

Profitbase AS

Profitbase Planner

Configuration and Operation Personnel module

Profitbase

23.06.2023

Version 3.4

Content

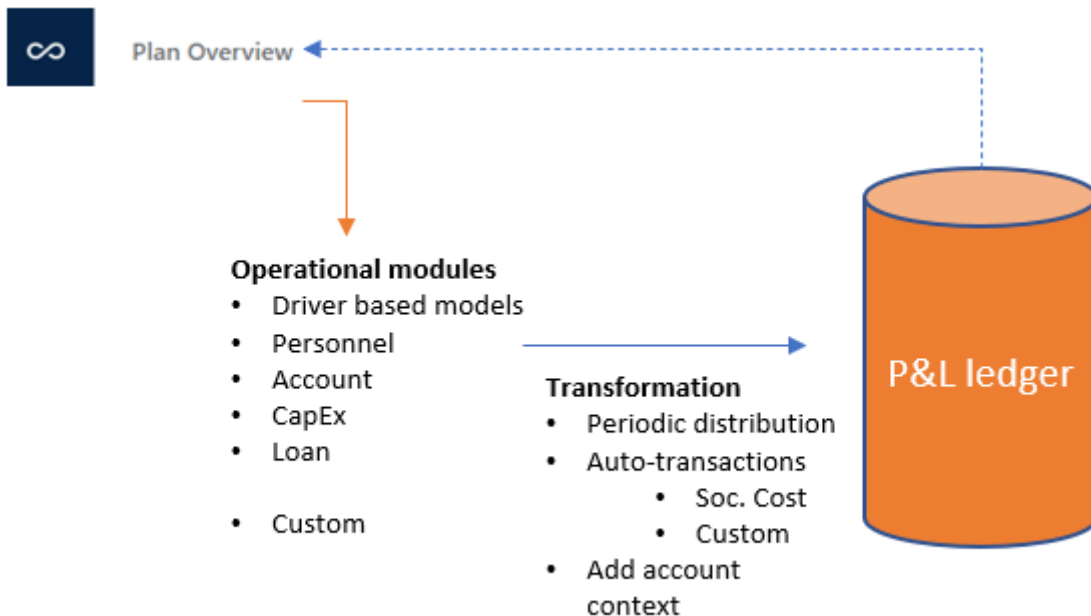
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29.5.2020	0.0	TN	Initial content
12.10.2020	1.0	TN	Revised
19.05.2021	2.0	TN	Revised for Planner v5
07.07.2022	3.0	TN	Revised for Planner v5.2
05.12.2022	3.1	TN	Revised for Planner v5.2.4
24.02.2023	3.2	TN	Revised for Planner v5.4.0
23.06.2023	3.4	TN	Revised for Planner v5.4.1

1 Abstract, intended audience and pre-requisites

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

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



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

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

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

2 Common functionality

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

To undo all unsaved changes, click the “Refresh” button.

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

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

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

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

- Delete row

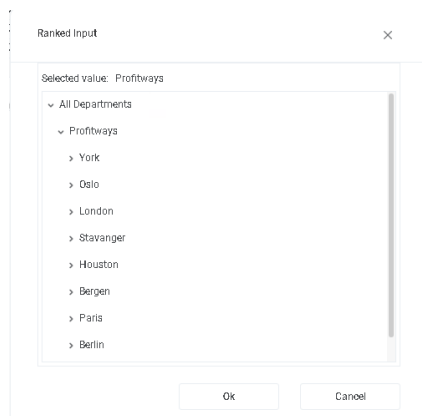
Inserting and deleting rows can be controlled as part of the configuration, see [Publish and name module, control row context right-click menu options](#).

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

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

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

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



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

Select node and click “OK”.

Click “Cancel” to leave the selector without selecting.

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

- Move up

- Move down

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

3 Principle of operation

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

Driver-based

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

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

Stavanger (NOK) Salary	Employee	FTE Rest 2022	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Inf	Comment
1	Sum	1.00	1	1	1	1	1	1	1	1	1	1	1	1		
2	Lisa	1.00	1	1	1	1	1	1	1	1	1	1	1	1		

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

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

Personnel - Periodic spread keys		Column Name	Apr 20	May 20	Jun 20	Jul 20	Aug 20
1	Alle avdelinger	Annual Salary	1	1	1	0	1
2	Alle avdelinger	Hourly Salary	1	1	1	1	1
3	Alle avdelinger	Free Car	1	0	0	1	0

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

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

In the case of April 2020 for employee Lisa:

$$4000 * 1 * 1 = 4000$$

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

Personnel

Personnel Details

Year: 2020

Workflow Status: In Progress

Stavanger (NOK) - Payroll

Input amounts are per FTE per month.

Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	Spread to periods
1 Sum	\$ 1		0.89				210,029	0	0	4,000	0	
2 Lisa	\$ 1	Change	0.89	30,000	30,000	2.0%	210,029			4,000		Change

FTE	For.YTGT 2020	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Total	0.89	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Account	Forecast 2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Sum	-316,302	0	0	0	-47,736	0	-43,736	1,848	-43,736	-43,736	-47,736	-43,736	-47,736
2 5010 - Salaries	210,029	0	0	0	30,600	0	30,600	-4,171	30,600	30,600	30,600	30,600	30,600
3 5040 - Vacation Pay	25,204	0	0	0	3,672	0	3,672	-500	3,672	3,672	3,672	3,672	3,672
4 5041 - Payroll tax	44,526	0	0	0	6,487	0	6,487	-884	6,487	6,487	6,487	6,487	6,487
5 5042 - Payroll tax on vacation pay	5,041	0	0	0	734	0	734	-100	734	734	734	734	734
6 5210 - Employee Car expenses	16,000	0	0	0	4,000				4,000			4,000	4,000

Plan by individual and/or groups

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

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

Personnel

Personnel Details

Year: 2020

Stavanger (NOK) - Payroll

Input amounts are per FTE per month.

Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	S
1 Sum	\$ 1		6.89				1,442,151	0	0	4,000	0	
2 Lisa	\$ 1	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:

- ▼ All employees
 - ▼ Fixed Salary
 - > Lisa
 - > Technicians
 - ▼ Hourly Salary
 - > Sam (hourly)

For details on dimension maintenance and personnel source data, please refer to [Data management](#).

Salary calculation and distribution

Salary is always driven by FTE.

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

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

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

The screenshot shows the 'Personnel - Periodic spread keys' table with columns for months from Jan 22 to Mar 23. It also shows the 'Personnel - General settings' table with columns for Department, Employee, Raise mth. no., Raise overridden locally, Raise TY, Raise NY, Raise NY+1, Reduction vac. pay. factor, and Comment.

Personnel - Periodic spread keys		Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23
1	All Departments All employees Annual Salary	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1
2	All Departments All employees Bonus	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

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

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

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

The screenshot shows the 'Personnel - Periodic spread keys' table with columns for months from Jan 21 to Sep 21. The 'Annual Salary' key is highlighted in yellow for rows 1 and 2.

Personnel - Periodic spread keys		Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21
1	All Departments All employees Annual Salary	1	1	1	1	1	1	1	0	1
2	All Departments Hourly Salary Annual Salary	1	1	1	1	1	1	1	1	1
3	All Departments All employees Bonus	0	1	0	0	1	0	0	1	0

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:

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

Employee	Hist. FTE	FTE	FTE Rest 2020	Hist. Mth. Salary	Base Mth. Salary	Raise 2020	Salary Rest 2020	Overtime	Bonus	Free Car	Training	Spread to periods
1 Sum	\$ 1		6.89				1,442,151	0	0	4,000	0	
2 Lisa	\$ 1	Change	0.89	30,000	30,000	2.0%	210,029			4,000		Change
3 Technicians	\$	Change	6.00		25,000	2.0%	1,232,122					Change

(Lisa)	FTE	For:YTG 2020	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Lisa		0.89	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Account	Forecast 2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
1 Sum	-316,302	0	0	0	-47,736	0	-43,736	1,848	-43,736	-43,736	-47,736	-43,736	-47,736
2 5010 - Salaries	210,029	0	0	0	30,600		30,600	-4,171	30,600	30,600	30,600	30,600	30,600

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 [Select additional dimensionality](#) for details.

Attributes

In some cases, attributes define the input row. Attributes differ from dimensional ids in that they do not define the uniqueness of a row. An attribute represents additional information associated with a row such as employment type, etc.

Attributes are optional. Up to two attributes may be defined.

Please refer to [Select and name input columns, set the driver](#) for details.

Change dimensionality of an input row

The current dimensionality of an existing input row may be changed (subject to the configuration, see [Publish and name module, control row context right-click menu options](#)) by right-clicking the row in one of the dimensional columns and selecting “Change dimensionality”. This will reveal a pop-up in which a new dimensionality can be set:

The screenshot shows the 'Budget • 2022 | Personnel' interface. A table titled 'Stavanger (NOK) Salary' displays employee data. A dialog box titled 'Change dimensionality' is open, showing a table with columns 'Departm.' and 'Employee'. The dialog box has 'Save' and 'Cancel' buttons.

	Employee	Hist. FTE	FTE Rest 2022	Headcount rest 2022	Hist. Mth. Salary	Base Mth. Salary	Raise 2022	Salary Rest 2022	Overtime	Bonus	Free Car	Training	Group life
1	Sum	0	1.00	1.00				330,629	0	0	0	0	0
2	Lisa	\$	1.00	1.00		30,000	2.0%	330,629					

Planning horizon

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

The screenshot shows the 'Finance Settings' interface. The 'Time: Start and range' section is active, showing a table with columns 'Start Date' and 'Time: Start and length'. A dropdown menu is open, showing options for the planning horizon.

	Start Date	Time: Start and length
1	01/01/2021	This- and next 6 years

This time horizon applies to all input modules.

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

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

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

The screenshot displays the 'Personnel Details' software interface. At the top, there are 'Save' and 'Refresh' buttons, and a 'Year' dropdown menu set to '2022 - 2026'. Below this is a table for 'Stavanger (NCK) - Payroll' with columns for 'Employee', 'FTE', 'FTE 2021', and 'Comment'. The table contains three rows: 'Sum' with FTE 2,000, 'Laa' with FTE 1,000, and 'Technicians' with FTE 1,000. A modal window titled 'FTE long term' is open, showing a table for 'Long term totals for department only' with columns for 'FTE 2021', 'Raise 2021', 'FTE 2022', 'Raise 2022', 'FTE 2023', 'Raise 2023', 'FTE 2024', 'Raise 2024', 'FTE 2025', 'Raise 2025', 'FTE 2026', and 'Raise 2026'. The first row shows FTE 2021 as 2, Raise 2021 as 2.5%, FTE 2022 as 2,050, and Raise 2022 as 2.0%. Below the modal is another table for 'Account' with columns for 'Account', '2022', '2023', '2024', '2025', and '2026'. The table lists various accounts such as 'Sum', 'Salaries', 'Vacation Pay', 'Payroll tax', 'Employee Car expenses', 'Employee Newspapers', 'Inberettet forskning', and 'Pension insurance 2G - 6G' with their respective values for each year.

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

Plan roll forward actions

Source data

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

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

Existing input rows can be updated *automatically* on forecast rollover *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	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data	Comment
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 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 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 checked="" 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 checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Base settings

Setting ID	Value	Comment	
1	AccountGroupingMandatory	TRUE	Group Account module and summary data per account (TRUE) or allow aggregation to default account per report line (FALSE). NOTE that for this setting to be set to FALSE, a default account must be set per input report line in the
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 multipl
4	AccountPeriodsButton	ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED DISABLED). Default is ENABLED.
5	ActualDatasetID	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	AutoAdjustHistoricSetup	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 th
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 e
10	DistributeReportID	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	IncludeLowInputAccountsOnly	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 da
16	PersonnelUpdateFromInfect	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 s

The following setting controls which input columns are 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	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data	Comment
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 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 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 checked="" 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 checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Personnel - Column setup

Column Name	Column Name	ixPctOvr	PensionEmployeesPctOvr	PensionEmployerPctOvr	VacationPayPctOvr	Upd. from src. fact data
1	Attr1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Attr2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Bonus		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	EmployerTaxPctOvr		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	FTE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	HC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	HistFTE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	HistMonthlySalary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Misc1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Misc2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Misc3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Misc4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make sure to keep the personnel source fact data current. Please refer to [Data management](#) for details.

Calculations

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

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

- Base Mth. Salary is updated to reflect Raise this year.

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

4 Module configuration

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

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

Column	Description
Input module	The name of the input module
Published	Indicates that the input module is Published or not (checked unchecked)
Description	The module’s default name. Translations can be added in the Translations tab.
Row context menu options (right-click)	
New	Insert new row and Insert copy of row is allowed (true) or not allowed (false). Default is true.
Delete	Delete row is allowed (true) or not allowed (false). Default is true.
Delete (act. = 0)	Delete row is allowed only if row contains no actuals (true). Available for selection only if “Delete” is true.
Ch. dim.	Change dimensionality is allowed (true) or not allowed (false). Default is true.
Ch. dim. (act. = 0)	Change dimensionality is allowed only if row contains no actuals (true). Available for selection only if “Ch. dim.” is true.
Multi-dept. input	Input only allowed at lowest department level input is the default (false). If set to true, input can (given that access control allows) be given at higher-level nodes of the department dimension. NOTE: when multi-department input is no (true), other filter should be used to narrow down the data set operated on.
Input row limit	Max. row limit returned that allows input. If row limit is reached, data is limited, and a warning is given to say that data set must be narrowed down to allow input. When multi-department input is set to true, a row limit must be set.
Auto load on filter chg.	By default, data is loaded automatically on filter change (true). When multi-department input is used, it may be desirable to first set all filters and then load the data. If this is the case, set this option to false. End user will have to use the Refresh button to load data.
Auto submit data	By default, data is submitted (i.e. processed through to the Plan Overview) once saving the data. By unchecking this option, a Submit button is displayed and the Save action will only save the input data and a manual click on the Submit button is required to actually submit the data through to the Plan Overview.

Select additional dimensionality

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

DimensionColumn	Visible	Mandatory	Visible as filter	Filter selection mandatory	Comments
1 ActivityID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 CPLegalEntityID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Dim1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Dim2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Dim3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Dim4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 EmployeeID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8 ProjectID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Column	Description
Dimension Column	The internal dimension column (preset).
Visible	Indicates that the column is visible and editable in the input worksheet or not (checked unchecked)
Mandatory	Indicates that the column is mandatory in the input worksheet, i.e. that when inserting a new row, the user will have to select a value from the attached drop-down list.
Visible as filter	Some of the dimensions are available for selection as input filters (slicers). Indicates whether dimension is also an input filter (checked) or not (unchecked).
Filter selection mandatory	Indicates whether it is mandatory to set a value for the filter (checked) or not (unchecked)
Comment	Optional comment.

Note on CPLegalEntityID (counterparty): this dimension is available in all modules, but it is only the Sales (IC) and Loans (IC) financial engines that creates counter transactions. Providing counterparty information to transactions that are not handled by the mentioned financial engines will NOT have it's counter transactions automatically posted. Hence, when enabling this dimension, make sure that is understood by the client. Accounts piped through the Sales (IC) engine are set up in the Finance Settings workbook and the Account to engine mapping configuration.

Select and name input columns, set the driver

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

Column Name	Column Name	Driven by	Input worksheet	Editable worksheet	Auto transaction	Account mapping	Control key	Local key	EmployerTaxID	PensionEmployeeID	PensionEmployeeID	VacationPayID	Upd. from vic. fact data
1 Interest	Interest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Bonus	Bonus	FTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 EmployeeTaxID	EmployeeTaxID		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employer tax % override
4 FTE	FTE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 HC	Headcount		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Headcount	Headcount		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Misc1	Misc1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Misc2	Misc2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 Misc3	Misc3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Misc4	Misc4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 Misc5	Misc5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 MonthlySalary	Basic Mth. Salary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 Overtime	Overtime		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 PensionEmployeeID	Pension employee %		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pension employee % override
15 PensionEmpID	Pension emp %		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pension employee % override
16 VacationPayID	Vacation %		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Translations can be added in the Translations tab.
Driven by	Whereas salary is always driven by FTE, the driver for the optional cost columns may be selected as either FTE or HC.
Input worksheet	Indicates that the column is visible in the input worksheet or not (checked unchecked)
Editable worksheet	Indicates that the column is editable in worksheet or not (checked unchecked). A cell, even though not editable, is however always editable until the row is saved for the first time.
Auto transaction	Indicates that the column is eligible for auto transactions or not (checked unchecked). For details on auto transactions, see Auto transactions (optional)
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 Define input column to account mapping
Central key	Indicates that the column is eligible for central spread key or not (checked unchecked). For details on maintaining central spread keys, see Spread keys
Local key	Indicates that the column is eligible for the end user to set locally in the Personnel module or not (checked unchecked).
EmployerTaxPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked unchecked)
PensionEmployeesOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked unchecked)
PensionEmployerPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked unchecked)
VacationPayPctOvr	Indicates whether column should be affected by this ovr setting for social cost or not (checked unchecked)
Upd. from src. fact data	By default, new dimensional combinations are processed into the input module. Existing input rows can, however, also be updated and this setting defines which input columns are to be updated from the source.

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

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

Translations

Translations are added in the Translations tab.

Select Personnel as the Input module and the language of choice.

Edit the Lang Text column of an item or add an item. The available ItemID are typically the various column ids such as Misc1, etc.

Attach module to input report

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

Report	Act LY	Actuals L2M	Act.YTD 2021	Plan 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
Sales	0	14 532 711	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898
Other Revenue	0	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Income	0	14 532 771	0	270 370 782	270 370 782	45 462 898	40 548 898	35 634 898	30 720 898	25 806 898	20 892 898	15 978 898	11 064 898	11 064 898	11 064 898	11 064 898	11 064 898
Cost of Goods	0	0	0	133 070 040	133 070 040	28 614 008	23 287 257	19 960 506	16 633 755	13 307 004	9 980 253	6 653 502	3 328 751	3 328 751	3 328 751	3 328 751	3 328 751
Other Direct Cost	0	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	0	13 160 695	0	128 660 742	128 660 742	17 120 890	15 749 641	14 378 392	13 007 143	11 635 894	10 264 645	8 893 396	7 522 147	7 522 147	7 522 147	7 522 147	7 522 147
Gross Profit %	0	90.6 %	0	47.6 %	47.6 %	37.7 %	38.8 %	40.3 %	42.3 %	45.1 %	49.1 %	55.7 %	68.0 %	68.0 %	68.0 %	68.0 %	68.0 %
Payroll	0	16 468 283	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	-3 336 784	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	1 262 837	2 897 233	2 897 233	2 846 445	2 897 233
Personnel Cost	0	17 866 821	0	331 608 147	331 608 147	29 550 181	30 593 475	29 550 181	30 110 209	31 153 503	30 110 209	30 110 209	-1 053 947	30 110 209	30 110 209	31 153 503	30 110 209
Other Operating Expenses	0	5 730 275	0	-198 158 000	-198 158 000	-39 678 300	-34 715 895	-29 750 786	-24 785 678	-19 820 569	-14 855 461	-9 890 352	-4 929 489	-4 930 841	-4 932 192	-4 933 343	-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	0	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
Operating Profit	0	-11 000 501	0	-5 706 072	-5 706 072	27 249 010	19 788 727	14 495 664	7 599 279	219 627	-5 073 436	-11 409 793	-13 422 251	-17 740 554	-17 739 203	-18 781 146	-17 736 500

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

Input module	Published	Description	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data	Comment
1 Profitbase.FRM.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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Profitbase.FRM.PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 Profitbase.FRM.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"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4 Profitbase.FRM.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"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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.

Save Refresh

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

Personnel - Account mapping

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

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

Period filters

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

Save Refresh

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

Period filters

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

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

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

5 Settings

Payroll settings

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

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

The screenshot shows the 'Input Settings and Administration' page for 'Payroll Settings'. It includes the following tables:

- Personnel Accounts:** A table with columns: Legal Entity, Account, Employee, EPTax, Pension, VacationPay, EPTOnVPay, Comments. It shows a row for 'All Legal entities' with account 'Alle kontor' and employee 'All employees'.
- Employer Payroll Tax %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists various tax rates for different legal entities and departments.
- Pension Employer %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists pension rates for different legal entities and departments.
- VacationPay %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists vacation pay rates for different legal entities and departments.
- Pension Employees %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists pension rates for employees across different legal entities and departments.

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

Personnel: Accounts

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

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

Employer Payroll Tax %

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

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

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

Please refer to [Personnel: Accounts](#) for details on defining the target account.

Vacation Pay %

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

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

Please refer to [Personnel: Accounts](#) for details on defining the target account.

Pension Employer %

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

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

Please refer to [Personnel: Accounts](#) for details on defining the target account.

Pension Employee %

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

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

Please refer to [Personnel: Accounts](#) for details on defining the target account.

Spread keys

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

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

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

Spread keys are maintained in the “Input settings and administration” workbook in the “Personnel Settings” page:

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 “Personnel Settings” page:

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 "Personnel Settings" page:

The screenshot shows the Profitbase Planner interface. The top navigation bar includes 'Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration' and the Profitbase logo. Below the navigation, there are tabs for 'Account settings', 'Personnel settings', 'Payroll Settings', 'Driver based settings', 'Setup', and 'Transactions'. The 'Personnel - Periodic spread keys' table shows columns for months from Jun 23 to May 25. The 'Personnel - Auto transaction' table lists rules with columns for Department, Employee, Column Name, Value, Operator, Condition, Target Account, Target department, and Comment.

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: <ul style="list-style-type: none"> - Month() > 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June) - CurrentPeriodValue() > 1000 indicating that rule will be executed if value currently processed is greater than 1000 Operators: <ul style="list-style-type: none"> - Equality: == - Greater than or equal to: >= Greater than: > - Less than or equal to: <= Less than: < - Logical and: && - Logical or:
Target Account	Mandatory. The account that the target transaction will have.
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

If attributes are used, these are available as defining attributes of auto transactions:

Column	Description
Attr1	Optional. Drop down list of attribute 1 values and "any". The "any" (blank) option is default.
Attr2	Optional. Drop down list of attribute 2 values and "any". The "any" (blank) option is default.

In some cases, a substantial number of rules are used, and categorization may be desirable. The following base setting (if set to TRUE) enables categorization:

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

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	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data
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 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 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 checked="" 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 checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Base settings

Setting ID	Value	Description
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
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 TRI
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 am
4 AccountPeriodsButton	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 relevanc
7 AutoAdjustHistoricSetup	TRUE	Auto adjust historic reference dataset From- and To-dates when deploying new version using the "Start fresh at new start date (reload data)"
8 CentralDimOptions	TRUE	Determines if dimension names are controlled centrally (TRUE) or locally in version's modules and models (FALSE). Central dim Options avail
9 DepartmentGroupingMandatory	TRUE	Group Account module and summary data per department (TRUE) or allow aggregation to default department per legal entity (FALSE), NOT
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
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
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)

Account - dimensions
Account - column selection
Account - Historic Reference Columns
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Personnel attribute values

Column Name	ID	Description
1 Stillingstype	AVDLED	
2 Stillingstype	LÆRLIN	
3 Stillingstype	SERTEK	
4 Bilordning	1	
5 Bilordning	2	
6 Bilordning	5	
7 Category	B1	Bilordning 1
8 Category	B2	Bilordning 2
9 Category	B4	Bilordning 4
10 Category	Bredband	Bredbånd
11 Category	Mobil	Mobiltelefon

This will enable an optional category column and a category filter associated with the auto transaction table. If no category is selected, "any" (blank) is selected.

The content of the category drop down is controlled in the Personnel attribute values table (ColumnID = Category):

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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	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data
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 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 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 checked="" 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 checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Account - dimensions
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Personnel attribute values

Column Name	ID	Description
1 Stillingstype	AVDLED	
2 Stillingstype	LÆRLIN	
3 Stillingstype	SERTEK	
4 Bilordning	1	
5 Bilordning	2	
6 Bilordning	5	
7 Category	B1	Bilordning 1
8 Category	B2	Bilordning 2
9 Category	B4	Bilordning 4
10 Category	Bredband	Bredbånd
11 Category	Mobil	Mobiltelefon

6 Data management

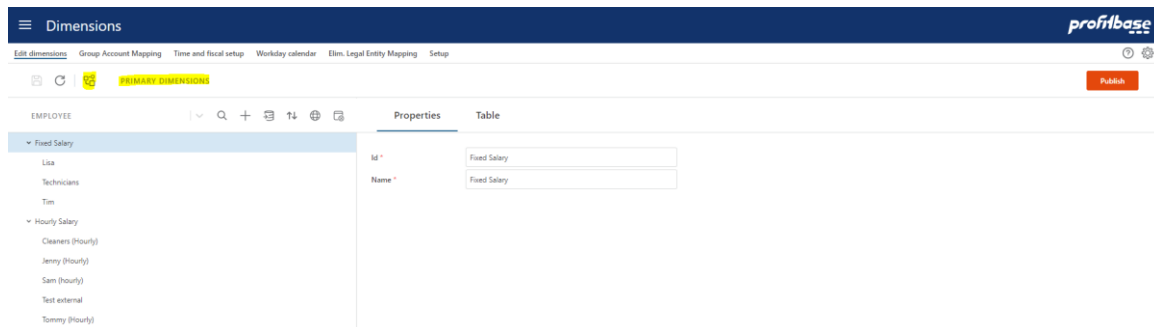
Data management comprises of dimension management and source fact data management.

The personnel module uses the department and employee dimensions.

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

Employee dimension

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



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

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

Fact source data

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

Department	Departm.	Employee	Project	Activity	Dim1	Current FTE	Current HC	Current monthly salary	Bonus	Overtime
1	York	Lisa				1	1	40,000		
2	York	Cleaners (Hourly)				2	1	40,000	500	600
3	York	Sam (hourly)				1	1	20,000	500	600
4	York	Technicians				1	1	20,000	500	600
5	Stavanger	Test			noe (cc ed)	1	1	0		
6	Stavanger	Lisa			noe (cc ed)	1	1	0		
7	Stavanger	zzz				1	1	0	500	600
8	Stavanger	sttp				1	1	0	500	600

Column	Description
Departm.	The department id. Mandatory.
Employee	The employee id. Mandatory.
Additional dimension columns (subject to configuration)	Optional dimension columns Project, Activity, Dim1..4, Counterpart as configured.
Current FTE	The current FTE position of the employee at the given department.
Current HC	The current headcount of the employee at the given department
Current monthly salary	The current monthly salary for a full time FTE for the employee at the given department.

Additional cost columns (subject to configuration)	Current data for additional columns used. In the example above, “Bonus”, “Overtime”, “Free Car” and “Training”
Ovr (override) columns for payroll cost (subject to configuration)	Optional columns for setting override values for payroll cost rates such as vacation pay rate, employer tax rate, pension rate.
Attribute columns (subject to configuration)	Current data for attribute columns Attr1 and Attr2 if configured

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.

The screenshot shows the 'Source fact data' interface with a table of personnel data. A 'Check personnel' dialog box is open, displaying a comparison table between source data and input data. The table has columns for Department, Employee, ProjectName, ActivityName, Dim1Name, Dim2Name, Dim3Name, Countpart, Current FTE, Current monthly salary, Bonus, Overtime, Free Car, Training, Misc3, Misc4, and Misc5. The dialog also includes a 'Refresh' button and a 'View new data only' checkbox.

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

The screenshot shows the 'Source fact data' interface with an 'Import' dialog box open. The dialog contains the following text: 'The import operation affects all departments. By default, new source rows only will be imported. Check the update existing data check box if you would to update existing input data from source.' There is a checkbox labeled 'Update existing input data' which is currently unchecked. The dialog has 'Import' and 'Cancel' buttons.

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. =)				
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 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 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"/>	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"/>	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"/>
2	Attr2	Billordning		<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"/>
4	EmployerTaxPctOvr	EmpTax %		<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"/>
6	HC	Headcount		<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"/>
8	HistMonthlySalary	Hist. Mth. Salary		<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"/>
10	Misc2	Training		<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"/>
12	Misc4	Antall km		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>