CGt

Instruction Manual

FinSuite

V1.0 2014

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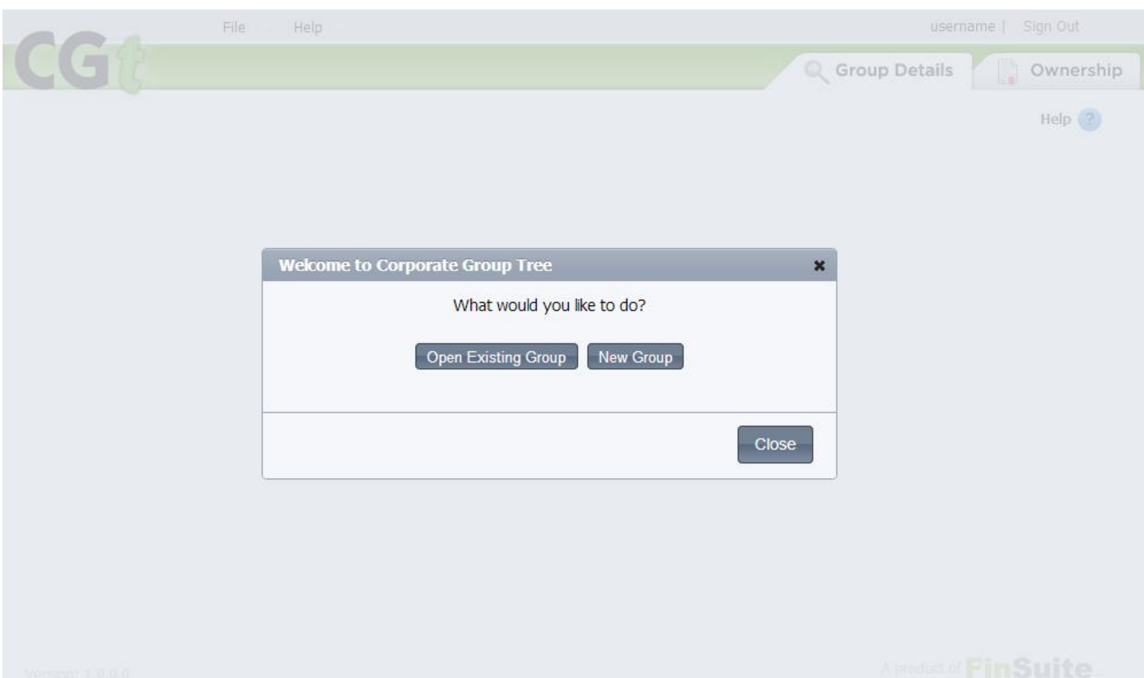
Logon Page

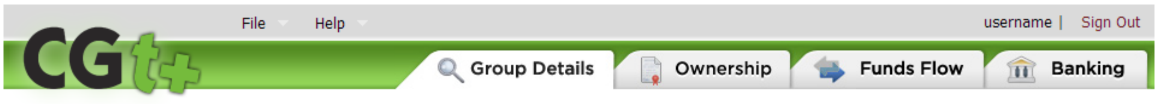
The Logon page is used to logon to the Corporate Group Tree application. If you don't have a valid logon ID, please speak with your Administrator or contact FinSuite by sending an email to support@finsuite.com.au

Open Existing / Create New



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.

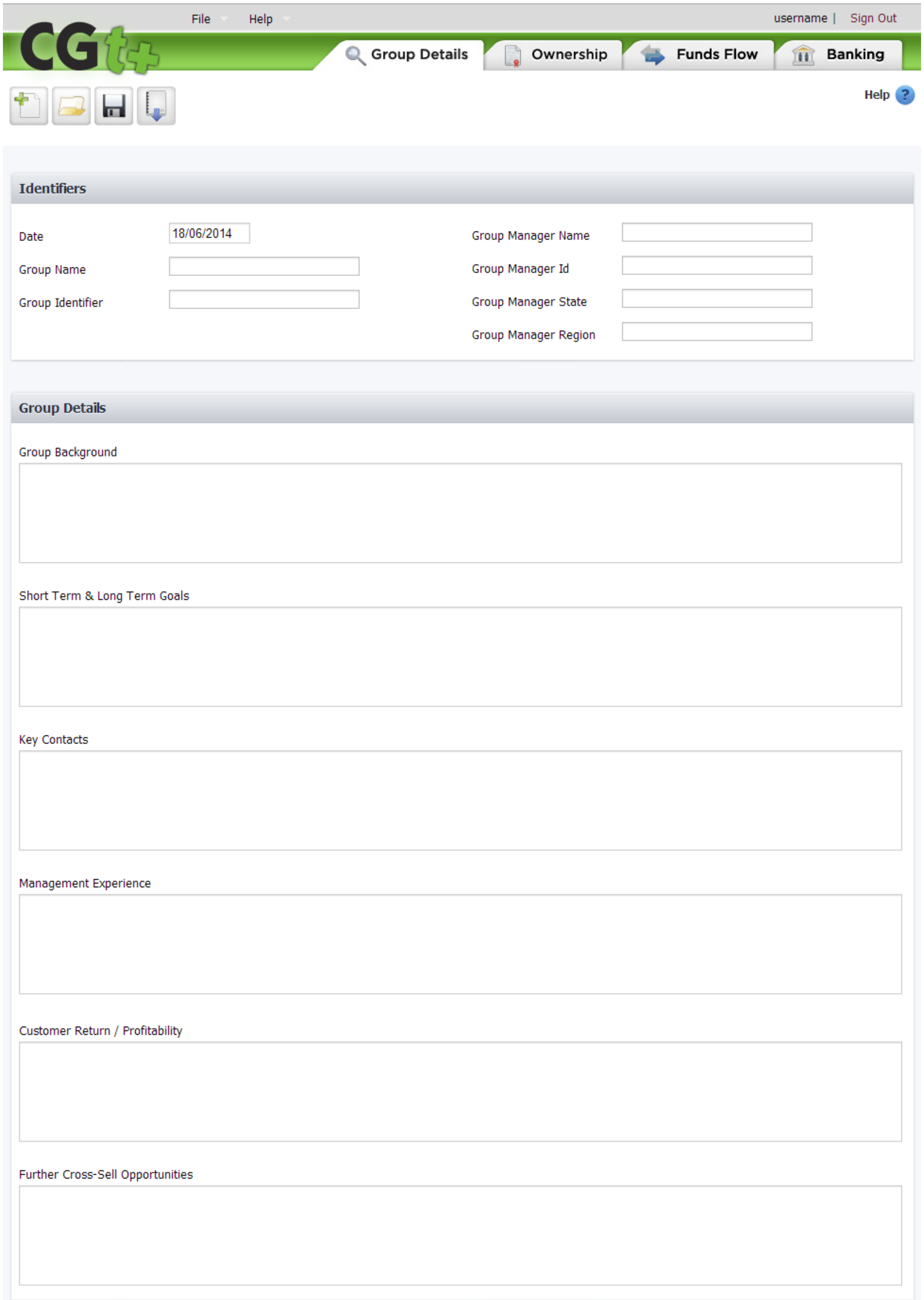
Tabs



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:

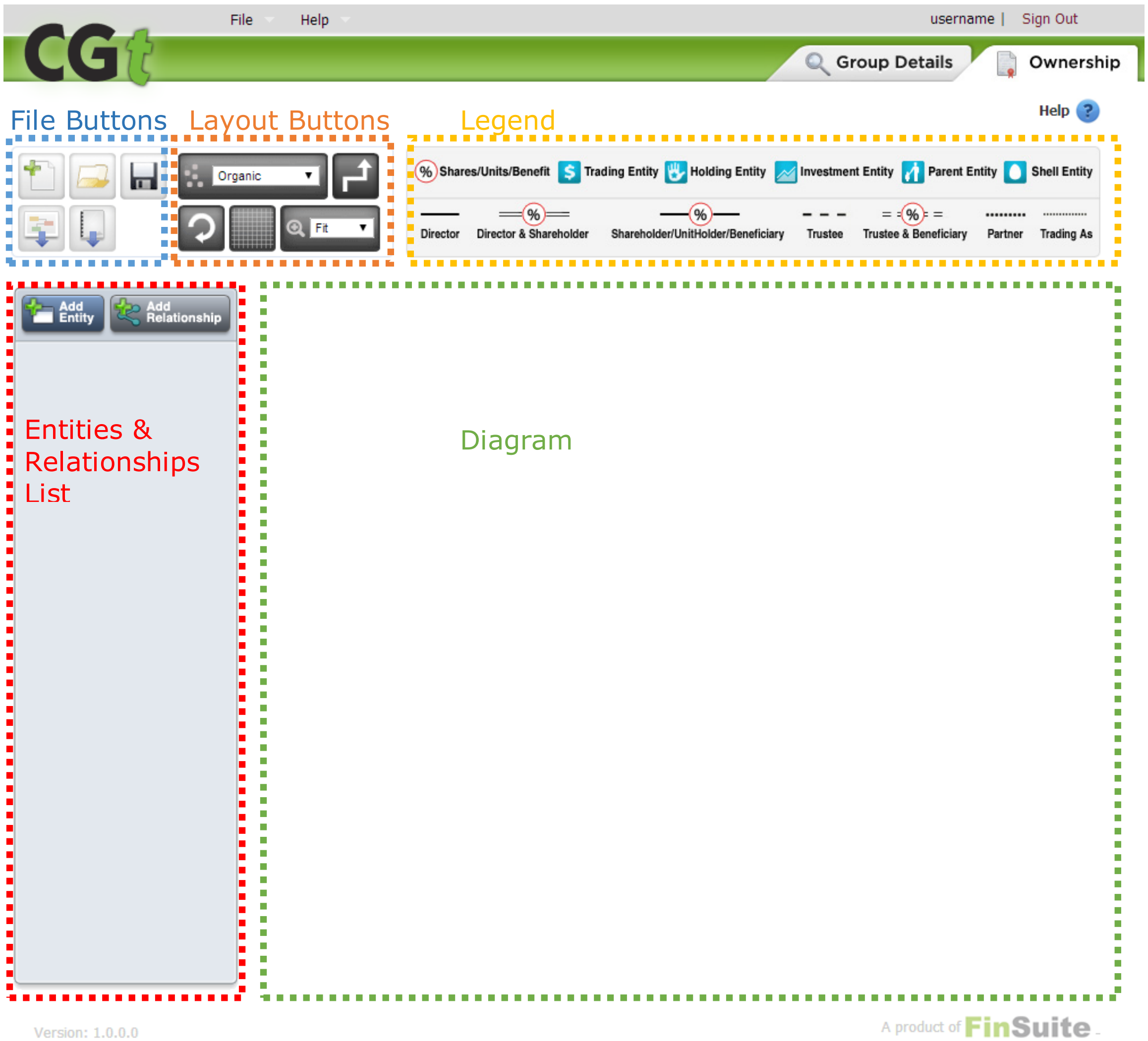
- The Group Details Tab provides the ability to capture some identifying details about the group, as well as some background and future plans.
- The Ownership Tab provides a visual representation of the group's Ownership structure

Group Details Tab



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. Your 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.

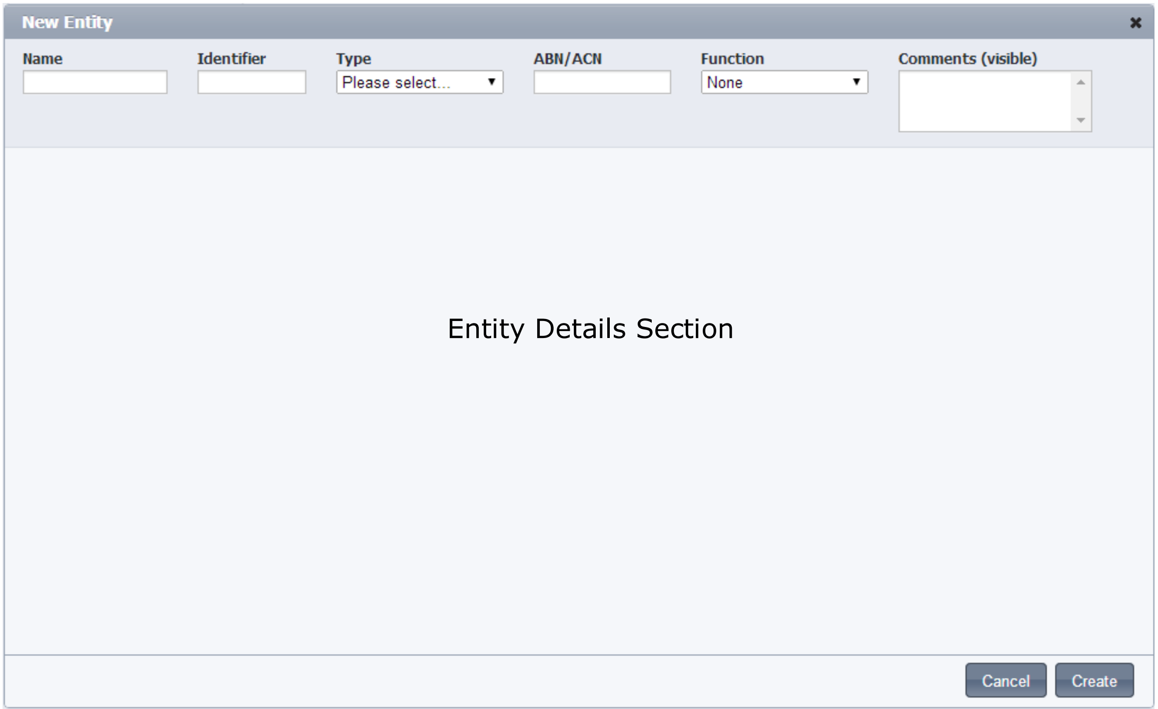
Diagram

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

Entities

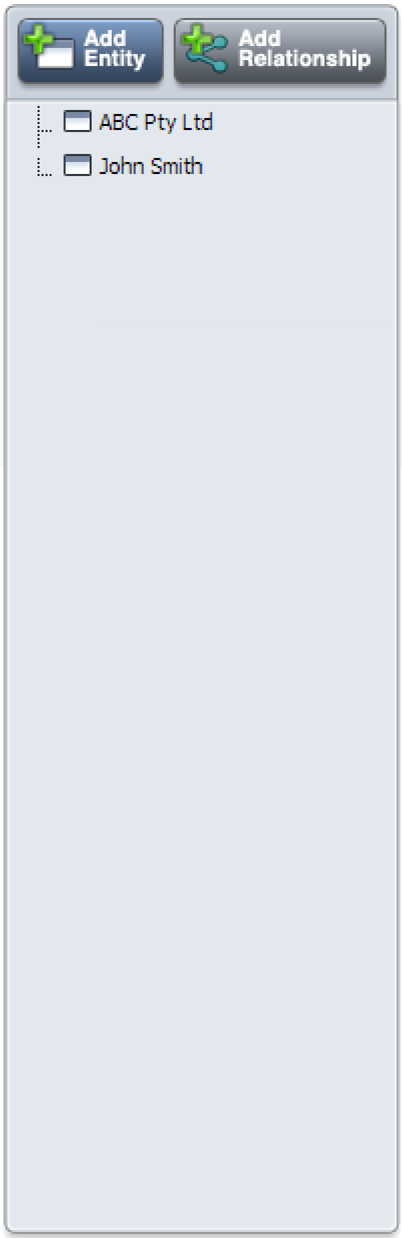
Creating an Entity

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:



- **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

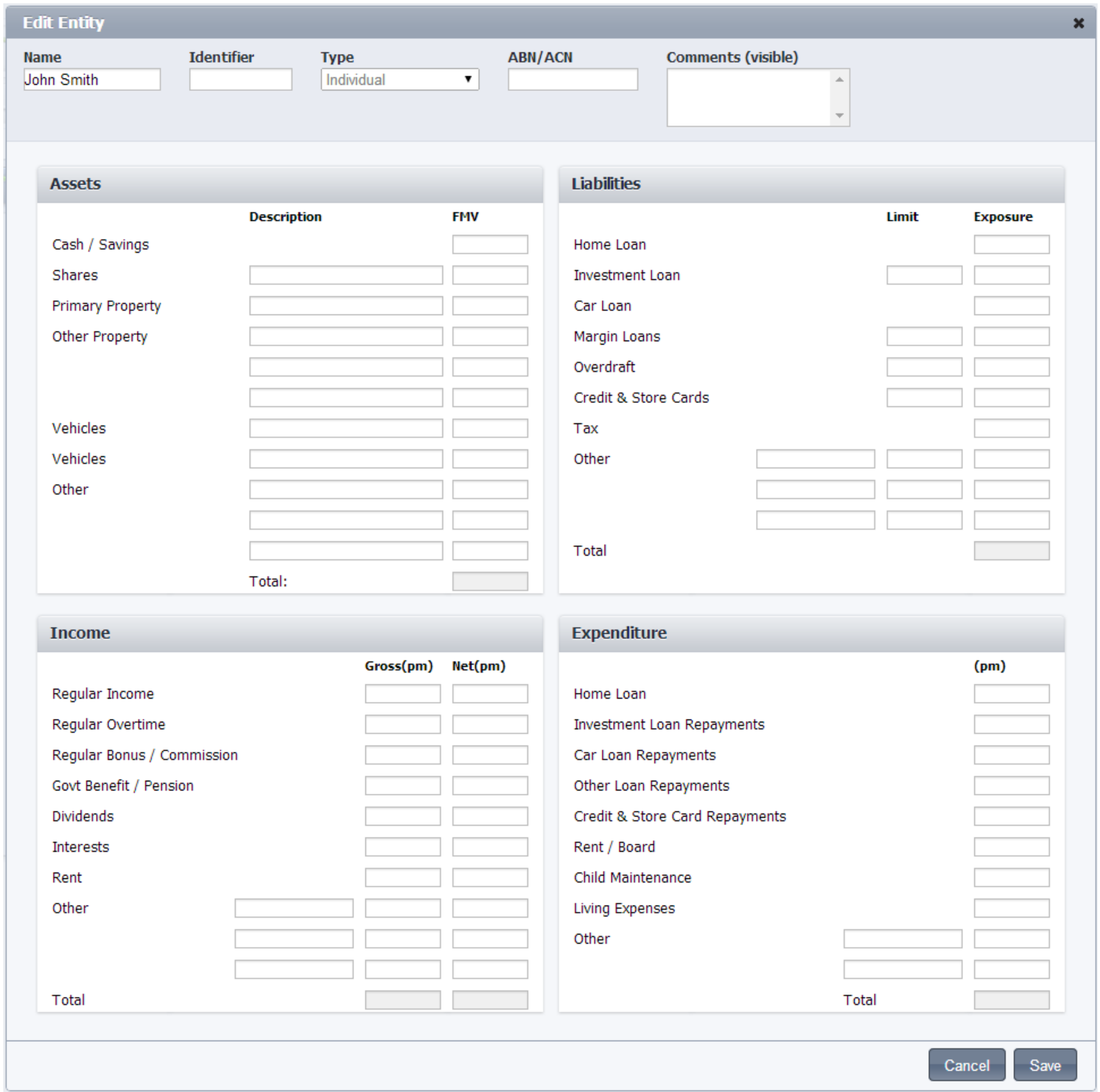
To save the entity, select the Create button. Once saved, the entity will appear on the Entities & Relationships list as follows:



Entity Details Section

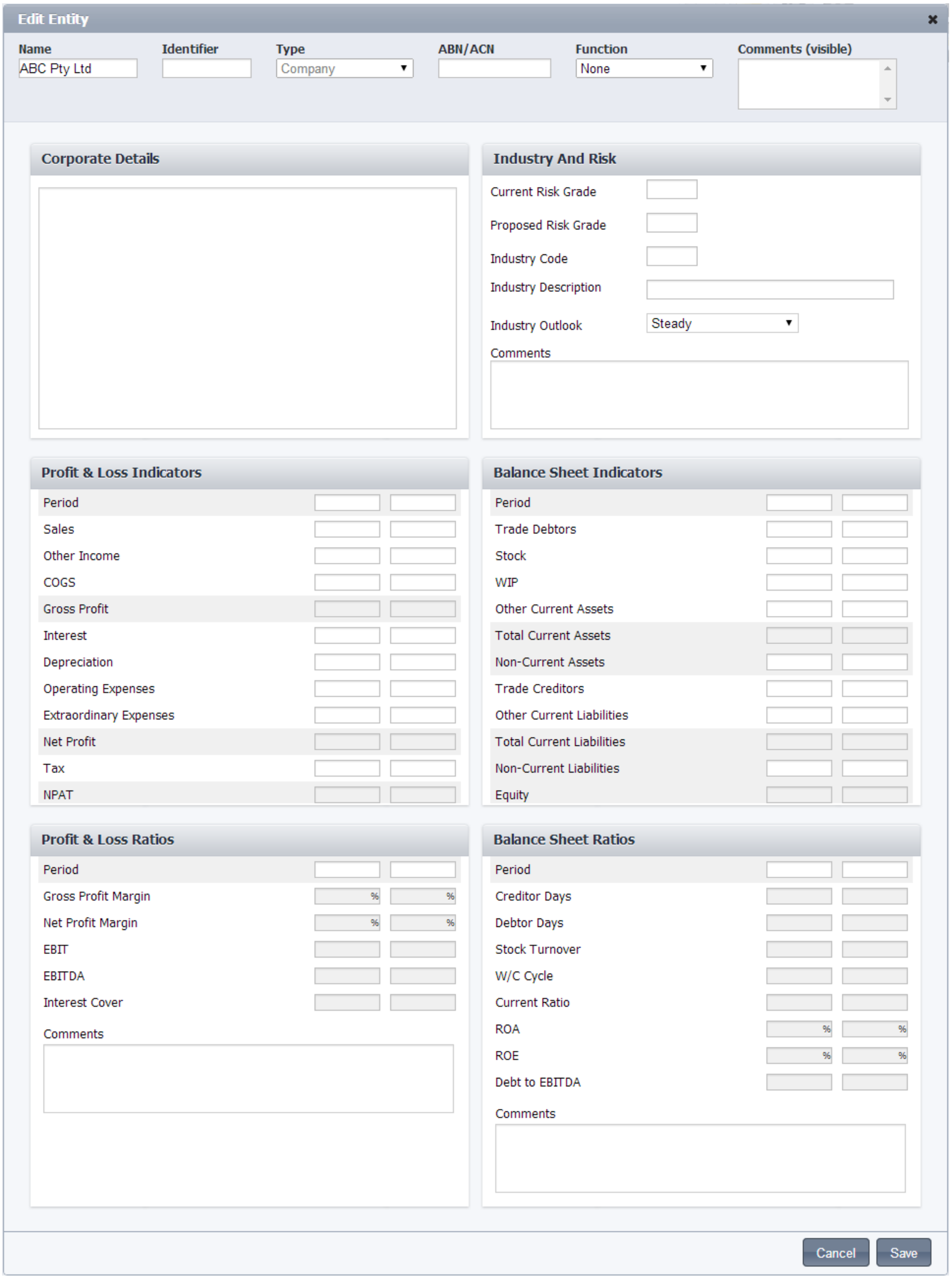
The Entity Details section is used to record specific information about the entity. The format of the Entity Details section is driven by the selection chosen in the Entity Type field. There are two types of formats, one for Corporate entities (Company, Trust, Partnership, Trading entity) and another for Individuals.

Individual Entity Details Section:



In the CGt application, these fields are only used to record the relevant information. They are not used in any calculations. In FinSuite's CGb application, the net monthly Income and Expenditure sections are used in the Brief tab to calculate the Debt Servicing.

Corporate Entity Details Section:



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

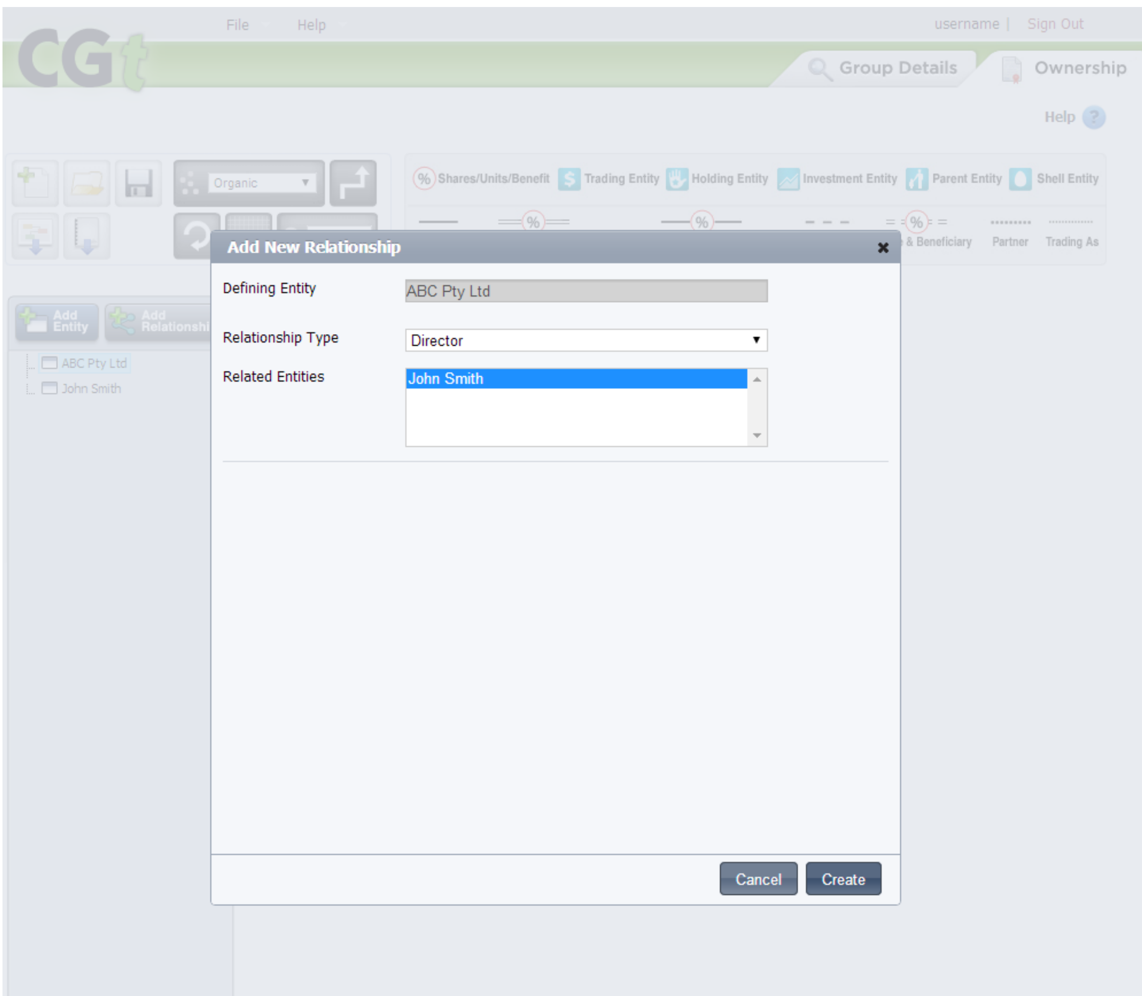
To delete an entity, you can right-click on the entity in the Entities & Relationships List and select Delete. You will be presented with a confirmation pop-up and to delete, select OK.

Relationships

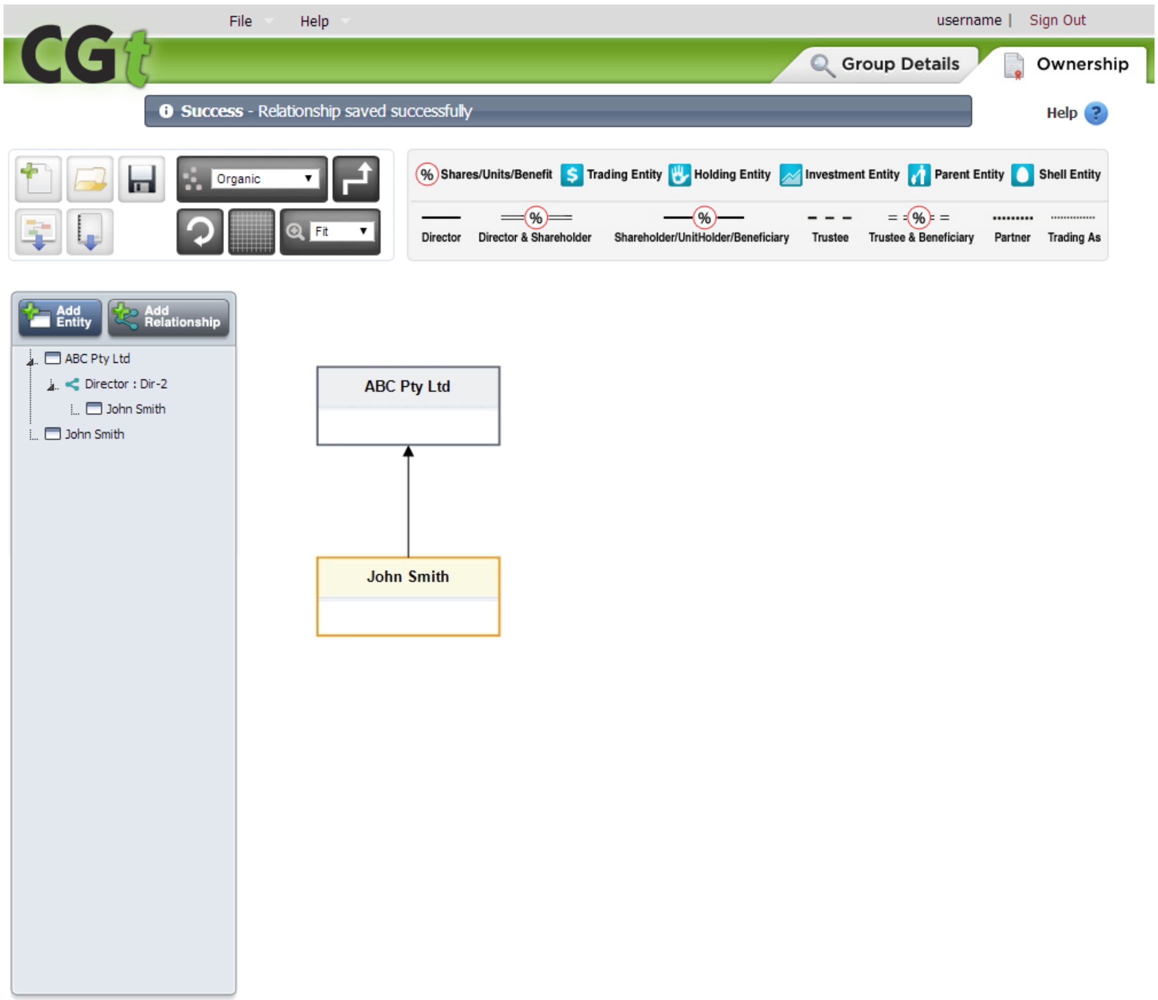
Creating a Relationship

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:



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:



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:

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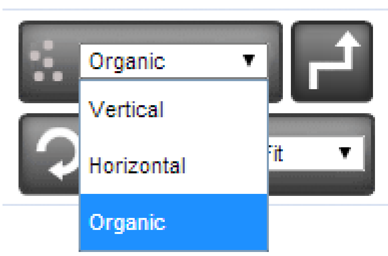
Preset Layout Dropdown



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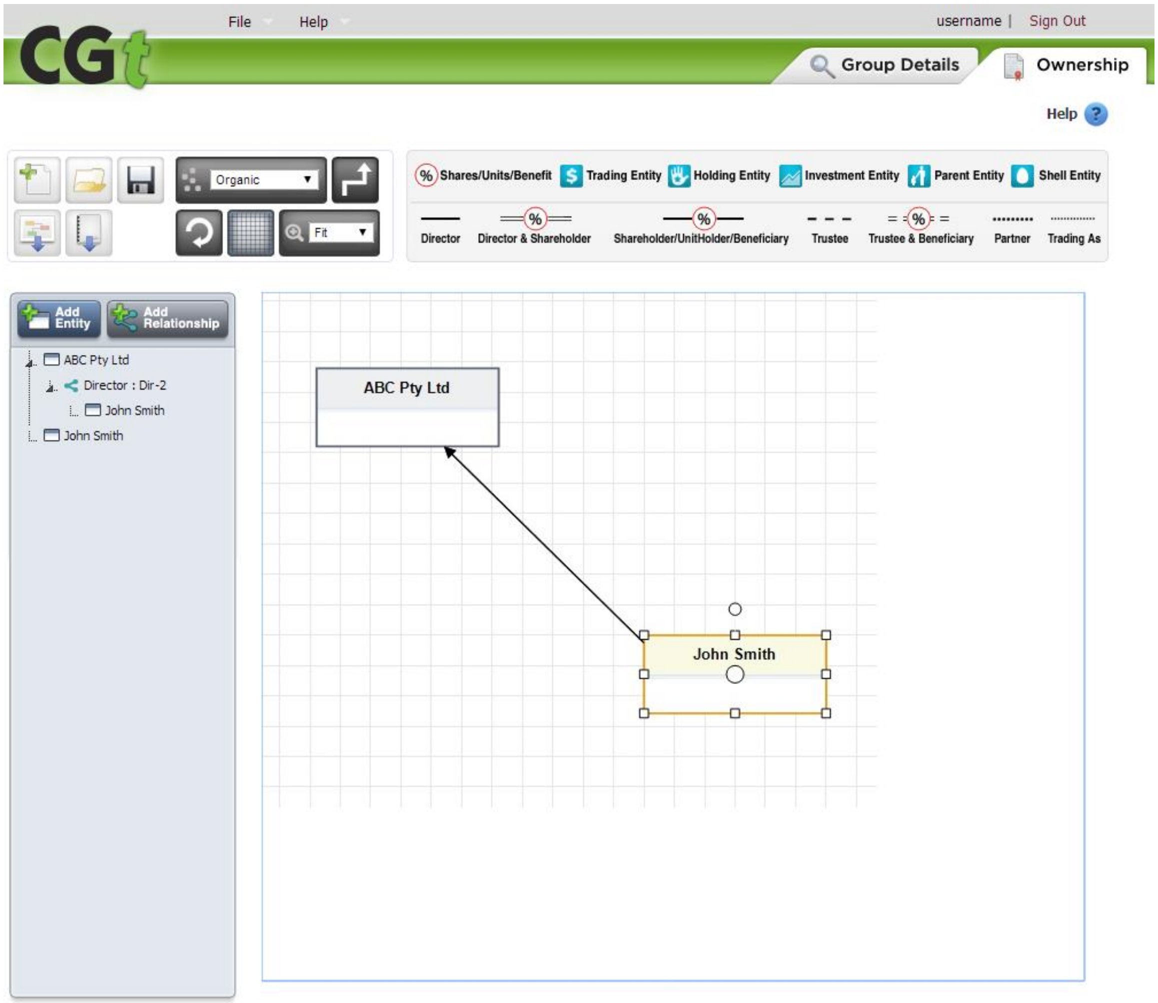
Manual Layout



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.