

E9
Build a P&L in the Intelligence Sheet

18 min

In this exercise you will build a P&L statement on top of a semantic model, apply a financial template, add calculated and input rows, format the layout, and export the report to Excel and PDF.

Part 1
Create the Intelligence Sheet and Map Data

~5 min

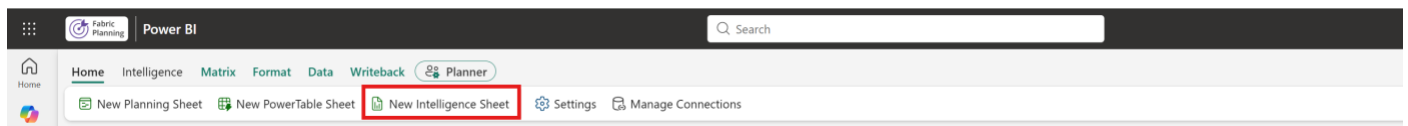
Create a new Intelligence Sheet, add the Matrix visual, connect measures and dimensions from the semantic model, and apply the financial template to produce a clean P&L layout.

1. Add the Semantic Model

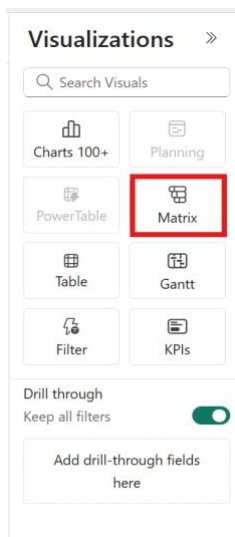
- i. From the **Data** panel on the right, click **Add Semantic Model**.
- ii. Select **Enterprise Dataset ▲** from the list and click **Connect**.

2. Create a New Intelligence Sheet

- i. Go to the **Home Tab** and select **New Intelligence Sheet**.

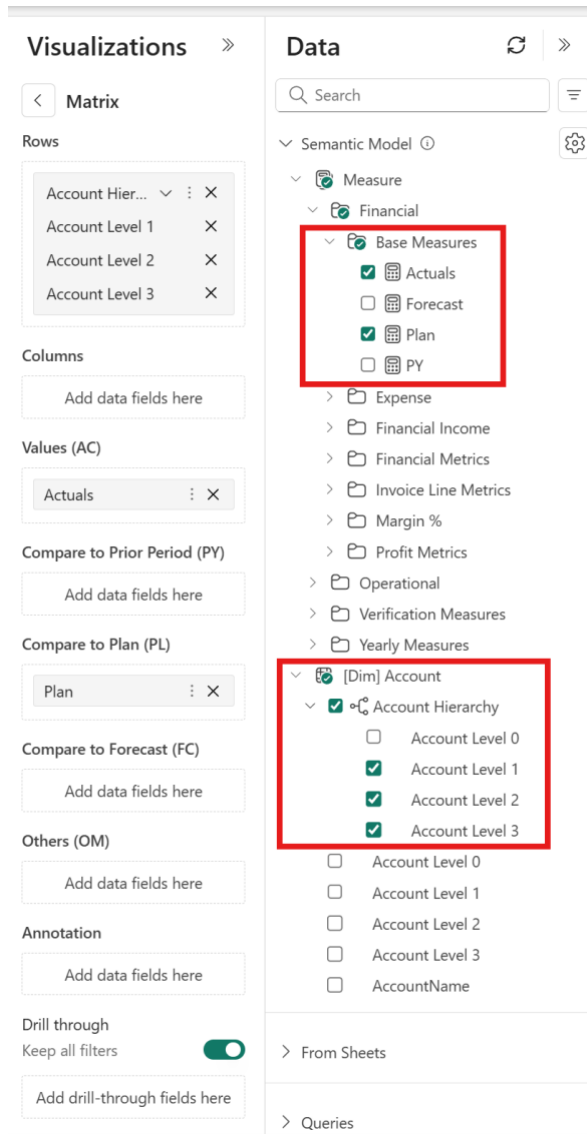


- ii. From the **Visualization** tab, select the **Matrix** visual to add it to the canvas.


3. Map the Data

- i. Click the **Fields** tab on the right panel.

- ii. Drag the following measures into **Values**:
 - a. Measures > Financial > Base Measures > **Actuals**
 - b. Measures > Financial > Base Measures > **Plan**
- iii. Expand **[Dim] Account** and drag **Account Hierarchy** into the **Rows** area.
- iii. Drag **Time** into the **Columns** area.



The screenshot shows the Fabric Plan interface with the **Visualizations** pane on the left and the **Data** pane on the right. The **Matrix** visualization is selected in the **Visualizations** pane. The **Data** pane shows the **Semantic Model** with the following structure:

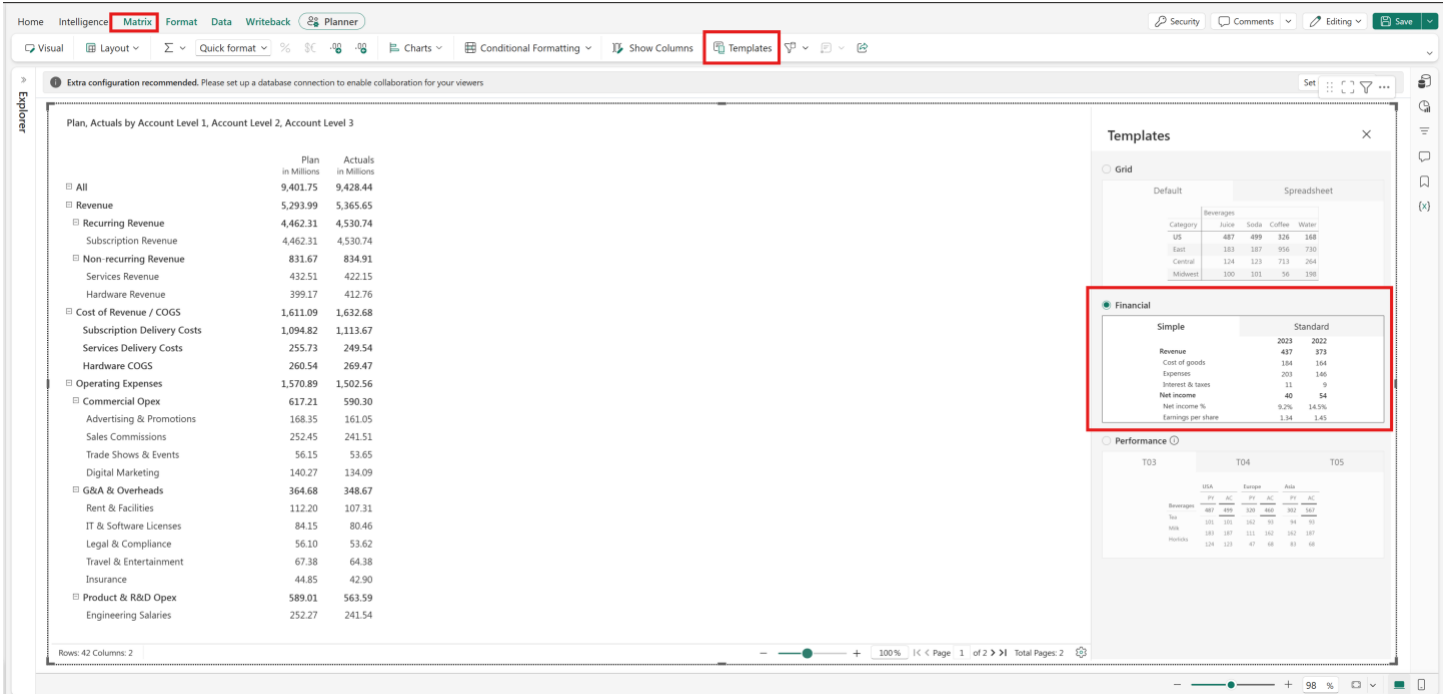
- Measure**
 - Financial**
 - Base Measures** (highlighted with a red box)
 - ☒ Actuals
 - ☐ Forecast
 - ☒ Plan
 - ☐ PY
 - Expense
 - Financial Income
 - Financial Metrics
 - Invoice Line Metrics
 - Margin %
 - Profit Metrics
 - Operational
 - Verification Measures
 - Yearly Measures
 - [Dim] Account** (highlighted with a red box)
 - ☐ Account Level 0
 - ☒ Account Hierarchy
 - ☒ Account Level 1
 - ☒ Account Level 2
 - ☒ Account Level 3
 - ☐ Account Level 0
 - ☐ Account Level 1
 - ☐ Account Level 2
 - ☐ Account Level 3
 - ☐ AccountName

The **Visualizations** pane shows the **Matrix** visualization with the following fields:

- Rows**: Account Hier..., Account Level 1, Account Level 2, Account Level 3
- Columns**: Add data fields here
- Values (AC)**: Actuals
- Compare to Prior Period (PY)**: Add data fields here
- Compare to Plan (PL)**: Plan
- Compare to Forecast (FC)**: Add data fields here
- Others (OM)**: Add data fields here
- Annotation**: Add data fields here
- Drill through**: Keep all filters (toggle on), Add drill-through fields here

4. Apply the Financial Template

- iv. From the **Matrix** tab on the toolbar, select **Templates** and choose **“Financial”**.



- V.
- vi. The matrix updates with indentation, subtotals, and bold parent rows applied automatically.

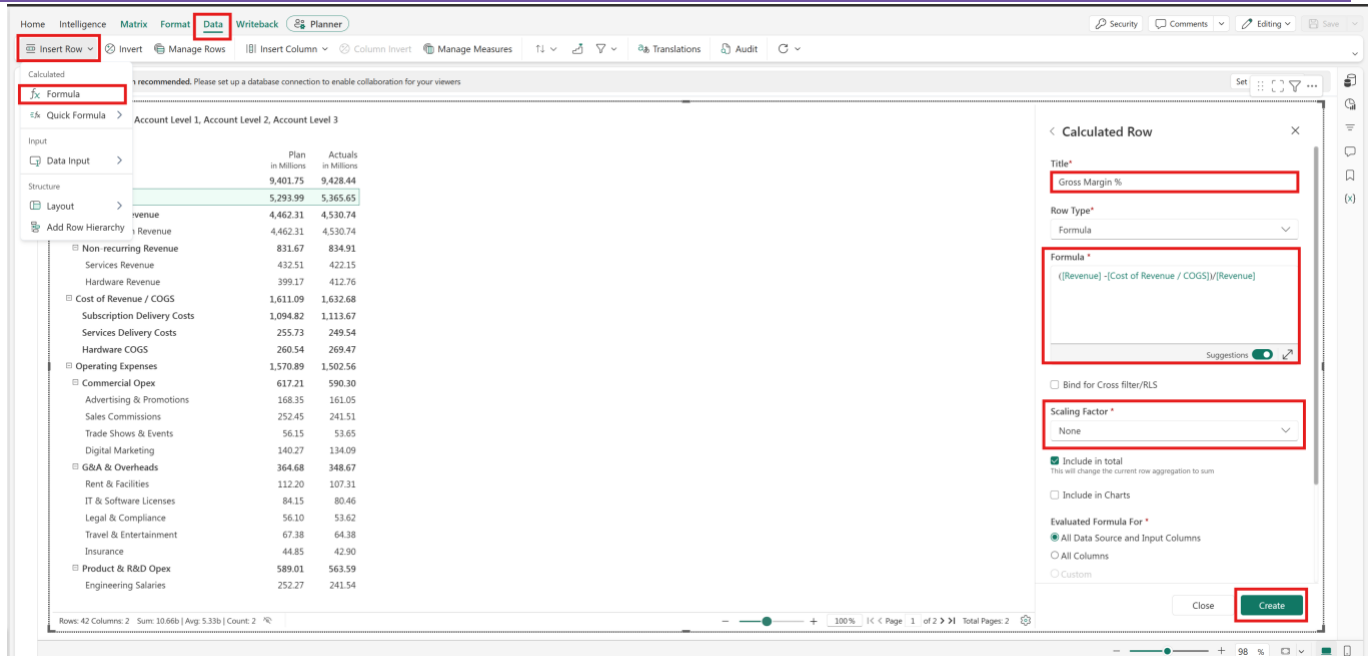
Part 2 Add Calculated and Input Rows

~8 min

Insert rows that do not exist in the semantic model: a calculated Gross Margin percentage row, a static Shares Outstanding input row, and a calculated Earnings Per Share row.

5. Insert a Calculated Row: Gross Margin %

- i. From the **Data** tab on the toolbar, select **Insert Row > Calculated Row**.
- ii. Name the row **“Gross Margin %”**.
- iii. Enter the formula: **(Net Revenue – Cost of Revenue) / Net Revenue** using row references.
- vii. Set the Scaling Factor to **None** and click **Create**.

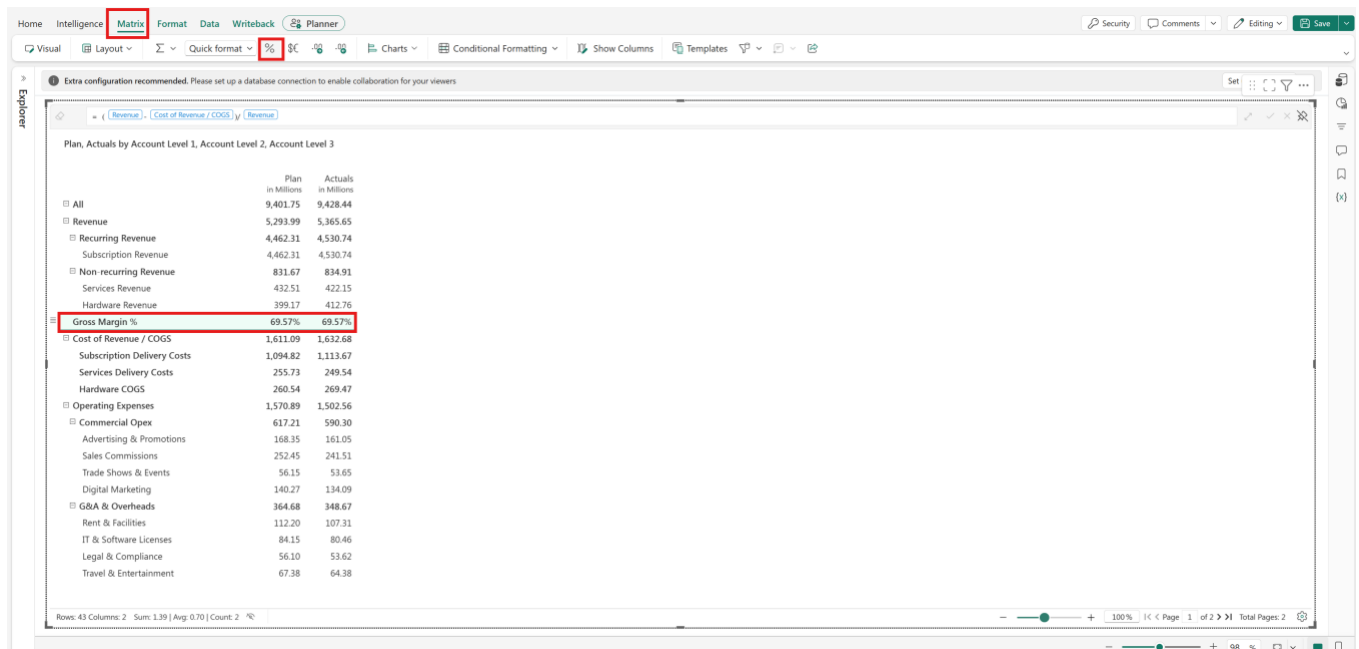


The screenshot shows the Fabric Plan interface with the **Data** tab selected. The **Calculated Row** dialog box is open on the right, showing the following details:

- Title:** Gross Margin %
- Row Type:** Formula
- Formula:** $((\text{Revenue}) - (\text{Cost of Revenue} / \text{COGS})) / (\text{Revenue})$
- Scaling Factor:** None
- Include in total:** ☒ (This will change the current row aggregation to sum)
- Include in Charts:** ☐
- Evaluated Formula For:** ☒ All Data Source and Input Columns

The **Create** button is highlighted in the bottom right corner of the dialog box.

viii. Select the **Gross Margin %** and click on the % symbol from the **Matrix** tab

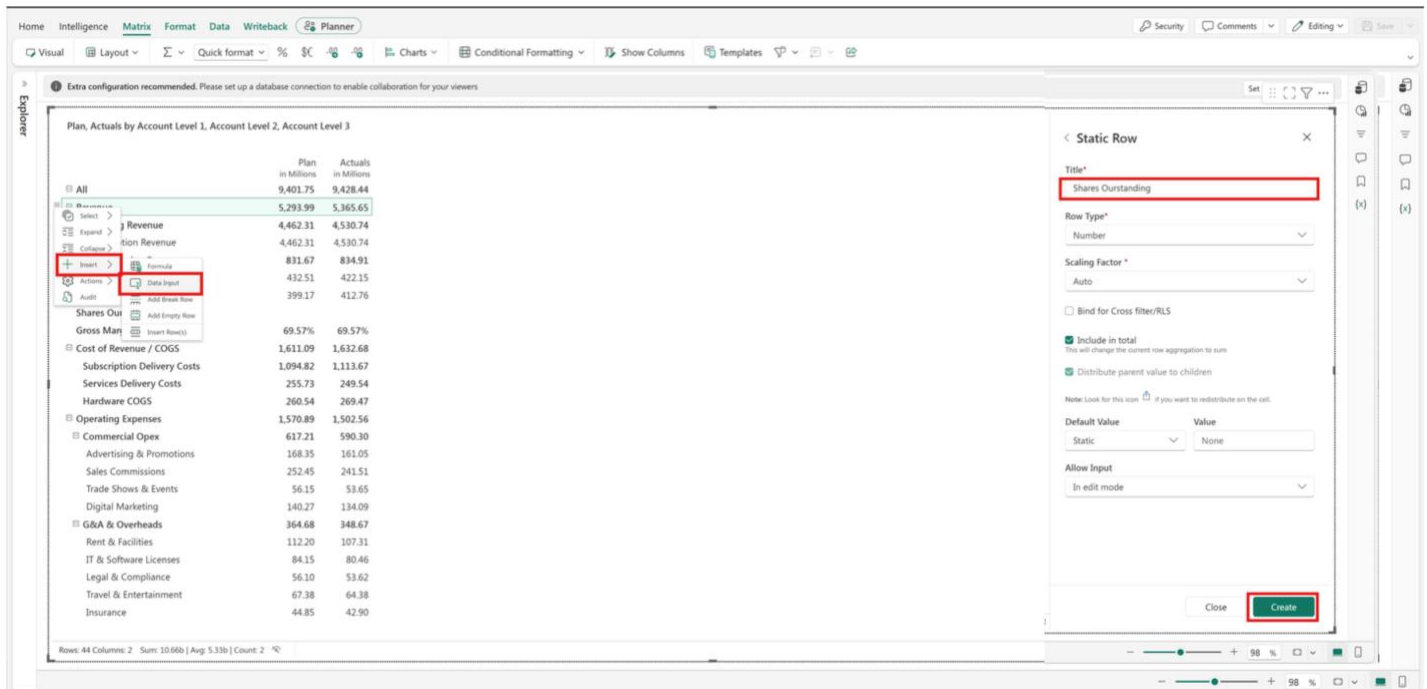


The screenshot shows the Fabric Plan interface with the **Matrix** tab selected. The **Gross Margin %** row is highlighted in the table. The table structure is as follows:

	Plan in Millions	Actuals in Millions
All	9,401.75	9,428.44
Revenue	5,293.99	5,365.65
Recurring Revenue	4,462.31	4,530.74
Subscription Revenue	4,462.31	4,530.74
Non-recurring Revenue	831.67	834.91
Services Revenue	432.51	422.15
Hardware Revenue	399.17	412.76
Gross Margin %	69.57%	69.57%
Cost of Revenue / COGS	1,611.09	1,632.68
Subscription Delivery Costs	1,094.82	1,113.67
Services Delivery Costs	255.73	249.54
Hardware COGS	260.54	269.47
Operating Expenses	1,570.89	1,502.56
Commercial Opex	617.21	590.30
Advertising & Promotions	168.35	161.05
Sales Commissions	252.45	241.51
Trade Shows & Events	56.15	53.65
Digital Marketing	140.27	134.09
G&A & Overheads	364.68	348.67
Rent & Facilities	112.20	107.31
IT & Software Licenses	84.15	80.46
Legal & Compliance	56.10	53.62
Travel & Entertainment	67.38	64.38

6. Insert a Static Input Row: Shares Outstanding

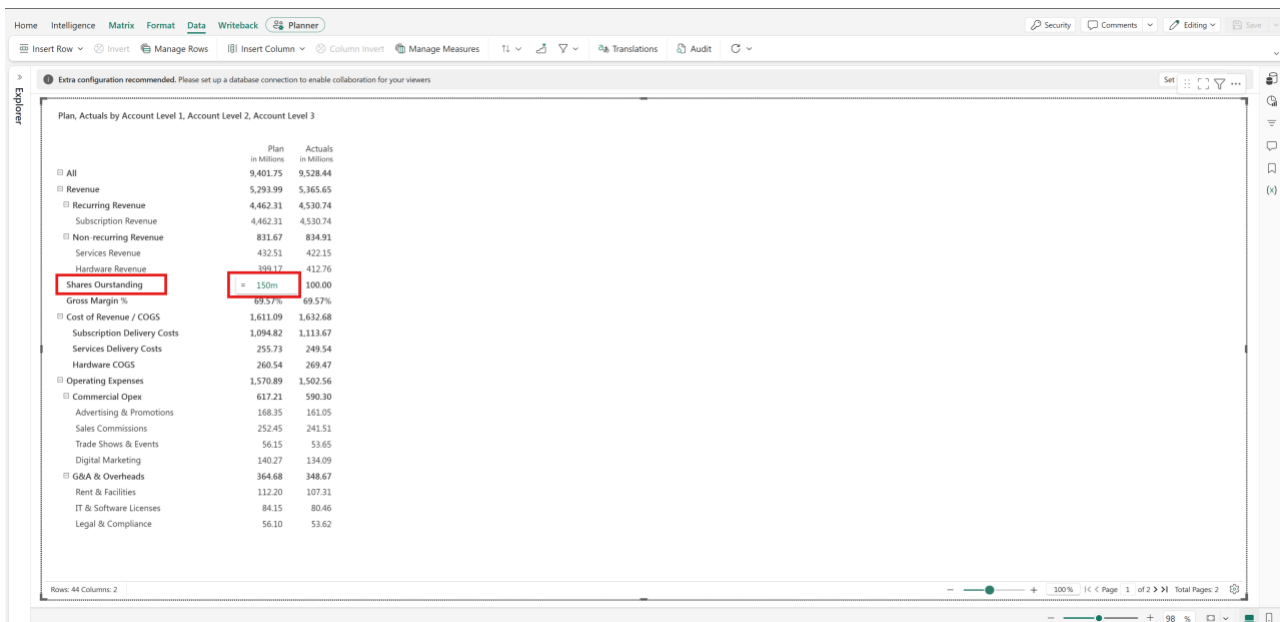
- ix. Click **Revenue** row gripper **Insert > Data Input**.
- x. Name the row **"Shares Outstanding"** and click **Create**.



Plan, Actuals by Account Level 1, Account Level 2, Account Level 3

	Plan in Millions	Actuals in Millions
All	9,401.75	9,428.44
Revenue	5,293.99	5,365.65
Recurring Revenue	4,462.31	4,530.74
Subscription Revenue	4,462.31	4,530.74
Non-recurring Revenue	831.67	834.91
Services Revenue	432.51	422.15
Hardware Revenue	399.17	412.76
Gross Margin %	69.57%	69.57%
Gross Margin	1,611.09	1,632.68
Cost of Revenue / COGS	1,094.82	1,113.67
Subscription Delivery Costs	255.73	249.54
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Operating Expenses	617.21	590.30
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Advertising & Promotions	252.45	241.51
Sales Commissions	56.15	53.65
Trade Shows & Events	140.27	134.09
Digital Marketing	364.68	348.67
G&A & Overheads	112.20	107.31
Rent & Facilities	84.15	80.46
IT & Software Licenses	56.10	53.62
Legal & Compliance	67.38	64.38
Travel & Entertainment	44.85	42.90
Insurance		

- i. Enter the value for **Actuals** as 100m and hit enter.
- xi. Enter the value for **Plan** as 150m and hit enter.



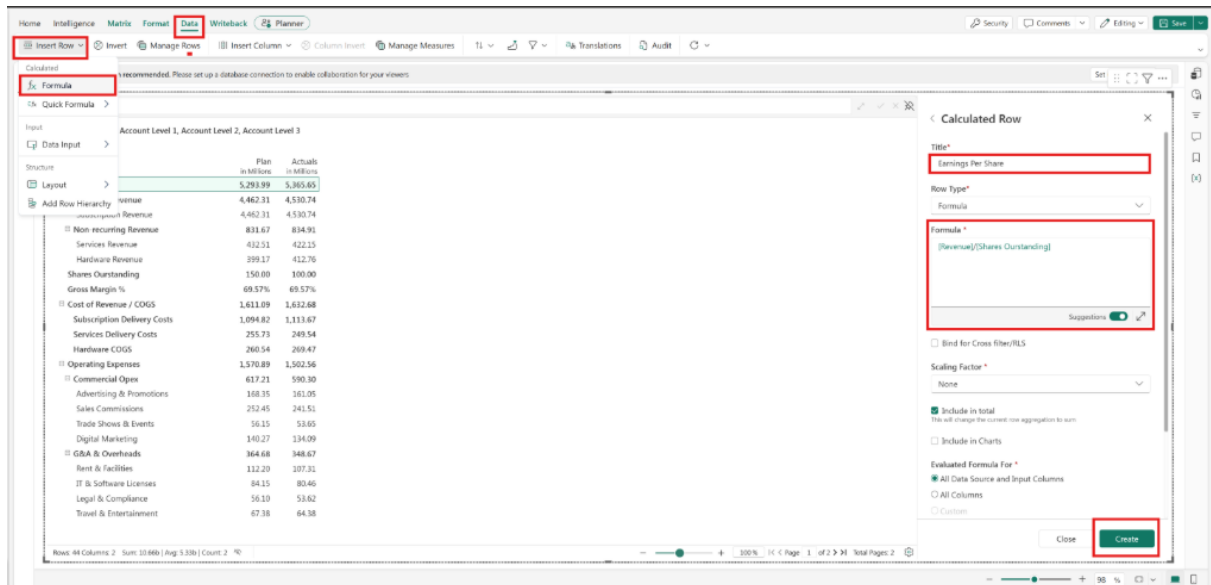
Plan, Actuals by Account Level 1, Account Level 2, Account Level 3

	Plan in Millions	Actuals in Millions
All	9,401.75	9,528.44
Revenue	5,293.99	5,365.65
Recurring Revenue	4,462.31	4,530.74
Subscription Revenue	4,462.31	4,530.74
Non-recurring Revenue	831.67	834.91
Services Revenue	432.51	422.15
Hardware Revenue	399.17	412.76
Shares Outstanding	150m	100m
Gross Margin %	69.57%	69.57%
Gross Margin	1,611.09	1,632.68
Cost of Revenue / COGS	1,094.82	1,113.67
Subscription Delivery Costs	255.73	249.54
Services Delivery Costs	260.54	269.47
Hardware COGS	1,570.89	1,502.56
Operating Expenses	617.21	590.30
Commercial Opex	168.35	161.05
Advertising & Promotions	252.45	241.51
Sales Commissions	56.15	53.65
Trade Shows & Events	140.27	134.09
Digital Marketing	364.68	348.67
G&A & Overheads	112.20	107.31
Rent & Facilities	84.15	80.46
IT & Software Licenses	56.10	53.62
Legal & Compliance		

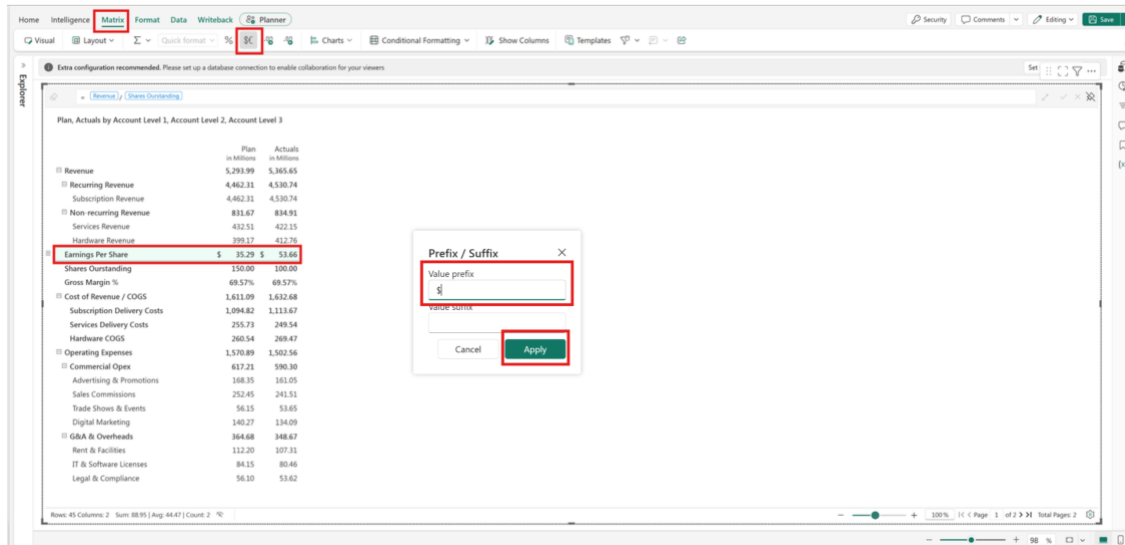
7. Insert a Calculated Row: Earnings Per Share

- i. Select **Insert Row > Calculated Row**.

- xii. Name the row **“Earnings Per Share”** and enter the formula: **Revenue / Shares Outstanding** and click **Create**.



- xiii. From the **Matrix** tab, click on the \$€ symbol.
- xiv. Enter Value prefix as “\$”



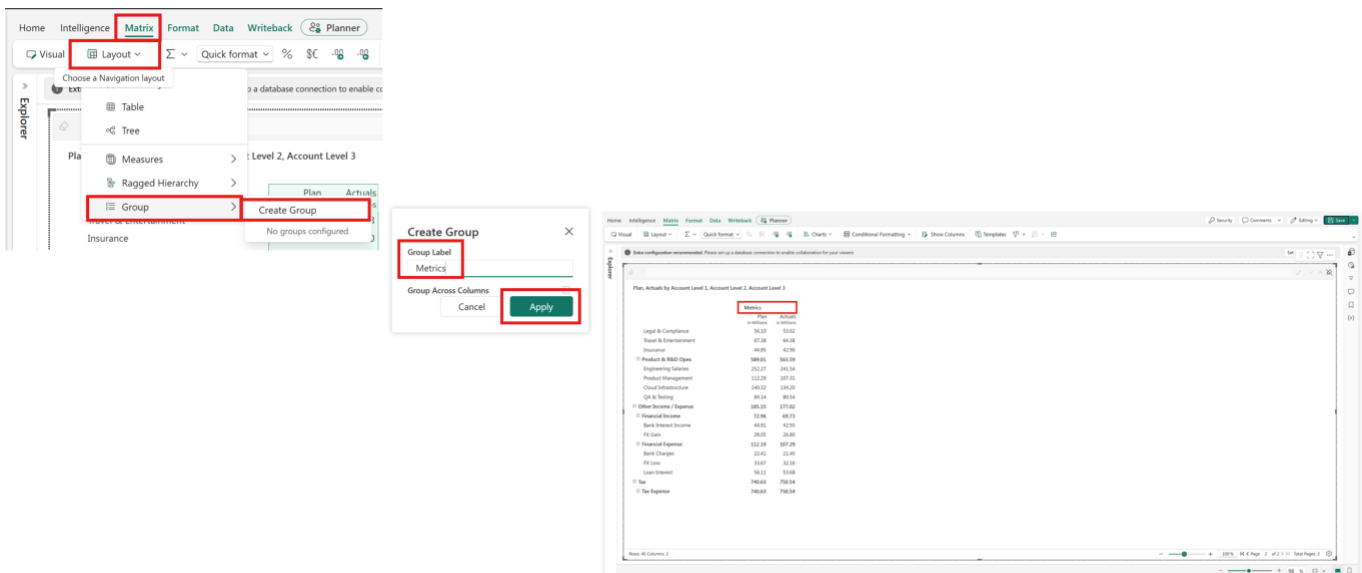
Part 3 Format and Organize the Report

~5 min

Group columns, reorder rows, hide confidential rows, add gridlines, and apply brand colors to the matrix header.

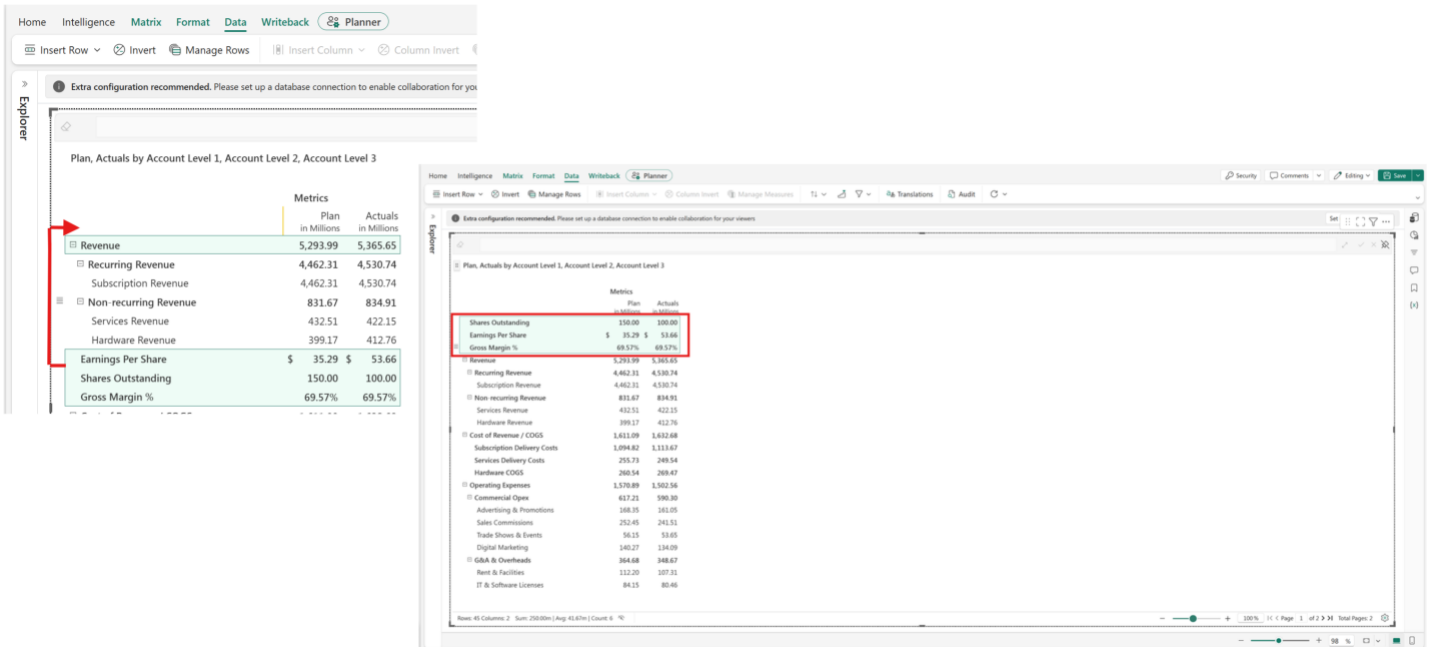
8. Group Rows and Columns

- i. CTRL Click on **Engineering Salaries** and **Product Management** and select **Matrix>Layout>Create Group** to roll create a group called **“Confidential”**.
 - a. Click on the gripper icon for **“Confidential”** and select **Actions>Hide icon & children** from the context menu.
 - b. Select the **“Confidential”** row and click on *I* on the **Format** tab.
- xv. Click on **Font Color** and choose color from the color picker and set the color to #9467BD and click **Save**.
- xvi. CTRL Click on the column headers of Actuals and Plan and select **Matrix>Layout>Create Group** to roll create a group called **“Metrics”**.



9. Reorder Rows

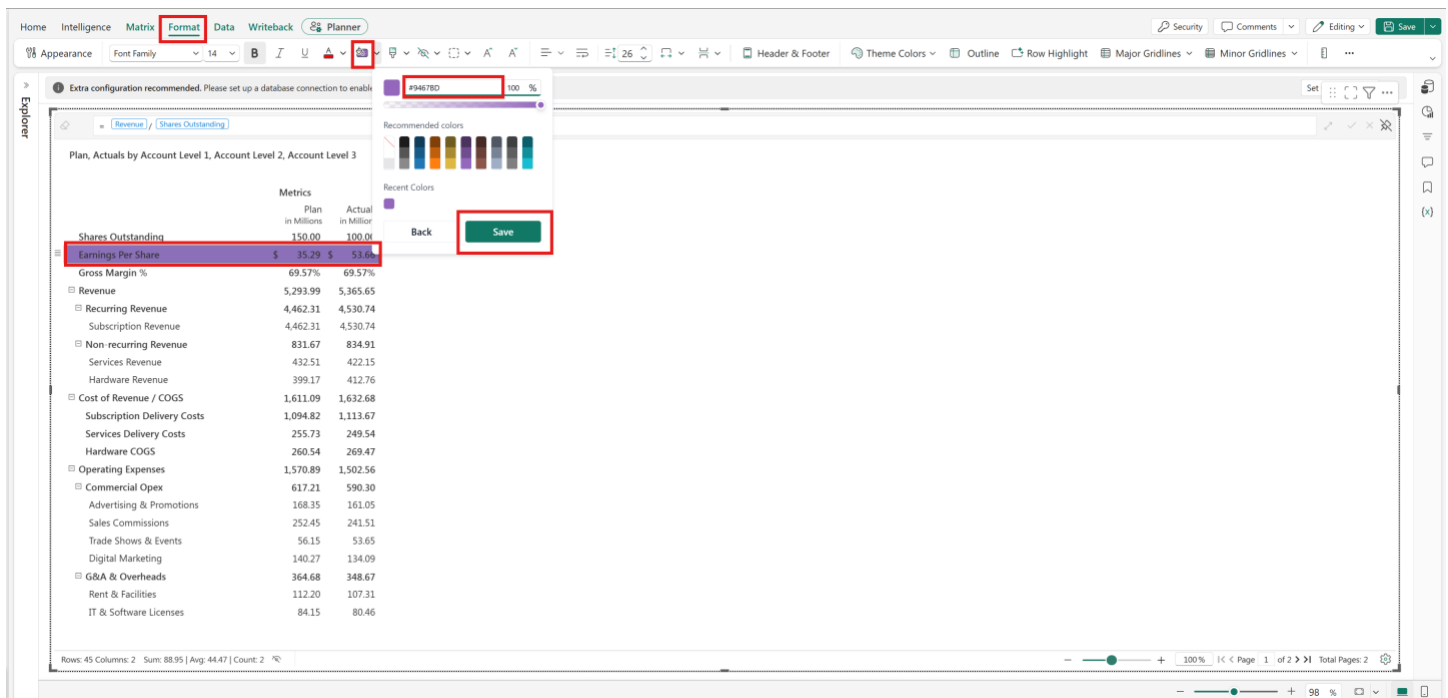
- xvii. Drag and reorder the **Gross Margin %, Shares Outstanding and Earnings Per Share(EPS)** row above **Net Revenue** to match the standard P&L layout used by finance.



Plan, Actuals by Account Level 1, Account Level 2, Account Level 3

	Plan in Millions	Actuals in Millions
Revenue	5,293.99	5,365.65
Recurring Revenue	4,462.31	4,530.74
Subscription Revenue	4,462.31	4,530.74
Non-recurring Revenue	831.67	834.91
Services Revenue	432.51	422.15
Hardware Revenue	399.17	412.76
Earnings Per Share	\$ 35.29	\$ 53.68
Shares Outstanding	150.00	100.00
Gross Margin %	69.57%	69.57%

xviii. Select **Earnings Per Share(EPS)** row and highlight it using the **Format>Fill Color** color picker and set the color to #9467BD and click **Save**.



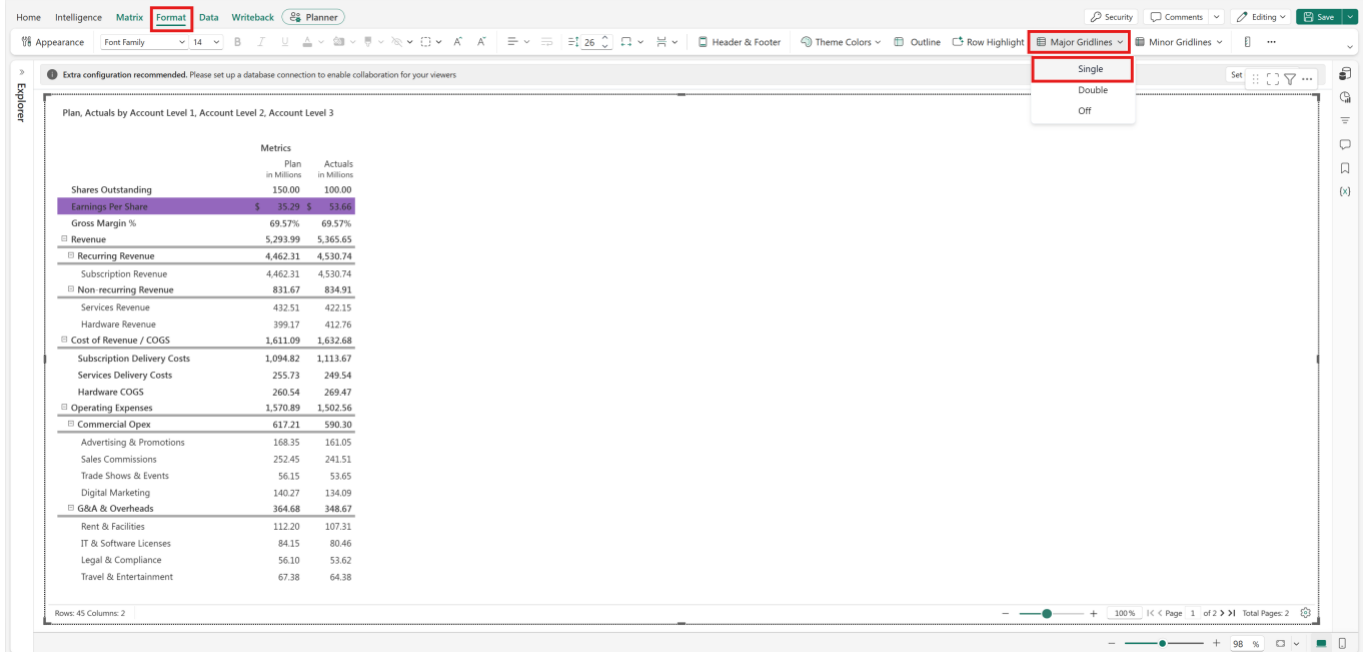
Plan, Actuals by Account Level 1, Account Level 2, Account Level 3

	Plan in Millions	Actual in Million
Shares Outstanding	150.00	100.00
Earnings Per Share	\$ 35.29	\$ 53.68
Gross Margin %	69.57%	69.57%
Revenue	5,293.99	5,365.65
Recurring Revenue	4,462.31	4,530.74
Subscription Revenue	4,462.31	4,530.74
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Digital Marketing	140.27	134.09
G&A & Overheads	364.68	348.67
Rent & Facilities	112.20	107.31
IT & Software Licenses	84.15	80.46

10. Apply Gridlines and Brand Colors

xix. Go to **Format > Grid** and enable **Major Gridlines** to make the hierarchy levels readable at a glance.

xx. Go to **Format** > **Header** and apply your organization's brand colors to the matrix header row.



Part 4 Add Custom Columns, Report Header, and Export

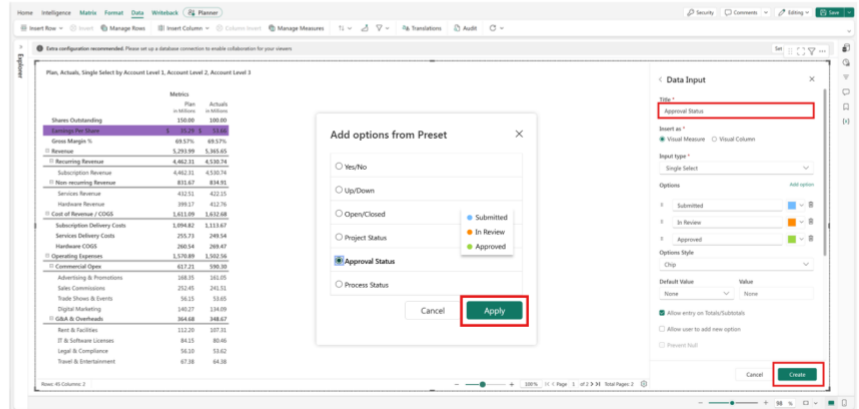
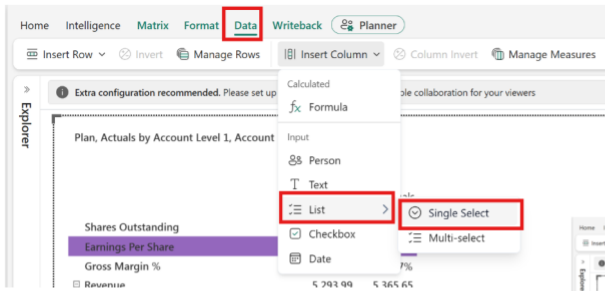
~10 min

Add an Approval Status and Stakeholder column, insert a report header with company logo, and export the finished report to Excel and PDF.

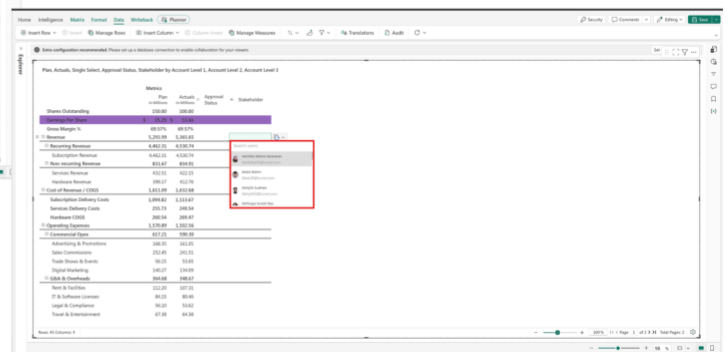
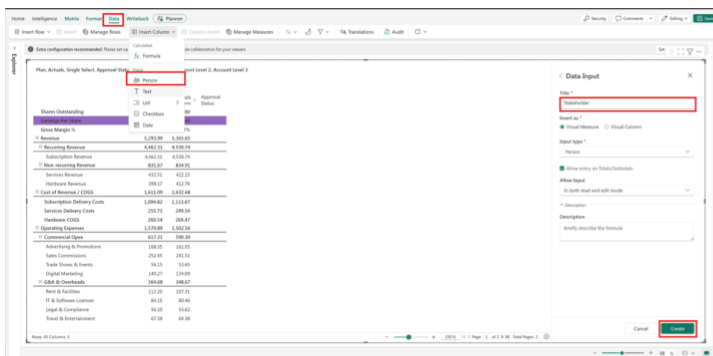
11. Add Custom Columns

- From the **Data** tab, select **Insert Column>List>Single Select**
- Set the Title to **"Approval Status"** and click on **Presets**.
- Select **Approval Status** in the popup window and click **Apply**.

xxi. Click **Create**.

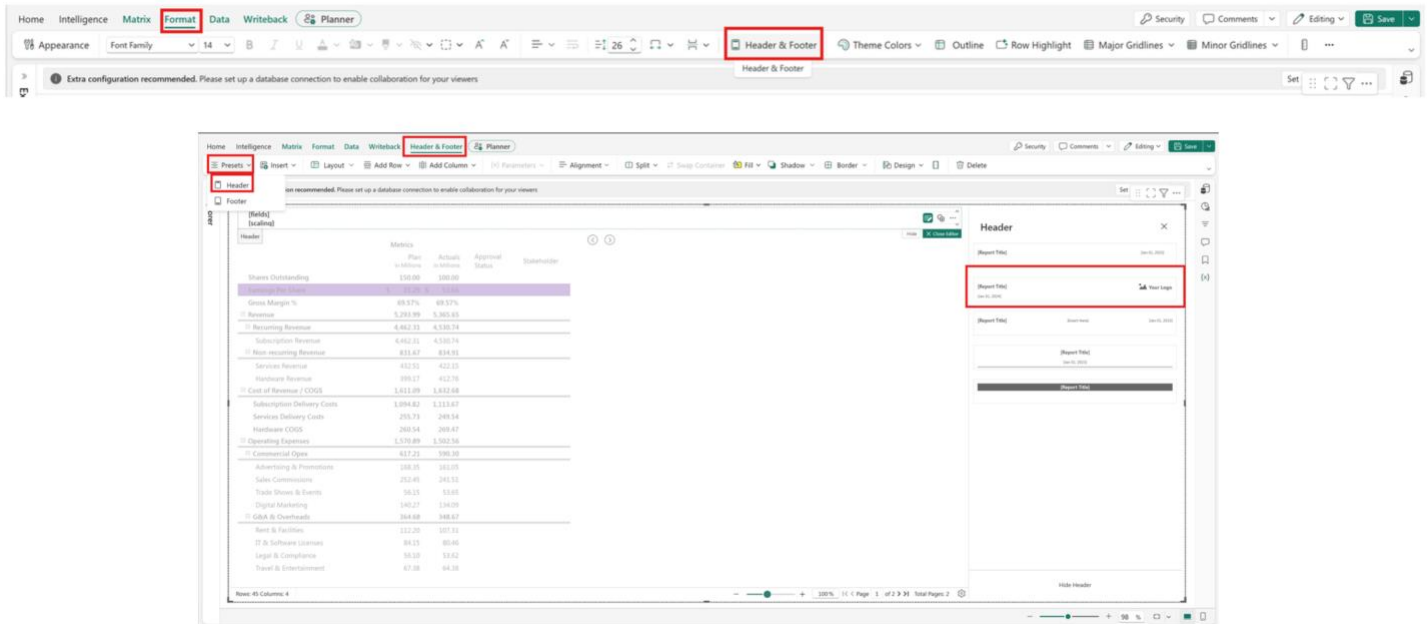


- xxii. Add a second column named **“Stakeholder”** by selecting **Insert Column>Person**. In each cell, type @ followed by a name to search the organization directory and assign ownership.

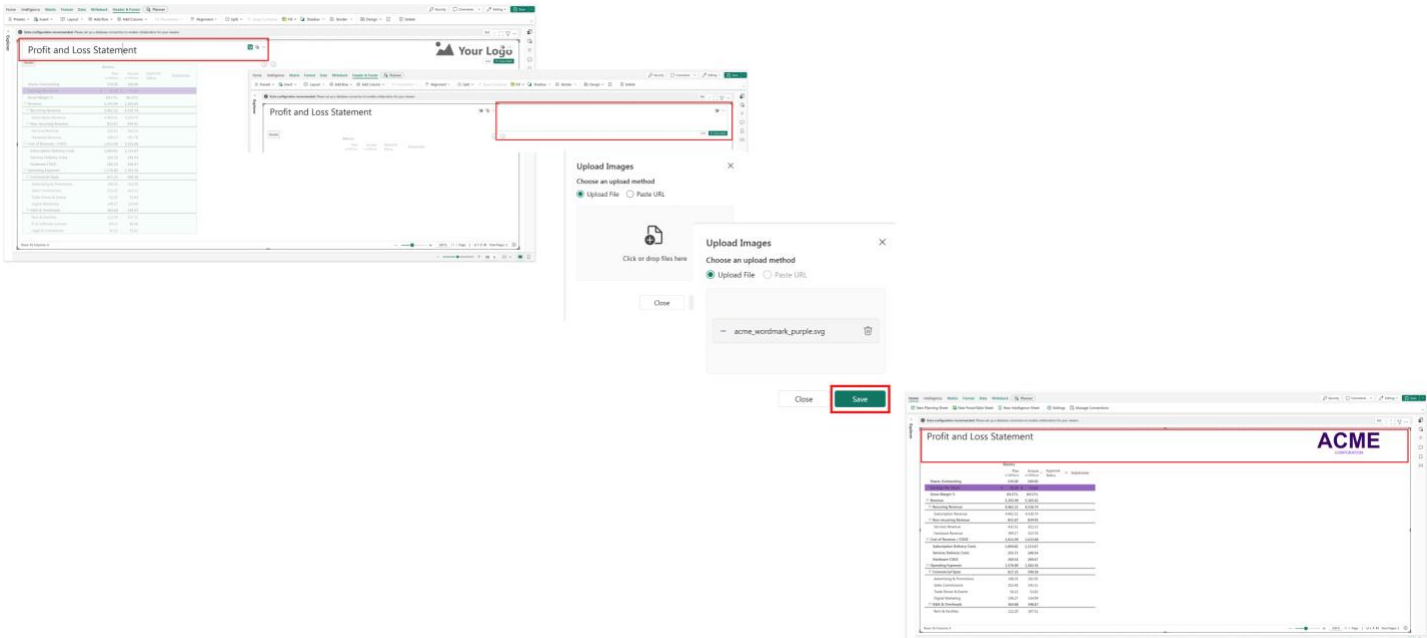


12. Add a Report Header

- From the **Format** tab, select **Header & Footer**.
 - From the **Header & Footer** tab, select **Presets>Header**.
- xxiii. Choose a preset to automatically place the company logo, report title, and reporting period in the correct positions.



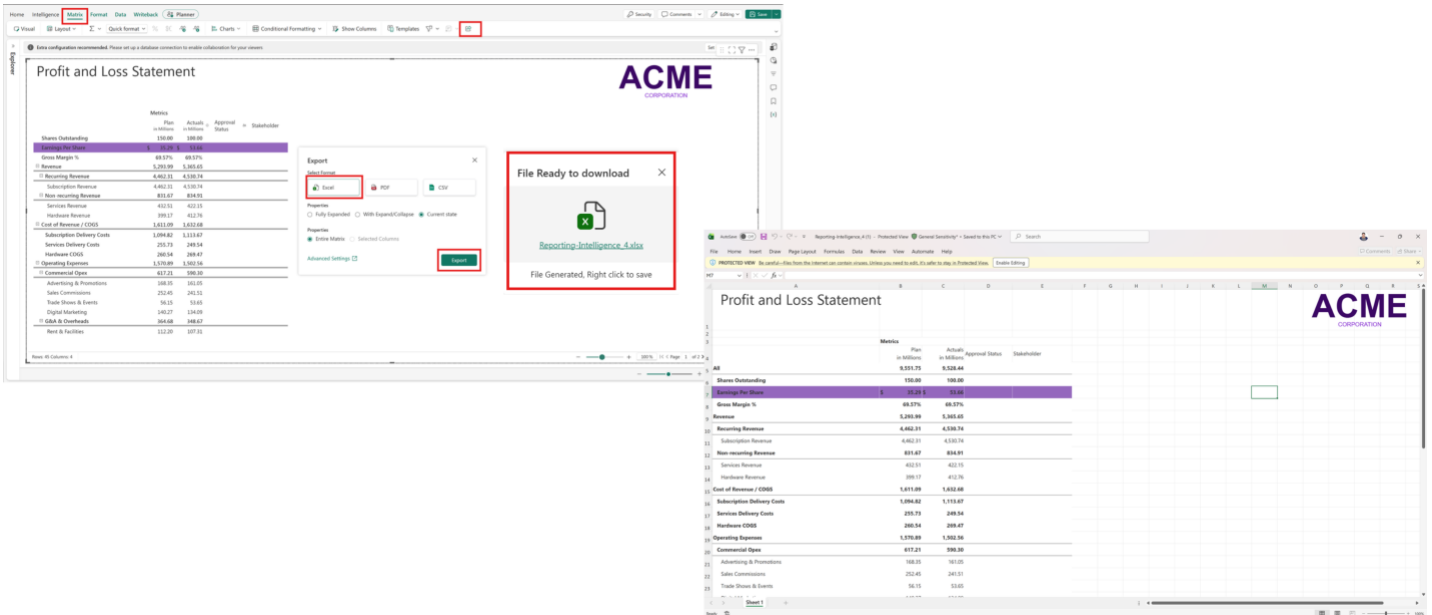
- i. Modify the Report Title to “Profit and Loss Statement”
 - ii. Click on the container with the “Your Logo” and click on **Replace Image**.
- xxiv. Upload the “acme_logo.svg” and click **Save**.



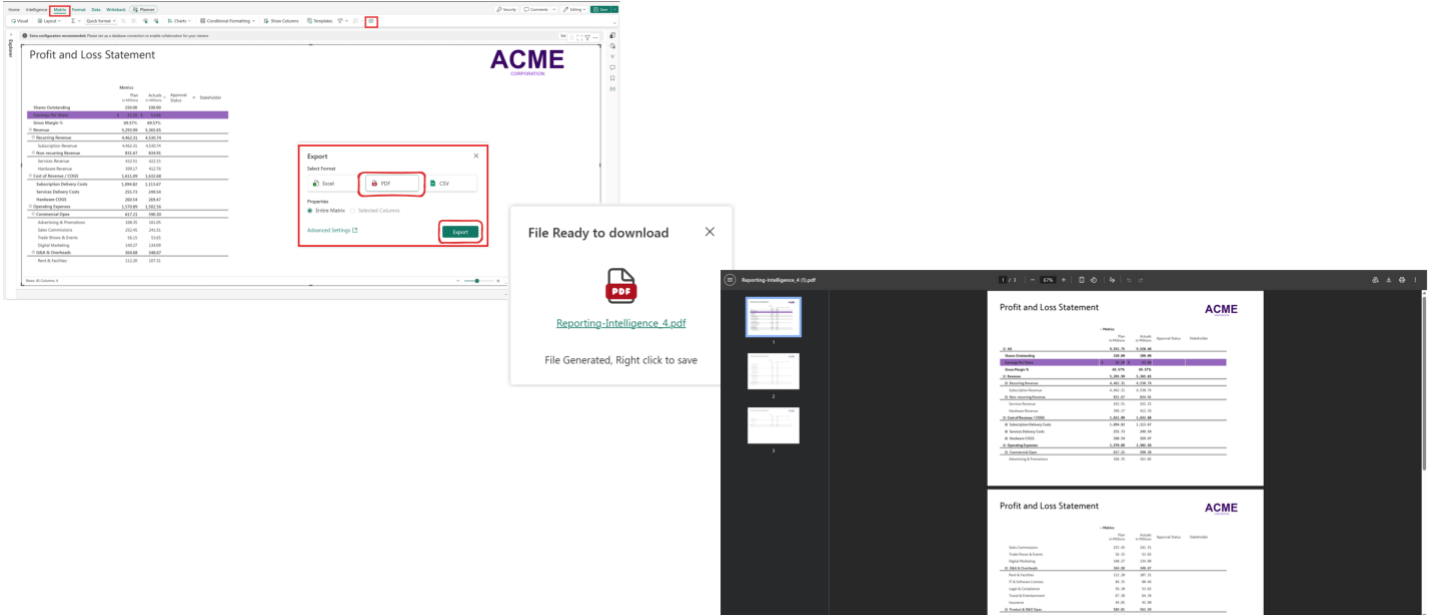
13. Export the Report

- xxv. From the **Matrix** tab, select **Export > Excel**.

- xxvi. The exported file preserves expand and collapse on the hierarchy. Recipients can drill into the P&L structure without rebuilding it.



- xxvii. Select **Export** > **PDF** to generate the version for board packs and stakeholder distribution.




Outcomes Created an Intelligence Sheet with a Matrix visual mapped to Actuals and Plan measures with the Account Hierarchy on rows and Time on columns. Applied the Financial

template. Added three rows not in the semantic model: Gross Margin % (calculated), Shares Outstanding (static input), and Earnings Per Share (calculated). Grouped columns, reordered rows, hidden confidential rows with a tagged controller comment, applied gridlines and brand colors. Added Approval Status and Stakeholder columns, inserted a report header using a preset, and exported the finished report to Excel (with hierarchy intact) and PDF.