

Profitbase AS

Profitbase Planner

Configuration and Operation Account module

Profitbase

24.02.2023

Version 3.2

Content

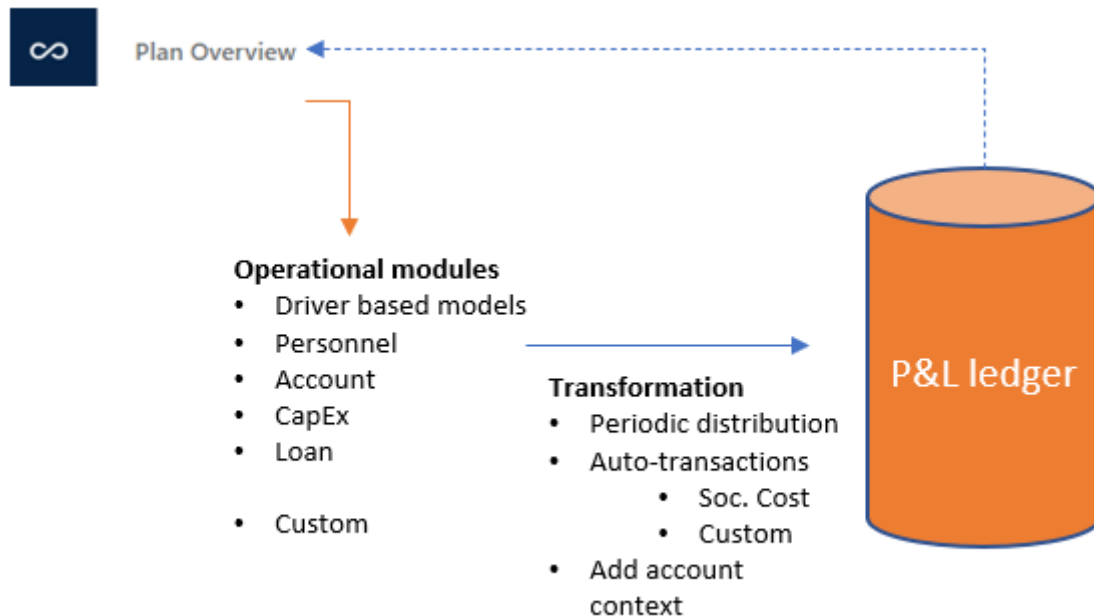
Content	2
1 Abstract, intended audience and pre-requisites	3
2 Common functionality	3
3 Principle of operation	5
<i>Plan by year-totals or by month</i>	5
<i>Dimensionality</i>	6
Change dimensionality of an input row	6
<i>Historical references and deviation calculations</i>	7
<i>Planning horizon</i>	7
<i>Plan roll forward actions</i>	8
4 Module configuration	8
<i>Publish and name module, control row context right-click menu options</i>	8
<i>Select additional dimensionality</i>	9
<i>Select, name, and define historical reference columns</i>	10
<i>Select, name, and define deviation columns</i>	10
Select / unselect optional columns	11
Attach module to input report	12
Additional input filters (slicers)	13
Period filters	14
Disabling the Periods button	14
5 Module settings	15
Distribution keys	15
Distribution key helper	15
Override distribution using historic data	16
Auto transactions (optional)	17
6. High level planning with the account module	18

Date:	Version:	Changed by:	Changes:
29.05.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised
19.05.2021	2.0	TN	Revised for Planner v5
18.08.2021	2.1	TN	Revised for Planner v5
04.10.2021	2.2	TN	Revised for Planner v5 final
07.07.2022	3.0	TN	Revised for Planner v5.2
05.12.2022	3.1	TN	Revised for Planner v5.2.4
24.02.2023	3.2	TN	Revised for Planner v5.4.0

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 plan 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 accessed from the Plan overview workbook of a given version and the input provided by the contributors are transformed into P&L transactions and fed back to the Plan overview workbook resulting in a P&L work-in-progress overview.

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.

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

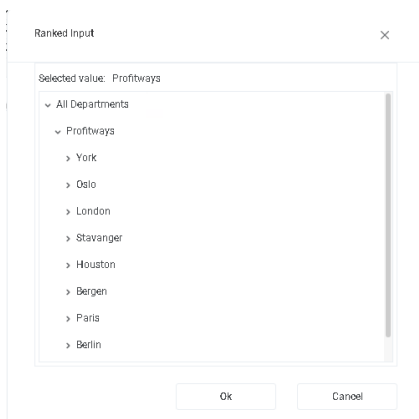
Inserting and deleting rows can be controlled as part of the configuration, see [Publish and name module, control row context right-click menu options](#).

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

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

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

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



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

Select node and click “OK”.

Click “Cancel” to leave the selector without selecting.

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

- Move up

- Move down

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

3 Principle of operation

Plan by year-totals or by month

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

Account

Account Details

Supporting Details

X

Export

Back

Save

Refresh

Periods

Year

2020

X

▼

Workflow Status

In Progress

▼

New Last

Stavanger (NOK) Other Operating Expenses

Account	Act YTD	For YTD	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	Comment
1 Sum	0	-100,000	-100,000	0	0	0	0	0	0	0	0	-25,000	-25,000	-25,000	-25,000	
2 6310 - Office rental	0	100,000	100,000	0	0	0	0	0	0	0	0	25,000	25,000	25,000	25,000	
3 6311 - Office rental - shared cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

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

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


Account	ACT YTD	Actuals 112M	ACT YTD	Plan YTD	2021	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
1 Sum	0	-5,750,275	0	-400,000	-400,000	-27,027	-21,622	-27,027	-32,432	-37,838	-43,243	-48,649	-43,243	-37,838	-32,432	-27,027	-21,622
2 6305 - Rental conference room	0	4,395	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 6310 - Office rental	0	662,818	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 6311 - Office rental - shared cost	0	189,958	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	10,811	9,459	8,108	6,757	5,405
5 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	10,811	9,459	8,108	6,757	5,405
6 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	10,811	9,459	8,108	6,757	5,405
7 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	10,811	9,459	8,108	6,757	5,405
8 6370 - Office cleaning expenses	0	149,573	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 6390 - Other office expenses	0	4,523	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Click on the  symbol to view the distribution key.

Please refer to [Distribution keys](#) for details on how to set up central distribution keys.

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

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

Note that you can also see the distribution of any historical and plan sets, by clicking the  symbol. The result is displayed in a pop-up where you can toggle between % and absolute numbers:

Periodic comparison

6311 - Office rental - shared cost

	Column	Total	January	February	March	April	May	June	July	August	September	October	November	December	
1	Act LY	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	L12M	100.0 %	9.3 %	12.8 %	-13.8 %	7.1 %	9.2 %	8.9 %	18.0 %	9.5 %	7.2 %	13.1 %	11.6 %	7.3 %	
3	N12M	100.0 %	6.8 %	5.4 %	6.8 %	8.1 %	9.5 %	10.8 %	12.2 %	10.8 %	9.5 %	8.1 %	6.8 %	5.4 %	
4	2021	100.0 %	6.8 %	5.4 %	6.8 %	8.1 %	9.5 %	10.8 %	12.2 %	10.8 %	9.5 %	8.1 %	6.8 %	5.4 %	
5	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	

☒ Show as %

Close

Note that you can also restore the default distribution for any row or collection of rows by right clicking the following column and select “Restore default key”. This can either be done on a specific row or on the upper-most total-row to be able to select multiple rows:

Budget • 2022 Account																		
Staranger (NOK) Other Operating Expenses																		
	Account	Actuals L12M	Act. YTD	Plan YTD	2022	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	
1	Sum	0	0	-3,000	-3,000	-247	-247	-247	-247	-253	-280	-247	-247	-247	-247	-247	-247	
2	6305 - Rental conference room	0	0	1,000	1,000	83	83	83	83	89	83	83	83	83	83	83	83	
3	6312 - Rental Home-office	0	0	2,000	2,000	164	164	164	164	164	197	164	164	164	164	164	164	

Selecting “Restore default key” on the upper-most total-row, presents a pop-up where a selection of rows can be done. Only the rows eligible for restoring the default key i.e., rows where the user has overridden the key, are shown:

Budget • 2022 Account																		
Staranger (NOK) Other Operating Expenses																		
	Account	Actuals L12M	Act. YTD	Plan YTD	2022	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	
1	Sum	0	0	-3,000	-3,000	-247	-247	-247	-247	-253	-280	-247	-247	-247	-247	-247	-247	
2	6305 - Rental conference room	0	0	1,000	1,000	83	83	83	83	89	83	83	83	83	83	83	83	
3	6312 - Rental Home-office	0	0	2,000	2,000	164	164	164	164	164	197	164	164	164	164	164	164	

Dimensionality

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

Extra dimensionality, Project, Activity, Counterpart and 4 free dimensions Dim1, Dim2, Dim3 or Dim4 may be added as needed.

The account module can also be set up for planning in multiple currencies by enabling the Currency foreign dimension.

Please refer to [Select additional dimensionality](#) for details.

[Change dimensionality of an input row](#)

The current dimensionality of an existing input row may be changed (subject to the configuration, see [Publish and name module, control row context right-click menu options](#)) by

right-clicking the row in one of the dimensional columns and selecting “Change dimensionality”. This will reveal a pop-up in which a new dimensionality can be set:

The screenshot shows the Profitbase Budget 2022 interface. A table displays financial data for 'Stavanger (NOK) Other Operating Expenses' across various months from 2022 to Dec 22. A right-click context menu is open over the '6305 - Rental conference room' row, showing the 'Change dimensionality' option. The dialog box shows the current dimensionality as 'Departments' and 'Accounts' and allows selecting a new one from a list.

Historical references and deviation calculations

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

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

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

Planning horizon

The planning time horizon is controlled in the Finance Settings workbook:

The screenshot shows the 'Finance Settings' workbook, specifically the 'Setup' tab. The 'Time: Start and range' section is active, showing a table with columns for 'Start Date' and 'Time: Start and length'. The 'Start Date' is set to '01/01/2021'. The 'Time: Start and length' dropdown menu is open, showing options: 'This- and next 6 years' (selected), 'Next 12 months', 'This- and next year (default)', 'This- and next 2 years', 'This- and next 3 years', 'This- and next 4 years', 'This- and next 5 years', and 'This- and next 6 years'.

This time horizon applies to all input modules.

Long-term planning (beyond this year and next year) allows for a year-total input only. When saving the plan, the long-term year-totals are automatically distributed to months using the distribution that is relevant to the next year’s plan for the corresponding dimensionality.

Note that there is also a period filter setting that you may want to consider if you change the plan horizon. The period filter setting control which period filter will be available and which one will be the default, please refer to [Period filters](#).

Plan roll forward actions

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

4 Module configuration

Publish and name module, control row context right-click menu options

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

Forecast • DEVELOPMENT 5.3.0 | Input Settings and Administration

Account / Personnel SettingsDriver based settingsPayroll SettingsSetup

SaveRefresh

☐ Account - dimensions

☐ Account - column selection

☐ Account - Historic Reference Columns

☐ Account - deviation columns

☐ Personnel - dimensions

☐ Personnel - Column setup

☐ Base settings

☐ Period filters

When multi department input on, a row limit must be set. Consider setting mandatory filters and not to auto-load input sheet on filter change.

Input modules		Row context menu options											
	Input module	Published	Description	Description EN	Description NO	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg
1	Profitbase.EPM.AccountWorkbook	<input checked="" type="checkbox"/>	Account	Account	Konto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2	Profitbase.EPM.PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
3	Profitbase.EPM.CapExWorkbook	<input checked="" type="checkbox"/>	CapEx	CapEx	Investeringer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>
4	Profitbase.EPM.LoanWorkbook	<input checked="" type="checkbox"/>	Loan	Loan	Lån	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>

Column	Description
Input module	The name of the input module. The Input module column is an action link that will open the module in admin mode that means that changes are possible regardless of the "Published" column setting.
Published	Indicates that the input module is Published or not (checked unchecked). If not published (unchecked), changes will not be possible unless opening the input module using the action link in the "Input module" column.
Description	The module's default name
Description EN	The module's English name
Description NO	The module's Norwegian Name
Row context menu options (right-click)	
New	Insert new row and Insert copy of row is allowed (true) or not allowed (false). Default is true.
Delete	Delete row is allowed (true) or not allowed (false). Default is true.
Delete (act. = 0)	Delete row is allowed only if row contains no actuals (true). Available for selection only if "Delete" is true.
Ch. dim.	Change dimensionality is allowed (true) or not allowed (false). Default is true.
Ch. dim. (act. = 0)	Change dimensionality is allowed only if row contains no actuals (true). Available for selection only if "Ch. dim." is true.
Multi-dept. input	Input only allowed at lowest department level input is the default (false). If set to true, input can (given that access control allows) be given at higher-level nodes of the department dimension.

	NOTE: when multi-department input is no (true), other filter should be used to narrow down the data set operated on.
Input row limit	Max. row limit returned that allows input. If row limit is reached, data is limited, and a warning is given to say that data set must be narrowed down to allow input. When multi-department input is set to true, a row limit must be set.
Auto load on filter chg.	By default, data is loaded automatically on filter change (true). When multi-department input is used, it may be desirable to first set all filters and then load the data. If this is the case, set this option to false. End user will have to use the Refresh button to load data.

Select additional dimensionality

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

Forecast • DEVELOPMENT 5.3.0 | Input Settings and Administration

Account / Personnel Settings Driver based settings Payroll Settings **Setup**

Save Refresh

☒ Account - dimensions
 ☐ Account - column selection
 ☐ Account - Historic Reference Columns
 ☐ Account - deviation columns
 ☐ Personnel - dimensions
 ☐ Personnel - Column setup
 ☐ Base settings
 ☐ Period filters

	DimensionColumn	Visible	Mandatory	Group source data	Visible as filter	Filter selection mandatory	Comments
1	LegalEntityID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	DepartmentID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	AccountID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	ProjectID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	ActivityID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	CPLegalEntityID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Dim1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Dim2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Dim3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Dim4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	CurrencyForeignID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

There is a preset number of additional dimensions to choose from.

Column	Description
Dimension Column	The internal dimension column (preset).
Visible	Indicates that the column is visible and editable in the input worksheet or not (checked unchecked)
Mandatory	Indicates that the column is mandatory in the input worksheet, i.e. that when inserting a new row, the user will have to select a value from the attached drop-down list.
Visible as filter	Some of the dimensions are available for selection as input filters (slicers). Indicates whether dimension is also an input filter (checked) or not (unchecked).
Filter selection mandatory	Indicates whether it is mandatory to set a value for the filter (checked) or not (unchecked)
Group Source Data	<p>Source data for the account module is the ledger historical facts. Opting to group source data by a certain visible dimension implies all variations in that dimension within the historical reference period (actuals last 12 months + any historical reference columns used) will be reflected in the input sheet.</p> <p>For example if Dim1 had values A, B, C and D for Account X and Department Y historically and one chooses to make it visible and to group source data based on Dim1, the input sheet for department Y will 4 input line for account X in combination with Dim1 A, B, C and D with any historical values specified per Dim1.</p> <p>Opting not to group source data by Dim1 in this case would imply 1 input line for Account X with Dim1 having the default value (none) and any historical values summed.</p> <p>This attribute may also be useful for high-level planning where one does not want to plan per account or even per department. Please refer to High level planning with the account module for details on high level planning with the account module.</p>
Comment	Optional comment.

Note that the Currency foreign dimension is always mandatory, but you can control the visibility. By default, it is hidden meaning that the plan is in the home currency of the individual legal entity. If visible, the summary row of the input sheet is disabled.

Note on CPLegalEntityID (counterparty): this dimension is available in all modules, but it is only the Sales (IC) and Loans (IC) financial engines that creates counter transactions. Providing counterparty information to transactions that are not handled by the mentioned financial engines will NOT have it's counter transactions automatically posted. Hence, when enabling this

dimension, make sure that is understood by the client. Accounts piped through the Sales (IC) engine are set up in the Finance Settings workbook and the Account to engine mapping configuration.

Select, name, and define historical reference columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the “Account – Historic Reference Columns” table:

The screenshot shows the 'Input Settings and Administration' interface. The 'Setup' tab is selected. On the left, there are three checkboxes: 'Account - dimensions' (unchecked), 'Account - Historic Reference Columns' (checked), and 'Konto - deviation columns' (unchecked). The main table is titled 'Account - Historic Reference Columns' and has the following columns: Column Name, Dataset ID, From Date, To Date, Description, Description NO, Description EN, Visible summary, Visible input, and Visible acc. report. There is one row with the following values: 1, Historic1, Actual, 01/01/2019, 12/31/2019, Act LY, Fak i fjor, Act LY, checked, checked, and unchecked.

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

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

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

Select, name, and define deviation columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the “Account – deviation columns” table:

The screenshot shows the 'Input Settings and Administration' interface. The 'Setup' tab is selected. On the left, there are three checkboxes: 'Account - dimensions' (unchecked), 'Historic Reference Columns' (unchecked), and 'Account - deviation columns' (checked). The main table is titled 'Account - deviation columns' and has the following columns: Column Name, Formula, Description, Description EN, Description NO, Visible summary, Visible input, and Format. There are two rows with the following values: 1, Deviation1, ((NV)-[TY])/[TY], Growth, Growth, Vekst, checked, checked, Percentage, no decimals; 2, Deviation2, [NV] - [TY], NY - TY, NY - TY, NY - TY, checked, checked, Number, 1 decimal.

There is a preset number of deviation columns to select.

Column	Description
Column Name	The internal deviation column id, Deviation1, Deviation2.
Formula	See * below
ColumnName_Description	The column's default name
ColumnName_Description_EN	The column's English translation
ColumnName_Description_NO	The column's Norwegian translation
Visible Plan overview	Indicates that the column is visible in the Plan overview workbook for the process or not (checked unchecked)
Format plan overview	The number format that the calculated deviation will display in the Plan overview workbook, select from drop down list.
Visible input	Indicates that the column is visible in the account input worksheet and account details report or not (checked unchecked)
Format input	The number format that the calculated deviation will display in the account input worksheet and account details report, select from drop down list.

*

There are several internal columnids that can be referenced in the formulae:

- **Historic1 to Historic5** – historic reference columns, requires that historic reference columns are configured.
- **YTD** – Year to date (Actuals)
- **ROY** – Rest of year plan (rest of first plan year, that is from plan start to the end of first plan year)
- **TY** – This year (first full plan year, comprised of YTD actuals and ROY plan)
- **NY** – Next year plan (second full plan year)
- **L12M** – Last 12 months (Actuals)
- **N12M** – Next 12 months plan (first 12 months of plan)
- **NYPlus1** – Third full plan year, requires that long term planning is used.
- **NYPlus2** – Fourth full plan year, requires that long term planning is used.
- **NYPlus3** – Fifth full plan year, requires that long term planning is used.
- **NYPlus4** – Sixth full plan year, requires that long term planning is used.
- **NYPlus5** – Seventh full plan year, requires that long term planning is used.

Please note that the internal columnids should be enclosed in [] and that + (plus), - (minus), * (multiplication) and / (division) mathematical operators can be used, for example:

- [NY] – [TY]

If, for example the deviation column is to show This year's budget – Last year's budget, and the two are stored in columns Historic1 and Historic2 respectively, the formula would be:

- [Historic1] – [Historic2]

Please Note also that YTD and ROY are not available in the account details report.

Select / unselect optional columns

A set of columns are optional related to actuals last 12 months, year to date and plan rest of year. The columns can be named and selected / unselected individually for the plan overview (summary) and account input module respectively:

Budget • 2022 | Input Settings and Administration

Settings

Payroll Settings

Setup

Save

Refresh

☐ Account - dimensions

☒ Account - column selection

☐ Account - Historic Reference Columns

☐ Account - deviation columns

Account - column selection

	Column Name	Description	Description EN	Description NO	Visible summary	Visible input
1	L12M	Actuals L12M	Actuals L12M	Fak. siste 12	<input type="checkbox"/>	<input type="checkbox"/>
2	YTD	Act. YTD	Act. YTD	Fak. hittil	<input type="checkbox"/>	<input type="checkbox"/>
3	ROY	Plan YTG	Plan YTG	Plan.rest.år	<input type="checkbox"/>	<input type="checkbox"/>

Attach module to input report

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

Additional input filters (slicers)

Department is a standard filter (slicer). In addition, there is an option to include Project and/or Activity as additional input filters (slicers).

The configuration for this is found in the “Setup” page of the “Input Settings and Administration” Workbook:

≡

Input Settings and Administration

Dev - 5.0.0.2

SettingsPayroll SettingsSetup

SaveRefresh

☐ Account - dimensions

☐ Account - Historic Reference Columns

☐ Account - deviation columns

☐ Personnel - dimensions

☐ Personnel - Column setup

☐ Base settings

☐ Period filters

☒ Input filters

Input filters

	Filter	Visible	Name	Name EN	Name NO	Comment
1	Project	<input checked="" type="checkbox"/>	Project	Project	Prosjekt	
2	Activity	<input checked="" type="checkbox"/>	Activity	Activity	Aktivitet	

Note that this configuration is global to all input module workbooks and the “Plan Overview” workbook.

Column	Description
Filter	Available filter, limited to Project and Activity
Visible	Makes filter visible (checked) or not visible (unchecked)
Name	The filter’s default name as displayed in the workbook
Name EN	The filter’s English translation as displayed in the workbook
Name NO	The filter’s Norwegian translation as displayed in the workbook

The additional filters appear in the right section of the workbook:

Product sales

Dev - 5.0.0.2

profitbase

← BackSaveRefreshPeriods2021MeasureSales qty

Workflow StatusIn ProgressNew task

Department

Stavanger (NOR) Sales

	Product	Market	ProjectID_Name	ActivityID_Name	Measure	Act LY	Actuals LY2M	Act.YTD 2021	Plan YTD 2021	2021	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21
1	Total				\$			1 080	1 080	1 080	216	189	162	135	108	81	5
2	Profitways Division Core	European Union	Project A	Consolidation sales effort	Sales qty	0	0	0	1 000	1 000	200	175	150	125	100	75	5
3	Profitways Division Core	European Union	Project B	Consolidation sales effort	Sales qty	0	0	0	80	80	16	14	12	10	8	6	

Account

	2021	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
1	Sum	253,407,360	50,680,049	44,343,043	38,010,037	31,675,031	25,340,025	19,005,018	12,670,012	6,336,549	6,336,549	6,336,549	6,336,549
2	3015 - Income Accessories	198,612,000	39,722,400	34,757,100	29,791,800	24,826,500	19,861,200	14,895,900	9,930,600	4,965,300	4,965,300	4,965,300	4,965,300
3	3075 - Rebuilt advertising expenses	2,052,000	410,400	359,100	307,800	256,500	205,200	153,900	102,600	51,300	51,300	51,300	51,300
4	3080 - Discounts	-4,104,000	-820,800	-718,200	-615,600	-513,000	-410,400	-307,800	-205,200	-102,600	-102,600	-102,600	-102,600
5	4010 - Cost of Spareparts Sold	133,070,040	26,814,008	23,387,257	19,960,506	16,613,755	13,387,004	9,980,753	6,653,502	3,326,751	3,326,751	3,326,751	3,326,751
6	4280 - Freight, Customs, etc.	8,640,000	1,728,000	1,512,000	1,296,000	1,080,000	864,000	648,000	432,000	216,000	216,000	216,000	216,000
7	6510 - Tools	54,000	12,343	10,800	9,257	7,714	6,171	4,629	3,086	0	0	0	0
8	7999 - Miscellaneous cost	-198,612,000	-39,722,400	-34,757,100	-29,791,800	-24,826,500	-19,861,200	-14,895,900	-9,930,600	-4,965,300	-4,965,300	-4,965,300	-4,965,300

Project

All

Project group 1

Project group 2

Project C

Project D

Project group 3

Activity

All

Revenue Growth Initiatives

Risk Preventive Actions

GDPR approval

WebPage related activity

Period filters

The input module contains a period filter in which (time) periods can be selected. The content of this filter can be configured in the “Period filters” table found in the “Setup” page in the “Input Settings and Administration” workbook:

Input Settings and Administration

Dev - 5.0.0.2

SettingsPayroll SettingsSetup

SaveRefresh

Account - dimensions

Account - Historic Reference Columns

Account - deviation columns

Personnel - dimensions

Personnel - Column setup

Base settings

Period filters

Input filters

Period filters

	Period filter	Visible	Default	Sorting	Comment
1	2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	This fiscal year
2	2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Next fiscal year
3	Jan 2021 - Dec 2022	<input type="checkbox"/>	<input type="checkbox"/>	3	Next 12 months
4	2021 - 2022	<input type="checkbox"/>	<input type="checkbox"/>	4	This fiscal year and next fiscal year
5	2023 - 2027	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Beyond next fiscal year

Note that this configuration is global to all input module workbooks and the “Plan Overview” workbook.

Column	Description
Period filter	Available filters, preset.
Visible	Makes filter visible (checked) or not visible (unchecked)
Default	Makes it the default period filter
Sorting	Controls the sorting in the filter drop down
Comment	Optional comment

Disabling the Periods button

By default, the user can toggle between (year) total and (month) periodic input using the Periods button.

In certain cases, it may be desirable to disable the Periods button, leaving the user with the (year) total input option*.

This can be configured in the “Distributed Input Settings” table found in the “Setup” page in the “Input Settings and Administration” workbook by setting the values DISABLED for the setting “AccountPeriodsButton”:

Input Settings and Administration

Dev - 5.0.0.4

SettingsPayroll SettingsSetup

SaveRefresh

Account - dimensions

Historic Reference Columns

Account - deviation columns

Personnel - dimensions

Personnel - Column setup

Distributed Input Settings

Period filters

Input filters

Distributed Input Settings

Setting ID	Value	Comment	
1	AccountGroupingMandatory	TRUE	Group Account module and summary data per account (TRUE) or allow aggregation to default account per report line (FALSE). NOTE that for this setting to be set to FALSE, a default account must be set per input report line in the Report Setup workbook.
2	AccountNetFactor	-1	Applies only to sum (net) lines in account based input sheets and reports (and values +1 (-1) -1 is the default. Net is displayed as sum of amounts of individual accounts multiplied by account's sign factor. The net is then multiplied with the AccountNetFactor value.
3	AccountPeriodsButton	DISABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED) (DISABLED). Default is ENABLED.
4	ActualDatasetID	ACTUAL	The dataset id for the actual dataset (default ACTUAL).
5	AlwaysIncludeAllAccounts	FALSE	Should account input module reflect only historical data (FALSE - default) or should all accounts be included regardless of historical relevance (TRUE). A TRUE setting should be used with care, will potentially create large amounts of data.
6	DepartmentGroupingMandatory	TRUE	Group Account module and summary data per department (TRUE) or allow aggregation to default department per legal entity (FALSE). NOTE that for this setting to be set to FALSE, a default department must exist for each legal entity in the Legal Entity dimension in the Dimensions workbook.
7	DistributedReportID	INPUT	ReportID used for input-based reports (input report). The default reportID is INPUT.
8	DriverBasedLoadExternalSource	MERGE	Load driver based source fact data from external source option to control if and how driver based data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source to internal source (MERGE). Rep...
9	DriverBasedPeriodsButton	ENABLED	Controls whether the Periods button in the Driver based module is enabled or not (ENABLED) (DISABLED). Default is ENABLED.
10	FCTYearTotalFloating	TRUE	This year total float (TRUE) or remain fixed (FALSE) after rollover: TRUE means that this year's total will change as new months are actualized when rolling forward. FALSE means that this year's total will remain fixed and thus plan rest of year will float. NOTE that this setting applies to th...
11	IncludeAccountingAccountingSource	FALSE	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).
12	PersonnelLoadExternalSource	MERGE	Load personnel source fact data from external source option to control if and how personnel data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source to internal source (MERGE). Rep...

*Note: if the objective is to only allow for (year) total input, the period filter for next 12 months cannot be set as this option only supports periodic (month) input.

5 Module settings

For account module settings, go to the “Input Settings and Administration” workbook and select “Settings” page.

Distribution keys

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

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

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

The screenshot shows the 'Input Settings and Administration' interface. At the top, there's a header with a menu icon and the text 'Input Settings and Administration Dev - 5.0.0.2'. Below this, there are tabs for 'Settings', 'Payroll Settings', and 'Setup'. The 'Settings' tab is active. On the left, there are three checkboxes: 'Account - Periodic distribution keys' (checked), 'Account - Override distribution using historic data' (unchecked), and 'Account - Auto transactions' (unchecked). To the right of these checkboxes is a table titled 'Account - Periodic distribution keys'. The table has columns for 'Departm.', 'Account', and months from 'Jan 21' to 'Nov 21'. The first row shows 'All Departments' and '63 - 63' with values ranging from 5.00 to 9.00.

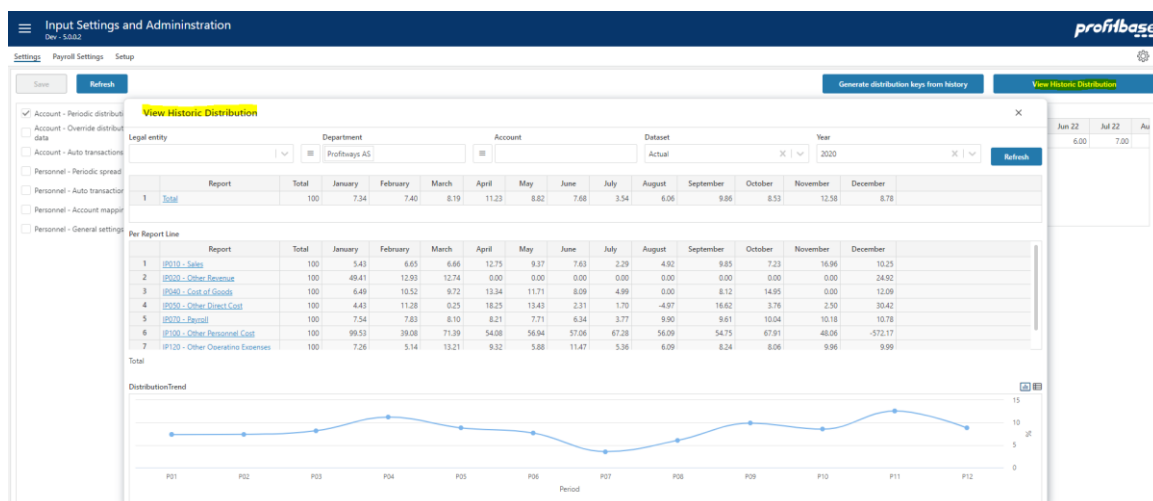
	Departm.	Account	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21
1	All Departments	63 - 63	5.00	4.00	5.00	6.00	7.00	8.00	9.00	8.00	7.00	6.00	5.00

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

Distribution key helper

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

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



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

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

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

Override distribution using historic data

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

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

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

Define the selection of departments and accounts:

The screenshot shows the 'Input Settings and Administration' window in Profitbase. It includes a table with columns for Department, Account, Dataset ID, Year Relative To Plan, and Comment. The 'Generate distribution keys from history' button is visible.

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

Column	Description
Departm.	Ranked input. Mandatory
Account	Ranked input. Mandatory.
Dataset ID	The historic dataset from which the historic distribution keys are generated. Select from list.

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

Auto transactions (optional)

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

Budget • 2022 | Input Settings and Administration

Account / Personnel Settings

Driver based settings

Payroll Settings

Setup

Save

Refresh

Data has been changed, but not saved

Account - Periodic distribution keys

	Departm.	Account	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23

Personnel - Periodic spread keys

	Departm.	Employee	Column Name	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
1	All Departments	All employees	Annual Salary	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1
2	All Departments	All employees	Bonus	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Account - Override distribution using historic data

Account - Auto transactions

Personnel - Auto transactions

Personnel - Account mapping

Personnel - General settings

Account - Auto transactions

Departm.	Account	Value	Operator	Condition	Target Account	Target department	Comment
1	Profitways AS 6305 - Rental conference room	0.02	*		6810 - Office stationaries		

Column	Description
Departm.	Source department. Ranked input. Mandatory
Account	Source account. Ranked input. Mandatory.
Value	The value and the operator define how the amount of the target transaction will be calculated. In the example above, the amount of the target transaction will be 10% of the source amount. Numeric value. Mandatory.
Operator	Select from list. Mandatory.
Condition	Optional. Special condition to apply when validating whether to execute the rule or not. For example: <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: >= Greater than: > Less than or equal to: <= Less than: < Logical and: && Logical or:
Target Account	Mandatory. The account that the target transaction will have. Select from list.
Target department	Optional. Leave empty if target department should equal the source department. Select from drop down is target department should differ from source department

6. High level planning with the account module

Profitbase Planner allows planning at the leaf (lowest) levels of the involved dimensions involved.

To plan at a higher level with the account module, default values dimensional values can be used so that historical reference data is aggregated over fewer dimensional combinations.

This is controlled in the dimension settings, using the “Group source data” option. The fewer dimensions have the “group source data” checked, the more aggregated the historical reference data:

The screenshot shows the 'Input Settings and Administration' interface. The top navigation bar includes 'Settings', 'Payroll Settings', and 'Setup'. The left sidebar contains a list of settings: 'Account - dimensions' (checked), 'Account - Historic Reference Columns', 'Account - deviation columns', 'Personnel - dimensions', 'Personnel - Column setup', 'Base settings' (checked), 'Period filters', and 'Input filters'. The main area displays the 'Account - dimensions' table with the following columns: DimensionColumn, Description, Description EN, Description NO, VisibleInput, Mandatory, and Group source data. The table contains 10 rows of data.

	DimensionColumn	Description	Description EN	Description NO	VisibleInput	Mandatory	Group source data
1	LegalEntityID	LegalEntityName	LegalEntityName	Selskapsnavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	DepartmentID	DepartmentName	DepartmentName	Avdelingsnavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	AccountID	AccountName	AccountName	Kontonavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	ProjectID	ProjectName	ProjectName	ProsjektNavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	ActivityID	ActivityName	ActivityName	AktivitetsNavn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	CPLegalEntityID	Counterpart	Counterpart	Motpart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Dim1	Dim1Name	Dim1Name	Dim1Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Dim2	Dim2Name	Dim2Name	Dim2Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Dim3	Dim3Name	Dim3Name	Dim3Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Dim4	Dim4Name	Dim4Name	Dim4Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the optional dimensions, Project, Activity and so on, the default (none) dimensional value is found automatically.

For the Department and Account dimensions, the following has to be set up:

In the “Base settings” table, the following options have to be set to FALSE in order to allow to uncheck “Group source data” for one or both of these dimensions:



Input Settings and Administration

Dev - 5.0.0.2

Settings Payroll Settings Setup

Save

Refresh

- ☐ Account - dimensions
- ☐ Account - Historic Reference Columns
- ☐ Account - deviation columns
- ☐ Personnel - dimensions
- ☐ Personnel - Column setup
- ☒ Base settings
- ☐ Period filters
- ☐ Input filters

Base settings

	Setting ID		Value
1	AccountGroupingMandatory	▼	FALSE
2	AccountNetFactor	▼	-1
3	ActualsDatasetID	▼	ACTUAL
4	AlwaysIncludeAllAccounts	▼	FALSE
5	DepartmentGroupingMandatory	▼	FALSE
6	DistributedReportID	▼	INPUT
7	DriverBasedLoadExternalSource	▼	MERGE
8	FCTYearTotalFloating	▼	TRUE
9	IncludeAllowInputAccountsOnly	▼	FALSE
10	PersonnelLoadExternalSource	▼	MERGE

In addition, default values must be provided:

A default account per report line in the INPUT report must be defined. This is done in the “Report Setup” workbook:

Report Setup

Report Lines Acc. mapping Translations Options Setup Additional dim. mapping

Save

Refresh

Check

Publish

Report

[Add...](#)

Search

Balance sheet

Cash Monthly

Input

INPUT2

Income statement

Income test

Report Account Mapping - Input

Report Line ID	Report Line	Formula	Sign Factor	DefaultAccountID	Accounts (from-to, acc1, acc2,...)
IP010	Sales		-1	3010 - Försäljning	3010, 3015, 3016, 3017, 3018, 3030, 3035, 30
IP020	Other Revenue		-1	3750 - Roundings	3300-3998,3999
IP030	Operating Income	IP010 + IP020			
IP035		null			
IP040	Cost of Goods		1	4010 - Inköp varor och material	4010, 4020, 4023, 4065, 4090
IP050	Other Direct Cost		1	4210 - COGS 3rd Party A	4100-4999
IP060	Gross Margin	IP030-IP040-IP050			
IP061	Gross Margin %	(IP030-IP040-IP050)/IP030			
IP065		null			
IP070	Payroll		1	5010 - Lønn faste stillinger	5000-5049
IP100	Other Personnel Cost		1	5050 - Cost compensation	5050-5999
IP110	Personnel Cost	IP070+IP100			
IP115		null			
IP120	Other Operating Expenses		1	6390 - Other office expenses	6100-7999
IP130	Depreciation and Amortization		1	6010 - Avskrivning varige drifts	6000-6099
IP140	Operating Expenses	IP120+IP130			
IP145		null			
IP150	Operating Profit	IP060-IP110-IP140			
IP160		null			
IP170	Inventory	null			
IP180	Inventory Purchase			1460 - Inventory	1460

A default department must be defined for each legal entity. This is done in the “Dimensions” workbook, selecting the Legal entity dimension:

Dimensions

Edit dimensions Group Account Mapping Time and fiscal setup Workday calendar Elm, Legal Entity Mapping Setup

PRIMARY DIMENSIONS

REALENTHPP

Holding Group
Konsern T1 (AE11_GR)
Norge Elm
Profwayas Holding AS

Properties	Table
ID *	pjh
Name *	Profwayas Holding AS
Curr. Funct.	
Operation Type	
Default Department	

Historical source data will be aggregated to the default account set up per report line and to the default department per legal entity. This applies to both the “Plan Overview” workbook and the account module.

Note, that despite this aggregation, it is still possible to detail the plan by adding new rows and selecting other dimensional members, but it allows for a compact plan from the outset, for example when planning long term and do not require details at every level.

All the other modules can also be used if required.