Profitbase AS

Profitbase Planner

Configuration and Operation

Account module

Profitbase

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BETTER INFORMATION FASTER

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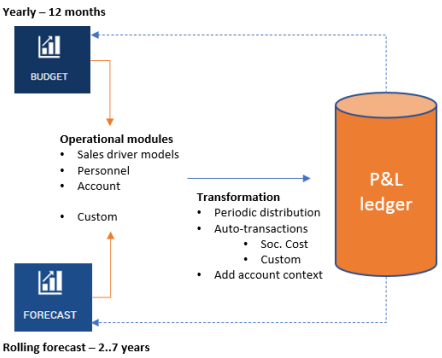
29.5.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised

1 Abstract, intended audience and pre-requisites

The Profitbase Planner Configuration and Operation series consist of several documents dealing with the configuration and operation of individual Planner modules and functions.

Planner modules are operational input modules that contributors to the Budget and/or Forecast processes use to prepare the Profit & Loss (P&L) of their respective areas of responsibility. Different modules will typically cover parts of the P&L such as sales, personnel, cost, etc.



The modules are typically accessed from the Budget and Forecast summary workbooks and the input provided by the contributors are transformed into P&L transactions and fed back to the summary workbooks resulting in a P&L work-in-progress report summary.

The intended audience of this document is implementation partners configuring the solution initially and solution administrators responsible for operating it thereafter.

This document assumes that a Profitbase Planner solution has been deployed and that access to this solution is given to the reader.

The Account module is included as a standard Profitbase Planner module and comes in two versions:

- Budget
- Forecast

This document is common to these versions but uses examples from the Forecast version when describing the functionality.

2 Common functionality

Changes made to input sheets are not saved automatically. To save changes, click the “Save” button. The “Save” button will remain disabled until a change has been made.

To undo all unsaved changes, click the “Refresh” button.

To undo the last of a series of unsaved changes, click the Ctrl and Z keys simultaneously.

To insert new rows to an input sheet, right-click in the sheet and select one of the available options:

- Insert row
- Insert row below
- Insert copy of row

To delete a row from an input sheet, right-click the row in question and select:

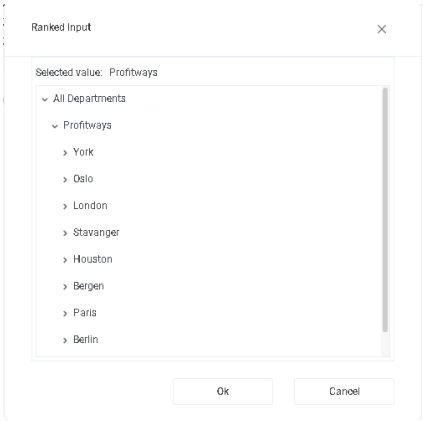
- Delete row

Please note, that although the row is no longer visible in the input sheet, the change must be committed using the “Save” button or undone using the “Refresh” button.

In input sheets, editable fields are distinguished from non-editable fields by fill color, editable fields have by default a white fill color.

In setting tables, a so-called ranked input concept is often used for the dimensional context. Ranked input allows for a high-level selection of dimensional nodes and gives the opportunity to alter the rank or specificity between rows.

A ranked input cell can be set through the ranked input selector by clicking the cell value (cell will display 3 dots if no value is set):



The ranked input selector will display the dimensional hierarchy and allows for the selection of a high-level dimensional node. The selection of a high-level node implies that the setting applies to all sub-ordinate nodes.

Select node and click “OK”.

Click “Cancel” to leave the selector without selecting.

In a table containing multiple rows, the rank or specificity of individual rows can be altered by moving the row up (decrease specificity) or down (increase specificity) by right-click the row in question and selecting:

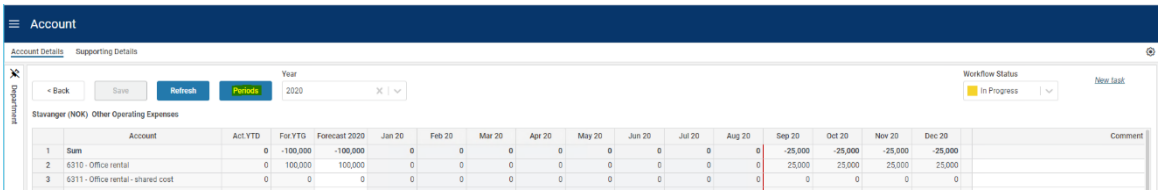
- Move up
- Move down

The less specific the setting is, row should be high up in the table. The more specific the setting is, the further down in the table the row should reside.

3 Principle of operation

Plan by year-totals or by month

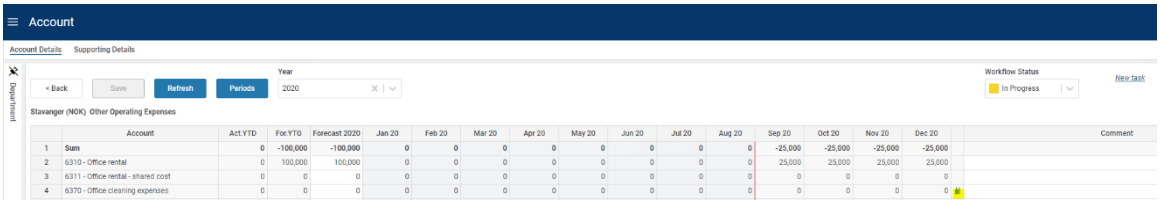
The plan can be input as year-totals or as monthly values. This is controlled by the “Periods” button that toggles the input mode correspondingly:



A year-total input is automatically spread to the plan months of that particular year. The total is spread according to the monthly distribution function tied to the account as follows:

- If a specific monthly input has been made by the user, the distribution inherent in the monthly values is used as a distribution key.
- If not, then if a central distribution key is tied to the account, this distribution will be used

  The existence of a central distribution key is indicated by the following symbol:

  Click on the symbol to view the distribution key.

  Please refer to Distribution keys for details on how to set up central distribution keys.

- If none of the above applies, the total is spread evenly over the plan months

If monthly values are input directly, the individual monthly values in a year are summed and the distribution used thereafter for year-total input will be the distribution inherent in those individual monthly values as edited by the user.

Dimensionality

The basic dimensionality of the account module is department and account.

Extra dimensionality, limited to the 4 free dimensions Dim1, Dim2, Dim3 or Dim4 may be added as needed. Please refer to Select additional dimensionality for details.

Historical references and deviation calculations

The forecast version of the Account module is preset with the last 12 months of actuals.

In addition to the above, up to 5 historic reference columns (e.g. last year's budget) may be added as needed. Please refer to Select, name, and define historical reference columns for details.

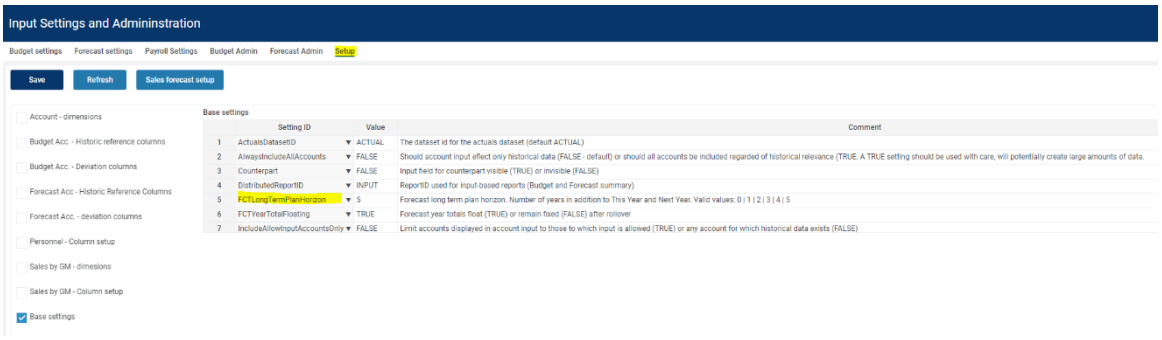
Simple deviation calculations – columns that perform calculations between other columns present in the input sheet (e.g. deviation between next year's budget and this year's budget) - may be added. Please refer to Select, name, and define deviation columns for details.

Long-term forecast

For forecasting, a long-term horizon can be extended to a maximum of 5 years beyond the default horizon that comprises of this year and next year.

The long-term plan allows for a year-total input only. When saving the forecast, the long-term year-totals are automatically distributed to months using the distribution that is relevant to the next year's forecast for the corresponding dimensionality.

The long-term horizon is set up in the "Input settings and administration" workbook:



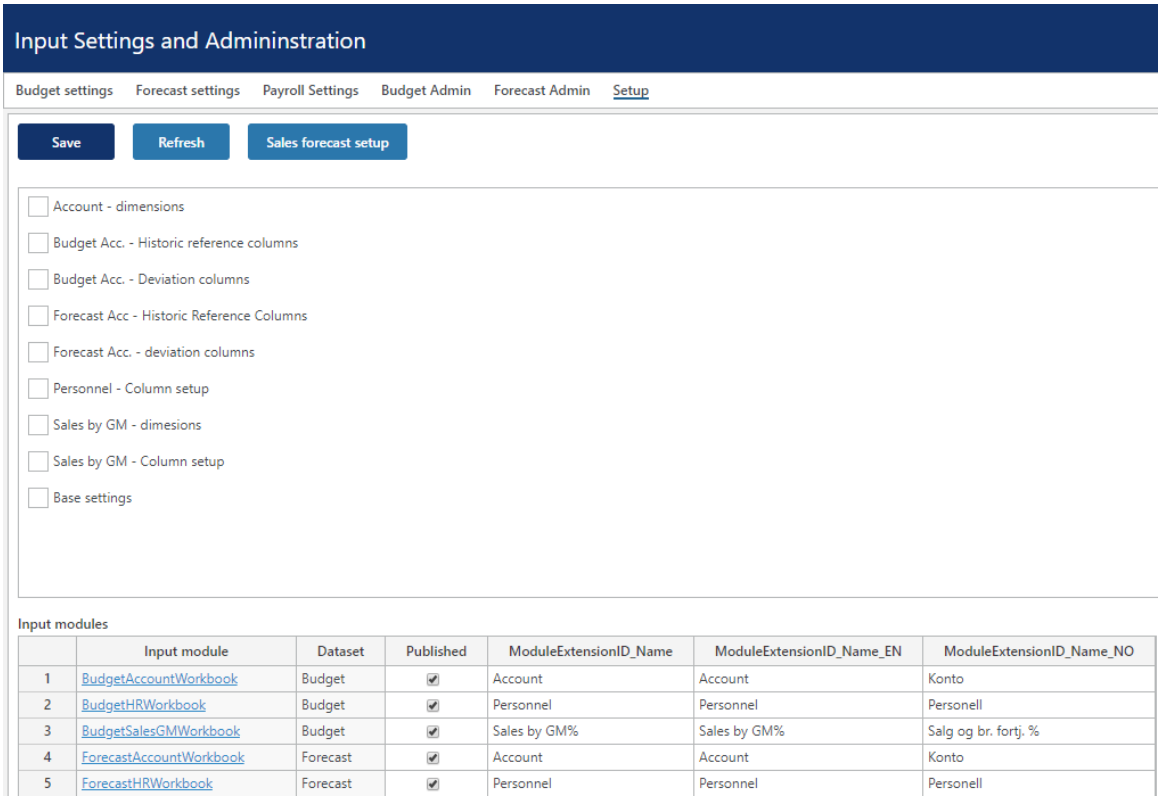
Forecast roll forward actions

If long-term forecasting is enabled, the year-total forecast for next-year+1 will be automatically distributed to monthly values using next-year's distribution when rolling over to a new year.

4 Module configuration

Publish and name module

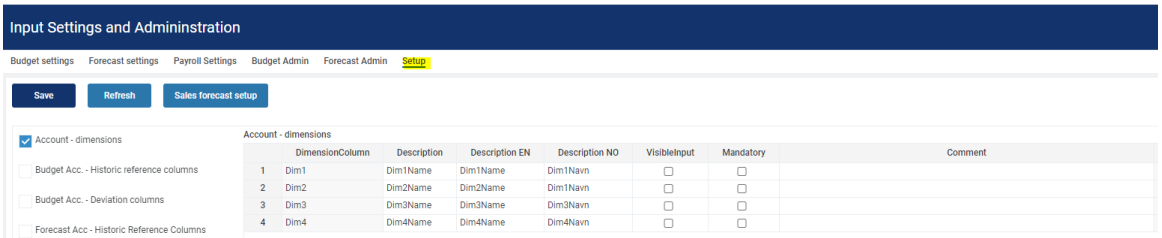
Select the "Input Settings and Administration" workbook and go to the "Setup" page, and edit the "Input modules" table:



Column	Description
Input module	The name of the input module. The Input module column is an action link that will open the module in admin mode that means that changes are possible regardless of the "Published" column setting.
Dataset	The dataset or process that the module is attached to (Budget | Forecast)
Published	Indicates that the input module is Published or not (checked | unchecked). If not published (unchecked), changes will not be possible unless opening the input module using the action link in the "Input module" column.
ModuleExtensionID_Name	The module's default name
ModuleExtensionID_Name_EN	The module's English name
ModuleExtensionID_Name_NO	The module's Norwegian Name

Select additional dimensionality

Select the "Input Settings and Administration" workbook and go to the "Setup" page:



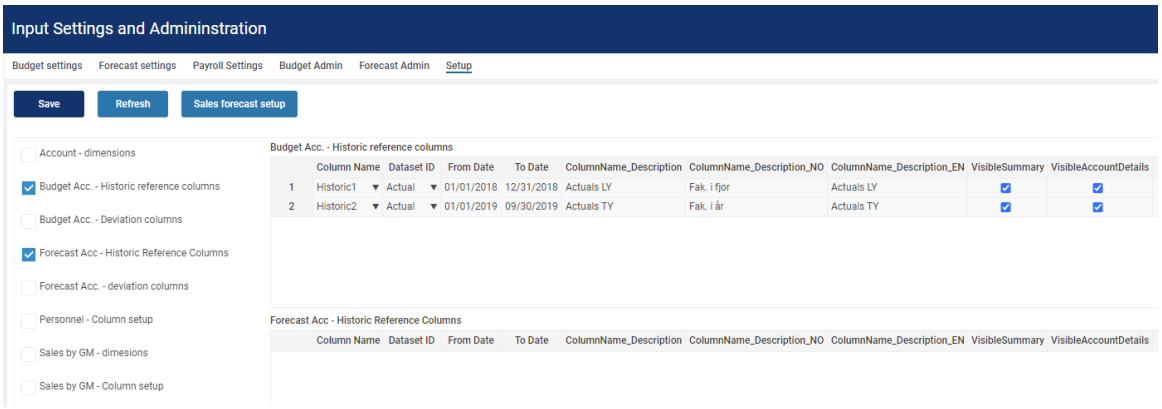
There is a preset number of additional dimensions to choose from, Dim1, Dim2, Dim3 and Dim4.

Column	Description
Dimension Column	The internal dimension column (preset).
Description	The dimension column's default name
Description EN	The dimension column's English translation
Description NO	The dimension column's Norwegian translation
Visible Input	Indicates that the column is visible and editable in the input worksheet or not (checked | unchecked)

Mandatory	Indicates that the column is mandatory in the input worksheet, i.e. that when inserting a new row, the user will have to select a value from the attached drop-down list.
Comment	Optional comment.

Select, name, and define historical reference columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the appropriate definition table depending on the process (Budget or Forecast):



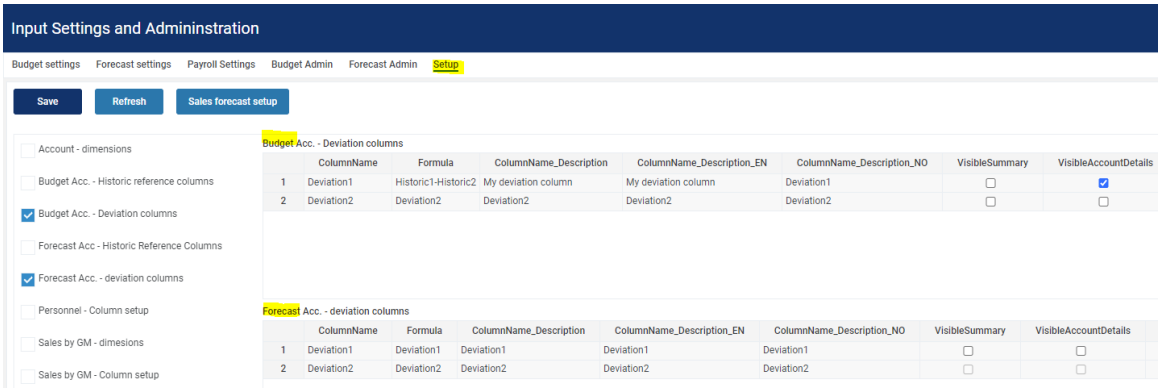
Note that the account module will use the historic ledger (data store ReportAccountByMonthHistorical) as the basis for historical data so that any data desirable to display as reference data must reside there.

There is a preset number of historical reference columns to choose from.

Column	**Description**
Column Name	The internal historical reference column id, Historic1, Historic2, Historic3, Historic4 and Historic5. Select from the drop-down list.
DatasetID	The dataset origin for the historical reference data. Select from the drop down list.
From Date	The start date for the historical reference data
To Date	The end date for the historical reference data
ColumnName_Description	The column default name
ColumnName_Description_EN	The column’s English translation
ColumnName_Description_NO	The column’s Norwegian translation
Visible Summary	Indicates that the column is visible in the summary workbook for the process or not (checked | unchecked)
Visible Account Details	Indicates that the column is visible in the account input worksheet or not (checked | unchecked)

Select, name, and define deviation columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the appropriate definition table depending on the process (Budget or Forecast):



There is a preset number of deviation columns to select.

Column	Description
Column Name	The internal deviation column id, Deviation1, Deviation2.
Formula	The deviation formula consists of internal column ids and mathematical operators + - * /. If, for example the deviation column is to show This year's budget – Last year's budget, and the two are stored in columns Historic1 and Historic2 respectively, the formula would be "Historic1 – Historic2".
ColumnName_Description	The column's default name
ColumnName_Description_EN	The column's English translation
ColumnName_Description_NO	The column's Norwegian translation
Visible Summary	Indicates that the column is visible in the summary workbook for the process or not (checked | unchecked)
Visible Account Details	Indicates that the column is visible in the account input worksheet or not (checked | unchecked)

Attach module to input report

The Account module is the default module and will be attached to any report line that is not specifically attached to another (not the Account) module.

5 Module settings

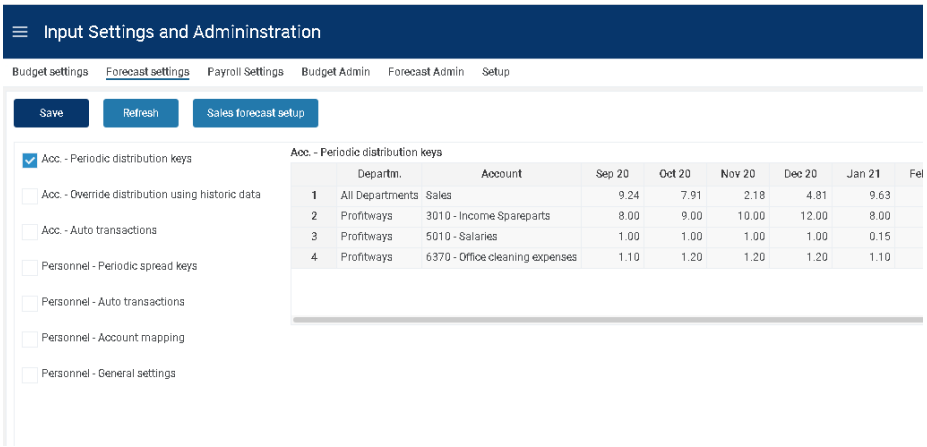
For account module settings, go to the "Input Settings and Administration" workbook and select either the "Budget settings" or "Forecast settings" page depending on the process in question.

Distribution keys

Distribution keys are specified by the combination of the department and account dimensions.

The dimensional values are selected using the ranked input selector. For details on using the ranked input selector and making rank changes between rows, please refer to Common functionality for details.

As a general rule-of-thumb, it is advisable not to use too specific distribution keys. Making a high(er)-level selection(s) instead and using aggregate distribution key values relevant to the selection, with the aid of the Distribution key helper where applicable, may be a good starting point.

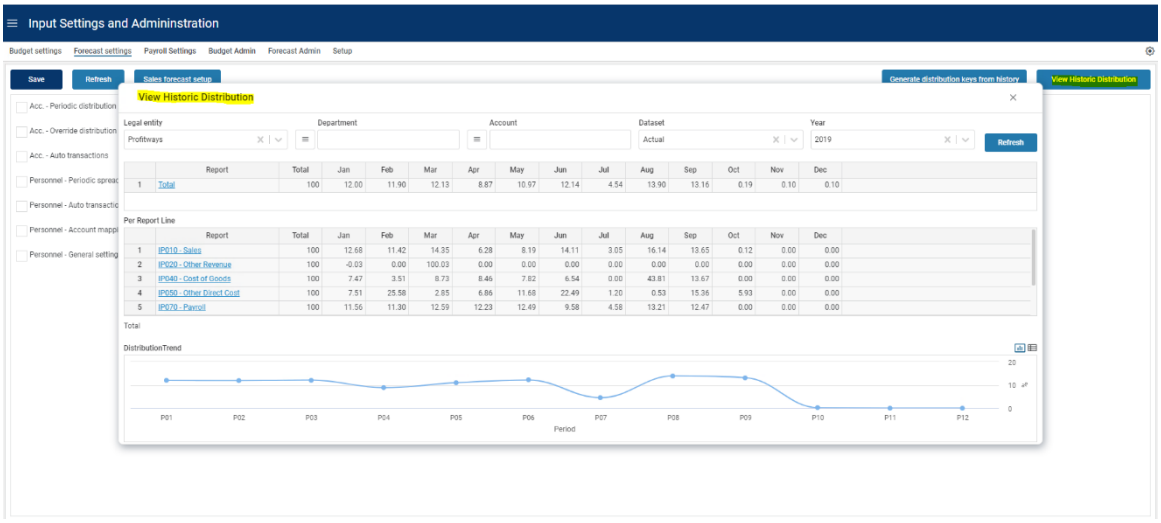


Column	Description
Department	Ranked input. Mandatory
Account	Ranked input. Mandatory.
Monthly distribution key weight (heading dynamic)	Numeric values. Mandatory. When distributing a year-total value over monthly periods, the weight given to a specific month is its distribution key weight divided by the sum of the distribution key weights for all the months for that year.
Comments	Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.

Distribution key helper

A distribution key helper can be used by clicking the “View Historic Distribution” button. This will display a pop-up in which the distribution of historical data can be viewed.

Make selections in the filter-row at the top and click the “Refresh” button to see the results:



In some case, it may be relevant to use historic distributions as the basis for future distributions.

If so, copy out the monthly values of a specific row (select cells and click Ctrl-C) and paste into a relevant row in the “Distribution keys” table.

A high-level selection in the Legal entity and/or Department and Account dimensions will display an aggregate distribution over the historical period selected.

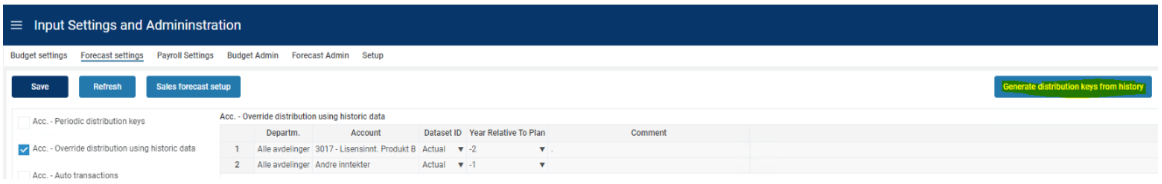
Override distribution using historic data

It is possible to override the defined distribution keys described above by using historic data.

This allows for the distribution inherent in a certain time-range of historic transactions for selected department and account combinations to be used as distribution keys. This may be relevant in some case where historical distribution is expected to recur in the future.

Care should be taken not to use this functionality on too wide a range of departments and accounts as this will generate a potentially large amount of very specific distribution keys. Keep also in mind that the user will always be able to input amounts by month for any department and account combination and thereby effectively override any historical keys generated for that combination.

Define the selection of departments and accounts:



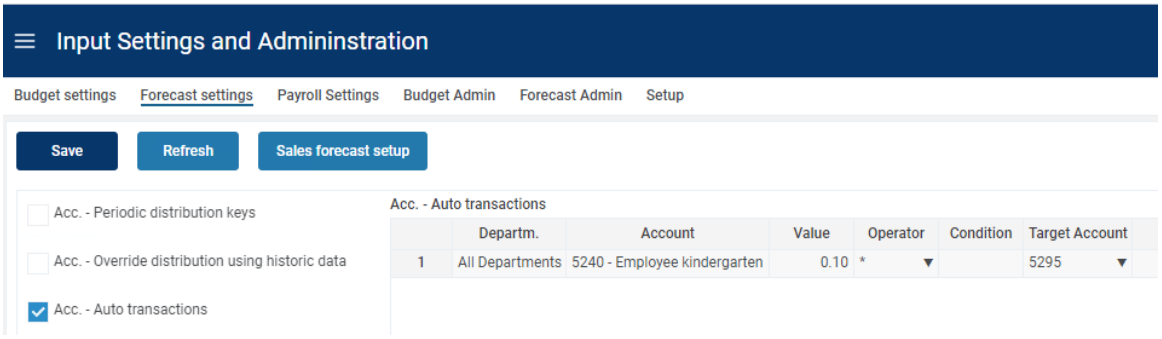
When defined, click the “Generate distribution keys from history” button to generate the keys.

Column	Description
Departm.	Ranked input. Mandatory
Account	Ranked input. Mandatory.
Dataset ID	The historic dataset from which the historic distribution keys are generated. Select from list.
Year relative to plan	Define the time-range for the historical period from which to generate the historic distribution keys. Numeric values. Mandatory. Select from list.
Comments	Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.

Auto transactions (optional)

Auto-transactions may be used to trigger additional transactions based on user input. For example, the input to a certain account should always generate an additional transaction to another account amounting to 10% of the input or source transaction.

The target department will always be the same as the input or source department.



Column	Description
Departm.	Source department. Ranked input. Mandatory
Account	Source account. Ranked input. Mandatory.
Value	The value and the operator define how the amount of the target transaction will be calculated. In the example above, the amount of the target transaction will be 10% of the source amount. Numeric value. Mandatory.
Operator	Select from list. Mandatory.
Condition	Optional. Special condition to apply when validating whether to execute the rule or not. For example: - Month() > 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June) - CurrentPeriodValue() > 1000 indicating that rule will be executed if value currently processed is greater than 1000 Operators: - Equality: == - Greater than or equal to: >= Greater than: > - Less than or equal to: <= Less than: < - Logical and: && - Logical or: ||
Target Account	Mandatory. The account that the target transaction will have. Select from list.