

# Helpful Hints for Creating New Versions: *Steps and Field Descriptions*

## **STEPS TO CREATE A NEW VERSION**

1. From the Admin Screen, click on “Add, Edit, or Delete Versions”.
2. Make sure that the version to be copied is designated as the default version. If it is not, click on the version that you want to copy and select the checkbox next to “Default” in the version details section. Then click “Save”.
3. Click on “Add New” and complete the version details section.
4. Click “Save” to create the new version. (depending on the size of the model, this can take anywhere from a few seconds to several minutes)

## **Version Details Field Descriptions:**

- **Name** – This is a required field and it represents the name of the version. Examples include “Budget 2009” and “Profit Plan 2008 – Version 2”.
- **Description**- This field is optional.
- **Status** – A version can be in one of the following statuses:
  - **Active:** An active version can be edited by planners. The default version should always be active.
  - **Locked:** This version can be seen but not edited by planners. A locked version is provided to users for reference only. This status is useful, for example, for closing a version as the budget of record for a given year. *Note: Structural changes to a model or an Actuals import can impact data in a locked version.*
  - **Hidden:** This version cannot be seen (and therefore, cannot be edited) by planners.
- **Reset Plan Status to In Progress** – This field refers to the “In Progress” state in the Workflow functionality. When the plans in a version have been approved in Workflow through the top level of the company, the version becomes read-only. If changes will be made in version you are creating, select “Yes” for this field.
- **Default** – The default version is the version that is selected when users log into their model. There is only one default version for each company’s model. The default version is also the version that is copied when a new version is created.
- **Start of Plan** – This is where the budget data begins. Specify the month and the year for the start of the plan.
- **End of Plan** – This is where the budget data ends. The end of plan month will always be the last month of the fiscal year. Specify the year in which the plan data will end.
- **Left Scroll Limit** – This indicates where the actual data begins. The left scroll limit month will always be the first month of the fiscal year. Specify the year in which the actual data will begin.
- **Audit Trail** – This must be turned on for any version/versions where you want to track user changes in sheets.