



Instruction Manual

FinSuite

V1.0 2014

Table of Contents

Logon Page	3
Open Existing / Create New.....	3
Tabs.....	4
Group Details Tab	5
Ownership Tab.....	6
File Buttons.....	6
Layout Buttons	7
Legend	7
Entities and Relationships List.....	7
Diagram	7
Entities.....	8
Creating an Entity.....	8
Entity Details Section	10
Editing Entities	12
Deleting Entities	12
Relationships.....	13
Creating a Relationship	13
Editing Relationships.....	14
Deleting Relationships.....	14
Ownership Tree Relationship Types.....	15
Manipulating the Diagram Layout.....	16
Preset Layout Dropdown.....	16
Manual Layout.....	17

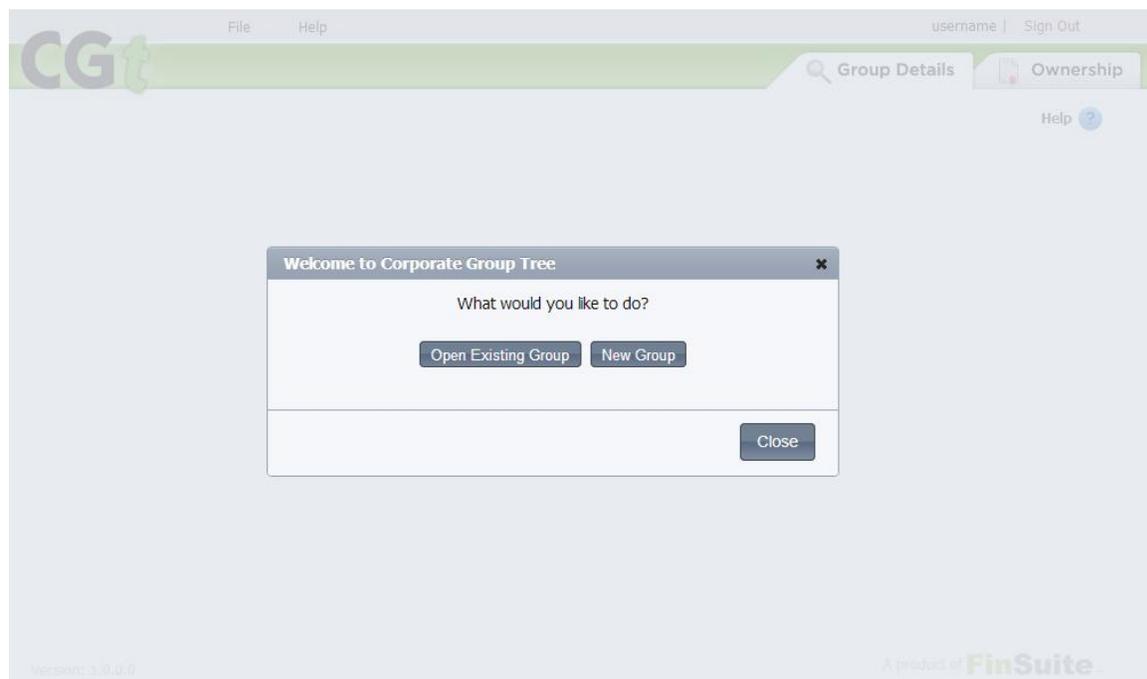
Logon Page



The screenshot shows the logon page for the Corporate Group Tree application. At the top left is the CGT logo. To its right is a 'Help' link. Further right are two tabs: 'Group Details' and 'Ownership'. Below these is another 'Help' link with a question mark icon. The main content area is titled 'Please Sign In' and contains two input fields: 'User name' and 'Password', both with red asterisks indicating required fields. A 'Sign In' button is located at the bottom right of the form area.

The Logon page is used to logon to the Corporate Group Tree application. If you don't have a valid logon ID, please speak with your Administrator or contact FinSuite by sending an email to support@finsuite.com.au

Open Existing / Create New



The screenshot shows the Corporate Group Tree application interface after login. The top navigation bar includes 'File', 'Help', 'username | Sign Out', and the 'Group Details' and 'Ownership' tabs. A central dialog box titled 'Welcome to Corporate Group Tree' is displayed. The dialog asks 'What would you like to do?' and provides two buttons: 'Open Existing Group' and 'New Group'. A 'Close' button is located at the bottom right of the dialog. The bottom left corner of the application shows the version 'version: 1.0.0.0' and the bottom right corner shows 'A product of FinSuite'.

Once logged in, you will be presented with the option to Open Existing Group or create a New Group. If you select to open an existing group, you will be presented with a file picker to choose the .fst file you wish to open. If you select to create a new group, you will be presented with the Group Details tab.

Tabs



The Tabs are used to select which part of the CGt application you would like to complete. There are 2 Tabs in the CGt application:

- The Group Details Tab provides the ability to capture some identifying details about the group, as well as some background and future plans.
- The Ownership Tab provides a visual representation of the group's Ownership structure

Group Details Tab

File Help username | Sign Out

CGt+ Group Details Ownership Funds Flow Banking

Help ?

Identifiers

Date	<input type="text" value="18/06/2014"/>	Group Manager Name	<input type="text"/>
Group Name	<input type="text"/>	Group Manager Id	<input type="text"/>
Group Identifier	<input type="text"/>	Group Manager State	<input type="text"/>
		Group Manager Region	<input type="text"/>

Group Details

Group Background

Short Term & Long Term Goals

Key Contacts

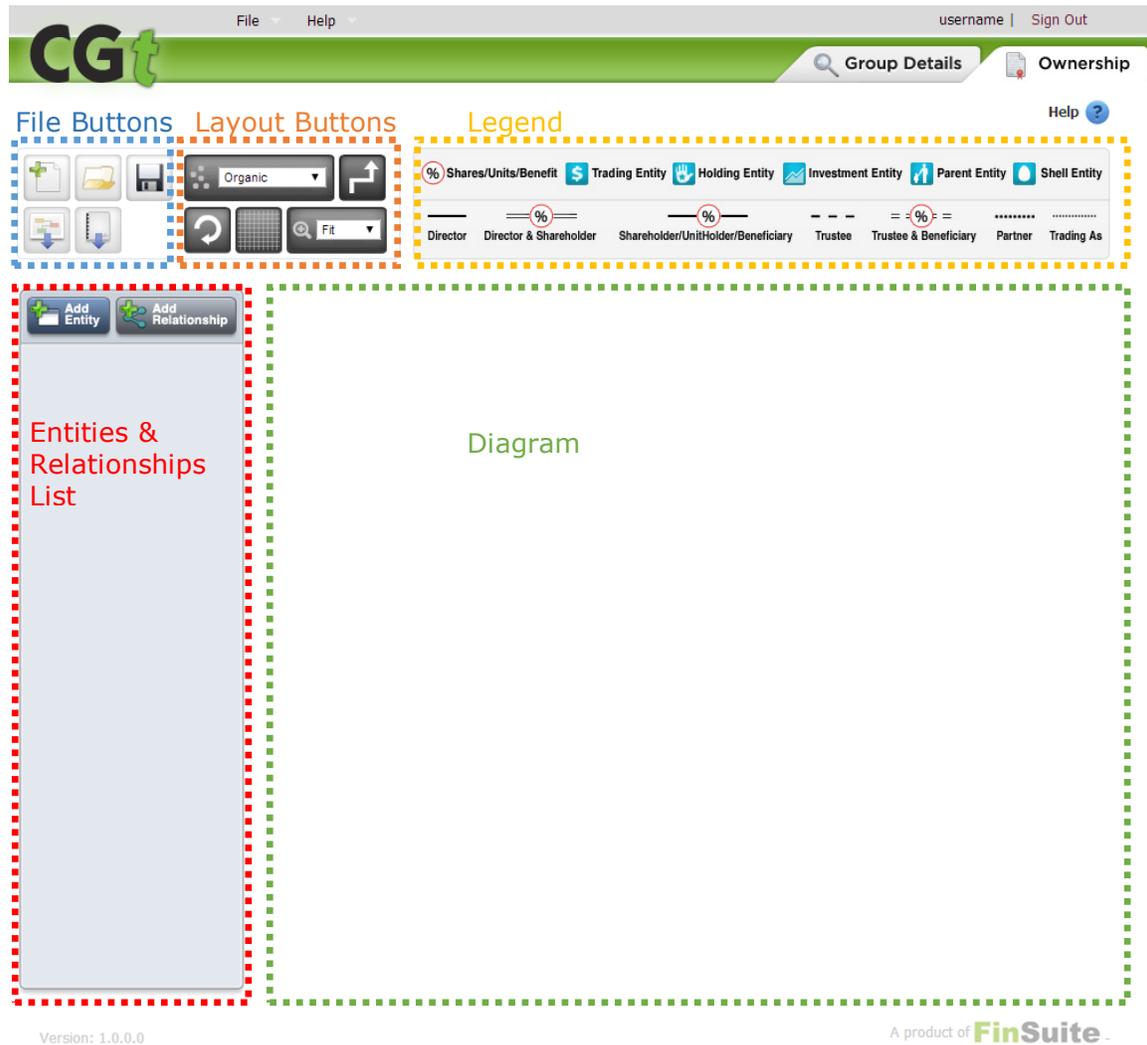
Management Experience

Customer Return / Profitability

Further Cross-Sell Opportunities

The Group Details Tab provides some pre-defined free-form fields to identify the group and summarise some key areas of information.

Ownership Tab



The Ownership Tab is used to create visual representations of a group's Ownership structure. You will find the following controls and functionality on this tab:

File Buttons

The File Buttons are used to manage your CGt files:

- New Group – is used to create a new group file
- Open Group – is used to open an existing group file
- Save Group – is used to save the active group file
- Export Picture – is used to export a .JPG image of the current tree
- Export PDF – is used to export the entire CGt file contents to a PDF document

Layout Buttons

The Layout Buttons are used to manipulate the layout of your diagram:

- Preset Layout Dropdown includes 3 predefined layout options. The user can select from Vertical, Horizontal or Centered, to influence the layout of the diagram.
- The Bent Lines Button is used to change between straight and bent relationship lines. When selected, relationship lines will bend so that they are either vertical or horizontal, in a grid like fashion. When not selected, the relationship lines will be straight and will try to be drawn so as to achieve the shortest distance between the connected entities.
- Refresh Button is used to reset the layout according to the Preset Layout Dropdown selected. This is typically used after a manual layout change is made to the diagram
- Grid Button is used to invoke a grid on the diagram. This is particularly useful when laying out entities manually. Entities that are rearranged manually will “snap” to the nearest corner of the grid, which is a good way of ensuring alignment.
- Zoom Dropdown is used to zoom in and out on the diagram

Legend

The Legend is specific to the tab that is selected and provides a reference for the diagram.

Entities and Relationships List

The Entities & Relationships list allows a user to add, edit and delete entities and relationships. The use of this area is described in more details on the following pages.

Diagram

The diagram area is where the diagram is rendered and is also used to manually manipulate the diagram.

Entities

Creating an Entity

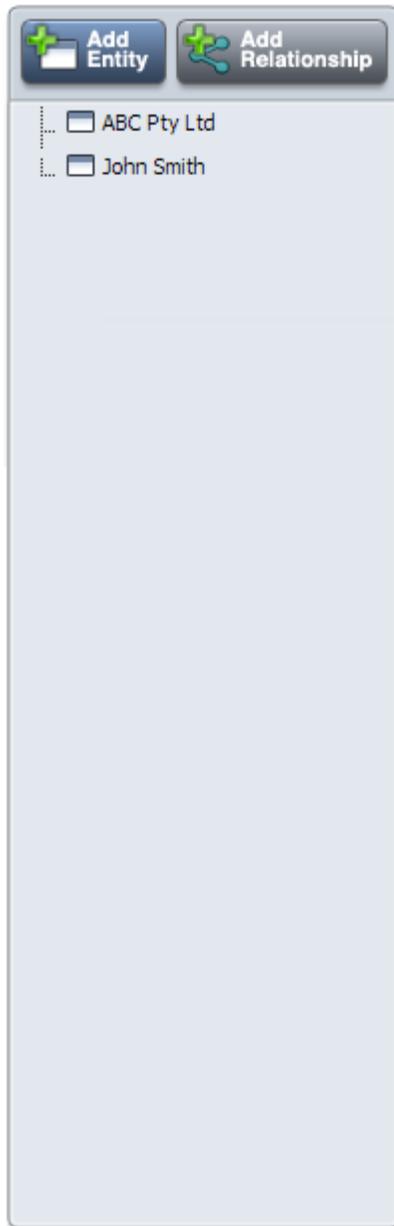
To create an Entity, select the Add Entity Button in the Entities and Relationships List area. Once selected, you will be presented with the following pop-up:

The screenshot shows a 'New Entity' dialog box with the following fields and options:

- Name:** Text input field.
- Identifier:** Text input field.
- Type:** Dropdown menu with 'Please select...' selected.
- ABN/ACN:** Text input field.
- Function:** Dropdown menu with 'None' selected.
- Comments (visible):** Text area.
- Entity Details Section:** A large empty area for additional information.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

- **Name** – is used to record the entity name. Entity details are contained in the appendix of the PDF output, so ensure you give the entity a relative name.
- **Identifier** – is used to record a reference for the entity, such as a customer number.
- **Type** – is used to select the entity type. This will drive what fields are generated in the Entity Details Section.
- **ABN/ACN** – is used to record the ABN/ACN of the entity.
- **Function** – is used to identify the entity function (ie, what that entity does), which is then demonstrated on the Ownership tree via an icon.
- **Comments (visible)** – is used to make comments that you would like displayed within the entity box on the diagram. Typically, entities only appear in the diagram when they have at least one relationship. If comments are entered in this field, the entity will automatically be visible in the diagram.
- **Entity Details Section** – Please refer below for more information on the Entity Details Section

To save the entity, select the Create button. Once saved, the entity will appear on the Entities & Relationships list as follows:



Corporate Entity Details Section:

Edit Entity
✕

Name

Identifier

Type

ABN/ACN

Function

Comments (visible)

Corporate Details

Industry And Risk

Current Risk Grade

Proposed Risk Grade

Industry Code

Industry Description

Industry Outlook

Comments

Profit & Loss Indicators

Period	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Sales	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Other Income	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
COGS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Gross Profit	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Interest	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Depreciation	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Operating Expenses	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Extraordinary Expenses	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Net Profit	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Tax	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
NPAT	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

Balance Sheet Indicators

Period	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Trade Debtors	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Stock	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
WIP	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Other Current Assets	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Total Current Assets	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Non-Current Assets	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Trade Creditors	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Other Current Liabilities	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Total Current Liabilities	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Non-Current Liabilities	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Equity	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

Profit & Loss Ratios

Period	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Gross Profit Margin	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Net Profit Margin	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
EBIT	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
EBITDA	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Interest Cover	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

Comments

Balance Sheet Ratios

Period	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Creditor Days	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Debtor Days	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Stock Turnover	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
W/C Cycle	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Current Ratio	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
ROA	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
ROE	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Debt to EBITDA	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

Comments

The Profit & Loss Indicators and Balance Sheet Indicators are used to calculate the Profit & Loss Ratios and Balance Sheet Ratios.

Editing Entities

To edit an entity, you can either double-click on the entity in the Entities & Relationships List, or right-click on the entity and select Edit. This will open the Add Entity pop-up box where you can make your changes. To save your changes, select Save.

Deleting Entities

To delete an entity, you can right-click on the entity in the Entities & Relationships List and select Delete. You will be presented with a confirmation pop-up and to delete, select OK.

Relationships

Creating a Relationship

When creating relationships, the user defines the “components” of an entity. Individuals are only made up of themselves. Companies however, have directors, shareholders, etc. For this reason, you never add a relationship to an individual. You only ever create relationships for corporate entities (Company, Trust, Partnership, Trading entity).

To create a Relationship, first select the entity you are defining the “components” of (the “Defining Entity”) and then select the Add Relationship Button. Next, select the Relationship Type (refer to the specific Relationship Type fields below) and the Related Entities as follows:

The screenshot displays the 'Add New Relationship' dialog box within the CGT software. The dialog box is titled 'Add New Relationship' and contains the following fields:

- Defining Entity:** A text input field containing 'ABC Pty Ltd'.
- Relationship Type:** A dropdown menu currently set to 'Director'.
- Related Entities:** A list box containing 'John Smith', which is highlighted in blue.

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Create'.

The background interface shows the 'Group Details' and 'Ownership' sections. The 'Ownership' section includes a table with columns for 'Shares/Units/Benefit', 'Trading Entity', 'Holding Entity', 'Investment Entity', 'Parent Entity', and 'Shell Entity'. The 'Add Entity' and 'Add Relationship' buttons are visible on the left side of the interface.

To save the Relationship, select the Create button. Once saved, the Relationship will appear on the Entities & Relationships list and the entities, along with their relationship will appear in the diagram as follows:

The screenshot displays the CGT software interface. At the top, there is a navigation bar with 'File' and 'Help' menus, a user profile 'username', and a 'Sign Out' button. Below this is a green header with the 'CGT' logo and two tabs: 'Group Details' and 'Ownership'. A blue notification bar indicates 'Success - Relationship saved successfully'. The main workspace contains a toolbar with various icons for file operations and a dropdown menu set to 'Organic'. To the right, there is a legend for relationship types: Shares/Units/Benefit, Trading Entity, Holding Entity, Investment Entity, Parent Entity, and Shell Entity. Below the legend, several relationship symbols are shown with their corresponding labels: Director, Director & Shareholder, Shareholder/UnitHolder/Beneficiary, Trustee, Trustee & Beneficiary, Partner, and Trading As. On the left side, a vertical panel titled 'Add Entity' and 'Add Relationship' shows a tree view of the current structure: 'ABC Pty Ltd' with a sub-entry 'Director : Dir-2' containing 'John Smith'. The main diagram area shows a box for 'ABC Pty Ltd' with an arrow pointing to a box for 'John Smith', representing the relationship between them.

Editing Relationships

To edit a relationship, you can either double-click on the relationship in the Entities & Relationships List, or right-click on the relationship and select Edit. This will open the Add Relationship pop-up box where you can make your changes. To save your changes, select Save.

Deleting Relationships

To delete a relationship, you can right-click on the relationship in the Entities & Relationships List and select Delete. You will be presented with a confirmation pop-up and to delete, select

Ownership Tree Relationship Types

The Ownership Tree is used to create a visual representation of a Group's ownership structure. The Ownership Tree's relationships are made up of the following components:

- **Defining Entity** – the entity that you are defining the ownership structure of.
- **Relationship Type** – the relationship that the Defining Entity has to the Related Entity(s).
- **Related Entity** – the entity(s) that owns a part of the Defining Entity.
- **Share** – the % of the Relationship Type that the Related Entity(s) has of the Defining Entity. This field is only populated for certain Relationship Types.

Tips:

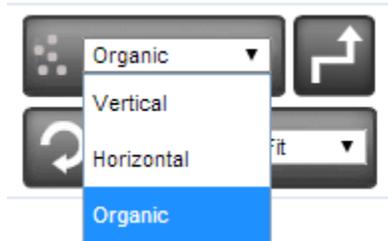
- To create a company as trustee for a trust, select the trust as the Defining Entity, choose the Trustee Relationship Type and select the company as the Related Entity.
- To create a partnership, first create all the individual entities in the partnership and then create a partnership entity with an Entity Type of a Trading Name / Partnership. Then select the partnership entity as the Defining Entity, select the Partner Relationship Type and select the entities that form the partnership as the Related Entity.
- To create an individual trading as a business, first create the individual entity and then the trading entity with an Entity Type of a Trading Name / Partnership. Then select the trading name entity as the Defining Entity, select the Trading As Relationship Type and select the individual entity that is trading under the trading name as the Related Entity.

Manipulating the Diagram Layout

The diagram can be manipulated in several ways. The Layout Buttons are used to manipulate the layout of your diagram:

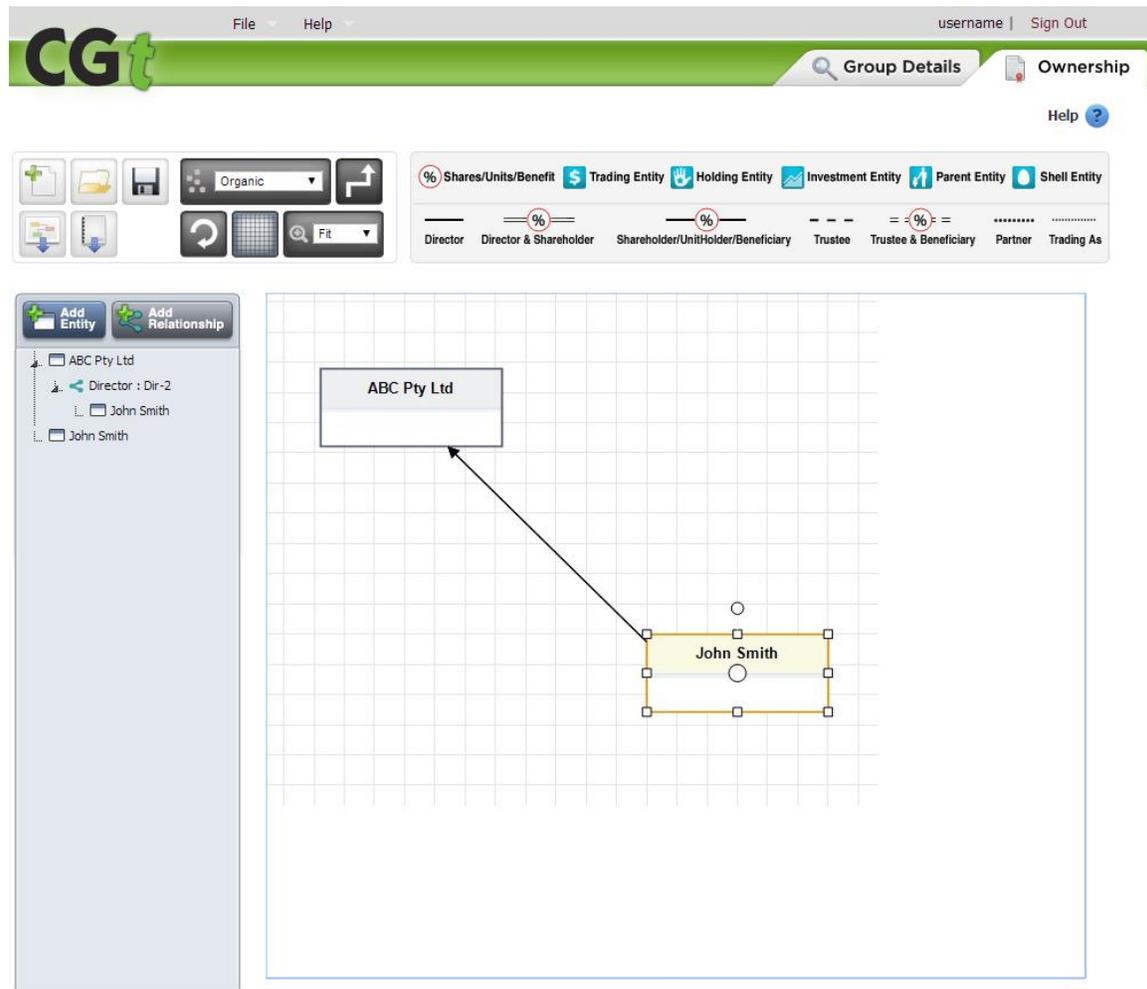
- Preset Layout Dropdown includes 3 predefined layout options. The user can select from Vertical, Horizontal or Centered, to influence the layout of the diagram.
- The Bent Lines Button is used to change between straight and bent relationship lines. When selected, relationship lines will bend so that they are either vertical or horizontal, in a grid like fashion. When not selected, the relationship lines will be straight and will try to be drawn so as to achieve the shortest distance between the connected entities.
- Refresh Button is used to reset the layout according to the Preset Layout Dropdown selected. This is typically used after a manual layout change is made to the diagram
- Grid Button is used to invoke a grid on the diagram. This is particularly useful when laying out entities manually. Entities that are rearranged manually will “snap” to the nearest corner of the grid, which is a good way of ensuring alignment.
- Zoom Dropdown is used to zoom in and out on the diagram

Preset Layout Dropdown



The Preset Layout Dropdown includes 3 predefined layout options. The user can select from Vertical, Horizontal or Centered, to influence the layout of the diagram.

Manual Layout



To lay the entities out manually, simply click on the entity you wish to move and wait for the selection squares and rings to appear as in the image above. You can now move the entity around by selecting the circle in the middle with your left mouse button and holding it while you drag the entity around. Your entity will stop moving when you release your mouse button.

We recommend that you select the grid button before moving entities around as it will make alignment of the entities a lot easier.

You can also increase or decrease the size of the entity box, by selecting and dragging one of the square boxes around the entity.

When you are finished, turn off the grid and select an area outside of the diagram to exit the manual layout mode.

Please note: Once you move entities around manually, they will be locked into that position. If you add additional entities, they will not be laid out automatically, they will simply appear in the top left corner of the diagram. To invoke the preset layouts again and undo your manual changes, simply select the Refresh Button.