

Templates from Eh! To Zed

Customer Empowerment Webinar #10
October 25, 2017

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Agenda

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Overview

Getting started with your first report

Changing an existing template

Deploying your template

New Template Studio

Session Summary

Overview

- Demo will be done in our smart client Template Studio
- Many of the guidelines will apply to the new Template Studio
- Using a typical financial cube for all exercises

Chapter 1: Getting started with your first report



Chapter Contents

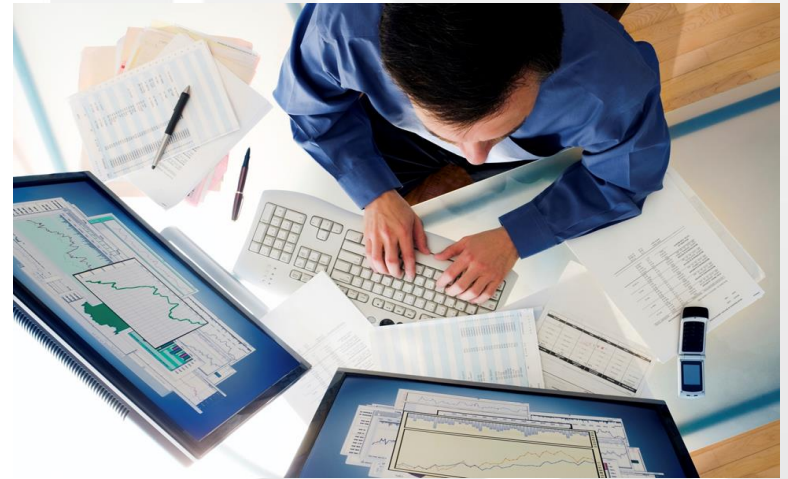
- What is Template Studio?
- Example 1 – Creating a template

What is Template Studio?

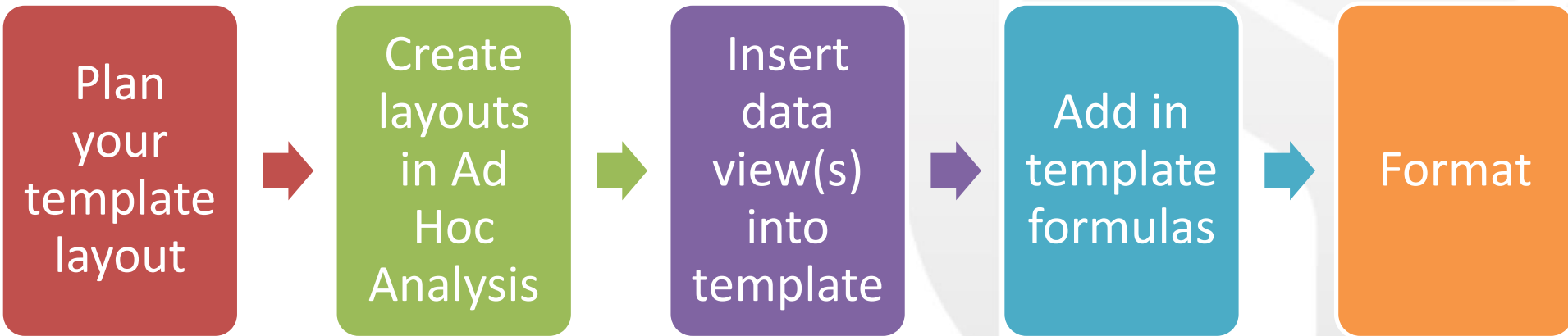
Reports



Data Entry
Templates



Steps to Create a Template



Example 1 – Creating a template

Organization	Time	Reporting Currency
All	January	Native

.....

Income Statement

Time: January



	MTD				YTD			
	Actual	Plan	Variance	Variance %	Actual	Plan	Variance	Variance %
Revenue from product sales	1,514,936	1,727,969	-213,034	(12%)	1,514,936	1,727,969	-213,034	(12%)
Revenue from services	280,263	319,674	-39,411	(12%)	280,263	319,674	-39,411	(12%)
Other Revenue	153,099	227,333	-74,234	(33%)	153,099	227,333	-74,234	(33%)
Gross Sales	1,948,298	2,274,977	(326,679)	(14%)	1,948,298	2,274,977	(326,679)	(14%)
Cost of Goods Sold	984,708	1,123,180	138,472	12%	984,708	1,123,180	138,472	12%
Other Direct Charges	7,641	11,347	3,705	33%	7,641	11,347	3,705	33%
Cost of Sales	992,349	1,134,527	142,177	13%	992,349	1,134,527	142,177	13%
Gross Margin	955,948	1,140,451	(184,502)	(16%)	955,948	1,140,451	(184,502)	(16%)
Gross Margin %	49.07%	50.13%	1.06%		49.07%	50.13%	1.06%	
Employee Salaries	485,922	715,266	229,344	32%	485,922	715,266	229,344	32%
Overtime	69,273	102,862	33,589	33%	69,273	102,862	33,589	33%

Example 1

Pages

- Measures
- Organization
- Time
- Reporting Currency

Columns

- Time Perspective
- Versions

Unique Combinations

Exclude missing columns

Rows

- Accounts

Unique Combinations


Exclude missing rows

Select multiple members: (63)

- (4000) Gross Sales.LeafDescendants
- (4000) Gross Sales
- (5999) Cost of Sales.LeafDescendants
- (5999) Cost of Sales
- (40000) Gross Margin
- (GM.PCT) Gross Margin %
- (51000) Payroll Costs.LeafDescendants
- (51000) Payroll Costs
- (52000) General & Administrative.LeafDescendants
- (52000) General & Administrative
- (53000) Travel Costs.LeafDescendants
- (53000) Travel Costs
- (54000) Marketing.LeafDescendants
- (54000) Marketing
- (55000) Outside Services.LeafDescendants
- (55000) Outside Services
- (56000) Utilit
- (56000) Utilit
- (5900) Alloca
- (50000) Ope
- (60000) EBIT
- (7000) Depre
- (9000) Inter
- (9001) Inter
- (EBT) Earning
- (8000) Taxes
- (99999) Net

Measures	Organization	Time	Reporting Currency			
Value	All	January	Native			
	Base	Base	Base	YTD	YTD	YTD
	Actual	Plan	Variance	Actual	Plan	Variance
Revenue from product sales	1,514,936	1,727,969	-213,034	1,514,936	1,727,969	-213,034
Revenue from services	280,263	319,674	-39,411	280,263	319,674	-39,411
Other Revenue	153,099	227,333	-74,234	153,099	227,333	-74,234
Gross Sales (+)	1,948,298	2,274,977	-326,679	1,948,298	2,274,977	-326,679
Cost of Goods Sold	984,708	1,123,180	138,472	984,708	1,123,180	138,472
Other Direct Charges	7,641	11,347	3,705	7,641	11,347	3,705
Cost of Sales (+)	992,349	1,134,527	142,177	992,349	1,134,527	142,177
Gross Margin (+)	955,948	1,140,451	-184,502	955,948	1,140,451	-184,502
Gross Margin %	49.07%	50.13%	1.06%	49.07%	50.13%	1.06%
Employee Salaries	485,922	715,266	229,344	485,922	715,266	229,344
Overtime	69,273	102,862	33,589	69,273	102,862	33,589

Example 1

Income Statement							
Time: &d							
		MTD			YTD		
		Actual	Plan	Variance	Variance %	Actual	Plan
Gross Sales.LeafDescendants		412,134	585,339	229,642	39%	917,319	647,730
Gross Sales		264,036	864,447	328,926	38%	88,453	687,933
Cost of Sales.LeafDescendants		797,496	20,018	590,366	2949%	95,567	469,894
Cost of Sales		792,204	376,470	642,491	171%	595,626	801,332

Chapter 2: Changing an existing template

Chapter Contents

- Preparing for a new budget cycle
- Example 2 – Updating a budget template
- Validating a template

Preparing for a new budget cycle

- Update named sets
- Add new planning objects
- Check users' access and security
- Modify data entry templates
- Adjust budget workflow
- Pre-populate budget data
- Train your end users

Polling Question # 1



Example 2 – Updating a budget template

Departmental Operating Expenses													
<i>Organization: Finance</i>													
	January	February	March	April	May	June	July	August	September	October	November	December	2016
(6000) Employee Salaries	372,665	372,665	372,665	372,665	372,665	372,665	372,665	372,665	372,665	372,665	372,665	372,665	4,471,983
(6050) Overtime	1,302	3,442	3,294	9,418	7,097	2,617	5,721	9,732	1,884	6,676	4,784	2,932	58,900
(6060) Payroll Taxes	7,911	8	8,066	744	9,480	3,529	8,372	8,741	302	375	7,492	8,377	63,399
(6100) Benefits	58,898	58,898	58,898	58,898	58,898	58,898	58,898	58,898	58,898	58,898	58,898	58,898	706,773
(6150) Temp Labor	1,303	496	1,560	4,728	2,836	5,934	569	1,224	3,038	2,004	2,620	2,792	29,104
(6160) Temp Agency Costs	58	453	1,129	1,024	2,849	663	175	1,084	187	139	419	3,424	11,602
(6200) Bonuses	6,581	12,354	8,129	7,293	5,654	12,521	6,753	1,786	3,843	6,070	8,200	9,396	88,579
(6250) Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
(6251) 401K	9,394	3,399	8,363	6,234	2,681	650	1,156	6,428	126	8,237	2,124	719	49,511
(6252) Medical Insurance	629	718	685	2,168	2,544	437	2,800	2,194	1,652	2,666	2,053	2,818	21,364
(51000) Payroll Costs	458,741	452,432	462,790	463,173	464,704	457,914	457,108	462,751	442,596	457,729	459,256	462,021	5,501,215
(6400) Office Expense	492	404	843	390	427	768	463	382	646	531	499	582	6,430
(6410) Bad Debts	260	207	851	1,848	1,401	424	301	713	1,787	215	255	2,617	10,878
(6420) Equipment Maintenance & Rep	958	2,524	31	610	1,223	415	1,083	854	2,736	1,950	2,229	2,212	16,825
(6700) Insurance	197	213	203	176	186	274	210	262	218	180	185	214	2,517
(6750) Business Licensing Fees	128	1,071	1,021	1,223	1,151	1,286	1,037	674	15	937	1,345	864	10,751
(6760) Dues & Subscriptions	119	314	930	391	538	18	944	250	541	460	194	88	4,786
(6770) Donations	220	39	46	7	327	247	126	236	276	245	86	59	1,916
(6780) Relocation Expenses	355	1,015	2,042	355	1,705	712	2,153	1,201	2,483	2,474	1,794	439	16,728
(6900) Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
(52000) General & Administrative	2,728	5,788	5,968	5,001	6,957	4,144	6,317	4,572	8,702	6,991	6,586	7,075	70,830

Example 2

Departmental Operating Expenses								
<i>Organization: Finance</i>								
		Last 12 Months Actual						
		09/30/16	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17
6000	Employee Salaries	4,341,731						
6050	Overtime	57,184						
6060	Payroll Taxes	61,552						
6100	Benefits	686,187						
6150	Temp Labor	28,256						
6160	Temp Agency Costs	11,264						
6200	Bonuses	85,999						
6250	Commissions	0						
6251	401K	48,069						
6252	Medical Insurance	20,742						
51000	Payroll Costs	5,340,985						

Validation Checklist

- Restrict access to Actual
- Formatting is consistent
- All calculations are accurate
- Verify user can enter data
- Remove dimension spread
- Required pages are available
- Hide unnecessary page dimensions
- Saved in appropriate location
- Performance is acceptable
- Print layout is correct

Chapter 3: Deploying your template



Chapter Contents

- Ways to deploy your template
- Example 3 – Setting up Favorites

Template Deployment Approaches

REPORT	DATA ENTRY
Report binder	Workflow
Offline template	Offline template
Document Explorer	Document Explorer (advanced users and admins only)
My Favorites	

Polling Question # 2



Reports on the go!



Example 3 – Setting up Favorites

Home | Apps | Favorites Manager

File | Home | Navigate | Help

Add | Replace | Remove | Columns | Filter

User Name	File Name	Location	Type
Michael Robin	Gross Revenue by Product Line	academyvm\Solution\Data Views	Data View
Michael Robin	Reports & Templates	academyvm\Solution	Folder
Michael Robin	LOB Comparison Report	academyvm\Solution	Template
Michael Robin	AWCG Financial - P&L Analysis	academyvm\Solution	Template
Prophix Admin	Operating Expense Report 2	academyvm\Solution	Template

Prophix®

Michael Robin

Dashboard | Document Explorer

Replace File | Remove | Columns

Personal

- My Documents
- Public
- Users
- My Favorites
- Favorites Manager

Favorites (41)

	User Name	File	Type	Location
<input checked="" type="checkbox"/>	Lando Griffin	Operating Expe...	Template	Public\Solution\Report...
<input type="checkbox"/>	Michael Robin	Gross Revenue ...	Data View	Public\Solution\Data V...
<input type="checkbox"/>	Michael Robin	LOB Compariso...	Template Stu...	Public\Solution\Report...
<input type="checkbox"/>	Michael Robin	AWCG Financia...	Template Stu...	Public\Solution\Report...
<input type="checkbox"/>	Prophix Adm...	Operating Expe...	Template Stu...	Public\Solution\Report...

Chapter 4: New Template Studio



Chapter Contents

- Enhancements in the new Template Studio
- Example 4 – New Template Studio
- New Template Studio's Tips and Tricks

Enhancements in Latest Release

Enhancements	Details
Floating images	Images are floating on top of grid cells and can be moved and resized in the grid
More flexibility to display data in design mode	Display options now available include: <ol style="list-style-type: none">1. Sample data = 1234.56 (default setting)2. Random data3. First page combination cube data4. Specific page combination cube data
No table of content when saving to Excel	Added option to have no table of contents sheet when saving to Excel

Enhancements in Latest Release

Enhancements	Details
Easier to insert blank rows/columns	When inserting a row/column at the template level, it will also insert blank row/column to any intersecting data views
Template formula suggestion	Upon entering "=", the grid will display suggested formula expressions
Added "Accounting" numeric formatting	Respects region and currency symbol. Also aligns negative numbers with either "-" or brackets
New Auto Text editor	Easier to format and combine different member properties

Remember our first report?

Organization:
 Time:
 Reporting Currency:

.....

Income Statement

Time: January



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Example 4 – Using the new Template Studio

Dashboard | Document Explorer | Exercise 4 - Income Sta... x

File | Edit | Actions | Insert | View | Options

Exercise 4 - Income Sta... | Format Painter | Arial | 11 | A^ | A^ | Account Dimension

Pages

- Organization
- Time
- Reporting Currency

Rows

- Accounts

Columns

- Time Perspective
- Versions


Cells

Auto Text

Auto Text

Image

Image

	A	B	C	D	E	F	G
1							
2		Income Statement					
3		Time: <Page member>					
4							
5				MTD			
7			Actual	Plan	Variance	Variance %	Actual
8		Gross Sales.LeafDescendants	65,787,635	74,479,959	-8,692,324	-12%	65,787,6
9		Gross Sales	65,787,635	74,479,959	-8,692,324	-12%	65,787,6
10							
11		Cost of Sales.LeafDescendants	33,852,661	37,537,690	3,685,029	10%	33,852,6
12		Cost of Sales	33,852,661	37,537,690	3,685,029	10%	33,852,6
13							
14		Gross Margin	31,934,973	36,942,269	-5,007,295	-14%	31,934,9
15		Gross Margin %	48.54%	49.60%	1.06%		48.54
16							
17		Payroll Costs.LeafDescendants	13,330,304	19,228,812	5,898,509	31%	13,330,3
18		Payroll Costs	13,330,304	19,228,812	5,898,509	31%	13,330,3
19							
20		General & Administrative.LeafDescendants	1,196,613	1,776,822	580,209	33%	1,196,6
21		General & Administrative	1,196,613	1,776,822	580,209	33%	1,196,6
22							
23		Travel Costs.LeafDescendants	488,515	725,384	236,869	33%	488,5
24		Travel Costs	488,515	725,384	236,869	33%	488,5
25							
26		Marketing eafDescendants	791 862	1 175 816	383 954	33%	791 8

Tips and Tricks

- Follow the same guideline as discussed in Chapter 1
- If you want to change the layout of an existing template, make the changes in the smart client first and then upgrade to the web client
- When you are building a data entry template, use a test version initially to prevent accidental data override
- Use the Format Painter to copy formatting from old templates into new ones if the specific formatting is not available

Polling Question # 3



Summary



Summary

- Steps to create a template
- Template validation checklist
- Deployment approaches
- Enhancements in the latest release
- Additional resources

Introducing the Prophix Community



- Launched May 2017
- Available from the Prophix Help Center
- Tool to communicate with your peers and share ideas
- Create/view posts
- Comment on posts

Resources

- <http://support.prophix.com> for:
 - Technical Support
 - Community
 - Knowledge Base containing articles related to common issues and solutions
 - Link to recorded CEWS to date (under News/Events)
- <https://feedback.prophix.com> to add/review/vote for enhancement or feature requests
- <https://www.prophixacademy.com> for training
- Link to Prophix Help directly from Prophix

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MAY 13-16, 2018

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SAVE THE DATE

Questions?

