TARGETTY

Statement 3.1

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Obsah

1. Introduction

Targetty Statement allows administrator definition of reports in one place. The user has the option to prepare their own statutory or management reports and KPI reports or modify existing prepared reports. Use the definitions created here to create reports, statements and KPI reports in all reporting layers.

Reports prepared in this way allow you to break down to analytical accounts or other non-financial indicators at their lowest granularity. This approach visualizes the causes of value deviations from the cumulative to the lowest level.

2. Structure

By opening the Statement, we find three main tabs Statement, Version and Publish.

- Statement allows us to create, edit and delete statement or save a copy of statement.
- Version allows us to create, edit and delete Version of a specific statement.
- Publish allows us to publish a statement, the structure will then be available in Power BI reports.

On the left side there are customer's folders with statements. For example, in the NEPTUN Statementy folder we can find General Summary – Statement or Management income statement.

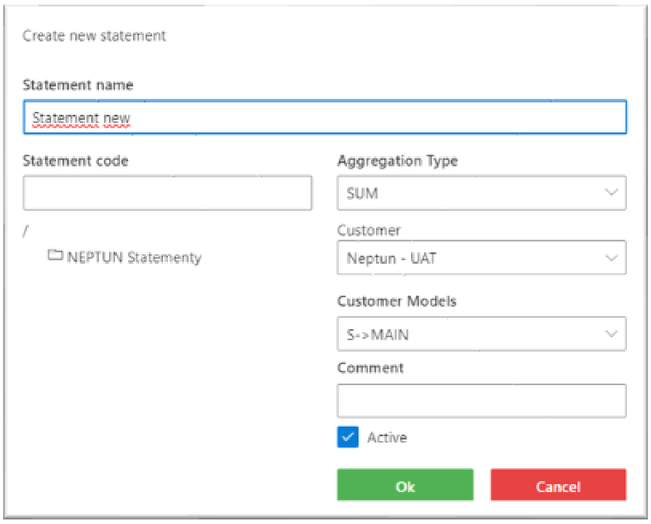
3. Tab Statement

3.1 Create New Statement

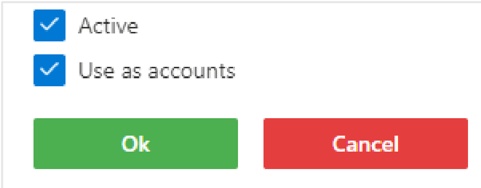
In the Statement tab, Create New action allows us to create a new Statement. In "*Create new statement*" window you can fill the following:

- **Statement name** - mandatory
- Statement code - not a mandatory entry
- **Aggregation Type** – it is SUM by default
- **Customer** - mandatory
- **Folder** - e.g., Neptune Statementy - mandatory
- **Customer model** – mandatory – filled automatically, it can be selected from the menu or created separately in the settings (Settings - Customers models - Add new customer)

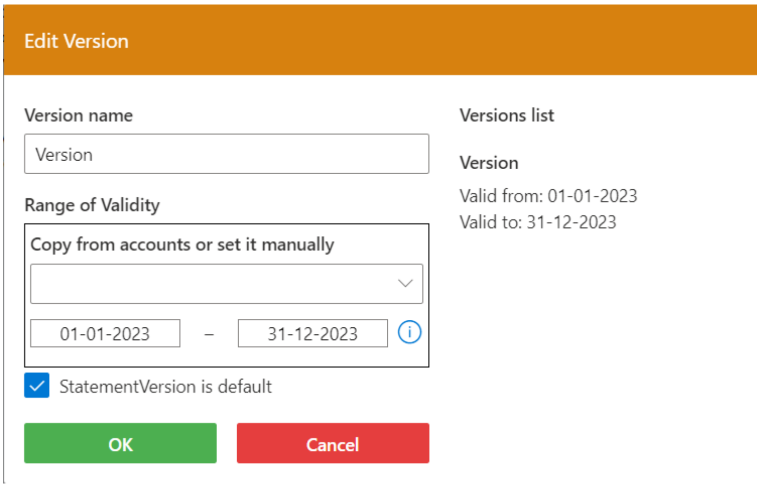
- Comment – not a mandatory entry – you can add some information about statement there



- For some customers you can see the option *Use as accounts*, when you check this option, you can create account structure the same way you create a statement.

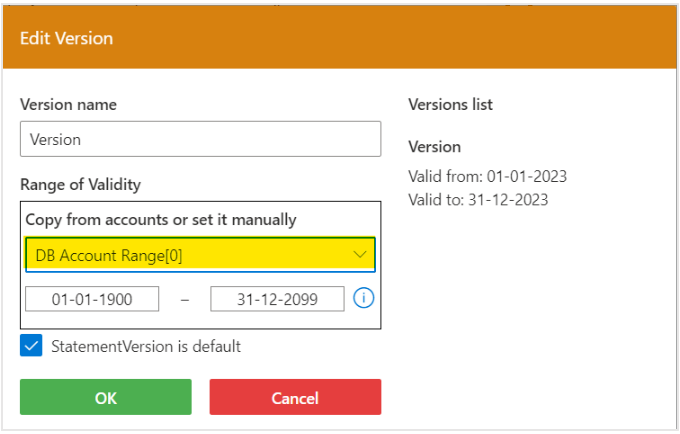


After filling in the necessary fields, press the Ok button. The next step is to set the version of the Statement. Set the date range and name of the version and press Ok button. More about versions can be found in [Version](#) section.



The created Statement is placed in the customer tab, in folder you selected when creating the statement. After opening the statement there are two windows. In the first window we find Accounts and Measures, in the second we find the statement and the automatically created row.

Note: If you cannot see any Accounts or Measures in the created statement, check the time range of the statement's version as it must be inside the time range of the Accounts. To prevent that issue, you can select account range when creating the Version.

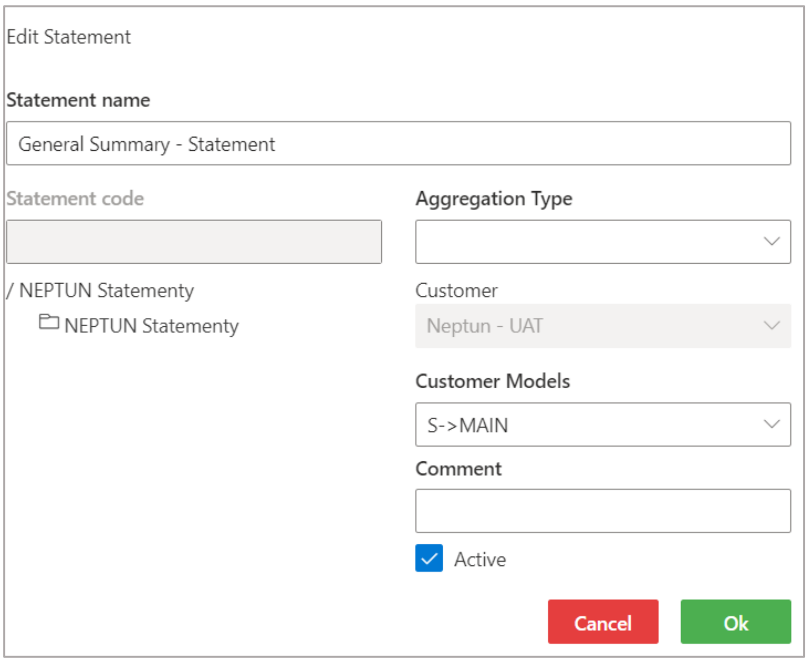


3.2 Save a copy

To save a copy of the selected Statement, the customer folder must be selected. After pressing Ok button, statement with *"-copy"* suffix is created. Newly created copy has the same Customer model as the original statement. If you copy between customers, you can select Customer model for the copy.

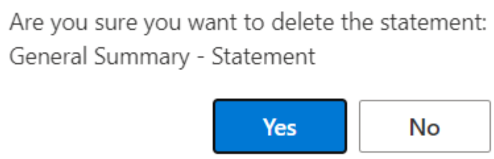
3.3 Editing the statement

On a specific statement in the statement tab, select Edit Statement action. A window will appear in which you can change Statement name, Aggregation type, Folder, Customer model or Comment. After making the changes, press Ok button.



3.4 Deleting a Statement

On the Statement tab, select Delete Statement. After confirming the notification, the Statement is deleted.

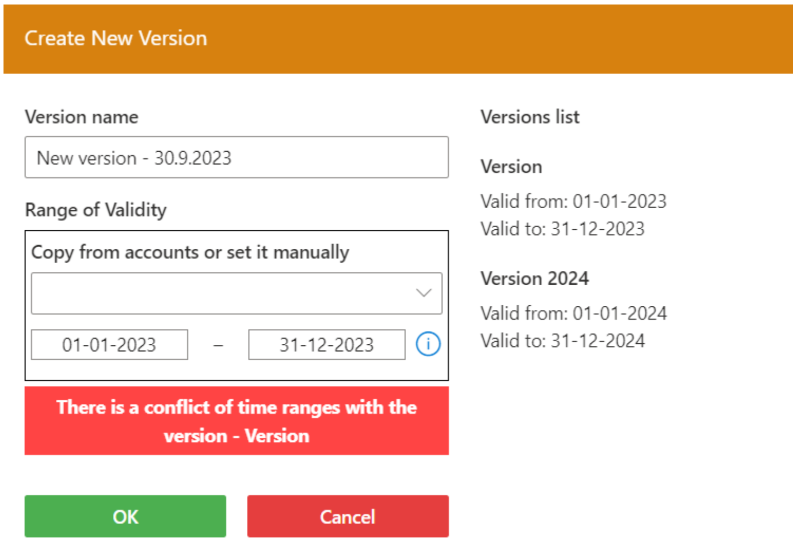


4. Version

In the Version tab there are three actions that can be implemented on the selected statement.

4.1 Create New Version

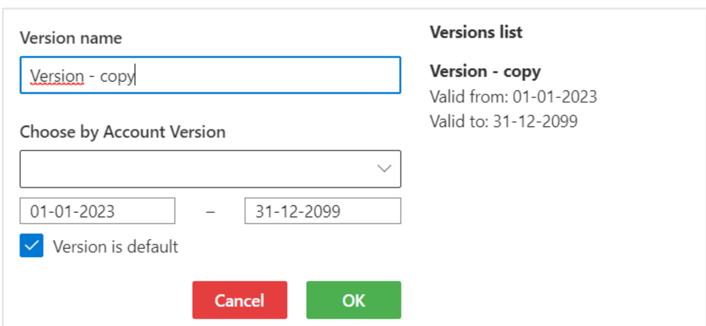
This action allows us to create a new version of Statement. It is necessary to fill the name of the version and the date that will be valid for Accounts and Measures. After confirming, the new version of the Statement will be active. New version cannot be in the conflict with the previous version (i.e., time range cannot intersect each other). On the right side we can see Versions list, so we can select right time range if we want them to follow each other in time.



Note: If you cannot see any Accounts or Measures in the created statement, check the time range of the statement's version as it must be inside the time range of the Accounts. To prevent that issue, you can select account range when creating the Version.

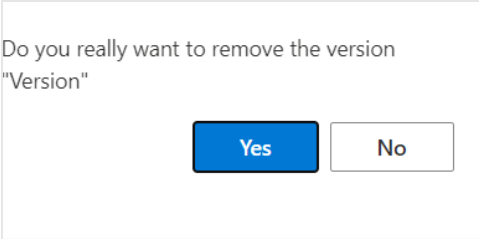
4.2 Edit Version

Edit Version allows us to do the same as New Version creation. Newly we can specify the version as default.



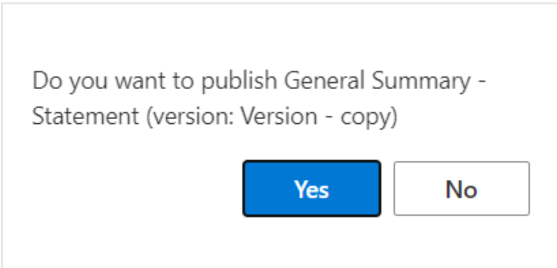
4.3 Delete

The Delete function allows you to delete the current version of the Statement. After the notification is confirmed, the current version of the Statement is deleted.

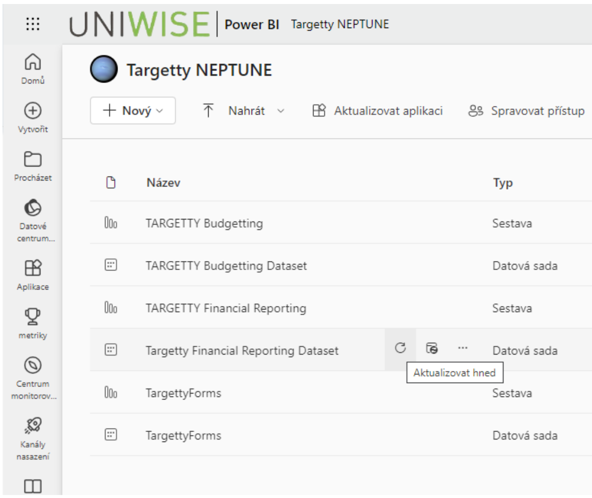


5. Publish

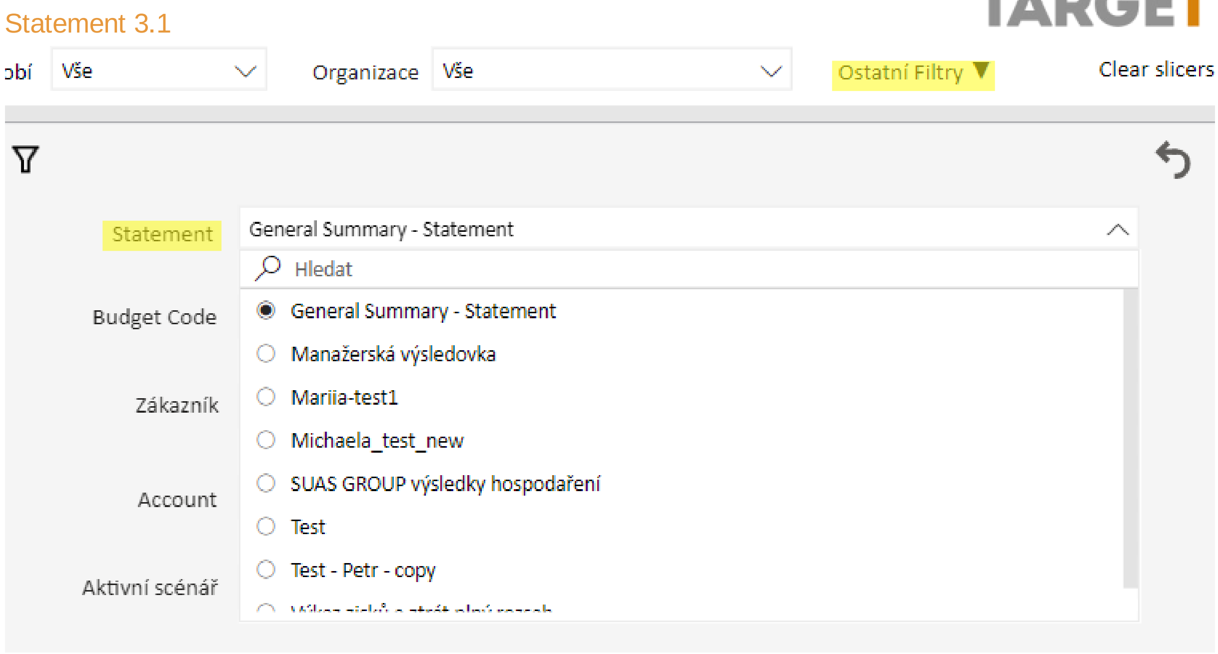
Using Publish the changes that were made to Statement will be visible in the Power BI reports. After pressing Publish button the window will be displayed. You can select "*Yes*" to publish the statement.



After publishing the statement, you can open Power BI. Newly published statement will be visible in the *Financial Budgeting Reporting* dashboard. To see the statement there, it is necessary to make actualizations to *Targetty Financial Reporting Dataset*.



After actualization is made, you can open Targetty Financial Reporting dashboard and select *Statement* list. Published statement is now visible in *"Other filters"* under *"Statement"* filter.

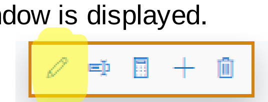


6. Row

Created statement is placed in the customer tab. When you open the statement, there are two windows. In the first window we can find Accounts and Measures, in the second we can find the statement and one automatically created row. When the mouse hovers over the row, we find the following actions - edit, rename, calculate, and delete the row. See Chapter 7 for more information on how to use calculations.

6.1 Edit row

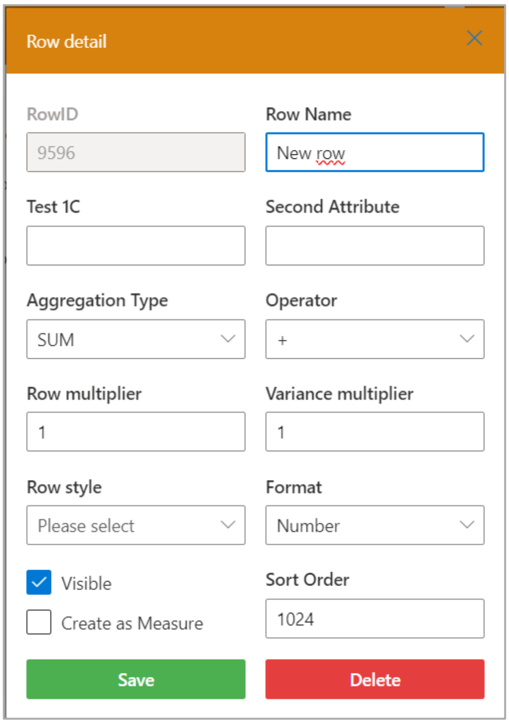
After selecting edit option, *Row detail* window is displayed.



In the Row Detail window, we can find the following:

- **Row code** – when adding row, row code is automatically generated, but you can select your own code when adding the row (it cannot be changed later).
- **Row Name**
- Two attributes – in our case attribute Test 1C and Second Attribute (but it can vary depending on the needs) – text fields used e.g., for some mappings.
- **Aggregation Type** – you can choose SUM, AVG (average), YTD (year to date) or LAST – there is SUM by default.
- **Operator** - +, - or ~ (not calculated) – there is + by default.
- **Row/Account multiplier** – it must be a non-zero float number, it is 1 by default, when saving wrong value, it is automatically set to value 1.
- **Variance multiplier** – it must be 1 (by default) or -1, when saving wrong value, it is automatically set to value 1.
- Row style – you can select style for the row, e.g., Bold, Underline etc., for calculations we use Bold and Underline.
- Format – it is required to choose the format of our value from the list – e.g., Number, Percent, Account detail etc.
- **Sort order** – filled automatically, it sets the order of rows, the rows/accounts are ordered from the smallest.
- ***Visible*** and ***Create as Measure*** options – created row is Visible by default, you can also create the row as measure.

After pressing SAVE button, the changes are saved. You can also delete the row from this window by pressing Delete button.



6.2 Rename rows

To rename the row, you can double-click the row or select the rename action and enter a new name for the row. To save the changes, press Enter.

6.3 Adding a new row

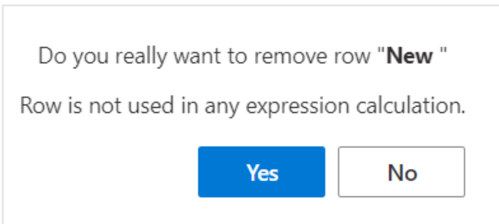
To add a new row, just press plus. Three options will appear - insert above or below an existing row. The third option is to insert as a pad to an existing row.

New Row window will appear, where you can specify details mentioned in Edit row section.

6.4 Deleting a row

Pressing on the icon will display a notification.

After pressing Yes, the row is deleted.

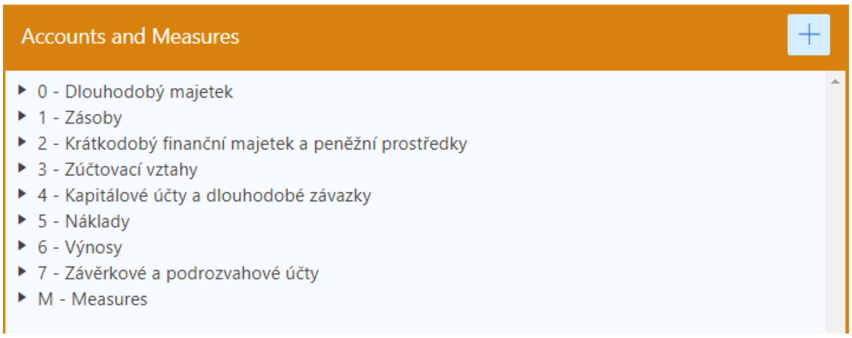


6.5 Moving a row

You can freely move the rows in hierarchy. The only limitation is when there are more rows/accounts with the same Sort Order and name. You cannot move the rows/accounts then. It usually happens, when there are more versions of one Statement. If you want to move these rows/accounts, you need to change the name of the row/account and move it. Then you can rename it back.

7. Accounts and Measures

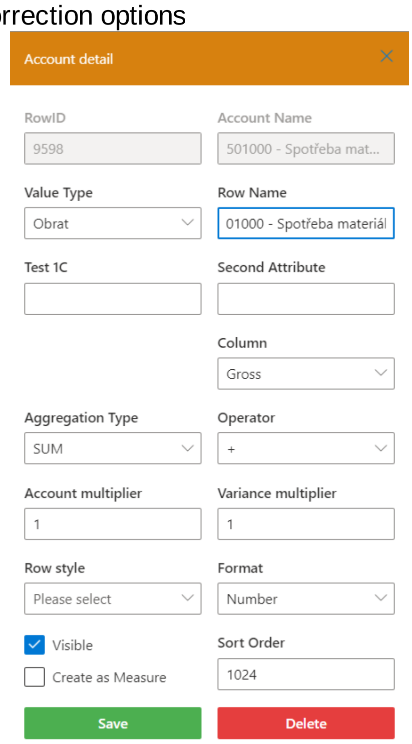
The left window shows the accounts and measures that we can use to create the statement. According to the hierarchy, select the needed account and drag it into the Statement. You can drag it below, under or into the row.



7.1 Account detail

You can select edit option to see Account detail.
In addition of the detail that can be set for row, we can define:

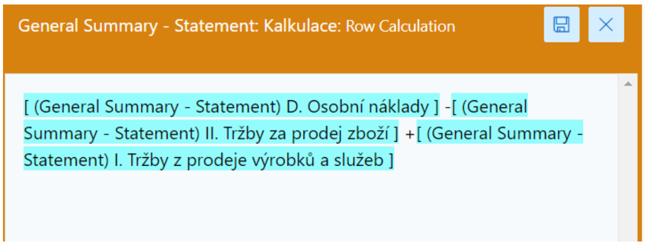
- Value Type – following options: Obrat, Má dáti, Dal, P. zůstatek, K. zůstatek
- Column – Gross or Correction options

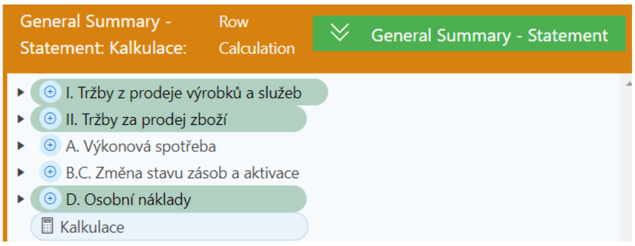


- **Attention**: in Account detail of dragged account Row Name and Account Name are supposed to have the same names.

8. Calculation

In the selected row, select the calculation action. You can create a calculation by clicking on the accounts/rows in the statement and adding mathematical operations between them. In the left window you can see the calculation.
You can also add rows/accounts from different statements clicking on the dropdown menu located in the right corner.
The highlighted rows in the calculation will be coloured green in the statement window.



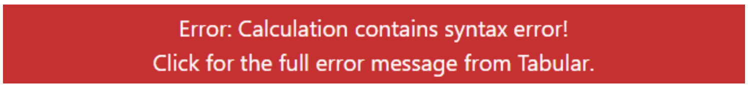


Using the Save button on the left window the changes will be visible in the statement.
If you Publish the Statement that includes the calculation, then the calculation will be accessible in Power BI in the Financial Budgeting tab (for more information see [Publish](#) section).

8.1 Calculation validation

There are two cases when talking about validation of the calculation.

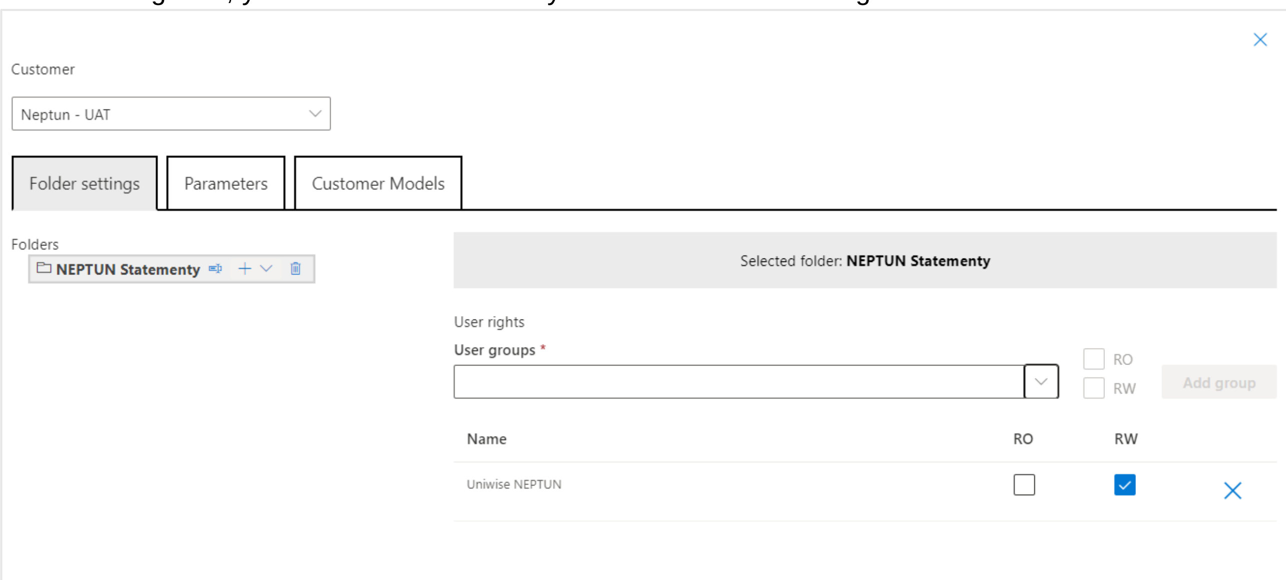
- **Validation without tabular** – indicates characters other than +-*/. If the wrong account/row name is entered, it will turn red.
- **Validation with tabular** – validates the closure of parentheses, bad characters and whether the calculation ends with +-*/, then it reports an error. If the wrong account/row name is entered, it will turn red.



9. Additional settings

In the right corner of the Statement application, you can see *Settings* icon.

When clicking on it, you can create a hierarchy for folders and set the rights for each folder.



Statement 3.1

In Parameters tab you can select if you want to have the option to create a statement as Accounts and Measures template.

In the Customer Models tab you can create customer models for each customer.