

## Business KPIs import template Rules and Sample(s)

Rules. (Required fields are marked with a Red background colour)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Mandatory (Y / N)	Field Type
Code	This is a code that will be generated and used to tie up the KPI to the KPI Tracking information.	20 characters for codes, alphanumeric. Codes can be alpha numeric. 20 characters with a hyphen. That is all.	The KPI must have a code. If the code is not captured during import the KPI will not be imported.	N/A	N/A	Y	Variable Character (10)
Name	This is a description of the field.	Can contain alphanumeric characters	The KPI must have a name. If the name is not captured during import the KPI will not be imported.	N/A	N/A	Y	Variable Character (200)
Description	This is a description of the KPI within the repository.	Can contain alphanumeric characters	The description for the KPI does not have to be captured for import to occur.	N/A	N/A	N	Variable Character (1000)
Baseline	This is the baseline value of the KPI.	Must be a figure, with two decimal places.	If the field captured does not meet the numeric values, the KPI can be imported.	Any numeric value.	0	Y	Numeric
Target	This is the target value of the KPI.	Must be a figure, with two decimal places.	If the field captured does not meet the numeric values, the KPI can be imported.	Any numeric value.	0	Y	Numeric
Gap	This is the gap value of the KPI.	Must be a figure, with two decimal places.	If the field captured does not meet the numeric values, the KPI can be imported.	Any numeric value.	0	Y	Numeric
Decimals	Decimal Places	Numeric value			2	Y	Numeric
BudgetPeriod	This is an indication of the budget period the KPI will report on.	This value must be valid from the system. The budget period selected must match up with the budget periods saved on the system.	If there is a spelling mistake, or the budget period selected on the import does not meet the budget periods saved on the system, the record will NOT be imported onto the system.	This will be determined by the users and the names they associate to the budget period.	N/A	Y	Lookup (Budget Periods)

PerformanceArea	This is an indication of the performance area the KPI will report on.	This value must be valid from the system. The performance area selected must match up with the performance areas saved on the system.	If there is a spelling mistake, or the performance area selected on the import does not meet the performance areas saved on the system, the record will NOT be imported onto the system.	This will be determined by the users and the names they associate to the performance area.	N/A	Y	Lookup (Performance Areas)
Department	This is an indication of the department the KPI will report on.	This value must be valid from the system. The department selected must match up with the departments saved on the system.	If there is a spelling mistake, or the department selected on the import does not meet the departments saved on the system, the record will still be allowed to be imported onto the system. However the department field will be empty.	This will be determined by the users and the codes they associate to the Department. All codes will be unique.	N/A	N	Lookup (Departments)
SubDepartment	This is an indication of the sub-department the KPI will report on.	This value must be valid from the system. The sub-department selected must match up with the sub-departments saved on the system.	If there is a spelling mistake, or the sub department selected on the import does not meet the sub departments saved on the system, the record will still be allowed to be imported onto the system. However the sub department field will be empty.	This will be determined by the users and the codes they associate to the Sub Department. All codes will be unique.	N/A	N	Lookup (Sub Departments)

**Sample.**

Code	Name	Description	Baseline	Target	Gap	DecimalCount	BudgetPeriod	PerformanceArea	Department	SubDepartment
BusinessKpi_1	Maintenance Costs Across All Operations	Maintenance Costs Across All Operations	150	100	50	2	1st Quarter - 2019	Annual Maintenance Cost Savings	Mining	Pit 1