

Profitbase AS

# Profitbase Planner

## *Data Requirements*

Profitbase

19.01.2024

Version 5.5

Date:	Version:	Changed by:	Changes:
<b>22.09.2020</b>	1.0	TN	Initial version
<b>07.10.2020</b>	1.1	TN	Update to ledger fact
<b>15.10.2020</b>	1.2	TN	Added URL to import template
<b>27.10.2020</b>	1.3	TN	Clarification regarding LegalEntityIDs and DepartmentIDs that are identical
<b>04.11.2020</b>	1.4	TN	Added chapter on switching from demo to customer's data
<b>11.11.2020</b>	1.5	TN	Revision to chapter on Account dimension
<b>16.11.2020</b>	1.6	TN	Revision to chapters on Legal Entity and Department dimensions
<b>17.02.2021</b>	1.7	TN	Revised for Planner 4.2 (Project and Activity dimensions)
<b>18.05.2021</b>	2.0	TN	Revised for Planner 5.0
<b>27.07.2021</b>	2.1	TN	Added section on removal of demo data
<b>14.09.2021</b>	2.2	TN	Revised Personnel fact
<b>07.08.2022</b>	3.0	TN	Revised for Planner 5.2
<b>23.06.2023</b>	4.0	TN	Revised for Planner 5.4.1
<b>20.09.2023</b>	4.1	TR	Corrected finance Ledger fact table spec 2.6
<b>19.01.2024</b>	5.5	TR	Finance Ledger FiscalPeriod mandatory column added.

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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.

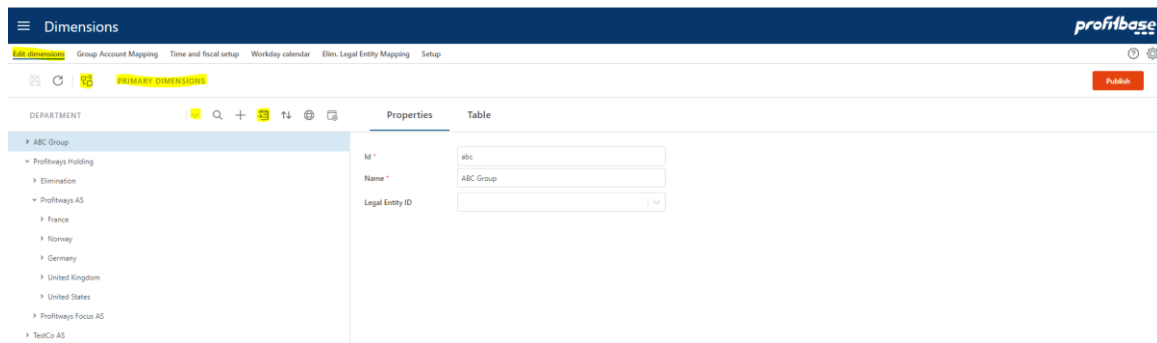
It also describes how external data can be imported to Profitbase Planner.

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:

Dataset	From Currency	To Currency	From Date	Value	High	Low	Comments
1	NOK	NOK	01/01/2021	1.00000	1.00000	1.00000	Forecast
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:

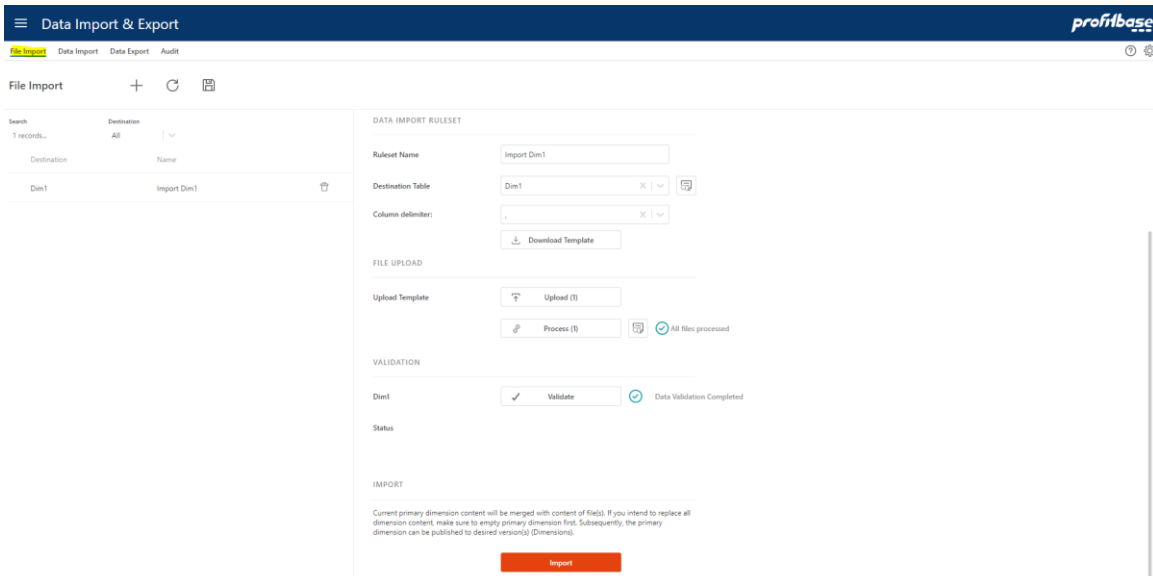
Department	Employee	ProjectName	ActivityName	DimName	Dim3Name	Dim4Name	Countpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
1	York	001-0						0	25,000	1,000	250	100	150	200	250	300
2	York	001-1						1	25,000	1,000	250	100	150	200	250	300
3	York	001-10						10	25,000	1,000	250	100	150	200	250	300
4	York	001-11						11	25,000	1,000	250	100	150	200	250	300
5	York	001-12						12	25,000	1,000	250	100	150	200	250	300
6	York	001-13						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:

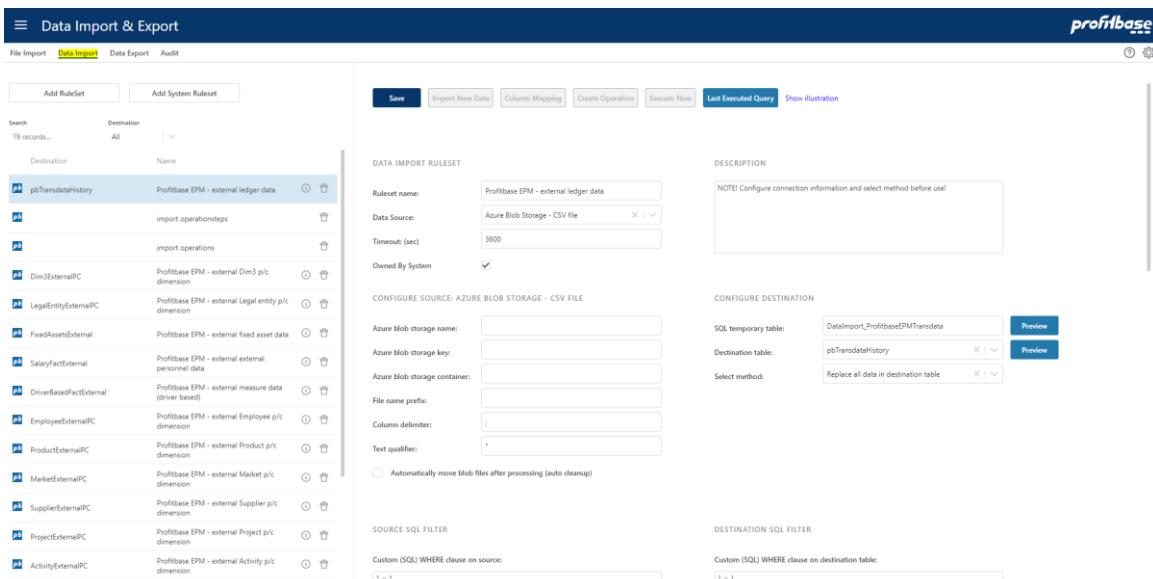
Import	Legal Entity	Department	Text	Account	AssetCost	Deps accum	StartDate	Deps %	ResidualValue	Declining	Y1 = full year	Acc Deps	CAccount	Disp date	Can Foreign
<input type="checkbox"/>	Profitways AS	York	Test	1205 - Computer A	1,000,000		02/01/2020	30.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Deprecation Fixed assets	1297 - Accumulated depreciation		NOK
<input type="checkbox"/>	Profitways AS	Stavanger	Test2	1205 - Computer A	2,000,000		02/01/2021	40.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Deprecation Fixed assets	1297 - Accumulated depreciation		NOK
<input type="checkbox"/>	Profitways AS	Oslo	Test3	1205 - Computer A	4,000,000		05/01/2021	10.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Deprecation Fixed assets	1297 - Accumulated depreciation		NOK
<input checked="" type="checkbox"/>	Profitways AS	Stavanger	My test asset	1205 - Computer A	10,000,000		10/27/2020	2.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Deprecation Fixed assets	1297 - Accumulated depreciation		NOK
<input checked="" type="checkbox"/>	Profitways AS	Stavanger	My test asset 2	1205 - Computer A	300,000		04/10/2020	20.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Deprecation Fixed assets	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:



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.



## 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 [Optional data requirements – depending on functionality used](#)

Required (minimum) dimensions are:

- [Legal Entity dimension](#) – this is the formal company structure.

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

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

- [Department dimension](#) – 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.

- [Account dimension](#) – 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:

Dimension	Enabled	Type of source	Object Name	Overwrite user edits	Import empty values	Export	Comment
1 Account	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_AccountExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Activity	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ActivityExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Asset group	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_AssetGroupExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Department	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_DepartmentExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Dim1	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim1ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Dim2	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim2ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dim3	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim3ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dim4	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim4ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 Employee	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_EmployeeExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Legal Entity	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_LegalEntityExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 Market	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_MarketExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 Product	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ProductExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 Project	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ProjectExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 Supplier	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_SupplierExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- [Report Setup](#) – 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.

- [Currency dimension](#) – define the currencies used.

The Currency dimension is typically maintained in the solution.

- [Time dimension](#) – contains calendar with days, months and years

The time dimension is generated within the solution.

Required Transaction (fact) data:

- [Ledger fact](#) - Actual (and other historic datasets if relevant) finance accounting transaction from general ledger.

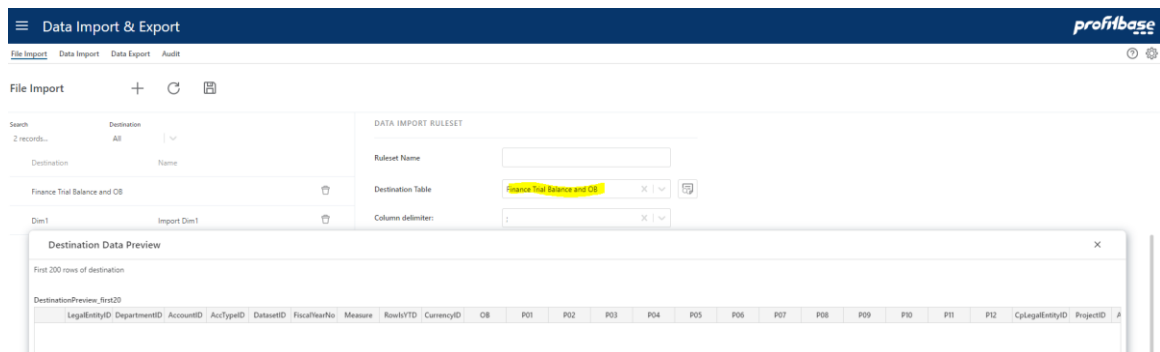
Note that ledger fact data is not a pre-requisite per se, as input to the Planner account module can be made without any historical data present simply by adding input rows manually for the relevant departments and accounts.

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:



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

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

- [Currency Exchange rates](#).

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



## 2.1 Legal Entity Dimension

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The parent/child format (recommended):

#	Column name	Description	Mandatory / Optional	Comment
1	ID	ID for the Legal entity	M	Primary Key Company Code
2	Name	Name for the Legal entity	M	
3	ParentID	ID for the parent node	O	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	M	
5	OperationTypeID	Type of legal entity (Main   Elimination)	M	
6	DefaultDepartmentID	Default department used for situations where a department is not normally given, such as opening balances	O	

Alternatively (*not recommended*), a legacy fixed wide format can be used as outline here: [Legal Entity dimension](#)

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 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](#).

## 2.2 Department Dimension

---

The parent/child format (recommended):

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

Alternatively (*not recommended*), a legacy fixed wide format is described here: [Department dimension](#).

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.

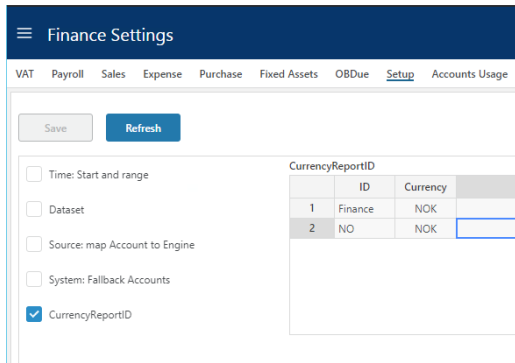
It is important that DepartmentIDs of the dimension corresponds to the IDs used for actual general ledger data.

Please note that any non-visual characters such as 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:



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	M	Primary Key
2	Name	Name for the Account	M	
3	ParentID	ID for the parent node	O	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	M	
5	AccTypeID	Grouping account for Profit&Loss and Balance	M	Profit&Loss type = PL Balance type = BAL
6	AllowInput	True/false	M	

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

Alternatively (*not recommended*), a legacy fixed wide format can be used as described here: [Account dimension](#)

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:

The screenshot shows the 'Dimensions' interface with a navigation bar and a table for mapping source accounts. The table has columns for Legal Entity, Src. Acc. ID, Source Account Name, Account, and Message from input validation. There are also 'Save' and 'Refresh' buttons at the top left of the table area.

Legal Entity	Src. Acc. ID	Source Account Name	Account	Message from input validation
[x]	[x]	[x]	[x]	[x]

### 2.3.1 Account dimension hierarchy

The account dimension hierarchy is used for defining Finance settings and not for reporting (see [Report setup](#) for details on reporting dimensions).

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

Finance Settings

VAT Payroll Sales Expense Purchase Fixed Assets OBDue Setup Accounts Usage

Save Refresh

VAT %

VAT DueTerm

Legal Entity	Dataset	Account	From Date	Value	Comments
All Legal entities	All Datasets	300 - 300	01/01/1990	25.00 %	
All Legal entities	All Datasets	3015 - Income Accessories	01/01/1990		

Ranked Input

Selected value: 300 - 300

- ▼ All Accounts
- > 1 - Assets
- > 2 - Equity and liabilities
- > 3 - Operating income
- ▼ 300 - 300
  - > 301 - 301
    - > 3010 - Income Spareparts
    - > 3015 - Income Accessories
    - > 3016 - License income 3rd Party B
    - > 3017 - 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.

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

Report Setup

Reports Setup Report View Report Data Account

Save Refresh Mapping Check Publish

Report

Filter

Clear

Report ID	Report	Report Line ID	Report Line	Formula	Graph Series	Format	Style	NO: Report Line	EN: Report Line	Sign Factor	IncludeAccountsExp
1	INPUT	Input	IP010 Sales		S1	Number, no decimals		Salg	Sales	-1	3000-3010,3011-3020,3075-3080
2	INPUT	Input	IP020 Other Revenue			Number, no decimals		Andre inntekter	Other Revenue	-1	3300-3998,3999
3	INPUT	Input	IP030 Operating Income	IP010 - IP020		Number, no decimals	Bold/Overline	Inntekter totalt	Operating Income		
4	INPUT	Input	IP040 Cost of Goods		S2	Number, no decimals		Varekost	Cost of Goods	1	4000,4001-4098,4099
5	INPUT	Input	IP050 Other Direct Cost		S3	Number, no decimals		Andre direkte kostnader	Other Direct Cost	1	4100-4999
6	INPUT	Input	IP060 Gross Margin	IP030-IP040-IP050	S4	Number, no decimals	Bold/Overline	Bruttofortjeneste	Gross Profit		
7	INPUT	Input	IP081 Gross Margin %	(IP030-IP040-IP050)/IP030		Percentage, 1 decimal	Bold	Bruttofortjeneste %	Gross Profit %		
8	INPUT	Input	IP070 Payroll		S5	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	Bold/Overline	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		S7	Number, no decimals		Auslønninger	Depreciation and Amortization	1	6000-6099
13	INPUT	Input	IP140 Operating Expenses	IP120+IP130		Number, no decimals	Bold/Overline	Driftsutgifter totalt	Operating Expenses		
14	INPUT	Input	IP150 Operating Profit	IP060-IP110-IP140	S8	Number, no decimals	Bold/Overline/Underline	Driftresultat	Operating Profit		

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

Or

2. Calculate across other report lines (ref. column "Formula")
  - Formulae are specified as arithmetic operations addition (+), subtraction (-), multiplication (\*), division (/) between ReportLineIDs, for example IPO10 + IPO20 that evaluates to:
    - The result of report line id IPO10 added to the result of report line id IPO20

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.

Report	Actuals L12M	Act.YTD 2020	For.YTG 2020	2020	2021
∞ Sales	1 566 293	1 058 743	0	1 058 743	0
∞ Other Revenue	0	0	0	0	0
<b>Operating Income</b>	<b>1 566 293</b>	<b>1 058 743</b>	<b>0</b>	<b>1 058 743</b>	<b>0</b>
∞ Cost of Goods	0	0	0	0	0
∞ Other Direct Cost	29 097	29 097	0	29 097	0
<b>Gross Profit</b>	<b>1 537 196</b>	<b>1 029 646</b>	<b>0</b>	<b>1 029 646</b>	<b>0</b>
<b>Gross Profit %</b>	<b>98.1 %</b>	<b>97.3 %</b>	<b>0</b>	<b>97.3 %</b>	<b>0</b>
∞ Payroll	0	0	22 220	22 220	66 882
∞ Other Personnel Cost	1 395 152	113 232	88 880	202 112	267 529
<b>Personnel Cost</b>	<b>1 395 152</b>	<b>113 232</b>	<b>111 100</b>	<b>224 332</b>	<b>334 411</b>
∞ Other Operating Expenses	117 925	100 763	0	100 763	0
∞ Depreciation and Amortization	0	0	0	0	0
<b>Operating Expenses</b>	<b>117 925</b>	<b>100 763</b>	<b>0</b>	<b>100 763</b>	<b>0</b>
<b>Operating Profit</b>	<b>24 119</b>	<b>815 651</b>	<b>-111 100</b>	<b>704 551</b>	<b>-334 411</b>

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:

Setting ID	Setting Name	Value	Comment
1	AccountGroupingAndatory	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 ReportSetup workbook.
2	AccountGroupDistributionColumnVisible	FALSE	Ignore distribution column visible in account module (TRUE) (FALSE), default is FALSE. If account is 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.
3	AccountMultiplier	-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 on sum of amounts of individual accounts multiplied by account's sign factor. The net is then multiplied with the AccountMultiplier value.
4	AccountPeriodButton	ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED   DISABLED). Default is ENABLED.
5	ActualDriverID	ACTUAL	The driver id for the actual driver (default ACTUAL).
6	AlwaysIncludeAccounts	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.
7	DepartmentGroupingAndatory	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 v
8	DefaultReportID	INPUT	ReportID used for input-based reports (input reports). The default reportID is INPUT.
9	DefaultLoadExternalSource	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 in the default option (FALSE). Merge data from external source to internal source (MERGE). This year total float (TRUE) or remain fixed (FALSE) after rollover: TRUE means that this year's total will change as new months are actualized when rolling forward. FALSE means that this year's total will remain fixed and thus plan rest of year will float. NOTE that this setting applies to it
11	IncludeRollupAccountsOnly	FALSE	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).
12	PersonnelLoadExternalSource	MERGE	Load personnel source fact data from external source option to control if and how personnel data is loaded from an external source to the internal source fact data. No external source used in the default option (FALSE). Merge data from external source to internal source (MERGE). Rep

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:

## Report Setup

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

Publish

	Report Line ID	Report Line	View	Edit	Delete	
1	IP010	Sales				
2	IP020	Other Revenue				
3	IP030	Operating Income				
4	IP035					
5	IP040	Cost of Goods				
6	IP050	Other Direct Cost				
7	IP060	Gross Margin				
8	IP061	Gross Margin %				
9	IP065					
10	IP070	Payroll				
11	IP100	Other Personnel Cost				
12	IP110	Personnel Cost				
13	IP115					
14	IP120	Other Operating Expenses				
15	IP130	Depreciation and Amortization				
16	IP140	Operating Expenses				
17	IP145					
18	IP150	Operating Profit				
19	IP160					
20	IP170	Inventory				
21	IP180	Inventory Purchase				

Report [Add...](#)

Search

Balance sheet

Cash Monthly

Input

INPUT2

Income statement

Income test

## 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.

### 2.6.1 Finance trial balance and OB (periodic format)

#	Column name	Description	Mandatory / Optional	Comment
1	LegalEntityID	ID corresponding to an item in the Legal Entity dimension	M	Company Code
2	DepartmentID	ID corresponding to an item in the Department dimension	M	
3	AccountID	ID corresponding to an item in the Account dimension	M	
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.	M	
5	DatasetID	Identifier of the transaction dataset, valid values:  (Actual   Budget   Forecast)	M	
6	FiscalYearNo	The fiscal year (yyyy)	M	
7	Measure	The nature of data in OB and P01-P12	M	AmountFunctional (default) AmountForeign AmountReporting Qty
8	RowIsYTD	Are the values found in periods P01-P12 YTD values or periodic values  (true   false)	M	
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	OB	The opening balance for the fiscal year identified on the transaction	O	
11	P01-P12	The YTD or period values for P01-P12 respectively depending on the RowsYTD setting	O	

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>	O	
2	MarketID	ID <i>corresponding to</i> an item in the Market <i>dimension</i>	O	
3	SupplierID	ID <i>corresponding to</i> an item in the Supplier <i>dimension</i>	O	
4	EmployeeID	ID <i>corresponding to</i> an item in the employee <i>dimension</i>	O	
5	Dim1	ID <i>corresponding to</i> an item in the free <i>dimension</i> #1 (Dim1)	O	
6	Dim2	ID <i>corresponding to</i> an item in the free <i>dimension</i> #2 (Dim2)	O	

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

## 2.6.2 [Ledger 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 using the “Data Import & Export” workbook and “Data Import” page or use the [Finance trial balance and OB \(periodic format\)](#) 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 [Data quality audit](#).

The following are the mandatory fact columns.

#	Column name	Description	Mandatory / Optional	Comment
1	AccountID	ID <i>corresponding to an item in the Account dimension</i>	M	Group account that must correspond to members in Account dimension
	AccountSrcID	Original account used by legal entity	O/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)	M	
3	LegalEntityID	ID <i>corresponding to an item in the Legal Entity dimension</i>	M	Company Code that must correspond to members in LegalEntity dimension
4	DepartmentID	ID <i>corresponding to an item in the Department dimension</i>	M	DepartmentID must correspond to members in Department dimension
	CpLegalEntityID	ID <i>corresponding to an item in the Legal Entity dimension</i>	O/M	Company Code that must correspond 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)	M	This “tagging” of transactions is done so that the sum of all give the most complete picture.
6	CurrencyForeignID	Original transaction currency code for transactions; e.g. 'NOK', 'SEK', 'EUR', 'USD', 'DKK'.	O/M	Optional field for Planner and recommended to omit from import.  Mandatory field for Consolidation use.

7	AmountForeign	Transactions amount using at least 2 decimals.	O/M	Optional field for Planner and recommended to omit from import.
6	CurrencyFunctionalID	Functional currency code for transactions; e.g. 'NOK', 'SEK', 'EUR', 'USD', 'DKK'.	M	
7	AmountFunctional	Functional amount using at least 2 decimals.	M	
8	Transdate	Transaction or booking date.	M	
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.	M	
10	FiscalPeriod	Specify the fiscal period for the transaction. The datatype is integer and the format is composed of fiscal year (YYYY) and fiscal period (MM). Eks. Fiscal year 2024 and period 1: FiscalPeriod = 202401.	M	Introduced in Planner 5.5.0

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>	O	
2	MarketID	ID <i>corresponding to</i> an item in the Market <i>dimension</i>	O	

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

## 2.7 Currency Exchange Rates

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

Filter operations by category

Data Maintenance X | v Add operation Refresh

**Operations**

Clean Operation History

Generate Time Dimension

Import and Reprocess Exchange Rates

**Import and Reprocess Exchange Rates**

ExchangeRates

Execute Edit operation

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

	CurrencyID	CurrencyToID
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	KXN	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	THB	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 profitbase

Exchange Rate Daily Exchange Rate Monthly Setup Workday calendar

Save Refresh Publish

From Currency: NOK To Currency: NOK Year: 2021

Changes and Overrides to Daily Exchange Rates

Exchange Rate

Exchange Rate Historical Daily Override

Exchange Rates Daily

	Dataset	From Currency	To Currency	From Date	Value	High	Low	Comments
1	*	NOK	NOK	01/01/2021	1.00000	1.00000	1.00000	Forecast
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

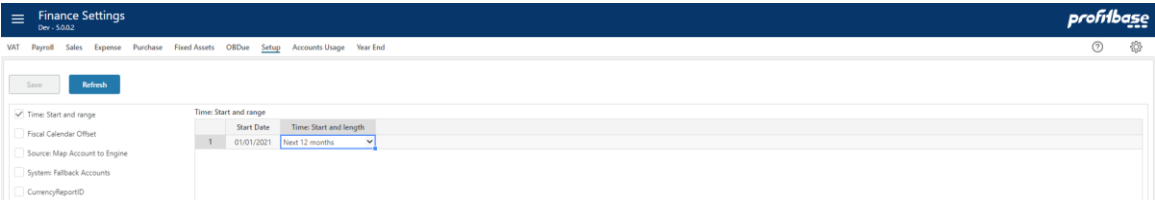
Note that when adding new rates to currency codes (“Currency” field in image above) that do not exist already, these currency codes are automatically added to the currency dimension.

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 [Currency Exchange rates](#):

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

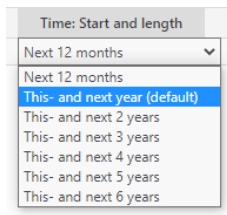
### 2.8 Time dimension

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



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:



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	M	Primary Key
2	Name	Name for the dimension member	M	
3	ParentID	ID for the parent node	O	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	M	Primary key
2	XYZID_Name	The XYZ dimension ID name	M	
3	XYZGroup	ID for The group level	M	
4	XYZGroup_Name	Name for the Group llevel	M	

### 3.2 Personnel fact

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

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

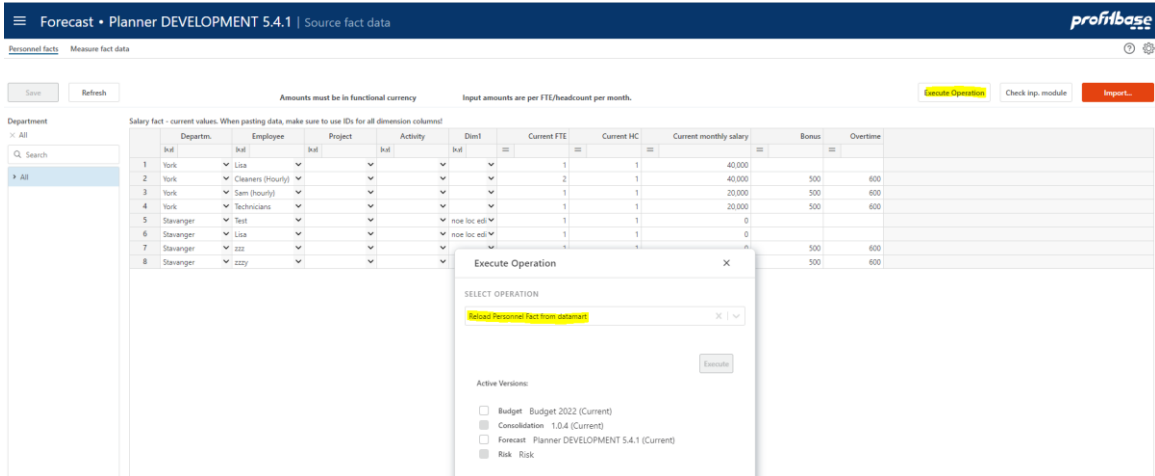
Note that the personnel modules have a number of optional dimensions and columns (measures and attributes) that may be included or not. The fact format displayed will display the optional dimensions and columns included with their chosen headings (“Bonus”, “Overtime”, etc in the image above).

#	Column name	Description	Mandatory / Optional	Comment
1	DepartmentID	The department ID	M	
2	EmployeeID	The employee ID	M	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	O	Available from Planner v4.2. If no value is provided, the default value # is set
4	ActivityID	The activityID	O	Available from Planner v4.2. If no value is provided, the default value # is set
5	Dim1ID	The dim 1 ID	O	Available from Planner v4.2. If no value is provided, the default value # is set
6	Dim2ID	The dim 2 ID	O	Available from Planner v4.2. If no value is provided, the default value # is set
7	Dim3ID	The dim 3 ID	O	Available from Planner v4.2. If no value is provided, the default value # is set
8	Dim4ID	The dim 4 ID	O	Available from Planner v4.2. If no value is provided, the default value # is set

9	FTE	The current FTE (Full Time Equivalent) position of the employee or group/function at the given department.	M	
10	HC	The current HC (headcount) position of the employee or group/function at the given department.	M	
11	MonthlySalary	The current monthly salary for a full time FTE for the employee at the given department.	M	
12	Bonus	The current monthly benefit for a full time FTE for the employee at the given department.	O	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.	O	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.	O	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.	O	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.	O	The use of the column is implementation dependant

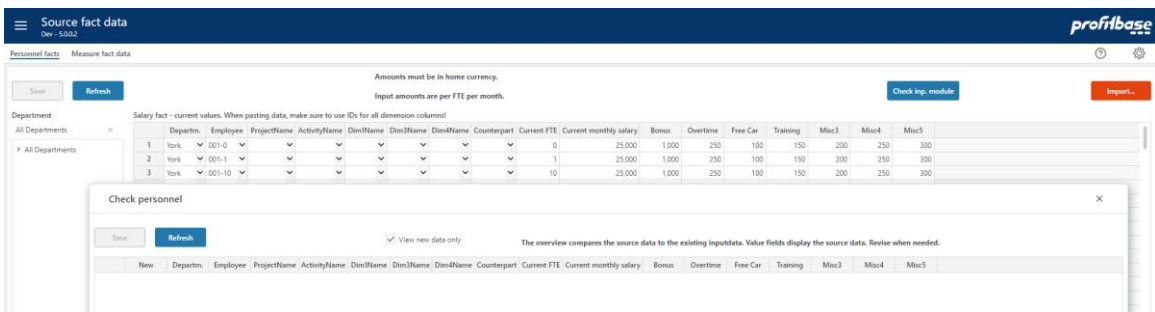
17	Misc4	The current monthly benefit for a full time FTE for the employee at the given department.	O	The use of the column is implementation dependant
18	Misc5	The current monthly benefit for a full time FTE for the employee at the given department.	O	The use of the column is implementation dependant
19	EmployerTaxPctOvr	Override value for employer tax rate	O	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)	O	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)	O	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	O	Note that an override value will set aside any setting regime that otherwise might apply to this row.
23	Attr1	The Attribute 1 ID	O	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	O	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:

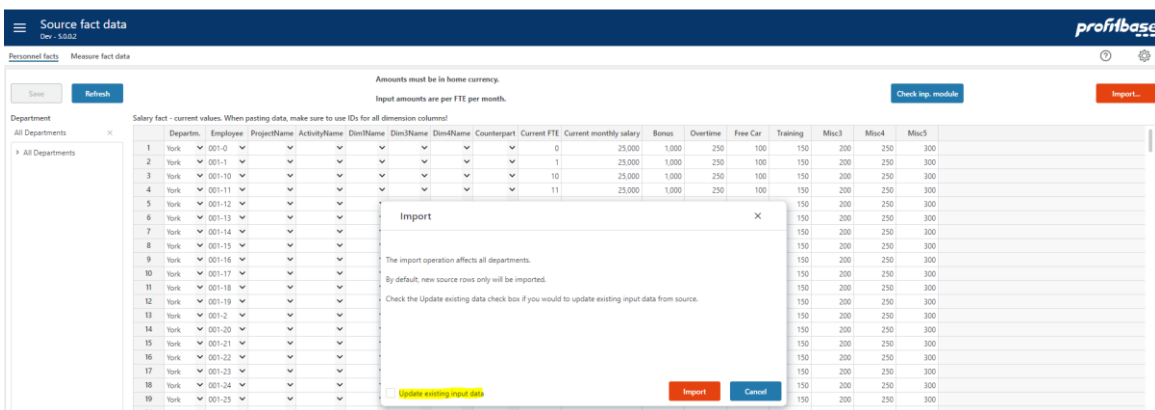


When pasting data, make sure to paste dimension and attribute **ids**. A dropdown will evaluate the id against the corresponding dimension and render the dimension **description**. If no description is rendered, just the id, this indicates that the id does not exist in the dimension.

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.



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:

Save Refresh

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

Input modules

Input module	Published	Description	Row context menu options							Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data
			New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit				
1 Profitbase.EPM.AccountWorkbook	<input checked="" type="checkbox"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Profitbase.EPM.PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 Profitbase.EPM.CapExWorkbook	<input checked="" type="checkbox"/>	CapEx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4 Profitbase.EPM.LoanWorkbook	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- Account - dimensions
- Account - column selection
- Account - Historic Reference Columns
- Account - deviation columns
- Personnel - dimensions
- Personnel - Column setup**
- Personnel attribute values
- Input module report line map
- Base settings
- Period filters

Personnel - Column setup

	Column Name	Column Name	ixPctOvr	PensionEmployeesPctOvr	PensionEmployerPctOvr	VacationPayPctOvr	Upd. from src. fact data
1	Attr1	Stillingstype	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Attr2	Bilordning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Bonus	Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	EmployerTaxPctOvr	EmpTax %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	FTE	FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	HC	Headcount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	HistFTE	Hist. FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	HistMonthlySalary	Hist. Mth. Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Misc1	Free Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Misc2	Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Misc3	Group life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Misc4	Antall km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:*

Save Refresh

Execute Operation

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

Input modules

Input module	Published	Description	Row context menu options							Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data	Comment
			New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit					
1 Profitbase.EPM.AccountWorkbook	<input checked="" type="checkbox"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2 Profitbase.EPM.PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3 Profitbase.EPM.CapExWorkbook	<input checked="" type="checkbox"/>	CapEx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4 Profitbase.EPM.LoanWorkbook	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

- Account - dimensions
- Account - column selection
- Account - Historic Reference Columns
- Account - deviation columns
- Personnel - dimensions
- Personnel - Column setup
- Personnel attribute values
- Input module report line map
- Base settings**
- Period filters

Base settings

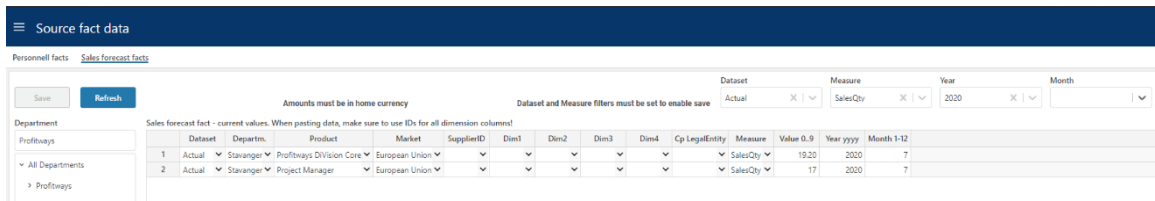
Setting ID	Setting	Value	Comment
1	AccountGroupingMandatory	TRUE	Group Account module and summary data per account (TRUE) or allow aggregation to default account per report line (FALSE). NOTE that for this setting to be set to FALSE, a default account must be set per input report line in the Account module.
2	AccountIgnoreDistributionColumnVisible	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.
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 by the net factor.
4	AccountPeriodButton	ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED   DISABLED). Default is ENABLED.
5	ActualsDatasetID	ACTUAL	The dataset id for the actuals dataset (default ACTUAL)
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.
7	AutoAdjustHistoricalSetup	TRUE	Auto adjust historic reference dataset from - and To-dates when deploying new version using the "Start fresh at new start date (reload data)" option. If set to TRUE, From and To dates of all hist. ref. columns are adjusted acc. to the new version.
8	CentralDimOptions	TRUE	Determines if dimension names are controlled centrally (TRUE) or locally in version's modules and models (FALSE). Central dim Options available in Report Setup workbook
9	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.
10	DistributedReportID	INPUT	ReportID used for input-based reports (input report). The default reportID is INPUT.
11	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 / input store. No external source used is the default option.
12	FCTYearTotalFloating	TRUE	This year total float (TRUE) or remain fixed (FALSE) after rollover. TRUE means that this year's total will change as new months are actualized when rolling forward. FALSE means that this year's total will remain fixed and thus plan r
13	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)
14	PersonnelAutoTransCategory	FALSE	Controls visibility of Category column in Personnel auto transactions (TRUE   FALSE, default FALSE). Visible (TRUE), hidden (FALSE)
15	PersonnelLoadExternalSource	MERGE	Load personnel source fact data from external source: option to control if and how personnel data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source (TRUE).
16	PersonnelUpdateFromFact	FALSE	Controls whether personnel input fields should be updated by server operations (TRUE) such as version deployment and operations or not (FALSE). Default FALSE. If set to TRUE, the fields updated are controlled by the Upd. from src.

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



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	M	Primary key
2	ProductID	The product id	M	Primary key
3	MarketID	The market id	M	Primary key
4	SupplierID	The supplier id	O	If no value is provided, the default value # is set
5	ProjectID	The project id	O	Available from Planner v4.2. If no value is provided, the default value # is set
6	ActivityID	The activity id	O	Available from Planner v4.2. If no value is provided, the default value # is set
7	Dim1	The frem dimension #1 id	O	If no value is provided, the default value # is set
8	Dim2	The frem dimension #2 id	O	If no value is provided, the default value # is set

9	Dim3	The frem dimension #3 id	O	If no value is provided, the default value # is set
10	Dim4	The frem dimension #4 id	O	If no value is provided, the default value # is set
11	CPLegalEntityID	Counterpart legal entity id	O	If no value is provided, the default value # is set
12	SystemModelAccountID	The measure id	M	
13	Value	The value (amount, quantity, percentage, etc depending on the nature of the measure)	M	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		M	4-digit year, for example 2020.
15	Month		M	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:

The screenshot shows the 'Finance Settings' interface with a table of fixed assets. The table has columns for Import, Legal Entity, Departm., Text, Account, AssetCost, Deprec. acum., StartDate, Deprec. %, ResidualValue, Declining, Y1 = full year, Acc. Deprec., CAccount, Disp. date, and Curr Foreign. There are 5 rows of data, with the last two rows having checkboxes in the 'Import' column.

Import	Legal Entity	Departm.	Text	Account	AssetCost	Deprec. acum.	StartDate	Deprec. %	ResidualValue	Declining	Y1 = full year	Acc. Deprec.	CAccount	Disp. date	Curr Foreign
<input type="checkbox"/>	Profbase AS	York	Test	1205 - Computer A	1,000,000		02/01/2020	30.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
<input type="checkbox"/>	Profbase AS	Stavanger	Test2	1205 - Computer A	2,000,000		02/01/2021	40.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
<input type="checkbox"/>	Profbase AS	Oslo	Test3	1205 - Computer A	4,000,000		05/01/2021	10.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
<input checked="" type="checkbox"/>	Profbase AS	Stavanger	My test asset	1205 - Computer A	10,000,000		10/27/2020	2.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
<input checked="" type="checkbox"/>	Profbase AS	Stavanger	My test asset 2	1205 - Computer A	300,000		04/10/2020	20.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK

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

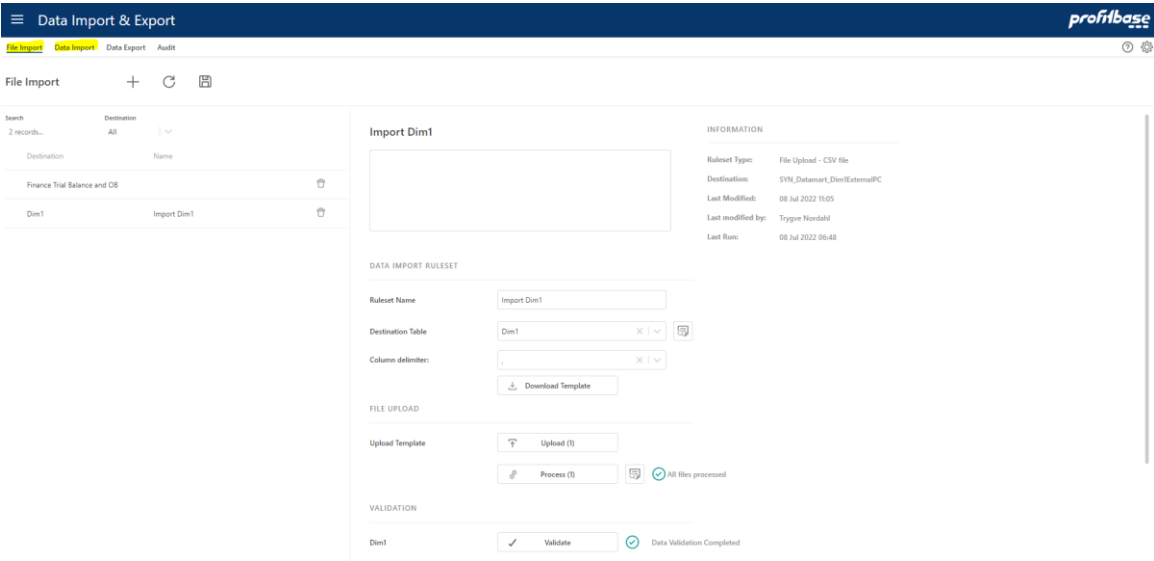


For details on how to import data from an external source, please refer to [Integration](#).

## 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.



**Note that database synonyms are provided for the external objects and should always 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\_ActivityExternalPC
- SYN\_Datamart\_Dim1ExternalPC
- SYN\_Datamart\_Dim2ExternalPC

**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\_pbTransdataActual** (ledger data for finance actual)  
**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.

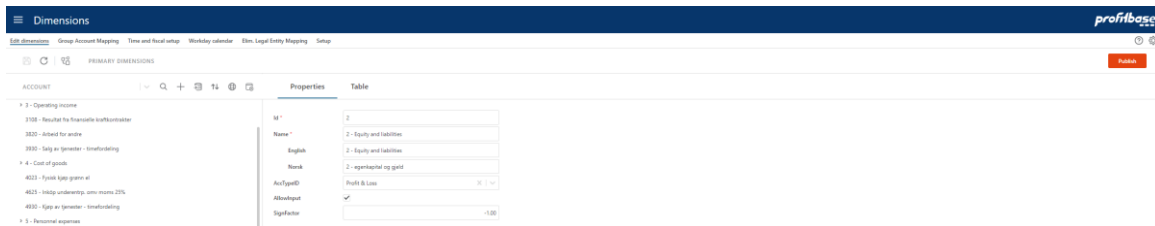
Currency Exchange Rates

**SYN\_Datamart\_CurrencyExchangeRateExternal**

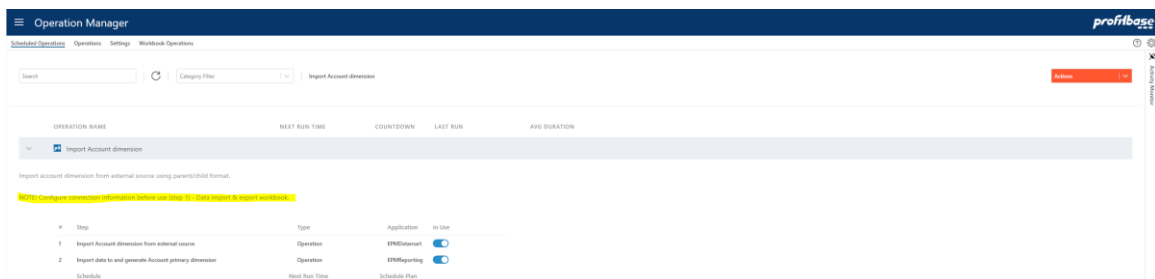
In order to take into account external currency exchange rate data, please refer to [Currency Exchange rates](#) .

### 4.1.1 Dimensions

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

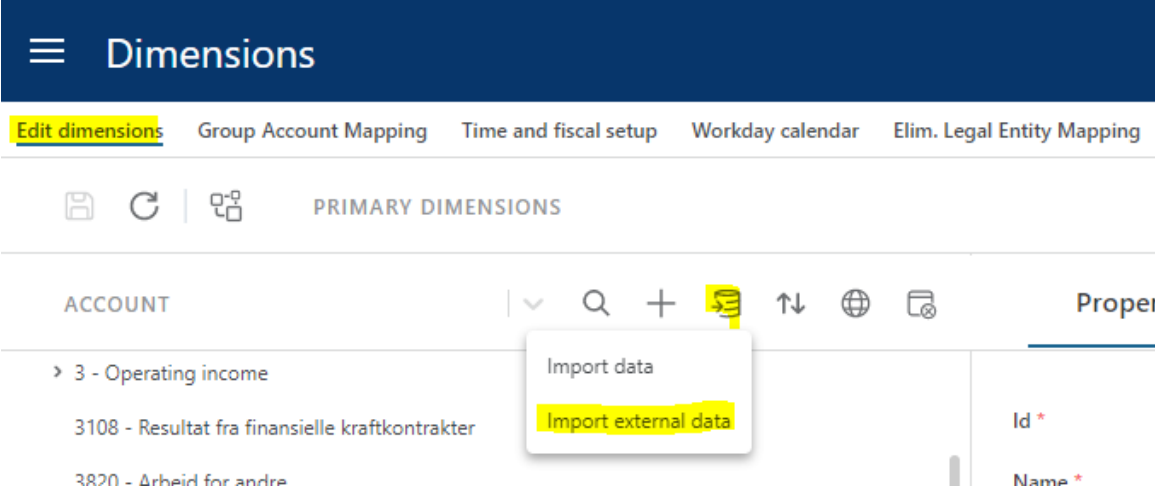


If integrations are set up for one or more dimensions, external dimensional data can be imported to the primary dimension from the Operation Manager workbook by executing the appropriate system operation (\*):

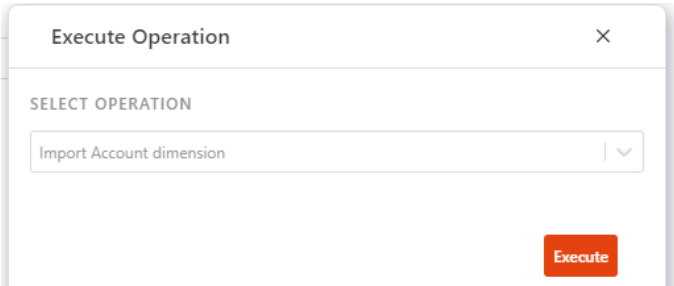


(\* ) Note that there exist system operation for each dimension that can be added using the Actions -> Add System Operation button. The system operation must, however, be completed in the sense that the actual import definition must be set up as outlined in the image above.

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:



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



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

Note the following options that apply to importing dimension data:

Dimensions

Edit dimensions Group Account Mapping Time and fiscal setup Workday calendar Elim. Legal Entity Mapping **Setup**

Save Refresh

Import from / export to external source

		Import						Export
Dimension	Enabled	Type of source	Object Name	Overwrite user edits	Import empty values	Export	Enabled	
1	Account	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_AccountExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Activity	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ActivityExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Asset group	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_AssetGroupExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Department	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_DepartmentExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Dim1	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim1ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Dim2	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim2ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Dim3	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim3ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Dim4	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_Dim4ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Employee	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_EmployeeExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	LegalEntity	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_LegalEntityExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Market	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_MarketExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Product	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ProductExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Project	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_ProjectExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Supplier	<input checked="" type="checkbox"/>	Parent/Child	SYN_Datamart_SupplierExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### 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

Execute Data Admin Tasks Schedule Broadcast Message to workbooks Settings

Filter operations by category: Data Maintenance X Refresh Add operation

**Operations**

- Apply indexes
- Clean Operation History
- Delete old log data
- Generate Time Dimension
- Import and Reprocess Exchange Rates
- Maintain Database indexes
- Reload Activity Dimension
- Reload Asset Group Dimension
- Reload Department Dimension
- Reload Dim1 Dimension
- Reload Dim2 Dimension
- Reload Dim3 Dimension
- Reload Dim4 Dimension
- Reload Employee Dimension
- Reload fixed assets from external source
- Reload Historical Fact Data**

**Reload Historical Fact Data**

Process FactHistory

Execute Edit operation

VERSION PLAN

Run in all active versions  Run in selected versions

- Risk
- S.0.0.2
- EPM Common
- EPM Datamart
- S.0.0.1
- Forecast

Job status: No data Log

Last run: 22 seconds

Average run time: 34 seconds

Next run time:

SCHEDULE PLAN

Create new schedule

Name Schedule plan Next run time

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:

# ☰ Dimensions and Currency exchange rates

Exchange Rate Daily   Exchange Rate Monthly   Legal Entity and Department   Account   Product   Market   SupplierID   Employee   Asset Group   D

Save   Refresh   Publish

### Changes and Overrides to Daily Exchange Rates

Exchange Rate

Exchange Rate Historical Daily Override

Exchange Rate							
Currency	Dataset	From Date	Value	High	Low	Comments	IsImported
EUR	*	▼ 01/01/1900	9.5000	10.0000	9.3000		<input type="checkbox"/>
EUR	*	▼ 01/01/2020	10.0000	11.0000	9.5000		<input type="checkbox"/>
NOK	*	▼ 11/26/2006	1.0000				<input type="checkbox"/>
SEK	*	▼ 01/01/1900	1.0000				<input type="checkbox"/>
USD	*	▼ 01/01/1900	8.5000				<input type="checkbox"/>
USD	*	▼ 01/01/2020	9.5000				<input type="checkbox"/>
USD	*	▼ 01/01/2021	10.0000				<input type="checkbox"/>

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 do 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”).

Edit operation
×

---

Operation details
?

---

**OPERATION**

Category:

Operation ID:

Operation Name: (English):

Operation Name: (Norwegian):

Comment:

Also on Publish button under Finance Operation

To import from your own external source, you need to configure the query and enable the first step and disable the second step.

---

**ADD STEP**

Select Step type:

Select step:

Step name (English):

Step name (Norwegian):

Type here to filter step selection

---

**STEPS**

Enabled	Step#	Name	Name (NO)	Name (EN)	
<input checked="" type="checkbox"/>	1	Reload CX from External Source	Importer rater fra ekstern kilde	Import Rates from External Source	
<input type="checkbox"/>	2	Copy Local Currency Exchange Rat	Importer historiske rater fra Europeiske	Import historical European Central Ban	
<input checked="" type="checkbox"/>	3	GenerateExchangeRatesDaily	Kalkuler daglige valutakurser for alle d	Process daily exchange rates for all da	
<input checked="" type="checkbox"/>	4	GenerateExchangeRatesMonthly	Kalkuler snitt- og sluttkurs hver måned	Process Monthly Average and Closing I	
<input checked="" type="checkbox"/>	5	Update Currency Dimension	Oppdater valutadimensjonen (og filter I	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

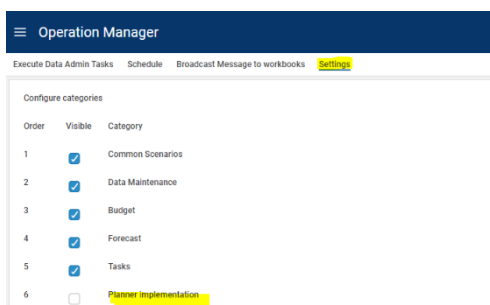
**Please note that this step involves data deletion and should therefore never be executed in a live production system.**

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:



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

**Operation Manager**

Execute Data Admin Tools | Schedule | Broadcast Message to workbooks | Settings

Filter operations by category: **Planner Implementation**

**Operations**

Initialize Forecast

**Empty base data**

Execute | Edit operation

Job status: OK | Log

Last run: 04 Nov 2020, 07:04:59

Last run time: 6 seconds

Average run time: 6 seconds

Next run time:

**SCHEDULE PLAN**

Create new schedule

Name: | Schedule plan: | Next run time:

No schedules are defined for this operation.

**STEPS**

#	Type	Step name
1	Script	Empty historic ledger fact table
2	Script	Empty Account dimension (local edit table)
3	Script	Empty LegalEntity dimension (local edit table)
4	Script	Empty Department dimension (local edit table)
5	Script	Empty Employee dimension (local edit table)
6	Script	Empty Product dimension (local edit table)
7	Script	Empty Market dimension (local edit table)
8	Script	Empty Supplier dimension (local edit table)
9	Script	Empty Dim - Client dimension (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Account module input data
12	Script	Empty Personnel module fact and input data
13	Script	Empty Sales by CM module fact and input data
14	Script	Empty Sales Forecast module fact and input data
15	Script	Empty Capex input module data
16	Script	Empty Loan module input data
17	Script	Empty Finance report stores

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:

**Operation Manager**

Execute Data Admin Tools | Schedule | Broadcast Message to workbooks | Settings

Filter operations by category: **Planner Implementation**

**Operations**

Initialize Forecast

**Empty base data**

Execute | Edit operation

Job status: OK | Log

Last run: 04 Nov 2020, 07:04:59

Last run time: 6 seconds

Average run time: 6 seconds

Next run time:

**SCHEDULE PLAN**

Create new schedule

Name: | Schedule plan: | Next run time:

No schedules are defined for this operation.

**STEPS**

#	Type	Step name
1	Script	Empty historic ledger fact table
2	Script	Empty Account dimension (local edit table)
3	Script	Empty LegalEntity dimension (local edit table)
4	Script	Empty Department dimension (local edit table)
5	Script	Empty Employee dimension (local edit table)
6	Script	Empty Product dimension (local edit table)
7	Script	Empty Market dimension (local edit table)
8	Script	Empty Supplier dimension (local edit table)
9	Script	Empty Dim - Client dimension (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Account module input data

**Edit operation**

OPERATION

Category: **Planner Implementation** | Comment: Empty base data and should ONLY be executed during implementation as a preparation for importing or importing customer dimension and fact data. All steps are disabled by default. Enable steps as needed. NOTE: Enabled steps will DELETE data. Dimension local edit tables (subject to which steps are enabled)

Operation ID: EmptyBaseData

Operation Name (English): Empty base data

Operation Name (Norwegian): Tom name data

**ADD STEP**

Select step type: | Type here to filter step selection

Select step: | Type here to filter step selection

Step name (English):

Step name (Norwegian):

ADD step

**STEPS**

Step	Name (EN)	Name (NO)	Name (EN)
<input type="checkbox"/>	1	EmptyHistoricLedgerTable	Tom historiske hovedbokfør
<input type="checkbox"/>	2	EmptyAccountDimension	Tom kontoendimensjoner (local edit)
<input type="checkbox"/>	3	EmptyLegalEntityDimension	Tom juridiske enheter
<input type="checkbox"/>	4	EmptyDepartmentDimension	Tom avdelingsdimensjoner (local edit)
<input type="checkbox"/>	5	EmptyEmployeeDimension	Tom ansatte dimensjoner (local edit)

Scroll to the bottom of the “Edit operation” 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 severities:



- 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.

The screenshot shows the 'Data Import & Export' interface. On the left, there's a 'File Import' section with a search bar and a table listing destinations. The table has columns for 'Destination' and 'Name'. One entry is 'Dim1' with 'Import Dim1' as the name. On the right, the 'DATA IMPORT RULESET' section is active, showing configuration for 'Import Dim1'. It includes a 'Destination Table' dropdown set to 'Dim1' and a 'Column delimiter' dropdown set to a comma. Below this is the 'FILE UPLOAD' section with 'Upload Template' and 'Process (1)' buttons. The 'VALIDATION' section shows 'Dim1' with a 'Validate' button and a 'Data Validation Completed' status. At the bottom, there is an 'Import' button.

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:

The screenshot shows the 'Audit' page in the Profitbase interface. It features a 'Data Quality Audit Log' table. The table has columns for 'Severity', 'Object Name', 'ColumnName', and 'AuditText'. The table is currently empty, indicating no issues were found. There is a 'Run audit' button at the top left of the table area.

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	M	Primary Key Company Code
2	LegalEntityID_Name	Name of legal entity	M	
4	FunctionalCurrencyID	Home currency for this Legal Entity	M	
5	OperationTypeID	Type of legal entity (Main   Elimination)	M	
6	DefaultDepartmentID	Default department used for situations where a department is not normally given, such as opening balances	O	
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 hierarchy 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 hierarchy does not contain all levels, as shown in the example below:

In the example, Legal entity Profitways is padded - repeated - to Hierarchy levels 3 and 2. This means that Planner renders the hierarchy skipping Hierarchy 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.

## 7.2 Department dimension (fixed wide)

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	M	Primary key
2	DepartmentID_Name	Name for department	M	
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	M	All departments must be tagged with their legal entity id.
10	LegalEntityID_Name	Name of the legal entity	M	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 [Department dimension hierarchy](#).

### 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 hierarchy 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 hierarchy does not contain all levels, as shown in the example below so long as the department level contains actual departments and the legal entity level contains actual legal entities.

Dimensions and Currency exchange rates

Exchange Rate Daily Exchange Rate Monthly Legal Entity Department Account Product Market Supplier Employee Asset Group Dim1..Dim4

Save Refresh Publish

Profitways

Department

ID	Department		Hierarchy level 6		Hierarchy level 5		Hierarchy level 4		Legal Entity		Hierarchy level 3		Hierarchy level 2		Hierarchy level 1		Modify Type
	Departm.	Departm. Name	ID	Name	ID	Name	ID	Name	Legal Entity	Legal Entity Name	ID	Name	ID	Name	ID	Name	
1	001	York	001	York	001	York	US	United States	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
2	002	Oslo	002	Oslo	002	Oslo	NO	Norway	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
3	003	London	003	London	003	London	UK	United Kingdom	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
4	004	Stavanger	004	Stavanger	004	Stavanger	NO	Norway	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
5	005	Houston	005	Houston	005	Houston	US	United States	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
6	2	Bergen	2	Bergen	2	Bergen	NO	Norway	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
7	3	Paris	3	Paris	3	Paris	FR	France	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
8	5	Berlin	5	Berlin	5	Berlin	DE	Germany	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE
9	6	Trondheim	6	Trondheim	6	Trondheim	NO	Norway	pro	Profitways	pro	Profitways	pro	Profitways	pfn	Profitways Holding	UPDATE

In the example, department Stavanger is padded - repeated - to Hierarchy levels 6 and 5. This means that Planner renders the hierarchy skipping Hierarchy levels 5 and 6 so that when expanding 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	M	
2	AccountID_Name	Description for the Account	M	
3	AccountID_Name_NO	Description for the Account in Norwegian	O	
4	AccountID_Name_EN	Description for the Account in English	O	

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	M	
7	AccTypeID	Grouping account for Profit&Loss and Balance	M	Profit&Loss type = PL Balance type = BAL
8	AllowInput	True/false Marks the accounts that will be allowed plan input	M	
9	AccountGroupL1ID	ID for hierarchical level 1 (highest level)	M	See comment on hierarchy below
10	AccountGroupL1ID_Name	Description for hierarchical level 1 (highest level)	M	See comment on hierarchy below
11	AccountGroupL1ID_Name_EN	Description for hierarchical level 1 in English	O	
12	AccountGroupL1ID	Description for hierarchical level 1 in Norwegian	O	
13	AccountGroupL2ID	ID for hierarchical level 2	M	See comment on hierarchy below
14	AccountGroupL2ID_Name	Description for hierarchical level 2	M	See comment on hierarchy below
15	AccountGroupL2ID_Name_EN	Description for hierarchical level 2 in English	O	
16	AccountGroupL2ID_Name_NO	Description for hierarchical level 2 in Norwegian	O	
17	AccountGroupL3ID	ID for hierarchical level 3 (level above account)	M	See comment on hierarchy below

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

### 7.3.1 Account dimension hierarchy

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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.