



**User Guide:  
International Users  
and  
Planning in Multiple Currencies**

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**User Guide: International Users & Planning in Multiple Currencies**

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### 1. Overview

Adaptive Planning can be used in various languages and regions, and conforms to the cultural expectations of its users.

Effective in Q1 2009, four languages are supported (in addition to English): French, German, Spanish, and Japanese. At that time, all text in the user interface will be in the user's language (if the user's language is French, German, Spanish or Japanese.)

Users in all languages can expect the following from the application:

- The user's locale is automatically detected, without the user having to explicitly select it.
- Numbers and dates in sheets and reports are displayed in the appropriate format for the user's locale.
- Users can enter, store and display data in their language.
- Time period month labels are internationalized. The format of numbers and dates follow the rules of each locale.

International users can plan in their own local currencies. Each plan (department) is assigned a currency, and all financial data is displayed in a department in that currency. When subplans roll up, their financial data is automatically converted from their own currency to the currency of the parent department. All data is ultimately converted to the currency for the total company.

### 2. International User Interface

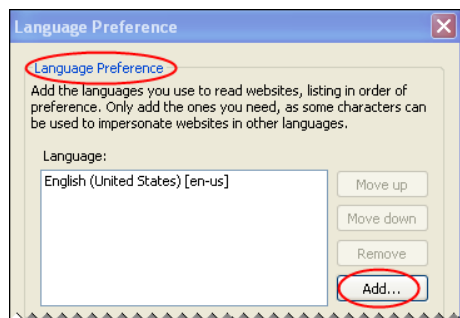
Adaptive Planning automatically detects the user's locale, without the user having to explicitly select it. This is facilitated by a user's internet browser being set to a preferred language, and by the user's Windows settings, as described below.

#### Browser and Windows Settings

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Users should make sure that their computers are configured correctly for their preferred languages. This is done through browser settings.

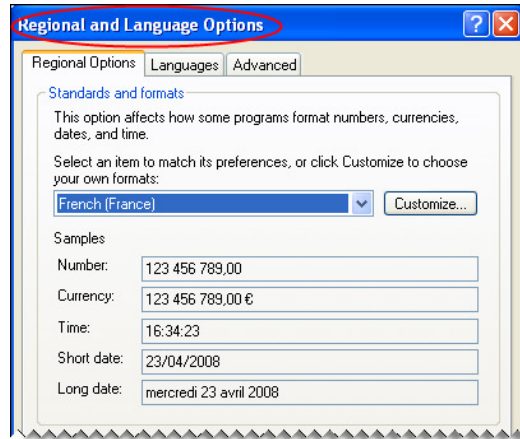
In **Internet Explorer**, go to Tools, Internet Options, Languages. In the Language Preference dialogue box, click on the Add button to add a language other than English. If a language is the preferred language, use the Move Up button to place it at the top of the list. Restart the browser in order to see the effect of the change.



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Also, the proper keyboard support must be installed. This configuration is managed in the Windows Control Panel, under the Regional and Language Options dialog.



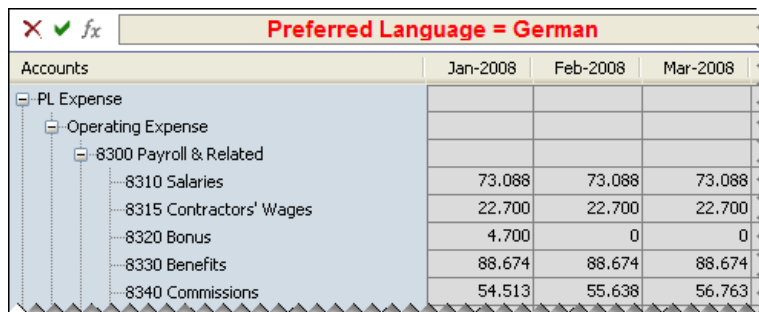
### Entry and Display of Non-ASCII Text

**Users can enter textual data in any language.** Users can enter text in languages other than English. Languages other than English include characters not part of the ASCII (A to Z) set. These include accented characters and ideographic characters (such as in Chinese and Japanese). All entered text will be displayed correctly.

### Number Formatting

Display of numbers in sheets and reports and entry of numbers in sheets are in the appropriate format for the user's locale. This includes the use of the correct decimal and grouping separators.

**Users can enter numbers in a manner consistent with their locale.** For example, a user in Germany can enter "1.234,5" to indicate "one thousand two hundred thirty four and a half."

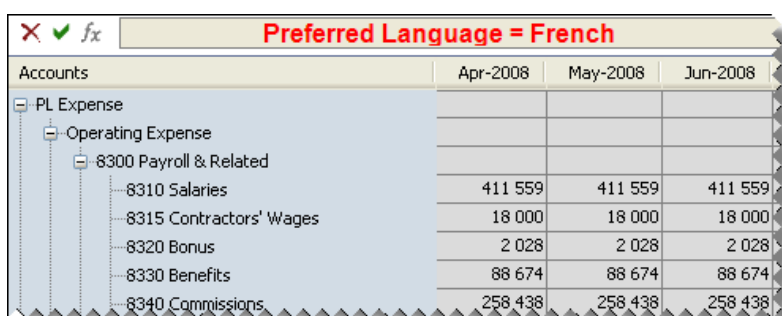


Accounts	Jan-2008	Feb-2008	Mar-2008
PL Expense			
Operating Expense			
8300 Payroll & Related			
8310 Salaries	73.088	73.088	73.088
8315 Contractors' Wages	22.700	22.700	22.700
8320 Bonus	4.700	0	0
8330 Benefits	88.674	88.674	88.674
8340 Commissions	54.513	55.638	56.763

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All numbers are displayed to users in a manner consistent with their locale. For example, a user in France will see "one thousand two hundred thirty four and a half" displayed as "1 234,5."



Accounts	Apr-2008	May-2008	Jun-2008
PL Expense			
Operating Expense			
8300 Payroll & Related			
8310 Salaries	411 559	411 559	411 559
8315 Contractors' Wages	18 000	18 000	18 000
8320 Bonus	2 028	2 028	2 028
8330 Benefits	88 674	88 674	88 674
8340 Commissions	258 438	258 438	258 438

In locales that use a comma as the decimal separator, the semicolon is used in formulas as the separator, instead of commas. This is similar to formula formatting in Excel.

### Date Formatting

There are many places where dates are displayed, and a few places where users can enter dates. Dates are always displayed in a culturally appropriate manner. This includes the order in which the components of the date are displayed, as well as the separator used when the date is displayed in short form.

**Users can enter dates in a manner consistent with their locale.** This includes the names of months and the formatting in dates, particularly in short form. For example, when a user in Germany enters 01.02.2007, this is interpreted as February 1, 2007 rather than January 2, 2007.

**All dates are displayed to users in a manner consistent with their locale.** This includes the names of months, and the formatting of a date, particularly a date in a short form. For example, a user in France will see "October 22, 2007" in shortened form as "22/10/2007" instead of "10/22/2007."

## 3. Planning in Multiple Currencies

Following is an overview of the Adaptive Planning multicurrency planning functionality:

- **Corporate currency:** The corporate plan is assigned a currency. Ultimately, all planned values are automatically expressed in this currency.
- **Plan currencies:** Each plan has an assigned currency. Planning managers can plan in their respective currencies.
- **Rolling up plans with different currencies:** When subplans rollup, their financial values automatically convert from their own currency to the currency of the parent plan and the corporate plan.
- **Exchange rates:** The administrator enters and manages exchange rates for each currency to be used in the plans.
- **Importing Actuals:** Actual values can be imported in the appropriate local currency for each plan. Actual exchange rates can also be imported.

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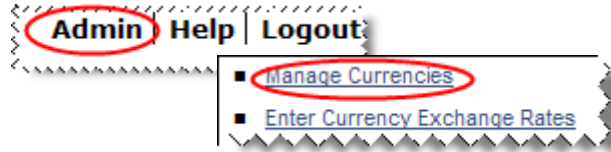
## User Guide: International Users & Planning in Multiple Currencies

### Exchange Rates

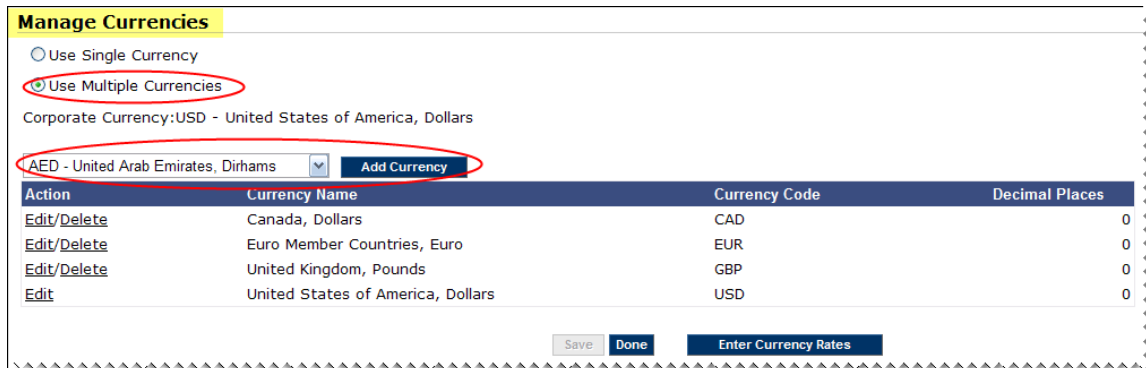
When plans are created, the default currency is US Dollars. If multiple currencies are going to be used, the necessary functionality is made available when the plan is first created.

Once the corporate plan has been set up to incorporate multiple currencies, the administrator has a section in which to designate which currencies will be used in the plan.

#### Go to Admin, Manage Currencies



The administrator should first choose “Use Multiple Currencies.” Then, the currencies to be used should be chosen from the drop-down list of all possible worldwide currencies. The currency name, currency code, and decimal places for that currency will be automatically displayed as the currencies are chosen.



Currencies cannot be deleted once they are associated with a plan (more on this, below.)

The corporate currency can be changed from the default of US dollars, but only before local currencies are added to the plan. In Manage Currencies, there is a Change link, which is enabled only when there are no local currencies created. For example, if a company’s corporate plan is to be in Canadian Dollars, this would need to be specified here, upfront, before the other currencies are added.



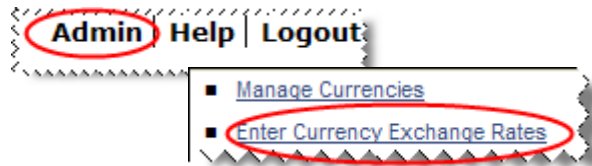
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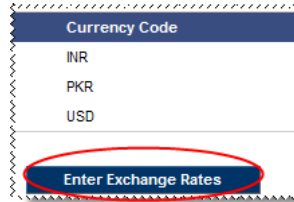
### Two Exchange Rates for Each Currency

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Go to Admin, Enter Currency Exchange Rates



Or, click on the Enter Exchange Rates box in the Manage Currencies screen.



Exchange rates are multipliers that are applied to the local currencies in order to exchange them into the corporate plan currency. They are entered and maintained here by the administrator.

For each local currency to be used in the plans, there are two exchange rates. The average (Avg) exchange rate is typically used for periodic accounts (e.g. revenue and expenses) while the end-of-month (End) exchange rate is typically used for cumulative accounts (e.g. balance sheet accounts.)

In this example, the Euro has been assigned two exchange rates, an average rate to be applied to accounts like revenue and expenses, and an end-of-month exchange rate, to be applied to accounts such as balance sheet items. Note that each exchange rate can have a different value for each month. In this case, the Euro is expected to equal 1.5749 US Dollars.

Local Currency Name	Jan-2008	Feb-2008	Mar-2008
CAD (Avg)	1.01400	1.01400	1.01400
CAD (End)	1.01400	1.01400	1.01400
EUR (Avg)	1.57490	1.57490	1.57490
EUR (End)	1.57490	1.57490	1.57490
GBP (Avg)	1.98280	1.98280	1.98280
GBP (End)	1.98280	1.98280	1.98280

At the bottom of this page is a legend, showing the meaning of Avg and End, and the different currency symbols.



When an exchange rate is added to a plan, its value defaults to one. The administrator is responsible for entering and managing the proper planned exchange rates, as described above.

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### Financial vs. Non-Financial Accounts

The exchange rates set up in Administration/Currencies are applied only to financial accounts, which are displayed as currency. These include all the general ledger accounts; some of the modeled accounts (such as salaries and benefits); and those custom accounts which are displayed as currency.

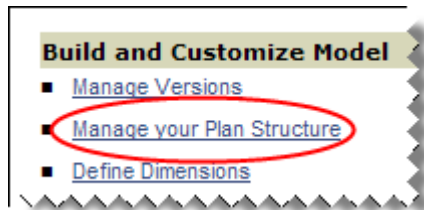
In Adaptive Planning, non-financial accounts are used to hold values for items such as headcount or units. These non-financial items are unaffected by the currency exchange. Included in this category are some modeled accounts (such as headcount and units); metric accounts; and those custom accounts which are not displayed as currency.

For more information on this topic, please see the User Guide for Administrators, in the section called Account Administration.

### Assigning Currencies to Plans

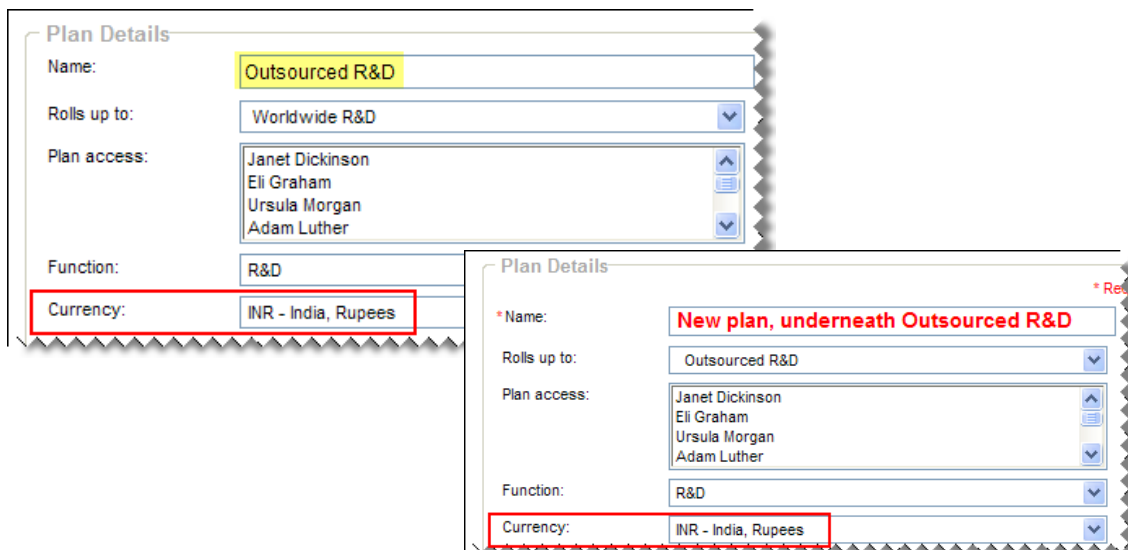
Once the different currency exchange rates have been set up, each plan can be assigned its own currency.

#### Go to Admin, Manage your Plan Structure



Within Administration, Manage your Plan Structure, there is a selection for each plan, where its currency can be chosen from a pull-down list. (The currency choices that appear in this list are those currencies for which exchange rates have already been established, as shown above.)

The default currency for all subplans is the currency of its parent plan. For example, if a new subplan were added underneath "Outsourced Research & Development," which plans in Indian Rupees, the default currency for that new subplan would also be Indian Rupees, as shown here:



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If a new subplan rolls up directly into the corporate plan, its default currency will be in the currency of the corporate plan, usually US Dollars.

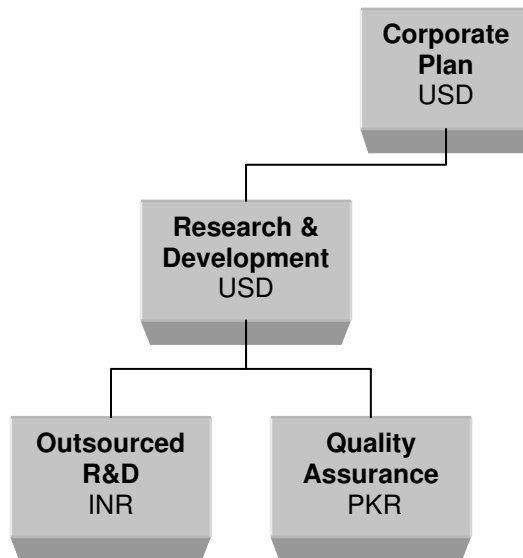
→ **Note:** a currency exchange rate cannot be deleted if it has been assigned to a plan.

### Rolling Up Plans with Different Currencies

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Managers of subplans can plan in their local currencies. Values within financial accounts of these subplans automatically convert from the currency of the child plan to the currency of the parent plan.

Following is an example of a plan tree using multiple currencies:

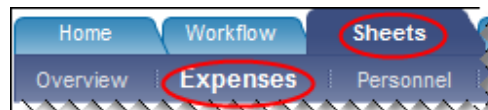


The subplan Quality Assurance plans in Pakistani Rupees. The subplan Outsourced R&D plans in Indian Rupees. Their parent plan, Research & Development, plans in US Dollars, as does the corporate plan.

When the manager of the R&D department views the rollup of this department and the two subplans beneath, the rolled up values will be displayed in US Dollars, because that is the currency of that parent plan (R&D).

In this example, the currency of the R&D parent happens to be the same as that of the corporate plan, but this does not have to be the case. There can be several layers of currency conversion prior to the company-wide rollup.

### Go To Sheets, Expenses



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This is an example of the Expenses sheet as viewed by the manager of the R&D rollup department. Note that in the lower right corner of the sheet, there is a message telling the user which currency is being viewed.

18,415	55,246	19,243	19,243	19,243
3	3	3	3	3

All currency values shown in USD - United States of America, Dollars

→ **Note:** Any plan can be assigned any currency. As the plans are rolled up in the corporate hierarchy, the rollups are automatically viewed in the currency of each plan.

### ***Drilling Down into Subplan Data***

Continuing the example above, when the manager of the R&D department views the rollup of this department and the two subplans beneath, the rolled up values are displayed in US Dollars. If he uses Cell Explorer to drill down into any of the values, he will see the underlying subplan data in that plan's currency in one column, and the converted values in US Dollars in another column.

Contributing Plan	Value	Currency	Value in USD
<a href="#">Worldwide R&amp;D(Only)</a>	15,015	USD	15,015
<a href="#">Outsourced R&amp;D</a>	9,100	INR	211
<a href="#">Quality Assurance</a>	6,825	PKR	98

### **Multicurrency on Sheets in View by Plan Mode**

A View by Plan mode sheet is not generally intended for use in multicurrency situations (that is, in situations where the plans being shown on the sheet are in different currencies, and the account is a currency account.) However, a sheet in View by Plan mode can be used in this situation.

When a currency account is viewed/edited in View by Plan mode, all values are shown and edited in the currency of the topmost (first) plan shown on the sheet. This currency itself is then listed in the lower right corner of the page (where it is normally listed in View by Account mode). **The different plans are not shown or edited in different currencies on one sheet.**

For example, when the Expense sheet is viewed by plan for the Salary account, and the topmost plan is the R&D parent plan, all values are expressed in US dollars, the currency of the R&D parent plan.

For more information on this topic, please see the User Guide for Budget Managers, in the section called Entering Data on Sheets/View by Plan Mode.

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### Reports

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Click on the Reports Tab

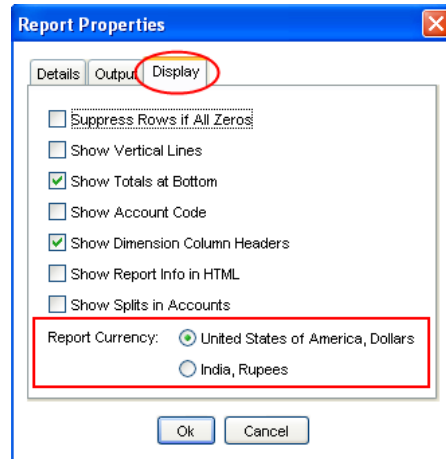


Continuing the example from above, the manager of the Outsourced R&D department plans in Indian Rupees. When he is in Sheets, the values that he sees and enters are in Indian Rupees.

However, his manager, head of the R&D parent plan, plans in US Dollars, the same currency as the corporate plan. The manager of the Outsourced R&D subplan may want to view his own plan in US Dollars, so that he will see his plan as it will be reflected in his manager's rollup. To view his plan values in the currency of the parent plan (US Dollars), he can go to **Reports**.

In most cases, the **Report Properties** dialogue box does not include a choice of which currency in which to display the numbers of the report. (All numbers in a report are in the same currency, with currency conversions being performed as needed.)

However, there is one case where the Report Properties dialog will give the user a choice. If the plans included in the report are all in a single local currency, or are in a mixture of the corporate currency and a single local currency, then the user has an opportunity to choose between the corporate currency and a local currency. This choice is made in report properties, on the Display tab.



→ **Note:** If the report includes plans of more than one local currency, this choice is not available; the report shows all values converted to the currency of the corporate plan.

So, for example, the R&D manager might create a report including data from all the plans that roll up into R&D. This includes the Quality Assurance subplan, which plans in Pakistani Rupees, and the Outsourced R&D subplan, which plans in Indian Rupees. The R&D manager plans his own department in US Dollars. A report rolling up data from all these plans will display values **only** in US Dollars. The report properties will not offer this choice of currencies.

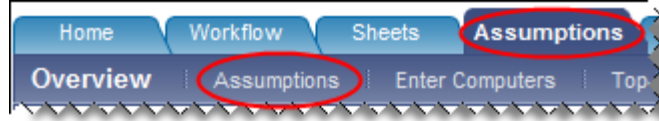
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### Assumptions

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Go to the Assumptions Tab, Assumptions Sheet



An assumption gathering values from various currencies will always display its calculated value in the currency of the corporate plan.

Within a plan with multiple currencies, when an assumption refers to financial accounts, the value shown by the assumption is always displayed in the currency of the corporate plan. This is necessary so that assumptions can sensibly combine financial values from different plans.

So, for example, an assumption would display the planned values for total company revenue in US Dollars, the currency of the corporate plan. This is true no matter which planner is viewing the assumption.

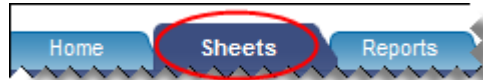
→ **Note:** The values of assumptions are not converted from one currency to another.

### Local Assumptions

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The manager of a plan that plans in a local currency (e.g. the Outsourced R&D department, which plans in Indian Rupees) can still use an assumption, by converting it to his own currency, using Locals.

Go to Sheets, and Open the Locals Sheet



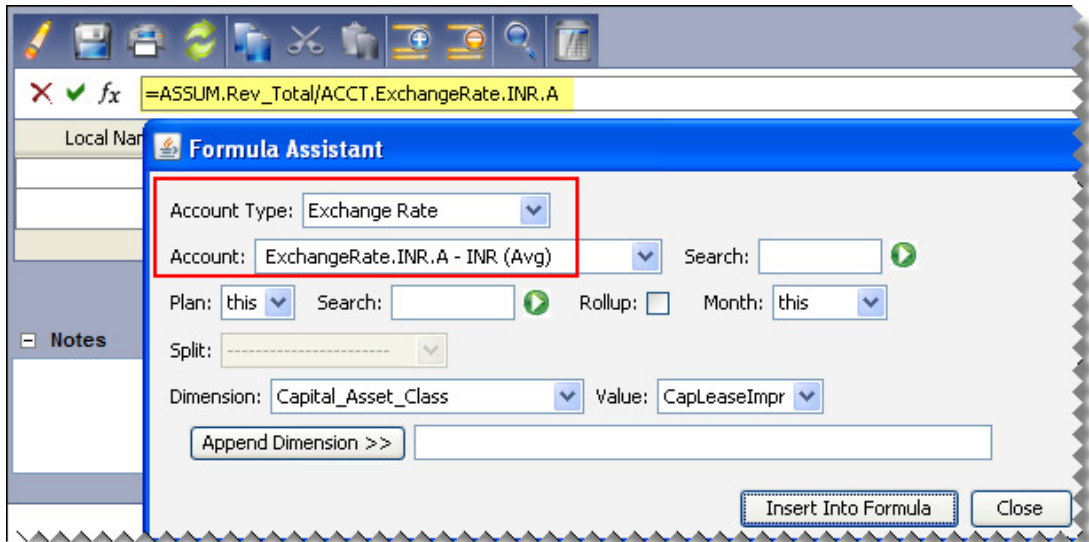
The manager can create a Local assumption, by using the Formula Assistant to select the Total Revenue assumption provided by the Plan Administrator, and dividing it by the Indian Rupee exchange rate. The result of this local will be to display total company revenue in the manager's own currency, Indian Rupees.

To create this formula, use the Formula Assistant to select the assumption that has been provided by the administrator.

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Then, after entering the divide operator, pull down account type = Exchange Rates to find the appropriate exchange rate, as shown here.



This local assumption will display total company revenue in the manager's own currency, Indian Rupees. Since assumptions are displayed either as numbers or as percents (not as currency,) the manager might want to name his local assumption something like "Total Revenue, INR."

### Importing Actuals

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Actuals can be imported in each plan's local currency. The values are rolled up to the corporate plan currency in the same fashion as plan values, described above, using instead an actual exchange rate, which can also be imported.

### Importing the Actual Exchange Rate

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The actual exchange rate for the period can be imported, using the same spreadsheet that is used for the other actual account imports.

→ For more information on this topic, please see the User Guide on Importing and Exporting.