

PowerOlap

User Guide

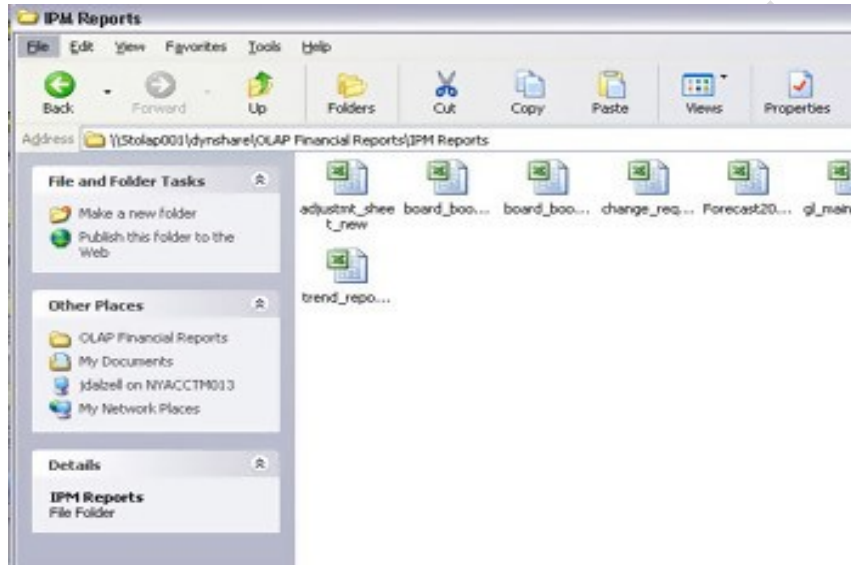
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Accessing the Reports

Notes

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



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

Board Book Summary

Notes

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

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

Drop down list/settings

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Jan		2007		Total									
		Order Management Products	Network & Fix Products	Transaction Services	Order Book Management Products	Corporate	Eliminations	Total Division							
15	Jan, 2007														
16															
17	Intercompany	-	-	(13,208)	-	-	-	(13,208)							
18	Revenue	1,146,559	3,907,673	3,149,162	-	-	-	8,263,394							
19															
20	Direct Costs														
21	Cost of Revenue	89,659	231,699	917,953	-	-	-	1,239,311							
22	SG&A	654,932	610,721	559,820	-	-	-	1,825,473							
23	Total Direct Costs	743,591	842,420	1,477,772	-	-	-	3,064,784							
24															
25	Controllable Margin	402,968	3,125,252	1,671,390	-	-	-	5,200,610							
26															
27	Allocated Costs														
28	Cost of revenue-labor & other	11,295	-	-	-	480,983	-	492,268							
29	Cost of revenue-depreciation and amortization	530,958	50,789	7,191	-	170,648	-	759,586							
30	SG&A	1,690	(80,982)	163,962	-	3,694,553	-	3,779,224							
31	Depreciation and amortization	91,247	1,104	12,042	-	-	-	104,393							
32	Total Allocated Costs	635,189	(29,896)	183,195	-	4,346,184	-	5,135,478							
33															
34	Impairment	-	-	-	-	-	-	-							
35	Restructuring costs	-	-	-	-	-	-	-							
36	Professional fees related to SEC statement	-	-	-	-	1,058,235	-	1,058,235							
37															
38	(Loss) income from operations	(232,212)	3,154,342	1,488,195	-	(5,404,419)	-	(993,095)							
39															

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

Trend Report

Notes

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

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

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

	B	C	D	E	F	G	H	I	J	O	P
			Quarter 1		Jan	Feb	Mar		Quarter 2		Quart
15	Consolidated : Trend Report		Actual		Actual	Budget	Budget		Forecast		Forecast
16	2007		FOR THE THREE		FOR THE ONE	FOR THE ONE	FOR THE ONE		FOR THE THREE		FOR THE
17			MONTHS ENDED		MONTH ENDED	MONTH OF	MONTH OF		MONTHS ENDED		MONTHS
18			MARCH 31, 2007		JANUARY 31, 2007	FEBRUARY 28, 2007	MARCH 31, 2007		JUNE 30, 2007		SEPTEMBER
19	Intercompany:										
20	Total Reported Revenue		-	8,263,394	8,263,394	0	0		0		
21											
22	Cost of Revenue		-	1,238,311	1,238,311	0	0		0		
23	SG&A		-	1,824,473	1,824,473	0	0		0		
24	Total Direct Costs		-	3,062,784	3,062,784	0	0		0		
25											
26	Controllable Margin		-	5,200,610	5,200,610	0	0		0		
27											
28	Allocated Costs										
29	Cost of revenue-labor & other		-	492,268	492,268	0	0		0		
30	Cost of revenue-depreciation and		-	759,585	759,585	0	0		0		
31	SG&A		-	3,779,224	3,779,224	0	0		0		
32	Depreciation and amortization		-	104,393	104,393	0	0		0		
33	Total Allocated Costs		-	5,135,470	5,135,470	0	0		0		
34											
35	Impairment		-	0	0	0	0		0		
36	Restructuring costs		-	0	0	0	0		0		
37	Professional fees related to SEC		-	1,058,235	1,058,235	0	0		0		

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

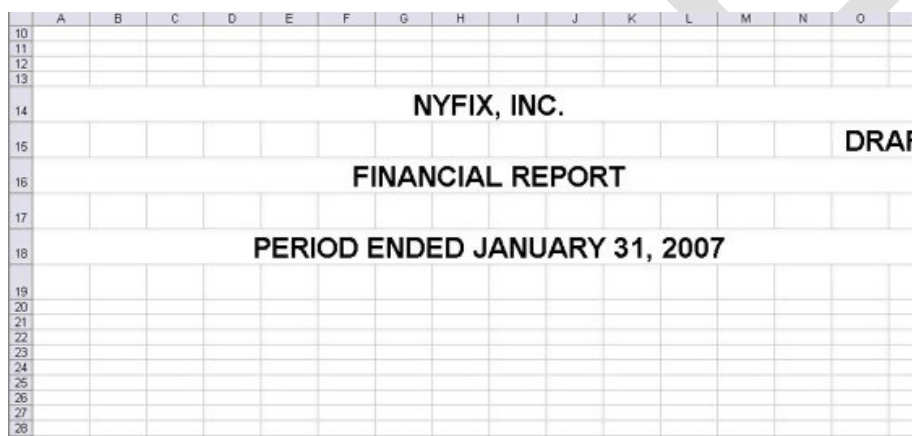
5. After opening this report, hit the **F9** key to refresh the data.
6. Select **File/Print** to print the report.
7. Select another tab at the bottom to see a different allocated report.
8. Hit the **F9** key on each page to refresh the data.

Olap Board Book

Notes

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

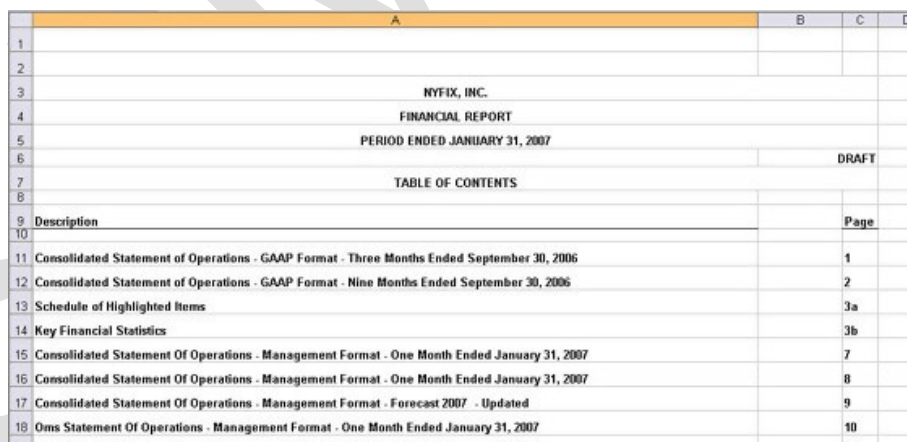
1. From the menu, choose **File/Open**.
2. Browse to the <\\dynshare\OLAP Financial Reports\IPM Reports> location on the server.
3. Select Olap_Board_Book.xls.
4. Click **Open**.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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Each page of the board book is numbered on a separate sheet of the workbook

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

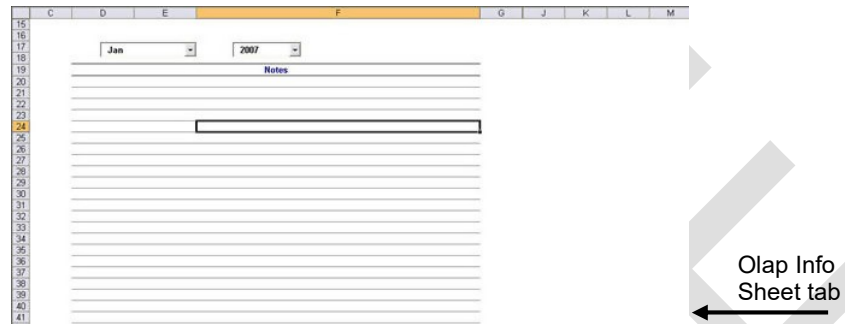


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The TOC worksheet tab is an interactive Table of Contents. Click on the report you want to view and the page will open automatically. It makes report navigation easier.

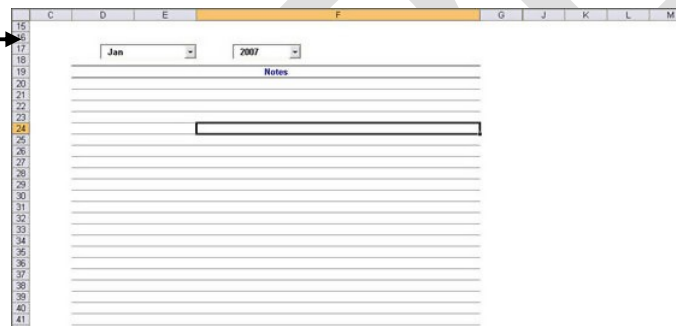
Olap Board Book (cont.)

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



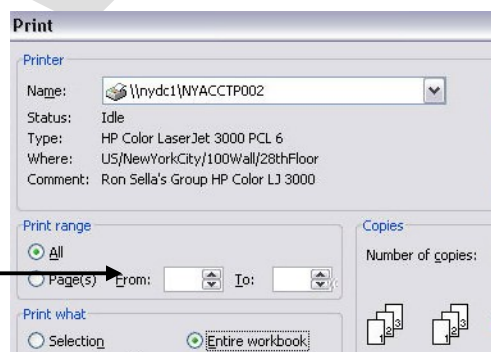
7. From the drop down lists at the top, select a month and a year.

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



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

Select Entire
workbook to print
the whole book



10. Click OK.

Make Adjustments

Notes

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

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

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
11														
12				Jan		2007		Adjustments						
13														
14														
15	Jan, 2007	Order Management Products	Network & Fix Products	Transaction Services		Order Book Management Products	Corporate	Eliminations						Total Division
16														
17	Intercompany	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Reverses	-	-	-	-	-	-	-	-	-	-	-	-	-
19														
20														
21	Cost of Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
22	SG&A	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Total Direct Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
24														
25	Controllable Margin	-	-	-	-	-	-	-	-	-	-	-	-	-
26														
27	Cost of revenue-labor & other	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Cost of revenue-depreciation and amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
29	SG&A	-	-	-	-	-	-	-	-	-	-	-	-	-
30	Depreciation and amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
31	Total Allocated Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
32														
33														
34	Restructuring costs	-	-	-	-	-	-	-	-	-	-	-	-	-
35	Professional fees related to SEChrestatement	-	-	-	-	-	-	-	-	-	-	-	-	-
36														
37	All work is done from excel office													

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

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

GL Main Account Report

Notes

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

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

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

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

GL Main Account Report (cont.)

Notes

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

6. From the list of the Summarized accounts, make a selection:

	A	B	C	D	E	F	G	H	I
14									
15									
16		Statement of Operations Hierarchy	Jan	2007	Total Company		Total Department		
17		Statement of Operations Hierarchy							
18		Direct Costs							
19		Cost of Revenue - Direct							
20		Customer Communication							
21		Cross Connections							
22		Execution							
23		Market Data Feeds							
24		Communication - Direct							
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									

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

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

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

Filter the accounts without any data

	A	B	C	D	E	F	G	H	I
14									
15									
16		Statement of Operations Hierarchy	Jan	2007	Total Company		Total Department		
17		Statement of Operations Hierarchy							
18		Statement of Operations Hierarchy							
19		Total GL Account	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B Manager Product	
20		11114	(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)		
21		11118	-	-	-	-	-		
22		11121	-	-	-	-	-		
23		11158	-	-	-	-	-		
24		11164	-	-	-	-	-		
25		11403	-	-	-	-	-		
26		12101	-	-	-	-	-		
27		12105	-	-	-	-	-		
28		12199	-	-	-	-	-		
29		12501	-	-	-	-	-		
30		12502	-	-	-	-	-		
31		12503	-	-	-	-	-		
32		12504	-	-	-	-	-		
33		12505	-	-	-	-	-		
34		12506	-	-	-	-	-		
35		12507	-	-	-	-	-		
36		12599	-	-	-	-	-		
37		12601	-	-	-	-	-		

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

GL Main Account Report (cont.)

Notes

The result report without any zero rows displays:

	A	B	C	D	E	F	G	H	I
14									
15									
16									
17		Statement of Operations Hierarchy	Jan	2007	Total Company	Total Department			
18									
19		Statement of Operations Hierarchy	Total Division	Corporate	Network & Fix Products	Order Management Products	Transaction Services	Order B Manager Product	
20		Total GL Account	(92,422,953)	(24,954,042)	(27,850,434)	(12,440,052)	(27,178,425)		
101		41005	(26,470,565)	-	(20,067,353)	(6,403,213)	-		
110		41202	(673,092)	-	-	-	(673,092)		
112		41204	(4,824)	-	-	-	(4,824)		
120		41213	(1,882,222)	-	-	-	(1,882,222)		
121		41216	(69,210)	-	-	-	(69,210)		
125		41228	(36,000)	-	-	-	(36,000)		
129		41305	(222,276)	-	(159,126)	(63,150)	-		
146		41999	520,064	-	346,100	159,684	14,280		
147		42005	(60,000)	-	(60,000)	-	-		
156		42402	(938,106)	-	(938,106)	-	-		
157		42403	500,699	-	500,699	-	-		
166		43005	(4,436,470)	-	(3,955,713)	(480,757)	-		
168		43402	938,106	-	938,106	-	-		
170		44001	(7,921,379)	-	-	-	(7,921,379)		
171		44002	(70,053)	-	-	-	(70,053)		
172		44003	(2,889,821)	-	-	-	(2,889,821)		
173		44004	(344,526)	-	-	-	(344,526)		
174		44005	(11,898)	-	-	-	(11,898)		

Modify Reports

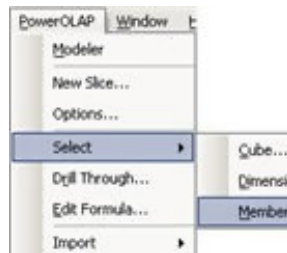
If you need to make an adjustment to an account that isn't listed, you can make changes directly to any of the worksheets.

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

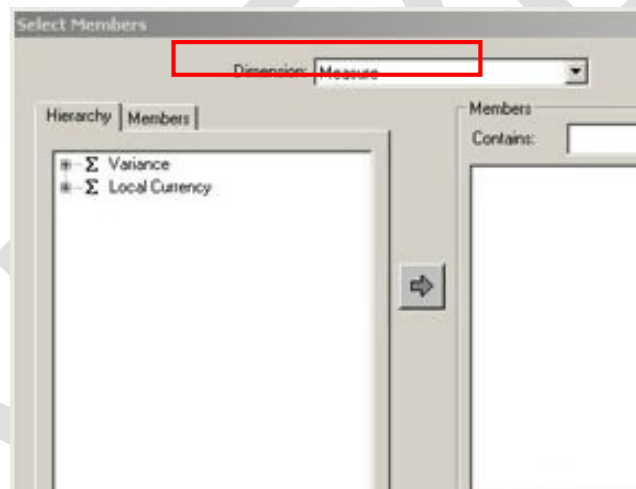
You can also use the



icon on the PowerOlap toolbar.



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

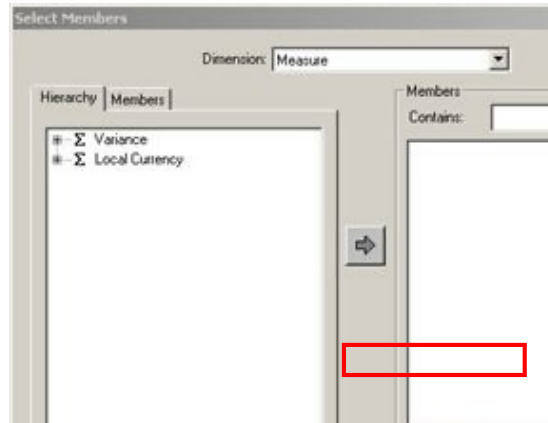


5. The accounts will display in the left pane of the dialogue box. Click to highlight the accounts to be added to the worksheet.
6. Click the  icon to copy the accounts to the list on the right pane.

Modify Reports (cont.)

Notes

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

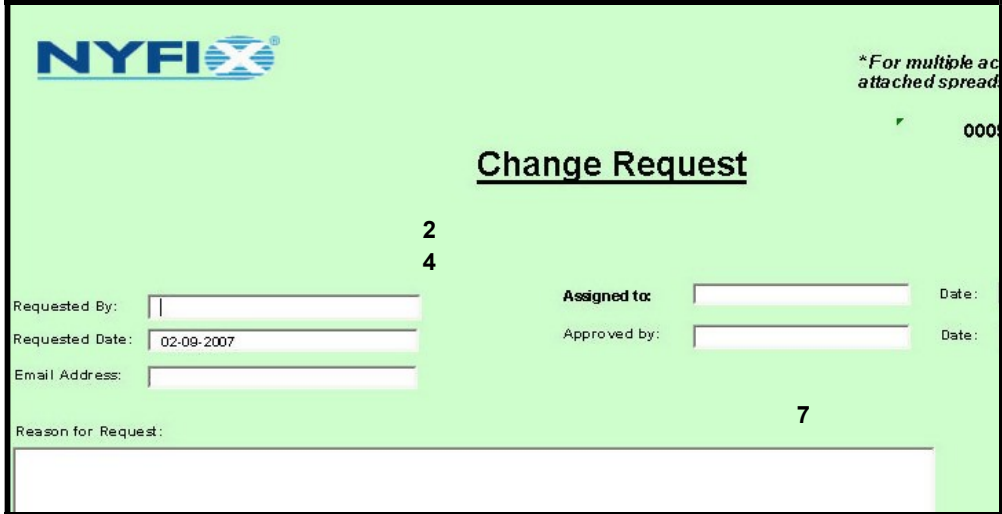


8. Click OK.
9. Copy the formulas in column B through column J to the new account rows.
10. Hit the **F9** key to refresh the data.

Change Request Form

Notes

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



The image shows a 'Change Request' form with the NYFIX logo at the top left. The form is titled 'Change Request' in the center. It includes several input fields: 'Requested By:', 'Assigned to:', 'Requested Date:', 'Approved by:', 'Email Address:', and 'Reason for Request:'. There are also checkboxes for 'Requested' and 'Approved'. A note at the top right says '*For multiple accounts, attach spreadsheet'. A large 'X' watermark is visible across the form.

1
3
5
6

2
4

7

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

Change Request Form (cont.)

Notes

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

	a	b	c	d	e
8	Type of Change				
	☐ New Account f - j	Account Number Level 1 	Division Corporate Level 2 	Report Group Occupancy Level 3 	☒ P & L ☐ Balance Sheet Level 4
9					
10	☐ New Division	Name 	Description 		
11	☐ New Company	Name 	Description 		
12	☐ New Department	Department Name 	Description 		
13	☐ New Report	Name of Report 	Report Details 		
	☐ Modify Report	Name of Report 	Modify Report - Details 		
			14		
			15		
			16		

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

Change Request Form (cont.)

Notes

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