Profitbase AS

Profitbase Planner

Configuration and Operation Personnel module

Profitbase

07.07.2022

Version 3.0



Content

Cont	ent	2
1	Abstract, intended audience and pre-requisites	3
2	Common functionality	3
3	Principle of operation	5
	Driver-based Plan by individual and/or groups Salary calculation and distribution Dimensionality 1.1.1 Change dimensionality of an input row Planning horizon Long-term planning Plan roll forward actions 1.1.2 Source data	6 7 8 9 9 .10 .10
4	1.1.3 Calculations Module configuration	-
	_Publish and name module, control row context right-click menu options _Select additional dimensionality _Select and name input columns, set the driver _Attach module to input report _Define input column to account mapping _Additional input filters (slicers) _Period filters	.12 .12 .13 .14 .14
5	Settings _Payroll settings 1.1.4 Personnel: Accounts 1.1.5 Employer Payroll Tax % 1.1.6 Vacation Pay % 1.1.7 Pension Employer %	. <i>17</i> .17 .17 .18 .18
6	1.1.8 Pension Employee % _Spread keys	.18 .19 .20
	_Employee dimension _Fact source data	.21

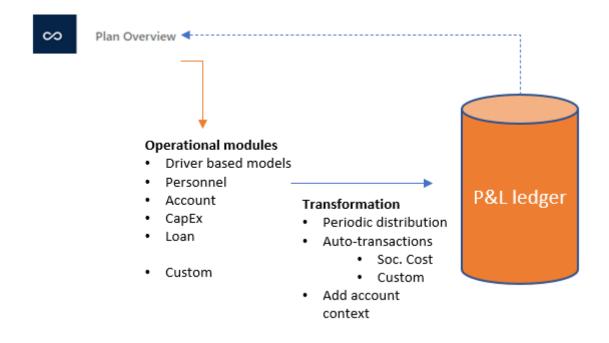
Date:	Version:	Changed by:	Changes:
29.5.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised
19.05.2021	2.0	TN	Revised for Planner v5
07.07.2022	3.0	TN	Revised for Planner v5.2



1 Abstract, intended audience and pre-requisites

The Profitbase Planner Configuration and Operation series consist of several documents dealing with the configuration and operation of individual Planner modules and functions.

Planner modules are operational input modules that contributors to the plan processes use to prepare the Profit & Loss (P&L) of their respective areas of responsibility. Different modules will typically cover parts of the P&L such as sales, personnel, cost, etc.



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

The intended audience of this document is implementation partners configuring the solution initially and solution administrators responsible for operating it thereafter.

This document assumes that a Profitbase Planner solution has been deployed and that access to this solution is given to the reader.

2 Common functionality

Changes made to input sheets are not saved automatically. To save changes, click the "Save" button. The "Save" button will remain disabled until a change has been made.

To undo all unsaved changes, click the "Refresh" button.

To undo the last of a series of unsaved changes, click the Ctrl and Z keys simultaneously.



To insert new rows to an input sheet, right-click in the sheet and select one of the available options:

- Insert row
- Insert row below
- Insert copy of row

To delete a row from an input sheet, right-click the row in question and select:

- Delete row

Inserting and deleting rows can be controlled as part of the configuration, see <u>Publish and name</u> <u>module, control row context right-click menu options</u>.

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

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

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

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

Selected value: Profitways	
✓ All Departments	
✓ Profitways	
> York	
> Oslo	
> London	
> Stavanger	
> Houston	
> Bergen	
> Paris	
> Berlin	

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

Select node and click "OK".

Click "Cancel" to leave the selector without selecting.

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

- Move up



- Move down

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

3 Principle of operation

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

Driver-based

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

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



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

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

udget settings <u>Forecast settings</u> Payroll Settir	igs Budget	Admin Forec	ast Admin S	etup					
Save Refresh Sales forecas	t setup	202004 - 202203							
	Perconno	L - Dariodia core:	ad kove						
Acc Periodic distribution keys	Personne	I - Periodic sprea Departm.	ad keys Employee	Column Name	Apr 20	May 20	Jun 20	Jul 20	Aug 2
Acc Periodic distribution keys	Personne 1		Employee	Column Name Annual Salary V	Apr 20	May 20 1	Jun 20 1	Jul 20	Aug 2
	Personne 1 2	Departm.	Employee All employees		Apr 20 1	May 20 1 1	Jun 20 1		Aug 2

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

[Input amount] * [FTE/HC for the month] * [Periodic spread key for month]

In the case of April 2020 for employee Lisa:

4000 * 1 * 1 = 4000

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



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			١	ear											Workflov	v Status	
Sa	ave	R	efresh	2020	\times \sim										📒 In P	rogress	
Stavano	ner (NO	K) - Payrol															
stavang									10unts are per F								
		ployee	Hist. FTE		FTE Rest 2020 Hi	list. Mth. Salary	Base Mth. Salary	Raise 2020							Spread to period	ds	
1	Sun			1	0.89				210,0		0	0	4,000	0			
2	Lisa	5		1 Change	0.89	30,000	30,000	2.0%	210,0	029			4,000		<u>Change</u>		
4															_		
4			FTE		For.YTG 2020	0 Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20			
4	Tota	al	FTE			0 Apr 20).89 <mark>1.04</mark>		Jun 20 1.00	Jul 20 .	Aug 20 1.00	Sep 20 1.00	Oct 20 1.00	Nov 20 1.00		0		
	Tota	sî	FTE).89 <u>1.0</u>			1.00	-					00 Oct 20	Nov 20	Dec
	Tota				0.	0.89 1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.0 Sep 20	Oct 20	Nov 20 -43,736	
1	Sun		Account		0. Forecast 2020	0.89 1.0 0 Jan 20 302	0.00 Feb 20	1.00 Mar 20	1.00 Apr 20	1.00 May 20	1.00 Jun 20	1.00 Jul 20	1.00 Aug 20	1.0 Sep 20 -43,73	Oct 20 6 -47,736		-47
1	Sun 501	n	Account		0. Forecast 2020 -316,: 210,0	0.89 1.00 0 Jan 20 302 ,029	0 0.00 Feb 20 0 0	1.00 Mar 20 0	1.00 Apr 20 -47,736	1.00 May 20 0	1.00 Jun 20 -43,736	1.00 Jul 20 1,848	1.00 Aug 20 - 43,736	1.0 Sep 20 -43,73 30,60	Oct 20 6 -47,736 00 30,600	-43,736	-47 3(
1 1 2	Sun 501	n 0 - Salaries	Account n Pay		Forecast 2020 -316;3 210, 25;	0.89 1.00 0 Jan 20 302 ,029 ,204	0.00 Feb 20 0 0 0	1.00 Mar 20 0	1.00 Apr 20 -47,736 30,600	1.00 May 20 0	1.00 Jun 20 -43,736 30,600	1.00 Jul 20 1,848 -4,171	1.00 Aug 20 - 43,736 30,600	1.0 Sep 20 -43,73 30,60 3,67	Oct 20 6 -47,736 10 30,600 72 3,672	- 43,736 30,600	Dec -47 -47 3(;
1 1 2 3	501 504 504	n 0 - Salaries 0 - Vacatio 1 - Payroll	Account n Pay	n pay	Forecast 2020 316,: 210,1 25,: 44,:	0.89 1.01 0 Jan 20 302 ,029 ,204 ,526	Feb 20 0 0 0 0 0 0 0 0	1.00 Mar 20 0 0	1.00 Apr 20 -47,736 30,600 3,672	1.00 May 20 0 0	1.00 Jun 20 -43,736 30,600 3,672	1.00 Jul 20 1,848 -4,171 -500	1.00 Aug 20 -43,736 30,600 3,672	1.0 Sep 20 -43,73 30,60 3,67 6,48	Oct 20 66 -47,736 00 30,600 72 3,672 87 6,487	-43,736 30,600 3,672	-4 3

Plan by individual and/or groups

The planning dimensionality used comprise of the Department and Employee dimensions and optionally dimensions as outlined here <u>Select additional dimensionality</u>.

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

Pers	onne	ł												
Person	inel Deta	ails												
*	Sav Stavange	ve R er (NOK) - Payro	lefre	Year 2020)	(~			Input amo	unts are per FTE per	r month.			
		Employee		Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training
	1	Sum	\$	1		6.89				1,442,151	0	0	4,000	
	2	Lisa	\$	1	Change	0.89	30,000	30,000	2.0%	210,029			4,000	
	3	Technicians	\$		Change	6.00		25,000	2.0%	1,232,122				

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



For details on dimension maintenance and personnel source data, please refer to <u>Data</u> <u>management</u>.



Salary calculation and distribution

Salary is always driven by FTE.

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

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

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

	Budget •		input setti	ngs and s	quiminis	ation											
ccoun	t / Personnel Settin	ngs Driver ba	ised settings P	ayroll Settings	Setup												
Sa	ve Refr	resh															
ccount	t - Periodic distribu	ition keys															
	Departm. Ac	count J	an 22 Feb 2	2 Mar 22	Apr 22	May 22	Jun 22	Jul 22 Aug	22 Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23
rsonn	el - Periodic spreac Departm.	d keys Employee	Column Name	Jan 22	Feb 22	Mar 22	Apr 22	May 22 Jun 2	2 Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23
rsonn 1	Departm.	Employee	Column Name Annual Salary 🗸	Jan 22 1	Feb 22 1	Mar 22 1	Apr 22		2 Jul 22	Aug 22	Sep 22 1	Oct 22	Nov 22 1	Dec 22	Jan 23 1	Feb 23	Mar 23
	Departm.	Employee All employees	Annual Salary 🗸		Feb 22 1 1			1		-							1
1	Departm. All Departments All Departments	Employee All employees All employees	Annual Salary 🛩 Bonus 👻	1	1	1	1	1	1	1	1	1	1	1	1	1	Mar 23 1 1
1	Departm. All Departments All Departments	Employee All employees All employees	Annual Salary 🛩 Bonus 👻	1 1	1 1	1	1	1		1	1	1	1	1	1	1	1
1 2 Ac	Departm. All Departments All Departments	Employee All employees All employees	Annual Salary 🛩 Bonus 👻	1 1 rsonnel - Gene Dep	ral settings artm. Emj	1 1 ployee	n 1 1 Raise mth. no.	1 1 Raise overridden loc	Ily Raise TY	1 1 Raise NY	Raise NY+1	1 1 Reduction var	1 1 c. pay. factor	1	1	1	1
1 2 Acc	Departm. All Departments All Departments	Employee All employees All employees istribution using	Annual Salary 🛩 Bonus 👻	rsonnel - Gene Dep 1 Alle av	ral settings artm. Emp delinger All Em	1 1 ployee 1 mployees	Raise mth. no.	1 1 Raise overridden loc	0 1 1 1 1 1 1 1 1 1 2.0%	Raise NY 2.5%	1 1 Raise NY+1 3.0%	1 1 Reduction var	1 1 c. pay. factor 0.1363	1	1	1	1
1 2 Ac da Ac	Departm. All Departments All Departments	Employee All employees All employees istribution using actions sactions	Annual Salary 🛩 Bonus 👻	1 1 rsonnel - Gene Dep	ral settings artm. Emp delinger All Em All Em	1 1 ployee	n 1 1 Raise mth. no.	1 1 Raise overridden loc	Ily Raise TY	1 1 Raise NY	1 1 Raise NY+1 3.0%	1 1 Reduction var	1 1 c. pay. factor	1	1	1	1

These settings may be differentiated using more specific Department levels (and optionally employee) as shown in the example above.

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

ings Payroll Settings Setup													
Save Refresh													
Account - Periodic distribution keys	Personn	el - Periodic spread	d keys										
Account - Override distribution using historic		Departm.	Employee	Column Name	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep
data	1	All Departments	All employees	Annual Salary 🗸	1	1	1	1	1	1	1	0	
Account - Auto transactions	2	All Departments	Hourly Salary	Annual Salary 🗸	1	1	1	1	1	1	1	1	
Personnel - Periodic spread keys	3	All Departments	All employees	Bonus 🗸	0	1	0	0	1	0	0	1	
Personnel - Auto transactions													

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



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

Salary for vacation months is calculated as:

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

Example employee Lisa:

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

nnel De	tails																
			Year											Workflow S	tatus		
Sa	ive	Refresh	202	o)	< ~									In Proc	gress	~	<u>New task</u>
Stavang	er (NOK) - Payro	oll .						Input amou	ints are per FTE per	month.							
	Employee		Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	Spread to perio	ds		
1	Sum	S	1		6.89				1,442,151	0	0	4,000	0				
2	Lisa	S	1	Change	0.89	30,000	30,000	2.0%	210,029			4,000		<u>Change</u>			
3	Technicians	S		Change	6.00		25,000	2.0%	1,232,122					Change			
(Lisa)																	
			TE		For.YTG 2020) Apr 20	May 20 J	un 20 .	Jul 20 Aug 20) Sep 20	Oct 20	Nov 20	Dec 20				
۲ (Lisa)	Lisa		TE) Apr 20 1.89 1.00	May 20 J 0.00	un 20 .		0 Sep 20 .00 1.0							
(Lisa)	Lisa		TE			.89 1.00	0.00	1.00		.00 1.0	1.00			Oct 20	Nov 20	Dec 20	
(Lisa)	Liso				0	.89 1.00 0 Jan 20	0.00	1.00	1.00	.00 1.0	00 1.00 Jul 20	1.00 Aug 20	1.00 Sep 20	Oct 20	Nov 20 -43,736	Dec 20 -47,736	

Calculation example above based on:

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

Dimensionality

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

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

Please refer to for details.

1.1.1 Change dimensionality of an input row

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

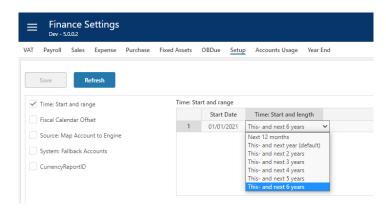


right-clicking the row in one of the dimensional columns and selecting "Change dimensionality". This will reveal a pop-up in which a new dimensionality can be set:

Year < Back																			
Input amounts are per FTE/headcount per month. Employee Hist. FTE FTE Rest 2022 Headcount rest 2022 Hist. Mth. Salary Base Mth. Salary Raise 2022 Salary Rest 2022 Overtime Bonus Free dest 2012 Ioni												~			Refrech		Saua	ack	< Ba
Iod Iov = <th></th> <th></th> <th>er month.</th> <th>headcoun</th> <th>er FTE/he</th> <th>put amounts are pe</th> <th>Inp</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>, and the state of the state of</th> <th></th> <th></th> <th></th> <th></th>			er month.	headcoun	er FTE/he	put amounts are pe	Inp								, and the state of				
1 Sum Sr 0 1.00 1.00 330,629 0 0 2 Lisa S 1.00 1.00 30,000 2.0% 330,629 0 0	e Car Training Gro	Free Car	Bonus	vertime	Ov	Salary Rest 2022	2022	Raise 20	Ath. Salary	Hist. Mth. Salary	count rest 2022	22 Heado	FTE Rest 2022	E	Hist. FTI		Employee		
2 Lisa \$ 1.00 1.00 30,000 2.0% 330,629	= =	=			=	=		=		=		=		=	=	Do.y	1	[x,y]	
	0 0	0	0	0										0	(m	Sum	1
Change dimensionality						330,629	2.0%	2.0	30,000		1.00	00	1.00			\$	3	Lisa	2
	×																		
Departm. Employee																			
1 Stavanger V Lisa V											Lisa 🗸	vange: 🗸	1 Stava						

Planning horizon

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



This time horizon applies to all input modules.

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

Note that there is also a period filter setting that you may want to consider if you change the plan horizon. The period filter setting control which period filter will be available and which one will be the default, please refer to <u>Period filters</u>.

Long-term planning

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

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



Personr	nel												
Personnel D	ietails												۲
	Sove Refresh 2002 - 2006	×	v					input amounts	ETE			Workflow Status Ne	w task
	Employee FTE FTE 2021				mment			nput amounts	are per ric pe	monos			
	Sum \$ 2.00				mment								
	Lisa S Change 1.00												
	Technicians \$ Change 1.00												
	FTE long term Long term totals for department only FTE 2021 Raise 2021 1 2 2.5%	022 Raise 2022 300 2.01		Raise 2023	FTE 2024 R	aise 2024	FTE 2025 Raise 202	15 FTE 2026	Raise 2026	Comm	ment		
1												Save Close	
	Account	2022			2025 20								
	Sum	-1,371,041	0	0	0	0							
	5010 - Salaries	949,338											
	5040 - Vecation Pay	113,921 201,260											
	5041 - Payroll tax	201,260											
	5042 - Payroll tax on vacation pay 5210 - Employee Car expenses												
	5210 - Employee Car expenses 5230 - Employee Newspapers	18,000											
8		3,600											
		5,178											
9	5945 - Pension insurance 2G - 6G	56,960											

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

Plan roll forward actions

1.1.2 Source data

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

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

Make sure to keep the personnel source fact data current. Please refer to <u>Data management</u> for details.

1.1.3 Calculations

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

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

- Base Mth. Salary is updated to reflect Raise this year.
- Raise this year is updated to reflect what was the raise next year prior to rollover.
- Raise next year is updated to reflect what was the raise next year +1 prior to rollover.



- Raise next year + 1 is fetched from the "Personnel General Settings" table
- If long-term planning is done, the FTE/HC and Raise values for the long-term years is shifted to reflect the rollover to the new year. The new last year will retain the value for the last year prior to rollover.

4 Module configuration

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

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

≡	Budget • 2													
Accour	nt / Personnel Settings	Driver based	settings [Payroll Settin	igs <u>Setup</u>									
Sa	ave Refresh													
A	Account - dimensions													
🗌 A	Account - column selectio	'n												
_ A	Account - Historic Referen	ice Columns												
_ A	Account - deviation colum	ins												
D Pe	ersonnel - dimensions													
Pe	ersonnel - Column setup													
В	lase settings													
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1 2 3 4	Input mod Profitbase_EPM.Accou Profitbase_EPM.CopU Profitbase_EPM.CopU Profitbase_EPM.LoanV	untWorkbook nnefWorkbook xWorkbook	⊘ ⊘ ⊘ De:	Account Personnel CapEx Loan	Account Personnel CapEx Loan	Konto Personell Investeringer Lån	 	Delete C	Delete (act. = 0)	Ch. dim.			Co	mmer
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1 2 3 4 Col Inp Put	Input mod Profitbase_EPM.Accou Profitbase_EPM.CopU Profitbase_EPM.CopU Profitbase_EPM.ConV Iumn ut module blished scription	untWorkbook nnefWorkbook xWorkbook	De The Ind	Account Personnel CapEx Loan e name dicates t e modul	Account Personnel CapEx Loan of the inp that the inp le's defaul	Konto Personell Investeringer Lån ut module put module It name		Delete	Delete (act. = 0)	Ch. dim.		ed)	Co	mmer
1 2 3 4 Col Inp Put Des	Input mod Profitbase_EPM_Accou Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Input module Input	untWorkbook nnefWorkbook xWorkbook	Dee The Ind The	Account Personnel CapEx Loan e name dicates t e modul e modul	Account Personnel CapEx Loan of the inp that the inp le's defaul le's English	Konto Personell Investeringer Lån ut module put module It name h name	e is Pu	Delete	Delete (act. = 0)	Ch. dim.		ed)	Co	mmer
1 2 3 4 Col Inp Put Des	Input mod Profitbase_EPM.Accou Profitbase_EPM.CopU Profitbase_EPM.CopU Profitbase_EPM.ConV Iumn ut module blished scription	untWorkbook nnefWorkbook xWorkbook	Dee The Ind The	Account Personnel CapEx Loan e name dicates t e modul e modul	Account Personnel CapEx Loan of the inp that the inp le's defaul le's English le's Norwe	Konto Personell Investeringer Lån ut module put module It name h name egian Name	e is Pu	Delete	Delete (act. = 0)	Ch. dim.		ed)	Co	mmer
1 2 3 4 Col Inp Put Des Des	Input mod Profitbase_EPM_Accou Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Item Input module Input	untWorkbook nnefWorkbook xWorkbook	De The Ind The The	Account Personnel CapEx Loan e name dicates t e modul e modul	Account Personnel CapEx Loan of the inp that the inp that the inp le's defaul le's English le's Norwe Row of	Konto Personell Investeringer Lån ut module put module It name h name egian Name context me	e is Pu enu op	Delete	d or not (ch	Ch. dim.	uncheck			
1 2 3 4 Col Put Des Des Des	Input mod Profitbase_EPM_Accou Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Item Input module Input	untWorkbook nnefWorkbook xWorkbook	Der Der The Ind The The The	Account Personnel CapEx Loan scriptio e name dicates t e modul e modul e modul sert new	Account Personnel CapEx Loan of the inp that the inp that the inp le's defaul le's English le's Norwe Row of r row and	Konto Personell Investeringer Lân ut module put module It name h name egian Name context me Insert copy	e is Pu enu op	blished tions (w is all	d or not (ch	Ch. dim.	uncheck		co non-	
1 2 3 4 Col Inp Put Des Des Des Des Des	Input mod Profitbase_EPM_Accou Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Profitbase_EPM_Copt Item Input module Input	untWorkbook nnefWorkbook xWorkbook	Z Z Z The Ind The The The The The De	Account Personnel CapEx Loan e name dicates t e modul e modul e modul sert new lete row	Account Personnel CapEx Loan of the inp that	Konto Personell Investeringer Lân ut module put module It name h name egian Name context me Insert copy ed (true) or	e is Pu e nu op	blished tions (w is all	d or not (ch right-click) owed (true (false). Def	Ch. dim.	t allowed	(false). Defa		

Change dimensionality is allowed (true) or not allowed (false). Default is true.

if "Ch. dim." is true.

Change dimensionality is allowed only if row contains no actuals (true). Available for selection only

Ch. dim.

Ch. dim. (act. = 0)

Select additional dimensionality

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

count / Personnel Settings Driver based setting	gs Payroll	Settings <u>Setup</u>						
Save								
Account - dimensions	Personn	el - dimensions						
Account - column selection		DimensionColumn	Description	Description EN	Description NO	Visible	Mandatory	Comment
	1	ActivityID	ActivityName	ActivityName	AktivitetsNavn			
Account - Historic Reference Columns	2	CPLegalEntityID	Counterpart	Counterpart	Motpart			
Account - deviation columns	3	Dim1	Dim1Name	Dim1Name	Dim1Navn			
	4	Dim2	Dim2Name	Dim2Name	Dim2Navn			
Personnel - dimensions	5	Dim3	Dim3Name	Dim3Name	Dim3Navn	0		
Personnel - Column setup	6	Dim4	Dim4Name	Dim4Name	Dim4Navn			
Base settings	7	ProjectID	ProjectName	ProjectName	ProsjektNavn			
Period filters								

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

Column	Description
Dimension Column	The internal dimension column (preset).
Description	The dimension column's default name
Description EN	The dimension column's English translation
Description NO	The dimension column's Norwegian translation
Visible	Indicates that the column is visible and editable in the input worksheet or not (checked unchecked)
Mandatory	Indicates that the column is mandatory in the input worksheet, i.e. that when inserting a new row, the user will have to select a value from the attached drop-down list.
Comment	Optional comment.

Select and name input columns, set the driver

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

Budget • 2022 Input														profi
/ Personnel Settings Driver based settin	igs Payroll	Settings Setup												
re Refresh														
count - dimensions	Personn	el - Column setup												
ccount - column selection		Column Name	Column Name	Column Name EN	Column Name NO	Driven b	y	Input worksheet	Auto transaction	Account mapping	Central key	Local key		Comment
	1	Bonus	Bonus	Bonus	Variabel lønn	FTE	~	2	2	~	2	2		
count - Historic Reference Columns	2	EmployerTaxPctOvr	EmpTax %	EmpTax %	AGA %								Employer tax % override	
count - deviation columns	3	Misc1	Free Car	Free Car	Fri bil	FTE	~	2		0				
	4	Misc2	Training	Training	Kompetanseheving	FTE	~	2						
sonnel - dimensions	5	Misc3	Group life	Group life	Gruppeliv	Headcount	~	2		Z	2	2		
sonnel - Column setup	6	Misc4	Miso4	Miso4	Misc4	FTE	~							
e settings	7	Misc5	Misc5	Misc5	Misc5	FTE	~							
	8	Overtime	Overtime	Overtime	Overtid	FTE	~	2	2	Image: A start and a start	2	2		
iod filters	9	PensionEmployeesPctOvr	Pension employee %	Pension employee %	Pensjon arb.taker %			2					Pension employee % override	
out filters	10	PensionEmployerPctOvr	Pension empl. %	Pension empl. %	Pensjon arbg. %								Pension employer % override	
	11	VacationPayPctOvr	VacPay %	VacPay %	Feriep. %								Vacation pay % override	

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

Column	Description
Column Name	The internal column id
Column Name	The column default name
Column Name EN	The column's English translation
Column Name NO	The column's Norwegian translation
Driven by	Whereas salary is always driven by FTE, the driver for the optional cost columns may be selected as either FTE or HC.
Input worksheet	Indicates that the column is visible and editable in the input worksheet or not (checked unchecked)
Auto transaction	Indicates that the column is eligible for auto transactions or not (checked unchecked). For details on auto transactions, see <u>Auto transactions (optional)</u>
Account mapping	Indicates that the column is eligible for account mapping or not (checked unchecked). Note that any column which input is to be included in the Profit & Loss plan, need to be mapped to an account, see <u>Define input column to account mapping</u>
Central key	Indicates that the column is eligible for central spread key or not (checked unchecked). For details on maintaining central spread keys, see <u>Spread keys</u>



Local key	Indicates that the column is eligible for the end user to set locally in the Personnel module or not
	(checked unchecked).

For the ovr (override) columns, it is possible to control the visibility and column naming only.

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

Attach module to input report

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

Iverview Status																			0	4
ment	平			Period										Workflow Stat	ws		Go to Input N	fodule	New task	
nger ×	Depu	Sove Refresh	Trend	2021	×	~								Not Start	ed	1.4		1~	CALL LINE	
Departments	artment	Stavanger (NOK)																		
		Report	Act LV	Actuals L12M	Act, YTD 2021	Plan YTG 2021	2021	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	
		on Sales		0 14 532 711	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898 💷	
		Other Revenue		0 61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 🖾	
		Operating Income	1	0 14 532 771	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898 💷	
		Cost of Goods		0 0	0	133 070 040	133 070 040	26 614 008	23 287 257	19 960 506	16 633 755	13 307 004	9 980 253	6 653 502	3 326 751	3 326 751	3 326 751	3 326 751	3 326 751 🖾	
		😔 Other Direct Cost		1 372 076	0	8 640 000	8 640 000	1 728 000	1 512 000	1 296 000	1 080 000	864 000	648 000	432 000	216 000	216 000	216 000	216 000	216 000 🖾	
		Gross Profit	1	0 13 160 695	0	128 660 742	128 660 742	17 120 890	15 749 641	14 378 392	13 007 143	11 635 894	10 264 645	8 893 396	7 522 147	7 522 147	7 522 147	7 522 147	7 522 147 🖾	
		Gross Profit %		90.6 %	0	47.6 %	47.6 %	37.7 %	38.8 %	40.3 %	42.3 %	45.7 %	49.7 %	55.7 %	68.0 %	68.0 %	68.0 %	68.0 %	68.0 % 🖾	
		Payroll		0 16 408 385	0	298 404 468	298 404 468	26 685 067	27 679 149	26 685 067	27 212 976	28 207 058	27 212 976	27 212 976	-2 336 784	27 212 976	27 212 976	28 207 058	27 212 976 💷	
		Other Personnel Cost		0 1 458 436	0	33 203 679	33 203 679	2 865 114	2 914 326	2 865 114	2 897 233	2 946 445	2 897 233	2 897 233	1 282 837	2 897 233	2 897 233	2 946 445	2 897 233 🖾	
		Personnel Cost		17 866 821	0	331 608 147	331 608 147	29 550 181	30 593 475	29 550 181	30 110 209	31 153 503	30 110 209	30 110 209	-1 053 947	30 110 209	30 110 209	31 153 503	30 110 209 🖾	
		Other Operating Expenses		5 750 275	0	-198 158 000	-198 158 000	-39 678 300	-34 715 895	-29 750 786	-24 785 678	-19 820 569	-14 855 461	-9 890 352	-4 929 489	-4 930 841	-4 932 192	-4 933 543	-4 934 895 🖾	
		- Depreciation and Amortization		0 544 100	0	916 667	916 667	0	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333	83 333 🖾	
		Operating Expenses		6 294 375	0	-197 241 333	-197 241 333	-39 678 300	-34 632 561	-29 667 453	-24 702 344	-19 737 236	-14 772 127	-9 807 019	-4 846 156	-4 847 507	-4 848 859	-4 850 210	-4 851 561 🖾	

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

ings	Payroll Settings Setup													
Sav	Refresh													
Aci	count - dimensions	Perso	onnel - Column setup											
1.00	count - Historic Reference Columns		Column Name	e Column Name	Column Name EN	Column Name NO	Input worksheet	Auto transaction	Account mapping	Central key	Local ke	y		
		1	Bonus	Bonus	Bonus	Variabel lønn	2	2	2	2				
Aci	count - deviation columns	1	Misc1	Free Car	Free Car	Fri bil	Z		2	•				
Per	ersonnel - dimensions	3	8 Misc2	Training	Training	Kompetanseheving		0	2					
		4	Misc3	Misc3	Misc3	Misc3	Z		Z					
] Per	ersonnel - Column setup	1	6 Misc4	Misc4	Misc4	Misc4								
Bas	ase settings	(5 Misc5	Misc5	Misc5	Misc5	Z		2		0			
	eriod filters	1	7 Overtime	Overtime	Overtime	Overtid				2				
Inp	put filters													
Inp	put filters													
	odules									ut module report				
utmo	odules	Published			Description NO		Comment			Depar	rtm. R	Report Line ID		
ut mo	odules Input module Profituses EPIX Account Workbook	Published			Description NO nto		Comment			Depar 1 All Departm	rtm. R nents Sal	iles 🗸	Product sa	ales
ut mo	odules		Account Ac	ccount Ko			Comment			Depar 1 All Departm 2 Alle avdelin	rtm. R nents Sal nger Co	ales ×	Product sa Product sa	ales ales
ut mo	odules Input module Profituses EPIX Account Workbook		Account Ac	ccount Ko	into		Comment			Depar 1 All Departm 2 Alle avdelin 3 Alle avdelin	rtm. R nents Sal nger Co nger Pay	ales ×	Product sa	ales ales
ut mo	odules Input module Profituses EPIX Account Workbook		Account Ac	ccount Ko	into		Comment			Depar 1 All Departn 2 Alle avdelin 3 Alle avdelin 4 Alle avdelin	rtm. R nents Sa nger Co nger Pa nger De	ales × ost of Goods × ayroll × epreciation a ×	Product sa Product sa Personnel	ales ales
ut mo	odules Input module Profituses EPIX Account Workbook		Account Ac	ccount Ko	into		Comment			Depar 1 All Departn 2 Alle avdelin 3 Alle avdelin 4 Alle avdelin	rtm. R nents Sal nger Co nger Pay	ales × ost of Goods × ayroll × epreciation a ×	Product sa Product sa Personnel	ales
ut mo	odules Input module Profituses EPIX Account Workbook		Account Ac	ccount Ko	into		Comment			Depar 1 All Departn 2 Alle avdelin 3 Alle avdelin 4 Alle avdelin	rtm. R nents Sai nger Co nger Pa nger De Focus AS Sai	epreciation a V	Product sa Product sa Personnel CapEx	ales
out mo	odules Input module Profituses EPIX Account Workbook		Account Ac	ccount Ko	into		Comment			Depar 1 All Departn 2 Alle avdelir 3 Alle avdelir 4 Alle avdelir 5 Profitways	rtm. R nents Sal nger Co nger Pay nger De Focus AS Sal	epreciation a V	Product sa Product sa Personnel CapEx Consulting Account	ales ales 9

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



Define input column to account mapping

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

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

$= \underset{_{\text{Dev}-5.0.2}}{\text{Input Settings and Adminins}}$	tration					
Settings Payroll Settings Setup						
Save Refresh						
Account - Periodic distribution keys	Personne	l - Account mapp	ing			
Account - Override distribution using historic		Departm.	Employee	Column Name	Account	
data	1	Alle avdelinger	All employees	Bonus 🗸	5020 - Bonuses	~
Account - Auto transactions	2	Alle avdelinger	All employees	Overtime 🗸	5015 - Salaries new employees	~
Personnel - Periodic spread keys	3	Alle avdelinger	All employees	Annual Salary 🗸	5010 - Salaries	~
	4	Alle avdelinger	Hourly Salary	Annual Salary 🗸	5090 - Project cost	~
Personnel - Auto transactions	5	Alle avdelinger	All employees	Training 🗸 🗸	5540 - Employee training and seminars	~
Personnel - Account mapping	6	All Departments	All employees	Free Car 🗸	5210 - Employee Car expenses	~
Personnel - General settings	7	Alle avdelinger	All employees	Misc3 🗸	5240 - Employee kindergarten	~
	8	Alle avdelinger	All employees	Misc4 🗸	5515 - Lunch expenses deducted	~
	9	Alle avdelinger	All employees	Misc5 🗸	5940 - Group Life insurance	~

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

Additional input filters (slicers)

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

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



Input Settings and Admir Dev - 5.0.02	instratio	า					
Settings Payroll Settings Setup							
Save							
Account - dimensions	Input fi	ters					
Account - Historic Reference Columns		Filter	Visible	Name	Name EN	Name NO	Comment
	1	Project		Project	Project	Prosjekt	
Account - deviation columns	2	Activity	~	Activity	Activity	Aktivitet	
Personnel - dimensions							
Personnel - Column setup							
Base settings							
Period filters							
✓ Input filters							

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

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

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

																				profit	
				Period		asure										Workflow S			8	Project	
																		New task			
< Ba	lack Save	Refresh P	eriods	2021	× ~ \$	ales qty	$\times \sim$									In Prog	ress 🗸 🗸			¥ All	
avang	ger (NOK) Sales																		8	Project group 1	
																			. 1	 Project group 2 	
	Product	Market	ProjectID_N	ame Activ	ityID_Name	Measure		Actuals LT	2M Act.YTD a	2021 Plan YTG 2					Apr 21	May 21	Jun 21	Jul 21	1	Project C	
1	Total						SI							89 162	135	108	81		5		
	Profitways DiVision Core		Project A		ion sales effort			0	0					75 150	125	100	75		5	Project D	
3	Profitways DiVision Core	European Union	Project B	Consolida	ion sales effort	Sales qty	\$	0	0	0	80	80	16	14 12	10	8	6			Project group 3	
																				Activity	
																				~ All	
																				~ All	
																				All Revenue Growth Initiatives	
																				All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
	Account		021 J.	in 21 Feb	1 Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21						All Revenue Growth Initiatives Kisk Preventive Actions	
1	Account Sum				1 Mar 21 043 38.010.03							Oct 21 6.336,549		Dec 21 6,336,549						All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
1 2		253,	107,960 50,6		043 38,010,03	31,675,03	1 25,340,02		12,670,012	6,336,549										All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
	Sum	253 , 198	107,960 50,6 612,000 39,	80,049 44,343 722,400 34,75	043 38,010,03	31,675,03 24,826,50	1 25,340,03 0 19,861,21	5 19,005,018	12,670,012 9,930,600	6,336,549	6,336,549	6,336,549	6,336,549	6,336,549						All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
2	Sum 3015 - Income Accessories	253, 198 enses 2	107,960 50,6 612,000 39, 052,000	80,049 44,343 722,400 34,75	043 38,010,03 100 29,791,80 100 307,80	31,675,03 24,826,50 256,50	1 25,340,00 0 19,861,20 0 205,20	19,005,018 10 14,895,900 10 153,900	9,930,600 102,600	6,336,549 4,965,300	6,336,549 4,965,300	6,336,549 4,965,300	6,336,549 4,965,300	6,336,549 4,965,300						All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
2 3	Sum 3015 - Income Accessories 3075 - Rebilled advertising exp 3080 - Discounts 4010 - Cost of Spareparts Sold	253, 198 enses 2, -4	107,960 50,6 512,000 39, 052,000 -	80,049 44,343 722,400 34,75 410,400 35	043 38,010,03 100 29,791,80 100 307,80 200 -615,60	7 31,675,03 0 24,826,50 0 256,50 0 -513,00	1 25,340,00 0 19,861,20 0 205,20 0 -410,40	19,005,018 10 14,895,900 10 153,900 10 -307,800	12,670,012 9,930,600 102,600 -205,200	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300	6,336,549 4,965,300 51,300	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300						All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	
2 3 4	Sum 3015 - Income Accessories 3075 - Rebilled advertising exp 3080 - Discounts	253, 198, enses 2, -4, 133,	107,960 50,6 512,000 39, 052,000 - 104,000 - 070,040 26,	80,049 44,34 722,400 34,75 410,400 35 320,800 -71 \$14,008 23,28 728,000 1,51	043 38,010,03 100 29,791,80 100 307,80 200 -615,60 257 19,960,50	31,675,03 24,826,50 256,50 5-513,00 516,633,75 1,080,00	25,340,00 0 19,861,21 0 205,21 0 -410,40 5 13,307,01 0 864,01	19,005,018 10 14,895,900 10 153,900 10 -307,800 14 9,980,253 10 648,000	12,670,012 9,930,600 102,600 -205,200 6,653,502 432,000	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300 -102,600	6,336,549 4,965,300 51,300 -102,600						All Revenue Growth Initiatives Wisk Preventive Actions GDPR approval	

Period filters

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



Input Settings and Adminin Dev - 5.002	stratio	ו				
Settings Payroll Settings Setup						
Save						
Account - dimensions	Period f	ilters				
Account - Historic Reference Columns		Period filter	Visible	Default	Sorting	Comment
	1	2021			1	This fiscal year
Account - deviation columns	2	2022			2	Next fiscal year
Personnel - dimensions	3	Jan 2021 - Dec 2022			3	Next 12 months
	4	2021 - 2022			4	This fiscal year and next fiscal year
Personnel - Column setup	5	2023 - 2027			5	Beyond next fiscal year
Base settings						
Period filters						
Input filters						

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

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



Payroll settings

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

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

Dev - 5.0/	t Settings a	nd Admininst	ration													profil	base
ettings Payroll		ıp														profit!	ø
Save	Refresh																
ersonnel: Accour	nts																
Legal Entity	Account	Employee EPTax	Pension	VacationPa	y EPTOnV	Pay Comr	ents										
All Legal entities	Alle kontoer A	employees 5041	5945	5040	5042	pbDer	0										
nployer Payroll 1	Tax %							Pension Employe	· %								
Legal Entity		Account	From Date	Value	Comment			Legal Entity		Account	From Date	Value	Comments				
											01/01/1990						
	Alle avdelinger	(50) - 50	01/01/1990					All Legal entities									
Legal entities	Alle avdelinger Alle avdelinger	(50) - 50 5010 - Salaries	01/01/1990					All Legal entities All Legal entities			01/01/2017						
Legal entities Legal entities	Alle avdelinger		01/01/1990	14.00 % p	bDemo3				All Departments	(50) - 50		4.00 %					
II Legal entities II Legal entities II Legal entities	Alle avdelinger All Departments	5010 - Salaries	01/01/1990 01/01/2020	14.00 % p 30.00 % p	obDemo3 obDemo	f		All Legal entities	All Departments All Departments	(50) - 50	01/01/2017 01/01/2018	4.00 % 6.00 %					
II Legal entities II Legal entities II Legal entities II Legal entities	Alle avdelinger All Departments All Departments	5010 - Salaries 5090 - Hourly salary	01/01/1990 01/01/2020 03/01/2020	14.00 % p 30.00 % p 10.00 % R	obDemo3 obDemo Reduced ter	f		All Legal entities All Legal entities	All Departments All Departments	(50) - 50 (50) - 50	01/01/2017 01/01/2018 01/01/2017	4.00 % 6.00 % 5.00 %					
Legal entities Legal entities Legal entities Legal entities Legal entities	Alle avdelinger All Departments All Departments All Departments	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary	01/01/1990 01/01/2020 03/01/2020 05/01/2020	14.00 % p 30.00 % p 10.00 % R 25.00 % p	obDemo3 obDemo Reduced ter obDemo 4	ť		All Legal entities All Legal entities All Legal entities	All Departments All Departments Bergen Aco	(50) - 50 (50) - 50 5010 - Salaries	01/01/2017 01/01/2018 01/01/2017 01/01/1990	4.00 % 6.00 % 5.00 % 2.00 %					
II Legal entities II Legal entities II Legal entities II Legal entities II Legal entities	Alle avdelinger All Departments All Departments All Departments	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary 5090 - Hourly salary	01/01/1990 01/01/2020 03/01/2020 05/01/2020	14.00 % p 30.00 % p 10.00 % R 25.00 % p	obDemo3 obDemo Reduced ter obDemo 4	5 5 1		All Legal entities All Legal entities All Legal entities All Legal entities Aco	All Departments All Departments Bergen Aco	(50) - 50 (50) - 50 5010 - Salaries 5010 - Salaries	01/01/2017 01/01/2018 01/01/2017 01/01/1990	4.00 % 6.00 % 5.00 % 2.00 %					
I Legal entities I Legal entities I Legal entities I Legal entities I Legal entities I Legal entities	Alle avdelinger All Departments All Departments All Departments Trondheim	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary 5090 - Hourly salary 5010 - Salaries	01/01/1990 01/01/2020 03/01/2020 05/01/2020 01/01/2020	14.00 % p 30.00 % p 10.00 % p 25.00 % p 14.10 % p	obDemo3 obDemo Reduced ter obDemo 4 obDemo 4			All Legal entities Pension Employe	All Departments All Departments Bergen Aco Trondheim	(50) - 50 (30) - 50 5010 - Salaries 5010 - Salaries 5010 - Salaries	01/01/2017 01/01/2018 01/01/2017 01/01/1990 01/01/2020	4.00 % 6.00 % 5.00 % 2.00 %					
II Legal entities II Legal entities II Legal entities II Legal entities II Legal entities II Legal entities CationPay % Legal Entity	Alle avdelinger All Departments All Departments All Departments Trondheim	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary 5090 - Hourly salary 5010 - Salaries	01/01/1990 01/01/2020 03/01/2020 05/01/2020 01/01/2020	14.00 % p 30.00 % p 10.00 % 8 25.00 % p 14.10 % p	bbDemo3 bbDemo Reduced ter bbDemo 4 bbDemo 4	omments		All Legal entities All Legal entities All Legal entities All Legal entities All Legal entities Pension Employe Legal Entity	All Departments All Departments Bergen Aco Trondheim	(50) - 50 (30) - 50 5010 - Salaries 5010 - Salaries 5010 - Salaries	01/01/2017 01/01/2018 01/01/2017 01/01/1990 01/01/2020	4.00 % 6.00 % 5.00 % 2.00 %	omments				
II Legal entities II Legal entities II Legal entities II Legal entities II Legal entities II Legal entities cationPay % Legal Entity II Legal entities	Alle avdelinger All Departments All Departments All Departments Trondheim Departm. All Departments	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary 5090 - Hourly salary 5010 - Salaries Account 5010 - Salari	01/01/1990 01/01/2020 03/01/2020 05/01/2020 01/01/2020 Photosecological design of the second	14.00 % p 30.00 % p 10.00 % 8 25.00 % p 14.10 % p 14.10 % p	bbDemo3 bbDemo keduced ter bbDemo 4 bbDemo 4 bbDemo 4 2.00 % -			All Legal entities Prension Employe Legal Entity All Legal entities	All Departments All Departments Bergen Aco Trondheim rs % Departm. Bergen (1	(50) - 50 (50) - 50 5010 - Salaries 5010 - Salaries 5010 - Salaries 5010 - Salaries 5010 - Solaries 5010 - Solaries	01/01/2017 01/01/2018 01/01/2017 01/01/2020 01/01/2020 01/01/2020	4.00 % 6.00 % 2.00 % 2.00 % alue Cr 00 % .	omments				
III Legal entities III Legal entities III Legal entities III Legal entities III Legal entities III Legal entities Legal Entity II Legal entities II Legal entities	Alle avdelinger All Departments All Departments All Departments Trondheim Departm. All Departments All Departments	5010 - Salaries 5090 - Hourly salary 5090 - Hourly salary 5090 - Hourly salary 5010 - Salaries	01/01/1990 01/01/2020 03/01/2020 05/01/2020 01/01/2020 01/01/2020 mployees 01	14.00 % p 30.00 % p 10.00 % p 25.00 % p 14.10 % p 14.10 % p 14.10 % p	AbDemo3 AbDemo Reduced ter AbDemo 4 AbDemo 4 AbDemo 4 AbDemo 4 AbDemo 4 AbDemo 4			All Legal entities All Legal entities All Legal entities All Legal entities All Legal entities Pension Employe Legal Entity	All Departments All Departments Bergen Aco Trondheim Bergen (1) Bergen (1)	(50) - 50 (50) - 50 5010 - Salaries 5010 - Salaries 5010 - Salaries 5010 - Salaries 5010 - Salaries 5010 - Salaries	01/01/2017 01/01/2018 01/01/2017 01/01/2020 01/01/2020 01/01/2020 01/01/2020 01/01/2020 01/01/2018 01/01/2018 01/01/2018	4.00 % 6.00 % 5.00 % 2.00 %	omments				

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

1.1.4 Personnel: Accounts

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

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

1.1.5 Employer Payroll Tax %

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

Column	Description
Legal entity	Source legal entity. Ranked input. Mandatory.
Department	Source department. Ranked input. Mandatory.
Dataset	Source dataset. Ranked input. Mandatory.
Account	Source account. Ranked input. Mandatory.



From date	The date from which the rate applies. Mandatory. Enter date.
Value	The employer payroll tax %. Mandatory. Enter numeric value.
Comments	Optional comment

Please refer to <u>Personnel: Accounts</u> for details on defining the target account.

1.1.6 Vacation Pay %

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

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

Please refer to Personnel: Accounts for details on defining the target account.

1.1.7 Pension Employer %

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

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

Please refer to <u>Personnel: Accounts</u> for details on defining the target account.

1.1.8 Pension Employee %

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

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

Please refer to Personnel: Accounts for details on defining the target account.

Spread keys

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



The dimensional values are selected using the ranked input selector. For details on using the ranked input selector and making rank changes between rows, please refer to <u>Common functionality</u> for details.

As a general rule-of-thumb, it is advisable not to use too specific spread keys.

Spread keys are maintained in the "Input settings and administration" workbook in the "Settings" page depending on the process in question:

Input Settings and Adminins Dev - 5.0.02	stration													
ettings Payroll Settings Setup														
Save Refresh	Personnel	- Periodic sprea	d keys											
Account - Periodic distribution keys Account - Override distribution using historic	rensonner	Departm.	Employee	Column Name	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21
data	1 .		1.1	Annual Salary V		1	1	1	1	1	1	0	1	1
Account - Auto transactions	2	All Departments	Hourly Salary	Annual Salary 🗸	1	1	1	1	1	1	1	1	1	
Personnel - Periodic spread keys	з,	All Departments	All employees	Bonus 🗸	• 0	1	0	0	1	0	0	1	0	

Column	Description
Department	Ranked input. Mandatory
Employee	Ranked input. Mandatory.
ColumnName	The column name for which the spread key applies, see
Monthly spread key weight (heading dynamic)	Numeric values. Mandatory. When spreading an input month value over multiple months, that input month value is multiplied with the individual spread key values to calculate the actual value for individual months
Comments	Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.

General settings

General settings on raise month and actual pay raise rates are maintained in the "Input settings and administration" workbook in the "Settings" page depending on the process in question:

Refr eriodic distribu Departm. Ac	ion keys	an 22 Feb 2														
eriodic distribu	ion keys	an 22 Feb 2														
		an 22 Feb 2														
Departm. Ac	count J	an 22 Feb 2														
			2 M	ar 22 Ap	r 22 May 2	2 Jun 22	Jul 22 Aug	22 Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May
Periodic spread	keys															
Departm.	Employee	Column Name		22 Feb	22 Mar 22	Apr 22	May 22 Jun 2	2 Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 2
				1	1 1	1	1	0 1	1	1	1	1	1	1	1	
II Departments																
ii Departments	All employees	Bonus 🗸		1	1 1	1	1	1 1	1	1	1	1	1	1	1	
nt - Override di				1 General settir		1	1	1 1	1				1	1		
nt - Override di	tribution using				ngs		1 Raise overridden loc			1		1	1	1		
	tribution using		ersonnel -	General settir Departm.	ngs		Raise overridden loc		Raise NY	1 Raise NY+1	1	1	1	1		Comr
nt - Override di	tribution using		ersonnel -	General settir Departm.	igs Employee	Raise mth. no.	Raise overridden loc	Ily Raise TY	Raise NY 2.5%	1 Raise NY+1 3.0%	1	1 ac. pay. factor	1	1		
	Departm. Departments	Departments All employees	Departm. Employee Column Name Departments All employees Annual Salary		Departm. Employee Column Name Jan 22 Feb 2	Departm. Employee Column Name Jan 22 Feb 22 Mar 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22 Jul 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22 Jul 22 Aug 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22 Jul 22 Aug 22 Sep 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22 Jul 22 Aug 22 Sep 22 Oct 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jun 22 Jul 22 Aug 22 Sep 22 Oct 22 Nov 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 Jul 22 Jul 22 Aug 22 Sep 22 Oct 22 Nov 22 Dec 22	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 Jun 22 Jul 22 Aug 22 Sep 22 Oct 22 Nov 22 Jan 23	Departm. Employee Column Name Jan 22 Feb 22 Mar 22 Apr 22 May 22 Jul 22 Aug 22 Sep 22 Oct 22 Nov 22 Dec 22 Jan 23 Feb 23

Column	Description
Departm.	Ranked input. Mandatory



Employee	Ranked input. Mandatory. It is highly recommended not to specify settings on Employee unless absolutely required and if so, to use the employee hierarchy to reflect the differentiation in settings. The default value should be the "all employee" setting making the setting generic to all employees.
Raise mt. no.	The month number (e.g. 4= April) in which the annual pay raise occurs.
Raise overridden locally	Indicates whether the pay raise columns are editable for contributors (checked) or not (unchecked).
Raise TY	The annual pay raise for this year.
Raise NY	The annual pay raise for next year.
Raise NY + 1	The annual pay raise beyond next year.
Reduction vac. pay. Factor	For situations in which the vacation does not reflect exactly one month, the "Reduction vac. Pay factor" in the "General Settings" may be used. The "Reduction vac. Pay factor" will be applied as a reduction factor to the salary for vacation pay months.

Auto transactions (optional)

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

The auto transactions are maintained in the "Input settings and administration" workbook and the "Settings" page depending on the process in question:

ccoun	nt / Personnel Settin	igs Driver ba	ased settings	Payroll	l Settings	Setup										
Sa	ave Refr	esh Data	has been cha	nged, but	t not saved											
count	t - Periodic distribu	tion keys														
	Departm. Ac	count J	an 22 Fe	eb 22	Mar 22	Apr 2	2 May 22	2 Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 2	2 Jan 23	3
rsonn	nel - Periodic spread	d keys														
rsonn	nel - Periodic spread Departm.	l keys Employee	Column Nar	me	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	
rsonn 1 2	Departm. All Departments	Employee All employees	Annual Salar		Jan 22 1	Feb 22 1	1	Apr 22 1	May 22 1	Jun 22 0	Jul 22 1	Aug 22 1	Sep 22 1	1	1	
1	Departm.	Employee All employees	Annual Salar	y~	1	1	1	1	1	0	1	1	1		1	
1 2 Ac	Departm. All Departments	Employee All employees All employees	Annual Salary Bonus	v ~ ✓	1 1	1 1	1 1	1	1	0	1	1	1	1	1	
1 2 Acc	Departm. All Departments All Departments	Employee All employees All employees stribution using	Annual Salary Bonus	v ~ ✓	nel - Auto t Depa	1 1 ransaction	1	1 1 Column Name	1	0 1 Operator	1	Ti	1	1 1	1	rtm

Column	Description
Department	Source department. Ranked input. Mandatory
Employee	Source employee. Ranked input. Mandatory.
Column Name	Source column name (column from input sheet). Mandatory. Select from list.
Value	The value and the operator define how the amount of the target transaction will be calculated.
	In the example above, the amount of the target transaction will be 10% o
	Numeric value. Mandatory.
Operator	Select from list. Mandatory.
Condition	Optional. Special condition to apply when validating whether to execute the rule or not.

	 For example: Month() > 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June) CurrentPeriodValue() > 1000 indicating that rule will be executed if value currently processed is greater than 1000
	Operators: - Equality: == - Greater than or equal to: >= Greater than: > - Less than or equal to: <= Less than: < - Logical and: && - Logical or:
Target Account	Mandatory. The account that the target transaction will have.
Target department	Optional. Leave empty if target department should equal the source department. Select from drop down is target department should differ from source department
Comment	Optional comment

6 Data management

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

The personnel module uses the department and employee dimensions.

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

Employee dimension

The employee dimension is maintained in the Dimensions workbook, selecting the employee dimension:

≡ Dimensions			profitba <u>se</u>
Edit dimensions Group Account Mapping Time and fiscal setup Workday calendar Elim. Le	gal Entity Mapping Setup		0 ¢
			Publish
Employee v Q + 3 th 🕀 🗔	Properties	Table	
✓ Fixed Salary			
Lisa	ld *	Fixed Salary	
Technicians	Name *	Fixed Salary	
Tim			
 Hourly Salary 			
Cleaners (Hourly)			
Jenny (Hourly)			
Sam (hourly)			
Test external			
Tommy (Hourly)			

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

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

Fact source data

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



■ Source fact Dev - 5002	data																				profilbas
rsonnel facts Measure I	lact data																				0 🖗
Save Refre		Salary fac	ct - current	ralues. When	n pasting da	a, make sure !		ut amoun	ts are pe	nome currency. r FTE per month.									Check inp. mo	dule	Import
All Departments	×										t Current Fl	E 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		
- Hitespannens		2	York 🛰	001-1	-	~	~ ~		~	~ ~		1 25,000	1,000	250	100	150	200	250	300		
		3	York .	001-10	-	~	× ×		~	~ ~	. 1	0 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	-	~	~ ~		~	~ ~		2 25,000	1,000	250	100	150	200	250	300		
		6	York 🛰	001-13	-	*	~ ~		~	~ ~	1	3 25,000	1,000	250	100	150	200	250	300		
		7	York *	001-14	-	~	× ×		*	~ ~	• 1	4 25,000	1,000	250	100	150	200	250	300		
		8	York 🛰	001-15	-	~	× ×		~	× ×	. 1	5 25,000	1,000	250	100	150	200	250	300		
		9	York .	001-16	-	*	~ ~		~	~ ~	1	6 25,000	1,000	250	100	150	200	250	300		
		10	York •	001-17	~	~	~ ~		~	~ ~	e 1	7 25,000	1,000	250	100	150	200	250	300		

Column	Description
Departm.	The department id. Mandatory.
Employee	The employee id. Mandatory.
Addtional dimension columns	Optional dimension columns Project, Activity, Dim14, Counterpart as configured.
(subject to configuration)	
Current FTE	The current FTE position of the employee at the given department.
Current monthly salary	The current monthly salary for a full time FTE for the employee at the given department.
Additional cost columns	Current data for additional columns used. In the example above, "Bonus", "Overtime", "Free
(subject to configuration)	Car" and "Training"
Ovr (override) columns for	Optional columns for setting override values for payroll cost rates such as vacation pay rate,
payroll cost (subject to	employer tax rate, pension rate.
configuration)	

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

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

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

Source Dev - 5.0.02	fact dat	ta																			profi	1ba <u>s</u>
nnel facts Me	asure fact d	data																			0	(
_		_					Amount	ts must be in	home curren	cy.								_				
Save	Refresh						Input an	nounts are p	er FTE per mo	onth.								Ch	ek inp. moe	5		Import.
rtment		Salary	fact - current	values. When p	asting data, mak	ke sure to use ID	Is for all dimen:	sion columns														
epartments	×		Departm	. Employee	ProjectName A	ActivityName D	im1Name Dim	3Name Dim	4Name Cour	nterpart Cur	rrent FTE Cur	rent monthly salary	Bonus O	Vertime Fr	ee Car Ti	aining I	Aisc3	Misc4	Misc5			
I Departments		1	York *	v 001-0 v	~	~	~	~	~	~	0	25,000	1,000	250	100	150	200	250	300			
roepartments		2	Vork .	× 001.1 ×	~	~	~	~	~	~	1	25,000	1000	250	100	150	200	250	300			
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	Save		Refresh					r new data on				pares the source data				isplay the so					~	ł
	Save	New	Departm.	Employee			e Dim1Name	Dim3Name	Dim4Name	Counterpart	Current FTE	Current monthly salar	y Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5			
	Save		Departm. Admin Aco Y	Aco.Admin-0	*	× ·	e Dim1Name	Dim3Name V	Dim4Name (Counterpart Y	Current FTE	Current monthly salar 25.00	y Bonus	Overtime 0 250	Free Car 100	Training 150	Misc3 200	Misc4	Misc5			
	Save	New	Departm. Admin Aco * Admin Aco *	Aco.Admin-0 Aco.Admin-1	*	* *	e Dim1Name	Dim3Name v	Dim4Name (Counterpart V	Current FTE 0	Current monthly salar 25,00 25,00	y Bonus 0 1,000 0 1,000	Overtime 0 250 0 250	Free Car 100 100	Training 150 150	Misc3 200 200	Miso4 250 250	Misc5 30 30			
	Save 1 2 3	New	Departm. Admin Aco × Admin Aco ×	Aco.Admin-0 Aco.Admin-1 Aco.Admin-1	•	· · ·	e Dim1Name	Dim3Name	Dim4Name (Counterpart ~ ~	Current FTE 0 1 10	Current monthly salar 25,00 25,00 25,00	y Bonus 0 1,000 0 1,000 0 1,000	Overtime 0 250 0 250 0 250	Free Car 100 100 100	Training 150 150	Misc3 200 200 200	Mise4 250 250 250	Misc5 30 30 30			
	Save 1 2 3 4	New	Departm. Admin Aco × Admin Aco × Admin Aco ×	Aco.Admin-0 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1	• • • •	× · · · · · · · · · · · · · · · · · · ·	e Dim1Name	Dim3Name	Dim4Name (Counterpart ~ ~	Current FTE 0 1 10 11	Current monthly salar 25,00 25,00 25,00 25,00 25,00	y Bonus 0 1,000 0 1,000 0 1,000 0 1,000	Overtime 0 250 0 250 0 250 0 250 0 250	Free Car 100 100 100 100	Training 150 150 150	Misc3 200 200 200 200	Misc4 250 250 250 250	Misc5 30 30 30 30			
	Save	New	Departm. Admin Aco × Admin Aco × Admin Aco × Admin Aco ×	 Aco.Admin-0 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 	• • • • • • • • • • • • • • • • • • •	v	e Dim1Name	Dim3Name V V V V	Dim4Name (v v v v v	Counterpart v v v	Current FTE 0 1 10 11 12	Current monthly salar 25,00 25,00 25,00 25,00 25,00 25,00	y Bonus 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000	Overtime 0 250 0 250 0 250 0 250 0 250 0 250 0 250	Free Car 100 100 100 100 100	Training 150 150 150 150 150	Misc3 200 200 200 200 200	Miso4 251 251 251 251 251 251	Misc5 30 30 30 30 30 30			
	Save	New C	Departm. Admin Aco Admin Aco Admin Aco Admin Aco Admin Aco	 Aco.Admin-0 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 	v 0v 1v 2v		e Dim1Name	Dim3Name v v v v v v v v	Dim4Name (Counterpart	Current FTE 0 1 10 11 12 13	Current monthly salar 25,00 25,00 25,00 25,00 25,00 25,00 25,00	y Bonus 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000	Overtime 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250	Free Car 100 100 100 100 100 100	Training 150 150 150 150 150 150	Misc3 200 200 200 200 200 200	Miso4 250 250 250 250 250 250 250	Misc5 30 30 30 30 30 30 30			
	Save 1 2 3 4 5 6 7	New C	Departm. Admin Aco Admin Aco Admin Aco Admin Aco Admin Aco Admin Aco	 Aco.Admin-0 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 Aco.Admin-1 	v 0v 1v 2v 4v		e Dim1Name	Dim3Name V V V V	Dim4Name (v v v v v	Counterpart v v v	Current FTE 0 11 10 11 12 13 14	Current monthly salas 25,00 25,00 25,00 25,00 25,00 25,00 25,00 25,00	y Bonus 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000 0 1,000	Overtime 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250 0 250	Free Car 100 100 100 100 100 100 100	Training 150 150 150 150 150	Misc3 200 200 200 200 200	Miso4 251 251 251 251 251 251 251 251 251	Misc5 30 30 30 30 30 30 30 30 30			

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

Source fact data Dev - 50.02																					profi	1base
rsonnel facts Measure fact da	ta																				0	(2)
							Am	ounts must be	in home curr	ency.										_	_	
Save Refresh							Inp	ut amounts are	per FTE per	month.									Check inp. m	dule		Import
epartment	Salary f	ct - curren	t values.	When	pasting data, ma	ke sure to use I	Ds for all d	imension colum	ns!													
All Departments ×		Departm	n. Em	ployee	ProjectName	ActivityName	Dim1Name	Dim3Name D	m4Name C	ounterpart	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			
An Departments	2	York	✓ 001-	1 ~	~	~	~	~	~	~	1	25,000	1,000	250	100	150	200	250	300			
	3	York	✓ 001-	10 ~	~	~	~	~	~	~	10	25,000	1,000	250	100	150	200	250	300			
	4	York	✓ 001-	11. ~	~	~	~	~	~	~	11	25,000	1,000	250	100	150	200	250	300			
	5	York	✓ 001-	12 ~	~	~										150	200	250	300			
	6	York	✓ 001-	13 ¥	~	~		Import							\times	150	200	250	300			
	7	York	✓ 001-	14 ~	~	~										150	200	250	300			
	8	York	✓ 001-	15 ~	~	~										150	200	250	300			
	9	York	✓ 001-	16 ~	~	~	1.1	The import open	ition affects a	II departm	ents.					150	200	250	300			
	10	York	✓ 001-	17 ~	~	~		By default, new s	ource rows o	nly will be	moorted.					150	200	250	300			
	- 11		✓ 001-		~	~										150	200	250	300			
	12	York	✓ 001-	19 👻	~	~		Check the Updat	e existing dat	a check bo	x if you would	I to update existing input o	lata from so	urce.		150	200	250	300			
	13	York	✓ 001-	2 ~	~	~										150	200	250	300			
	14	York	✓ 001-	20 ~	~	~	1									150	200	250	300			
	15	York	✓ 001-	21 ~	~	~										150	200	250	300			
	16	York	✓ 001-	22 ~	~	~	1									150	200	250	300			
	17	York	✓ 001-	23 ¥	~	~										150	200	250	300			
	18	York	✓ 001-	24 ~	~	~								Import	Cancel	150	200	250	300			
	19	York	✓ 001-	25 ¥	~	~		Update exist	ing input dat	•				ingeoire .	Carree	150	200	250	300			

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.

