FP&A Checklist

Use the Navigation Pane (Alt, W, K; View -> Show -> Check “Navigation Pane”) to find topics easily

# Create Frozen Scenario

1. Go to the Scenarios sheet
2. Choose a revenue scenario that will be used for the frozen scenario
3. Type a name for the new scenario into cell D3
   1. All scenario names in the database must be unique
   2. Keeping the names short makes them more usable in the FinOps Templates themselves (the scenario name must fit into the scenario row cell atop the P&Ls)
   3. Following a standard naming convention is recommended
   4. One recommended convention is: Q***X***-20***XX*** R***X*** where the X’s are replaced by the quarter number, year, and reforecast/revision number, respectively. For plans that are considered final, leaving off the R***X*** may be desired.
4. Click “Create US Scenario” to create the scenario in the database

# Update/Add Dimensions: Companies

1. Updater sheet -> change cell A2 to “Companies” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the company\_number, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Companies **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Locations

1. Updater sheet -> change cell A2 to “Locations” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the location\_number, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Locations **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Accounts

1. Updater sheet -> change cell A2 to “Accounts” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the hfm\_account\_code, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Accounts **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Business Units

1. Updater sheet -> change cell A2 to “Business Units” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the bu\_number, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Business Units **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Departments

1. Updater sheet -> change cell A2 to “Departments” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the dept\_number, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Departments **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Divisions

1. Updater sheet -> change cell A2 to “Divisions” -> click “Update”
2. To update:
   1. Divisions are defined as a unique combination of Business Unit and Department, thus the combo of bu\_number and dept\_number will define a unique pair that maps directly to one record in the database
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Divisions are automatically added/deleted/updated based on each push
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Teams

1. Updater sheet -> change cell A2 to “Teams” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the hfm\_team\_code, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Teams **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update/Add Dimensions: Products

1. Updater sheet -> change cell A2 to “Products” -> click “Update”
2. To update:
   1. Change any of the fields’ values except for the hfm\_product\_code, as that is the primary key and identifies for the database which record to change
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Products **cannot** be deleted once added, to maintain historical data integrity
5. Click “Apply Update” to push to the database

# Update Cost Center Hierarchies

1. Updater sheet -> change cell A2 to “Cost Center Hierarchies” -> click “Update”
2. To update:
   1. Cost Center Hierarchies are defined as a unique combination of Business Unit, Department and Team, thus the combo of bu\_number, dept\_number and hfm\_team\_code will define a unique pair that maps directly to one record in the database
3. To add:
   1. Append rows as needed, filling in all fields’ values
4. Cost Center Hierarchies are automatically added/deleted/updated based on each push
5. Click “Apply Update” to push to the database

# Update Exchange Rates

1. Go to the Exchange Rates section of the Inputs sheet
2. To add new exchange rates:
   1. Insert a row between the bottom two rows of the Exchange Rate table (double check that the named range Upload\_ExchangeRate still encompasses the full set of exchange rates)
   2. Copy the formula in column AD from above to the new row
   3. Select a currency in column B (the “from” currency)
   4. Select a currency in column C (the “to” currency)
   5. Input the rates for each month as desired
3. Update or delete old exchange rates as desired
4. Click “Update All” to push updates to the database
   1. Inverse currency conversions are automatically calculated, and must **not** be added as additional rows in the upload
   2. E.g., if USD to GBP is selected, GBP to USD is automatically calculated from the rates

# Assumptions: Bonus Payout Percent

1. Change the Bonus Payout Percent assumption for each month in its section
2. Click “Update All” to push update to the database

# Assumptions: Per Headcount Assumptions

1. Go to the Per Headcount section of the Inputs sheet
2. To add new assumptions:
   1. Unhide the grouped row at the bottom of the section
   2. Insert a row between the bottom two rows of the section (double check that the named range Upload\_PerHeadcount still encompasses the full set of assumptions)
   3. Copy the formula in column AD from above to the new row
   4. Select a P&L line item in column B
   5. Select a Company in column C
   6. Select a currency code in column D
   7. Input the assumption amounts for each month as desired
3. Update assumption amounts for each month as desired
4. Click “Update All” to push updates to the database

# Assumptions: Percent of Base Assumptions

1. Go to the % of Base Salaries section of the Inputs sheet
2. To add new assumptions:
   1. Unhide the grouped row at the bottom of the section
   2. Insert a row between the bottom two rows of the section (double check that the named range Upload\_PerBase still encompasses the full set of assumptions)
   3. Copy the formula in column AD from above to the new row
   4. Select a P&L line item in column B
   5. Select a Company in column C
   6. Input the assumption amounts for each month as desired
3. Update assumption amounts for each month as desired
4. Click “Update All” to push updates to the database

# Assumptions: Payroll Taxes – Salaries

1. Go to the Payroll Taxes - Per Salaries section of the Inputs sheet
2. To add new assumptions:
   1. Unhide the grouped row at the bottom of the section
   2. Insert a row between the bottom two rows of the section (double check that the named range Upload\_PayrollTaxes still encompasses the full set of assumptions)
   3. Copy the formula in column AD from above to the new row
   4. Select a P&L line item in column B
   5. Select a Company in column C
   6. Input the assumption amounts for each month as desired
3. Update assumption amounts for each month as desired
4. Click “Update All” to push updates to the database

# Assumptions: Payroll Taxes – Benefits

1. Go to the Payroll Taxes - Per Expense section of the Inputs sheet
2. To add new assumptions:
   1. Unhide the grouped row at the bottom of the section
   2. Insert a row between the bottom two rows of the section (double check that the named range Upload\_PTPerExpense still encompasses the full set of assumptions)
   3. Copy the formula in column AD from above to the new row
   4. Select a P&L line item in column B
   5. Select a Company in column C
   6. Input the assumption amounts for each month as desired
3. Update assumption amounts for each month as desired
4. Click “Update All” to push updates to the database

# Employee Mapping

1. Navigate to the Salaries sheet
2. Paste in an updated data dump from the Global People System (GPS)
   1. Be sure to keep all columns (already on the Salaries sheet) intact and in the same order
   2. If overwriting the whole sheet, be sure to include the Dummy positions as well
3. Alternatively, change individual employee mappings as desired
4. Ensure all Oracle code columns are in Text format
   1. The cell format will affect the Pivot Table summary of the data
   2. Either manually prepend a single quote (‘) to the value or change individual formats to Text
5. Navigate to the Base|Bonus|SBC sheet
6. Click “1. Upload Employee Mapping”

# Stock Based Comp

1. Ensure the Employee Mapping is up to date, as Stock Based Comp is based on that mapping
2. Paste in updated data/links on the SBC\_Grant sheet
   1. Ensure these changes flow through completely and accurately on the SBC sheet
   2. The number of columns across the top must stay the same, but that particular dates listed may be changed as needed
3. Navigate to the Base|Bonus|SBC sheet
4. Click “2. Upload SBC”

# Base, Bonus, Commissions by Job Title

1. Ensure the Employee Mapping is up to date, as these amounts are based on that mapping
2. Update the Merit Increases section of the Inputs sheet as needed
3. Refresh the Pivot Table on the Base & Bonus sheet to pull in any updates from the Employee Mapping data
4. Check that no #N/A errors exist in the calculated section (columns M to AV) on the sheet where rows exist in the Pivot Table (i.e., where the SQL script is showing in column AW)
5. Ensure the named range Upload\_BaseBonus (in column AW) still encompasses the full data set
   1. Copy down the formulas as needed to capture the full Pivot Table
   2. Extra rows on the calculated section are fine, as the formula will leave the SQL blank
6. Navigate to the Base|Bonus|SBC sheet
7. Click “3. Upload Base/Bonus”