

Profitbase AS

# Profitbase Planner

## *Configuration and Operation* Personnel module

Profitbase

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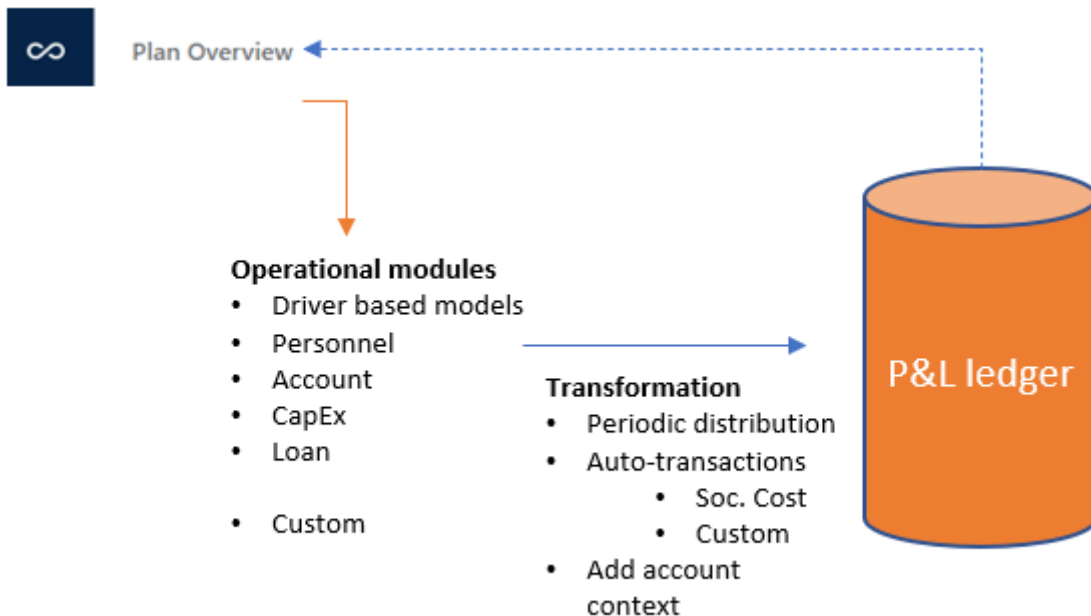
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29.5.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised
19.05.2021	2.0	TN	Revised for Planner v5
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24.02.2023	3.2	TN	Revised for Planner v5.4.0

## 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 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

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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

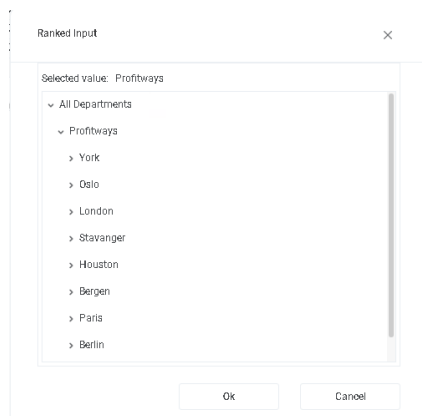
Inserting and deleting rows can be controlled as part of the configuration, see [Publish and name module, control row context right-click menu options](#).

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

The Personnel module provides an input sheet for contributors to plan their FTEs (Full Time Equivalents) and HCs (Headcounts) 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.

#### Driver-based

The Personnel module uses a driver-based principle in which FTEs (Full Time Equivalents) or HCs (Headcount) are the drivers subject to the configuration used, see [Select and name input columns, set the driver.](#)

The FTE/HC is maintained in the FTE or HC pages respectively:

Stavanger (NOK)	Salary	FTE Rest 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	Inf	Comment
1	Sum	1.00	1	1	1	1	1	1	1	1	1	1	1	1		
2	Lisa	1.00	1	1	1	1	1	1	1	1	1	1	1	1		

Any user input is thus provided per FTE/HC per month.

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

	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

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

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

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 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.YTGT 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	-43,736	-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

## Plan by individual and/or groups

The planning dimensionality used comprise of the Department and Employee dimensions and optionally dimensions as outlined here [Select additional dimensionality](#).

Note that the Employee dimension may be set up with individuals or groups or a combination of the two:

Personnel

Personnel Details

Save Refresh 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

Salary is always driven by FTE.

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 [Plan roll forward actions](#) for details).

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

The screenshot shows the 'Budget • 2022 | Input Settings and Administration' interface. It includes a navigation bar with 'Account / Personnel Settings', 'Driver based settings', 'Payroll Settings', and 'Setup'. Below the navigation bar are 'Save' and 'Refresh' buttons. The main content area is divided into two sections:

**Account - Periodic distribution keys**

Account	Dept.	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	

**Personnel - Periodic spread keys**

Personnel	Dept.	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
1	All Departments	All employees	Annual Salary	1	1	1	1	1	0	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

**Personnel - General settings**

Personnel	Dept.	Employee	Raise mth. no.	Raise overridden locally	Raise TY	Raise NY	Raise NY+1	Reduction vac. pay. factor	Comment
1	Alle avdelinger	All Employees	4	<input checked="" type="checkbox"/>	2.0%	2.5%	3.0%	0.1363	
2	York	All Employees	5	<input type="checkbox"/>	1.0%	0.5%	2.0%	0.0000	
3	Trondheim	All Employees	5	<input type="checkbox"/>	0.0%	0.0%	0.0%	0.0000	

On the left side of the 'Personnel - General settings' table, there are several checkboxes:

- Account - Override distribution using historic data
- Account - Auto transactions
- Personnel - Auto transactions
- Personnel - Account mapping
- Personnel - General settings

These settings may be differentiated using more specific Department levels (and optionally employee) 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:

The screenshot shows the 'Input Settings and Administration' interface. It includes a navigation bar with 'Settings', 'Payroll Settings', and 'Setup'. Below the navigation bar are 'Save' and 'Refresh' buttons. The main content area is divided into two sections:

**Personnel - Periodic spread keys**

Personnel	Dept.	Employee	Column Name	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21
1	All Departments	All employees	Annual Salary	1	1	1	1	1	1	1	0	1
2	All Departments	Hourly Salary	Annual Salary	1	1	1	1	1	1	1	1	1
3	All Departments	All employees	Bonus	0	1	0	0	1	0	0	1	0

On the left side, there are several checkboxes:

- Account - Periodic distribution keys
- Account - Override distribution using historic data
- Account - Auto transactions
- Personnel - Periodic spread keys
- Personnel - Auto transactions
- Personnel - Account mapping
- Personnel - General settings

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:

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

The screenshot shows the 'Personnel' module interface. At the top, there are 'Save' and 'Refresh' buttons, and a 'Year' dropdown set to 2020. Below this is a table with columns: 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. The table has three rows: 'Sum', 'Lisa', and 'Technicians'. Below the main table is a monthly breakdown table for '(Lisa)' with columns for FTE and months from Apr 20 to Dec 20. The final row shows an 'Account' breakdown for '5010 - Salaries' with a forecast of -316,302 and a July 2020 adjustment of -4,171.

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

### Dimensionality

The basic dimensionality of the personnel module is department and employee.

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

Please refer to 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 'Budget • 2022 | Personnel' interface. A table titled 'Stavanger (NOK) Salary' is displayed with columns for Employee, Hist. FTE, FTE Rest 2022, Headcount rest 2022, Hist. Mth. Salary, Base Mth. Salary, Raise 2022, Salary Rest 2022, Overtime, Bonus, Free Car, Training, and Group life. A pop-up window titled 'Change dimensionality' is open, showing a table with columns for Departm. and Employee, with values 'Stavanger' and 'Lisa' respectively. The pop-up has 'Save' and 'Cancel' buttons.

## Planning horizon

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

The screenshot shows the 'Finance Settings' workbook, 'Dev - 5.0.0.2', with the 'Setup' tab selected. The 'Time: Start and range' section is visible, showing a table with columns for Start Date and Time: Start and length. The Start Date is '01/01/2021' and the Time: Start and length is 'This- and next 6 years'. A dropdown menu is open, showing options: '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' (highlighted).

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](#).

## Long-term planning

For long-term (beyond next year) planning, 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

Year: 2022 - 2026

Workflow Status: In Progress

Stavanger (NCK) - Payroll

Input amounts are per FTE per month.

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

FTE Long Term

Long term table 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%		20%									

Account	2022	2023	2024	2025	2026
1 Sum	-1,371,041	0	0	0	0
2 5010 - Salaries	949,238				
3 5040 - Vacation Pay	113,921				
4 5041 - Payroll tax	201,260				
5 5042 - Payroll tax on vacation pay	22,784				
6 5210 - Employee Car expenses	18,000				
7 5230 - Employee Newspapers	3,600				
8 5250 - Indberettet forsikring	5,178				
9 5945 - Pension insurance 2G - BG	56,960				

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

## Plan roll forward actions

### Source data

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.

### Calculations

For every rollover during a year FTE and HC (the drivers) for the new month(s) added, will attain the value of the last month prior to the rollover. As FTE or HC are the drivers, 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 planning is done, the FTE/HC 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

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

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

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

ID	Input module	Published	Description	Description EN	Description NO	Row context menu options					Multi-dept. input	Input row limit	Auto load on filter chg
						New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)			
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
Published	Indicates that the input module is Published or not (checked   unchecked)
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.  <b>NOTE:</b> 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.
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## Select additional dimensionality

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

DimensionColumn	Visible	Mandatory	Visible as filter	Filter selection mandatory	Comments
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	<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)
Comment	Optional comment.

**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 and name input columns, set the driver

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

Column Name	Column Name EN	Column Name NO	Driver by	Input worksheet	Editable worksheet	Auto transaction	Account mapping	Central key	Local key	EmployeeTypeOr	PersonEmployeePrOr	PersonEmployeePrOr	VacationPayPrOr
Bonus	Bonus	Bonus	FTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EmployeeSubOr	EmpSub %	EmpSub %	ADA %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mas1	PartCar	PartCar	FTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mas2	Training	Training	Kompetansutveining	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mas3	Group life	Group life	GroupLife	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mas4	Misc4	Misc4	FTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mas5	Misc5	Misc5	FTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overline	Overline	Overline	Overline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PersonEmployeePrOr	Person empl. %	Person employee %	Person empl. %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PersonEmployeePrOr	Person empl. %	Person empl. %	Person empl. %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VacationPayPrOr	VacPay %	VacPay %	Permp %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Driven by	Whereas salary is always driven by FTE, the driver for the optional cost columns may be selected as either FTE or HC.
Input worksheet	Indicates that the column is visible in the input worksheet or not (checked   unchecked)
Editable worksheet	Indicates that the column is editable in worksheet or not (checked   unchecked). A cell, even though not editable, is however always editable until the row is saved for the first time.
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).
EmployerTaxPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked   unchecked)
PensionEmployeesOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked   unchecked)
PensionEmployerPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked   unchecked)
VacationPayPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked   unchecked)

Note that any override enabled for social cost (ovr columns) will always apply to the calculated salary. For additional cost columns (Overtime, Bonus, Misc 1..5), the above configuration will control whether or not that particular additional cost columns is affected the ovr column.

Note that a value in an ovr column for a particular input row, will set aside any payroll related setting regime for that payroll cost for that column.

## Attach module to input report

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

Report	Act LY	Actuals L2M	Act.YTD 2021	Plan YTC 2021	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
Sales	0	14 532 711	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898
Other Revenue	0	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Income	0	14 532 771	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898
Cost of Goods	0	0	0	133 070 040	133 070 040	28 614 008	23 287 237	19 960 306	16 633 755	13 307 004	9 980 233	6 653 502	3 328 751	3 328 751	3 328 751	3 328 751	3 328 751
Other Direct Cost	0	1 373 076	0	8 640 000	8 640 000	1 728 300	1 512 300	1 296 300	1 080 300	864 300	648 300	432 300	216 300	216 300	216 300	216 300	216 300
Gross Profit	0	13 160 695	0	128 660 742	128 660 742	17 120 890	15 749 641	14 378 392	13 007 143	11 635 894	10 264 645	8 893 396	7 522 147	7 522 147	7 522 147	7 522 147	7 522 147
Gross Profit %	0	90.6 %	0	47.6 %	47.6 %	37.7 %	38.8 %	40.3 %	42.3 %	45.1 %	49.1 %	55.7 %	68.0 %	68.0 %	68.0 %	68.0 %	68.0 %
Payroll	0	16 488 385	0	298 404 468	298 404 468	26 685 067	27 679 149	26 685 067	27 212 976	28 207 058	27 212 976	27 212 976	-2 336 784	27 212 976	27 212 976	28 207 058	27 212 976
Other Personnel Cost	0	1 438 438	0	33 203 679	33 203 679	2 865 114	2 914 326	2 865 114	2 897 233	2 946 445	2 897 233	2 897 233	1 282 637	2 897 233	2 897 233	2 846 445	2 897 233
Personnel Cost	0	17 866 821	0	331 608 147	331 608 147	29 550 181	30 593 475	29 550 181	30 110 209	31 153 503	30 110 209	30 110 209	-1 054 147	30 110 209	30 110 209	31 153 503	30 110 209
Other Operating Expenses	0	5 730 275	0	-198 158 000	-198 158 000	-39 678 300	-34 715 895	-29 750 706	-24 783 678	-19 820 569	-14 855 461	-9 890 352	-4 929 489	-4 930 941	-4 932 192	-4 933 943	-4 934 895
Depreciation and Amortization	0	544 100	0	916 607	916 607	0	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333
Operating Expenses	0	6 294 375	0	-197 241 333	-197 241 333	-39 678 300	-34 632 561	-29 667 433	-24 702 344	-19 737 236	-14 772 127	-9 807 019	-4 846 156	-4 847 507	-4 848 859	-4 850 210	-4 851 561
Operating Profit	0	-11 000 501	0	-5 706 072	-5 706 072	27 249 010	19 788 727	14 495 664	7 599 279	219 427	-5 073 436	-11 409 793	13 422 251	-17 740 554	-17 739 203	-18 781 146	-17 736 500

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

**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

**Personnel - Column setup**

	Column Name	Column Name EN	Column Name NO	Input worksheet	Auto transaction	Account mapping	Central key	Local key
1	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	Fri bil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Misc2	Training	Kompetanseheving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Misc3	Misc3	Misc3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Misc4	Misc4	Misc4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Misc5	Misc5	Misc5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Overtime	Overtime	Overtid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Input modules**

	Input module	Published	Description	Description EN	Description NO	Comment
1	Profitbase EPM AccountWorkbook	<input checked="" type="checkbox"/>	Account	Account	Konto	
2	Profitbase EPM PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	Personnel	Personell	

**Input module report line map**

	Department	Report Line ID	Input module
1	All Departments	Sales	Product sales
2	Alle avdelinger	Cost of Goods	Product sales
3	Alle avdelinger	Payroll	Personnel
4	Alle avdelinger	Depreciation a	CapEx
5	Profitways Focus AS	Sales	Consulting
6	ABC Group	Sales	Account
7	ABC Group	Other Operati	Account
8	ABC Group	Cost of Goods	Account

Column	Description
Department	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**  
Dev - 5.0.0.2

Settings Payroll Settings Setup

Save Refresh

Account - Periodic distribution keys  
 Account - Override distribution using historic data  
 Account - Auto transactions  
 Personnel - Periodic spread keys  
 Personnel - Auto transactions  
 Personnel - Account mapping  
 Personnel - General settings

**Personnel - Account mapping**

	Department	Employee	Column Name	Account
1	Alle avdelinger	All employees	Bonus	5020 - Bonuses
2	Alle avdelinger	All employees	Overtime	5015 - Salaries new employees
3	Alle avdelinger	All employees	Annual Salary	5010 - Salaries
4	Alle avdelinger	Hourly Salary	Annual Salary	5090 - Project cost
5	Alle avdelinger	All employees	Training	5540 - Employee training and seminars
6	All Departments	All employees	Free Car	5210 - Employee Car expenses
7	Alle avdelinger	All employees	Misc3	5240 - Employee kindergarten
8	Alle avdelinger	All employees	Misc4	5515 - Lunch expenses deducted
9	Alle avdelinger	All employees	Misc5	5940 - Group Life insurance

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.

## 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:

The screenshot shows the 'Input Settings and Administration' interface. The 'Setup' tab is active, and the 'Period filters' section is selected. A table lists five period filters with their respective configurations.

	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

## 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:

The screenshot shows the 'Input Settings and Administration' page with the following tables:

Legal Entity	Account	Employee	EP Tax	Pension	VacationPay	EPTOnVPay	Comments
All Legal entities	Alle kontor	All employees	5041	5045	5040	5042	pbDemo

Legal Entity	Departm.	Account	From Date	Value	Comments
All Legal entities	Alle avdelinger	500 - 50	01/01/1990	20.00 %	pbDemo
All Legal entities	Alle avdelinger	5010 - Salaries	01/01/1990	14.00 %	pbDemo3
All Legal entities	All Departments	5096 - Hourly salary	01/01/2020	30.00 %	pbDemo
All Legal entities	All Departments	5096 - Hourly salary	03/01/2020	10.00 %	Reduced testf
All Legal entities	All Departments	5096 - Hourly salary	05/01/2020	25.00 %	pbDemo 4
All Legal entities	Trondheim	5010 - Salaries	01/01/2020	14.10 %	pbDemo 4

Legal Entity	Departm.	Account	From Date	Value	Comments
All Legal entities	All Departments	500 - 50	01/01/1990	2.00 %	.
All Legal entities	All Departments	500 - 50	01/01/2017	4.00 %	.
All Legal entities	All Departments	500 - 50	01/01/2018	6.00 %	.
All Legal entities	Bergen	5010 - Salaries	01/01/2017	5.00 %	.
Aco	Aco	5010 - Salaries	01/01/1990	2.00 %	.
All Legal entities	Trondheim	5010 - Salaries	01/01/2020	2.00 %	.

Legal Entity	Departm.	Account	From Date	Value	Comments
All Legal entities	All Departments	5010 - Salaries	01/01/1990	12.00 %	.
All Legal entities	All Departments	5015 - Salaries new employees	01/01/1990	12.00 %	.
All Legal entities	All Departments	5015 - Salaries new employees	01/01/2017	10.00 %	.
All Legal entities	Trondheim	5010 - Salaries	01/01/2020	10.20 %	.

Legal Entity	Departm.	Account	From Date	Value	Comments
All Legal entities	Bergen	5011 - 501	01/01/2017	4.00 %	.
All Legal entities	Bergen	5011 - 501	01/01/2018	0.00 %	.
All Legal entities	Trondheim	5010 - Salaries	01/01/2020	2.00 %	.

Note that ovr (override) input columns can be used to set aside the payroll setting regime for one or more of the payroll costs (vacation pay rate, employer tax rate, pension rate). Please refer to [Select and name input columns](#) for details.

### 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

### 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.

### 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.

### 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.

### 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 “Settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' interface. The main heading is 'Input Settings and Administration' with a sub-heading 'Der - 5.0.0.2'. Below this are tabs for 'Settings', 'Payroll Settings', and 'Setup'. There are 'Save' and 'Refresh' buttons. On the left, there are checkboxes for 'Account - Periodic distribution keys', 'Account - Override distribution using historic data', 'Account - Auto transactions', and 'Personnel - Periodic spread keys' (which is checked). The main area displays a table for 'Personnel - Periodic spread keys' with columns for Department, Employee, Column Name, and months from Jan 21 to Oct 21. The table contains three rows of data.

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 “Settings” page depending on the process in question:

The screenshot shows the 'Budget • 2022 | Input Settings and Administration' interface. The main heading is 'Budget • 2022 | Input Settings and Administration'. Below this are tabs for 'Account / Personnel Settings', 'Driver based settings', 'Payroll Settings', and 'Setup'. There are 'Save' and 'Refresh' buttons. On the left, there are checkboxes for 'Account - Periodic distribution keys', 'Account - Override distribution using historic data', 'Account - Auto transactions', 'Personnel - Auto transactions', 'Personnel - Account mapping', and 'Personnel - General settings' (which is checked). The main area displays a table for 'Personnel - General settings' with columns for Department, Employee, Raise mth. no., Raise overridden locally, Raise TY, Raise NY, Raise NY-1, Reduction vac. pay. factor, and Comment. The table contains three rows of data.

Column	Description
Departm.	Ranked input. Mandatory

Employee	Ranked input. Mandatory. It is highly recommended not to specify settings on Employee unless absolutely required and if so, to use the employee hierarchy to reflect the differentiation in settings. The default value should be the "all employee" setting making the setting generic to all employees.
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).
Raise TY	The annual pay raise for this year.
Raise NY	The annual pay raise for next year.
Raise NY + 1	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 auto transactions are maintained in the "Input settings and administration" workbook and the "Settings" page depending on the process in question:

☰ 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	F

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	De
1	All Departments	All employees	Annual Salary ▼	1	1	1	1	1	0	1	1	1	1	1	
2	All Departments	All employees	Bonus ▼	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

Personnel - Auto transactions 🔗

	Departm.	Employee	Column Name	Value	Operator	Condition	Target Account	Target department
1	All Departments	All employees	FTE ▼	100	*	▼	6451 - Rental Home computers ▼	▼

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.

	<p>For example:</p> <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> <p>Operators:</p> <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.
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
Comment	Optional comment

## 6 Data management

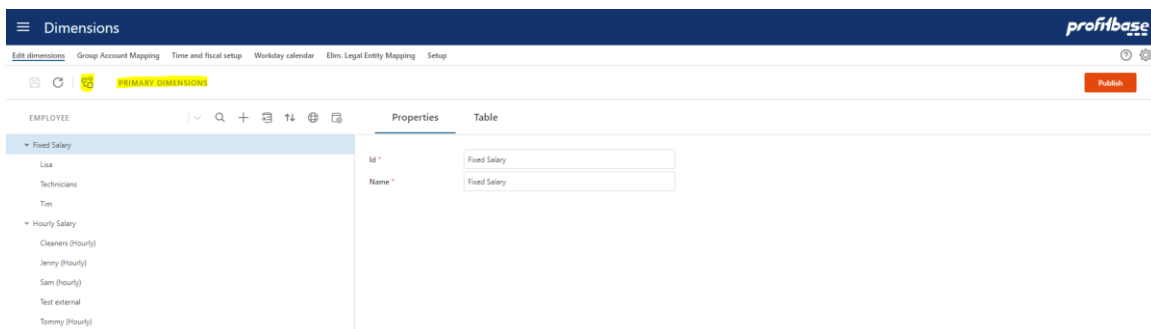
Data management comprises of dimension management and source fact data management.

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 workbook, selecting the employee dimension:



Note that dimensions in Planner are centrally managed (primary dimension) with the option of maintaining version specific copy using the solution picker.

Maintain as appropriate, save the changes, and then click the “Publish” button to publish. Note that when publishing a dimension, the target versions must be selected.

### Fact source data

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

Department	Departm.	Employee	ProjectName	ActivityName	Dim1Name	Dim2Name	Dim3Name	Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
1	Work	001-0							0	25,000	1,000	250	100	150	200	250	300
2	Work	001-1							1	25,000	1,000	250	100	150	200	250	300
3	Work	001-10							10	25,000	1,000	250	100	150	200	250	300
4	Work	001-11							11	25,000	1,000	250	100	150	200	250	300
5	Work	001-12							12	25,000	1,000	250	100	150	200	250	300
6	Work	001-13							13	25,000	1,000	250	100	150	200	250	300
7	Work	001-14							14	25,000	1,000	250	100	150	200	250	300
8	Work	001-15							15	25,000	1,000	250	100	150	200	250	300
9	Work	001-16							16	25,000	1,000	250	100	150	200	250	300
10	Work	001-17							17	25,000	1,000	250	100	150	200	250	300

Column	Description
Departm.	The department id. Mandatory.
Employee	The employee id. Mandatory.
Additional dimension columns (subject to configuration)	Optional dimension columns Project, Activity, Dim1..4, Counterpart as configured.
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"
Ovr (override) columns for payroll cost (subject to configuration)	Optional columns for setting override values for payroll cost rates such as vacation pay rate, employer tax rate, pension rate.

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 plan rollover.

To check which combinations will be processed into the personnel module, click the "Check inp. module" button. Revise data as appropriate and keep the source fact data current.

New	Departm.	Employee	ProjectName	ActivityName	Dim1Name	Dim2Name	Dim3Name	Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
<input type="checkbox"/>	Admin Acc	Acc-Admin-0							0	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-1							1	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-10							10	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-11							11	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-12							12	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-13							13	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-14							14	25,000	1,000	250	100	150	200	250	300
<input type="checkbox"/>	Admin Acc	Acc-Admin-15							15	25,000	1,000	250	100	150	200	250	300

Module can be updated manually by clicking the "Import..." button:

Source fact data  
Dev - 5.0.0.2

Personal facts Measure fact data

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

Check log module Import

Department: All Departments

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

Department	Employee	ProjectName	ActivityName	Dim1Name	Dim2Name	Dim3Name	Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
1	York	001-0						0	25,000	1,000	250	100	150	200	250	300
2	York	001-1						1	25,000	1,000	250	100	150	200	250	300
3	York	001-10						10	25,000	1,000	250	100	150	200	250	300
4	York	001-11						11	25,000	1,000	250	100	150	200	250	300
5	York	001-12											150	200	250	300
6	York	001-13											150	200	250	300
7	York	001-14											150	200	250	300
8	York	001-15											150	200	250	300
9	York	001-16											150	200	250	300
10	York	001-17											150	200	250	300
11	York	001-18											150	200	250	300
12	York	001-19											150	200	250	300
13	York	001-2											150	200	250	300
14	York	001-20											150	200	250	300
15	York	001-21											150	200	250	300
16	York	001-22											150	200	250	300
17	York	001-23											150	200	250	300
18	York	001-24											150	200	250	300
19	York	001-25											150	200	250	300

Import

The import operation affects all departments.  
By default, new source rows only will be imported.  
Check the Update existing data check box if you would to update existing input data from source.

Update existing input data

Import Cancel

Note that the default is to import new combinations only (i.e. add new rows only to the input store). If existing rows should be updated, the check box "Update existing input data" must be checked.