Profitbase AS

# **Profitbase Planner**

# Data Requirements

Profitbase

20.09.2023

Version 4.1



Date:	Version:	Changed by:	Changes:
22.09.2020	1.0	TN	Initial version
07.10.2020	1.1	TN	Update to ledger fact
15.10.2020	1.2	TN	Added URL to import template
27.10.2020	1.3	TN	Clarification regarding LegalEntityIDs and DepartmentIDs that are identical
04.11.2020	1.4	TN	Added chapter on switching from demo to customer's data
11.11.2020	1.5	TN	Revision to chapter on Account dimension
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17.02.2021	1.7	TN	Revised for Planner 4.2 (Project and Activity dimensions)
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27.07.2021	2.1	TN	Added section on removal of demo data
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07.08.2022	3.0	TN	Revised for Planner 5.2
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# **1** Planner Data Requirements

This document defines the minimum dimension, report and transaction data that is required to run the Planner solution as well as optional data required depending on the Planner functionality used.

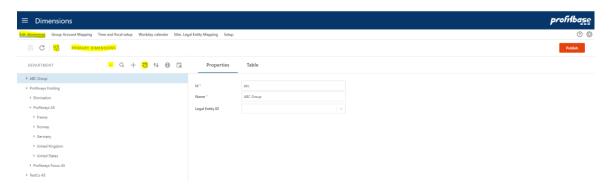
It also describes how external data can be imported to Profitbase Planner.

The intended audience of this document is implementation partners configuring the solution initially and establishing integrations with external sources. The reader is expected to be familiar with Planner capabilities and functionality.

Planner is deployed with initial (demo-only) data that will make Planner functional upon deployment and that may act as examples for data that is required. This applies to all data described in this document.

Planner is self-contained with respect to dimensions and some fact data in the sense that these can be input and maintained in Planner. In practice, however, some of the dimensions and ledger transaction data will typically be imported from external sources or from files.

Planner dimensions may be maintained in the "Dimensions" workbook in the "Edit dimensions" page by selecting the appropriate dimension:



Editing is done directly in the hierarchy (drag-drop, use of toolbar and ... (3 dots) context menu actions) allowing for a dynamic number of levels depending on the actual need. Changes are saved using the save button.

Note that certain dimensions, such as Legal Entity, Department and Account has requirements with respect to properties that must have values for Planner to work.

Note also that dimension management is by default centralized to the primary dimensions. Primary dimensions can be published to specific versions.

Each version has it's own copy of the dimensions. By the use of the solution picker, context can be switched to a specific version and local editing can take place there.

Each version is as such self-contained with respect to dimensional data. However, it is good practice to manage dimension centrally (primary dimensions) as much as practically possible.

Import-from-clipboard functionality is available using the Import icon.



The currency exchange rates may be maintained in the "Currency Exchange Rates and Calendar" workbook:

Currency Exchange Rates and Calendar										profit	lba <u>s</u> e
ixchange Rate Daily Exchange Rate Monthly Setup Workday calendar										0	\$
	From Cu	rency	To Currency		fear						
Save Refresh Publish	NOK	×	V NOK	$\times \mid  \checkmark$	2021	$\times   \sim$					
Changes and Overrides to Daily Exchange Rates	Exchange	Rates Daily									
Exchange Rate		Dataset	From Currency	To Currency	From Date	Value	High	Low	Comments		
	1	*	NOK	NOK	01/01/2021	1.00000	1.00000	1.00000	Forecast		
Exchange Rate Historical Daily Override	2	*	NOK	NOK	01/02/2021	1.00000	1.00000	1.00000	Forecast		
	3	•	NOK	NOK	01/03/2021	1.00000	1.00000	1.00000	Forecast		
	4	*	NOK	NOK	01/04/2021	1.00000	1.00000	1.00000	Forecast		
	5	•	NOK	NOK	01/05/2021	1.00000	1.00000	1.00000	Forecast		
	6	*	NOK	NOK	01/06/2021	1.00000	1.00000	1.00000	Forecast		
	7	*	NOK	NOK	01/07/2021	1.00000	1.00000	1.00000	Forecast		
	8	•	NOK	NOK	01/08/2021	1.00000	1.00000	1.00000	Forecast		
	9	*	NOK	NOK	01/09/2021	1.00000	1.00000	1.00000	Forecast		

Fact data may be maintained in the "Source fact data" workbook within a specific version:

■ Source fact d Dev - \$002	lata																					profit	ba <u>s</u> e
ersonnel facts Measure fa	ct data																					0	Ø
Save Refrest		lary fact	t - curre	nt vak	ies. When	oastino da	a make sure	to use II	Inpi	ounts must be in it amounts are p mension column	per FTE pe	0.000201									Check inp. module	In	port
	e 11					101010000000000000000000000000000000000						Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5		
All Departments		1	York	~ (	01-0		~	~	~	~	~	~	0	25,000	1,000	250	100	150	200	250	300		
Prin Degran time inta		2	York	~ (	01-1		~	~	~	~	~	~	1	25,000	1,000	250	100	150	200	250	300		
		3	York	¥ (	01-10		~	~	~	~	~	~	10	25,000	1,000	250	100	150	200	250	300		
		4	York	¥ (	01-11	•	~	~	~	~	~	~	11	25,000	1,000	-250	100	150	200	250	300		
		5	York	¥ (	01-12		~	~	~	~	~	*	12	25,000	1,000	250	100	150	200	250	300		
		6	York	× (	01-13		~	~	~	~	~	~	13	25,000	1,000	250	100	150	200	250	300		

Similarly, fixed assets may be maintained in the "Finance Settings" workbook within a specific version:

Finance Settings Dev - 5002															Pr	ofilba
F Payroll Sales Expense Purchas	se Fixed Assets	OBDue	Setup Accounts	Usage Year	End											0
Same Refresh																Import Asset
FixedAddet	FixedAsse	t Import	Legal Entity	Departm.	Text	Account	AssetCost Depr. accum	StartDate	Depr. %	ResidualValue	Declining	Y1 = full year	Acc Depr.	CAccount	Disp. date	Curr.Foreign
FixedAsset DecliningBalance StopValue	FixedAsse		Legal Entity Profitmays AS 🗸			Account 1205 - Computer A 💙			Depr. %	ResidualValue	Declining			CAccount 1297 - Accumulated depreciation ❤		Curr.Foreign
	FixedAsse			York 🗸	Test		1,000,000	02/01/2020		ResidualValue			6010 - Depreciation Fixed assets 🛩			
	FixedAsse 1 2 3		Profitmays AS 🗸	York 🛩 Stavanger 🌱	Test Test2	1205 - Computer A 🛩	1,000,000 2,000,000	02/01/2020	30.00% 40.00%	ResidualValue			6010 - Depreciation Fixed assets 🛩 6010 - Depreciation Fixed assets 🛩	1297 - Accumulated depreciation 🛩		NOK 🛩
	FixedAsse 1 2 3 4		Profitmays AS V Profitmays AS V	York ¥ Stavanger ¥ Oslo ¥	Test Test2 Test3	1205 - Computer A 🛩 1205 - Computer A 🌱	1,000,000 2,000,000 4,000,000	02/01/2020 02/01/2021	30.00% 40.00%	ResidualVolue	0		6010 - Depreciation Fixed assets ¥ 6010 - Depreciation Fixed assets ¥ 6010 - Depreciation Fixed assets ¥	1297 - Accumulated depreciation ~ 1297 - Accumulated depreciation ~		NOK ¥

Best practice *during* an implementation- and setup-phase, is to establish dimensional and transactional data either *within* Planner or by the use of the File import option while at the same time identifying, developing and testing appropriate integrations in time for production start.

File import (from local csv file) to the standard Planner dimension and fact formats is available in "Data Import & Export" in "File Import" page:



≡ Data Import & Export		profitba <u>se</u>
File Import Data Import Data Export Audit		⑦ <b>泰</b>
File Import + C 🖺		
Search Destination Trecords All V	DATA IMPORT RULESET	
Destination Name	Ruleset Name Import Dim1	
Dim1 Import Dim1	Destination Table Dim1 X   V	
	Column delimiter:	
	👌 Download Template	
	FILE UPLOAD	
	Upload Template	
	Process (1)	
	VALIDATION	
	Diml 🗸 Validate 🕗 Data Validation Completed	
	Status	
	IMPORT	
	Current primary dimension context will be marged with context of file(). If you intext do replace all dimension context, mask sust to entry domains dimension file. Subsequently, the primary dimension can be provided to denied involution (Dimensional).	
	Import	

A more generic and sophisticated import option is available in the "Data Import" page allowing for transformation and import of data from external sources located in SQL server or Azure blob store.

≡ Data Import &	Export						profi
File Import Data Import Data Exp	oort Audit						
Add RuleSet Search Destination 19 records All	Add System Ruleset		Save Import New D	Data Column Mapping Create Operation Execute N	ow Last Executed Query Show if	lustration	
Destination	Name		DATA IMPORT RULESET		DESCRIPTION		
pbTransdataHistory	Profitbase EPM - external ledger data	0 🕆	Ruleset name:	Profitbase EPM - external ledger data	NOTE! Configure connection	information and select method before usel	
p5	import operationsteps	Û	Data Source:	Azure Blob Storage - CSV file $\qquad \times \   \ \lor$			
64	import operations	Û	Timeout: (sec)	3600			
Dim3ExternalPC	Profitbase EPM - external Dim3 p/c dimension	0 🕆	Owned By System	~			
LegalEntityExternalPC	Profitbase EPM - external Legal entity p/c dimension	0 8	CONFIGURE SOURCE: AZUR	E BLOB STORAGE - CSV FILE	CONFIGURE DESTINATIO	N	
Page FixedAssetsExternal	Profitbase EPM - external fixed asset data	0 8	Azure blob storage name:		SQL temporary table:	DataImport_ProfitbaseEPMTransdata	Preview
SalaryFactExternal	Profitbase EPM - external external personnel data	0 8	Azure blob storage key:		Destination table:	pbTransdataHistory X	
DriverBasedFactExternal	Profitbase EPM - external measure data (driver based)	0 🕆	Azure blob storage container: File name prefix:		Select method:	Replace all data in destination table X	
EmployeeExternalPC	Profitbase EPM - external Employee p/c dimension	0 1	Column delimiter:				
ProductExternalPC	Profitbase EPM - external Product p/c dimension	0 11	Text qualifier:	•			
MarketExternalPC	Profitbase EPM - external Market p/c dimension	0 11	Automatically move blob f	files after processing (auto cleanup)			
SupplierExternalPC	Profitbase EPM - external Supplier p/c dimension	0 🕆					
ProjectExternalPC	Profitbase EPM - external Project p/c dimension	0 🕆	SOURCE SQL FILTER		DESTINATION SQL FILTER	t	
ActivityExternalPC	Profitbase EPM - external Activity p/c dimension	0 🕆	Custom (SQL) WHERE clause on	source:	Custom (SQL) WHERE clause	on destination table:	
			1 = 1		1 = 1		

# 2 Minimum data requirements

The following are the *minimum* data requirements and limits the use of *input* modules to the Account, CapEx and Loan modules only. For use of other modules, please refer to <u>Optional data</u> requirements – depending on functionality used

Required (minimum) dimensions are:

• <u>Legal Entity dimension</u> – this is the formal company structure.

This structure also needs to include entities that is used for elimination when intercompany transactions occurr and one want to record intercompany transactions.



The Legal Entity dimension is typically imported from an external source or file.

• <u>Department dimension</u> – this is the structure within each Legal Entity used for providing plan input and get actual accounting transactions.

The department structure must contain the Legal Entity level and thus the LegalEntityID column.

All transactions must contain Legal Entity and Department.

The Department dimension is typically imported from an external source or file.

• <u>Account dimension</u> – this is the structure that is used to determine the type of transactions relative to a finance fiscal regime.

Planner requires a common (corporate) account dimension for all companies in the solution.

The Account dimension is typically imported from an external source or file.

Note that the recommended format for importing dimensions is the parent/child format. Planner does, however, also support a *fixed* wide format for legacy reasons but the support for this format is likely to end in a future version and partners are therefore discouraged from using this format.

The format used is configured in the "Setup" page of the "Dimensions" workbook:

Dimensions										profitba <u>se</u>
Edit dimensions Group Account Mapping Tin	ne and fiscal	setup Work:	lay calendar	Elim. Legal Er	ntity Mapping Setup					0 🕸
Save Refresh										
Import from / export to external source	Import	from / export t	o external s	ource						
					Import			Export		
		Dimension	Enabled	Type of source	Object Name	Overwrite user edits	Import empty values	Enabled	Comment	
	1	Account	•	Parent/Child ¥	SYN_Datamart_AccountExternalPC		0			
	2	Activity	•	Parent/Child ¥	SYN_Datamart_ActivityExternalPC	0	0			
	3	Asset group	2	Parent/Child ¥	SYN_Datamart_AssetGroupExternalPC					
	4	Department	2	Parent/Child ¥	SYN_Datamart_DepartmentExternalPC		0			
	5	Dim1	2	Parent/Child Y	SYN_Datamart_Dim1ExternalPC					
	6	P	•	Parent/Child Y	SYN_Datamart_Dim2ExternalPC					
	7	Dim3	<b>2</b>	Parent/Child ¥	SYN_Datamart_Dim3ExternalPC		0			
	8	Dim4	•	Parent/Child ¥	SYN_Datamart_Dim4ExternalPC					
	9	Employee	2	Parent/Child ¥	SYN_Datamart_EmployeeExternalPC		0			
	10	LegalEntity	2	Parent/Child Y	SYN_Datamart_LegalEntityExternalPC					
	- 11	Market	•	Parent/Child ¥	SYN_Datamart_MarketExternalPC		0			
	12	Product	•	Parent/Child Y	SYN_Datamart_ProductExternalPC		0			
	13	Project	•	Parent/Child ¥	SYN_Datamart_ProjectExternalPC		0			
	14	Supplier		Parent/Child ¥	SYN_Datamart_SupplierExternalPC					

• <u>Report Setup</u> – setup of one or more reports containing report lines that map to ranges of accounts. The report setup is maintained in Planner.

The Planner input models are initiated from the Plan overview workbook that make use of a report typically named INPUT (configurable).

This report does exist when Planner is deployed, but must be adapted to each customer's needs and the report lines that the INPUT report comprises of must be mapped to ranges of the customer's account dimension.

In addition to the INPUT report, other reports exist and is used for reporting purposes (Finance Reports workbook). They should also be adapted and mapped to ranges of the customer's account dimension.



• <u>Currency dimension</u> – define the currencies used.

The Currency dimension is typically maintained in the solution.

• <u>Time dimension</u> – contains calendar with days, months and years

The time dimension is generated within the solution.

Required Transaction (fact) data:

• <u>Ledger fact</u> - Actual (and other historic datasets if relevant) finance accounting transaction from general ledger.

Note that ledger fact data is not a pre-requisite per se, as input to the Planner account module can be made without any historical data present simply by adding input rows manually for the relevant departments and accounts.

Ledger fact data is, however, required in order for opening balances to be generated.

Ledger fact data may be introduced post production start. In most cases, however, ledger data is included at or before production start.

Ledger fact data is typically imported on a regular basis from an external source.

As an alternative to the transactional format, a trial balance with opening balance per fiscal year (column FiscalYearNo) format can be used. This format is available in the "Data Export & Import" workbook in the "File Import" page:

oort Data Import Data Export Audit												(
nport + C 🗎												
Destination		DATA IMPORT RULESET										
estination Name		Ruleset Name										
ance Trial Balance and OB	÷	Destination Table	Finance Trial Bala	ance and OB	×   ~ 57							
m1 Import Dim1	Ū	Column delimiter:			$\times \mid  \sim$							
Destination Data Preview												×
rst 200 rows of destination												
estinationPreview_first20												
LegalEntityID DepartmentID AccountID AccTypeID Data	setID FiscalVearNo Me	asure RowIsYTD CurrencyID	OB P01	P02 P03	P04 P0	15 P06	P07	P08 P09	P10	P11 P	12 CpLegalEntityII	D ProjectID A

This format supports opening balance (column OB) and a choice between YTD and periodic change methods (columns P01 – P12) controlled by column RowsIsYTD.

Any data imported through this format is converted to the ledger transactional format by Planner.

• <u>Currency Exchange rates</u>.

Exchange rates for historic data should be the same as the ERP system.



# 2.1 Legal Entity Dimension

The parent/child format (recommended):

#	Column name	Description	Mandatory / Optional	Comment
1	ID	ID for the Legal entity	М	Primary Key Company Code
2	Name	Name for the Legal entity	М	
3	ParentID	ID for the parent node	0	Must be a valid ID or NULL. Any ID with ParentID = NULL is placed at the root level
4	FunctionalCurrencyID	Home currency for this Legal Entity	М	
5	OperationTypeID	Type of legal entity (Main   Elimination)	М	
6	DefaultDepartmentID	Default department used for situations where a department is not normally given, such as opening balances	0	

Alternatively (*not recommended*), a legacy fixed wide format can be used as outline here: <u>Legal</u> <u>Entity dimension</u>

Regardless of format used:

It is important that Legal Entity IDs of the dimensions corresponds to the IDs used for actual general ledger data.

Please note that any non-visual characters such as as carriage return, line feed and so on should not be used for dimension member ids nor descriptions.

In order to best secure data quality, please refer to the section on <u>Data quality audit</u>.



# 2.2 Department Dimension

#	Column name	Description	Mandatory / Optional	Comment
1	ID	ID for the Department	М	Primary Key
2	Name	Name for the Department	М	
3	ParentID	ID for the parent node	0	Must be a valid ID or NULL. Any ID with ParentID = NULL is placed at the root level
4	Legal Entity ID	ID for the Legal Entity that the department belongs to	М	All departments must be tagged with their legal entity id.

The parent/child format (recommended):

Alternatively (*not recommended*), a legacy fixed wide format is described here: <u>Department</u> <u>dimension</u>.

Regardless of format used:

Please note that the LegalEntityIDs should be different from the DepartmentIDs. If such cases of equality exist, the best practice would be to prefix the source DepartmentIDs with LegalEntityID before making use of them in Planner. For example, if both a LegalEntityID and a DepartmentID equals 'pro', best practice would be to rename the DepartmentID to 'pro.pro' thus making it unique.

It is important that DepartmentIDs of the dimension corresponds to the IDs used for actual general ledger data.

Please note that any non-visual characters such as as carriage return, line feed and so on should not be used for dimension member ids nor descriptions.

In order to best secure data quality, please refer to the section on Data quality audit.

There may be cases where the Department dimension consists of members where a legal entity's functional currency cannot be established, for example a country level or similar.

In order to associate a currency with such members, those may be added to the "CurrencyReportID" setting in the Finance Settings workbook:



≡	■ Finance Settings													
VAT	Payroll	Sales	Expense	Purchase	Fixed Assets	OBDue	Setup	Accounts Usage						
	Save	R	efresh											
	Time: Sta	rt and rar	nge		Currenc	yReportID								
						ID	Currer	псу						
	Dataset				1	Finance	NO	<						
					2	NO	NO	<						
	Source: m	пар Ассо	unt to Engin	e										
	System: F	allback A	ccounts											
~	Currency	ReportID												

Example (ref. image above): assume that the department dimension contains a member "NO" that is not associated with a legal entity. To associate this member to the reporting currency NOK, this association can be done as shown in row #2 in the above image. When selecting this member in the organizational filter of relevant workbooks amounts will be converted to NOK.

## 2.3 Account Dimension

The parent/child format (recommended):

#	Column name	Description	Mandatory / Optional	Comment
1	ID	ID for the Account	М	Primary Key
2	Name	Name for the Account	М	
3	ParentID	ID for the parent node	0	Must be a valid ID or NULL. Any ID with ParentID = NULL is placed at the root level
4	SignFactor	Tells the sign for the transaction. E.g. expenses recorded as positive number gives SignFactor 1 while sales recorded as negative numbers gives SignFactor -1	М	
5	АссТуреІD	Grouping account for Profit&Loss and Balance	М	Profit&Loss type = PL Balance type = BAL
6	Allowinput	True/false	М	

Marks the accounts that will be allowed plan input	
--	--

Alternatively (*not recommended*), a legacy fixed wide format can be used as described here: <u>Account dimension</u>

Regardless of format used:

It is important that AccountIDs of the dimension corresponds to the IDs used for actual general ledger data.

Please note that any non-visual characters such as as carriage return, line feed and so on should not be used for dimension member ids nor descriptions.

In order to best secure data quality, please refer to the section on Data quality audit.

Planner requires a common (corporate/group) account dimension for all companies. However, functionality exists allowing mapping of company-specific accounts to to corporate/group accounts in the Dimensions workbook:

■ Dimensions										
it dimensions Group Account Mapping Time and fiscal setup Workday calendar Elim. Legal Entity Mapping Setup										
Save Refresh										
Legal Entity	Map Source Account for Legal Entity to Acc	Src. Acc. ID	source Account Name	Account	Maria Anna Anna Anna Anna Anna					
> All legal entities	Legal Entity	STC. ACC. ID	[xy]		Message from input validation					
Account										
<ul> <li>All Accounts</li> </ul>										

### 2.3.1 Account dimension hierarchy

The account dimension hierarchy is used for defining Finance settings and not for reporting (see <u>Report setup</u> for details on reporting dimensions).

When defining settings that relate to account, dimensional levels may be selected using the socalled high level or ranked input selector:



=	Finance Settings								
VAT	Payroll Sales Expense Purchase Fixed	Assets OBDue	Setup /	Accounts Usage					
	Save Refresh								
	VAT %	VAT %	_				-		
	VAT DueTerm	Legal Entity All Legal entities	Dataset	Account (30) - 30	From Date 01/01/1990	Value 25.00 9			
		-		3015 - Income Accessories			» nked Input		×
						Rd	inkeu input		^
						Se	lected value: (30	0) - 30	
						~	All Accounts		
					_		> 1 - Assets		
							> 2 - Equity and	d liabilities	
							✓ 3 - Operating	g income	
							✓ 30 - 30		
							✓ 301 - 30	11	
							> 3010 -	- Income Spareparts	
							> 3015 -	- Income Accessories	
							> 3016 -	- License income 3rd Party B	
								- License income Product B	
							> 3018 -	- License income 3rd Party C	
								Ok	Cancel

This ability to select higher dimensional levels enables fewer settings to be made that cater for all underlying accounts. When designing this hierarchy, the main consideration should therefore be the granularity most suitable for defining finance settings.

The account hierarchy consists by default of 3 levels, L1, L2 and L3 of which L1 is the highest level and L3 is the lowest level, immediately above the account level.

### 2.4 Report setup

The Reports defined in the report setup are used for reporting in Planner.

leports Setup Report View R	eport Data Accor	unt											
Save Refresh	Мар	ping	Check	Publish	1								
eport	Setup Re	port Line											
Filter													
Clear		Report ID	Report	Report Line ID	Report Line	Formula	Graph Serie	s Format	Style	NO: Report Line	EN: Report Line	Sign Factor	IncludeAccountsExp
Balance sheet	1	INPUT	Input	✓ IP010	Sales		S1 .	Number, no decimals 🗸		Salg	Sales	-1	3000-3010,3011-3020,3075-
	2	INPUT	Input	✓ IP020	Other Revenue			Number, no decimals 🛩		Andre inntekter	Other Revenue	-1	3300-3998,3999
Cash Monthly	3	INPUT	Input	✓ IP030	Operating Income	IP010 + IP020		Number, no decimals ¥	BoldOverline	Inntekter totalt	Operating Income		
	4	INPUT	Input	✓ IP040	Cost of Goods		S2 •	Number, no decimals 🛩	,	Varekost	Cost of Goods	1	4000,4001-4098,4099
Input	5	INPUT	Input	✓ IP050	Other Direct Cost		53	Number, no decimals 🛩		Andre direkte kostnader	Other Direct Cost	1	4100-4999
Income statement	6	INPUT	Input	✓ 1P060	Gross Margin	IP030-IP040-IP050	S4 •	Number, no decimals 🛩	BoldOverline	Bruttofortjeneste	Gross Profit		
income statement	7	INPUT	Input	✓ IP061	Gross Margin %	(IP030-IP040-IP050)/IP030		Percentage, 1 decimal ¥	Bold	Bruttofortjeneste %	Gross Profit %		
	8	INPUT	Input	✓ IP070	Payroll		\$5	Number, no decimals 🗸		Lønn	Payroll	1	5000-5049
	9	INPUT	Input	✓ IP100	Other Personnel Cost			• Number, no decimals •		Andre personalkostnader	Other Personnel Cost	1	5050-5999
	10	INPUT	Input	✓ IP110	Personnel Cost	IP070+IP100		Number, no decimals 🗸	BoldOverline	Personalkostnader totalt	Personnel Cost		
	11	INPUT	Input	✓ IP120	Other Operating Expenses		S6 .	Number, no decimals 🛩		Driftsutgifter	Other Operating Expenses	1	6100-7999
	12	INPUT	Input	✓ IP130	Depreciation and Amortization		\$7	Number, no decimals 🛩		Auskrivninger	Depreciation and Amortization	1	6000-6099
	13	INPUT	Input	✓ IP140	Operating Expenses	IP120+IP130		Number, no decimals 🗸	BoldOverline	Driftsutgifter totalt	Operating Expenses		
	14	INPUT	Input	✓ IP150	Operating Profit	IP060-IP110-IP140	58 .	Number no decimals Y	BoldOverUnderline N	Driftsresultat	Operating Profit		

The report setup is maintained in Planner in the Report Setup workbook.

Any number of reports can be created containing any number of report lines that will either:

- 1. Map to a range of account (ref. column "IncludeAccountsExp")
  - Ranges of accounts are specified comma-separated, for example 3000-3005, 3011-3014 that evaluates to:
    - 3000, 3001, 3002, 3003, 3004, 3005, 3011, 3012, 3013 and 3014



- 2. Calculate across other report lines (ref. column "Formula")
  - Formulae are specified as arithmentic operations addition (+), subtraction (-), multiplication (\*), division (/) between ReportLineIDs, for example IP010 + IP020 that evaluates to:
    - The result of report line id IP010 added to the result of report line id IP020

Use of normal paranthesis () follow the general rule of paranthesis in arithmetic.

# 2.4.1 The INPUT report

Used for the Plan Overview workbook and acts as a summary and launch site for these.

Summary Status									
lepartment	異					Year			
York	Depa		Save	Refresh	Trend			$\sim$	
<ul> <li>All Departments</li> </ul>	Department	Yor	k (NOK)						
✓ Profitways				Report	Actuals L12M	Act.YTD 2020	For.YTG 2020	2020	2021
Bergen		60	Sales		1 566 293	1 058 743	0	1 058 743	
Berlin		99	Other Reve	nue	0	0	0	0	
benin			Operating	Income	1 566 293	1 058 743	0	1 058 743	
Houston		60	Cost of God	ods	0	0	0	0	
London		99	Other Direc	t Cost	29 097	29 097	0	29 097	
Oslo			Gross Prof	it	1 537 196	1 029 646	0	1 029 646	
Usio			Gross Prof	it %	98.1 %	97.3 %	0	97.3 %	
Paris		00	Payroll		0	0	22 220	22 220	66 88
Stavanger		69	Other Perso	onnel Cost	1 395 152	113 232	88 880	202 112	267 52
-			Personnel	Cost	1 395 152	113 232	111 100	224 332	334 41
Trondheim		60	Other Oper	ating Expenses	117 925	100 763	0	100 763	
York		99	Depreciatio	n and Amortization	0	0	0	0	
			Operating	Expenses	117 925	100 763	0	100 763	(
			Operating	Profit	24 119	815 651	-111 100	704 551	-334 411

An INPUT report should always be present and set up to map the customer's account dimension. The ReportID is default set to INPUT but can be configured if needed:

t / Personnel Settings Driver based setti	ngs Payroll	Settings Setup							
ave Refresh									
Across dissectors Resettings									
Account - column selection		Setting ID	Value	Comment					
Account - column selection	1	AccountGroupingMandatory	Y 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.					
Account - Historic Reference Columns	2	AccountIgnoreDistributionColumnVis	ble Y FALSE	Ignore distribution column visible in account module (TRUE   FALSE), default is FALSE. If account are meant to sum to 0, this option set to TRUE allows user to force period values to be taken into account even though total is 0.					
Account - deviation columns	3	AccountNetFactor	× -1	Applies only to sum (net) lines in account based input sheets and reports (valid 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.					
	- 4	AccountPeriodsButton	✓ ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED   DISABLED). Default is ENABLED.					
Personnel - dimensions	5	ActualsDatasetID	✓ ACTUAL	The dataset id for the actuals dataset (default ACTUAL)					
Personnel - Column setup	6	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.					
Base settings	7	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 or					
-	8	DistributedReportID	✓ INPUT	ReportID used for input-based reports (Input report). The default reportID is INPUT.					
Period filters	9	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 (MERG					
Input filters	10	FCTVearTotalFloating	✓ TRUE	This year total float (TRUE) or remain fixed (TALSE) 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 the					
	11	IncludeAllowInputAccountsOnly	✓ 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 personell 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 to the internal source to					

Note that for the INPUT report, no one account should map to more than one report line unless additional dimensionality determines how that specific account's transactions are divided between report lines:



Or

eport Lines Acc. mapping	Translations	Options	Setup Addit	ional dim. mapping				
		<b>₽</b>	lish					
eport	<u>Add</u>		Report Line ID	Report Line	View	Edit	Delete	
Search		1	IP010	Sales	٤ <u>ر</u>	Ø	Û	
Balance sheet		2	IP020	Other Revenue		P		
		3	IP030	Operating Income				
Cash Monthly		4	IP035					
Input		5	IP040	Cost of Goods		Ø		
INPUT2		6	IP050	Other Direct Cost		Ø		
INFOIZ		7	IP060	Gross Margin				
Income statement		8	IP061	Gross Margin %				
Income test		9	IP065					
		10	IP070	Payroll		Ø		
		11	IP100	Other Personnel Cost		Ø		
		12	IP110	Personnel Cost				
		13	IP115					
		14	IP120	Other Operating Expenses		Ø		
		15	IP130	Depreciation and Amortization				
		16	IP140	Operating Expenses				
		17	IP145					
		18	IP150	Operating Profit				
		19	IP160					
		20	IP170	Inventory				
		21	IP180	Inventory Purchase		Ø		

# 2.5 Sign factor

Sign factor is relevant in two scenarios

- 1. Account sign factor: a sign factor of -1 tied to an account will:
  - Switch the sign of any historical data
  - Switch the sign of any input data

This would typically apply to income accounts booked with a credit sign that one would like to see and input as a positive amount in an input form.

2. *Report line* sign factor: a report line nets a range of accounts or is a calculation of other report lines.

The report line sign factor indicates whether this net amount should be presented "as is" (sign factor +1) or with the opposite sign (sign factor -1) in this particular report. Note that any report lines that act as calculations of other report lines will perform that calculation based on the values displayed, i.e. after the sign factor has been applied.

# 2.6 Ledger fact - Actual and other historical transaction datasets

The ledger fact can either be imported directly as transactions or via file import using the periodic finance trial balance and OB format and let Planner convert the data to the ledger format.



#	Column name	Description	Mandatory / Optional	Comment
1	LegalEntityID	ID corresponding to an item in the Legal Entity dimension	М	Company Code
2	DepartmentID	ID corresponding to an item in the Department dimension	М	
3	AccountID	ID corresponding to an item in the Account dimension	М	
4	AccTypeID	Classify transaction on account to be 'PL' for profit/loss, 'BAL' for balance transactions. Anything else will not be included in the financial results but may be used for reporting purposes.	М	
5	DatasetID	Identifier of the transaction dataset, valid values: (Actual   Budget   Forecast)	М	
6	FiscalYearNo	The fiscal year (yyyy)	Μ	
7	Measure	The nature of data in OB and P01-P12	М	AmountFunctional (default) AmountForeign AmountReporting Qty
8	RowIsYTD	Are the values found in periods P01-P12 YTD values or periodic values (true   false)	М	

# 2.6.1 Finance trial balance and OB (periodic format)

9	CurrencyID	The currency associated with the values in OB and P01- P12.		Note: if measure is AmountFunctional, CurrencyID should reflect the home currency of the legal entity identified on the transaction.
10	ОВ	The opening balance for the fiscal year identified on the transaction	0	
11	P01-P12	The YTD or period values for P01-P12 respectively depending on the RowIsYTD setting	0	

In addition to the mandatory information described above, the following dimensional information is optional but may be desirable to include depending on the Planner functionality used and the ability to connect ledger information to these dimensions:

#	Column name	Description	Mandatory / Optional	Comment
1	ProductID	ID <i>corresponding to</i> an item in the Product <i>dimension</i>	0	
2	MarketID	ID <i>corresponding to</i> an item in the Market <i>dimension</i>	0	
3	SupplierID	ID <i>corresponding to</i> an item in the Supplier <i>dimension</i>	0	
4	EmployeeID	ID <i>corresponding to</i> an item in the employee <i>dimension</i>	0	
5	Dim1	ID corresponding to an item in the free dimension #1 (Dim1)	0	



6	Dim2	ID corresponding to an item in the free dimension #2 (Dim2)	0	
7	Dim3	ID corresponding to an item in the free dimension #3 (Dim3)	0	
8	Dim4	ID <i>corresponding to</i> an item in the free <i>dimension</i> #4 (Dim4)	0	
9	ProjectID	ID <i>corresponding to</i> an item in the Project dimension	0	
10	ActivityID	ID <i>corresponding to</i> an item in the Activity dimension	0	
11	CPLegalEntityID	ID corresponding to an item in the LegalEntity dimension	0	Counterpart, to be used only for intercompany transactions
12	Description	Textual description of the row	0	

# 2.6.2 Ledget fact (transaction format)

The table below defines the data required for finance general ledger actual data or other datasets such as financial goals or last official financial forecast.

There is no input solution for ledger fact data in Planner, an integration will have to be set up to load data from an external source uing the "Data Import & Export" workbook and "Data Import" page or use the <u>Finance trial balance and OB (periodic format)</u> available in"File Import" page .

Please note that the ledger fact table contains a number of dimension columns, identified below. For any dimensional column, if used, the id used in the fact transaction must have corresponding id (member) in the dimension.

Please note that any non-visual characters such as as carriage return, line feed and so on should not be used for dimension member ids.

For example: a transaction marked with AccountID = 3000 will only make so long as the Account dimension contains a member with ID = 3000.



In order to best secure data quality, please refer to the section on <u>Data quality audit</u>.

The following are the mandatory fact columns.

#	Column name	Description	Mandatory / Optional	Comment
1	AccountID	ID corresponding to an item in the Account dimension	М	Group account that must correspond do members in Account dimension
	AccountSrcID	Original account used by legal entity	0/M	Optional field that is mandatory if the solution need to map to group accounts.
2	SYS_DatasetID	Identifier of the transaction dataset, valid values: (Actual   Budget   Forecast)	М	
3	LegalEntityID	ID corresponding to an item in the Legal Entity dimension	М	Company Code that must correcpond to members in LegalEntity dimension
4	DepartmentID	ID corresponding to an item in the Department dimension	М	DepartmentID must correcpond to members in Department dimension
	CpLegalEntityID	ID corresponding to an item in the Legal Entity dimension	0/М	Company Code that must correcpond to members in LegalEntity dimension. Optional for Planner not using counterpart for budget and forecast but required for Consolidation.
5	TransTypeID	Identifies if the transaction is an opening balance (=0) transaction, a regular transaction (=1)	м	This "tagging" of transactions is done so that the sum of all give the most complete picture.
6	CurrencyForeignID	Oriiginal transaction currency code for transactions; e.g.	0/М	Optional field for Planner and recommended to omit from import.



		'NOK', 'SEK', 'EUR', 'USD', 'DKK'.		Mandatory field for Consolidation use.
7	AmountForeign	Transactions amount using at least 2 decimals.	0/М	Optional field for Planner and recommended to omit from import.
6	CurrencyFunctionalID	Functional currency code for transactions; e.g. 'NOK', 'SEK', 'EUR', 'USD', 'DKK'.	М	
7	AmountFunctional	Functional amount using at least 2 decimals.	М	
8	Transdate	Transaction or booking date.	М	
9	AccTypeID	Classify transaction on account to be 'PL' for profit/loss, 'BAL' for balance transactions. Anything else will not be included in the financial results but may be used for reporting purposes.	Μ	

In addition to the mandatory information described above, the following dimensional information is optional but may be desirable to include depending on the Planner functionality used and the ability to connect ledger information to these dimensions:

#	Column name	Description	Mandatory / Optional	Comment
1	ProductID	ID <i>corresponding to</i> an item in the Product <i>dimension</i>	0	
2	MarketID	ID <i>corresponding to</i> an item in the Market <i>dimension</i>	0	
3	SupplierID	ID <i>corresponding to</i> an item in the Supplier <i>dimension</i>	0	



4	EmployeeID	ID corresponding to an item in the employee dimension	0	
5	Dim1	ID <i>corresponding to</i> an item in the free <i>dimension</i> #1 (Dim1)	0	
6	Dim2	ID <i>corresponding to</i> an item in the free <i>dimension</i> #2 (Dim2)	0	
7	Dim3	ID <i>corresponding to</i> an item in the free <i>dimension</i> #3 (Dim3)	0	
8	Dim4	ID corresponding to an item in the free dimension #4 (Dim4)	0	
9	ProjectID	ID <i>corresponding to</i> an item in the Project dimension	0	Available from Planner v4.2
10	ActivityID	ID <i>corresponding to</i> an item in the Activity dimension	0	Available from Planner v4.2

# 2.7 Currency Exchange Rates

The *historical* rates are by default fetched from an external source maintained by Profitbase using the operation "Import and Reprocess Exchange Rates"



### $\equiv$ Operation Manager

xecute Data Admin Tasks Schedule Broadcast Mes	ssage to workbooks
Filter operations by category	
Data Maintenance X	Add operation Refresh
Operations	Import and Reprocess Exchange Rates
Clean Operation History	ExchangeRates
Generate Time Dimension	Execute Edit operation
Import and Reprocess Exchange Rates	

The following currencies are currently handled (additional currencies may be added by contacting Profitbase):

	CurrencyID	CurrencyToID	ł
1	AUD	NOK	
2	BGN	NOK	
3	BRL	NOK	
4	CAD	NOK	
5	CHF	NOK	
6	CNY	NOK	
7	DKK	NOK	
8	EUR	NOK	
9	GBP	NOK	
10	HKD	NOK	
11	IDR	NOK	
12	INR	NOK	
13	JPY	NOK	
14	MXN	NOK	
15	MYR	NOK	
16	NOK	NOK	
17	NZD	NOK	
18	PHP	NOK	
19	PLN	NOK	
20	RUB	NOK	
21	SEK	NOK	
22	SGD	NOK	
23	тнв	NOK	
24	USD	NOK	
25	ZAR	NOK	

*Future* exchange rates are managed in the "Currency Exchange Rates and Calendar" workbook and does not require an external source:

Currency Exchange Rates and Calendar										profit	base
Exchange Rate Daily Exchange Rate Monthly Setup Workday calendar										0	\$
Save Refresh Publish	From Curr NDK	ency ×	V To Currency		/ear 2021	x   ~					
Changes and Overrides to Daily Exchange Rates	Exchange	Rates Daily									
Exchange Rate		Dataset	From Currency	To Currency	From Date	Value	High	Low	Comments		
	1	*	NOK	NOK	01/01/2021	1.00000	1.00000	1.00000	Forecast		
Exchange Rate Historical Daily Override	2	•	NOK	NOK	01/02/2021	1.00000	1.00000	1.00000	Forecast		
	3	•	NOK	NOK	01/03/2021	1.00000	1.00000	1.00000	Forecast		
	4	•	NOK	NOK	01/04/2021	1.00000	1.00000	1.00000	Forecast		
	5	•	NOK	NOK	01/05/2021	1.00000	1.00000	1.00000	Forecast		
	6	•	NOK	NOK	01/06/2021	1.00000	1.00000	1.00000	Forecast		
	7		NOK	NOK	01/07/2021	1.00000	1.00000	1.00000	Forecast		

Note that when adding new rates to currency *codes* ("Currency" field in image above) that do not exist already, these currency codes are automatically added to the currency dimension.



If *historical* rates are to be fetched from a *customer specific external* source, the following information is required and the steps involved to switch sources from the default source is described in <u>Currency Exchange rates</u>:

#	Column name	Description	Mandatory / Optional	Comment
1	CurrentyID	ID for the currency. 3- letter currency code.	М	
2	ToCurrencyID	Base currency for the exchange rates	М	
2	ExchangeRateDate	'Actual' or 'Budget'	Μ	
3	DayAverageValue		Μ	Company Code
4	MonthlyAverageValue		М	
5	MonthlyClosingValue		М	

# 2.8 Time dimension

The time dimension is generated within Planner from the "Finance Settings" workbook within a specific version:

E Finance Settings		profil	ba <u>s</u> e
VAT Payroll Sales Expense Purchase Fixed	Assets OBDue Setup Accounts Usage Year End	0	(2)
Save Refresh	Time: Start and range		
Fiscal Calendar Offset Source: Map Account to Engine	Start Date Time: Start and length 1 01/07/2021 Next 12 assorts V		
System: Fallback Accounts CurrencyReportID			

The "Start Date" is established automatically based on the start date of the version.

The "Time: Start and length" is selected from a drop down list of pre-defined options and reflects the planning horizons supported:



Time: Start and length	
Next 12 months	•
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	
This- and next 6 years	

Select the option that corresponds to the situation at hand.

The time dimension is automatically re-generated when a new version is rolled forward or initiated.

### **3** Optional data requirements – depending on functionality used

This section is relevant if the following modules are to be used:

- Personnel
- Driver based
- CapEx
- Fixed Assets

Optional dimensions are:

- Product optional in the driver based models
- Market optional in the driver based models
- Project optional in all modules
- Activity optional in all modules
- Supplier optional in the driver based models
- Asset Group optional in the CapEx module
- Dim1..Dim4 optional in all modules
- Employee mandatory in the Personnel module

Optional fact data are:

- Personnel fact current personnel facts such as FTE and monthly salary used by the personnel module
- Driver based fact historic data for measures such as Sales Quantity, etc. used by the driver based models
- Fixed assets asset data such as acquisition cost, depreciation rates, etc.

### 3.1 Dimension data

The following applies to the Product, Market, Supplier, Employee, Dim1..Dim4, Asset Group and Project and Activity optional dimensions:

The parent/child format (recommended):



#	Column name	Description	Mandatory / Optional	Comment
1	ID	ID for the dimension member	М	Primary Key
2	Name	Name for the dimension member	М	
3	ParentID	ID for the parent node	0	Must be a valid ID or NULL. Any ID with ParentID = NULL is placed at the root level

Alternatively (not recommended), using the legacy fixed wide format, the dimensions are by default set up with one group level – columns XYZGroup/XYZGroup\_Name for XYZ dimension – this renders as a group level the dimension hierarchy.

#	Column name	Description	Mandatory / Optional	Comment
1	XYZID	The XYZ dimension ID	М	Primary key
2	XYZID_Name	The XYZ dimension ID name	М	
3	XYZGroup	ID for The group level	Μ	
4	XYZGroup _Name	Name for the Group Ikevel	М	

# 3.2 Personnel fact

The fact source data contain current FTE (Full Time Equivalent), HC (Headcount) and monthly salary data per department/employee combinations:



E Source fac	t data																		profit	ba <u>se</u>
ersonnel facts Measur	e fact dat	a																	0	0
Save Re	resh	Salary fa	ict - curre	nt values. Wh	en pasting data,	make sure to us	Inpu	ounts must be in ho it amounts are per nension columns!										Check inp. module	Imp	xort
All Departments	26		Depar	tm. Employ	e ProjectNam	ActivityName	Dim1Name	Dim3Name Dim4N	lame 1	Counterpart Current FT	E Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5		1
> All Departments		1	York	♥ 001-0	· ·	· · ·	~	~	~	¥ 1	25,000	1,000	250	100	150	200	250	300		
An Departments		2	York	₩ 001-1	× .	· · ·	~	~	~	~	1 25,000	1,000	250	100	150	200	250	300		
		3	York	001-10	× ·	· ·	~	~	~	× 1	25,000	1,000	250	100	150	200	250	300		
		4	York	₩ 001-11	× .	· · ·	~	~	~	✓ 1	1 25,000	1,000	-250	100	150	200	250	300		
		5	York	♥ 001-12	× .	· ·	*	~	*	¥ 1	2 25,000	1,000	250	100	150	200	250	300		
		6	York	✓ 001-13	~ .		~	~	~	~ 1	25.000	1,000	250	100	150	200	250	300		

Note that the personnel modules have a number of optional dimensions and columns (measures and attributes) that may be included or not. The fact format displayed will display the optional dimensions and columns included with their chosen headings ("Bonus", "Overtime", etc in the image above).

#	Column name	Description	Mandatory / Optional	Comment
1	DepartmentID	The department ID	Μ	
2	EmployeeID	The employee ID	М	Could be the id of an individual employee or that of a group of individuals or function, e.g. "Cleaners"
3	ProjectID	The project ID	0	Available from Planner v4.2. If no value is provided, the default value # is set
4	ActivityID	The activityID	0	Available from Planner v4.2. If no value is provided, the default value # is set
5	Dim1ID	The dim 1 ID	0	Available from Planner v4.2. If no value is provided, the default value # is set
6	Dim2ID	The dim 2 ID	0	Available from Planner v4.2. If no value is provided, the default value # is set
7	Dim3ID	The dim 3 ID	0	Available from Planner v4.2. If no value is provided, the default value # is set
8	Dim4ID	The dim 4 ID	0	Available from Planner v4.2. If no value is provided, the default value # is set

		The current FTE (Full		
9	FTE	Time Equivalent) position of the employee or group/function at the given department.	м	
10	НС	The current HC (headcount) position of the employee or group/function at the given department.	М	
11	MonthlySalary	The current monthly salary for a full time FTE for the employee at the given department.	Μ	
12	Bonus	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
13	Overtime	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
14	Misc1	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
15	Misc2	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
16	Misc3	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant



17	Misc4	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
18	Misc5	The current monthly benefit for a full time FTE for the employee at the given department.	0	The use of the column is implementation dependant
19	EmployerTaxPctOvr	Override value for employer tax rate	0	Note that an override value will set aside any setting regime that otherwise might apply to this row.
20	PensionEmployerPctOvr	Override value for pension rate (employer's part)	0	Note that an override value will set aside any setting regime that otherwise might apply to this row.
21	PensionEmployeesPctOvr	Override value for pension rate (employee's part)	0	Note that an override value will set aside any setting regime that otherwise might apply to this row.
22	VacationPayPctOvr	Override value for vacation pay rate	0	Note that an override value will set aside any setting regime that otherwise might apply to this row.
23	Attr1	The Attribute 1 ID	0	Available from Planner 5.4.1. If no value is provided, the default value * (any) is set The use of the column is implementation dependant
24	Attr2	The Attribute 2 ID	0	Available from Planner 5.4.1. If no value is provided, the default value * (any) is set The use of the column is implementation dependant

Add new rows as needed or import from external fact (datamart) using the Operation button and selecting the Reload Personnel Fact from datamart option:



el facts Measure fact da	ata																	(
Refresh			Amo	unts must be in fu	nctional currency		Input amou	unts are per	r FTE/headcour	nt per month.						Execute Operation	Check inp. module	Impor
int	Salary f		When pasting data, ma			ns!												
		Departm.	Employee	Project	Activity	ba	Dim1	Cu	rrent FTE	Current HC	=	Current monthly salary	=	Bonus	Overtime			
ch	1	Vork		v	~	~		_	1	1		40.000						
	2	York	<ul> <li>Cleaners (Hourly)</li> </ul>		~	~	~		2	1		40,000		500	600			
	3	York		~	~	~	~		1	1		20,000		500	600			
	- 4	York	✓ Technicians	~	~	~	~		1	1		20,000		500	600			
	5	Stavanger	✓ Test	~	~	¥ no	e loc edi 🛩		1	1		0						
	6	Stavanger		~	~	✓ no	e loc edi ❤		1	1		0						
	7	Stavanger		~	~	~	v		1	1		0	-	500	600			
	8	Stavanger	✓ zzzy	~	~	~	Execu	te Opera	ition			×		500	600			
							SELECT O		from datamart			$\times \mid  \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$						
							Action	Versions:				Execute						
								Budget Bu Consolidatio	udget 2022 (C m 1.0.4 (Cur lanner DEVEL		(Curre	ent)						

When pasting data, make sure to paste dimension and attribute **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.

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

ersonnel facts Mean	ure fact dat	ta																			0	) · (創
	Refresh							Input a	ts must be in nounts are p	er FTE per n	100000									Check inp. module		Import
epartment VI Departments		Salary 1				asting data, make su					unternet Court		urrent monthly salary	Receiver	Overtime	Free Car	Training	Misc3	Misc4	Misc5		
		1	York	<ul> <li>✓ 001-0</li> </ul>		Projectivanie Activ	v	v v	v	viname co	v current curre	0	25.000	1.000		100	150	200	250	300		
All Departments		2	York	✓ 001-1		~	~	~	~	~	~	1	25,000	1,000		100		200	250	300		
		3	York	♥ 001-10	•	~	~	~	~	~	~	10	25,000	1,000	250	100	150	200	250	300		
	Che	ck pers	onnel																		×	
	Save		Refres	•				8	/iew new data	s only	The	overview	compares the source of	lata to the	existing inpu	tdata. Value	fields display	the source of	fata. Revise 1	when needed.		
		New	Depa	rtm. Emp	loyee	ProjectName Acti	ityName Dir	niName Di	n3Name Dia	m4Name Co	ounterpart Curr	ent FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5		

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$\equiv$ Source fact data																			
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Save Refresh Department	Salary fa	ct - current	values. Wr	en pasting data,	nake sure to use	Inj	nounts must put amounts dimension col	are per FTE										Check inp. m	odule
All Departments X		Departm	Employ	ee ProjectNam	ActivityName	Dim1Name	Dim3Name	Dim4Name	Counterpar	t Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5	
> All Departments	1	York *	• 001-0	× `	· · ·	~	· ·	~		• 0	25,000	1,000	250	100	150	200	250	300	
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	9	York *	<ul> <li>001-16</li> </ul>	~ `	· · ·		The import of	peration affe	cts all departn	nents.					150	200	250	300	

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

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. The following setting table defines which columns are in fact updated:



York York York York York York York

≡	Forecast • Planner	DEVE	LOPME	NT 5.4	4.1   1	nput Setting	s and a	Admininstr	ation				
Accoun	nt settings Personnel settings Pay	yroll Setting:	s Driver ba	ised setting	ıs <mark>Setup</mark>	Translations							
	Refresh	it must be s	et. Consider	setting ma	ndatory fil	Iters and not to au	to-load inp	out sheet on filter	r change.				
put m	nodules												
						Row context menu	options						
	Input module	Published	Description	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter ch	g Auto submit d	ata
1	Profitbase.EPM.AccountWorkbook	<b>Z</b>	Account	<b>Z</b>	<b>~</b>		<					<b>Z</b>	
2	Profitbase.EPM.PersonnelWorkbook		Personnel										
3	Profitbase.EPM.CapExWorkbook	<b>~</b>	CapEx	<b>Z</b>						100			
4	Profitbase.EPM.LoanWorkbook		Loan							100	<b>Z</b>		
A	ccount - dimensions	F	Personnel - Co	olumn setu Column N		Column Name	axPctOv	r PensionFn	nployeesPctOvr	PensionEmplo	verPctOvr Vacati	onPayPctOvr	Upd. from src. fact data
A	ccount - column selection		1 Atte	4		Stillingstype			0	0	,	0	0
A	ccount - Historic Reference Columns		2 Attr			Bilordning			0				
Δ	ccount - deviation columns		3 Bor	ius		Bonus			0	0		0	0
			4 Emp	ployerTaxPc	tOvr	EmpTax %			0	0			0
Pe	ersonnel - dimensions		5 FTE			FTE							
🗸 Pe	ersonnel - Column setup		6 HC			Headcount							
Pe	ersonnel atribute values		7 Hist	FTE		Hist. FTE							
			8 Hist	tMonthlySa	lary	Hist. Mth. Salary			0				
In	put module report line map		9 Mis	c1		Free Car							
Ba	ase settings		10 Mis	c2		Training							_
_ n.													
	eriod filters		11 Mis 12 Mis	c3		Group life							

Dimension combinations found in the source and not in the input module will automatically be processed into the module on forecast rollover and operations such as Update and Process Input data.

*Existing* rows can be updated *automatically* (columns checked in the setting above) on forecast rollover and operations such as Update and Process input data *if the following base setting is set to TRUE*:

	Forecast • Planner	DEVE	ELOPME	NT 5.4.	.1   Inp	out Setting	js and		ation								profilb
oun	it settings Personnel settings Pay	roll Settin	gs Driver bas	sed settings	Setup	Translations											(
Sa	Refresh																Execute Operation
hen n	nulti department input on, a row limi	it must be	set. Consider s	etting mand	latory filter	s and not to au	to-load in	put sheet on filter	r change.								
put m	odules																
					Ro	w context menu	options										
	Input module	Publisher	d Description	New	Delete D	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter ch	Auto submit data		Comme	ent		
1	Profitbase.EPM.AccountWorkbook		Account					0									
2	Profitbase.EPM.PersonnelWorkbook	<b>~</b>	Personnel								<ul><li>✓</li></ul>	2					
3	Profitbase.EPM.CapExWorkbook	<b>2</b>	CapEx		2				2	100	<b>2</b>	2					
4	Profitbase.EPM.LoanWorkbook		Loan						<b>2</b>	100	<b>~</b>						
Ad	ccount - dimensions		Base settings														
	ccount - dimensions		Base settings	S	Setting ID		Value									Comment	
A	ccount - column selection		1 Acco	ountGrouping	Mandatory		TRUE									a default account must	
A			1 Acco 2 Acco	ountGrouping ountIgnoreDis	Mandatory stributionCo	olumnVisible 🛩	TRUE	Ignore distributi	ion column visible i	n account module	(TRUE   FALSE), default	s FALSE. If account an	re meant to sum to 0, this o	ption set to TRUE allow	vs user to force period	a default account must values to be taken into a	account even though total is
Ac	ccount - column selection		1 Acco 2 Acco 3 Acco	ountGrouping ountIgnoreDis ountNetFacto	Mandatory stributionCo r	olumnVisible 🛩   👻	TRUE FALSE -1	Ignore distributi Applies only to :	ion column visible i sum (net) lines in ac	n account module count based input	(TRUE   FALSE), default t sheets and reports (val	is FALSE. If account an id values: -1   1), -1 is	re meant to sum to 0, this o the default. Net is displaye	ption set to TRUE allow	vs user to force period	a default account must values to be taken into a	account even though total is
Ac	ccount - column selection ccount - Historic Reference Columns		1 Acco 2 Acco 3 Acco 4 Acco	ountGrouping ountIgnoreDis ountNetFacto ountPeriodsBi	Mandatory stributionCo r utton	olumnVisible ¥	TRUE FALSE -1 ENABLED	Ignore distributi Applies only to s Controls whethe	ion column visible in sum (net) lines in ac er the Periods butto	n account module count based input n in the Account n	(TRUE   FALSE), default t sheets and reports (val nodule is enabled or no	is FALSE. If account an id values: -1   1), -1 is	re meant to sum to 0, this o	ption set to TRUE allow	vs user to force period	a default account must values to be taken into a	account even though total is
Ac Ac Pe	ccount - column selection ccount - Historic Reference Columns ccount - deviation columns rrsonnel - dimensions		1 Acco 2 Acco 3 Acco 4 Acco 5 Actu	ountGrouping ountIgnoreDis ountNetFacto ountPeriodsBi ialsDatasetID	Mandatory stributionCo r utton	olumnVisible V	TRUE FALSE -1 ENABLED ACTUAL	Ignore distributi Applies only to s Controls whethe The dataset id fo	ion column visible in sum (net) lines in ac er the Periods butto or the actuals datas	n account module count based input n in the Account n et (default ACTUA)	(TRUE   FALSE), default t sheets and reports (val nodule is enabled or no L)	is FALSE. If account an id values: -1   1), -1 is t (ENABLED   DISABLE	re meant to sum to 0, this o the default. Net is displaye ED). Default is ENABLED.	ption set to TRUE allow d as sum of amounts o	ws user to force period of individual accounts m	a default account must values to be taken into a sultiplied by account's si	sccount even though total is ign factor. The net is then m
Ac Ac Pe Pe	scount - column selection scount - Historic Reference Columns scount - deviation columns risonnel - dimensions risonnel - Column setup		1 Acco 2 Acco 3 Acco 4 Acco 5 Actu 6 Alma	ountGrouping ountIgnoreDis ountNetFacto ountPeriodsBi ialsDatasetID iysIncludeAlij	Mandatory stributionCo r utton Accounts	olumnVisible V	TRUE FALSE -1 ENABLED ACTUAL FALSE	Ignore distributi Applies only to s Controls whethe The dataset id fo Should account	ion column visible in sum (net) lines in ac er the Periods butto or the actuals datas input module refler	n account module count based input n in the Account n et (default ACTUA) ct only historical di	(TRUE   FALSE), default t sheets and reports (val nodule is enabled or no L) ata (FALSE - default) or	s FALSE. If account an id values: -1   1), -1 is t (ENABLED   DISABLE thould all accounts be	re meant to sum to 0, this o the default. Net is displaye ED). Default is ENABLED. e included regardless of his	otion set to TRUE allow d as sum of amounts o torical relevance (TRUE	of individual accounts m E). A TRUE setting shoul	a default account must values to be taken into a nultiplied by account's si d be used with care, will	eccount even though total is ign factor. The net is then m potentially create large arm
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Ac Ac Pe Pe In	count - column selection count - Historic Reference Columns count - deviation columns ersonnal - dimensions resonnal - tolum setup sonnal atticitus values put module report line map set settingst		1         Acco           2         Acco           3         Acco           4         Acco           5         Actu           6         Alma           7         Auto           8         Cent           9         Depu           10         Distr           11         Drive           12         FCTV	ountGrouping ountIgnoreDis ountNetFacto ountPeriodsBi valsDatasetID vysIncludeAli/ oAdjustHistRe tralDimOption artmentGroup ributedReport erBasedLoad	Mandatory stributionCo r utton Accounts itSetup ns pingMandat tID ExternalSour ting	olumnVisible v v v v v v v v v v v v v v v v v v v	TRUE FALSE -1 ENABLED ACTUAL FALSE TRUE TRUE TRUE TRUE INPUT MERGE	Ignore distributi Applies only to a Controls whether The dataset id fo Should account Auto adjust histo Determines if di Group Account ReportD used fi Load driver base This year total fi	ion column visible ii sum (net) lines in ac rr the Periods butto or the actuals datas input module reflet oric reference datas mension names are mension names are module and summa or input-based repp ed source fact data ioat (TRUE) or remai	account module count based input n in the Account n et (default ACTUA) it only historical di et From- and To- controlled central ny data per depart ing data per depart tru (Input report), from external sour in fixed (FALSE) aft	(TRUE   FALSE), default t sheets and reports (val module is enabled or no L) (atta (FALSE - default) or fates when deploying in by (TRUE) or locally in w timent (TRUE) or allowa The default reportID is so option to control if er rollover. TRUE means	FALSE. If account an id values: -1 [1], -1 is (ENABLED   DISABLE inhould all accounts be two version using the " resion's modules and ggregation to default NPUT, and how driver based that this year's total	re meant to sum to 0, this o the default. Net is displaye EDI. Default is ENABLED. e included regardless of his "Start fresh at new start dat models (FALSE). Central din t department per legal entit I data is loaded from an exh	ption set to TRUE allow d as sum of amounts of torical relevance (TRUE & (reload data)" option o Options available in 1 ( (FALSE). NOTE that fo transl source to the inte are actualized when ro	ws user to force period of individual accounts in of individual accounts in E). A TRUE setting should . If set to TRUE, From ai Report Setup workbook or this setting to be set emal source fact data /	a default account must values to be taken into a nultiplied by account's si d be used with care, will nd To dates of all hist, re to FALSE, a default depa input store. No external	eccount even though total is gn factor. The net is then m potentially create large arm f. columns are adjusted acc. rtment must exist for each i source used is the default o
Ac Ac Pe Pe	count - column selection count - Historic Reference Columns count - deviation columns ersonnal - dimensions resonnal - tolum setup sonnal atticitus values put module report line map set settingst		1 Acco 2 Acco 3 Acco 4 Acco 5 Actu 6 Alma 7 Auto 8 Cent 9 Depi 10 Distr 11 Drive 11 Drive 12 FCTY 13 Inclu	ountGrouping ountIgnoreDis ountNetFacto ountPeriodsBr ountPeriodsBr vysIncludeAll/ vysIncludeAll/ uysIncludeAll/ uysIncludeAll/ uysIncludeAll/ outOption artmentGroup ributedReport erBasedLoadI fearTotalFloat	Mandatory stributionCo r utton Accounts itSetup ns pingMandat tID ExternalSour ting tAccountsO	alumnVisible v i v i v i v i v i v i v i v i v i v i	TRUE FALSE -1 ENABLED ACTUAL FALSE TRUE TRUE TRUE INPUT MERGE TRUE	Ignore distribution Applies only to a Controls whether The dataset id for Should account Auto adjust histo Determines if di Group Account Group Account Load driver base This year total fil Limit accounts d	ion column visible in sum (net) lines in ac or the Periodis butto or the actuals datas input module reflect oric reference datas mension names are module and summa or input-based rego de source fact data toat (TRUE) or remai	account module count based input n in the Account n et (default ACTUAI et nny historical di et From- and To-d controlled central ny data per depari try (data per depari try (angut report), from external sour in fixed (FALSE) aft i input to those to	(TRUE   FALSE), default t sheets and reports (val nodule is enabled or no L) tatas when deploying n fly (TRUE) or locally in vi tment (TRUE) or locally in vi tment (TRUE) or locally in vi tment (TRUE) or allow a The default reportID is the option to control if i er rollover. TRUE means which input is allowed	FALSE. If account an id values: -1   1], -1 is (ENABLED   DISABLE ihould all accounts by we version using the " ension's modules and ggregation to default NPUT. and how driver based that this year's total TRUE) or any account	re meant to sum to 0, this o the default. Net is displaye DJ). Default is ENABLED. e included regardless of his "Start fresh at new start data models (FALSE). Central din (department per legal entit I data is loaded from an exit will change as new months	otion set to TRUE allow d as sum of amounts o norcal relevance (TRUE to (reload data)" option o Options available in f (FALSE). NOTE that for ternal source to the inits are actualized when ro sists (FALSE)	ws user to force period of individual accounts in of individual accounts in E). A TRUE setting should . If set to TRUE, From ai Report Setup workbook or this setting to be set emal source fact data /	a default account must values to be taken into a nultiplied by account's si d be used with care, will nd To dates of all hist, re to FALSE, a default depa input store. No external	secount even though total is gn factor. The net is then m potentially create large arms f. columns are adjusted acc. rtment must exist for each le source used is the default op
<ul> <li>Ac</li> <li>Ac</li> <li>Ac</li> <li>Pe</li> <li>Pe</li> <li>Pe</li> <li>In</li> <li>In</li> </ul>	count - column selection count - Historic Reference Columns count - deviation columns ersonnal - dimensions resonnal - tolum setup sonnal atticitus values put module report line map set settingst		1         Acco           2         Acco           3         Acco           4         Acco           5         Actu           6         Alma           7         Auto           8         Cent           9         Depu           10         Data           11         Drive           12         FCTV1           13         Inclu           14         Perso	ountGrouping ountGrouping ountNetFactor ountNetFactor ountPeriodsBu alsDatasetID wysIncludeAII/ wysIncludeAII/ opAdjustHistRe traIDimOption artmentGroup ributedReport erBasedLoadi fearTotalFloat deAllowInpu	Mandatory stributionCa r utton Accounts dSetup ns pingMandat tID ExternalSour ting tAccountsO insCategory	summVisible v i v i v i v i tory v i rce v i inly v i	TRUE FALSE -1 ENABLED ACTUAL FALSE TRUE TRUE TRUE INPUT MERGE TRUE FALSE	Ignore distributions Applies only to a Controls whether The dataset id for Should account Auto adjust hists Determines if di Group Account ReportiD used for Load driver base This year total fit Limit account of Controls visibility	ion column visible in sum (net) lines in ac rr the Periodis butto or the actuals datas input module refle- ric reference datas mension names are module and summi or input-based rep; ed source fact data act (TRUE) or remai sisplayed in account y of Category colum	account module count based input in in the Account in et (default ACTUA) to only historical di to only historical di controlled central sry data per depart inti (Input report), from external sour in fixed (FALSE) aft input to those to onn in Personnel au	(TRUE   FALSE), default is sheets and reports (vel in cabled or no u) ata (FALSE - default) or tatas when deploying n ity (TRUE) or locally in with themt (TRUE) or allow a The default reportIo is cc: option to controli if er rollover. TRUE means which input is allowed to transactions (TRUE	FALSE. If account an id values: -1 [1], -1 is (ENABLED   DISABLE ihould all accounts bi nev version using the " rision's modules and gregation to default NPUT, and how driver based that this year's total TRUE or any account FALSE, default FALSE).	re meant to sum to 0, this o the default. Net is displays ED). Default is ENABLED. e included regardless of his "Start fersh at new start data dispartment per legal entit I data is loaded from an exit will change as new months to which historical data e to which historical data e	otion set to TRUE allow d as sum of amounts of porical relevance (TRUE (reload data) <sup>2</sup> option o Options available in f (FALSE). NOTE that for erral source to the inite are actualized when ro issts (FALSE) SE)	vs user to force period of individual accounts in EL). A TRUE setting should I. If set to TRUE, From an Report Settup workbook or this setting to be set emal source fact data / alling forward. FALSE m	a default account must values to be taken into zo unlitpiled by account's si d be used with care, will dnd To dates of all hist, no to FALSE, a default depa input store. No external ears that this year's tote	be set per input report line cocurt even though total is genfactor. The net is then m potentially create large arm d, columns are adjusted acc. etment must exist for each is source used is the default op will remain fixed and thus a default option (FALSE). Mery

For details on how to import data from an external source, please refer to Integration.

### 3.3 Driver based fact

A simple input tool for maintaining historical data is available in the "Source Fact Data" workbook

■ Source fact data																			
Personnell facts Sales forecast f	acts																		
												Dataset		Measure		Year		Month	
Save Refresh				Amounts must be in hom	e currency		Datas	et and Mea	sure filters m	ust be set to	enable save	Actual	$-\times    \sim$	SalesQty	×	~ 2020	$\times \mid  \sim$		~
Department	Sales for	ecast fact -	current values.	When pasting data, make si	ire to use IDs for all	dimension col	umns!												
Profitways		Dataset	Departm.	Product	Market	SupplierID	Dim1	Dim2	Dim3	Dim4	Cp LegalEnti	ity Measure	Value 09	Year yyyy	Month 1-12				
	1	Actual	✓ Stavanger ✓	Profitways DiVision Core 🛩	European Union 🛩	~	~	~	· ~	~		✓ SalesQty ✓	19.20	2020	7				
<ul> <li>All Departments</li> </ul>	2	Actual	✓ Stavanger ✓	Project Manager	European Union 🛩	~	~	~	· · ·	~	-	✓ SalesQty ✓	17	2020	7				
Profitways																			

Select a value in the "Dataset" and "Measure" filter at the top and click the "Refresh" button to enable the save button.

Add new rows as needed or paste selection from the "Sales forecast fact" excel template.

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.

#	Column name	Description	Mandatory / Optional	Comment
1	DepartmentID	The department ID	М	Primary key
2	ProductID	The product id	Μ	Primary key
3	MarketID	The market id	М	Primary key
4	SupplierID	The supplier id	0	If no value is provided, the default value # is set
5	ProjectID	The project id	0	Available from Planner v4.2. If no value is provided, the default value # is set
6	ActivityID	The activity id	0	Available from Planner v4.2. If no value is provided, the default value # is set
7	Dim1	The frem dimension #1 id	0	If no value is provided, the default value # is set
8	Dim2	The frem dimension #2 id	0	If no value is provided, the default value # is set



9	Dim3	The frem dimension #3 id	0	If no value is provided, the default value # is set
10	Dim4	The frem dimension #4 id	0	If no value is provided, the default value # is set
11	CPLegalEntityID	Counterpart legal entity id	0	If no value is provided, the default value # is set
12	SystemModelAccountID	The measure id	М	
13	Value	The value (amount, quantity, percentage, etc depending on the nature of the measure)	М	Numeric. Any amounts to be provided I the home currency of the legal entity that the departmentid belongs to. Value will default to 0 if no value is provided.
14	Year		М	4-digit year, for example 2020.
15	Month		М	Month number, 1-12

Dimension combinations found in the source and not in the input module for either the last 12 months actuals or any of the (optional) historical reference columns, will automatically be processed into the module on forecast rollover.

The module can also be updated manually by clicking the "Apply..." button in the "Sales Forecast Setup" page of the "Sales Forecast Setup" workbook.

For details on how to import data from an external source, please refer to Integration.

### 3.4 Fixed assets

Fixed asset data may be input in the "Finance Settings" workbook within a specific version:

E Finance Settings									profitba								
AT Payroll Sales Expense Purcha	se Fixed Assets	OBDue S	etup Accounts	s Usage 🛛 🕅	ear End												0
Save Refresh																	Import Asset
✓ FixedAsset	FixedAsse	et .															
	FixedAsse	t Import	Legal Entity	Departm	Text	Account	AssetCost	Depr. accum	StartDate	Depr. %	ResidualValue	Declining	Y1 = full year	Acc Depr.	CAccount	Disp. date	Curr.Foreign
FixedAsset     DecliningBalance StopValue	FixedAsse 1		Legal Entity Profitmays AS 🗸		<ul> <li>Text</li> <li>Y Test</li> </ul>	Account 1205 - Computer A 🛩			StartDate 02/01/2020	Depr. %	ResidualValue	Declining	,		CAccount 1297 - Accumulated depreciation 🛩	Disp. date	Curr.Foreign
	FixedAsse 1 2	Import		York	← Test		1,000,000			30.00%	ResidualValue		,	6010 - Depreciation Fixed assets 🛩		Disp. date	
	FixedAsse 1 2 3	Import	Profitmays AS 🗸	York Stavanger	← Test	1205 - Computer A 🛩	1,000,000		02/01/2020	30.00% 40.00%	ResidualValue	0	0	6010 - Depreciation Fixed assets ¥ 6010 - Depreciation Fixed assets ¥	1297 - Accumulated depreciation 🛩	Disp. date	NOK ¥
	1 2	Import	Profitmays AS ¥ Profitmays AS ¥	York Stavanger Oslo	<ul> <li>Test</li> <li>Test2</li> <li>Test3</li> </ul>	1205 - Computer A 🛩 1205 - Computer A 🛩	1,000,000 2,000,000 4,000,000		02/01/2020 02/01/2021	30.00% 40.00%	ResidualValue		0	6010 - Depreciation Fixed assets ¥ 6010 - Depreciation Fixed assets ¥ 6010 - Depreciation Fixed assets ¥	1297 - Accumulated depreciation ¥ 1297 - Accumulated depreciation ¥		NOK ¥

See the associated help page (?-icon) for a field description.



For details on how to import data from an external source, please refer to Integration.

## 4 Integration

Profitbase Planner is by default set up to be self-served with data and as such dimensions and mots facts can be maintained in Planner. However in many cases it is preferred to use external source for e.g. accounts and ledger fact data.

Integration with Profitbase Planner is done using the "Data Import & Export" workbook, either "File Import" from local CSV files to standard Planner formats or "Data Import" for a more advanced transform and import function.

≡ Data Import & Export				profitba <u>se</u>
File Import Data Import Data Export Audit				0 ‡
File Import + C 🗎				
Search Destination 2 records All V		Import Dim1	INFORMATION	
Destination Name			Ruleset Type: File Upload - CSV file	
Finance Trial Balance and OB	1		Destination: SYN_Datamart_DimIExternalPC Last Modified: 00.Jul 2022 11:05	
Dim1 Import Dim1	0		Last modified by: Trygve Nordahl	
			Last Run: 08 Jul 2022 06:48	
		DATA IMPORT RULESET		
		Ruleset Name	Import Dim1	
		Destination Table	Dim1 XIV 👦	
		Column delimiter:	. × · ·	
			👌 Download Template	
		FILE UPLOAD		
		Upload Template	T Upload (I)	
			Process (I)	
		VALIDATION		
		Dim1	✓ Validate ⊘ Data Validation Completed	

# Note that database synonyms are provided for the external objects and should <u>always</u> be used as opposed to the actual table names that are dynamic and will vary over time.

Synonym names are prefixed with "SYN\_Datamart\_" in front of the logical object names shown above, for example SYN\_Datamart\_DepartmentExternalPC will always point to the correct external store for department dimensional data.

Dimension external source synonyms:

SYN\_Datamart\_DepartmentExternalPC SYN\_Datamart\_LegalEntityExternalPC SYN\_Datamart\_AccountExternalPC SYN\_Datamart\_EmployeeExternalPC SYN\_Datamart\_ProductExternalPC SYN\_Datamart\_MarketExternalPC SYN\_Datamart\_SupplierExternalPC SYN\_Datamart\_ProjectExternalPC SYN\_Datamart\_ProjectExternalPC SYN\_Datamart\_Dim1ExternalPC SYN\_Datamart\_Dim1ExternalPC



#### SYN\_Datamart\_Dim3ExternalPC

#### SYN\_Datamart\_Dim4ExternalPC

#### SYN\_Datamart\_AssetGroupExternalPC

Note that separate synonyms exists for the legacy fixed wide formats. They are named as shown above but without the PC suffix.

Fact external source synonyms:

SYN\_Datamart\_FinTrialBalanceExternal (finance trial balance and OB – periodic format)
 SYN\_Datamart\_DriverBasedFactExternal (fact data to the driver based module)
 SYN\_Datamart\_SalaryFactExternal (fact data to the Personnel module)
 SYN\_Datamart\_pbTransdataHistory (ledger data for reporting and the account module)
 SYN\_Datamart\_FixedAssetsExternal (fact data to the fixed assets module)
 SYN\_Datamart\_pbTransdataSourceCMExternal (planning data from an external source to be included in the plan as transactions, i.e. not input in Planner)

External dimension and fact data data will automatically be taken into account once external sources are filled with data.

**Currency Exchange Rates** 

#### SYN\_Datamart\_CurrencyExchangeRateExternal

In order to take into account external currency exchange rate data, please refer to <u>Currency</u> <u>Exchange rates</u>.

#### 4.1.1 Dimensions

Primary dimensions are published to versions in the Dimensions workbook (Edit dimension page) using the Publish button:

Dimensions							
Edit dimensions Group Account Mapping Time and fiscal setup Workday calendar Elim	Legal Entity Mapping Setup						
S C   Q <sup>2</sup> <sub>2</sub> PRIMARY DIMENSIONS							
ACCOUNT V Q + 3 14 8 3	Properties	Table					
> 3 - Operating income							
3108 - Resultat fra finansielle kraftkontrakter	M.C.	2					
3820 - Arbeid for andre	Name*	2 - Equity and labilities					
3930 - Salg av tjenester - timefordeling	English	2 - Equity and liabilities					
> 4 - Cost of goods	Norsk	2 - egenkapital og gjeld					
4023 - Fynisk kjøp grann el	AccTypeID	Profit & Loss X   V					
4625 - Inköp underentrp. omv moms 25%	Allowinput	~					
4230 - Kjøp øv tjenester - timefordeling	SignFactor	-1.00					
3 5 - Personnel expenses							

If integrations are set up for one or more dimensions, external dimensional data can be imported to the primary dimension from the Operation Manager workbook by executing the appropriate system operation (\*):

≡ Oper	ation Manag	er				
Scheduled Operatio	ors Operations Set	ings Workbook Operations				
Search		Category Filter	Import Account dimen	sion		
0	PERATION NAME		NEXT RUN TIME	COUNTBOWN	LAST RUN	AVG DURATION
~	Import Account di	mension				
Import accourt	nt dimension from est	ernal source using parent/child format.				
NOTE: Config	ure connection inform	ation before use step 1) - Data import & export wo	ribook			
	# Step		Type	Application	In Use	
		limension from external source	Operation	EPMDatamart		
	2 Import data to a	d generate Account primacy dimension	Operation	<b>LPMReporting</b>		
	Schedule		Next Run Time	Schedule Plan		



(\*) Note that there exist system operation for each dimension that can be added using the Actions -> Add System Operation button. The system operation must, however, be completed in the sense that the actual import definition must be set up as outlined in the image above.

These system operations for importing external dimensional data can also be linked to the Dimensions workbook using the Actions -> Link to workbook.. button. This will make these operation available from the Import external data option in the Dimensions workbook:

≡ Dimensions									
Edit dimensions Group Account Mapping	Time and fiscal setup	Workday calendar	Elim. Legal Entity Mapping						
	MENSIONS								
ACCOUNT	~ Q +	<mark>.9</mark> ↑↓ ⊕	Proper						
> 3 - Operating income	Import data								
3108 - Resultat fra finansielle kraftkontrak	tter Import externa	l data	ld *						
3820 - Arbeid for andre			Name *						

In the resulting pop-up, the appropriate operation can be selected:

Execute Operation	×
SELECT OPERATION	
Import Account dimension	
	Execute

There is one operation per dimension. These operations will update the primary.

Note the following options that apply to importing dimension data:



≡ Dimensions								
dimensions Group Account Mapping	Time and fiscal	etup Workd	lay calendar	Elim. Legal Er	ntity Mapping Setup			
Save Refresh								
Import from / export to external source	Import	from / export to	o external so	ource				
					Import			Export
		Dimension	Enabled	Type of source	Object Name	Overwrite user edits	Import empty values	Enabled
	1	Account	<b>~</b>	Parent/Child 🗸	SYN_Datamart_AccountExternalPC			
	2	Activity	<b>~</b>	Parent/Child 🗸	SYN_Datamart_ActivityExternalPC			
	3	Asset group	<b>~</b>	Parent/Child V	SYN_Datamart_AssetGroupExternalPC			
	4	Department	<b>~</b>	Parent/Child 🗸	SYN_Datamart_DepartmentExternalPC			
	5	Dim1	<b>~</b>	Parent/Child 🗸	SYN_Datamart_Dim1ExternalPC			
	6	Dim2	<b>~</b>	Parent/Child 🗸	SYN_Datamart_Dim2ExternalPC			
	7	Dim3	<b>~</b>	Parent/Child 🗸	SYN_Datamart_Dim3ExternalPC			
	8	Dim4	<b>~</b>	Parent/Child 🗸	SYN_Datamart_Dim4ExternalPC			
	9	Employee	<b>~</b>	Parent/Child 🗸	SYN_Datamart_EmployeeExternalPC			
	10	LegalEntity	<b>~</b>	Parent/Child 🗸	SYN_Datamart_LegalEntityExternalPC			
	- 11	Market	<b>~</b>	Parent/Child 🗸	SYN_Datamart_MarketExternalPC			
	12	Product	<b>~</b>	Parent/Child 🗸	SYN_Datamart_ProductExternalPC			
	13	Project	<b>~</b>	Parent/Child 🗸	SYN_Datamart_ProjectExternalPC			
	14	Supplier	<b>~</b>	Parent/Child 🗸	SYN_Datamart_SupplierExternalPC			<b>~</b>

#### 4.1.2 Fact data

Fact data is automatically updated when a version is rolled forward or initiated.

Fact data can also be manually updated from the "Operation Manager":

Operation Manager		profit
e Data Admin Tasks Schedule Broadcast Message to	vorkbooks Settings	0
Filter operations by category Data Maintenance	Add operation Refresh	
Operations Apply indexes	Reload Historical Fact Data Process FactHistory	
Clean Operation History	Execute Edit operation	
Delete old log data	VERSION PLAN	
Generate Time Dimension	Run in all active versions     Run in selected versions	
Import and Reprocess Exchange Rates	□ <sub>Bisk</sub> □ 5.0.0.2	
Maintain Database indexes	□ 50.0.2 □ EPM Common	
Reload Activity Dimension	EPM Datamart	
Reload Asset Group Dimension	□ 5.0.0.1 □ Forecast	
Reload Department Dimension	Job status: No data Log	
Reload Dim1 Dimension	Last runx	
Reload Dim2 Dimension	Last run time: 22 seconds	
Reload Dim3 Dimension	Average run time: 34 seconds Next run time:	
Reload Dim4 Dimension	ivex run une	
Reload Employee Dimension	SCHEDULE PLAN Create new schedule	
Reload fixed assets from external source	Name Schedule plan Next run time	
Reload Historical Fact Data	No schedules are defined for this operation.	

This operation will update the fact data for all facts in the selected versions and can be scheduled.

### 4.1.3 Currency Exchange rates

Currency Exchange rates in Profitbase Planner by default is based on imported historical rates that is used when doing currency conversion on actual. These rates are imported from a Profitbase data table that provide official daily rates from the European Central Bank.

Future currency conversion rates are by default managed in Planner in the table shown below:



ange Rate Daily Exchange Rate Monthly	Legal Entity and De	epartment	Account P	Product N	Aarket Su	pplierID E	Employee As	sset Group
Save Refresh Publish								
Exchange Rate	Exchange Ra Currency	Dataset	From Date	Value	High	Low	Comments	IsImporte
	EUR	* •		9.5000	10.0000	9,3000	confinents	
Evaluation Data Historical Daily Overside		•	01/01/1900	5,3000	10.0000	5.5000		
Exchange Rate Historical Daily Override		*	01/01/2020	10,0000	11,0000	0 5000		
Exchange Rate Historical Daily Override	EUR	* ~	0.1,01,2020	10.0000	11.0000	9.5000		
Exchange Rate Historical Daily Override	EUR NOK	* •	11/26/2006	1.0000	11.0000	9.5000		
Exchange Rate Historical Daily Override	EUR NOK SEK	* *	11/26/2006 01/01/1900	1.0000	11.0000	9.5000		
Exchange Rate Historical Daily Override	EUR NOK SEK USD	* v * v	11/26/2006 01/01/1900 01/01/1900	1.0000 1.0000 8.5000	11.0000	9.5000		
Exchange Rate Historical Daily Override	EUR NOK SEK	* *	11/26/2006 01/01/1900 01/01/1900	1.0000	11.0000	9.5000		

Note that this list of Currency is also used to update the Currency dimension (i.e. the list of available currencies).

Imported future rates is imported to the table above and tagged with a "IsImported" flag. This way you will not overwrite manually added entries, and you can manually override imported entries.

You can also provide your own currencies by making adjustment when setting up the solution. To set up the solution using another source for historical and future currencies you must du the following:

1. In "Operation Administration" edit the "Import and Reprocess Exchange Rates" operation and enable step 1 and disable step 2 ("Copy Local Currency Exchange Rate Data").



eration de	tails						?
PERATI	ON						
ategory			Data Maintenance	×   ~	Comment:		
peration	ID:		ExchangeRates			sh button under Finance Opera	
peration	Name:	(English)	Import and Reproc	ess Exchange Rates		m your own external source, yo query and enable the first step	
peration	Name:	(Norwegian)	Importer og rekalk	uler valutakurser			
DD STEI	Р						
elect Ste	p type:						
elect step	p:				Type here to file	ter step selection	
tep name	e (Englis	sh):					
tep name	e (Norwe	egian):					
						ſ	Add step
TEPS nabled S	Step#	Name		Name (NO)		Name (EN)	
<u>م</u>	1	Reload CX fro	m External Source	Importer rater fra ekster	n kilde	Import Rates from External \$	Source
ונ	2	Copy Local Cu	urrency Exchange Rat	Importer historiske rater	fra Europeiske	Import historical European C	Cantral Ban
	3	GenerateExch	angeRatesDaily	Kalkuler daglige valutak	urser for alle da	Process daily exchange rate	s for all da
	4	GenerateExch	angeRatesMonthly	Kalkuler snitt- og sluttku	rs hver måned	Process Monthly Average an	nd Closing I
			ncy Dimension	Oppdater valutadimensjo	anan (an filtard	Update Currency Dimension	and hence

Import is to the "CurrencyExchangeRateExternal" table defined as follows:

- CurrencyID (nvarchar(50)) 3-character currency code. This is the rate to convert to base currency. Default here is NOK.
- CurrencyToID (nvarchar(50)) 3-character currency code. This is the rate for base currency default NOK.
- DatasetID (nvarchar(50)) this is the dataset, the only dataset supported currently is: Actual
- FromDate the date the rate is valid from
- Value decimal(18,4) is the exchange rate as the factor you use to convert from CurrencyID to CurrencyToID. Default this is the rate to convert to NOK.
- High, Low decimal(18,4) is the high and low rate. These are optional and only relevant for simulation.
- Comments (nvarchar(200)) optional text string



#### **5** Switching from demo to customer's data

Planner comes with a full set of demo data at deployment.

During the implementation phase a switch from demo to customer data should take place. This applies to dimension data as well as fact and input data.

This switch involves:

1. Empty the solution for demo data

# Please note that this step involves data deletion and should therefore never be executed in a live production system.

- 2. Input or import customer's data using the Data Import workbook
- 3. Create a new version using the Version Manager workbook

#### 5.1 Empty the solution for demo data

In the Operation Manager workbook, select the Settings page and enable the "Planner implementation" category:

≡ Ор	eration	Manager
Execute Da	ta Admin Ta	sks Schedule Broadcast Message to workbooks Settings
Configur	re categorie	s
Order	Visible	Category
1		Common Scenarios
2		Data Maintenance
3		Budget
4		Forecast
5		Tasks
6		Planner implementation

In the Operation Manager workbook, select the "Execute Data Admin Tasks" page. Select the "Planner implementation" category and the "Empty base data" operation:



ta Admin Tasks Schedule Broadcast Message	to workbooks Settings		
er operations by category			
Namer Implementation	Add operation	Refresh	
perations	Empty base data		
	EmptyBaseData		
initialize Forecast	Execute	Edit operation	
mpty base data		Corr operation	
	Job status:	Ok Log	Comments
	Last run:	04 Nov 2020, 07:04:59	Empties base data and should UNLY be executed during implementation as a properation for inputing or importing customer dimension and fact
	Last run time:	6 seconds	as a preparation for inputing or importing customer dimension and fact data.
	Average run time:	6 seconds	All steps are disabled by default. Enable steps as needed.
	Next run time:		NOTE: Enabled stops will DELETE data:
			Dimension local edit tables (subject to which steps are enabled)
	SCHEDULE PLAN	Create new schedule	Ledger fact (pbTransciatei-listory)     Budget and Forecast Input data (Account, Personnal, Sales, CapEx, Loan)
	Name	Schedule plan	Plan data (Finance reports)     Next nun time
	Pear Tech	School plan	NAME OF BEING
	STEPS		
	STEPS # Type	Step name	
	# Type		
	# Type	Step name Empty kistorio ledger fact table Empty Account dimension dicale edit table)	
	# Type 1 Script	Empty historic ledger fact table	
	# Type 1 Script 2 Script	Empty historic ledger fact table Empty Account dimension (local edit table)	
	# Type 1 Script 2 Script 3 Script 4 Script 5 Script	Empty historic ledger fact table Empty Account dimension (local edit table) Empty Legalichty dimension (local edit table) Empty Empty edimension (local edit table) Empty Emptyee dimension (local edit table)	
	# Type 1 Script 2 Script 3 Script 5 Script 6 Script	Empty kistotic lodger fact table Empty Account dimension (focal edit table) Empty Legalikhty dimension (local edit table) Empty Dipartement dimension (local edit table) Empty Product dimension (local edit table)	
	Type     Script	Empty Associal ordgen fact table Empty Associat dimension (flocal edit table) Empty Logalicity dimension (flocal edit table) Empty Englisher dimension (flocal edit table) Empty Product dimension (flocal edit table) Empty Product dimension (flocal edit table) Empty Market dimension (flocal edit table)	
	P         Type           1         Rorept           2         Soript           3         Soript           4         Soript           5         Soript           6         Soript           7         Soript           8         Soript	Empty Instance Indeper fact table Dropt Account diversition (Incel 4KI table) Empty Legarity diversition (Incel 4KI table) Empty Dispartment dimension (Incel 4KI table) Empty Dispartment dimension (Incel 4KI table) Empty Audukt dimension (Incel 4KI table) Empty Audukt dimension (Incel 4KI table) Empty Audukt dimension (Incel 4KI table)	
	Tjipk     Tjipk     Script	Proty kethodic ledger fact table Droty Account diversion (focal edit table) Erroty Legality diversion (focal edit table) Erroty Drojace demando (focal edit table) Droty Drojace demando (focal edit table) Droty Produce diversion (focal edit table) Erroty Acquired edmando (focal edit table) Erroty Acquired edmando (focal edit table) Erroty Acquired edmando (focal edit table)	
	P         Type           1         Rorept           2         Soript           3         Soript           4         Soript           5         Soript           6         Soript           7         Soript           8         Soript	Empty hotson ladger last table Dingly Jacoust diversition (local and table) Empty Jacquited generation (based end table) Empty Jacquited diversition (local and table) Empty Jacquited diversition (local and table) Empty Jacket diversition (local and table)	
	#         Τχρι           1         Script           2         Script           3         Script           4         Script           5         Script           6         Script           7         Script           8         Script           8         Script           9         Script           10         Script	Proty kethodic ledger fact table Droty Account diversion (focal edit table) Erroty Legality diversion (focal edit table) Erroty Drojace demando (focal edit table) Droty Drojace demando (focal edit table) Droty Produce diversion (focal edit table) Erroty Acquired edmando (focal edit table) Erroty Acquired edmando (focal edit table) Erroty Acquired edmando (focal edit table)	
	#         Τχρι           1         Script           2         Script           3         Script           4         Script           5         Script           6         Script           7         Script           8         Script           9         Script           10         Script           11         script	Empty hatson (aloger fast table Empty Account diversion) (role al est table) Empty approximation (diversion) (role al est table) empty appartment diversion (role al est table) Empty Product diversion (role al est table) Empty Product diversion (role al est table) Empty Anale (diversion) (role al est table)	
	#         Type           1         Scrapt           2         Scrapt           3         Scrapt           4         Scrapt           5         Scrapt           6         Scrapt           7         Scrapt           8         Scrapt           9         Scrapt           10         Scrapt           11         Scrapt           12         Scrapt	Proprior beatters in the second secon	
	#         Type           1         Script           2         Script           3         Script           4         Script           5         Script           6         Script           7         Script           8         Script           9         Script           10         Script           11         Script           12         Script	Propty hotose (keyer hat table Drug) scionard diversion (role and at table) from (r signification) diversion (role and at table) rempt (r paratimeter dimension (role and table) Drug (r) Product dimension (role and table) Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r) And Drug (r)	

This operation contains multiple steps that are by default disabled.

Click the "Edit operation" button that opens the "Edit operation" dialogue and enable steps as needed:

Fiber operations by category							
Planer implementation X   <	Add operation	Robesh					
Operations	Empty base data						
Itialize Forecast	EmptyBaseData	Edit operation	Edit operation				×
mpty base data	Distant Press	Contebration	OPERATION				
	Job status:	Ok Log	Category	Planner Implementation	X I V	Comment:	
	Last run: Last run time:	04 Nov 2020, 07:04:59 6 seconds	Operation ID:	EmptyBaseData		Empties base data and should ONLY be exe implementation as a preparation for inputin	cuted during g or importing
	Average run time:	6 seconds	Operation Name: (English)	Empty base data		customer dimension and fact data. All steps are disabled by default. Enable ste	ps as needed.
	Next run time:		Operation Name: (Norwegian)	Tom kjerne data		NOTE: Enabled steps will DELETE data:	
						-Dimension local edit tables (subject to wh	ch steps are
	SCHEDULE PLAN	Create new schedule					
	Name	Schedule plan	ADD STEP				
	No schedules are defined for	r this operation.	Salect Step type:				
			Salect step:			Type here to filter step selection	
			Step name (English):				
	STEPS		Step name (Norwegian):				
	# Type	Step name					Add step
	1 Script	Empty historic ledger fact table					
	2 Boript 3 Script	Empty Account dimension (local edit table) Empty LegalEntity dimension (local edit table	STEPS Enabled Step# Name	Nar	ne (NO)	Name (EN)	
	4 Boriet	Empty Department dimension (local edit tabi		aristaliktov	m historisk hovedbol	utabel Empty historic ledger fact t	ole f
							L
	5 Script	Empty Employee dimension (local edit table) Emoty Product dimension (local edit table)	2 Emptylemen	Circlined Te	en konfocimensioner	Dokal editering Empty Account dimension I	local editor 1
		Empty Employee dimension (local edit table) Empty Product dimension (local edit table) Empty Market dimension (local edit table)					
	6 Borpt 7 Sorpt 8 Borpt	Empty Product dimension (local edit table) Empty Market dimension (local edit table) Empty Eupplier dimension (local edit table)	3 EmptyLegalEr	thyDirrEdited Te	en selskapodimensjo	nen (lokal edite Empty LegalEntity dimensio	n (localed
	6 Borpt 7 Sorpt	Empty Product dimension (local edit table) Empty Market dimension (local edit table)	3 EmptyLegalD	nityOimEdited 74		ren (okal edite Empty LegaEntity dimensionen (okal edite Empty Department dimensionen (okal edite	n (local ed on (local et

Scroll to the bottom of the "Edit opetaion" dialogue and click Save.

Execute the "Empty base data" operation by clicking the Execute button.

The "Planner implementation" category should not be visible after go live.

#### 6 Data quality audit

Data quality is important and Planner has some tools to help securing data quality. Data quality issues are generally categorized into severties:



- Error data is erroneous as is and can not be used by Planner
- Warning data is inconsistent and should be fixed (in a production environment anyway)
- Information recommended to fix (best practice)

When using the file import to standard Planner formats, a validation is done as part of the process.

≡ Data Import & Export			
File Import Data Export Audit			
File Import + C 🗎			
Search Destination		DATA IMPORT RULESET	
Destination Name		Ruleset Name	Import Dim1
Finance Trial Balance and OB	Ť	Destination Table	Dim1 × I ~ 3
Dim1 Import Dim1	Û	Column delimiter:	, ×   ~
			🕘 Download Template
		FILE UPLOAD	
		Upload Template	↑ Upload (1)
			Process (1)
		VALIDATION	
		Dim1	Validate O Data Validation Completed
		Status	
		IMPORT	
			III be merged with content of file(s). If you intend to replace all ty primary dimension first. Subsequently, the primary d version(s) (Dimensions).
			Import

Regardless of import method, the QA report found in the Audit page can and should be executed to identify any data that do not fulfill Planner's requirements:

		xport			profilba <u>se</u> © «
port Data I	mport Data Expo	rt <mark>Audit</mark>			0 4
audit					
ed Sources - D	Nata Quality Audit Lo	2g			
	Severity	Object Name	ColumnName	AuditText	
Ind		Ival	lol	loi loi	

If no rows are output, no issues are found.



## 7 Dimension legacy format (fixed wide)

This section is included for legacy purposes and deals with required dimensional data if using the fixed wide import format.

## 7.1 Legal Entity dimension (fixed wide)

#	Column name	Description	Mandatory / Optional	Comment
1	LegalEntityID	ID for the Legal entity	М	Primary Key Company Code
2	LegalEntityID_Name	Name of legal entity	М	
4	FunctionalCurrencyID	Home currency for this Legal Entity	М	
5	OperationTypeID	Type of legal entity (Main   Elimination)	М	
6	DefaultDepartmentID	Default department used for situations where a department is not normally given, such as opening balances	0	
7	LegalEntityL3ID	ID for hierarchical level 3	M*	See comment on hierarchy below
8	LegalEntityL3ID_Name	Name for hierarchical level 3	M*	See comment on hierarchy below
9	LegalEntityL2ID	ID for hierarchical level 2	M*	See comment on hierarchy below
10	LegalEntityL2ID_Name	Name for hierarchical level 2	M*	See comment on hierarchy below



11	LegalEntityL1ID	ID for hierarchical level 1	M*	See comment on hierarchy below
12	LegalEntityL1ID_Name	Name for hierarchical level 1	M*	See comment on hierarchy below

\* Must be filled in, but can be padded as explained in Legal entity dimension hierarchy.

# 7.1.1 Legal entity dimension hierarchy

This section applies to the *fixed wide* (legacy) format only (if the recommended parent/child format is used, the number of levels is dynamic and the reason why parent/child should be used).

The legal entity dimension hiearchy by default consists of 4 levels, including the actual legal entity, in the following order:

- Hierarchy level 1
- Hierarchy level 2
- Hierarchy level 3
- Legal entity

This is reflected in the positioning of the columns from left (lowest level, i.e. Legal entity) to right (highest level, i.e. Hierarchy level 1).

Note that all levels must be filled in, but padding - that is repeating - levels from one level to the next should be used if the actual hiearchy does not contain all levels, as showin in the example below:

Save Refresh	Publish										
	Legal Entity										
V All Legal Entities											
✓ All Legal Entities		Legal Entity	Legal Enti	ity		1	Hierarchy level 3	Н	ierarchy level 2	1	Hierarchy level 1
<ul> <li>All Legal Entities</li> <li>Profitways Holding AS</li> </ul>		Legal Entity ty Legal Entity Name	Legal Enti Curr.Func.	-	e Default Departm		Hierarchy level 3 Name	H ID	ierarchy level 2 Name	ID	lierarchy level 1 Name
				Operation Typ	e Default Departm						
<ul> <li>Profitways Holding AS</li> </ul>	Legal Entit	ty Legal Entity Name	Curr.Func. NOK	Operation Typ Elimination		nt ID	Name	ID pfelim	Name	ID pfh	Name

In the example, Legal entity Profitways is padded - repeated - to Hierarchy levels 3 and 2. This means that Planner renders the hierarchy skipping Hiearchy levels 3 and 2 so that when expanding level 1, the legal entity level is displayed as shown in the left margin where Profitways holding (Hierarchy level 1) expands directly to Profitways (Legal entity).

The number of hierarchical level can be changed, but has to be done using the Profitbase InVision designer and will require re-implementation after a Planner upgrade.



In practice, the Department dimension will typically contain *additional* hierarchical levels and thus additional columns.

#	Column name	Description	Mandatory / Optional	Comment
1	DepartmentID	Department identifier	М	Primary key
2	DepartmentID_Name	Name for department	Μ	
3	DepartmentL6ID	ID for hierarchical level 6	M*	See comment on hierarchy below
4	DepartmentL6ID_Name	Name for hierarchical level 6	M*	See comment on hierarchy below
5	DepartmentL5ID	ID for hierarchical level 5	M*	See comment on hierarchy below
6	DepartmentL5ID_Name	Name for hierarchical level 5	M*	See comment on hierarchy below
7	DepartmentL4ID	ID for hierarchical level 4	M*	See comment on hierarchy below
8	DepartmentL4ID_Name	Name for hierarchical level 4	M*	See comment on hierarchy below
9	LegalEntityID	ID of the legal entity	М	All departments must be tagged with their legal entity id.
10	LegalEntityID_Name	Name of the legal entity	М	See comment on hierarchy below
11	DepartmentL3ID	ID for hierarchical level 3	M*	See comment on hierarchy below



12	DepartmentL3ID_Name	Name for hierarchical level 3	M*	See comment on hierarchy below
13	DepartmentL2ID	ID for hierarchical level 2	M*	See comment on hierarchy below
14	DepartmentL2ID_Name	Name for hierarchical level 2	M*	See comment on hierarchy below
15	DepartmentL1ID	ID for hierarchical level 1	M*	See comment on hierarchy below
16	DepartmentL1ID_Name	Name for hierarchical level 1	M*	See comment on hierarchy below

\* Must be filled in, but can be padded as explained in <u>Department dimension hierarchy</u>.

## 7.2.1 Department dimension hierarchy

This section applies to the fixed wide (legacy) format only (if recommended parent/child format is used, the number of levels is dynamic and the reason why parent/child should be used).

The department dimension hiearchy by default consists of 8 levels, including the actual department and the legal entity, in the following order:

- Hierarchy level 1
- Hierarchy level 2
- Hierarchy level 3
- Legal entity
- Hierarchy level 4
- Hierarchy level 5
- Hierarchy level 6
- Department

This is reflected in the positioning of the columns from left (lowest level, i.e. Department) to right (highest level, i.e. Hierarchy level 1).

Note that all levels must be filled in, but padding - that is repeating - levels from one level to the next level up should be used if the actual hiearchy does not contain all levels, as showin in the example below so long as the department level contains actual departments and the legal entity level contains actual legal entities.



	Departm																		
Profitways	Departir	Department		Hierarchy level 6		Hierarchy level 5		Hierarchy level 4		Legal Entity			Hierarchy level 3		Hierarchy level 2		Hierarchy level 1		
<ul> <li>All Departments</li> </ul>		Departm.	Departm. Name	ID	Name	ID	Name	ID	Name	Legal Entity	Legal Entity Nam	ne	ID	Name	ID	Name	ID	Name	Modify Type
<ul> <li>Profitways Holding</li> </ul>	1	001	York	001	York	001	York	US	United States	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
	2	002	Oslo	002	Oslo	002	Oslo	NO	Norway	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
Elimination	3	003	London	003	London	003	London	UK	United Kingdom	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
✓ Profitways	4	004	Stavanger	004	Stavanger	004	Stavanger	NO	Norway	pro	Profitways	~	p <mark>ro</mark>	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
> Germany	5	005	Houston	005	Houston	005	Houston	US	United States	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
	6	2	Bergen	2	Bergen	2	Bergen	NO	Norway	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
> France	7	3	Paris	3	Paris	3	Paris	FR	France	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
~ Norway	8	5	Berlin	5	Berlin	5	Berlin	DE	Germany	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
Bergen	9	6	Trondheim	6	Trondheim	6	Trondheim	NO	Norway	pro	Profitways	~	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
Oslo Stevanger Trondheim > United Kingdom > United States > Profitways Focus AS																			

In the example, department Stavanger is padded - repeated - to Hierarchy levels 6 and 5. This means that Planner renders the hierarchy skipping Hiearchy levels 5 and 6 so that when expandi ng level 4, the department level is displayed as shown in the left margin where Norway (Hierarchy level 4) expands directly to Stavanger (Department).

The same applies to Legal entity that is padded - repeated - to Hierarchy level 3 and 2 so that when expanding Hierarchy level 1 (Profitways holding), the legal entity level is displayed (Profitways).

The number of hierarchical level can be changed, but has to be done using the Profitbase InVision designer and will have to be re-implemented post a Planner upgrade. Legal entity does not have to be a level in the hierarchy, but it has to be present in the table and filled in.

#### 7.3 Account dimension (fixed wide)

#	Column name	Description	Mandatory / Optional	Comment
1	AccountID	ID of the Account	М	
2	AccountID_Name	Description for the Account	М	
3	AccountID_Name_NO	Description for the Account in Norwegian	0	
4	AccountID_Name_EN	Description for the Account in English	0	



6	SignFactor	Tells the sign for the transaction. E.g. expenses recorded as positive number gives SignFactor 1 while sales recorded as negative numbers gives SignFactor -1	М	
7	AccTypeID	Grouping account for Profit&Loss and Balance	М	Profit&Loss type = PL Balance type = BAL
8	AllowInput	True/false Marks the accounts that will be allowed plan input	М	
9	AccountGroupL1ID	ID for hierarchical level 1 (highest level)	м	See comment on hierarchy below
10	AccountGroupL1ID_Name	Description for hierarchical level 1 (highest level)	м	See comment on hierarchy below
11	AccountGroupL1ID_Name_EN	Description for hierarchical level 1 in English	0	
12	AccountGroupL1ID	Description for hierarchical level 1 in Norwegian	0	
13	AccountGroupL2ID	ID for hierarchical level 2	м	See comment on hierarchy below
14	AccountGroupL2ID_Name	Description for hierarchical level 2	М	See comment on hierarchy below
15	AccountGroupL2ID_Name_EN	Description for hierarchical level 2 in English	0	
16	AccountGroupL2ID_Name_NO	Description for hierarchical level 2 in Norwegian	0	
17	AccountGroupL3ID	ID for hierarchical level 3 (level above account)	м	See comment on hierarchy below



18 AccountGroupL3ID_Name		Description for hierarchical level 3 (level above account)	М	See comment on hierarchy below
19	AccountGroupL3ID_Name_EN	Description for hierarchical level 3 in English	0	
20	AccountGroupL3ID_Name_NO	Description for hierarchical level 3 in Norwegian	0	

## 7.3.1 Account dimension hierarchy

The account hierarchy consists by default of 3 levels, L1, L2 and L3 of which L1 is the highest level and L3 is the lowest level, immediately above the account level.

