

Profitbase AS

Profitbase Planner

Data Requirements

Profitbase

09.09.2025

Version 5.6

Date:	Version:	Changed by:	Changes:
22.09.2020	1.0	TN	Initial version
07.10.2020	1.1	TN	Update to ledger fact
15.10.2020	1.2	TN	Added URL to import template
27.10.2020	1.3	TN	Clarification regarding LegalEntityIDs and DepartmentIDs that are identical
04.11.2020	1.4	TN	Added chapter on switching from demo to customer's data
11.11.2020	1.5	TN	Revision to chapter on Account dimension
16.11.2020	1.6	TN	Revision to chapters on Legal Entity and Department dimensions
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

Content	3
1 Planner Data Requirements	4
2 Minimum data requirements	6
2.1 Legal Entity Dimension	9
2.2 Department Dimension.....	10
2.3 Account Dimension	11
2.3.1 Account dimension hierarchy.....	12
2.4 Report setup	13
2.4.1 The INPUT report	14
2.5 Sign factor.....	15
2.6 Ledger fact - Actual and other historical transaction datasets.....	15
2.6.1 Finance trial balance and OB (periodic format)	15
2.6.2 Ledger fact (transaction format)	18
2.7 Currency Exchange Rates.....	21
2.8 Time dimension.....	23
3 Optional data requirements – depending on functionality used	24
3.1 Dimension data.....	24
3.2 Personnel fact.....	25
3.3 Driver based fact.....	30
3.4 Fixed assets.....	33
4 Integration	33
4.1.1 Dimensions.....	34
4.1.2 Fact data.....	36
4.1.3 Currency Exchange rates	36
5 Switching from demo to customer's data.....	39
5.1 Empty the solution for demo data.....	39
6 Data quality audit	40
7 Dimension legacy format (fixed wide).....	42
7.1 Legal Entity dimension (fixed wide).....	42
7.1.1 Legal entity dimension hierarchy	43
7.2 Department dimension (fixed wide)	44
7.2.1 Department dimension hierarchy	45
7.3 Account dimension (fixed wide).....	46
7.3.1 Account dimension hierarchy.....	48

1 Planner Data Requirements

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

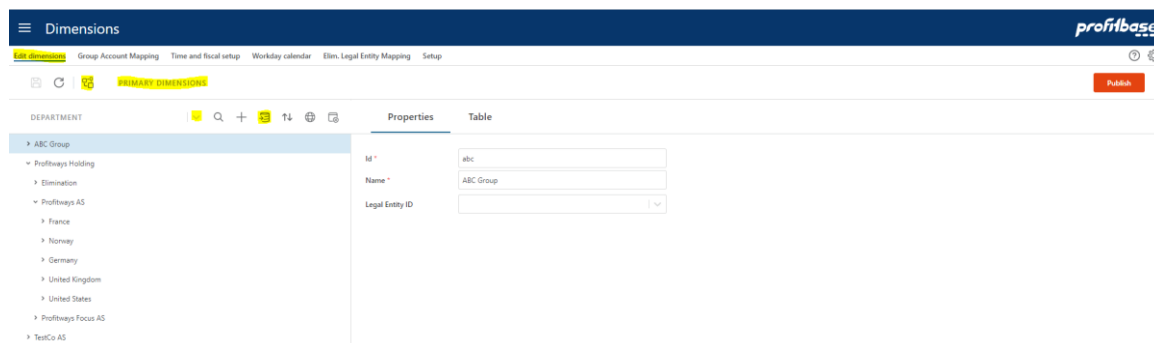
It also describes how external data can be imported to Profitbase Planner.

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

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

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

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



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

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

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

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

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

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

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

From Currency: NOK To Currency: NOK Year: 2021

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
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:

Amounts must be in home currency.
Input amounts are per FTE per month.

Check imp. module Import...

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

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

FixedAsset

Import	Legal Entity	Departm.	Text	Account	AssetCost	Deps. accum	StartDate	Deps. %	ResidualValue	Declining	Y1 = full year	Acc. Deps.	CAccount	Deps. date	Curs.Foreign
1	Profitways AS	York	Test	1205 - Computer A	1,000,000		02/01/2020	30.00%				8010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
2	Profitways AS	Stavanger	Test2	1205 - Computer A	2,000,000		02/01/2021	40.00%				8010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
3	Profitways AS	Oslo	Test3	1205 - Computer A	4,000,000		05/01/2021	10.00%				8010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
4	Profitways AS	Stavanger	My test asset	1205 - Computer A	10,000,000		10/27/2020	2.00%				8010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
5	Profitways AS	Stavanger	My test asset 2	1205 - Computer A	300,000		04/10/2020	20.00%				8010 - 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:

Data Import & Export

File Import | Data Import | Data Export | Audit

File Import

Search: 1 records...

Destination	Name
Dim1	Import Dim1

DATA IMPORT RULESET

Ruleset Name: Import Dim1

Destination Table: Dim1

Column delimiter: ,

Download Template

FILE UPLOAD

Upload Template: Upload (1)

Process (1) All files processed

VALIDATION

Dim1: Validate Data Validation Completed

Status

IMPORT

Current primary dimension content will be merged with content of file(s). If you intend to replace all dimension content, make sure to empty primary dimension first. Subsequently, the primary dimension can be published to desired version(s) (Dimensions).

Import

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

Data Import & Export

File Import | Data Import | Data Export | Audit

Add RuleSet | Add System RuleSet

Search: 19 records...

Destination	Name
pbTransdataHistory	Profitbase EPM - external ledger data
import operationsSteps	import operationsSteps
import operations	import operations
Dim3ExternalPC	Profitbase EPM - external Dim3 p/c dimension
LegalEntityExternalPC	Profitbase EPM - external Legal entity p/c dimension
FixedAssetsExternal	Profitbase EPM - external fixed asset data
SalaryFactExternal	Profitbase EPM - external external personnel data
DriverBaseFactExternal	Profitbase EPM - external measure data (driver based)
EmployeeExternalPC	Profitbase EPM - external Employee p/c dimension
ProductExternalPC	Profitbase EPM - external Product p/c dimension
MarketExternalPC	Profitbase EPM - external Market p/c dimension
SupplierExternalPC	Profitbase EPM - external Supplier p/c dimension
ProjectExternalPC	Profitbase EPM - external Project p/c dimension
ActivityExternalPC	Profitbase EPM - external Activity p/c dimension

DATA IMPORT RULESET

Ruleset name: Profitbase EPM - external ledger data

Data Source: Azure Blob Storage - CSV file

Timeout (sec): 3600

Owned By System: ☒

CONFIGURE SOURCE: AZURE BLOB STORAGE - CSV FILE

Azure Blob storage name:

Azure Blob storage key:

Azure Blob storage container:

File name prefix:

Column delimiter: ,

Text qualifier: "

☐ Automatically move blob files after processing (auto cleanup)

DESCRIPTION

NOTE: Configure connection information and select method before use!

CONFIGURE DESTINATION

SQL temporary table: DataImport_ProfitbaseEPMTransdata

Destination table: pbTransdataHistory

Select method: Replace all data in destination table

SOURCE SQL FILTER

Custom (SQL) WHERE clause on source: 1 = 1

DESTINATION SQL FILTER

Custom (SQL) WHERE clause on destination table: 1 = 1

2 Minimum data requirements

The following are the *minimum* data requirements and limits the use of *input* modules to the Account, CapEx and Loan modules only. For use of other modules, please refer to [Optional data requirements – depending on functionality used](#)

Required (minimum) dimensions are:

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

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

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

- [Department dimension](#) – this is the structure within each Legal Entity used for providing plan input and get actual accounting transactions.

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

All transactions must contain Legal Entity and Department.

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

- [Account dimension](#) – this is the structure that is used to determine the type of transactions relative to a finance fiscal regime.

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

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

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

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

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

- [Report Setup](#) – setup of one or more reports containing report lines that map to ranges of accounts. The report setup is maintained in Planner.

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

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

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

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

The Currency dimension is typically maintained in the solution.

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

The time dimension is generated within the solution.

Required Transaction (fact) data:

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

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

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

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

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

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

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

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

- [Currency Exchange rates](#).

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

2.1 Legal Entity Dimension

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 as carriage return, line feed and so on should not be used for dimension member ids nor descriptions.

In order to best secure data quality, please refer to the section on [Data quality audit](#).

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

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

Finance Settings

VAT

Payroll

Sales

Expense

Purchase

Fixed Assets

OBDue

Setup

Accounts Usage

Save

Refresh

☐ Time: Start and range
 ☐ Dataset
 ☐ Source: map Account to Engine
 ☐ System: Fallback Accounts
 ☒ CurrencyReportID

CurrencyReportID		
	ID	Currency
1	Finance	NOK
2	NO	NOK

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 so-called high level or ranked input selector:

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

2.4.1 The INPUT report

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

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

Setting ID	Value	Comment
1	AccountGroupingAndSummary	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.
2	AccountGroupingAndSummaryVisible	Ignore distribution column visible in account module (TRUE) (FALSE), default is FALSE. If account is meant to sum to 0, this option set to TRUE allows user to force period values to be taken into account even though total is 0.
3	AccountNetFactor	Applies only to sum (net) lines in account based input sheets and reports (valid values: -1 1). -1 is the default. Net is displayed as sum of amounts of individual accounts multiplied by account's sign factor. The net is then multiplied with the AccountNetFactor value.
4	AccountPeriodButton	Controls whether the Periods button in the Account module is enabled or not (ENABLED DISABLED). Default is ENABLED.
5	ActualDriverID	The driver id for the actuals dataset (default ACTUAL).
6	AlwaysIncludeAccounts	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	DepartmentGroupingAndSummary	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 w
8	DefaultReportID	ReportID used for input-based reports (input reports). The default reportID is INPUT.
9	DriverBasedLoadExternalSource	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). This year total float (TRUE) or remain fixed (FALSE) after rollover: TRUE means that this year's total will change as new months are actualized when rolling forward. FALSE means that this year's total will remain fixed and thus plan rest of year will float. NOTE that this setting applies to if
10	FactSourceRolling	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).
11	IncludeRollupAccountsOnly	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).
12	PersonnelLoadExternalSource	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 to internal source (MERGE). Rep

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

Report Setup

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

<div>Report Add ...</div> <div>Search</div> <div>Balance sheet</div> <div>Cash Monthly</div> <div>Input</div> <div>INPUT2</div> <div>Income statement</div> <div>Income test</div>	Publish					
	Report Line ID	Report Line	View	Edit	Delete	
	1	IP010 Sales				
	2	IP020 Other Revenue				
	3	IP030 Operating Income				
	4	IP035				
	5	IP040 Cost of Goods				
	6	IP050 Other Direct Cost				
	7	IP060 Gross Margin				
	8	IP061 Gross Margin %				
	9	IP065				
	10	IP070 Payroll				
	11	IP100 Other Personnel Cost				
	12	IP110 Personnel Cost				
	13	IP115				
	14	IP120 Other Operating Expenses				
	15	IP130 Depreciation and Amortization				
	16	IP140 Operating Expenses				
	17	IP145				
	18	IP150 Operating Profit				
	19	IP160				
	20	IP170 Inventory				
	21	IP180 Inventory Purchase				

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 <i>corresponding to</i> an item in the Legal Entity <i>dimension</i>	M	Company Code
2	DepartmentID	ID <i>corresponding to</i> an item in the Department <i>dimension</i>	M	
3	AccountID	ID <i>corresponding to</i> an item in the Account <i>dimension</i>	M	
4	AccTypeID	Classify transaction on account to be 'PL' for profit/loss, 'BAL' for balance transactions. Anything else will not be included in the financial results but may be used for reporting purposes.	M	
5	DatasetID	Identifier of the transaction dataset, valid values: (Actual Budget Forecast)	M	
6	FiscalYearNo	The fiscal year (yyyy)	M	
7	Measure	The nature of data in OB and P01-P12	M	AmountFunctional (default) AmountForeign AmountReporting Qty
8	RowIsYTD	Are the values found in periods P01-P12 YTD values or periodic values (true false)	M	
9	CurrencyID	The currency associated with the values in OB and P01-P12.		Note: if measure is AmountFunctional, CurrencyID should reflect the home currency

				of the legal entity identified on the transaction.
10	OB	The opening balance for the fiscal year identified on the transaction	O	
11	P01-P12	The YTD or period values for P01-P12 respectively depending on the RowsYTD setting	O	

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

#	Column name	Description	Mandatory / Optional	Comment
1	ProductID	ID <i>corresponding to</i> an item in the Product <i>dimension</i>	O	
2	MarketID	ID <i>corresponding to</i> an item in the Market <i>dimension</i>	O	
3	SupplierID	ID <i>corresponding to</i> an item in the Supplier <i>dimension</i>	O	
4	EmployeeID	ID <i>corresponding to</i> an item in the employee <i>dimension</i>	O	
5	Dim1	ID <i>corresponding to</i> an item in the free <i>dimension</i> #1 (Dim1)	O	
6	Dim2	ID <i>corresponding to</i> an item in the free <i>dimension</i> #2 (Dim2)	O	

7	Dim3	ID <i>corresponding to</i> an item in the free <i>dimension</i> #3 (Dim3)	O	
8	Dim4	ID <i>corresponding to</i> an item in the free <i>dimension</i> #4 (Dim4)	O	
9	ProjectID	ID <i>corresponding to</i> an item in the Project dimension	O	
10	ActivityID	ID <i>corresponding to</i> 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 as carriage return, line feed and so on should not be used for dimension member ids.

For example: a transaction marked with AccountID = 3000 will only make so long as the Account dimension contains a member with ID = 3000.
In order to best secure data quality, please refer to the section on [Data quality audit](#).

The following are the mandatory fact columns.

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

7	AmountForeign	Transactions amount using at least 2 decimals.	O/M	Optional field for Planner and recommended to omit from import.
6	CurrencyFunctionalID	Functional currency code for transactions; e.g. 'NOK', 'SEK', 'EUR', 'USD', 'DKK'.	M	
7	AmountFunctional	Functional amount using at least 2 decimals.	M	
8	Transdate	Transaction or booking date.	M	
9	AccTypeID	Classify transaction on account to be 'PL' for profit/loss, 'BAL' for balance transactions. Anything else will not be included in the financial results but may be used for reporting purposes.	M	
10	FiscalPeriod	Specify the fiscal period for the transaction. The datatype is integer and the format is composed of fiscal year (YYYY) and fiscal period (MM). Eks. Fiscal year 2024 and period 1: FiscalPeriod = 202401.	M	Introduced in Planner 5.5.0

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

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

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

2.7 Currency Exchange Rates

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

Filter operations by category

Data Maintenance

X | v

Add operation

Refresh

Operations

Clean Operation History

Generate Time Dimension

Import and Reprocess Exchange Rates

Import and Reprocess Exchange Rates

ExchangeRates

Execute

Edit operation

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

	CurrencyID	CurrencyToID	
1	AUD	NOK	
2	BGN	NOK	
3	BRL	NOK	
4	CAD	NOK	
5	CHF	NOK	
6	CNY	NOK	
7	DKK	NOK	
8	EUR	NOK	
9	GBP	NOK	
10	HKD	NOK	
11	IDR	NOK	
12	INR	NOK	
13	JPY	NOK	
14	KRW	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

Save

Refresh

Publish

From Currency

NOK

X

To Currency

NOK

X

Year

2021

X

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	01/02/2021	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	

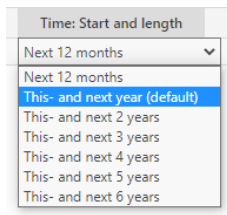
2.8 Time dimension

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

The screenshot shows the 'Finance Settings' interface with the 'Setup' tab selected. Under the 'Time Start and range' section, the 'Start Date' is set to '01/01/2021' and the 'Time: Start and length' is set to 'Next 12 months'. Other options like 'Fiscal Calendar Offset', 'Source: Map Account to Engine', 'System: FallBack Accounts', and 'CurrencyReportID' are listed with checkboxes.

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 'Source fact data' interface in Profitbase. It displays a table with the following columns: Department, Employee, ProjectName, ActivityName, Dim1Name, Dim2Name, Dim3Name, Counterpart, Current FTE, Current monthly salary, Bonus, Overtime, Free Car, Training, Misc3, Misc4, and Misc5. The table contains 6 rows of data. Above the table, there are buttons for 'Save', 'Refresh', 'Check log module', and 'Import...'. A note states: 'Amounts must be in home currency. Input amounts are per FTE per month.' Below the table, there is a 'Department' dropdown menu with 'All Departments' selected.

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:

Forecast • Planner DEVELOPMENT 5.4.1 | Source fact data

Personnel facts Measure fact data

Save Refresh

Amounts must be in functional currency Input amounts are per FTE/headcount per month.

Execute Operation Check inp. module Import...

Department: < All

Search

All

Salary fact - current values. When pasting data, make sure to use IDs for all dimension columns!

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

Execute Operation

SELECT OPERATION

Related Personnel fact from dataset

Active Versions

☐ Budget Budget 2022 (Current)

☐ Consolidation 1.0.4 (Current)

☐ Forecast Planner DEVELOPMENT 5.4.1 (Current)

☐ Risk Risk

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.

Source fact data Dev - 5.0.0.2

Personnel facts Measure fact data

Save Refresh

Amounts must be in home currency. Input amounts are per FTE per month.

Check inp. module Import...

Department: All Departments

Salary fact - current values. When pasting data, make sure to use IDs for all dimension columns!

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

Check personnel

View new data only

The overview compares the source data to the existing input data. Value fields display the source data. Revise when needed.

New	Departm.	Employee	ProjectName	ActivityName	Dim1Name	Dim2Name	Dim3Name	Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
-----	----------	----------	-------------	--------------	----------	----------	----------	-------------	-------------	------------------------	-------	----------	----------	----------	-------	-------	-------

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

Source fact data Dev - 5.0.0.2

Personnel facts Measure fact data

Save Refresh

Amounts must be in home currency. Input amounts are per FTE per month.

Check inp. module Import...

Department: All Departments

Salary fact - current values. When pasting data, make sure to use IDs for all dimension columns!

Id	Departm.	Employee	ProjectName	ActivityName	Dim1Name	Dim2Name	Dim3Name	Counterpart	Current FTE	Current monthly salary	Bonus	Overtime	Free Car	Training	Misc3	Misc4	Misc5
1	York	001-0							0	25,000	1,000	250	100	150	200	250	300
2	York	001-1							1	25,000	1,000	250	100	150	200	250	300
3	York	001-10							10	25,000	1,000	250	100	150	200	250	300
4	York	001-11							11	25,000	1,000	250	100	150	200	250	300
5	York	001-12												150	200	250	300
6	York	001-13												150	200	250	300
7	York	001-14												150	200	250	300
8	York	001-15												150	200	250	300
9	York	001-16												150	200	250	300
10	York	001-17												150	200	250	300
11	York	001-18												150	200	250	300
12	York	001-19												150	200	250	300
13	York	001-2												150	200	250	300
14	York	001-20												150	200	250	300
15	York	001-21												150	200	250	300
16	York	001-22												150	200	250	300
17	York	001-23												150	200	250	300
18	York	001-24												150	200	250	300
19	York	001-25												150	200	250	300

Import

The import operation affects all departments.

By default, new source rows only will be imported.

Check the Update existing data check box if you would to update existing input data from source.

Update existing input data

Import Cancel

Note that the default is to import new combinations only (i.e. add new rows only to the input store).

If *existing* rows should be updated, the check box “Update existing input data” must be checked. The following setting table defines which columns are in fact updated:

Save

Refresh

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

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

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

Personnel - Column setup

	Column Name	Column Name	ixPctOvr	PensionEmployeesPctOvr	PensionEmployerPctOvr	VacationPayPctOvr	Upd. from src. fact data
1	Attr1	Stillingstype		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Attr2	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

Execute Operation

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

Input modules

				Row context menu options									
	Input module	Published	Description	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter 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 - dimensions
☐ 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 Account module.
2	AccountIgnoreDistributionColumnVisible	FALSE	Ignore distribution column visible in account module (TRUE) (FALSE). default is FALSE. If account are meant to sum to 0, this option set to TRUE allows user to force period values to be taken into account even though total is 0.
3	AccountNetFactor	-1	Applies only to sum (net) lines in account based input sheets and reports (valid values: -1 1). -1 is the default. Net is displayed as sum of amounts of individual accounts multiplied by account's sign factor. The net is then multiplied by the net factor.
4	AccountPeriodButton	ENABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED) (DISABLED). Default is ENABLED.
5	ActualsDatasetID	ACTUAL	The dataset id for the actuals dataset (default ACTUAL)
6	AlwaysIncludeAllAccounts	FALSE	Should account input module reflect only historical data (FALSE - default) or should all accounts be included regardless of historical relevance (TRUE). A TRUE setting should be used with care, will potentially create large amounts of data.
7	AutoAdjustHistoricReferenceSetup	TRUE	Auto adjust historic reference dataset from - and To-dates when deploying new version using the "Start fresh at new start date (reload data)" option. If set to TRUE, From and To dates of all hist. ref. columns are adjusted acc. to the new version.
8	CentralDimOptions	TRUE	Determines if dimension names are controlled centrally (TRUE) or locally in version's modules and models (FALSE). Central dim Options available in Report Setup workbook
9	DepartmentGroupingMandatory	TRUE	Group Account module and summary data per department (TRUE) or allow aggregation to default department per legal entity (FALSE). NOTE that for this setting to be set to FALSE, a default department must exist for each legal entity.
10	DistributedReportID	INPUT	ReportID used for input-based reports (input report). The default reportID is INPUT.
11	DriverBasedLoadExternalSource	MERGE	Load driver based source fact data from external source: option to control if and how driver based data is loaded from an external source to the internal source fact data / input store. No external source used is the default option.
12	FCTYearTotalFloating	TRUE	This year total float (TRUE) or remain fixed (FALSE) after rollover. TRUE means that this year's total will change as new months are actualized when rolling forward. FALSE means that this year's total will remain fixed and thus plan r
13	IncludeAllowInputPublicAccountsOnly	FALSE	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE)
14	PersonnelAutoTransCategory	FALSE	Controls visibility of Category column in Personnel auto transactions (TRUE) (FALSE, default FALSE). Visible (TRUE), hidden (FALSE)
15	PersonnelLoadExternalSource	MERGE	Load personnel source fact data from external source: option to control if and how personnel data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge da
16	PersonnelInputFieldsUpdate	FALSE	Controls whether personnel input fields should be updated by server operations (TRUE) such as version deployment and operations or not (FALSE). Default FALSE. If set to TRUE, the fields updated are controlled by the Upd. from s

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

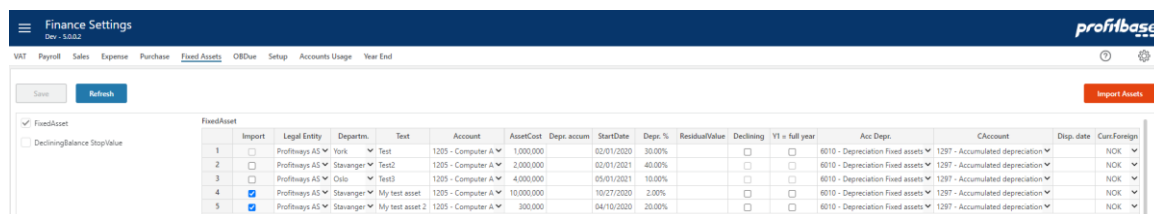
Dimension combinations found in the source and not in the input module for either the last 12 months actuals or any of the (optional) historical reference columns, will automatically be processed into the module on forecast rollover.

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	Depc. accum	StartDate	Depc. %	ResidualValue	Declining	Y1 = full year	Acc. Depc.	CAccount	Disp. date	Cum.Foreign
<input type="checkbox"/>	Profiteas 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"/>	Profiteas 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"/>	Profiteas 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"/>	Profiteas AS	Stavanger	My test asset	1205 - Computer A	10,000,000		10/07/2020	2.00%		<input type="checkbox"/>	<input type="checkbox"/>	6010 - Depreciation Fixed assets	1297 - Accumulated depreciation		NOK
<input checked="" type="checkbox"/>	Profiteas 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

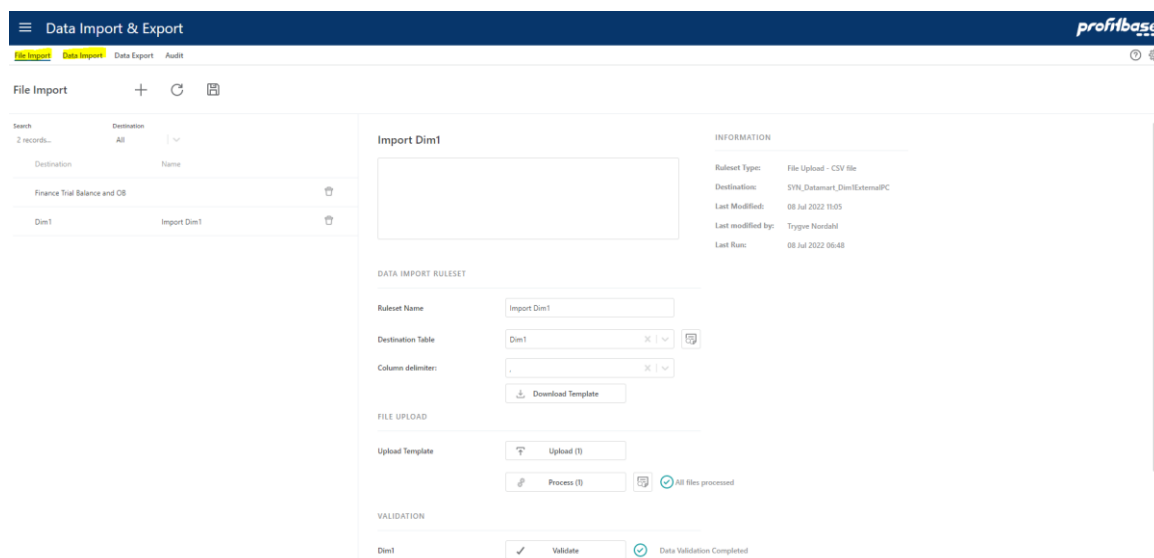
See the associated help page (?-icon) for a field description.

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 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	Name
2 records...	All	
	Finance Trial Balance and OB	
	Dim1	Import Dim1

Import Dim1

RuleSet Name: Import Dim1

Destination Table: Dim1

Column delimiter: .

Download Template

File Upload

Upload Template: Upload (1)

Process (1)

Validation

Dim1: Validate

Data Validation Completed

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

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

Synonym names are prefixed with “SYN_Datamart_” in front of the logical object names shown above, for example SYN_Datamart_DepartmentExternalPC will always point to the correct external store for department dimensional data.

Dimension external source synonyms:

SYN_Datamart_DepartmentExternalPC
SYN_Datamart_LegalEntityExternalPC
SYN_Datamart_AccountExternalPC
SYN_Datamart_EmployeeExternalPC
SYN_Datamart_ProductExternalPC
SYN_Datamart_MarketExternalPC
SYN_Datamart_SupplierExternalPC
SYN_Datamart_ProjectExternalPC
SYN_Datamart_ActivityExternalPC
SYN_Datamart_Dim1ExternalPC
SYN_Datamart_Dim2ExternalPC
SYN_Datamart_Dim3ExternalPC
SYN_Datamart_Dim4ExternalPC
SYN_Datamart_AssetGroupExternalPC

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

Fact external source synonyms:

SYN_Datamart_FinTrialBalanceExternal (finance trial balance and OB – periodic format)
SYN_Datamart_DriverBasedFactExternal (fact data to the driver based module)
SYN_Datamart_SalaryFactExternal (fact data to the Personnel module)
SYN_Datamart_pbTransdataHistory (ledger data for reporting and the account module)
SYN_Datamart_pbTransdataActual (ledger data for finance actual)
SYN_Datamart_FixedAssetsExternal (fact data to the fixed assets module)
SYN_Datamart_pbTransdataSourceCMExternal (planning data from an external source to be included in the plan as transactions, i.e. not input in Planner)

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

Currency Exchange Rates

SYN_Datamart_CurrencyExchangeRateExternal

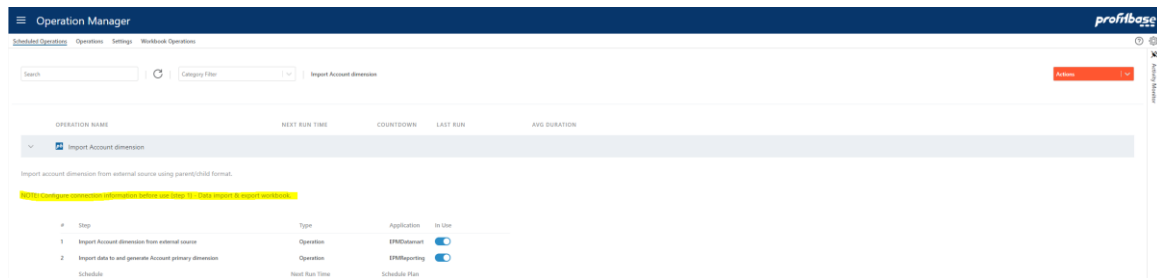
In order to take into account external currency exchange rate data, please refer to [Currency Exchange rates](#) .

4.1.1 Dimensions

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

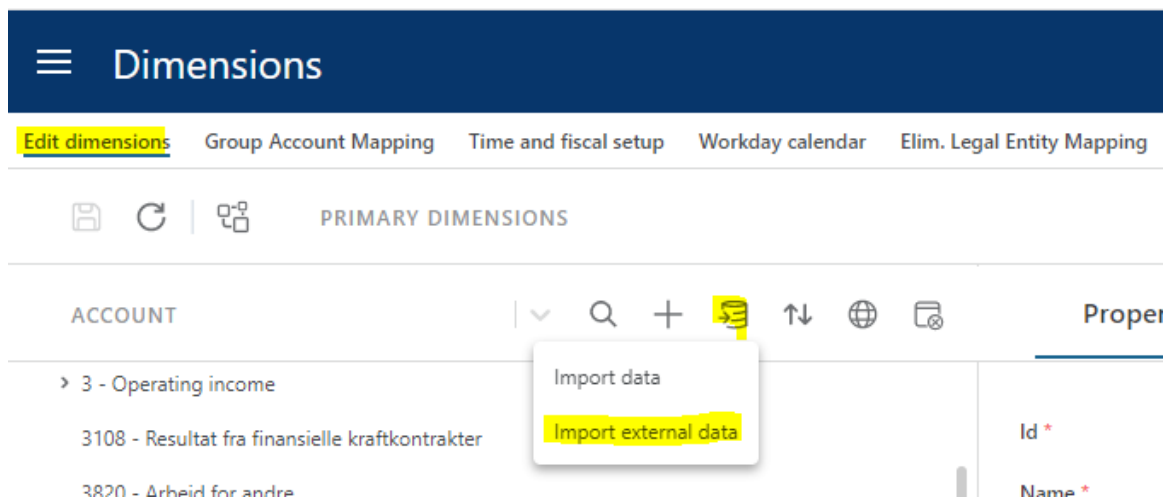
The screenshot displays the Profitbase Dimensions workbook. On the left, there is a list of dimensions under the 'PRIMARY DIMENSIONS' section. The central area shows the 'Properties' tab for a selected dimension, with fields for Name, English, Brand, and AssetID. The right side shows a 'Table' with a list of dimensions. The 'Publish' button is located in the top right corner of the interface.

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

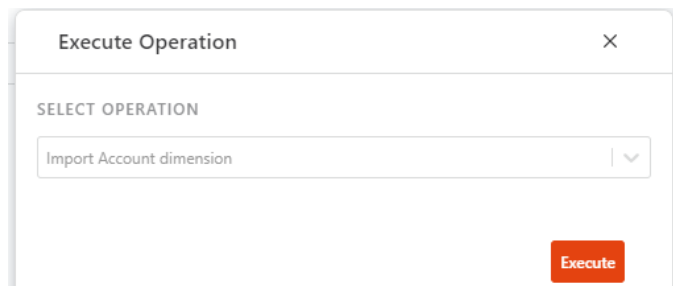


(*) Note that there exist system operation for each dimension that can be added using the Actions -> Add System Operation button. The system operation must, however, be completed in the sense that the actual import definition must be set up as outlined in the image above.

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



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



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

Note the following options that apply to importing dimension data:

Import from / export to external source		Import						Export
	Dimension	Enabled	Type of source	Object Name	Overwrite user edits	Import empty values	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”:

Operations Manager

Execute Data Admin Tools

Schedule

Broadcast Message to workbooks

Settings

Filter operations by category

Data Maintenance

X

▼

Add operation

Refresh

Operations

Apply indexes

Clean Operation History

Delete old log data

Generate Time Dimension

Import and Reprocess Exchange Rates

Maintain Database indexes

Reload Activity Dimension

Reload Asset Group Dimension

Reload Department Dimension

Reload Dim1 Dimension

Reload Dim2 Dimension

Reload Dim3 Dimension

Reload Dim4 Dimension

Reload Employee Dimension

Reload fixed assets from external source

Reload Historical Fact Data

Reload Historical Fact Data

Process FactHistory

Execute

Edit operation

VERSION

PLAN

☒ Run in all active versions
 ☐ Run in selected versions

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

Job status:

No data

Log

Last run:

22 seconds

Average run time:

34 seconds

Next run time:

SCHEDULE PLAN

Create new schedule

Name

Schedule plan

Next run time

No schedules are defined for this operation.

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

4.1.3 Currency Exchange rates

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

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

Dimensions and Currency exchange rates

Exchange Rate Daily

Exchange Rate Monthly

Legal Entity and Department

Account

Product

Market

SupplierID

Employee

Asset Group

D

Save

Refresh

Publish

Changes and Overrides to Daily Exchange Rates

☒ Exchange Rate

☐ Exchange Rate Historical Daily Override

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

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

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

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

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

Edit operation

×

Operation details

?

OPERATION

Category

Data Maintenance

×

▼

Operation ID:

ExchangeRates

Operation Name: (English)

Import and Reprocess Exchange Rates

Operation Name: (Norwegian)

Importer og rekalkuler valutakurser

Comment:

Also on Publish button under Finance Operation

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

ADD STEP

Select Step type:

▼

Select step:

▼

Type here to filter step selection

Step name (English):

Step name (Norwegian):

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 I	
<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:

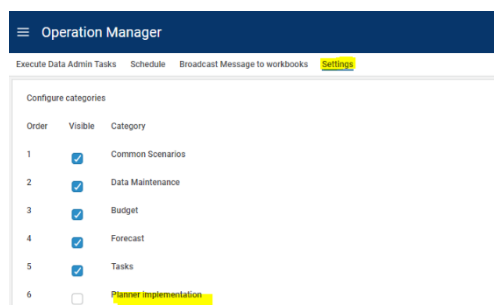
1. Empty the solution for demo data

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:



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

Operation Manager

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

Filter operations by category: **Planner Implementation** | Add operation | Refresh

Operations

Initialize Forecast

Empty base data

EmptyBaseData

Execute | **Edit operation**

Job status: OK | Log

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

Last run time: 6 seconds

Average run time: 6 seconds

Next run time:

SCHEDULE PLAN

Create new schedule

Name: | Schedule plan: | Next run time:

No schedules are defined for this operation.

STEPS

#	Type	Step name
1	Script	Empty historic ledger fact table
2	Script	Empty Account dimension (local edit table)
3	Script	Empty LegalEntity dimension (local edit table)
4	Script	Empty Department dimension (local edit table)
5	Script	Empty Employee dimension (local edit table)
6	Script	Empty Product dimension (local edit table)
7	Script	Empty Market dimension (local edit table)
8	Script	Empty Supplier dimension (local edit table)
9	Script	Empty Dim - Dim4 dimension (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Account module input data
12	Script	Empty Personnel module fact and input data
13	Script	Empty Sales by CM module fact and input data
14	Script	Empty Sales Forecast module fact and input data
15	Script	Empty Capex input module data
16	Script	Empty Loan module input data
17	Script	Empty Finance report stores

This operation contains multiple steps that are by default disabled.

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

Operation Manager

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

Filter operations by category: **Planner Implementation** | Add operation | Refresh

Operations

Initialize Forecast

Empty base data

EmptyBaseData

Execute | **Edit operation**

Job status: OK | Log

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

Last run time: 6 seconds

Average run time: 6 seconds

Next run time:

SCHEDULE PLAN

Create new schedule

Name: | Schedule plan: | Next run time:

No schedules are defined for this operation.

STEPS

#	Type	Step name
1	Script	Empty historic ledger fact table
2	Script	Empty Account dimension (local edit table)
3	Script	Empty LegalEntity dimension (local edit table)
4	Script	Empty Department dimension (local edit table)
5	Script	Empty Employee dimension (local edit table)
6	Script	Empty Product dimension (local edit table)
7	Script	Empty Market dimension (local edit table)
8	Script	Empty Supplier dimension (local edit table)
9	Script	Empty Dim - Dim4 dimension (local edit table)
10	Script	Empty Asset group dimension (local edit table)
11	Script	Empty Account module input data

Edit operation

OPERATION

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

Operation ID: EmptyBaseData

Operation Name (English): Empty base data

Operation Name (Norwegian): Tom operasjon

ADD STEP

Select step type: | Type here to filter step selection

Select step: |

Step name (English): |

Step name (Norwegian): |

STEPS

Step	Name	Name (EN)	Name (NO)
<input type="checkbox"/>	1	Empty historic ledger fact table	Tom historisk hovedbokslutt
<input type="checkbox"/>	2	Empty Account dimension (local edit table)	Tom kontostruktur
<input type="checkbox"/>	3	Empty LegalEntity dimension (local edit table)	Tom juridiske enheter
<input type="checkbox"/>	4	Empty Department dimension (local edit table)	Tom avdelingsdimensjoner
<input type="checkbox"/>	5	Empty Employee dimension (local edit table)	Tom ansattstruktur

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 active. On the left, a table lists import rulesets:

Search	Destination	Name
2 records...	All	
	Finance Trial Balance and OB	
	Dim1	Import Dim1

The 'DATA IMPORT RULESET' section on the right is configured as follows:

- Ruleset Name:** Import Dim1
- Destination Table:** Dim1
- Column delimiter:** .
- FILE UPLOAD:**
 - Upload Template:** Upload (1)
 - Process (1):** All files processed
- VALIDATION:**
 - Dim1:** Validate (checked)
 - Status:** Data Validation Completed
- IMPORT:**

Current primary dimension content will be merged with content of file(s). If you intend to replace all dimension content, make sure to empty primary dimension first. Subsequently, the primary dimension can be published to desired version(s) (Dimensions).

Import

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

The screenshot shows the 'Audit' page. A 'Run audit' button is visible. Below it, the 'Imported Sources - Data Quality Audit Log' table is shown with the following columns:

Imported Sources	Severity	Object Name	ColumnName	AuditText

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:

Legal Entity											
Legal Entity		Legal Entity		Hierarchy level 3		Hierarchy level 2		Hierarchy level 1			
Legal Entity	Legal Entity Name	Curr.Func.	Operation Type	Default Department	ID	Name	ID	Name	ID	Name	
1	pfeim	Elimination	NOK	Elimination	pfeim	Elimination	pfeim	Elimination	pfeim	Profitways Holding AS	
2	pfo	Profitways Focus AS	NOK	Main	pfo	Profitways Focus AS	pfo	Profitways Focus AS	pfo	Profitways Holding AS	
3	pro	Profitways AS	NOK	Main	pro	Profitways AS	pro	Profitways AS	pfo	Profitways Holding AS	

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 DailyExchange Rate MonthlyLegal EntityDepartmentAccountProductMarketSupplierEmployeeAsset GroupDim1 .. Dim4

SaveRefreshPublish

Profitways

All Departments

Profitways Holding

Elimination

Profitways

Germany

France

Norway

Bergen

Oslo

Stavanger

Trondheim

United Kingdom

United States

Profitways Focus AS

Department

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