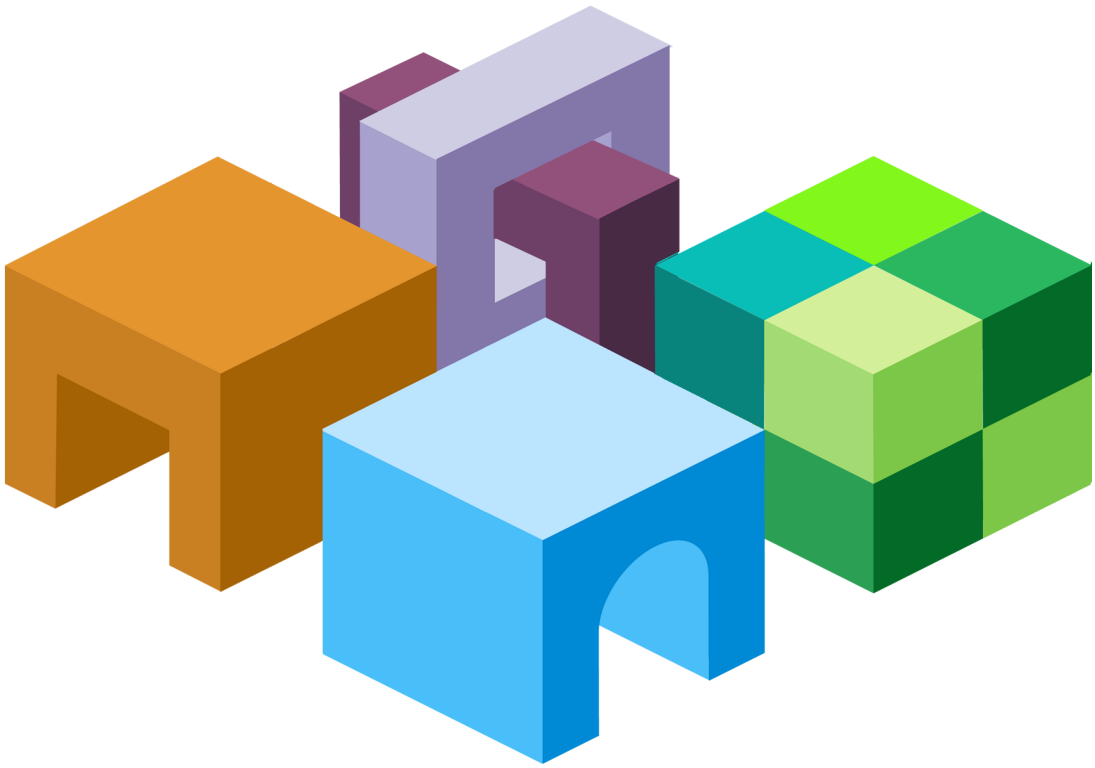

ORACLE® HYPERION PLANNING, FUSION EDITION

RELEASE 11.1.1.3

USER'S GUIDE

ORACLE®
ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM

Planning User's Guide, 11.1.1.3

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Contents

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1 About Planning

In This Chapter

Overview of Planning

Oracle Hyperion Planning, Fusion Edition is a Web-based budgeting and planning solution, driving collaborative, event-based operational planning processes throughout the organization for a wide range of financial and operational needs. It gives Web users the ability to enter, analyze, and report on data, manage the planning process, and personalize data entry forms.

Planning is a comprehensive approach for the complete and closed-loop planning process that drives continuous business improvement. With Planning, all decision makers and front-line managers can communicate which course of action to take and get budget holders to collaborate so that the planning process is optimized and efficient. When a material event occurs that causes a change in direction, planners have the flexibility to adapt rapidly, ensuring that plans are relevant and useful.

Planning's benefits:

- Facilitates collaboration, communication, and control across multi-divisional global enterprises
- Provides a framework for perpetual planning, with attention to managing volatility and frequent planning cycles
- Provides ease of use and deployment through the Web or Oracle Hyperion Smart View for Office, Fusion Edition
- Lowers the total cost of ownership through a shorter roll out and implementation phase, and easier applications maintenance
- Enhances decision-making with reporting, analysis, and planning
- Promotes modeling by including complex business rules and allocations

- Integrates with Smart View so you can design worksheets in Microsoft Excel to enter, format, analyze, and report on data in a Planning application. Using Smart Slices—subsets of data forms—in Smart View, you can also perform ad hoc analysis. See the *Oracle Hyperion Smart View for Office User's Guide* for information on all Smart View functionality.
- Enables you to enter and analyze data using Offline Planning when you are disconnected from the Internet—for example, on airplanes or in hotel rooms—and later save the data back to the Planning server. (The administrator must enable this feature for the application.)
- Integrates with other systems to load data

Logging on to EPM Workspace

You work with Planning in Oracle Enterprise Performance Management Workspace, Fusion Edition environment. You can access EPM Workspace through a URL that your administrator provides or through an Oracle application link.

Note: Access through Oracle product links requires that single sign-on be enabled.

➤ To start a EPM Workspace session:

1. In your Web browser, go to the EPM Workspace Web page.
2. Enter your user name and password, which are case-sensitive.
3. Click **Log On**.
4. To work with a Planning application, in EPM Workspace, select **Navigate**, then **Applications**, then **Planning** and select your Planning application.

Note: You can select multiple Planning applications and navigate among them by clicking the application name on the tab at the bottom of the EPM Workspace window.

If you logged on previously, you return to the mode you were in when you last logged off. For example, if you were working in Basic mode when you logged off, the next time you log on, you are returned to Basic mode. See "Switching Between Advanced Mode and Basic Mode" on page 12.

Working With Multiple Applications

You can simultaneously open several Planning applications—or the same application multiple times—and navigate among them by clicking their names on the tabs at the bottom of the EPM Workspace window.

Navigating in Planning

After you select a Planning application, use the view pane on the page's left side to view folders and data forms. To open a data form, double-click a folder name, and click a data form's name. The data form opens in the content area on the page's right side.

➤ To make more room for your work:

- To hide or show the view pane at the page's left side, select **View**, then **View Pane**.
- Click the **View Pane or Content Area Adjuster** (see the EPM Workspace online help).
- Drag the view pane to resize it.
- Click  on the upper-right corner to maximize or minimize the content area.

You can work in Advanced mode or Basic mode. See "Switching Between Advanced Mode and Basic Mode" on page 12.

The following table lists getting started tasks and their corresponding procedures.

Task	Action
Work with data forms and enter data	In the view pane's Folders area: 1. Click  next to Forms to expand the folders. 2. Click a folder name. 3. In the content area, click the name of the data form you want to work with. See "Working with Data Forms" on page 23 and "About Entering Data" on page 29.
Search for data forms in the view pane	Click in the view pane and enter search criteria in the text box in the lower-right corner. Click  or  to search up or down.
Launch business rules	• To launch a business rule associated with a data form, open the data form and select Edit, then Launch Rules, or click a rule in the Business Rules area. • To launch a business rule associated with a plan, select Tools, then Business Rules. See "Launching Business Rules in Classic Applications" on page 44 or "Launching Business Rules in Performance Management Architect Applications" on page 44.
Annotate planning units, add cell text, drill through to view details of the data source, or add or copy supporting detail	Open a data form, and select a command from the Edit menu. See: • "Using Account Annotations and URL Links" on page 37 • "Adding, Viewing, and Editing Cell Text" on page 36 • "Drilling Through to Source Data" on page 40 • "Adding Supporting Detail" on page 62
Manage workflow	• To check a plan's status, select File, then Workflow, then Manage Process. See "Managing Planning Units" on page 69. • To copy data from one version of a selected scenario to another version in the same scenario, select File, then Workflow, then Copy Version. See "Copying Versions" on page 27.

Task	Action
Select menu commands	Select commands from these menus: File, Edit, View, Tools, and Help.
Use shortcut buttons	Click shortcut buttons to perform these tasks: ● Toggle the view pane to make more room for your work. ● Save, refresh, and print information in data forms ● Adjust, cut, copy, or paste data ● Lock or unlock cells, and spread values ● Add cell text, work with supporting detail, or use cell-level documents. If task lists are assigned to you, open a task list or check a task list's status ● Export data to a spreadsheet ● Log off ● Open online help Click  in the screen's upper-right corner to toggle between hiding and showing the view pane.
Use URL links	If your administrator sets up links to other resources, you can access commonly-used tools or Web sites for analyzing, tracking, and reporting on planning data. To open a URL link, select Tools, then Links, then Planning Links, and select a link.
Set preferences for Planning	Select File, then Preferences. See "Setting User Preferences" on page 75.
Perform administrative tasks	If you log on as an administrator, the Administration menu is enabled, from which you can create data forms, tasks lists and so on. See the *Oracle Hyperion Planning Administrator's Online Help*.

Switching Between Advanced Mode and Basic Mode

If tasks are set up and assigned to you, you can switch from Advanced mode to Basic mode. Use Advanced mode when you want to work primarily with data forms. Use Basic mode when you want to work with task lists. When you switch between modes, you return to the activity you were performing before you switched. For example, if you are working in a data form when you switch to Basic mode, you are returned to the same data form when you return to Basic mode.

➤ To switch between Advanced mode and Basic mode, select either one from the View menu. You can switch to Basic mode only if at least one task is assigned to you.

Searching for Data Forms

In Advanced mode, you can search for data forms.

➤ To search for data forms:

1 **In Advanced mode, enter part or all of the search criteria in the text box on the page's lower-right corner.**

See "Switching Between Advanced Mode and Basic Mode" on page 12.

2 Click  or  to search up or down.

Using Online Help

➤ To get context-sensitive help, select **Help**, then **Help on This Topic**, or click the **Help** button in dialog boxes.

➤ To browse the help system, select **Help**, then **Contents**.

About Task Lists

Administrators and interactive users can set up task lists that guide you through the steps—including their due dates—to complete a budget cycle. For example, a task might help you enter data, run a business rule, and submit numbers for approval. Your administrator can also include tasks that link to other applications. See Chapter 2, "Working with Task Lists."

Logging Off

You can quit the current session or exit Planning entirely.

➤ To log off the current session:

1 Select **File**, then **Log Off**.

2 In **Log Off**, click **Yes**.

The Log On screen is displayed for your next session.

Note: If you log on and do not use the application for awhile, you are automatically logged off at the interval your administrator set.

➤ To close Planning, select **File**, then **Exit**.

2 Working with Task Lists

In This Chapter

Working with Task Lists

Administrators can set up task lists to help with budget cycles. For example, a task might help you complete data forms, launch business rules, or promote planning units. Tasks can display instructions, due dates, completed dates, and alerts.

Viewing Task Lists in Basic Mode

➤ To view task lists in Basic mode:

1. If you are not already in Basic mode, select **View**, then **Basic Mode**.
2. **Optional**: If more than one task list is assigned to you, select the task list.
3. Click **View Task List**.
4. The task list displays the task list's name and status, instructions, if instructions are provided, and task completion dates, if tasks are complete and you select **Display All Completed Dates**.

Viewing Task Lists in Advanced Mode

➤ To view task lists in Advanced mode:

1 **Select View, then Task Lists, then Task List.**

2 **Select a task list folder.**

To expand folders, click  .

3 **View task lists in the folder.**

4 **Click Close.**

Viewing Selected Task Lists in Advanced Mode

In Advanced mode, you can view a selected task list to see task list status, due dates, completed dates, and any instructions included for the task list.

➤ To view selected task lists in Advanced mode:

1 **Select View, then Task Lists, then Task List.**

2 **In Available Task Lists, select a task list folder. Then select a task list.**

3 **In the Task Lists tab, view information about the selected task list.**

Viewing Tasks

If your administrator assigns tasks to you, you can view them in Basic mode or Advanced mode. Tasks can include URLs, data forms, workflow, business rules, and descriptions. You can view:

- Due date—When tasks must be completed
- Alerts—Visual cues about your progress, and the completion date and time:
  - Green: On schedule
  - Yellow: Approaching the due date
  - Red: Overdue; the due date has passed and the task is incomplete
- Instructions—Assistance with completing tasks
- E-mail messages—Reminders of approaching and past-due tasks (see "Viewing E-Mail Alerts" on page 20)

Viewing Tasks in Basic Mode

In Basic mode, a progress bar and navigation buttons help you view tasks.

➤ To view a task in Basic mode:

1 Select a task from the quick-launch list at the page's top.

2 Select **View**, then **Task Lists**, then **Status**. Click **Next** or **Previous** (or **Next Incomplete** or **Previous Incomplete**).

3 To return to the **Status** page, select **View**, then **Task Lists**, then **Status**.

Viewing Tasks in Advanced Mode

In Advanced mode, you can use Planning features while viewing tasks.

➤ To view task lists in Advanced mode:

1 Select **View**, then **Task Lists**, then **Task List**.

2 In **Available Task Lists**, make a selection.

3 Select a task to view status, due dates, completed dates, and instructions if provided.

Viewing Task Instructions in Basic Mode

If task instructions are included, you can view them in Basic mode.

➤ To view task instructions in Basic mode:

1 Open a task list containing tasks with instructions.

See "Viewing Task Lists in Basic Mode" on page 15.

2 Click **View** for a task.

3 View instructions, and click **Close**.

Viewing Task Instructions in Advanced Mode

If task instructions are included, you can view them in Advanced mode.

➤ To view task instructions in Advanced mode:

1 Open a task containing instructions.

See "Viewing Task Lists in Advanced Mode" on page 16.

2 Click the **View Instructions** link.

3 View instructions, and click **Close**.

Viewing Task List Instructions in Basic Mode

If task list instructions are included, you can view them in Basic mode.

➤ To view task list instructions in Basic mode:

1 **Open a task list containing instructions.**

See "Viewing Task Lists in Basic Mode" on page 15.

2 **Click the View Instructions link.**

3 **View task list instructions, and click Close.**

Viewing Task List Instructions in Advanced Mode

If task list instructions are included, you can view them in Advanced mode.

➤ To view task list instructions in Advanced mode:

1 **Open a task list containing instructions.**

See "Viewing Task Lists in Advanced Mode" on page 16.

2 **In the Available Task Lists tab, click the View link. (Or, in the Task List tab, click the click the View Instructions link.)**

3 **View instructions, and click Close.**

Completing Tasks

The way you complete tasks depends on the task type. Tasks can include URLs, data forms, workflow, business rules, or descriptive tasks. For example, a task can require your entering data or launching a business rule. Tasks can also display read-only information, such as reminders or instructions.

After completing task requirements, mark the task as complete. The alert changes to a date stamp showing the completion date and time. If a task has dependent tasks, you must complete those tasks before completing the primary task.

➤ To complete tasks:

1 **From the quick-launch list at the page's top, select a task list.**

2 **To view a task, click View Task List.**

The task displays a Web page, data form, workflow, business rule, or description.

3 **View instructions for the task by clicking View.**

4 **Complete the task activity.**

For example, depending on the task, you can view a Web page, enter data, complete a workflow task, launch a business rule, or read a description. See "Entering Data" on page 29, "Managing Planning Units" on page 69, and "About Launching Business Rules" on page 43.

5 **Complete associated dependent tasks.**

Click + to view subordinate tasks, also called child tasks.

6 **After completing the activities for the task, select Complete.**

If the check box is not selectable, you must complete dependent tasks before completing this task.

After you select Complete, the task is marked as complete and ✓ is displayed next to the task in the view pane.

After tasks are complete, alerts change to date stamps.

Viewing Task Status in Basic Mode

In Basic mode, use the Status page to view tasks that are complete, overdue, and approaching due dates.

➤ To view task status in Basic mode:

1 **Take an action:**

- Select a task list in the quick-launch list.
- Select **View**, then **Task Lists**, then **Status**.

  The Status page shows the percentage and number of tasks completed, overdue tasks, tasks approaching their due date, and the earliest due date. If you select Complete, the task is marked as completed and ✓ is displayed by the task in the view pane. If a task has dependent tasks, these tasks must be completed before ✓ is displayed for primary tasks.

2 **When you finish viewing the status, perform an action:**

- **View Task List.**
- **Next Incomplete** or **Previous Incomplete.**

Viewing Task Status in Advanced Mode

In Advanced mode, use the Task List dialog box to view tasks that are complete, incomplete, overdue, or due soon.

➤ To view task status in Advanced mode:

1 **Select View, then Task Lists, then Task List.**

Task lists assigned to you display in the Task List Folders area.

2 **In Available Task Lists, select a task list in the Task Lists folder.**

To display task lists in folders, click ⊞.

3 **In the Task Lists folder, click the task list name.**

4 **In the Task List column, click the task list name.**

5 **Select Status.**

Status includes tasks that are complete, incomplete, overdue, or due soon.

6 Click **Close**.

Viewing E-Mail Alerts

If your administrator sets e-mail alerts, you can receive e-mail reminders about tasks that are approaching or are past their due date. The timing and frequency of alerts depends on how your administrator sets up this feature.

➤ To view an e-mail alert, open and read the received e-mail message.

Reporting on Task List Status

To review the status of the planning process, use the Task List Report page to view task list reports as PDF files or Excel worksheets.

The status report displays the task lists, task list owners, due dates, completion dates, and status of the task. You must be in Basic mode to view task list reports.

➤ To view status reports:

1 **Select View, then Task Lists, then Report.**

Task lists assigned to you display.

2 **From Available Task Lists, select task lists:**

- To select, click  .
- To select all, click  .
- To remove, click  .
- To remove all, click  .

3 **Click Next.**

4 **From the users having access to the task lists, select those whose status to view.**

5 **Click Next.**

6 **Set task list options described in the following table:**

Report Option	Description
Group Results By	• Task List—to report by task list • Users—to report by users
Display Options of	Select your preferences:

Report Option	Description
Task List Columns in Report	• Overall Completion % • # of Incomplete Tasks • # of Tasks Due Soon • Completed Date • # of Tasks Overdue • Next Due Date • Show Detailed Task Columns in Report (selecting this also selects the next five options, but you can individually clear them) • Due Date • Alert Date • Instructions • Completed Date • Dependency
Report Type	• PDF Format • Export To Excel

7 Click **Create Report**.

8 If you selected:

- **PDF Format**—Page through the report and use the Acrobat toolbar for viewing and saving options.
- **Export To Excel**—Name and save the report to your computer. Open the `.xls` file to view the report.

3 Working with Data Forms

In This Chapter

Selecting and Opening Data Forms

Use data forms to enter, update, analyze, print, and report on data. If you close a data form without saving changes, a message displays. To proceed, respond to the message and save or refresh the data.

Note: If the members in the data form you open have no data, this message (or one that your administrator has created) displays: `There are no valid rows for this data form.`

Opening Data Forms in Advanced Mode

In Advanced mode, you can select data forms on the page's left side.

➤ To open data forms in Advanced mode:

1 If you are working in Basic mode, select **View**, then **Advanced Mode**.

2 In the view pane's **Folders** area, display folders by clicking next to **Forms**.

The folders available to you display in the view pane. If a folder contains additional folders, + displays to the left of the folder name.

3 Under **Forms**, click a folder name to display the data form to open in the **Data Forms in Folders** list.

4 Click the data form.

The data form is displayed in the content area.

Opening Data Forms in Basic Mode

In Basic mode, you work primarily with task lists that your administrator sets up. You can open data forms in this mode only if your administrator sets up a task with a data form.

➤ To open data forms in Basic mode:

1 **Open a task list in Basic mode.**

See "Viewing Tasks" on page 16.

2 **In the Task List area, click a task that uses a data form.**

The data form opens in the content area.

Searching for Data Forms

If you know the data form's name, you can search for it in the view pane.

➤ To search for data forms:

1 **In a data form, click in the view pane.**

See "Selecting and Opening Data Forms" on page 23.

2 **In the lower-right corner, enter search criteria in the text box.**

3 **Click**  **or**  **to search up or down.**

Data forms that match your search criteria display in the content area.

Expanding Data Forms and the Data Entry Area

You can expand data forms and the data entry area—including the view pane—in several ways.

➤ To expand data forms and the data entry area:

1 **Open a data form.**

2 **Take an action:**

- Expand: Double-click the thick black line between the row heading and the data cells. The row heading expands to accommodate the row heading.
- Resize: Click the view pane's right border, and drag to resize it.
- Expand or collapse the view pane: **Select View**, then the **View** Pane, click the **Toggle View** Pane button in the toolbar, or drag the view pane to resize it.
- Hide or show the view pane: Click  in the screen's upper-right corner.

- View the data form: Use the scroll bars.

Adding Rows

You can add rows to data forms if you have write access, and the administrator sets up the data form appropriately. For example, you can budget for items by adding rows for members that were previously omitted on the data form.

➤ To add rows:

1 In a data form, select **Edit**, then **Add Row**.

2 In the dialog box that displays, enter the row's member name.

3 Click **Save**.

This submits the change and refreshes the data form's definition. Members that you can access are displayed.

Ask your Planning administrator to delete rows that you no longer need.

Setting Column Width

Administrators can set column width using settings on the Row/Column Layout tab for data form properties. Column width settings apply to each data form page:

- Small: Displays columns 50 pixels wide, enough for approximately seven decimal places.
- Medium: Displays columns 75 pixels wide, enough for approximately ten decimal places.
- Large: Displays columns 100 pixels wide, enough for approximately thirteen decimal places.
- Size-to-Fit: Automatically sizes the column width to fit the widest content in a heading or data cell.
- Custom: You can enter a pixel width value of up to 999.

If a column width is selected that is less than the width of the column contents, the excess data is hidden until the column is widened. While the data is hidden, it is stored and calculated in the same way as displayed data.

You can adjust column width while viewing a data form, regardless of the column width setting in the data form properties. To save the adjusted column width for the remainder of your session, save or refresh the data form.

When you print from the data entry page, the columns print at the width defined in preferences. See "Setting Preferences for Printing Options" on page 82.

In data forms, you can perform the tasks in the following table:

Task	Action
Resize column width	Drag the column heading to the desired width.

Task	Action
Minimize column width	Right-click a column heading and select Minimize, or double-click a column heading.
Restore a minimized column	Right-click a minimized column heading and select Restore, or double-click a column heading.
Restore all minimized columns	Right-click a column heading and select Restore All.
Reset column width to the default setting	Right-click a column heading and select Reset All to Default.

Hiding Rows or Columns Having No Data or Zeros

➤ To hide rows having no data or containing zeros:

1 **Put the cursor on a row member name and right-click.**

2 **Select:**

- **Hide rows with no data**: to toggle between hiding and showing rows having no data (displayed as #MISSING or blank, depending on how your administrator set this data form property). This option does not display if your administrator has set the data form's property to Suppress Missing Data.
- **Hide rows with zeros and no data**: to toggle between hiding and showing rows having either no data or zeros, or both.

3 **To switch between showing and hiding rows, select the option again.**

➤ To hide columns having no data or containing zeros:

1 **Put the cursor on a column member name and right-click.**

2 **Select:**

- **Hide columns with no data**: to toggle between hiding and showing columns having no data (displayed as #MISSING or blank, depending on how your administrator set this data form property). This option does not display if your administrator has set the data form's property to Suppress Missing Data.
- **Hide columns with zeros and no data**: to toggle between hiding and showing columns having either no data or zeros, or both.

3 **To switch between showing and hiding columns, select the option again.**

Searching in Data Forms

To navigate to a data cell or member name on a data form, use the browser's Find feature. Find does not search minimized columns. For example, if Qtr 1 is minimized, it does not find Feb.

Find highlights values that exactly match, but does not select the cell where the value is found. If you have difficulty with Find, try clicking off the data form before searching.

➤ To find and select a data value or member in data forms:

1 **Open a data form.**

2 **From the browser, select Edit, then Find (on This Page), or press Ctrl+F.**

3 **In Find What, enter the value or part of the value to find.**

Use the browser's Find feature to set the direction of the search, whole word match, or capitalization match.

Viewing Instructions for Data Forms

The administrator can include instructions to guide you in preparing budget data. If instructions are available, a View link displays in the data form's Instructions column.

➤ To view the instructions for data forms:

1 **Open a data form.**

2 **In the Instructions column, click View.**

View links are available only if instructions exist.

3 **Click Close.**

Copying Versions

Use the Copy Version page to copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version, and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions. Consider:

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

Note: To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

➤ To copy a version:

1 **In a data form, select File, then Workflow, then Copy Version.**

2. In the **Scenario** list, select the scenario to copy.
3. In the **Copy From** list, select the version from which to copy data.
4. In the **Copy To** list, select the version to which to copy data.
5. Click **Go**.

   The entities for the selected version display in Available Entities.
6. In **Available Entities**, select the entities to which to copy data.

   Available Entities displays the entities (planning units) to which you have write access and that belong to you. You can copy entities with a Process Status of Not Started or First Pass.
7. Click  to add the entity to **Selected Entities**, or click  to add all entities in **Available Entities**. Click  or  to move entities from **Selected Entities**.
8. **Optional**: To copy comments or annotations that are associated with accounts, select **Copy Account Annotations**.

   Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
9. **Optional**: To copy associated cell text, select **Copy Cell Text**.
10. **Optional**: To copy associated supporting detail, select **Copy Supporting Details**.
11. Click **Copy Data**.

Note: Wait for the Copy Version completion message before loading another Web page.

Launching Smart View from Planning

➤ To launch Smart View from a data form in Planning, select **File**, then **Open in Smart View**.

Excel is launched, you are automatically logged into Smart View in Excel, and the data form displays in the Data Source Manager. Right-click on the data form in the Data Source Manager. You can then open it as an ad hoc grid or perform any other Smart View operations on that data form. See the *Oracle Hyperion Smart View for Office User's Guide*.

4 Entering Data

In This Chapter

About Entering Data

Enter data in Advanced mode by selecting data forms in the view pane. You can enter data in Basic mode if your administrator sets up tasks that include data forms.

Your administrator sets up data forms to show certain dimensions and members, reflected by the row and column headings. Cells display the data for the selected members. Background colors indicate:

- White: default
- Yellow: ”dirty” cells, whose values changed but are not yet saved
- Light blue: read-only cells
- Tan: locked cells (see “Locking Cells” on page 56)
- Teal: cells having supporting detail

Data forms can include:

- Point of View (POV): Shows information about other members that are valid for the defined row and column members. POVs identify the database members that populate a data form, and define data intersections. Members on the rows, columns, and POV axes are constant (except when they have dynamic user variables).
- Page lists: Display different views (pages) of selected member combinations that can span dimensions, enabling you to work with various member combinations.
- Segments: Can include read-only or hidden areas and borders on rows and columns. The hierarchy can be suppressed for rows or columns, so that rows are not indented and columns exclude line breaks.
- Smart Lists: Lists from which you can select text options, such as locations or descriptions. See "Entering Data with Smart Lists" on page 30.
- Menus: Shortcut menus accessed by right-clicking that can open URLs, data forms, workflow, or business rules. See "Entering Data with Menus" on page 31.
- User variables: Selectable members on the row, column, page, or POV. Before you can open a data form having a user variable, you must select a value in preferences. After that, you can change the variable on the data form or in preferences. See "Dynamically Setting User Variables" on page 32.
- Composite data forms: Display members from several data forms simultaneously so you can, for example, enter data into one grid and see the results—such as Total Revenue—aggregated in another.

After you enter data, annotate your assumptions, and are satisfied with your plan's data, you can promote your numbers (as a *planning unit*) to another user, typically for review or approval. To do this, go to the Manage Process page, and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. See "Managing Planning Units" on page 69.

Entering Data with Smart Lists

Your administrator can set up data forms with Smart Lists that help you enter data in cells. If a cell contains a dimension that is linked to a Smart List,  is displayed when you click in the cell.

➤ To enter data with Smart Lists:

1 **Open a data form containing Smart Lists.**

2 **Click**  **in a cell.**

The displayed list of text values depends on how your administrator sets up the list. For example, the list could include expense justifications.

3 **Select a value from the list.**

Note: You can skip to a value by typing its first one or two letters. For example, in a list of months, skip to June by typing `ju`.

After you select a value, the information in the cell is updated. Your administrator determines what is displayed when the cell contains no data: no value, #MISSING, None, or another value.

Entering Data with Menus

Your administrator can set up data forms that include menus. With menus, you right-click a member and select a menu item to open a URL, data form, workflow, or business rule. For example, a menu item can open another data form to get more information about the data, go to another scenario and version in the planning unit, or launch a calculation.

➤ To enter data with menus:

1 **Open a data form containing a menu.**

2 **Right-click a row or column member, and select a menu option from the list.**

The values in the list depend on how your administrator sets up this feature. If the menu includes submenus, you can select a value from the submenu.

Depending on the action that was performed by the menu item, you can continue your work on the Web page, data form, or workflow.

If a business rule was launched that includes a runtime prompt, enter the required information. See "Entering Runtime Prompts" on page 45.

Entering Percentage Values

If your administrator sets up members as percentages, those members display with a percent sign (%) in the cell. You can enter a percentage value as a decimal, such as .6, or as a percentage, such as 60%.

The following table shows examples of entered values and their displayed result.

Entry	Result
.25	25% is displayed. Planning multiplies .25 by 100, adds a percent sign, and saves .25.
25%	25% is displayed. Planning divides the number by 100 and saves .25.
25	2500% is displayed. Planning multiples 25 by 100, adds a percent sign, and saves 25.
.25%	.25% is displayed. Planning divides the number by 100 and saves .0025.

Entering Date Values

Your administrator may set up certain cells to contain date values. When you click into such a cell, a month calendar displays, from which you select a date. The date value then displays in the format set in preferences. For example, if the date format is MM/DD/YYYY and you select February 7 (in the year 2008), the date is processed as 02/07/2008. See "Setting the Date Format" on page 82.

Entering Text Values

You can enter text directly into cells whose data type is set to text by your administrator. You can view the text in the data form rather than from a pop-up. For example, you could enter a project code name. Text values entered in this way are data values.

Dynamically Setting User Variables

If the administrator defined a data form with at least one user variable and enabled dynamic user variables, you can dynamically select and change user variable values directly in the data form. For example, for a variable called Department, you can select Sales members to plan sales expenses and then select Marketing members to plan marketing expenses. You can also set values for user variables in user preferences (see "Setting Preferences for User Variables" on page 83).

Note: You must select a value for user variables before working in the data form.

➤ To dynamically change values for user variables in data forms:

1. **Open a data form containing a user variable and for which dynamic user variables are enabled.**
2. **Click the text that displays the user variable.**

   The variable and its currently-selected value display under the POV.
3. **Select members:**

   - To select, click  .
   - To remove, click  .
   - To remove all, click  .
   - To move a member in the list, click  or  .
4. **Click Submit.**

   The data form displays the selected members.

Navigating in Data Forms

How you navigate depends on whether you have just clicked in a cell or are editing cell data. For example, when you click in a cell, you can press the Right Arrow to move to the next cell in the row. When you are editing data in a cell, you must press Tab to move to the next cell.

When clicking in a cell and not entering or editing cell data, to move:

- Forward, backward, up, or down, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

When entering or editing data in cells, to move:

- Forward or backward *within* the cell data, press the Left Arrow key or the Right Arrow key.
- To the next cell in the row, press Tab or click in the next cell.
- To the previous cell in the row, press Shift + Tab.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

Selecting Data

If the budget administrator sets up multiple page axes, you can select from among pages to change the data with which you work. The data form's designer can create up to 18 page drop-down lists.

Use the page axis to work with different views (pages) of selected member combinations that can span dimensions. The members defined on the rows, columns, and POV axes are constant (except when they have dynamic user variables). You see only the members to which you are assigned access.

With some data forms, you can also select a user variable to determine which data is displayed. See "Dynamically Setting User Variables" on page 32.

➤ To work with another page axis:

1 **Open a data form containing multiple page axes.**

2 **From the Page drop-down list, select a page.**

 indicates that the search facility is available. See "Enabling Search with a Large Number of Pages" on page 80.

3 **Click Go.**

Tip: From the Preferences page, select the Display Options tab to select Remember Selected Page Members. When you select this, Planning remembers the last page or POV member selection, so the information is available when you return to the current data form.

Searching for Members

➤ To search for a member in the dimension hierarchy:

1 Open a data form, and click  at the top of the data form.

2 In **Search**, enter part or all of the member name.

You can search by member name or alias. If the selected member in the drop-down list is the first member of the hierarchy and you search up, the search starts from the last member of the hierarchy. Similarly, if the selected member is the last member in the hierarchy, the search starts with the first member.

3 Click  or  to search up or down the hierarchy.

4 When the member name displays in the drop-down list, click **Go**.

Viewing Member Formulas

If a member has a formula, and if the administrator selected Display Member Formula (for rows, columns, page, or POV) for the data form, you can view the formula.

➤ To view a member's formula:

1 In the data form, click the formula icon to the right of the member name.

2 View the read-only member formula and click **Close**.

You are returned to the data form.

Selecting Cell Ranges

You can select and work with multiple cells if the selection is rectangular and contiguous.

➤ To select a cell range, a row, or a column:

1 Open a data form.

2 Take an action:

- To select a cell range, click in the range's upper-left cell, press Shift, and click in the range's lower-right cell.
- To select a row or column, click in its heading.

After you select a group of cells, you can copy and paste them or adjust the data values. See:

- "Copying and Pasting Cells" on page 35
- "Adjusting Cell Values" on page 49

Copying and Pasting Cells

You can copy data values within a data form, from one data form to another, or from another application, such as Microsoft Excel. In one copy and paste operation, you can copy from one cell to another cell, from one cell to many cells, or from many cells to many cells.

Note: Because Planning applies spreading logic to pasted values, understand how data values are spread before you paste values into time periods. See "How Spreading Data Works" on page 51.

➤ To copy and paste data:

1. **Select the cells that contain the data to copy.**

   See "Selecting Cell Ranges" on page 34.

2. **Select Edit, then Copy.**
3. **Select the cells to which to paste the data.**
4. **Select Edit, then Paste.**

   Paste inserts the Clipboard contents at the insertion point, replacing any selection.

   About copying and pasting data:

   - If the destination selected area is an exact multiple of the size and shape of the copied selected area, the data is repeatedly pasted into the destination area. For example, if you copy the contents of two rows, and select six rows to paste the data into, Planning copies the contents of the two rows three times, to fill the six destination rows.
   - Planning does not paste data into read-only cells.
   - When you copy within or among data forms, Planning copies and pastes the cells' stored values, not the values that are displayed based on the precision setting.
   - Data that is copied and pasted from Microsoft Excel to Planning reflects the formatting that is set up in Microsoft Excel. For example, if the number of decimal places in Microsoft Excel is set to zero, when you enter the value 459.123 in Microsoft Excel, the value is displayed as 459. If you copy this value into a Planning form, the value 459 is pasted.
   - When pasting data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The resulting data from a paste operation may not match the original copied data. For information on how pasting data may affect cells' values, see "How Spreading Data Works" on page 51.
   - When you copy data, a message might display if you disabled Internet Explorer's setting for Allow Paste Operations via Script.
   - Copying and pasting data from a text editor (for example, TextPad, Notepad, or WordPad) fails if the data is space delimited. Use Tab-delimited values instead.

Adding, Viewing, and Editing Cell Text

If you have read access to a cell, you can add annotations called *cell text* to the cell at any level. You can add cell text at the summary time period level and across multiple dimensions at any level. You can also add cell text for non-level 0 members (bottom-up versions), calculated cells (dynamic calc), and read-only cells. For example, you can add explanations for data analysis of variances and rolling forecasts.

You can also:

- Use *supporting detail* to build and communicate bottom-up values such as travel, where you calculate aggregate values. See "Working with Supporting Detail" on page 61.
- Add *account annotations* to comment on account data. You can annotate different combinations of scenarios, versions, and entities. See "Using Account Annotations and URL Links" on page 37.
- Enter text directly into cells whose data type is set to text (see "Entering Text Values" on page 32).

Tip: You can also view cell text in a PDF file or a printed report. See "Printing Cell Text" on page 36.

➤ To add, view, or edit cell text:

1 **Open the data form to which you want to add, view, or edit cell text.**

2 **Click in a cell or select a range of contiguous cells.**

A triangle in the cell's upper-right corner indicates that it contains cell text (or drill-through data or cell-level documents).

3 **Select Edit, then Cell Text.**

4 **In Cell Text, add, view or edit cell text.**

You can enter up to 1,500 characters. If you selected a cell range, you can enter cell text for each cell.

5 **Click Submit.**

Applicable messages display in the content area at the top of the data form.

Printing Cell Text

You can print cell text—notes that are associated with individual or groups of cells—to a PDF file. When you print data forms with the Show Cell Text option selected in the Printing Options page, cell text is displayed to the dimension's right, on the same row as the dimension. See "Printing Data" on page 41.

➤ To print cell text:

1 **Open a data form containing cell text.**

2. Select **File**, then **Print**.

   Planning displays the printing options that are used to generate the PDF file.

3. Select the **Show cell text** option, and click **Print Preview**.
4. In the PDF file, select **File**, then **Print**.
5. In **Print**, select a printer and click **OK**.

Using Account Annotations and URL Links

If your administrator has enabled this feature, you can add annotations—or comments—to accounts. Annotations can be plain text, or can include URL links to, for example, a project Web site, a spreadsheet, or PDF file on a server.

➤ To add account annotations:

1. In a data form, select **View**, then **Edit Account Annotations**.
2. In account rows, in the column to the right of account member names, enter a comment or URL of up to 1,500 characters.

   You can include URL links to these file types on a server or FTP site: .TXT, .DOC, .XLS (Microsoft Office Suite), and .PDF. For example, to create a link to a spreadsheet on a shared server, you might enter: `file://C:/BudgetDocs/Timeline.xls` where C represents the server drive.

3. When you are finished, click **View Account Annotations**.

   To view account comments or to access associated URLs on the page, read the comments or click the URL to the right of the account member's name. If you click a URL, your Web browser displays the source information in a new window.

Adding, Replacing, and Viewing Cell-Level Documents

If your administrator selects the Enable Cell-Level Document property for the data form, from data form cells, you can add, replace, and view EPM Workspace documents. These documents can be a Web site or any file type (for example, an .XLS or .PDF file). For example, you could associate a cell with a document that explains your assumptions behind the cell's sales data. The icon in a cell indicates that it is associated with a document.

Note: Before you add a cell-level document, the document must be added to the Workspace repository. See *Oracle Enterprise Performance Management Workspace User's Online Help*.

➤ To add or replace a cell-level document:

1. Click once in the cell. Click one more time.
2. Select **Edit**, then **Add/Edit Document**.

3 **Either:**

- In the text box, enter the URL to the document (for example, `http://mymachine:19000/workspace/browse/get/Sales.doc`) and click **Submit**.
- From EPM Workspace, click  to browse to the file's location.

  The Select dialog box in EPM Workspace prompts you for the Name, Type, and Version of the EPM Workspace document. See *Oracle Enterprise Performance Management Workspace User's Help* for specifics.

➤ To view a document associated with a cell:

1 **Click once in the cell. Click one more time.**

2 **Select Edit, then Open Document.**

The Web site or file is launched.

Writing #MISSING Values

#MISSING in a cell indicates the cell contains no data, whereas zero in a cell is a data value. #MISSING decreases the database size and improves performance.

You can replace #MISSING by selecting the cell and typing a value. You can also replace irrelevant data in a cell and save the cell as #MISSING, which writes #MISSING to the database.

➤ To write #MISSING to cells:

1 **Select the cells to change.**

You can select a range of contiguous cells by clicking in the upper-left cell in the range, and pressing Shift + click to select the lower-right cell in the range. You can select rows and columns by clicking row and column headings. Select a range of rows or columns by using Shift + click.

If the designer sets a data form to suppress missing data, and an entire row contains #MISSING (no data), that row does not display on the data form.

2 **Take an action:**

- Press **Delete**.
- Enter `#missing`.

You can also enter #MISSING using Smart Lists. See "Entering Data with Smart Lists" on page 30.

3 **Click Save.**

The cells are set to #MISSING when you save the data form.

Subtotaling Values

How values are subtotaled and totalled in data forms:

- Member subtotals are calculated based on factors set by your administrator, such as the hierarchies and logic of the outline, and member properties.
- To recalculate subtotals on the page, click Save. If the Calculate Data Form calc script is selected to launch during Save, all subtotals in the data form are recalculated based on their members' aggregation properties and the data form's design and layout.
- Saving data automatically calculates members that are set to dynamically calculate, excluding level 0 members. The data form does not require a calc script to calculate these members.
- Calculations are based on the stored (not the displayed) values. Displayed values might be based on scaling or precision settings.
- Only displayed members are calculated. If you have read but not write access to some members, subtotals correctly include their values even if they are read-only.

  See also "Adjusting Cell Values" on page 49 and "How Spreading Data Works" on page 51.

Getting the Latest Data

To ensure that you are working with the latest data, especially if other people are working on the same budget, refresh data.

➤ To retrieve the latest values from the database:

1. **Open a data form.**
2. **To save your current work, click Save before refreshing the data.**
3. **Select View, then Refresh.**

Exporting Data to Microsoft Excel

Exporting data from the data form to Microsoft Excel lets you explore "what-if" scenarios in Excel before copying and pasting values back to Planning. It also provides an alternative to PDF printing.

About exporting data:

- Planning does not export to Excel: numerical formatting, the application name, user, form folder, attributes, currency tags, or percentages.
- Member names are indented based on their level in the hierarchy. They are also indented if you print the data form to a PDF file.
- Supporting detail is printed.
- Account annotations are printed if your administrator selected the Enable Account Annotations setting on the data form's Display Options tab.
- Aliases are displayed on the rows, columns, page, and POV if they are present for a member, if your administrator selected the Display Alias option.

- Values pasted back to Planning from Excel must be non-formatted data.

➤ To export data from data forms to Microsoft Excel:

1 **Open a data form.**

2 **Select File, then Spreadsheet Export.**

3 **Depending on how you want to export the data, take an action:**

- Select **Save**, and save the file.
- Select **Open**, and work with the data in the browser instance of Microsoft Excel that displays. Use standard Excel procedures to make and save your changes.

Drilling Through to Source Data

Data is loaded from a source using Oracle Hyperion Financial Data Quality Management, Fusion Edition or Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications. You can drill through to view details of the data source.

When working with data forms that contain drill-through information, keep in mind that for multicurrency applications, all currencies or an entity in the source system can be loaded. Exchange rate conversions are done within Planning.

➤ To drill through to source data:

1 **Open a data form containing source data loaded using FDM or ERP Integrator.**

A triangle in the cell's upper-right corner indicates that it contains drillable data (or cell text or cell-level documents).

2 **Click once in a cell that contains drill-through data. Click one more time.**

A drill-through icon is displayed above and to the right of the cell.

3 **Click the icon.**

The source information displays on a tab in EPM Workspace for Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications, or in a new browser window for Oracle Hyperion Financial Data Quality Management, Fusion Edition.

4 **When you finish viewing the source, you can return to the data form by closing the EPM Workspace tab or browser window.**

Saving Data

In a data form, you can save data values you entered, changed, or calculated. Saving also runs business rules that are designed to launch when the data form is saved.

➤ To save data:

1 **Open a data form.**

2 **In the data form, make your changes.**

3 **Select File, then Save.**

If you close a data form without saving changes, a message prompts you to save or refresh the data.

Printing Data

You can print data in data forms as PDF files (including supporting detail, cell text, and account annotations) if Adobe Acrobat Reader 5.0 or later is installed on your computer. Your administrator can also set up reports with custom shading, page size, orientation, font, font size, headers, percentage of page used for headers, number of data columns per page, and precision.

See "Printing Cell Text" on page 36 and "Printing Planning Unit Annotations" on page 73.

➤ To print data to a PDF file:

1 **With a data form open, select File, then Print.**

2 **Optional: To reset the printing options to the settings that were assigned to the data form when it was created, click Restore Data Form Settings.**

3 **Optional: Set your preferences, as described in the following table.**

Option	Action
Format data	Apply number format settings from the data form.
Apply precision	Apply the data form's precision settings to the displayed data. If the data form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the PDF file.
Include supporting detail	Include supporting detail in extra rows. Select either: ● Normal Order: inserts the supporting detail in the same order in which it displays in the Supporting Detail page, after the member that it is associated with. ● Reverse Order: inserts the supporting detail before the member it is associated with, and the supporting detail entries are reversed. Supporting detail for children displays above their parents, and the order of siblings is preserved.
Show account annotations	If the data form designer enables account annotations, show annotations that are assigned to the data form.
Show cell text	Show text that is associated with cells.
Show attribute members	Show attribute members assigned to the data form.
Show currency codes	Show currency codes if the data form supports multiple currencies per entity.

4 **Optional: To save your settings for subsequent PDF files, select Remember my changes. Your settings override the default options assigned to all data forms.**

5 **Optional:** To display the PDF file onscreen, click **Print Preview**.

6 Select **File**, then **Print**.

7 Set print options and click **OK**.

5 Working With Business Rules

In This Chapter

About Launching Business Rules

You can use business rules to calculate data. Some business rules prompt you to enter information, called a *runtime prompt*. After you enter required information and launch a business rule, the data is updated.

Your administrator can set up data forms to automatically launch business rules when you open or save data forms. You can also launch business rules from several contexts.

➤ To launch a business rule:

1 **Depending on where you are working:**

- When a data form is open, its associated business rules are listed in the left bottom pane. Double-click any business rule.
- With a data form open, from the top menu, select **Edit**, then **Launch Rules**. Select the business rules to launch and click **Launch**.
- If menus are set up in a data form, right-click a row or column member in the data form, and select a business rule from the right-click menu. See "Entering Data with Menus" on page 31.
- From a task list, see Chapter 2, "Working with Task Lists".
- From the menu, select **Tools**, then **Business Rules**.

  See "Launching Business Rules in Classic Applications" on page 44 and "Launching Business Rules in Performance Management Architect Applications" on page 44.

2 **If the business rule includes runtime prompts, enter the required information, launch the business rule, and click Close (see "Entering Runtime Prompts" on page 45).**

If the calculation is successful, the values in the database reflect the calculation results.

3 Click **Refresh** to see the updated values in the data form.

Launching Business Rules in Classic Applications

If you are working with a Classic Planning application, you use business rules created with Oracle's Hyperion® Business Rules. You can launch them as described in "About Launching Business Rules" on page 43.

➤ To launch business rules created with Business Rules from the Tools menu:

1 Select **Tools**, then **Business Rules**.

2 On the Business Rules page, select the plan types associated with the business rules you want to display.

3 Select the business rules to launch.

4 Click **Launch**.

Launching Business Rules in Performance Management Architect Applications

If you are working with a Oracle Hyperion EPM Architect, Fusion Edition application, you use business rules created with Hyperion Calculation Manager. You can launch them as described in "About Launching Business Rules" on page 43.

➤ To launch business rules created with Calculation Manager from the Tools menu:

1 Select **Tools**, then **Business Rules**.

2 On the Business Rules page, select the plan types for which you want to display the associated business rules.

3 From **Rule Type**, select whether to display rules, rulesets, calc scripts, or all calculation types.

To view the business rules in rulesets, expand the hierarchy. Business rules are displayed in this format:

rule_name application_name plan_type

where *application_name plan_type* indicate the application and the plan type to which the business rule is deployed and will be launched against.

Red Flags indicate an error in loading children members of the ruleset. One possible cause for the error is that the ruleset calculates across applications, and the child members reside on another server that is not running.

4 **Optional**: By default, only calculations to which you have access are displayed. To display all calculations associated with the selected plan type, clear the option **Display only launchable rules, rulesets, and calc scripts**.

5 Click the **Launch** link for the business rule, ruleset, or calculation script you want to launch.

None indicates that you do not have access to a business rule.

The launched calculation may include runtime prompts. See "Entering Runtime Prompts" on page 45.

Entering Runtime Prompts

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts. To learn how the display and values of runtime prompts are affected by certain settings and conditions, see "Understanding Runtime Prompts" in the *Oracle Hyperion Planning Administrator's Online Help*.

Notes:

- If a business rule has a runtime prompt and Use Members on Forms is selected, the default member on the runtime prompt window matches the current member in the page or POV axes of the open data form.
- Members and substitution variables on the Member Selection page are filtered by your access permissions and limitations set for the runtime prompt (for example, only Descendants of Q1). You cannot select a shared member in a runtime prompt.
- If multiple business rules having runtime prompts are launched when saving the data form, enter values for each one successively, using the Next button.

➤ To enter a runtime prompt:

1 **Launch a business rule having a runtime prompt.**

See "About Launching Business Rules" on page 43.

2 **Enter or select the input type specified by the runtime prompt, summarized in the following table:**

Icon	Expected Input Type
	One member selection
	Multiple member selections
	Numeric value
	Smart List value—select an item from the list
	Text value—use only with enhanced calc scripts, not with graphical scripts
	Dimension from the database—use only with enhanced calc scripts, not with graphical scripts
	**For Calculation Manager business rules only:** Cross Dimension—a member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)

Icon	Expected Input Type
	**For Calculation Manager business rules only:** Member range—a range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Note: Icons display only in classic view, not in streamlined view. Your administrator determines your view.

3 **If any runtime prompt values are not valid, correct them.**

Symbols indicate whether the values in runtime prompts are valid:

 —the runtime prompt values are valid.

 —the runtime prompt values are not valid (for example, the entry does not exist in the dimension hierarchy). You cannot launch a business rule until all runtime prompt values are valid.

4 **Optional, for Calculation Manager business rules: To generate a file containing the runtime prompt values, select Create runtime prompt values file.**

The file is saved as *rule_name*.XML, in the *HYPERION_HOME*/products/planning/RTP/*user_name* folder. Administrators specify this generated file when launching business rules with the CalcMgrCmdLineLauncher.cmd utility (see the *Oracle Hyperion Planning Administrator's Online Help*).

5 **Click Launch.**

If the calculation is successful, the values in the database reflect the calculation results. See also "Checking Job Status" on page 47.

If you are using an Oracle Essbase substitution variable as the runtime prompt value and the value of that substitution variable is outside of the variable limits, the limits are ignored, and the rule launches successfully.

Using Business Rules in Basic Mode

In Basic mode, you can work with business rules if your task includes them.

➤ To launch a business rule in Basic mode when tasks include data forms:

1 **In a task that includes a data form, open the data form.**

See Chapter 2, "Working with Task Lists".

2 **Select Edit, then Launch Rules.**

3 **In Launch Business Rules, select a business rule, and click Launch.**

If the calculation is successful, the database values reflect the calculation results. See also "Checking Job Status" on page 47.

4 **After a confirmation message displays in Launch Business Rules, click Close.**

➤ To launch a business rule in Basic mode when tasks include business rules:

1 **Open a task list that includes a business rule.**

If more than one task list is assigned to you, you can select the task list from the quick-launch list. If the task includes a business rule, the business rule page opens in a browser window.

2 **In the Business Rules area, select a business rule, and click Launch.**

If the calculation is successful, the values in the database reflect the calculation results.

3 **After a message confirms that the rule launched successfully, close the browser window.**

Checking Job Status

On the Job Console page, you can check the status (processing, completed, or error) of these job types: Business Rules, Clear Cell Details, and Copy Data.

Notes:

- You can be notified by e-mail when a launched job is completed or generates an error (see "Setting Up E-mail" on page 75).
- You cannot cancel or start a job from the Job Console page.
- Administrators can view all jobs and their status. All other users can view only their own jobs and their status.

➤ To check the execution status of jobs:

1 **Select Tools, then Job Console.**

By default, all jobs are displayed.

For each job, this information is displayed:

- **Job ID**: The sequential number that the database generates for each started job.
- **Job Type**: Business Rule, Ruleset (for Calculation Manager), Sequence (for Business Rules), Clear Cell Details, or Copy Data.
- **Job Name**: The business rule, sequence, or ruleset's name. To expand rulesets to see the business rules and rulesets they include, click . Planning automatically assigns a name to Clear Cell Details and Copy Data operations.
- **User Name**: The name of the user who launched the job.
- **Start Time**: When the job was started.
- **End Time**: If the job was completed or ended in an error, the time the job ended.
- **Run Status**: Processing, Completed, or Error.

2 **To filter which jobs are displayed, from Filter Criteria, select which jobs to view. To display jobs:**

- Executed by a specified user: Select **User** and enter the user's name in the **User Name** text box.

- By their type: Select **Job Type**. Then from **Select Job Type**, select **Business Rule**, **Clear Cell Details**, or **Copy Data**.
- By their status: Select **Run Status**. Then from **Select Run Status**, select **Processing**, **Completed**, or **Error**.
- Executed since a specified day and time: Select **Start Time**. Then click  and, from the calendar, select the job's start time.
- That completed executing before or by a specified day and time: Select **End Time**. Then click  and, from the calendar, select the job's end time.
- By their name: Select **Job Name** and in the **Job Name** text box, enter its name.

To again display all jobs, select None, the default.

3 **Click Go.**

The Job Console displays the jobs matching your selection criteria.

4 **Optional: Use the navigation aids at the page bottom to move around a long list of jobs.**

5 **To view this job information, under Run Status, click the links to the log files:**

- For Clear Cell Details: the dimensional intersection of the cleared details
- For Copy Data: the dimensional intersection for the copied data
- Cell-level Document: the dimensional intersection for the cleared documents
- For business rules, sequences (for Business Rules), and rulesets (for Calculation Manager): the application, plan type, and runtime values. If the rule generated an error, a text box displays the error.

Note: Information on rulesets in Hyperion Calculation Manager display as expandable hierarchies, and status is displayed individually for each embedded rule and ruleset as they are processed. However, sequences in Business Rules are not expandable, and status reflects the status of the entire sequence.

Tip: **For administrators only:** Because checking for runtime values for many users consumes system resources, to improve performance, you can turn off this function by selecting Administration, then Manage Properties, then the Application Properties tab, and then adding the property `CAPTURE_RTP_ON_JOB_CONSOLE` and setting its value to `FALSE`. See the *Oracle Hyperion Planning Administrator's Online Help*.

6 **Optional. For administrators only: To remove selected jobs from the list and to remove their job records from the database, click Delete.**

You cannot delete jobs that are processing, only jobs that are completed or have errors.

To remove all jobs from the list and remove their job records from the database, select the check box left of the header Job ID.

6 Adjusting and Spreading Data

In This Chapter

Adjusting Cell Values

You can increase or decrease values by a specific amount or by a percentage. You can also enter operators in a cell (see "Adjusting Values " on page 49 and "Performing Ad Hoc Analysis" on page 50).

Adjusting Values

➤ To increase or decrease data values:

1 **Select the cells to adjust.**

You can adjust data for multiple cells simultaneously, if the writable cells are at the same level. For example, you can adjust the data for February and March simultaneously, but not for March and Q1. See "Selecting Cell Ranges" on page 34.

2 Select **Edit**, then **Adjust**.

3 **Perform an action:**

- To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
- To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.

You must enter a numeric value.

4 Click **Adjust Data**.

The values are displayed, with the number of decimal places that was set for the data form.

5 Click **Save**.

You cannot adjust a data value if a member is read-only or null, that is, it is missing information.

Tip: For information on how adjusting data may affect other cells, see "How Spreading Data Works" on page 51.

Performing Ad Hoc Analysis

Before you commit data by saving it, you can perform various "what if" calculations and visually review the changes. Experimenting with data enables you to see the impact of various scenarios before saving the data—useful for manipulating values to produce desired results.

You can manipulate data values by:

- Typing values (see "About Entering Data" on page 29)
- Locking a value during spreading (see "Locking Cells" on page 56)
- Changing values by typing an operator, followed by a number, described here
- Using the ad hoc analysis functionality in Oracle Hyperion Smart View for Office, Fusion Edition.

➤ To perform ad hoc calculations on a value:

1 **Select the cell on which to perform a calculation.**

2 **Enter an operator (+, +–, *, /, or %), and enter a value.**

The following table provides examples of using operators and values to produce results:

Operation	Initial Value	Input Text	Result
Add +	100	+50	150
Subtract + -	100	+-50	50
Multiply *	100	*5	500
Divide /	100	/5	20
Percentage %	100	%25	25

3 **Move the cursor from the cell.**

A change in color indicates the modified cell.

Spreading Data for Time Periods

While working in the Enter Data page, you can *spread*, or distribute, values by:

- Spreading the value in a summary time period back to its base time periods, or to the first parent or first child of its parent time period.
- Spreading values among children and parents proportionally, based on existing distribution.
- Spreading values based on a calendar's weekly distribution in a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the administrator).

- Filling the parent's value to all its descendants
- Temporarily locking certain cell values while spreading data over time periods. (See "Locking Cells" on page 56).

You can select, copy, paste, or adjust multiple values. If you paste data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The data resulting from a paste operation may not match the original copied data. See "How Spreading Data Works" on page 51.

Note: You cannot spread data in a summary time period that includes members with mixed currencies.

Note: Values for summary time periods are automatically spread, even if the data form uses an alternate hierarchy for Period, so make sure the spread results are correct. Oracle recommends against entering data into alternate hierarchy members, because the values could spread incorrectly.

➤ To spread data for time periods:

1 **In a data form, put the cursor in the cell with the value to spread.**

2 **Enter the value.**

The value is distributed according to the rules described in "How Spreading Data Works" on page 51.

3 **Click Save.**

See also "Spreading Values Using Grid Spread" on page 57 and "Spreading Values Using Mass Allocations" on page 58.

How Spreading Data Works

Factors such as account type, the Time Balance property, existing distribution, member hierarchies, and data type affect how values are distributed, assuming that no data cells are locked (see "Locking Cells" on page 56).

Note: Date and text values are excluded when spreading data.

The following table shows examples of the effect on data of entering or changing a currency or non-currency value:

Time Balance Property of the Account	New Value Distribution	Examples
FLOW	To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Period Rollups hierarchy so that	***Example 1*** You change Qtr 1 from 250 to 500, with these current values for its months:

Time Balance Property of the Account	New Value Distribution	Examples
Revenue, Expense, Saved Assumption (where the Time Balance property is set to Flow)	the parent time period is the sum of its children. If no distribution exists (that is, the values for all the children are zeros or are missing), and the changed value is a Quarter, the value spreads down proportionally, based on the weekly distribution (which can be 4-4-5, 4-5-4, 5-4-4, or evenly distributed if the account's spreading is set to None). If the changed parent is a Year Total or some other kind of summary time period, the value is spread evenly.	Jan = 100 Feb = 50 Mar = 100 **Result**: 500 is distributed to its children proportionally, replacing their previous values with: Jan = 200 Feb = 100 Mar = 200 The increment of 250 is aggregated to the parents of Qtr 1. If Year Total was 1000, its new value is 1250. ***Example 2*** You change March from 100 to 200. **Result**: March, Qtr 1, and Year Total all increment by 100. Jan and Feb remain unchanged.
FIRST All types of Accounts	Upward to its first parent and downward to its child only if the changed cell is the first child of its parent time period. The summary time period equals the first of its child time periods. If no distribution exists (that is, values for all children are zeros or are missing), the value is copied to each of the children.	***Example 1*** You change Qtr 1 from 20 to 40, with these current values for its months: Jan = 20 Feb =15 Mar = 05 Q1 = 20 **Result**: 40 is distributed to its children, replacing their previous values with: Jan = 40 Feb = 15 Mar = 05 Q1 = 40
BALANCE Asset, Liability, Equity, Saved Assumption (where the Time Balance property is set to Balance)	Downward to its last child and upward to its parent only if the changed cell is the last child of its parent time period. The summary time period equals the last of its child time periods. If no distribution exists (that is, the values for all children are zeros or are missing), the value is spread across its children.	***Example 1*** You change Qtr 1 from 30 to 50. **Result**: March also changes to 50. Jan and Feb don't change. Year Total does not change because Qtr 1 is not its last child. ***Example 2*** You change Qtr 4 from 100 to 50. **Result**: Dec changes to 50 because it is Qtr 4's last child. Oct and Nov remain unchanged, as do Qtrs 1, 2, and 3. Year Total changes to 50 because Qtr 4 is its last child. ***Example 3***

Time Balance Property of the Account	New Value Distribution	Examples
		You change Qtr 2 to 100 with these current values: Apr = 0 May = 0 June = 0 **Result**: Apr = 100 May = 100 June = 100 Year Total is unchanged.
AVERAGE Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)	To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Time Period Rollups hierarchy so that the parent is the average of its children. Assumes an equal number of days in each period, such as 30 days for each month.	***Example 1*** You change Qtr 1 from 5 to 10 with these current values: Jan = 05 Feb = 10 Mar = 00 Q1 = 05 **Result**: Jan = 10 Feb = 20 Mar = 00 Q1 = 10
FILL All types of Accounts	The value set at the parent is filled into all its descendants.	***Example 1*** You change YearTotal from 100 to 200. **Result**: Values for Q1, Q2, Q3, Q4 and all months are changed to 200 **Note:** Consolidation operators and member formulas overwrite FILL values when the members are recalculated.
Weighted Average - Actual_365 Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)	Weighted daily average based on 365 days in a year, assuming that February has 28 days. This does not account for leap years. About Weighted Average - Actual_365: ● You cannot customize month labels, although you can use aliases. ● Years must have twelve months, and quarters must be the sum of three base months. ● You cannot change the fiscal start month after the application is set up.	***Example 1*** You enter values for Jan, Feb, and Mar. For any year, including leap years, February is assumed to have 28 days, and Q1 is assumed to have 90 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 28 days Mar = 8,000 31 days

Time Balance Property of the Account	New Value Distribution	Examples
	• All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD.	Q1 = 90 days (the total days for Jan, Feb, and Mar) **Result**: Q1 = 8,344 The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8,344
Weighted Average - Actual_Actual Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)	Weighted daily average based on the actual number of days in a year. This accounts for leap years, in which February has 29 days. About Weighted Average - Actual_Actual: • You cannot customize month labels, although you can use aliases. • Years must have twelve months, and quarters must be the sum of three base months. • You cannot change the fiscal start month after the application is set up. • All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD.	***Example 1*** For a leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 29 days, and Q1 is assumed to have 91 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 29 days Mar = 8,000 31 days Q1 = 91 days (the total days for Jan, Feb, and Mar) **Result**: Q1 = 8,341 The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 29 for the number of days in Feb, and 91 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 29 plus 8,000 times 31) divided by 91 = 8,341 ***Example 2*** For a non-leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 28 days, and Q1 is assumed to have 90 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 28 days Mar = 8,300 31 days Q1 = 90 days (the total days for Jan, Feb, and Mar)

Time Balance Property of the Account	New Value Distribution	Examples
		Result: Q1 = 8,344 Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8,344

Note: The Skip option does not apply to data spreading but affects only the calculation of the member hierarchy.

If you change a percentage:

Regardless of account type, existing distribution, or 4-4-5 setting, the value is spread evenly across its children. If the changed cell is the last child of its parent time period, the value is copied upwards to its parent.

Example 1

You change Qtr 1 from 10 to 20.

Result: Jan, Feb, and Mar also change to 20. However, Year Total does not change because Qtr 1 is not its last child.

Example 2

You change Feb from 10 to 20.

Result: Jan and Mar do not change because neither one is a child or parent of Feb. Qtr 1 (and therefore Year Total) does not change because Feb is not its last child.

Example 3

You change Qtr 4 from 30 to 20.

Result: Oct, Nov, and Dec also change to 20 because the value is copied to Qtr 4's children. Year Total also changes to 20 because Qtr 4 is its last child.

Note: See "Adjusting Cell Values" on page 49 and "Spreading with Multiple Currencies" on page 55.

Spreading with Multiple Currencies

When data is spread from a parent member to children of mixed currencies, the children assume the currency type of the parent time period, and data is spread as described in "How Spreading Data Works" on page 51.

When currencies are mixed and a child time period is changed, the currency of the parent time period assumes the currency type of the child only if that time period does not have children with multiple currencies.

Locking Cells

When spreading or manipulating data, you can temporarily lock cells while Planning calculates and fills in other values. You can visually review the changes before saving them. See "Examples of Spreading Data with Cell Locking" on page 56.

➤ To temporarily lock values:

1 **Select the cells to lock.**

2 **Either:**

- Select **Edit**, then **Lock/Unlock Cells**.
- Enter an exclamation point: **!** (press Shift + 1).

A tan background indicates that a cell is locked. If you lock multiple cells, some of which are already locked, all the unlocked cells become locked.

You can now spread or manipulate the other data. (See "Spreading Data for Time Periods" on page 50 and "How Spreading Data Works" on page 51.)

3 **To unlock cells, select Edit, then Lock/Unlock Cells or enter !.**

Typing ! or selecting Lock/Unlock Cells unlocks all cells in a group only if they are all locked (or were read-only for another reason). When you save the data, locked cells become unlocked.

Examples of Spreading Data with Cell Locking

Example 1

Before locking and spreading, Account A has the values described in the following table:

	Jan	Feb	Mar	Q1
Account A	100	100	100	300

You then lock the Feb and Mar values at 100 and change Q1 from 300 to 600. Because Jan, Feb, and Mar must now total 600, and Feb and Mar are locked at 100 each, Planning calculates Jan to be 400 and fills in that value.

After locking and spreading, the data displays as shown in the following table:

	Jan	Feb	Mar	Q1
Account A	400	100	100	600

Example 2

Before locking and spreading, Account B has the values described in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	100	100	400

You then lock Q1 and Q2 values at 100 each and change Year Total from 400 to 800. Because the yearly total must equal 800, and Q1 and Q2 are locked at 100 each, Planning calculates Q3 and Q4 to be 300 each and fills in those values.

After locking and spreading, the data displays as shown in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	300	300	800

Spreading Values Using Grid Spread

If your administrator has enabled Grid Spread as a data form property, you can specify an amount or percentage by which Planning increases or decreases values across multiple dimensions on the data form, based on the existing values in the target cells. You immediately see the result in the data form and can save the new data or discard it. When calculating the spread data, Planning ignores read-only and locked cells and cells having supporting detail. Data integrity is ensured by spreading values only to cells to which you have access.

➤ To spread values using Grid Spread:

1. **Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.**
2. **Select Edit, then Grid Spread.**
3. **Perform an action:**
   - To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
   - To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.
   - To replace values with a new value, enter it in the **Spread Value** text box.
4. **Select a spreading pattern, as described in the following table:**

Spread Type	Description
Proportional Spread	Spreads the value proportionally, based on the existing values in the target cells (the default)
Evenly Split	Spreads the value evenly among the target cells
Fill	Replaces the value in all target cells

Your administrator can add other spreading patterns (described in the *Oracle Hyperion Planning Administrator's Online Help*).

5. **Click Spread.**

The specified value or percentage is spread across the target cells, replacing former values with new ones.

6 **To save the new values, click Save.**

Spreading Values Using Mass Allocations

If you have the Mass Allocate role (assigned in Oracle's Hyperion® Shared Services) and an administrator has enabled Mass Allocate as the data form property, you can spread data using the powerful feature, Mass Allocate, which:

- Allocates data to all the source cell's descendants
- Allocates across multiple dimensions
- Spreads data even to cells not displayed on the data form
- Does not require that you have access to the target cells
- Cannot be undone after you mass allocate values
- Is processed with dynamically-created calc scripts
- Executes the calc scripts against the Essbase server, against all dimension combinations
- Can use customized spreading patterns, created by an administrator (see the *Oracle Hyperion Planning Administrator's Online Help*).

➤ To spread values using Mass Allocate:

1 **Put the cursor in the Subtotal or Total cell whose value you want to spread.**

2 **Select Edit, then Mass Allocate.**

3 **Perform an action:**

- To increase or decrease values by a specified amount, from the **Adjust Data** drop-down list, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
- To increase or decrease values by a percentage, from the **Adjust Data** drop-down list, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.
- To replace values with a new value, enter it in the **Spread Value** text box.

4 **Select the Spread Type for allocating the specified value or percentage across the target cells:**

Proportional spread: Spreads based on the existing values in the target cells.

Relational spread: Spreads into the selected cells, based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the Selected column.

Under Relative, select the members you select that identify the base values to be spread, creating a pattern based on the existing values in the relative cells. To select members, click  , and, on the Member Selection page, select members for the dimension, either directly or based on relationships (see the *Oracle Hyperion Planning Administrator's Online Help*).

Your administrator can add other spreading patterns, described in the *Oracle Hyperion Planning Administrator's Online Help*.

5 Click **Spread**.

The new values are automatically saved in Essbase.

7 Working with Supporting Detail

In This Chapter

Working with Supporting Detail

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It also provides a way to better understand the basis of the data. For example, if the bottom-level member in your outline is pens, you can add line items in supporting detail for ballpoint, fountain, marker, and so on. Then you can aggregate their values to the pen member.

Supporting detail helps you build and communicate bottom-up values when planning such corporate expenses as travel and projects, where you must calculate aggregate values. Supporting detail can include text, values, and operators that define how data aggregates.

About supporting detail:

- Supporting detail does not change members in the outline.
- To create, change, or delete supporting detail, you must have write access to cells. You must have read access to view supporting detail.
- To protect values, you cannot enter, adjust, spread, and save data into aggregate values that have supporting detail. The aggregate values are read-only.
- You can add supporting detail to target and bottom-up versions.
- You cannot add supporting detail to Summary Time Periods—such as Quarters—but only to base time periods (level 0 members).
- Number and precision formatting is not reflected in the Supporting Detail window.
- The sequence of operators follows the same logic as is used to process multiple operators in a complex calculation.
- You can print supporting detail.
- When using Copy Versions, you can copy supporting detail from one version to another.

- Your administrator can copy data, including supporting detail, from one dimensional intersection to another. For example, administrators can copy *Budget, FY08, Final* to *Forecast, FY09, First Draft*. They can also copy data from one business unit to another, or from FY08 to FY09 to prepare a budget.

See "Adding Supporting Detail" on page 62.

Adding Supporting Detail

Use the Supporting Detail window to set how detail items aggregate to cell values in a data form.

➤ To add supporting detail that calculates values in a data form:

1 **Open a data form, and select the cells.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **Select Edit, then Supporting Detail.**

The Supporting Detail window reflects your cell selection.

3 **Enter a description over the initial "untitled" text.**

The text and its associated operator—up to 1,500 characters—must be unique among children of the same parent.

4 **Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.**

For example, click Add Child to add a line item directly below the selected item. See "Working with the Supporting Detail Hierarchy" on page 64.

5 **Set the mathematical relationships among the line items by selecting an operator for each of them.**

Select from these operators: + (add), - (subtract), * (multiply), / (divide), and ~ (ignore).

6 **Enter data to set or calculate.**

Enter numbers using the same scaling that was set up for the data form.

7 **Click Save.**

Values are dynamically calculated and aggregated before the data is saved. Data on the data form is also saved.

Example of Supporting Detail

This example shows how the first quarter's travel budget for a department is calculated using supporting detail. These supporting detail Total values aggregate to the Q1 Travel cell in the data form.

	Jan	Feb	Mar
Air fare	2400	3600	6000
Customer visits	2.0	3.0	5.0
Average rate	1200.0	1200.0	1200.0
Hotel	450	900	1500
Number of nights	3.0	6.0	10.0
Rate per night	150.0	150.0	150.0
Car rental	160	280	440
Number of days	4.0	7.0	11.0
Rate per day	40.0	40.0	40.0
Total:	3010	4780	7940

Totaling When Supporting Detail Cells are Blank

If a data cell in supporting detail is blank, Planning ignores it when aggregating values (instead of assuming that a blank cell means zero).

For example, you might define supporting detail to calculate the daily rate of hiring an instructor ($250) times the number of days per month for which you plan to retain an instructor (4 in January, but none in February). The Instructor total for Feb is 250, even though you do not intend to hire an instructor in Feb, as shown in the following table:

	Jan	**Feb**
Instructor	1000	250
Rate +	250	250
Days	4	

To correctly total values that are aggregated by the * multiplier when some cells are blank, you can leave the Rate cell blank, or enter a zero in the Days data cell, instead of leaving it blank, as shown in the following table:

	Jan	**Feb**
Instructor	1000	0
Rate +	250	250
Days	4	0

This causes the rate (250) to be multiplied by 0 (zero), resulting in a value of zero.

Order of Supporting Detail

The supporting detail order affects the resulting value that is saved to Essbase. Understanding the calculation order helps you correctly enter supporting detail. Supporting detail leverages the calculation order of + (addition), - (subtraction), * (multiplication), and / (division). A simple Unit times Rates example demonstrates how to correctly enter supporting detail.

Incorrectly Entering Supporting Detail

Because Rate in this following table is set to the unary operator +, the calculation order first adds the Rate and then multiplies by the Unit, resulting in incorrect data being saved.

	Jan	Feb	Mar
Rate +	250	250	250
Unit *	10		
Total:	2500	250	250

Correctly Entering Supporting Detail

This following table demonstrates the correct order of the Units times Rates calculation, with correct values saved.

	Jan	Feb	Mar
Unit +	10.0		
Rate *	250.0	250.0	250.0
Total:	2500		

Verify the supporting detail order, ensuring that correct values are calculated and saved.

Working with the Supporting Detail Hierarchy

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

➤ To create or change the supporting detail hierarchy:

1. **In a data form, select the cells with supporting detail.**
2. **Select Edit, then Supporting Detail.**
3. **Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:**

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item

Option	Result
Delete All	Simultaneously removes all supporting detail
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item before its sibling predecessor
Move Down	Moves the selected item after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored database values, restoring the previously-saved values, and possibly overwriting changes you just made.

4 **Click Save.**

The save operation stores the detail text, values, and aggregate values.

Viewing or Changing Supporting Detail

In data forms, cells with supporting detail have a light green background.

➤ To view or change calculations or supporting data:

1 **Open a data form, and select the cells for which to view or add detail.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **Select Edit, then Supporting Detail.**

3 **View or change the line items or calculations that aggregate the data in the selected cells.**

Synchronizing Supporting Detail with Essbase

When you delete supporting detail, you can specify how to handle the value for the supporting detail total that is stored in Essbase. You can set the value in Essbase to #MISSING or leave it as it was before the supporting detail was deleted—in effect, using supporting detail as a scratch pad or calculator.

➤ To synchronize supporting detail with Essbase:

1 **Click in the cell with supporting detail.**

2 **Select Edit, then Supporting Detail.**

3 **In Supporting Detail, delete the information and click Save.**

4 In the displayed message, specify how Essbase handles the changes:

- To delete the supporting detail in Essbase, click **Yes, set the value(s) to #MISSING.**
- To leave the data in Essbase as it was before you deleted the supporting detail, click **No, leave the value(s) as is.**

Pasting Multiple Cells into the Supporting Detail Window

You can copy supporting detail from multiple cells in Microsoft Excel or another application and paste it into the Supporting Detail window. For example, you can export data forms to Excel spreadsheets, work on supporting detail in spreadsheets, and copy it back to Planning.

About copying and pasting supporting detail:

- The cell range of the data that you paste must exist in the Supporting Detail window.
- You can copy and paste cell labels and cell data.
- The pasted data does not retain the original formatting.

➤ To copy supporting detail from Microsoft Excel spreadsheets:

1 Open a Planning data form.

2 In Planning, select a cell or range of cells, and click **Supporting Detail**.

3 In **Supporting Detail**, note the range of cells with supporting detail, or add cells with supporting detail, and click **OK**.

4 In the data form, click **Spreadsheet Export**.

A browser instance of Microsoft Excel is displayed with the exported information, and you can modify the supporting detail.

5 In Excel, select the range of cells containing supporting detail, and press **Ctrl+C** to copy the data.

6 In Planning, open the data form to which to add supporting detail.

7 Select the cell with the details to modify, and click **Supporting Detail**.

8 In **Supporting Detail**, click in the range's upper-left cell for which to paste supporting detail, and press **Ctrl +V**.

9 Click **Save**.

8 Working with Currencies

In This Chapter

Working with Multiple Currencies

You can plan and analyze your financial information in one currency or in multiple currencies, if certain conditions are met.

If multiple currencies are enabled, cells show the currency code. You can:

- Enter data in local currencies
- View or report on data in reporting currencies

On data forms where the Multiple currencies per entity option is enabled, no currency codes are displayed for parent entities, even if they have single- or multiple-currency children.

When you run a currency conversion calc script, all currencies on the page are converted. For example, you can select local, USD, and EUR currency members on the page axis and enter data in the local currency. The currency conversion calc script dynamically calculates the entered data for all currencies selected for that page. In this example, the script converts local currency to USD and to EUR.

Currency conversion converts all levels except the Time Period dimension, where it converts only level 0 time periods and then aggregates the summary displayed time periods.

See:

- The *Oracle Hyperion Planning Administrator's Online Help* to set up currencies.
- "Changing the Currency for a Data Cell" on page 68.
- "Reporting on Data in Multiple Currencies" on page 68.
- "Spreading with Multiple Currencies" on page 55.

Changing the Currency for a Data Cell

If an administrator has enabled the functionality, you can enter data into cells in a currency other than the base currency of the cells. Currencies listed in the Available Currencies list can be used for input as a local currency.

Note: To override the base currency for an entity, the cell must be displayed in the local currency, and its version must be bottom-up.

➤ To enter data in a local currency other than the cell's base currency:

1. **In a data form, select a local currency member for the cell.**
2. **Optional: To look up the currency's code, select View, then Currency.**

   Available Currencies shows the application's currencies. Note the Currency Code for the currency you want to work with, and close the window. If you cannot select View, then Currency, multiple currencies are not enabled for this application or data form.
3. **In the right part of a data cell, enter the Currency Code for the cell's currency.**

   Doing this overrides the entity's base currency. The left part of the cell is for the value itself.
4. **Enter or view the data in the left part of the cell.**
5. **Select File, then Save to calculate and save the value.**

   If the Calculate Currencies calc script is set to run when the data form is saved, and the data form is enabled for multiple currencies, the data value is displayed in the currency you selected.

Reporting on Data in Multiple Currencies

If an administrator has enabled the functionality, you can view data in a reporting currency.

➤ To see data values in a reporting currency other than the base currency, in a data form, select another reporting currency.

You can look up the currency code for a currency by selecting View, then Currency.

The Available Currencies list shows which currencies are set up for the application. Note the Currency Code for the currency you want to work with, and close the window. (If you cannot select View, then Currency, multiple currencies are not enabled for this application or form.)

Note: You cannot enter data into a reporting currency. You can enter data only into a local currency.

9 Managing Planning Units

In This Chapter

Overview of the Review Process

Planning tracks budgets by *planning units*—a slice of data at the intersection of a scenario, a version, and an entity. It is the basic unit for preparing, annotating, reviewing, and approving plan data.

Planning units are in one of six states:

- Not Started: the initial state of all planning units. An administrator begins the review process by starting a planning unit using the Start action, which changes a planning unit's state to First Pass.
- First Pass: the beginning state of planning units selected for the budgeting process. Planning units have no owners during First Pass. Users having access can enter data and promote planning units during the First Pass state. During this state, administrators may exclude some or all entities from planning units.

  When a planning unit is ready for review, users can promote it from First Pass to Under Review, and assign its owner. To be notified by e-mail if you become the owner of a planning unit, see "Setting Up E-mail" on page 75.
- Under Review: occurs when a Promote action is taken on a planning unit, signifying that someone is reviewing it. Only the current owner or administrators can modify data or perform an action on planning units whose state is Under Review. While Under Review, planning units may undergo iterations of promotions, signoffs, and rejections until they are finally approved.
- Signed Off: occurs when a Sign Off action is taken on a planning unit. Only the current owner or administrator can modify data or perform an action on planning units whose state is Signed Off. Ownership does not change when a planning unit is signed off.

- Not Signed Off: occurs when a Reject action is taken on a planning unit. Only the current owner or administrator can modify data or perform an action on a planning unit whose state is Not Signed Off.
- Approved: occurs when an Approve action is taken on a planning unit, whereby the administrator becomes its owner. Only the administrator can modify data or perform an action on approved planning units. After all planning units are approved, the budgeting cycle is complete.

Notes:

- In all states except the Not Started state, users with read access can view data, view the process state, view the history, and read and enter annotations.
- A planning unit may skip process states. For example, an administrator may approve a started planning unit from any state.
- The review process can be managed at a higher level with parent entities.

Viewing a Planning Unit's Status

➤ To view a planning unit's status:

1 Select **File**, then **Workflow**, then **Manage Process**.

2 From **Scenario**, select a scenario.

3 From **Version**, select a version.

4 **Optional for budget administrators:** The **Entities** list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want to work with. In a flat view, click a column header to sort the list.

5 Click **Go**.

You see a list of planning units to which you have access. The Entities list displays columns for:

- Entity
- Plan Cycle (administrators only)
- Process Status
- Current Owner
- Action

6 View information for a planning unit by clicking the **Details** link in the **Action** column.

Historic information is displayed for process status, owner, actions taken, and the date and times the status changed.

When an administrator excludes a planning unit, all annotations and history associated with the planning unit are discarded. The planning unit's status is returned to Not Started and the owner is set to No Owner. However, the data values are retained.

Changing a Planning Unit's Status

➤ To change the status of a planning unit:

1 Select **File**, then **Workflow**, then **Manage Process**.

2 From **Scenario**, select a scenario.

3 From **Version**, select a version.

4 Click **Go**.

5 **Optional for budget administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want to work with. In a flat view, click a column header to sort the list.

Note: If you change the status of a parent entity, all its children change too, unless they were excluded during the First Pass state or were approved.

6 Click **Change Status**.

7 From **Select Action**, select:

- **Promote**: when you are ready for another user to review the planning unit. This action assigns ownership of a planning unit the first time, and thereafter transfers ownership of a planning unit from one reviewer to another. Promote causes an implicit sign-off by the current owner and changes the state of the planning unit to Under Review.
- **Sign Off**: when you are signing off on a planning unit. Sign Off does not transfer ownership of the planning unit, but changes its state to Signed Off.
- **Reject**: when you are not satisfied with the planning unit. Reject typically requires the previous owner to create another iteration. By default, Reject returns the planning unit's ownership to the previous owner, but you may select the next owner. A Reject action changes the planning unit's state to Not Signed Off.
- **Approve**: when you approve the planning unit, changing its state to Approved. A planning unit can be approved from any state except Not Started. Only an administrator can approve from a Not Signed Off or First Pass state. Approving a planning unit causes an implicit sign-off by the reviewer. Typically, a planning unit is approved only once. An administrator can reject a previously-approved planning unit.

8 From **Select Next Owner**, select the next owner of the planning unit.

9 **Optional**: In **Enter Annotation**, enter comments.

See "Adding or Viewing Planning Unit Annotations" on page 72.

10 Click **Submit**.

Adding or Viewing Planning Unit Annotations

Annotations let you add or view comments about the data in a planning unit that is started. You must have at least read access to the planning unit to view or add an annotation. Annotations can vary by combinations of scenario, version, and entity members.

➤ To add an annotation for a planning unit:

1. Select **File**, then **Workflow**, then **Manage Process**.
2. From **Scenario**, select a scenario.
3. From **Version**, select a version.
4. Click **Go**.
5. Click **Details** for the entity to which to add an annotation.
6. **Optional for administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want. In a flat view, click a column header to sort the list.
7. Click **Add Annotation**.
8. In **Enter Title**, enter an annotation title.
9. In **Enter Annotation**, enter your comments (up to 1500 characters).

   On multibyte systems, Oracle recommends not typing planning unit annotations of more than 750 characters.
10. Click **Submit**.

Note: You can also add annotations to planning units from the Enter Data page by clicking Annotations for the planning unit of the currently selected cell. (To enter annotations for another planning unit, enter the version, scenario, and entity for the planning unit, and click Go.)

➤ To view annotations for a planning unit:

1. Select **File**, then **Workflow**, then **Manage Process**.
2. From **Scenario**, select a scenario.
3. From **Version**, select a version.
4. Click **Go**.
5. Click the **Details** link for the entity for which to view a planning unit.
6. **Optional for administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want. In a flat view, click a column header to sort the list.
7. Under **Existing Annotations**, read the planning unit's comments.
8. **Optional**: To add a comment, click **Add Annotation**.
   a. In Enter Title, enter an annotation title.

b. In **Enter Text**, enter your comments (up to 1500 characters).

c. Click **Submit**.

Printing Planning Unit Annotations

Administrators can print reports on planning unit annotations (see the *Oracle Hyperion Planning Administrator's Online Help*).

Viewing a Planning Unit's History

If you have at least read access to a planning unit, you can view its history.

➤ To view the history of a planning unit:

1 Select **File**, then **Workflow**, then **Manage Process**.

2 From **Scenario**, select a scenario.

3 From **Version**, select a version.

4 Click **Go**.

5 Click **Details** for the entity for which to view a planning unit.

You see historic information for Process Status, Owner (of the last action), Last Action (taken), and Status Changed (date and time).

6 **Optional for budget administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want. In a flat view, click a column header to sort the list.

7 Use the scroll bar in **Existing Annotations** to view all annotations.

10 Setting User Preferences

In This Chapter

Setting Preferences for Application Settings

In the Preferences page, use the Application Settings tab to set preferences:

- Set up e-mail for workflow and job notifications. See "Setting Up E-mail" on page 75.
- Select a set of alias names for displaying dimension and member names. See "Selecting the Alias Setting" on page 76.
- Set options for member selection. See "Setting Member Selection Options" on page 76.
- Enable Offline Planning. See the *Oracle Hyperion Planning Administrator's Online Help* and *Oracle Hyperion Smart View for Office User's Guide*.
- Set workflow options. See "Setting Workflow Options" on page 77.

Note: To reset an option to the value set by an administrator, select Use Application Default.

Set other preferences on these tabs:

- Display Options: See "Setting Preferences for Display Options" on page 77
- Printing Options: See "Setting Preferences for Printing Options" on page 82
- User Variable Options: See "Setting Preferences for User Variables" on page 83

Setting Up E-mail

When e-mail is set up and notification is enabled, Planning notifies users when they become the planning unit's owner. The Application Settings tab displays differently for the application owner than for others because the application owner must set up the application's e-mail server before others can enable e-mail notification.

➤ To set up and enable e-mail notification for yourself:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Application Settings**.

3 In **E-mail Address**, enter your e-mail address.

4 From **Enable E-mail Notification**, select **Yes** or **No**.

5 **Optional**: For the owner of the application to receive a copy of your e-mail notifications, from **Copy the Application Owner**, select **Yes**.

6 From **Job Console Notification**, select **Yes** if you want to be notified by e-mail when a job that you launch (for example, a business rule) is completed or generates an error.

7 Click **Save**.

You now receive e-mail notifications when you become a planning unit's owner. The Subject line is formatted as: NEW OWNER: Abc Plan (Scenario, Version, Entity).

8 Repeat these steps for each application for which you want e-mail notification enabled.

Selecting the Alias Setting

Administrators can assign alternate names, or *aliases*, to Account, Entity, and user-defined dimensions and members. If they do, you can select which set of aliases to use for displaying dimension and member names. For example, one alias table could display members in French, and another could display members in German.

➤ To select the alias table for displaying names:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Application Settings**.

3 From **Alias Table** in the **Alias Setting** area, select an alias table.

4 Click **Save**.

Setting Member Selection Options

You can use Member Selection Options to set whether aliases and descriptions display in the Member Selection dialog box.

➤ To set member selection options:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Application Settings**.

3 In **Show Alias in Member Selection**, select **Yes** or **No**.

4 In **Show Description in Member Selection**, select **Yes** or **No**.

5 Click **Save**.

Setting Workflow Options

In Workflow Options, you control the display of:

- Whether to display members' names (which may be cryptic) or their aliases, if they have them
- Whether planning units that are not started are displayed with those that are started

➤ To set display options in workflow tasks:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Application Settings**.
3. Under **Workflow Options**, select Yes to set display preferences:
   - **Show Planning Units As Aliases**: Displays members' aliases instead of their names on Manage Process pages
   - **Show Planning Units That Are Not Started**: Displays planning units that are started and not started. (This option affects only the flat list view, not the tree list view.)
4. Click **Save**.

Setting Preferences for Display Options

In the Preferences page, use the Display Options tab to:

- Change how numbers display in data forms. See "Changing the Formatting of Numbers" on page 78.
- Set aspects of page display. See "Remembering the Last Page Selected" on page 79, "Enabling Search with a Large Number of Pages" on page 80, and "Indenting Members on the Page Drop-Down List" on page 79.
- Remember the most recent page visited. See "Remembering the Most Recent Page Visited" on page 80.
- Enable warning for large data forms. See "Enabling Warnings for Large Data Forms" on page 80.
- **For administrators only**: Set how many members to display on each page of the Dimensions page. See "Showing Records on the Dimensions and Assign Access Pages" on page 81.
- **For administrators only**: Set how many users and groups display on each Assign Access page.
- Increase the Planning interface contrast. See "Viewing the Interface in Higher Contrast" on page 81.
- **For administrators only**: Select a style for the UI.
- Enlarge the screen text size. See "Setting Text Size" on page 81.
- Set the display of dates. See "Setting the Date Format" on page 82.

Note: To reset an option to the value set by an administrator, select Use Application Default.

Changing the Formatting of Numbers

On the Preferences page, you can change the formatting of numbers in the Display Options tab. Your selections apply to all currencies, in all data forms you have access to in the current application. These choices override the settings for individual currencies set by your administrator.

If you select Currency Setting, the currency values in the data form are displayed using the formatting initially set for individual currencies. If you select another option, your selection applies to all currencies, in all data forms to which you have access in the current application.

You can control the display of:

- The thousands separator (none, comma, dot, or space)
- The decimal separator (dot or comma)
- The display of negative numbers (a minus sign before or after the number, or the number surrounded by parentheses)
- The displayed color for negative numbers (black or red)

➤ To change the formatting of displayed numbers:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 Under **Number Formatting**, select options, as summarized in this table:

Option	Example
Thousands Separator	None: 1000 Comma: 1,000 Dot: 1.000 Space: 1 000 You can enter values with or without a thousands separator.
Decimal Separator	Dot: 1000.00 Comma: 1000,00 You can enter values with or without a decimal separator.
Negative Sign	Prefixed Minus: -1000 Suffixed Minus: 1000- Parentheses: (1000)
Negative Color	Black: Negative numbers are black Red: Negative numbers are red

4 Click **Save**.

Note: Formatting selections take effect when you click outside the cell. If you select a setting other than Use Application Default for the thousands separator or the decimal separator, you must change both separators with the Use Application Default option. You cannot select the same option for the thousands and decimal separators. See also "Entering Percentage Values" on page 31.

Remembering the Last Page Selected

This option sets members from the page of one data form to that of other data forms. The most recently used members of the last data form you use are compared to that of the next data form you select. Where members match, their names display in the next selected data form.

➤ To remember the last page selected:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. Under **Page Options**, select an option:
   - **Yes**: Remember selected page members
   - **No**: Disable this option
   - **Use Application Default**: Use the application's default setting
4. Click **Save**.

This setting also applies to future sessions for the current application.

If a business rule has runtime prompts and Use Members on Forms is selected, the default member on the runtime prompt window matches the current member in the page and the POV axes of the open data form. Use Members on Forms does not work unless Remember selected page members is checked. See "About Launching Business Rules" on page 43.

Indenting Members on the Page Drop-Down List

➤ To set how displayed members are indented on the Page drop-down list:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. Under **Page Options**, for **Indentation of Members on Page**, select an option listed in this table:

Option	Description
Indent level 0 members only	Indent only the bottom-most members (the default)
Indent based on hierarchy	Indent members based on their hierarchy level
Do no indent	Display members as a flat, sequential list

4. Click **Save**.

Enabling Search with a Large Number of Pages

When working with multiple pages, you can select among them easily with Search. Planning adds a drop-down list to the data form when the number of pages exceeds a specified value.

➤ To set the number of members that activate a search list on the data form:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 Under **Page Options**, enter a value in **Allow Search When Number of Pages Exceeds**.

When the number of pages reaches the specified value, a drop-down list and  displays in the data form, indicating that you can search. See "Navigating in Data Forms" on page 33.

4 Click **Save**.

Remembering the Most Recent Page Visited

You can have Planning remember the last page you viewed before logging out. The next time you log in, you go to that page.

➤ To remember the most recent page visited:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 In **Other Options**, select **Yes** for **Remember most recent page visited**.

Enabling Warnings for Large Data Forms

Because unusually large data forms may require significant time to open, you can choose to display a warning when opening data forms that are larger than a specified number of cells.

When you try to open a data form that is beyond the specified size limit, Planning displays a warning about the time needed to open the data form. You can choose whether to open it.

➤ To specify the number of cells at which the warning displays:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 In **Other Options**, enter a number in **Warn If Data Form Larger Than Cells Specified**.

4 Click **Save**.

If the administrator has assigned a value, this value displays in the text box.

Showing Records on the Dimensions and Assign Access Pages

Administrators can set how many records display on each page of the Dimensions and Assign Access pages.

➤ To set the number of records displayed:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. In **Other Options**:
   - To set the number of members displayed on the **Dimensions** page: Enter a number in **Show the Specified Members on Each Dimensions Page**.
   - To set the number of users or groups displayed on the **Assign Access** page: Enter a number in **Show the Specified Records on Each Assign Access Page**.
4. Click **Save**.

Viewing the Interface in Higher Contrast

For better accessibility, you can view the Planning interface in higher contrast. The higher contrast lasts only for the current session.

➤ To set higher contrast for the interface:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. For **UI Theme**, select **High Contrast**.
4. Click **Save**.

Setting Text Size

The Text Size option lets you enlarge the screen text size for the current session. When you log off, the font size returns to Normal.

➤ To set text size:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. For **Text Size**, select **Normal**, **Large**, **Larger**, or **Largest**.
4. Click **Save**.

Setting the Date Format

Date format sets how dates display in Planning. Administrators can set the date format, and users can change the setting to determine how dates display when they work in data forms and task lists.

➤ To set the date format:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. For **Date Format**, select **MM-DD-YYYY**, **DD-MM-YYYY**, **YYYY-MM-DD**, or **Automatically Detect** (to use your system's locale settings).
4. Click **Save**.

Setting Preferences for Printing Options

The data form designer sets data forms' printing options. You can accept the default settings or set your own options for creating PDF files. To print to a PDF file, you must have Adobe Acrobat Reader installed on your computer.

You set printing options directly from the data form when you are ready to print. Or, you can use Preferences to set printing options, which apply to all data forms to which you have access permissions.

Note: To reset an option to the value your administrator set, select Use Application Default.

➤ To apply print options for printing a data form to a PDF file:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Printing Options**.

   See "Printing Data" on page 41.
3. Set PDF options, summarized in this table:

Option	Action
Format data	Applies number format settings from the data form.
Apply precision	Applies the data form's precision settings to the displayed data. If the data form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the PDF file.
Include supporting detail	Includes supporting detail in extra rows: • Normal Order: inserts the Supporting Detail in the same order in which it displays in the Supporting Detail page, after the member that it is associated with.

Option	Action
	• Reverse Order: inserts the Supporting Detail before the member it is associated with, and the Supporting Detail entries are reversed. Supporting Detail for children is displayed above their parents, and the order of siblings is preserved.
Show account annotations	Shows the data form annotations. If the data form designer enables account annotations, this option displays the annotations.
Show cell text	Shows associated text notes.
Show attribute members	Shows attribute members that are assigned to the data form.
Show currency codes	If the data form supports multiple currencies per entity, shows currency codes.

4 Click **Save**.

The settings are saved and applied to all data forms that you can access.

Setting Preferences for User Variables

Administrators can set up *user variables*, which help you navigate large data forms. User variables filter the members displayed on data forms, letting you focus on those members you are interested in, such as your own department's expenses.

For example, your administrator can create a data form with entities on the rows and a user variable called Department. You can limit the number of rows displayed on the data form by selecting a member for the Department user variable, such as Sales. Later, you can select another value for Department, such as Marketing.

You can set variables in preferences or directly in data forms. See "Dynamically Setting User Variables" on page 32.

➤ To set preferences for user variables:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **User Variable Options**.

If a user variable is set, an entry displays in Selected Member.

3 To select members, click  .

4 Select members from the left.

If you cannot access an entity, the check box does not display.

Click + or − to expand or collapse the list. To select all members, select the check box in front of Members In.

5 In **Member Selection**, select a member:

- To select, click  .
- To remove, click  .

- To remove all members, click  .

6 Click **Submit**.

7 In **User Variable Options**, click **Save**.

11 Frequently Asked Questions

This topic provides answers to common questions about using Planning.

How can I change from one application to another?

Simply select another application. See "Logging on to EPM Workspace" on page 10.

What audit capabilities does the system provide?

When you change the state of a planning unit, add an annotation that explains what you changed and why. You can use annotations to create a written history or audit trail of a plan's evolution. Administrators can also set up audit trails for certain application changes.

How can I design a data form?

Administrators or data form designers can design a variety of data forms that let users work with their planning data. Users see only the data forms and the data to which they have access.

Can I change how my data form displays?

Yes. Select File, then Preferences, click the Planning icon, and select Display Options to set options for number formatting, page selection, printing, and other options.

In a large hierarchy, how can I find specific members?

You can set the number of members that enable a search and find feature, and search up or down the hierarchy by member name or alias to find members. See "Enabling Search with a Large Number of Pages" on page 80 and "Navigating in Data Forms" on page 33.

Can I cut, paste, and move data when I'm entering data?

Yes, you can use the Copy and Paste shortcuts or select a command from the Edit menu: Adjust, Cut, Copy, or Paste. You can work with multiple cells simultaneously.

How can I easily enter values across multiple cells?

Planning can allocate values across cells. For example, select multiple cells and select Adjust Data to increase or decrease their values by a certain percentage. See Chapter 6, "Adjusting and Spreading Data."

How can I add a text note or URL link to data?

You can add comments or a URL link to accounts if the feature is enabled and you have write access to the members (account, entity, scenario, and version). For example, to create a link to a spreadsheet file on a shared server, you might enter: `file://C:/BudgetDocs/Timeline.xls` where *C* represents the server's drive. See "Using Account Annotations and URL Links" on page 37.

If your administrator selected the Enable Cell Level Document property for the data form, you can also link a cell to an Oracle Enterprise Performance Management Workspace, Fusion Edition document. See "Adding, Replacing, and Viewing Cell-Level Documents " on page 37.

How can I set up calculations for cells?

Select cells and click Supporting Detail to add text, values, and operators that define how data aggregates.

See "Working with Supporting Detail" on page 61.

Can I select the language or terminology in which the members display?

Yes, if an administrator sets up multiple alias tables, you can select from among them. The selected alias table determines how members are displayed in the data form. For example, each alias table might display members in another language.

The display of aliases in a data form must be enabled as a property.

Select the alias table to use by selecting File, then Preferences. Click the Planning icon, select the Application Settings tab, and select the alias table under Alias Setting. Planning retains this setting for subsequent sessions.

How can I replace irrelevant data with no data value?

In a data form, select the cell or range of cells you want to change. Enter `#missing`, and save the data form. The cells are saved to the database at the next Refresh.

How can I associate a business rule to a data form?

Only administrators and interactive users can associate business rules to data forms. This enables others to launch those business rules.

When should I launch business rules?

Your administrator can set up data forms to automatically launch business rules when you open the data form. If so, you can skip steps 1 and 2.

➤ Before you begin entering data:

1. Select **View**, then **Refresh** so you get the latest values from Oracle Essbase.
2. Select **Edit**, then **Launch Rules** to start a prepared calculation script.
3. Enter your data into the data form.

4 Select **Edit**, then **Launch Rules** again before you promote the planning unit (in case the database values were updated in the meantime).

Why can't I see the business rule containing a runtime prompt listed on the Select Rule page?

A connection has not been established between Planning and Oracle's Hyperion® Business Rules. Notify your administrator.

How can I see the business rules associated with my page?

Select Edit, then Launch Rules with your data form open to ensure that you are in a data form that is associated with your business rules.

What is a planning unit?

A planning unit is a slice of data at the intersection of a scenario, a version, and an entity.

How do I promote a planning unit so it can be reviewed?

Change the status of a planning unit to Promote and assign it to the next reviewer by selecting File, then Workflow, then Manage Process. See "Changing a Planning Unit's Status" on page 71.

How can I automatically get notified by e-mail when I become the owner of a planning unit?

Set up Planning to notify you by e-mail when you become the owner of a planning unit. See "Setting Up E-mail" on page 75.

How can I track the approval process of my planning units?

From the Check Status and Manage Process page, you can view the status of a planning unit, including its history, the last action taken, and the dates and times the status changed. See "Viewing a Planning Unit's History" on page 73.

Can I promote an entire area (region, business unit, and so on)?

Areas of an organization—divisions, regions, business units, and products—are represented as entities in Planning. You can promote an entire entity or portions of it.

Can I change my plan after I have promoted it to a reviewer?

After you promote a planning unit, you are no longer its owner, and only the current owner or the budget administrator can change a plan. To make more changes, get the current owner or budget administrator to reject or promote the planning unit back to you.

Can I create a copy of my plan for myself so I can compare it to the approved version?

To create a copy of the plan, ask the administrator to set up a "personal" bottom-up version for you. Before you promote your data, copy it (using Copy Versions) to your personal version, giving you a record of the data before you promote it.

Can I read all reviewers' comments?

You can read all annotations for planning units to which you have access.

Who can review my plan?

Others having access to the planning unit can view and change your plan.

When should I use the Copy Versions option?

Use Copy Versions to:

- Create a copy of the data for your own records. For example, use the copy as a baseline to compare against future versions of data.
- Create a starting point for subsequent bottom-up versions. For example, copy your First Pass version to a Second Pass version, and make your changes to it.

What should I do when I can't run a currency conversion calc script because the error message tells me the FIX statement cannot contain a dynamic calc member?

Contact your Oracle Hyperion Planning, Fusion Edition administrator if you get this error message. It means that the calc script you are trying to run contains a scenario, version, or currency that is a dynamic calc member, or that all account members are dynamic for this view.

Glossary

! *See bang character (!).*

#MISSING *See missing data (#MISSING).*

access permissions A set of operations that a user can perform on a resource.

accessor Input and output data specifications for data mining algorithms.

account blocking The process by which accounts accept input data in the consolidated file. Blocked accounts do not receive their value through the additive consolidation process.

account eliminations Accounts which have their values set to zero in the consolidated file during consolidation.

account type How an account's value flows over time, and its sign behavior. Account type options can include expense, income, asset, liability, and equity.

accountability map A visual, hierarchical representation of the responsibility, reporting, and dependency structure of the accountability teams (also known as critical business areas) in an organization.

accounts dimension A dimension type that makes accounting intelligence available. Only one dimension can be defined as Accounts.

active service A service whose Run Type is set to Start rather than Hold.

activity-level authorization Defines user access to applications and the types of activities they can perform on applications, independent of the data that will be operated on.

ad hoc report An online analytical query created on-the-fly by an end user.

adapter Software that enables a program to integrate with data and metadata from target and source systems.

adaptive states Interactive Reporting Web Client level of permission.

adjustment *See journal entry (JE).*

Advanced Relational Access The integration of a relational database with an Essbase multidimensional database so that all data remains in the relational database and is mapped to summary-level data residing in the Essbase database.

agent An Essbase server process that starts and stops applications and databases, manages connections from users, and handles user-access security. The agent is referred to as ESSBASE.EXE.

aggregate cell A cell comprising several cells. For example, a data cell that uses Children(Year) expands to four cells containing Quarter 1, Quarter 2, Quarter 3, and Quarter 4 data.

aggregate function A type of function, such as sum or calculation of an average, that summarizes or performs analysis on data.

aggregate limit A limit placed on an aggregated request line item or aggregated metatopic item.

aggregate storage database The database storage model designed to support large-scale, sparsely distributed data which is categorized into many, potentially large dimensions. Upper level members and formulas are dynamically calculated, and selected data values are aggregated and stored, typically with improvements in overall aggregation time.

aggregate view A collection of aggregate cells based on the levels of the members within each dimension. To reduce calculation time, values are pre-aggregated and stored as aggregate views. Retrievals start from aggregate view totals and add up from there.

aggregation The process of rolling up and storing values in an aggregate storage database; the stored result of the aggregation process.

aggregation script In aggregate storage databases only, a file that defines a selection of aggregate views to be built into an aggregation.

alias An alternative name. For example, for a more easily identifiable column descriptor you can display the alias instead of the member name.

alias table A table that contains alternate names for members.

alternate hierarchy A hierarchy of shared members. An alternate hierarchy is based upon an existing hierarchy in a database outline, but has alternate levels in the dimension. An alternate hierarchy allows the same data to be seen from different points of view.

ancestor A branch member that has members below it. For example, the members Qtr2 and 2006 are ancestors of the member April.

appender A Log4j term for destination.

application (1) A software program designed to run a specific task or group of tasks such as a spreadsheet program or database management system. (2) A related set of dimensions and dimension members that are used to meet a specific set of analytical and/or reporting requirements.

application currency The default reporting currency for the application.

area A predefined set of members and values that makes up a partition.

arithmetic data load A data load that performs operations on values in the database, such as adding 10 to each value.

artifact An individual application or repository item; for example, scripts, forms, rules files, Interactive Reporting documents, and financial reports. Also known as an object.

assemblies Installation files for EPM System products or components.

asset account An account type that stores values that represent a company's assets.

assignment The association of a source and destination in the allocation model that controls the direction of allocated costs or revenue flow within Profitability and Cost Management.

attribute Characteristic of a dimension member. For example, Employee dimension members may have attributes of Name, Age, or Address. Product dimension members can have several attributes, such as a size and flavor.

attribute association A relationship in a database outline whereby a member in an attribute dimension describes a characteristic of a member of its base dimension. For example, if product 100-10 has a grape flavor, the product 100-10 has the Flavor attribute association of grape. Thus, the 100-10 member of the Product dimension is associated with the Grape member of the Flavor attribute dimension.

Attribute Calculations dimension A system-defined dimension that performs these calculation operations on groups of members: Sum, Count, Avg, Min, and Max. This dimension is calculated dynamically and is not visible in the database outline. For example, using the Avg member, you can calculate the average sales value for Red products in New York in January.

attribute dimension A type of dimension that enables analysis based on the attributes or qualities of dimension members.

attribute reporting A reporting process based on the attributes of the base dimension members. *See also base dimension*.

attribute type A text, numeric, Boolean, date, or linked-attribute type that enables different functions for grouping, selecting, or calculating data. For example, because the Ounces attribute dimension has the type numeric, the number of ounces specified as the attribute of each product can be used to calculate the profit per ounce for that product.

authentication Verification of identity as a security measure. Authentication is typically based on a user name and password. Passwords and digital signatures are forms of authentication.

authentication service A core service that manages one authentication system.

auto-reversing journal A journal for entering adjustments that you want to reverse in the next period.

automated stage A stage that does not require human intervention, for example, a data load.

axis (1) A straight line that passes through a graphic used for measurement and categorization. (2) A report aspect used to arrange and relate multidimensional data, such as filters, pages, rows, and columns. For example, for a data query in Simple Basic, an axis can define columns for values for Qtr1, Qtr2, Qtr3, and Qtr4. Row data would be retrieved with totals in the following hierarchy: Market, Product.

backup A duplicate copy of an application instance.

balance account An account type that stores unsigned values that relate to a particular point in time.

balanced journal A journal in which the total debits equal the total credits.

bang character (!) A character that terminates a series of report commands and requests information from the database. A report script must be terminated with a bang character; several bang characters can be used within a report script.

bar chart A chart that can consist of one to 50 data sets, with any number of values assigned to each data set. Data sets are displayed as groups of corresponding bars, stacked bars, or individual bars in separate rows.

base currency The currency in which daily business transactions are performed.

base dimension A standard dimension that is associated with one or more attribute dimensions. For example, assuming products have flavors, the Product dimension is the base dimension for the Flavors attribute dimension.

base entity An entity at the bottom of the organization structure that does not own other entities.

batch calculation Any calculation on a database that is done in batch; for example, a calculation script or a full database calculation. Dynamic calculations are not considered to be batch calculations.

batch file An operating system file that can call multiple ESSCMD scripts and run multiple sessions of ESSCMD. On Windows-based systems, batch files have BAT file extensions. On UNIX, batch files are written as a shell script.

batch loader An FDM component that enables the processing of multiple files.

batch POV A collection of all dimensions on the user POV of every report and book in the batch. While scheduling the batch, you can set the members selected on the batch POV.

batch processing mode A method of using ESSCMD to write a batch or script file that can be used to automate routine server maintenance and diagnostic tasks. ESSCMD script files can execute multiple commands and can be run from the operating system command line or from within operating system batch files. Batch files can be used to call multiple ESSCMD scripts or run multiple instances of ESSCMD.

block The primary storage unit which is a multidimensional array representing the cells of all dense dimensions.

block storage database The Essbase database storage model categorizing and storing data based on the sparsity of data values defined in sparse dimensions. Data values are stored in blocks, which exist only for sparse dimension members for which there are values.

Blocked Account An account that you do not want calculated in the consolidated file because you want to enter it manually.

book A container that holds a group of similar Financial Reporting documents. Books may specify dimension sections or dimension changes.

book POV The dimension members for which a book is run.

bookmark A link to a reporting document or a Web site, displayed on a personal page of a user. The two types of bookmarks are My Bookmarks and image bookmarks.

bounding rectangle The required perimeter that encapsulates the Interactive Reporting document content when embedding Interactive Reporting document sections in a personal page, specified in pixels for height and width or row per page.

broadcast message A simple text message sent by an administrator to a user who is logged on to a Planning application. The message displays information to the user such as system availability, notification of application refresh, or application backups.

budget administrator A person responsible for setting up, configuring, maintaining, and controlling an application. Has all application privileges and data access permissions.

build method A method used to modify database outlines. Choice of a build method is based on the format of data in data source files.

business process A set of activities that collectively accomplish a business objective.

business rules Logical expressions or formulas that are created within an application to produce a desired set of resulting values.

cache A buffer in memory that holds data temporarily.

calc script A set of commands that define how a database is consolidated or aggregated. A calculation script may also contain commands that specify allocation and other calculation rules separate from the consolidation process.

calculated member in MaxL DML A member designed for analytical purposes and defined in the optional WITH section of a MaxL DML query.

calculated member in MaxL DML A member designed for analytical purposes and defined in the optional WITH section of a MaxL DML query.

calculation The process of aggregating data, or of running a calculation script on a database.

Calculation Manager A calculation module with which Planning, Financial Management, and Essbase users can design, validate, and administer business rules in a graphical environment.

calculation status A consolidation status that indicates that some values or formula calculations have changed. You must reconsolidate to get the correct values for the affected entity.

calendar User-defined time periods and their relationship to each other. Q1, Q2, Q3, and Q4 comprise a calendar or fiscal year.

cascade The process of creating multiple reports for a subset of member values.

Catalog pane Displays a list of elements available to the active section. If Query is the active section, a list of database tables is displayed. If Pivot is the active section, a list of results columns is displayed. If Dashboard is the active section, a list of embeddable sections, graphic tools, and control tools are displayed.

categories Groupings by which data is organized. For example, Month.

cause and effect map Depicts how the elements that form your corporate strategy relate and how they work together to meet your organization's strategic goals. A Cause and Effect map tab is automatically created for each Strategy map.

CDF *See custom-defined function (CDF).*

CDM *See custom-defined macro (CDM).*

cell (1) The data value at the intersection of dimensions in a multidimensional database; the intersection of a row and a column in a worksheet. (2) A logical group of nodes belonging to one administrative domain.

cell note A text annotation for a cell in an Essbase database. Cell notes are a type of LRO.

CHANGED status Consolidation status that indicates data for an entity has changed.

chart A graphical representation of spreadsheet data. The visual nature expedites analysis, color-coding, and visual cues that aid comparisons.

chart template A template that defines the metrics to display in Workspace charts.

child A member with a parent above it in the database outline.

choice list A list of members that a report designer can specify for each dimension when defining the report's point of view. A user who wants to change the point of view for a dimension that uses a choice list can select only the members specified in that defined member list or those members that meet the criteria defined in the function for the dynamic list.

clean block A data block that where the database is fully calculated, if a calculation script calculates all dimensions at once, or if the SET CLEARUPDATESTATUS command is used in a calculation script.

cluster An array of servers or databases that behave as a single resource which share task loads and provide failover support; eliminates one server or database as a single point of failure in a system.

clustered bar charts Charts in which categories are viewed side-by-side; useful for side-by-side category analysis; used only with vertical bar charts.

code page A mapping of bit combinations to a set of text characters. Different code pages support different sets of characters. Each computer contains a code page setting for the character set requirements of the language of the computer user. In the context of this document, code pages map characters to bit combinations for non-Unicode encodings. *See also encoding*.

column A vertical display of information in a grid or table. A column can contain data from one field, derived data from a calculation, or textual information.

committed access An Essbase Kernel Isolation Level setting that affects how Essbase handles transactions. Under committed access, concurrent transactions hold long-term write locks and yield predictable results.

computed item A virtual column (as opposed to a column that is physically stored in the database or cube) that can be calculated by the database during a query, or by Interactive Reporting Studio in the Results section. Computed items are calculations of data based on functions, data items, and operators provided in the dialog box and can be included in reports or reused to calculate other data.

configuration file The security platform relies on XML documents to be configured by the product administrator or software installer. The XML document must be modified to indicate meaningful values for properties, specifying locations and attributes pertaining to the corporate authentication scenario.

connection file *See Interactive Reporting connection file (.oce)*.

consolidated file (Parent) A file into which all of the business unit files are consolidated; contains the definition of the consolidation.

consolidation The process of aggregating data from dependent entities to parent entities. For example, if the dimension Year consists of the members Qtr1, Qtr2, Qtr3, and Qtr4, its consolidation is Year.

consolidation file (*.cns) The consolidation file is a graphical interface that enables you to add, delete or move Strategic Finance files in the consolidation process using either a Chart or Tree view. It also enables you to define and modify the consolidation.

consolidation rule Identifies the rule that is executed during the consolidation of the node of the hierarchy. This rule can contain customer specific formulas appropriate for the correct consolidation of parent balances. Elimination processing can be controlled within these rules.

content Information stored in the repository for any type of file.

content browser A Component that allows users to Browse and select content to be placed in a Workspace Page .

context variable A variable that is defined for a particular task flow to identify the context of the taskflow instance.

contribution The value added to a parent from a child entity. Each child has a contribution to its parent.

controls group Used in FDM to maintain and organize certification and assessment information, especially helpful for meeting Sarbanes-Oxley requirements.

conversion rate *See exchange rate*.

cookie A segment of data placed on your computer by a Web site.

correlated subqueries Subqueries that are evaluated once for every row in the parent query; created by joining a topic item in the subquery with a topic in the parent query.

critical business area (CBA) An individual or a group organized into a division, region, plant, cost center, profit center, project team, or process; also called accountability team or business area.

critical success factor (CSF) A capability that must be established and sustained to achieve a strategic objective; owned by a strategic objective or a critical process and is a parent to one or more actions.

crosstab reporting Categorizes and summarizes data in table format. The table cells contain summaries of the data that fit within the intersecting categories. For example, a crosstab report of product sales information could show size attributes, such as Small and Large, as column headings and color attributes, such as Blue and Yellow, as row headings. The cell in the table where Large and Blue intersect could contain the total sales of all Blue products that are sized Large.

cube A block of data that contains three or more dimensions. An Essbase database is a cube.

cube deployment In Essbase Studio, the process of setting load options for a model to build an outline and load data into an Essbase application and database.

cube schema In Essbase Studio, the metadata elements, such as measures and hierarchies, representing the logical model of a cube.

currency conversion A process that converts currency values in a database from one currency into another. For example, to convert one U. S. dollar into the European euro, the exchange rate (for example, 0.923702) is multiplied with the dollar (1* 0.923702). After conversion, the European euro amount is .92.

Currency Overrides In any input period, the selected input method can be overridden to enable input of that period's value as Default Currency/Items. To override the input method, enter a pound sign (#) either before or after the number.

currency partition A dimension type that separates local currency members from a base currency, as defined in an application. Identifies currency types, such as Actual, Budget, and Forecast.

custom calendar Any calendar created by an administrator.

custom dimension A dimension created and defined by users. Channel, product, department, project, or region could be custom dimensions.

custom property A property of a dimension or dimension member that is created by a user.

custom report A complex report from the Design Report module, composed of any combination of components.

custom-defined function (CDF) Essbase calculation functions developed in Java and added to the standard Essbase calculation scripting language using MaxL. *See also custom-defined macro (CDM).*

custom-defined macro (CDM) Essbase macros written with Essbase calculator functions and special macro functions. Custom-defined macros use an internal Essbase macro language that enables the combination of calculation functions and they operate on multiple input parameters. *See also custom-defined function (CDF).*

cycle through To perform multiple passes through a database while calculating it.

dashboard A collection of metrics and indicators that provide an interactive summary of your business. Dashboards enable you to build and deploy analytic applications.

data cache A buffer in memory that holds uncompressed data blocks.

data cell *See cell.*

data file cache A buffer in memory that holds compressed data (PAG) files.

data form A grid display that enables users to enter data into the database from an interface such as a Web browser, and to view and analyze data or related text. Certain dimension member values are fixed, giving users a specific view into the data.

data function That computes aggregate values, including averages, maximums, counts, and other statistics, that summarize groupings of data.

data load location In FDM, a reporting unit responsible for submitting source data into the target system. Typically, there is one FDM data load location for each source file loaded to the target system.

data load rules A set of criteria that determines how to load data from a text-based file, a spreadsheet, or a relational data set into a database.

data lock Prevents changes to data according to specified criteria, such as period or scenario.

data mining The process of searching through an Essbase database for hidden relationships and patterns in a large amount of data.

data model A representation of a subset of database tables.

data value *See cell.*

database connection File that stores definitions and properties used to connect to data sources and enables database references to be portable and widely used.

date measure In Essbase, a member tagged as "Date" in the dimension where measures are represented. The cell values are displayed as formatted dates. Dates as measures can be useful for types of analysis that are difficult to represent using the Time dimension. For example, an application may need to track acquisition dates for a series of capital assets, but the acquisition dates span too large a period to allow for feasible Time dimension modeling. *See also typed measure.*

Default Currency Units Define the unit scale of data. For example, if you select to define your analysis in Thousands, and enter "10", this is interpreted as "10,000".

dense dimension In block storage databases, a dimension likely to contain data for every combination of dimension members. For example, time dimensions are often dense because they can contain all combinations of all members. *Contrast with sparse dimension.*

dependent entity An entity that is owned by another entity in the organization.

derived text measure In Essbase Studio, a text measure whose values are governed by a predefined rule expressed as a range. For example, a derived text measure, called "Sales Performance Index," based on a measure Sales, could consist of the values "High," "Medium," and "Low." This derived text measure is defined to display "High," "Medium," and "Low" depending on the range in which the corresponding sales values fall. *See also text measure.*

descendant Any member below a parent in the database outline. In a dimension that includes years, quarters, and months, the members Qtr2 and April are descendants of the member Year.

Design Report An interface in Web Analysis Studio for designing custom reports, from a library of components.

destination (1) For Business Rules and Calculation Manager, an intersection within the database where allocated values are stored. (2) Within a Profitability and Cost Management assignment, the receiving point for allocated values.

destination currency The currency to which balances are converted. You enter exchange rates and convert from the source currency to the destination currency. For example, when you convert from EUR to USD, the destination currency is USD.

detail chart A chart that provides the detailed information that you see in a Summary chart. Detail charts appear in the Investigate Section in columns below the Summary charts. If the Summary chart shows a Pie chart, then the Detail charts below represent each piece of the pie.

dimension A data category used to organize business data for retrieval and preservation of values. Dimensions usually contain hierarchies of related members grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.

dimension build The process of adding dimensions and members to an Essbase outline.

dimension build rules Specifications, similar to data load rules, that Essbase uses to modify an outline. The modification is based on data in an external data source file.

dimension tab In the Pivot section, the tab that enables you to pivot data between rows and columns.

dimension table (1) A table that includes numerous attributes about a specific business process. (2) In Essbase Integration Services, a container in the OLAP model for one or more relational tables that define a potential dimension in Essbase.

dimension type A dimension property that enables the use of predefined functionality. Dimensions tagged as time have a predefined calendar functionality.

dimensionality In MaxL DML, the represented dimensions (and the order in which they are represented) in a set. For example, the following set consists of two tuples of the same dimensionality because they both reflect the dimensions (Region, Year): { (West, Feb), (East, Mar) }

direct rate A currency rate that you enter in the exchange rate table. The direct rate is used for currency conversion. For example, to convert balances from JPY to USD, In the exchange rate table, enter a rate for the period/scenario where the source currency is JPY and the destination currency is USD.

dirty block A data block containing cells that have been changed since the last calculation. Upper level blocks are marked as dirty if their child blocks are dirty (that is, they have been updated).

display type One of three Web Analysis formats saved to the repository: spreadsheet, chart, and pinboard.

dog-ear The flipped page corner in the upper right corner of the chart header area.

domain In data mining, a variable representing a range of navigation within data.

drill-down Navigation through the query result set using the dimensional hierarchy. Drilling down moves the user perspective from aggregated data to detail. For example, drilling down can reveal hierarchical relationships between years and quarters or quarters and months.

drill-through The navigation from a value in one data source to corresponding data in another source.

driver A driver is an allocation method that describes the mathematical relationship between the sources that utilize the driver, and the destinations to which those sources allocate cost or revenue.

duplicate alias name A name that occurs more than once in an alias table and that can be associated with more than one member in a database outline. Duplicate alias names can be used with duplicate member outlines only.

duplicate member name The multiple occurrence of a member name in a database, with each occurrence representing a different member. For example, a database has two members named "New York." One member represents New York state and the other member represents New York city.

duplicate member outline A database outline containing duplicate member names.

Dynamic Calc and Store members A member in a block storage outline that Essbase calculates only upon the first retrieval of the value. Essbase then stores the calculated value in the database. Subsequent retrievals do not require calculating.

Dynamic Calc members A member in a block storage outline that Essbase calculates only at retrieval time. Essbase discards calculated values after completing the retrieval request.

dynamic calculation In Essbase, a calculation that occurs only when you retrieve data on a member that is tagged as Dynamic Calc or Dynamic Calc and Store. The member's values are calculated at retrieval time instead of being precalculated during batch calculation.

dynamic hierarchy In aggregate storage database outlines only, a hierarchy in which members are calculated at retrieval time.

dynamic member list A system-created named member set that is based on user-defined criteria. The list is refreshed automatically whenever it is referenced in the application. As dimension members are added and deleted, the list automatically reapplies the criteria to reflect the changes.

dynamic reference A pointer in the rules file to header records in a data source.

dynamic report A report containing data that is updated when you run the report.

Dynamic Time Series A process that performs period-to-date reporting in block storage databases.

dynamic view account An account type indicating that account values are calculated dynamically from the data that is displayed.

Eliminated Account An account that does not appear in the consolidated file.

elimination The process of zeroing out (eliminating) transactions between entities within an organization.

employee A user responsible for, or associated with, specific business objects. Employees need not work for an organization; for example, they can be consultants. Employees must be associated with user accounts for authorization purposes.

encoding A method for mapping bit combinations to characters for creating, storing, and displaying text. Each encoding has a name; for example, UTF-8. Within an encoding, each character maps to a specific bit combination; for example, in UTF-8, uppercase A maps to HEX41. *See also code page* and *locale*.

ending period A period enabling you to adjust the date range in a chart. For example, an ending period of "month", produces a chart showing information through the end of the current month.

Enterprise View An Administration Services feature that enables management of the Essbase environment from a graphical tree view. From Enterprise View, you can operate directly on Essbase artifacts.

entity A dimension representing organizational units. Examples: divisions, subsidiaries, plants, regions, products, or other financial reporting units.

Equity Beta The riskiness of a stock, measured by the variance between its return and the market return, indicated by an index called "beta". For example, if a stock's return normally moves up or down 1.2% when the market moves up or down 1%, the stock has a beta of 1.2.

essbase.cfg An optional configuration file for Essbase. Administrators may edit this file to customize Essbase Server functionality. Some configuration settings may also be used with Essbase clients to override Essbase Server settings.

EssCell A function entered into a cell in Essbase Spreadsheet Add-in to retrieve a value representing an intersection of specific Essbase database members.

ESSCMD A command-line interface for performing Essbase operations interactively or through batch script files.

ESSLANG The Essbase environment variable that defines the encoding used to interpret text characters. *See also encoding*.

ESSMSH *See MaxL Shell*.

exceptions Values that satisfy predefined conditions. You can define formatting indicators or notify subscribing users when exceptions are generated.

exchange rate A numeric value for converting one currency to another. For example, to convert 1 USD into EUR, the exchange rate of 0.8936 is multiplied with the U.S. dollar. The European euro equivalent of $1 is 0.8936.

exchange rate type An identifier for an exchange rate. Different rate types are used because there may be multiple rates for a period and year. Users traditionally define rates at period end for the average rate of the period and for the end of the period. Additional rate types are historical rates, budget rates, forecast rates, and so on. A rate type applies to one point in time.

expense account An account that stores periodic and year-to-date values that decrease net worth if they are positive.

Extensible Markup Language (XML) A language comprising a set of tags used to assign attributes to data that can be interpreted between applications according to a schema.

external authentication Logging on to Oracle's Hyperion applications with user information stored outside the applications, typically in a corporate directory such as MSAD or NTLM.

externally triggered events Non-time-based events for scheduling job runs.

Extract, Transform, and Load (ETL) Data source-specific programs for extracting data and migrating it to applications.

extraction command An Essbase reporting command that handles the selection, orientation, grouping, and ordering of raw data extracted from a database; begins with the less than (<) character.

fact table The central table in a star join schema, characterized by a foreign key and elements drawn from a dimension table. This table typically contains numeric data that can be related to all other tables in the schema.

Favorites gadget Contains links to Reporting and Analysis documents and URLs.

field An item in a data source file to be loaded into an Essbase database.

file delimiter Characters, such as commas or tabs, that separate fields in a data source.

filter A constraint on data sets that restricts values to specific criteria; for example, to exclude certain tables, metadata, or values, or to control access.

flow account An unsigned account that stores periodic and year-to-date values.

folder A file containing other files for the purpose of structuring a hierarchy.

footer Text or images at the bottom of report pages, containing dynamic functions or static text such as page numbers, dates, logos, titles or file names, and author names.

format Visual characteristics of documents or report objects.

format string In Essbase, a method for transforming the way cell values are displayed.

formula A combination of operators, functions, dimension and member names, and numeric constants calculating database members.

frame An area on the desktop. There are two main areas: the navigation and Workspace frames.

free-form grid An object for presenting, entering, and integrating data from different sources for dynamic calculations.

free-form reporting Creating reports by entering dimension members or report script commands in worksheets.

function A routine that returns values or database members.

gadget Simple, specialized, lightweight applications that provide easy viewing of EPM content and enable access to core Reporting and Analysis functionality.

genealogy data Additional data that is optionally generated after allocation calculations. This data enables reporting on all cost or revenue flows from start to finish through all allocation steps.

generation A layer in a hierarchical tree structure that defines member relationships in a database. Generations are ordered incrementally from the top member of the dimension (generation 1) down to the child members. Use the unique generation name to identify a layer in the hierarchical tree structure.

generic jobs Non-SQR Production Reporting or non-Interactive Reporting jobs.

global report command A command in a running report script that is effective until replaced by another global command or the file ends.

grid POV A means for specifying dimension members on a grid without placing dimensions in rows, columns, or page intersections. A report designer can set POV values at the grid level, preventing user POVs from affecting the grid. If a dimension has one grid value, you put the dimension into the grid POV instead of the row, column, or page.

group A container for assigning similar access permissions to multiple users.

GUI Graphical user interface

head up display A mode that shows your loaded Smart Space desktop including the background image above your Windows desktop.

highlighting Depending on your configuration, chart cells or ZoomChart details may be highlighted, indicating value status: red (bad), yellow (warning), or green (good).

Historical Average An average for an account over a number of historical periods.

holding company An entity that is part of a legal entity group, with direct or indirect investments in all entities in the group.

host A server on which applications and services are installed.

host properties Properties pertaining to a host, or if the host has multiple Install_Homes, to an Install_Home. The host properties are configured from the CMC.

Hybrid Analysis An analysis mapping low-level data stored in a relational database to summary-level data stored in Essbase, combining the mass scalability of relational systems with multidimensional data.

hyperlink A link to a file, Web page, or an intranet HTML page.

Hypertext Markup Language (HTML) A programming language specifying how Web browsers display data.

identity A unique identification for a user or group in external authentication.

image bookmarks Graphic links to Web pages or repository items.

IMPACTED status Indicates changes in child entities consolidating into parent entities.

implied share A member with one or more children, but only one is consolidated, so the parent and child share a value.

import format In FDM, defines the structure of the source file which enables the loading of a source data file to an FDM data load location.

inactive group A group for which an administrator has deactivated system access.

inactive service A service suspended from operating.

INACTIVE status Indicates entities deactivated from consolidation for the current period.

inactive user A user whose account has been deactivated by an administrator.

income account An account storing periodic and year-to-date values that, if positive, increase net worth.

index (1) A method where Essbase uses sparse-data combinations to retrieve data in block storage databases. (2) The index file.

index cache A buffer containing index pages.

index entry A pointer to an intersection of sparse dimensions. Index entries point to data blocks on disk and use offsets to locate cells.

index file An Essbase file storing block storage data retrieval information, residing on disk, and containing index pages.

index page A subdivision in an index file. Contains pointers to data blocks.

input data Data loaded from a source rather than calculated.

Install_Home A variable for the directory where EPM System products are installed. Refers to one instance of an EPM System product when multiple applications are installed on the same computer.

integration Process that is run to move data between EPM System products using Shared Services. Data integration definitions specify the data moving between a source application and a destination application, and enable the data movements to be grouped, ordered, and scheduled.

intelligent calculation A calculation method tracking updated data blocks since the last calculation.

Interactive Reporting connection file (.oce) Files encapsulating database connection information, including: the database API (ODBC, SQL*Net, etc.), database software, the database server network address, and database user name. Administrators create and publish Interactive Reporting connection files (.oce).

intercompany elimination *See elimination*.

intercompany matching The process of comparing balances for pairs of intercompany accounts within an application. Intercompany receivables are compared to intercompany payables for matches. Matching accounts are used to eliminate intercompany transactions from an organization's consolidated totals.

intercompany matching report A report that compares intercompany account balances and indicates if the accounts are in, or out, of balance.

interdimensional irrelevance A situation in which a dimension does not intersect with other dimensions. Because the data in the dimension cannot be accessed from the non-intersecting dimensions, the non-intersecting dimensions are not relevant to that dimension.

intersection A unit of data representing the intersection of dimensions in a multidimensional database; also, a worksheet cell.

intrastage assignment Assignments in the financial flow that are assigned to objects within the same stage.

introspection A deep inspection of a data source to discover hierarchies based on the inherent relationships in the database. *Contrast with scraping*.

Investigation *See drill-through*.

isolation level An Essbase Kernel setting that determines the lock and commit behavior of database operations. Choices are: committed access and uncommitted access.

iteration A "pass" of the budget or planning cycle in which the same version of data is revised and promoted.

Java Database Connectivity (JDBC) A client-server communication protocol used by Java based clients and relational databases. The JDBC interface provides a call-level API for SQL-based database access.

job output Files or reports produced from running a job.

jobs Documents with special properties that can be launched to generate output. A job can contain Interactive Reporting, SQR Production Reporting, or generic documents.

join A link between two relational database tables or topics based on common content in a column or row. A join typically occurs between identical or similar items within different tables or topics. For example, a record in the Customer table is joined to a record in the Orders table because the Customer ID value is the same in each table.

journal entry (JE) A set of debit/credit adjustments to account balances for a scenario and period.

JSP Java Server Pages.

KeyContacts gadget Contains a group of Smart Space users and provides access to Smart Space Collaborator. For example, you can have a KeyContacts gadget for your marketing team and another for your development team.

latest A Spreadsheet key word used to extract data values from the member defined as the latest time period.

layer (1) The horizontal location of members in a hierarchical structure, specified by generation (top down) or level (bottom up). (2) Position of objects relative to other objects. For example, in the Sample Basic database, Qtr1 and Qtr4 are in the same layer, so they are also in the same generation, but in a database with a ragged hierarchy, Qtr1 and Qtr4 might not be in same layer, though they are in the same generation.

layout area Used to designate an area on a Workspace Page where content can be placed.

legend box A box containing labels that identify the data categories of a dimension.

level A layer in a hierarchical tree structure that defines database member relationships. Levels are ordered from the bottom dimension member (level 0) up to the parent members.

level 0 block A data block for combinations of sparse, level 0 members.

level 0 member A member that has no children.

liability account An account type that stores "point in time" balances of a company's liabilities. Examples of liability accounts include accrued expenses, accounts payable, and long term debt.

life cycle management The process of managing application information from inception to retirement.

Lifecycle Management Utility A command-line utility for migrating applications and artifacts.

line chart A chart that displays one to 50 data sets, each represented by a line. A line chart can display each line stacked on the preceding ones, as represented by an absolute value or a percent.

line item detail The lowest level of detail in an account.

lineage The relationship between different metadata elements showing how one metadata element is derived from one or more other metadata elements, ultimately tracing the metadata element to its physical source. In Essbase Studio, a lineage viewer displays the relationships graphically. *See also traceability*.

link (1) A reference to a repository object. Links can reference folders, files, shortcuts, and other links. (2) In a task flow, the point where the activity in one stage ends and another begins.

link condition A logical expression evaluated by the taskflow engine to determine the sequence of launching taskflow stages.

linked data model Documents that are linked to a master copy in a repository.

linked partition A shared partition that enables you to use a data cell to link two databases. When a user clicks a linked cell in a worksheet, Essbase opens a new sheet displaying the dimensions in the linked database. The user can then drill down those dimensions.

linked reporting object (LRO) A cell-based link to an external file such as cell notes, URLs, or files with text, audio, video, or pictures. (Only cell notes are supported for Essbase LROs in Financial Reporting.) *Contrast with local report object*.

local currency An input currency type. When an input currency type is not specified, the local currency matches the entity's base currency.

local report object A report object that is not linked to a Financial Reporting report object in Explorer. *Contrast with linked reporting object (LRO)*.

local results A data model's query results. Results can be used in local joins by dragging them into the data model. Local results are displayed in the catalog when requested.

locale A computer setting that specifies a location's language, currency and date formatting, data sort order, and the character set encoding used on the computer. Essbase uses only the encoding portion. *See also encoding* and *ESSLANG*.

locale header record A text record at the beginning of some non-Unicode-encoded text files, such as scripts, that identifies the encoding locale.

location alias A descriptor that identifies a data source. The location alias specifies a server, application, database, user name, and password. Location aliases are set by DBAs at the database level using Administration Services Console, ESSCMD, or the API.

locked A user-invoked process that prevents users and processes from modifying data.

locked data model Data models that cannot be modified by a user.

LOCKED status A consolidation status indicating that an entity contains data that cannot be modified.

Log Analyzer An Administration Services feature that enables filtering, searching, and analysis of Essbase logs.

logic group In FDM, contains one or more logic accounts that are generated after a source file is loaded into FDM. Logic accounts are calculated accounts that are derived from the source data.

LRO *See linked reporting object (LRO).*

managed server An application server process running in its own Java Virtual Machine (JVM).

manual stage A stage that requires human intervention to complete.

Map File Used to store the definition for sending data to or retrieving data from an external database. Map files have different extensions (.mps to send data; .mpr to retrieve data).

Map Navigator A feature that displays your current position on a Strategy, Accountability, or Cause and Effect map, indicated by a red outline.

Marginal Tax Rate Used to calculate the after-tax cost of debt. Represents the tax rate applied to the last earned income dollar (the rate from the highest tax bracket into which income falls) and includes federal, state and local taxes. Based on current level of taxable income and tax bracket, you can predict marginal tax rate.

Market Risk Premium The additional rate of return paid over the risk-free rate to persuade investors to hold "riskier" investments than government securities. Calculated by subtracting the risk-free rate from the expected market return. These figures should closely model future market conditions.

master data model An independent data model that is referenced as a source by multiple queries. When used, "Locked Data Model" is displayed in the Query section's Content pane; the data model is linked to the master data model displayed in the Data Model section, which an administrator may hide.

mathematical operator A symbol that defines how data is calculated in formulas and outlines. Can be any of the standard mathematical or Boolean operators; for example, +, -, *, /, and %.

MaxL The multidimensional database access language for Essbase, consisting of a data definition language (MaxL DDL) and a data manipulation language (MaxL DML). *See also MaxL DDL*, *MaxL DML*, and *MaxL Shell*.

MaxL DDL Data definition language used by Essbase for batch or interactive system-administration tasks.

MaxL DML Data manipulation language used in Essbase for data query and extraction.

MaxL Perl Module A Perl module (essbase.pm) that is part of Essbase MaxL DDL. This module can be added to the Perl package to provide access to Essbase databases from Perl programs.

MaxL Script Editor A script-development environment in Administration Services Console. MaxL Script Editor is an alternative to using a text editor and the MaxL Shell for administering Essbase with MaxL scripts.

MaxL Shell An interface for passing MaxL statements to Essbase Server. The MaxL Shell executable file is located in the Essbase bin directory (UNIX: essmsh, Windows: essmsh.exe).

MDX (multidimensional expression) The language that give instructions to OLE DB for OLAP- compliant databases, as SQL is used for relational databases. When you build the OLAPQuery section's Outliner, Interactive Reporting Clients translate requests into MDX instructions. When you process the query, MDX is sent to the database server, which returns records that answer your query. *See also SQL spreadsheet.*

measures Numeric values in an OLAP database cube that are available for analysis. Measures are margin, cost of goods sold, unit sales, budget amount, and so on. *See also fact table.*

member A discrete component within a dimension. A member identifies and differentiates the organization of similar units. For example, a time dimension might include such members as Jan, Feb, and Qtr1.

member list A named group, system- or user-defined, that references members, functions, or member lists within a dimension.

member load In Integration Services, the process of adding dimensions and members (without data) to Essbase outlines.

member selection report command A type of Report Writer command that selects member ranges based on outline relationships, such as sibling, generation, and level.

member-specific report command A type of Report Writer formatting command that is executed as it is encountered in a report script. The command affects only its associated member and executes the format command before processing the member.

merge A data load option that clears values only from the accounts specified in the data load file and replaces them with values in the data load file.

metadata A set of data that defines and describes the properties and attributes of the data stored in a database or used by an application. Examples of metadata are dimension names, member names, properties, time periods, and security.

metadata elements Metadata derived from data sources and other metadata that is stored and cataloged for Essbase Studio use.

metadata sampling The process of retrieving a sample of members in a dimension in a drill-down operation.

metadata security Security set at the member level to restrict users from accessing certain outline members.

metaoutline In Integration Services, a template containing the structure and rules for creating an Essbase outline from an OLAP model.

metric A numeric measurement computed from business data to help assess business performance and analyze company trends.

migration The process of copying applications, artifacts, or users from one environment or computer to another; for example, from a testing environment to a production environment.

migration audit report A report generated from the migration log that provides tracking information for an application migration.

migration definition file (.mdf) A file that contains migration parameters for an application migration, enabling batch script processing.

migration log A log file that captures all application migration actions and messages.

migration snapshot A snapshot of an application migration that is captured in the migration log.

MIME Type (Multipurpose Internet Mail Extension) An attribute that describes the data format of an item, so that the system knows which application should open the object. A file's mime type is determined by the file extension or HTTP header. Plug-ins tell browsers what mime types they support and what file extensions correspond to each mime type.

mining attribute In data mining, a class of values used as a factor in analysis of a set of data.

minireport A report component that includes layout, content, hyperlinks, and the query or queries to load the report. Each report can include one or more minireports.

minischema A graphical representation of a subset of tables from a data source that represents a data modeling context.

missing data (#MISSING) A marker indicating that data in the labeled location does not exist, contains no value, or was never entered or loaded. For example, missing data exists when an account contains data for a previous or future period but not for the current period.

model (1) In data mining, a collection of an algorithm's findings about examined data. A model can be applied against a wider data set to generate useful information about that data. (2) A file or content string containing an application-specific representation of data. Models are the basic data managed by Shared Services, of two major types: dimensional and non-dimensional application objects. (3) In Business Modeling, a network of boxes connected to represent and calculate the operational and financial flow through the area being examined.

monetary A money-related value.

multidimensional database A method of organizing, storing, and referencing data through three or more dimensions. An individual value is the intersection point for a set of dimensions. *Contrast with relational database.*

multiload An FDM feature that allows the simultaneous loading of multiple periods, categories, and locations.

My Workspace Page A page created with content from multiple sources including documents, URL, and other content types. Enables a user to aggregate content from Oracle and non-Oracle sources.

named set In MaxL DML, a set with its logic defined in the optional WITH section of a MaxL DML query. The named set can be referenced multiple times in the query.

native authentication The process of authenticating a user name and password from within the server or application.

nested column headings A report column heading format that displays data from multiple dimensions. For example, a column heading that contains Year and Scenario members is a nested column. The nested column heading shows Q1 (from the Year dimension) in the top line of the heading, qualified by Actual and Budget (from the Scenario dimension) in the bottom line of the heading.

NO DATA status A consolidation status indicating that this entity contains no data for the specified period and account.

non-dimensional model A Shared Services model type that includes application objects such as security files, member lists, calculation scripts, and Web forms.

non-unique member name *See duplicate member name.*

note Additional information associated with a box, measure, scorecard or map element.

Notifications gadget Shows notification message history received from other users or systems.

null value A value that is absent of data. Null values are not equal to zero.

numeric attribute range A feature used to associate a base dimension member that has a discrete numeric value with an attribute that represents a value range. For example, to classify customers by age, an Age Group attribute dimension can contain members for the following age ranges: 0-20, 21-40, 41-60, and 61-80. Each Customer dimension member can be associated with an Age Group range. Data can be retrieved based on the age ranges rather than on individual age values.

ODBC Open Database Connectivity. A database access method used from any application regardless of how the database management system (DBMS) processes the information.

OK status A consolidation status indicating that an entity has already been consolidated, and that data has not changed below it in the organization structure.

OLAP Metadata Catalog In Integration Services, a relational database containing metadata describing the nature, source, location, and type of data that is pulled from the relational data source.

OLAP model In Integration Services, a logical model (star schema) that is created from tables and columns in a relational database. The OLAP model is then used to generate the structure of a multidimensional database.

online analytical processing (OLAP) A multidimensional, multiuser, client-server computing environment for users who analyze consolidated enterprise data in real time. OLAP systems feature drill-down, data pivoting, complex calculations, trend analysis, and modeling.

Open Database Connectivity (ODBC) Standardized application programming interface (API) technology that allows applications to access multiple third-party databases.

organization An entity hierarchy that defines each entity and their relationship to others in the hierarchy.

origin The intersection of two axes.

outline The database structure of a multidimensional database, including all dimensions, members, tags, types, consolidations, and mathematical relationships. Data is stored in the database according to the structure defined in the outline.

outline synchronization For partitioned databases, the process of propagating outline changes from one database to another database.

P&L accounts (P&L) Profit and loss accounts. Refers to a typical grouping of expense and income accounts that comprise a company's income statement.

page A display of information in a grid or table often represented by the Z-axis. A page can contain data from one field, derived data from a calculation, or text.

page file Essbase data file.

page heading A report heading type that lists members represented on the current page of the report. All data values on the page have the members in the page heading as a common attribute.

page member A member that determines the page axis.

palette A JASC compliant file with a .PAL extension. Each palette contains 16 colors that complement each other and can be used to set the dashboard color elements.

parallel calculation A calculation option. Essbase divides a calculation into tasks and calculates some tasks simultaneously.

parallel data load In Essbase, the concurrent execution of data load stages by multiple process threads.

parallel export The ability to export Essbase data to multiple files. This may be faster than exporting to a single file, and it may resolve problems caused by a single data file becoming too large for the operating system to handle.

parent adjustments The journal entries that are posted to a child in relation to its parent.

parents The entities that contain one or more dependent entities that report directly to them. Because parents are both entities and associated with at least one node, they have entity, node, and parent information associated with them.

partition area A sub cube within a database. A partition is composed of one or more areas of cells from a portion of the database. For replicated and transparent partitions, the number of cells within an area must be the same for the data source and target to ensure that the two partitions have the same shape. If the data source area contains 18 cells, the data target area must also contain 18 cells to accommodate the number of values.

partitioning The process of defining areas of data that are shared or linked between data models. Partitioning can affect the performance and scalability of Essbase applications.

pattern matching The ability to match a value with any or all characters of an item entered as a criterion. Missing characters may be represented by wild card values such as a question mark (?) or an asterisk (*). For example, “Find all instances of apple” returns apple, but “Find all instances of apple*” returns apple, applesauce, applecranberry, and so on.

percent consolidation The portion of a child's values that is consolidated to its parent.

percent control Identifies the extent to which an entity is controlled within the context of its group.

percent ownership Identifies the extent to which an entity is owned by its parent.

performance indicator An image file used to represent measure and scorecard performance based on a range you specify; also called a status symbol. You can use the default performance indicators or create an unlimited number of your own.

periodic value method (PVA) A process of currency conversion that applies the periodic exchange rate values over time to derive converted results.

permission A level of access granted to users and groups for managing data or other users and groups.

persistence The continuance or longevity of effect for any Essbase operation or setting. For example, an Essbase administrator may limit the persistence of user name and password validity.

personal pages A personal window to repository information. You select what information to display and its layout and colors.

personal recurring time events Reusable time events that are accessible only to the user who created them.

personal variable A named selection statement of complex member selections.

perspective A category used to group measures on a scorecard or strategic objectives within an application. A perspective can represent a key stakeholder (such as a customer, employee, or shareholder/financial) or a key competency area (such as time, cost, or quality).

pie chart A chart that shows one data set segmented in a pie formation.

pinboard One of the three data object display types. Pinboards are graphics, composed of backgrounds and interactive icons called pins. Pinboards require traffic lighting definitions.

pins Interactive icons placed on graphic reports called pinboards. Pins are dynamic. They can change images and traffic lighting color based on the underlying data values and analysis tools criteria.

pivot The ability to alter the perspective of retrieved data. When Essbase first retrieves a dimension, it expands data into rows. You can then pivot or rearrange the data to obtain a different viewpoint.

planner Planners, who comprise the majority of users, can input and submit data, use reports that others create, execute business rules, use task lists, enable e-mail notification for themselves, and use Smart View.

planning unit A data slice at the intersection of a scenario, version, and entity; the basic unit for preparing, reviewing, annotating, and approving plan data.

plot area The area bounded by X, Y, and Z axes; for pie charts, the rectangular area surrounding the pie.

plug account An account in which the system stores any out of balance differences between intercompany account pairs during the elimination process.

post stage assignment Assignments in the allocation model that are assigned to locations in a subsequent model stage.

POV (point of view) A feature for setting data focus by selecting members that are not already assigned to row, column, or page axes. For example, selectable POVs in FDM could include location, period, category, and target category. In another example, using POV as a filter in Smart View, you could assign the Currency dimension to the POV and select the Euro member. Selecting this POV in data forms displays data in Euro values.

precalculation Calculating the database prior to user retrieval.

precision Number of decimal places displayed in numbers.

predefined drill paths Paths used to drill to the next level of detail, as defined in the data model.

presentation A playlist of Web Analysis documents, enabling reports to be grouped, organized, ordered, distributed, and reviewed. Includes pointers referencing reports in the repository.

preserve formulas User-created formulas kept within a worksheet while retrieving data.

primary measure A high-priority measure important to your company and business needs. Displayed in the Contents frame.

process monitor report Displays a list of locations and their positions within the FDM data conversion process. You can use the process monitor report to monitor the status of the closing process. The report is time-stamped. Therefore, it can be used to determine to which locations at which time data was loaded.

product In Shared Services, an application type, such as Planning or Performance Scorecard.

Production Reporting *See SQR Production Reporting*.

project An instance of EPM System products grouped together in an implementation. For example, a Planning project may consist of a Planning application, an Essbase cube, and a Financial Reporting server instance.

property A characteristic of an artifact, such as size, type, or processing instructions.

provisioning The process of granting users and groups specific access permissions to resources.

proxy server A server acting as an intermediary between workstation users and the Internet to ensure security.

public job parameters Reusable, named job parameters created by administrators and accessible to users with requisite access privileges.

public recurring time events Reusable time events created by administrators and accessible through the access control system.

PVA *See periodic value method (PVA)*.

qualified name A member name in a qualified format that differentiates duplicate member names in a duplicate member outline. For example, [Market].[East].[State].[New York] or [Market].[East].[City].[New York]

query Information requests from data providers. For example, used to access relational data sources.

query governor An Essbase Integration server parameter or Essbase server configuration setting that controls the duration and size of queries made to data sources.

range A set of values including upper and lower limits, and values falling between limits. Can contain numbers, amounts, or dates.

reciprocal assignment An assignment in the financial flow that also has the source as one of its destinations.

reconfigure URL URL used to reload servlet configuration settings dynamically when users are already logged on to the Workspace.

record In a database, a group of fields making up one complete entry. For example, a customer record may contain fields for name, address, telephone number, and sales data.

recurring template A journal template for making identical adjustments in every period.

recurring time event An event specifying a starting point and the frequency for running a job.

redundant data Duplicate data blocks that Essbase retains during transactions until Essbase commits updated blocks.

regular journal A feature for entering one-time adjustments for a period. Can be balanced, balanced by entity, or unbalanced.

Related Accounts The account structure groups all main and related accounts under the same main account number. The main account is distinguished from related accounts by the first suffix of the account number.

relational database A type of database that stores data in related two-dimensional tables. *Contrast with multidimensional database*.

replace A data load option that clears existing values from all accounts for periods specified in the data load file, and loads values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared.

replicated partition A portion of a database, defined through Partition Manager, used to propagate an update to data mastered at one site to a copy of data stored at another site. Users can access the data as though it were part of their local database.

Report Extractor An Essbase component that retrieves report data from the Essbase database when report scripts are run.

report object In report designs, a basic element with properties defining behavior or appearance, such as text boxes, grids, images, and charts.

report script A text file containing Essbase Report Writer commands that generate one or more production reports.

Report Viewer An Essbase component that displays complete reports after report scripts are run.

reporting currency The currency used to prepare financial statements, and converted from local currencies to reporting currencies.

repository Stores metadata, formatting, and annotation information for views and queries.

resources Objects or services managed by the system, such as roles, users, groups, files, and jobs.

restore An operation to reload data and structural information after a database has been damaged or destroyed, typically performed after shutting down and restarting the database.

restructure An operation to regenerate or rebuild the database index and, in some cases, data files.

result frequency The algorithm used to create a set of dates to collect and display results.

review level A Process Management review status indicator representing the process unit level, such as Not Started, First Pass, Submitted, Approved, and Published.

Risk Free Rate The rate of return expected from "safer" investments such as long-term U.S. government securities.

role The means by which access permissions are granted to users and groups for resources.

roll-up *See consolidation.*

root member The highest member in a dimension branch.

RSC services Services that are configured with Remote Service Configurator, including Repository Service, Service Broker, Name Service, Event Service, and Job Service.

runtime prompt A variable that users enter or select before a business rule is run.

sampling The process of selecting a representative portion of an entity to determine the entity's characteristics. *See also metadata sampling.*

saved assumptions User-defined Planning assumptions that drive key business calculations (for example, the cost per square foot of office floor space).

scaling Scaling determines the display of values in whole numbers, tens, hundreds, thousands, millions, and so on.

scenario A dimension for classifying data (for example, Actuals, Budget, Forecast1, and Forecast2).

scope The area of data encompassed by any Essbase operation or setting; for example, the area of data affected by a security setting. Most commonly, scope refers to three levels of granularity, where higher levels encompass lower levels. From highest to lowest, these levels are as follows: the entire system (Essbase Server), applications on Essbase servers, or databases within Essbase server applications. *See also persistence.*

score The level at which targets are achieved, usually expressed as a percentage of the target.

scorecard Business object that represents the progress of an employee, strategy element, or accountability element toward goals. Scorecards ascertain this progress based on data collected for each measure and child scorecard added to the scorecard.

scraping An inspection of a data source to derive the most basic metadata elements from it. *Contrast with introspection.*

Search gadget Searches the Reporting and Analysis repository. The Search gadget looks for a match in the document keywords and description, which are set when you import a document.

secondary measure A low-priority measure, less important than primary measures. Secondary measures do not have Performance reports but can be used on scorecards and to create dimension measure templates.

security agent A Web access management provider (for example, Netegrity SiteMinder) that protects corporate Web resources.

security platform A framework enabling EPM System products to use external authentication and single sign-on.

serial calculation The default calculation setting. Divides a calculation pass into tasks and calculates one task at a time.

services Resources that enable business items to be retrieved, changed, added, or deleted. Examples: Authorization and Authentication.

servlet A piece of compiled code executable by a Web server.

shared member A member that shares storage space with another member of the same name, preventing duplicate calculation of members that occur multiple times in an Essbase outline.

Shared Services Registry Part of the Shared Services database, the Shared Services Registry stores and re-uses information for most installed EPM System products, including installation directories, database settings, deployment settings, computer names, ports, servers, URLs, and dependent service data.

Shared Workspace Page Workspace Pages shared across an organization which are stored in a special System folder and can be accessed by authorized users from the Shared Workspace Pages Navigate menu.

sibling A child member at the same generation as another child member and having the same immediate parent. For example, the members Florida and New York are children of East and each other's siblings.

single sign-on Ability to access multiple EPM System products after a single login using external credentials.

smart slice In Smart View, a reusable perspective of a data source that contains a restricted set of dimensions or dimension members.

Smart Space client software Runs on the client's computer and provides gadgets, instant collaboration and access to the Reporting and Analysis repository. It is composed of the Smart Space framework and gadgets.

Smart Space Collaborator A service that enables users or systems to send messages and share Reporting and Analysis repository content. The message can take many forms, including instant message style discussions, meetings, and toast messages.

smart tags Keywords in Microsoft Office applications that are associated with predefined actions available from the Smart Tag menu. In EPM System products, smart tags can also be used to import Reporting and Analysis content, and access Financial Management and Essbase functions.

SmartBook gadget Contains documents from the Reporting and Analysis repository or URLs. All documents are loaded when the SmartBook is opened so you can access all content immediately.

SmartCut A link to a repository item, in URL form.

snapshot Read-only data from a specific time.

source currency The currency from which values originate and are converted through exchange rates to the destination currency.

sparse dimension In block storage databases, a dimension unlikely to contain data for all member combinations when compared to other dimensions. For example, not all customers have data for all products. *Contrast with dense dimension*.

SPF files Printer-independent files created by an SQR Production Reporting server, containing a representation of the actual formatted report output, including fonts, spacing, headers, footers, and so on.

Spotlighter A tool that enables color coding based on selected conditions.

SQL spreadsheet A data object that displays the result set of a SQL query.

SQR Production Reporting A specialized programming language for data access, data manipulation, and creating SQR Production Reporting documents.

stage A task description that forms one logical step within a taskflow, usually performed by an individual. A stage can be manual or automated.

stage action For automated stages, the invoked action that executes the stage.

staging area A database that you create to meet the needs of a specific application. A staging area is a snapshot or restructured version of one or more RDBMSs.

standard dimension A dimension that is not an attribute dimension.

standard journal template A journal function used to post adjustments that have common adjustment information for each period. For example, you can create a standard template that contains the common account IDs, entity IDs, or amounts, then use the template as the basis for many regular journals.

Status bar The status bar at the bottom of the screen displays helpful information about commands, accounts, and the current status of your data file.

stored hierarchy In aggregate storage databases outlines only. A hierarchy in which the members are aggregated according to the outline structure. Stored hierarchy members have certain restrictions, for example, they cannot contain formulas.

strategic objective (SO) A long-term goal defined by measurable results. Each strategic objective is associated with one perspective in the application, has one parent, the entity, and is a parent to critical success factors or other strategic objectives.

Strategy map Represents how the organization implements high-level mission and vision statements into lower-level, constituent strategic goals and objectives.

structure view Displays a topic as a simple list of component data items.

Structured Query Language A language used to process instructions to relational databases.

Subaccount Numbering A system for numbering subaccounts using non-sequential, whole numbers.

subscribe Flags an item or folder to receive automatic notification whenever the item or folder is updated.

Summary chart In the Investigates Section, rolls up detail charts shown below in the same column, plotting metrics at the summary level at the top of each chart column.

super service A special service used by the startCommonServices script to start the RSC services.

supervisor A user with full access to all applications, databases, related files, and security mechanisms for a server.

supporting detail Calculations and assumptions from which the values of cells are derived.

suppress rows Excludes rows containing missing values, and underscores characters from spreadsheet reports.

symmetric multiprocessing (SMP) A server architecture that enables multiprocessing and multithreading. Performance is not significantly degraded when a large number of users connect to an single instance simultaneously.

sync Synchronizes Shared Services and application models.

synchronized The condition that exists when the latest version of a model resides in both the application and in Shared Services. *See also model*.

system extract Transfers data from an application's metadata into an ASCII file.

tabs Navigable views of accounts and reports in Strategic Finance.

target Expected results of a measure for a specified period of time (day, quarter, and so on).

task list A detailed status list of tasks for a particular user.

taskflow The automation of a business process in which tasks are passed from one taskflow participant to another according to procedural rules.

taskflow definition Represents business processes in the taskflow management system. Consists of a network of stages and their relationships; criteria indicating the start and end of the taskflow; and information about individual stages, such as participants, associated applications, associated activities, and so on.

taskflow instance Represents a single instance of a taskflow including its state and associated data.

taskflow management system Defines, creates, and manages the execution of a taskflow including: definitions, user or application interactions, and application executables.

taskflow participant The resource who performs the task associated with the taskflow stage instance for both manual and automated stages.

Taxes - Initial Balances Strategic Finance assumes that the Initial Loss Balance, Initial Gain Balance and the Initial Balance of Taxes Paid entries have taken place in the period before the first Strategic Finance time period.

TCP/IP *See Transmission Control Protocol/Internet Protocol (TCP/IP)*.

template A predefined format designed to retrieve particular data consistently.

text list In Essbase, an object that stores text values mapped to numeric identifiers. Text Lists enable the use of text measures.

text measure A data type that allows measure values to be expressed as text. In Essbase, a member tagged as "Text" in the dimension where measures are represented. The cell values are displayed as predefined text. For example, the text measure "Satisfaction Index" may have the values Low, Medium, and High. *See also typed measure*, *text list*, *derived text measure*.

time dimension Defines the time period that the data represents, such as fiscal or calendar periods.

time events Triggers for execution of jobs.

time line viewer An FDM feature that allows a user to view dates and times of completed process flow steps for specific locations.

time scale Displays metrics by a specific period in time, such as monthly or quarterly.

time series reporting A process for reporting data based on a calendar date (for example, year, quarter, month, or week).

Title bar Displays the Strategic Finance name, the file name, and the scenario name Version box.

toast message Messages that appear in the lower right corner of the screen and fade in and out.

token An encrypted identification of one valid user or group on an external authentication system.

top and side labels Column and row headings on the top and sides of a Pivot report.

top-level member A dimension member at the top of the tree in a dimension outline hierarchy, or the first member of the dimension in sort order if there is no hierarchical relationship among dimension members. The top-level member name is generally the same as the dimension name if a hierarchical relationship exists.

trace allocations A feature of Profitability and Cost Management that enables you to visually follow the flow of financial data, either forwards or backwards, from a single intersection throughout the model.

trace level Defines the level of detail captured in the log file.

traceability The ability to track a metadata element to its physical source. For example, in Essbase Studio, a cube schema can be traced from its hierarchies and measure hierarchies, to its dimension elements, date/time elements, and measures, and ultimately, to its physical source elements.

traffic lighting Color-coding of report cells, or pins based on a comparison of two dimension members, or on fixed limits.

transformation (1) Transforms artifacts so that they function properly in the destination environment after application migration. (2) In data mining, modifies data (bidirectionally) flowing between the cells in the cube and the algorithm.

translation *See currency conversion.*

Transmission Control Protocol/Internet Protocol (TCP/IP) A standard set of communication protocols linking computers with different operating systems and internal architectures. TCP/IP utilities are used to exchange files, send mail, and store data to various computers that are connected to local and wide area networks.

transparent login Logs in authenticated users without launching the login screen.

transparent partition A shared partition that enables users to access and change data in a remote database as though it is part of a local database

triangulation A means of converting balances from one currency to another via a third common currency. In Europe, this is the euro for member countries. For example, to convert from French franc to Italian lira, the common currency is defined as European euro. Therefore, in order to convert balances from French franc to Italian lira, balances are converted from French franc to European euro and from European euro to Italian lira.

triggers An Essbase feature whereby data is monitored according to user-specified criteria which when met cause Essbase to alert the user or system administrator.

trusted password A password that enables users authenticated for one product to access other products without reentering their passwords.

trusted user Authenticated user.

tuple MDX syntax element that references a cell as an intersection of a member from each dimension. If a dimension is omitted, its top member is implied. Examples: (Jan); (Jan, Sales); ([Jan], [Sales], [Cola], [Texas], [Actual])

two-pass An Essbase property that is used to recalculate members that are dependent on the calculated values of other members. Two-pass members are calculated during a second pass through the outline.

typed measure In Essbase, a member tagged as "Text" or "Date" in the dimension where measures are represented. The cell values are displayed as predefined text or dates.

unary operator A mathematical indicator (+, -, *, /, %) associated with an outline member. The unary operator defines how the member is calculated during a database roll-up.

Unicode-mode application An Essbase application wherein character text is encoded in UTF-8, enabling users with computers set up for different languages to share application data.

Uniform Resource Locator The address of a resource on the Internet or an intranet.

unique member name A non-shared member name that exists only once in a database outline.

unique member outline A database outline that is not enabled for duplicate member names.

upgrade The process of replacing an earlier software release with a current release or replacing one product with another.

upper-level block A type of data block wherein at least one of the sparse members is a parent-level member.

user directory A centralized location for user and group information. Also known as a repository or provider.

user variable Dynamically renders data forms based on a user's member selection, displaying only the specified entity. For example, user variable named Department displays specific departments and employees.

user-defined attribute (UDA) User-defined attribute, associated with members of an outline to describe a characteristic of the members. Users can use UDAs to return lists of members that have the specified UDA associated with them.

user-defined member list A named, static set of members within a dimension defined by the user.

validation A process of checking a business rule, report script, or partition definition against the outline to make sure that the object being checked is valid. For example, in FDM, validation rules ensure that certain conditions are met after data is loaded from FDM to the target application.

value dimension Used to define input value, translated value, and consolidation detail.

variance Difference between two values (for example, planned and actual value).

varying attribute An attribute association that changes over one or more dimensions. It can be used to track a value in relation to these dimensions; for example, the varying attribute Sales Representative, associated with the Product dimension, can be used to track the value Customer Sales of several different sales representatives in relation to the Time dimension. Varying attributes can also be used for member selection, such as finding the Products that a Sales Representative was responsible for in May.

version Possible outcome used within the context of a scenario of data. For example, Budget - Best Case and Budget - Worst Case where Budget is scenario and Best Case and Worst Case are versions.

view Representation of either a year-to-date or periodic display of data.

visual cue A formatted style, such as a font or a color, that highlights specific types of data values. Data values may be dimension members; parent, child, or shared members; dynamic calculations; members containing a formula; read only data cells; read and write data cells; or linked objects.

Web server Software or hardware hosting intranet or Internet Web pages or Web applications.

weight Value assigned to an item on a scorecard that indicates the relative importance of that item in the calculation of the overall scorecard score. The weighting of all items on a scorecard accumulates to 100%. For example, to recognize the importance of developing new features for a product, the measure for New Features Coded on a developer's scorecard would be assigned a higher weighting than a measure for Number of Minor Defect Fixes.

wild card Character that represents any single character or group of characters (*) in a search string.

WITH section In MaxL DML, an optional section of the query used for creating re-usable logic to define sets or members. Sets or custom members can be defined once in the WITH section, and then referenced multiple times during a query.

work flow The steps required to process data from start to finish in FDM. The workflow consists of Import (loading data from the GL file), Validate (ensures all members are mapped to a valid account), Export (loads the mapped members to the target application), and Check (verifies accuracy of data by processing data with user-defined validation rules).

workbook An entire spreadsheet file with many worksheets.

Workspace Page A page created with content from multiple sources including documents, URL, and other content types. Enables a user to aggregate content from Oracle and non-Oracle sources.

write-back The ability for a retrieval client, such as a spreadsheet, to update a database value.

ws.conf A configuration file for Windows platforms.

wsconf_platform A configuration file for UNIX platforms.

XML *See Extensible Markup Language (XML).*

XOLAP An Essbase multidimensional database that stores only the outline metadata and retrieves all data from a relational database at query time. XOLAP supports aggregate storage databases and applications that contain duplicate member names.

Y axis scale Range of values on Y axis of charts displayed in Investigate Section. For example, use a unique Y axis scale for each chart, the same Y axis scale for all Detail charts, or the same Y axis scale for all charts in the column. Often, using a common Y axis improves your ability to compare charts at a glance.

Zero Administration Software tool that identifies version number of the most up-to-date plug-in on the server.

zoom Sets the magnification of a report. For example, magnify a report to fit whole page, page width, or percentage of magnification based on 100%.

ZoomChart Used to view detailed information by enlarging a chart. Enables you to see detailed numeric information on the metric that is displayed in the chart.

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