

Planning

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centage

Planning

Planning

- The Planning section is where the user will create the budget.
- Each module will correlate to a business operation; Operating Expense, Revenue, Personnel, Drivers and Adjustments

The Current Plan needs to be set in the main Planning landing page; this will drive the data and connect the plan's database profile.

The screenshot displays the Centage Planning Maestro interface. The top navigation bar includes the title 'centage PLANNING MAESTRO' and standard system icons. The main content area is titled 'PLANNING' with the subtitle 'Budget, plan and forecast'. A dropdown menu in the top right corner shows 'Current Plan: Feb'. The interface is organized into four main sections:

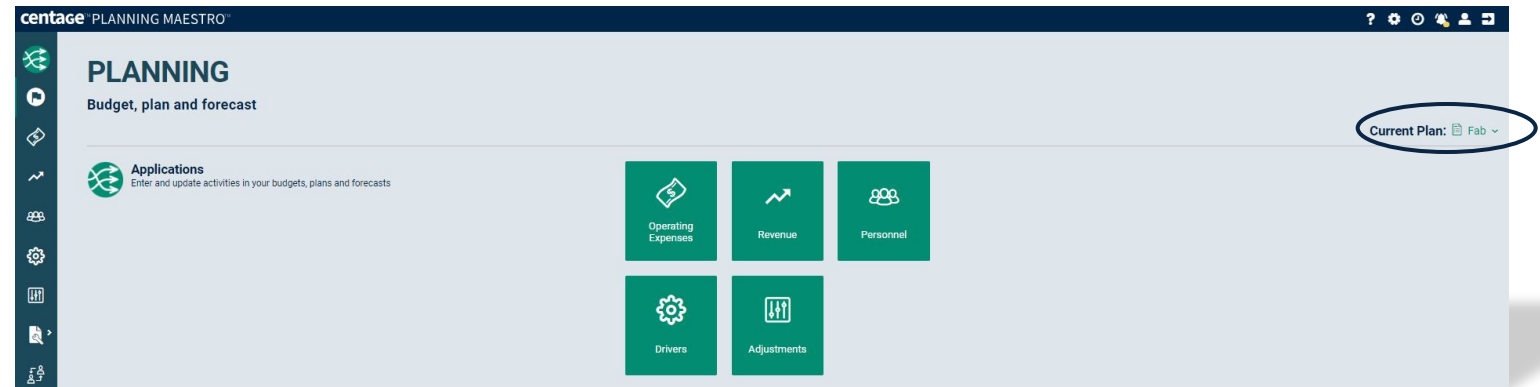
- Applications:** 'Enter and update activities in your budgets, plans and forecasts'. It contains six modules: Operating Expenses, Revenue, Personnel, Drivers, and Adjustments.
- Data Tools:** 'Manage your data'. It contains four modules: Copy Data/What If?, Clear Data, Quick Assign, and Forecast.
- Workflow:** 'Assemble, activate, and manage your budget team'. It contains one module: Manage Workflow.

A vertical sidebar on the left contains navigation icons and a 'Feedback' button at the bottom.

Applications

The Current Plan needs to be set in the main Planning landing page; this will drive the data and connect the plan's database profile.

- **Operating Expenses:** Module where all Operating Expenses are budgeted; can see Actuals, Budget and Forecasts
- **Revenue:** Module where all Revenue lines are budgeted; can see Actuals, Budget and Forecasts
- **Personnel:** Module where all Personnel are budgeted; can see Actuals, Budget and Forecasts
- **Drivers:** Module where all factors are housed; elements that drive the revenue, operating expenses and/or personnel modules
- **Adjustments:** Module where all budget lines outside of Operating Expense, Revenue and Personnel can be entered
- Throughout the Centage Database; the left-hand toolbar icons match the icons on the module tiles within the body of the module home screen



Budget Screen – Applicable for all modules

The screenshot displays the 'Operating Expenses' budget screen. At the top, there are filters for 'Name', 'Default Plan', and 'Unallocated'. Below this is a table of budgeted lines with columns for Name, Segment2, Segment3, Segment1, Account Number, Amount, and Spread Method. The first line is 'Office Supplies' with an amount of 25,000.00. To the right of the table is a 'Properties' panel with sections for 'General', 'Date', and 'Expense Input'. Below the table is a 'Details' panel showing a multi-year budget grid from 2019 to 2024, with a sub-table for 'Expense Input' showing monthly and quarterly breakdowns.

Transaction Type	DR/CR	Account Number	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07
Details											
Expense											
Expense Input	DR	Undesignated (Mon...)	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,1
Expense Input	DR	Undesignated (Mon...)	25,000.00	25,000.00	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,0
Increase/Decrease (New In...)	DR	Undesignated (Mon...)	1,250.00	1,250.00	104.17	104.17	104.17	104.17	104.17	104.17	1

- Each dimension in the database is available to budget by
- The top Working screen shows budgeted lines
- The bottom Details screen shows the detail of the line highlighted above
- The Properties screen to the right-hand side show all available options in the record
- A user can create custom time dimensions; ability to have different time dimensions in the working screen vs details screen
- A user can add any property of the screen into the “working screen” by dragging and dropping
- A user can set up and save screen set between filters and rows, can save screen permanence with the appropriate dimensional choices

Working with screen filters



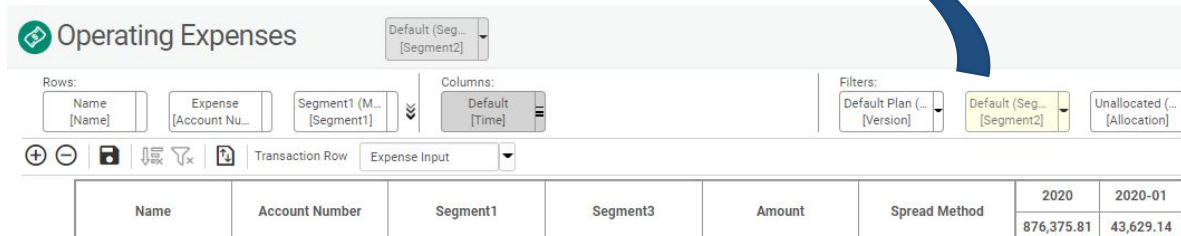
Operating Expenses

Rows: Name [Name], Expense [Account Nu...], Segment1 (M... [Segment1]

Columns: Default [Time]

Filters: Default Plan (... [Version], Default (Seg... [Segment2], Unallocated (... [Allocation]

Name	Account Number	Segment1	Segment3	Amount	Spread Method	2020	2020-01	2020-02
						876,375.81	43,629.14	45,4



Operating Expenses

Rows: Name [Name], Expense [Account Nu...], Segment1 (M... [Segment1], Default (Seg... [Segment2]

Columns: Default [Time]

Filters: Default Plan (... [Version], Default (Seg... [Segment2], Unallocated (... [Allocation]

Name	Account Number	Segment1	Segment3	Amount	Spread Method	2020	2020-01	2020-02
						876,375.81	43,629.14	



Operating Expenses

Rows: Name [Name], Expense [Account Nu...], Segment2 (M... [Segment2]

Columns: Default [Time]

Filters: Default Plan (... [Version], Unallocated (... [Allocation]

Name	Account Number	Segment1	Segment3	Amount	Spread Method	2020	2020-01	2020-02
						876,375.81	43,629.14	

- To set the screen; dimensional filters can be moved between the rows (left-hand) or the filters (right-hand) area of the screen based on the desired view.
- If a user would like to filter the screen selections, the dimensional filter will be used in the right-hand area of the page. The user can choose the correct value to work in. i.e., if Department is in the filter area, the screen will be set to view one department at a time.
- If a user wants to view all Departments at once, the dimension needs to be in the right-hand Row area.
- The filter tile can be dragged from the right, “Filters” to the “Row” area to the left side of the screen
- Once the screen is set as desired, click the save “disk” to save the screen as a permanent set up

Operating Expenses



- Operating expense module will be used to budget an expense for the client
- Data projections can be added manually in the tool by clicking the **+** icon or by utilizing an import template.
- Each line of the budget will have an associated Payment method assigned, to assist in the build of the budget balance sheet.

Operating Expenses

Rows: Name [Name] Columns: Default [Time] Filters: Default Plan [Version] Unallocated [Allocation]

Name	Segment2	Segment3	Segment1	Account Number	Amount	Spread Method	2019	2020	2020-01	2020-02
1 Office Supplies	1100	00	Sales	300-6120-00 - Supplie...	25,000.00	Even	142,049.70	144,329.64	11,081.64	11,081.64
2 Tax Projections	6630	00		000-6630-00 - IL State ...	8,000.00	Even	8,000.00	8,000.00	666.67	666.67
3 COGS Example	4520	01	000	000-4520-01 - CoGS - ...	5,000.00	Period Amount	60,000.00	60,000.00	5,000.00	5,000.00
4 Training Expenses	6100	00		Service/Installation 400-6100-00 - Training...	12,000.00	Even	12,000.00	12,000.00	1,000.00	1,000.00
5 New Dept 1100	1100	03		Service/Installation 000-4510-02 - Cost of ...	10,000.00	Year Start	10,000.00	10,000.00	0.00	0.00
6 Hiring Expense	1100	00	000	Undesignated (Expens...	0.00		899.70	1,079.64	89.97	89.97
7 Data link	1100	00	000	Undesignated (Expens...	0.00		250.00	250.00	20.83	20.83
8 MS 365 all heads	1100	00	000	Undesignated (Expens...	0.00		4,650.00	6,750.00	450.00	450.00
9 Telephone allocat b...	1100	00	000	600-6510-00 - Telepho...	20,000.00	Even	20,000.00	20,000.00	1,666.67	1,666.67

Details

Rows: OperatingExp... [Transaction...] Columns: Default [Time] Filters: Office Supplies [Name] Activity [Measure] Sales [Segment1] 00 [Segment3] 1100 [Segment2] Default Plan [Version] Unallocated [Allocation]

Transaction Type	DR/CR	Account Number	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08	2020-09	2020-10	2020-11
Expense	DR														
Expense Input	DR	Undesignated (Mon...	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50
Expense Input	DR	Undesignated (Mon...	25,000.00	25,000.00	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33
Increase/Decrease (New in...	DR	Undesignated (Mon...	1,250.00	1,250.00	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17
Recognition	DR	Undesignated (Mon...	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50
Operating Expense	DR	Undesignated (Mon...	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50
P&L															
General Expense (Net)			26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50

Properties

General

Name: Office Supplies

Description 1, Description 2, Description 3, Description 4

Date

Time Hierarchy: Fiscal Calendar Month

Start Date: 01/01/2019

End Date: Never Ends

Expense Input

Use Data Link:

Amount: 25,000.00

Spread Method: Even

Increase/Decrease Method: 1 selected (Edit)

Recognition Schedule: Immediate

Operating Expense GL Acc...: Undesignated (Monetary)

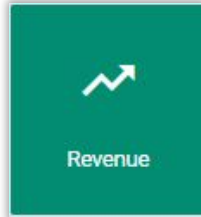
Expense Properties


Payment Schedule: One Period (30 Days)

Enable Prepaid Calculations:

Allocation Method: Test Allocation Method (Ed...)

Revenue

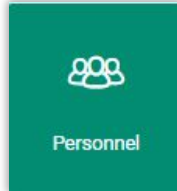


- Revenue module will be used to budget a Revenue line for the client
- Can budget via cash or unit's times a price
- Can budget cost per revenue line
- Data projections can be added manually in the tool by clicking the  icon or by utilizing an import template.
- Each line of the budget will have an associated Receivable method assigned, to assist in the build of the budget balance sheet.

The screenshot displays the Revenue module interface. At the top, there's a header with the 'Revenue' icon and title. Below it, there are controls for Rows, Columns, and Filters. The main table shows budget lines with columns for Name, Segment2, Segment3, Segment1, Account Number, Amount, and Spread Method. A 'Details' section below the table provides a breakdown of revenue units and recognition over time (2019-2020).

Transaction Type	DR/CR	Account Number	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07
Details											
Revenue	DR										
Revenue Units (Input)	DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33	
Revenue Units (Input)	DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33	
Recognition (Revenue Units)	DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33	

Personnel



- Personnel module will be used to budget personnel expense for the client
- Personnel calculates wages by headcount times hours times an hourly wage
- Data projections can be added manually in the tool by clicking the icon or by utilizing an import template
- Lines can be built by individual, or groups based on clients needs
- A user can build hourly related (i.e., OT, holiday, vacation) and period related expenses (i.e., employer taxes, 401k, benefits) in the driver module
- Each line of the budget will have an associated Work/Pay Schedule assigned, to assist in the build of the budget balance sheet.

The screenshot displays the Personnel software interface. At the top, there's a header with the 'Personnel' logo and navigation options. Below this is a main table with columns for Name, Account Number, Segment1, Segment2, Segment3, Start Date, End Date, Hourly Wage (Input), Related Expenses, and years 2020 and 2020-0. The table lists several budget lines, including 'EE #1-Over cap', 'EE#2-Under cap', 'Bonus EE', and 'Tact FF - Headcount'. Below the main table is a 'Details' section with a sub-table showing 'Transaction Type', 'DR/CR', 'Account Number', and monthly data from 2020 to 2020-12. The details table includes sections for Headcount (Balance, Increase, Decrease, End), Hours (Planned Hours, Recognition, Regular Hours), and Wage (Regular Hourly Wages, Recognition). On the right side of the interface, there are 'Properties' panels for General, Date, Headcount, and Hours, each with various settings and input fields.

Drivers



Drivers

- The Drivers Module is where all financial or non-financial factors are housed; elements that can drive the revenue, operating expenses and/or personnel modules.
- Drivers can be units, percentage or monetary
- Drivers can be input, related costs, personnel related expenses, or record sets
- Personnel related expenses can be built and attached to personnel, creating a full financial picture per employee

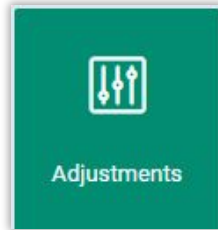
Drivers

Rows: Name [Name], Memorandum [Account Nu...], Columns: Default [Time], Filters: Default Plan (... [Version]), 000 [Segment1], 00 [Segment3], 1100 [Segment2], Unallocated (... [Allocation])

Transaction Row Monetary (Input)

Name	Account Number	Driver Type	Amount	Spread Method	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05
					3,001,226....	3,001,157....	250,108.99	250,102.49	250,107.99	250,103.49	250,108.99
1 Price for rev line	Unit Price (M) -- Unit Pr...	Input	50.00	Period Amount	600.00	600.00	50.00	50.00	50.00	50.00	50.00
2 Driver for personnel ho...	Undesignated (Unit) -- ...	Input	0.00	Even	171.00	102.00	21.00	14.50	20.00	15.50	21.00
3 8 Hours per day	Hours (U) -- Hours (U)	Input	8.00	Period Amount	96.00	96.00	8.00	8.00	8.00	8.00	8.00
4 Unit driver	Units Sold (U) -- Units S...	Input	5.00	Even	0.00	0.00					
5 EE Hiring Expense	Personnel Related Exp...	Input	29.99	Period Amount	359.88	359.88	29.99	29.99	29.99	29.99	29.99
6 Total Revenue -BY loca...	Undesignated (Moneta...	Input	3,000,000.00	Even	3,000,000....	3,000,000....	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
7 Parts %	Undesignated (Moneta...	Input	46.00	Period Amount	0.00	0.00					
8 Paint %	Undesignated (Moneta...	Input	10.00	Period Amount	0.00	0.00					
9 TEst	Undesignated (Moneta...	Input	0.00	Even	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 % driver	Undesignated (Moneta...	Input	0.00	Even	0.00	0.00					
11 FICA-Social Security	FICA Cap (M) -- FICA C...	Period Related Expense	0.00		0.00	0.00					
12 FICA-Medicare	FICA Cap (M) -- FICA C...	Period Related Expense	0.00		0.00	0.00					

Adjustments



- The adjustment module is used for budgeting any balance sheet transaction.
- Data projections can be added manually in the tool by clicking the **+** icon or by utilizing an import template.

Adjustments

Rows: Name [Name] Account Type... [Account Nu...]
 Columns: Default [Time]
 Filters: Default Plan (... [Version]) Default (Seg... [Segment2]) Default (Seg... [Segment3]) Default (Seg... [Segment1]) Unallocated (... [Allocation])

Transaction Row: Adjustment (input)

Name	Account Number	Amount	Spread Method	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08	2020-09	2020-10
1 Laptop	000-1520-00 -- Machin...	0.00	Even	80,000.00	25,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
2 Capital Asset	000-1500-00 -- Furnitur...	0.00	Even	60,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	50,000.00	0.00

Details

Rows: Adjustment [Transaction ...]
 Columns: Default [Time]
 Filters: Capital Asset [Name] Activity [Measure] Default (Seg... [Segment2]) Default (Seg... [Segment3]) Default (Seg... [Segment1]) Default Plan (... [Version]) Unallocated (... [Allocation])

Transaction Type	DR/CR	Account Number	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08	2020-09	2020-10	2020-11	2020-12	2020
Details																
<ul style="list-style-type: none"> Adjustment <ul style="list-style-type: none"> Adjustment (Input) DR Adjustment (M) 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Adjustment (Input) DR Adjustment (M) 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Recognition (Adjustment) DR Adjustment (M) 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Adjustment DR Adjustment (M) 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Non-Financial Adjustment 																
P&L																
General																
Balance Sheet																
<ul style="list-style-type: none"> Adjustment Transactions <ul style="list-style-type: none"> Adjustment Increase DR 000-1500-00 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Adjustment Decrease CR 000-1100-00 20,000.00 20,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 																

Properties

General

Name Capital Asset
 Description 1
 Description 2
 Description 3
 Description 4

Date

Year End
 Time Hierarchy Fiscal Calendar Month
 Start Date 01/01/2020
 End Date Never Ends

Adjustment Input

Use Data Link
 Amount 0.00
 Spread Method Even
 Increase/Decrease Method 0 selected (Edit)
 Recognition Schedule Immediate
 Adjustment Input GL Account Adjustment (M)

Adjustment Properties

Adjustment Increase Debit/C... Debit
 Enable Recognition Schedule
 Adjustment Decrease GL Acc... 000-1100-00