Profitbase AS

Profitbase Planner

Configuration and Operation

CapEx module

Profitbase

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Content

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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.

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:

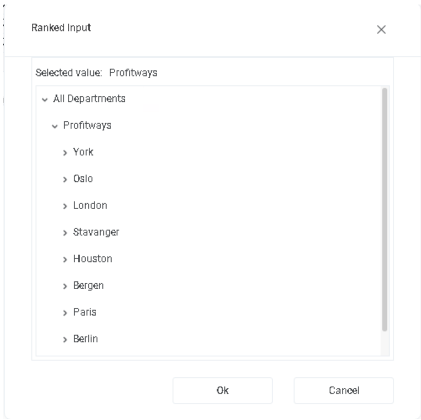
- Delete row

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):



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

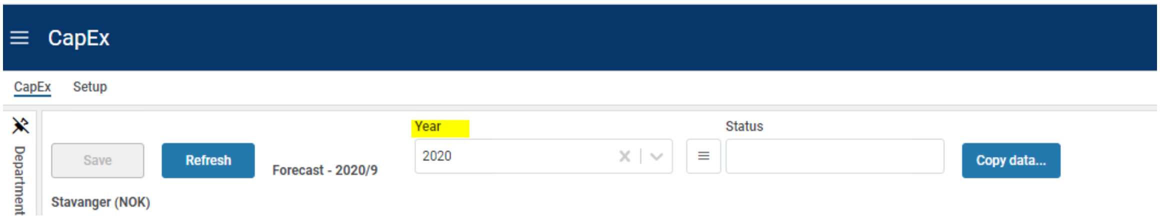
The less specific the setting is, row should be high up in the table. The more specific the setting is, the further down in the table the row should reside.

3 Principle of operation

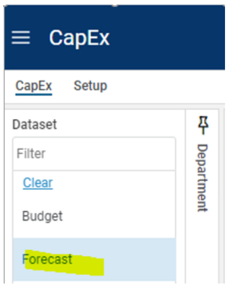
The CapEx module provides an input sheet for contributors to plan investments and based on it, it will generate depreciation cost and maintain the balance accounts associated with the investments.

Plan by individual year and dataset

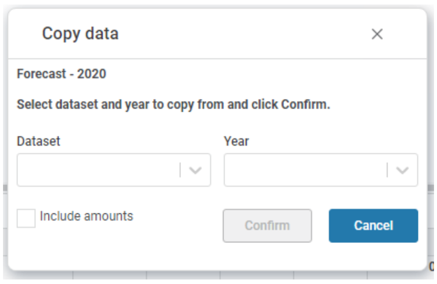
Investments are input by individual year by selecting the year in question from the filter dropdown list of years:



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

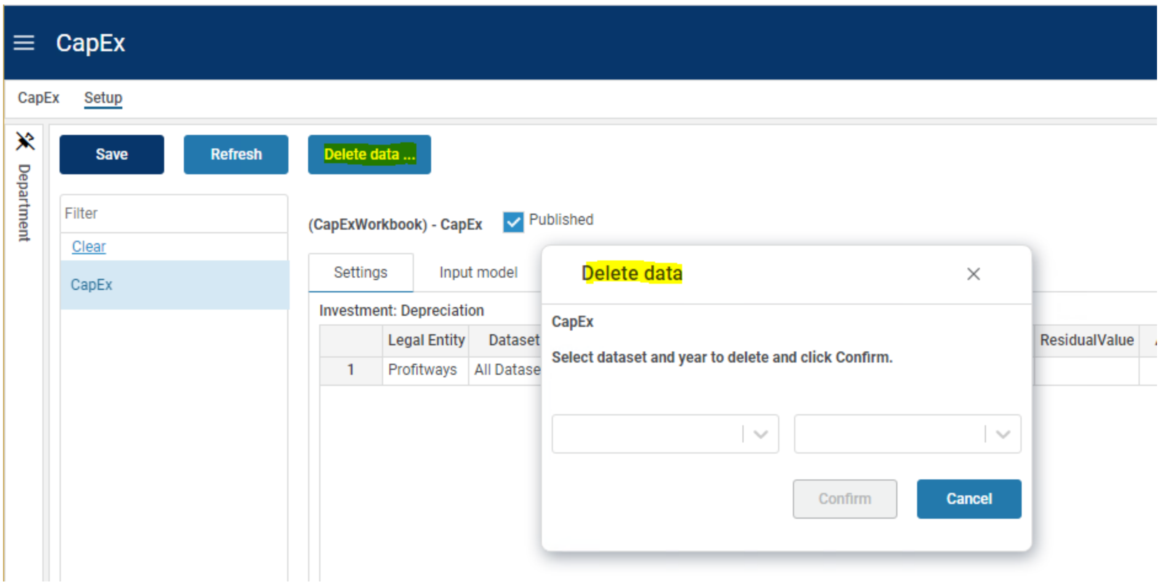


For new years, it may be relevant to copy data from a previous year. This can be done by accessing the “Copy data…” button. This will reveal a popup in which year and dataset can be selected:



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:

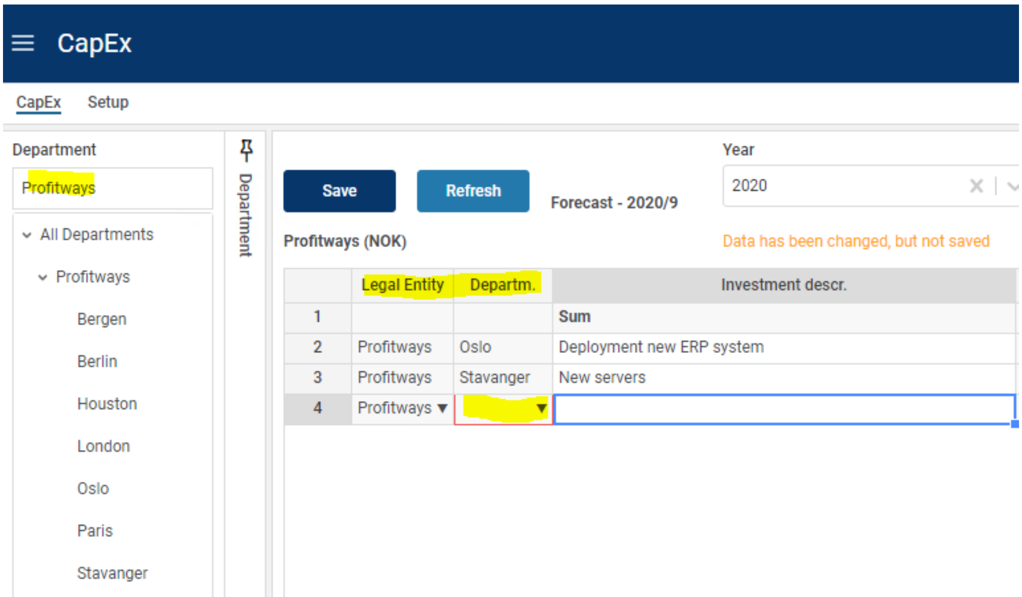


Flexible organizational input level

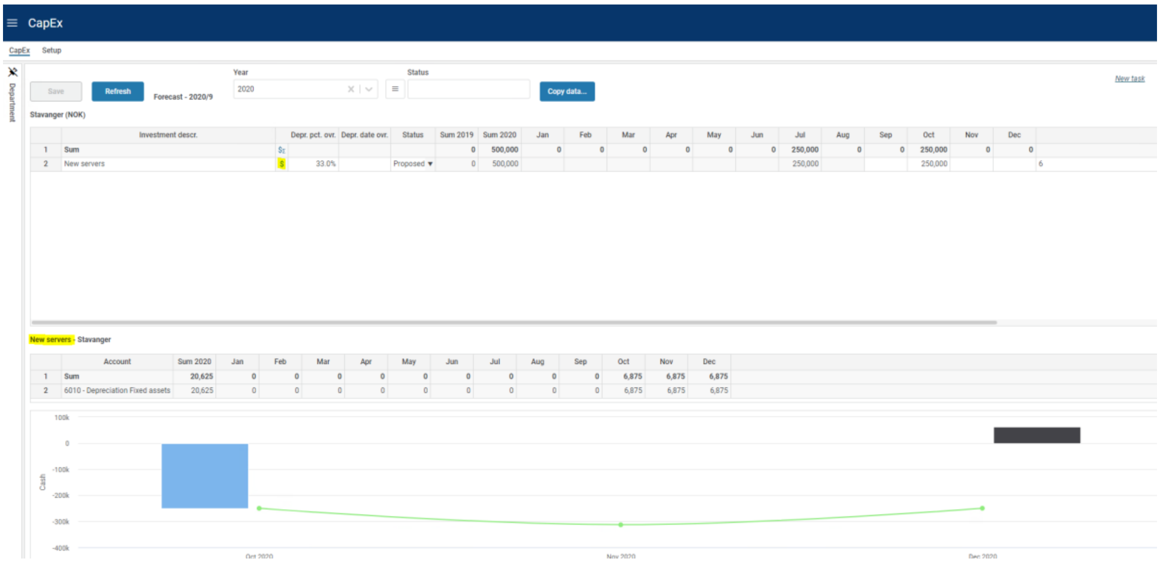
Investments can be input from anywhere in the organizational dimension. Each investment must, however, be attached to a department.

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:



Click the $ icon to view the transactions generated from the row in question.

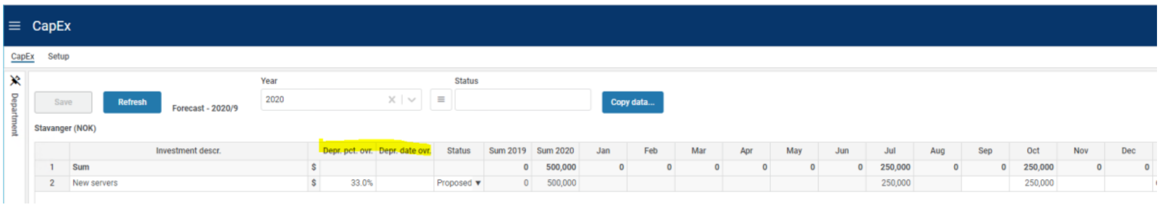


Flexible input sheet

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:



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 Settings 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 Dimension setup for details.

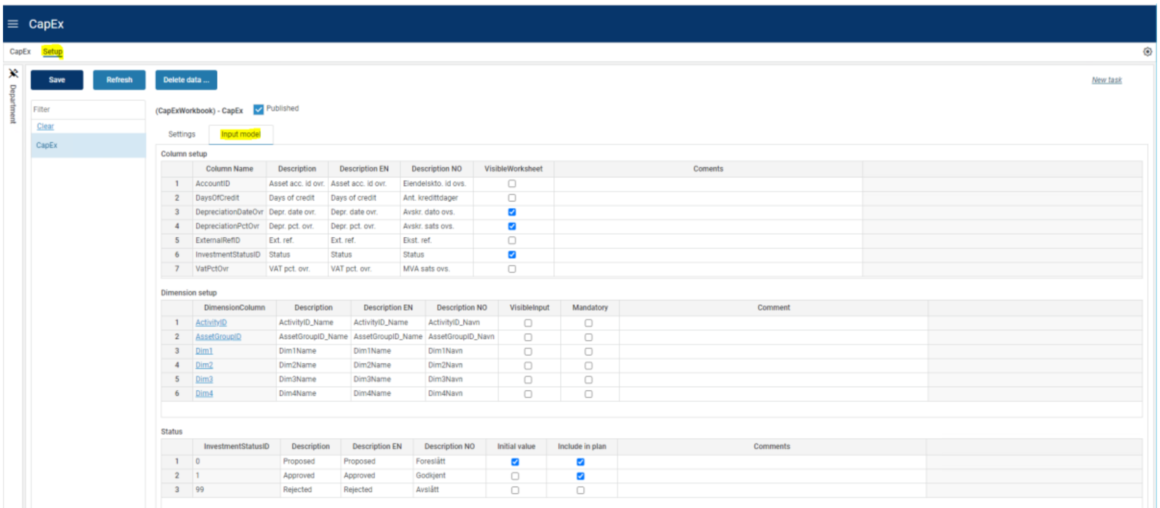
1.1.3 Investment status

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:



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 Investment Depreciation 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 Investment 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

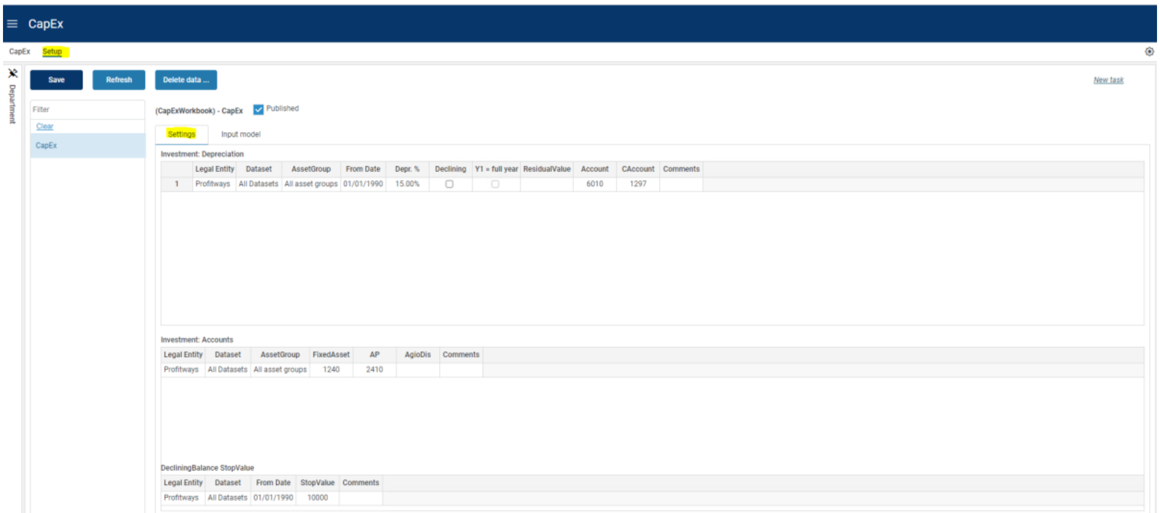
Investment statuses can be used to filter out certain investment. A filter is tied to the status in the "CapEx" tab.

For statuses to be selectable by the contributor, the "InvestmentStatusID" column must be visible, see Column setup 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:



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 Dimension setup 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 Dimension setup 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