

Profitbase AS

Profitbase Planner

Configuration and Operation
Sales by GM module

Profitbase

12.10.2020

Version 1.0

Content

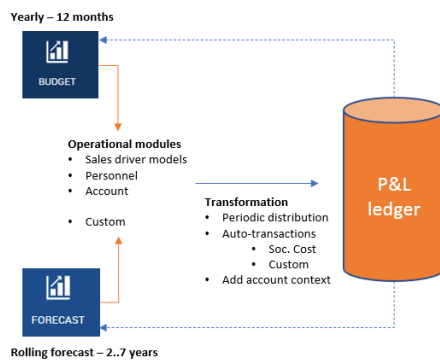
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1 Abstract, intended audience and pre-requisites

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 Sales by GM module is included as a standard Profitbase Planner module and is specific to the Budget process.

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:

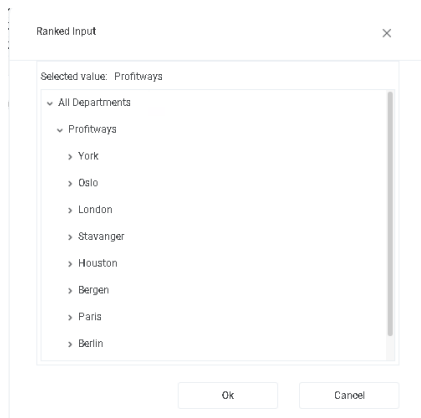
- Delete row

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 Sales by GM module provides an input sheet for the user to plan sales (amounts) per product and market and the associated gross margin % and other sales-related income and cost. Based on it, it generates sales and cogs related P&L transactions

Plan by year-totals or by month

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

ProductID_Name	MarketID_Name	Sales	GM %	GM %	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	COGS	Freight %	Comment
1	Sum	\$ 2,000,000	12.9%		185,185	222,222	259,259	148,148	148,148	148,148	148,148	185,185	222,222	148,148	148,148	37,037	1,742,222	0.0%	
2	Profitways EDMF	European Union	\$ 2,000,000	12.9%	Change	185,185	222,222	259,259	148,148	148,148	148,148	185,185	222,222	148,148	148,148	37,037	1,742,222		

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

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 product and market 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:

ProductID_Name	MarketID_Name	Sales	GM %	GM %	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	COGS	Freight %	Comment	
1	Sum	\$ 2,000,000	12.9%		185,185	222,222	259,259	148,148	148,148	148,148	148,148	185,185	222,222	148,148	148,148	37,037	1,742,222	0.0%		
2	Profitways EDMF	European Union	\$ 2,000,000	12.9%	Change	185,185	222,222	259,259	148,148	148,148	148,148	148,148	185,185	222,222	148,148	148,148	37,037	1,742,222		

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 sum of the monthly values in a year are summed and the distribution used thereafter for year-total input will be the distribution inherent in those monthly values edited by the user.

The GM% is by default input as a year-total, but can be set specifically for individual months, by clicking the “Change” action link for the row in question. A popup will appear in which the GM% of individual months can be set:

The screenshot displays the 'Sales by GM%' application. At the top, there's a navigation bar with 'Sales by GM%' and a 'Sales details' section. Below this, there are buttons for 'Back', 'Save', 'Refresh', and 'Periods'. A 'Workflow Status' indicator shows 'In Progress'. The main data table is titled 'Stavanger (NOK) Sales' and contains two rows: a 'Sum' row and a 'Profitways EDM' row. The 'Profitways EDM' row has a 'Change' button next to its GM% value. A modal window titled 'GM% periodic override' is open, showing a table with columns for ProductID, MarketID, GM%, an 'Override' checkbox, and monthly periods from Jan 20 to Dec 20. The 'Override' checkbox is checked for the first row.

To override, click the “Override” checkbox to open the monthly periods for editing.

To restore an already overridden row to its default (“Override” will be checked), uncheck the “Override” checkbox.

The Cost of Goods Sold is automatically calculated based on the sales and GM% inputs as:

$$\text{Cost of Goods Sold} = \text{Sales} * ((100 - \text{GM\%})/100)$$

Dimensionality

The basic dimensionality of the Sales by GM module is department, product, and market.

Extra dimensionality, limited to the Supplier dimension and the 4 free dimensions Dim1, Dim2, Dim3 or Dim4 may be added as needed. Please refer to [Define dimensionality](#) for details.

Additional input columns driven by sales

In addition to sales and GM%, up to 5 additional input columns, may be added.

These additional columns will all be driven by the sales input and are therefore input as a percentage of the sales input. The resulting transactions will consequently inherit its monthly distribution from the sales input.

Please refer to [Select and name input columns](#) for details.

4 Module configuration

Publish and name module

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 - dimensions
- Sales by GM - Column setup
- Base settings

Input modules

	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

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

Define dimensionality

The dimensionality of a model is defined in the “Input settings and administration” workbook in 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 - dimensions
 Sales by GM - Column setup
 Base settings

DimensionColumn	Description	Description EN	Description NO	VisibleInput	Mandatory	Comment
1 ProductID	ProductID_Name	ProduktID_Name	ProduktID_Navn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 MarketID	MarketID_Name	MarkedID_Name	MarkedID_Navn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 SupplierID	SupplierID_Name	LeverandørID_Name	LeverandørID_Navn	<input type="checkbox"/>	<input type="checkbox"/>	
4 Dim1	Dim1Name	Dim1Name	Dim1Navn	<input type="checkbox"/>	<input type="checkbox"/>	
5 Dim2	Dim2Name	Dim2Name	Dim2Navn	<input type="checkbox"/>	<input type="checkbox"/>	
6 Dim3	Dim3Name	Dim3Name	Dim3Navn	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dim4	Dim4Name	Dim4Name	Dim4Navn	<input type="checkbox"/>	<input type="checkbox"/>	

The Department, Product and Market dimensions are default and mandatory in any model.

Column	Description
DimensionColumn	The dimension column id. Preset.
Description	The measure's default description.
Description EN	The measure's English translation.
Description NO	The measure's Norwegian translation.
VisibleInput	Indicates whether dimension is visible (checked) or not (unchecked) in the input sheet of the model.
Mandatory	Indicates whether user must select a value from the dimension drop down when adding a row (checked) or not (unchecked) to the input sheet of the model.
Comment	Optional comment

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 - dimensions
 Sales by GM - Column setup
 Base settings

Column Name	Column Name	Column Name EN	Column Name NO	Input worksheet	Auto transaction	Account mapping
1 Misc1	Misc1	Frøkt	Frakt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Misc2	Misc2	Misc2	Misc2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Misc3	Misc3	Misc3	Misc3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Misc4	Misc4	Misc4	Misc4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Misc5	Misc5	Misc5	Misc5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is a pre-set number of columns to select and name, Misc1 to Misc5.

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 Auto transactions (optional)
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 Define input column to account mapping

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 LY	Actuals TY	Budget 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	Com
Sales	0	9 481 205	2 000 000	185 185	222 222	259 259	148 148	148 148	148 148	148 148	185 185	222 222	148 148	148 148	37 037	
Operating Income	0	9 481 205	2 000 000	185 185	222 222	259 259	148 148	148 148	148 148	148 148	185 185	222 222	148 148	148 148	37 037	
Cost of Goods	0	794 781	1 742 222	162 963	177 778	228 148	130 370	130 370	130 370	130 370	162 963	195 556	130 370	130 370	32 593	
Gross Profit	0	7 941 165	257 778	22 222	44 444	31 111	17 778	17 778	17 778	17 778	22 222	26 667	17 778	17 778	4 444	
Gross Profit %	0	82.8 %	12.9 %	12.0 %	20.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	12.0 %	
Personnel Cost	0	3 358 429	52 719	4 537	4 537	4 537	4 537	4 537	4 537	4 537	4 537	4 537	4 537	4 537	4 537	
Personnel Cost	0	16 353 437	511 187	45 528	45 528	45 528	47 240	47 240	47 240	47 240	47 240	47 240	47 240	47 240	47 240	
Operating Expenses	0	4 489 938	291 377	20 615	20 615	20 615	20 615	20 615	20 615	20 615	20 615	20 615	20 615	20 615	20 615	
Operating Profit	0	-12 892 210	-544 787	-43 921	-21 699	-35 932	-90 677	-90 677	-90 677	-90 677	-45 632	-52 188	-41 077	-41 077	-74 410	

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 Sales and calculated Cost of Goods Sold must be mapped to accounts for the P&L transactions to be generated.

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

The input column to account mapping is found in the “Input settings and administration” workbook in the “Budget settings” page:

Input Settings and Administration

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Generate distribution keys from history

Acc. - Periodic distribution keys

Acc. - Override distribution using historic data

Acc. - Auto transactions

Personnel - Periodic spread keys

Personnel - Auto transactions

Personnel - Account mapping

Personnel - General settings

Sales by GM - distribution keys

Sales by GM - Auto transactions

Sales by GM - Account mapping

Sales by GM - Account mapping						
Department	Product	Market	Column Name	Account	Comment	
1	Allie avdelinger	All Product	All Markets	Sales	3010 - Income Spareparts	
2	Allie avdelinger	All Product	All Markets	Cogs	4010 - Cost of Spareparts Sold	
3	Allie avdelinger	All Product	All Markets	Freight	4290 - Freight, Customs, etc.	
4	Allie avdelinger	All Product	All Markets	Misc4	5020 - Bonuses	
5	Allie avdelinger	All Product	All Markets	Misc3	4990 - Freight cost on goods sold	
6	Allie avdelinger	All Product	All Markets	Misc2	4220 - Cost of External Consultants billed	
7	Allie avdelinger	All Product	All Markets	Misc5	7490 - Other cost	

Column	Description
Department	Source department. Ranked input. Mandatory.
Product	Source product. Ranked input. Mandatory.
Market	Source market. 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 Select and name input columns for details.
Account	The target account, i.e. that account that the generated P&L transaction will be tied to.
Comment	Optional comment

5 Settings

The settings for the Sales by GM module are found in the "Input settings and administration" workbook in the "Budget settings" page.

Distribution keys

Distribution keys are specified by the combination of the department, product, and market 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.

Input Settings and Administration

Budget settings Forecast settings Payroll Settings Budget Admin Forecast Admin Setup

Save Refresh Generate distribution keys from history

Acc. - Periodic distribution keys

Acc. - Override distribution using historic data

Acc. - Auto transactions

Personnel - Periodic spread keys

Personnel - Auto transactions

Personnel - Account mapping

Personnel - General settings

Sales by GM - distribution keys

Sales by GM - Auto transactions

Sales by GM - Account mapping

Sales by GM - distribution keys																
Department	Product	Market	Column Name	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	Allie avdelinger	All Product	Market B	Sales	10	12	14	8	8	8	8	10	12	8	8	2, Market B standard key

Column	Description
Department	Ranked input. Mandatory
Product	Ranked input. Mandatory.
Market	Ranked input. Mandatory.

ColumnName	The column name for which the distribution key applies, see
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.

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
Department	Source department. Ranked input. Mandatory
Product	Source product. Ranked input. Mandatory.
Market	Source market. 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 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"> - 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: <ul style="list-style-type: none"> - Equality: == - Greater than or equal to: >= - Less than or equal to: <= - Logical and: && Logical or:
Target Account	The account that the target transaction will have.