition, you can delete any workbook from the list and open the folder the selected workbook is in.

## Sheets

If you constantly use certain templates and need to open several books to copy the templates onto several workbooks, this is **Favorite templates** saves the templates you wish in one single place and allows you to easily access them. Options include:

- ✓ **Store active sheet as template** : First select the desired template by checking the corresponding checkbox, then click the **Store** button.
- ✓ **Delete** : Clears the selected template from your list of favorites.

- ✓ **Insert template** : To copy a template (already stored) onto the active workbook



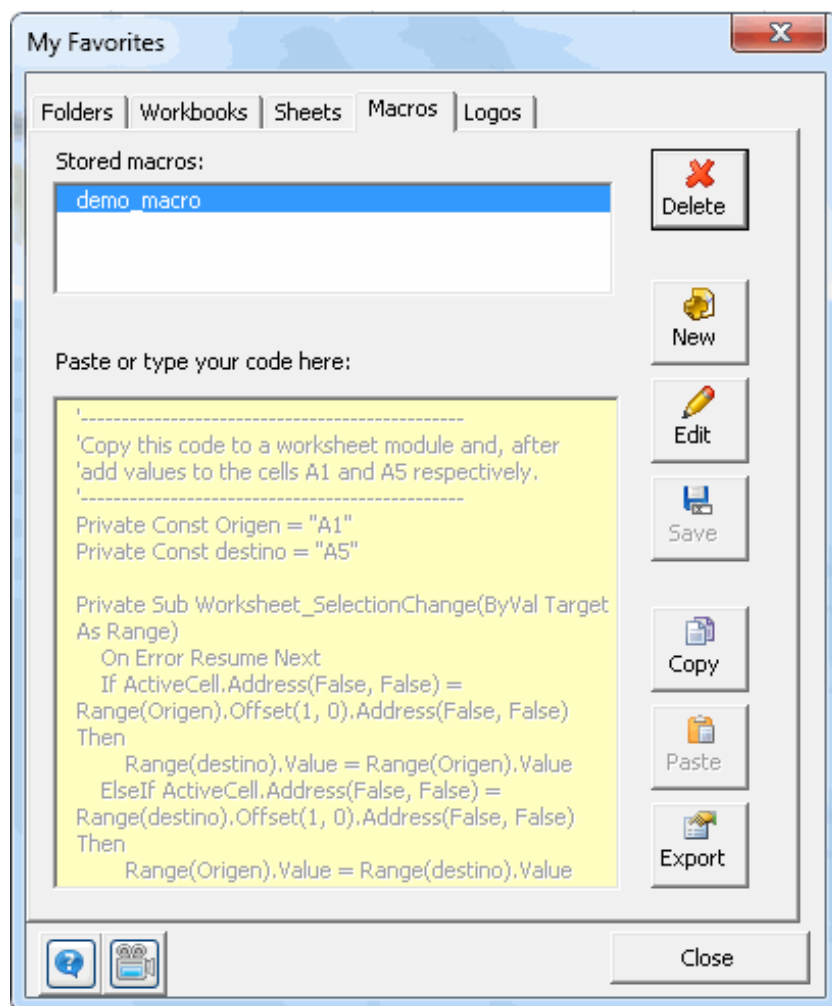
## Macros

In certain occasions we see ourselves in the necessity to have a macro to realize same repeated and automatic tasks. Sometimes we use the "grabadora de macros" to generate them and then we modify to our convenience. Finally we finish to lose those macros or we just dont know in what book we saved it the last time. The Favorite Macros tool was made to keep and to arrange our most used macros when we want. We keep it in the "bloc de notas" in an organized way to facilitate the use.

This tool has a complete panel control to edit, to copy and to export macros.

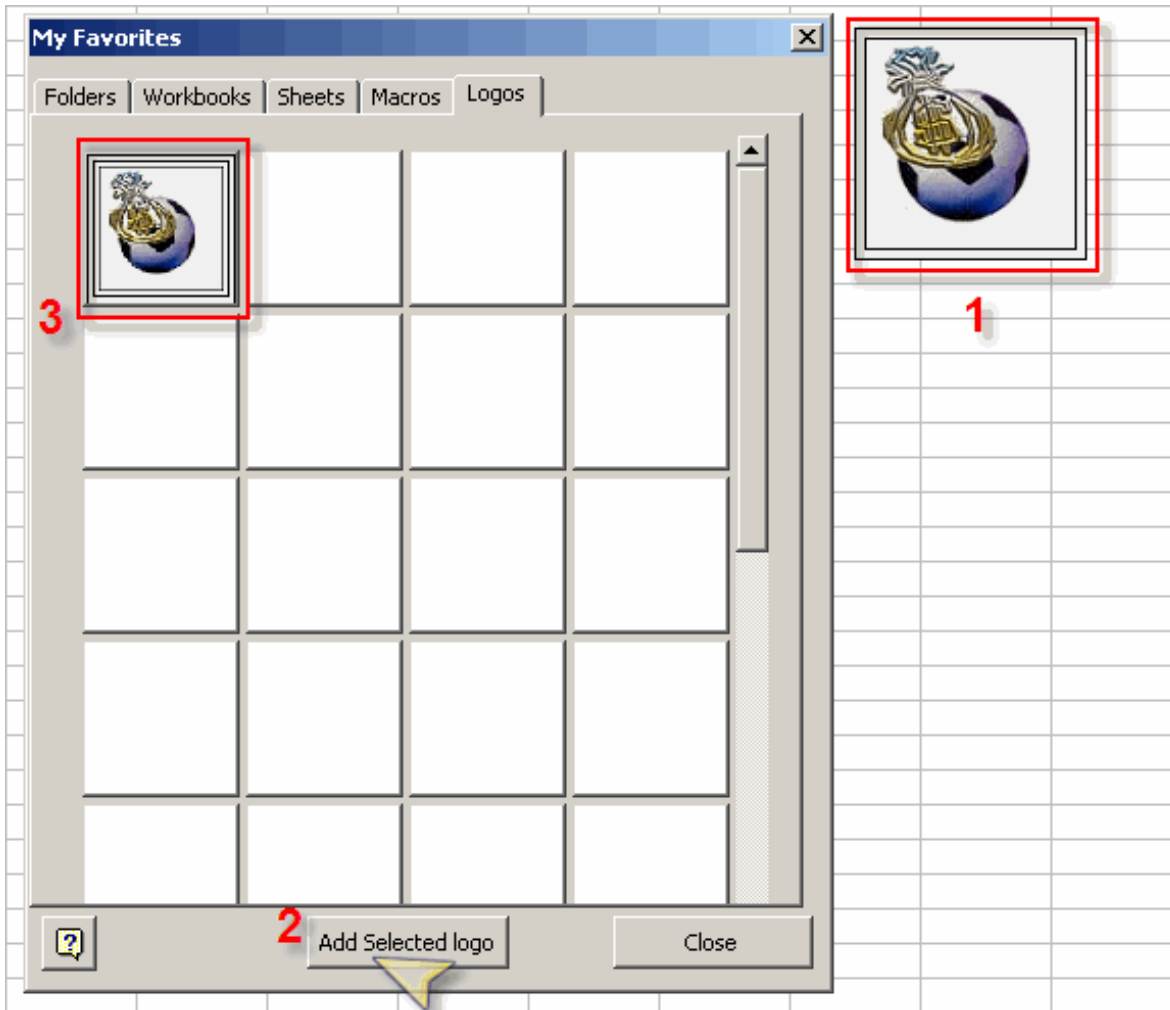
- ✓ Click on Edit Button... To edit an existing macro.
- ✓ Click on New Button... To add a macro to a macro list.
- ✓ Click on Save Button... to save a new macro or save the changes of a modified macro.
- ✓ Click on Delete button... to eliminate a macro from the list.
- ✓ Click on Copy button to copy a macro to memory (then you can paste in any place).
- ✓ Click on the Export Button... to save the selected macro in a "bloc de notas"

Suppose that you have saved many macros with this tool and then you want to use the macros in another PC, Simply use the path you used to install Excel Model Builder and then copy "My Macros" file in the other PC. My Macros file is where the macros is saved.



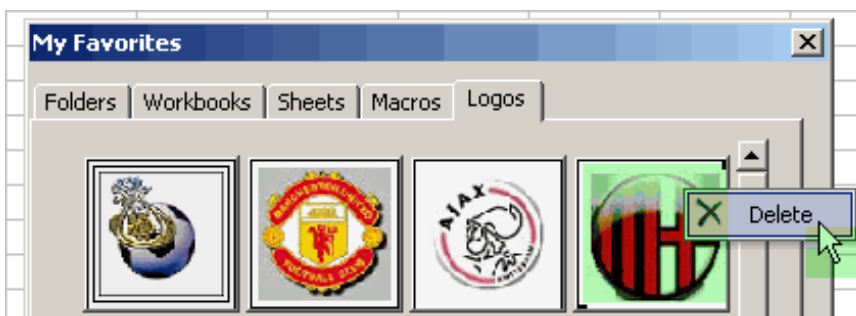
## Logos

- 1.- Select an image of your worksheet.
- 2.- Press the **Add** button.
- 3.- The image will be saved in My Favorite **Logos** .



To delete an image:

- 1.- Do right click on the image.
- 2.- Click the **Delete** option of the popup menu.



**Note:** You can insert max. 64 images.





## Sheets manager

Your workbooks have so many sheets you find it hard to manage them?

Use **Sheet Manager** –a comprehensive tool that will make any worksheet management task easier to you.

**Sheets manager** show a relation of all the sheets of your workbook, including hidden and the very hidden sheets, too describe quickly note which are protected with password or which are hidden.

**Sheets manager** helps you, of simple way, with the following actions:

- ✓ Export the selected sheets...
- ✓ Hide sheets.
- ✓ Unhide sheets
- ✓ To make the sheets very hidden
- ✓ To show to the very hidden sheets
- ✓ To protect sheets
- ✓ Unprotect sheets
- ✓ Rearrange sheets
- ✓ Delete all the empty sheets
- ✓ Generate a Index of all the existing sheets.
- ✓ Navigation between the sheets
- ✓ Add sheets
- ✓ Rename sheets
- ✓ Delete sheets.

×

Sheets manager

Opened files : 

Book1

▼

?

Worksheets in selected file :

Visible	Protected	Empty	Name
V	N	Y	Sheet1
V	N	Y	Sheet2
V	N	Y	Sheet3

Up

Down

☐ Show very hidden sheets.

To the selected sheet(s) ...

Rename

Hide

very hide sheets

Protect

Copy

Delete

Unhide

Unveryhide sheets

Unprotect

Same upper left cells in all

To the active workbook ...

Add sheet

select all the sheets ...

Rearrange sheets ...

Add Index

Delete empty sheets ...

Export sheets as ...

Close