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 Navigate your company to success.

With the flexible Management
 Planning and Information System

CORPORATE PLANNER®



Quick Guide -
 Getting Started in Minutes

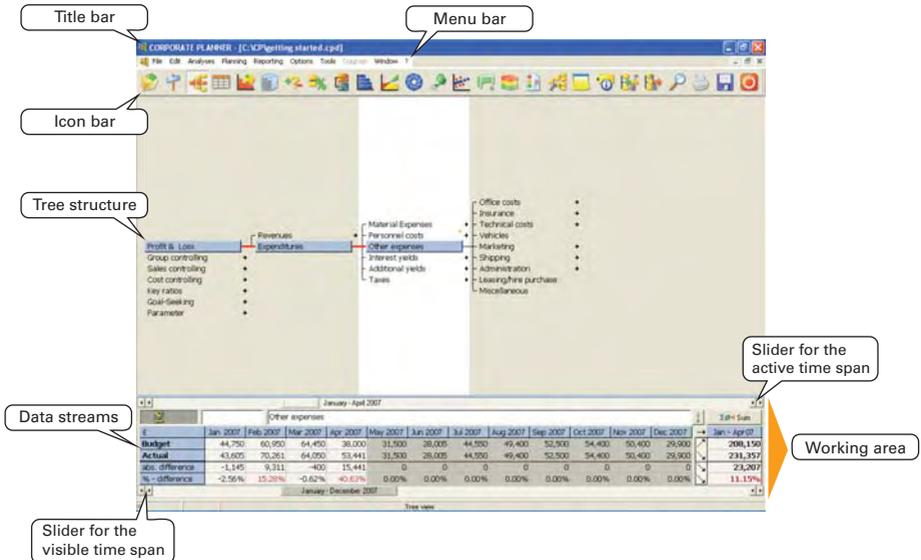
1. The tree structure

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:

	Jan 2007	Feb 2007	Mar 2007	Apr 2007	May 2007	Jun 2007	Jul 2007	Aug 2007	Sep 2007	Oct 2007	Nov 2007	Dec 2007	Jan-Apr 07
Budget	44,750	60,950	64,450	38,000	31,500	28,005	44,550	49,400	52,500	54,400	50,400	29,900	208,150
Actual	43,605	70,261	64,050	53,441	31,500	28,005	44,550	49,400	52,500	54,400	50,400	29,900	231,357
abs. difference	-1,145	9,311	-400	15,441	0	0	0	0	0	0	0	0	23,207
% - difference	-2.56%	15.26%	-0.62%	40.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.15%

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:

Enlarge or reduce this part of the display by dragging the mouse.

	Jan 2007	Feb 2007	Mar 2007	Apr 2007	May 2007	Jun 2007	Jul 2007	Aug 2007	Sep 2007	Oct 2007	Nov 2007	Dec 2007	Jan-Apr 07
Budget	44,750	60,950	64,450	38,000	31,500	28,005	44,550	49,400	52,500	54,400	50,400	29,900	208,150
Actual	43,605	70,261	64,050	53,441	31,500	28,005	44,550	49,400	52,500	54,400	50,400	29,900	231,357
abs. difference	-1,145	9,311	-400	15,441	0	0	0	0	0	0	0	0	23,207
% - difference	-2.56%	15.26%	-0.62%	40.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.15%
Budget 2	32,831	49,413	55,644	48,639	18,244	21,152	44,321	53,953	48,218	51,771	54,845	27,707	186,525
Previous year	39,661	59,722	67,253	58,785	22,050	25,565	53,568	65,209	58,278	62,572	66,288	33,488	225,440
abs. difference	6,869	10,309	11,609	10,147	3,806	4,413	9,247	11,286	10,060	10,801	11,442	5,781	38,915
% - difference	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%
Simulation	43,605	70,261	64,050	53,441	31,500	28,005	44,550	49,400	52,500	54,400	50,400	29,900	231,357
abs. difference	13,667	25,202	13,310	9,099	14,864	8,717	4,134	201	9,531	7,191	398	4,634	61,269
% - difference	45.65%	59.53%	36.23%	20.49%	49.35%	45.25%	10.23%	19.40%	15.23%	15.34%	15.34%	15.34%	30.02%
Budget 4	37,508	56,492	63,570	55,566	20,843	24,165	50,835	61,639	58,087	59,146	62,658	31,854	213,096
abs. difference	7,502	11,290	12,714	11,113	4,169	4,833	10,127	12,328	11,017	11,829	12,532	6,331	42,619
% - difference	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%

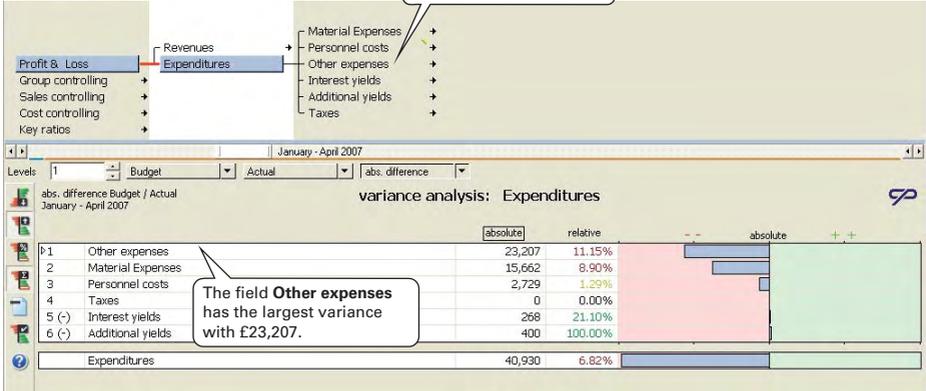
Active time span (white background)

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** exceeded 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.

 **Icon for variance analysis**

The field with the largest variance is automatically placed to the right of **Expenditures**.



	abs. difference Budget / Actual	absolute	relative	absolute
1	23,207	23,207	11.15%	
2	15,662	15,662	8.90%	
3	2,729	2,729	1.29%	
4	0	0	0.00%	
5 (-)	268	268	21.10%	
6 (-)	400	400	100.00%	
Expenditures	40,930	40,930	6.82%	

The field **Other expenses** has the largest variance with **£23,207**.

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.

Click to choose data streams

	Jan 2007	Feb 2007	Mar 2007	Apr 2007	May 2007	Jun 2007	Jul 2007	Aug 2007	Sep 2007	Oct 2007	Nov 2007	Dec 2007	Jan - Dec 07
Actual	29,175	11,495	21,810	-19,181	-29,990	90,995	28,706	21,710	38,660	23,321	13,710	21,460	211,993
Simulation	29,175	11,495	21,810	-19,181	-29,990	90,995	28,706	21,710	38,660	23,321	13,710	21,460	211,993
abs. difference	0	0	0	0	0	0	0	0	0	0	0	0	0
% - difference	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Actual values are identical to simulation values: £211.993.20

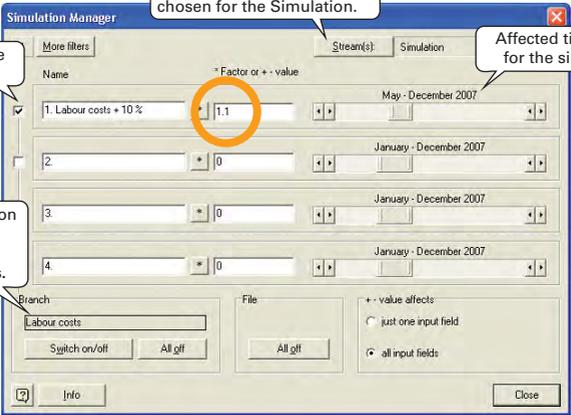
The window **'Simulation Manager'** appears. First choose the **data stream** in which the simulation is to be carried out (here **Simulation**) by clicking on the button right at the top **'Stream(s)'**.

Stream **Simulation** has been chosen for the Simulation.

Activating the simulation

Affected time span for the simulation

The simulation affects the chosen field **Labour costs**.



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

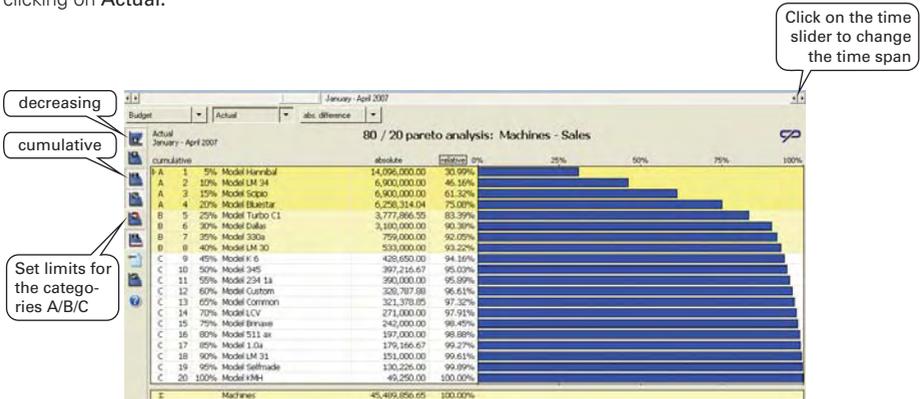
category A, B or C, are important, less important or unimportant.

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

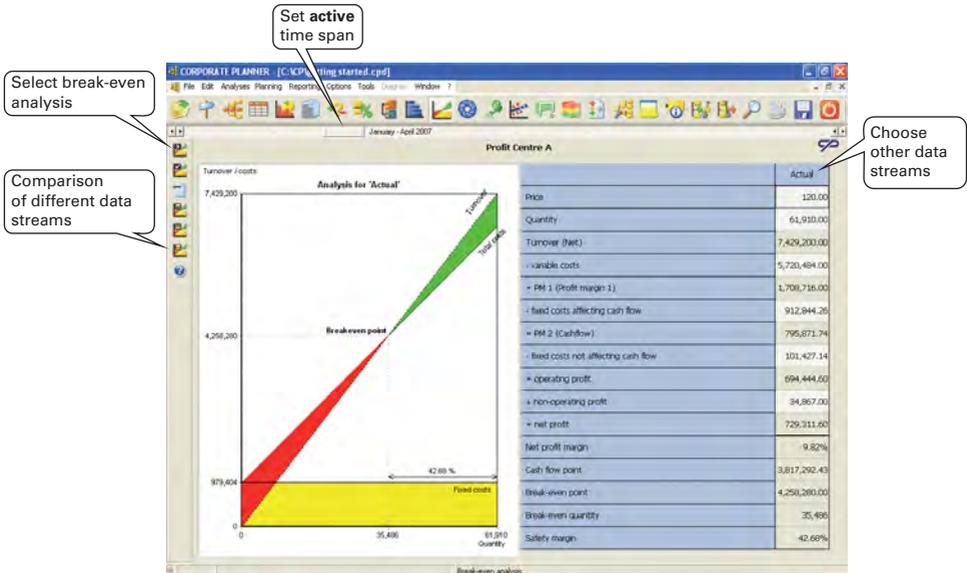
choose this from the analyses menu. Choose profit centre A.



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

Choose data stream

Change time span

Seasonal variations from previous year will be taken into account when spreading values.

Jan 08	Feb 08	Mar 08	Apr 08	May 08	Jun 08	Juli 08	Aug 08	Sep 08	Oct 08	Nov 08	Dec 08
284,626	363,090	416,392	227,284	79,425	40,681	320,929	407,457	484,945	234,401	84,591	56,179

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 distri-

bution 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.

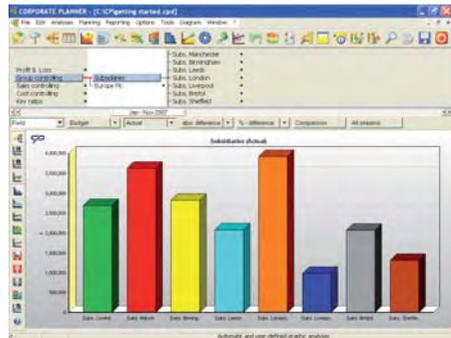
Now set the **active time** span back to **Jan-Apr 2007** and the **visible time** span back to **Jan-Dec 2007**.

8. Evaluations and Reporting

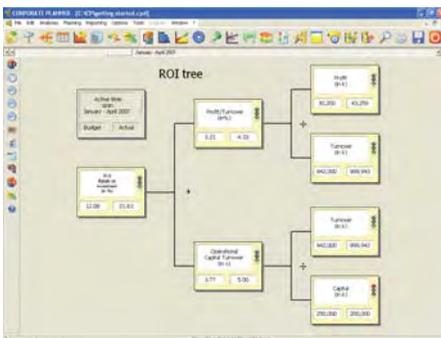
Here is a selection of export possibilities from CORPORATE PLANNER®, which enable you to make a perfect presentation of information. Reports, analyses, etc., can be passed on to MS-Office products, converted to HTML-Format for the Internet/Intranet or saved in pdf format and sent by e-mail. You can ...

Income Statement for Delta Ltd.		January - April 2007						
in €	Promised var.	% of difference	Actual var.	% of difference	Change from promised	Change from budgeted	Result	% of difference
Revenues	502,474	144.77%	899,897	180.71%	3,976	0.7%	395,000	149.51%
Cost of sales	232,077	8.08%	233,858	9.84%	827	0.35%	28,800	4.21%
Change of price	-203,910	-47.76%	-202,500	-42.05%	1,400	-0.70%	100,000	-18.24%
Revenue	298,564	100.00%	666,398	122.69%	4,400	-0.23%	6,200	141.02%
Material Expenses	-198,800	27.84%	-197,862	28.91%	1,938	1.02%	176,000	27.61%
Personnel costs	-200,000	30.47%	-212,000	31.23%	12,000	2.2%	37,000	18.49%
Other expenses	-235,840	35.89%	-225,267	33.61%	10,573	-4.5%	308,100	53.01%
Interest costs	-1,520	-0.16%	-1,500	-0.16%	19	-0.001%	-5,275	-0.25%
Provisions/conting.	0	0.00%	0	0.00%	0	0.00%	400	0.04%
Taxes	5,847	0.44%	5,340	0.34%	-5,000	-1.0%	5,000	0.81%
Depreciations	120,204	17.31%	140,516	20.49%	12,824	2.1%	188,000	30.21%
Other income	30,400	9.39%	41,000	9.31%	4,200	14.78%	10,000	4.17%

... 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.

Accounting	Budget	Actual	var. difference	% difference
Subdivisions	2,000	2,760	760	38.0%
Other income	0	72	72	0.00%
Personnel costs	-207,000	-212,000	-5,000	-2.39%
Material costs	-198,800	-197,862	938	-0.47%
Provisions	0	-1,500	-1,500	0.00%
Taxes	5,847	5,340	-507	-8.67%
Depreciations	120,204	140,516	20,312	16.89%
Interest costs	-1,520	-1,500	20	-1.32%
Other expenses	-235,840	-225,267	10,573	-4.49%
Revenue	298,564	666,398	367,834	123.17%
Subtotal	1,000	1,000	0	0.00%
Other income	30,400	41,000	10,600	34.87%
Personnel costs	-200,000	-212,000	-12,000	-6.00%
Material costs	-198,800	-197,862	938	-0.47%
Provisions	0	-1,500	-1,500	0.00%
Taxes	5,847	5,340	-507	-8.67%
Depreciations	120,204	140,516	20,312	16.89%
Interest costs	-1,520	-1,500	20	-1.32%
Other expenses	-235,840	-225,267	10,573	-4.49%
Revenue	298,564	666,398	367,834	123.17%
Other income	30,400	41,000	10,600	34.87%
Personnel costs	-200,000	-212,000	-12,000	-6.00%
Material costs	-198,800	-197,862	938	-0.47%
Provisions	0	-1,500	-1,500	0.00%
Taxes	5,847	5,340	-507	-8.67%
Depreciations	120,204	140,516	20,312	16.89%

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

9. The Data Transfer Possibilities

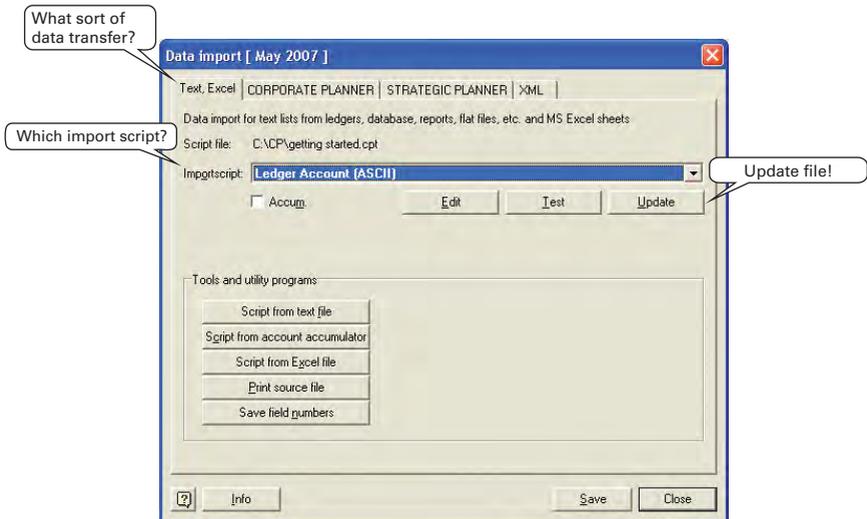
Connecting CORPORATE PLANNER® to an external system via an **automatically generated import script** requires no programming knowledge. You can transfer data between CORPORATE PLANNER® and

- 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	Carry out planning	Various other options																																																																																																																																																						
<table border="1"> <tr><td>File</td><td>Edit</td><td>Analyses</td><td>Planning</td><td>Reporting</td><td>Options</td></tr> <tr><td>New...</td><td></td><td></td><td></td><td></td><td>Ctrl+N</td></tr> <tr><td>Open...</td><td></td><td></td><td></td><td></td><td>Ctrl+O</td></tr> <tr><td>Re-open</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Close</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Import data...</td><td></td><td></td><td></td><td></td><td>Shift+Ctrl+O</td></tr> <tr><td>Export data...</td><td></td><td></td><td></td><td></td><td>Shift+Ctrl+S</td></tr> <tr><td>Save</td><td></td><td></td><td></td><td></td><td>Ctrl+S</td></tr> <tr><td>Save as...</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Save all</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Print...</td><td></td><td></td><td></td><td></td><td>Ctrl+P</td></tr> <tr><td>Database properties...</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="6">1 C:\CP\getting started.cpd</td></tr> <tr><td>Exit</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	File	Edit	Analyses	Planning	Reporting	Options	New...					Ctrl+N	Open...					Ctrl+O	Re-open						Close						Import data...					Shift+Ctrl+O	Export data...					Shift+Ctrl+S	Save					Ctrl+S	Save as...						Save all						Print...					Ctrl+P	Database properties...						1 C:\CP\getting started.cpd						Exit						<table border="1"> <tr><td>Planning</td><td>Reporting</td><td>Options</td><td>Tools</td><td>Diagram</td></tr> <tr><td>Data streams</td><td></td><td></td><td></td><td>Ctrl+Alt+L</td></tr> <tr><td>Top-down / Bottom-up</td><td></td><td></td><td></td><td>Ctrl+Alt+V</td></tr> <tr><td>Trend analysis</td><td></td><td></td><td></td><td></td></tr> <tr><td>Goal Seeking</td><td></td><td></td><td></td><td></td></tr> <tr><td>Life-cycle Costing</td><td></td><td></td><td></td><td></td></tr> <tr><td>Investment profitability</td><td></td><td></td><td></td><td></td></tr> <tr><td>Fixed assets</td><td></td><td></td><td></td><td></td></tr> <tr><td>Credit planning</td><td></td><td></td><td></td><td></td></tr> </table>	Planning	Reporting	Options	Tools	Diagram	Data streams				Ctrl+Alt+L	Top-down / Bottom-up				Ctrl+Alt+V	Trend analysis					Goal Seeking					Life-cycle Costing					Investment profitability					Fixed assets					Credit planning					<table border="1"> <tr><td>Tools</td><td>Diagram</td><td>Window ?</td></tr> <tr><td>Editor</td><td></td><td>Shift+Ctrl+E</td></tr> <tr><td>AFD Editor</td><td></td><td>Shift+Ctrl+K</td></tr> <tr><td colspan="3">STRATEGIC PLANNER</td></tr> <tr><td colspan="3">RISK MANAGER</td></tr> <tr><td>Calculator</td><td></td><td></td></tr> <tr><td>CP calculator</td><td></td><td></td></tr> </table>	Tools	Diagram	Window ?	Editor		Shift+Ctrl+E	AFD Editor		Shift+Ctrl+K	STRATEGIC PLANNER			RISK MANAGER			Calculator			CP calculator		
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**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.**



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