Profitbase AS

# **Profitbase Planner**

# *Configuration and Operation* CapEx module

Profitbase

12.10.2020

Version 1.0



# Content

Conte	ent	2
1	Abstract, intended audience and pre-requisites	3
2	Common functionality	3
3	Principle of operation	5
	Plan by individual year and dataset.         Flexible organizational input level.         Flexible input sheet.         1.1.1       Input columns.         1.1.2       Dimensionality.         1.1.3       Investment status.	.6 .7 .7 .7
4	Module configuration	8
	Column setup Dimension setup Investment status	.9
5	Settings	10
	Investment Depreciation	10

Date:	Version:	Changed by:	Changes:
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.

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 CapEx module is included as a standard Profitbase Planner module and is common to Budget and Forecast.

#### 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):



Selected value: Profitways	
✓ All Departments	
✓ Profitways	
> York	
> Oslo	
> London	
> Stavanger	
> Houston	
> Bergen	
> Paris	
> Berlin	

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

The CapEx module provides an input sheet for contributors to plan investments and based on it, it will generate depreciation cost and maintain the balance accounts associated with the investments.

Plan by individual year and dataset

Investments are input by individual year by selecting the year in question from the filter dropdown list of years:

≡	CapEx				
Cap	Ex Setup				
Ж			Year	Status	
Depa	Save Refresh	Forecast - 2020/9	2020	X   V =	Copy data
Department	Stavanger (NOK)				

The module is common to budget and forecast, select the dataset in question from the dataset filter selector:



For new years, it may be relevant to copy data from a previous year. This can be done by accessing the "Copy data..." button. This will reveal a popup in which year and dataset can be selected:

Copy data		×
Forecast - 2020		
Select dataset and year to c	opy from and click Cor	ıfirm.
Dataset	Year	
Include amounts	Confirm	Cancel

Only investments input for periods post the start of plan for Budget and Forecast respectively will be considered in the plan.

Older data can be deleted in the "Setup" page by clicking the "Delete data..." button to reveal the following dialogue:



≡	CapEx								
Сар	Ex <u>Setup</u>								
X De	Save	Refresh	Delete d	lata					
Department	Filter		(CapExWo	rkbook) - Cap	Ex 🔽 Pi	ublished			
	<u>Clear</u> CapEx		Setting	js Inpu	it model	Delete data	×		
			Investme	ent: Depreciat		CapEx			
				Legal Entity	Dataset	Select dataset and year to delete and click Confirm.		ResidualValue	1
			1	Profitways	All Datase	Select autoset and year to delete and ellok oolinini.			
							$\sim$		
						Confirm	Cancel		

#### Flexible organizational input level

Investments can be input from anywhere in the organizational dimension. Each investment must, however, be attached to a department.

If a department is selected when input is done, this department is automatically assumed to be the department for the investment.

If at a higher level, the legal entity and department columns are automatically visible and relevant values must be selected from the dropdown lists attached to the columns:

≡ CapEx						
CapEx Setup						
Department	쭈					Year
Profitways	Depa	Sa	ve	Refresh	Forecast - 2020/9	2020 × ×
✓ All Departments	Department	Profitwa	ys (NOK)			Data has been changed, but not saved
<ul> <li>Profitways</li> </ul>			Legal Entity	Departm.		Investment descr.
Bergen		1			Sum	
Berlin		2	Profitways	Oslo	Deployment new ER	P system
Denni		3	Profitways	Stavanger	New servers	
Houston		4	Profitways 🔻	T		
London						
Oslo						
Paris						
Stavanger						

Click the <sup>\$</sup> icon to view the transactions generated from the row in question.



			Year				Status																
Save	Refresh	ecast - 2020/9	2020			X   ~	=			Cor	oy data												Nev
avanger (?	Fore	ecast - 2020/9																					
		ent descr.		Depr	pct ovr	Depr. date ovr.	Status	Sum 2019	Sum 2020	Jan (	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1 S				SΣ	per on	bepr. usie on.	Grands		500,00		0 0		0 0						0 250,000			0	
	New servers			S	33.0%		Proposed v		500,00							250,000			250,000			6	
																					_		
	Stavanger	Sum 2020		Eab	Мы	hr	Mar	bas		Aug	Cap	Out	Mau	Dec							_		
	Stavanger Account Sum	Sum 2020 20,625	Jan	Feb	Mar	Apr	May	Jun	Jul 0	Aug	Sep	Oct 6,875	Nov 6.875	Dec 6,875							-		

#### Flexible input sheet

#### 1.1.1 Input columns

Depending on the familiarity of contributors with investments, asset accounts, depreciation rates and so on, the input sheet may be configured differently.

By default, the depreciation rate and the start date for depreciation are input fields:

≡	CapE	x																		
Cap	x Setup	Þ																		
🛠 Department	Sav	Forecast - 2020/9	Year 2020		x   v	Status			Cop	y data										
		Investment descr.		Depr. pct. ovr.	Depr. date ovr.	Status	Sum 2019	Sum 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	1	Sum		S			0	500,000	0	C		0 0	0	0	250,000	0	0	250,000	0	
	2	New servers		\$ 33.0%		Proposed V	0	500,000							250,000			250,000		

This can be changed so that the contributor selects from asset groups for which depreciation rates and accounts are automatically associated.

For details on defining input columns, please refer to Column setup for details.

For details on detailing settings per asset group, please refer to <u>Settings</u> for details.

#### 1.1.2 Dimensionality

The basic dimensionality of the CapEx module is department and individual investment.

Extra dimensionality may be added as needed, please refer to <u>Dimension setup</u> for details.

#### 1.1.3 Investment status

An investment status table can be defined with behaviors such as include in plan which determines whether investments of a certain status is to be included in the plan or not.

Please refer to Investment status for details.



### 4 Module configuration

The CapEx module is configured in the "Setup" page of the "CapEx" workbook. In the "Setup" page, select the "Input model" tab:

(	СарЕх												
x	Setup												
1	Save Refresh	Delete d	iata										New task
	Filter	(CapExWo	rkbook) - CapEx 🔽	Published									
	Clear	Setting	Input model										
	CapEx	Column	setup										
			Column Name	Description	Description EN	Description	Vis	ibleWorksheet		Coments			
		1	AccountID	Asset acc. id ovr.	Asset acc. id ovr.	Elendelskto. id	OVS.						
		2		Days of credit	Days of credit	Ant. kredittdag	r						
			DepreciationDateOvr		Depr. date ovr.	Avskr. dato ovs		2					
			DepreciationPctOvr		Depr. pct. ovr.	Avskr. sats ovs		2					
		5	ExternalRefID InvestmentStatusID	Ext. ref.	Ext. ref. Status	Ekst. ref. Status							
					VAT pct. ovr.	MVA sats ovs.							
								0					
		Dimensio	DimensionColumn					VisibleInput	Mandatory		omment		
			ActivityID	ActivityID_Nan			ription NO			L.	omment		
			AssetGroupID			DID_Name AssetG							
			Dim1	Dim1Name	Dim1Nam								
		4	Dim2	Dim2Name	Dim2Nam								
		5	Dim3	Dim3Name	Dim3Nam	Dim3Na	vn						
		6	Dim4	Dim4Name	Dim4Nam	Dim4Na	vn	0					
		Status											
			InvestmentStatusI				on NO	Initial value	Include in plan	Co	mments		
		1		Proposed	Proposed	Foreslått							
		2		Approved	Approved	Godkjent							
		3	99	Rejected	Rejected	Avslått							

The module can be published by checking the "Published" checkbox and clicking the "Save" button. Conversely, the module can be taken offline by unchecking the "Published" checkbox.

#### Column setup

The module contains several input columns that may or may not be used depending on what kind of loan functionality is relevant by selecting and/or deselecting input columns.

The following columns are always present and thus not available for selection:

Text:	The investment name or description. Mandatory.
Amounts (per month):	The investment (acquisition) amount for the month in question.
	Mandatory.

The columns available for selection are selected in the "Column setup" table:

Column	Description
Column Name	The internal column id. Preset.
Description	The column's default heading.
Description EN	The column's English heading
Description NO	The column's Norwegian heading
Visible worksheet	Indicates whether the column is visible in the input sheet (checked) or not (unchecked)
AccountID:	the asset account override, column is default not visible. The default asset account is set in the "Investment Accounts" setting table and will in most cases suffice. Please refer to Investment Accounts for details.
DaysOfCredit:	the number of days of credit for the investment, column is default not visible.



DepreciationDateOvr:	the date for start of depreciation, column is default visible. The default value is the time of acquisition.
DepreciationPctOvr:	the depreciation rate override, the column is default visible. The default value is set in the "Investment Depreciation" setting table. Please refer to <u>Investment Depreciation</u> for details.
ExternalRefID:	use when appropriate, could be used for attaching an assetid or similar, the column is by default not visible.
InvestmentStatusID:	Investment status dropdown, the column is by default visible. For details on defining Investment statuses, please refer to <u>Investment</u> status.
VatPctOvr:	the VAT rate override, the column is by default not visible.

Dimension setup

There is a pre-set number of dimensions to select and name.

Note the "Asset group" dimension. This dimension is part of the dimensionality available for defining CapEx settings. If CapEx settings are refined down to asset groups, the "Asset group" dimension should also be selected (i.e. be visible) in the input sheet.

Column	Description
DimensionColumn	The dimension column id. This column is preset with the available dimensions ActivityID,
	AssetGroupID, Dim1, Dim2, Dim3 and Dim4.
Description	The column's default translation
Description EN	The column's English translation
Description NO	The 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 this dimension is mandatory, when adding a new investment, i.e. it is required to select a valid dimension member from the associated dropdown list.

#### Investment status

Investment statuses can be used to filter out certain investment. A filter is tied to the status in the "CapEx" tab.

For statuses to be selectable by the contributor, the "InvestmentStatusID" column must be visible, see <u>Column setup</u> for details.

Column	Description
InvestmentStatusID	The investment status id. Input field.
Description	The column's default heading
Description EN	The column's English heading
Description NO	The column's Norwegian heading
Initial value	Indicates that this investment status is the default status given to an investment when added to
	the input sheet (checked). Only one status should have the "Initial value" checked.
Include in plan	Indicates that investments holding this status is included in the plan, i.e. that they are included in
	official reports such as Finance Report and Budget/Forecast summary.

#### 5 Settings

The investment settings are defined in the "Setup" page of the "CapEx" workbook. Select the "Settings" tab:

=	CapEx				
Capi	Ex <mark>Setup</mark>				
🛠 Department	Save	Refresh	Delete data	New task	
artme	Filter		(CapExWorkbook) - CapEx V Fublished		
ñ.	Clear		key model		
	CapEx				
			Investment: Depreciation Legal Entity Dataset Asset@roup From Date Depr. 1 Declining Y1 = full year Residual/Jabe Account CAccount Comments		
			1 Portinavys (All/Datasets Allassetgroupp 01/0//1990 15:00%		
			Investment Accounts Legal Edity Dataset AssetOroup FascAsset AP AgoDis Comments		
			Legal zinny valatesi. Arizotsoogi razevatesi Ar Apous Commensi Profilmays Allbitasti Allasstgropps 1240 2410		

#### **Investment Depreciation**

This setting table defines the rules for looking up depreciation rates and associated deprecation accounts and depreciation counter accounts.

Column	Description
Legal entity	Mandatory. Ranked input. Legal entity for which the setting applies.
Dataset	Mandatory. Ranked input. Dataset for which the setting applies.
Asset group	Mandatory. Ranked input. Asset group for which the setting applies.
From date	Mandatory. Preset with default. Date from which the setting is valid. Any qualifying setting with an older From date will no longer take effect.
Depr %	Mandatory. Numeric. The depreciation rate.
Declining	Checked = Declining balance, unchecked = Straight line
Y1 = full year	Checked = full year of depreciation in Y1, unchecked = depreciation from start date
Residual value	Residual value (stops depreciation, leaves residual value)
Account	Mandatory. The account to which the calculated depreciation will tied.
CAccount	Mandatory. The counter account for calculated depreciation.
Comments	Optional comment.

Note that if the setting table is refined down to individual asset groups, the "AssetGroupID" dimension should be visible in the input sheet, refer to <u>Dimension setup</u> for details.

#### **Investment Accounts**

This setting table defines the asset account and accounts payable regime.

Column	Description	
Legal entity	Mandatory. Ranked input. Legal entity for which the setting applies.	
Dataset	Mandatory. Ranked input. Dataset for which the setting applies.	
Asset group	Mandatory. Ranked input. Asset group for which the setting applies.	
Fixed asset	Mandatory. The asset account that the investment will be tied to.	
AP	Mandatory. The accounts payable account that the investment will be tied to.	
AgioDis	Optional. The account that any agio / disagio will be tied to.	
Comments	Optional comment	

Note that if the setting table is refined down to individual asset groups, the "AssetGroupID" dimension should be visible in the input sheet, refer to <u>Dimension setup</u> for details.



# Declining Balance StopValue

DecliningBalanceStopValue is setting the current lowest residual value of fixed assets, before the account balance is depreciated to zero in one go. I.e. The limit to stop calculating depreciation on an asset.

Column	Description
Legal entity	Mandatory. Ranked input. Legal entity for which the setting applies.
Dataset	Mandatory. Ranked input. Dataset for which the setting applies.
From date	Mandatory. Preset with default. Date from which the setting is valid. Any qualifying setting with an older From date will no longer take effect.
Stop value	Mandatory. Numeric. The actual stop value
Comments	Optional comment

