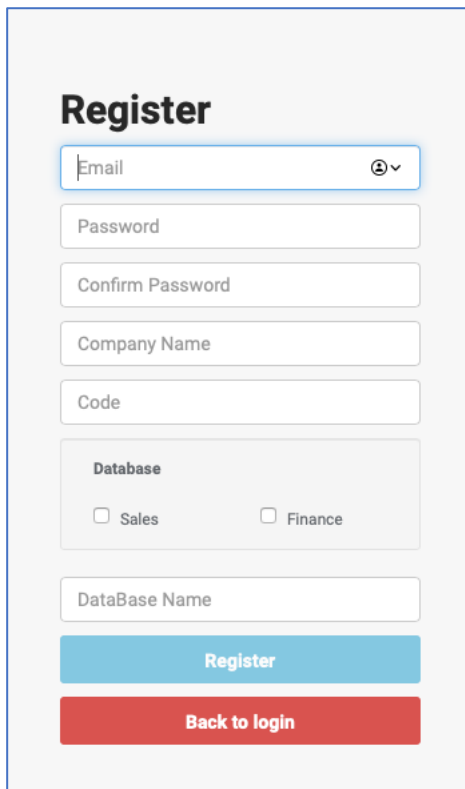


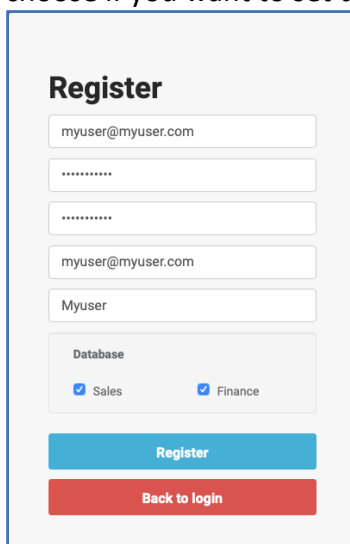
Setting up a new company and creating your first plan version

** In order to set up a new company you must first buy your subscription.

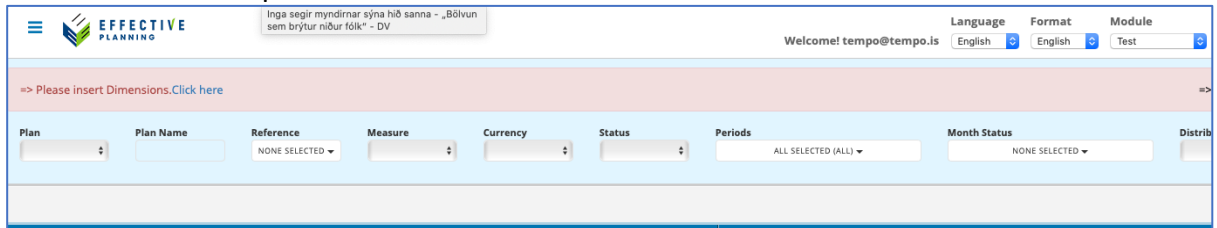
1. Go to saas.effectiveplanning.net in your browser.
2. Click on New User.

A screenshot of the "Register" form on the Effective Planning website. The form is titled "Register" and contains several input fields: "Email" (with a dropdown arrow), "Password", "Confirm Password", "Company Name", and "Code". Below these fields is a "Database" section with two radio buttons: "Sales" and "Finance". At the bottom of the form is a "DataBase Name" field. Two buttons are at the bottom: a blue "Register" button and a red "Back to login" button.

3. Enter your email address as user name, enter password, company name, email and choose if you want to set up a sales plan, finance plan or both.

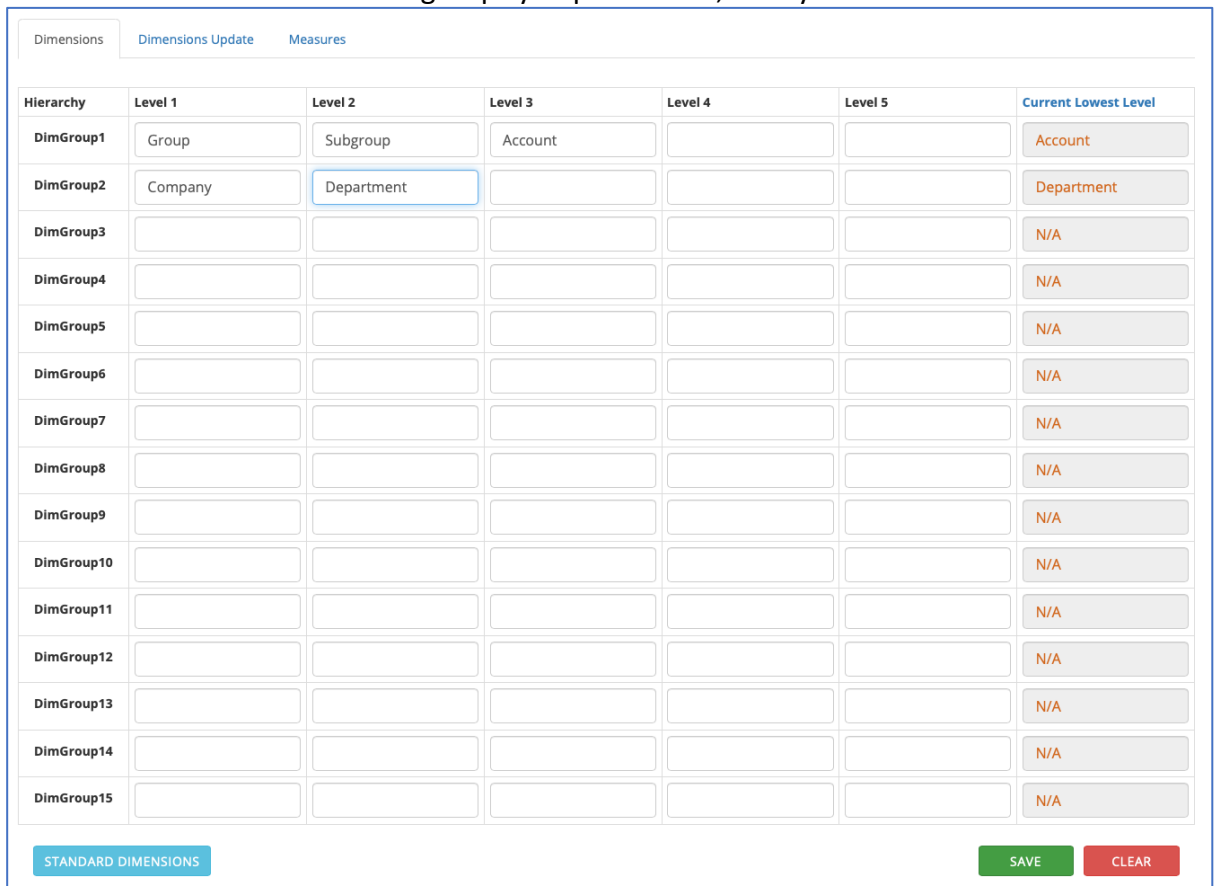
A screenshot of the "Register" form with sample data entered. The "Email" field contains "myuser@myuser.com". The "Password" and "Confirm Password" fields contain "*****". The "Company Name" field contains "Myuser". The "Database" section has both "Sales" and "Finance" radio buttons checked. The "DataBase Name" field is empty. The "Register" button is blue and the "Back to login" button is red.

- When the user and database have been created you will get this screen. Now, click on the link at the top:



The screenshot shows the Effective Planning software interface. At the top, there is a navigation bar with the Effective Planning logo, a user profile dropdown, and language/format/module settings. Below the navigation bar, there is a red warning message: "=> Please insert Dimensions. Click here". The main content area contains a form with various fields for configuring dimensions, including Plan, Plan Name, Reference, Measure, Currency, Status, Periods, Month Status, and Distrib.

- Now you must insert the dimension structure you plan to use in your module. In this example we will set up a simple finance plan, using two dimension groups, Account and Department. We use three grouping levels for the accounts (group, subgroup and account), and two grouping levels for the departments (company and department). Make sure the bottom level (account, department) is furthest to the right. Check the column labelled „Current Lowest Level“ to make sure. When you have inserted all the dimension groups you plan to use, save your structure.



The screenshot shows the "Dimensions Update" form in the Effective Planning software. The form has a table with columns for Hierarchy, Level 1, Level 2, Level 3, Level 4, Level 5, and Current Lowest Level. The table is used to define dimension groups for a finance plan. The "Current Lowest Level" column is highlighted in orange, indicating that the bottom level (account, department) is furthest to the right. The "Standard Dimensions" button is highlighted in blue, and the "SAVE" and "CLEAR" buttons are highlighted in green and red respectively.

Hierarchy	Level 1	Level 2	Level 3	Level 4	Level 5	Current Lowest Level
DimGroup1	Group	Subgroup	Account			Account
DimGroup2	Company	Department				Department
DimGroup3						N/A
DimGroup4						N/A
DimGroup5						N/A
DimGroup6						N/A
DimGroup7						N/A
DimGroup8						N/A
DimGroup9						N/A
DimGroup10						N/A
DimGroup11						N/A
DimGroup12						N/A
DimGroup13						N/A
DimGroup14						N/A
DimGroup15						N/A

- The next step is to insert your measures. To get there click on the link that appears when you have saved the dimensions. Below, you see the measures form:
- For the sales and finance modules you can insert pre-defined standard measures. Click the „Standard Measures“ button, then click the green insert button for the measures you want to use.

Standard Measures List

Measures	Type	Rel	Update Syntax	Calc Syntax	Insert
Amount	sum	1	R		

OK

8. If you cannot use the standard measures you can define your own measures from scratch:

Add Measures

Name:

Sort Id:

Update Syntax:

Visible

Decimal Places:

Format:

Chart Visible

Type:

Rel:

Calc Syntax:

Currency

Color:

ID:

CREATE CLEAR JUMP BACK STANDARD MEASURES

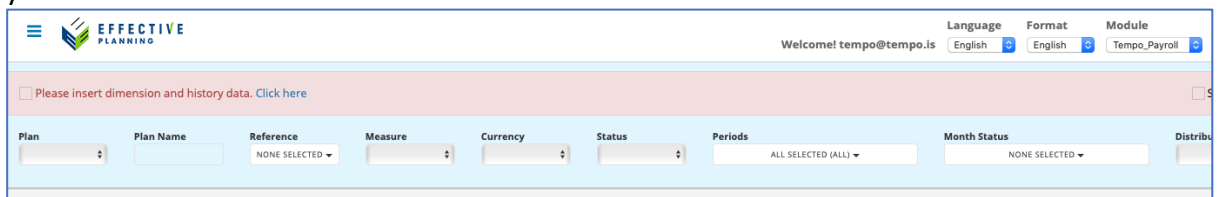
Measures

Search Measures:

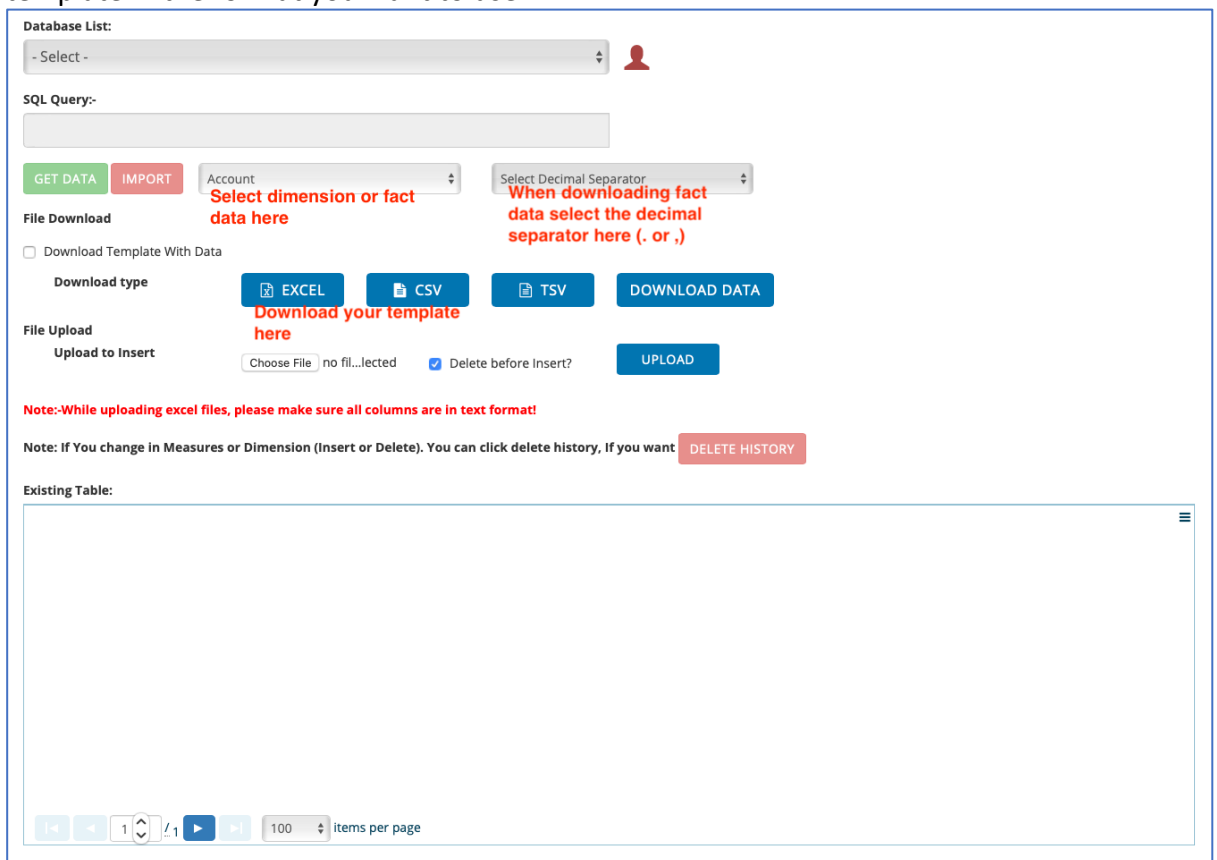
- Name: Enter the name of the measure.
- Sort ID: When using more than one measure you use this to determine in what order the measures appear.
- Update Syntax: This determines how the system updates the values you enter. The standard syntax is R. That means when you enter a value, the system calculates the relative difference between the value you enter and the previous value, and updates the underlying data based on this ratio.
- Visible: Is the measure visible in the data-entry form or not.
- Decimal places: How many decimal places do you want for the measure.
- Format: Select the format you want from a drop-down list.
- Type: Here you define how the values are summed up. There are two options: Sum means the system adds up the values, pu is used for unit values such as unit price.
- Rel: This defines which measure is updated when you enter a value. For example, if working with a sales budget, we may have margin percentage as a measure. We then use this field to define if a change in margin percentage should affect sales revenue or cost of goods sold. The standard value here is the ID of the measure being added.
- Calc Syntax: Here you define how the measure value that appears in the input form is calculated. Some measures are based on other underlying measures. For example you may calculate revenue as quantity * unit price. The syntax used is the ID of the measures used with the corresponding sign. As an example, if quantity is measure 1 and unit price is measure 2, the

syntax for revenue will be „Sum(Val1*Val2)“. In our finance module we only have one measure, Amount. This measure gets the ID=1, so the Calc Syntax is „Sum(Val1)“.

- j. Currency: Do you use more than one currency, and is the measure value depending on the currency selected? Tick this box if it is.
 - k. Color: If you have many measures, you can use colors to distinguish between them more easily. Otherwise, leave this field empty.
 - l. ID: This is an automatic entry that is generated when you save a new measure.
9. Once the measures have been defined you click on the below link to start importing your data:



10. To import data from Excel sheets you first select the relevant dimension or data table from the drop-down list. Then click on Excel, CSV or TXT to download a template in the format you want to use.



Database List:
- Select -

SQL Query:-

GET DATA IMPORT Account Select Decimal Separator
Select dimension or fact data here **When downloading fact data select the decimal separator here (. or ,)**

File Download
 Download Template With Data
Download type: EXCEL CSV TSV DOWNLOAD DATA
Download your template here

File Upload
Upload to Insert: Choose File no file selected Delete before Insert? UPLOAD

Note:-While uploading excel files, please make sure all columns are in text format!

Note: If You change in Measures or Dimension (Insert or Delete). You can click delete history, if you want **DELETE HISTORY**

Existing Table:

11. If you have downloaded and Excel template for the Account dimension, the template will look like this. The two leftmost columns should contain the lowest level Ids, the next two should contain the next level up, and so on:

	A	B	C	D	E	F	G
1	Account_Ref	Account_Name	Subgroup_Ref	Subgroup_Name	Group_Ref	Group_Name	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

12. The next step is to populate your template. You can either type in your data or load it, for example from a spreadsheet report, from a database query, or from your ERP system. This is the structure of the account dimension we use in this example:

	A	B	C	D	E	F	G
1	Account_Ref	Account_Name	Subgroup_Ref	Subgroup_Name	Group_Ref	Group_Name	
2	1000	Sales revenues	1421	Sales revenue	142	Sales revenue	
3	1010	Service revenues	1421	Sales revenue	142	Sales revenue	
4	1020	Service fees	1411	Other revenues	141	Other revenue	
5	1030	Extraordinary revenues	1421	Sales revenue	142	Sales revenue	
6	1040	Prepaid expenses	1411	Other revenues	141	Other revenue	
7	1100	Resale revenue	1421	Sales revenue	142	Sales revenue	
8	1110	Customer fees	1421	Sales revenue	142	Sales revenue	
9	1200	Special fees	1421	Sales revenue	142	Sales revenue	
10	1500	Other revenues	1411	Other revenues	141	Other revenue	
11	2100	Purchases 24,5% VAT	1521	Cost of goods sold	152	COGS	
12	2105	Purchases 7% VAT	1521	Cost of goods sold	152	COGS	
13	2110	Purchases exempt from VAT	1521	Cost of goods sold	152	COGS	
14	2115	Purchases 13% VAT	1521	Cost of goods sold	152	COGS	
15	2150	Packaging	1521	Cost of goods sold	152	COGS	
16	2400	Beginning inventory	1521	Cost of goods sold	152	COGS	
17	2410	Closing inventory	1521	Cost of goods sold	152	COGS	
18	3100	Salaries	1132	Employee salaries	113	Employee expenses	
19	3120	Change in holiday allowance	1132	Employee salaries	113	Employee expenses	
20	3130	Travel fees	1132	Employee salaries	113	Employee expenses	
21	3140	Transport allowances	1132	Employee salaries	113	Employee expenses	
22	3150	Car costs	1132	Employee salaries	113	Employee expenses	
23	3200	Employee insurance fees	1131	Other employee related expenses	113	Employee expenses	
24	3210	Employee pension fund expenses	1131	Other employee related expenses	113	Employee expenses	
25	3211	Employee union expenses	1131	Other employee related expenses	113	Employee expenses	
26	3310	Employee insurances	1131	Other employee related expenses	113	Employee expenses	
27	3321	Seminars	1131	Other employee related expenses	113	Employee expenses	
28	3330	Various employee costs	1131	Other employee related expenses	113	Employee expenses	
29	3340	Food	1131	Other employee related expenses	113	Employee expenses	
30	3345	Other employee costs	1131	Other employee related expenses	113	Employee expenses	
31	3350	Clothing	1131	Other employee related expenses	113	Employee expenses	
32	3380	General employee related costs	1131	Other employee related expenses	113	Employee expenses	
33	3510	Various service expenses	1122	Other expenses	112	Other expenses	
34	3520	Service fees	1127	Various expenses	112	Other expenses	
35	4110	Electricity	1123	Rent	112	Other expenses	

13. When loading data into a dimension sheet, it is important to make sure that:

- All your data is in text format
- There is integrity in the data between Ref IDs and Names. You must have the same name everywhere for each Ref ID.
- The parent-child structure is clean – no child has multiple parents. As an example if Subgroup 1421 – Sales revenue goes under Group 142 – Sales revenue, it must not at the same time go under Subgroup 141 – Other revenue.

14. Once you have prepared your data into the template, you click on Choose file, and then Upload. If the upload is successful you will get a message indicating this. Then you move on to the next template.

15. When you import the history data, remember to take care to select the decimal separator before uploading your data. The history template should continue transactional data on which you want to base your budget. Usually this would be last year's data, organized by year and month. The history template contains the Ref IDs

for the lowest level in each dimension group. In this case that would be the account and department IDs. The history data looks like this here:

Year	Month	Account	Department	Amount
2018	1	1000	100	-64807,91667
2018	2	1000	100	-68773,91667
2018	3	1000	100	-62876,5625
2018	4	1000	100	-52373,46875
2018	5	1000	100	-66133,17708
2018	6	1000	100	-89249,10417
2018	7	1000	100	-57791,6875
2018	8	1000	100	-42335,82031
2018	9	1000	100	-42545,14583
2018	10	1000	100	-54530,75521
2018	11	1000	100	-54890,89583
2018	12	1000	100	-54890,89583
2019	1	1000	100	-63511,76042
2019	2	1000	100	-65335,21875
2019	3	1000	100	-60990,26563
2019	4	1000	100	-51849,73438
2019	5	1000	100	-64810,51563
2019	6	1000	100	-89249,10417
2019	7	1000	100	-56057,9375
2019	8	1000	100	-41489,10417
2019	9	1000	100	-40843,33594
2019	10	1000	100	-40843,33594
2019	11	1000	100	-40843,33594
2019	12	1000	100	-40843,33594
2018	1	1010	100	0
2018	2	1010	100	0
2018	3	1010	100	0
2018	4	1010	100	0
2018	5	1010	100	0
2018	6	1010	100	0
2018	7	1010	100	0
2018	8	1010	100	0
2018	9	1010	100	0
2018	10	1010	100	0

- When you have uploaded the history data you can download a file to see if any dimensional data may be missing. You will see that in the relevant sheet in that file. If any dimensional data is missing, that is if you have and dimension Ref Ids in the history file that are missing from the corresponding dimension files, you must either remove that data from the history file or add the missing dimension Ref Ids to the dimension file and upload again.

VP_HISTORY table successfully Uploaded. ✕

[Download Missing Data File](#)

- Once all your data has been loaded, you need to define the currency you are working with. Whether you actually use different currencies and exchange rates, you must always have at least one currency defined in the database. In this case we define USD as the base currency:

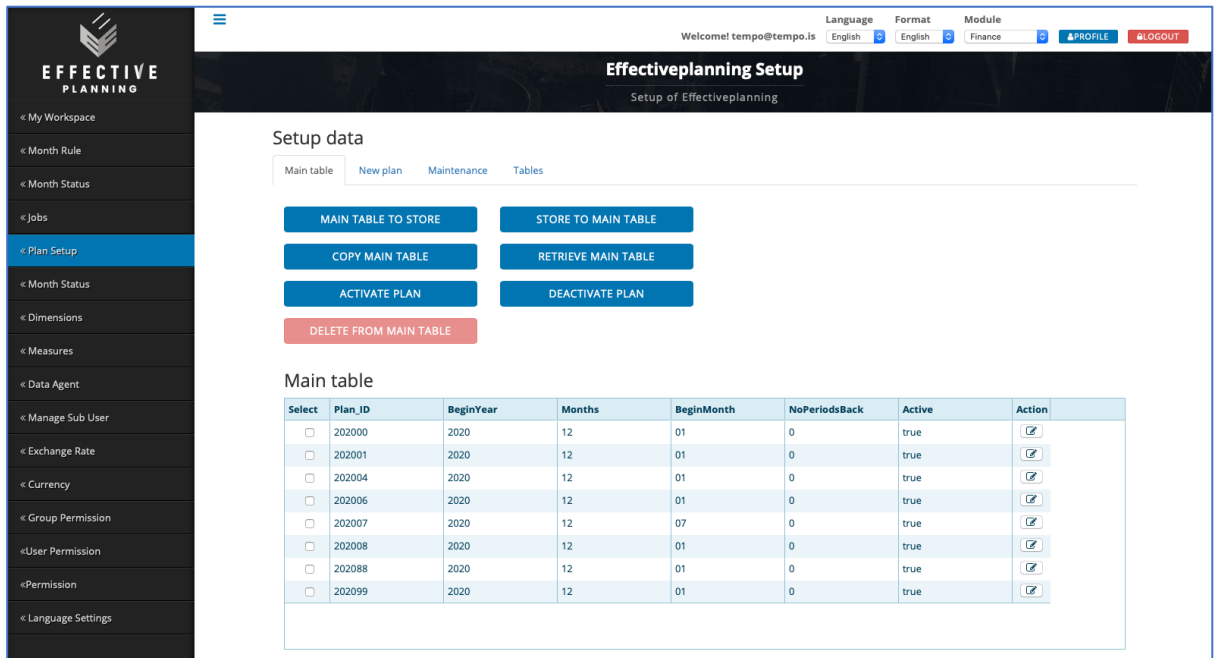
Add/Edit Currency

Currency

Base Currency

Currency	Base Currency	Edit	Delete

- Once the currency is defined, you can create your first plan version. Go to the Plan Setup section, select the New plan tab and enter an ID, a name, starting year and starting month for your new plan:



The screenshot shows the 'Effectiveplanning Setup' interface. The top navigation bar includes the user name 'Welcome! tempo@tempo.is', language and format dropdowns (both set to 'English'), a module dropdown (set to 'Finance'), and buttons for 'PROFILE' and 'LOGOUT'. The left sidebar contains a menu with items like 'My Workspace', 'Month Rule', 'Month Status', 'Jobs', 'Plan Setup' (highlighted), 'Dimensions', 'Measures', 'Data Agent', 'Manage Sub User', 'Exchange Rate', 'Currency', 'Group Permission', 'User Permission', 'Permission', and 'Language Settings'. The main content area is titled 'Setup data' and has tabs for 'Main table', 'New plan', 'Maintenance', and 'Tables'. Below the tabs are several action buttons: 'MAIN TABLE TO STORE', 'STORE TO MAIN TABLE', 'COPY MAIN TABLE', 'RETRIEVE MAIN TABLE', 'ACTIVATE PLAN', 'DEACTIVATE PLAN', and 'DELETE FROM MAIN TABLE'. Below these buttons is a table titled 'Main table' with the following data:

Select	Plan_ID	BeginYear	Months	BeginMonth	NoPeriodsBack	Active	Action
<input type="checkbox"/>	202000	2020	12	01	0	true	
<input type="checkbox"/>	202001	2020	12	01	0	true	
<input type="checkbox"/>	202004	2020	12	01	0	true	
<input type="checkbox"/>	202006	2020	12	01	0	true	
<input type="checkbox"/>	202007	2020	12	07	0	true	
<input type="checkbox"/>	202008	2020	12	01	0	true	
<input type="checkbox"/>	202088	2020	12	01	0	true	
<input type="checkbox"/>	202099	2020	12	01	0	true	

19. Then, to populate your plan with data, select Default Values and select the With data option. Then click on Create plan.
20. Now you can go to the My Workspace section to start working on your new plan version.