

Profitbase AS

# Profitbase Planner

## *Configuration and Operation* Personnel module

Profitbase

12.10.2020

Version 1.0

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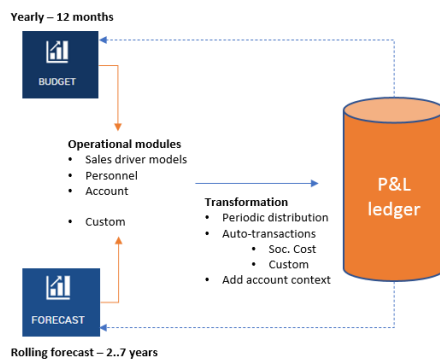
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29.5.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised

## 1 Abstract, intended audience and pre-requisites

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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 Personnel 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

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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:

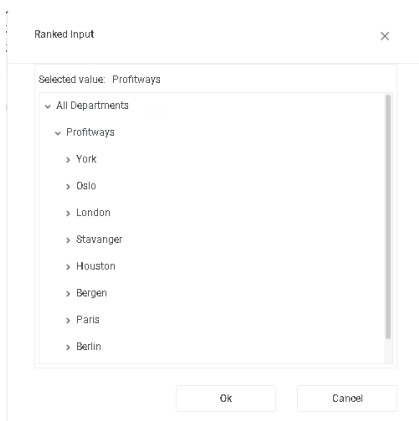
- Delete row

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 Personnel module provides an input sheet for contributors to plan their FTEs (Full Time Equivalents) and associated cost and from it creates P&L transactions for payroll related expenses including associated social cost such as vacation pay, employer tax, pension cost and so on.

#### Diver-based

The Personnel module uses a driver-based principle in which FTEs (Full Time Equivalents) are the driver.

Any user input is thus provided per FTE per month.

This further implies that periodic *spread* keys are used (as opposed to distribution keys) to lay out the *per-FTE-per-month* input values over time:

Input Settings and Administration

Budget settings [Forecast settings](#) Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Sales forecast setup 202004 - 202203

Acc. - Periodic distribution keys  
 Acc. - Override distribution using historic data  
 Acc. - Auto transactions  
 Personnel - Periodic spread keys


Personnel - Periodic spread keys				Apr 20	May 20	Jun 20	Jul 20	Aug 20
	Departm.	Employee	Column Name					
1	Alle avdelinger	All employees	Annual Salary ▼	1	1	1	0	1
2	Alle avdelinger	Hourly Salary	Annual Salary ▼	1	1	1	1	1
3	Alle avdelinger	All employees	Free Car ▼	1	0	0	1	0

An input value translates to a Profit & Loss amount for a given month as:

$$[\text{Input amount}] * [\text{FTE for the month}] * [\text{Periodic spread key for month}]$$

In the case of April 2020 for employee Lisa:

$$4000 * 1 * 1 = 4000$$

Click the  icon to view the P&L transactions generated from the row in question.

Personnel

Personnel Details

Save Refresh Year 2020 Workflow Status In Progress

Stavanger (NOK) - Payroll **Input amounts are per FTE per month.**

	Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	Spread to periods
1	Sum	\$	1	0.89				210,029	0	0	4,000	0	
2	Lisa	\$	1	<a href="#">Change</a>	0.89	30,000	30,000	2.0%	210,029		4,000		<a href="#">Change</a>

	FTE	For.YTG 2020	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1	Total	0.89	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

	Account	Forecast 2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1	Sum	-316,302	0	0	0	-47,736	0	-43,736	1,848	-43,736	-43,736	-47,736	-47,736	-47,736
2	5010 - Salaries	210,029	0	0	0	30,600	0	30,600	-4,171	30,600	30,600	30,600	30,600	30,600
3	5040 - Vacation Pay	25,204	0	0	0	3,672	0	3,672	-500	3,672	3,672	3,672	3,672	3,672
4	5041 - Payroll tax	44,526	0	0	0	6,487	0	6,487	-884	6,487	6,487	6,487	6,487	6,487
5	5042 - Payroll tax on vacation pay	5,041	0	0	0	734	0	734	-100	734	734	734	734	734
6	5210 - Employee Car expenses	16,000	0	0	0	4,000			4,000		4,000		4,000	4,000

## Plan by individual and/or groups

The planning dimensionality used comprise of the Department and Employee dimensions. Note that the Employee dimension may be set up with individuals or groups or a combination of the two:

Personnel

Personnel Details

Save Refresh Year 2020

Stavanger (NOK) - Payroll **Input amounts are per FTE per month.**

	Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	S
1	Sum	\$	1	6.89				1,442,151	0	0	4,000	0	
2	Lisa	\$	1	<a href="#">Change</a>	0.89	30,000	30,000	2.0%	210,029		4,000		
3	Technicians	\$		<a href="#">Change</a>	6.00		25,000	2.0%	1,232,122				

As Personnel-related settings are differentiated by the Employee dimension *hierarchy*, it is advisable to use appropriate group levels in the dimensional hierarchy to allow for a useful differentiation, for example:

- ▼ All employees
  - ▼ Fixed Salary
    - > Lisa
    - > Technicians
  - ▼ Hourly Salary
    - > Sam (hourly)

For details on dimension maintenance and personnel source data, please refer to [Data management](#).

## Salary calculation and distribution

Specific to the salary calculation, is the annual salary increase and for which month in the year it occurs.

The Base monthly salary is the (average) monthly salary at the start of the plan and will be automatically updated when rolling over to a new year (see [Forecast roll forward actions](#) for details).

The salary raise – percentage and raise month - may be set centrally with the option of local adjustment or not:

**Personnel - General settings**

	Departm.	Raise mth. no.	Raise overridden locally	Budget Raise	Forecast Raise TV	Forecast Raise NY	Forecast Raise NY+1	Reduction vac. pay. factor
1	Alle avdelinger	4	<input checked="" type="checkbox"/>	4.0%	2.0%	2.5%	3.0%	0.1363
2	York	5	<input type="checkbox"/>	2.0%	1.0%	0.5%	2.0%	0.0000

These settings may be differentiated using more specific Department levels as shown in the example above.

The input Base monthly salary is spread, taking into account the raise settings, based on the Annual Salary spread key:

**Personnel - Periodic spread keys**

	Departm.	Employee	Column Name	Apr 20	May 20	Jun 20	Jul 20	Aug 20
1	Alle avdelinger	All employees	Annual Salary	1	1	1	0	1
2	Alle avdelinger	Hourly Salary	Annual Salary	1	1	1	1	1
3	Alle avdelinger	All employees	Free Car	1	0	0	1	0
4	Alle avdelinger	All employees	Overtime	1	1	1	1	1

If vacation pay is relevant, the Annual Salary key should reflect this by setting the key for the vacation pay month(s) to a value between 0 and 1 as show above.

For situations in which the vacation does not reflect exactly one month, the “Reduction vac. Pay factor” in the “General Settings” may be used. The “Reduction vac. Pay factor” will be applied as a reduction factor to the salary for vacation pay months.

Salary for vacation months is calculated as:

$$[FTE July] * [Base Mth. Salary] * (100 + [Raise 2020])/100 * [1 - Annual Salary Spread key July 2020] * [Reduction vac. Pay factor] * -1$$

Example employee Lisa:

$$1 * 30000 * ((100 + 2)/100) * (1 - 0) * 0.1363 * -1 = - 4171$$

Personnel

Personnel Details

Save Refresh Year 2020 X | v Workflow Status In Progress New task

Stavanger (NOK) - Payroll Input amounts are per FTE per month.

Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	Spread to periods
1 Sum	\$	1	6.89				1,442,151	0	0	4,000	0	
2 Lisa	\$	1 Change	0.89	30,000	30,000	2.0%	210,029			4,000		Change
3 Technicians	\$	Change	6.00		25,000	2.0%	1,232,122					Change

(Lisa)

FTE	For.YTG 2020	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Lisa	0.89	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Account	Forecast 2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Sum	-316,302	0	0	0	-47,736	0	-43,736	1,848	-43,736	-43,736	-47,736	-43,736	-47,736
2 5010 - Salaries	210,029	0	0	0	30,600	30,600	30,600	-5,171	30,600	30,600	30,600	30,600	30,600

Calculation example above based on:

- Base Mth. Salary: 30000 NOK
- Raise 2020: 2% from April 2020
- Vacation pay month: July 2020
- FTE July 2020: 1
- Reduction vac. Pay factor: 0.1363

### Long-term forecast

For long-term (beyond next year) forecasting, the level of detail is less – input is done *for the department as a whole*:

- FTE for given year
- Expected annual salary raise for given year

Personnel

Personnel Details

Save Refresh Year 2020 X | v Workflow Status In Progress New task

Stavanger (NOK) - Payroll Input amounts are per FTE per month.

Employee	FTE	FTE 2021	Comment
1 Sum	\$	2.00	
2 Lisa	\$	1.00	Change
3 Technicians	\$	1.00	Change

FTE long term

Long term totals for department only

FTE 2021	Raise 2021	FTE 2022	Raise 2022	FTE 2023	Raise 2023	FTE 2024	Raise 2024	FTE 2025	Raise 2025	FTE 2026	Raise 2026	Comment
1												
2	2.5%	1.00	2.0%									

Account	2022	2023	2024	2025	2026
1 Sum	-1,371,041	0	0	0	0
2 5010 - Salaries	949,338				
3 5040 - Vacation Pay	113,921				
4 5041 - Payroll tax	201,280				
5 5042 - Payroll tax on vacation pay	22,784				
6 5210 - Employee Car expenses	18,000				
7 5230 - Employee Newspapers	3,600				
8 5250 - Imberettet forsikring	5,178				
9 5945 - Pension insurance 2G - GG	56,980				



The detailed forecast for next year is used as a basis for scaling the long-term forecast based on the change in FTE and annual salary raise. The periodic distribution for next year is replicated for the long-term forecast.

## Forecast roll forward actions

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### 1.1.1 Source data

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The input module will be updated with source data when rolling forward.

Any new department/employee combinations that exist in the personnel source fact data will automatically be processed into the input module and the FTE and monthly salary data for the plan will be initiated from the values in the source fact data.

Make sure to keep the personnel source fact data current. Please refer to [Data management](#) for details.

### 1.1.2 Calculations

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For every rollover during a year, FTE (the driver) for the new month(s) added, will attain the value of the last month prior to the rollover. As FTE is the driver, this means that the personnel cost will be automatically calculated also for new months.

For rollover to new year, the following logic is applied:

- Base Mth. Salary is updated to reflect Raise this year.
- Raise this year is updated to reflect what was the raise next year prior to rollover.
- Raise next year is updated to reflect what was the raise next year +1 prior to rollover.
- Raise next year + 1 is fetched from the "Personnel – General Settings" table
- If long-term forecast is used, the FTE and Raise values for the long-term years is shifted to reflect the rollover to the new year. The new last year will retain the value for the last year prior to rollover.

## 4 Module configuration

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### Publish and name module

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

## Input Settings and Administration

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Sales forecast setup

- Account - dimensions
- Budget Acc. - Historic reference columns
- Budget Acc. - Deviation columns
- Forecast Acc - Historic Reference Columns
- Forecast Acc. - deviation columns
- Personnel - Column setup
- Sales by GM - dimesions
- Sales by GM - Column setup
- Base settings

### Input modules

	Input module	Dataset	Published	ModuleExtensionID_Name	ModuleExtensionID_Name_EN	ModuleExtensionID_Name_NO
1	<a href="#">BudgetAccountWorkbook</a>	Budget	<input checked="" type="checkbox"/>	Account	Account	Konto
2	<a href="#">BudgetHRWorkbook</a>	Budget	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell
3	<a href="#">BudgetSalesGMWorkbook</a>	Budget	<input checked="" type="checkbox"/>	Sales by GM%	Sales by GM%	Salg og br. fortj. %
4	<a href="#">ForecastAccountWorkbook</a>	Forecast	<input checked="" type="checkbox"/>	Account	Account	Konto
5	<a href="#">ForecastHRWorkbook</a>	Forecast	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell

Column	Description
Input module	The name of the input module
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)
ModuleExtensionID_Name	The module's default name
ModuleExtensionID_Name_EN	The module's English name
ModuleExtensionID_Name_NO	The module's Norwegian Name

## Select and name input columns

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

Input Settings and Administration

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Sales forecast setup

- Account - dimensions
- Budget Acc. - Historic reference columns
- Budget Acc. - Deviation columns
- Forecast Acc - Historic Reference Columns
- Forecast Acc. - deviation columns
- Personnel - Column setup
- Sales by GM - dimesions

Personnel - Column setup									
	Column Name	Column Name	Column Name EN	Column Name NO	Input worksheet	Auto transaction	Account mapping	Central key	Local key
1	Bonus	Bonus	Bonus	Variabel lønn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Misc1	Free Car	Free Car	Fri bil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Misc2	Training	Training	Kompetanseheving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Misc3	Misc3	Misc3	Misc3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Misc4	Misc4	Misc4	Misc4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Misc5	Misc5	Misc5	Misc5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Overtime	Overtime	Overtime	Overtid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Column	Description
Column Name	The internal column id
Column Name	The column default name
Column Name EN	The column's English translation
Column Name NO	The column's Norwegian translation
Input worksheet	Indicates that the column is visible and editable in the input worksheet or not (checked   unchecked)
Auto transaction	Indicates that the column is eligible for auto transactions or not (checked   unchecked). For details on auto transactions, see <a href="#">Auto transactions (optional)</a>

Account mapping	Indicates that the column is eligible for account mapping or not (checked   unchecked). Note that any column which input is to be included in the Profit & Loss plan, need to be mapped to an account, see <a href="#">Define input column to account mapping</a>
Central key	Indicates that the column is eligible for central spread key or not (checked   unchecked). For details on maintaining central spread keys, see <a href="#">Spread keys</a>
Local key	Indicates that the column is eligible for the end user to set locally in the Personnel module or not (checked   unchecked).

## Attach module to input report

The module can be attached to the action link button of one or more report lines of the Forecast summary report:

Report	Actuals L12M	Act. YTD 2020	Forecast 2020	2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Qwote	
Sales	1 585 296	0	180 873 045	180 873 045	0	0	0	0	0	0	0	0	0	50 736 681	56 858 888	33 374 847	39 902 629	Qwote
Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Income	1 585 296	0	180 873 045	180 873 045	0	0	0	0	0	0	0	0	0	50 736 681	56 858 888	33 374 847	39 902 629	
Cost of Goods	694 781	0	118 863 514	118 863 514	0	0	0	0	0	0	0	0	0	33 235 620	37 390 081	21 926 274	26 311 539	
Other Direct Cost	110 414	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gross Profit	780 103	0	62 009 531	62 009 531	0	0	0	0	0	0	0	0	0	17 501 061	19 468 807	11 448 573	13 591 090	
Gross Profit %	49.2 %	0	34.3 %	34.3 %	0	0	0	0	0	0	0	0	0	34.5 %	34.2 %	34.3 %	34.1 %	
Payroll	1 581 158	0	1 012 572	1 012 572	0	0	0	0	0	0	0	0	0	270 760	199 964	271 088	270 760	
Other Personnel Cost	599 427	0	240 752	240 752	0	0	0	0	0	0	0	0	0	61 115	57 371	61 130	61 115	
Personnel Cost	2 180 585	0	1 253 304	1 253 304	0	0	0	0	0	0	0	0	0	331 875	257 336	332 218	331 875	
Other Operating Expenses	369 117	0	100 000	100 000	0	0	0	0	0	0	0	0	0	25 000	25 000	25 000	25 000	
Depreciation and Amortization	77 130	0	20 625	20 625	0	0	0	0	0	0	0	0	0	6 875	6 875	6 875	6 875	
Operating Expenses	446 247	0	120 625	120 625	0	0	0	0	0	0	0	0	0	25 000	31 875	31 875	31 875	
Operating Profit	-1 846 730	0	60 635 602	60 635 602	0	0	0	0	0	0	0	0	0	17 144 186	19 179 936	11 084 480	13 227 340	

To attach the module to a report line, go to the “Setup” page of the “Input settings and administration” workbook:

Input module	Dataset	Published	ModuleExtensionID_Name	ModuleExtensionID_Name_EN	ModuleExtensionID_Name_NO
1 BudgetAccountWorkbook	Budget	<input checked="" type="checkbox"/>	Account	Account	Konto
2 BudgetHRWorkbook	Budget	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell
3 BudgetSalesGMWorkbook	Budget	<input checked="" type="checkbox"/>	Sales by GM%	Sales by GM%	Salg og br. fortj. %
4 ForecastAccountWorkbook	Forecast	<input checked="" type="checkbox"/>	Account	Account	Konto
5 ForecastHRWorkbook	Forecast	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell

Department	Report Line ID	Input module
1 Alle avdelinger	Sales	(Budget) Sales by GM%
2 Alle avdelinger	Sales	(Forecast) Product sales
3 Alle avdelinger	Cost of Goods	(Budget) Sales by GM%
4 Alle avdelinger	Cost of Goods	(Forecast) Product sales
5 Alle avdelinger	Payroll	(Budget) Personnel

Column	Description
Departm.	Source department. Ranked input. Mandatory.  Through the use ranked input (high level selection), different modules may attach to a given report line for different part of the department dimension (organization).
Report Line ID	Report line to which input module is to attach. Select from list. Mandatory.
Input module	Input module to attach. Select from list. Mandatory.

## Define input column to account mapping

The Annual Salary must be mapped to an account for the P&L transactions to be generated.

The same applies to any additional input columns defined and that should generate P&L transactions.

**Input Settings and Administration**

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Sales forecast setup 202006 - 202205

Acc. - Periodic distribution keys  
 Acc. - Override distribution using historic data  
 Acc. - Auto transactions  
 Personnel - Periodic spread keys  
 Personnel - Auto transactions  
 Personnel - Account mapping

**Personnel - Account mapping**

	Departm.	Employee	Column Name	Account
1	Alle avdelinger	All employees	Bonus	5020
2	Alle avdelinger	All employees	Overtime	5015
3	Alle avdelinger	All employees	Annual Salary	5010
4	Alle avdelinger	Hourly Salary	Annual Salary	5090
5	Alle avdelinger	All employees	Training	5540
6	All Departments	All employees	Free Car	5210

Column	Description
Department	Source department. Ranked input. Mandatory.
Employee	Source employee. Ranked input. Mandatory.
Column Name	Input column for which the account mapping applies. The drop-down list will by default contain Sales and Cogs. If additional input columns are defined and they should produce P&L transactions, they will have to be set up with an "Account mapping", check mark in the input column setup. Please refer to <a href="#">Select and name input columns</a> for details.
Account	The target account, i.e. that account that the generated P&L transaction will be tied to.

## 5 Settings

### Payroll settings

The "Payroll settings" define rules and rates for the calculation of social cost such as vacation pay, employer tax and so on.

"Payroll settings" are maintained in the "Input settings and administration" workbook in the "Payroll settings" page:

Input Settings and Administration									
Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup									
Save Refresh									
Personnel: Accounts									
Legal Entity	Dataset	Account	Employee	EP Tax	Pension	Vacation Pay	EPTOnVPay	Comments	
Profitways	All Datasets	Alle Kontoe	All employees	5041	5945	5040	5042	poDemo	
Employer Payroll Tax %									
Legal Entity	Department	Dataset	Account	From Date	Value	Comments			
Profitways	All Departments	All Datasets	Payroll	01/01/1990	20.00 %	poDemo			
Profitways	All Departments	All Datasets	Hourly salary	01/01/2020	30.00 %	poDemo			
Profitways	All Departments	All Datasets	Hourly salary	03/01/2020	10.00 %	Reduced testf			
Profitways	All Departments	All Datasets	Hourly salary	05/01/2020	25.00 %	poDemo 4			
Pension Employer %									
Legal Entity	Department	Dataset	Account	From Date	Value	Comments			
Profitways	All Departments	All Datasets	Payroll	01/01/1990	2.00 %				
Profitways	All Departments	All Datasets	Payroll	01/01/2017	4.00 %				
Profitways	All Departments	All Datasets	Payroll	01/01/2018	6.00 %				
Profitways	Bergen	All Datasets	5010 - Salaries	01/01/2017	5.00 %				
Vacation Pay %									
Legal Entity	Department	Dataset	Account	From Date	Value	Comments			
Profitways	All Departments	All Datasets	5010 - Salaries	01/01/1990	12.00 %				
Profitways	All Departments	All Datasets	5015 - Salaries new employees	01/01/1990	12.00 %				
Profitways	All Departments	All Datasets	5015 - Salaries new employees	01/01/2017	10.00 %				
Pension Employees %									
Legal Entity	Department	Dataset	Account	From Date	Value	Comments			
Profitways	Bergen	All Datasets	Payroll	01/01/2017	4.00 %				
Profitways	Bergen	All Datasets	Payroll	01/01/2018	0.00 %				

### 1.1.3 Personnel: Accounts

This table defines the rules for the target accounts to be used for the calculated social cost.

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.
Employee	Source employee. Ranked input. Mandatory.
EP Tax	Target account for calculated employer tax. Enter valid P&L account.
Pension	Target account for calculated pension cost. Enter valid P&L account.
Vacation Pay	Target account for calculated vacation pay. Enter valid P&L account.
EPTOnVPay	Target account for calculated employer tax on calculated vacation pay. Enter valid P&L account.
Comments	Optional comment

### 1.1.4 Employer Payroll Tax %

This table defines the rates to be used when calculating employer payroll tax.

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Department	Source department. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.
From date	The date from which the rate applies. Mandatory. Enter date.
Value	The employer payroll tax %. Mandatory. Enter numeric value.
Comments	Optional comment

Please refer to [Personnel: Accounts](#) for details on defining the target account.

### 1.1.5 Vacation Pay %

This table defines the rates to be used when calculating vacation pay.

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Department	Source department. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.
From date	The date from which the rate applies. Mandatory. Enter date.
Value	The vacation pay %. Mandatory. Enter numeric value.
Comments	Optional comment

Please refer to [Personnel: Accounts](#) for details on defining the target account.

### 1.1.6 Pension Employer %

This table defines the rates to be used when calculating the employer’s contribution to pension cost.

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Department	Source department. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.
From date	The date from which the rate applies. Mandatory. Enter date.
Value	The employer’s contribution to pension %. Mandatory. Enter numeric value.
Comments	Optional comment

Please refer to [Personnel: Accounts](#) for details on defining the target account.

### 1.1.7 Pension Employee %

This table defines the rates to be used when calculating the employee’s contribution to pension cost.

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Department	Source department. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.
From date	The date from which the rate applies. Mandatory. Enter date.
Value	The employee’s contribution to pension %. Mandatory. Enter numeric value.
Comments	Optional comment

Please refer to [Personnel: Accounts](#) for details on defining the target account.

## Spread keys

Spread keys are specified by the combination of the department and employee 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 spread keys.

Spread keys are maintained in the “Input settings and administration” workbook in the “Budget settings” or “Forecast settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' interface. On the left, there are several checkboxes: 'Acc. - Periodic distribution keys', 'Acc. - Override distribution using historic data', 'Acc. - Auto transactions', and 'Personnel - Periodic spread keys' (which is checked). The main area displays a table titled 'Personnel - Periodic spread keys' with columns for 'Departm.', 'Employee', 'Column Name', and months from 'Sep 20' to 'Jul 21'. The table contains four rows of data:

	Departm.	Employee	Column Name	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21
1	Alle avdelinger	All employees	Annual Salary	1	1	1	1	1	1	1	0	1	1	1
2	Alle avdelinger	Hourly Salary	Annual Salary	1	1	1	1	1	1	1	1	1	1	1
3	Alle avdelinger	All employees	Free Car	1	0	0	1	0	0	1	0	0	1	0
4	Alle avdelinger	All employees	Overtime	1	1	1.20	1	1	1	1	1	1	1	1

Column	Description
Department	Ranked input. Mandatory
Employee	Ranked input. Mandatory.
ColumnName	The column name for which the spread key applies, see
Monthly spread key weight (heading dynamic)	Numeric values. Mandatory. When spreading an input month value over multiple months, that input month value is multiplied with the individual spread key values to calculate the actual value for individual months
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.

## General settings

General settings on raise month and actual pay raise rates are maintained in the “Input settings and administration” workbook in the “Budget settings” or “Forecast settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' interface. The 'Personnel - General settings' section is active, displaying a table with the following data:

Departm.	Raise mth. no.	Raise overridden locally	Budget Raise	Forecast Raise TY	Forecast Raise NY	Forecast Raise NY+1	Reduction vac. pay. factor
1 Alle avdelinger	4	<input checked="" type="checkbox"/>	4.0%	2.0%	2.5%	3.0%	0.1363
2 York	5	<input type="checkbox"/>	2.0%	1.0%	0.5%	2.0%	0.0000

Column	Description
Departm.	Ranked input. Mandatory
Raise mt. no.	The month number (e.g. 4= April) in which the annual pay raise occurs.
Raise overridden locally	Indicates whether the pay raise columns are editable for contributors (checked) or not (unchecked).
Budget raise	Relevant to the Budget process only. The annual pay raise for the budget year.
Forecast raise TY	Relevant to the Forecast process only. The annual pay raise for this year.
Forecast raise NY	Relevant to the Forecast process only. The annual pay raise for next year.
Forecast raise NY + 1	Relevant to the Forecast process only. The annual pay raise beyond next year.
Reduction vac. pay. Factor	For situations in which the vacation does not reflect exactly one month, the “Reduction vac. Pay factor” in the “General Settings” may be used. The “Reduction vac. Pay factor” will be applied as a reduction factor to the salary for vacation pay months.

## 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.

The auto transactions are maintained in the “Input settings and administration” workbook and the “Budget settings” or “Forecast settings” page depending on the process in question:

Input Settings and Administration

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Sales forecast setup

Acc. - Periodic distribution keys  
 Acc. - Override distribution using historic data  
 Acc. - Auto transactions  
 Personnel - Periodic spread keys  
 Personnel - Auto transactions

Personnel - Auto transactions									
	Departm.	Employee	Column Name	Value	Operator	Condition	Account	Comment	
1	Alle avdelinger	All employees	FTE	100	*		5230 - Employee Newspapers	Test FTE drevet	
2	Alle avdelinger	All employees	Annual Salary	0.01	*	Month() == 6	5250 - Innberettet forsikring	Test Salary drevet	

Column	Description
Department	Source department. Ranked input. Mandatory
Employee	Source employee. Ranked input. Mandatory.
Column Name	Source column name (column from input sheet). Mandatory. Select from list.
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% o 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: <ul style="list-style-type: none"> <li>- Month() &gt; 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June)</li> <li>- CurrentPeriodValue() &gt; 1000 indicating that rule will be executed if value currently processed is greater than 1000</li> </ul> Operators: <ul style="list-style-type: none"> <li>- Equality: ==</li> <li>- Greater than or equal to: &gt;= Greater than: &gt;</li> <li>- Less than or equal to: &lt;= Less than: &lt;</li> <li>- Logical and: &amp;&amp;</li> <li>- Logical or:   </li> </ul>
Target Account	Mandatory. The account that the target transaction will have.
Comment	Optional comment

## 6 Data management

Data management comprises of dimension management and source fact data management.

The personnel module uses the department and employee dimensions.

The personnel source fact data contains the current FTE and monthly salary for relevant department/employee combinations.

### Employee dimension

The employee dimension is maintained in the Dimensions and Currency Exchange rates workbook:



Dimensions and Currency exchange rates

Exchange Rate Daily Exchange Rate Monthly Legal Entity and Department Dimension Account dimension Product dimension Market dimension Supplier dimension Employee dimension Asset group dimension Dim1 - Dim4

Save Refresh Publish

Employee Internal Source

	EmploymentType	Employee	EmployeeID_Name	Last changed	ChangedBy	Modify Type
1	Fixed Salary	abc	Lisa	07/31/2020	Trygve Nordahl	Inserted
2	Fixed Salary	xyz	Technicians	07/31/2020	Trygve Nordahl	Inserted
3	Fixed Salary	zxy	Tim	07/31/2020	Trygve Nordahl	Inserted
4	Hourly Salary	cba	Cleaners (Hourly)	07/31/2020	Trygve Nordahl	Changed
5	Hourly Salary	def	Sam (hourly)	07/31/2020	Trygve Nordahl	Inserted
6	Hourly Salary	ghi	Jenny (Hourly)	07/31/2020	Trygve Nordahl	Inserted
7	Hourly Salary	klj	Tommy (Hourly)	08/02/2020	Trygve Nordahl	Changed

Employee

- All employees
  - Fixed Salary
    - Lisa
    - Technicians
    - Tim
  - Hourly Salary
    - Cleaners (Hourly)
    - Jenny (Hourly)
    - Sam (hourly)
    - Tommy (Hourly)

Maintain as appropriate, save the changes, and then click the “Publish” button to publish. The currently published dimension is rendered the tree view display in the right-most part of the screen.

Please refer to the document “Profitbase Planner - Dimensions and Currency exchange rates” (external link) for further details.

### Fact source data

The fact source data contain current FTE, monthly salary and additional personnel cost data (subject to configuration) per department/employee combinations:

Source fact data

Personnel facts Sales forecast facts

Save Refresh Check Forecast Check Budget Update forecast Update budget

Amounts must be in home currency. Input amounts are per FTE per month.

Salary fact - current values. When pasting data, make sure to use IDs for all dimension columns!

Department	Deptm.	Employee	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training
1	York	Jenny (Hourly)	1	22,000				
2	London	Cleaners (Hourly)	6	12,000	100	100	100	100
3	Stavanger	Lisa	1	30,000				
4	Stavanger	Cleaners (Hourly)	2.10	22,500				
5	Stavanger	Sam (hourly)	1	32,500	100	100	100	100
6	Stavanger	Jenny (Hourly)	0.25	10,000	500	250	300	100
7	Stavanger	Technicians	7.10	32,400				
8	Stavanger	Tim	1	28,900				
9	Trondheim	Cleaners (Hourly)	2.50	19,000	500	400	300	200

Column	Description
Departm.	The department id. Mandatory.
Employee	The employee id. Mandatory.
Current FTE	The current FTE position of the employee at the given department.
Current monthly salary	The current monthly salary for a full time FTE for the employee at the given department.
Additional cost columns (subject to configuration)	Current data for additional columns used. In the example above, “Bonus”, “Overtime”, “Free Car” and “Training”

Add new rows as needed or paste selection. When pasting data, make sure to paste dimension **ids**. A dropdown will evaluate the id against the corresponding dimension and render the dimension **description**. If no description is rendered, just the id, this indicates that the id does not exist in the dimension.

Dimension combinations found in the source and not in the input module will automatically be processed into the module on forecast rollover.

To check which combinations will be processed into the budget and forecast modules respectively, click the “Check Budget”/“Check Forecast” buttons. Revise data as appropriate and keep the source fact data current.

Source fact data

Personnell facts Sales forecast facts

Save Refresh

Amounts must be in home currency

Check Forecast Check Budget Update forecast Update budget

Department: All Departments, Profitways

Salary fact - curre

Check personnell

Save Refresh

Budget

The following rows will be update to input module when updating. Review if needed.

id	Departm.	Employee	Current FTE	Current monthly salary
1	Stavanger	Jerry (hourly)	0.25	10,000

Modules can be updated manually by clicking the “Update forecast”/”Update budget” buttons:

Source fact data

Personnell facts Sales forecast facts

Save Refresh

Amounts must be in home currency

Input amounts are per FTE per month.

Check Forecast Check Budget Update forecast Update budget

Department: All Departments

Salary fact - current values. When pasting data, make sure to use IDs for all dimension columns!

id	Departm.	Employee	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training
1	York	Jerry (hourly)	1	22,000				
2	London	Cleaners (hourly)	6	12,000	100	100	100	100
3	Stavanger	Lisa	1	30,000				
4	Stavanger	Cleaners (hourly)	2.10	22,500				
5	Stavanger	Sam (hourly)	1	32,600	100	100	100	100
6	Stavanger	Jerry (hourly)	0.25	10,000	500	250	300	100
7	Stavanger	Technicians	7.10	32,400				
8	Stavanger	Tim	1	28,900				
9	Trondheim	Cleaners (hourly)	2.50	19,000	500	400	300	200