

# Getting Started with the Profit and Loss Model

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To get familiar with the [Profit and Loss](#) model you can install it with a sample configuration which includes sample data. You can find directions on how to configure the model with sample data in [Setting Up the Profit and Loss Model](#). The model can also be set up without sample data. Follow the steps below to configure the model and populate it with your company's data.

The steps below explain how to configure the model and populate it with your own data.

Note that the instructions below are based on using an Excel workbook to collect relevant data and figures into worksheets and uploading them into the Jedox database. Jedox offers you a variety of ways to achieve the same goal, e.g. editing elements manually in the [Modeler](#), defining a job in the [Integrator](#) to connect to your ERP. In the context of this article, we'll stick to using the Excel workbook – feel free to use the most appropriate method for your needs.

The [Profit and Loss](#) model comes with an Excel Workbook containing a sample configuration as well as sample data. You will find this in Jedox Web > Report Designer > [Models](#) > [Profit and](#)

## [Loss/Files/Sample Data/Profit and Loss sample data](#)

[\(IFRS\)](#). Save a copy of this workbook (using [Export](#) from the context menu) locally, edit it to replace the sample configuration and data with your own.

You can configure dimensions, as well as cubes by [uploading](#) your modified Excel workbook into the model you're working with via the steps below:

- I. Open Modeler > [Database Name] > Dimensions or Cubes > [Dimension's or Cube's name] and choose [Upload file](#) from the context menu.
- II. The Dimension/Cube Upload Wizard opens which guides you through the steps.
- III. Select the modified copy of the workbook from your local file system. For details, see [Dimension and Cube Interfaces](#).

Use the essential steps below for configuring the model and modifying individual worksheets in the Excel workbook:

### 1. Set up Model

Install the model without sample data. For directions, see [Setting Up the Profit and Loss Model](#).

### 2. Set up Languages

1. Remove unnecessary languages from the model by going to Modeler > [Database Name] > Internationalization and selecting the language(s) you would like to remove and then Delete (-). Once the languages are removed from the model, attributes in the workbook using that language can be ignored. Columns that have been localized will have the attribute name followed by an @ symbol with the country code for the language in the format xx\_XX. For example, attribute [Label](#) in the [Version](#) worksheet has localized columns [Label@de\\_DE](#), [Label@fr\\_FR](#) and [Label@es\\_ES](#) for translations in German, French, and Spanish respectively.
2. [To add a language](#) go to Modeler > [Database Name] > Internationalization and then New (+) to select the language you would like to add from the menu. Once the new language has been added, go to the worksheet of the dimensions and cubes you would like to update with the translations for the new language. For example, to add a new column to the worksheet for the [Version](#) dimension of the [Name](#) attribute in Portuguese (Brazil), you'd add [Name@pt\\_BR](#).

<b>3. Add Legal Entities</b>	<p>Legal Entity is a required dimension for the presentation of reports, it identifies a company or a group of companies within a report. You can edit it within the <a href="#">Legal Entity</a> worksheet and upload it to the <a href="#">Legal Entity</a> dimension with the upload wizard. If you only have one legal entity, you still have to use this dimension, populate it with the single entity that you have. Use the standard settings provided by the upload wizard to populate this dimension. Make sure that the <a href="#">Currency</a> attribute is populated with local currencies.</p>
<b>4. Adjust Time Span</b>	<p>The time span of the model can be adjusted to fit your organization's historical data and planning horizon in the <a href="#">Time Editor</a> tab of the <a href="#">Month</a> dimension.</p>
<b>5. Change Forecast Versions</b>	<ol style="list-style-type: none"> <li>The elements in the <a href="#">Version</a> dimension helps you to compare figures for reporting and planning. A minimum of two forecast elements are required.</li> <li>The <a href="#">Actual Months</a> attribute of the forecast elements must have a value between 1 and 11.</li> </ol>
<b>6. Uploading Chart of Accounts</b>	<p>The <a href="#">PnL Account</a> dimension contains the hierarchy for ledger accounts or reporting positions. You can do <a href="#">calculations</a> on these accounts within the model as well as <a href="#">connecting/integrating</a> accounts between models. You can edit accounts within the <a href="#">PnL Account</a> worksheet and upload them to the <a href="#">PnL Account</a> dimension with the upload wizard. When uploading the <a href="#">PnL Account</a> worksheet, check <a href="#">Allow multiple parents within one hierarchy</a> in order to allow individual accounts to roll up into several reporting positions.</p>
<b>7. Set Up Currency Conversion</b>	<ol style="list-style-type: none"> <li>When a company or a group of companies stores accounting data, one currency like the Euro or Dollar, must be chosen. This currency which is called the <a href="#">Source Currency</a> will be stated under the <a href="#">Currency</a> attribute within the <a href="#">Legal Entity</a> dimension. You have to update source currencies in the <a href="#">Currency</a> worksheet and upload them to the <a href="#">Currency</a> dimension of the model. Use the standard settings provided by the upload wizard to populate this dimension.</li> <li>You need currency conversion when a source currency has to be converted into another currency for reporting purposes. The set of currencies available for conversion is called the <a href="#">Target Currency</a>. To define target currencies you have to update and upload the <a href="#">Currency</a> and <a href="#">Target Currency</a> worksheets to the <a href="#">Currency</a> and <a href="#">Target Currency</a> dimensions.</li> <li>You can import the actual exchange rates into the model by using the <a href="#">import exchange rates interfaces</a>. All of the planning versions (<a href="#">Budget</a> &amp; forecast versions) can be set from the January average rate. You can load planning <a href="#">Exchange Rates</a> via the <a href="#">Exchange Rates</a> worksheet and upload them into the <a href="#">Exchange Rates</a> cube.</li> </ol>
<b>8. Add Logo</b>	<p>Replace the Jedox logo within the web reports to your company logo. See <a href="#">Configuring Design Elements</a>.</p>
<b>9. Change Cell Styles</b>	<p>Modify the default cell styles within the web reports to your company style. See <a href="#">Configuring Design Elements</a>.</p>

At this point basic configuration is complete! Follow the steps below to use the models:

<b>10. Initial Data Import</b>	<p>To import actual figures (e.g. historical data up to the most recent month) and the existing plans, use <a href="#">Upload file</a> on the <a href="#">Profit and Loss</a> cube.</p>
<b>11. Import Actual Figures</b>	<p>To import actual figures on a monthly basis you can use <a href="#">Upload file</a> on the <a href="#">Profit and Loss</a> cube. This is a quick way to get started, but if you want, for example, to enable daily reporting, you can extend this functionality by using an <a href="#">Integrator</a> job that connects directly to your finance system or ERP and loads in automatically.</p>
<b>12. Review the Actual Figures</b>	<p>If you've imported actuals, multiple currencies may be required within the system before reviewing the figures. Access the <a href="#">Import Exchange Rates</a> form within the <a href="#">Exchange Rates</a> input screen to import the exchange rates into the system. Once that is completed, use the <a href="#">Profit and Loss Actual</a> report to review current reporting positions in both local and target currencies.</p>
<b>13. Do Mid-Term Planning</b>	<p>If you need to do the mid-term planning, you'll have to prepare the system to receive data. Use the <a href="#">Exchange Rates</a> input screen to update the currencies in your mid-term plan. Once that is completed, use the <a href="#">Profit and Loss Mid-Term Planning</a> input screen to create and adjust the plan across multiple years.</p>

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**14. Create your Budget**

If you need to prepare your budget, you'll have to prepare the system to receive data. Use the [Exchange Rates](#) input screen to update the currencies in your budget. Once the updates are complete, use the [Profit and Loss Budget](#) report to prepare your company budget.

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**15. Do your Forecast**

If you need to create a forecast, you'll have to prepare the system to receive data. Use the [Exchange Rates](#) input screen to update the currencies in your forecast. Then use the [Profit and Loss Forecast Initialization](#) form to populate the forecast version. Once you've populated the forecast version, use the [Profit and Loss Forecast](#) report to make updates.

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