

Profitbase AS

Profitbase Planner

Configuration and Operation Account module

Profitbase

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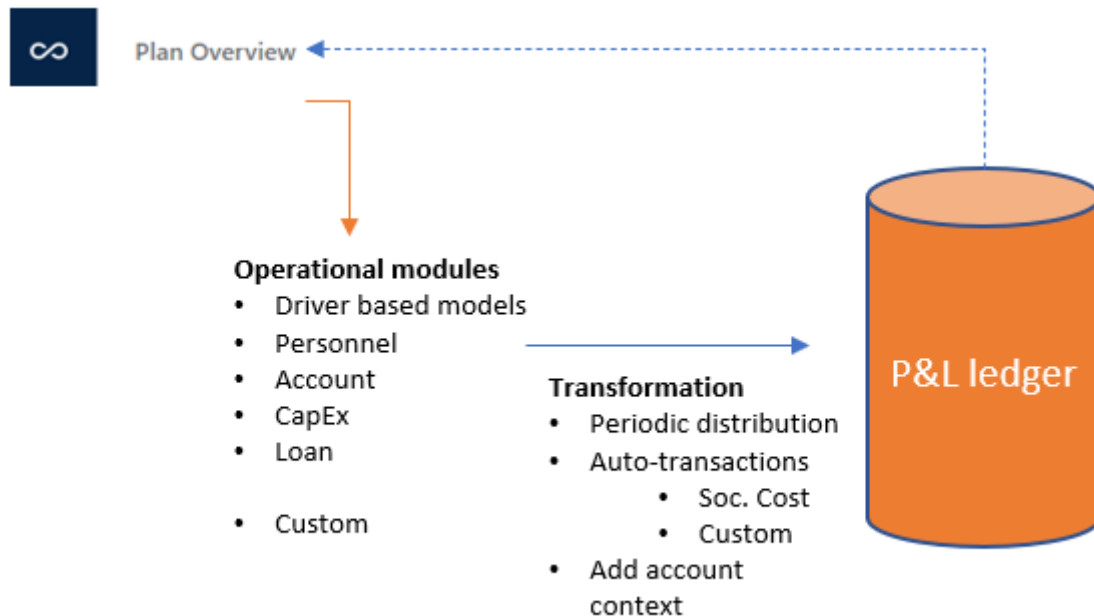
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1 Abstract, intended audience and pre-requisites

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

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



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

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

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

2 Common functionality

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

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

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

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

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

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

- Delete row

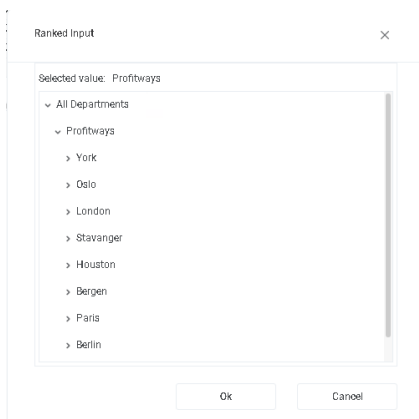
Inserting and deleting rows can be controlled as part of the configuration, see [Publish and name module, control row context right-click menu options](#).

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

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

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

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



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

Select node and click “OK”.

Click “Cancel” to leave the selector without selecting.

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

- Move up

- Move down

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

3 Principle of operation

Plan by year-totals or by month

The plan can be input as year-totals or as monthly values. This is controlled by the “Periods” button that toggles the input mode correspondingly:

Account

Account Details

Supporting Details

X

Export

Back

Save

Refresh

Periods

Year

2020

X

▼

Workflow Status

In Progress

▼

New Last

Stavanger (NOK) Other Operating Expenses


Account	Act YTD	For YTG	Forecast 2020	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Comment
1 Sum	0	-100,000	-100,000	0	0	0	0	0	0	0	0	-25,000	-25,000	-25,000	-25,000	
2 6310 - Office rental	0	100,000	100,000	0	0	0	0	0	0	0	0	25,000	25,000	25,000	25,000	
3 6311 - Office rental - shared cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

A year-total input is automatically spread to the plan months of that particular year. The total is spread according to the monthly distribution function tied to the account as follows:

- If a specific monthly input has been made by the user, the distribution inherent in the monthly values is used as a distribution key.
- If not, then if a central distribution key is tied to the account, this distribution will be used

The existence of a central distribution key is indicated by the following symbol:


Account	ACT YTD	Actuals 112M	ACT YTD	Plan YTD	2021	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
1 Sum	0	-5,750,275	0	-400,000	-400,000	-27,027	-21,622	-27,027	-32,432	-37,838	-43,243	-48,649	-54,054	-59,459	-64,864	-70,269	-75,674
2 6305 - Rental conference room	0	4,395	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 6310 - Office rental	0	662,818	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 6311 - Office rental - shared cost	0	189,958	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	13,514	14,865	16,217	17,568	18,919
5 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	13,514	14,865	16,217	17,568	18,919
6 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	13,514	14,865	16,217	17,568	18,919
7 6311 - Office rental - shared cost	0	0	0	100,000	100,000	6,757	5,405	6,757	8,108	9,459	10,811	12,162	13,514	14,865	16,217	17,568	18,919
8 6370 - Office cleaning expenses	0	149,573	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 6390 - Other office expenses	0	4,523	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Click on the  symbol to view the distribution key.

Please refer to [Distribution keys](#) for details on how to set up central distribution keys.

- If none of the above applies, the total is spread evenly over the plan months

If monthly values are input directly, the individual monthly values in a year are summed and the distribution used thereafter for year-total input will be the distribution inherent in those individual monthly values as edited by the user.

Note that you can also see the distribution of any historical and plan sets, by clicking the  symbol. The result is displayed in a pop-up where you can toggle between % and absolute numbers:

Periodic comparison

6311 - Office rental - shared cost

	Column	Total	January	February	March	April	May	June	July	August	September	October	November	December	
1	Act LY	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	L12M	100.0 %	9.3 %	12.8 %	-13.8 %	7.1 %	9.2 %	8.9 %	18.0 %	9.5 %	7.2 %	13.1 %	11.6 %	7.3 %	
3	N12M	100.0 %	6.8 %	5.4 %	6.8 %	8.1 %	9.5 %	10.8 %	12.2 %	10.8 %	9.5 %	8.1 %	6.8 %	5.4 %	
4	2021	100.0 %	6.8 %	5.4 %	6.8 %	8.1 %	9.5 %	10.8 %	12.2 %	10.8 %	9.5 %	8.1 %	6.8 %	5.4 %	
5	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	

☒ Show as %

Close

Note that you can also restore the default distribution for any row or collection of rows by right clicking the following column and select “Restore default key”. This can either be done on a specific row or on the upper-most total-row to be able to select multiple rows:

Budget • 2022 | Account

Account Details

Supporting Details

Workflow Status

In Progress

Navigation

Staranger (NOK) Other Operating Expenses

Back

Save

Refresh

Periods

2022

Task(s)

Year

2022

	Account	Actuals L12M	Act. YTD	Plan YTD	2022	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22		Comment
1	Sum	0	0	-3,000	-3,000	-247	-247	-247	-247	-253	-280	-247	-247	-247	-247	-247	-247		
2	6305 - Rental conference room	0	0	1,000	1,000	83	83	83	83	89	83	83	83	83	83	83	83		
3	6312 - Rental Home-office	0	0	2,000	2,000	164	164	164	164	164	197	164	164	164	164	164	164		

Selecting “Restore default key” on the upper-most total-row, presents a pop-up where a selection of rows can be done. Only the rows eligible for restoring the default key i.e., rows where the user has overridden the key, are shown:

Budget • 2022 | Account

Account Details

Supporting Details

Stavanger (NOK) Other Operating Expenses

1

Sum

0

0

0

-3,000

2

6305 - Rental conference room

0

0

0

1,000

3

6312 - Rental Home-office

0

0

0

2,000

Restore default key

1

6305 - Rental conference room

☐

2

6312 - Rental Home-office

☐

22

Dec 22

-247

164

164

Comment

Dimensionality

The basic dimensionality of the account module is department and (group) account. It is also possible to input on local (company) account.

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

The account module can also be set up for planning in multiple currencies by enabling the Currency foreign dimension.

Please refer to [Select additional dimensionality](#) for details.

Change dimensionality of an input row

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

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

The screenshot shows the Profitbase interface for the 'Budget • 2022 | Account' module. A 'Change dimensionality' dialog box is open, allowing users to select a new department and account for a specific row. The background table displays financial data for 2022, including actuals (L12M), YTD, and monthly breakdowns from Jan 22 to Dec 22.

Historical references and deviation calculations

The Account module is preset with the last 12 months of actuals, except if the following base setting is set to FALSE:

This screenshot shows the 'Setup' configuration page in Profitbase. It includes a table of 'Input modules' with columns for Published status, Description, and various options like 'New', 'Delete', and 'Multi-dept. input'. Below this, the 'Base settings' section shows a list of settings, including 'Account - dimensions' and 'Account - column selection'. A specific setting, 'AccountIgnoreActualsL12M', is highlighted with a value of FALSE.

Base setting AccountIgnoreActualsL12M (TRUE | FALSE), default FALSE controls if actuals last 12 months are loaded or not to the account module.

In addition to the above, up to 5 historic reference columns (e.g. last year’s budget) may be added as needed. Please refer to [Select, name, and define historical reference columns](#) for details.

Simple deviation calculations – columns that perform calculations between other columns present in the input sheet (e.g. deviation between next year’s budget and this year’s budget) - may be added. Please refer to [Select, name, and define deviation columns](#) for details.

Planning horizon

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

This time horizon applies to all input modules.

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

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

Plan roll forward actions

If long-term planning is used, the year-total for next-year+1 will be automatically distributed to monthly values using next-year's distribution when rolling over to a new year.

4 Module configuration

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

Select the "Input Settings and Administration" workbook and go to the "Setup" page, and edit the "Input modules" table:

Column	Description
Input module	The name of the input module. The Input module column is an action link that will open the module in admin mode that means that changes are possible regardless of the "Published" column setting.

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

Select additional dimensionality

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

The screenshot displays the 'Input Settings and Administration' page in the Profitbase EPM Planner. It features a table of input modules and a section for configuring additional dimensions.

Input module	Published	Description	New	Delete	Ch. dim.	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data	Comment
Profitbase EPM AccountModule	<input checked="" type="checkbox"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Profitbase EPM PersonnelModule	<input checked="" type="checkbox"/>	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Profitbase EPM CapitalModule	<input checked="" type="checkbox"/>	CapEx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Profitbase EPM LoanModule	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Dimension/Column	Description	Visible	Mandatory	Input module	Group source data	Visible as filter	Filter selection mandatory	Default filter value	Sorting	Plan overview	Visible as filter	Comment
1 LegalEntityID	Legitimacy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 DepartmentID	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 AccountID	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4 AccountID	Account total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enable via base setting AccountInputAccountID. Requires AccountID dimension and Group Account Mapping to be used.
5 ProjectID	Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6 ActivityID	Activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7 ChargeID	Charge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8 ProductID	Product	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9 MarketID	Market	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10 SupplierID	Supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11 EmployeeID	Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12 Dim1	Dim1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13 Dim2	Dim2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14 Dim3	Dim3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15 Dim4	Dim4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16 CurrencyForeignID	Currency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

Column	Description
Dimension Column	The internal dimension column (preset).
Visible	Indicates that the column is visible and editable in the input worksheet or not (checked unchecked)
Mandatory	Indicates that the column is mandatory in the input worksheet, i.e. that when inserting a new row, the user will have to select a value from the attached drop-down list.
Visible as filter (Input module)	Some of the dimensions are available for selection as input filters (slicers). Indicates whether dimension is also an input filter (checked) or not (unchecked).
Filter selection mandatory	Indicates whether it is mandatory to set a value for the filter (checked) or not (unchecked)
Default filter value	Allows for a default value for the filter to be set. This can be a leaf level value or an aggregate level value. Editable only if dimension is visible and is used as a filter. Note that this is a default filter value, implying that if the model is started from the plan overview with a specific filter value set, the default will not apply.
Group Source Data	Source data for the account module is the ledger historical facts. Opting to group source data by a certain visible dimension implies all variations in that dimension within the historical reference

	<p>period (actuals last 12 months + any historical reference columns used) will be reflected in the input sheet.</p> <p>For example if Dim1 had values A, B, C and D for Account X and Department Y historically and one chooses to make it visible and to group source data based on Dim1, the input sheet for department Y will 4 input line for account X in combination with Dim1 A, B, C and D with any historical values specified per Dim1.</p> <p>Opting not to group source data by Dim1 in this case would imply 1 input line for Account X with Dim1 having the default value (none) and any historical values summed.</p> <p>This attribute may also be useful for high-level planning where one does not want to plan per account or even per department. Please refer to High level planning with the account module for details on high level planning with the account module.</p>
Visible as filter (plan overview)	Some of the dimensions are available for selection as filters in plan overview. Indicates whether dimension is also a plan overview filter (checked) or not (unchecked).
Sorting	Optional sorting of dimensional columns (left to right) and dimensional data when rendering data in input models. This may be useful for models making use of multiple dimensions. If not filled in a default sorting of dimensional data is used. Accepts integer values (1,2,3...)
Comment	Optional comment.

Note that the Currency foreign dimension is always mandatory, but you can control the visibility. By default, it is hidden meaning that the plan is in the home currency of the individual legal entity. If visible, the summary row of the input sheet is disabled.

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

Select, name, and define historical reference columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the “Account – Historic Reference Columns” table:

Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

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

Save Refresh

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

Input modules

	Input module	Published	Description	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.EPMA.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.EPMA.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.EPMA.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.EPMA.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 - Historic Reference Columns

Column Name	Dataset ID	From Date	To Date	Description	Visible plan overview	Visible input	Visible acc. report	Comment	
1	Historic1	Actual	01/01/2022	12/26/2022	Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

There is a preset number of historical reference columns to choose from.

Column	Description
Column Name	The internal historical reference column id, Historic1, Historic2, Historic3, Historic4 and Historic5. Select from the drop-down list.
DatasetID	The dataset origin for the historical reference data. Select from the drop down list.

From Date	The start date for the historical reference data
To Date	The end date for the historical reference data
ColumnName_Description	The column default name. Translations can be added in the Translations tab.
Visible Summary	Indicates that the column is visible in the summary workbook for the process or not (checked unchecked)
Visible Account Details	Indicates that the column is visible in the account input worksheet or not (checked unchecked)
Visible acc. Report	Indicates that the column is also visible in the account details report that is available in the “Supporting Details” pane of the Account input module workbook.

Select, name, and define deviation columns

Select the “Input Settings and Administration” workbook and go to the “Setup” page and select the “Account – deviation columns” table:

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

Input module	Published	Description	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. = 0)	Multi-dept. input	Input row limit	Auto load on filter chg.	Auto submit data	Comment
Profitbase EPMAccountWorkbook	<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"/>	
Profitbase EPMAPersonnelWorkbook	<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"/>	
Profitbase EPMACapExWorkbook	<input checked="" type="checkbox"/>	CapEx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Profitbase EPMALoanWorkbook	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Account - deviation columns

Column Name	Formula	Description	Visible plan overview	Format plan overview	Visible input	Format input	Comment
1 Deviation1	{Historic1} - {TY}{Historic1}	Test1	<input checked="" type="checkbox"/>	Percentage, 1 decimal	<input checked="" type="checkbox"/>	Percentage, 1 decimal	Enclose column names in {} and use + (sum), - (minus), * (multiplication) and / (division). Ex: {TY} - {Historic1}. Avail. columns: Historic1,3, Y
2 Deviation2	{Historic1} - {TY}	Test2	<input checked="" type="checkbox"/>	Number, no decimals	<input checked="" type="checkbox"/>	Number, 1 decimal	Enclose column names in {} and use + (sum), - (minus), * (multiplication) and / (division). Ex: {TY} - {Historic1}. Avail. columns: Historic1,3, Y

There is a preset number of deviation columns to select.

Column	Description
Column Name	The internal deviation column id, Deviation1, Deviation2.
Formula	See * below
ColumnName_Description	The column's default name. Translations can be added in the Translations tab.
Visible Plan overview	Indicates that the column is visible in the Plan overview workbook for the process or not (checked unchecked)
Format plan overview	The number format that the calculated deviation will display in the Plan overview workbook, select from drop down list.
Visible input	Indicates that the column is visible in the account input worksheet and account details report or not (checked unchecked)
Format input	The number format that the calculated deviation will display in the account input worksheet and account details report, select from drop down list.

*

There are several internal columnids that can be referenced in the formulae:

- **Historic1 to Historic5** – historic reference columns, requires that historic reference columns are configured.
- **YTD** – Year to date (Actuals)
- **ROY** – Rest of year plan (rest of first plan year, that is from plan start to the end of first plan year)
- **TY** – This year (first full plan year, comprised of YTD actuals and ROY plan)
- **NY** – Next year plan (second full plan year)
- **L12M** – Last 12 months (Actuals)
- **N12M** – Next 12 months plan (first 12 months of plan)
- **NYPlus1** – Third full plan year, requires that long term planning is used.
- **NYPlus2** – Fourth full plan year, requires that long term planning is used.
- **NYPlus3** – Fifth full plan year, requires that long term planning is used.
- **NYPlus4** – Sixth full plan year, requires that long term planning is used.

- **NYPlus5** – Seventh full plan year, requires that long term planning is used.

Please note that the internal columnids should be enclosed in [] and that + (plus), - (minus), * (multiplication) and / (division) mathematical operators can be used, for example:

- [NY] – [TY]

If, for example the deviation column is to show This year's budget – Last year's budget, and the two are stored in columns Historic1 and Historic2 respectively, the formula would be:

- [Historic1] – [Historic2]

Please Note also that YTD and ROY are not available in the account details report.

Deviation column conditional formatting

It is possible to set conditional formatting for deviation columns. You can select between GreenText and RedText for Positive / Negative values of Deviation1/2 columns respectively for relevant accounts and report lines as shown below.

Type = ReportLine -> set one or more ReportLineIDs (e.g IP010) used in the report used for plan overview that is to be formatted

Type = Account -> set one or more AccountIDs (e.g. 3035) that is to be conditionally formatted

The screenshot shows the 'Account - deviation columns' configuration screen in the Profitbase EPM Planner. The interface includes a sidebar with navigation options like 'Account - dimensions', 'Account - column selection', and 'Account - deviation columns'. The main area displays a table for configuring deviation columns. The table has columns for 'Column Name', 'Type', 'ID', 'Positive value style', and 'Negative value style'. The 'Account - deviation columns' section is expanded, showing a list of columns and their configurations. The table shows columns for Deviation1 and Deviation2, with their respective formulas and styles.

Column Name	Type	ID	Positive value style	Negative value style
Deviation1	Account	3035	Green text	Red text
Deviation1	Account	5010	Green text	Red text
Deviation1	Account	6310	Green text	Red text
Deviation1	Reportline	IP010	Green text	Red text
Deviation2	Account	3035	Red text	Green text
Deviation2	Account	5010	Red text	Green text
Deviation2	Reportline	IP010	Red text	Green text
Deviation2	Reportline	IP010	Green text	Red text

Select / unselect optional columns

A set of columns are optional related to actuals last 12 months, year to date and plan rest of year. The columns can be named (default name, refer to [Translations](#) for translations) and selected / unselected individually for the plan overview (summary) and account input module respectively:

Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

Account settingsPersonnel settingsPayroll SettingsDriver based settingsSetupTranslations

SaveRefresh

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

Input modules

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

Account - column selection

	Column Name	Description	Visible plan overview	Visible input	Comments
1	L12M	Actuals L12M	<input type="checkbox"/>	<input type="checkbox"/>	
2	YTD	Act. YTD	<input type="checkbox"/>	<input type="checkbox"/>	
3	ROY	Plan YTG	<input type="checkbox"/>	<input type="checkbox"/>	

Translations

Translations are added in the Translations tab.

Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

Account settingsPersonnel settingsPayroll SettingsDriver based settingsSetupTranslations

SaveRefresh

Input moduleAccountLanguageNorsk

	ModuleExtensionID	ItemID	LangID	LangText
1	Account	Deviation1	Norsk	Test1
2	Account	Deviation2	Norsk	Test2
3	Account	Historic1	Norsk	I fjor
4	Account	L12M	Norsk	Fak. siste 12
5	Account	Profitbase.EPM.AccountWorkbook	Norsk	Konto
6	Account	ROY	Norsk	Plan,rest.år
7	Account	YTD	Norsk	Fak. hittil

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

Edit the Lang Text column of an item or add an item. The available ItemID are typically the various column ids such as Deviation1, etc.

Attach module to input report

The Account module is the default module and will be attached to any report line that is not specifically attached to another (not the Account) module.

Forecast • Planner DEVELOPMENT 5.4.1 | Input Settings and Administration

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

Save Refresh

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

Input modules

	Input module	Published	Description	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"/>	100	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<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 checked="" 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**

Input module report line map

	Departm.	Report Line ID	Input module	Comment
1	All Departments	Sales	Product sales	
2	Alle avdelinger	Cost of Goods	Product sales	
3	Alle avdelinger	Salary	Personnel	
4	Alle avdelinger	Depreciation ±	CapEx	
5	Stavanger	Inventory Purc	Purchase inventory	
6	ABC Group	Sales	Account	

Period filters

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

Input Settings and Administration
Dev - 5.0.0.2

Settings Payroll Settings **Setup**

Save Refresh

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

Period filters

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

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

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

Disabling the Periods button

By default, the user can toggle between (year) total and (month) periodic input using the Periods button.

In certain cases, it may be desirable to disable the Periods button, leaving the user with the (year) total input option*.

This can be configured in the “Distributed Input Settings” table found in the “Setup” page in the “Input Settings and Administration” workbook by setting the values DISABLED for the setting “AccountPeriodsButton”:

Input Settings and Administration Dev - 5.0.0.2			
Settings	Payroll Settings	Setup	
Save	Refresh		
Account - dimensions			
Historic Reference Columns			
Account - dimension columns			
Personnel - dimensions			
Personnel - Column setup			
Distributed Input Settings			
Period filters			
Input filters			
Distributed Input 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 Report Setup workbook.	
2 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 with the AccountNetFactor value.	
3 AccountPeriodsButton	DISABLED	Controls whether the Periods button in the Account module is enabled or not (ENABLED DISABLED). Default is ENABLED.	
4 ActualDriverID	ACTUAL	The driver or for the actual driver (default ACTUAL).	
5 AlwaysIncludeHistorical	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.	
6 DepartmentGroupingMandatory	TRUE	Group Account module and summary data per department (TRUE) or allow aggregation to default department per legal entity (FALSE). NOTE that for this setting to be set to FALSE, a default department must exist for each legal entity in the Legal Entity dimension in the Dimensions module.	
7 DistributedReportID	INPUT	ReportID used for input-based reports (input report). The default reportID is INPUT.	
8 DriverBasedSourceFactSource	MERGE	Load driver based source fact data from external source option to control if and how driver based data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source to internal source (MERGE).	
9 DriverBasedPeriodsButton	ENABLED	Controls whether the Periods button in the Driver based module is enabled or not (ENABLED DISABLED). Default is ENABLED.	
10 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 next year will float. NOTE that this setting applies to the Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).	
11 IncludeAllInputAccountsOnly	FALSE	Limit accounts displayed in account input to those to which input is allowed (TRUE) or any account for which historical data exists (FALSE).	
12 PersonnelUseExternalSource	MERGE	Load personnel source fact data from external source option to control if and how personnel data is loaded from an external source to the internal source fact data. No external source used is the default option (FALSE). Merge data from external source to internal source (MERGE). Rep...	

*Note: if the objective is to only allow for (year) total input, the period filter for next 12 months cannot be set as this option only supports periodic (month) input.

5 Module settings

For account module settings, go to the “Input Settings and Administration” workbook and select “Settings” page.

Distribution keys

Distribution keys are specified by the combination of the department and account dimensions.

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

As a general rule-of-thumb, it is advisable not to use too specific distribution keys. Making a high(er)-level selection(s) instead and using aggregate distribution key values relevant to the selection, with the aid of the [Distribution key helper](#) where applicable, may be a good starting point.

Input Settings and Administration

Dev - 5.0.0.2

Settings

Payroll Settings

Setup

Save

Refresh

☒ Account - Periodic distribution keys

☐ Account - Override distribution using historic data

☐ Account - Auto transactions

Account - Periodic distribution keys

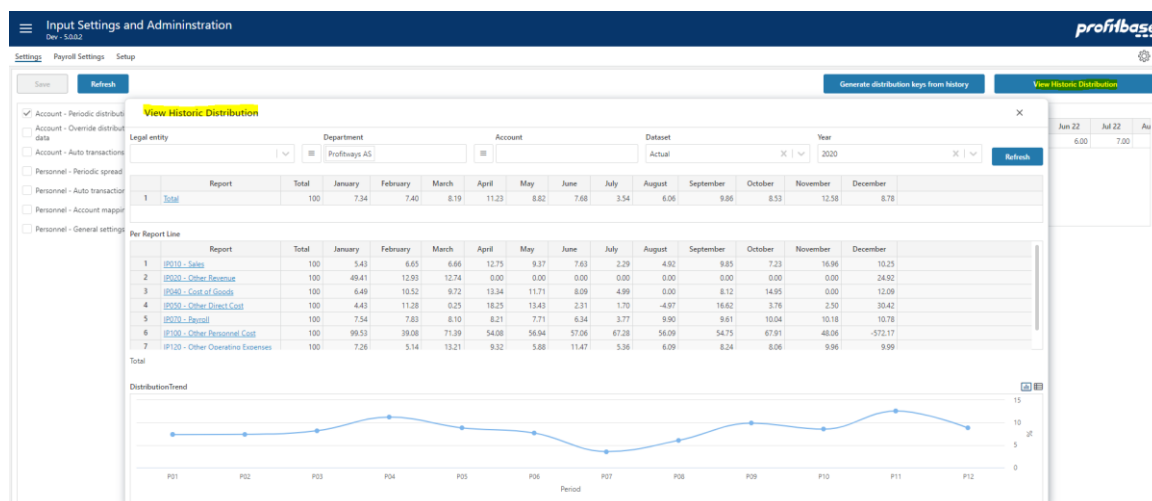
	Departm.	Account	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21
1	All Departments	63 - 63	5.00	4.00	5.00	6.00	7.00	8.00	9.00	8.00	7.00	6.00	5.00

Column	Description
Department	Ranked input. Mandatory
Account	Ranked input. Mandatory.
Monthly distribution key weight (heading dynamic)	Numeric values. Mandatory. When distributing a year-total value over monthly periods, the weight given to a specific month is its distribution key weight divided by the sum of the distribution key weights for all the months for that year.
Comments	Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.

Distribution key helper

A distribution key helper can be used by clicking the “View Historic Distribution” button. This will display a pop-up in which the distribution of historical data can be viewed.

Make selections in the filter-row at the top and click the “Refresh” button to see the results:



In some cases, it may be relevant to use historic distributions as the basis for future distributions.

If so, copy out the monthly values of a specific row (select cells and click Ctrl-C) and paste into a relevant row in the “Distribution keys” table.

A high-level selection in the Legal entity and/or Department and Account dimensions will display an aggregate distribution over the historical period selected.

Override distribution using historic data

It is possible to override the defined distribution keys described above by using historic data.

This allows for the distribution inherent in a certain time-range of historic transactions for selected department and account combinations to be used as distribution keys. This may be relevant in some cases where historical distribution is expected to recur in the future.

Care should be taken not to use this functionality on too wide a range of departments and accounts as this will generate a potentially large number of very specific distribution keys. Keep also in mind that the user will always be able to input amounts by month for any department and account combination and thereby effectively override any historical keys generated for that combination.

Define the selection of departments and accounts:

Input Settings and Administration

Dev - 5.0.0.2

Settings

Payroll Settings

Setup

Save

Refresh

Generate distribution keys from history

☐ Account - Periodic distribution keys
 ☒ Account - Override distribution using historic data
 ☐ Account - Auto transactions
 ☐ Personnel - Periodic spread keys
 ☐ Personnel - Auto transactions

Account - Override distribution using historic data

	Departm.	Account	Dataset ID	Year Relative To Plan	Comment
1	Profitways Focus AS	7 - Other operating expenses	Actual	-2	

When defined, click the “Generate distribution keys from history” button to generate the keys.

Column	Description
Departm.	Ranked input. Mandatory
Account	Ranked input. Mandatory.
Dataset ID	The historic dataset from which the historic distribution keys are generated. Select from list.
Year relative to plan	Define the time-range for the historical period from which to generate the historic distribution keys. Numeric values. Mandatory. Select from list.
Comments	Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.

Auto transactions (optional)

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

Budget • 2022 | Input Settings and Administration

Account / Personnel Settings

Driver based settings

Payroll Settings

Setup

Save

Refresh

Data has been changed, but not saved

Account - Periodic distribution keys

	Departm.	Account	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23

Personnel - Periodic spread keys

	Departm.	Employee	Column Name	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
1	All Departments	All employees	Annual Salary	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1
2	All Departments	All employees	Bonus	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Account - Auto transactions

	Departm.	Account	Value	Operator	Condition	Target Account	Target department	Comment
1	Profitways AS	6305 - Rental conference room	0.02	*		6810 - Office stationaries		

☐ Account - Override distribution using historic data
 ☒ Account - Auto transactions
 ☐ Personnel - Auto transactions
 ☐ Personnel - Account mapping
 ☐ Personnel - General settings

Column	Description
Departm.	Source department. Ranked input. Mandatory
Account	Source account. Ranked input. Mandatory.
Value	The value and the operator define how the amount of the target transaction will be calculated. In the example above, the amount of the target transaction will be 10% of the source amount. Numeric value. Mandatory.
Operator	Select from list. Mandatory.
Condition	Optional. Special condition to apply when validating whether to execute the rule or not.

	<p>For example:</p> <ul style="list-style-type: none"> - Month() > 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June) - CurrentPeriodValue() > 1000 indicating that rule will be executed if value currently processed is greater than 1000 <p>Operators:</p> <ul style="list-style-type: none"> - Equality: == - Greater than or equal to: >= Greater than: > - Less than or equal to: <= Less than: < - Logical and: && - Logical or:
Target Account	Mandatory. The account that the target transaction will have. Select from list.
Target department	Optional. Leave empty if target department should equal the source department. Select from drop down is target department should differ from source department

6. High level planning with the account module

Profitbase Planner allows planning at the leaf (lowest) levels of the involved dimensions involved.

To plan at a higher level with the account module, default values dimensional values can be used so that historical reference data is aggregated over fewer dimensional combinations.

This is controlled in the dimension settings, using the “Group source data” option. The fewer dimensions have the “group source data” checked, the more aggregated the historical reference data:

≡

Input Settings and Administration

Dev - 5.0.0.2

Settings

Payroll Settings

Setup

Save

Refresh

☒ Account - dimensions

☐ Account - Historic Reference Columns
 ☐ Account - deviation columns
 ☐ Personnel - dimensions
 ☐ Personnel - Column setup

☒ Base settings

☐ Period filters
 ☐ Input filters

Account - dimensions

	DimensionColumn	Description	Description EN	Description NO	VisibleInput	Mandatory	Group source data
1	LegalEntityID	LegalEntityName	LegalEntityName	Selskapsnavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	DepartmentID	DepartmentName	DepartmentName	Avdelingsnavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	AccountID	AccountName	AccountName	Kontonavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	ProjectID	ProjectName	ProjectName	ProsjektNavn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	ActivityID	ActivityName	ActivityName	AktivitetsNavn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	CPLegalEntityID	Counterpart	Counterpart	Motpart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Dim1	Dim1Name	Dim1Name	Dim1Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Dim2	Dim2Name	Dim2Name	Dim2Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Dim3	Dim3Name	Dim3Name	Dim3Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Dim4	Dim4Name	Dim4Name	Dim4Navn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the optional dimensions, Project, Activity and so on, the default (none) dimensional value is found automatically.

For the Department and Account dimensions, the following has to be set up:

In the “Base settings” table, the following options have to be set to FALSE in order to allow to uncheck “Group source data” for one or both of these dimensions:



Input Settings and Administration

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Settings Payroll Settings Setup

Save

Refresh

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

Base settings

	Setting ID		Value
1	AccountGroupingMandatory	▼	FALSE
2	AccountNetFactor	▼	-1
3	ActualsDatasetID	▼	ACTUAL
4	AlwaysIncludeAllAccounts	▼	FALSE
5	DepartmentGroupingMandatory	▼	FALSE
6	DistributedReportID	▼	INPUT
7	DriverBasedLoadExternalSource	▼	MERGE
8	FCTYearTotalFloating	▼	TRUE
9	IncludeAllowInputAccountsOnly	▼	FALSE
10	PersonnelLoadExternalSource	▼	MERGE

In addition, default values must be provided:

A default account per report line in the INPUT report must be defined. This is done in the “Report Setup” workbook:

Report Setup

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

Save

Refresh

Check

Publish

Report

[Add...](#)

Search

Balance sheet

Cash Monthly

Input

INPUT2

Income statement

Income test

Report Account Mapping - Input

Report Line ID	Report Line	Formula	Sign Factor	DefaultAccountID	Accounts (from-to, acc1, acc2,...)
IP010	Sales		-1	3010 - Försäljning	3010, 3015, 3016, 3017, 3018, 3030, 3035, 30
IP020	Other Revenue		-1	3750 - Roundings	3300-3998,3999
IP030	Operating Income	IP010 + IP020			
IP035		null			
IP040	Cost of Goods		1	4010 - Inköp varor och material	4010, 4020, 4023, 4065, 4090
IP050	Other Direct Cost		1	4210 - COGS 3rd Party A	4100-4999
IP060	Gross Margin	IP030-IP040-IP050			
IP061	Gross Margin %	(IP030-IP040-IP050)/IP030			
IP065		null			
IP070	Payroll		1	5010 - Lønn faste stillinger	5000-5049
IP100	Other Personnel Cost		1	5050 - Cost compensation	5050-5999
IP110	Personnel Cost	IP070+IP100			
IP115		null			
IP120	Other Operating Expenses		1	6390 - Other office expenses	6100-7999
IP130	Depreciation and Amortization		1	6010 - Avskrivning varige drifts	6000-6099
IP140	Operating Expenses	IP120+IP130			
IP145		null			
IP150	Operating Profit	IP060-IP110-IP140			
IP160		null			
IP170	Inventory	null			
IP180	Inventory Purchase			1460 - Inventory	1460

A default department must be defined for each legal entity. This is done in the “Dimensions” workbook, selecting the Legal entity dimension:

Historical source data will be aggregated to the default account set up per report line and to the default department per legal entity. This applies to both the “Plan Overview” workbook and the account module.

Note, that despite this aggregation, it is still possible to detail the plan by adding new rows and selecting other dimensional members, but it allows for a compact plan from the outset, for example when planning long term and do not require details at every level.

All the other modules can also be used if required.

7. Local (company) account planning with the account module

Planning on group (corporate) accounts is default in the account module. In some cases, it may be desirable to plan on local (company) accounts instead, for example when no common group chart of accounts is established across the organization.

Planner supports the use of local accounts:

- Input can be done in the account module on local accounts
- Plan overview can display the input report in local accounts (if the organizational filter is within the boundary of a specific company) and group accounts at any other cross-company level

However, any financial settings (distribution keys, social cost, etc.) are always done at group accounts.

The support for local accounts requires the use of group account mapping, i.e. mapping between local (company) accounts and group accounts for all companies involved.

The local account id (AccountSrcID internally) must be unique across all companies. Best practice is to prefix the local account with the LegalEntityID, for example A.1234 for local account 1234 for company A.

To plan on local accounts:

1. In the Options tab of Report setup workbook, enable the AccountSrc dimension:

profitbase Report Setup

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

Save Refresh

Options to use additional dimension columns and filters

	Enabled	Dimension Key ID	Name	Show as column	Column order	Use as filter	Additional dim. mapping	Built-in
1	<input checked="" type="checkbox"/>	LegalEntityID	LegalEntity	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	DepartmentID	Department	<input checked="" type="checkbox"/>	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	AccountID	Account	<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	AccountSrcID	Account local	<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	ProjectID	Project	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	ActivityID	Activity	<input type="checkbox"/>	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	EmployeeID	Employee	<input type="checkbox"/>	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	ProductID	Product	<input type="checkbox"/>	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	MarketID	Market	<input type="checkbox"/>	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	Dim1	Company/Person	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input checked="" type="checkbox"/>	SupplierID	Supplier	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	<input checked="" type="checkbox"/>	Dim2	AssetType	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	Dim3	Dim3	<input type="checkbox"/>	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	Dim4	Dim4	<input type="checkbox"/>	80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	AssetGroupID	Asset Group	<input type="checkbox"/>	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<input checked="" type="checkbox"/>	CPLegalEntityID	Counterpart	<input checked="" type="checkbox"/>	82	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<input checked="" type="checkbox"/>	CurrencyForeignID	Currency	<input type="checkbox"/>	83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<input checked="" type="checkbox"/>	DatasetID	Dataset	<input checked="" type="checkbox"/>	90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. In the Input Settings and Administration workbook in relevant Planner version(s), set the following base setting to TRUE:

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

Save Refresh

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

Input modules

	Input module	Published	Description	New	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. =)	Multi-dept. input	Input row limit	Auto load on filter chg	Auto submit data
1	Profitbase.EPM.AccountWorkbook	<input checked="" type="checkbox"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Profitbase.EPM.PersonnelWorkbook	<input checked="" type="checkbox"/>	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	200	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Profitbase.EPM.LoanWorkbook	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Base settings

Setting ID	Value
1	AccountGroupingMandatory <input checked="" type="checkbox"/> TRUE
2	AccountIgnoreActualsLT2M <input checked="" type="checkbox"/> FALSE
3	AccountIgnoreDistributionColumnVisible <input checked="" type="checkbox"/> FALSE
4	AccountInputAccountSrc <input checked="" type="checkbox"/> TRUE
5	AccountNetFactor <input checked="" type="checkbox"/> -1
6	AccountPeriodsButton <input checked="" type="checkbox"/> ENABLED
7	ActualsDatasetID <input checked="" type="checkbox"/> ACTUAL
8	AlwaysIncludeAllAccounts <input checked="" type="checkbox"/> FALSE
9	AutoAdjustHistRefSetup <input checked="" type="checkbox"/> TRUE
10	CentralDimOptions <input checked="" type="checkbox"/> TRUE
11	DepartmentGroupingMandatory <input checked="" type="checkbox"/> TRUE
12	DistributedReportID <input checked="" type="checkbox"/> INPUT
13	DriverBasedLoadExternalSource <input checked="" type="checkbox"/> MERGE
14	FCTYearTotalFloating <input checked="" type="checkbox"/> TRUE
15	IncludeAllowInputAccountsOnly <input checked="" type="checkbox"/> FALSE
16	PersonnelAutoTransCategory <input checked="" type="checkbox"/> TRUE
17	PersonnelLoadExternalSource <input checked="" type="checkbox"/> MERGE
18	PersonnelUpdInputFromSrcFact <input checked="" type="checkbox"/> TRUE
19	ProcessLegalEntityFilter <input checked="" type="checkbox"/> FALSE

Setting AccountInputAccountSrc = TRUE will enable the AccountSrc dimension for the account module, i.e.:

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

Save Refresh

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

Input modules

Input module	Published	Description	Filter	Delete	Delete (act. = 0)	Ch. dim.	Ch. dim. (act. = 0)	Multi-sheet input	Input row limit	Auto load on filter chg.	Auto column data	Comment
1 Profitbase DPA Account Workbook	<input checked="" type="checkbox"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Profitbase DPA Payroll Workbook	<input checked="" type="checkbox"/>	Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 Profitbase DPA CapEx Workbook	<input checked="" type="checkbox"/>	CapEx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4 Profitbase DPA Loan Workbook	<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Account - dimensions

DimensionColumns	Description	Visible	Mandatory	Group source data	Visible as filter	Filter selection mandatory	Default filter value	Sorting	Plan overview	Visible as filter	Comment
1 LegalEntityID	LegalEntity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 DepartmentID	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 AccountID	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4 RequestID	Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enable via base setting AccountingAccountSrc. Requires AccountSrc dimension and Group Account Mapping to be used.
5 ActivityID	Activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6 CounterpartID	Counterpart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Counterpart
7 ProductID	Product	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8 MarketID	Market	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9 SupplierID	Supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10 EmployeeID	Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11 Dim1	Dim1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12 Dim2	Dim2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13 Dim3	Dim3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14 Dim4	Dim4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15 CurrencyID	Currency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

If you open the account module, you should see the local account dimension.

- Now, to get content in the local account dimension, establish the group account mapping in the Dimensions workbook:

profitbase Dimensions

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

Save Refresh Import missing Source Accounts

Legal Entity

Search

All

Account

Search

All

Map Source Account for Legal Entity to Account (Group Account). Note: (*) marks mandatory columns. Paste new input at the bottom of grid.

Legal Entity ID (*)	Legal Entity	Src. Acc. ID (*)	Source Account Name (*)	Account ID (*)	Default account	Message from input via
bul	bul	bul	bul	bul	<input checked="" type="checkbox"/>	

If any given company has multiple local accounts that map to the same group account, make sure to check which local account will act as the default account.

Click Save.

This will import the group account mapping to the AccountSrc dimension and publish it's content to the Planner version so that planning on local accounts can take place.

The AccountSrc dimension should never be edited manually, this is to be done via the group account mapping only. When browsing the AccountSrc dimension, a hierarchy of legal entity -> local account is seen, for example:

Note that property values SignFactor (-1, +1, etc), AccTypeID (PL, BAL, etc) and AllowInput (true, false) will always follow that of the associated group account.