User Manual

Prospero

Version 2 - Budgeting and Financial Reporting

Contents

Introducing Prospero 1

Welcome to Prospero 1
About Prospero Help....1
Connecting to Prospero 2
Connecting to the Application Tier 3
The Sign-On Screen 7
Contact the MSX Group....9

Getting Started 11

Getting Started in Prospero 11
General Navigation Features 12
The Prospero Workspace 12
Ribbon Overview....14
Navigation Pane....21
Pinning 24
Quick Access Toolbar 26
File Tab Options....28
Help Panel....29
Options....30
Visual Style 47
Feedback and Support....47
Search Options 49
Zoom 50
Quick Start Report Definition 51
Create a Column Definition....52
Create a Line Definition 53
Create a Report Definition 55
Run a Report....55
Quick Start Input Definition 57
Create a Column Definition for an Input Set 58
Create a Line Definition for an Input Set....59
Create an Input Definition 61
Open an Input Definition 61

Security 63

About Prospero Security 63
User Definition Workspace 63
Security Tools Context Ribbon 66
Prospero Security Permissions....67
Prospero Licensing 71
Power User License....73
Standard User License 74
Limited User License 75
Change License Type Screen....76

Licenses View 78
Roles 79
Default Roles....80
Adding a Role 88
Modifying a Role 89
Deleting a Role 90
Users....91
Adding Users....92
Modifying Users 95
Deleting Users 96
My Information 97
My Quick Launch 99
Additional Administrator Tools 106
System Locks and Messages 106
Change Password....107
Require Password Change 108
Entity Mapping 109
Assignments....110

Configuration 113

About Prospero Configuration....113
Entities 114
Entity Management Workspace 114
Adding an Entity 120
Modifying an Entity....120
Deleting an Entity....121
Connecting to General Ledger Companies 122
Book Codes....125
Adding a Book Code 129
Modifying a Book Code....130
Deleting a Book Code 131
Number Formats 131
Adding a Number Format....134
Modifying a Number Format 135
Deleting a Number Format....135
Calendars....136
Adding Calendar Information 138
Modifying Calendar Information....140
Deleting Calendar Information 140
Currency Definition 141
Currency Definition Workspace 141
Adding a Currency Definition 143
Modifying a Currency Definition....144
Deleting a Currency Definition 144
Segments....145
Enabling a Segment....147
Disabling a Segment....149
Segment Worksheet 150
Adding a Row to a Segment Worksheet....151
Modifying a Row in a Segment Worksheet....153
Copy a Row from a Segment Worksheet 153
Paste a Row from a Segment Worksheet....154
Deleting a Row in a Segment Worksheet 155
Search Options in the Segment Worksheet....156

Building Blocks 157

Columns 157
Columns Navigation Pane 157
Column Tools Definition Context Ribbon 160
Adding a Column Definition 162
Modifying a Column Definition 164
Deleting a Column Definition 165
Column Definition Workspace 167
Column Definition Properties Pane 174
Column Fields 183
Lines 216
Lines Navigation Pane 216
Line Tools Definition Context Ribbon 219
Adding a Line Definition 223
Creating a Line Definition for Prompts 224
Modifying a Line Definition 226
Deleting a Line Definition 227
Line Definition Workspace 229
Line Definition Properties Pane 239
Line Fields 247
Trees 272
Trees Navigation Pane 272
System-Defined Trees 274
Tree Tools Definition Context Ribbon 276
Tree Definition Workspace 278
Defining a Range 293
Tree Definition Properties Pane 296
Commonly-Used Prospero Hot Keys 298
Where Used 299

Report Definitions 301

Defining a Basic Report 301
Reports Navigation Pane 301
Reports Context Ribbon 303
Adding a Report Definition 305
Copying a Report Definition 306
Deleting a Report Definition 307
Importing and Exporting Report Definitions 307
Exporting Report Definitions 309
Importing Report Definitions 310
Report Definition Workspace 313
Report Definition Design Tab 313
Report Definition Properties Pane 316
Report Definition Options Tab 320
Report Definition Overrides Tab 325
Report Definition Chart Tab 329
Report Definition Headers and Footers Tab 331
Report Definition Output Tab 337
Report Definition Page Layout Tab 340
Running Reports 341
Report Run Time Options 343
Using Multiple Prompts When Running Reports 355
Using Line Definitions for Prompts 358
Report View Workspace 360

Exporting Workspace Reports 369
Report Drill Down 374
Chart Drill Down 377
Change Drill Down Order 379
Published Reports 381
Published Reports Navigation Pane 381
Published Reports Workspace 383
Creating Published Reports 388
Annotations 394
Exporting Published Reports 398
Deleting or Renaming a Published Report Folder 401
Report Collections 402
Report Collections Navigation Pane 403
Report Collections Workspace 404
Report Collection Reports Tab 407
Report Collection Properties Pane 409
Report Collections Output Tab 411
Creating a Report Collection 414
Copying a Report Collection 415
Deleting a Report Collection 415
Running a Report Collection 416
Visibility 418
Printing Reports 422

Budget Setup 423

Prospero Budgeting Setup 423
Input Definition Setup 423
Input Definition Navigation Pane 424
Creating an Input Definition 425
Copying an Input Definition 426
Deleting an Input Definition 426
Input Tools Definition Context Ribbon 427
Tools Ribbon Input Options 429
Input Definition Workspace 445
Input Definition Design Tab 445
Input Definition Properties Pane 447
Input Definition Options Tab 453
Input Definition Overrides Tab 456
Input Definition Human Resources Tab 459
Input Definition Capital Tab 460
Input Definition Workspace Options 462
Input Definition Visibility 463
Human Resources Setup 466
Pay Grades 470
Benefits and Taxes 475
Layout 486
Capital Setup 486
Creating Capital Types 488
Modifying Capital Types 489
Deleting Capital Types 489

Budget Input 491

Prospero Budget Input 491
Budget Data Input 491

Data Input Workspace 492
History 502
Human Resources Data Input Workspace 506
Human Resources Management workspace 516
Capital Data Input Workspace 520
Data Input Workspace Annotations 526
Adding Annotations on the Data Input Workspace 527
Showing Annotations on the Data Input Workspace 529
Modifying Annotations on the Data Input Workspace 530
Deleting Annotations on the Data Input Workspace 531

Calculations 533

Prospero Calculation Engine 533
Creating Formula Calculations 534
Adding Calculations to the Column Definition Formula field 535
Adding Calculations to the Line Definition Formula field 535
Qualified Calculations 537
Using Ranges in Formulas 539
Cell-level Calculations 540
Cell-level Calculations in the Line Definition Formula field 540
Cell-level Calculations in the Column Definition Formula field 546
Calculation Functions 548
ABS Function 548
AVG (AVERAGE) Function 551
IF Function 553
MAX Function 556
MIN Function 557
MOD Function 558
ROUND Function 559
ROUNDDOWN Function 559
ROUNDUP Function 560
SQRT Function 560
SIGN Function 561
SUB Function 561
SUM Function 561
TRIM (TRUNC) Function 562
Calculation Variables 563
@DPR Variable 563
@PERIOD Variable 564

Data Integration 565

Prospero Data Integration 565
Integrate 566
Excel Import 571
Import Specification 575
Capital Import 577
HR Import 581
Line Item Import 585
View Import Batch 589

Tools 591

Prospero Tools 591
Current Users List 592
Error Log 592

Activity Log 594
Send Message 595
Manage Locks 596
Resummarize 598
Data Extract Tool 599
Transaction Extract Tool 601

Appendix 1: Installation Guide 605

Installing the Prospero Client 605
Installing the Prospero Middle Tier 605

Appendix 2: Prospero System Requirements 607

Minimum and Recommended System Requirements 607

Appendix 3: Prospero Database Wizard 609

Select Wizard Type (Create) 609
Select Database Server (Create) 610
Select Database (Create) 611
Select GL Integrations (Create) 612
Specify A Prospero Administrator (Create) 613
Complete Wizard (Create) 614
Select Wizard Type (Upgrade) 615
Select Database Server (Upgrade) 616
Select Database (Upgrade) 617
Select GL Integrations (Upgrade) 618
Complete Wizard (Upgrade) 619

Glossary of Terms 623

Index 643

Introducing Prospero

Welcome to Prospero

The **Prospero®** application is a purpose-built, multi-dimensional financial reporting, budgeting and analysis solution that will increase the power and productivity of your accounting system. Prospero allows you to develop and manage your organization's budgets for your financial analysis and planning needs, as well as design sophisticated financial reports using information directly from your general ledger. Prospero not only simplifies, but enhances, your organization's financial reporting and budget management capabilities.

Prospero provides a fully integrated budgeting and reporting solution. However, you may choose to utilize either budgeting- or reporting-only standalone modules. Since the elements and constructs used in budgeting and reporting are identical, so you don't need to learn two distinct products to develop either budget plans or your financial reports. Prospero has been developed so that you can quickly identify and learn about these elements and how they are applied to either budgeting or reporting. Where any construct applies to a specific module (i.e., budget planning only), this will be noted.

About Prospero Help

The **Prospero Help** system is your resource for information on Prospero. Prospero Help is designed to assist you in creating new and powerful reports and budget plans quickly and easily, while also providing an overview of the features and functionality of the application.

Prospero Help provides context sensitive guidance throughout the application. If you need information on any major functional component of the application, simply press the **F1** button. The Help system itself allows you to browse specific contents, view information related to index keywords, or search on topics. Whenever Prospero Help is open, you can choose from one of these available options on the option bars – Contents, Index, and Search - listed in the Help Navigation Pane.

Finally, Prospero Help is available as either an Online or Locally installed option in your Prospero application - whichever best suits your needs. If you use the local Help option, you should periodically download updates from the Prospero product website.

For more information on utilizing either Online or Local Help in your Prospero environment, see the Help section on Local Setting Options.

Last update: January 14, 2021

Connecting to Prospero

For either Prospero Reporting or Budgeting, the application is launched from the Prospero client installed to your desktop.

Prospero is dependent on a connection to an application service layer, the Prospero Middle Tier Service. After your client loads, you will want to specify your connection information and log in using your secure credentials.

To access Prospero, your Prospero Administrator will notify you as to the authentication method you will use, either Windows Authentication or Standard Authentication. For Standard Authentication, your Prospero Administrator will provide you with the username and password which has been established for you.

For more information on connecting to the Application, or Middle, Tier and logging in to the Prospero environment using the sign-on screen, refer to those sections in this Help system.

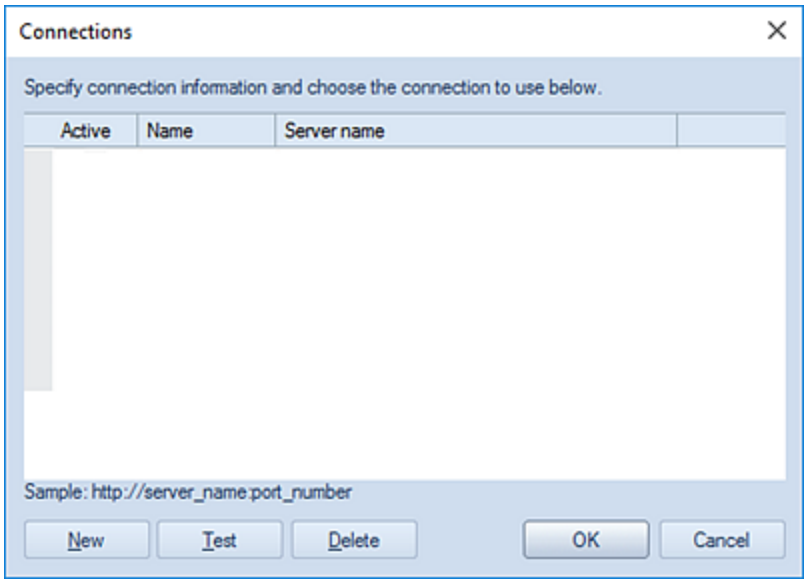
Connecting to the Application Tier

To connect to the Prospero system, you must first specify the connection to an application service layer, or the Prospero Middle Tier Service. This service can be thought of as the website that handles all the data requests for Prospero.

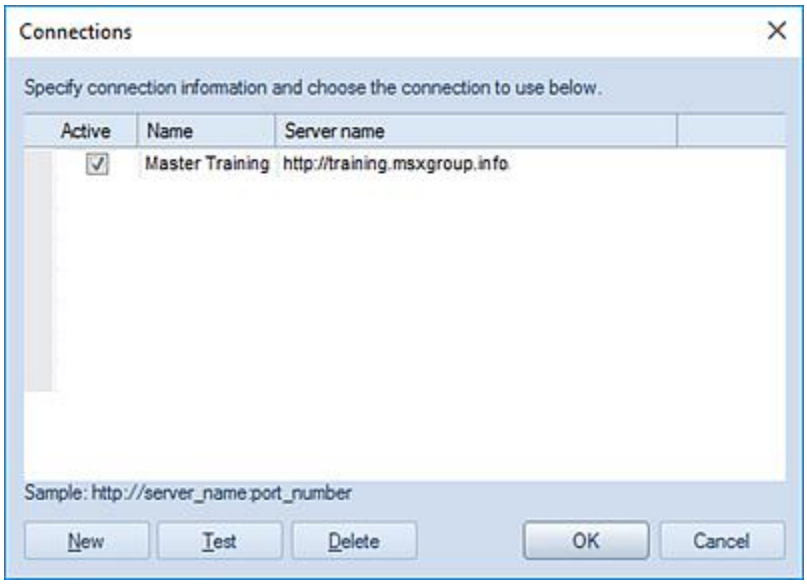
After you define the connection information, unless you change it, this will be the system connection used by Prospero whenever you log in.

To define connection information:

1. Select the **Connection** button on the Sign-On screen. The Connections screen will appear:

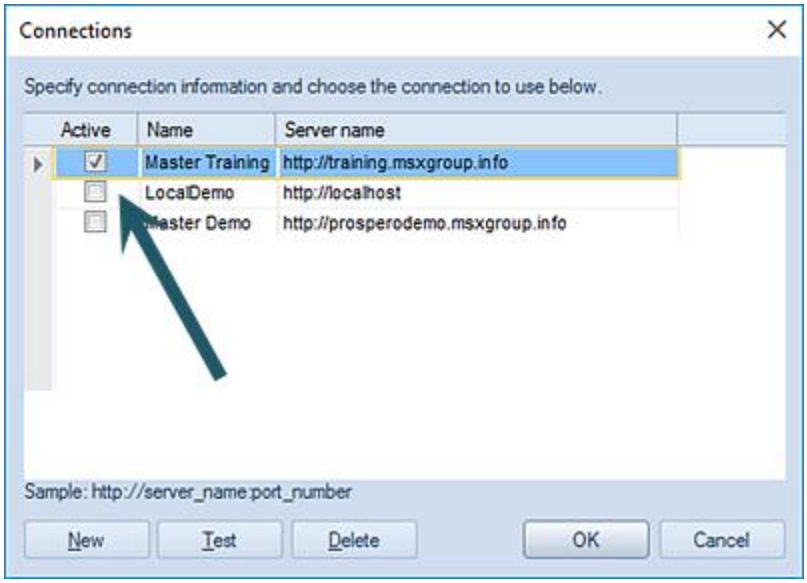


2. To add a new connection string, select the **New** button, or, press the down arrow on your keyboard. A blank row will be inserted where you can enter a name and server address for the new connection service. Enter the URL of the service, including the port being used, into the Server name field.

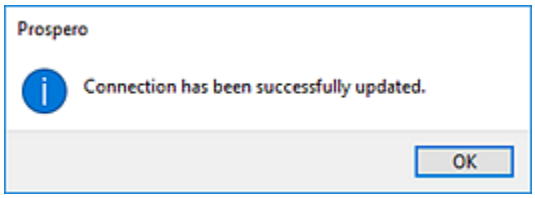


To specify that a connection is “active”, make sure that your new entry has a check appearing in the Active checkbox. If more than one connection is available, you can specify the connection you want to use to log in to by checking the Active checkbox. Only one connection can be marked – or checked - as active at any time.

3. After entering your new connection information, click **OK** to save the service connection information.

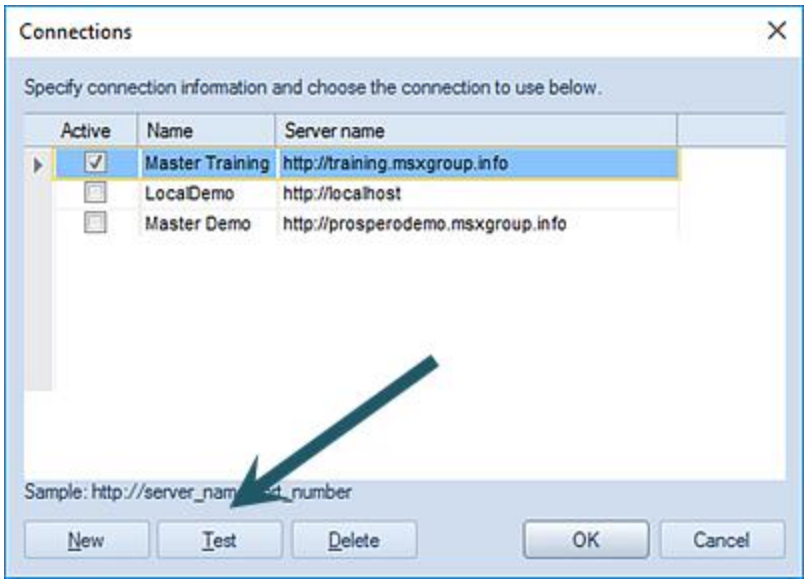


Whenever you enter or modify a connection in the Connection dialog screen, you will receive a confirmation message that the connection has been updated.

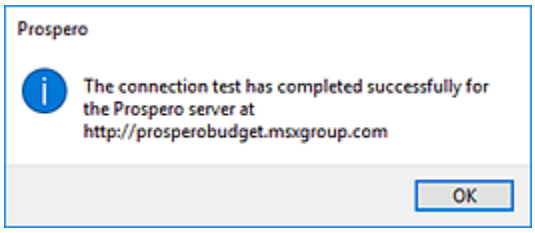


You will then be taken to the Prospero Sign-On screen to log in to the application.

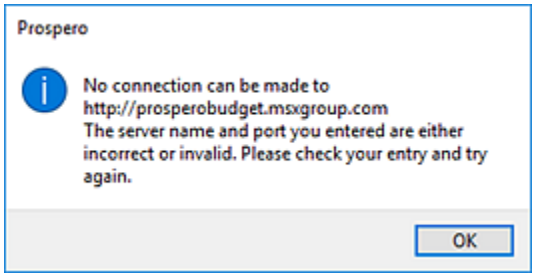
4. OPTIONALLY: After defining your connection, you can verify service connectivity by selecting a connection and the **Test** button in the Connections screen.



If the connection is found, you will receive a confirmation message that the test of the connection was successful.



However, if the connection cannot be found for whatever reason, you will receive an error message and should check your entry.



In this instance, contact your Network Systems Administrator or MSX Group Support.

You can delete a connection whenever you wish by checking an active connection in the list - making sure that the arrow indicates the highlighted connection information you wish to delete - and then selecting the **Delete** button.

Note: Where applicable, your local firewall should be configured to allow connections using the port noted in your connection to Prospero.

For further assistance, contact your Network Systems Administrator or MSX Group Support.

The Sign-On Screen

After defining your service connection, you will log in to Prospero by entering your credentials on the Sign-On screen.

The Sign-On screen controls access to Prospero by preventing unauthorized users from connecting to the application service and gaining access to the system and its data.

To log in to Prospero:

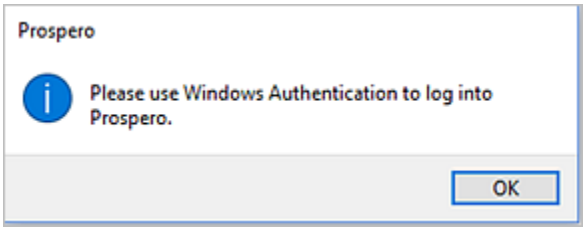
1. On the login screen, specify your Authentication method. (Prospero allows either Windows Authentication or Standard Authentication. Your Systems Administrator will inform you as to which method to use.)
2. Enter your username.
3. Choose the Entity (or Connection) you defined from the Entity drop-down list.
4. Enter your password.
5. Click the **OK** button. The login process will validate your credentials and grant you access to the Prospero application. You will then be presented with the Prospero workspace.
6. Select the **Cancel** button if you do not wish to sign-on to application. The Prospero Sign-On screen will then close.

Note: Standard Authentication requires that you enter both your username and password; Windows Authentication uses your Windows credentials.

The Sign-On screen will read the Username field and filter for the entities which are valid for the user. Using the **{Refresh List}** option will force the screen to re-query the entity list - based on the current user name – to return valid options where the workstation is used by multiple users or the first time sign on is attempted.

In addition, if the Authentication type is changed, the valid Entity list is again re-queried and your username will be blanked, requiring you to re-enter your username.

Lastly, Prospero allows Administrators to disable Standard Authentication, requiring Windows Authentication for log in. If a user receives the following warning message at log in, contact your Systems Administrator for further details:



Contact the MSX Group

For additional information and to contact the MSX Group:

- Email

Prospero Sales & Product Inquiries:	Prospero@MSXGroup.com
Consulting Services:	Services@MSXGroup.com
Training Information:	Training@MSXGroup.com
Sales Information:	Sales@MSXGroup.com
Software Support:	Support@MSXGroup.com
General Information:	Info@MSXGroup.com

- Phone

  (877) 456-7632

- By Mail

  MSX Group, LLC
  100 S Pace Blvd
  Pensacola, FL 32502

Or visit us at the MSX Group website: MSXgroup.com

Copyright © 2021 MSX Group LLC

Getting Started

Getting Started in Prospero

The Prospero® application is a multi-dimensional financial reporting and budget planning and forecasting solution that will greatly increase the power and productivity of your accounting system. By allowing you to create budgets/forecasts and design sophisticated financial reports - using information directly from your general ledger - Prospero not only simplifies, but enhances, your organization's financial management capabilities.

This "Getting Started" section is designed to get you up and running using Prospero quickly and easily. This section contains information on general navigation and application features creation. Select the following "Getting Started" links to start using Prospero:

- General Navigation Features
- Quick Start Report Definition
- Quick Start Input Definition

As you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

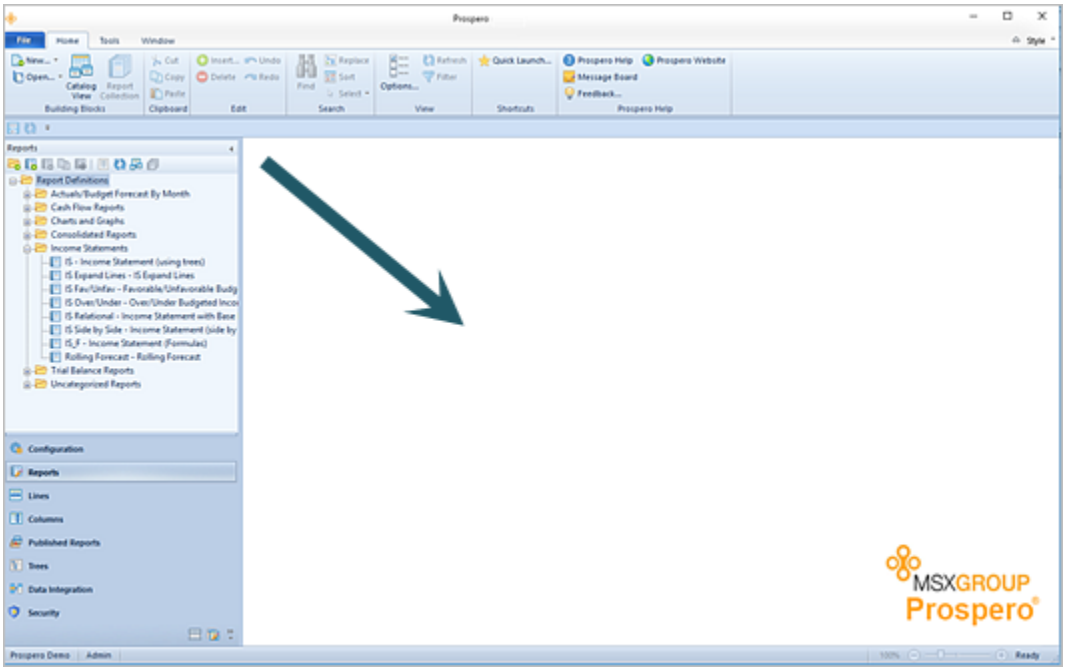
If you need help or information on logging in to Prospero for the first time, see the section Connecting to Prospero.

General Navigation Features

General Navigation Features in Prospero follow many of the same conventions and features as other Microsoft® products. Ribbons, navigation panes, tabs and other features commonly used in Microsoft® products make navigating Prospero a familiar user experience.

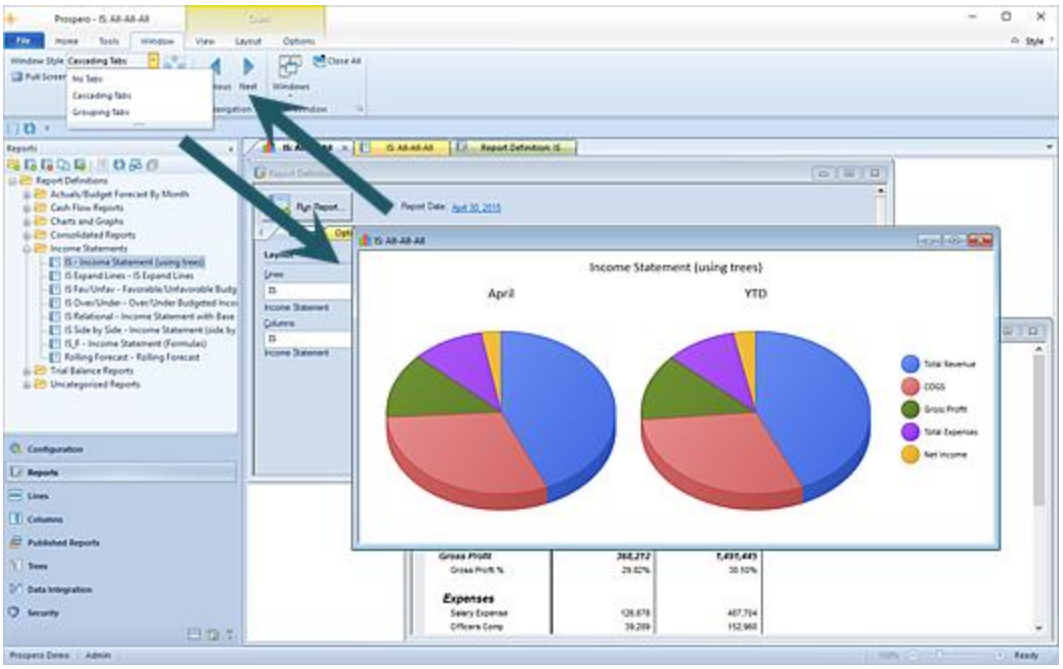
The Prospero Workspace

The **Prospero workspace** is the area in the application where you to define your report or input definitions and their elements or make changes to Prospero security or configuration elements (depending on your specific role in the application).



Any item which you define in Prospero will be shown, as either a tabbed or cascading window, representing that item's workspace.

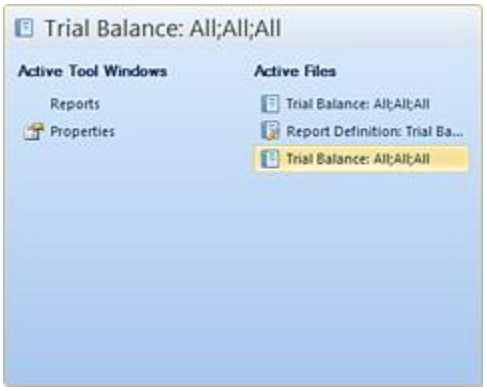
You may define how the Prospero workspace shows workspace items. These can be viewed as "Cascading Tabs", "Grouping Tabs", or "No Tabs" depending on your preference.



The way multiple items are viewed on the workspace is determined on the Windows Ribbon.

In addition, Prospero assists you in navigating between workspaces using a Windows Navigator dialog.

Use the **Ctrl+Tab** or **Ctrl+Shift+Tab** keys to show a window displaying all currently open windows in the Prospero UI:



You can navigate within this dialog to the desired window using the **Tab** key.

Ribbon Overview

The **Ribbon** is a user interface (UI) commonly used in Microsoft® applications which consist of a horizontal row of icons grouped by functionality. Ribbons are large toolbars filled with graphical buttons and other controls.

Prospero uses ribbons to present core application features and functions. In addition, when the user selects a specific element, feature or function, Prospero will present a context ribbon – i.e. a group of options which are available only when that element, feature or function is active. When presented contextually, Prospero ribbons may also use tabs to expose different sets of controls, eliminating the need for many parallel tool bars.

Home Ribbon

The **Home ribbon** is presented when you log in to Prospero. This ribbon contains the fundamental features available to initiate and support your Prospero reporting and budgeting activities.

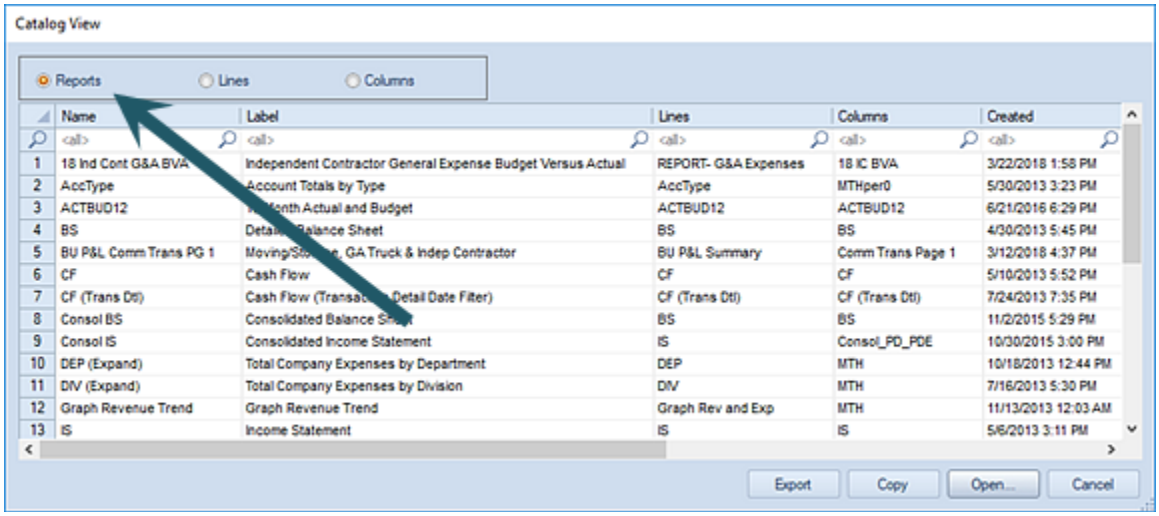
The features available on this ribbon include:

- **New** – Creates a new Line, Column, Report Definition, Input Definition or Report Collection. (You must be licensed for Prospero Budgeting for the option to create new Input Definitions.)
- **Open** – Opens an existing Line, Column, Report Definition, Input Definition or Report Collection. (You must be licensed for Prospero Budgeting for the option to create new Input Definitions.)
- **Catalog View** - Opens a Catalog View selection window which allows you to select an existing Line, Column, or Report Definition. You can change the view by clicking on the Reports, Lines, or Columns radio button.

  Within each Catalog View selection, you can search or sort by entering a value for the item (letter, number, or keyword) in the field where the magnifying glass appears in the information columns. You can choose to open multiple items using the **Shif**t or **Ctrl** keys and mouse-click OR the **Shift** key and down-arrow to select desired items. Each selected item will then open in the workspace. To de-select any chosen items select the entire row, being certain that all fields in the row are not selected.

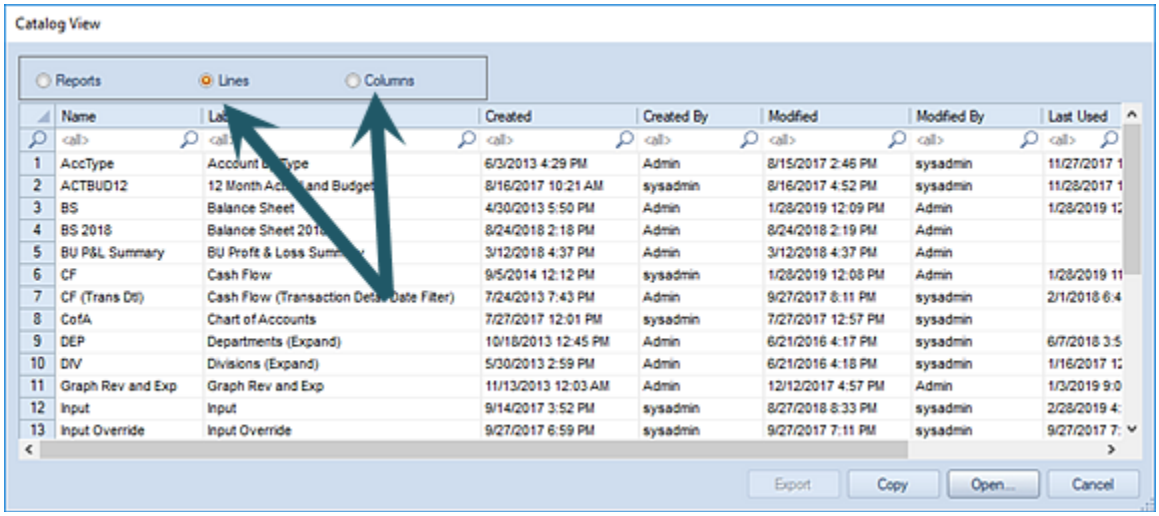
  Selecting the Reports radio button displays the **Report Catalog View** will return all existing reports and their information including Name, Label, Line, and Column

Definitions used by the report, creation date and who created the report, modified date and who last modified the report, as well as when the report was last used.



After selecting the item(s), you can Export the item(s), Copy the listed item(s) name, label, and information, or Open the item(s).

Selecting the Lines or Columns radio button displays the **Line or Column Catalog Views** will return all existing elements and their information including Name, Label, creation date and who created the element, modified date and who last modified the item, as well as when the item was last used.



After selecting the item(s), you can Copy (the listed item(s) name, label, and information) or Open the item(s).

For more information on the Catalog View, refer to the section in Prospero Help.

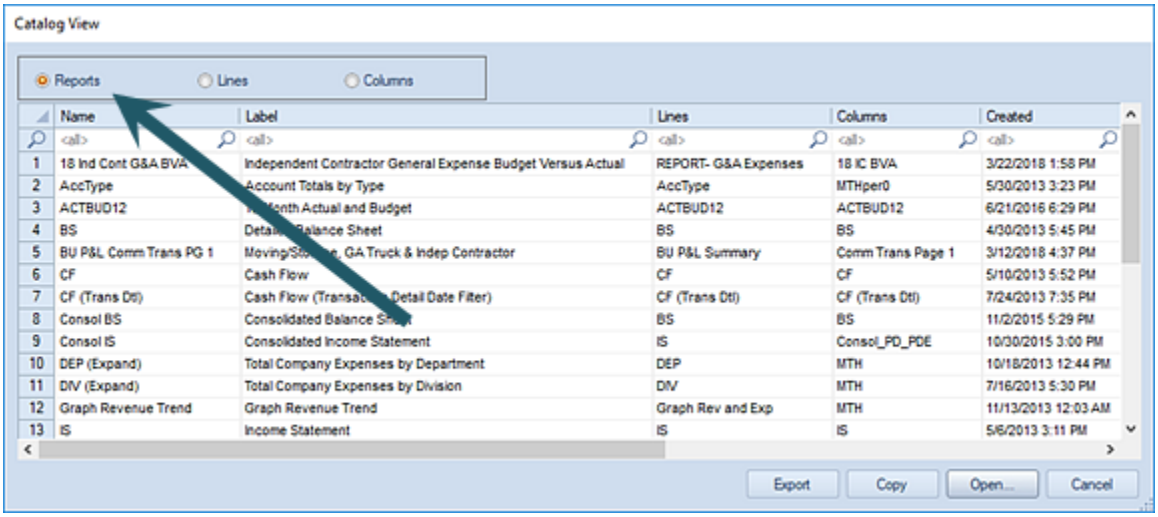
- **Cut** – Cuts a selection or item and places it in the Clipboard.
- **Copy** – Copies a selection or item from the Clipboard.
- **Paste** – Pastes a copied or cut Clipboard item to the workspace.
- **Insert** – Inserts a new item to the current open set or workspace.
- **Delete** – Deletes a selected item from the current open set or workspace.
- **Find** – Opens a dialog screen so you can find text or data in the current open workspace. You can search up or down in the workspace matching on whole word only or case.
- **Replace** – Replaces specified text in the current open set or workspace. You can match on whole word only or on case.
- **Sort** – Sorts the data in the current open set or workspace.
- **Select** – Selects all the data in the current open set or workspace. You can choose to "Select All" or "Select None" to clear your selection.
- **Options** – Options provides a link to local and systems settings in the Prospero application. Options allows you to configure local settings for the current user, customize the Quick Access Toolbar, set the system default font and date format setting, and configure system-wide report options for the entity. See the Options section for more detail.
- **Refresh** – Refreshes the data in the current active workspace. If you have run a report and it is open in the Report View workspace, you will be prompted to re-run the report for different segments or prompt values.
- **Filter** – On certain Prospero workspaces, this option allows you to open a Select dialog to choose a value to filter data for. The workspace will only return the information indicated by that value selected.
- **Quick Launch** – Provides an option to allow you to see the Quick Launch selection screen - showing commonly-used reports, input definitions, and tools - which appears when you first log in to Prospero. For more information see the section on My Quick Launch.
- **Prospero Help** – Launches the Prospero Help system either as an online or local Help option. For more information refer to the Local Settings Options screen.
- **Discussion Boards** – Launches a collaboration application to allow you to discuss issues or features with other members in the Prospero community.
- **Feedback and Support** – Allows you to report an application issue, request an enhancement, or seek assistance from the Support team at MSX Group. For more information refer to the section on Feedback and Support.
- **Prospero Website** – Launches the MSX Website for information on Prospero, application support, training, user forums and MSX Group contact information.

Catalog View

The Prospero **Catalog View** opens a selection window which allows you to select an existing Line, Column, or Report Definition(s). You can change the view by clicking on the Reports, Lines, or Columns radio button.

Within each Catalog View selection, you can search or sort by entering a value for the item (letter, number, or keyword) in the field where the magnifying glass appears in the information columns. You can choose to open multiple items using the **Shif**t or **Ctrl** keys and mouse-click OR the **Shift** key and down-arrow to select desired items. Each selected item will then open in the workspace. To de-select any chosen items select the entire row, being certain that all fields in the row are not selected.

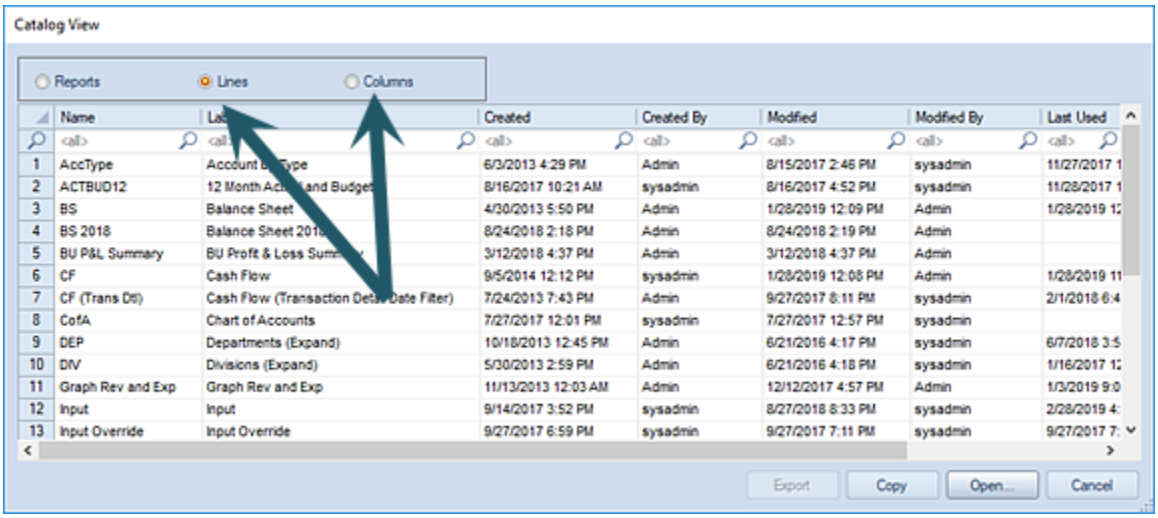
Selecting the Reports radio button displays the **Report Catalog View** will return all existing reports and their information including Name, Label, Line, and Column Definitions used by the report, creation date and who created the report, modified date and who last modified the report, as well as when the report was last used.



After selecting the item(s), you can:

- **Export** - The Export option allows you to select a Report Definition to export and then import into a different Prospero entity or instance.
- **Copy** – The Copy option allows you to copy a list of the item(s) name, label, and information to the clipboard. You can then paste the list from the clipboard to Microsoft Word, Excel, or other notepad-style application.
- **Open** - The Open option allows you to open the item(s) in the Prospero workspace.

Selecting the Lines or Columns radio button displays the **Line or Column Catalog Views** will return all existing elements and their information including Name, Label, creation date and who created the element, modified date and who last modified the item, as well as when the item was last used.



After selecting the item(s), you can:

- **Copy** – The Copy option allows you to copy a list of the item(s) name, label, and information to the clipboard. You can then paste the list from the clipboard to Microsoft Word, Excel, or other notepad-style application.
- **Open** - The Open option allows you to open the item(s) in the Prospero workspace.

Access to Catalog View functionality is defined by permissions on the Role:

- Where the user's Role has Permissions to "Run Reports" and "Maintain Building Blocks", the Reports, Lines and Columns options and radio buttons will be available for selection. (The option to Export will be available for reports.)
- Where the user's Role has Permissions to "Run Reports" (only), such as is usually defined for a Standard User License holder, only the Reports option and radio button will be available for selection. (The option to Export will not be available for reports.)
- Where the user's Role has Permissions to "View Published Reports" (only), such as is usually defined for a Limited User License holder, only the Reports option and radio button will be available for selection and, where available, the last published version of the report will open provided the individual has the appropriate Assignments. (Where there is no published report available, the user will be presented with an error message. Also, the option to Export will not be available for reports.)

Note: The Catalog View is not available for Input Definitions.

For more information, also refer to the section on Importing and Exporting Report Definitions.

Tools Ribbon

The **Tools ribbon** contains many of the specific Tools designed to help you manage and view activities in Prospero.

The features available on this ribbon include:

- **Current Users List** – Displays the current active users logged in to the system.
- **Activity Log** – Opens an activity log to view routine system activity such as updates, deletions, or additions to data or items within Prospero.
- **Error Log** – Opens a log of errors, messages, and other events that may help troubleshoot issues in Prospero.
- **Import Definitions** – This option allows you to import Report Definitions from one Prospero instance or entity to another. The Report Definition and its elements – Lines, Columns, or Trees – must first be exported from the Catalog View located on the Reports Navigation pane.

  For more information on Importing and Exporting Report Definitions, see the section in Report Definitions.
- **Send Message** – Allows you to send a message to all users who are currently logged in to Prospero. The message will appear as a pop-up on the user's Prospero workspace.
- **Remove Lock or Manage Locks** – Allows you to remove locks on Prospero elements – such as Line, Column, Report, or Input Definitions and Report Collections – to allow other users to access them. Locks on elements can occur if Prospero closes unexpectedly for any reason.

  If you have licensed Prospero budgeting and reporting or budgeting-only, you will can manage locks to remove locks on Input Definitions and the Input screen.
- **Resummarize** – Re-summarizes data related to Trees to verify that summary calculations in Prospero are correct.
- **Data Extract** – Allows you to extract segment data directly from the Prospero database. The data you extract must correspond to a Column Definition (periods only), which can then be exported to an Excel file or viewed in the workspace.

- **Add Year to Calendar** – This option is only active when the Calendar workspace is open. This option allows you to add twelve periods to your calendar. For more information, see Adding Calendar Information.
- **Copy Plan** – This option allows you to copy data from one Input Definition to another Input Definition. For more information refer to the Copy Plan topic.

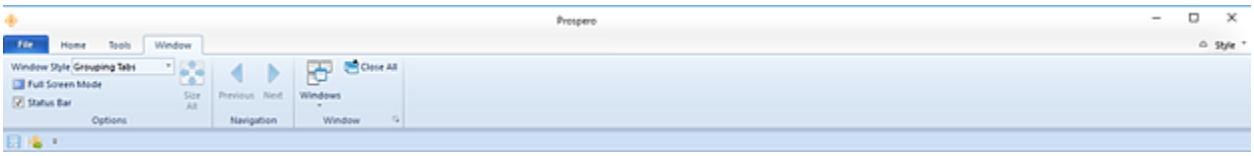
  If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to this option.
- **HR Management** – This option opens the main repository of all employee IDs and information available for an Input Definition. Prospero budgets the correct share of the employee's total salary and related Human Resources expenses to each Department. For more information about budgeting salary and other Human Resources-related expenses by individual employee, please see the Human Resources Tab.

  If you have licensed Prospero budgeting and reporting or budgeting-only and you have the “Use Human Resources Management” permission, you will have access to this option.
- **Calculation Task** – The Calculation Task option allows update of all existing input data in the system when a calculation formula is changed. If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to this option.
- **HR Calculation Task** – The HR Calculation Task option allows update of all existing HR input data in the system when a calculation formula is changed.

  If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to this option.

Windows Ribbon

The **Windows ribbon** allows you to define how the Prospero workspace displays.



The features available on this ribbon include:

- **Windows Style** – This dropdown option allows you to define how to display individual item windows (column, line, report, input or tree definitions) in the Prospero workspace by selecting a style. Workspace windows can appear as “Grouping tabs”, “Cascading tabs”, or “No tabs” windows. (Tabs display the name of the individual item open in the workspace.)
- **Full Screen Mode** – Opens the Prospero workspace windows using the full screen to display data.

- **Status Bar** – Allows you to toggle the status bar on the bottom of the Prospero workspace screen on or off. (The status bar shows the name of the entity you are logged in to as well as your username.)
- **Size All** – Automatically re-sizes columns within an active workspace to fit the size of the data.
- **Previous** – Allows you to navigate to the previous active window on your Prospero workspace.
- **Next** – Allows you to navigate to the next active window on your Prospero workspace.
- **Windows** – Provides a multi-option link that allows you to manage windows in the Prospero workspace. You can open a new or existing Prospero item (Line, Column, Report, or Input Definition) or quickly select an open window on the Prospero workspace.
- **Close All** – Allows you to close all workspaces (windows) currently open on the Prospero workspace.

Context Ribbons

Context ribbons are ribbons which appear *only* for specific grids, worksheets, or features. The context ribbon will show only when those features or functions are active, and where they are available for the user / role.

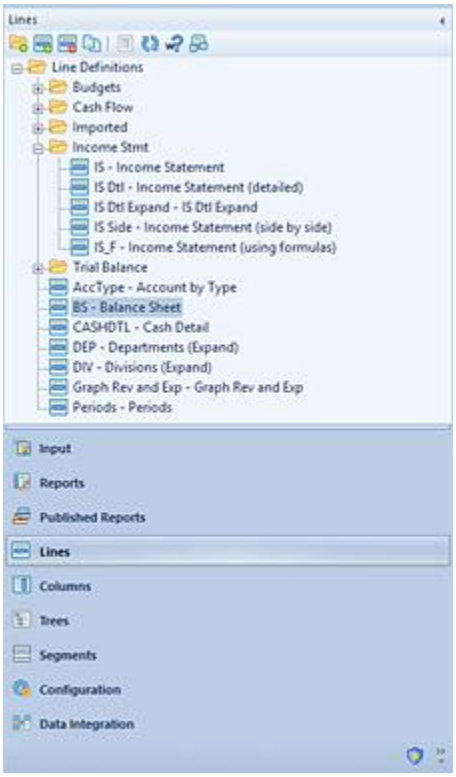
The Line Tools Definition ribbon (above) is an example of a context ribbon. The ribbon allows users to manage Lines Definition features and will only appear when a Line Definition is open.

You must have the appropriate rights and/or be licensed for that feature's module for these ribbons and their options to be active and available for selection.

Navigation Pane

The Prospero **Navigation Pane** allows you to quickly jump between items or features within Prospero. The Navigation Pane contains all the features in Prospero, however, based on your user role or access rights, certain option bars may not be available to you.

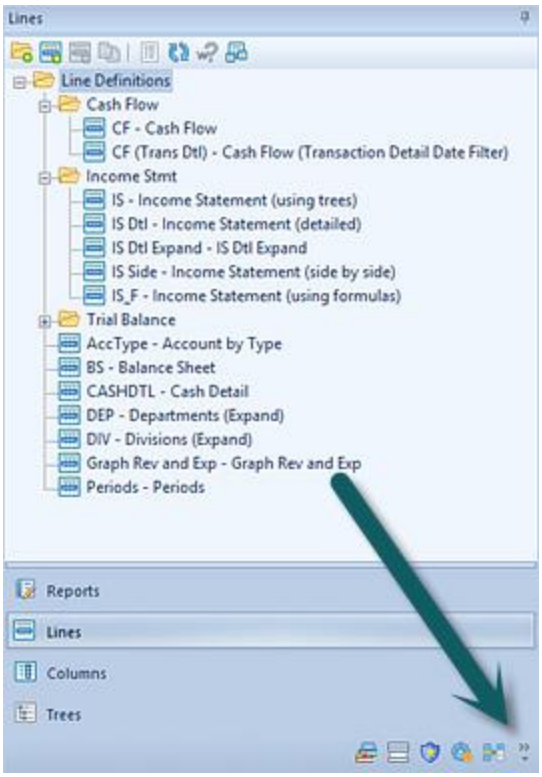
By default, the Navigation Pane opens on the left side of the Prospero window. You can click on each option bar to open the pane to select the feature, function, or item. The items (icons) listed in each option's Navigation Pane will open in their own Prospero workspace when selected.



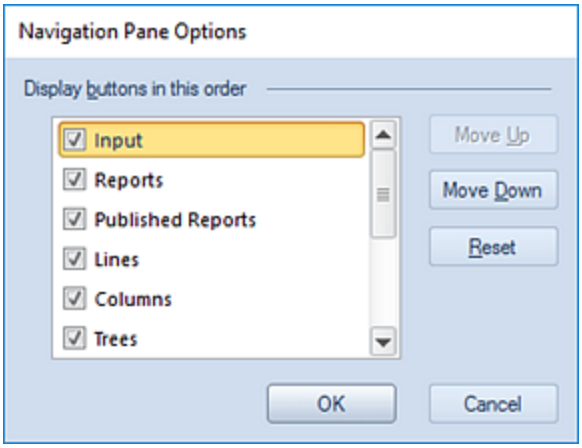
The functions which are available in your Navigation Pane will depend on the modules you have licensed and your user permissions.

Customize the Navigation Pane

You can quickly customize which Navigation Pane items are to appear in Prospero and their order. To modify your Navigation Pane display, open the Navigation Pane Options dialog by selecting the arrow option at the bottom of your screen.



Select or de-select the items, move them up or down in the display order, or reset the display to the Prospero default Navigation Pane display.



When you're done, click on the OK button to save your changes.

While the features available on your **Navigation Pane** will depend on the permissions defined by your user Role, the full list of options include:

- Input
- Reports
- Published Reports
- Lines
- Columns
- Trees
- Segments
- Security or Profile
- Configuration
- Data Integration

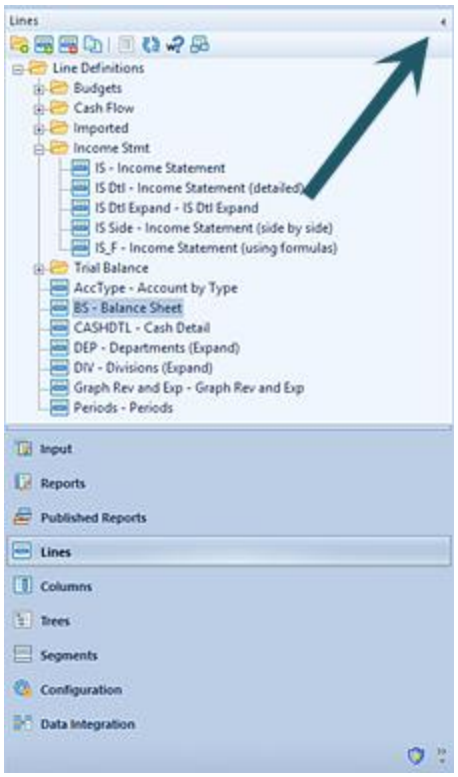
Note: Input will only be available when you license Prospero Budgeting.

Pinning

Prospero provides you with the option to hide, or 'pin', the Navigation Pane and other workspace panels to provide you with a larger workspace area.

To 'pin' the Navigation Pane:

1. Select the arrow icon on the top corner of the Navigation Pane. This will minimize the Navigation Pane to a tab on the left-side of your Prospero workspace.

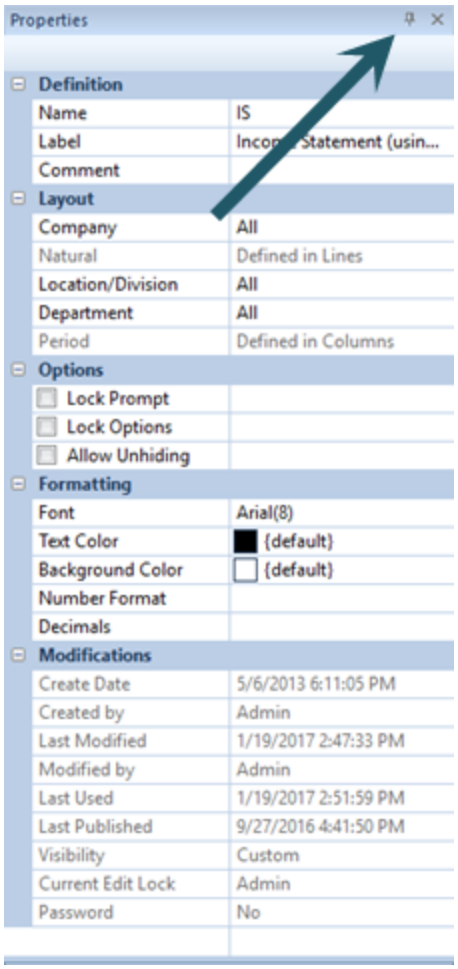


2. To maximize the Navigation Pane again, select the named tab on the left side of the Prospero window.

Pinning is available on other panels within Prospero, notably elements' Properties Panes. You can 'pin' any of these panes using the same method.

To 'pin' the Properties Pane:

1. Select the arrow icon on the top corner of the Properties Pane. This will minimize the Navigation Pane to a tab on the right-side of your Prospero workspace.

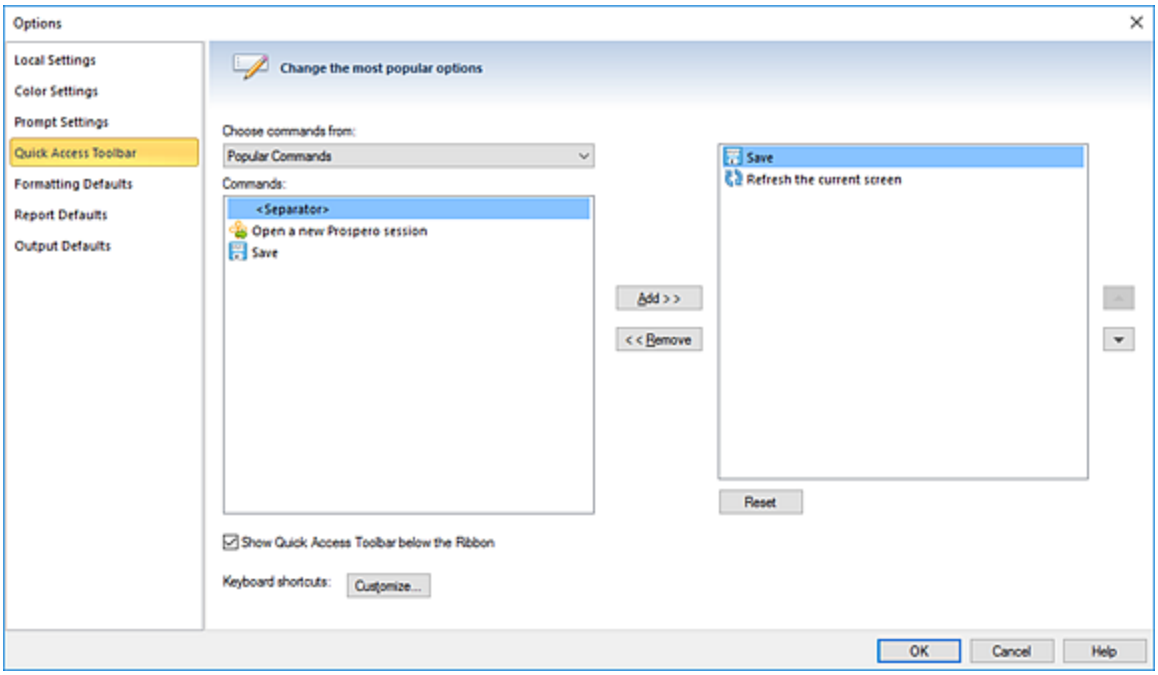


2. To maximize the Properties Pane again, select the named tab on the right side of the Prospero window.

Quick Access Toolbar

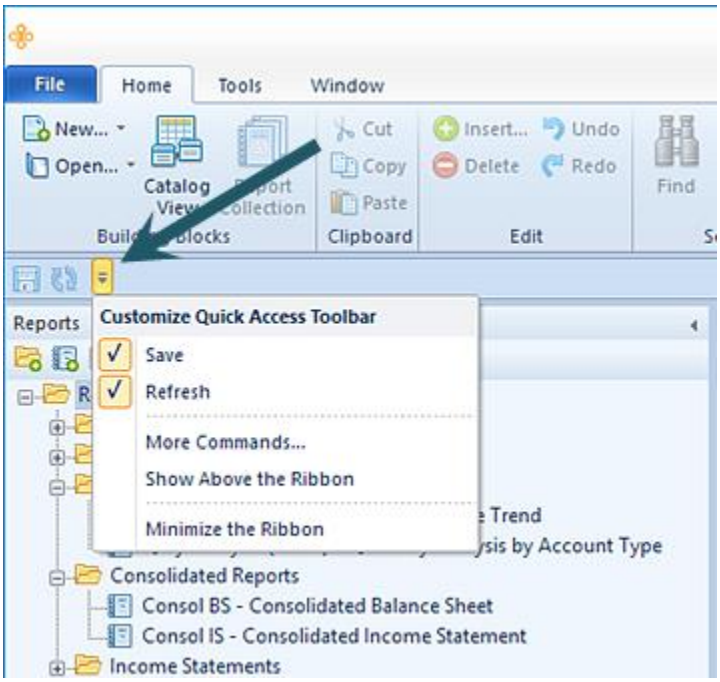
The **Quick Access Toolbar** allows you to define which commonly-used features and functions you wish to have readily available.

The Quick Access Toolbar can be customized by selecting Options on the Home ribbon. You can add or remove items from the toolbar using the commands on the Options screen.



To show a feature or function icon under the active Prospero ribbon, select the “Show Quick Access Toolbar below the Ribbon” checkbox. After making your selections, click on the **OK** button.

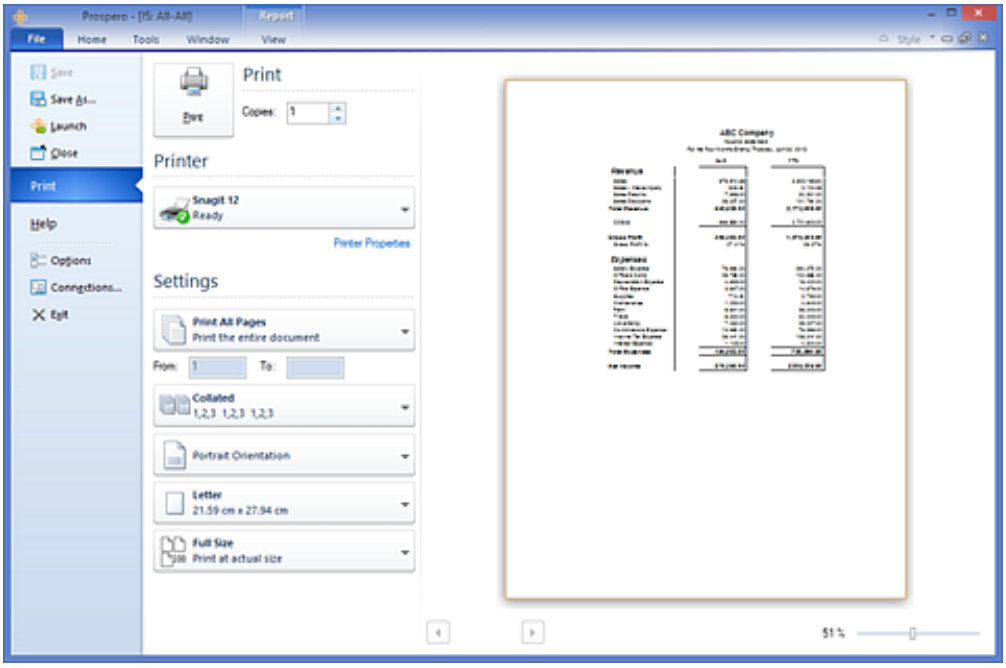
You can also manage the appearance of the Quick Access Toolbar using the “Customize Quick Access Toolbar” option located below any current ribbon.



File Tab Options

The Prospero **File tab options** provide you with additional tools for your Prospero session.

You can access the File tab options either by selecting the File tab on the top of your Prospero workspace or by clicking on the Prospero icon. Which option you use will depend on which Style you have selected for your Prospero workspace.



The tools available from the File tab include:

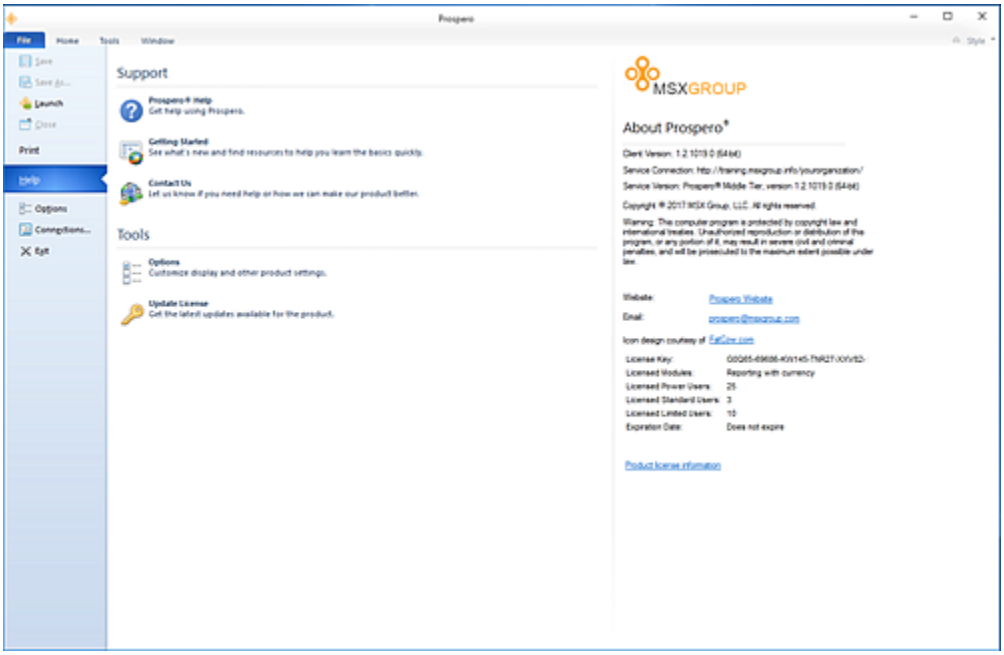
- **Save** – Saves the active item in your workspace.
- **Save As** – Allows you to save the active item in your workspace. The Save As option will create a new copy of the active item (Column, Line, or Report Definition). The new item will default to the existing item's name. However, you can specify a new file name or type. (The item name maximum length is 24.)
- **Launch** – Launches a new Prospero session in addition to your current session.
- **Close** – Closes the active item in your workspace.
- **Print** – Provides options for printing active reports from your Prospero workspace. The Print option also provides you with an embedded Print Preview pane to view your report before it is printed. For more information, see the section on Printing Reports.

- **Help** - Provides you with additional information regarding the Prospero application, including your Client Version and how to update your Prospero license. In addition, the Help Panel provides access to Prospero's Help system, the Getting Started Guide, and MSX Group Contacts and Support.
- **Options** – Provides a link to the Options pane to configure local settings in Prospero. For more information, refer to the section on Options.
- **Connections** – Allows you to define, select and manage connections to one or more Prospero Middle Tier Service.
- **Exit** – Ends your Prospero session, prompting you to save any active items in your workspace before doing so.

Help Panel

The Prospero **Help Panel** provides you with additional Prospero support information and tools, as well as information on your client version.

To access the Prospero Help Panel, select the **File** tab on the top of your Prospero workspace (or click on the orange Prospero logo in the upper left corner). Then, select the **Help** option listed in the left panel.



The support information and tools available include:

- **Prospero Help** – Provides you with access to Prospero's Help system.

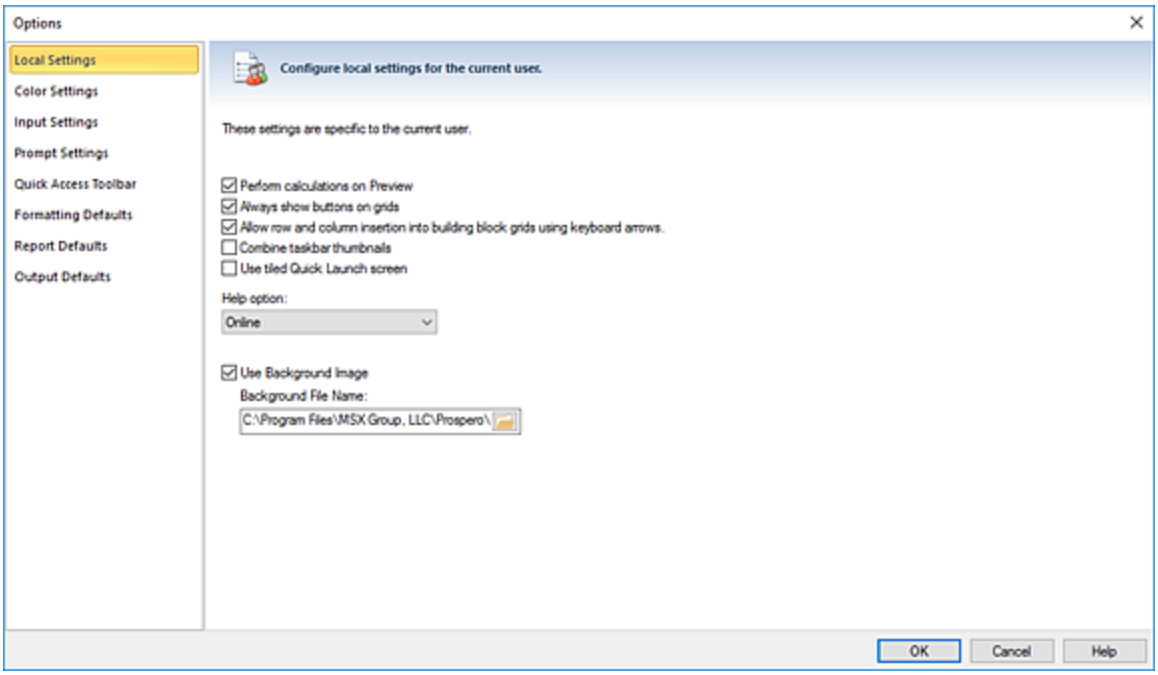
- **Getting Started** – Provides a link to the MSX Group “Getting Started Guide”
- **Contact Us** – Provides you with links to contact the MSX Group
- **Options** – Provides a link to the Options settings.
- **Update License** – Allows you to change your Prospero license to add or remove application functionality.

  Note: If you make any changes to your Prospero product license, you will be prompted to log out and log in for the change to take effect. For more information see Prospero Licensing.
- **Website** – Provides a link to the Prospero product website
- **Email** – Provides an email link to the MSX Prospero product team
- **License information** – Provides information on the license key, the licensed module(s), and number available of each type of license in Prospero.
- **Product License Information** – Provides a link to the Prospero End User License Agreement PDF document.

Options

Options, located on the Prospero Home ribbon, allows you to configure your local settings, customize the Quick Access Toolbar, set the system default font and date format setting, and configure system-wide report or budget input options for the entity.

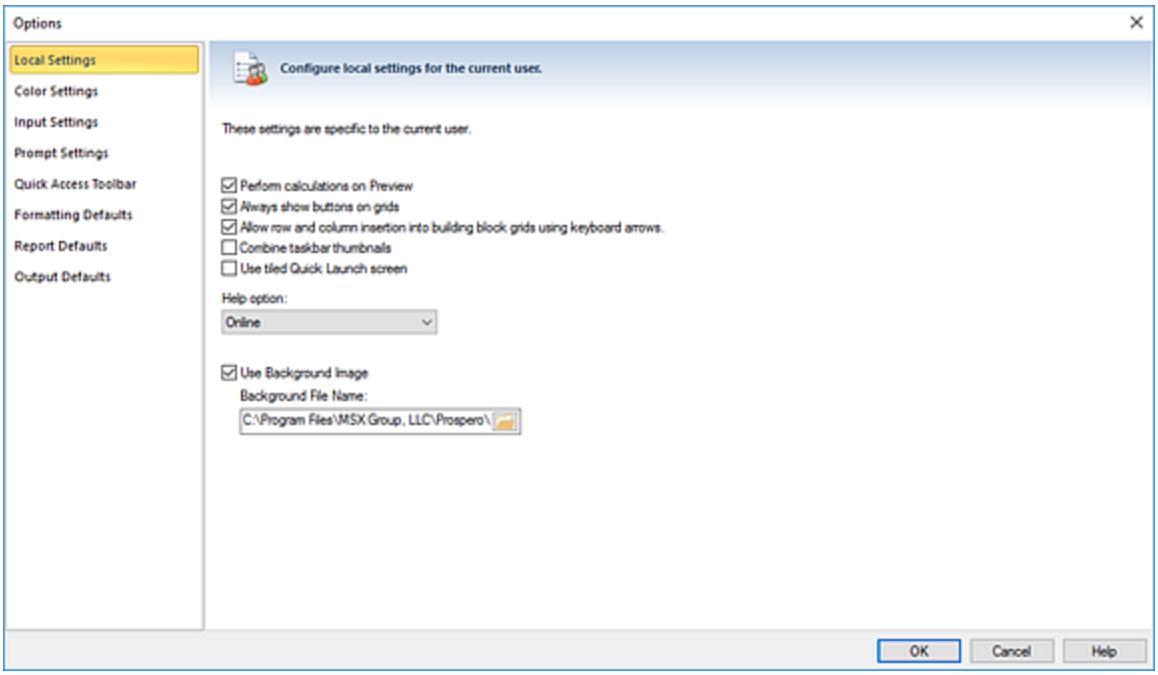
Select the option bars (links) on the left panel to return the available configurable selections screens.



Note: Non-Administrative users will not have access to the Formatting Defaults, Report Defaults, or Security Configuration Option screens.

Local Settings Options

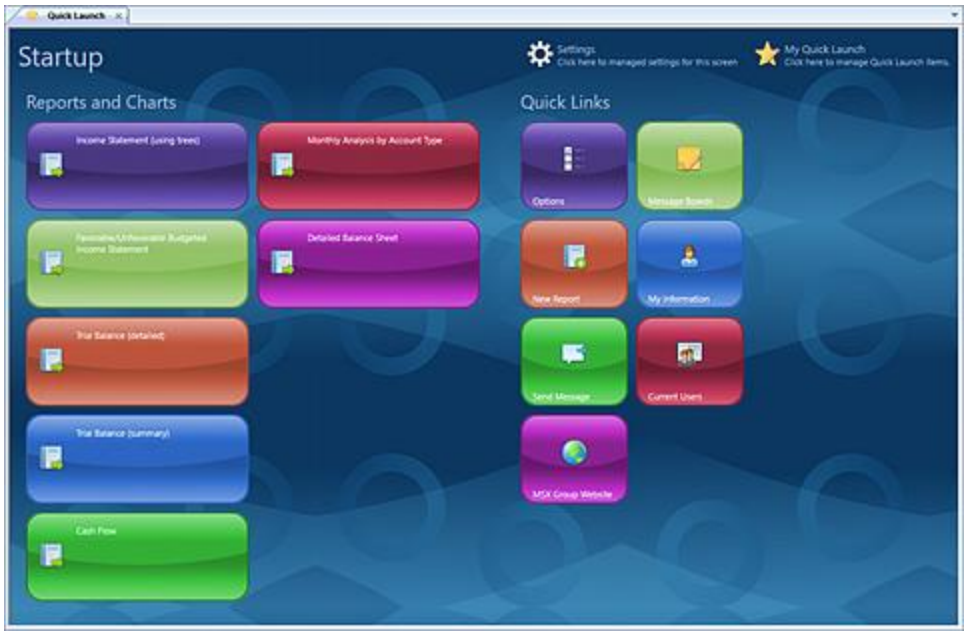
Local Settings control certain Prosper functions and application behaviors specific to the current user. To open the Local Settings screen, select Local Settings on the left panel.



Local Settings options include:

- **Perform calculations on Preview** – Performs any calculations contained in columns when you view them in the Column Definitions workspace.
- **Always show buttons on grids** – Allows you to see an arrow or ellipsis option in the grid cell on columns and lines for selection. (Do not select this option if you prefer to view more space in your grid cell. Any selection capability will still be available.)
- **Allow row and column insertion into building block grids using keyboard arrows** - Allows you to use arrow keys to insert an extra row or column.
- **Combine taskbar thumbnails** – This option controls the visual way thumbnail icons appear on the taskbar. For instance, if multiple tabs are open in Prospero, and you hover your mouse over the task bar, all tabs will display in the thumbnail. The "Combine taskbar thumbnails" option, when checked, will show only one item when you hover over the icon on the task bar. This option is unchecked by default.

  Note: This option only affects the visual space when Windows options are set to "No Tabs" or "Cascading Tabs". This option does not affect the visual space when the Windows option is set to “Grouping Tabs”.
- **Use tiled Quick Launch screen** – This option controls how the Quick Launch screen is visually rendered in the workspace. This option is selected by default and displays the Quick Launch screen in a graphical manner:



When this option is not selected, the Quick Launch screen displays in a standard classic format:

For more information refer to the section on My Quick Launch.

- **Help option** - Allows you to select how you access Prospero Help, either as an online feature or as a local file. Context sensitive Help throughout Prospero is available using either option.

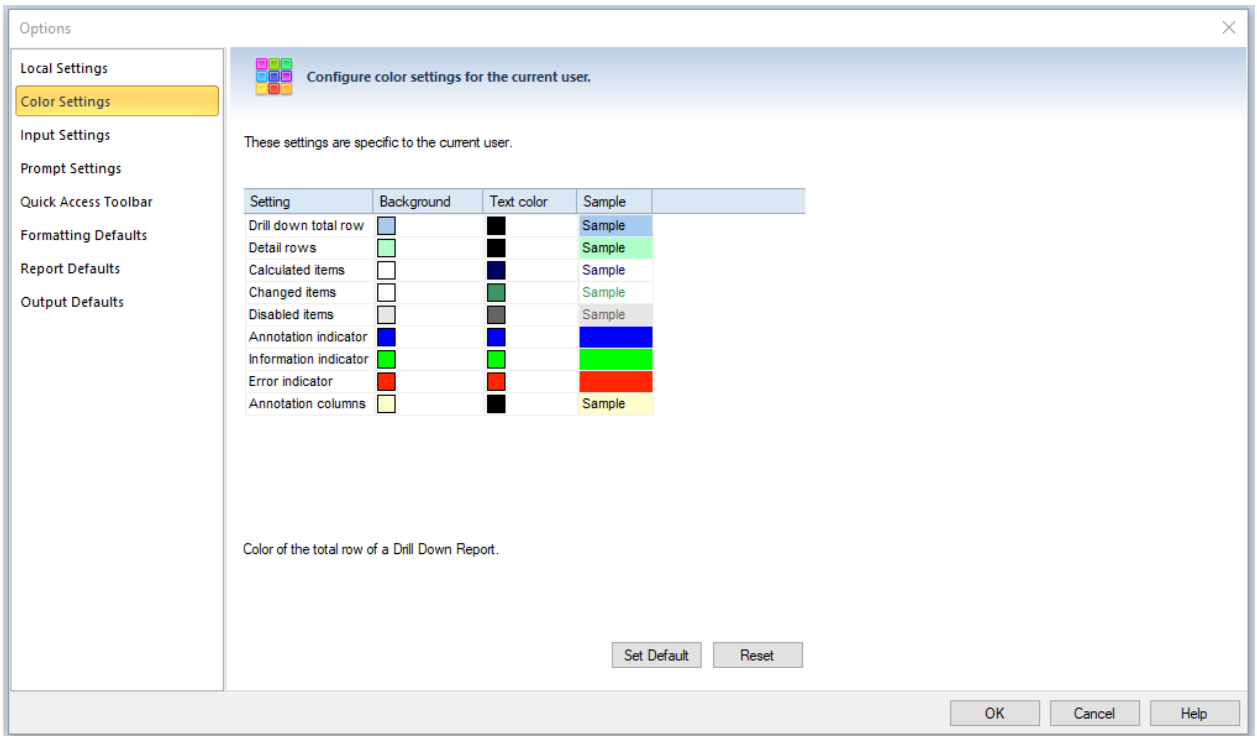
  Note: If you use local Help, you should periodically download updates from the Prospero product website.

- **Use Background Image** – Allows you to customize your Prospero workspace with the image of your choice, such as the logo for your organization. Your image will be stored in the database, independent of the file system.

Color Settings Options

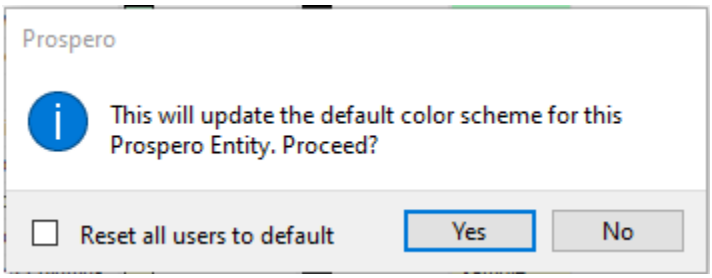
The **Color Settings** options allow you to choose how the Prospero workspace shows the background and text color for specific settings.

The default out-of-the-box Prospero settings are as follows:

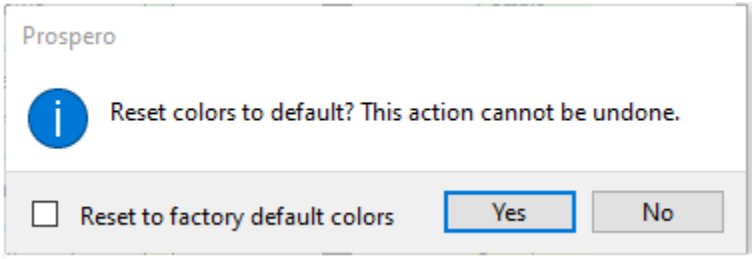


Note: some color settings will not be available if you do not have a license for Prospero Budgeting.

Administrators have the ability to set a default color scheme that will be used by other users of the system. When the **Set Default** button is clicked, the administrator will be prompted to confirm that they wish to update this Entity's default color settings. In addition, the administrator can choose to force a reset on all other users' color settings, effectively overriding their local, user-specific color selections:

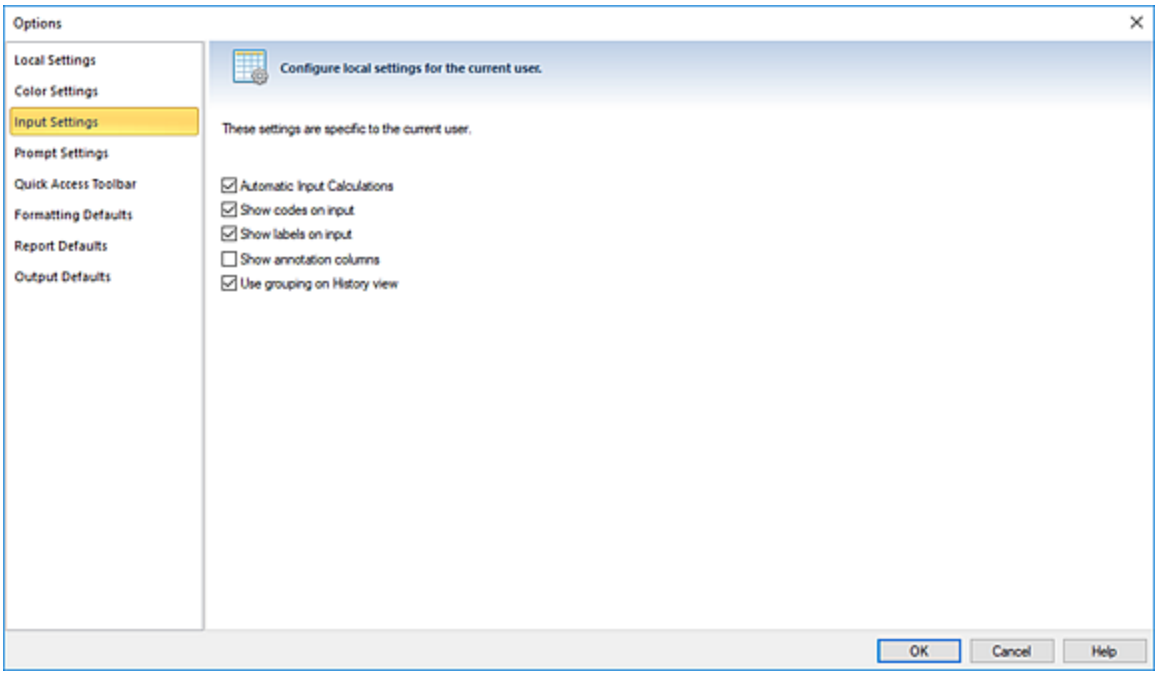


Users who wish to reset their local color preferences to the default settings can use the **Reset** button on the bottom of this Options screen. This will prompt the user to confirm they wish to reset the colors, and will give them an option to revert to the factory default colors as well:



Input Settings Options

The **Input Settings** options allow you to choose how the Prospero workspace shows the background and text color for specific settings. The default out-of-the-box Prospero setting is as follows:



Input Settings options include:

- **Automatic Input Calculations** – Performs calculations contained in columns automatically in the Data Input workspace. If this option is not selected, you must use the **Calculate** option on the Input Tools ribbon OR select **Save** on your Data Input workspace to recalculate input summary totals.

  This option is selected by default.

- **Show codes on input** – Shows segment codes in the row in the data input workspace. If this option is not checked, codes will not appear when “Show Hidden Columns” is selected on the Input Tools context ribbon (to show hidden columns in the Data Input workspace.) This option is selected by default.

- **Show labels on input** – Shows segment labels in the row in the data input workspace. If this option is not checked, labels will not appear when “Show Hidden Columns” is selected on the Input Tools context ribbon (to show hidden columns in the Data Input workspace.) This option is selected by default.

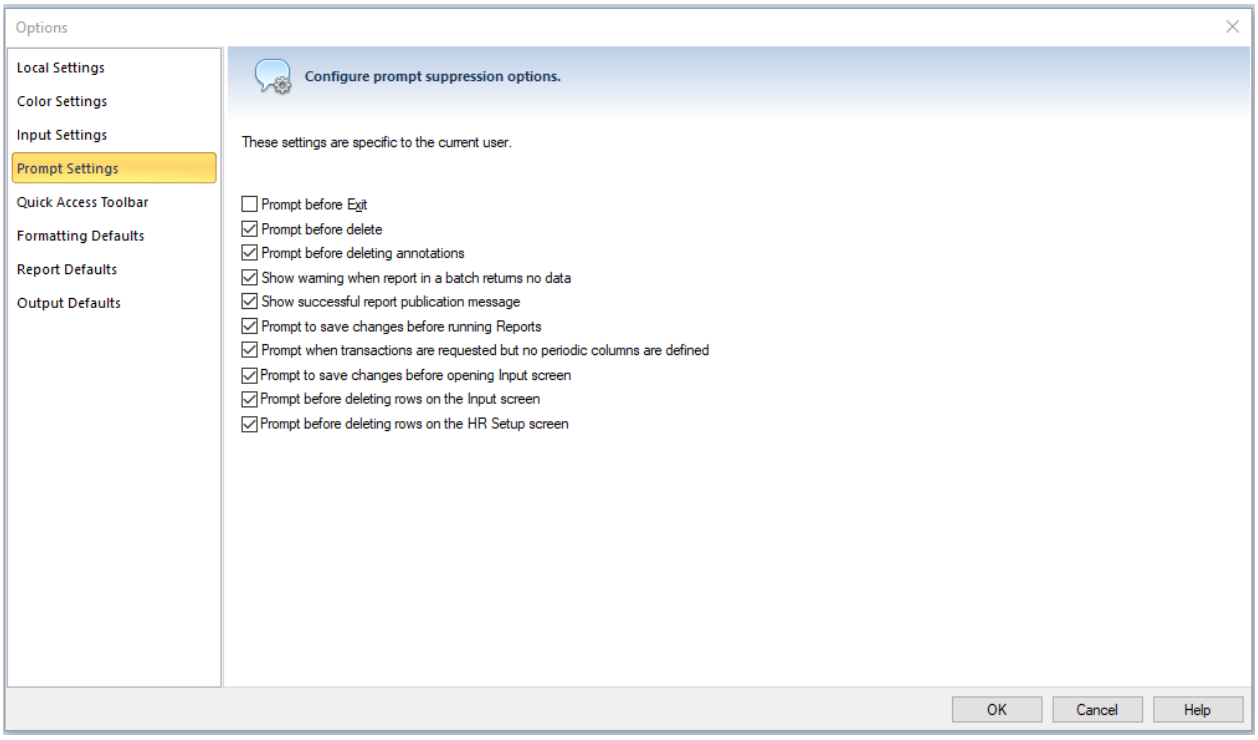
- **Show annotation columns** – Shows annotation information columns including the latest comment on the input data workspace. This option is not selected by default. (The Annotation pane will be available regardless of this setting.)

- **Use grouping on History view** – If checked, the data input History view screen will group records by segment, with each change entry appearing under the segment values. When unchecked, each change entry will appear in a list format, without any segment grouping. This option is selected by default.

Note: The Input Settings option is only available when Prospero is licensed for budgeting-only or budgeting and reporting.

Prompt Setting Options

The **Prompt Setting** option allow you to configure system-wide prompt settings for various actions in Prospero. The default out-of-the-box Prospero setting is for all options to be selected.



Local Settings options include:

- **Prompt before Exit** – Provides you with an optional confirmation prompt whenever you exit Prospero.
- **Prompt before delete** - Provides you with a prompt to confirm the action whenever you delete an item. If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts before deleting items.
- **Prompt before deleting annotations** - Provides you with a prompt to confirm the action whenever you delete an annotation. If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts before deleting items.
- **Show warning when report in a batch returns no data** - Provides you with a warning message when any report which is part of a batch did not return data. If you have

elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts.

- **Show successful report publication message** - Provides you with an informational message that a report has published successfully. If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts.
- **Prompt to save changes before running Reports** - Provides you with a prompt to save changes to report definitions and their elements before running a report(s). If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts.
- **Prompt when transactions are requested but no periodic columns are defined –** When a report is run with the option to include transactional details selected, but no periodic columns are included in the columns for the report, transactions will not be included. Check this checkbox to receive a warning about this before the report runs or uncheck it to suppress the warning.
- **Prompt to save changes before opening Input screen** - Provides you with a prompt to save changes to input definitions and their elements before opening the input screen(s). If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts.

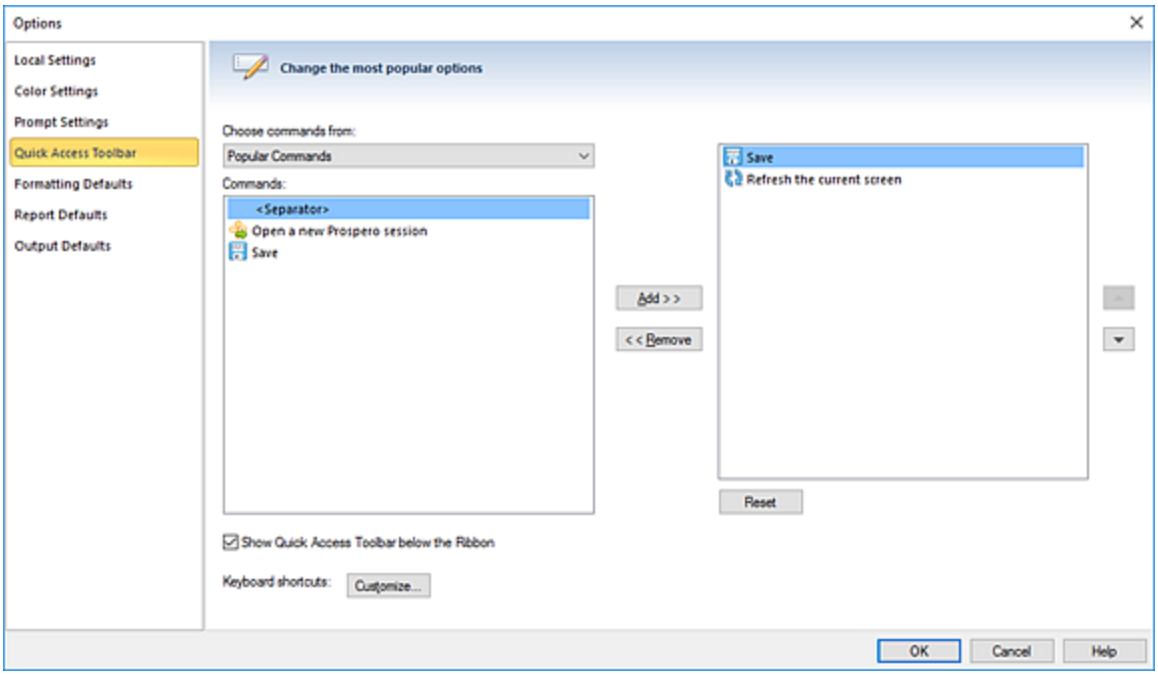
  Note: This option is only available when Prospero is licensed for budgeting-only or budgeting and reporting.
- **Prompt before deleting rows on the Input screen** - Provides you with a prompt to confirm the action whenever you delete a row in the input screen. If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts before deleting items.

  Note: This option is only available when Prospero is licensed for budgeting-only or budgeting and reporting.
- **Prompt before deleting rows on the HR Setup screen** - Provides you with a prompt to confirm the action whenever you delete a row in the HR Setup screen. If you have elected to not show confirmation messages previously, re-checking this checkbox will re-enable prompts before deleting items.

  Note: This option is only available when Prospero is licensed for budgeting-only or budgeting and reporting.

Quick Access Toolbar Options

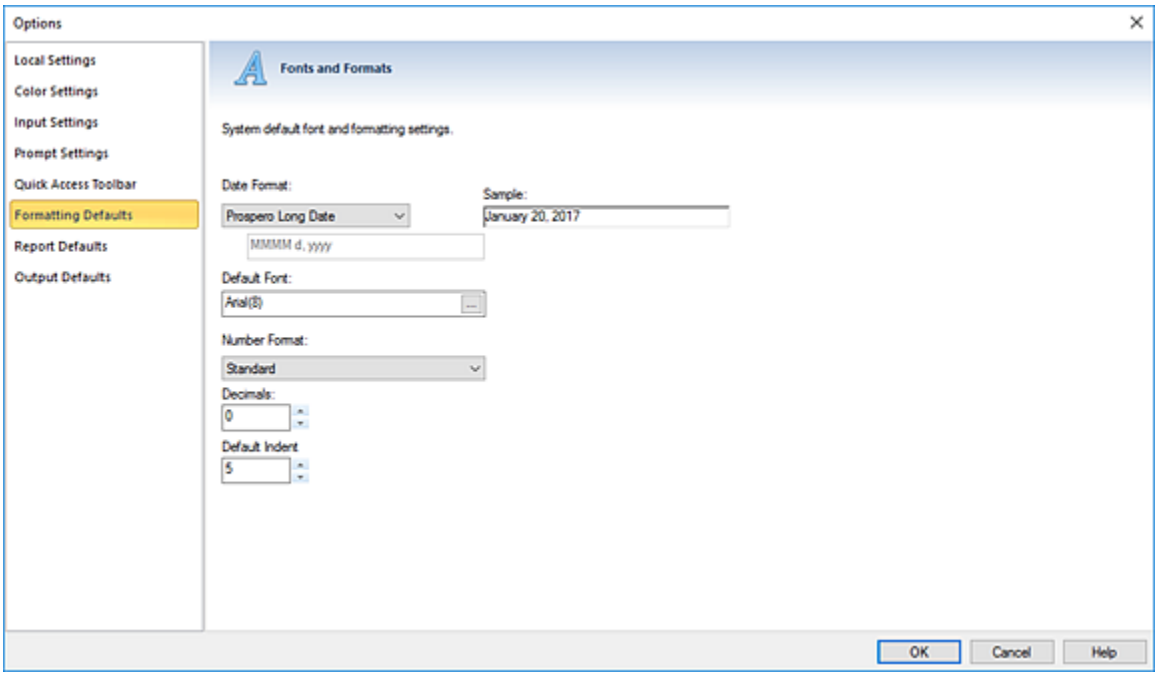
The **Quick Access Toolbar** allows you to configure toolbar icons for commonly-used features or functions. To open the Quick Access Toolbar screen, select Quick Access Toolbar on the left panel.



For more information, refer to the section on the Quick Access Toolbar.

Formatting Defaults Options

System-wide fonts and formatting are managed through the **Formatting Defaults** option screen. To change your Formatting Defaults, select Formatting Defaults on the left panel.



Formatting options include:

- **Date Format** – Allows you to specify how you would like the default date formats to appear in Prospero. (The date format you select here will apply to report headers, footers, transaction detail, etc.)

  The date format can be one of the following:

  - Prospero Long Date – This will show the date in a long date format but without the day of the week included (i.e. April 7, 2014).
  - System Long Date – This will show the date in a long date format (i.e. Monday, April 7, 2014).
  - System Short Date – This will show the date in a short date format (i.e. 4/7/2014).
  - Long Date – This will show the date in a long date format (i.e. Monday, April 7, 2014).
  - Short Date – This will show the date in a short date format (i.e. 4/7/2014).
  - Custom – This option allows you to define your own date format. When creating Custom date formats, Prospero follows standard date formatting conventions. A standard date and time format string uses a single format specifier, or code, to define the text representation of a date and time value. Any date and time format string that contains more than one character, including white space, is interpreted as a custom date and time format string.

    Examples of the codes to construct your strings are as follows:

Custom Date Format Code	Code Representation
M	Month
m	Minute
H	Hour
d	Day
y	Year

Note: The format codes are case sensitive as noted above.

<u>To create a custom date format in Prospero</u>:

1. Select “Custom” from Date Format dropdown.
2. Type a format string – including the separator you require - in the text box below the dropdown. The string you type will be displayed as a date in the Sample text box.
3. Select **OK** to save your changes.

The following are a few examples of custom date format strings:

Prospero Custom Date Format String	Date Format Sample Displayed
MMM dd, yyyy	Dec 20, 2014
MMMM dd, yyyy	December 20, 2014
MM/dd/yy	12/20/14
MM/dd/yyyy	12/20/2014
MM/dd/yy hh:mm	12/20/14 11:45

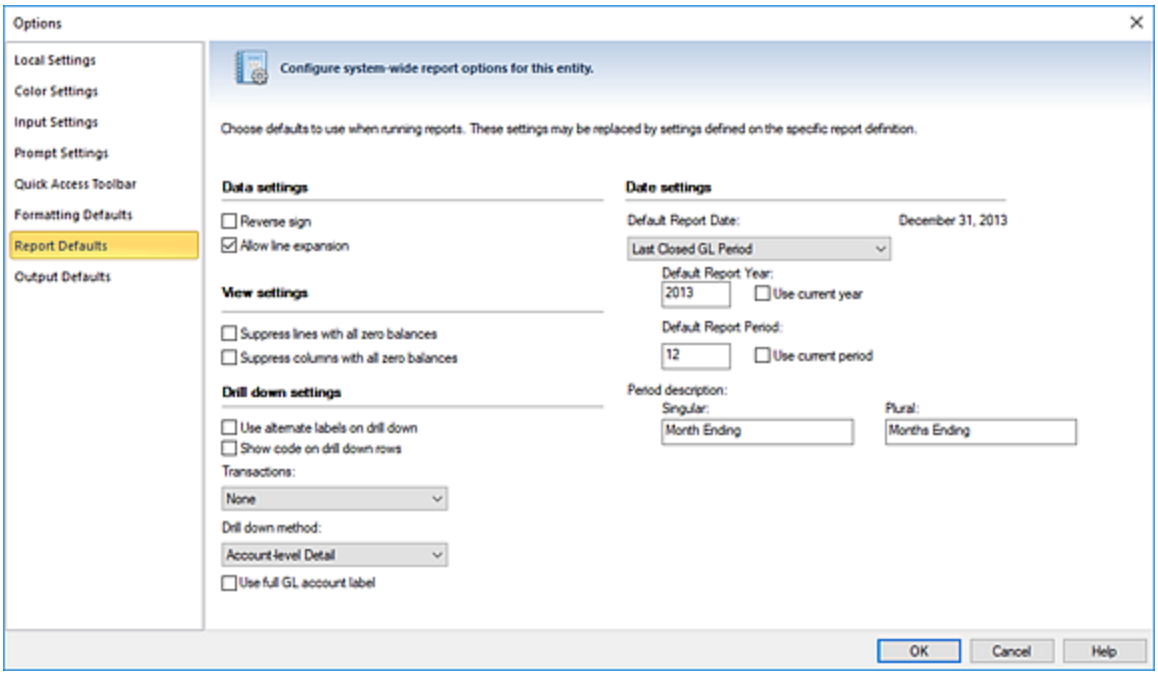
For more information on defining date format strings specific for your organization, contact MSX Support. You or your systems administrator can also access the full listing of Microsoft® conventions at the Microsoft® MSDN Website

- **Default Font** – Allows you to specify your system-wide default font for the elements, budgets and reports you create in Prospero.
- **Number format** – Allows you to define the number format on your report – currency, general, percentage or standard. The default option is “Standard”.

  Leaving this option blank, or unselected, will result in your reports or input screens showing number formats as they are defined in the Report or Input Definition.
- **Decimals** - Allows you to specify your system-wide decimal precision. This is a numeric value.
- **Default Indent** - Allows you to specify the default number of spaces for indentation in lines or columns. This is a numeric value and out-of-the-box the default is 5 spaces, with a maximum of 10 and a minimum of 0.

Report Defaults Options

Report Defaults allow you to configure system-wide report settings for your entity. To open the Options Report Defaults screen, select the Report Defaults option bar on the left panel.



Report Defaults options include:

- **Reverse sign** – Reverses the positive/negative sign for values on your reports.
- **Allow line expansion** – The **Allow line expansion** checkbox allows you to specify whether the lines will be expanded on a report (where that feature is used in a line definition.) When checked, if a line set uses the expand feature within it, the expanded rows will be generated with the report. If the checkbox is not checked, the expand setting within the line set is ignored.

  This setting is maintained when publishing reports, so if it was disabled on the generated report, it will be disabled on the published report.

  The default setting is to have this option enabled.
- **Suppress rows with all zero balances** - Suppresses (does not show) rows on your reports which contain zero balances.
- **Suppress columns with all zero balances** - Suppress (does not show) columns on your reports which contain zero balances.
- **Use alternate labels on drill down** – Allows you to show alternate labels on drill down on reports. The Alternate label is defined on your segments' worksheet(s) and allow you to show a label which is different from the segment item label. This option is not selected by default. For more on creating alternate labels see the section on the Segment Worksheet.
- **Show code on drill down rows** – Allows you to choose to show the code on the row when drilling down on report rows. The code value will be appended to the description. This option is not selected by default.

- **Transactions** – Allows you to define the type of transactions returned by the drill down method on your report:
  - None – Returns no transactions on drilldown.
  - Posted only – Returns only posted transactions.
  - Unposted only – Returns only unposted transactions
  - Both – Returns both posted and unposted transactions.
- **Drill down Method** – Allows you to define the drill down method your report will use:
  - Reporting Tree Levels – Uses the standard Prospero Tree method for drill down which drills through each level of the tree associated to the report to the transaction level (if specified). This option is the Prospero default drill down method.
  - Account-level Detail – Uses a drill down method which will only drill to the account-level detail. This is a non-subtotaling method which will only drill down to the report account line.
- **Use full GL account label** – This option will only be available when the drill down method selected is “Account-level Detail”. When checked, this indicates that the full account label from the GL will be reflected on the account -level detail. If this item is unchecked, account-level detail will reflect what has been previously brought in to the system through the integration.

  Note: This option is only available when the GL integration supports this information.
- **Default Report Date** – Allows you to customize the date format that will appear on the report. Available options include ‘Current GL Period’, ‘Last GL Period’, ‘System Date’, ‘Last Period’, and ‘Custom’.

  When selecting ‘Custom’, you may specify a specific **Report Year** and **Report Period** by entering the value in the field or you can select the **Use current year** and/or **Use current period** checkboxes.

  The informational date value appearing next to the field label will reflect the period end date for the selection.
- **Default Report Year** – Allows you to specify the default reporting year for any report. Selecting the “Use current year” checkbox will always automatically set the default report period to the current calendar month.

  Whenever the Report Date field selection is “Custom”, if the **Use current year** or **Use current period** checkboxes are checked, making any modification to the default report year or report period will result in the checkboxes being reset to blank.
- **Default Report Period** – Allows you to specify the default reporting period for any report. Selecting the “Use current month” checkbox will always automatically set the default report period to the current calendar month.

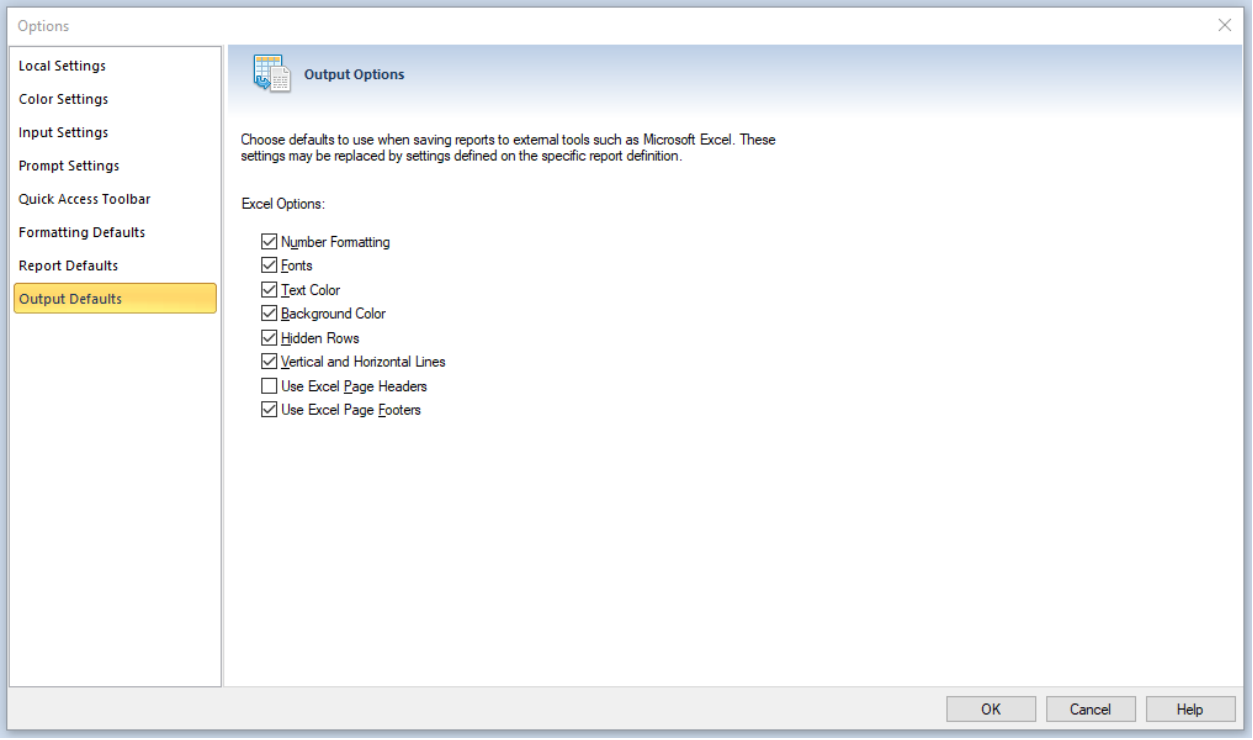
  Whenever the Report Date field selection is “Custom”, if the **Use current year** or **Use current period** checkboxes are checked, making any modification to the default report year or report period will result in the checkboxes being reset to blank.

- **Period description** – Allows you to specify the desired text describing your report periods – both when the report period is referred to singularly and when the report period is plural.

Remember that the Report Defaults that you set in Options may be overridden when you define your specific report's Report Definition or at run-time.

Output Defaults Options

The **Output Defaults** allow you to configure system-wide Excel output settings for exporting your Prospero reports to an Excel spreadsheet. To open the Output Options screen, select Output Defaults on the left panel. The default out-of-the-box Prospero setting is for all options to be selected.



Output Defaults options include:

- **Number Formatting** – Indicates that the number formatting defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see Column Number Format, Line Number Format and Report Number Format.
- **Fonts** – Indicates that the font defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel

settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.

- **Text Color** – Indicates that the text color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Background Color** – Indicates that the background color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Hidden Rows** – Indicates that rows defined on the Prospero report as hidden (using the "Suppress" Line Definition field, will be included when exporting. These rows will be minimized to "appear" as the original report does, however, maximizing the row height will show the row's values. If this is not selected, any rows which are hidden on the report will not be included in the export. For more information see the Line Definition Suppress.
- **Vertical and Horizontal Lines** – Indicates that the lines (and their weight) defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your report's lines will not appear on the report.

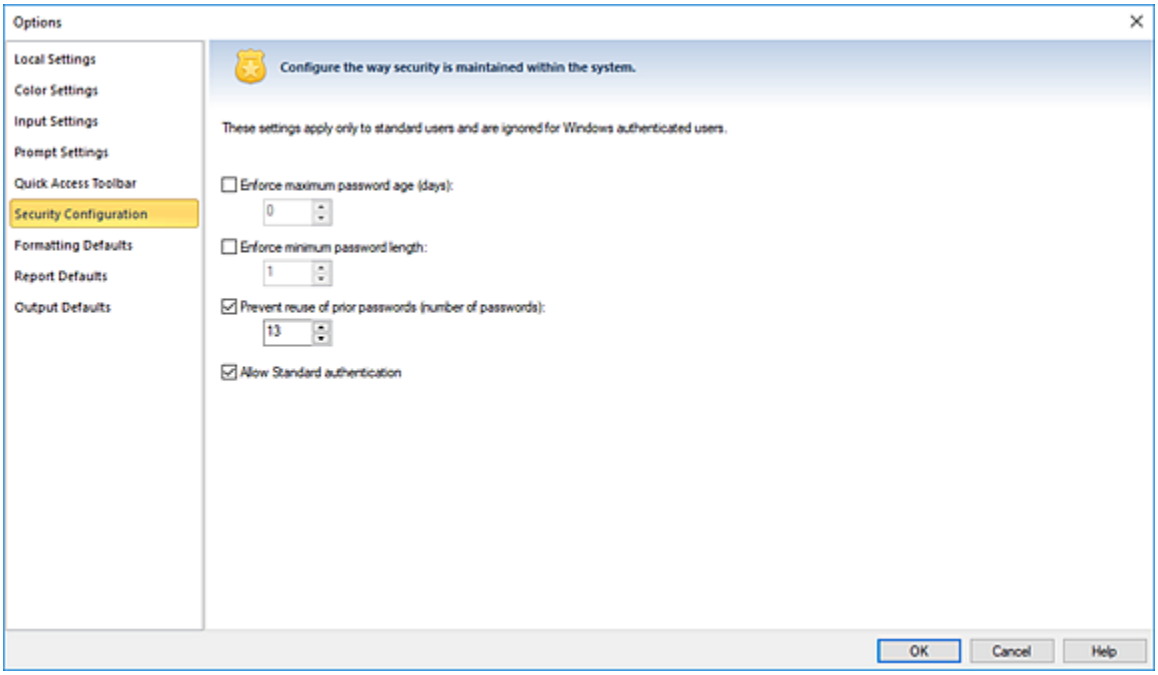
  Note: For your lines to appear in the color in which they are defined in Prospero you must also select the "Text Color" option.

  For more information refer to the Underline and Vertical Line fields.
- **Use Excel Page Headers** – Indicates that the Report Headers for this Report will be exported into Excel's Page Headers rather than being exported as repeating rows at the top of the spreadsheet. Formatting such as fonts and colors may not export for the header rows if this option is used.
- **Use Excel Page Footers** – Indicates that the Report Footers for this Report will be exported into Excel's Page Footers in order to allow them to repeat at the bottom of each printed page. Formatting such as fonts and colors may not export for the footer rows if this option is used.

Remember that any of the Output Defaults that you set in Options may be overridden when you define your specific report's Report Definition.

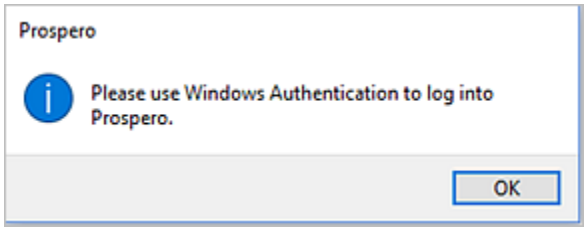
Security Configuration Options

The **Security Configuration** option allows you to configure security settings for non-Windows authenticated users. This option allows you to configure logon password requirements and is only available from the System entity for Administrative users.



The Security Configuration options include:

- **Enforce maximum password age (days)** – Allows you to specify the number of days that a password will be valid before the user must change it. When not checked, this indicates that there is no enforced rule.
- **Enforce minimum password length** – Allows you to specify the required minimum length of passwords which users are assigned or create. When not checked, this indicates that there is no enforced rule.
- **Prevent reuse of prior passwords (number of passwords)** – Allows you to specify the number of iterations of unique prior password the user must comply with. When not checked, this indicates that there is no enforced rule.
- **Allow Standard authentication** – This option allows you to specify that Standard Authentication is allowed for log in to the system. When unchecked, <u>only</u> Windows Authentication is allowed for log in and if the user attempts to login with Standard Authentication, they will receive an error message:



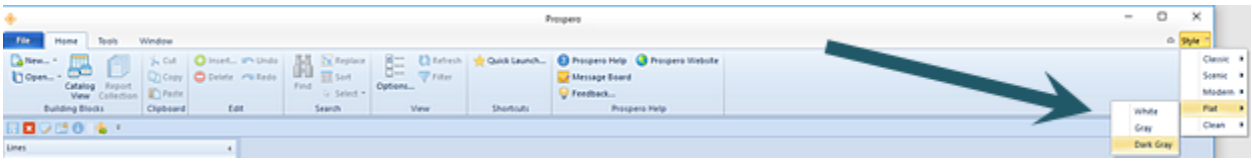
In addition, when checked, new users must be created using Windows Authentication only. Any users whose accounts use Standard Authentication, after this option is de-selected, will not be allowed to log in to Prospero.

This option is checked by default.

Visual Style

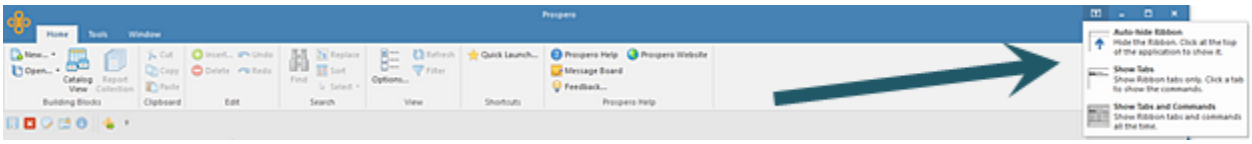
Visual Styles allow you to customize the theme (the “look-and-feel” and colors) of your Prospero workspace. These visual styles correspond to standards available in Microsoft® applications or versions of Windows.

You can change your visual style at any time by selecting the Style drop-down box available in the upper right-hand corner of the Prospero application.



The visual styles available include: Classic, Scenic, Modern, Flat, and Clean. Once you select the visual style, you can select the color scheme associated to the style.

In addition, if the Flat or Clean visual style is used, the Ribbon Auto-Hide option is available to hide the ribbon, ribbon tabs or commands.

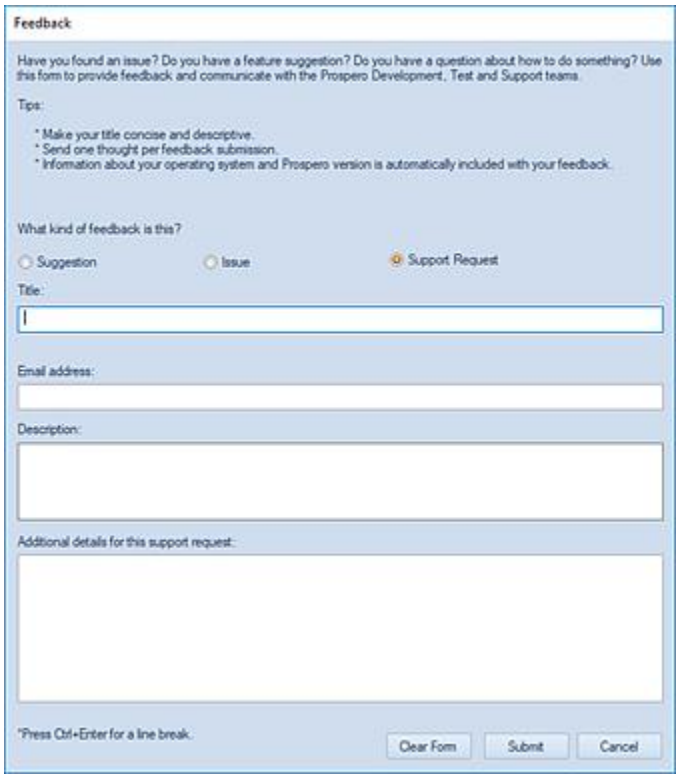


Feedback and Support

The **Feedback and Support** option on the Prospero Home ribbon is your direct connection to the MSX Group’s Prospero Development and Support Teams. This option allows you to request an enhancement feature, report an application issue or request Support assistance. Items submitted through this tool are sent directly to all members of these teams to ensure that MSX Group can get you the help you need as quickly as possible.

To submit feedback to the MSX Group:

1. Select the Feedback and Support option on the Home ribbon.
2. In the Feedback and Support screen, select the type of feedback you wish by selecting one of the radio button options: “Suggestion”, “Issue” or “Support Request”.

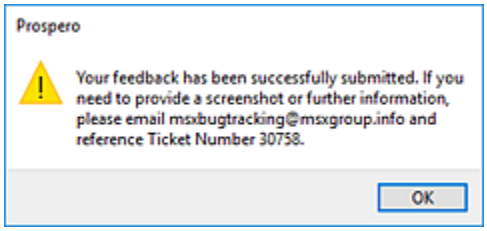


3. Next, enter your issue, suggestion or question you have. Please provide as much information as possible so our technicians can quickly reproduce your problem or review your request.

   For example, if you have an issue to report or a support request on a specific feature of Prospero, please include:

   - The steps to recreate the problem or area of the application in question.
   - The user name you were logged in as.
   - Any other pertinent information that can help us to better understand and/or fix the problem.
   - If you have a suggestion, please provide as much detail on how you want the functionality to work.
4. (If you need to clear your entries to start over, select the **Clear Form** button.)
5. After entering your information, press the **Submit** button to have your issue or request delivered to the MSX Team. You will receive a confirmation message, which will also

include your ticket number.

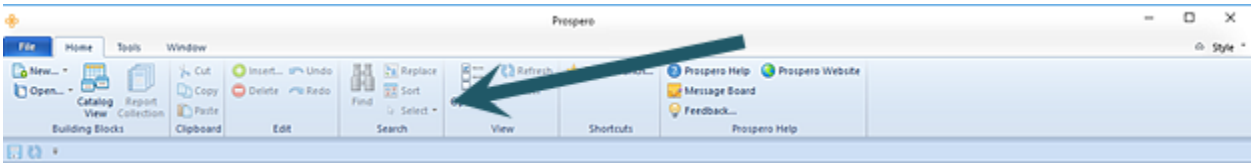


For more information or assistance, refer to the section Contact Us.

Search Options

The Prospero workspace provides you with several usability options for managing data in your workspace. Like other Microsoft® applications, you can use the Find, Replace, Select or Sort options to allow you to quickly find values or make multiple updates to your data.

Search options are located on the Home ribbon and can be used in the active workspace grid.



The **Find** option will take you to the cell which contains the value you enter in the Find dialog. Additionally, you can use the **Ctrl** button and the **F** key to return the Find dialog.

The **Replace** option will perform multiple replacement on values in the cells based on your input. The following conditions and exceptions impact how the Replace feature will function in the workspace:

- Fields which don't allow direct typing in the cell, such as the period filter cells on Column Definitions, do not allow the Replace function to occur.
- Fields with drop-down lists will allow the replace to occur if the replacement text matches the beginning of a string in the list.
- Fields which are checkboxes, disabled cells, or are read-only will not allow the Replace function to change the value.

- Field which are hidden in the workspace, such as columns in a Line Definition, will not be included in the Replace even if they match.

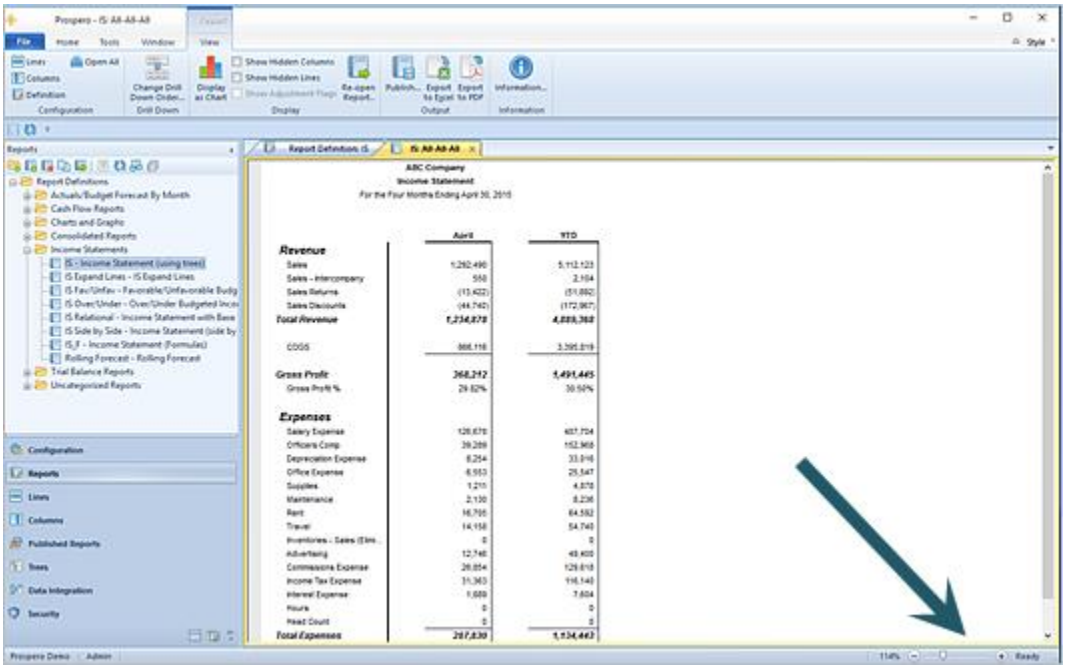
The **Sort** option will sort the data in the current open set or workspace.

The **Select** option will select all the data in the current open set or workspace. You can choose to “Select All” or “Select None” to clear your selection and you can then choose to “Copy” or “Cut” the information selected.

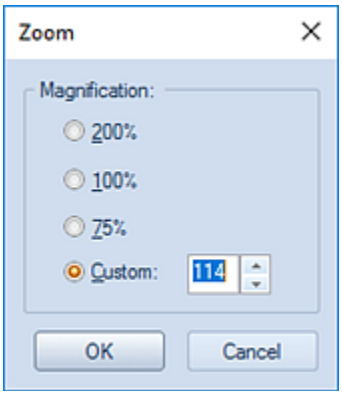
Zoom

Prospero provides you with a **Zoom** feature for viewing data in your workspace. For any grid-based workspace items, such as the Column, Line, Report, and Input Definitions or grid-based reports and budget data input screens, as well as Segment or Configuration screens, you have the option to increase the magnification of the view.

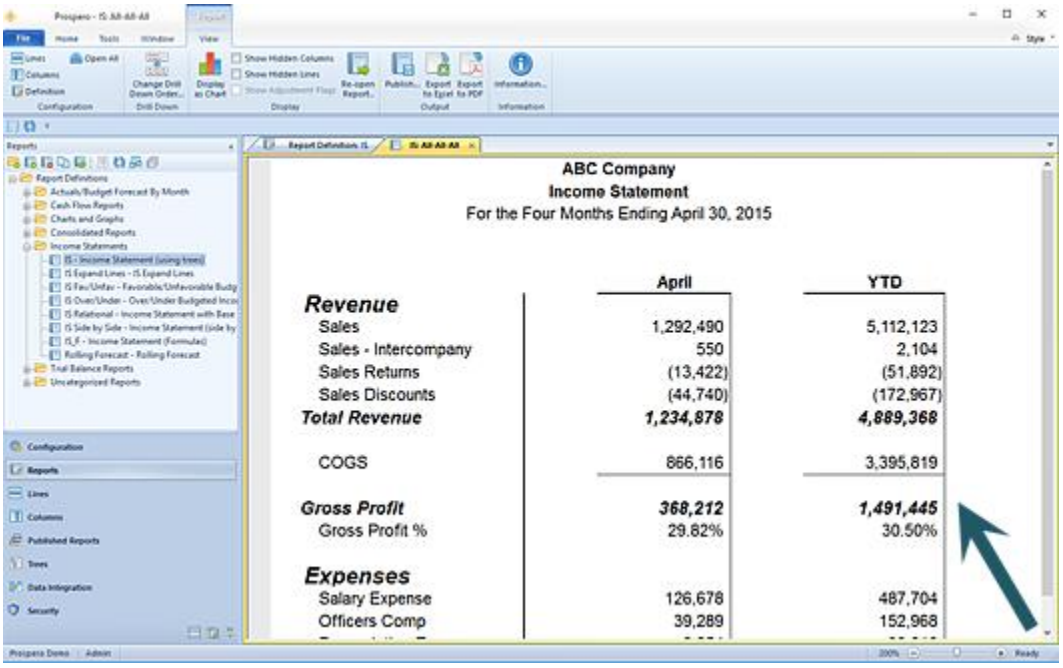
When available, the magnification option on the lower-right side of the screen will be active.



You can increase the magnification size using the slider. Additionally, click on the numeric percentage value which will open a selection dialog:



You can then increase or decrease your workspace item's magnification level as desired.



Note: This option does not impact the output formatting of printed or exported reports, or other items copied (i.e. Column, Line, Data Input, or other grid data) from the workspace.

Quick Start Report Definition

Creating a basic report in Prospero is quick and easy and can be accomplished in a few steps, depending on the specific data you want reflected in your report.

To create a *simple* report:

1. Create a Column Definition
2. Create a Line Definition
3. Create a Report Definition
4. Run the report

Refer to the steps below to create your new reports as well as to the topics in Building Blocks and Report Definitions.

This exercise can be completed in either the Prospero Demo or Training instances. For more information, contact your MSX Group Support analyst.

Create a Column Definition

Creating columns is the second step in developing your reports. Column Definitions define the contents of your report's columns, any calculations specific to your column, and headings within your report.

The information in a Column Definition is combined with the Line Definition in the Report Definition to define your report.

To create a *simple* Column Definition:

1. Click on the Columns bar to open the Columns Navigation Pane.
2. Select the Columns Definition folder and then click on the **New** icon:
   a. Type a name and label for the new Column Definition in the New Columns pop-up box.
   b. Click **OK**.
3. Your Column Definition will be created with the following columns by default:
   a. Column A will be a Type field of "Row Definition Description".
   b. Column B will be a Type field of "Balance".
4. In the Column Definition workspace, you can change the information in Column B to specify which period of data you wish to see:
   a. In the Type field, choose the type of data from the drop-down menu. For example, select: "Balance", "Row Segment ID", "Row Definition Description", "Calculated", "Detail", or "Blank".

      For the purposes of this exercise, leave the value as "Balance".

b. In the Book Code field, use the ellipsis button to choose the book code from which data should be pulled. For example, select: “Actuals”, “Budget”, etc.

   For the purposes of this exercise, leave the value as “ACTUAL”.

c. In the Year field, use the ellipsis button to open the Year Options dialog. Or, enter the four-digit year to specify which report year should be used.

   For the purposes of this exercise, leave the value as “YEAR”.

d. In the Period field, use the ellipsis button to open the Period Options dialog. Or, enter the numeric period to specify which report period should be used.

   For the purposes of this exercise, leave the value as “Period”.

e. In the Value Type field, use the drop-down menu to select the Value Type.

   For the purposes of this exercise, leave the value as “Periodic” to default to the period specified on the report.

5. To insert additional columns:
   a. Select a cell in the Column Definition workspace grid.
   b. Right-click to display the pop-up menu.
   c. Select the **Insert column** option to add additional column(s).
   d. (Specify the number of columns to add.)
   e. Select the **OK** button to confirm the addition.
6. To remove a column:
   a. Highlight the *entire* column by clicking on the column label
   b. Right-click to display the pop-up menu.
   c. Select the **Delete column** option.
   d. When prompted, select the **Yes** button to confirm your delete action.
7. Click **Save** or **Ctrl+S** to save the new Column Definition.

Create a Line Definition

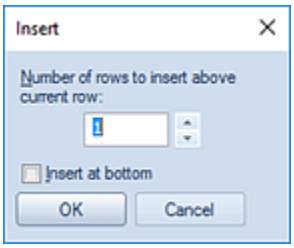
Creating lines (or rows) is the first step in developing your reports. Lines allow you to define the row format and structure of your report and can reflect:

- Descriptive rows of the reports, such as “Cash” or “Total Revenue”
- Any total or inter-row (line) calculations
- General Ledger codes
- Links to line formats or external spreadsheets

The information in a Line Definition is combined with the Column Definition in the Report Definition to define your report.

To create a *simple* Line Definition:

1. Click on the Lines bar to open the Lines Navigation Pane.
2. Select the Line Definitions folder
3. Click on the **New** icon:
   a. Type a name and label for the new Line Definition in the New Lines pop-up box.
   b. Click **OK**.
4. Click the **Build** option on the ribbon. A list of available accounts will appear.
5. Select one or more accounts from the list, and then click the **OK** button. (Prospero will then add the selected account(s) to the Lines Definition.)
6. To insert additional rows:
   a. Select a cell in the Lines workspace and right-click.
   b. Select the **Insert lines** option to open the Insert window.
   c. In the Insert window, select the number of lines to insert. You can specify inserting above or below the current line by checking the **Insert at bottom** checkbox.



   d. Select the **OK** button to confirm your action.
7. To remove a row:
   a. Highlight the *entire* row in the Line Definition workspace grid.
   b. Right-click to display the pop-up menu.
   c. Select the **Delete lines** option.
   d. When prompted, select the **Yes** button to confirm your delete action.
8. Click **Save** or **Ctrl+S** to save the new Line Definition.

Create a Report Definition

Creating your Report Definition is the final step in developing your report. Each Report Definition allows you to select the lines and columns of data which will be contained in your report.

To create a *simple* Report Definition:

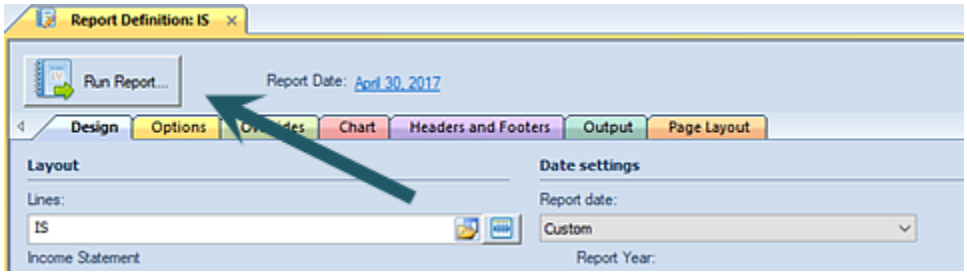
1. Click on the Reports bar to open the Reports Navigation Pane.
2. Select the Reports Definition folder.
3. Select the **New** icon:
   a. Type a name and label for the new Report Definition
   b. Click **OK**
4. Define the report's layout:
   a. In the Report Definition's Design tab, click the selector for Lines and select the Line Definition you created.
   b. In the Report Definition's Design tab, click the selector for Columns and select the Column Definition you created.
5. Click the **Save** button or **Ctrl+S** to save the new Report Definition.

Run a Report

After creating your Report Definition, you can run the report.

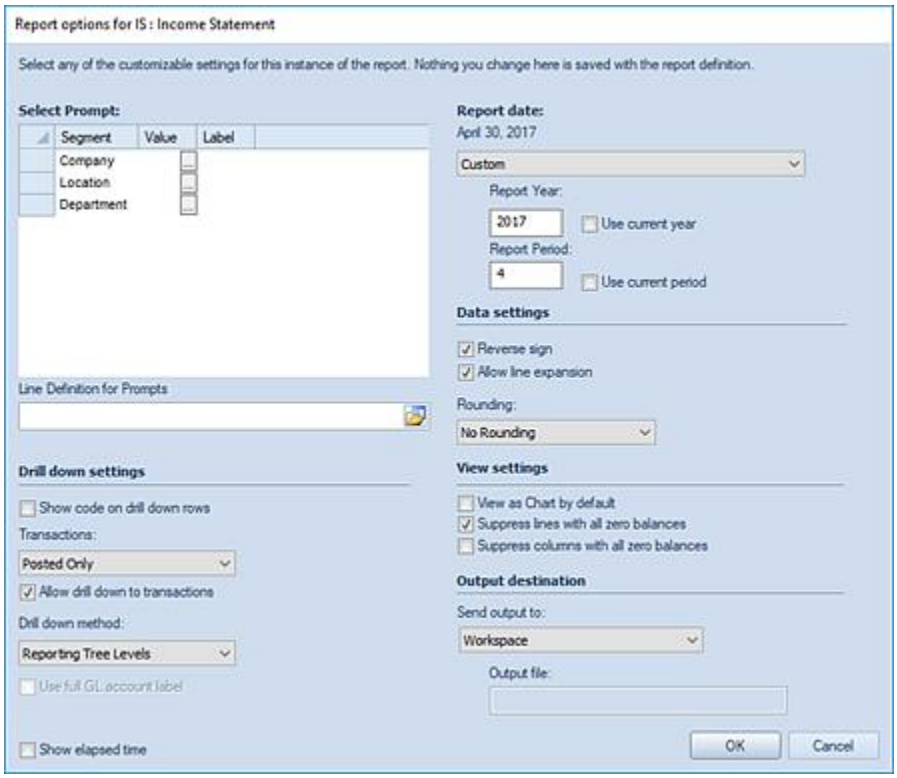
To run a report:

1. Select the **Run Report** button on the Report Definition tab.

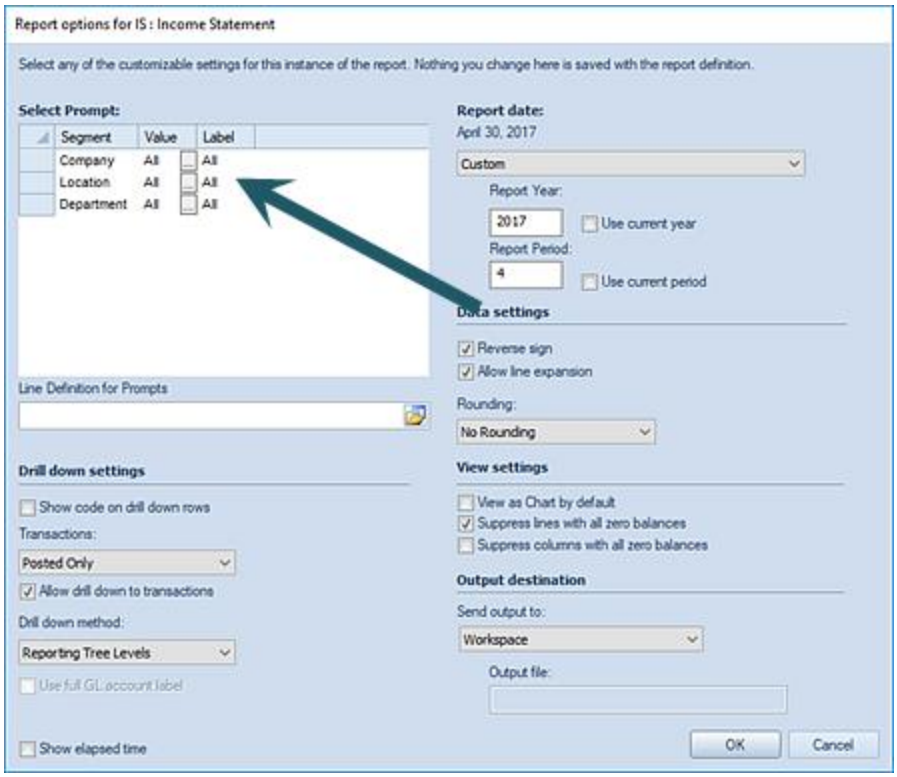


Or, select the **Run Report** option on the Report Tools Definition ribbon.

2. Selecting **Run Report** will open a dialog to define parameters for the report.



3. Select each ellipsis button in the **Select Prompt** section.
4. Select a valid segment value OR use **All** as each Segment Prompt value. ("All" is a system-defined tree value.)



5. Leave all other default selections as-is.
6. Select the **OK** button to open the report.

You can re-launch the report using different parameters by selecting the **Re-open Report** button on the context ribbon once the report is executed.

Lastly, after the report is run, you can publish it to preserve your report and data as a snapshot in-time. For more information, refer to Creating Published Reports.

Quick Start Input Definition

Creating an input definition for budgeting and forecasting in Prospero is quick and easy and can be accomplished in a few steps, depending on the specific data you want to budget or forecast for.

To create budgets and forecasts in Prospero, you must have a valid Prospero license for this functionality.

To create a *simple* Input Definition:

1. Create a Column Definition
2. Create a Line Definition
3. Create an Input Definition
4. Open the input set

Refer to the steps below to create your new plans as well as to the topics in Building Blocks, Budget Setup, and Budget Input.

This exercise can be completed in either the Prospero Demo or Training instances. For more information, contact your MSX Group Support analyst.

Create a Column Definition for an Input Set

Creating columns is the second step in developing your reports. Column Definitions define the contents of your plan's columns, any calculations specific to your column, and headings within your plan.

The information in a Column Definition is combined with the Line Definition in the Input Definition to define your plan.

To create a *simple* Column Definition:

1. Click on the Columns bar to open the Columns Navigation Pane.
2. Select the Columns Definition folder and then click on the **New** icon:
   a. Type a name and label for the new Column Definition in the New Columns pop-up box.
   b. Click **OK**.
3. Your Column Definition will be created with the following columns by default:
   a. Column A will be a Type field of "Row Definition Description".
   b. Column B will be a Type field of "Balance".
4. In the Column Definition workspace, you can change the information in Column B to specify which period of data you wish to see:
   a. In the Type field, choose the type of data from the drop-down menu. For example, select "Balance", "Row Segment ID", "Row Definition Description", "Calculated", "Detail", or "Blank", etc.

      For the purposes of this exercise, leave the value as "Balance".

b. In the Book Code field, choose the book code from which data should be pulled by selecting the ellipsis button. For example, select “Actuals”, “Budget”, etc.

   For the purposes of this exercise, leave the value as “ACTUAL”.

c. In the Year field, use the ellipsis button to open the Year Options dialog, or, enter the four-digit year to specify which report year should be used.

   For the purposes of this exercise, leave the value as “YEAR”.

d. In the Period field, use the ellipsis button to open the Period Options dialog, or, enter the numeric period to specify which report period should be used.

   For the purposes of this exercise, leave the value as “Period”.

e. In the Value Type field, use the drop-down menu to select the Value Type.

   For the purposes of this exercise, leave the value as “Periodic” to default to the period specified on the report.

5. To insert additional columns:
   a. Select a cell in the Column Definition workspace grid.
   b. Right-click to display the pop-up menu.
   c. Select the **Insert column** option to add additional column(s).
   d. (Specify the number of columns to add.)
   e. Select the **OK** button to confirm the addition.
6. To remove a column:
   a. Highlight the *entire* column by clicking on the column label
   b. Right-click to display the pop-up menu.
   c. Select the **Delete column** option.
   d. When prompted, select the **Yes** button to confirm your delete action.
7. Click **Save** or **Ctrl+S** to save the new Column Definition.

Create a Line Definition for an Input Set

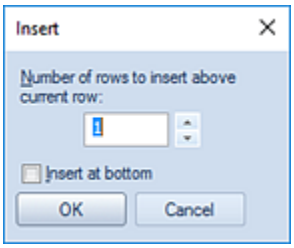
Creating lines (or rows) is the first step in developing your Input Definition. Lines allow you to define the row format and structure of your plan and can reflect:

- Descriptive rows of the reports, such as “Cash” or “Total Revenue”
- Any total or inter-row (line) calculations
- General Ledger codes

The information in a Line Definition is combined with the Column Definition in the Input Definition to define your plan.

To create a *simple* Line Definition:

1. Click on the Lines bar to open the Lines Navigation Pane.
2. Select the Line Definitions folder
3. Click on the **New** icon:
   a. Type a name and label for the new Line Definition in the New Lines pop-up box.
   b. Click **OK**.
4. Click the **Build** option on the ribbon. A list of available accounts will appear.
5. Select one or more accounts from the list, and then click the **OK** button. (Prospero will then add the selected account(s) to the Lines Definition.)
6. To insert additional rows:
   a. Select a cell in the Lines workspace and right-click.
   b. Select the **Insert lines** option to open the Insert window.
   c. In the Insert window, select the number of lines to insert. You can specify inserting above or below the current line by checking the **Insert at bottom** checkbox.



   d. Select the **OK** button to confirm your action.
7. To remove a row:
   a. Highlight the *entire* row in the Line Definition workspace grid.
   b. Right-click to display the pop-up menu.
   c. Select the **Delete lines** option.
   d. When prompted, select the **Yes** button to confirm your delete action.
8. Click **Save** or **Ctrl+S** to save the new Line Definition.

Create an Input Definition

Creating your Input Definition is the final step in developing your budget or forecast. Each Input Definition allows you to select the lines and columns of data which will be contained in your plan for input.

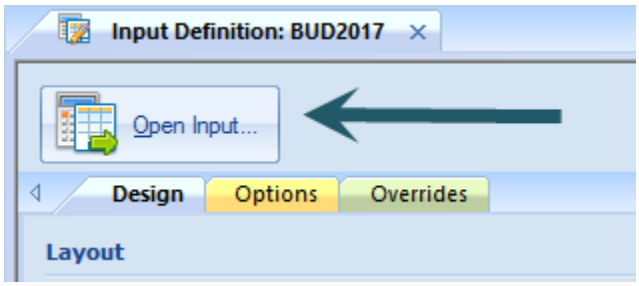
To create a *simple* Input Definition:

1. Click on the Input bar to open the Input Definition Navigation Pane.
2. Select the Input Definition folder and then click on the **New** icon:
   a. Type a name and label for the new Input Definition
   b. Click **OK**
3. Define the plan's layout:
   a. In the Input Definition's Design tab, click the selector for Lines and select the Line Definition you created.
   b. In the Input Definition's Design tab, click the selector for Columns and select the Column Definition you created.
   c. Leave the Date settings as the System Date. Leave all other default selections as-is.
4. Click the **Save** button or **Ctrl+S** to save the new Report Definition.

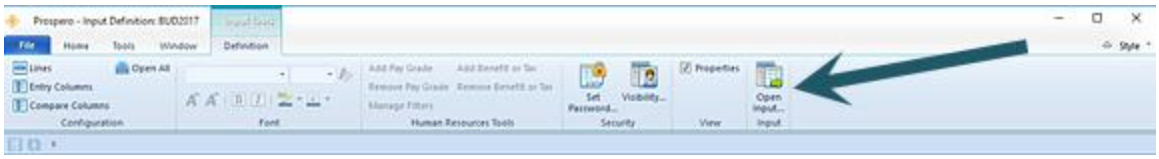
Open an Input Definition

After creating your Input Definition, you can open the input set by:

1. Selecting the **Open Input** button on the Input Definition tab.

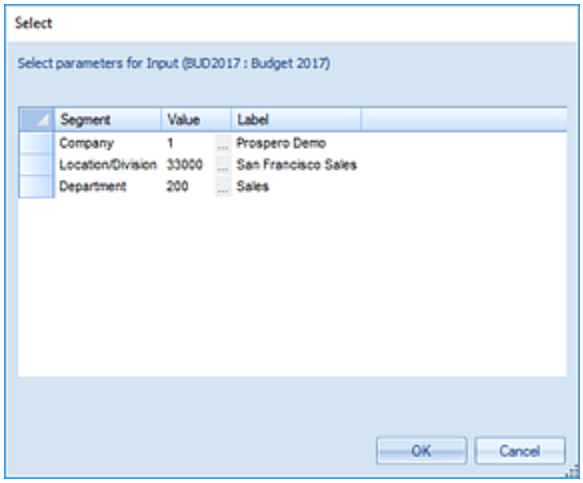


Or, you can also select the **Open Input** option on the Input Tools Definition navigation bar.



2. Selecting Open Input will open a window prompting you to define the segment parameters of the data to report on (i.e., which department to choose). Select the ellipsis button to open the Select dialog.

   For the plan you created as part of this Quick Start introduction, enter the following for each Segment Prompt value.



3. Select the **OK** button to open the plan for data input.

After the input set is opened, you can add data to your plan. For more information see the topic, Budget Input.

You can re-open the plan using different parameters by selecting the **Re-open Input** button on the context ribbon.

Security

About Prospero Security

Prospero **Security** allows you to define who has access to the features and functionality of the application. Prospero Security also allows you to add users, assign roles, and define specific permissions within the system. Whether you have licensed Prospero reporting-only, budgeting-only or reporting and budgeting, security is managed from one location and utilizing the same interface across all modules.

In most organizations, the Prospero System Administrator will be tasked with managing Prospero Security. However, Prospero is flexible enough to allow more than one individual to perform the function of administrator.

As you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

For more information or assistance in establishing your Prospero application's Security, contact the MSX Group.

User Definition Workspace

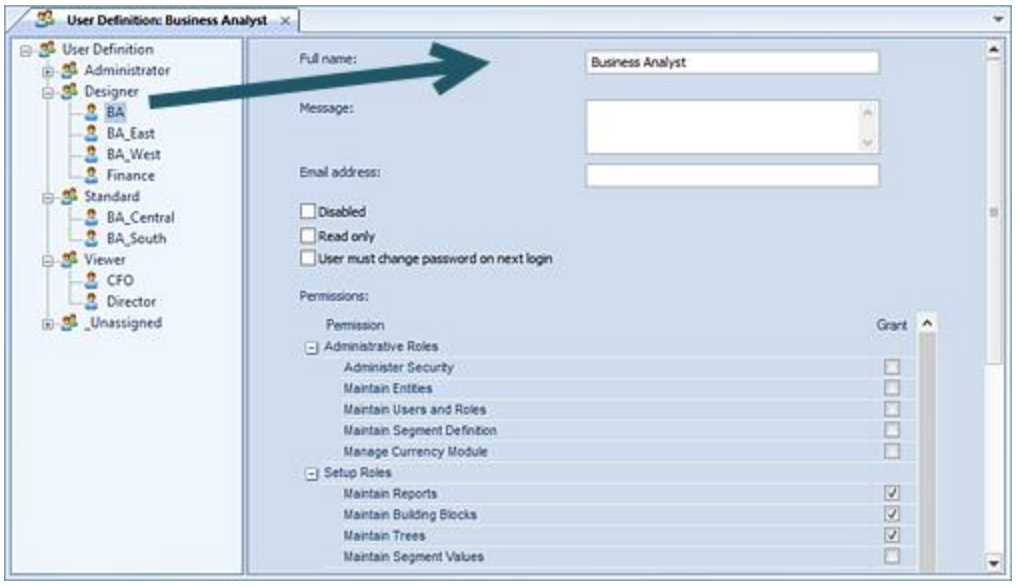
The **User Definition workspace** is where you create, manage, or delete Prospero Users and Roles in your system, controlling who and what groups have access to Prospero's features and functions as well as your data. The User Definition workspace also allows you

to manage your user's account information and licensing as well as grant entity or segment access.

To access Prospero's User Definition workspace:

1. Click on the Security bar in the Prospero Navigation Pane.

2. Click on the User Definition icon to open the User Definition workspace.
3. Click on a Role to manage the permissions for the role. Clicking on the Role also expands the tree to select a specific User. Individual user accounts are listed within the Role hierarchy to which they belong. Selecting an individual Prospero User or Role will show their associated information and permissions pane.



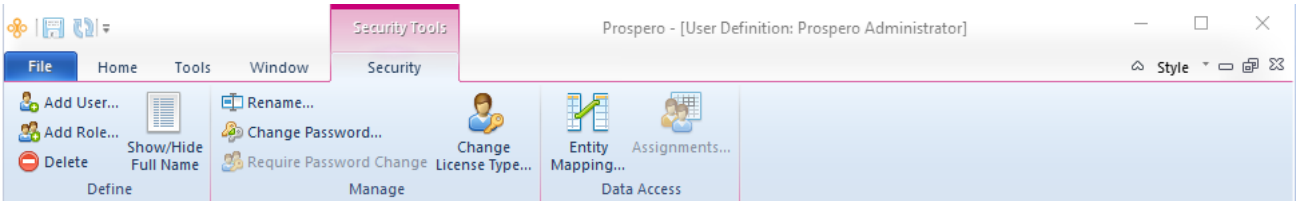
The options and permissions on the User Definition workspace include the following:

- **Full Name** – This is the name of the Prospero User or Role.
- **Message** – This is the specific message that will appear when a user or member of a Role logs in.
- **Email address** – Only available on the Prospero User workspace, this option is the email address for the individual.
- **Disabled** – This option disables the Prospero Role. Users cannot be assigned to a disabled Role and any already assigned to the group cannot log in to the system.
- **Read Only** – This option indicates that a specific Prospero User or members of a Role can only view data and reports as read-only.
- **User must change password on next login** – Only available on the Prospero User workspace, this option requires that the user change their password the next time they log in. Once the user logs in, the option is cleared and the Administrator will need to re-establish the option to require a change of password at the next login.
- **Licensing message** – This is an informational message as to the type of Prospero license (Power User, Standard User, or Limited User).
- For the Role, the information will indicate the license type required to perform the functions provided by the total assigned Permissions.
- For the User, the information will indicate the license type currently held.
- **Last login date and time** – This option is only available for Prospero Users and shows the last date and time of log in to Prospero.

For more information on role groups and their use in Prospero refer to the section on Roles. For more information on creating users refer to the topic Adding Users. For more information on permissions and rights in Prospero, refer to Prospero Security Permissions.

Security Tools Context Ribbon

The **Security Tools Definition context ribbon** in the Prospero application contains the specific features which allow Administrators to manage user accounts and role groups, map to entities, change licenses, and maintain segment assignments. This ribbon will appear whenever you define a new or modify an existing role or user account in the User Definition workspace.



The options and features available on this ribbon include:

- **Add User** – Allows you to create a new User in Prospero.
- **Add Role** – Allows you to create a new Role in Prospero.
- **Delete** – Allows you to delete a Prospero User or Role.
- **Show/Hide Full Name** – Toggles the display of the user's full name within the User Tree
- **Rename** – Allows you to rename a Prospero User or Role.
- **Change Password** – Allows you to change a user account's password.
- **Require Password Change** – Allows you to require all members of a Role to change their password the next time they log in to Prospero
- **Change License Type** – Allows you to modify the license type associated to a Prospero User. For more information see the section on Change License Type Screen.
- **Entity Mapping** – Allows you to specify the entities, or organizations, a Prospero User has access to.
- **Assignments** – Allows you to specify the segments a Prospero User has access to.

Note: To access the User Definition feature in Prospero, you must log in to the entity using a login ID with permission to **Administer Security** and **Maintain Users and Roles**. This is an Administrative-level permission. For more information on permissions see the section on Prospero Security Permissions.

Prospero Security Permissions

Security Permissions control the specific actions, behaviors and features that users have access to in Prospero. The Permissions workspace is where permissions are shown or assigned and is selected by clicking on a Prospero User or Role from the User Definition workspace in Security.

To access the Security User Definition feature, you must log in to the entity using an ID with permission to **Administer Security** and **Maintain Users and Roles**. This is an Administrator-level permission.

All Prospero User accounts and Role groups have a corresponding User Definition workspace. However, permissions can only be assigned and managed at the Role level. The information that appears when viewing an individual User is read-only and can't be managed from the User's workspace.

In the Role's Permission section, each permission is granted by selecting (checking) the corresponding checkbox. As you select or de-select a specific permission, the required Prospero Licensing type will update based on the current selection.

The Permissions available in Prospero include:

Administrative Roles

- **Administer Security** – This permission grants access to all features and functions on the Security Navigation Pane such as User Definition and System Locks and Messages.

  Note: The Administer Security permission is required to be able to delete Prospero Users and Roles.
- **Maintain Entities** – This permission allows management of elements on the Configuration Navigation Pane, such as adding, managing, or deleting Entities, Book Codes, Number Formats, and Calendars.
- **Maintain Users and Roles** – This permission allows for the addition or modification of Prospero Roles and Users, assignment of permissions, and the changing of passwords.

  Note: The Administer Security permission is required to be able to delete Prospero Users and Roles.
- **Maintain Segment Definition** – This permission allows the addition, modification, and deletion of Segments.

- **Manage Currency Module** – This permission allows for currency definitions to be added, modified, or deleted and is only available when Prospero is licensed for Currency functionality. For more information, see the section on Currency.

Setup Roles

- **Maintain Report** – This permission allows the creation, modification, and deletion of Report Definitions. Also, this permission or the Maintain Building Blocks permission is required to use the Remove Lock feature.
- **Maintain Building Blocks** – This permission allows the creation, modification and deletion of Column and Line Definitions. Also, this permission or the Maintain Reports permission is required to use the Remove Lock feature.
- **Maintain Trees** – This permission allows the creation, modification, and deletion of Tree Definitions.
- **Maintain Segment Values** – This permission allows the creation, modification and deletion of Segment information contained in a Segment's worksheet.
- **Maintain Input Definitions** – This permission allows the creation, modification, and deletion of budgeting Input Definitions. In addition, this permission allows users to clear input History. This option will only be valid when budgeting and reporting or budgeting-only are licensed in Prospero.
- **Maintain Report Collections** – This permission allows the creation, modification, and deletion of Report Collections.

Note: The Maintain Input Definitions permission applies only when Prospero budgeting is licensed. For more information refer to the section on Prospero Licensing

Report Use Roles

- **Run Reports** – This permission allows the execution of any report a user has defined or to which they have been granted rights to via the Visibility option.
- **Allow drill down on reports** – When checked, this permission allows drill-down on reports.
- **Allow full detail view** – When checked, this permission grants users the ability to open the full detail view for a report.
- **Drill down to transaction details** – This permission allows drill-down to view the underlying transactional detail on reports.
- **Publish Reports** – This permission allows the user to publish reports they have defined or to which they have been granted rights to via the Visibility option. For more information see Creating Published Reports.
- **Visibility to view all reports** - When checked, this permission indicates that the role will be added to all reports' Visibility screens in Prospero. In addition:

- The role cannot be removed at the report's Visibility screen level. Any Save to the Visibility screen will retain the role. (New reports will have the role added to the Visibility screen automatically.)
- If the permission is subsequently revoked, the role will be removed from all report's Visibility screen.

By default, this permission is not enabled on any role's Security screen.

- **View all data** – This permission allows access to all data for a segment. Therefore, when the "All" option is selected when running a report, the user will have access to every item in that segment. If a user without this permission attempts to use the "All" option, the report would return the sum of only the items in the segment for which they have access to and/or data.

  In addition, when this permission is granted, users will not need to have their specific Assignments granted and the option will not be available on the Security Tools Security context ribbon when the user is selected.
- **View Published Reports** – This permission allows the user to run published reports to view them. If you have the "Publish Reports" permission, you are granted this permission by default.
- **Annotate reports** – This permission allows adding, editing, or deleting annotations on published reports. Administrators can add, delete or modify their own or other user's annotations. All other users add, delete or modify their own annotations.
- **Run Report Collections** – This permission allows the execution of report collections. The reports contained in the collections must be those which a user has defined or to which they have been granted rights to via the Visibility option.

Input User Roles

- **Input Data** – This permission allows the user to input budgeting data using Input definitions. This permission allows:
  - Adding, editing, or deleting data on the input data workspace.
  - Adding, editing, or deleting annotations on the input data workspace.
  - Ability to perform Line Item Import (when Import Data is also granted).

  Note: Administrators can add, delete or modify their own or other user's annotations. All other users add, delete or modify their own annotations.

  If you have the "Maintain Input Definitions" permission, you are granted this permission by default.
- **Input Human Resources Data** – This permission allows:
  - Adding, editing, or deleting HR data on the input data HR workspace.
  - Ability to perform HR Import (when Import Data is also granted).

If you have the “Maintain Input Definitions” permission, you are granted this permission by default.

- **Input Capital Data** – This permission allows the user to input budgeting capital data on Input definitions. If you have the “Maintain Input Definitions” permission, you are granted this permission by default.
- **Use Human Resources Management** – This permission allows the user access to the HR Management screen option. When checked, users can access the HR Management screen. Otherwise, the screen is disabled. Administrators are granted this permission by default.
- **Read Only Human Resources screens** – When selected, this permission indicates that the Human Resources tab in input screen can be opened but will not be editable. This option is not granted to any users by default and must be set based on the required circumstance. In addition, the “Input Human Resources Data” permission must also be selected.
- **Read Only Capital screens** – When selected, this permission indicates that the Capital tab in input screen can be opened but will not be editable. This option is not granted to any users by default and must be set based on the required circumstance. In addition, the “Input Capital Data” permission must also be selected.

Note: Input User Role permissions apply only when Prospero budgeting is licensed. For more information refer to the section on Prospero Licensing

Import/Export Roles

- **Extract Data** – This permission allows export of GL data from the Prospero system. For more information see the Data Extract Tool.
- **Import Data** – This permission allows import of data to the Prospero system. This includes the Excel Import, HR Import and Line Item Import. For the HR Import and Line Item Import, the role must also have the Input Human Resources Data or Input Data permissions assigned, respectively.

  For more information see the section on the Excel Import process.
- **Perform Integration** – This permission allows integration functions between the Prospero system and any external GL system.

  When licensing Prospero budgeting-only, this permission will not be available as data integration processes are not part of this module. For more information see the Data Integration process.

For more information on setting up your Prospero Security Permissions, contact MS Support.

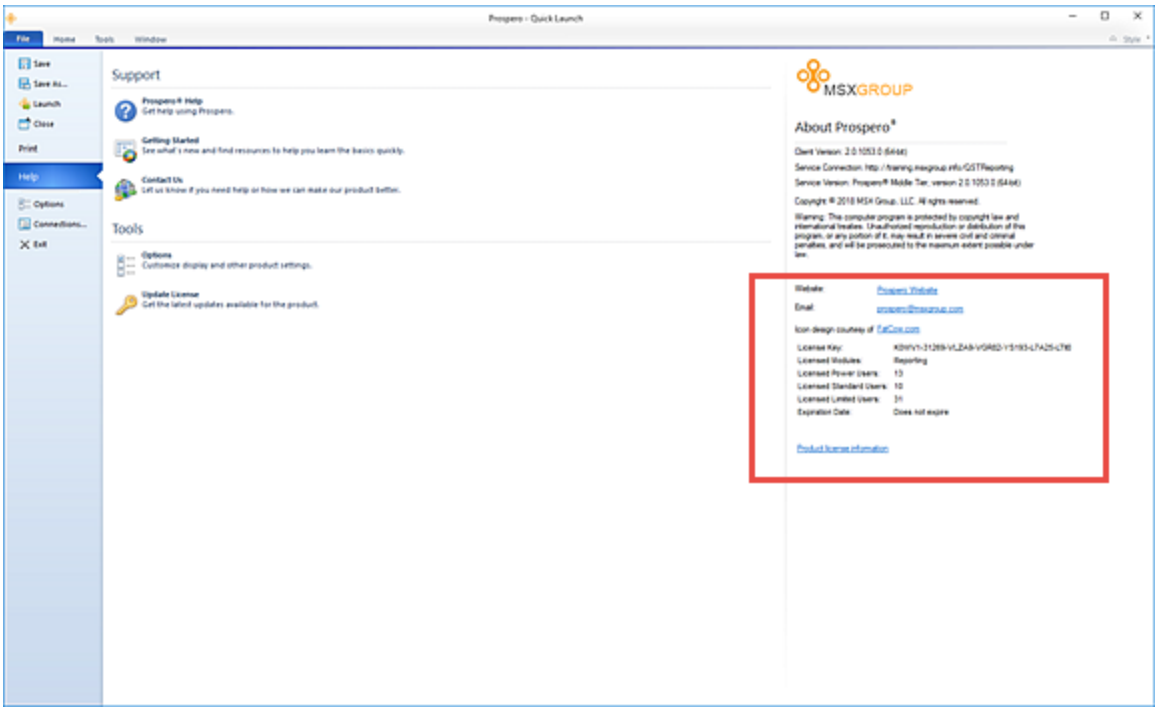
Prospero Licensing

All users must have a valid Prospero license to access the system and execute application features and functionality. Regardless of whether you license Prospero reporting-only, budgeting-only or reporting and budgeting, you will need to hold a valid license for accessing that module's features. If you do not possess the appropriate license, you will not see those functional components as available in the application.

Prospero provides three levels of licenses: Power User, Standard User and Limited User. The level of license a user must hold is driven by the permissions granted in the application that is licensed, either reporting-only, budgeting-only or reporting and budgeting. Depending on the features a user requires or the functions they must perform – defined by these permissions - they will need one of these license levels.

In Prospero, permissions are set on the Prospero Role and a user is then assigned to a role when their account is created. Based on the permissions of the "Role", the user will be required to have a valid license supporting those permissions. You will be informed which license type is required both on the role and, when a new user is created in that role, you will be prompted to select the appropriate license type. In addition, the same license level will be applied across all entities to which the user is a member.

Additionally, if you do not have enough seats of the required license type, Prospero will inform and prevent you from adding the user. You can review the number of seats you have per license on the Prospero Help screen.



Once a Prospero User is created, the User Definition workspace will contain an informational message on the bottom of the screen informing you as to the license type held.

For more information on selecting the license type when assigning the new Prospero User to a Role see the section on Adding Users

Note: Prospero's budgeting-only, reporting-and-budgeting, and financial reporting with currency management capabilities are specifically licensed modules of the Prospero application. You must have the appropriate license applied within Prospero for this functionality to be active:

- In addition, multi-currency (managing currency definitions) is a standard Prospero feature that allows use of already-translated GL data within Prospero.
- Basic report generation capabilities are delivered as part of budgeting-only licensing. However, data integrations are not available as part of this module. If data integrations are required, license the budgeting-and-reporting option.

For more information on licensing, upgrading your licenses or purchasing additional licenses, please contact your MSX Group representative or Support.

Power User License

A **Power User license** allows an individual to have access to all permissions (i.e. the features and functions) in Prospero. In addition to defining and executing reports, these are the permissions associated with managing Prospero security, building blocks, segments, and data import / export and integration tasks.

A Power User license is required for user accounts associated to the default Administrator or Designer Roles and is required for one or any combination of the following permissions:

Administrative Roles

- **Administer Security** – This permission grants access to all features and functions on the Security Navigation Pane such as User Definition and System Locks and Messages.

  Note: The Administer Security permission is required to be able to delete Prospero Users and Roles.
- **Maintain Entities** – This permission allows management of elements on the Configuration Navigation Pane, such as adding, managing, or deleting Entities, Book Codes, Number Formats, and Calendars.
- **Maintain Users and Roles** – This permission allows for the addition or modification of Roles and Users, assignment of permissions, and the changing of passwords.

  Note: The Maintain Users and Roles permission is required to be able to delete Prospero Users and Roles.
- **Maintain Segment Definition** – This permission allows the addition, modification, and deletion of Segments.
- **Manage Currency Module** – This permission allows for currency definitions to be added, modified, or deleted. This permission is required for Prospero Currency Module functionality. For more information see Currency.

Setup Roles

- **Maintain Report** – This permission allows the creation, modification, and deletion of Report Definitions.
- **Maintain Building Blocks** – This permission allows the creation, modification and deletion of Column and Line Definitions.
- **Maintain Trees** – This permission allows the creation, modification, and deletion of Tree Definitions.
- **Maintain Segment Values** – This permission allows the creation, modification and deletion of Segment information contained in a Segment's worksheet.
- **Maintain Input Definitions** – This permission allows the creation, modification, and deletion of Input Definitions for budget planning.

The Power User License allows you to grant any permission – including those which are only associated to the Standard User or Limited User licenses. See Standard User License and Limited User License for more information.

Note: While a Power User license can be associated to any Role which has fewer permissions, a Standard User or Limited User license cannot be associated to a Role which has these greater permissions. In short, associating a Power User license to an individual that requires only limited Prospero functionality – and thereby permissions - is not necessarily the best utilization of that license.

For more information on Prospero Licensing, contact MSX Support.

Standard User License

In your organization, certain individuals may be required to perform tasks or functions in Prospero in addition to simply executing pre-defined reports in read-only mode. In this instance, a **Standard User license** is used when users do not require Administrative-level permissions but do require more permissions than is granted by a Limited User license.

The Standard User License is required as the minimum license for primary Prospero budgeting input.

A Standard User license is required for user accounts associated to the default Launcher Role and is required for one, or all, of the following permissions:

Report Use Roles

- **Run Reports** – This permission allows the execution of any report a user has defined or to which they have been granted rights to via the Visibility option.
- **Publish Reports** – This permission allows the user to publish reports they have defined or to which they have been granted rights to via the Visibility option. For more information see Creating Published Reports.

Input User Roles

- **Input Data** – This permission allows the user to input budgeting data using Input definitions and run the input Calculation Task. (Where the user has read-only access, the input Calculation Task option will be disabled.)

- **Input Human Resources Data** – This permission allows the user to input budgeting HR data on Input Definitions and run the HR Calculation Task. (Where the user has read-only access or the read-only Human Resources permission defined on the Role, the HR Calculation Task will be disabled.)
- **Input Capital Data** – This permission allows the user to input budgeting capital data on Input definitions.
- **Use Human Resources Management** – This permission allows the user access to the HR Management screen option. When checked, users can access the HR Management screen. Otherwise, the screen is disabled.

Note: Input User Role permissions apply only when Prospero budgeting is licensed. For more information refer to the section on Prospero Licensing

Import/Export Roles

- **Extract Data** – This permission allows export of GL data from the Prospero system. For more information see the Data Extract Tool.
- **Import Data** – This permission allows import of data to the Prospero system. For more information see the section on the Excel Import process.
- **Perform Integration** – This permission allows integration functions between the Prospero system and any external GL system. For more information see the Data Integration process.

The Standard User License also allows you to grant any permission associated to the Limited User licenses. See the section on Limited User License for more information.

Note: While a Standard User license can be associated to any Role which has fewer permissions, a Standard User cannot be associated to a Role which requires greater permissions. In short, associating a Standard User license to an individual that requires only limited Prospero functionality – and thereby permissions - is not necessarily the best utilization of that license.

For more information on Prospero Licensing, contact MSX Support.

Limited User License

A **Limited User license** provides permission to a limited subset of Prospero tasks and features. Typically, this is the viewing of published reports.

A Limited User license is required for user accounts associated to the default Viewer Role and is associated with one or all the following permissions:

Report Use Roles

- **Drill down to transaction details** – This permission allows drill-down to view the underlying transactional detail on any report.
- **View all data** – This permission allows access to all data for a segment. Therefore, when the "All" option is selected when running a report, the user will have access to every item in that segment. If a user without this permission attempts to use the "All" option, the report would return the sum of only the items in the segment for which they have access to and/or data.

  In addition, when this permission is granted, users will not need to have their specific Assignments granted and the option will not be available on the Security Tools Security context ribbon when the User is selected.
- **View Published Reports** – This permission allows the user to run published reports to view them. If you have the "Publish Reports" permission, you are granted this permission by default.
- **Annotate reports** – This permission allows adding, editing, or deleting annotations on published reports.

For more information on Prospero Licensing, contact MSX Support.

Change License Type Screen

Prospero allows you to modify the license type associated to a user if you must change – promote or demote – the permissions (i.e. functions and activities) of that user.

For example, if a user had previously been associated to a Designer Role, requiring a Power User license, and now only needs Viewer Role access, that user's license can be down-graded to a Limited User license. The converse is also true in that an individual who has been associated to a Viewer Role with a Limited license, can be upgraded to a Power User license in the event they are moved to a Role requiring more permissions in the application.

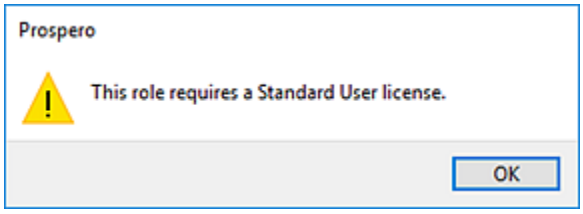
To change a user's Prospero License Type:

1. Open the User Definition workspace by clicking on the icon in the Security Navigation Pane.
2. Expand the Role tree to which the user is currently associated.

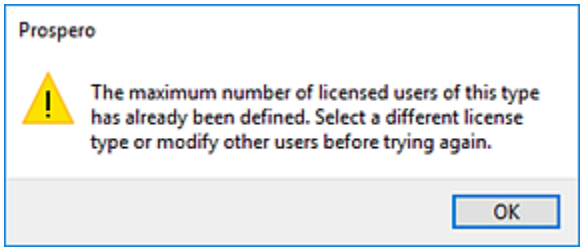
3. Select the user by clicking on the node under the Role.
4. Move the user to the new desired Role by dragging the node to a new Role.

   The new Role can have more, less or the same permissions as the Role to which the user is currently associated.

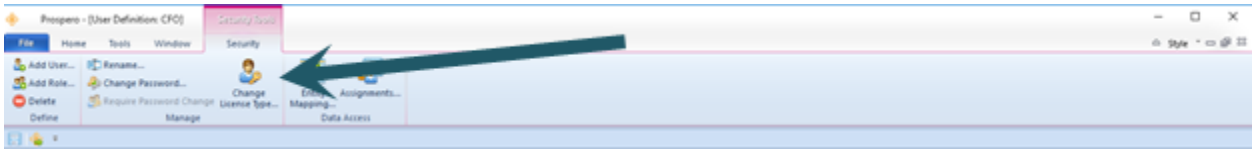
   However, if the user's current license is not adequate for the permissions required by the new Role, you must change the license type ***before*** moving the user. Otherwise, you will receive an error message indicating the license level you require:



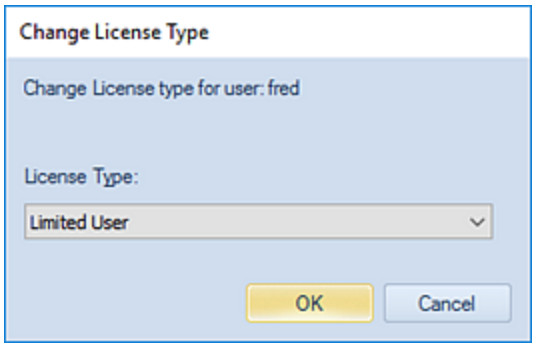
   In addition, if you do not have enough seats for the selected license type, you will receive a message and be prevented from making any change.



   In this event, contact Support at the MSX Group for more information.
5. Select the user and click on the Change License Type option on the Security Tools Security context ribbon.



6. In the Change License Type screen, change the license type using the drop-down selection.



Options are Power User, Standard User, and Limited User.

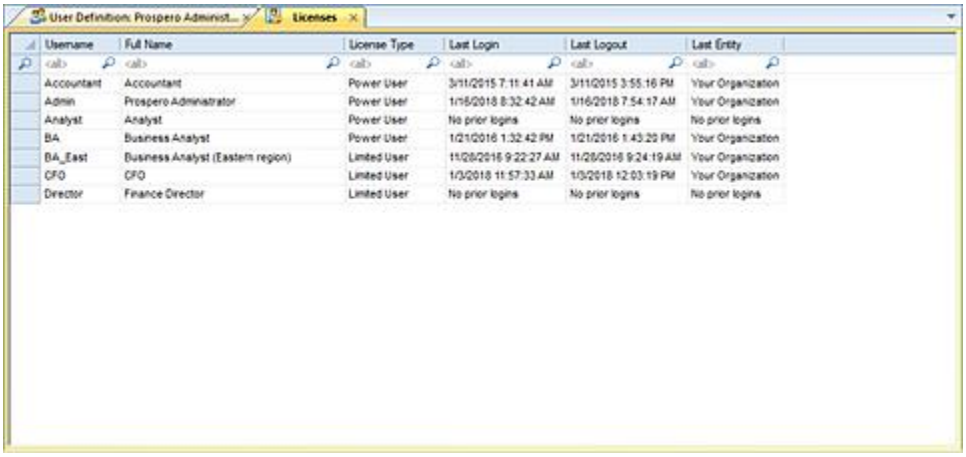
7. Select **OK** to confirm the change.
8. If necessary, select and drag your user to a different Role.

Note: When demoting a user, move the individual to the new Role and select **Save**. Then, update the user's license type to the appropriate lower level and **Save** the user again.

For more information on licensing, upgrading your licenses or purchasing additional licenses, contact your MSX Group representative or MSX Group Support.

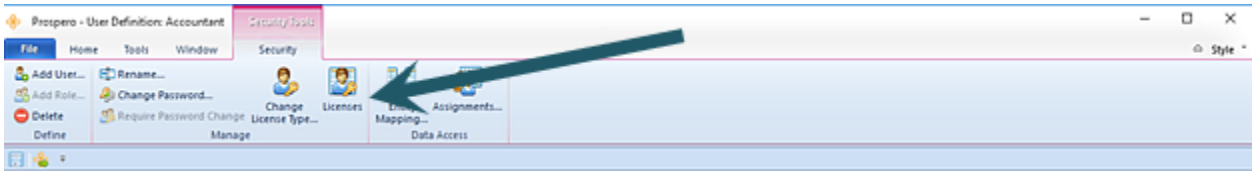
Licenses View

As a systems administrator, Prospero provides you with an informational screen which shows all of the users of your entities, the license type associated to each user, login, and entity information.

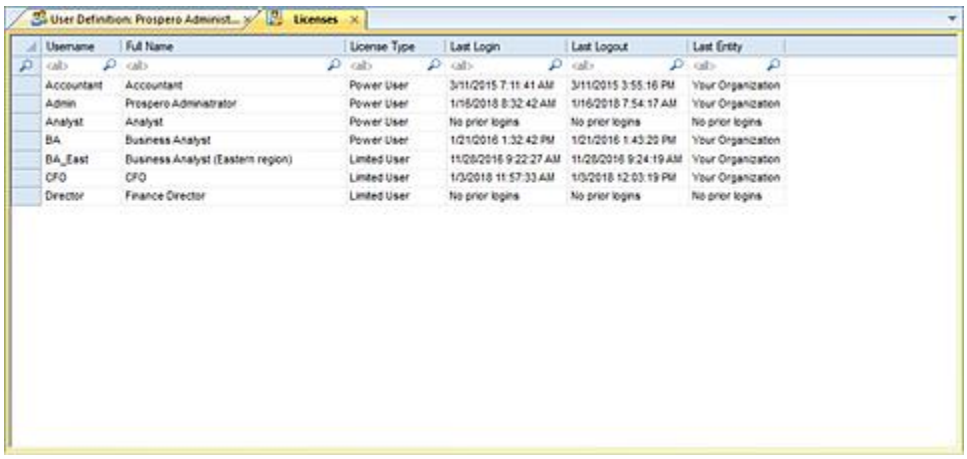


To view the Licenses View:

1. Log in to the System Entity as a systems administrator.
2. Open the Security workspace by clicking on the icon in the Security Navigation Pane.
3. Select the License option on the ribbon.



4. The Licenses list will open.



5. To close the list, select the **X** on the tab.

For more information on licensing, upgrading your licenses or purchasing additional licenses, contact your MSX Group representative or MSX Group Support.

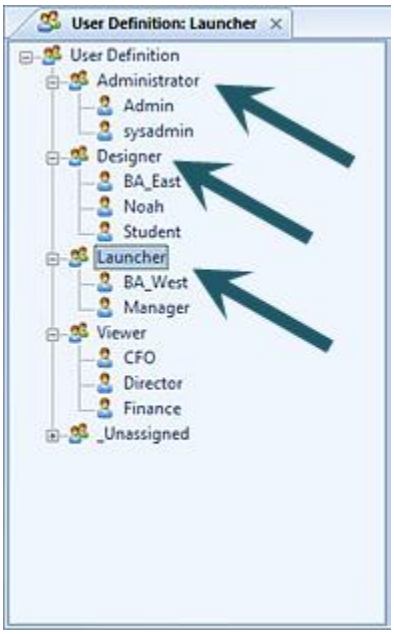
Roles

Roles define what permissions a group of users have and controls the actions they can perform in Prospero. Each member added to the role will have the same rights and permissions. In short, individuals who are assigned to a role group inherit all the rights of that role.

Prospero provides several out-of-the box roles which have a standard set of permissions. However, Prospero also allows the Administrator to define an unlimited number of custom

roles per entity – each with specific permission settings - to manage which features are specific to their organization or job function.

Roles are added, managed, or deleted from the User Definition workspace which is part of Prospero Security. Prospero Roles appear under the main User Definition root and can be differentiated from individual users by the group icon .



Note: To access the User Definition feature to manage users in Prospero, you must log in to the entity using a login ID with permission to **Administer Security** and **Maintain Users and Roles**. For more information refer to Prospero Security Permissions.

Default Roles

Prospero provides you with several commonly-used, functionality-based roles out of the box. These roles control your user's access to Prospero's features and are intended to assist your organization in quickly establishing users in your entity.

There are six default Prospero Roles provided as part of your installation: **Administrator, Designer, Launcher, Planner, Viewer,** and **Unassigned**. By default, these roles have been assigned specific permission characteristics defining their access to the system. **(**The Planner Role is intended for use with the Prospero reporting and budgeting or budgeting-only product. Otherwise, the Planner Role has the same permissions and behaviors as the Launcher Role.)

In general, Prospero Roles have the following rules and constraints:

1. You cannot add or revoke permissions from the Administrator Role by de-selecting a specific permission's "Grant" checkbox.
2. Permissions are defined at the role-level only. You cannot specifically add or revoke permissions from an individual user.
3. You cannot add or revoke permissions on your own role.
4. Any Role can be renamed except for the Unassigned Role.
5. Any Role can be deleted except for the Administrator and Unassigned Roles.

Where more specific or granular permissions are required, you may want to create a user-defined role which can be custom configured. New users can be associated to the new role, or, existing users can be added using a standard Windows drag-and-drop feature within the tree hierarchy.

Note: Each Prospero User must hold the appropriate license type to perform certain tasks or functions based on the permissions determined on the Role. The license required by any set of permissions will be indicated on the Role User Definition workspace.

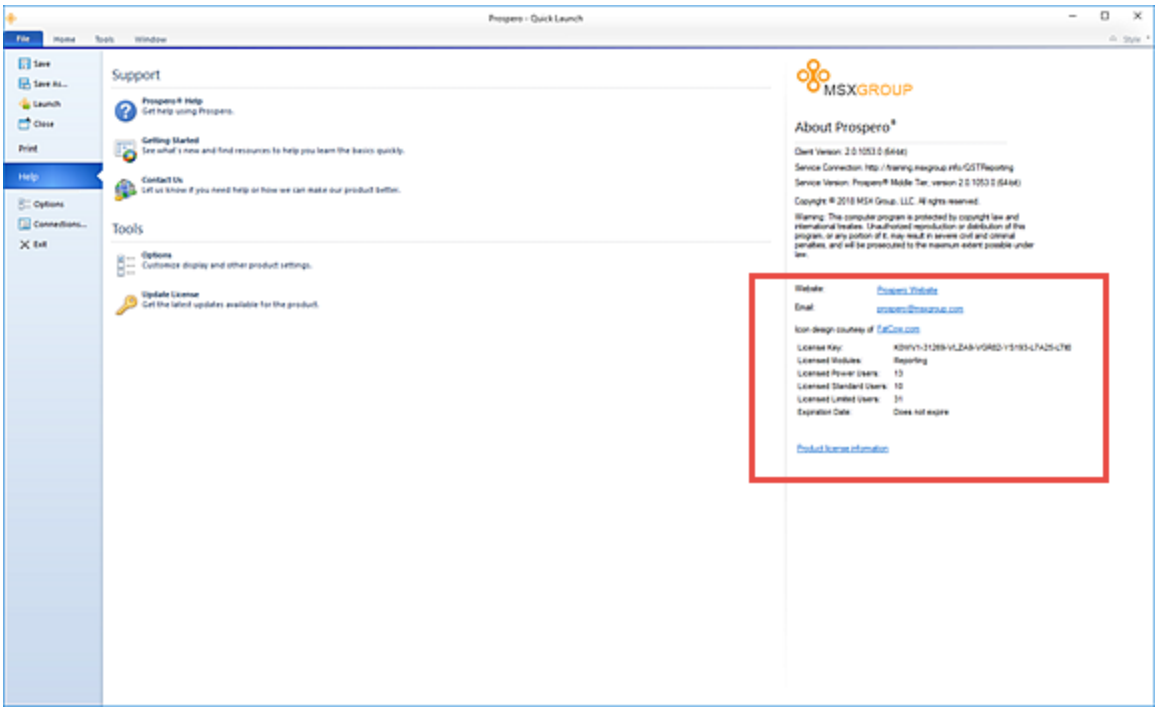
For more information refer to the section on Prospero Licensing.

Administrator Role

The **Administrator Role** is a default role created as part of the Prospero installation. The Administrator Role has all permissions granted by default and cannot be modified or deleted by any other Administrator of the system. In addition, any user who has permission to Administer Security may not grant themselves more permissions than they have been granted. In short, users may not modify permissions on the Role to which they belong.

The Administrator Role requires a Power User license.

Note: Prospero's budgeting, reporting and budgeting, and financial reporting with currency management capabilities are specifically licensed modules of the Prospero application. You must have the appropriate license applied within Prospero for this functionality to be active. In addition, multi-currency (managing currency definitions) is a standard Prospero feature that allows use of already-translated GL data within Prospero. Basic report generation capabilities are delivered as part of budgeting-only. However, data integrations are not available as part of this module.



Contact your MSX Support representative for more details.

Designer Role

The **Designer Role** is created as part of the Prospero installation and has the following permissions by default:

Setup Roles Permissions

- **Maintain Report** – This permission allows the creation, modification, and deletion of Report Definitions. You must have the “Maintain Report” or “Run Report” permissions to use the Catalog View functionality for Report Definitions otherwise this feature will not be enabled. If only the “Run Report” permission is granted, reports will be read-only.
- **Maintain Building Blocks** – This permission allows the creation, modification and deletion of Column and Line Definitions. You must have the “Maintain Building Blocks” permission to use the Catalog View functionality for Column and Line Definitions otherwise this feature will not be enabled.
- **Maintain Trees** – This permission allows the creation, modification, and deletion of Tree Definitions.
- **Maintain Input Definitions** – This permission allows the creation, modification, and deletion of budgeting Input Definitions. This option will only be valid when budgeting and reporting or budgeting only are licensed in Prospero.

Note: The Maintain Input Definitions permission applies only when Prospero budgeting is licensed. For more information refer to the section on Prospero Licensing

Report Use Roles Permissions

- **Run Reports** – This permission allows the execution of any report a user has defined or to which they have been granted rights to via the Visibility option.
- **Drill down to transaction details** – This permission allows drill-down to view the underlying transactional detail on any report.
- **Publish Reports** – This permission allows the user to publish reports they have defined or to which they have been granted rights to via the Visibility option. For more information see Creating Published Reports.
- **View all data** – This permission allows access to all data for a segment. Therefore, when the "All" option is selected when running a report, the user will have access to every item in that segment. If a user without this permission attempts to use the "All" option, the report would return the sum of only the items in the segment for which they have access to and/or data.

  In addition, when this permission is granted, users will not need to have their specific Assignments granted and the option will not be available on the Security Tools Security context ribbon when the user is selected.
- **View Published Reports** – This permission allows the user to run published reports to view them. If you have the "Publish Reports" permission, you are granted this permission by default.
- **Annotate reports** – This permission allows adding, editing, or deleting annotations on published reports.

Input User Roles

- **Input Data** – This permission allows the user to input budgeting data using Input definitions and run Input Calc tasks. If you have the "Maintain Input Definitions" permission, you are granted this permission by default. (Note: Where the user has read-only access the Input Calc task will be disabled.)
- **Input Human Resources Data** – This permission allows the user to input budgeting HR data on Input definitions and run HR Calc tasks. If you have the "Maintain Input Definitions" permission, you are granted this permission by default. (Note: Where the user has read-only access or the read-only Human Resources permission defined on the Role, the HR Calc task will be disabled.)
- **Input Capital Data** – This permission allows the user to input budgeting capital data on Input definitions. If you have the "Maintain Input Definitions" permission, you are granted this permission by default.

Note: Input User Role permissions apply only when Prospero budgeting is licensed. For more information refer to the section on Prospero Licensing

Import/Export Roles

- **Import Data** – This permission allows import of data to the Prospero system. For more information see the section on the Excel Import process.
- **Perform Integration** – This permission allows integration functions between the Prospero system and any external GL system. For more information see the Data Integration process.

Permissions granted to the Designer Role can be modified and the Role can be deleted by any Administrator.

The Designer Role requires a Power User license and any additional permissions available through assignment of that license can be granted to the Role.

For more information on Prospero licensing, contact MSX Support.

Launcher Role

The **Launcher Role** is created as part of the Prospero installation and has the following permissions by default:

Report Use Roles Permissions

- **Run Reports** – When checked, this option indicates that any users assigned to the role can execute any report they have defined or which they have been granted rights via the Visibility option.
- **Drill down to transaction details** – When checked, this option allows drill-down to view the underlying transactional detail on any report.
- **Publish Reports** – When checked, this option allows the user to publish reports, which preserves any currently-run report for the period and data for which that report has been executed. The published report can then be re-run at any time, returning the same report data. For more information see Creating Published Reports.
- **View Published Reports** – When checked, this option allows the user to run published reports to view them.
- **Annotate reports** – When checked, this permission allows the user associated to the role to add annotations to reports.

Import/Export Roles

- **Import Data** – This permission allows import of data to the Prospero system. For more information see the section on the Excel Import process.
- **Perform Integration** – This permission allows integration functions between the Prospero system and any external GL system. For more information see the Data Integration process.

Permissions granted to the Launcher Role can be modified and the Role can be deleted by any Administrator.

The Launcher Role requires a Standard User license and any additional permissions available by holding that license level can be granted to the Role.

Note: The Launcher Role is a Role primarily defined for Prospero reporting functionality.

For more information on Prospero licensing, contact MSX Support.

Planner Role

The **Planner Role** is created as part of the Prospero installation and has the following permissions by default:

Report Use Roles Permissions

- **Run Reports** – When checked, this option indicates that any users assigned to the role can execute any report they have defined or which they have been granted rights via the Visibility option.
- **Drill down to transaction details** – When checked, this option allows drill-down to view the underlying transactional detail on any report.
- **Publish Reports** – When checked, this option allows the user to publish reports, which preserves any currently-run report for the period and data for which that report has been executed. The published report can then be re-run at any time, returning the same report data. For more information see Creating Published Reports.
- **View Published Reports** – When checked, this option allows the user to run published reports to view them.
- **Annotate reports** – When checked, this permission allows the user associated to the role to add annotations to reports.

Input User Roles

- **Input Data** – This permission allows the user to input budgeting data using Input definitions and run Input Calc tasks. (Note: Where the user has read-only access the Input Calc task will be disabled.)

Note: Input User Role permissions apply only when Prospero Budgeting is licensed. For more information refer to the section on Prospero Licensing

Import/Export Roles

- **Import Data** – This permission allows import of data to the Prospero system. For more information see the section on the Excel Import process.
- **Perform Integration** – This permission allows integration functions between the Prospero system and any external GL system. For more information see the Data Integration process.

Permissions granted to the Planner Role can be modified and the Role can be deleted by any Administrator.

The Planner Role requires a Standard User license and any additional permissions available by holding that license level can be granted to the Role.

Note: The Planner Role is intended for use with the Prospero reporting and budgeting or budgeting-only product. Otherwise, the Planner Role has the same permissions and behaviors as the Launcher Role.

For more information on Prospero licensing, contact MSX Support.

Viewer Role

The **Viewer Role** is created as part of the Prospero installation and has the following permissions by default:

Report Use Roles Permissions

- **Drill down to transaction details** – When checked, this option allows drill-down to view the underlying transactional detail on any report.
- **View Published Reports** – When checked, this option allows the user to run published reports to view them. If you have the “Publish Reports” permission, you are granted this capability by default.

- **Annotate reports** – When checked, this permission allows the user associated to the role to add annotations to reports. To disable the ability to add annotations – but still have the capability to see them – select the Read-Only option on the Role or individual User's workspace.

Permissions granted to the Viewer role can be modified and the Role can be deleted by any Administrator.

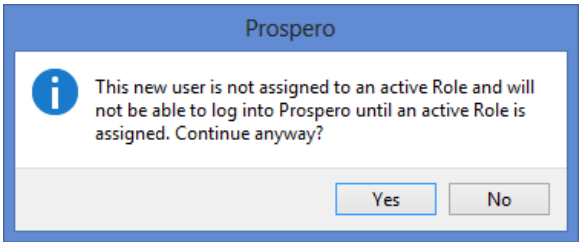
The Viewer Role requires a Limited User license. No additional permissions can be granted to the Role at that licensing level.

For more information on Prospero licensing, contact MSX Support.

Unassigned Role

The Unassigned Role is a default role created as part of the Prospero installation.

When creating a new Prospero User - unless you assign an active role - your user will be associated to the Unassigned role and you will receive the following warning message:



Selecting the **Yes** button confirms creation of the user. Any Administrator can later assign the user to a different active Prospero Role by using the Windows drag-and-drop capability to drag the user to another role.

There are no permissions granted to the Unassigned Role and it cannot be deleted by an Administrator. Users created without an assigned active role will still be assigned only a Limited User license which is the **Add User** option default.

For more information on Prospero licensing, contact MSX Support.

User-Defined Role

In addition to the five default Roles provided as part of your Prospero installation you can create your own **User-Defined Roles** which can be custom configured to meet the naming conventions or security requirements of your organization. New user accounts can be added to the Role, or, existing Users can be added using a standard Windows drag-and-drop feature within the tree hierarchy. For more information, see the section on Adding a Role.

Any Users added or moved to your User-Defined Role, must have a valid associated Prospero license for the permissions defined. You should carefully plan your Role creation and modifications based on the permissions the Role requires and the number and type of licenses you have.

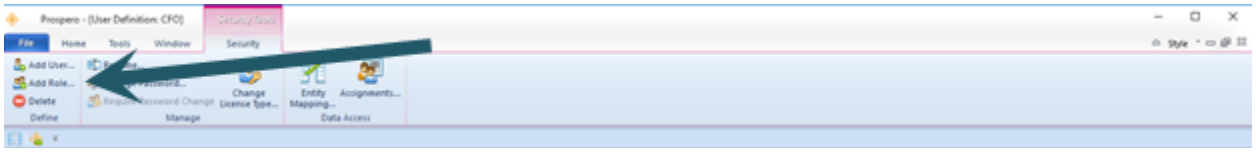
For more information on Prospero licensing, contact MSX Support.

Adding a Role

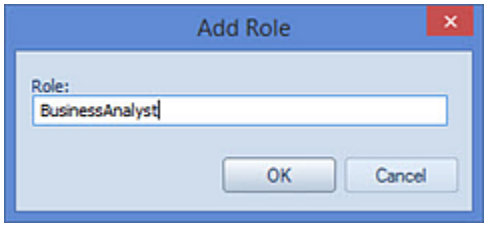
You can add new roles in Prospero based on your organization's permission requirements or naming conventions.

To add a Role:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon.
3. Select the **Add Role** option from the Security Tools Security context ribbon or by right-clicking and selecting the **Add Role** option from the pop-up menu.



4. The Add Role window will appear:



5. Enter the name of the new role. Click **OK** button for the new role to appear in the User Definition workspace. (The new role will then be stored to the database with no members and no granted permissions.)
6. The User Definition workspace will open.
7. Assign the permissions you want by checking the checkbox next to the permission.

   Note: The type of license required by the permissions defined on the role will be indicated on the workspace.
8. Close the User Definition workspace by clicking on the **X** next the name on the tab.
9. When prompted, **Save** your additions.

Once the role's permission elections have been made and the changes saved, you may drag-and-drop existing or add new users to it. Any Users added or moved to your User-Defined Role, must have a valid associated Prospero license for the permissions defined.

For more information, see the topic Prospero Security Permissions and Adding Users.

Modifying a Role

You can modify Prospero Roles as needed to manage the name or permissions.

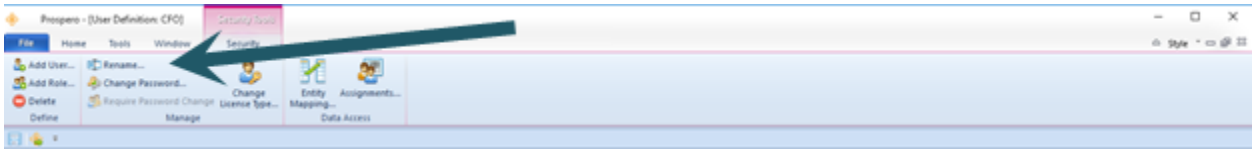
To modify a Role:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the role from the User Definition tree hierarchy to open the workspace.
4. Assign modified permissions as necessary.
5. After making your changes, close the workspace by clicking on the **X** next the name on the role tab.
6. When prompted, save your changes.

Any role created by an Administrator can have its permissions modified by them or any other Administrative role. For more information, see the topic Prospero Security Permissions. Only the Administrator and Unassigned roles cannot have their permissions modified. However, any user who has permission to Administer Security may not grant themselves more permissions than they have been granted. In short, users may not modify permissions on the Role to which they belong.

To rename a Role:

1. Select the role from the User Definition tree hierarchy.
2. Click on the **Rename** option on the Security Tools Security context ribbon or right-click and select the **Rename** option from the pop-up menu.



3. In the Rename dialog, enter the new name.
4. Select the **OK** button to confirm the change.

All Prospero default and user-defined roles – except for the Unassigned role - can be renamed to align more closely with the terminology of your organization.

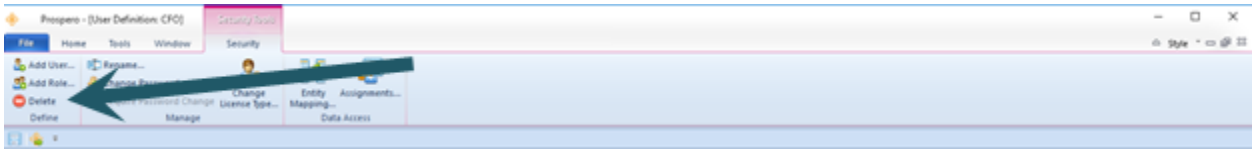
For assistance, contact MSX Support.

Deleting a Role

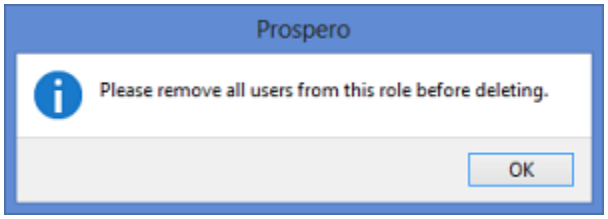
You can delete Prospero Roles if they are no longer required. Exercise caution when deleting a Role as it will be removed completely from the system and will need to be re-created if it is required at any later date.

To delete a Role:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the role in the User Definition tree.
4. Select the **Delete** option on the Security Tools Security context ribbon or right-click and select the **Delete** option from the pop-up menu.



5. You may not delete any role that has users associated to it. In this instance will receive an error message to the effect.



   Delete any Prospero Users from the Role to proceed. These Users will be placed in the Unassigned role. For more information, see the section on Deleting Users.
6. Delete the Role.
7. After deleting your empty role, close the User Definition workspace.
8. When prompted, save your change.

If a Prospero Role is deleted, then the users in that group are moved to the Unassigned Role. Licenses will still be held by those users until the Prospero Systems Administrator deletes them.

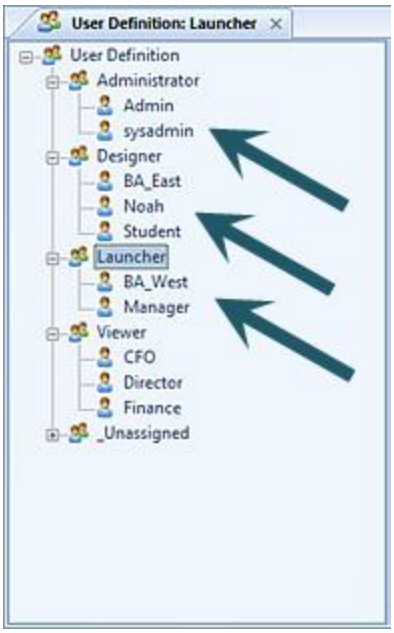
Note: You must have the Administer Security permission to be able to delete Roles. Users (i.e. Administrative-level users) may not delete their own role and the **Delete** options will be disabled when the user selects their own ID.

Users

Users are the individual accounts your users will log in to Prospero with. Users are added to a Prospero Role which then grants rights and permissions. When individual Prospero Users are assigned to a Role, they inherit all the rights assigned.

All users must have a valid license for the permissions defined on the Role to which they belong. You should carefully plan which Prospero Role your user account is created in and verify that you have the required number and type of licenses.

Users are added, managed, or deleted from the User Definition workspace which is part of Prospero Security. In the User Definition tree, users will appear under each role. Prospero Users can be differentiated from Roles by the icon.



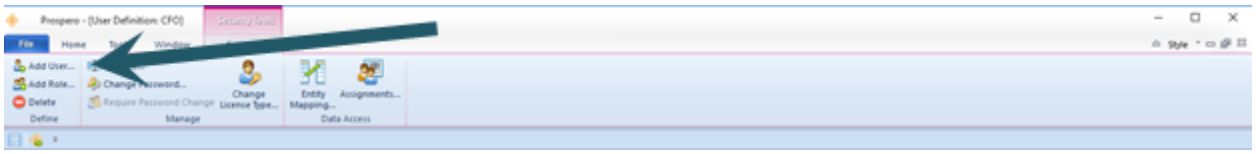
Note: To access the User Definition feature to manage users in Prospero, you must log in to the entity using a login ID with permission to **Administer Security** and **Maintain Users and Roles**. For more information refer to Prospero Security Permissions.

Adding Users

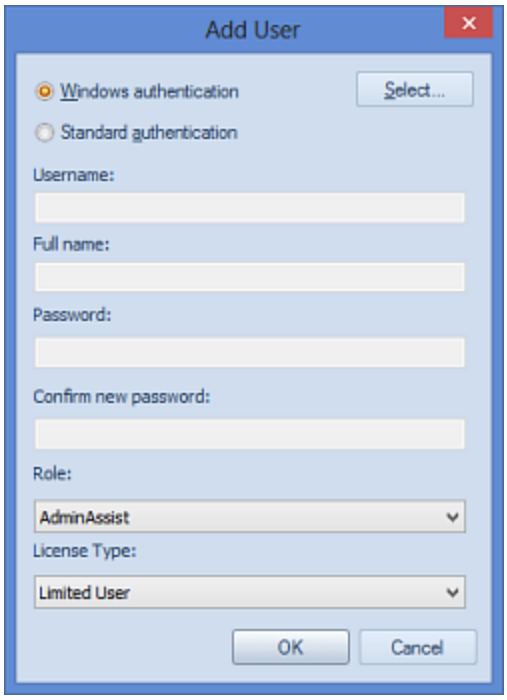
You can add new users in Prospero based on your organization's personnel requirements.

To add a new User:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. In the User Definition workspace, select a Role.
4. Select the **Add User** option from the Security Tools Security context ribbon or by right-clicking and selecting the **Add User** option from the pop-up menu.



5. The Add User window will appear.

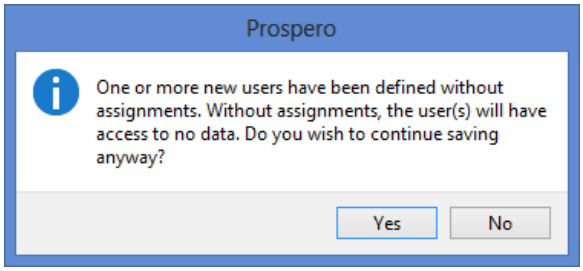


6. Enter the following information in the Add User window:
   - **Windows Authentication / Standard Authentication** – If you use Windows Authentication, use the **Select** button to search for and select the user (by display name) that you wish to add to Prospero. Otherwise, switch to Standard Authentication and fill in the fields to define the new user.
   - **Username** – Enter a user name for the new user. This will be the username they will utilize at login.
   - **Full Name** – Enter the full name of the user. This will appear on the user's workspace to identify them in the system.
   - **Password** – Enter a password which the user may or may not be required to change when they next log in.
   - **Confirm new Password** – Re-enter the password specified in the Password field for confirmation.
   - **Role** – Select the role to which the new User will be assigned. If you have not selected the role from the User Definition tree grid before selecting the Add User link, the default role will be Unassigned. A new User can be assigned to an active role any time after creating the user's account.
   - **License Type** – Select from either Power User, Standard User, or Limited User license types.

     The Role to which the user is associated will determine the required license type. You can leave this as the default license type for the Role selected.

     For more information see Prospero Licensing.

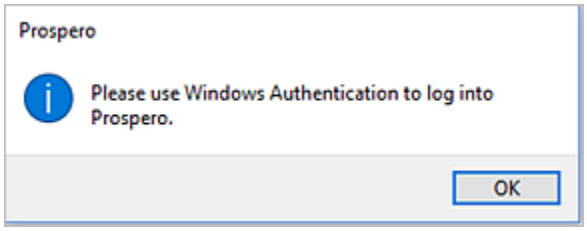
7. Click the **OK** button. The new User will appear under the role to which they were assigned.
8. When creating a new, non-Administrative user in Prospero, you will receive an informational message that the user requires **Assignments** to be established for them before they will have access to any data in Prospero.



For more information on assigning Users and Roles access to specific segment selections, see the section on Assignments.

9. Optionally, after adding the user, you can click on the user icon to open the User Definition workspace. You can then change the full name, manage login messages, or flag the user as disabled or read-only.

Note: Prospero allows Administrators to Allow Standard authentication for log in on the Security Configuration Options screen. This option allows you to specify that Standard Authentication is allowed for log in to the system. When unchecked, only Windows Authentication is allowed and users attempting to login with Standard Authentication will receive an error message:



In addition, when checked, all new users must be created using Windows Authentication only. Any users whose accounts use Standard Authentication, after this option is de-selected, will not be allowed to log in to Prospero. This option is checked by default.

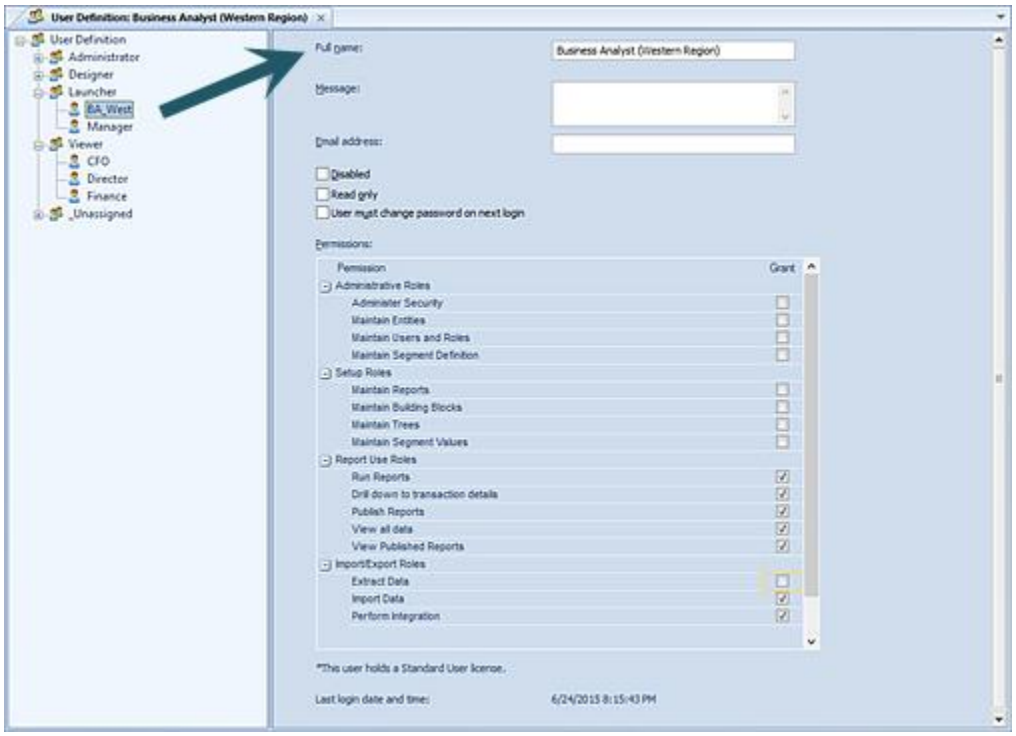
And, for more information on permissions, see the section on Prospero Security Permissions.

Modifying Users

You can modify users' information in Prospero at any time.

To modify a User:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the user from the User Definition tree hierarchy.

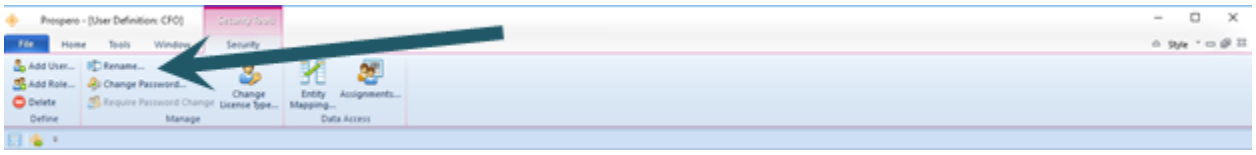


4. Make your modifications (i.e. change the name of the role, manage login messages, or flag the user as disabled or read-only).
5. Close the workspace by clicking on the **X** next the name on the tab.
6. When prompted, save your modifications.

In addition, user IDs can be renamed.

To rename a User:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the user from the User Definition tree hierarchy to open the workspace.
4. Click on the **Rename** option on the Security Tools Security context ribbon or right-click and select the **Rename** option from the pop-up menu.



5. In the Rename dialog, enter the new name.
6. Select the **OK** button to confirm the change.

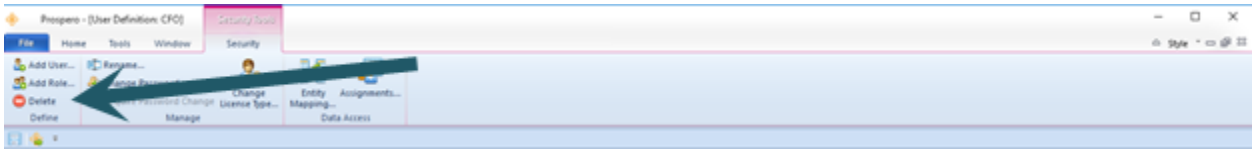
Deleting Users

You can delete Prospero Users if the user account is no longer required.

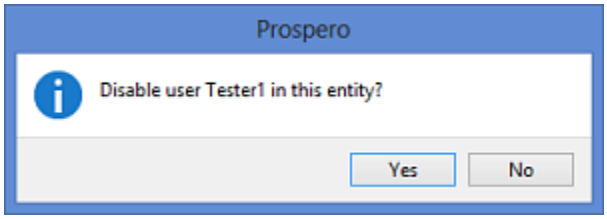
It's important to note that users can only be permanently removed from the System Entity. In any subordinate entity, users are only moved to the Unassigned folder and their accounts are disabled.

To delete a User:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the user from the User Definition tree hierarchy.
4. Select the **Delete** option on the Security Tools Security context ribbon or right-click and select the **Delete** option from the pop-up menu.



5. When prompted, confirm that the user's account will be disabled until it is deleted from the System Entity.

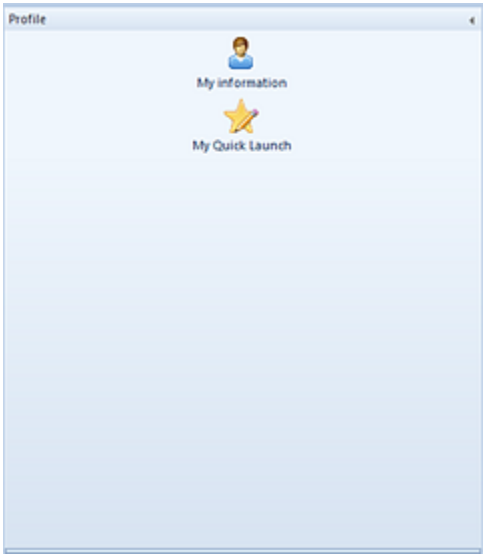


Deleting a User moves it to the Unassigned Role and the assigned license will still be retained by that user account until the Systems Administrator deletes it. Exercise caution when deleting a User as this will remove the account from the Prospero system and will need to be re-created if it is again required.

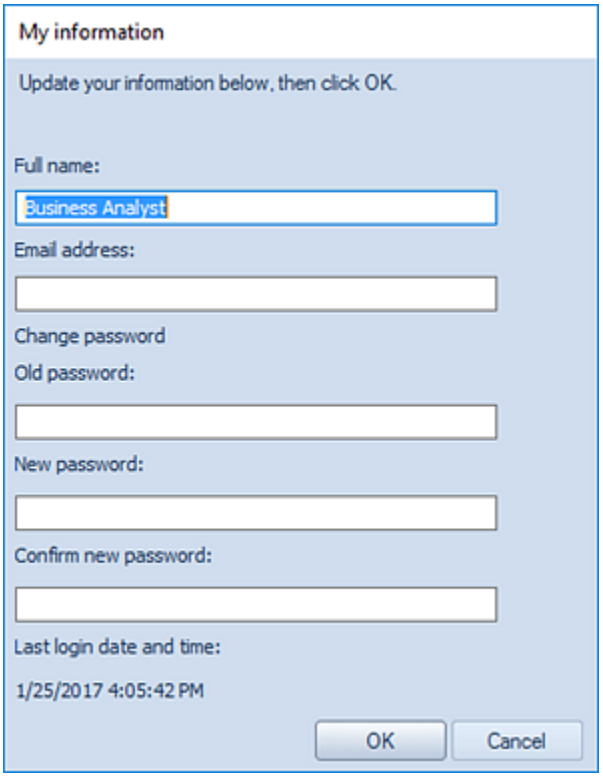
Note: You must have the Administer Security permission to be able to delete users. Users (i.e. Administrative-level users) may not delete their own user objects and the **Delete** options will be disabled when the user selects their own ID.

My Information

All Prospero Users have the option to update their personal login information using the **My Information** option. The My Information option is located on the Profile Navigation Pane. (For Administrative-level users, this is in the Security Navigation Pane.)



The My Information option allows you to update personal information such as email address, name, and password. However, if you need to update your user login ID, please contact your Prospero Administrator.



The options and information available on the My Information screen include:

- **Full Name** – This is the full name associated to your user login.
- **Email address** – This is the email address associated your specific user login to allow the user to receive emails from the system.
- **Change Password** – To change your password, enter your old password, your new password, and a confirmation of the new password.
- **Last login date and time** – Shows the last date and time you logged in to Prospero.

After making changes, select the **OK** button to save. If you changed your password, the new password will be in effect the next time you log in.

My Quick Launch

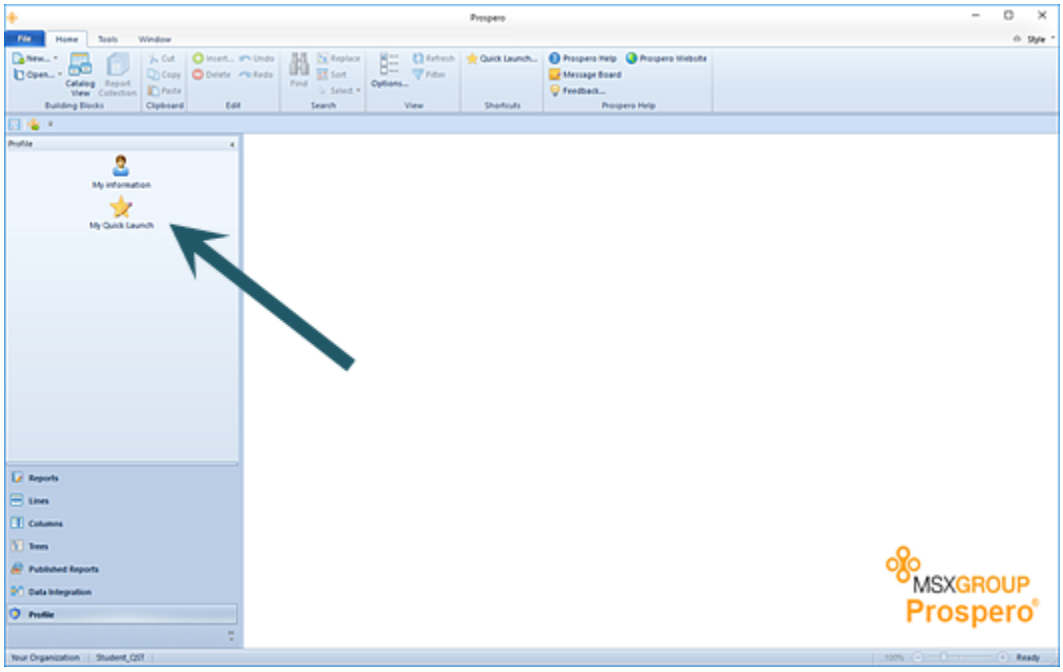
All Prospero users, except for those with read-only access, can define a custom screen which can appear when they log in or select the **Quick Launch** option on the Home ribbon. The My Quick Launch feature allows you to define a window of commonly-used reports or features for quick access.

Note: The reports, report collections, input definitions and features available on this screen are dependent on your Permissions and Visibility settings in Prospero. For example, for Viewers, the “New Report” option will not be available. For additional information, see the sections on Permissions and Visibility.

To add reports and/or input definitions to your Quick Launch:

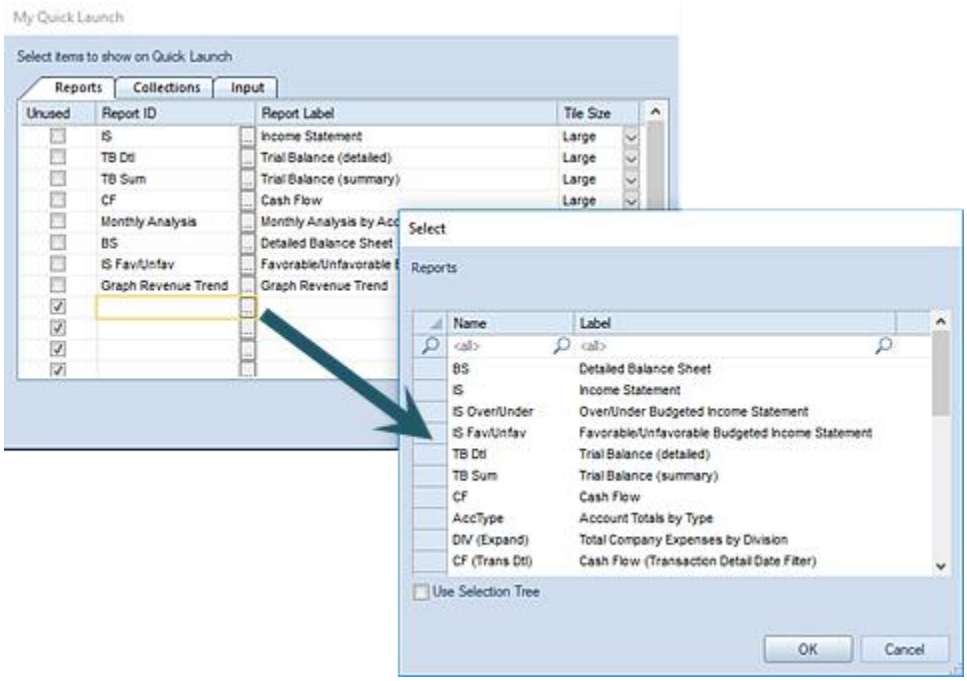
1. If your Quick Launch screen is open, click on the “My Quick Launch” icon in the upper right-hand corner.

2. Otherwise, click on the Profile option in the Navigation Pane (or Security for Administrative-level users) and then select “My Quick Launch” icon.



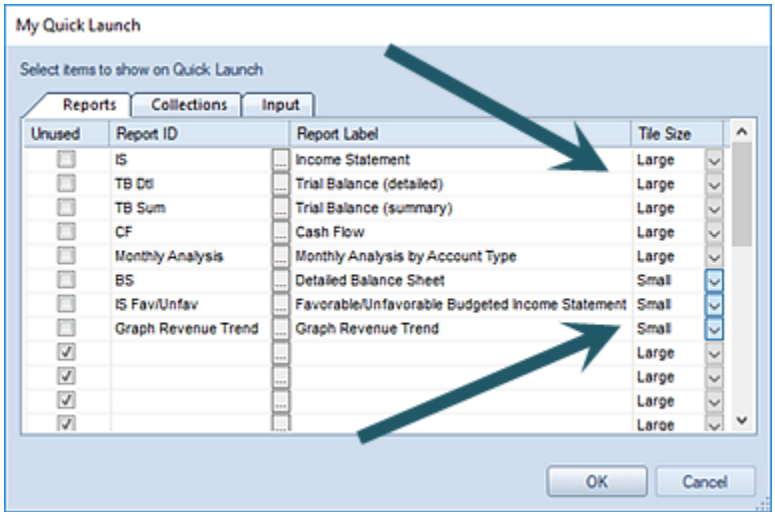
3. Select the “My Quick Launch” option at the top of the screen.

4. In the My Quick Launch dialog, type the name or use the ellipsis button to select an existing report, report collection or input definition from a list on each corresponding tab.



You can define up to thirty (30) reports, report collections and/or input definitions each, depending on how you have licensed Prospero.

You can also define the size of the tile by selecting either “Large” or “Small” from the Tile Size dropdown menu on the entry for the report, report collection or input definition.



The tile size will be reflected on the screen:

5. When you have typed the name or selected the report, report collection or input definition, select **Ok** to confirm the new addition.

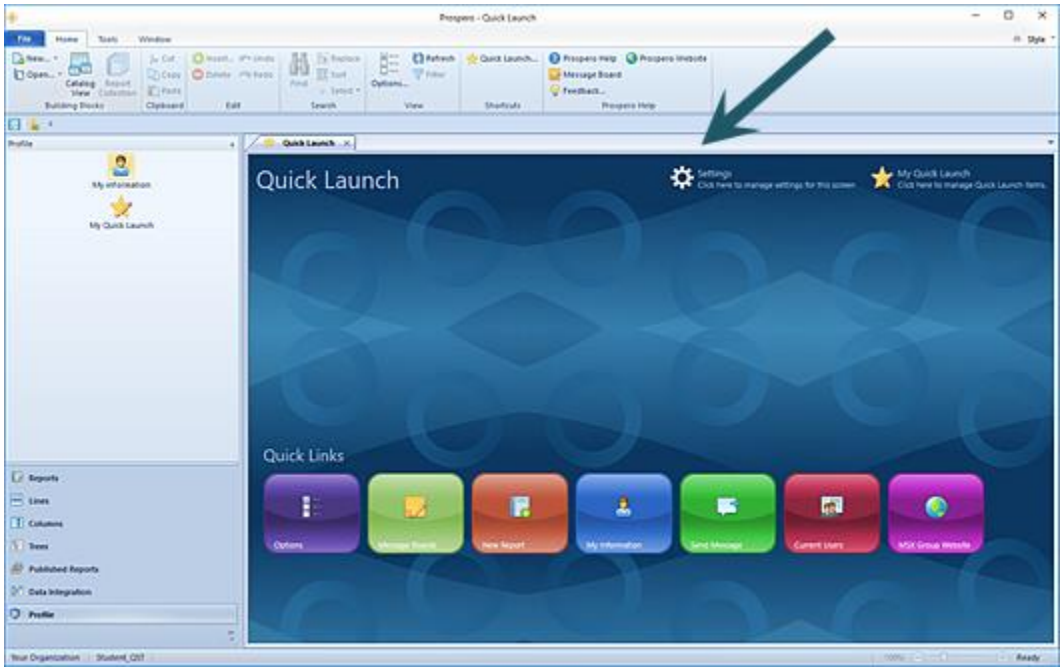
6. After selecting your desired items, your Quick Launch will refresh to show your added selection(s) listed by their label.

Whenever an item listed in the Quick Launch is renamed, this new name will be reflected on the Quick Launch screen automatically.

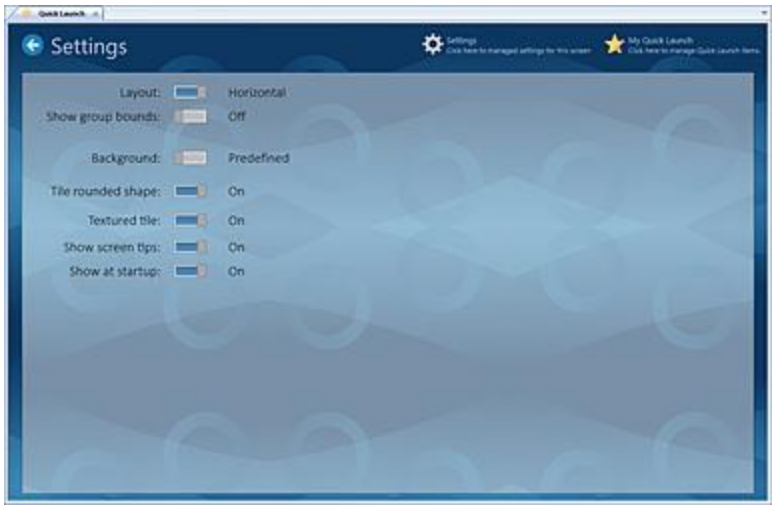
In addition, if a report or input definition is no longer needed, you can either change the item using the ellipsis button or select the “Unused” in the checkbox. The item will not appear when the Quick Launch is refreshed.

To configure your Quick Launch:

1. Select the Settings option on the Quick Launch screen.

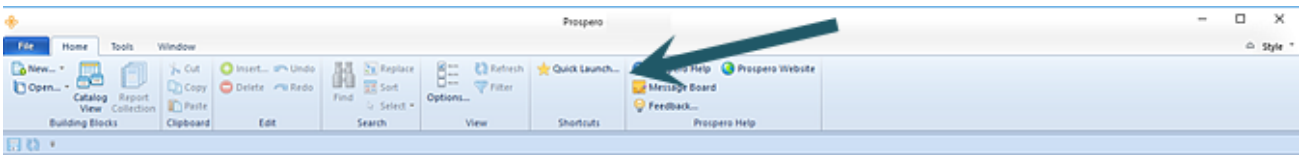


2. Use the “Settings” option to manage the various graphical settings for the screen, such as item orientation, shape, and background texture, as well as whether to show screen tips and the Quick Launch at startup:



3. After configuring the Quick Launch screen, select the back-arrow next to Settings.

After you've logged in, you can launch the Quick Launch screen at any time by selecting the option on the Prospero Home ribbon.



A user's access to the "My Quick Launch" feature is dependent on the permissions defined on the user's role, their Assignments, as well as whether the user has Visibility to the report or input definition. To add reports, you must be licensed for Prospero reporting or budgeting and reporting. To add input definitions, you must be licensed for Prospero budgeting or budgeting and reporting.

In addition:

- If a user has not been assigned the "run reports" or "view published reports" permissions, the "My Quick Launch" icon in the Profile pane will be disabled. (While the user may select the "Quick Launch" option on the Home ribbon, the link in the dialog will be disabled and the user will not be allowed to add any reports.)
- If a user has not been assigned "input data" permission, the "My Quick Launch" icon in the Profile pane will be disabled. (While the user may select the "Quick Launch" option on the Home ribbon, the link in the dialog will be disabled and the user will not be allowed to add any input definitions.)

- If the user has permissions to “run reports” or “input data”, the “My Quick Launch” icon in the Profile pane will be enabled and the reports listed in the “Quick Launch” dialog will be those to which the user has been granted Visibility to.
- If the user has “view published reports” permission only, the Quick Launch dialog will allow the user to select and display the list of reports to which they have been granted access to via the Visibility option. Selecting the report will open the most recently published version of the report.

Classic Display

Out-of-the-box, new Prospero users will have the graphical option setting for their Quick Launch. (The **Use tiled Quick Launch screen** option, available in Local Settings Options, controls how the Quick Launch screen is visually rendered in the workspace.)

However, users can select a classic display by de-selecting the Local Settings Option, **Use tiled Quick Launch screen**. In this instance, the Quick Launch displays in a standard dialog format.

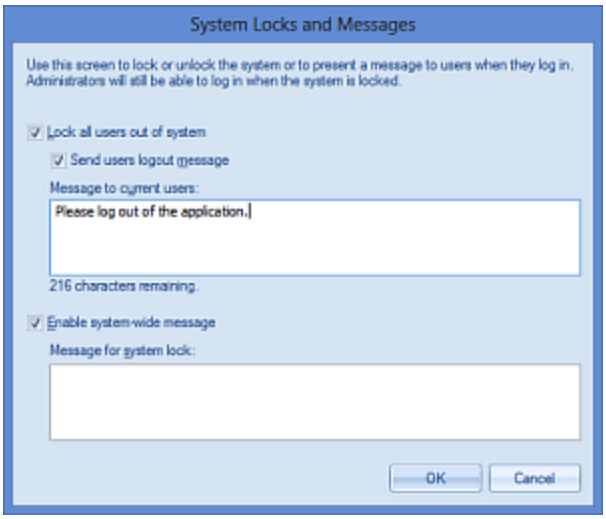
Note: For input definitions or report collections to appear as available items on the Quick Launch you must use the graphical display option. Also, the Quick Launch screen is not available within the System Entity.

Additional Administrator Tools

System Locks and Messages

Prospero Administrators have the option to send messages to users or to lock users out of the system. The System Locks and Message feature allows you to periodically lock down the system and send informational messages to users. This feature also allows you to prevent users from logging in if necessary.

The **System Locks and Messages** option is available from the Security Navigation Pane.



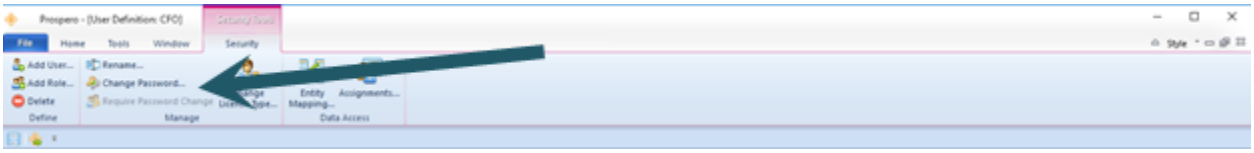
To send a message to all users of the system, check the “Enable system-wide message” checkbox and type up to 250 characters into the text box. The message will then be presented to users when they next log into the system.

Check the “Lock all users out of system” checkbox to make the system unavailable to non-administrative users. When checked, users will be will be prevented from logging in and will receive the message specified in the Message for System Lock text box. If the field is left blank, a standard message that the system is locked will be provided at login. Any Administrative users will receive the message, but will be able to continue to log into the system.

In addition, when the “Lock all users out of the system” checkbox is selected, the “Locked” checkbox will appear on the Entity Management screen for that entity. The “Locked” checkbox cannot be edited from the Entity Management screen.

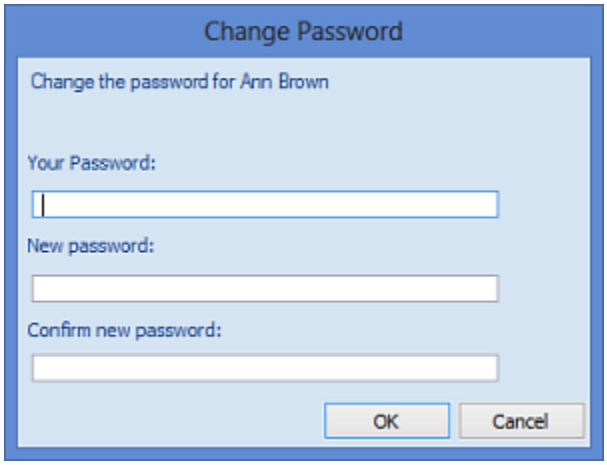
Change Password

Prospero Administrators can change a user’s password using the **Change Password** option. This option is available on the Security Tools Security context ribbon.



<u>To change a user’s password</u>:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the **Change Password** option on the Security ribbon.
4. In the Change Password window, enter the current user's password in Your Password field.

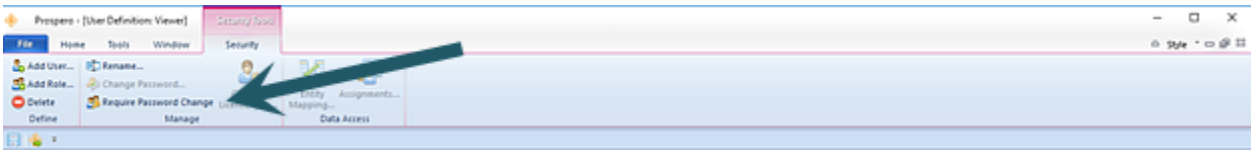


5. Next, enter a new password in the "New password" and "Confirm new password" fields.
6. Select the **OK** button to confirm the action.

Your new password will be in effect the next time you log in.

Require Password Change

Prospero Administrators can require that all users change their password on their next login. This option is available on the Security Tools Security context ribbon.



<u>To require all users to change their passwords</u>:

1. Open the User Definition workspace by clicking on the icon in the Security Navigation Pane.
2. Select the **Require Password Change** option on the Security ribbon.

3. When prompted, select the **Yes** button will confirm the action.

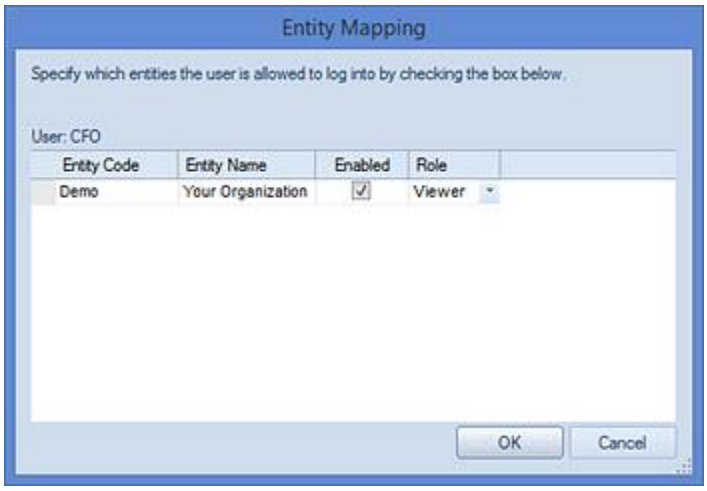
Entity Mapping

Prospero Administrators have the option to manage who has access to which entities within the system.

<u>To manage Entity Mappings</u>:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the user from the User Definition tree.
4. Select the **Entity Mapping** option from the Security Tools Security context ribbon.

5. This will to open the Entity Mapping window. The Entity Mapping window will return the Entity Codes and Entity Names currently available in Prospero. To enable access to additional entities, select the **Enabled** checkbox next to that entity, as well as the role to assign to the user.



6. Select the **OK** button to save your changes.

Note: You may map a user to any additional available entities in the Prospero system. However, you cannot map users to the System Entity, which is the main administrative entity. In addition, you are prohibited from changing your own entity mappings using the Entity Mapping option.

Assignments

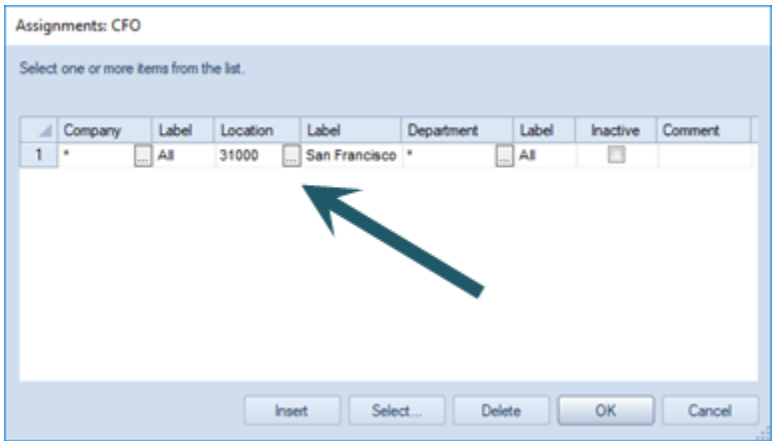
Prospero Administrators have the option to manage who has access to which segments within the system via the **Assignment** option.

Note: If the user is assigned to a Role which has the “View all data” permission, then it will not be necessary to use the Assignments option to assign segments and the option will be unavailable on the ribbon.

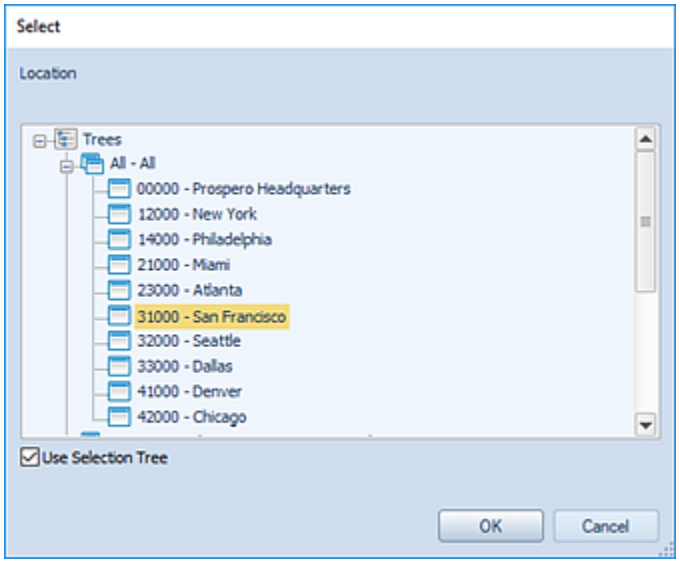
<u>To add or manage Assignments</u>:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Expand the roles to view available users.
4. Select the user from the User Definition tree.
5. Select the **Assignments** option from the Security Tools Security context ribbon.

6. In the Assignments window, click on the **Insert** button to add a new row.
7. Select the ellipsis button to show a Select window of available values for assignable segments.



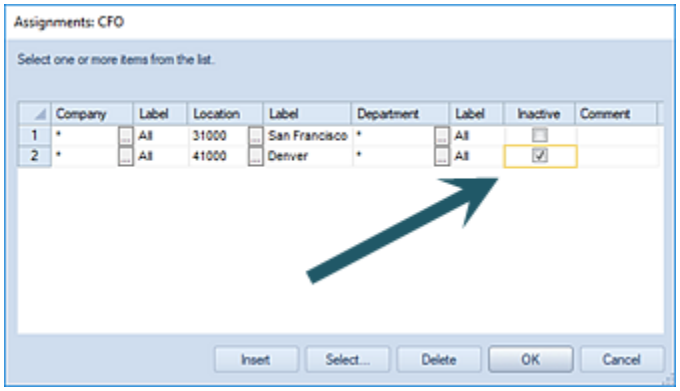
8. You can navigate using the tree structure (shown above) or de-select the “Use Selection Tree” checkbox to return a list of segment items.



9. After making your selection, click the **OK** button to save your changes.

<u>To delete an assignment or make an assignment inactive</u>:

1. Select the Security bar on the Prospero Navigation Pane.
2. Open the User Definition workspace using the User Definition icon
3. Select the user from the User Definition tree.
4. Select the **Assignments** option from the Security Tools Security context ribbon.
5. In the Assignments window, select the **Inactive** checkbox to make the assignment to any segment combination inactive for that user.



6. To delete an assignment, select the row and then the **Delete** button.
7. After making any modifications, click the **OK** button to save your changes.

Any additions or changes to the user's segment assignments will be reflected the next time they log in to Prospero.

Configuration

About Prospero Configuration

Configuration options in Prospero® allow you to define your organization's underlying data elements and structures. This section will provide you with a general overview of available Prospero Configuration features and you can select from the following topic links for more information:

- Entities
- Book Codes
- Number Formats
- Calendars
- Segments
- Currency Definition

Briefly, Prospero Configuration allows you to define your organization's general ledger accounts, divisions, locations, book codes, etc. In most organizations, the Prospero System Administrator will be tasked with managing Prospero configuration and setup. However, Prospero is flexible enough to allow more than one individual to fulfill most configuration and administration functions. See Prospero Security for more information.

Also, as you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

For assistance, contact your representative or Support at the MSX Group.

Entities

An **entity** is analogous to a company in a General Ledger. It's the container in which segments, reports and other data items are created. By utilizing Entities, an organization can manage situations where different divisions of the organization may utilize different or special rules.

Entity Management in Prospero allows you to create, maintain or delete entities within your Prospero database. Managing entities within your organization is a powerful, yet flexible, option designed to manage changes to your organizational structure quickly and easily and have them immediately reflected in your reporting and planning. Prospero also supports consolidated entities and for more information please see the section on Connecting to General Ledger Companies.

The Default, or System, Entity is created by the Prospero database installation and is used to maintain all other entities in Prospero. To access the System Entity, you must log in as a Systems Administrator. However, as an Administrator-level user of any entity you can view and manage specific features and elements on that entity's Entity Management workspace.

Entity Management Workspace

You can manage your entity's information and options via the **Entity Management workspace**.

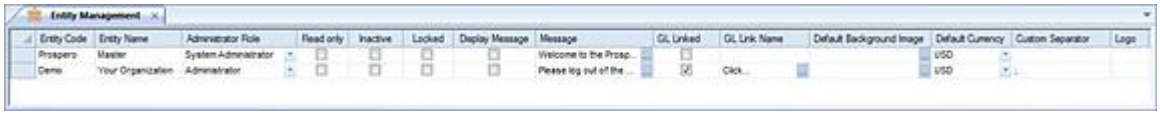
To access the Entity Management workspace:

1. Log in to the entity as an Administrator-level user.

   Or, depending on what information and options need to be added or modified, log in to the System Entity. Refer to the options below or contact MSX Support for more information.

2. Click on the Configuration bar in the Prospero Navigation Pane.

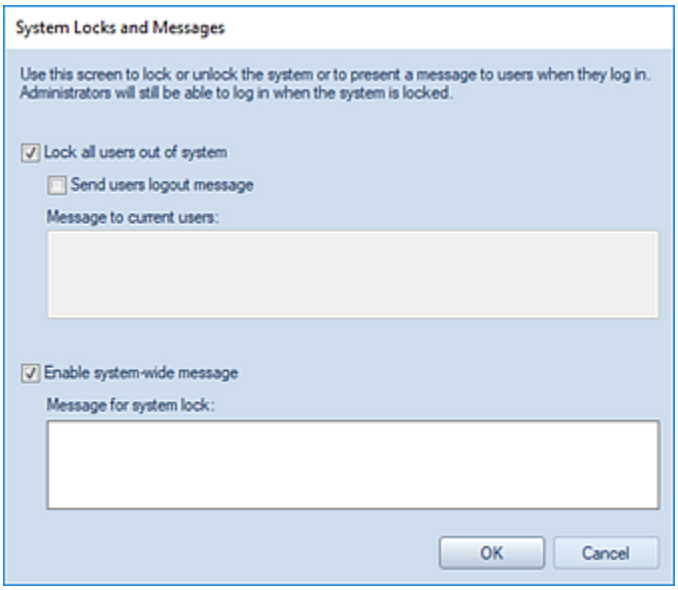
3. Click on the **Entity** icon to open the Entity Management workspace.



4. The fields and options available from the Entity Management workspace include:
   - **Entity Code** – A code, or ID, which you assign to your Entity.
   - **Entity Name** – The descriptive name which you assign to your Entity
   - **Administrator Role** – The role in Prospero Security which you have designated can create, maintain, or remove Entities in Prospero. The Administrator Role value will default to the user/role creating the Entity.
   - **Read Only** – When checked, this option indicates that the Entity and its' associated data is only available read-only.
   - **Inactive** – When checked, this option indicates that the Entity and its' associated data is inactive. The Entity will not be listed for selection at the Prospero login.

- **Locked** – When checked, this option indicates that the Entity and its' associated data is locked and cannot be edited. This option allows the Prospero Administrator or other authorized user to prevent users from logging in to the Entity.

  The Locked checkbox is not editable from the Entity Management screen. It is marked as checked whenever the "Lock all users out of the system" checkbox is selected on the System Locks and Messages screen.

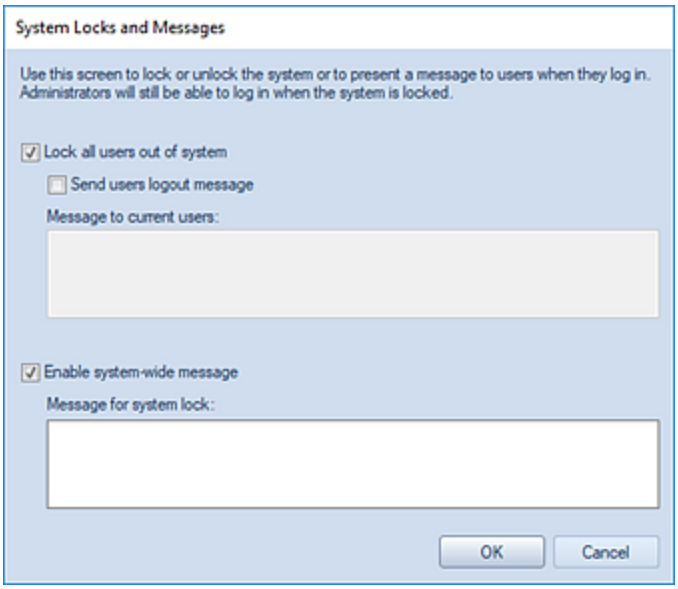


  When checked, users will be prevented from logging in and will receive the message specified. If the field is left blank, a standard message that the system is locked will be provided at login.

  Any Administrative users will receive the message, but will continue to be able to log into the system.

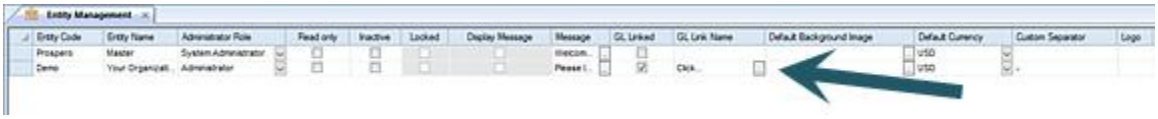
- **Display Message** – This option indicates that the user will receive a custom message at the time of login. This option allows the Prospero Administrator or other authorized user to provide informational or other useful massages - such as system maintenance or data updates - to users at log in to the specific Entity.

  The Display Message checkbox is not editable from the Entity Management screen. It is marked as checked whenever the "Enable system-system wide" checkbox is selected on the System Locks and Messages screen.

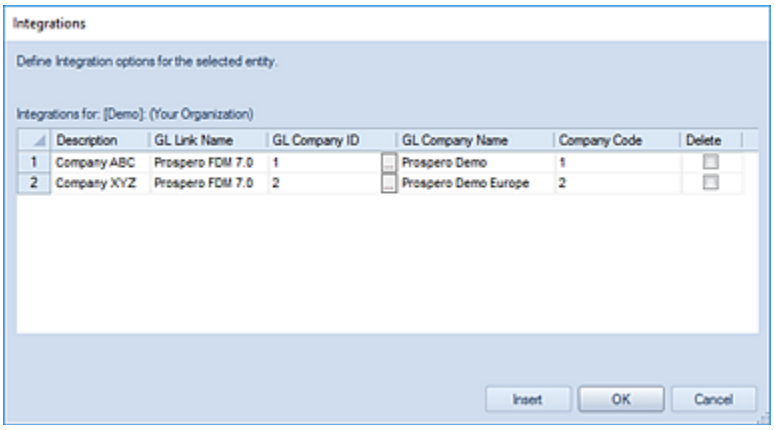


When checked, users will receive the message specified.

- **Message** – Selecting the ellipsis option will open a System Locks and Messages dialog which allows the Prospero Administrator or other authorized user to enter their specific informational or other useful massage text. Users will be presented with the message either on login or when the Prospero Administrator is required to perform any specific task that requires users to log out of the specific Entity, such as system maintenance or data updates.
- **GL Linked** – This checkbox indicates that the Entity and its associated data is linked to a General Ledger. (This value can only be changed in the System Entity. You must log in to the System Entity using an ID with permission to maintain entities.)
- **GL Linked Name** – This option indicates that the name of the associated linked General Ledger.



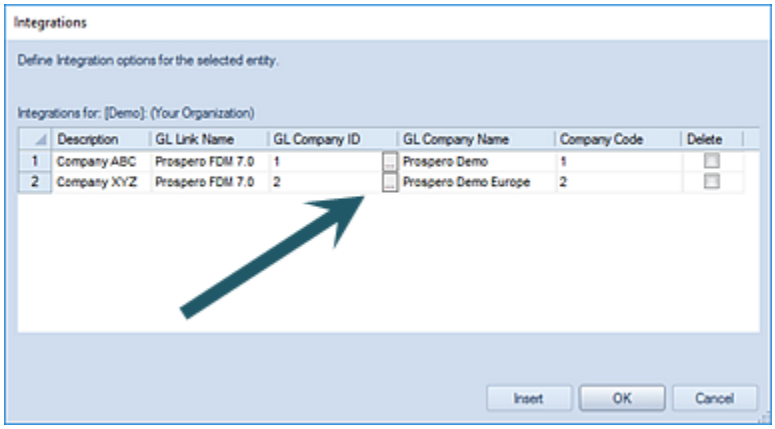
Where multiple available options exist, select the ellipsis button to open the Integrations screen:



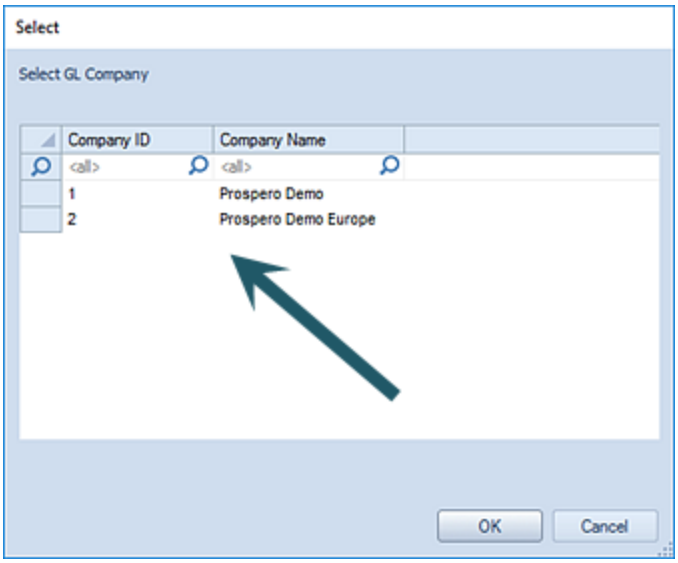
You must log in to the System Entity using an ID with permission to maintain entities to change values in this screen:

- **Description** – This field shows the description of the integration.
- **GL Link Name** – This field is the name of the associated linked General Ledger.
- **GL Company ID** – This field shows the ID of the associated linked General Ledger linked to the Entity.

  Select the ellipsis button to show the underlying linked General Ledger(s) information in the Integrations screen.



If multiple companies are available for the GL, the ellipsis will then open a dialog of the available companies. This screen will show the company ID and company name:



Select one or more and it inserts them into the list.

(This information must be defined in the System Entity.)

- **GL Company Name** – This field is the company name for the associated linked General Ledger.
- **Company Code** – This field is the company code for the associated linked General Ledger.
- **Delete** – Select this checkbox to remove the listed integration. (When the Dialog is closed, the item will then be removed.)

- **Default Background Image** – This option allows you to select an image to customize the Prospero workspace. Select the ellipsis button in this field to open a Windows selection dialog. You can use .BMP, .JPG, .GIF (not animated) and .PNG file formats.
- **Default Currency** – This option allows you to select the default currency for Prospero reporting. You must have a valid Prospero license for the Reporting with Currency module to access this feature.

  As shown, this option must be set on the System Entity and will be visible read-only for all Administrator-level users on the Entity Management workspace within that entity. The default currency will be indicated on the Currency Definition workspace and will not be editable on that workspace.
- **Custom Separator** – This option allows you to specify a custom separator – often a dash or dot – to separate segment IDs. This separator is shown on reports where more than one segment is used in a Line Definition and displays in the row segment code in the columns.
- **Logo** – This option allows you to select an image logo to display on Prospero reports.

5. Once you've completed your update, close the workspace, and, when prompted, **Save** your modifications.

Note: To manage an entity using Entity Management, you must log in to the System Entity as a Systems Administrator. To view an entity using Entity Management, you must log in using an ID with Administrative permission.

For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

Adding an Entity

You can add new entities via the Entity Management workspace.

To add a new entity:

1. Log in to the System Entity using your system administrator account. For more information contact MSX Support.
2. Open the Entities Management workspace by clicking on the **Entity** icon in the Configuration Navigation Pane.
3. Select the **Insert** option on the Home ribbon to add a new, blank row.

4. In the blank row created in the grid, enter the Entity information – Code, Name, and other options - required for the Entity to be available for users in Prospero.
5. Close the workspace and when prompted, **Save** your additions.

For more information, refer to the options listed in Entity Management.

Modifying an Entity

You can modify an entity via the Entity Management workspace.

To modify an entity:

1. Open the Entities Management workspace by clicking on the **Entity** icon in the Configuration Navigation Pane.
2. Click on the entity row in the grid to select the item and modify the Entity information – ID, Name, and other options.
3. Close the workspace and when prompted, **Save** your change(s).

For more information, refer to the options listed in the topic Entity Management.

Deleting an Entity

You can delete entities via the Entity Management workspace.

To delete an entity:

1. Log in to the System Entity using your system administrator account. For more information contact Prospero Support.
1. Open the Entities Management workspace by clicking on the **Entity** icon in the Configuration Navigation Pane.
2. Click on the row for the entity item to delete.
3. Select the **Delete** option from the Home ribbon.

4. When prompted, confirm your deletion.
5. Close the workspace and, when prompted, **Save** your change(s).

Note: Exercise caution whenever deleting an entity as this will remove the ability for users to access the entity in future. If an entity is no longer required, you may want to consider making the entity “Inactive”.

For more information contact the MSX Group and refer to the options listed in the topic Entity Management.

Connecting to General Ledger Companies

Prospero supports organizations which use multiple general ledgers or have multiple companies comprising their organization through the Data Integration process. Prospero provides features allowing users to summarize data from different sources in to a common set of reports by “linking” or “consolidating” those sources within a single entity.

When establishing your consolidated entity, the following rules and structures apply:

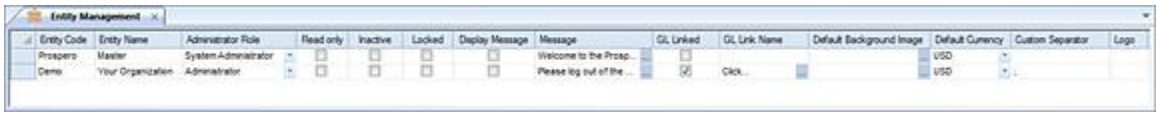
- Entities are created and managed in the Entity Management workspace of the System Entity. You must log in to the System Entity as a Prospero Systems Administrator.
- All source entities which are consolidated must use the same structure for their chart of accounts.
- All organizations involved in a consolidation must be defined in the same Prospero database via the Entity Management workspace.
- The Consolidation Entity will contain all consolidated report definitions to allow for reports to run across the various source entities. Report definitions specific to a single company should only be defined in that company’s specific entity.

User access to a Prospero entity which is involved in a consolidation can be assigned and managed via Security and the User Definitions for that entity. In a consolidated organization where specific users should only view or manage reports for a single company or entity, they should be assigned only to that company’s specific Prospero entity. Following standard Prospero Security paradigms, these users will be unable to log into the consolidated entity or other entities to which they have no access.

For more information, see Security.

To establish consolidated access on the System Entity Management screen:

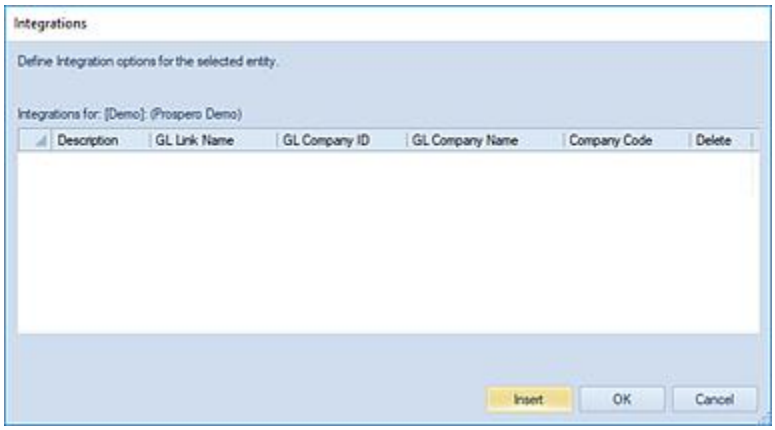
1. Log in to the System Entity using your system administrator account. For more information, contact Prospero Support.
2. Click on the Configuration bar in the Prospero Navigation Pane.
3. Click on the Entity icon to open the Entity Management workspace.



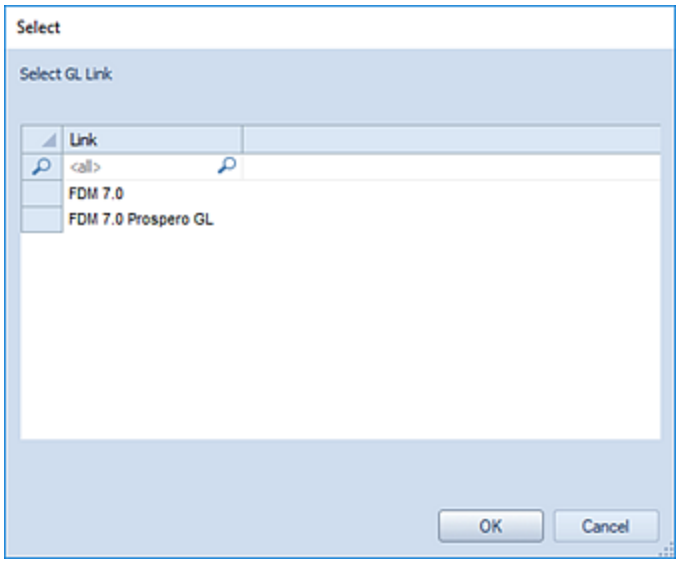
4. For the entity to be involved in the consolidation, select, or enter, the following:

- **Entity Code** – A code, or ID, which you assign to your Entity.
- **Entity Name** – The descriptive name which you assign to your Entity
- **Administrator Role** – The role in Prospero Security which you have designated can create, maintain, or remove Entities in Prospero. The Administrator Role value will default to the user/role creating the Entity.
- **GL Linked** – Check this option to indicate that the Entity and its' associated data is linked to a General Ledger.
- **Default Currency** – Select the default currency for Prospero reporting. The default currency will be indicated on the Currency Definition workspace and will not be editable on that workspace.

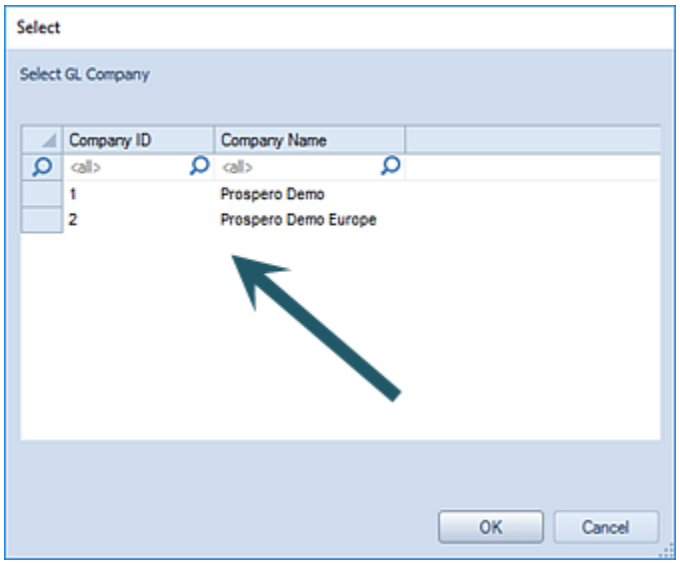
5. Select the ellipsis in the GL Link Name field. The Integrations screen will open:



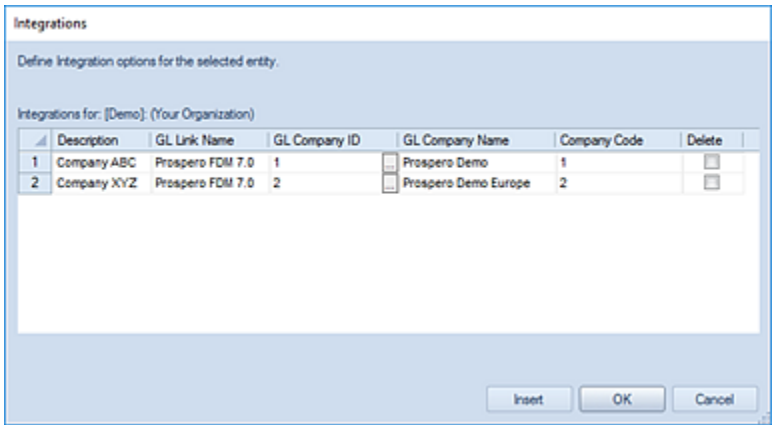
6. Select the **Insert** button to add a new entry row. The Select dialog will open:



7. Choose a GL Link for the entry from the dialog.
8. Click OK and the Select GL Company screen will open.



Select one or more items from the company list and click OK. The GL Company Name and Company Code will populate the Integrations screen with the information selected.



Note: For most General Ledgers, the Company Code field will remain blank until after the Entity Management Worksheet is saved.

9. Select the **OK** button so save your information.

Note: To add or delete entities using Entity Management, you must log in to the System Entity using an ID with permission to maintain entities. This is an Administrative-level permission. For more information, see the section on Prospero Security Permissions in Security. Once the entity is created, an Administrator can manage the GL Company connections within the specific Entity's Entity Management Worksheet.

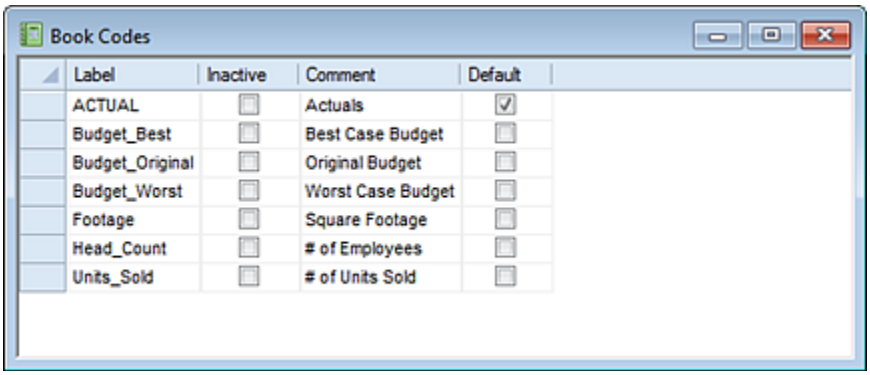
For information or assistance on establishing your entity GL structures, contact the MSX Group.

Book Codes

Book Codes define and categorize the type of data being used in Prospero. The Book Code workspace will present different options depending on whether you have licensed reporting or budgeting/budgeting and reporting.

To manage Book Codes, you must log in to the entity using an ID with permission to maintain entities. This is an Administrative-level permission.

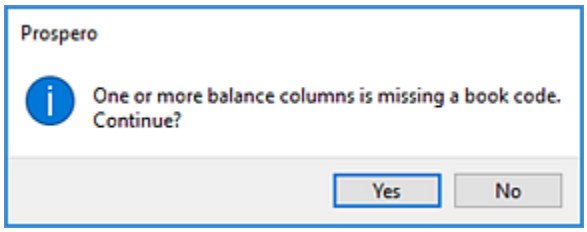
Reporting-only:



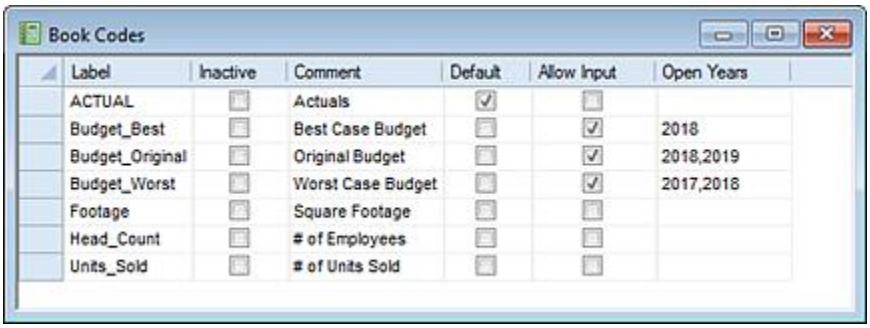
When licensed for Prospero reporting:

- You <u>must</u> select an active default Book Code in the Book Codes workspace for Prospero to populate your Column Definitions with Book Code values. If a default is not selected, the election will be blank in your Column Definition.

  In your Column Definitions, you can choose to not populate (leave <BLANK>) the Book Code field. This will result in no data being returned to your reports for that column. Also, when creating your Column Definition, if the Book Code field is <BLANK> you will receive a warning message as follows:



<u>Budgeting-only or Reporting and Budgeting</u>:



When licensed for any variation of Prospero Budgeting, in addition to defining a default Book Code, the following must be defined on the Book Code workspace:

- You must select one or more Book Code corresponding to an input data set.

- To allow data input to a specific Book Code(s), the “Allow Input” checkbox must be checked. If the box is not checked, no data entry is allowed.
- You can also define the years which are open for input using the “Open Years” field: Where the “Allow Input” check box is checked and the years field is <BLANK>, all years are open for data entry. If the “Allow Years” checkbox is checked and any values are entered in the “Open Years” field, only those years are available for data entry.

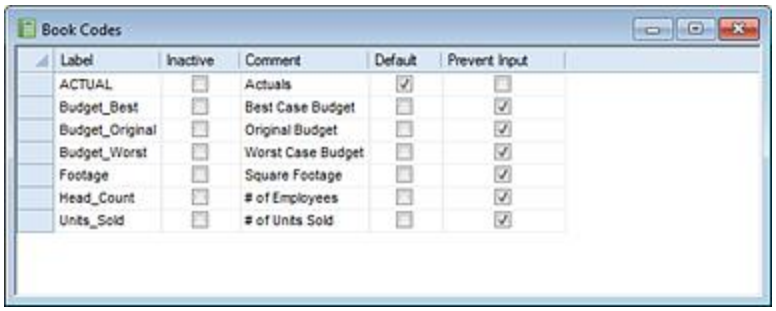
  Multiple year values can be specified using a comma.

In addition, where columns use Book Codes which are locked from input, input calculations will not run for those columns.

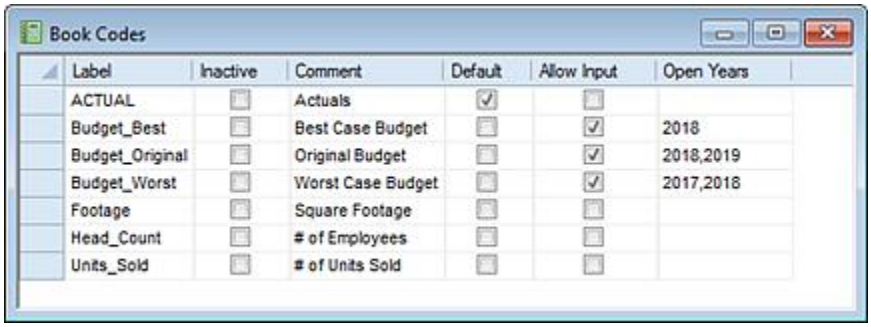
To view the Book Codes workspace:

1. Click on the Configuration bar in the Prospero Navigation Pane.

2. Click on the **Book Codes** icon to open the Book Codes workspace.



OR



3. The fields available in the Book Code grid include the following:
   - **Label** – A code, or ID, assigned to the Book Code.
   - **Inactive** – When checked, this option indicates that the Book Code is inactive and the Book Code will no longer be a listed option in the Column Definition Book Code field.
   - **Comment** – This text box allows the Prospero Administrator or other authorized user to enter informational or descriptive text.
   - **Default** – This checkbox option indicates if the Book Code will be the default for new Column Definitions.
   - **Allow Input** – This checkbox option indicates whether the Book Code allows data input.

     This option will only be available when budgeting or budgeting and reporting are licensed.
   - **Open Years** – This field allows you to granularly define the years available for input. Enter one or more comma-delineated value(s) to indicate that those years allow input. If the field is <BLANK> the behavior will be determined by the “Allow Input” checkbox.

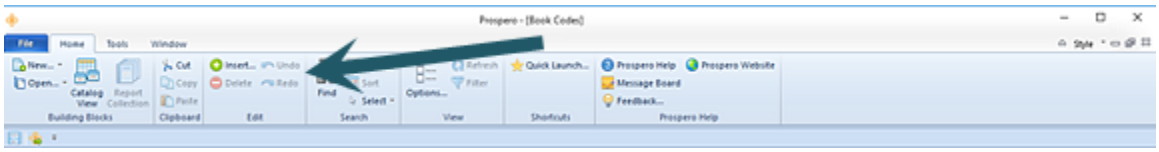
     Note: This option will only be available when budgeting or budgeting and reporting are licensed.

For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

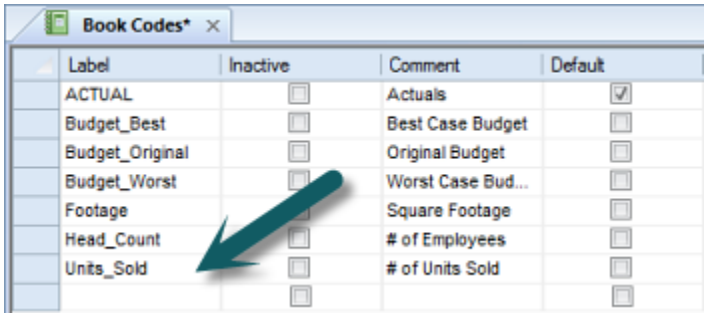
Adding a Book Code

To add a Book Code:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Book Codes** icon to open the Book Codes workspace. (You must log in to the entity using an ID with permission to maintain entities. This is an Administrative-level permission.)
3. Select the **Insert** option on the Home ribbon.

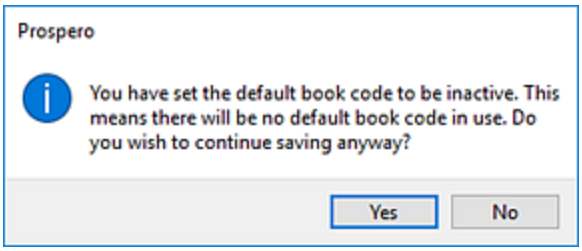


4. In the new blank row, enter the Book Code information (Label, Comment, Default, etc.)



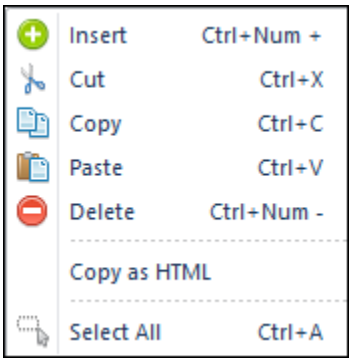
5. Close the workspace and when prompted, **Save** your additions.

It is possible to set an inactive Book Code as your Default Book Code. However, this will cause the Column Definition Book Code field to behave as if no default Book Code is in use. If you change a default Book Code to be inactive, you will receive the following warning message when saving and closing your Book Code workspace.



Right-Click Book Code Menu Options

You can add, delete, copy, or paste Book Code information by using the right-click button on the workspace. You can also copy and paste multiple rows of book codes.



Where available, the hot key combination(s) available for the action (i.e. Cut, Copy, Paste) are also listed.

Modifying a Book Code

<u>To modify an existing Book Code</u>:

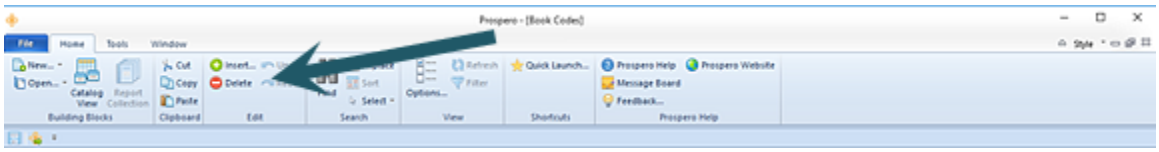
1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Book Codes** icon to open the Book Codes workspace.
3. Modify the Book Code information (Label, Inactive/Default, Comment) fields in the grid.
4. Close the workspace and when prompted, **Save** your change(s).

Note: To manage Book Codes, you must log in to the entity using an ID with permission to maintain entities. This is an Administrative-level permission.

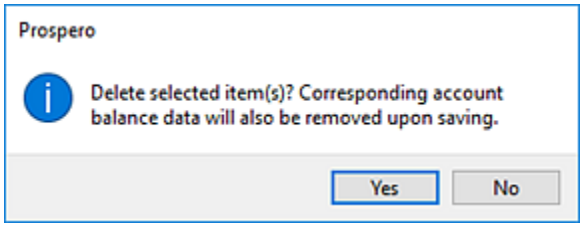
Deleting a Book Code

To delete a Book Code:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Book Codes** icon to open the Book Codes workspace. (You must log in to the entity using an ID with permission to maintain entities. This is an Administrative-level permission.)
3. Select the row to delete.
4. Select the **Delete** option on the Home ribbon.



5. When prompted, select **Yes** to confirm your deletion.



6. Close the workspace and, when prompted, **Save** your change(s).

Note: Exercise caution whenever deleting a Book Code. This will remove the code from the system and prevent users from accessing the value or corresponding data in the future.

If a Book Code is no longer required, consider making the value Inactive instead.

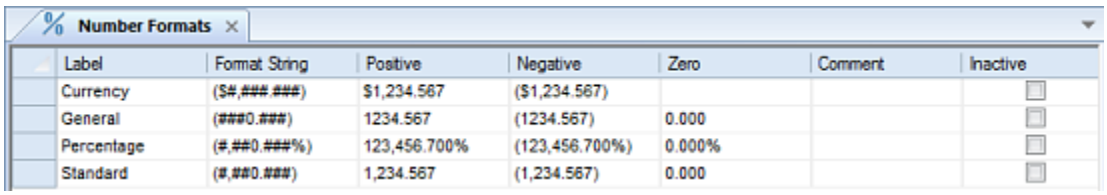
Number Formats

Number Formats allow you to define how numeric values and data should be formatted in your Column, Line, Report, and Input Definitions. Prospero provides you with several out-of-the box standard numeric formats. However, you can define and maintain your own.

To access Number Formats:

1. Click on the Configuration bar in the Prospero Navigation Pane.

2. Click on the **Number Formats** icon to open the Number Formats workspace.



Number Formats

Label	Format String	Positive	Negative	Zero	Comment	Inactive
Currency	($#,###.###)	$1,234.567	($1,234.567)			
General	(###0.###)	1234.567	(1234.567)	0.000		
Percentage	(#,##0.###%)	123,456.700%	(123,456.700%)	0.000%		
Standard	(#,##0.###)	1,234.567	(1,234.567)	0.000		

3. The fields and options available include the following:
   - **Label** – The code, or ID, which you assign or which has already been assigned to a Number Format.
   - **Format String** – This field contains the string of characters which show how your numbers will appear in Prospero. The codes and characters you can use for defining your Format String are as follows:
   - The # character is used as a placeholder for a digit in your number format. Any leading or trailing zeroes that appear in the format would be suppressed. For

example, a number format string of $#,### will not show zeroes in blank lines on reports where that format is used.

- In addition, Prospero number formatting logic supports number formats for rounding numbers in the thousands. For example:

Number Format	Number	Number Displayed
#,###	123456	123
#,###,.##	123456	123.46

- Where a trailing comma is used in that number format, the number is displayed in thousands. Number formats in thousands only applies to reporting.
- The **0** character is used as a placeholder for a digit in your number format. Any leading or trailing zeroes that appear in the format would appear.
- For example, the format string $#,##0 will show zeroes in blank lines on reports where that format is used.
- The parenthesis characters **( )** placed around a number format indicate how Prospero will display negative numbers. If a Format String is enclosed in **( )** negative numbers will be enclosed in parentheses by default and will not display a – sign.
- The plus sign character + will force Prospero to include a sign (positive or negative).
- Use the dot, or period (.) to indicate where Prospero should include a decimal separator. The decimal separator to use is drawn from the local computer's regional settings.
- Use the comma**,** to indicate that Prospero should include thousands separators in the number format. The thousands separator that is used is drawn from the local computer's regional settings.
- Use a dollar sign $ to indicate that Prospero should include a currency symbol. The currency symbol used is drawn from the local computer's regional settings.
- **Positive** – Provides a representation of how the number will appear in positive format.
- **Negative** – Provides a representation of how the number will appear in negative format.
- **Zero** – A visual indicator of how the number will appear in all zeroes format. If the field is blank the value will not appear with any additional formatting.
- **Comment** – A text box providing a location for informational or descriptive text about the Number Format.

- **Inactive** – When checked, this checkbox option indicates that the Number Format is inactive. That specific Number Format will no longer be selectable from your Column, Line, or Report Definition Number Format fields.

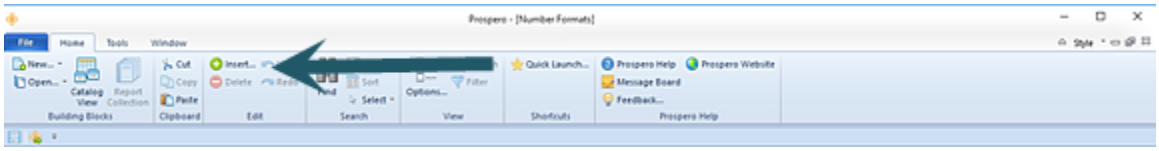
Note: To manage Number Formats, you must log in to the entity using an ID with permission to maintain entities. This is an Administrative-level permission. For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

For more information on the Number Formats, refer to the sections on the Line Number Format Field and the Column Number Format Field.

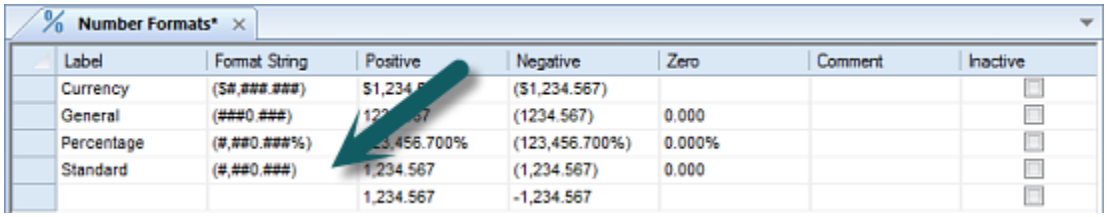
Adding a Number Format

To add a new Number Format:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Number Formats** icon to open the Number Formats workspace.
3. Select the **Insert** link on the Home ribbon.



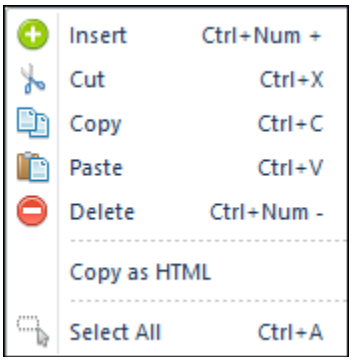
4. In the blank row added to the grid, enter your new number format values.



5. Close the workspace and when prompted, **Save** your addition(s).

Right-Click Number Format Menu Options

You can add, delete, copy, or paste Number Format information by using the right-click button on the workspace. You can also copy and paste multiple rows of number formats.



Where available, the hot key combination(s) available for the action (i.e. Cut, Copy, Paste) are also listed.

Modifying a Number Format

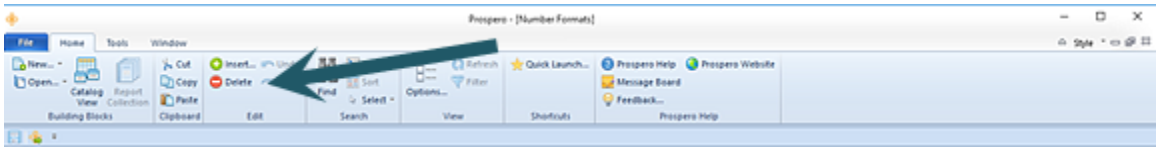
To modify an existing Number Format:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Number Formats** icon to open the Number Formats workspace.
3. Modify the number format in the grid.
4. Close the workspace and when prompted, **Save** your change(s).

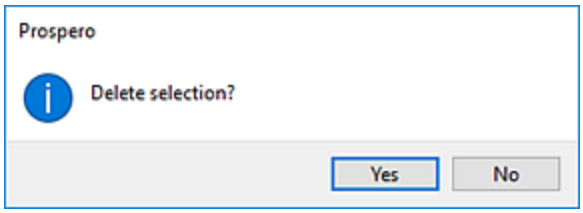
Deleting a Number Format

To delete a Number Format:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Number Formats** icon to open the Number Formats workspace.
3. Select the Number Format row to delete.
4. Select the **Delete option** on the Home ribbon.



5. When prompted, select **Yes** to confirm your deletion.



6. Close the workspace and when prompted, **Save** your change(s).

Note: Exercise caution whenever deleting a Number Format as this will remove the code from the system and prevent users from accessing the value or corresponding data. Deleting a Number Format will result in any location in a Line, Column or Report Definition which uses that format to be reset to a general format.

If a Number Format is no longer required, consider making the value “Inactive” instead, using the Inactive checkbox in the Number Format worksheet.

Calendars

Calendars allow you to define and maintain calendar information on reports. The Calendars (or Period definitions) that you define internal to Prospero are intended as a tool to allow you to correct any deviations in date information. It’s important to note that if your Entity is linked to a General Ledger system, when the data is refreshed from the GL, any changes to the ‘internal’ Prospero Calendar settings will be overwritten. Therefore, any modifications or corrections which appear in the Prospero Calendar should also be made in the linked General Ledger system.

To access Calendar entries:

1. Click on the Configuration bar in the Prospero Navigation Pane.

2. Click on the **Calendars** icon to open the Calendars workspace.

Calendar

Fiscal Year	Fiscal Period	Description	End Date	Current
2015	7	July 2015	7/31/2015	☑
2015	8	August 2015	8/31/2015	☐
2015	9	September 2015	9/30/2015	☐
2015	10	October 2015	10/31/2015	☐
2015	11	November 2015	11/30/2015	☐
2015	12	December 2015	12/31/2015	☐
2016	0	Beginning Balance 2016	1/1/2016	☐
2016	1	January 2016	1/31/2016	☐
2016	2	February 2016	2/28/2016	☐

3. The fields and options available include the following:
   - **Fiscal Year** – A field for the numeric value for the fiscal year.
   - **Fiscal Period** – A field for the numeric value for the fiscal year.
   - **Description** – A description of the period.
   - **End Date** – This field allows you to enter a calendar end date for the fiscal period. You can enter the date directly or select it using the Calendar picker.

- **Current** – This checkbox indicates the current period in the defined list.

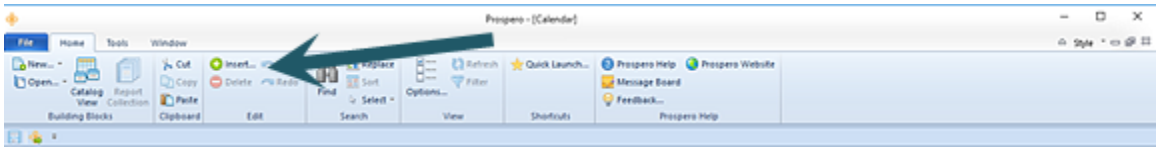
Note: To manage Calendars, you must log in to the entity using an ID with permission to administer security. This is an Administrative-level permission.

For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

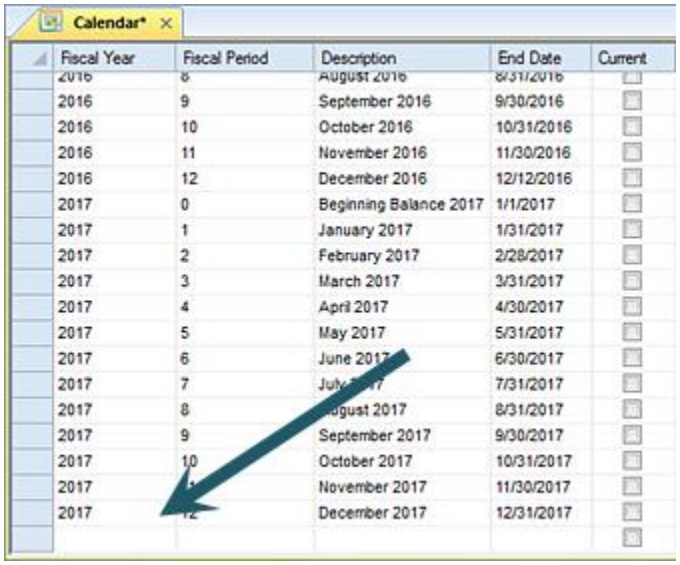
Adding Calendar Information

To add a new Calendar entry:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Calendars** icon to open the Number Formats workspace.
3. Select the **Insert** option on the Home ribbon.



4. This will add new, blank row to the Calendar grid.



5. Enter your calendar entry values.
6. Close the workspace and when prompted, **Save** your additions.

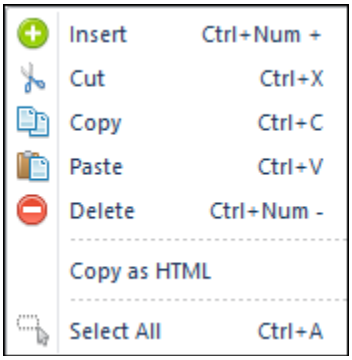
To add a new Calendar year:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Calendars** icon to open the Number Formats workspace.
3. Select the Tools ribbon.
4. Select the Add Year to Calendar option. (This option will only be activated once the Calendar is open.)

5. Clicking this button will add the next twelve periods to the screen, as well as a beginning balance period for the year. This works for calendar year and fiscal year implementations.
6. Close the workspace and when prompted, **Save** your additions.

Right-Click Calendar Menu Options

You can add, delete, copy, or paste rows within the Calendar by using the right-click button on the workspace. You can also copy and paste multiple rows of calendar information.



Where available, the hot key combination(s) available for the action (i.e. Cut, Copy, Paste) are also listed.

Modifying Calendar Information

To modify existing Calendar entries:

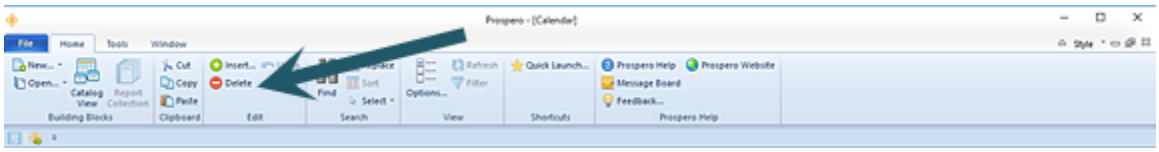
1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Calendars** icon to open the Number Formats workspace.
3. Modify the Calendar entry in the grid.
4. Close the workspace and when prompted, **Save** your change(s).

Your modified row(s) will automatically re-sort to the correct chronological point in the workspace after you save the update.

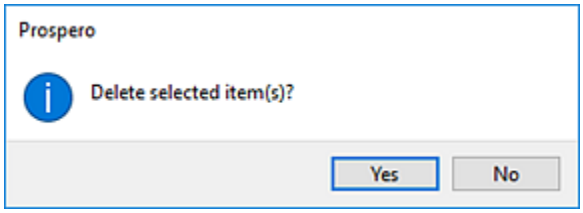
Deleting Calendar Information

To delete a Calendar entry:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Calendar** icon to open the Calendar workspace.
3. Select the row(s) to delete.
4. Select the **Delete** option on the Home ribbon.



5. When prompted, select **Yes** to confirm your deletion(s).



6. Close the workspace and when prompted, **Save** your change(s).

Note: Exercise caution whenever deleting a Calendar entry as this will remove the code from the system and prevent users from accessing the value or corresponding data in the future.

Currency Definition

Currency Definition allows you to establish foreign currencies in Prospero for reporting. While Prospero provides you with a pre-set, out-of-the-box number of foreign currency types, you can add or tailor these definitions to fit the needs of your organization. In addition, you can define a default currency for your organization's reporting needs. For more information on the default currency definition refer to the Entity Management Workspace.

Management of Currency Definitions is an Administrator-level permission. For more information, refer to Prospero Security.

Note: Prospero's financial reporting with exchange rate (currency) management capabilities is a specifically licensed module of the Prospero application. You must have the appropriate license applied within Prospero for this functionality to be active. Multi-currency (managing currency definitions) is a standard Prospero feature that allows use of already-translated GL data within Prospero.

Contact your MSX Support representative for more details.

Currency Definition Workspace

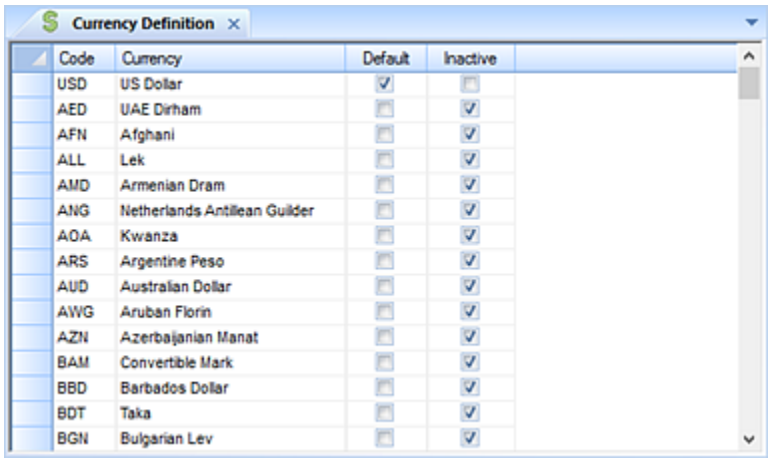
Prospero's Configuration Currency Definition option allows you to define foreign currencies used for reporting. Prospero will provide you with a pre-set, out-of-the-box number of foreign currency types which you can tailor to the needs of your organization. All currency definition selections are noted as inactive by default except for the default currency. You can manage your currency information and options to add new currency definitions or activate certain currencies via the Currency Definition workspace.

Note: You can view the default currency for your organization's reporting in the Currency Definition workspace. However, the default currency is set from the System Entity's Entity workspace. For more information on the default currency definition refer to the Entity Management Workspace.

To access the Currency Definition workspace:

1. Log in to the entity as an Administrator-level user.
2. Click on the Configuration bar in the Prospero Navigation Pane.

3. Click on the **Currency Definition** icon to open the Entity Management workspace.



Currency Definition

Code	Currency	Default	Inactive
USD	US Dollar	☑	☐
AED	UAE Dirham	☐	☑
AFN	Afghani	☐	☑
ALL	Lek	☐	☑
AMD	Armenian Dram	☐	☑
ANG	Netherlands Antillean Guilder	☐	☑
AOA	Kwanza	☐	☑
ARS	Argentine Peso	☐	☑
AUD	Australian Dollar	☐	☑
AWG	Aruban Florin	☐	☑
AZN	Azerbaijanian Manat	☐	☑
BAM	Convertible Mark	☐	☑
BBD	Barbados Dollar	☐	☑
BDT	Taka	☐	☑
BGN	Bulgarian Lev	☐	☑

4. The fields and options available from the Entity Management workspace include:
   - **Code** – A code, or ID, which you assign to a currency.
   - **Currency** – The descriptive name which you assign to your currency type.

- **Default** – Indicates that this is the default currency used internal to Prospero reporting. This cannot be modified and is set on the entity's information in the System Entity.
- **Inactive** – Notes that the currency is inactive and therefore not used for reporting.

5. Once you've completed your update, close the workspace, and, when prompted, **Save** your modifications.

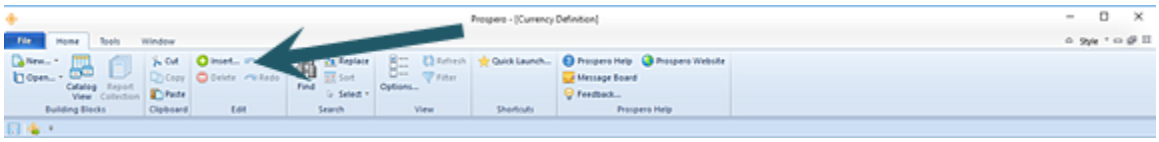
Note: To manage currency definitions using the Currency Definition workspace, you must have a Prospero license and permissions to maintain the currency module. This is an Administrative-level permission.

For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

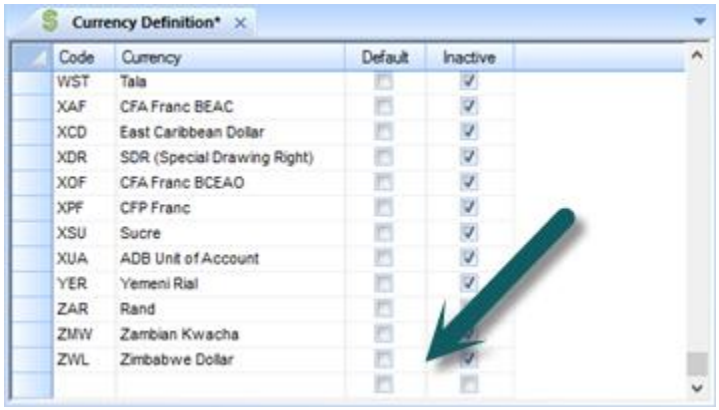
Adding a Currency Definition

To add a new Currency Definition:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Currency Definition** icon to open the Currency Definition workspace.
3. Select the **Insert** link on the Home ribbon.



4. In the blank row added to the grid, enter your new currency definition values.



5. Close the workspace and when prompted, **Save** your additions.

Modifying a Currency Definition

To modify an existing Currency Definition:

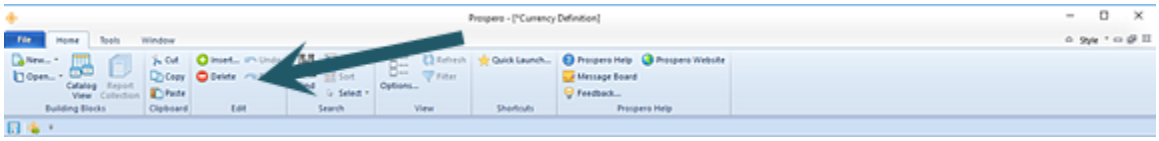
1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Currency Definition** icon to open the Currency Definition workspace.
3. Modify the entry in the grid.
4. Close the workspace and when prompted, **Save** your change(s).

Note: You may not make the default currency inactive on this workspace. Contact MSX Support for more information.

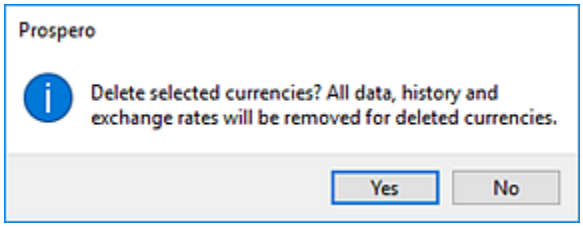
Deleting a Currency Definition

To delete a Currency Definition:

1. Click on the Configuration bar in the Prospero Navigation Pane.
2. Click on the **Currency Definition** icon to open the Currency Definition workspace.
3. Select the row(s) to delete.
4. Select the **Delete** option on the Home ribbon.



5. When prompted, select **Yes** to confirm your deletion(s).



6. Close the workspace and when prompted, **Save** your change(s).

Note: Exercise caution whenever deleting a Currency Definition as this will remove the code from the system and prevent users from accessing the value or corresponding data in the future. Deleting a Currency Definition will result in any report which uses that format to be reset to the default currency.

If a Currency Definition is no longer required, consider making the value “Inactive” instead, using the Inactive checkbox in the Currency Definition worksheet.

Segments

Segments refer to all the elements that exist within your organization’s the chart of accounts structure. The full chart of account structure can be considered the sum of its parts, including the Natural (or main) segment and any additional responsibility segments.

The Natural, or main, segment is the most fundamental element in your general ledger. The Natural segment represents the primary purpose of the account, such as sales, travel expense, and cash. Most organizations create their full account codes with multiple responsibility segments that build on the same natural account segment.

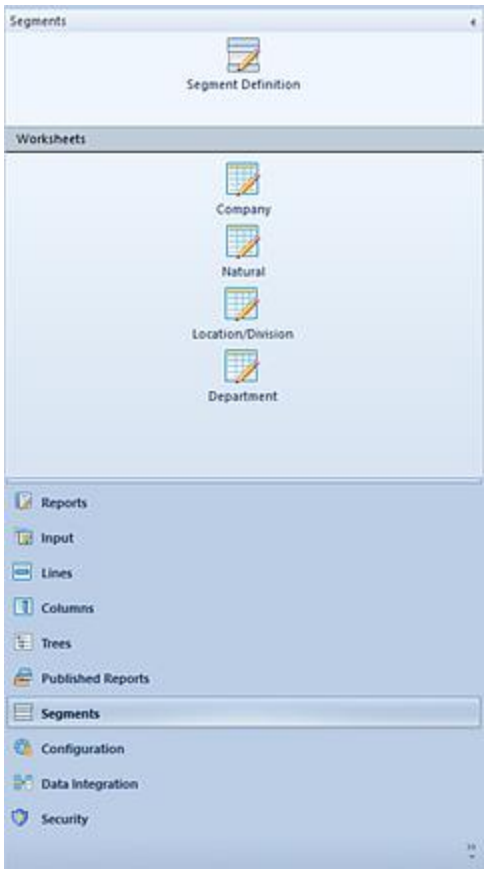
A responsibility segment can represent areas of responsibility, such as location, division, department, area, task, project, product, and other categories within the overall structure of the organization. Responsibility segments include all the general ledger segments except the Natural account segment items.

Prospero allows your chart of accounts to define up to 10 segments.

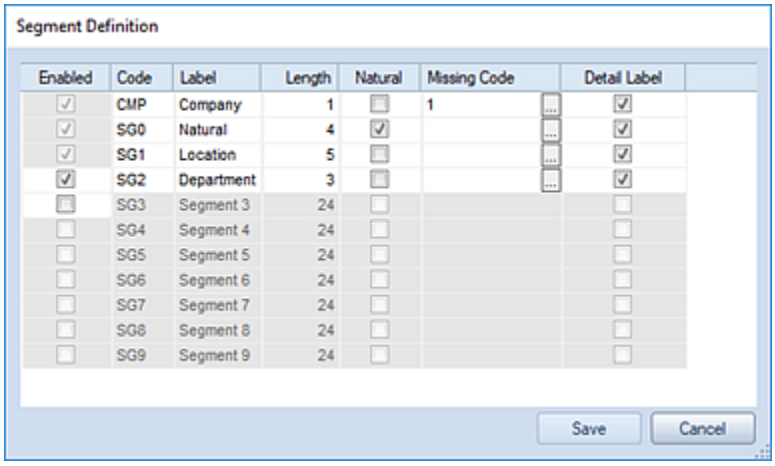
Note: To manage Segments, you must log in to the entity using an ID with permission to maintain segment definitions. This is an Administrative-level permission. For more information, see Prospero Security Permissions or contact the MSX Group.

To manage your segment information:

1. Select on the Segments bar in the Prospero Navigation Pane.



2. Within the Segments Navigation Pane, click the **Segment Definition** icon to open the Segment Definition dialog.



Enabled	Code	Label	Length	Natural	Missing Code	Detail Label
☑	CMP	Company	1	☐	1	☑
☑	SG0	Natural	4	☑		☑
☑	SG1	Location	5	☐		☑
☑	SG2	Department	3	☐		☑
☐	SG3	Segment 3	24	☐		☐
☐	SG4	Segment 4	24	☐		☐
☐	SG5	Segment 5	24	☐		☐
☐	SG6	Segment 6	24	☐		☐
☐	SG7	Segment 7	24	☐		☐
☐	SG8	Segment 8	24	☐		☐
☐	SG9	Segment 9	24	☐		☐

3. This window allows you to specify which segments are active, what they are called, and how they are utilized within Prospero. The fields and options available include:

- **Enabled** – Selecting this checkbox indicates that the segment is enabled. No check in the checkbox conversely indicates that the segment is disabled.
- **Code** – A code used to describe the segment.
- **Label** – A field to enter a label for the Segment.
- **Length** – The length represents the maximum number of characters that the ID of an item in this segment may be. The item ID can be the maximum or fewer characters.
- **Natural** – Indicates that the segment is the Natural, or main, segment.
- **Missing Code** – The Missing Code option allows you to define what to use for the code if there is a blank in the segment. This option is optional.
- **Detail Label** – Defines which segment(s) will be included in the label on the full account level detail drill down view. When the checkbox is checked, the segment's value will be part of the label used in the account detail drill down on reports. When unchecked, the segment's value will not appear in the label.

You are required to have at least one segment checked. Also, new entities will default to the first two segments being enabled.

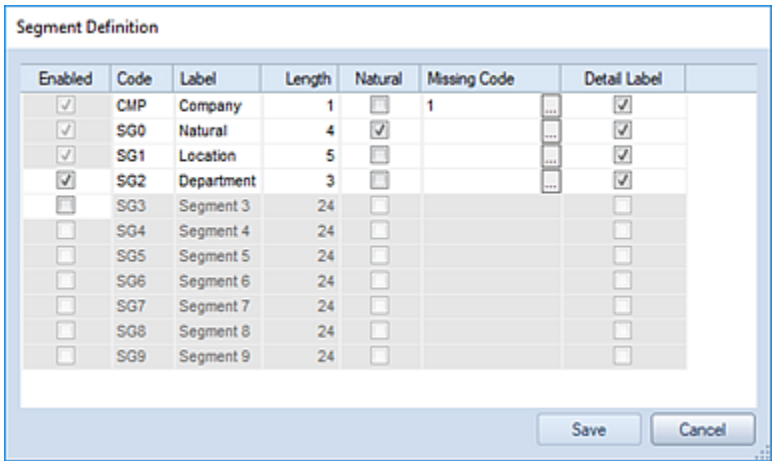
Note: If the segment lengths have been updated or changed in the Segment Definition screen, thereafter, running the Integration process will not update the lengths of the segment definitions.

Enabling a Segment

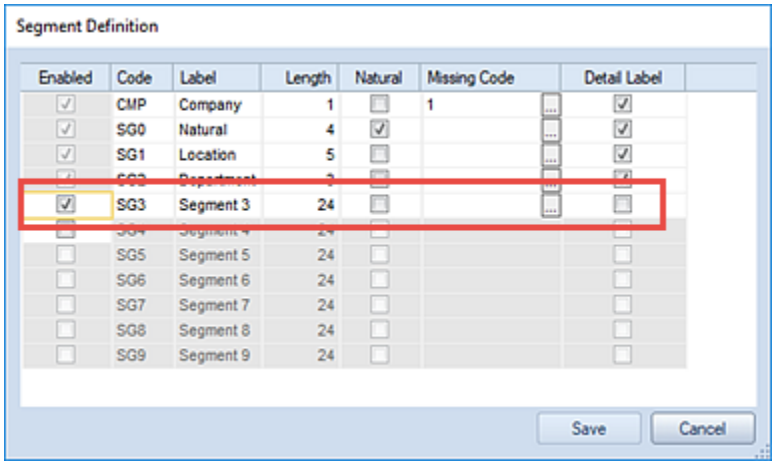
You can define additional segments using the Segment Definition dialog.

To enable segments in Prospero:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Segment Definition** icon to open the Segment Definition dialog. (You must log in to the entity using an ID with permission to maintain segment definitions. This is an Administrative-level permission.)



3. Click the Enabled checkbox for the next unused segment row.



4. Enter the Code, Label and Length. Length represents the maximum number of ID characters for any segment code.
5. OPTIONAL: Select if the segment reflects the Natural segment by checking the Natural checkbox.
6. OPTIONAL: Select if the segment should appear in labels on drill down to transaction level by selecting the Detail Labels checkbox(es).
7. OPTIONAL: Specify the Missing Code value by clicking on the ellipsis and making a selection from the dialog.
8. Select the **Save** button to save your Segment Definition.

Note: Segments must be enabled and disabled in their appropriate order in the chart of accounts hierarchy. To enable a segment, the segment ***before*** it must be enabled. Any segments listed ***after*** the lowest level of the segment hierarchy (or after the next segment

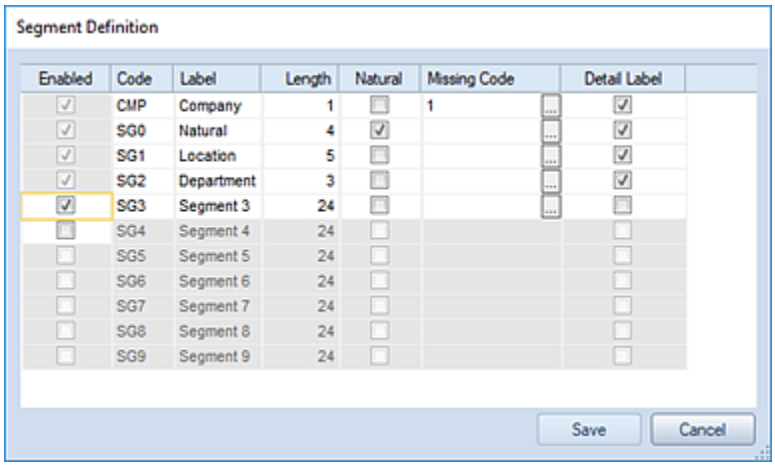
level to be added) will be “grayed-out” and unavailable for modifying via the Enabled button selection.

Disabling a Segment

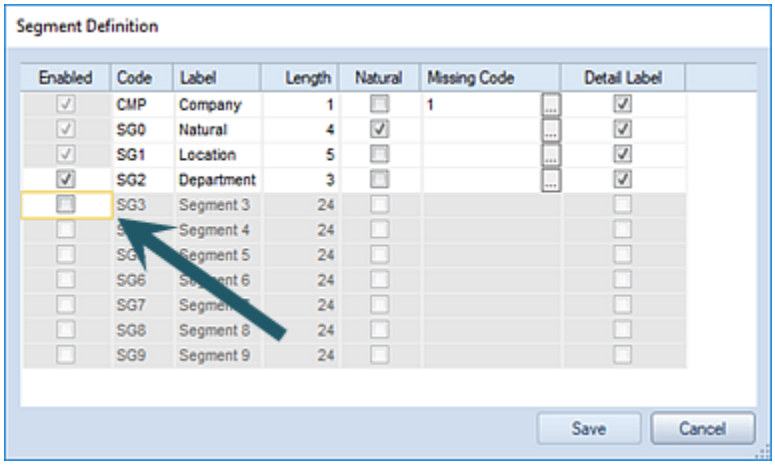
You can disable segments using the Segment Definition dialog.

To disable a segment:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Segment Definition** icon to open the Segment Definition dialog. (You must log in to the entity using an ID with permission to maintain segment definitions. This is an Administrative-level permission.)



3. De-select the Enabled checkbox for the segment which is to be disabled.



4. Select the **Save** button to save your Segment Definition.

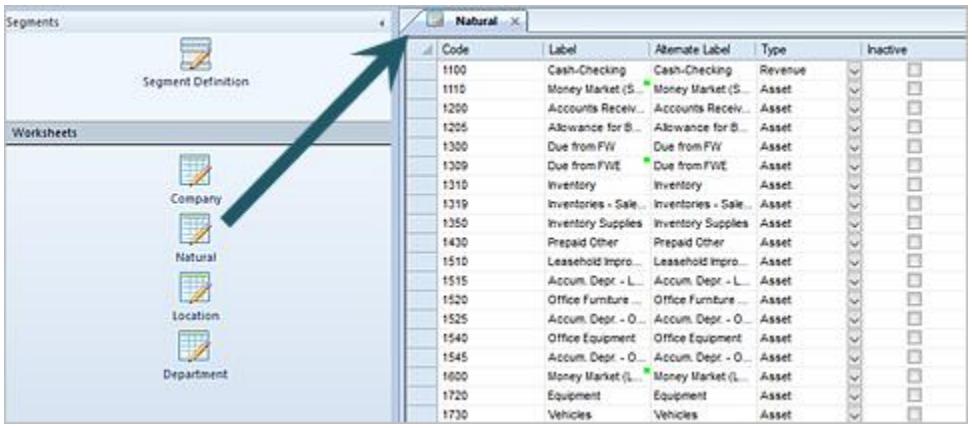
Note: Segments must be enabled and disabled in their appropriate order in the chart of accounts hierarchy. To disable a segment, the segment before it must be enabled. Any segments listed before the lowest level of the segment hierarchy (or after the next segment level to be disabled) will be "grayed-out" and unavailable for modifying using the Enabled checkbox selection.

Segment Worksheet

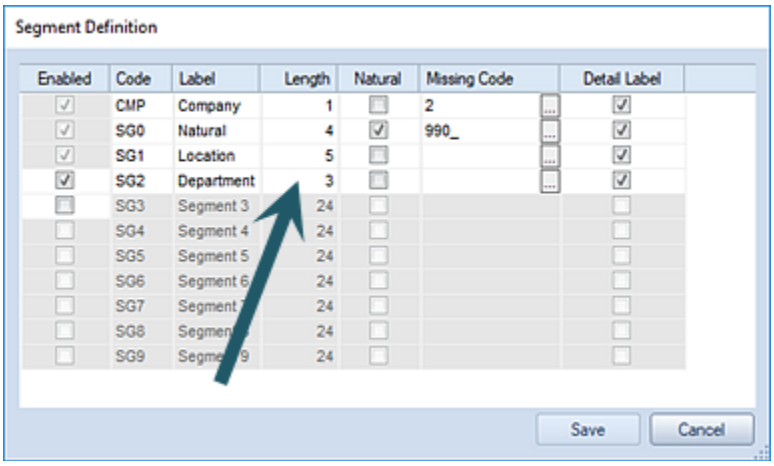
The Segment Worksheet allows you to manage the codes, labels, and attributes of the items in a segment. Each of the segments you define in Segment Definition screen will have an associated worksheet reflecting the name provided.

To access Segment information:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon for the segment you want to open the Segment Worksheet.



3. The fields and options available include:
   - **Code** – A code used to describe the segment item. The code must be the same number of characters or fewer than that defined as the length in the Segment Definition screen.



- **Label** – A field to enter a label for the segment item. A green indicator shows where there are different labels for that code for different segments within multiple companies. Use the **Filter** button on the Home ribbon to open a Select dialog to choose which company's labels to show.
- **Alternate Label** – A field to allow you to enter an alternate label for the segment item which will appear on reports.
- **Inactive** – Selecting this checkbox indicates that the segment item is inactive and will not be an option when creating Column, Line, or Report Definitions.
- **Type** – For the Natural segment only: This field allows you to specify the account type of the item (Asset, Revenue, Expense, etc.) by selecting the value from a drop-down list of options.

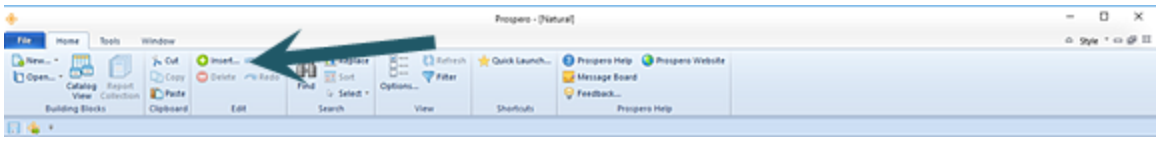
Note: To manage Segments, you must log in to the entity using an ID with permission to maintain segment definitions. This is an Administrative-level permission.

For more information, see the section on Prospero Security Permissions in Security or contact the MSX Group.

Adding a Row to a Segment Worksheet

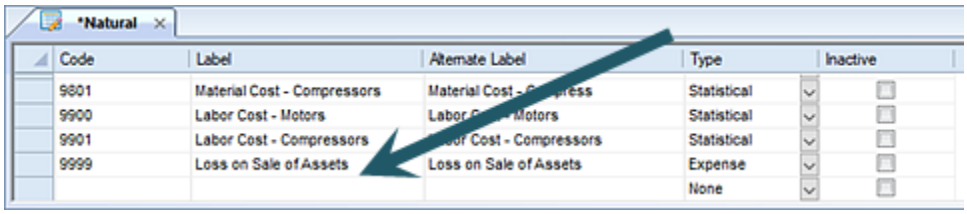
To add a new Segment entry:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon for the segment you want to open the Segment Worksheet.
3. Select the **Insert** link on the Home ribbon.



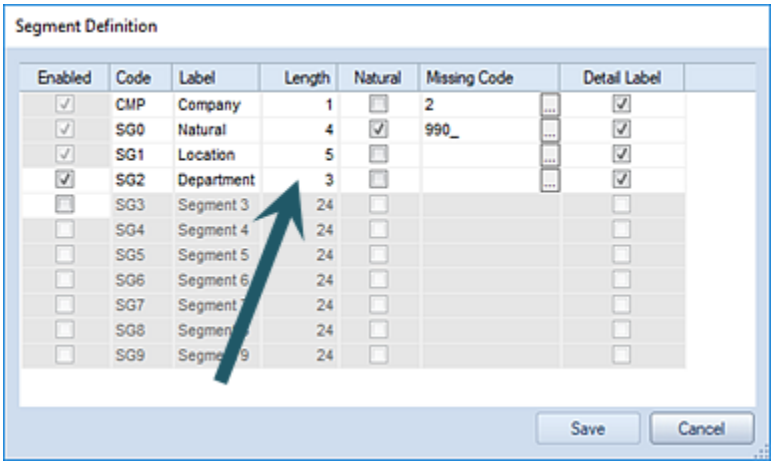
You can also use the down-arrow key to insert a row into your Segment Worksheet.

4. In the new, blank row at the bottom of the worksheet.



4. Add your new entry information. The fields and options available include:

- **Code** – A code used to describe the segment item. The code must be the same number of characters or fewer than that defined as the length in the Segment Definition screen.



- **Label** – A field to enter a label for the segment item. A green indicator shows where there are different labels for that code for different segments within multiple companies. Use the **Filter** button on the Home ribbon to open a Select dialog to choose which company's labels to show.
- **Alternate Label** – A field to allow you to enter an alternate label for the segment item which will appear on reports.
- **Inactive** – Selecting this checkbox indicates that the segment item is inactive and will not be an option when creating Column, Line, or Report Definitions.

- **Type** – For the Natural segment only: This field allows you to specify the account type of the item (Asset, Revenue, Expense, etc.) by selecting the value from a drop-down list of options.

Alternatively, you can copy and paste the information from another segment or from an external source (i.e. Excel).

5. Close the workspace and, when prompted, **Save** your additions.

For more information, refer to the options listed in the topic Segment Worksheet.

Modifying a Row in a Segment Worksheet

To modify an existing row in a Prospero Segment Worksheet:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon for the segment you want to open the Segment Worksheet.
3. Select the row in the grid and make your revisions. Additionally, you can use the Find and Replace options on the Home ribbon to search for the item in the worksheet to modify or replace values as part of a mass update.
4. Close the workspace and when prompted, **Save** your change(s).

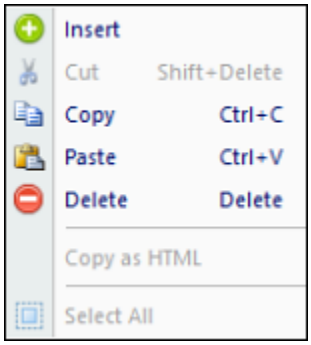
For more information, refer to the options listed in the topic Segment Worksheet.

Copy a Row from a Segment Worksheet

You can copy a row, or rows, from any Prospero Segment Worksheet to paste between other Segment worksheets or to external applications.

To copy a row(s) from a Segment Worksheet:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon for the segment you want to open the Segment Worksheet.
3. Select a row or multiple rows. To select multiple rows, hold the **Shift** key and click on the rows you wish to copy.
4. Once you have selected your row(s), right-click to select the **Copy** option from the pop-up menu.



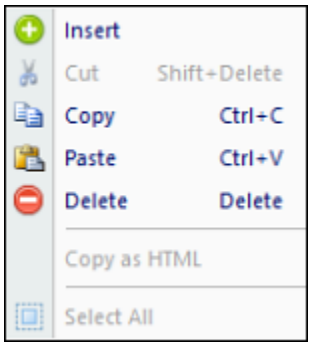
5. Once you've navigated to another segment worksheet or external program, use the right-click option again to **Paste** the data rows. Or, use the **Ctrl+V** keys to paste.
6. Close the workspace.

Paste a Row from a Segment Worksheet

Any row, or rows, of data which conform to the format of the segment can be pasted in to a Segment Worksheet. This allows you to insert information which may be stored in applications external to Prospero (such as Excel) using a simple copy-and-paste function.

<u>To paste a row(s) to a Segment Worksheet</u>:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon(s) for the source and target Segment Worksheets.
3. Copy your rows from the source worksheet. Or, copy your rows from an external application (i.e. Excel).
4. Select the target worksheet.
5. Use the mouse right-click option to open the pop-up menu.



6. Select the **Paste** option. Or, use the **Ctrl+V** keys to paste
7. Close the workspace and when prompted, **Save** your additions.

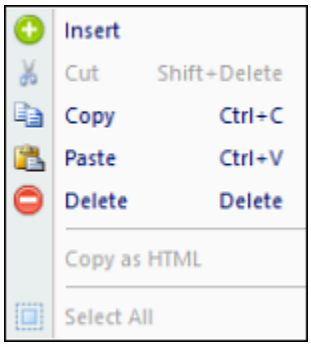
Your selections will be appended to the end of the list of items in the Segment Worksheet. After you save the target workspace, your new entries will be listed in descending order by Code.

Deleting a Row in a Segment Worksheet

You can delete a row, or rows, from any Prospero Segment Worksheet.

To delete a row in a Segment Worksheet:

1. Click on the Segments bar in the Prospero Navigation Pane.
2. Click on the **Worksheet** icon for the segment you want to open the Segment Worksheet.
3. Select a row or multiple rows. To select multiple rows, hold the **Shift** key and click on the rows you wish to delete.
4. Use the mouse right-click option to open the pop-up menu.



5. Select the **Delete** option. Or, use the **Delete** option on the Home ribbon.
6. Close the workspace and when prompted, **Save** your change(s).

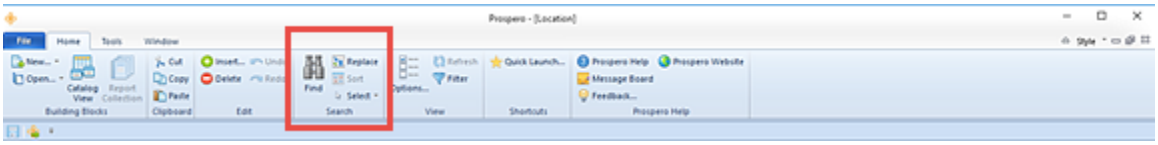
Note: Exercise caution whenever deleting a segment row as this will remove the ability for users to access the value(s) in the future.

If a segment row is no longer required for any reason, consider making the value Inactive instead.

Search Options in the Segment Worksheet

The Prospero Segment Worksheet workspace provides you with several usability options for managing data in your workspace.

Like other Microsoft® applications, you can use the Find, Replace, Select or Sort options to allow you to quickly find values or make multiple updates to your data. These options are located on the Home ribbon and can be used in the active workspace grid.



The **Find** option will take you to the cell which contains the value you enter in the Find dialog. Additionally, you can use the **Ctrl** button and the **F** key to return the Find dialog.

The **Replace** option will perform multiple replacement on values in the cells based on your input. The following conditions and exceptions impact how the Replace feature will function in the workspace:

- Fields which don't allow direct typing in the cell, such as the period filter cells on Column Definitions, do not allow Replace to occur.
- Fields with drop-down lists will allow the replace to occur if the replacement text matches the beginning of a string in the list.
- Fields which are checkboxes, disabled cells, or are read-only will not allow the Replace function to change the value.

The **Sort** option will sort the data in the current open set or workspace.

The **Select** option will select all the data in the current open set or workspace. You can choose to "Select All" or "Select None" to clear your selection. You can then choose to Copy or Cut the information selected.

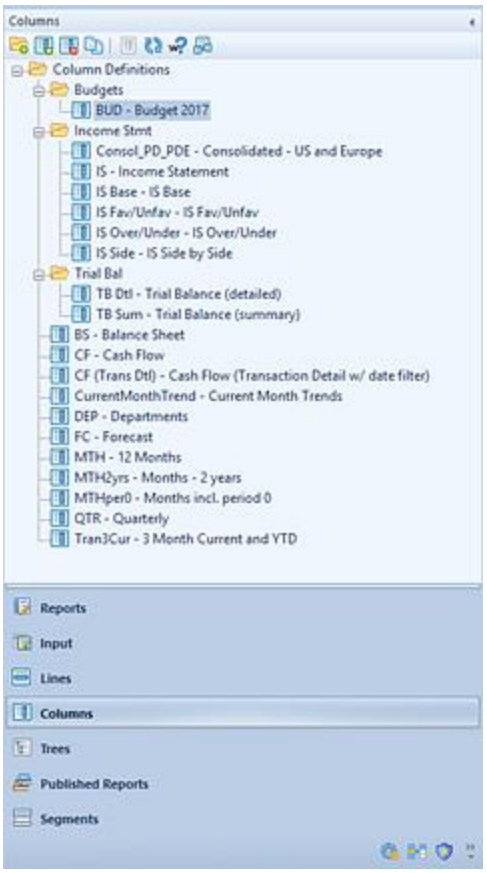
Building Blocks

Columns

Columns in Prospero® are used to define the items that go *across* a report or budget plan. They may contain any valid segment or period.

Columns Navigation Pane

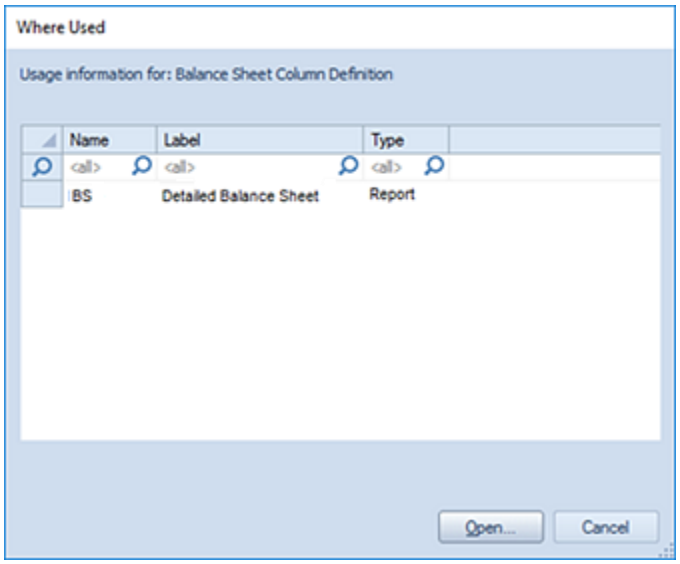
The **Columns Navigation Pane** contains the primary features and functions to create and manage Column Definitions in Prospero. To access Column Definitions, select the Columns bar on the Navigation Pane.



The available action and items for managing Columns in Prospero include:

- **Create Folder** - Selecting the option will create a new folder under a selected folder in the Navigation Pane.
- **New** - Selecting the option will create a new column under the selected folder in the Navigation Pane.
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>.
- **Delete** – Selecting the option will delete the selected column from the Navigation Pane.
- **Paste** – Selecting the option creates a copy of the selected column.
- **Show/Hide ID** – Selecting the option allows you to show or hide the item ID in the Navigation Pane.
- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.

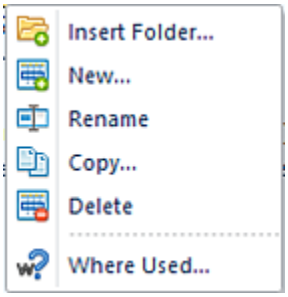
- **Where Used** – Selecting the option will return an informational dialog box to indicate where the item (i.e. which Report Definition or Input Definition) the Column Definition is used in.



Selecting the item in the Where Used dialog box and clicking **Open** button will open the Report Definition or Input Definition.

- **Catalog View** – selecting the option opens the Catalog View screen to allow you to select one or more Report, Column, or Line Definition to open in the Prospero workspace. You must have the "Maintain Building Blocks" permission to use the Catalog View functionality for Column and Line Definitions otherwise this feature will not be enabled. For more information see the section on Prospero Security.

As with most options on the Navigation Pane, selecting the item(s) and the right-click mouse button will open a popup menu including commonly-used features:



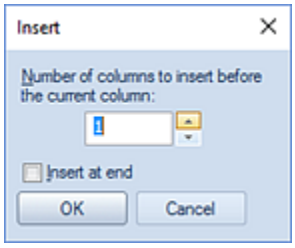
Column Tools Definition Context Ribbon

The **Column Tools Definition context ribbon** contains the specific features for creating, designing, and managing columns. This ribbon will appear whenever you define a new or modify an existing Column definition.

Many of the functions available on the ribbon are also available from the pop-up menu available by using the right-click mouse button in the Column Definition workspace.

Active features on this ribbon are grouped in sections and include:

- **Edit** - This section contains functions to manage your Column Definition, such as adding or deleting columns. The **Insert** option adds a new column to the Column Definition workspace. You can select to add the new column before the point selected or at the end.



  Selecting the **Delete** option in this section will remove a selected column from the current Column Definition workspace.

- **Font** - This section allows you to specify the text properties of your columns' cells, such as fonts, colors, highlighting, bold and italics. Reset the font to the system default using the option next to the Font Size drop-down menu.
- **Alignment** - This section allows you to specify the alignment of text in your columns.

  Reset the alignment to the default using the option on the right side of the Alignment section. (Data in numeric columns are right-justified by default; data in text columns are left-justified.)
- **Headers** - This section contains functions such as adding, deleting, or merging header rows in your Column Definition.

- **Security** - The Security section contains the Set Password function to add or remove passwords from your Column Definitions.
- **Usage -** This section contains options to show you which reports or plans use the Column Definition and open the Report or Input Definition directly from there. (You must have licensed Prospero Budgeting to utilize the Input Definition option.)

  The **Report Definition** option has several purposes:

  - If the current set was opened from a report (report output, chart, or definition screen), the Report Definition option will open the originating Report Definition.
  - If the current set was opened manually (from the Navigation bar, for example), it brings up the Where Used option window – if multiple uses of the item in a Report Definition are found.
  - If the current set was opened manually (from the Navigation bar, for example), it returns the associated Report Definition – if only one instance exists.

  The **Input Definition** option has several purposes:

  - If the current set was opened from an input definition, the Input Definition option will open the originating Input Definition.
  - If the current set was opened manually (from the Navigation bar, for example), it brings up the Where Used option window – if multiple uses of the item in an Input Definition are found.
  - If the current set was opened manually (from the Navigation bar, for example), it returns the associated Input Definition – if only one instance exists.

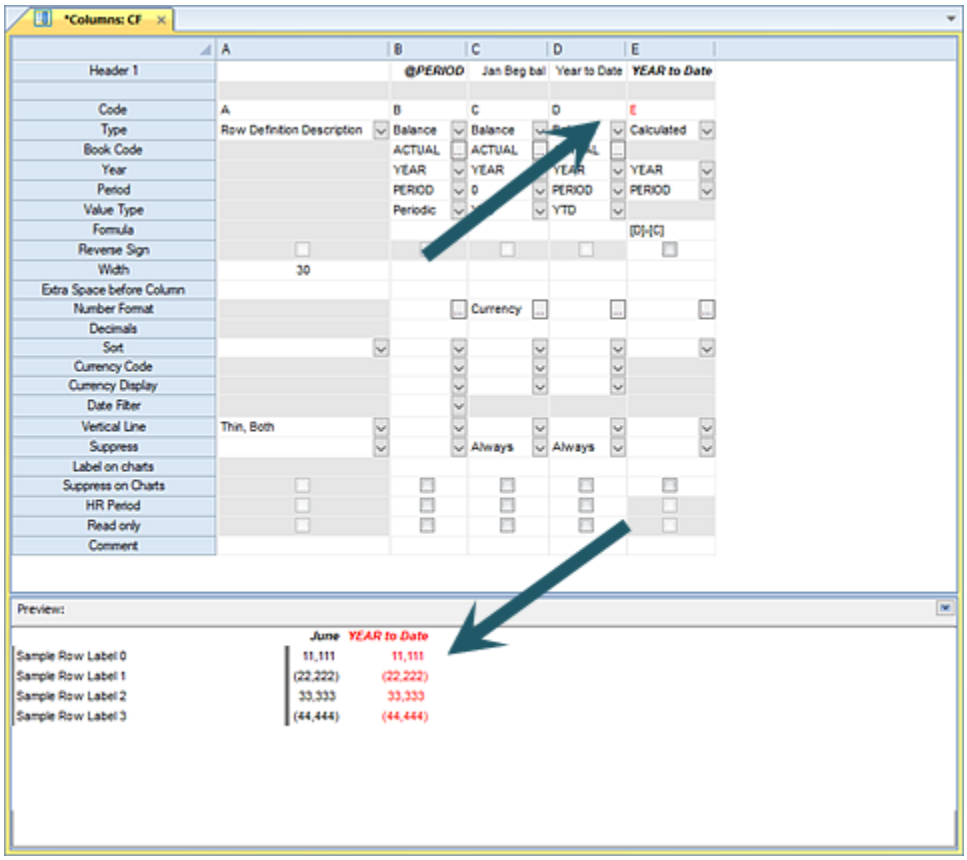
The **Where Used** option opens a window which displays all the places the given set is used.

- **View** - This section provides options on how you may view your Column Definition workspace, by including the Properties Pane or the Preview Pane.

  The **Column Definition Preview Pane** option on the Column Tools Definition context ribbon will show a window representing the font, color or number formatting for your column.

To define the font or color formatting for a specific column, click in the Code field and select the format changes using the options available on the Column Tools Definition context ribbon. You can also right-click and select “Font” to modify the text appearance.

You must have text in the Code field to view that field, otherwise your changes will only be reflected in the Preview Pane below the Column Definition.



Data represented in the Preview Pane is not actual GL data and is for demonstration purposes only.

Adding a Column Definition

Columns Definitions define the contents of your report or budget plan columns, any calculations specific to your column, and the column headings within your report.

The information in a Column Definition is combined with the Line Definition that you will specify and store for the Report Definition or Input Definition.

<u>To create a *simple* Column Definition</u>:

Step 1: Click on the Columns bar to open the Columns Navigation Pane.

Step 2: Select the Columns Definition folder and then click on the **New** icon.

Step 3: Type a name and label for the new Column Definition in the pop-up box and then click **OK**.

Step 4: Your Column Definition will be created with the following columns by default:

- Column A will be a Type field of “Row Definition Description”.
- Column B will be a Type field of “Balance”.

Step 5: In the Column Definition workspace, change the information in Column B:

- In the Type field, choose the type of data from the drop-down menu. For example, select: “Balance”, “Row Segment ID”, “Row Definition Description”, “Calculated”, “Detail”, or “Blank”. For the purposes of this exercise, leave the value as “Balance”.
- In the Book Code field, use the ellipsis button to choose the book code from which data should be pulled. For example, select: “Actuals”, “Budget”, etc. For the purposes of this exercise, leave the value as “ACTUAL”.
- In the Year field, use the ellipsis button to open the Year Options dialog. Or, enter the four-digit year to specify which report year should be used. For the purposes of this exercise, leave the value as “YEAR”.
- In the Period field, use the ellipsis button to open the Period Options dialog. Or, enter the numeric period to specify which report period should be used. For the purposes of this exercise, leave the value as “Period”.
- In the Value Type field, use the drop-down menu to select the Value Type. For the purposes of this exercise, leave the value as “Periodic” to default to the period specified on the report.

Step 8: Click **Save** or **Ctrl+S** to save the new Column Definition.

To insert additional columns:

1. Select a cell in the Column Definition workspace grid.
2. Right-click to display the pop-up menu.
3. Select the **Insert column** option to add additional column(s).
4. (Specify the number of columns to add.)
5. Select the **OK** button to confirm the addition.

You can also select multiple columns for deletion using the **Shift** key and using the mouse to click on each column you wish to delete. Then, use the right mouse-click to select the **Delete** option from the pop-up menu.

To move a column:

You can drag-and-drop your columns from one location to another if necessary.

1. Highlight the *entire* column by clicking on the column label
2. Drag (and then drop) the column to the desired location.

To remove a column:

1. Highlight the *entire* column by clicking on the column label
2. Right-click to display the pop-up menu.
3. Select the **Delete column** option.
4. Or, drag the column off the Column Definition workspace.
5. When prompted, select the **Yes** button to confirm your delete action.

For more information on the specific fields defined in each Column definition refer to the Column Fields topic.

Modifying a Column Definition

Columns Definitions can be modified easily for any changes required.

To modify a Column Definition:

Step 1: Click on the Columns bar to open the Columns Navigation Pane.

Step 2: Select the Columns Definition folder.

Step 3: Select a Column Definition.

Step 4: Double-click on the item to open the Column Definition

Step 5: Make modifications.

Step 6: Click **Save** or **Ctrl+S** to save the Column Definition.

To insert additional columns:

1. Select a cell in the Column Definition workspace grid.
2. Right-click to display the pop-up menu.
3. Select the **Insert column** option to add additional column(s).
4. (Specify the number of columns to add.)
5. Select the **OK** button to confirm the addition.

You can also select multiple columns for deletion using the **Shift** key and using the mouse to click on each column you wish to delete. Then, use the right mouse-click to select the **Delete** option from the pop-up menu.

To move a column:

You can drag-and-drop your columns from one location to another if necessary.

1. Highlight the *entire* column by clicking on the column label
2. Drag (and then drop) the column to the desired location.

To remove a column:

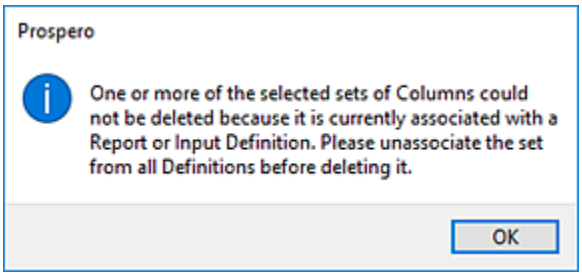
1. Highlight the *entire* column by clicking on the column label
2. Right-click to display the pop-up menu.
3. Select the **Delete column** option.
4. Or, drag the column off the Column Definition workspace.
5. When prompted, select the **Yes** button to confirm your delete action.

For more information on the specific fields defined in each Column definition refer to the Column Fields topic.

Deleting a Column Definition

Columns Definitions can be deleted from the Columns Navigation Pane if they are no longer required.

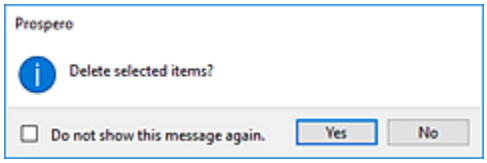
Prior to deleting any Column Definition, us the Where Used option to check that the item is not currently associated with any Report or Input Definitions. In this instance, you will not be able to delete the Column Definition and will receive a warning message indicating that the item is used elsewhere:



Only those items which are not associated to any Report or Input Definition will be deleted.

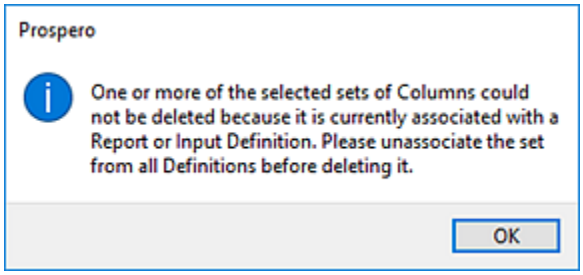
To delete a Column Definition:

1. Click on the Columns bar to open the Columns Navigation Pane.
2. Select the Columns Definition to delete.
3. Click on the **Delete** icon. You will receive the following prompt to confirm your deletion:



(You can also simple drag the selection off the workspace.)

4. Select **Yes** to confirm your deletion.
5. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or Input Definition which uses the item.



6. Select **OK** to close the warning message.

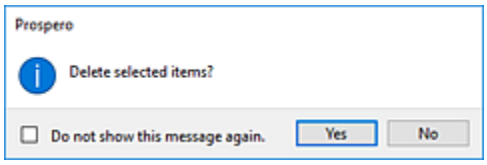
Additionally, you can delete multiple Column Definitions and/or Column Definition Folders from the Columns Navigation Pane.

Multiple items can be deleted where all the items are at the same level in the Navigation Pane's tree. If a Column Definition and a folder are selected for deletion, then the folder must be empty.

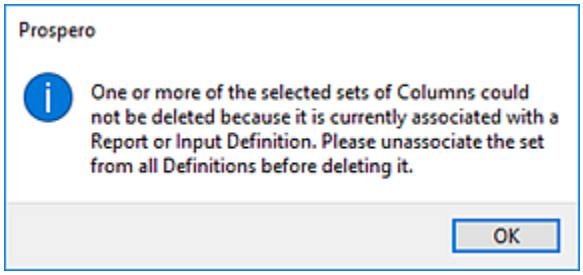
To delete multiple Column Definitions:

1. Click on the Columns bar to open the Columns Navigation Pane.

2. Select the Columns Definitions to delete. Select more than one item using the **Shift** key and mouse-clicking on the items.
3. Use the right-click to select the **Delete** option from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.
5. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or input Definition which uses the item.

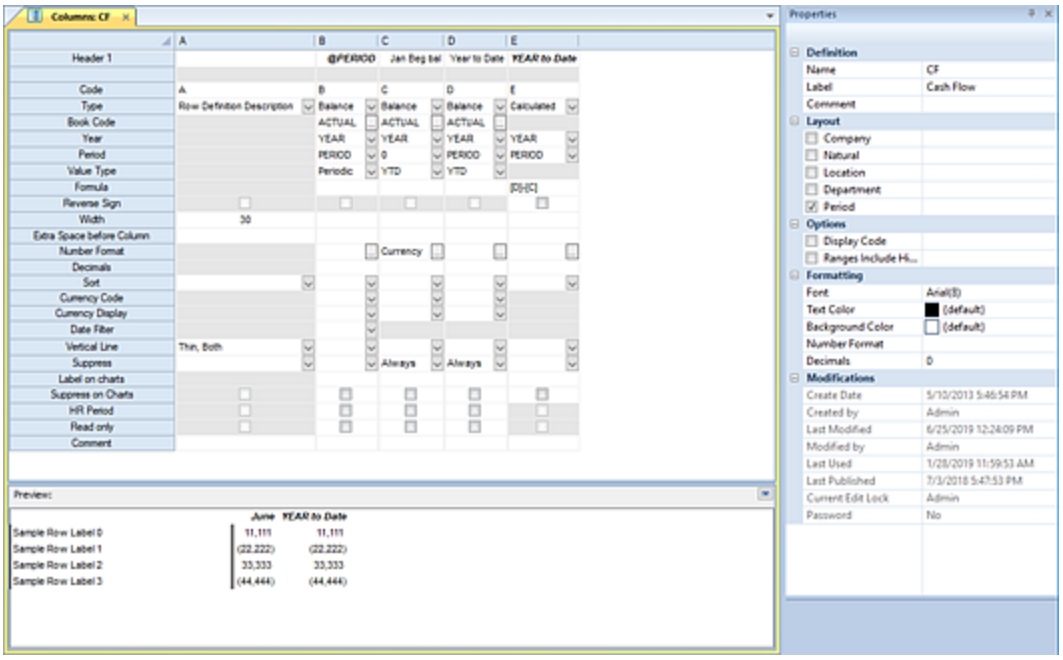


6. Select **OK** to close the warning message.

Note: If you do not wish to receive confirmation messages on deletions of Prospero items (Column Definitions, Line Definitions, Report Definitions, or Tree Items), check the “Do not show this message again” checkbox. You can re-enable confirmation messages by selecting the “Prompt before deleting” checkbox on the Local Settings Options screen.

Column Definition Workspace

The **Column Definition workspace** is the area which allows you to define the options, properties and characteristics of the row data that will appear in your report. You can customize your data and how it will appear using the Column Fields, the Properties Pane and the functions on the Columns Context Ribbon.



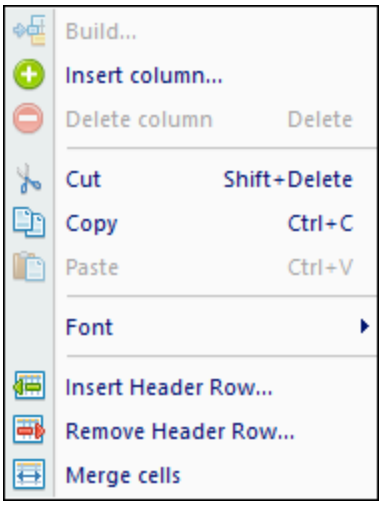
The Column Definition workspace is designed to allow for easy creation and management of the columns that will appear on your report.

In addition, in the Column Definition workspace, you have several usability options for creating and managing elements and data in your workspace.

Right-Click in Column Definitions

You can add or delete columns within your Column Definition by using the right-click button on the Column Definition workspace.

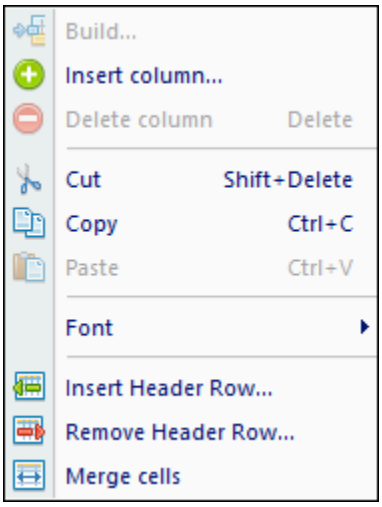
The right-click option allows you to add, modify or delete columns or cut, copy, or paste columns in the Column Definition from external sources, as well as add, remove, and merge/unmerge header cells.



Where available, the hot key combinations available for the action (i.e. Cut, Copy, Paste) is also listed.

Copy and Paste in Column Definitions

You can copy or paste columns within your Column Definition, from other Column Definitions or from external sources by using the right-click button on the Column Definition workspace.

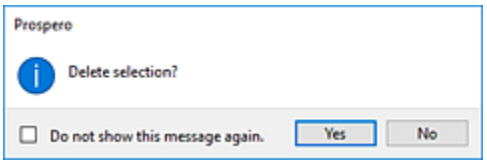


Where available, the hot key combinations available for the action is also listed.

Drag-and-Drop in Column Definitions

In addition, you can move your columns within the Column Definition by dragging-and-dropping the column from one location to another.

If you drag a specific column off the Column Definition workspace, Prospero will treat this as a deletion and prompt you to confirm the action.



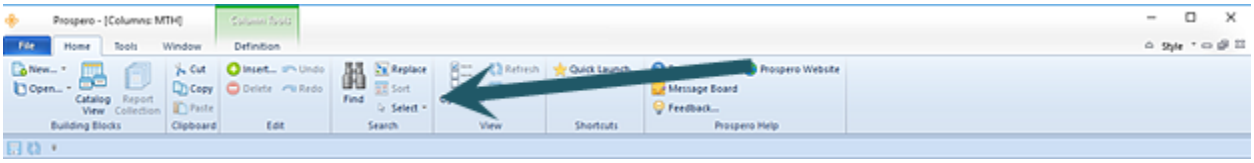
When dragging and dropping columns within or off a Column Definition, you may need to save to merge column headers.

Note: Drag-and-drop of columns is only allowed in the Column Definition. It is not permitted in items which use the element, such as reports or input definitions.

For more information on the fields of your Column Definition workspace, refer to the section on Column Fields.

Search in Column Definitions

Like other Microsoft® applications, you can use the Find, Replace, Select, or Sort options to allow you to quickly find values or make multiple updates to your data. These options are located on the Home ribbon and can be used in the active workspace grid.



The **Find** option will take you to the cell which contains the value you enter in the Find dialog. Additionally, you can use the **Ctrl** button and the **F** key to return the Find dialog.

The **Replace** option will perform multiple replacement on values in the cells based on your input. The following conditions and exceptions impact how the Replace feature will function in the workspace:

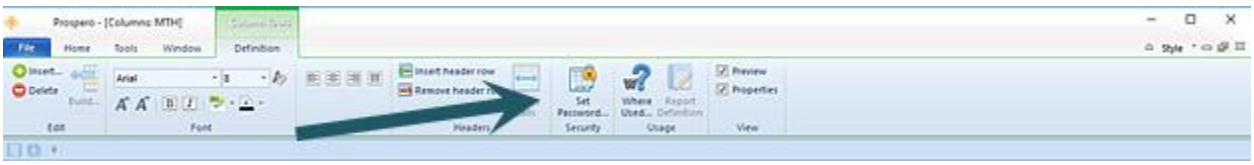
- Fields which don't allow direct typing in the cell, such as the period filter cells on Column Definitions, do not allow Replace to occur.
- Fields with drop-down lists will allow the replace to occur if the replacement text matches the beginning of a string in the list.
- Fields which are checkboxes, disabled cells, or are read-only will not allow the Replace function to change the value.

The **Sort** option will sort the data in the current open set or workspace.

The **Select** option will select all the data in the current open set or workspace. You can choose to "Select All" or "Select None" to clear your selection. You can then choose to Copy or Cut the information selected.

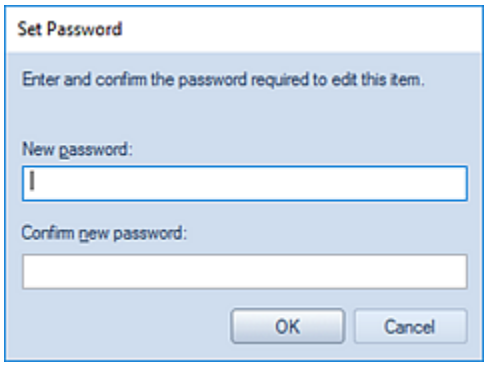
Set Password on Column Definitions

Passwords control who can access or modify your Column Definitions. The Security option on the Column Tools Definition context ribbon contains the Set Password function to add a password to your Column Definitions.



<u>To set a password on an active Column Definition</u>:

1. Select the Set Password option on the Column Tools Definition context ribbon.
2. Selecting the option will open the Set Password screen.

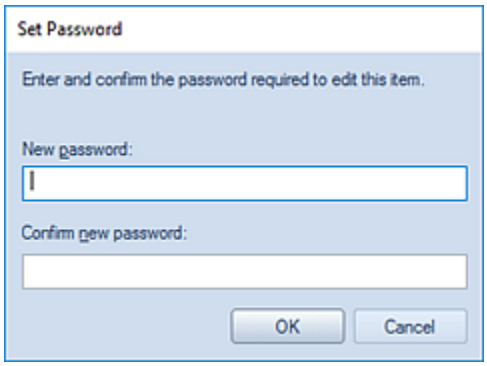


3. Enter a new password in each of the password fields.
4. Press the **OK** button to confirm the new password.

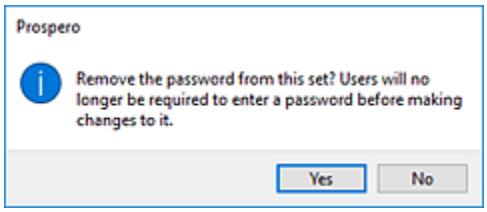
<u>To remove a password on an active Column Definition</u>:

1. Whenever a password is set on a Column Definition, the Edit Password option will be active on the Column Tools Definition context ribbon. Click on the Edit Password option.

2. Selecting the option will open the Set Password screen. **<u>Do not</u>** enter a value. This will remove any existing password.



3. Press the **OK** button to confirm the action.
4. When you receive the confirmation, message press the **Yes** button.



Multi-Select Keys for Column Definitions

Prospero provides support multiple selection in the Column Definition workspace using keyboard keys.

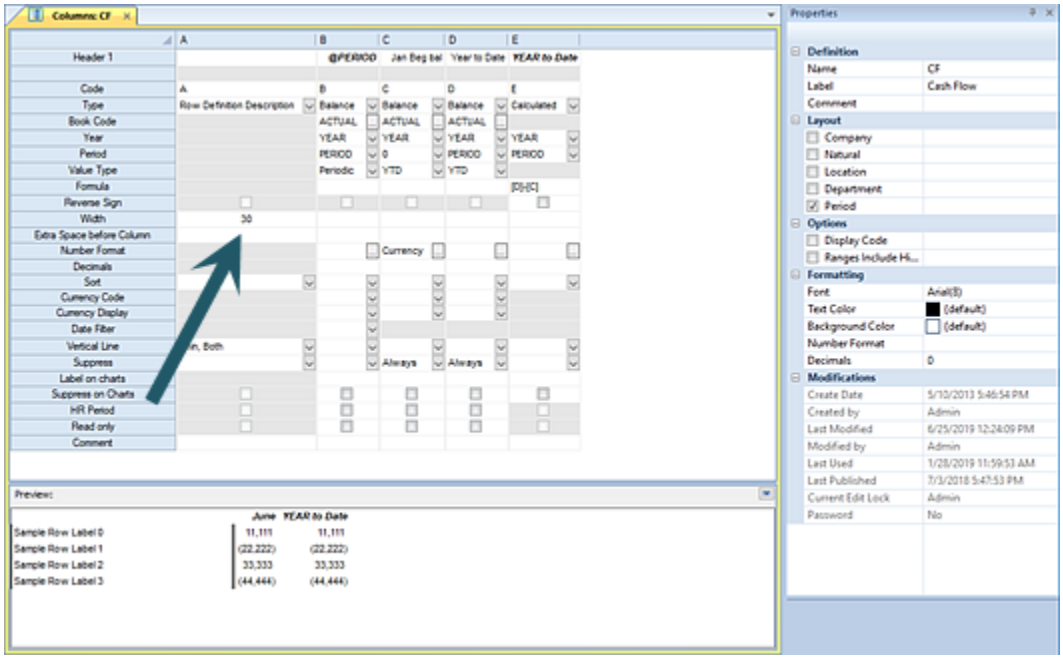
You can use the **Ctrl+Shift+RIGHT ARROW** and **Ctrl+Shift+LEFT ARROW** in the Column Definition to select more than one cell. These keys will select cells to the left or right of the originally selected cell, after which you may copy and paste or delete the selection.

Hot Keys for Column Definitions

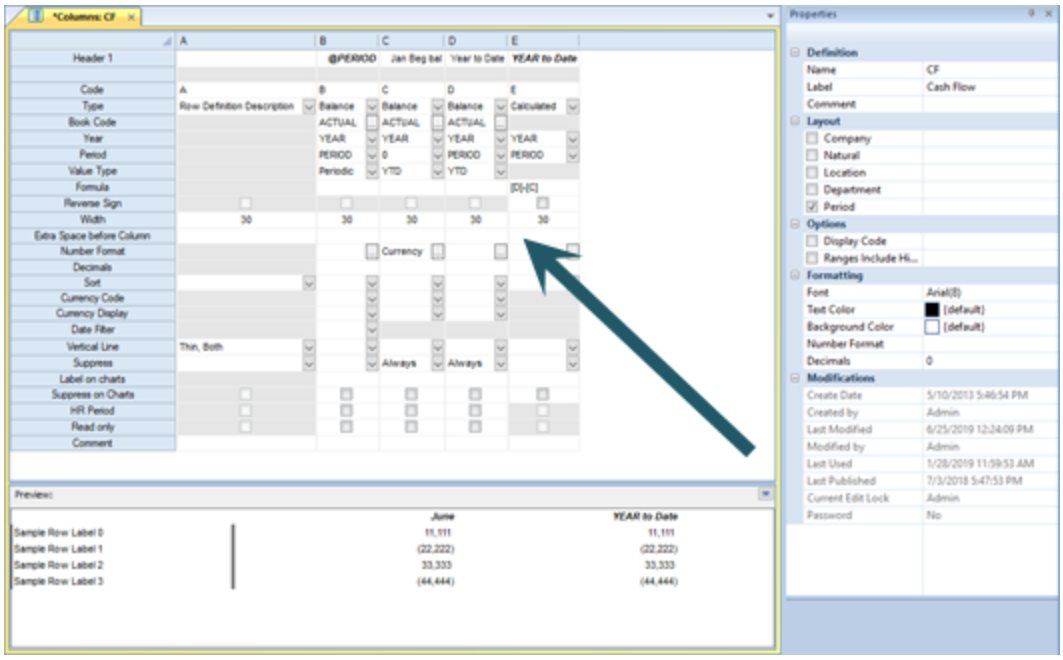
Prospero provides support for common keyboard hot keys commands in the Column Definition workspace. Prospero currently provides support for the **Ctrl+ R Key** combination to copy the value in one column's row across multiple column rows.

<u>Using the Ctrl + R Key to populate cells</u>:

1. Select a cell with contents (such as the Width cell below).



2. Highlight the remaining row's cells.
3. Press the **Ctrl + R** keys. The value in the left-most populated cell will copy across the workspace.



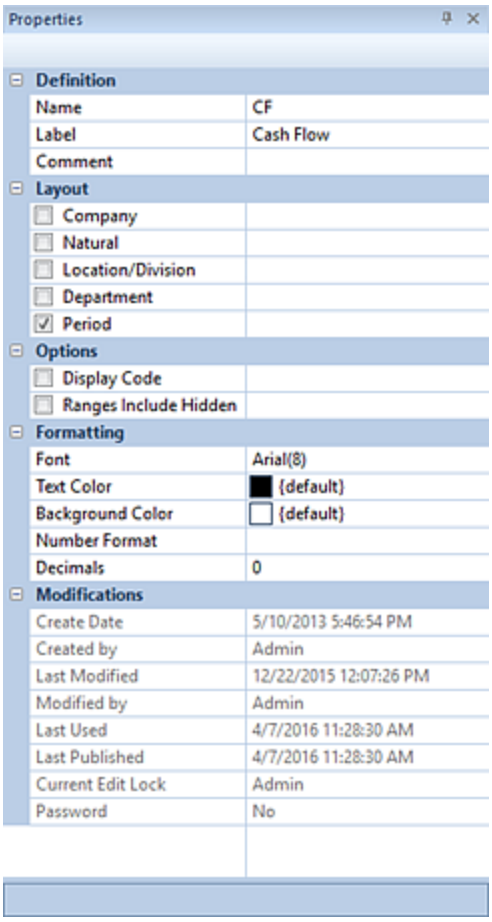
The **Ctrl + R** command is implemented for all items on the column definition screen, including the date filter, vertical lines, checkboxes, etc. The command cannot be used on columns that are read-only.

Column Definition Properties Pane

The **Column Definition Properties Pane** allows you to view or manage the properties specific to your column. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

As with any properties pane in Prospero, you can “Pin” your pane to remain hidden or to always show on the workspace.

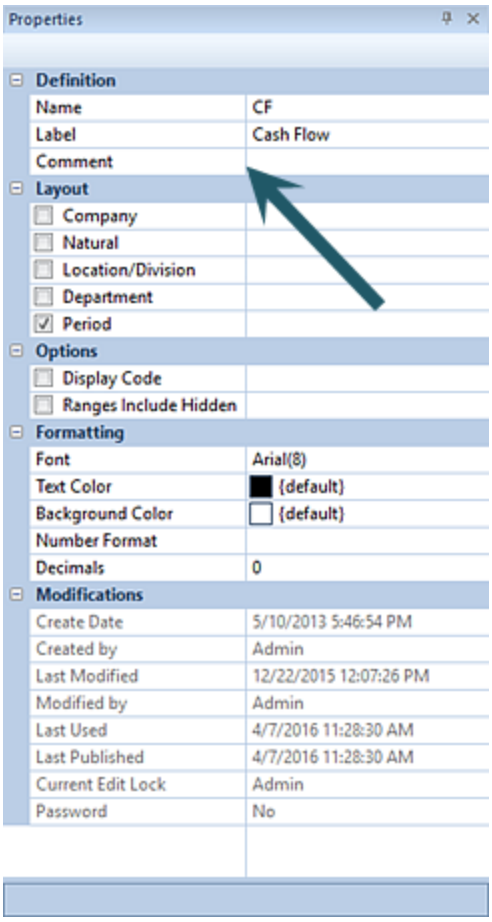
The Column Definition Properties Pane is sectioned in to four parts: Definition, Layout, Options, Formatting, and Modifications.



Definition Section

The Definition section of the Column Definition Properties Pane contains the following fields and information:

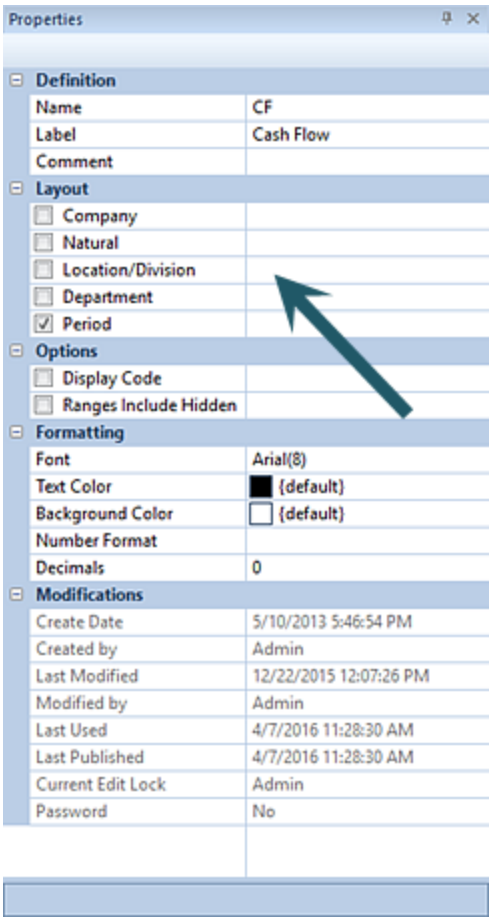
- **Name** – The name of the column. This property may be edited. The Name field cannot be <BLANK>.
- **Label** – The label of the column. This property may be edited and if it is left blank, it will default to the name of the item.
- **Comment** – This field contains comments on the column that the creator may want to note. This property may be edited.



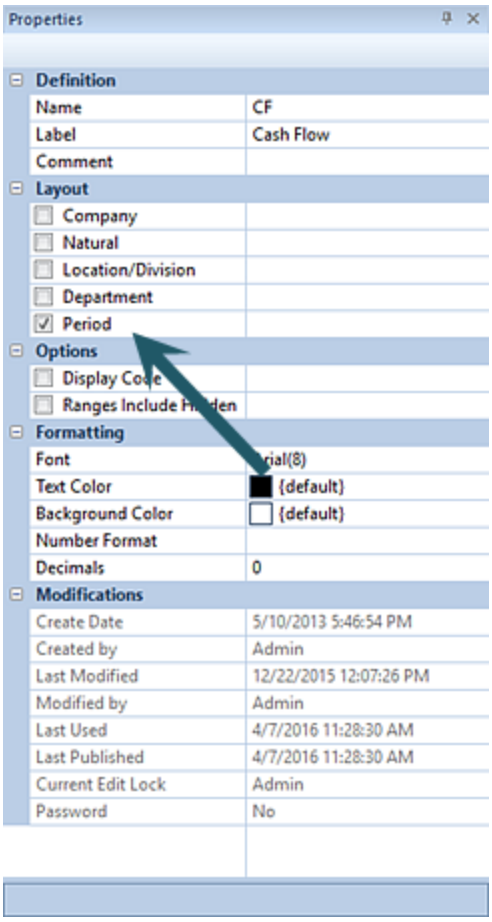
Layout Section

Depending on what you specify as your active segments, one or more fields may be displayed in the Column Definition. These fields are used to choose the segment data to be displayed on the report columns.

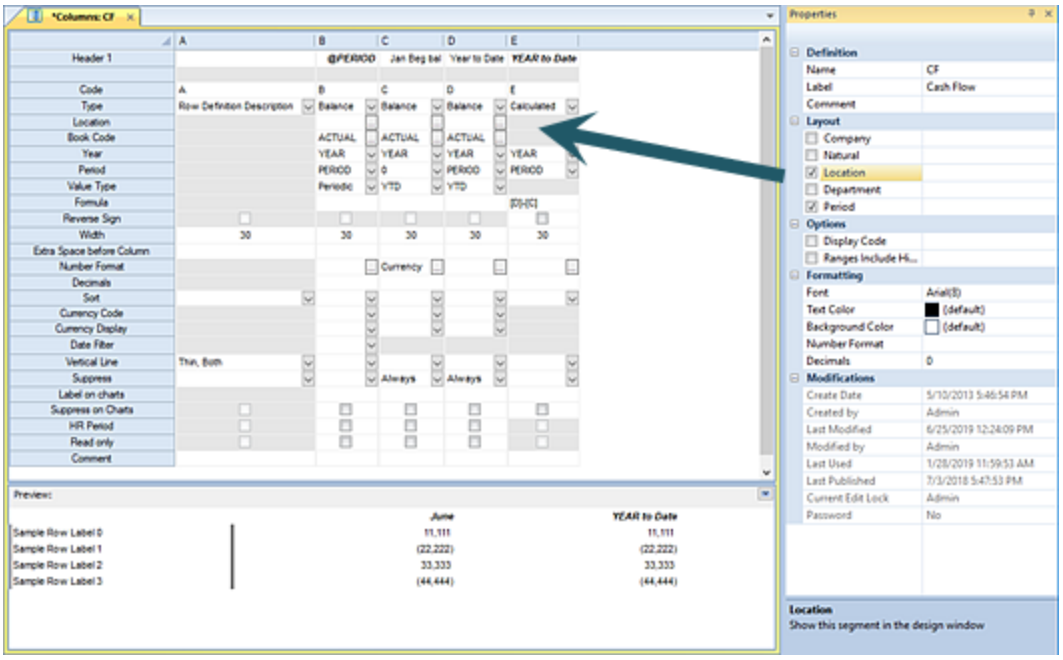
You can modify the active segments in the columns in the Layout section of the Column Definition Properties Pane. By default, Column Definitions use the “Period” segment.



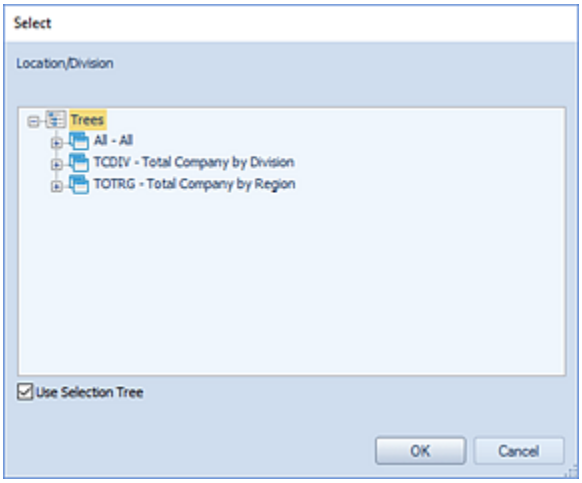
Active segments can be added or changed by checking the checkboxes next to the segment(s) name.



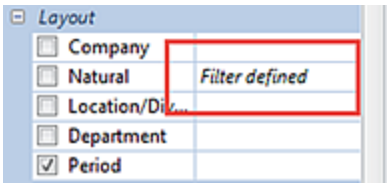
The segment selected will enable additional field options in the Column Definition.



The segment field values can also be modified for hard-coded values using the ellipsis button in the field. The ellipsis button opens a popup **Select** dialog from which you can select valid items from the segment to use in the column.

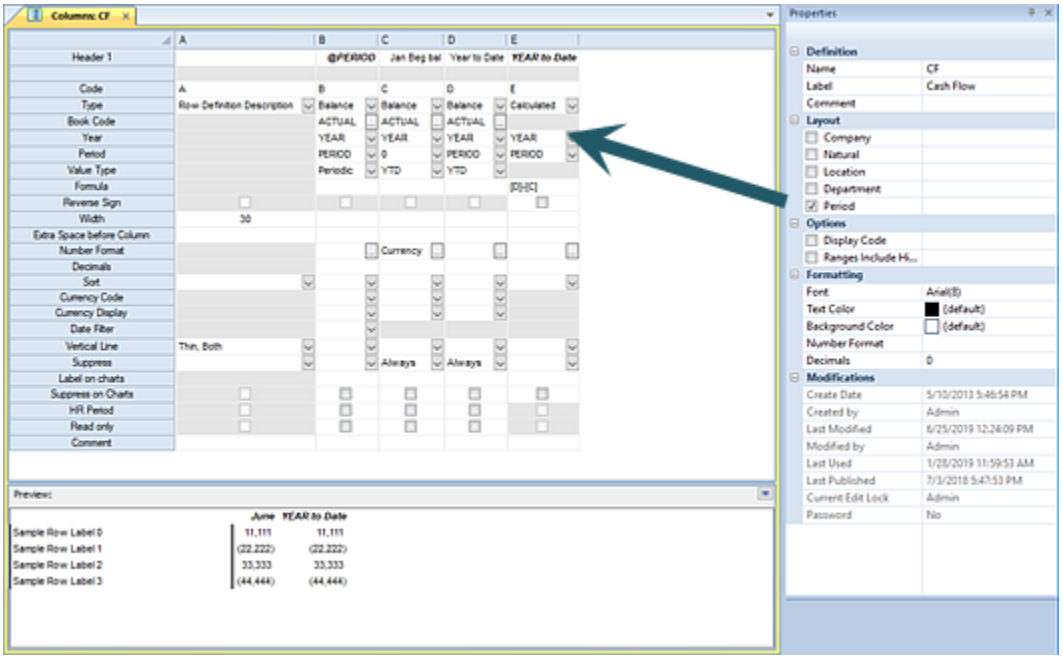


If the segment has a value defined, when the segment is no longer enabled in the Properties Pane, a visual indicator will be noted on the segment as follows:



To clear the filter, re-select the segment and remove the value.

Note: Whenever the default Period option is selected, fields for Book Code, Year, Period, and Value Type are activated.



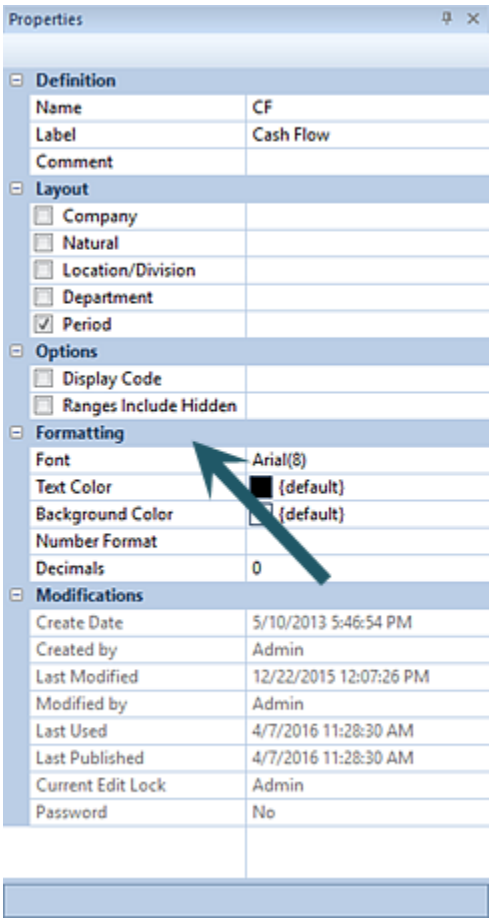
Enabled fields when Period is the selected segment are the following:

- **Book Code –** This option allows you to select a valid book code from Select dialog using the ellipsis button in the field.
- **Year –** This option allows you to define a specific year value to use when pulling data for this column. For more information on populating this field refer to the section Column Year Field.
- **Period –** This option allows you to define a specific period value to use when pulling data for this column. For more information on populating this field refer to the section Column Period Field.
- **Value Type –** This option specifies whether the data being pulled for the report is a normal period balance, a normal period *beginning* balance, or a year-to-date total. You

can select the corresponding value, “Periodic”, “Periodic (Beginning Balance)”, or “YTD”, from the drop-down option box.

Options Section

You can choose to show the field codes in the columns in the Options section of the Column Definition Properties Pane.



Options selections available include the following:

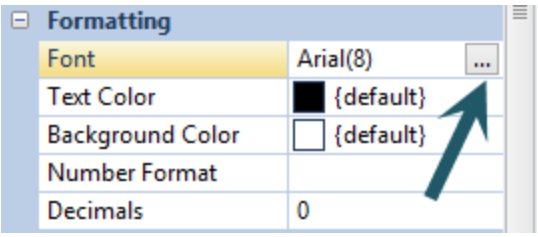
- **Display Code** - When checked, this allows field codes to be displayed on the reports. This property may be edited.
- **Ranges Include Hidden** - When checked, this allows hidden column to be included in range totals for values displayed on the reports. This property may be edited.

Formatting Section

The Formatting section of the Column Definition Properties Pane defines the formats for the column's data on the report.

Options include:

- **Font** – This field defines the column data's default font type and size. This property may be edited by selecting the ellipsis button and selecting from the available system fonts and sizes.



  This property may be edited.

- **Text Color** – This field defines the text color of the columns in the set. This property may be edited.
- **Background Color** – This field defines the background color of the columns in the set. This property may be edited.
- **Number Format** – This field defines the number format of column data in the set. This property may be edited.
- **Decimals** – This field sets the decimal precision of the column data in the set. This property may be edited.

Values defined in any line or column's properties will override format settings in the Report Definition.

Modifications Section

The Modifications section of the Column Definition Properties Pane contains information on the Column Definition owner, when the item was created, modified, last used, or published, who modified the Column Definition, as well as who may currently be editing the item.

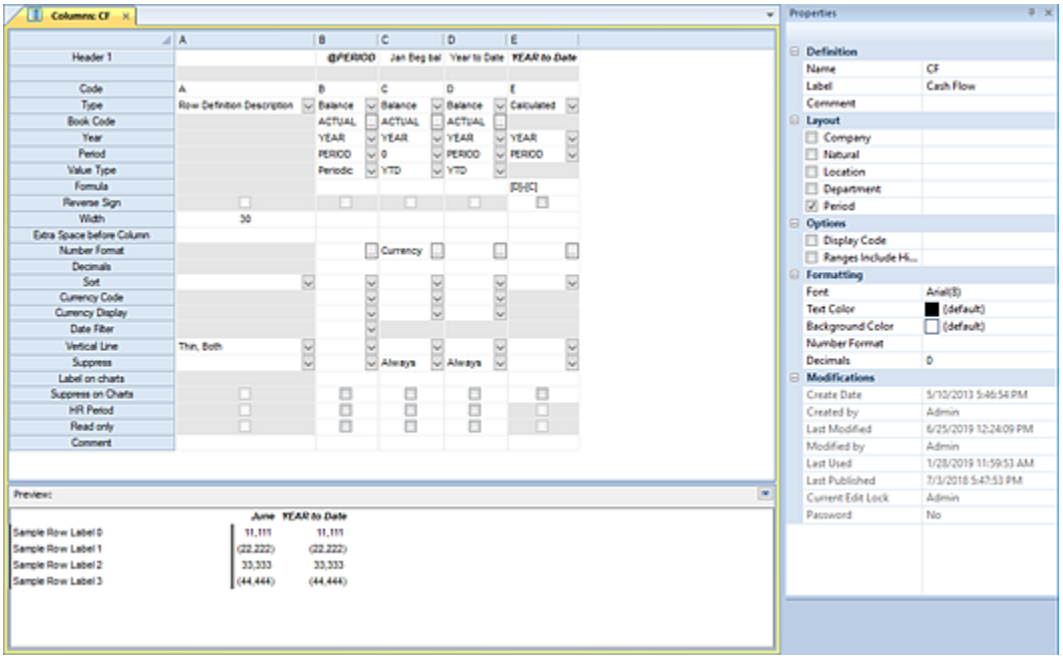
This information is read-only and cannot be directly edited.

Modifications	
Create Date	5/10/2013 5:46:54 PM
Created by	Admin
Last Modified	12/22/2015 12:07:26 PM
Modified by	Admin
Last Used	4/7/2016 11:28:30 AM
Last Published	4/7/2016 11:28:30 AM
Current Edit Lock	Admin
Password	No

The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Column Fields

Column fields are the individual elements which comprise each column in the Column Definition workspace. The fields defined within each column in your Column Definitions will drive the data, behavior, and formatting of your report's columns.

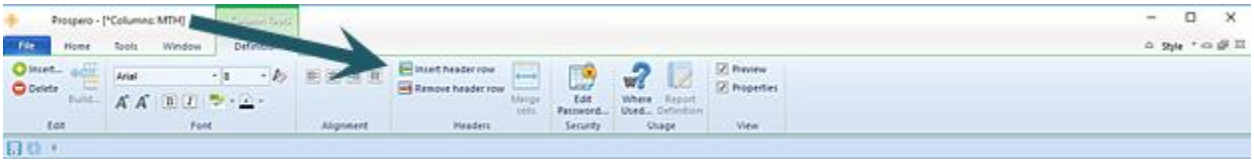


For more information on each Column Field and their behaviors refer to the following:

Header

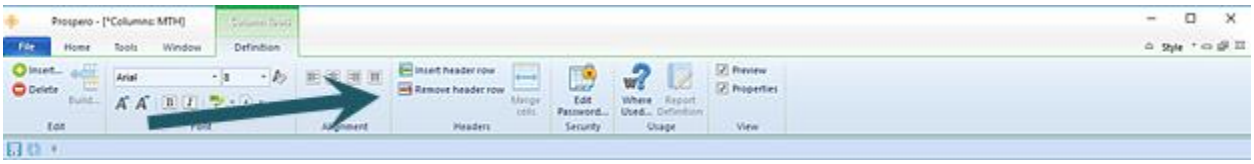
The Header field is used to define header values for the column.

Column headers can be added to the Column Definition using the “Insert header row” option on the Column Definition context ribbon. Each added header will be incremented using a numeric value. For example, “Header1”, Header 2” and so forth.



You can populate the Header field with a code, text, or a combination the two.

Column headers can be removed from the Column Definition using the “Remove Header Row” option on the Column Definition context ribbon. Select one or more header row(s) to delete, highlighting the selection for deletion, and then the option from the ribbon.



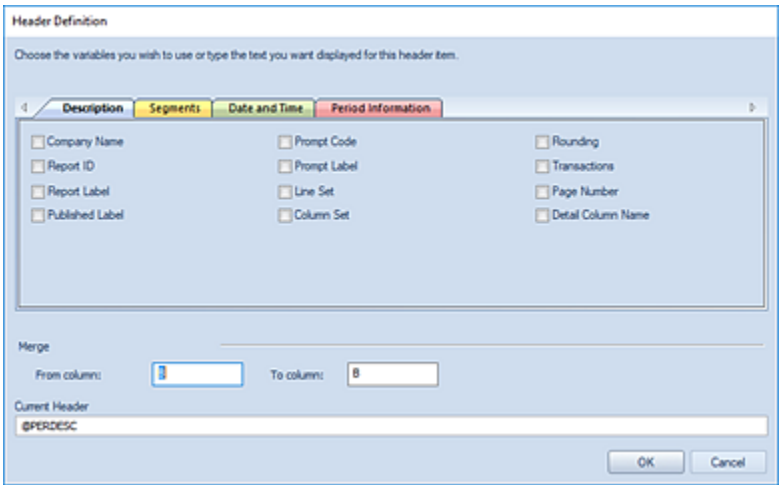
Prospero provides you with a tabbed dialog to assist you in building your custom header. To access the Column Header Definition dialog, double click in the field.

Note: Input Definitions can utilize a maximum of two header rows.

Refer to the following dialog and tabs for more information:

Column Header Definition Description Tab

Each tab on the Column Header Definition contains fields for adding to your header.



Available Header values and syntax on the Description tab are the following:

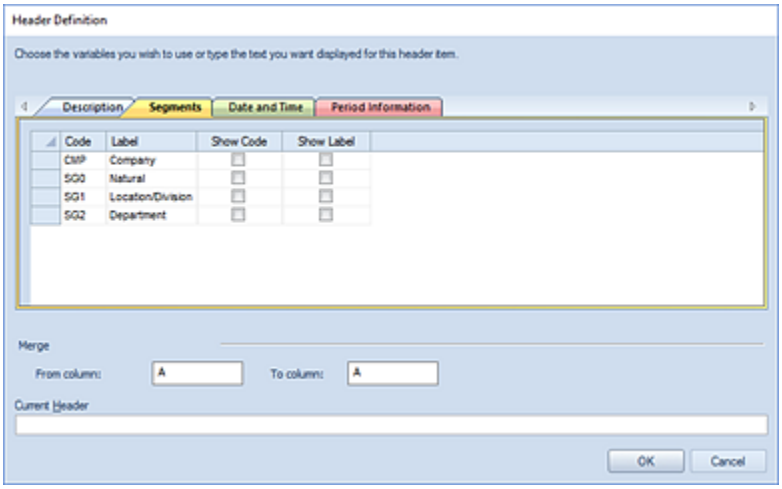
Header Value	Header Syntax	Information Displayed	Example
Company Name	@ORG	Displays the entity name, which will most often be the company name	“Company A”
Report ID	@REPORTID	Displays the report ID	“CF”
Report Label	@REPORTLABEL	Displays the report label	“Cash Flow Report”
Published Label	@PUBLISHEDLABEL	Displays the published report label	“Cash Flow Report”
Prompt Code	@PROMPTCODE	Displays the prompt code	“All-All-All”
Prompt Label	@PROMPTLABEL	Displays the prompt label. This value will update for the level of granularity as you drilldown on report rows.	“Company ABC-Miami Operations-Sales”
Line Set	@LINE	Displays the Line Set name assigned to the report.	“CashFlow”
Column Set	@COL	Displays the Column Set name assigned to the report.	“12Month”
Rounding	@ROUND	Displays the rounding setting on the report.	“No Rounding”
Transaction	@TRANS	Displays the corresponding informational value for the transaction setting (i.e. types of transactions shown on drilldown) selected for the report. (See the Report Definition Options Tab)	“None” “Posted Only” “Unposted Only” “Both”
Page Number	@PAGE	Displays the page number.	“1”
Detail Column Name	@DETAIL	Shows the drill down to the transaction level detail type selected in the column.	“Batch”

The selected code(s) will appear in the Current Header field. After making your selection(s), select the **OK** button to accept the additions.

In addition, refer to the topic on Merged Column Headers.

Column Header Definition Segment Information Tab

Each tab on the Column Header Definition contains fields for adding to your header.



You may check the “Show Code” and/or “Show Label” checkboxes for one or more of the segments to add the values in the column header. Available Header values and syntax on the Segment tab are the following:

Header Value	Header Syntax	Information Displayed	Example
Show Code (Company)	@CMP_C	Displays the Company Code assigned. This value will update for the level of granularity as you drilldown on the report.	“All”, “1”
Show Label (Company)	@CMP_L	Displays the Company Label value assigned. This value will update for the level of granularity as you drilldown on the report.	“All”, “ABC Company”
Show Code (Segment#)	@SG0_C	Checking the checkbox will display the Segment Code assigned. Each segment listed in this screen will be referred to.by it’s corresponding code and position number: SG0_C, SG1_C, etc. This value will update for the level of granularity as you drilldown on the report.	“AST”
Show Label (Segment#)	@SG0_L	Checking the checkbox will display the Segment Label assigned. Each segment listed in this screen will be referred to.by it’s corresponding label and position number: SG0_L, SG1_L, etc. This value	“Assets”

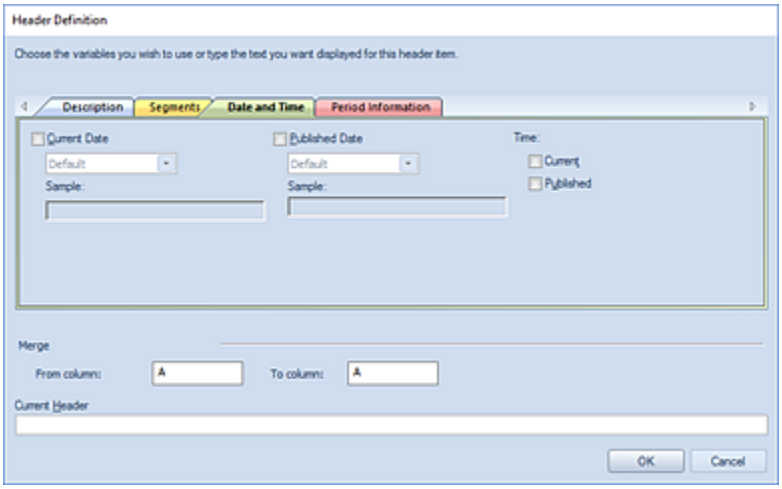
		will update for the level of granularity as you drilldown on the report.	

The selected code(s) will appear in the Current Header field. After making your selection(s), select the **OK** button to accept the additions.

In addition, refer to the topic on Merged Column Headers.

Column Header Definition Date and Time Tab

Each tab on the Column Header Definition contains fields for adding to your header.



Available Header values and syntax on the Date and Time tab are the following:

Header Value	Header Syntax	Information Displayed	Example
Current Date: Default	@DATE	Displays the current date in the date format defined in your Options setting.	“4/7/2014”
Current Date: Prospero Long Date	@PROSPERODATE	Displays the current date in a long date format but without the day of the week included	“April 7, 2014”
Current Date: System Long Date	@LONGDATE	Displays the current date in weekday, month, day and year format.	“Monday, April 7, 2014”
Current Date: System Short Date	@SHORTDATE	Displays the current date in MM/DD/YYYY format.	“4/7/2014”
Published Date: Default	@RUNDATE	Displays the published date in the date format defined in your Options setting	“4/7/2014”

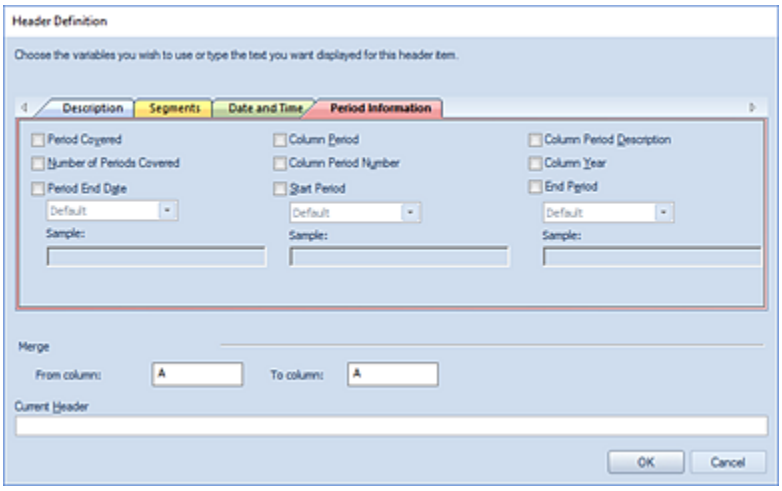
Published Date: Prospero Long Date	@PROSPERORUNDATE	Displays the published date in a long date format but without the day of the week included (i.e. April 7, 2014)	“April 7, 2014”
Published Date: System Long Date	@LONGRUNDATE	Displays the published date in weekday, month, day, and year format (i.e. Monday, April 7, 2014)	“Monday, April 7, 2014”
Published Date: System Short Date	@SHORTRUNDATE	Displays the published date in MM/DD/YYYY format (i.e. 4/7/2014)	“4/7/2014”
Current Time	@TIME	Displays the time the report was executed	“1:22:19 PM”
Published Time	@RUNTIME	Displays the time the report was published	“1:22:19 PM”

The selected code(s) will appear in the Current Header field. After making your selection(s), select the **OK** button to accept the additions.

In addition, refer to the topic on Merged Column Headers.

Column Header Definition Period Information Tab

Each tab on the Column Header Definition contains fields for adding to your header.



Available Header values and syntax on the Period Information tab are the following:

Header Value	Header Syntax	Information Displayed	Example
Period Covered	@COVERED	Displays the periods covered by the report	“For the Three Months Ending…”

Number of Periods Covered	@PERCOVERED	Displays a numeric value representing the number of periods covered in the report.	“2”
Period End Date: Default	@ENDING	Displays the period end date in the date format defined in your Options setting	“April 30, 2014”
Period End Date: Prospero Long Date	@PROSPEROENDING	Displays the period end date in a long date format but without the day of the week included.	“April 30, 2014”
Period End Date: System Long Date	@LONGENDING	Displays the period end date in weekday, month, day, and year format.	“Monday, April 30, 2014”
Period End Date: System Short Date	@SHORTENDING	Displays the period end date in MM/DD/YYYY format.	“4/30/2014”
Column Period	@PERIOD	Displays the column period.	“April”
Column Period Number	@PERNUM	Displays the column period as a numeric value.	“4”
Start Period: Default	@SPERIOD	Displays the start period in the date format defined in your Options setting.	“4/1/2014”
Start Period: Prospero Long Date	@PROSPEROSPERIOD	Displays the start period in a long date format but without the day of the week included.	“April 1, 2014”
Start Period: System Long Date	@LONGSPERIOD	Displays the period start date in weekday, month, day, and year format.	“Monday, April 1, 2014”
Start Period: System Short Date	@SHORTSPERIOD	Displays the period start date in MM/DD/YYYY format.	“4/1/2014”
Column Year	@YEAR	Displays the year.	“2014”
End Period: Default	@EPERIOD	Displays the end period in the date format defined in your Options setting	“April”
End Period: Prospero Long Date	@PROSPEROEPERIOD	Displays the end period in a long date format but without the day of the week included.	“April 30, 2014”
End Period: System Long Date	@LONGEPERIOD	Displays the period end date in weekday, month, day, and year format.	“Monday, April 30, 2014”
End Period: System Short Date	@SHORTEPERIOD	Displays the period end date in MM/DD/YYYY format.	“4/30/2014”

The selected code(s) will appear in the Current Header field. After making your selection(s), select the **OK** button to accept the additions.

In addition, refer to the topic on Merged Column Headers.

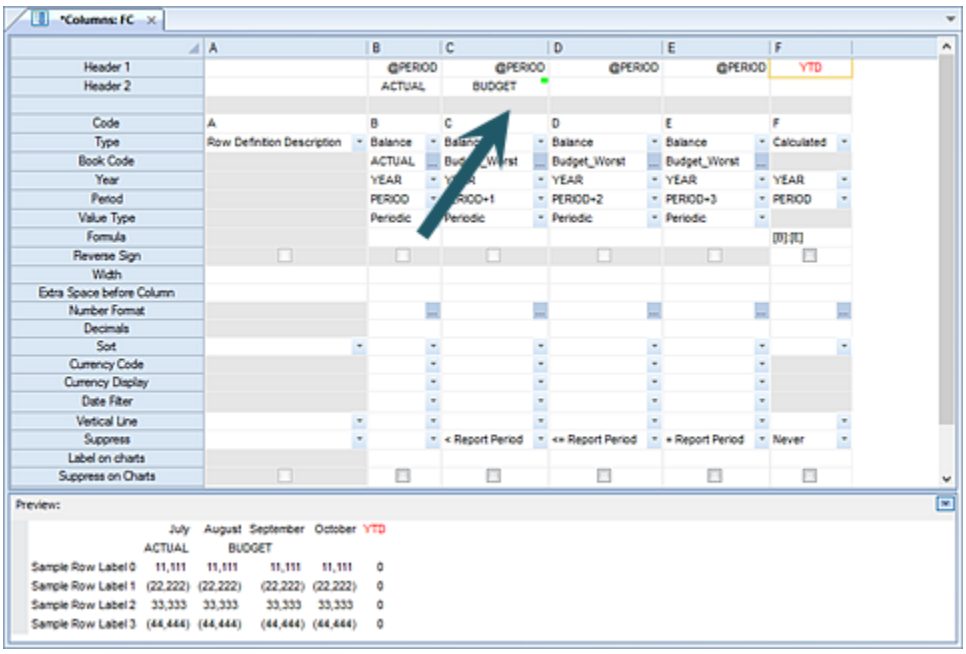
Formatting Column Headers

You can format column header fields using the standard Font or Alignment options on the Column Tools Definition ribbon.

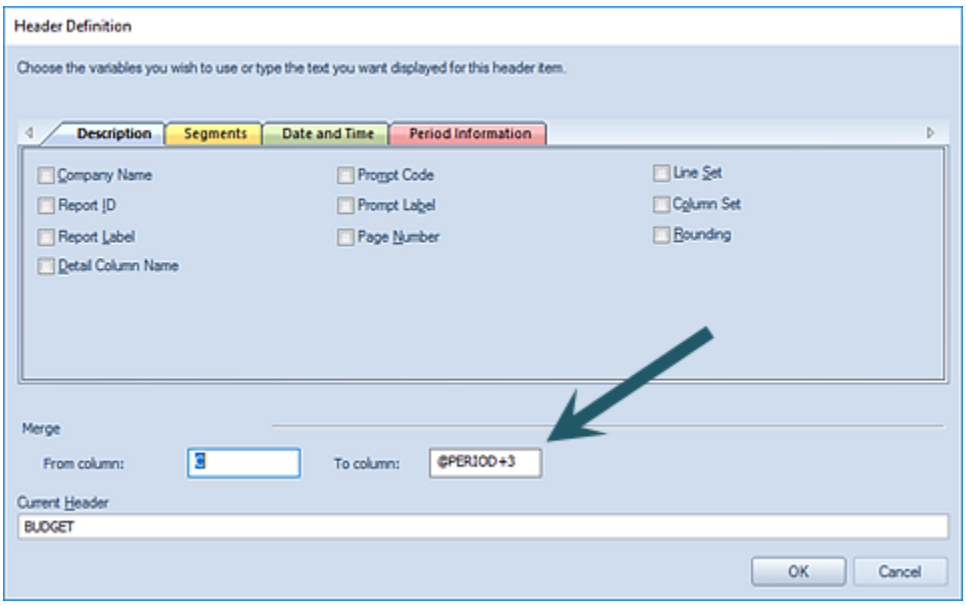
Selecting multiple contiguous columns and then applying formatting allows you to format multiple column headers at once.

Merged Column Headers based on Reporting Period

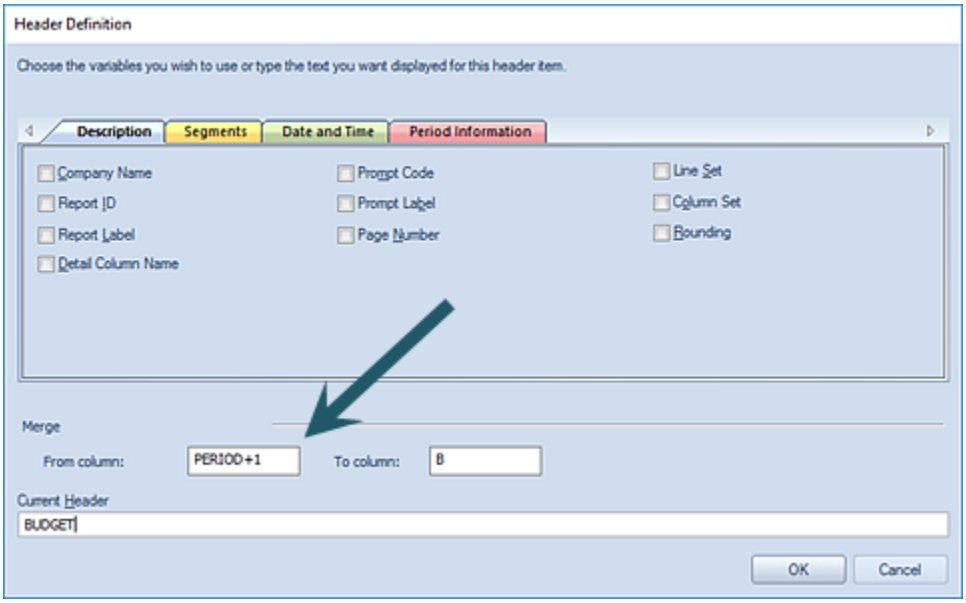
Column headers can also be merged based on variable start or end period points as specified when the report is executed. This allows you to define rolling report variable headers, based on the period specified on the report. This process is managed using the “Merge from column” and “to column” fields in the Header Definition screen. Any merged column header - based on a reporting period - is indicated on the Column Definition workspace using a green square in the starting header cell.



For example, the column can be merged to spread from a specific column ***to*** a variable represented by the period specified on the report. The start of the merge can reflect the first column in the Column Definition, defined by the column reference (not the Column Code). In the following, the “to column” field would reflect the variable end period (@PERIOD+*n*).



Conversely, the column can be merged to spread ***from*** a variable represented by the period specified on the report to a specific column.



Here, the “to column” field would then reflect the end column in the Column Definition as defined by the column reference (not the Column Code).

Note: The “Merge from column” and “to column” fields in the Header Definition screen only support @PERIOD or @PERIOD+*n. (*The @PERIOD-*n* is not supported in these fields.)

Adding Merged Column Headers

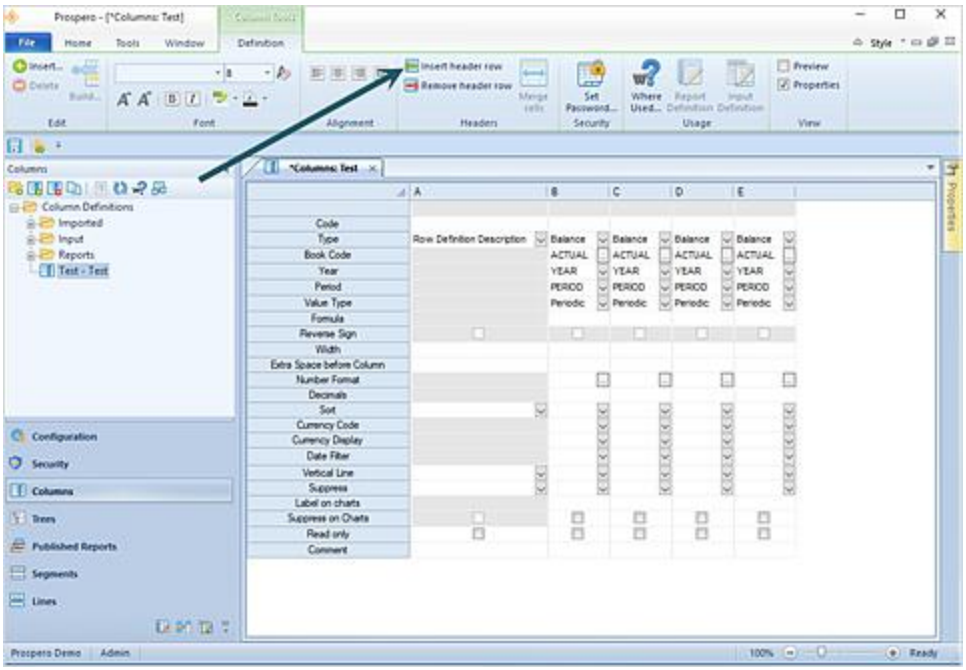
You can create a header that spans multiple columns by merging multiple column header fields into one single field.

Select multiple contiguous column header cells and then the Merge header cell option on the Column Definition context ribbon.

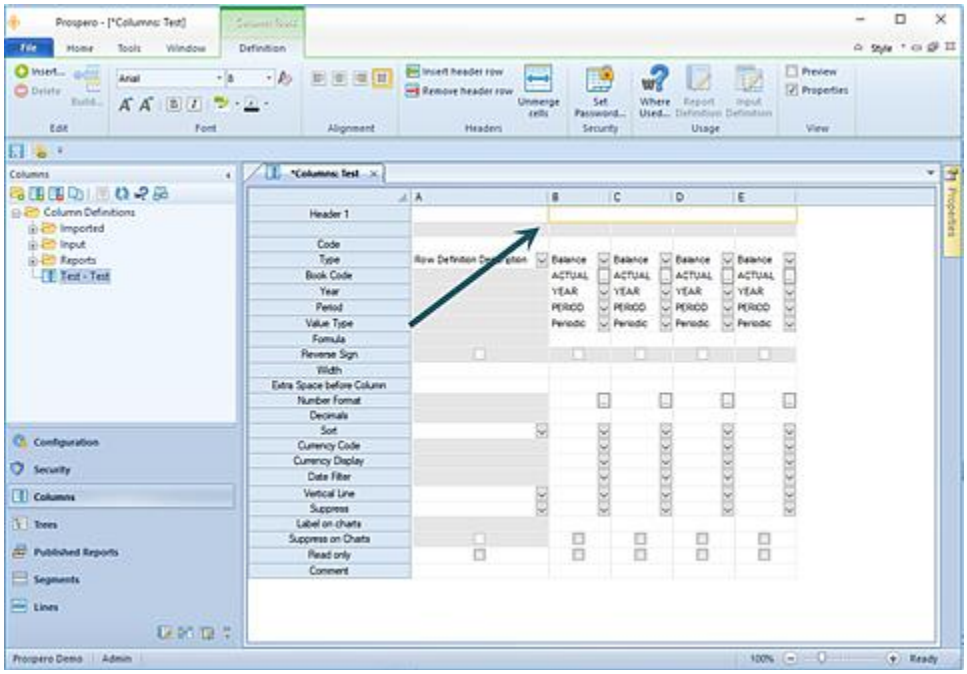
Merged headers can be “unmerged” using the Unmerge option on the ribbon.

<u>To create a merged and centered header</u>:

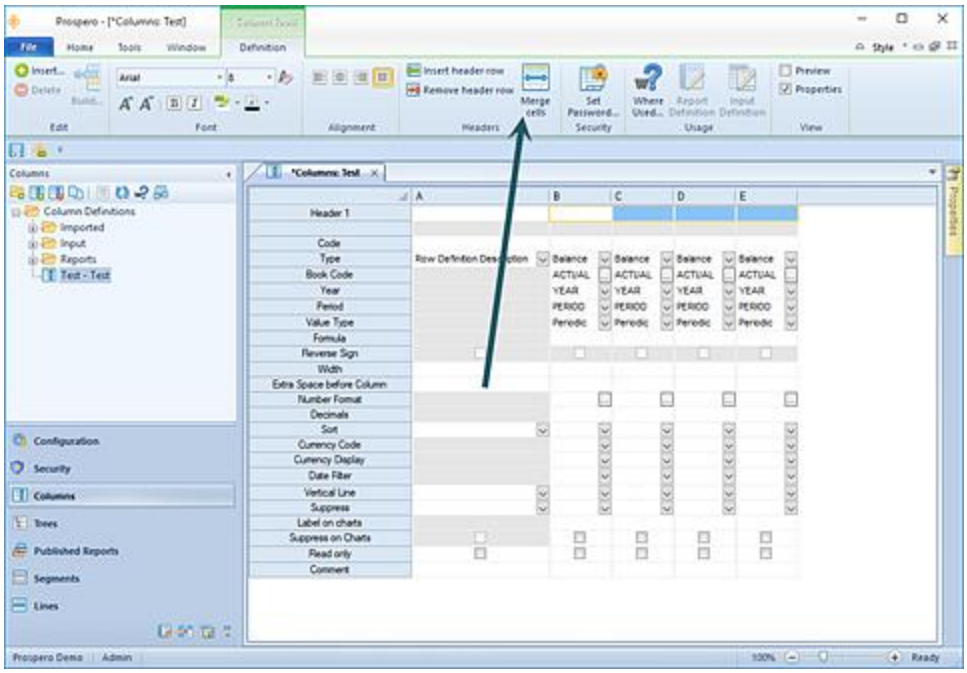
1. Create the header row using the “Insert header row” option on the ribbon.



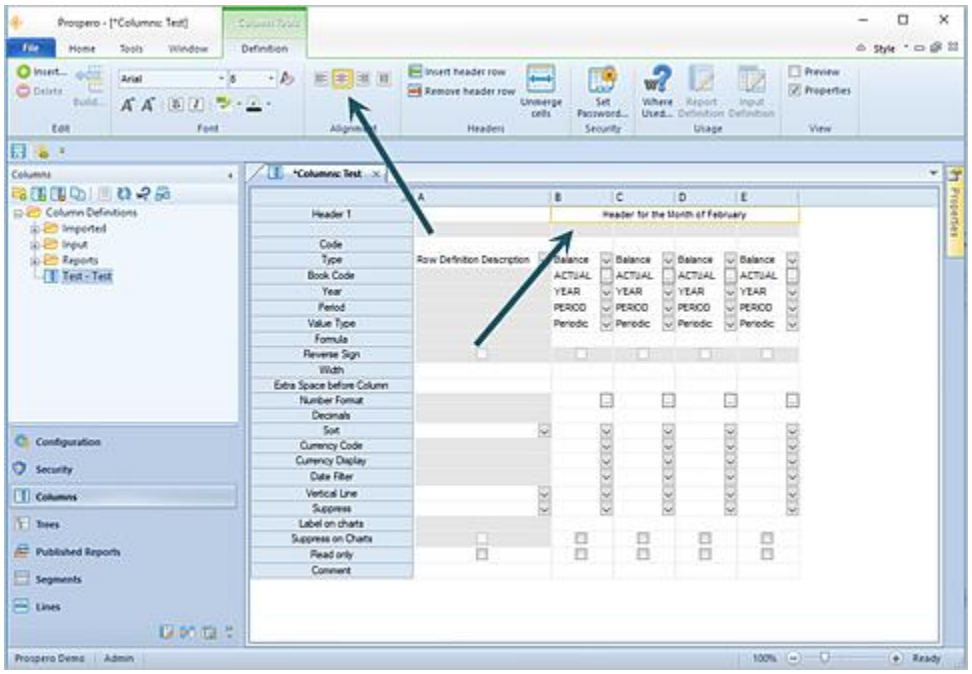
2. Select the cells for the header row you want to have centered. (You can use the **Shift** key + Right Arrow key.)



3. Merge the header row using the “Merge cells” option on the ribbon.



4. In the cell, type your text and then select the CENTER option on the ribbon.



5. You may need to mouse-click out of the cell in order to *see* the centering on your column definition.

Note: If a column header is merged, the columns that are part of the merge cannot be re-ordered via dragging the column from one location to another. To re-order your columns,

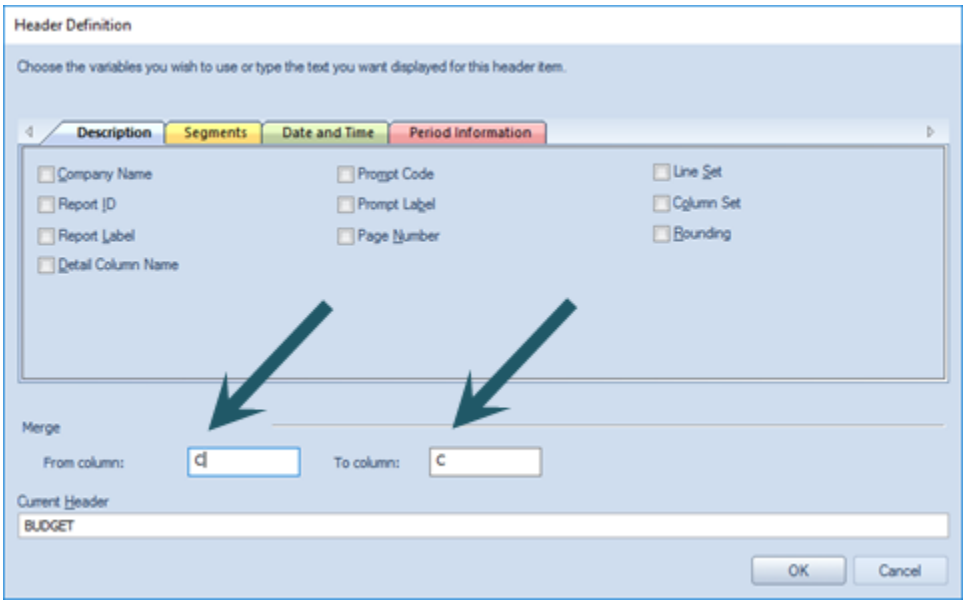
you should un-merge before re-ordering your columns, re-order and then **Save** your Column Definition.

For more information, refer to the section on drag-and-drop in Column Definitions.

Removing Merged Column Headers

To remove a merged column header, the “From column” field and the “To column” field must be set to the same, current column code value.

For example, if the current merged column starts in column ‘C’, then the From and To column fields should both be set to ‘C’ to un-merge the header:



Column Code

The Code field is used as both a reference for calculation formulas as well as defining and previewing how the font and color formatting will appear in the column on the report.

You can specify an alphanumeric identifier, or Code, for any column in your Column Definition and use it for any formulas that need to reference this column. For example, the first column could have a code field of ‘A’; the second column could have ‘B’ assigned as the code field, and so on. The Code must be unique within the given Column Definition. However, *different* Column Definitions can re-use the same Codes.

If a code value is referenced elsewhere in the Line Definition, such as in a formula, if the code is changed the formula will be automatically updated with the new value. (This does not apply where the code is used externally, such as in a Line Definition.)

Type

The Type field allows you to specify the type of data the column contains.

The following options are available in the drop-down box for the Type field:

- **Balance –** This option indicates that the data displayed in this column is balance data for a specific period. Based on the setting in the Value Type field, this can indicate either a normal balance, a beginning balance, or a year-to-date balance.

  If you have any option other than “Balance” selected in your Type field, the Book Code, Year, Period, and Value Type options will not be available.
- **Row Segment ID –** This option indicates that the data displayed in this column will be the segment identifier, or account code, for the item displayed on a given row in the row definition.
- **Row Definition Description –** This option indicates that the data displayed in this column will reflect a row description for the item displayed on a given row in the row definition
- **Calculated –** This option indicates that the data displayed in this column will be the result of the formula defined in the Formula field.
- **Detail –** This option indicates that transaction attributes will be available on transaction level drill down. This selection should be used as an additional column in your Column Definition. When the Detail option is selected, it will activate an additional row in your column definition which will allow you to specify the type of transactional attributes shown. The Detail Type field row setting must be used in conjunction with this selection.
- **Blank -** This option indicates that the column will appear as a blank, or empty, column on the report.

For more information, refer to the Column Definition Prosperities Pane Layout Section.

Detail Type

The Detail Type field allows you to specify the type of transactional data attribute to show on transactions in a report’s detail-level drill down. This field is only active when the Type field selection is “Detail”.

When active, you can select which attribute informational type to show from a list of GL transactional attributes. To select the attribute type, click on the ellipsis button in the Detail Type field

Options include:

- **Batch –** This will show the transaction's associated batch id for the transaction listed in a report's detail level drill down.
- **Reference–** This will show the transaction's associated reference number or value for the transaction listed in a report's detail level drill down.
- **Source ID –** This will show the transaction's associated source id value for the transaction listed in a report's detail level drill down.

Additionally, Prospero supports custom detail fields as hyperlinks for drill through to supporting transactional information (in addition to drill down to transactions). For more information on configuring this option, contact MSX Group support.

Note: To view this information, you must also select the "Include transaction details" option on your Report Definition or at runtime. (Also, Detail Type labels will default to the code as the label until an integration process is run making the appropriate labels available from the General Ledger.)

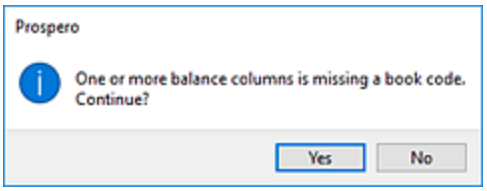
For more information, refer the Column Definition Type field.

Column Book Code Field

Whenever the default option of "Period" is defined in the Layout section of the Properties Pane, the Book Code field will be available on the Column Definition.

The Book Code field is used to choose the specific book code for selecting the report's column data, such as "Actual", "Budget", etc.

While you can choose not to populate the Book Code field, doing so will result in no data returned to your reports for that column. When creating your Column Definition, if the Book Code field is <BLANK> you will receive a warning message as follows:



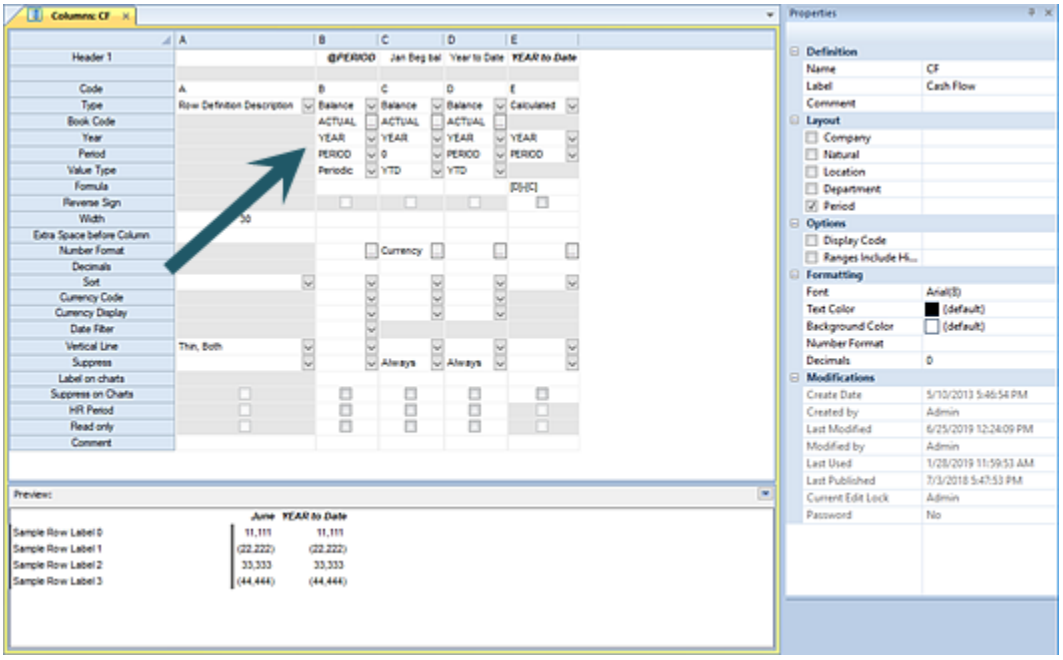
Note: In Prospero Budgeting, if columns use Book Codes which are locked from input, input calculations will not run for any values returned to those columns.

For more information, refer to Book Codes.

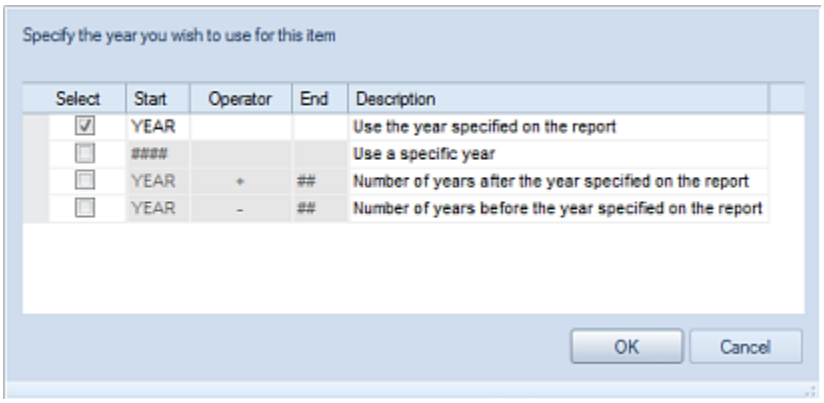
Column Year Field

Whenever the default option of “Period” is defined in the Layout section of the Properties Pane, the Year field will be available on the Column Definition.

The Year field is used to choose the specific year data for selecting the report’s column data.

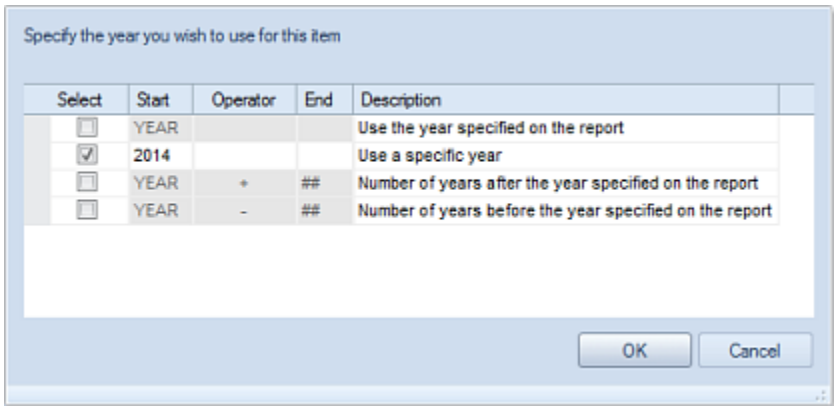


By default, the value of “YEAR” will appear in the Year field. You can more granularly define the Year value used by selecting the drop-down to open the Year Options dialog.

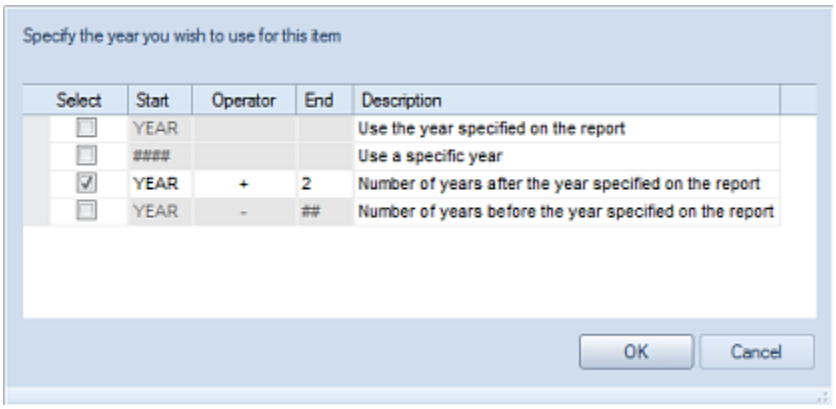


The Year Options dialog screen allows you to change the Year field's selection criteria to any one of the following by selecting the checkbox and entering the value required:

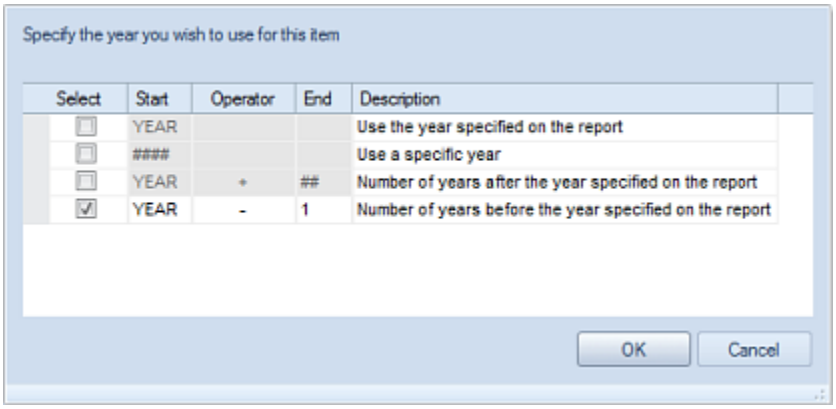
- **YEAR** – This option will use the year specified on the report in the column.
- #### - This option allows you to enter a specific year value in the Start field to use as the year on the column.



- **YEAR +** ## - This option will allow you to enter a specific numeric value in the End column to specify the number of years *after* the year on the report. In the following example, the year returned in the field will be two years after the value used on the report.



- **YEAR - ##** - This option will allow you to enter a specific numeric value in the End column to specify the number of years *before* the year on the report. In the following example, the year returned in the field will be one year before the value used on the report.

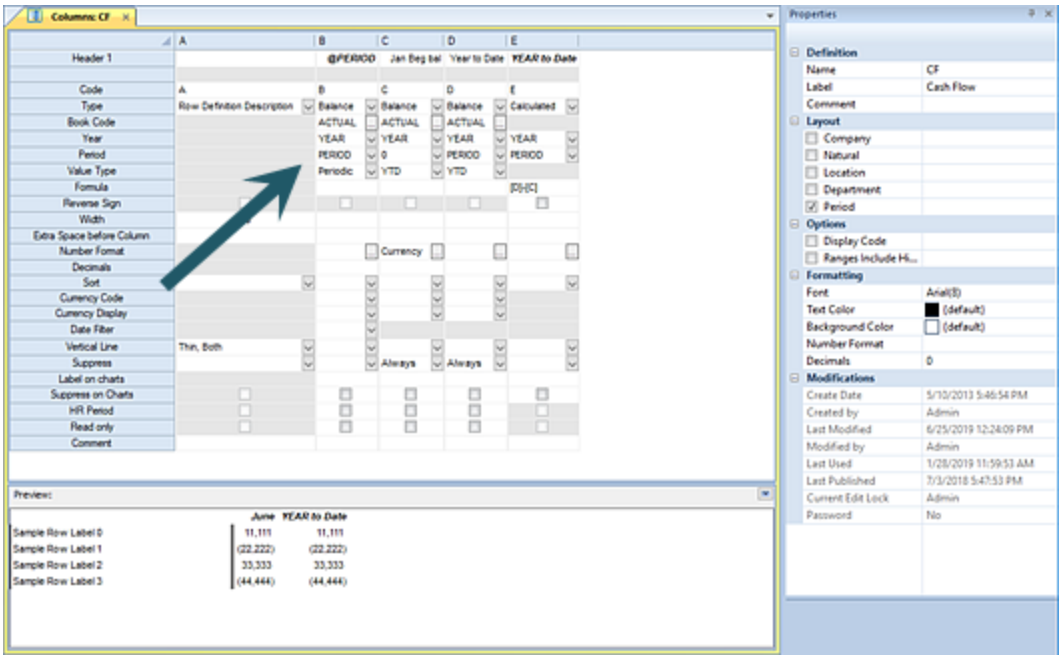


After completing any update, press the **OK** button to confirm your selection and populate the Year field in the Column Definition.

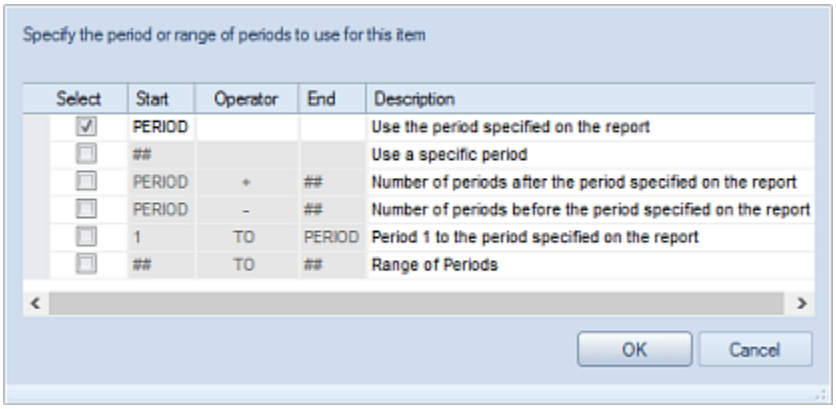
Column Period Field

Whenever the default option of “Period” is defined in the Layout section in the Properties Pane of the Column Definition workspace, the Period field will be available on the Column Definition.

The Period field is used to choose the specific period for selecting the report’s column data.

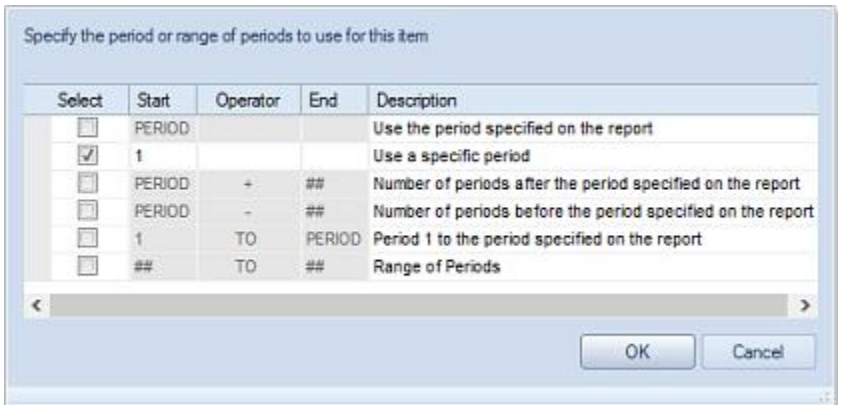


The default value of “PERIOD” will appear in the Period field. However, you can more granularly define the Period value used by selecting the button in the field to open the Period Options dialog.

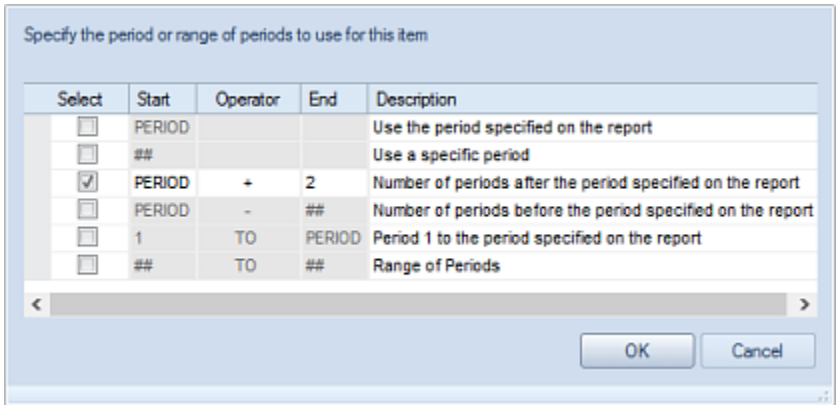


Within the Period Options dialog screen, you can change the Period field’s selection criteria to any one of the following by selecting the checkbox and entering the value required:

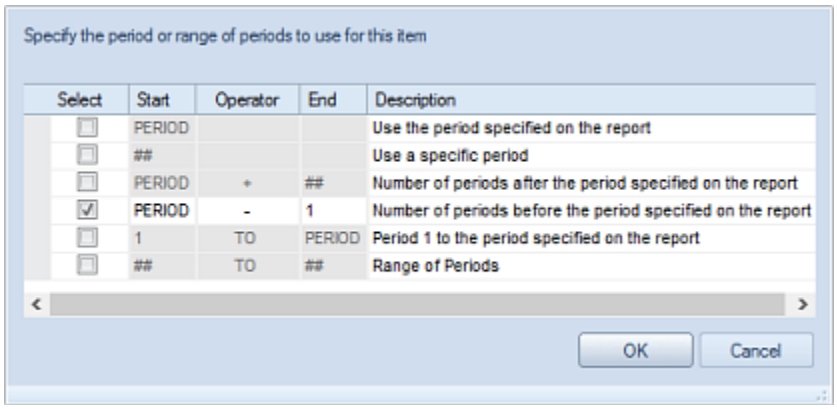
- **PERIOD** – This option will use the period specified on the report.
- ## - This option will allow you to enter a specific period value in the Start column to use as the period on the report’s column.



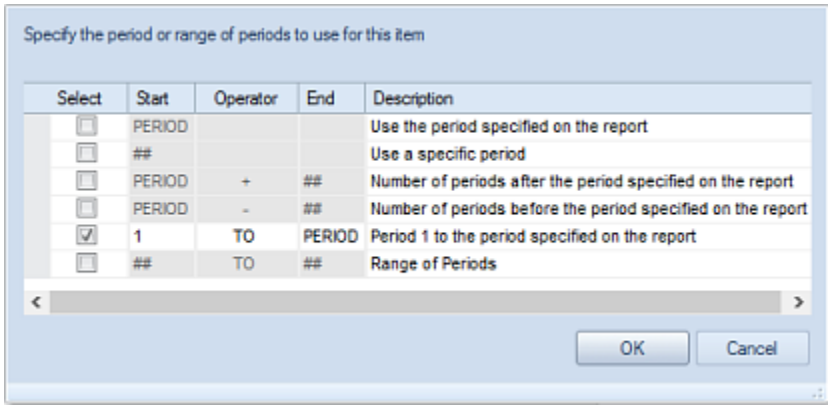
- **PERIOD +** ## - This option will allow you to enter a specific numeric value in the End column to specify the number of periods *after* the period on the report. In the following example, the period returned in the field will be two periods after the value used on the report.



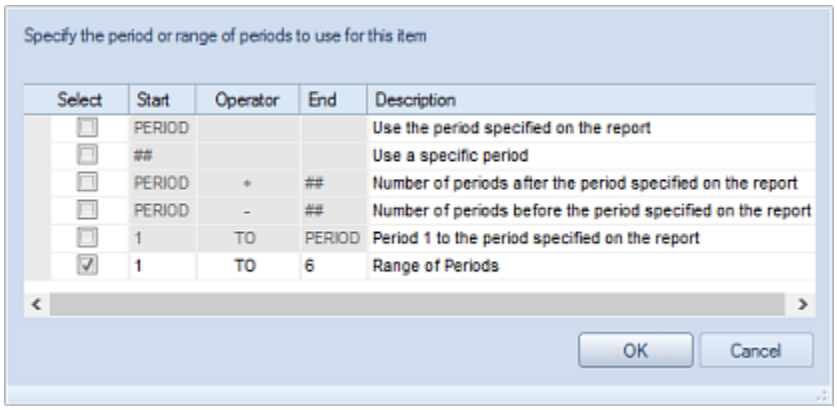
- **PERIOD -** ## - This option will allow you to enter a specific numeric value in the End column to specify the number of periods *before* the period on the report. In the following example, the period returned in the field will be one period before the period value used on the report.



- **1 TO PERIOD** - This option specifies that the period range to use in the column of the report will start in Period 1 and span through the period specified on the report.



- ## **TO** ## - This option will allow you to enter specific numeric values in the Start and End columns to specify period range to use in the column of the report.



After completing your updates, select the **OK** button to confirm your selection and populate the Period field in the Column Definition.

Value Type

The Value Type field defines the column's data as either a Periodic, Periodic (Beginning Balance) or YTD (Year to Date) value.

Column Formula Field

The Formula field allows you to define calculations to populate the column's data. To reference data or values from other columns, you must identify the columns using the Code field and enclose the code in square brackets ([ ]).

For example:

[COL1]*13

[A]+[B]

[C]+[D]+[E]

([B]/@DPR)*100

In addition, you can use shorthand notations for calculations run on the column or row that contains it. You can use this shorthand method only with numbers or subformulas consisting of numbers (i.e. no references to other rows or columns). The available operators include +, -, *, /, and ^.

For example:

To multiply a row with code ABC by 13, enter the formula as: *13

To divide a column with code BUD by 2, enter the formula as: /2

For more information on Creating Formula Calculations refer to that section.

The column Formula field can also be used in conjunction with the Defined Percentage Row (DPR) defined in the Line Definition. The “@DPR” indicator is used to reference that row in the line.

For example:

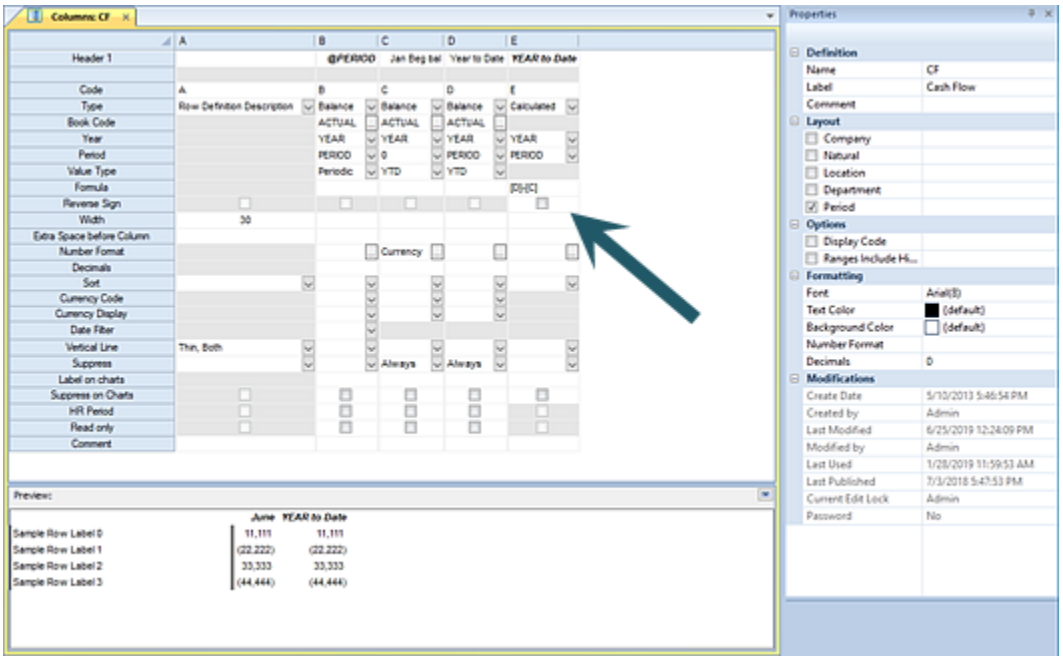
([B]/@DPR)

Reports that include the @DPR formula will include a calculated column. In the example above, the column value is divided by a value referenced in a DPR row in the Line Definition.

For more information, see the Defined Percentage Row section.

Column Reverse Sign

The Reverse Sign checkbox option is used to indicate that you want signs reversed (Credit/Debit) for appropriate natural account items. This setting will run *after* any defined sign reversal is applied at the report level.

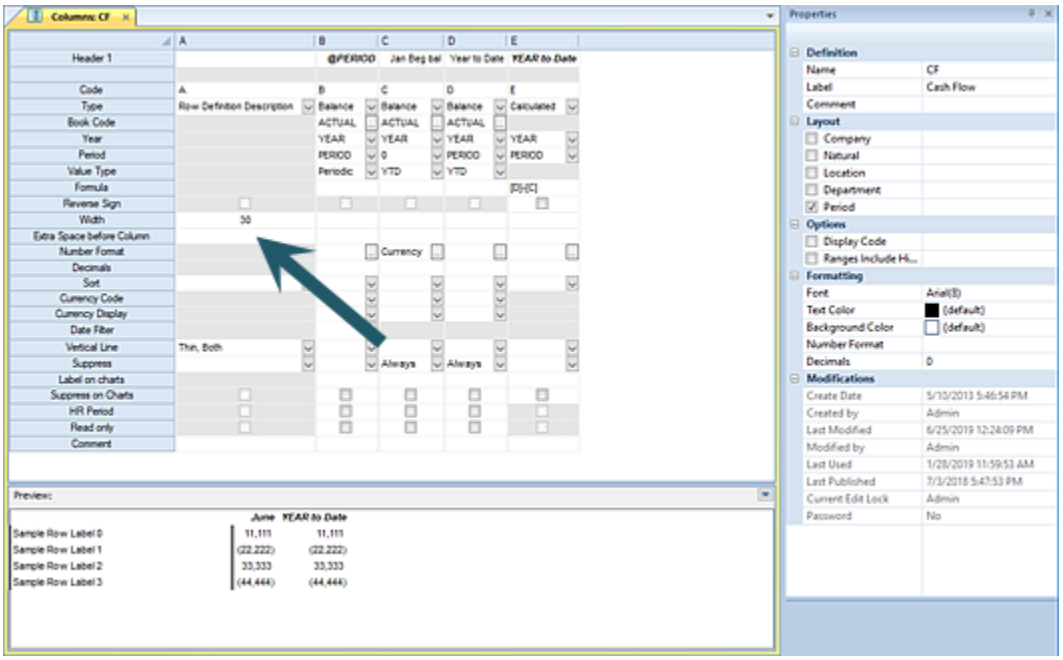


Typically, this option is selected under the following circumstances:

- A calculated column operates on sign-reversed data and, therefore, will need to have the results be reversed. (An example of this might be a Favorable/Unfavorable variance column on a report.)
- Sign reversal *is not* enabled at the report level but the report needs specific columns to have the signs reversed.
- Where sign reversal is required at the report level regardless of the sign indicated by the account type.

Width

The Width field is used to force a column to use a specific width. The number you specify will correspond to the number of average sized characters you wish to display in the column. Leaving the Width field <Blank> will default the width to auto-size to fit its contents.



The actual number of displayed characters will vary depending on the font specified for the report, column and/or line.

Note: In Prospero Budgeting, the “Show Hidden Lines” checkbox on the Data Input workspace allows you to show rows which are hidden using the Suppress option or which may be suppressed as their balance is zero. If column Width setting(s) are not specified on the Column Definition, the column widths in the Data Input workspace will default to a standard screen width. To directly manage your Data Input workspace column widths, set a width value in the Column Definition.

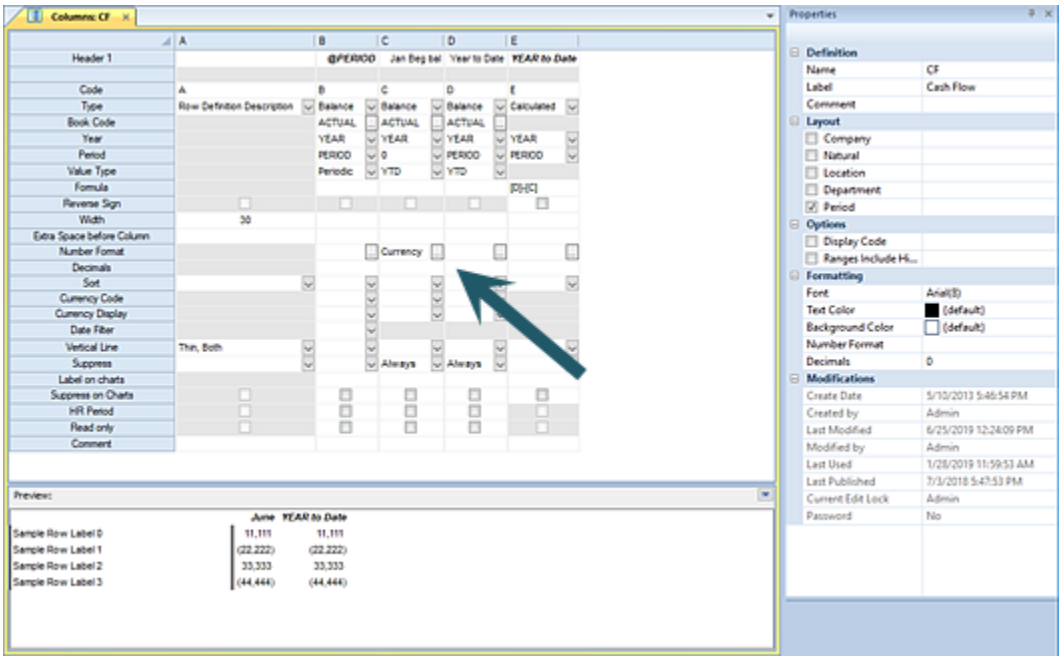
Extra Space before Column

The **Extra Space before Column** field is used to specify the number of extra average character-sized spaces to show before the column. You can specify a value from 0 to 99.

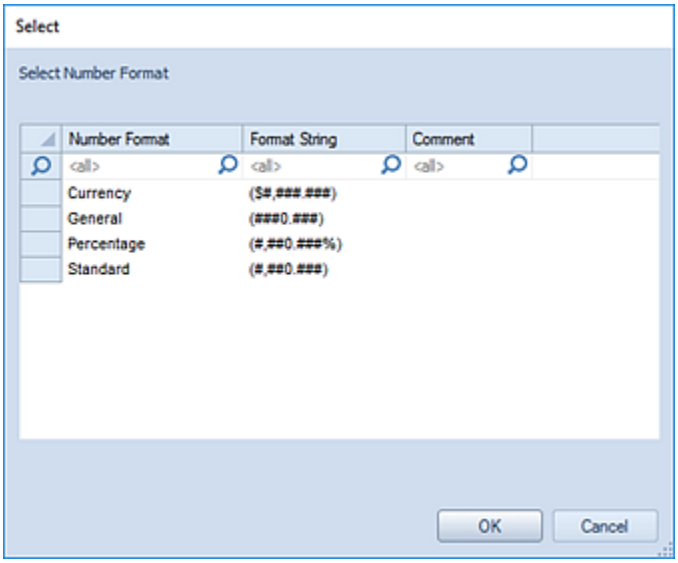
Leaving the field <Blank> will add no spaces before the column.

Column Number Format

The Number Format field allows you to specify a valid number format from those defined in Prospero.



Select the ellipsis button to return a select list of the available formats. Click on the format to assign it to the column and then select the **OK** button to confirm.



The Number Format you specify will force the column's data to be formatted differently from how the data may be defined in the Report Definition for the report.

Column Decimals Field

The Decimals field allows you to indicate how many digits to the right of the decimal point should be displayed in the column. You can specify a number between 0 and 9.

Leaving the field <Blank> will apply no decimal precision and no decimal places will appear for values in the column

Column Sort Field

The Sort field allows you to define whether a column's data will appear in ascending or descending order. The Column Definition Sort field must be used in conjunction with the Line Definition Sort field settings.

Options available include <Blank>, Ascending or Descending in the dropdown selection. Leaving the field <Blank> will apply no sort order to the column.

While you may define more than one column as sorted, only the first column marked for the sort will be used. In this case, when the Column Definition is saved, you will receive a warning, but you will not be prevented from saving the element.

If the Sort option has not been specified in both the Line and Column Definitions, sorting will not occur for the report. For more information, see the Line Sort Field topic.

Currency Code

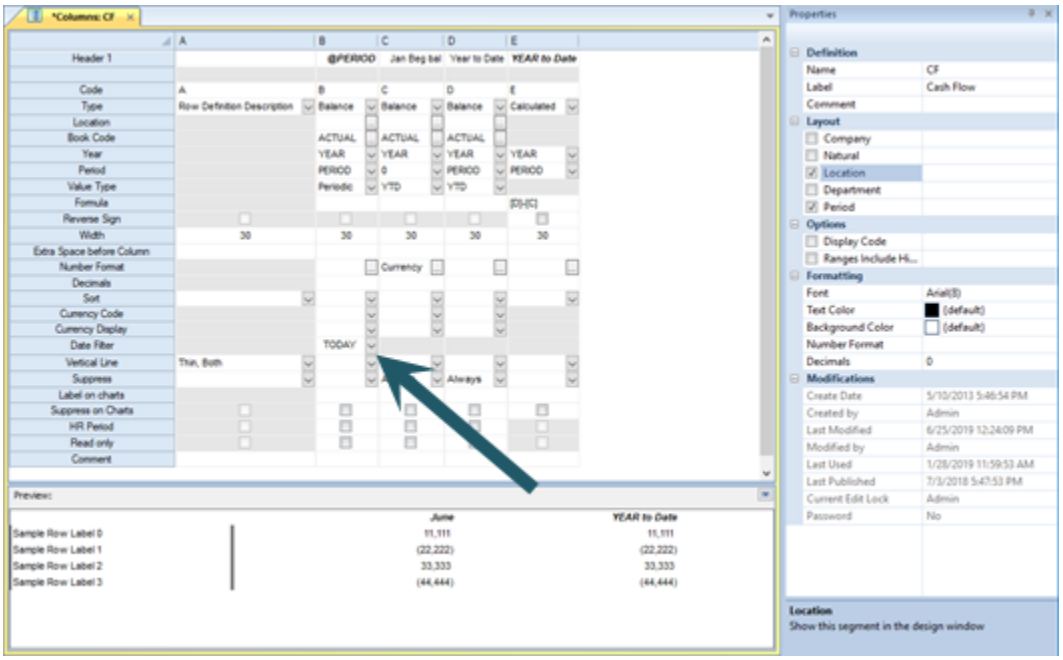
The Currency Code allows you to define the currency to be used on the column data. If the currency code is left blank, no currency filter is applied.

Currency Display

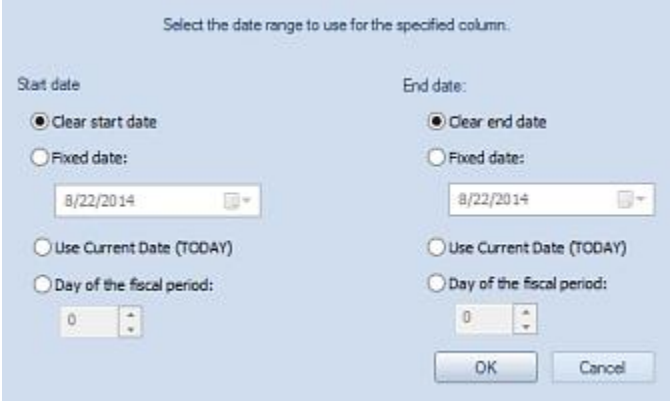
The Currency Display allows you to define which amount field gets pulled from the database for that column. You can select either "Functional" or "Originating".

Date Filter

The Date Filter allows you to define a date range for the start date and end date for the column period.



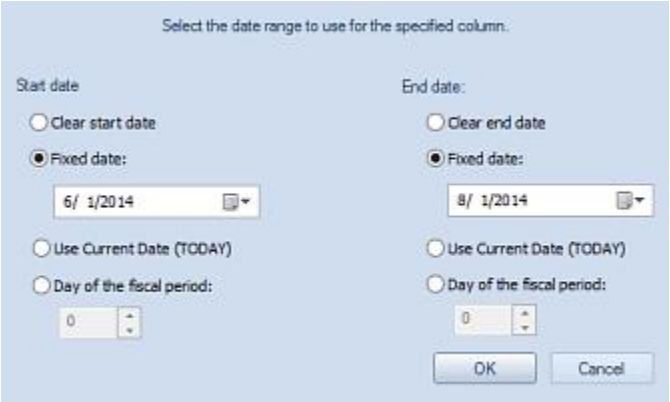
Select the button to define the range options in the popup window.



You can select the Start and End date criteria as follows:

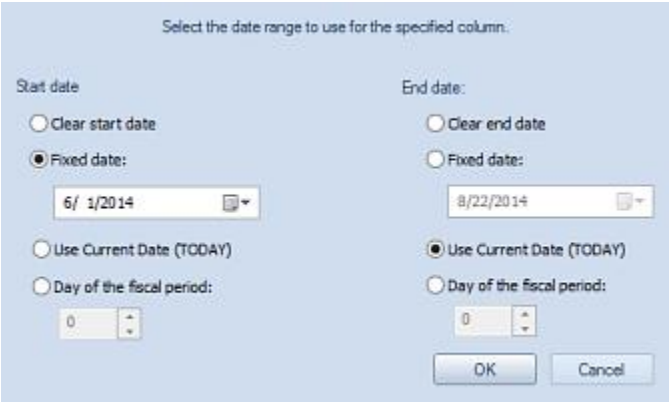
- **Clear start date / Clear end date**: This option allows you to clear any date filter which may have been previously defined. Also, Clear start date and Clear end date are selected by default and, unless otherwise modified, the report will use the start and/or end date as defined in the Report Definition when the report executes.

- **Fixed Date**: This option allows you to define a specific Start and/or End date for the data returned to the column. The current date is populated in the field by default. However, you may select a specific date using the date picker option - or enter the date directly to the field.



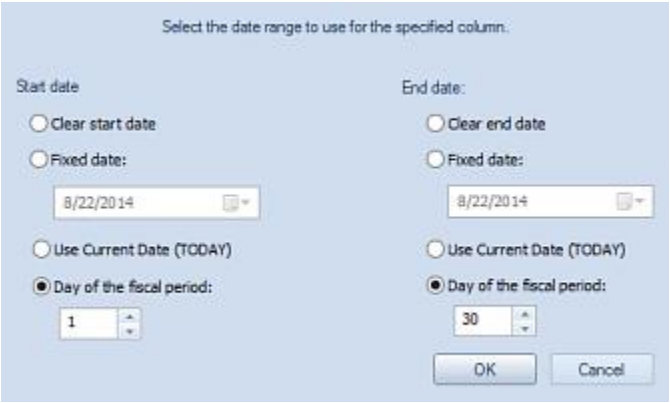
After making your election(s), select the **OK** button to save and your selection will appear in the field for the Column Definition.

- **Use Current Date (TODAY)**: This option allows you to define a specific start and/or end date for the data returned to the column using today's date.



After making your election(s), select the **OK** button to save and your selection will appear in the field for the Column Definition.

- **Day of the fiscal period**: This option allows you to define a specific start and end date using the day of the fiscal period for determining the data returned to the column. Enter, or use the up/down arrows, to select the numeric value representing the fiscal period start and end day.



You must specify both the start and end of the fiscal period. In addition, when using the "Day of the fiscal period" option you cannot use fixed or current start/end date options.

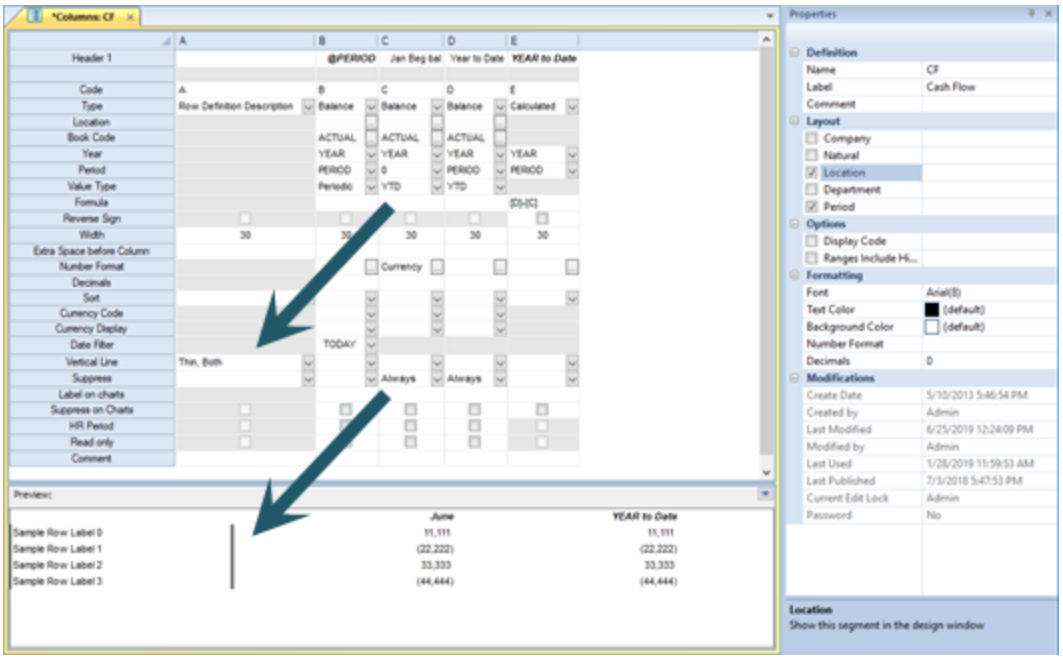
After making your election(s), select the **OK** button to save and your selection will appear in the field for the Column Definition.

When using this field, a Start Date must always be specified – using either a fixed date or the current date. In addition, when *only* the Start Date is specified, the application will use the same value for the End Date.

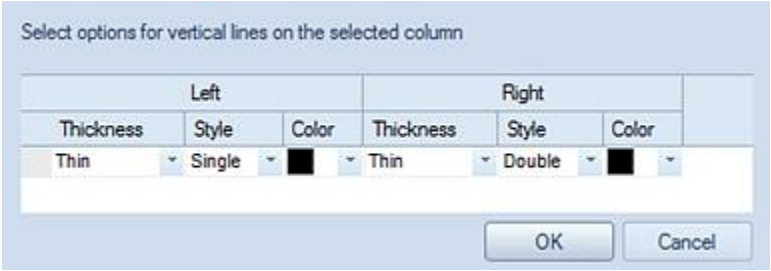
Note: When using the Date Filter options, you will receive a warning message if your selections result in a Start Date *after* an End Date or any End Date *before* a Start Date. In addition, when a column is marked as a Value Type "YTD" column, the date filter is disabled.

Vertical Line

The Vertical Line field allows you to control the thickness, color and location of vertical lines displayed on your reports.



Click on the drop-down option to open the dialog to specify the appearance of your vertical line “Left” and/or “Right” of your column.



Available options for left and right vertical lines are:

Thickness – Allows you to select the width of the line using the values <Blank> (None), Thin (1 pixel), Medium (2 pixels) or Heavy (3 pixels).

Thickness – Allows you to select the type of line using the values <Blank> (None), Single (one line), or Double (two lines).

Color – Allows you to select the color of the lines from the standard Windows color palate.

Column Suppress Field

The Suppress field allows you to indicate whether the column should be visible on the report or input definition.

The Suppress drop-down box includes the following options:

- **Blank**: This is the default selection indicating that no option for suppression of the column has been made.
- **Always**: This option indicates that the column should always be suppressed and should never appear on the report.
- **Never**: This option indicates that the column should never be suppressed and should always appear on the report.
- **When Zero**: This option indicates that the column should be suppressed when the values are zero and should not appear on the report.
- **< Report Period**: This option indicates that the column will be hidden where the column's period is less than the period specified when executing the report.
- **> Report Period**: This option indicates that the column will be hidden where the column's period is greater than the period specified when executing the report.
- **= Report Period**: This option indicates that the column will be hidden where the column's period is equal to the period specified when executing the report.
- **<= Report Period**: This option indicates that the column will be hidden where the column's period is less than or equal to the period specified when executing the report.
- **>= Report Period**: This option indicates that the column will be hidden where the column's period is greater than or equal to the period specified when executing the report.
- **<> Report Period**: This option indicates that the column will be hidden where the column's period is not equal to the period specified when executing the report.

When column values are suppressed using the Suppress option, calculations for lines or columns will skip the hidden columns' values, depending on the specific operators defined in the formula or range is used. This does not require that you to modify your calculations, only that you understand that the use of specific operators (versus ranges) is different when Suppress is used.

Prospero also allows you to suppress a column based on the column's period value in relation to the report period. In short, the referenced period could be "greater than" the report period or "less than" the report period, based on the operator you select. This capability is useful to allow reports to change dynamically as the reporting year progresses. In this instance, the Suppress logic will allow the year and period field to be populated on the calculated columns and then reference that data to determine visibility based on conditional suppression logic. (Setting a year and/or period in the column will have no other impact on the calculated column other than being used as criteria for indicating if a column is conditionally suppressed.)

If the Column Suppress Field is selected, this field will not appear in any Excel export.

For more information on creating calculations and the behavior of the Suppress field options, refer to the section Using Ranges in Formulas.

Detail Period

The Detail Period checkbox field allows you to indicate whether the column will be used when calculating data for Human Resources and Capital.

When checked, this option allows you to define the specific periods of data that comprise your budget year. This also allows for support of non-standard “year” configurations or for comparison scenarios between varying Book Codes (i.e. Actuals vs. Forecast periods).

Whenever an Input Definition is opened for input (and which also has Human Resources or Capital enabled):

- Any period with the Detail Period checkbox checked will be editable.
- Any period without the Detail Period checkbox checked will be read-only.
- Where no Detail Period columns specified on the Column Definition, the Human Resources tab will be read-only.

This field is not checked by default.

This option is only available when budgeting or budgeting and reporting is licensed. For more information, refer to Prospero Licensing.

Label on Charts

The Label on Charts field allows you to define the label that will appear for a given column on a chart or graph. This is only applicable when viewing your report as a chart or graph.

If this label is not defined, then Prospero will use the first header row defined on the column and if there is no label to use from there, then will default to using the column number as the label.

You may use any standard Header variables in this label field. However, the Header selection screen (as is used in the Header fields) is not available to allow you to construct label values using that Header Definition selection dialog.

Column Suppress on Charts

The Suppress on Charts checkbox allows you to specify whether to hide a given column's information when the report is rendered in Chart View. This option allows you to suppress information from a chart which may only be meaningful when viewed as detail in standard line and column report views.

Column Read Only Field

The Read Only checkbox will mark all rows for the column in the Input Definition workspace as read-only and will prevent input. This option is only available when budgeting or budgeting and reporting is licensed.

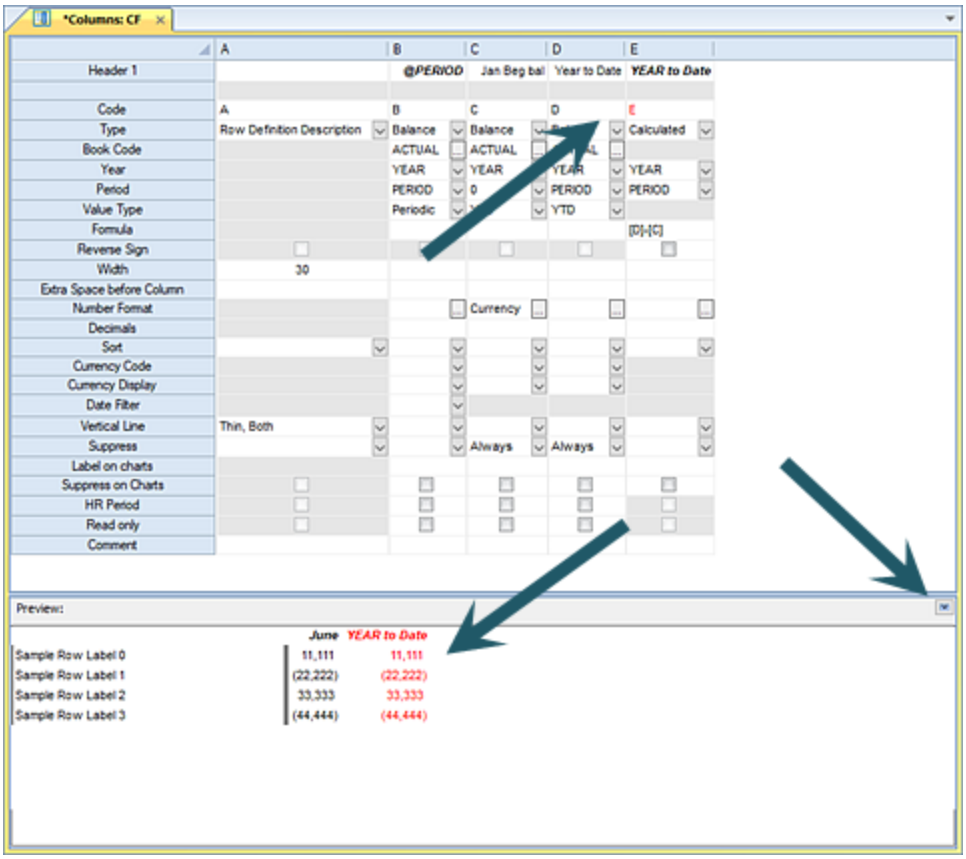
Column Comment Field

The Comment field allows you to add notes or other information that may be important for understanding the purpose of this column.

Any information you note in the Comment field will not appear on the report.

Column Preview Pane

The Preview Pane is available at the bottom of your column definition for a general view as to how the fields' data formats and descriptions will appear on your report.



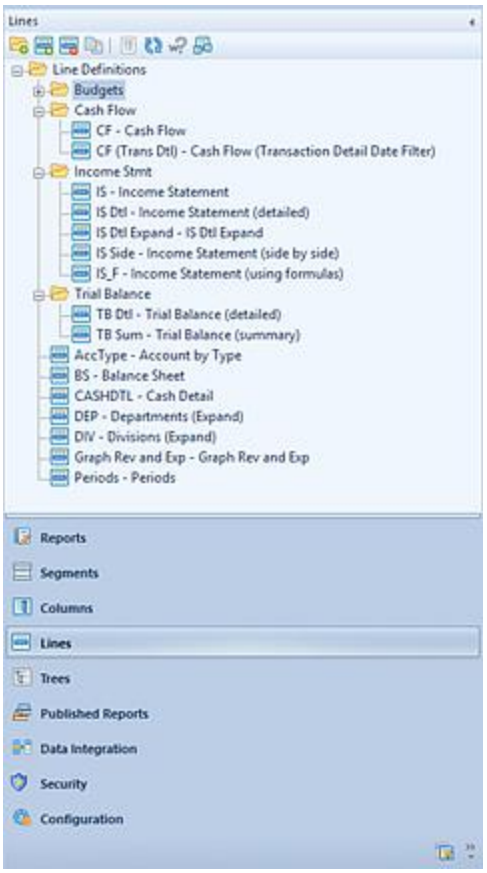
You can minimize, or close, this pane by selecting the minimize button on the top right-side of the Preview Pane.

Lines

Lines, or rows, are used to define the items that go *down* a report or budget plan and may contain any valid segment or period as well as spaces.

Lines Navigation Pane

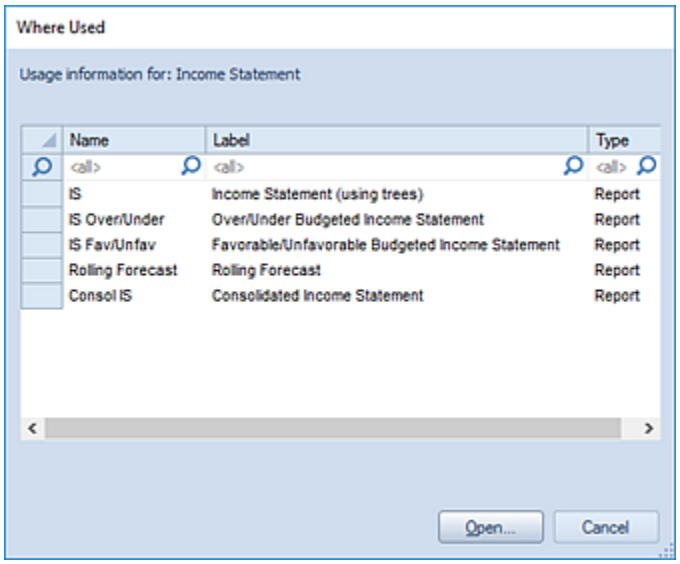
The **Lines Navigation Pane** contains the primary features and functions to create and manage Line Definitions in Prospero. To access Line Definitions, select the Lines bar on the Navigation Pane.



The available actions for managing Lines in Prospero include:

- **Create Folder** - Selecting the option will create a new folder under the selected folder in the Navigation Pane.
- **New** - Selecting the option will create a new line under the selected folder in the Navigation Pane.
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>.
- **Delete** – Selecting the option will delete the selected line from the Navigation Pane.
- **Copy** – Selecting the option creates a copy of the selected line.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the line.
- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.

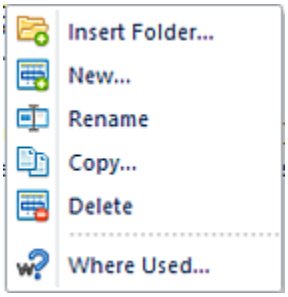
- **Where Used** – Selecting the option will return an informational dialog box to indicate where the item (i.e. which Report Definition, Input Definition or Input Override) the Line Definition is used in.



  Selecting the item in the Where Used dialog box and clicking **Open** button will open the Report Definition or Input Definition.

- **Catalog View** – selecting the option opens the Catalog View screen to allow you to select one or more Report, Column, or Line Definition to open in the Prospero workspace. You must have the "Maintain Building Blocks" permission to use the Catalog View functionality for Column and Line Definitions otherwise this feature will not be enabled. For more information see the section on Prospero Security.

As with most options on the Navigation Pane, selecting the item(s) and the right-click mouse button will open a popup menu including commonly-used features:



Line Tools Definition Context Ribbon

The **Lines Tools Definition context ribbon** contains many of the specific features for creating, designing, and managing lines. This ribbon will appear whenever you define a new or modify an existing Line Definition.

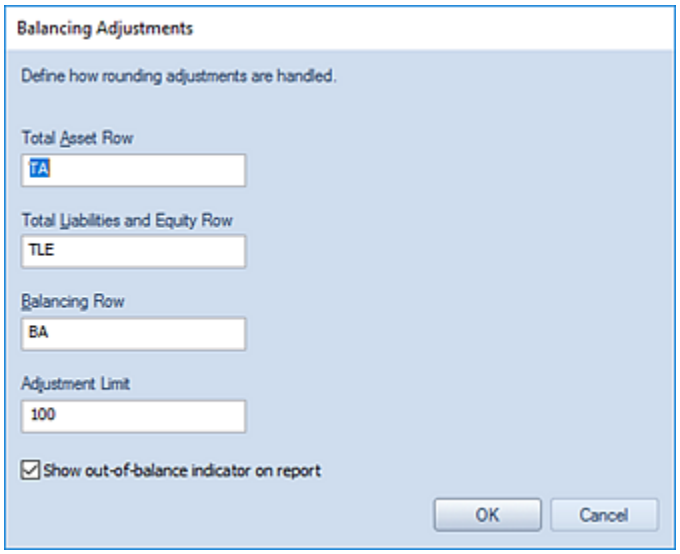
Many of the functions available on the ribbon are also available from the pop-up menu available by using the right-click mouse button in the Line Definition workspace.

Features on this ribbon are grouped logically in sections including:

- **Edit -** This section contains functions to manage your Line Definition, such as adding or deleting rows in your line definition.

  The **Build** option allows you to insert one or more items from the segment in to the set.

  The **Balancing Adjustment** option allows you to directly manage situations where a Balance Sheet report is out of balance, either because the amount out of balance is too small to reconcile or will be reconciled later. Using the Balance Adjustment feature, you can calculate the amount and place it in a user-designated row of the line definition.



  In the **Balancing Adjustment** screen, you will define the Total Asset Row, the Total Liabilities and Equity Row, the Balancing Row, and an Adjustment Limit (as a total dollar

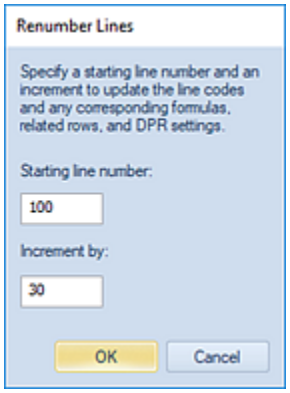
amount not more than $200). All rows are referenced by their Line Definition Code field value – not by the segment account (i.e. Natural account).

When a Balance Sheet report is run, if the adjustment limit is exceeded, the user will receive a warning message and the row item on the report will appear with a small red block notation. This notation will not appear on printed reports and the notation can be suppressed on the Report Viewer if the “Show out-of-balance indicator on report” is unchecked. In addition, if there are multiple columns indicated on the report, the notation will indicate each issue occurrence, only when the checkbox is checked.

You can toggle the showing of indicators on the report using the selection on the Report View context ribbon.

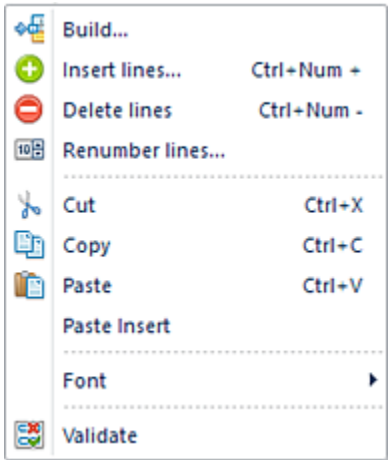
In Chart View, the user will only receive the warning message that the adjustment limit is exceeded.

The **Renumber Lines** option allows you to renumber all of the line codes in a Line Definition. When you select the Renumber Lines option, a screen will appear which allows you to specify a starting line number and the increment amount to renumber by.



The new codes will appear starting in the top-most row. In addition, any reference to the code which may be used in a formula, related row or DPR cell will be updated to reflect the new code.

This option is also available on the Line Definition pop-up menu.



- **Font -** This section allows you to specify the text properties of your line's cells, such as fonts, colors, highlighting, bold and italics.

  Reset the font to the system default using the option next to the Font Size drop-down menu.

- **Alignment -** This section allows you to specify the alignment and number of spaces of indentation for the text in your lines. For more information, see Indent.

  Reset the alignment and indentation to the default using the option on the right side of the Alignment section. (Data in numeric columns are right-justified by default; data in text columns are left-justified.)

- **Security** - The Security section contains the Set Password function to add or remove passwords from your Line Definitions.

- **Usage** – This section contains options to show you which reports use the Line Definition and open the Report Definition directly from there. The **Where Used** option opens a window which displays all the places the given set is used.

  The **Report Definition** option has several purposes:

  - If the current set was opened from a report (report output, chart, or definition screen), the Report Definition option will open the originating Report Definition.
  - If the current set was opened manually (from the Navigation bar, for example), it brings up the Where Used option window – if multiple uses of the item in a Report Definition are found.
  - If the current set was opened manually (from the Navigation bar, for example), it returns the associated Report Definition – if only one instance exists.

  The **Input Definition** option has several purposes:

  - If the current set was opened from an input set, the Input Definition option will open the originating definition.

- If the current set was opened manually (from the Navigation bar, for example), it brings up the Where Used option window – if multiple uses of the item in an Input Definition are found.
- If the current set was opened manually (from the Navigation bar, for example), it returns the associated Input Definition – if only one instance exists.

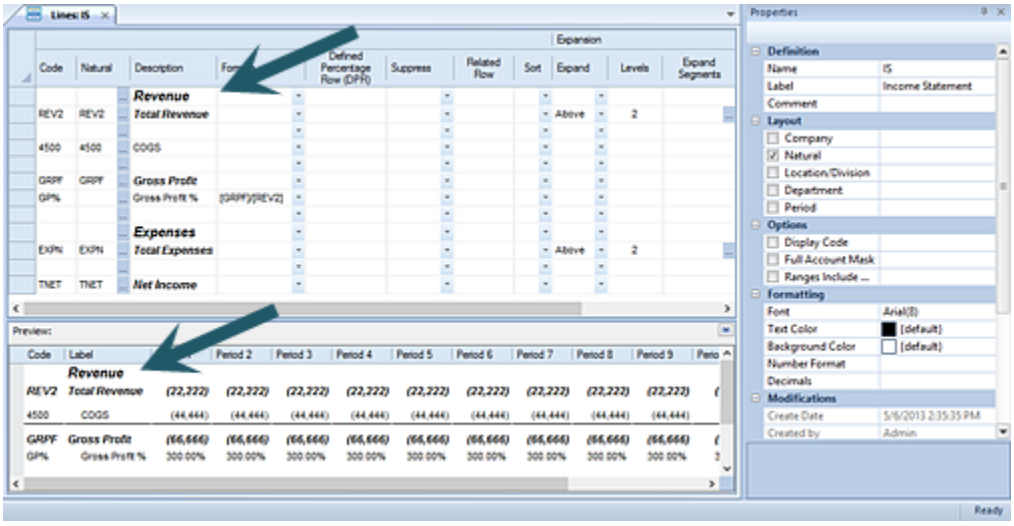
The **Where Used** option opens a dialog window which displays all the places the given set is used. You can open one or more Report Definition(s) or Input Definition(s) directly from there. (You must have licensed Prospero Budgeting to open Input Definitions.)

The **Validate** option allows you to check if data in the line set has missing or duplicate account information. The Validate option will return this information when your Line Definition is opened in the workspace.

- **View** - This section provides options on how you may view your Line Definition workspace. The selections in the View section will control your ability to see elements such as the **Properties Pane**, the **Preview Pane**, **Line Expansion** fields, **Line Formatting** fields, and **Option** fields.

  The **Line Definition Preview Pane** option will show a window representing the font, color or number formatting for your row.

Modifying the Description field will allow you to define and preview how fonts, font formatting or colors will appear in the line on the report.



- Data represented in the Preview Pane is not actual GL data and is for demonstration purposes only.

Adding a Line Definition

Line Definitions allow you to define the format structure of your report and can reflect:

- Segment information
- Descriptive rows of the reports or budget plans, such as “Cash” or “Total Revenue”
- Any total or inter-row (line) calculations
- Links to line formats or external spreadsheets

To create a *simple* Line Definition:

Step 1: Click on the Lines bar to open the Lines Navigation Pane.

Step 2: Select the Line Definitions folder

Step 3: Click on the **New** icon

Step 4: Type a name and label in the New Lines pop-up box and click **OK** when done.

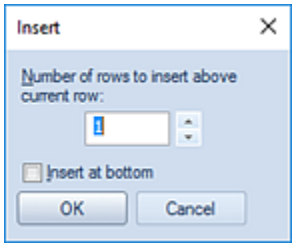
Step 5: Click the **Build** option on the ribbon. A list of available accounts will appear.

Step 6: Select one or more accounts from the list, and then click the **OK** button.

Step 7: Click **Save** or **Ctrl+S** to save the new Line Definition.

To insert additional rows:

1. Select a cell in the Lines workspace and right-click.
2. Select the **Insert lines** option to open the Insert window.
3. In the Insert window, select the number of lines to insert. You can specify inserting above or below the current line by checking the **Insert at bottom** checkbox.



4. Select the **OK** button to confirm your action.

To move a row:

You can drag-and-drop your columns from one location to another if necessary.

1. Highlight the *entire* column by clicking on the column label
2. Drag (and then drop) the column to the desired location.

To remove a row:

1. Highlight the *entire* row in the Line Definition workspace grid.
2. Right-click to display the pop-up menu.
3. Select the **Delete lines** option.
4. When prompted, select the **Yes** button to confirm your delete action.

For more information on the specific fields defined in each Line definition refer to the Line Fields topic.

Creating a Line Definition for Prompts

Line Definitions can be used to define the prompts when a report is run or an Input Definition is opened for data input.

Note: The Line Definition must contain valid segment information to define each of the Input Definition or Report Definition prompts. However, for Input Definitions when prompts are defined in the Line Definition if the “Hide Filtered Segments” is selected on the Input Definition Properties Pane only the unfiltered segments need to be defined.

To create a Line Definition for Prompts:

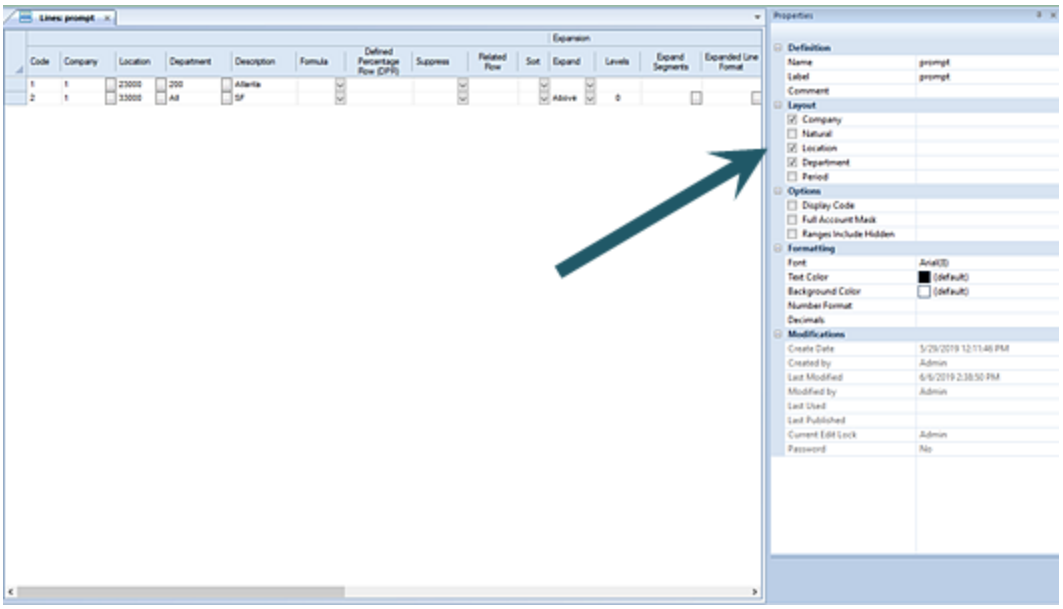
Step 1: Click on the Lines bar to open the Lines Navigation Pane.

Step 2: Select the Line Definitions folder

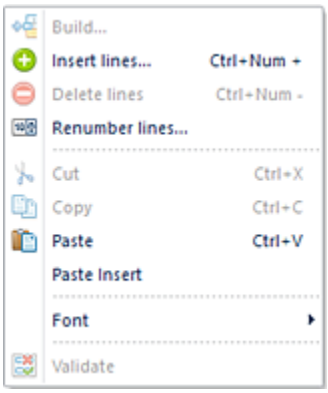
Step 3: Click on the **New** icon

Step 4: Type a name and label in the New Lines pop-up box and click **OK** when done.

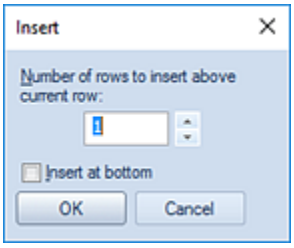
Step 5: In the Line Definition Properties Pane, use the checkboxes to select the appropriate Segments.



Step 6: Select a cell in the Lines workspace and right-click. From the pop-up menu, select the **Insert lines** option.

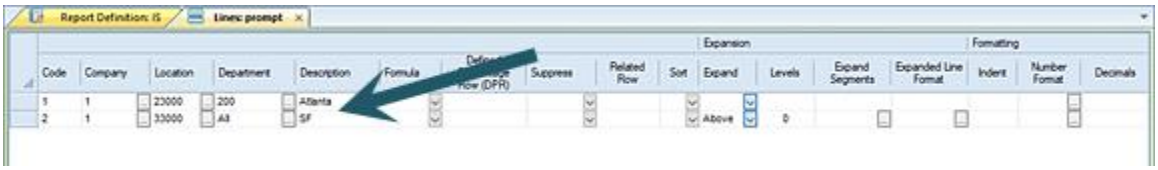


Step 7: In the Insert window, select the number of lines to insert. You can specify inserting above or below the current line by checking the **Insert at bottom** checkbox.



Step 6: Select the **OK** button to confirm your action

Step 6: For each row, select the ellipsis button for each segment to select the value.



The values selected may be a posting or summary level item.

Step 7: Click **Save** or **Ctrl+S** to save the new Line Definition.

Note: Line Definitions for Prompts can use the Expand feature where a summary Tree item is specified. When the Expand is defined, this indicates that all child node items of that item will also be used as the prompt. The result will be a report for each of the contained items, similar to running the report for multiple prompts.

Modifying a Line Definition

Line Definitions can be modified easily for any changes required.

To modify a Line Definition:

Step 1: Click on the Lines bar to open the Lines Navigation Pane.

Step 2: Select the Line Definitions folder

Step 3: Select a Line Definition to open it.

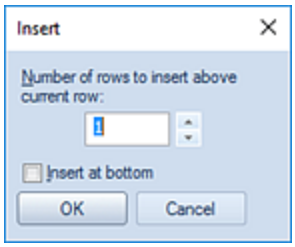
Step 4: Double-click on Line Definition to open it.

Step 5: Make modifications.

Step 6: Click **Save** or **Ctrl+S** to save the new Line Definition.

To insert additional rows:

1. Select a cell in the Lines workspace and right-click.
2. Select the **Insert lines** option to open the Insert window.
3. In the Insert window, select the number of lines to insert. You can specify inserting above or below the current line by checking the **Insert at bottom** checkbox.



4. Select the **OK** button to confirm your action.

To move a row:

You can drag-and-drop your columns from one location to another if necessary.

3. Highlight the *entire* column by clicking on the column label
4. Drag (and then drop) the column to the desired location.

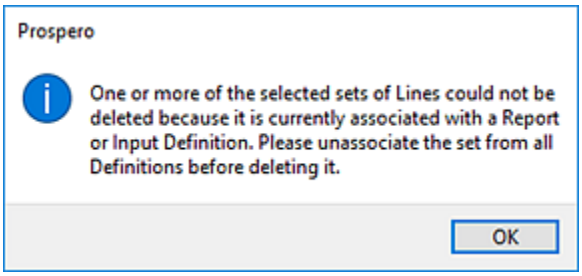
To remove a row:

5. Highlight the *entire* row in the Line Definition workspace grid.
6. Right-click to display the pop-up menu.
7. Select the **Delete lines** option.
8. When prompted, select the **Yes** button to confirm your delete action.

Deleting a Line Definition

Line Definitions can be deleted from the Lines Navigation Pane if they are no longer required.

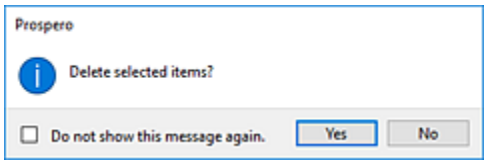
Prior to deleting any Line Definition, is there Where Used option to check that the item is not currently associated with any Report or Input Definitions or Override in an Input Definition. In this instance, you will not be able to delete the Line Definition and will receive a warning message indicating that the item is used elsewhere:



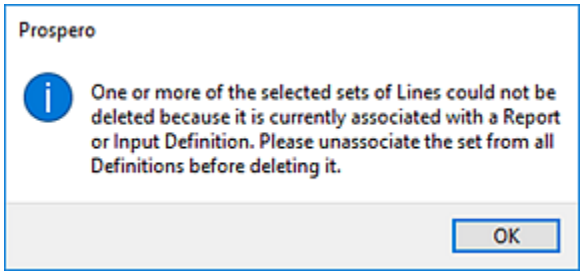
Only those items which are not associated to any Report or Input Definition will be deleted.

To delete a Line Definition:

1. Click on the Lines bar to open the Lines Navigation Pane.
2. Select the Line Definition to delete.
3. Click on the **Delete** icon. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or Input Definition which uses the item.



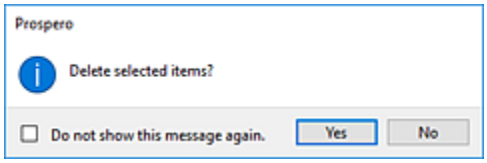
5. Select **OK** to close the warning message.

Additionally, you can delete multiple Line Definitions and/or Line Definition Folders from the Lines Navigation Pane. Multiple items can be deleted where all the items are at the same level in the Navigation Pane's tree. If a Line Definition and a folder are selected for deletion, then the folder must be empty.

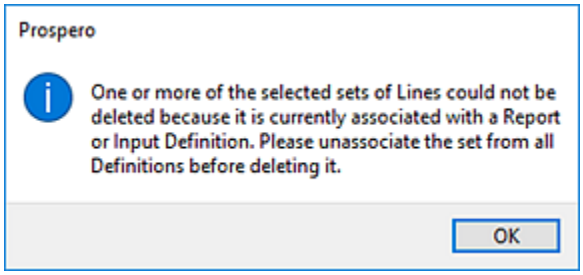
To delete multiple Line Definitions:

1. Click on the Lines bar to open the Lines Navigation Pane.
2. Select the Line Definitions to delete. Select more than one item using the **Shift** key and mouse-clicking on the items.

3. Use the right-click to select the **Delete** option from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or Input Definition which uses the item.

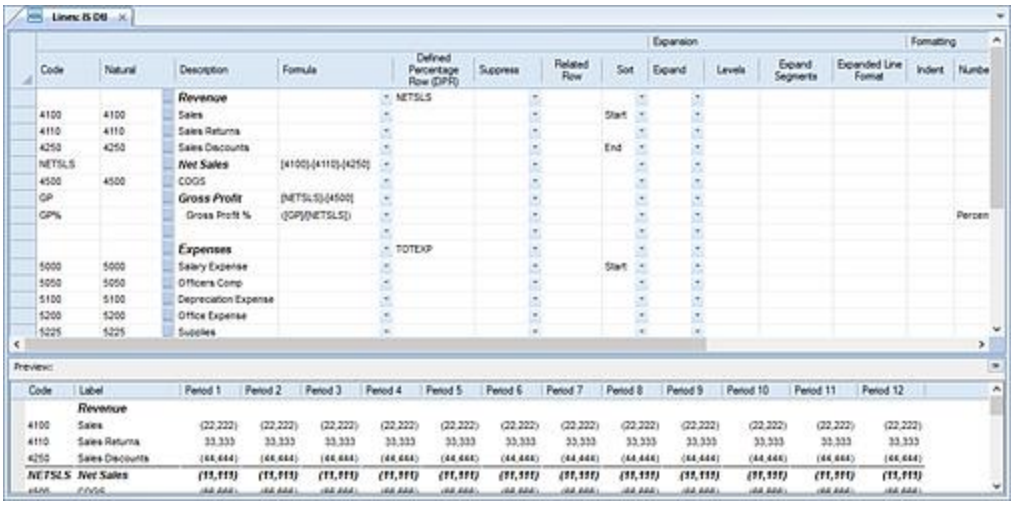


5. Select **OK** to close the warning message.

Note: If you do not wish to receive confirmation messages on deletions of Prospero items (Column Definitions, Line Definitions, Report Definitions, or Tree Items), check the “Do not show this message again” checkbox. You can re-enable confirmation messages by selecting the “Prompt before deleting” checkbox on the Local Settings Options screen

Line Definition Workspace

The **Line Definition workspace** is the area which allows you to define the options, properties and characteristics of the row data that will appear in your report. You can customize your data and how it will appear using the Line Fields, the Properties Pane and the functions on the Lines Context Ribbon.

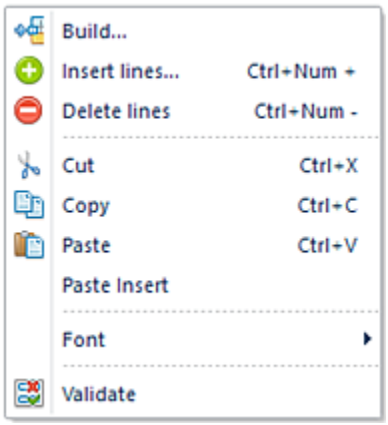


The Line Definition workspace is designed to allow for easy creation and management of the rows that will appear on your report. In the Line Definition workspace, you have several usability options for creating and managing elements and data in your workspace.

Adding and Deleting Rows in Line Definitions

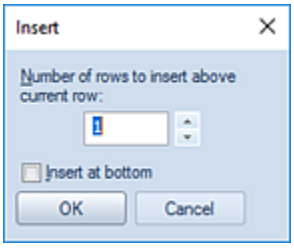
You can add or delete lines within your Line Definition by using the **Insert** option on the Line Definition context sensitive ribbon or by selecting the Insert lines option from the right-click mouse button on the Line Definition workspace.

The right-click option provides you with a pop-up menu to add, modify or delete rows of data, modify their appearance, or, cut, copy, or paste rows in the Line Definition from external sources. Where available, the hot key combinations available for the action (i.e. Cut, Copy, Paste, Paste Insert) is also listed.



To insert additional lines, select a row in the Line Definition grid and right-click. Select the **Insert line** option to open the Insert window.

In the Insert window, select the number of lines to insert and then the **OK** button to confirm your action. You can insert at the current row location selected or at the bottom of line definition by checking the **Insert at bottom** checkbox.



Conversely, to remove a line, highlight the *entire* line in the Line Definition grid and right-click to select the **Delete line** option. When prompted, select the **Yes** button to confirm your delete action.

You can select to add rows to your Line Definition when you have multiple selections. In this instance, the **Insert** option will insert the rows before of each selection. In addition:

- If you select a single row, there is one row inserted above the selected row.
- If you select a row, then use the shift key to select more than one row, this is also considered a single selection one row will be placed before the first row selected.
- If you select multiple rows using the **Ctrl** and mouse click method, each selection will have a row inserted before them.

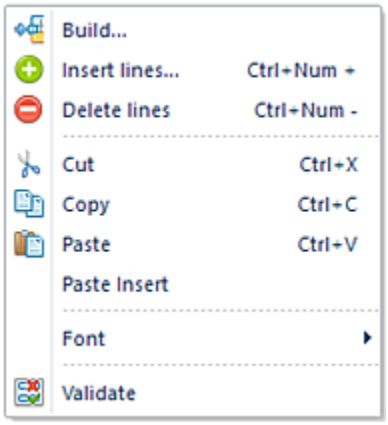
The right-click option pop-up also allows you to Validate the data in your Line Definition to provide you with information on duplicate or missing data.

Lastly, if you delete a row from the Line Definition workspace, Prospero will prompt you to confirm the action.

Copy and Paste in Line Definitions

The right-click option provides you with a pop-up menu to Copy and Paste entire rows or sections of row data between Line Definitions or from external sources.

The Copy and Paste (or Paste Insert) options are listed on the menu as well as their corresponding hot key combination, where available.



If you have selected an entire row in your Line Definition, the Paste Insert option will insert the entire row selected in to your Line Definition at your desired location.

If you have selected only a section within your Line Definition's rows, the Paste option will insert on top of a new selection in different section in the Line Definition.

Drag-and-Drop in Line Definitions

In addition, you can move your rows within the Line Definition by dragging the row up or down in the workspace.

Note: Drag-and-drop of rows is only allowed in the Line Definition. It is not permitted in items which use the element, such as reports or input definitions.

For more information on the fields of your Line Definition workspace, refer to the section on Line Fields.

Search in Line Definitions

The Prospero Line Definition workspace provides you with several usability options for managing data in your workspace. Like other Microsoft® applications, you can use the Find, Replace, Select, or Sort options to allow you to quickly find values or make multiple updates to your data. These options are located on the Home ribbon and can be used in the active workspace grid.

The **Find** option will take you to the cell which contains the value you enter in the Find dialog. Additionally, you can use the **Ctrl** button and the **F** key to return the Find dialog.

The **Replace** option will perform multiple replacement on values in the cells based on your input. The following conditions and exceptions impact how the Replace feature will function in the workspace:

- Fields with drop-down lists will allow the replace to occur if the replacement text matches the beginning of a string in the list.
- Fields which are checkboxes, disabled cells, or are read-only will not allow the Replace function to change the value.
- Field which are hidden in the workspace, such as columns in a Line Definition, will not be included in the Replace even if they match.

The **Sort** option will sort the data in the current open set or workspace.

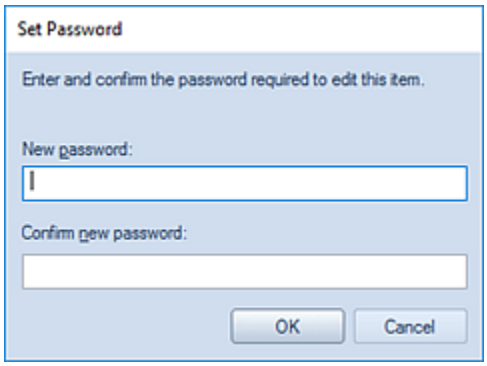
The **Select** option will select all the data in the current open set or workspace. You can choose to “Select All” or “Select None” to clear your selection. You can then choose to Copy or Cut the information selected.

Set Password on Line Definitions

Passwords control who can access or modify your Line Definitions. The Security option on the Line Tools Definition context ribbon contains the Set Password function to add a password to your Line Definitions.

To set a password on an active Line Definition:

1. Select the Set Password option on the Line Tools Definition context ribbon.
2. Selecting the option will open the Set Password screen.

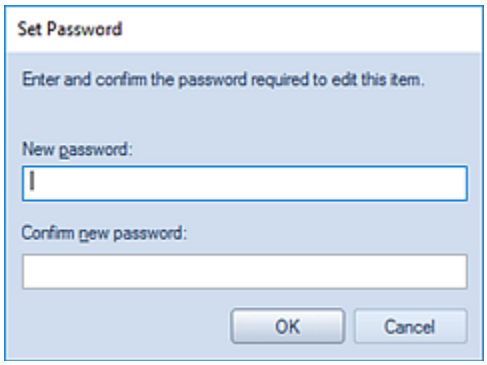


3. Enter a new password in each of the password fields.
4. Press the **OK** button to confirm the new password.

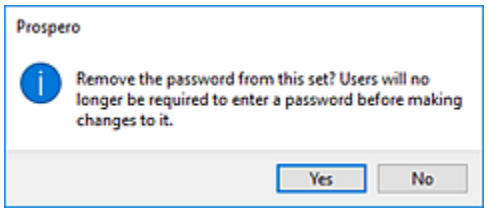
To remove a password on an active Line Definition:

1. Whenever a password is set on a Line Definition, the Edit Password option will be active on the Line Tools Definition context ribbon. Click on the Edit Password option.

2. Selecting the option will open the Set Password screen. **Do not** enter a value. This will remove any existing password.



3. Press the **OK** button to confirm the action.
4. When you receive the confirmation message, press the **Yes** button.

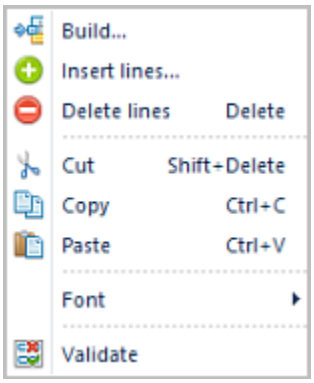


Validate

The Validate option allows you to create an Exception Report indicating that the line set has missing or duplicate account information. This tool is intended to help you optimize your Line Definitions by looking for errors in your row data.

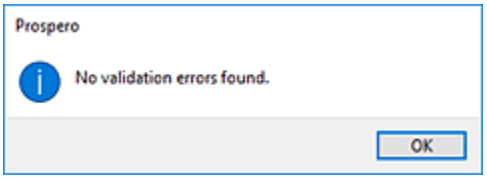
You can select the Validate feature from the Line Tools Definition context ribbon.

Or, you can select the Validate feature from the right-click pop-up menu.

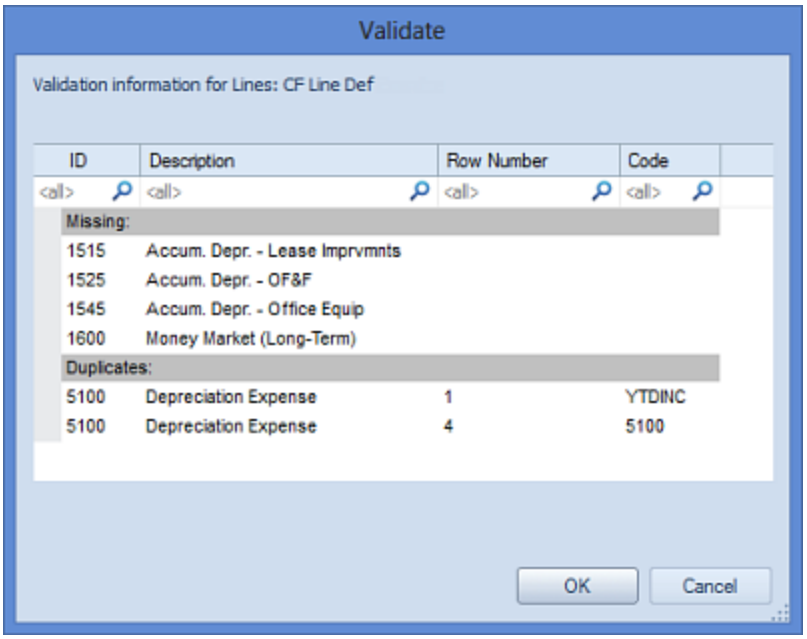


The **Validate** option will return information on the Line Definition as follows:

- Validate will only be active where one segment is enabled in the line set.
- Validate will be disabled if periods or more than one segment are enabled in the set.
- When determining missing items, Validate will parse the line set to get the minimum and maximum segment codes in the set. Then, it lists any codes which fall between these items as "Missing".
- When determining duplicate items, Validate will detect not only the simple case of listing the same posting account twice in the set, but also the cases where one or more summary (tree) items include the same posting-level item.
- Where no missing or duplicate account information is found in the Line Definition, you will receive a confirmation message when the Validate feature completes.



Where errors are encountered, the Validate option will return a screen of missing or duplicate information.



You can make edits or corrections to your current line set while the Validate screen is open.

Multi-Select Keys for Line Definitions

Prospero provides support multiple selection in the Line Definition workspace using keyboard keys.

You can use the **Ctrl+Shift+UP ARROW** and **Ctrl+Shift+DOWN ARROW** in the Line Definition to select more than one cell. These keys will select cells above and below the originally selected cell, after which you may copy and paste or delete the selection.

Hot Keys for Line Definitions

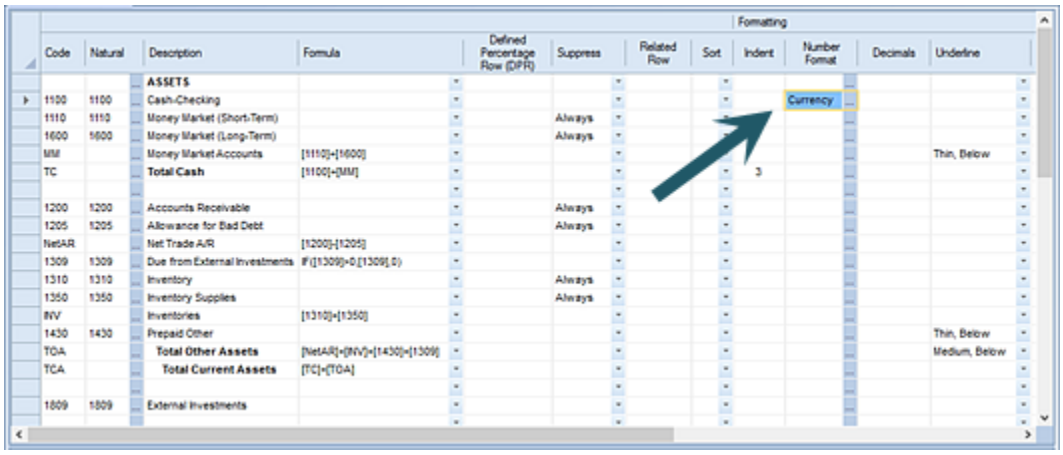
Prospero provides support for common keyboard hot keys commands in the Line Definition workspace:

- The **Ctrl+ D Key** combination to copy the value in one line's column down multiple rows.
- The **Ctrl+ R Key** combination copies a value in one line's column across multiple rows.

In either instance, formatting is preserved.

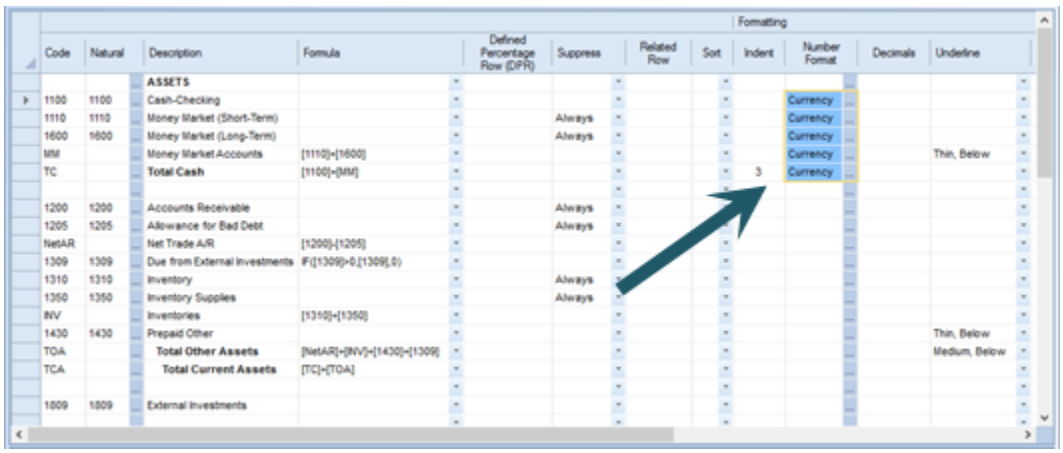
Using Hot Keys for Line Definitions:

1. Select a cell with contents (such as the number format cell as per below).



								Formatting			
Code	Natural	Description	Formula	Defined Percentage Row (DPR)	Suppress	Related Row	Sort	Indent	Number Format	Decimals	Underline
		ASSETS									
1100	1100	Cash-Checking							Currency		
1110	1110	Money Market (Short-Term)			Always						
1600	1600	Money Market (Long-Term)			Always						
MM		Money Market Accounts	[1110]+[1600]								Thin, Below
TC		**Total Cash**	[1100]-[MM]					3			
1200	1200	Accounts Receivable			Always						
1205	1205	Allowance for Bad Debt			Always						
NetAR		Net Trade A/R	[1200]-[1205]								
1309	1309	Due from External Investments	IF([1309]>0,[1309],0)								
1310	1310	Inventory			Always						
1350	1350	Inventory Supplies			Always						
INV		Inventories	[1310]+[1350]								
1430	1430	Prepaid Other									Thin, Below
TOA		**Total Other Assets**	[NetAR]+[INV]+[1430]+[1309]								Medium, Below
TCA		**Total Current Assets**	[TC]+[TOA]								
1809	1809	External Investments									

2. Highlight the cells in rows below the one you wish to copy.
3. Press the **Ctrl + D** keys. The value in the top-most populated cell will copy down the workspace.



								Formatting			
Code	Natural	Description	Formula	Defined Percentage Row (DPR)	Suppress	Related Row	Sort	Indent	Number Format	Decimals	Underline
		ASSETS									
1100	1100	Cash-Checking							Currency		
1110	1110	Money Market (Short-Term)			Always				Currency		
1600	1600	Money Market (Long-Term)			Always				Currency		
MM		Money Market Accounts	[1110]+[1600]						Currency		Thin, Below
TC		**Total Cash**	[1100]-[MM]					3	Currency		
1200	1200	Accounts Receivable			Always						
1205	1205	Allowance for Bad Debt			Always						
NetAR		Net Trade A/R	[1200]-[1205]								
1309	1309	Due from External Investments	IF([1309]>0,[1309],0)								
1310	1310	Inventory			Always						
1350	1350	Inventory Supplies			Always						
INV		Inventories	[1310]+[1350]								
1430	1430	Prepaid Other									Thin, Below
TOA		**Total Other Assets**	[NetAR]+[INV]+[1430]+[1309]								Medium, Below
TCA		**Total Current Assets**	[TC]+[TOA]								
1809	1809	External Investments									

The **Ctrl + D** command is implemented for items on the line definition screen, including formulas, formatting, underlines, expansion fields, options checkboxes, etc. The command cannot be used on lines that may be read-only. Also, for expanded row formats, it will only copy to rows that have Expand enabled.

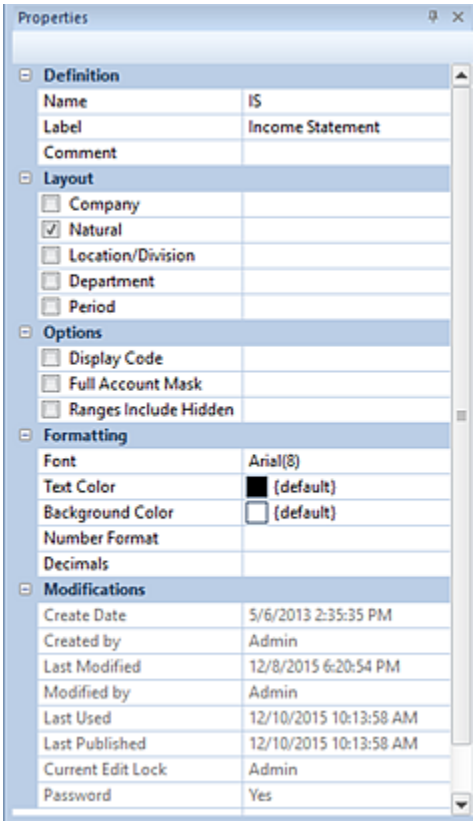
The **Ctrl+ R Key** combination works similarly as the above example but will copy the value in one line's column across multiple rows.

Line Definition Properties Pane

The **Line Definition Properties Pane** allows you to view or manage the properties specific to your Line Definition. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

As with any properties pane in Prospero, you can “Pin” your pane to remain hidden or to always show on the workspace.

The Line Definition Properties Pane is sectioned in to four parts: Definition, Layout, Options, Formatting, and Modifications.

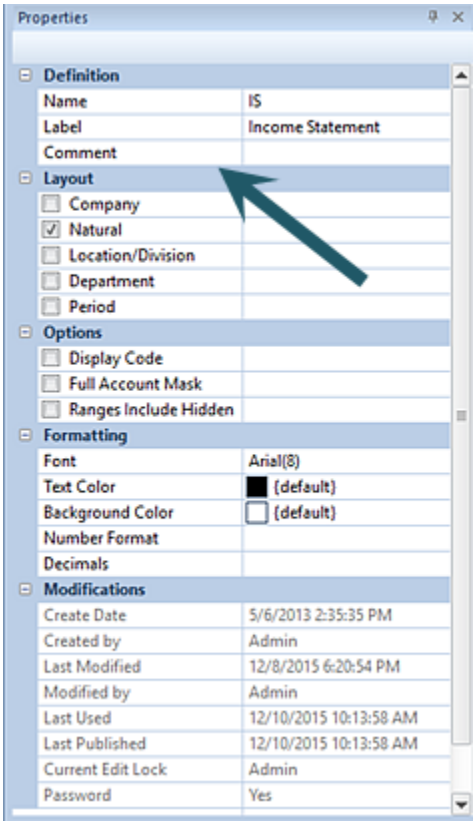


Definition Section

The Definition section of the Line Definition Properties Pane contains the following information for the line:

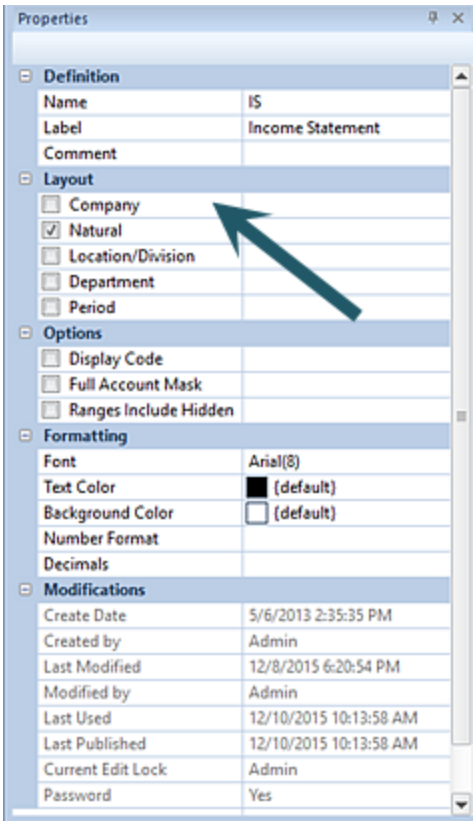
- **Name** – The name of the line. This property may be edited. The Name field cannot be <BLANK>.
- **Label** – The label of the line. This property may be edited and if it is left blank, it will default to the name of the item.

- **Comment** – Contains any comments on the line that the creator wishes to note. This property may be edited.

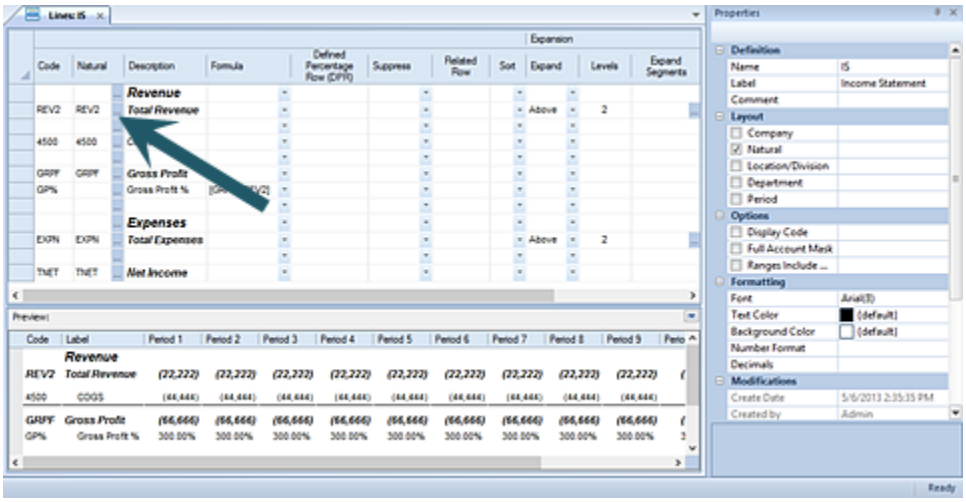


Layout Section

Depending on what you specify as your active segments, one or more fields may be displayed in the Line Definition. These fields are used to choose the segment data to be displayed on the report rows.

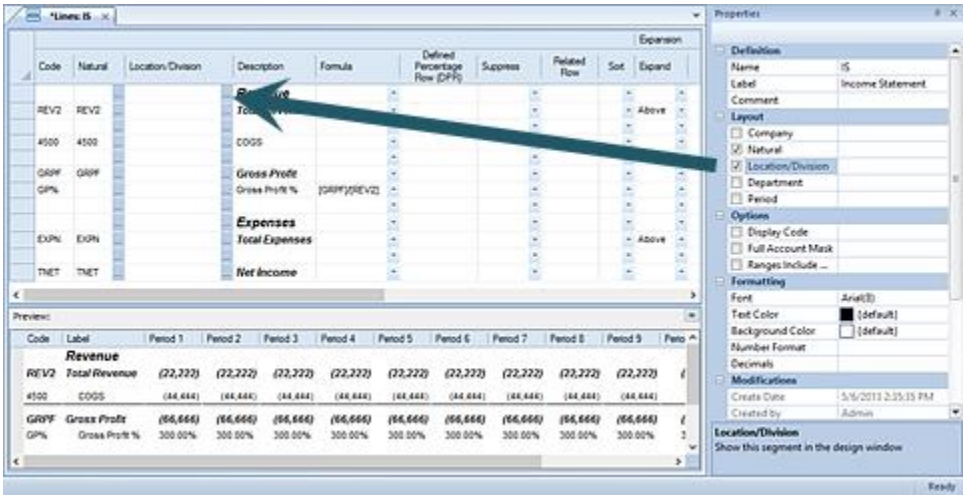


You can modify the active segments in the lines in the Layout section of the Line Definition Properties Pane. By default, Lines Definitions are defined to use the “Natural” account segment.

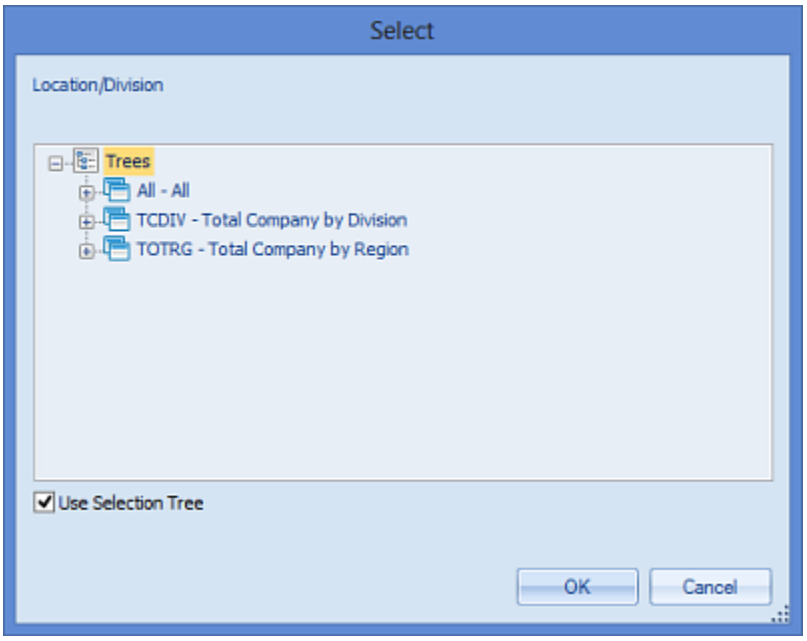


Active segments can be added or changed by checking the checkboxes next to the segment(s) name. The segment selected will enable additional field options in the Line

Definition.

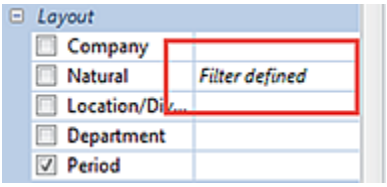


The segment field values can also be modified for hard-coded values using the ellipsis button in the field. The ellipsis button opens a popup **Select** dialog from which you can select valid items from the segment to use in the column.



After making any selection, click the **OK** button to confirm the action.

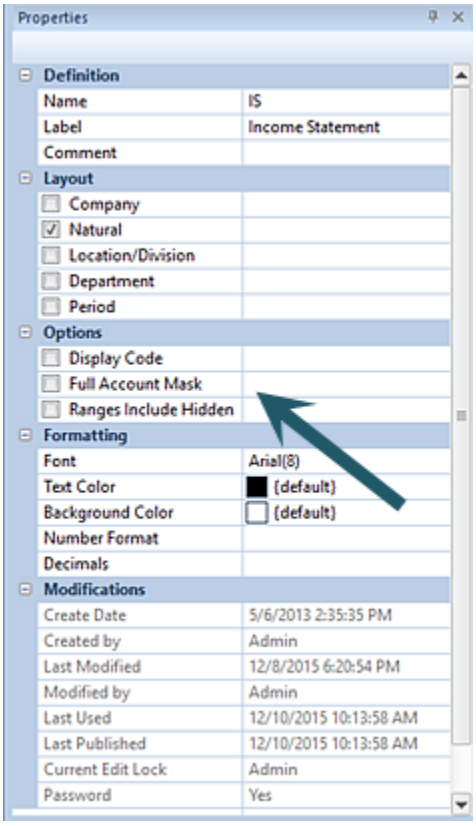
Note: If the segment has a value defined, when the segment is no longer enabled in the Properties Pane, a visual indicator will be noted on the segment as follows:



To clear the filter, re-select the segment and remove the value.

Options Section

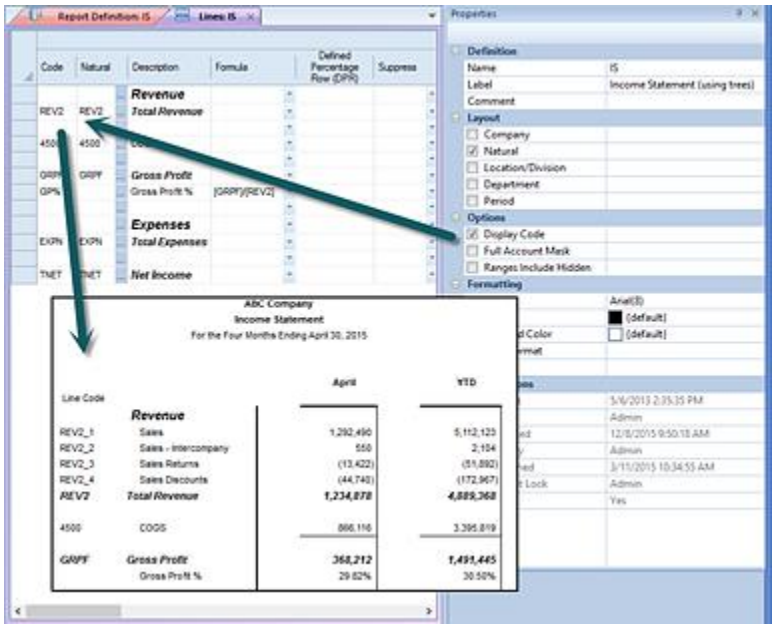
The Line Definition Properties Pane Options section allows you to select which row information to display or include in row totals.



Options selections available include the following:

- **Display Code** - When checked, this option allows a Line Code value to be displayed on the report. The code will correspond to the manually-defined code, segment code, randomly-generated number based on the position of the row in the line set, or a combination of manually-defined code and randomly-generated number.

For example, if the Expand feature is enabled for the row, the Line Code field's value will be generated as the "Code_1", "Code_2", etc. In the screen below, the "REV2" row has Expand enabled for the row and expands one level above the REV2 row on the report:



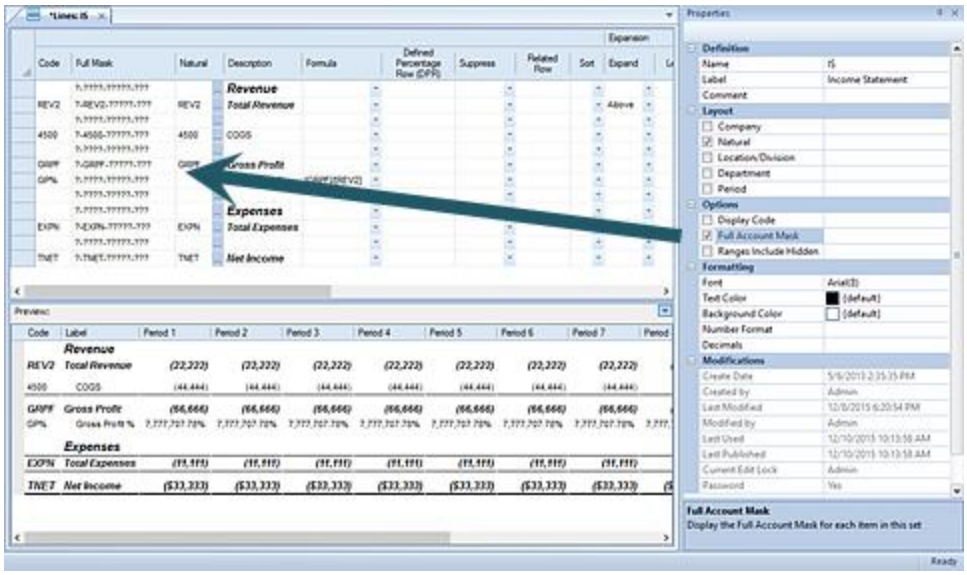
All Line Codes on the report will appear left-justified.

In addition, when running reports using the Account-level Detail drilldown method, no data is returned if the Display Code checkbox is checked and the user attempts to drill to details.

While you can publish reports, which include Line or Column Codes, when the published report is re-opened these codes will not display on the published report.

- **Full Account Mask** – When checked, the full account mask of the Natural account row item will be displayed in the Line Definition workspace. If a Line Definition set has the Full Account Mask enabled and a row has a segment overridden via the defined account mask, the Row Segment Code column will now include the codes defined in the account mask on the report.

  You can enter the full account mask in to the field. This field uses wildcards as noted below.



- **Wildcards –** Valid wildcard characters are limited to the question mark (?) or asterisk (*). A wildcard value can be entered directly to the field such as (1???) or (1*). For example:

11??	Corresponding to any account segment section in the mask beginning with “11”. The full number of places needs to be specified.
???1	Corresponding to any account segment section in the mask ending with “11”. The full number of places needs to be specified.
1*	Corresponding to any account segment section in the mask beginning with “1”. The full number of places does not need to be specified.
*1	Corresponding to any account segment section in the mask ending with “1”. The full number of places does not need to be specified.

Note: When entering the Full Account Mask in the field, the length of the data in the mask field must conform to the length as defined for the segment. If this is not the case, the field will be blanked out and truncated to the valid length. You may press the **Esc** key to clear and re-enter the value in to the field.

Summary lines - which do not directly correspond to an account - will not display as part of the Full Account Mask. This property may be edited.

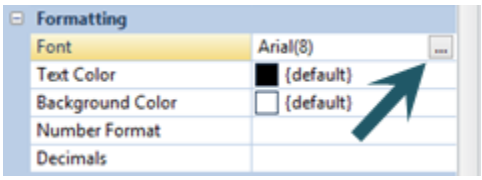
- **Ranges Include Hidden** - When checked, this allows hidden column to be included in range totals for values displayed on the reports. This property may be edited.

Formatting Section

The Formatting section of the Line Definition Properties Pane defines the formatting of the line's data on the report. Values defined in any line or column's properties will override format settings in the Report Definition.

Options include:

- **Font** – This field defines the line data's default font type and size. This property may be edited by selecting the ellipsis button and selecting from the available system fonts and sizes.

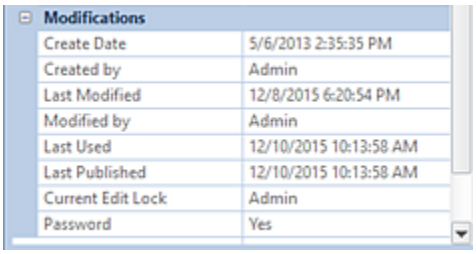


This property may be edited.

- **Text Color** – This field defines the text color of the lines in the set. This property may be edited.
- **Background Color** – This field defines the background color of the lines in the set. This property may be edited.
- **Number Format** – This field defines the number format of the line data in the set. This property may be edited.
- **Decimals** – This field sets the decimal precision of the line data in the set. This property may be edited.

Modifications Section

The Modifications section of the Line Definition Properties Pane contains information on the Line Definition owner, when the item was created, modified, last used, or published, who last modified the Line Definition, as well as who may currently be editing the item.

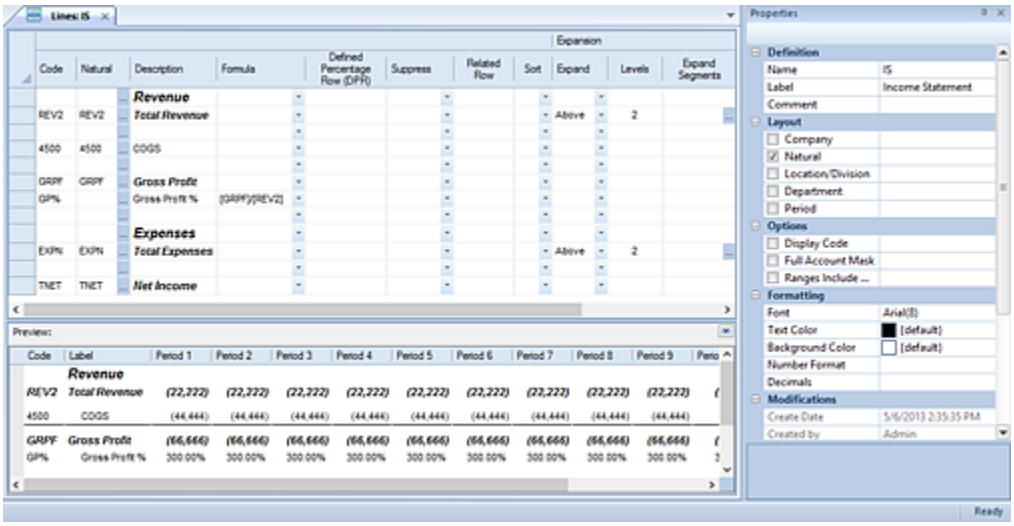


This information is read-only and cannot be directly edited.

The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Line Fields

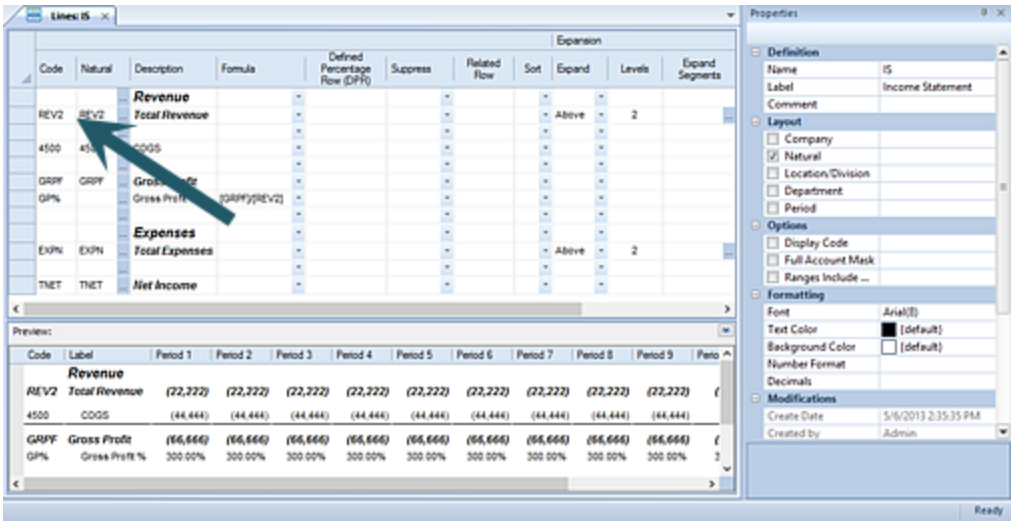
Line fields are the individual elements which comprise each row in the Line Definition workspace. The fields defined within each row in your Line Definition will drive the data, behavior, and formatting of your report's rows.



For more information on each Line Field and their behaviors refer to the following:

Line Code

The Code field is used as a reference for calculation formulas. You can specify an alphanumeric identifier, or Code, for any row in your Lines Definition and use it for any formulas that need to reference this line. Your Code field can reference the Natural account or it can be a unique value you specify, such as an identifier for a summary or calculation line.



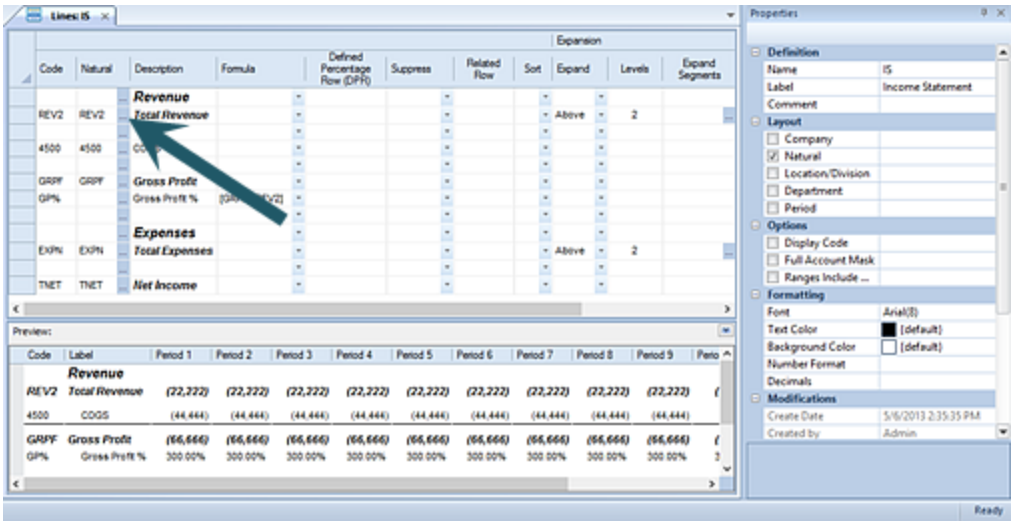
The Code field value must be unique within the given Lines Definition, but *different* Lines Definitions can re-use the same values.

If a code value is referenced elsewhere in the Line Definition, such as in a formula, if the code is changed the formula will be automatically updated with the new value. (This does not apply where the code is used externally, such as in a Column Definition.)

Also, see the section on the Line Definition Properties Pane Option Section for the Display Code option.

Segment

The Segment field reflects the segment accounts which are referenced in your line set. For example, the Natural account will be listed as a column in the Line Definition when the Natural segment is selected in the Line Definition Properties Pane.



You can choose an individual segment value in the Select dialog by clicking on the ellipsis button in the field or you can type the value directly in to the field. The value referenced can contain wildcards as necessary.

Range – In addition to referencing a single account, the value can also represent a range, defined by using either wildcards (below) or a range. For example:

1100 TO 2100	Corresponding to a value returned by an inclusive range for the accounts with codes 1100 and 2100
ACCTA TO ACCTB	Corresponding to a value returned by an inclusive range for the accounts with codes ACCTA and ACCTB

Wildcards – You can define segment item code values using wildcards. Valid wildcard characters are limited to the question mark (?) or asterisk (*). A wildcard value can be entered directly to the field such as (1???) or (1*). For example:

11??	Corresponding to any account beginning with “11”. The full number of places needs to be specified.
1*	Corresponding to any account beginning with “1”. The full number of places does not need to be specified.

Calculations – Accounts can also reference calculations in the rows by using account numbers which can either be added or subtracted. For example:

1100+1110-1209	Corresponding to a value returned by the calculation of the values in the accounts.
(1100 to 1199)-1209	Corresponding to a value returned by the calculation of the values in the accounts and range of accounts.

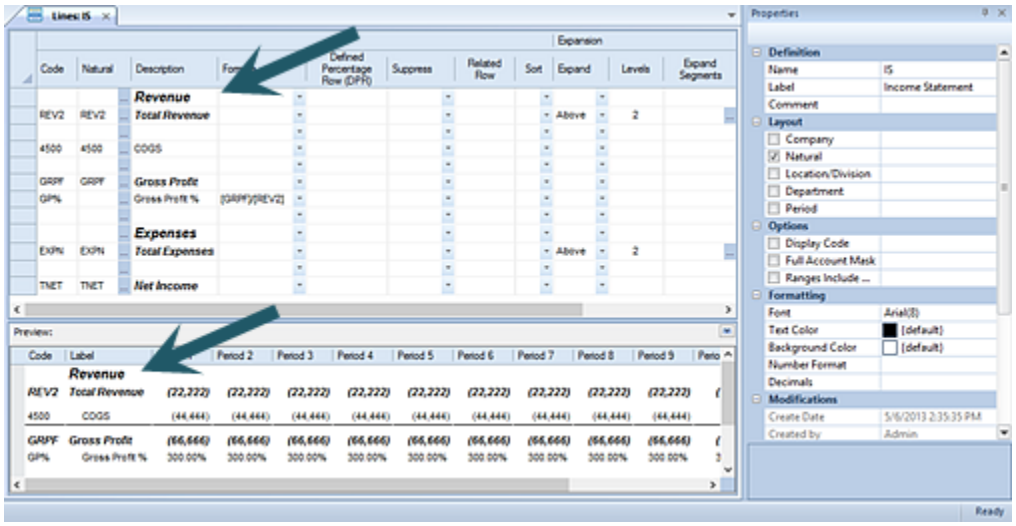
When generating the report, Prospero will then calculate these rows and present a resulting value based on the values in these accounts.

Description

The Description field is used as both a label for the line and to allow you to define and preview how fonts, font formatting or colors will appear in the line on the report.

<u>To define the font, formatting, or color for a specific line</u>:

1. Click on the description in the line.
2. Select the font, format or color changes using the options available on the Line Tools Definition context ribbon. (You can also right-click and select “Font” to modify the text appearance.)
3. Any modifications will apply to the entire line in the report. They will also be reflected in the Preview Pane on the Lines Definition workspace.

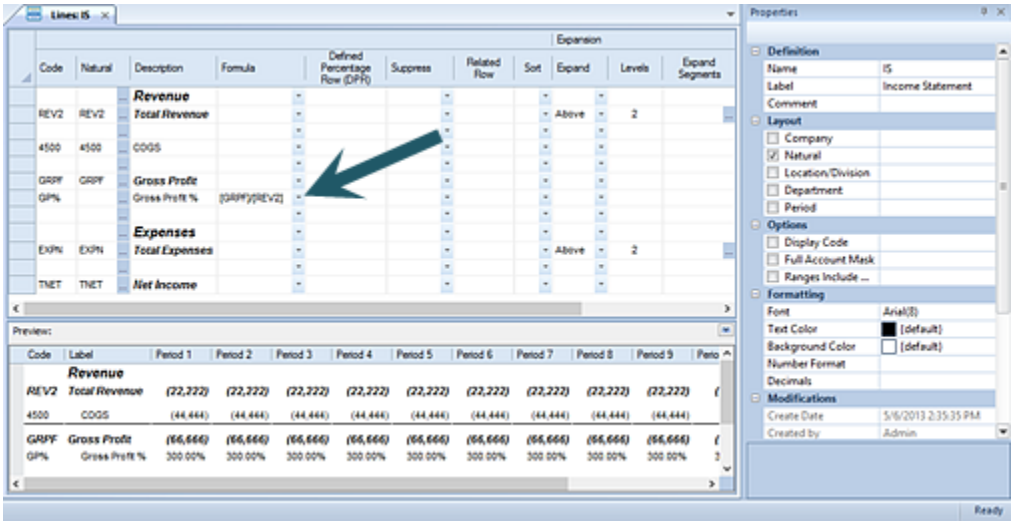


When adding a row value using the segment selection ellipsis or entering a segment value, the default Description will be that which is defined on the segment. However, if you wish to define or change the value before or after selecting or changing any segment value(s), your entry will be retained for the Description.

Data represented in the Preview Pane is not actual GL data and is for demonstration purposes only.

Line Formula Field

The Formula field defines the calculation which may be used to populate the cell's data. To reference data or values from other lines, you must identify the line using a unique Code field value and enclose the code in square brackets ([ ]).



For example:

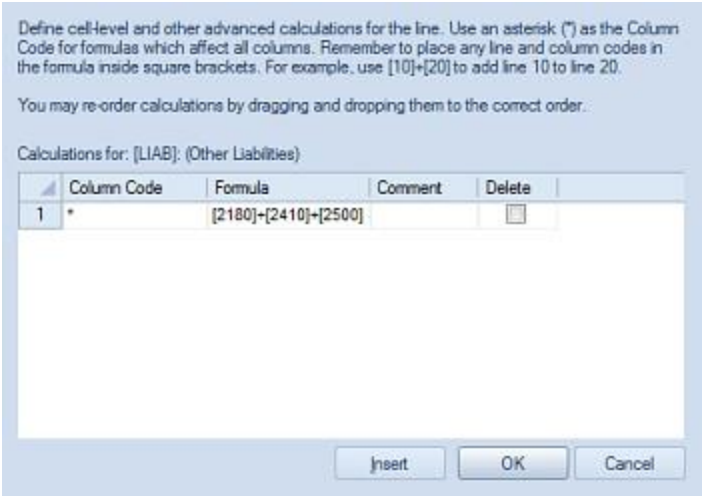
[LINE1]*13

[A]+[B]

[C]+[D]+[E]

[NetAR]+[INV]+[1430]+[1309]

If you need a more expansive set of formulas for any row in your Line Definition, click on the button in the Formula field to open the advanced Calculations window. In the Calculations window, you can define, modify, and delete cell-level calculations as needed:



In addition, in the above example, you can define your Formula cell to use multiple line inputs. Select the **Insert** button to add rows which are used to associate different Codes or non-contiguous rows in the Line set to construct your formula's calculation. The Calculations window is designed to assist you in creating complex multi-line or conditional calculations and you can drag and drop your calculations in the Calculations window in any order you require.

Shorthand notations are also available for use in calculations: You can use this shorthand method with numbers or subformulas consisting of numbers only (i.e. no references to other rows or columns). The available operators include +, -, *, /, and ^. For example:

- To multiply a row with code ABC by 13, enter the formula as: *13
- To divide a column with code BUD by 2, enter the formula as: /2

For more information on Creating Formula Calculations refer to that section.

Defined Percentage Row

The Defined Percentage Row (DPR) is a column option in the Line Definition which is used to indicate that the row will be referenced in column formulas.

To use the Defined Percentage Row, enter the Code for the row to be used as the value in the Defined Percentage Row (DPR) cell for the first row.

Lines: IS

	Code	Natural	Description	Formula	Defined Percentage Row (DPR)	Suppress	Related Row	Expansion: Expand
			Revenue		NETSLS			
	4100	4100	Sales					
	4109	4109	Sales - Intercompany					
	4110	4110	Sales Returns					
	4250	4250	Sales Discounts					
	NETSLS		***Net Sales***	[4100]+[4109]-[4110]-[4250]				
	4500	4500	COGS					
	GP		***Gross Profit***	[NETSLS]-[4500]				
	GP%		Gross Profit %	([GP]/[NETSLS])				
			Expenses					
	5000	5000	Salary Expense					
	5050	5050	Officers Comp					
	5100	5100	Depreciation Expen...					
	5200	5200	Office Expense					
	5225	5225	Supplies					
	5240	5240	Maintenance					
	5250	5250	Rent					
	5300	5300	Travel					
	5350	5350	Advertising					
	5400	5400	Commissions Expe...					

The Defined Percentage Row (DPR) entered in any row in the Line Definition will be in effect until another DPR is defined further down in the set.

In this instance, the Code value for “Net Sales” (NETSLS) will be referenced in the Column Definition. You will specify the DPR in the Column Definition’s formula by using @DPR, for example: ([B]/@DPR).

Columns: IS Base

	A	B	C	D	E
Header 1		@PERIOD	%	YTD	%
Code	A	B	C	D	E
Type	Row Definition Description	Balance	Calculated	Balance	Calculated
Book Code		ACTUAL		ACTUAL	
Year		YEAR		YEAR	
Period		PERIOD		PERIOD	
Value Type		Periodic		YTD	
Formula			([B]/@DPR)		([D]/@DPR)
Reverse Sign	☐	☐	☐	☐	☐
Width	30				
Number Format			Percentage		Percentage
Decimals			2	2	2
Date Filter					
Vertical Line	click to view	Thin, Right	Thin, Right	Thin, Right	Thin, Right
Comment					
Suppress			Never		
Suppress on Charts	☐	☐	☐	☐	☐

When a report is run that has the Defined Percentage Row (DPR) components configured, the calculated column (in this case, column C) will divide the numerator by the value in the referenced DPR row (i.e. “Net Sales”), providing a "Percent of Sales" calculation.

The Number Format should be set to percentage in the Column Definition to display using the percent format.

Columns: IS Base | Report Definition: IS Base | IS Base: Total Company.Total Departments

ABC Company
Income Statement
For the Five Months Ending May 31, 2013

	May	%	YTD	%
Revenue				
Sales	$1,939,087.74	$1.03	$9,537,417.02	$1.03
Sales - Intercompany	1,132.26	0.06%	5,340.98	0.05%
Sales Returns	16,166.00	0.86%	77,228.00	0.83%
Sales Discounts	53,880.00	2.88%	257,408.00	2.79%
Net Sales	***1,870,174.00***	***100.00%***	***9,208,122.00***	***100.00%***
COGS	1,396,000.00	74.64%	6,799,606.00	73.84%
Gross Profit	***474,174.00***	***25.35%***	***2,408,516.00***	***26.15%***
Gross Profit %	25.35%	0.00%	26.15%	0.00%
Expenses				
Total Expenses	***277,240.74***	***14.82%***	***1,362,480.24***	***14.79%***
Net Income	***$196,933.26***	***$0.10***	***$1,046,035.76***	***$0.11***

For more information refer to the topics on the Column Formula Field and Calculations.

Line Suppress Field

The Suppress field allows you to specify whether to hide a given line based on the data in it.

- **Blank (default)** – Suppress the line based on the report or input definition options.
- **Always** – Always suppress (or hide) the line on report output or input definition data input workspaces.
- **Never** – Do not suppress the line, even if the report or input definition options request it
- **When Zero** – Suppress the line when the data has a value of zero.
- **When expansion disabled** – Suppress the line when Expansion is disabled on the row or report. (This option allows rows, such as description rows, to not appear when expanded rows are not shown.)

Note: If the Line Suppress Field is selected, this field will not appear in any Excel export.

Related Row

The Related Row field specifies that the line's code is tied to another line in the Line Definition. If the related row is suppressed - for example, due to zero suppression being set for that line – then the related row will be suppressed as well.

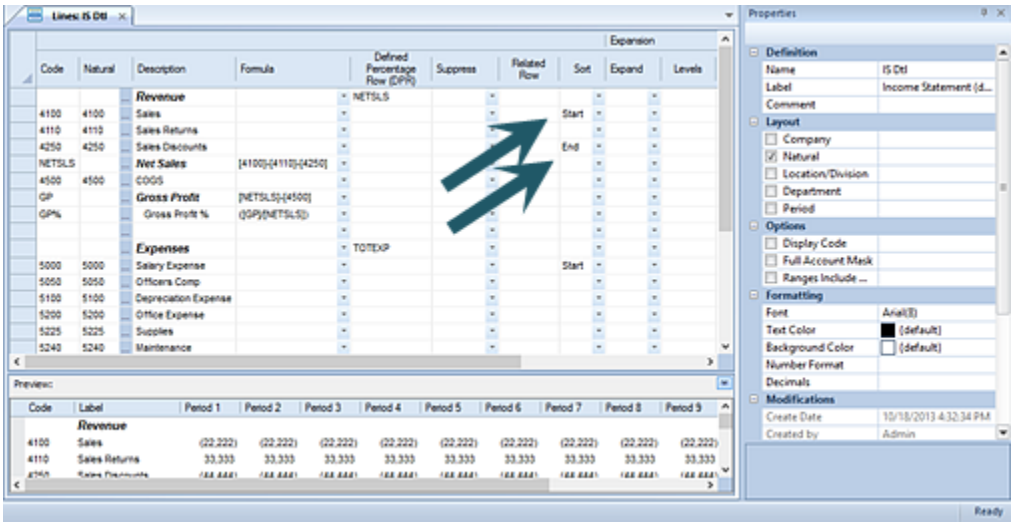
You do not need to enter brackets ([ ]) when entering the line code in the field and if you enter the code with surrounding brackets, they will be stripped off the value in the field when the Line Definition is saved.

Line Sort Field

The Sort field specifies where any sort option for rows in a Line Definition will start and end. This option must be used in conjunction with the Column Definition Sort field setting which is where you define the ascending or descending option.

Options available are <Blank>, Start or End from the dropdown selection.

To initiate the sort, select a "Start" in this field's dropdown for the first row to be sorted. Next, select "End" in the last row in the group to apply the sort to. This will sort all the rows between "Start" and "End" (inclusive) using the Column Definition Sort setting – either Ascending or Descending.



If the Sort option has not been specified in both the Line and Column Definitions, sorting will not occur for the report. For more information, see the Column Sort Field topic.

You can additionally Sort on Expanded rows. For more information see the Expanded Line Format topic.

Expand

The Expand field allows a report to automatically expand any tree items summarized by the row in the Line Definition. These will appear as additional rows on any report using the Line Definition.

Options for the Expand field are:

- **Blank (default) –** Do not expand the row.
- **Above –** Show expanded rows *above* the Summary Item.
- **Below –** Show expanded rows *below* the Summary Item.

You must use this option in conjunction with the Levels and the Expanded Line Format fields:

- Use the Levels field to define how many branches deep in a tree to expand the summary line. Selecting either “Above” or “Below” will set the Level setting to 1 by default.
- Use the Expanded Line Format field to specify the format options for the expanded lines using the Format Expanded Lines dialog. The Parent Format information is included read-only mode for referential purposes and shows only those format options specifically set on the summary row. The Expanded Format column allows you to change how any expanded row’s formatting appears.

Note: If the Line Expansion Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Levels

The Levels field is used in conjunction with the Expand field. This field defines how many branches deep to expand the Summary Item for the row.

Selecting either “Above” or “Below” in the Expand field will set the Level field value to 0 by default. You can then specify the specific corresponding numeric value (i.e. 1,2, etc.) for the level of the tree you wish to expand.

A value of 0 will always return the bottom of the tree (i.e. the furthest branch deep in the tree) no matter how many levels there are.

You can set the numeric value in the Levels field to expand to the specific branch level of the subordinate items. For example:

Summary Level

Subordinate item (Level = 1)

Subordinate item (Level = 2)

This could correspond to the following:

Department

Sales Level = 1

Marketing

Advertising

Online Advertising Level = 2

Print Advertising

Television Advertising

If Expand is set on the Department row, a Level setting of “1” would expand to show the items that comprise the first branch of the subordinate branch elements:

Department	**YTD Total**
Sales	$5000
Marketing	$450
Advertising	$300

If Expand is set on the Department row, a Level setting of “2” would expand to show the items that comprise the first <u>and</u> second branches of the subordinate branch elements:

Department	**YTD Total**
Sales	$5000

Marketing	$450
Advertising	$300
Online Advertising	$150
Print Advertising	$50
Television Advertising	$100

If Expand is set on the Department row, a Level setting of “0” would expand to show the items that comprise all subordinate branches (to the bottom of the tree). In this instance it would show the first and second branches of the subordinate branch elements:

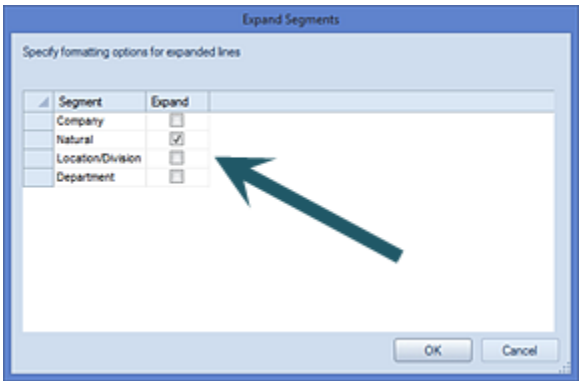
Department	**YTD Total**
Sales	$5000
Marketing	$450
Advertising	$300
Online Advertising	$150
Print Advertising	$50
Television Advertising	$100

Note: If the Expand field is not set to either “Above” or “Below”, any value set in the Levels field will be ignored. Also, if the Line Expansion Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Expand Segments

When the Expand Segments field is selected, you can specify which segment(s) will show the formatting specified using the options available in the Expanded Line Format field on that row.

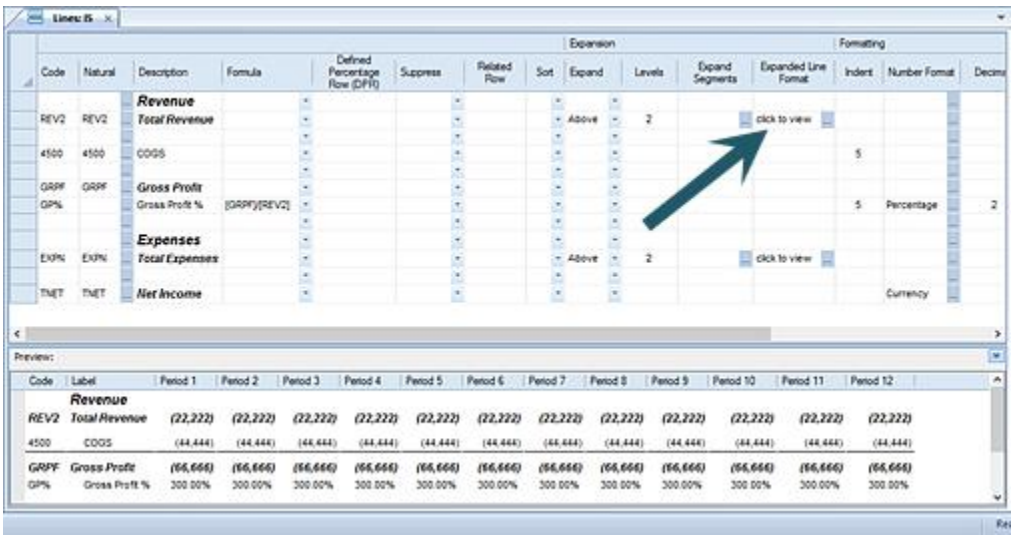
Select which segments will show the formatting by checking the checkbox next to the segment label.



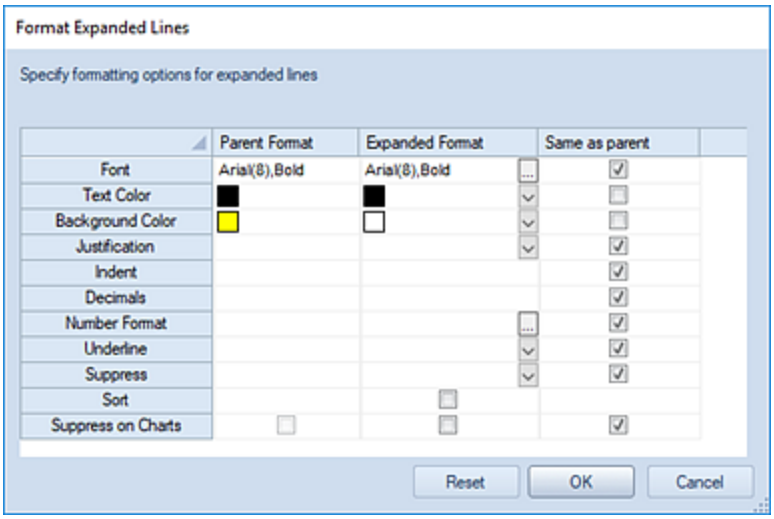
If a Line Definition has both segment *and* period specified, the row will only expand for non-period data.

Expanded Line Format

When the Expand field is selected, you can specify the formatting for expanded lines using the options available in the Expanded Line Format field.



To view or modify your formatting options, click on the ellipsis button in the Expanded Line Format field to open the Format Expanded Lines dialog.



Here you can view and specify format options. Each column corresponds to the formatting and behaviors of either the parent or expanded (child) rows.

Each column corresponds to:

- **Parent Format** - This provides information in read-only mode for referential purposes and shows the format options specifically set on the summary row.
- **Expanded Format** - This column allows you to change how any expanded row's formatting appears. Each row corresponds to a specific row's formatting behaviors.
- **Same as parent -** This checkbox allows you to specify that the expanded rows will appear with the same formatting as the parent summary row.

By default, the background and text colors will always reflect the settings on the Line and Column Definition, until either the Expanded Format options are changed or the "Same as parent" selection is made.

Options available for formatting are:

- **Font** – The font type and size which will be reflected in the expanded line. This property may be edited by selecting the ellipsis button and selecting from the available system fonts and font sizes.
- **Text Color** – The text color that which will be reflected in the expanded line.
- **Background Color** – The background color which will be reflected in the expanded line.
- **Justification** – The justification which will be reflected in the expanded line's information – center, left or right.
- **Indent** – The number of spaces that the text will be indented in the expanded line. This will be a numeric value between 1 and 10. The number of spaces which are indented

will be relevant to the parent row. Therefore, if the indentation on the parent row is 5 spaces, and the indentation on the expanded row is 5 spaces, the expanded row will be indented 10 spaces in total. For more information, see the section on Indent.

- **Decimals** – The number of decimals which will be reflected in the expanded line.
- **Number Format** – The number format which will be reflected in the expanded line.
- **Underline** – Allows you to specify if an underline should appear under the expanded lines. Options available for either Above, Below, or both (by selecting options on both) are:
    - **Thickness** – Allows you to select <Blank> (None), Thin (1 pixel), Medium (2 pixels) and Heavy (3 pixels).
    - **Color** – Allows you to select the color of the lines from the standard Windows color palate.
- **Suppress** – This field allows you to specify whether to hide a given row based on the data in it.
    - **Blank (default)** – Suppress the line based on the report options
    - **Never** – Do not suppress the line, even if the report options request it
    - **When Zero** – Suppress the line when the data in it has a value of zero.
    - **Always** – Hide the row on all report output.
- **Sort** – This field allows you to specify whether to sort the expanded lines. When checked, the expanded rows will sort using the method specified in the Column Definition, but only within their grouping.
- **Suppress on Charts** – This field allows you to specify whether to hide a given expanded line's information when the report is rendered in Chart View. This option allows you to suppress information from a chart which may only be meaningful when viewed as detail in standard line and column report views.

Note: If the Line Expansion Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Indent

The Indent field allows you to specify the number of spaces that the text will be indented in an expanded line. This numeric value is a default of 5 spaces with a maximum of 10 and a minimum of 0, however the default can be adjusted as required. For more information see Options Formatting Defaults.

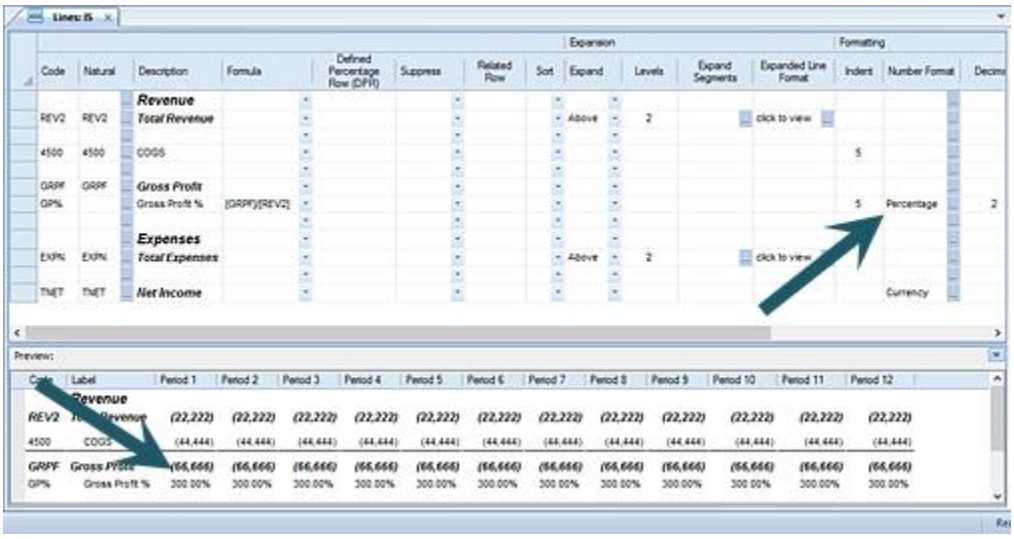
In the Line Definition row, you can increase or decrease the non-0 value on the Indent cell using the Indentation options on the Line Tools Definition context ribbon.

Indentation will be shown in the Lines Preview Pane although actual spacing will appear different when using non-proportional fonts (i.e. Courier) versus proportional fonts (i.e. Arial). Proportional fonts utilize blank spaces which are narrower than text resulting in the appearance of fewer spaces indicated on the indent.

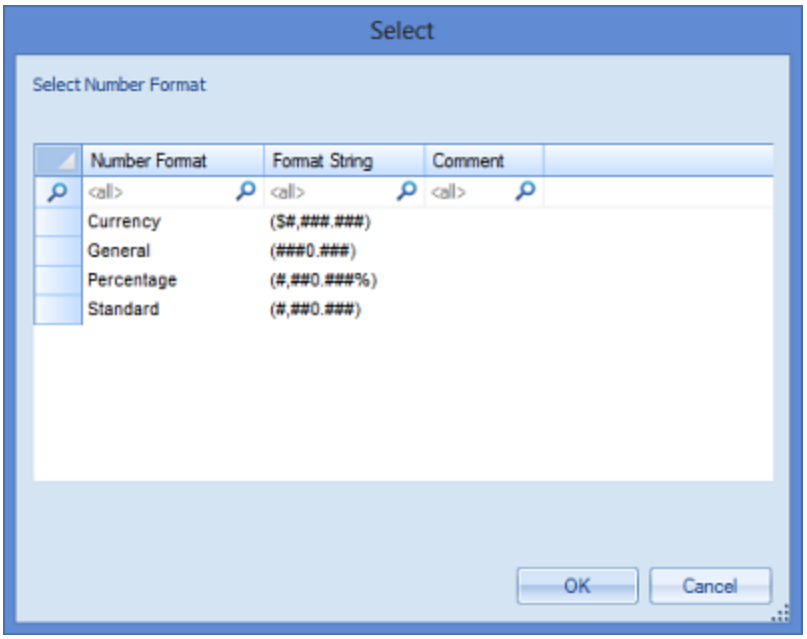
Note: If the Formatting Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Line Number Format

The Number Format field allows you to specify a valid number format from those defined in Prospero. This applies to line items used in Reports or Input Definitions (Prospero Budgeting).



Select the ellipsis button in the Number Format field to return a select list Number Formats defined in Prospero. After making the format selection, select the **OK** button to assign that format to the Line Definition row.



The Number Format you specify will force the line's data to be formatted differently from data defined on the Report Definition for the report or the Input Definition for the budget:

- If you specify Currency, the data returned to the report's row will show the "$" automatically. For the Data Input Workspace, values entered will automatically reflect the "$" when data is returned or after entering a value and selecting the <ENTER> key. (For example, in the Prospero Data Input workspace entering "45" will show "$45" in the row's field after selecting the <ENTER> key.)
- If you specify Percentage, the data returned to the report's row will show the "%" automatically. For the Data Input Workspace, values entered will automatically reflect the "%" when data is returned or after entering a value and selecting the <ENTER> key. (For example, in the Data Input workspace entering "45" will show "45%" in the row's field after selecting the <ENTER> key.)

Note: If the Formatting Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

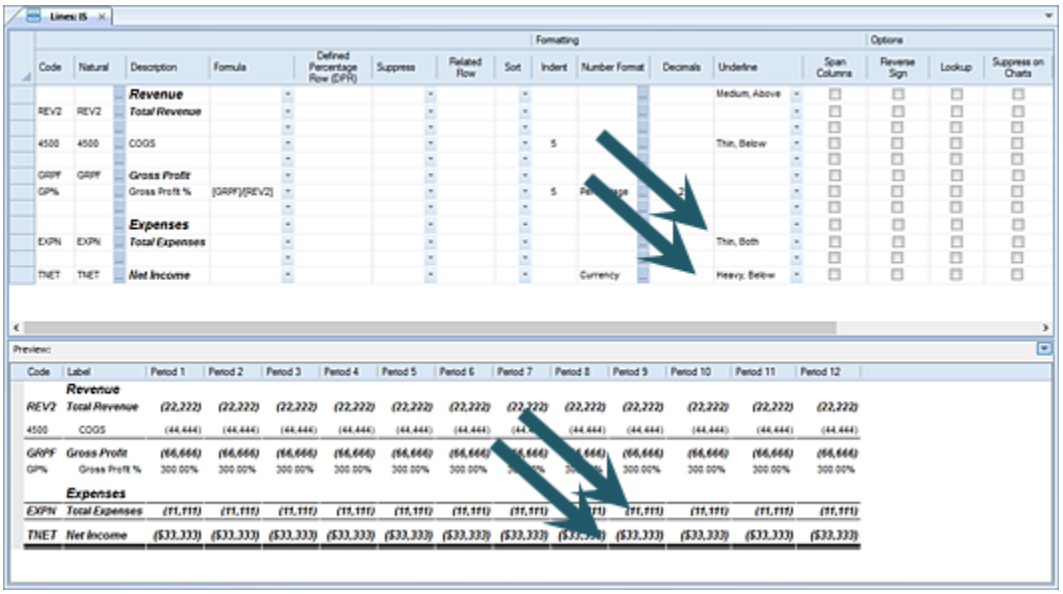
Line Decimals Field

The Decimals field allows you to indicate how many digits to the right of the decimal point should be displayed in this line. You can specify a number between 0 and 9. Leaving the field <Blank> will also indicate that no decimal places will appear for values in the line.

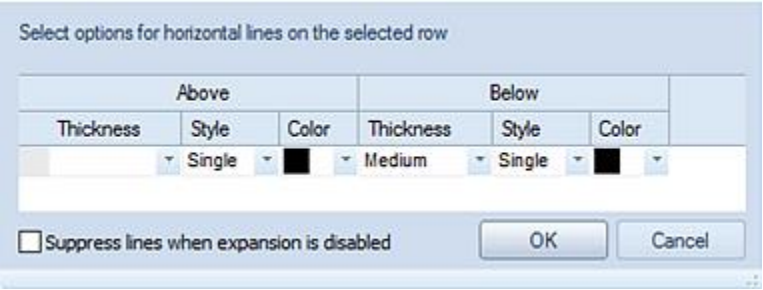
Note: If the Formatting Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Underline

The Underline field allows you to control the width, color and location of horizontal lines which display on your reports or budget plans.



Click on the drop-down to open the dialog to specify the appearance of horizontal lines “Above” and/or “Below” the line of information.



Available options for top and bottom horizontal lines are:

- **Thickness** – Allows you to select the width of the line using the values <Blank> (None), Thin (1 pixel), Medium (2 pixels) or Heavy (3 pixels).
- **Style** – Allows you to select the type of line using the values <Blank> (None), Single (one line), or Double (two lines).

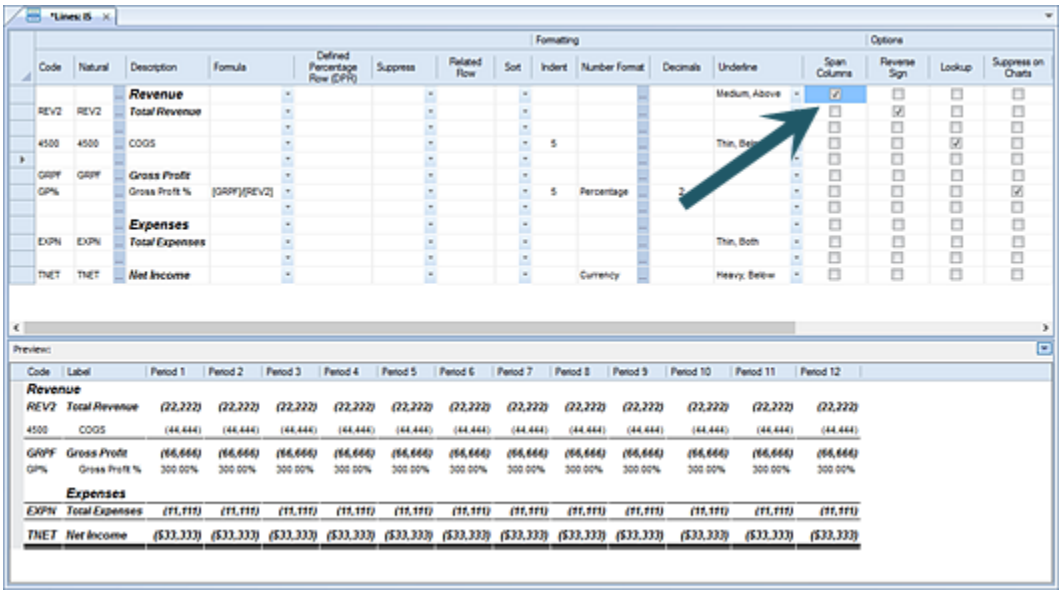
- **Color** – Allows you to select the color of the lines from the standard Windows color palate.

The **Suppress lines when expansion is disabled** checkbox allows you to elect to not show underline formatting when the Expand feature is disabled on a report. This option is not checked by default.

Note: If the Formatting Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Span Columns

The Span Columns checkbox indicates that the Line's description field text should use the entire width of all columns in the report.

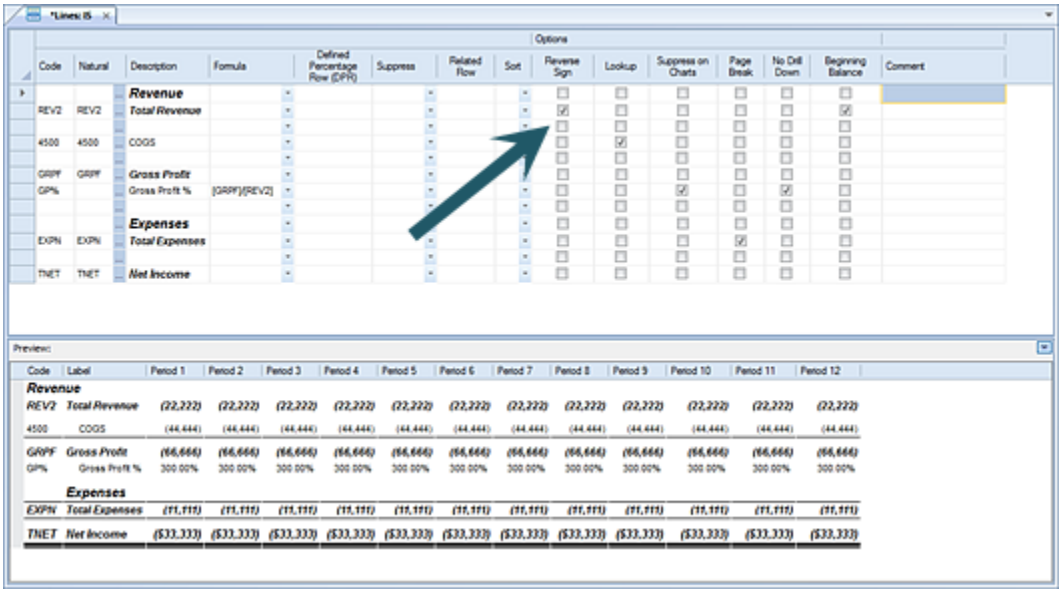


Justification and formatting for the description will occur across the whole report. When the "Span Columns" field is unchecked, the description will be formatted and justified within the bounds of the description column on the report.

Note: If the Formatting Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Line Reverse Sign

The Reverse Sign checkbox option is used to indicate on your reports or budget plans that you want signs reversed (Credit/Debit) for appropriate natural account items. This setting will run *after* any defined sign reversal is applied at the report level.



Typically, this option is selected under one or more of the following circumstances:

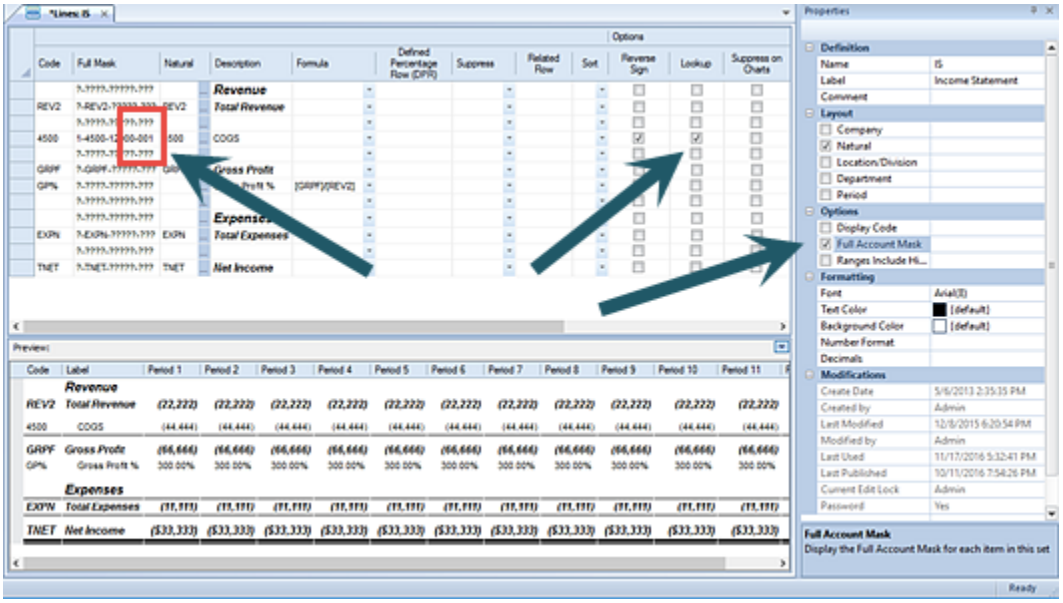
- A calculated line operates on sign-reversed data and, therefore, will need to have the results be reversed. An example of this might be a Favorable/Unfavorable variance row on a report
- Sign reversal *is not* enabled at the report level but the report needs specific lines to have the signs reversed.
- Where sign reversal is required at the report level regardless of the sign indicated by the account type.

Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Lookup

The Lookup checkbox option is used to indicate that the line is intended to return data that might otherwise not be included on this report or input screen. In other words, if you wish to force a row to show the value for Total Revenue from a specific Department, no matter which Department you are using on your report or input screen, you can set the appropriate Department code on the line and check the Lookup box. When the report or input screen is rendered, Prospero will display the requested data, even if the prompt or security

assignments would not normally allow it to be included.



For example, if a line specifies Department 001, there are two scenarios for what Prospero will do when the report is run or the input screen is opened:

1. If the Lookup box is CHECKED, the value for the account within Department 001 will be displayed, regardless of which Department was selected on the prompt screen.
2. If the Lookup box is UNCHECKED, the value for the account within Department 001 will be displayed if and only if Department 001 or a Summary Department which contains Department 001 was selected on the prompt screen. Otherwise, no data will be returned for this line.

It is important to keep in mind that a Lookup line will *override* the user's Assignments, which means a user would be able to see data they might otherwise be unable to see.

Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Line Read Only Field

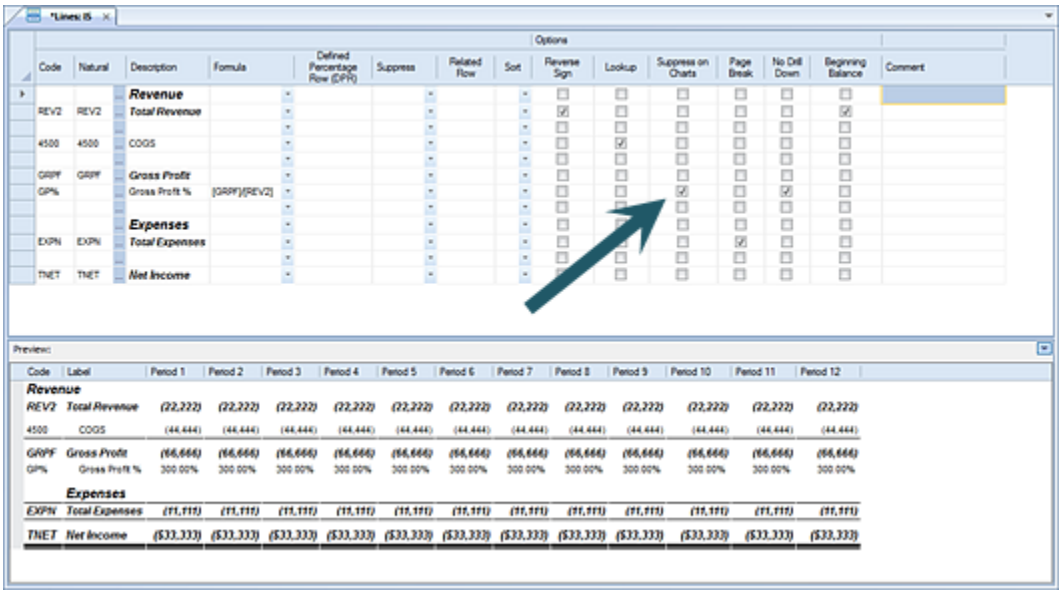
The Read Only checkbox will mark the row in the Input Definition workspace as read-only and will prevent input. While calculations may run on a read-only row, the values will not save and any row that has a formula is automatically locked from manual data entry.

This option is only available when budgeting or budgeting and reporting is licensed. For more information, refer to Prospero Licensing.

Line Suppress on Charts

The Suppress on Charts field allows you to specify whether to hide a given expanded line's information when the report is rendered in Chart View.

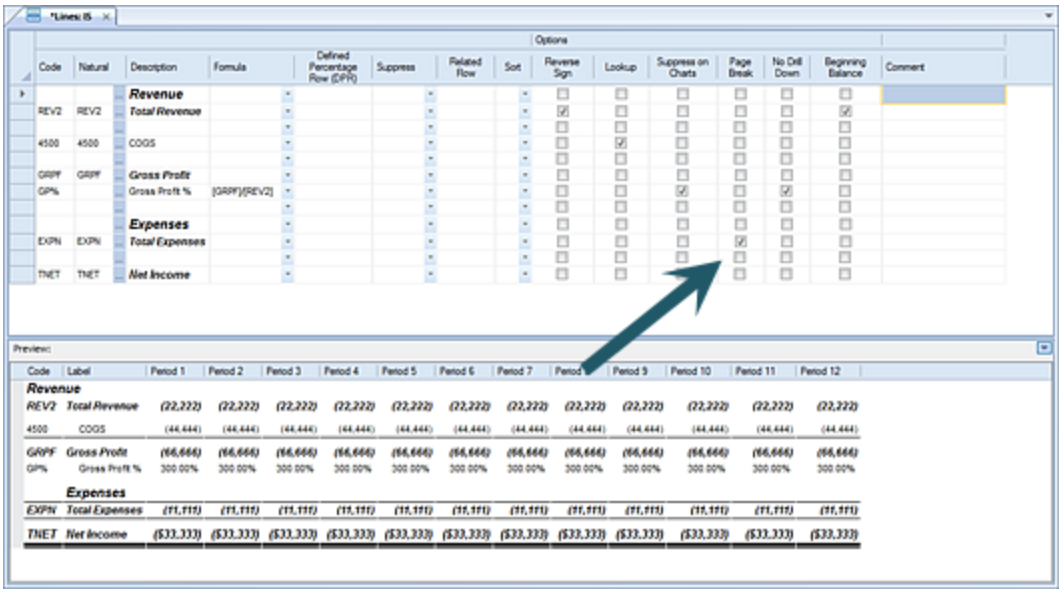
When checked, this option allows you to suppress information from a chart which may only be meaningful when viewed as detail in standard line and column report views.



Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Page Break

Selecting the Page Break checkbox will force Prospero to eject the page after printing the current line, starting a new printed page with the next line.

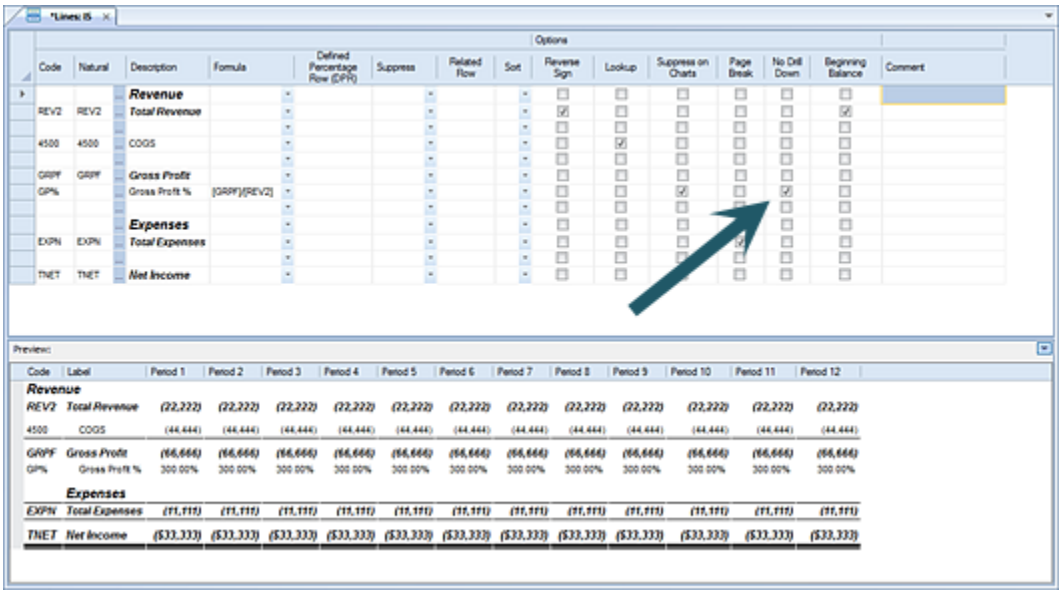


Page breaks have no effect on the on-screen display of your reports or budget plans.

Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

No Drill Down

If the No Drilldown checkbox is checked, when a user runs a report that uses that line definition and tries to drill down on the row, the system will prevent that action. (The user will not receive a message.)

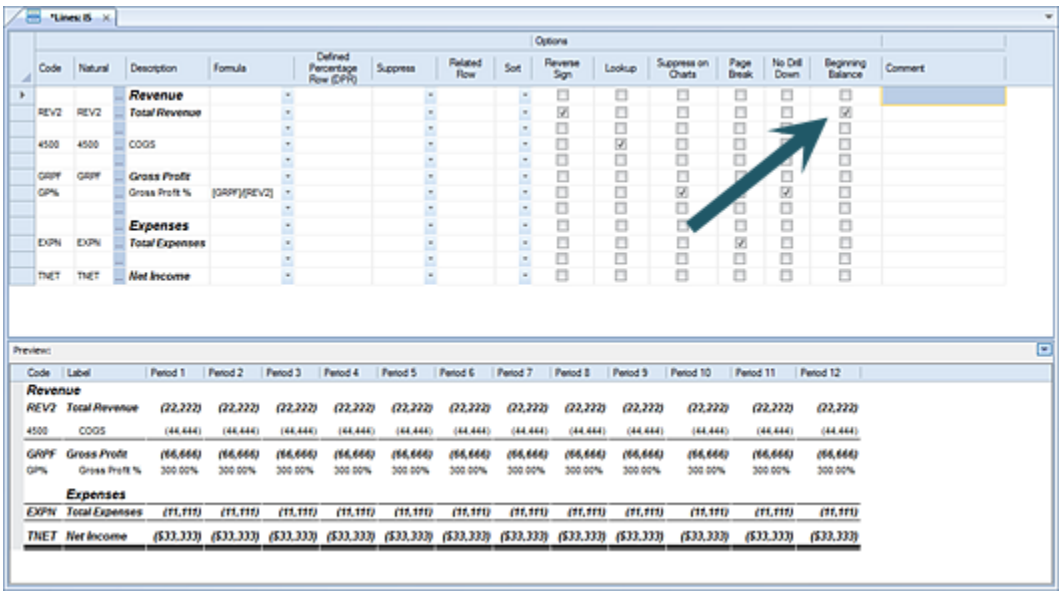


This behavior is the same with charts drill down on charts will be prevented when the checkbox is checked.

The No Drill Down checkbox will also override the Expand feature and row expansion will automatically be suppressed for that row.

Beginning Balance

Selecting the Beginning Balance checkbox indicates that this row should pull the beginning balance for the associated line of data.



Beginning Balance rows are handled in the following manner:

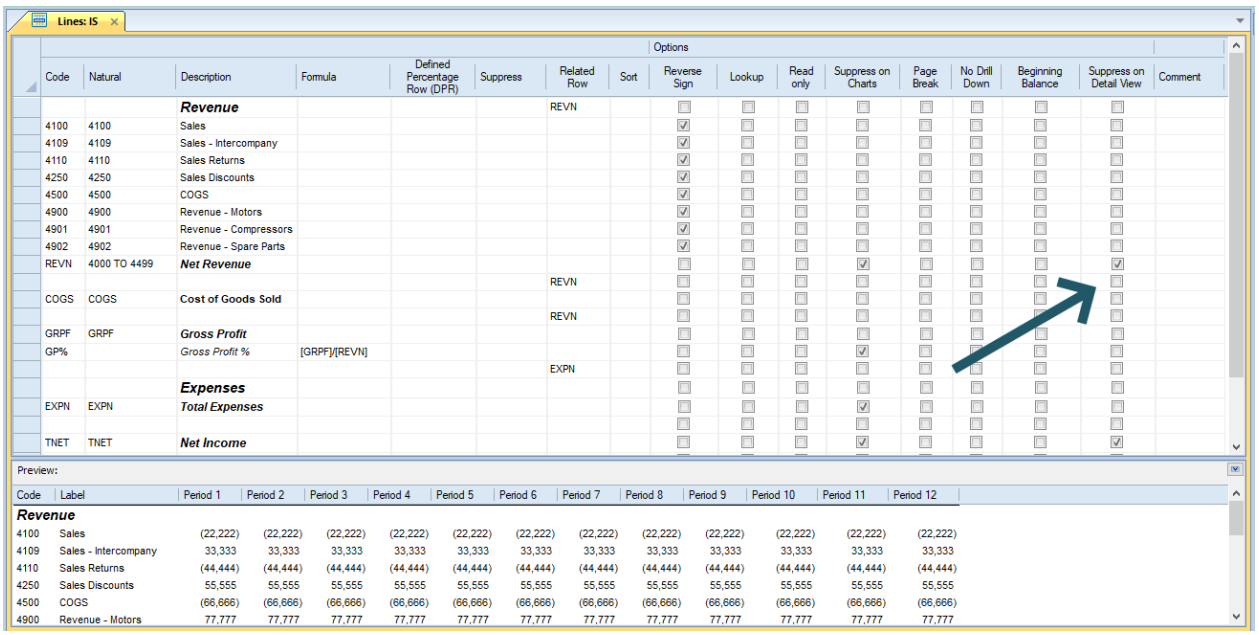
- For a PERIODIC column: If the period value is a single value (i.e. a specific period number or “PERIOD”), the row with the beginning balance should have the value of the prior period. For example, if the period is 7, the beginning balance will show the value at the end of period 6.
- For a PERIODIC column: If the period value is a range of values (i.e. 1 to 3, 3 to 6, etc.), the value in the beginning balance row will be the value at the end of the period prior to the first period in the range.
- For a YTD column with a single value in the period (i.e. a specific period or the PERIOD keyword), the beginning balance row will be the prior year's ending balance (or period 0 for the current year).
- For a YTD column with a range in the period field (i.e. 1 to 3, 4 to 6, etc.) the value in the beginning balance row will be the YTD total for the period prior to the first period in the range. For example, for the range 4 to 6, the beginning balance for that YTD column would be the YTD total for period 3.

Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

Suppress on Detail View

The Suppress on Detail View field allows you to specify whether the given row will expand on the Full Account Detail view of the Report output.

When checked, this option will prevent this row from showing the underlying account-level details when a user opens the Full Account Detail view. This is especially useful for rows that are acting as summaries of other rows that are displayed – checking this option will prevent the details from being included twice in the detail output. This option has no effect on regular Reports or Input screens.



Lines: IS

Code	Natural	Description	Formula	Defined Percentage Row (DPR)	Suppress	Related Row	Sort	Options: Reverse Sign	Lookup	Read only	Suppress on Charts	Page Break	No Drill Down	Beginning Balance	Suppress on Detail View	Comment
		Revenue				REVN		☐	☐	☐	☐	☐	☐	☐	☐	
4100	4100	Sales						☑	☐	☐	☐	☐	☐	☐	☐	
4109	4109	Sales - Intercompany						☑	☐	☐	☐	☐	☐	☐	☐	
4110	4110	Sales Returns						☑	☐	☐	☐	☐	☐	☐	☐	
4250	4250	Sales Discounts						☑	☐	☐	☐	☐	☐	☐	☐	
4500	4500	COGS						☑	☐	☐	☐	☐	☐	☐	☐	
4900	4900	Revenue - Motors						☑	☐	☐	☐	☐	☐	☐	☐	
4901	4901	Revenue - Compressors						☑	☐	☐	☐	☐	☐	☐	☐	
4902	4902	Revenue - Spare Parts						☑	☐	☐	☐	☐	☐	☐	☐	
REVN	4000 TO 4499	***Net Revenue***						☐	☐	☐	☑	☐	☐	☐	☑	
						REVN		☐	☐	☐	☐	☐	☐	☐	☐	
COGS	COGS	**Cost of Goods Sold**						☐	☐	☐	☐	☐	☐	☐	☐	
						REVN		☐	☐	☐	☐	☐	☐	☐	☐	
GRPF	GRPF	***Gross Profit***						☐	☐	☐	☐	☐	☐	☐	☐	
GP%		*Gross Profit %*	[GRPF]/[REVN]					☐	☐	☐	☑	☐	☐	☐	☐	
						EXPN		☐	☐	☐	☐	☐	☐	☐	☐	
		Expenses						☐	☐	☐	☐	☐	☐	☐	☐	
EXPN	EXPN	***Total Expenses***						☐	☐	☐	☑	☐	☐	☐	☐	
								☐	☐	☐	☐	☐	☐	☐	☐	
TNET	TNET	***Net Income***						☐	☐	☐	☑	☐	☐	☐	☑	

Preview:

Code	Label	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
Revenue													
4100	Sales	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)	(22,222)
4109	Sales - Intercompany	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333
4110	Sales Returns	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)	(44,444)
4250	Sales Discounts	55,555	55,555	55,555	55,555	55,555	55,555	55,555	55,555	55,555	55,555	55,555	55,555
4500	COGS	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)	(66,666)
4900	Revenue - Motors	77,777	77,777	77,777	77,777	77,777	77,777	77,777	77,777	77,777	77,777	77,777	77,777

Note: If the Options Fields checkbox is not checked on the context ribbon, this field will not appear in the Line Definition workspace.

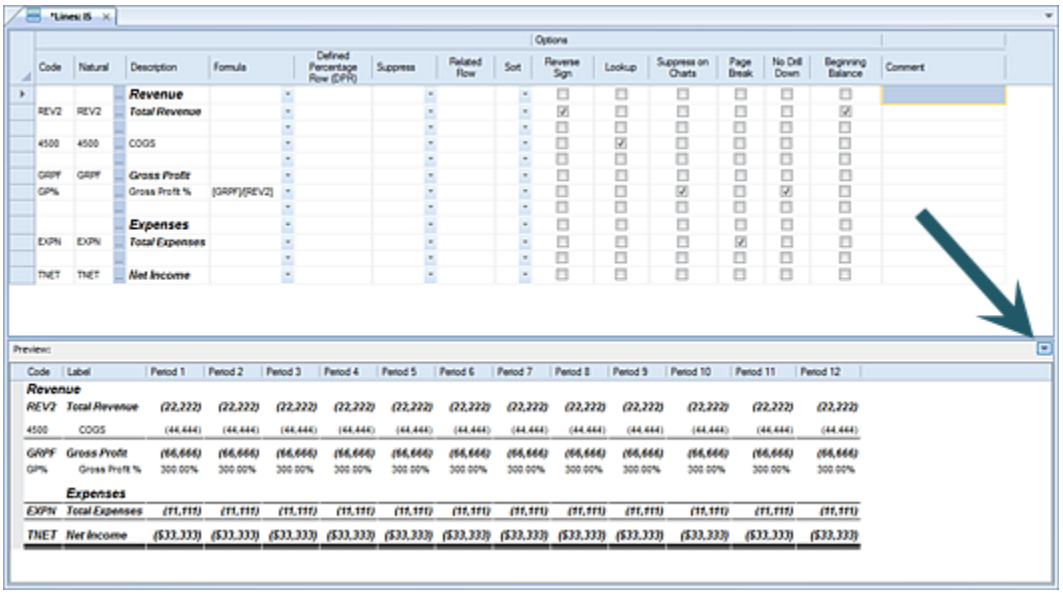
Line Comment Field

The Comment field allows you to add notes or other information that may be important for understanding the purpose of this line.

Any information you note in the Comment field will <u>not</u> appear on the report.

Lines Preview Pane

Prospero provides you with a Preview Pane available at the bottom of your Line Definition for a general view in to how the field's data, formatting and descriptions will appear on your report.



You can minimize, or close, this pane by selecting the minimize button on the top right-side of the Preview Pane.

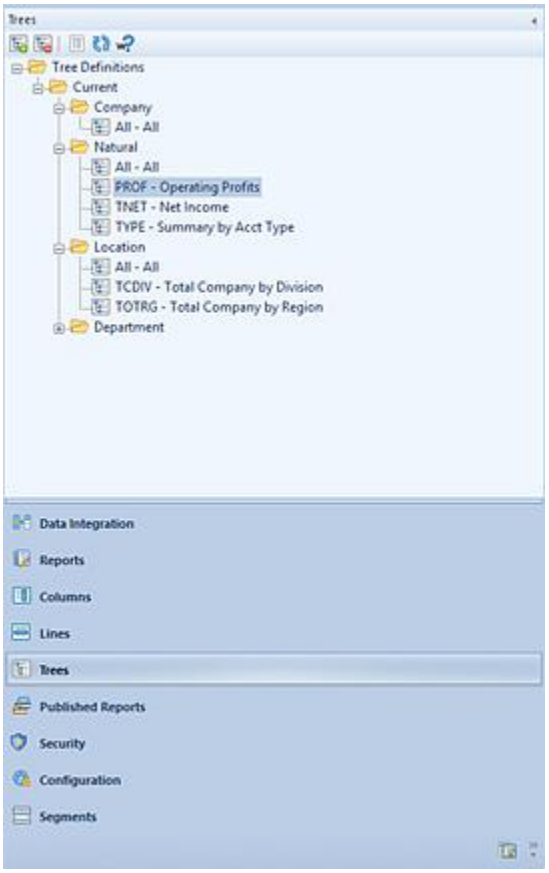
Trees

Trees are used to define automatic totals, or summary values, for groups of items within a segment. Trees can be used on a report to define a drill-down path or to run the report consolidating different areas of the organization in a specific way.

While reports or budget plans can be run without using trees, once they are defined, trees easily and automatically maintain your summary data and reflect any updates to your segment information – either through the import or integration processes.

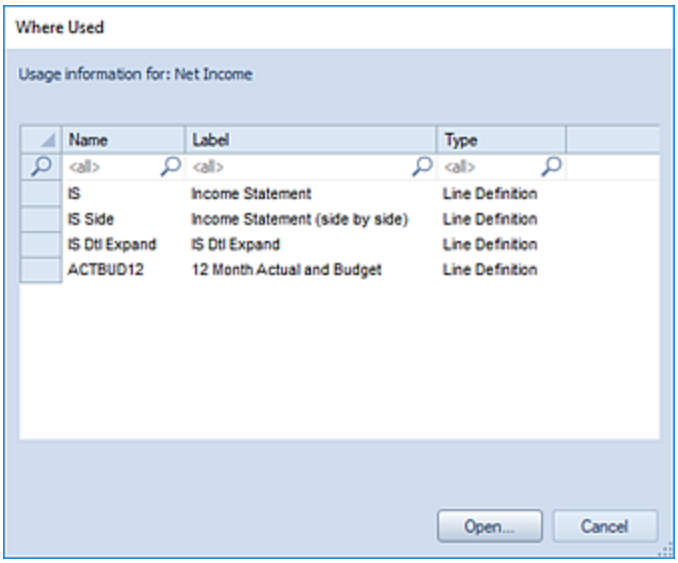
Trees Navigation Pane

The **Trees Navigation Pane** contains the primary features and functions to create and manage Tree Definitions in Prospero. To access Tree Definitions, select the Trees bar on the Navigation Pane.



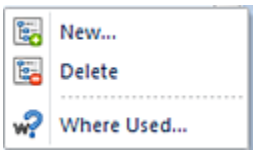
The available actions for managing Trees in Prospero include:

- **New Root** - Selecting the option will create a new Tree under the selected folder in the Navigation Pane. Select the root folder where you would like the Tree Definition to be located (defined).
- **Delete** – Selecting the option will delete the selected Tree from the Navigation Pane.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the line.
- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.
- **Where Used** – Selecting the option will return an informational dialog box to indicate where the item (i.e. which Line, Column, or Report Definition) the Tree Definition is used in.



Selecting the item in the Where Used dialog box and clicking **Open** button will open the selected item(s).

As with most options on the Navigation Pane, selecting the item(s) and the right-click mouse button will open a popup menu including commonly-used features:



System-Defined Trees

Each subordinate folder within the Tree Definition Current folder contains an “All” tree item which summarizes all the items in that segment. This element is a system-defined tree constructed in Prospero by default. The items contained in that “All” tree cannot be modified but you may modify the label or alternate label on any “All” tree item to reflect the information you prefer.

The primary use for the “All” system defined tree is so that it can be used when executing your reports or budget plans so you don’t have to create specific trees yourself.

Subtotals by account type within the “All” tree are automatically created where there are posting-level items to summarize for the account type. Conversely, if there are no subordinate accounts, the subtotal will not be created. The root level for the default Natural account tree will have an account type of revenue assigned and any accounts will have revenues and expenses roll up to it. However, when the “All” Tree is created as part of the Prospero installation, any account set to “Statistical” will not be included in that Tree.

In addition to the system-defined trees, you can also create your own trees to summarize items in the segment in whatever manner you require. You can add system-defined trees to your user-defined trees, making it easier to manage tree items.

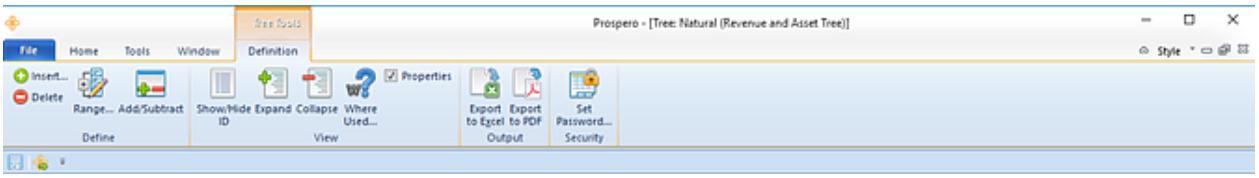
For more information on creating Trees, see the section on Adding a Root Item.

For more information on how the “All” tree item is used in reports, see the section on Running Reports in Report Definitions.

Tree Tools Definition Context Ribbon

The **Tree Tools Definition context ribbon contains** many of the specific features for creating, designing, and managing Trees. This ribbon will appear whenever you define a new or modify an existing Tree Definition.

Many of the functions available on the ribbon are also available from the pop-up menu available by using the right-click mouse button in the Tree Definition workspace.



Features on this ribbon are grouped logically in sections including:

- **Define** - This section contains functions such as adding or deleting items to a tree to manage your Tree Definition.

  The Add/Subtract option allows you to determine if a tree item should be added or subtracted from the parent summary. (If the item is subtracted, then the item will show with a red minus sign in the Tree Definition workspace. If the item is added or subtracted from the parent, the status will also appear in the Tree properties pane.)

  You also have the option to define a tree to use a range of values to define that summary. For more information see the section on Defining a Range.

- **View** - This section provides options on how you may view your Tree Definition in the Tree Definition workspace, either expanding or collapsing the tree branches you select, showing / hiding IDs for tree items or showing the Properties Pane.

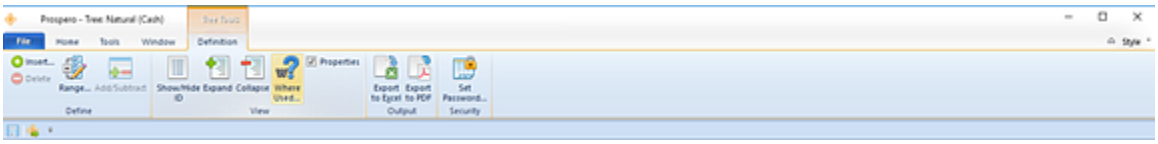
  The Where Used option allows you to see where a tree item is used, for example in a Line or Column Definition.

- **Output** - This section contains the options for exporting the tree which is open in the Tree Workspace to either Excel or PDF formats. This allows you to view the structure of the tree external to Prospero. For more information on exporting tree structures see the section in Prospero Help.

- **Security** - The Security section contains the Set Password function to add or remove passwords from your Tree Definitions.

Exporting Tree Items Structures

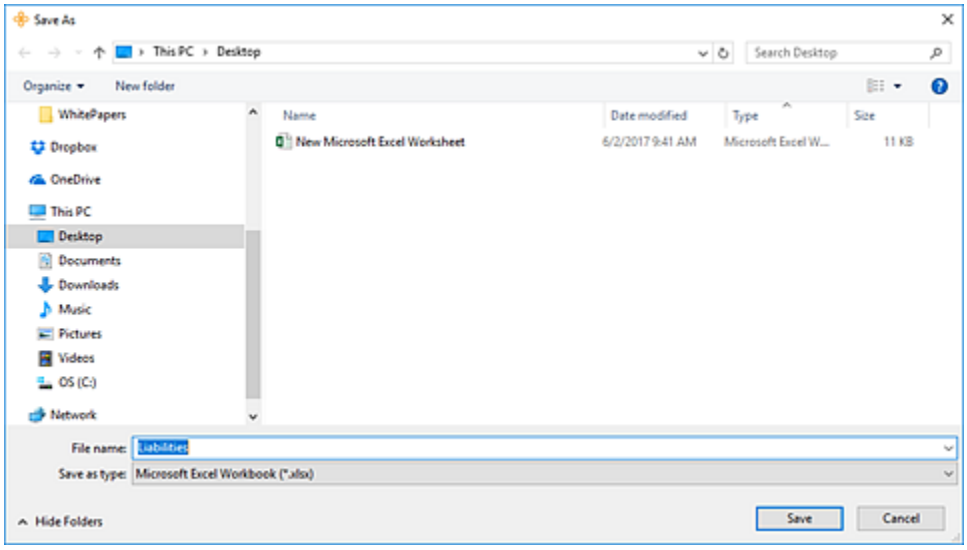
Prospero allows you to export tree item structures using the options available from the Tree Tools Definition Context Ribbon.



The Output section contains the options for exporting the tree which is open in the Tree Workspace to either Excel or PDF formats. This allows you to view the structure of the tree external to Prospero.

<u>To Export a Tree item</u>:

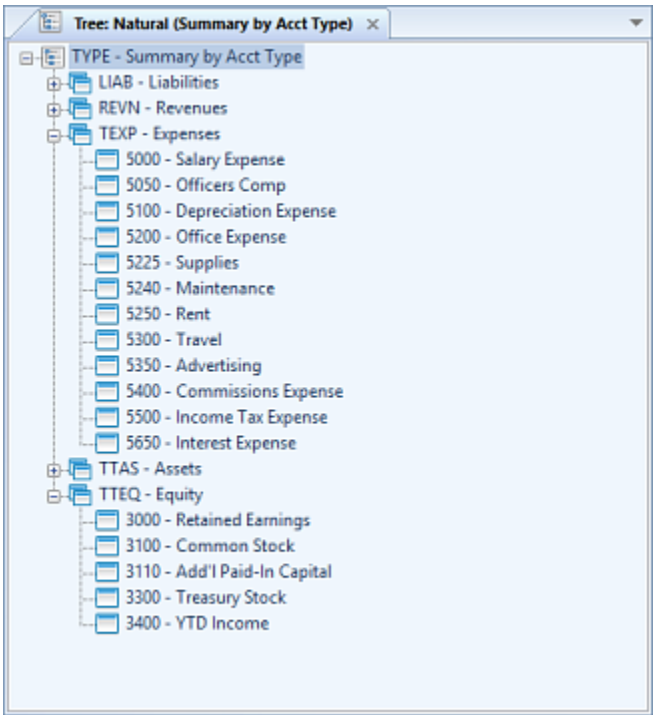
1. Open the Tree Navigation Pane.
2. Select the segment containing the tree you want to export.
3. Double-click on the tree to select to show the tree in the Tree Workspace.
4. On the Tree Tools Definition Context Ribbon, select either “Export to Excel” or “Export to PDF”.
5. When prompted, enter a name for the file otherwise the file name will default to the name of the tree item.



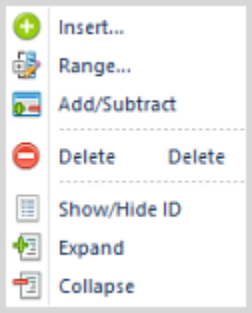
6. Select the **Save** button. You tree item will open in either Excel or a PDF browser, depending on which you selected, showing the full parent/child structure of the tree.

Tree Definition Workspace

The Tree Definition workspace is the area which allows you to define the segment summary elements and their characteristics. The Tree Definition workspace allows you to customize your data using the Tree Definition features and functions, the Properties Pane and the functions on the Trees Context Ribbon.



The Tree Definition workspace is designed to allow for easy creation and management summary segment information that drives drill-down and consolidation information in your report. You can add or delete items in your Tree Definition by using the right-click button on the Tree Definition workspace and selecting either **Add Items to Tree** or the **Delete** options.



The **Add/Subtract** option allows you to determine is a tree item's value should be added or subtracted from the parent summary. (If the item is subtracted, then the item will show with a red minus sign in the Tree Definition workspace and the status will also appear in the Tree properties pane. Furthermore, the value for the item will be subtracted from the total on any report.)

You also have the option to define a tree to use a range of values to define that summary. For more information on ranges, refer to the following as well as the section on Defining a Range.

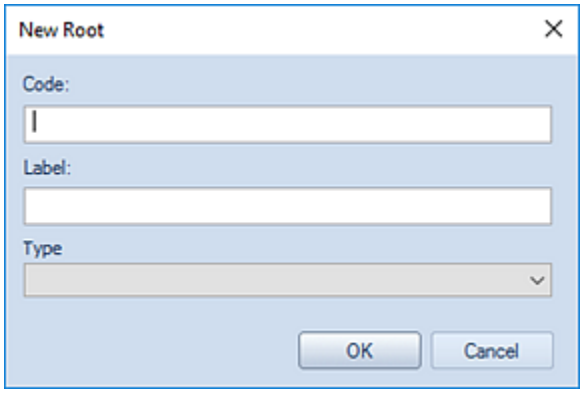
Adding a Tree Definition

A Tree is a logical grouping of items within a segment. The Tree Definition in Prospero is the mechanism that allows you to define elements that will summarize data for all items whenever you run a report or input definition using that tree.

For example, you may want to have an "Expenses" Tree which contains all expense accounts within that segment and then summarizes them. In Prospero those are called "Roots".

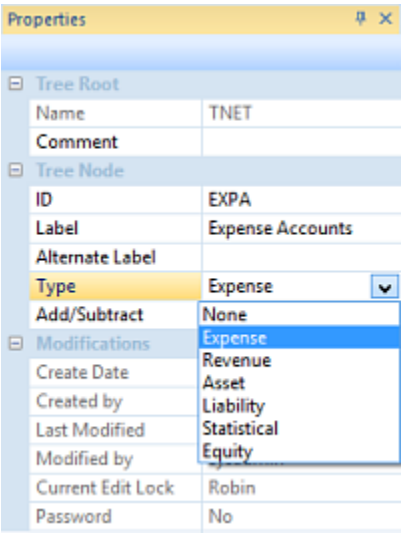
To add a new Tree (Root item):

1. Click on the Trees bar to open the Trees Navigation Pane.
2. Select the folder for the tree. (This will correspond to the segment that you will be creating the summary within.)
3. Click the **New Root** button or right-click your mouse and select "New".
4. In the "New Root" dialog, enter a code and label for the new Root.

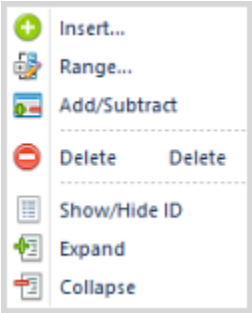


Note: The length of the Code corresponds to the length of segment ID and must conform to the number of characters exactly.

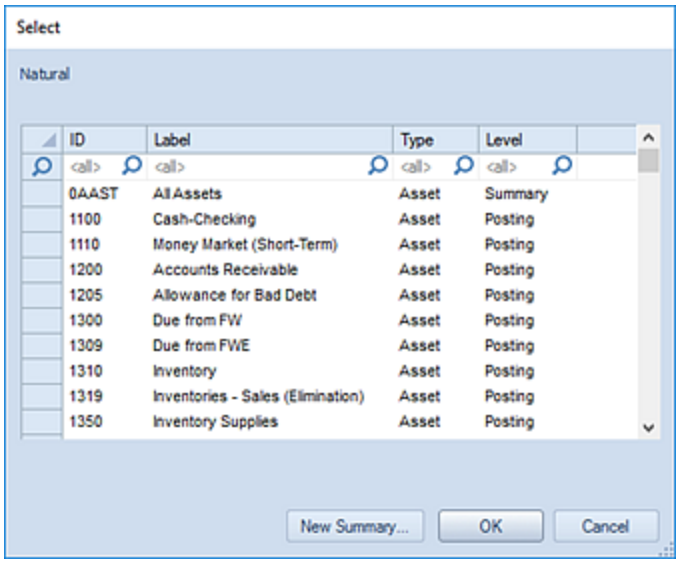
5. If the Root will summarize the Natural segment account information, you must select the Type. This field is required and will return an error message if left unpopulated. The value can be changed from the Trees Properties Pane.



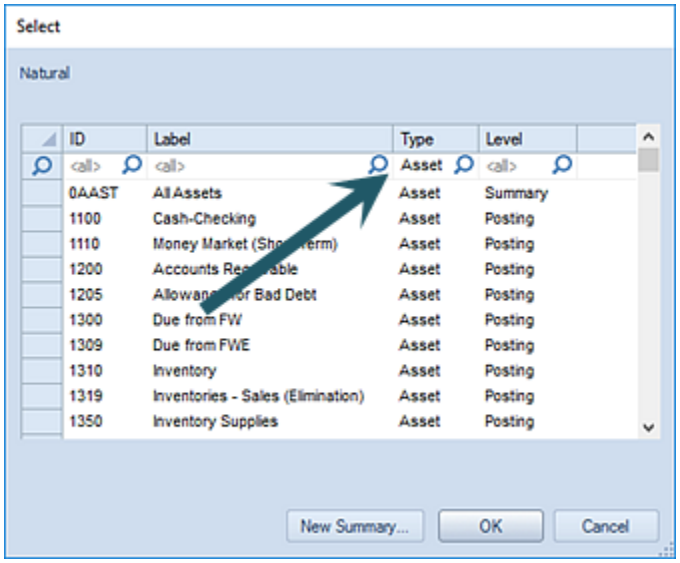
6. Add one or more segment items your Tree by clicking on the item and selecting the **Add Items to Tree** option. This option is available on the Tree Tools Definition context ribbon, or, by right-clicking and selecting the option from the pop-up menu.



7. The Select screen will then allow you to choose those segment elements that you want contained in your summary.



You can filter your selection on the segment item's ID, Label, Type, or Level fields by typing the value(s) in the top filter field: For example, type a "1" to search for all ID's beginning with "1". Or, for Natural accounts, you can enter a type value to return only the specific accounts associated to that type.



You can also select individual contiguous items using **Shift** key and your mouse.

8. After making your selections, use the **OK** button to add your selections to the Root item.

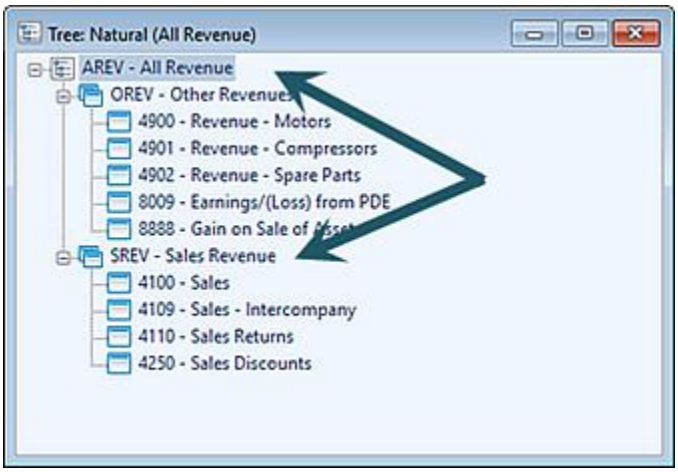
Note: You can add system-defined trees to your user-defined trees, making it easier to manage tree items. For more information, refer to the section on system-defined trees.

Using Summaries within Tree Definitions

A Tree is a logical grouping of items within a segment. The Tree Definition in Prospero is the mechanism that allows you to define elements that will summarize data for those items whenever you run a report or input definition using that Tree.

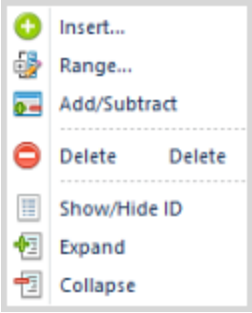
In Prospero, you can define your Tree root item to also contain summaries which is turn contain individual accounts. You can use these summaries within the Tree root items to return a value based on the included items. This can also be a method for logically grouping or classifying your account information.

For example, the following Tree root item for “All Revenue” contains two summaries, one for “Sales Revenues” and another for “Other Revenues”:

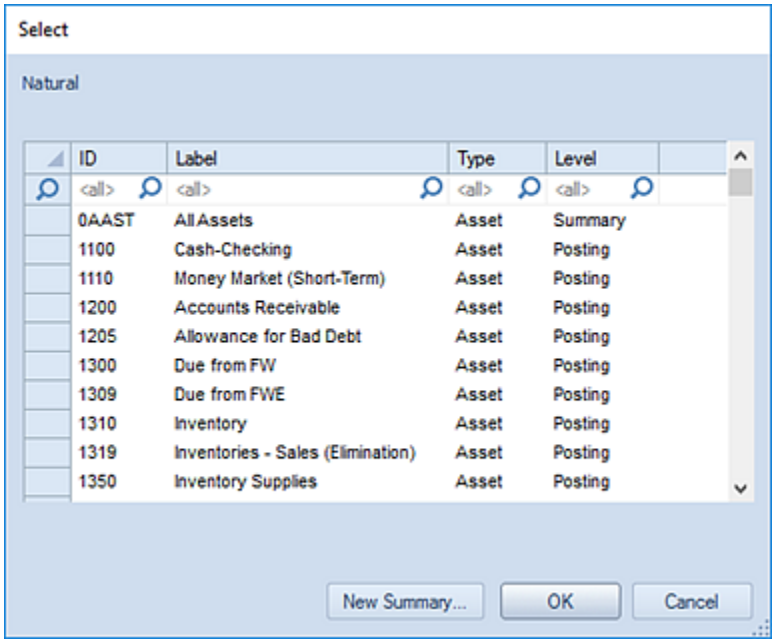


<u>To add a new Summary item</u>:

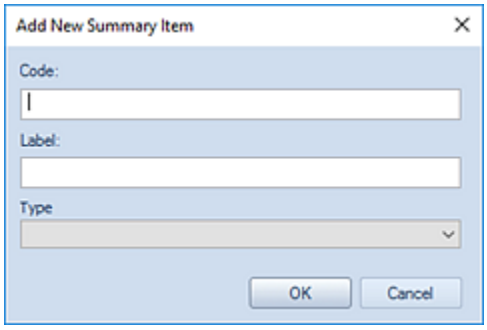
1. Click on the Trees bar to open the Trees Navigation Pane.
2. Select the folder where your tree root resides.
3. Select the tree root to create a summary item in.
4. Right-click and select the **Insert** option from the pop-up menu.



5. The Select screen will appear. Select the **New Summary** button.

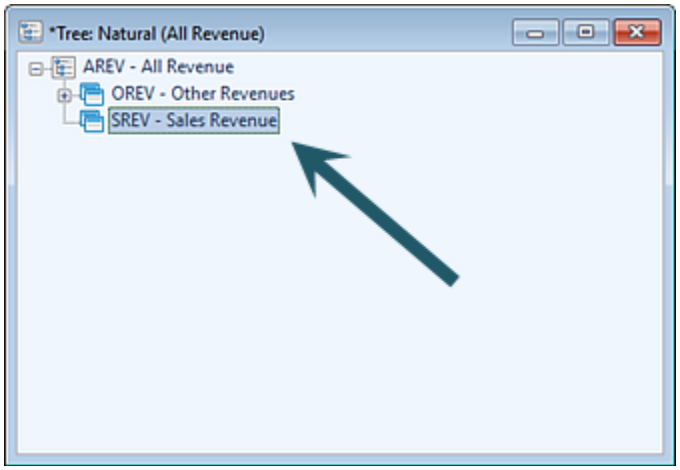


9. In the “Add New Summary Item” dialog, enter a code, label and type (If dealing with the Natural segment).

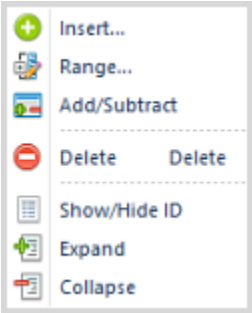


Note: The length of the Code corresponds to the length of segment ID and must conform to the number of characters exactly.

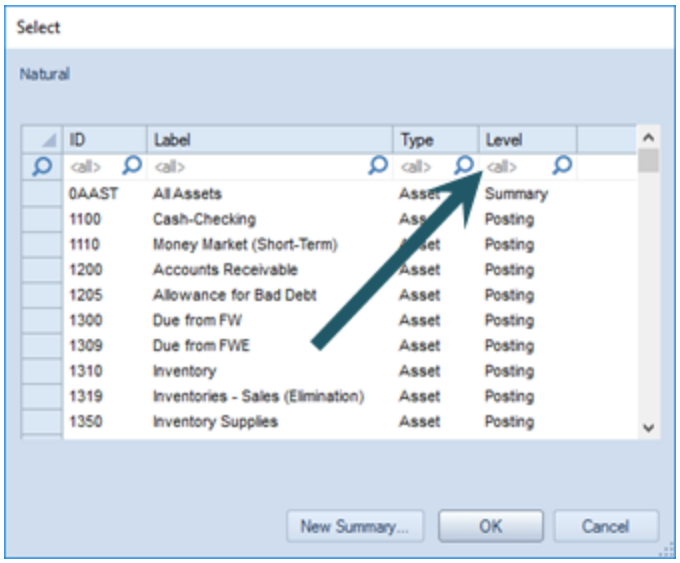
6. After entering the code and label, use the **OK** button to add your new summary to your root item.
7. In the Tree Definition workspace for the root item, select the new summary.



8. Right-click and select the **Insert** option from the pop-up menu.



9. The Select screen will appear. Select items to add to the summary item. These may be either posting or other summary level items. You can filter on the Level field by typing a value in the field

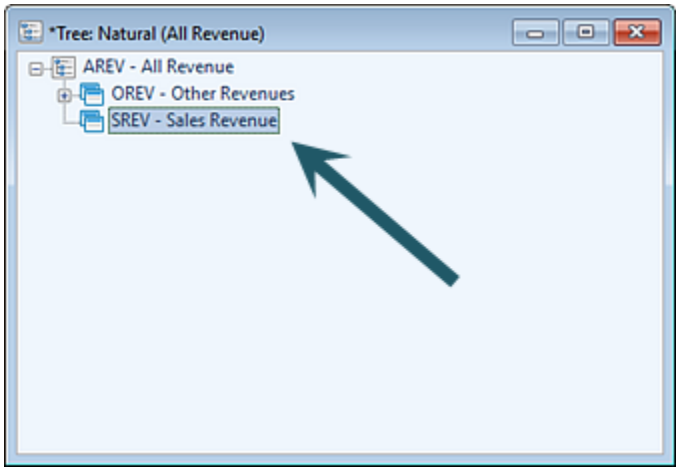


10. After making your selections, **Save** your Tree Definition.

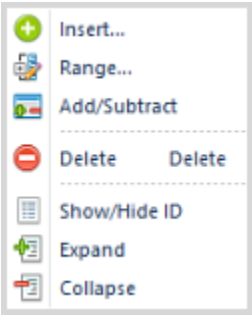
Note: You can add system-defined trees to your user-defined trees, making it easier to manage tree items. For more information, refer to the section on system-defined trees.

To delete a Summary item:

1. Click on the Trees bar to open the Trees Navigation Pane.
2. Select the folder where your tree root resides.
3. Select the tree root item.



4. Right-click and select the **Insert** option from the pop-up menu.



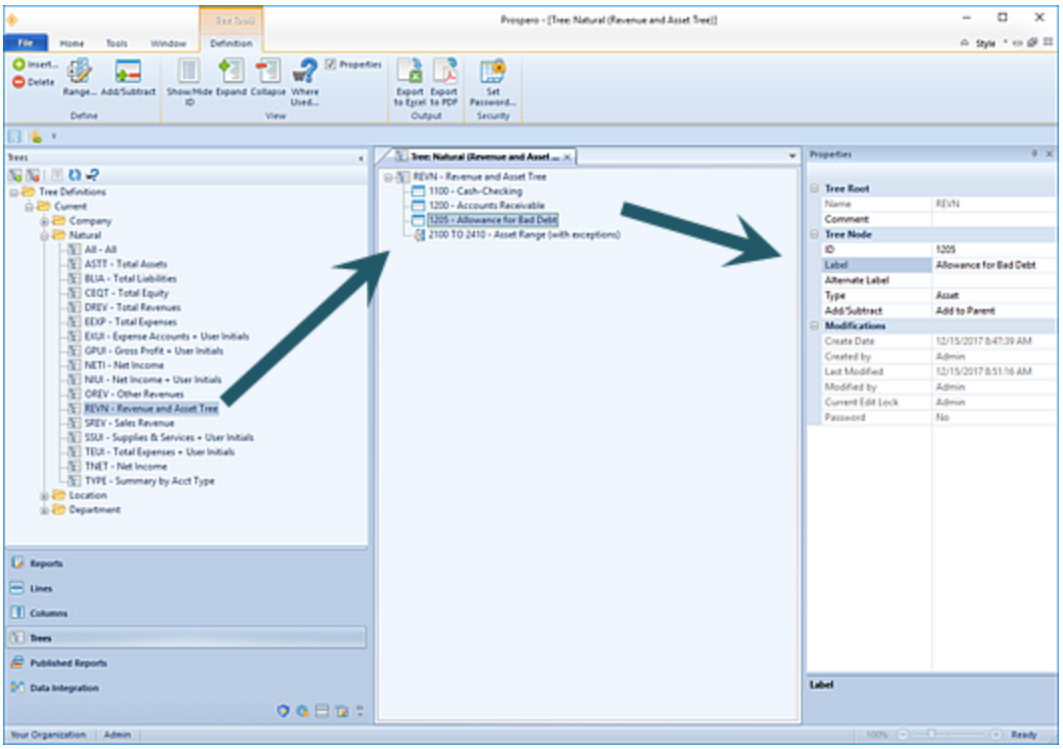
You can delete a specific item in a summary or the entire summary item. Deleting the entire summary item will also delete any items contained in it from your tree root item. Deleting individual items in a summary item does not delete them from Prospero and any summary items which you create and save will still be available for selection and use in other tree root or summary items. If you use a system-defined tree, this will not change the contents of that tree.

5. After making your changes, **Save** your Tree Definition.

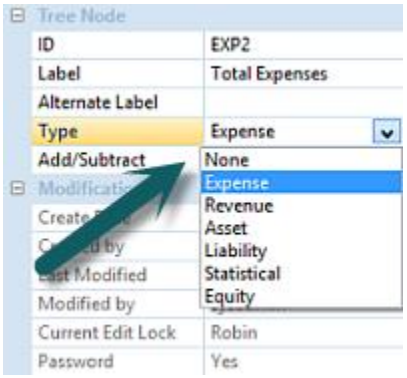
Note: You can add system-defined trees to your user-defined trees, making it easier to manage tree items. For more information, refer to the section on system-defined trees.

Modifying a Tree Definition

You can modify the label of your Root item by double-clicking on the item in the Tree Definition Navigation Pane to open the item in the Prospero workspace.



In the Properties Panel for the Tree Node, enter a new Label, Alternate Label, or change the Type:



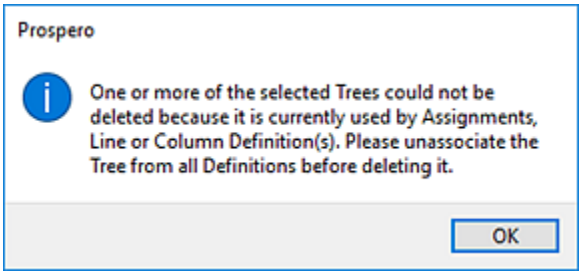
Close the Root item and select '**Yes**' when prompted to save the change.

Deleting a Tree Definition

Tree Definitions can be deleted if they are no longer required.

Note: Exercise caution when deleting Root items as this can dramatically change the structure of your summarizations. Also, deleting any Root item will promote any contained sub-tree elements to a root-level.

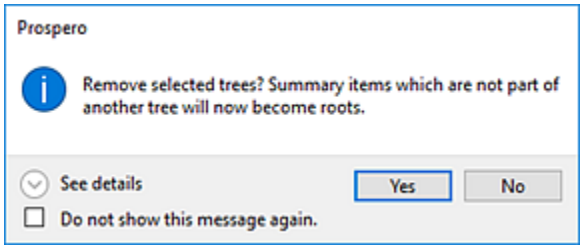
Prior to deleting any Tree Definition, check that the item is not currently associated with any Report or Input Definitions or Assignment. In this instance, you will not be able to delete the Tree Definition and will receive a warning message indicating that the item is used elsewhere:



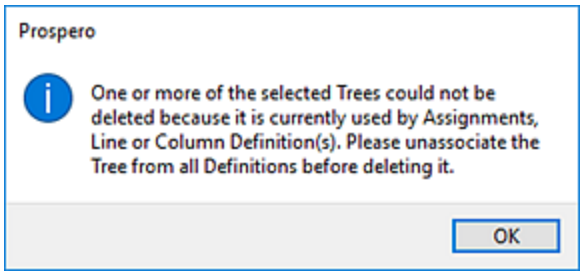
Only those Tree items which are <u>not</u> associated to any Report or Input Definition can be deleted.

<u>To delete a Tree Definition</u>:

1. Click on the Trees bar to open the Trees Navigation Pane.
2. Select the Tree Definition to delete.
3. Click on the **Delete** icon on the Tree Navigation Pane. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.
5. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or Input Definition which uses the item.



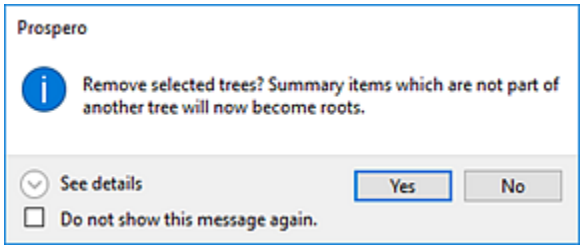
Otherwise, the item will be deleted and this message will not be shown.

6. Select **OK** to close the warning message.

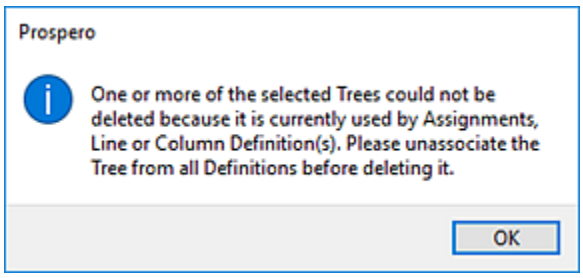
Additionally, you can delete multiple Tree Definitions from the Trees Navigation Pane.

<u>To delete multiple Tree Definitions</u>:

1. Click on the Trees bar to open the Trees Navigation Pane.
2. Select the Tree Definitions to delete. Select more than one item using the **Shift** key and mouse-clicking on the items.
3. Use the right-click to select the **Delete** option from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.
5. If the item is currently in use, you will receive a warning message and you must disassociate the item from the Report or Input Definition which uses the item.



(Otherwise, the item(s) will be deleted and this message will not be shown.)

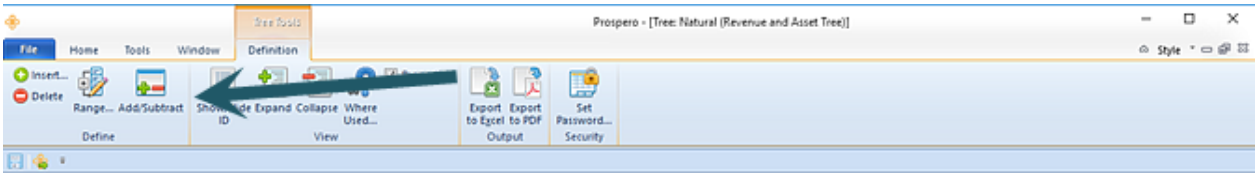
6. Select **OK** to close the warning message.

Note: If you do not wish to receive confirmation messages on deletions of Prospero items (Column Definitions, Line Definitions, Report Definitions, or Tree Definition Root Items), check the “Do not show this message again” checkbox. You can re-enable confirmation messages by selecting the “Prompt before deleting” checkbox on the Local Settings Options screen

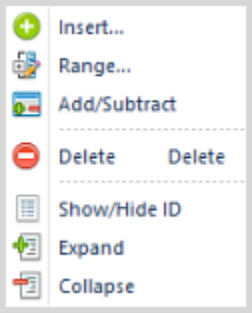
Add/Subtract from Parent Option

The Add/Subtract from Parent option allows you to determine if a tree item’s value should be added to or subtracted from the parent summary.

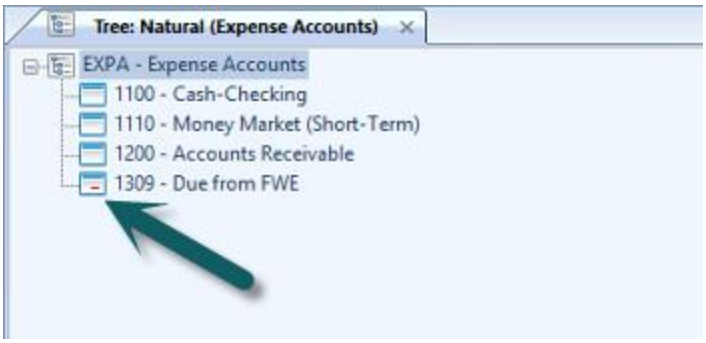
The Add/Subtract from Parent option is available from the Tree Tools Definition context ribbon which appears when a Tree is open in the Tree Definition workspace.



Additionally, you can right-click on any selected tree’s item to return the pop-up menu with the Add/Subtract option.



If the item is subtracted, then it will appear with a red minus sign in the Tree Definition workspace and the status will be indicated in the Tree properties pane.



When an item is added to the parent, its value will be included in the parent summary value, or total, on any report. When an item is subtracted from the parent, the value will be subtracted from the parent summary value, or total, on any report. For example, a report using the tree defined above in the Line Definition would have the following behavior based on the Add/Subtract from Parent setting:

Account	Add to Parent	Subtract from Parent
1100 - Cash Checking	38,614	38,614
1110 - Money Market (Short-Term)	228	228
1200 - Accounts Receivable	4,510	4,510
1309 - Due from FEW	1,006	(1,006)
EXPA - Expense Account Total	44,358	42,346

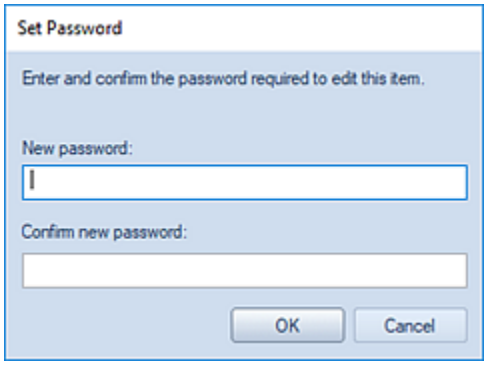
Note: The Add/Subtract from Parent option is not available for use within segments' "All" Tree items as this tree is read-only and cannot be modified.

Set Password on Tree Definition

Passwords control who can access or modify your Tree Definition items. The Security option on the Tree Tools Definition context ribbon contains the Set Password function to add a password to your Tree Definitions.

<u>To set a password on an active Tree Definition Root item</u>:

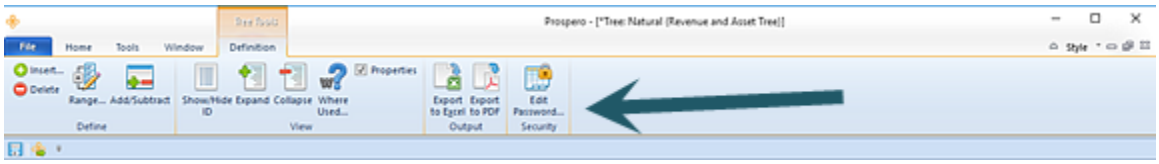
1. Select an active Root item.
2. Select the Set Password option on the Tree Tools Definition context ribbon.
3. Selecting the option will open the Set Password screen.



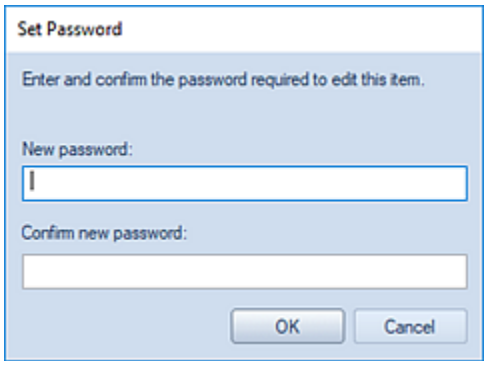
4. Enter a new password in each of the password fields.
5. Press the **OK** button to confirm the new password.

<u>To remove a password on an active Tree Definition Root item</u>:

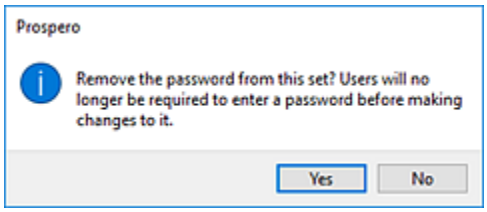
1. Whenever a password is set on a Tree Definition Root item, the Edit Password option will be active on the Tree Tools Definition context ribbon. Click on the Edit Password option.



2. Selecting the option will open the Set Password screen. **<u>Do not</u>** enter a value. This will remove any existing password.



3. Press the **OK** button to confirm the action.
4. When you receive the confirmation message, press the **Yes** button.



Defining a Range

Tree Root items routinely allow you to add individual contiguous segment items. However, Prospero also provides you with the ability to use ranges within Root items with the **Range** option. The Range option allows you to create Tree Definition Root item using either specifically-entered start and end codes or wildcard characters. Using the Range option simplifies the creation and maintenance of these summaries by eliminating the requirement to manually enter and update each segment code.

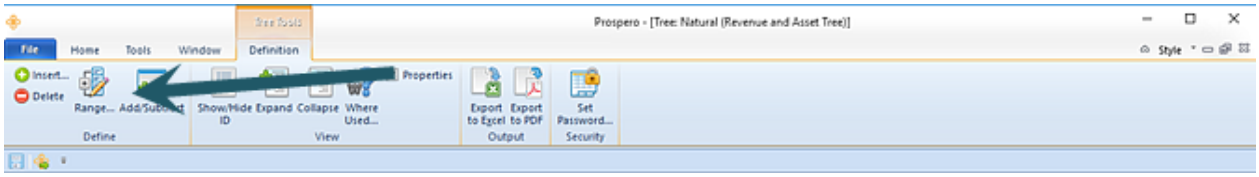
The Range option is available on the Tree Tools Definition context ribbon.

Adding a Range

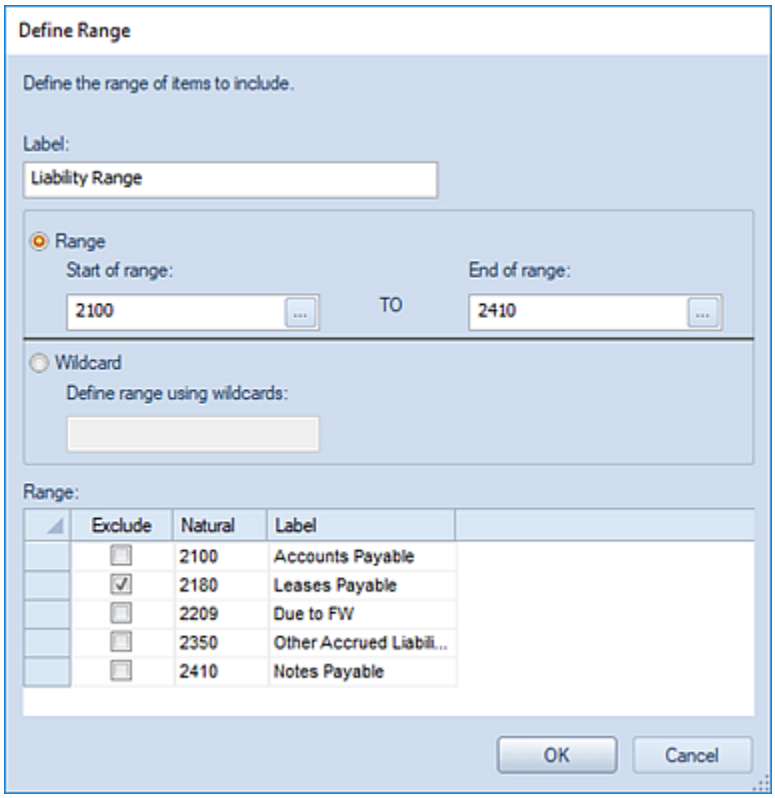
After adding your Tree Definition Root item, you can add a range within it by selecting the Range option.

To define a new range:

1. Select the Root item which will contain the range.
2. Select the Range option on the Tree Tools Definition context ribbon, or, by right-clicking on the item and selecting the option from the pop-up menu.



3. The Define Range dialog will appear.



4. Enter the information for your range as required. The fields in the Define Range screen include the following:
   - **Label –** A descriptive label field which is used to identify the range. Each defined range must contain a label value.
   - **Start of Range –** This value will correspond to the first segment item's code value to be used in the range. The Start of Range value can be defined using:
     - A specific code value entered directly to the field (i.e. 1000, 8888).
     - A wildcard value entered directly to the field such as (1???) or (1*). Valid wildcard characters are limited to the question mark (?) or asterisk (*).
     - A value chosen in the Select dialog which is available by clicking on the ellipsis button in the field.
   - **End of Range –** This value will correspond to the last segment item's code value to be used in the range. The End of Range value can be defined using:

- A specific code value entered directly to the field (i.e. 1000, 8888).
- A wildcard value entered directly to the field such as (1???) or (1*). Valid wildcard characters are limited to the question mark (?) or asterisk (*).
- A value chosen in the Select dialog which is available by clicking on the ellipsis button in the field.

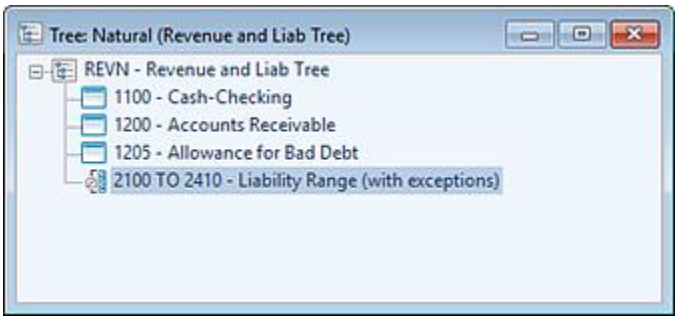
The start and end values for the range cannot be the same. Nor can the start value be greater than the end value. In this instance, the following warning message will be returned and the user will not be allowed to create the range:

"The specified range is not valid. Ensure that the start and end of the range are not the same and that the starting ID comes before the ending ID."

- **Wildcard –** When a wildcard value is entered to the Wildcard field, the range defined will correspond to all values which can be filtered by that value.

  For example, a value of (88??) will return all segment code values which begin with "88". Valid characters for the Wildcard field is the same as the Start and End of Range fields and are limited to the question mark (?) or asterisk (*).

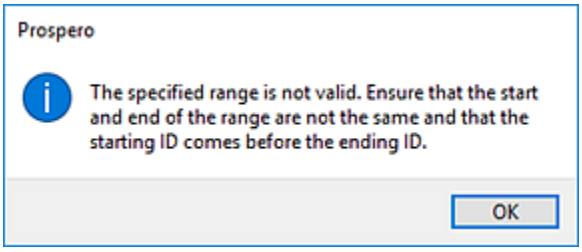
- **Exclude** – Selecting the Exclude checkbox indicates that a specific item or items will not be included in the range. If exclusions exist, this will be noted on the range as "with exceptions", as per below:



When data is summarized or reported, these exception items will be excluded from the summarization.

5. Click the **OK** button to save the new Range.

   You can modify your range at any time by double-clicking on the range in the Tree Definition workspace to open the Define Range dialog. If you select an End Range value less than the Start Range value, you will be presented with the following warning:



In addition, you can delete your range at any time.

To delete your range:

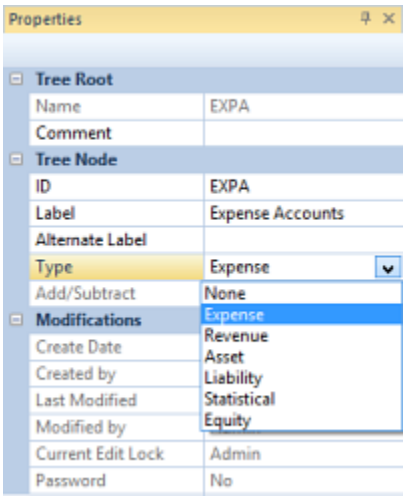
1. Click on the range in the Tree Definition workspace under the Root item.
2. Select the **Delete** option from the Tree Tools Definition context ribbon, or, by right-clicking on the item and selecting **Delete** from the pop-up menu.
3. The range will no longer appear in the Tree Definition workspace.

Tree Definition Properties Pane

The **Tree Definition Properties Pane** of the Tree Definition workspace allows you to view or manage the properties or elements specific to the Tree Summary Item. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

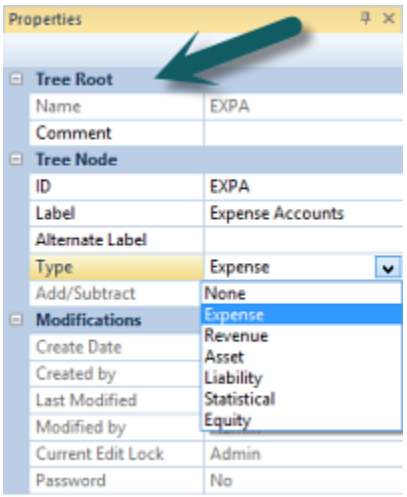
As with any properties pane in Prospero, you can “Pin” your pane to always show or to remain hidden on the workspace.

The Tree Definition Properties Pane is sectioned in to three parts: Tree Root, Tree Node, and Modifications sections.



Tree Root Section

The Tree Root section contains the information specific to that Tree Definition Root item.

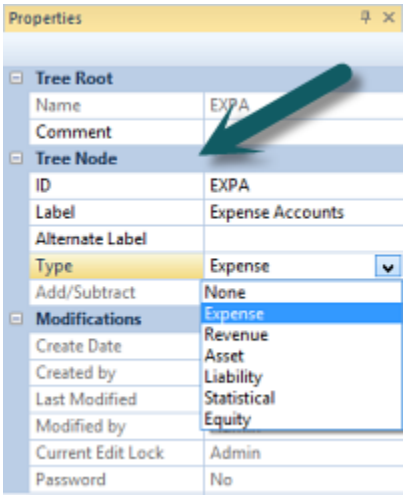


Fields in the Tree Root section include:

- **Name** – Contains the name of the root location (folder) in which the Tree item resides. This property may not be edited.
- **Comment** – Contains any comments that the creator wishes to note.

Tree Node Section

The Tree Node section contains the label and type of values that define the Tree Root information:



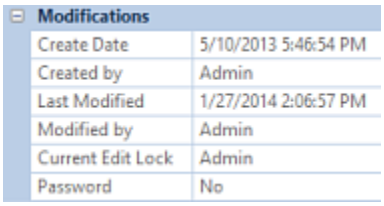
Fields in the Tree Node section include:

- **ID** – The name of the tree item. This property may be edited.
- **Label** – The label of the tree item. This property may be edited.

- **Alternate Label** – The label of the tree item. This property may be edited.
- **Type** – The Type property field relates to Tree items which are created as hierarchies of Natural accounts, thereby, corresponding to the type of account (i.e. Revenue, Expense, etc.) in the tree item. This property may be edited.
- **Add/Subtract** - The Add/Subtract field indicates that a tree item's value should be added or subtracted from the parent summary.

Modifications Section

The Modifications section of the Tree Definition Properties Pane contains information on the Tree Definition owner, when the item was created, who last modified the Tree Definition, as well as who may currently be editing the item. This information is read-only and cannot be directly edited.



Modifications	
Create Date	5/10/2013 5:46:54 PM
Created by	Admin
Last Modified	1/27/2014 2:06:57 PM
Modified by	Admin
Current Edit Lock	Admin
Password	No

The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Commonly-Used Prospero Hot Keys

Prospero provides support for various functions using Microsoft's common constructs for keyboard hot keys. Hot keys primarily apply to situations when editing within element and input grids.

Commonly-used Prospero hot keys include the following:

Hot Keys	Action
Alt + F4	Close the active item, or exit the active app
Ctrl + A	Selects all rows on the grid
Ctrl + C	Copy the selected item or text
Ctrl + D	Copies cell contents down (Highlight target rows first)
Ctrl + Delete	Delete the selected item
Ctrl + End	Moves the cursor to the bottom right cell of a grid
Ctrl + F	Find (in a grid)

Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + H	Replace (in a grid)
Ctrl + Home	Moves the cursor to the top left cell of a grid
Ctrl + mouse-click	Allows selection of multiple non-contiguous items in a window, dialog, or grid
Ctrl + Num -	Delete (in a grid)
Ctrl + Num +	Insert (in a grid)
Ctrl + R	Copies cell contents to the right (Highlight target columns first)
Ctrl + spacebar	Select multiple cells in a grid
Ctrl + Shift + Right Arrow	Selects more than one cell to the right.
Ctrl + Shift + Left Arrow	Selects more than one cell to the left.
Ctrl + V	Paste the selected item or text
Ctrl + X	Cut (delete) the selected item or text
Ctrl + Y	Redo
Ctrl + Z	Undo an action
Down Arrow	Move the cursor down in a grid
Esc	Stops or leaves the current task (For example, to cancel a Save prompt)
F1	Open context sensitive Help (online and offline)
F2	Rename the selected text (in a cell)
Left Arrow	Move the cursor to the left in a grid
Right Arrow	Move the cursor to the right in a grid
Shift + any Arrow key	Selects multiple cells
Shift + Delete	Delete the selected item
Shift + mouse-click	Allows selection of multiple contiguous items in a window, dialog, or grid
Up Arrow	Move the cursor up in a grid

Where Used

The **Where Used** option allows you to see if a Column, Line or Tree Definition is being used. The **Where Used** option opens a dialog which displays all the places the given set is used.

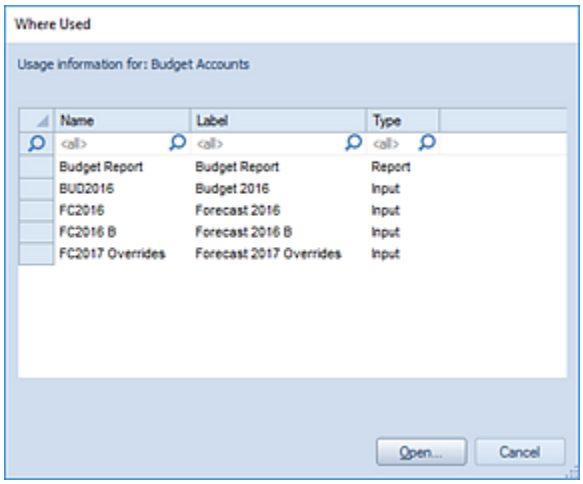
- For Columns, this may be as part of a report or budget plan (i.e. Report or Input Definitions.)
- For Lines, this may be as part of a report, budget plan or input override (i.e. Report Definition, Input Definitions or override setting on an Input Definition.)

- For Trees, this may be as part of a Column or Line Definition.

The Where Used option is available from the Navigation Pane or associated context ribbons.

To see where a Column, Line or Tree is used:

1. Select the Column, Line or Tree Definition in the Navigation Pane.
2. Clicking on The **Where Used** option . The “Where Used” dialog box will open.



3. Select the item and the **Open** button to open the definition.

For more information, refer to the section on Column Definitions, Line Definitions, and Tree Definitions.

Report Definitions

Defining a Basic Report

Reports are built using a Report Definition which contains a Column and Line Definition. When combined, these elements define the data that will appear on the report. Creating a basic report is quick and easy and can be accomplished in a few steps, depending on the amount of detail and the specific data you want reflected in your report.

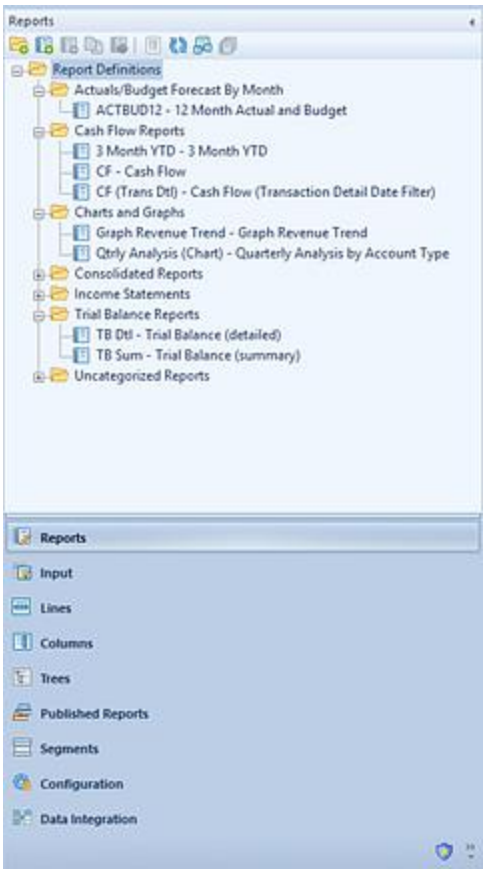
This section will cover creating Report Definition as well as some more in-depth report features such as drill down on report data and 3D charts and graphs.

Also, as you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality. Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

For more information on Report Definitions and features on the Report Definition workspace, refer to the following topics:

Reports Navigation Pane

The **Reports Navigation Pane** contains the primary features and functions to create and manage your Report Definitions in Prospero. To access Report Definitions, select the Reports bar on the Navigation Pane.



The available actions for managing Report Definitions include:

- **Create Folder** - Selecting the option will create a new folder under the selected folder in the Navigation Pane.
- **New** - Selecting the option will create a new report under the selected folder in the Navigation Pane.
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>. Any changes will also be reflected in the Quick Launch screen.
- **Delete** – Selecting the option will delete the selected report from the Navigation Pane.
- **Copy** – Selecting the option creates a copy of the selected report.
- **Run the Report** – Selecting the option will run the report.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the item.

- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.
- **Catalog View** – selecting the option opens the Catalog View screen to allow you to select one or more Report Definition to open in the Prospero workspace.

You must have the "Maintain Report" or "Run Report" permissions to use the Catalog View functionality for Report Definitions otherwise this feature will not be enabled. If only the "Run Report" permission is granted, reports will be read-only. For more information see the section on Prospero Security.

Reports Context Ribbon

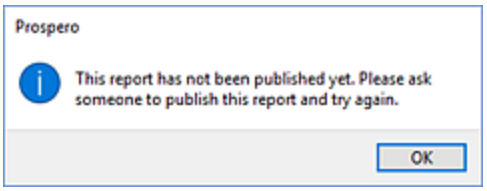
The **Report Tools Definition context ribbon** in the Prospero application contains the specific features for creating, designing, and managing your Report Definitions. This ribbon will appear whenever you define a new or modify an existing Report Definition.

Many of the functions available on the ribbon are also available directly from a selected column or cell in the Report Definition grid by using the right-click mouse button.

Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the report configuration functions to manage the Line and Column Definitions that make up your report. The Open All option will open the associated sets with a single click on the selection.
- **Font** – This section allows you to specify the text properties of your Report Definition cells, such as fonts, colors, highlighting, bold and italics.
- **Headers and Footers** – This section contains functions such as adding or deleting headers and footers in your Report Definition. These options are available when the Headers and Footers tab in the Report Definition is active.
- **Security** – The Security section contains the Set Password function to add or remove passwords from your Report Definitions. The Visibility option allows you to determine who can see your reports.
- **View** – This section allows you to show the Properties pane on your Report Definition workspace.

- **Report** – This section contains the Open Published option which will run the most recent published version of the report. If the report has not yet been published, you will be prompted to do so.



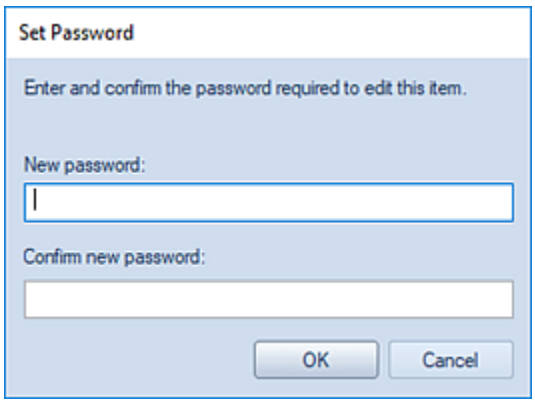
This section also contains the Run Report option which will execute the report.

Set Password on Report Definition

Passwords control who can access or modify your Report Definitions. The Security option on the Report Tools Definition context ribbon contains the Set Password function to add a password to your Report Definitions.

<u>To set a password on an active Report Definition</u>:

1. Select the Set Password option on the Report Tools Definition context ribbon.
2. Selecting the option will open the Set Password screen.



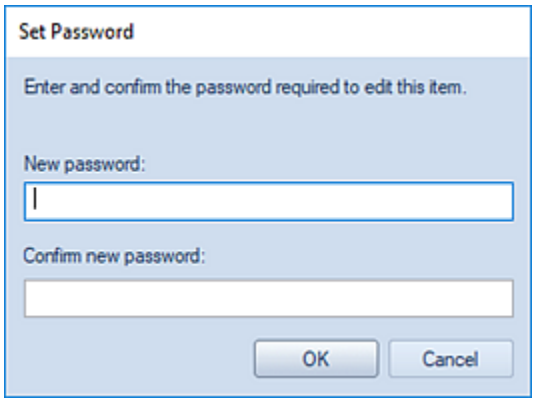
3. Enter a new password in each of the password fields.

4. Press the **OK** button to confirm the new password.

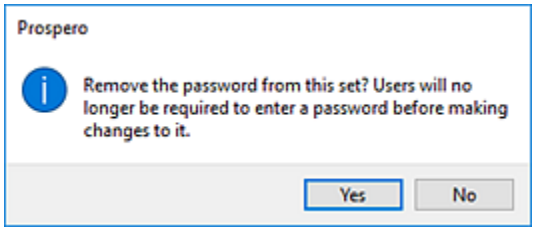
<u>To remove a password on an active Report Definition</u>:

1. Whenever a password is set on a Report Definition, the Edit Password option will be active on the Report Tools Definition context ribbon. Click on the Edit Password option.

2. Selecting the option will open the Set Password screen. **<u>Do not</u>** enter a value. This will remove any existing password.



3. Press the **OK** button to confirm the action.
4. When you receive the confirmation message, press the **Yes** button.



Adding a Report Definition

Adding a Report Definition is the final step in creating your reports. Report Definitions allow you to specify the lines and columns of data which will be contained in your report.

To create a *simple* Report Definition:

Step 1: Click on the Reports bar to open the Reports Navigation Pane.

Step 2: Select the Report Definition folder and then click on the **New** icon.

Step 3: Enter a name and label for the new Report Definition and click **OK.** (The name can be up to 24 characters; the label can be up to 80 characters.)

Step 4: Define the report layout:

- In the Report Definition Design tab, click the selector for Lines and select a Line Definition. (You may enter the Line Definition name. However, if the name entered is not valid you will not be able to **Save** the Report Definition.)
- In the Report Definition Design tab, click the selector for Columns and select a Column Definition. (You may enter the Column Definition name. However, if the name entered is not valid you will not be able to **Save** the Report Definition.)

Step 5: Click the **Save** button to save the new Report Definition. (Any pending changes will be indicated with an asterisk until you save the Report Definition.)

Your next step will be to run your report. For more information, see the section Running Reports.

Copying a Report Definition

Report Definitions can be copied from one item to another in the Reports Navigation Pane.

To copy a Report Definition:

1. Click on the Reports bar to open the Reports Navigation Pane.
2. Select a Report Definition.
3. Click on the **Copy** icon, or, right-click and select **Copy** from the pop-up menu.
4. Enter your new report name.
5. Select **Yes** to confirm.

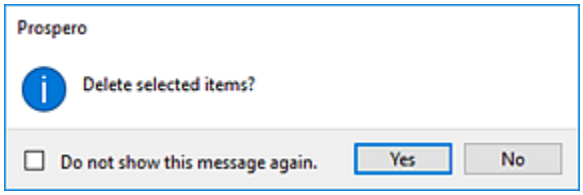
Additionally, you can rename your reports at any time by using the right-click and selecting the **Rename** option from the pop-up menu.

Deleting a Report Definition

Report Definitions can be deleted from the Reports Navigation Pane if they are no longer required.

To delete a Report Definition:

1. Click on the Reports bar to open the Reports Navigation Pane.
2. Select the Report Definition to delete.
3. Click on the **Delete** icon, or, right-click and select **Delete** from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.

Additionally, you can delete multiple Report Definitions and/or Report Definition Folders from the Reports Navigation Pane by selecting the items using the **Shift** key and mouse-clicking on the items. Then, use the right-click to select the **Delete** option from the pop-up menu. Multiple items can be deleted where all the items are at the same level in the Navigation Pane's tree. If a Report Definition and a folder are selected for deletion, then the folder must be empty.

Note: Exercise caution when deleting these items as you will need to restore the entire Prospero database should you require the item later.

Note: If you do not wish to receive confirmation messages on deletions of Prospero items (Column Definitions, Line Definitions, Report Definitions, or Tree Items), check the "Do not show this message again" checkbox. You can re-enable confirmation messages by selecting the "Prompt before deleting" checkbox on the Local Settings Options screen.

Importing and Exporting Report Definitions

Report Definitions and their elements – Line, Column, and Tree Definitions, as well as Segment information - can be shared between different Prospero entities using the export and import processes. When exporting and importing Report Definitions, the formatting and

prompts for these reports will be preserved, reducing time and maintenance creating the same reports across your various Prospero instances or entities.

To reuse reports across entities requires that you first export your Report Definition from the source Prospero entity using the Export option for Reports in the Report Catalog View. This will create a Prospero export file (.PRXF file) which can then be used as the input to a target Prospero entity. For the process to be effective, the number of segments and structure of the source and target entities must be identical.

To import your Prospero report(s) to your target entity, you will use the Import Definitions option on the Tools ribbon to select the Prospero Export File which you created from your source entity. Importing your reports from the Prospero Export File will create the Report, Line, and Column Definitions in a corresponding Prospero folder as specified on the import screen. Tree Definition and Segment items will also be created in the target entity - where you have specified including these items in the export from the source entity.

Note: If a Line, Column, or Report Definition already exists in the target entity, a new one will be created with a "_1" extension, incrementing thereafter. For Trees, any summary items (root or subtotal) that do not exist in the target entity will be created - including the parent-child relationships - from the import file. If a summary item or tree already exists in the destination entity, it will not be modified by the import process.

Access to Catalog View functionality is defined by permissions on the Role:

- Where the user's Role has Permissions to "Run Reports" and "Maintain Building Blocks", the Reports, Lines and Columns options and radio buttons will be available for selection. (The option to Export will be available for reports.)
- Where the user's Role has Permissions to "Run Reports" (only), such as is usually defined for a Standard User License holder, only the Reports option and radio button will be available for selection. (The option to Export will not be available for reports.)
- Where the user's Role has Permissions to "View Published Reports" (only), such as is usually defined for a Limited User License holder, only the Reports option and radio button will be available for selection and, where available, the last published version of the report will open provided the individual has the appropriate Assignments. (Where there is no published report available, the user will be presented with an error message. Also, the option to Export will not be available for reports.)

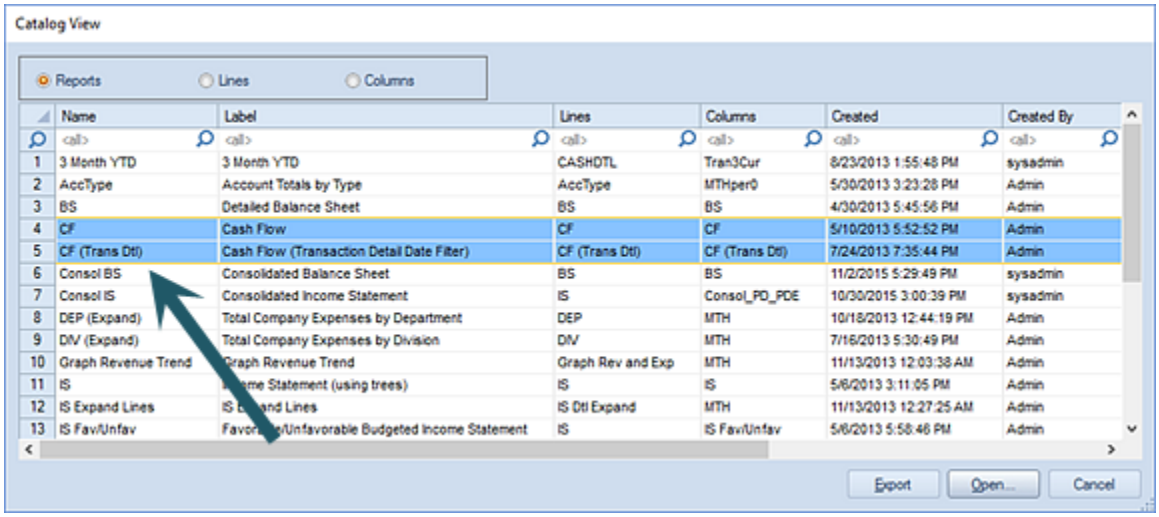
Refer to the following topics for exporting and importing you reports between entities:

Exporting Report Definitions

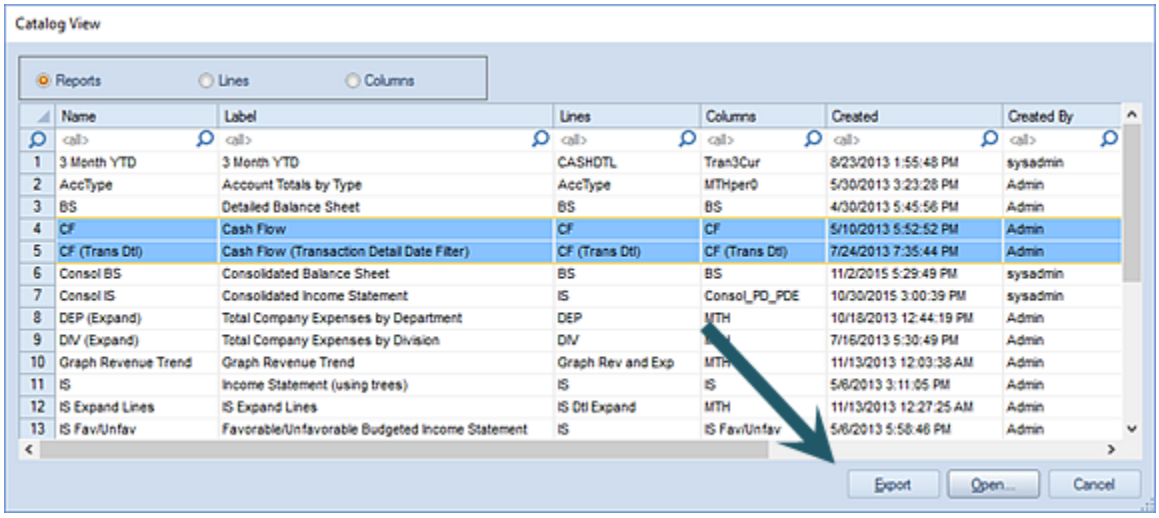
To export your Report Definitions, use the Export option from the Report Definition Catalog View.

To export a Report Definition:

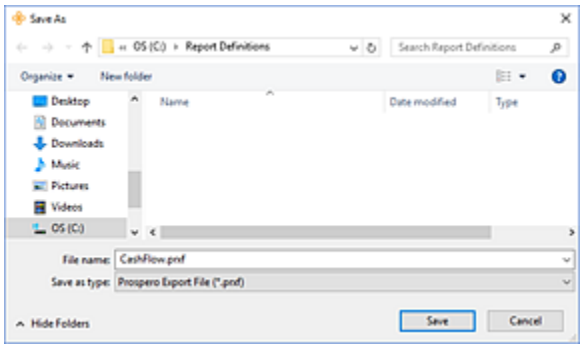
1. Click on the Reports bar to open the Reports Navigation Pane.
2. Click on the **Catalog View** icon.
3. Select the report(s) to export.



4. Click the **Export** button.



5. Specify the name and location for the export file and select the **Save** button.



Your report(s) will be exported to a Prospero export file (.PRXF) for import in to another entity.

Access to Catalog View functionality is defined by permissions on the Role:

- Where the user's Role has Permissions to "Run Reports" and "Maintain Building Blocks", the Reports, Lines and Columns options and radio buttons will be available for selection. (The option to Export will be available for reports.)
- Where the user's Role has Permissions to "Run Reports" (only), such as is usually defined for a Standard User License holder, only the Reports option and radio button will be available for selection. (The option to Export will not be available for reports.)
- Where the user's Role has Permissions to "View Published Reports" (only), such as is usually defined for a Limited User License holder, only the Reports option and radio button will be available for selection and, where available, the last published version of the report will open provided the individual has the appropriate Assignments. (Where there is no published report available, the user will be presented with an error message. Also, the option to Export will not be available for reports.)

For more information on exporting Prospero Report Definitions see the section on Importing and Exporting Report Definitions.

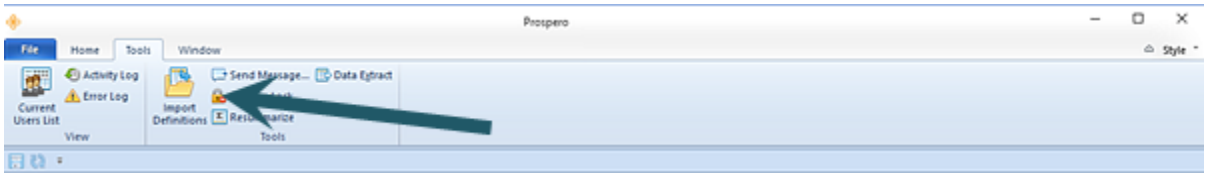
Importing Report Definitions

To import your exported Report Definitions, use the Import Definitions command on the Tools Ribbon. The import of the Report Definition will include all supporting elements – Line, Column, and Tree Definitions and Segment items – as well as any pre-set prompt and Report Definition properties which may have been set on the report.

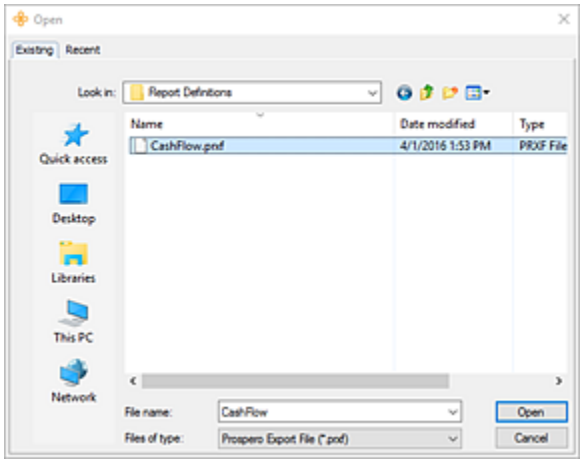
You can only import a report's Tree Definition and Segment item supporting elements where 1.) You selected to include these elements in your export and 2.) The number of segments and the structure of the target and source entities is identical.

<u>To import a Report Definition</u>:

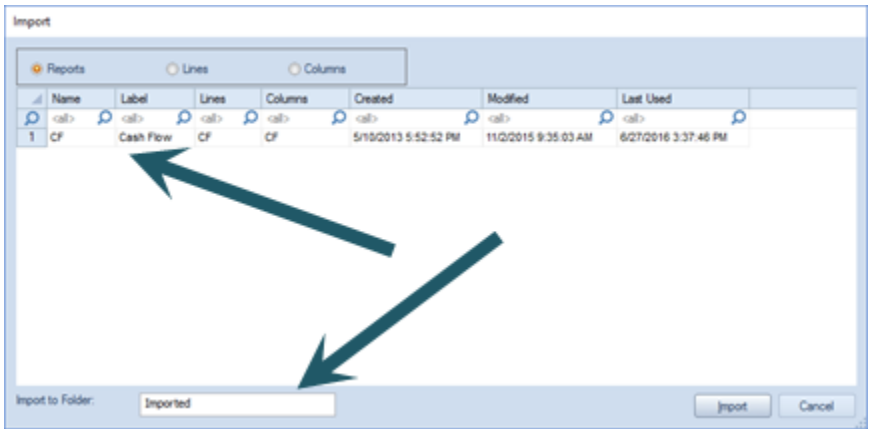
1. Click on the Tools ribbon.
2. Select the Import Definitions option.



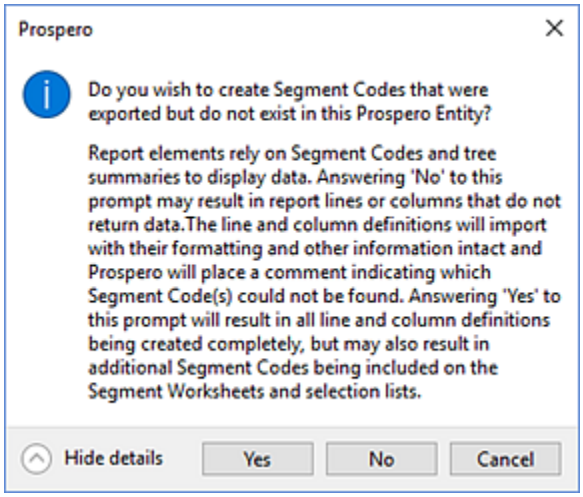
3. In the dialog, navigate to the location of the Prospero export file (.PRXF) containing the report you wish to import.



4. Click on the **Open** button.
5. In the Import screen, select your reports to import. Your report(s) and their elements will be imported to the location you specified. (Each element – Report, Line, and Column Definition – will be located in a corresponding named folder location.)



6. Select the **Import** button.
7. When prompted, select whether you wish to create Segment codes on import. You can view details on this selection by choosing the Hide details option. This step is optional.



8. Click on the **Yes** button.

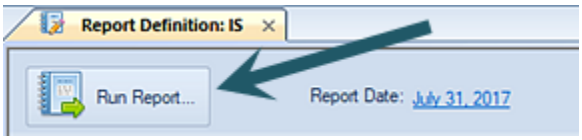
Note: If a Line, Column, or Report Definition already exists in the target entity, a new one will be created with a "_1" extension. For Trees, any summary items (root or subtotal) that do not exist in the target entity will be created - including the parent-child relationships - from the import file. If a summary item or tree already exists in the destination entity, it will not be modified by the import process.

For more information on exporting Prospero Report Definitions see the section on [Importing and Exporting Report Definitions](#).

Report Definition Workspace

The **Report Definition workspace** contains multiple tab areas to aid you in defining your report. Each tab contains specific features and functions to allow you to define the data and look-and-feel of your reports. You can also open multiple Report Definitions each of which will appear as a tab on the Reports workspace.

After opening a report from the Reports Navigation Pane, the top of your report will show a **Run Report** button. The **Run Report** button allows you to execute the report and return the data and layout as a preview in the Prospero Reports workspace.

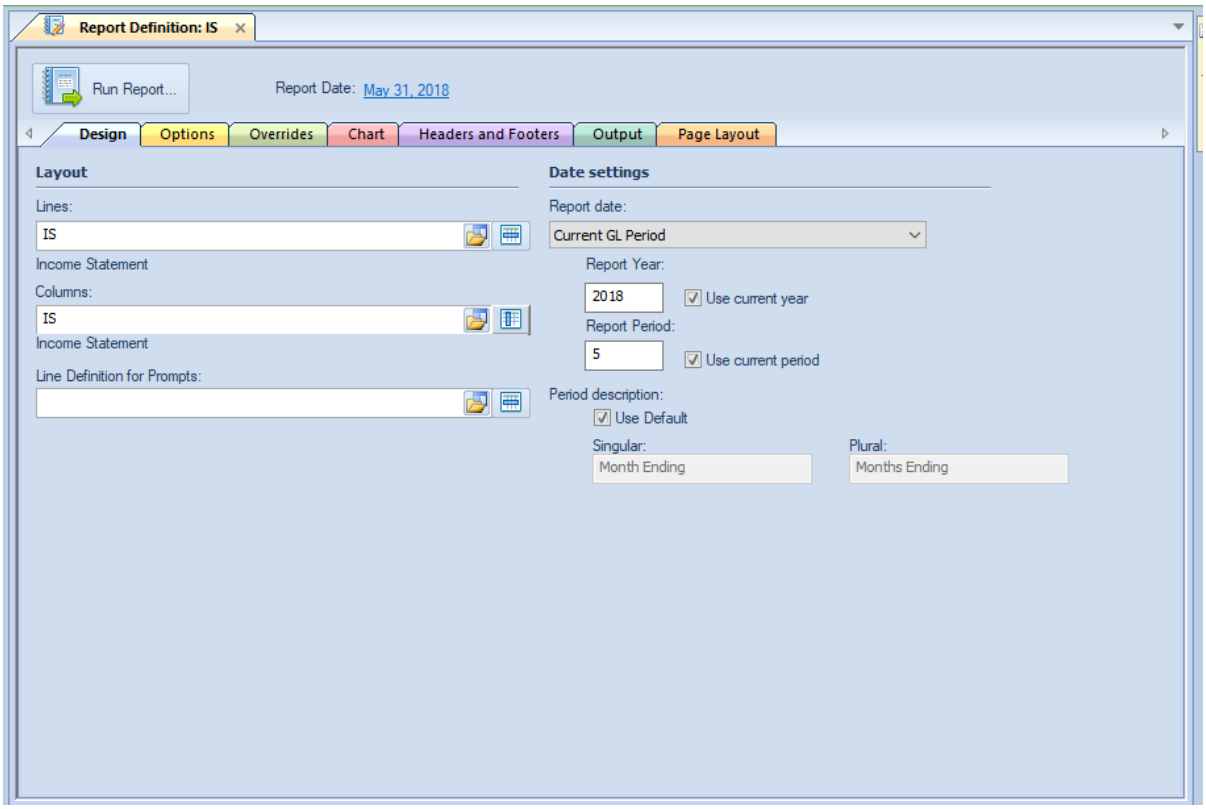


The top Report bar also contains information on the current **Report Date**. This is the date for which the report is to be executed. The Report Date's format will reflect the formatting selected in Prospero Options.

For more information on the Design tab, as well as other tabbed features on the Report Definition workspace, refer to the following topics:

Report Definition Design Tab

The Design tab of the Report Definition screen is the first tab option presented when you open a Report Definition. The Design tab allows for the association of Lines, Columns, Tree, and Date settings to define what data is displayed on the report.



The available action and items on the Design tab include:

Layout

- **Lines** - Selects the set of Lines, or rows, to use as the lines of the report. (You may enter the Line Definition name. However, if the name entered is not valid you will not be able to **Save** the Report Definition.)
- **Columns** - Selects the set of Columns to use as the columns going across the report. (You may enter the Column Definition name. However, if the name entered is not valid you will not be able to **Save** the Report Definition.)
- **Line Definition for Prompts** – Allows you to pre-define a line definition that contains a set of prompts that will be used by default whenever the report is generated. For more information, see Using Line Definitions for Prompts.

Date settings

- **Report Date** – Select from the drop-down menu to specify report's date option:
  - Current GL Period – This option will use the current GL period. Selecting this item will also check both the "Use current year" and "Use current period" checkboxes.
  - Last Closed GL Period - This option will use the GL's current period minus one month.

- System Date – This option will use the computer's current date.
- Last Period - This option will use the computer's current date minus one month.
- Custom – This option allows you to enter a custom date for both the "Report Year" and "Report Period" fields.

Note: The date specifications will show as the date for "Report Date" which appears next to the **Run Report** button on the Report Definitions Design Tab. This period end date value will also appear on the report's runtime options dialog.

- **Report Year** – Enter a report year value or select the **Use current year** checkbox to automatically default to the current GL year.

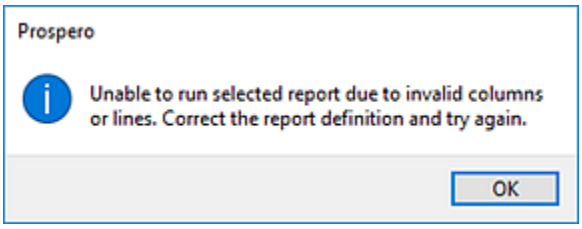
  You can type a value directly to the field which will set the Report Date type to "Custom. Also, whenever the Report Date field is "Current GL Period", making any modification to the Report Year or Report Period will result in the **Use current year** checkbox to unchecked.

- **Report Period** – Enter a report period value or select the **Use current period** checkbox to automatically default to the current calendar month.

  You can type a value directly to the field which will set the Report Date type to "Custom. Also, whenever the Report Date field is "Current GL Period", making any modification to the Report Year or Report Period will result in the **Use current period** checkbox to unchecked.

- **Period Description** – Enter a singular or plural report period description value or select the **Use Default** checkbox to automatically default to the currently defined period description.

Note: If you enter an invalid Line or Column Definition name in the Lines of Columns fields, you will receive the following error message.

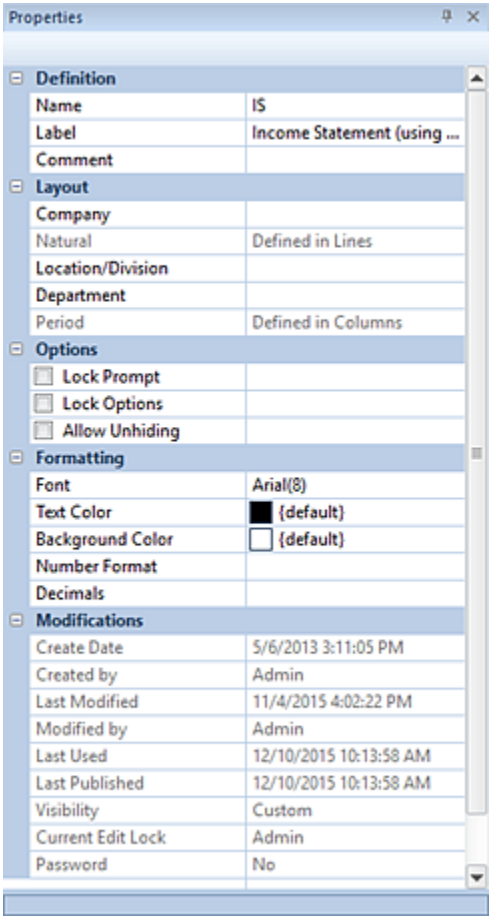


To avoid making any errors, use the select options for these fields to select an existing Line or Column Definition.

Report Definition Properties Pane

The **Report Definition Properties Pane** allows you to view or manage the properties or elements specific to the report. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

The Report Definition Properties Pane is sectioned in to five parts: Definition, Layout, Options, Formatting, and Modifications.

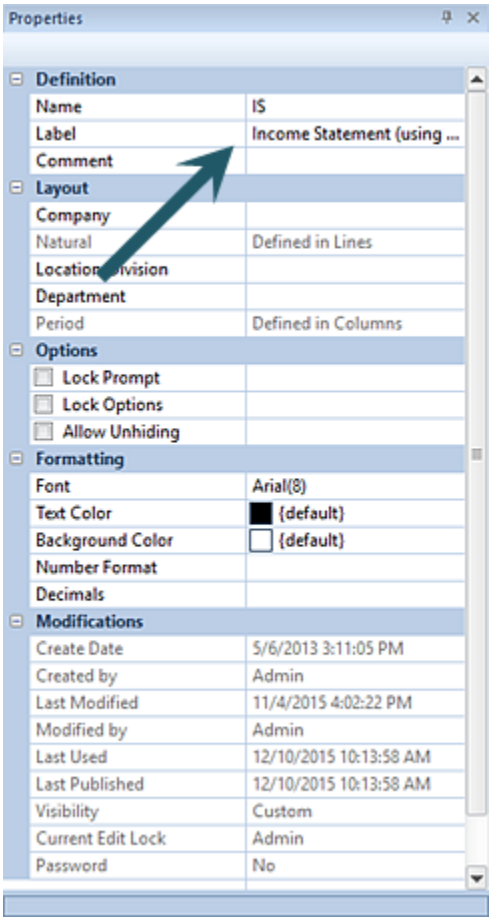


Definition Section

The Definition section contains the following information for the report:

- **Name** – The name of the report. This property may be edited. The Name field cannot be <BLANK>.
- **Label** – The label of the report. This property may be edited and if it is left blank, it will default to the name of the item.

- **Comment** – Contains any comments on the report that the report creator wishes to note. This property may be edited.



Layout Section

The Layout section contains selections for the Segment and Period information pertinent to executing the report. These property segment fields can be noted as “Defined in Lines” or “Defined in Columns” and will be read-only, informational values. This indicates that the parameter for executing the report has been defined in the associated Line or Column Definition.

In addition, Segment parameter options can be associated in the Report Definition Properties Pane and can be set to a specific value – using the ellipsis button to select a value from the. These will act as a “default” hard-coded Prompt when the user executes the report.

Layout	
Company	
Natural	Defined in Lines
Location/Division	
Department	
Period	Defined in Columns

If the value is left <Blank>, it indicates that the user can choose the parameters for which to run the report based on their current Assignments.

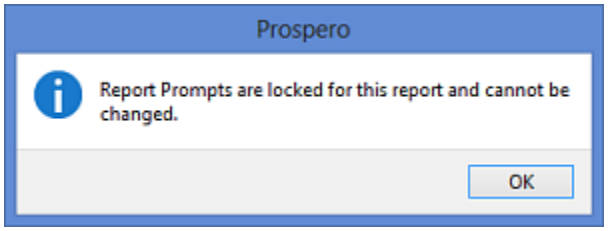
Options Section

The Options section contains parameter selections for executing the report:

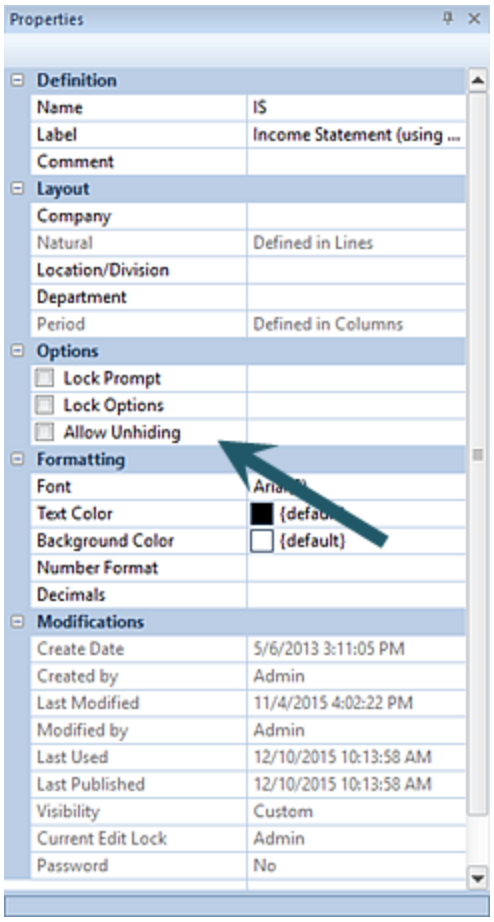
- **Lock Prompt** – The **Lock Prompt** checkbox is an option on the Report Definition, which when checked, indicates that any prompt value defined on the Report Definition is 'locked' and cannot be overridden when the report is run. The defined report prompts will appear but will not be editable.

  If any prompt value(s) are blank for a segment, that item's value can be selected at run-time by the user. When all segment prompts are defined in the Report Definition, then prompt box will not appear when the report runs.

  Lastly, when a report prompt is locked, if the user attempts to use the **Change Report Prompt** option for the published version, the user will be provided with a warning message that the reports prompts are locked and cannot be changed:



- **Lock Options** – The **Lock Options** checkbox is an option on the Report Definition, which when checked, indicates that report options cannot be changed when the report is executed.
- **Allow Unhiding** – The **Allow Unhiding** checkbox is an option on the Report Definition, which when checked, indicates that all users executing the report can unhide lines or columns which are defined as hidden. Otherwise, lines or columns will remain hidden and the options will be unavailable on the ribbon when the report is run – except for administrator or users with the Maintain Building Blocks permission.

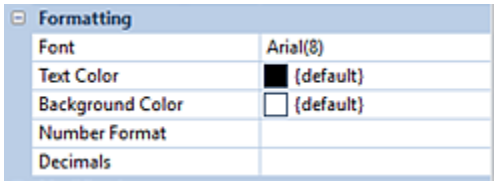


Note: When unhiding columns on a report, transaction detail columns are only unhidden on the transaction-level of the report.

Formatting Section

The Formatting section defines the following information for the report:

- **Font** – The font type and size which will be reflected in the main body of the report. This property may be edited by selecting the ellipsis button and selecting from the available system fonts and font sizes.



- **Text Color** – The text color which will be reflected in the main body of the report, unless there are any Column or Lines Definitions which override the setting. This property may be edited.
- **Background Color** – The background color which will be reflected in the main body of the report, unless there are any Column or Lines Definitions which override the setting. This property may be edited.
- **Number Format** – This is the number format which will be reflected in the main body of the report, unless there are any Column or Lines Definitions which override the setting. This property may be edited and is set using the ellipsis to select a value defined in Prospero.
- **Decimals** – The decimal precision which will be reflected in the main body of the report, unless there are any Column or Lines Definitions which override the setting. This is a numeric value and the property may be edited.

Modifications Section

The Modifications section of the Report Definition Properties Pane contains information on the Report Definition owner, when the item was created, modified, last used or published, the Report Definition's Visibility, if the Report Definition is password-protected, as well as who may currently be editing the item.

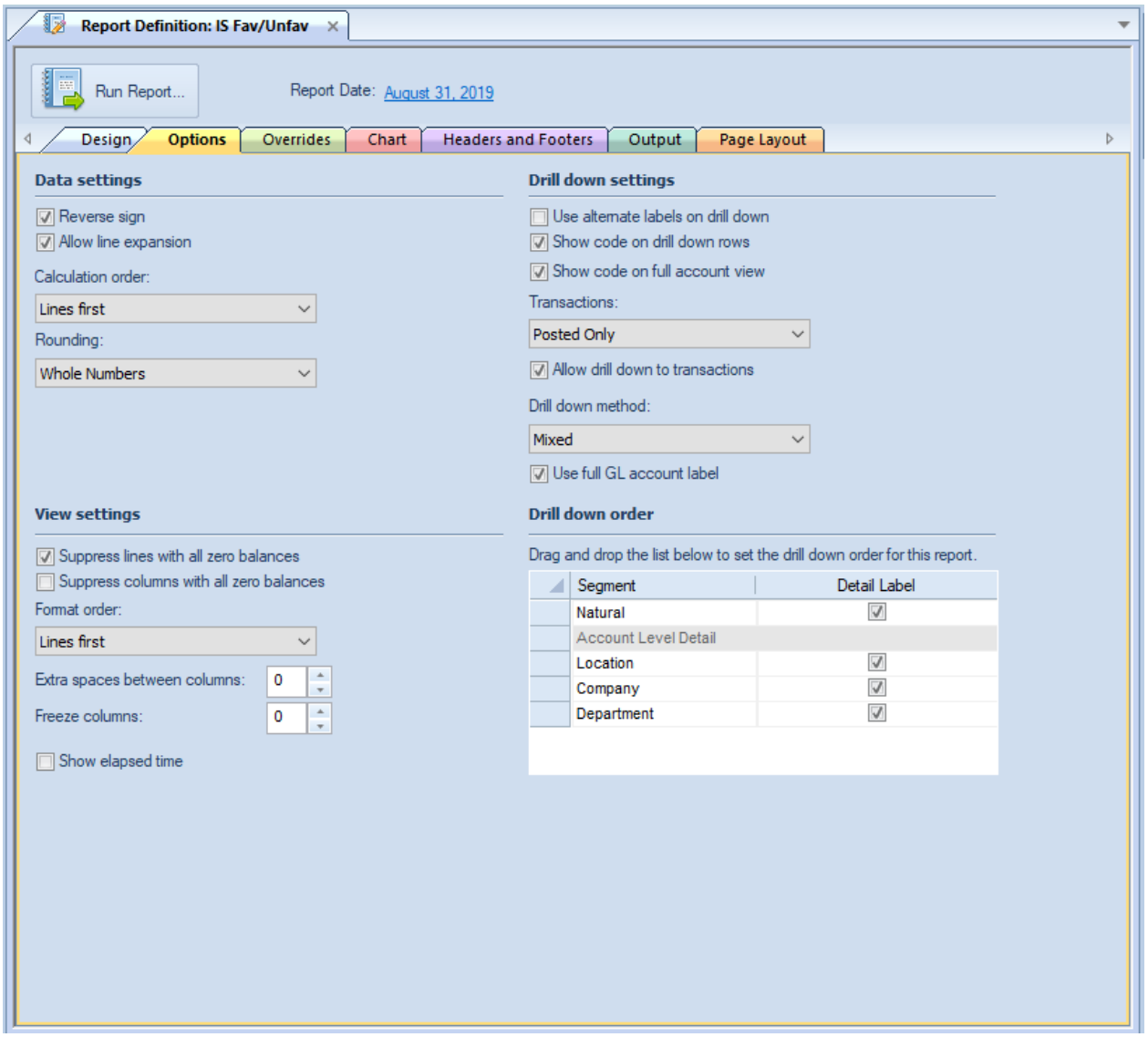
This information is read-only and cannot be directly edited.

Modifications	
Create Date	5/6/2013 3:11:05 PM
Created by	Admin
Last Modified	11/4/2015 4:02:22 PM
Modified by	Admin
Last Used	12/10/2015 10:13:58 AM
Last Published	12/10/2015 10:13:58 AM
Visibility	Custom
Current Edit Lock	Admin
Password	No

The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Report Definition Options Tab

The Options tab of the Report Definition screen allows you to define the report's data settings.



The available action and items on the Options tab include the following:

Data Settings

- **Reverse sign** – The **Reverse sign** checkbox option is used to indicate on your reports that you want signs reversed (Credit/Debit) for appropriate natural account items.

  Import information to note regarding the Reverse Sign option:

  1. If the user checks the Reverse sign checkbox, Prospero automatically reverses the sign based on the account type. (Users can override this easily using a '*-1' formula in the Line or Column Definition. For more information refer to Prospero Calculations.)

  2. If the user does not check the Reverse sign checkbox, then the sign is reversed based on if the check box in the Line or Column Definition is selected to reverse the sign. This will occur no matter what the account type is.

- **Allow line expansion** – The **Allow line expansion** checkbox allows you to specify whether the lines will be expanded on a report (where that feature is used in a line definition.) When checked, if a line set uses the expand feature within it, the expanded rows will be generated with the report. If the checkbox is not checked, the expand setting within the line set is ignored. This setting is maintained when publishing reports, so if it was disabled on the generated report, it will be disabled on the published report. The default setting is to have this option enabled, or checked, for all new reports.
- **Calculation Order** – This option specifies the order for calculations to be performed on your report – either using columns or lines first. The default is “Lines first”.
- **Rounding** – This option specifies if rounding should occur to the whole number or the decimal precision defined for the Line or Column. Options are:
  - No Rounding – Numbers will not be rounded and will show the number’s decimal precision.
  - Whole Numbers – Numbers will be rounded and will show no decimal precision.
  - Thousands – Numbers will show in the thousands and the number’s full decimal precision.
  - Whole Thousands – Numbers will show in the thousands and will show no decimal precision.
  - Millions – Numbers will show in the millions and the number’s full decimal precision.
  - Whole Millions – Numbers will show in the millions and will show no decimal precision.

  The default is “No Rounding”.

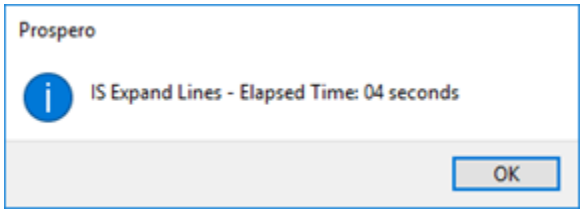
View Settings

- **Suppress lines with all zero balances** – The **Suppress lines with all zero balances** checkbox allows you to specify whether to hide a given row based on the data in it.
- **Suppress columns with all zero balances** – The **Suppress columns with all zero balances** checkbox allows you to specify whether to hide a given column based on the data in it.
- **Format Order** – This option selects the order for any formatting to be applied to your report.

  If “Columns first” is selected, the formatting applied to a Column Definition’s column will be applied to the report first and any Line Definition’s line formatting will be applied – and possibly overwrite the column’s formatting – thereafter. Conversely, the option “Lines first” will apply line and then any column formatting.

  The default selection is “Columns first”.
- **Extra space between columns** – This option is a numeric value which indicates the extra space(s) between columns. You may enter a value between 0 and 99.

- **Freeze columns** – Sets the number of columns that will be frozen to the left of the screen (in other words, columns that will not scroll off the screen as you move to the right). You may freeze up to 9 columns. **Note: hidden columns need to be counted when freezing columns.**
- **Show elapsed time** – Select this checkbox to show the amount of time the report took to execute. You will receive a message once the report execution completes. This option is not selected by default.

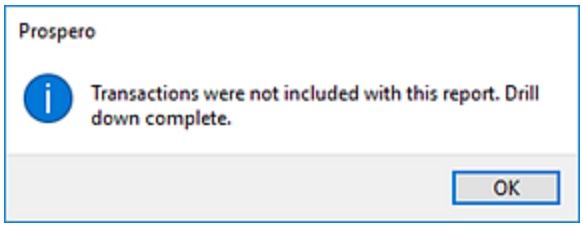


Drill down Settings

- **Use alternate labels on drill down** – Allows you to show alternate labels on drill down on reports. The Alternate label is defined on your segments' worksheet(s) and allow you to show a label which is different from the segment item label. This setting will default to what is set in Options. For more on creating alternate labels see the section on the Segment Worksheet.
- **Show code on drill down rows** – Allows you to choose to show the code on the row when drilling down on report rows. The code value will be appended to the description. This option will default to what is set in Report Defaults Options.
- **Show code on full account view** – Allows you to choose to show the code on the rows on the Full Account Detail View. The code value will be appended to the description. This option will default to what is set in Report Defaults Options.
- **Transactions** – Allows you to define the type of transactions returned by the drill down method on your report:
  - None – Returns no transactions on drill down.
  - Posted only – Returns only posted transactions.
  - Unposted only – Returns only unposted transactions
  - Both – Returns both posted and unposted transactions.

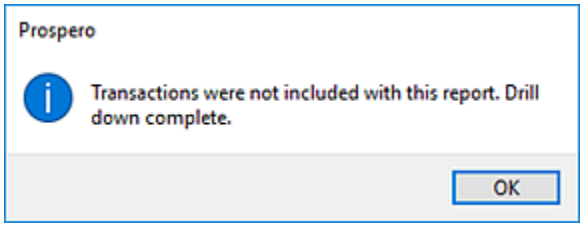
  The default is "Posted only". However, you must check the "Allow drill down to transactions" checkbox in order for transactions to appear.

  If you have selected "None", the "Allow drill down to transactions" checkbox will be unavailable and unchecked. When you drill down to the posting level you will receive the following message:



- **Allow drill down to transactions** – When checked, this option allows report drill down to view the underlying transactions. Otherwise, drill down will not allow transactions to be shown on drill down.

  If the “Allow drill down to transactions” checkbox is unchecked (or unavailable where Transactions = None), you will receive the following message when you reach the posting level:



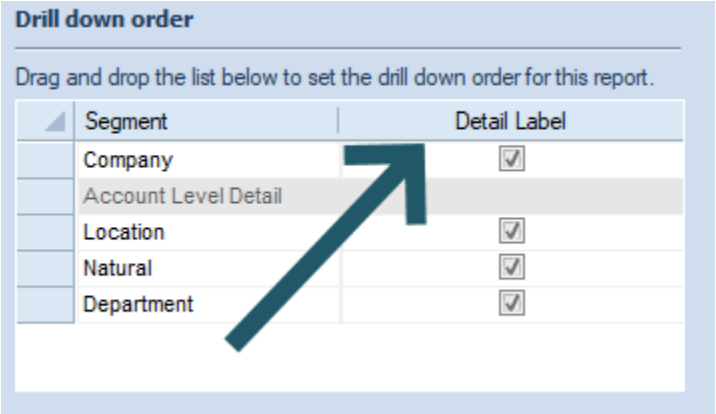
  This option is unchecked by default.

- **Drill down Method** – Allows you to define the drill down method your report will use:
  - **Reporting Tree Levels** – Uses the standard Prospero Tree method for drill down which drills through each level of the tree associated to the report to the transaction level (if specified). This option is the Prospero default drill down method.
  - **Account-level Detail** – Uses a drill down method which will only drill to the account-level detail. This is a non-subtotaling method which will only drill down to the report account lines.
  - **Mixed –** This value indicates that the report will switch from Reporting Tree Levels to Account-level Detail at some point in the drill down order. Manually selecting this value has no real effect on the behavior of the report, as it will be defined by the drilldown order.
- **Use full GL account label** – This option will only be available when the drill down method selected is “Account-level Detail”. When checked, this indicates that the full account label from the GL will be reflected on the account -level detail. If this item is unchecked, account-level detail will reflect what has been previously brought in to the system through the integration. This setting will default to what is set in Report Defaults Options.

  Note: This option is only available for GL integrations supporting this information.

Drill down order

- **Drill down order** – This section specifies the order of the segments for use in report drill down as well as if the label for the segment should be included.

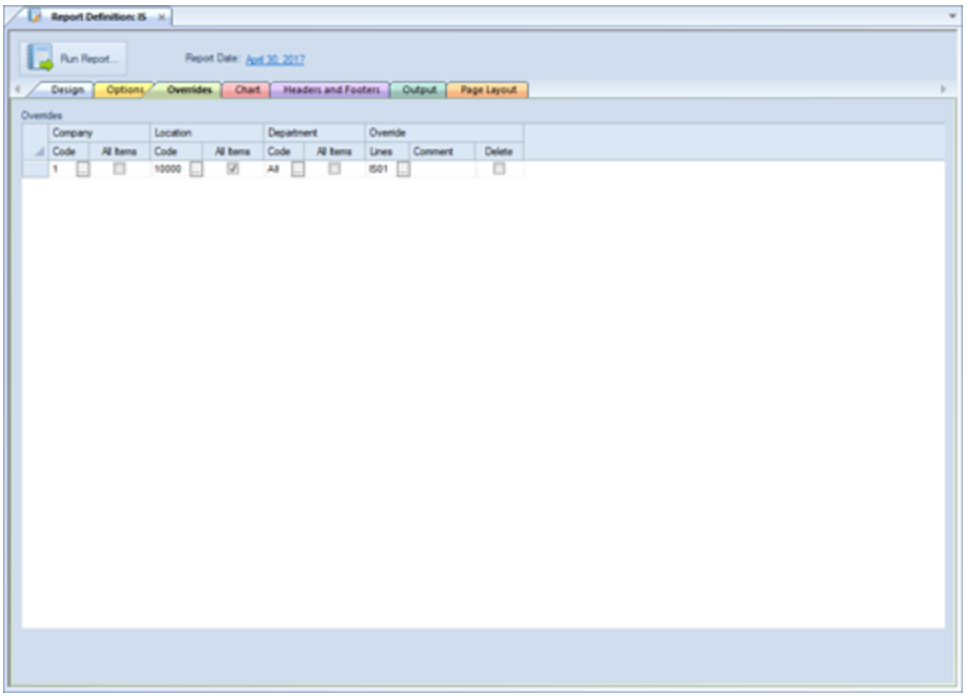


You can drag-and-drop the Segments in the grid (up or down) to re-order the drill down on the reports. The gray row, titled “Account Level Detail” allows you to switch the report’s drill down method from Reporting Tree Levels to Account Level Detail after a certain point in the drill down order. Thus, you can first drill down to see your companies split out, then drill again to get the full account detail below a specific company.

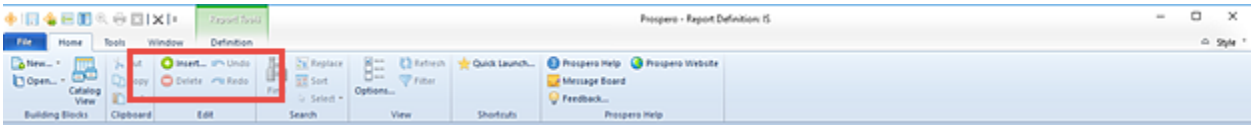
If you require that your report options be set at the global-level (i.e. for all your Prospero reports), these settings can be changed and maintained in Report Defaults Options.

Report Definition Overrides Tab

The **Report Definition Overrides** tab allows you to define and manage overrides on reports. **Overrides** allow you to customize your report to use different criteria – segment information and line definitions – which are different than what is used by default.



Use the **Insert** button on the Home ribbon to add rows and populate the criteria on the Overrides tab.



To construct your override, you will define your parameters - the segment information (i.e. Company, Location/Division, Department) and the Line Definition containing accounts – which constitute the override condition. While you are not limited to the number of overrides you can create, best practices are to utilize Trees when specifying the segment information whenever possible.

The override which corresponds to the parameters you select from your Report Definition will then be applied when running the report. Where no override(s) exist, the default Report Definition's parameters and line definition will be applied.

Once a row has been added in the grid, you will define the item by customizing the information in each cell as follows:

Overrides

- **Segment values** - These cells allow you to select the segment information (i.e. Company, Location/Division, Department, etc.) to apply the override to. These cells are required and must be populated for each Override.

  These fields cannot be <BLANK>.

- **All Items** – When checked, this indicates that the override criteria will be applied to the parent Tree Summary Item noted in the Segment selection as well as all child node tree items contained therein. When unchecked, the override only applies to the segment item listed. (If there are no child nodes contained by the item listed, the override criteria will apply only to the item listed.)

- **Lines** – This cell allows you to select the Line Definition which will contain the account information for applying the override to. This cell is required and must be populated for each Override. In addition, you cannot delete the Line Definition when it is associated to an override; the override must be deleted first. The Where Used feature for the Line Definition will indicate where it is used in an override.

  This field cannot be <BLANK>.

- **Comment** – This cell allows you to enter an informational comment about the override. This cell is optional.

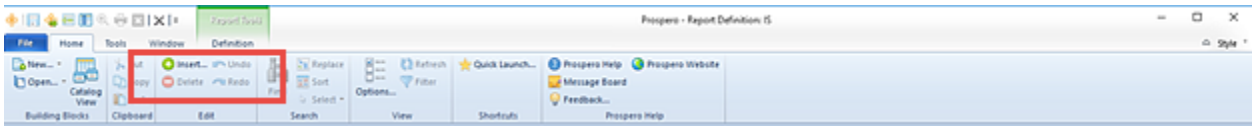
- **Delete** – This checkbox, when selected, indicates that the override row will be deleted and will no longer appear on the Overrides tab.

  You must save and close your Input Definition for the override row to delete.

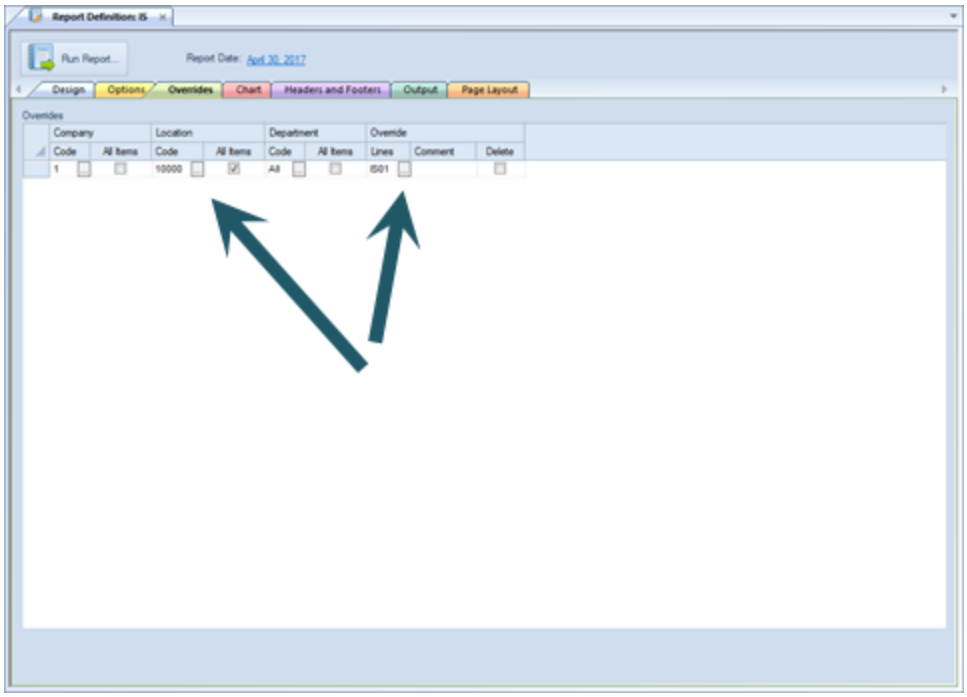
Creating Report Definition Overrides

To create a new override:

1. Open the Report Definition.
2. Select the Overrides tab.
3. Click the **Insert** button on the Home ribbon to insert a new row.



4. In the new override row, click the ellipsis button in each cell to select the segment value(s). (You may also enter the information directly to the field. However, all segment values must be populated.)



5. Click the ellipsis icon in the Lines cell to select the Line Definition to use. The Lines cell value is a required field.
6. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Note: Overrides rows cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Override rows must be unique and adding duplicate rows will receive an error and cannot be saved.

Modifying Report Definition Overrides

To modify an override:

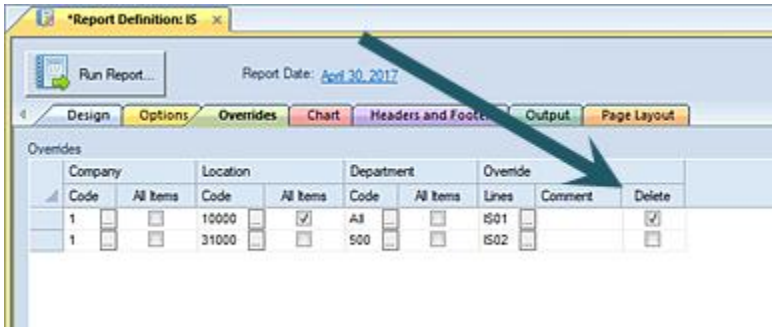
1. Open the Report Definition.
2. Select the Overrides tab.
3. Select the row cell to modify in the Overrides grid. Make your changes.
4. When you've made your changes, select the **Save** button on the Quick Access Toolbar or **Ctrl + S** keys to save your changes.

Note: Overrides rows cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Override rows must be unique and adding duplicate rows will receive an error and cannot be saved.

Deleting Report Definition Overrides

To delete an override:

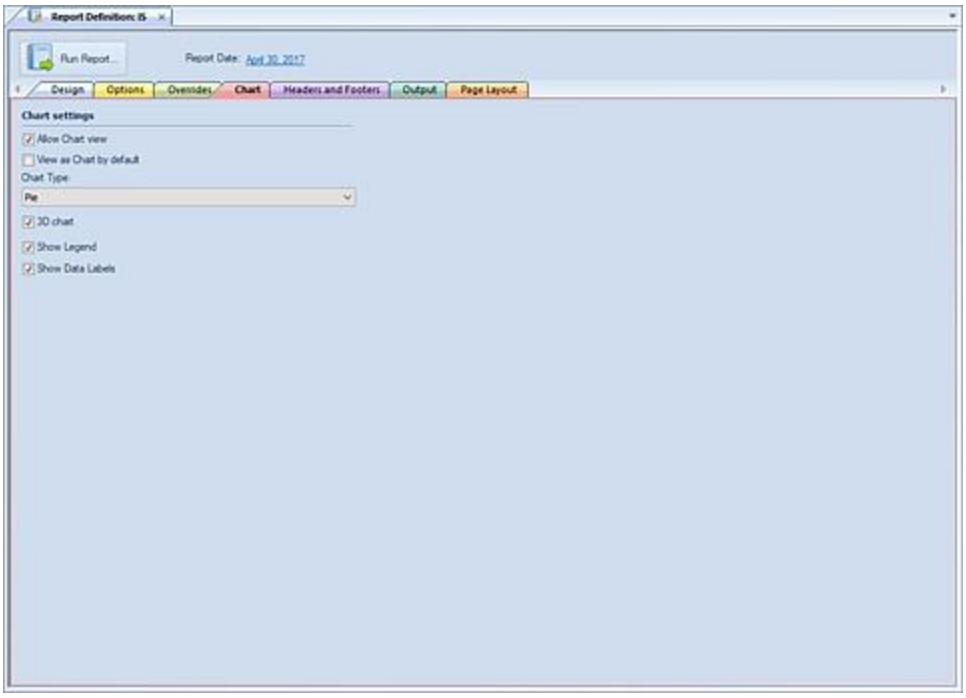
1. Open the Report Definition.
2. Select the Overrides tab.
3. Select the **Delete** checkbox for the row you wish to delete.



4. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Report Definition Chart Tab

The Chart tab of the Report Definition screen allows you to define and configure the appearance of your report data in charts. The Chart Option tab is where you will select the chart settings, options, and displays for generating sophisticated graphical report views.



The available action and items on the Chart tab include:

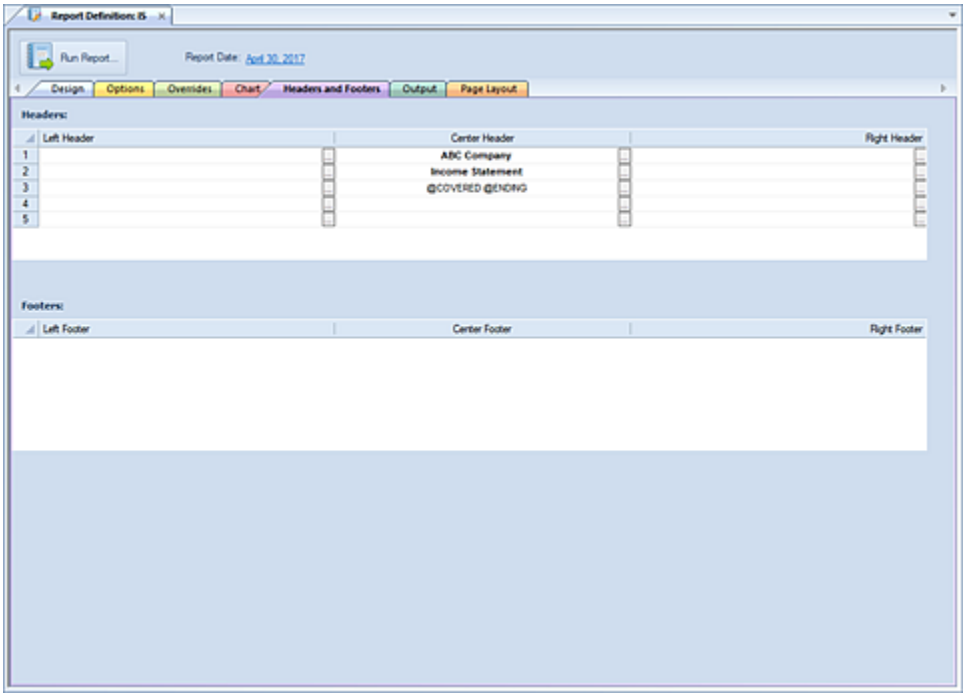
- **Allow Chart view** – This checkbox option allows report data to be viewed as a chart. When selected, the default Chart Type of “Pie” will be assigned.
- **View as Chart by default** – This checkbox option indicates that report data should always be viewed as a chart.
- **Chart Type –** Select the chart type that will be used to display your data. Options include:
  - Pie
  - Doughnut
  - Torus
  - Column
  - Stacked Column
  - Bar
  - Stacked Bar
  - Line
- **3D Chart** – This checkbox option indicates that report data is to be rendered as a 3-dimensional chart.
- **Show Legend** – This checkbox option indicates that the chart should include a legend.

- **Show Data Labels** – This checkbox option indicates that the chart should include a data label. Data labels will reflect the data formatting, such as percentages, commas, etc.

Note: If you have established a drill down order in your Report Definition's Options tab in the Segment grid, you will have the capability to drill down on your Report Definition's Charts in the same manner as standard formatted line and column reports. The drill down data will be rendered in the same chart format as that which was specified in the Chart Type drop-down field.

Report Definition Headers and Footers Tab

The Headers and Footers tab of the Report Definition screen allows you to define custom headers and footers for your report and their location on those reports.



The available action and items on the Headers and Footers tab include:

- **Headers** – The Headers grid allows you to custom define the header text and values to appear on your report. You have three options for where the location will appear on your report: Left, Center and Right.

  Prospero provides you with a tabbed build screen to creatively develop the data you wish to have appear in your header.

- **Footers** – the Footers grid allows you to custom define the footer text and values to appear on your report. You have three options for where the location will appear on your report: Left, Center and Right.

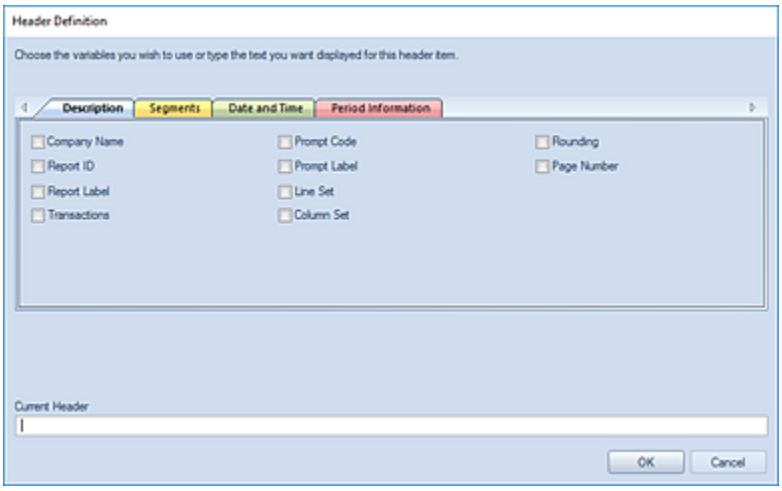
  Footers appear several lines below the last line of the report when viewed on the Report View screen or after exporting to Excel. These blank lines will not appear on reports printed directly from the Report View screen.

Prospero provides you with a tabbed build screen to creatively develop the data you wish to have appear in your header or footer. Refer to the following sections for your options:

Report Header & Footer Definition Description Tab

Selecting the ellipsis button on the Header or Footer row in your Report Definition's Headers and Footers tab will return the Header or Footer Definition screen. (The Header or Footer screens contain identical options, therefore, only the Header Screen will be shown here.)

Select one or more Header or Footer code value via the checkbox and the syntax will automatically populate in the Current Header or Current Footer field in the screen and Report Definition workspace.



The available options on the Headers or Footers Definition Description tab include:

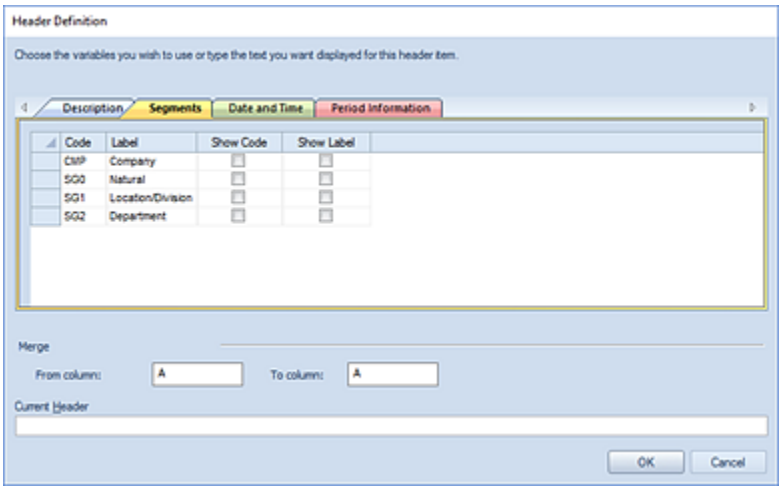
Header Value	Header Syntax	Information Displayed	Example
Company Name	@ORG	Displays the entity name, which will most often be the company name	"Company A"
Report ID	@REPORTID	Displays the report ID	"CF"

Report Label	@REPORTLABEL	Displays the report label	“Cash Flow Report”
Published Label	@PUBLISHEDLABEL	Displays the published report label	“Cash Flow Report”
Transaction	@TRANS	Displays the corresponding informational value for the transaction setting (i.e. types of transactions shown on drill down) selected for the report. (See the Report Definition Options Tab)	“None” “Posted Only” “Unposted Only” “Both”
Prompt Code	@PROMPTCODE	Displays the prompt code	“All-All-All”
Prompt Label	@PROMPTLABEL	Displays the prompt label	“Company ABC-Miami Operations-Sales”
Line Set	@LINE	Displays the Line Set name assigned to the report	“CashFlow”
Column Set	@COL	Displays the Column Set name assigned to the report	“12Month”
Rounding	@ROUND	Displays the rounding setting on the report	“No Rounding”
Page Number	@PAGE	Displays the page number	“1”

After making your selection(s), click the **OK** button to accept the additions.

Report Header & Footer Definition Segment Tab

Selecting the ellipsis button on the Header or Footer row in your Report Definition’s Headers and Footers tab will return the Header or Footer Definition screen. (The Header or Footer screens contain identical options, therefore, only the Header Screen will be shown here.)



You may check the “Show Code” and/or “Show Label” checkboxes for one or more of the segments to add the values in the column header. Available Header values and syntax on the Segment tab are the following:

Header Value	Header Syntax	Information Displayed	Example
Show Code (Company)	@CMP_C	Displays the Company Code assigned. This value will update for the level of granularity as you drill down on the report.	“All”, “1”
Show Label (Company)	@CMP_L	Displays the Company Label value assigned. This value will update for the level of granularity as you drill down on the report.	“All”, “ABC Company”
Show Code (Segment#)	@SG0_C	Checking the checkbox will display the Segment Code assigned. Each segment listed in this screen will be referred to.by it’s corresponding code and position number: SG0_C, SG1_C, etc. This value will update for the level of granularity as you drill down on the report.	“AST”
Show Label (Segment#)	@SG0_L	Checking the checkbox will display the Segment Label assigned. Each segment listed in this screen will be referred to.by it’s corresponding label and position number: SG0_L, SG1_L, etc. This value will update for the level of granularity as you drill down on the report.	“Assets”

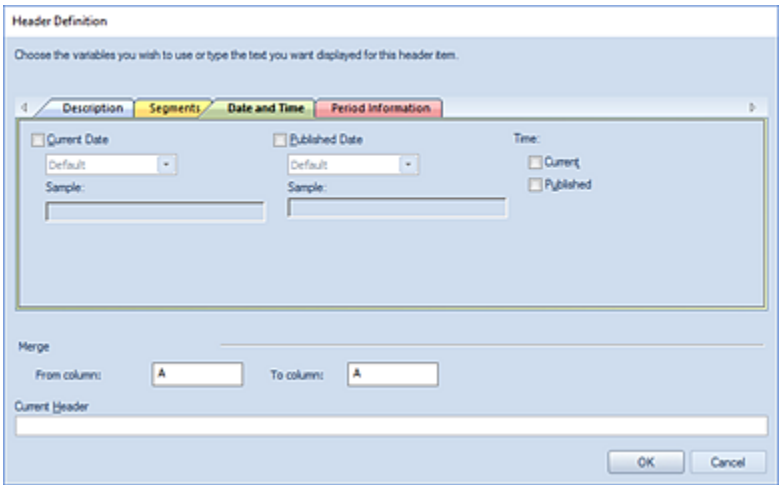
The selected code(s) will appear in the Current Header field. After making your selection(s), select the **OK** button to accept the additions.

In addition, refer to the topic on Merged Column Headers.

Report Header & Footer Definition Date and Time Tab

Selecting the ellipsis button on the Header or Footer row in your Report Definition’s Headers and Footers tab will return the Header or Footer Definition screen. (The Header or Footer screens contain identical options, therefore, only the Header Screen will be shown here.)

Select one or more Header or Footer code value via the checkbox and the syntax will automatically populate in the Current Header or Current Footer field in the screen and Report Definition workspace.



The available options on the Headers or Footers Definition Date and Time tab include:

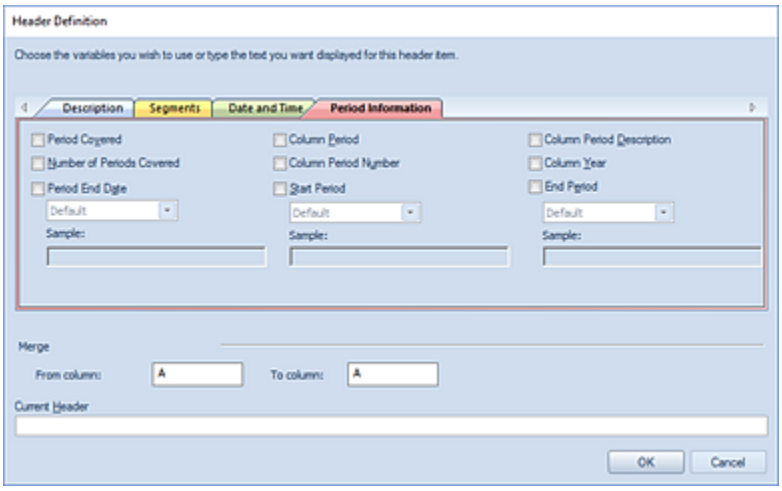
Header Value	Header Syntax	Information Displayed	
Current Date: Default	@DATE	Displays the current date in the date format defined in your Options setting.	“4/7/2014”
Current Date: Prospero Long Date	@PROSPERODATE	Displays the current date in a long date format but without the day of the week included	“April 7, 2014”
Current Date: System Long Date	@LONGDATE	Displays the current date in weekday, month, day, and year format.	“Monday, April 7, 2014”
Current Date: System Short Date	@SHORTDATE	Displays the current date in MM/DD/YYYY format.	“4/7/2014”
Published Date: Default	@RUNDATE	Displays the published date in the date format defined in your Options setting	“4/7/2014”
Published Date: Prospero Long Date	@PROSPERORUNDATE	Displays the published date in a long date format but without the day of the week included (i.e. April 7, 2014)	“April 7, 2014”
Published Date: System Long Date	@LONGRUNDATE	Displays the published date in weekday, month, day, and year format (i.e. Monday, April 7, 2014)	“Monday, April 7, 2014”
Published Date: System Short Date	@SHORTRUNDATE	Displays the published date in MM/DD/YYYY format (i.e. 4/7/2014)	“4/7/2014”
Current Time	@TIME	Displays the time the report was executed	“1:22:19 PM”
Published Time	@RUNTIME	Displays the time the report was published	“1:22:19 PM”

After making your selection(s), click the **OK** button to accept the additions.

Report Header & Footer Definition Period Information Tab

Selecting the ellipsis button on the Header or Footer row in your Report Definition's Headers and Footers tab will return the Header or Footer Definition screen. (The Header or Footer screens contain identical options, therefore, only the Header Screen will be shown here.)

Select one or more Header or Footer code value via the checkbox and the syntax will automatically populate in the Current Header or Current Footer field in the screen and Report Definition workspace.



The available options on the Headers or Footers Definition Period Information tab include:

Header Value	Header Syntax	Information Displayed	Example
Period Covered	@COVERED	Displays the periods covered by the report	"For the Three Months Ending…"
Number of Periods Covered	@PERCOVERED	Displays a numeric value representing the number of periods covered in the report.	"2"
Period End Date: Default	@ENDING	Displays the period end date in the date format defined in your Options setting	"April 30, 2014"
Period End Date: Prospero Long Date	@PROSPEROENDING	Displays the period end date in a long date format but without the day of the week included.	"April 30, 2014"

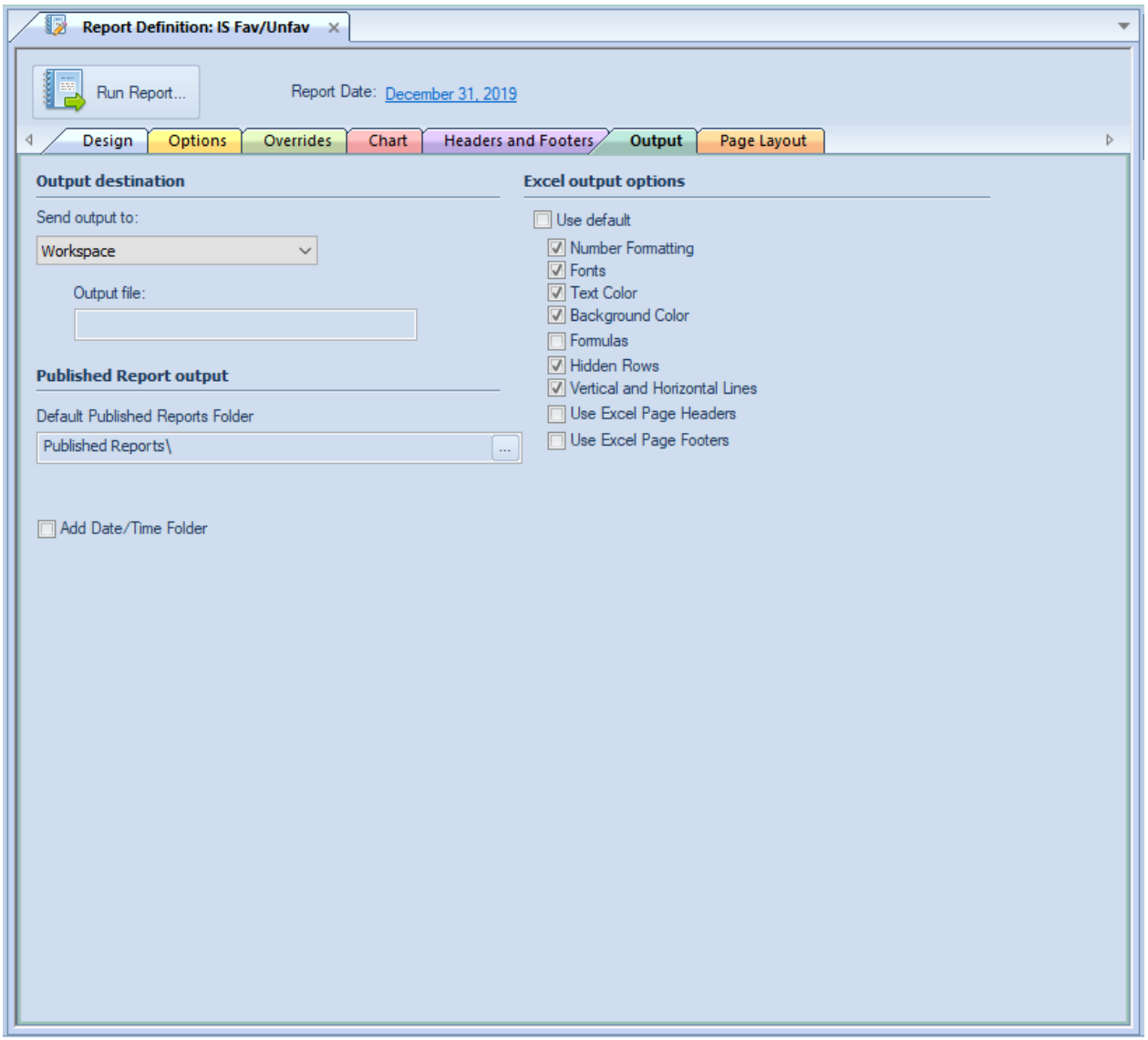
Period End Date: System Long Date	@LONGENDING	Displays the period end date in weekday, month, day, and year format.	“Monday, April 30, 2014”
Period End Date: System Short Date	@SHORTENDING	Displays the period end date in MM/DD/YYYY format.	“4/30/2014”
Report Period	@PERIOD	Displays the column period.	“April”
Report Period Number	@PERNUM	Displays the column period as a numeric value.	“4”
Report Period Description	@PERDESC	Displays the report period description.	“April”
Report Year	@YEAR	Displays the report year	“2014’

After making your selection(s), click the **OK** button to accept the additions.

Report Definition Output Tab

The Report Definition Output tab allows you to configure output settings for your Prospero reports. The Output tab is where you will select where you print to as well as how your Prospero data will appear in Excel spreadsheets.

The Output options you select on your Report Definition will override any settings in system-wide Output Options when the report is run.



The **Output destination** option allows you to choose where to show or port your Prospero reports. Options are:

- **Workspace** – This option allows you to show the report in the Prospero workspace. This option is selected by default in the dropdown. After that, you can print the report using standard print options.
- **Printer** – This option allows you to print your report directly to your default printer.
- **Microsoft Excel** – This option allows you to export your report to a Microsoft Excel worksheet output file. When you select this option, the Output file field will activate to allow you to select an Excel file to use.

  If you have selected multiple prompts, Prospero will export all available report data to Excel, with each specific report exported to a separate tab in Excel. For more information, see the topic Export to Excel.

- **PDF** – This option allows you to export your report to a PDF output file. When you select this option, the Output file field will activate to allow you to select file name.

  If you have selected multiple prompts, Prospero will export all available report data to the PDF. For more information, see the topic Export to PDF.

- **Published Report** – This option allows you to export your report directly to a published report. The folder location of the published report will be that which is specified in the Default Published Report Folder as defined on the Report Definition Output Tab.

The **Published Report output** option allows you to choose the folder location for your published Prospero reports:

- **Default Published Reports Folder** – This option allows you to select the default folder for reports published from this report definition.

The **Excel output options** defines how reports will appear when using the Export to Excel option for executed reports:

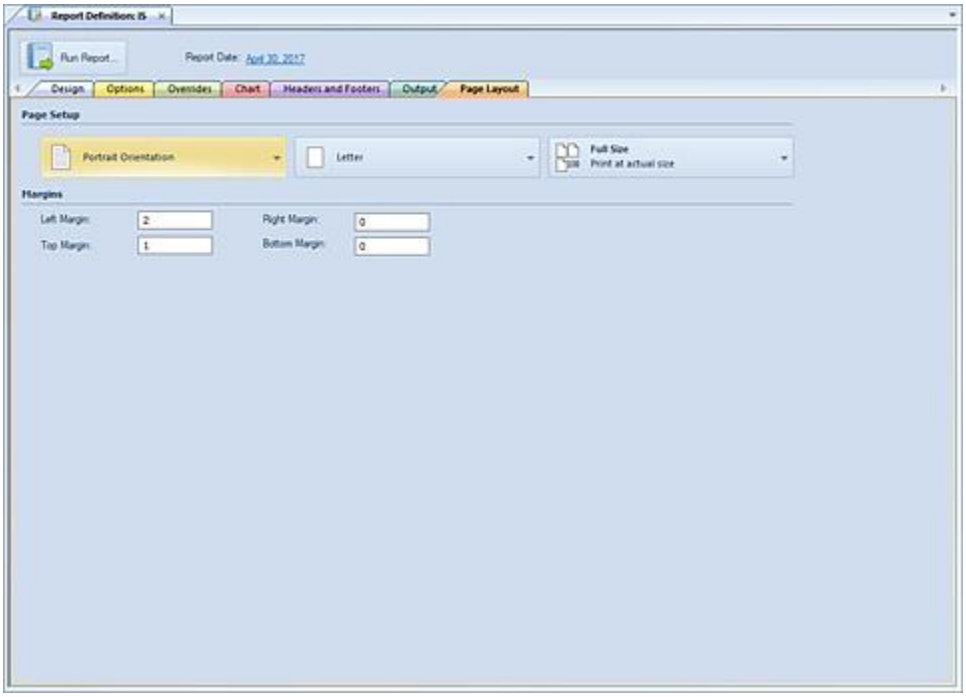
- The **Use Default** option is selected by default, which indicates that the report will export to Excel using the system-wide Output Default options. However, you can select specific elements for the report by de-selecting the **Use Default** checkbox and checking or unchecking those items. Output includes:
- **Number Formatting** – Indicates that the number formatting defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see Column Number Format, Line Number Format and Report Number Format.
- **Fonts** – Indicates that the font defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Text Color** – Indicates that the text color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Background Color** – Indicates that the background color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied. For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Formulas** – Indicates that row and column formulas defined on the report as hidden will be included when exporting. Note: Formulas using the IF/Then or ROUND functions will not be exported to Excel.
- **Hidden Rows** – Indicates that rows defined on the report as hidden (using the “Suppress” Line Definition field), will be included when exporting. These rows will be

minimized to “appear” as the original report does, however, maximizing the row height will show the row’s values. If this is not selected, any rows which are hidden on the report will not be included in the export. For more information see the Line Definition Suppress field.

- **Vertical and Horizontal Lines** – Indicates that the lines (and their weight) defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your report’s lines will not appear on the report. **Note:** For your lines to appear in the color in which they are defined in Prospero you must also select the “Text Color” option. For more information, also refer to the Underline and Vertical Line fields.
- **Use Excel Page Headers** – Indicates that the Report Headers for this Report will be exported into Excel’s Page Headers rather than being exported as repeating rows at the top of the spreadsheet. Formatting such as fonts and colors may not export for the header rows if this option is used.
- **Use Excel Page Footers** – Indicates that the Report Footers for this Report will be exported into Excel’s Page Footers in order to allow them to repeat at the bottom of each printed page. Formatting such as fonts and colors may not export for the footer rows if this option is used.

Report Definition Page Layout Tab

The Page Layout tab of the Report Definition screen allows you to define the report orientation and dimensions.



The available action and items on the Page Layout tab include:

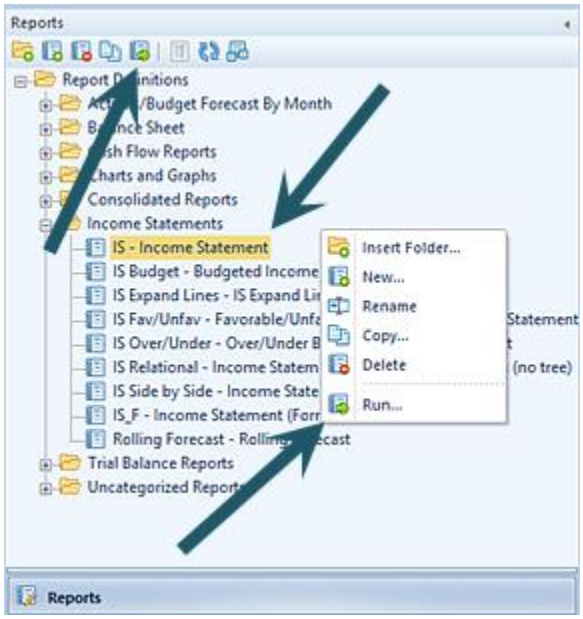
- **Page Orientation** – The Page Orientation dropdown option allows you to toggle between portrait and landscape page and print orientations. By default, the orientation is set to portrait.
- **Letter** – The Letter dropdown option allows you to select your paper size (i.e. Letter, Legal, A4, etc.). By default, the size is set to letter.
- **Full Size** – The Full Size dropdown option allows you to toggle between printing the report's full size or shrink to fit. The latter allows you to "shrink" your report to fit the width of the page.
- **Margins** – The Margins fields allow you to define the size of your margins in the printable report. The default value is 0.5.

Running Reports

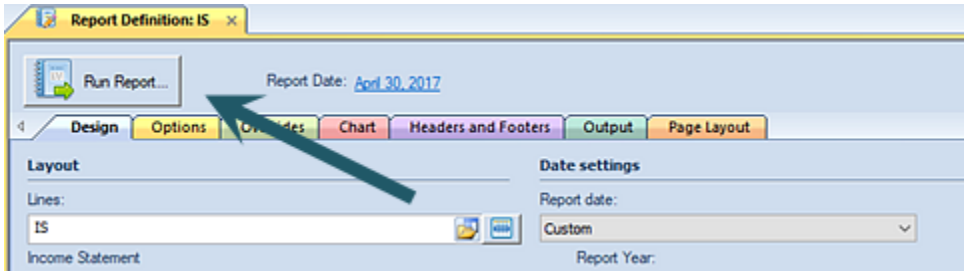
After creating your Report Definition, you can run the report in one of several ways.

To run a report:

7. If the Report Definition is not open in the workspace: Select the report from the Navigation Pane. Then, select either **Run the Report** from the Navigation Pane OR right-click and select **Run**.

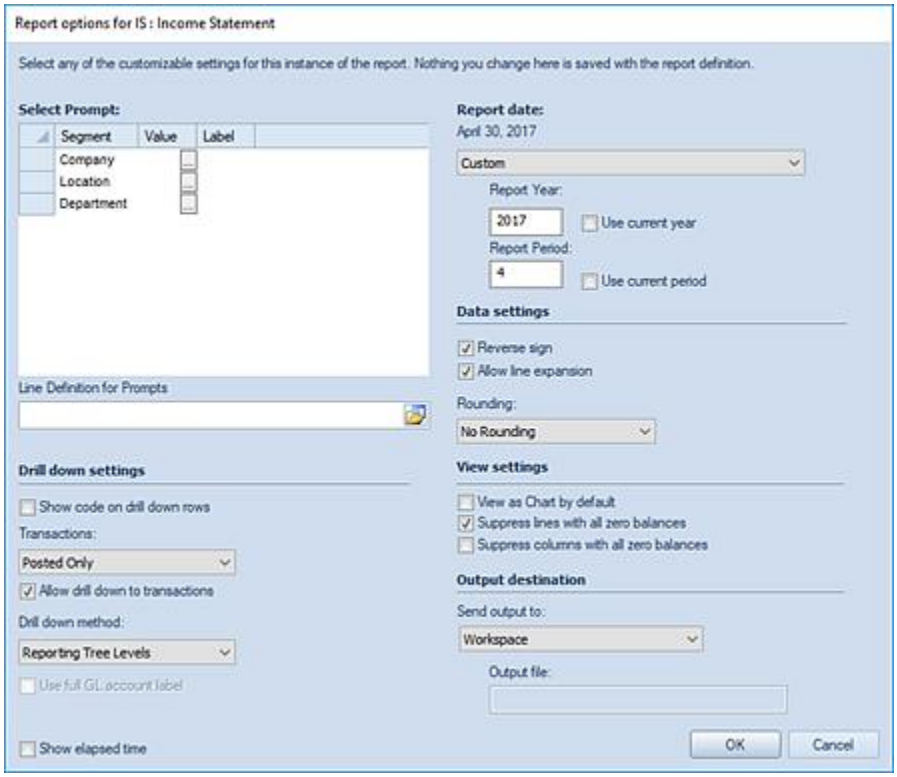


8. If the Report Definition is open in the workspace: Select the **Run Report** button on the Report Definition tab.

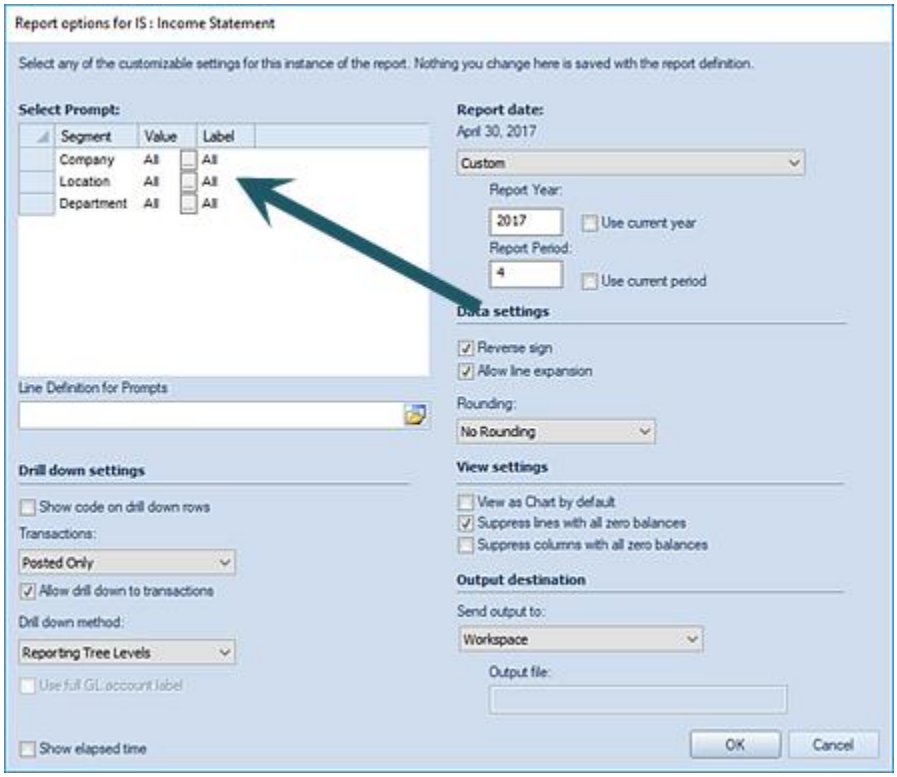


Or, select the **Run Report** option on the Report Tools Definition navigation bar.

9. Selecting **Run Report** will open a dialog prompting you to define parameters for the report



10. Select each ellipsis button in the **Select Prompt** section.
11. Select a valid segment value OR use **All** as each Segment Prompt value. ("All" is a system-defined tree value.)



12. Leave all other default selections as-is.
13. Select the **OK** button to open the report.

You can re-launch the report using different parameters by selecting the **Re-open Report** button on the context ribbon once the report is executed.

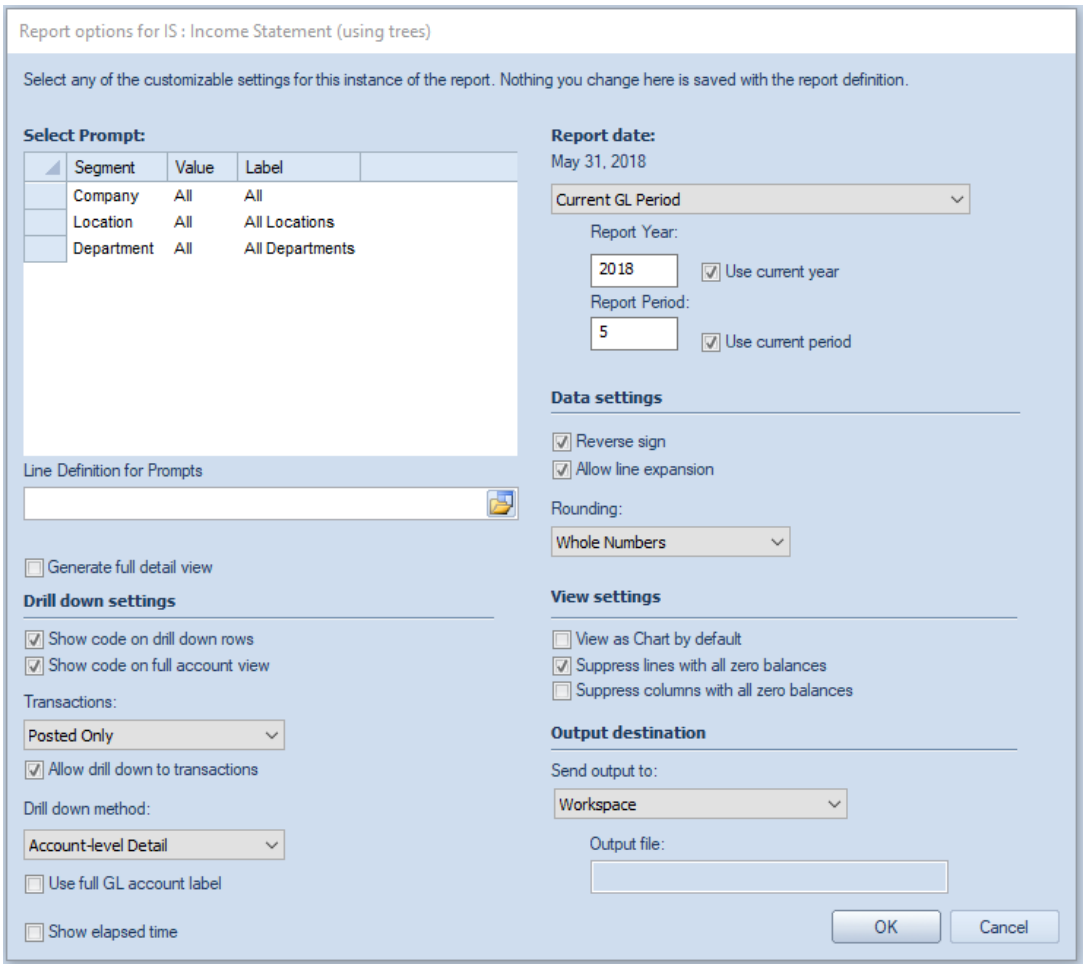
Report Run Time Options

Prospero provides you with the opportunity to set your report options at run time. While report settings can be established on the Report Definition Design and Options tabs, they can be overriden at run time in the event that a different view of the report data is desired.

Report Options allow you to select the parameters for the report as well as report date and data options.

Select Prompt

The Select Prompt section allows you to specify the parameters for your report such as the specific Segment(s) which you wish to use in generating your report.

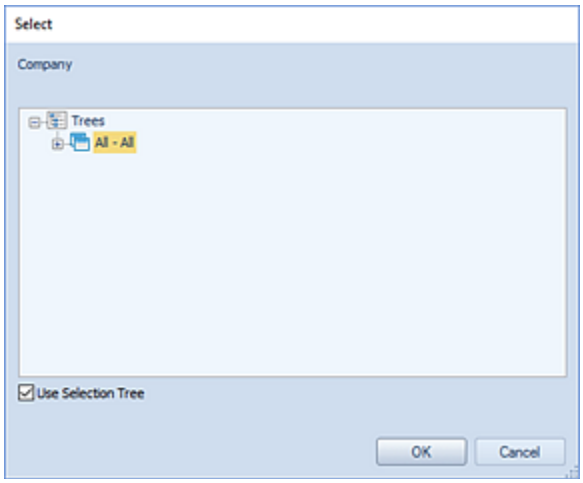


To select prompts:

1. In the **Select Prompt** section, click on the available ellipsis button(s) to make your segment selection(s).

   If you have not defined any Trees, you will still have the option to use the default “All” option to summarize all items in the segment. The “All” tree item, which summarizes all the items in the segment, is created by default during the Prospero installation and will be a read-only. For more information see System Defined Trees.

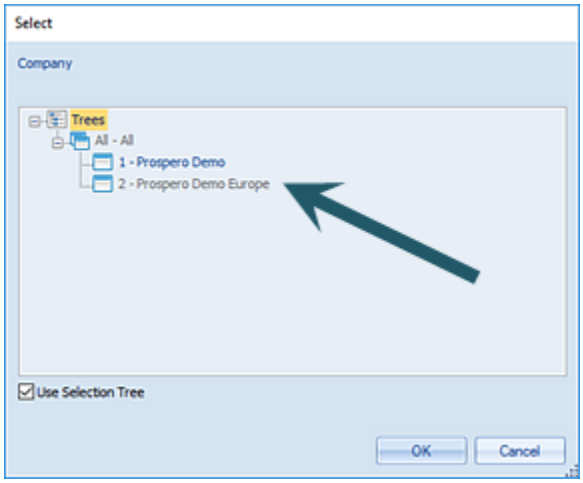
2. Select an item from the associated Tree(s).



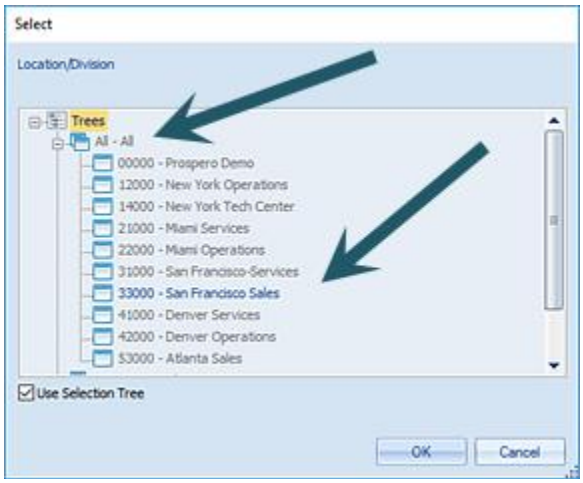
3. Select the **Ok** button to confirm the selection.

   When executing your reports, Prospero will verify that you have the appropriate Permissions and Assignments to execute the report. The prompts which you can select from at runtime will be determined by your Assignments. For more information, refer to Using Multiple Report Prompts and the Invalid Parameter Report Dialog.

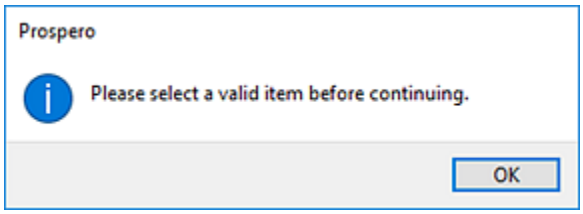
   For prompt selection using the “Use Selection Tree” option, your valid assignments will appear in normal text in the Select dialog. (Non-assigned items will be grayed out).



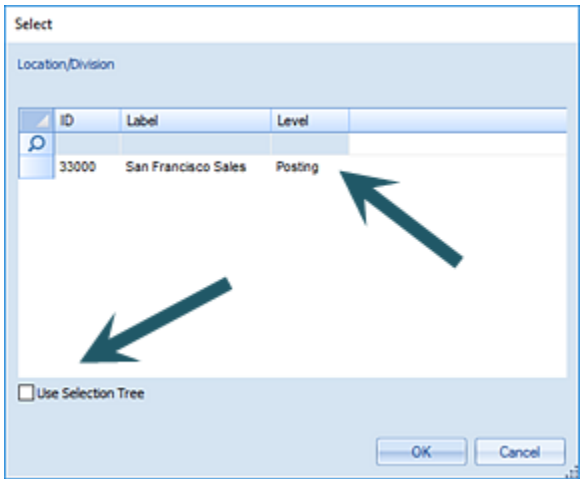
   Also, if you are only assigned a subset of Assignments within a segment, the “All” system-defined tree will not be available (i.e. will be grayed-out). However, the elements what comprise that assigned subset *will* be available.



You can select a segment value for which you <u>are not</u> assigned, when using the “Use Selection Tree” option. However, if you select a prompt for which you <u>do not</u> have Assignments, when you select the **Ok** button you will receive an error message:

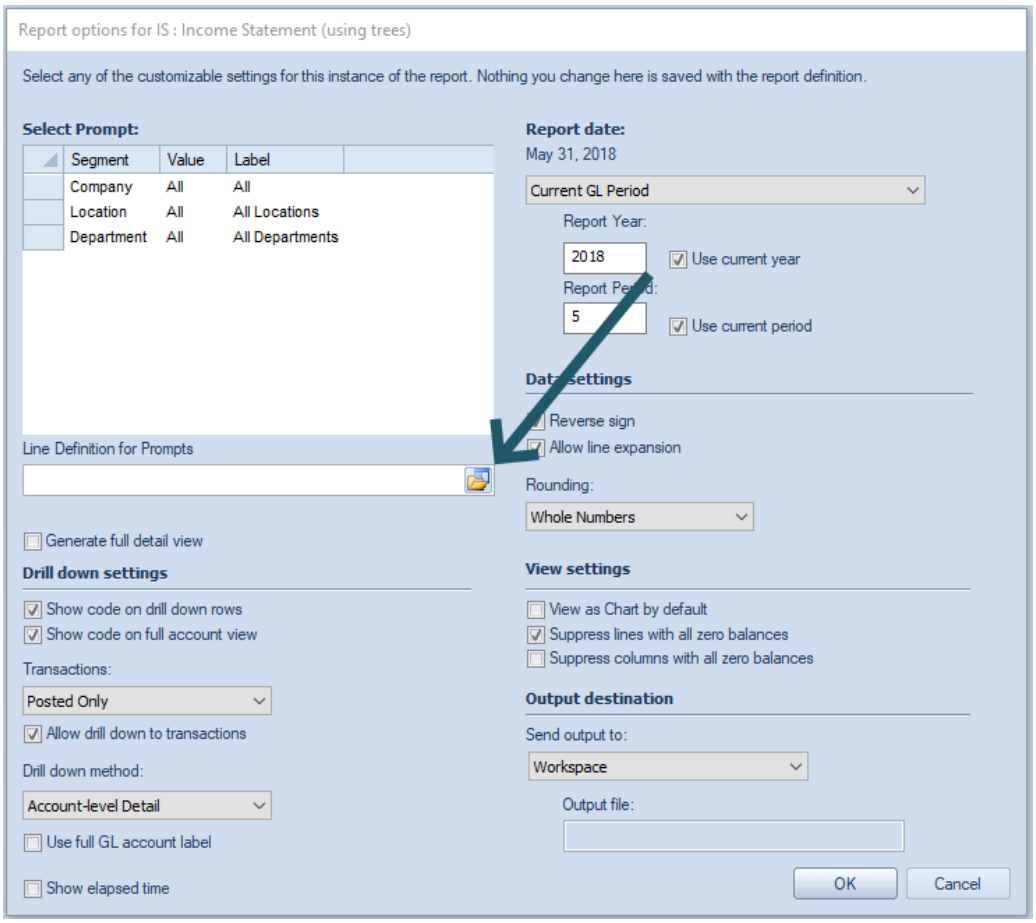


For prompt selection **<u>not</u>** using the “Use Selection Tree” option, you will see <u>only</u> the associated segment values to which you have been granted access in your Assignments. (You can also type in a value next to the magnifying glass to quickly select a value, again, if you have been granted access via your Assignments. However, if you type a value which does not exist, you will receive a message “No items match your filter.”)



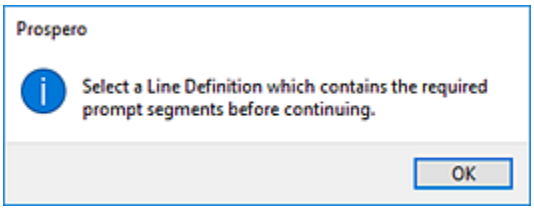
Line Definition for Prompts

The **Line Definition for Prompt** option allows you to specify the prompts for your report using a Line Definition. This must be an existing Line Definition with all associated segments defined.

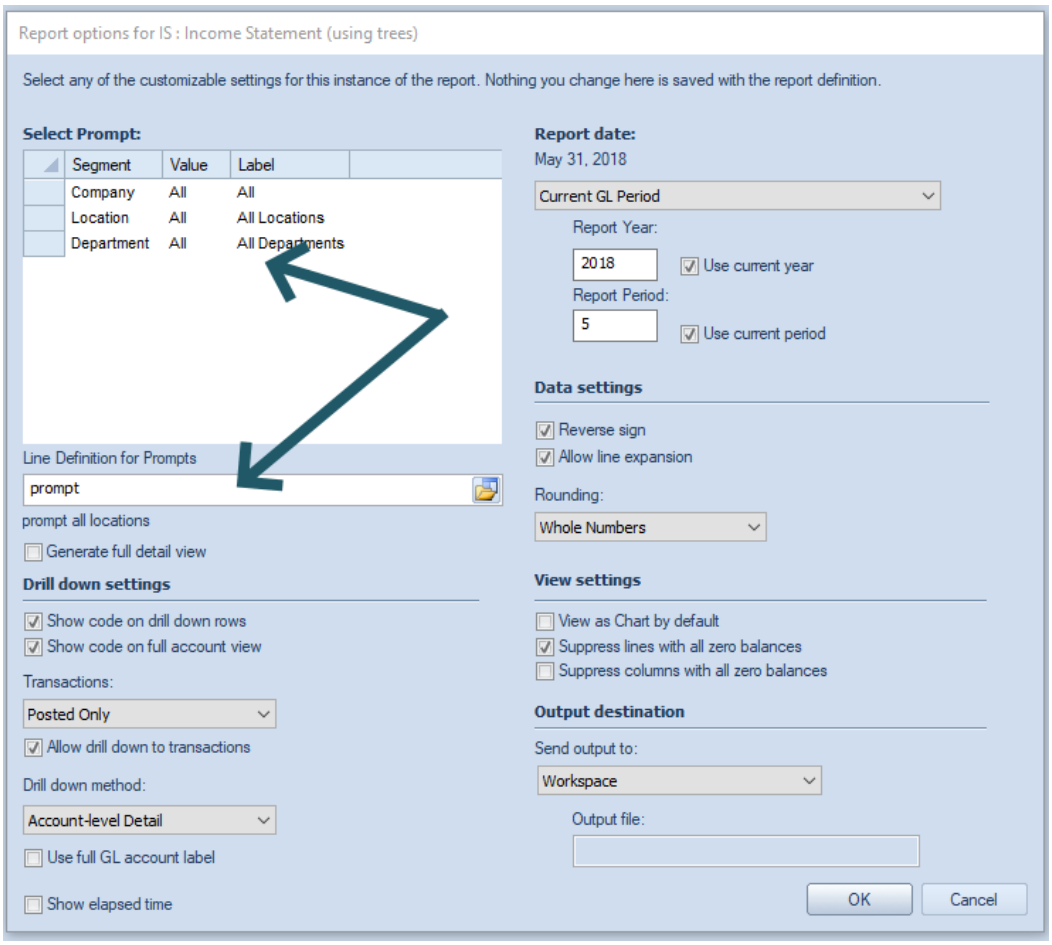


The Line Definition used <u>must</u> contain valid Segment criteria for all of the segments used by the report.

If the Line Definition does not contain valid criteria for <u>all</u> of the segments which require a prompt, you will receive the following error message and the report will not execute:



Lastly, whenever the Line Definition for Prompts is defined any settings in the Select Prompt section will be ignored:



For more information refer to the sections Using Line Definitions for Prompts and Creating Line Definitions for Prompts.

- **Generate full detail view** – When this option is selected, Prospero will generate the requested report as it is defined and will also generate the full detail view along with it (at the same time).

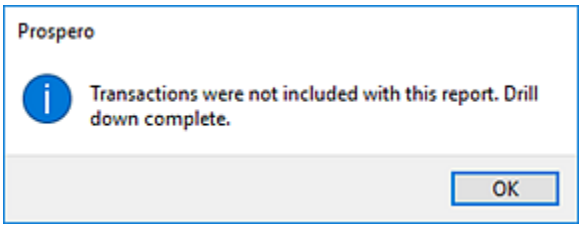
  Note: Generating the full detail view can take a significant amount of time to complete and any report that does not include a segment in the column definition can have the detail view generated via the workspace ribbon button when needed. ONLY select this checkbox if you need the detail view to be rendered at the same time as the regular report output is rendered.

Drill down settings

- **Show code on drill down rows** – Allows you to choose to show the code on the row when drilling down on report rows. The code value will be appended to the description. This setting will default to what is set on the Report Definition_D2HLink_337721.

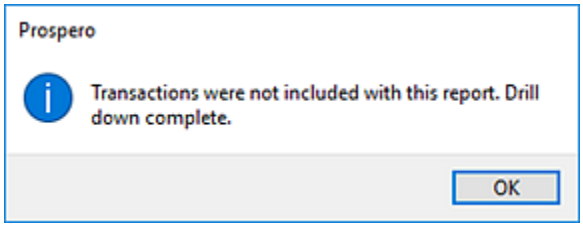
- **Show code on full account view** – Allows you to choose to show the code on the rows on the Full Account Detail View. The code value will be appended to the description. This option will default to what is set on the Report Definition_D2HLink_337722.
- **Transactions** – Allows you to define the type of transactions returned by the drill down method on your report:
  - None – Returns no transactions on drill down.
  - Posted only – Returns only posted transactions.
  - Unposted only – Returns only unposted transactions.
  - Both – Returns both posted and unposted transactions.

  If you have selected “None”, the “Allow drill down to transactions” checkbox will be unavailable and unchecked. When you drill down to the posting level you will receive the following message:



  The default is “Posted only”.
- **Allow drill down to transactions** – When checked, this option allows report drill down to view the underlying transactions. Otherwise, drill down will not allow transactions to be shown on drill down.

  If the “Allow drill down to transactions” checkbox is unchecked (or unavailable where Transactions = None), you will receive the following message when you reach the posting level:



  This option is unchecked by default.
- **Drill down method** – Allows you to define the drill down method your report will use:

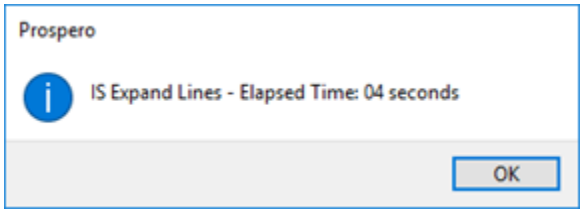
- Reporting Tree Levels – Uses the standard Prospero Tree method for drill down which drills through each level of the tree associated to the report to the transaction level (if specified). This option is the Prospero default drill down method.
- Account-level Detail – Uses a drill down method which is a non-subtotaling method and which will only drill down to the report account lines.
- Mixed **–** This value indicates that the report will switch from Reporting Tree Levels to Account-level Detail at some point in the drill down order. Note: Selecting this option on the Report Run Time Options will result in the drill down behavior defined in the report definition.

- **Use full GL account label** – When checked, this indicates that the full account label from the GL will be reflected on the account -level detail. If this item is unchecked, account-level detail will reflect what has been previously brought in to the system through the integration. This setting will default to what is set on the Report Definition_D2HLink_337723.

  Note: This option is only available for GL integrations supporting this information.

View settings

- **View as Chart by default** – The **View as Chart by default** checkbox allows you to specify at runtime whether to render the report to the workspace as a chart or graph.
- **Suppress lines with all zero balances** – The **Suppress lines with all zero balances** checkbox allows you to specify whether to hide a given row based on the data in it.
- **Suppress columns with all zero balances** – The **Suppress columns with all zero balances** checkbox allows you to specify whether to hide a given column based on the data in it.
- **Show elapsed time** – Select this checkbox to show the amount of time the report took to execute. You will receive a message once the report execution completes.



Report Date

- **Report Date** – This value is inherited from the Report Definition Design Tab. However, you can also select from the drop-down menu to modify the report's date option:
  - Current GL Period – This option will use the current GL period. Selecting this item will also check both the "Use current year" and "Use current period" checkboxes.

- Last Closed GL Period - This option will use the GL's current period minus one month.
- System Date – This option will use the computer's current date.
- Last Period - This option will use the computer's current date minus one month.
- Custom – This option allows you to enter a custom date for both the "Report Year" and "Report Period" fields.

Note: The date specifications will show as the date for "Report Date" which appears next to the **Run Report** button on the Report Definitions Design Tab. This period end date value will also appear on the report's runtime options dialog.

- **Report Year** – Enter a report year value or select the **Use current year** checkbox to automatically default to the current GL year.

  You can type a value directly to the field which will set the Report Date type to "Custom. Also, whenever the Report Date field is "Current GL Period", making any modification to the Report Year or Report Period will result in the **Use current year** checkbox to unchecked.

- **Report Period** – Enter a report period value or select the **Use current period** checkbox to automatically default to the current calendar month.

  You can type a value directly to the field which will set the Report Date type to "Custom. Also, whenever the Report Date field is "Current GL Period", making any modification to the Report Year or Report Period will result in the **Use current period** checkbox to unchecked.

Data settings

- **Reverse sign** – The **Reverse Sign** checkbox option is used to indicate on your reports that you want signs reversed (Credit/Debit) for appropriate natural account items.

  Import information to note regarding the Reverse Sign option:

  1. If the user checks the Reverse sign checkbox, Prospero automatically reverses the sign based on the account type. (Users can override this easily using a '*-1' formula. For more information refer to the section on Prospero Calculations.)

  2. If the user does not check the Reverse sign checkbox, then the sign is reversed based on if the check box in the Line or Column Definition is selected to reverse the sign. This will occur no matter what the account type is.

- **Allow line expansion** – The **Allow line expansion** checkbox allows you to specify whether the lines will be expanded on a report where that feature is used in a line definition. (If the Line Definition does not have expanded lines defined, this option will not be available and the checkbox will be disabled.)

  When checked, if a line set uses the expand feature within it, the expanded rows will be generated with the report. If the checkbox is not checked, the expand setting within the line set is ignored.

- **Rounding** – This option specifies if rounding should occur to the whole number or the decimal precision defined for the Line or Column. Options are:
  - No Rounding – Numbers will not be rounded and will show the number's decimal precision.
  - Whole Numbers – Numbers will be rounded and will show no decimal precision.
  - Thousands – Numbers will show in the thousands and the number's full decimal precision.
  - Whole Thousands – Numbers will show in the thousands and will show no decimal precision.
  - Millions – Numbers will show in the millions and the number's full decimal precision.
  - Whole Millions – Numbers will show in the millions and will show no decimal precision.

  The default setting is "No Rounding".

Output destination

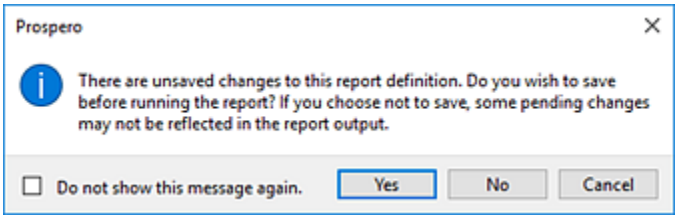
The **Output destination** option allows you to choose where to show or port your Prospero reports. Options are:

- **Workspace** – This option allows you to show the report in the Prospero workspace. This option is selected by default in the dropdown. After that, you can print the report using standard print options.
- **Printer** – This option allows you to print your report directly to your default printer.
- **Microsoft Excel** – This option allows you to export your report to a Microsoft Excel worksheet output file. When you select this option, the Output file field will activate to allow you to select an Excel file to use.
- **PDF** – This option allows you to export your report to a PDF output file. When you select this option, the Output file field will activate to allow you to select file name.
- **Published Report** – This option allows you to export your report directly to a published report. The folder location of the published report will be that which is specified in the Default Published Report Folder as defined on the Report Definition Output Tab.

If you do not specify a valid output path (file name and location) when running reports that output to either an Excel or PDF file, a dialog will open which will allow you to specify this information using the **Save As** option.

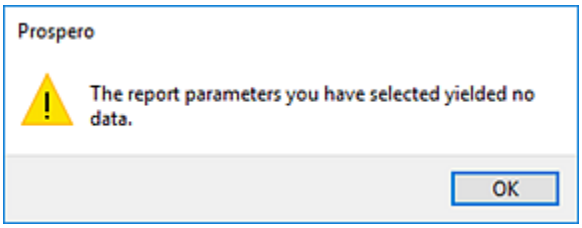
After selecting your report options, click the **OK** button to execute your report.

If you have made any change to the report definition or report elements, you will be prompted to **Save** as follows:



If you elect not to show this message again, you can re-enable this prompt message from the Options screen.

When your report executes, if no data is available for the report prompt criteria you selected, you will receive a message to the effect:



When your report executes, if the report fails for any other reason, you will receive a separate message indicating the cause of the failure.

If you require any of your options be set at the global-level (i.e. for all your Prospero reports), these settings can be changed and maintained in Report Default Options by your Prospero Administrator.

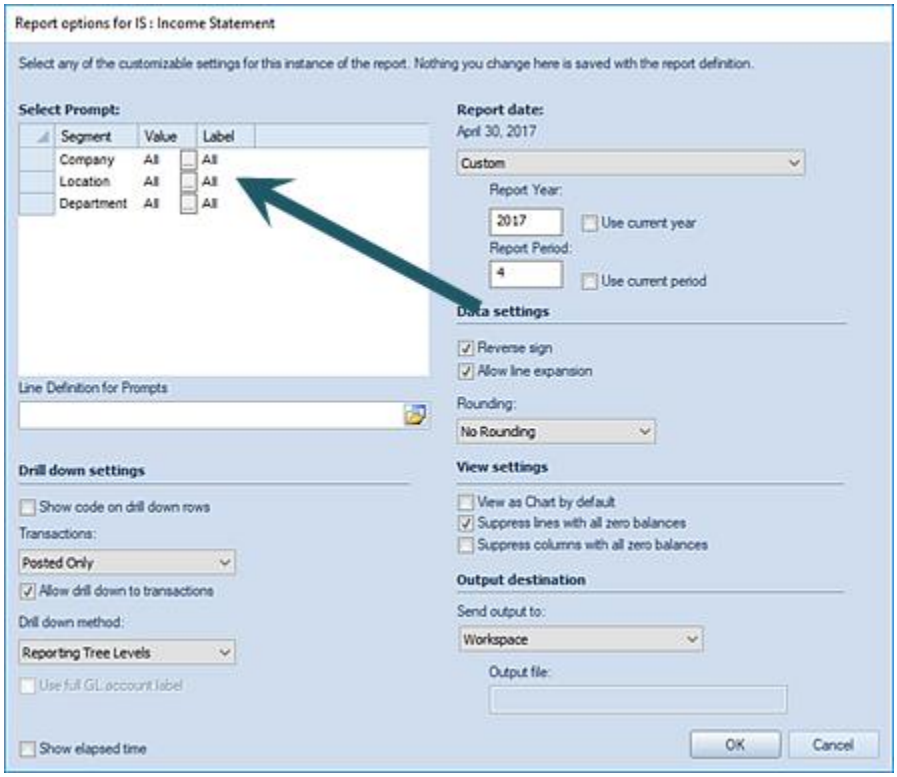
Note: When running reports, Prospero will detect if there are unsaved changes on the Line or Column Definitions and will prompt to save the changes. Prospero will also check for changes to the Report Definition and prompt you that changes will not appear on the report output without saving the definition. Also, any pending change that can be overridden on the runtime options screen will **not** save on the Report Definition. And, any changes which **cannot** be set on the runtime options screen - such as chart options, headers/footers, or page layouts - will only appear on the executed report when the Report Definition is saved.

Using Multiple Prompts When Running Reports

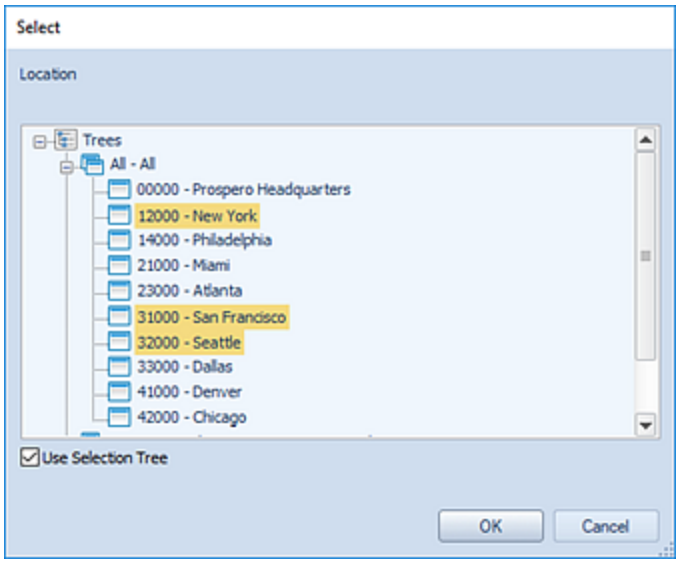
Prospero allows you to run your reports for multiple prompts at run time. In short, you can select multiple segment values as prompts for your report from the Report Options screen. When the report is run, the result is that a report will be sent to each Output destination for each set of prompts selected.

To run a Report Definition for multiple prompts:

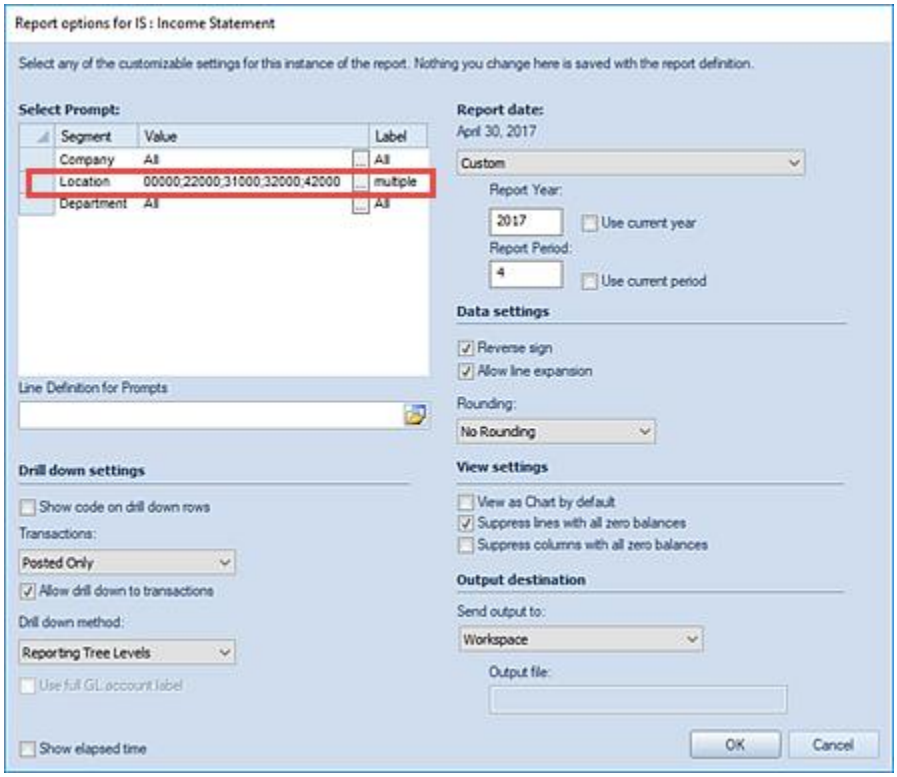
1. Click on the Reports bar to open the Reports Navigation Pane.
2. Select a Report Definition and double-click to open the report in the workspace.
3. Select the Run the Report option to run the report.
4. In the Report Options screen, select one of the prompt ellipsis buttons.



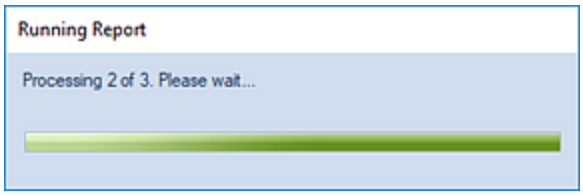
5. Select multiple prompt options. (You can multi-select using the **Ctrl + mouse-click**.)



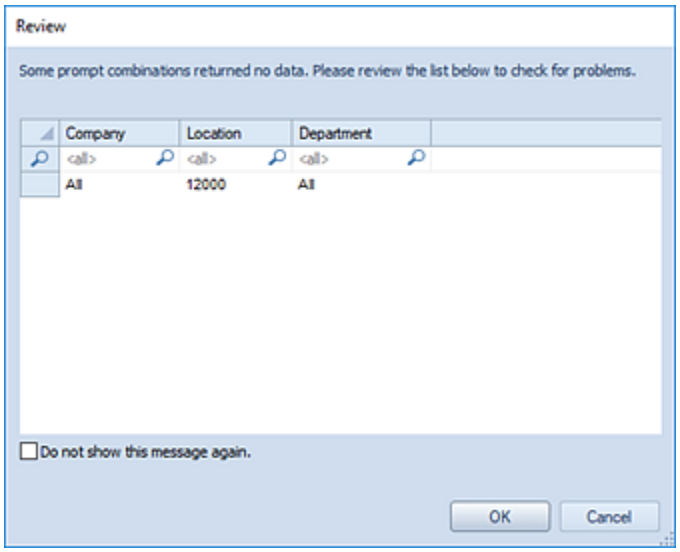
6. Select **OK** to populate the prompt with your selections. (Where you've selected multiple prompt values, the segment Label will show as "multiple".)



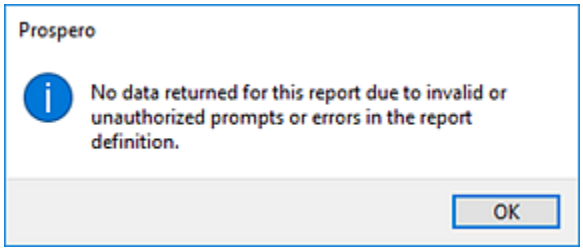
7. Select **OK** to run the report. A progress meter will appear that indicates the number of reports that are being processed.



8. Thereafter, a version of that report will be returned to your specified Output destination for each permutation of the prompts selected. If one or all the possible report permutations do not return data, you will receive the following dialog to review which will indicate which of the segment combinations did not return data.



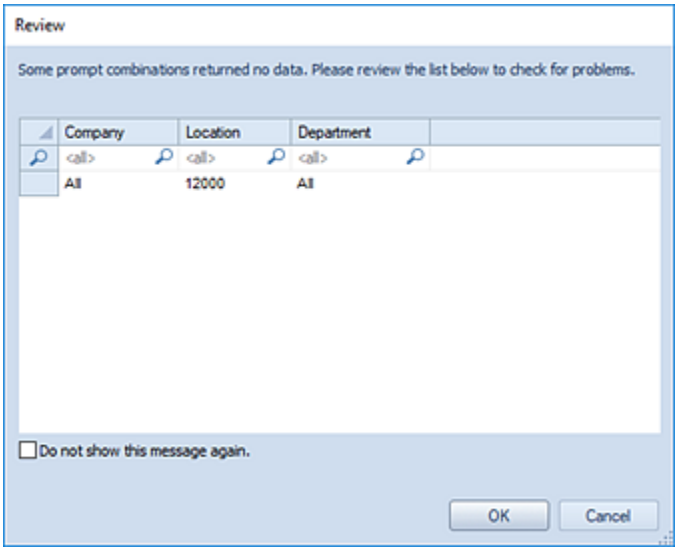
However, if you do not execute the report for multiple prompts and have no data returned, you will receive the following warning message that no data could be returned.



Invalid Parameter Report Dialog

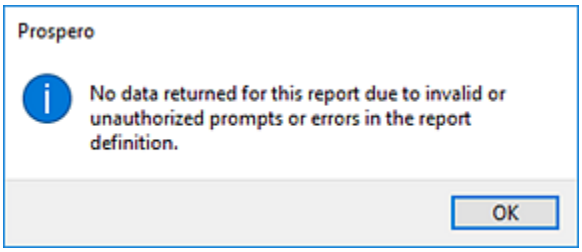
When running reports using multiple prompt settings, the data which will be available to be returned by the reports will be subject to Assignments and Visibility settings assigned to the user, their role and/or the report. If you do not have valid Assignments or data for any of

the segment combinations selected, you will receive the following Prospero dialog indicating which prompts cannot return data:



Any valid permutation will, however, continue to execute and return reports with valid data.

When executing the report for one prompt combination, if no data can be returned, you will receive the standard Prospero warning message:



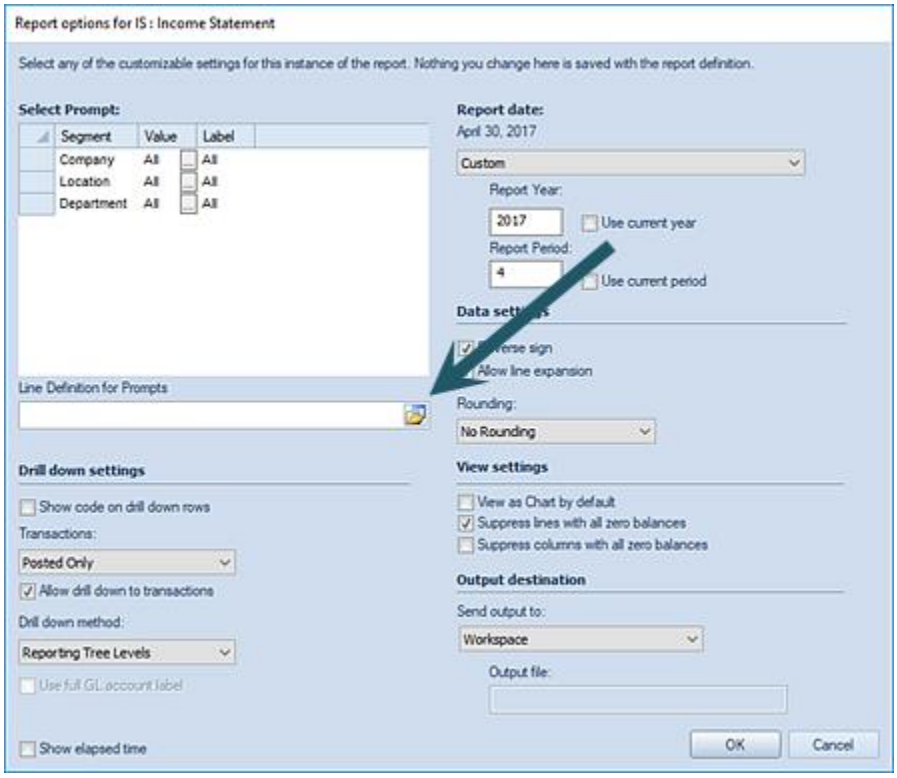
Using Line Definitions for Prompts

The **Line Definition for Prompt** option on the Report Run Time Options dialog allows you to specify the prompts for your report using a Line Definition.

This must be an existing Line Definition with all associated segments defined. For more information refer to Creating Line Definitions for Prompts.

To use a Line Definition for Prompts:

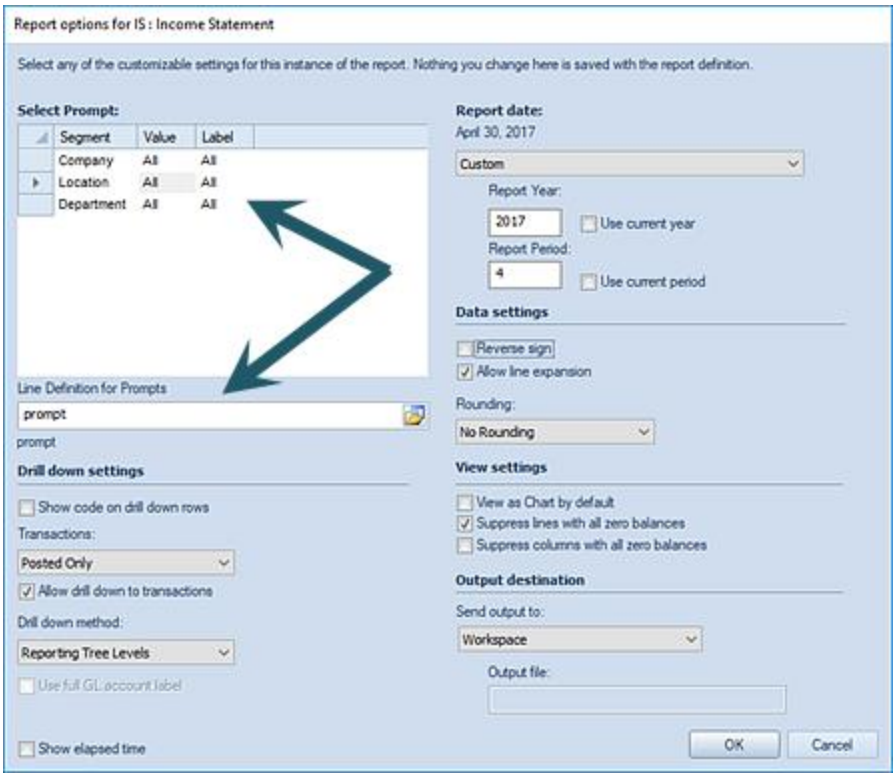
1. Use the option to return a list of Line Definitions.



2. Choose from an existing Line Definition.
3. Select the **Ok** button to confirm the selection

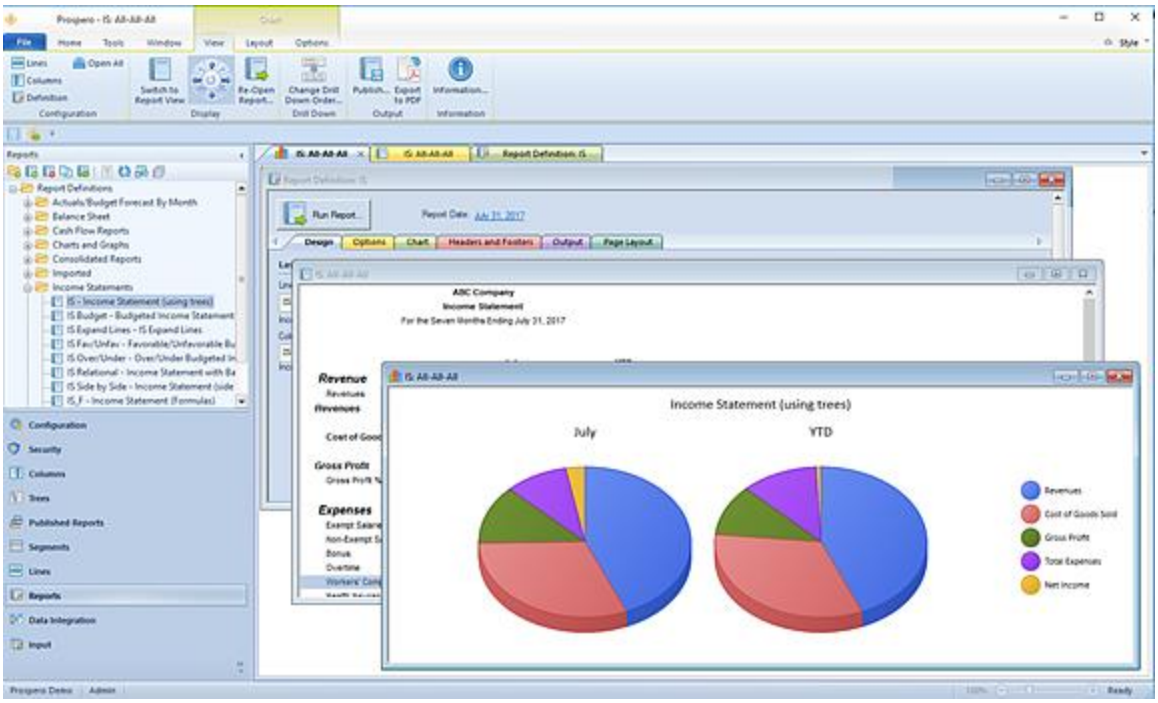
The Line Definition used must contain valid Segment criteria for all of the segments used by the report.

Whenever the Line Definition for Prompts is defined and settings in the Select Prompt section will be ignored:



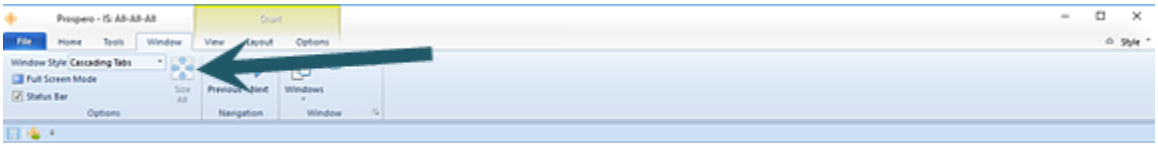
Report View Workspace

The Report View workspace is where your reports will be rendered in the Prospero environment after you execute them. Depending on how you defined your Report Definition, your report will be shown in standard row-and-column format or as a chart or graph on execution.



How you have chosen to present your report will determine which features and functions on the report context ribbons are shown.

In addition, you can choose how you can view your reports and drill down information in the workspace by selecting your preferred view method on the Windows tab ribbon.

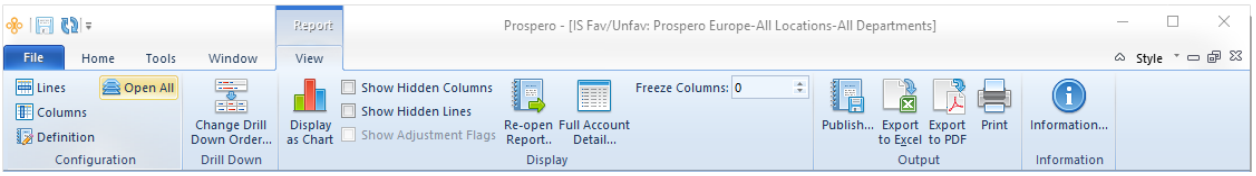


The **Windows Style** dropdown option allows you to define how to display the Prospero workspace windows by selecting multiple tabbed windows or cascading windows. (You can also select to <u>not</u> display any tabs in the workspace.)

Lastly, the following context ribbons will be presented in the workspace depending on how your report is shown - either as a chart / graph or in standard row-and-column format.

Report View Context Ribbon

When a report is executed in standard row-and-column format, the report will be rendered in the Report View workspace and the **Report View context ribbon** will activate for the report.



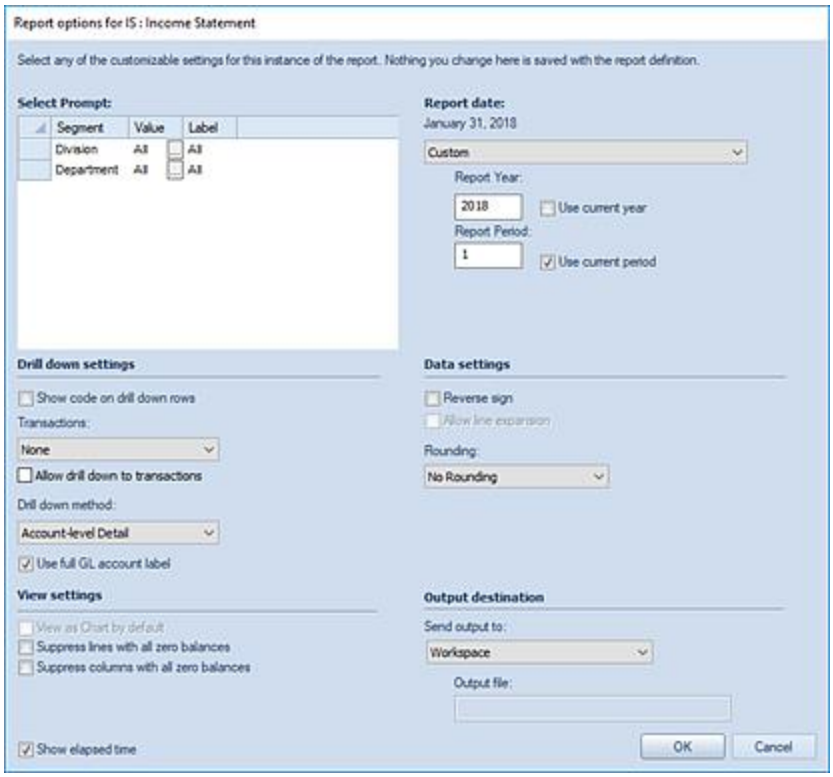
Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the report configuration options to manage the Line, Column and Report Definitions that make up your report. The **Open All** option will open the associated sets with a single click on the selection.
- **Drill Down** – This section contains the option to change the drill down order for the report.
- **Display** – This section contains the options to display the report in a chart or graph format, to elect to show hidden columns or lines or to re-open a report which has be run.

  The checkbox options to toggle between “hidden” lines or columns is determined by the option setting in the **Suppress** field in the Line Definition or Column Definition or the **Allow Unhiding** checkbox on the Report Definition Properties Pane. Also, when unhiding columns on a report, transaction detail columns are only unhidden on the transaction-level of the report.

  The “Show Adjustment Flags” checkbox allows you to toggle showing or not showing **Balancing Adjustment** indicators on your report in Report View. This option will only be available if you have defined Balancing Adjustments in your Line Definition.

  The **Re-open Report** option allows you to re-run the report using different report parameters. You can choose to re-execute the report for any change to the available Report Options, such as Segment selections, Report Date options, Drill down method, Rounding options, etc.



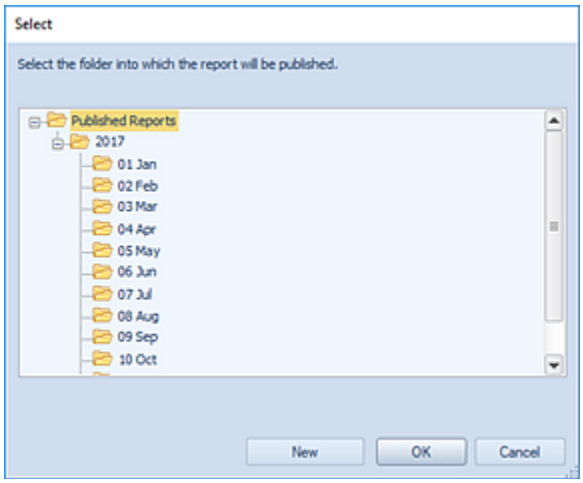
The report will run in the Reports Workspace in addition to the report which was just executed. For more information, refer to the section on Report Run Time Options.

The **Full Account Detail** button allows you to open a more-detailed view of the report where every row is expanded to show the underlying account-level details. This View may contain a lot of data and may take a long time to render on the screen. It is not available on reports that use one or more segments in the column definition.

The **Freeze Columns** setting allows you to pin or unpin columns to the left of the report workspace so that they do not scroll out of view. Up to 9 columns can be frozen. **Note: hidden columns need to be counted when freezing columns.**

- **Output** - This section contains the options output your report to various sources:

  The **Publish** option allows you to Publish Reports to preserve the report in its current state based on the parameters and data for which the report was executed.



The **Export to Excel** option allows you to export your report directly to Excel. When the Export to Excel option is selected, when you run your report, you will be provided with a default file name corresponding to your Prospero report file. (You can also enter a new name for your Excel worksheet. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.)

After specifying the location and name, select the **Save** button and your report will open in Excel as it appears in Prospero. All Prospero report formatting options - font type, size, alignment, colors, and borders – as defined in the Line, Column or Report Definitions will carry over to your Excel export.

Note: The **Export to Excel** option will not export any hidden rows or columns specified in your Line or Column Definitions. In addition, formulas in those elements will also not be exported from Prospero. Your report in Excel is a data values and basic formatting export only. For more information refer to Exporting Workspace Reports.

The **Export to PDF** option allows you to export your report directly to a PDF file. When the Export to PDF option is selected, when you run your report, you will be provided with a default file name corresponding to your Prospero report file. (You can also enter a new name for your PDF worksheet. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.)

After specifying the location and name, select the **Save** button and your report will open in a PDF document as it appears in Prospero. All Prospero report formatting options - font type, size, alignment, colors, and borders – as defined in the Line, Column or Report Definitions will carry over to your document.

The **Print** option opens the Printing Panel.

- **Information** – This option returns a report information dialog including information such as when the report was run, the report date and parameters, report year and period, as well as other execution options and settings.

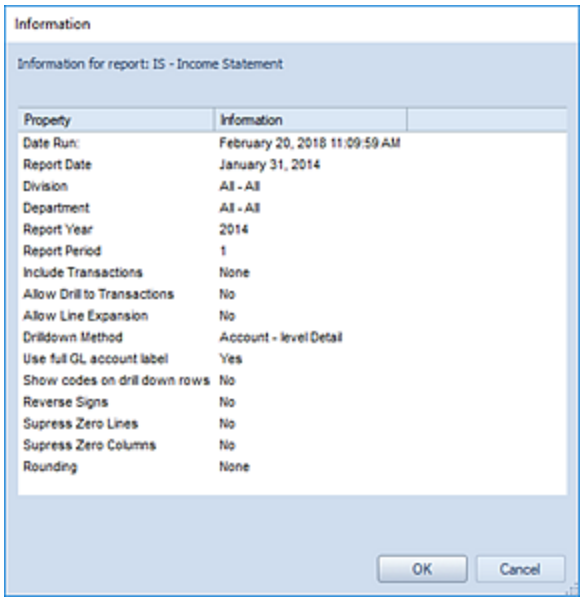


Chart View Context Ribbon

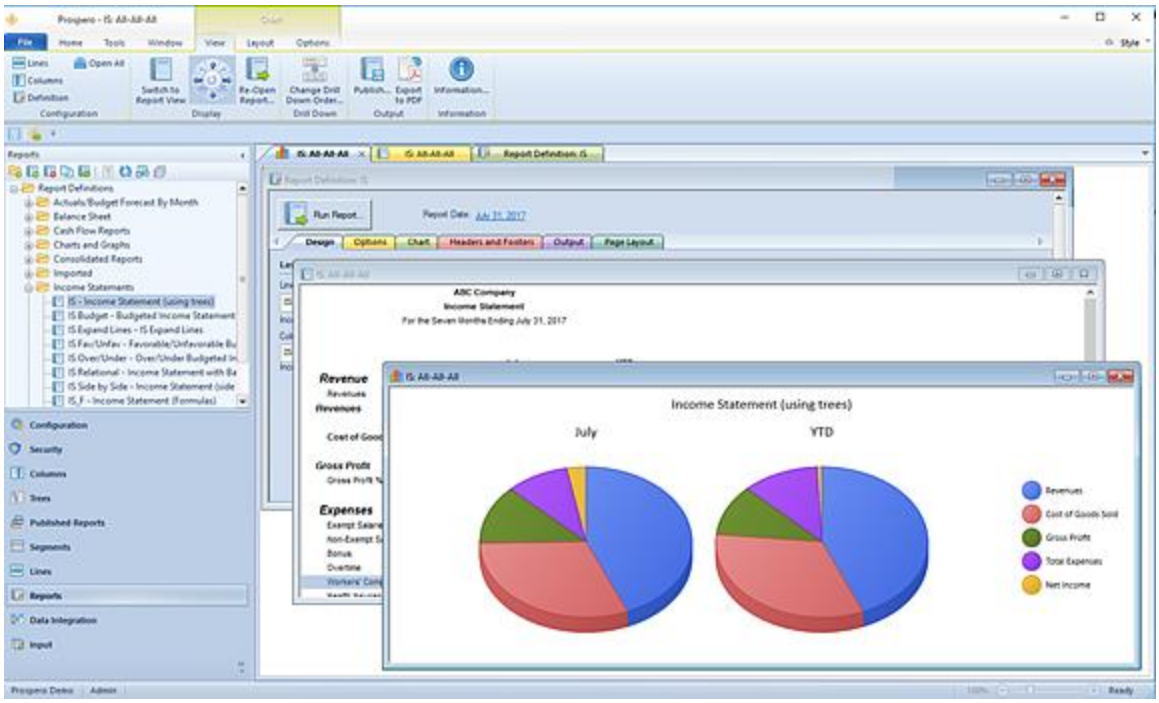
Unless you've chosen to render your report as a Chart by default, which is an option set in your Report Definition, you can *optionally* view your report as a chart or graph. (Remember, to set your report to be viewable as a chart or graph this option and the chart type must be selected on the Report Definition Options Tab.)

The **Chart View context ribbon** will appear when the report is opened as a chart.

To view a report as a chart or graph:

1. Select the **Display as Chart** option from the Report View context ribbon when the report is rendered.

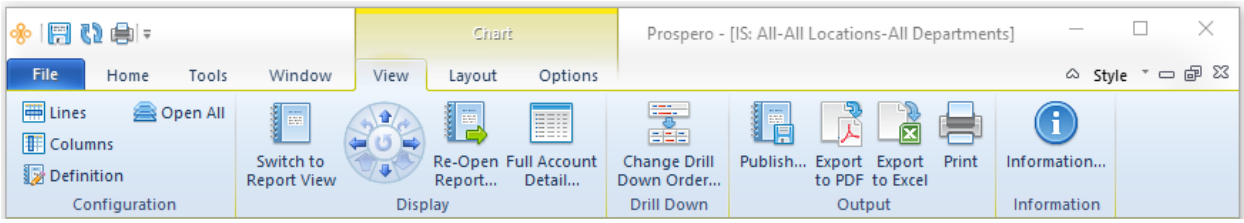
2. The report will then display as the chart type you defined in your Chart Layout tab.



When running a report in Chart View, Prospero will display one chart display for each of the columns that are enabled for displaying on charts. Pie, Donut, and Torus Chart types will show a separate chart for each column in the report that isn't suppressed.

Also, the Header values shown on your chart report will be determined by whether you have defined specific Column Headers OR if you've defined values for the Labels on Charts field in the Column Definition.

3. The Chart View context ribbon will appear when the report is opened as a chart. This context ribbon will display three possible tabs of information (depending on your chart or graph type).



Features on this ribbon are grouped logically in sections. The View tab section includes the following:

- **Configuration** – This section contains the report configuration functions to manage the Line, Column and Report Definitions that make up your report. The **Open All** option will open the associated sets with a single click on the selection.
- **Display** – This section contains options for report display when the report is in graphical format:

  The **Rotator** option to allow you to rotate your chart or graph in any direction.

  Switch to Report View will render the report in a standard column and line mode.

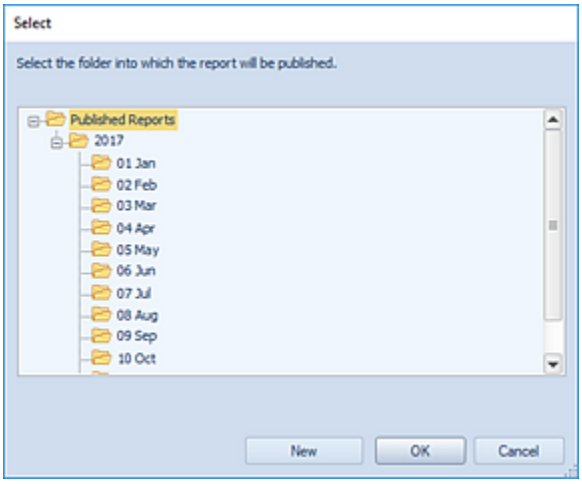
  The **Re-Open Report** option allows you to re-run the report using different report parameters.

  The report will open in the Reports Workspace in addition to the report which was just executed.

  The **Full Account Detail** button allows you to open a more-detailed view of the report where every row is expanded to show the underlying account-level details. This View may contain a lot of data and may take a long time to render on the screen. It is not available on reports that use one or more segments in the column definition.

- **Drill down method** – This section contains the report option to Change Drill Down Order on the report.
- **Output** - This section contains the options output your report to various sources:

  The **Publish** option allows you to Publish Reports to preserve the report in its current state based on the parameters and data for which the report was executed.



The **Export to PDF** option allows you to export your report directly to a PDF file. When the Export to PDF option is selected, when you run your report, you will be provided with a default file name corresponding to your Prospero report file. (You can also enter a new name for your PDF worksheet. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.)

After specifying the location and name, select the **Save** button and your report will open in a PDF document as it appears in Prospero. All Prospero report formatting options - font type, size, alignment, colors and borders – as defined in the Line, Column or Report Definitions will carry over to your document.

- **Information** – This option returns report information such as when the report was run, the report parameters, report year and report period, as well as additional report parameter information.

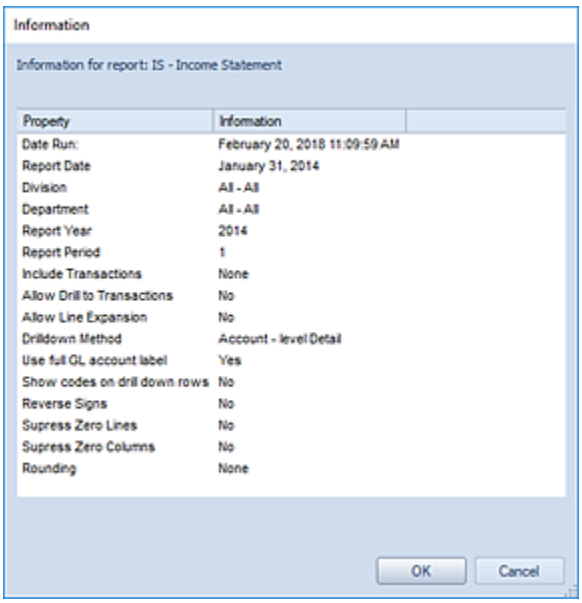
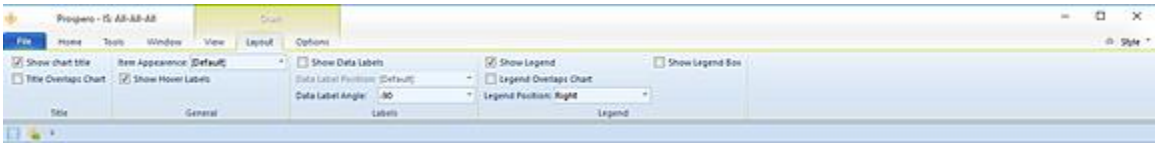


Chart Layout Context Ribbon

When your reports are rendered as a Chart, you can modify certain layout options of the report by selecting these on the **Chart Layout context ribbon**. This ribbon is active only when the report is rendered as a chart.



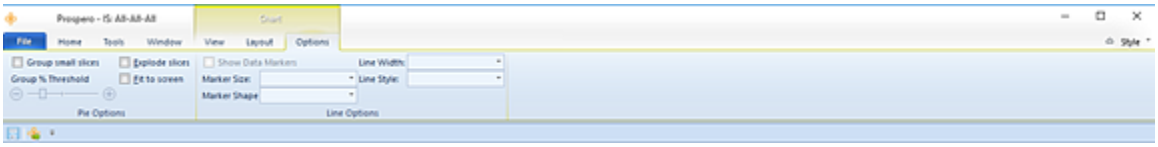
The Layout tab section includes the following:

- **Title** – This section contains functions to control how the chart title is shown or to hide the chart title.
- **General –** This section controls the color appearance of the items of the chart. You can select from Default (which is the default for the chart type), Solid Color, Horizontal, Vertical, Bevel and Pipe.

  Selecting the “Show Hover Labels” checkbox will provide labels for chart or graph sections when hovering over an item (selection) on a chart or graph. If this item is not checked, no labels will appear.
- **Labels** – This section provides options on how data labels are shown on the chart. (Data labels will reflect the data formatting, such as percentages, commas, etc.)
- **Legend** – This section provides options on how a data legend may appear on the chart.

Chart Options Context Ribbon

When your reports are rendered as a Chart, you can modify certain layout options of the report by selecting these on the **Chart Options context ribbon**. This ribbon is active when the report is rendered as a chart, only.



The Options tab section includes the following:

- **Pie Options** – This section contains the report configuration settings to group or explode Pie chart slices as well as to fit the chart to the screen. When grouping pie chart slices you can select the percentage threshold using the slider bar. You can set the threshold to allow for grouping of items from anywhere from 1 to 20 % of the total.
- **Line Options** – This section contains options to show data markers and their size and shape as well as drop-down options for how graph lines are rendered, including their size widths and styles.
  Note: The data markers checkbox is not available and will be disabled on 3D charts. Data markers are not available for 3D charts.

Exporting Workspace Reports

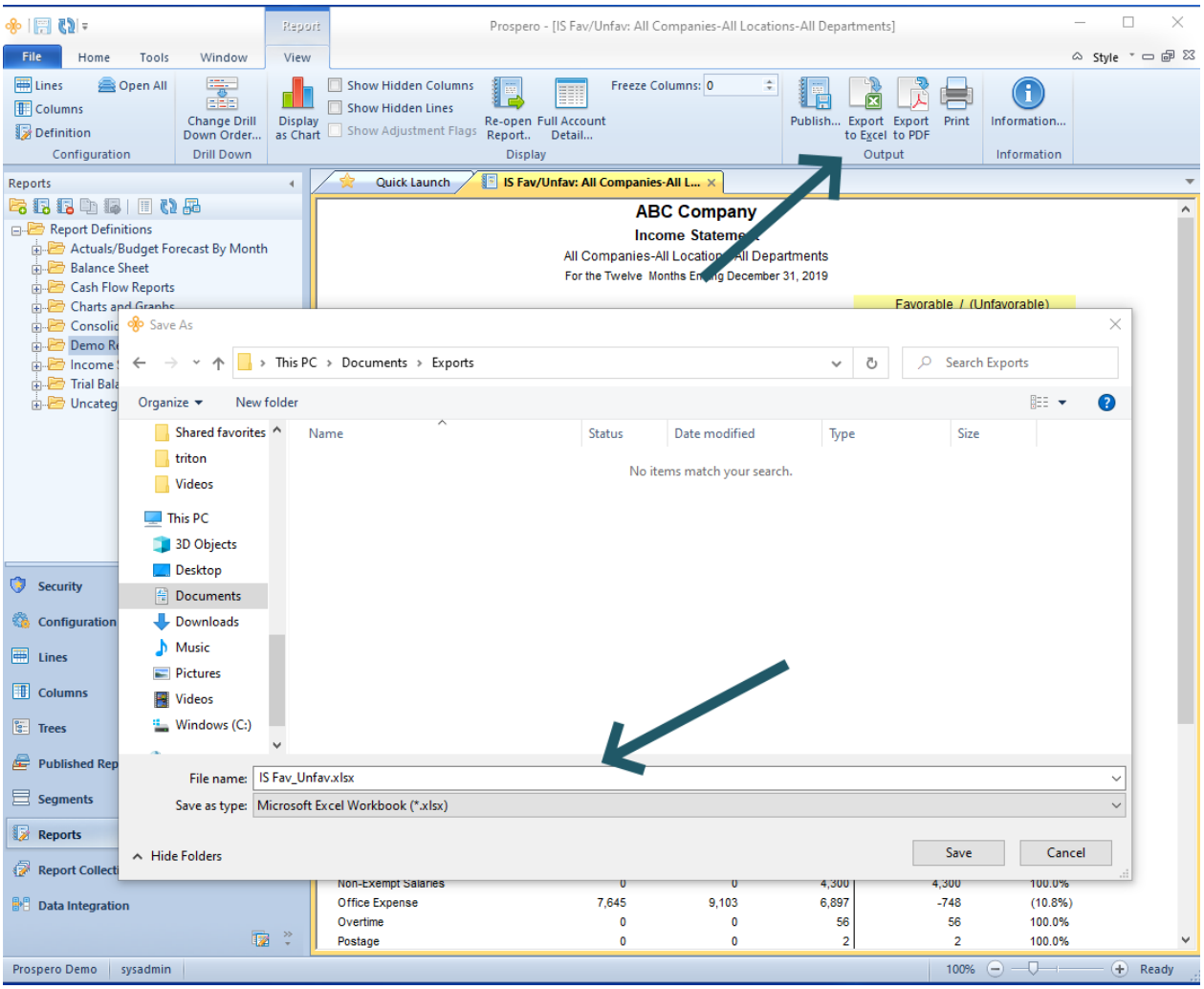
You can export reports in the Report View workspace to an external file, depending on how your reports are rendered in the Prospero environment after you execute them.

The methods for exporting your workspace reports are: **Export to Excel**, **Export to PDF**, and the Prospero **Save As** option:

- **Export to Excel** will export your row-and-column or chart/graph reports to an Excel file.
- **Export to PDF** will export your row-and-column or chart/graph report to a PDF file.
- The **Save As** option is most notably used for exporting charts or graphs in a BMP, PNG, or PDF format. This option will also export traditional row-and-column reports to an Excel file.

Export to Excel

For your report to **Export to Excel**, select the option from the Report View context ribbon after running your report:



To export your report to Excel:

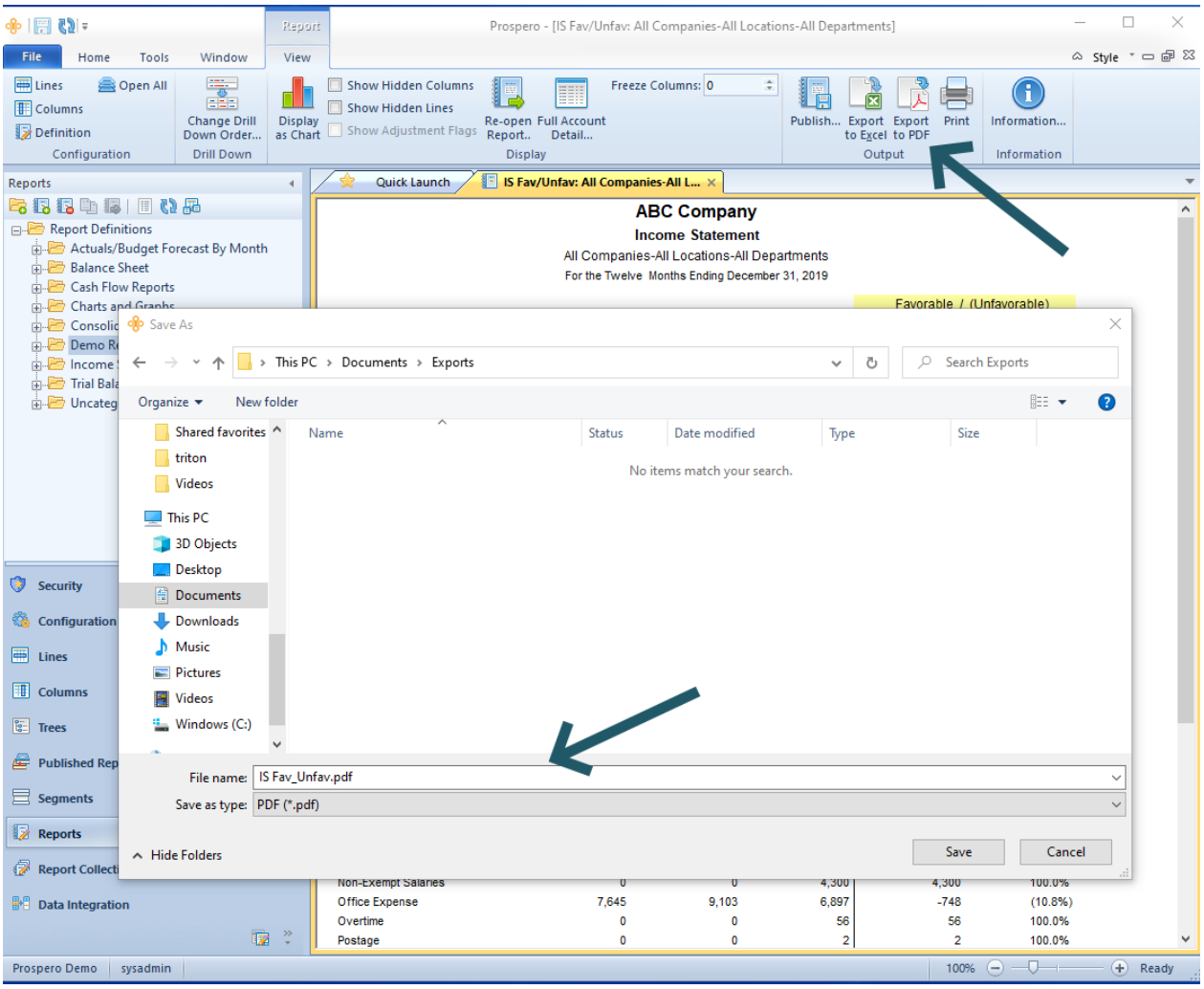
1. Run your report.
2. Select the **Export to Excel** option on the ribbon.
3. In the **Save As** dialog, you will be provided with a default file name corresponding to your Prospero report file name. You can enter a new name for your new Excel worksheet if you wish. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.
4. Select **Save** to export your report to Excel. As the export executes, you will see a progress meter and when the export completes, the file will open in Excel. (If you have run the report for multiple prompts, your Excel spreadsheet tab label(s) will correspond to the prompt the report(s) which were run.)

Also, when running a report directly to Excel, if there is a hard-coded file name and file type, the output will change the file extension to match output option you specified on the runtime report options screen. And, if the output destination on the report which is not valid for another user, that user will be prompted to select a new output location at run time.

Note: Prospero does not export formulas, only the resulting data. In addition, the Excel worksheet you export your report to will reflect either the system-wide Output Default Options or the options defined on the Report Definition Output tab, depending on which was selected when the report was run. Therefore, if the Column or Line Suppress Fields are selected or if the Expanded Line Format has the Suppress option selected, this field will not appear in any Excel export.

Export to PDF

For your report to **Export to PDF**, select the option from the Report View context ribbon after running your report:



<u>To export your report to PDF</u>:

1. Run your report.
2. Select the **Export to PDF** option on the ribbon.
3. In the **Save As** dialog, you will be provided with a default file name corresponding to your Prospero report file name. You can also enter a name for your new PDF document. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.
4. Select **Save** to export your report to PDF. When the export completes, the PDF document will open. (If you have run the report for multiple prompts, your PDF will contain all valid iterations for that report's prompts.)

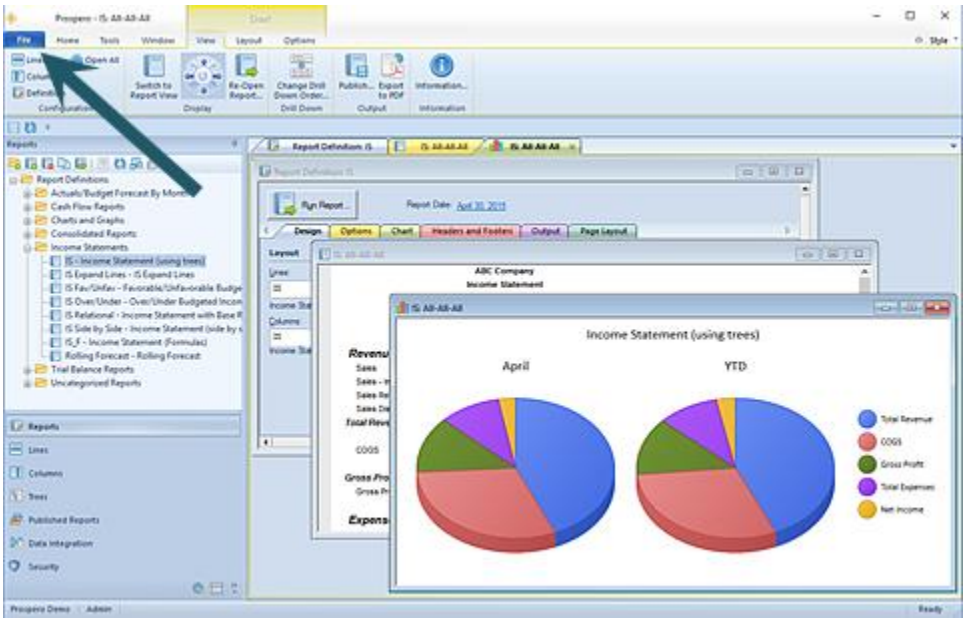
Note: When running a report directly to PDF, if there is a hard-coded file name and file type, the output will change the file extension to match output option you specified on the

runtime report options screen. And, if the output destination on the report which is not valid for another user, the user will be prompted to select a new output location at run time.

Save As

The **Save As** option allows you to save reports as either Excel files or PDF documents, depending on how they were rendered.

To “export” items such as graphs or charts, use the **Save As** option from the File tab (or the Prospero icon, depending on your selected Visual Style.)



To save an active Chart View workspace report as an external file:

1. Run the report as a chart or graph.
2. Click on the File tab (or the Prospero icon, depending on the Visual Style you have selected.)
3. In the File Tab Options screen, select the **Save As** option.
4. In the dialog window, select the file type and enter the name and location for the file to be saved to.
5. Select the **Save** button.

Note: Using either **Export to Excel** or **Save As** (to Excel) will save your standard row-and-column format or chart/graph reports to an Excel (.XLSX) file. Use **Save As** for reports

executed as charts or graphs which you wish to be saved as Bitmap files (.BMP), or Portable Network Graphic (.PNG) files.

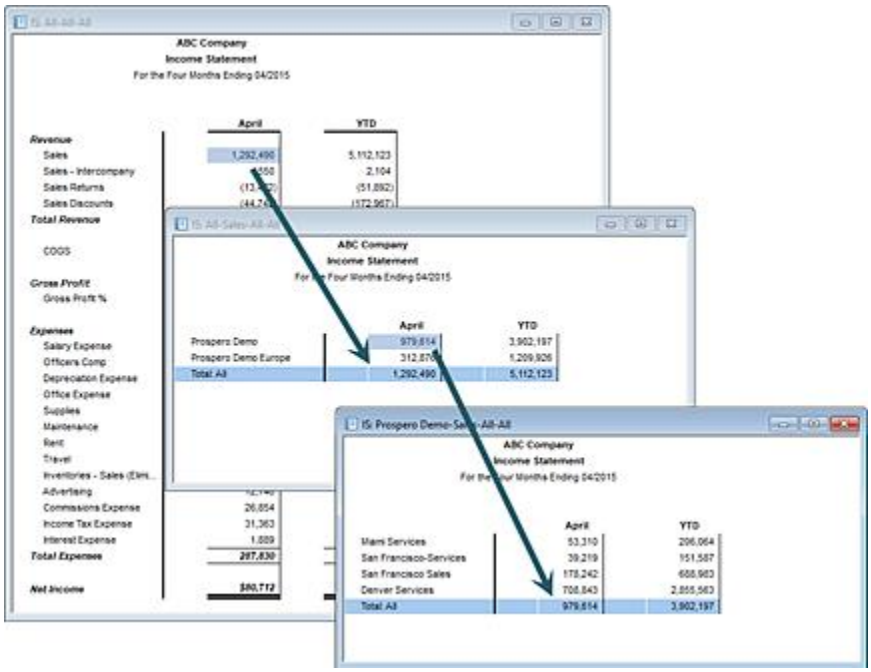
Report Drill Down

A unique feature of Prospero is the ability to drill down on reports to view the underlying data. If you have defined a drill down Segment structure on your Report Definition's Options tab or if you are utilizing your Segment's Tree structures in your Line Definition (using the Expand feature), you can drill down on the available underlying detail.

Additionally, drill down is available for rows which are represented by calculations (i.e. rows which contain formulas). In this instance, drill down on the row will behave as detailed below, returning each of the comprising segments' values as individual rows.

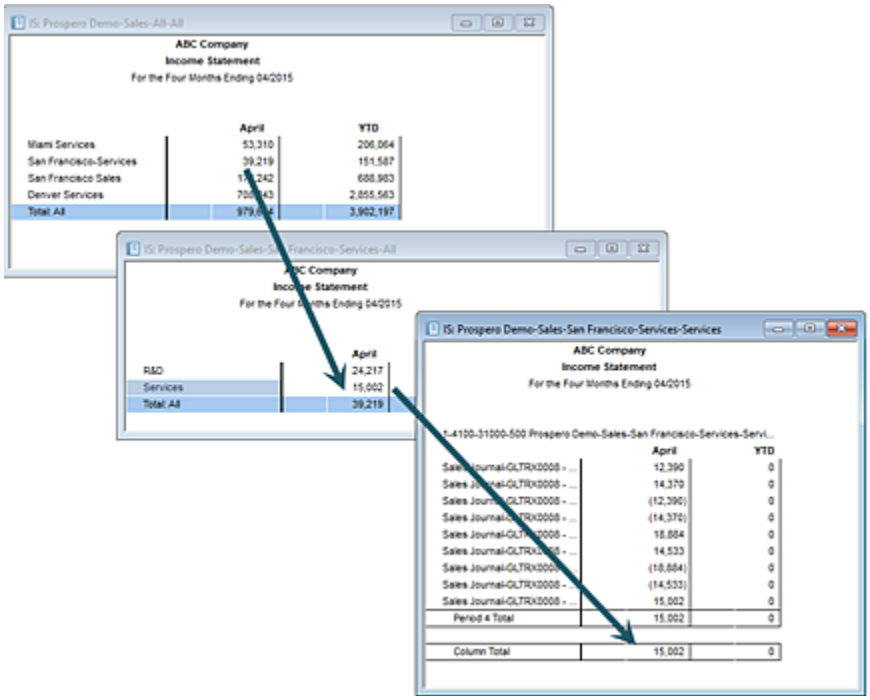
To drill down to underlying data:

1. Run a report which has a drill down structure or uses tree structures in the row.
2. Select a row. The magnifying glass icon will activate over any item, or line, of information in your report on which you can drill down. Each item you drill down on will appear as a new tab or window in the report workspace.

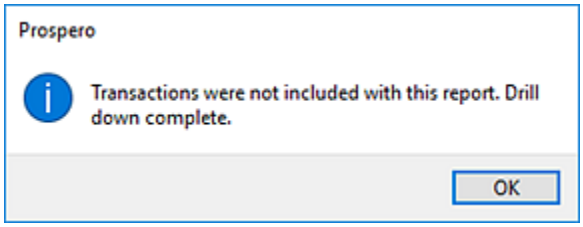


3. Continue to drill down to the lowest level of detail data (i.e. the transaction level) and the magnifying glass icon will continue to activate over any item of information in your report

where there is additional underlying data. (Formatting on your report and transaction detail is defined in the Formatting Defaults Options.)

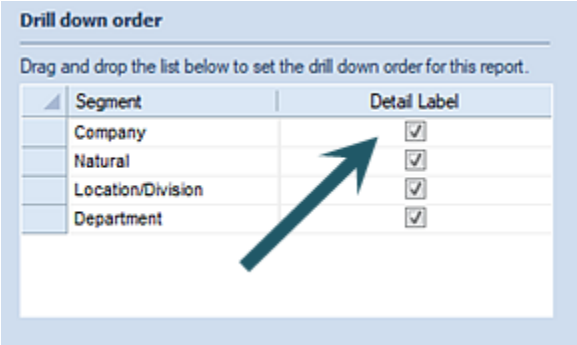


4. If the Transaction type is not selected, when attempting to drill down to transaction detail, you will receive a warning message:



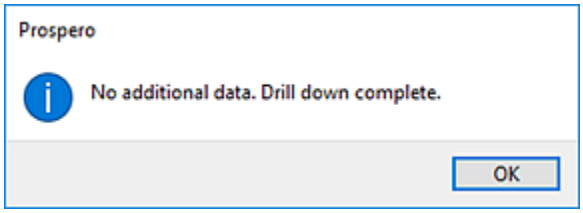
5. When using tabs in your Report workspace, you can view the entire segment name on any report drill down simply by hovering your cursor over the tab name.

You can customize these names by selecting which Segment's Detail Labels should appear. This is available on the Report Definitions Options Tab.



How segment(s) will be displayed in the label in the full account level detail drill down view is determined on the Segment Definition screen. This is an Administrator-level activity. For more information, refer to the section on Segments.

6. When you have reached the lowest level of drill down information, you will receive a message from Prospero that you have reached the limit of any available underlying data.



Transaction Data Attributes

When drilling down to the transaction level, you can choose to show the transactional data attribute on any transactions in a report's detail-level drill down. This capability is available using the Type field selection "Detail" in your Column Definition.

Any dates on the transaction detail will appear in MM/DD/YY format (i.e. 11/15/18). (When a report includes the applied date as a transaction detail column, the date will not appear on the label in the drill down.)

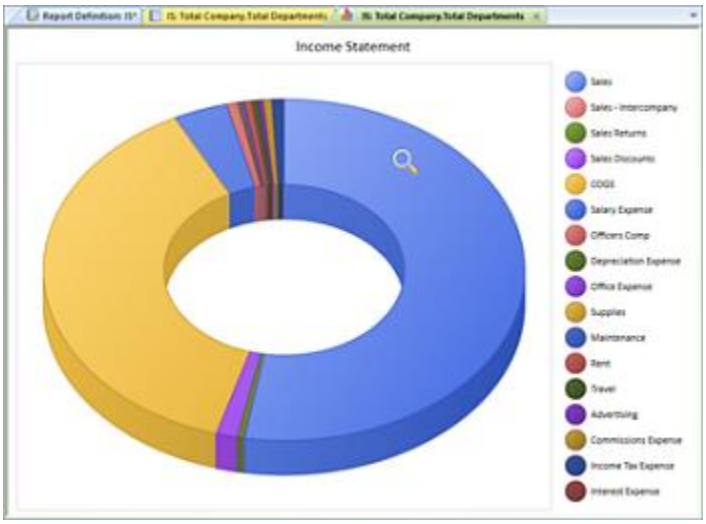
Additionally, Prospero supports custom detail fields as hyperlinks for drill through to supporting transactional information (in addition to drill down to transactions). For more information on configuring this option, contact MSX Group support.

For more information, refer to the sections on the Column Definition Type and Detail Type fields_D2HLink_337763.

Chart Drill Down

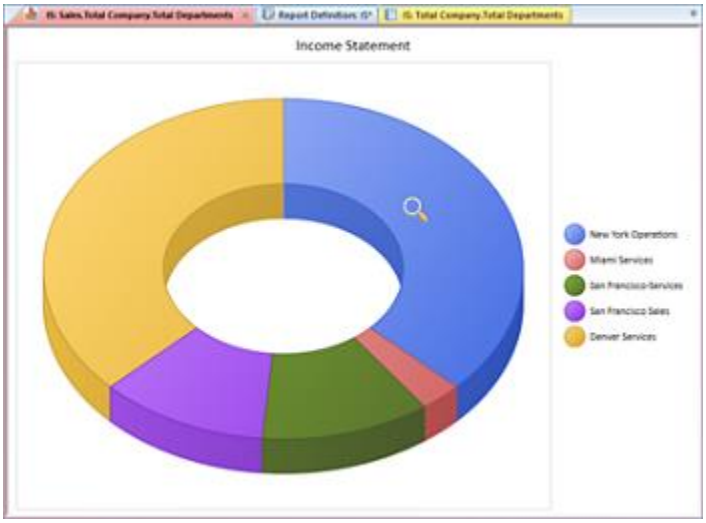
A unique feature of Prospero is the ability to drill down on reports to view the underlying data – including reports which are rendered as Charts. You must define a drill down Segment structure on your Report Definition's layout tab in the Segment grid to use the magnifying glass icon 🔍 to drill down on chart reports.

For example, the following Income Statement Report for total company sales is rendered as a doughnut chart. The magnifying glass indicates that Sales data is available for drill down.

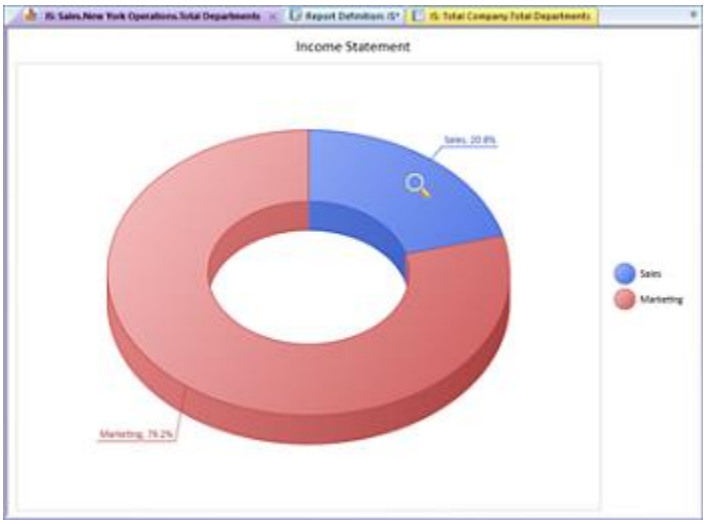


If you have selected the "Show Hover Labels" checkbox on your report's Chart View context ribbon, Prospero will provide labels on the chart or graph sections when hovering over an item (selection) on a chart or graph. This is in addition to your data markers or any legend you have defined. If this item is not checked, no labels will appear.

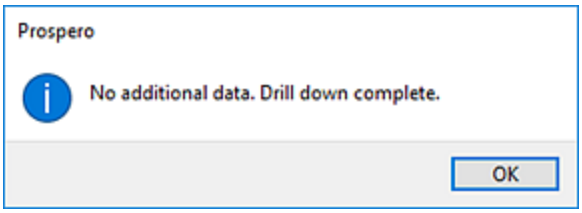
To view the specific underlying data via drill down, simply double-click on the part of the chart represented in the legend on the side of the chart report. In this instance, selecting the "Sales" component will drill down and render a new chart report for the underlying data.



Selecting the “New York Operations” component will drill down and render a new chart report for the underlying data. Note that the Show Data Labels option has been selected at this drill down level and appear on the chart report.



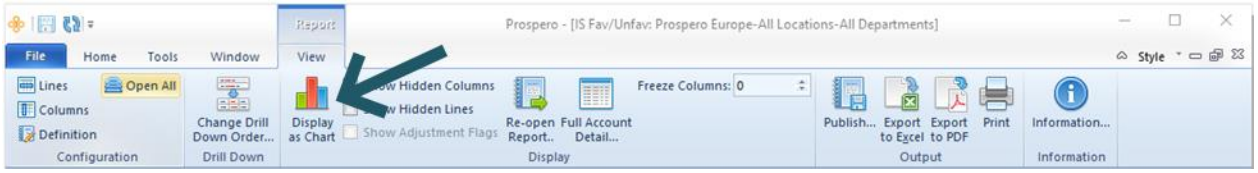
Lastly, as with standard column and line reports, you can continue to drill down to the lowest level of data and detail as defined in the Segments grid. The magnifying glass icon will activate over any item of information in your report where there is additional underlying data available for drill down. Otherwise, you will receive a message from Prospero that you have reached the limit of any available underlying data.



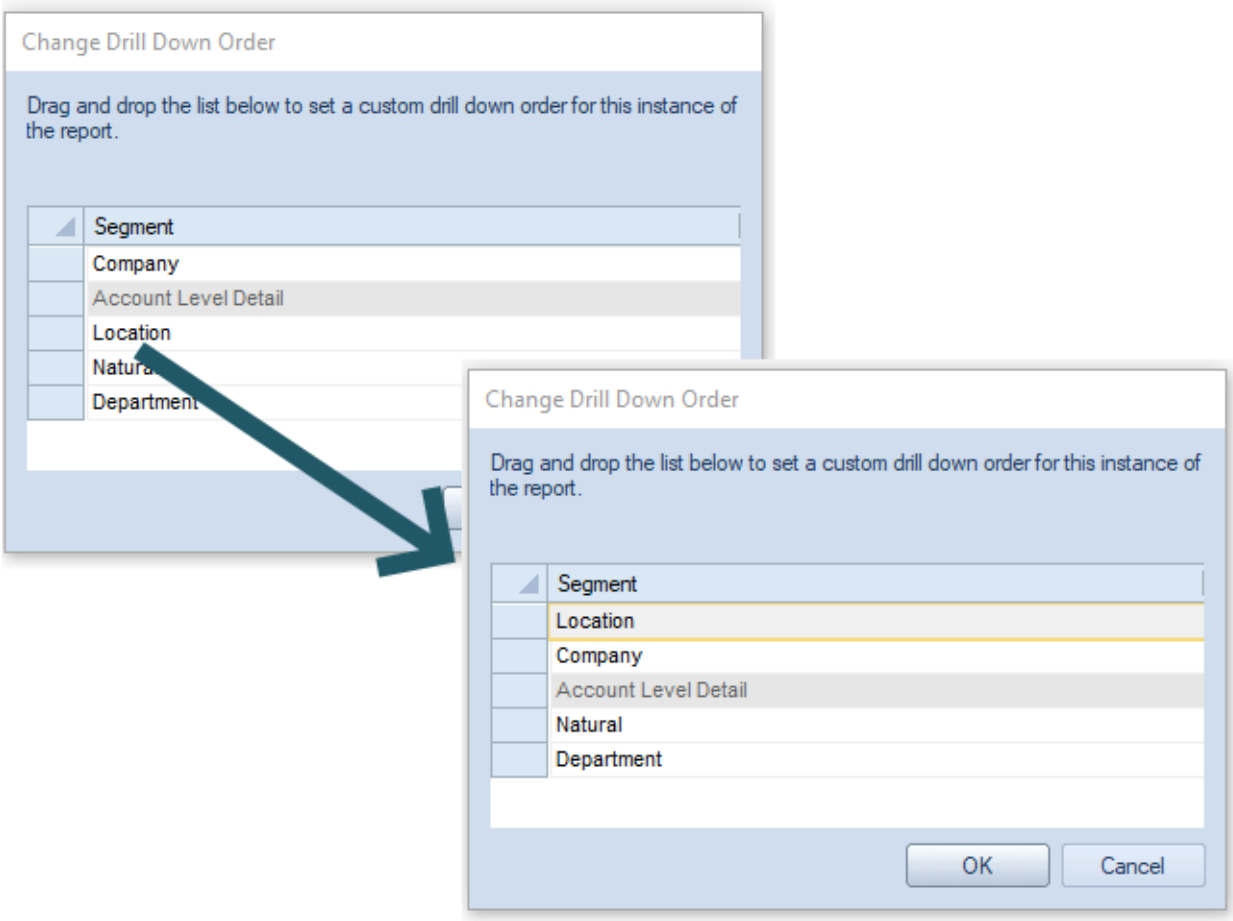
Note: Drill down on formula capabilities is not currently available for charts and graphs.

Change Drill Down Order

Once you have run a report and the report has been displayed to the screen – ether from the Report Definition or from a Published Report - you may change the drill down order of the data available on the report. The context ribbon will contain the **Change Drill Down Order** option to open the Change Drill Down Order screen.



The Change Drill Down Order screen will return the currently defined drill down order as it appears in the Report Definition on the Layout tab. The order listed indicates which data level is returned on the report first. Subsequent drill down can occur from that report point to any other segments in the order in which they are listed.



For instance, it is possible to show another segment as the first level of report data. In the above example, you can choose to move the Location segment data to appear first in the drill down order. You do this by dragging and dropping the segment item to its new location in the drill down order.

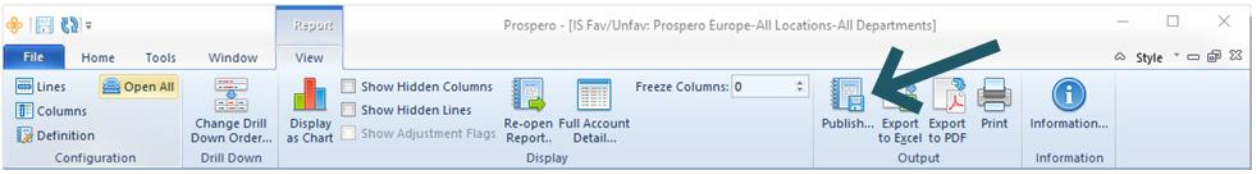
The gray row, titled “Account Level Detail” allows you to switch the report’s drill down method from Reporting Tree Levels to Account Level Detail after a certain point in the drill down order. Thus, you can first drill down to see your companies split out, then drill again to get the full account detail below a specific company.

Note: This setting is not saved with the report and is only in effect until you close the report you are reviewing. The setting is passed down to any drill down windows you may open. To permanently establish the drill down order for the report, use the Report Definition’s Segment grid on the Options tab to drag and drop the segments listed in to the new order required.

Published Reports

Prospero provides you with the option to save, or publish, your reports after they are executed to preserve a snapshot of the report - the data, parameters, options, and formatting for the specific report or chart – at the time it was run.

To publish a report, first you must define your Report Definition and execute it using either the **Run Report** option. Reports can then be published from the workspace and in either standard row-and-column format or as a chart or graph. For instance, once the report has been run, you can publish it using the **Publish** option on the Report View context ribbon.



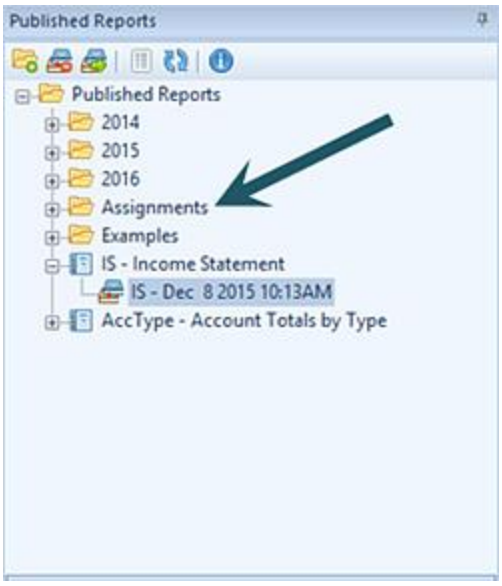
Reports can also be published directly to a report at runtime. This can be set on the Report Definition Output Tab or on the Report Run Time Options screen.

The format of the published report will default to the view format in which the report was run. After published reports are run, they will reflect the same behaviors – the ability to drill down to transaction detail, view as chart or graph, etc. – as the original report_D2HLink_337767.

Published reports can be run at any time. However, reports will not be re-executed with new or updated data or parameters unless the original Report Definition is re-run and re-published.

Published Reports Navigation Pane

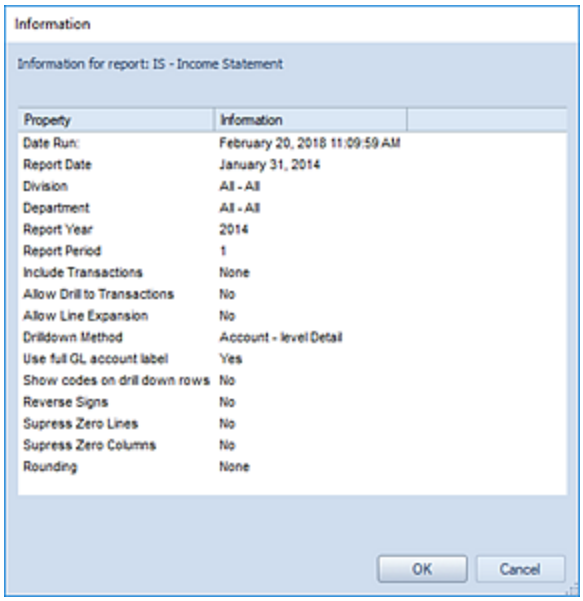
Any report which is published can be accessed from the **Published Reports Navigation Pane**. This navigation pane contains the primary features and functions to manage Published Reports in Prospero. To access Published Reports, select the Published Reports bar on the Navigation Pane.



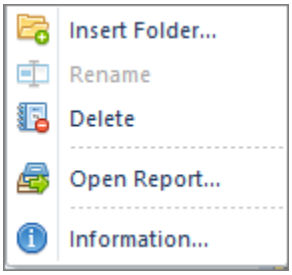
Published Reports are listed by their Report Definition name. Any instance associated to the execution of a report is listed individually under that name, using the short code, date, and time that the report was published.

The available actions for managing Published Reports Navigation Pane include:

- **Create Folder** - Selecting the option will create a new folder under the selected folder in the Navigation Pane.
- **Delete** – Selecting the option will delete the selected report from the Navigation Pane.
- **Open Report** – Selecting the option will open the report and display it in your Published Reports workspace.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the item.
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>. Any changes will also be reflected in the Quick Launch screen.
- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.
- **Information** – Selecting the option returns report information such as when the report was published, the report date, parameters, report year and period, as well as other options and setting which are relevant to the report.



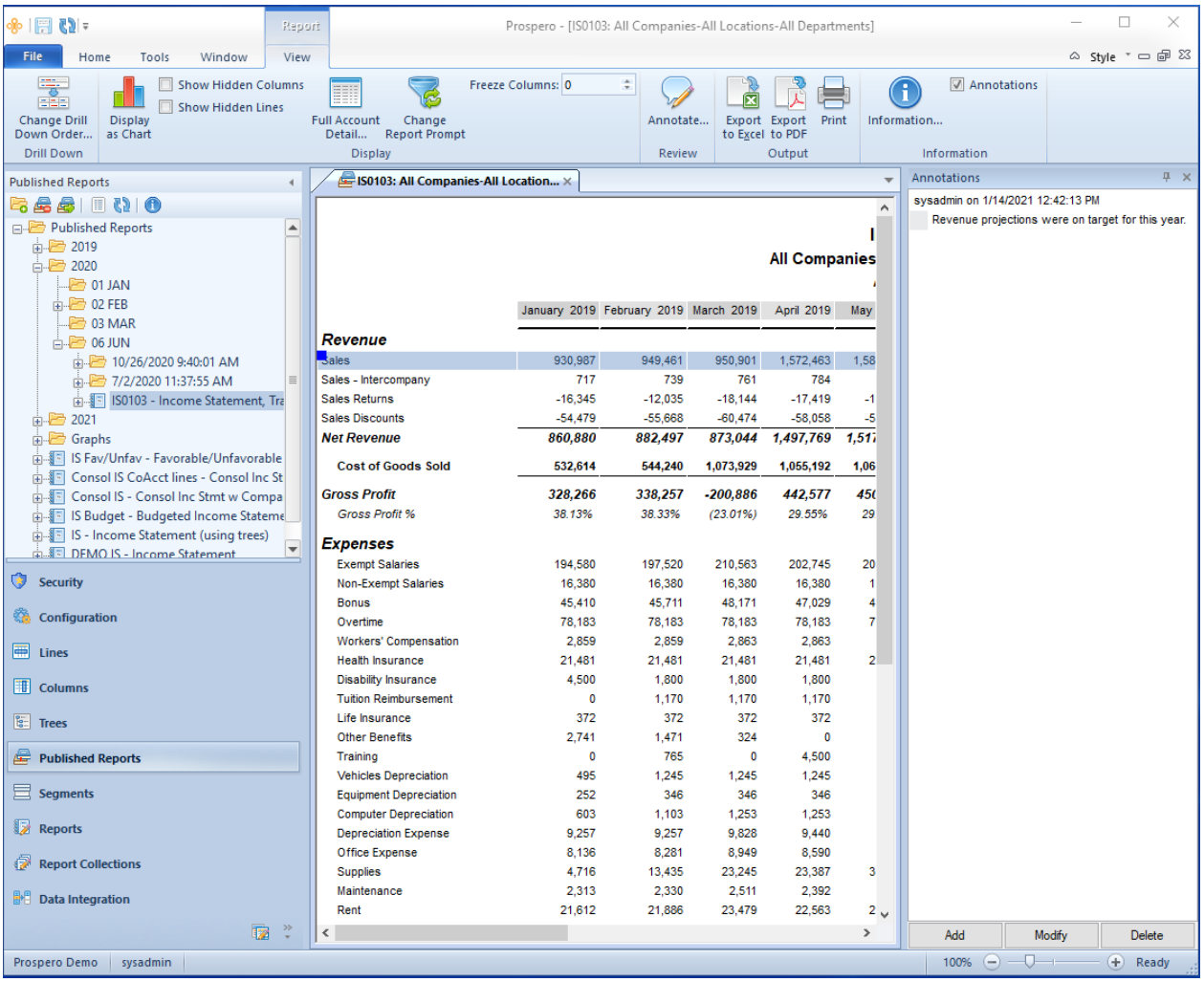
In addition, you can select published report and right-click to return the available options for the report.



Note: Any Line, Column or Tree Definition associated to the specific instance of a published report is also preserved as part of a published report's profile. Therefore, any subsequent changes to any Column, Line or Tree Definition used by a Report Definition will not be reflected by the Published Report – until the report is "re-published" using those parameters.

Published Reports Workspace

The **Published Reports workspace** is where your published reports will be rendered in the Prospero environment after you execute them. Depending on how you defined your Published Report Definition, you can show your reports as either standard row-and-column format or as a chart or graph on execution.



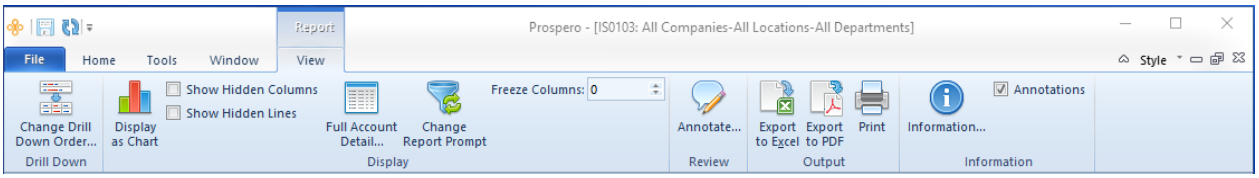
Your report will be rendered to the Published Reports workspace as of the point in time in which it was published with the same data and parameters. The published report will also reflect the same behaviors –the ability to drill down to transaction detail, view as chart or graph, etc. – as the original report run in the Report View Workspace.

As with Report Definitions, when the report is run you can select the options to change the drill down order, display as a chart or show hidden lines or columns by selecting those options on the Report View context ribbon.

Any subsequent changes to the Report Definition elements after the report was published – Line, Column, or Tree Definitions – will not be reflected in the report.

Published Report Context Ribbon

When a report is published in standard row-and-column format, the report will be rendered in the Published Report View workspace and the **Published Report View context ribbon** will activate for the report.



Features on this ribbon are grouped logically in sections including:

- **Drill Down** – This section contains the option to change the drill down order for the report.
- **Display** – This section contains the options to display the report in a chart or graph format as well as to elect to show hidden columns or lines or re-run the report for different prompts.

  The **Change Report Prompt** button allows you to re-run the report using different report prompts with the data which was available when that report was published.

  The report will open in the Published Reports Workspace in addition to the report which was just run.

  The **Freeze Columns** setting allows you to pin or unpin columns to the left of the report workspace so that they do not scroll out of view. Up to 9 columns can be frozen. **Note: hidden columns need to be counted when freezing columns.**
- **Review** – This section allows you to annotate published reports, which attaches comments to a row of your report.
- **Output** - This section contains the options output your report to various sources:

  The **Export to Excel** option allows you to export your report directly to Excel. When the Export to Excel option is selected, when you run your report, you will be provided with a default file name corresponding to your Prospero report file. (You can also enter a new name for your Excel worksheet. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.

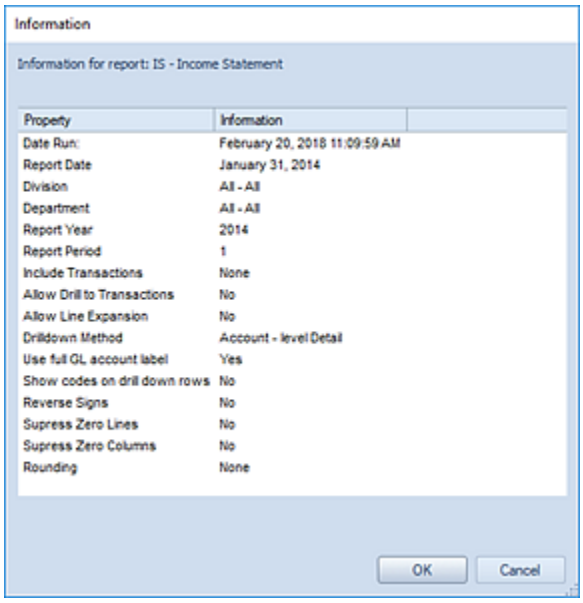
  After specifying the location and name, select the **Save** button and your report will open in Excel as it appears in Prospero. All Prospero report formatting options - font type, size, alignment, colors, and borders – as defined in the Line, Column or Report Definitions will carry over to your Excel export.

  Note: The **Export to Excel** option will not export any hidden rows or columns specified in your Line or Column Definitions. In addition, formulas in those elements will also not be exported from Prospero. Your report in Excel is a data values and basic formatting export only. For more information refer to Exporting Workspace Reports.

The **Export to PDF** option allows you to export your report directly to a PDF file. When the Export to PDF option is selected, when you run your report, you will be provided with a default file name corresponding to your Prospero report file. (You can also enter a new name for your PDF worksheet. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.

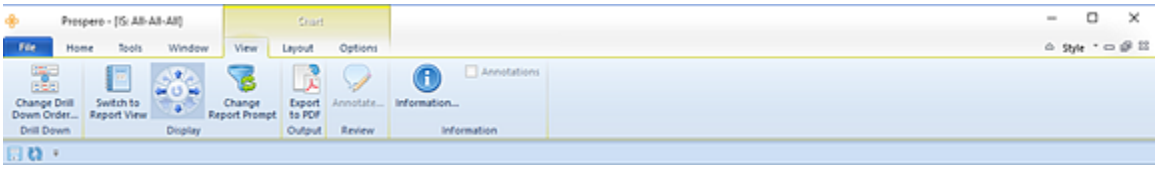
After specifying the location and name, select the **Save** button and your report will open in a PDF document as it appears in Prospero. All Prospero report formatting options - font type, size, alignment, colors, and borders – as defined in the Line, Column or Report Definitions will carry over to your document.

- **Information** – This section contains the option for showing the report information. The Information dialog includes data such as when the report was run, the report parameters, report year and period, as well as other report execution settings.



Published Chart Context Ribbon

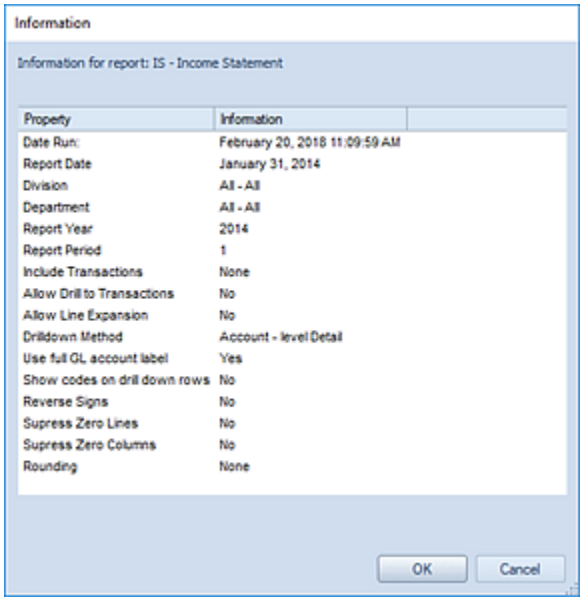
When a report is published in chart or graph format, the report will be rendered in the Published Report View workspace and **the Published Chart View context ribbon** will activate for the report.

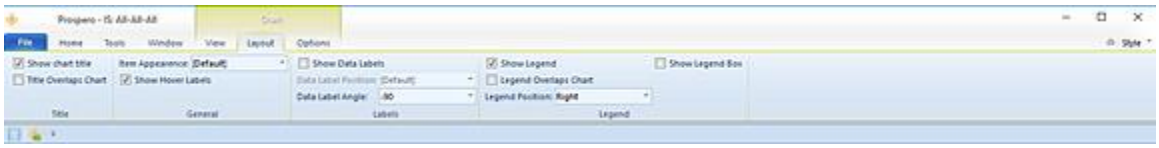


The View tab section includes the following:

- **Drill Down** – This section contains the option to change the drill down order for the report.
- **Display** – This section contains the options to switch to standard line-and-row format as well as to elect to show hidden columns or lines.

  The **Change Report Prompt** button allows you to re-run the report using different report prompts with the data which was available when that report was published. The report will open in the Published Reports Workspace in addition to the report which was just run.
- **Information** – This option returns report information such as when the report was run, the parameters, report year and period.

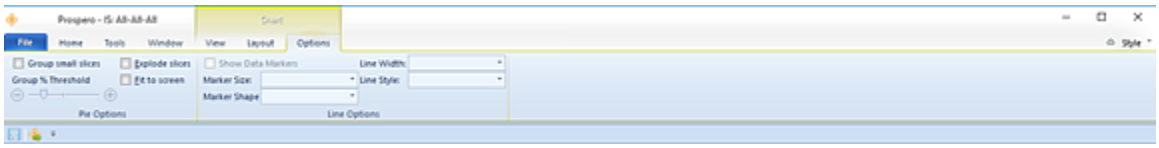




The Layout tab section includes the following:

- **Title** – This section contains functions to control how the chart title is shown or to hide the chart title.
- **General –** This section controls the color appearance of the items of the chart. You can select from Default (which is the default for the chart type), Solid Color, Horizontal, Vertical, Bevel and Pipe.
- **Labels** – This section provides options on how data labels are shown on the chart. (Data labels will reflect the data formatting, such as percentages, commas, etc.)

- **Legend** – This section provides options on how a data legend may appear on the chart.



The Options tab section includes the following:

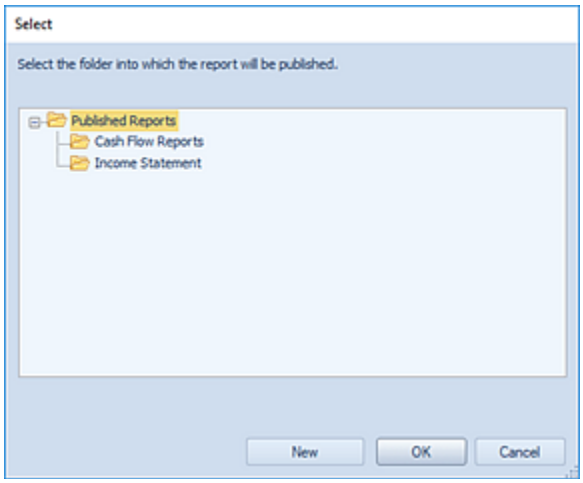
- **Pie Options** – This section contains the report configuration settings to group or explode Pie chart slices as well as to fit the chart to the screen. When grouping pie chart slices you can select the percentage threshold using the slider bar. You can set the threshold to allow for grouping of items from anywhere from 1 to 20 % of the total.
- **Line Options** – This section contains options for how line graphs are rendered, including the option to show data markers, their size and format, as well as line widths and styles.
  Note: The data markers checkbox is not available and will be disabled on 3D charts. Data markers are not available for 3D charts.

Creating Published Reports

To create a Published Report, the report must be executed and then published using the desired parameters and data for the specific report. This will preserve the report as a snapshot of the data as of a specific point in time.

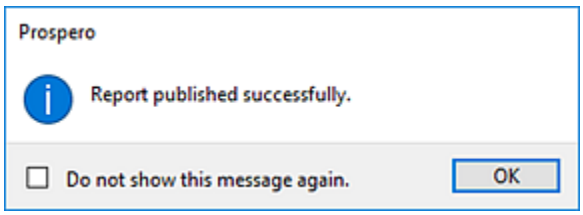
<u>To publish a Report Definition</u>:

1. Click on the Reports bar to open the Reports Navigation Pane.
2. Select the desired Report Definition and then click the option to open the report and display it in your Published Reports workspace.
3. Enter the desired parameters to execute the report.
4. Once the report has executed, select the **Publish** option from the Report View context ribbon.
5. Select the folder in which to save the new Published Report in the Select dialog. (You can also create a new folder to organize your reports by selecting the **New** button and entering the folder name you want.)

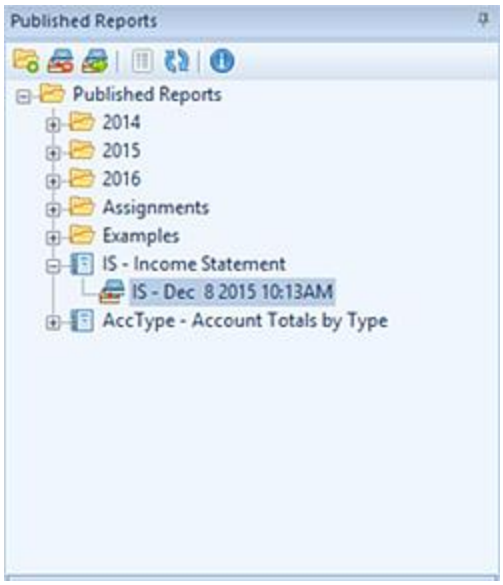


After selecting the folder location, press the **OK** button.

6. Once publishing the report has successfully completed, you will receive a confirmation message. (This message can be suppressed in Prospero Options.)



7. The Published Report will appear in the folder selected for the report in the Published Reports Navigation Pane.



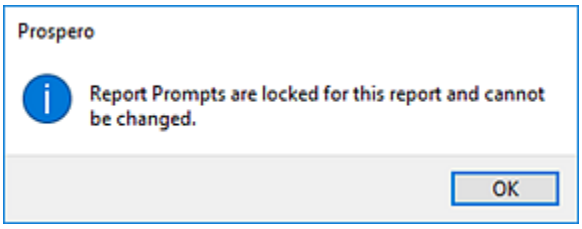
Note: You can publish reports which you have run to appear in either row-and-line or chart/graph formats.

Modifying Published Reports

Published Reports can be renamed at any time by using the right-click and selecting the **Rename** option from the pop-up menu.

However, published reports cannot be modified for their data and can only be executed for the data for the snapshot of data which was available at the time in which they were published. You can re-run the published report using different parameters, or prompt, values if the data is available from the original published report.

However, if the report was published with the **Lock Prompt** checkbox property on the Report Definition, any prompt value defined on the Report Definition is 'locked' and cannot be overridden when the report is run. In this instance, if the user attempts to use the **Change Report Prompt** option for the published version, the user will be provided with a warning message:



To create a published report with a different set of data or parameters, re-run the report and re-publish it. This will preserve the report as a new snapshot for the data and parameters desired.

Running Published Reports

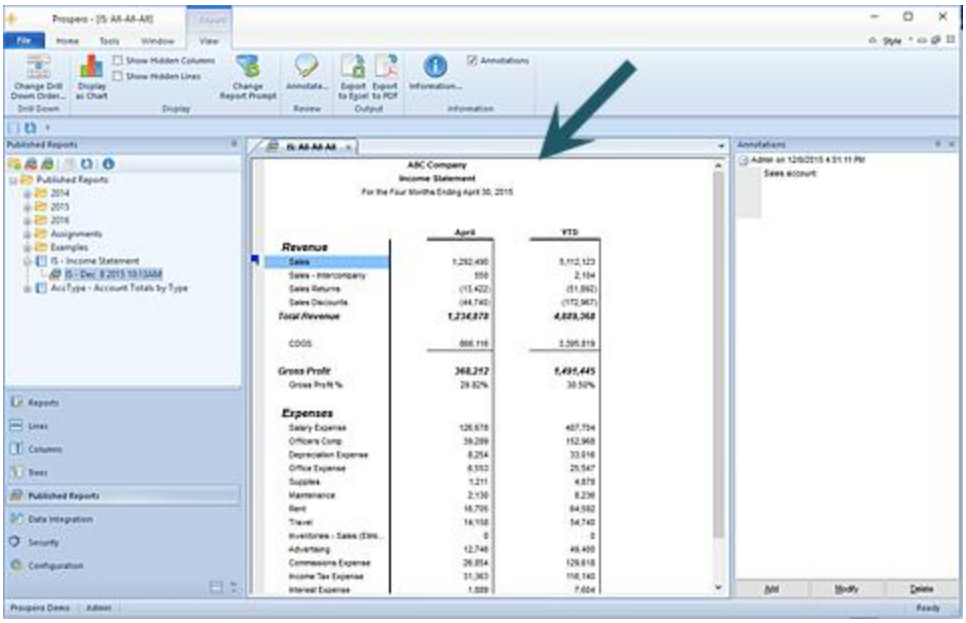
To run a Published Report, you can select either the report instance or the report container item in the Published Reports Navigation pane. When selecting and running a published report using the report container, the latest instance of the report will be rendered in the Published Report View workspace.

Published reports will reflect the same behaviors – the ability to drill down to transaction detail, view as chart or graph, etc. – as the original report run in the Report View Workspace.

When executing your published report, Prospero will verify that you have the appropriate Permissions and Assignments in order to execute the report. The prompts and options you can select at runtime will be determined by your Assignments.

To run a Published Report:

1. Click on the Reports bar to open the Published Reports Navigation Pane.
2. Select the desired Report Definition and then click the option to open the report and display it in your Published Reports workspace.
3. Enter the desired parameters to execute the report. For more information, please see Invalid Parameter Report Dialog.
4. The report will be rendered in the Published Report View workspace. You can drill down on the report data, change the report display or re-open the report using different report parameters available for the instance of that published report.



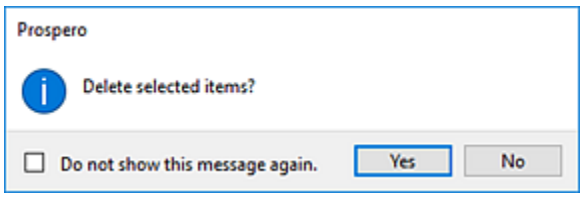
Note: Your published report will run for the format which you originally published it for, either row-and-line or chart/graph formats.

Deleting Published Reports

Published Reports in Prospero can be deleted if they are no longer needed.

<u>To delete a Published Report</u>:

1. Click on the Published Reports bar to open the Published Reports Navigation Pane.
2. Select the desired Published Report to delete.
3. Selecting the option will delete the selected report from the Navigation Pane. Or, right-click on the report and select **Delete** from the pop-up menu.
4. When prompted, select **Yes** to confirm your deletion.



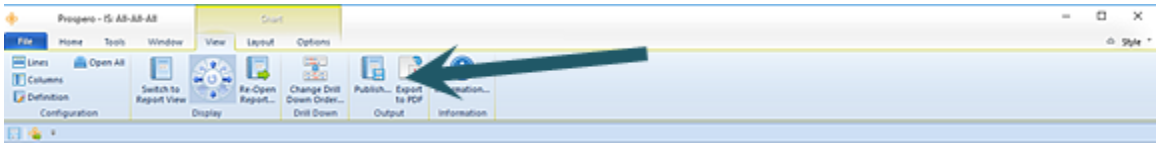
5. The Published Report will no longer appear in the folder for the report in the Published Reports Navigation Pane.

Publishing Charts

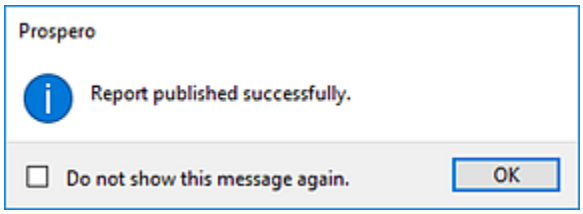
Charts and graphs can be published in the same manner as standard reports after executing your Report Definition.

To publish your chart or graph:

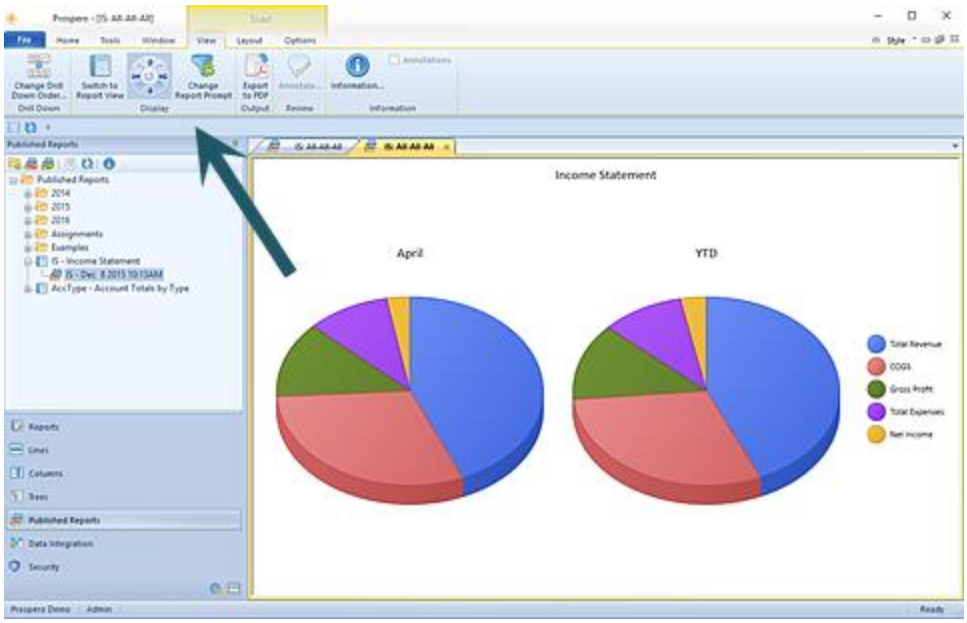
1. Execute the chart or graph from the Report Definition.
2. If you did not select to execute the Report Definition as a chart or graph by default, select the **Display as Chart** option from the context ribbon on the Report View workspace.
3. Once the chart or graph is displayed, publish the report using the Publish option on the Report Definition's Chart Context ribbon.



4. Once publishing the report has successfully completed, you will receive a confirmation message.



5. The Published Report will appear in the folder selected for the report in the Published Reports Navigation Pane.
6. Select the desired Report Definition and then click the option to open the report and display it in your Published Reports workspace.
7. The published chart or graph report will render in the Published Reports workspace with the Chart View context ribbon.



Published charts and graphs follow the same rules and behaviors for modifying and deleting the published reports.

Note: Your published report will always run for the format which you originally published it for, either row-and-line or chart/graph formats.

For more information, see the sections Modifying Published Reports and Deleting Published Reports.

Annotations

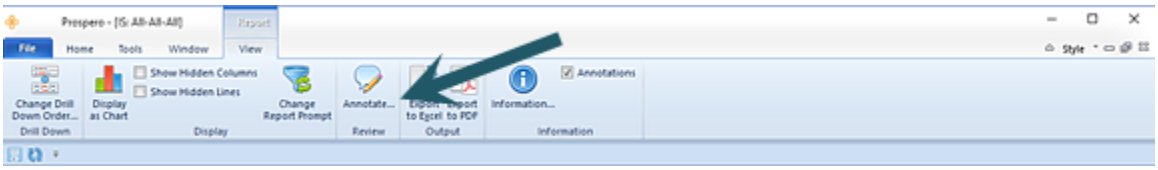
Annotations allow you to attach comments to a section of your published reports or input data (in budgeting). This allows you to provide additional explanation regarding a specific value or piece of account information on your report or plan.

The “Annotate reports” permission is required to allow adding, editing, or deleting annotations on published reports. Administrators can add, delete or modify their own or other user’s annotations. All other users add, delete or modify their own annotations. For more information refer to the Security section.

Note: Annotations are only available for traditional line-and-row format reports and not for charts or graphs.

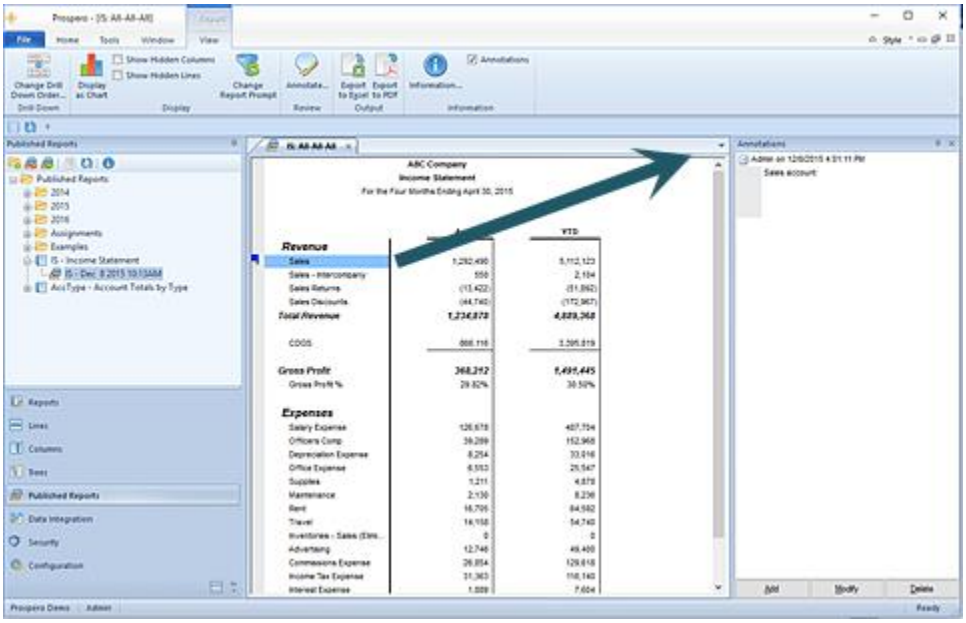
Annotating Published Reports

You can annotate your reports only after a report is run and published. Once the report is published, the **Annotate** option will appear on the Published Report View Context ribbon.



The ability to annotate reports is dependent on the permissions to which the user's role has been assigned. In addition to the "annotate reports" permission, the user must also have the "view published reports" permission. Finally, if the user or their role is marked as "Read Only", they will not be able to add, edit or delete annotations, though they will be able to see them in the Annotations panel.

Selecting the **Annotate** option opens the Annotations pane. In addition to adding annotations, you can delete or modify your comments in the Annotations pane.

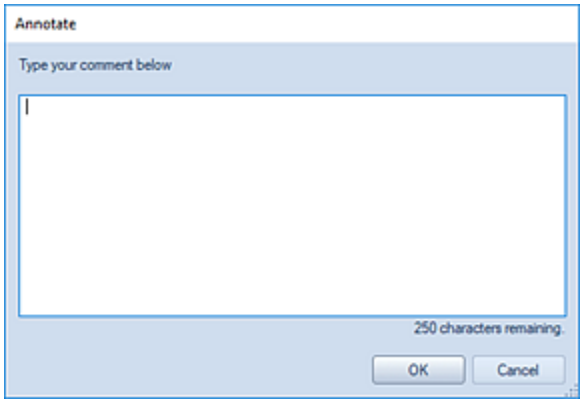


Where annotations exist, they are noted on the report's row with a blue square.

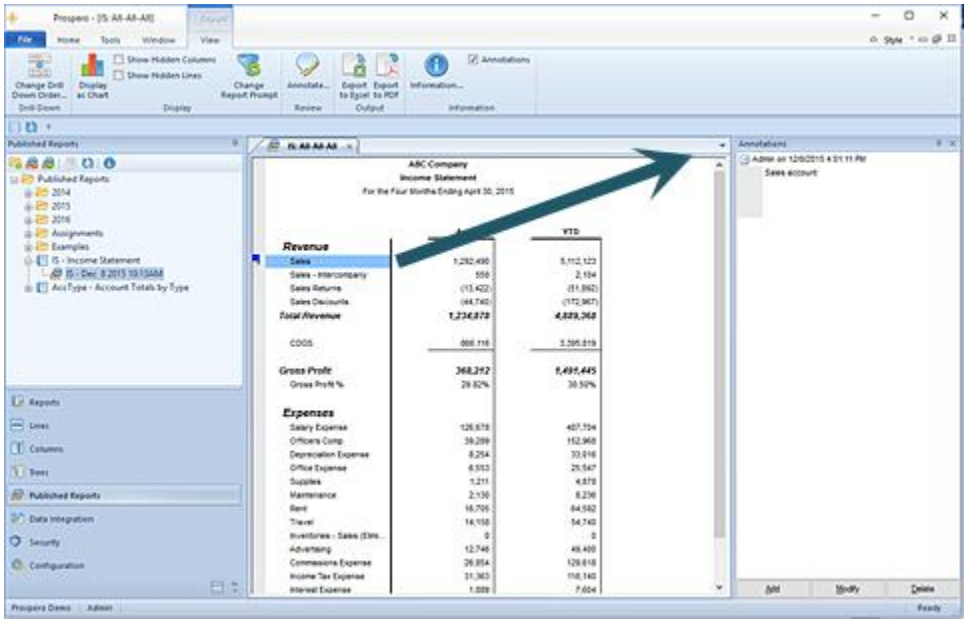
<u>To annotate your published report</u>:

1. Execute the report from the Report Definition.

2. Publish the report using the Publish option on the Report Definition's Report View Context ribbon.
3. Once publishing the report has successfully completed, select the **Annotate** option from the Published Report View Context ribbon.
4. Select a row in the report for which you wish to add an annotation.
5. Select the **Add** button in the Annotations pane.
6. Enter your text in the Annotate text window. Select **OK** when you're done.



7. While your cursor remains focused on the specific row of the report where the annotation is made, the text will appear in the Annotations pane.



Comments in the annotations pane are listed in descending date order. Where more than one comment has been added, comments will show from newest to oldest and all others will collapse to list only the date and author.

When you reopen a published report, if you've previously elected to add annotations, the annotations pane will also open. However, if you republish the original report, any annotations will not be carried forward to the newly published report and those annotations will not appear in the annotations pane.

To show existing annotations on a previously published report:

1. Execute the published report.
2. In the report, select the row with the blue square to show the annotation. The latest annotation will appear as a Tool Tip.
3. Add to the existing, modify or delete the annotation as needed. (When deleting annotations, Prospero will prompt you to confirm the action. You can suppress this message in Prospero Options.)
4. Once you have completed your annotation update, close the published report.

The "Annotate reports" permission is required to allow adding, editing, or deleting annotations on published reports. Administrators can add, delete or modify their own or other user's annotations. All other users add, delete or modify their own annotations. For more information refer to the Security section.

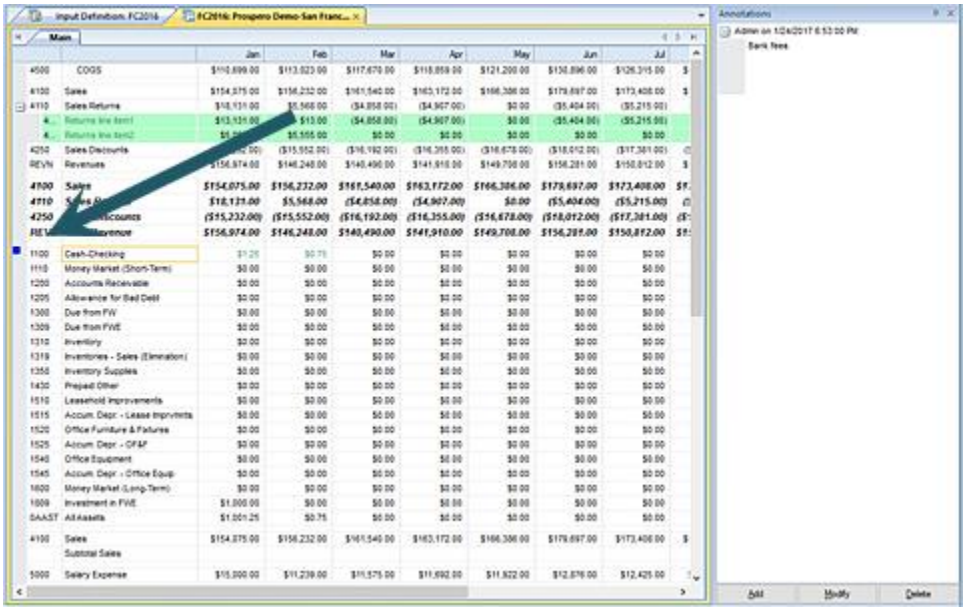
Annotating Input Data

You can also attach comments – annotations - to a row on your input screen. This allows you to provide additional explanation regarding a specific value or piece of account information on your budget plan. This is shown on the Input Data workspace.

You can annotate your Input Data workspace only after an Input Definition is opened. The **Annotate** pane will appear on the workspace.

The ability to annotate on the Input Data workspace is dependent on the permissions to which the user's role has been assigned. The user must have the "Input Data" permission and not have read-only access to the Input Definition. If the user does not have this permission, the annotations will be read-only.

Annotations are made in the Annotations pane. In addition to adding annotations, you can delete or modify your comments in the Annotations pane. (The pane can be "pinned" to appear or not appear to customize your workspace.)



Where annotations exist, they are noted on the row with a blue square.

The “Input data” permission is required to allow adding, editing, or deleting annotations on the data input workspace. Administrators can add, delete or modify their own or other user’s annotations. All other users add, delete or modify their own annotations. For more information refer to the Security section.

For more information on annotating the input screen, see the section on Annotations in Budget Input.

Exporting Published Reports

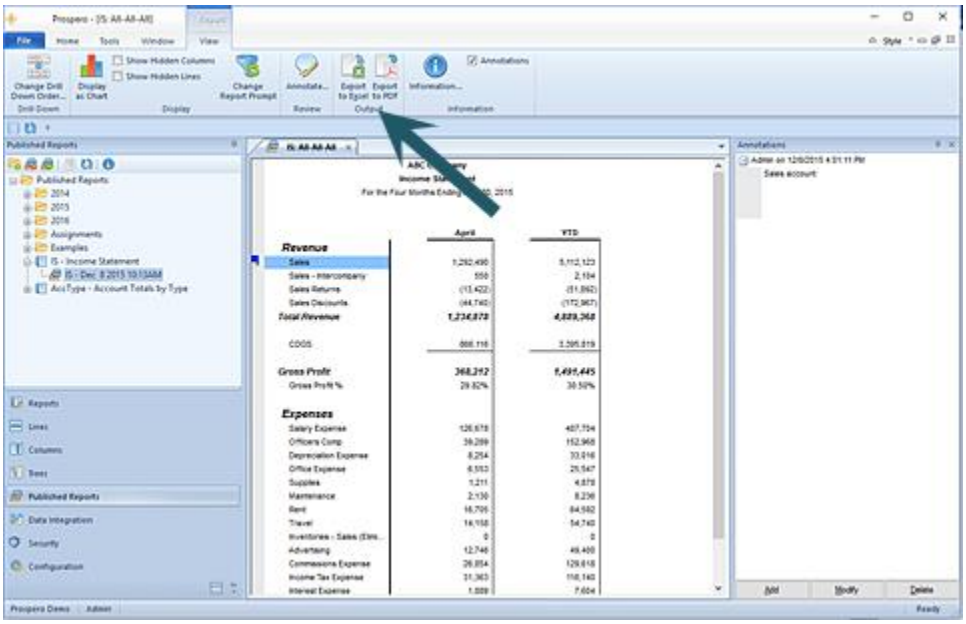
You can export published reports to an external file in the same manner as those generated in the Report View workspace. This will depend on how your reports are rendered in the Prospero environment after you execute them. The methods for exporting your workspace reports are: **Export to Excel**, **Export to PDF**, and the Prospero **Save As** option:

- The **Export to Excel** option will export your row-and-column or chart/graph report to an Excel file.
- The **Export to PDF** option will export your row-and-column or chart/graph report to a PDF file.

- The **Save As** option is most notably used for exporting charts or graphs in a BMP or PNG format. (It will export traditional row-and-column reports to an Excel file.)

Export Published Reports to Excel

For your published report to **Export to Excel**, select the option from the Published Report View context ribbon after running your report:



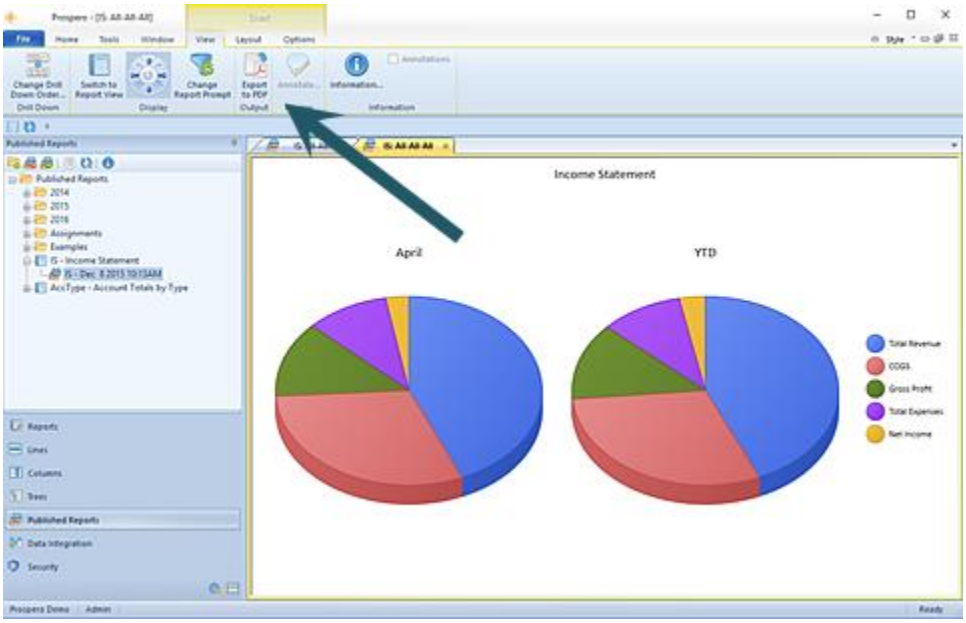
To export your published report to Excel:

1. Open your published report.
2. Select the **Export to Excel** option on the ribbon.
3. In the **Save As** dialog, you will be provided with a default file name corresponding to your Prospero report file name. You can enter a new name for your new Excel worksheet if you wish. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.
4. Select **Save** to export your report to Excel. As the export executes, you will see a progress meter and when the export completes, the file will open in Excel.

Note: Prospero does not export formulas, only the resulting data. In addition, the Excel worksheet you export your report to will reflect either the system-wide Output Default Options or the options defined on the Report Definition Output tab, depending on which was selected when the report was run. Therefore, if the Column or Line Suppress Fields are selected or if the Expanded Line Format has the Suppress option selected, this field will not appear in any Excel export.

Export Published Reports to PDF

To export your published report to PDF, select the **Export to PDF** option from the Published Report View context ribbon after running your report. (Both chart/graph and row-and-column reports can be exported to a PDF document.)



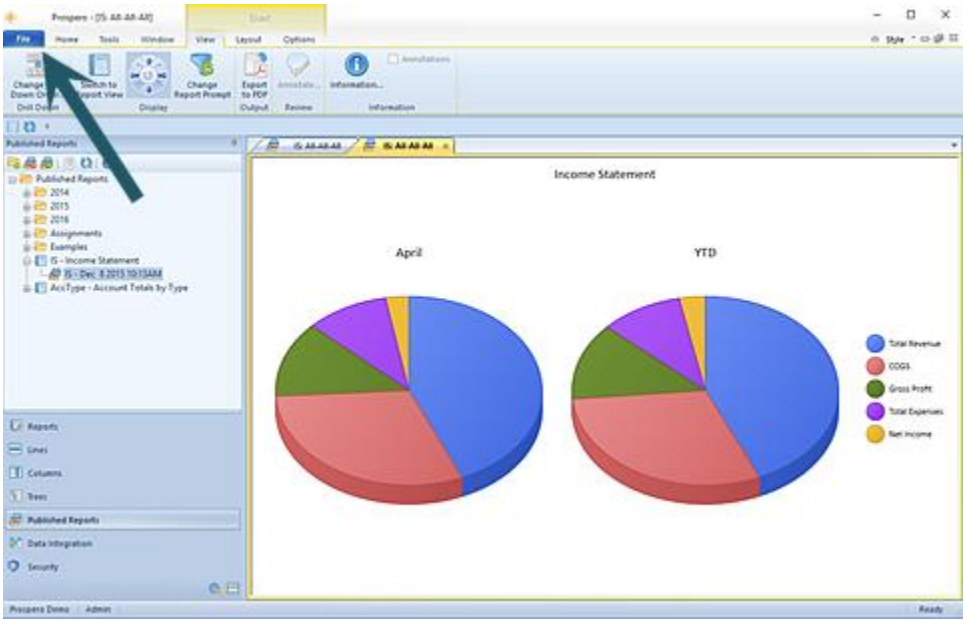
<u>To export your published report to PDF</u>:

1. Open your published report.
2. Select the **Export to PDF** option on the ribbon.
3. In the **Save As** dialog, you will be provided with a default file name corresponding to your Prospero report file name. You can also enter a name for your new PDF document. Invalid characters in filenames are: \ / : * ? " < > | If you enter these characters, they will be replaced with an underscore.
4. Select **Save** to export your report to PDF. When the export completes, the PDF document will open.

Save As for Published Reports

The **Save As** option allows you to save reports as either Excel files or PDF documents, depending on how they were rendered.

To “export” items such as graphs or charts, use the **Save As** option from the File tab (or the Prospero icon, depending on your selected Visual Style.)



To save an active published report as an external file:

1. Execute the desired report.
2. Click on the File tab (or the Prospero icon, depending on the Visual Style you have selected.)
3. In the File Tab Options screen, select the **Save As** option.
4. In the dialog window, select the file type and enter the name and location for the file to be saved to.
5. Select the **Save** button.

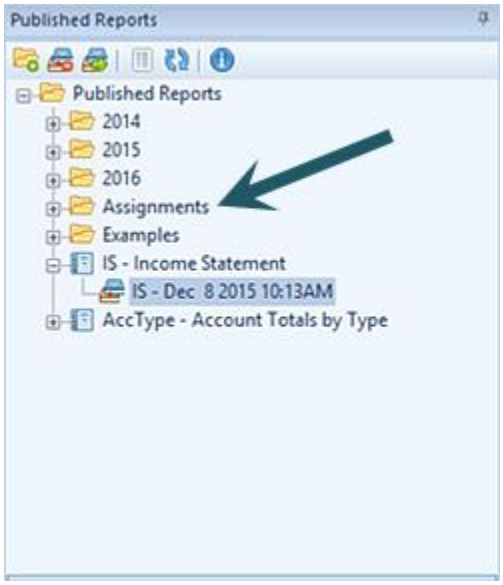
Note: Using either **Export to Excel** or **Save As** (to Excel) will save your standard row-and-column or chart/graph reports to an Excel (.XLSX) file. Use **Save As** for reports executed as charts or graphs to be saved as Bitmap files (.BMP) or Portable Network Graphic (.PNG) files.

Deleting or Renaming a Published Report Folder

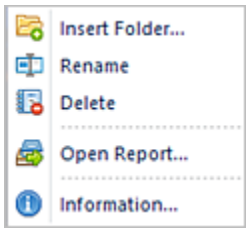
Folders containing published reports can be renamed or deleted if they are no longer needed.

To delete or rename a published reports folder:

1. Select the folder from the Published Reports Navigation Pane.



2. Right-click and select “Delete” or “Rename” from the available options.



3. When prompted, confirm the action.

Note: Deleting a published report’s folder will move any report in that folder up one level. The report itself will not be deleted unless specifically selected.

Report Collections

Report Collections allow you to define a group of reports which will be run as a batch process. Report Collections are built using a Report Collection Definition which contains the reports to be run and the output and parameters for which to run these reports.

Creating a basic report collection is can be accomplished in a few easy steps, depending on the number of reports you include in the collection.

For more information on constructing Reports Collections as well as other features on the Report Collections workspace, refer to the following topics:

Report Collections Navigation Pane

The **Report Collections Navigation Pane** contains the primary features and functions to create and manage your Report Collections. To access Report Collections, select the Report Collections bar on the Navigation Pane.

The available actions for managing Report Collections include:

- **Create Folder** - Selecting the option will create a new folder under the selected folder in the Navigation Pane.
- **New** - Selecting the option will create a new Report Collection Definition under the selected folder in the Navigation Pane.

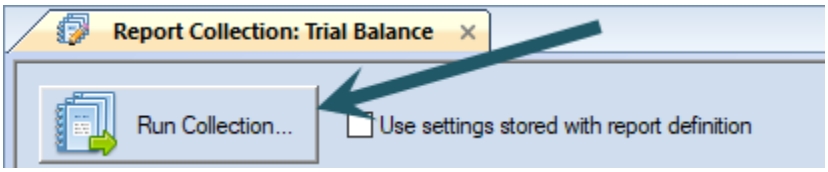
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>.
- **Delete** – Selecting the option will delete the selected collection from the Navigation Pane.
- **Copy** – Selecting the option creates a copy of the selected report.
- **Run the Report Collection** – Selecting the option will run the report collection.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the item.
- **Refresh** – Selecting the option refreshes the Navigation Pane to reflect changes made by any other users.

You must have the “Maintain Report Collections” or “Run Report Collections” permissions to use the Report Collections functionality. Otherwise, this feature will not be enabled. If only the “Run Report Collections” permission is granted, collections will be read-only. For more information see the section on Prospero Security.

Report Collections Workspace

The **Report Collections workspace** contains multiple tab areas to aid you in defining your collection. Each tab contains specific features and functions to allow you to define the reports and output for those reports.

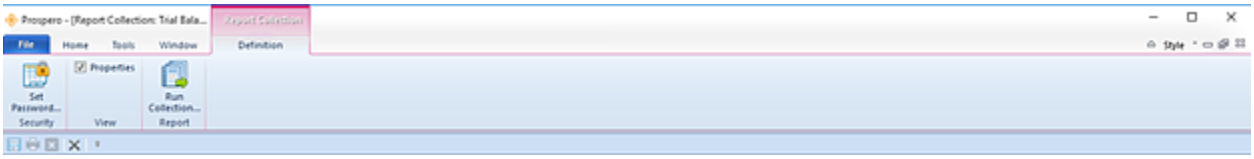
After creating or opening a collection from the Report Collections Navigation Pane, the top of your report collection definition will show a **Use settings stored with report definition** checkbox. This option allows you to determine if you wish to execute the collection of reports using the same parameter settings as defined on the individual report definitions.



Report Collections Context Ribbon

The **Report Collections Tools Definition context ribbon** in the Prospero application contains the specific features for creating, designing, and managing your Report

Collections. This ribbon will appear whenever you define a new or modify an existing Report Collections Definition.

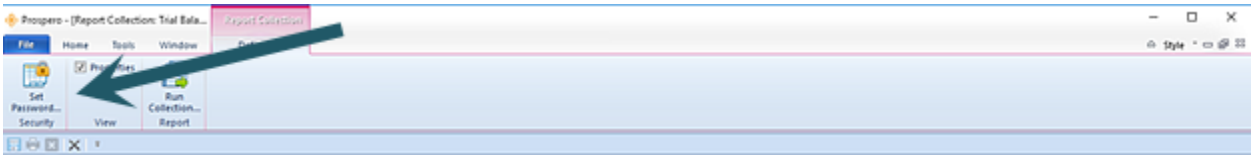


Features on this ribbon are grouped logically in sections including:

- **Security** – The Security section contains the Set Password function to add or remove passwords from your Report Definitions.
- **View** – This section allows you to show the Properties pane on your Report Collections Definition workspace.
- **Report** – This section contains the Run Report Collection option which will execute the collection's report(s) for output.

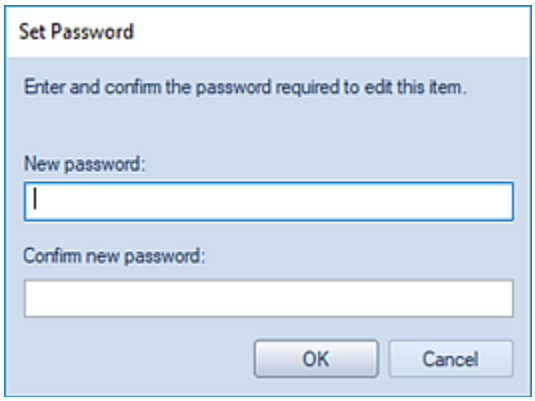
Set Password on Report Collections

Passwords control who can access or modify your Report Collections. The Security option on the Report Collections Tools Definition context ribbon contains the Set Password function to add a password to your Report Collections.



To set a password on an active Report Collection:

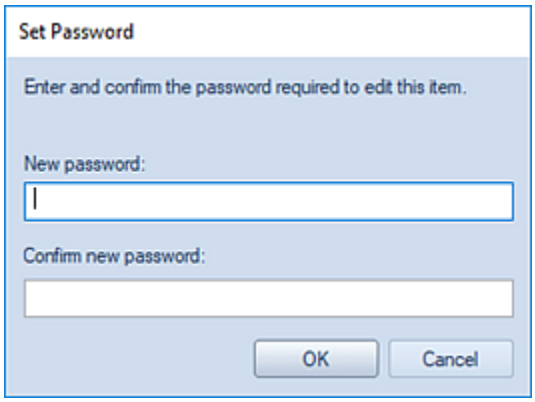
1. Select the Set Password option on the Report Collections Tools Definition context ribbon.
2. Selecting the option will open the Set Password screen.



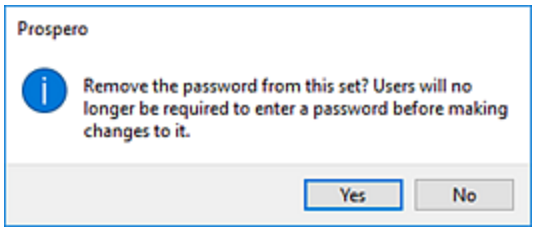
3. Enter a new password in each of the password fields.
4. Press the **OK** button to confirm the new password.

To remove a password on an active Report Collection:

1. Whenever a password is set on a Report Collection, the Edit Password option will be active on the Report Collections Tools Definition context ribbon. Click on the Edit Password option.
2. Selecting the option will open the Set Password screen. **Do not** enter a value. This will remove any existing password.

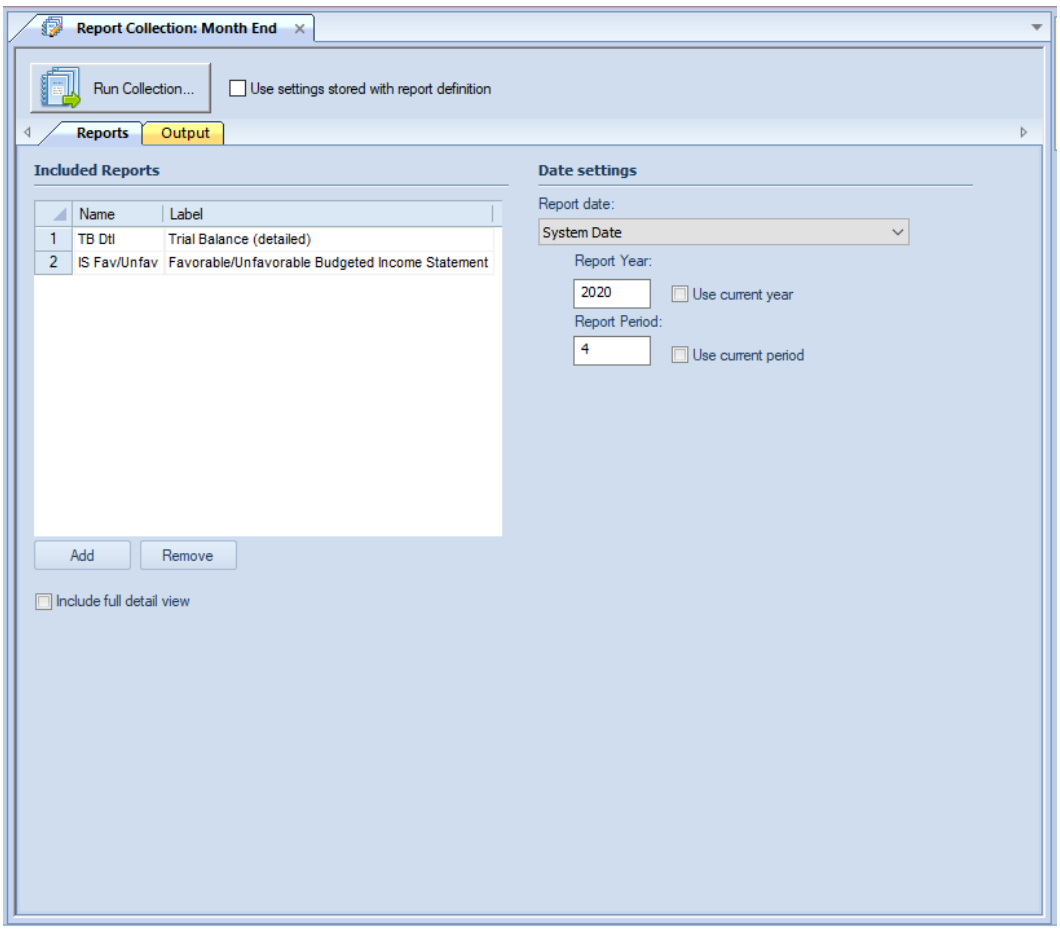


3. Press the **OK** button to confirm the action.
4. When you receive the confirmation message, press the **Yes** button.



Report Collection Reports Tab

The Reports tab of the Report Collection Definition screen is the first tab option presented when you open a Report Collection. The Report tab allows you to select the reports to be run in the batch collection process.



The available action and items on the Reports tab include:

Included Reports

- **Add** – The **Add** button allows you to select the reports to include in the collection from a Select dialog. You can select one or more reports using the **Shift** key + mouse-click or **Ctrl** + mouse-click. The reports you select will appear in the “Included Reports” section.
- **Remove** - The **Remove** button allows you to remove a selected report from the collection.

  You can select one or more reports using the **Shift** + mouse-click or **Ctrl** + mouse-click. After clicking on the Remove button, the selected reports will no longer appear in the “Included Reports” section.

  - **Include full detail view** – check this box to indicate that each report should also generate its related full detail view as part of the Report Collection. **Note:** Including the full detail view may take a long time.

Date settings

- **Report Date** – Select from the drop-down menu to specify report’s date option:
  - Current GL Period – This option will use the current GL period. Selecting this item will also check both the “Use current year” and “Use current period” checkboxes.
  - Last Closed GL Period - This option will use the GL's current period minus one month.
  - System Date – This option will use the computer’s current date.
  - Last Period - This option will use the computer's current date minus one month.
  - Custom – This option allows you to enter a custom date for both the “Report Year” and “Report Period” fields.

  Note: The date specifications will show as the date for “Report Date” which appears next to the **Run Report** button on the Report Definitions Design Tab. This period end date value will also appear on the report’s runtime options dialog.
- **Report Year** – Enter a report year value or select the **Use current year** checkbox to automatically default to the current GL year.

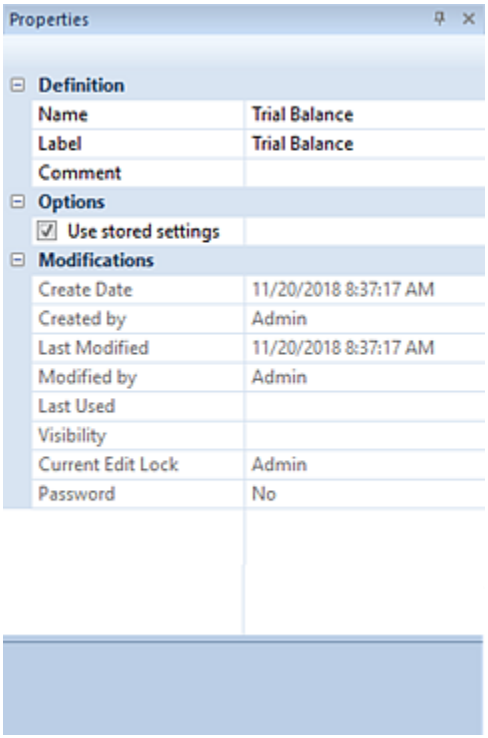
  You can type a value directly to the field which will set the Report Date type to “Custom. Also, whenever the Report Date field is “Current GL Period”, making any modification to the Report Year or Report Period will result in the **Use current year** checkbox to unchecked.
- **Report Period** – Enter a report period value or select the **Use current period** checkbox to automatically default to the current calendar month.

  You can type a value directly to the field which will set the Report Date type to “Custom. Also, whenever the Report Date field is “Current GL Period”, making any modification to the Report Year or Report Period will result in the **Use current period** checkbox to unchecked.

Report Collection Properties Pane

The **Report Collection Definition Properties Pane** allows you to view or manage the properties or elements specific to the report collection. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

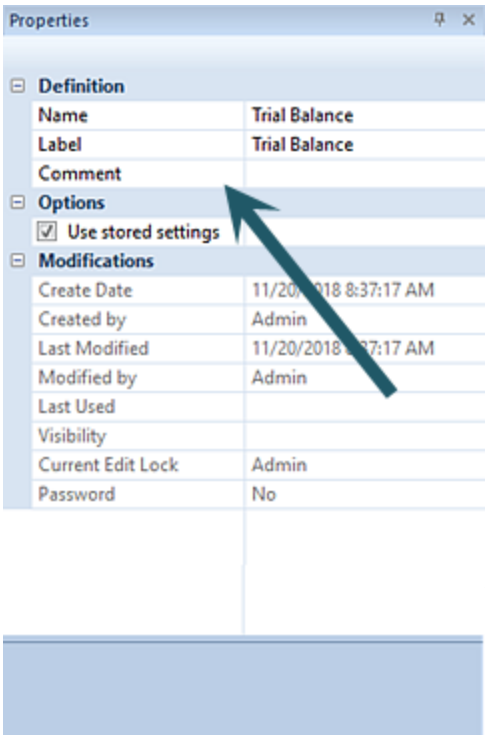
The Report Collection Definition Properties Pane is sectioned in to three parts: Definition, Options, and Modifications.



Definition Section

The Definition section contains the following information for the collection:

- **Name** – The name of the report collection. This property may be edited. The Name field cannot be <BLANK>.
- **Label** – The label of the report collection. This property may be edited and if it is left blank, it will default to the name of the item.
- **Comment** – Contains any comments on the collection that the creator wishes to note. This property may be edited.



Options Section

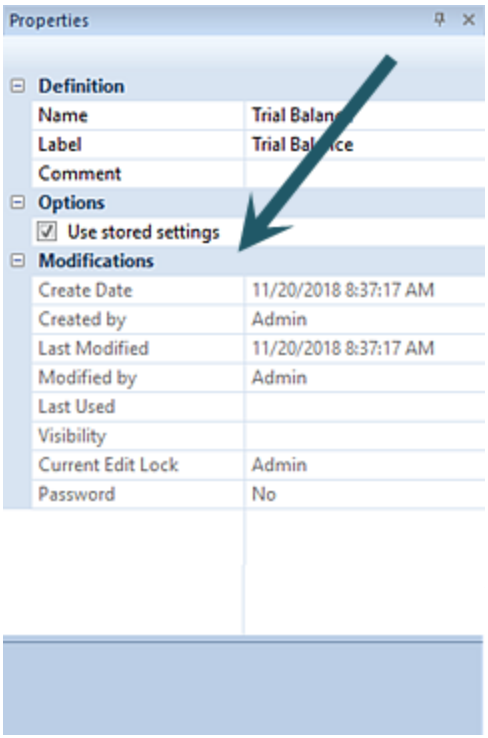
The Options section contains parameter selections for executing the report collection:

- **Use stored settings** – The Use stored settings checkbox is an option on the Report Collection, which when checked, indicates that report options defined on the Report Definition will be used when the report is executed.

Modifications Section

The Modifications section of the Report Collection Definition Properties Pane contains information on the Report Collection Definition's owner, when the item was created, modified, or last used, the Report Visibility, if the collection is password-protected, as well as who may currently be editing the item.

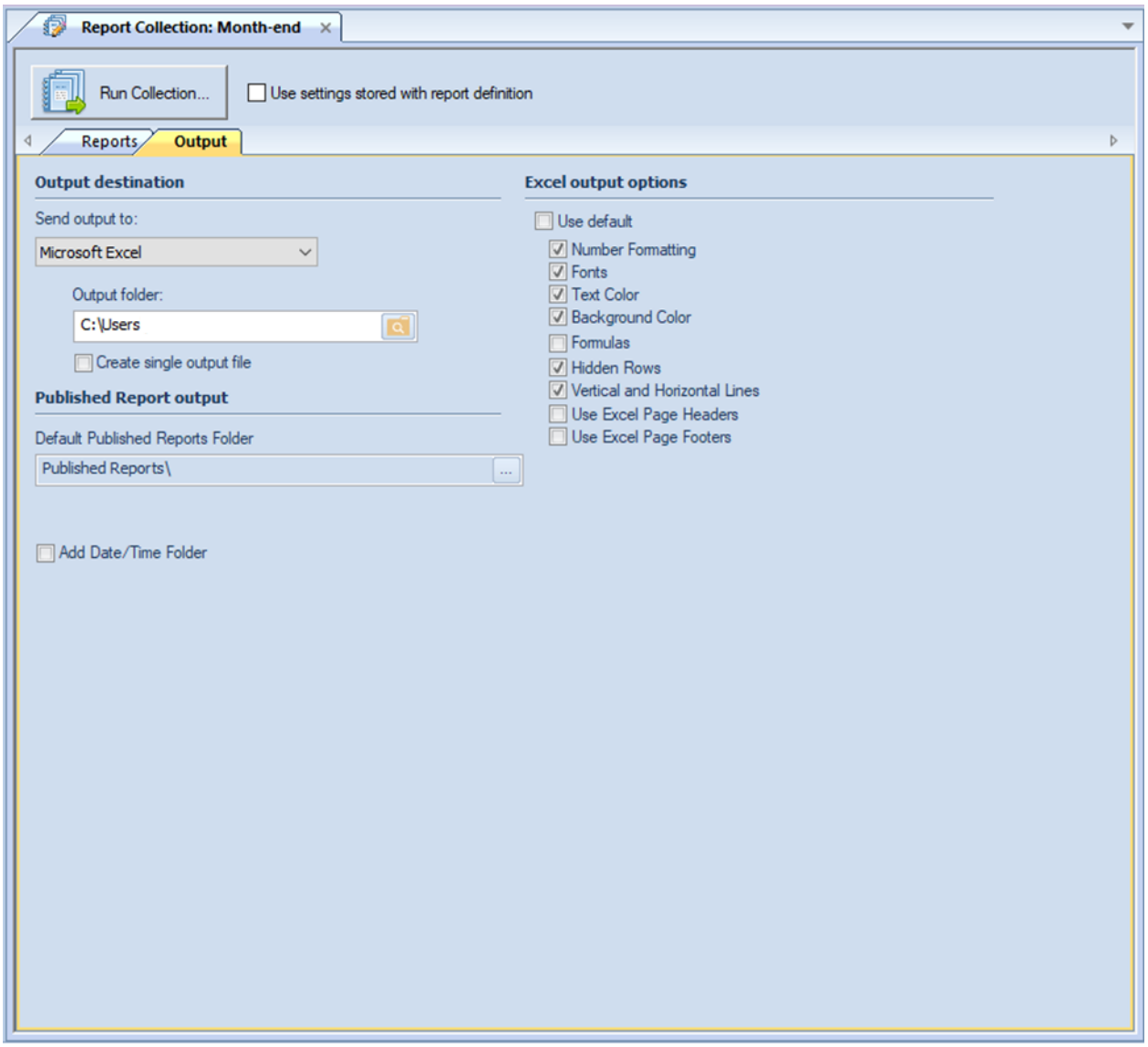
This information is read-only and cannot be directly edited.



The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Report Collections Output Tab

The Output tab of the Report Collections Definition screen allows you to define the report's output settings.



The available action and items on the Output tab include the following:

The **Output destination** option allows you to choose where to show or port your Prospero reports. Options are:

- **Workspace** – This option allows you to show the report in the Prospero workspace. This option is selected by default in the dropdown. After that, you can print the report using standard print options.
- **Printer** – This option allows you to print your report directly to your default printer.
- **Microsoft Excel** – This option allows you to export your report to a Microsoft Excel worksheet output file.

When you select this option, the Output folder field will activate to allow you to select the folder where the resulting Excel output will be saved.

In addition, this option enables the **Create single output file** checkbox. If this box is checked, the output from this collection will result in a single Excel file being created with tabs for each report. Otherwise, one Excel file will be created per report in the collection.

- **PDF** – This option allows you to export your report to a PDF output file.

  When you select this option, the Output folder field will activate to allow you to select file name to generate all reports to a single file. _D2HLink_337796

  In addition, this option enables the **Create single output file** checkbox. If this box is checked, the output from this collection will result in a single PDF file being created containing all report output. Otherwise, one PDF file will be created per report in the collection.

- **Published Reports -** This option allows you to choose the folder location for your published Prospero reports.

The **Published Report output** option allows you to choose the folder location for your published Prospero reports:

- **Default Published Reports Folder** – This field allows you to select the default folder for reports published from this report definition.

Add Date/Time Folder – This checkbox option allows you to create a folder reflecting the date/time the report collection was run and will include report collections which export an Excel or PDF format or as published reports.

The **Excel output options** defines how reports will appear when using the Export to Excel option for executed reports:

- The **Use Default** option is selected by default, which indicates that the report will export to Excel using the system-wide Output Default options. However, you can select specific elements for the report by de-selecting the **Use Default** checkbox and checking or unchecking those items. Output includes:
- **Number Formatting** – Indicates that the number formatting defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied.
- **Fonts** – Indicates that the font defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied.

- **Text Color** – Indicates that the text color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied.
- **Background Color** – Indicates that the background color defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your standard Excel settings will be applied.

  For more information see the Column Tool Definition Ribbon, Line Tool Definition Ribbon and Report Number Format.
- **Formulas** – Indicates that row and column formulas defined on the report as hidden will be included when exporting. Note: Formulas using the IF/Then or ROUND functions will not be exported to Excel.
- **Hidden Rows** – Indicates that rows defined on the report as hidden (using the "Suppress" Line Definition field), will be included when exporting. These rows will be minimized to "appear" as the original report does, however, maximizing the row height will show the row's values. If this is not selected, any rows which are hidden on the report will not be included in the export. For more information see the Line Definition Suppress field.
- **Vertical and Horizontal Lines** – Indicates that the lines (and their weight) defined on the Prospero report (Line, Column, or Report Definition) will be preserved when exporting. If this is not selected, your report's lines will not appear on the report.
- **Use Excel Page Headers** – Indicates that the Report Headers for this Report will be exported into Excel's Page Headers rather than being exported as repeating rows at the top of the spreadsheet. Formatting such as fonts and colors may not export for the header rows if this option is used.
- **Use Excel Page Footers** – Indicates that the Report Footers for this Report will be exported into Excel's Page Footers in order to allow them to repeat at the bottom of each printed page. Formatting such as fonts and colors may not export for the footer rows if this option is used.

Creating a Report Collection

Adding a Report Collection Definition is the first step in running your reports as a batch process.

To create a Report Collection Definition:

Step 1: Click on the Report Collections bar to open the Report Collections Navigation Pane.

Step 2: Select the Report Collections folder and then click on the **New** icon.

Step 3: Enter a name and label for the new Report Collection Definition and click **OK.** (The name can be up to 24 characters; the label can be up to 80 characters.)

Step 4: Define the included reports and output options. See the Report Collection Reports tab and the Report Collections Output tab.

Step 5: Click the **Save** button to save the new Report Collection Definition. (Any pending changes will be indicated with an asterisk until you save the Report Collection Definition.)

Your next step will be to run your report collection. For more information, see the section on Running a Report Collection.

Copying a Report Collection

Report Collection Definitions can be copied from one item to another in the Report Collections Navigation Pane.

To copy a Report Collection Definition:

1. Click on the Report Collections bar to open the Report Collections Navigation Pane.
2. Select a Report Collection Definition.
3. Click on the **Copy** icon, or, right-click and select **Copy** from the pop-up menu.
4. Enter your new report collection name.
5. Select **Yes** to confirm.

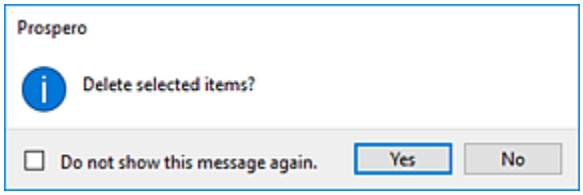
Additionally, you can rename your report collection at any time by using the right-click and selecting the **Rename** option from the pop-up menu.

Deleting a Report Collection

Report Collection Definitions can be deleted from the Reports Collection Navigation Pane if they are no longer required.

To delete a Report Collection Definition:

1. Click on the Report Collections bar to open the Report Collections Navigation Pane.
2. Select the Report Collection Definition to delete.
3. Click on the **Delete** icon, or, right-click and select **Delete** from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.

Note: Exercise caution when deleting these items as you will need to restore the entire Prospero database should you require the item later.

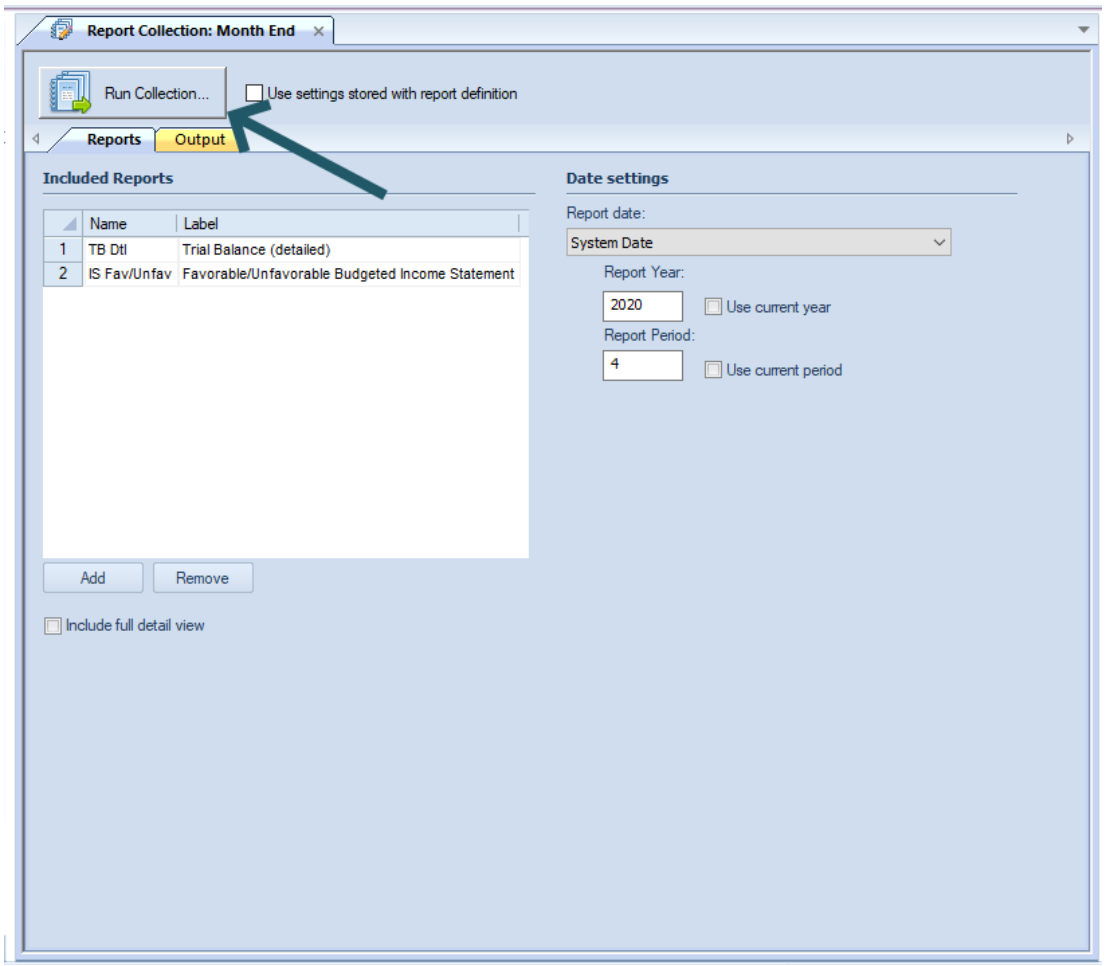
Note: If you do not wish to receive confirmation messages on deletions of Prospero items, check the “Do not show this message again” checkbox. You can re-enable confirmation messages by selecting the “Prompt before deleting” checkbox on the Local Settings Options screen.

Running a Report Collection

Report Collection Definitions can be run either from the Report Collections Navigation Pane or by opening the item from the Report Collections Navigation Pane and then selecting the Run Collection option.

To run a Report Collection:

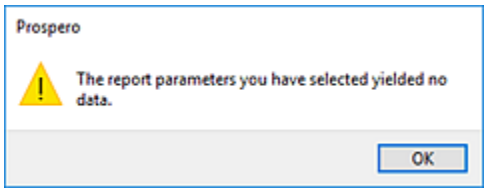
1. Click on the Report Collections bar to open the Report Collections Navigation Pane.
2. Select the Report Collection Definition to run.
3. Click on the **Run the Report Collection** icon. Conversely, you can double-click on the Report Collection Definition to open it and then select the Run Collection button:



If the Report Collection is currently opened by with another user, the collection will be read-only. In this event, you may wish to run the collection using the Navigation Pane option.

4. Your reports will execute and be returned to your selected output option.

   Note: Your collection's reports must have the prompt parameters defined on the Report Definition. Otherwise, you will receive the following error message and the report cannot be returned.



In addition, you must have the appropriate Assignments and Visibility granted for the reports included in the collection. For more information refer those sections.

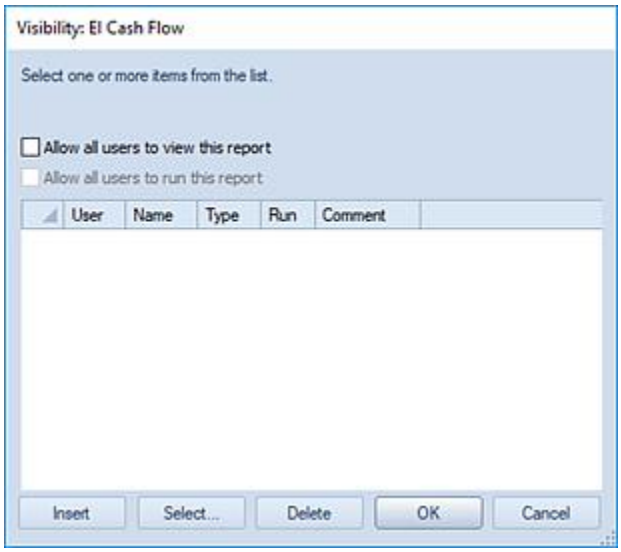
Visibility

Administrators always have full access to modify and execute all Report Definitions. However, non-administrators will only have access to those Report Definitions they create for themselves or which they are granted access to using the **Visibility** option.

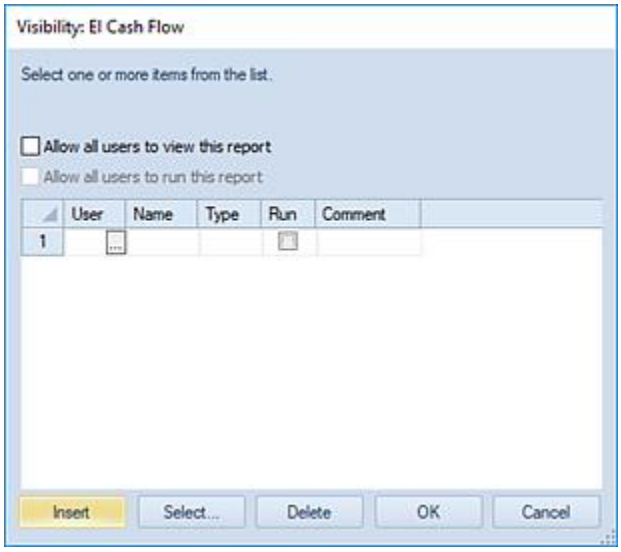
To grant a user or role access to view or run a report you have defined, select the Visibility option from the Definition context ribbon to open the Visibility dialog screen. The Report Definition must be open in the Reports workspace to select this option.

<u>To assign report Visibility</u>:

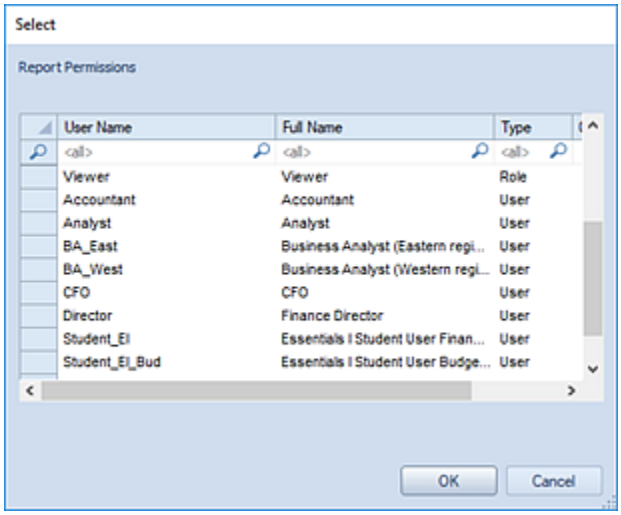
1. Open the desired report.
2. Select the Visibility option on the Report Tools Definition ribbon.
3. The Visibility dialog will open. Where no assignments have been made, the dialog will be empty.



4. Select the **Insert** button to add a new line for the specific user or role for which you wish to grant rights to the report.



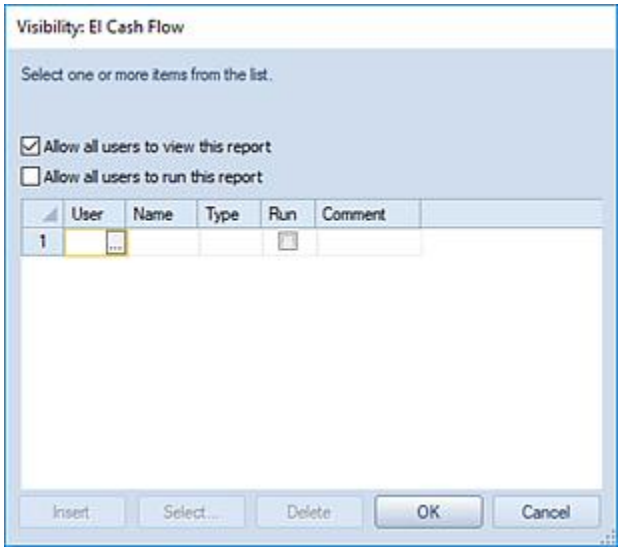
5. Select the ellipsis button in the User cell or press the **Select** button to return a list of the available users and roles in the system.



The user or role you select will have access to the report. However, their ability to modify or execute the report will depend on the rights and permissions they (or the role) must the Prospero system.

Select the user or role from the Select window and press **OK** to confirm the selection.

6. Conversely, to grant Visibility to all users to the report select the “Allow all users to view this report” and/or “Allow all users to run this report” checkbox on the dialog.



The Visibility dialog's checkboxes entail the following:

- The "Allow all users to view this report" allows users to view the report.
- The "Allow all users to run this report" allows users to run the report:
  - Any user/role that has permission to "Run reports", will be able to run them.
  - Otherwise, only the published report will be available.

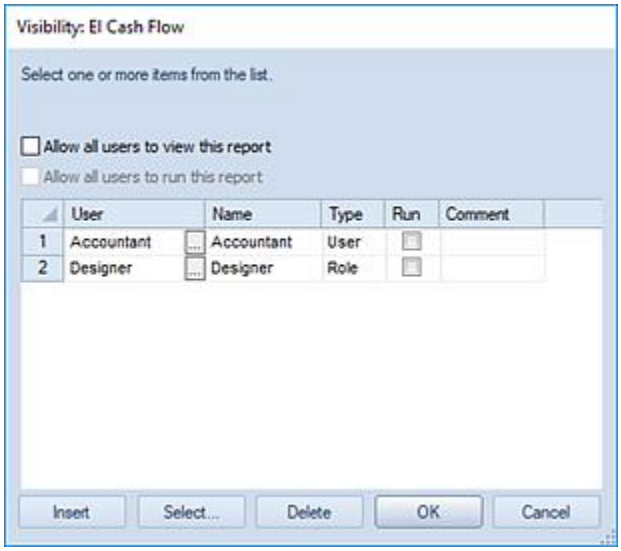
    If the "Allow all users to view this report" option is checked, the "Allow all users to run this report" option is then available.
- Selecting a User or Role and the "Run" checkbox allows the user or users in that Role to run the report. When unchecked, or if the user/role does not have permission to run reports, the user can only view the report's published version.

  If you have selected the "Allow all users to view this report" and "Allow all users to run this report" checkbox on the dialog, you will not be allowed to insert any additional individual entries and all users will have rights to execute the report until the checkboxes are unchecked.

  The ability to view and run reports is dependent on the Security permissions and thereby the licensing level that the user holds:
  - Administrators (holding a Power User license): Allowed to modify, run, or view any report.
  - Non-Administrators (holding a Power User license): Allowed to modify, run, or view any report which they have been assigned using the Visibility dialog.
  - Non-Administrators (holding a Standard User license): Allowed to run/view any report which they have been assigned using the Visibility dialog.

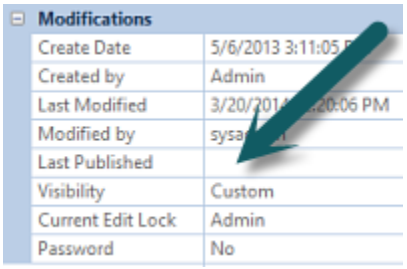
- Non-Administrators (holding a Limited User license): Allowed to view any report which they have been assigned using the Visibility dialog.

7. If you have selected individual users or roles to have Visibility to the report, their entries will now appear in the report window as having been granted access to the report.



8. Select the **OK** button on the Visibility window to save the addition.

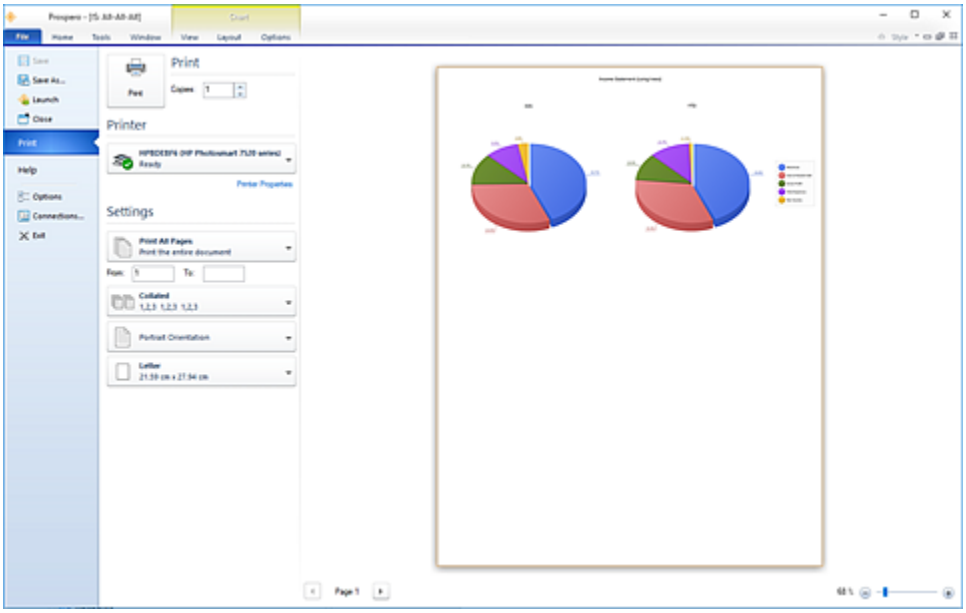
Whenever Visibility is set on a specific Report Definition, this will be reflected in the Modifications section of the Report Definitions Properties Pane.



Additionally, you can remove access to any report if you have specifically granted a user or role access to that report. Select the user or role from the Visibility dialog screen and select the **Delete** button to remove the user.

Printing Reports

Prospero allows you to print your reports from the Prospero workspace. Depending on your elected “Style”, simply select the File tab or the Prospero icon to navigate to the File tab options. On the File tab, click on the **Print** option to return the page including Prospero’s Print options.



You will have standard print settings available such as the number of pages, collation, orientation, paper size and print scaling options. With the print scaling options, you can elect to print either the full size of the report or to print to fit the width of the page. The latter shrinks the report to fit all columns on to one page.

The right-hand side of the screen will show a basic print preview of the when selecting the **Print** option after a report is executed and rendered in the Report View workspace. The slider on the bottom right will allow you to zoom in on your selected report to a maximum of 500%.

For more information on printing your reports, contact MSX Support.

Budget Setup

Prospero Budgeting Setup

Prospero Budgeting is a robust budgeting, forecasting and analysis tool which, when licensed as such, is fully integrated with Prospero Financial Reporting.

Once you have established your Prospero® security, users and, if necessary, currency translation, you are ready to set up your Prospero Budgeting. As with its financial reporting capabilities, Prospero uses Building Blocks as the basic elements – Lines, Columns, Trees, and their associated calculations - to create budgets.

This section will focus on creating Prospero Input Definitions for budget setup. For more information on creating Line, Column, or Tree Definitions within the entity for either reporting or budgeting – refer to the section on Building Blocks.

Also, as you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

Note: While you may license Prospero for budgeting-only, certain segment management and integration functions may not be available. However, you may still execute budget data-based reports within the application. For more information contact your Prospero representative.

Input Definition Setup

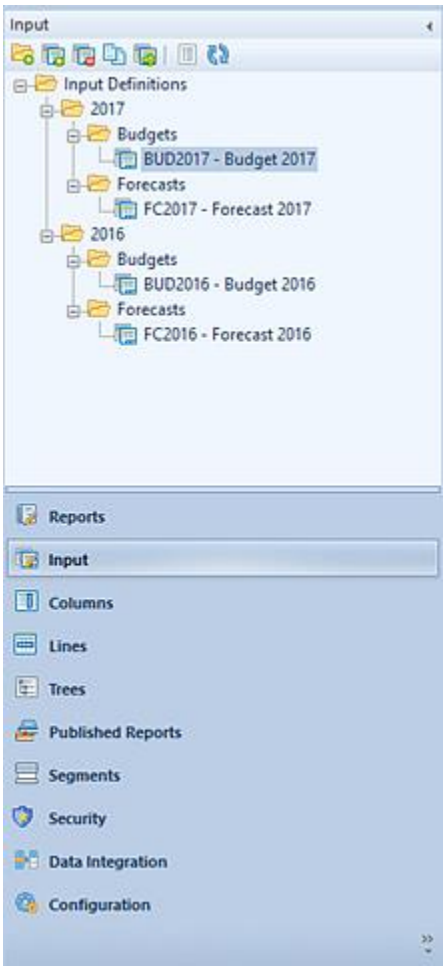
Prospero allows you to enter data for various plan types, whether monthly budgets and forecasts, or multi-year or quarterly plans. As part of your Budget Setup, you will establish your budget's **Input Definition**, which contains the time periods and accounts for your plans. Your Input Definition will reference a Column Definition to define your periods and a Line Definition which will establish your various segment (i.e. Natural account) information.

The Input Definition also manages how you or other Prospero users will input budget data via the Data Input Workspace. In your Input Definitions, you can specify various specialized data or view settings, override calculations and other associated settings depending on what your plan requires.

For more information on Budget Input, refer to that section.

Input Definition Navigation Pane

The **Input Definition Navigation Pane** contains the primary features and functions to create and manage Input Definitions in Prospero. To access Input Definitions, select the Input bar on the Navigation Pane.



The available actions for managing Input Definitions in Prospero include:

- **Create Folder** - Selecting the option will create a new folder under the selected folder in the Navigation Pane.
- **New** - Selecting the option will create a new input definition under the selected folder in the Navigation Pane.
- **Rename -** (Only available by selecting the item and using the right-click mouse button to open a pop-up menu.) Selecting this option allows you to rename the item in the Navigation Pane. The name cannot be <BLANK>. Any changes will also be reflected in the Quick Launch screen.

- **Delete** – Selecting the option will delete the selected input definition. You must select an input definition to activate this feature.
- **Open** – Selecting the option will open the Input screen for the associated Input Definition. You must select an input definition to activate this feature.
- **Copy** – Selecting the option creates a copy of the selected input definition. The newly copied input definition will retain the original input definition's Design and Options tab settings. Any Overrides, Human Resources or Capital tab information will not be copied to the new input definition and must be recreated as needed.
- **Show/Hide** – Selecting the option will toggle the display of the set ID to show more/less information, such as Name and Label of the input definition.
- **Refresh** – Selecting the option refreshes the items in the Navigation Pane to reflect changes made by any other users.

Creating an Input Definition

Adding an Input Definition is the first step in creating your budget or forecast plan. Input Definitions allow you to specify the lines and columns of data which will be contained in your budget or forecast model.

For more information on the parameters and data which can be defined in the Input Definition, refer to that section.

To create a *simple* Input Definition:

Step 1: Click on the Input Definition bar to open the Input Navigation Pane.

Step 2: Select an Input Definition folder and then click on the **New** icon. (Conversely, you can select **New** and then the **Input Definition** option on the Home Ribbon)

Step 3: In the dialog, enter a name and label for the new Input Definition and click **OK** to continue. (The name can be up to 24 characters; the label can be up to 80 characters.)

Step 4: Define the input layout:

- In the Input Definition Design tab, click the selector for Lines and select a Line Definition.
- In the Input Definition Design tab, click the selector for Columns and select a Column Definition.

Step 5: Click the **Save** button to save the new Input Definition. (Any pending changes will be indicated with an asterisk until you save the Input Definition.)

Your next step will be to input your budget data. For more information, see the section Budget Input.

Copying an Input Definition

Input Definitions can be copied to another Input Definition in the Input Navigation Pane.

To copy an Input Definition:

1. Click on the Input bar to open the Input Navigation Pane.
2. Select an Input Definition.
3. Click on the **Copy** icon, or, right-click and select **Copy** from the pop-up menu.
4. Enter your new Input Definition name.
5. Select **Yes** to confirm.

Any design options, parameters, overrides, Human Resources or Capital settings defined in your original Input Definition will be reflected on the copied item.

Additionally, you can rename your Input Definitions at any time by using the right-click and selecting the **Rename** option from the pop-up menu. Any changes will also be reflected in the Quick Launch.

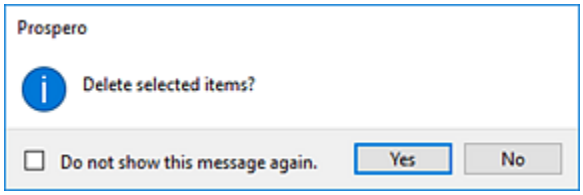
To copy one Input Definition's data to another or a new Input Definition, refer to the section on the Copy Plan Option.

Deleting an Input Definition

Input Definitions can be deleted from the Input Navigation Pane if they are no longer required.

To delete an Input Definition:

1. Click on the Input bar to open the Input Navigation Pane.
2. Select the Input Definition to delete.
3. Click on the **Delete** icon, or, right-click and select **Delete** from the pop-up menu. You will receive the following prompt to confirm your deletion:



4. Select **Yes** to confirm your deletion.

Additionally, you can delete multiple Input Definitions and/or Input Definition Folders from the Input Navigation Pane by selecting the items using the **Shift** key and mouse-clicking on the items. Then, use the right-click to select the **Delete** option from the pop-up menu. Multiple items can be deleted where all the items are at the same level in the Navigation Pane's tree. If an Input Definition and a folder are selected for deletion, then the folder must be empty.

Note: If you do not wish to receive confirmation messages on deletions of Prospero items (Column Definitions, Line Definitions, Report Definitions, Input Definitions, or Tree Items), check the "Do not show this message again" checkbox. You can re-enable confirmation messages by selecting the "Prompt before deleting" checkbox on the Local Settings Options screen.

Input Tools Definition Context Ribbon

The **Input Tools Definition context ribbon** in the Prospero application contains the specific features for creating, designing, and managing your Input Definitions. This ribbon will appear whenever you define a new or modify an existing Input Definition.

Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the configuration functions to manage the Line and Column Definitions that make up your plan. The Open All option will open the associated sets with a single click on the selection.
- **Font** – This section allows you to specify the text properties of your Input Definition cells, such as fonts, colors, highlighting, bold and italics.
- **Human Resources Tools** – This section contains functions such as:
  - Adding or deleting row entries in the Pay Grade or Benefits and Taxes grids.
  - The Layout option which allows control what fields are available on HR Input.
  - The Manage Benefit Types option to define and maintain Benefit Types to control how benefits and taxes are calculated.
  - The Manage Filters option which controls how benefits and taxes relate to employees.

  These functions are only available when the Human Resources tab in the Input Definition is active.
- **Security** – The Security section contains the Set Password function to add or remove passwords from your Input Definitions. The Visibility option allows you to determine who can see your reports.
- **History** – This section contains options to allow you to view budget data input History (additions, modifications, or deletions) or clear the History log.

The History option provides a screen of information which indicates changes – additions, modifications, or deletions - to your budget plan's data. This includes Human Resources or Capital data. The History screen will show all entries for the Input Definition for the Assignments to which you have been granted.

The Clear History option allows you to clear information pertaining to budget data input changes, if the information returned to the screen is too large or if older records are no longer needed. Selecting the Clear History option will present you with a dialog to select to remove all entries or entries on or before a specific date. This option requires a Power User license with the Security Permission to maintain input definitions.

Note: Exercise caution when deleting entries as these will be permanently removed from your system. For more information, see History.

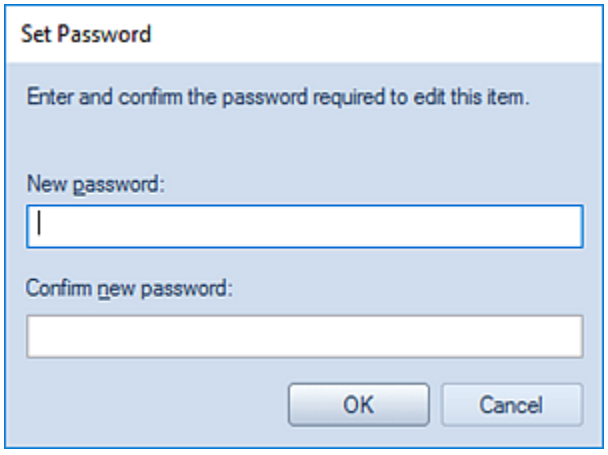
- **View** – This section allows you to show the Properties pane on your Input Definition workspace.
- **Input** – This section contains the **Open Input Definition** button which will open the Input screen for budget data input.

Set a Password on an Input Definition

Passwords control who can access or modify your Input Definitions. The Security option on the Input Tools Definition context ribbon contains the Set Password function to add a password to your Input Definitions.

To set a password on an active Input Definition:

1. Select the Set Password option on the Input Tools Definition context ribbon.
2. Selecting the option will open the Set Password screen.

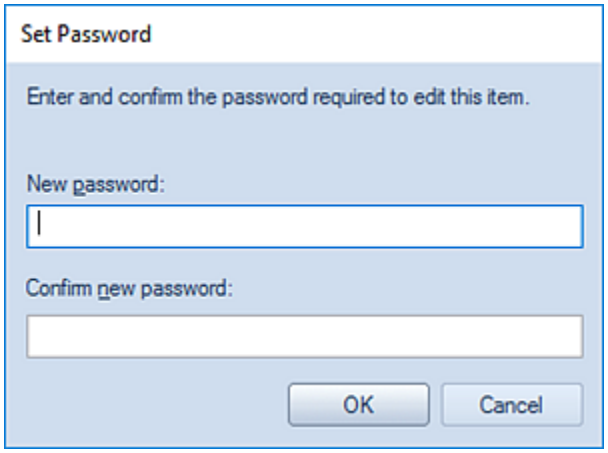


3. Enter a new password in each of the password fields.
4. Press the **OK** button to confirm the new password.

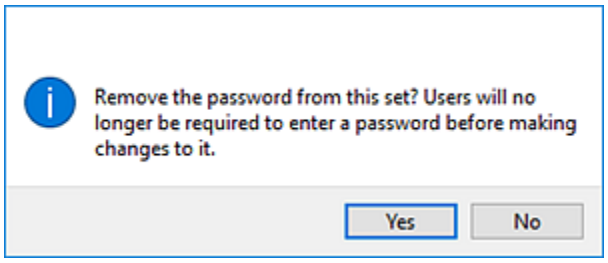
To remove a password on an active Input Definition:

1. Whenever a password is set on an Input Definition, the Edit Password option will be active on the Input Tools Definition context ribbon. Click on the Edit Password option.

2. Selecting the option will open the Set Password screen. **Do not** enter a value. (Leaving this information <BLANK> will remove any existing password.)

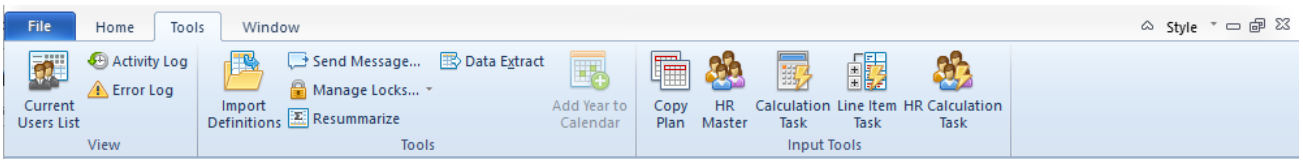


3. Press the **OK** button to confirm the action.
4. When you receive the confirmation message, press the **Yes** button.



Tools Ribbon Input Options

The **Tools ribbon** contains options available for managing your Input Definitions and budget data. Select the Tools tab in order to view these ribbon features.



In addition to the standard use items, the Input Tools functions available include the:

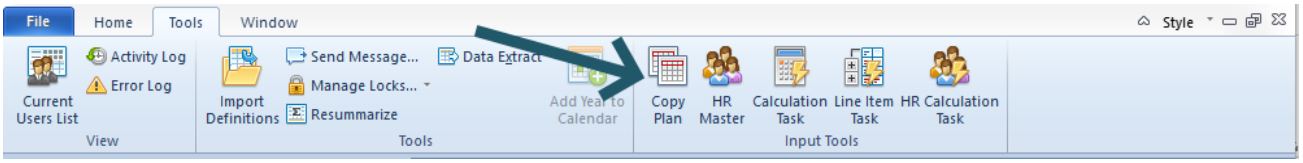
- Copy Plan option
- HR Management option
- Calculation Task
- Line Item Task
- HR Calculation Task

If you are not licensed for Prospero budgeting or budgeting and reporting and if you do not have the “Use Human Resources Management” permission (for HR features), you will not have access to these options.

For information on the standard Tools ribbon features, refer to that section.

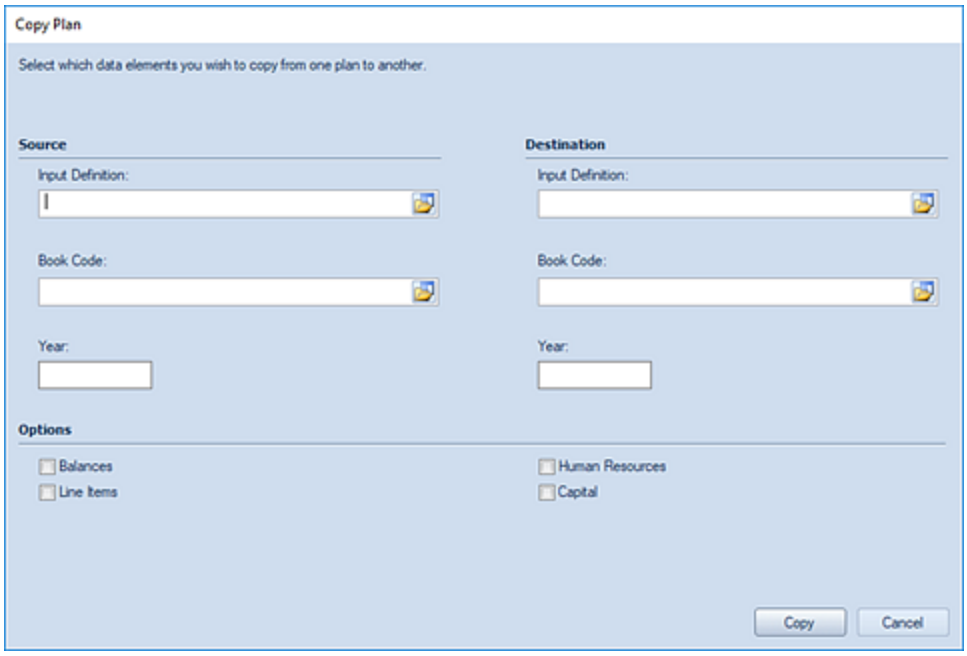
Copy Plan

The **Copy Plan** option on the **Tools ribbon** allows you to copy data from one Input Definition to another.



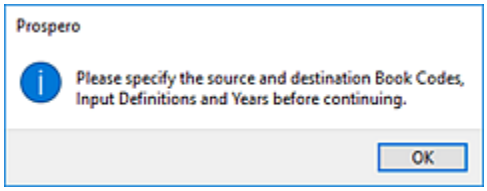
To copy one plan to another:

1. Select the **Copy Plan** option on the Tools ribbon. You will be presented with the Copy Plan screen:

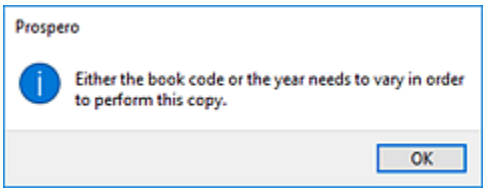


2. Enter the Source:
   a. Enter the name or select the Input Definition. A valid Input Definition name is required in this field.
   b. Enter the label or select the source Book Code. A valid Book Code is required in this field.
   c. Enter the Year of the plan. A valid year value is required in this field.

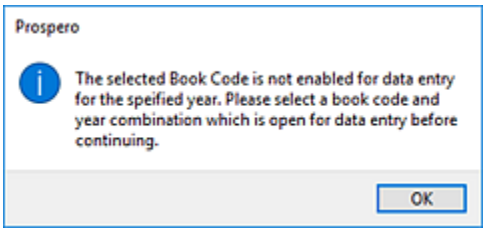
   If any entered value in either the Source or Destination fields is invalid, you will receive the following warning:



3. Enter the Destination:
   a. Enter the name or select the Input Definition. A valid Input Definition name is required in this field.
   b. Enter the label or select the source Book Code. A valid Book Code is required in this field. The Book Code or the Year must be different otherwise you will receive the following warning message:

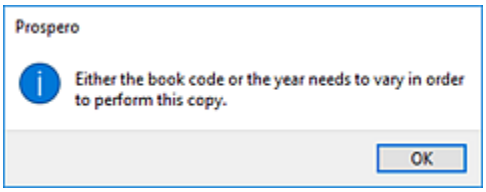


In addition, the Book Code must allow data input. If the Destination Book Code does not have the “Allow Input” option checkbox selected, you will receive the following warning message and you must change the setting on the Book Code screen:

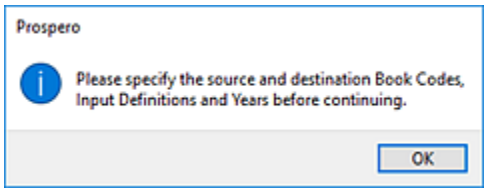


For more information, refer to the section on Book Code.

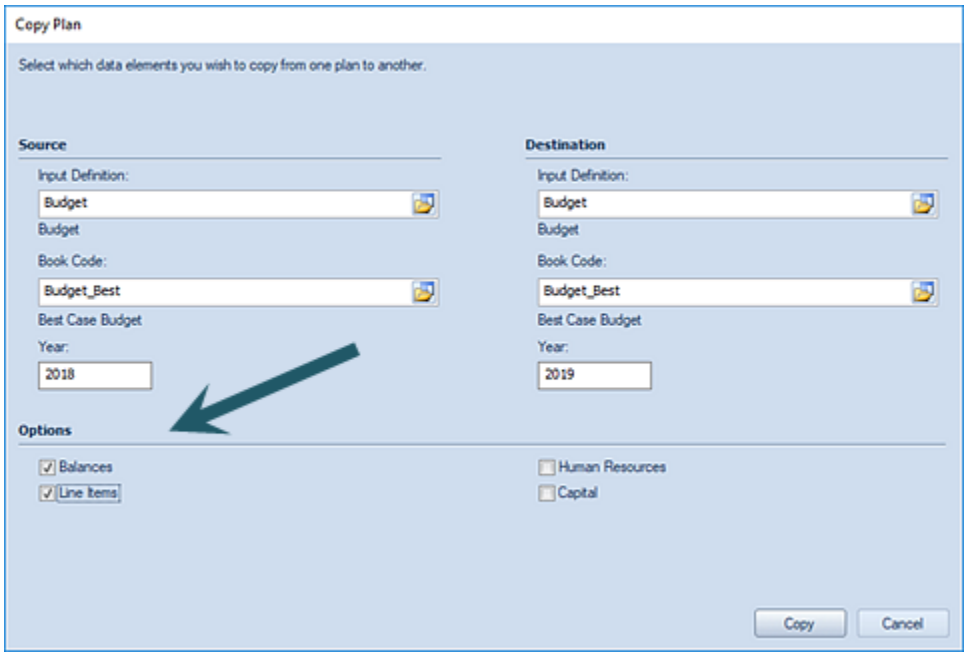
c. Enter the Year of the plan. A valid year value is required in this field. The Book Code or the Year must be different otherwise you will receive the following warning message:



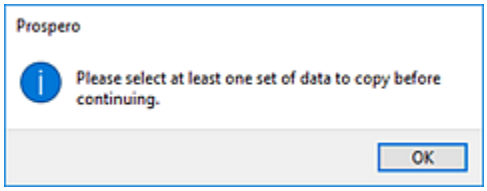
If any entered value in either the Source or Destination fields is invalid, you will receive the following warning:



4. Select the data to copy by checking one or more of the available Options:



You must select one or more of the options where that data exists on the source. If no data Options are selected you will receive the following warning:

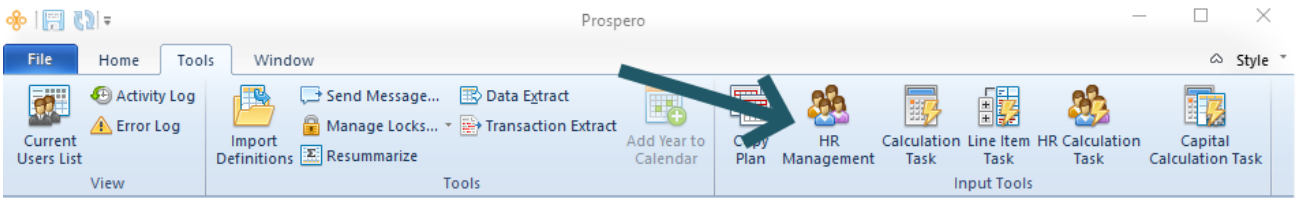


5. Select the **Copy** button to copy the source plan to the target.

You must have licensed Prospero budgeting and reporting or budgeting-only, have permissions to manage Human Resources information, and have enabled the Human Resources option on your Input Definition to have access to HR Management and Calculation Task options. For more information, refer to Prospero Security.

HR Management

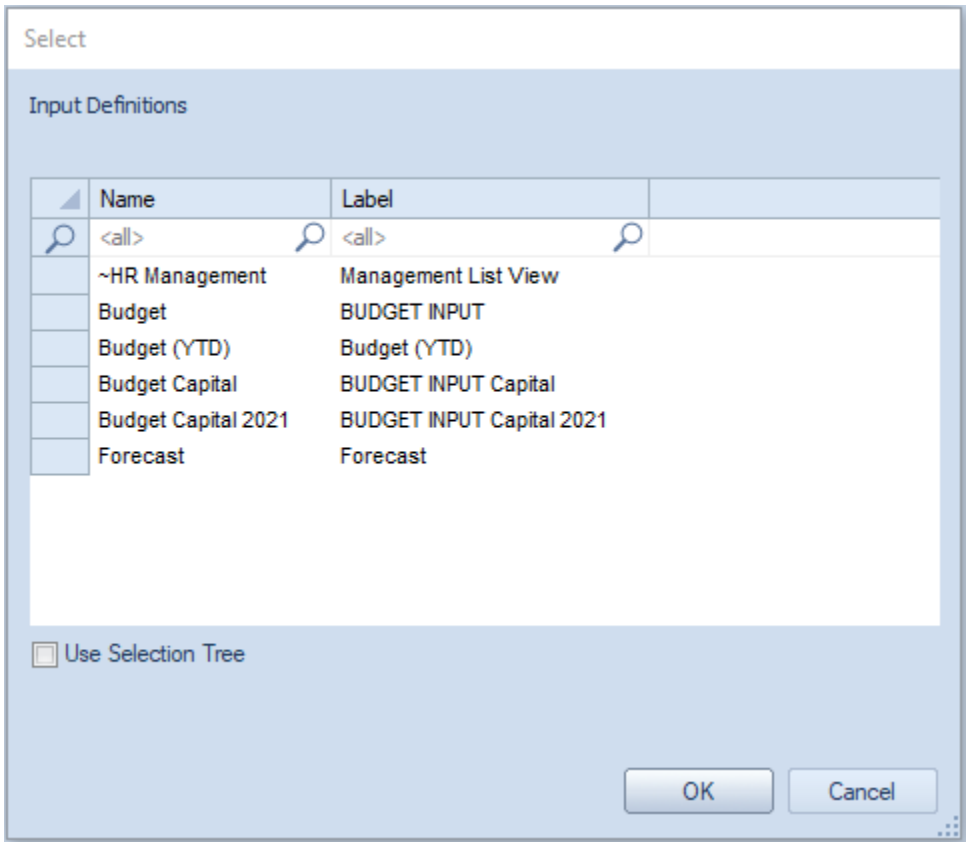
The **HR Management** option on the Tools ribbon opens a screen containing a repository of employee IDs and information.



Note: If a budget or forecast is open in the workspace, the HR Management screen will return data for the specific budget or forecast. When no budget or forecast is open, you have the choice to open the HR Management screen for a specific budget or forecast, or to open it for a complete list of all employee IDs and information defined in your Prospero system. For more information on the information included in the HR Management screen for your plan versus the HR Management for your organization, refer to the Human Resources Management workspace topic in Budget Input.

To open the HR Management view:

1. Select the **HR Management** option on the Tools ribbon
2. Select the Input Definition for which you wish to review personnel or select the HR Management View option to view all employees across all Input Definitions.



3. Click OK and the selected set of employee IDs and information in your Prospero system will be shown.

HR Management - Management List

ID	Label	Hire Date	Years of Service	Allocations
<all>	<all>	<all>	<all>	<all>
100	Koch, Reed	1/1/2013	4	3
103	Martinez, Sandra I.	2/1/2018	3	0
105	Ortiz, David J.	12/1/2016	1	2
106	Penuchot, Lionel	8/17/2005	12	0
107	Graham, Derek	11/22/2016	1	0
108	Hoeing, Helge	1/2/2015	2	0
109	Henshaw, Jeff D.	1/1/2018	3	0
110	Moseley, Julia	2/14/2017	4	0
111	Koduri, Sunil	1/1/2014	3	0
112	Lugo, Jose	2/14/2017	4	0
113	Cannon, Chris	2/14/2017	4	0
114	Holliday, Nicole	2/14/2017	4	0
1436762	Fred Jones, IV	8/23/2018	3	0
186	Pak, Jae B.	2/14/2017	4	0
187	Meyer, April	2/14/2017	4	0
188	Miconi, Catherine Autier	2/14/2017	4	0
190	Hassall, Mark	2/14/2017	4	0
191	Carey, Richard	2/14/2017	4	2
192	Beckman, Dick	3/28/2016	1	0
193	Lum, Richard	2/14/2017	4	0
196	Berry, Jo	2/14/2017	4	0
197	Fong, Raymond	2/14/2017	4	0
198	Hofmann,Roland	2/14/2017	4	0
199	Holm, Michael	2/14/2017	4	0
200	Houston, Peter	1/1/2013	4	0

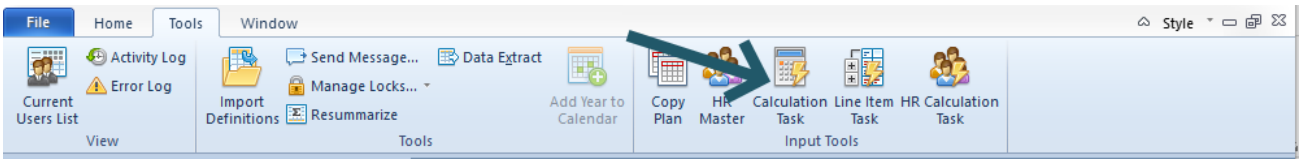
4. To close the workspace, select the **X** on the tab next to “HR Management – Management List”.

For more information about budgeting salary and other Human Resources-related expenses by individual employee, please see the Human Resources Tab.

You must have licensed Prospero budgeting and reporting or budgeting-only, have permissions to manage Human Resources information, and have enabled the Human Resources option on your Input Definition to have access to HR Management and Calculation Task options. For more information, refer to Prospero Security.

Calculation Task

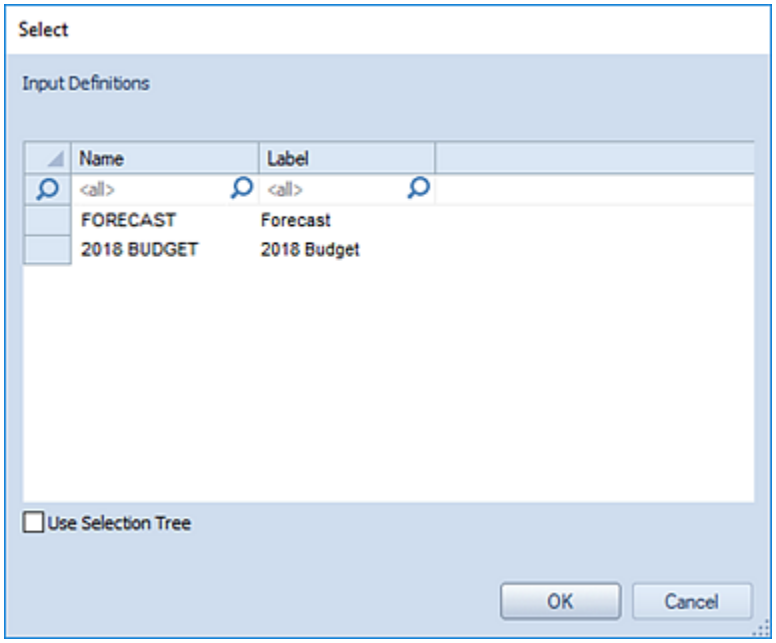
The **Calculation Task** will update all existing input data. Use this task whenever a new calculation formula is added or a calculation is modified.



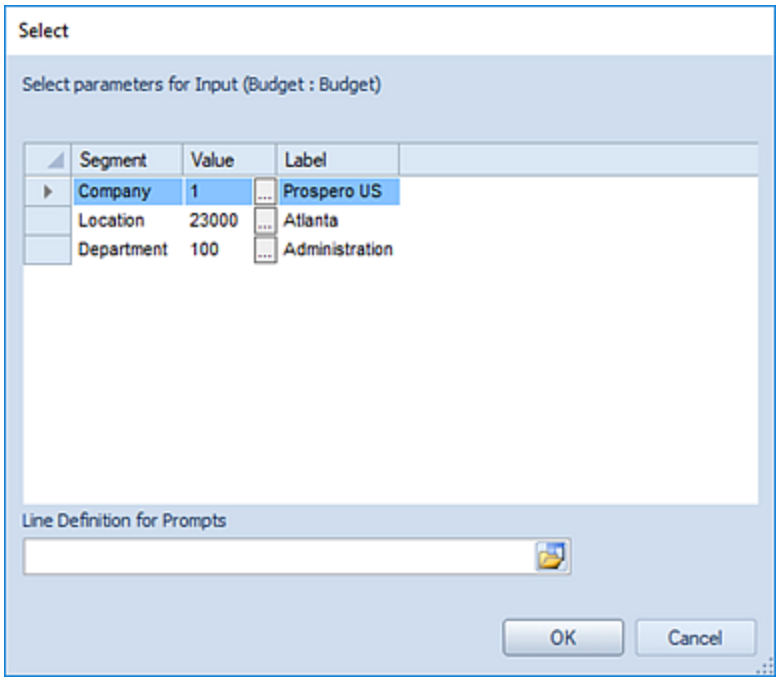
The Calculation Task can be run for a specific budget or forecast or using a Line Definition containing the prompts when a specific Input Definition is open in the workspace.

To run the Calculation Task:

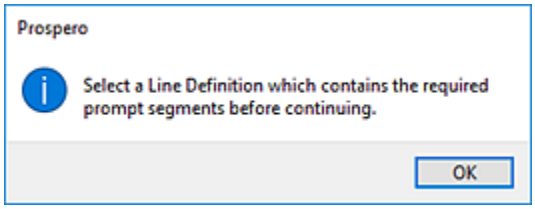
1. Select the **Calculation Task** option on the Tools ribbon.
2. Select the plan in the Select dialog:



3. Specify the prompts or use a Line Definition for the prompts.

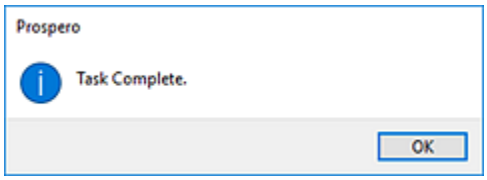


Note: The Line Definition used must contain valid Segment criteria for all of the segments used by the input screen. If the Line Definition does not contain valid criteria for all of the segments which require a prompt, you will receive the following error message and the task will not execute:



For more information, refer to the section on Creating Line Definitions for Prompts.

4. Select **Ok** to run the Calculation Task.
5. When the Task completes select **Ok** to continue.

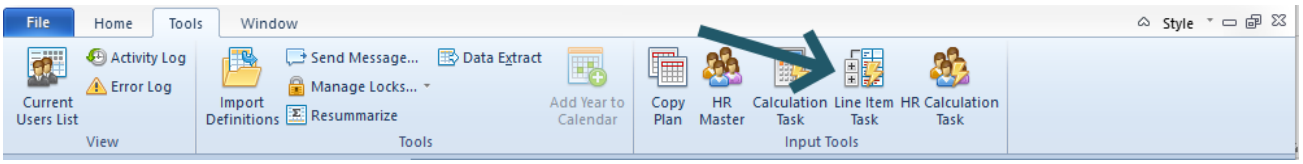


Note: When running a Calculation Task, if another user has the specific budget's Data Input Workspace open for the prompt(s) specified, the task will treat the input set as read-only and no calculation task will be performed on the prompt/plan combination.

If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to the Calculation Task option.

Line Item Task

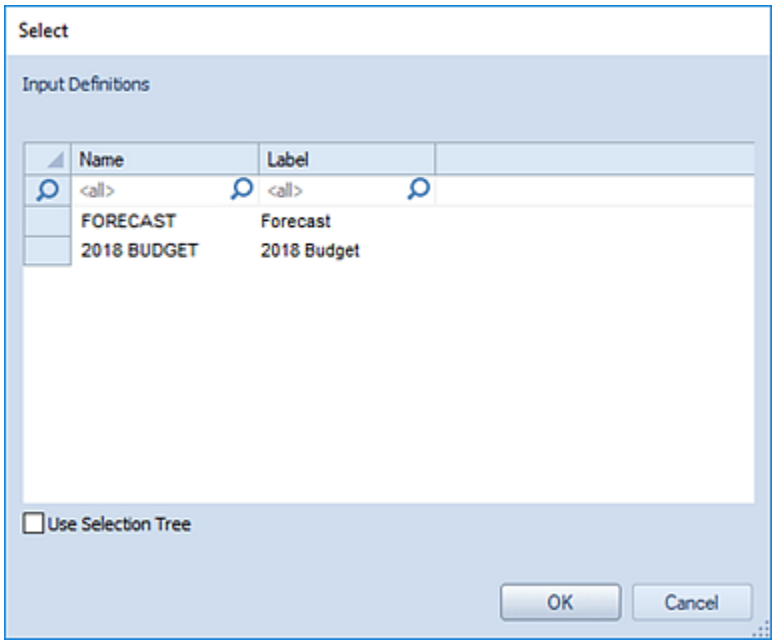
The **Line Item Task** will re-summarize all account balances that are associated with Line items on the input screen. Use this task whenever there is concern that the account balances may be out of sync with the line items may that are associated with the accounts.



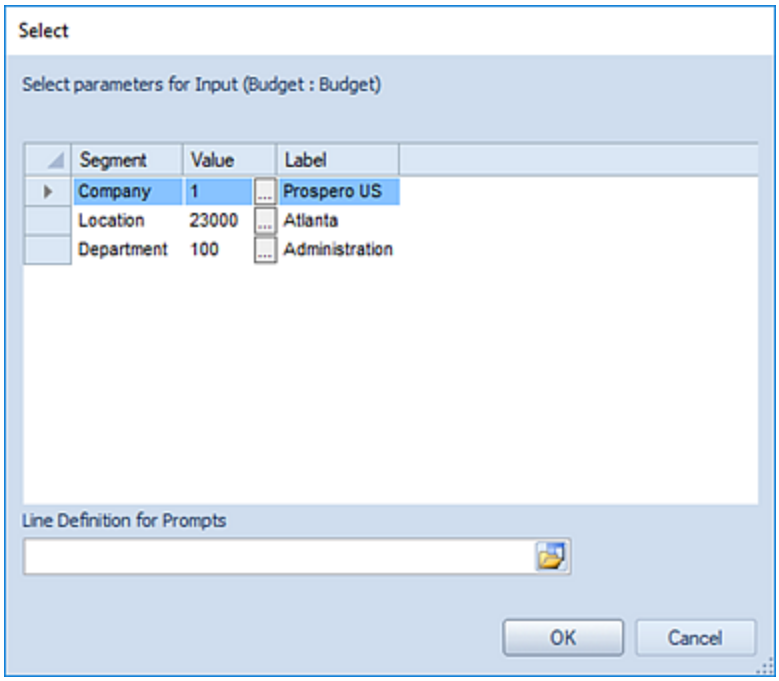
The Line Item Task can be run for a specific budget or forecast or using a Line Definition containing the prompts when a specific Input Definition is open in the workspace.

To run the Line Item Task:

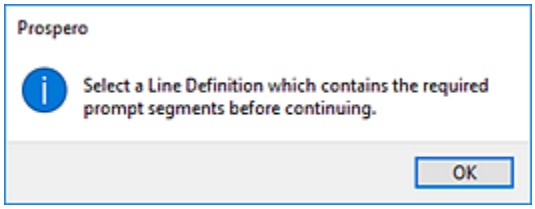
1. Select the **Line Item Task** option on the Tools ribbon.
2. Select the plan in the Select dialog:



3. Specify the prompts or use a Line Definition for the prompts.

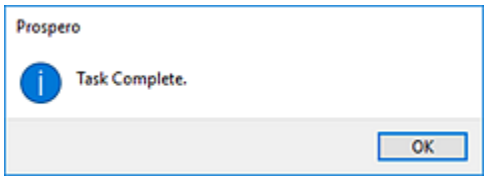


Note: The Line Definition used must contain valid Segment criteria for all of the segments used by the input screen. If the Line Definition does not contain valid criteria for all of the segments which require a prompt, you will receive the following error message and the task will not execute:



For more information, refer to the section on Creating Line Definitions for Prompts.

4. Select **Ok** to run the Line Item Task.
5. When the Task completes select **Ok** to continue.



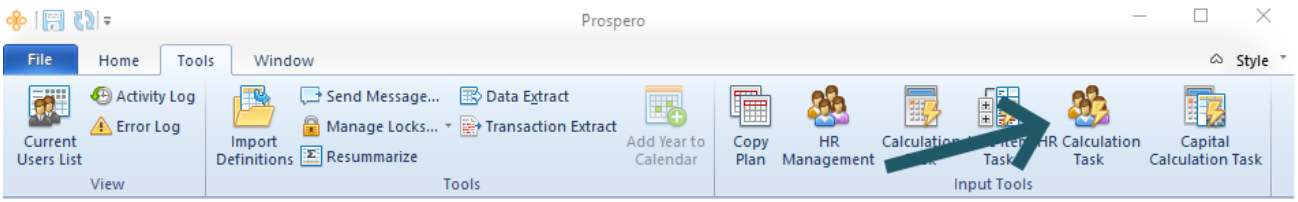
Notes:

- When running a Line Item Task, if another user has the specific budget's Data Input Workspace open for the prompt(s) specified, the task will treat the input set as read-only and no re-summarization will be performed on the prompt/plan combination.
- The Line Item Task will first check the selected prompt combinations to see if there are any Line Items Defined for it. If there are no Line Items defined within the specified combination, the task will move to the next combination, if any.
- The Line Item Task will also run any calculations defined for the Main Input screen after recalculating the account balances, so there is no need to run a Calculation Task.

If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to the Line Item Task option.

HR Calculation Task

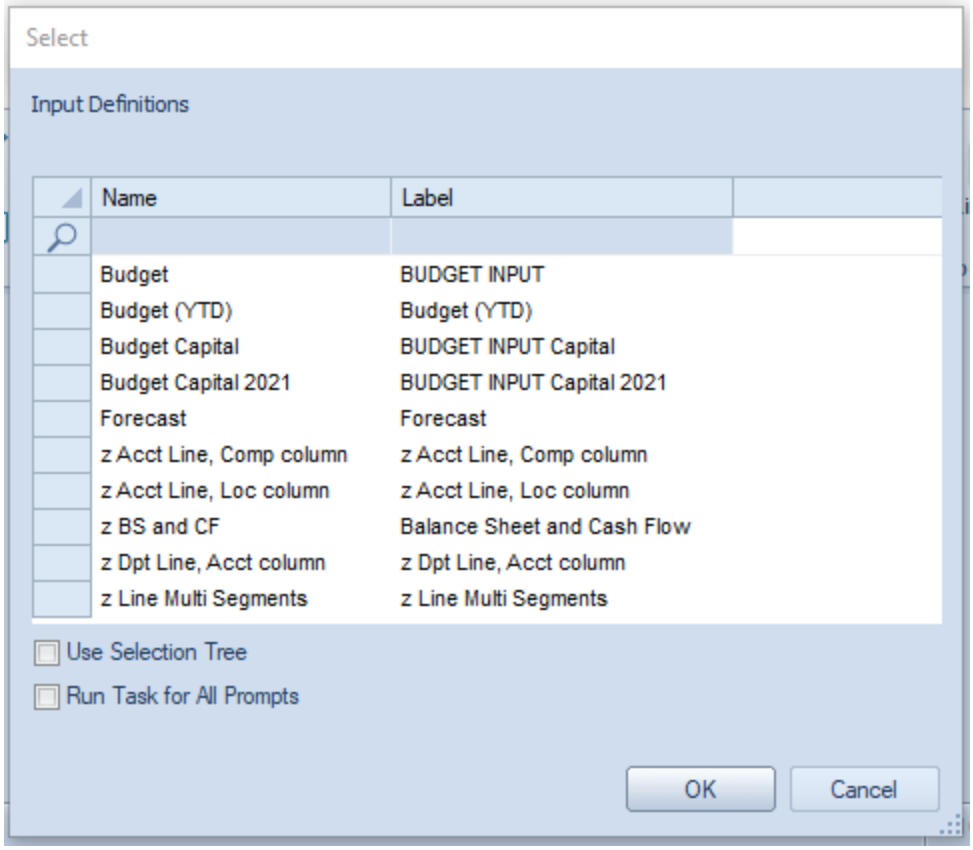
The **HR Calculation Task** will update all existing HR input data. Use this task whenever a new benefit or tax is added or modified or if any resulting HR accounts are added or changed.



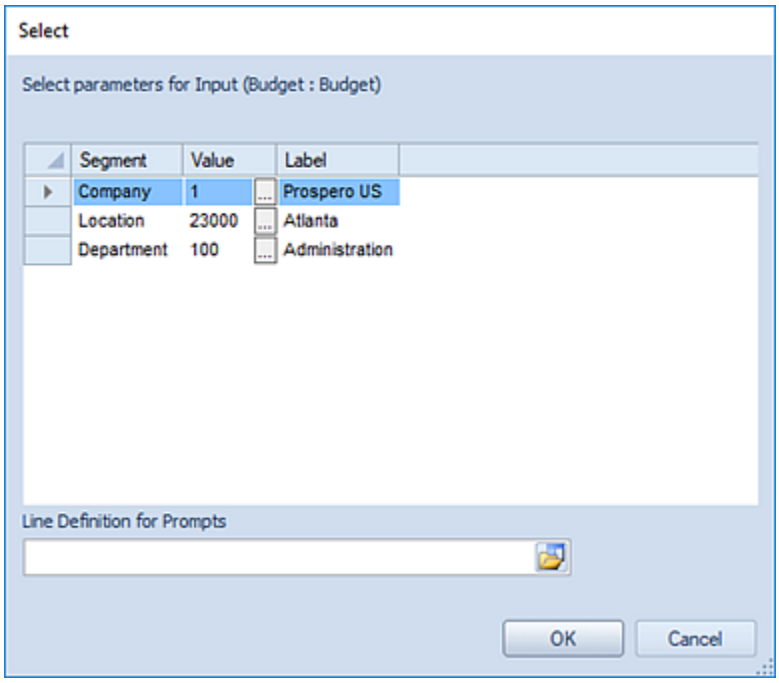
The HR Calculation Task can be run for a specific budget or forecast or using a Line Definition containing the prompts.

To run the HR Calculation Task:

1. Select the **HR Calculation Task** option on the Tools ribbon.
2. Select the plan in the Select dialog, and check the **Run Task for All Prompts** checkbox if you wish to run the task for all segments, regardless of whether there are people or positions defined in them:

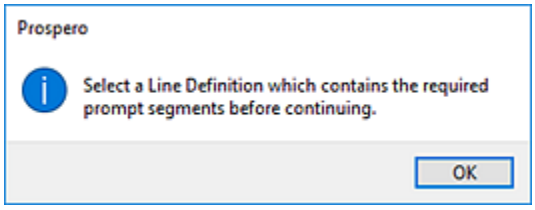


3. Specify the prompts or use a Line Definition for the prompts. For more information, refer to the section on Creating Line Definitions for Prompts.



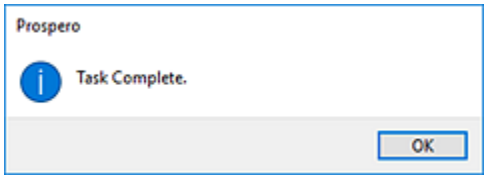
The Line Definition used must contain valid Segment criteria for all of the segments used by the input screen.

If the Line Definition does not contain valid criteria for all of the segments which require a prompt, you will receive the following error message and the task will not execute:



For more information, refer to the section on Creating Line Definitions for Prompts.

4. Select **Ok** to run the Calculation Task.
5. When the Task completes select **Ok** to continue.



Note: When running an HR Calculation Task, if another user has the specific budget's Data Input Workspace open for the prompt(s) specified, the task will treat the input set as read-only and no calculation task will be performed on the prompt/plan combination.

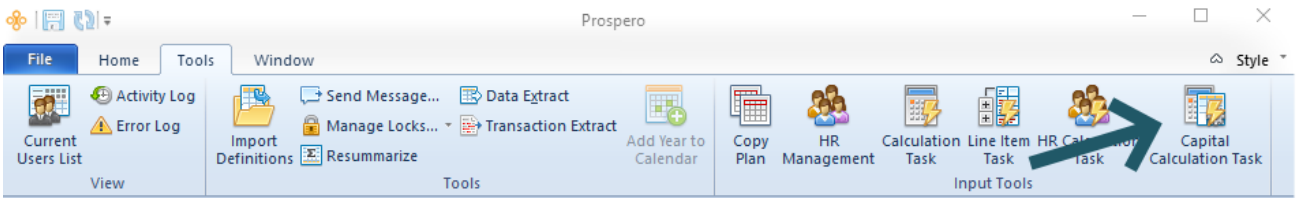
If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to the HR Calculation Task options. However, you must have the "Input Human Resources Data" permission assigned on your Role and:

- If you are a Standard license holder and have the "Input Human Resources Data" permission, you may run the HR Calculation Task after you are prompted for an Input Definition.
- If you are a Power User license holder and have the "Input Human Resources Data" permission, you may run the HR Calculation Task from the Input Definition.

When the user has read-only access or the Read-only Human Resources Screens permission defined on the Role, the HR Calculation Task will be disabled.

Capital Calculation Task

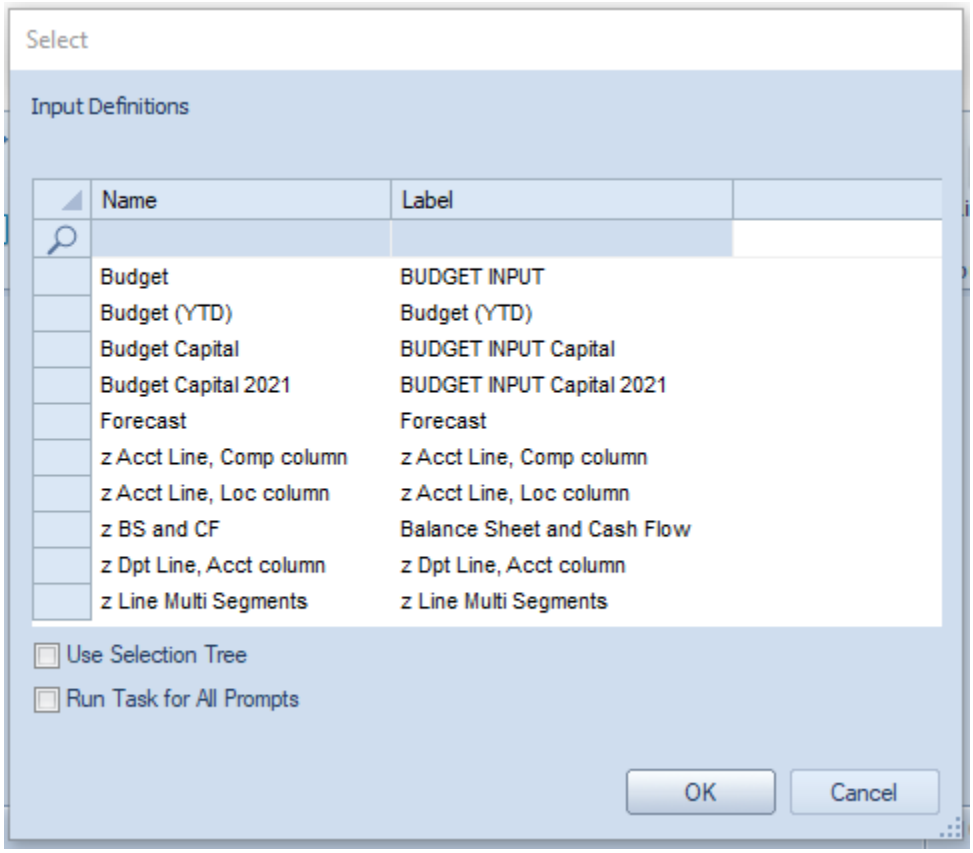
The **Capital Calculation Task** will update all existing Capital and Depreciation input data. Use this task whenever a capital type is added or modified.



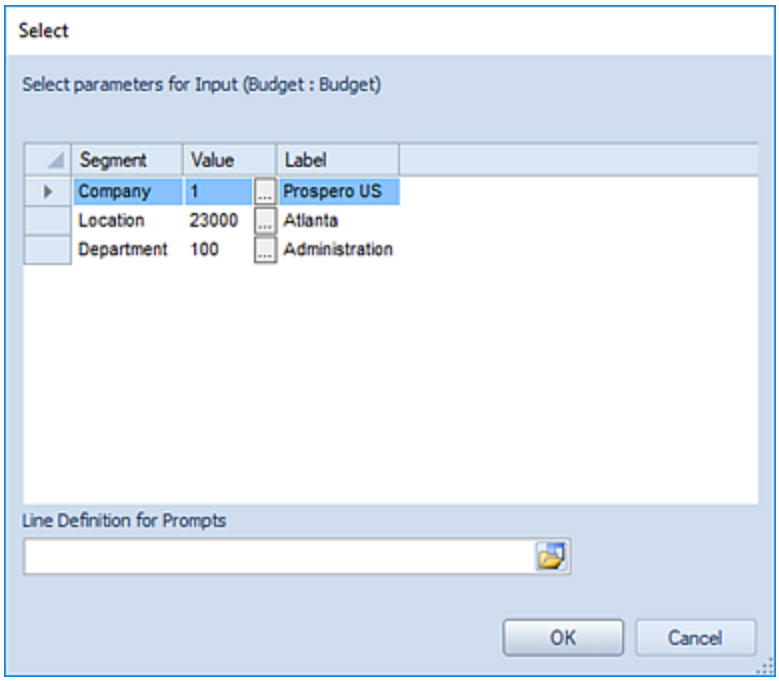
The Capital Calculation Task can be run for a specific budget or forecast or using a Line Definition containing the prompts.

<u>To run the Capital Calculation Task</u>:

1. Select the **Capital Calculation Task** option on the Tools ribbon.
2. Select the plan in the Select dialog, and check the **Run Task for All Prompts** checkbox if you wish to run the task for all segments, regardless of whether there are assets defined in them:

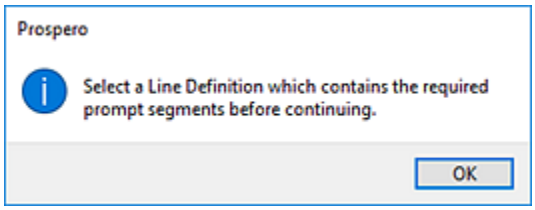


3. Specify the prompts or use a Line Definition for the prompts. For more information, refer to the section on [Creating Line Definitions for Prompts](#).



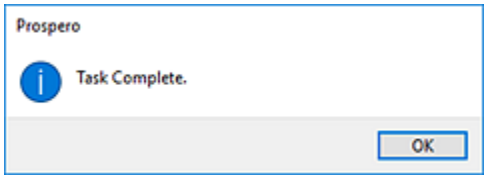
The Line Definition used must contain valid Segment criteria for all of the segments used by the input screen.

If the Line Definition does not contain valid criteria for all of the segments which require a prompt, you will receive the following error message and the task will not execute:



For more information, refer to the section on Creating Line Definitions for Prompts.

4. Select **Ok** to run the Calculation Task.
5. When the Task completes select **Ok** to continue.



Note: When running a Capital Calculation Task, if another user has the specific budget's Data Input Workspace open for the prompt(s) specified, the task will treat the input set as read-only and no calculation task will be performed on the prompt/plan combination.

If you have licensed Prospero budgeting and reporting or budgeting-only, you will have access to the Capital Calculation Task options. However, you must have the "Input Capital Data" permission assigned on your Role and:

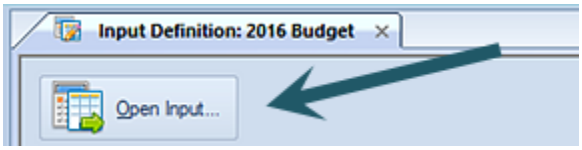
- If you are a Standard license holder and have the "Input Capital Data" permission, you may run the Capital Calculation Task after you are prompted for an Input Definition.
- If you are a Power User license holder and have the "Input Capital Data" permission, you may run the Capital Calculation Task from the Input Definition.

When the user has read-only access or the Read-only Capital Screens permission defined on the Role, the Capital Calculation Task will be disabled.

Input Definition Workspace

The **Input Definition workspace** contains multiple tab areas to aid you in defining your plan input data. Each tab contains specific features and functions to allow you to define the data and look-and-feel of your plans and their input views. You can also open multiple Input Definitions each of which will appear as a tab on the Data Input workspace.

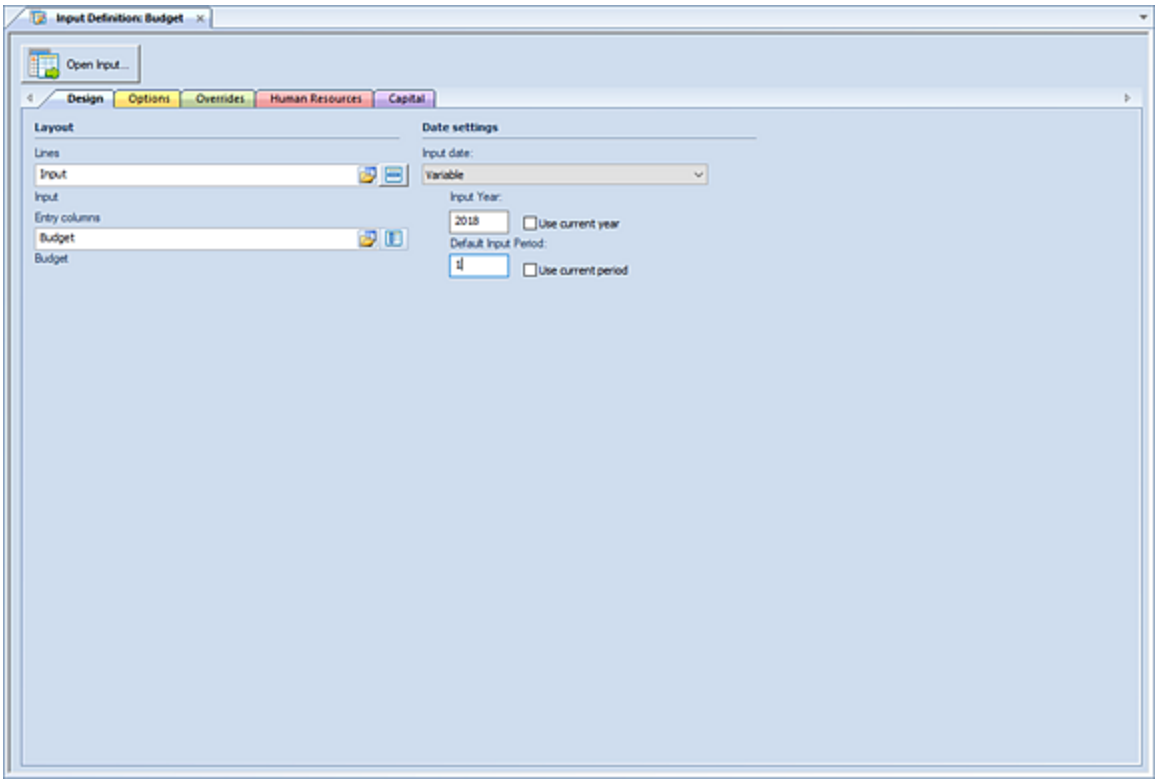
After opening an Input Definition from the Input Definition Navigation Pane, the top of your definition will show an **Open Input** button. The **Open Input** button allows you to define the input definition and return the data and layout in the Data Input workspace.



For more information on each Input Definition tab, as well as other tabbed featured on the Input Definition workspace, refer to the following topics:

Input Definition Design Tab

The **Input Definition Design tab** is the first tab option presented when you open an Input Definition. The Design tab allows for the association of Lines and Columns as well as date settings to define what data is available for input in to the plan.



The available action and items on the Design tab include the following options:

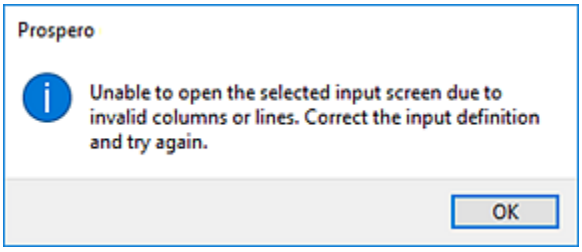
Layout

- **Lines** - Selects the set of Lines, or rows, to use as the lines of the input definition.
- **Entry Columns** - Selects the set of Columns to use as the columns going across the Input Definition.

Date settings

- **Input Date** – Select the drop-down menu to specify the type of input date which will be used by the plan:
  - From Columns – The date used will be derived from the settings defined in the Column Definition specified in the Input Definition.
  - Variable – The date used will be the GL's current period.
- **Input Year** – Allows you to specify the year of the plan. Enter an input year value or select the "Use current year" checkbox to automatically default to the current calendar year. You can type a value directly to the field which will set the date type to "Variable". Also, whenever the field is set to "Variable", making any modification to the year or period field value will result in the **Use current year** checkbox being reset to blank.
- **Default Input Period** – Allows you to specify the default input period of the plan. Enter a default input period value or select the **Use current period** checkbox to automatically default to the current calendar month. You can type a value directly to the field which will set the date type to "Variable". Also, whenever the field is set to "Variable", making any modification to the year or period field value will result in the "Use current year" checkbox being reset to blank.

Note: If you enter an invalid Line or Column Definition name in the Lines of Columns fields, you will receive the following error message.

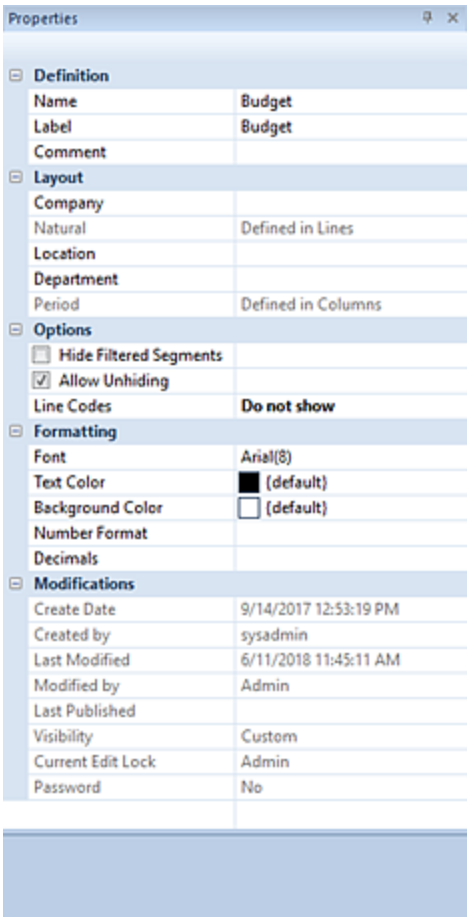


To avoid making any errors, use the select options for these fields to select an existing Line or Column Definition.

Input Definition Properties Pane

The **Input Definition Properties Pane** allows you to view or manage the properties or elements specific to the Input Definition. Your ability to manage the values in the Properties Pane will be dependent on rights and privileges associated with your Role in Prospero.

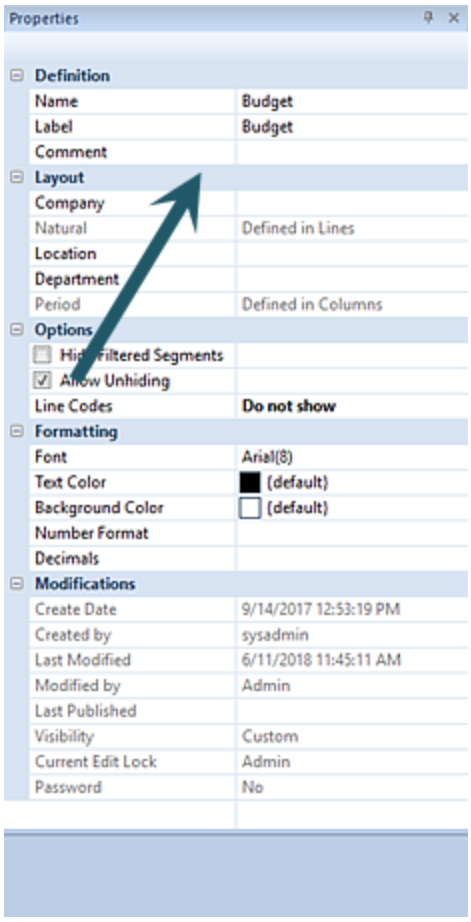
The Input Definition Properties Pane is sectioned in to four parts: Definition, Layout, Options, Formatting, and Modifications.



Input Definition Definition Section

The Definition section contains the following information for the input definition:

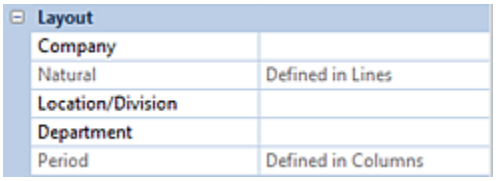
- **Name** – The name of the input definition. This property may be edited. The Name field cannot be <BLANK>.
- **Label** – The label of the input definition. This property may be edited and if it is left blank, it will default to the name of the item.
- **Comment** – Contains any comments on the input definition that the input definition creator wishes to note. This property may be edited.



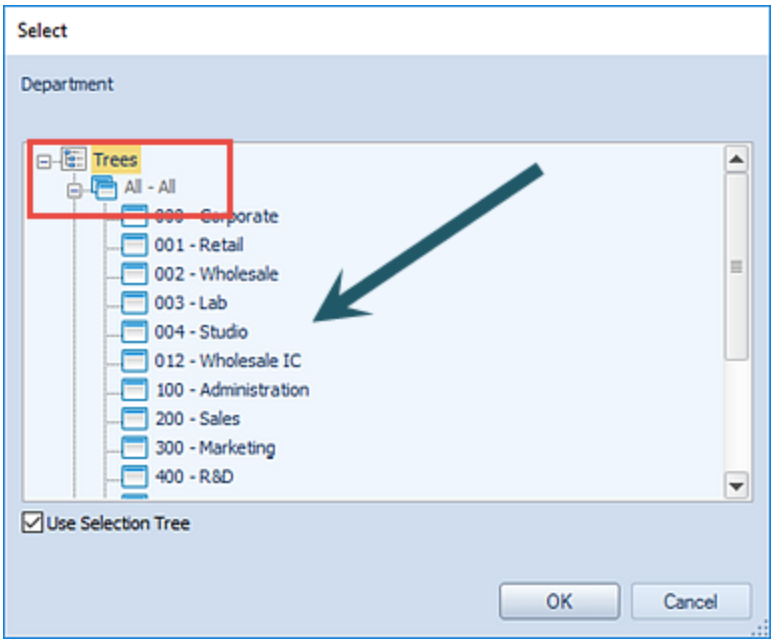
Input Definition Layout Section

The Layout section contains selections for the Segment and Period information pertinent to executing the input definition. These property segment fields can be noted as “Defined in Lines” or “Defined in Columns” and will be read-only, informational values. This indicates that the parameter for executing the input definition has been defined in the associated Line or Column Definition.

In addition, Segment parameter options can be associated in the Input Definition Properties Pane and can be set to a specific value – using the ellipsis button to select a value from the. These will act as a “default” hard-coded Prompt when the user executes the input definition.



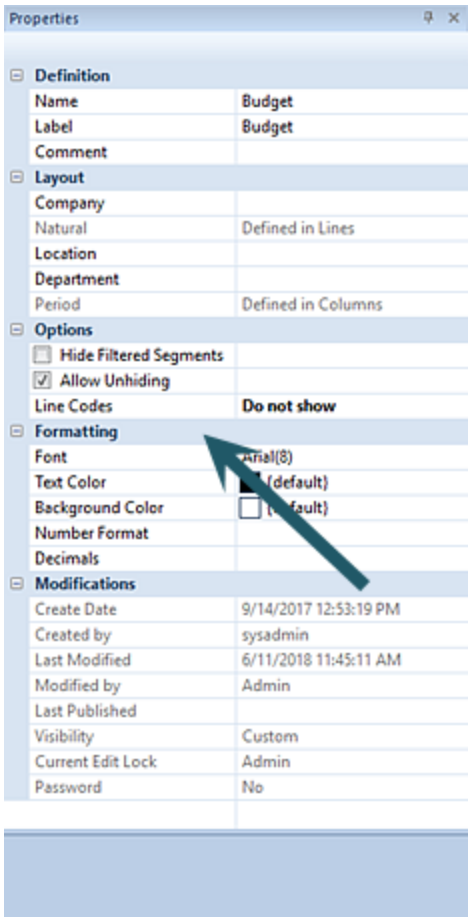
However, unlike Report Definitions, you cannot define summary codes as a Segment parameter, and while these items will appear, they cannot be selected. Only posting-level items can be selected:



If the value is left <Blank>, it indicates that the user can choose the parameters for the input definition based on their current Assignments.

Input Definition Options Section

The Options section contains parameter selections for executing the input definition:



- **Hide Filtered Segments** – The **Hide Filtered Segments** checkbox is an option on the Input Definition, that manages the values available and the behavior of the prompt window to open the Data Input workspace:
  - When checked, if a segment value is defined in the Layout section of the Input Definition Properties pane, the prompt window will not display for that segment in the prompt window.
  - When checked, if all segment values are defined in the Layout section of the Input Definition Properties pane, no prompt window will be displayed when opening the Data Input workspace.
  - When unchecked, if one or all value(s) is defined for the segment(s), the segment values act as a default and the prompt window will be displayed when opening the Data Input workspace.

  This option is selected on Input Definitions by default.
- **Allow Unhiding** – The **Allow Unhiding** checkbox is an option on the Input Definition, which when checked, indicates that lines or columns which are defined as hidden can be shown in the opened input definition. When unchecked, lines or columns will remain hidden and the options will be unavailable on the ribbon when the input definition is open – except for administrator- or analyst-level users.

  This option is selected on Input Definitions by default.
- **Line Codes** – The **Line Codes** dropdown option allows you to select the information which will be associated to the row in the input screen:
  - Do Not Show – Indicates that no Codes defined on the Line Definition will appear on the Data Input workspace. This option is selected by default.

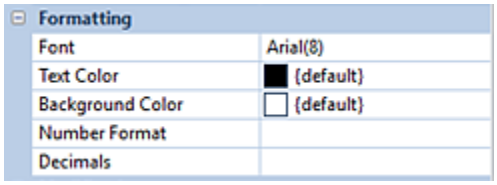
- Line Code Only – Indicates that only the Codes defined on the Line Definition will appear on the Data Input workspace.
- Line Code and Segments – Indicates that both the Codes defined on the Line Definition and the Segment ID will appear on the Data Input workspace. If there are no Segment IDs then only the Code will appear.)

For more information on Codes and Segments in the Line Definition, refer to that section.

Input Definition Formatting Section

The Formatting section defines the following information for the input definition:

- **Font** – The font type and size which will be reflected in the main body of the input definition. This property may be edited by selecting the ellipsis button and selecting from the available system fonts and font sizes.



Formatting	
Font	Arial(8)
Text Color	{default}
Background Color	{default}
Number Format	
Decimals	

- **Text Color** – The text color which will be reflected in the main body of the input definition, unless there are any Column or Lines Definitions which override the setting. This property may be edited.
- **Background Color** – The background color which will be reflected in the main body of the input definition, unless there are any Column or Lines Definitions which override the setting. This property may be edited.
- **Number Format** – This is the number format which will be reflected in the main body of the input definition, unless there are any Column or Lines Definitions which override the setting. This property may be edited and is set using the ellipsis to select a value defined in Prospero.
- **Decimals** – The decimal precision which will be reflected in the main body of the input definition, unless there are any Column or Lines Definitions which override the setting. This is a numeric value and the property may be edited.

Input Definition Modifications Section

The Modifications section of the Input Definition Properties Pane contains information on the Input Definition owner, when the item was created, modified, last used or published, the Input Definition's Visibility, if the Input Definition is password-protected, as well as who may currently be editing the item.

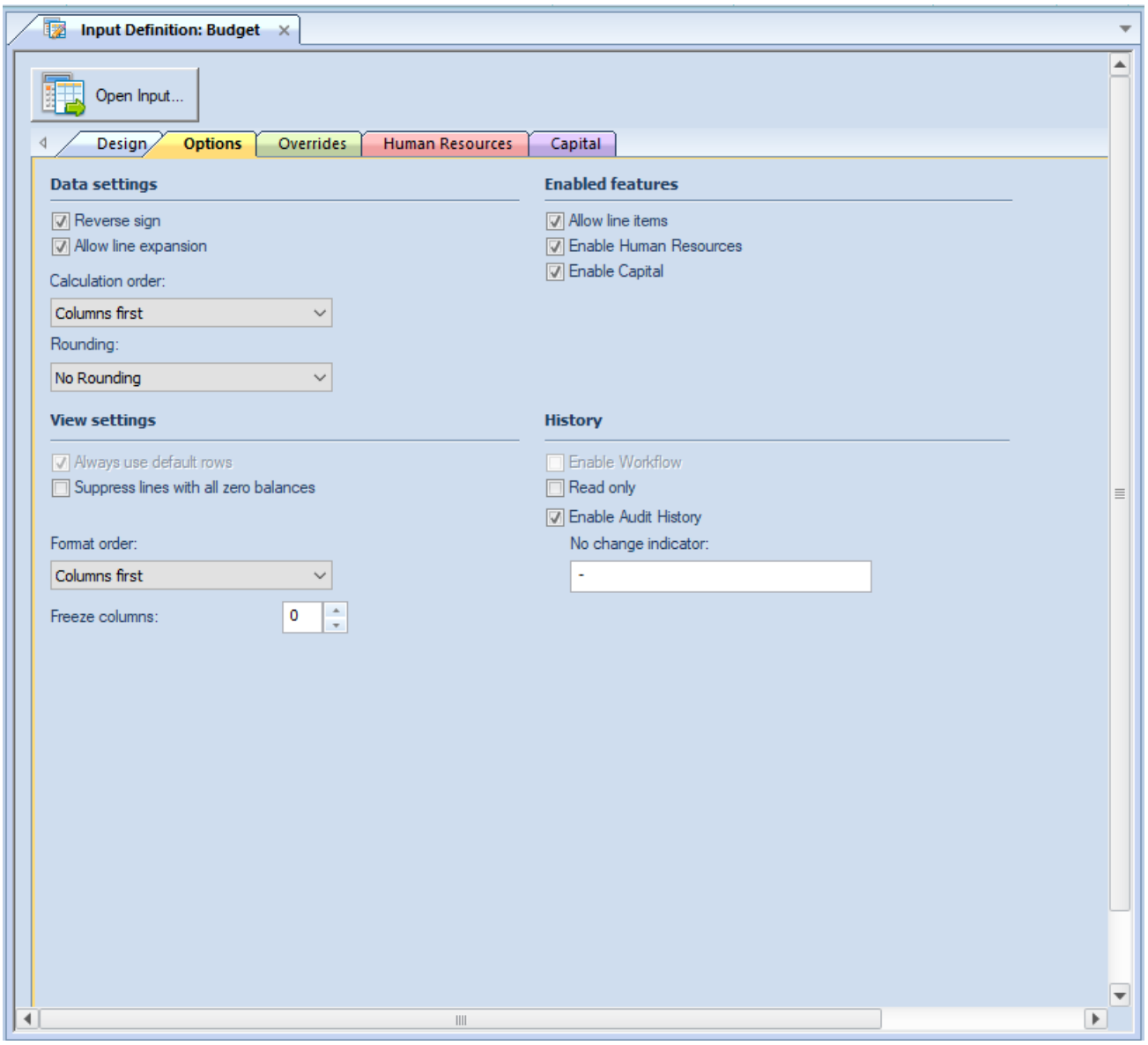
This information is read-only and cannot be directly edited.

Modifications	
Create Date	5/6/2013 3:11:05 PM
Created by	Admin
Last Modified	11/4/2015 4:02:22 PM
Modified by	Admin
Last Used	12/10/2015 10:13:58 AM
Last Published	12/10/2015 10:13:58 AM
Visibility	Custom
Current Edit Lock	Admin
Password	No

The Modifications section also indicates if the element is password protected using the Set Password option on the context toolbar.

Input Definition Options Tab

The **Input Definition Options tab** allows you to define the plan's data settings.



The available action and items on the Options tab include the following options:

Data settings

- **Reverse sign** – The **Reverse sign** checkbox option is used to indicate that you want signs reversed (Credit/Debit) for appropriate natural account items.

  Import information to note regarding the Reverse Sign option:

  1. If the user checks the Reverse sign checkbox, Prospero automatically reverses the sign based on the account type. (Users can override this easily using a '*-1' formula in the Line or Column Definition. For more information refer to Prospero Calculations.)

  2. If the user does not check the Reverse sign checkbox, then the sign is reversed based on if the check box in the Line or Column Definition is selected to reverse the sign. This will occur no matter what the account type is.

- **Allow line expansion** – The **Allow line expansion** checkbox allows you to specify whether the lines will be expanded on your Data Input workspace (where the Line Definition uses the Expand feature.)

  When checked, if a line set uses the expand feature within it, the expanded rows will be generated with the input definition. If the checkbox is not checked, the expand setting within the line set is ignored and you will not be able to see rows which comprise the summary row which comprise the Expand row.

  This option is selected by default.

- **Calculation Order** – This option specifies the order for calculations to be performed on your plan – either using columns or lines first. The default is “Lines first”.

- **Rounding** – This option specifies if rounding should occur to the whole number or the decimal precision defined for the Line or Column. Options are “No Rounding” and “Whole Numbers”. The default is “No Rounding”.

View settings

- **Suppress lines with all zero balances** – The **Suppress lines with all zero balances** checkbox allows you to specify whether to hide a given row based on the data in it.

- **Format Order** – This option selects the order for any formatting to be applied to your input definition.

  If “Columns first” is selected, the formatting applied to a Column Definition’s column will be applied to first and any Line Definition’s line formatting will be applied – and possibly overwrite the column’s formatting – thereafter. Conversely, the option “Lines first” will apply line and then any column formatting.

  The default selection is “Columns first”.

- **Freeze columns** – Sets the number of columns that will be frozen to the left of the screen (in other words, columns that will not scroll off the screen as you move to the right). You may freeze up to 9 columns. **Note: hidden columns need to be counted when freezing columns.**

Enabled features

- **Allow line items** – When checked, this option allows you to enter line items to your account rows in the Data Input workspace. These subordinate rows will then total as part of the main account row.

  This option is not selected by default.

- **Enable Human Resources** – When checked, this option allows you to define Human Resources options and will enable the Human Resources tab in the Data Input workspace.

  This option is not selected by default. For more information see the section on the Human Resources tab.

- **Enable Capital** – When checked, this option allows you to define Capital options and will enable the Capital tab. This option is not selected by default. For more information see the section on the Capital tab.

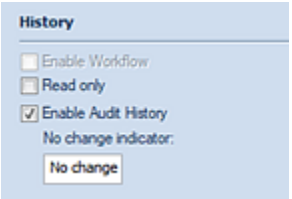
History

- **Enable Workflow** – When checked, this option allows you to enable workflow capabilities – task execution and approvals - for your plan. This option is not selected by default.

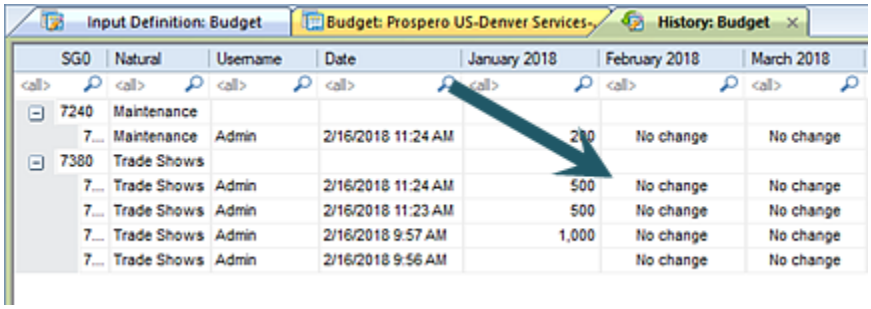
- **Read Only** – This option indicates that the Input Definition will be read-only and data will not be able to be input to the plan. This option is not selected by default.

- **Enable Audit History** – This option indicates that the History option will be enabled on the Input Definition and that changes made to plan data – additions, modifications, or deletions - will be recorded in a History log. This option is not selected by default.

- **No change indicator** – This option allows you to custom-specify how an entry which has no change to the data will appear in the History screen. For example:



Will appear as follows:

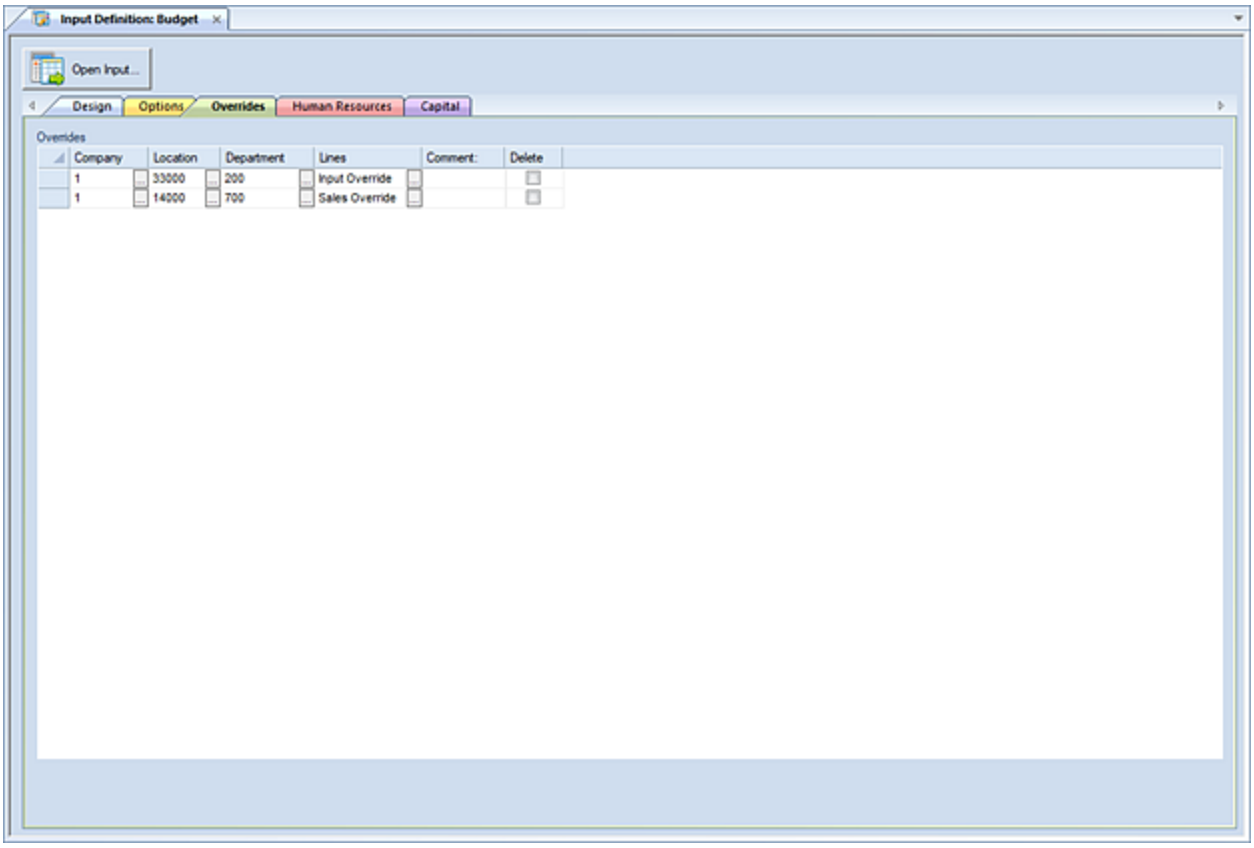


You can specify up to 24 alphanumeric characters as well as special characters such as the "-". This option is <BLANK> by default.

If you require that your input definition's options be set at the global-level (i.e. for all Prospero input definitions), these settings can be changed and maintained in Options.

Input Definition Overrides Tab

The **Input Definition Overrides** tab allows you to define and manage overrides. **Overrides** allow you to customize your budgeting and forecasting Data Input workspace to use different criteria – segment information, lines, and calculations – which are different than what is used by default.



The Overrides tab will be populated with rows using the **Insert** button on the Home ribbon. (You will add or delete rows in the grid using these options.)

To construct your override, you will define your parameters - the segment information (i.e. Company, Location/Division, Department) and the Line Definition containing accounts – which constitute the override condition. While you are not limited to the number of overrides you can create, best practices are to utilize Trees when specifying the segment information whenever possible.

The override which corresponds to the parameters you select from your Input Definition will then be applied when opening the Data Input workspace for those parameters. You will enter data to your plan based on the specifications of the override. Where no override(s) exist, the default Input Definition parameters and information will be applied.

Once a row has been added in the grid, you will define the item by customizing the information in each cell as follows:

Overrides

- **Segment values** - These cells allow you to select the segment information (i.e. Company, Location/Division, Department, etc.) to apply the override to. These cells are required and must be populated for each Override.

  These fields cannot be <BLANK>.

- **Lines** – This cell allows you to select the Line Definition which will contain the account information for applying the override to. This cell is required and must be populated for each Override. In addition, you cannot delete the Line Definition when it is associated to an override; the override must be deleted first. The Where Used feature for the Line Definition will indicate where it is used in an override.

  This field cannot be <BLANK>.

- **Comment** – This cell allows you to enter an informational comment about the override. This cell is optional.

- **Delete** – This checkbox, when selected, indicates that the override row will be deleted and will no longer appear on the Overrides tab.

  You must save and close your Input Definition for the override row to delete.

Creating Overrides

To create a new override in your Input Definition:

7. Open the Input Definition.
1. Select the Overrides tab.
2. Click the **Insert** button on the Home ribbon to insert a new row.

3. In the new override row, click the ellipsis button in each cell to select the segment value(s). (You may also enter the information directly to the field. However, all segment values must be populated.)
4. Click the ellipsis icon in the Lines cell to select the Line Definition to use. The Lines cell value is a required field.
5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Note: Overrides rows cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Override rows must be unique and adding duplicate rows will receive an error and cannot be saved.

Modifying Overrides

To modify an override in your Input Definition:

5. Open the Input Definition.

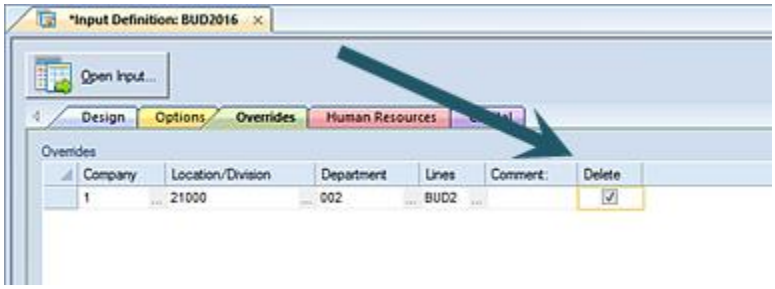
1. Select the Overrides tab.
2. Select the row cell to modify in the Overrides grid. Make your changes.
3. When you've made your changes, select the **Save** button on the Quick Access Toolbar or **Ctrl + S** keys to save your changes.

Note: Overrides rows cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Override rows must be unique and adding duplicate rows will receive an error and cannot be saved.

Deleting Overrides

To delete an override in your Input Definition:

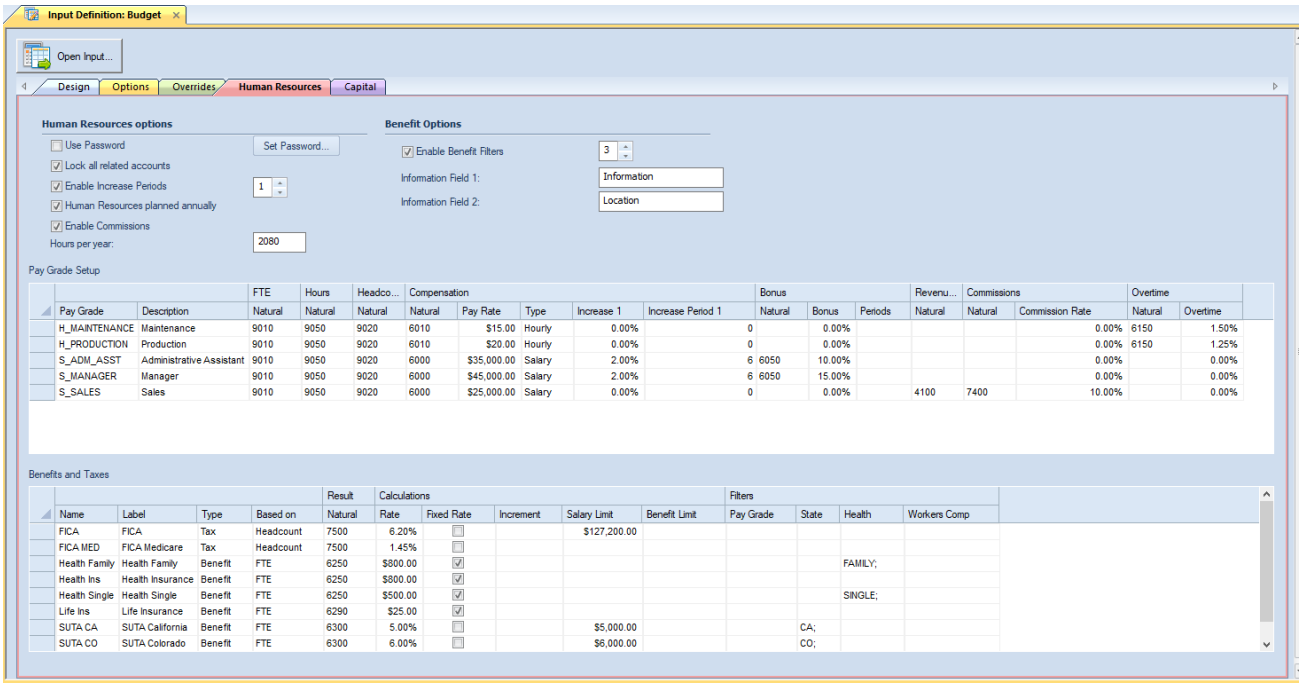
5. Open the Input Definition.
6. Select the Overrides tab.
7. Select the **Delete** checkbox on the row you wish to delete.



8. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Input Definition Human Resources Tab

The **Input Definition Human Resources tab** allows you to define your budget plan's human resources parameters including employee salary, benefits, or other human resources data.



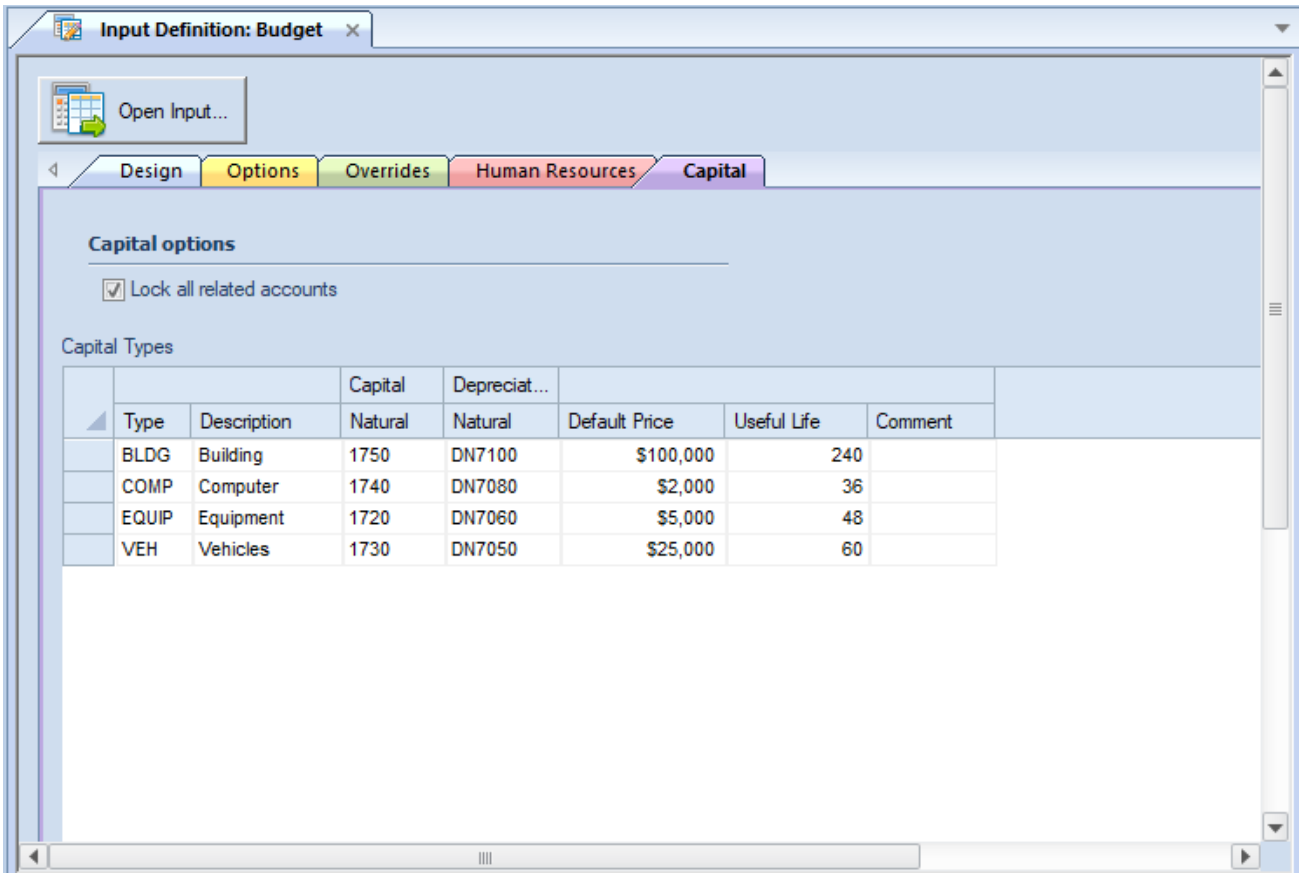
The Input Definition Human Resources tab contains options and grids for information which you can customize. The first two columns of data in each grid will always be visible for your reference.

You must select the “Enable Human Resources” option on the Options tab to define HR setup. You must also have the appropriate Permissions defined on your user’s Role.

For more information on setting up Pay Grades or Benefits and Taxes information, refer to the sections in Human Resources Setup.

Input Definition Capital Tab

The **Input Definition Capital tab** allows you to use the Capital tab to budget capital expenses by Capital Type. The application then calculates the related capital and depreciation expense accounts.



Select the **Lock all related accounts** checkbox to force Prospero to prevent manual data entry to accounts on the main input screen if those accounts are associated with assets on the Capital Tab. This prevents erroneous data entry and allows the Capital module to calculate the account balances for these items.

You will add or delete rows in the Capital grid using the options on the Home ribbon:

Once a row has been added in the grid, you will define the item by customizing the information in each cell.

The Input Definition Capital tab contains options and grids for information which you can customize. You must select the “Enable Capital” option on the Options tab to define Capital setup. You must also have the appropriate Permissions defined on your user’s Role.

For more information on Capital Setup, refer to that section.

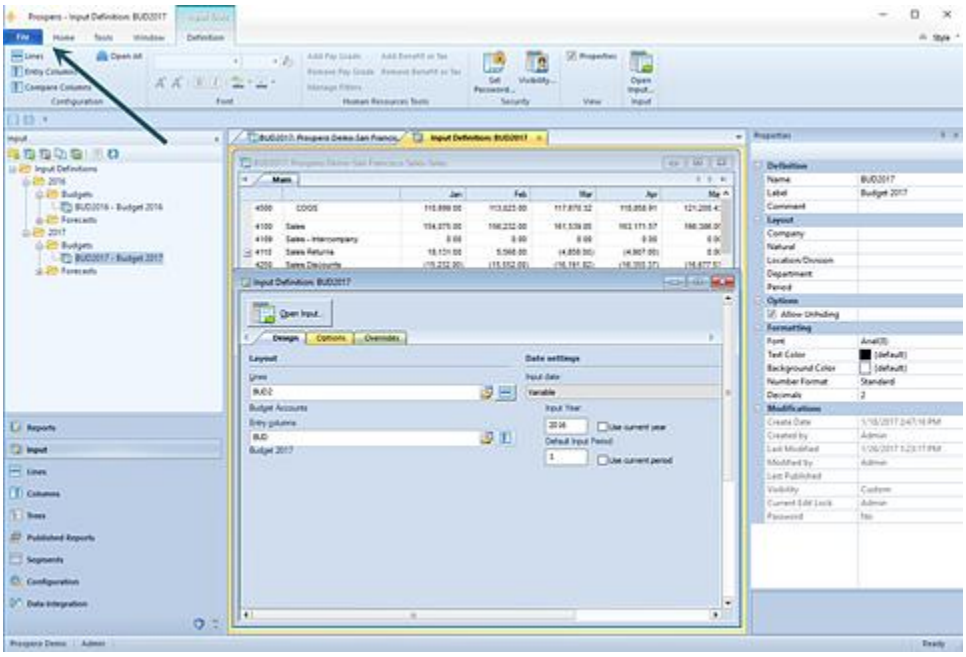
Input Definition Workspace Options

Various time-saving options are available on your Input Definitions workspace.

Save As for Input Definitions

The **Save As** option allows you to save your Input Definitions as a new Input Definition. This is like using the Copy option in the Navigation pane.

Select the **Save As** option from the File tab (or the Prospero icon, depending on your selected Visual Style.)



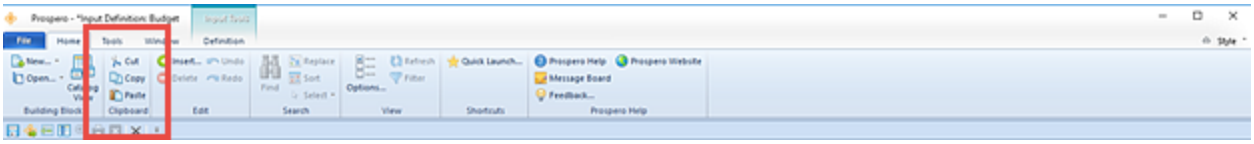
To save an active Input Definition workspace input set as another Input Definition:

1. Open the Input Definition.
2. Click on the File tab (or the Prospero icon, depending on the Visual Style you have selected.)
3. In the File Tab Options screen, select the **Save As** option.
4. In the dialog window, select the file type and enter the name and location for the file to be saved to.
5. Select the **Ok** button.

Clipboard Options in Input Definitions

Clipboard options allow you to cut, copy and paste data from grids in your Input Definitions.

The Clipboard options are available from the Home ribbon when your input definition is open in the workspace.



Input Definition Visibility

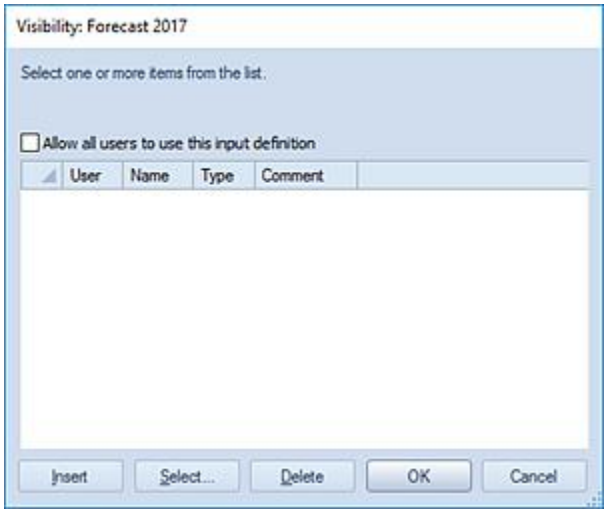
In Prospero, Administrators always have full access to all Input Definitions. However, non-administrators will only have access to those Input Definitions they create for themselves or which are granted to them via the **Visibility** option.

To grant a user or role access to a plan which you have defined, with the Input Definition open in the workspace, select the Visibility option from the Definition context ribbon to open the Visibility dialog screen.

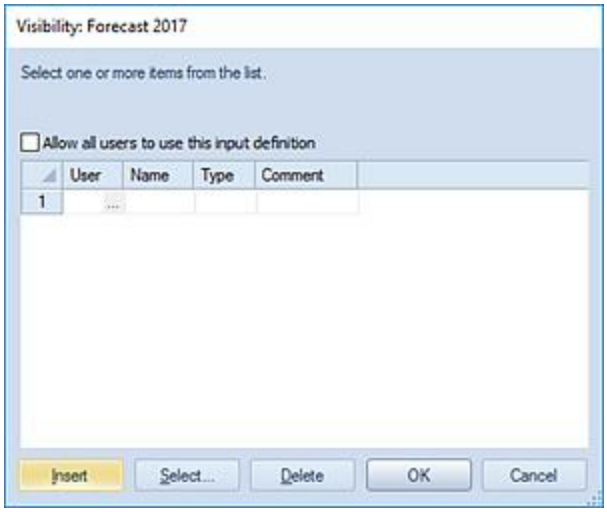
If you have not defined specific users or roles to have access to the plan, the dialog will be empty.

<u>To assign Input Definition Visibility</u>:

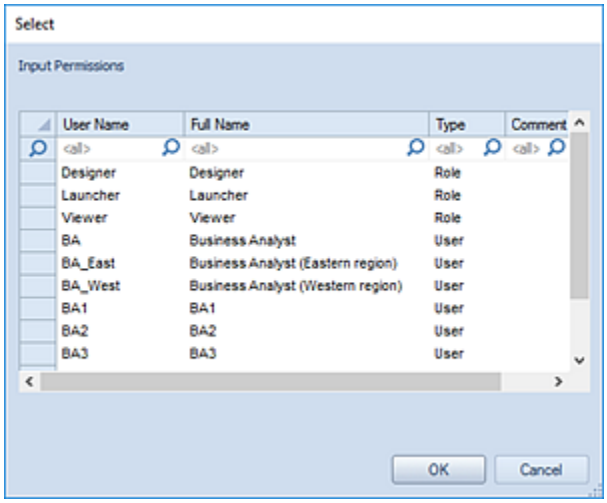
1. Open the desired Input Definition.
2. Select the Visibility option on the Input Tools Definition ribbon.
3. The Visibility dialog will open. Where no assignments have been made, the dialog will be empty.



4. Select the **Insert** button to add a new line for the specific user or role for which you wish to grant rights to the plan.

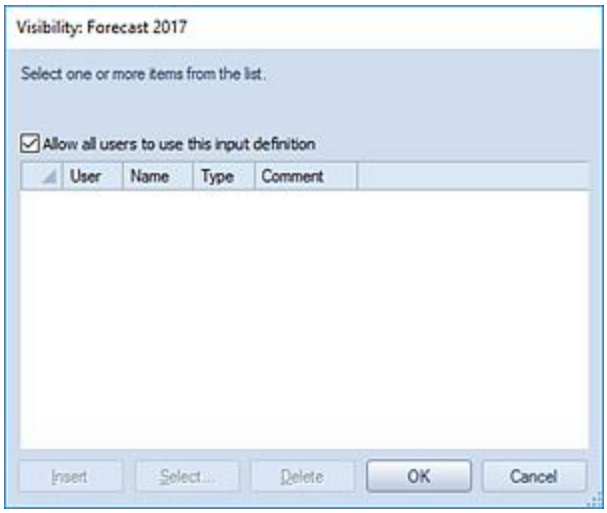


5. Select the ellipsis button in the User cell or press the **Select** button to return a list of the available users and roles in the system.



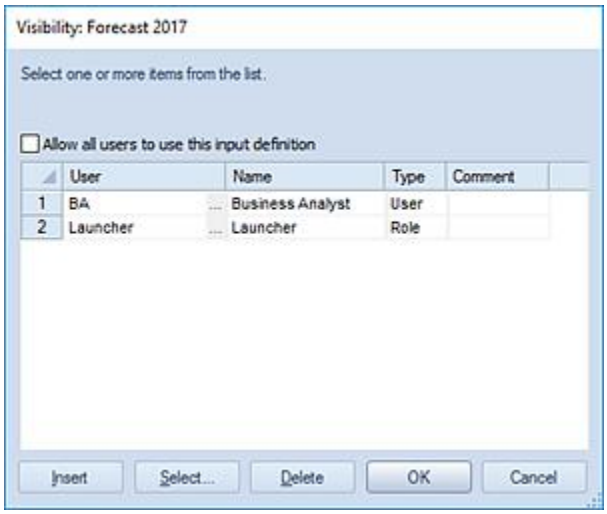
6. The user or role you select will have access to the plan, however, their ability to modify or execute the report will depend on the rights and permissions they (or the role) must the Prospero system. Pick your user or role from the Select window and press **OK** to confirm the selection.

   Conversely, to grant Visibility to all users of your Prospero environment access to the plan select the “Allow all users to use this input definition” checkbox on the dialog.



If you have selected the “Allow all users to use this input definition” checkbox on the dialog, you will not be allowed to insert any additional individual entries and all users will have rights to execute the plan until the checkbox is unchecked.

If you have selected individual users or roles to have Visibility to the report, their entries will now appear in the window as having been granted access to the report.



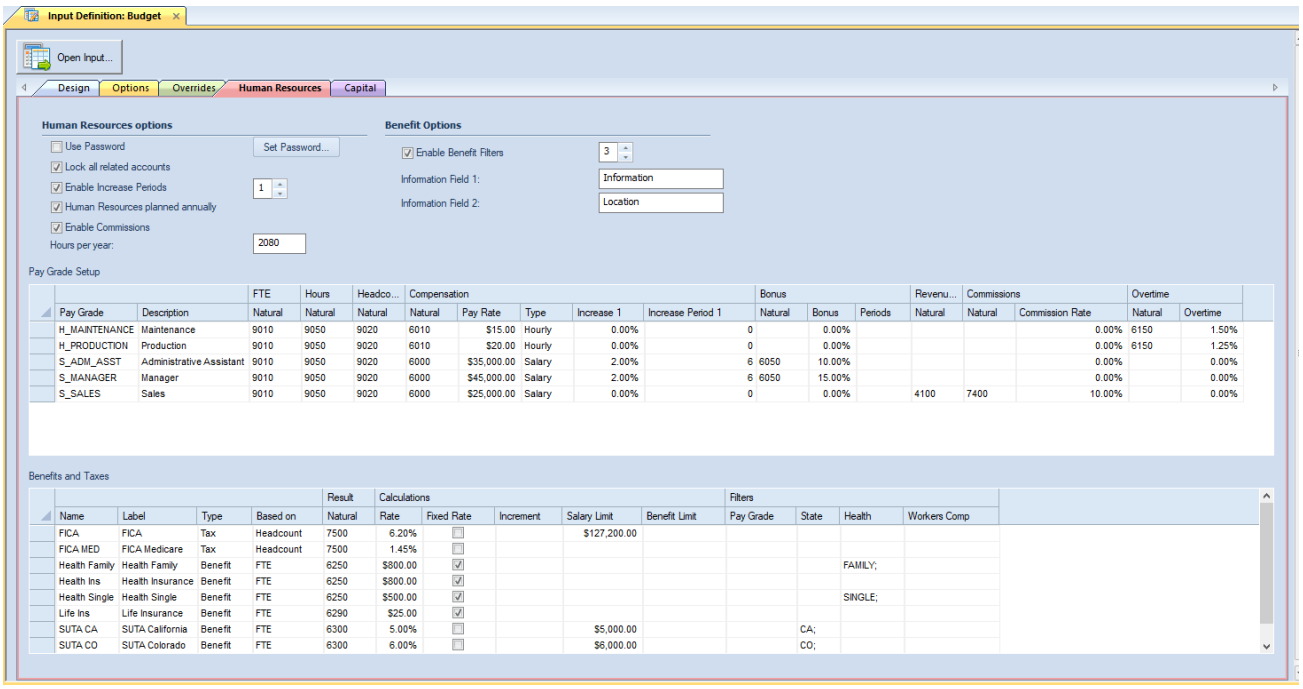
7. Select the **OK** button on the Visibility window to save the addition.

Whenever Visibility is set on a specific Input Definition, this will be reflected in the Modifications section of the Input Definitions Properties Pane.

Additionally, you can remove access to any report if you have specifically granted a user or role access to that plan. Select the user or role from the Visibility dialog screen and select the **Delete** button to remove the user and then **Ok** to confirm the deletion.

Human Resources Setup

You will use the Human Resources tab in your Input Definition to define the human resources parameters for budgeting employee salary, benefits, or other human resources data in Prospero. These settings control and manage the HR data input in the budget's Data Input workspace.



Note: To enable input for Human Resources data, you must use a Column Definition which has at least one column marked as a Detail period. Otherwise, the HR tab on data input will be read-only.

This section will detail how you'll establish various Human Resources parameter elements, such as Pay Types, Taxes, or Benefits. Options includes the following:

Human Resources options

- **Enable Increase Periods** – This checkbox option allows you to define the associated increases (using a numeric value of 1 or greater) in which can occur. Each Pay Grade in the Pay Grade Setup grid will then have that number of associated columns for each of the periods defined (Period 1, Period 2, etc.):
  - **Increase n** – In this column, enter the percentage increase to apply to the Pay Rate. The default value is 0.0%.
  - **Increase Period n** – In this column, enter a numeric value representing the month for which the increase will be applied. For example, “11” would indicate to apply the increase percentage as of November. The default value is <Blank>.

  You can enter a numeric value or use the incrementor to define your numeric value. The default value is 1. This checkbox is checked by default with an option of “1”. (If this option is unchecked, there are no increases to be applied in your Pay Grade Setup grid.)

- **Human Resources planned annually** – The **Human Resources planned annually** checkbox option is used to indicate that you want to plan Human Resources activities on an annual basis, not monthly.

  When the "Human Resources planned annually" checkbox is unchecked, when the Human Resources tab is selected from the Input Data workspace, individual periods will be shown for manual data entry. The periods shown will correspond to those in the column definition where a Book Code and Year is open for input.

  Start and end period fields will be hidden if monthly entry is enabled and will be visible if the entry is being done on an annual basis.

  This option is selected by default.

- **Enable Commissions** – This checkbox option allows you to define commissions associated to your Pay Grade. When checked, the following columns are enabled for your Pay Grade:
  - **Revenue Account** – This account is associated to the amount of commission to apply to the employee. This can be a summary or posting level account. The default value is <BLANK>.
  - **Commission Account** – This is the account that receives the commission dollars when they are calculated. This must be a posting level account. The default value is <BLANK>.
  - **Commission Rate** – The default percentage used to calculate to the commission. The default value is 0.00%.

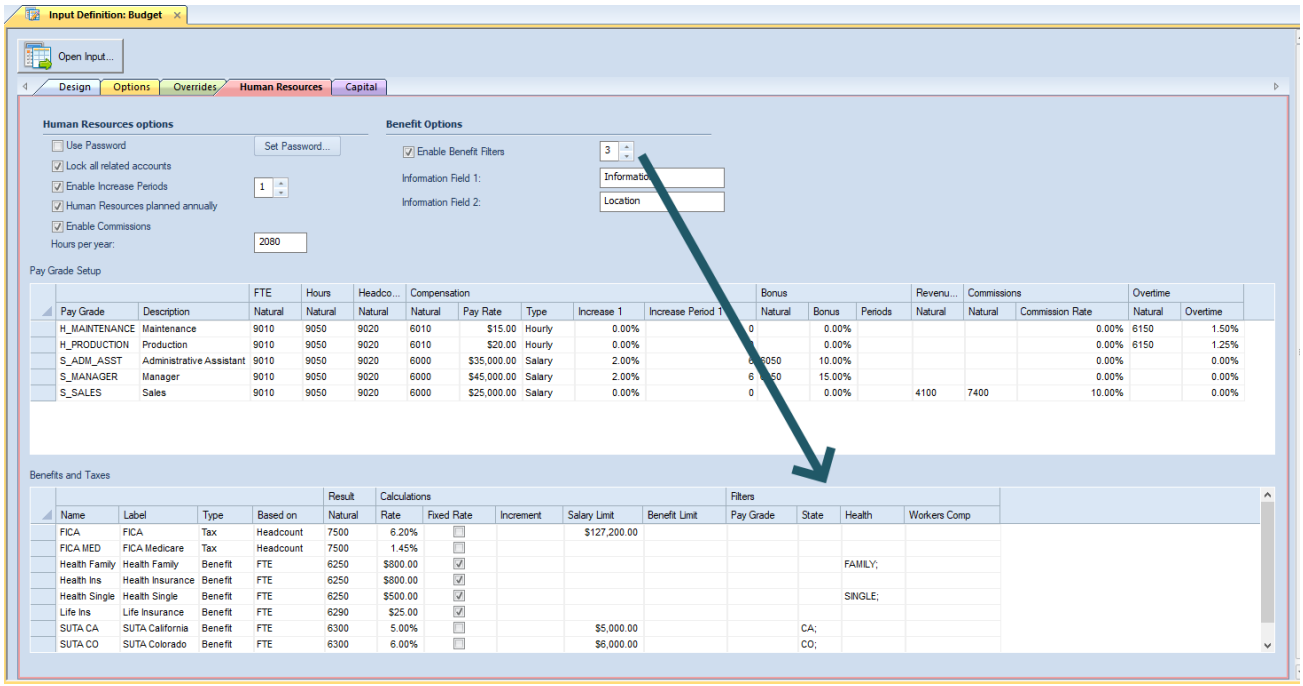
  If the checkbox is not checked, you will not see commission fields.

- **Lock all related accounts** – This option allows you to manage manual data entry to Human Resources accounts:
  - When checked, this option will not allow data entry to Human Resources accounts, even where no employees are defined for the department. When employees are added, the HR calculation process will automatically calculate the resulting accounts for any employees added.
  - When unchecked, data entry is allowed and Benefit and Tax accounts will be unlocked only if no employees have been added. In addition, all other Human Resources accounts will remain unlocked as long as there are no employees associated to the pay grades that use those accounts.

The default option setting is checked.

- **Hours per year** – This is a numeric value which allows you to define the number of hours that your company defines for its standard year.
- **Enable Benefit filters** – This option allows you to define the number of filters to apply to each benefit or tax defined in the Benefits and Taxes grid. For each tax or benefit record, these filter types will be available.

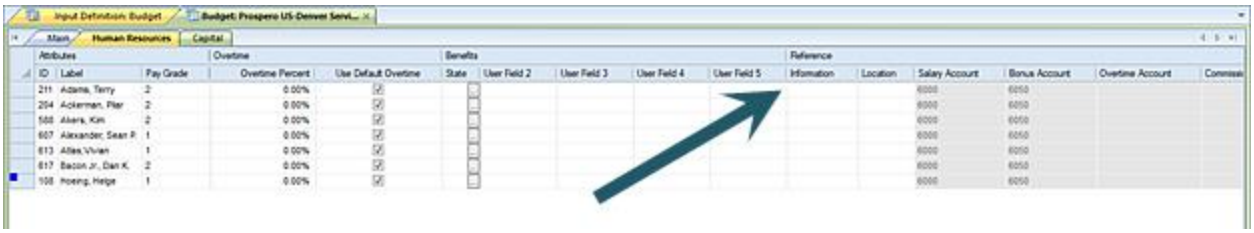
  Use a numeric value of 1 or greater for the number you wish to define. Each tax or benefit defined in the Benefit and Taxes grid will have the associated columns available for customization. For example, your grid could appear as the following where you have defined “State”, “Health Insurance”, “User Field 3”, etc., as a value.



  Filter values are user-defined and you can define an unlimited number of unique values. Enter a numeric value or use the incrementor to define your numeric value. The default value is 1.

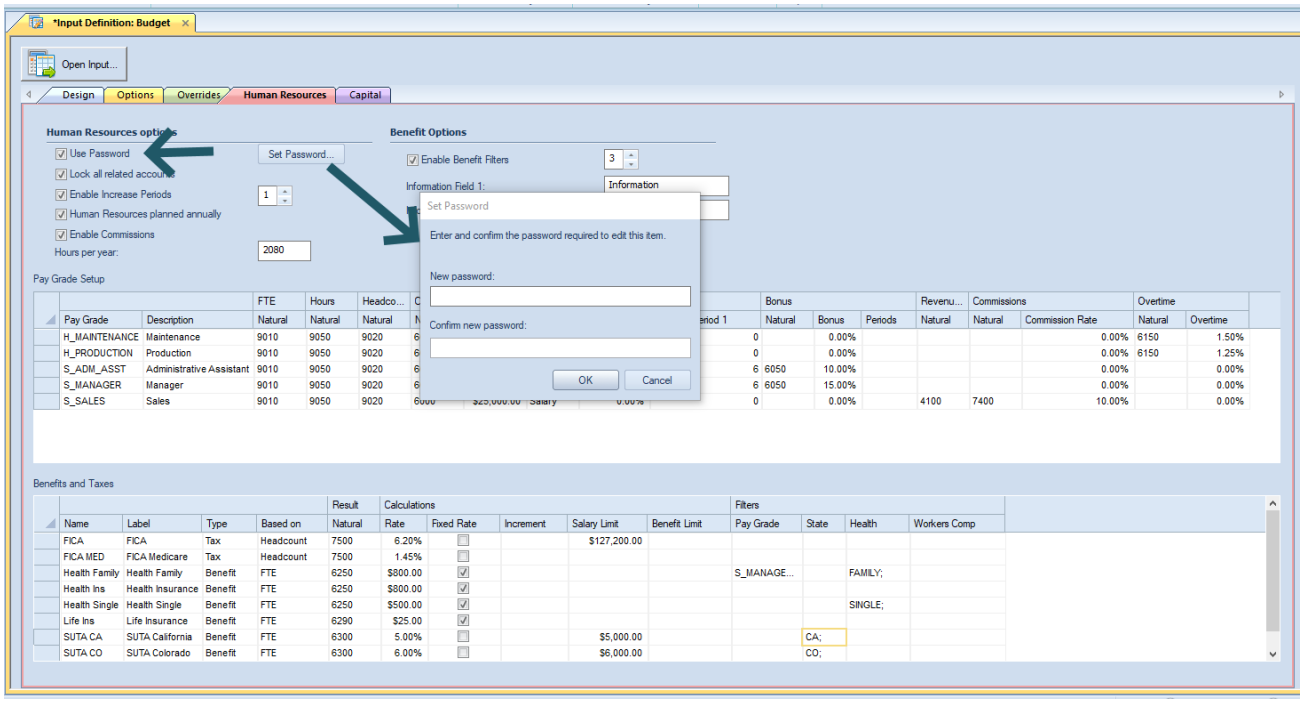
  If you define this option as “0” it will indicate that there are no filters to be available for input in your Benefits and Taxes grid.

- **Information fields** – Prospero provides two informational fields – Information Field 1 and Information Field 2 - on the HR Setup screen. These fields allow Administrators to define what information fields are defined in the input definition. In addition:
  - Fields are a maximum of 24 character, can be imported, and are for informational use only. (No calculations may reference these values.)
  - If the field name is <BLANK>, a value is not shown on the Data Input workspace. When a value is provided, the label is displayed in the "Reference" section of the Data Input workspace.



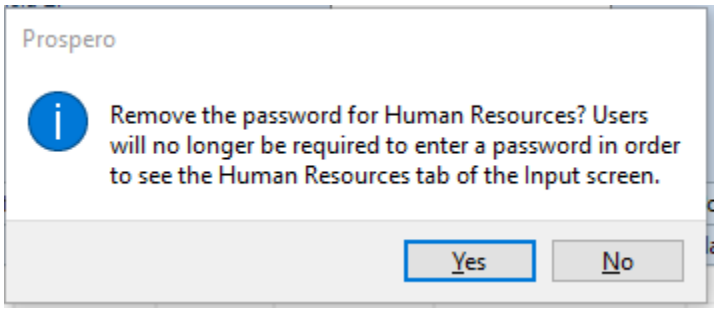
The default values are "Information" and "Location", respectively.

- **Use Password** – This option allows you to define a password that *non-administrators* must supply in order to gain access to the Human Resources Input screen when budgeting. If the user fails to enter the correct password for Human Resources, the Human Resources tab will not be available to them, even if their security permissions are set up to allow them to see it.



To use this feature, check the **Use Password** checkbox and then click the **Set Password** button. Enter and confirm a password and click OK. Upon saving the Input Definition, this password will now be required for any non-administrators who have Human Resources permissions.

To clear the password and disable this feature, uncheck the **Use Password** checkbox. You will be prompted to confirm this change:



NOTE: Administrators will not be required to enter this password upon opening an Input Screen.

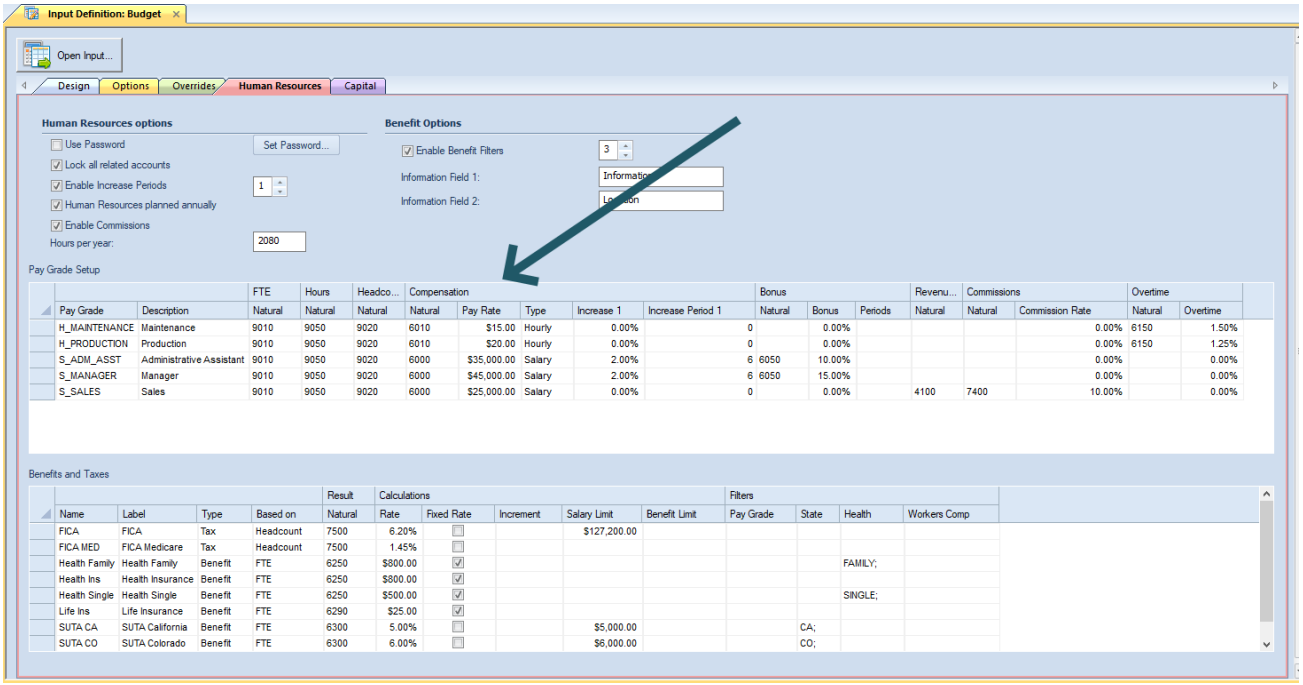
For information on adding Pay Grades and Benefits and Taxes, refer to those sections.

Pay Grades

Prospero allows you to define your budget's Human Resources data using **Pay Grades**. You'll define which option you will use in the Prospero Human Resources tab, which will in turn manage how you input HR data in the budget's Data Input workspace.

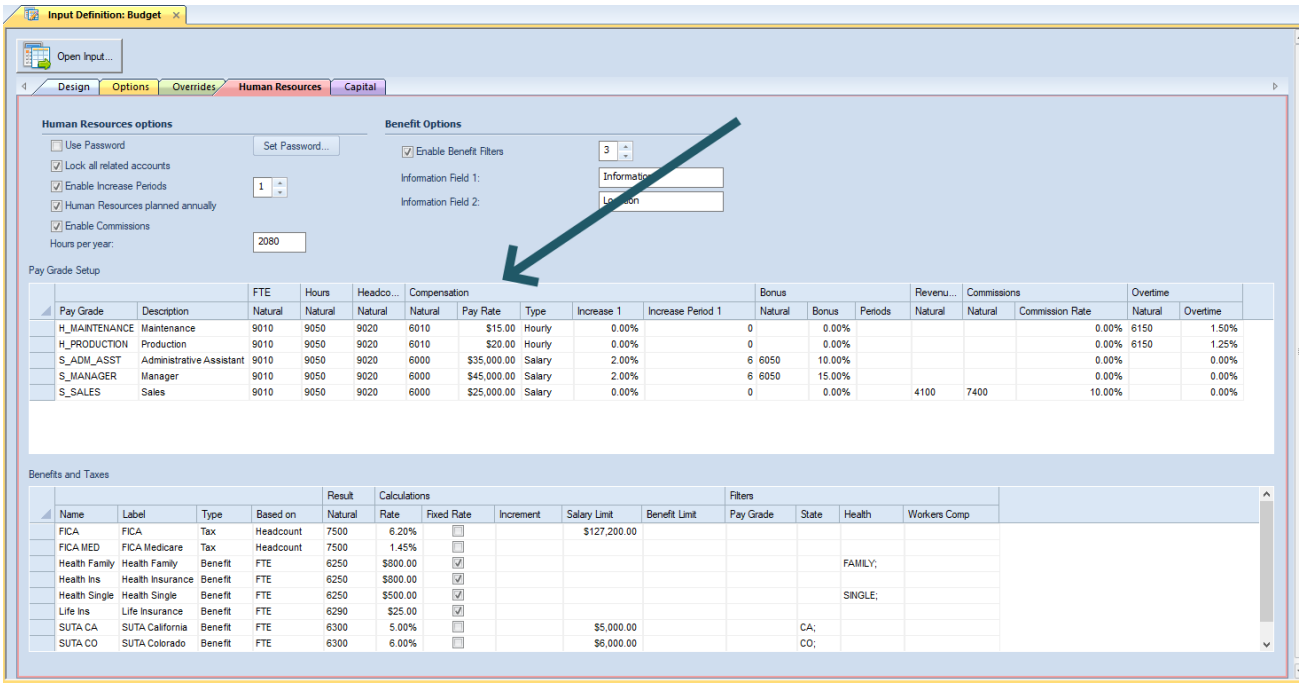
A pay grade in a compensation system defines the amount of pay an employee will receive. Prospero allows you to create user-defined codes to categorize an employee's salary, work hours, or FTEs based on a percentage.

The Pay Grade Setup grid in the Human Resources tab of the Input Definition is where you specify the codes and descriptions for all pay grades in your organization. Prospero allows you to calculate employee benefits and bonuses based on pay grades.



Pay Grade Setup

The **Pay Grade Setup** grid is where you specify the information for the pay grades that allow you to you to categorize an employee's salary, work hours, or FTEs based on a percentage.



You will add or delete rows in the Human Resources Benefits and Taxes grid using the options on the context ribbon:

Once a row for a new pay grade has been added in the grid, you will define the item by customizing the information in each cell as follows:

- **Pay Grade** – This field is the Pay Grade code which corresponds to your organization's structure. You may enter an alphanumeric value up to 24 characters.

  This option cannot be <BLANK> and must be unique within the list.

- **Description** – This field is the Description of the Pay Grade code which corresponds to your organization's structure. You may enter an alphanumeric value up to 80 characters.

  This option cannot be <BLANK>.

- **FTE Account** – This field is the FTE Account associated to the Pay Grade. You can enter a posting-level alphanumeric account value or select an account using the ellipsis button.

  This option cannot be <BLANK>.

- **Hours Account** – This field is the Hours Account associated to the Pay Grade. You can enter a posting-level alphanumeric account value or select an account using the ellipsis button.

  This option cannot be <BLANK>.

- **Salary Account** – This field is the Salary Account associated to the Pay Grade. You can enter a posting-level alphanumeric account value or select an account using the ellipsis button.

  This option cannot be <BLANK>.

- **Pay Rate** – This field is the yearly or hourly salary amount for the Pay Grade. You must enter a numeric value.

  This option cannot be <BLANK>.

- **Type** – This field indicates the salary type. You can select either “Salary” or “Hourly” from the dropdown option.

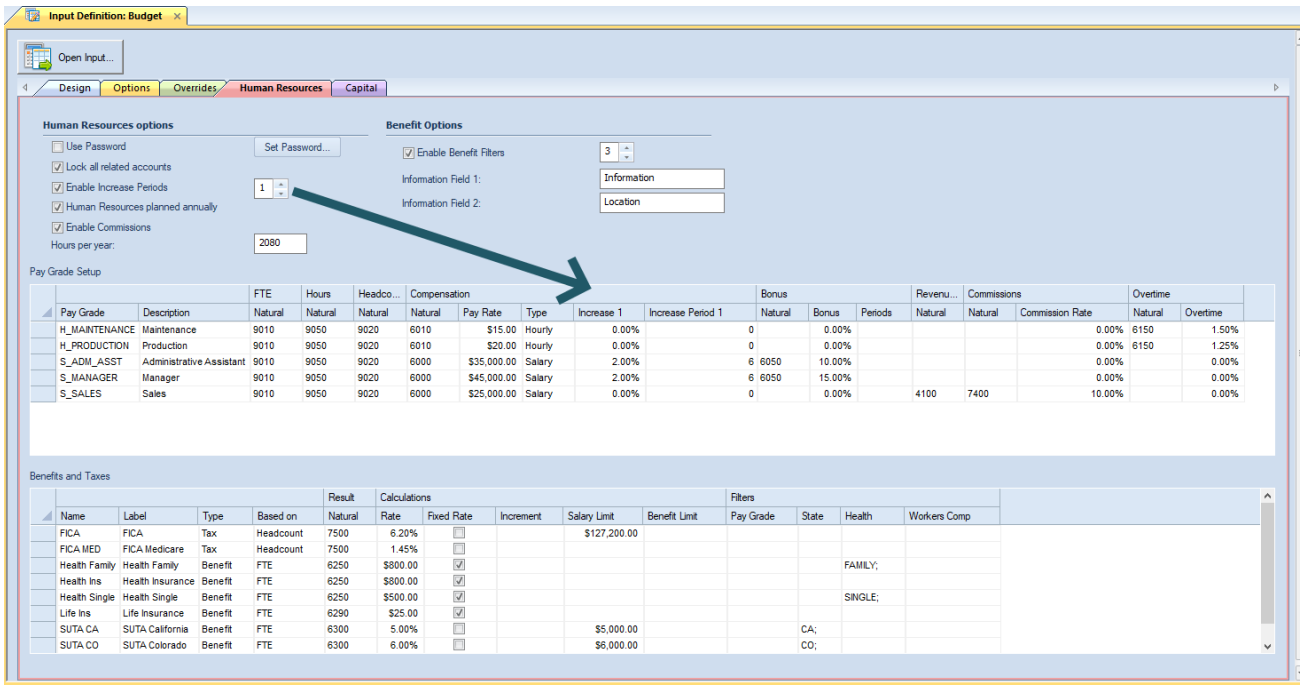
  This option cannot be <BLANK>. The default value is “Salary”.

- **Based on** – This field indicates if the tax or benefit is based on FTE or headcount. You can select either “FTE” or “Headcount” from the dropdown option.

  This option cannot be <BLANK>. The default value is “FTE”.

- **Increase X** – If the “Enable Increase Periods” checkbox is checked on the Input Definition Human Resources tab, based on the number specified, you will have x- number of fields added. This field will represent the percentage of the increase amount for the Pay Grade.

  You must enter a numeric percentage value.



  If you do not enter a value this field will default to 0.00%.

- **Increase Period X** – If the “Enable Increase Periods” checkbox is checked on the Input Definition Human Resources tab, based on the number specified, you will have x-number of fields added. This field represents a numeric value corresponding to the month of the increase (i.e. 11 indicates an increase month of November).

  If you do not enter a value this field will default to 1.

- **Bonus Natural** – This field is the posting-level account associated to the Pay Grade for Bonuses. You can enter an account value or select an account using the ellipsis button.

  This option cannot be <BLANK> when a percentage or dollar value is applied.

- **Bonus** – This field is either a percentage or dollar value for the Pay Grade's Bonus. You must enter a numeric, formatted value and this option cannot be <BLANK>. In addition:

  - To enter a percentage amount, enter the numeric percentage and the % sign (for example, 5.00%).
  - To enter a dollar cash value, enter the amount preceded by a $ (for example, $500.00).

  You must have a Bonus Natural account associated to the Pay Grade in order to save any entered dollar amounts or percentage value.

- **Periods** – This field can be <BLANK> or a numeric value reflecting the period(s) in which a bonus amount is to be applied.

  Enter more than one period by separating the numeric values with a comma (i.e. 6, 12).

  If this field is <BLANK> when a Bonus account and Bonus percentage/amount are entered the value will be spread across all periods defined on the input definition.

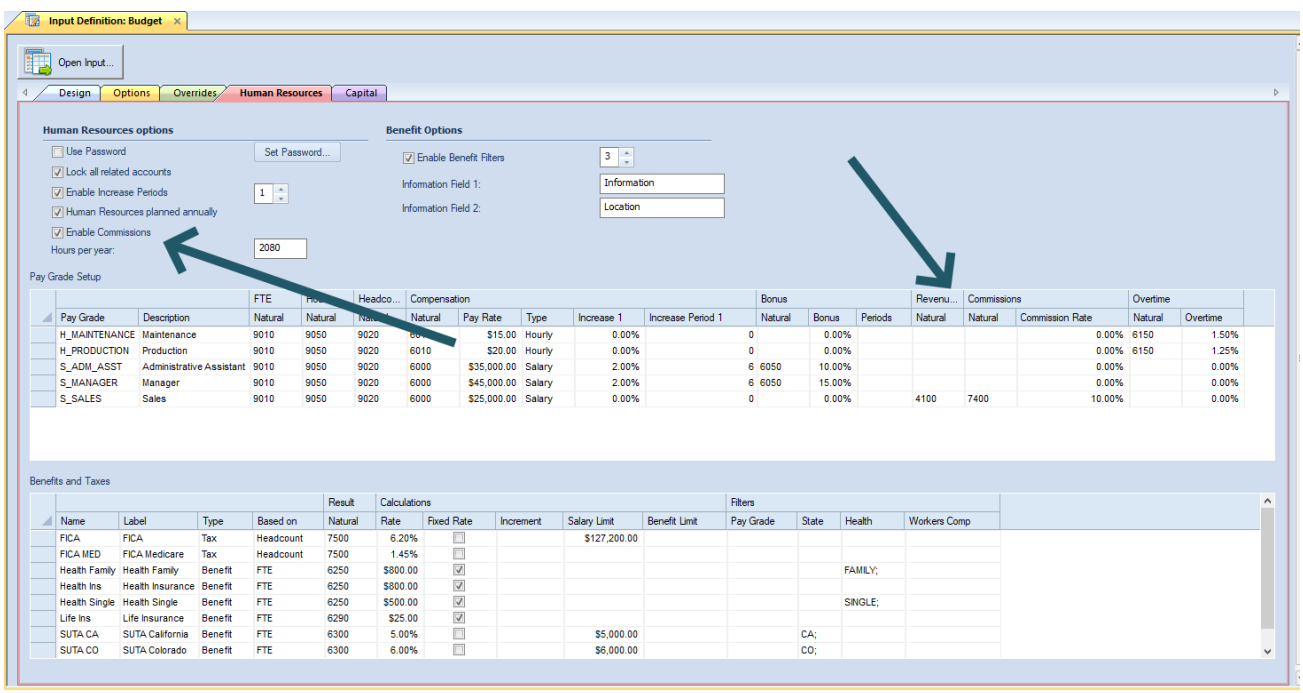
- **Revenue Source** – This field is the account (revenue source) associated for the amount of commissions to apply. You can enter an alphanumeric account value or select an account using the ellipsis button. This can be a summary or posting level account.

  The default value is <BLANK>.

- **Commission Natural** – When the Enable Commissions checkbox is checked, this field will appear in the grid.

  Enter or select using the ellipsis an account for the Commission Natural account. This field is the account that receives commission dollars when they are calculated. This <u>must</u> be a posting level account.

  The default value is <BLANK>.



- **Commission Rate** – If the Enable Commissions checkbox is selected, this field will appear in the grid. The percentage associated to the commission when the Enable Commissions checkbox is checked.

  The default value is 0.00%.

- **Overtime Natural** – This field is the Overtime Account associated to the Pay Grade. You can enter a posting-level alphanumeric account value or select an account using the ellipsis button.

  This option cannot be <BLANK>.

- **Overtime** – This field is the overtime percentage for the Pay Grade. The overtime will be calculated as a percentage of the salary defined.

  You must enter a numeric percent value. This option cannot be <BLANK>.

Creating Pay Grades

You will add rows in the Human Resources Pay Grade Setup grid using the option on the context ribbon:

To create a new pay grade in your Input Definition:

1. Open the Input Definition.
2. Select the Human Resources tab.
3. Click the **Add Pay Grade** option on the ribbon to insert a new row.
4. In the row in the grid, enter the information directly to the field or click the ellipsis button in each cell to select account values from the list of existing values.
5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Note: Pay Grades cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Pay Grades must be unique and adding duplicate rows will receive an error and cannot be saved.

Modifying Pay Grades

To modify a pay grade in your Input Definition:

1. Open the Input Definition.
2. Select the Human Resources tab.
3. Select the row cell to modify in the Pay Grade grid. Make your changes.
4. When you've made your changes, select the **Save** button on the Quick Access Toolbar or **Ctrl + S** keys to save your changes.

Note: Pay Grades cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Pay Grades must be unique and adding duplicate rows will receive an error and cannot be saved.

Deleting Pay Grades

To delete a pay grade in your Input Definition:

1. Open the Input Definition.
2. Select the Human Resources tab.
3. Select the row to delete in the Pay Grade grid.
4. Click the **Remove Pay Grade** option on the ribbon to remove the row.

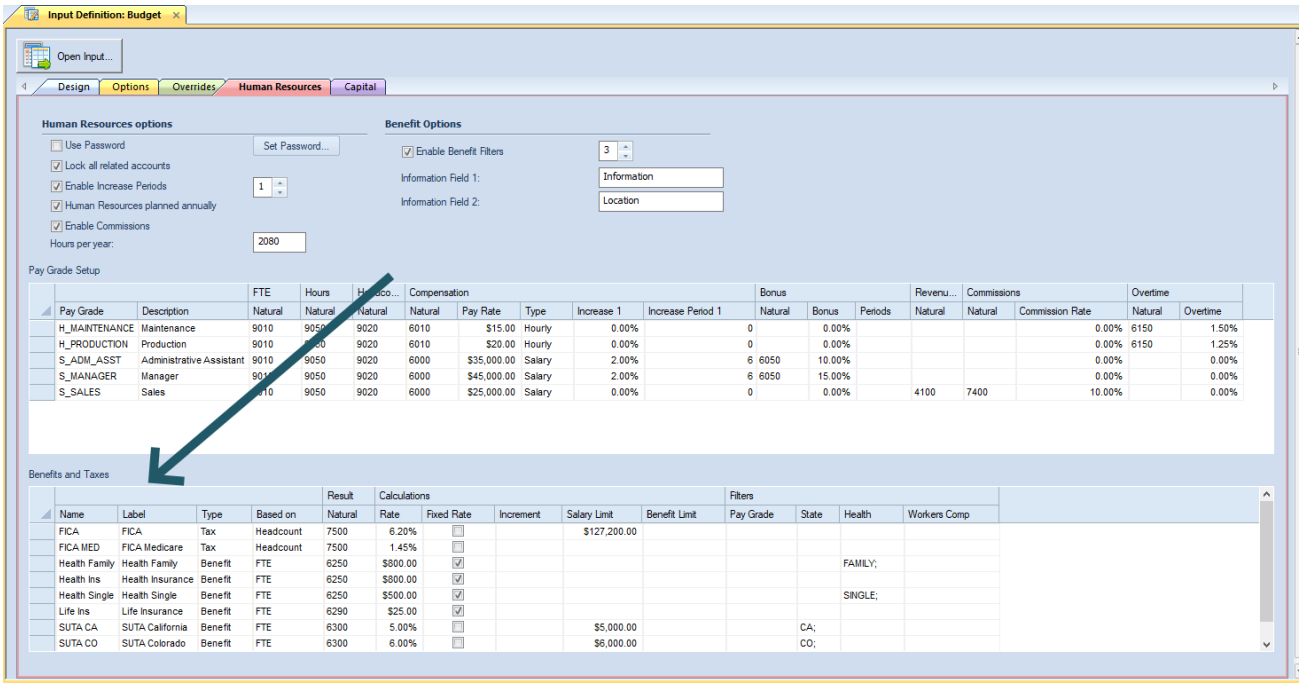
5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Benefits and Taxes

Benefits and Taxes in Prospero are user-defined records in your Input Definition that allow you to define the specific benefits packages or taxes which apply to a specific employee population, organization, or state.

Benefits and Taxes Setup

The **Benefits and Taxes** grid is where you specify the information for the benefit or tax parameters that allow you to define the specific benefits packages or taxes which apply to a specific employee population, organization, or state.



You will add or delete rows in the Human Resources Benefits and Taxes grid using the options on the ribbon:

Once a row for a new benefit or tax has been added in the grid, the available action and items on the Human Resources tab include the following options:

- **Name** – This field is the Name which corresponds benefit or tax name. You may enter an alphanumeric value up to 24 characters.

  This option cannot be <BLANK> and must be unique within the list.

- **Label** – This field is the label which corresponds benefit or tax name. You may enter an alphanumeric value up to 80 characters.

  This option cannot be <BLANK>.

- **Type** – This field indicates if the item is a tax or benefit. You can select either “Benefit” or “Tax” from the dropdown option.

  This option cannot be <BLANK>. The default value is “Tax”.

- **Result** – This field is the result Account associated to the benefit or tax. You can enter a posting-level alphanumeric account value or select an account using the ellipsis button.

  This option cannot be <BLANK>.

- **Rate** – This field is the percentage amount associated to the benefit or tax. You must enter a numeric value.

This option cannot be <BLANK>.

- **Fixed Rate** – This checkbox field indicates that the item is a fixed rate amount. Fixed rate benefits or taxes will use the employee FTE to calculate the percentage of the rate.

  This option is not checked by default.

- **Increment** – This field is the increment amount in dollars of the benefit or tax.

  This option is <BLANK> by default.

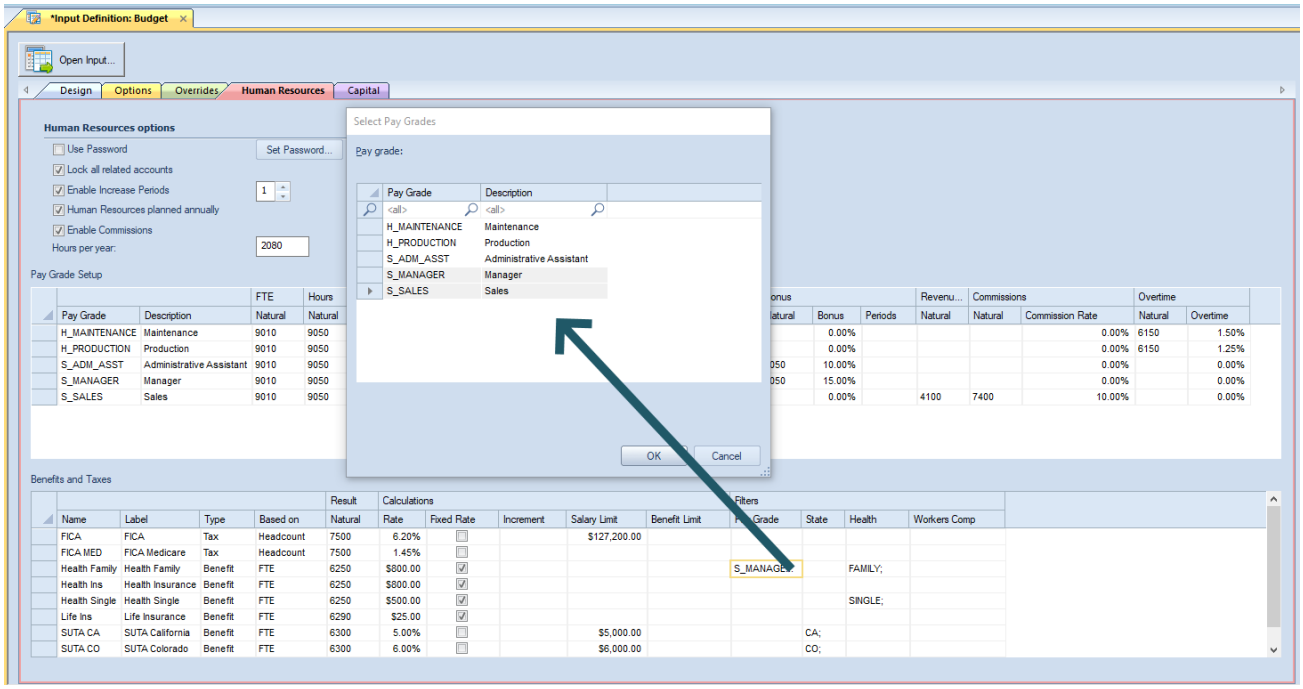
- **Salary Limit** – This field is the salary limit amount in dollars at which the tax is capped.

  This option is <BLANK> by default.

- **Benefit Limit** – This field is the amount in dollars at which the benefit is capped.

  This option is <BLANK> by default.

- **Pay Grade** – This field allows you to specify the Pay Grades to which the benefit or tax is applicable. You must have created Pay Grade(s) in the prior grid.

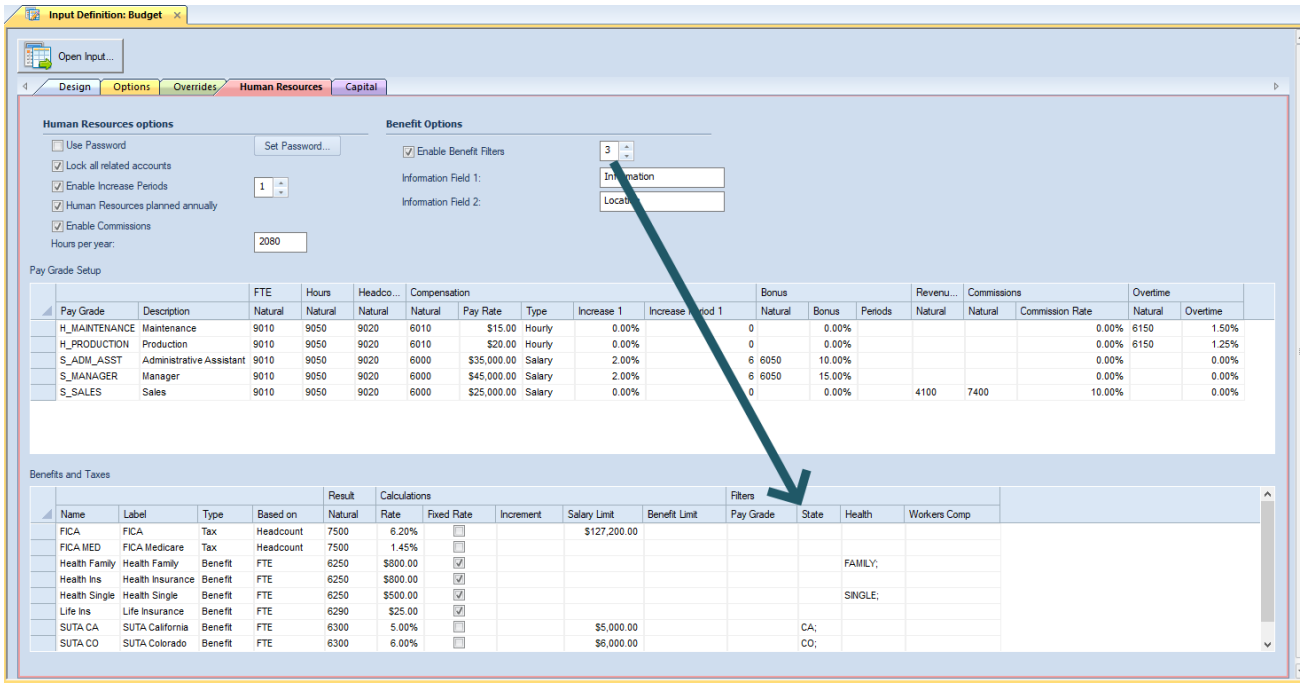


Select the ellipsis button to select the pay grade which applies to the benefit or tax. You can select multiple pay grades using the **Shift + mouse** click. When you have made your selection(s), select the Ok button.

This option can be <BLANK> which indicates that the benefit or tax will apply to all pay grades.

This option is <BLANK> by default.

- **User Fields** – If the Enable Benefit Filters field checkbox is checked on the Input Definition Human Resources tab, based on the number specified, you will have x- number of user-defined fields added.



These User Fields can be used to define the filters for which you wish to apply a tax or benefit (i.e. such as “State”, “Location”, “Department”, etc.) Once the number of User Defined fields are specified, you can customize the field and its value(s). These field(s) are optional.

For more information see Adding Benefit or Tax Field Values.

Once you have defined and saved your Benefits and Taxes, the entries will be listed in alphabetical order in the grid.

Manage Benefit Types

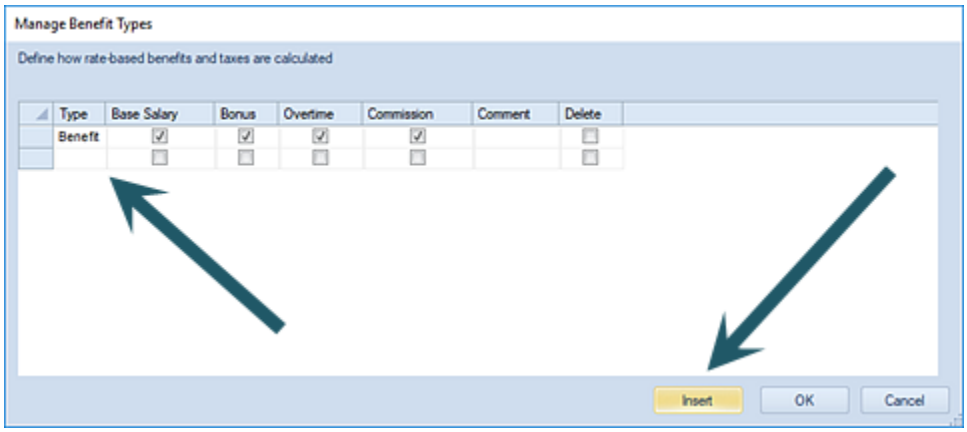
You can manage how rate-based benefits (or taxes) are calculated using the Manage Benefit Type option on the ribbon.

The Manage Benefit Type option allows you to add new benefit types and define the criteria for which these benefits are calculated – either based on Base Salary, Bonus, Overtime or Commission.

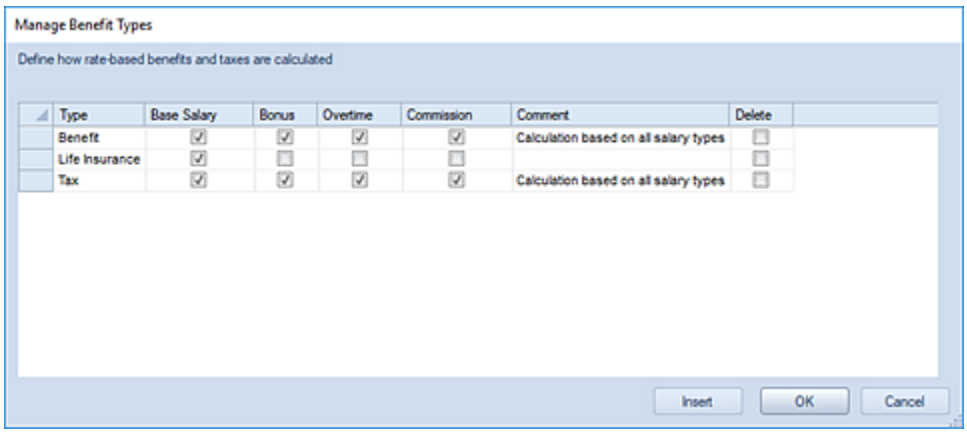
Out of the box, Prospero has pre-defined only one “Benefit” defined. However, you can define as many Benefit Types as necessary.

To add or manage Benefit Types:

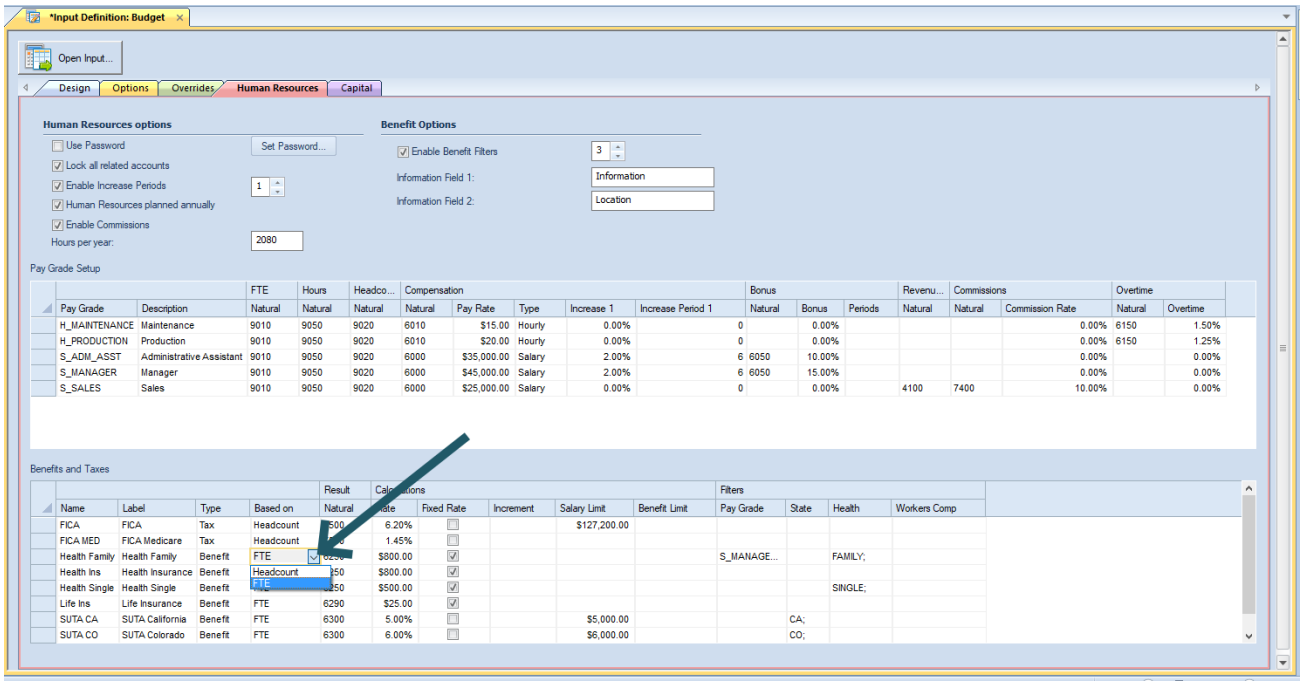
1. Open an Input Definition.
2. Select the Human Resource tab.
3. Select the Manage Benefit Types option on the ribbon.
4. To add a new benefit, select the **Insert** button to add a new row.



5. On the new row, enter the Type name and select the checkbox for the criteria to calculate the benefit item on. The Type name cannot be <BLANK> or a duplicate and at least one criteria must be checked.
6. Alternatively, select an existing entry and select/deselect the checkbox for the criteria to calculate the benefit item on.



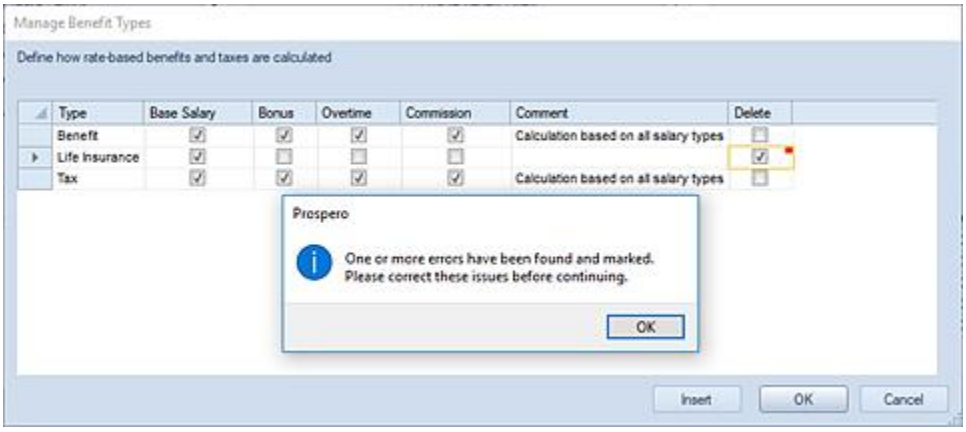
7. Select **Ok** to confirm your change or addition.
8. In the Taxes and Benefits grid, any new Tax or Benefit will appear in the dropdown:



<u>To delete a Benefit Type</u>:

1. Open an Input Definition.
2. Select the Human Resource tab.
3. Select the Manage Benefit Types option on the ribbon.
4. Select the Delete checkbox on the row to delete.
5. Select **Ok** to confirm your changes.

If the benefit type is in use on one or more benefits in the Input Definition, you will receive an error message and the deletion will not occur until the benefit is removed or is associated to a different type.



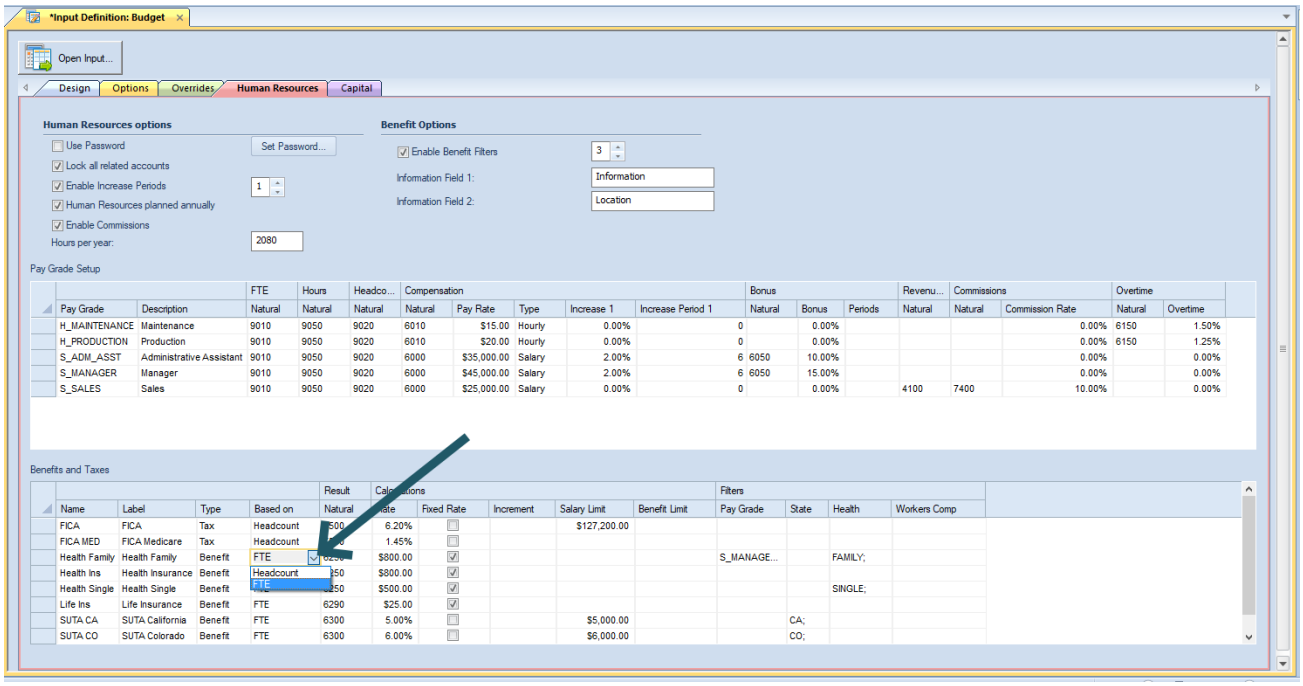
Creating Benefits and Taxes

You will add rows in the Human Resources Benefits and taxes grid using the option on the context ribbon:

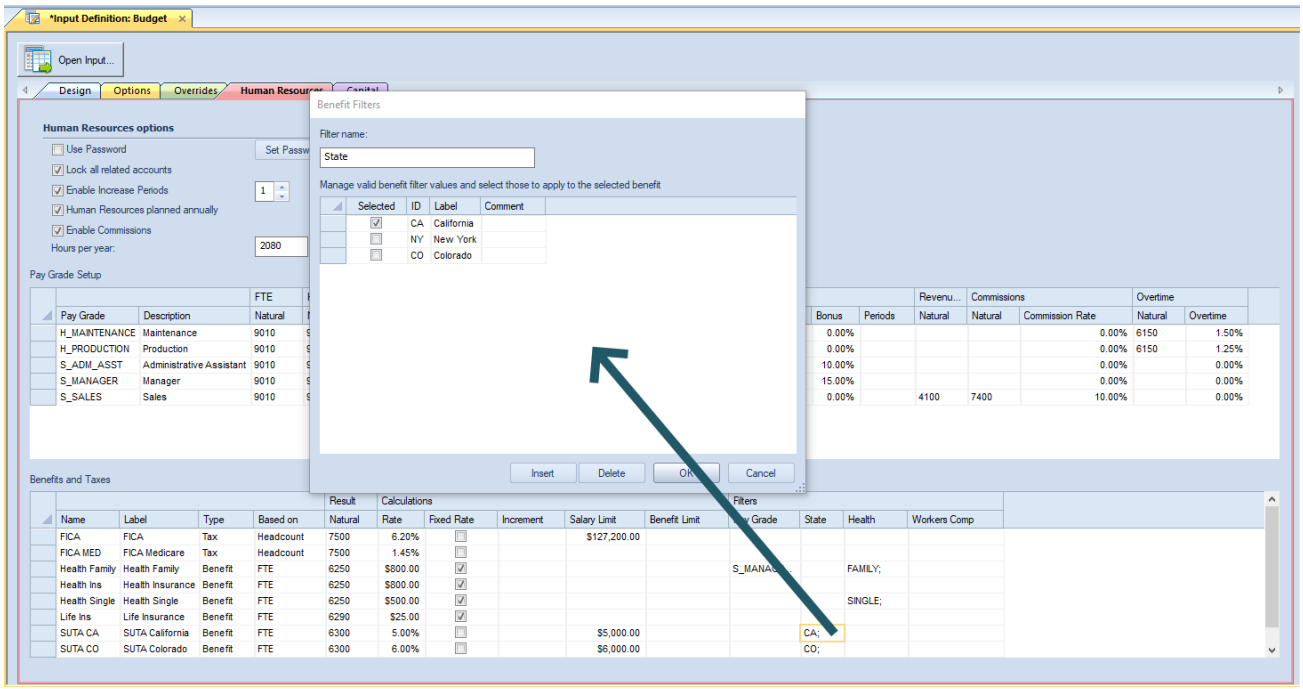
To create a new benefit or tax in your Input Definition:

1. Open the Input Definition.
2. Select the Human Resources tab.
3. Click the **Add Benefit or Tax** option on the ribbon to insert a new row.
4. In the row in the grid, enter the information directly to the field or click the ellipsis button in each cell to select account values from the list of existing values.

   The Type will reflect any Benefit Types you have defined using the Manage Benefit Types option.



Also, if you have Enabled Benefits filters, you can add and define Field values.

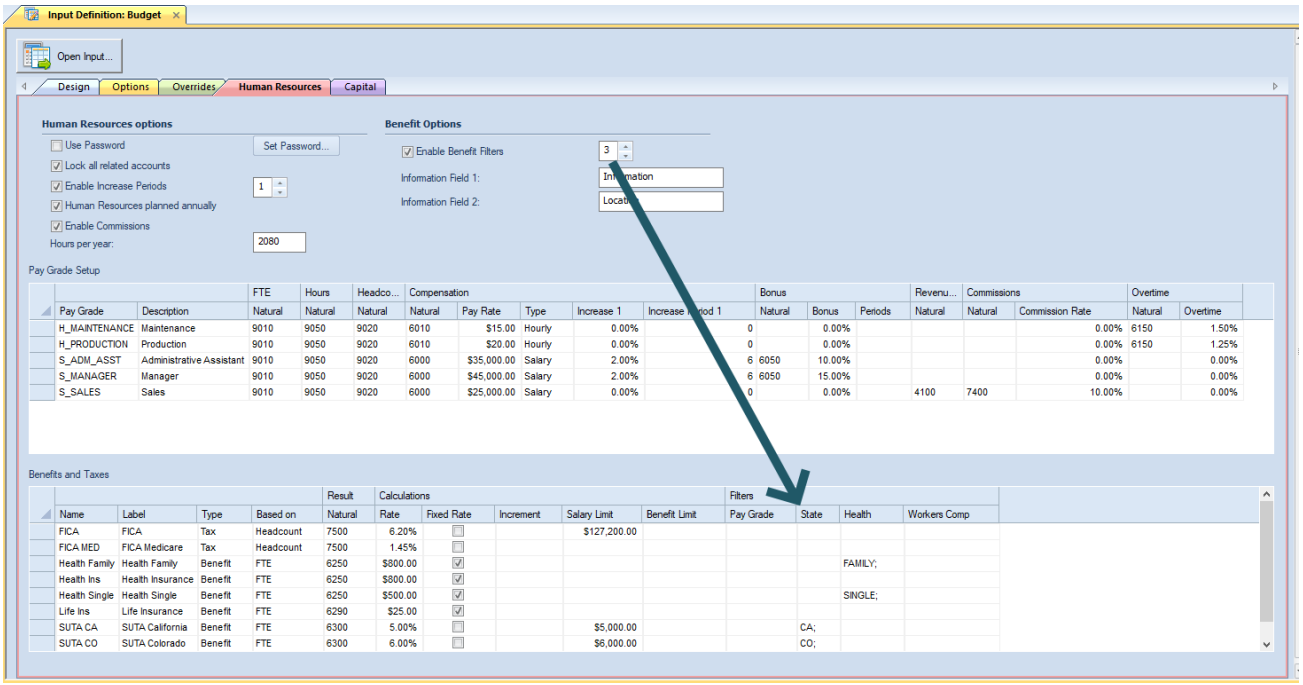


5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Note: Benefit or Tax entries cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Benefit or Tax entries must be unique and adding duplicate rows will receive an error and cannot be saved.

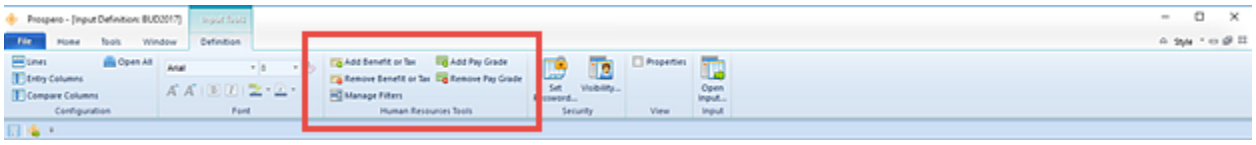
Adding Benefit or Tax Field Values

Based on the number you have entered in the Enable Benefit filters field, x-number of user fields added. The entries you define for these fields must be unique and are case-sensitive.

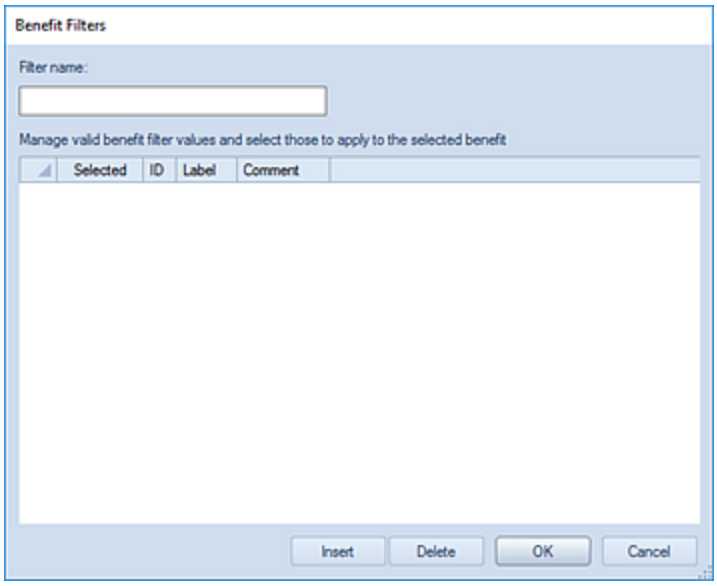


<u>To add values to your Field(s)</u>:

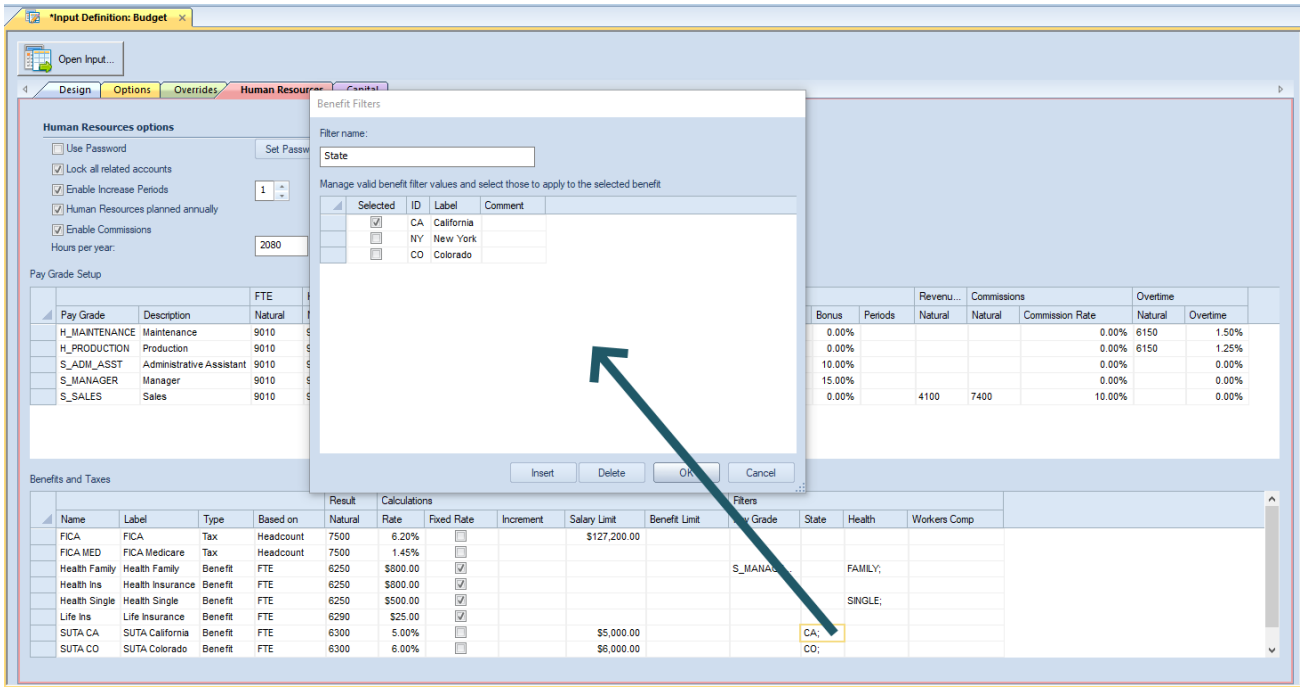
1. Open the Input Definition. (You must have at least one item defined in Enable Benefit filters.)
2. Select a benefit or tax in the grid.
3. In the User Field you want to define data for, select either the ellipsis button OR the Manage Filters option from the context ribbon.



4. The Benefits Filter window will open.



5. Enter a Filter name.
6. Click the **Insert** button to insert a new row. You will add a new row for each value you want associated to the Benefit or Tax. (The entries you define for your values must be unique and are case-sensitive.)
7. Add the ID, Label, and any comments.
8. Check the Selected checkbox to associate the value to the benefit or tax row item.



Checking the “Selected” checkbox will show the values in the cell for the row in the grid, once the dialog is closed. You can retain entries - but choose to not associate them to the row entry - by deselecting the “Selected” checkbox.

Additionally, you can modify the values by selecting the row entry and making your change(s).

9. After adding Field values, select the **Ok** button. (Conversely, you can delete a value by highlighting a row or rows and
10. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save changes to your Human Resources tab.

Modifying Benefits and Taxes

To modify a benefit or tax in your Input Definition:

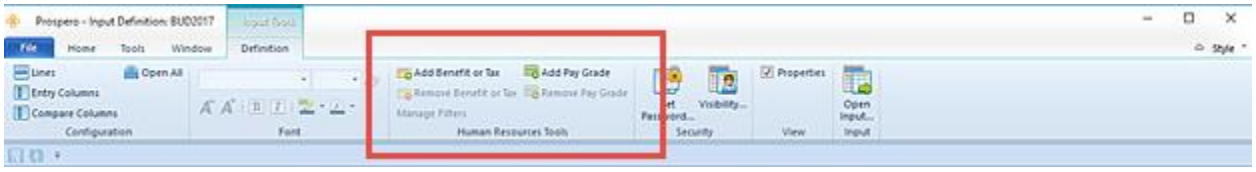
1. Open the Input Definition.
2. Select the Human Resources tab.
3. Select the row cell to modify in the Benefit and Taxes grid. Make your changes to the row entry. (To modify a Benefit or Tax Field value refer to the section on Adding Benefit or Tax Field Values.)
4. When you’ve made your changes, select the **Save** button on the Quick Access Toolbar or **Ctrl + S** keys to save your changes.

Note: Benefit or Tax entries cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Benefit or Tax entries must be unique and adding duplicate rows will receive an error and cannot be saved.

Deleting Benefits and Taxes

To delete a benefit or tax in your Input Definition:

1. Open the Input Definition.
2. Select the Human Resources tab.
3. Select the row to delete in the Benefits and Taxes grid. (To delete or modify a Benefit or Tax Field value refer to the section on Adding Benefit or Tax Field Values.)
4. Click the **Remove Benefit or Tax** option on the ribbon to remove the row.



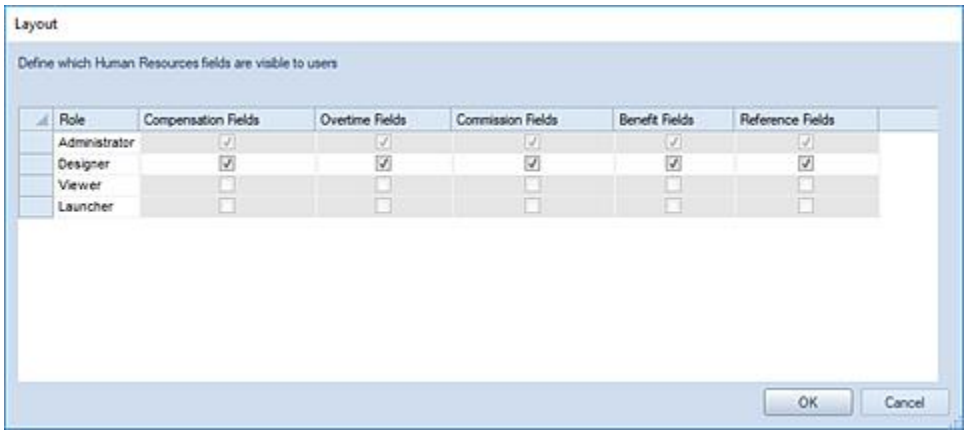
5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Layout

Prospero allows you to define which Human Resources fields are available to view or input HR data to on your budget's Human Resources Data Input workspace. The **Layout** option on the Input Tools Definition Context Ribbon allows you to define the HR fields based on the Role to which any user is assigned.

To define a Layout:

1. Open the Input Definition. (HR must be enabled on the Input Definition Options tab.)
2. Select the Layout option on the Input Tools Definition Context Ribbon.
3. In the Layout screen, for each Role you wish to specify, select or deselect the field category using the checkboxes. Categories include Compensation, Overtime, Commission, Benefit or Reference Fields.



When the field category is selected (checked), any user assigned to the Role will be able to view or input data to those fields (depending on their assigned permissions).

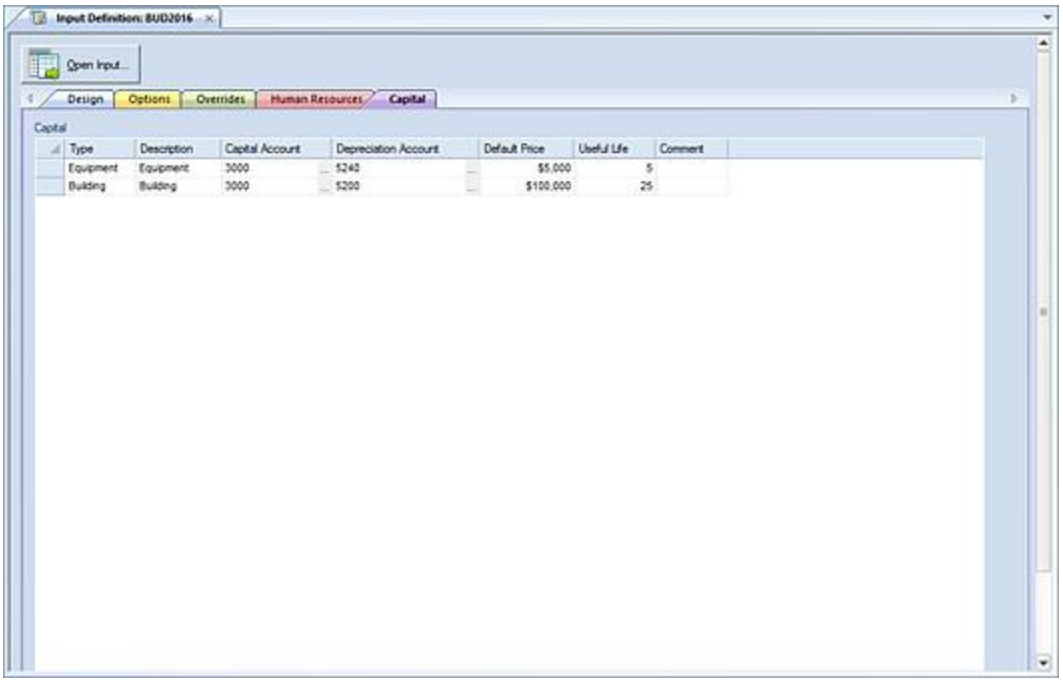
When a specific Layout has been defined, any category of fields which the Role has not been granted access to will not appear on the HR Data Input workspace and will be unavailable to show/hide on the Human Resources Tools Context Ribbon.

Note: The Role(s) which can be managed in the Layout screen must have the appropriate permissions to view or input HR data. Otherwise, the Role will appear read-only. Administrators cannot have the ability view HR fields removed. For more information, refer to Prospero Security Permissions.

Capital Setup

Capital Setup in Prospero allows you to define capital types for grouping similar capital items for budgeting purposes. For instance, you might define a Capital Type named "Equipment" for new factory machinery. Likewise, you might define a Capital Type named "Building" for the office space purchased by your company.

You will use the Capital tab in your Input Definition to define Capital Types for budgeting capital data in Prospero. These settings control and manage the capital data input in the budget's Data Input workspace.



At the minimum, every Capital Type is linked to:

- A Capital Account which is the expense account for items associated to the Capital Type.
- A Depreciation Account which it the account which records the depreciation generated by every item associated to the Capital Type.
- A Default Price which represents the purchase value of the Capital Type.
- Useful Life which is the default number of budget periods of depreciation for items associated to the Capital Type

Once Capital Types are defined, your users can individual capital items to your budget. These items are entered to the Capital tab of the Data Input workspace.

You will add or delete rows in the Capital grid using the options on the Home ribbon:

Once a row has been added in the grid, you will define the item by customizing the information in each cell as follows:

Capital

- **Type** – This field is the capital type. You may enter an alphanumeric value.

  This option cannot be <BLANK>.
- **Description** – This field is the description of the capital type. You may enter an alphanumeric value.

  This option cannot be <BLANK>.
- **Capital Account** – This field is the capital account associated to the Capital Type. You can enter an alphanumeric value or select an account using the ellipsis button.

  This option cannot be <BLANK>.
- **Depreciation Account** – This field is the depreciation account associated to the Capital Type. You can enter an alphanumeric value or select an account using the ellipsis button.

  This option cannot be <BLANK>.
- **Default Price** – This field is value of the capital item. You must enter a currency value.

  This option cannot be <BLANK>.
- **Useful Life** – This field is the number of periods representing the life of the capital item. You must enter a numeric value.

  This option cannot be <BLANK>.
- **Comment** – This cell allows you to enter an informational comment about the capital type. This cell is optional.

For information on input of budget data, refer to that section.

Creating Capital Types

To create a new capital type in your Input Definition:

1. Open the Input Definition.
2. Select the Capital tab.
3. Click the **Insert** button on the Home ribbon to insert a new row.

4. In the new row, enter the grid information. (You may also enter the information directly to the field. However, all segment values must be populated.)
5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Note: Capital entries cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Capital entries must be unique and adding duplicate rows will receive an error and cannot be saved.

Modifying Capital Types

To modify a capital type in your Input Definition:

1. Open the Input Definition.
2. Select the Capital tab.
3. Select the row cell to modify in the Capital grid. Make your changes.
4. When you've made your changes, select the **Save** button on the Quick Access Toolbar or **Ctrl + S** keys to save your changes.

Note: Capital entries cannot be all <BLANK> and any added rows containing no information will not be saved. In addition, Capital entries must be unique and adding duplicate rows will receive an error and cannot be saved.

Deleting Capital Types

To delete a capital type in your Input Definition:

1. Open the Input Definition.
2. Select the Capital tab.
3. Select the row you wish to delete.
4. Click the **Delete** button on the Home ribbon to delete the row.

5. Select the **Save** button on the Quick Access Toolbar or select the **Ctrl + S** keys to save your changes.

Budget Input

Prospero Budget Input

Creating your budget involves entering and calculating your budget and forecast data in the Prospero **Data Input** workspace.

Prospero Budgeting is a specifically licensed module which is fully integrated with Prospero Reporting. However, if you are not licensed for this feature, you will not see the elements or processes related to budgeting and forecasting as detailed in this section.

Before input can occur, you will need to finalize the necessary elements of the budgeting application. These elements include Column, Line and Input Definitions, Human Resource data (i.e. salary grades, benefits and taxes), and Capital types.

This section will focus on data input, annotations, and workflow. For information on creating your Input Definitions for budget planning, refer to the section on Budget Setup.

Also, as you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

Budget Data Input

Prospero's **Data Input workspace** is where you will perform input for your budget plans. The Data Input workspace is opened from your Input Definition.

This section will focus on data input and workflow. For information on creating your Input Definitions for budget planning, refer to the section on Budget Setup.

Data Input Workspace

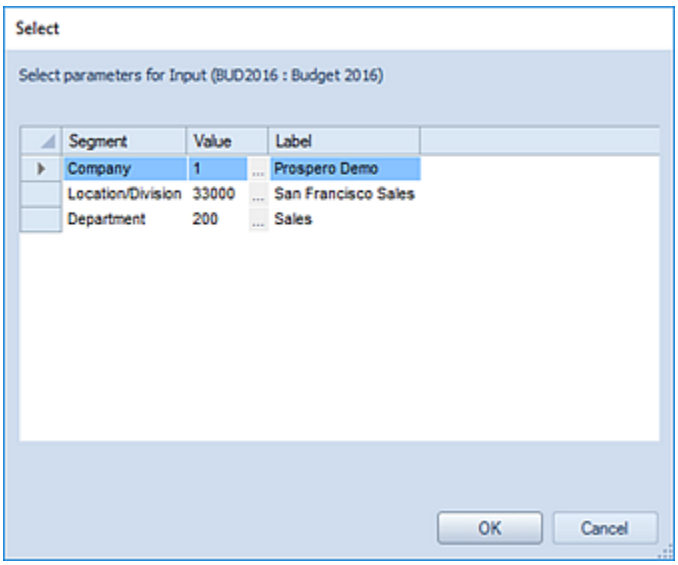
The **Data Input workspace** is where you will perform input for your budget or forecast plans. The Data Input workspace is opened from your Input Definition, which controls the features and functions of your budget plan.

All Input Definitions will open with the Main tab. If you have elected to also budget for Human Resources and/or Capital, those will appear on separate tabs. These tabs cannot be re-ordered.

Prospero provides you with the opportunity to set your plan prompt options at run time. While input settings can be established on the Input Definition Design and Options tabs, input parameters (i.e. segment values) are specified on the Input Definition Properties Pane. These can be overriden at run time in the event that a different view of the input data is desired. The parameters you select for the Input Definition will define the segments you input data for.

Input Options - Select Prompt

The Select Prompt section allows you to specify the parameters for your report such as the specific Segments which you wish to use for your budget or forecast plan.

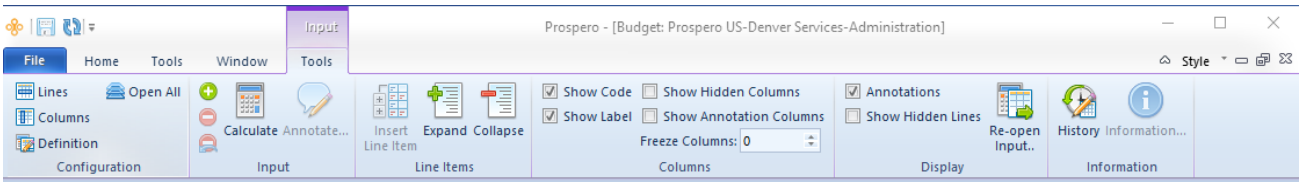


When selecting the report **Prompt** settings, click on the ellipsis button to make your segment selections.

Note: If you have not defined summary Trees, you will still have the option select segment items. The “All” tree item, which summarizes all the items in the segment and is created by default during the Prospero installation cannot be used and will a read-only reference. For more information see User Defined Trees and System Defined Trees.

Input Tools Context Ribbon

The **Input Tools context ribbon** contains the specific features for entering and managing data on your data input workspace. This ribbon will appear whenever you open an Input Definition for performing data input.



Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the configuration functions to manage the sets that make up your plan. This includes the Line, Column, and Input Definition. The Open All option will open all the associated sets with a single click on the selection.
- **Input** – This section contains various input functions for your plan:

  The Insert, Delete and Undelete options manage your ability to add or remove rows from your Data Input workspace. If you have deleted a row, the Undelete option will revert to the previous, unsaved change.

  The Calculate option will recalculate your worksheet's totals. You can elect to have this function performed automatically by selecting the "Automatic Input Calculations" in Prospero Options.

  The Annotate option allows you to add annotations to your data input.
- **Line Items** – This section contains various functions adding and managing line items in your Data Input workspace:

  The Insert Line Items option will insert a subordinate line item for the account row selected in the plan's workspace. You can enter a code (or maintain the auto-generated code) and a label description for the line item.

  The values which you enter for each column of the line item will total to the parent account's row: If you have previously added a total amount in the parent account row, adding new line items will zero out the total and then re-sum the total based on the line item amounts. (Your ability to see these totals immediately will depend on if you have elected the "Automatic Input Calculations" in Prospero Options.)

Main

		Jan	Feb	Mar
1100	Cash-Checking	$0.00	$0.00	$0.00
1110	Money Market (Short-Term)	$0.00	$0.00	$0.00
1200	Accounts Receivable	$0.00	$0.00	$0.00
1200_1	{label}	$0.00	$0.00	$0.00
1205	Allowance for Bad Debt	$0.00	$0.00	$0.00
1300	Due from FW	$0.00	$0.00	$0.00

When you **Save** your Data Input workspace, your line items will also be saved and will appear the next time your Input Definition is opened for that specific budget's parameters. (If you open your budget for different segment parameters, your line items will not appear.)

In addition, if you copy your plan to a new one, your line items will be copied to the new plan when you open the plan for the same parameters as the original Input Definition.

The Expand and Collapse options allow you to expand or collapse line item detail for the row(s) in your Data Input workspace.

- **Columns** – This section contains various functions for managing how columns appear in your Data Input workspace:

  The Show Code checkbox allows you to show the segment's code on the input data row. This option is selected by default.

  The Show Label checkbox allows you to show the segment's label on the input data row. This option is selected by default.

  The Show Hidden Columns checkbox allows you to show columns on the input data workspace which are hidden using the Suppress option in the Column Definition. This option is not selected by default.

  The Show Annotations Column checkbox allows you to show annotations on the input data workspace, when this option is enabled in Prospero Options. This option is selected by default when the option is enabled.

- **Display** – This section contains functions for managing the displays in your Data Input workspace:

  The Annotations checkbox allows you to show the Annotations Pane for creating and managing annotation on your input data row. This option is selected by default.

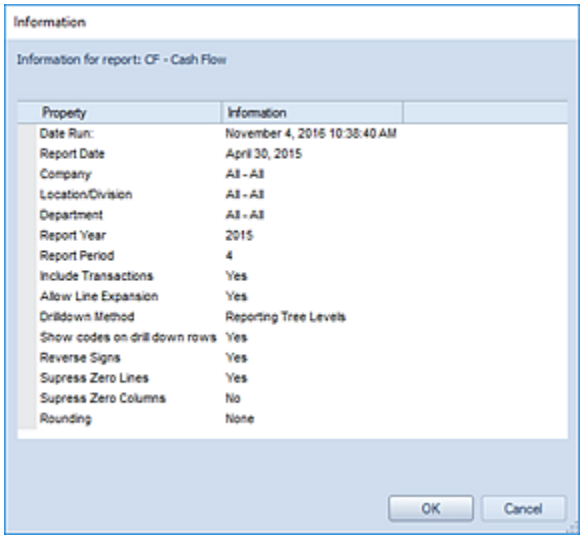
  The Show Hidden Lines checkbox allows you to show rows on the input data workspace which are hidden using the Suppress option in the Line Definition or which may be suppressed as their balance is zero. This option is not selected by default.

  The Re-open Input option allows you to open the active Input Definition again using different parameters. When you choose this option the Select dialog will appear to allow you to change your segment options from the last time you opened the Input Definition.

  The Freeze Columns setting defines the number of columns that will be frozen to the left of the screen (in other words, columns that will not scroll off the screen as you move to the right). You may freeze up to 9 columns. Note: hidden columns need to be counted when freezing columns.

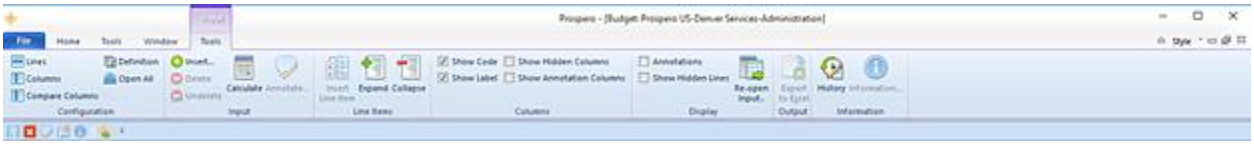
- **Information** – This option allows view of data input History, indicating any changes made to data in the plan and when. For more information, see Input History.

  This option also includes the Information option which returns an information dialog including information such as when the input definition was created, the budget date parameters, and other execution options and settings.



Calculate Task

The **Calculate** option on the **Input Tools context ribbon** will recalculate your worksheet's totals. (The Input Tools context ribbon will appear whenever you open an Input Definition for performing data input.)



The Calculate task to resummarize data will also be run whenever Line Item Import is performed.

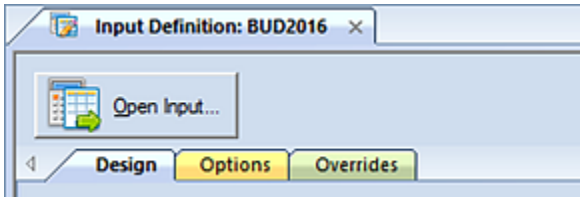
You can elect to have this function performed automatically for the input definition by selecting the "Automatic Input Calculations" in Prospero Options.

For additional information on the Calculation Task refer to the section in Budget Setup – Calculation Task.

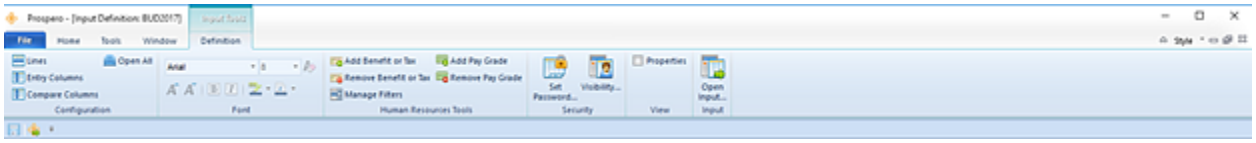
Adding Data in the Data Input workspace

To add budget data to your Data Input workspace:

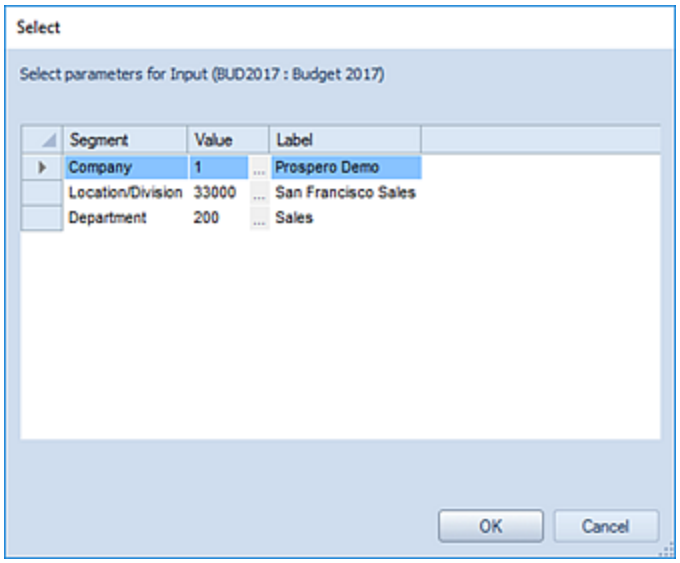
1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



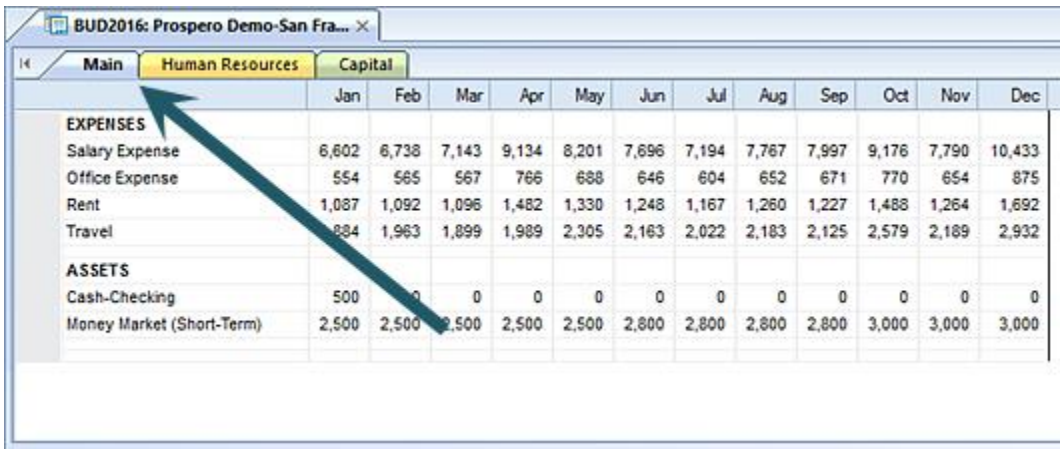
-or-



3. Enter your plan prompts as required and select the **Ok** button to open the workspace.



4. The opened workspace will default to the Main tab.



5. Select any available row and add a value
6. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

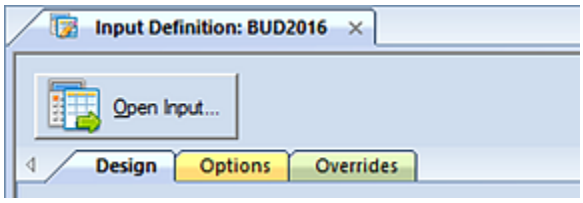
When the same or another Input Definition is opened, you will be presented with the previous set of prompts and can then change the prompt values. If you have defined specific criteria for Human Resources Pay Grade, Benefits, Taxes, Capital, or Overrides on the Input Definition, opening the Data Input workspace will filter on that criteria based on your prompts.

Note: When an account is derived from a Human Resources or Capital item defined on the Input Definition, you will be prevented from entering information directly to the account. You can manually enter data to HR- or Capital-related accounts only when no items have been defined on the Input Definition using those associated accounts. In short, once employee or capital item records are added, if those accounts are used in the Input Definition, the accounts will be locked and will only display the read-only result of any calculation.

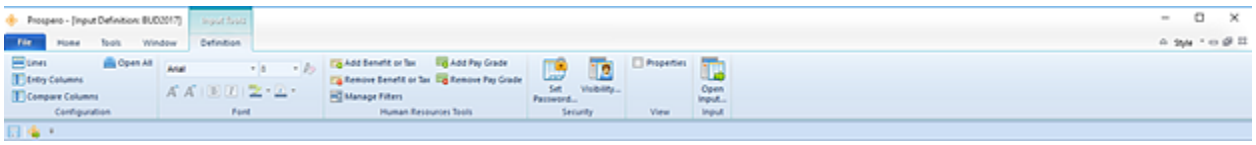
Adding Line Items in the Data Input workspace

To add line item data to your Data Input workspace:

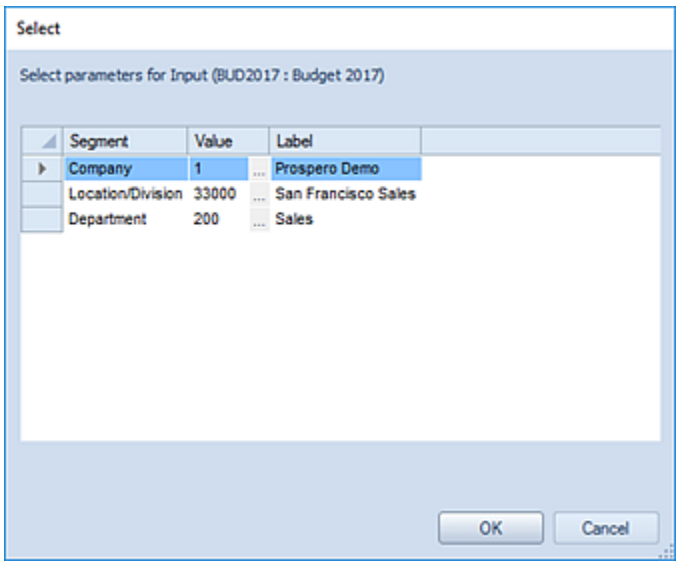
1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



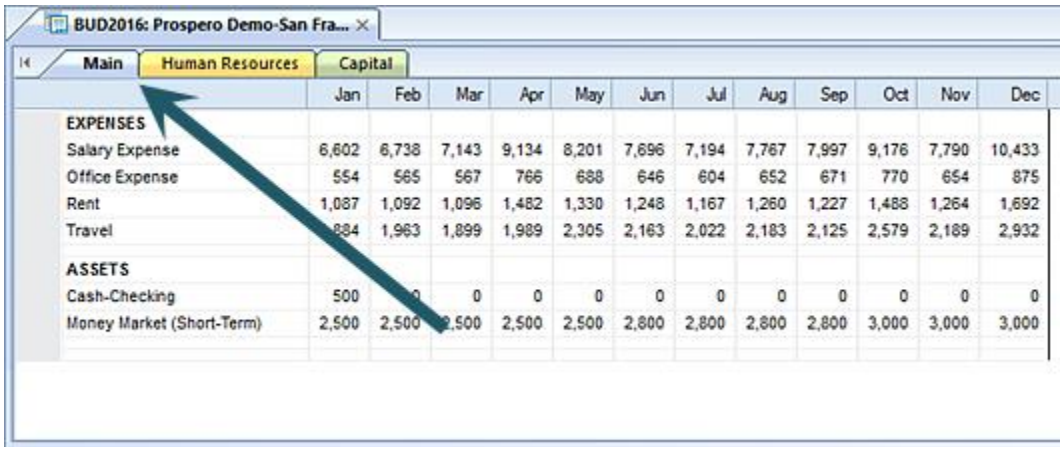
-or-



3. Enter your plan prompts as required and select the **Ok** button to open the workspace.

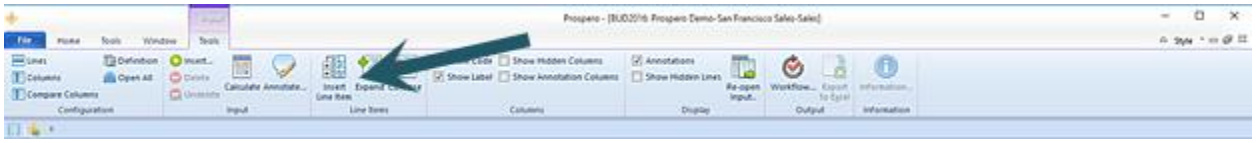


4. The opened workspace will default to the Main tab.

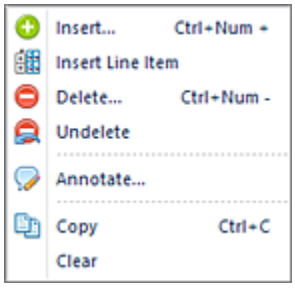


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EXPENSES												
Salary Expense	6,602	6,738	7,143	9,134	8,201	7,696	7,194	7,767	7,997	9,176	7,790	10,433
Office Expense	554	565	567	766	688	646	604	652	671	770	654	875
Rent	1,087	1,092	1,096	1,482	1,330	1,248	1,167	1,260	1,227	1,488	1,264	1,692
Travel	884	1,963	1,899	1,989	2,305	2,163	2,022	2,183	2,125	2,579	2,189	2,932
ASSETS												
Cash-Checking	500	0	0	0	0	0	0	0	0	0	0	0
Money Market (Short-Term)	2,500	2,500	2,500	2,500	2,500	2,800	2,800	2,800	2,800	3,000	3,000	3,000

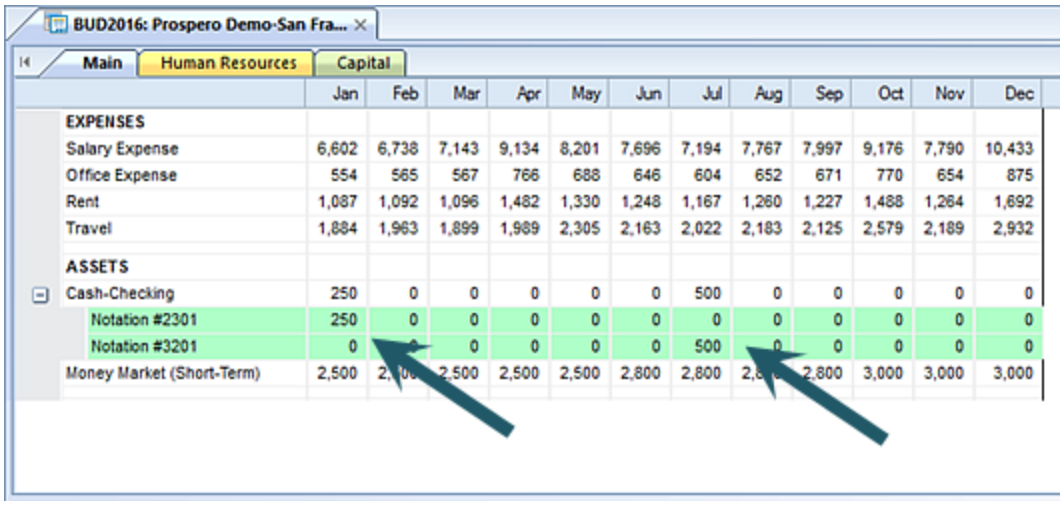
5. Select any available row on the Main tab and select the **Insert Line Item** option on the ribbon.



Conversely, you can right-click and select the Insert Line Item option from the pop-up menu.



6. Enter a value in the line item's value column.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EXPENSES												
Salary Expense	6,602	6,738	7,143	9,134	8,201	7,696	7,194	7,767	7,997	9,176	7,790	10,433
Office Expense	554	565	567	766	688	646	604	652	671	770	654	875
Rent	1,087	1,092	1,096	1,482	1,330	1,248	1,167	1,260	1,227	1,488	1,264	1,692
Travel	1,884	1,963	1,899	1,989	2,305	2,163	2,022	2,183	2,125	2,579	2,189	2,932
ASSETS												
Cash-Checking	250	0	0	0	0	0	500	0	0	0	0	0
Notation #2301	250	0	0	0	0	0	0	0	0	0	0	0
Notation #3201	0	[illegible]	0	0	0	0	500	0	0	0	0	0
Money Market (Short-Term)	2,500	[illegible]	2,500	2,500	2,500	2,800	2,800	[illegible]	2,800	3,000	3,000	3,000

7. To add additional Line Item rows, right-click to again select the **Insert Line Item** option from the pop-up menu. (If you have previously added a total amount in the parent account row, adding a new line item will zero out the total and then re-sum the total based on the line item amounts.)
8. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

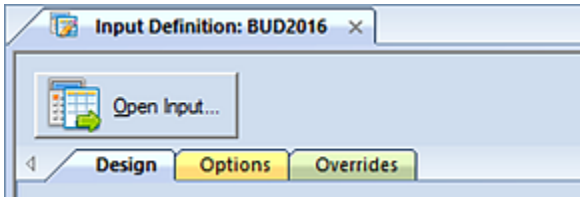
When the same or another Input Definition is opened, you will be presented with the previous set of prompts and can then change the prompt values. If you have defined specific criteria for Human Resources Pay Grade, Benefits, Taxes, Capital, or Overrides on the Input Definition, opening the Data Input workspace will filter on that criteria based on your prompts.

Note: When an account is derived from a Human Resources or Capital item defined on the Input Definition, you will be prevented from entering information directly to the account. You can manually enter data to HR- or Capital-related accounts only when no items have been defined on the Input Definition using those associated accounts. In short, once employee or capital item records are added, if those accounts are used in the Input Definition, the accounts will be locked and will only display the read-only result of any calculation.

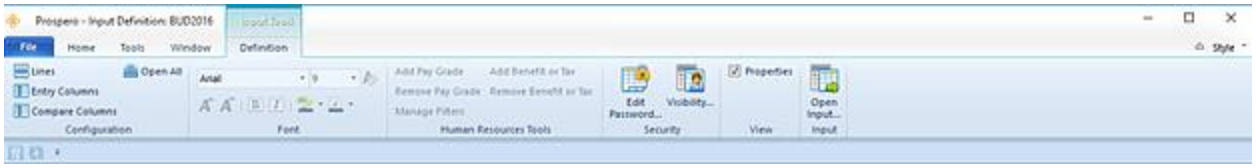
Modifying Data in the Data Input workspace

To modify, delete or undelete data in your Data Input workspace:

1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



-or-



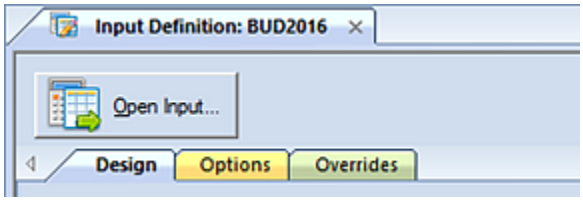
3. Enter your plan prompts as required.
4. In the opened workspace, select your row(s) and modify your value.
5. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Note: When an account is derived from a Human Resources or Capital item defined on the Input Definition, you will be prevented from entering information directly to the account. You can manually enter data to HR- or Capital-related accounts only when no items have been defined on the Input Definition using those associated accounts. In short, once employee or capital item records are added, if those accounts are used in the Input Definition, the accounts will be locked and will only display the read-only result of any calculation.

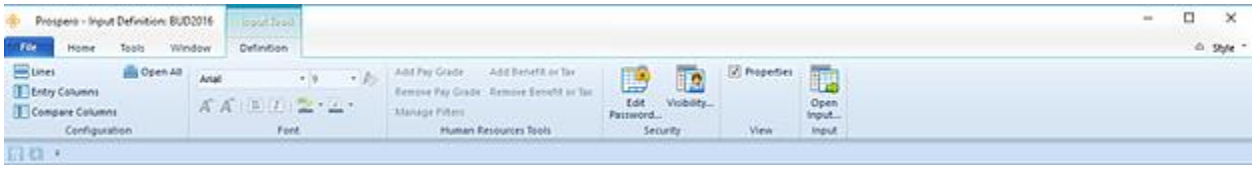
Deleting and Undeleting Data in the Data Input workspace

To modify, delete, or undelete data in your Data Input workspace:

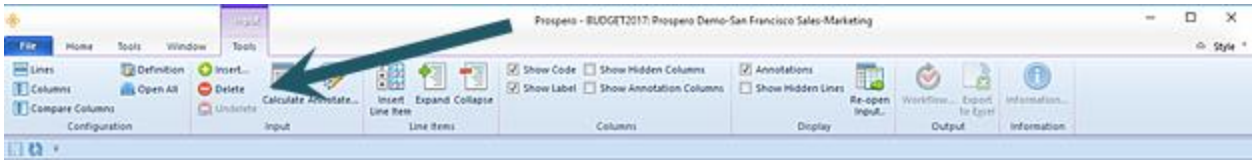
1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



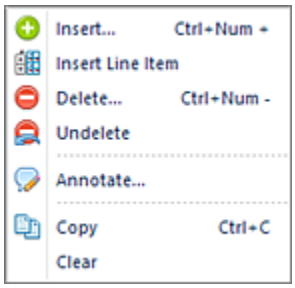
-or-



3. Enter your plan prompts as required.
4. In the opened workspace, select a row.
5. Select the **Delete** option on the ribbon.

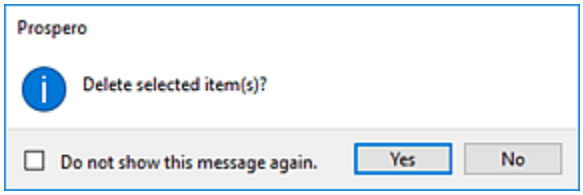


Conversely, right-click and select the **Delete** option from the pop-up menu.

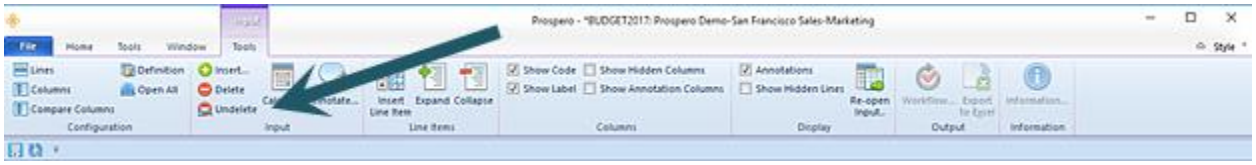


Your value will be ‘0’ and any totals row(s) will update.

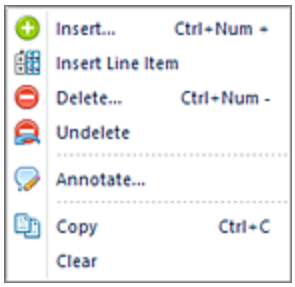
6. When prompted, confirm that you want to delete your row.



7. (You can elect to suppress this message on the prompt. To restore these confirmation messages, you can select this in Options.)
8. To cancel the deletion of a row, select row and the **Undelete** option on the ribbon.



Conversely, you can right-click and select the **Undelete** option from the pop-up menu.



The Undelete option will undelete any data which had been deleted after the last save.

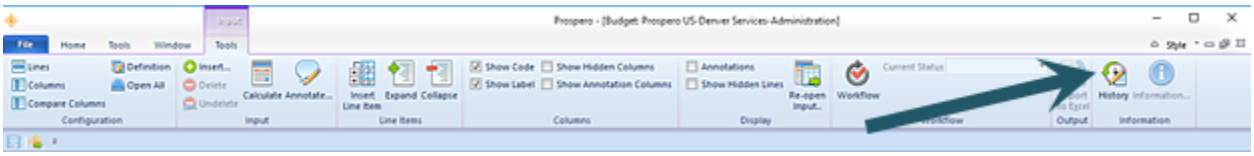
9. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Note: You cannot undelete a row(s) after you have saved any deletions.

History

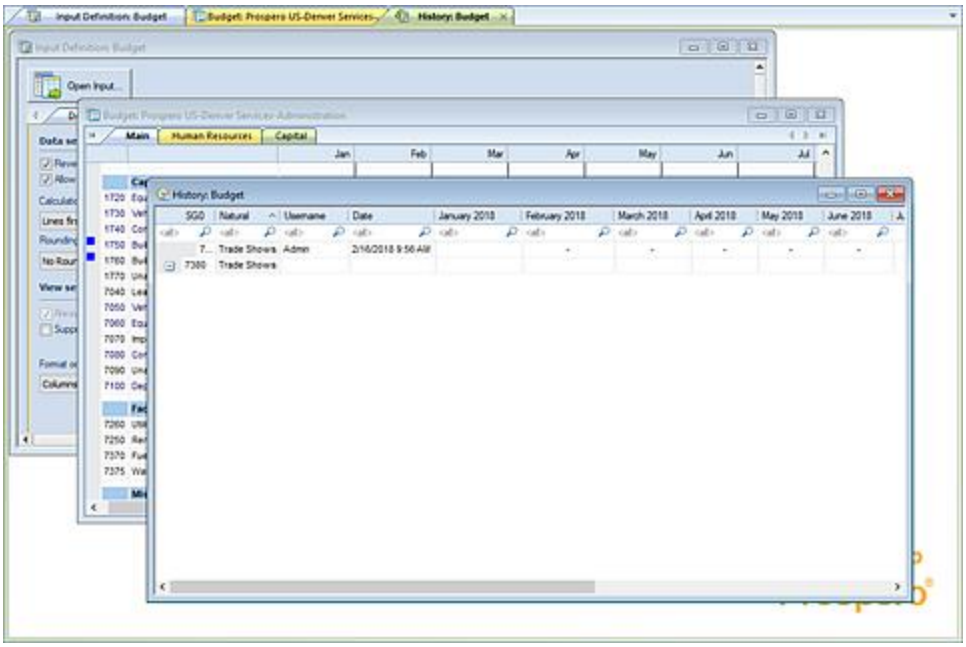
The **History** option on the Input Tools context ribbon (and the Input Tools Definition context ribbon) provides a screen of information which indicates changes – additions, modifications, or deletions - to your budget plan's data. This includes Human Resources or Capital data.

You must have either your Input Definition or your plan (Data Input workspace) open in order to access this information.



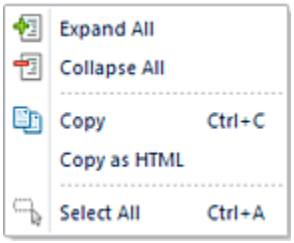
Opening History from the Input Definition will show entries for all segment prompts while opening History from your Data Input workspace will show only those entries related to the prompt combinations you selected. If segments have been suppressed for any reason on the Input Definition, they will not show on the History screen.

When the option is selected, the History workspace will open as a tab on your main data input workspace.



The History screen in the workspace will show the following for any row where a change was made. Where there are multiple changes, the items be collapsed on the row and a “+” sign will indicate that the row can be expanded to show the detail. (Standard color schemes will be applied to summary and detail entries.)

Use the right-click mouse button to show the options menu on the screen:



Right-click menu options include:

- **Expand All** – This option will expand all rows to show individual detail changes.
- **Collapse All** – This option will collapse all expanded rows showing individual detail changes.
- **Copy** – This option will copy selected entries on the screen to your Windows buffer. You can then paste to an external document editor such as Microsoft Word.
- **Copy as HTML** – This option will copy the entries on the screen to an HTML file.
- **Select All** – This option will select all rows in the screen.

The History information will reflect the following:

- **Segment ID** – The segment id associated to the plan’s row where the change was made.

- **Natural** – The label of the account associated to the row with the change.
- **Username** – The username of the person who made the change.
- **Date** – The date and time that the change was made.
- **Period Column(s)** – The value which was changed will appear in its associated column in the row. If no change was made, either the value for that column will be <BLANK> or you will see the indicator you defined on the Input Definitions Options Tab.

Note: The ability to view History from the Data Input workspace is available for any user who has access to open the input screen. In this instance, the user will only see the changes within their assignments. (The Clear History option on the Input Definition context ribbon requires a Power User license with the Security Permission to maintain input definitions.)

View History Entries

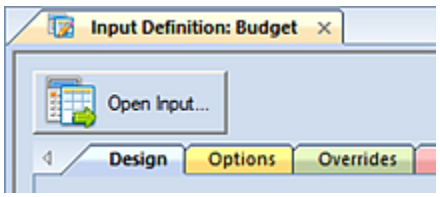
The History option provides a screen of information which indicates changes – additions, modifications, or deletions - to your budget plan's data. This includes Human Resources or Capital data.

The History screen will show all entries for the Input Definition for the Assignments to which you have been granted. Also, opening History from the Input Definition will show entries for all segment prompts while opening History from your Data Input workspace will show only those entries related to the prompt combinations you selected.

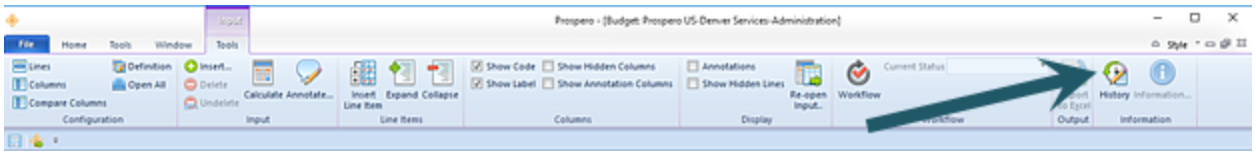
To view Input History entries:

1. Open your Input Definition.
2. Select the History option on the Input Definition Tools Definition context ribbon. This will show the entries for all segment prompt combinations (i.e. all history entries for the Input Definition.)

3. Conversely, select the Open Input option to open the Input Definition for the parameters you require.

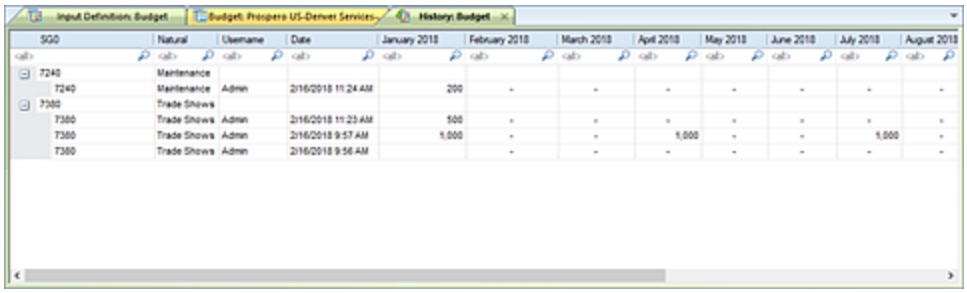


4. Once you have the Data Input workspace is open, on the Main tab select the History option on the Input Tools context ribbon.



This will show only those entries related to the prompt combinations you selected.

5. The History entries will appear in the screen. Select the “+” to expand a row or use the right-click options to expand or collapse detail or copy your entries.



6. To close your History workspace, select the **X** on the tab next to the name.

Clear History Entries

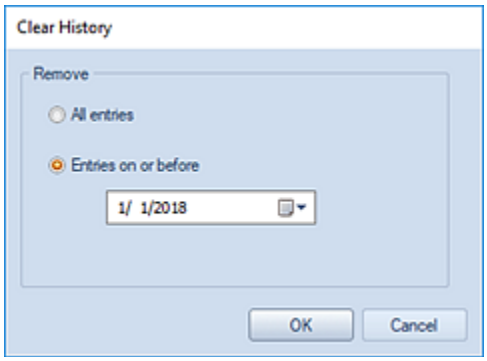
The Clear History option allows you to clear information pertaining to budget data input changes, if the information returned to the screen is too large or if older records are no longer needed.

The Clear History option requires a Power User license with the Security Permission to maintain input definitions.

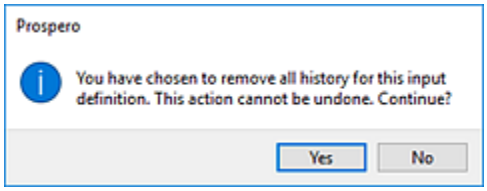
To clear Input History entries:

1. Open your Input Definition.
2. Select the Clear History option on the Input Definition Tools Definition context ribbon.

3. The Clear History dialog will appear:



4. Select to remove “All entries” or use the calendar select option to choose entries on or before a specific date.
5. After making your selection, use the **OK** button to confirm your removal of the entries. You will receive a confirmation message to remove the entries.



6. Select **Yes** to confirm your deletion.
7. To close your History workspace, select the **X** on the tab next to the name.

Note: Exercise caution when deleting entries as these will be permanently removed from your system.

Human Resources Data Input Workspace

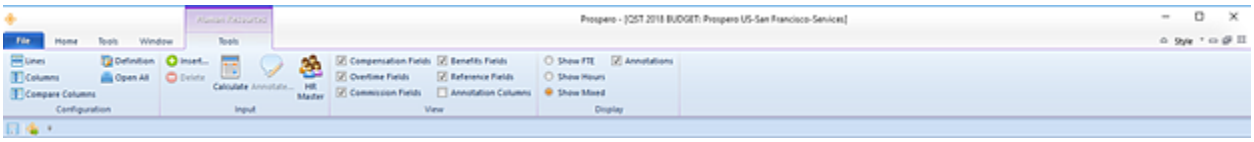
The **Human Resources workspace** is where you will perform input for HR on your budget plans. The Human Resources workspace is a data input workspace opened from your Input Definition. This is a tab which will appear in addition to your Main data input tab.

In order to input Human Resources data you must have the appropriate permissions assigned to your user Role, you must have selected to “Enable Human Resources” on the Input Definition’s Options tab, and you must have established your Human Resources setup parameters (pay grades, benefits, taxes, etc.) on your Input Definition’s Human Resources tab._D2HLink_337927

Note: To perform budget input – Human Resources or otherwise – you must be licensed for Prospero budgeting and reporting or budgeting-only. In addition, if the “Read Only Human Resources screen” permission is set, all HR screens will only be viewable in read-only mode and individual employee records and data input cannot be performed on these screens.

Human Resources Tools Context Ribbon

The **Human Resources Tools context ribbon** contains the specific features for entering and managing data on your Human Resources data input workspace. This ribbon will appear whenever you have the Human Resources tab selected for data input.



Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the configuration functions to manage the sets that make up your plan. This includes the Line, Column, Comparison Column, and Input Definition. The Open All option will open all the associated sets with a single click on the selection.
- **Input** – This section contains various input functions for your plan:

  The **Insert** and **Delete** options manage your ability to add or remove rows from your HR tab input workspace.

  The **Calculate** option will recalculate your workspace totals. You can elect to set your Data Input workspace to auto-calculate using the Prospero Options election or you can select the Calculate button to update Human Resources calculations after you have made any data entry additions and changes. In addition, regardless of the election in Prospero Options, whenever changes are made, calculations will automatically update account balances on the main input screen when you **Save** your data input.

  The Annotate option allows you to add annotations to your data input.

  The HR Management option will open the HR Management screen for the input set you have open, showing all of the employees currently associated to the plan.
- **View** – This section contains various functions for managing which columns of HR attribute data will appear in your workspace. You can select these items to manage your data view:

  The Compensation Fields checkbox allows you to show compensation-related data such as Pay Rate, Increase Period(s) and Amount(s), Bonus Period and Rate. This option is selected by default but any items which are not defined will be shown grayed out.

  The Overtime Fields checkbox allows you to show overtime-related data. This option is selected by default but any items which are not available for input or which are not defined will be shown grayed out.

  The Benefits Fields checkbox allows you to show any benefits or taxes-related data. This option is selected by default but any items which are not available for input or which are not defined will be shown grayed out.

  The Reference Fields checkbox allows you to show user-defined reference data. This option is selected by default but any items which are not available for input or which are not defined will be shown grayed out.

  The Show Annotations Column checkbox allows you to show annotations on the input data workspace, when this option is enabled in Prospero Options. This option is selected by default when the option is enabled.

  In the event that a Layout has been defined for the Input Definition's Human Resources fields, any category of fields which the Role has not been granted access to view will be unavailable for selection.
- **Display** – This section contains functions for managing how the data displays in your Data Input workspace:

The Show FTE option allows you to view the employee allocation based on FTE equivalent.

The Show Hours option allows you to view the employee Allocation based on hours.

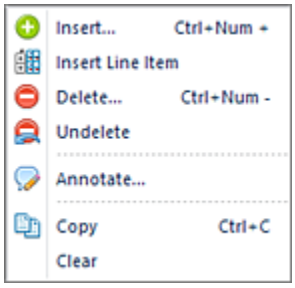
The Show Mixed option allows you to view the employee Allocation based on hours or FTE, depending on how the Pay Grade is defined.

The Annotations checkbox allows you to show the Annotations Pane for creating and managing annotation on your input data row. This option is selected by default.

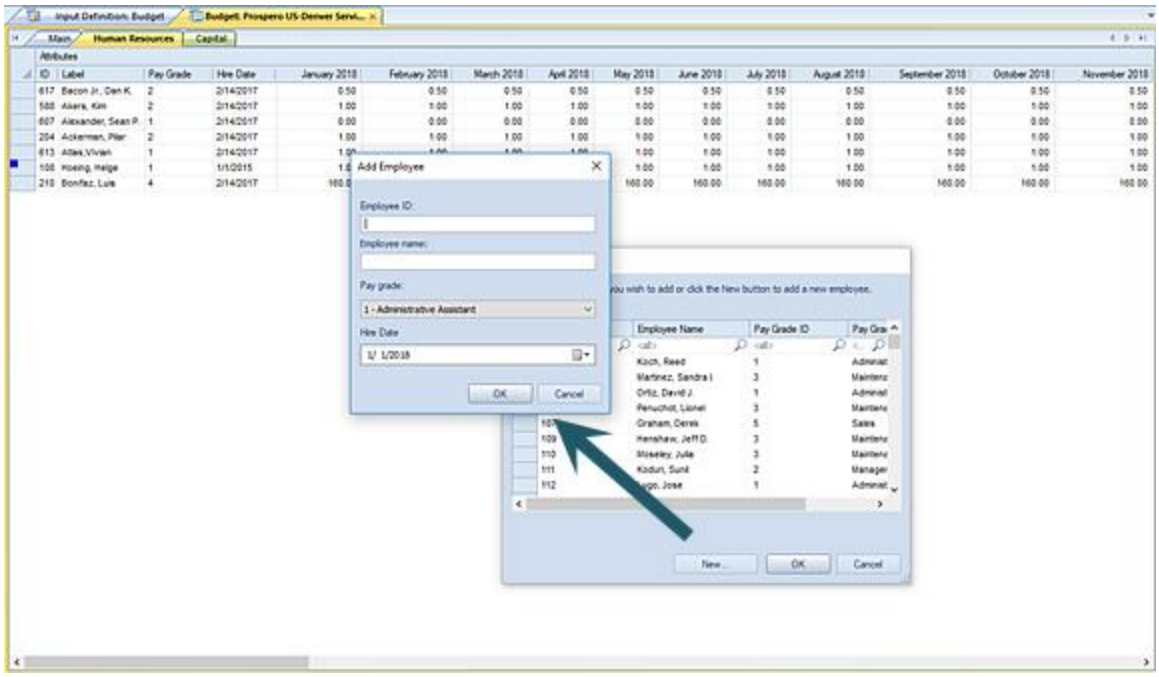
Adding Employee Records in the HR Input workspace

To add employee records to your Human Resources Data Input workspace:

1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.
3. Enter your plan prompts as required.
4. In the opened workspace, select the Human Resources tab.
5. Right-click and select the Insert option from the pop-up menu.

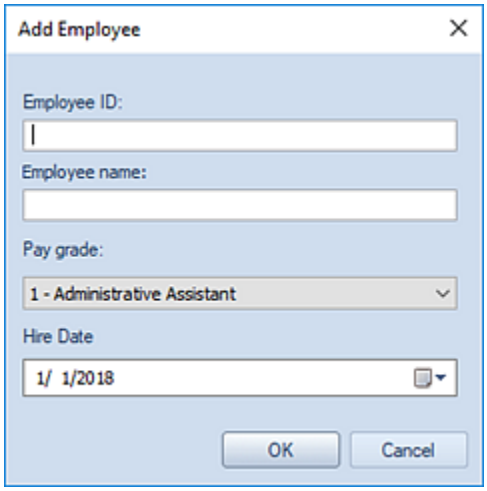


6. In the Add Employee dialog, select the **New** button to enter a new employee entry. Or, conversely, select an existing employee to add to the plan.



7. When entering a new employee record, enter the Employee ID, Employee Name, and Pay Grade from the drop-down menu.

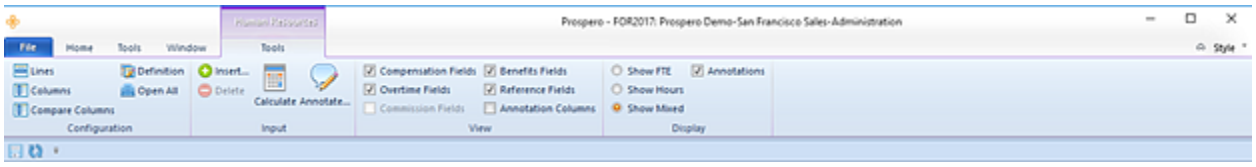
   In addition, enter or select the Hire Date from the Calendar widget. The default is the first day of the current calendar year. (The start period will be based on this value such that if the date “4/1/2019” is selected and the budget is for 2019, the start period will also be set to 4. If you are budgeting for 2019 and you pick 4/1/2018 as the hire date, it sets the start date to 1, as the employee would have already been hired prior to the start period. This value can be manually changed.)



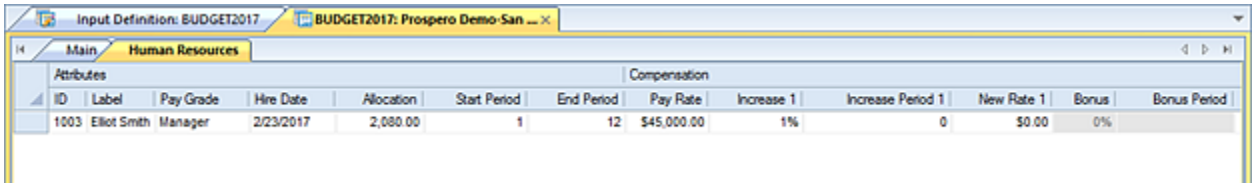
   Employee ID, Employee Name, Pay Grade and Hire Date are required fields.

   When you have entered your employee data, select the **Ok** button. The employee record will be added to the workspace.

8. In the workspace, the employee records will reflect the attributes you assigned to the Human Resources setup in the Input Definition. These will be the fields which are available, grouped by their attribute which you can toggle on or off on the Human Resources Tools context ribbon.



9. Fields in the workspace will be grouped by their function:



You can modify editable values where you have rights to modify Human Resources data.

You can also add Benefits and Tax field values where you have defined these on the Input Definition. For more information, refer to the section on Adding Benefit or Tax Field Values.

10. After entering HR data, you can toggle back to the Data Input Workspace by selecting the Main tab.

Note: Whenever HR records are modified, resulting values are re-calculated and the corresponding account(s) are updated on the Main input tab.

If an account used to return HR data is not found in the associated Input Definition's Line Definition, the row will be added to the screen. In this instance, the row will be hidden by default but can be un-hidden using the "Show Hidden Lines" option on the Input Tools Context Ribbon.

11. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Note: If you have defined specific criteria on the Human Resources Pay Grade, Benefits, or Taxes on the Input Definition, opening the Data Input workspace will filter on that criteria based on your prompts.

Fields in the Human Resources Input workspace

Once you have added your employee records, the fields available in the Human Resources tab in the data input workspace will depend on the attributes – pay grades, benefits, taxes, etc., - that you defined on your Input Definition Human Resources tab. While certain fields may be edited, others may be inactive or the result of the calculations. In this case, these fields will be shown, but will be shown as read-only.

When adding a new employee record, Human Resources values calculate to their corresponding result accounts on the Main Data Input workspace. In short, when adding a new employee record, values defined in the Input Definition for Compensation, Bonus, Overtime, or Commission will calculate to their corresponding result account(s) in the Main data input workspace. Changing a corresponding period or rate for an employee

record on the Human Resources tab will calculate the updated value in the corresponding account in the Data Input workspace.

The fields shown on the Human Resources workspace are grouped by their category (or attribute). Use the options on the Human Resources Tools context ribbon to manage which categories are available for view.

Attributes								Compensation				
ID	Label	Pay Grade	Hire Date	Headcount	Allocation	Start Period	End Period	Pay Rate	Increase 1	Increase Period 1	New Rate 1	Bonus
191	Carey, Richard	H_PRODUCTION	2/14/2017	1	2,080.00	1	12	$20.00	0.00%	0	$20.00	0.00%
OPEN408	Production Manag...	H_PRODUCTION	2/14/2017	3	2,080.00	4	12	$17.95	0.00%	0	$17.95	0.00%
619	O'Hara, Robert	H_MAINTENANCE	2/14/2017	1	2,080.00	1	12	$15.00	0.00%	0	$15.00	0.00%
230	Munson, Stuart	H_MAINTENANCE	2/14/2017	1	2,080.00	1	12	$15.00	0.00%	0	$15.00	0.00%
543	Hough, Dan	S_SALES	2/14/2017	1	1.00	1	12	$89,995.00	10.00%	3	$98,994.50	0.00%

The fields which will be available are grouped by the following categories:

Attributes

- **ID** – This is the ID assigned to the new employee record. This value can be edited.
- **Label** – This is the employee name. This value can be edited.
- **Pay Grade** – This is the pay grade assigned to the new employee record. This value can be edited.
- **Hire Date** – This field indicates the date the employee was hired. The new employee record will default to the date specified on the Add Employee dialog (or the current date). This value can be edited.
- **Headcount** – This field allows for the entry of a whole number value for the number of individuals the row defines. For example, when budgeting a specific person, this value would be set to one (1) because it is one person; on the other hand, when budgeting for a position that may be budgeted for multiple individual people, set the Headcount field to the number of individual positions to be filled and Prospero will calculate expenses as if there were that number of individual people in the budget.
- **Allocation** – This is the allocation assigned to the new employee record and can reflect FTE or Hours. This value can be edited.
- **Start Period** – This field indicates when the employee started employment and will be used in Human Resources calculations. This value can be edited.
- **End Period** – This field indicates when the employee ended employment and will be used in Human Resources calculations. This value can be edited.

Compensation

- **Pay Rate** – This is the salary assigned to the new employee record. This value can be edited.

  Increase n – When the “Enable Increase Period” option is checked on the Input Definition Human Resources tab, this field will represent the increase to be applied to the associated employee record. The value will be a percentage. (If the value is set to 0, this will effectively carry over any base salary rate and percentage/amount, thereby effectively maintaining the current salary level.) This value can be edited.
- **Increase Period n** – When the “Enable Increase Period” option is checked on the Input Definition Human Resources tab, this field will represent the period that the increase will be applied to the associated to the employee record. The value will be a numeric value representing the month. (If the value is set to 0 this will effectively carry over any base salary rate and percentage/amount, maintaining the current salary level.) This value can be edited.

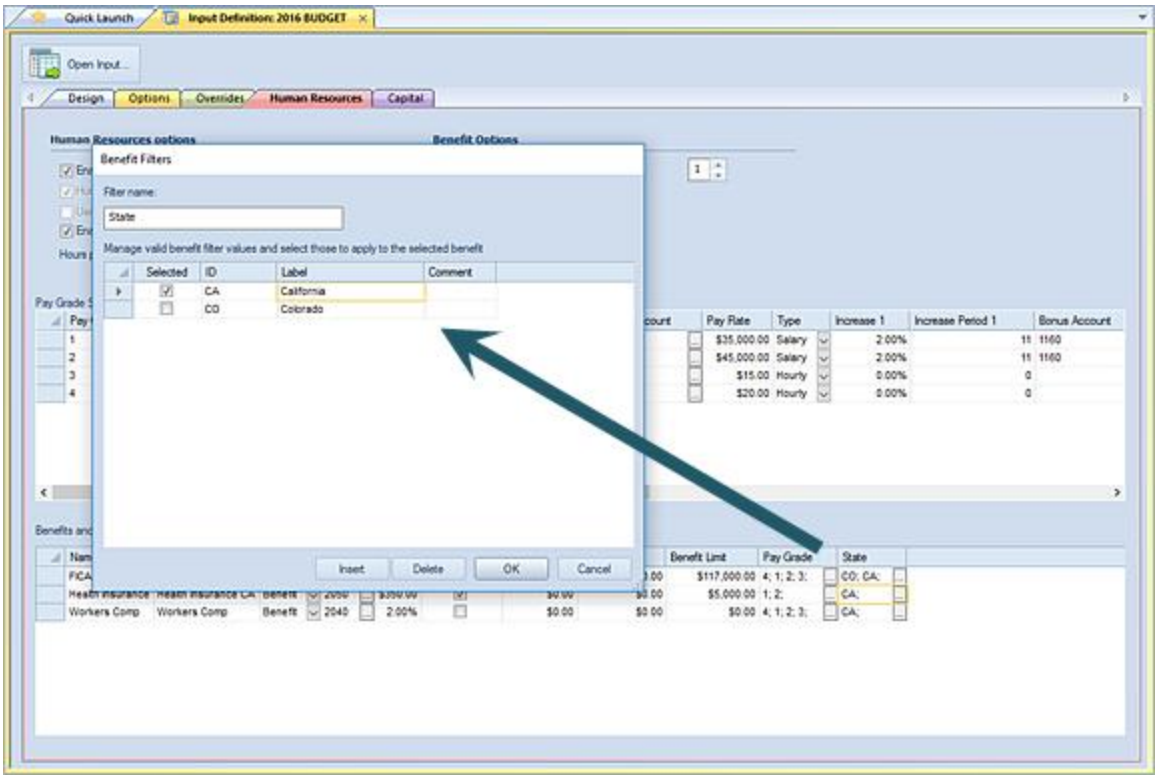
- **New Rate n** – When the “Enable Increase Period” option is checked on the Input Definition Human Resources tab, this field will represent the increased pay rate at the month of the increase. The value will be a currency. This value can be edited.
- **Bonus n** – When the “Enable Increase Period” option is checked on the Input Definition Human Resources tab_D2HLink_337939, this field will represent the bonus to be applied to the associated employee record. The value will be a percentage. This value can be edited.
- **Bonus Period n** – When the “Enable Increase Period” option is checked on the Input Definition Human Resources tab, this field will represent the period in which the bonus will be applied to the associated employee record. The value will be a numeric value representing the month. This value can be edited.
- **Use Default Pay Rate** – When checked,_D2HLink_337940 this field indicates that the pay rate used is the one defined on the pay grade. Altering the Pay Rate field will uncheck this checkbox. This value can be edited.
- **Use Default Increase** – When checked,_D2HLink_337941 this field indicates that the increase to be applied is the one defined on the pay grade. Altering any increase field will uncheck this checkbox. This value can be edited.
- **Use Default Bonus** – When checked,_D2HLink_337942 this field indicates that the bonus to be applied is the one defined on the pay grade. Altering any bonus field will uncheck this checkbox. This value can be edited.

Overtime

- **Overtime Percentage** – When Overtime is specified on the Input Definition Human Resources tab_D2HLink_337943, this field represents the overtime percentage to be applied to the associated employee record. The value will be a percentage. This value can be edited.
- **Use Default Pay Rate** – When checked,_D2HLink_337944 this field indicates that the overtime percentage rate used is the one defined on the pay grade. Altering the Overtime Percentage field will uncheck this checkbox. This value can be edited.

Benefits

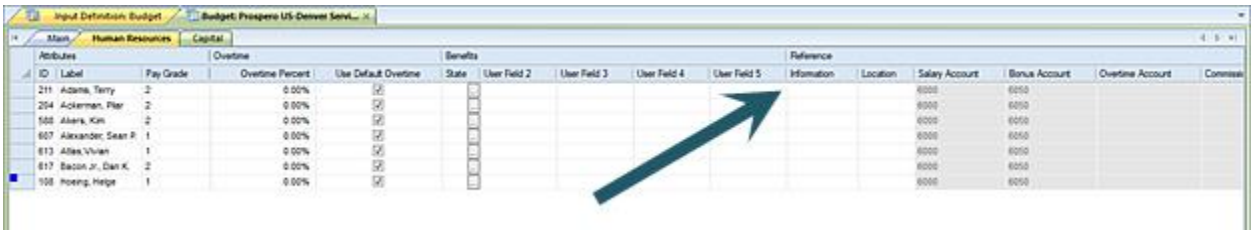
Fields listed in the Benefits category will be those which are defined as Benefits and Taxes user fields in the Human Resources tab of the Input Definition.



Where values have been defined, use the ellipsis button to make your selection. The value's format will depend on how the field(s) have been defined. These value(s) can be edited after they are added.

Reference

Fields listed in the Reference category section are informational and indicate either values defined in the Information Fields 1 and 2 as well as the result accounts which are associated to the pay grade.



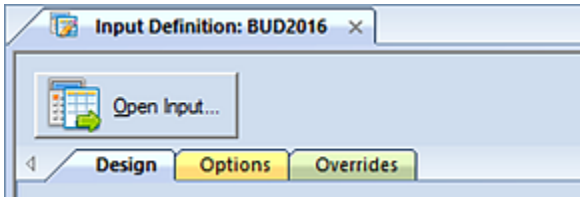
Result accounts are derived from those set on the Human Resources tab of the Input Definition.

Modifying Employee Records in the HR Input workspace

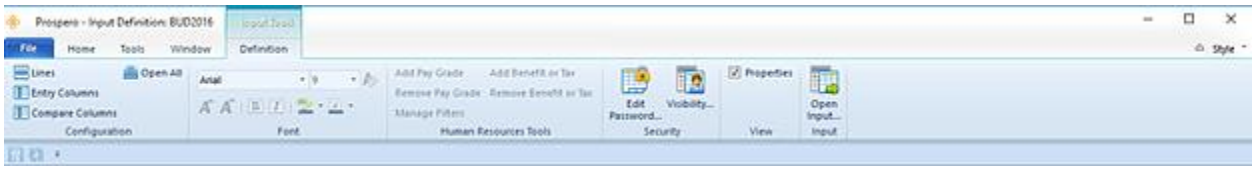
To modify an employee record in your Human Resources Data Input workspace:

1. Open the Input Definition for the parameters you require.

2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



-or-



3. Enter your plan prompts as required.
4. Select the Human Resources tab.
5. In the opened workspace, select your employee record(s) and modify your value. After modifying HR data, you can toggle back to the Data Input Workspace by selecting the Main tab.

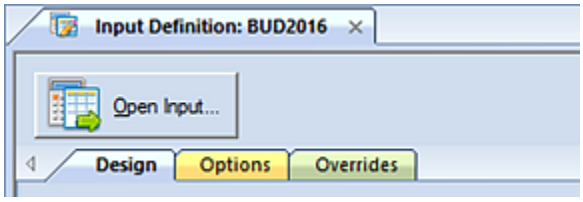
   Note: Whenever HR records are modified, resulting values are re-calculated and the corresponding account(s) are updated on the Main input tab.

   If an account used to return HR data is not found in the associated Input Definition's Line Definition, the row will be added to the screen. In this instance, the row will be hidden by default but can be un-hidden using the "Show Hidden Lines" option on the Input Tools Context Ribbon.
6. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

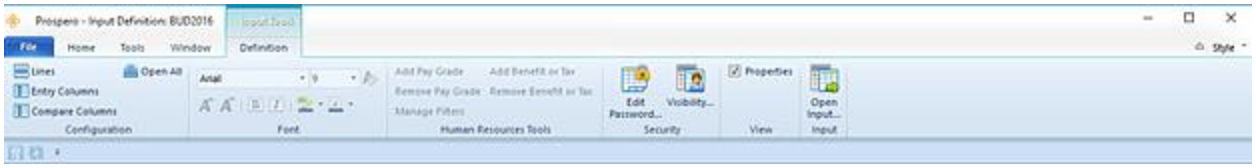
Deleting Employee Records in the HR Input workspace

To delete an employee record in your Human Resources Data Input workspace:

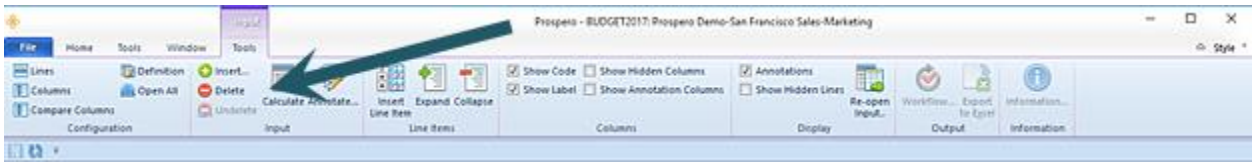
1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



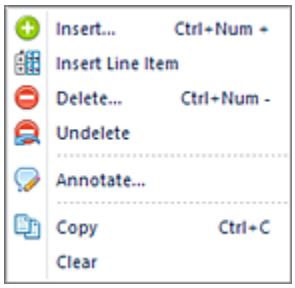
-or-



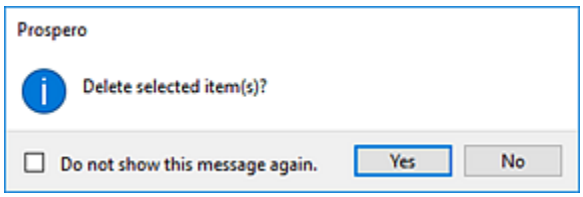
3. Enter your plan prompts as required.
4. Select the Human Resources tab.
5. In the opened workspace, select a row.
6. Select the **Delete** option on the ribbon.



Conversely, right-click and select the **Delete** option from the pop-up menu.

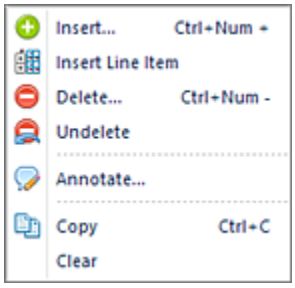


7. When prompted, confirm that you want to delete your record.



Whenever HR records are deleted and resulting values are re-calculated, the corresponding account(s) are updated on the Main input tab. _D2HLink_337947When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Note: You can select to Undelete any pending deletions in your workspace. To Undelete, right-click and select the **Undelete** option from the pop-up menu.



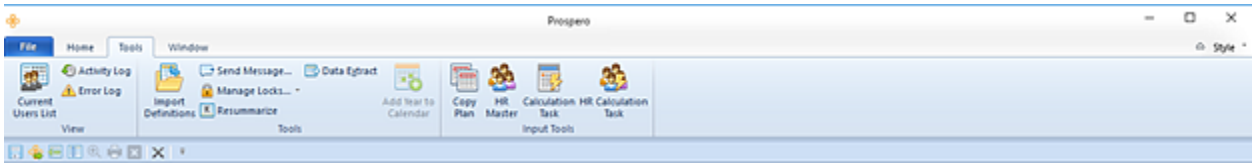
This will undo all pending deletions since your last Save. However, you cannot undelete a row(s) after you have saved your Data Input workspace changes.

Human Resources Management workspace

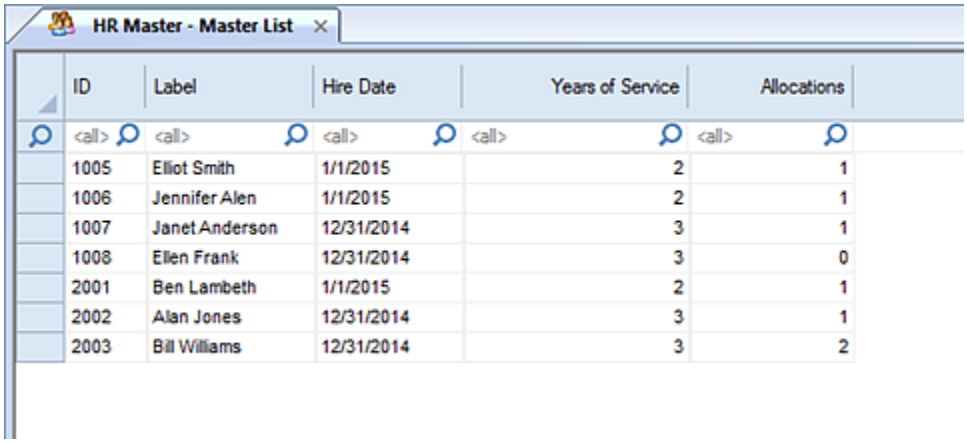
The **Human Resources Management workspace** is the main repository for managing employee IDs and data for budgeting Human Resources in your plan(s). You can use the HR Management screen to manage employee's allocation within the organization as well as reallocate employees to different departments as required.

To open the HR Management screen for your entire organization:

1. With no Input Definition open for budget input, select the HR Management option from the Tools ribbon.



2. You will be presented with the following screen.



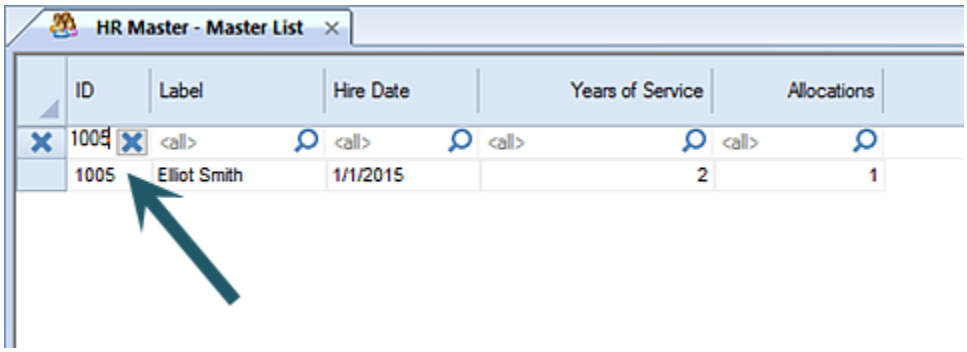
HR Master - Master List

ID	Label	Hire Date	Years of Service	Allocations
<all>	<all>	<all>	<all>	<all>
1005	Eliot Smith	1/1/2015	2	1
1006	Jennifer Alen	1/1/2015	2	1
1007	Janet Anderson	12/31/2014	3	1
1008	Ellen Frank	12/31/2014	3	0
2001	Ben Lambeth	1/1/2015	2	1
2002	Alan Jones	12/31/2014	3	1
2003	Bill Williams	12/31/2014	3	2

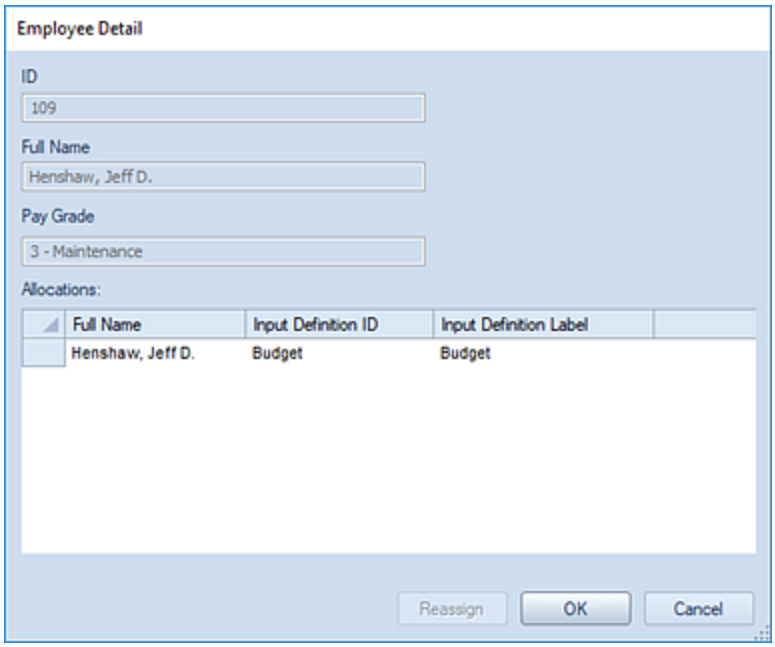
All employee records for the organization will be listed. Fields in the workspace include:

- **ID** – This is the ID assigned to the employee when the employee's record was created in the plan.
- **Label** – This is the name of the employee entered when the employee's record was created in the plan.
- **Hire Date** – This is the hire date for employee as reflected on the Data Input workspace Human Resources tab.
- **Years of Service** – This is a calculated value based on the hire date for employee defined on the Data Input workspace Human Resources tab.
- **Allocations** – This value reflects the number of allocations for the employee across the organization. This value is dependent on the value defined on the Pay Grade to which the user is assigned and which has been defined on the Input Definition Human Resources tab.

Use the top filter row to search on criteria in your screen. You can search on any field where the magnifying glass icon appears:



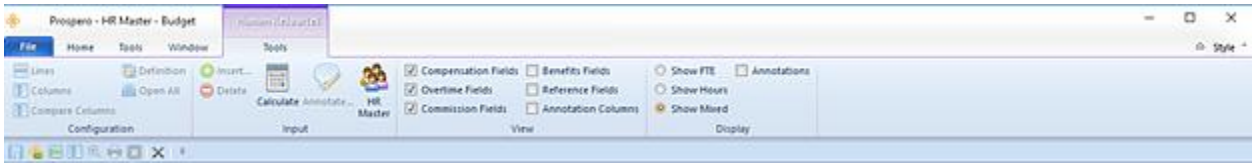
3. To view Employee Detail, select an employee record by double-clicking on the record row:



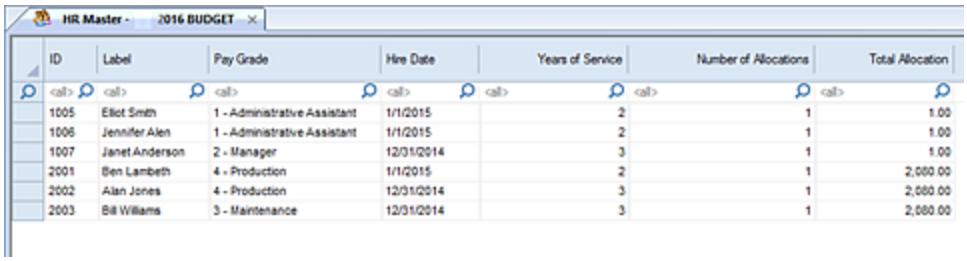
4. Manage the employee record detail as necessary. (Select the **Reassign** button to make any assignment changes.)
5. Select the **Ok** button to confirm any action or the **Cancel** button to cancel.
6. To close the HR Management screen, select the **X** next to “HR Management – Management List”.

<u>To open the HR Management screen for a specific Budget</u>:

1. Open an Input Definition.
2. Select Open Input. (Enter your prompts as necessary.)
3. Select the Human Resources tab on your Input Data workspace.
4. Select the HR Management option from the <u>Human Resources Tools ribbon</u>.



5. You will be presented with the following screen. All employee records for the budget will be listed.



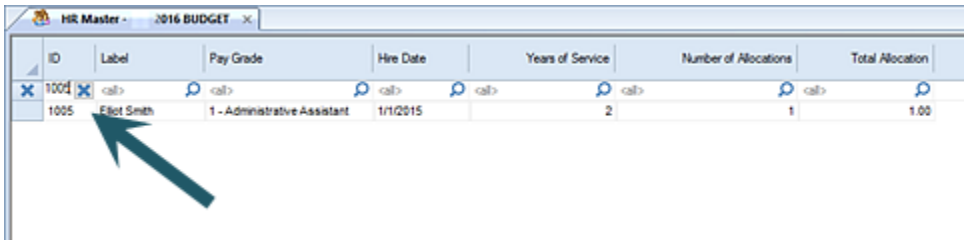
HR Master - 2016 BUDGET

ID	Label	Pay Grade	Hire Date	Years of Service	Number of Allocations	Total Allocation
1005	Eliot Smith	1 - Administrative Assistant	1/1/2015	2	1	1.00
1006	Jennifer Alen	1 - Administrative Assistant	1/1/2015	2	1	1.00
1007	Janet Anderson	2 - Manager	12/31/2014	3	1	1.00
2001	Ben Lambeth	4 - Production	1/1/2015	2	1	2,080.00
2002	Alan Jones	4 - Production	12/31/2014	3	1	2,080.00
2003	Bill Williams	3 - Maintenance	12/31/2014	3	1	2,080.00

Fields in the workspace include:

- **ID** – This is the ID assigned to the employee when the employee's record was created in the plan.
- **Label** – This is the name of the employee entered when the employee's record was created in the plan.
- **Hire Date** – This is the hire date for employee as reflected on the Data Input workspace Human Resources tab.
- **Years of Service** – This is a calculated value based on the hire date for employee defined on the Data Input workspace Human Resources tab.
- **Number of Allocations** – This value reflects the number of allocations for the employee in the budget. This value is dependent on the value defined on the Pay Grade to which the user is assigned and which has been defined on the Input Definition Human Resources tab.
- **Total Allocation** – This value reflects the total number of allocations for the employee within the organization. This value is dependent on the allocation value assigned to the Pay Grade and which has been defined on the Input Definition Human Resources tab.

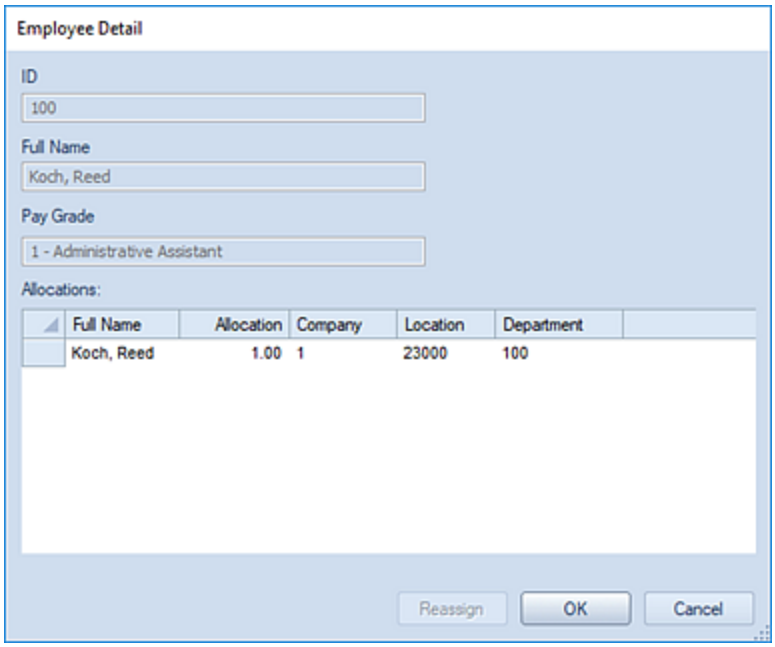
Use the top filter row to search on criteria in your screen. You can search on any field where the magnifying glass icon appears:



HR Master - 2016 BUDGET

ID	Label	Pay Grade	Hire Date	Years of Service	Number of Allocations	Total Allocation
1005	Eliot Smith	1 - Administrative Assistant	1/1/2015	2	1	1.00

6. To view Employee Detail, select an employee record by double-clicking on the record row:



7. Manage the employee record detail as necessary. (Select the **Reassign** button to make any assignment changes.)
8. Select the **Ok** button to confirm any action or the **Cancel** button to cancel.
9. To close the HR Management screen, select the **X** next to “HR Management – <BUDGET NAME>”.

In either instance, you must have the Use Human Resources Management permission.

Capital Data Input Workspace

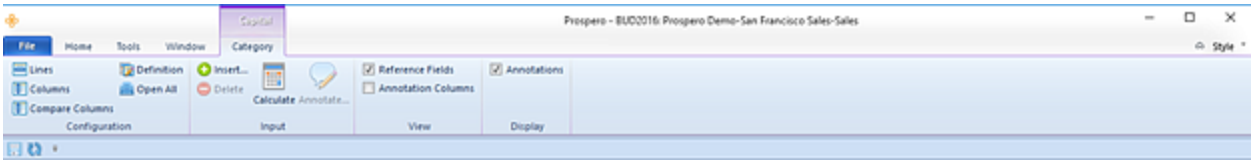
The **Capital Data Input workspace** is where you will perform input for capital on your budget plans. The Capital workspace is a data input workspace opened from your Input Definition. This is a tab which will appear in addition to your Main data input tab.

In order to input Capital data you must have the appropriate permissions assigned to your user Role, you must have selected to “Enable Capital” on the Input Definition’s Options tab, and you must have established your Capital setup parameters (capital types, etc.) on your Input Definition’s Capital tab._D2HLink_337959

Note: To perform budget input – Capital or otherwise – you must be licensed for Prospero budgeting and reporting or budgeting-only. In addition, if the “Read Only Capital screen” permission is set, all Capital screens will only be viewable in read-only mode and individual capital items and data input cannot be performed on these screens.

Capital Category Context Ribbon

The **Capital Category context ribbon** contains the specific features for entering and managing data on your Capital data input workspace. This ribbon will appear whenever you have the Capital tab selected for data input.



Features on this ribbon are grouped logically in sections including:

- **Configuration** – This section contains the configuration functions to manage the sets that make up your plan. This includes the Line, Column, Comparison Column, and Input Definition. The **Open All** option will open all the associated sets with a single click on the selection.
- **Input** – This section contains various input functions for your plan:

  The **Insert** and **Delete** options manage your ability to add or remove rows from your workspace.

  The **Calculate** option will recalculate your workspace totals. You can elect to set your Data Input workspace to auto-calculate using the Prospero Options election or you can select the Calculate button to update Capital calculations after you have made any data entry additions and changes. In addition, regardless of the election in Prospero Options, whenever changes are made, calculations will automatically update account balances on the main input screen when you **Save** your data input.

  The Annotate option allows you to add annotations to your Capital data input.
- **View** – This section contains various functions for managing which columns of attribute data will appear in your workspace. You can select these items to manage your data view:

  The Reference Fields checkbox allows you to show user-defined reference data. This option is selected by default but any items which are not available for input or which are not defined will be shown grayed out.

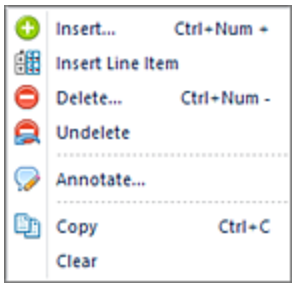
  The Show Annotations Column checkbox allows you to show annotations on the input data workspace, when this option is enabled in Prospero Options. This option is selected by default when the option is enabled.
- **Display** – This section contains functions for managing how the data displays in your Data Input workspace:

  The Annotations checkbox allows you to show the Annotations Pane for creating and managing annotation on your input data row. This option is selected by default.

Adding Capital Items in the Capital Input workspace

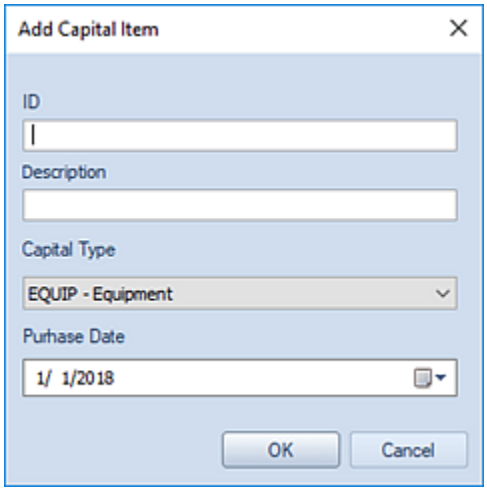
To add capital items to your Capital Data Input workspace:

1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.
3. Enter your plan prompts as required.
4. In the opened workspace, select the Capital tab.
5. Right-click and select the **Insert** option from the pop-up menu.



6. In the Add Capital Item dialog, enter the ID, Description, and select the Capital Type from the drop-down menu.

   In addition, enter or select the Purchase Date from the Calendar widget. (The date will default to the first day of the first period of the budget year. For calendar year budgets, this will be 1/1/yyyy; for fiscal year budgets, this could be a different month. The Depreciation Start Date will be set to the same day as the Purchase Date by default.)



   Note: The ID, Description, Capital Type and Purchase Date are required fields and must represent a unique record.

7. When you have entered your item information, select the **Ok** button. The record will be added to the workspace.

8. In the workspace, the item record will reflect the attributes you assigned to the Capital Type in the Capital setup on the Input Definition. Fields in the workspace will entail the following:

Information										Reference		
ID	Description	Type	Purchase Date	Depreciation Start Date	Count	Price	Use Default	Total Cost	Depreciation Cost	Capital Account	Depreciation Account	Useful Life
1.41000.100.0001	Copier	EQUIP	1/31/2021	1/31/2021	4	$5,000.00	☑	$20,000.00	$416.67	1720	DN7060	48
1.41000.100.0002	Delivery Truck	VEH	1/31/2021	1/31/2021	1	$25,000.00	☑	$25,000.00	$416.67	1730	DN7050	60
1.41000.100.0003	Delivery Van	VEH	1/31/2021	1/31/2021	1	$25,000.00	☑	$25,000.00	$416.67	1730	DN7050	60
1.41000.100.0004	Desktop Computers	COMP	1/31/2021	1/31/2021	5	$2,000.00	☑	$10,000.00	$277.78	1740	DN7080	36
1.41000.100.0006	New Laptops	COMP	2/28/2021	2/28/2021	3	$2,000.00	☑	$6,000.00	$166.67	1740	DN7080	36
1.41000.100.0005	Tablets	COMP	1/31/2021	1/31/2021	5	$2,000.00	☑	$10,000.00	$277.78	1740	DN7080	36

You can modify any non-informational record data values where you have rights to modify Capital data.

9. After entering Capital data, you can toggle back to the Data Input Workspace by selecting the Main tab.

   Note: Whenever Capital records are modified, resulting values are re-calculated and the corresponding account(s) are updated on the Main input tab.

   If an account used to return Capital data is not found in the associated Input Definition's Line Definition, the row will be added to the screen. In this instance, the row will be hidden by default but can be un-hidden using the "Show Hidden Lines" option on the Input Tools Context Ribbon.

10. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Fields in the Capital Input workspace

Once you have added your capital item, the fields available in the Capital tab in the data input workspace will depend on the attributes – default price, useful life, etc., - that you defined on your Input Definition Capital tab. While certain fields may be edited, others may be informational. In this case, these fields will be shown, but will be shown as read-only.

When adding new capital item, capital values calculate to their corresponding result account on the Main Data Input workspace. In short, when adding a new capital item, the values defined in the Input Definition (price, useful life, etc.) will be used to calculate to the corresponding result account in the Main data input workspace. Changing a corresponding purchase date, depreciation start date, count, or price on the data input Capital tab will result in an updated calculated value for the result account in the Data Input workspace.

Information										Reference		
ID	Description	Type	Purchase Date	Depreciation Start Date	Count	Price	Use Default	Total Cost	Depreciation Cost	Capital Account	Depreciation Account	Useful Life
1.41000.100.0001	Copier	EQUIP	1/31/2021	1/31/2021	4	$5,000.00	☑	$20,000.00	$416.67	1720	DN7060	48
1.41000.100.0002	Delivery Truck	VEH	1/31/2021	1/31/2021	1	$25,000.00	☑	$25,000.00	$416.67	1730	DN7050	60
1.41000.100.0003	Delivery Van	VEH	1/31/2021	1/31/2021	1	$25,000.00	☑	$25,000.00	$416.67	1730	DN7050	60
1.41000.100.0004	Desktop Computers	COMP	1/31/2021	1/31/2021	5	$2,000.00	☑	$10,000.00	$277.78	1740	DN7080	36
1.41000.100.0006	New Laptops	COMP	2/28/2021	2/28/2021	3	$2,000.00	☑	$6,000.00	$166.67	1740	DN7080	36
1.41000.100.0005	Tablets	COMP	1/31/2021	1/31/2021	5	$2,000.00	☑	$10,000.00	$277.78	1740	DN7080	36

The fields which will be displayed in the grid are:

Information

- **ID** – This is the ID assigned to the new capital item. This value can be edited.
- **Description** – This is a description of the capital item. This value can be edited.
- **Type** – This is the capital type as defined on the input Definition. This value cannot be edited.
- **Purchase Date** – This field is the date the item was purchased. New records will default to the current date. This value can be edited.
- **Depreciation Start Date** – This field is the date the item is to begin depreciation. New records will default to the current date. This value should be a date after the purchase date and if it is not changed it will default to the Purchase Date. This value can be edited.
- **Count** – This field is the number of items purchased. New records will default to the 1. This value can be edited but cannot be "0".
- **Price** – This is the item unit price. This value can be edited.

- **Use Default** – When checked,_D2HLink_337966 this field indicates that the price used in calculations is the one defined on the capital type. Altering the price field will uncheck this checkbox. This value can be edited.
- **Total Cost –** Total cost is the calculated result of the number of items times the price per unit
- **Depreciation Cost –** calculated monthly depreciation cost (total cost divided by the useful life).

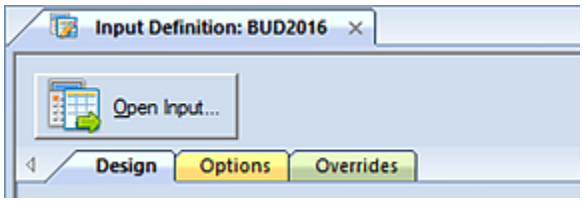
Reference

- **Capital Account** – This field is a reference field to show the Capital account defined on the capital type. This value cannot be edited.
- **Depreciation Account** – This field is a reference field to show the Depreciation account defined on the capital type. This value cannot be edited.
- **Useful Life** – This field is a reference field to show the number of periods which represent the item's useful life as defined on the capital type. This value cannot be edited.

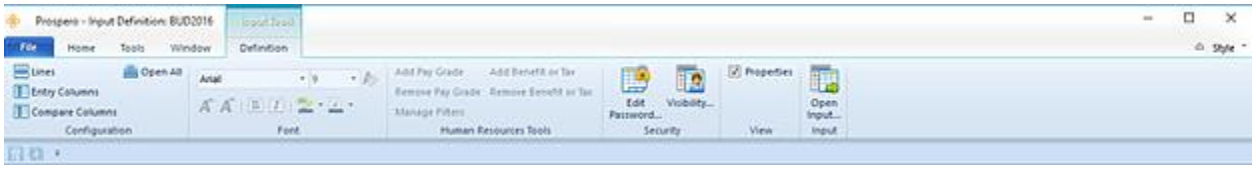
Modifying Capital Items in the Capital Input workspace

To modify a capital item in your Capital Data Input workspace:

1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



-or-



3. Enter your plan prompts as required.
4. Select the Capital tab.
5. In the opened workspace, select your capital item record(s) and modify your value.
6. After modifying Capital data, you can toggle back to the Data Input Workspace by selecting the Main tab.

   Note: Whenever Capital records are modified, resulting values are re-calculated and the corresponding account(s) are updated on the Main input tab.

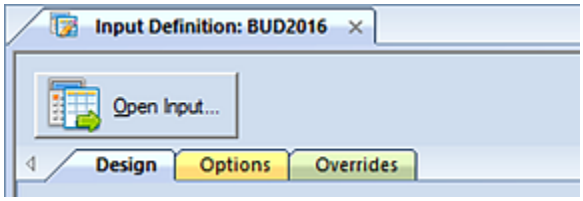
If an account used to return Capital data is not found in the associated Input Definition's Line Definition, the row will be added to the screen. In this instance, the row will be hidden by default but can be un-hidden using the "Show Hidden Lines" option on the Input Tools Context Ribbon.

7. When you have completed entering data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

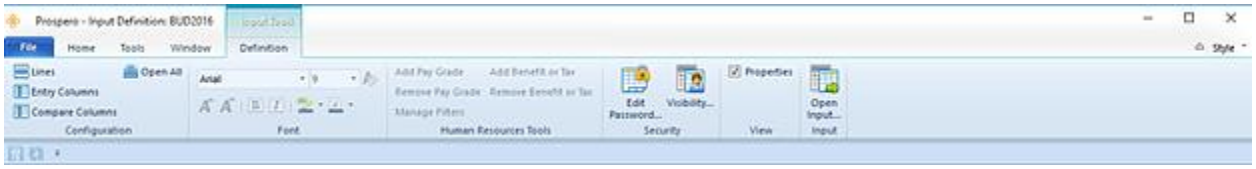
Deleting Capital Items in the Capital Input workspace

To delete a capital item in your Capital Data Input workspace:

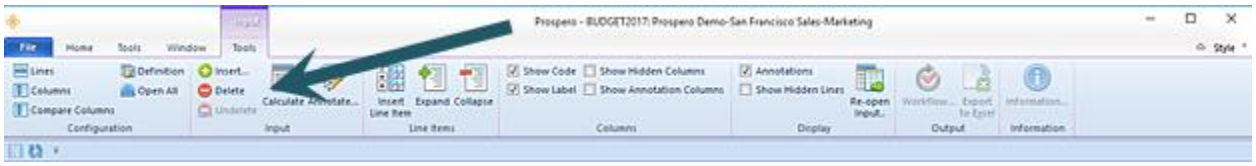
1. Open the Input Definition for the parameters you require.
2. Use the **Open Input** button on the set to open the Data Input workspace or the Open Input option on the ribbon.



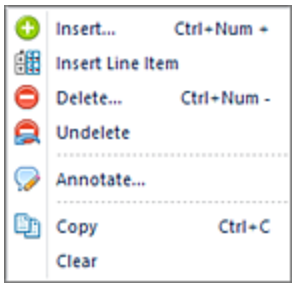
-or-



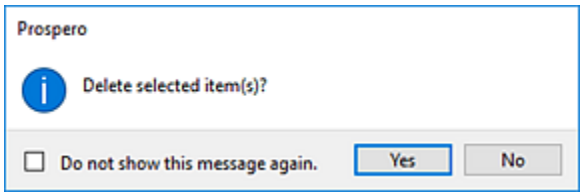
3. Enter your plan prompts as required.
4. Select the Capital tab.
5. In the opened workspace, select a row.
6. Select the **Delete** option on the ribbon.



Conversely, right-click and select the **Delete** option from the pop-up menu.

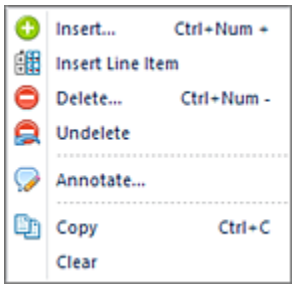


7. When prompted, confirm that you want to delete your record.



8. After deleting Capital data, you can toggle back to the Data Input Workspace by selecting the Main tab. Whenever Capital records are deleted and resulting values are re-calculated, the corresponding account(s) are updated on the Main input tab.
9. When you have completed deleting data, select the **Save** button on the Quick Access Toolbar or **Ctrl-S** to save your work.

Note: You can select to Undelete any pending deletions in your workspace. To Undelete, right-click, and select the **Undelete** option from the pop-up menu.



This will undo all pending deletions since your last Save. However, you cannot undelete a row(s) after you have saved your Data Input workspace changes.

Data Input Workspace Annotations

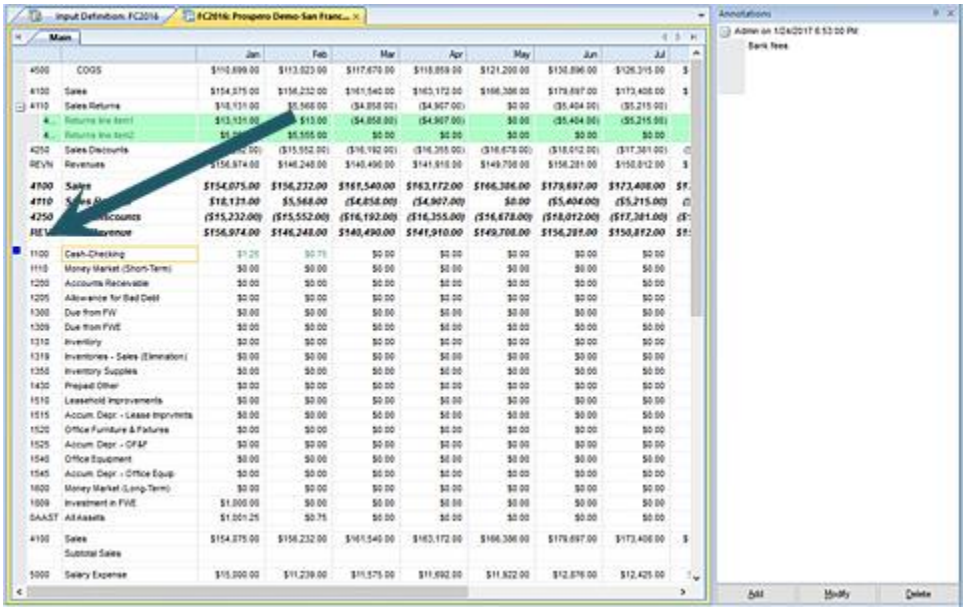
Annotations allow you to attach comments to a row on your input screen. This allows you to provide additional explanation regarding a specific value or piece of information on your budget plan. This is shown on the Data Input workspace.

You can annotate rows on your Data Input, Human Resources, or Capital workspace(s) after the Data Input workspace is opened. The **Annotate** pane will then appear on each workspace.

The ability to annotate on the Data Input workspace is dependent on the permissions which the user's role has been assigned:

- To annotate data rows, the user must have the "Input Data" permission. In addition, the Input Definition cannot be marked as read-only. Otherwise, the user will be prevented from adding/deleting annotations and any existing annotations will be read-only. Administrators can add, delete or modify their own or other user's annotations. All other users add, delete or modify their own annotations
- To annotate HR records rows, the user must have the "Input Human Resources Data" permission. In addition, the Input Definition cannot be marked as read-only nor can the "Read Only Human Resources screen" permission be set on the user's Role. Otherwise, the user will be prevented from adding/deleting annotations and any existing annotations will be read-only.

Annotations are added in the Annotations pane. You can add, delete, or modify your comments in the Annotations pane. (The pane can be "pinned" to appear or not appear, allowing you to customize your workspace.)



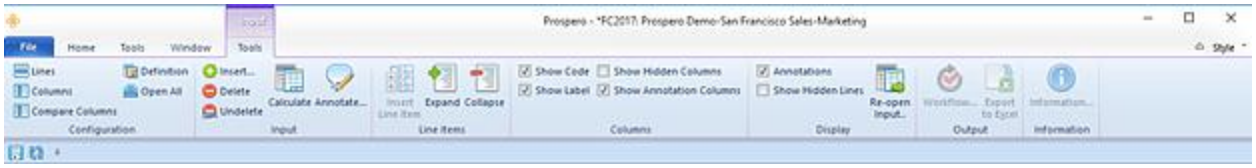
Where annotations exist, they are noted on the row with a blue square.

Lastly, you can choose to show annotations in the Data Input workspace. For more information, refer to that section.

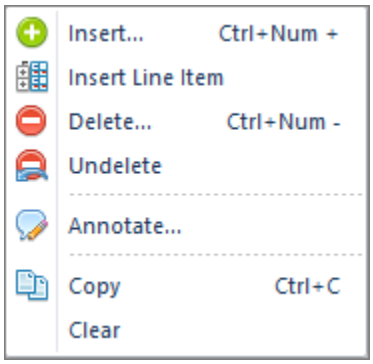
Adding Annotations on the Data Input Workspace

To annotate your Data Input workspace:

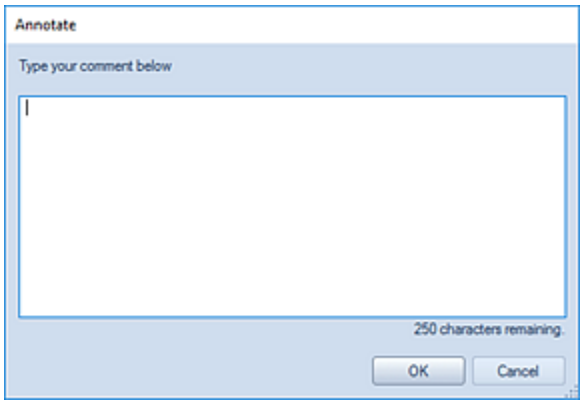
1. Open the Input Definition for the parameters you require.
2. Use the **Open Data** button on the set to open the Data Input workspace.
3. Select a row on the Main, Human Resources, or Capital tab for which you wish to add an annotation.
4. Select the **Add** button in the Annotations pane.



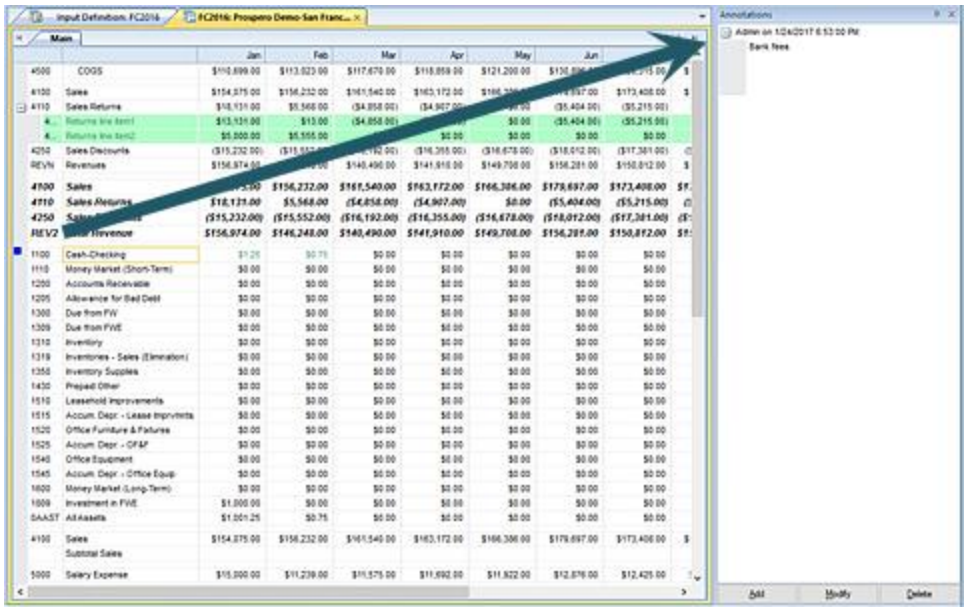
Alternatively, you can right-click and use the menu to select the Annotation option.



5. In the Annotate text window, enter your text. Select **OK** when you're done.



6. While your cursor remains focused on the specific row where the annotation is made, the text will appear in the Annotations pane.



Your annotation will be shown noted on the row with a blue square.

7. When you are done adding your annotations, select the **Save** button on the Quick Access Toolbar or **(Ctrl + S)** to save your data. Close the workspace.

Comments in the annotations pane are listed in descending date order. Where more than one comment has been added, comments will show from newest to oldest and all others will collapse to list only the date and author.

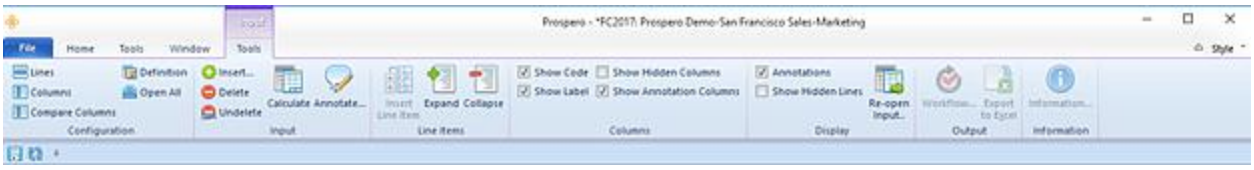
When you reopen the Input Definition, any added annotations in the annotations pane will also appear. However, if you copy the original budget's Input Definition to another budget's Input Definition, any annotations will not be carried to the new budget.

Lastly, you can elect to have your annotations show on the Data Input workspace's columns. This is an optional setting in Prospero Options.

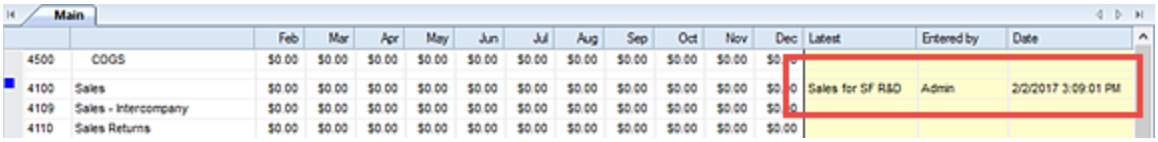
Showing Annotations on the Data Input Workspace

You can show added annotations on the Data Input workspace in the Main, Human Resources, or Capital workspace tabs.

The Show Annotations Column checkbox on the Input Tools context ribbon allows you to show annotations on the workspace itself.



When selected, the most recent annotation, who it was entered by, and the date entered will appear on the row:



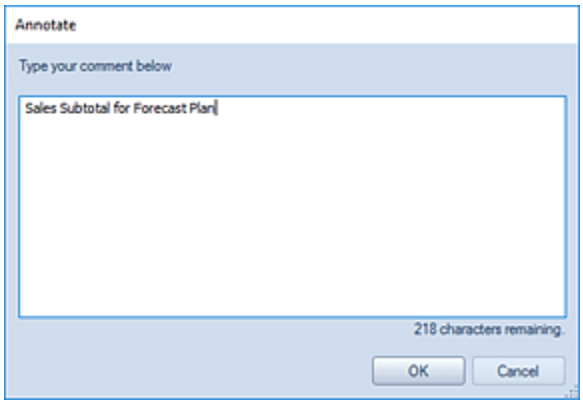
This option is enabled in Prospero Options and is selected by default when the option is checked.

To modify or delete annotations from your Data Input workspace, select the Annotations checkbox on the Input Tools context ribbon. This option will show the Annotations Pane for creating and managing annotations on your input data row.

Modifying Annotations on the Data Input Workspace

To modify existing annotations on the Data Input workspace:

1. Open the Input Definition.
2. Use the **Open Input** button on the set to open the Data Input workspace.
3. Select the row with the blue square to show the annotation. The latest annotation will appear as a Tool Tip.
4. Select the **Modify** button in the Annotations pane.
5. Modify the existing annotation as needed. Select **OK** to save the change.

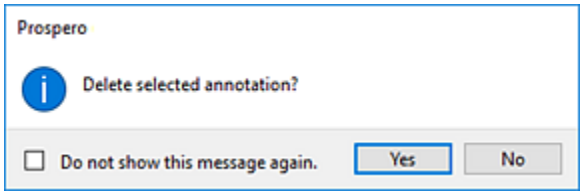


6. Once you have completed your annotation update, close the Data Input workspace.

Deleting Annotations on the Data Input Workspace

To delete an existing annotation on the Data Input workspace:

1. Open the Input Definition.
2. Use the **Open Input** button on the set to open the Data Input workspace.
3. Select the row on the Main, Human Resources, or Capital tab where the annotation resides.
4. In the Annotation Pane, select the annotation.
5. Select the **Delete** button.
6. When deleting annotations, Prospero will prompt you to confirm the action.



You can suppress this message in Prospero Options.

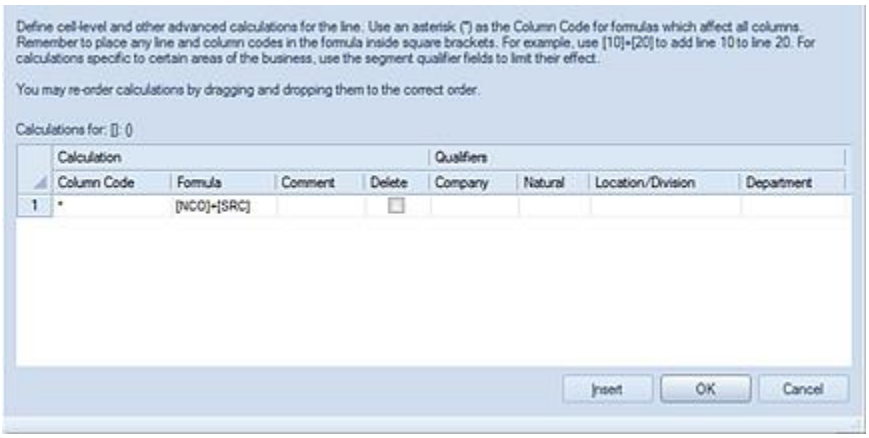
7. Once you have completed your annotation deletion, close the Data Input workspace.

Calculations

Prospero Calculation Engine

The Prospero® **Calculation Engine** supports regular mathematical expressions (formulas) as well as numerous calculation functions. Standard math rules are in effect as well including precedence of operators, etc. (Exponents are shown using the carat symbol: 3^2=9).

The Prospero Calculation Engine provides you with the ability to enter your calculations and functions directly in to the Line and Column Definition Formula fields. Additionally, in the Line Definition, the Formula field allows you to select the ellipsis button to open the **Calculations window**. The Calculations window is designed to assist you in creating complex multi-line or conditional calculations.



Prospero allows you to copy/paste your calculations from one line, column, or cell to another in the Line and Column Definitions. Also, in the Calculation window from the Line Definition, you can copy and paste between multi-line calculations (use right-click and Copy / Paste functions). Also, should you need to re-order your multi-line calculations, you can drag and drop calculation rows within the Calculations window into any order you require.

For more information on creating your formulas step-by-step, see the section Creating Formula Calculations.

Also, as you explore the features of the Prospero application, Prospero Help is available to provide you with additional, in-depth information on application functionality.

Prospero Help is context sensitive, providing you with guidance on any major functional component by pressing the **F1** button.

Creating Formula Calculations

Prospero allows you to construct calculations in the Formula field in Line and Column Definitions. These calculations allow you to define the values that appear on your reports or to return specific values using the data returned in any number of line or column fields.

Constructing calculations in the Column and Line Definition Formula fields allows you to use simple numeric equations, calculations using operators referencing specific Line or Column Definition's Codes, or referencing cells (i.e. specific row and column coordinates) to construct your calculations. When referencing cells, you are referencing the Code coordinates located on your Line and Column Definitions, which then correspond to a specific location on your report. For more information, refer to Cell-level Calculations.

In addition, Prospero supports calculations which reference other calculations for reports, charts/graphs and input definitions.

Unless you are simply constructing a numeric equation, you must have a value assigned in the Code field to reference that "label" in the formula. For more information on the Code field see the sections Column Code and Line Code.

Calculation Shorthand Notations

Prospero calculations support shorthand notations for calculations run on the column or row that contains it. You can use this shorthand method only with numbers or sub-formulas consisting of numbers (i.e. no references to other rows or columns). The available operators include +, -, *, /, and ^.

For example:

To multiply a row with code ABC by 13, enter the formula as: *13

To divide a column with code BUD by 2, enter the formula as: /2

Using Signs in Calculation Notations

Prospero calculations support signs on values in calculation notations. This is allowed on calculations in column or line fields. For example, for a formula:

(-[SCHOL])/[STFTE]

Where the value of [SCHOL] is -13, the calculation will process as follows:

(-(-13))/[STFTE]

Therefore, the calculation will result in -(-13) as 13.

Lastly, the Line Definition allows you to enter calculations to the Formula field using the Calculations window. The Calculations window is designed to assist you in creating complex multi-line or conditional calculations and you can drag and drop your calculations in the Calculations window in any order you require. (The Column Formula field requires that you enter the calculation directly in to the Formula field.)

Adding Calculations to the Column Definition Formula field

To add a calculation directly in to the Column Formula field:

1. Open a Column Definition.
2. Select the Formula field.
3. Enter your calculation using brackets around Code field references. For example: [A]+[B]
4. Save your Column Definition.

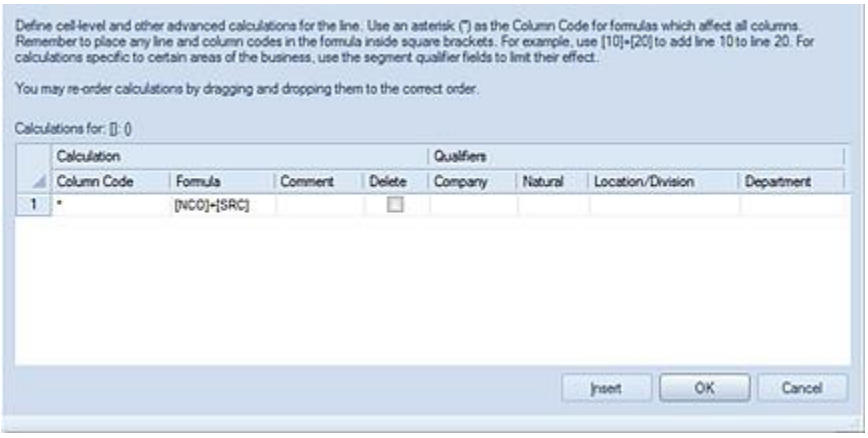
For more information on Prospero Calculation operators and functions see the section Calculation Functions.

Adding Calculations to the Line Definition Formula field

You can type your calculation directly in to the Line Definition Formula field (in the same manner as the Column Definition) OR you can use the Calculation window.

To add a calculation using the Line Definition Calculation window:

1. Open a Line Definition.
2. Select the row for the formula.
3. Select the button on the Formula field to open the Calculations window.
4. Select the **Insert** button to insert one or more row entries.
5. Enter your calculation using brackets around Code field references in the Formula cell. For example: [A]+[B] or [NCO]+[SRC], etc.

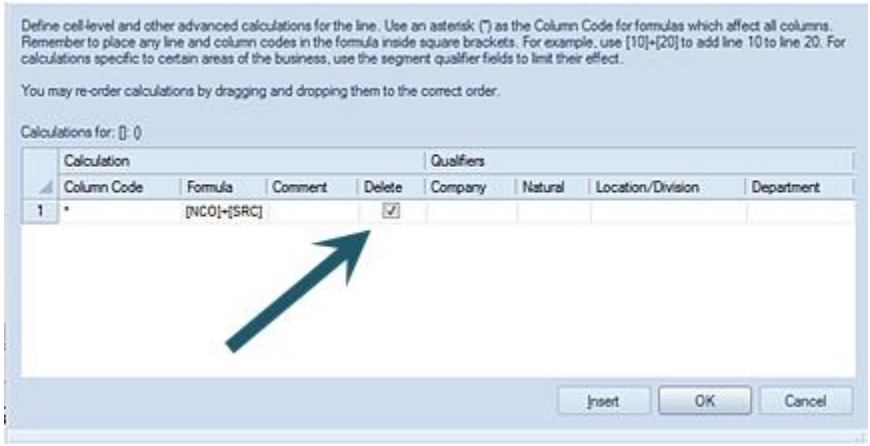


   Unless the calculation applies to a specific column, the column Code must have an asterisk (*) in the Column Code cell. An asterisk (*) indicates that the calculation will be applied to all columns.

6. After creating your formula, select the **OK** button to save your formula. The Formula field in the Line Definition will be populated with the new calculation for that row.

To remove a calculation from the Calculations window:

1. Open a Line Definition.
2. Select the row of the formula.
3. Select the button on the Formula field to open the Calculations window.
4. Select the calculation row and the Delete checkbox.



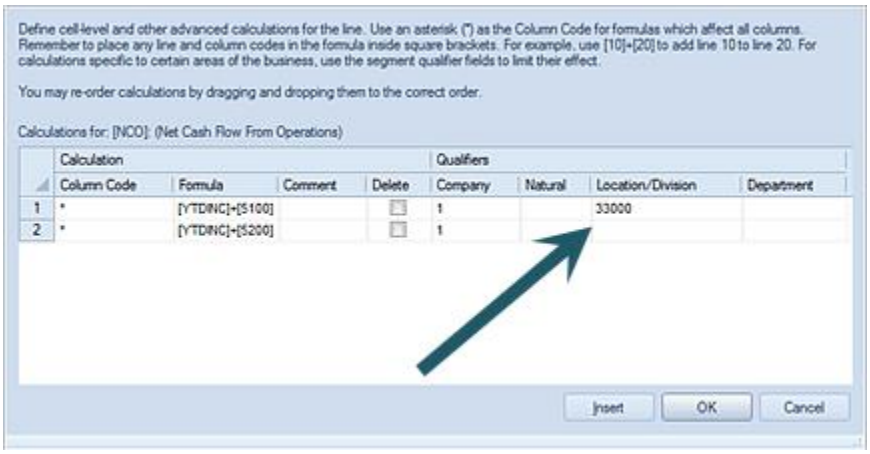
5. Save your formula changes using the **OK** button.

For more information, also see the sections on Line Formula Field and Column Formula Field.

Qualified Calculations

Calculations in Line Definition Formula fields can be qualified calculations. **Qualified calculations** are formulas which apply only to specific criteria, such as Company, Department, etc. Qualifiers can be either summary- or posting-level items.

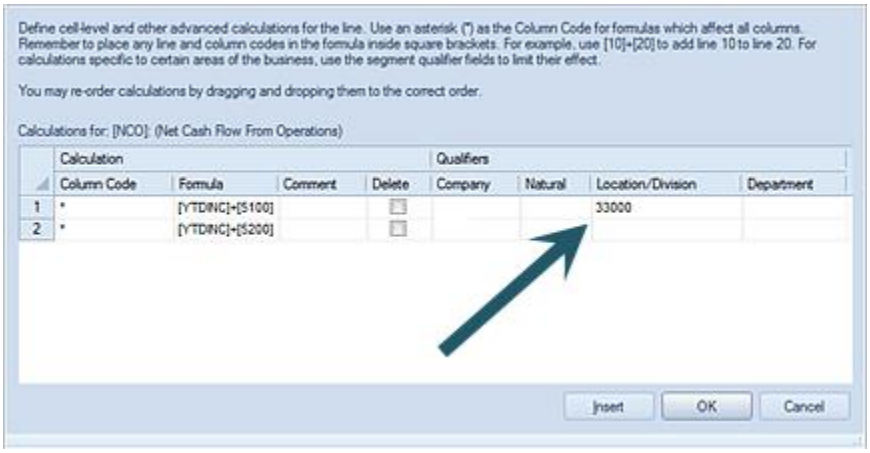
You must use the Calculations window to build qualified calculations (i.e. calculations which specifically referencing segment criteria.)



You can specify one or more criteria. However, if any cell is left <BLANK> the calculation engine will apply the calculation to all segments.

To enter a new qualified calculation:

1. Open a Line Definition.
2. Select the row for the formula.
3. Select the button on the Formula field to open the Calculations window.
4. Select the **Insert** button to insert one or more row entries.
5. Enter your calculation using brackets around Code field references in the Formula cell. For example: [A]+[B] or [NCO]+[SRC], etc.
6. Specify the segment criteria to which the calculation applies. The value can be a valid segment value or <BLANK>.



   Unless the calculation applies to a specific column, the column Code must have an asterisk (*) in the Column Code cell. An asterisk (*) indicates that the calculation will be applied to all columns.

7. After creating your formula, select the **OK** button to save your formula. The Formula field in the Line Definition will be populated with the new calculation for that row.

Note: If a segment value is entered which does not exist, the value will be ignored and a <BLANK> value will replace what was entered.

To remove one or all calculations in the use the Delete checkbox, following the process to Delete Line Definition Calculations.

Using Ranges in Formulas

To sum a set of items that exist as a group in the lines or columns, you can use the colon as a range operator (:) to define the range. To define a range, you will reference the Code in the Line or Column Definition's Code field.

Any single line formula that uses a range must represent contiguous values in the line or column set. To build complex or multi-line calculations for multiple ranges, use the **Calculations window** from the button in the Line Definition's Formula field.

Command Syntax:

[CODE1]:[CODE2]

CODE1 is the CODE used on the *first* row of the range and CODE2 is the CODE used on the *last* row in the range.

Similarly, to use a range in a calculation on columns, the format is:

[CODE1]:[CODE2]

CODE1 is the CODE used on the *first* column of the range and CODE2 is the CODE used on the *last* column in the range.

Prospero will automatically convert the range into a summation of all the rows or columns between the first and last code referenced in the range.

Note: When column values are suppressed using the Suppress option, calculations for lines or columns will skip the hidden columns' values, depending on if the specific operators are defined in the formula or a range is used. This does not require you to modify your calculations only that you note that the use of specific operators versus ranges is different when Suppress is used.

For example, if you use specific operators, the hidden columns will be used as part of the calculation. If you use a range in the formula for the operators, the hidden columns will <u>not</u> be used as part of the calculation. Therefore, where columns are coded as A, B, C, D - and columns B & C are suppressed - calculations are interpreted as follows:

Entered formula	**Interpreted formula**
[A]:[D]	A+D

[A]+[B]+[C]+[D]	A+B+C+D

Cell-level Calculations

Prospero allows you to reference specific cell locations in your Line and Column Definitions for use in calculations. A cell-level calculation allows you to reference “coordinates” from your Line and Column Definitions to construct a formula using that specific coordinate location (or set of locations). You can build the calculation specifically referencing cell coordinates OR “place” a calculated (or referenced) value in a different cell location on your report.

Cell-level calculations are fundamentally constructed using the period (.) to delineate between column and line “Code” cell reference values. These are the Line Definition Code and Column Definition Code values. For example:

Command Syntax:

[Column Definition Code].[Line Definition Code]

EXAMPLE:

[B].[1127]

The calculation (or “placement”) formula is then constructed in the Line Definition Formula or Column Definition Formula fields, using these cell “coordinates”.

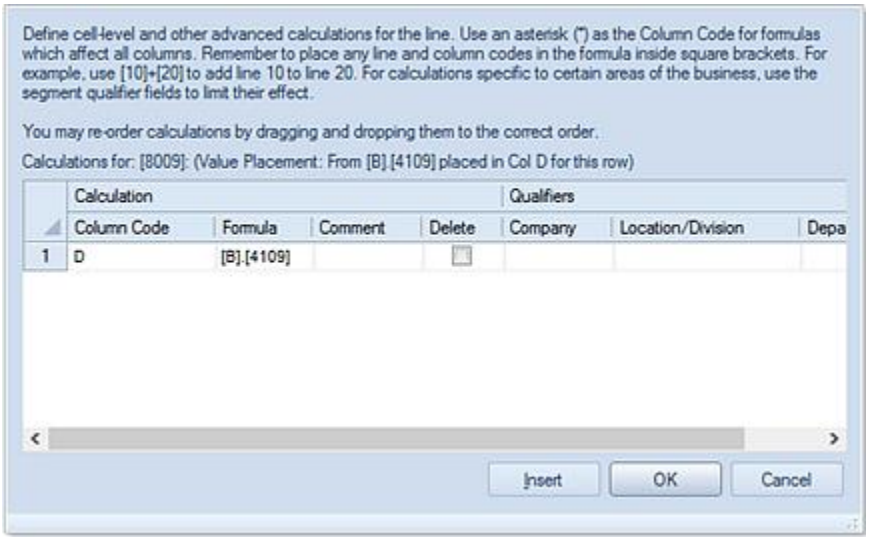
The use of cell-level references to “place” values in another location is also referred to as the “Value Placement” technique. “Value Placement” allows you to pull a desired amount (value) from one row and column to display it on a different row and column, resulting in a scenario where the value ***overlays*** the original column and row value. For more information and an example, refer to the following MSX Message Board topic: How Do I Display a YTD value on a single row in a Line Definition

Cell-level Calculations in the Line Definition Formula field

Cell-level calculations in the Line Definition Formula field (or using the Calculation window for that field) are fundamentally constructed using the period (.) to delineate between

column and line “Code” cell reference values. The calculation (or “placement”) is then constructed in the Line Definition Formula field referencing these cell coordinates.

You can enter the calculation directly to the Formula field or you can use the Prospero Calculation window (from the Formula field) to build your calculation.



Command Syntax:

[Column Definition Code]=[Column Definition Code].[Line Definition Code]

[Column Definition Code]=[Column Definition Code].[Line Definition Code] / [Column Definition Code].[Line Definition Code]

EXAMPLE:

B=[B].[1127]

This references one column’s row code value to “place” it in another cell (row) location.

-OR-

B=[B].[FIRST]/[B].[SECOND]

This uses two different row code values to return a calculated value in the column.

SAMPLE REPORT SCENARIO 1:

Based on the first syntax example above, the following details how to reference a row value to “place” it in another cell (row) location.

The Line Definition includes the following:

Code	Segment (Natural Account)	Formula
1114	1114	B=[B].[1127]
1127	1127	

The Column Definition includes the following:

Code	A	B	C
Type	Balance	Balance	Balance
Book Code	Actual	Actual	Actual
Year	Year	Year	Year
Period	0	1	2
Value Type	Periodic	Periodic	Periodic

Your report without the placement calculation in the row Code = ‘1114’ would return the following:

Segment (Account) Element	A	B	C
1114	1000	2000	200
1127	1500	1750	2500

Your report with the placement calculation in the row Code = ‘1114’ would return the following:

Segment (Account) Element	A	B	C
1114	1000	**1750**	200
1127	1500	**1750**	2500

In the example above, ***only*** the resulting, specific data value of this reference will be displayed on the row/column. (Also, the **same** value will be placed in row 1114 **and** 1127 for column B.)

This use of cell-level references is also referred to as the “Value Placement” technique. “Value Placement” allows you to pull a desired amount (value) from one row and column to display it on a different row and column, resulting in a scenario where the value ***overlays*** the original column and row value. For more information and an example, refer to the following MSX Message Board topic: How Do I Display a YTD value on a single row in a Line Definition

SAMPLE REPORT SCENARIO 2:

Based on the second syntax example above, the following details how to reference two cell locations in a calculation. Here, the calculation will return a value where a cell value is divided by the amount referenced in another cell:

B=[B].[1114]/[B].[1127]

The Line Definition includes the following:

Code	**Segment (Natural Account)**	**Formula**
1114	1114	B=[B].[1114]/[B].[1127]
1127	1127	

The Column Definition includes the following:

Code	**A**	**B**	**C**
Type	Balance	Balance	Balance
Book Code	Actual	Actual	Actual
Year	Year	Year	Year
Period	0	1	2
Value Type	Periodic	Periodic	Periodic

The report without the calculation in the row Code = ‘1114’ would return the following:

Segment (Account) Element	**A**	**B**	**C**
1114	1000	2000	200

1127	1500	1750	2500

The report with the calculation in the row Code = ‘1114’ would return the following:

Segment (Account) Element	**A**	**B**	**C**
1114	1000	**1.143**	200
1127	1500	1750	2500

Cell-Level Calculations in Line Definitions Used in Input Definitions

Cell-level calculations for Line Definitions used by Input Definition are constructed in the same manner as detailed in the Cell-level Calculations in the Line Definition Formula field section_D2HLink_337990. In short, the formula field (or using the Calculation window for that field) are fundamentally constructed using the column “Code” cell reference and the period (.) to delineate between column and value. However, when the Input Definition is opened for the Data Input workspace, only the cell referenced by that calculation will be locked on the line. Any other cells will be available for input.

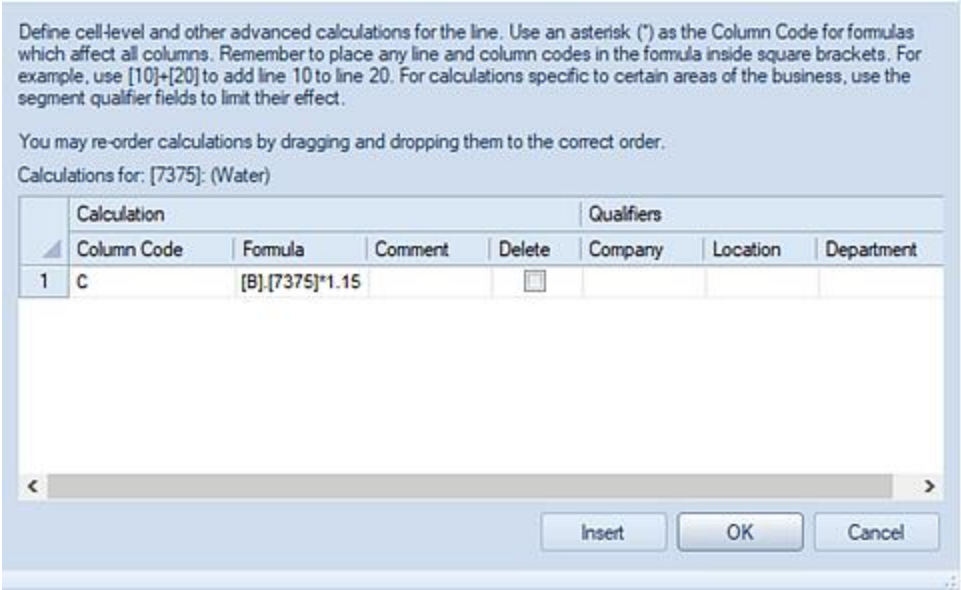
EXAMPLE:

A row in a Line Definition used by an Input Definition is required to calculate a specific percentage overage for the month of February. The value will be a 15% overage on the amount specified for the previous month (January).

The Line Definition includes the following:

Code	**Segment (Natural Account)**	**Formula**
7375	7375	C=[B].[7375]*1.15

The Calculation Engine will appear as follows:



The Column Definition includes the following:

Header 1		**Jan**	**Feb**	**Mar**
Code	**A**	**B**	**C**	**D**
Type	Row Definition Description	Balance	Balance	Balance
Book Code		Budget_Original	Budget_Original	Budget_Original
Year		Year	Year	Year
Period		1	2	3
Value Type		Periodic	Periodic	Periodic

Your Input Definition workspace <u>with</u> the placement calculation in the row Code = ‘7375’ would return a calculated amount based on the value entered for January. In this instance, February returns a value of 28.75 (i.e. 25*1.15):

Main | Human Resources | Capital

		Jan	Feb	Mar	Apr
	Salaries				
6000	Exempt Salaries	0.00	0.00	0.00	0
6010	Non-Exempt Salaries	0.00	0.00	0.00	0
6050	Bonus	0.00	0.00	0.00	0
6150	Overtime	0.00	0.00	0.00	0
	Total Salaries				
9020	Headcount	0.00	0.00	0.00	0
9050	Hours	0.00	0.00	0.00	0
	Facilities				
7250	Rent	0.00	0.00	0.00	0
7260	Utilities	0.00	0.00	0.00	0
7370	Fuel	0.00	0.00	0.00	0
7375	Water	25.00	28.75	25.00	25

The calculated value for February cannot be manually updated.

Cell-level Calculations in the Column Definition Formula field

Cell-level calculations in the Line Definition Formula field (and thereby the Calculation dialog window) are fundamentally constructed using the period (.) to delineate between column and line “Code” cell reference values. The calculation (or “placement”) is then constructed in the Line Definition Formula field referencing these cell coordinates.

Command Syntax:

[Column Definition Code].[Line Definition Code]

[Column Definition Code].[Line Definition Code] / [Column Definition Code].[Line Definition Code]

EXAMPLE:

[D].[1114]*100

This references a column and row code value in a calculation which can be “placed” it in another cell (column) location on the report.

-OR-

[A].[FIRST]+[B].[FIRST]

This uses two different column code coordinates and the same row code to return a calculated value in the column.

SAMPLE REPORT SCENARIO 1:

Based on the first syntax example above, the following details how a column and row code value in a calculation which can be “placed” it in another cell (column) location on the report.

The Line Definition includes the following:

Code	**Segment (Natural Account)**
1114	1114
1127	1127

The Column Definition includes the following:

Code	**A**	**B**	**C**
Type	Balance	Balance	Balance
Book Code	Actual	Actual	Actual
Year	Year	Year	Year
Period	0	1	2
Value Type	Periodic	Periodic	Periodic
:	:	:	:
Formula		[A].[1114]/2	

The report <u>without</u> the calculation in the column Code = ‘B’ would return the following:

Segment (Account) Element	**A**	**B**	**C**
1114	1000	2000	200
1127	1500	1750	2500

The report <u>with</u> the calculation in the column Code = ‘B’ would return the following:

Segment (Account) Element	**A**	**B**	**C**
1114	1000	**500**	200

1127	1500	**500**	2500

In the example above, ***only*** the resulting, specific data value of this calculation will be displayed on the row/column. (Also, the **same** value will be placed in each row for column B.)

Calculation Functions

The following functions are supported by the Prospero Calculation Engine:

ABS	Returns the absolute value of the parameter.
AVG or AVERAGE	Returns the average of a set of numbers from a variable number of parameters.
IF	Allows for conditional logic to determine if a calculation will execute based on the criteria in the statement.
MAX	Returns the maximum number from a set of numbers (from a variable number of parameters)
MIN	Returns the minimum number from a set of numbers (from a variable number of parameters)
MOD	Returns the modulus (integer remainder) resulting from the division of two numbers.
ROUND	Rounds to the nearest whole number.
ROUNDDOWN	Rounds *down* to the nearest whole number.
ROUNDUP	Rounds *up* to the nearest whole number.
SQRT	Returns the square root of a value or numeric parameter.
SIGN	Returns 1 if the parameter is positive, -1 otherwise
SUM	Takes a variable number of parameters and provides a sum total.
TRIM or TRUNC	Truncates the decimal places of a parameter value.

ABS Function

The ABS calculation function returns the absolute value of a number or range of numbers as defined in the parameter.

Command Syntax:

ABS([parameter])

ABS([parameter1]:[parameter2])

EXAMPLE:

This formula sets a line to the absolute value of the amount in the line NETSLS (i.e. where the Line Code is defined as “NETSLS”)

ABS([NETSLS])

EXAMPLE:

This formula sets a line to the absolute value for a range of values (i.e. Accounts represented by Line Codes 5100 through 5300.

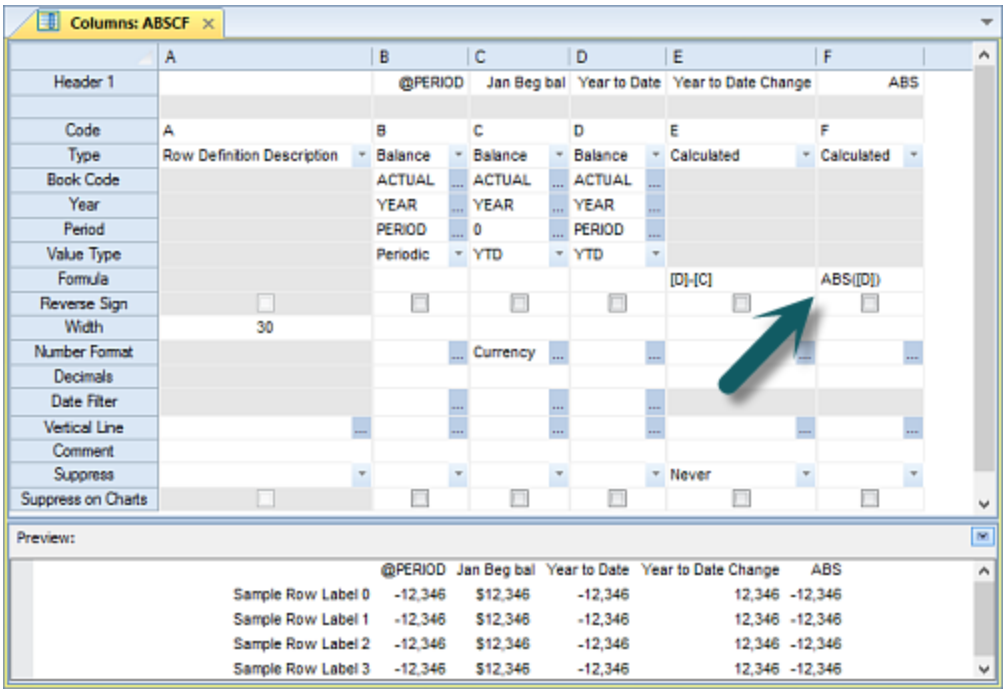
ABS([5100]:[5300])

EXAMPLE:

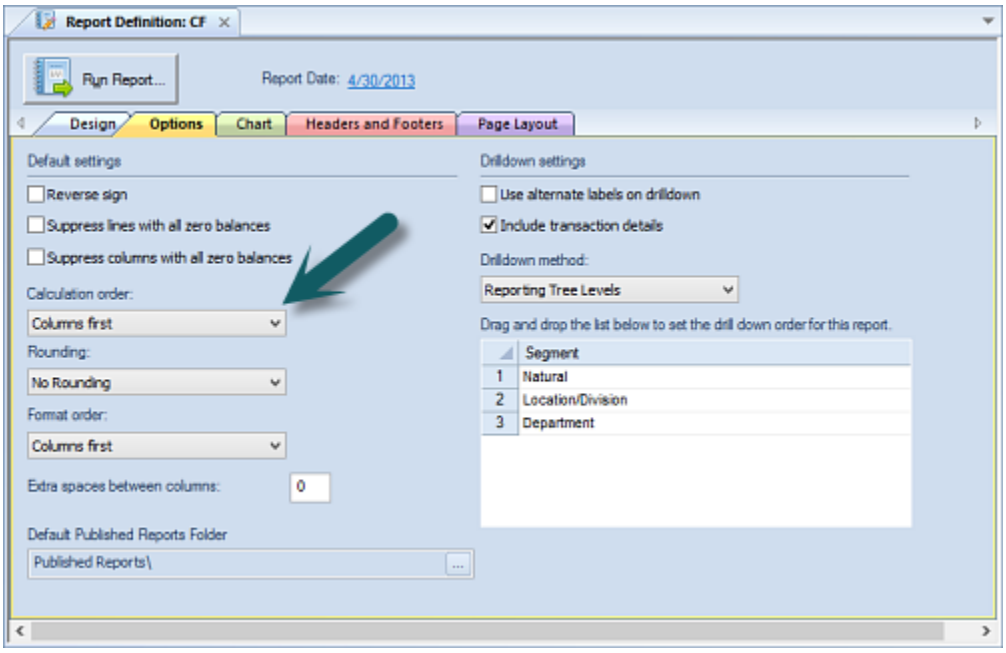
This formula sets a column to the absolute value amount in the previous column (i.e. where the Column Code is defined as “D”)

ABS([D])

Column Definition



When defining your ABS calculations, be sure that you have assigned your calculation order appropriately in the Report Definition Options Tab.



Where the Report Definition is set to calculate columns first, the column calculation is run before the row. Therefore, and any resulting rows that have calculations ***won't*** return the

correct ABS value. To use the ABS function, be sure to set your Calculation order to “Lines first”.

For more information, refer to the section on the Report Definition Options Tab.

AVG (AVERAGE) Function

The AVG or AVERAGE calculation function returns the average of a set of numbers as defined in the parameters. The AVG function can be used in Line or Column Definition calculations.

Command Syntax:

AVG([parameter1], [parameter2], [parameter3]…)

AVG([parameter1]:[parameter2])

EXAMPLE:

This formula sets a line to the average value of a set of parameters.

AVG([16],[17])

Line Definition

Lines: IncS

Code	Natural	Description	Formula
		Revenue	
4100	4100	Sales	
4109	4109	Sales - Intercompany	
4110	4110	Sales Returns	
4250	4250	Sales Discounts	
NETSLS		***Net Sales***	[4100]+[4109]-[4110]-[4250]
4500	4500	COGS	
GP		***Gross Profit***	[NETSLS]-[4500]
GP%		Gross Profit %	([GP]/[NETSLS])
		Expenses	
5000	5000	Salary Expense	
5200	5200	Office Expense	
5225	5225	Supplies	
5240	5240	Maintenance	
5250	5250	Rent	
TOTEXP		***Total Expenses***	[5000]:[5250]
		Average Expense	AVG([5000]:[5250])
		Net Income	[GP]-[TOTEXP]

Report Output

Lines: IncS | Report Definition: IncState | IncState: Total Company.Total Departments

ABC Company
Income Statement
For the Five Months Ending May 31, 2013

	May	%	YTD	%
Revenue				
Sales	$1,939,087.74	$1.04	$9,537,417.02	$1.04
Sales - Intercompany	1,132.26	0.06%	5,340.98	0.06%
Sales Returns	16,166.00	0.86%	77,228.00	0.84%
Sales Discounts	53,880.00	2.88%	257,408.00	2.80%
Net Sales	***1,870,174.00***	***100.00%***	***9,208,122.00***	***100.00%***
COGS	1,396,000.00	74.65%	6,799,606.00	73.84%
Gross Profit	***474,174.00***	***25.35%***	***2,408,516.00***	***26.16%***
Gross Profit %	25.35%	0.00%	26.16%	0.00%
Expenses				
Salary Expense	136,012.00	7.27%	643,575.00	6.99%
Office Expense	7,044.00	0.38%	33,757.00	0.37%
Supplies	1,113.00	0.06%	5,318.00	0.06%
Maintenance	1,886.00	0.10%	9,009.00	0.10%
Rent	15,701.74	0.84%	82,388.74	0.89%
Total Expenses	***161,756.74***	***8.65%***	***774,047.74***	***8.41%***
Average Expense	32,351.35	1.73%	154,809.55	1.68%
Net Income	***$312,417.26***	***$0.17***	***$1,634,468.26***	***$0.18***

EXAMPLE:

This formula sets a line to the average value of a range of parameters (where 5000 represents the Code for the start of the range and 5250 the Code for the last value in the range).

AVG([5000]:[5250])

Note: Beginning with Prospero version 2.1.1095, the term AVERAGE can be used interchangeably with AVG. The two terms are functionally identical within Prospero.

Also see the topic Using Ranges in Formulas.

IF Function

The IF function allows for conditional logic to determine if a calculation will execute based on the criteria in the statement. The IF function provides for a single line if-then-else statement. However, the statement can be nested to capture multiple IF conditions.

Command Syntax:

IF(<condition>,<execute action where TRUE>,<execute action where FALSE>)

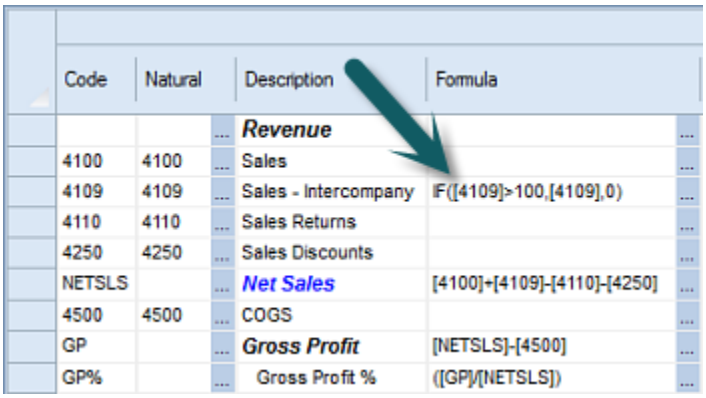
IF(<condition>,IF(<condition>,<execute action where TRUE>,<execute action where FALSE>),<execute action where FALSE>)

EXAMPLE:

This IF function sets a line to return a value if the parameter is greater than one hundred. Otherwise, zero will display.

IF([4109]>100,[4109],0)

Line Definition



Code	Natural	Description	Formula
		Revenue	
4100	4100	Sales	
4109	4109	Sales - Intercompany	IF([4109]>100,[4109],0)
4110	4110	Sales Returns	
4250	4250	Sales Discounts	
NETSLS		***Net Sales***	[4100]+[4109]-[4110]-[4250]
4500	4500	COGS	
GP		***Gross Profit***	[NETSLS]-[4500]
GP%		Gross Profit %	([GP]/[NETSLS])

EXAMPLE:

This IF function formula sets a line to return different values if the parameter is greater zero but less than 4000. If the value is greater than 4000 then a value of 5000 will return on the report; if the value is less than 4000 then the value of the parameter will be returned.

IF([1309] >0,***IF***([1309]>4000,5000,[1309]),[1309])

Note: Multiple IF functions are used within the above statement.

Line Definition

Code	Natural	Description	Formula
1100	1100	Cash-Checking	
1110	1110	Money Market (Short-Term)	
1600	1600	Money Market (Long-Term)	
MM		Money Market Accounts	[1110]+[1600]
TC		**Total Cash**	[1100]+[MM]
1200	1200	Accounts Receivable	
1205	1205	Allowance for Bad Debt	
NetAR		Net Trade A/R	[1200]-[1205]
1309	1309	Due from External Investments	IF([1309]>0,IF([1309]>4000,5000,[1309]),[1309])
1310	1310	Inventory	
1350	1350	Inventory Supplies	
INV		Inventories	[1310]+[1350]
1430	1430	Prepaid Other	
TOA		**Total Other Assets**	[NetAR]+[INV]+[1430]+[1309]
TCA		**Total Current Assets**	[TC]+[TOA]

Report Output

Your Organization
BALANCE SHEET
April 30, 2013

Cash-Checking	4,257,759.00
Money Market (Short-Term)	279,108.00
Money Market (Long-Term)	0.00
Money Market Accounts	279,108.00
Total Cash	279,108.00
Accounts Receivable	1,464,528.00
Allowance for Bad Debt	19,818.00
Net Trade A/R	1,444,710.00
Due from External Investments	5,000.00
Inventory	7,245,408.00
Inventory Supplies	57,906.00
Inventories	7,303,314.00
Prepaid Other	30,546.00
Total Other Assets	8,783,570.00
Total Current Assets	9,062,678.00
External Investments	2,255,490.00
Furniture and Fixtures	1,279,800.00
Less Accumulated Depreciation	321,240.00
Net Fixed Assets	1,601,040.00
Total Assets	12,919,208.00

Conditional Operators

The IF function supports the following conditional statement operators.

Operator	Description
=	Equal to
< > OR !=	Not equal to
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
AND	Both conditions must be satisfied
OR	Either condition must be satisfied
BETWEEN	Range comparison
TRUE	Is TRUE
FALSE	Is False

MAX Function

The MAX function returns the maximum number from a set of numbers (using a variable number of parameters).

Command Syntax:

MAX([parameter1], [parameter2], [parameter3]…)

MAX([parameter1]:[parameter2])

EXAMPLE:

This sets a line to the maximum value of a set of values.

MAX([5200],[5225], [5240])

EXAMPLE:

This sets a line to the maximum value of a set of values in a range.

MAX([5000]:[5250])

Line Definition

Code	Natural	Description	Formula
		Revenue	
4100	4100	Sales	
4109	4109	Sales - Intercompany	IF([4109]>100,[4109],0)
4110	4110	Sales Returns	
4250	4250	Sales Discounts	
NETSLS		***Net Sales***	[4100]+[4109]-[4110]-[4250]
4500	4500	COGS	
GP		***Gross Profit***	[NETSLS]-[4500]
GP%		Gross Profit %	([GP]/[NETSLS])
		Expenses	
5000	5000	Salary Expense	
5200	5200	Office Expense	
5225	5225	Supplies	
5240	5240	Maintenance	
5250	5250	Rent	
TOTEXP		***Total Expenses***	[5000]:[5250]
		Maximum Expense	MAX([5000]:[5250])
		Net Income	[GP]-[TOTEXP]

Report Output

ABC Company
Income Statement
For the Five Months Ending May 31, 2013

	May	%	YTD	%
Revenue				
Sales	$1,939,087.74	$1.04	$9,537,417.02	$1.04
Sales - Intercompany	1,132.26	0.06%	5,340.98	0.06%
Sales Returns	16,166.00	0.86%	77,228.00	0.84%
Sales Discounts	53,880.00	2.88%	257,408.00	2.80%
Net Sales	***1,870,174.00***	***100.00%***	***9,208,122.00***	***100.00%***
COGS	1,396,000.00	74.65%	6,799,606.00	73.84%
Gross Profit	***474,174.00***	***25.35%***	***2,408,516.00***	***26.16%***
Gross Profit %	25.35%	0.00%	26.16%	0.00%
Expenses				
Salary Expense	136,012.00	7.27%	643,575.00	6.99%
Office Expense	7,044.00	0.38%	33,757.00	0.37%
Supplies	1,113.00	0.06%	5,318.00	0.06%
Maintenance	1,886.00	0.10%	9,009.00	0.10%
Rent	15,701.74	0.84%	82,388.74	0.89%
Total Expenses	***161,756.74***	***8.65%***	***774,047.74***	***8.41%***
Maximum Expense	136,012.00	7.27%	643,575.00	6.99%
Net Income	***$312,417.26***	***$0.17***	***$1,634,468.26***	***$0.18***

MIN Function

The MIN function returns the minimum number from a set of numbers (from a variable number of parameters).

Command Syntax:

MIN([parameter1], [parameter2], [parameter3]…)

MIN([parameter1]:[parameter2])

EXAMPLE:

This sets a line to the minimum value of a set of parameters.

MIN([5200],[5225], [5240])

EXAMPLE:

This sets a line to the maximum value of a set of values in a range.

MIN([5000]:[5250])

<u>Line Definition</u>

Code	Natural	Description	Formula
		Revenue	
4100	4100	Sales	
4109	4109	Sales - Intercompany	IF([4109]>100,[4109],0)
4110	4110	Sales Returns	
4250	4250	Sales Discounts	
NETSLS		***Net Sales***	[4100]+[4109]-[4110]-[4250]
4500	4500	COGS	
GP		***Gross Profit***	[NETSLS]-[4500]
GP%		Gross Profit %	([GP]/[NETSLS])
		Expenses	
5000	5000	Salary Expense	
5200	5200	Office Expense	
5225	5225	Supplies	
5240	5240	Maintenance	
5250	5250	Rent	
TOTEXP		***Total Expenses***	[5000]:[5250]
		Minimum Expense	MIN([5000]:[5250])
		Net Income	[GP]-[TOTEXP]

Report Output

ABC Company
Income Statement
For the Five Months Ending May 31, 2013

	May	%	YTD	%
Revenue				
Sales	$1,939,087.74	$1.04	$9,537,417.02	$1.04
Sales - Intercompany	1,132.26	0.06%	5,340.98	0.06%
Sales Returns	16,166.00	0.86%	77,228.00	0.84%
Sales Discounts	53,880.00	2.88%	257,408.00	2.80%
Net Sales	***1,870,174.00***	***100.00%***	***9,208,122.00***	***100.00%***
COGS	1,396,000.00	74.65%	6,799,606.00	73.84%
Gross Profit	***474,174.00***	***25.35%***	***2,408,516.00***	***26.16%***
Gross Profit %	25.35%	0.00%	26.16%	0.00%
Expenses				
Salary Expense	136,012.00	7.27%	643,575.00	6.99%
Office Expense	7,044.00	0.38%	33,757.00	0.37%
Supplies	1,113.00	0.06%	5,318.00	0.06%
Maintenance	1,886.00	0.10%	9,009.00	0.10%
Rent	15,701.74	0.84%	82,388.74	0.89%
Total Expenses	***161,756.74***	***8.65%***	***774,047.74***	***8.41%***
Minimum Expense	1,113.00	0.06%	5,318.00	0.06%
Net Income	***$312,417.26***	***$0.17***	***$1,634,468.26***	***$0.18***

MOD Function

The MOD function returns the modulus (integer remainder) resulting from the division of two numbers. Parameters will be separated by a comma (,).

Command Syntax:

MOD([parameter1],[parameter2])

EXAMPLE:

This formula sets a line to the modulus (integer remainder of 3) resulting from the division of two number parameters.

MOD(15,4)

ROUND Function

The ROUND function rounds a value or the parameters resulting in a calculation to the nearest whole number. The ROUND function will round to the nearest whole positive or negative number.

Command Syntax:

ROUND([parameter1])

ROUND([parameter1]+[parameter2]+[parameter3]…)

ROUND([parameter1]-[parameter2]-[parameter3]…)

EXAMPLE:

This formula sets a value to the nearest whole number (i.e. the values 14 or -14, respectively).

ROUND(13.6)

ROUND(-13.6)

ROUNDDOWN Function

The ROUNDDOWN function acts similarly to the ROUND function, except that it *always* rounds **down** (toward zero (0)).

Command Syntax:

ROUNDDOWN ([parameter1])

ROUNDDOWN ([parameter1]+[parameter2]+[parameter3]…)

ROUNDDOWN ([parameter1]-[parameter2]-[parameter3]…)

EXAMPLE:

This formula sets a value to the next whole number closer to zero (i.e. the values 13 or -13, respectively).

ROUNDDOWN (13.1)

ROUNDDOWN (-13.1)

ROUNDUP Function

The ROUNDUP function acts similarly to the ROUND function, except that it *always* rounds **up** (away from zero (0)).

Command Syntax:

ROUNDUP([parameter1])

ROUNDUP([parameter1]+[parameter2]+[parameter3]…)

ROUNDUP([parameter1]-[parameter2]-[parameter3]…)

EXAMPLE:

This formula sets a value to the next whole number further from zero (i.e. the values 14 or -14, respectively).

ROUNDUP(13.1)

ROUNDUP(-13.1)

SQRT Function

The SQRT function returns the square root of a value or parameter.

Command Syntax:

SQRT([parameter1])

EXAMPLE:

This formula sets a value of a parameter to return the square root of 4 (which is 2).

SQRT([4])

SIGN Function

The SIGN function returns a 1 if the parameter is positive, otherwise a -1 is returned for negative numbers.

Command Syntax:

SIGN([parameter1])

EXAMPLE:

This formula sets a line value to -1 for the parameter given.

SIGN(-3)

SUB Function

The SUB function identifies a row as a subtotal which prevents it from being included in subsequent range calculations.

Command Syntax:

SUB([formula])

EXAMPLE:

This will return the sum of the formula between rows 100 and 1000.

SUB([100]:[1000])

The values 100 and 1000 in these examples represent Codes in a Line Definition.

Note: In the above example, if a subsequent range calculation uses SUB(**[50]:[2000])**, the SUB function will calculate the sum of the rows between row 50 and row 2000. However, since the row 1100 has a SUB() formula on it, that row will not be included in the total.

SUM Function

The SUM function takes a variable number of parameters and provides a sum total of the values. The parameters in a SUM function can be individual parameters, a range, or a combination of the two.

Note: The SUM function behaves in the same manner as entering the specific single line or column Codes (i.e. [5100]+[5200]+[5300] OR [5100]:[5300]+[5400] OR [B]+[C]+[D])

Command Syntax:

SUM([parameter1],[parameter2],[parameter3]…)

SUM([parameter1]:[parameter2])

EXAMPLE:

This formula sets a column to sum a value of a set of parameters. In this instance, the columns sum to a YTD total for accounts.

SUM([B]:[L])

Column Definition

	G	H	I	J	K	L	M	N
Header 1	Y JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Code	F	G	H	I	J	K	L	
Type	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Calculated
Book Code	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
Year	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	
Period	6	7	8	9	10	11	12	
Value Type	Periodic	Periodic	Periodic	Periodic	Periodic	Periodic	Periodic	
Formula								SUM([A]:[L])
Reverse Sign								
Width								
Number Format								
Decimals								
Date Filter								
Vertical Line								
Comment								
Suppress								
Suppress on Charts								

Report Output

Your Organization
Monthly Analysis Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		YTD
Assets	195,184	185,878	204,439	214,556	211,073	249,882	217,413	221,850	274,053	228,248	226,073	186,758	2,615,405
Equity									-30,000				-30,000
Expenses	269,813	276,654	266,324	272,448	277,241	285,738	293,471	297,025	300,650	304,547	306,910	310,746	3,461,567
Liabilities	-53,437	-48,036	-52,772	-55,826	-52,078	-58,564	-51,444	-52,199	-51,512	-53,058	-51,201	-50,516	-630,642
Other													
Revenues	-560,441	-451,074	-457,572	-465,255	-474,174	-485,105	-495,407	-500,847	-506,875	-510,486	-509,647	-512,616	-5,929,499

TRIM (TRUNC) Function

Truncates decimal places.

The TRIM or TRUNC calculation function truncates any decimal places of the parameter value which is sourced to the function.

Command Syntax:

TRIM([parameter1])

EXAMPLE:

This formula sets a line value to 13, removing the value after the decimal.

TRIM(13.6)

EXAMPLE:

This formula sets a line value to -15, removing the value after the decimal.

TRIM(-15.3)

Note: Beginning with Prospero version 2.1.1095, the term TRUNC can be used interchangeably with TRIM. The two terms are functionally identical within Prospero.

Calculation Variables

The following variables are supported by the Prospero Calculation Engine:

@DPR	Reference to the Defined Percentage Row in the corresponding Line Definition
@PERIOD	Returns the numeric period in use for the report or input screen's row or column.

@DPR Variable

The @DPR calculation variable provides a means for looking up the value of a different row of the report for use in a calculation. For example, a report that might need a column to show the percent of total sales for a given account could use the @DPR variable in the column formula.

For examples and more information, see the Defined Percentage Row topic.

@PERIOD Variable

The @PERIOD variable is used in a calculation when you want to divide the amount in a row, column, or cell by a specified number of periods that will vary based upon the report or input date. Using @PERIOD allows for an easier method of calculating a monthly average, for example, without knowing at design time what month is in use on the report or input definition.

If periods are defined in the rows, @PERIOD in a column or row formula will be replaced by the effective period defined on the row being processed.

If periods are defined in the columns, then a given column formula will read the period value from the column on which it is set. A row formula using the @PERIOD replacement value in it will take the period from each column as it goes across.

@PERIOD also works with period ranges. If, for example the period is defined in a column and the column's period is set to PERIOD-8, @PERIOD is replaced with the numeric value corresponding to 8 periods prior to the reporting period. If the column's period is defined as "3 to 5", the *start* of the range is used as the replacement for the @PERIOD variable, in this case 3.

Data Integration

Prospero Data Integration

Data Integration is designed to help you to seamlessly manage data inputs to Prospero. Prospero Data Integration Tools allow you to import and refresh data from your source GL into Prospero. Additionally, you can import Excel data into the Prospero system.

Click on any of the integration options in the Data Integration Navigation to open the option's Prospero workspace.

Note: To perform Data Integration processes, you must log in to the entity using a login ID with permission to perform integration. To perform Import processes, you must log in to the entity using a login ID with permission to perform data import. These are Administrative-level permissions.

In addition, the HR Import, Capital Import, and Line Item Import options are only available when Prospero for Budgeting or Budgeting and Reporting is licensed.

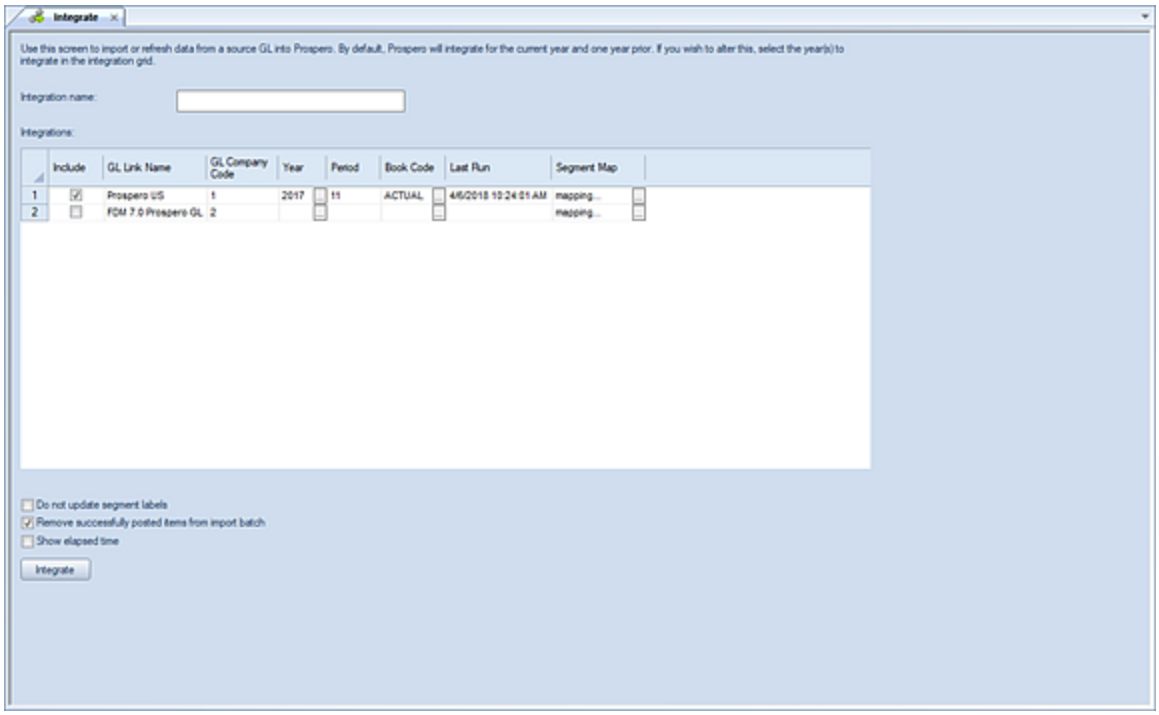
Integrate

The **Integrate** function allows you to import or refresh data from a source GL to Prospero.

The Integrate feature is available when licensing Prospero for reporting-only and reporting and budgeting. When licensing Prospero for budgeting-only, data integration processes are not part of this module and this feature will not be available. For more information, refer to Security Permissions and Licensing.

To execute the Prospero Integration process:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the **Integrate** icon to open the Data Integration workspace.

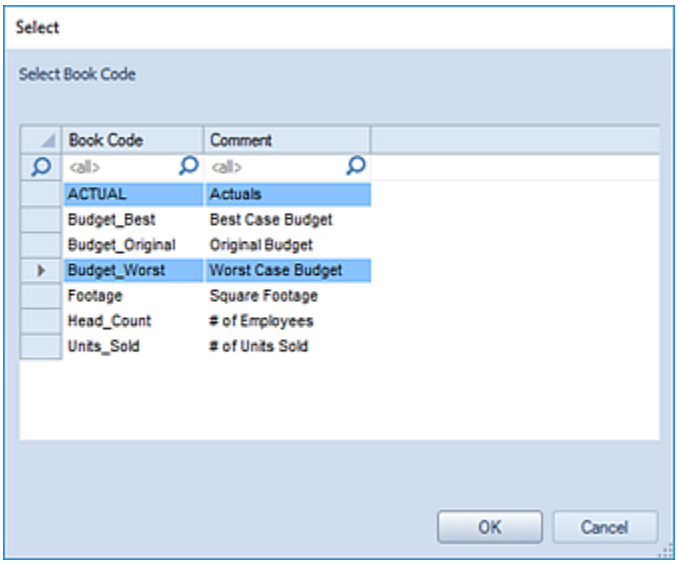


3. Enter the fields and options necessary for your Integration job. Fields and options on the workspace include the following:

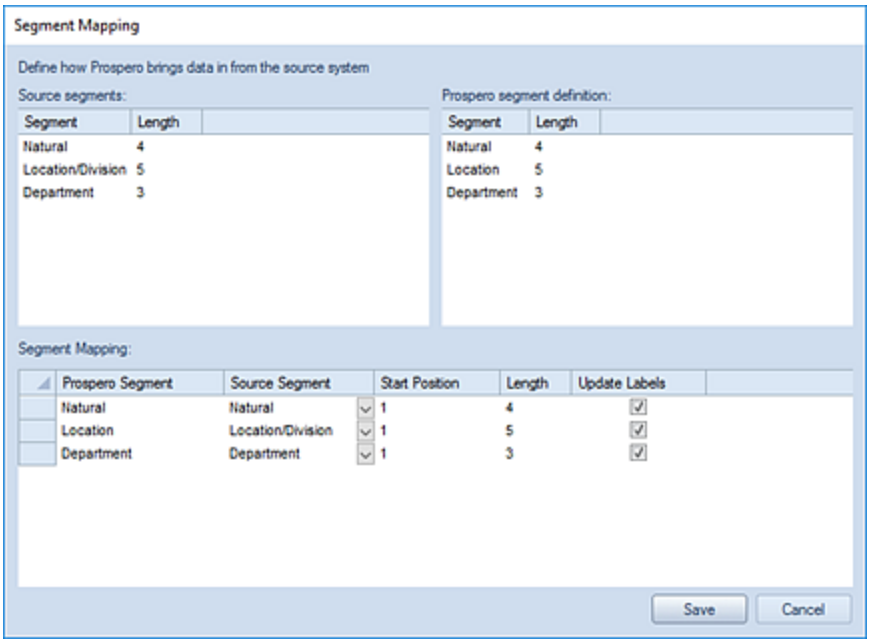
   - **Integration name** – This field specifies the name of the integration for identification later. The field can contain up to 24 characters. This is a required field.
   - **Include** – This checkbox option allows you to select which integration to perform.
   - **GL Link Name** – This field shows the General Ledger Link Name linked to the Entity for which the integration is run. Refer to your Entity definition.
   - **GL Company Code** – This field shows the General Ledger Code ID linked to the Entity for which the integration is run.
   - **Year** – This field limits the integration to the year value(s) specified. Click on the ellipsis button to view the dialog containing available years within the General Ledger's calendar; available years will display in descending order by default and you can then select one or more years from the list to define your integration criteria. (Use the up or down arrow over the Year header to manage the sort.) **Note: if the Year field is left blank, the integration will run for the current year and one year prior.** You can clear any prior existing selections by clicking outside of the existing selection (or a new selection) and then clicking the **OK** button.
   - **Period** – This field allows you to define the period(s) for the integration process. You can enter more than one character to represent multiple periods by separating each period value with a comma (,). **Note: if the Period field is left blank, the integration will pull data for ALL periods as well as the beginning balance for the year(s) specified in the Year field.**

- **Book Code** – This field limits the integration to the book code value specified. Select the ellipsis to select a valid book code from the dialog which will populate the Book Code field. **Note: if the Book Code field is left blank, the integration will pull all data for the year(s) and period(s) specified in the Year and Period fields.**

  You can clear any prior existing selections by clicking outside of the existing selection (or a new selection) and then clicking the **OK** button.



- **Last Run** – This field indicates the last time the integration was run.
- **Segment Mapping** – Selecting the ellipsis in this field opens the Segment Mapping dialogue. On this dialog, you can view how Prospero integrates data from your sourced GL system.



The Source and Prospero segment definition sections are informational. The Segment Mapping section allows you to select how to map your source data to Prospero using the Source Segment pulldown option. You can also specify your data's Start Position, Length and whether to update segment labels, where they differ between systems.

- **Full load –** When checked, this checkbox indicates that all data should be pulled based on the settings in the Year, Period and Book Code fields, so if any of these fields are limited the integration will pull all data for within those constraints. The Full Load option will re-load data from the General Ledger even if it has previously been integrated into the Prospero Data Warehouse.

  If you do NOT check the Full load box, then an iterative integration is run. In this case, the year and period fields are ignored. Any data that has changed in the General Ledger since the last time the integration was run will be pulled into the Data Warehouse.

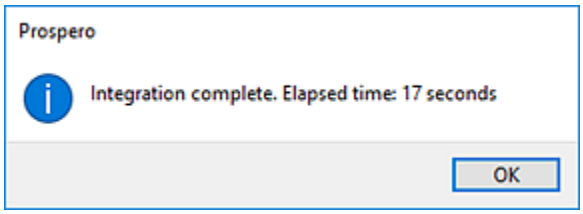
  If you are missing any data or suspect that there might be missing data, use the Full Load option to refresh the data warehouse for a given year or period. **Note: This option is not available for all Prospero-supported General Ledgers.**

- **Do not update segment labels -** When checked, this checkbox overrides the label setting for all segments and will skip the label update process for existing segment items. When unchecked, the integration will use the setting defined in the mapping screen (and if no mapping is defined, will update labels for all segments).

  This setting will be stored for future integration process execution. This option is unchecked by default.

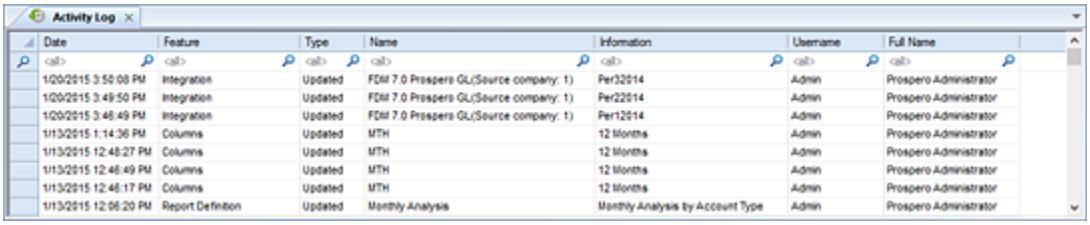
- **Remove successfully posted items from import batch -** This checkbox option allows you to remove successfully posted items from the batch. Where large amounts of data are processed, this option will limit the amount of time and data required as part of any re-post process.
- **Show elapsed time** – When checked, this checkbox will provide the amount of time that the process took to run once completed.

4. Select the **Integrate** button to complete the data integration. (Using a descriptive name for the Integration is recommended.)
5. When your Integration process has completed, you will receive a system message notifying you to the effect. (If you checked the Show elapsed time checkbox you will receive a message including the time that the process took to run.)



The Integration process will automatically run a Resummarize process when the process is executed.

In addition, the Integration process will be listed in the Activity log which is available from the Tools ribbon.



The Activity Log will include the Integration Name in the Information field and which GL Link Name is associated to the integration process in the Name field column. When the integration was run as well as who ran the job is also listed.

Note: If the segment lengths in the Segment Definition screen have been updated or changed in the Segment Definition screen, henceforth running the Integration process will not update the lengths of the segment definitions.

Excel Import

The **Excel Import** option allows you to import data using a Microsoft® Excel file to update specific segment information.

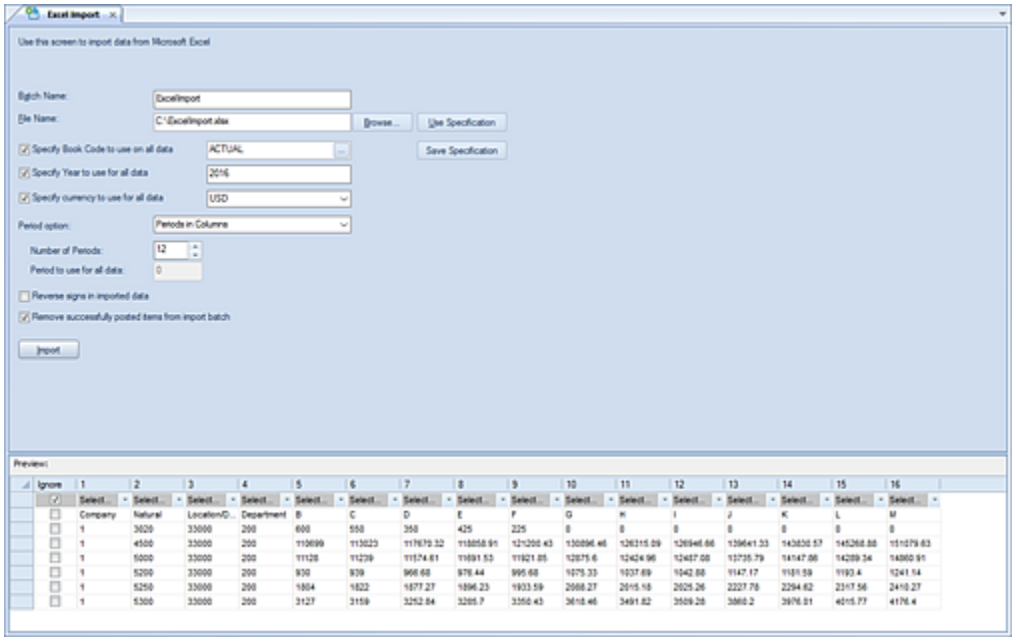
The file should be in .XLS or .XLSX format. The .CSV format is not supported.

If an Excel file has a password, you will be prompted to supply the password.

Note: When importing date values, use simple formats (i.e. 12/12/2019) such as those which do not include day of the week. For a sample Excel file format, refer to the file in your Prospero Client Directory.

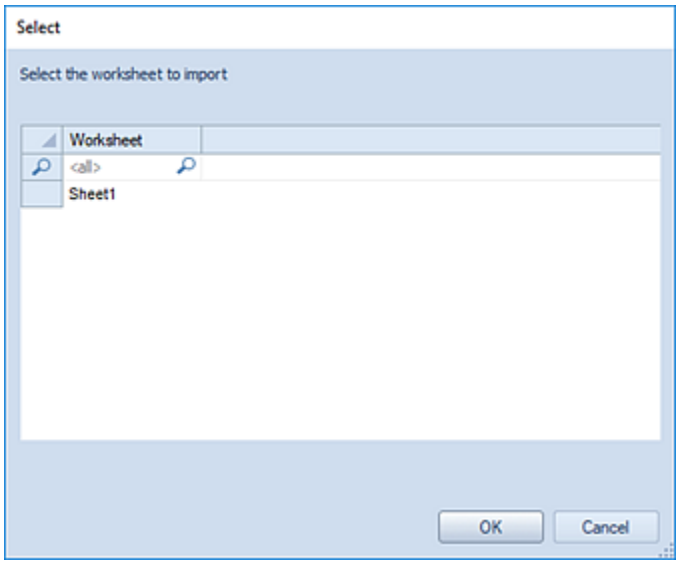
<u>To execute the Excel Import</u>:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the **Excel Import** icon to open the Excel Import workspace.



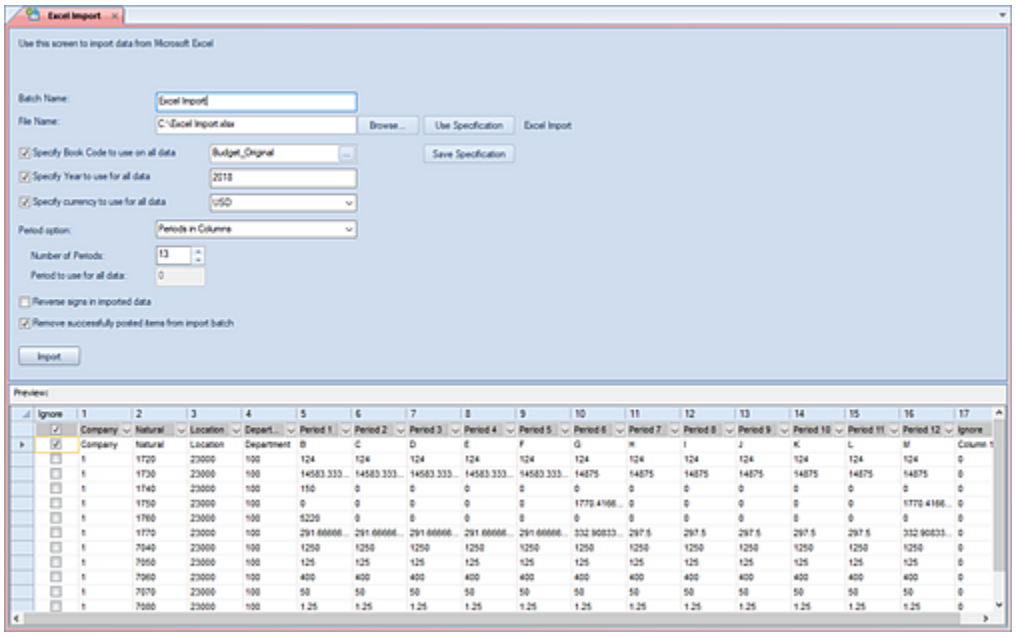
3. Enter a **Batch Name.** This allows field will be a label for the Excel import process up to 24 characters. The Batch Name field is a required field.
4. Enter or use the **Browse** button to select a **File Name** of the Excel file containing the data to be imported. The File Name field is a required field.

5. Once a file is provided, you will be prompted to select the Excel worksheet tab within the workbook containing import data.

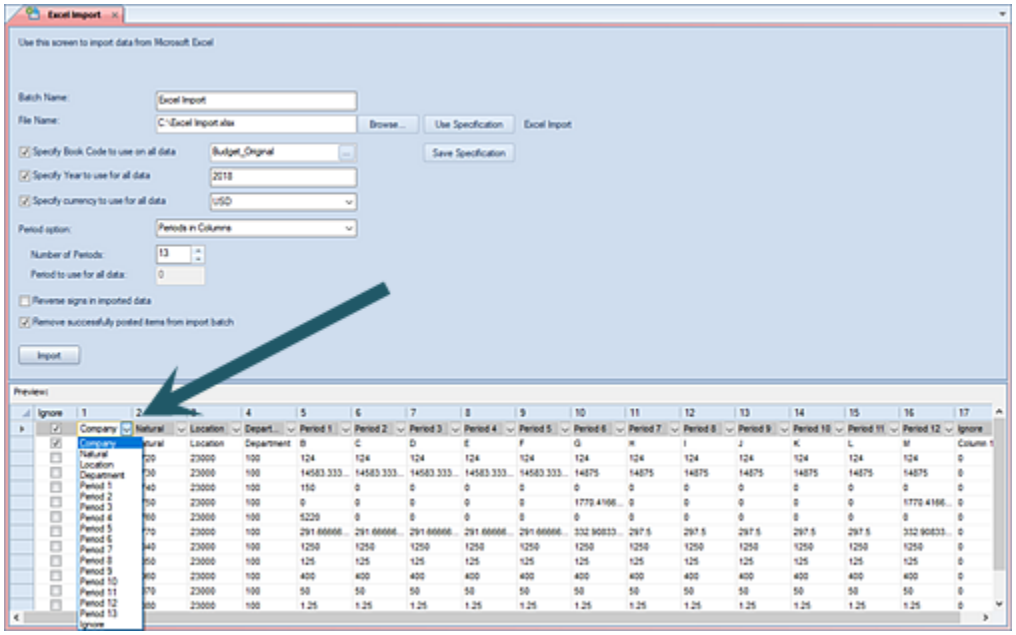


If a <BLANK> worksheet is specified, you will receive an error message: "No importable data found in specified worksheet. Please select another worksheet."

6. Select the **Ok** button. The data to be imported will appear in the Preview pane where you will map the segment field references to the data previewed.



7. Map each field shown in the Preview. Each field must be unique and correspond to map-able segments or data.



If a field name is duplicated, you will receive an error message when you attempt your import process and the import will not proceed.

8. Use the checkbox to activate the **Specify Book Code to use on all data** field. When checked, you can use the ellipsis button to select a valid book code for which to import your data. (Only data associated to the specified book code can be imported.)

9. Use the checkbox to activate the **Specify Year to use on all data** field. When checked, you can enter the 4-digit year value associated to the imported data.

   Note: By default, the year is derived from the current GL period. If the imported data's year is less than the current system date (i.e. the calendar year), then the calendar year is provided by default. Otherwise, the current GL period's year is used.

10. Use the checkbox to activate the **Specify Currency to use for all data** field. When checked, you can use the dropdown to select the currency code from valid options specified in your system.

    Conversely, you can specify the currency via the option in the preview grid to allow the import file to determine the data's currency code. When using this option, the Excel Import process will verify that the currency code in the file is active in the currency list for the company. For more information see Currency Definition.

    Note: While selecting the currency to use is optional, when not specified or if currency is not used, the process will use the default type. In this case, the currency code must be set on the import process or Excel import file and cannot be <BLANK>.

11. Select the **Period option** desired. This option indicates how periodic values will be applied to any data imported in using the process. Three options are available:
    - **Periods in Rows** – This option indicates that period values are in the rows of the import file.
    - **Periods in Columns** – This option indicates that the period values are in the columns of the imported data. When selected, the **Number of Periods** field is activated which allows you to directly enter or use the incrementor to specify the number of period columns to be imported. You can enter up to 3 digits in the field.
    - **Specify Period** – This option indicates that a numeric period value will be applied for all data. When selected, the **Period to use for all data** field is activated in which you can specify a period number to use for all imported data. You can enter up to 3 digits in the field.
12. OPTIONAL: Select the **Reverse signs in imported data**. This option allows account types typically stored with credit balances (i.e. revenue accounts) to have the sign reversed before posting. As a result, data imported from the spreadsheet showing as "4000" will then post in to the database as "-4000". Do not check this box if the data in the spreadsheet already shows the natural sign.
13. OPTIONAL: Select the **Remove successfully posted items from import batch**. This checkbox option allows you to remove successfully posted items from the batch. Where large amounts of data are processed, this option will limit the amount of time and data required as part of any re-post process.
14. OPTIONAL: Select the **Use Specification**. This button option allows you to select an existing specification for importing your data. The list of available specifications will be those which you have previously saved. If you have not previously entered/saved a specification this screen will be <BLANK>.
15. OPTIONAL: Select the **Save Specification button** and enter a name to reference the import parameters, criteria and mappings in future. The **CTRL+S** on the open dialog will also save the specification name.

    Note: You must specify an Excel file name for the **Use Specifications** or **Save Specifications** buttons to activate.

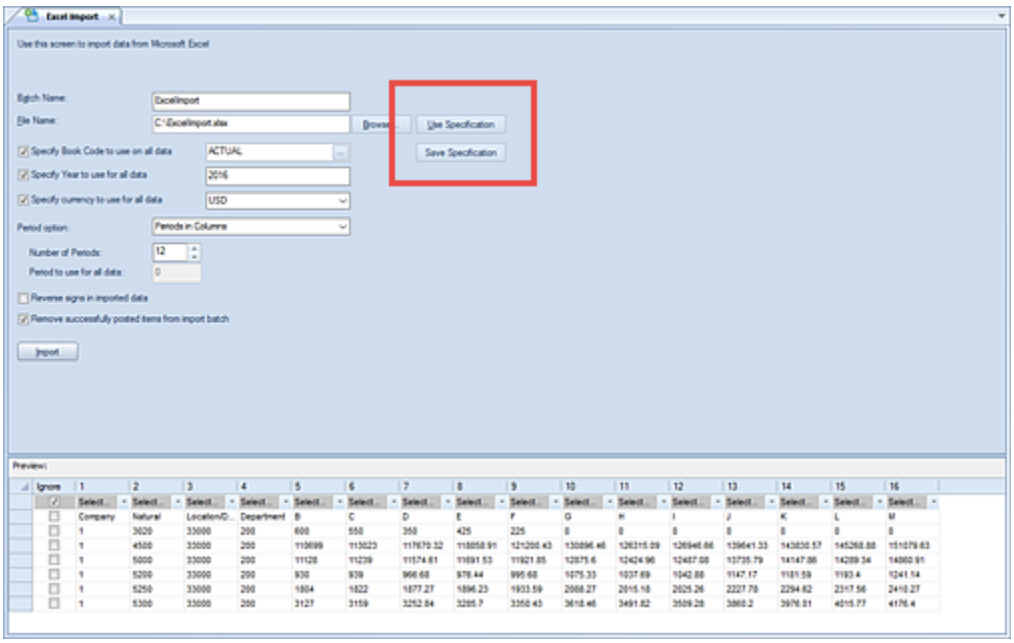
    For more information see Import Specifications.
16. Select the **Import** button to import the data.

If errors occur during the posting process, you will receive a message that records have failed the validation process and were not posted: “Import completed with validation errors. Please check the import batch for details”. For more information, refer to View Import Batch.

Import Specification

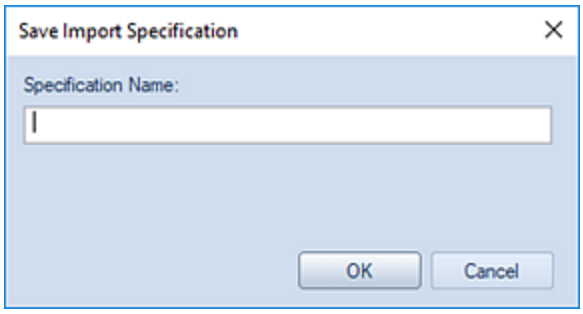
Import Specifications allow you to define, save, and reuse parameters, criteria, and data mappings for Excel, HR or Line Item data imports in to Prospero.

Import Specifications are defined on and are specific to each Prospero import type.



To create an Excel, HR, or Line Item Import Specification:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the import process desired to open the Import workspace.
3. Select your Excel file containing the data you want to import. (The specification options will not be active unless you have selected an Excel file.)
4. Enter the parameters, criteria and mappings specific to your import's Excel data file.
5. Select the **Save Specification** button.
6. In the dialog, enter a name for the specification.

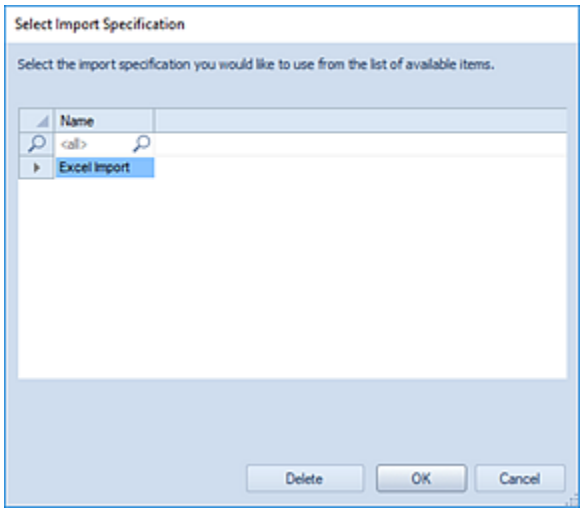


7. Select the **Ok** button to save the new specification. (Alternatively, you can use **CTRL+S** to open the dialog to save the specification name.)
8. The import process can now be run by selecting the **Import** button.

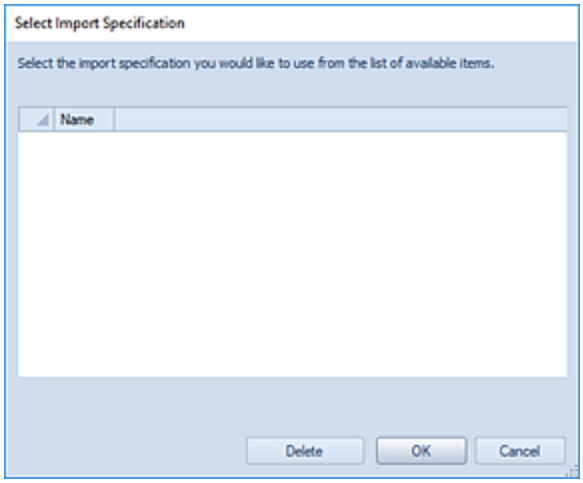
For more information on each import type refer to the Excel Import, HR Import and Line Item Import.

To use an existing Excel, HR, or Line Item Import Specification:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the import process desired to open the Import workspace.
3. Select your Excel file containing the data you want to import. (The specification options will not be active unless you have selected an Excel file.)
4. Select the **Use Specification** button. This will open a Select Import Specification dialog of exiting, named specifications for importing your data.



5. If you have not previously created / saved a specification this screen will be <BLANK>.



.

6. Select the **Ok** button to load the parameters, criteria and mappings associated to the saved specification.
7. OPTIONAL: If changes are necessary for the existing specification, use the **Save Specification** button **CTRL+S** to open the dialog to re-save the specification.
8. The import process can now be run by selecting the **Import** button.

For more information on each import type refer to the Excel Import, HR Import and Line Item Import.

Capital Import

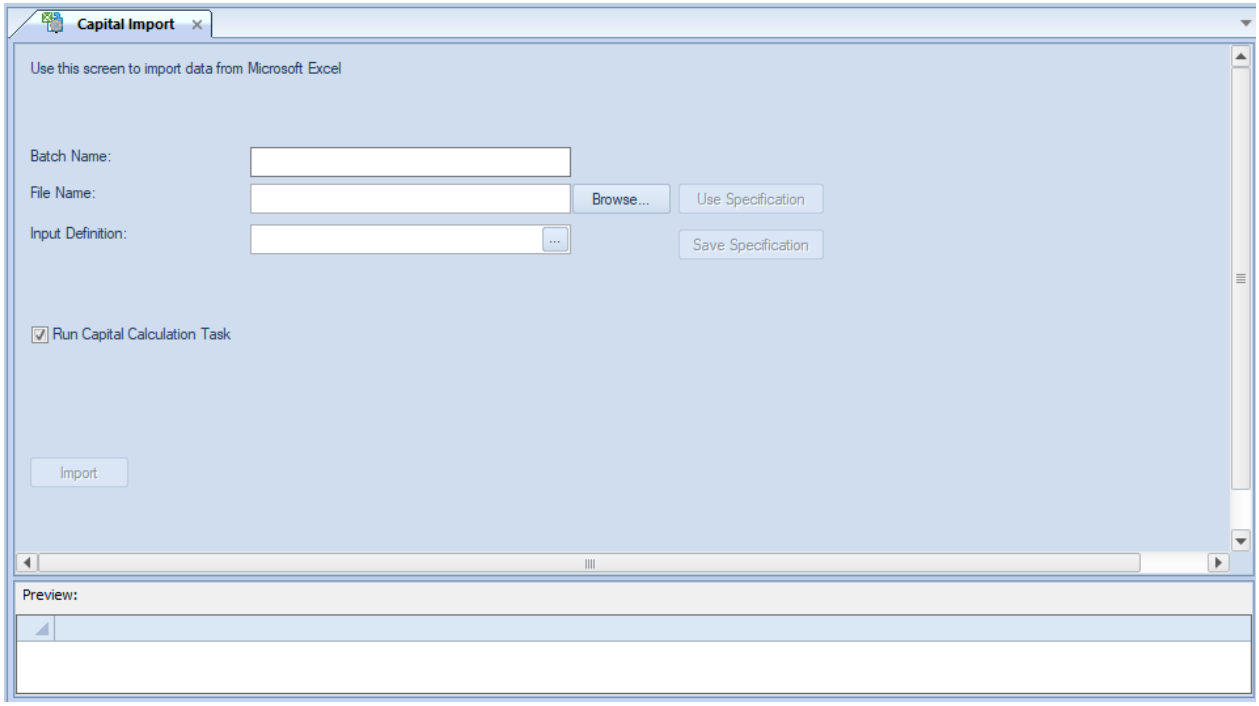
The **Capital Import** option allows you to import Capital data from a Microsoft® Excel file to update or add specific Capital records. The Capital Import may also include corresponding segment information that is not hidden on the input definition and which is not in the lines of the input definition. (The file should be in .XLS or .XLSX format. The .CSV format is not supported.)

The Capital Import option is only available where you have licensed Prospero for Budgeting or Budgeting and Reporting.

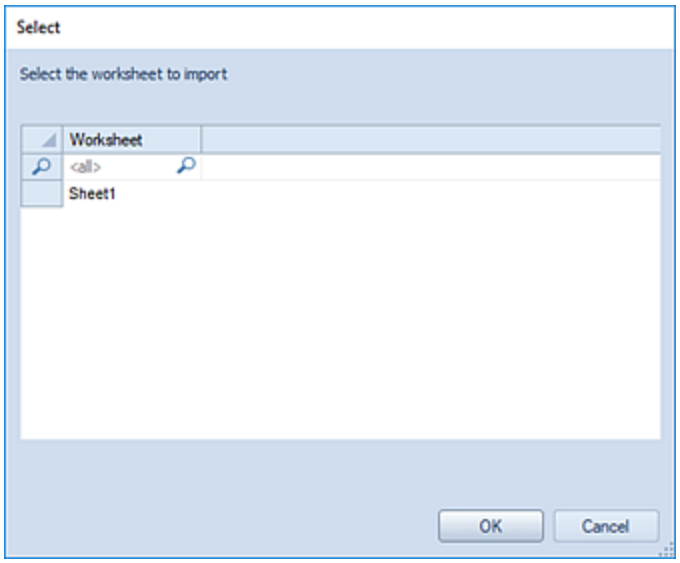
Note: When importing date values, use simple formats (i.e. 12/12/2019) such as those which do not include day of the week. For a sample Excel file format, refer to the file in your Prospero Client Directory.

To execute the Capital Import:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the **Capital Import** icon to open the Excel Import workspace.



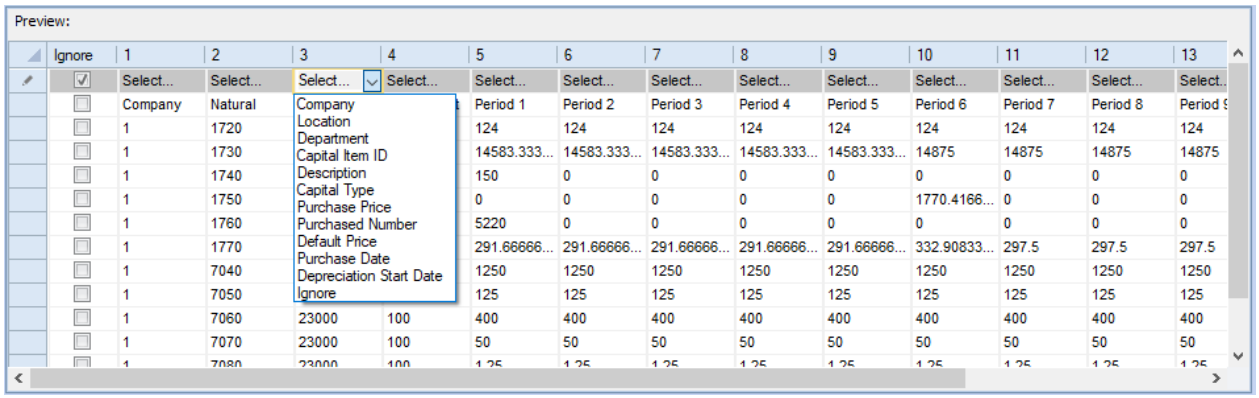
3. Enter a **Batch Name.** This allows field will be a label for the Excel import process up to 24 characters. The Batch Name field is a required field.
4. Enter or use the **Browse** button to select a **File Name** of the Excel file containing the data to be imported. The File Name field is a required field.
5. Once a file is provided, you will be prompted to select the Excel worksheet tab within the workbook containing import data.



If a <BLANK> worksheet is specified, you will receive an error message: "No importable data found in specified worksheet. Please select another worksheet."

6. Select the **Ok** button. The data to be imported will appear in the Preview pane where you will map the segment field references to the data previewed.
7. Select the **Input Definition**. This option allows you to select the ellipsis button to choose an existing Input Definition.
8. OPTIONAL: Select the **Run Capital Calculation Task** checkbox. When checked, this option will run a Capital Calculation Task to update totals in the input data based on the imported Capital data. Leaving the option unchecked will import the data but not update Capital and Depreciation account balances; the Capital Calculation Task can then be run at a later date.

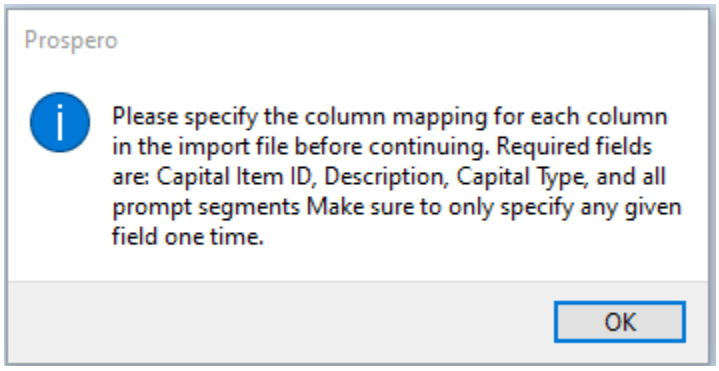
   This option is checked by default.
9. Select **Segment Field Mapping(s)** – Once you have specified a file name, a sample of the data to be imported will appear in the Preview pane. Use the dropdown box in the Preview pane to select the segment to map your data to. You must map the segment field references to the data previewed.



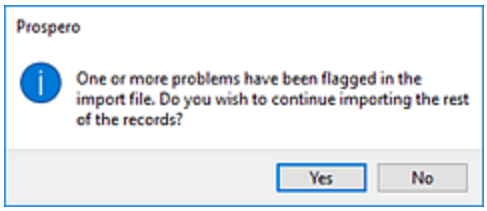
Required fields are:

- Capital Item ID
- Description
- Capital Type
- All Segments except those used to configure the Input Definition (i.e., if the natural account is used to configure the Input Definition's Capital Setup, natural account is not accepted as one of the fields to import, but all other segments are required).

If you do not map your segment fields, you will receive a warning message to do so:



In addition, if you map to any invalid segments or data you will receive an error message and a red box visual indicator will appear on the cell. While you can continue the import process, you should carefully check your data after the import.



10. OPTIONAL: Select the **Use Specification** button to select from existing, previously saved specification. (If you have not previously entered/saved a specification this screen will be <BLANK>.)
11. OPTIONAL: Select the **Save Specification** button to save your parameters, criteria and mappings using a named specification for later use.

    You must specify an Excel file name for the **Use Specifications** or **Save Specifications** buttons to activate. For more information see Import Specifications.
12. Select the **Import** button to import the data.

Note: Each field name in the import file must be unique. If a field name is duplicated, you will receive an error message when you attempt your import process and the import will not proceed.

HR Import

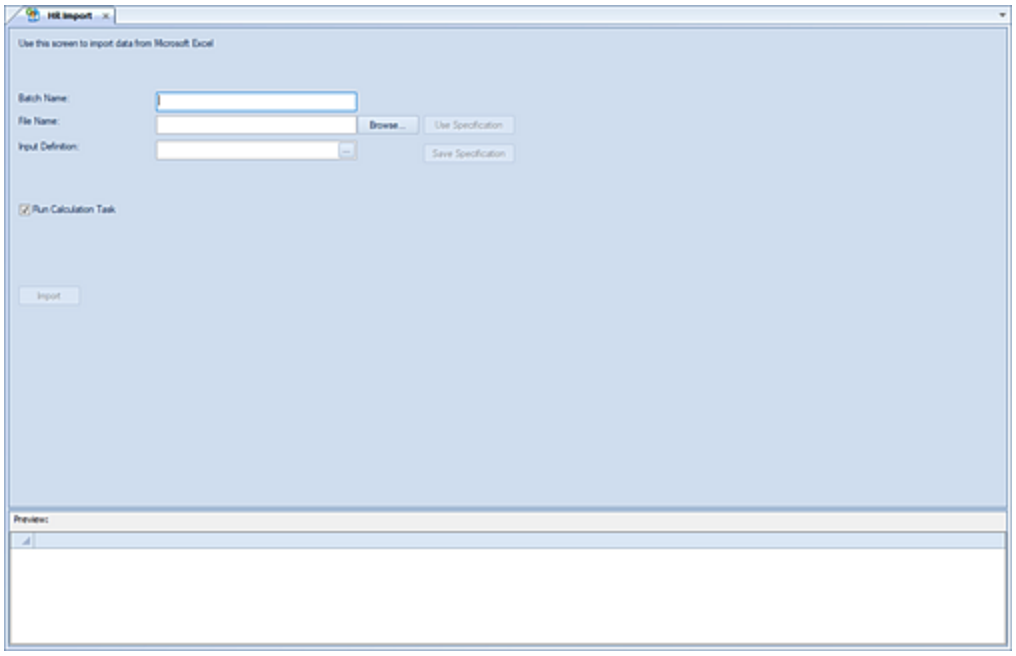
The **HR Import** option allows you to import Human Resources data from a Microsoft® Excel file to update specific HR records. The HR Import may also include corresponding segment information that is not hidden on the input definition and which is not in the lines of the input definition. (The file should be in .XLS or .XLSX format. The .CSV format is not supported.)

The HR Import option is only available where you have licensed Prospero for Budgeting or Budgeting and Reporting.

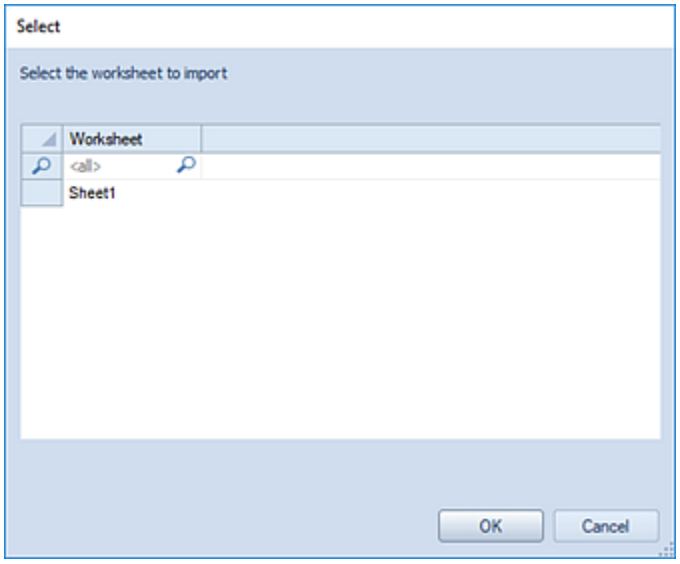
Note: When importing date values, use simple formats (i.e. 12/12/2019) such as those which do not include day of the week. For a sample Excel file format, refer to the file in your Prospero Client Directory.

To execute the HR Import:

13. Click on the Data Integration bar in the Prospero Navigation Pane.
14. Click on the **HR Import** icon to open the Excel Import workspace.



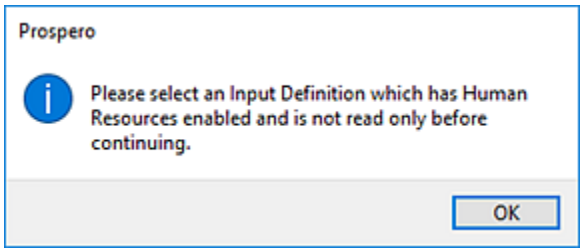
15. Enter a **Batch Name.** This allows field will be a label for the Excel import process up to 24 characters. The Batch Name field is a required field.
16. Enter or use the **Browse** button to select a **File Name** of the Excel file containing the data to be imported. The File Name field is a required field.
17. Once a file is provided, you will be prompted to select the Excel worksheet tab within the workbook containing import data.



If a <BLANK> worksheet is specified, you will receive an error message: "No importable data found in specified worksheet. Please select another worksheet."

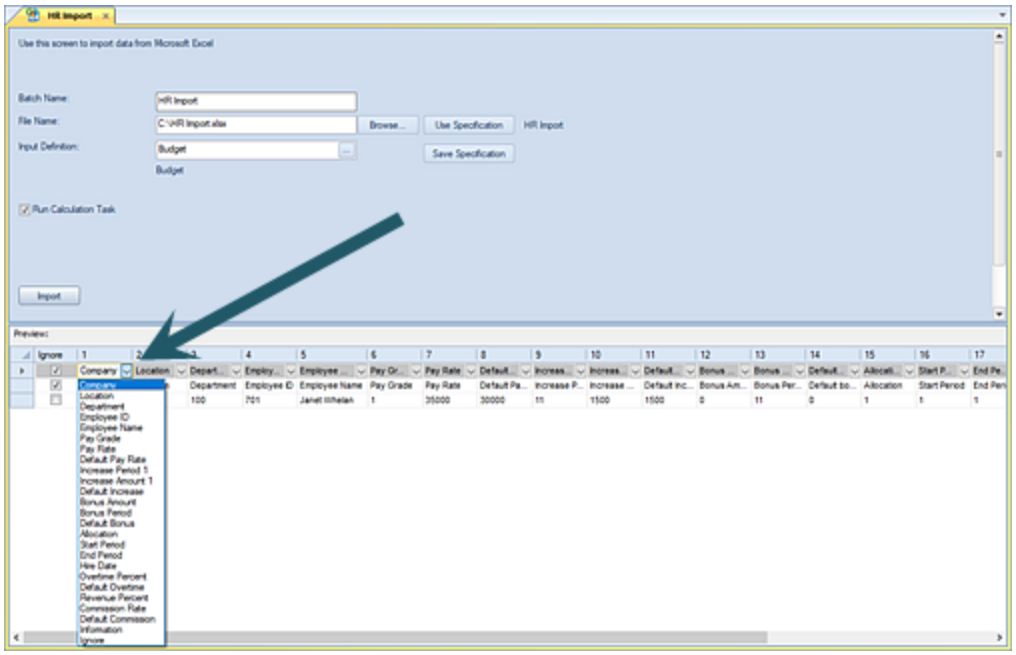
18. Select the **Ok** button. The data to be imported will appear in the Preview pane where you will map the segment field references to the data previewed.
19. Select the **Input Definition**. This option allows you to select the ellipsis button to choose an existing Input Definition.

    Note: If the Input Definition is read-only, does not have Human Resources enabled, or uses a Book Code which does not allow input, you will receive a warning that the input definition cannot be selected even if you had previously imported HR data to it.



20. OPTIONAL: Select the **Run Calculation Task** checkbox. When checked, this option will run an HR Calculation Task to update totals in the input data based on the imported HR data. Leaving the option unchecked will import the data but not update HR totals (such as values based on taxes or benefits). The HR Calculation Task can then be run at a later date.

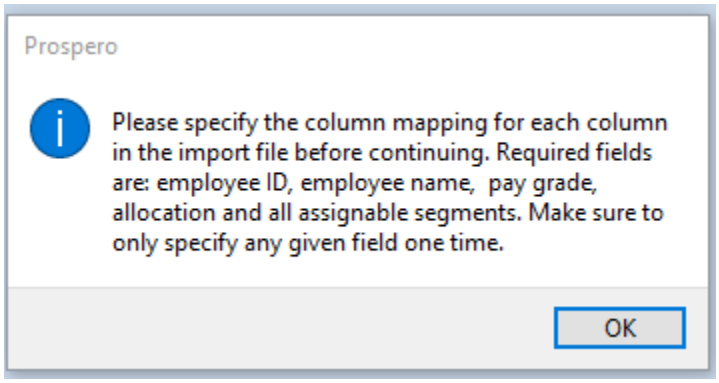
    This option is checked by default.
21. Select **Segment Field Mapping(s)** – Once you have specified a file name, a sample of the data to be imported will appear in the Preview pane. Use the dropdown box in the Preview pane to select the segment to map your data to. You must map the segment field references to the data previewed.



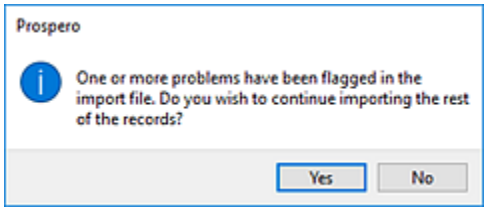
Required fields are:

- Employee ID
- Employee Name
- Pay Grade
- Allocation (if the selected Input Definition is configured for HR budgeted annually)
- Periods (if the selected Input Definition is configured for HR budgeted monthly)
- All Segments except those used to configure the Input Definition (i.e., if the natural account is used to configure the Input Definition's HR Setup, natural account is not accepted as one of the fields to import, but all other segments are required).

If you do not map your segment fields, you will receive a warning message to do so:



In addition, if you map to any invalid segments or data you will receive an error message and a red box visual indicator will appear on the cell. While you can continue the import process, you should carefully check your data after the import.



22. OPTIONAL: Select the **Use Specification** button to select from existing, previously saved specification. (If you have not previously entered/saved a specification this screen will be <BLANK>.)
23. OPTIONAL: Select the **Save Specification** button to save your parameters, criteria and mappings using a named specification for later use.

    You must specify an Excel file name for the **Use Specifications** or **Save Specifications** buttons to activate. For more information see Import Specifications.
24. Select the **Import** button to import the data.

Note: Each field name in the import file must be unique. If a field name is duplicated, you will receive an error message when you attempt your import process and the import will not proceed.

Line Item Import

The **Line Item Detail Import** option allows you to import Input Definition Line Item detail data from a Microsoft® Excel file to update specific records.

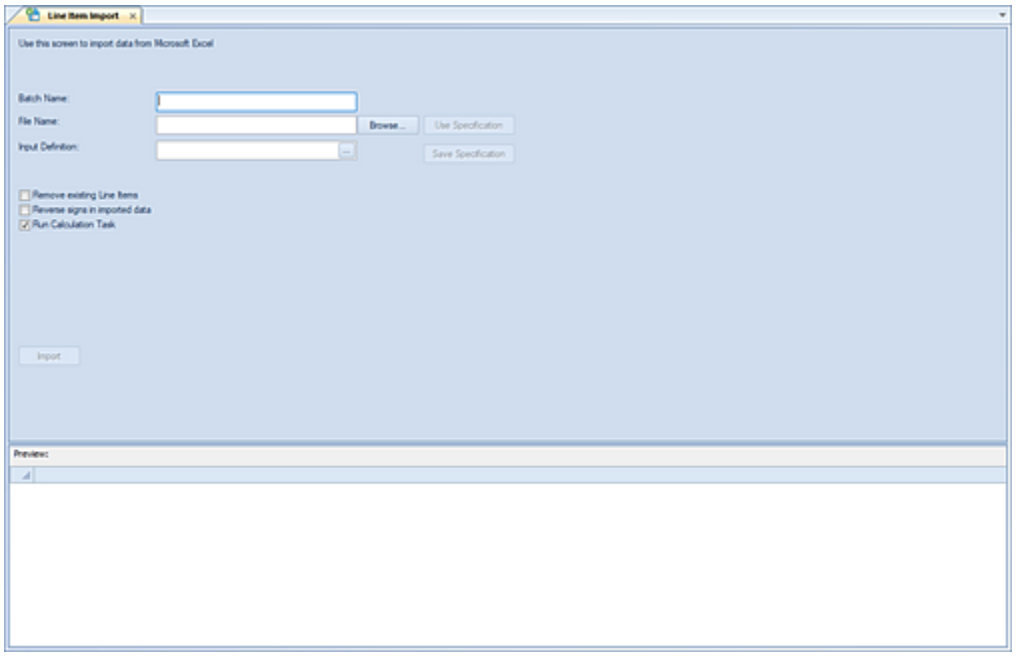
The Import may include corresponding segment information that is not hidden on the input definition and which is not in the lines of the input definition.

The file should be in .XLS or .XLSX format. The .CSV format is not supported. For a sample Excel file format, refer to the file in your Prospero Client Directory.

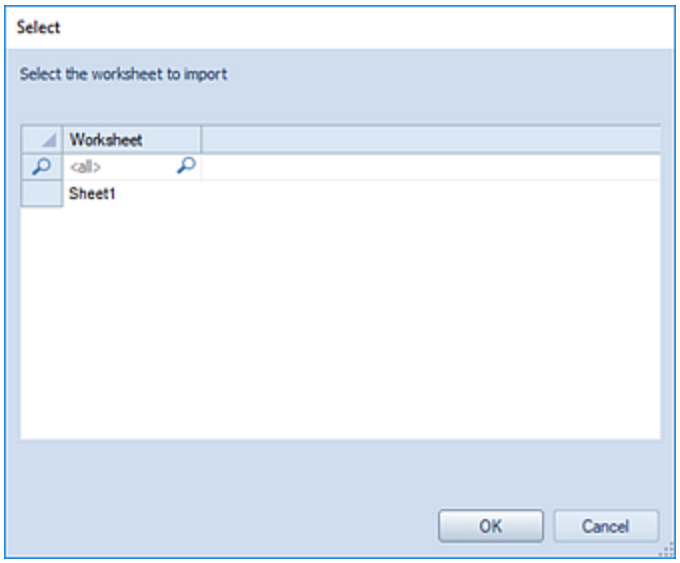
Line Item Import is only available where you have licensed Prospero for Budgeting or Budgeting and Reporting. In addition, the Line Item Import option is only available for users who have permissions for both “Import Data” and “Input Data”. For more information, refer to Prospero Permissions.

To execute the Line Item Import:

1. Click on the Data Integration bar in the Prospero Navigation Pane.
2. Click on the **Line Item Import** icon to open the Excel Import workspace.



3. Enter a **Batch Name.** This allows field will be a label for the Excel import process up to 24 characters. The Batch Name field is a required field.
4. Enter or use the **Browse** button to select a **File Name** of the Excel file containing the data to be imported. The File Name field is a required field.
5. Once a file is provided, you will be prompted to select the Excel worksheet tab within the workbook containing import data.

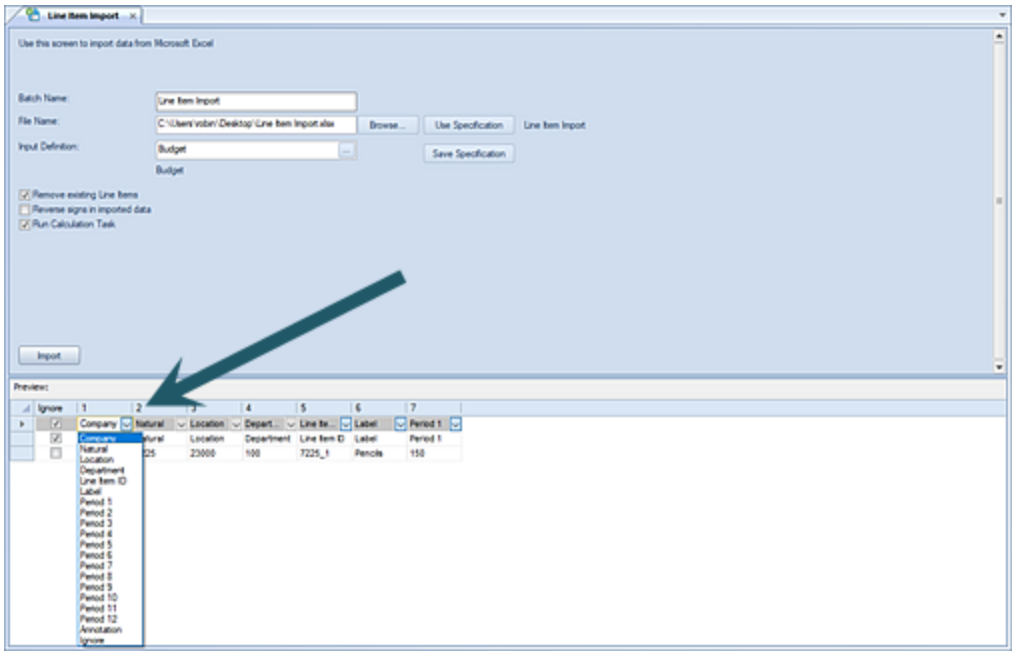


If a <BLANK> worksheet is specified, you will receive an error message: "No importable data found in specified worksheet. Please select another worksheet."

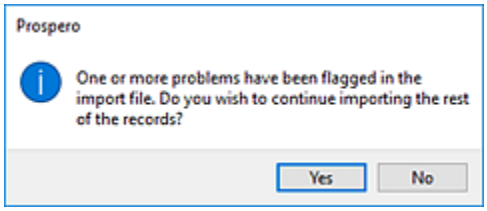
6. Select the **Ok** button. The data to be imported will appear in the Preview pane where you will map the segment field references to the data previewed.
7. Select the **Input Definition**. This option allows you to select the ellipsis button to choose an existing Input Definition.

   Note: If the input definition is read-only or uses a Book Code which does not allow input, you will not be able to select Periods and the import process will not run even if you had previously imported data to it.
8. OPTIONAL: Select the **Remove existing Line Items** checkbox. When checked, existing line item input data will be replaced with information from the import file. When this option is not checked, the existing line item data will remain and the value will be added. This option is not checked by default.
9. OPTIONAL: Select the **Reverse sign on imported data** checkbox. When checked, this option will reverse the sign on each element in the imported data. This option is not checked by default.
10. OPTIONAL: Specify the **Run Calculation Task** option. When this checkbox is checked, a Calculation Task will automatically be run to update totals in the input data. This option is checked by default.
11. Select the **Segment Field Mapping(s)**. Use the dropdown box in the Preview pane to select the segment to map your data to. You must map the segment field references to the data previewed.

    Required fields are: Line Item ID and any other assignable segment information.



If you do not map your segment fields, you will receive a warning message to do so. In addition, if you map your segments to any invalid data or value you will receive an error message and a red box visual indicator will appear on the cell.



While you can continue the import process, you should carefully check your data after the import.

12. OPTIONAL: Select the **Use Specification** button option to select an existing specification for importing your data. The list of available specifications will be those which you have previously saved. If you have not previously entered/saved a specification this screen will be <BLANK>.
13. OPTIONAL: Select the **Save Specification button** and enter a name to reference the import parameters, criteria and mappings in future. The **CTRL+S** on the open dialog will also save the specification name.

    Note: You must specify an Excel file name for the **Use Specifications** or **Save Specifications** buttons to activate.

    For more information see Import Specifications.
14. Select the **Import** button to import the data.

Note: Each field name you specify in your import file must be unique. If you duplicate the field name for whatever reason, you will receive an error message when you attempt your import process and the import will not proceed.

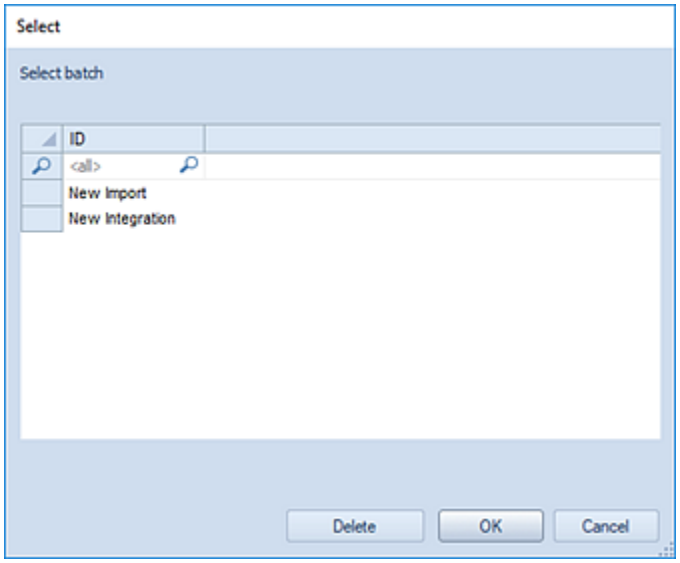
In addition, if you import an Excel file and errors occur during the posting process, you will receive a message that records have failed the validation process and were not posted: “Import completed with validation errors. Please check the import batch for details”.

View Import Batch

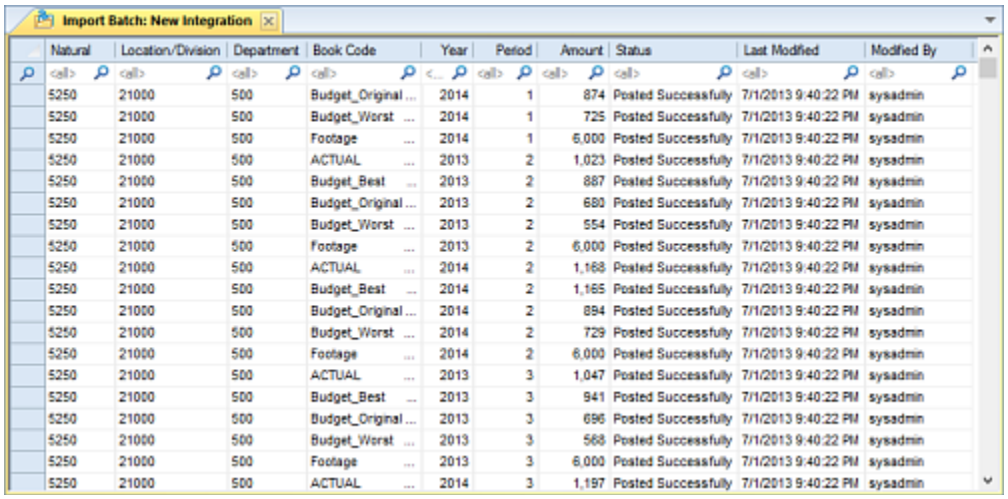
The **View Import Batch** option allows you to view or delete Excel or HR Import batch processes as well as see the import result data of those processes.

To view or delete your import batch:

1. Select the View Import Batch option from the Data Integration Navigation Pane to open the Select window listing your batch jobs to view or delete.



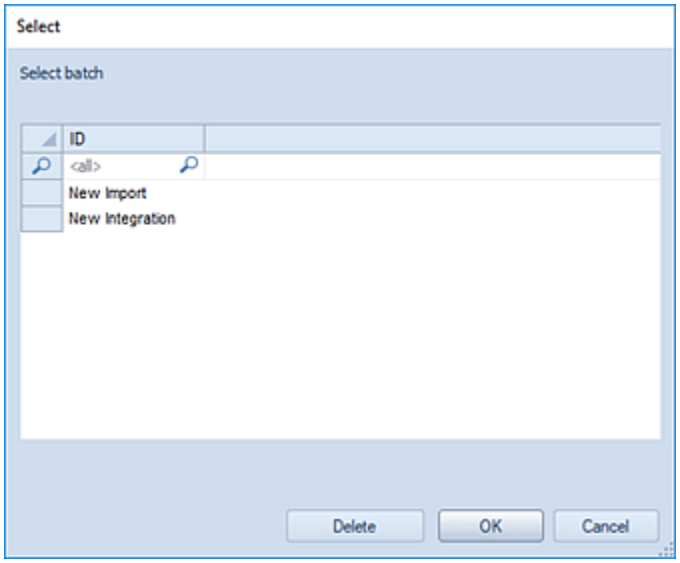
2. To view the batch process results, select the batch ID and the **OK** button.
3. The Import Batch workspace for that batch process will open so you can view the results of your integration processes. The information listed in this screen will correspond to the segment and book code information as well as the status, modification date and modifier of the process.



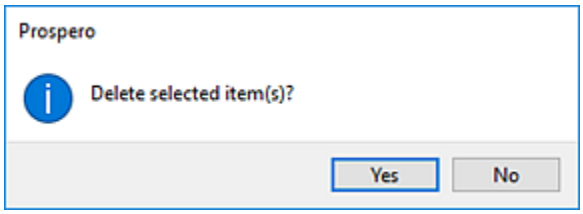
Import Batch: New Integration

Natural	Location/Division	Department	Book Code	Year	Period	Amount	Status	Last Modified	Modified By
5250	21000	500	Budget_Original ...	2014	1	874	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Worst ...	2014	1	725	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Footage ...	2014	1	6,000	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	ACTUAL ...	2013	2	1,023	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Best ...	2013	2	887	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Original ...	2013	2	680	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Worst ...	2013	2	554	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Footage ...	2013	2	6,000	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	ACTUAL ...	2014	2	1,168	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Best ...	2014	2	1,165	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Original ...	2014	2	894	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Worst ...	2014	2	729	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Footage ...	2014	2	6,000	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	ACTUAL ...	2013	3	1,047	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Best ...	2013	3	941	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Original ...	2013	3	696	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Budget_Worst ...	2013	3	568	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	Footage ...	2013	3	6,000	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin
5250	21000	500	ACTUAL ...	2014	3	1,197	Posted Successfully	7/1/2013 9:40:22 PM	sysadmin

4. After viewing your process data, close the window to exit the workspace.
5. To delete the batch process, select the batch ID in the Select window.



6. Select the **Delete** button. When prompted, confirm your deletion.

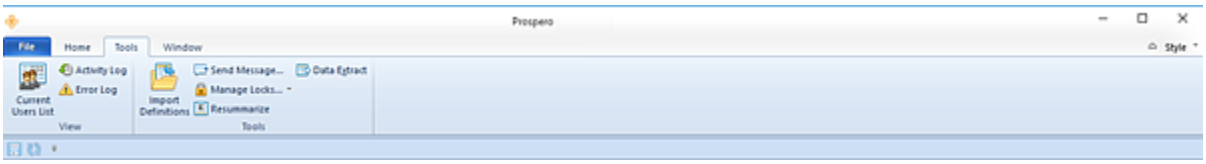


Tools

Prospero Tools

The **Tools** ribbon contains many of the utilities designed to help you manage and view user activities in Prospero.

Select the Tools ribbon by clicking on the Tools tab.



Features on this ribbon include:

- **Current Users List** – An option to display the current active users logged in to the system
- **Activity Log** – An option to open an activity log which allows you to view routine system activity such as updates, deletions or additions to data or items within Prospero.
- **Error Log** – An option to open an error log of errors, messages and other events that may help troubleshoot any issues you may encounter using Prospero.
- **Import Definitions** – An option to allow import of Report Definitions (.PRXF) files previously exported from Prospero.
- **Send a Message** – An option that allows you to send a message to all users currently logged in to Prospero. (The message will appear as a pop-up on the user's Prospero workspace.)
- **Manage Locks** – An option to allow you to manage and remove locks on Lines, Columns, Input, and Report Definitions to allow other users to access them.
- **Resummarize** – An option to allow you to re-summarize Tree-related data to verify that summary calculations are correct.
- **Data Extract** – An tool which allows you to extract balance data from the Prospero database.
- **Transaction Extract** – A tool which allows you to extract transactional details from the Prospero database.

Most the Tools available in Prospero are intended for use by Administrator users, or Roles which have the permission to Manage Security.

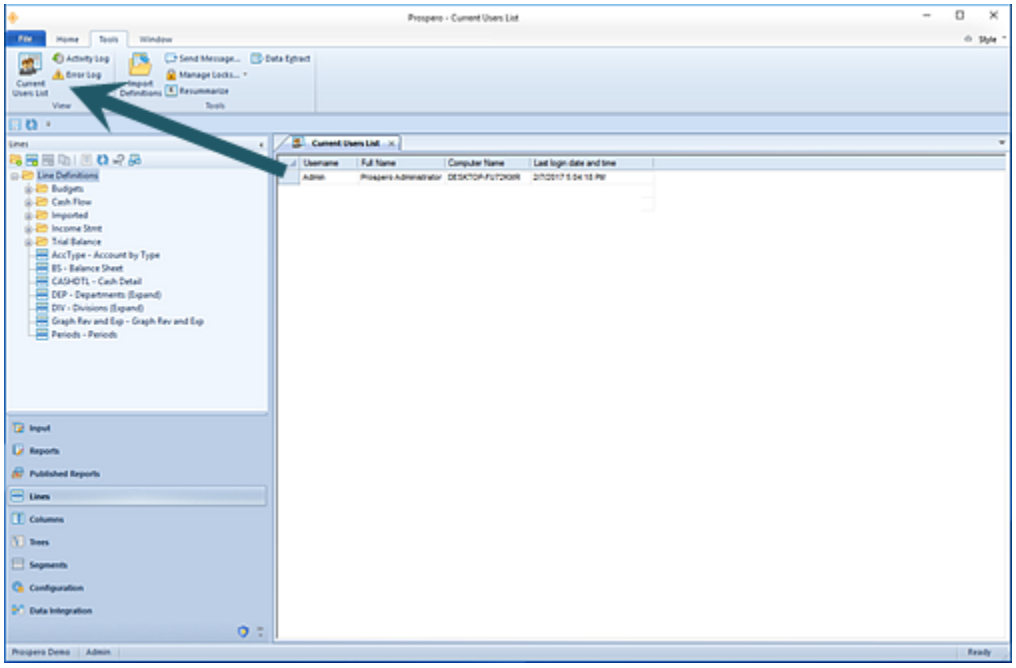
For more information, refer to the Security section.

Current Users List

The **Current Users List** option allows you to see who is currently logged in to your Prospero system.

To view current users in Prospero:

1. Select the **Current Users List** link from the Tools ribbon.



2. The Current Users List workspace will open to show a list of all currently logged-in users and the date and time they logged in.

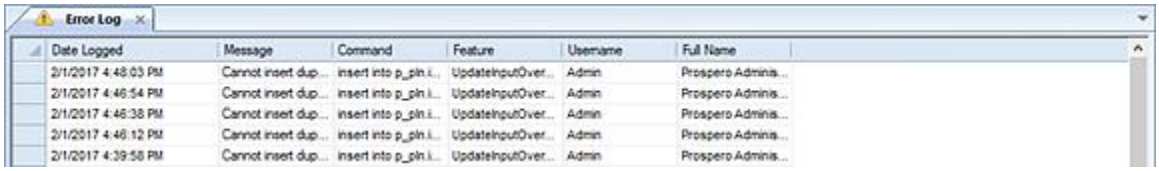
The Current User List allows Administrators to see which users are logged in to the system if notifications are required for system events, such as routine maintenance or system issues.

Error Log

The **Error Log** option is an Administrator feature which allows you to view any error events which may have occurred in your Prospero system.

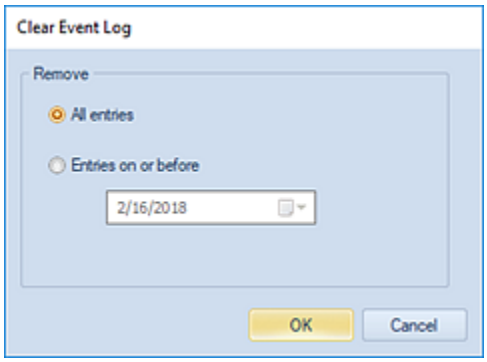
<u>To view the Error Log</u>:

1. Select the **Error Log** link from the Tools ribbon.
2. This will open the Error Log workspace which lists any errors which have occurred. Each entry lists the date and time of the occurrence, the resulting message from the error, the command and feature, as well as the user name and full name of the user the event was associated to.

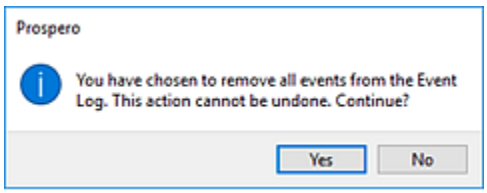


3. To clear your log, select the **Delete** option on the Home ribbon.

4. In the dialog, select the option to clear “All entries” or only those on or before a specific date:



5. After making your selection, use the **OK** button to confirm your removal of the entries. You will receive a confirmation message to remove the entries.



6. When prompted, confirm that you want to remove the items from the Error Log by selecting the **Yes** button.

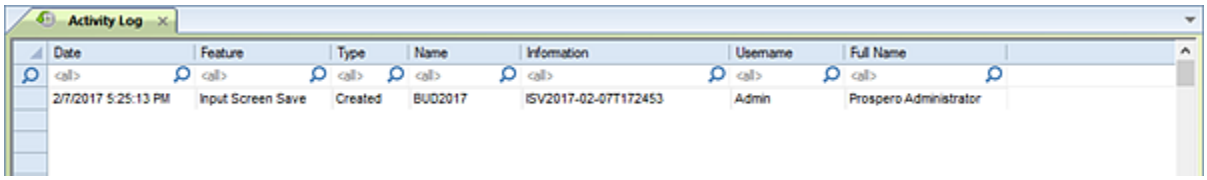
Activity Log

The **Activity Log** option is an Administrator feature which allows you to view actions performed by users in your Prospero system.

Each entry lists the date and time of the occurrence, the impacted feature, the activity type, the element Name, and Information, as well as the user name and full name of the user the activity was associated to.

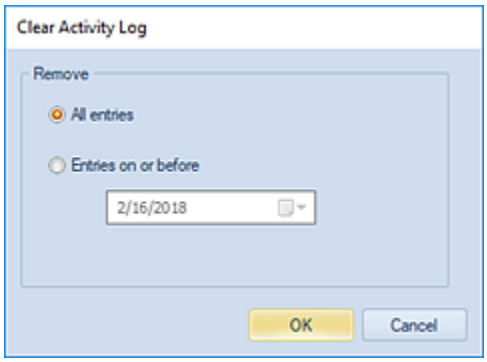
To view the Prospero Activity Log:

1. Select the **Activity Log** link from the Tools ribbon.
2. This will open the Activity Log workspace which lists activities which have occurred on Prospero elements (Line, Column, Report, and Tree Definitions).

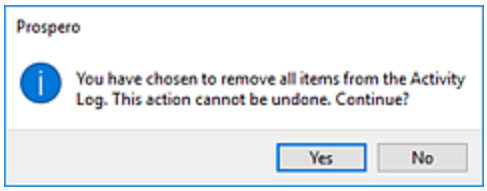


3. To clear your log, select the **Delete** option on the Home ribbon.

4. In the dialog, select the option to clear “All entries” or only those on or before a specific date:



5. After making your selection, use the **OK** button to confirm your removal of the entries. You will receive a confirmation message to remove the entries.



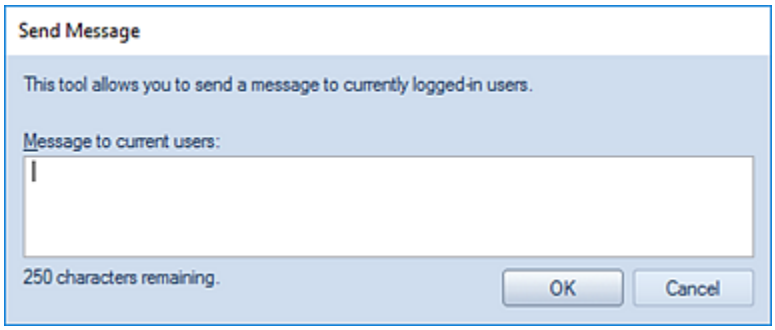
6. When prompted, confirm that you want to remove the items from the Activity Log by selecting the **Yes** button.

Send Message

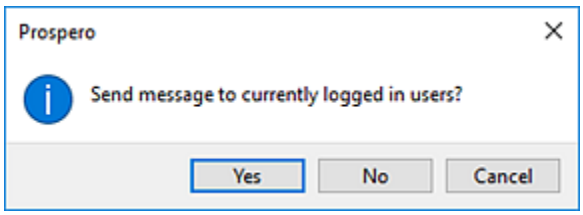
Send Message is an option which allows you to send a notification message to all users currently logged in to Prospero.

To send a message to Prospero users:

1. Select the **Send Message** link from the Tools ribbon to open the Send Message dialog window.



2. You can enter a message up to 250 characters in length, including spaces. After entering your message select the **OK** button and when prompted.
3. Select the **Yes** button to confirm that you wish to send the message to all users.



4. The message will appear as a pop-up on each logged-in user's Prospero workspace. The message will also indicate the user that sent the message.

Manage Locks

Whenever Report, Input, Line, Column, or Tree Definitions are edited, or, when a user inputs data in Prospero Budgeting, a lock is placed on the open item(s). This occurs so that a second user cannot edit the item at the same time. When the user holding the lock closes the set, the lock is released.

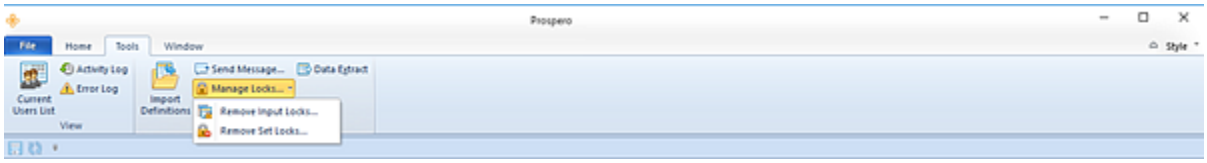
A lock may not be immediately released if Prospero loses connectivity to the server due to a network outage or shuts down due to a power outage. In this instance, the Prospero server will automatically release most locks within 10 to 15 minutes.

However, if it's necessary to re-open a set before the automatic release occurs, the Manage Locks options allow users to manually remove these locks.

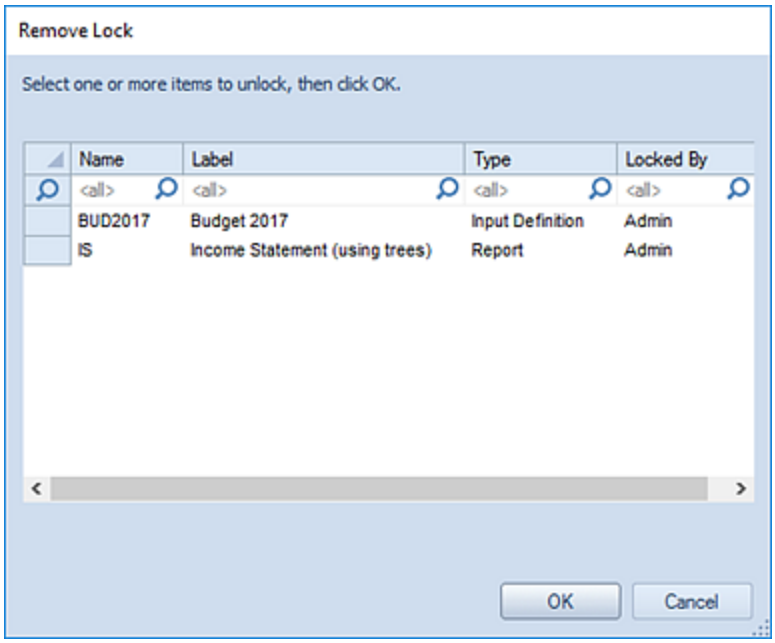
Note: If you have licensed Prospero reporting-only, only the option **Remove Set Locks** will appear on the ribbon. This allows users to remove locks on Line, Column, Report, or Tree Definitions.

To remove a lock on a Report, Input, Line, Column, or Tree Definitions item:

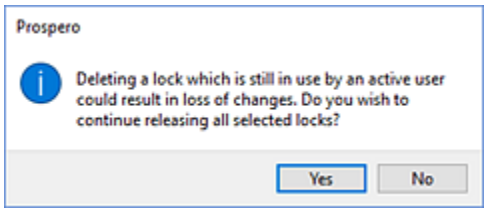
1. Select the **Manage Locks** dropdown option on the Tools ribbon.
2. Select the **Remove Set Locks** link from the dropdown.



3. In the Remove Lock dialog, select one or more locked item.



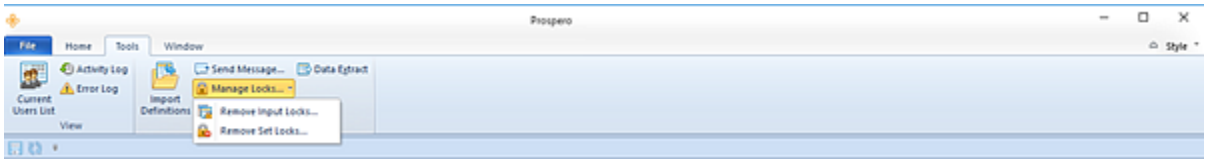
4. Select the **OK** button.
5. When prompted, confirm removal of the lock.



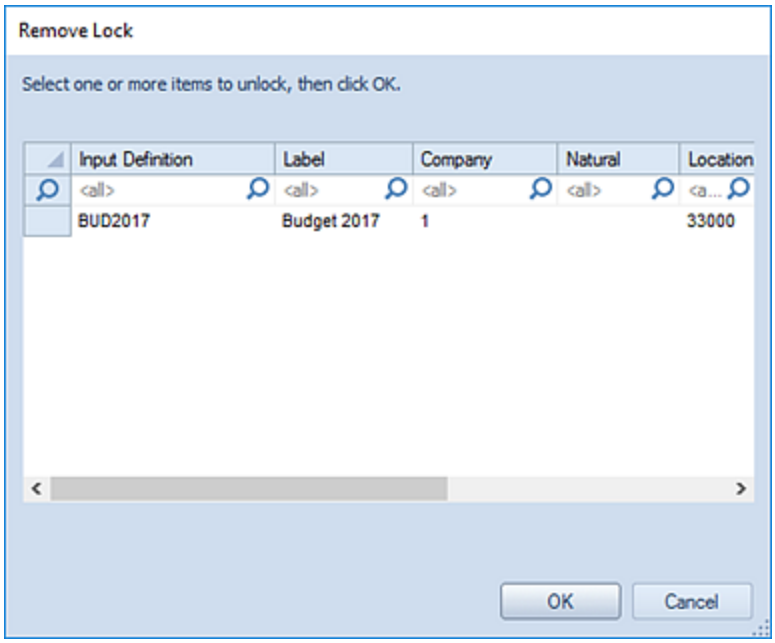
Note: If you have licensed Prospero budgeting-only or reporting and budgeting, the **Remove Input Locks** option will also be available from the **Manage Locks** dropdown. This allows users to remove locks the Data Input workspace.

<u>To remove a lock on a Report, Input, Line, Column, or Tree Definitions item</u>:

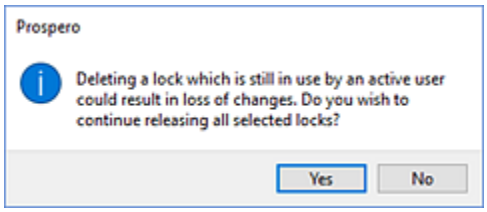
1. Select the **Manage Locks** dropdown option on the Tools ribbon.
2. Select the **Remove Input Locks** link from the dropdown.



3. In the Remove Lock Select dialog, select one or more locked item.



4. Select the **OK** button.
5. When prompted, confirm removal of the lock.



Note: Administrators who open the Remove Lock window will see all locks held throughout the entity. Non-administrators who open the Remove lock window will see all locks held *by them*. Non-administrator users must have the Maintain Reports or Maintain Building Blocks permissions to use the Remove Lock feature.

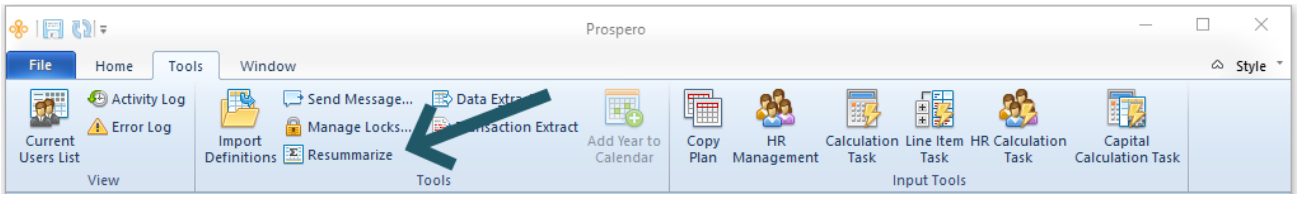
Exercise caution when removing a lock which is still actively held by a user as it could result in two users attempting to update the same item at once. In this instance, the user who saves the item last will be the one whose edits are kept.

Resummarize

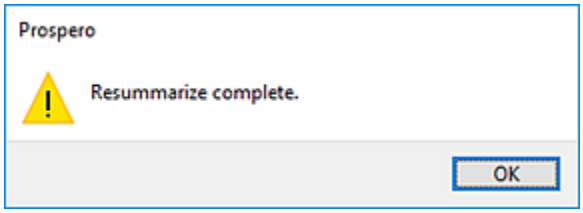
The **Resummarize** tool rebuilds internal meta-data items to help Prospero calculate summarized data values. Using this tool is rarely needed, but it exists in case data appears to be summarizing incorrectly in the trees as well as to re-build the internal logs of user security assignments.

To resummarize Prospero data:

1. Select the **Resummarize** link from the Tools ribbon.



2. You will receive a status that your resummarization process is in progress.
3. When your resummarization process is complete, select the OK button to continue using Prospero.



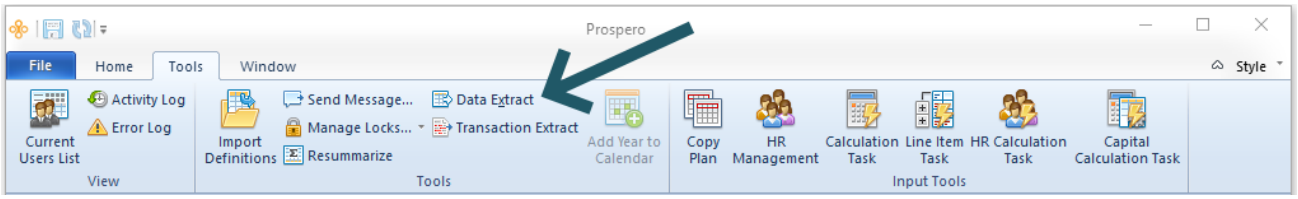
Resummarize tool will modify the date on any trees in the Prospero system because of the resummarization process.

Data Extract Tool

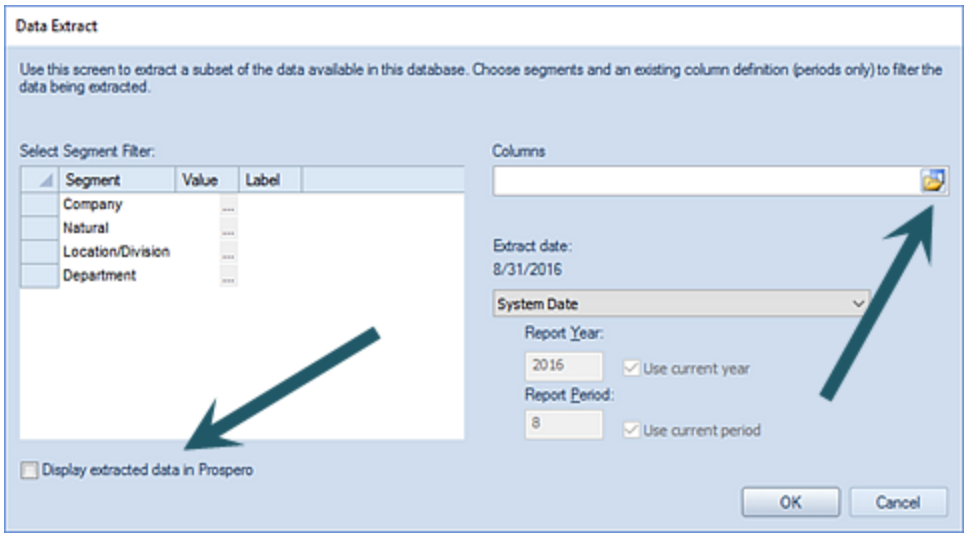
Data Extract is an option located on the Tools ribbon which allows users to extract segment data directly from the Prospero database.

To extract Prospero data:

1. Select the **Data Extract** option from the Tools ribbon.



2. The Data Extract dialog will open and you will be prompted for how you wish to filter your extract data.

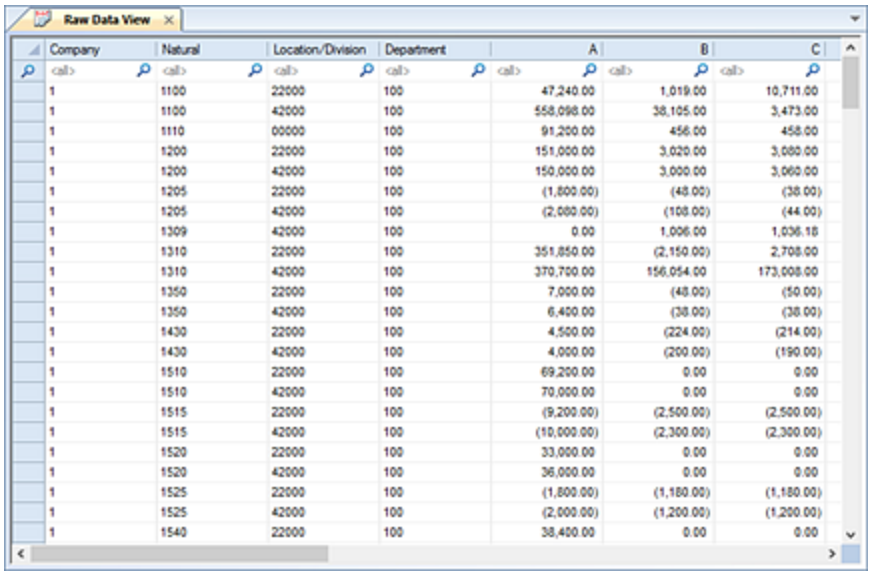


Select the following to define the data you wish to extract:

- **Select Segment Filter** – This allows you to select the specific segments for which to extract data.
- **Columns** – You must specify an existing Column Definition (containing periods only) to filter the extract data.
- **Extract Date** – Select the date for which you want to extract your data. Available options include 'Current GL Period', 'Last GL Period', 'System Date', 'Last Period', and 'Custom'.

  When selecting 'Custom', you may specify a specific **Report Year** and **Report Period** by entering the value in the field or you can select the **Use current year** and/or **Use current period** checkboxes.
- **Display extracted data in Prospero** – Selecting this checkbox will return the extracted data in the Prospero workspace as well as an Excel file of your choosing. **Note: large data sets can take a long time to display within Prospero.**

3. Select the **OK** button.
4. When prompted, enter a name for your Excel file and select the **Save** button. An Excel spreadsheet will open with your extract data.
5. If you had also checked the **Display extracted data in Prospero** checkbox, you will receive a "Raw Data View" in the Prospero workspace.



Raw Data View

Company	Natural	Location/Division	Department	A	B	C
<all>	<all>	<all>	<all>	<all>	<all>	<all>
1	1100	22000	100	47,240.00	1,019.00	10,711.00
1	1100	42000	100	558,098.00	38,105.00	3,473.00
1	1110	00000	100	91,200.00	456.00	458.00
1	1200	22000	100	151,000.00	3,020.00	3,080.00
1	1200	42000	100	150,000.00	3,000.00	3,060.00
1	1205	22000	100	(1,800.00)	(48.00)	(38.00)
1	1205	42000	100	(2,080.00)	(108.00)	(44.00)
1	1309	42000	100	0.00	1,006.00	1,036.18
1	1310	22000	100	351,850.00	(2,150.00)	2,708.00
1	1310	42000	100	370,700.00	156,054.00	173,008.00
1	1350	22000	100	7,000.00	(48.00)	(50.00)
1	1350	42000	100	6,400.00	(38.00)	(38.00)
1	1430	22000	100	4,500.00	(224.00)	(214.00)
1	1430	42000	100	4,000.00	(200.00)	(190.00)
1	1510	22000	100	69,200.00	0.00	0.00
1	1510	42000	100	70,000.00	0.00	0.00
1	1515	22000	100	(9,200.00)	(2,500.00)	(2,500.00)
1	1515	42000	100	(10,000.00)	(2,300.00)	(2,300.00)
1	1520	22000	100	33,000.00	0.00	0.00
1	1520	42000	100	36,000.00	0.00	0.00
1	1525	22000	100	(1,800.00)	(1,180.00)	(1,180.00)
1	1525	42000	100	(2,000.00)	(1,200.00)	(1,200.00)
1	1540	22000	100	38,400.00	0.00	0.00

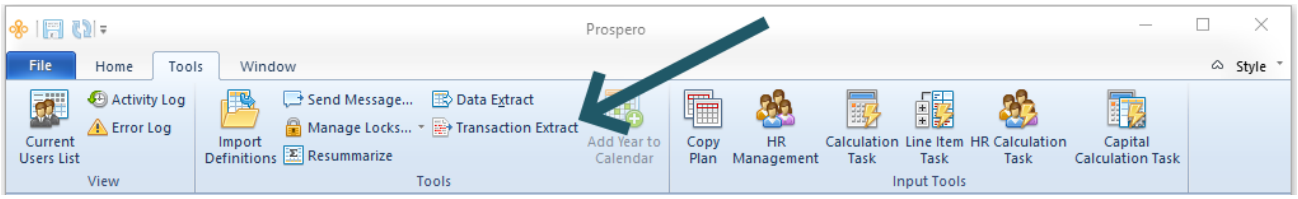
6. To close the workspace, click on the **X** next to the “Raw Data View” title on the tab.

Transaction Extract Tool

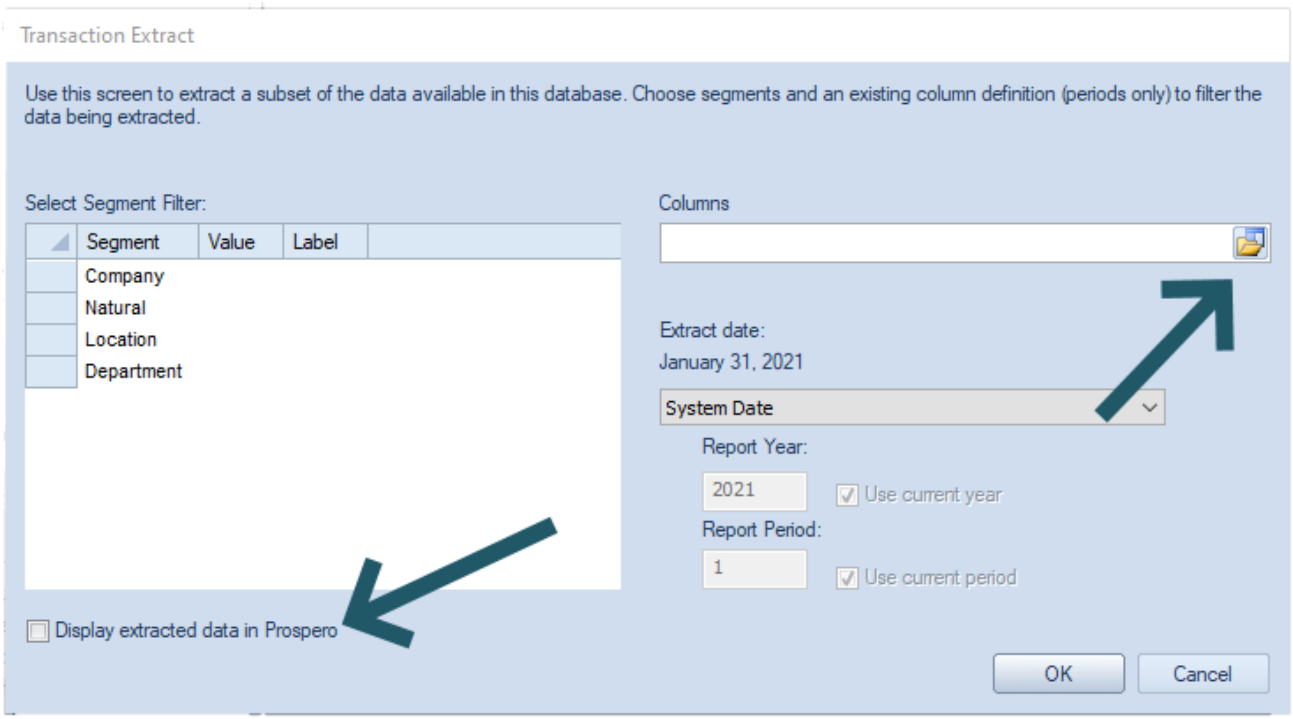
Transaction Extract is an option located on the Tools ribbon which allows users to extract transaction detail data directly from the Prospero database.

<u>To extract transaction details</u>:

1. Select the **Transaction Extract** option from the Tools ribbon.



2. The Transaction Extract dialog will open and you will be prompted for how you wish to filter your extracted data.



Select the following to define the data you wish to extract:

- **Select Segment Filter** – This allows you to select the specific segments for which to extract data.
- **Columns** – You must specify an existing Column Definition to filter the extract data. This Column Definition can contain non-calculated period columns as well as Transaction Detail columns.
- **Extract Date** – Select the date for which you want to extract your data. Available options include 'Current GL Period', 'Last GL Period', 'System Date', 'Last Period', and 'Custom'.

  When selecting 'Custom', you may specify a specific **Report Year** and **Report Period** by entering the value in the field or you can select the **Use current year** and/or **Use current period** checkboxes.
- **Display extracted data in Prospero** – Selecting this checkbox will return the extracted data in the Prospero workspace as well as an Excel file of your choosing. **Note: large data sets can take a long time to display within Prospero.**

3. Select the **OK** button.
4. When prompted, enter a name for your Excel file and select the **Save** button. An Excel spreadsheet will open with your extract data.
5. If you had also checked the **Display extracted data in Prospero** checkbox, you will receive a "Transaction Data View" in the Prospero workspace.

Transaction Data View

Company	Natural	Location	Department	Batch	2020	Description	2019	Date Applied
<all>	<all>	<all>	<all>	<all>	<all>	<all>	<all>	<all>
1	1100	32000	100		0.00	Disbursement Jo...	(207,589.45)	January 2, 2017
1	1100	32000	100		0.00	Disbursement Jo...	189,355.84	January 3, 2017
1	1100	32000	100		0.00	Disbursement Jo...	207,589.45	January 6, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(189,355.84)	January 8, 2017
1	1100	32000	100		0.00	Disbursement Jo...	213,190.95	January 14, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(213,190.95)	January 16, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(185,047.58)	January 22, 2017
1	1100	32000	100		0.00	Disbursement Jo...	185,047.58	January 23, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(197,939.00)	January 31, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	(70,251.88)	January 2, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	64,081.30	January 3, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	70,251.88	January 6, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	(64,081.30)	January 8, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	72,147.51	January 14, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	(72,147.51)	January 16, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	(62,623.30)	January 22, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	62,623.30	January 23, 2017
1	1100	32000	100		0.00	Payroll Journal-G...	(66,986.00)	January 31, 2017
1	1100	32000	100		0.00	Receipt Journal-...	122,423.23	January 2, 2017
1	1100	32000	100		0.00	Receipt Journal-...	(111,670.18)	January 3, 2017
1	1100	32000	100		0.00	Receipt Journal-...	(122,423.23)	January 6, 2017
1	1100	32000	100		0.00	Receipt Journal-...	111,670.18	January 8, 2017
1	1100	32000	100		0.00	Receipt Journal-...	(125,726.63)	January 14, 2017
1	1100	32000	100		0.00	Receipt Journal-...	125,726.63	January 16, 2017
1	1100	32000	100		0.00	Receipt Journal-...	109,129.43	January 22, 2017
1	1100	32000	100		0.00	Receipt Journal-...	(109,129.43)	January 23, 2017
1	1100	32000	100		0.00	Receipt Journal-...	116,732.00	January 31, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	156,553.90	January 2, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	(142,802.99)	January 3, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	(156,553.90)	January 6, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	142,802.99	January 8, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	(160,778.27)	January 14, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	160,778.27	January 16, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	139,553.90	January 22, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	(139,553.90)	January 23, 2017
1	1100	32000	100		0.00	Sales Journal-GL...	149,276.00	January 31, 2017
1	1100	32000	100		0.00	Period 1 Total	1,083.00	
					0.00		0.00	
1	1100	32000	100		0.00	Disbursement Jo...	(211,577.34)	February 1, 2017
1	1100	32000	100		0.00	Disbursement Jo...	192,993.45	February 4, 2017
1	1100	32000	100		0.00	Disbursement Jo...	211,577.34	February 6, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(192,993.45)	February 10, 2017
1	1100	32000	100		0.00	Disbursement Jo...	217,286.44	February 12, 2017
1	1100	32000	100		0.00	Disbursement Jo...	(217,286.44)	February 14, 2017

6. To close the workspace, click on the **X** next to the “Transaction Data View” title on the tab.

Appendix 1: Installation Guide

Installing the Prospero Client

Installing the Prospero® client software to your desktop is quick and easy.

To install the Prospero client application:

1. Using your browser, go to the Prospero client application URL location as specified by your Systems Administrator or Prospero Support Analyst.
2. Choose the Prospero client to install for your machine type by selecting either the 32-bit or 64-bit link.
3. When prompted, enter your license key as provided by your Systems Administrator or Prospero Support Analyst.
4. Configure your connection string as specified by your Systems Administrator or Prospero Support Analyst.
5. Log in using your Prospero credentials as supplied by your Systems Administrator or Prospero Support Analyst.

For more information, see the topic Getting Started or contact the MSX Group.

Installing the Prospero Middle Tier

Contact the MSX Group for assistance and information on installation of the Prospero Middle Tier.

Appendix 2: Prospero System Requirements

Minimum and Recommended System Requirements

Prospero can be installed on any computer which meets the following minimum system requirements for each component:

Component	Minimum System Requirements	Recommended
Client		
Processor:	1.0 GHz processor or higher (32-bit) 1.4 GHz processor or higher (64-bit)	Dual Core processor or higher
Disk Space:	600 MB available hard disk space (32-bit) 1.5 GB available hard disk space (64-bit)	1 GB available hard disk space (32-bit) 2 GB available hard disk space (64-bit)
RAM:	512 MB RAM	4 GB RAM or higher
Operating System:	Windows 7 through 10 Windows Server 2008 (SP2) through 2019	Windows 10 or higher
Additional Software:	Internet Browser for Online Help Microsoft Office Excel 2007 (with SP2 or the Save As PDF Add-on) or higher for Import/Export processes (optional) PDF Reader (for optional Export processes)	Microsoft Edge or Firefox for Online Help Microsoft Office Excel 2007 (with SP2 or the Save As PDF Add-on) or higher for Import/Export processes (optional) PDF Reader (for optional Export processes)
Application Server		

Processor:	2.4 GHz processor or higher	2.4 GHz Dual Core processor or higher
Disk Space:	850 MB available hard disk space (32-bit) 2.0 GB available hard disk space (64-bit)	1 GB available hard disk space (32-bit) 2.5 GB available hard disk space (64-bit)
RAM:	2 GB RAM	8 GB RAM or higher
Operating System:	Windows Server 2008 through 2019	Windows Server 2012 or higher
Additional Software:	Internet Information Services (IIS) 6.0 ASP.NET	Internet Information Services (IIS) 7.0 or later ASP.NET
Database		
Supported Databases:	Microsoft SQL Server 2008 through 2019 (all editions supported)	Microsoft SQL Server 2012 Standard Edition or higher

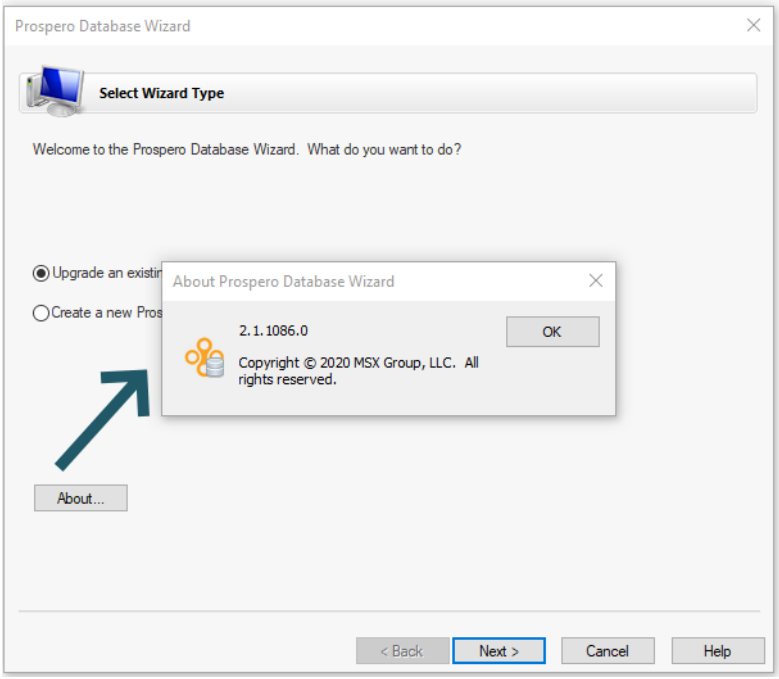
Note: Microsoft .NET Framework 4.0, Microsoft C++ Runtime, Windows Installer 3.0 are required for both the client and Application server. Microsoft SQL Server Native Client, Microsoft CLR Types and Microsoft SQL Server Management Objects are required on the Application server. The Prospero Installer will attempt to install these if they are absent. In addition, we recommend that SQL Servers have 16GB of RAM or more.

Appendix 3: Prospero Database Wizard

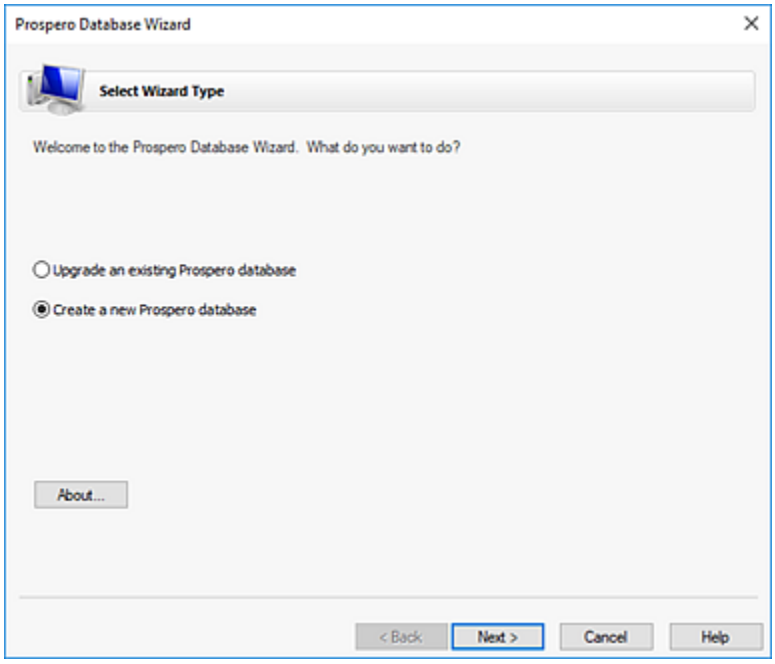
Select Wizard Type (Create)

Use the **Database Wizard** to quickly create a new Prospero® database for Microsoft® SQL Server™. You can run the Database Wizard from any workstation that has connectivity to the server.

1. Initiate the Prospero® Database Wizard using the application installed in your Prospero Service directory. (You can determine the version of the Database Wizard using the "About" button.)



2. To create a new Prospero database, select the **Create a new Prospero database** option.

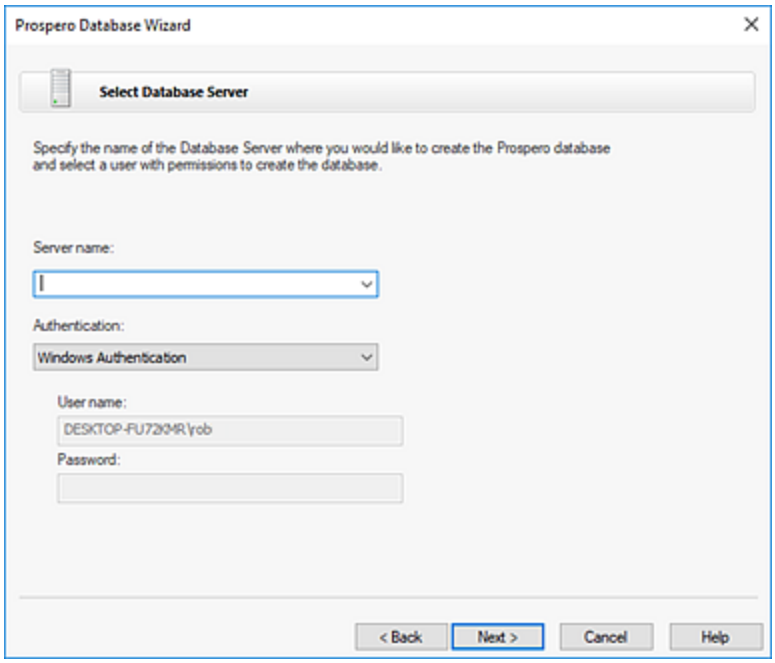


3. When finished, select **Next.**

Select Database Server (Create)

Specify the name of the Database Server where you would like to create the Prospero database and select a user with permissions to create the database.

1. Enter the **Server name** where you will create your new database:

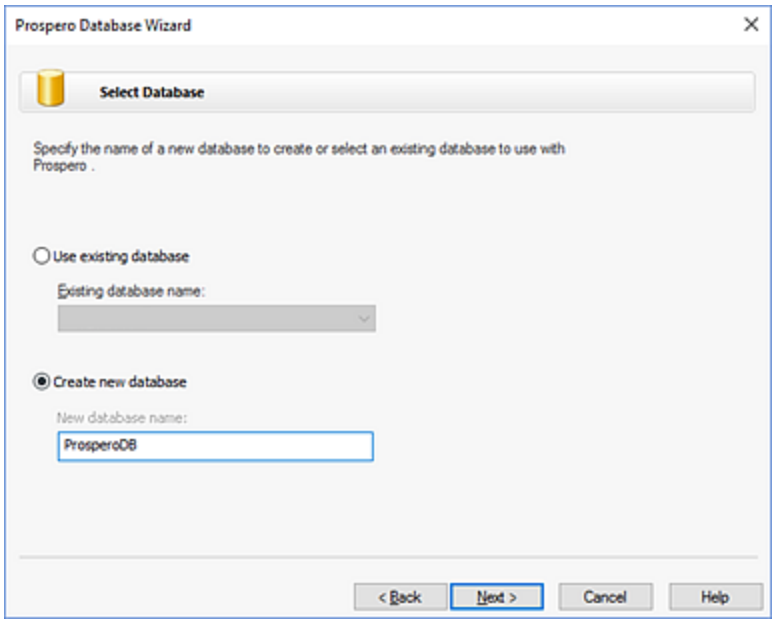


2. Select the server authentication method:
   - If your database server uses **Windows Authentication**, you can indicate this by selecting the corresponding option in the drop down.
   - Otherwise, select **Standard Authentication** and provide the login credentials (username and password) for a system administrator user on the database server.
3. When finished, select **Next**.

Select Database (Create)

Specify the name of a new database to be created.

1. Select the **Create new database** option.
2. Enter the name of the new database.

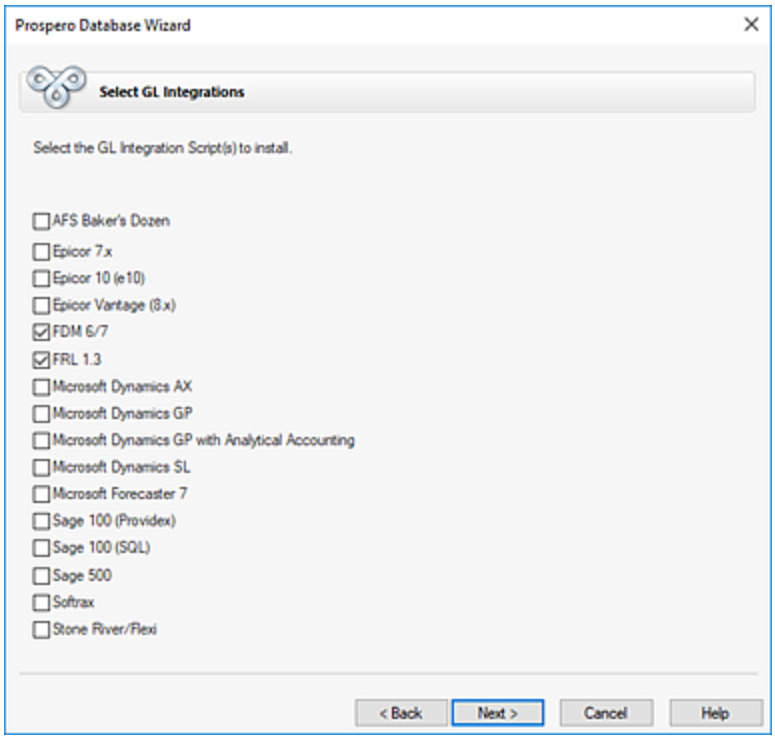


3. When finished, click **Next.**

Select GL Integrations (Create)

Specify the GL Integration script to install.

1. Select which GL Integration script to install by selecting the appropriate checkbox.

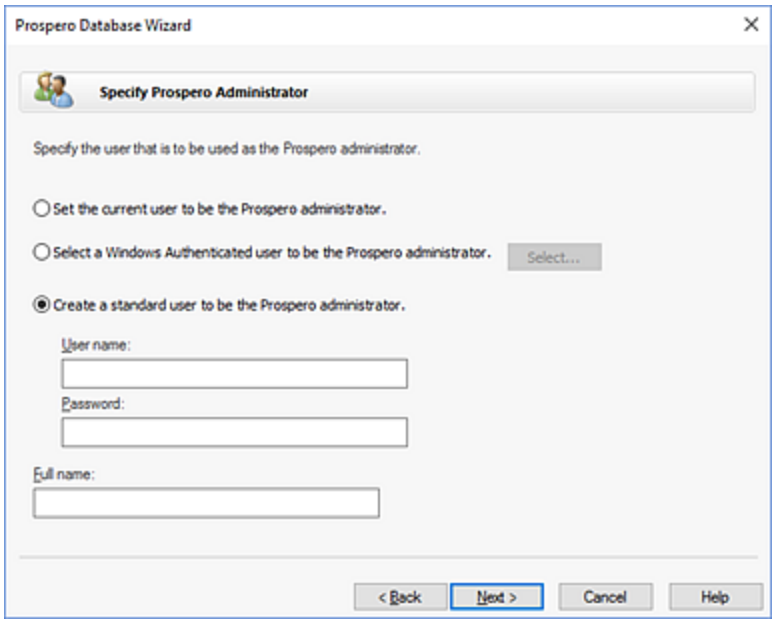


2. When finished, select **Next**.

Specify A Prospero Administrator (Create)

Specify the user that is to be used as the Prospero administrator.

1. Create at least one administrator user who can access Prospero.



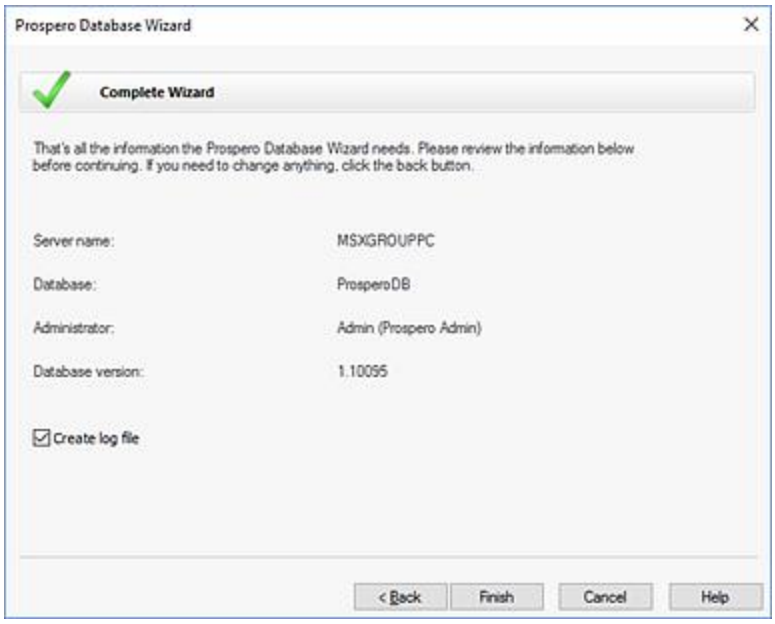
- To assign the person running the Create Wizard as the Prospero administrator, select the **Set the current user to be the Prospero administrator** option.
- To utilize Windows Authentication for user account management, select the **Select a Windows Authenticated user to be the Prospero administrator**. Then, click **Select** to specify the user account in the Select User screen that will be assigned Prospero administrator rights.
- If you plan to enter your user accounts after the database creation, select the **Create a standard user to be the Prospero administrator** option, and enter a **User name** and **Password**. You can also add the full name of the user to provide additional information.

2. When finished, select **Next**.

Complete Wizard (Create)

Verify that the database creation settings specified during the Prospero Database Wizard process were accepted.

1. Upon completion of the database create wizard steps, you will receive a complete confirmation screen.

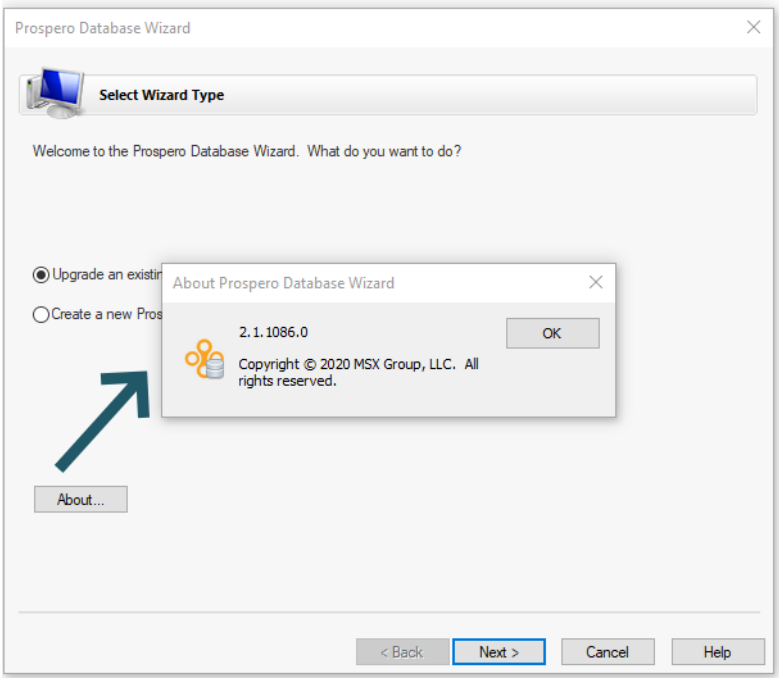


2. Optionally, you can check the **Create log file** to create and view a log file of all the tables created during the database creation process.
3. Select **Finish** to complete the final step of the database wizard and to create the Prospero database. You will receive a confirmation message and you can view the log file if necessary.

Select Wizard Type (Upgrade)

Use the **Database Wizard** to quickly upgrade an existing Prospero® database for Microsoft® SQL Server™. You can perform the upgrade from any workstation with connectivity to the server.

1. Initiate the Prospero Database Wizard using the application installed in your Prospero Service directory.
2. To upgrade an existing Prospero database, select the **Upgrade an existing Prospero database** option. (You can determine the version of the Database Wizard using the “About” button.)

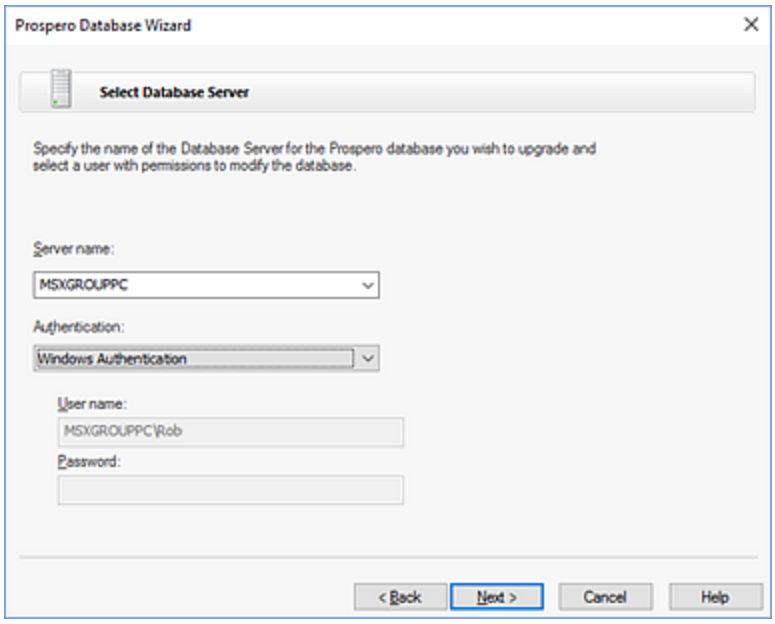


3. When finished, select **Next.**

Select Database Server (Upgrade)

Specify the name of the Database Server for the Prospero database you wish to upgrade and select a user with permissions to modify the database.

1. Enter the **Server name** where the database you want to upgrade resides.

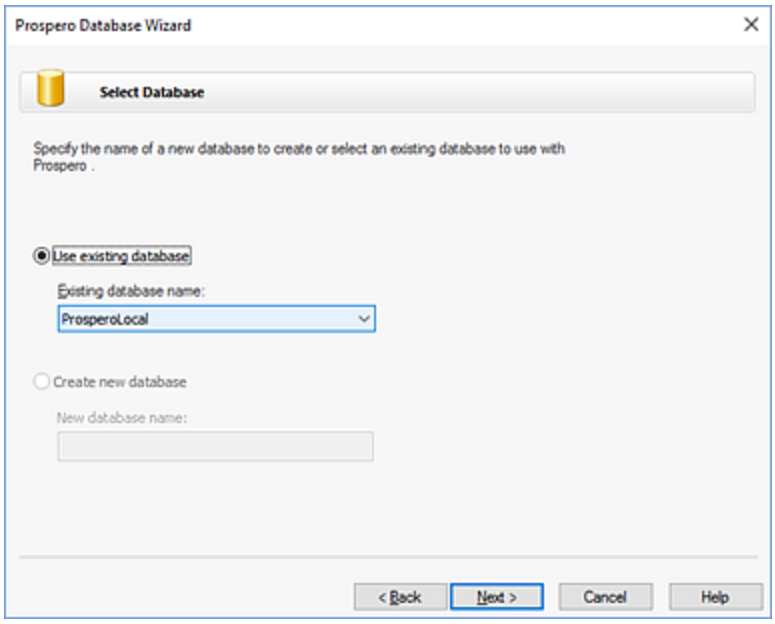


2. Select the server authentication method:
   - If your database server uses **Windows Authentication**, you can indicate this by selecting the corresponding option in the drop down.
   - Otherwise, select **Standard Authentication** and you will need to provide the login credentials for a system administrator user on the database server.
3. When finished, select **Next**.

Select Database (Upgrade)

Select an existing database to use with Prospero.

1. To upgrade an existing Prospero database, select the **Use existing database** option.
2. Select the existing database name from the drop-down menu.

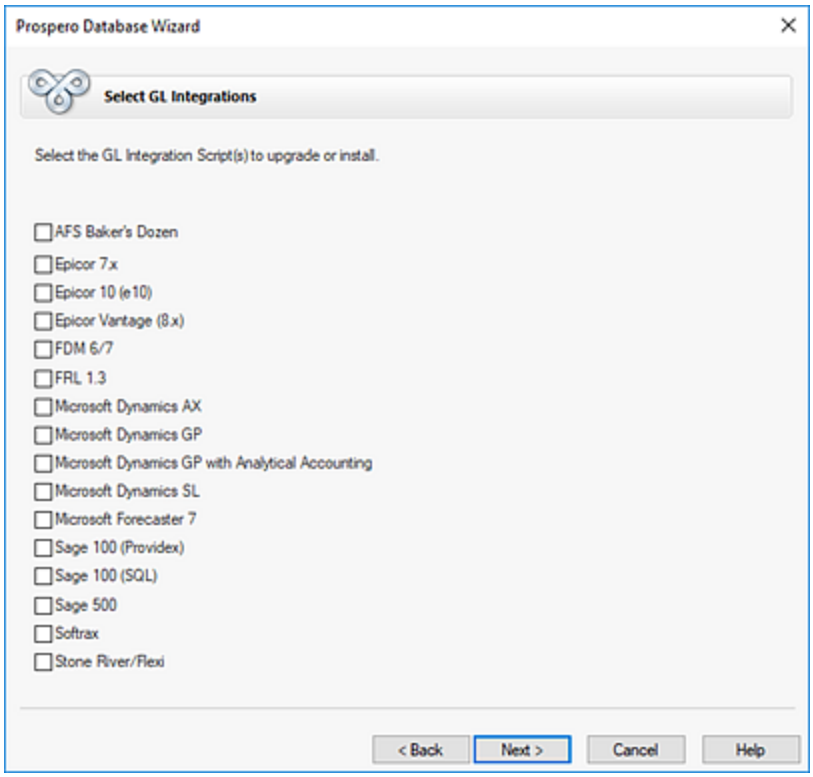


3. When finished, select **Next.** You will be reminded to back up your database before proceeding. Select **Yes** to proceed.

Select GL Integrations (Upgrade)

Specify the GL Integration script to install.

1. Select which GL Integration script to install by selecting the appropriate checkbox.



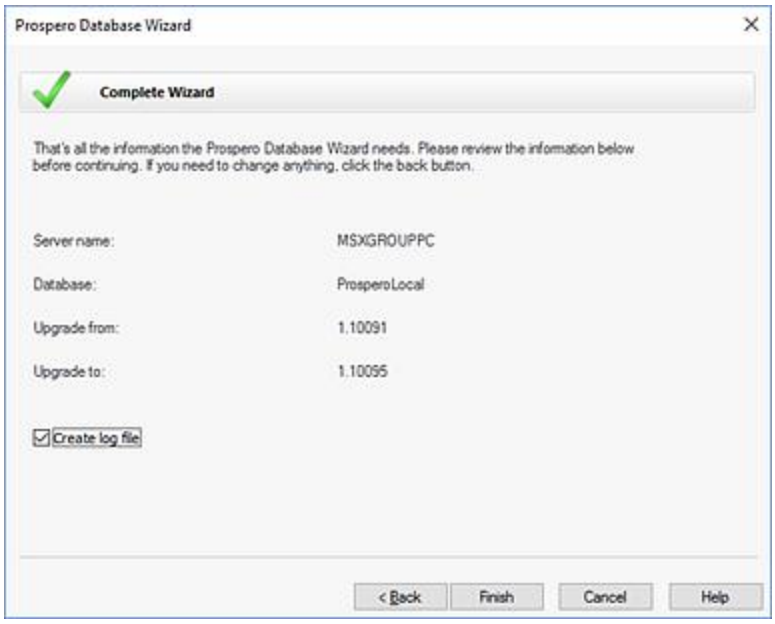
Alternatively, uncheck any GL Integration script(s) if you no longer want it included as part of the upgrade.

2. When finished, select **Next**.

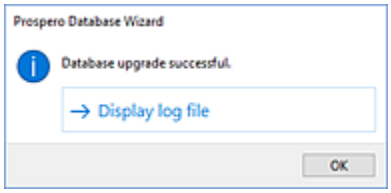
Complete Wizard (Upgrade)

Verify that the database upgrade settings specified during the Prospero Database Wizard process were accepted.

1. Upon completion of the database create wizard steps, you will receive a complete confirmation screen.



2. You can optionally check the **Create log file** to create and view a log file of all the tables created during the database upgrade process.
3. Click **Finish** to complete the final step of the database wizard and to upgrade the Prospero database. You will receive a warning message reminding you to back up your database, if necessary.
4. Once the upgrade is complete, you can view the log file if necessary.



Notice of Copyright

All content in this document is the exclusive property of MSX Group, LLC. This document may not be reproduced or disseminated in part or in whole without the express written agreement and permission of the MSX Group, LLC. Neither receipt not possession of these documents from any source constitutes such permission.

Possession, use, copying, printing, or disseminating by any means by any person or organization without MSX Group, LLC's express written agreement and permission is not authorized and may result in criminal and/or civil liability.

© 2019 MSX Group, LLC

Glossary of Terms

Account Code

A unique identifier for a record that holds the balance relating to any single asset, liability, equity, revenue, or expense of the business.

Accounting Period

A period of time (month, quarter, or year) for which financial statements that measure flow - such as income statements - are prepared. Accounting periods are defined in the general ledger.

Activity Log

The Activity Log is an Administrator feature which allows you to view actions performed by users in your Prospero system.

Add Year to Calendar

This option on the Tools ribbon allows you to add twelve periods (1 year) to your Calendar.

Allow line expansion

A checkbox option on the Report Definition Options tab and Report Options Runtime screen which allows you to specify if summary lines will be expanded on a report. When checked, if a line set uses the Expand feature, the expanded rows will be exploded out on the report.

Allow Standard authentication

This is a Security Configuration Option which allows you to specify that Standard Authentication is or is not allowed for log in to the system.

Allow Unhiding

A checkbox option on the Report Definition properties pane which when checked, indicates that all users executing the report can unhide lines or columns which are defined as “hidden” (Suppressed).

Annotations

Annotations allow you to attach comments to a row on your report or budget input screen to provide additional explanation regarding a specific value or piece of information.

Balancing Adjustment

A Line Definition option that allows you to manage situations row values that are out of balance, either because the amount out of balance is too small to reconcile or will be reconciled later.

Beginning Balance

The opening balance for a period or a year.

Benefit Filters

Benefit, or user-defined, filters on the Input Definition Human Resources tab are defined in the Benefits and Taxes grid. These allow you to define n-number of user defined filter fields to apply to a benefit or tax.

Book Code

Book Codes help to categorize the type of data being used within Prospero.

Budgeting

Budgeting is a specifically-licensed Prospero functional module which provides budget and forecast planning capabilities.

Budget Input

Budget Input involves entering and calculating your budget and forecast data in the Data Input workspace.

Budget Setup

Budget Setup involves establishing those budget, capital, or HR elements you will use for defining your budget or forecast parameters and settings in the Input Definition.

Calculation Task

The Calculation Task option allows update of all existing input data in the system when a calculation formula is changed.

Calendar

Calendars allow you to correct any deviations in date information which may be reflected on your reports. If your Entity is linked to a General Ledger system, when the data is refreshed from that system, any changes to the ‘internal’ Calendar settings will be overwritten.

Capital

Capital is part of Prospero Budgeting which allows you to budget capital expenses using expense and depreciation accounts.

Capital Type

Capital Types allow you to define groupings of similar capital items for budgeting purposes.

Cascade

See Cascading tabs.

Cascading tabs

One of Prospero's workspace view options allowing multiple windows to appear for each item. See the Windows ribbon.

Catalog View

The Catalog View on the Home ribbon opens a selection window which allows you to select an existing Line, Column, or Report Definition to open in the Prospero workspace or to select a Report Definition for export. (You can select a Report Definition to export and then import into a different Prospero entity or instance.)

Cell-level Calculation

A cell-level calculation allows you to reference "coordinates" in your Line or Column Definitions' cells to construct a formula. You can build the calculation specifically in that cell or "place" a calculated value in a different cell location on your report.

Code

The Code field is used as a reference for calculation functions and formulas.

Columns

Columns are used to define the items that go *across* a report. They may contain any valid segment or period as well as spaces.

See also Column.

Column

A column is used to define the items that go *across* a report. They may contain any valid segment or period as well as spaces.

See also Columns

Column Definition

A Column Definition defines the contents of your report columns, any calculations, and the column headings within your report. The information in a Column Definition is combined with the Line Definition in the Report Definition.

Column Type Field

The Column Type field specifies the type of data that the column contains. The type can be specified as ‘Balance’, ‘Row Segment ID’, ‘Row Definition Description’, ’Calculated’, or ‘Blank’.

Consolidation

Prospero supports organizations which use multiple general ledgers or have multiple companies comprising their organization through consolidations. Consolidations allows users to summarize data from different sources in to a common set of reports by “linking” those sources within a single entity.

Copy

Copies a selection or item from a Line or Column Definition workspace and places it in the Clipboard

Copy Plan

The Copy Plan option on the Tools ribbon allows you to copy data from one Input Definition to another.

Currency Definitions

The Prospero Configuration feature which allows definition of foreign currency types for use in reporting.

Current Users List

The Current Users List option allows you to see who is currently logged in to your Prospero system.

Custom Date Formats

Custom Date Formats allow you to specify how you would like the default date formats to appear in the Prospero workspaces.

Cut

Cuts a selection or item from a Line or Column Definition workspace and places it in the Clipboard.

Database

A collection of like sets of information stored in tables. For example, sets of accounting ledgers. A database can be considered like a filing cabinet that holds all the information for a company.

Data Extract

An option on the Tools ribbon to allow you to extract segment data directly from the Prospero database. The data you extract must correspond to a Column Definition (periods only), which can then be exported to an Excel file or viewed in the workspace.

Default Entity

The Default Entity is the entity created upon installation of Prospero and is not used for normal, day-to-day operations. The default entity manages all other entities in your installation.

Defined Percentage Row

The Defined Percentage Row (DPR) is a column option in the Line Definition which indicates that the row will be referenced in column formulas.

Detail Period

The Detail Period checkbox field on the Column Definition allows you to indicate whether the column will be used when calculating data for Human Resources and Capital.

DPR

See also Defined Percentage Row.

Drill down

The ability to view the underlying data on your reports by selecting an item, or row, on the report. You must define your Segments' structure in the Segment grid on your Report Definition's Layout tab to drill down on the available underlying report detail.

Drop-down List

A type of control where you can view a list of choices by dropping down a list box.

Enabled Features

Located on the Input Definition Options tab, this section's checkboxes determine if budgeting or forecasting will include Line Items, Human Resources, or Capital.

Entity

An entity is analogous to a company in a General Ledger. It's the container in which segments, reports and other data items are created. By utilizing Entities, an organization can handle situations where different divisions of the organization utilize different or special rules.

Entity Management

Entity Management allows you to create, maintain or delete entities within your Prospero database. Managing entities within your organization allows you to change to your organizational structure to reflect in your reporting and planning.

Error Log

The Error Log is an Administrator feature which allows you to view any error events which may have occurred in your Prospero system.

Excel Import

An option which allows import of data from a Microsoft® Excel files to update specific segment information.

Excel Import Specification

See Specification.

Expand

The Expand field allows a report to automatically expand any tree items summarized by the row in the Line Definition. These will appear as additional rows on any report using the Line Definition.

Export

The active report in the Report Viewer or Published Reports workspace can be “exported” to an external file using Export to Excel, Export to PDF or Save As options

Field

A cell of data which is entered or stored.

FTE

Full-time equivalent (FTE) is the ratio used by Prospero for calculating fixed rate benefits.

Formula

In Prospero, you can define Formulas in Column or Line Definitions to contain any calculation which may be used to populate the item's data.

Full Account Mask

The full account mask for the Natural account shows the full account code containing sub-account information, such as departments, summarized in certain rows.

Grid

A workspace in Prospero where you can view or define data or items.

General Ledger

A general ledger contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses. The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization and that are reported in financial statements.

Hidden

Rows or columns are “hidden” on reports or budget plans wherever the “Suppress” option is set on a column or line.

Hidden Rows

The Hidden Rows setting on the Report Definition Output tab indicates whether rows defined on the report will be shown or not (using the “Suppress” Line Definition field) will be included when exporting.

History

The History option on the Input Tools Definition and Input Tools context ribbons provides a screen of information which indicates changes – additions, modifications, or deletions - to budget plan data.

Hot Keys

Hot keys provide support for various functions using Microsoft’s common keyboard constructs and are primarily used when editing within element and input grids.

HR Calculation Task

The HR Calculation Task option allows update of all existing Human Resources data in the system when an HR calculation formula or account information is changed.

HR Import

The HR Import option allows you to import Human Resources data from a Microsoft® Excel file to update specific HR records.

Human Resources Management

The Human Resources Management is a workspace where you will manage all employee records for budgeting Human Resources in your plans.

Information

An option on the Report View context ribbon that returns an information screen containing when the report was run, report parameters, year, and period.

Import Specification

See Specification.

Input Definition

The Input Definition is the element in Prospero which contains the time periods and accounts for your plans. It also contains parameters to specify various specialized data or view settings, override calculations and other associated settings depending on what your plan requires

Input History

See History.

Levels

The Levels field is used to define how many branches deep to expand a summary item in a row. Setting the Levels field to 0 will expand the summary item to the bottom of the tree (lowest branch).

Line

A line, or row, is used to define the items that go *down* a report and may contain any valid segment or period as well as spaces.

See also Lines.

Lines

Lines, or rows, are used to define the items that go *down* a report and may contain any valid segment or period as well as spaces.

See also Line.

Line Definition

A Line Definition allows you to define the format structure of your report and can reflect:

- Descriptive rows of the reports, such as “Cash” or “Total Revenue”
- Any total or inter-row (line) calculations
- General Ledger codes
- Links to line formats or external spreadsheets
- Segments defined as prompts for reports or input definitions

Line Definition for Prompts

Line Definitions can be used to define the prompts when a report is run or an Input Definition is opened for data input.

Line Item

A Line Item allows you to enter rows of subordinate information to your account rows in the Data Input workspace. These subordinate rows will then total as part of the main account row.

Line Item Detail Import

An option which allows import of Input Definition Line Item detail data from a Microsoft® Excel file to update specific account records.

Line Item Import

See Line Item Detail Import.

Lock Options

A checkbox option on the Report Definition properties pane which when checked, indicates that report options cannot be changed when the report is executed.

Lock Prompt

A checkbox option in the Report Definition properties pane which when checked, indicates that any prompt value defined on the Report Definition is 'locked' and cannot be overridden when the report is run.

Lock Options

A checkbox option in the Report Definition properties pane which when checked, indicates that any options defined on the Report Definition are 'locked' and cannot be overridden when the report is run.

Manage Locks

Manage Locks is a feature on the Home ribbon which allows the release of the read-only lock on Report, Input, or Building Blocks items. A lock can occur if an item is in use or if connectivity is unexpectedly lost.

Navigation Pane

The Navigation Pane allows you to jump between items or features within Prospero and contains all the features in Prospero based on your user role or access rights.

Natural Segment

The Natural segment represents the primary purpose of the account, such as sales, travel expense, cash, etc.

Number Formats

Number Formats allow you to define how numeric values should be formatted in your items (Column and Line Definitions) as well as in your reports.

Number Format

A Number Format allows you to define how numeric values should be formatted in your items (Column and Line Definitions) as well as in your reports.

Open Years

This option on a Book Code, in conjunction with the “Allow Input” checkbox, allows you to specify the years for which budget data input can be performed.

Options link

The Options link allows you to configure your local settings, customize the Quick Access Toolbar, set the system default font and date format setting, and configure system-wide report options for the entity.

Overrides

Overrides allow you to customize your budgeting and forecasting input data workspace to use different criteria – segment information, lines, and calculations – which are different than what is used by default.

Pay Types

Pay Types are user-defined codes that allow you to categorize an employee's salary, work hours, or FTEs based on a percentage.

Paste

Pastes a copied or cut selection from the Clipboard and places it in a Line or Column Definition’s workspace.

Prospero Help System

The Prospero Help system is a comprehensive context-sensitive guide to the features and functionality of the application. Prospero Help can be accessed either online or as a local installation of the HTML Help file.

Protect

An element property indicating that a Column, Line, Tree, or Report Definition has a password assigned. Once a password has been set on the Home ribbon, other users may not modify the element unless the password is entered.

Published Reports

Reports which, after they are executed, are preserved as a snapshot of the data, parameters, and formatting of that report for the specific time it was executed.

Quick Launch

The Quick Launch feature allows you to define a window of commonly-used reports or features for quick access. All Prospero users, except for those with read-only access, can define a custom screen which can appear when they log in or select the Quick Launch option on the Home ribbon.

Range

A range is a set of values that a given function can take as parameters and which are defined using either specifically-entered start and end codes or wildcard characters.

Ranges Include Hidden

A properties pane checkbox which allows hidden columns or rows to be included in range totals displayed on a report.

Read Only

Report, Input, or Building Blocks items may appear as read-only where a lock is in place on the item. See the section on Manage Locks.

Remove Set Locks

See Manage Locks.

Re-open Report

Re-open Report (on the Report View context-sensitive ribbon) allows you to re-launch the report using different report parameters. The report will launch in the Report Definition Workspace in addition to the report which was just executed.

Report an Issue

An option on the Home ribbon which allows you to report an application issue or request an enhancement feature directly to the MSX Group.

Renumber Lines

Renumber Lines allows you to renumber all of the line codes in a Line Definition.

Report Collection

Report Collections allow you to define a group of reports which will be run as a single batch process.

Report Definition

A Report Definition allows you to define the lines and columns of data which will be contained in your report.

Report

The representation of your system's data which can include specific data items and summaries grouped under headers and footers. Reports in Prospero can also be rendered as charts and graphs to provide a more robust visual representation.

Reverse Sign

An option used to indicate that signs are reversed (Credit/Debit) for natural account items used in reports, columns, or lines.

Ribbon

The Ribbon is a user interface (UI) which consists of a horizontal row of icons filled with graphical buttons and other controls grouped by functionality.

Ribbons

Ribbons are a user interface (UI) which consists of a horizontal row of icons filled with graphical buttons and other controls grouped by functionality.

Roles

Roles define what permissions users have and actions they can perform in the Prospero application. Users are assigned to a Role, or group, and inherit all the Role permissions.

Rounding

A selection on the Report Definition Options tab and the Runtime Report Options screen allowing you to select if rounding should occur to the whole number or retain the defined decimal precision set for the Line or Column. Options are “No Rounding” and “Whole Numbers”.

Row

See also Line

See also Column, Tree.

Save As

The Save As option on the File tab allows you to create a new copy of the current open element (Line, Column, or Report Definition) in the Prospero workspace. The Save As option allows executed reports in the Report Viewer workspace to be saved as Excel (for standard line-and-row reports) and Bitmap (for chart and graph reports).

Segments

Segments refer to all the elements, or pieces, that exist within your organizations the chart of accounts structure. The full chart of account structure can be considered the sum of its parts, including the Natural segment and any additional responsibility segments.

Segment code

A section of an account code that represents a type of entity for which you are accounting. For example, segment codes can represent natural accounts, divisions, or departments, etc.

Send Message

Send Message is an option which allows you to send a notification message to all users currently logged in to Prospero.

Show Hidden Columns

The Show Hidden Columns checkbox on the Input Tools context ribbon allows you to show columns on the input data workspace which are hidden using the Suppress option in the Column Definition.

Sort

The Line and Column Definition Sort fields allow you to sort report rows in ascending or descending order.

Span Columns

A checkbox on a Line Definition indicating that the description field text should use the entire width of all columns on the report.

Specification

A method by which you can save and reused the file mappings when importing data via Excel.

Suppress

An option to allow you to indicate whether a column or line should be visible on the report.

System-defined Tree

A system-defined tree is constructed by default and cannot be edited. Each corresponding segment contains an “All” system defined tree which summarizes all items in that segment. The “All” tree can be used for executing reports without the user having to specifically create a tree.

Tax Filters

Tax, or user-defined, filters on the Input Definition Human Resources tab are defined in the Benefits and Taxes grid. These allow you to define n-number of user defined filter fields to

apply to a benefit or tax.

Tree

Trees are visual representations of an organization's structure, showing levels in the corporate hierarchy such as companies, divisions, departments, projects, and tasks. *See also* column, line.

Tree Summary Item

Trees in Prospero are used to help define automatic totals (summary values) for groups of items within a segment. Tree summary items can be used on a report to define a drill-down path or to run the report consolidating different areas of the organization in a specific way.

Type

The Column Definition Type field allows you to specify the type of data the column contains.

Use alternate labels on drill down

A checkbox option on the Report Definitions Options tab which allows you to show alternate labels on drill down. Alternate labels are defined on your segments' worksheet(s) and optionally show a label which is different from the original segment item label.

Use full GL account label

An option on the Report Definition Options tab allowing the full account label from the GL to be shown on account-level detail. This option is only available for GL integrations supporting this information.

Value Type

The Value Type field is used to specify whether the data being pulled for the report is a normal period balance, the normal period *beginning* balance, or a year-to-date total.

Value Placement

Value Placement allows you to pull a desired amount (value) from one row and column to display it on a different row and column, resulting in a scenario where the value *overlays* the original value.

Where Used

An option in Prospero which enables you to see if a Column, Line or Tree is used as part of a Report or Input Definition.

Windows tabs

One of Prospero's workspace view options allowing multiple windows with information tabs to appear for each item. See Windows ribbon.

Workspace

The main screen area where you can define and manage elements, features or functions of the application such as Column, Line, Report or Tree Definitions, Segments, User Definitions, etc.

Index

@

@DPR Variable 563
@PERIOD Variable 564

A

About Prospero Configuration 113
About Prospero Help 1
About Prospero Security 63
ABS Function 548
Account Code 623
Accounting Period 623
Activity Log 594, 623
Add Calendar Year 138
Add Year to Calendar 623
Add/Subtract from Parent Option 290
Adding a Book Code 129
Adding a Column Definition 162
Adding a Currency Definition 143
Adding a Line Definition 223
Adding a Number Format 134
Adding a Range 293
Adding a Report Definition 305
Adding a Role 88
Adding a Row to a Segment Worksheet 151
Adding a Tree Definition 279
Adding an Entity 120
Adding and Deleting Rows in Line Definitions 230
Adding Annotations on the Data Input Workspace 527
Adding Benefit or Tax Field Values 482
Adding Calculations to the Column Definition Formula field 535
Adding Calculations to the Line Definition Formula field 535
Adding Calendar Information 138
Adding Capital Items in the Capital Input workspace 521
Adding Data in the Data Input workspace 495
Adding Employee Records in the HR Input workspace 508
Adding Line Items in the Data Input workspace 497
Adding Merged Column Headers 192
Adding Users 92
Additional Administrator Tools 106
Administrator Role 81
Allow line expansion 623
Allow Standard authentication 624
Allow Unhiding 624
Annotating Input Data 397
Annotating Published Reports 395
Annotations 394, 624
Appendix 1: Installation Guide 605
Appendix 2: Prospero System Requirements 607
Appendix 3: Prospero Database Wizard 609
Assignments 110
AVG (AVERAGE) Function 551

B

Balancing Adjustment 624
Beginning Balance 270, 624
Benefit Filters 624
Benefits and Taxes 475
Benefits and Taxes Setup 475
Book Code 624
Book Codes 125
Budget Data Input 491
Budget Input 491, 625
Budget Setup 423, 625
Budgeting 624
Building Blocks 157

C

Calculate Task 495
Calculation Functions 548
Calculation Task 435, 625
Calculation Variables 563
Calculations 533
Calendar 625
Calendars 136
Capital 625
Capital Calculation Task 442
Capital Category Context Ribbon 520
Capital Data Input Workspace 520
Capital Import 577
Capital Setup 486
Capital Type 625
Cascade 625
Cascading tabs 626
Catalog View 17, 626
Cell-level Calculation 626
Cell-level Calculations 540
Cell-Level Calculations in Line Definitions Used in Input Definitions 544

Cell-level Calculations in the Column Definition Formula field 546
Cell-level Calculations in the Line Definition Formula field 540
Change Drill Down Order 379
Change License Type Screen 76
Change Password 107
Chart Drill Down 377
Chart Layout Context Ribbon 368
Chart Options Context Ribbon 369
Chart View Context Ribbon 365
Clear History Entries 505
Clipboard Options in Input Definitions 462
Code 626
Color Settings Options 34
Column 626
Column Book Code Field 197
Column Code 195
Column Comment Field 215
Column Decimals Field 208
Column Definition 626
Column Definition Properties Pane 174
Column Definition Workspace 167
Column Fields 183
Column Formula Field 203
Column Header Definition Date and Time Tab 187
Column Header Definition Description Tab 184
Column Header Definition Period Information Tab 188
Column Header Definition Segment Information Tab 186
Column Number Format 206
Column Period Field 200
Column Preview Pane 215
Column Read Only Field 215
Column Reverse Sign 204
Column Sort Field 208
Column Suppress Field 212
Column Suppress on Charts 215
Column Tools Definition Context Ribbon 160
Column Type Field 627
Column Year Field 197
Columns 157, 423, 626
Columns Navigation Pane 157
Commonly-Used Prospero Hot Keys 298
Complete Wizard (Create) 614
Complete Wizard (Upgrade) 619
Conditional Operators 555
Configuration 113
Connecting to General Ledger Companies 122
Connecting to Prospero 2
Connecting to the Application Tier 3
Consolidation 627
Contact the MSX Group 9
Context Ribbons 21
Copy 627
Copy a Row from a Segment Worksheet 153
Copy and Paste in Column Definitions 169
Copy and Paste in Line Definitions 232
Copy Plan 430, 627
Copying a Report Collection 415
Copying a Report Definition 306
Copying an Input Definition 426
Create a Column Definition 52
Create a Column Definition for an Input Set 58
Create a Line Definition 53
Create a Line Definition for an Input Set 59
Create a Report Definition 55
Create an Input Definition 61
Creating a Line Definition for Prompts 224
Creating a Report Collection 414
Creating an Input Definition 425
Creating Benefits and Taxes 481
Creating Capital Types 488
Creating Formula Calculations 534
Creating Overrides 458
Creating Pay Grades 474
Creating Published Reports 388
Creating Report Definition Overrides 327
Currency Code 208
Currency Definition 141
Currency Definition Workspace 141
Currency Definitions 627
Currency Display 208
Current Users List 592, 627
Custom Date Formats 627
Customize the Navigation Pane 22
Cut 628

D

Data Extract 628
Data Extract Tool 599
Data Input Workspace 492
Data Input Workspace Annotations 526
Data Integration 565
Database 628
Date Filter 208
Default Entity 628
Default Roles 80
Defined Percentage Row 252, 628
Defining a Basic Report 301
Defining a Range 293
Definition Section 175, 239, 316, 409
Deleting a Book Code 131
Deleting a Column Definition 165
Deleting a Currency Definition 144
Deleting a Line Definition 227
Deleting a Number Format 135
Deleting a Report Collection 415
Deleting a Report Definition 307
Deleting a Role 90

Deleting a Row in a Segment Worksheet 155
Deleting a Tree Definition 287
Deleting an Entity 121
Deleting an Input Definition 426
Deleting and Undeleting Data in the Data Input workspace 500
Deleting Annotations on the Data Input Workspace 531
Deleting Benefits and Taxes 485
Deleting Calendar Information 140
Deleting Capital Items in the Capital Input workspace 525
Deleting Capital Types 489
Deleting Employee Records in the HR Input workspace 514
Deleting or Renaming a Published Report Folder 401
Deleting Overrides 459
Deleting Pay Grades 475
Deleting Published Reports 392
Deleting Report Definition Overrides 329
Deleting Users 96
Description 250
Designer Role 82
Detail Period 214, 628
Detail Type 196
Disabling a Segment 149
DPR 628
Drag-and-Drop in Column Definitions 170
Drag-and-Drop in Line Definitions 232
Drill down 629
Drop-down List 629

E

Enabled Features 629
Enabling a Segment 147
Entities 114
Entity 629
Entity Management 629
Entity Management Workspace 114
Entity Mapping 109
Error Log 592, 629
Excel Import 571, 629
Excel Import Specification 630
Expand 256, 630
Expand Segments 258
Expanded Line Format 259
Export 630
Export Published Reports to Excel 399
Export Published Reports to PDF 400
Export to Excel 370
Export to PDF 371
Exporting Published Reports 398
Exporting Report Definitions 309
Exporting Tree Items Structures 277
Exporting Workspace Reports 369
Extra Space before Column 206

F

Feedback and Support 47
Field 630
Fields in the Capital Input workspace 523
Fields in the Human Resources Input workspace 510
File Tab Options 28
Formatting Column Headers 190
Formatting Defaults Options 39
Formatting Section 182, 246, 319
Formula 630
FTE 630
Full Account Mask 630

G

General Ledger 631
General Navigation Features 12
Getting Started 11
Getting Started in Prospero 11
Glossary of Terms 623
Grid 630

H

Header 183
Help Panel 29
Hidden 631
Hidden Rows 631
History 502, 631
Home Ribbon 14
Hot Keys 298, 631
Hot Keys for Column Definitions 173
Hot Keys for Line Definitions 237
HR Calculation Task 440, 631
HR Import 581, 631
HR Management 433
Human Resources Data Input Workspace 506
Human Resources Management 632
Human Resources Management workspace 516
Human Resources Setup 466
Human Resources Tools Context Ribbon 507

I

IF Function 553
Import Specification 575, 632
Importing and Exporting Report Definitions 307
Importing Report Definitions 310
Indent 261
Information 632
Input Definition 632

Input Definition Capital Tab 460
Input Definition Definition Section 448
Input Definition Design Tab 445
Input Definition Formatting Section 452
Input Definition Human Resources Tab 459
Input Definition Layout Section 449
Input Definition Modifications Section 452
Input Definition Navigation Pane 424
Input Definition Options Section 450
Input Definition Options Tab 453
Input Definition Overrides Tab 456
Input Definition Properties Pane 447
Input Definition Setup 423
Input Definition Visibility 463
Input Definition Workspace 445
Input Definition Workspace Options 462
Input History 632
Input Settings Options 35
Input Tools Context Ribbon 493
Input Tools Definition Context Ribbon 427
Installing the Prospero Client 605
Installing the Prospero Middle Tier 605
Integrate 566
Introducing Prospero 1
Invalid Parameter Report Dialog 357

L

Label on Charts 214
Launcher Role 84
Layout 486
Layout Section 176, 240, 317
Levels 256, 632
Licenses View 78
Limited User License 75
Line 632
Line Code 247
Line Comment Field 271
Line Decimals Field 263
Line Definition 633
Line Definition for Prompts 633
Line Definition Properties Pane 239
Line Definition Workspace 229
Line Fields 247
Line Formula Field 251
Line Item 633
Line Item Detail Import 633
Line Item Import 585, 633
Line Item Task 438
Line Number Format 262
Line Read Only Field 267
Line Reverse Sign 266
Line Sort Field 255
Line Suppress Field 254
Line Suppress on Charts 268
Line Tools Definition Context Ribbon 219
Lines 216, 466, 475, 633
Lines Navigation Pane 216
Lines Preview Pane 272
Local Settings Options 31
Lock Options 634
Lock Prompt 634
Lookup 266

M

Manage Benefit Types 478
Manage Locks 596, 634
MAX Function 556
MIN Function 557
Minimum and Recommended System Requirements 607
MOD Function 558
Modifications Section 182, 246, 298, 320, 410
Modifying a Book Code 130
Modifying a Column Definition 164
Modifying a Currency Definition 144
Modifying a Line Definition 226
Modifying a Number Format 135
Modifying a Role 89
Modifying a Row in a Segment Worksheet 153
Modifying a Tree Definition 286
Modifying an Entity 120
Modifying Annotations on the Data Input Workspace 530
Modifying Benefits and Taxes 485
Modifying Calendar Information 140
Modifying Capital Items in the Capital Input workspace 524
Modifying Capital Types 489
Modifying Data in the Data Input workspace 499
Modifying Employee Records in the HR Input workspace 513
Modifying Overrides 458
Modifying Pay Grades 474
Modifying Published Reports 390
Modifying Report Definition Overrides 328
Modifying Users 95
Multi-Select Keys for Column Definitions 172
Multi-Select Keys for Line Definitions 237
My Information 97
My Quick Launch 99

N

Natural Segment 634
Navigation Pane 21, 634
No Drill Down 269
Number Format 635
Number Formats 131, 634

O

Open an Input Definition 61
Open Years 635
Options 30
Options link 635
Options Section 181, 243, 318, 410
Output Defaults Options 44
Overrides 635

P

Page Break 268
Paste 635
Paste a Row from a Segment Worksheet 154
Pay Grade Setup 470
Pay Grades 470
Pay Types 635
Pinning 24
Planner Role 85
Power User License 73
Printing Reports 422
Prompt Setting Options 37
Prospero Budget Input 491
Prospero Budgeting Setup 423
Prospero Calculation Engine 533
Prospero Data Integration 565
Prospero Help System 635
Prospero Licensing 71
Prospero Security Permissions 67
Prospero Tools 591
Protect 636
Published Chart Context Ribbon 386
Published Report Context Ribbon 385
Published Reports 381, 636
Published Reports Navigation Pane 381
Published Reports Workspace 383
Publishing Charts 393

Q

Qualified Calculations 537
Quick Access Toolbar 26
Quick Access Toolbar Options 38
Quick Launch 636
Quick Start Input Definition 57
Quick Start Report Definition 51

R

Range 636
Ranges Include Hidden 636
Read Only 636
Related Row 255
Remove Set Locks 636
Removing Merged Column Headers 194
Renumber Lines 637
Re-open Report 637
Report 637
Report an Issue 637
Report Collection 637
Report Collection Properties Pane 409
Report Collection Reports Tab 407
Report Collections 402
Report Collections Context Ribbon 404
Report Collections Navigation Pane 403
Report Collections Output Tab 411
Report Collections Workspace 404
Report Defaults Options 41
Report Definition 637
Report Definition Chart Tab 329
Report Definition Design Tab 313
Report Definition Headers and Footers Tab 331
Report Definition Options Tab 320
Report Definition Output Tab 337
Report Definition Overrides Tab 325
Report Definition Page Layout Tab 340
Report Definition Properties Pane 316
Report Definition Workspace 313
Report Definitions 301
Report Drill Down 374
Report Header & Footer Definition Date and Time Tab 334
Report Header & Footer Definition Description Tab 332
Report Header & Footer Definition Period Information Tab 336
Report Header & Footer Definition Segment Tab 333
Report Run Time Options 343
Report View Context Ribbon 362
Report View Workspace 360
Reports Context Ribbon 303
Reports Navigation Pane 301
Require Password Change 108
Resummarize 598
Reverse Sign 637
Ribbon 637
Ribbon Overview 14
Ribbons 638
Right-Click Book Code Menu Options 130
Right-Click Calendar Menu Options 139
Right-Click in Column Definitions 168
Right-Click Number Format Menu Options 134
Roles 79, 638
ROUND Function 559
ROUNDDOWN Function 559
Rounding 638
ROUNDUP Function 560
Row 638
Run a Report 55
Running a Report Collection 416

Running Published Reports 391
Running Reports 341

S

Save As 373, 638
Save As for Input Definitions 462
Save As for Published Reports 400
Search in Column Definitions 170
Search in Line Definitions 233
Search Options 49
Search Options in the Segment Worksheet 156
Security 63
Security Configuration Options 45
Security Tools Context Ribbon 66
Segment 248
Segment code 638
Segment Worksheet 150
Segments 145, 638
Select Database (Create) 611
Select Database (Upgrade) 617
Select Database Server (Create) 610
Select Database Server (Upgrade) 616
Select GL Integrations (Create) 612
Select GL Integrations (Upgrade) 618
Select Wizard Type (Create) 609
Select Wizard Type (Upgrade) 615
Send Message 595, 639
Set a Password on an Input Definition 428
Set Password on Column Definitions 171
Set Password on Line Definitions 233
Set Password on Report Collections 405
Set Password on Report Definition 304
Set Password on Tree Definition 291
Show Hidden Columns 639
Showing Annotations on the Data Input Workspace 529
SIGN Function 561
Sort 639
Span Columns 265, 639
Specification 639
Specify A Prospero Administrator (Create) 613
SQRT Function 560
Standard User License 74
SUB Function 561
SUM Function 561
Suppress 639
Suppress on Detail View 271
System Locks and Messages 106
System-defined Tree 639
System-Defined Trees 274

T

Tax Filters 639
The Prospero Workspace 12
The Sign-On Screen 7
Tools 591
Tools Ribbon 19
Tools Ribbon Input Options 429
Transaction Data Attributes 376
Transaction Extract Tool 601
Tree 640
Tree Definition Properties Pane 296
Tree Definition Workspace 278
Tree Node Section 297
Tree Root Section 296
Tree Summary Item 640
Tree Tools Definition Context Ribbon 276
Trees 272
Trees Navigation Pane 272
TRIM (TRUNC) Function 562
Type 195, 640

U

Unassigned Role 87
Underline 264
Use alternate labels on drill down 640
Use full GL account label 640
User Definition Workspace 63
User-Defined Role 88
Users 91
Using Line Definitions for Prompts 358
Using Multiple Prompts When Running Reports 355
Using Ranges in Formulas 539
Using Summaries within Tree Definitions 282

V

Validate 235
Value Placement 641
Value Type 203, 640
Vertical Line 211
View History Entries 504
View Import Batch 589
Viewer Role 86
Visibility 418
Visual Style 47

W

Welcome to Prospero 1
Where Used 299, 641
Width 205
Windows Ribbon 20
Windows tabs 641
Workspace 641

Z

Zoom 50