

Profitbase AS

Profitbase Planner

Data Requirements

Profitbase

09.09.2025

Version 5.6

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22.09.2020	1.0	TN	Initial version
07.10.2020	1.1	TN	Update to ledger fact
15.10.2020	1.2	TN	Added URL to import template
27.10.2020	1.3	TN	Clarification regarding LegalEntityIDs and DepartmentIDs that are identical
04.11.2020	1.4	TN	Added chapter on switching from demo to customer's data
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17.02.2021	1.7	TN	Revised for Planner 4.2 (Project and Activity dimensions)
18.05.2021	2.0	TN	Revised for Planner 5.0
27.07.2021	2.1	TN	Added section on removal of demo data
14.09.2021	2.2	TN	Revised Personnel fact
07.08.2022	3.0	TN	Revised for Planner 5.2
23.06.2023	4.0	TN	Revised for Planner 5.4.1
20.09.2023	4.1	TR	Corrected finance Ledger fact table spec 2.6
19.01.2024	5.5	TR	Finance Ledger FiscalPeriod mandatory column added.
09.09.2025	5.6	TN	ExternalDriverBasedFact – added EmployeeID, Attr1 and Attr2

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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.

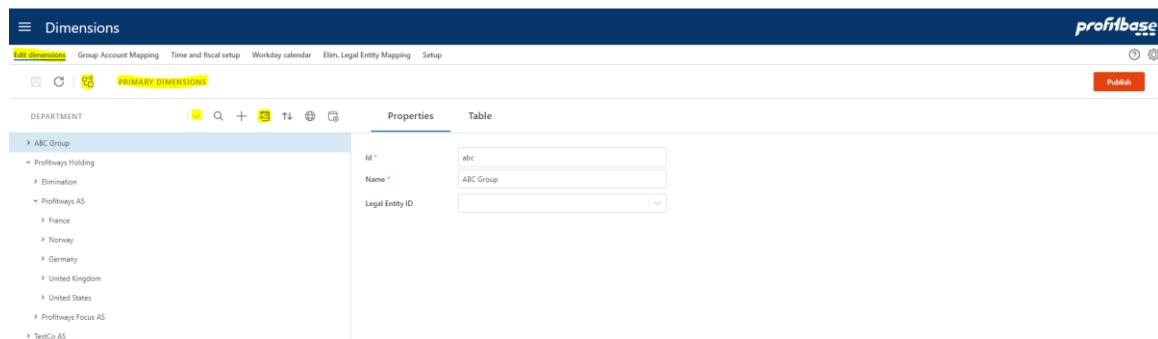
It also describes how external data can be imported to Profitbase Planner.

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

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

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

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

Currency Exchange Rates and Calendar

Exchange Rate Daily Exchange Rate Monthly Setup Workday calendar

Save Refresh Publish

Changes and Overrides to Daily Exchange Rates

Exchange Rate Exchange Rate Historical Daily Override

From Currency To Currency Year

NOK NOK 2021

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:

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

Finance Settings												profitbase						
Dev - 5.0.2																		
VAT	Payroll	Sales	Expense	Purchase	Fixed Assets	OBDue	Setup	Accounts Usage	Year End			Import Assets						
Save	Refresh																	
<input checked="" type="checkbox"/> FixedAsset	FixedAsset																	
<input type="checkbox"/> DecliningBalanceStopValue																		
		Import	Legal Entity	Departm.	Text	Account	AssetCategory	DeptCategory	Start Date	Dept. %	ResidualValue	Declining	Y1 = full year	Acc Dept.	CAccount	Disp. date	Curr.Foreign	
1	<input type="checkbox"/>	Profonways AS	▼	York	▼	1205 - Computer A	1,000,000		02/01/2021	30.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK	▼
2	<input type="checkbox"/>	Profonways AS	▼	Stavanger	▼	Test2	1205 - Computer A	2,000,000	02/01/2021	40.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK	▼
3	<input type="checkbox"/>	Profonways AS	▼	Oslo	▼	Test3	1205 - Computer A	4,000,000	05/01/2021	10.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK	▼
4	<input checked="" type="checkbox"/>	Profonways AS	▼	Stavanger	▼	My test asset	1205 - Computer A	10,000,000	10/27/2020	2.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK	▼
5	<input checked="" type="checkbox"/>	Profonways AS	▼	Stavanger	▼	My test asset 2	1205 - Computer A	300,000	04/10/2020	20.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation 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:

The screenshot shows the 'File Import' tab of the Profitbase Data Import & Export interface. The 'DATA IMPORT RULESET' section contains fields for 'Ruleset Name' (Import Dim1), 'Destination Table' (Dim1), and 'Column delimiter'. The 'FILE UPLOAD' section includes an 'Upload Template' button and a 'Process (1)' button with a green checkmark. The 'VALIDATION' section shows a status for 'Dim1' with a green checkmark and the message 'Data Validation Completed'. The 'IMPORT' section contains a note about primary dimension content and a red 'Import' button.

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.

The screenshot shows the 'Data Import' tab of the Profitbase Data Import & Export interface. The 'DATA IMPORT RULESET' section includes fields for 'Ruleset name' (Profitbase EPM - external ledger data), 'Data Source' (Azure Blob Storage - CSV file), and 'Timeout (sec)' (3600). The 'DESCRIPTION' section has a note about configuring connection information. The 'CONFIGURE SOURCE: AZURE BLOB STORAGE - CSV FILE' section includes fields for 'Azure blob storage name', 'Azure blob storage key', 'Azure blob storage container', 'File name prefix', 'Column delimiter', and 'Text qualifier'. The 'CONFIGURE DESTINATION' section includes fields for 'SQL temporary table' (DetailImport_ProfitbaseEPMTransdata), 'Destination table' (pbTransdataHistory), and 'Select method' (Replace all data in destination table). The 'SOURCE SQL FILTER' and 'DESTINATION SQL FILTER' sections both have a note about custom SQL WHERE clauses.

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.

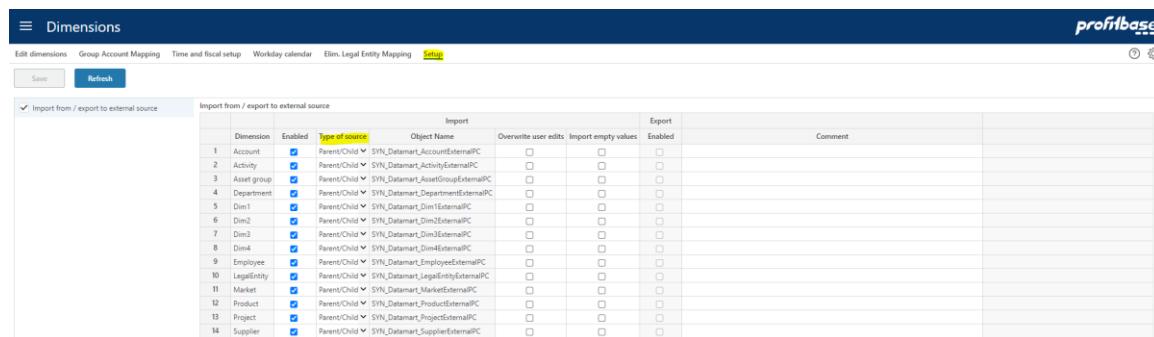
Planner requires a common (corporate) account dimension for all companies in the solution.

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:



The screenshot shows the 'Dimensions' setup page in the Profitbase interface. The table lists 14 dimensions, each with a 'Type of source' column indicating if it's Parent/Child or External/PC. The 'Import' and 'Export' columns contain checkboxes for various options like 'Overwrite user edits', 'Import empty values', and 'Enabled'. A 'Comment' column is also present.

Dimension	Enabled	Type of source	Object Name	Import	Export	Comment
1 Account	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_AccountInternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
2 Activity	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_ActivityInternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
3 Asset group	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_AssetGroupInternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
4 Department	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_DepartmentInternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
5 Dim1	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_Dim1ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
6 Dim2	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_Dim2ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dim3	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_Dim3ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dim4	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_Dim4ExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
9 Employee	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_EmployeeExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
10 Legality	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_LegalityExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
11 Market	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_MarketExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
12 Product	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_ProductExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
13 Project	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_ProjectExternalPC	<input type="checkbox"/>	<input type="checkbox"/>	
14 Supplier	<input checked="" type="checkbox"/>	Parent/Child	SVN_Datamart_SupplierExternalPC	<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 RowsIsYTD.

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

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:

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 socalled high level or ranked input selector:

The screenshot shows the 'Finance Settings' page with the 'VAT %' section selected. A 'Ranked Input' dialog is open, displaying a tree structure of account categories. The selected value is '30 - 30'. The tree includes categories like 'All Accounts', '1 - Assets', '2 - Equity and liabilities', '3 - Operating income', '30 - 30', '301 - 301', and several specific account numbers like '3015 - Income Accessories' and '3018 - License income 3rd Party C'.

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.

The screenshot shows the 'Report Setup' interface with the 'Setup Report Line' tab selected. The table lists report lines with columns for Report ID, Report, Report Line ID, Report Line, Formula, Graph Series, Format, Style, NOI: Report Line, EF: Report Line, Sign Factor, and IncludeAccountsExp. The table includes rows for Sales, Other Revenue, Operating Income, Cost of Goods, Other Direct Cost, Gross Profit, Payroll, Other Personnel Cost, Personnel Cost, Other Operating Expenses, Depreciation and Amortization, and 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")
 - o 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 IP010 + IP020 that evaluates to:
 - The result of report line id IP010 added to the result of report line id IP020

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

2.4.1 The INPUT report

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

Forecast						
Department		Report	Actuals Li2M	Act.YTD 2020	For.YTG 2020	2020
York			1 566 293	1 058 743	0	1 058 743
			0	0	0	0
		Operating Income	1 566 293	1 058 743	0	1 058 743
		Cost of Goods	0	0	0	0
		Other Direct Cost	29 097	29 097	0	29 097
		Gross Profit	1 537 196	1 029 646	0	1 029 646
		Gross Profit %	98.1 %	97.3 %	0	97.3 %
		Payroll	0	0	22 220	22 220
		Other Personnel Cost	1 395 152	113 232	88 880	202 112
		Personnel Cost	1 395 152	113 232	111 100	224 332
		Other Operating Expenses	117 925	100 763	0	100 763
		Depreciation and Amortization	0	0	0	0
		Operating Expenses	117 925	100 763	0	100 763
		Operating Profit	24 119	815 651	-111 100	704 551
						-334 411

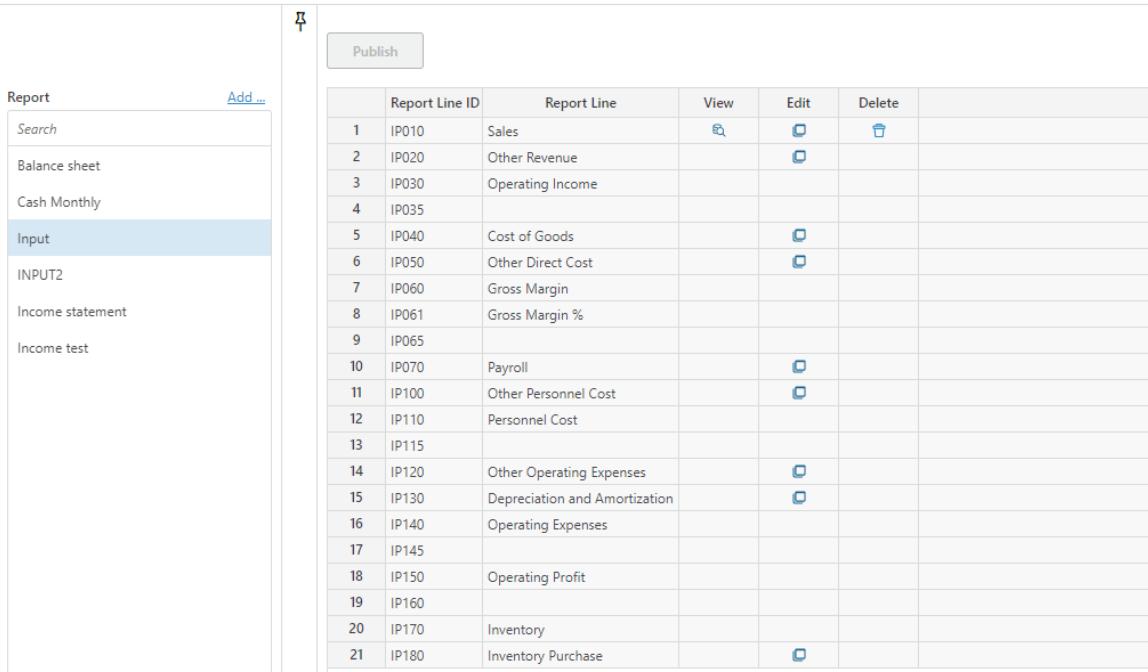
An INPUT report should always be present and set up to map the customer's account dimension. The ReportID is default set to INPUT but can be configured if needed:

Budget • 2022 rwd 1 (5.2.2) Input Settings and Administration																																										
Account / Personnel Settings	Driver based settings	Payroll Settings	Setup																																							
<input type="checkbox"/> Save	<input type="checkbox"/> Refresh																																									
<input type="checkbox"/> Account - dimensions <input type="checkbox"/> Account - column selection <input type="checkbox"/> Account - historic reference columns <input type="checkbox"/> Account - deviation columns <input type="checkbox"/> Personnel - dimensions <input type="checkbox"/> Personnel - column setup																																										
<input checked="" type="checkbox"/> Base settings <input type="checkbox"/> Period filters <input type="checkbox"/> Input filters																																										
<table border="1"> <thead> <tr> <th>Setting ID</th> <th>Value</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>1 AccountGroupingMandatory</td> <td>TRUE</td> <td>Group Account module and summary data per account (TRUE) or allow aggregation to default account per report line (FALSE). NOTE that for this setting to be set to FALSE, a default account must be set per input report line in the Report Setup - workbook.</td> </tr> <tr> <td>2 AccountGroupingDistributionColumnVisible</td> <td>FALSE</td> <td>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.</td> </tr> <tr> <td>3 AccountNetFactor</td> <td>-1</td> <td>Applies only to sum (net) lines in account based input sheets and reports (valid values: -1 1). In the default, Net is displayed as sum of amounts of individual accounts multiplied by account's sign factor. The net is then multiplied with the AccountNetFactor value.</td> </tr> <tr> <td>4 AccountPeriodidButtons</td> <td>ENABLED</td> <td>Controls whether the Periods button in the Account module is enabled or not (ENABLED) DISABLED. Default is ENABLED.</td> </tr> <tr> <td>5 AccountPeriodidLabel</td> <td>Period</td> <td>The label for the Periods button in the Account module.</td> </tr> <tr> <td>6 AccountLabelAccounts</td> <td>FALSE</td> <td>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.</td> </tr> <tr> <td>7 DepartmentGroupingMandatory</td> <td>TRUE</td> <td>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 - workbook.</td> </tr> <tr> <td>8 DestroyerReportID</td> <td>INPUT</td> <td>ReportID used for input-based reports (input report). The default reportID is INPUT. 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 - workbook.</td> </tr> <tr> <td>9 DriverBasedLoadExternalSource</td> <td>MERGE</td> <td>Load driver based source fact data from external source, option to control if and how driver based data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source to internal source (MERGE).</td> </tr> <tr> <td>10 FCTYearTotalFloating</td> <td>TRUE</td> <td>This year total (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 all accounts.</td> </tr> <tr> <td>11 IncludeAllInInputAccountsOnly</td> <td>FALSE</td> <td>Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).</td> </tr> <tr> <td>12 PersonnelLoadExternalSource</td> <td>MERGE</td> <td>Load personnel source fact data from external source, option to control 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). 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The net is then multiplied with the AccountNetFactor value.	4 AccountPeriodidButtons	ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED) DISABLED. Default is ENABLED.	5 AccountPeriodidLabel	Period	The label for the Periods button in the Account module.	6 AccountLabelAccounts	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 DepartmentGroupingMandatory	TRUE	Group Account module and summary data per department (TRUE) or allow aggregation to default department per legal entity (FALSE). NOTE that for this setting to be set to FALSE, a default department must exist for each legal entity in the Legal Entity dimension in the Dimensions - workbook.	8 DestroyerReportID	INPUT	ReportID used for input-based reports (input report). 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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



Report	Report Line ID	Report Line	View	Edit	Delete
Search	1 IP010	Sales			
Balance sheet	2 IP020	Other Revenue			
Cash Monthly	3 IP030	Operating Income			
Input	4 IP035				
INPUT2	5 IP040	Cost of Goods			
Income statement	6 IP050	Other Direct Cost			
Income test	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			

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

7	Dim3	ID corresponding to an item in the free dimension #3 (Dim3)	O	
8	Dim4	ID corresponding to an item in the free dimension #4 (Dim4)	O	
9	ProjectID	ID corresponding to an item in the Project dimension	O	
10	ActivityID	ID corresponding to an item in the Activity dimension	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 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 corresponding to an item in the Account dimension	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 corresponding to an item in the Legal Entity dimension	M	Company Code that must correspond to members in LegalEntity dimension
4	DepartmentID	ID corresponding to an item in the Department dimension	M	DepartmentID must correspond to members in Department dimension
	CpLegalEntityID	ID corresponding to an item in the Legal Entity dimension	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 corresponding to an item in the Product dimension	O	
2	MarketID	ID corresponding to an item in the Market dimension	O	

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

2.7 Currency Exchange Rates

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

☰ Operation Manager

Execute Data Admin Tasks Schedule Broadcast Message to workbooks

Filter operations by category

Data Maintenance

X | ▾

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	KDN	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

Exchange Rate Daily Exchange Rate Monthly Setup Workday calendar

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	

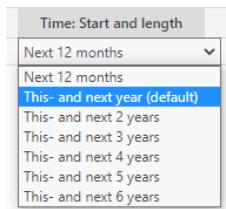
2.8 Time dimension

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 level	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:

The screenshot shows the Profitbase Source fact data interface. At the top, there are buttons for 'Save' and 'Refresh'. Below that is a section titled 'Amounts must be in home currency. Input amounts are per FTE per months.' There are buttons for 'Check Inv. module' and 'Import...'. The main area displays a table of salary data with the following columns: Department, Employee, ProjectName, ActivityName, DimName, Dim3Name, Dim4Name, Counterpart, Current FTE, Current monthly salary, Bonus, Overtime, Free Car, Training, Misc3, Misc4, and Misc5. The data shows 6 rows of employees from department 'York' with various activity and dimension details.

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:

☰ Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

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	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. =)	Input				
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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Account - dimensions

- Account - dimensions
- Account - column selection
- Account - Historic Reference Columns
- Account - deviation columns
- Personnel - dimension
- 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	Bilordning		<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"/>

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

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

☰ Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

Account settings Personnel settings Payroll Settings Driver based settings Setup Translations

Save

Refresh

profitbase



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"/>	

Account - dimensions

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

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 source.
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	AccountGroupFactor	-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 individual accounts multiplied by account's sign factor. The net is then multiplied by the sign factor.
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 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	AutoAdjustHistRefSetup	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 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	DriverBasedReportID	INPUT	ReportID used for input based reports (Input report). The default report is INPUT.
11	DriverBasedLoadExternalSource	MERGE	Load driver based source fast 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 for the new months.
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.
16	PersonnelUpdateRowOnFact	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. fact data setting.

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	EmployeeID	The EmployeeID	O	Available from Planner 6.1.1 If no value is provided, the default value # is set
8	Dim1	The frem dimension #1 id	O	If no value is provided, the default value # is set

9	Dim2	The frem dimension #2 id	O	If no value is provided, the default value # is set
10	Dim3	The frem dimension #3 id	O	If no value is provided, the default value # is set
11	Dim4	The frem dimension #4 id	O	If no value is provided, the default value # is set
12	CPLegalEntityID	Counterpart legal entity id	O	If no value is provided, the default value # is set
13	SystemModelAccountID	The measure id	M	
14	Attr1	The Attribute 1 ID	O	Available from Planner 6.1.1 If no value is provided, the default value * (any) is set
15	Attr2	The Attribute 2 ID	O	Available from Planner 6.1.1 If no value is provided, the default value * (any) is set
16	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.
17	Year		M	4-digit year, for example 2020.
18	Month		M	Month number, 1-12

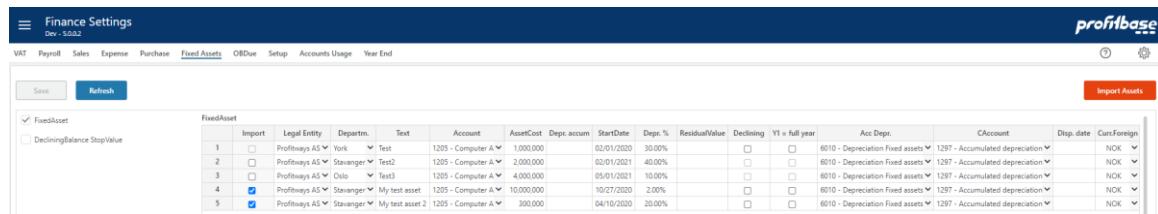
Dimension combinations found in the source and not in the input module for either the last 12 months actuals or any of the (optional) historical reference columns, will automatically be processed into the module on forecast rollover.

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:



Import	Legal Entity	Departm.	Text	Account	AssetCost	Depr. account	StartDate	Depc. %	ResidualValue	Declining	Y1 = full year	Acc. Depr.	CAccount	Disp. date	Curr. Foreign
<input type="checkbox"/>	Profnways 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"/>	Profnways 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"/>	Profnways 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"/>	Profnways 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"/>	Profnways 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	

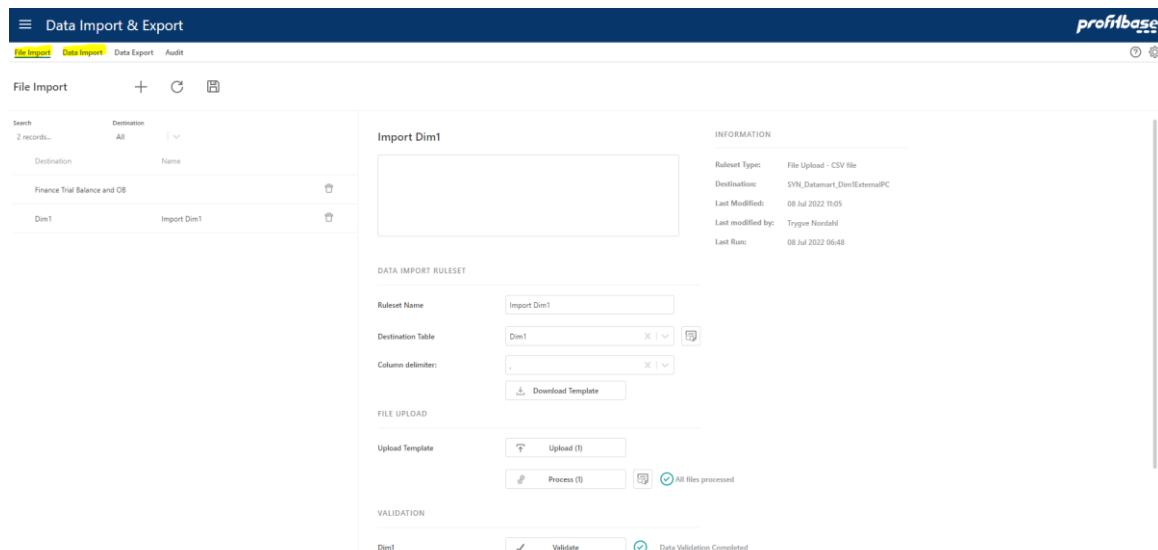
See the associated help page (?-icon) for a field description.

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.



Search	Destination
2 records...	All
Destination	Name
Finance Trial Balance and OB	<input type="button" value="Delete"/>
Dim1	Import Dim1

Import Dim1		INFORMATION
Ruleset Type:	File Upload - CSV file	
Destination:	SYN_Datamart_Dim1ExternalPC	
Last Modified:	08 Jul 2022 11:05	
Last modified by:	Trygve Nordahl	
Last Run:	08 Jul 2022 06:48	

DATA IMPORT RULESET	
Ruleset Name:	Import Dim1
Destination Table:	Dim1
Column delimiter:	,
<input type="button" value="Download Template"/>	

FILE UPLOAD	
Upload Template:	<input type="button" value="Upload (I)"/>
<input type="button" value="Process (I)"/> All files processed	

VALIDATION	
Dim1	<input checked="" type="checkbox"/> Validate (Data Validation Completed)

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_pbTransdataSourceCMEExternal (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.

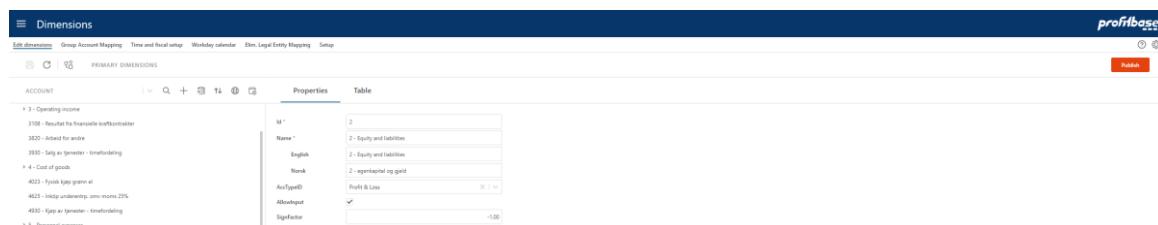
Currency Exchange Rates

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:



The screenshot shows the 'Edit dimension' page for an account dimension in the Profitbase Dimensions workbook. The left pane lists account codes and descriptions, including 3108 - Resultat fra finansielle transaksjoner, 3820 - Avdel for andre, 3930 - Salg av tjenester - finansiering, 4033 - Kost av gods, 4033 - Fysisk kjøp grunnst. 4033 - Inntj. underverv, omr. inntj. 25%, 4930 - Kjøp av tjenester - finansiering, and 51 - Personell utgift. The right pane shows the 'Properties' and 'Table' tabs. Under 'Properties', the dimension is published to '2 - Profit & Loss' (version 2). Under 'Table', the dimension is published to '2 - Equity and liabilities' (version 2).

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 (*):

The screenshot shows the 'Operation Manager' interface with the 'Import Account dimension' operation selected. The operation is defined with two steps:

- Step 1: Import Account dimension from external source (Type: Operation, Application: EPMInterest, In Use: Yes)
- Step 2: Import data to and generate Account primary dimension (Type: Operation, Application: EPMReporting, In Use: Yes)

(*) 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:

The screenshot shows the 'Dimensions' interface with the 'Import external data' option highlighted in a context menu. The menu is displayed over the 'Import data' option in the 'Import' section of the toolbar.

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

The screenshot shows the 'Execute Operation' dialog box with the 'Import Account dimension' operation selected in the 'SELECT OPERATION' dropdown.

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

Note the following options that apply to importing dimension data:

Import from / export to external source							
	Dimension	Enabled	Type of source	Object Name	Import	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”:

The screenshot shows the Profitbase Operation Manager interface. On the left, there's a sidebar with various maintenance tasks like 'Apply indexes', 'Clean Operation History', and 'Import and Reprocess Exchange Rates'. The main area is titled 'Reload Historical Fact Data' and contains a 'Process FactHistory' button. Below it, the 'VERSION PLAN' section has a checkbox 'Run in all active versions' which is checked. A dropdown menu lists several versions: Risk, 5.0.0.2, EPM Common, EPM Datamart, 5.0.0.1, and Forecast. At the bottom, there's a 'SCHEDULE PLAN' section with a 'Create new schedule' button and a note stating '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 du the following:

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

Edit operation

[Operation details](#) [?](#)

OPERATION

Category	Data Maintenance X ▼	Comment:
Operation ID:	ExchangeRates	Also on Publish button under Finance Operation
Operation Name: (English)	Import and Reprocess Exchange Rates	To import from your own external source, you need to configure the query and enable the first step and disable the second step.
Operation Name: (Norwegian)	Importer og rekalkuler valutakurser	

ADD STEP

Select Step type:	▼
Select step:	▼ <input type="text" value="Type here to filter step selection"/>
Step name (English):	<input type="text"/>
Step name (Norwegian):	<input type="text"/>

[Add step](#)

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 Cantral 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
<input checked="" type="checkbox"/>	5	Update Currency Dimension	Oppdater valutadimensjonen (og filter i	Update Currency Dimension and hence

[Delete](#) [Save](#) [Cancel](#)

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:

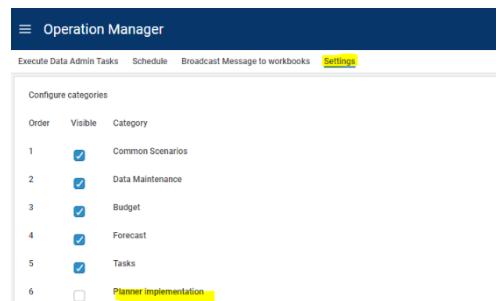
1. Empty the solution for demo data

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:



Order	Visible	Category
1	<input checked="" type="checkbox"/>	Common Scenarios
2	<input checked="" type="checkbox"/>	Data Maintenance
3	<input checked="" type="checkbox"/>	Budget
4	<input checked="" type="checkbox"/>	Forecast
5	<input checked="" type="checkbox"/>	Tasks
6	<input type="checkbox"/>	Planner implementation

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

Operation Manager

Empty base data

EmptyBaseData

Execute

Edit operation

Operations

Initialize Forecast

Empty base data

Job status: Ok Log

Last run: 04 Nov 2020, 07:54:59

Last run time: 6 seconds

Average run time: 6 seconds

Next run time: 6 seconds

Comments: Employs base data and should ONLY be executed during implementation as a preparation for loading or importing customer dimension and fact data.

All steps are disabled by default. Enable steps as needed.

NOTE: Enabled steps will DRILLET data

- Dimension local edit tables (subject to which steps are enabled)

- Ledger fact (Planner solution)

- Ledger input (Planner solution) (Account, Personnel, Sales, CapEx, Loan)

- Plan data (Finance reports)

SCHEDULE PLAN

Create new schedule

Name: Schedule plan

Next run time: 6 seconds

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 Employee 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-10m dimensions (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Personal media fact and input data
12	Script	Empty Sales by Off module fact and input data
13	Script	Empty Sales Forecast module fact and input data
14	Script	Empty CapEx input module data
15	Script	Empty Loan module input data
16	Script	Empty Finance report stores
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

Empty base data

EmptyBaseData

Execute

Edit operation

Operations

Initialize Forecast

Empty base data

Job status: Ok Log

Last run: 04 Nov 2020, 07:54:59

Last run time: 6 seconds

Average run time: 6 seconds

Next run time: 6 seconds

SCHEDULE PLAN

Create new schedule

Name: Schedule plan

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 Legibility 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-10m dimensions (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Personal media fact and input data
12	Script	Empty Sales by Off module fact and input data
13	Script	Empty Sales Forecast module fact and input data
14	Script	Empty CapEx input module data
15	Script	Empty Loan module input data
16	Script	Empty Finance report stores
17	Script	Empty Finance report stores

OPERATION

Category: Planner implementation

Comment: Employs base data and should ONLY be executed during implementation as a preparation for loading or importing customer dimension and fact data.

Operator ID: EmptyBaseData

Operator Name (English): Empty base data

Operator Name (Norwegian): Tomt konto data

NOTE: Enabled steps will DRILLET data

Dimensions local edit table (subject to which steps are

ADD STEP

Select step type:

Select step: Type here to filter step selection

Step name (English):

Step name (Norwegian):

STEPS Step Name Name (EN) Name (NO)

Step	Step	Name	Name (EN)	Name (NO)
1	EmptyHistoricFactTable	Tomt historiske faktatablet	Empty historic fact table	
2	EmptyAccountDimension	Tom konto dimension	Empty Account dimension	
3	EmptyLegibilityDimension	Tom legibilitet dimension	Empty Legibility dimension	
4	EmptyDepartmentDimension	Tom avdeling dimension	Empty Department dimension	
5	EmptyEmployeeDimension	Tom ansatt dimension	Empty Employee dimension	

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. The 'File Import' tab is selected. On the left, there's a search bar and a table with two rows: 'Finance Trial Balance and OB' and 'Dim1'. On the right, there are several sections: 'DATA IMPORT RULESET' (Ruleset Name: Import Dim1, Destination Table: Dim1, Column delimiter: ,), 'FILE UPLOAD' (Upload Template, Process (1), All files processed), 'VALIDATION' (Dim1, Validate, Data Validation Completed), and 'IMPORT' (Import button). The 'VALIDATION' section includes a note about merging primary dimension content.

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 Data Import & Export interface with the 'Audit' tab selected. It features a 'Run audit' button and a table titled 'Imported Sources - Data Quality Audit Log' with columns: Severity, Object Name, ColumnName, and AuditText. The table is currently empty.

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

All Departments

Profitways Holding

Elimination

Profitways

Germany

France

Norway

Bergen

Oslo

Stavanger

Trondheim

United Kingdom

United States

Profitways Focus AS

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	pfh	Profitways Holding	UPDATE
2	002	Ost	002	Oslo	002	Oslo	NO	Norway	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
3	003	London	003	London	003	London	UK	United Kingdom	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
4	004	Stavanger	004	Stavanger	004	Stavanger	NO	Norway	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
5	005	Houston	005	Houston	005	Houston	US	United States	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
6	2	Bergen	2	Bergen	2	Bergen	NO	Norway	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
7	3	Paris	3	Paris	3	Paris	FR	France	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
8	5	Berlin	5	Berlin	5	Berlin	DE	Germany	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	Profitways Holding	UPDATE
9	6	Trondheim	6	Trondheim	6	Trondheim	NO	Norway	pro	Profitways	✓	pro	Profitways	pro	Profitways	pfh	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](#)

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.