

PowerOlap

User Guide

Table of Contents

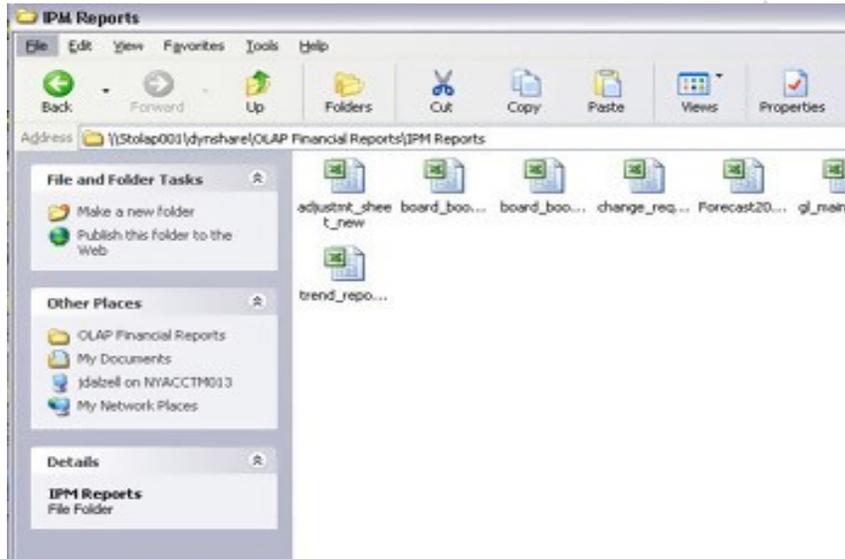
ACCESSING THE REPORTS	3
OLAP BOARD BOOK -	6
OLAP BOARD BOOK - (CONT.).....	7
MAKE ADJUSTMENTS	8
GL MAIN ACCOUNT REPORT	9
GL MAIN ACCOUNT REPORT (CONT.).....	10
GL MAIN ACCOUNT REPORT (CONT.).....	11
MODIFY REPORTS	12
MODIFY REPORTS (CONT.).....	13

SAMPLE

Accessing the Reports

Notes

1. Open Microsoft Excel
2. From the menu, choose **File/Open**.
3. Browse to the [\\dynshare\OLAP Financial Reports\IPM Reports](#) location on the server.



4. Select the file you want to run:
 - board_book_summary
 - trend_report_
 - Olap_Board_Book_
 - adjustmt_sheet_new
 - gl_main_adjustments
 - change_request_forms
5. Click **Open**.

Board Book Summary

Notes

The board_book_summary.xls workbook displays a summary of the divisional activity, per period, per year.

1. From the menu, choose **File/Open**.
2. Browse to the [\\OLAP Financial Reports\IPM Reports](#) location on the server.
3. Select board_book_summary.xls.
4. Click **Open**.

Drop down list/settings

	Jan	2007	Total				
	Order Management Products	Network & Fix Products	Transaction Services	Order Book Management Products	Corporate	Eliminations	Total Division
Jan, 2007							
Intercompany	-	-	(13,208)	-	-	-	(13,208)
Revenue	1,146,559	3,907,673	3,149,162	-	-	-	8,263,394
Direct Costs							
Cost of Revenue	89,859	231,699	917,953	-	-	-	1,239,511
SO&A	654,532	610,721	559,820	-	-	-	1,824,673
Total Direct Costs	744,391	842,420	1,477,773				3,064,184
Controllable Margin	402,168	3,125,252	1,671,389				5,200,610
Allocated Costs							
Cost of revenue-labor & other	11,285	-	-	-	480,983	-	492,268
Cost of revenue-depreciation and amortization	530,958	50,789	7,191	-	170,848	-	759,586
SO&A	1,690	(80,982)	163,962	-	3,694,553	-	3,779,224
Depreciation and amortization	91,247	1,104	12,042	-	-	-	104,393
Total Allocated Costs	635,180	(29,898)	183,195		4,346,184		5,135,470
Impairment	-	-	-	-	-	-	-
Restructuring costs	-	-	-	-	-	-	-
Professional fees related to SEC statement	-	-	-	-	1,058,235	-	1,058,235
(Loss) income from operations	(232,212)	3,154,342	1,488,195		(5,404,419)		(893,895)

5. From the drop down lists at the top of the worksheet, select the Month and Year you would like to view.
6. The third drop down list shows the adjustments made, original amount and Total of the original Amount and any adjustments. You can select each item separately.
7. After making your selections, hit the **F9** key to refresh.
8. Select **File/Print** to print the report.

Trend Report

Notes

The trend_report.xls workbook displays a summary of the divisional activity for the entire year. This report shows each of the allocated cost reports under separate worksheet tabs.

1. From the menu, choose **File/Open**.
2. Browse to the [\\dynshare\OLAP Financial Reports\IPM Reports](#) location on the server.
3. Select trend_report.xls.
4. Click **Open**.

These reports offer grouping to minimize each of the quarters. Click the + sign to expand, the – sign to collapse.

		Quarter 1			Quarter 2			Quart
		Jan	Feb	Mar				
Consolidated : Trend Report 2007		Actual	Actual	Budget	Budget	Forecast	Forec	
	Open Balance	FOR THE THREE MONTHS ENDED MARCH 31, 2007	FOR THE ONE MONTH ENDED JANUARY 31, 2007	FOR THE ONE MONTH OF FEBRUARY 28, 2007	FOR THE ONE MONTH OF MARCH 31, 2007	FOR THE THREE MONTHS ENDED JUNE 30, 2007	FOR THE MONTHS SEPTEMBER	
Intercompany								
	Total Reported Revenue	8,263,394	8,263,394	0	0	0	0	
	Cost of Revenue	1,238,311	1,238,311	0	0	0	0	
	SG&A	1,824,473	1,824,473	0	0	0	0	
	Total Direct Costs	3,062,784	3,062,784	0	0	0	0	
	Controllable Margin	5,200,610	5,200,610	0	0	0	0	
Allocated Costs								
	Cost of revenue-labor & other	492,268	492,268	0	0	0	0	
	Cost of revenue-depreciation and	759,585	759,585	0	0	0	0	
	SG&A	3,779,224	3,779,224	0	0	0	0	
	Depreciation and amortization	104,393	104,393	0	0	0	0	
	Total Allocated Costs	5,135,470	5,135,470	0	0	0	0	
	Impairment	0	0	0	0	0	0	
	Restructuring costs	0	0	0	0	0	0	
	Professional fees related to SECH	1,058,235	1,058,235	0	0	0	0	

Select a different panel tab to see the yearly allocated report detail

5. After opening this report, hit the **F9** key to refresh the data.
6. Select **File/Print** to print the report.
7. Select another tab at the bottom to see a different allocated report.
8. Hit the **F9** key on each page to refresh the data.

Olap Board Book

The Olap_Board_Book_.xls workbook displays all of the reports from the Board Book Financial Reports. Each report is located under a separate worksheet tab.

1. From the menu, choose **File/Open**.
2. Browse to the [\\dynshare\OLAP Financial Reports\IPM Reports](#) location on the server.
3. Select Olap_Board_Book_.xls.
4. Click **Open**.

Each page of the board book is numbered on a separate sheet of the workbook →

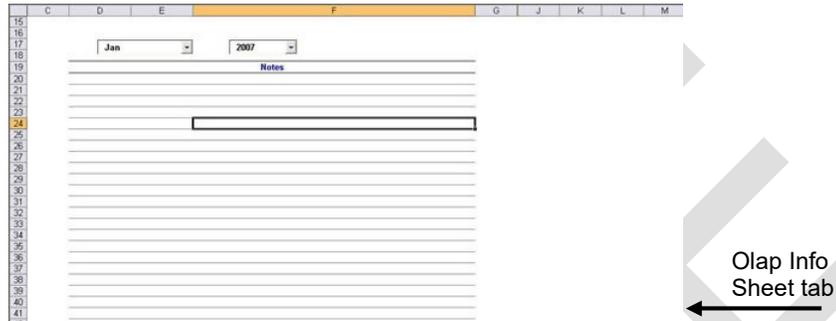
The TOC worksheet tab is an interactive Table of Contents. Click on the report you want to view and the page will open automatically. It makes the navigation of the reports easier.

Description	Page
Consolidated Statement of Operations - GAAP Format - Three Months Ended September 30, 2006	1
Consolidated Statement of Operations - GAAP Format - Nine Months Ended September 30, 2006	2
Schedule of Highlighted Items	3a
Key Financial Statistics	3b
Consolidated Statement Of Operations - Management Format - One Month Ended January 31, 2007	7
Consolidated Statement Of Operations - Management Format - One Month Ended January 31, 2007	8
Consolidated Statement Of Operations - Management Format - Forecast 2007 - Updated	9
Ons Statement Of Operations - Management Format - One Month Ended January 31, 2007	10

The TOC worksheet tab is an interactive Table of Contents. Click on the report you want to view and the page will open automatically. It makes report navigation easier.

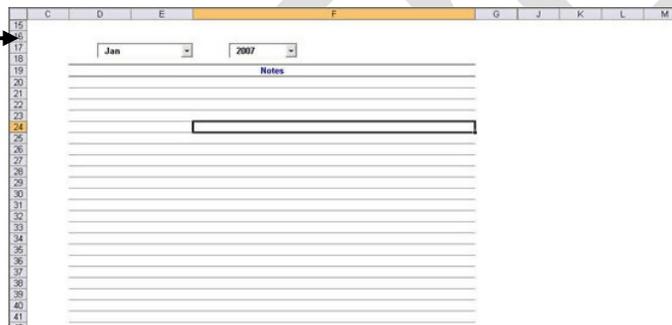
Olap Board Book (cont.)

5. Use the arrow key **▶** at the bottom of the window to navigate to the last worksheet.
6. Select the Olap Info Sheet to select the date and year to run the reports.



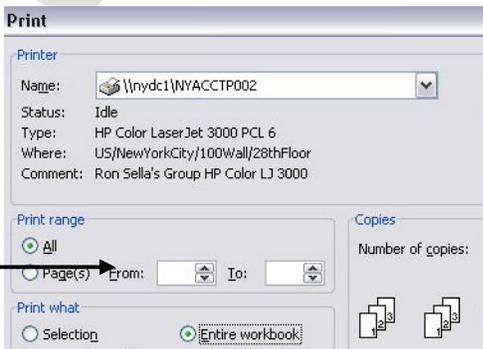
7. From the drop down lists at the top, select a month and a year.

Select the time period and the year from the drop down lists



8. Hit the **F9** key to refresh the entire workbook based on the settings you have selected.
9. From the File menu, select print.

Select Entire workbook to print the whole book



10. Click OK.

Make Adjustments

Notes

1. From the menu, choose **File/Open**.
2. Browse to the [\\dynshare\OLAP Financial Reports\IPM Reports](#) location on the server.
3. Select `adjustmt_sheet_new.xls`.
4. Click **Open**.

Select month, year and **Adjustment** from the drop down lists

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
11														
12				Jan	2007		Adjustments							
13														
14														
15	Jan, 2007	Order Management Products	Network & Fix Products	Transaction Services	Order Book Management Products	Corporate	Eliminations	Total Division						
16														
17	Intercompany	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Reverses	-	-	-	-	-	-	-	-	-	-	-	-	-
19														
20														
21	Cost of Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
22	SO&A	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Total Direct Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
24														
25	Controllable Margin	-	-	-	-	-	-	-	-	-	-	-	-	-
26														
27	Cost of revenue-labor & other	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Cost of revenue-depreciation and amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
29	SO&A	-	-	-	-	-	-	-	-	-	-	-	-	-
30	Depreciation and amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
31	Total Allocated Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
32														
33														
34	Restructuring costs	-	-	-	-	-	-	-	-	-	-	-	-	-
35	Professional fees related to SEC statement	-	-	-	-	-	-	-	-	-	-	-	-	-
36														
37	It won't increase from zero unless													

5. From the drop down lists at the top of the sheet, select the month, year and be sure to select "**Adjustments**".
6. Enter the values in the summarized accounts for each of the divisions.
7. Hit **Enter** after each entry.
8. Hit the **F9** key to send the adjustments back to Olap.

Because of the formulas in this worksheet, if an adjustment needs to be reset, do not hit the delete key. Replace the value with a 0.

GL Main Account Report

Notes

A report has been created that displays which GL Main accounts make up each of the summarized account in the IPM database.

1. From the menu, choose **File/Open**.
2. Browse to the [\\dynshare\OLAP Financial Reports\IPM Reports](#) location on the server.
3. Select gl_main_adjustments.xls.
4. Click **Open**.

	A	B	C	D	E	F	G	H	I
14									
15									
16									
17		Statement of Operations Hierarchy	Jan	2007	Total Company		Total Department		
18									
19		Statement of Operations Hierarchy	Total GL Account	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B-Manager Products
20			(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)		
101	o	41005	(26,470,565)	-	(20,067,353)	(6,403,213)	-	-	-
110	o	41202	(673,092)	-	-	-	-	(673,092)	-
112	o	41204	(4,824)	-	-	-	-	(4,824)	-
120	o	41213	(1,682,222)	-	-	-	-	(1,682,222)	-
121	o	41216	(69,210)	-	-	-	-	(69,210)	-
125	o	41228	(36,000)	-	-	-	-	(36,000)	-
129	o	41305	(222,276)	-	(159,126)	(63,150)	-	-	-
146	o	41999	520,064	-	346,100	159,684	14,280	-	-
147	o	42005	(60,000)	-	(60,000)	-	-	-	-
156	o	42402	(938,106)	-	(938,106)	-	-	-	-
157	o	42403	500,699	-	500,699	-	-	-	-
166	o	43005	(4,436,470)	-	(3,955,713)	(480,757)	-	-	-
168	o	43402	938,106	-	938,106	-	-	-	-
170	o	44001	(7,921,379)	-	-	-	-	(7,921,379)	-
171	o	44002	(70,053)	-	-	-	-	(70,053)	-
172	o	44003	(2,889,821)	-	-	-	-	(2,889,821)	-
173	o	44004	(344,526)	-	-	-	-	(344,526)	-
174	o	44005	(11,898)	-	-	-	-	(11,898)	-

5. Select the following information from the drop down lists:
 - a. Summarized account from IPM/Board Book
 - b. Month
 - c. Year
 - d. Company
 - e. Department

GL Main Account Report (cont.)

All of the accounts from the hierarchy is available in this list.

- From the list of the Summarized accounts, make a selection:

GL Account	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B Manager Product
	(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)	
11121	-	-	-	-	-	-
11158	-	-	-	-	-	-
11164	-	-	-	-	-	-
11403	-	-	-	-	-	-
12101	-	-	-	-	-	-
12105	-	-	-	-	-	-
12199	-	-	-	-	-	-
12501	-	-	-	-	-	-
12502	-	-	-	-	-	-
12503	-	-	-	-	-	-
12504	-	-	-	-	-	-
12505	-	-	-	-	-	-
12506	-	-	-	-	-	-
12507	-	-	-	-	-	-
12599	-	-	-	-	-	-
12601	-	-	-	-	-	-

- Hit the **F9** key to refresh the report.

All of the accounts will display, even the ones without data. This could make for a large report with a lot of empty pages. In order to minimize the size of this report, a filter has been added to hide all rows that have no data.

- From the drop down filter, select 0 to hide all accounts without data.

Filter the accounts without any data

Statement of Operations Hierarchy	Total GL Account	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B Manager Product
	(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)		
11114	-	-	-	-	-	-	
11118	-	-	-	-	-	-	
11121	-	-	-	-	-	-	
11158	-	-	-	-	-	-	
11164	-	-	-	-	-	-	
11403	-	-	-	-	-	-	
12101	-	-	-	-	-	-	
12105	-	-	-	-	-	-	
12199	-	-	-	-	-	-	
12501	-	-	-	-	-	-	
12502	-	-	-	-	-	-	
12503	-	-	-	-	-	-	
12504	-	-	-	-	-	-	
12505	-	-	-	-	-	-	
12506	-	-	-	-	-	-	
12507	-	-	-	-	-	-	
12599	-	-	-	-	-	-	
12601	-	-	-	-	-	-	

Select the Show all option in the filter to reset the list before making changes to the account list.

GL Main Account Report (cont.)

Notes

The result report without any zero rows displays:

14	A	B	C	D	E	F	G	H	I
15									
16									
17		Statement of Operations Hierarchy	Jan	2007	Total Company		Total Department		
18									
19		Statement of Operations Hierarchy	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B Manager Product	
20		Total GL Account	(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)		
101	o	41005	(26,470,565)	-	(20,067,353)	(6,403,213)	-		
110	o	41202	(673,092)	-	-	-	(673,092)		
112	o	41204	(4,524)	-	-	-	(4,524)		
120	o	41213	(1,682,222)	-	-	-	(1,682,222)		
121	o	41216	(69,210)	-	-	-	(69,210)		
125	o	41228	(36,000)	-	-	-	(36,000)		
129	o	41305	(222,276)	-	(159,126)	(63,150)	-		
146	o	41999	520,064	-	346,100	159,684	14,280		
147	o	42005	(60,000)	-	-	-	-		
156	o	42402	(938,106)	-	(938,106)	-	-		
157	o	42403	500,699	-	500,699	-	-		
166	o	43005	(4,436,470)	-	(3,955,713)	(480,757)	-		
168	o	43402	938,106	-	938,106	-	-		
170	o	44001	(7,921,379)	-	-	-	(7,921,379)		
171	o	44002	(70,053)	-	-	-	(70,053)		
172	o	44003	(2,889,821)	-	-	-	(2,889,821)		
173	o	44004	(344,526)	-	-	-	(344,526)		
174	o	44005	(11,898)	-	-	-	(11,898)		



Modify Reports

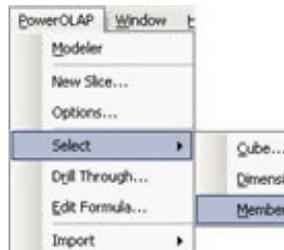
If you need to make an adjustment to an account that isn't listed, you can make changes directly to any of the worksheets.

1. Insert a blank row in the Excel worksheet.
2. For the accounts, select the inserted row in Column B.
3. From the PowerOlap menu, select **Select -> Members...**

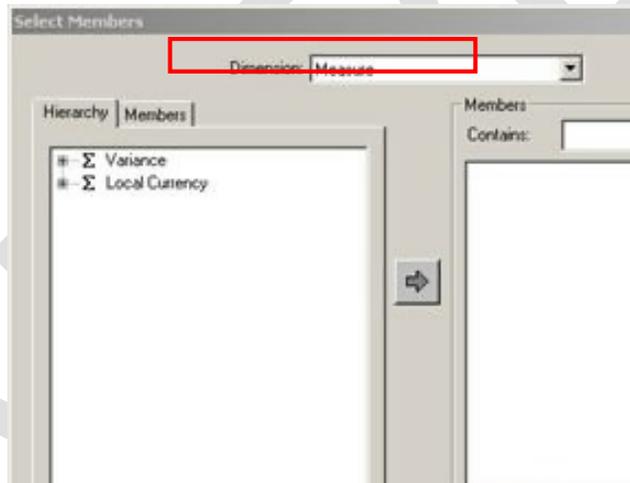
You can also use the



icon on the PowerOlap toolbar.



4. In the member selection box, choose **Account** from the Dimension drop down list.

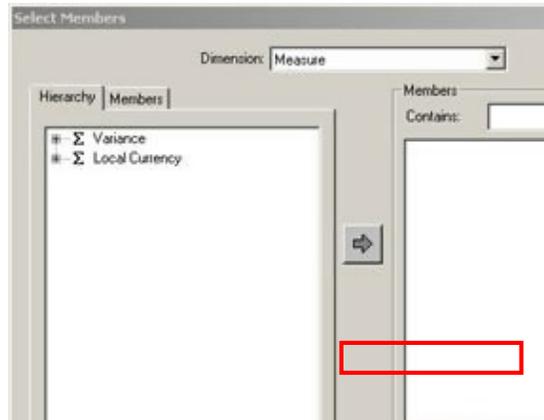


5. The accounts will display in the left pane of the dialogue box. Click to highlight the accounts to be added to the worksheet.
6. Click the  icon to copy the accounts to the list on the right pane.

Modify Reports (cont.)

Notes

- For the Fill drop down list, select Down to populate the rows with the accounts selected.



- Click OK.
- Copy the formulas in column B through column J to the new account rows.
- Hit the **F9** key to refresh the data.

Change Request Form

Notes

When there is a need to request a new account, the Change Request Form must be filled out and submitted.



*For multiple accounts
attached spreadsheet

0000

Change Request

1 Requested By:

3 Requested Date:

5 Email Address:

2 Assigned to:

4 Approved by:

Date:

Date:

6 Reason for Request:

7

1	Requested By:	Name of the requestor.
2	Assigned to:	Person who will apply the changes.
3	Requested Date:	Date of the original request.
4	Approved by:	Approval by Gail or Tom Beach.
5	Email Address	Requestor's email address.
6	Reason for Request	Description of why the request has been made.
7	System	Which system (FRX, Great Plains, or Olap) does this account need to be created.

Change Request Form (cont.)

Notes

When there is a need to request a new account, the Change Request Form must be filled out and submitted.

	Type of Change	a	b	c	d	e
8	<input type="checkbox"/> New Account f - j	Account Number Level 1	Division Level 2	Report Group Level 3		<input checked="" type="checkbox"/> P &L <input type="checkbox"/> Balance Sheet Level 4
9	<input type="checkbox"/> New Division	Name	Description			
10	<input type="checkbox"/> New Company	Name	Description			
11	<input type="checkbox"/> New Department	Department Name	Description			
12	<input type="checkbox"/> New Report	Name of Report	Report Details			
13	<input type="checkbox"/> Modify Report	Name of Report	Modify Report - Details			
			14			
			15			
			16			

8	New Account	<p><i>Check this box if a new account needs to be created.</i></p> <p><i>a. New account number to be assigned.</i></p> <p><i>b. Which Division the account number is to be assigned.</i></p> <p><i>c. Which report group should the account number be assigned.</i></p> <p><i>d. Is the account a P&L account or Balance Sheet account?</i></p> <p><i>e. If the account should mimic an existing account's settings, specify the originating account.</i></p> <p><i>f-j. CMO levels 1-5 that are assigned to the account.</i></p>
9	New Division	<p><i>Check this box if a new division needs to be created.</i></p> <p><i>Specify a name and a description if a new division needs to be created.</i></p>
10	New Company	<p><i>Check this box if a new company needs to be created.</i></p> <p><i>Specify a name and a description for the new company.</i></p>

Change Request Form (cont.)

Notes

11	New Department	<i>Check this box if a new department needs to be created. Specify a name and a description for the new department.</i>
12	New Report	<i>Check this box if a new report needs to be created. Specify a name and the details of the report which needs to be created.</i>
13	Modify Report	<i>Specify the name of the report and the details of that report to be modified.</i>
14	Completed by:	<i>The person who has made the changes on the system side.</i>
15	Reviewed By:	<i>The requestor who has reviewed the changes made.</i>
16	Accepted By:	<i>The requestor has agreed the changes are correct.</i>

SAMPLE