



# **Financials Module User Guide**

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## About

The Financials Module allows customers to track financial performance of their M&A transactions during the Pipeline stage, where preliminary synergies are estimated between the various functional teams, or during post-close Integration or divestiture phase.

Once the Workplan has been created in the Activity Map, the Projects, Workstreams and SubWorkstreams are carried over into the Financials module. This serves as your launch pad to add your synergies, and in some cases expenses.

Financial Targets are goals to capture the SubWorkstream (Activity Level 3) value, either as a benefit or an expense. These could include minimum requirements, such as ensuring survival by improving economics or growing existing business. It could also include one-time relocation expenses or headcount changes. Locking/unlocking forecast and plans are key features in using the module, including the essential and notable, snapshot feature.

## Purpose of this Guide

The purpose of the Financial Module User Guide is to quickly familiarize the user with the basic financial concepts and light configuration. By following this step-by-step guide, you can create, modify, and manage your SubWorkstream (Activity Level 3) financials.

Typically, the use case is that synergies are tracked from the Program module, however, you can track your financials, as described in the About section, on the Target side.

**Note:** If synergies are being tracked in a Target, the Financial date migrates to a Program if the **Copy to Program** button is used on the Target Summary page.

## Before Using Financials

To add financials, please confirm that there is a financial start date. To do this:

1. From the Main Menu, select **Targets** or **Programs/All Programs**.
2. Click on the **Target** or **Program Name**.
3. On the Tab bar, click on the **Summary** link.



### Target Tab



### Program Tab

4. Summary page for both Targets and Programs are described below.

a. Target Summary Page

- i. On the Target Detail page, click on the **Edit** button.



- ii. Scroll down to the Deal Summary and complete the **Financial Start Date** field, which begins the first of the month.

- iii. The Number of Financial Periods defaults to 36 months and can be changed to meet your company’s financial cycle.

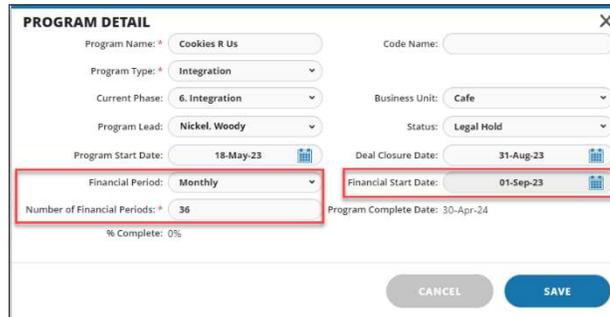


- iv. Scroll to the top of the page and press **Save**.

b. Program

- i. Open a Program and navigate to the **Summary** tab.

- ii. On the Program Detail page, click on the **Edit** button. The Program Detail window opens.



- iii. Complete the following fields:

1. **Financial Start Date:** Begins the first of the month.
2. **Financial Period:** Choices are monthly, quarterly, and yearly. Viewing financial data can be changed using the “Zoom In” and “Zoom Out” feature available on the Financials tab.
3. **Number of Financial Periods:** Defaults to 36 months and can be changed to meet your company’s financial cycle.

- iv. Press **Save**.

## Financials

Financials are populated from the Activity Map by automatically copying the Deal's respective Project, Workstreams, and SubWorkstreams to the Financials tab. Financials are created at the SubWorkstream level (Activity Level 3). Financial targets are goals to capture workstream value, either as a benefit or an expense. As mentioned previously and worth repeating again, financials can include minimum requirements, such as ensuring survival by improving economics or growing existing business. It could also include one-time relocation expenses or headcount changes.

### Creating Financial Targets for SubWorkstreams

To create recurring and one-time Financial targets:

1. Open a **Target** or **Program**.
2. Navigate to the Activity Map.
3. Per the below screen capture, navigate to the **SubWorkstream**, e.g., **IT SubWorkstream** and click on the "SubWorkstream Detail Page" icon depicted by the right arrow icon.

WBS	NAME	PLANNED START	PLANNED END	FINANCIAL START	FINANCIAL END	ACTUAL START	ACTUAL END	%	FUNCTIONAL TEAM	OWNER	STATUS	FAVS
1	✓ Cookco X up	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1	✓ MBA Integration	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.1	✓ Global Setup	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%	IT	Nina Di Lorenzo		
1.1.1.1	IT SubWorkstream	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%	IT	Nina Di Lorenzo		
1.1.1.1.1	Project Management Office	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%	IT	Nina Di Lorenzo		
1.1.1.1.1.1	Evaluate PMD org structure	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.1.1.1.2	Evaluate PMD tools (i.e. Project Server, etc)	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.1.1.1.3	Evaluate PMD processes	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.2	Legal Subworkstream	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%	Communication	Tally Hart		
1.1.2.1	General Information	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.2.2	Contracts	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.2.3	Items	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				
1.1.2.4	Corporate Maintenance	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	100%				

4. The SubWorkstream Detail page opens.

IT SubWorkstream  
 Description:  
 Workstream: Global Setup  
 Program: Cookco X up  
 WBS Number: 1.1.1.1  
 Lock Forecast Dates: [ ]  
 Planned Start Date: 17-Oct-23  
 Planned End Date: 30-Apr-24  
 Financial Total Plan: 150.0M  
 Target: 85 WEEKLY OPERATE  
 Recent Note:  
 Audit:  
 Last Update: 10-Oct-23 14:21:00  
 Last Updated By: Nina Di Lorenzo

Financial Targets

5. Expand the Financial Targets section by clicking on the blue triangle.
6. Click on the + **Create** button.

Financial Targets 0 total

+ Create

DESCRIPTION	TYPE	CATEGORY	OWNER	CURRENCY	START	END	TOTAL PLAN	TOTAL FORECAST	TOTAL ACTUAL
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7. The Financial Target Detail window is displayed and is divided into two areas: financial fields and periods. Both sections are described below.

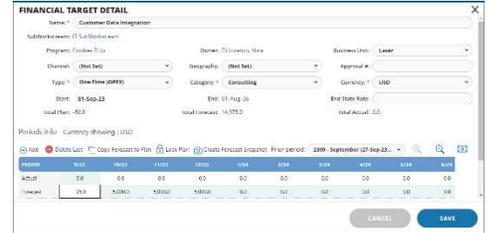
**a. Financial Fields**

- i. **Name:** Enter the name of the financial, e.g., **Customer Data Integration**.
- ii. **Type:** Select **One-Time (OPEX)**.
- iii. **Category:** drop-down menu options are contingent upon the data chosen from the **Type** field. In this example, **Category** was chosen.

**Note:** Type and category descriptions are listed on the right.

**Note:** The window title, “Financial Target Detail” doesn’t mean the Target module but rather the target forecast, target budget etc.

- iv. **Currency:** Choose from the drop-down menu.



Financial Type and Category Matrix	
Type	Category
1 Synergy	Price, COS, SG&A
2 Dis-synergy	COS, SG&A
3 Headcount	RIF, Add-back
4 One-Time (OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
5 One-Time (Non-OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
6 Cap-ex	Cap-ex
7 Revenue Synergy	Price, COS, SG&A
8 Expense (Revenue)	COS, SG&A
9 Headcount (Revenue)	RIF, Add-back
10 One-Time (Revenue OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
11 One-Time (Revenue Non-OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
12 Cap-ex (Revenue)	Cap-ex
13 Two-time (Revenue)	Uses the multiple of 2 for the business's current revenues.
14 Three-time (Revenue)	Uses the multiple of 3 for the business's current revenues.

**b. Periods Info**

- i. **Period Header** – displays the number of months, quarters and years. To change from one view to another click on one of the magnifying glasses.
- ii. **Actual** – Enter the actual expense or savings for that month.
- iii. **Forecast** – predicting/estimating future expenses or savings for the organization is based on past and present performance.
- iv. **Plan** – what is based lined/budgeted for the year.

**Note:** Actual dates are displayed in the Financials tab view.

8. Press **Save**.

9. The Financial target that you created is accessible via the Financials tab.

## Accessing Financials

Accessing financials is done through the Tab bar within a Target or Program.

1. From the Main Menu, click on **Targets** or **Programs/All Programs**.
2. Click on the **Target** or **Program Name**.

The Deal opens to the Activity Map which is depicted in dark blue on the Tab bar.

Activity Map 1 Projects: 1 0 0 0 | 1 Workstreams: 1 0 0 0 | 2 SubWorkstreams: 2 0 0 0 | 10 Milestones: 10 0 0 0 | 49 Tasks: 49 0 0 0 | 0 SubTasks: 0 0 0 0

Integrations > Cookies R Us >

Activity Map Financials Projects Workstreams SubWorkstreams Milestones Tasks SubTasks Risks Actions Issues Decisions Assumptions Notes Stream Documents Summary Team Reports Settings

Filter Gantt chart Export Import Bulk Edit Copy Package Lock Plan Lock Forecast Copy Planned to Forecast Copy Forecast to Planned Request Update Shift dates

Full Screen Expand All Collapse All Export to PDF Show Columns

WBS	NAME	RECENT NOTE	PLANNED START	PLANNED END	FORECAST START	FORECAST END	ACTUAL START	ACTUAL END	%	FUNCTIONAL TEAM	OWNER					TAGS	
1	▼ Cookies R Us	* Hello & wel	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%			8	4	3	6	4	
1.1	▼ M&A Integration	Great Integra	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								1
1.1.1	▼ United States	The US Team	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%	IT	Woody Nickel	1	1	1	1		
1.1.1.1	▼ IT SubWorkstream		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%	IT	Nina Di Lorenz						BI-WEEKLY UPDATE
1.1.1.1.1	▼ Project Management Office		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%	IT	Nina Di Lorenz						
1.1.1.1.1.1	Evaluate PMO org structure		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.1.1.2	Evaluate PMO tools (i.e. Project Server, etc.)		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.1.1.3	Evaluate PMO processes		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.2	▼ Legal SubWorkstream	Legal	17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%	Communicator	Tully Hart						
1.1.1.2.1	General information		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.2.2	Contracts		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.2.3	Claims		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								
1.1.1.2.4	Corporate Maintenance		17-Oct-23	30-Apr-24	17-Oct-23	30-Apr-24	197		0%								

3. Click on the **Financials** link.
4. To the left of the Project name, click on the blue triangle icon to display the Workstreams. These are the same Workstreams that appear on the Activity Map.
5. The Customer Data Integration financial that we added on the previous page is displayed under the IT SubWorkstream, **Customer Data Integration**.

Financials

Integrations > Cookies R Us >

Activity Map Financials Projects Workstreams SubWorkstreams Milestones Tasks SubTasks Risks Actions Issues Decisions Assumptions Notes Stream Documents Summary Team Reports Settings

Filter Export Import Lock Plan Unlock Plan Lock Actual Unlock Actual Create Forecast Snapshot View Forecast Snapshot Copy Forecast to Plan Expand All Collapse All

WBS	NAME	OWNER	TYPE	CATEGORY	APPROVAL #	CURRENCY	09/23	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
1.1	M&A Integration															
1.1.1	United States	Nickel, Woody														
1.1.1.1	IT SubWorkstream	Di Lorenzo, Nina														
	Customer Data Integration	Di Lorenzo, Nina	One-Time (DPEx)	Consulting		USD	5,000.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0
	Data Center Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0
	Firewalls	Di Lorenzo, Nina	Synergy	Price		USD	3,000.0	3,000.0	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Headcount Change	Di Lorenzo, Nina	Headcount	RIF		USD	-1	-2	0	0	0	0	0	0	0	0
	Payroll Savings	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	S/W License Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.1.2	Legal SubWorkstream	Hart, Tully														
	Legal Employees	Di Lorenzo, Nina	Synergy	Price		USD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

## Editing Financial Targets

Editing financial targets is best done through the Financial tab. In our example above, click on the pencil icon to make changes to the **Customer Data Integration** financial.

WBS	NAME	OWNER	TYPE	CATEGORY	APPROVAL #	CURRENCY	09/23	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
1.1	M&A Integration															
1.1.1	United States	Nickel, Woody														
1.1.1.1	IT SubWorkstream	Di Lorenzo, Nina														
	<b>Customer Data Integration</b>	Di Lorenzo, Nina	One-Time (OPEX)	Consulting		USD	5,000.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0
	Data Center Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0
	Firewalls	Di Lorenzo, Nina	Synergy	Price		USD	3,000.0	3,000.0	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Headcount Change	Di Lorenzo, Nina	Headcount	RIF		USD	-1	-2	0	0	0	0	0	0	0	0
	Payroll Savings	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	SW License Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.1.2	Legal SubWorkstream	Hart, Tully														
	Legal Employees	Di Lorenzo, Nina	Synergy	Price		USD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

When the Financial Target Detail window opens, you can edit data associated with the **Customer Data Integration** financial.

Additionally, by clicking on the **Copy Forecast to Plan** button, you can easily transfer data from the forecast into the baseline plan. You may also lock and unlock plans, to prevent the possibility of having data altered. **Create Forecast Snapshot** allows you to record and retrieve prior period forecasts.

**FINANCIAL TARGET DETAIL**

Name: \* Customer Data Integration

SubWorkstream: IT SubWorkstream

Program: Cookies R Us      Owner: Di Lorenzo, Nina      Business Unit: Laser

Channel: (Not Set)      Geography: (Not Set)      Approval #:

Type: \* One-Time (OPEX)      Category: \* Consulting      Currency: \* USD

Start: 01-Sep-23      End: 01-Aug-26      End State Rate:

Total Plan: -50.0      Total Forecast: 14,975.0      Total Actual: 5,000.0

Periods info      Currency showing : USD

Prior period: 2309 - September (27-Sep-23...

PERIOD	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24
Actual	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Forecast	-25.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0

## Financials Tab

This section explains how to create, edit, and delete financials from the **Financials** tab.

### Create a Financial Target

To create a Financial Target from the Financials tab:

1. Open a Deal and navigate to the Financials tab.
2. Hover the cursor on the SubWorkstream you want to create a financial target.
3. Click on the **New Financial + sign** icon.

WBS	NAME	OWNER	TYPE	CATEGORY	APPROVAL #	CURRENCY	09/23	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
1.1	M&A Integration	Nickel, Woody														
1.1.1	United States	Nickel, Woody														
1.1.1.1	IT SubWorkstream	Di Lorenzo, Nina														
	Customer Data Integration	Di Lorenzo, Nina	One-Time (OPEX)	Consulting		USD	5,000.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0
	Data Center Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0
	Headcount Change	Di Lorenzo, Nina	Headcount	RIF		USD	0	-2	0	0	0	0	0	0	0	0
	Payroll Savings	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	S/W License Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.1.2	Legal SubWorkstream	Hart, Tully														

4. A new financial target will be automatically added below the SubWorkstream.
5. Type in a name for the financial target.
6. Press **Enter**.

WBS	NAME	OWNER	TYPE	CATEGORY	APPROVAL #	CURRENCY	09/23	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
1.1	M&A Integration	Nickel, Woody														
1.1.1	United States	Nickel, Woody														
1.1.1.1	IT SubWorkstream	Di Lorenzo, Nina														
	Customer Data Integration	Di Lorenzo, Nina	One-Time (OPEX)	Consulting		USD	5,000.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0
	Data Center Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0
	Headcount Change	Di Lorenzo, Nina	Headcount	RIF		USD	0	-2	0	0	0	0	0	0	0	0
	Payroll Savings	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	S/W License Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
	New Item	Di Lorenzo, Nina	Synergy	Price		USD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.1.2	Legal SubWorkstream	Hart, Tully														

7. Navigate to the fields to the right and double-click on each field to choose a name or description from the drop-down menu followed by entering the dollar value as a savings or an expense. For expenses, enter a negative value, e.g., -2.
8. Click **Save** on the top tool bar to save your financials.



Financial Type and Category Matrix	
Type	Category
1 Synergy	Price, COS, SG&A
2 Dis-synergy	COS, SG&A
3 Headcount	RIF, Add-back
4 One-Time (OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
5 One-Time (Non-OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
6 Cap-ex	Cap-ex
7 Revenue Synergy	Price, COS, SG&A
8 Expense (Revenue)	COS, SG&A
9 Headcount (Revenue)	RIF, Add-back
10 One-Time (Revenue OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
11 One-Time (Revenue Non-OPEX)	Accelerated D&A, Severance, BPO, Lease-break, Consulting, Retention / bonus, Other (GAAP), Other (Non-GAAP)
12 Cap-ex (Revenue)	Cap-ex
13 Two-time (Revenue)	Uses the multiple of 2 for the business's current revenues.
14 Three-time (Revenue)	Uses the multiple of 3 for the business's current revenues.

## Edit a Financial Target

Editing Financials can be done through the Financial Target Detail page or in-line editing. Both methods are explained below.

### Financial Target Detail Page

1. Open a Deal and navigate to the Financials tab.
2. Click on the **Financials** tab.
3. Navigate to the Financial you want to edit.
4. Click on the **Edit** pencil icon.
5. The Financial Target Detail window opens.
6. Make the necessary edits.

**FINANCIAL TARGET DETAIL**

Name: \* Firewalls

SubWorkstream: IT SubWorkstream

Program: Cookies R Us    Owner: Di Lorenzo, Nina    Business Unit: Laser

Channel: (Not Set)    Geography: (Not Set)    Approval #:   

Type: \* Synergy    Category: \* Price    Currency: \* USD

Start: 01-Sep-23    End: 01-Aug-26    End State Rate:   

Total Plan: 0.0    Total Forecast: 6,000.0    Total Actual: 3,000.0

Periods info    Currency showing : USD

⊕ Add    ⊖ Delete Last    📄 Copy Forecast to Plan    🔒 Lock Plan    📷 Create Forecast Snapshot    Prior period:    🔍    📄

PERIOD	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24
Actual	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Forecast	0.0	3,000.0	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plan	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Prior	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

CANCEL    SAVE

- a. **Business Unit:** Select the business unit that ties into the financial.
- b. **Channel:** A way of grouping/categorizing financials
- c. **Geography:** If applicable, select the geography from the picklist.
- d. **Approval #:** Used by accounting departments, this field is a manual entry of the approval number.
- e. **Type:** A required field, allows the user to select the type of financial.
- f. **Category:** Dependent on the Type field and displays related picklist value choices.
- g. **Currency:** A required field for the financial.
- h. **End State Rate:** If applicable, it represents a percentage.
- i. **Total Plan:** Aggregate value of the Plan financials.
- j. **Total Forecast:** Aggregate value of the Forecast financials.

- k. **Total Actual:** Aggregate value of the Actual financials.
- l. **Actual:** Costs and savings tracked in real time.
- m. **Forecast:** Estimated costs and savings.
- n. **Plan:** Baseline/budgeted cost that does not change.
- o. **Prior:** A reflection of any snapshot captured of the Forecast at any given time.  
One common practice is to take a snapshot of the forecast quarterly. Because forecast change due to external market variables, it is valuable to evaluate how synergy forecast change over the course of the time that the synergy is being tracked towards the plan (goal), established at the onset of the Program.

7. Press **Save** on the top tool bar.



8. Your changes appear in the Financials table.

### ***In-line Editing***

In-line Editing is best described as selecting any editable element on the Financials page and editing it directly on the screen, similar to the functionality within an Excel spreadsheet.

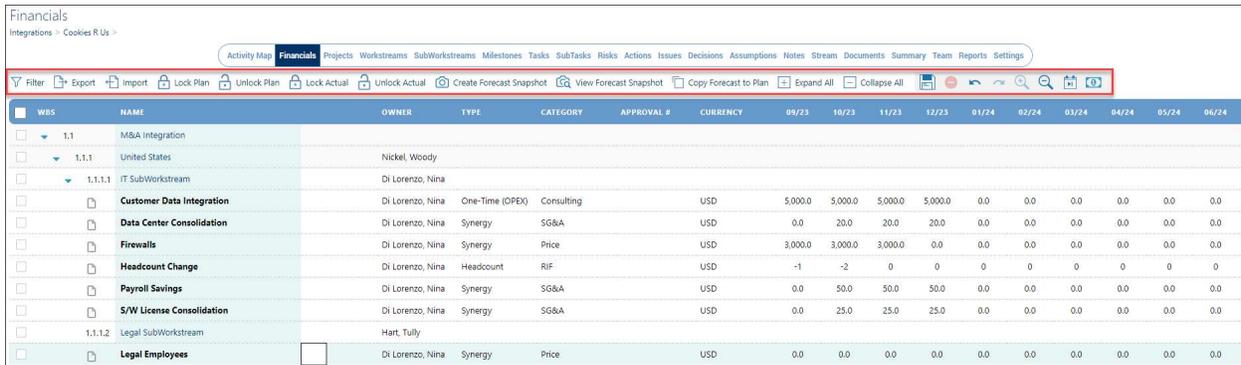
1. Open a Deal and navigate to the Financials tab.
2. Click on the **Financials** tab.
3. Navigate to the Financial you want to edit, e.g. Owner, Type, Category, etc.
4. Double-click on each cell to display the drop-down menu or enter a value.
5. Make your selection or enter a value.
6. Repeat steps 3 – 5 until all changes have been made.
7. Press **Save** on the top tool bar.



8. Your changes appear in the Financials table.

## Managing Financials Tab

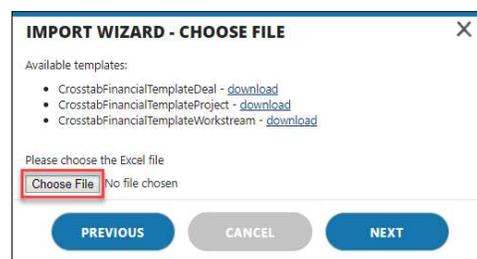
Within the Financials tab, a wide variety of financially related functions may be performed and are described below. Export and import allow for large amounts of data editing and uploading; lock and unlock plans and forecasts, affords data integrity; and security and copy functions minimize data entry.



WBS	NAME	OWNER	TYPE	CATEGORY	APPROVAL #	CURRENCY	09/23	10/23	11/23	12/23	01/24	02/24	03/24	04/24	05/24	06/24
1.1	M&A Integration															
1.1.1	United States	Nickel, Woody														
1.1.1.1	IT SubWorkstream	Di Lorenzo, Nina														
	Customer Data Integration	Di Lorenzo, Nina	One-Time (OPFX)	Consulting		USD	5,000.0	5,000.0	5,000.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0
	Data Center Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0
	Firewalls	Di Lorenzo, Nina	Synergy	Price		USD	3,000.0	3,000.0	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Headcount Change	Di Lorenzo, Nina	Headcount	RIF		USD	-1	-2	0	0	0	0	0	0	0	0
	Payroll Savings	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	S/W License Consolidation	Di Lorenzo, Nina	Synergy	SG&A		USD	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.1.2	Legal SubWorkstream	Hart, Tully														
	Legal Employees	Di Lorenzo, Nina	Synergy	Price		USD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

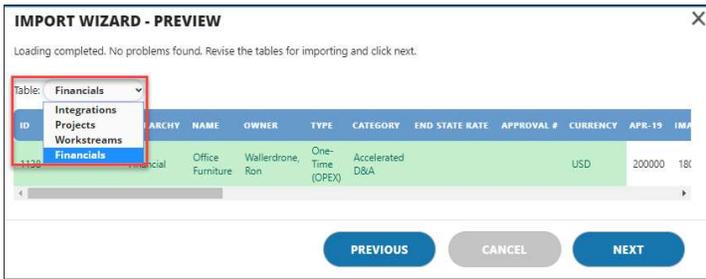
## Export/Import Financials

1. Open a Deal and navigate to the **Financials** tab.
2. On the left side of the screen, place a checkmark in the check box to select the Financials you would like to Export.
3. Select the **Export** button.
4. The Excel financials template opens.
5. Begin updating the financial data.
6. Save your changes.
7. Return to the **Program/Financials** tab.
8. Select the **Import** button.
9. In the Import Wizard – Choose File window, select the **Choose File** button to choose the Excel file that you saved in Step 7.
10. Locate your file and click **Open**.
11. Click **Next**.



12. The Import Wizard – Preview window opens and displays a list of the financial data that was edited.

**Tip:** To view the data that was changed, click on the **Table** field drop-down menu and choose **Financials**.



13. With the data loading complete and no problems found, click **Next**.

14. In the Import Wizard – Choose Update Algorithm window, leave the default as “Merge” and click **Next**.

15. Return to the Financials tab to view the



## Other Financial Features:



- **Filter:** Allows filtering by Owner, Type and Category.
- **Export:** Exports data to Excel for updating large amounts of data.
- **Import:** Use this feature to import the changes made in the Excel file back to the Financials tab.
- **Lock Plan:** Allows you to lock the plan so that others will not make any changes to the plan.
- **Unlock Plan:** Allows selected users to unlock the financial plan.
- **Lock Actual:** Allows selected users to lock the actual financials of a plan.
- **Unlock Actual:** Allows selected users to unlock actual financials of a plan.
- **Create Forecast Snapshot:** Creates a snapshot of the forecast and plan and records the prior period.
- **View Forecast Snapshot:** Displays a window to choose a previously saved Snapshot.
- **Copy Forecast to Plan:** Allows you to copy the forecast to plan if they are the same.
- **Expand All:** Expands all financials for easy viewing.
- **Collapse All:** Collapses all financials to the Project level.



- **Save:** Created and modified financials are saved using the **Save** icon.
- **Delete:** Deletes a selected financial.
- **Zoom In:** If you click on the **+Magnifying Glass** icon one time, it will display quarters. If you zoom in one more time, it will display years.
- **Zoom Out:** If you click on the **-Magnifying Glass** icon one time, it will display quarters. If you zoom out one more time, it will display the month and years.
- **Shift Financials:** Select a row to shift the financials to another month. After the financials have been shifted, it will shift the data to the right and display 0.0 in the shifted cell.
- **Show Global Currency/Show Local Currency:** Acts as a toggle button. If a financial is displayed in EUR, press the Show Global Currency button which will display the financials in USD. Press Show Local Currency to display the financials in Euros.