CORPORATE planner

Get the picture.
Navigate your company to success.

With the flexible Management Planning and Information System

CORPORATE PLANNER®

Quick Guide – Getting Started in Minutes

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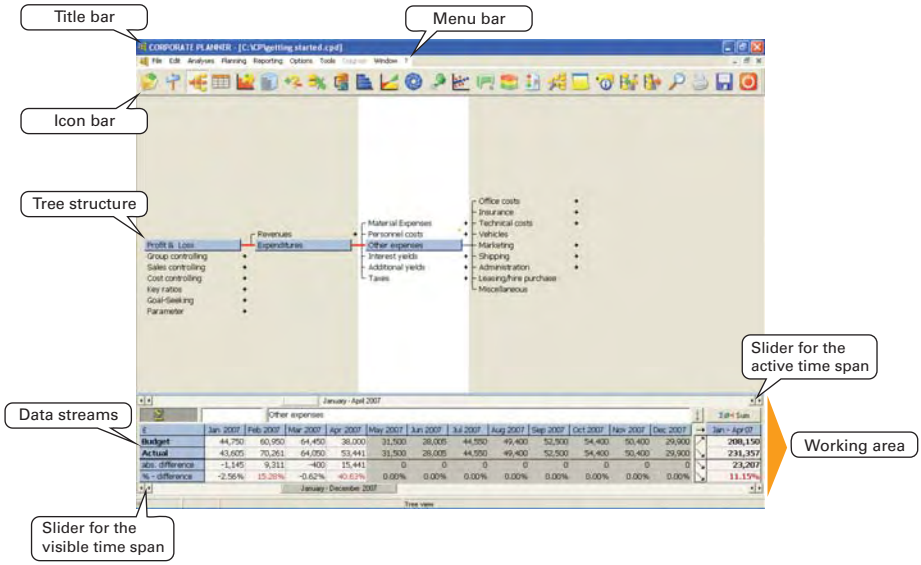
1. The tree structure

Open the example file **GETTING STARTED.CPD.** You start in the main, tree structure window.
Take a closer look at the **three areas** of the **main screen:**

- **Title, menu and icon bar (the upper area)**
- **Tree structure (the middle area)**
- **Data rows, time span bars and status line (the lower area, working area)**

Use the cursor keys or the mouse to move to different fields in the tree structure and examine the make-up of the various branches.



Many functions can be called either via **menus** or from the **icon bar.** An overview of the different menus is provided on the last page of this leaflet.

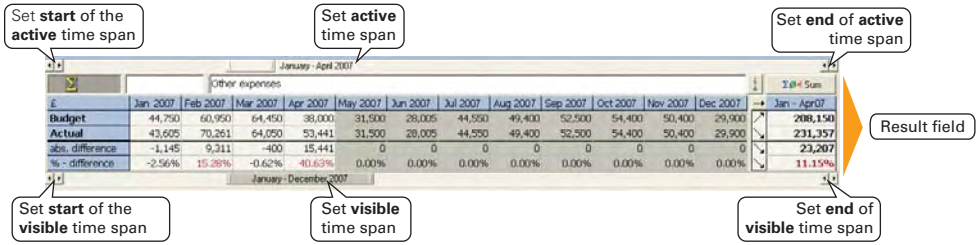
In CORPORATE PLANNER®, the **tree structure** shows how each individual field contributes to the total.

Here you can also see the **hierarchy levels** (parent and subsidiary fields, etc.). Tree structures can be individually designed, re-arranged and annotated, and the data fields can be freely defined and calculated. Functions such as the **automatic tree build** ensure that structures can be quickly, easily and flexibly created, even by users with no programming knowledge, and viewed from several different perspectives.

The data for the currently chosen field in the tree structure is displayed in the **data rows** at the bottom of the screen. Take a closer look at this area.

2. The data rows

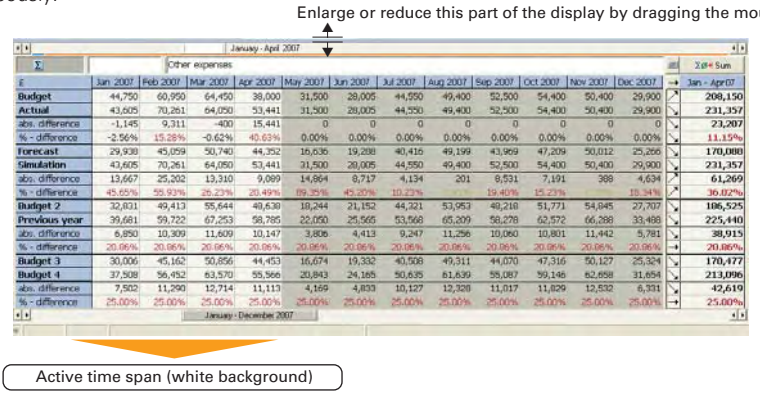
Via the fields **Profit & Loss** and **Expenditures,** click on the field **Other expenses.** The lower part of the tree structure window now looks like this:



In this example, the two data streams **Budget** and **Actual** are shown. There are a **total of eight data streams** to choose from, which can be renamed as required. The upper data stream (in this case **Budget**) is called the **reference stream** and the lower one (in this case **Actual**) the **comparison stream.** The comparison of the two streams is shown in the **two analysis rows** underneath as the **absolute and relative variance.** There are other analysis possibilities here, too. Another feature is the setting of so-called **warning limits** in the system, so that, for example, planning variances above a certain level can be shown in colour **(early warning system).**

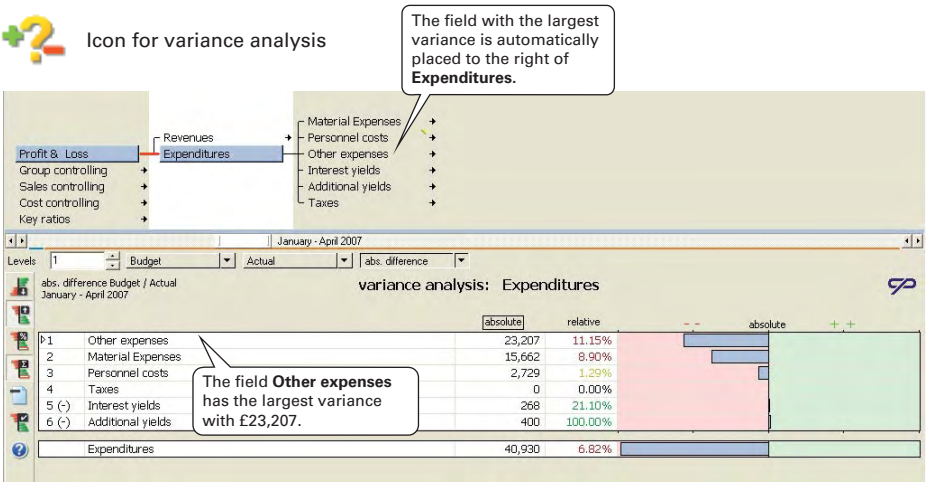
To the right of the data and analysis rows you can see the **result field.** The results shown here depend, as with the data and analysis rows, on the currently **chosen field** in the tree structure (here **Other expenses**) and on the **selected active time span.** Using the two sliders above and below the data rows, the **active** (upper slider) and **visible** (lower slider) time spans can be set. The visible time span is the period of time **currently displayed** on the screen (months, quarters, thirds, half-years, years; here **Jan-Apr 2007**). The active time span is the period **used for analyses, reports, etc.,** and **which gives the values** shown in the result field (here **Jan-Apr 2007**).

Dragging the mouse up from the marked location allows all eight data streams to be shown simultaneously:



3. The Variance Analysis

Click on the field **Profit & Loss** and then on **Expenditures.** Your active time span is still set to **Jan-April 2007.** You would like to find out why your **actual expenses** exceed the **budget** in this time span by a good **£40,000.00.** To do this, you can call up the **variance analysis** using the appropriate icon or the **analyses menu.**



In the next window, you can see that the **subsidiary fields** under **Expenditures** are sorted according to the size of their variances. You can see that the main cause of the variances can be found in **Other expenses.** You can now click on this field, which the system has **automatically placed** directly to the right of its parent field, to see the next largest variance **(Technical costs).** Using this drill-down technique, you can find the main source of the existing variances (here **high repair costs**): **(Profit & Loss -> Expenditures -> Other expenses -> Technical costs -> Repairs).**

Here, too, you can use the **warning colours feature,** based on **freely-definable warning limits** to highlight variances over a certain limit.

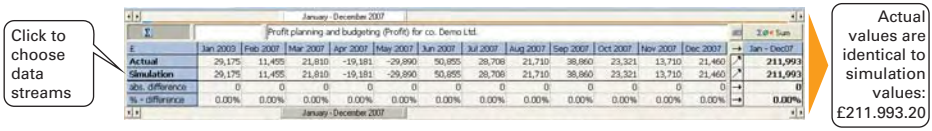
You can not only show the variances sorted by **absolute value** in **decreasing** order. They can also be displayed in **increasing** order and as **relative** (percentage) values.

The desired options are chosen using the buttons on the left of the screen. Click on the **tree structure icon** to return to the main view.

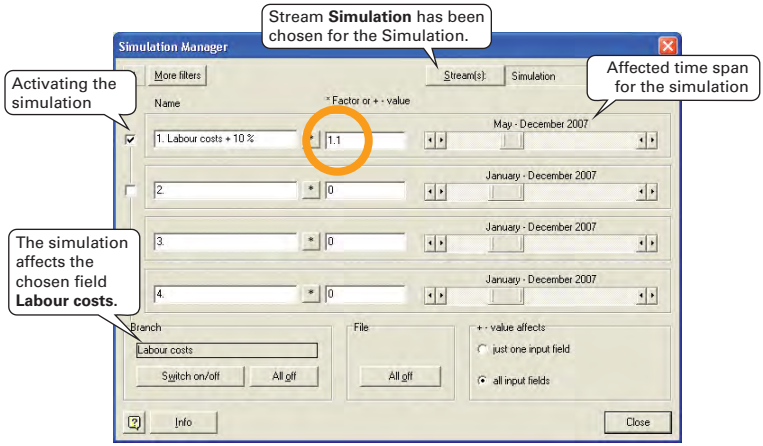
Perhaps you are now considering in which areas you could make savings to improve your operating result. You would like to see what the effects of payroll savings would be. Such **'What if...?'** questions can easily be answered with CORPORATE PLANNER®'s **simulation function,** which you will get to know next.

4. Simulation / 'What if...?...' scenarios

First select the field **Profit & Loss** in the **tree structure.** Select instead of the data stream **Actual** the data stream **Simulation** and instead of **Budget** the stream **Actual.** Set the active time span to **Jan-Dec 2007.** Now move in the tree structure to the field **Labour costs (Profit & Loss -> Expenditures -> Personnel costs -> Labour costs)** and call up the simulation function by clicking on the **symbol for simulation** or using the appropriate **analyses menu option.**



The window '**Simulation Manager**' appears. First choose the **data stream** in which the simulation is to be carried out (here **Simulation**) by clicking on the button right at the top '**Stream(s)**'.



Choose a title for the planned simulation (here: Labour costs + **10 %**) and use the arrow buttons to set the simulation time span (here **May - December 2007**). As '**Factor**' put '**1.1**'. Finally, activate the little box to the left of the simulation description and click on '**Switch on/off**'. The simulation is **now active.** All the simulation-affected fields in the tree structure are now **shown in blue.** When looking at the data streams at the bottom you will see the increase of 10 % in the analysis row **% - Difference.** Now click again on the field **Profit.** The sum on the right is now for the whole year **£173,493.20.**

To return to the previous values, call up the simulation window again and deactivate the simulation by clicking on the button '**File: All off**'. All simulated values can, of course, also be saved.

With this feature you can carry out diverse simulations for any tree fields you wish and also **display their effects** with the help of the **Graphics Manager,** compare them with each other and proceed in a goal-oriented manner. In the end, please switch the data streams back to **Budget** and **Actual.**

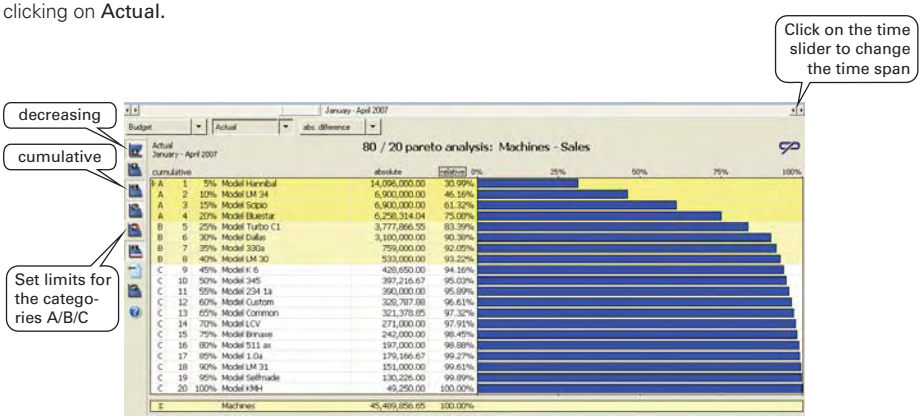
5. The 80/20 Pareto Analysis

With the help of the 80/20 analysis you can **rank and display,** products (for example) in **increasing** or **decreasing order** (e.g., top products, shelf sitters, cost drivers, etc.). The 80/20 analysis can be used for any field in the tree structure which has subsidiary fields. The main areas of use are in **sales, turnover planning,** and **materials.** For example, you may want to know **how much turnover** you made with **which machine** up to April 2007, or which machines, as category A, B or C, are important, less important or unimportant.

Click on the field **Machines (Sales controlling -> Product2 -> Machines)** and set the active time span with the help of the arrow buttons back to **Jan-April 2007.**

Icon for the 80/20 analysis.

Click on the 80/20 icon and the analysis is shown immediately. Activate the classical 80/20 pareto analysis by choosing the buttons **'decreasing'** and **'cumulative'** on the left. Look at the actual figures by clicking on **Actual.**



You can see at a glance that the machine type Hannibal alone creates 30.99 % of turnover and that the four A-rated articles together make up ca. 75 % of turnover. There are four category A articles and four in category B. All the others belong to category C. Take a look at the other sort options **(increasing, not cumulated)** on the left of the window. Click on the **icon for tree structure** (overview) on the left of the icon bar to return to the main view.

6. The Break-Even Analysis

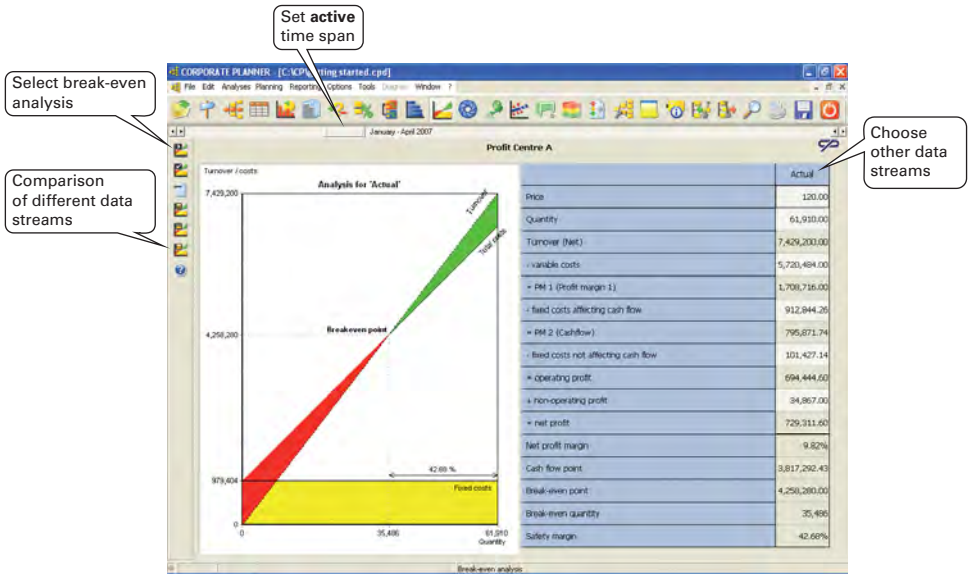
In the break-even analysis you can see the **relationship** between **turnover, costs (fixed and variable), profit** and **efficiency (units produced and sold).** Crucial to the calculation of the Break-Even Point is that your tree structure is so constructed that it contains at least **fields for turnover** (or **price** and **amount**) as well as **variable and fixed costs.**

Look at the structure of the **Sales controlling tree.** You can see that there are two **profit centres** here, whose structures fulfil the requirements of the break-even analysis. Make sure that the active time span is set to **Jan-April 2007** and click on the **icon for break-even analysis** or choose this from the **analyses menu.** Choose **profit centre A.**

Icon for break-even analysis

As well as **price, amount, turnover, variable and fixed costs** you can see the important analysis results: the **Break-Even Point,** the **safety margin,** the **Cash-Flow Point** and the **profitability.** Click on '**Compare**', to get a direct comparison of the data streams in the data rows (here **Budget, Actual** and their **variances**).

Click on the **tree structure icon** to return to the main view.

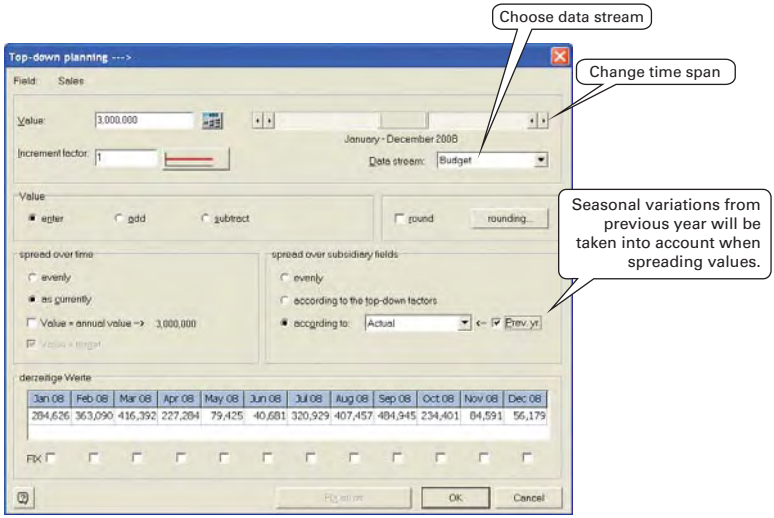


7. Budgeting in CORPORATE PLANNER®

In CORPORATE PLANNER®, both **bottom-up** and **top-down planning** are available, to ensure quick and effective budgeting for all enterprise areas. Apart from planning with the help of the budgeting functions, values can also be entered simply and easily **directly** into the **data rows of individual data input fields,** either in the **main tree view** or in the **spreadsheet view.** Other planning tools available include the **trend analysis functions** and the **goal-seeking algorithm.**

Using **top-down planning, budget figures for 2008** are to be distributed in the result tree. Use the time sliders to set the visible and active time spans to **Jan-Dec 2008**. The background of all the data rows is now **white.** Move to the field **Sales (Profit & Loss -> Revenues -> Sales)** and click on the **symbol for planning** or choose the **Option 'Top-down/Bottom-up'** from the planning menu.

Icon for planning, distribute values

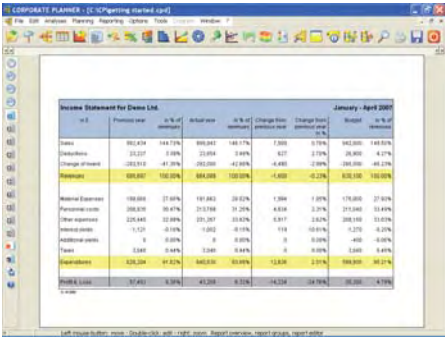


Check the planning period **(Jan-Dec 2008)** and the planning stream **(Budget).** For 2008, **£3,000,000** is expected in **turnover,** which is to be spread over the months according to last year's actual figures. Type in **'3,000,000'** (or simply 3M) next to **'Value'** and activate the options **'Value: enter', 'Spread over time: as currently', 'according to: Actual'** and **'Prev. yr.'.** Click on **'OK'.** You can see £3,000,000 in the result field of the Actual data row and the distribution according to the previous year's values in the individual months. Unless you are currently on a so-called **'parent field'** or an **'end field'** at the right of the tree which is automatically calculated (i.e. not a data input field), you can use the **bottom-up planning,** which functions in a similar manner.

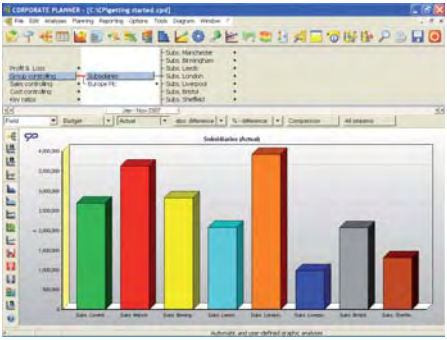
Now set the **active time** span back to **Jan-Apr 2007** and the **visible time** span back to **Jan-Dec 2007.**

8. Evaluations and Reporting

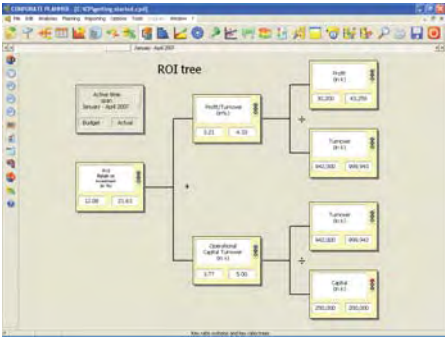
Here is a selection of export possibilities from CORPORATE PLANNER®, which enable you to make a perfect presentation of information. Reports, analyses, etc., can be passed on to MS-Office products, converted to HTML-Format for the Internet/Intranet or saved in pdf format and sent by e-mail.
You can ...



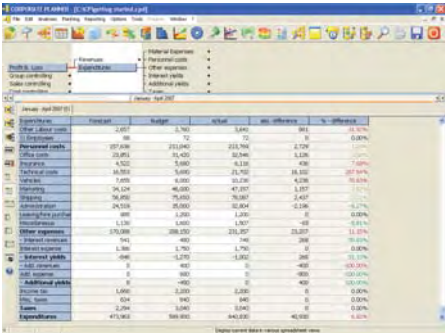
... create your **own reports** for your accounts, e.g., monthly statement, financial plans and balances and show them with a single click. To create your own reports, you can also use the report template file TEMPLATE.CPD, which comes with many example reports!



...use **graphics,** which can be saved with your files, to display results professionally or simulate different outcomes and compare them on screen using the graphics module.



... call up accounting and economic **key ratio systems** (e.g. ROI, ROE, ROCE - DuPont) for different time spans in seconds.



... show ad hoc reports for any branch in the **spreadsheet view,** with various display possibilities.

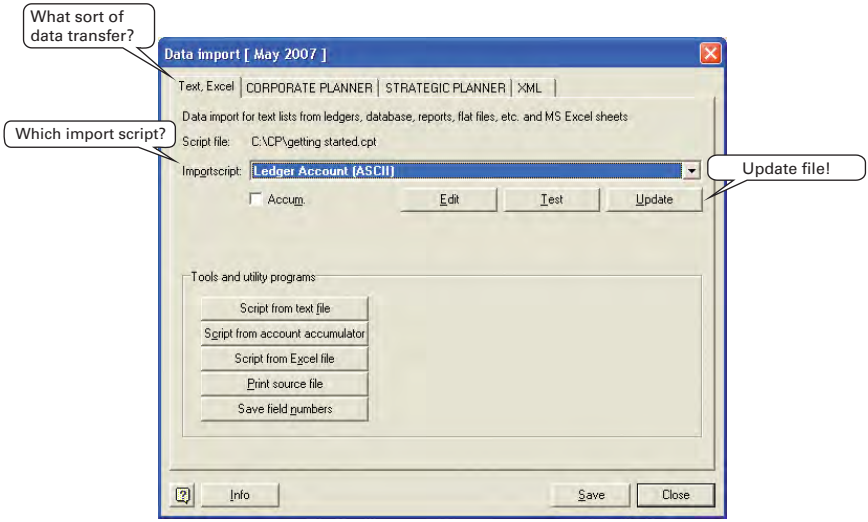
9. The Data Transfer Possibilities

Connecting CORPORATE PLANNER® to an external system via an **automatically generated import script** requires no programming knowledge. You can transfer data between CORPORATE PLANNER® and

- external applications (e.g., from your accounting package) via **ASCII lists** or **Excel spreadsheets.**
- other systems via **XML-integrations**
- other **CORPORATE PLANNER®** databases using **inter-file link fields**
- the strategic planning system **STRATEGIC PLANNER®** in both directions

Icon for data import and updating

The **Profit & Loss tree** contains an example of an already generated import script. Place the cursor on the field **Sales A (Profit & loss -> Revenues -> Sales -> Sales A).** You can see an **Actual value** in **May 2007** of £60,000.00. Click on the **icon for data import** or on '**Import data...**' in the database menu.

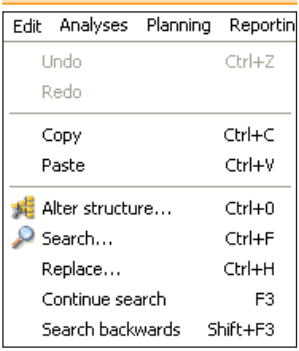


Choose the import script '**Ledger Account (ASCII)**' and click on '**Update**'. In the following window you may see some **error or warning messages,** should any occur. The file will be updated when you click on '**OK**' in this window. You can now see a **different Actual value** for the field **Sales A** for **May 2007.**

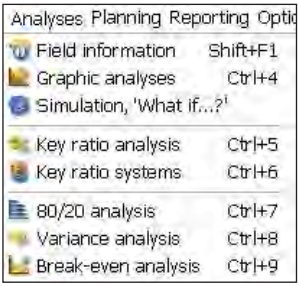
10. The Menus at a Glance

Commands for the current file

Edit current file

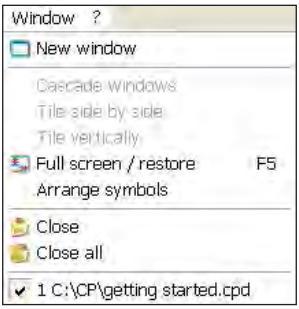


Conduct analysis

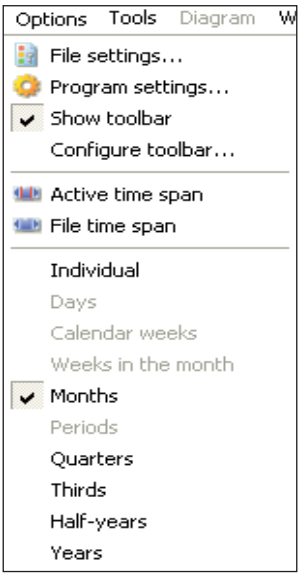


Carry out planning

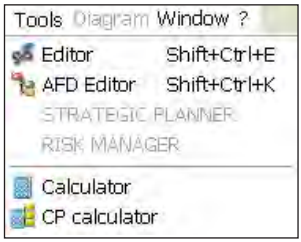
Set order / view options for open windows



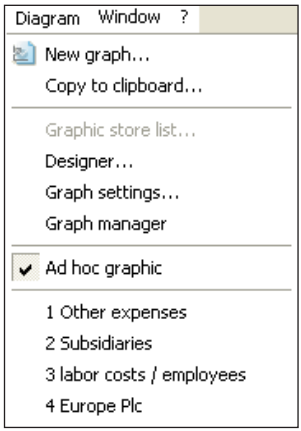
Additional tools



Various other options



Graphic settings



Present information

With our 'Quick Guide' you get a short overview of the most important functions in CORPORATE PLANNER® and an idea of its simple, intuitive operation.

If you would like to get to know CORPORATE PLANNER® better, just give us a call!

We'll be glad to help you!

Supplied by:

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TO SUCCEED IN BUSINESS

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