

Centage & Analytics Maestro Reporting

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centage

Reports

The screenshot shows the 'centage PLANNING MAESTRO' interface. The main heading is 'REPORTS' with the tagline 'Unleash your data for analysis and advanced reporting'. On the right, it indicates 'Current Plan: FAB'. The interface is divided into two main sections. The top section, 'Favorite Reports', features a sub-heading 'Your data, the way you want it' and two report cards: 'Balance Sheet' and 'Income Statement'. The bottom section, 'Reports', is described as 'Libraries of reports' and includes a '+ New Report' button and three report categories: 'Favorite Reports', 'My Reports', and 'Shared Reports'. A vertical sidebar on the left contains navigation icons for home, reports, and other functions.

- 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.

Reporting Module

- In the Reporting Module, ensure your Current Plan is chosen in the top right
- To run a report, click on the Shared reports icon on the report module page.
- In the left-hand view window, you can choose the desired report to run
- At any point, the user can click on the Star icon to save it as a favorite report.
- Once reports are saved as favorites, they can be run from the main report module screen

REPORTS

Unleash your data for analysis and advanced reporting

Current Plan: Fab

Reports
Libraries of reports

[+ New Report](#)

Favorite Reports

My Reports

Shared Reports

[+ New Report](#)

Shared Reports

- Income Statement
- Income Statement New
- Variance
- Adjustment 2 Column Stack Report ...
- Balance Sheet

Favorite Reports
Your data, the way you want it

Income Statement

Income Statement New

Variance

Income Statement

Rows: Columns: Filters:

| 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 | 2021 | 2021 |
|-------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|---------|
| Income Statement | -10,548,0... | -528,103.79 | -890,908.88 | -895,744.03 | -890,532.07 | -917,827.00 | -879,476.42 | -921,875.19 | -918,774.47 | -930,361.49 | -924,215.12 | -926,363.52 | -923,901.93 | -11,374,4... | -917,5E |
| Net Income (Loss) | -10,548,0... | -528,103.79 | -890,908.88 | -895,744.03 | -890,532.07 | -917,827.00 | -879,476.42 | -921,875.19 | -918,774.47 | -930,361.49 | -924,215.12 | -926,363.52 | -923,901.93 | -11,374,4... | -917,5E |
| Income Before ... | -10,548,0... | -528,103.79 | -890,908.88 | -895,744.03 | -890,532.07 | -917,827.00 | -879,476.42 | -921,875.19 | -918,774.47 | -930,361.49 | -924,215.12 | -926,363.52 | -923,901.93 | -11,374,4... | -917,5E |
| Gross Margin | 2,364,286... | 590,142.05 | 156,366.67 | 158,366.67 | 160,366.67 | 155,766.67 | 204,478.08 | 155,366.67 | 160,366.67 | 154,566.67 | 158,366.67 | 154,766.67 | 155,366.67 | 1,861,566... | 154,3E |
| Net Reven... | 2,481,171... | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 1,961,566... | 162,7E |
| Gross R... | 2,481,171... | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 1,961,566... | 162,7E |
| Reve... | 2,481,171... | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 1,961,566... | 162,7E |
| Sal... | 2,302,371... | 600,171.73 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 200,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 1,811,566... | 150,2E |
| US... | 28,800.00 | 1,000.00 | 2,000.00 | 4,000.00 | 6,000.00 | 1,400.00 | 1,800.00 | 1,000.00 | 6,000.00 | 200.00 | 4,000.00 | 400.00 | 1,000.00 | 0.00 | |

Running Reports




Income Statement

Rows: Income State... [v]
Account Nu... [v]

Columns: Default [Time] [v]

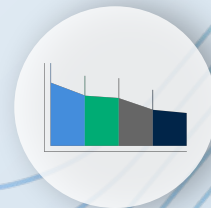
Filters: Total [Name] [v] Activity [Measure] [v] Segment2 (M... [Segment2] [v] Segment3 (M... [Segment3] [v] Segment1 (M... [Segment1] [v] Default Plan (... [Version] [v]

| 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 | 2021 |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Income Statement | -10,548,0... | -528,103.79 | -890,908.88 | -895,744.03 | -890,532.07 | -917,827.00 | -879,476.42 | -921,875.19 | -918,774.47 | -930,361.49 | -924,215.12 | -926,363.52 | -923,901.93 | -11,374,4... |
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| Gross Margin | 2,364,286... | 590,142.05 | 156,366.67 | 158,366.67 | 160,366.67 | 155,766.67 | 204,478.08 | 155,366.67 | 160,366.67 | 154,566.67 | 158,366.67 | 154,766.67 | 155,366.67 | 1,861,566... |
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| Gross R... | 2,481,171... | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 1,961,566... |
| Reve... | 2,481,171... | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 1,961,566... |
| Sal... | 2,302,371... | 600,171.73 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 200,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 150,200.00 | 1,811,566... |
| US... | 28,800.00 | 1,000.00 | 2,000.00 | 4,000.00 | 6,000.00 | 1,400.00 | 1,800.00 | 1,000.00 | 6,000.00 | 200.00 | 4,000.00 | 400.00 | 1,000.00 | 0.00 |
| US... | 150,000.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 12,500.00 | 150,000.00 |
| Cost of Sa... | 116,884.94 | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 100,000.00 |
| Cost of ... | 116,884.94 | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 100,000.00 |
| CoG... | 116,884.94 | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 100,000.00 |
| Operating Ex... | 12,912.37... | 1,118,245... | 1,047,275... | 1,054,110... | 1,050,898... | 1,073,593... | 1,083,954... | 1,077,241... | 1,079,141... | 1,084,928... | 1,082,581... | 1,081,130... | 1,079,268... | 13,236,01... |
| Personnel | 12,610,68... | 1,027,507... | 1,028,910... | 1,035,745... | 1,032,533... | 1,055,178... | 1,057,548... | 1,058,802... | 1,060,776... | 1,066,463... | 1,064,217... | 1,062,245... | 1,060,753... | 13,013,22... |

- To run a report, click the Shared reports icon on the report module page or choose the favorite report to run.
- The report will run with the Rows, Columns and Filters at the top of the page and the report as the body
- The filters can be changed to narrow down the report field; i.e. filter based on Department to run a report for one department
- Once a filter is changed, click the refresh icon  to refresh the report on current data set
- Click on the Save As icon  to save the report as it is run
- Click on the Export icon  to export the report to Excel

Analytics Maestro

Basics of Analytics Maestro



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What is Analytics Maestro?



- Analytics Maestro (AM) is an Excel add-on tool that allows a user to connect to a cube created in Centage
 - A user must have specific Analytics Maestro credentials that are licensed and issued by Centage Support
 - Each user will receive a username and unique password that can not be changed by the user
 - Analytics Maestro add-on needs to be downloaded and licensed in a users Excel and displays as an additional ribbon
- Once AM is downloaded and licensed, a user needs to connect to the cube in Centage in order to be functional in the tool
- The following slides will demonstrate how a user will create a hierarchy in Centage, push data to Analytics Maestro, and build a report in AM.

Building Reports using Analytics Maestro Starts with Centage Hierarchies



WHAT IS A HIERARCHY?



HOW TO SET-UP A BASIC HIERARCHY
IN Centage



HOW TO MAXIMIZE HIERARCHY IN
Centage AND ANALYTICS MAESTRO



What is a Hierarchy?

- A reporting view and filter that can be built in ANY dimension in Centage
- Hierarchies can assist in grouping together elements of a dimensions for reporting
- Hierarchies translate from Centage to Analytics Maestro

The screenshot displays the Centage PLANNING MAESTRO interface. On the left, the 'Dimensions' panel lists several dimensions: 'Account Number' (Automatically created Account Number dimension), 'Segment1', 'Segment2', 'Segment3', and 'Version'. The 'Account Number' dimension is selected, and the main panel shows its 'Hierarchies' tab. The 'Hierarchies' tab contains a table with columns for 'Hierarchies', 'Description', 'Based On', 'Default', and 'Actions'. The table lists various hierarchies such as 'Account Group (Master)', 'Account Number (Master)', 'Account Type (Master)', 'Account Type Group (Master)', 'Balance Sheet', 'Cash Flow (Master)', 'FAB Income Statement', 'Income Statement', and 'Indirect Cash Flow'. Each hierarchy is associated with a specific description and a 'Based On' attribute.

| Hierarchies | Description | Based On | Default | Actions |
|-----------------------------|--|-----------------------------------|---------|---------|
| Account Group (Master) | Full List of Account Group | Attribute - Account Group | | |
| Account Number (Master) | Full list of Account Number members | Dimension Member - Account Number | ☑ | |
| Account Type (Master) | Custom built in hierarchy for Account Type | Attribute - Account Type | | |
| Account Type Group (Master) | Custom built in hierarchy for Account Type Group | Attribute - Account Type Group | | |
| Balance Sheet | Custom built in hierarchy for Balance Sheet | Attribute - Account Group | | |
| Cash Flow (Master) | Custom built in hierarchy for Cash Flow | Attribute - Cash Flow | | |
| FAB Income Statement | FAB Income Statement | Dimension Member - Account Number | | |
| Income Statement | Custom built in hierarchy for Income Statement | Attribute - Account Group | | |
| Indirect Cash Flow | Custom built in hierarchy for Indirect Cash Flow | Attribute - Cash Flow | | |



How to build a hierarchy?

- **Connect to the profile** from the Data Modeler; click the drop-down menu and choose the active profile
- Click Connect; the message will change to “Connected” when the profile has connected

centage™ PLANNING MAESTRO™

DATA MODELER

Leverage your data for intelligent modeling

CONNECT

Connect to your data

Select the data you wish to model. Watch Data Modeler present business structures from the latest version of your data.

FAB Company ▼ **Connect >**

Manage Profiles >

MODEL


Model data the way you view your business

Split or combine your business structures to assemble dimensions. Define hierarchies to create multiple views of your business.

Manage Base Structures


Manage Dimensions


Working in the Dimensions

 **MODEL**

Model data the way you view your business

Split or combine your business structures to assemble dimensions. Define hierarchies to create multiple views of your business.

 **Manage Base Structures**

 **Manage Dimensions**



Dimensions + New Dimension

- Account Number**
Description: Automatically created Account Number dimension
Dimension type: Account Number
- Segment1**
Description: dimension created from - FAB Company
Dimension type: Dimension
- Segment2**
Description: dimension created from - FAB Company
Dimension type: Dimension
- Segment3**
Description: dimension created from - FAB Company
Dimension type: Dimension



Hierarchies

Based On

search

- Attribute - Account Group
- Dimension Member - Account Number
- Attribute - Account Type
- Attribute - Account Type Group
- Attribute - Account Group
- Attribute - Cash Flow
- Dimension Member - Account Number
- Attribute - Account Group
- Attribute - Cash Flow

In the Hierarchy Menu

- Click on Add Hierarchy
- Enter the Hierarchy Name and Description (they can be the same)
- Select the Type
 - Dimension Member (will list the items in the dimension)
 - Attribute (will list items that are in attributes of the dimension; i.e. Account Group)
- Click the save button in the bottom right corner

The screenshot displays the Centage Planning Maestro interface. On the left, the 'Dimensions' panel shows the 'Account Number' dimension selected. The main area shows the 'Account Number' configuration with a 'New Hierarchy' button circled in blue. Below this, a table lists existing hierarchies. A 'New Hierarchy' dialog box is open, showing the following fields:

- Hierarchy Name: FAB Income Statement
- Description: FAB Income Statement
- Type: Dimension Member

The 'Available Members' table below the dialog lists various account groups:

| Name | Description | Account Group |
|-------------|--------------------------------|-----------------------|
| 000-1100-00 | Cash - Operating Account | Cash |
| 000-1101-00 | Cash in Bank - Canada | Cash |
| 000-1102-00 | Cash in Bank - Australia | Cash |
| 000-1103-00 | Cash in Bank - New Zealand | Cash |
| 000-1104-00 | Cash in Bank - Germany | Cash |
| 000-1105-00 | Cash in Bank - United Kingd... | Cash |
| 000-1106-00 | Cash in Bank - South Africa | Cash |
| 000-1107-00 | Cash in Bank - Singapore | Cash |
| 000-1110-00 | Cash - Payroll | Cash |
| 000-1120-00 | Cash - Flex Benefits Program | Cash |
| 000-1130-00 | Petty Cash | Cash |
| 000-1140-00 | Savings | Cash |
| 000-1190-00 | Cash Suspense | Cash |
| 000-1200-00 | Accounts Receivable | Accounts Receivable |
| 000-1205-00 | Sales Discounts Available | Accounts Receivable |
| 000-1210-00 | Allowance for Doubtful Acc... | Allowance for Doub... |
| 000-1220-00 | Credit Card Receivable | Accounts Receivable |

At the bottom right of the dialog, the 'Save' button is circled in blue.



To Build

- To build the hierarchy folders:
 - While clicked on the Title of the report, click the + Add Node button
 - This will add a sub folder in the report
- To name the folder, click on the ellipsis Icon to the far right of the node line
- The folders have a parent/child relationship; they can be moved around, dragged and dropped to reorder if needed
- The sign display can be adjusted for Natural or Reversed based on the line's requirement
 - P&L, any folder that holds Revenue accounts are typically reversed sign displays
 - Balance Sheet, any folder in the Liabilities/Equity are typically reversed sign display

Hierarchy ?

+ Add Node ↗ ↘ filter tree Import from Excel Export to Excel

▼ FAB Income Statement

▼ Net Income

■ Gross Profit

■ Node 3

| | |
|---------------|--------------------------|
| Name | Gross Profit |
| Do Not Sum | <input type="checkbox"/> |
| Sign Display | Reversed ▼ |
| Variance Type | Favorable ▼ |

Load the structures into the appropriate folder

FAB Income Statement

Hierarchy Name: FAB Income Statement

Description: FAB Income Statement

Type: Dimension Member

Available Members

| Name | Description | Account Group |
|-------------|--------------------------------|--------------------|
| 300-6170-00 | Repairs & Maintenance - Sal... | Operating Expenses |
| 300-6180-00 | Rent Expense - Sales | Operating Expenses |
| 300-6190-00 | Utilities Expense - Sales | Operating Expenses |
| 300-6500-00 | Postage/Freight - Sales | Operating Expenses |
| 300-6510-00 | Telephone - Sales | Operating Expenses |
| 300-6520-00 | Travel - Sales | Operating Expenses |
| 300-6530-00 | Meals/Entertainment - Sales | Operating Expenses |
| 300-9010-00 | Square Footage-Sales | Operating Expenses |
| 300-9020-00 | Employee Count-Sales | Operating Expenses |
| 300-9030-00 | Fixed Assets- Computer Ca... | Operating Expenses |
| 999-9999-99 | Transfer Suspense Account | Operating Expenses |

Hierarchy

- FAB Income Statement
 - Net Income
 - Gross Profit
 - Operating Expenses
 - Personnel Costs
 - Utilities/Repair & Maintenance
 - SG&A**
 - Depreciation
 - Insurance
 - Interest
 - Misc. Income/Expense
 - Gain/(Loss) Currency Translation
 - Taxes

- Select the accounts in the “Available Members” area of the screen (can use Shift or Control to choose more than one line);
- Ensure the Folder is highlighted in the report for the destination of the accounts
- Click the Double arrows pointed to the right to move the items
- Save the report hierarchy as you build and when completed



Once the hierarchy is built, deploy Plan and Cube

DEPLOY

Deploy data for planning or analysis

Choose the dimensions to include, select which data to use, then deploy in Planning Maestro or Analytics Maestro.

Deploy Data Model

Deploy Cube + New Deployment

| Deploy Cube |
|--|
| FAB Cube Deploy |
| <u>Last Modified: Aug 12 2019 - 6:35 PM</u> |
| <u>Last Successful Deployment: Aug 12 2019 - 6:35 PM</u> |

- The plan needs to be deployed to push the hierarchy to the balance of the tool
- Once deployed, report structure can be seen in Centage Reporting
- If using Analytics, the cube will also need to be deployed

In Analytics Maestro

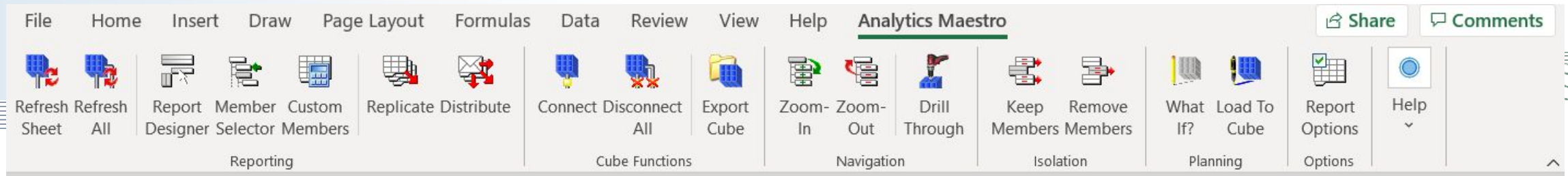
- Build report in Analytics
- The reporting hierarchies will display as the dimensions are pulled into the AM report

| | | | |
|----|----------------------------------|------------------|-------------------|
| 1 | 2019 | | |
| 2 | P04 | | |
| 3 | Department | | |
| 4 | | | |
| 5 | | Month to Date | Year to Date |
| 6 | | 2019 Budget | 2019 Budget |
| 7 | <u>Gross Profit</u> | | |
| 10 | Total Revenue | 90,333.33 | 342,958.33 |
| 11 | Total Cost of Sales | 5,000.00 | 20,000.00 |
| 12 | Gross Profit | 85,333.33 | 322,958.33 |
| 13 | | | |
| 14 | <u>Operating Expenses</u> | | |
| 15 | Personnel Costs | 4,852.00 | 20,216.00 |
| 17 | SG&A | 2,187.50 | 8,750.00 |
| 23 | Taxes | 666.67 | 2,666.67 |
| 24 | Operating Expenses | 7,706.17 | 31,632.67 |
| 25 | | | |
| 26 | Net Income | 77,627.17 | 291,325.67 |

Building a Report

- To begin building a report, a user will open a blank Excel document
- Click the Report Designer icon to connect to the cube [how to connect to the cube in following slides]
- Once the cube is connected, the report can be laid out between the Header, Columns and Rows.
 - The dimensions in the Header will drive the entire report
 - The dimensions in the Column area of the layout will dictate what data is displayed in each column
 - The dimension(s) in the Rows will be the base of the report





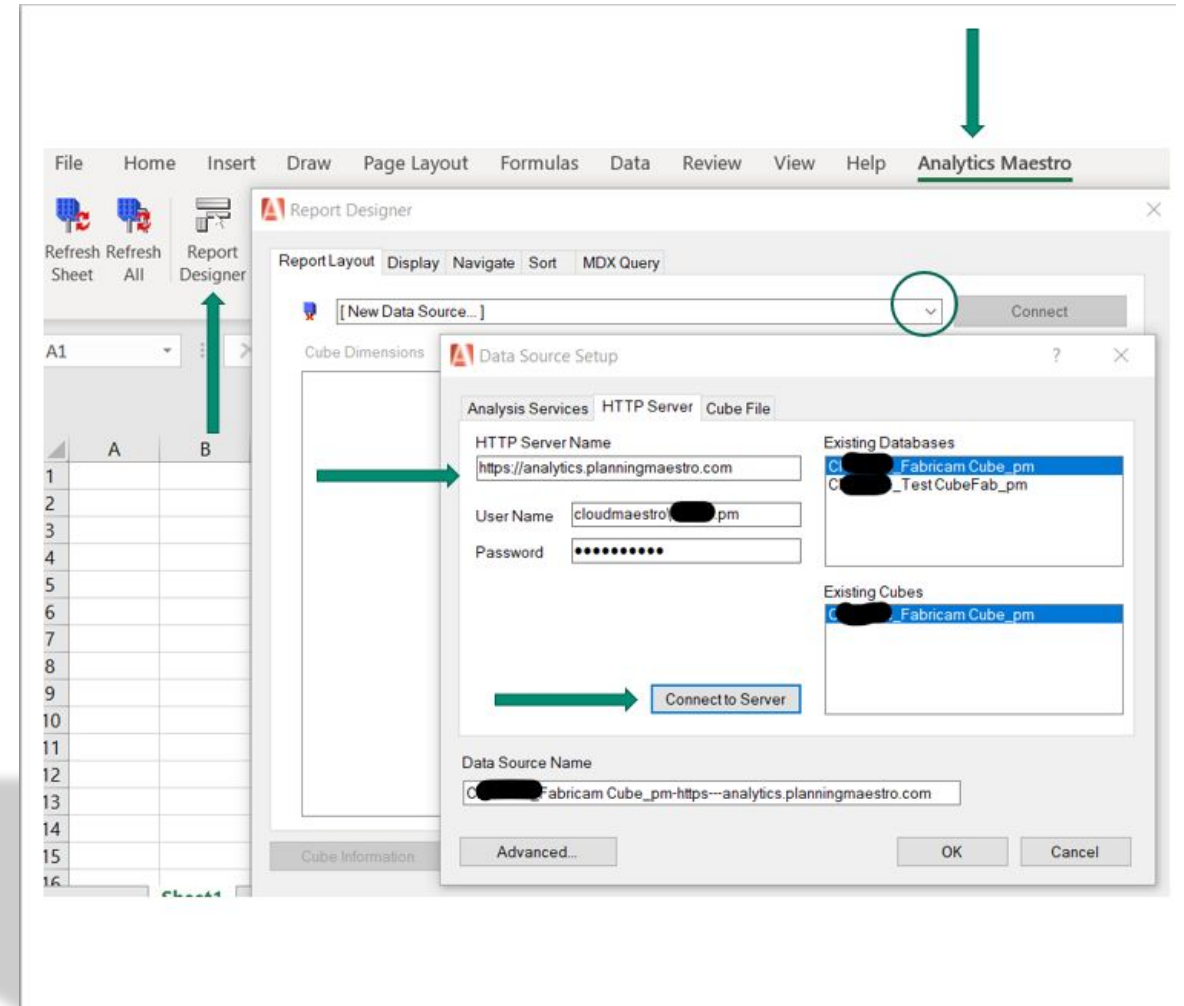
- Refresh Sheet updates the current sheet, with any changes
- Refresh all updates all sheets in the workbook with any changes
- Report Designer is used to create the cube connection and the report layout initially
- Member Selector is used to change one member of the report to another, i.e., to update the report from P01 to P02
- Custom Members is where a user will create custom members specific to the report, can be imported and exported
- Replicate is the ability to create multiple reports from a single dimension in the header
- Distribute is the ability to replicate and send reports from a single dimension in the header

- Connect is where a user will connect to the cube in an existing report (a new report will connect in the report designer)
- Disconnect All, disconnects all reports in the workbook from the cube
- Zoom in (more details) and Zoom out (less details) are used to open or close hierarchy levels in the report
- Drill Through is the ability to see the transactional detail in a separate tab
- Keep and Remove members is the ability to isolate members of the report
- Report Options is where a user can create a format sheet, hide empty data rows, preserve formulas and sort a report numerically

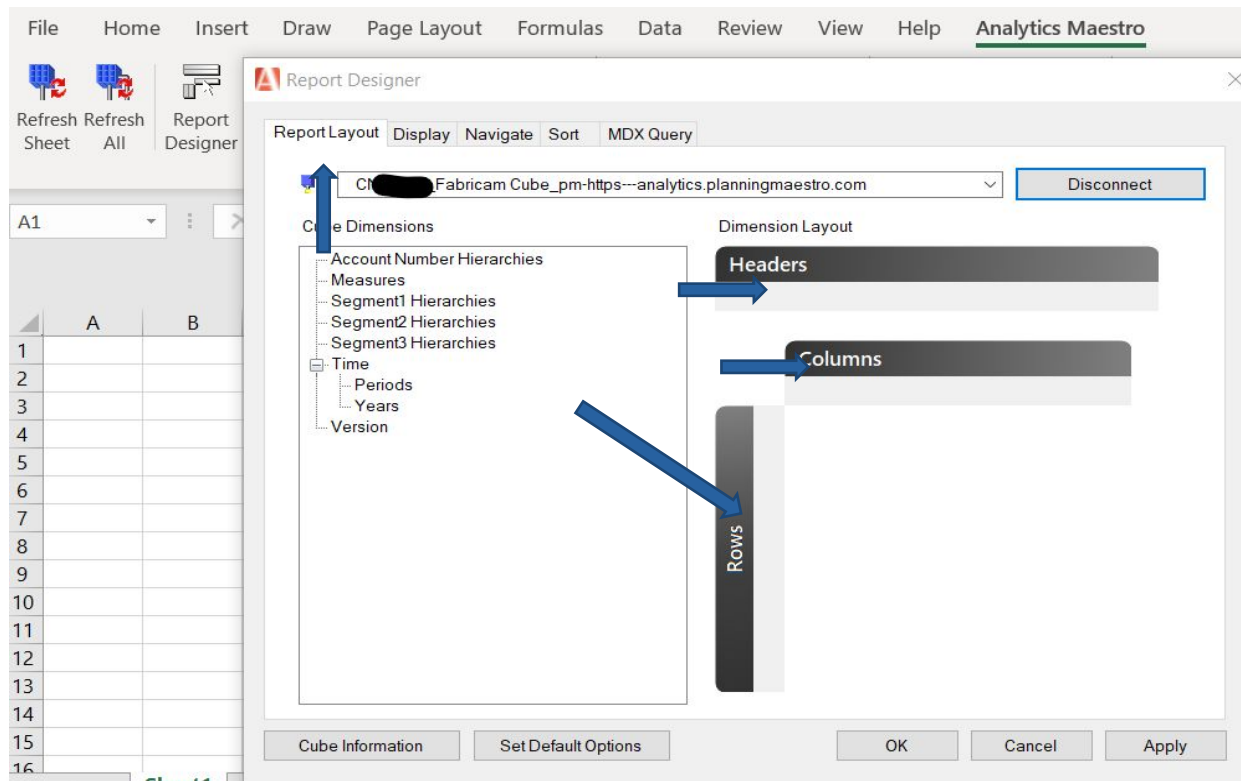
Analytics Maestro Ribbon

How to connect to the cube in Analytics Maestro

- Click on the Analytics Maestro ribbon
- Click on the Report Designer
- Click on the dropdown menu and choose [New Data Source...] to open the Data Source Setup screen
- HTTP Server Name is: analytics.planningmaestro.com
- Username is cloudmaestro\your username from Centage Support
- Password from Centage Support
- Click Connect to Server
- Choose the appropriate cube and click ok

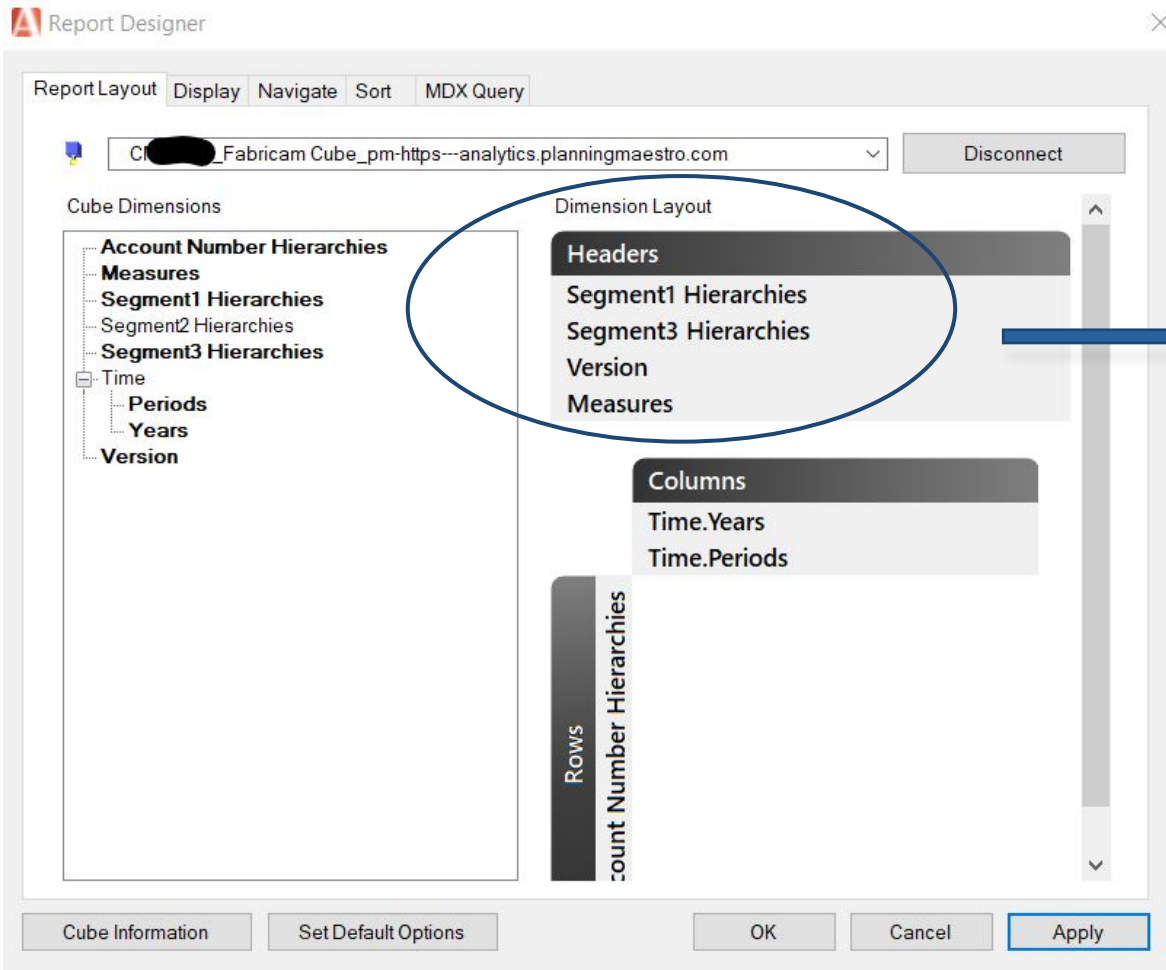


Report Designer

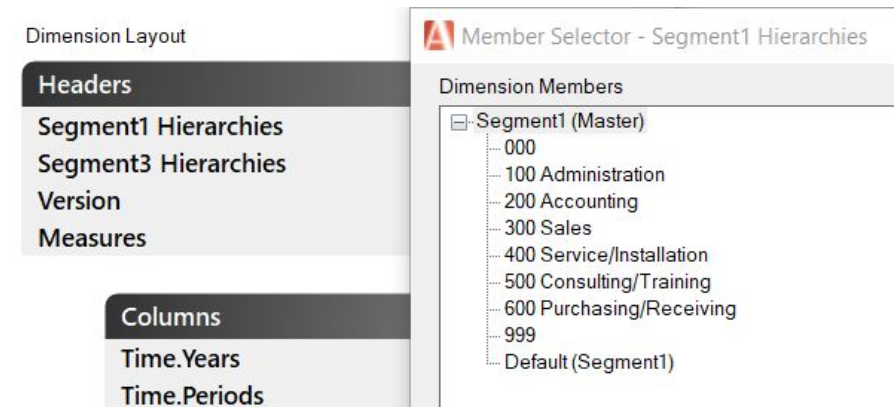


- The left-hand list is the dimensions from Centage
- The right-hand area is where a user will drag and drop the dimensions to create the layout of the report
- The dimensions in the Header will drive the entire report
- The dimensions in the Column area of the layout will dictate what data is displayed in each column
- The dimension(s) in the Rows will be the base of the report
- The report will result in the intersection of the data dimensions

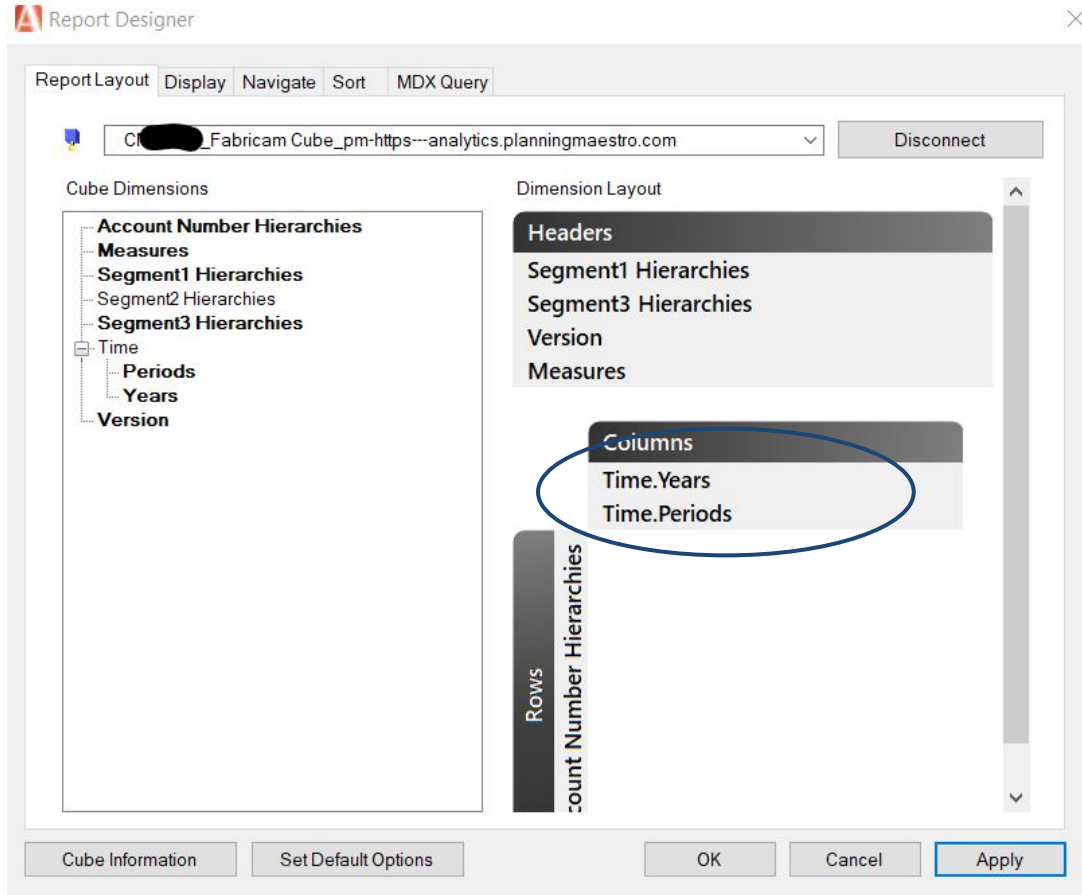
Working in Report Designer - Headers



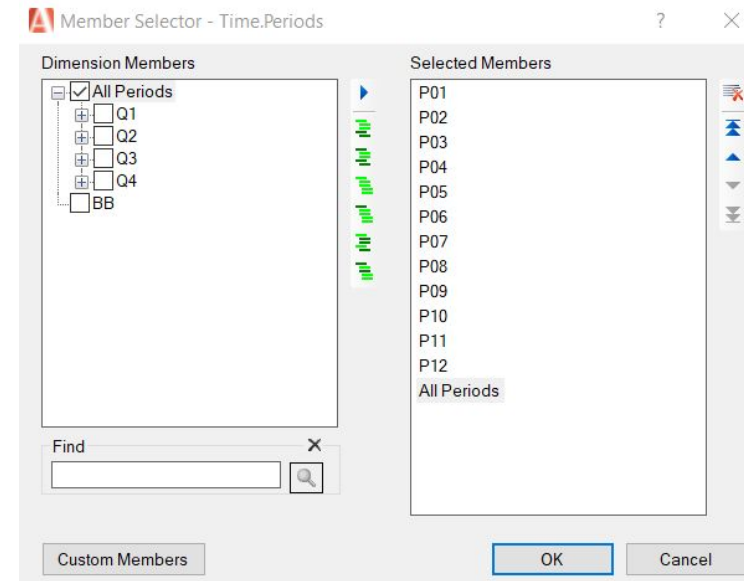
- Double click on the dimension in the Headers to open the members listing



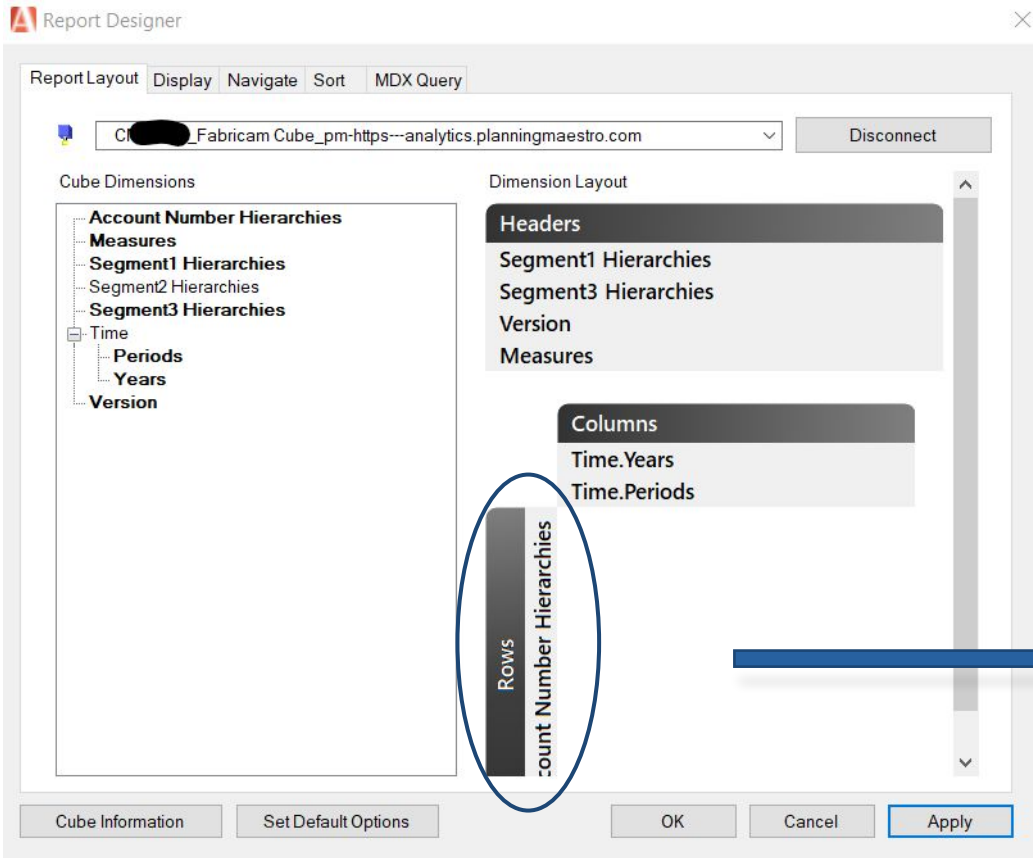
Working in Report Designer, Columns



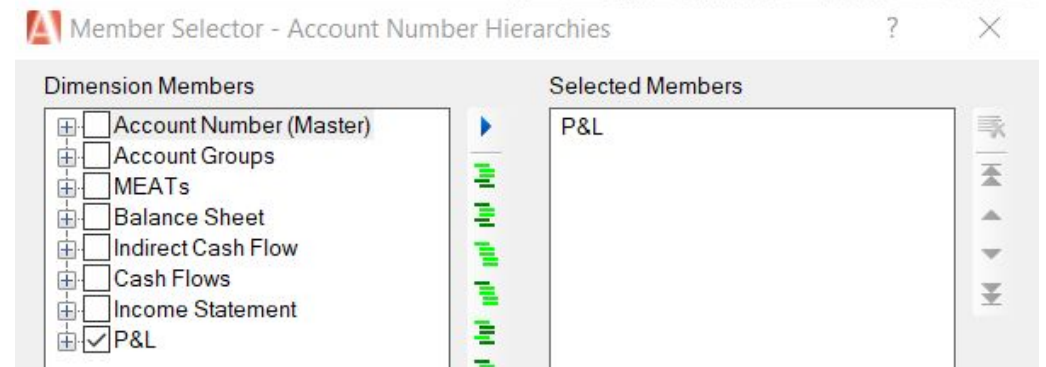
- In the columns, a user can choose multiple selections by double clicking on the dimension.
- Choose the desired dimensions members on the left, click on the blue arrow in the center and the members will appear in the Selected box to the right.



Working in Report Designer, Rows



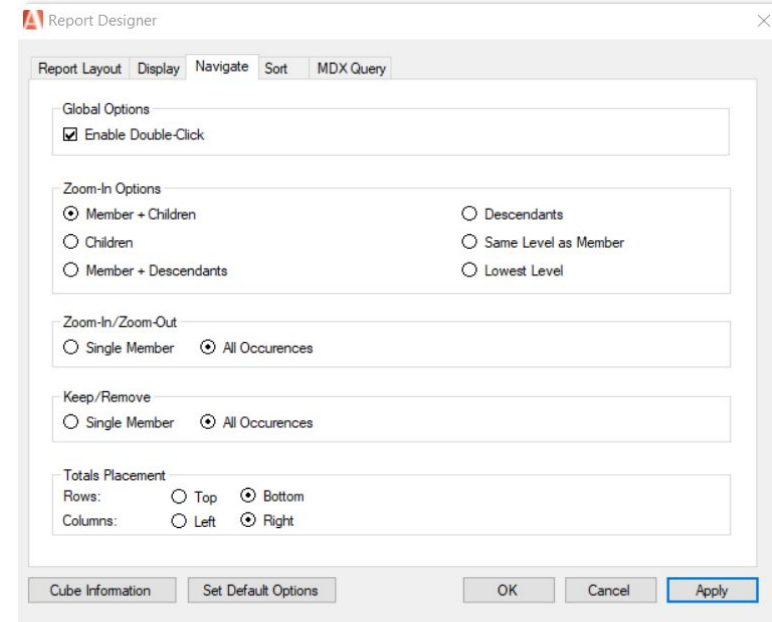
- In the Rows, a user can choose a single or multiple selections based on the report needed.
- Choose the desired dimensions members on the left, click on the blue arrow in the center and the members will appear in the Selected box to the right.





Report Presentation

- When the report initially runs, it will display at a high-level.
- To enable the double click, feature, a user can click on the Report Options icon, Navigate tab and click on the “Enable Double-Click”, click OK
- To expand the report to the appropriate level of detail, a user can double click on the report total line, in column A.



| Activity | | | | | | | | | | | | | | |
|-------------------|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|--|
| Segment1 (Master) | | | | | | | | | | | | | | |
| Segment3 (Master) | | | | | | | | | | | | | | |
| | Default Plan (Version) | | | | | | | | | | | | | |
| | 2020 | | | | | | | | | | | | | |
| | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P10 | P11 | P12 | All Periods | |
| P&L | 446396.9 | 881575.6 | 886410.7 | 881198.7 | 908443.7 | 862102.2 | 912466.9 | 909441.1 | 920928.2 | 914881.8 | 916510.2 | 914418.6 | 10354774 | |

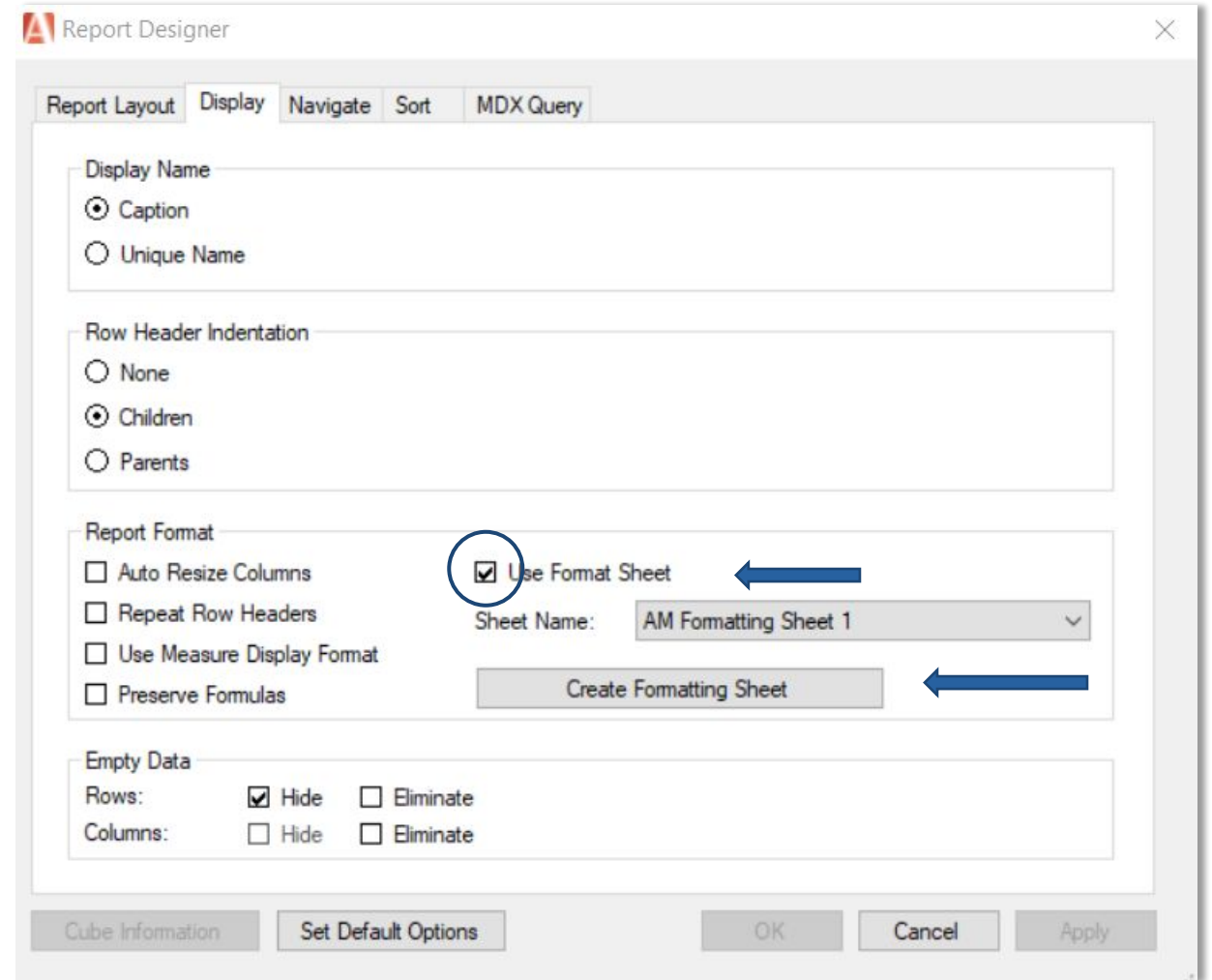
Expanding the Report

- The Analytics report can display varying levels of detail, based on the preference of the user.
- To gain more detail, the user will continue to double click on each of the categories, zooming into the report Hierarchy.
- The reporting hierarchies will display as the dimensions are pulled into the AM report
- Once the report is to the level of detail desired, a user can begin to insert additional rows or columns based on the presentation desired.
 - Please note, when inserting a row or column, be sure to Insert and Entire row or column.
- When the report has the general layout, formatting can begin.
- A user has a few options for formatting; excel formatting or using a format sheet

| | | | | | | | | | | | | | | |
|-------------------|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|--|
| Activity | | | | | | | | | | | | | | |
| Segment1 (Master) | | | | | | | | | | | | | | |
| Segment3 (Master) | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Default Plan (Version) | | | | | | | | | | | | | |
| | 2020 | | | | | | | | | | | | | |
| | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P10 | P11 | P12 | All Periods | |
| Revenue | 613671.7 | 164700 | 166700 | 168700 | 164100 | 214500 | 163700 | 168700 | 162900 | 166700 | 163100 | 163700 | 2481172 | |
| COGS | 23529.68 | 8333.333 | 8333.333 | 8333.333 | 8333.333 | 10021.92 | 8333.333 | 8333.333 | 8333.333 | 8333.333 | 8333.333 | 8333.333 | 116884.9 | |
| Gross Profit | 590142.1 | 156366.7 | 158366.7 | 160366.7 | 155766.7 | 204478.1 | 155366.7 | 160366.7 | 154566.7 | 158366.7 | 154766.7 | 155366.7 | 2364287 | |
| OpEx | 1036539 | 1037942 | 1044777 | 1041565 | 1064210 | 1066580 | 1067834 | 1069808 | 1075495 | 1073248 | 1071277 | 1069785 | 12719061 | |
| Net Income | -446397 | -881576 | -886411 | -881199 | -908444 | -862102 | -912467 | -909441 | -920928 | -914882 | -916510 | -914419 | -1E+07 | |
| P&L | 446396.9 | 881575.6 | 886410.7 | 881198.7 | 908443.7 | 862102.2 | 912466.9 | 909441.1 | 920928.2 | 914881.8 | 916510.2 | 914418.6 | 10354774 | |

How to format an Analytics Maestro Report

- Click on the Report Options icon
- In the Display tab, click “Create Formatting Sheet” and then click the Use Format Sheet box
- This will create a new tab in the report workbook called “AM Formatting Sheet 1”
- All formatting for the report will be placed on the format tab
- Other options that are available in this menu; Repeat Row headers, Preserve formulas and Hide Empty Data rows if desired



Using a Format Sheet

| A | Member Selector - Account Number Hiera... |
|-------------------|--|
| Activity | Dimension Members |
| Segment1 (Master) | <ul style="list-style-type: none"> Account Number (Master) Account Groups MEATs Balance Sheet Indirect Cash Flow Cash Flows Copy of AG IS Copy of AG IS Standard Income Statement P&L <ul style="list-style-type: none"> Net Income <ul style="list-style-type: none"> Gross Profit <ul style="list-style-type: none"> Revenue COGS OpEx |
| Segment3 (Master) | |
| | |
| | |
| | |
| | |
| US Sales | |
| Revenue | |
| | |
| COGS Manf. | |
| COGS | |
| Gross Profit | |
| | |
| Personnel | |
| Depreciation | |

P&L=Level 0
 Net Income = Level 1
 Gross Profit = Level 2
 Revenue = Level 3
 COGS = Level 3
 OpEx = Level 2

- The format sheet is based on the level of each dimension in the report hierarchy.
- For instance, in the report to the left, to format the RevenueLine, the Revenue line is Level 3.
- The formatting will be applied to all Level 3 lines; therefore, Revenue and COGS will be formatted the same.

| Level | Row Header | | | | | | | | | | | |
|----------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 8 | Level8 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 7 | Level7 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 6 | Level6 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 5 | Level5 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 4 | Level4 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 3 | Level3 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 2 | Level2 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 1 | Level1 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |
| 0 | Level0 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 | 1,234.56 |

Applying the Format Sheet

| Activity | | | | | | | | | | |
|---------------------|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| Segment1 (Master) | | | | | | | | | | |
| Segment3 (Master) | | | | | | | | | | |
| | Default Plan (Version) | | | | | | | | | |
| | 2020 | | | | | | | | | |
| | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | |
| US Sales | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | |
| Revenue | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | |
| COGS Manf. | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | |
| COGS | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | |
| Gross Profit | 590,142.05 | 156,366.67 | 158,366.67 | 160,366.67 | 155,766.67 | 204,478.08 | 155,366.67 | 160,366.67 | 154,566.67 | |
| 000-5100-00 Salari | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,623.33 | 21,983.33 | |
| 000-5400-00 FUTA T | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | |
| 100-5120-00 Bonus | 450.00 | 41.67 | 500.00 | 41.67 | 41.67 | 600.00 | 41.67 | 44.35 | 125.00 | |
| 100-5150-00 Emplo | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | |
| 400-5100-00 Salari | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | |
| 400-5120-00 Bonus | - | - | - | - | - | - | - | - | - | |
| 400-6120-00 Suppli | 1,811.59 | 3,623.19 | 10,000.00 | 7,246.38 | 9,057.97 | 10,869.57 | 12,681.16 | 14,492.75 | 16,739.13 | |
| 500-6160-00 Dues & | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | |
| 600-6170-00 Repair | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | |
| 600-6180-00 Rent E | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | |
| Personnel | 1,027,507.52 | 1,028,910.78 | 1,035,745.92 | 1,032,533.97 | 1,055,178.90 | 1,057,548.82 | 1,058,802.08 | 1,060,776.37 | 1,066,463.39 | |
| 000-6220-00 Deprev | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | |
| 000-6300-00 Amort | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | |
| Depreciation | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | |
| OpEx | 1,036,538.96 | 1,037,942.22 | 1,044,777.36 | 1,041,565.41 | 1,064,210.33 | 1,066,580.26 | 1,067,833.52 | 1,069,807.80 | 1,075,494.83 | |
| Net Income | (446,396.91) | (881,575.55) | (886,410.70) | (881,198.74) | (908,443.67) | (862,102.18) | (912,466.85) | (909,441.14) | (920,928.16) | |

- The formatting is applied to the format sheet
- Once the report is Refreshed, the formatting will be applied to the connected report
- The format sheet needs to have the appropriate number of Levels and Columns that is displayed in the report.
- A user can apply conditional formatting to the format sheet if needed

Working in the Report



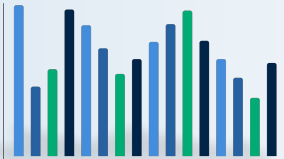
Use the Member Selector to change from one Dimension member to another (i.e., Change from P01 to P02 or 2020 to 2021)



Use the Replicate function to build multiple reports from one dimension (in the header)



Change the dimension layout between Headers, Columns and Rows to modify the report results



Report Examples

- The following reports are example layouts that can be built
- Each example has the “Report Designer” layout and the report view
- The actual results and layout will be based on the dimension and dimension members within the Centage plan



Report Results

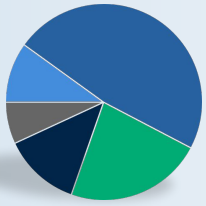
Monthly one Version

Headers
Measures
 Segment1 Hierarchies
 Segment3 Hierarchies

Columns
 Version
 Time.Years
 Time.Periods

Rows
 Int Number Hierarchies

| Activity | | | | | | | | | | | | | | |
|---------------------|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| | Default Plan (Version) | | | | | | | | | | | | | |
| | 2020 | | | | | | | | | | | | | |
| | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P10 | P11 | P12 | All Periods | |
| US Sales | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 163,700.00 | 2,481,171.73 |
| Revenue | 613,671.73 | 164,700.00 | 166,700.00 | 168,700.00 | 164,100.00 | 214,500.00 | 163,700.00 | 168,700.00 | 162,900.00 | 166,700.00 | 163,100.00 | 163,700.00 | 163,700.00 | 2,481,171.73 |
| COGS Manf. | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 116,884.94 |
| COGS | 23,529.68 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 10,021.92 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 116,884.94 |
| Gross Profit | 590,142.05 | 156,366.67 | 158,366.67 | 160,366.67 | 155,766.67 | 204,478.08 | 155,366.67 | 160,366.67 | 154,566.67 | 158,366.67 | 154,766.67 | 155,366.67 | 155,366.67 | 2,364,286.79 |
| 000-5100-00 Salari | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,463.33 | 18,623.33 | 21,983.33 | 21,983.33 | 21,823.33 | 22,143.33 | 235,800.00 | |
| 000-5400-00 FUTA T | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 590.07 | 7,080.84 | |
| 100-5120-00 Bonus | 450.00 | 41.67 | 500.00 | 41.67 | 41.67 | 600.00 | 41.67 | 44.35 | 125.00 | 125.00 | 125.00 | 125.00 | 2,261.02 | |
| 100-5150-00 Emplo | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (132.48) | (1,589.75) | |
| 400-5100-00 Salari | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 1,733.33 | 20,800.00 | |
| 400-5120-00 Bonus | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| 400-6120-00 Suppli | 1,811.59 | 3,623.19 | 10,000.00 | 7,246.38 | 9,057.97 | 10,869.57 | 12,681.16 | 14,492.75 | 16,739.13 | 14,492.75 | 12,681.16 | 10,869.57 | 124,565.22 | |
| 500-6160-00 Dues & | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 100.00 | |
| 600-6170-00 Repair | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 4,583.33 | 55,000.00 | |
| 600-6180-00 Rent E | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 1,020,833.33 | 12,166,666.67 | |
| Personnel | 1,027,507.52 | 1,028,910.78 | 1,035,745.92 | 1,032,533.97 | 1,055,178.90 | 1,057,548.82 | 1,058,802.08 | 1,060,776.37 | 1,066,463.39 | 1,064,217.01 | 1,062,245.42 | 1,060,753.82 | 12,610,684.00 | |
| 000-6220-00 Deprec | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 555.56 | 6,666.67 | |
| 000-6300-00 Amort | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 8,475.88 | 101,710.59 | |
| Depreciation | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 9,031.44 | 108,377.26 | |
| OpEx | 1,036,538.96 | 1,037,942.22 | 1,044,777.36 | 1,041,565.41 | 1,064,210.33 | 1,066,580.26 | 1,067,833.52 | 1,069,807.80 | 1,075,494.83 | 1,073,248.45 | 1,071,276.85 | 1,069,785.26 | 12,719,061.25 | |
| Net Income | (446,396.91) | (881,575.55) | (886,410.70) | (881,198.74) | (908,443.67) | (862,102.18) | (912,466.85) | (909,441.14) | (920,928.16) | (914,881.78) | (916,510.19) | (914,418.59) | (10,354,774.46) | |



Report Results

Current Month Vs YTD for one Version

Headers

- Time.Years
- Time.Periods
- Segment1 Hierarchies
- Segment3 Hierarchies

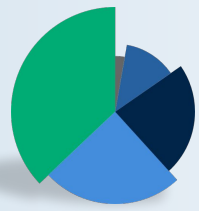
Columns

- Version
- Measures

Rows

Joint Number Hierarchies

| 2020 | | | |
|--|--|-----------------------|-----|
| P03 | <- Update Month with member Seector to refresh Monthly | | |
| | | | |
| | | Budget | |
| | | Current Month | YTD |
| US Sales | 166,700.00 | 945,071.73 | |
| Revenue | 166,700.00 | 945,071.73 | |
| COGS Manf. | 8,333.33 | 40,196.35 | |
| COGS | 8,333.33 | 40,196.35 | |
| Gross Profit | 158,366.67 | 904,875.38 | |
| 000-5100-00 Salaries and Wages | 18,463.33 | 55,390.00 | |
| 000-5400-00 FUTA Tax Expense | 590.07 | 1,770.21 | |
| 100-5120-00 Bonuses - Administration | 500.00 | 991.67 | |
| 100-5150-00 Employee Benefits - Administration | (132.48) | (397.44) | |
| 400-5100-00 Salaries and Wages - Service/Installation US | 1,733.33 | 5,200.00 | |
| 400-5120-00 Bonuses - Services/Installation US | - | - | |
| 400-6120-00 Supplies/Rental - Service/Installation | 10,000.00 | 15,434.78 | |
| 500-6160-00 Dues & Subscriptions - Consulting/Training | 8.33 | 25.00 | |
| 600-6170-00 Repairs & Maintenance - Purchasing/Receiving | 4,583.33 | 13,750.00 | |
| 600-6180-00 Rent Expense - Purchasing/Receiving | 1,000,000.00 | 3,000,000.00 | |
| Personnel | 1,035,745.92 | 3,092,164.22 | |
| 000-6220-00 Depreciation Expense - Machinery & Equipment | 555.56 | 1,666.67 | |
| 000-6300-00 Amortization - Software | 8,475.88 | 25,427.65 | |
| Depreciation | 9,031.44 | 27,094.31 | |
| OpEx | 1,044,777.36 | 3,119,258.54 | |
| Net Income | (886,410.70) | (2,214,383.15) | |



Report Results

Current Month Vs YTD for Two Versions

| Headers | |
|----------------------|--|
| Time.Years | |
| Time.Periods | |
| Segment1 Hierarchies | |
| Segment3 Hierarchies | |

| Columns | |
|----------|--|
| Measures | |
| Version | |

| Rows | Int Number Hierarchies |
|------|------------------------|
| | |

| | | | | |
|--|---|---------------------|---------------------|---------------------|
| 2020 | | | | |
| P03 | <- Update Month with member Seoector to refresh Monthly | | | |
| | Current Month | | YTD | |
| | Budget | Actuals | Budget | Actuals |
| US Sales | 166,700.00 | 171,701.00 | 945,071.73 | 515,103.00 |
| Revenue | 166,700.00 | 171,701.00 | 945,071.73 | 515,103.00 |
| COGS Manf. | 8,333.33 | 8,583.33 | 40,196.35 | 25,750.00 |
| COGS | 8,333.33 | 8,583.33 | 40,196.35 | 25,750.00 |
| Gross Profit | 158,366.67 | 163,117.67 | 904,875.38 | 489,353.00 |
| 000-5100-00 Salaries and Wages | 18,463.33 | 19,017.23 | 55,390.00 | 57,051.70 |
| 000-5400-00 FUTA Tax Expense | 590.07 | 607.77 | 1,770.21 | 1,823.32 |
| 100-5120-00 Bonuses - Administration | 500.00 | 515.00 | 991.67 | 1,545.00 |
| 100-5150-00 Employee Benefits - Administration | (132.48) | (136.45) | (397.44) | (409.36) |
| 400-5100-00 Salaries and Wages - Service/Installation US | 1,733.33 | 1,785.33 | 5,200.00 | 5,356.00 |
| 400-5120-00 Bonuses - Services/Installation US | - | - | - | - |
| 400-6120-00 Supplies/Rental - Service/Installation | 10,000.00 | 10,300.00 | 15,434.78 | 30,900.00 |
| 500-6160-00 Dues & Subscriptions - Consulting/Training | 8.33 | 8.58 | 25.00 | 25.75 |
| 600-6170-00 Repairs & Maintenance - Purchasing/Receiving | 4,583.33 | 4,720.83 | 13,750.00 | 14,162.50 |
| 600-6180-00 Rent Expense - Purchasing/Receiving | 1,000,000.00 | 1,030,000.00 | 3,000,000.00 | 3,090,000.00 |
| Personnel | 1,035,745.92 | 1,066,818.30 | 3,092,164.22 | 3,200,454.91 |
| Insurance | | | | |
| 000-6220-00 Depreciation Expense - Machinery & Equipment | 555.56 | 572.22 | 1,666.67 | 1,716.67 |
| 000-6300-00 Amortization - Software | 8,475.88 | 8,475.88 | 25,427.65 | 25,427.65 |
| Depreciation | 9,031.44 | 9,031.44 | 27,094.31 | 27,144.31 |
| OpEx | 1,044,777.36 | 1,075,849.74 | 3,119,258.54 | 3,227,599.22 |
| Net Income | (886,410.70) | (912,732.07) | (2,214,383.15) | (2,738,246.22) |