

How-To: Build and Manage Data Models in Modeler



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Why use this feature?

This guide is intended to explain how to build a data model, how to maintain it, and some helpful tools and tricks.

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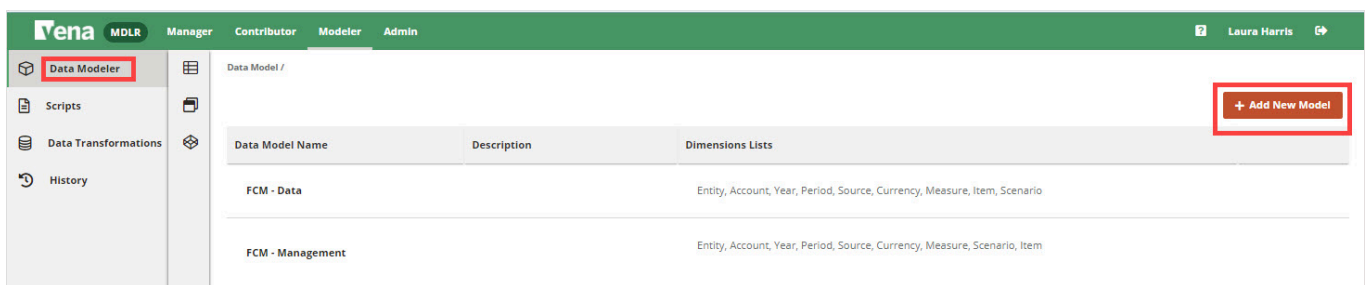
- Shared members and alternate hierarchies
- Calculated members

How to

Data Model: Build your data model

Add a data model

1. Log into vena.io and select the **Modeler** tab.
2. Select **+Add New Model**.



3. Enter a *Data Model Name* and *Description*, and select **+Add**.



4. Your new data model will appear in the list of available models:

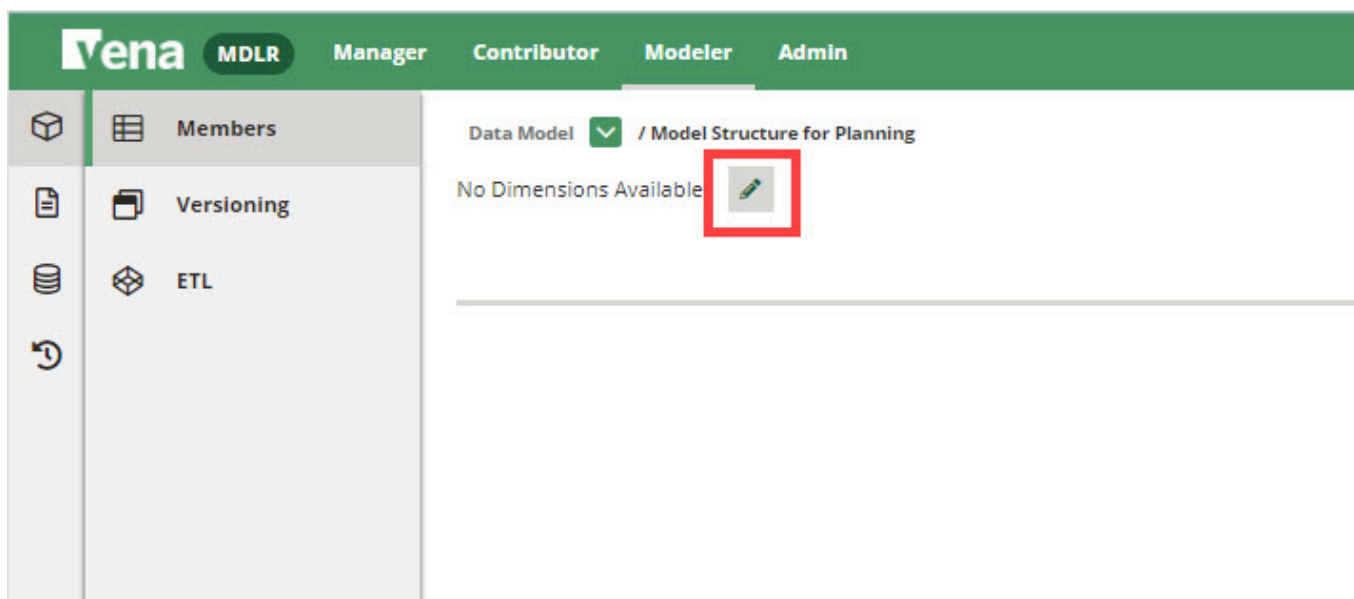
Data Model Name	Description	Dimensions Lists
Planning	2021 Planning	

Dimensions: Structure your data model

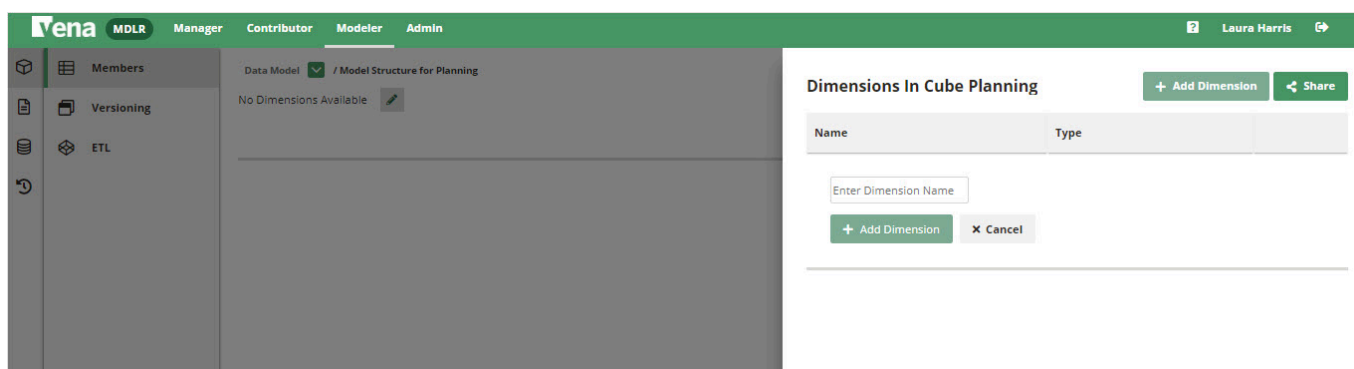
Add dimensions

1. Select the data model you just created.

2. Select the **pencil (edit)** button beside *No Dimensions Available*. (If you're adding dimensions to an existing model, select the pencil icon at the end of the dimensions list.)



3. This opens a panel with options to add dimensions or link dimensions from existing models.

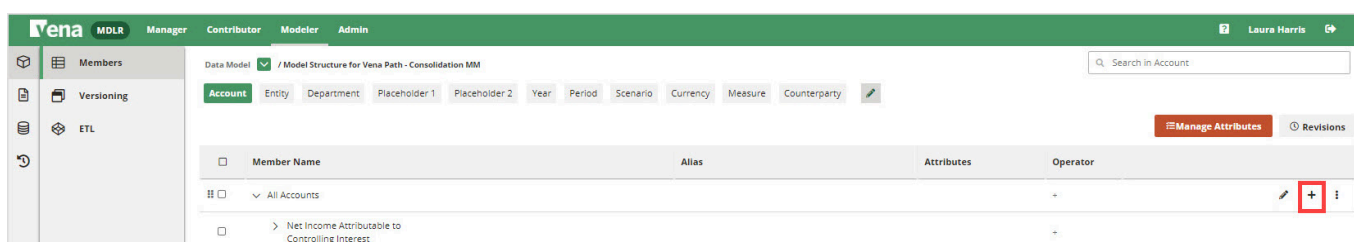


4. Repeat steps 2-3 to add or link additional dimensions as needed.

Members: Populate your hierarchy

Add members

1. To add a member to your hierarchy, select the **plus (+)** icon on the member you would like to add a child under. This opens the in-line edit panel.



2. You can add a Member Name, Alias, Attribute and/or define the Operator here.

<input type="checkbox"/> Member Name	Alias	Attributes	Operator
<input type="checkbox"/> > All Accounts			+
<input type="checkbox"/> > Net Income Attributable to Controlling Interest			+
<input type="text"/>	<input type="text"/>	Attribute <input type="text"/>	+ <input type="text"/>
<input type="button" value="+ Add Member"/> <input type="button" value="X Cancel"/>			

Move Members

1. To move a single member, select the **grab** icon to the left of the member and drag it to the intended position.

Data Model ☒ / Model Structure for FCM - Data

Entity Account Year Period Source Currency Measure Item Scenario

<input type="checkbox"/> Member Name
<input type="checkbox"/> > Global Consolidated
<input type="checkbox"/> > Peak US Operations
<input checked="" type="checkbox"/> US001
<input type="checkbox"/> US002




<input type="checkbox"/> Member Name
<input type="checkbox"/> > Global Consolidated
<input type="checkbox"/> > Peak US Operations
<input type="checkbox"/> US001
<input checked="" type="checkbox"/> Moving US002 to US003
<input type="checkbox"/> US003

2. To move members in bulk, simply select the checkboxes beside the members you want to move, then use the **grab** icon to move the members to their new position.

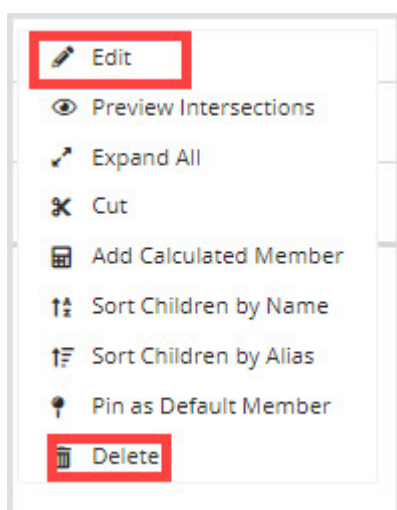
<input type="checkbox"/>	Member Name
<input type="checkbox"/>	Global Consolidated
<input type="checkbox"/>	Peak US Operations
<input checked="" type="checkbox"/>	US001
<input checked="" type="checkbox"/>	US002
2 members to Peak US Operations Group Entity	
<input type="checkbox"/>	Peak US Operations Group Entity

Edit or delete Members

1. To edit or delete a member, right-click or select the **vertical ellipsis** in the member row. (If you want to simply edit a member, you can also select the **pencil (edit)** icon in the member row.)

<input type="checkbox"/>	Member Name	Alias	Attributes	Operator	
<input checked="" type="checkbox"/>	> All Accounts			+	  

2. Select **Edit** from the window to edit a member. To delete a member, select **Delete** at the bottom of the window.



3. If you select **Edit**, the inline panel opens. You can make changes to the Member Name, Alias, Attached attributes, and operator from here.

4. After you've made your revisions, select **Update** to save the changes.

Attributes: Create alternative views

Add attributes

1. Select the **Manage Attributes** button. This opens the attributes drawer.

Member Name	Alias	Attributes	Operator
☐ All Accounts			+
☐ > Net Income			-
☐ > Balance Sheet			-
☐ > Other Accounts			-
☐ Not Account Specific			+

Name	Type
Demo	STRING
OPEX template Direct Input	STRING
OPEX template Driver-based	STRING
OPEX template No Forecast	STRING
OPEX template Other template	STRING
Package Type CAPEX	STRING
Package Type FX	STRING
Package Type HR	STRING

2. To add an attribute, select **+ Add Attribute**.

Manage Attributes-Account + Add Attribute

Name	Type
Currency in MXN	
+ Add Attribute ✕ Cancel	
Elimination Automated - Account Matching	STRING
Elimination Automated - Account Subledger	STRING
Elimination Manual	STRING
FX Functional Currency in CAD	STRING
FX Functional Currency in EUR	STRING
FX Functional Currency in USD	STRING
Historical	STRING

Done

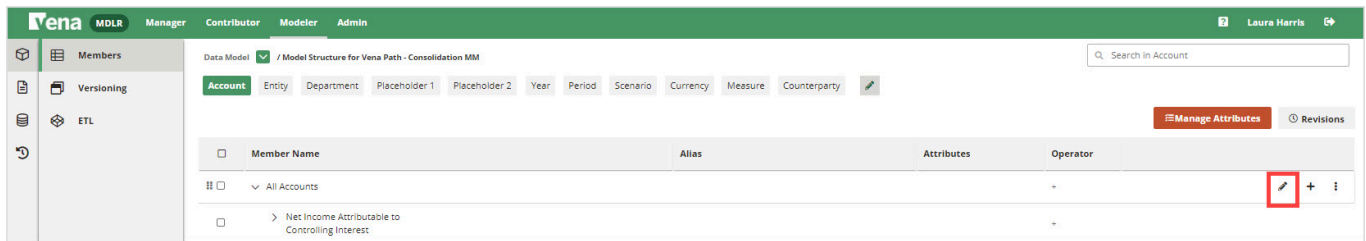
3. Enter the attribute name and save it by selecting the **+ Add Attribute** button below the attribute field. You should see your new attribute in the sidebar.

Manage Attributes-Account + Add Attribute

Name	Type
Elimination Automated - Account Matching	STRING
Elimination Automated - Account Subledger	STRING
Elimination Manual	STRING
FX Functional Currency in CAD	STRING
FX Functional Currency in EUR	STRING
FX Functional Currency in GBP	STRING
FX Functional Currency in MXN	STRING

Attach members to an attribute

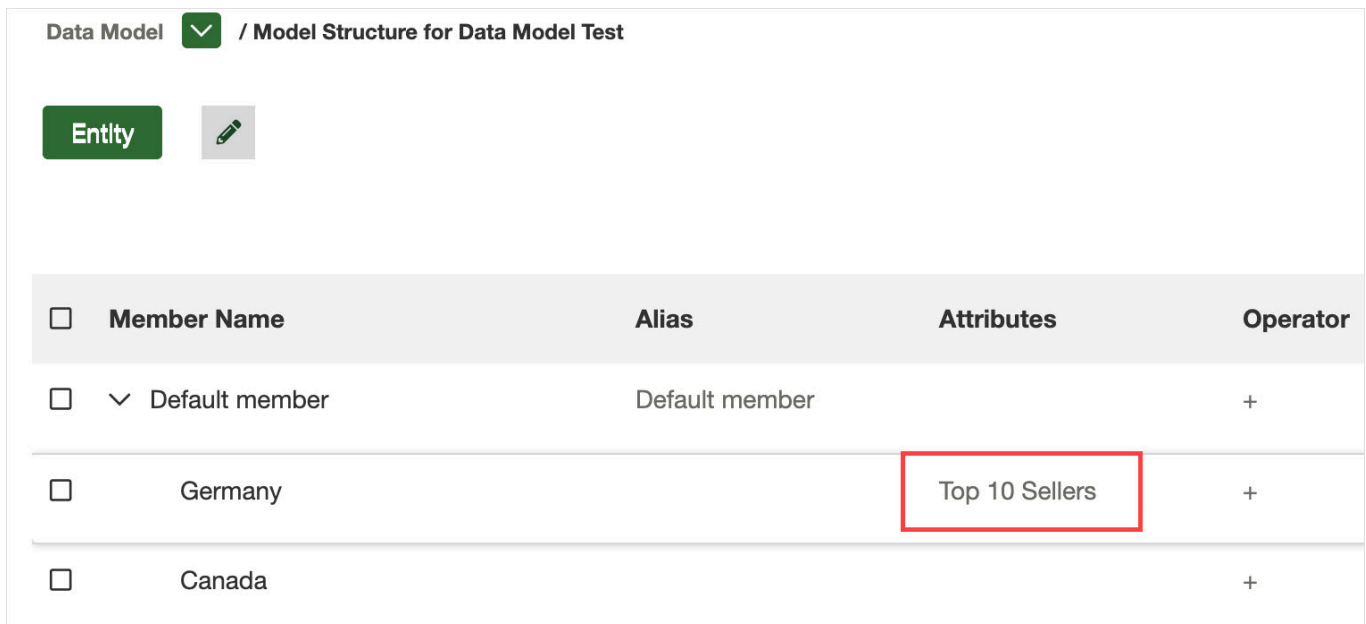
1. To attach members to an attribute, select the member by clicking on the **pencil (edit)** button in the member row.



2. Using the drop-down menu, select the checkbox next to the attribute(s) you want to attach to your member.

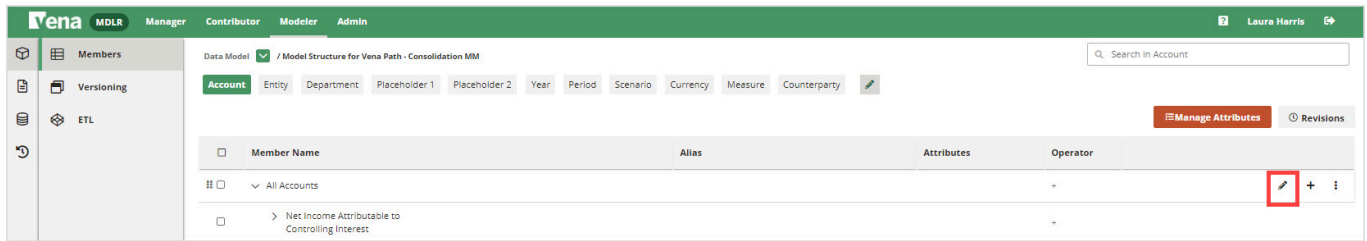


3. Select **+ Update** to save your changes. Your new attribute will appear alongside its member.

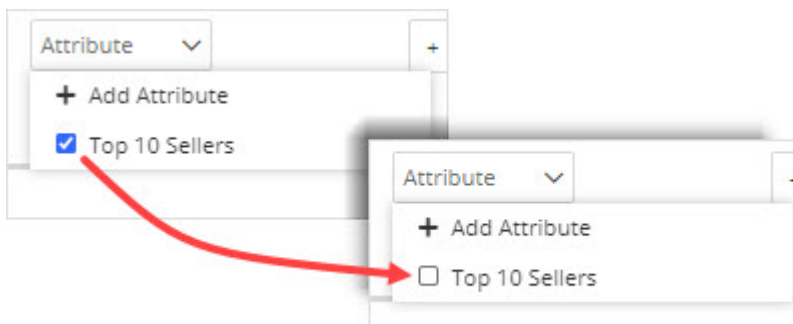


Detach members from an attribute

1. To detach members to an attribute, select the member by selecting the **pencil (edit)** button in the member row.



2. Using the drop-down menu, clear the checkbox next to the attribute(s) you want to remove from your member.

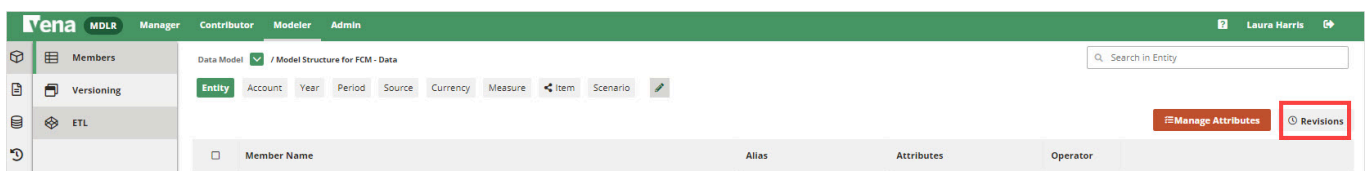


3. Select **+ Update** to save your changes.

Maintaining your data model

Revisions for audit tracking

1. To check what changes were made previously to a data model, select **Revisions** to open the revisions window.



2. Use the pagination and "go to page" to find the date of transactions you're looking for. You may copy/paste this table for your records.

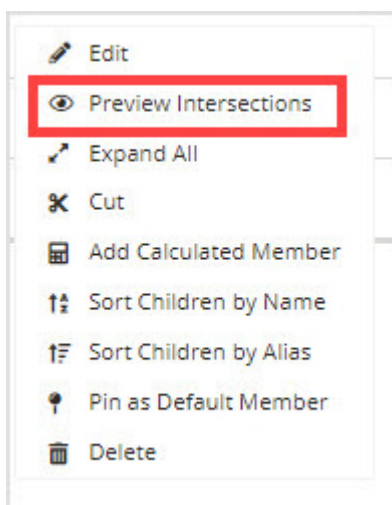
The screenshot shows the 'FCM - Data: Revisions' window. It contains a table with the following columns: Description, Action, Time, and User. The table lists several revisions made by Rachel Taguicana on December 8, 2025.

Description	Action	Time	User
Moved member "4000" parent member "Revenue" after member "4010"	Updated	Dec 8, 7:32 AM	Rachel Taguicana
Moved member "4000" parent member "4010"	Updated	Dec 8, 7:32 AM	Rachel Taguicana
Deleted dimension member "Sales - Excluding Professional Services_948653376139821056"	Deleted	Dec 8, 7:19 AM	Rachel Taguicana
Added dimension member "Sales - Excluding Professional Services"	+ Added	Dec 8, 7:12 AM	Rachel Taguicana
New position for "US003" operator "+" parent member "North America Operations"	+ Added	Dec 8, 6:57 AM	Rachel Taguicana
Updated dimension "Entity"	Updated	Dec 8, 6:57 AM	Rachel Taguicana
Updated dimension "Entity"	Updated	Dec 8, 6:57 AM	Rachel Taguicana
Updated a dimension member "North America Operations"	Updated	Dec 8, 6:57 AM	Rachel Taguicana
Moved member "test" after member "No Entity"	Updated	Dec 8, 6:56 AM	Rachel Taguicana
Added dimension member "test"	+ Added	Dec 8, 6:56 AM	Rachel Taguicana


At the bottom of the table, there is a pagination control: Previous 1 2 3 4 ... 11 Next Go to page 1 Go >. A 'Close' button is located at the bottom right of the window.

Preview intersections

1. To preview intersections, right-click anywhere on a member row or use the **vertical ellipses** to open the drop-down menu.
2. Select **Preview Intersections**.




3. This opens the *Preview Intersections* window.

 **Preview Intersections**

der	Placeholder 3	Placeholder 4	Year	Period	Scenario	Currency	Measure	Value	Etl_id
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	USD	Local Rate USD	2	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	USD	Local Rate CAD	0.76	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	USD	Local Rate GBP	1.43	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	GBP	Local Rate USD	0.71	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	GBP	Local Rate CAD	0.55	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	GBP	Local Rate GBP	1	
ier	Not Placeholder 3 Specific	Not Placeholder 4 Specific	2018	1	Actual	CAD	Local Rate USD	1.31	

4. You can use the **Export** button to download the values in the window.

 **Preview Intersections**

Entity	Account	Year	Period	Source	Currency	Measure	Item	Scenario	Value	Etl_id
US001	6101	2021	1	Reconciliation	USD	JE Debit	JE 1	Actual	2500	
US001	6101	2021	1	Reconciliation	USD	JE Entity	JE 1	Actual	US001 (Rochester)	
US001	6101	2021	1	Reconciliation	USD	JE Account	JE 1	Actual	6101 (Software)	
US001	6101	2021	1	Reconciliation	USD	JE Description	JE 1	Actual	Prepaid Software Reclass	
US001	7102	2021	7	Reconciliation	USD	JE Debit	Fixed Asset Entry	Actual	111160.623333	
US001	7102	2021	7	Reconciliation	USD	Preparer	Fixed Asset Entry	Actual	Submitted	
US001	7102	2021	7	Reconciliation	USD	JE Entity	Fixed Asset Entry	Actual	US001 (Rochester)	
US001	7102	2021	7	Reconciliation	USD	JE Account	Fixed Asset Entry	Actual	7102 (Depreciation Expense)	
US001	7102	2021	7	Reconciliation	USD	JE Description	Fixed Asset Entry	Actual	Jul 2021 Fixed Asset Depreciation Entry	
US001	7102	2021	7	Reconciliation	USD	Reviewer	Fixed Asset Entry	Actual	Reviewed	

Previous 1 2 3 ... 5 Next Go to page 1 Go >

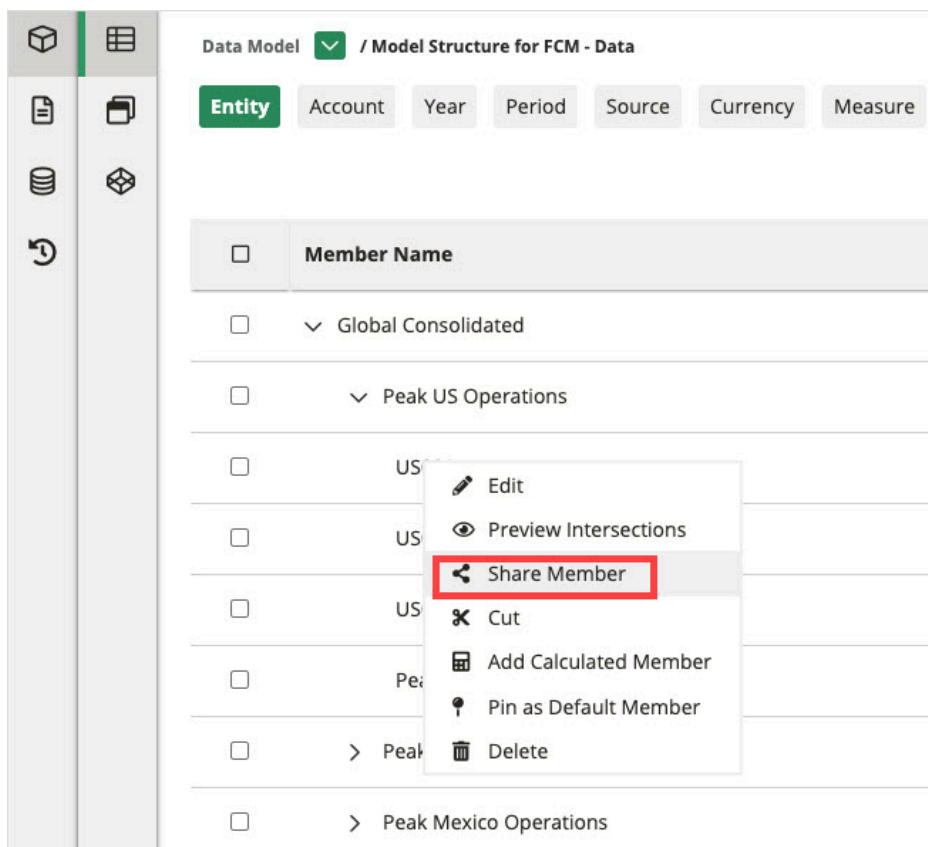
Export **Back**

Advanced member modeling

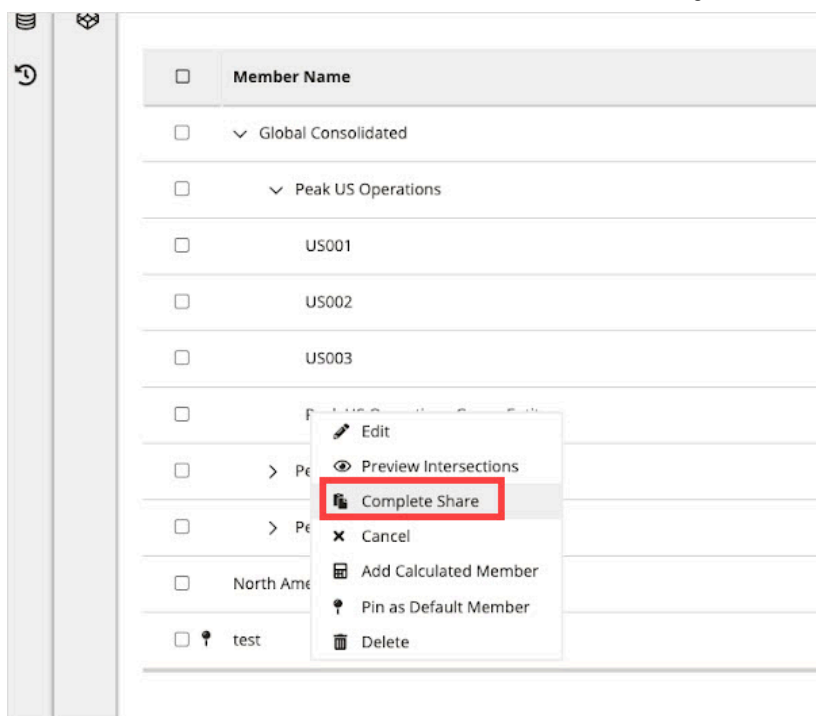
Shared members and alternate hierarchies

You may want to recall a roll-up that includes/excludes members from the main hierarchy. You can do this by sharing members to another parent and mapping the new alternative parent to the template later on. To share a member, perform the following steps:

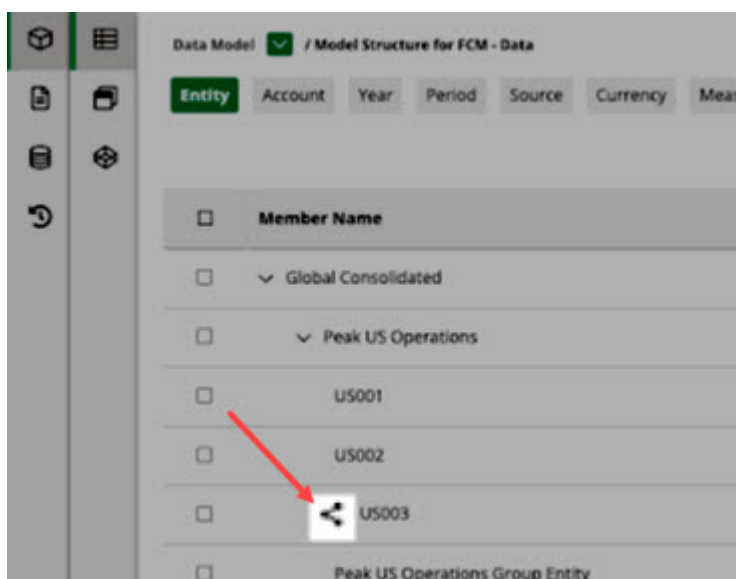
1. Right-click anywhere on a member row or use the **vertical ellipses (3 dots)** to open the dialogue box.
2. Select the **Share Member** option.



3. Select the parent member you would like to share under and select **Complete Share** to share the member.



4. The member will now also appear under the parent member selected. There will be a shared icon beside the shared member name. Deleting one position will not delete the others.

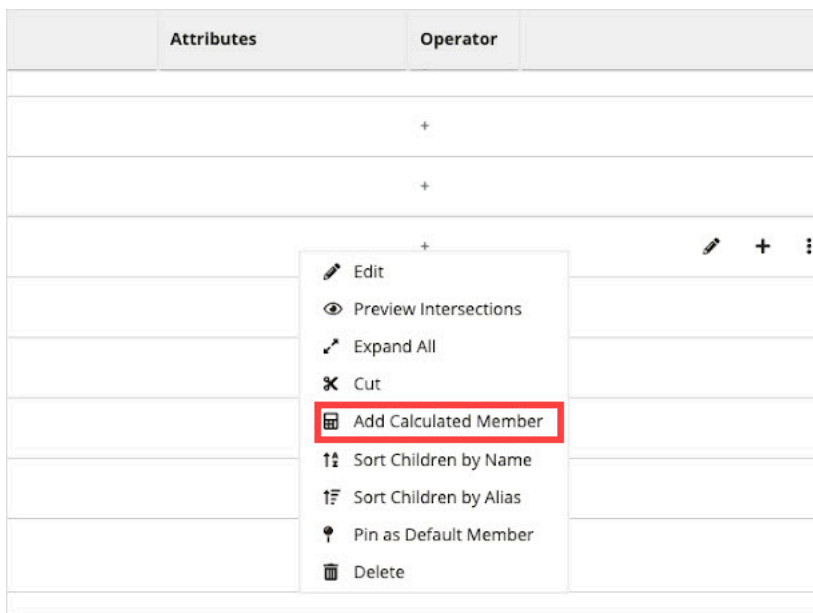


Learn more about alternate hierarchies in [this article](#).

Calculated members

Another way to recall a roll-up that includes/excludes a group of members or parents without cluttering the hierarchy is to use a calculated member.

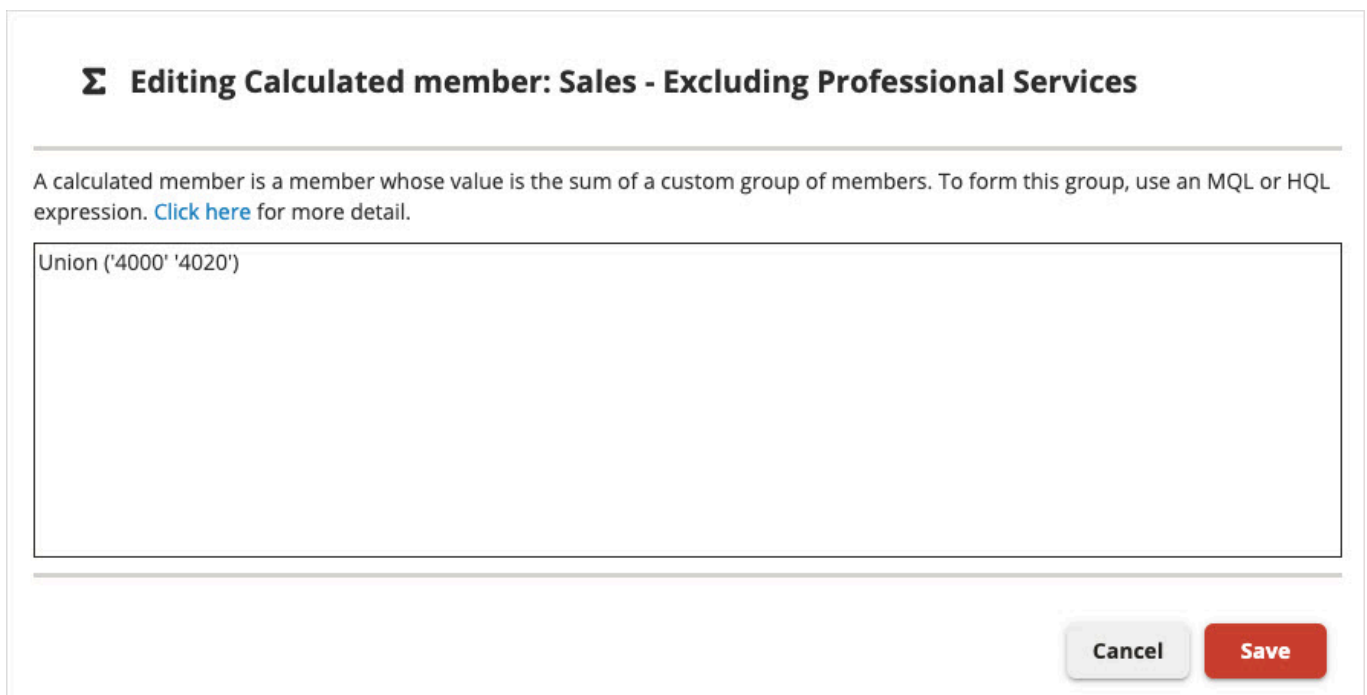
1. Right-click anywhere on a member row or use the ellipsis and select **Add Calculated Member** from the drop-down menu.



2. In the in-line panel, name the calculated member and select **Edit Expression** to add MQL expressions.



3. In this example, we want to add accounts 4000 (Product Sales) and 4020 (Subscription Sales). Once you're finished, select **Save** to save your expression.



4. Back in the in-line editor, select **+ Add Member** to save the calculated member.



5. To edit the expression of a calculated member, right-click and select **Open Expression Editor** from the menu.

