

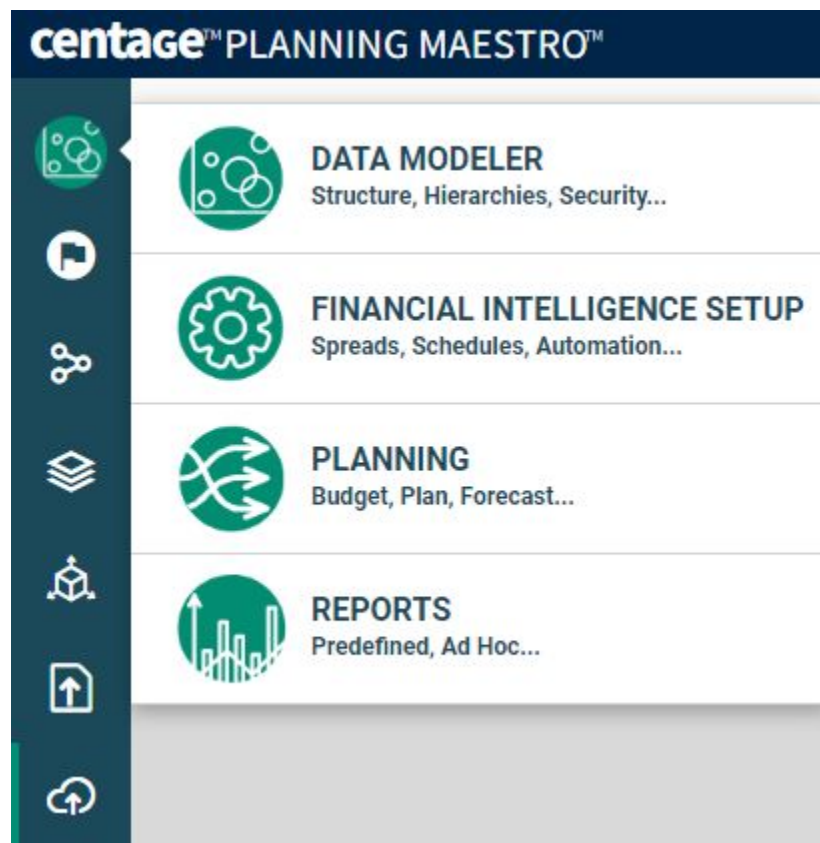
Planning Maestro Basic Navigation

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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

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PLANNING MAESTRO™

Username

Password

[Forgot password?](#)

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[Support](#) [Blog](#) [E-Learning](#)

- 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

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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.

Select Profile... 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

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

- 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

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FINANCIAL INTELLIGENCE SETUP

Spreads, schedules, automation methods and defaults

Current Plan: FAB

Planning Automation
Set up the defaults and automation for your planning activities

- Spread Methods
- Increase/Decrease Methods
- Allocation Methods
- Tiered Rates
- Default Settings

Balance Sheet Automation
Set up models for payments and receivables

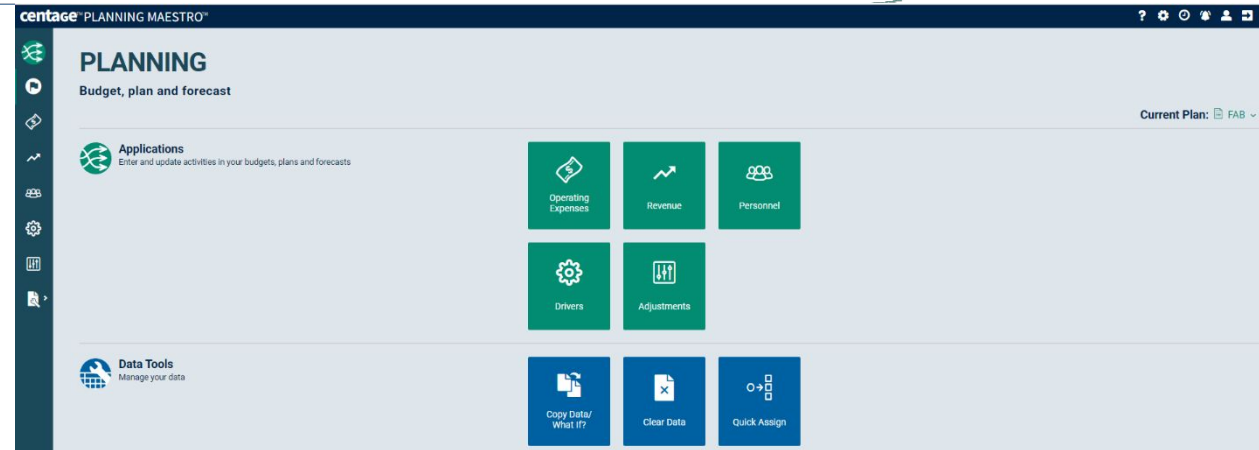
- Payment Schedules
- Receivable Schedules
- Work/Pay Schedules
- Recognition Schedules

Data Tools
Manage your data

- Copy Data/What If?
- Clear Data
- Quick Assign
- Quick Start
- Deploy Cube

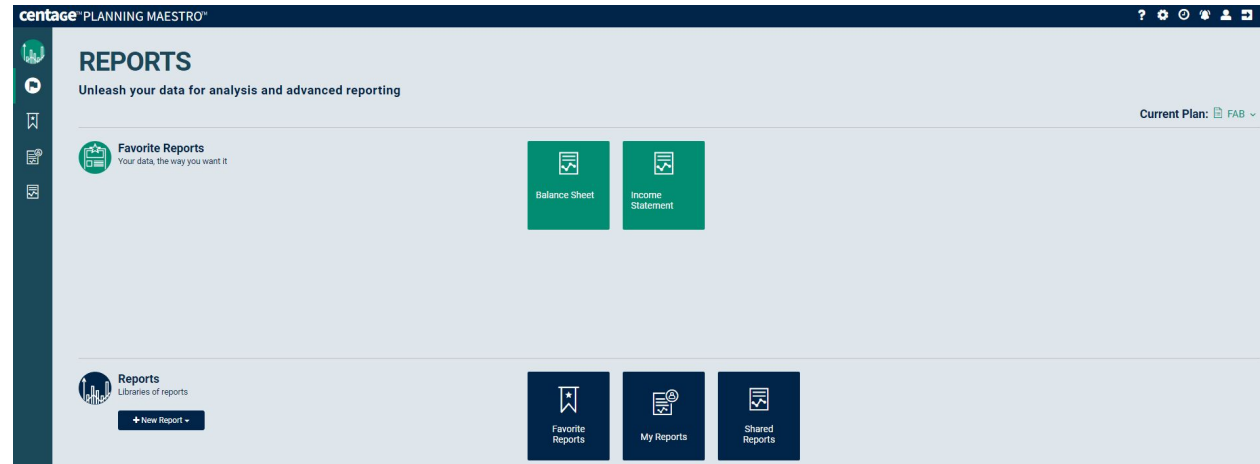
- **Planning Automation:**
 - **Spread Method:** A schedule for spreading an amount over a designated period
 - **Increase/Decrease Methods:** A schedule that can be built globally to increase/decrease multiple lines
 - **Allocation Methods:** Allows a value to be spread across a dimension other than 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.