

Analytics Maestro

QuickStart Guide (Start
Here)

Analytics Maestro is Centage's plug-in to Microsoft Excel, where you can run reports on your actuals and Planning Maestro data. Using Analytics Maestro enables you to export data from Planning Maestro and use Excel tools to study and analyze it.

This **QuickStart Guide** gives you, an Analytics Maestro user, a quick review of the major steps in setting up Analytics Maestro for the first time, including how to:

Prepare your Planning Maestro Plan

Set up Analytics Maestro
with Centage Support

Design a Basic Report in Analytics Maestro



PLEASE NOTE:

This document works like a map or Table of Contents; it links to other documents that explain each step of setting up Analytics Maestro reporting.

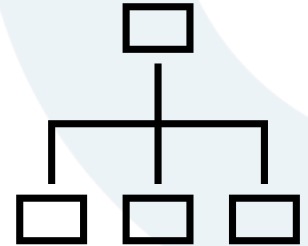
Preparing your Planning Maestro Plan

Follow steps 1-4 to prepare your Planning Maestro data for export to Analytics Maestro.



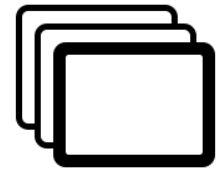
Set up your [Dimension Hierarchies](#) (organized views of data) in Planning Maestro.

In Analytics Maestro, these **Hierarchies** structure your reports (for example, determining the accounts in an Income Statement report).



Set up your [Version Dimension](#) (which contains your scenarios of data) in Planning Maestro.

You can import an Actuals **Version** from your General Ledger and create other **Versions**, such as a working budget **version** or various scenarios.



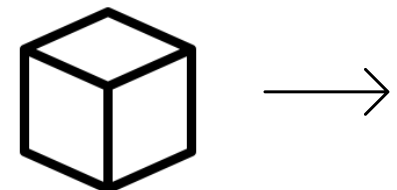
[Build your budget](#) in Planning Maestro.

Use the [Planning module](#) to add **Operating Expenses**, **Revenue**, **Personnel**, **Drivers**, and **Adjustments** to your Plan.



[Deploy a Cube.](#)

After setting up your **Dimension Hierarchies**, **Versions**, and budget in Planning Maestro, [deploy a Cube](#) to export that data to Analytics Maestro.



Setting up Analytics Maestro

with Centage Support

Follow steps 1-3 to work with Centage Support to set up Analytics Maestro on your desktop.



Receive a license.

You must receive **Analytics Maestro credentials** licensed and issued by **Centage Support**.



Receive login credentials.

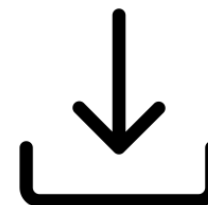
You must receive **username** and unique **password** from **Centage Support**.

Please Note: This username and password cannot be changed.



Download Analytics Maestro.

You must **download** and **install** **Analytics Maestro** to your desktop.



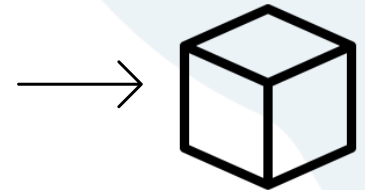
Running a Basic Report in Analytics Maestro

Follow steps 1-3 to run a basic report in Analytics Maestro.



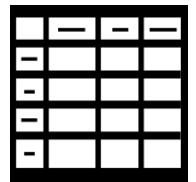
Connect to your Cube.

Use the **Report Designer** in Analytics Maestro to [connect to the Cube](#) you deployed from Planning Maestro.



Set up the structure of your report.

Use the **Report Designer** to [set up](#) the **Headers** (filters), **Columns**, and **Rows** of your report, and then run the report.



Review your report.

Use other tools such as the [double-click feature](#) to analyze your report.

