

Update, Edit, and Troubleshoot a Flex Report

For further information or for more help, please contact support@astutefinancial.biz.

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How to Update a Flex Report

1. On the **SETTINGS** tab, click the orange **Check for Updates** button

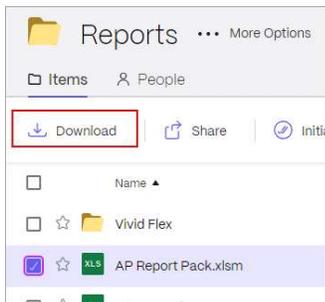


2. If a new version of the report is available, you will be redirected to Astute's file share portal:

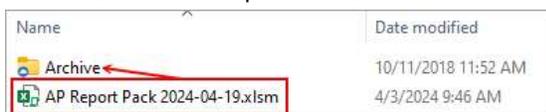
<https://astutefinancial.sharefile.com>

- Log into the portal using your @astuteflexreports.com credentials
- If you do not know your credentials, contact support@astutefinancial.biz

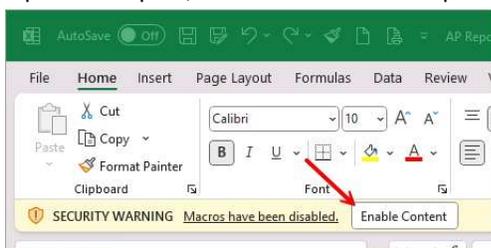
3. Click the check mark next to the report you want to update, then click the download button at the top of the list



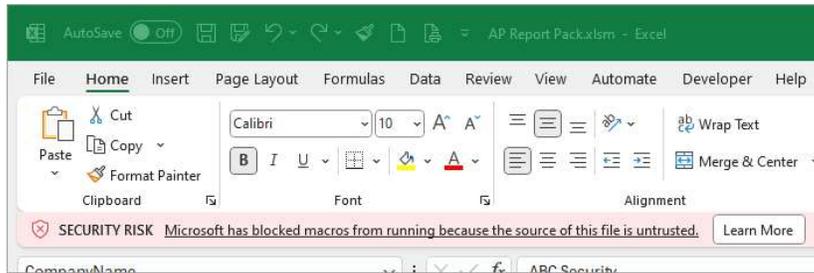
4. Go back to Excel, and save and close the old version of the report
5. Go to your Vivid Flex > Reports folder on your company's system, and rename the old version of the report using today's date
6. Move the renamed report to the Archive folder



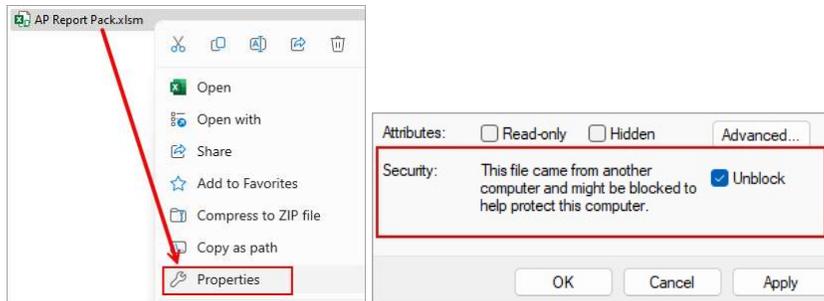
7. Go back to your browser and open the file location for the downloaded report
8. Cut and paste the report into your Vivid Flex > Reports folder location
9. Open the report, and enable macros if prompted



- If macros are disabled completely, and you do not receive a prompt to enable them, you may need to unblock it manually

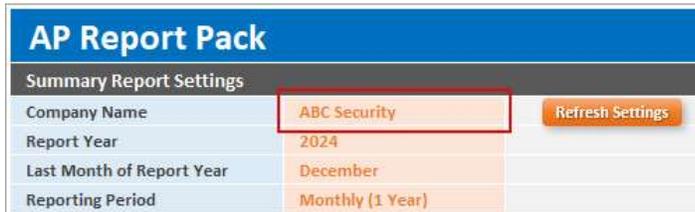


- Close Excel, then right click on the workbook, go to Properties, and on the General tab, select "Unblock" at the bottom

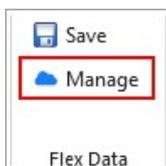


- Click Apply, then click OK
- If this option is not available, then your company may have other security settings in place to block macros; please reach out to your IT team, and/or reach out to support@astutefinancial.biz for help

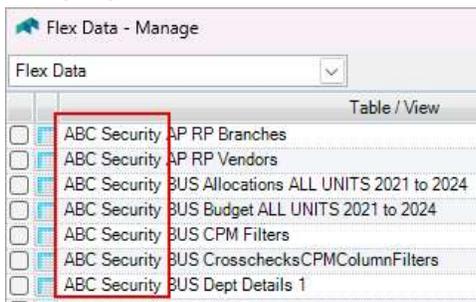
10. Enter your company name in the orange **Company Name** field



11. If you do not know which company name was used previously, go to Manage in the Flex Data section of the Vivid Flex toolbar



12. All previously used company names will be listed; choose which name you'd like to use, then enter that name in the **Company Name** field



- The name entered must match exactly to the name used previously
- You may also reference the old version of the file that you previously moved to the Archive folder

13. After entering your company name, click the orange **Refresh Settings** button

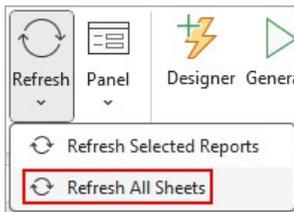
14. All previously saved settings tied to that company name will be pulled into the **SETTINGS** tab
- Astute suggests reviewing these settings every so often to account for any setup changes in your software made over time (e.g. new RMR reasons, new employees, etc.)
15. Enter your desired **Report Year**, **Last Month of Report Year**, and **Reporting Period**
- This section only affects roll-forward reports
 - There are six reporting periods available:
 1. 1st Quarter
 2. 2nd Quarter
 3. 3rd Quarter
 4. 4th Quarter
 5. Monthly (1 Year)
 6. Yearly (13 Years)
 - For the “Quarter” periods, the **Last Month of Report Year** will determine your year end. If your year end is in October, and you’d like to see your 1st Quarter, enter October as the last month, and the report will show a 13-week roll-forward for the first of November through the end of January

Fiscal : 1st Quarter												
1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec	20-Dec	27-Dec	3-Jan	10-Jan	17-Jan	24-Jan
7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	19-Dec	26-Dec	2-Jan	9-Jan	16-Jan	23-Jan	30-Jan
1	2	3	4	5	6	7	8	9	10	11	12	13

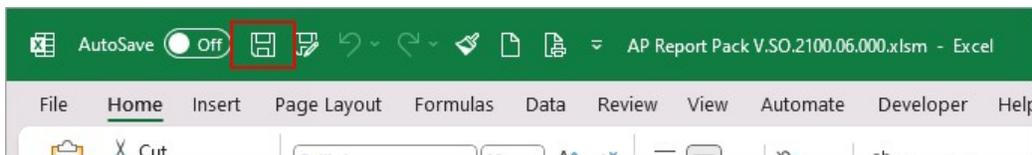
16. You may also enter a **From Date** and **Through Date** in the **Detail Report Settings** section, then click the orange **Set Detail Dates** button to update all dates on all detail reports

Detail Report Settings		
From Date	4/12/2024	Set Detail Dates
Through Date	4/19/2024	

- This section only affects detail style reports
- After updating all dates using the Set Detail Dates button, you must still refresh the individual reports to see updated information from your database
- You can refresh reports one by one, or you can use the Flex toolbar to refresh all sheets
- To refresh all sheets, go to the Flex toolbar, click on the arrow below Refresh, and select Refresh All Sheets



17. Save the Excel file



How to Edit the SETTINGS tab in a Flex Report

1. Follow steps 12 through 15 in "How to Update a Flex Report"
2. If there are any settings above Report Filters, fill those out first
 - All orange cells are considered interactable and may require user input
3. Underneath Report Filters, go to the section you want to set up or update, and expand the section using Excel groupings



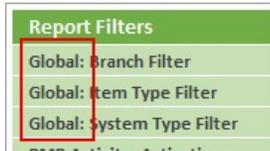
4. Each row represents a single group; use the dropdowns in the Selection columns to add items to a group
5. After making all selections for a group, rename the group with an appropriate name

Group Name	In Clause	Include/Exclude	Selection	Selection
All Branches	NOT IN (0)	Exclude		
Front Range	IN (2,6)	Include	Denver	Fort Collins
Group 3	IN (0)	Include		

- If the group name is gray rather than orange, then do not change the name; this is a standardized field

Group Name	In Clause	Include/Exclude	Selection
Monitoring	IN (3)	Include	Recurring Monito
Service Contracts	IN (0)	Include	

6. Repeat these steps for all sections underneath Report Filters
7. Sections marked "Global" affect all reports in the workbook



8. Place an "x" in the row for which you'd like to see data
 - Astute typically suggests leaving the "x" in the row/group for which you'd most often like to see data before saving your settings to Flex Data

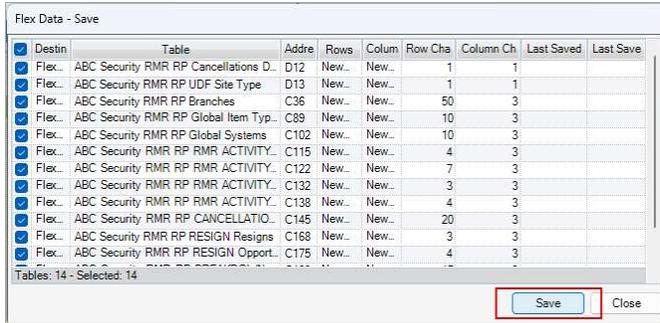
Select One Group	Group Name	In Clause
x	All Branches	NOT IN (0)
	Front Range	IN (2,6)

- After saving to Flex Data, you can move the "x" as needed to refresh reports for different global filters/groups

9. Other sections will often be named for the tabs and areas they affect



- After setting up all groupings, go to Save in the Flex Data section of the Vivid Flex toolbar; click Save after the list populates



- Save the Excel file

How to Troubleshoot the SETTINGS tab in a Flex Report

- Look through each group under Report Filters for any potential issues or settings you may want to change
- If you see #N/A or any red text in a selection box, use the drop-down to choose a valid selection



- Update the group name accordingly after making any changes
- Make sure there are no blanks or missing IDs in the "In Clause" column.
 - Look for "IN (0)" where selections have been made. You should only see "IN (0)" for groups with no selections.

Group Name	In Clause	Include/Exclude	Selection
Installations	IN (2,49)	Include	(NJ) New-Installation
Takeovers	IN (0)	Include	(NJ) New-Takeover
Resigns	IN (50,46,40)	Include	(NJ) New-Resale
Other	NOT IN (2,49,39,50,46,40)	Exclude	

- If you see an issue with the "In Clause" column, you can usually click on any blank selection box in that section and click delete on your keyboard to trigger a macro to repopulate the "In Clause" column
- After making any changes to Report Filters, be sure to save your new settings to Flex Data
- Go to Save in the Flex Data section of the Vivid Flex toolbar; click Save after the list populates
- Save the Excel file

Want help updating your reports?

Considering upgrading your support level to Silver or higher. Astute offers three upgraded support levels; pick the plan that best fits your needs.

- ✓ **Bronze**
Enrollment in Bronze level support is automatic for all users, and includes cost savings on basic support services, same or next day support, and access to Astute Good Practices and resource materials.

- ✓ **Silver**
Upgrading to Silver adds Vivid Flex report updates performed quarterly by Astute to ensure you are using the latest report versions. In addition, Silver support affords your company access to important backup controller services, as needed, at a discounted rate for qualified customers.

- ✓ **Gold**
Upgrading to Gold adds a standing monthly meeting with Astute to assist with preparation of CFO reports, such as the Monthly Business Analysis (MBA) and Business Unit Statement (BUS).

- ✓ **Platinum**
Choosing Platinum level support adds a standing quarterly financial review and analysis meeting between your executive team and Astute. Additionally, Platinum gives your company the opportunity to participate in the Astute SCOR Program.

Visit our website, www.astutefinancial.biz, or contact us at support@astutefinancial.biz for pricing and more information.