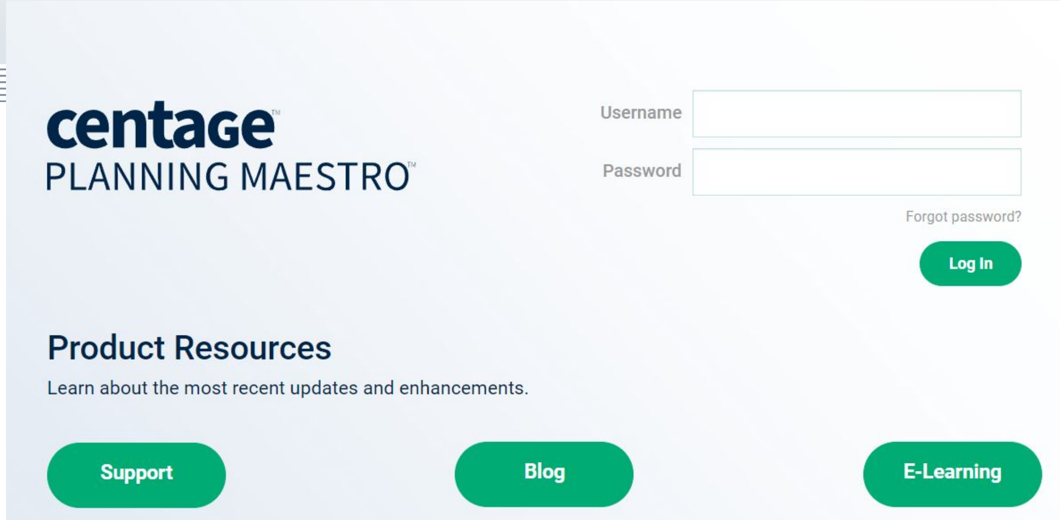
Planning Maestro Basic Navigation

centage

Planning Maestro Terminology

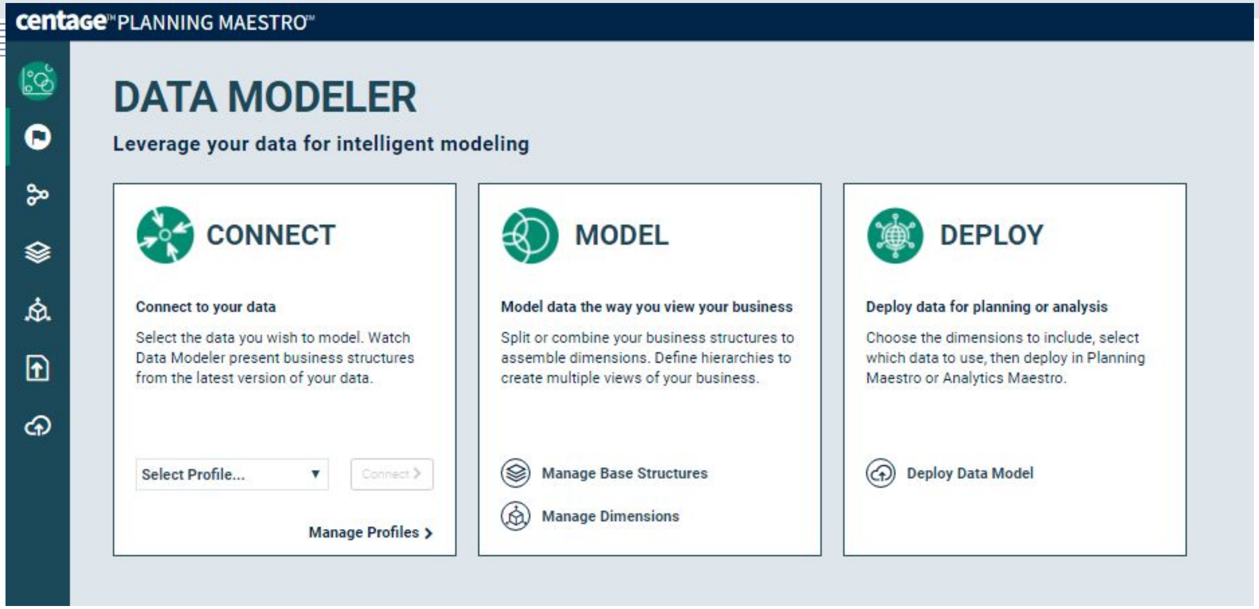
- Data Modeler: Data Modeler consists of Connect, Model and Deploy modules for the structural data
  - Base Structure: Financial structures that originates from the client's ERP software
  - Dimensions: Base structures plus additional added dimensions as needed
  - Hierarchy: Report views and/or filters
  - Security: Can be placed on a dimension
  - Version: Area where data is held; can be Actuals, Budget, Forecast
  - Time: Where the company calendar is housed
  - Measure: Activity (current months data) or Balance (Year to date data)
- Financial Intelligence Setup consists of the back-end details that drive the financial power of Planning Maestro
  - Items in the Financial Intelligent Setup area are not version specific
  - Spreads/Schedules: Ability to build a schedule for spreading an amount over a designated period
  - Automation: The system concentrates on the P&L build while building the Balance Sheet
- Planning houses the main modules of the software
  - Operating Expenses, Revenue, Personnel, Drivers and Adjustments
  - Data Projection: A line item within the budget
  - Data Link: Connecting a line to a financial or non-financial factor
  - P&L budget items are built in Operating Expenses, Revenue, Personnel
  - Drivers can be financial or non-financial factors along with Personnel related Exp
  - Adjustments houses all GL accounts allowing for Balance Sheet budgets to be built
- Reports
  - Reports that are housed in Planning Maestro, able to refresh instantly after a change

Logging In

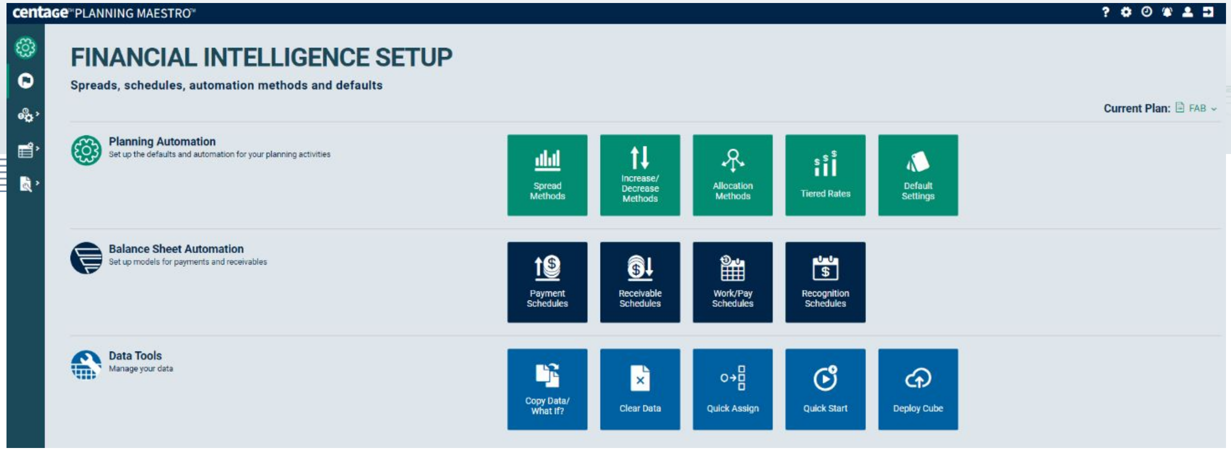


- Centage Support will create assets for a client when the sales closes
- The client's administrative user, will receive an email from Centage Support with the URL, User- name and temporary password to log in.
- Clients can bookmark the client site for future use and efficiency
- Upon logging in for the first time, the Data Modeler will appear; Every log in thereafter will place the user in the screen that was most recently used
- Support will create the clients first Administrative user; during the first training session, the Admin user can create any additional users in PM

Data Modeler



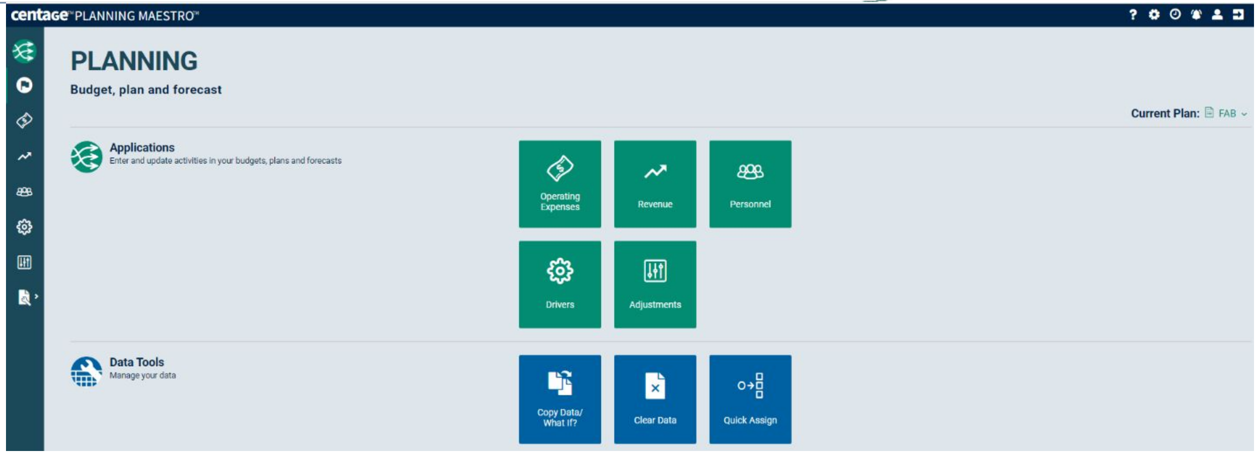
- Connect: Connect to the profile in the Data Modeler [Connecting to the structural data]
- Manage Base Structures: Financial structures that originate from the client's ERP Software
- Manage Dimensions: Base structures plus additional added dimensions, i.e. Time, Version; ability to add Budget only dimensions as needed
- Deploy: Choose the dimensions to include from the data model, select the versions and dates to analyze and push it into the system for analysis



Financial Intelligence Set-up

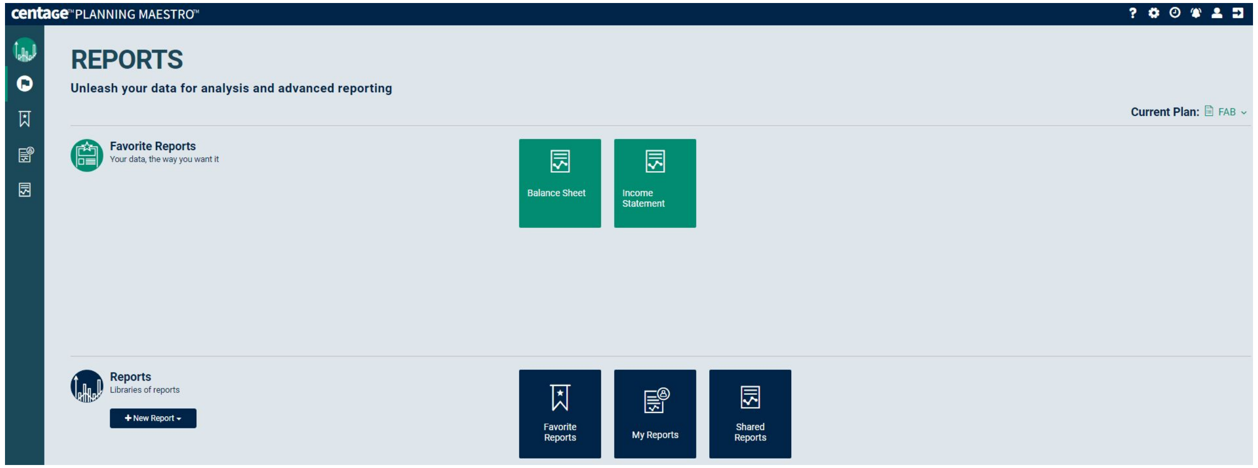
- Planning Automation:
  - Spread Method: A schedule for spreading an amount over a designated period
  - Increase/Decrease Methods: A schedule that can be built globally to increase/decrease multiple lines
  - Allocation Methods: Allows a value to be spread across a dimension other than time
  - Tiered Rates: A schedule for handling multiple rates with tiered levels of data
  - Default settings: Area that captures all the “basic” settings for the system
- Balance Sheet Automation:
  - Payment Schedules: Area that houses payable schedules allowing the financial records to flow into the balance sheet
  - Receivable Schedules: Area that houses receivable schedules allowing the financial records to flow into the balance sheet
  - Work Pay Cycles: A schedule to drive personnel hours based on days worked, hours worked and pay dates
  - Recognition Schedule: A schedule for handling the payable or receivable spread for a budgeted line

Planning



- Operating Expenses: Module where all Operating Expenses will be budgeted; can see Actuals, Budget and Forecasts
- Revenue: Module where all Revenue will be budgeted; can see Actuals, Budget and Forecasts
- Personnel: Module where all Personnel will be 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

Reports



- Reports Module is broken up into three sections, Favorite reports, My reports and Shared Reports
- Once a report is run, it can be saved as a favorite, thus showing in the top section of the landing page.