

Profitbase AS

# Profitbase Planner

## *Configuration and Operation* Personnel module

Profitbase

14.09.2021

Version 2.1

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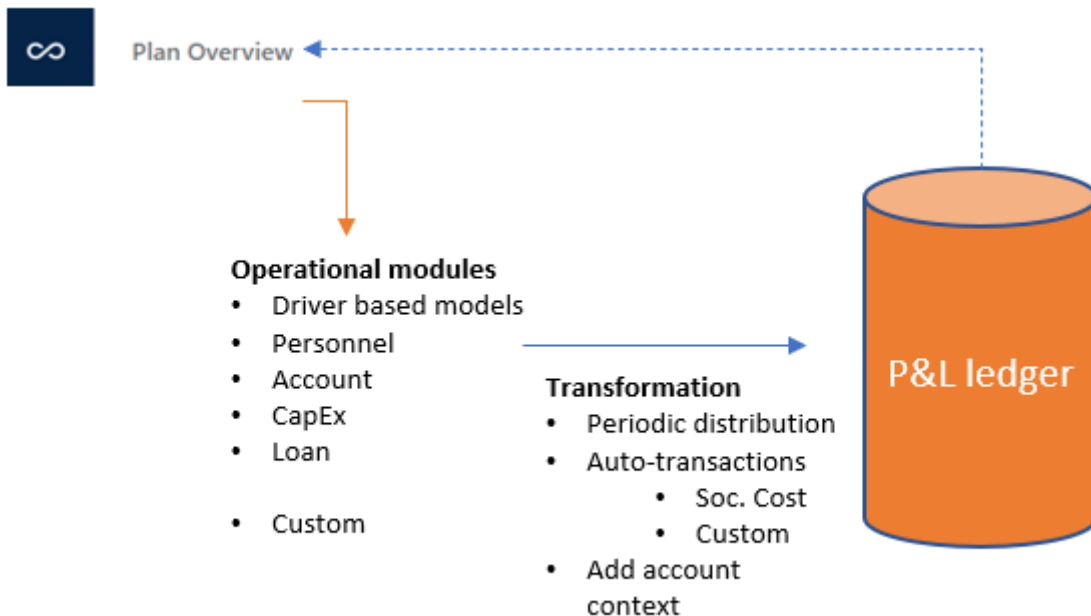
| Date:      | Version: | Changed by: | Changes:               |
|------------|----------|-------------|------------------------|
| 29.5.2020  | 0.0      | TN          | Initial content        |
| 12.10.2020 | 1.0      | TN          | Revised                |
| 19.05.2021 | 2.0      | TN          | Revised for Planner v5 |
|            |          |             |                        |

## 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:

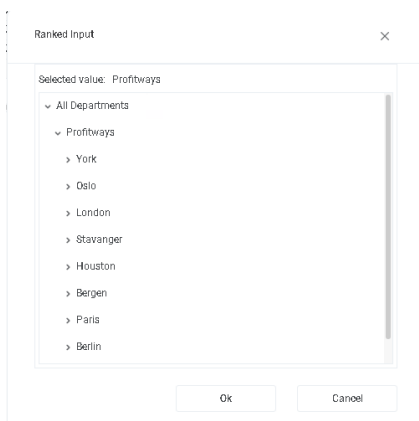
- Delete row

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

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

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

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



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

Select node and click “OK”.

Click “Cancel” to leave the selector without selecting.

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

- Move up
- Move down

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

### 3 Principle of operation

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

#### Driver-based

The Personnel module uses a driver-based principle in which FTEs (Full Time Equivalents) are the driver.

Any user input is thus provided per FTE per month.

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

The screenshot shows the 'Input Settings and Administration' interface. It includes a navigation bar with 'Budget settings', 'Forecast settings', 'Payroll Settings', 'Budget Admin', 'Forecast Admin', and 'Setup'. Below the navigation bar are buttons for 'Save', 'Refresh', and 'Sales forecast setup', along with the period '202004 - 202203'. On the left, there are three checkboxes: 'Acc. - Periodic distribution keys', 'Acc. - Override distribution using historic data', and 'Acc. - Auto transactions'. The 'Personnel - Periodic spread keys' checkbox is checked. To the right, a table titled 'Personnel - Periodic spread keys' is displayed. The table has columns for 'Departm.', 'Employee', 'Column Name', 'Apr 20', 'May 20', 'Jun 20', 'Jul 20', and 'Aug 20'. The table contains three rows of data.


|   | Departm.        | Employee      | Column Name     | Apr 20 | May 20 | Jun 20 | Jul 20 | Aug 20 |
|---|-----------------|---------------|-----------------|--------|--------|--------|--------|--------|
| 1 | Alle avdelinger | All employees | Annual Salary ▼ | 1      | 1      | 1      | 0      | 1      |
| 2 | Alle avdelinger | Hourly Salary | Annual Salary ▼ | 1      | 1      | 1      | 1      | 1      |
| 3 | Alle avdelinger | All employees | Free Car ▼      | 1      | 0      | 0      | 1      | 0      |

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

[Input amount] \* [FTE for the month] \* [Periodic spread key for month]

In the case of April 2020 for employee Lisa:

4000 \* 1 \* 1 = 4000

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

Personnel

Personnel Details

Save Refresh Year 2020 Workflow Status In Progress

Stavanger (NOK) - Payroll **Input amounts are per FTE per month.**

|   | Employee | Hist. FTE | FTE | FTE Rest 2020          | Hist. Mth. Salary | Base Mth. Salary | Raise 2020 | Salary Rest 2020 | Overtime | Bonus | Free Car | Training | Spread to periods      |
|---|----------|-----------|-----|------------------------|-------------------|------------------|------------|------------------|----------|-------|----------|----------|------------------------|
| 1 | Sum      | \$        | 1   | 0.89                   |                   |                  |            | 210,029          | 0        | 0     | 4,000    | 0        |                        |
| 2 | Lisa     | \$        | 1   | <a href="#">Change</a> | 0.89              | 30,000           | 30,000     | 2.0%             | 210,029  |       | 4,000    |          | <a href="#">Change</a> |

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

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

## Plan by individual and/or groups

The planning dimensionality used comprise of the Department and Employee dimensions. Note that the Employee dimension may be set up with individuals or groups or a combination of the two:

Personnel

Personnel Details

Save Refresh Year 2020

Stavanger (NOK) - Payroll **Input amounts are per FTE per month.**

|   | Employee    | Hist. FTE | FTE | FTE Rest 2020          | Hist. Mth. Salary | Base Mth. Salary | Raise 2020 | Salary Rest 2020 | Overtime  | Bonus | Free Car | Training | S |
|---|-------------|-----------|-----|------------------------|-------------------|------------------|------------|------------------|-----------|-------|----------|----------|---|
| 1 | Sum         | \$        | 1   | 6.89                   |                   |                  |            | 1,442,151        | 0         | 0     | 4,000    | 0        |   |
| 2 | Lisa        | \$        | 1   | <a href="#">Change</a> | 0.89              | 30,000           | 30,000     | 2.0%             | 210,029   |       | 4,000    |          |   |
| 3 | Technicians | \$        |     | <a href="#">Change</a> | 6.00              |                  | 25,000     | 2.0%             | 1,232,122 |       |          |          |   |

As Personnel-related settings are differentiated by the Employee dimension *hierarchy*, it is advisable to use appropriate group levels in the dimensional hierarchy to allow for a useful differentiation, for example:

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

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

## Salary calculation and distribution

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

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

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

The screenshot shows the 'Input Settings and Administration' interface. On the left, there are several checkboxes for different settings, with 'Personnel - General settings' checked. On the right, a table titled 'Personnel - General settings' displays configuration for three departments.

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

These settings may be differentiated using more specific Department levels as shown in the example above.

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

The screenshot shows the 'Input Settings and Administration' interface. On the left, 'Personnel - Periodic spread keys' is checked. On the right, a table titled 'Personnel - Periodic spread keys' displays the distribution of the annual salary across months for three different keys.

|   | Departm.        | Employee      | Column Name   | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 |
|---|-----------------|---------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | All Departments | All employees | Annual Salary | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 0      | 1      |
| 2 | All Departments | Hourly Salary | Annual Salary | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| 3 | All Departments | All employees | Bonus         | 0      | 1      | 0      | 0      | 1      | 0      | 0      | 1      | 0      |

If vacation pay is relevant, the Annual Salary key should reflect this by setting the key for the vacation pay month(s) to a value between 0 and 1 as show above.

For situations in which the vacation does not reflect exactly one month, the “Reduction vac. Pay factor” in the “General Settings” may be used. The “Reduction vac. Pay factor” will be applied as a reduction factor to the salary for vacation pay months.

Salary for vacation months is calculated as:

$$[FTE July] * [Base Mth. Salary] * (100 + [Raise 2020])/100 * [1 - Annual Salary Spread key July 2020] * [Reduction vac. Pay factor] * -1$$

Example employee Lisa:

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

Personnel

Personnel Details

Save Refresh Year 2020 X | v Workflow Status In Progress New task

Stavanger (NOK) - Payroll Input amounts are per FTE per month.

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

(Lisa)

|   | FTE  | For.YTG 2020 | Apr 20 | May 20 | Jun 20 | Jul 20 | Aug 20 | Sep 20 | Oct 20 | Nov 20 | Dec 20 |
|---|------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Lisa |              | 0.89   | 1.00   | 0.00   | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   |

|   | Account         | Forecast 2020 | Jan 20 | Feb 20 | Mar 20 | Apr 20  | May 20 | Jun 20  | Jul 20 | Aug 20  | Sep 20  | Oct 20  | Nov 20  | Dec 20  |
|---|-----------------|---------------|--------|--------|--------|---------|--------|---------|--------|---------|---------|---------|---------|---------|
| 1 | Sum             | -316,302      | 0      | 0      | 0      | -47,736 | 0      | -43,736 | 1,848  | -43,736 | -43,736 | -47,736 | -43,736 | -47,736 |
| 2 | 5010 - Salaries | 210,029       | 0      | 0      | 0      | 30,600  |        | 30,600  | -5,171 | 30,600  | 30,600  | 30,600  | 30,600  | 30,600  |

Calculation example above based on:

- Base Mth. Salary: 30000 NOK
- Raise 2020: 2% from April 2020
- Vacation pay month: July 2020
- FTE July 2020: 1
- Reduction vac. Pay factor: 0.1363

## Planning horizon

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

Finance Settings  
Dev - 5.0.0.2

VAT Payroll Sales Expense Purchase Fixed Assets OBDue Setup Accounts Usage Year End

Save Refresh

Time: Start and range

Fiscal Calendar Offset

Source: Map Account to Engine

System: Fallback Accounts

Currency/ReportID

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

Next 12 months  
This- and next year (default)  
This- and next 2 years  
This- and next 3 years  
This- and next 4 years  
This- and next 5 years  
This- and next 6 years

This time horizon applies to all input modules.

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

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



## Long-term planning

For long-term (beyond next year) planning, the level of detail is less – input is done *for the department as a whole*:

- FTE for given year
- Expected annual salary raise for given year

The screenshot displays the 'Personnel Details' software interface. At the top, there are 'Save' and 'Refresh' buttons, and a 'Year' dropdown menu set to '2022-2026'. A 'Workflow Status' indicator shows 'In Progress'. The main area contains a table for 'Stavanger (NCR) - Payroll' with columns for 'Employee', 'FTE', 'FTE 2021', and 'Comment'. The table lists three rows: 'Sum' (FTE 2,000), 'Laa' (FTE 1,00), and 'Technicians' (FTE 1,00). Below this is a modal window titled 'FTE long term' with columns for 'FTE 2021', 'Raise 2021', 'FTE 2022', 'Raise 2022', 'FTE 2023', 'Raise 2023', 'FTE 2024', 'Raise 2024', 'FTE 2025', 'Raise 2025', 'FTE 2026', and 'Raise 2026'. The first row shows a 2.5% raise for 2022 and a 2.0% raise for 2023. At the bottom, there is a table for 'Account' with columns for years 2022 through 2026, showing various financial entries like 'Salaries', 'Vacation Pay', and 'Payroll tax'.

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

## Plan roll forward actions

### 1.1.1 Source data

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

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

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

### 1.1.2 Calculations

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

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

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

## 4 Module configuration

---

### Publish and name module

---

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



# 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

## Input modules

|   | Input module                                     | Published                           | Description | Description EN | Description NO |
|---|--|-------------------------------------|-------------|----------------|----------------|
| 1 | <a href="#">Profitbase.EPM.AccountWorkbook</a>   | <input checked="" type="checkbox"/> | Account     | Account        | Konto          |
| 2 | <a href="#">Profitbase.EPM.PersonnelWorkbook</a> | <input checked="" type="checkbox"/> | Personnel   | Personnel      | Personell      |

| Column         | Description   |
|----------------|---|
| Input module   | The name of the input module  |
| Published      | Indicates that the input module is Published or not (checked   unchecked) |
| Description    | The module's default name   |
| Description EN | The module's English name   |
| Description NO | The module's Norwegian Name   |

## Select and name input columns

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

Forecast • 5.0.0.4 | Input Settings and Administration

Settings Payroll Settings Setup

Save Refresh

- Account - dimensions
- Historic Reference Columns
- Account - deviation columns
- Personnel - dimensions
- Personnel - Column setup
- Distributed Input Settings
- Period filters (input modules)
- Input filters

|    | Column Name           | Column Name        | Column Name EN     | Column Name NO      | Input worksheet                     | Auto transaction                    | Account mapping                     | Central key                         | Local key                           | Comment                     |
|----|-----------------------|--------------------|--------------------|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| 1  | Bonus                 | Bonus              | Bonus              | Varibel lønn        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                             |
| 2  | EmployerTaxOvr        | EmpTax %           | EmpTax %           | AGA %               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Employer tax % override     |
| 3  | Misc1                 | Free Car           | Free Car           | Fri bil             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |                             |
| 4  | Misc2                 | Training           | Training           | Kompetansheving     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |                             |
| 5  | Misc3                 | Misc3              | Misc3              | Misc3               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |                             |
| 6  | Misc4                 | Misc4              | Misc4              | Misc4               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |                             |
| 7  | Misc5                 | Misc5              | Misc5              | Misc5               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |                             |
| 8  | Overtime              | Overtime           | Overtime           | Overtid             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                             |
| 9  | PensionEmployeePctOvr | Pension employee % | Pension employee % | Pensjon arbtaaker % | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Pension employee % override |
| 10 | PensionEmployeePctOvr | Pension empl. %    | Pension empl. %    | Pensjon erlop %     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Pension employee % override |
| 11 | VacationPayPctOvr     | VacPay %           | VacPay %           | Feriep. %           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Vacation pay % override     |



There is a pre-set number of columns to select and name.

| Column           | Description   |
|------------------|---|
| Column Name      | The internal column id  |
| Column Name      | The column default name   |
| Column Name EN   | The column's English translation  |
| Column Name NO   | The column's Norwegian translation  |
| Input worksheet  | Indicates that the column is visible and editable in the input worksheet or not (checked   unchecked)   |
| Auto transaction | Indicates that the column is eligible for auto transactions or not (checked   unchecked). For details on auto transactions, see <a href="#">Auto transactions (optional)</a>  |
| Account mapping  | Indicates that the column is eligible for account mapping or not (checked   unchecked). Note that any column which input is to be included in the Profit & Loss plan, need to be mapped to an account, see <a href="#">Define input column to account mapping</a> |
| Central key      | Indicates that the column is eligible for central spread key or not (checked   unchecked). For details on maintaining central spread keys, see <a href="#">Spread keys</a>  |
| Local key        | Indicates that the column is eligible for the end user to set locally in the Personnel module or not (checked   unchecked).   |

For the ovr (override) columns, it is possible to control the visibility and column naming only.

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

## Attach module to input report

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

| Report                        | Act LY      | Actuals L12M | Act/YTD 2021 | Plan YTG 2021 | 2021        | Jan 21      | Feb 21      | Mar 21      | Apr 21      | May 21      | Jun 21      | Jul 21     | Aug 21      | Sep 21      | Oct 21      | Nov 21      | Dec 21      |
|-------------------------------|-------------|--------------|--------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|
| Sales                         | 14 532 711  | 0            | 270 370 782  | 270 370 782   | 45 462 898  | 40 548 898  | 35 634 898  | 30 720 898  | 25 806 898  | 20 892 898  | 15 978 898  | 11 064 898 | 11 064 898  | 11 064 898  | 11 064 898  | 11 064 898  | 11 064 898  |
| Other Revenue                 | 0           | 61           | 0            | 0             | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0          | 0           | 0           | 0           | 0           | 0           |
| Operating Income              | 14 532 771  | 0            | 270 370 782  | 270 370 782   | 45 462 898  | 40 548 898  | 35 634 898  | 30 720 898  | 25 806 898  | 20 892 898  | 15 978 898  | 11 064 898 | 11 064 898  | 11 064 898  | 11 064 898  | 11 064 898  | 11 064 898  |
| Cost of Goods                 | 0           | 0            | 133 070 040  | 133 070 040   | 28 614 008  | 23 287 237  | 19 960 506  | 16 633 755  | 13 307 004  | 9 980 253   | 6 653 502   | 3 326 751  | 3 326 751   | 3 326 751   | 3 326 751   | 3 326 751   | 3 326 751   |
| Other Direct Cost             | 1 372 076   | 0            | 8 640 000    | 8 640 000     | 1 728 000   | 1 512 000   | 1 296 000   | 1 080 000   | 864 000     | 648 000     | 432 000     | 216 000    | 216 000     | 216 000     | 216 000     | 216 000     | 216 000     |
| Gross Profit                  | 13 160 695  | 0            | 128 660 742  | 128 660 742   | 17 120 890  | 15 749 641  | 14 378 392  | 13 007 143  | 11 635 894  | 10 264 645  | 8 893 396   | 7 522 147  | 7 522 147   | 7 522 147   | 7 522 147   | 7 522 147   | 7 522 147   |
| Gross Profit %                | 90.6 %      | 0            | 47.6 %       | 47.6 %        | 37.7 %      | 38.8 %      | 40.3 %      | 42.3 %      | 45.1 %      | 49.1 %      | 55.7 %      | 68.0 %     | 68.0 %      | 68.0 %      | 68.0 %      | 68.0 %      | 68.0 %      |
| Payroll                       | 16 488 385  | 0            | 298 484 468  | 298 484 468   | 28 685 067  | 27 679 149  | 26 685 067  | 27 212 976  | 28 207 058  | 27 212 976  | 27 212 976  | -3 336 784 | 27 212 976  | 27 212 976  | 28 207 058  | 27 212 976  | 27 212 976  |
| Other Personnel Cost          | 1 458 436   | 0            | 33 203 479   | 33 203 479    | 2 865 114   | 2 914 326   | 2 865 114   | 2 887 233   | 2 946 445   | 2 887 233   | 2 887 233   | 1 282 837  | 2 887 233   | 2 887 233   | 2 946 445   | 2 887 233   | 2 887 233   |
| Personnel Cost                | 17 866 821  | 0            | 331 686 147  | 331 686 147   | 29 550 181  | 30 593 475  | 29 550 181  | 30 110 209  | 31 153 503  | 30 110 209  | 30 110 209  | -1 053 947 | 30 110 209  | 30 110 209  | 31 153 503  | 30 110 209  | 30 110 209  |
| Other Operating Expenses      | 5 730 275   | 0            | -198 158 000 | -198 158 000  | -39 678 300 | -34 715 895 | -29 750 786 | -24 785 678 | -19 820 569 | -14 855 461 | -9 890 352  | -4 929 489 | -4 930 841  | -4 932 192  | -4 933 343  | -4 934 895  | -4 936 447  |
| Depreciation and Amortization | 544 100     | 0            | 916 667      | 916 667       | 0           | 83 333      | 83 333      | 83 333      | 83 333      | 83 333      | 83 333      | 83 333     | 83 333      | 83 333      | 83 333      | 83 333      | 83 333      |
| Operating Expenses            | 6 294 375   | 0            | -197 241 333 | -197 241 333  | -39 678 300 | -34 632 561 | -29 667 453 | -24 702 344 | -19 737 236 | -14 772 127 | -9 807 019  | -4 846 156 | -4 847 507  | -4 848 859  | -4 850 210  | -4 851 561  | -4 852 913  |
| Operating Profit              | -11 000 501 | 0            | -5 706 072   | -5 706 072    | 27 249 010  | 19 788 727  | 14 495 664  | 7 599 279   | 219 627     | -5 073 436  | -11 409 793 | 13 422 251 | -17 740 554 | -17 739 203 | -18 781 146 | -17 736 500 | -17 736 500 |

To attach the module to a report line, go to the "Setup" page of 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

**Personnel - Column setup**

|   | Column Name | Column Name EN | Column Name NO   | Input worksheet                     | Auto transaction                    | Account mapping                     | Central key                         | Local key                           |
|---|-------------|----------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Bonus       | Bonus          | Variabel lønn    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Misc1       | Free Car       | Fri bil          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3 | Misc2       | Training       | Kompetanseheving | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4 | Misc3       | Misc3          | Misc3            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5 | Misc4       | Misc4          | Misc4            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6 | Misc5       | Misc5          | Misc5            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7 | Overtime    | Overtime       | Overtid          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Input modules**

|   | Input module                     | Published                           | Description | Description EN | Description NO | Comment |
|---|----------------------------------|-------------------------------------|-------------|----------------|----------------|---------|
| 1 | Profitbase EPM AccountWorkbook   | <input checked="" type="checkbox"/> | Account     | Account        | Konto          |         |
| 2 | Profitbase EPM PersonnelWorkbook | <input checked="" type="checkbox"/> | Personnel   | Personnel      | Personell      |         |

**Input module report line map**

|   | Department          | Report Line ID | Input module  |
|---|---------------------|----------------|---------------|
| 1 | All Departments     | Sales          | Product sales |
| 2 | Alle avdelinger     | Cost of Goods  | Product sales |
| 3 | Alle avdelinger     | Payroll        | Personnel     |
| 4 | Alle avdelinger     | Depreciation a | CapEx         |
| 5 | Profitways Focus AS | Sales          | Consulting    |
| 6 | ABC Group           | Sales          | Account       |
| 7 | ABC Group           | Other Operati  | Account       |
| 8 | ABC Group           | Cost of Goods  | Account       |

| Column         | Description  |
|----------------|--|
| Departm.       | Source department. Ranked input. Mandatory.<br><br>Through the use ranked input (high level selection), different modules may attach to a given report line for different part of the department dimension (organization). |
| Report Line ID | Report line to which input module is to attach. Select from list. Mandatory.   |
| Input module   | Input module to attach. Select from list. Mandatory.   |

## Define input column to account mapping

The Annual Salary must be mapped to an account for the P&L transactions to be generated.

The same applies to any additional input columns defined and that should generate P&L transactions.

**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  
 Personnel - Periodic spread keys  
 Personnel - Auto transactions  
 Personnel - Account mapping  
 Personnel - General settings

**Personnel - Account mapping**

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

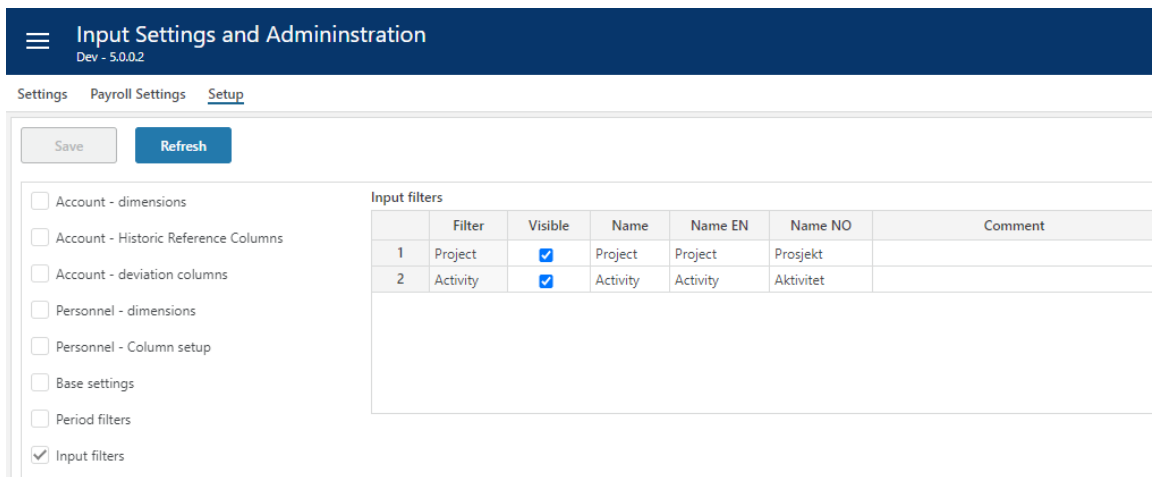
| Column     | Description                                 |
|------------|---|
| Department | Source department. Ranked input. Mandatory. |
| Employee   | Source employee. Ranked input. Mandatory.   |

|             |  |
|-------------|--|
| Column Name | Input column for which the account mapping applies. The drop-down list will by default contain Sales and Cogs. If additional input columns are defined and they should produce P&L transactions, they will have to be set up with an “Account mapping”, check mark in the input column setup. Please refer to <a href="#">Select and name input columns</a> for details. |
| Account     | The target account, i.e. that account that the generated P&L transaction will be tied to.  |

## Additional input filters (slicers)

Department is a standard filter (slicer). In addition, there is an option to include Project and/or Activity as additional input filters (slicers).

The configuration for this is found in the “Setup” page of the “Input Settings and Administration” Workbook:



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

| Column  | Description   |
|---------|---|
| Filter  | Available filter, limited to Project and Activity               |
| Visible | Makes filter visible (checked) or not visible (unchecked)       |
| Name    | The filter’s default name as displayed in the workbook          |
| Name EN | The filter’s English translation as displayed in the workbook   |
| Name NO | The filter’s Norwegian translation as displayed in the workbook |

The additional filters appear in the right section of the workbook:

Product sales  
Dev - 5.0.0.2

profitbase

Dimensions

Period: 2021 | Measure: Sales qty

Workflow Status: In Progress

Stavanger (NO) Sales

|   | Product                  | Market         | ProjectID_Name | ActivityID_Name            | Measure   | Act LY | Actuals LY2M | Act.YTD 2021 | Plan YTD 2021 | 2021  | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 |
|---|--------------------------|----------------|----------------|----------------------------|-----------|--------|--------------|--------------|---------------|-------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Total                    |                |                |                            | \$        | 0      | 0            | 0            | 1 000         | 1 000 | 216    | 189    | 162    | 135    | 108    | 81     | 5      |
| 2 | Profitways Division Core | European Union | Project A      | Consolidation sales effort | Sales qty | 0      | 0            | 0            | 1 000         | 1 000 | 200    | 175    | 150    | 125    | 100    | 75     | 5      |
| 3 | Profitways Division Core | European Union | Project B      | Consolidation sales effort | Sales qty | 0      | 0            | 0            | 80            | 80    | 16     | 14     | 12     | 10     | 8      | 6      |        |

| Account                                | 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                                  | 253,407,960  | 50,690,049  | 44,345,043  | 38,010,037  | 31,675,031  | 25,340,025  | 19,005,018  | 12,670,012 | 6,336,549  | 6,336,549  | 6,336,549  | 6,336,549  | 6,336,549  |
| 2 3015 - Income Accessories            | 198,612,000  | 39,722,400  | 34,797,100  | 29,791,800  | 24,826,500  | 19,881,300  | 14,995,900  | 9,930,600  | 4,965,300  | 4,965,300  | 4,965,300  | 4,965,300  | 4,965,300  |
| 3 3075 - Retailer advertising expenses | 2,052,000    | 410,400     | 359,100     | 307,800     | 256,500     | 205,200     | 153,900     | 102,600    | 51,300     | 51,300     | 51,300     | 51,300     | 51,300     |
| 4 3080 - Discounts                     | -4,104,000   | -820,800    | -718,200    | -615,600    | -513,000    | -410,400    | -307,800    | -205,200   | -102,600   | -102,600   | -102,600   | -102,600   | -102,600   |
| 5 4010 - Cost of Spareparts Sold       | 133,070,040  | 26,614,008  | 23,287,257  | 19,960,506  | 16,633,755  | 13,307,004  | 9,980,253   | 6,653,502  | 3,326,751  | 3,326,751  | 3,326,751  | 3,326,751  | 3,326,751  |
| 6 4290 - Freight, Customs, etc.        | 8,640,000    | 1,728,000   | 1,512,000   | 1,296,000   | 1,080,000   | 864,000     | 648,000     | 432,000    | 216,000    | 216,000    | 216,000    | 216,000    | 216,000    |
| 7 6510 - Tools                         | 54,000       | 12,343      | 10,800      | 9,257       | 7,714       | 6,171       | 4,629       | 3,086      | 0          | 0          | 0          | 0          | 0          |
| 8 7999 - Miscellaneous cost            | -198,612,000 | -39,722,400 | -34,797,100 | -29,791,800 | -24,826,500 | -19,881,300 | -14,995,900 | -9,930,600 | -4,965,300 | -4,965,300 | -4,965,300 | -4,965,300 | -4,965,300 |

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

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

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

## 5 Settings

### Payroll settings

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

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

The screenshot shows the 'Input Settings and Administration' page for 'Payroll Settings'. It features a navigation bar with 'Settings', 'Payroll Settings', and 'Setup'. Below the navigation bar, there are several tables for configuring payroll costs:

- Personnel Accounts:** A table with columns: Legal Entity, Account, Employee, EPTax, Pension, VacationPay, EPTOnVPay, Comments. It shows a single row for 'All Legal entities' with account 'Alle kontor' and employee 'All employees'.
- Employer Payroll Tax %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists various rules for different legal entities and departments, such as 'All Legal entities Alle avdelinger' with a 20.00% rate.
- Pension Employer %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists rules for pension costs, such as 'All Legal entities All Departments' with a 2.00% rate.
- VacationPay %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists rules for vacation pay, such as 'All Legal entities All Departments' with a 12.00% rate.
- Pension Employees %:** A table with columns: Legal Entity, Departm., Account, From Date, Value, Comments. It lists rules for pension costs for employees, such as 'All Legal entities Bergen' with a 4.00% rate.

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

#### 1.1.3 Personnel: Accounts

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

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

#### 1.1.4 Employer Payroll Tax %

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

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



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

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

### 1.1.5 Vacation Pay %

---

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

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

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

### 1.1.6 Pension Employer %

---

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

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

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

### 1.1.7 Pension Employee %

---

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

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

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

## Spread keys

---

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

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

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

Spread keys are maintained in the “Input settings and administration” workbook in the “Settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' page with the 'Personnel - Periodic spread keys' section selected. It features a table with columns for Department, Employee, Column Name, and months from Jan 21 to Oct 21. Three rows are visible, representing different spread keys: Annual Salary, Hourly Salary, and Bonus.

|   | Department      | Employee      | Column Name   | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 |
|---|-----------------|---------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | All Departments | All employees | Annual Salary | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 0      | 1      | 1      |
| 2 | All Departments | Hourly Salary | Annual Salary | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| 3 | All Departments | All employees | Bonus         | 0      | 1      | 0      | 0      | 1      | 0      | 0      | 1      | 0      | 0      |

| Column                                      | Description  |
|---|--|
| Department                                  | Ranked input. Mandatory  |
| Employee                                    | Ranked input. Mandatory.   |
| ColumnName                                  | The column name for which the spread key applies, see  |
| Monthly spread key weight (heading dynamic) | Numeric values. Mandatory.<br>When spreading an input month value over multiple months, that input month value is multiplied with the individual spread key values to calculate the actual value for individual months |
| Comments                                    | Optional comment. Note that if a comment is added, the contributor will see the comment when viewing the distribution key of an input row.   |

## General settings

General settings on raise month and actual pay raise rates are maintained in the “Input settings and administration” workbook in the “Settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' page with the 'Personnel - General settings' section selected. It features a table with columns for Department, Raise mth. no., Raise overridden locally, Raise TY, Raise NY, Raise NY+1, and Reduction vac. pay. factor. Three rows are visible, representing different departments: Alle avdelinger, York, and Trondheim.

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

| Column                   | Description   |
|--------------------------|---|
| Department               | Ranked input. Mandatory   |
| Raise mt. no.            | The month number (e.g. 4= April) in which the annual pay raise occurs.                              |
| Raise overridden locally | Indicates whether the pay raise columns are editable for contributors (checked) or not (unchecked). |
| Raise TY                 | The annual pay raise for this year.   |
| Raise NY                 | The annual pay raise for next year.   |
| Raise NY + 1             | The annual pay raise beyond next year.  |

|                            |  |
|----------------------------|--|
| Reduction vac. pay. Factor | For situations in which the vacation does not reflect exactly one month, the “Reduction vac. Pay factor” in the “General Settings” may be used. The “Reduction vac. Pay factor” will be applied as a reduction factor to the salary for vacation pay months. |
|----------------------------|--|

## Auto transactions (optional)

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

The target department will always be the same as the input or source department.

The auto transactions are maintained in the “Input settings and administration” workbook and the “Settings” page depending on the process in question:

The screenshot shows the 'Input Settings and Administration' interface. On the left, there is a sidebar with a list of settings: 'Account - Periodic distribution keys', 'Account - Override distribution using historic data', 'Account - Auto transactions', 'Personnel - Periodic spread keys', 'Personnel - Auto transactions' (checked), 'Personnel - Account mapping', and 'Personnel - General settings'. The main area is titled 'Personnel - Auto transactions' and contains a table with the following data:

|   | Departm.        | Employee      | Column Name   | Value | Operator | Condition    | Account                        | Comment                            |
|---|-----------------|---------------|---------------|-------|----------|--------------|--------------------------------|------------------------------------|
| 1 | Alle avdelinger | All employees | FTE           | 200   | *        |              | 5230 - Employee Newspapers     | Test FTE drevet                    |
| 2 | Alle avdelinger | All employees | Annual Salary | 0.01  | *        | Month() == 6 | 5250 - Innberettet forsikring  | Test Salary drevet                 |
| 3 | Alle avdelinger | Lisa          | Free Car      | 0.05  | *        |              | 5245 - Employee benefits other | Test Lisa, cost driven by Free Car |

| Column         | Description  |
|----------------|--|
| Department     | Source department. Ranked input. Mandatory   |
| Employee       | Source employee. Ranked input. Mandatory.  |
| Column Name    | Source column name (column from input sheet). Mandatory. Select from list.   |
| Value          | The value and the operator define how the amount of the target transaction will be calculated. In the example above, the amount of the target transaction will be 10% of Numeric value. Mandatory.   |
| Operator       | Select from list. Mandatory.   |
| Condition      | Optional. Special condition to apply when validating whether to execute the rule or not.<br><br>For example:<br><ul style="list-style-type: none"> <li>- Month() &gt; 6 indicating that rule will be executed only for transactions with a transaction date with month number greater than 6 (June)</li> <li>- CurrentPeriodValue() &gt; 1000 indicating that rule will be executed if value currently processed is greater than 1000</li> </ul> Operators:<br><ul style="list-style-type: none"> <li>- Equality: ==</li> <li>- Greater than or equal to: &gt;=    Greater than: &gt;</li> <li>- Less than or equal to: &lt;=    Less than: &lt;</li> <li>- Logical and: &amp;&amp;</li> <li>- Logical or:   </li> </ul> |
| Target Account | Mandatory. The account that the target transaction will have.  |
| Comment        | Optional comment   |

## 6 Data management

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

The personnel module uses the department and employee dimensions.

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

## Employee dimension

The employee dimension is maintained in the Dimensions workbook:

The screenshot shows the 'Dimensions' application interface. At the top, there's a navigation bar with 'Dimensions Dev - 5.0.0.2' and a menu icon. Below it, a breadcrumb trail includes 'Legal Entity', 'Department', 'Account', 'Product', 'Market', 'Supplier', 'Project', 'Activity', 'Employee', 'Asset Group', 'Dim1..Dim4'. The main area has 'Save', 'Refresh', and 'Publish' buttons. A tree view on the left shows 'Employee' expanded to 'All employees'. The main table is titled 'Employee Internal Source' and contains the following data:

| Employee | Employee | Employee name     | EmploymentType | EmploymentType_Name | Last changed | ChangedBy      | Modify Type |
|----------|----------|-------------------|----------------|---------------------|--------------|----------------|-------------|
| 1        | abc      | Lisa              | Fixed Salary   | Fixed Salary        | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 2        | xyz      | Technicians       | Fixed Salary   | Fixed Salary        | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 3        | zyx      | Tim               | Fixed Salary   | Fixed Salary        | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 4        | cba      | Cleaners (Hourly) | Hourly Salary  | Hourly Salary       | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 5        | def      | Sam (hourly)      | Hourly Salary  | Hourly Salary       | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 6        | ghi      | Jenny (Hourly)    | Hourly Salary  | Hourly Salary       | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 7        | jkl      | Tommy (Hourly)    | Hourly Salary  | Hourly Salary       | 11/12/2020   | Trygve Nordahl | UPDATE      |
| 8        | xyzyx    | Test external     | Hourly Salary  | Hourly Salary       |              |                | INSERT      |

Maintain as appropriate, save the changes, and then click the “Publish” button to publish. The currently published dimension is rendered the tree view display in the right-most part of the screen.

## Fact source data

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

The screenshot shows the 'Source fact data' application interface. It includes a 'Personnel facts' section and a 'Measure fact data' section. A note states 'Amounts must be in home currency. Input amounts are per FTE per month.' The table below shows salary fact data with columns for Department, Employee, ProjectName, ActivityName, and various dimension IDs (Dim1-4, Counterpart). It also includes columns for Current FTE, Current monthly salary, Bonus, Overtime, Free Car, Training, and several Misc columns (Misc3, Misc4, Misc5).

| Department | Employee | ProjectName | ActivityName | Dim1Name | Dim2Name | Dim3Name | Dim4Name | Counterpart | Current FTE | Current monthly salary | Bonus | Overtime | Free Car | Training | Misc3 | Misc4 | Misc5 |
|------------|----------|-------------|--------------|----------|----------|----------|----------|-------------|-------------|------------------------|-------|----------|----------|----------|-------|-------|-------|
| 1          | Work     | 001-0       |              |          |          |          |          |             | 0           | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 2          | Work     | 001-1       |              |          |          |          |          |             | 1           | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 3          | Work     | 001-10      |              |          |          |          |          |             | 10          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 4          | Work     | 001-11      |              |          |          |          |          |             | 11          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 5          | Work     | 001-12      |              |          |          |          |          |             | 12          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 6          | Work     | 001-13      |              |          |          |          |          |             | 13          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 7          | Work     | 001-14      |              |          |          |          |          |             | 14          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 8          | Work     | 001-15      |              |          |          |          |          |             | 15          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 9          | Work     | 001-16      |              |          |          |          |          |             | 16          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |
| 10         | Work     | 001-17      |              |          |          |          |          |             | 17          | 25,000                 | 1,000 | 250      | 100      | 150      | 200   | 250   | 300   |

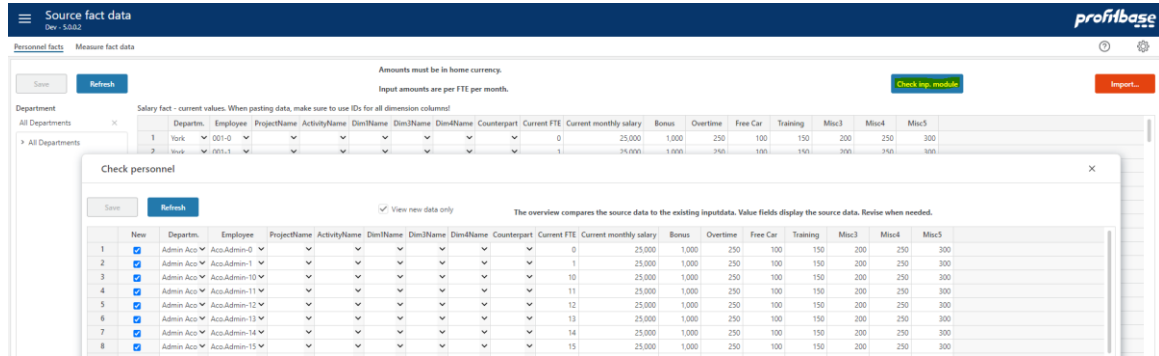
| Column   | Description   |
|--|---|
| Departm.   | The department id. Mandatory.   |
| Employee   | The employee id. Mandatory.   |
| Additional dimension columns (subject to configuration)            | Optional dimension columns Project, Activity, Dim1..4, Counterpart as configured.   |
| Current FTE  | The current FTE position of the employee at the given department.   |
| Current monthly salary   | The current monthly salary for a full time FTE for the employee at the given department.  |
| Additional cost columns (subject to configuration)                 | Current data for additional columns used. In the example above, “Bonus”, “Overtime”, “Free Car” and “Training”                  |
| Ovr (override) columns for payroll cost (subject to configuration) | Optional columns for setting override values for payroll cost rates such as vacation pay rate, employer tax rate, pension rate. |

Add new rows as needed or paste selection. When pasting data, make sure to paste dimension **ids**. A dropdown will evaluate the id against the corresponding dimension and render the

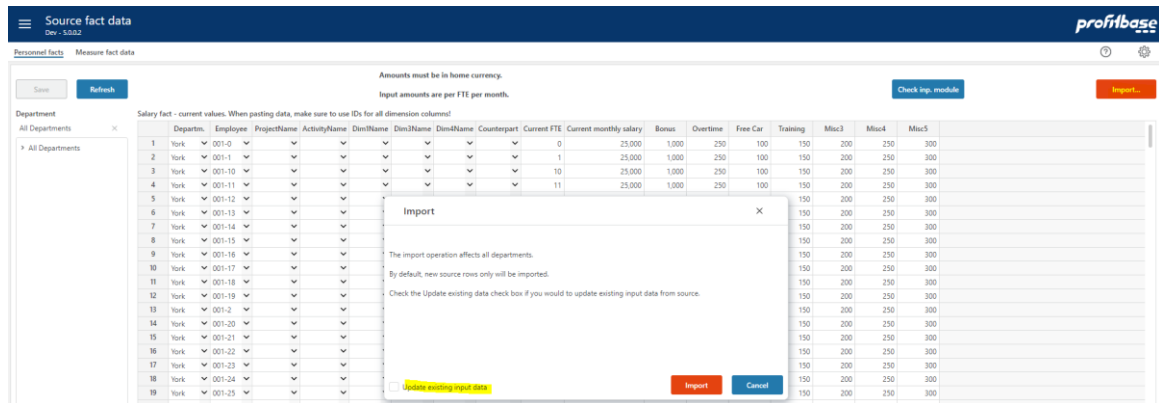
dimension **description**. If no description is rendered, just the id, this indicates that the id does not exist in the dimension.

Dimension combinations found in the source and not in the input module will automatically be processed into the module on plan rollover.

To check which combinations will be processed into the personnel module, click the “Check inp. module” button. Revise data as appropriate and keep the source fact data current.



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



Note that the default is to import new combinations only (i.e. add new rows only to the input store). If existing rows should be updated, the check box “Update existing input data” must be checked.