

Oracle® Fusion Cloud EPM

Working with Financial Consolidation and Close



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Oracle Fusion Cloud EPM Working with Financial Consolidation and Close,

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Documentation Accessibility

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Access to Oracle Support

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Creating and Running an EPM Center of Excellence

A best practice for EPM is to create a CoE (Center of Excellence).

An **EPM CoE** is a unified effort to ensure adoption and best practices. It drives transformation in business processes related to performance management and the use of technology-enabled solutions.

Cloud adoption can empower your organization to improve business agility and promote innovative solutions. An Cloud EPM oversees your cloud initiative, and it can help protect and maintain your investment and promote effective use.

The EPM CoE team:

- Ensures cloud adoption, helping your organization get the most out of your Cloud EPM investment
- Serves as a steering committee for best practices
- Leads EPM-related change management initiatives and drives transformation

All customers can benefit from an Cloud EPM, including customers who have already implemented EPM.

How Do I Get Started?

Click to get best practices, guidance, and strategies for your own Cloud EPM: Introduction to EPM Center of Excellence.

Learn More

- Watch the Cloud Customer Connect webinar: [Creating and Running a Center of Excellence \(CoE\) for Cloud EPM](#)
- Watch the videos: [Overview: EPM Center of Excellence](#) and [Creating a Center of Excellence](#).
- See the business benefits and value proposition of an EPM CoE in *Creating and Running an EPM Center of Excellence*.



Financial Consolidation and Close Overview

Financial Consolidation and Close is a subscription-based consolidation and reporting solution built for and deployed on Oracle Cloud. It provides a simple and quick deployment for users who want fast implementation with no hardware and minimal IT support. It provides a user-friendly and intuitive interface along with built-in functionality for consolidation and close process tasks.

Financial Consolidation and Close provides these features:

- Simplified tablet user interface
- Native dashboarding and analysis
- Predefined dimensions for detailed analysis
- Flexible application configuration with pre-built forms and reports
- Currency translations and FX adjustment calculations
- Automated cash flow
- Dynamic out-of-box calculations with limited need for customization
- Simplified consolidation dimension for easy audit
- Business process task management and workflow
- Supplemental schedule data management

Watch the following video for a feature overview:



[Getting Started](#)

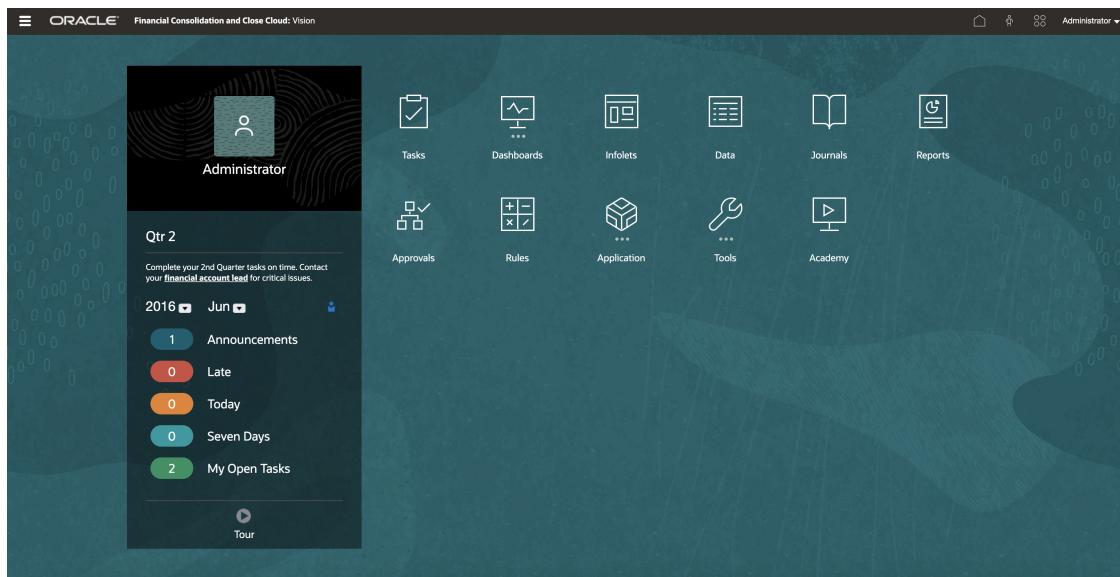
Overview of the Home Page

After you create the business process, the Home page is the launch point for accessing your business process tasks.

The interface provides an intuitive user experience and an overview for quick access to commonly used functions. For example, users can access their tasks, work with data, view reports, and control settings. Service Administrators can manage and customize the business process, create forms, dashboards, and infolets, import and export data and metadata, schedule jobs, define valid intersections, make announcements, and create cross-environment connections.

You can change the general look and feel of your Oracle Enterprise Performance Management Cloud environment on the **Appearance** page.

Example Home Page Displaying the Default Redwood Theme



See also: [About Redwood Experience](#) in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*

Global Header

The global header is the area that stretches across the top of the user interface. It contains navigation icons as well as access to accessibility settings and the **Settings and Actions** menu. You can also switch between navigation flows from the global header.



Parts of the global header from left to right:

Global Header Part	Description
	The Navigator icon opens the Navigator menu, which serves as a sitemap of the business process and displays links to all the business process pages to which you have access. Some of the links in the Navigator menu are available only if you're accessing the business process from the desktop.
	Click the Oracle logo to return to the Home page while working elsewhere in the business process.
	The name of the current business process.
	The Home icon refreshes the Home page or returns you to the Home page while working elsewhere in the business process.
	Click the Accessibility Settings icon to enable the accessibility features.
	If you belong to multiple groups or if a navigation flow is assigned to a role, click the Navigation Flows icon to switch navigation flows at runtime.

Global Header Part	Description
Administrator ▾	Click your user name to access the Settings and Actions menu.

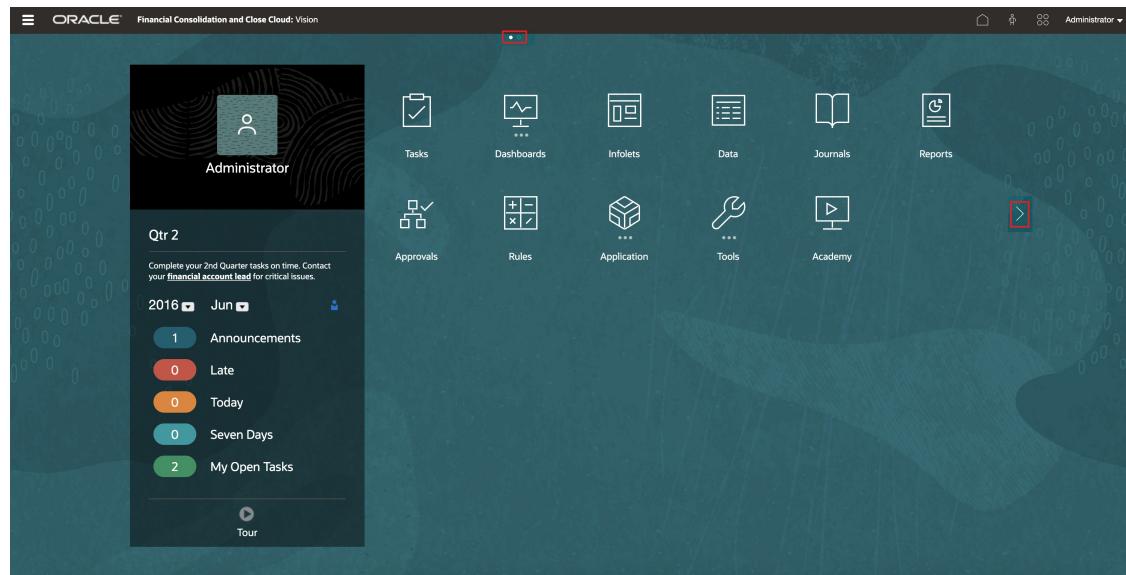
Work Area

The work area on the Home page displays icons that link you to each functional area of the business process to which you have access. The three dots above an icon label denotes that the icon opens a group of sub-icons, called a cluster.

The **Academy** icon links you to a variety of resources that provides information about using the business process.

Infolet Navigation

If your business process uses infolets to show high-level, essential information, you can explore them by clicking the dots that appear beneath the global header. Arrows are also available on the sides of the Home page to help you navigate easily between the Home page and infolet dashboard pages.



Announcements Panel

The Announcements Panel displays your user name and profile picture (if set), any system announcements entered by the Service Administrator, and helps you track your activity.

The screenshot shows the Oracle Home Page for an Administrator. At the top, there is a large profile icon with a person symbol and the word "Administrator". Below this, the text "Qtr 2" is displayed. A message encourages users to complete their 2nd Quarter tasks on time and contact their financial account lead for critical issues. The page includes date and time filters ("2016 Jun") and a user icon. It also lists five categories with counts: Announcements (1), Late (0), Today (0), Seven Days (0), and My Open Tasks (2). At the bottom, there is a "Tour" button with a play icon.

Administrator

Qtr 2

Complete your 2nd Quarter tasks on time. Contact your financial account lead for critical issues.

2016 Jun

Announcements: 1

Late: 0

Today: 0

Seven Days: 0

My Open Tasks: 2

Tour

- You can set your profile picture to display at the top of the Announcements panel of the Home page. To set your profile picture, click **Tools**, and then **User Preferences**. For more information, see Setting Your Profile Picture in *Working with Financial Consolidation and Close*.
- **Activity**: Summarizes system announcements (the most recent announcement, sorted by effective date, appears at the top) and lists your open tasks. Click **Announcements** to flip the panel and view announcements. Click **Tasks Due Today** to flip the panel and view your tasks for today.
- **Recent**: Displays a list of links to recently visited forms and dashboards (up to 15 items). Clicking a link will launch the item in a secondary window. Clicking the star next to a link will tag it as a favorite.
- **Favorites**: Displays a list of links to forms or dashboards that were tagged as favorites, and prevents them from being overwritten. Click a link in **Favorites** to launch the item in a secondary window. To add items to **Favorites**, click **Recent** to view your recent user activity, and then click the star to the right of the item.
-  : Click the **Tour** icon to launch a video about key features in the business process.

Videos

Your Goal	Watch This Video
Explore the default Redwood theme.	 Overview: Announcing EPM Cloud's new Redwood Theme
Learn how to customize the interface to streamline workflow.	 Overview: Customizing Workflow in Enterprise Performance Management Cloud

Settings and Actions Menu

You can perform certain actions from the **Settings and Actions** menu. Select the caret  beside your user name to display the menu. Options may vary, depending on your assigned role.

Settings and Actions

[Reload Navigation Flow](#)

[Downloads...](#)

[Help...](#)

[Help on this Topic...](#)

[Cloud Customer Connect](#)

[Provide Feedback...](#)

[Oracle Support...](#)

[About...](#)

[Sign Out](#)

Reload Navigation Flow

The navigation flow controls which tasks users will see on the Home page. The available tasks are presented as individual cards that lead to a specific task, or a cluster that opens to display additional tasks within a grouping. The System Administrator can modify the default setting to create alternative navigation flows. Select this option to reload the active navigation flow.

Downloads

Select this option to download utilities that are available for the Cloud, such as the following:

- EPM Automate utility that allows administrators to remotely perform tasks within service instances and automate many repeatable tasks, such as the import and export of metadata and data.
- Oracle Smart View for Office provides a common Microsoft Office interface designed specifically for Oracle's Enterprise Performance Management (EPM) and Business Intelligence.
- Smart View Add-On for Administrator allows application administration activities, such as dimension management, to be performed from within the Excel interface.
- Smart View Extension for Task Manager allows the management of Task Manager data to be performed from within the Excel interface.
- Smart View Extension for Supplemental Data Management allows the management of supplemental data to be performed from within the Excel interface.

Help

Select this option to view the Get Started page, which offers access to the product documentation and videos, and other task-related topics.

Help on this Topic

Select this option to display the online help for the current topic, if available.

Cloud Customer Connect

Cloud Customer Connect is an exclusive community for members to connect with other members and discuss issues or share ideas. Select this option for a direct link to Cloud Customer Connect to access:

- Discussion forums to pose questions, explore ideas, and discuss Oracle Applications.
- News about upcoming events that showcase new release functionality, industry best practices, and more.
- Documentation and videos to help you prepare for a successful transition to the latest release.
- Idea Labs to share your ideas on product enhancements, vote, and comment on your favorites.

After you sign in, you can select **Enterprise Performance Management** to navigate directly to your Cloud product, to view release information, tips and tricks, and other posts.

Provide Feedback

If you encounter an issue while using the service, use the **Provide Feedback** option to describe the issue and the steps to reproduce it. For help providing feedback, see the *Getting Started with Oracle Enterprise Performance Management Cloud for Users* guide.

Oracle Support

Select this option to navigate directly to the My Oracle Support site to search for solutions, download patches and updates, and create a service request.

About

Select this option to view the Financial Consolidation and Close notices and version information.

Sign Out

Select this option to exit the Financial Consolidation and Close application.

Searching for Forms, Dashboards, and Infolets

You can easily search for specific forms, dashboards, and infolets from their listing page.

Using the Search icon  on the listing page, you can toggle between searching for these artifacts using the following options:

- Flat View --The Flat View displays only the artifacts that meet the search criteria, not the folders that contain them.
- Tree View --The Tree (or Hierarchical) View displays artifacts in the context of the folders that contain them.

To search on another keyword, click X in the Search box to clear the search criteria.

Navigating Across EPM Cloud Services

After an administrator creates connections to other Oracle Enterprise Performance Management Cloud services, the connections are listed in the **My Connections** pane on the **Navigator**.



You can toggle between the services from this location. You must have access to the other services to open them. Artifacts are accessible based on your role.

To open another EPM Cloud service:

1. From the Home page, click **Navigator** .
2. If services are connected and you've access to those services, you'll see a list of connected services in the **My Connections** pane. Click a service to open it.

Note:

Click the icon to the right of the service name to open the service in a new window.

Setting Your Preferences

Related Topics

- [Setting Your Preferences](#)
You can set preferences to control many aspects of the application, such as your profile photo and how numbers display in the application.
- [Setting General Preferences](#)
On the **General** tab, you can set your preferred time zone, language, profile picture, out-of-office assistant, and so on.
- [Setting Your Profile Picture](#)
You can set your profile picture to display on the **Announcements** panel of the Home page.
- [Setting the Display of Member Names or Aliases](#)
On the General page, you can set which alias table you want to use and how you want the member name or alias displayed.
- [Setting Approvals Options](#)
Set your preferences for Approvals, for example, what action to take on approval units when you're out of the office. You can also delegate an alternate reviewer.
- [Setting Your Display Preferences](#)
You can set how you want numbers formatted, how many members to display on the page drop-down lists, how the members are indented, how dates are formatted, and whether consolidation operators display.
- [Setting Up Email for Notifications](#)
You can set an email to notify you about the application activities when there's a change in task lists, approvals, and the Job Console.
- [Setting Ad Hoc Options](#)
Control the display and behavior of ad hoc grids by setting your preferences.
- [Setting User Variables](#)
User variables act as filters in forms, enabling you to focus only on certain members, such as your department. Before you can open a form, you must set your preferences for the user variables that your administrator has set up.
- [Setting Your Reports Preferences](#)
You can set user preferences for viewing and working with reports.
- [Setting Your Printing Preferences](#)
You can set your preferences for how forms and their data are printed as PDF files.

Setting Your Preferences

You can set preferences to control many aspects of the application, such as your profile photo and how numbers display in the application.

Note:

The preferences that you set take precedence over the preferences that your administrator has set. You can click **Use Administrator's Settings** to apply the system settings set by the administrator.

To set your preferences:

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click the tabs on the left to set your preferences in the application.
 - **General:** Set your profile photo, your preferences for time zone, language, which alias table to use, the display of member names and aliases, and approval options, including an out of office message. See [Setting General Preferences](#).
 - **Display:** Set your preferences for how numbers are formatted, how members are displayed on the page drop-down lists, whether consolidation operators are displayed, and the date format. See [Setting Your Display Preferences](#).
 - **Notifications:** Set your email address and select which activities you want to be notified about—**Task Lists**, **Approvals**, and the **Job Console**. See [Setting Up Email for Notifications](#).
 - **Ad Hoc Options:** Set options for working with ad hoc grids. See [Setting Ad Hoc Options](#).
 - **User Variables:** Select members for user variables that your administrator has set up. See [Setting User Variables](#).
 - **Reports:** Set preferences for displaying reports. See [Setting Your Reports Preferences](#).
 - **Form Printing:** Set your preferences for how to print data in forms as PDF files. See [Setting Your Printing Preferences](#).

Setting General Preferences

On the **General** tab, you can set your preferred time zone, language, profile picture, out-of-office assistant, and so on.

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click **General**.
3. Set your preferences for:
 - Your time zone. You can type ahead, for example, type "PT" for Pacific Time. The time format that you specify is used throughout the application. The default time zone for new users is **(UTC) Reykjavik - Greenwich Mean Time**.

- Your language. When you sign out and sign back in, the user interface displays in the language you selected. If you don't select a language, then your browser's locale is used.
 - Your profile photo. See [Setting Your Profile Picture](#).
 - Which alias table to use and how you want members or their aliases displayed. See [Setting the Display of Member Names or Aliases](#).
 - Your preferences for Approvals, including whether to display aliases and whether to show approval units that aren't yet started. You can also set the out-of-office assistant and set approval actions to be in effect when you're away. See [Setting Approvals Options](#).
4. Click **Save**.

Setting Your Profile Picture

You can set your profile picture to display on the **Announcements** panel of the Home page.

To add a profile picture for the Home page:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. By **Profile Image**, click **Browse** to browse to and open the image file. The image can be of type .png, .jpg, .jpeg, or .gif.
3. Click **Save**.
Your profile picture displays after you sign out of the application and then sign back in. If the uploaded picture exceeds 100 x 100 pixels, it will automatically be resized.

 **Note:**

Automatic resizing only impacts new profile images that are uploaded in User Preferences. Existing profile pictures will not be resized.

Setting the Display of Member Names or Aliases

On the General page, you can set which alias table you want to use and how you want the member name or alias displayed.

 **Note:**

This tab is only available if Consolidation is enabled for the application.

An *alias* is another, often more descriptive, name for a member. Sets of aliases are stored in *alias tables* that your administrator creates. For example, the application may have an alias table for English member names, another alias table for German member names, and so on.

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click the **General** tab, and then select an alias table from **Alias Table**.
3. From **Display Member Label as**, select how you want member names to display in the application:

- **Member Name**
 - **Alias**
 - **Member Name:Alias**
 - **Alias:Member Name**
 - **Default.** If you select **Default**, then the form, grid, or dimension settings determine how member names are displayed.
4. Click **Save**.

Setting Approvals Options

Set your preferences for Approvals, for example, what action to take on approval units when you're out of the office. You can also delegate an alternate reviewer.

 **Note:**

This tab is only available if **Consolidation** is enabled for the application.

To set the Approvals options:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. On the **General** tab, under **Approvals**, select your preferences:
 - **Display Aliases:** Select to display aliases. This option is useful when member names are cryptic.
 - **Show Not Started Approval Units:** Select to display approval units that aren't started with those that are started.
 - **Show Approval Units as Aliases in Approvals Notification:** Select to show approval units as aliases if you've enabled **Approvals in Notifications**.
3. If you'll be out of the office, you can select **I am currently out of the office** and then select the action to take on approval units while you're out. This ensures the process is moving when you're away.

Selecting or deselecting the **I am currently out of the office** option affects the primary and backup assignments of open Task Manager tasks and Supplemental Data form entries. If a task has both an assignee and a backup assignee, and the assignee selects the **I am currently out of the office** option, then the task will become the responsibility of the backup assignee. The backup assignee can then perform all the functions normally reserved for the assignee, including submitting the task.

Set any of the following actions to take when you're out:

- **Promote:** Promote the approval unit.
- **Reject:** Reject the approval unit.
- **Submit:** Submit the approval unit.
- **Delegate:** Select to designate an alternate reviewer to handle your review responsibilities while you're away. You can also include a message for the reviewer in the **Message** text box.

4. Click **Save**.

Setting Your Display Preferences

You can set how you want numbers formatted, how many members to display on the page drop-down lists, how the members are indented, how dates are formatted, and whether consolidation operators display.

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click **Display**, and then set your preferences:
 - Under **Number Formatting**, set how numbers are formatted. Your selections apply to all currencies, in all forms that you have access to.

 **Note:**

You can't select the same option for **Thousands Separator** and **Decimal Separator**.

Table 3-1 Number Formatting Options

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	Prefix Minus: -1000 Suffix Minus: 1000- Parentheses: (1000)
Negative Color	Black: Negative numbers are black Red: Negative numbers are red

- Under **Page Options**, **Indentation of Members**, set how members are indented on the page and how many items you want listed on the Page drop-down list. If you select **Do not indent**, the members are displayed as a flat, sequential list. If the Page drop-down list displays so many items that you have to scroll through the list, you may want to set a lower number of items to display in the **Number of Items on the Page Drop-down**.
 - Under **Other Options**, set whether to show consolidation operators (for example, **Yes**, **No**, or use the **Form Setting**). Also set the **Date Format** (for example, **dd/MM/yyyy**). Selecting **Automatically Detect** sets the date format based on your browser locale. The format you select is used throughout the user interface, including in reports.
- Also, select an option for **Enable User Formulas in Ad Hoc**. Selecting **Yes** allows you to perform calc on the fly without having to submit changes to the database.

3. Click **Save**.

Setting Up Email for Notifications

You can set an email to notify you about the application activities when there's a change in task lists, approvals, and the Job Console.

Task Manager notifications are sent to users as a batch the day after the event that triggers the notification. See also, "Enabling Notifications" in *Administering Financial Consolidation and Close*.

To set up and enable email notifications:

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click **Notifications**.
3. **Optional:** If you are an Administrator, you can select **Use Administrator's Settings**.
4. In **Email Address**, enter your email address.
5. Under **Notifications**, select the application updates for which you want to receive notifications:
 - **Task Lists**
 - **Approvals**
 - **Job Console**
6. Enter the details for the **Task Manager Notifications**:
 - a. **Optional:** Select **Use Administrator's Settings** to prevent any user customizations to the email notification settings. If this check box is selected, then all the user preference settings are overwritten by the administrator's settings, that is, the user will inherit the preferences set by the administrator.
 - b. Select an **Email Start Time** and **Email End Time**.
 - c. Under **Notification Type**, select the type of notification, and then expand the business process to select the option for who should receive the notification, for example, "You are the task approver and task approver is late."
 - d. Under **Notify Me**, from the drop-down list, select the frequency with which the notification will be sent:
 - **Immediately:** If you set **Notify Me** to **Immediately**, the email notifications are sent immediately even when it's outside of the user's email start/end time.
 - **Once a day**
 - **Every 2 hours**
 - **Every 3 hours**
 - **Every 4 hours**
 - **Every 6 hours**
 - **Mixed**
 - **Never:** Select this option to deactivate a notification. Clear the **Notifications** check boxes, and under **Notify Me**, select **Never**.

All settings in this tab are disabled if the Service Administrator hasn't allowed customization of the user email notification preferences.

Task Manager Notifications

Notification Type	Notify Me
▶ Late Notification	Every 3 hours
▶ Status Change Notification	Mixed
▶ Due Date Reminder Notification	Once a day

A new user inherits the default email notification settings defined by the Service Administrator. This includes settings for late notifications, status change notifications, and due date reminder notifications. If the Service Administrator has allowed users to define their own email notification settings, any user can do one of the following:

- Continue to use the default settings defined by the Service Administrator. Any updates that the Service Administrator subsequently makes to email notifications settings will be reflected in the user's settings.
- Customize one or more of their email notification settings. If no value is set for a particular preference, it will continue to use the default value set by the Service Administrator.

Notifications are sent in these circumstances:

- Late Notifications: A late notification is sent to users the day after the due date of the task.
- Status Change Notifications: A notification that the task is ready to be worked on is sent when the task status changes.
- Due Date Reminders: A reminder is sent to users a specified number of days before the due date of the task.

7. Click **Save**. You get a notification that the user preferences have been set.

Setting Ad Hoc Options

Control the display and behavior of ad hoc grids by setting your preferences.

Note:

This tab is only available if Consolidation is enabled for the application.

1. On the Home page, click **Tools**, and then click **User Preferences**.

2. Click **Ad Hoc Options**.
3. Under the top section, set how members are displayed:
 - **Member inclusion:**
 - **Include selection:** Select to display both the selected member and the members retrieved as a result of the operation. For example, zooming in on the selected member Qtr1 displays data for Qtr1, Jan, Feb, Mar.
 - **Within selected group:** Select to perform an operation such as Zoom only on the selected group of members, leaving unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. This option pertains to **Zoom**, **Keep Only**, and **Remove Only**.
 - **Zoom in:** Select the level at which to zoom in:
 - **Next level:** Select to get data for the children of the selected members.
 - **All levels:** Select to get data for all descendants of the selected members.
 - **Bottom level :** Select to get data for the lowest level of members in a dimension.
 - **Ancestor Position:** Set how to display ancestors in the hierarchy:
 - **Top:** Select to display member hierarchies in order from highest to lowest level.
 - **Bottom:** Select to display member hierarchies in order from lowest to highest level.
 - **Display Member Label as:** Set whether member names, aliases, or both are displayed.
 - **Alias Table:** Select the alias table to use.
 - **Indentation:** Set how member hierarchy levels are indented:
 - **None:** Select for no indentation.
 - **Subitem:** Select to indent descendants. Ancestors are left-justified in the column.
 - **Totals:** Select to indent ancestors. Descendants are left-justified in the column.
 - **Navigate without refreshing data:** Select this option to improve performance as you navigate around the grid. (Data is refreshed by default.)
4. Under **Suppression**, to simplify your view of the data, select options to suppress elements of the grid. For example, you can hide rows or columns with zeros.
 - **Zeros:**
 - **Row:** Select to hide rows containing only zeros.
 - **Column:** Select to hide columns containing only zeros.
 - **Suppress:**
 - **Repeat members:** Select to hide rows that contain repeated member names, regardless of the grid orientation.
 - **Missing blocks on rows:** Select to hide blocks of cells in rows that have no data.
 - **Missing data:** Select to hide rows or columns with zeros or that have no data.
 - **No Access:** Select to hide rows or columns that you don't have access to.

 **Note:**

If you get this error when you try to open an ad hoc grid, "Ad hoc grid cannot be opened as there are no valid rows of data", clear the **Suppression** options.

5. Under **Precision**, set:

- **Use currency member setting:** Select to apply the precision setting of the currency member.
- Set the minimum and maximum number of decimal positions to display in a cell for **Currency** values, **Non-currency** values, and **Percentage** values.
For example, if the cell value is 100, and you select the **Minimum** precision "2", the value displays as "100.00".

6. Under **Replacement**, set labels to display for cells that are missing data, that you don't have access permission to view, or that have invalid data:

- **No Data:** Enter the text that you want displayed for cells that have #Missing or #NoData as their value.
- **No Access:** Enter the text that you want displayed for cells that you don't have access permission to view.
- **Submit Zeros:** Select if you specified #NumericZero as the text for the **No Data** or **No Access** replacement option and you want to submit zeros to the application.

7. Click **Save**.

Setting User Variables

User variables act as filters in forms, enabling you to focus only on certain members, such as your department. Before you can open a form, you must set your preferences for the user variables that your administrator has set up.

 **Note:**

This tab is only available if Consolidation is enabled for the application.

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

To update user variables:

1. On the Home page, click **Tools**, and then click **User Preferences**.

The **User Variables** page lists the user variables that the administrator has set up for each dimension and under **Member**, the currently selected member for each variable.

2. Click the **Member Selector** next to the variable you want to change.

You can also type a member name directly in the **Member** column for the dimension.

3. Select members by clicking the member or the checkmark in front of it.

4. Click **Save**.

Setting Your Reports Preferences

You can set user preferences for viewing and working with reports.

You can set preferences for previewing, displaying, and working with Reports and Financial Reporting reports. For more details, see *Designing with Reports for Oracle Enterprise Performance Management Cloud* and *Administering Financial Reporting for Oracle Enterprise Performance Management Cloud*.

 **Note:**

This tab is only available if Consolidation is enabled for the application.

1. On the Home page, click **Tools**, and then click **User Preferences**.
2. Click **Reports**.
3. To set your preferences for working with Reports, on the top of the page, click the **Reports** tab, and set your preferences:
 - **Preview POV:** Select this option to preview the dimension members used in the POV for the report.
 - **Unit of Measurement:** From the drop-down list, select to display page margin sizes in **Inch** or **Centimeter**. The default unit of measurement is inches.
4. To set your preferences for working with Financial Reporting, on the top of the page, click the **Financial Reporting** tab, and set your preferences:
 - **Annotation Printing Preferences:** Define how to print annotations in a report, and then click **OK**:
 - Select **Details**, and then under **Use Footnote Details**, select options to create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used. For example, you can select **Title**, **Description**, **Category**, **Date**, **Author**, **Attachments**, and **Include Replies**.

 **Note:**

If you select **Include Replies**, select whether to include: **All** replies; the **Top** specified number of replies, starting from the initial reply; or the **Bottom** specified number of replies, which prints the initial annotation and the last number of specified replies. Enter the number of replies to print in the provided space.

- Select **Text Object** to select a saved text box in the repository that contains the Financial Reporting text function *Footnote*. In the text box for **Use Footnote Text Object**, enter text to use in the footnote function in the report's text object to print annotations. The report designer creates footnote functions. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content.
- Select **None** to print no annotations.

- **Merge Equivalent Prompts:** Select to respond only once or to respond consecutively to prompts and variables that are repeated.
 - **Show Annotations:** Select to include annotations in the report.
5. Under **Query-Ready Export**, set your preferences for how reports are exported to Excel:
- **Export Mode:**
 - **Smart View:** Exports the report as an Oracle Smart View for Office file.
 - **Excel Grid:** Opens the exported report in Microsoft Excel. Then under **Export To**, select:
 - * **New Worksheet:** To open the exported report as a new sheet in an existing Excel workbook.
 - * **New Workbook:** To open the exported report as sheet1 in a new Excel workbook.
 - **Disabled:** Hides the query-ready link when the report is displayed using HTML Preview.
 - Under **Export To**, select either:
 - **New Worksheet:** To open the exported report as a new sheet in an existing Excel workbook.
 - **New Workbook:** To open the exported report as sheet1 in a new Excel workbook.
6. Click **Save** to save your preferences.

Setting Your Printing Preferences

You can set your preferences for how forms and their data are printed as PDF files.

 **Note:**

This preference is only available if Consolidation is enabled for the application.

When designing a form, your administrator sets the form's printing options. You can accept these default settings or set your own preferences for printing PDF files. To print to a PDF file, you must have Adobe Acrobat Reader installed.

 **Note:**

The Print option is only available with Forms 1.0. If you're using Forms 2.0, you can use the browser's print feature or the Excel Print feature in Oracle Smart View for Office if you require printing.

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Click **Form Printing**.
3. Under **Page Settings**, set your preferences for **Paper Size**, **Layout**, **Fit To**, and **Flow**. You can also select whether to print in black and white.
4. Under **Options**, set whether to apply:

- Formatting
- Comments (text notes associated with cells)
- Attribute members, if they're selected in the form
- Currency codes, if the form supports multiple currencies per entity
- The form name
- Repeated row and column headers across pages
- The POV/Page
- Grid lines
- A footer

5. Click **Save**.

4

Entering Data in Forms

Related Topics

- [About Forms](#)
You can enter data into the cells in structured forms that an administrator has created, and each form has a special purpose.
- [About Forms Versions](#)
- [Opening Forms](#)
- [Working with Data in Forms](#)
- [Navigating Quickly in a Form](#)
- [Entering Data in Forms Using Commands](#)
- [Formatting Shortcuts for Forms](#)
- [Copying Individual URLs](#)
- [Working in Forms 2.0](#)
- [Working with the Global Toolbar in Forms 2.0](#)
- [Working with the Quick Toolbar in Forms 2.0](#)
- [Working with POVs in Forms 2.0](#)
- [Opening the Member Selector in Forms 2.0](#)
To select members in Forms 2.0, use the member selector.
- [Performing Calculations Without Having to Submit Your Changes \(Calc on the Fly\)](#)
Use calc on the fly to change data values and see calculated changes instantly without submitting the updated values.
- [Printing Data in Forms 2.0](#)

About Forms

You can enter data into the cells in structured forms that an administrator has created, and each form has a special purpose.

For example, the administrator may design a form solely for comparing last year's actual expenses against this year's projected expenses.

With the form's objective in mind, the administrator sets up the form with certain dimensions and members. An example of a dimension is Year, and its members may include FY14, FY15, and FY16.

About Forms Versions

Forms are currently available in two versions:

- **Forms 1.0:** Uses Slick Grid with Oracle ADF Fuse components
- **Forms 2.0:** Uses Slick Grid with Oracle JET components

Both forms versions currently coexist in the same business process at the same time. Forms 1.0 is the default version for existing applications. Forms 1.0 behavior remains unchanged. You can still create and update these forms in your business process as you did before. All newly created and recreated applications will default to Forms 2.0.

Forms 2.0 Features

Forms 2.0 uses the existing Forms 1.0 runtime functionality and enhances it using Slick Grid with Oracle JET components for faster rendering, sophistication, ease of use, and consistency.

Forms 2.0 features include:

- Major improvements in usability and ease of use
- Better scalability and enhanced performance
- Runtime updates only; only runtime forms have adopted the new technology and user interface
- Standardized **Actions** menu for form actions
- New **POV Settings**  menu
- New quick toolbar for performing certain common form grid actions
- Performance improvements for grids
- Improved comments updates, including multi-cell selection and comments entry
- Comments and Attachments can be added using a single option
- Seamless vertical or horizontal scrolling
- Better screen space utilization
- Faster cell to cell navigation
- Quick scrolling across data grids
- Forms and POV drop downs use a new sophisticated, hierarchical member selector with the ability to search
- Reduced popups
- Clean new icons and dialogs
- Built in sophisticated line item detail (replacing supporting detail)
- Wizard-based business rule runtime prompts; runtime prompts display as drawer from the right side
- Calc on the fly on the grid
- Stateless protocol for data retrieval
- Quicker refresh time on large grids
- Improved consistency between Web forms and Oracle Smart View for Office
- Improvements in web ad hoc
- Ability to **Save As** with a new form name
- Edit opens the Forms Designer in a new dynamic tab

Setting the Forms Version

If you've been using Forms 1.0, there's no migration needed to use Forms 2.0. You can easily switch between the two versions using an application setting. The forms will be rendered in the runtime environment to whichever version you specify. No form redesign is necessary.

To specify a forms version:

1. Click **Application**, and then click **Settings**.
2. Under **Other Options**, find the **Forms Version** setting.
3. Select a forms version. The default **Forms Version** for existing applications is **Forms 1.0**. All newly created and recreated applications will default to Forms 2.0.

Considerations for Forms 2.0

- Forms 2.0 is not available in Task Manager. Task Manager will default to Forms 1.0 even when the **Forms Version** application setting is set to Forms 2.0.
- The Autosave option is not supported in Forms 2.0. Instead, perform calc on the fly to see your changes without having to submit changes to the database and refresh.
- Exporting to Excel is not supported in Forms 2.0. Use the **Actions** menu to open a form in Smart View and then save the Excel worksheet natively.
- Forms 2.0 runtime filtering supports column filtering. Runtime filtering on rows will be supported in a future update of Forms 2.0.
- Web form runtime formatting is not supported in Forms 2.0. It will be replaced with design time formatting in a future update.
- The Planning Modules Configuration Wizard is not supported in Forms 2.0.
- All future web form enhancements will be in Forms 2.0.

Opening Forms

You enter data into cells in structured forms that an administrator creates.

To open a form:

1. On the Home page, click **Data**.
2. Depending on the type of form that you want to use, click:



- Simple Forms



- Ad Hoc Grids



- Smart Forms (created in Smart View using ad hoc grids)

3. Click the Down arrow to select the folder that contains the form.
4. Click the name of the form to open.

Working with Data in Forms

You can enter or change data only in cells for which you have Write access (cells with a white background). Service Administrators set up who can view and change which data.

Tips:

- Your administrator can set up a simple form so that when you move out of a cell, your changes are automatically saved, with no prompt or message. Cell values are totaled and the affected cells are displayed with a green background.
- If the structure of the simple form hasn't changed since you started working in it, when you click **Save**, the updated or new data is instantly saved.
- To revert to the data on the form before you changed it, click **Refresh**.

Navigating Quickly in a Form

You can quickly move around a simple form with these shortcut keys:

Table 4-1 Form Keyboard Shortcuts

Key or Key Combination	Result
Tab	Moves to the next cell. When the focus is on the last cell of a row, Tab moves to the next row.
Shift+Tab	Moves to the previous cell.
Up Arrow, Down Arrow	Moves up or down to the previous or next row.
Ctrl+Home	Moves to the first cell in the form.
Ctrl+End	Moves to the last cell in the form.
Ctrl+Left Arrow	Moves to the first cell in the current row.
Ctrl+Right Arrow	Moves to the last cell in the current row.
Shift+End	Moves to the last cell of the first row.
Ctrl+A	Selects all cells.
Shift+Space	Selects the row.
Ctrl+Space	Selects the column.
Ctrl+Alt+E	Moves out of the form to the previously selected item. Use Tab to return to the form.
Esc	Discards the current changes in the cell, restoring the previous state.



Tip:

To print a form, click to the right of the form name at the top (outside the grid), and then use Ctrl+Alt+P.

Entering Data in Forms Using Commands

You can use these shortcuts in simple forms. Enter the keys or symbols, and then press Enter.

Table 4-2 Quick Data Entry Commands

Keys or Symbol	Result	Example
K	Enters the value in thousands.	Enter 5K for 5,000.
M	Enters the value in millions.	Enter 5M for 5,000,000.
Add or +	Adds a number to the cell value.	If the cell value is 100, entering Add10 after 100 results in 110.
Sub or ~	Subtracts a number from the cell value.	If the cell value is 100, entering Sub10 after 100 results in 90.
Percent or per	Multiples the cell value by the percentage that you enter.	If the cell value is 100, entering per10 after 100 results in 10% of the current cell value, or 10.
Increase or inc	Increases the cell value by the percentage that you enter.	If the cell value is 200, entering inc10 after 200 increases the cell value by 10% of 200 (20), to 220.
Decrease or dec	Decreases the cell value by the percentage that you enter.	If the cell value is 200, entering dec10 after 200 decreases the cell value by 10% of 200 (20), to 180.
Power or pow	Changes the cell value to the number, added as an exponent.	If the cell value is 100, entering pow2 after 100 multiples the cell value by an exponent of 2, to 10,000.
gr	Grows a cell by a percentage.	If the cell value is 200, entering gr50 after 200 increases the cell value by 100, to 300.

Formatting Shortcuts for Forms

The following table provides the formatting shortcut key combinations you can use for forms.

Table 4-3 Formatting Shortcuts

Key Combination	Result
Ctrl+Alt+B	Bolds the value.
Ctrl+Alt+I	Italicizes the value.
Ctrl+Alt+U	Underlines the value.

Copying Individual URLs

Use the **Copy URL** option on the artifact listing page to copy the unique URL for an artifact (dashboards, forms, infolets, or reports) in your Oracle Enterprise Performance Management Cloud business process.

To copy the unique URL for an artifact:

1. From the Home page, open the listing page for the artifact.
For example, click **Dashboards**, **Data**, **Infolets**, or **Reports**.
2. From the listing page, click



next to the artifact, and then select **Copy URL**.

3. The **Copy URL** dialog displays the unique URL for the artifact. Copy the URL. Only users with access to the targeted artifact can perform actions on it.

Working in Forms 2.0

Note:

To work in Forms 2.0, the **Forms Version** setting in application settings must be set to **Forms 2.0**.

Opening a form from the **Data** page, opens the form in the *runtime* environment.

Administrators set who can view what data and who can change it. You can enter or change data only in cells that you have Write permission to (cells with a white background).

These topics contain helpful information as you work with 2.0 forms in the runtime environment:

- [Working with the Global Toolbar in Forms 2.0](#)
- [Working with the Quick Toolbar in Forms 2.0](#)
- [Working with POVs in Forms 2.0](#)
- [Opening the Member Selector in Forms 2.0](#)
- [Performing Calculations Without Having to Submit Your Changes \(Calc on the Fly\)](#)
- [Printing Data in Forms 2.0](#)

Videos

Your Goal	Watch This Video
Learn about working with data in Forms 2.0.	 Overview: Introduction to Forms 2.0 in Cloud EPM

Working with the Global Toolbar in Forms 2.0

The icons and menus at the top of each form enable you to view instructions or perform the following actions on the form:

Table 4-4 Form Global Toolbar

Object	Description
	Instructions: Displays instructions if they were added for a form.
	Refresh: Updates the data on the form.
	Search: Enter a keyword in the Find box and then click the Previous or Next arrow to find data within the form.

Table 4-4 (Cont.) Form Global Toolbar

Object	Description
	<p>Property Panel: Displays specific information for a form, like Data Validation messages. For ad hoc forms, the Property Panel displays properties for General, Ad Hoc User Options, and Layout.</p>
	<p> Note:</p> <p>In the future, the Property Panel will be used to show other details such as cell formatting, and so on.</p>
Actions menu	<p>Displays the following form actions:</p> <ul style="list-style-type: none"> • Edit: Opens the form in the Form Designer. The Form Designer opens in a dynamic tab next to the current tab. You must have the correct permissions to edit forms. Any updates you make to the layout can be visualized after saving in the Forms Designer. When editing forms, you have the option to Save As, which saves the form with a new form name. • Rules & Smart Push: View the rules that are used in a form and launch them. Analyze data coming from different cubes. For Forms 2.0, there are usability improvements for rules: <ul style="list-style-type: none"> – Search functionality is included. – When the rule is executed, prompts can be entered in the right-hand side drawer. – Prompts for multiple rules can be entered in stations and launched all at once. • Analyze: Perform ad hoc analysis on a form. • Show Reasons for Read Only Cells: Learn why you can't change data in some cells. • Open in Smart View: Work with a form in Oracle Smart View for Office. See Opening Forms and Ad Hoc Grids from Web Applications in <i>Smart View for Office User's Guide 23.100</i>. • New Ad Hoc Grid: Create an ad hoc grid. • Show/Hide Toolbar: Shows or hides the quick toolbar that is displayed below the form title.
Save	Saves the data in the form.

Working with the Quick Toolbar in Forms 2.0

In Forms 2.0, instead of using a context (right-click) menu, certain common actions have been placed in the quick toolbar for easier accessibility.



You can perform the following actions using the quick toolbar:

Table 4-5 Quick Toolbar

Icon	Description
	Adjust: Increase or decrease the selected cell data by a positive or negative value, or a percentage value.
	Grid Spread: Specify an amount or percentage by which to increase or decrease values across multiple dimensions, based on the existing values in the target cells. You can select a Proportionally , Evenly , or Fill spread pattern. To use grid spread, your administrator must enable Grid Spread as a form property.
	Comment: Explain data or provide background, and attach external files. You can add comments and attachments to a cell or to a range of cells across multiple dimensions. Multiple comments can be posted for the same cell. The comments popup can be used to upload attachments. Posted comments and attachments can also be deleted.
	<p> Note:</p> <p>In Forms 2.0, you can attach files with file sizes of up to a maximum of 20 MB to formula cells.</p>
	Line Item Details: Build logic into how a cell value is calculated. Line item details is an upgraded (alternative) functionality for supporting details: <ul style="list-style-type: none"> • Line item details can be invoked from the context (right-click) menu or from the Quick Toolbar • Add child or siblings with provisioning to make arithmetic calculations (add, subtract, multiply, and so on) • Support only for rows (not for columns)
	Change History: Displays the history of the changes made to the cell data.
	Undo: Cancel the last change you made.

Working with POVs in Forms 2.0

About POVs

The information directly below the quick toolbar lets you select different data to work with. This is called the form's point of view (POV).

When a form contains a POV, changes to the POV are automatically applied. If you don't want to automatically apply changes, you can deselect auto-apply for the POV bar in the form's **POV Settings** menu. You can also hide dimension labels on the POV bar, and clear POV selections.

Changing POV Settings

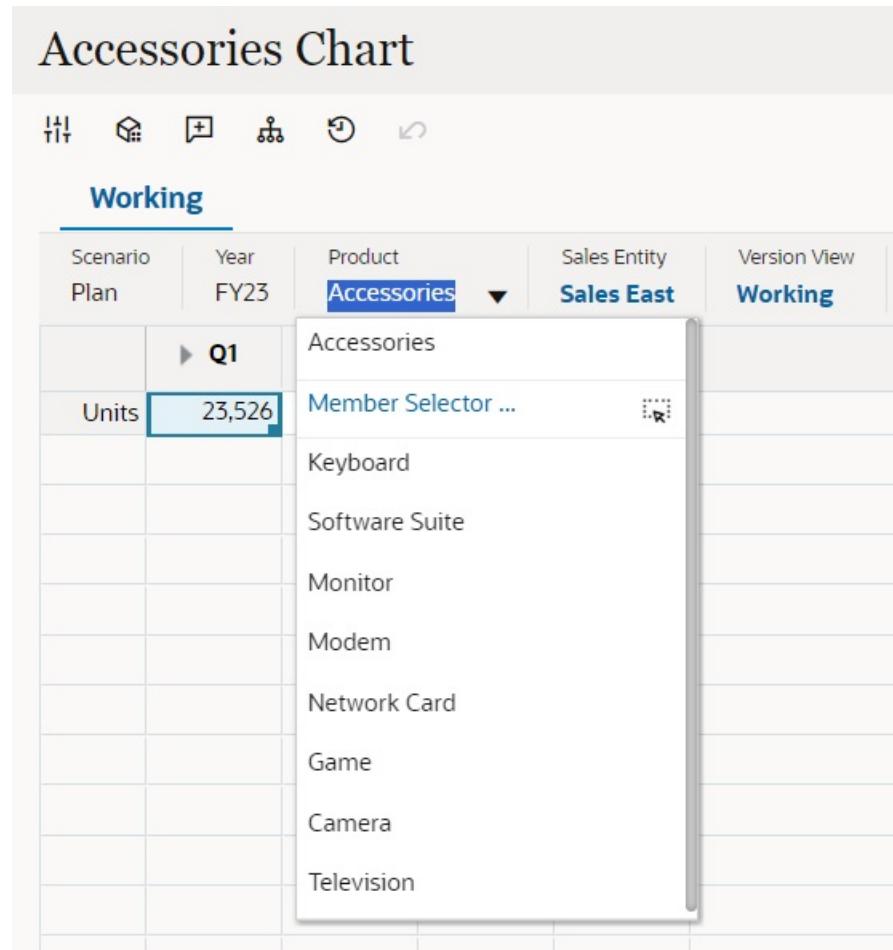
To access POV settings:

1. Click  (POV Settings).
2. Select from the following options:
 - **Hide Dimension Labels:** Makes the form look more compact
 - **Auto-Apply:** Automatically refreshes the data grid every time POV values are changed
 - **Clear Selections**

Searching for POV Members in Forms 2.0

When working in Forms 2.0, you can easily find new POV members. To search, click a POV link. The search interface displays a list of the most recently used members from which you can choose.

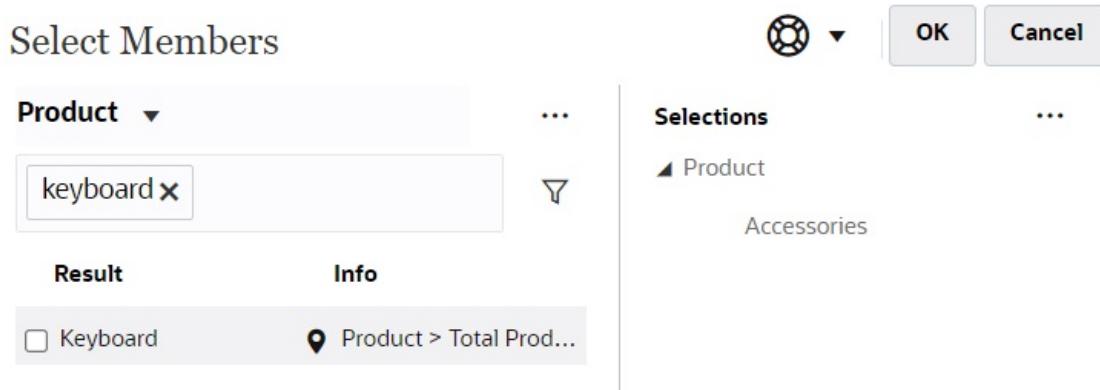
Figure 4-1 Forms 2.0 POV Most Recently Used Members List



The screenshot shows the 'Accessories Chart' form in Oracle Forms 2.0. The form has a header with various icons. Below the header, there is a table with columns: Scenario Plan, Year, Product, Sales Entity, Version View, and a large data grid. The 'Product' column is currently set to 'Accessories'. A dropdown arrow next to it reveals a list of recent product members: Accessories, Keyboard, Software Suite, Monitor, Modem, Network Card, Game, Camera, and Television. The 'Sales Entity' column is set to 'Sales East'. The 'Version View' column is set to 'Working'. In the data grid, the first row shows 'Q1' and 'Units 23,526'. The 'Units' cell is highlighted with a blue border.

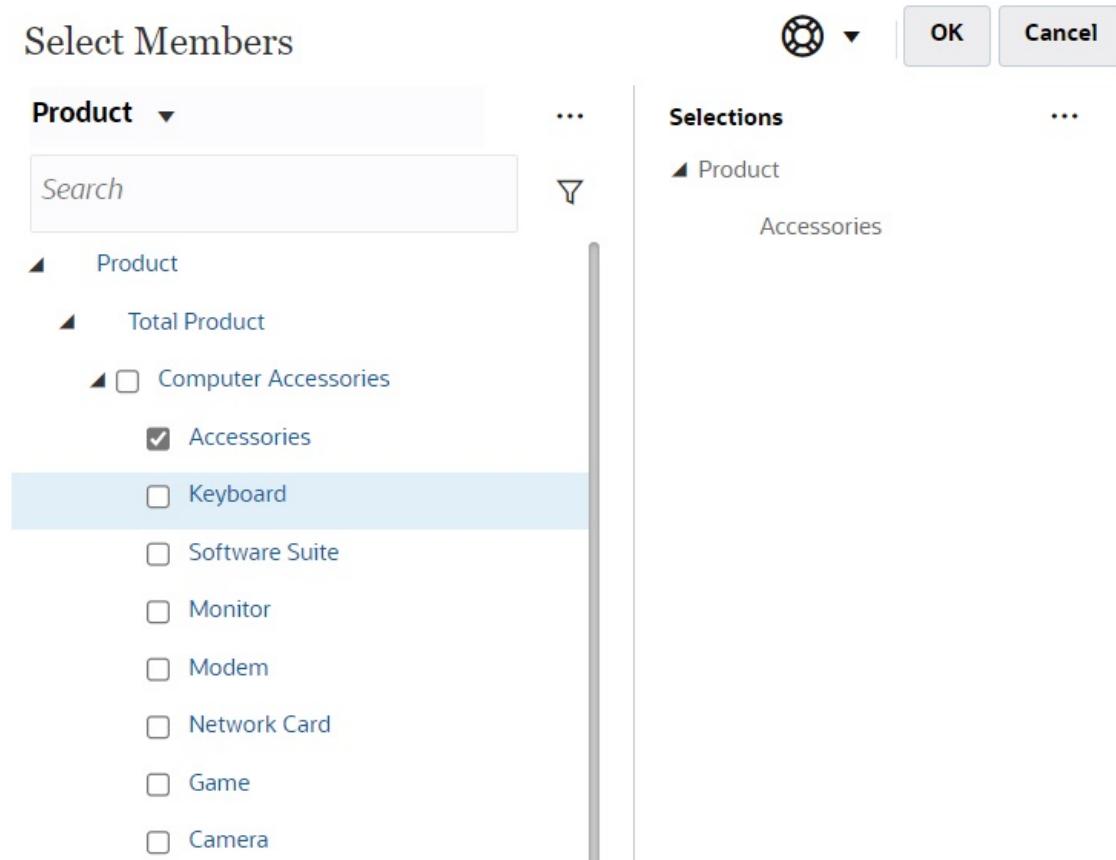
You also can search using the member selector. Click a POV link, then click the Member Selector icon  to launch the member selector. Members in the member selector are displayed as a hierarchy or you can type a member name in the **Search** box. If a member is located using the **Search** box, you'll see a result displayed under the Search box.

Figure 4-2 Forms 2.0 Select Members Search Results



You can view where the member is located within the hierarchy by hovering over the result's **Info** column and clicking .

Figure 4-3 Forms 2.0 Select Members Search Results in Hierarchy

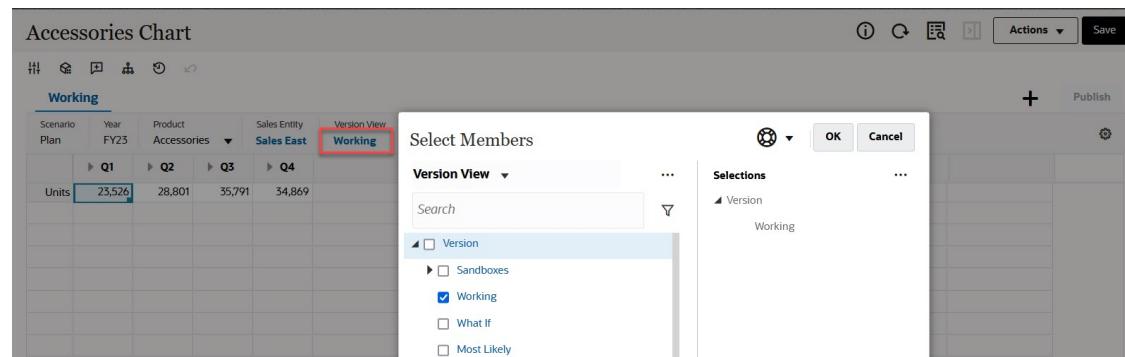


Opening the Member Selector in Forms 2.0

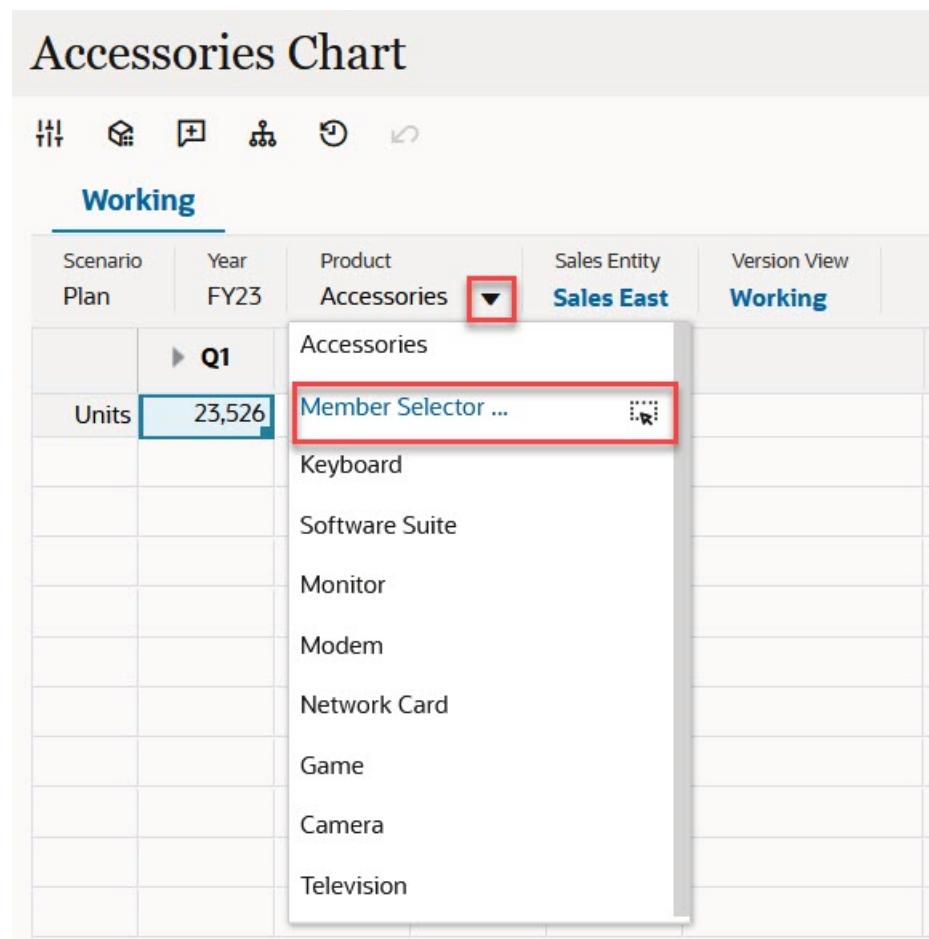
To select members in Forms 2.0, use the member selector.

To open the member selector from a Forms 2.0 form:

Click a member on the POV bar:



You can also click the Page drop-down list, and then select **Member Selector**:



In a business rules run-time prompt, when the prompt is for members, click the **Member Selector** icon:



For more information about using the member selector, see [Using the Member Selector](#).

Performing Calculations Without Having to Submit Your Changes (Calc on the Fly)

Use calc on the fly to change data values and see calculated changes instantly without submitting the updated values.

When working with Forms 2.0, or during ad hoc analysis, you can perform calc on the fly without having to submit changes to the database and refresh. This capability saves you time and enables you to do multiple changes to the grid at once.

For Forms 2.0, this option is available if your administrator enabled this feature for the form. When this feature is enabled, in a 2.0 version of a form, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly.

For ad hoc analysis, your administrator might have enabled this feature for you. Or, you can set a display preference for calc on the fly by selecting **Yes** for **Enable User Formulas in Ad Hoc** on the **Display** tab in **User Preferences**. When this setting is enabled, in an ad hoc grid, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly.

To perform calc on the fly:

1. Open a 2.0 version of a form or an ad hoc grid, and hover over cells to see members with formulas attached, for both member formulas and consolidation operators.

In this example, you can see the formula for **Sales** for **Jan**.

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	12	12	12	36
Sales	144	144	144	432
	Row Sales Column BaseData Trips Jan member(403): 410 +420 +421 +422 +423 +430 +440 +450 +66 grid math: = EssSum(essMissing(1/0) , B4, B5, B6, B7, B8, B9, B10, B11)			

There must be enterable cells (level zero members) in the form or ad hoc grid in order for formulas to appear.

2. Perform calculations as needed, and then move the cursor from the cell:
 - Modify values that contribute to a calculated cell. The calculated cell value is updated.

- Modify a calculated value. The cells that are on the form or ad hoc grid that contribute to the calculated cell are updated.
For formula spreading to work correctly, all source cells for the calculated value must be visible on the form or ad hoc grid.

A color change indicates a modified cell. Cells refresh immediately to display the newly calculated values, without submitting the changes to the database.

In this example of modifying values that contribute to a calculated cell, modify the value of **Sales West** for **Jan**:

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	15	12	12	36
Sales	144	144	144	432

When you press Tab, calc on the fly calculates updated values for **Sales** for **Jan**, **Q1** for **Sales West**, and **Q1** for **Sales**. Note the color change for the newly calculated values.

→	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	15	12	12	39
Sales	147	144	144	435

In this example of modifying a calculated value, modify the calculated value **Sales** for **Feb**:

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	12	12	12	36
Sales	144	288	144	432

When you press Tab, the values that contribute to the calculated cell are updated. Note the color change for the newly calculated values.

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	40	20	80
Sales East	30	60	30	120
Sales NorthEast	25	50	25	100
Sales Mid-Atlantic	20	40	20	80
Sales SouthEast	15	30	15	60
Sales South	12	24	12	48
Sales Central	10	20	10	40
Sales West	12	24	12	48
Sales	144	288	144	576

- When you've completed all of your modifications and are satisfied with the calculations, you can submit the modified values to the server, or you can discard your changes without submitting them.

You can also perform calc on the fly in Oracle Smart View for Office in 2.0 versions of forms or in ad hoc grids. See *Performing Calculations Without Having to Submit Your Changes* in *Working with Oracle Smart View for Office*.

Review the supported formula functions and operators. See *Supported Functions and Operators for Calc on the Fly* in *Working with Oracle Smart View for Office*.

Not all formula functions support calc on the fly. See *Unsupported Functions and Formulas for Calc on the Fly* in *Working with Oracle Smart View for Office*.

For additional considerations when performing calc on the fly, see *Guidelines and Considerations* in *Working with Oracle Smart View for Office*.

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
In this tutorial, you learn how to perform calc on the fly during ad hoc analysis using member formulas. You can work with calc on the fly either in the web or with Smart View.	 Performing Calc on the Fly in Cloud EPM

Printing Data in Forms 2.0

If you require printing, you can print data in forms 2.0 using the browser's print feature or the Excel Print feature in Oracle Smart View for Office.

To work with a form in Smart View, open a form, click **Actions**, and then select **Open in Smart View**.

See *Opening Forms and Ad Hoc Grids from Web Applications* in *Smart View for Office User's Guide*.

5

Using Dashboards to Work with Data

Related Topics

- [Understanding Dashboards](#)
- [About Dashboard Versions](#)
- [Viewing Dashboards](#)
- [Working with Dashboard 1.0 Dashboards](#)
- [Working with Dashboard 2.0 Dashboards](#)

Understanding Dashboards

Dashboards give you an overview to key information and let you enter, change, and save data.

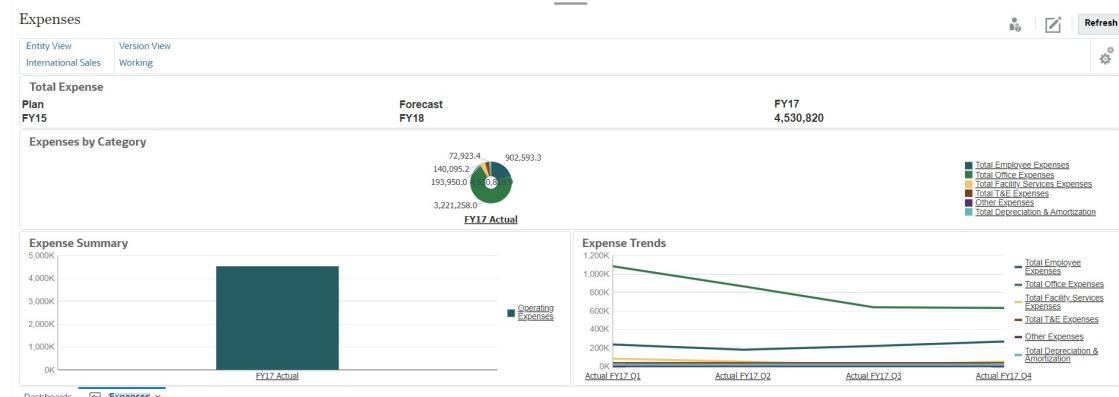
You can work with multiple forms or charts, enter data or change the data in one, and see the immediate effects in other forms, charts, and tiles in the dashboard. Change a driver in the grid and see its impact immediately in the chart.

When you save data, it's saved in all the objects in a dashboard. Depending on the form's design, you can also drill down into more detail. You can select which members to work with and change chart types, for example. Hovering your mouse over chart elements highlights the element and displays a data label. Your administrator creates dashboards, but you have a lot of flexibility when using them. For example, for many chart types, you can customize the colors that represent the data.

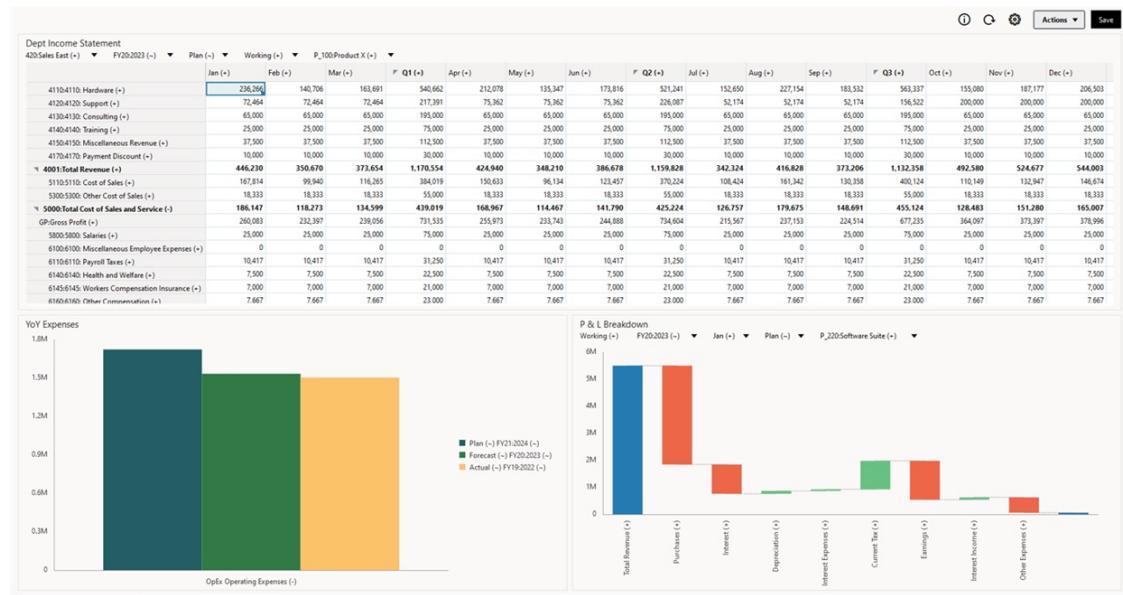
Note:

You can no longer mark a dashboard page as default.

Dashboard 1.0 Example



Dashboard 2.0 Example



About Dashboard Versions

Dashboards are currently available in two versions: Dashboard 1.0 and Dashboard 2.0. To help you differentiate between the dashboard versions on the **Dashboards** listing page, we've provided an icon in front of each dashboard:

- : Dashboard 1.0
- : Dashboard 2.0

Both dashboard versions currently coexist in the same business process at the same time. Depending on which version you are viewing, the dashboards will look a little different and the user interface is also slightly different.

Dashboard 2.0 Runtime Features

Dashboard 2.0 Runtime supports:

- More chart types than Dashboard 1.0; for example, Waterfall, Pyramid, and Geomap and sub-chart types for Radar, Combination, and Gauge charts are all Dashboard 2.0 features
- Creating tables in dashboards with visual inline views of data, called Spark Charts
- Quick Analysis, which lets you add components to dashboards without having a prebuilt form

You create an ad hoc query by typing member names in the Search bar or using the Member Selector, and then you control the layout of the query in the Layout tab of the Properties panel.

- Working directly with data in form grids if the underlying form is a Forms 2.0 form
- If working with a Forms 2.0 form grid:

- Global write-back option: global **Save** button with **Run on Save** rules
- Individual form write-back option: local **Save** with **Run on Save** rules
- In table charts, highlighting parent members to distinguish from leaf-level members
- Updated global and local POV bars that use the Oracle JET member selector
- An updated Maximize mode in charts and grids that are now consistent with one another
- Enhanced master forms and details that enable you to apply context from any grid
- Flexible layouts for all dashboards
- Valid intersections support for global and local POV bars
- The ability to **Edit** and **Edit without Data** from a custom menu outside of the Dashboards listing page
- Information icon for runtime dashboards and forms
- Opening and editing forms from within a runtime dashboard
- The ability to visualize different chart types in a runtime dashboard component
- Drill-through in single and multiple Pie and Doughnut charts
- Rationalized Actions, POV Settings, and Component menus
- The ability to switch over to Oracle Smart View for Office for all data operations; for example, Open, Edit, Create, Refresh, Data Submit, Page/POV Change
- A conversion utility to convert from Dashboard 1.0 to Dashboard 2.0; both batch conversions (at the folder level) and individual dashboard conversions are supported
- The ability to filter Dashboard 1.0 and Dashboard 2.0 dashboards on the listing page
- The ability to edit dashboards not only from the Dashboards listing and runtime pages, but also from custom navigation menus wherein dashboards are embedded.

Considerations for Dashboard 2.0

- 3D visualization is not supported in Dashboard 2.0. This affects the following Dashboard 2.0 chart types:
 - Area
 - Bar
 - Bubble
 - Column
 - Combination
 - Doughnut
 - Gauge
 - Line
 - Radar
 - Scatter

Dashboard 1.0 still supports 3D visualizations for these chart types.

- In a future update, Dashboard 2.0 will support Smart Push.

Viewing Dashboards

- Viewing the Dashboards Page
- Features of the Dashboards Page
- Dashboards Page Actions Column

Viewing the Dashboards Page

To view the **Dashboards** page:

1. On the Home page, click **Dashboards**.
2. To open a dashboard, click the dashboard's name.

This opens the dashboard in the *runtime* environment.

Note:

If you've selected a Dashboard 2.0 dashboard and you see an Error during Dashboard 2.0 component initialization message, the dashboard has Forms 2.0 forms associated with it. You must ensure that Forms 2.0 is enabled before you can view the dashboard.

To enable Forms 2.0, click **Application**, then **Settings**, and then under **Other Options**, find **Forms Versions**, select **Forms 2.0**, and then click **Save**.

Features of the Dashboards Page

On the **Dashboards** page:

- Folders are supported. The **Dashboards** page uses the same folder hierarchy as infolets and data entry forms and all artifacts and folders reside under a root folder called **Library**.

Note:

Only administrators can add files (for example, dashboards, infolets, forms, reports, and so on) to the **Library** root folder.

- You can toggle between viewing dashboards by a flat view or a tree view:

- Dashboards are available in two versions. To help you differentiate between the dashboard versions on the **Dashboards** listing page, we've provided an icon in front of each dashboard:



: Dashboard 1.0



: Dashboard 2.0



- The **Dashboards** page can be filtered by type. Click (Filter), and then select from the following filter options:
 - **All Types** (default)
 - **Dashboard 1.0**
 - **Dashboard 2.0**
- To search for a specific dashboard, click



(Search) to search by keywords or (Folder) to narrow the search to specific library folders.

Dashboards Page Actions Column

On the right side of the **Dashboards** page there is an **Actions** column. Clicking (Actions) next to the dashboard or folder displays the following actions:

- Folder Actions:
 - **Assign Permission**: Assigns access permissions to the folder. Folder permissions apply to all items within that folder, even to items that may not be visible in the list.
 - **Create Dashboard**: Creates a Dashboard 1.0 dashboard in this folder.
 - **Create Dashboard 2.0**: Creates a Dashboard 2.0 dashboard in this folder.
 - **Create Folder**: Creates a new folder.
 - **Delete**: Deletes a folder. The folder must be empty to delete it.
 - **Rename**: Renames a folder. The folder cannot be renamed if it contains other folders.
 - **Move to**: Moves the folder to another location in the folder hierarchy.
 - **Convert All Dashboards to 2.0**: Finds any Dashboard 1.0 dashboards within the folder hierarchy, and converts them to Dashboard 2.0 dashboards.
- Individual Dashboard Actions:
 - **Edit**: Opens the dashboard in the Dashboard Designer with the underlying form data. The dashboard opens in a dynamic tab.
 - **Edit without Data** (Dashboard 2.0 option only): Opens the dashboard in the Dashboard Designer without the underlying form data so you can more easily perform such actions as realigning the dashboard components and tiles. The dashboard opens in a dynamic tab.
 - **Rename**: Renames a dashboard.
 - **Copy As**: Copies a dashboard with a new name. The dashboard is copied to the listing directly under the original dashboard.
 - **Delete**: Deletes a dashboard.
 - **Move to**: Moves a dashboard to another folder.
 - **Assign Permission**: Assigns access permissions to the dashboard.

- **Convert to Dashboards 2.0** (Dashboard 1.0 option only): Converts the Dashboard 1.0 dashboard to a Dashboard 2.0 dashboard.
- **Copy URL**: Enables you to copy and share the direct URL for a dashboard.

Working with Dashboard 1.0 Dashboards

As a reminder, Dashboard 1.0 dashboards on the listing page are identified by this icon:



(Dashboard 1.0)

Move the cursor over an object on the dashboard to display the hover toolbar



Dashboard 1.0 hover icons provide options such as **Instructions**, **Actions**, **Save**, **Refresh**, **Settings**, and **Maximize**, depending on the type of object.

To work with objects in Dashboard 1.0 dashboards, from the hover toolbar:

- Click **Instructions** to view instructions for a form (only available if instructions are configured for a form).
- Click **Actions** to access such form options as **Spreadsheet Export** or **Supporting Detail**.
- Click **Settings** to change the chart type associated with the form or its height percentage.

Customize charts in dashboards. Each chart type has options that are specific to it. For example, for a bar chart, you can set:

- The width percentage of the bars
- The type of chart displayed (for example to area, bubble, column, doughnut, funnel, gauge, scatter, radar, and so on)
- The chart to display in 3D
- Horizontal or vertical placement
- The background
- The legend's and label's position

And if the 1.0 dashboard includes a gauge chart type, you can set the **Maximum Value** that the dial displays.

Some other points to know about using 1.0 dashboards:

- Changes you make to the chart type options aren't saved for the next session. Clicking **Save** saves the data you enter or change, but not the dashboard definition.
- If you select a new value from the Page drop-down in dashboards, a Go button (right arrow) is displayed in the POV bar.



Click the Go button to show your selection.

- You can enter or change data in a form's cell only if the intersection in the underlying form is writable.
- In a Smart Form (with the form design option **Autosave** enabled), when you enter data and tab out of the cell, the other objects refresh, displaying fresh data.
- By default, missing or suppressed data is plotted as zeros in graphs. You can clear the **Plot Missing Values as Zero** setting to ignore missing or suppressed data in certain chart types so it's no longer plotted as zeros. The chart types to which this setting applies are Area, Bubble, Combination, Line, Radar, and Scatter.
- For Dashboards that use a **Flexible** layout, you can drag an object's border to resize it. You can also click an object's handle to expand it, and then click the handle again to restore the object to its original size.

Working with Dashboard 2.0 Dashboards

Helpful information about working with Dashboard 2.0 dashboards in the runtime environment.

As a reminder, Dashboard 2.0 dashboards on the **Dashboards** page are identified by this icon:



(Dashboard 2.0)

Opening a dashboard from the **Dashboards** page, opens the dashboard in the *runtime* environment.

Note:

When viewing dashboards in Dashboard 2.0, data for each form is visualized based on the data type of the form's first row, first cell. For example, if the first row, first cell in a form uses a percentage data type, then the data displayed for that form in Dashboard 2.0 is visualized as a percentage. If another form in the same dashboard uses a numeric data type in the first row, first cell, then the data will display as a decimal.

Videos

Your Goal	Watch This Video
Learn about the new features and functionality in runtime Dashboards 2.0 in Cloud EPM.	 Overview: New Features in Dashboards 2.0 in Cloud EPM (Nov 2023)

Related links:

- [Working with the Dashboard 2.0 Global Toolbar](#)
- [Working with Dashboard 2.0 Components](#)
- [Drilling Through on Charts and Legends](#)
- [Working with POVs in Dashboard 2.0](#)
- [Opening the Member Selector in Dashboards 2.0](#)

- Working with Dashboard 2.0 Dashboards in Navigation Flows
- Working with Master Forms and Details in Dashboard 2.0 Components
- Support for Valid Intersections in Dashboard 2.0 Dashboards

Working with the Dashboard 2.0 Global Toolbar

The icons and menus at the top of each dashboard enable you to perform the following actions on the entire Dashboard 2.0 dashboard:



Table 5-1 Dashboard Header Toolbar

Object	Description
	Information: Displays the name of the dashboard, the path to the location of the dashboard within the Library hierarchy, and any descriptive information. For example: <ul style="list-style-type: none"> • Name: Operating Expenses - Actual vs Plan • Path: /Library • Description (Optional): Enter a description of the dashboard. Refresh Data: Refreshes the data for the entire dashboard.
	POV Settings: Displays the POV Settings menu with the following menu options: <ul style="list-style-type: none"> • POV : Hide Dimension Labels: Hides dimension labels in the global POV. • POV : Auto-Apply: Enables or disables the ability to automatically apply changes to the entire dashboard. If you change a page in the global POV bar and POV : Auto-Apply is enabled, the page changes for all components in the dashboard that are based on forms. • POV : Clear All Page Selections
Actions menu	The Actions menu displays the following dashboard actions (you must have the correct permissions to edit dashboards): <ul style="list-style-type: none"> • Edit: Opens the dashboard in the Dashboard Designer with the underlying form data. The dashboard opens in a dynamic tab next to the current tab. • Edit without Data: Opens the dashboard in the Dashboard Designer without the underlying form data so you can more easily perform layout changes such as realigning the dashboard components and tiles or updating the form properties. The dashboard opens in a dynamic tab next to the current tab.
Save	Clicking Save writes back all dashboard grid changes and runs any rules associated with the dashboard, including runtime prompts. Note: <ul style="list-style-type: none"> • You can attach multiple rules with or without runtime prompts with global Save. • Runtime prompts open as a "drawer" from the right side for better usability. Clicking Save saves the data you enter or change for all dashboard components, but it does not save changes to the dashboard definition.

Working with Dashboard 2.0 Components

Dashboards are made up of components. Each component contains a dashboard object such as a form, a cube, or another visualization (charts, tiles, and so on).

Dashboard Component Toolbar

Hover over a component on the dashboard to display the component toolbar



The hover toolbar enables you to perform actions on the component only.

Table 5-2 Dashboard Component Hover Toolbar

Object	Description
	Information: Displays the underlying form name, the path of the form, and the cube for the component.
	Save: Saves changed data and runs rules associated with the component.
	Refresh: Refreshes the data associated with the dashboard component.
	Chart Type: Changes the visualization for the component.
	<p>Perform the following Actions on the component:</p> <ul style="list-style-type: none"> • Maximize: Enlarges the dashboard component. Once maximized, click Restore to minimize the dashboard component to its original size. • Open Form: Opens the runtime form associated with the component in a dynamic tab next to the current tab. • Edit Form: If you have the correct permissions, opens the form associated with the component in the forms editor. The forms editor opens in a dynamic tab next to the current tab.

Working with Component Objects in the Runtime Environment

- Changes you make to the dashboard components in the runtime environment aren't saved for the next session. Changes are also not saved if you click the Show/Hide bar to hide the icon ribbon at the top of the page; the page refreshes and any changes you've made will not be saved.
- By default, missing or suppressed data is plotted as zeros in graphs. You can change the **Plot Missing Values as Zero** setting to **No** to ignore missing or suppressed data in certain chart types so it's no longer plotted as zeros. The chart types to which this setting applies are Area, Bubble, Combination, Line, Radar, and Scatter. To reset the **Plot Missing Values as Zero** setting in the properties panel, click the tab for the type of chart (Area, Bubble, Combination, Line, Radar, or Scatter), then click **Yes** to toggle the setting to **No**.
- Components default to displaying the form grid and the grids displayed are writable if the associated form is a Forms 2.0 form. To replace a grid with a chart, hover over the grid to display the hover icons in the upper-right corner of the component. Click (Chart Type), and a menu of charts is displayed from which you can choose. Charts selected during runtime are not persisted when the runtime dashboard is closed.

- If a URL added to a dashboard doesn't work in the runtime environment, right-click the URL and open the link in a new browser tab.
- While in a dashboard, you can right-click inside a grid to view the grid's context menu:
 - **Edit** options: **Cut**, **Copy**, **Paste**, **Clear**
 - **Adjust** options:
 - * **Adjust Data**: Increase or decrease the selected cell data by a positive or negative value, or a percentage value.
 - * **Grid Spread**: Specify an amount or percentage by which to increase or decrease values across multiple dimensions, based on the existing values in the target cells. You can select **Proportionally**, **Evenly**, or **Fill** spread pattern. To use Spread, your administrator must enable Grid Spread as a form property.
 - **Comments**: Explain data or provide background, and attach external files. You can add comments and attachments to a cell or to a range of cells across multiple dimensions.
 - **Change History**: Displays the history of the changes made to the cell data.
 - **Lock/Unlock Cells**: Temporarily lock cells while you calculate and fill in other values. A lock icon displays on locked cells. To unlock the cells, click **Lock/Unlock Cells** again.
 - **Analyze on Cell**: Opens ad hoc in a dynamic tab.
 - **Apply Context**: Filters the data in the target forms or charts that is relevant to the data in a master form.
- Line item details are supported only if the component is maximized. To maximize a component, hover over the component to display the hover icons in the upper-right corner of the component. Click  (Actions), and then select **Maximize** to enlarge the dashboard component. After you're done working with the component, click **Restore** to minimize the dashboard component to its original size.
- When you click **Refresh Data** either on a Tile or by clicking the global **Refresh Data** option, the Tile data will display after a "blink." The "blink" indicates that the refreshed data is populated.
- When viewing a Table, parent members are highlighted to distinguish them from leaf-level members.

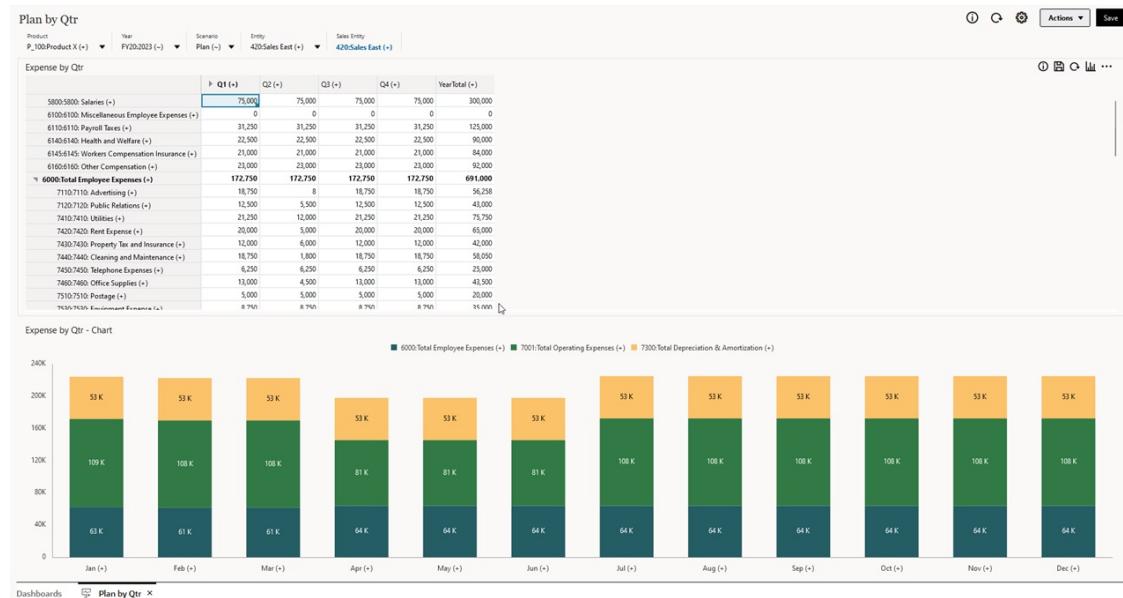
Working with Forms 2.0 Grids in Dashboard 2.0

In Dashboard 2.0, you can work directly with data in forms grids if the underlying form is a Forms 2.0 form.

Newly added components in Dashboard 2.0 default to displaying the form grid, and the grids are writable if the associated form is a Forms 2.0 form.

In grids you can update cell values, run rules, and save changes facilitating write-back from the dashboard.

Example Dashboard 2.0 Dashboard with a Grid



Saving Updates to Dashboard 2.0 Grids

After updating a grid within Dashboard 2.0, clicking the global **Save** button writes back all dashboard grid changes and runs any rules associated with the dashboard, including runtime prompts.

 Clicking **(Save)** within an individual grid component in a dashboard writes back the changes for that grid and runs the rules associated only with the individual grid.

Rules

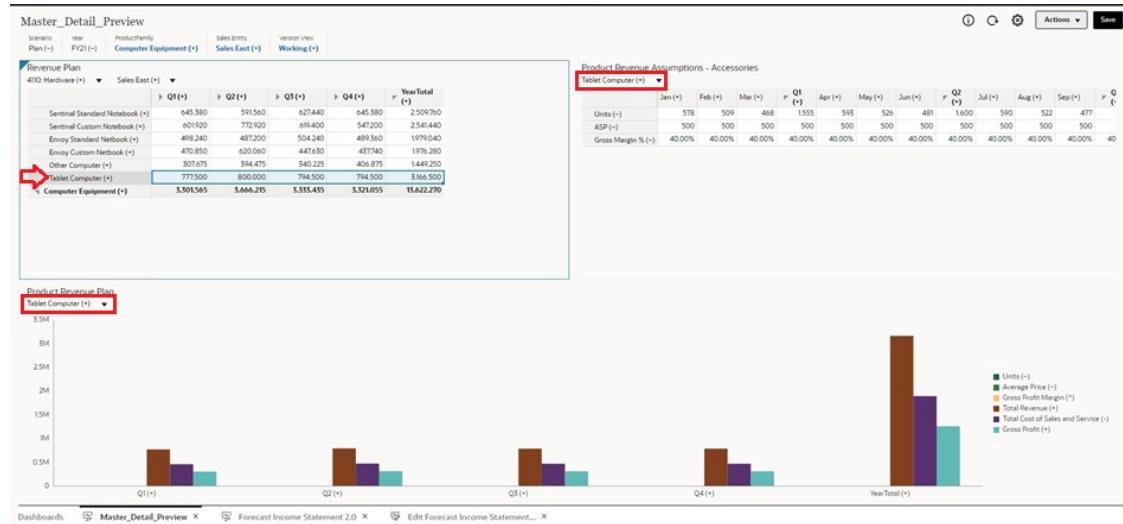
The Dashboard Designer includes an **Associations** tab in the Properties panel for associating rules to a dashboard.

When you save a dashboard or a grid component in a dashboard, any rules associated with the grids will launch when the dashboard grid is saved, including runtime prompts. Runtime prompts open as a "drawer" from the right side.

Grids in Master Details Dashboards

Dashboard 2.0 supports designating grids as the master component when designing dashboards with master details.

To filter the data in the target forms or charts that is relevant to the data in a grid, right-click the relevant data row in the master grid and select **Apply Context**.



Context Menu in Dashboard Grids

While in a dashboard, you can right-click inside a grid to view the grid's context menu:

- **Edit options:** **Cut**, **Copy**, **Paste**, **Clear**
- **Adjust options:**
 - **Adjust Data:** Increase or decrease the selected cell data by a positive or negative value, or a percentage value.
 - **Grid Spread:** Specify an amount or percentage by which to increase or decrease values across multiple dimensions, based on the existing values in the target cells. You can select **Proportionally**, **Evenly**, or **Fill** spread pattern. To use Spread, your administrator must enable Grid Spread as a form property.
- **Comments:** Explain data or provide background, and attach external files. You can add comments and attachments to a cell or to a range of cells across multiple dimensions.
- **Change History:** Displays the history of the changes made to the cell data.
- **Lock/Unlock Cells:** Temporarily lock cells while you calculate and fill in other values. A lock icon displays on locked cells. To unlock the cells, click **Lock/Unlock Cells** again.
- **Analyze on Cell:** Opens ad hoc in a dynamic tab.
- **Supplemental Data:** When viewing the POV of the Supplemental Data within a Web form, you will only see the balances posted to the application. There is an indicator that the value shown in the Web form has details to drill into. To access these details, right-click on the cell and select **Supplemental Data** to open the Supplemental Data form where this balance was posted. In this form, you can see the transactions that add up to the balance.
- **Apply Context:** Filters the data in the target forms or charts that is relevant to the data in a master form.

Considerations for Working with Grids in Dashboard 2.0

- A Dashboard 2.0 dashboard will not open if the dashboard contains a grid and the **Forms Version** application setting is set to **Forms 1.0**.
- The Grid visualization option will not be available if the **Forms Version** application setting is set to **Forms 1.0** and Dashboard 2.0 artifacts are created.

Drilling Through on Charts and Legends

Drill-through can be performed on parent members to view the values of child members.

You can drill into more detailed information about the data within charts and their legends. To view drill-through details in a chart such as a Pie chart, click a color in the pie. Drill-through works for components with single Doughnut and Pie charts, as well as components with multiple Doughnut and Pie charts.

Drill-through is also available from the chart's legends. Click a legend label, and the chart changes to display drill-through details for that legend item.

 **Note:**

Drill-through in multiple Pie and Doughnut charts from legends is not supported.

To return to the original chart after viewing drill-through details, click the parent link that displays in the upper right corner of the window.

 **Note:**

Table, Tile, and Gauge charts do not support drilling. If you drill into a chart type such as a Pie chart, then switch to a Table, Tile, or Gauge chart, you'll no longer see the parent link to return to the original chart. If this occurs, switch back to the Pie chart to view the parent link again.

Working with POVs in Dashboard 2.0

POV Settings

When your Dashboard 2.0 dashboard contains a global or local POV, changes to the POV are automatically applied. If you don't want to automatically apply changes, you can deselect auto-

apply for the POV bar in the dashboard **POV Settings** menu. Click  (POV Settings), and then click **POV : Auto-Apply** to deselect it.

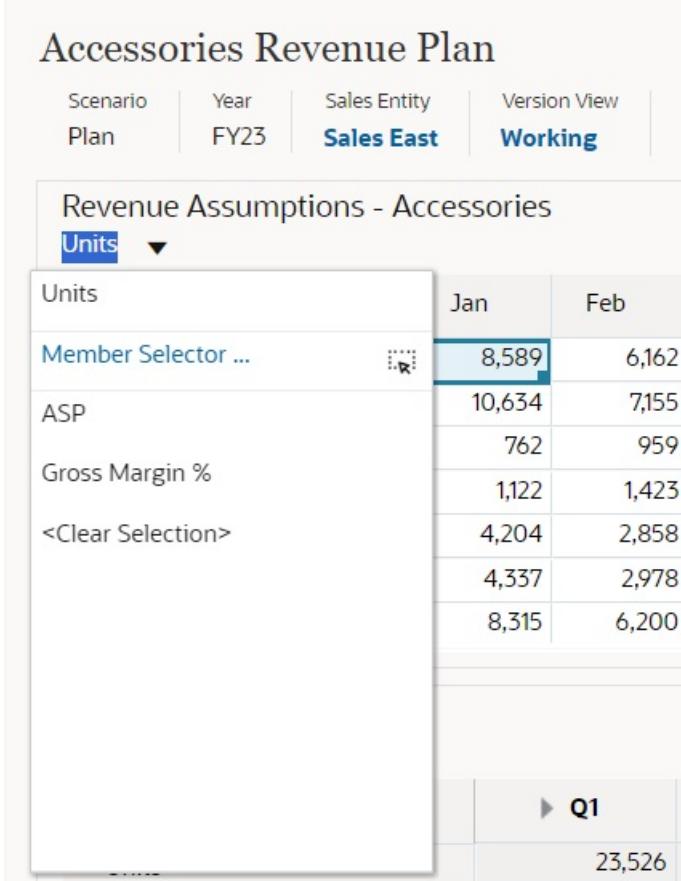
Searching for POV Members

When working in Dashboard 2.0 dashboards, you can more easily search for new POV members in the dashboard's global or local POVs. To search, click a POV link, type the name of another member, and the search function will automatically filter to that member name. The search interface also displays a list of the most recently used members from which you can choose.

 **Note:**

Valid intersections are supported for global and local POV bars. This means that Dashboard 2.0 complies with valid intersection rules by excluding invalid intersections from global and local POV bars.

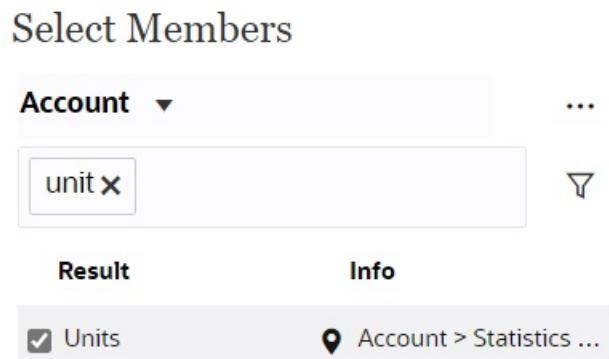
Figure 5-1 POV Member Search Interface



The screenshot shows a dashboard titled "Accessories Revenue Plan". At the top, there are four tabs: "Scenario Plan" (highlighted in blue), "Year FY23", "Sales Entity Sales East" (highlighted in blue), and "Version View Working". Below the tabs is a section titled "Revenue Assumptions - Accessories" with a dropdown menu set to "Units". A table displays monthly revenue assumptions for various categories. The table has three columns: "Units" (row header), "Jan" (data), and "Feb" (data). The categories listed are "Member Selector ...", "ASP", "Gross Margin %", and "<Clear Selection>". The "Member Selector ..." row contains a link icon and the values 8,589 (Jan) and 6,162 (Feb). The "ASP" row contains the values 10,634 (Jan) and 7,155 (Feb). The "Gross Margin %" row contains the values 762 (Jan) and 959 (Feb). The "<Clear Selection>" row contains the values 4,204 (Jan), 2,858 (Feb), 4,337 (Jan), 2,978 (Feb), and 8,315 (Jan), 6,200 (Feb). At the bottom right of the table, there is a "Q1" summary cell containing the value 23,526. A horizontal scroll bar is visible at the bottom of the table area.

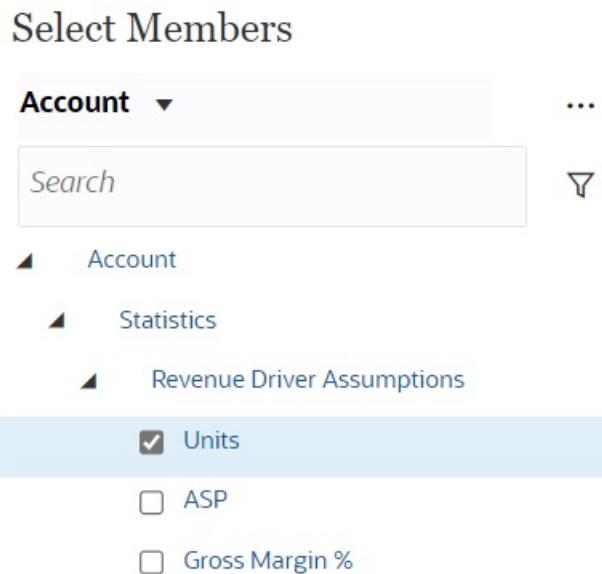
You also can search using the member selector. Click a POV link, then click the Member Selector icon  to launch the member selector. Members in the member selector are displayed as a hierarchy or you can type a member name in the **Search** box. If a member is located using the **Search** box, you'll see a result displayed under the Search box.

Figure 5-2 Select Members Search



You can view where the member is located within the hierarchy by hovering over the result's **Info** column and clicking (Locate Member).

Figure 5-3 Select Members Search Result in Hierarchy

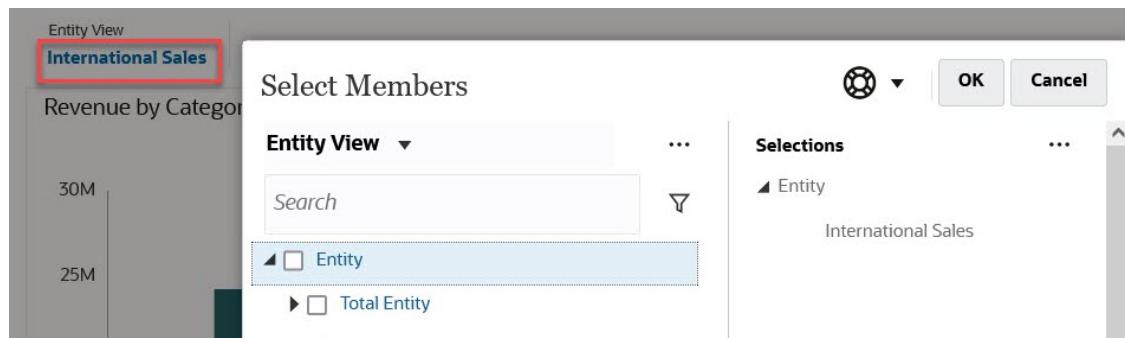


Opening the Member Selector in Dashboards 2.0

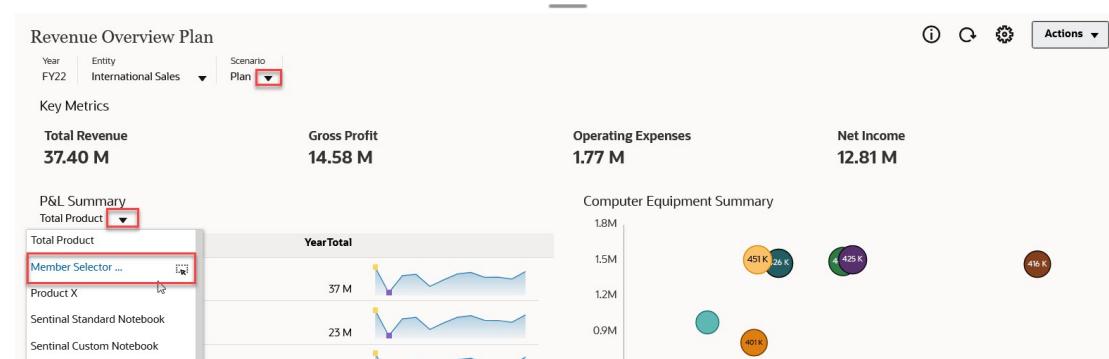
To select members in Dashboards 2.0, use the member selector.

To open the member selector from a Dashboards 2.0 dashboard:

Click a member on the Global POV bar:



You can also click the Page drop-down list in a Global or local POV, and then select **Member Selector**:



In a business rules run-time prompt, when the prompt is for members, click the **Member Selector** icon:



For more information about using the member selector, see [Using the Member Selector](#).

Working with Dashboard 2.0 Dashboards in Navigation Flows

If Dashboard 2.0 and Forms 2.0 are enabled in your business process, navigation flows support the features included in Dashboard 2.0 and Forms 2.0, including the ability to edit a form from within the runtime dashboard, and editing it with or without data. Dashboard 2.0 component actions such as **Maximize** and **Open Form** also work directly within the navigation flow.

Working with Master Forms and Details in Dashboard 2.0 Components

Your administrator can design dashboards that have one master form and multiple detail or target components (forms or charts). With this dashboard configuration, the selection of members in the master form automatically filters to the members in the target components, and the target components show only the details that are relevant to the members highlighted in the master form.

To filter the data in the target forms or charts that is relevant to the data in a master form, right-click the relevant data row in the master form and select **Apply Context**.

The screenshot shows two main components of a dashboard:

- Revenue Plan:** A table showing quarterly revenue for various products. An arrow points to the "Tablet Computer" row, which is highlighted with a red border.
- Product Revenue Assumptions - Accessories:** A chart showing projected revenue for a tablet computer across different quarters and a year total. The chart includes bars for Units, Average Price, Gross Profit Margin, Total Revenue, Total Cost of Sales and Service, and Gross Profit.

Support for Valid Intersections in Dashboard 2.0 Dashboards

Your administrator can create rules which allow data entry within certain cell intersections in forms. These intersections are called valid intersections.

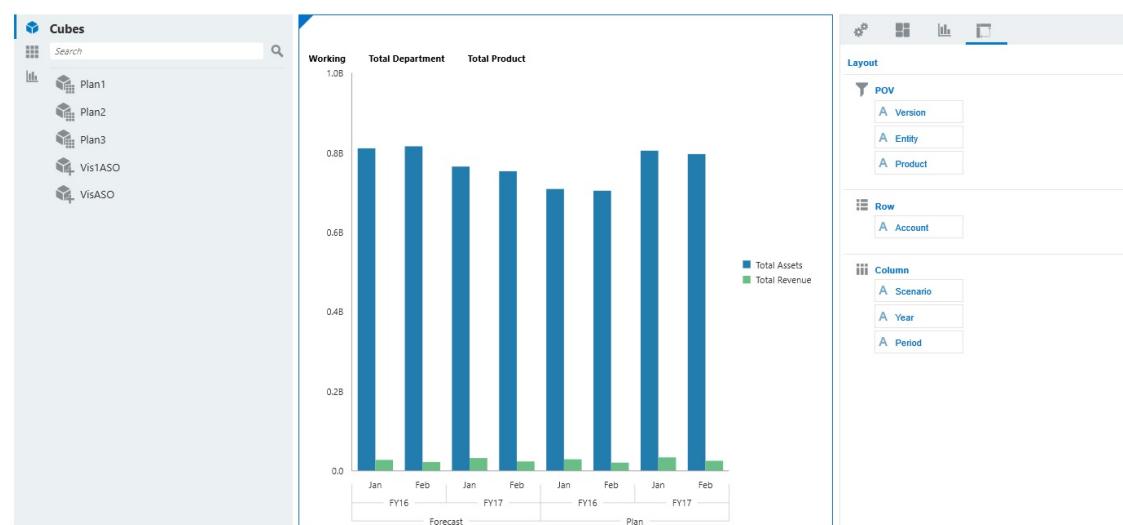
Dashboard 2.0 complies with valid intersection rules by excluding invalid intersections from dashboards during runtime. If members have been defined by your administrator to be excluded, the runtime dashboard and the member selector will not display those members.

About Quick Analysis

Quick Analysis lets you add components to dashboards without having a prebuilt form. You create an ad hoc query by typing member names in the Search bar or using the Member

Selector, and then you control the layout of the query in the Layout tab of the Properties panel.

Example Dashboard 2.0 Quick Analysis Chart in Design Mode



To create a quick analysis in your dashboard:

1. Select a cube for the query. You can do this in one of two ways:
 - Click in the workspace Search box to display a list of cubes, then select a cube.
 - Drag and drop a cube from the object palette to the dashboard workspace.
2. Refine the query by specifying members for the query:
 - In the Search box, type member names to display an auto-complete list from the cube.
 - Launch the member selector  to select members, and then click **OK**.

 **Note:**

With either method, the system starts with a default query; a single intersection in the cube driven from your Most Recently Used, or MRU. The default query varies based on what you've recently been looking at in the cube.

If the MRU intersection in the cube is invalid, you'll get an error. If you see an error, open another form and change the page to a valid intersection so that the MRU gets updated with a valid intersection.

3. Select a chart type for the query.

Click  (Chart Type) to select a chart type; for example, Bar .
4. In the Properties panel, click the Layout tab .
5. Drag and drop the dimensions in the Layout tab of the Properties panel to other sections of the Layout tab to change the POV, Row, and Column layout of the dashboard component.

Videos

Your Goal	Watch This Video
Discover how to add quick analysis components to dashboards without having a prebuilt form. You learn how to create an ad hoc query in the Dashboard Designer and format the results by changing the dimension layout and applying visualizations.	 Creating Quick Analyses in Dashboards 2.0

Using Ad Hoc for Data Entry and Analysis

Using ad hoc grids, you can quickly drill into data slices that are important to you.

Examples of how ad hoc grids can help you focus your attention:

- Change drivers for a set of products that you work with due to changes in actuals.
- Quickly review profit margins in your regions.
- Change the set of accounts in an ad hoc grid that someone else set up.
- Drill into a variance number to understand the source of the variance.
- Use an ad hoc grid in Oracle Smart View for Office that you set up in your business process. To learn more, see *Oracle Smart View for Office User's Guide*.

Videos

Your Goal	Watch This Video
Learn how to perform EPM grid operations such as entering line item details, comments, attachments, sorting and filtering grid members, adjusting grid data, and using shortcut keys. You can use EPM grids, or ad hoc grids, to personalize focused data slices that you frequently use for analysis.	 Performing New EPM Grid Operations
Learn how to perform ad hoc operations such as selecting members, moving dimensions, and saving grid data and definition. You can use ad hoc grids to personalize focused data slices that you frequently use for analysis.	 Designing Ad hoc Grids in EPM Cloud Platform
Learn how to create ad hoc grids using forms, cubes, and dashboards.	 Creating Ad Hoc Grids in EPM Cloud Platform

Get Started Performing Ad Hoc

In ad hoc grids, you can enter data and then analyze and change data in many ways by slicing and dicing the data from various angles.

Table 6-1 Actions You Can Take with Ad Hoc Grids

Your Goal	Learn More
Get started with ad hoc	See Creating an Ad Hoc Grid .
Design the grid for ad hoc	See Designing Ad Hoc Grids .
Look at the data from various angles (slice and dice)	Use Pivot to refine your analysis by moving dimensions to the POV, column, or row. See Pivoting Dimensions .
Quickly move around an ad hoc grid and enter data using shortcut keys	See Ad Hoc Grid Keyboard Shortcuts and Quick Data Entry Commands .

Table 6-1 (Cont.) Actions You Can Take with Ad Hoc Grids

Your Goal	Learn More
Further focus the data	<ul style="list-style-type: none"> • Use Keep Selected and Remove Selected to customize your grid. • Use Zoom In to view the next level of detail in a dimension or Zoom Out to a summary level.
Work with different data	Select different members using the versatile Member Selector . For example, you can select members based on their attributes, children, level, or branch. See Opening the Member Selector in Ad Hoc Grids .
View source details associated with the underlying data	Drill through to Data Integration. See Using Drilling Through to Source in Administering Data Integration for Oracle Enterprise Performance Management Cloud .
Change a value by a specific amount	Use Adjust . See Adjusting Values .
Build logic into a data value	Use Line Item Details . See About Using Line Item Details .
Explain assumptions behind data	Add a comment or attach an external file. See Adding Comments and Attachments .
Control the display and behavior of ad hoc grids	<p>Click </p> <p>(Property Panel), then </p> <p>(Adhoc) tab to manage the display and behavior of ad hoc grids. See Setting Properties for Ad Hoc Grids.</p>
Perform free form ad hoc	Type member names into a blank grid and retrieve values. See Using Free-Form Ad Hoc .
Run business rules after performing ad hoc data changes	Click Rules to search for and launch business rules. See Applying Rules to Ad Hoc Grids .
Switch to Oracle Smart View for Office	Click Actions , and then Open in Smart View . See Opening Forms and Ad Hoc Grids from Web Applications in Smart View for Office User's Guide 23.100 .

Creating an Ad Hoc Grid

You can create an ad hoc grid to slice and dice data in several ways.

 **Note:**

To be able to create an ad hoc grid, your administrator must give you the role Ad Hoc - Create. If you don't have this role, you can work only with existing ad hoc grids.

You can create ad hoc grids from stand-alone forms or from forms within dashboards. Ad hoc opened from a dashboard or a form opens in a dynamic tab.

To create an ad hoc grid from scratch:

1. On the Home page, click **Data**.

2. On the **Data Entry** page, click **Create**, then **Ad Hoc Grid**, and then in **Select Cube**, select a cube for the grid.

By default, Account and Entity are on the row, and Years and Period are on the column. The other dimensions are on the POV (Point of View) above the grid. Select the members you want to work with in the ad hoc grid. See [Opening the Member Selector in Ad Hoc Grids](#).

 **Note:**

If its cube is aggregate storage and has no Year dimension, then only the Period dimension is on the column.

3. Alternatively, you can perform ad hoc analysis on existing forms with these options:
 - To create an ad hoc grid from a stand-alone form, open the form, click **Actions**, and then **Analyze**. Ad hoc functionality is now available, and your initial grid is based on the form's layout.
 - For forms in Dashboard 1.0 dashboards, maximize the dashboard form so that it fills the workspace, click **Actions**, and then **Analyze**, or you can right-click the cell you want to analyze, and then select **Analyze on Cell**.
 - For forms in Dashboard 2.0 dashboards, right-click the cell you want to analyze, and then select **Analyze on Cell**.
4. Save the ad hoc grid by selecting **Save Grid Definition**. See [Submitting Ad Hoc Data and Saving the Grid Definition](#).

You can now use ad hoc functionality to focus and analyze data. See [Get Started Performing Ad Hoc](#).

 **Tip:**

To see high-level information about the grid, click **Property Panel**



. On the **General** tab, you can set how to display member names and select an alias table. See [Setting Properties for Ad Hoc Grids](#).

Submitting Ad Hoc Data and Saving the Grid Definition

You can update data in the cube by submitting changed data from ad hoc grids.

 **Note:**

Formatting isn't supported in Web ad hoc and formatting within saved ad hoc grids from Oracle Smart View for Office native mode may not be persisted if opened in Web ad hoc.

Submit data options include:

- **Submit Data Only:** Submits the data for the cells you've explicitly modified (made dirty) but not the grid design.
- **Submit Data Without Refresh:** Submits all data cells that you have explicitly modified (made dirty) and those that were not modified. All data cells are marked dirty and submitted. After the submit operation is completed, the entire grid will be refreshed.
- **Submit Data Range:** Submits only the cell data from selected cells. If there are dirty cells on the grid outside the range of the selected cells, the modified values aren't submitted and those cells will revert back to the value that was last stored.

To save the ad hoc grid, click **Save Grid Definition**.

Performing Calculations Without Having to Submit Your Changes (Calc on the Fly)

Use calc on the fly to change data values and see calculated changes instantly without submitting the updated values.

When working with Forms 2.0, or during ad hoc analysis, you can perform calc on the fly without having to submit changes to the database and refresh. This capability saves you time and enables you to do multiple changes to the grid at once.

For Forms 2.0, this option is available if your administrator enabled this feature for the form. When this feature is enabled, in a 2.0 version of a form, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly.

For ad hoc analysis, your administrator might have enabled this feature for you. Or, you can set a display preference for calc on the fly by selecting **Yes** for **Enable User Formulas in Ad Hoc** on the **Display** tab in **User Preferences**. When this setting is enabled, in an ad hoc grid, when you hover over a cell with a member formula attached, you see the member formula associated with the cell and you can perform calc on the fly.

To perform calc on the fly:

1. Open a 2.0 version of a form or an ad hoc grid, and hover over cells to see members with formulas attached, for both member formulas and consolidation operators.
In this example, you can see the formula for **Sales for Jan**.

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	12	12	12	36
Sales	144	144	144	432

Row Sales Column BaseData Trips Jan member(403):
 410 + 420 + 421 + 422 + 423 + 430 + 440 + 450 + 66
 grid math:
 = EssSum(essMissing(1/0), B4, B5, B6, B7, B8, B9, B10, B11)

There must be enterable cells (level zero members) in the form or ad hoc grid in order for formulas to appear.

2. Perform calculations as needed, and then move the cursor from the cell:

- Modify values that contribute to a calculated cell. The calculated cell value is updated.
 - Modify a calculated value. The cells that are on the form or ad hoc grid that contribute to the calculated cell are updated.
- For formula spreading to work correctly, all source cells for the calculated value must be visible on the form or ad hoc grid.

A color change indicates a modified cell. Cells refresh immediately to display the newly calculated values, without submitting the changes to the database.

In this example of modifying values that contribute to a calculated cell, modify the value of **Sales West for Jan:**

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	15	12	12	36
Sales	144	144	144	432

When you press Tab, calc on the fly calculates updated values for **Sales for Jan, Q1 for Sales West, and Q1 for Sales**. Note the color change for the newly calculated values.

→	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	15	12	12	39
Sales	147	144	144	435

In this example of modifying a calculated value, modify the calculated value **Sales for Feb:**

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	20	20	60
Sales East	30	30	30	90
Sales NorthEast	25	25	25	75
Sales Mid-Atlantic	20	20	20	60
Sales SouthEast	15	15	15	45
Sales South	12	12	12	36
Sales Central	10	10	10	30
Sales West	12	12	12	36
Sales	144	288	144	432

When you press Tab, the values that contribute to the calculated cell are updated. Note the color change for the newly calculated values.

	Trips	Trips	Trips	Trips
	Jan	Feb	Mar	Q1
International Sales	20	40	20	80
Sales East	30	60	30	120
Sales NorthEast	25	50	25	100
Sales Mid-Atlantic	20	40	20	80
Sales SouthEast	15	30	15	60
Sales South	12	24	12	48
Sales Central	10	20	10	40
Sales West	12	24	12	48
Sales	144	288	144	576

- When you've completed all of your modifications and are satisfied with the calculations, you can submit the modified values to the server, or you can discard your changes without submitting them.

You can also perform calc on the fly in Oracle Smart View for Office in 2.0 versions of forms or in ad hoc grids. See *Performing Calculations Without Having to Submit Your Changes* in *Working with Oracle Smart View for Office*.

Review the supported formula functions and operators. See *Supported Functions and Operators for Calc on the Fly* in *Working with Oracle Smart View for Office*.

Not all formula functions support calc on the fly. See *Unsupported Functions and Formulas for Calc on the Fly* in *Working with Oracle Smart View for Office*.

For additional considerations when performing calc on the fly, see *Guidelines and Considerations* in *Working with Oracle Smart View for Office*.

Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
In this tutorial, you learn how to perform calc on the fly during ad hoc analysis using member formulas. You can work with calc on the fly either in the web or with Smart View.	  Performing Calc on the Fly in Cloud EPM

Accessing an Ad Hoc Grid

Open an ad hoc grid to personalize your view of and analyze data in a form.

You can access ad hoc from a stand-alone form or from a form within a dashboard. Ad hoc opened from a dashboard or a form opens in a dynamic tab.

To access a saved ad hoc grid:

- On the Home page, click **Data**.

Ad hoc grids on the **Data Entry** listing page display the ad hoc grid icon .

- Click the name of the ad hoc grid.

To perform ad hoc on a stand-alone form, open the form, click **Actions**, and then click **Analyze**.

To perform ad hoc on a form within a dashboard:

- For forms in Dashboard 1.0 dashboards, maximize the dashboard form so that it fills the workspace, click **Actions**, and then click **Analyze**, or you can right-click the cell you want to analyze, and then select **Analyze on Cell** to open ad hoc in a dynamic tab.
- For forms in Dashboard 2.0 dashboards, right-click the cell you want to analyze, and then select **Analyze on Cell** to open ad hoc in a dynamic tab.

Designing Ad Hoc Grids

Customize your ad hoc grids so that you can quickly access the relevant data.

Easy-to-use features enable you to design and refine your focused data slices.

Table 6-2 Customize You Ad Hoc Grid with These Features

Your Goal	See this Topic
Refining the data to work with	Opening the Member Selector in Ad Hoc Grids
Moving dimensions from one axis to another	Pivoting Dimensions
Setting options such as how member hierarchy levels are indented	Setting Properties for Ad Hoc Grids
Defining logic to calculate cell data	About Using Line Item Details

Opening the Member Selector in Ad Hoc Grids

As you analyze data, you may want to manipulate the data you're working with. Selecting members for the POV, rows, and columns enables you to quickly set up and change the data you're analyzing. To select members in ad hoc grids, use the member selector.

The member selector enables you to set the user variables, substitution variables, and attributes in the ad hoc grid definition. To open the member selector from an ad hoc grid:

Right-click a member, and then select **Select Members**.

The screenshot shows an ad hoc grid interface. A context menu is open over a cell labeled 'Units'. The 'Select Members' option is highlighted with a red box. Other menu items include 'Edit', 'Adjust', 'Comments', 'Line Item Details', 'Lock/Unlock Cells', 'Pivot To', 'Move', 'Zoom In', 'Zoom Out', 'Remove Selected', 'Keep Selected', and 'Insert Row'.

If attributes are available, click **Insert Attributes** icon on the toolbar.

The screenshot shows an ad hoc grid with a 'Select Members' dialog box overlaid. The dialog has a search bar and three checkboxes for 'Market Size': 'Large Market', 'Medium Market', and 'Small Market'. One checkbox is selected. On the right, there's a 'Selections' section with 'Market Size' and 'test111' listed.

You can also click (POV Settings) and then select **Member Selector**.

For more information about using the member selector, see [Using the Member Selector](#).

Selecting Period-to-Date Members

If the administrator set up Dynamic Time Series members for the Period dimension, you can select members that show period-to-date data. For example, to show data for year-to-date expenses, you could select a Dynamic Time Series member that includes data for January through August.

To select a Dynamic Time Series member:

1. Right-click the Period dimension on the ad hoc grid, and select **Member Selector**.

2. Click



(Function Selector) next to a member to display available time series members; for example, Q-T-D.

Member	Action
Children	
Descendants	
Ancestors	
Siblings	
Parents	
Lev 0 Descendants	
Yr to Date	
Q-T-D	
Left Siblings	
Right Siblings	
Previous Level 0 Member	
Next Level 0 Member	
Previous Generation Member	
Next Generation Member	
Previous Sibling	
Next Sibling	

3. Select a time series member from the list. In this example, with **March** selected, if you select **Yr to Date**, then **Yr to Date("Mar")** is added to the **Selections** pane.

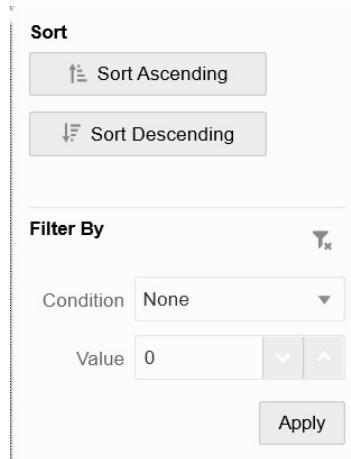
The screenshot shows the 'Select Members' dialog box. At the top right are 'OK' and 'Cancel' buttons. On the left, a search bar labeled 'Search' is followed by a 'Period' dropdown menu. Below the search bar is a tree view of members under the 'Period' category. The 'Mar' member is selected, indicated by a checked checkbox. Other members listed include 'X-----X', 'YearTotal', 'Q1' (with 'Jan' and 'Feb' children), 'Q2', 'Q3', 'Q4', 'YTD', 'Test', 'QTD', and 'No Period'. To the right of the tree view is a 'Selections' section showing a single selection: 'Period' with the value 'Yr to Date("Mar")'. A vertical scrollbar is visible on the right side of the dialog.

4. Click **OK**.

For more information about the member selector, see [Using the Member Selector](#).

Filtering Column Members

Robust filter options enable you to control the display of column members in the ad hoc grid. Hover over the column name, click the funnel to the right of the column name, and then select an action.



Sort options enable you to sort by ascending or descending order and ignore the member hierarchy. **Filter By** options enable you to filter by **Condition** (such as Greater Than or Less Than) or by a **Value**. To remove sort and filter options, click



(Remove Filter).

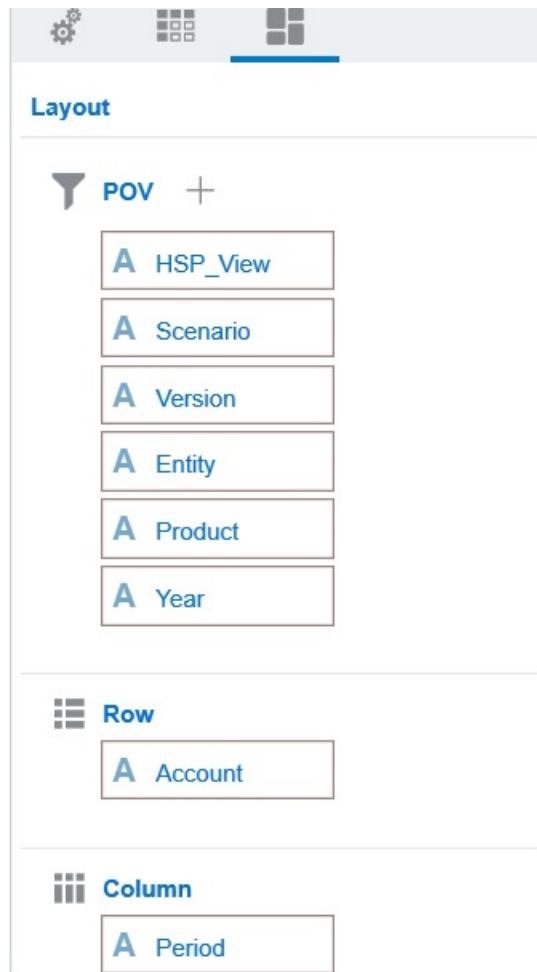
Pivoting Dimensions

Pivoting a dimension changes the orientation of data on the grid so you can view data from another angle, or slice and dice information.

You pivot a dimension by dragging it from one axis to another.

For example, you can:

- Drag a dimension from a row to a column or from a column to a row.
- Drag a dimension between the POV and a row or column.
- Reorder members by dragging them on the same axis.
- Drag dimensions to and from the **Layout tab** on the **Property Panel**:



A single dimension must exist on the row and column axis. You can't pivot the last remaining dimension in a row or column.

About Shared Members

A shared member shares storage space with another member of the same name, preventing duplicate calculation of members that occur multiple times in a cube. Shared members are available for Entity, Account, and user-defined custom dimensions.

Sharing members allow alternate rollup structures within an application. A base member must exist before an administrator can create a shared member. Administrators can create multiple shared members for the base member. A base member must display before its shared members in position from top to bottom.

You can drill on shared members in an ad hoc grid, but an administrator must first enable a system setting called **Allow drill down on shared members in ad hoc**.

Shared members are displayed similarly to base members in the dimension hierarchy for member selection in Oracle Smart View for Office.

Zooming in on Shared Members

Shared members are supported in ad hoc grids and the system recognizes whether a member is a base member or a shared member. If your administrator enables the application setting, **Allow drill down on shared members in ad hoc**, then zooming in on shared members is

supported. In this case, zooming in on shared members is effectively the same as zooming in on the corresponding base members. You can zoom in on shared members one level at time.

If your administrator enables the application setting, **Drill to All Levels in Base**, you can zoom in beyond just the shared members into all levels or only the bottom levels within the base hierarchy using the Zoom In options, **All Levels** and **Bottom Level**.

Example Shared Member Zoom In

This example describes the results you will see when **Allow drill down on shared members in ad hoc** is set to **Yes** and **Drill to All Levels in Base** is enabled.

Figure 1 shows three hierarchies under the Entity dimension. In the `entity_10` hierarchy, all members descend from `entity_10`. In the `entity_12` hierarchy, all members descend from `entity_12`. In the `entity_14` hierarchy, there are descendent members of `entity_14` as well as the shared members, `entity_10` and `entity_12`. The shared members include their descendants.

Figure 6-1 Entity Dimension Showing Its Hierarchies

Name
Entity
entity_10
entity_10.1
entity_10.2
entity_10.3
entity_10.4
entity_12
entity_12.1
entity_12.1.1
entity_12.1.2
entity_12.1.3
entity_12.2
entity_12.3
entity_14
entity_14.1
entity_14.1.1
entity_14.1.2
entity_10(Shared)
entity_12(Shared)

Figure 2 shows the difference between zooming in on `entity_14`:

- Using the Zoom In to All Levels command
- Using the Zoom In to Bottom Levels command

In both cases, in Oracle Smart View for Office, **Member Options, Ancestor Position** is set to **Top**.

Figure 6-2 Results of Zooming in on entity_14, with Ancestor Position=Top

Zoom In “entity_14” to All Levels	Zoom In “entity_14” to Bottom Levels
<pre> entity_14 entity_14.1 entity_14.1.1 entity_14.1.2 entity_10 (shared member) entity_10.1 entity_10.2 entity_10.3 entity_10.4 entity_12 (shared member) entity_12.1 entity_12.1.1 entity_12.1.2 entity_12.1.3 entity_12.2 entity_12.3 </pre>	<pre> entity_14 entity_14.1.1 entity_14.1.2 entity_10 (shared member) entity_10.1 entity_10.2 entity_10.3 entity_10.4 entity_12 (shared member) entity_12.1.1 entity_12.1.2 entity_12.1.3 entity_12.2 entity_12.3 </pre>

 **Note:**

In a Native mode application, you can achieve the results shown in the Zoom In to All Levels example, if **Allow drill down on shared members in ad hoc** set to **Yes**, and **Drill to All Levels in Base** disabled; however, you will need to zoom in one level at a time on the shared members till you reach the bottom level of each hierarchy. You will not be able to zoom in directly to the bottom level of the shared members.

Setting Properties for Ad Hoc Grids

You can control the display and behavior of ad hoc grids by setting your preferences using the **Property Panel**.

Setting General Ad Hoc Properties

To set general ad hoc options:

1. In an ad hoc grid, click the **Property Panel** icon



, and then click **General**.

2. Under **Grid**, set these options:

- **Name**
- **Description**
- **Cube**
- For **Display Member Label**, choose from the following options:
 - **Distinct Member Name Only**

- Member Name Or Alias
- Alias Table

Setting Ad Hoc User Options

To set ad hoc user options:

1. In an ad hoc grid, click the **Property Panel** icon



, and then click **Adhoc Options**.

2. Under **Grid**, set how members are displayed:

- Member Inclusion:

- **Include Selection**: Select **Yes** to display both the selected member and the members retrieved as a result of the operation. For example, zooming in on the selected member Qtr1 displays data for Qtr1, Jan, Feb, and Mar.
- **Within Selected Group**: Select **Yes** to perform an operation such as Zoom only on the selected group of members, leaving unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. This option pertains to **Zoom**, **Keep Only**, and **Remove Only**.

- **Zoom in**: Select the level at which to zoom in:

- **Next Level**: Get data for the children of the selected members.
- **All Levels**: Get data for all descendants of the selected members.
- **Bottom Level**: Get data for the lowest level of members in a dimension.

- **Ancestor Position**: Set how to display ancestors in the hierarchy:

- **Top**: Display member hierarchies from highest to lowest level.
- **Bottom**: Display member hierarchies from lowest to highest level.

- **Indentation**: Set how member hierarchy levels are indented:

- **None**: Do not indent members.
- **Subitems**: Indent descendants. Ancestors are left-justified in the column.
- **Totals**: Indent ancestors. Descendants are left-justified in the column.

- **Navigate without refreshing data**: Selecting **No** improves performance as you navigate around the grid, for example pivoting and zooming. Just click **Refresh** when you want to update the data. (If you select **Yes** for this option, data is refreshed as you work in ad hoc.)

3. Under **Suppression**, to simplify your view of the data, select options to suppress elements of the grid. For example, you can hide rows or columns with zero values.

- **Zero Values**:

- **None**: Select to display rows and columns that contain only zeros.
- **Row**: Select to hide rows containing only zeros.
- **Column**: Select to hide columns containing only zeros.
- **Row and Column**: Select to hide rows and columns containing only zeros.

- **Repeated Members**: Select **Yes** to hide rows that contain repeated member names, regardless of the grid orientation.

- **Missing Data:** Select to hide rows or columns with zeros or that have no data:
 - **None:** Display rows and columns with zeros or that have no data.
 - **Row:** Hide rows with zeros or that have no data.
 - **Column:** Hide columns with zeros or that have no data.
 - **Row & Column:** Hide rows and columns with zeros or that have no data.
- **Missing Blocks on Rows:** Select **Yes** to hide blocks of cells in rows that have no data.
- **No Access:** Select to hide rows or columns that you don't have access to:
 - **None:** Display rows and columns that you don't have access to.
 - **Row:** Hide rows that you don't have access to.
 - **Column:** Hide columns that you don't have access to.
 - **Row & Column:** Hide rows and columns that you don't have access to.

 **Note:**

When trying to open an ad hoc grid, if you see the "Ad hoc grid cannot be opened as there are no valid rows of data" error, clear the **Suppression** options.

4. Under **Precision Values**, set the minimum and maximum number of decimal positions to display in a cell for the **Currency** values, **Non-currency** values, and **Percentage** values. For example, if the cell value is 100, and you select the **Minimum** precision "2", the value displays as "100.00". If you select a Maximum precision of "3" and the cell value is 100.12345, the value displays as "100.123". Select **Use Currency member precision** to apply the precision setting of the **Currency** member.
5. Under **Replacement**, set labels to display for cells that are missing data, cells that you don't have access permission to view, or cells that have invalid data:
 - **No Data:** Enter the text that you want displayed for cells that have #Missing or #NoData as their value.
 - **No Access:** Enter the text that you want displayed for cells that you don't have access to.
 - **Submit Zeros:** Select **Yes** if you specified #NumericZero as the text for the **No Data** or **No Access** replacement option and you want to submit zeros to the application.
6. Click **Refresh**.

Setting Layout Options

You can use the **Layout** tab to remove attributes that are used within the ad hoc grid. This is the only place where attributes can be removed from the grid.

To set layout options for ad hoc grids:

1. In an ad hoc grid, click the **Property Panel** icon  , and then **Layout**.
2. See [Pivoting Dimensions](#).

Ad Hoc Grid Keyboard Shortcuts and Quick Data Entry Commands

Keyboard Shortcuts

You can quickly move around an ad hoc grid with these shortcut keys:

Key or Key Combination	Result
Tab	Moves to the next cell in the row. When focus is on the last cell of a row, Tab moves to the first cell of the next row.
Shift+Tab	Moves to the previous cell in the row. When focus is on the first cell of a row, Shift+Tab moves to the last cell of the previous row.
Up Arrow, Down Arrow	Moves up or down within the same column to the previous or next row.
Right Arrow, Left Arrow	Moves to the next cell or previous cell in the row.
Ctrl+Home	Moves to the first cell in the grid.
Shift+End	Moves to the last cell of the first row of the grid.
Ctrl+End	Moves to the last cell in the grid.
Ctrl+Right Arrow	Moves to the last cell in the current row.
Ctrl+Left Arrow	Moves to the first cell in the current row.
Shift+Space	Selects the row.
Ctrl+Space	Selects the column.
Ctrl+Up Arrow	Moves to the top row of the column.
Ctrl+Down Arrow	Moves to the bottom row of the column.
Ctrl+Shift+Up Arrow	Selects the cells in the column starting from the current cell to the top row of the column.
Ctrl+Shift+Down Arrow	Selects the cells in the column starting from the current cell to the bottom row of the column.
Shift+Left Arrow	Selects a cell to the left of the current cell in the row each time Left Arrow is pressed until it reaches the start of the row.
Shift+Right Arrow	Selects a cell to the right of the current cell in the row each time Right Arrow is pressed until it reaches the end of the row.
Shift+Up Arrow	Selects a cell above the current cell in the column each time Up Arrow is pressed until it reaches the top of the column.
Shift+Down Arrow	Selects a cell below the current cell in the column each time Down Arrow is pressed until it reaches the bottom of the column.
Shift+Click	Selects multiple cells by holding the Shift key and then using the mouse to select cells from different columns or rows in the grid.

Commands for Quickly Entering Data

You can use these shortcuts to quickly enter data in ad hoc grids. Enter the keys or symbols, and then press Enter or Tab.

Keys or Symbol	Result	Example
K	Enters the value in thousands.	Enter 5K for 5,000.
M	Enters the value in millions.	Enter 5M for 5,000,000.
Add or +	Adds a number to the cell value.	If the cell value is 100, entering Add10 after 100 results in 110.

Keys or Symbol	Result	Example
/	Divides the cell value by a number.	If the cell value is 100, entering /2 after 100 results in 50.
Sub or ~	Subtracts a number from the cell value.	If the cell value is 100, entering Sub10 after 100 results in 90.
Percent or per	Multiplies the cell value by the percentage you enter.	If the cell value is 100, entering per10 after 100 results in 10% of the current cell value, or 10.
Increase or inc	Increases the cell value by the percentage you enter.	If the cell value is 200, entering inc10 after 200 increases the cell value by 10% of 200 (20), to 220.
Decrease or dec	Decreases the cell value by the percentage you enter.	If the cell value is 200, entering dec10 after 200 decreases the cell value by 10% of 200 (20), to 180.
Power or pow	Changes the cell value to the number, added as an exponent.	If the cell value is 100, entering pow2 after 100 multiplies the cell value by an exponent of 2, to 10,000.
gr	Grows a cell by a percentage.	If the cell value is 200, entering gr50 after 200 increases the cell value by 100, to 300.

Applying Rules to Ad Hoc Grids

After you submit new or changed data, you can run business rules that will calculate the data.

To apply a rule:

1. Open an ad hoc grid.

2. Click **Rules** .

3. If presented with a runtime prompt, enter or select the required information, and then click **Launch**.

If the rule runs successfully, a message displays and data is updated.

Adding Comments and Attachments

To explain data or provide background, you can add comments and attachments to a cell.

Valid attachment file types are:

- Image types permitted: .jpg, .gif, .png, .7z
- Non-image file types permitted: .csv, .xls, .xlsx, .txt, .zip, .jlf, .doc, .docx, .ppt, .pptx, .rtf, .pdf, .gdoc, .gsheet, .gslides, .msg

To add a comment or attachment:

1. Click in a cell, then select



(Comments).

2. Enter your comment. To attach a file, click



(Add Attachment) and browse to the file.

3. Click **Post**.

A blue triangle in the upper right of the cell indicates it has a comment or attachment. To read a comment or view an attachment, perform Step 1.

 **Note:**

Forms 2.0 does not support adding comments or attachments to formula cells.

Adjusting Values

You can quickly adjust cell values in an ad hoc grid.

To adjust a cell's value:

1. Click in the cell.
2. Click **Adjust**



3. In **Adjust By**, enter a positive, negative, or percentage value, and then click **OK**.

About Using Line Item Details

To build logic into how a cell value is calculated, you can use the application's built-in calculator, called Line Item Details.

 **Note:**

Line Item Details is replacing Supporting Detail and they are functionally the same. Detail can be added at the cell level or across multiple cells in the same row.

Line Item Details enables you to develop a cell value and save your assumptions behind the value. For example, you can add Line Item Details for Pens: ballpoint, fountain, marker, and so on. The Pen member can then display the total for all pen types. Or say you want to plan for a travel expense for an upcoming quarter using your own logic. This example shows how you can use line item details to plan travel expenses. The details are displayed below the grid:

	Jan
acc2	2850
▼ Air Fare	2,400.00
Customer Visits	2.00
Average Rate	1,200.00
▼ Hotel	450.00
Number of Nights	3.00
Rate per Night	150.00

To create line item details, click a row header, then click



(Line Item Details). Click the Down Arrow in the top middle of the Line Item Details grid to collapse it.

About Line Item Details:

- You can include text, numbers, and operators that define how data is calculated.
- Hover over a cell to see if it has Line Item Details.
- Line Item Details don't add members to the ad hoc grid or change its organization.
- You must have write permission to cells that you create Line Item Details for.
- To protect the Line Item Details, the aggregate values in cells having Line Item Details are read-only.
- You can add Line Item Details only to base time periods (level-0 members). You can't add Line Item Details to Summary Time Periods, such as Quarters.
- You can't add Supporting Details or Line Item Details for formula row cells.
- Number and precision formatting is not reflected in the **Line Item Details** window.
- The sequence of operators follows the same logic as is used to process multiple operators in a complex calculation. See [Order of Line Item Details](#).

Adding Line Item Details

Use Line Item Details to set how detail items aggregate to cell values.

For an introduction to Line Item Details, see [About Using Line Item Details](#).

To work with Line Item Details:

1. Click a row header, and then click



(Line Item Details).

2. A new grid displays below the ad hoc grid. In this grid, add rows that reflect the structure you want.

For example, click



(Add Line Item Detail), and then click **Add Child** to add a row directly below the selected row. See [Working with the Structure of Line Item Details](#).

3. In the text box, you can enter a description of up to 1,500 characters.
4. Click the default plus sign by each row, and then select the operator to set the mathematical relationships among the rows. Select from these operators:

-  Approx
-  Add
-  Subtract
-  Multiply
-  Divide

5. When you've created the Line Item Details structure, enter the data to set or calculate.

Enter numbers using the same scaling that was set up for the form. You can copy and paste data into Line Item Details.

6. Click **Apply**.

The values are dynamically calculated and aggregated before the data is saved.

 **Note:**

Adding Supporting Details or Line Item Details for formula row cells is not allowed.

For more information, see [Working with the Structure of Line Item Details](#).

Working with the Structure of Line Item Details

Learn how to work with the elements in Line Item Details.

To create or change the structure of Line Item Details:

1. Select the row for which you want to add Line Item Details and click  (Line Item Details).
2. Click  (Add Line Item Detail) and then click **Add Child**. Click **Untitled** and provide a name.
3. Add rows that reflect the structure you want. For example, click **Add Sibling** or **Duplicate**. Use these options from the toolbar before the **Line Item Details** grid:

Table 6-3 Options for Line Item Details

Option	Result
	Refresh: Refreshes the Line Item Details grid. Click Yes to discard unsaved data, otherwise click No .
	Add Line Item Detail: Adds a child or sibling one level below the selected cell. You can add unlimited children, but consider the potential performance impact.
	Promote: Moves the selected row to the next-higher level.
	Demote: Moves the selected row to the next-lower level.
	Move Up: Moves the selected row before its sibling predecessor.
	Move Down: Moves the selected row after its sibling successor.
	Delete: Enables you to select a delete action: <ul style="list-style-type: none"> • Delete Row removes the selected row. • Delete All Rows removes all rows.

4. Click **Apply**.

Order of Line Item Details

The order of Line Item Details affects the resulting value that is saved.

Understanding the calculation order helps you correctly enter Line Item Details. Line Item Details leverage the calculation order of + (addition), - (subtraction), * (multiplication), and / (division). A simple Unit times Rates example demonstrates how to correctly enter Line Item Details.

See [Incorrectly Entering Line Item Details](#) and [Correctly Entering Line Item Details](#).

Incorrectly Entering Line Item Details

This example shows the order of rows in Line Item Details that generate incorrect data.

In the following table, Rate is set to the unary operator +. Hence, the calculation order first adds the Rate and then multiplies by the Unit, resulting in incorrect data for Feb and Mar.

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

Correctly Entering Line Item Details

This example shows the order of Line Item Details generating correct values.

In the following table, the calculation order is Units multiplied by Rates, resulting in correct values.

When you add Line Item Details, verify the order of the rows to ensure that correct values are calculated and saved.

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

Totaling When Line Item Details Cells are Blank

If a cell in Line Item Details is blank, it's ignored when values are aggregated (instead of assuming that a blank cell means zero).

For example, you might define Line Item Details to calculate the daily rate of hiring an instructor (\$250) times the number of days per month for which you plan to hire an instructor (4 in January, but none in February). The Instructor total for Feb is 250, even though you don't intend to hire an instructor in Feb.

	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 cell, instead of leaving it blank. This causes the rate (250) to be multiplied by 0 (zero), resulting in a value of zero for Feb.

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

Printing Ad Hoc Grids

If you require printing, you can print ad hoc grids using the browser's print feature or the Excel Print feature in Oracle Smart View for Office.

To work with an ad hoc form in Smart View, open a form, click **Actions**, and then select **Open in Smart View**.

See Opening Forms and Ad Hoc Grids from Web Applications in *Smart View for Office User's Guide 23.100*.

Using Free-Form Ad Hoc

If you are familiar with the dimensions and members of your database, you can use free-form ad hoc by typing dimension and member names directly into cells of an ad hoc grid.

You can still use the POV, member selection, and other ad hoc operations in free-form grids.

Free-Form Ad Hoc Guidelines

Consider these guidelines when working in free-form ad hoc.

- A grid must have at least one row dimension and one column dimension.
- Each row dimension can contain members of only one dimension. Each column dimension can contain members of only one dimension.
- Members of one dimension can be entered only in *one* of the following regions:
 - In the same row
 - In the same column
- Precede member names that contain spaces between words with a single quotation mark.
- Aliases from the current alias table are permitted in free-form grids, but aliases from other alias tables are treated as comments.

Using the Member Selector

Related Topics

- [About Selecting Members](#)
- [Selecting a Dimension](#)
- [Defining Member Display Options](#)
- [Searching for Members](#)
- [Filtering Which Members Are Displayed](#)
- [Making Member Selections](#)

About Selecting Members

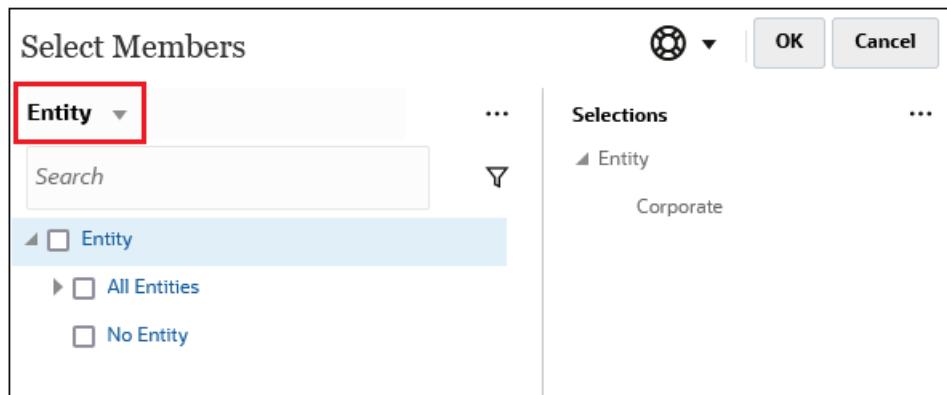
You select members in the **Select Members** dialog box. The options in the dialog box may differ slightly depending on the feature for which you are selecting members.

You can select members to use with the following features:

- Forms 2.0:** Use member selection to define the rows, columns, and the point of view to use in a form, and to select members for business rules run-time prompts.
- Dashboards 2.0:** Use member selection to define the Global or Local POV, and to select members for business rules run-time prompts.
- Ad hoc grids:** Use member selection to define the POV, rows, and columns, and to set the user variables, substitution variables, and attributes in an ad hoc grid.

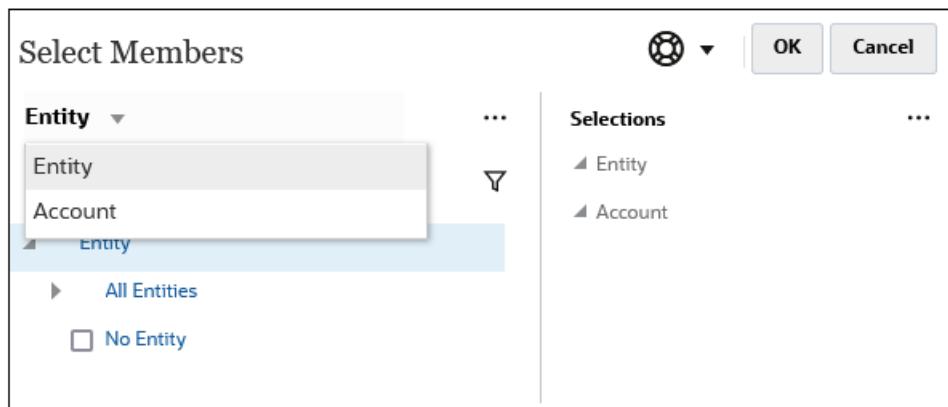
Selecting a Dimension

The dimension for which you are selecting a member is displayed at the top of the **Select Members** dialog box.



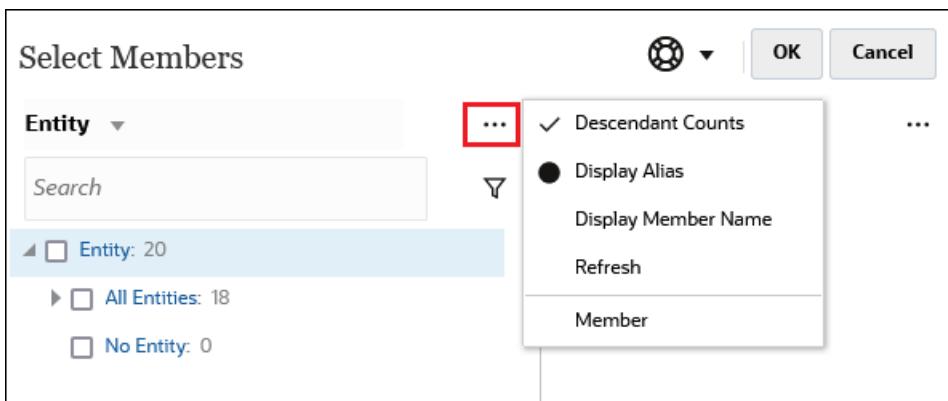
In certain situations you may be able to select a member for more than one dimension. To do this, click the drop-down to select the desired dimension. For example, if you are selecting

members for both the Entity and Account dimensions, both Entity and Account are displayed in the drop-down.

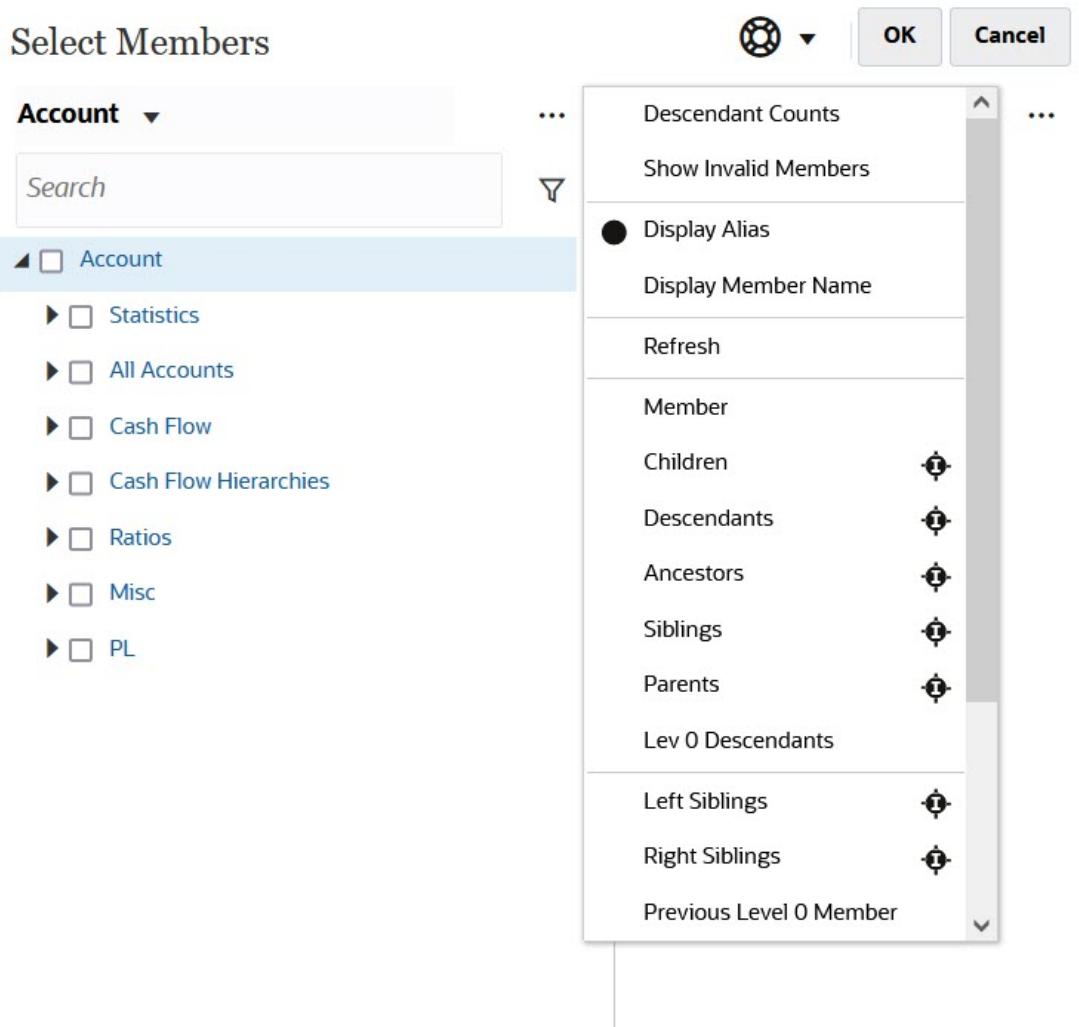


Defining Member Display Options

Click  (Available Items) to select whether to display members by alias or by member name, and whether to display the number of descendants for each member.



In some places, additional options are available:

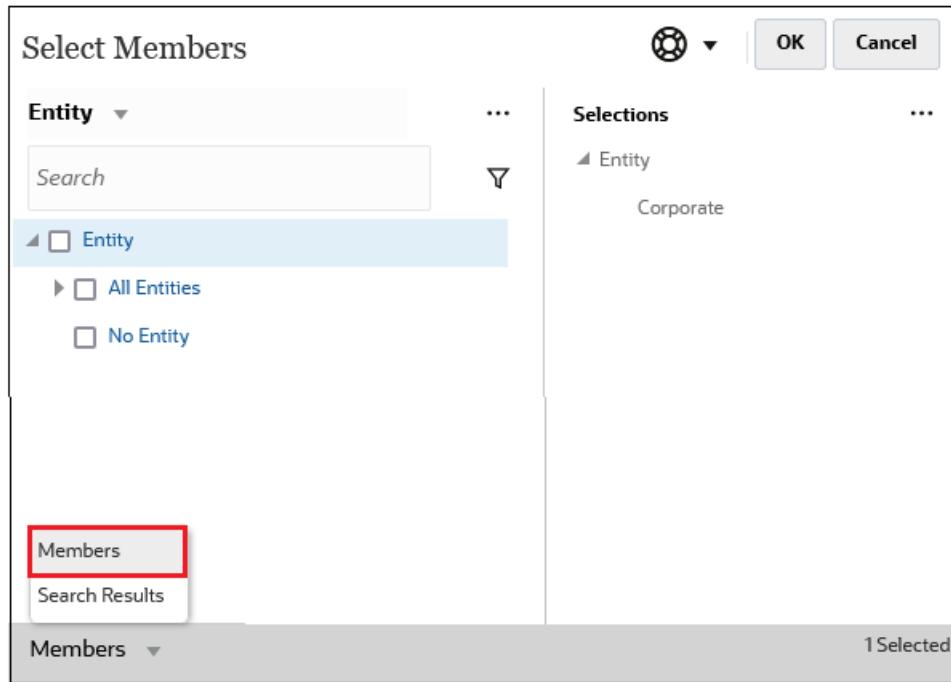


You have the option to **Show Invalid Members**.

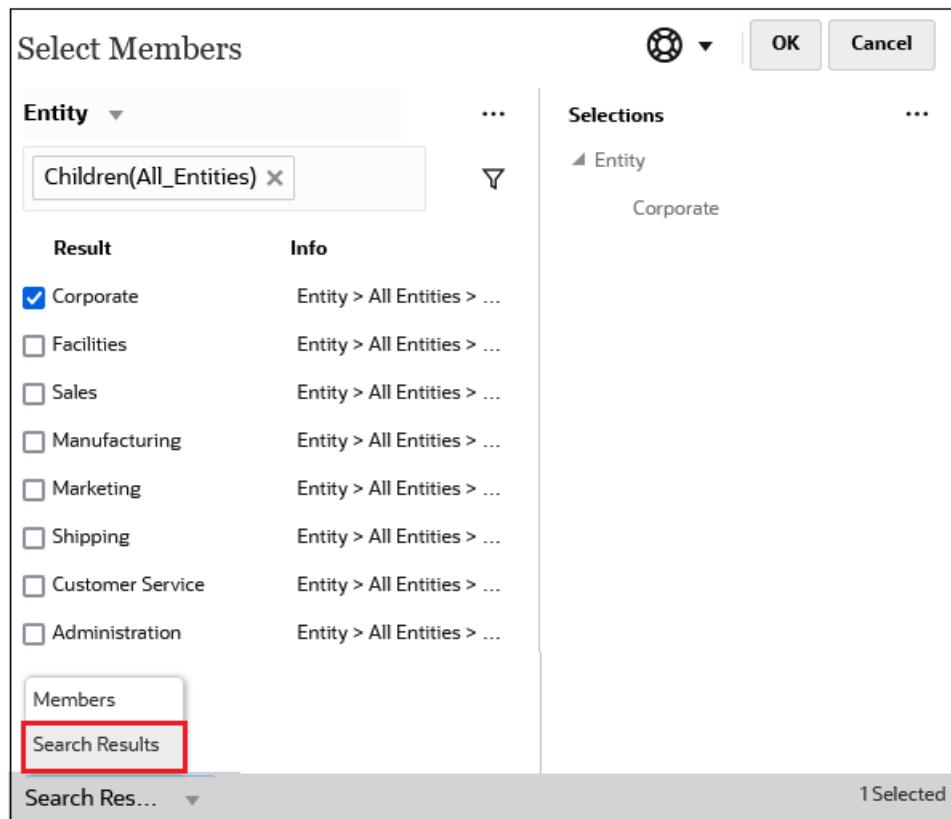
You can also show and select members using member relationships. When you click a member relationship option in the **Available Items** menu, the member or members are moved to the **Selections** pane. For more information about member relationships, see [Member Relationships](#).

To toggle the display between the hierarchy view and the results of any search or filters, select **Members** or **Search Results** at the bottom left of the screen.

Select Members Dialog Box with the Hierarchy View Displayed



Select Members Dialog Box with Search Results Displayed



In some places, you also have the option to toggle the display to show:

- User Variables
- Substitution Variables

- Attributes

 **Tip:**

You can drag the splitter bar between the **Select Members** pane and the **Selections** pane to adjust how the dialog box displays.

Searching for Members

You can search for members in the **Search** field. When searching for a member, you can search for a word, multiple words, or wildcard characters.

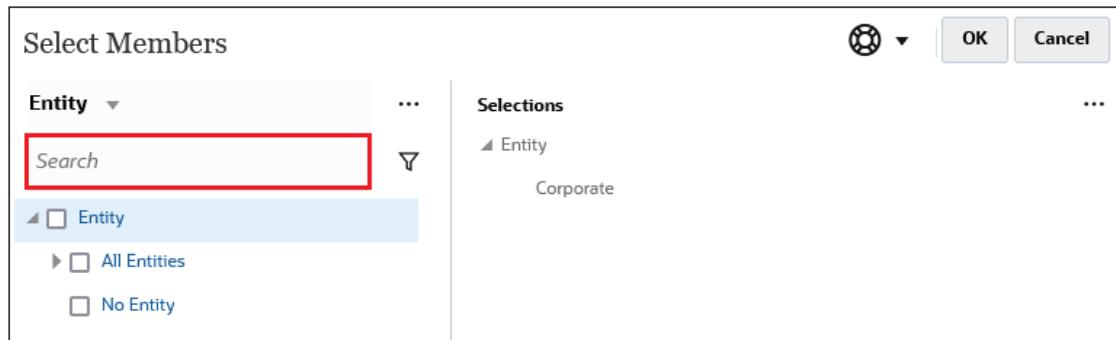
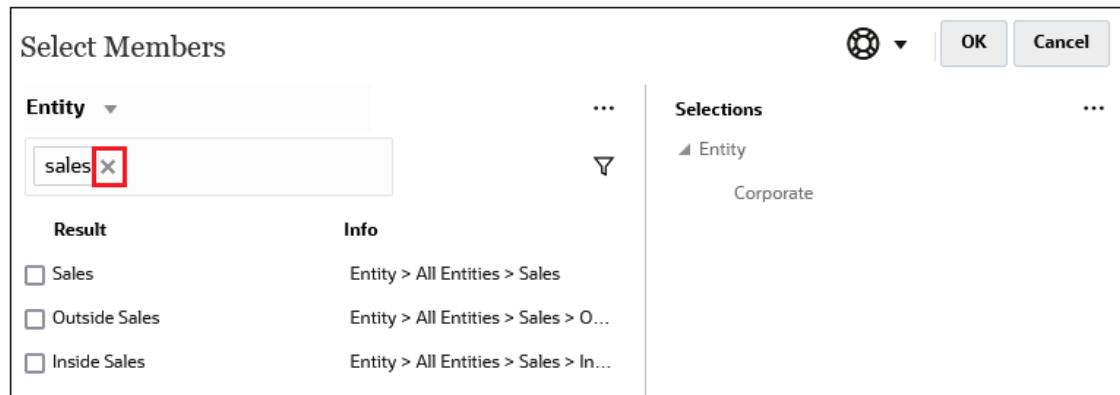


Table 7-1 Valid Wildcard Characters

Wildcard	Description
?	Match any single character
*	Match zero or multiple characters. For example, enter "sale*" to find "Sales" and "Sale" because * includes zero or more characters after the word "sale."
#	The default search uses the * wildcard. For example, entering "cash" searches for "*cash*" and returns "Restricted Cash", "Cash Equivalents", "Cash", and "Noncash Expenses" because the word "cash" appears within each matched item.
[list]	Match any single character within a specified list of characters. You can list specific characters to use as wildcard. For example, enter [plan] to use all the letters within the brackets as a single wildcard character. You can use the "-" character to specify a range, such as [A-Z] or [!0-9]. To use the "-" character as part of the list, enter it at the beginning of the list. For example, [-@&] uses the characters within the brackets as wildcard characters.
[!list]	Match any single character not found within a specified list of characters. The "-" character can also be used to indicate a range, such as [!A-Z] or [!0-9].

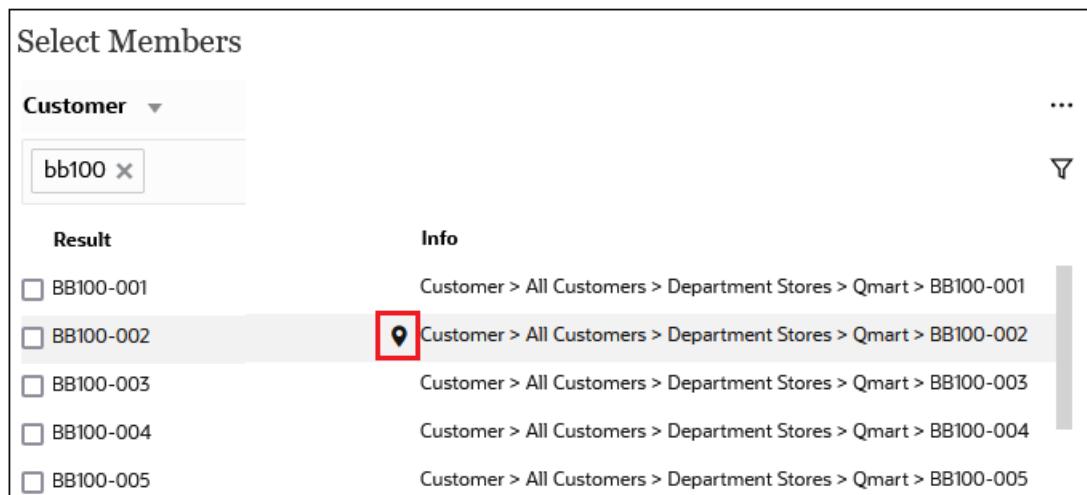
To remove search criteria, click the X next to the search filter.



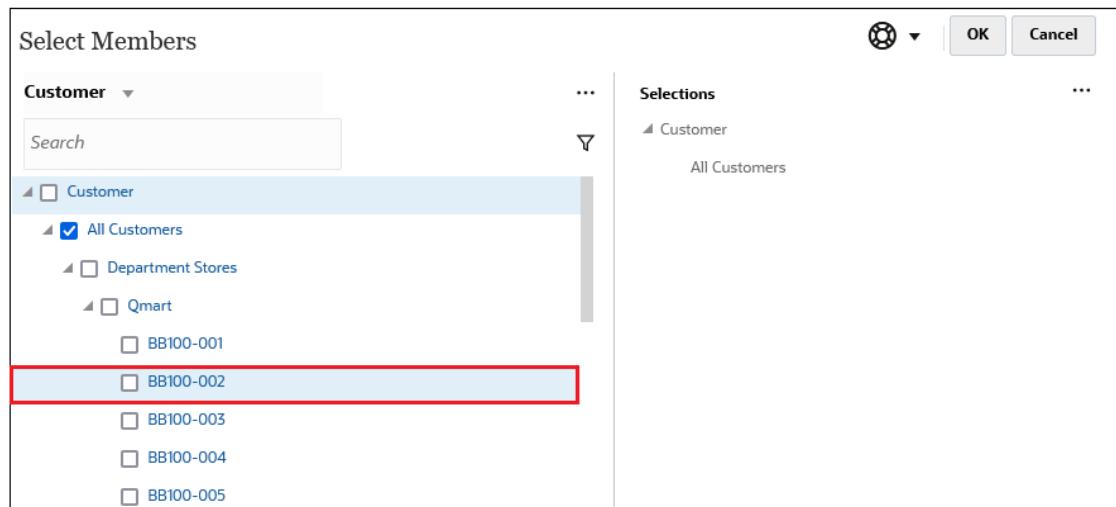
After you perform a search, you can use the Locate Member icon to find a specific member in the hierarchy. This is very useful if you have a large number of members and you need to work with a particular member in its hierarchy position.

To display the Locate Member icon, highlight a member in the search results. To locate the member in the hierarchy, click (Locate Member) to the left of the highlighted member in the Info column.

For example, assume you search for **bb100** in the **Customer** dimension, and then click (Locate Member) on the **BB100-02** line.

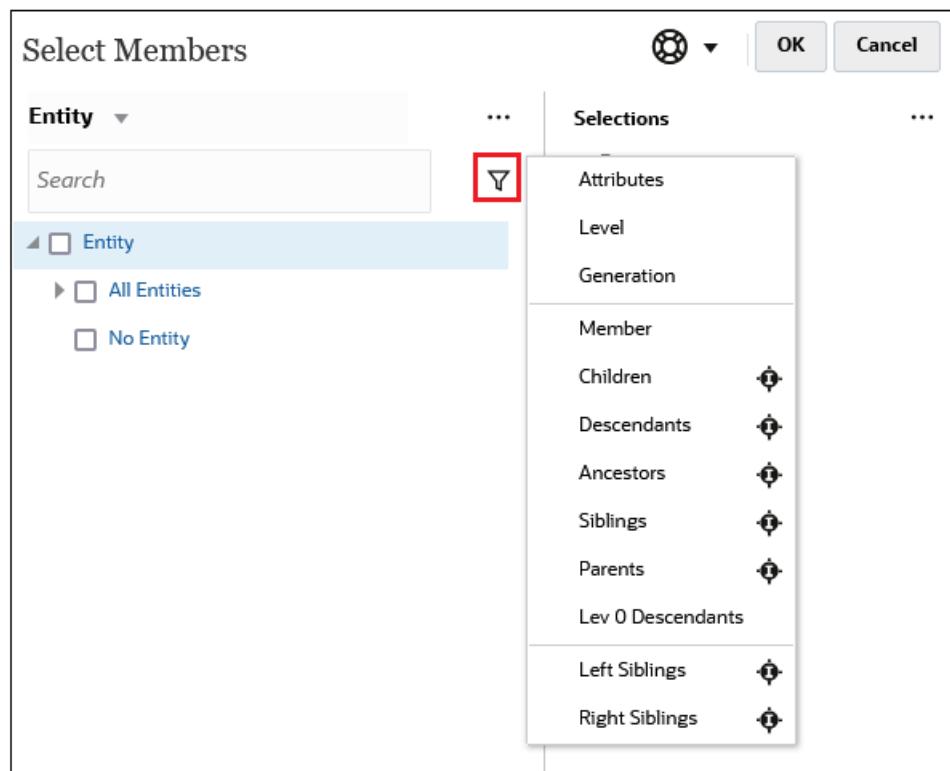


After you click (Locate Member), you are returned to the hierarchy view with **BB100-02** highlighted. At this point, you could select the checkbox next to BB100-02 to move it to the **Selections** pane if desired.



Filtering Which Members Are Displayed

To further filter the members that are displayed, click the Filter icon  , and select an option.



You can filter by a specific attribute, by level, by generation, or by a member relationship.

- [Filtering by Attributes](#)
- [Filtering by Level](#)
- [Filtering by Generation](#)
- [Filtering by Member Relationship](#)

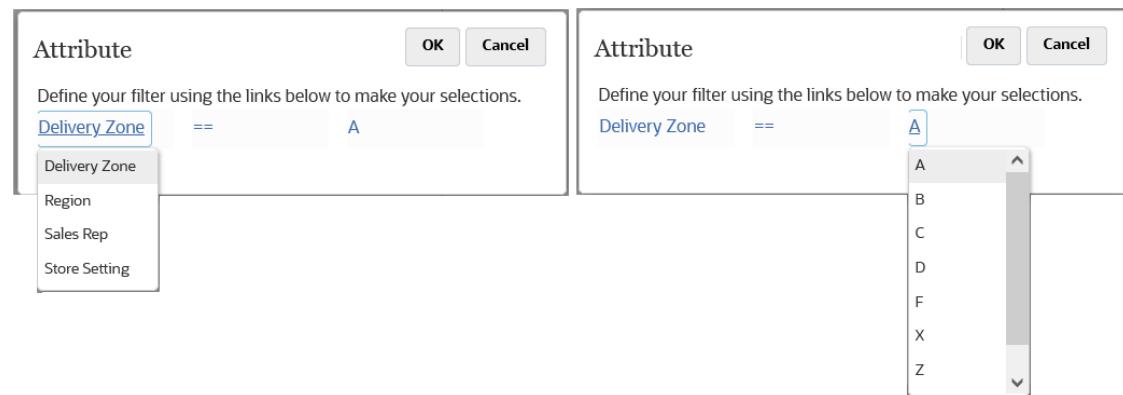
Filtering by Attributes

If attributes are defined, click  (Filter) and select **Attributes** to filter the members displayed to specific attribute values.

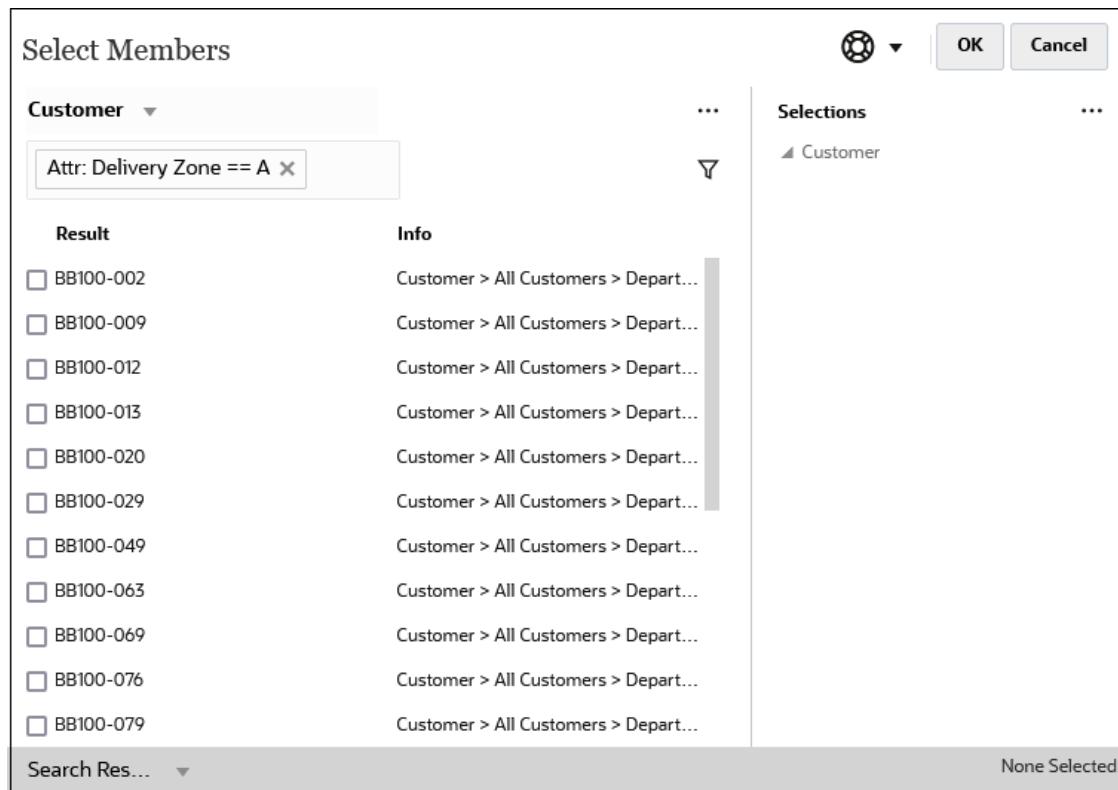


If more than one attribute is defined, click the links in the **Attribute** dialog box to display the available attributes and select the filters. For example, you could filter the results displayed for the **Customer** dimension to **Delivery Zone A**.

Attribute Dialog Box with Delivery Zone and A Selected

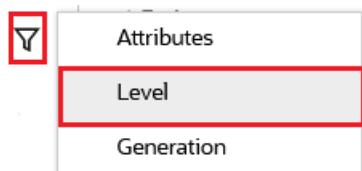


Members for the Customer Dimension Filtered by Delivery Zone A



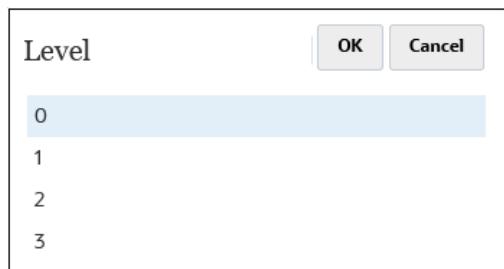
Filtering by Level

To filter the members displayed to a specific level, click (Filter), and select **Level**.

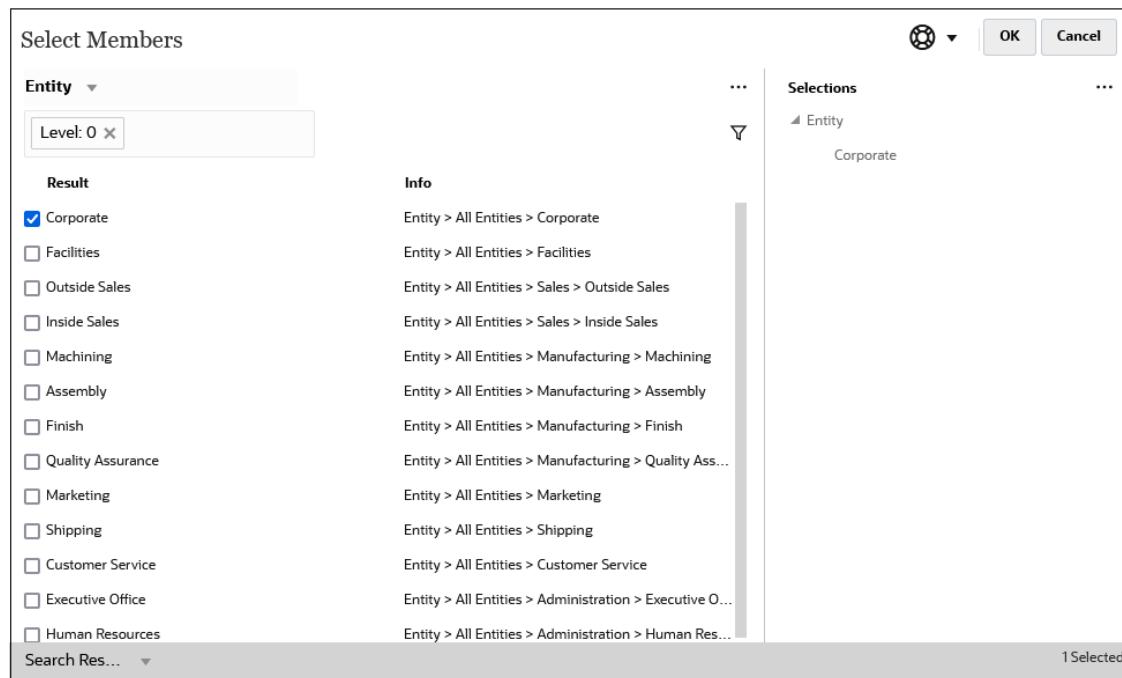


For example, you could filter by **Level 0** members in the **Entity** dimension.

Level Dialog Box with Level 0 Selected

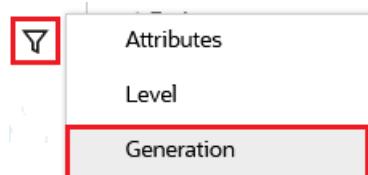


Members for the Entity Dimension Filtered by Level 0



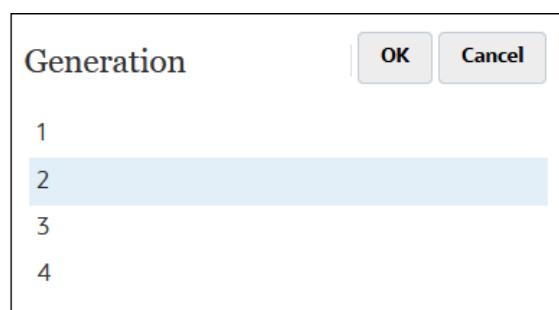
Filtering by Generation

To filter the members displayed to those in a specific generation, click (Filter), and select **Generation**.

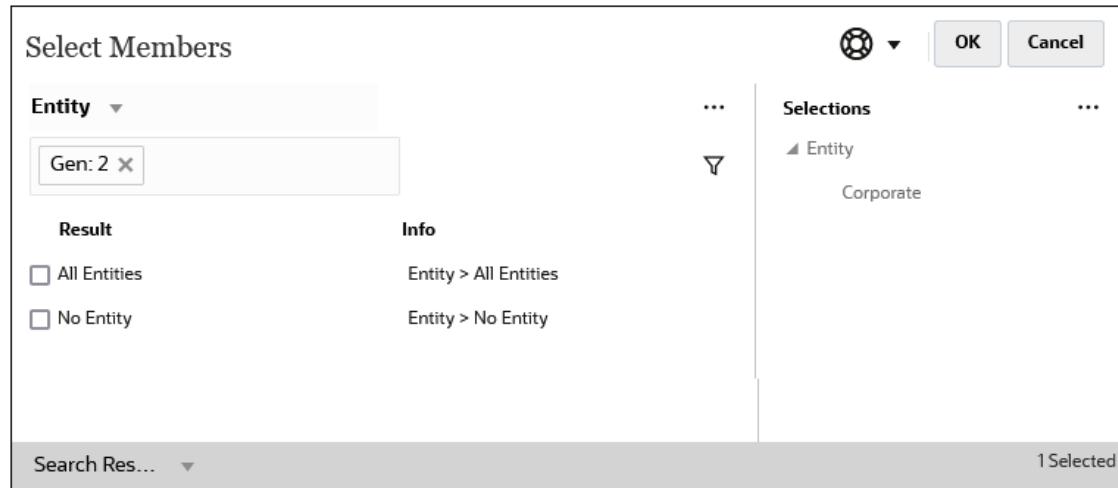


For example, you could filter by **Generation 2** members in the **Entity** dimension.

Generation Dialog Box with Generation 2 Selected



Members for the Entity Dimension Filtered by Generation 2

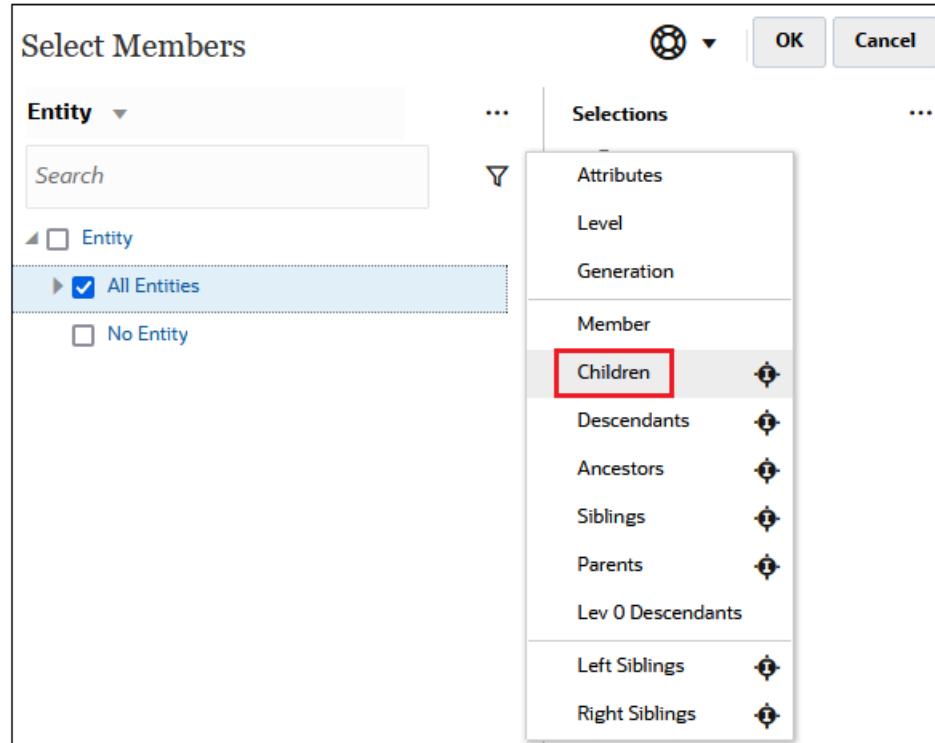


Filtering by Member Relationship

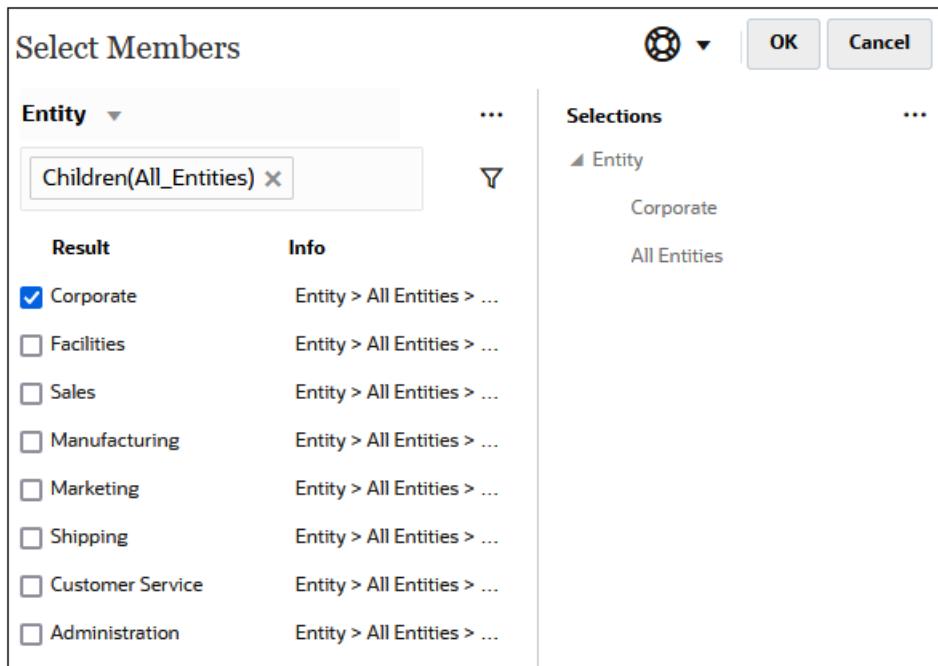
When you filter by member relationship, you can define whether to include the currently-highlighted member in the search results.

- Click the relationship name to select the related members, *excluding the currently-highlighted member*.

For example, assume you select **All Entities**, click (Filter), and then select **Children**.

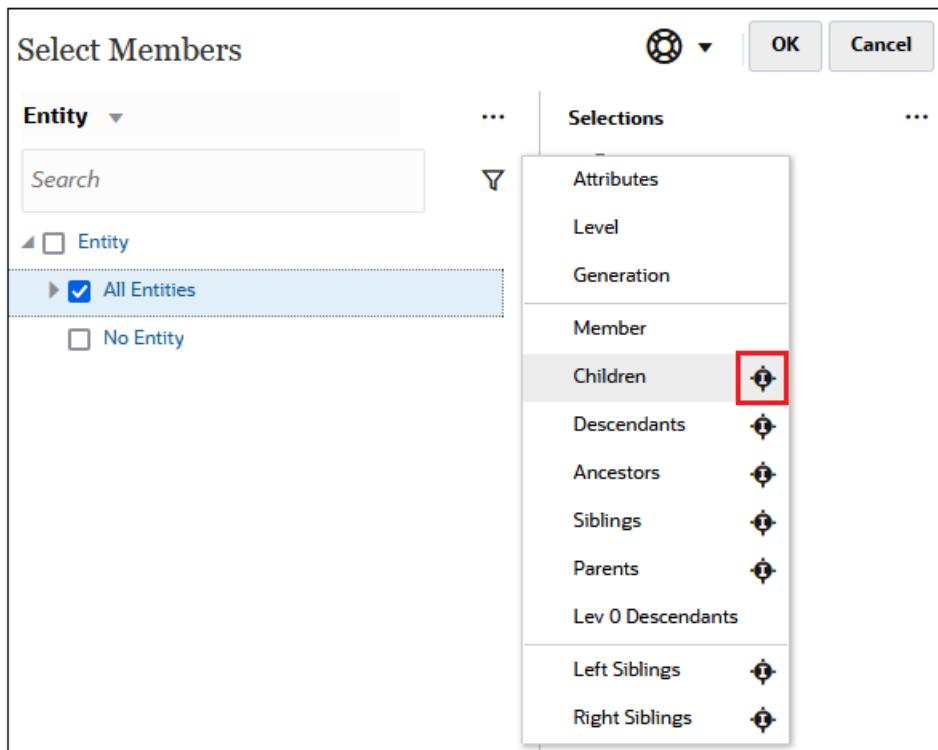


In this case, the children of **All Entities** are included in the filtered results, but *not* the **All Entities** member.

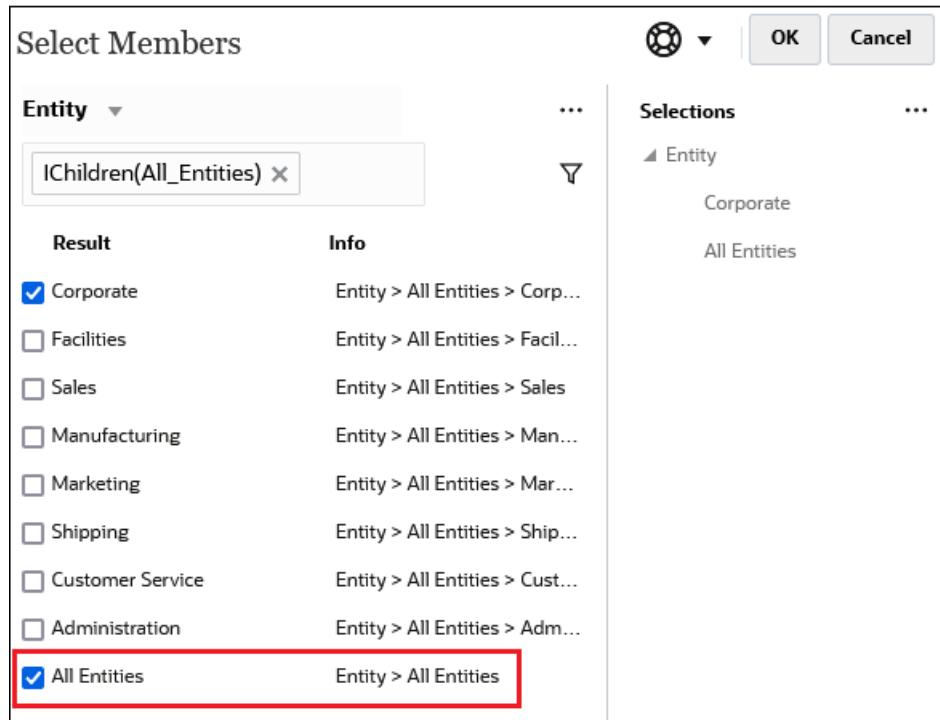


- Click the Include icon  to the right of the relationship name to select the related members, *including the currently-highlighted member*.

For example, assume you select **All Entities**, click  (Filter), and then click  (Include) next to **Children**.



In this case, both the children of **All Entities** and the **All Entities** member are included in the filtered results.



 **Note:**

For more information, see [Member Relationships](#).

Member Relationships

This table describes which members and related members are included during filtering and member selection.

Click the Include icon  to the right of the relationship name to select the related members, *including the currently-highlighted member*.

Table 7-2 Member Relationships

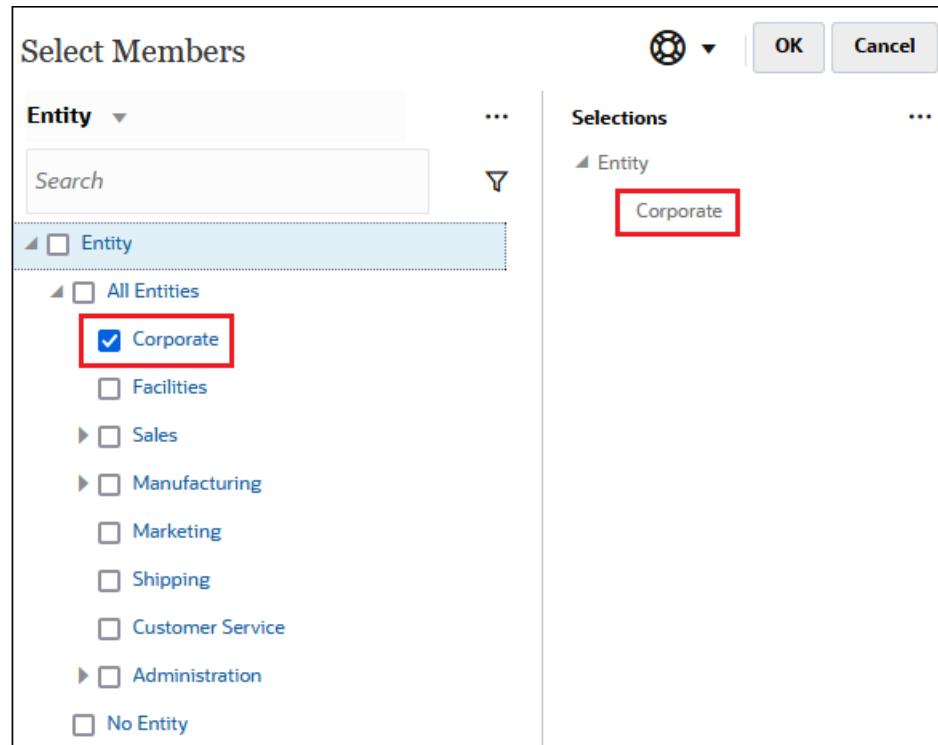
Member	Which Related Members Are Included
Member	The selected member
Children	All members in the level immediately below the selected member
Descendants	All descendants of the selected member, excluding the selected member
Ancestors	All members above the selected member, excluding the selected member
Siblings	All members from the same level in the hierarchy as the selected member, excluding the selected member
Parents	The member in the level above the selected member
Level 0 Descendants	All descendants of the selected member that have no children
Left Siblings	The members that appear before the selected member with the same parent

Table 7-2 (Cont.) Member Relationships

Member	Which Related Members Are Included
Right Siblings	The members that appear after the selected member with the same parent
Previous Level 0 Member	The previous level zero member that appears before the selected member Examples: PrevLvl0Mbr(Jan) returns BegBalance; PrevLvl0Mbr(Jul) returns Jun; PrevLvl0Mbr(BegBalance) returns an empty result
Next Level 0 Member	The next level zero member that appears after the selected member Examples: NextLvl0Mbr(Mar) returns Apr; NextLvl0Mbr(Dec) returns an empty result
Previous Generation Member	The member that appears immediately before the selected member within the same generation
Next Generation Member	The member that appears immediately after the selected member within the same generation
Previous Sibling	The member that appears immediately before the selected member with the same parent
Next Sibling	The member that appears immediately after the selected member with the same parent

Making Member Selections

To select a member, click the checkbox next to the member in the **Select Members** dialog box. The selected member displays a check mark and is moved to the **Selections** pane.

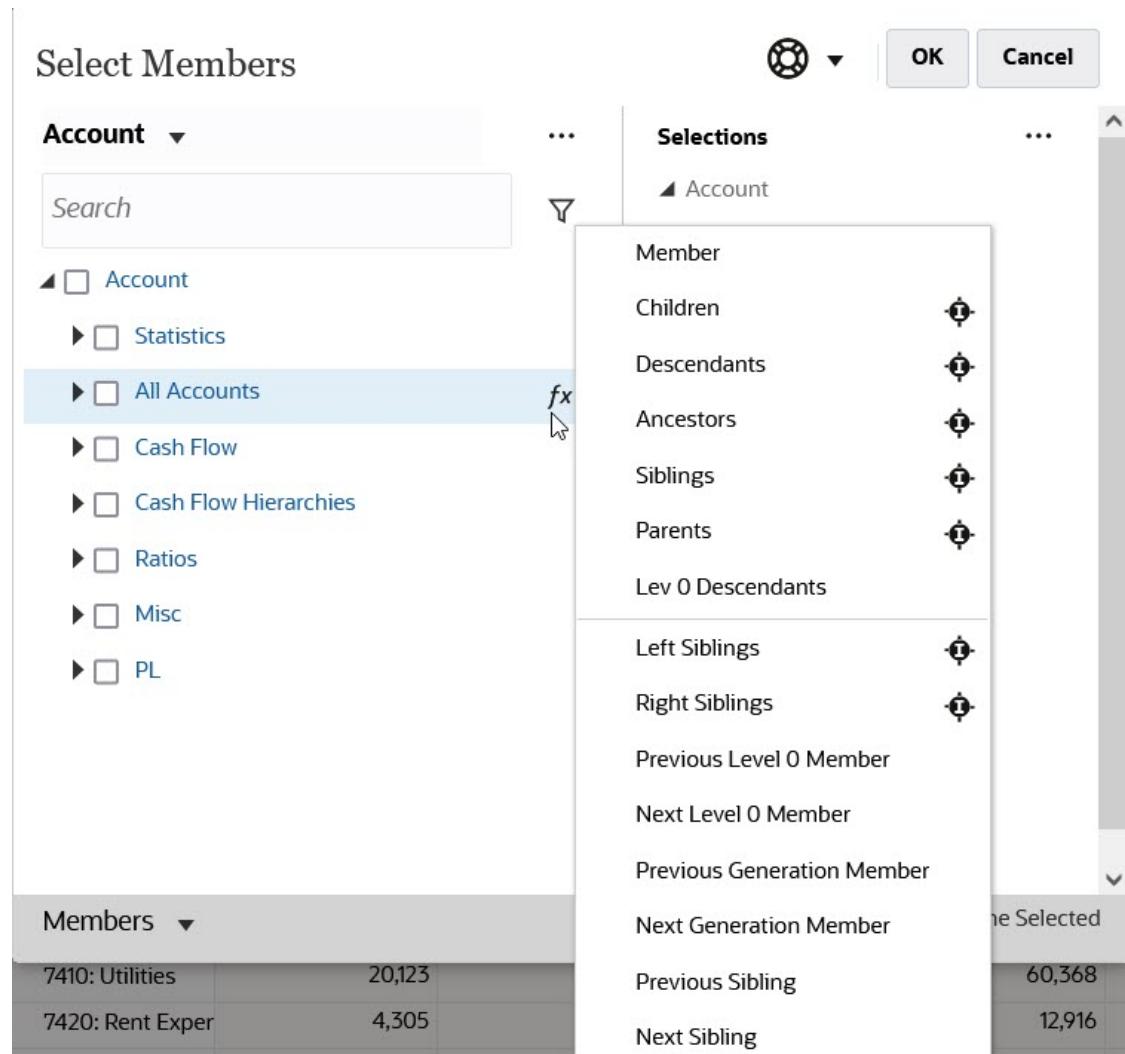


Note:

In certain situations, you are limited on the members you can select.

To expand a parent member to see its child members, click the expansion icon  to the left of the parent member name. Clicking the expansion icon will not select the parent member.

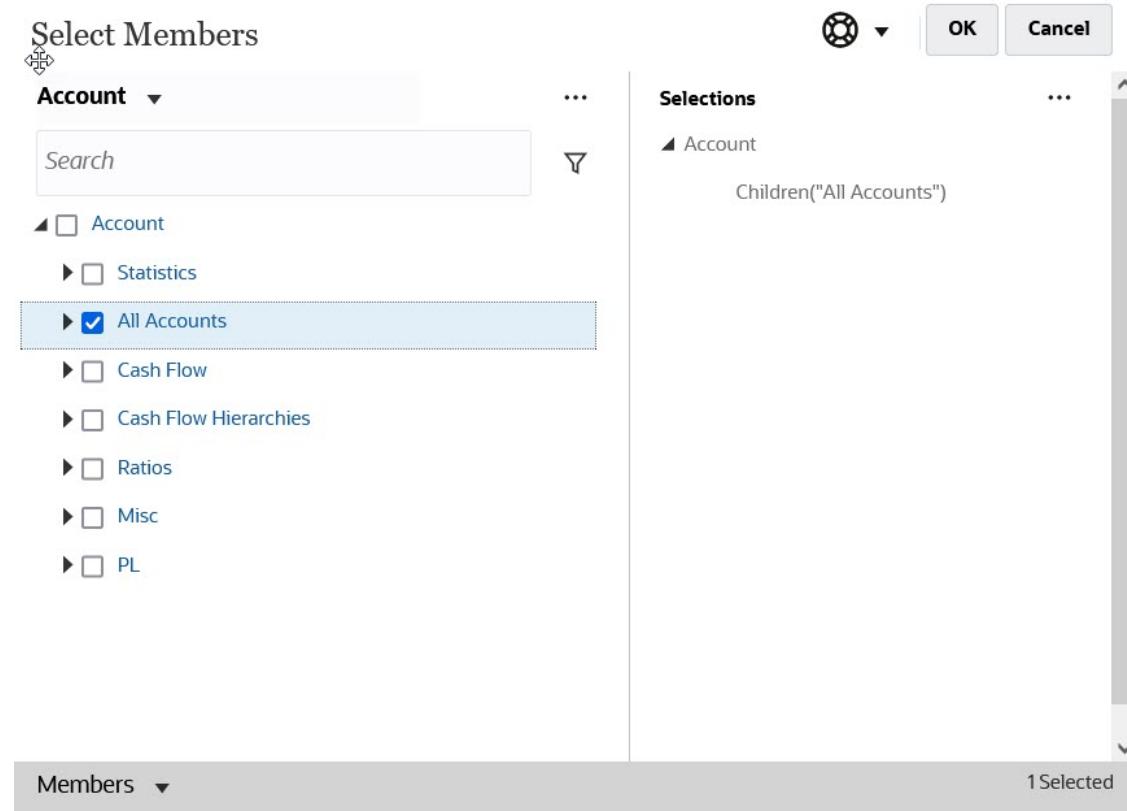
In some places, you can use the Function Selector in the **Select Members** pane  to make member selections. Click the Function Selector  next to a member to see the Function Selector menu, and then select a member relationship option.



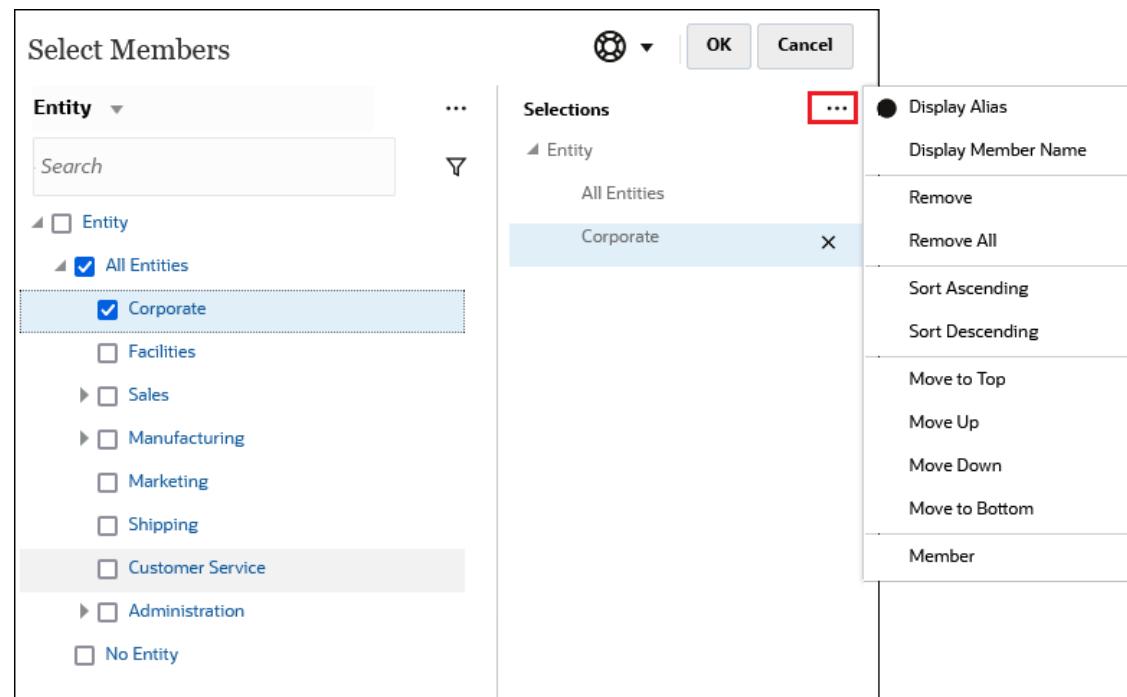
The screenshot shows the Oracle BI Select Members dialog. On the left, the **Account** pane displays a tree view of account categories. The node **All Accounts** is selected and highlighted in blue. On the right, the **Selections** pane lists various member selection options, each with a function selector icon () to its right. The listed options include: Member, Children, Descendants, Ancestors, Siblings, Parents, Lev 0 Descendants, Left Siblings, Right Siblings, Previous Level 0 Member, Next Level 0 Member, Previous Generation Member, Next Generation Member, Previous Sibling, and Next Sibling. At the bottom of the Selections pane, there is a summary table showing the count of members for the selected items.

Selected	Count
60,368	60,368
12,916	12,916

For example, if you click the Function Selector  next to All Accounts, and then click **Children**, then Children("All Accounts") is added to the **Selections** pane.

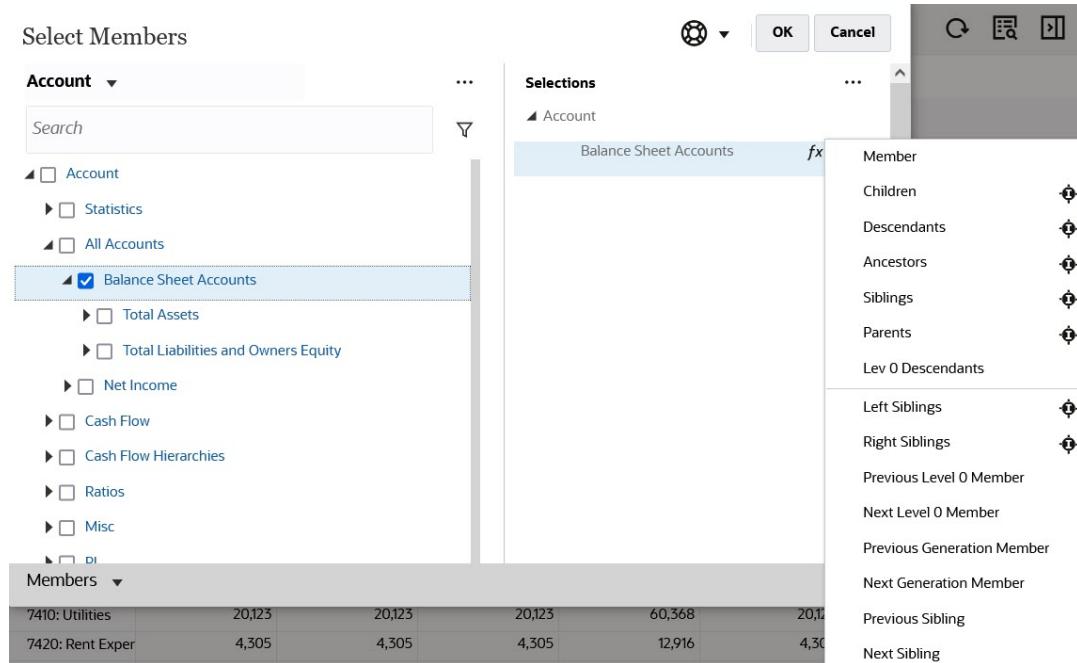


To remove, sort, or move selected members, click (Selected Items) in the **Selections** pane, and select an option. You can also select whether to display the alias or the member name.



You can add additional members to the **Selections** pane for selected members in several ways:

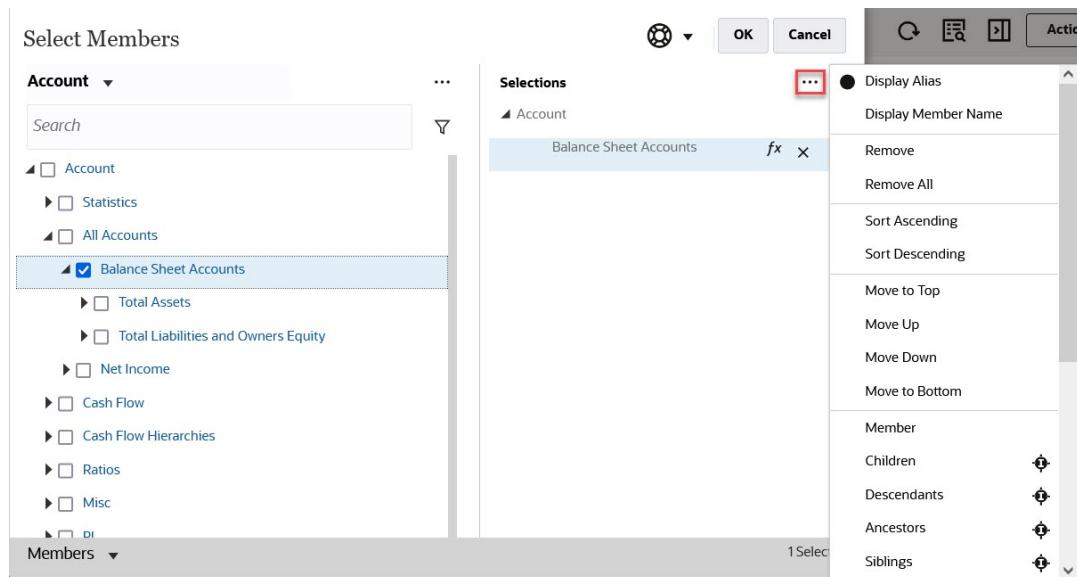
- Click the Function Selector  next to a selected member to see the Function Selector menu, and then select a member relationship option.



The screenshot shows the Oracle BI 'Select Members' dialog. On the left, the 'Account' tree view has 'Balance Sheet Accounts' selected. On the right, the 'Selections' pane lists various member relationship options under the 'Account' category. A context menu is open over the 'Balance Sheet Accounts' node, with the 'Member' option highlighted.

Member
Children
Descendants
Ancestors
Siblings
Parents
Lev 0 Descendants
Left Siblings
Right Siblings
Previous Level 0 Member
Next Level 0 Member
Previous Generation Member
Next Generation Member
Previous Sibling
Next Sibling

- Select a member in the **Selections** pane, click the **Selected Items** icon  , and then click a member relationship option.



The screenshot shows the Oracle BI 'Select Members' dialog. On the left, the 'Account' tree view has 'Balance Sheet Accounts' selected. On the right, the 'Selections' pane lists various member relationship options under the 'Account' category. The 'Selected Items' icon is highlighted with a red box. A context menu is open over the 'Balance Sheet Accounts' node, with the 'Member' option highlighted.

Member
Children
Descendants
Ancestors
Siblings

For more information about member relationships, see [Member Relationships](#).

Viewing Key Information with Infolets

Infolets provide quick insights into data that guide your decisions and actions. Infolets present a visually engaging overview of high-level, aggregated information.

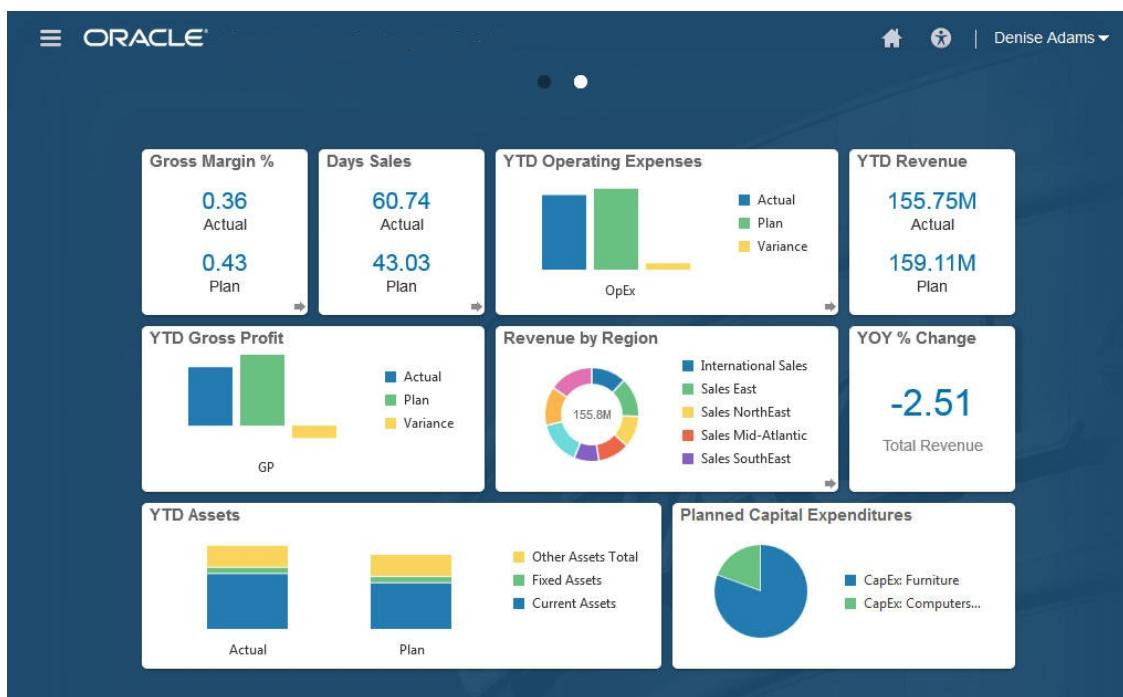
They can help you quickly analyze data and understand key business questions such as:

- Where is it most important to direct my attention?
- What critical information has recently changed?
- How many orders are in jeopardy, listed by status?

Getting an instant overview into key information enables you to react quickly to changing conditions.

Your administrator can design an infolet to display a chart, a data point in a form, or an entire form. The administrator may design an infolet to progressively display more details when you flip or expand it. (Only administrators can design infolets.)

To draw your attention to important data, your administrator can set an infolet page that displays directly on your Home page. Here's a sample infolet page.



You can also access infolets by clicking the dots at the top of the Home page. See [About the Infolet Dots](#). If the infolet content takes more space than can be displayed on a page, use the scroll bar on the right.

 **Note:**

Using the Navigation Flow designer, your administrator can define up to seven infolet dots on the Home page. If your administrator creates connections to other EPM Cloud subscriptions, infolets can link to infolet pages in other EPM Cloud subscriptions.

About Infolet Views

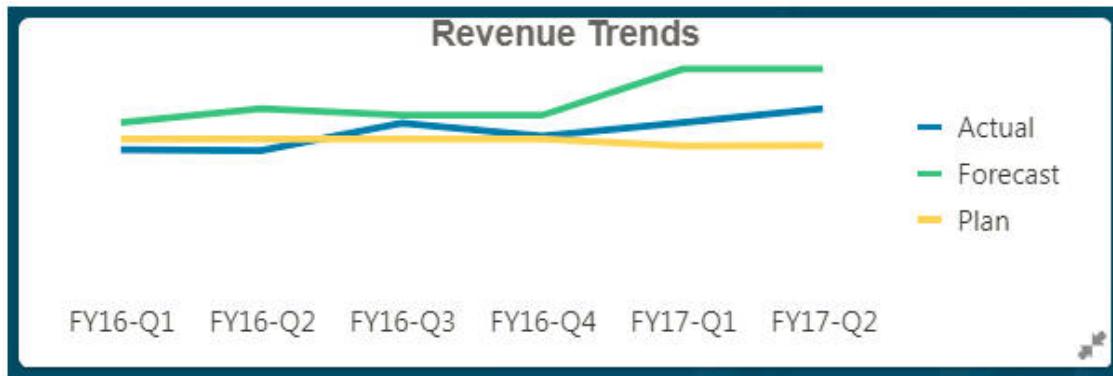
Your administrator can design up to three views in an infolet. The front page typically identifies key information. For example:



If an infolet has a back view, hover over the bottom right corner to see the flip arrow, and then click it. Back views typically present more analytical information, such as a graph. For example:



To flip to the front view again, hover over and then click the bottom left arrow. An infolet may have an expanded view to present even more detailed information. If so, hover over and then click the double arrow in the bottom right corner to see an expanded view. For example:



To return to the front or back view from an expanded view, click the double arrows in the bottom right corner.

 **Note:**

Infolet views honor the access permissions that are assigned to the underlying forms and dimensions. So, your infolet views may differ from other users' views to the same infolet.

About the Infolet Dots

You open infolets that your administrator gives you access to by clicking the dots towards the top of the Home page.



- The first dot links to the Home page.
- The second dot links to your default, or favorite, infolets page. See [Setting Your Default Infolet](#).
- The third through up to ninth dots link to other infolets that your administrator created.

Setting Your Default Infolet

You can set an infolet that you access most often as the default. Clicking the second dot displays your default infolet.

To set your default infolet:



1. On the Home page, click **Infolets** .
2. From the **Actions** menu for the infolet you want to be the default, click **Default**. To undo the **Default** setting, click **Unmark**.

You can mark both a dashboard and an infolet as the default, but only one is in effect at a time. The one you've set as default most recently is the current default.

Working with Consolidation Journals

Related Topics

- [About Consolidation Journals](#)
- [Viewing Consolidation Journals](#)
- [Consolidation Journal Security Roles](#)
- [Managing Consolidation Journal Templates](#)
- [Creating Consolidation Journal Templates](#)
- [Editing Consolidation Journal Templates](#)
- [Importing Journal Templates](#)
- [Exporting Journal Templates](#)
- [Deleting Consolidation Journal Templates](#)
- [Creating Consolidation Journal Files](#)
- [Importing Consolidation Journals](#)
- [Exporting Consolidation Journals](#)
- [Creating Consolidation Journals](#)
- [Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries](#)
- [Creating Consolidation Auto-reversing Journals](#)
- [Scanning Consolidation Journals](#)
- [Consolidation Journal Status](#)
- [Editing Consolidation Journals](#)
- [Consolidation Journal Approval Workflow](#)
- [Submitting Consolidation Journals for Approval](#)
- [Approving Journals](#)
- [Rejecting Consolidation Journals](#)
- [Processing Consolidation Journals without an Approval Workflow](#)
- [Posting Consolidation Journals](#)
- [Unposting Consolidation Journals](#)
- [Copying Consolidation Journals](#)
- [Viewing Consolidation Journal History](#)
- [Deleting Consolidation Journals](#)

About Consolidation Journals

During a financial period, you may need to adjust data after it is entered or loaded into base-level entities. Consolidation journals provide an audit trail of changes made in the application

and indicate which users made adjustments and which accounts, entities, and time periods are affected.

 **Note:**

The Consolidation Journals feature is only available if it was enabled during application configuration. An administrator can optionally enable a workflow for Consolidation journals.

The journal tasks that you can perform depend on the role assigned to you by the administrator. If a journal task is not available due to security, or the state of the data or journal status, it is either disabled or displayed with a message that you do not have the rights to perform the action.

With journals, you can:

- Create double-sided journal entries by using debits and credits
- Balance entries, or allow unbalanced entries. You may want to create unbalanced journals if you have data from varying systems, or if the journals are offset by other business processes, such as custom rules or data loads. To allow unbalanced journals, you must select the **Unbalanced Journals** option during the Enable Features process. If you select this option, all users who can create journals can create unbalanced journals, which are allowed for all Scenarios, Entities, Consolidation members, Entity currency and all input currencies. To enable, see [Application Feature Descriptions](#).
- Create recurring journals that are repeated for a number of future periods
- Create auto-reversing journals that generate reversing entries in the next time period
- Use the journal approval process to provide accountability

Watch the following video for an introduction to journals:



[Getting Started with Journals](#)

Viewing Consolidation Journals

The Consolidation Journals list displays the journal autonumber, label, description, journal type, balance type (if Unbalanced Journals is enabled), status, Data Source member, currency, and group, sorted by autonumber. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order. Entity, Created By, Approved By, Posted By, Created Date, Approved Date, Posted Date columns are hidden. If you select to view the Entity column, the same journal displays multiple times for multiple-entity journals.

By default, journals also display the default currency at the end of the Entity name or alias.

The first column is the auto-numbering column. This is a system-generated sequence number created for a specific Scenario, Year, Period combination. The auto-number is assigned when a created journal is saved the first time.

You can filter the list of journals to display. This enables you to find journals based on selected criteria. You can filter the list by Label, Description, Group, Entity, User, Status, Data Source member, Currency, or Balance Type (if Unbalanced Journals is enabled). You can enter text

filters, including the percent sign (%) as a wildcard, or leave a text box blank to avoid filtering on the text.

The journal actions that are available depend on the journal status and security. For example, if the journal has a status of Approved, the only actions available are Reject or Post. You can select one or more rows and perform a batch action using the icon above the column. If you select multiple rows and try to perform an action that does not apply to one or more rows in the selection, the system applies the action to the remaining rows and displays a warning for the rows for which the action is not applicable.

To view journals:

1. On the Home page, click **Consolidation Journals**.
2. From the Point of View, select **Consolidation**, **Scenario**, **Year**, **Period**, and **View** members.

To select journal columns to display on the list:

1. On the Home page, click **Consolidation Journals**.
2. From the journal list, click on the header Actions icon, click **View**, and then select the columns to display, or select **Show All**. To hide columns, de-select them.
3. **Optional:** To change the column sort order, click the header icons and select **Sort Ascending** or **Sort Descending**, or click on the column header and drag and drop it to the desired place.

Consolidation Journal Security Roles

Application Roles for Consolidation Journals

Consolidation Journal Application Roles are available from **Access Control**, which is available in the **Tools** card on the Home page. You can assign or unassign these roles to any users or groups.

These Consolidation Journals Applicable Roles are available:

- Consolidation Journals - Create
- Consolidation Journals - Submit
- Consolidation Journals - Approve
- Consolidation Journals - Post
- Consolidation Journals - Un-Post
- Consolidation Journals - Auto-Post After Approval
- Consolidation Journals - Manage Periods

To open Access Control, use one of these methods:

- Click **Tools** and then **Access Control**.
- Click **Navigator** and then select **Access Control**.

For details on assigning Application Roles to a group or user, see *Administering Access Control for Oracle Enterprise Performance Management Cloud*.

Consolidation Journals - Create

This role allows a user to create, modify and delete consolidation journals and consolidation journal templates. When assigned to users that have the predefined roles of User, Power User

and Service Administrator, the creation of journals and templates is available only for those dimension members that the user has write access to.

If the journal is in Working status (for Journal Workflow-enabled applications) or Unposted, the user can save and modify the journal as needed. Only users with the Create role and write access to the members in the journal can modify journals. The only action available for this role is Complete. However, if a user also has the Consolidation Journal - Submit role, they can perform the Submit action instead of the Complete action.

Only users with Create role and write access can take the following actions on a journal:

- Copy
- Delete. Note that journals can only be deleted if they are in a Working status.

Consolidation Journals - Submit

This role allows a user to submit a journal for approval. It also allows the user to reject a journal with a Completed status. When the journal is rejected, it returns to Working status.

This role is not available for applications that do not have Consolidation Journal Workflow enabled.

Consolidation Journals - Approve

This role allows a user to approve a journal that has been submitted for approval. The user must have either read or write access to all of the members in the journal. The user who submitted the journal cannot also be the approving user.

A user with this role can reject a Submitted journal. When the journal is rejected, it returns to Working status.

This role is not available for applications that do not have Consolidation Journal Workflow enabled.

Consolidation Journals - Post

This role allows a user to post a journal. If Consolidation Journal Workflow is enabled, the journal must be submitted and approved prior to posting the journal.

For applications that do not have Consolidation Journal Workflow enabled, the user who creates the journal can also post the journal. If the last journal action was Approve, the Approved user cannot post the journal. However, any other user can post the journal, whether they are the Completed/Submitted user, provided they have the appropriate roles and access.

Consolidation Journals - Un-Post

This role allows a user to unpost a journal, if they have write access to the members in the journal. The user does not need to be the user who posted the journal.

Consolidation Journals - Auto-Post After Approval

This role can be assigned and unassigned to Administrators, Power Users and Users. It allows a journal to be automatically posted after approval. When the approver has approved the journal, the journal will automatically be posted. The user who approved the journal will also be the posting user. Only users with write access to the members in the journal are allowed to automatically post a journal. If the user does not have write access to the members, an error displays and the journal cannot be automatically posted.

The Auto-Post After Approval role is only for Regular journals, not Auto-Reversing journals.

Consolidation Journals - Manage Periods

This role can be assigned and unassigned to any Administrator or Power User. When assigned, the user can access Manage Periods and Open and Close a period.

Application Roles and Journal Workflow

When Consolidation Journal Workflow is enabled, all of the roles and actions will be available.

When Consolidation Journal Workflow is not enabled, the following roles will not be available:

- Consolidation Journals – Submit
- Consolidation Journals – Approve
- Consolidation Journals – Auto-Post After Approval

When Consolidation Journal Workflow is not enabled, the following Actions will not be applicable:

- Complete
- Submit
- Approve
- Reject

When Consolidation Journal Workflow is not enabled, the following Statuses will not be applicable:

- Completed
- Submitted
- Approved

Managing Consolidation Journal Templates

You can create a Consolidation journal template to post adjustments that have common information, such as entities or accounts. Then you can use the template to create journals with similar information. Journal templates simplify the journal creation process and are useful for journals that need to be created for every period.

You can create two types of Consolidation journal templates:

- Standard templates, which contain accounts and entities for adjustments that you enter frequently.
- Recurring templates, which contain complete information for identical journal entries that occur for more than one period. When you open a journal period for a recurring template, journals are automatically created with a Working status.

From the Templates page, you can view a list of all of the journal templates that you have in the system. The Template list displays the label, description, template type, journal type, balance type (if Unbalanced Journals is enabled), Data Source member, currency, and group. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order. The Entity, Created By, and Created Date columns are hidden by default. If you select to view the Entity column, the templates display multiple times for multiple-entity templates.

You can filter the template list to find templates based on selected criteria. You can filter the list by Label, Description, Entity, Template Type, Journal Type, Balance Type (if Unbalanced

Journals is enabled), Data Source member, Currency, or Group. You can enter text filters, including the percent sign (%) as a wildcard, or leave a text block blank to avoid filtering on the text.

To view the list of journal templates:

1. On the Home page, click **Consolidation Journals**.
2. Click **Journal Templates**.
3. To view template details, click a template label.
4. **Optional:** To filter the list of templates, click the **Filter** icon, select filter options, and then click **Apply**.
5. **Optional:** To select columns to display, click **View**, then **Columns**, and select the columns to display, or select **Show All**.
6. **Optional:** To change the column sort order, click the header icons and select **Sort Ascending** or **Sort Descending**.
7. To refresh the list of templates, click **Refresh**. Any new templates that you created will be displayed after the refresh.

Creating Consolidation Journal Templates

To create, modify and delete consolidation journal templates, you must be assigned the application role of Consolidation Journals - Create. If you also have the predefined role of User, Power User or Service Administrator, you must have write access to the members in the journal.

You can create Standard or Recurring journal templates.

- Standard templates contain accounts and entities for adjustments that you enter frequently.
- Recurring templates contain complete information for identical journal entries that occur for more than one period. If you have journals that need to be created for every period, you can create Recurring templates for those journals. Recurring journals are automatically created with a Working status when the period is opened. If you no longer need Recurring journals, you can delete the Recurring journal template.

When you create a journal, you can choose to create it using an existing template. When you select a template, a data security check is made to determine whether you have access to all of the template entries.

After you enter data, you can scan the template to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you save the template. The following items are examples of system validation:

- Except for Entity, all other dimension members should be base/leaf and should not be calculated members.
- Account types are Asset, Liability, Equity, Revenue, Expense, or Save Assumption.
- All of the entries should belong to the same parent. The children currency must be the same, but the parent currency can differ.
- You should have access to all of the journal entry members in the template.
Watch the following video about creating journal templates:



[Creating Journal Templates](#)

To create a journal template:

1. On the Home page, click **Consolidation Journals**.

2. Click **Journal Templates**.

3. From the Templates screen, click **Create**.

The Template Details page is displayed.

4. For **Label**, enter a template label.

The label can contain a maximum of 50 characters. Do not use spaces or these characters: . + - */ # {} ; , @, or quotation marks.

5. **Optional:** Enter a template description.

6. From **Journal Type**, select **Regular** or **Auto-Reversing**.

7. From **Data Source**, select a Data Source member.

The **Currency** information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.

8. From **Balance Type**, select **Balanced** or **Unbalanced**. This option is only available if **Unbalanced Journals** is enabled.

9. From **Template Type**, select **Standard** or **Recurring**.

10. **Optional:** From **Group**, select a journal group to assign to the template.

11. To create a journal entry, click the **Create** button above the Debit and Credit columns.

12. To select dimension members, use one of these methods:

- Enter the member name in the text box.
- Select a row in the line item table and from the **Actions** icon, click **Pick Members** to open the Member Selector, select members for the dimensions on that row, and then click **OK**.
- Select an existing row, click **Actions**, and then **Copy Row**, then select another row and click **Paste Row**.

When you create line items, you can add a line item description of 100 characters maximum.

13. **Optional:** To delete one or more template entries, select the row and from **Actions**, click **Delete**.

14. Enter the adjustment amounts in the **Debit** or **Credit** columns.

15. **Optional:** To scan the template and verify that journal entries are valid, from **Actions**, click **Scan**.

16. **Optional:** To print the template details page, from **Actions**, click **Print**, and then print the page from your browser printing functionality.

17. Click **Save** to save the template.

18. **Optional:** From the main Templates page, click **Refresh** to refresh the template list and display the new template.

Editing Consolidation Journal Templates

You can edit a Consolidation journal template that you previously created. For example, you can change the description of a journal or add adjustments.

To edit a journal template, you must be assigned the application role of **Consolidation Journals - Create**. You must also have access to all the entities in the template.

To edit a journal template:

1. On the Home page, click **Consolidation Journals**.
2. Click **Journal Templates**.
3. From the list of templates, click a template to edit.
4. Click **Save** to save your changes.

Importing Journal Templates

From the Manage Templates screen, you can import Standard or Recurring journal templates. The groups used by the templates will also be imported.

To import a journal template, you must be assigned the application role of Consolidation Journals - Create. You must also have access to all the entities in the template.

During the import process, the system creates a new journal template if a journal template with the same name does not exist in the system.

If a journal template with the same name already exists, the import process deletes the existing template and creates the journal template with the new details.

You can also import journal templates through Migration. The templates are imported as part of Journals under the Relational Data artifact. See *Administering Migration for Oracle Enterprise Performance Management Cloud*.

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. From the **Actions** menu, click **Import**.
4. From the Template Import screen, click **Create**.
5. Select the location of the import file or files:
 - **Local**—Loads the import file or files from a location on your computer. Click **Browse** to select the import file.
 - **Inbox**—Loads the import file or files from the server. Enter the name of the file.
6. For **File Type**, select an option:
 - **Comma delimited**
 - **Tab delimited**
 - **Other**. Enter the delimiter character that is used in the import file.
7. If the selected location is **Local**:
 - a. Click **Import**.
 - b. From the "Job submitted successfully" confirmation, click **Close**.
8. If the selected location is **Inbox**:
 - a. Click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
 - b. Enter a job name and click **Submit**.
 - c. To import the file, click **Import**.
 - d. From the "Job submitted successfully" confirmation, click **Close**.

9. You can view the import status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

Exporting Journal Templates

You can export Standard and Recurring journal templates. The groups used by the templates will also be exported.

Any user with the User role and above can export journal templates, but only if they have write access to all the dimension members in the template.

You can also export journal templates through Migration. The templates are exported as part of Journals under the Relational Data artifact. See *Administering Migration for Oracle Enterprise Performance Management Cloud*.

The following sections are examples of the export file format.

Journal Group Section

This file section uses the syntax to define journal groups.

```
!GROUP=<journal group>,<journal group description>
```

Templates Section

```
!TEMPLATES=<label>,<template group>,<template type>
```

```
!DESC=<template description>
```

```
!DIMENSION_ORDER=<entity name>,<account name>,<icp name>,<movement name>,<datasource name>,<multigaap name>,<custom1 name>,<custom2 name><entity>,<account>,<icp>,<movement>,<datasource><multigaap>,<custom1>,<custom2>,<amount type>,<amount>,<template entry description>
```

Example:

```
!DIMENSION_ORDER=Entity,Acount,Intercompany,Movement
```

```
!TEMPLATE=template31,group1,RECURRING
```

```
Mexico Sales,CTA,,,,,
```

```
Mexico,Sales,CTA,,,C,200,
```

```
Mexico,Sales,CTA,,,D,100,
```

```
!TEMPLATE=test1,group1,RECURRING
```

```
Mexico Sales, Surplus,,,,,
```

```
Canada Sales, Surplus,,,,
```

```
Canada Sales, Surplus,,,,
```

To export journal templates:

1. On the Home page, click **Journals**.
2. Click **Journal Templates**.
3. From the **Actions** menu, click **Export**.
4. From the Template Export screen, click **Create..**
5. Select the location of the import file or files:

- **Local**—Saves the export file to a location on your local computer.
 - **Outbox**—Saves the export file to the server.
6. Select the journal templates to export.
 7. For **File Type**, select an option:
 - **Comma delimited**—Creates a comma-delimited .csv file.
 - **Tab delimited**—Creates a tab-delimited .txt file.
 - **Other**—Creates a .txt file. Enter the delimiter character that you want to use in the export file.
 8. From **Templates**, select **Standard, Recurring**, or both.
 9. **Optional:** To filter templates by **Data Source**, select a Data Source member.
 10. **Optional:** To filter templates by **Currency**, select a Currency, or select **All**.
 11. **Optional:** To filter journals by **Balance Type**, select **Balanced** or **Unbalanced**. This option is only available if **Unbalanced Journals** is enabled.
 12. If the selected location is **Local**:
 - a. Click **Export**.
 - b. Select the location to save the file and then click **OK**.
 13. If the selected location is **Outbox**:
 - a. Click **Save as Job** to save the export operation as a job, which you can schedule to run immediately, or at a later time.
 - b. Enter a job name and click **Submit**.
 - c. To export the file, click **Export**
 - d. Select the location to save the file and then click **OK**.
 14. You can view the export status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

Deleting Consolidation Journal Templates

You can delete Consolidation journal templates that you no longer need. For example, if you have a journal template for adjustments to an account, and you remove that account from your chart of accounts, you can delete the template for those adjustments.

To delete journal templates:

1. On the Home page, click **Consolidation Journals**.
2. On the left, click **Templates**.
3. From the list of templates, select the template to delete.
4. Click the **Actions** icon  and then select **Delete**.
5. At the system prompt, click **Confirm**.

Creating Consolidation Journal Files

You use Consolidation journal files to import and export journals in the system. You can create journal files using an ASCII format supporting multibyte character sets (MBCS) or a file

encoded with the Unicode format, using Little Endian byte ordering. By default, journal files use the JLF file extension.

A line starting with an exclamation point (!) indicates the beginning of a new section in the journal file, and must be followed by a valid section name (for example, JOURNAL). A line starting with an apostrophe ('') is considered a comment line and is ignored by the system.

Journal Version Section

This file section contains the Financial Consolidation and Close version that you used to extract journals. The version number is automatically generated when you extract journals.



Note:

This section is optional.

Example: !Version = 19.05

Journal Group Section

!GROUP=<journal group name>,<journal group description>

For example, this example defines two journal groups:

!GROUP=Allocations,Allocations Journals Group !GROUP=Tax,Tax Journals Group

Dimension Order Section

The Dimension Order lists the order in which the journal entry is defined. A journal file can contain the Dimension Order section once, at the top of the file, or included for each journal separately. You can also include the section at the top of the file and then overwrite it by specifying it for a specific journal in the file.

Example: DIMENSION_ORDER=Entity,Account,Intercompany,Movement,Multi-GAAP,Product

POV Section

!POV=<scenario>,<year>,<period>,<Consolidation dimension member>

<scenario> = any valid scenario in the app

<year> = any valid year in the app

<period> = any valid period in the app

<Consolidation dimension member> = any valid input consolidation dimension member in the app. Currently limited to "FCCS_Entity Input", "FCCS_Translated Currency Input", "FCCS_Parent Input", "FCCS_Contribution Input"

Journal Section

!JOURNAL=<journal name>,<journal group>,<journal status>,<journal type>,<balance type> (if enabled), <Data Source dimension member>,<journal view>

<journal name> = text up to 50 characters

<journal group> = optional text up to 30 characters, must be created in advance if used but can be imported in the same file as the journal that uses it*

<journal status> = W (working), P (posted)
 <journal type> = R (regular), A (accrual)
 <balance type> = B (balanced), U (unbalanced) - balance type is only applicable if Unbalanced Journals are enabled
 <Data Source dimension member> = any valid journal Data Source member in the application (default is "Journal Input")
 <journal view> = PER (periodic and the default), YTD (year-to-date), JTD (journal-to-date)
 *the following header line(s) can precede the journal headers
 !GROUP = <group name>,<group description>

Example

Following is an example of the .jlf file required for two journals to be posted to the "FCCS_Translated Currency Input" Consolidation dimension member and the "DS_Jnl_EUR" Data Source member:

```
!VERSION=1
!GROUP=YTD Grp,YTD Grp Description
!GROUP=Periodic Grp,Periodic Grp Description
!DIMENSION_ORDER=Entity,Account,Intercompany,Movement,Multi-GAAP,Product
!POV=Actual,FY20,Jan,FCCS_Translated Currency Input
!JOURNAL=TCI Jnl,YTD Grp,W,R,DS_Jnl_EUR,PER
!DESC=Jnl description
LE-0011-EUR,[Cash Overdraft Parent].[Cash],FCCS_No
Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],D,100.00,
LE-0011-EUR,[FCCS_Cash And Cash Equivalents].[Bank1],FCCS_No
Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],C,100.00
!JOURNAL=another TCI,Periodic Grp,P,A,DS_Jnl_EUR,PER
LE-0011-EUR,[Cash Overdraft Parent].[Cash],FCCS_No
Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],D,100.00,
LE-0011-EUR,[FCCS_Cash And Cash Equivalents].[Bank1],FCCS_No
Intercompany,FCCS_Mvmts_Cash,FCCS_Local GAAP,[Product].[No Product],C,200.00
```

History Section

This file section contains the Consolidation journal work flow history. Each journal can have multiple History sections.

!HISTORY=<user>,<action>,<comments>

Note:

This section is optional. If you are exporting journals using Migration, this section is exported if the journal workflow is enabled.

Importing Consolidation Journals

You can import Consolidation journals and groups to load them in to the system. You can import:

- Working journals
- Posted journals (if workflow is not enabled)
- Journal Groups

You can also load journal data through Data Management by defining a journal data rule. Both Excel and text-based journal load are supported. See *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

To import a journal, you must be assigned the application role of Consolidation Journals - Create. You must also have access to all the entities in the template.

Before you import journals, you must create journal files. See [Creating Consolidation Journal Files](#).

An administrator can enable a journal workflow for creating, submitting and approving journals. If the Journal Workflow is enabled, you can only import Working journals. If the Journal Workflow is disabled, you can import Working and Posted journals.

When you import Posted journals, the system creates Working journals in the system if the period is not opened, and the status is changed from Posted to Working during import.

You can import multiple journal groups and journals in a single file. You import Journals using the Replace mode, which clears all data for a particular journal label before importing the new journal data.

Importing journals is a sequential process. You should specify the Journal Group first, since the journal group can be referred to in journals. If importing a specific group or journal fails, the import process continues importing the other groups and journals.

Importing Journal Groups

During the import process, the system creates a new journal group if a journal group with the same name does not exist in the system.

If a journal group with the same name already exists, the import process deletes the existing journal group, and creates the new journal group with the new details.

Importing Journals with the Workflow Enabled

If the Journal Workflow is enabled, you can only import Working journals. Journals progress through the Workflow, for example, from Working to Posted status. A journal with a Working status can be new or can already exist in the system. When you import journals, the system replaces the journals that already exist in the system.

Importing Journals with the Workflow Disabled

If the Journal Workflow is disabled, you can import Working and Posted journals.

Table 9-1 Importing Journals Actions with Workflow Disabled

Import Journal Status	Journal Workflow	Journal with same label already exists	Journal Import Process action
Working	Enabled/Disabled	No	Create a new journal
Working	Enabled/Disabled	Yes with Working status	Replaces the journal
Working	Enabled/Disabled	Yes with Submitted, Approved or Posted status	Fails to process the journal
Posted	Disabled	No	Create a new journal
Posted	Disabled	Yes with Working status	Replaces the journal and posts it
Posted	Disabled	Yes with Posted status	Fails to process the journal

To import journals:

1. On the Home page, click **Consolidation Journals**, then select **Manage Journals**.
2. From the Actions menu, click **Import**.
3. From the Journal Import screen, click **Create**.
4. Select the location of the import file or files:
 - **Local**—Loads the import file or files from a location on your computer. Click **Browse** to select the import file.
 - **Inbox**—Loads the import file or files from the server. Enter the name of the file.
5. For **File Type**, select an option:
 - **Comma delimited**
 - **Tab delimited**
 - **Other**. Enter the delimiter character that is used in the import file.
6. If the selected location is **Local**:
 - Click **Import**.
 - From the "Job submitted successfully" confirmation, click **Close**.
7. If the selected location is **Inbox**:
 - Click **Save as Job** to save the import operation as a job, which you can schedule to run immediately, or at a later time.
 - Enter a job name and click **Submit**.
 - To import the file, click **Import**
 - From the "Job submitted successfully" confirmation, click **Close**.
8. You can view the import status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

Exporting Consolidation Journals

You can export Consolidation journals and journal groups from an application for backup purposes. Any user with User role and above can export journals, but only if they have write/

read access to the dimension members. For any line in the journal where a user has None access to a member, the data is blank for that line.

You select Consolidation, Scenario, Year, Period and View dimension members for the journal export. You can also select the journal status and type to export.

When you export journals, all journals are exported. You cannot select to export individual journals.

When you export journals, they are saved to an ASCII file that supports multibyte character sets (MBCS). By default, journal files use the JLF file extension. After you export journals, you can view and modify the journal information in a text editor.

The workflow history is not included when you export journals. To see the journal workflow history, you can export journals using Migration.

To export Consolidation journals:

1. On the Home page, click **Consolidation Journals**, then click **Manage Journals**.
2. From the POV, select the Consolidation, Scenario, Year, Period, and View members for which to export journals.
3. From the **Actions** menu, click **Export**.
4. Select the target location of the export file:
 - **Local**—Saves the export file to a location on your local computer.
 - **Outbox**—Saves the export file to the server.
5. Select the journals to export.
6. For **File Type**, select an option:
 - **Comma delimited**—Creates a comma-delimited .csv file.
 - **Tab delimited**—Creates a tab-delimited .txt file.
 - **Other**—Creates a .txt file. Enter the delimiter character that you want to use in the export file.
7. From **Status**, select one or more of these options:
 - **Working**
 - **Posted**
 - **Submitted** (if workflow is enabled)
 - **Approved** (if workflow is enabled)
8. **Optional:** To filter journals by **Data Source**, select a Data Source member.
9. **Optional:** To filter journals by **Currency**, select a Currency, or select **All**.
10. **Optional:** To filter journals by **Balance Type**, select **Balanced** or **Unbalanced**. This option is only available if **Unbalanced Journals** is enabled.
11. If the selected location is **Local**:
 - a. Click **Export**.
 - b. Select the location to save the file and then click **OK**.
12. If the selected location is **Outbox**:
 - a. Click **Save as Job** to save the export operation as a job, which you can schedule to run immediately, or at a later time.

- b. Enter a job name and click **Submit**.
 - c. To export the file, click **Export**
 - d. Select the location to save the file and then click **OK**.
13. You can view the export status in the Jobs console. On the Home page, click **Application**, and then click **Jobs**.

Creating Consolidation Journals

You use Consolidation journals to enter adjustments to account balances and maintain an audit trail of changes to your data. They indicate which user made adjustments and which accounts, entities, and time periods are affected.

To create a journal, you must be assigned the application role of Consolidation Journals - Create. If you also have the predefined role of User, Power User or Service Administrator, you must have write access to the members in the journal.

You create journals by entering a journal label and description, Point of View for the data, adjustment amounts, and optional journal group that you can use to filter and sort journals. You can create a new journal, or create a journal from an existing journal template. If you use a template, by default, the journal label created will be the same as the template label.

During application creation, the system creates the FCCS_Journal Input seeded member as a level 0 descendant under FCCS_TotalInputAndAdjusted in the DataSource dimension. It is automatically assigned Journal as the Source Data Type attribute and Entity Currency as the Source Currency attribute.

You can create journals using the Entity Currency of the Currency dimension as well as Input Currencies for both Entity Input and Translated Currency Input.

If you want to create journals that use Input Currencies, you must first create a custom Data Source member. The member must be a level 0 descendant of FCCS_TotalInputAndAdjusted. You then specify Journal as the Source Data attribute, and select an Input Currency for the Source Currency Type.

Note:

You must first set up currencies before you can create a custom Data Source member and assign a currency attribute. After you have created journals that use the new Data Source member, you cannot modify the currency assignment.

For Entity Input journals, either Entity Currency or an Input Currency can be used. You must select a matching Data Source member that was previously defined as either Entity Currency or one of the Input Currencies. If an Input Currency is used, the system reverse translates the currency into the Entity Currency and then processes the journal during the consolidation and translation process.

For Translated Currency Input journals, only Input Currencies can be used. You must select the matching Data Source member that was previously defined. The entered data is then copied to the relevant and matching Parent Currency or Reporting Currency members after translation / FX / CTA has been calculated.

You can select the FCCS_Translated Currency Input member when you create journals, journal templates, and journal reports, and export and import journals. To use the

FCCS_Translation Currency Input member, you must enable the Translated Currency Input option during application creation.

You can create Periodic or Year-to-Date journals. See [Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries](#).

After you create a journal, its status is set to Working.

Watch the following videos about creating journals:



[Creating Journals](#)



[Configuring Journal Input Currencies](#)

To create a journal:

1. On the Home page, click **Consolidation Journals**.
2. From the Point of View, select **Scenario**, **Year**, **Period**, and **Consolidation** members.

Note:

It is recommended that Shared members are not used in journals.

From Consolidation, you can select **FCCS_Entity Input**, **FCCS_Translated Currency Input**, **FCCS_Parent Input**, or **FCCS_Contribution Input**.

3. From **View**, select a View dimension member:
 - To create a Periodic journal, use the default **FCCS_Periodic** View member.
 - To create a Year-to-Date journal, select **FCCS_YTD_Input**.
4. Select one of these options:
 - To create a new journal, click **Create**.
 - To use a journal template, select **Create from Template**, select the template from the list of available templates, and click **Apply**.

The Journal Details page is displayed.

5. For **Label**, enter a journal label.

The label can contain a maximum of 50 characters. Do not use these characters: . + - */ # {} ; , @, or quotation marks.

6. **Optional:** For **Description**, enter a journal description.
7. From **Journal Type**, select **Regular**.
8. **Optional:** From **Group**, select a group.

The journal group that you assign must exist in the application.

9. From **Data Source**, select a Data Source member.

If you selected the "FCCS_Translated Currency Input" Consolidation member, only those data sources that have a currency type of an input currency and Source Data Type of Journal are available for selection.

The **Currency** information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.

10. From **Balance Type**, select **Balanced** or **Unbalanced**. This option is only available if **Unbalanced Journals** is enabled.
 11. The **Scenario**, **Year** and **Period** dimensions are populated from the POV selection in Manage Journals and are read-only.
 12. If you selected **FCCS_YTD_Input** as the **View** member in the POV, from **Post As**, select an option to post the journal:
 - **Year-to-date**
 - **Journal-to-date**
- See [Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries](#).
13. From the Journal Details page, click **Create**.
 14. To select dimension members, use one of these methods:
 - Enter the member name in the text box.
 - Select a row in the line item table and from the Actions icon, click **Pick Members** to open the Member Selector, select members for the dimensions on that row, and then click **OK**.
 - Select an existing row, click **Copy Row**, then select another row and click **Paste Row**.
- When you create line items, you can add a line item description of 100 characters maximum.
15. Enter the adjustment amounts.
 16. **Optional:** Scan the journal and verify that the entries are valid. From **Actions**, click **Scan**.
 17. Click **Save** to save the journal.

Periodic, Year-to-Date, and Journal-to-Date Consolidation Journal Entries

Periodic Journal Entries

When you select the View member **FCCS_Periodic**, when the Consolidation journal entries are posted, the data entered to the line detail is summarized and posted to the Consol cube based on the line detail POV. The data from one posted journal entry does not overwrite the data written from other posted journal entries.

Year-to-Date Journal Entries

When you select the View member **FCCS_YTD_Input**, you can enter a year-to-date amount in the line detail debit / credit fields. A Year-to-Date Consolidation journal entry must contain year-to-date entries on all detail lines.

When Year-to-Date journal entries are posted, the appropriate periodic impact on the POV across the entries is calculated and then accumulated with any accumulation from posted Periodic journal entries

In the first period of any year, the year-to-date View data is the same as Periodic data.

In subsequent periods, the periodic calculated data posted to the Periodic View member for each unique POV equals the current period year-to-date entries accumulated across all Year-to-Date journal entries, minus the prior period year-to-date entries accumulated across all Year-to-Date journal entries.

Using a Flow account in a Year-to-Date journal will reverse the number in the next period. Balance accounts are not reversed.

 **Note:**

The reversal will only be in the same year, and not cross years (for example December - January).

A Year-to-Date journal must be balanced by Flow Accounts and Balance Accounts separately.

FCCS_ClosingBalance_Input is not a valid Movement member for Year-to-Date journals. FCCS_ClosingBalance_Input must be posted via a Periodic journal to the current period.

Journal-to-Date Journal Entries

When you select the View member FCCS_YTD_Input, you can specify that the journal entries should be posted as Journal-to-Date. A Journal-to-Date journal entry must contain journal-to-date entries on all detail lines.

A Journal-to-Date journal entry carries forward from period to period, from the first instance of the journal entry, including a carry-forward across any intervening year-ends. The only difference between a Journal-to-Date entry and a Year-to-Date entry is that in the first period of each year, the data from Journal-to-Date entries in the last period of the prior year are reversed. For Year-to-Date entries, there are no reversals in the first period of any year.

Using a Flow account in a Journal-to-Date journal will reverse the number in the next period. Balance accounts are not reversed.

A Journal-to-Date journal must be balanced by Flow Accounts and Balance Accounts separately.

FCCS_ClosingBalance_Input is not a valid Movement member for Journal-to-Date journals. FCCS_ClosingBalance_Input must be posted via a Periodic journal to the current period.

Posting and Unposting of Journal Entries

When a Journal Entry is posted, the periodic data generated by the entry is added to the POV for the accumulation of the POV in each journal entry. If multiple journal entries contribute to a single POV, the data for that POV is adjusted only by the amount contributed from the journal entry being posted or unposted. Journals accumulate and do not over-write data contributed by other posted journal entries. When a journal entry is unposted, the summarized line detail is removed from the previously posted values.

When a Year-to-Date or Journal-to-Date journal entry is posted, both the current period posting and following period reversal posting must be accumulated to the POV. Similarly, when a Year-to-Date or Journal-to-Date journal entry is un-posted, both the current period and subsequent period data must be removed from the POV accumulated amounts.

Watch the following tutorial for more information on creating journal entries:



[Creating Year-To-Date Journals in Financial Consolidation and Close](#)

Creating Consolidation Auto-reversing Journals

You create Consolidation auto-reversing journals to enter adjustments that you want to reverse in the next period, for example, sales or expenses that are collected and paid in the next period. Auto-reversing journals affect two periods of data. You post an auto-reversing journal to adjust values in one period. When you post the auto-reversing journal, the system automatically creates a journal (called an auto-reversal journal) to reverse those adjustments for the next period, and assigns it Approved status. You post this Approved journal for the reversal to take effect.

For example, you can create and post an auto-reversing journal that adjusts accounts in January. The system creates an auto-reversal journal that reverses those adjustments for February.

Table 9-2 Example: Auto-reversing journal

Account	Movement	Product	Credit	Debit
Common Stock	No Movement	No Product	199	
Surplus	No Movement	No Product		199
			199	199

Table 9-3 Example: System-generated Auto-reversal journal

Account	Movement	Product	Credit	Debit
Common Stock	No Movement	No Product		199
Surplus	No Movement	No Product	199	
			199	199

Because the auto-reversal journal is generated automatically by the system, it can only be posted or unposted, but not edited. If you unpost an auto-reversal journal, its status changes from Posted back to Approved.

If you unpost the original auto-reversing journal that you created, the system deletes the automatically-generated auto-reversal journal in the next period. You cannot unpost an auto-reversing journal after its auto-reversal journal has been posted.

To create auto-reversing journals:

1. On the Home page, click **Consolidation Journals**.
2. Click **Create**.
3. For **Label**, enter a journal label.

 **Note:**

The label can contain a maximum of 50 characters. Do not use these characters: . + - * / # { } ; , @, or quotation marks.

4. **Optional:** For **Description**, enter a journal description.
5. From **Journal Type**, select **Auto Reversing**.

6. **Optional:** From **Group**, select a group for the journal.

 **Note:**

The journal group that you assign must exist in the application.

7. From **Data Source**, select a Data Source member.

The **Currency** information is populated from the Source Currency type that you specified when creating the Data Source member and is read-only.

8. From **Balance Type**, select **Balanced** or **Unbalanced**. This option is only available if **Unbalanced Journals** is enabled.

9. To select dimension members, use one of these methods:

- Enter the member name in the text box.
- Select a row in the line item table and from the Actions icon, click **Pick Members** to open the Member Selector, select members for the dimensions on that row, and then click **OK**.
- Select an existing row, click **Copy Row**, then select another row and click **Paste Row**.

When you create line items, you can add a line item description of 100 characters maximum.

10. Enter an adjustment in the **Debit** or **Credit** column.

11. **Optional:** Scan the journal and verify that the entries are valid. From **Actions**, click **Scan**.

12. To save the journal, click **Save**.

Scanning Consolidation Journals

After you enter Consolidation journal data, you can scan the journal to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you submit or post the journal.

The system checks for these conditions:

- The period is opened.
- The entity is not locked.
- Except for Entity, all other dimension members should be level zero descendants and should not have member formulas or be calculated.
- The account must be valid. It must be an Asset, Liability, Equity, Revenue, Expense or Statistical account type.
- Line items must exist for the journal.
- If the journal type has Balanced as the balance type, the journal should be balanced. Entities should have the same parent and same currency.
- The journal should have a valid status.
- Security check: The user should have access to all the journal entry members in the journal.

To scan journals:

1. On the Home page, click **Consolidation Journals**.

2. Create or open a journal.
3. From the Actions menu, click **Scan**.

Consolidation Journal Status

The Consolidation journal status indicates the current state of the journal. The status of a journal changes when you create, complete, submit, approve, reject, or post the journal.

Table 9-4 Journal Statuses

Status	Description
Working	Journal is created. It has been saved, but it may be incomplete. For example, more line items may need to be added.
Completed	Journal is completed. The creator of the journal with the Consolidation Journals - Create role selected the Complete action for a journal ready to be submitted.
Submitted	Journal is submitted for approval. If it is rejected, the status returns to Working.
Approved	Journal is approved for posting. If a journal is rejected, it returns to the Working status.
Posted	Journal adjustments are posted to the database.

The journal actions that are available depend on the journal status. For example, if the journal has a status of Approved, the only actions available are Reject or Post.

Editing Consolidation Journals

You can edit a Consolidation journal that you previously created. For example, you can change the description of a journal or add adjustments.

You can only edit journals with a Working status. If you need to edit a journal, you can change it to Working status by performing a journal action such as Reject. Only users with Write access to the dimension members in a journal can edit it.

To edit journals:

1. On the Home page, click **Consolidation Journals**.
2. To change the Point of View, click a dimension name, and from the member selector, select dimension members.
3. From the list of journals, select a journal with a status of Working.
4. From the Actions menu, click **Edit**, and edit the journal as needed.
5. Click **Save** to save your changes.

Consolidation Journal Approval Workflow

During application creation, an administrator can enable a Consolidation Journal Workflow for creating, submitting and approving journals. When a journal is submitted, notifications are sent

to users who have at least Read access to the entities in the journal and Write access to the parents.

 **Note:**

You can enable or disable email notifications. See [Setting Up Email for Notifications](#).

You can create journals if you are assigned the application role of Consolidation Journals - Create. You must also have access to all the entities in the template.

Table 9-5 Consolidation Journal Approval Workflow

Current Status	Action	Post-action Status	Description
Working	Submit	Submitted	After creating journals and entering journal data, the user completes it, then submits it for approval, or submits it directly. After it is submitted, it cannot be edited.
Completed	Complete	Completed	The creator of the journal with the Consolidation Journals - Create role selects the Complete action for a journal ready to be submitted.
Submitted	Reject	Working	A user can reject a journal that has been submitted. The journal reverts to Working status. Note that when a journal is in Submitted status, the user who submitted it cannot reject it.
Submitted	Approve	Approved	A user can approve the journal if they have the Consolidation Journals - Approve role. Note that after a user rejects a journal, the same user cannot then approve it.
Approved	Reject	Working	An approver can reject an approved journal. Note that when a journal is in Approved status, the user who approved it cannot reject it. Another user with the same access can reject the journal.
Approved	Post	Posted	A user can post a journal after it is approved if they have the Consolidation Journals - Post role.

Table 9-5 (Cont.) Consolidation Journal Approval Workflow

Current Status	Action	Post-action Status	Description
Post	Unpost	Approved	A user can unpost a journal after it is posted, if they have the Consolidation Journals - Unpost role and if they have write access to the members in the journal. When you unpost a journal, its status changes to Approved.
Working	Delete		A user can delete unposted journals that are no longer needed. You cannot delete Approved or Posted journals, because that would result in unresolved data for the adjustment values.

The constraints listed below will not be applicable if the user is a Service Administrator:

- The Completed user cannot Submit the same journal
- The Submitted user cannot Approve the same journal
- Only the Submitted user can Post the same journal if it is Submitted without Complete action
- Only the Completed user can Post the same journal if it is Completed and Submitted
- A Completed journal cannot be rejected by the Completed user
- A Submitted journal cannot be rejected by the Submitted user
- An Approved journal cannot be rejected by the Approved user

Submitting Consolidation Journals for Approval

After creating Consolidation journals and entering journal data, you submit them for approval before posting them to the database.

You can submit a journal after it has been created, or submit it later by selecting it from the list of available journals. You can submit journals one at a time or in batches. After you submit a journal, the status changes to Submitted. A reviewer then approves or rejects the journal, and if it is approved, you can post it.

The **Complete** action enables you to have a second level of approval for each journal if so desired.

- If you have the Consolidation Journals - Create role, but do not have the Consolidation Journals - Submit role, you must select the **Complete** action before submitting the journal.
- If you have both the Consolidation Journals - Create role and the Consolidation Journals - Submit role, you can bypass the **Complete** action and select **Submit** directly.

If email notifications have been set up, when the **Submit** action is performed, the journal Approvers receive an email notification.

Watch the following video about submitting journals:



Submitting Journals

To submit journals:

1. On the Home page, click **Consolidation Journals**.
2. From the list of journals, select a Working journal to submit.
You can also submit a journal from the **Journal Details** page.
3. If you have the Consolidation Journals - Create role, but do not have the Consolidation Journals - Submit role, from the **Actions** menu, select **Complete**.
4. If you have both the Consolidation Journals - Create role and the Consolidation Journals - Submit role, from the **Actions** menu, you can select **Submit**.
5. **Optional:** Enter a comment in **Comments**.
6. **Optional:** To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file. You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file.

Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.

To delete an attachment, click **Delete (X)** next to the file name.

Approving Journals

After a journal is submitted, you can approve it for posting. To approve a journal, you must have the Consolidation Journals - Approve role. You can approve a journal after it has been created and submitted, or approve it later by selecting it from the journals list.

After you approve a journal, the status changes to Approved and it cannot be edited.

If email notifications have been set up, when the **Approve** action is performed on a journal, the Completed user (if Completed and Submitted), or the Submitted user receives an email.

To approve journals:

1. On the Home page, click **Journals**.
2. From the list of journals, select the submitted journal to approve.
You can also approve a journal from the **Journal Details** page.
3. From the Actions menu, click **Approve**.
4. **Optional:** Enter a comment in **Comments**.
5. **Optional:** To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file. You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file.

Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.

To delete an attachment, click **Delete (X)** next to the file name.

6. Click **Approve**.

Rejecting Consolidation Journals

After a Consolidation journal is submitted for approval, or approved, you can reject it. After you reject a journal, the status changes to Working.

The journals that are available to reject are based on your role and the journal status.

Table 9-6 Status of Journals Available to Reject

Role	Status of Journals Available to Reject	Journal Status After Rejection
Create	Completed	Working
Submit	Completed, Submitted	Working
Approve	Completed, Submitted, Approved	Working

If a journal is in Completed status, the user who performed the Complete action cannot reject the journal. If a journal is in Submitted status, the user who submitted it cannot reject it.

If a journal is in Approved status, if the last action was Approve, the user who Approved the journal cannot reject it. If the last action was Unpost, the user who Unposted the journal cannot reject it.

A different user with the same access can reject the journal.

Journals that are Auto-Posted after Approval cannot be rejected as they will have a Posted status.

If email notifications have been set up, a notification email about the rejection is sent to the users who performed the Submit or Complete action. If the Reject action was performed on a Submitted or Approved journal, the Completed user (if the journal was completed and submitted) or Submitted user receives an email notification. If the Reject action was performed on a Completed journal, the Completed user receives an email.

 **Note:**

To enable or disable email notifications, see [Setting Up Email for Notifications](#).

To reject journals:

1. On the Home page, click **Consolidation Journals**.
2. From the list of journals, select the submitted or approved journal to reject.
You can also reject a journal from the **Journal Details** page.
3. From the Actions menu, click **Reject**.
4. **Optional:** Enter a comment in **Comments**.
5. **Optional:** To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file. You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file.

Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.

To delete an attachment, click **Delete (X)** next to the file name.

6. Click **Reject**.

Processing Consolidation Journals without an Approval Workflow

When the Consolidation Approval Workflow is disabled in the application for journals, you can directly post a Working journal. You can also directly unpost a posted journal.

Table 9-7 Processing Journals without an Approval Workflow

Current Status	Action	Post-action Status	Description
Working	Post	Posted	After you create a journal and enter journal data, you can post it. After it is posted, the changes are posted to the database and the journal cannot be edited.
Posted	Unpost	Working	Unposting a journal changes the status to Working. You can then edit the journal.

Posting Consolidation Journals

You can post a Consolidation journal after it is approved. You can post it after you submit it and it is approved, or you can post it later by selecting it from the list of available journals.

You can post journals one at a time or in batches. You must have the journal period open before you can post, and have access to the security classes of every entity for the detail lines, and have Write access to every dimension member selected for each line.

If the last journal action was Approve, the Approved user cannot post the journal. However, any other user can post the journal, whether they are the Completed/Submitted user, provided they have the appropriate roles and access. After it is posted, a notification email is sent to the approver, if email notifications are enabled.

If Consolidation Journal Workflow is enabled, the journal must be completed/submitted and approved prior to posting the journal.

Note: If you do not have the proper access to a journal, when you try to post the journal, you may receive an error message that you are not authorized to perform this task.

When you post a journal, the system stores the adjustment value in the specified adjustment member for Data Source, View, and Currency.

If multiple journals are posted to the Entity Input member for the same account, the results are cumulative. The total from the current journal is added to or subtracted from the existing total in Entity Input. The aggregation is done based on Account types.

The account balances are then recalculated so that the database reflects the adjustments. The journal status changes to Posted, and you can view the adjustment in a data grid.

When you post an auto-reversing journal, the system automatically creates a journal (called an auto-reversal journal) to reverse those adjustments for the next period. You post this Approved journal for the reversal to take effect.

If a journal with the same name exists in the next period, the system will not post the auto-reversing journal. You must delete the journal in the next period, or rename the auto-reversing journal in the current period.

When you post or unpost multiple journals, they are processed in the background as a job, and a message displays "Job submitted successfully". Click **OK**, then navigate to the Job Console to see the job status. Click on the job name (**Post Journal** or **Unpost Journal**) to view the Job Details.

On the **Manage Journals** page, you need to manually refresh the page to see the latest status.

To post Consolidation journals:

1. On the Home page, click **Consolidation Journals**.
2. From the list of journals, select the journals to post.

You can also post a journal from the **Journal Details** page.

You cannot post previously posted journals.

3. Click the **Actions** icon  and then select **Post**.
4. **Optional:** Enter a comment in **Comments**.
5. **Optional:** To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file. You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file.

Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.

To delete an attachment, click **Delete** (X) next to the file name.

6. Click **Post**.

Unposting Consolidation Journals

You can unpost a Consolidation journal after it is posted. For example, suppose you post several journals with adjustments to an entity, and you receive new data for that entity. You can unpost the journals, load the new data, and post the journals again.

To unpost a journal, you must be assigned the application role of Consolidation Journals - Un-Post, and have write access to the members in the journal. When the journal is unposted, notification emails are sent to the submitter/approver.

If you unpost an auto-reversing journal, the auto-reversing journal created in the next period should be deleted. If the auto-reversal journal in the next period is already posted, you cannot unpost the auto-reversing journal.

If email notifications have been set up, when the **Unpost** action is performed on a journal, the journal Approvers receive an email.

When you post or unpost multiple journals, they are processed in the background as a job, and a message displays "Job submitted successfully". Click **OK**, then navigate to the Job Console to see the job status. Click on the job name (**Post Journal** or **Unpost Journal**) to view the Job Details.

On the **Manage Journals** page, you need to manually refresh the page to see the latest status.

To unpost journals:

1. On the Home page, click **Consolidation Journals**.
2. From the list of journals, select the posted journal to unpost.

You can also unpost a journal from the **Journal Details** page.

3. Click the **Actions** icon  and then select **Unpost**.
4. **Optional:** Enter a comment in **Comments**.
5. **Optional:** To attach a document for more detail supporting the action performed, click **Browse** to browse to the location of the file. You can attach a document such as a text, Word or Excel file, PDF, audio, video or image file.

Note: You can load a maximum of three attachments per journal action. The maximum size limit per attachment is 2 GB.

To delete an attachment, click **Delete** (X) next to the file name.
6. Click **Unpost**.

Copying Consolidation Journals

You can copy a Consolidation journal to one or more periods so that you can easily create another journal with similar information. You must have security rights to the journal and make sure that a journal with the same label does not already exist. For example, if you have a journal for January, you can copy the same journal to one or more periods. The journal is copied to the destination point of view and has a Working status.

To copy a journal, you must be assigned the application role of Consolidation Journals - Create. You must also have access to all the entities in the template.

To copy Consolidation journals:

1. On the Home page, click **Consolidation Journals**.
2. From the journals list, select the journal to copy.
3. Click the **Actions** icon  and then select **Copy**.
4. For the **Destination Point of View**, select the Scenario, Year, and Period.
5. Click **Copy**.

Viewing Consolidation Journal History

You can view the Consolidation journal approval history, including comments added by approvers. You can also view and download journal attachments.

To view journal history:

1. On the Home page, click **Consolidation Journals**.
2. From the journals list, select a journal that has been approved.
3. Click the **Actions** icon  and then select **History**.
4. If the journal includes an attachment, for each journal action history item, the attachment link is provided. Click the link to view or download the attachment.
5. Click **Close**.

Deleting Consolidation Journals

You can delete Consolidation journals that you no longer need. Journals can only be deleted if they are in a Working status, to prevent unresolved data for the adjustment values that the journal had created.

To delete a journal template, you must be assigned the application role of Consolidation Journals - Create, and have write access to the members in the journal.

To delete journals:

1. On the Home page, click **Consolidation Journals**.
2. From the journals list, select the journal to delete.
3. Click the **Actions** icon  and then select **Delete**.
4. At the system prompt, click **Confirm**.

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Working with Reports

These types of reports are available in Financial Consolidation and Close:

- Reports. See *Working with Reports for Oracle Enterprise Performance Management Cloud* and *Designing with Reports for Oracle Enterprise Performance Management Cloud*.
- Financial Reporting. See *Administering Financial Reporting for Oracle Enterprise Performance Management Cloud*.
- Documents, which you can add to Books in Reports
- Consolidation reports, which provide a detailed audit trail of the consolidation process. See [Running a Consolidation Report](#)
- Consolidation Journal reports, which display journal data. See [Creating Consolidation Journal Reports](#).
- Intercompany Partner (ICP) Matching reports, which display the intercompany transactions that are to be eliminated during consolidation. See [Creating Intercompany Matching Reports](#).
- Task Manager reports, which display information about the business process. See [Generating Task Manager Reports](#).
- Supplemental Data reports, which display details about supplemental data. See [Generating Supplemental Data Reports](#).
- Enterprise Journal reports, which display journal data. See [Generating Enterprise Journal Reports](#).

Opening Reports

You can view lists of available reports, and open and edit reports from the Reports tabs.

You can also launch a financial report directly from the Home page if your administrator has configured the navigation flow to display the report, and if you have access. For example, an administrator can make the Cash Flows report an icon on the Home page and you can click on the icon to launch the Cash Flows report. You can view the report in the formats that the original report supports, for example, PDF, HTML, or Excel format.

To open reports:

1. On the Home page, click **Reports**.
2. Select a tab:
 - **Reports**— view or open the reports in the repository. See [Working with the Reports Solution](#).
 - **Financial Reports**— view or open the reports in the repository. See *Administering Financial Reporting for Oracle Enterprise Performance Management Cloud*.

Optional: Select the **Show POV Options** check box. When you select a report that has a POV, the POV Member Selector is displayed. The POV that you set applies to all reports in the list that have a POV and persists for the current session, until you log out.

The **Show POV Options** checkbox is selected by default. If you clear the **Show POV Options** check box, the report launches directly, without displaying the POV Member Selector. The POV members in the report are the most recently used members on the form, or the dimension's root if there are no most recently used members.

If you launch a report directly and bypass the POV Member Selector window, when the report is displayed, you can still change the POV members by clicking a link in the POV and selecting different members.

Select to display reports in **Flat View** or **Tree View**.

Select a report, and from **Actions**, select to view the report in **HTML**, **PDF**, or **XLS** format. **Note:** When you run a report and save it as an Excel report format, the values are automatically displayed in number format.

- **Documents**—view or open documents for Books. You can open CSV for Bursting, and Word and PDF documents for Books. See [Working with the Reports Solution](#).
- **Consolidation Reports**—view or create a Consolidation audit trail report. See [Running a Consolidation Report](#).
- **Consolidation Journal Reports**—view or create a Journal report. See [Creating Consolidation Journal Reports](#).
- **Intercompany Partner (ICP) Matching Reports**—view or create reports of intercompany transactions. See [Creating Intercompany Matching Reports](#).
- **Task Manager Reports**—generate a Task Manager report. See [Generating Task Manager Reports](#).
- **Supplemental Data Reports**—generate a Supplemental Data report. See [Generating Supplemental Data Reports](#).
- **Enterprise Journal Reports**—generate an Enterprise Journal report. See [Generating Enterprise Journal Reports](#).

Working with the Reports Solution

Reports, which has previously been available as Management Reporting in the Narrative Reporting business process, is now embedded in the Oracle Enterprise Performance Management Cloud Platform business processes and applications (Planning, Financial Consolidation and Close, Tax Reporting, and Free Form) alongside, and eventually replacing, Financial Reporting. Reports provides a user-friendly, robust report development framework along with an enriched report viewer experience.

Reports also includes books and bursting. Books provide the ability to group together one or more reports, books, and other documents, to generate a single PDF output. The bursting feature enables you to run a single report or book for more than one member of a single dimension for one data source, and publish a PDF output for each member. You can schedule a bursting definition as a Scheduled Job.

Reports, books, and bursting definitions are stored in the Reports repository. You can also access third-party documents used and generated with Books and Bursting under Documents - for example, MS Word and PDF documents inserted in Books and CSV files used in a bursting definition, along with PDF files generated by a bursting definition. To view the **Documents** repository, on the Home page, click **Reports**, and then click the **Documents** tab on the left side of the page.

You can migrate Financial Reporting reports to Reports either with in-place migration where you can migrate all or individual reports, or by importing Financial Reporting report files that were exported locally from the Explore Repository. Please note when migrating, the system will

convert as many elements of the original report into the Reports equivalent as possible. However, there are differences between the two solutions, and not all elements exist in both solutions. You may have to modify certain elements after the report has been migrated in order to produce a report that is equivalent to the original report.

Financial Reporting will eventually be removed at some future undetermined date, after you have ample time to migrate your content from Financial Reporting to Reports.

To view the next-generation Reports, on the Home page, click **Reports**, and then click the **Reports** tab on the left side of the page.

To design and work with the Reports reporting solution, see these guides:

- *Working with Reports for Oracle Enterprise Performance Management Cloud*
- *Designing with Reports for Oracle Enterprise Performance Management Cloud*

Managing Folders and Reports

You can manage reports from the **Reports** card on the Home page and select how you want to view the lists of reports. Under **Documents**, you can access and maintain third-party documents used and generated with Books and Bursting. For example, MS Word and PDF documents inserted in Books and CSV files used in a bursting definition, along with PDF files generated by a bursting definition.

Reports and Documents are grouped in folders. When viewing the Reports and Documents listings you can:

- Search by a report artifact or document
- Filter by a folder. For report artifacts, you can filter by the type (**Report**, **Snapshot**, **Book**, **Bursting Definition**).

- Switch between a folder tree view  or a flat list view 
Report designers can perform the following folder, report and document management tasks by clicking the  icon for folders or for individual reports:
 - For folders:
 - * **Upload file** (Documents only)
 - * **Create Folder**
 - * **Delete**
 - * **Rename**
 - * **Move to**
 - * **Assign Permissions**
 - For reports, books and bursting definitions:
 - * **Open** (reports and books only)
 - * **Edit**
 - * **Rename**
 - * **Copy As**
 - * **Delete**
 - * **Move to**

* Assign Permissions

For documents:

- **Properties**
- **Copy As**
- **Delete**
- **Move to**
- **Assign Permissions**

The **Documents** listing supports the following file types and extensions. The default file size limit is 5mb, except for PDF which supports 100mb.

- Word (.DOC, .DOCX)
- Excel (.XLS, .XLSX)
- Comma Separated Values (.CSV)
- PDF (.PDF)
- Text (.TXT)
- PowerPoint (.PPT, .PPTX)

To upload a third-party file in **Documents**:

1. In the **Documents** listing, select a destination folder, then either:
 - Click **Upload** in the top right of the **Documents** panel.
 - Click the  icon and select **Upload File**.
2. In **Upload File**, select a file to upload from your local file system. Click **OK**. The file will be uploaded to the selected folder.

To download a third-party file in **Documents**, in the **Documents** listing, browse to the desired file location and click on the file name to download it.

Searching for Reports Folders or Reports

To search for a folder or Reports , enter search text in the Search Text box at the top of the pane and select the Search  icon.

Search results are displayed in the content area.

Select **All Folders** to refine your search of folders.

Search by reports or snapshots by selecting **All Types**.

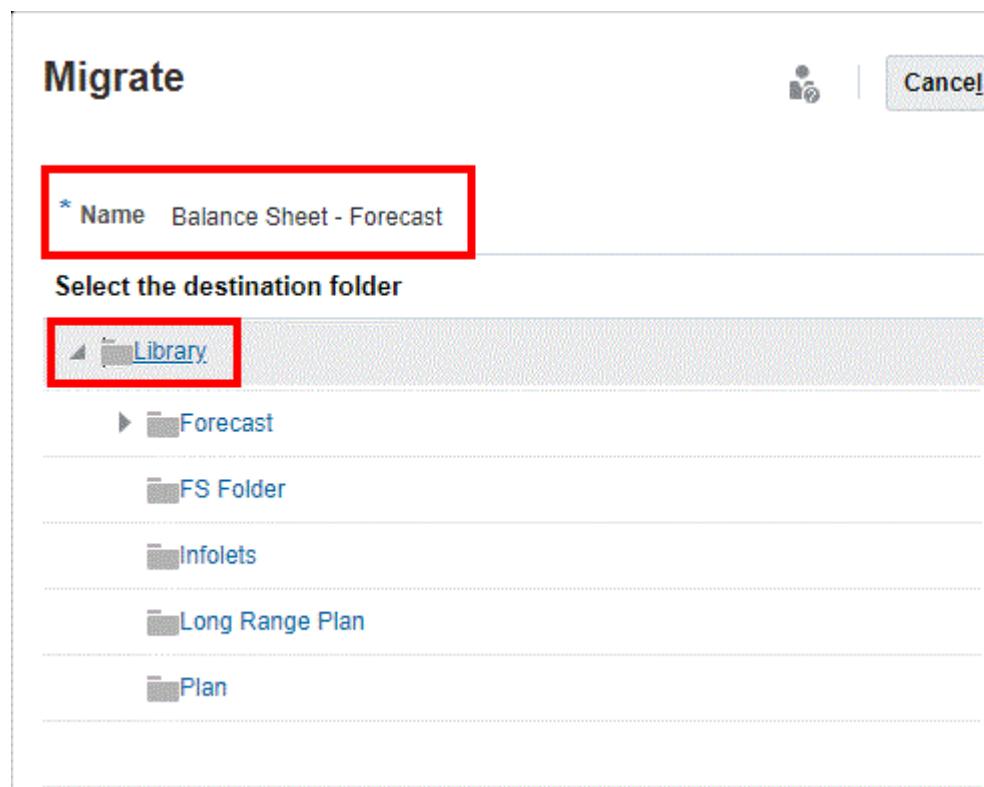
Select between a Flat View  or Tree View  for display purposes.

Migrating Reports from Financial Reporting

To migrate Reports from Financial Reporting:

1. From an Oracle Enterprise Performance Management Cloud service, select **Report** card, and from the left pane select **Financial Reports** icon, and then Explore Repository to view the Financial Reporting reports that are available to be migrated.

2. From the repository, select the report that you want to migrate and then click the **Migrate Financial Report** icon.
3. From the **Migrate** dialog, enter a file name, and select the destination folder to save the file, and then click **OK**.



The migrated reports are saved in the respective location.

Creating Consolidation Journal Reports

You can create Consolidation Journal reports to view journal activity that has occurred in the system, check the status of journals and review journal adjustments. You can select the POV, row, column, subtotal display options, and report format type.

Selecting Columns for the Report

When you select to display the **Currency** column on a Journal report, the system displays the name of the currency for which the journal is created. For example, if the journal is created against the Entity Currency, it will display as Entity Currency (USD), where USD is the currency of the selected entity. If the journal is created against a Parent Currency, it will display as Parent Currency (EUR), where EUR is the currency of the parent entity.

If an application has been enabled for **Unbalanced Journals**, the **Variance** column will be displayed. This amount will only populate when an entire journal is selected for the report and displays only on the total line for the journal. If the Variance column is enabled, it will be displayed for all journals, whether they are Balanced or Unbalanced.

You can include group by subtotals for the columns that you selected. The subtotal is based on the columns that you selected in the Column Displayed list. When you select items for the

subtotal, they will be displayed in the order of selection. For example, if you select Label, then Account for Subtotal, Journal Label will be the first level subtotal, Account will be the second level subtotal, then the remaining columns that you selected will be displayed. A maximum of eight levels of subtotal is allowed.

After you select the columns that you want to display on the report, you can re-order the columns so that the report will display the columns in the order you specify. The column selection is saved, so if you want to create another report, the system displays your last saved column selection and you do not need to re-select columns.

When you select members for the report from the Member Selector, you can select individual members, or directly select the Level 0 Descendants of a parent member. For example, for Entity, you could select the Level 0 Descendants of the Total Geography parent member, without needing to select all the entities for that parent. You can select Level 0 Descendant members for the Account, Entity, Movement, Intercompany, Multi-GAAP, and Custom dimensions.

Security Rights for Reports

If you are a Service Administrator, you can create a journal report, run a report created by any user, and update or delete reports.

If you are a User or Power User, you can create a journal report, run a report created by any user, and update or delete reports that you created.

If you have the Viewer role, you can view Posted journals and run a journal report on journals with a Posted status.

To run a journal report, users must have security rights to the data for the report. If you do not have access to any of one or more column members of a journal row, then the journal row amounts and totals are displayed as asterisks (*).

Report Format Types

For the report format type, you can select HTML, PDF or XLSX.

When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called EnableExcelNumberFormat, and when the value is set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.

Watch this video to learn more about creating Consolidation Journal reports.



Creating Consolidation Journal Reports

To create a Consolidation Journal report:

1. On the Home page, click **Reports**.
2. Click **Consolidation Journal Reports**.
3. Click **Create**.
4. From the Point of View, select the **Scenario**, **Year**, **Period**, **Consolidation**, and **View** members for the report.

For Period, you can select one or more periods from the same year, or across years. If you select multiple year and period combinations, the system will generate the report for the combination that you selected. For example, if you select FY19, FY20, and Jan / Feb / Mar, the system will produce a report for FY19 Jan, FY19 Feb, FY19 Mar, FY20 Jan, FY20 Feb, FY20 Mar.

For View, you can select **FCCS_Periodic** or **FCCS_YTD_Input**.

The dimension members that you select will be displayed in the header section of the generated report.

 **Tip:**

The Dimension names (Consolidation, and so on) are displayed by default. To hide the Dimension names and display only the members, click the **Actions** icon  and then select **Hide Dimension Name**.

5. From **Row Filter Options**, select options:

- **Entity** - enter an entity name, or click the Member Selector and select an entity.
- **Description** - enter text to filter by description. You can use an asterisk (*) as a wildcard.
- **Account** - enter an account name or click the Member Selector and select an account.
- **Label** - enter text to filter by label. You can use an asterisk (*) as a wildcard.
- **Group** - select a journal group, or select **All**.
- **Status** - select one or more options: **Working**, **Submitted**, **Approved**, **Posted**, or select **All**.
- **Journal Type** - select one or more options: **Regular**, **Auto Reversing**, **Auto Reversal**, or select **All**
- **Movement** - enter a member name, or click the Member Selector and select a member.
- **Data Source** - select a member.
- **Currency** - select a currency.
- **Intercompany**, **Multi-GAAP** and **Custom** - enter a member name, or click the Member Selector and select a member.

 **Note:**

Intercompany, Multi-GAAP, and Custom are only displayed if they are enabled for the application.

- **Balance Type** - select **Balanced**, **Unbalanced**, or select **All**. Balance Type is only available if the **Unbalanced Journals** application option is enabled.

6. For **Column Display Options**, from the **Available** list, select the columns that you want to display and use the arrow keys to move them to the **Selected** list.
7. To specify the order in which the columns will display, use the Up and Down arrow keys to re-order the columns as needed.
8. The **Subtotal** box automatically displays the items that you selected for the Column Display. You can select items to display in the Subtotal, and the order will be based on the order in which you select the items. All remaining columns that you selected (without subtotal) will be displayed after the columns with Subtotal.
9. From **Report Type**, select an option:

- **HTML**
 - **PDF**
 - **XLSX**
10. To save the report definition, click **Save**, enter a label and description, and then click **Submit**.
11. To run the report, click **Run Report** and then select to open or save the report.

Managing Intercompany Matching Reports

Intercompany Matching reports help you track intercompany transactions for analysis and auditing purposes. They show matches for entities and intercompany partner dimensions that have been set up with the Intercompany attribute enabled.

As part of the consolidation process, a company eliminates transactions between related entities and partners. Intercompany Matching reports help you ensure that these Entity and Partner intercompany transactions are matched correctly.

 **Note:**

To run Intercompany Matching reports, the **Intercompany** feature must be enabled. If it is not, the Intercompany Reports tab is not displayed.

For details on security access to reports, see [Security for Intercompany Matching Reports](#).

When you run an Intercompany Matching report, you can display or suppress dimension members, and data cells associated with a specific variance. See [Setting Up Intercompany Matching Reports](#).

The Intercompany Matching report does not take into consideration the consolidation method and Percent Ownership. It retrieves the data you have requested from the database and presented in the report and calculates the variance.

The calculation of the variance column is done on the fly and it is not stored in the database. The plug variance is calculated in the report and not retrieved from the plug account value stored in the database.

Watch this video to learn more about managing Intercompany Matching reports.



[Creating Intercompany Matching Reports](#)

Security for Intercompany Matching Reports

To run Intercompany Matching Reports, you must be a Service Administrator, Power User or User.

If you are a Power User, you can run a report if you have access to the Entities and Partners used in the report as follows:

- If a Power User has access to an Entity, but doesn't have access to a Partner, and there is an intercompany transaction between the Entity and Partner, the report will display the transaction for the Entity to which the user has access, and will display #noaccess for the Partner to which the user doesn't have access.

- If a Power User has access to an Entity, but doesn't have access to a Partner, and there is no intercompany transaction between the Entity and ICP_Partner, the row will not be part of the report.
- If a Power User doesn't have access to both the Entity and Partner, the row will not be a part of the report, regardless of whether an intercompany transaction exists.

For example:

- Power User has access to Entity 1110, but doesn't have access to Partner 2120. There is an intercompany transaction between Entity 1110 and ICP 2120. The report will display #noaccess for ICP Partner 2120.
- Power User has access to Entity 2110, but doesn't have access to Partner 2120. There is no intercompany transaction between 2110 and ICP_2120. The row will not be part of the report.
- Power User doesn't have access to both the Entity and Partner, for example, 2150 and 2140. The row will not be part of the report.

Sample Report

Entity	Partner	AssetAccount-Asset Plug Entity	LiabilityAccount-Asset Plug Partner	Variance	AssetAccount-Asset Plug Partner	LiabilityAccount-Asset Plug Entity	Variance	Total
E03_301_1110	ICP_E03_301_2120	220	#noaccess	220	#noaccess	200	-200	20
E03_301_1110	ICP_E03_301_2130	500		500	800	400	400	900
E03_301_1110		720		720	800	600	200	920
E03_301_2110	ICP_E03_301_2120	This row will not be part of the report						
E03_301_2110	ICP_E03_301_2130	150.5		150.5	1000	100.3	899.7	1050.2
E03_301_2110		150.5		150.5	1000	100.3	899.7	1050.2

Setting Up Intercompany Matching Reports

To set up Intercompany Matching reports, you select the POV members, accounts, and matching accounts that you want to display. You can also select whether to suppress display of dimension members and data cells associated with a specific variance.

Selecting the Point of View for Intercompany Matching Reports

The Point of View dimensions are displayed in the header section of the generated report. You can select one member for each of the following dimensions:

- Scenario
- Year
- Period
- View
- Consolidation
- Currency (Must be a Reporting Currency)

Selecting Accounts for Intercompany Matching Reports

You can specify the account and matching accounts for which you want to match transactions or select a plug account.

A plug account is an account that, when eliminations are complete, stores the difference between two intercompany accounts. When you select the plug account for a report, the system uses the account and matching account that the administrator specified when defining the plug account.

For each plug account, the accounts that are associated with it and that have the same Account type are displayed. For example, Asset and Expense account types are associated, and Liability, Revenue and Equity account types are associated.

If you select plug accounts for the report, the report displays an additional row for the Grand Total of each plug account. The Grand Total is included for each of the account columns, and the Variance and Total columns of the report. If the report contains multiple plug accounts, each report section (by plug account) will have its own Grand Total line.

If you do not select a plug account, but instead select specific accounts and matching reports, then the system displays one Grand Total for the report.

For the Intercompany Partner selection, you can select from the Intercompany dimension or from the Entity dimension. If you use the Entity dimension as the selection for the Intercompany Partner, the system filters out any non-Intercompany entities from processing, as these entities should not be included for an Intercompany Matching report. You can check the report log to see any entities that were not included in the report process.

Selecting Suppression Dimensions

The Data Source, Movement and Custom-defined dimensions are considered suppression dimensions. With these dimensions, you can select multiple members, using either the Member Selector or by specifying member names in text, with member names delimited by a comma. The Member Selector provides these member categories:

- Ancestors
- Children
- Descendants
- Siblings (All, Left, Right, Previous, Next)
- Parents
- Level 0 Descendants (All, Previous, Next)
- Left Siblings
- Generation (Previous, Next)

The Suppression dimensions are listed in the generated report header.

You can select one of the following Suppression options:

- **Not Suppressed**—This is the default selection. The dimension is included as a column in the Report Grid. There is a row of all combinations of outer-dimensions (dimensions to the left) members against each member of the Not Suppressed dimension.
- **Suppressed**—The dimension is not included as a column in the Report Grid. Each row data point implies a summation of all the members selected for the specified suppression dimension. All dimensions suppressed are treated as though they were at the end (right-most inner) dimensions in the grid.

- **Group**—This is the same as Not Suppressed, with the addition of summation rows. All outer-dimensions (dimensions to the left), together with the grouped dimension, form a group. When a group is displayed against all of its inner dimension members (all members to the right of the grouping), a summation of values will be added as the next row.

 **Note:**

The Group option limits the dimension selection members to base members only. The Intercompany dimension (Partner dimension) is automatically grouped, and a summation of values is derived for each Entity/Partner combination.

Selecting Suppression Matches

In Intercompany Matching reports, you can suppress the display of data cells associated with a specific variance, as well as the variance itself, if a set of conditions are met. Suppressing the data in a data cell means that the system shows no value (a blank value) in that cell. If both variances are suppressed in the row, the system does not display the entire row.

You can suppress data by specifying a tolerance value (amount) or percentage. For example, if an Entity has an amount of 299 and the Partner Entity has 200, the difference is 99. If the matching tolerance is 100 and the difference between the Entity and Partner is less than 100 as in this example, the system suppresses the transactions because it is within the matching tolerance.

If you select not to suppress the Entity/Partner transactions, the system does not suppress them even if the Entity and Partner amounts are within the matching tolerance amount or percentage. Using the previous example, even if the difference amount is 99 and if it is within the matching tolerance, the system does not suppress the transactions. The matching tolerance is displayed in units.

You can suppress matches using one or both of these options:

- **Tolerance Value** - You can enter a Tolerance value. The value must be a positive number. If the absolute value of a specified variance is less than or equal to the Tolerance value, the system suppresses the variance, accounts, and matching account data cells for the specified variance in that row. By default, the Tolerance value is 0.
- **Tolerance Percent** - You can enter a Tolerance percent. The value must be a positive number less than or equal to 100. Determine the absolute value of the portion of the variance that was accounted by the Accounts. Determine the absolute value of the portion of the variance that was accounted by the Matching Accounts. Take the minimum of these two values (if there are no Matching Accounts, then just use the portion from Accounts only), and apply the Tolerance Percent. This is the Tolerance Percent Value. If the Tolerance Percent Value is greater than the absolute value of the variance, then the Variance, Accounts, and Matching Account data cells for the specified Variance in that row are suppressed.
- **Both Tolerance Value and Percent** - Take the minimum of the Tolerance Value and the Tolerance Percent Value. If this minimum is greater than the absolute value of the Variance, then the Variance, Accounts, and Matching Account data cells for the specified Variance in that row are suppressed.

 **Note:**

A row that has no data for both transactions is automatically suppressed, regardless of whether any of the suppression options are enabled.

The Suppression Match options are displayed in the header section of the generated report.

Suppression Options

In addition to Tolerance Value and Tolerance Percent, you can also choose to suppress these types of rows on the report:

- **Reversals** - If you select this option, the reversal Entity/Partner rows are not included in the report.
- **Blank Columns** - If you select this option, columns with no values are not included in the report. The column is suppressed if the entire column has no data. If the report is set up by Plug Account, the suppression option applies to all accounts within each plug account. If the report is by specific Matching accounts, the suppression applies to all accounts within the matching set.

If you do not select this option, the report displays all account columns, regardless of whether they contain data.

The Suppression options are displayed in the header section of the generated report.

Selecting Display Options

You can modify these default display options for the report:

- **Scale Factor** - You can enter a value between 0 and 9. The default value is 0. The scale factor is applied to each data cell. For example, if the value is 1000 and the scale factor is 3, the value will be displayed as 1. All unsuppressed data cells are multiplied by the Scale Factor. The system performs the calculation and suppression operations prior to applying the Scale Factor.
- **Decimal Override** - You can specify the number of digits shown in the fractional portion of a decimal. You can enter an integer between 0 -6. The default value is 0.
- **Member Display** - Specify whether to display members using their Name, Description, or both.
- **Report Title** - You can enter a report title. The default title is Intercompany Report.
- **Report Type** - You can generate reports in HTML, PDF, or XSLX format.

Note that the settings specified in your user preferences for formatting are ignored in Excel. When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called EnableExcelNumberFormat, and when set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.

Creating Intercompany Matching Reports

To create Intercompany Matching reports, you select the POV members, accounts, and matching accounts that you want to display. You can also select whether to suppress display of dimension members, and data cells associated with a specific variance.

To create an Intercompany Matching report:

1. On the Home page, click **Reports**.
2. Click **Intercompany Reports**.
3. From the Point of View, select a single member for the following dimensions: **Scenario**, **Year**, **Period**, **View**, **Consolidation**, and **Currency**.

The Currency must be a Reporting Currency. If you select entities that have a common Parent entity, you can select the Parent Currency member for the report. The dimension members that you select will be displayed in the header section of the generated report.

 **Tip:**

The Dimension names (Consolidation, View, and so on) are displayed by default. To hide the Dimension names and display only the members, click the **Actions**



icon, and then select **Hide Dimension Names**.

4. For **Entity** and **Partner**, enter an entity name, or click the Member Selector and select an entity.

Entities can be both ICP and non-ICP enabled.

If you specify any Consolidation member within the FCCS_Entity Total hierarchy, the report displays the member name in the Entity column without the Parent member reference, because both primary entity and shared entity instances are the same.

If you specify a node-level Consolidation member (any member above FCCS_Entity Total), the report displays the member name in the Entity column using the [Parent].[Child] format, because the node-level data could be different for each [Parent].[Child] pair.

5. **Optional:** For **Plug Accounts**, select the Plug Account checkbox, then select the accounts to include, or select **All**.
6. If you do not select Plug Accounts, select the **Accounts** and **Matching Accounts** for the report.

You must select both the Account and Matching Account. The accounts must be valid Intercompany accounts. You can specify the same Account and Matching Account, but you can select only one set of the same member in Accounts and Matching Accounts. The report will be generated for the accounts to which you have access.

7. For **Suppression/Group Dimensions**, select members and then select a suppression option:

To select members, you can click the Member Selector, or specify the member names in text, with each member delimited by a comma.

- **Not Suppressed**
- **Suppressed**
- **Group** - If you select this option, you can only select base members.

8. For **Suppression Options**, select one or more options:
 - **Suppress Matches** - click to select this check box.
 - **Tolerance Value** - enter a value.
 - **Tolerance Percent** - enter a percent. The value must be a positive number less than or equal to 100.
 - **Reversals** - select this check box to suppress the reversal Entity/Partner rows.

- **Blank Columns** - select this checkbox to suppress columns with no values.
For details on suppression options, see [Setting Up Intercompany Matching Reports](#).
- 9. Select **Display Options**:
 - **Report Title** - enter a report title or use the default.
 - **Scale Factor** - enter a value between 0 and 9.
 - **Decimal Override** - enter an integer between 0 and 6.
 - **Member Display** - select **Name, Description, or Both**.
- 10. From **Report Type**, select an option:
 - **HTML**
 - **PDF**
 - **XLSX**
- 11. To run the report, click **Run Report** and then select to open or save the report.
- 12. **Optional:** To save the report as a job, which you can schedule to run immediately or at a later time, set the **Location** field to **Outbox**, then click **Save as Job**, enter a job name and click **Submit**.

Running a Consolidation Report

Report Overview

You can run a Consolidation report that provides a detailed audit trail of the consolidation process. The report is available for multi-currency and single currency applications.

For the report format type, you can select HTML, PDF or XLS.

When you run the report and save it as an Excel report type, you can use a Substitution Variable to automatically display the values in number format, rather than cell text. The substitution value is called `EnableExcelNumberFormat`, and when set to True, when you save the report as an Excel report type, the values are automatically displayed in numeric values.

The Consolidation report provides the following information for a selected parent entity:

- List of accounts (displayed in Columns)
- List of child companies within the selected consolidation group contributing to each displayed account (displayed in Rows)
- Original reported closing balance (normally general ledger balance) for Assets and Liabilities and Equity, and current YTD balances for Profit and Loss
- Adjustments to the reported balance during consolidation, including manual journal entries, Multi-GAAP adjustments and automatic eliminations generated by Intercompany elimination and consolidation rules. These include Intercompany eliminations, Acquisitions or Disposal entries (such as Investment Eliminations, Share Capital Eliminations, Reserves Eliminations), valuation adjustments, NCI, Equity accounting, and so on.
 - Manual journals are displayed with both the journal label and description
 - Automatic eliminations are displayed with Life-To-Date amount (Opening Balance) and YTD amount on a rule-by-rule basis
 - Adjustments are displayed in Entity currency of the selected Parent entity
- Net contribution of each immediate child entity for each account in the selected group

- Any Variance - the total net contribution with consolidated group results

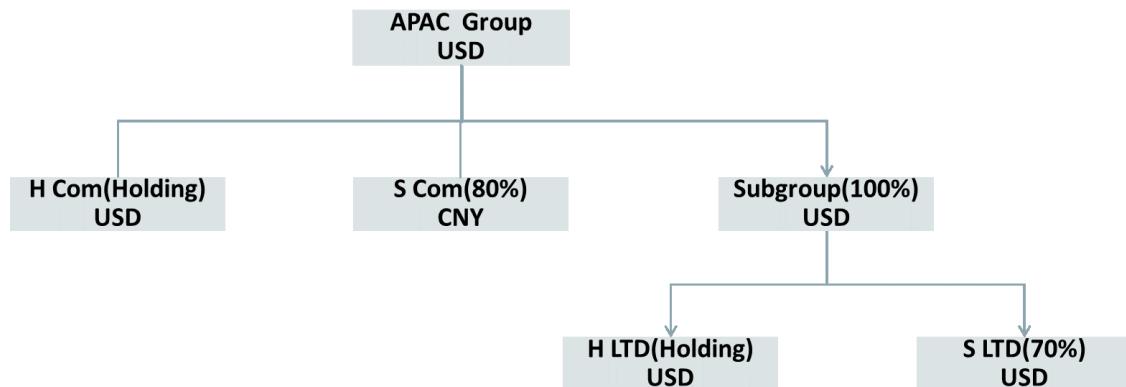
Setting Up the Report

The report displays one level of child entities for a parent entity with a multi-level hierarchy.

For example, suppose you have the two-level entity structure shown below. APAC is the top level group. There is one holding company (H Com), and one subsidiary (S Com), under the APAC group. There is also a Subgroup under the APAC group, with a holding company (H LTD), and the S LTD company.

You would first run the Consolidation report using the APAC Group as the Parent Entity. The report would display results for the APAC group, including the holding company (H Com), the subsidiary (S Com), and the Subgroup total.

To drill down into more detail, you would run the same report using "Subgroup" as the Parent Entity, which would provide the total consolidation trail of the APAC group.



You can display Journal details instead of a Summary amount when you use a Parent GAAP member or Parent accounts in the POV. Journal amounts are displayed on their own accounts on a row named Manual Journals, but if you use a Parent account, the amount is displayed in the parent account in the row of the journal labels. If you select a Parent GAAP member, all journals can be displayed label by label.

Creating the Report

To create a Consolidation report, you must be a Service Administrator or Power User and have security rights to the data for the report.

For Number Formatting, the report can use the preferred number formatting style that you specify in Application Settings or User Preferences.

To create a Consolidation report:

1. On the Home page, click **Reports**.
2. Click **Consolidation Reports**.
3. From the **Consolidation Reports Jobs** page, click **Create**.
4. From **Report Filtering**:
 - Click on the **Member Selector**, select a **Parent Entity** for which to run the report, and then click **OK**.

You can select only one entity. It must be Parent entity with at least one child entity. The report rows display all the entities in the next level under the selected parent entity.

- From the **Member Selector**, select one or more **Accounts** for which to run the report, and then click **OK**.

You can select multiple accounts.

- From the **Member Selector**, select the **Multi-GAAP** dimension members for which to run the report, and then click **OK**.

You can select multiple Multi-GAAP members. This selection is only available if the Multi-GAAP dimension is enabled for the application.

Note: For Custom dimensions, the consolidation report always retrieves data at the "Total Custom" level.

- From the POV bar, select a Scenario, Year, and Period for the report, and then click **OK**.
- From **Display Options**, edit the **Report Title**, or leave it blank.

If you leave the title blank, the report is generated with the "Consolidation Trail Worksheet" title.

- For **Column Display**, select **Account or Movement**.

If you select **Movement**, the report displays all of the movements in level 0 under FCCS_ClosingBalance in the Columns. However, if the zero line display option is "No", the zero column will not be displayed in the report. Selecting Movement displays the movement details on a specific POV, and as a result the column will display all the movement.

If you select multiple accounts in the POV, each account will be a sub-report. If you select multiple accounts and then select the XLS output option, the XLS file will have multiple sheets to display the result of different accounts.

The report displays the following information (if any) in Rows:

- Entity Name
- Original Balance
- Manual Journal
- Intercompany Elimination
- Auto-Elimination
- Subtotal

- For **Hierarchy Display**, and **Multi-GAAP Display**, the report uses the default values, and you cannot change them.

- For **Zero Line Display**, select **Yes** to display zero data lines, or leave the default setting of **No** to suppress rows with only zero data.

- For **Member Display**, select an option:

- Member Name**
- Alias**
- Name and Alias**

- From **Report Type**, select an option:

- HTML**
- PDF**

- **XLS**

- To run the report immediately, click **Run Report** and then select to open or save the report.
- Optional:** To save the report as a Job, which you can schedule to run immediately or at a later time, click **Save as Job**, enter a job name and optional description, and click **Submit** to save the job.

After you save a report, the report name and description are displayed in the reports list on the **Consolidation Reports Jobs** page.

- To run a report that was saved as a job, use one of these methods:
 - From the **Consolidation Reports Jobs** page, select the report from the list of reports, select an **Output Format**, and click **Run Report**. You can download the report file to a local path.
 - To submit a report as a job, from the **Consolidation Reports Jobs** page, select the report and select an **Output Format**. From the **Actions** menu on the right, click **Submit**, and then click **OK**.

Note that the default values for Scenario, Year, Period and Entity are the values you saved when you created the report. You can change the Parent Entity, Scenario, Period, or Years before submitting the job.

After submitting the report, navigate to the Job console and find the report in the Jobs list. When the job status turns to completed, open the job and from the **Job Details** page, click **View/Download** to download the report.

- To schedule a report job, from the **Schedule Jobs** page, select the option to **Run Consolidation Trail Report**, then select **Run Now**, or schedule a time and frequency to run it. You can select a saved report from a list of saved jobs on the Job Details page.

- Optional:** To delete a report, from the **Consolidation Reports Jobs** page, select the report from the list of reports, and from the **Actions** menu on the right, click **Delete**, then click **Confirm**.

Consolidation Trail Worksheet

Scenario: Actual		Group: SubGrp		Printed by: epm_default_cloud_admin											
View: YTD		Year: FY16		Printed Date: 2016-05-08											
Currency: USD															
Entity: H Ltd		Hardware	Support	Cash	Account Receivable	Fixed Assets	Long Term Assets	Account Payable	Minority Interest	Common Stock	Investment in Sub	Retained Earnings Current	Retained Earnings Prior	Goodwill	Total Assets
Original Balance		0.00	0.00	40.00	120.00	400.00	900.00	400.00		500.00	500.00	160.00		1060.00	
Test01 (ITRS)	Elimination Adjustment 01	111.00	111.00												
Test02 (ITRS)	Elimination Adjustment 02	222.00	222.00												
TestOp01 (Ops)	Balance Sheet Adj	-300.00	300.00												
Investment Reverse Proportionalize	(Current YTD net elimination by Nature)						-500.00					-\$500.00		-\$500.00	
Investment Goodwill Offset	(Current YTD net elimination by Nature)						500.00						500.00	500.00	
Sub-Total	Entity: H Ltd	-\$33.00	-\$33.00	40.00	120.00	400.00	900.00	400.00	0.00	500.00	0.00	160.00	500.00	1060.00	
Entity: S Ltd		Hardware	Support	Cash	Account Receivable	Fixed Assets	Long Term Assets	Account Payable	Minority Interest	Common Stock	Investment in Sub	Retained Earnings Current	Retained Earnings Prior	Goodwill	Total Assets
Original Balance				270.00	150.00	200.00	200.00	170.00		100.00	200.00	\$0.00		625.00	
Owners Equity (Subsidiary / Proportional), Reverse Proportionalize	(Current YTD net elimination by Nature)										-100.00		-50.00		
Owners Equity (Subsidiary / Proportional), Goodwill Offset	(Current YTD net elimination by Nature)													105.00	105.00
Owners Equity (Subsidiary / Proportional), Minority Interest	(Current YTD net elimination by Nature)								45.00						
Net Income (Subsidiary) - MI Net Income	(Current YTD net elimination by Nature)								60.00			-40.00			
Sub-Total	Entity: S Ltd	0.00	0.00	270.00	150.00	200.00	95.00	170.00	100.00	0.00	0.00	140.00	0.00	105.00	\$21.00
Grand Total		-\$33.00	-\$33.00	310.00	270.00	600.00	995.00	570.00	105.00	500.00	0.00	140.00	395.00	1583.00	
Entity: SubGrp		Hardware	Support	Cash	Account Receivable	Fixed Assets	Long Term Assets	Account Payable	Minority Interest	Common Stock	Investment in Sub	Retained Earnings Current	Retained Earnings Prior	Goodwill	Total Assets
Consolidated Results		-\$33.00	-\$33.00	310.00	270.00	600.00	995.00	570.00	105.00	500.00	0.00	140.00	160.00	395.00	1583.00
Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Exporting Formatted Reports to Excel

1. On the Home page, click **Reports**.
2. Select a report to export to Excel.
3. Under **Actions**, click the Excel icon  .
4. If the report is dynamic, you can click  to display different members in the POV.
5. Click **Continue**, open or save the file, and view the formatted report in Excel.

 **Note:**

You can export the report as fully-formatted to Excel. For example, if you've expanded rows and columns, use the **Export to Excel** toggle on the top left of the page.

Generating Task Manager Reports

You can generate Task Manager reports to report on business process activity. These report format types are available: CSV, XLSX, HTML, and PDF.

To generate a report:

1. On the Home page, click **Reports**.
2. Click **Task Manager Reports**.
3. Click **Generate**.
4. Enter a name for the report.
5. From the **Schedule** drop-down list, select a schedule for the report.
6. From **Period**, select a period.
7. Select the **From Date** and **To Date** for the report.
8. **Optional:** To include tasks changed by users, click the selector next to **Changed By**, and select users.
9. **Optional:** To include other changes, from **Field Changed**, select a field, for example, **Alert**.
10. **Optional:** For **Task ID**, enter a task ID for a specific task.
11. Click **Generate**.

When done, the system displays a "Completed Successfully" status message.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

 **Note:**

You can run the standard report **Task Comments** for a particular Period or Schedule to display all the comments entered on a task. The report displays the following information:

- Task ID
- Task Name
- Task Status
- Comment Text
- User
- Comment Date

Generating Supplemental Data Reports

You can generate Supplemental Data reports to report on details of supplemental data. These report format types are available: CSV, XLSX, HTML, and PDF.

To generate a report:

1. On the Home Page, click **Reports**.
2. Click **Supplemental Data Reports**.
3. Select the **Output Format**:
 - **XLSX** - not supported for graphs.
 - **HTML** - not supported for graphs and charts.
 - **PDF**
 - **CSV** - does not use a template and is better at faster data retrieval.

 **Note:**

For reports that contain more than 10,000 records, it is recommended to use the CSV format.

- **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

 **Note:**

The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

4. Click **Generate**.
5. Enter a **Name** for the report.

6. Click **Generate.**

When done, the system displays a "Completed Successfully" status message.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to fewer records.

Generating Enterprise Journal Reports

You can generate Enterprise Journal reports to report on journal data. These report format types are available: CSV, XLSX, HTML, and PDF.

To create a report:

1. On the Home Page, click **Reports.**

2. Click **Enterprise Journal Reports.**

3. Select the **Output Format:**

- **XLSX** - not supported for graphs.
- **HTML** - not supported for graphs and charts.
- **PDF**
- **CSV** - does not use a template and is better at faster data retrieval.

 **Note:**

For reports that contain more than 10,000 records, it is recommended to use the CSV format.

- **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

 **Note:**

The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

4. Click **Generate.**

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When done, the system displays a "Completed Successfully" status message.

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Reviewing and Approving Data

Related Topics

- [About Approvals](#)
- [Viewing Approval Units](#)
- [Approval Unit Actions by Template](#)
- [Approval Users and Available Actions](#)
- [Approval Unit Status](#)
- [Validating Approval Units](#)
- [Changing Approval Unit Status](#)
- [Approval Unit Ownership](#)
- [Adding or Viewing Approval Unit Annotations](#)
- [Setting Up Email for Approvals Notification](#)
- [Selecting an Alternate Reviewer](#)

About Approvals

Administrators can set up an approval process to transfer ownership of data, provide review control, and ensure data privacy.

For the purpose of review, data is organized into approval units. An approval unit is the combination of data for a specific Scenario, Year, Period, and Entity. For example:

- Actual/FY18/Jan/Massachusetts
- Budget/FY19/Feb/New York

The administrator defines an Approval Unit Hierarchy to show the promotional path for the review process, and assigns Owners and Reviewers. When the approval process is started, the approval unit moves from one reviewer to another until the review process is completed. At the end of the review process, the approval unit changes to Approved status. After an approval unit is Approved, no more changes can be made.

You can access data in an approval unit based on a combination of these items:

- Your assigned security role
- The current review level of the approval unit
- Your access rights and reviewer role for the approval unit

From **Approvals** on the Home page, you can:

- Review and approve data
- Track the progress of the data
- View the promotional path of the data
- View reviewers' remarks through annotations

- Identify issues in the review process

Viewing Approval Units

From the Approvals page, you can view the approval units assigned to you. You can easily view the approvals status information, and can switch between a List view or a Graphical view.

If you are the Administrator, you have access to all approval units and all entities within the approval unit hierarchy, and can perform all approval actions.

If you are a Power User or User, the system displays only the entities for which have either Read or Write access. Additionally, Power Users can perform all approval actions.

To view approval unit status:

1. On the Home page, click **Approvals**.



2. To filter the list, click **Filter** then filter by Scenario, Year, Period, Approval Status, or Approval Unit and click **Apply**.
3. To see only your approval units, click **Display My Approval Units**.
4. To filter approval units by other properties, click **More** at the bottom of the dialog box, and then select from these options:
 - **Approval Unit Generation**
 - **Validation Status**
 - **User Name**
 - **Current Location**
 - **Current Location's Generation**
 - **Approval Groups**
5. From the **View** drop-down menu at the top right of the page, select how to display the information about the approval unit:
 - List View A blue icon showing three horizontal lines of varying lengths.
 - Graphical View A blue icon showing a circle with a diagonal line through it.
6. **Optional:** From the **Sort By** select an option. You can sort approval units by their name, approvals status, or current owner.
7. To refresh the list of approval units, click **Refresh**.

Approval Unit Actions by Template

Depending on the approval template assigned to the Approval Unit Hierarchy, the review path and actions will vary.

- **Consolidation** – Used only for Locking
- **Consolidation Bottom Up** – Used for the approval process.

- **Consolidation – Separate Approve and Lock** - Allows the approval and lock processes to be performed by different users

 **Note:**

For approval templates, the final state will always be **Locked**.

Table 11-1 Locking Only

Action	Status
<before any action>	Not Started
Start	Unlocked
Lock	Locked
Unlock	Unlocked
Exclude	Not Started

Table 11-2 Consolidation Bottom Up

Action	Status
<before any action>	Not Started
Start	Under Review
Promote	Under Review
Reject/Reject Single	Not Signed Off
Sign Off	Signed Off
Approve	Approved
Reopen/Reopen Single	Under Review
Delegate	Under Review
Lock	Locked
Unlock	Under Review
Originate	Under Review
Exclude	Not Started
Take Ownership	Under Review

Approval Users and Available Actions

The actions available for an approval unit depend on its ownership, status and the security rights assigned to the user.

Table 11-3 Approval Users and Available Actions

User	Available Actions
Administrator	<ul style="list-style-type: none"> • Start • Exclude <p>The Administrator can perform all approval actions. Power Users have the same security rights for approvals as Administrators and can also perform all approval actions except Start and Exclude.</p>

Table 11-3 (Cont.) Approval Users and Available Actions

User	Available Actions
<Current Owner>	<ul style="list-style-type: none"> • Sign Off • Promote • Originate • Delegate • Take Ownership • Delegate • Reject • Reject Single • Delegate • Approve • Reopen • Lock • Unlock
Any user in the promotional path higher than the <Current Owner>	
<Current Owner> or any user in the promotional path higher than the <Current Owner>	
Administrator, Power Users, or the Last owner in the promotional path	

Approval Unit Status

Approval units pass through a number of levels during the approval process and can have one of the following statuses:

Table 11-4 Approval Unit Status

Level	Description
Not Started	Initial status of all approval units. A Service Administrator begins the approval process by starting an approval unit using the Start action, which changes the status to Under Review.
Under Review	Occurs after a Promote or Submit action, and indicates that a user is reviewing the approval unit. Only the current owner or Service Administrator can modify data on approval units with the Under Review status.
Not Signed Off	Occurs when Reject is selected. Only the current owner or a Service Administrator can modify data or perform an action on an approval unit that is Not Signed Off.
Approved	Occurs when Approve is selected. The last user in the promotional path (the owner of the approval unit) becomes the owner, regardless of whether they are an owner or reviewer. Only the Owner of the entity with Write access can modify the data when the data is promoted, and they can perform the Approve action. No other users can modify the data, but they can view the data if they have either Write or Read access to the entity, and can perform the Approve action. After all approval units are approved, the approval process is complete.

Table 11-4 (Cont.) Approval Unit Status

Level	Description
Locked	<p>When an approval unit is locked, no further process review actions are available. The approval unit must first be Approved. The entity's calculation status must be OK, No Data, or System Change. You cannot lock an entity with Impacted calculation status.</p> <p>The prior period data must be locked. For example, you can only lock an entity in the February period if it is locked in January. Also, if you try to lock January 2018, and periods were defined for 2017, then all periods in 2017 must be locked before you can lock January 2018.</p>

Notes:

For all levels except the Not Started status, users with Read access can view the data, approval status, and history.

The review process can be managed at a higher level with parent approval units.

Validating Approval Units

An administrator can set up data validation rules that apply to approval units. The validation process runs all data validation rules defined for the approval unit, and reports data errors or changes in the promotional path.

In the approval process, validation is run only for these actions:

- Promote
- Approve
- Lock
- Unlock
- Exclude (Administrator action; checks to ensure that the current period is not locked)

Validation is not run when these actions are performed:

- Sign Off
- Reject
- Reopen
- Originate
- Take Ownership
- Start (administrator action)

To validate approval units:

1. On the Home page, click **Approvals**.
2. Select an approval unit.
3. Click **Validate** to run all data validation rules associated with the approval unit.

If the conditions in all associated data validation rules are met, the message **No Additional Approval Needed** is displayed in **Sub-Status**. This indicates that the approval unit can be promoted.

 **Note:**

You cannot validate an approval unit that has not been started.

Selecting **Promote** also runs the validation rules defined for the approval unit. If the conditions in all associated data validation rules are met, the approval unit is promoted to the next owner defined in the promotional path.

Changing Approval Unit Status

Approval units change status each time reviewers transfer the data to another reviewer. Approval units are assigned a status based on what action a reviewer takes to transfer the data to another reviewer.

 **Note:**

If the status of a parent approval unit changes, all its children change too, unless they were excluded or were approved.

Service Administrators, Power Users, and Users who have been assigned as Owner or Reviewers can perform approval actions. Service Administrators can also perform all approval actions whether or not they are in the promotional path.

To change approval unit status:

1. On the Home page, click **Approvals**.
2. Select an approval unit.
3. From **Action**, select an action:
 - **Originate**: Changes the ownership of all selected approval units (including all descendants) to the first owner defined for that approval unit in the hierarchy.
 - **Start**: Begins the approval process. This action is available in **Tree View**.
 - **Promote**: Passes the approval unit to another user to review. This action assigns ownership of an approval unit the first time, and thereafter transfers ownership of the approval unit from one reviewer to another. **Promote** causes an implicit signoff by the current owner and changes the approval unit status to **Under Review**.
 - **Exclude**: Excludes an approval unit from the approval process. This action is available in **Tree View**.
 - **Reject**: Indicates that the approval unit requires more work from the previous owner. Reject typically requires the previous owner to create another iteration. By default, **Reject** returns approval unit ownership to the previous owner, but you may select the next owner. Reject changes the status to **Not Signed Off**.
 - **Approve**: Approves the approval unit and changes its status to **Approved**.

- **Take Ownership:** Become the owner of the approval unit and units under the selected parent unit. Available to the current user and users above the current approval unit owner in the hierarchy.
 - **Delegate:** Passes ownership to a user whether or not they are on the promotional path. The delegated user can promote, reject, sign off or originate approval units. A delegated user can select Promote when done to return the process unit to the user who selected Delegate. They can also select Reject to return the process unit to any previous user in the promotional path. This action is only allowed on entities that are in Under Review, Sign Off, or Not Signed Off status. Delegate changes the process unit status to Under Review.
 - **Sign Off:** Signs off on an approval unit. **Sign Off** does not transfer ownership of the approval unit, but changes its status to **Signed Off**.
 - **Reopen:** Reopen an approved approval unit.
4. Click the **Change Status** button.
 5. From **Owner**, select a user from the list of users in the promotional path, or select **Automatic** to automatically pass the unit to the next reviewer in the path.

Approval Unit Ownership

The actions available for an approval unit depend on its ownership, status and the security rights assigned to the user.

Promoting Entities

You can only promote a parent entity when you promote its children to its level. When you promote all the child entities to have the same owner as the parent, then you can promote the parent, which will also promote all its children.

When promoting a parent entity along with its children, all entities must pass validation before any are promoted to the next level. If any entity fails validation, none will be promoted.

Taking Ownership of Entities

Unless you are the Owner or Reviewer at the same level of the entity within the promotional path, you cannot perform any approval action except to take ownership.

If you are in the promotional path above the current entity, you can take ownership to bring the entity to your level so that you can then take approval action for the entity.

If you take ownership of a parent entity, you can also take ownership of its children, if they are all at the same level.

Approval Users not in the Promotional Path

If you are not in the promotional path for an approval unit, you can view the list of entities on the Approvals page for which you have Read or Write access, but you cannot perform any approval actions for any of the entities.

No Owner

If the entity has no assigned Owner, no users can take ownership, even if they are in the promotional path above the entity. Only the Administrator can take ownership of the approval unit.

Rejecting Entities

If you reject a parent entity, all of its children are also rejected and their status changes to "Not Signed Off". They return to the previous owner in the path and have the same owner as the parent entity.

If you want to reject a parent entity but not its children, then you can select **Reject Single**. The parent entity will be rejected with its status changed to "Not Signed Off", and ownership will return to the previous owner, but there will be no action performed for its children. The children retain the same "Under Review" status and stay with the same Owner.

The default Owner when you reject an approval unit is "Automatic", which means that it automatically returns to the previous Owner. When you reject an approval unit, you can select a different Owner from the list of available Owners in the promotional path before you.

Originating Entities

If necessary, you can choose to have the review return to the original owner when it was first started. When you perform the **Originate** action, the ownership returns to the original Owner, and the status is "Under Review". The system does not clear any of the review process history. The **Originate** action only affects a base entity and does not affect the parent. If you originate the parent entity, it will also originate all of its children and they return to the original Owner of the promotional path.

Note:

The **Originate** action is different from the **Exclude** and **Start** action, which can only be performed by an Administrator. The **Exclude** action clears all review process history, and the **Start** action sets the Owner to the first Owner of the promotional path.

Approving Entities

You can only approve the entity when it reaches the end of the promotional path. When you approve an entity, its status changed to "Approved", but does not change ownership.

If you approve only a base entity, it does not affect the status of the parent entity.

If you approve a parent entity, all of its children are included as part of the review process. If any fail validation, none will be approved.

Reopening Entities

After an entity has been approved, you can either lock the entity or reopen it for review. When you reopen an entity, the status changes to "Under Review" and the ownership returns to the previous Owner in the promotional path.

The default Owner when you reopen an approval unit is "Automatic", which means that it automatically returns to the previous Owner. When you reopen an approval unit, you can select a different Owner from the list of available Owners in the promotional path before you.

Locking Entities

The final state in the approval process is "Locked". The system ensure that all prior periods are locked before locking the current period. Only the last Owner in the promotional path can change the entity from "Approved" to "Locked".

Unlocking Entities

After an entity is locked, if you need to modify additional data or review the entity, you must first unlock the entity. The system checks to ensure that all future periods are not locked prior to unlocking the current period.

If you unlock a parent entity, all children will also be unlocked as part of the process. If you want to unlock only a parent entity, you can select **Unlock Single**, so that the system unlocks only the selected entity.

Signing Off on Entities

The Sign Off action allows you to acknowledge that you have reviewed and are OK with the entity's data. After the Sign Off action, the status is changed to "Signed Off".

You are allowed to Sign Off and then keep possession of the approval unit, or you can Sign Off and then promote it. If you promote an entity without a Sign Off, then the system does an implicit Sign Off.

Adding or Viewing Approval Unit Annotations

Annotations are comments about the data in a started approval unit. You must have at least Read access to the approval unit to view or add an annotation.

To add an approval unit annotation:

1. On the Home page, click **Approvals**.
2. Select an approval unit.
3. Click **Add Annotation**.
4. Enter an annotation, and then click **Post**.

The annotation displays under the link. You can respond to an annotation by clicking **Reply**.

 **Note:**

You can enter a URL that displays as a hyperlink when the annotation is viewed.

5. Click **Done**.

Setting Up Email for Approvals Notification

Owners and reviewers must enable approvals notifications if they want to receive an email notice when there's a change in approvals status or approvals ownership. Approvals notifications are enabled on the Application Settings page.

Approvals notification emails contain the following information:

- URL to Check Status
- Application Name
- Approval unit
- Current Owner

- Previous Owner
- Last Action
- Current Status
- Time
- Annotation Title
- Annotation Text

To enable approvals notifications:

1. On the Home page, click **Application**, and then click **Settings**.
2. Under **Notifications**, select **Approvals**.
3. In **Email Address**, enter your email address.
4. Click **Save**.

Selecting an Alternate Reviewer

When a reviewer is out of the office during the approval process, you can select an alternate reviewer to handle review responsibilities while the user is away. Use the **Out of Office Assistant** to return the review responsibilities to users when they return.

To select an alternate reviewer:

1. On the Home page, click **Tools**, and then **User Preferences**.
2. Select the **General** tab.
3. Under **Approvals**, select **I am currently out of the office**.
4. Set what action to take when you're out:
 - **Promote**: Promote the approval unit.
 - **Reject**: Reject the approval unit.
 - **Submit**: Submit the approval unit.
 - **Delegate**: Select to designate an alternate reviewer to handle your review responsibilities while you're away. You can delegate to the next reviewer or to a specific user. You can also include a message for the reviewer in the **Message** text box.
5. Click **Save**.

12

Working with Enterprise Journals

Related Topics:

- [Enterprise Journals Overview](#)
- [Working with Journals](#)

Enterprise Journals Overview

Enterprise Journals are used for the preparation and approval of manual journal entries for inclusion in the general ledger posting. It provides an integrated solution with the Enterprise Standard ERPs.

Enterprise Journals provide these key capabilities:

- Single point of entry for all manual journals
- Efficient workflow to automate the approval routing matrix
- Standardized journal entry templates based on the journal types and GL systems
- Ability to have journal entries validated for thresholds, matching balances and proper journal format to ensure they will be posted successfully after acquiring the required approvals
- Visibility of unposted and in-process journals by comprehensive dashboards for ad-hoc analysis on the status of the journals

Enterprise Journals is configurable, customizable for any target application, and has integration with Cloud as well as on-premise ERP applications with powerful dashboards and custom reports.

Watch these videos to learn more about Enterprise Journals:



[Tour of Enterprise Journals](#)



[Working with Enterprise Journals](#)

Working with Journals

Related Topics:

- [Accessing Enterprise Journals](#)
- [Updating Enterprise Journals](#)
- [Managing Enterprise Journals](#)
- [Working with Journals in Smart View](#)

Accessing Enterprise Journals

Related Topics:

- [Viewing Enterprise Journals from the Home Page](#)
- [Viewing the Worklist for Enterprise Journals](#)

Viewing Enterprise Journals from the Home Page

The Home page displays a summary of journals assigned to you and their status, such as Open, Late, Due Today, or Due in 7 Days. A number to the left of the status indicates the number of journals with that status.

You can filter the list of forms by **Year** and **Period**, or you can select **All**, to display items from any Year or Period in the Worklist.

From **Enterprise Journals** on the Home page, you can view these journals and their details:

- **Worklist** displays all journals for a specified POV that you are authorized to view. Alerts and their status are also displayed at the top of the list on the Worklist page and in the Summary panel.
- **Alerts** displays an Alerts List and enables you to create and work with alerts.

Viewing the Worklist for Enterprise Journals

The Worklist displays all journals for a specified POV which you're authorized to view. You can select to view **All Tasks** or **My Tasks**.

An easy way to filter the items within your list is to use the **Search** field. It will search across any of the displayed columns in the list, excluding dates and icon based columns. For example, you could search for a user to see all items where the user has been assigned as the Preparer or Approver. The search will return any item where the search term is found in any displayed column.

You can also use the specific filtering capability to access particular items using the **Filter** bar or click **Add a Filter** and then set the filters you want per attribute.

To open a journal from a Worklist:

1. From the Home page, in the Year and Period combination in the **Announcement** panel, navigate to **My Tasks**.
2. **Optional:** Use the **Search** field to search for a journal. You can also use the **Filter** bar or click **Add a Filter** and then set the filters you want per attribute.

Updating Enterprise Journals

After the Administrator opens the Journal Period, the journal workflow starts and you can perform the actions assigned to you. You can perform any required actions, such as entering data, comments and answering questions.

As a Preparer, after you have performed validation of the data, ensured the correctness and answered any mandatory questions, you can Submit the Journal for approval.

The Approver can then review and approve or reject the journal. There may be multiple levels of approval, depending on how the system was set up by the Administrator. When the last approver approves journal becomes ready to post or get posted in case of direct integration and no errors in the integration or mapping.

Related Topics:

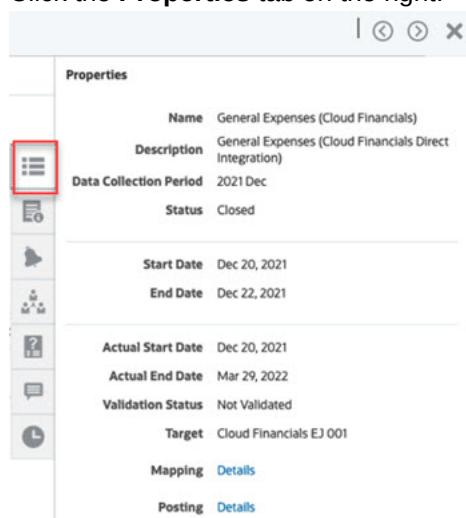
- [Viewing Journal Properties](#)

- Viewing Journal Instructions
- Viewing Journal Alerts
- Viewing Journal Workflow
- Viewing Journal Questions
- Adding Journal Comments
- Viewing Journal History

Viewing Journal Properties

To view journal properties:

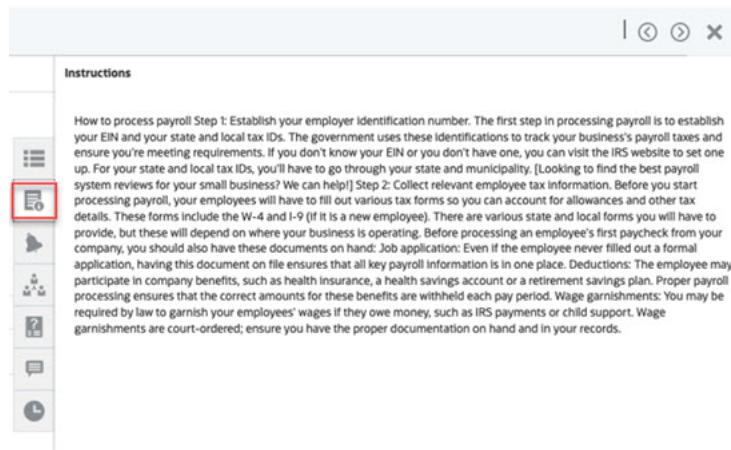
1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Properties** tab on the right.



Viewing Journal Instructions

To view instructions on a particular journal:

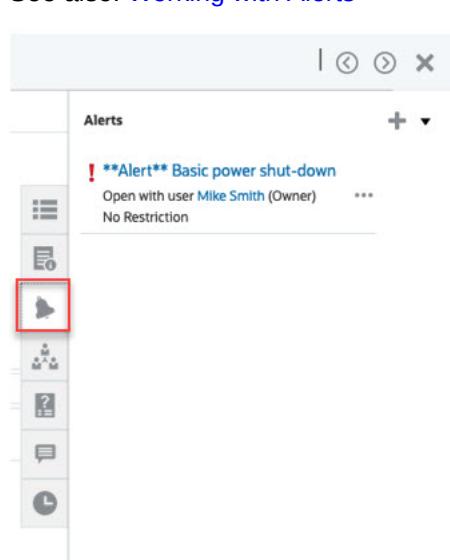
1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Instructions** tab on the right.



Viewing Journal Alerts

To view alerts on a particular journal:

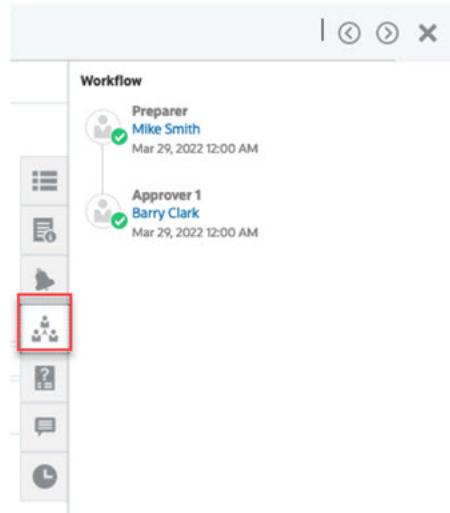
1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Alerts** tab on the right.



Viewing Journal Workflow

To view the workflow for a particular journal:

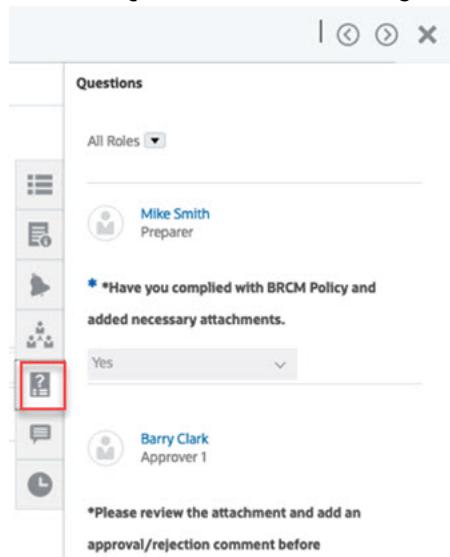
1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Workflow** tab on the right.



Viewing Journal Questions

To view questions on a particular journal:

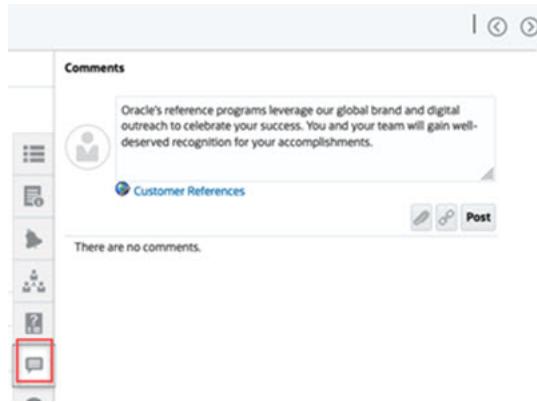
1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Questions** tab on the right.



Adding Journal Comments

To view comments on a particular journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **Comments** tab on the right.



Adding Comments

From the **Tasks** page, you can add comments about any journal and also attach references.

Note:

You can also access Journals from the **Home Page** → **Enterprise Journals** → **Journals**.

Here's a table that describes the activities you can perform (view, add, or delete comments) based on the status of the activity and your role:

Note:

Users with the same access role on a form can create, delete, and manage each other's comments.

Table 12-1 Permissions Based on Role and Status

Role	Status: Open with Preparer	Status: Open with Approver	Status: Closed
Preparer	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments at their level • Can delete Comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	Can add comments
Approver	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments at their level • Can delete Comments that they created 	Can view comments

Table 12-1 (Cont.) Permissions Based on Role and Status

Role	Status: Open with Preparer	Status: Open with Approver	Status: Closed
Administrator	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	Can add comments
Viewer	<ul style="list-style-type: none"> • Can add Comments • Can delete comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	Can view Comments
Power User	Can add or delete comments they added	Can add or delete comments they added	Can add comments

To add comments for an Enterprise Journal:

1. From the **Home** page, select **Tasks**.
2. Select a journal from your Worklist.
3. Click the **Comments** tab.
4. In the text box, enter a comment.

 **Note:**

To delete a comment, select it and click **Delete** or select **Actions**, then **Delete Comment**.

5. **Optional:** To add an attachment to an external document or a web page to the comment, select one of the following options:
 - Click **Attach a File** (paperclip icon) to browse to select a file as the attachment.
 - Click **Attach a Link** (link icon) to add the URL and Name of the attachment.
6. Click **OK**.

Viewing Journal History

To view the history of a particular journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Double-click a journal to open it.
4. Click the **History** tab on the right.

The screenshot shows the Oracle Database Home page with the 'History' section selected. The toolbar on the left includes icons for Home, Recent, Worklist, Tasks, and Help. The 'Tasks' icon is highlighted with a red box. The 'History' section displays activity logs for users Mike Smith and Barry Clark, including actions like adding alerts, changing post messages, and updating answers. The log entries are timestamped from April 12, 2022, to March 29, 2022.

User	Action	Date
Mike Smith	added alert **Alert** Basic power shut-down	Apr 12, 2022 at 05:45:38 AM
Mike Smith	changed the post message (Posted)	Mar 29, 2022 at 10:25:27 AM
Mike Smith	changed the post status to Posted	Mar 29, 2022 at 10:25:27 AM
Barry Clark	changed the post message (Connection failed)	Mar 29, 2022 at 09:48:08 AM
Barry Clark	changed the post status to Post In Progress	Mar 29, 2022 at 09:47:21 AM
Barry Clark	changed the post status to Ready To Post	Mar 29, 2022 at 09:47:16 AM
Barry Clark	changed the status	Mar 29, 2022 at 09:47:16 AM
Mike Smith	changed the status	Mar 29, 2022 at 09:46:40 AM
Mike Smith	updated an answer	Mar 29, 2022 at 09:46:32 AM

Managing Enterprise Journals

Related Topics:

- [Entering Data into Journals](#)
- [Referencing a File or URL](#)
- [Submitting and Approving Journals](#)
- [Viewing Enterprise Journals](#)
- [Validating Enterprise Journals](#)
- [Enterprise Journals Posting Process](#)
- [Editing Enterprise Journals](#)
- [Swapping Columns in Enterprise Journals](#)
- [Deleting Enterprise Journals](#)
- [Creating Ad-Hoc Enterprise Journals](#)
- [Deleting Ad-Hoc Enterprise Journals](#)

Entering Data into Journals

To enter data into journals:

1. On the Home page, click **Tasks**.
2. Select a journal from your Worklist.
3. Click the Tasks icon  to toggle the display between All Tasks or My Tasks.
 - To search for a specific journal, enter the full or partial name of the journal in the **Search** field.
 - Click the **Filter** icon to select filters for the Worklist.

4. When you open a journal, the system displays the journal Year, Period, Journal ID, Prepared By, and Post Status at the top.
 5. Enter journal data:
 - The journal has a header section, you can enter data into the fields in the header.
 - The journal has detail section, click **Add (+)** to add detail rows and enter data.
 6. **Optional:** Click **Refresh** to refresh the journal data.
 7. When you are done with the journal, from the **Actions** menu, select an available action:
 - **Validate** - Validate the journal data.
 - **Submit** - Submit the journal.
 - **Approve** - Approve a submitted journal. When all reviewers have approved a journal based on the Workflow, the status changes to Closed.
 - **Reject** - Reject a submitted journal. When a journal is rejected, responsibility returns to the Preparer, and the status changes to Open with Preparer.
- The journal actions that are available depend on the journal status.
8. To export the journal data, from the **Actions (...)** drop-down in the detail section, select **Export to Excel** and follow the prompts.

 **Note:**

When migrating Enterprise Journals, the journal header and the line item details won't be visible when you've the following three scenarios:

- When the journal is deployed to a Period, which isn't Open yet.
- Journal's Start Date is a future date, therefore it's Pending currently
- Logged in user isn't a preparer of the Journal and no data is entered yet.

Referencing a File or URL

To add a reference file or URL:

1. From the **References** section, click **Add (+)** to add a reference or from **Actions**, click **Add**.
2. On the **Add Reference** dialog, in the **Reference Type** field, select an option:
 - **Local File.** Then **Browse** to select and attach the file. Enter a name, and click **OK**.
 - **URL..** Enter a URL, then enter the URL name, for example:
`http://www.oracle.com,Oracle`
and click **OK**.
3. Click **Apply**.
4. Select **OK**.

 **Note:**

If you want to add an attachment (file or URL) to multiple journals at one time, you can perform this action from the List view. Highlight more than one row or select the journals using the Shift key to select the ones you want. Then click **Actions**, then **Add Reference**, and then select either **File** or **URL**.

You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

You must access the **Add Attachments** dialog box to properly drag and drop attachments. If you try to drag and drop from the Summary, you may experience problems.

Submitting and Approving Journals

To submit/approve journals:

1. After you've completed entering the necessary data, in the journal, from the **Actions** menu, select an available action:
 - **Validate** - Validate the journal data.
 - **Submit** - Submit the journal.
 - **Approve** - Approve a submitted journal. When all reviewers have approved a journal based on the Workflow, the status changes to Closed.
 - **Reject** - Reject a submitted journal. When a journal is rejected, responsibility returns to the Preparer, and the status changes to Open with Preparer.

The journal actions that are available depend on the journal status.

2. To export the journal data, from the **Actions (...)** drop-down in the detail section, select **Export to Excel** and follow the prompts.

Viewing Enterprise Journals

Viewing the Journals List

When you view the Journals list, you can see all the active journals for your role that need your attention.

In the Journals list, you can select the columns to display, sort the list by column, filter the list of journals to display, and search for journals by entering search criteria in the **Search** field.

The journal actions that are available depends on the journal status and security. For example, if the journal status is **Approved**, then the only action available is **Reject**.

To open a journal from the Journals list:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. **Optional:** Use the **Search** field to search for a journal, or click the **Filter** icon to filter the list.

Viewing Journal Line Items

On the Journal Line Items page, you can view the journal data collected for a specific year and period.

To view the Journal Line Items:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journal Line Items** tab on the left.
3. **Optional:** Use the **Search** field to search for a journal, or click the **Filter** icon to filter the list.

Validating Enterprise Journals

When you're preparing a journal, you can run a validation process to verify that all entries are valid. The validation process enables you to identify errors and make any necessary changes before you submit or post the journal.

You can run the validation process at any time.

To validate a journal:

1. From the Home page, click **Enterprise Journals**.
2. Open the journal to validate and click **Validate**.
3. Review the Validation Results page and make any required changes.

Enterprise Journals Posting Process

Posting Using Direct Integration

When an Administrator sets up the system for Enterprise Journals, they define a workflow process. For example, Preparer to Approver. They also create Targets that contain the definition of the target ERP system to which the Post action has to be performed, and connections to those Targets.

- After the last stage of the workflow is done, and the Approver has reviewed and approved the data and it has been validated, they submit the journal for posting. As a part of the workflow configuration, if the **Post after Preparation** option was selected, then the journals are posted as soon as the preparation is done.
- If the ERP system is **Cloud Financials**, Enterprise Journals uses the Direct Integration method, which is a dedicated post process to the target ERP system.
- When the Approver submits the journal for posting, the system returns a Job ID.
- The Post process can be monitored in the Jobs console under Non-Consolidation jobs.

The Journals page displays the progress of the post process in a ribbon on the top, which shows the progress based on the Type and Method selected in the Target definition. It includes the unique Doc Number that the system assigned to identify the posted journal, and the Post Message, which may include an error file from the ERP.

Sample Journals Page - Direct Integration Method to Cloud Financials

Payroll Expenses Journal

Year 2021	Period Jun	Journal ID 1000000001	Prepared By System Admin	Post Status Not Posted
--------------	---------------	--------------------------	-----------------------------	---------------------------

Header

Journal Name LNR 11432	Entered Currency USD
Journal Description These numbers may rar	Accounting Date Jun 10, 2021

Line Item Details

Line Number	Account	Debit	Credit	Line Description	Amount
1	3310	19800.00		An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
2	2440		35000.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
3	3310		19800.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
4	2440		35000.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
5	3310		19000.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
6	2440		1800.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
7	3310		19000.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
8	2440		1800.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
Total		75600.00	75600.00		0.00

Posting Using EPM Automate Commands

You can use EPM Automate to post Enterprise Journals, and update the status of posting. If you're using an EPM Automate-based export process to export journals to an ERP, you must follow these steps:

See *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*.

- After the last stage of the workflow is completed, you must run the **exportEJJournals** command. The journal status changes to **Post in Progress**, and you can automate posting the created files from the EPM Automate default location to the ERP.
- If the posting process fails (status is **Failed**), then run the **setEJJournalStatus** command and correct the errors. The workflow will be reset to the Preparer.
- If the posting process is successful (status is **Posted**), then run the **setEJJournalStatus** command to update the post status to **Posted**.

Sample Journals Page - EPM Automate - Post Status: Failed

Payroll Expenses Journal

Year 2021	Period Jun	Journal ID 1000000001	Prepared By System Admin	Post Status Failed	Post Message Journal data posting proc ...
--------------	---------------	--------------------------	-----------------------------	------------------------------	---

Header

Journal Name LNR 11432	Entered Currency USD
Journal Description These numbers may rar	Accounting Date Jun 10, 2021

Line Item Details

Line Number	Account	Debit	Credit	Line Description	Amount
1	3310	19800.00		An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
2	2440		35000.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
3	3310		19800.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
4	2440		35000.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
5	3310		19000.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
				An entry recording a sum received, listed on the right-hand side or column of an account.	0.00

Sample Journals Page - EPM Automate - Post Status: Failed with Errors

The screenshot shows the Payroll Expenses Journal page. The header information includes Year: 2021, Period: Jun, Journal ID: 1000000001, Prepared By: System Admin, Post Status: Failed, and Post Message: Journal data posting proc ...

A modal window titled "View Post Result" is displayed, stating "Journal has been posted with errors." The Post Message is "Journal data posting process failed, ERP process id: 310602". The file name is 310603.txt.

The Line Item Details table shows the following data:

Line Number	Account	Debit	Credit
1	3310	19800.00	
2	2440		
3	3310	19800.00	
4	2440	35000.00	
5	3310	19000.00	
6	2440	18000.00	

An error message is present for each row: "An entry recording a sum owed, listed on the left-hand side or column of an account.", "An entry recording a sum received, listed on the right-hand side or column of an account.", and "An entry recording a sum received, listed on the right-hand side or column of an account.".

Sample Journals Page - EPM Automate - Post Status: Error Details

The screenshot shows the Payroll Expenses Journal page with the same header information as the previous screenshot.

A modal window titled "View Post Result" is displayed, stating "Journal has been posted with error". The Post Message is "Journal data posted". The Batch Name is 310603.txt.

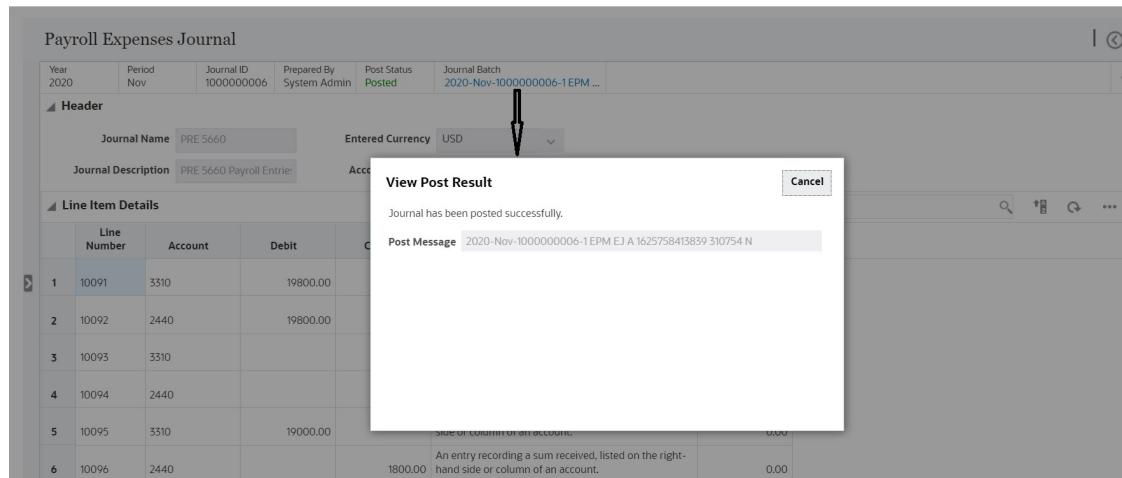
The Line Item Details table shows the same data as the previous screenshot.

An error message is present for each row: "An entry recording a sum owed, listed on the left-hand side or column of an account.", "An entry recording a sum received, listed on the right-hand side or column of an account.", and "An entry recording a sum received, listed on the right-hand side or column of an account.".

The error details table is shown below:

Error Code	Source	Accounting Date	Currency	Entered Debit	Entered Credit Account
EP31	EPN ED	2021-06-10	TWF	1800	0 01-000-2440-0000-000
EP31	EPN ED	2021-06-10	TWF	19000	0 01-000-3320-0000-000
EP31	EPN ED	2021-06-10	TWF	19800	0 01-000-3320-0000-000
EP31	EPN ED	2021-06-10	TWF	35000	0 01-000-2440-0000-000
EP31	EPN ED	2021-06-10	TWF	8	18000 01-000-2320-0000-000
EP31	EPN ED	2021-06-10	TWF	8	18000 01-000-2320-0000-000
EP31	EPN ED	2021-06-10	TWF	8	18000 01-000-2320-0000-000
EP31	EPN ED	2021-06-10	TWF	8	55000 01-000-2440-0000-000

Sample Journals Page - EPM Automate - Successful Post Status: Posted



Editing Enterprise Journals

You can edit a journal that you previously created. For example, you can change the description of a journal or add adjustments.

When you reject a journal, the status returns to Working. When you unpost a journal, the status returns to Approved and cannot be edited.

To edit Enterprise journals:

1. On the Home page, click **Enterprise Journals**.
2. To change the Point of View, click a dimension name, and from the member selector, select dimension members.
3. From the list of journals, select a journal with a status of Working.
4. From the Actions menu, click **Edit**, and edit the journal as needed.
5. Click **Save** to save your changes.

Swapping Columns in Enterprise Journals

When you are preparing Enterprise Journals, you may need to switch Debits to Credits, and Credits to Debits for all lines on a journal because you may have accidentally input the amount backwards, or you may want to create an offsetting (reversing) journal from a previously entered journal.

In Enterprise Journals, you can easily swap the columns if the two columns are of the same Data Type. For example, you can swap the Debit and Credit columns because they both have the **Number** attribute type.

You can swap columns that have these Data Types:

- **Date**
- **Integer**
- **Number**
- **Text**

You can't swap columns of a List type or Dimension reference.

All users can perform the Swap action.

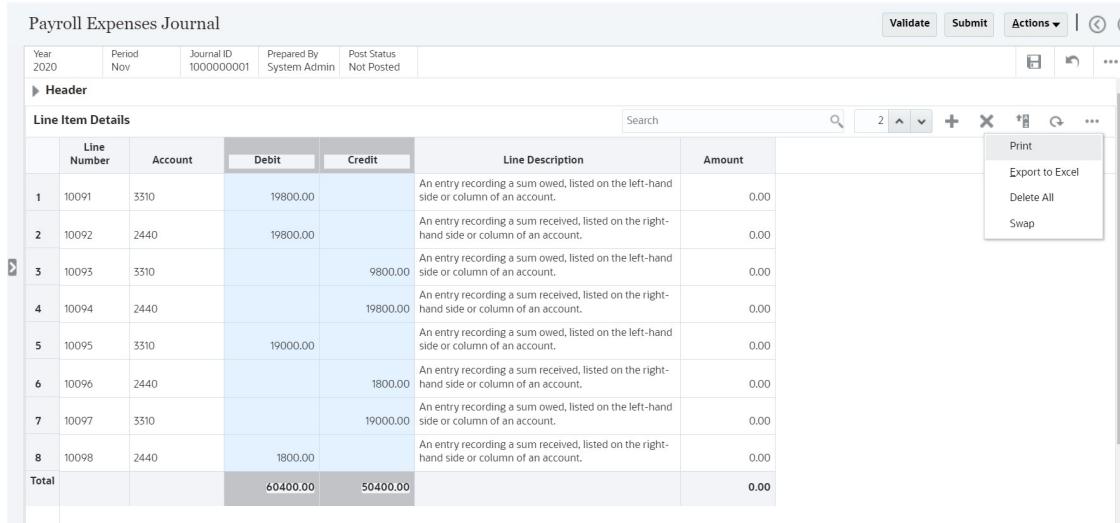
To swap columns in Enterprise Journals:

1. From the Home page, click **Enterprise Journals**.
 2. Open the journal to validate and view the **Line Item Details**.
 3. Select two columns of the same type. For example, Number.
- You can select only two columns to swap. If you select more than two columns, then the system displays an error message.
- The two columns must have the same data type.
4. From the **Actions** menu, select **Swap**.

 **Note:**

- For Windows Operating System: Use CNTRL key to select the **Debit** and **Credit** Columns while doing a swap
- For Mac Operating System: Use SHIFT key to select the **Debit** and **Credit** Columns while doing a swap

Swapping Columns Example: Original Columns



Line Number	Account	Debit	Credit	Line Description	Amount
1	3310	19800.00		An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
2	2440	19800.00		An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
3	3310		9800.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
4	2440		19800.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
5	3310	19000.00		An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
6	2440		1800.00	An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
7	3310		19000.00	An entry recording a sum owed, listed on the left-hand side or column of an account.	0.00
8	2440	1800.00		An entry recording a sum received, listed on the right-hand side or column of an account.	0.00
Total		60400.00	50400.00		0.00

Swapping Columns Example: Columns After Swap Action

Payroll Expenses Journal						Validate	Submit	Actions ▾	...	
Year	Period	Journal ID	Prepared By	Post Status						
2020	Nov	1000000001	System Admin	Not Posted						
Header										
Line Item Details						Search	<input type="text"/>	2	<input type="button" value="^"/>	<input type="button" value="▼"/>
Line Number	Account	Debit	Credit	Line Description			Amount			
1	10091	3310		19800.00	An entry recording a sum owed, listed on the left-hand side or column of an account.			0.00		
2	10092	2440		19800.00	An entry recording a sum received, listed on the right-hand side or column of an account.			0.00		
3	10093	3310	9800.00		An entry recording a sum owed, listed on the left-hand side or column of an account.			0.00		
4	10094	2440	19800.00		An entry recording a sum received, listed on the right-hand side or column of an account.			0.00		
5	10095	3310		19000.00	An entry recording a sum owed, listed on the left-hand side or column of an account.			0.00		
6	10096	2440	1800.00		An entry recording a sum received, listed on the right-hand side or column of an account.			0.00		
7	10097	3310	19000.00		An entry recording a sum owed, listed on the left-hand side or column of an account.			0.00		
8	10098	2440		1800.00	An entry recording a sum received, listed on the right-hand side or column of an account.			0.00		
Total			50400.00	60400.00				0.00		

Deleting Enterprise Journals

You can delete unposted journals that you no longer need. You can't delete Submitted, Approved, or Posted journals, because that results in unresolved data for the adjustment values that the journal was created.

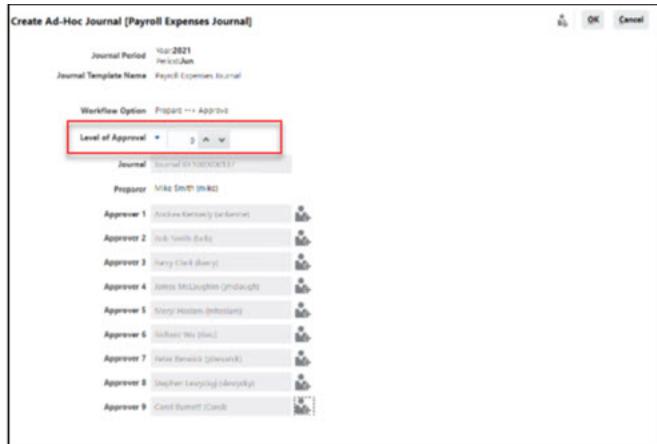
To delete a journal:

1. From the Home page, click **Enterprise Journals**.
2. Click the **Journals List** icon on the left.
3. Select the journal to delete and click the **Delete (X)** icon.
4. At the confirmation prompt, click **Yes**.

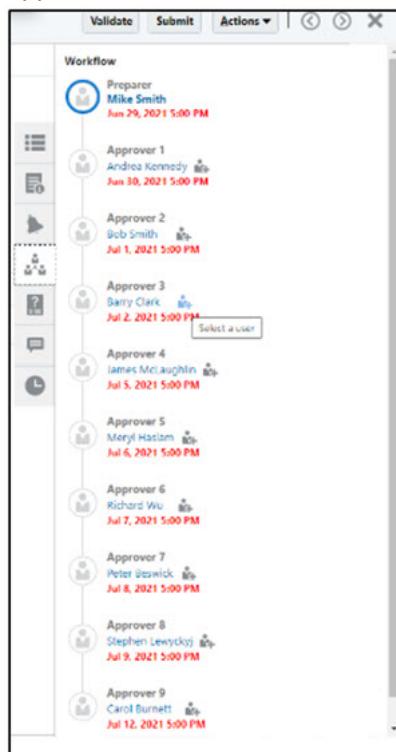
Creating Ad-Hoc Enterprise Journals

To create an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. From Journals, select a **Year** and **Period**.
4. Click the **Create Ad-Hoc Journal (+)** icon.
5. The **Journal Period** is displayed as selected from the Journals list and is read-only.
6. From **Templates**, select a template for which the Journal can be created. The list includes templates that are qualified for Ad-Hoc for the selected period.
7. For **Level of Approval**, select an approval level from 1 to 10. The number of approval levels is selected by the ad-hoc journal preparer. By default, the last saved value on deployment will be displayed. You can select the number of approval levels and assign the users accordingly.



- Click the Member Selector and select **Approvers** for the approval levels. The number of Approver rows is based on the number of approval levels that you selected.



You can select **Users and Teams** for the approval levels. See also: "Setting Approver Level Overrides" in *Administering Financial Consolidation and Close*

Note:

If the journal has one level of approver, then you can reassign all the preceding approver levels.

- Click **OK** to save your changes.

Note: For information on Preparing and Approving Enterprise Journals, see *Working with Financial Consolidation and Close*.

Deleting Ad-Hoc Enterprise Journals

To delete an Ad-Hoc Enterprise Journal:

1. On the Home page, click **Enterprise Journals**.
2. Click the **Journals** tab on the left.
3. Select the Ad-Hoc Journal that you want to delete.

 **Note:**

You can select one or multiple Ad-Hoc journals.

 **Note:**

Preparer and Service Administrators can delete ad-hoc journals. However, ad-hoc journals can't be deleted in the following cases:

- Posting Status is **Post in Progress** or **Posted**. The ad-hoc journals only with the Posting Status as **Not Posted** can be deleted.
- Selected journal isn't an Ad-Hoc journal.
- Period associated with the Ad-Hoc journal is **locked**.

4. From the **Actions** menu, click the **Delete** option to delete the Ad-Hoc journal/journals.
5. In the confirmation message, click **Yes**. If the delete was successful, then the "*Delete was successful*" message is displayed.

If you've selected multiple ad-hoc journals and only a few were deleted, then the "*Delete was not successful for the following items*" message is displayed with a list of items that weren't deleted. This happens if:

- You aren't a Preparer or a Service Administrator.
- Journal is in **Posted** or **Post in Progress** status.
- Journal is a recurring journal.

Working with Journals in Smart View

Related Topics:

- [Installing, Uninstalling, and Connecting to Smart View](#)
- [Creating Ad-Hoc Enterprise Journals in Smart View](#)
- [Working With Enterprise Journals from Smart View](#)
- [Understanding Smart View Best Practices](#)

Installing, Uninstalling, and Connecting to Smart View

You can use Oracle Smart View for Office for the journal data collection process. After you install Smart View and the Enterprise Journal Extension, you can manage the data collection process and work with journals using the **Enterprise Journals** menu option in Smart View.

Note:

Before you begin, you must install Smart View and the Smart View Extension for Enterprise Journals, and create a private connection to use with the extension. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and *Creating Connections to the Smart View Extensions*.

Note:

For non-English locales, the **Default** option on the Language drop-down list in Smart View is not supported in Smart View extension for Enterprise Journals.

Note:

It's recommended to:

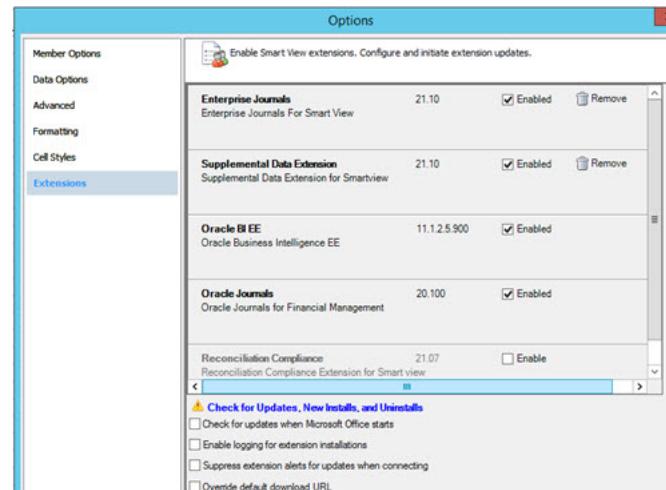
- Restart Smart View for Office after installation and uninstallation.
- Uninstall and reinstall Smart View Extension when there is an update.

Uninstalling an Extension

To uninstall an extension: open Excel → Go to **Smart View** ribbon → Click **Options**, and then click

Check for Updates, New Installs, and Uninstalls

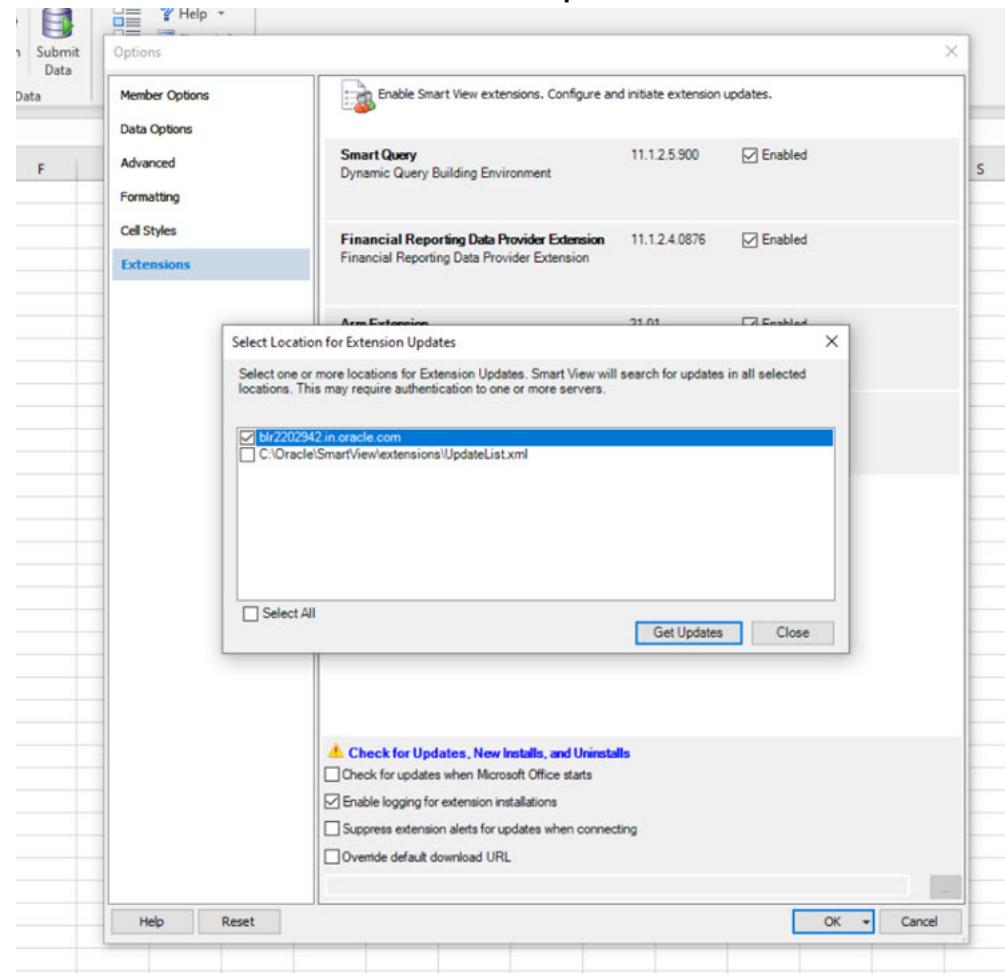
- . You will get the remove option for each extensions.
1. Open Excel.
 2. In the **Smart View** menu, click **Options**.
 3. Click **Extensions** and then click **Check for Updates, New Installs, and Uninstalls**.
 4. Click **Remove** for the extension you want to remove.



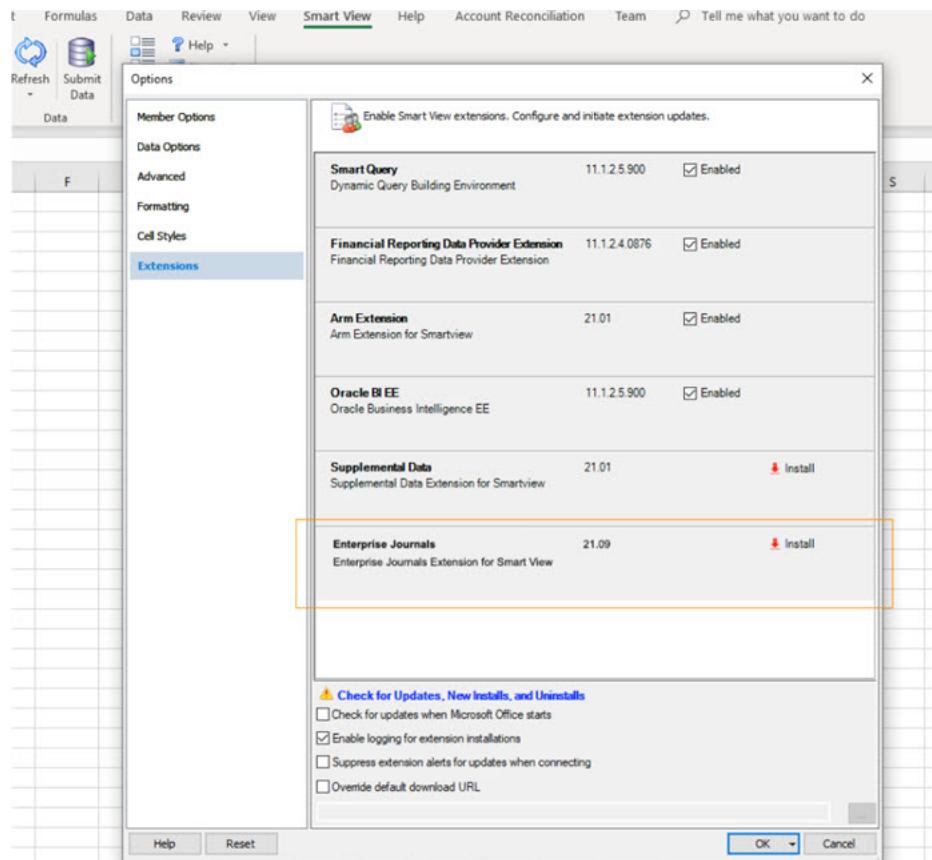
Updating and Reinstalling an Extension

After creating a connection:

1. Open Excel.
2. In the **Smart View** menu, click **Options**.
3. Click **Extensions** and then click **Check for Updates, New Installs, and Uninstalls**.
4. Select the connected machine and click **Get Updates**.



5. Click **Install**.



Note:

After creating the connection, only the extension related menu item is displayed.

Connecting to Smart View

After you've installed the Smart View Extension for Enterprise Journals and created a connection:

1. Open an active Excel file, go to the **Smart View** menu and click **Panel**.
2. In the right panel, from **Private Connections**, select the Enterprise Journals connection that you created.
3. In the Connection dialog box, enter a user name and password, then click **Connect**.

After you install the extension and create a connection, you can view a worklist of the journals that you need to act on for preparation and approval.

Security Considerations

You can view the journals for which you're authorized. This is the **Display My Tasks** view of the worklist. Therefore, you may not see all of the journal tasks that you've access to. Depending on your current role (example, Preparer or Approver), the available options such as **Save Data**, **Approve**, or **Reject** changes to match the associated role. If you've different roles, you may need to log in as the specific role to perform different operations.

For information on working with Smart View, see *Oracle Smart View for Office User's Guide*.

Creating Ad-Hoc Enterprise Journals in Smart View

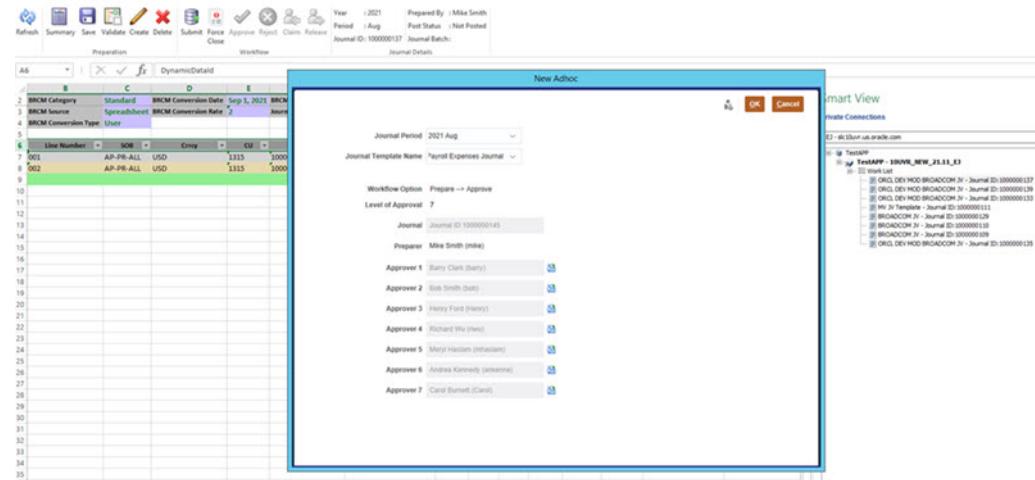
You can use Oracle Smart View for Office for the journal data collection process, such as preparing and approving journals. If you've security privileges to create Ad-Hoc journals for any template, the Ad-Hoc related actions will also be available.

Note:

For information on connecting to and working with Enterprise Journals in Smart View, see [Working With Enterprise Journals from Smart View](#).

To create Ad-Hoc Enterprise Journals in Smart View:

1. Open an active Excel file, go to the **Smart View** menu, and click **Panel**.
2. In the Smart View Panel, click **Private Connections**.
3. In the **Private Connections** panel, select the **Enterprise Journals** connection from the drop-down list.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. When Smart View opens, you can see the **Enterprise Journals** ribbon.
6. From the **Enterprise Journals** ribbon, you can perform these **Ad-Hoc** actions:
 - **Create** - Create an Ad-Hoc journal.
 - **Delete** - Delete an Ad-Hoc journal.
 - From **Ad-Hoc** options, click **Create**.



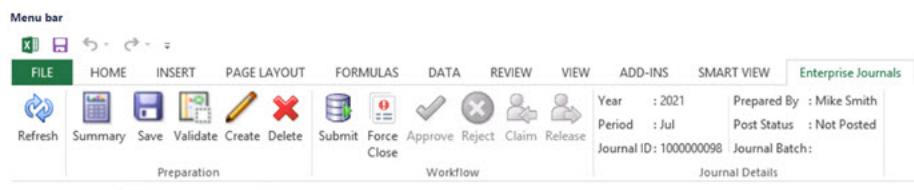
7. From the **Journal Period** drop-down list, select a valid **Year** and **Period**.
8. From the **Journal Template Name** drop-down list, select a journal template.
9. These fields are read-only:
 - **Workflow Option** - The designed workflow option for the selected template
 - **Levels of Approval** - The approval level for the template
 - **Workflow** - the Journal ID generated for the template

- **Preparer** - the current logged-in user creating the Ad-Hoc journal
- Click the **Member Selector** and select **Approvers** for the approval levels. The number of Approver rows is based on the number of approval levels that the Administrator has specified.
 - You can select Users, Groups or Teams for the approval levels. The posting of the journal is based on the name of the Preparer and not on any of the approval levels.
 - Click **OK** to save the journal.
- To delete Ad-Hoc Enterprise Journals in Smart View:
- Launch Excel and go to the **Smart View** panel.
 - In **Private Connections**, select the journal to delete.
 - From **Enterprise Journals** ribbon, click **Delete**. You can't delete the Journal if the Workflow status is **Closed**.
 - Click **OK** to delete the journal. This will also delete the journal from the server and the particular journal sheet.

Working With Enterprise Journals from Smart View

To work with Enterprise Journals from Smart View:

- Open an active **Excel** file, go to the **Smart View** menu, and click **Panel**.
- In the Smart View Panel, click **Private Connections**.
- In the **Private Connections** panel, select the **Enterprise Journals** connection from the drop-down list.
- When prompted, provide your login credentials: domain name, user name, and password to sign in.
- When Oracle Smart View for Office opens, you can see the **Enterprise Journals** ribbon.
- From the **Enterprise Journals** ribbon, you can perform these actions:



- **Refresh** - Refresh the grid to view the latest data from the server.
- **Summary** - Includes all the properties, instructions, alerts, workflow, questions, comments, and history information associated with the journal.
- **Save** - Save the grid.
- **Validate** - Validate the grid.
- **Create** - Create the journal.
- **Delete** - Delete the journal.
- **Submit** - Submit the journal.
- **Force Close** - Force close the journal.

 **Note:**

If you've security privileges to create Ad-Hoc journals for any template, the Ad-Hoc action will also be available. See [Creating Ad-Hoc Enterprise Journals in Smart View](#).

7. From the Approval ribbon, you can perform these actions:
 - **Refresh** - Refresh the grid
 - **Approve** - Approve the Journal. Following the last stage of Approver, it goes through the entire posting process.
 - **Reject** - Reject the journal
 - **Force Close** - Force close the journal
8. From the **Teams** ribbon, you can perform these team actions:
 - **Claim** - Claim the journal
 - **Release** - Release the journal

 **Note:**

The header and line items in the grid would continue to be same as the web. The only difference is that the dimension reference members can also be manually entered.

See also [Understanding Smart View Best Practices](#).

Watch this video to learn more about working with Enterprise Journals in Smart View.



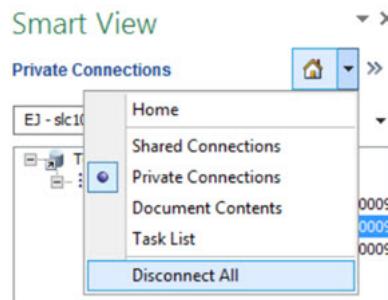
[Working with Enterprise Journals in Smart View](#).

Understanding Smart View Best Practices

The following best practices are recommended while working with Enterprise Journals/Ad-Hoc Journals from Smart View:

- You must upgrade or re-install Extensions for monthly updates - See "Uninstalling an Extension" and "Updating and Reinstalling an Extension" in [Working With Enterprise Journals from Smart View](#).
- Don't enter any data outside the highlighted grid for data collection. It may lead to invalid errors while saving the journal.
- Users can use other sheets to copy data to their Enterprise Journals sheet. All the other sheets will remain as is while refreshing the grid.
- After a sheet refresh/reload on the Enterprise Journals sheet, reference calculations to local sheets will be cleared, but the data will remain.
- If you need to save an Enterprise Journals sheet for the future, it's better to copy the sheet rather than renaming it.
- Don't insert columns or rows using the native Excel functionality.
- It is advisable to use CSV import when volume journals have more than 2000 lines.

- Language option in Smart View should match the Operating System, Microsoft Excel, and web user preferences.
- For non-English locales, the default language option isn't supported in Smart View extension for Enterprise Journals.
- For any change of connections, first disconnect the current connection and then connect to the new connection or use **Disconnect All** (**Private Connections** → **Home** → **Disconnect All**) and you'll be asked for the password on the next login.



- When you save the sheet:
 - Valid key values entered manually for dimension reference members will auto populate the remaining non-key dimension reference members.
 - Invalid values that are manually entered for non key dimension reference members will be replaced and validated with the correct members.
- Add-in works best with certain Browser Emulation Mode and WebView2 Runtime. Make sure the following settings are correct:
 1. Go to **Smart View** → **Help** → **Health Check**.
 2. Under **Registry Information**, **Browser Emulation Mode** is set as **11001**.
 3. Under **Smart View Options**, **WebView2 Runtime** is set as **Enabled for UI**.
 4. Restart Excel.

Here's the image that shows the settings.

Registry Information		
KeepAlive Timeout	Not Available	Click here to update
Receive Timeout	Not Available	Click here to update
ServerInfo Timeout	Not Available	Click here to update
Current Resolution	1920 x 1080	Not a 4K system
USER Process Handle Quota	10000	Number of user obji
Enable Per Process System DPI	Disabled	Fix
Browser Emulation Mode	11001	Fix
Smart View Options		
Undo Buffer	9	Enter input between
Improve Metadata Storage	Checked	Default
Compatibility	Disabled	Default
Quick Action	Disabled	Default
WebView2 Runtime	Enabled for UI	Fix

- In some cases Excel can crash. To fix this issue, reinstall Excel.
- To make sure the extensions work properly, disable the extensions that aren't required. To do this, go to **File** → **Options** → **Add-ins** and do the following:
 - Disable all **com add-ins** except **Oracle Smart View for Office**.
 - Disable all **Excel add-ins** except **Hstbar**.

13

Working with Task Manager

Related Topics

- [Task Manager Overview](#)
- [Working with Tasks](#)

Task Manager Overview

Task Manager helps to define, execute, and report the interdependent activities of a business process. It provides centralized monitoring of all tasks and provides a visible, automated, and repeatable system of record for running a business process.

You can:

- Define the tasks and schedule to ensure the most efficient task flow.
- Automate the business process, track status, and provide notifications and alerts.
- Notify users by email for delinquencies, due dates, and status changes.
- Monitor business process status from a dashboard.
- Act quickly to fix errors and delays.
- Analyze the effectiveness of the business process.

Example 13-1 Video

Your Goal	Watch This Video
Learn the features of Oracle Cloud EPM Task Manager, common terms used, and a typical Oracle Cloud EPM Task Manager process flow.	 Overview: Task Manager in Oracle Cloud EPM

Working with Tasks

Related Topics

- [Accessing Tasks](#)
- [Updating Task Information](#)
- [Managing Tasks](#)
- [Working with Tasks in Smart View](#)

Example 13-2 Video

Your Goal	Watch This Video
Learn the features of Oracle Cloud EPM Task Manager by navigating through the sections of a task.	 Overview: Navigating Tasks in Oracle Cloud EPM Task Manager

Accessing Tasks

Related Topics

- [Viewing Tasks from the Home Page](#)
- [Viewing Tasks from the Schedule Tasks Page](#)
- [Viewing the Worklist for Task Manager and Supplemental Data Manager](#)

Viewing Tasks from the Home Page

The Home page displays a summary of tasks assigned to you and their status, such as **Open**, **Late**, **Due Today**, or **Due in 7 Days**. A number to the left of the status indicates the number of tasks with that status. If your administrator has enabled the **Upcoming Tasks** option, you can also see items in the upcoming workflow, as well as tasks currently available. When you click a link in the Tasks summary panel, the Tasks page opens, where you can further filter the list of tasks.

You can filter the list of tasks by **Year** and **Period**, or you can select **All**, to display items from any year or period in the Worklist.

From **Tasks** on the Home page, you can view these tasks and their details:

- **Worklist** displays all tasks for a specified POV that you're authorized to view. Alerts and their status are also displayed at the top of the list on the Worklist page and in the Summary panel.
- **Supplemental Data Tasks** displays tasks for Supplemental Data Manager.
- **Schedule Tasks** displays tasks for Task Manager.
- **Alerts** displays an Alerts List and enables you to create and work with alerts.

Viewing Tasks from the Task Actions Page

You can also view and update tasks from the Task page, which you can launch from a link in your email notification.

The Task page shows a status icon with a description that indicates the current task status. The Alert page shows a status icon with a description of the current status of an alert.

Viewing the Worklist for Task Manager and Supplemental Data Manager

The Worklist displays all tasks for a selected schedule or template for a specified POV which you're authorized to view, including tasks for Task Manager and Supplemental Data Manager. The tasks are listed, and can be easily filtered to display only the ones in which you are interested.

A schedule containing the selected dates for the task is created by the Administrator.

A Summary of the status for All Tasks/Forms or My Tasks/Forms is displayed, as well as a dashboard for the source of the tasks/forms.

From Worklist, you can perform the following tasks:

- Export to Excel
- Open Tasks
- Submit Tasks
- Force Close or Abort a Task
- Reassign a Task

Search and Filter Capability

An easy way to filter the items within your list is to use the **Search** field. It will search across any of the displayed columns in the list, excluding dates and icon based columns. For example, you could search for a user to see all items where the user has been assigned as the Assignee or Approver (in case of Task Manager) and Preparer or Approver (in case of Supplemental Data Manager). The search will return any item where the search term is found in any displayed column.

You can also use the specific filtering capability to access particular items using the **Filter** bar or click **Add a Filter** and then set the filters you want per attribute.

To view the Worklist:

1. From the Home page, click **Tasks**. Click **Worklist**.
2. **Optional:** In **Search**, perform the following steps to locate a task:
 - Click the Tasks icon  to toggle the display between All Tasks or My Tasks.
 - Type the name of the required task. You can search on any field (text or numeric) on the Worklist, except for **Date**.
3. **Optional:** Click the **Filter** icon next to **Search** to hide or show the filter bar. Click  on the right side of the filter bar to clear all filters.
4. **Optional:** Use the drop-down on the upper right side of the screen to select any filters you want to use to manage the worklist:
 - **Type**
 - **Name**
 - **Description**
 - **Status (Detailed)**
 - **Status**
 - **My End Date**
5. **Optional:** Click the following dimension names to modify the POV:
 - **Year**
 - **Period**
 - **Due:** (None Selected, Late, Seven Days, or Today)
 - **Status:** (None Selected, Closed, Open, or Pending)
 - **Source:** (Alerts, Tasks, Forms, Journals, or Reassignment Request)

 **Note:**

Click multiple entries to add multiple options. Click the selected entry again to remove it from the list.

6. **Optional:** Click  next to a task to open a selected task and view its details. Select the icons to add or modify options, such as **Properties**, **Instructions**, **Alerts**, and so on.
7. Under **Actions**, you can perform one of the following actions:
 - **Submit Task.** See [Submitting Tasks](#).
 - **Abort Task:** Cancel a task, as opposed to performing a forced close, to prevent successors from continuing and to keep the process moving:
 - When a Finish-to-Start or Finish-Error-to-Start predecessor is canceled, its successors remain as Pending. To keep the process moving, you must edit the successors to remove the canceled predecessor and to start the successors.
 - When a Finish-to-Finish or Finish-Error-to-Finish predecessor is canceled, to keep the process moving, the task owner, schedule owner, or administrator must force a close of the successor.
 - **Force Close Task:** Force a task with a status of **Open** or **Error** to have a status of **Close**.
 - **Request Reassignment:** Temporarily or permanently reassign a task to another user.
 - **Refresh**

Viewing Tasks from the Schedule Tasks Page

From the Schedule Tasks page, you can search and filter the tasks. You can change views to display a visual representation of the data or display the data as rows and columns.

To view tasks from the Schedule Tasks page:

1. From the Home page, click **Tasks**, then click the **Schedule Tasks** tab on the left.
2. **Optional:** In **Search**, type the name of the required task. It will search across the columns in the list, except for dates and any icon-based columns.
3. Select a **Schedule** for the task.
If you select multiple schedules that are using the same POV, all tasks from all schedules for that POV are displayed.
4. **Optional:** Create a filter to view the tasks. See [Working with Filters](#).
5. **Optional:** Change the POV by clicking the selection under the dimension name to display valid values.

 **Note:**

Click multiple entries to add multiple options. Click the selected entry again to remove it from the list.

6. **Optional:** On the right side of the screen, click the  icon and select a view. See [Working with Views](#)

7. Review the selected tasks.

Updating Task Information

You can update information for tasks with the Open status. You can answer questions, add comments, and attach references. You can also view status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow. The workflow shows the approval chain of the task and displays the user name, access role (assignee or approver), status, and dates on which users performed their actions. If an administrator has included instructions with references for which there are links, you can link directly to the task.

Related Topics

- [Viewing Task Properties](#)
- [Viewing Instructions](#)
- [Viewing Task Alerts](#)
- [Viewing Team Workflow for a Task](#)
- [Viewing Task Attributes](#)
- [Viewing Task Questions](#)
- [Adding Comments for Tasks](#)
- [Viewing Related Tasks](#)
- [Viewing Parameters](#)
- [Viewing Task History](#)

Viewing Task Properties

To view the task properties of a particular task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Properties** tab on the right.

Properties

Name 01 Consolidation Process Kick Off
Task ID 01_Admin
Status Open
Schedule June close
Schedule Status Open
Priority Medium
Task Type Parent Task

Owner  Casey Brown

Start Date Apr 10, 2020 7:00 PM

End Date Apr 30, 2020 8:00 PM

Duration 20 days, 1 hour

Actual Start Date Jun 15, 2020 9:38 PM

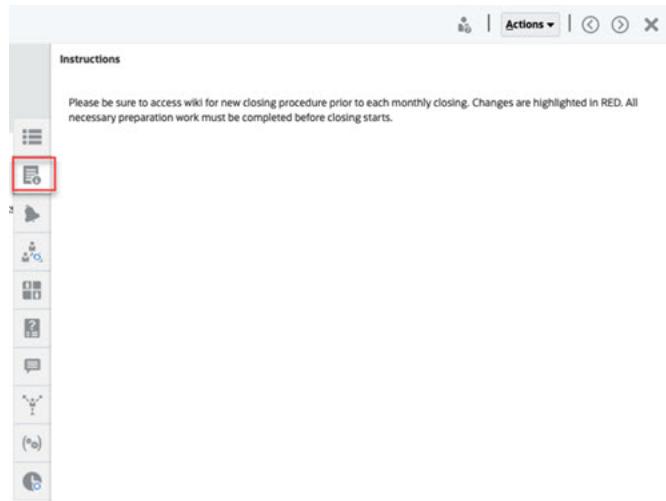
Actual End Date

Actual Duration

Viewing Instructions

To view task instructions on a particular task:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Instructions** tab on the right.

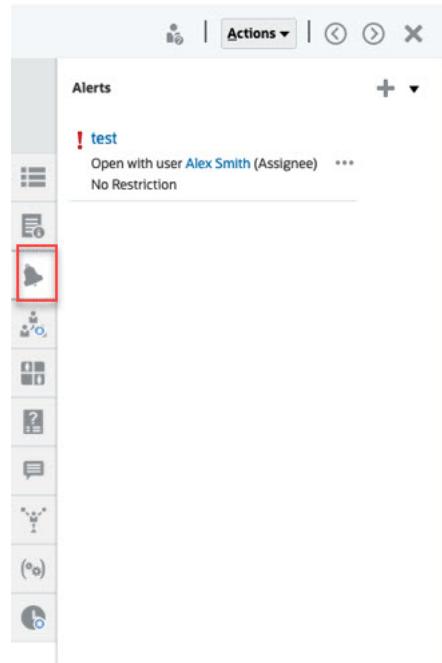


Viewing Task Alerts

To view the alerts on a particular task:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Alerts** tab on the right.

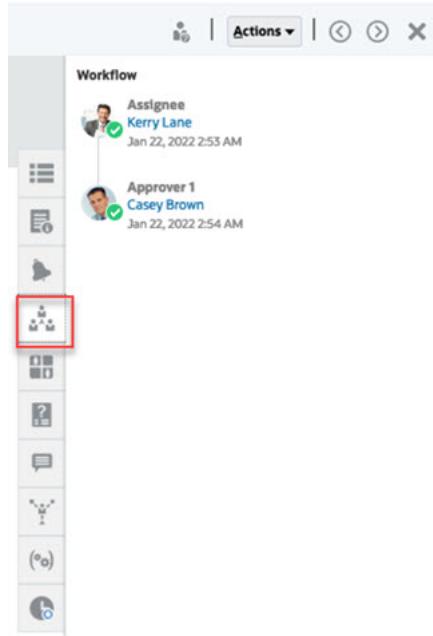
See also: [Working with Alerts](#)



Viewing Team Workflow for a Task

To view the workflow on a particular task:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Workflow** tab on the right.



Teams are lists of members defined in Task Manager. After you assign a team to a task role, any user in the team can perform the role for that task.

Claiming Tasks

When a team is assigned the **Assignee** role, any member of the team can work on and submit the task, but only after a member has claimed the task. Prior to the claim, a member will have implicit Viewer access.

When a team is assigned the **Approver** role, any member of the team can approve the task without first claiming it. However, any team member can claim the task, which prevents other team members from approving it until it is released.

Once a task has been claimed, other members of the team still have the ability to claim the task. Doing so will cause the initial user's claim to terminate, thus revoking that user's ability to perform the role functions and granting the ability to the member with the most recent claim. The ability to claim a task away from another team member is required to accommodate cases where a claim has occurred; however, the user with the claim is unavailable to complete the role functions (for example, due to an unexpected absence).

Require Action By

When you assign the Assignee or Approver roles, you can use the **Required Action By** option to specify the sign-off requirement for the tasks. You can request that all team members sign off on the task before the task is submitted or approved, or you can allow any team member to submit or approve the task.

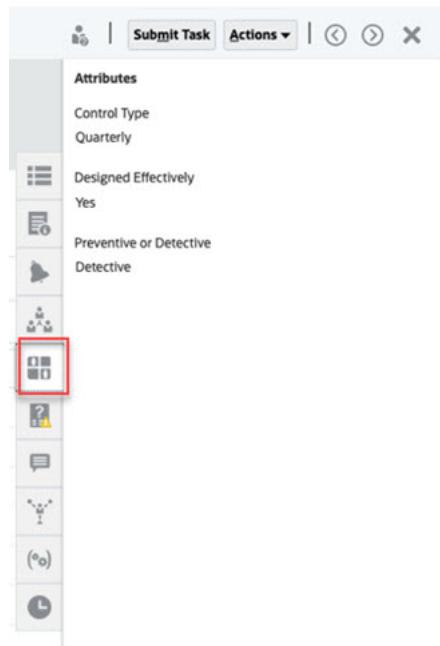
Primary Users

You can optionally assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to tasks to which the team is assigned as assignee or approver.

Viewing Task Attributes

To apply an attribute on a particular task:

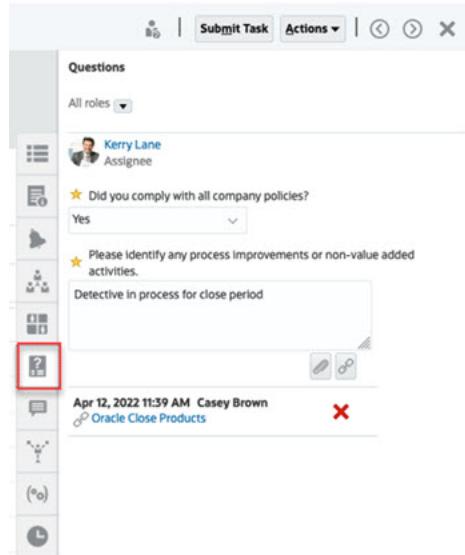
1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Attributes** tab on the right.



Viewing Task Questions

To view or answer questions on a particular task:

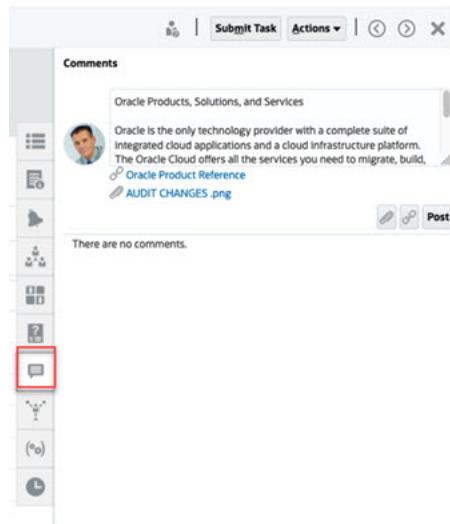
1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Questions** tab on the right.



Adding Comments for Tasks

To view comments on a particular task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Comments** tab on the right.



Adding Comments

From the **Tasks** page, you can add comments for any task and also attach references. You can also add a reference file or URL to multiple tasks at one time from the **Tasks** page and create comments.

Here's a table that describes the activities you can perform based on the status of the activity and your role:

Note:

Users with the same access role on a task can create, delete, and manage each other's comments.

Table 13-1 Permissions Based on Role and Status

Role	Status: Open with Assignee	Status: Open with Approver	Status: Closed
Assignee	<ul style="list-style-type: none">• Can add Comments• Can delete Comments at their level• Can delete Comments that they created	<ul style="list-style-type: none">• Can add Comments• Can delete Comments that they created	Can add comments

Table 13-1 (Cont.) Permissions Based on Role and Status

Role	Status: Open with Assignee	Status: Open with Approver	Status: Closed
Approver	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments at their level • Can delete Comments that they created 	Can view comments
Administrator, Schedule Owner, or Task Owner	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	Can add comments
Viewer	<ul style="list-style-type: none"> • Can add Comments • Can delete comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	Can view Comments

 **Note:**

- Bulk upload of a local file or URL to multiple tasks creates a comment since an attachment must be associated with a comment in Task Manager.
- For users to be able to delete their own comments, an Administrator must have allowed this by turning on the **Allow Comment Deletion** setting. Users with the same role on a Task can create, delete, and manage each other's comments.

See Allowing Comment Deletions in *Administering Financial Consolidation and Close*.

To Add Comments

Here are the steps to add comments:

1. From the **Home** page, select **Tasks**, to view the tasks and their details.
2. Select a task from your Worklist or from within Schedule Tasks. Click **Actions**, and then either select **Open** or double-click the task in the list page.

 **Note:**

The selected task must be in the **Open** status not in **Pending** status.

3. Click the **Comments** tab.
4. In the text box, enter a comment.

 **Note:**

To delete a comment, select it and click **Delete** or select **Actions**, and then click **Delete Comment**.

5. **Optional:** To add an attachment to an external document or a web page to the comment, select one of the following options:
 - Click **Attach a File** (paperclip icon) to browse to select a file as the attachment.
 - Click **Attach a Link** (link icon) to add the URL and Name of the attachment.
6. Click **OK**.

 **Note:**

If you want to add an attachment (file or URL) to multiple tasks at one time, you can perform this action from the **Schedule Tasks** view. Highlight more than one row or select the tasks using the Shift key to select the ones you want. Then click **Actions**, then **Add Reference**, and then choose either **File** or **URL**.

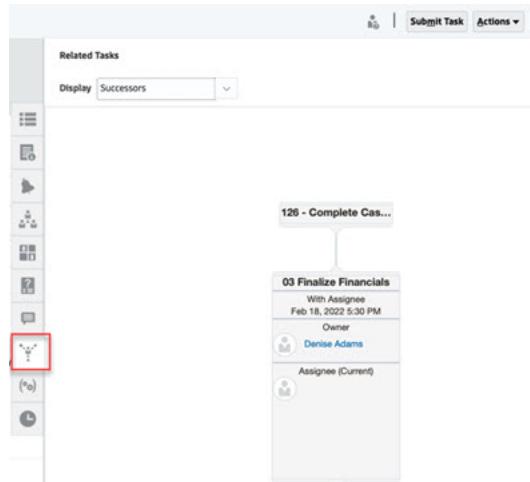
Viewing Related Tasks

The **Related Tasks** section enables you to view the predecessor and successors for a task. The predecessor-successor tasks show the Task Assignees and Task Owners for the dependent tasks.

Related Tasks also displays prior runs of the task in other schedules. This enables you to view comments or references from the prior task, which may help you complete the current task run. From the **Prior Tasks** list, you can click on a task name to launch the Task Actions dialog box for that task and you can reassign a task to another user.

To view related tasks:

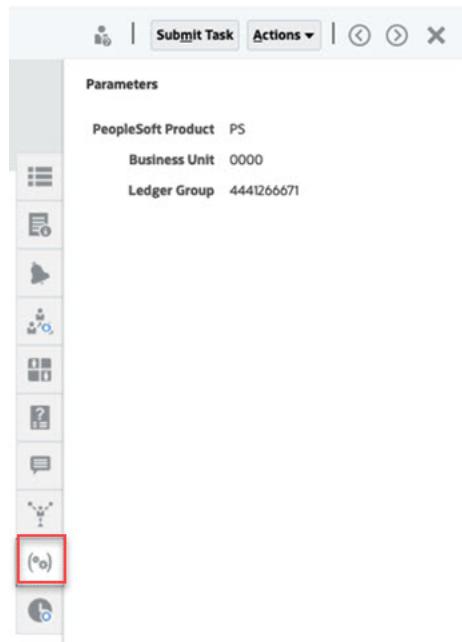
1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Related Tasks** tab on the right.
4. From **Display**, select **Predecessors or Successors**.
5. Optional: To view information on a prior run of the task, click a task in the **Prior Task** list.
6. Optional: To reassign the task, click **Reassign** and select the user to whom you want to assign the task.
7. When finished, click **Close**.



Viewing Parameters

To view the parameters of a particular task:

1. On the Home page, click **Tasks**, and then **Schedule Tasks**.
2. Double-click a task to open it.
3. Click the **Parameters** tab on the right.



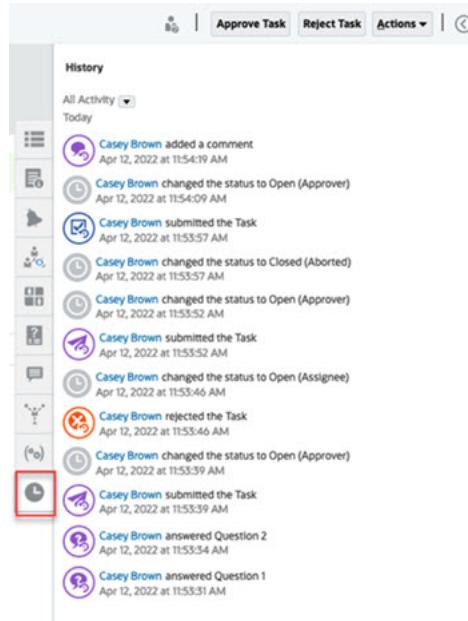
Viewing Task History

The system maintains a history of task activities, which you can view from the History page. Task history displays the components that were updated, the modification type such as added, created, or changed, the old and new values, the user who made the change, and the change date. This information is read-only.

To view task history of a particular task:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.

2. Double-click a task to open it.
3. Click the **History** tab on the right.
4. From the top right of the page, select a **View** for the history: a **List View** displays a timeline of the history which only lists the basics, , or the **Table View**,  to see all values.
5. Select **Timeframe** to view history of **All Activity**, **Today**, or **Last 7 Days**.
6. When finished, click **Close**.



The screenshot shows the Oracle Task History screen. At the top, there are buttons for 'Approve Task', 'Reject Task', and 'Actions'. Below that is a dropdown menu for 'Timeframe' set to 'All Activity' and 'Today'. The main area is titled 'History' and lists various activity items for 'Casey Brown' on April 12, 2022. The items include: added a comment, changed status to Open (Approver), submitted the Task, changed status to Closed (Aborted), changed status to Open (Approver), submitted the Task, changed status to Open (Assignee), rejected the Task, changed status to Open (Approver), submitted the Task, answered Question 2, and answered Question 1. The 'List View' icon (grid icon) is highlighted with a red box.

Managing Tasks

Related Topics

- [Submitting Tasks](#)
- [Approving or Rejecting Tasks](#)
- [Reassigning Tasks](#)
- [Canceling Tasks](#)
- [Setting Tasks to Force Close Status](#)

Submitting Tasks

When you complete the actions required for the task, you submit the task to be moved through the workflow to the next assignee.

To submit tasks:

1. Select the tasks that you need to submit.
To select multiple tasks, press **Ctrl** and select multiple tasks, or press **Shift** while you click the first and last rows in a range.
2. Click **Submit**, or select **Actions**, then **Submit**.
3. Click **Yes** to confirm the submission. After it is submitted, you can no longer edit the task.

4. Review any errors, and click **OK**.

Approving or Rejecting Tasks

To approve or reject tasks:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Double-click a task to open it.
3. Do one of these task actions:
 - Right-click and select **Approve or Reject**.
 - Actions panel: From **Set Status**, select **Approve or Reject**.
 - Actions menu: Click **Approve or Reject**.

Click **Yes** in the confirmation dialog box.

4. Review any errors, and click **OK**.

Claiming or Releasing Tasks

You can claim and release a single task or multiple tasks at a time in Task Manager. Users who are associated with tasks through a group or team assignment can claim or release tasks.

After a task is claimed, other members of the team can still claim the task but doing this causes the initial user's claim to terminate, thus revoking that user's ability to perform the role functions and granting the ability to the user with the latest claim.

The ability to claim a task from another user is required to accommodate cases where a claim has occurred; however, the user with the claim can't complete the role functions (for example, because of an absence).

When a task is claimed, the Assignee changes from the team or group to the person who claimed.

When a task is released, the Assignee changes from the person who released to the team or group.

Before any member of the team has claimed the task, email notifications go to the whole team. Once a team member has claimed the task, emails go to the active user instead of all team members.

 **Note:**

If the Service Administrator has enabled the bulk update feature, you can claim or release multiple tasks at a time.

Claiming or Releasing a Task Using Task Actions Menu

To claim or release a task from the task **Actions** menu:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the task that you want to claim or release or select the task and click the **Open** icon.
3. From the **Actions** menu, click **Claim or Release**.
A pop-up message asking for confirmation is displayed.

4. Click **Yes**.
A confirmation message is displayed indicating the task was claimed or released successfully.
5. Click **Close** to close the dialog box.
6. Review and fix the errors, and then perform the same steps again to claim or release the tasks.

Claiming or Releasing Task from Task List

To claim or release tasks from the Task List:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Select the task that you want to claim or release.
To multiselect, press **Ctrl** for random selection or press **Shift** while you click the first and last row in a range. The selected tasks are highlighted.
3. From **Actions**, click **Update**, and then click **Claim** or **Release**.
A pop-up message asking for confirmation is displayed.
4. Click **Yes**.
The Task Action Results dialog box displays information about the status, number of tasks selected, tasks considered, tasks processed successfully, and tasks that were unsuccessful. The status are:
 - Processing
 - Completed Successfully
 - Completed with ErrorsA visual indicator shows the completion percentage. For tasks processed unsuccessfully, the dialog box displays the errors. You can click the **Export to Excel** icon and export the displayed errors to an excel file.
5. Click **Close** to close the dialog box.
6. Review and fix the errors, and then perform the same steps again to claim or release the tasks.

Reassigning Tasks

Task assignees can reassign their tasks to other users. For example, if an assignee has planned to be out of the office for vacation, then the assignee can reassign their tasks to another user.

When tasks are reassigned, email notifications are sent immediately to reassigned users.

 **Note:**

Request Reassignment isn't available for Administrators or Task Owners because they can edit the task to assign it to another assignee or approver.

To reassign a task:

1. From the Home page, click **Tasks**, and then click **Worklist**.
2. On the Worklist, select the task for which responsibility is to be reassigned.

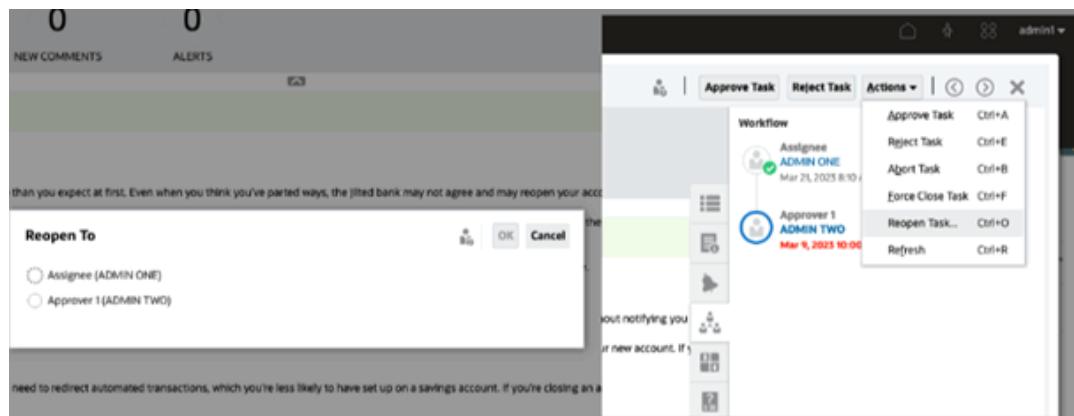
3. On the selected Task page, select **Actions**, and then click **Request Reassignment**.
4. From **To User**, click **Select User** to select the user who is assuming responsibility for the task.
5. Under **Reassign**, select the appropriate option:
 - **Selected Tasks only**
 - **Selected and Future Tasks** to permanently transfer responsibility.
 - Enter the **Justification** for the transfer of responsibility, such as vacation, transfer of roles, and so on.
6. Click **OK**.

Reopening Tasks

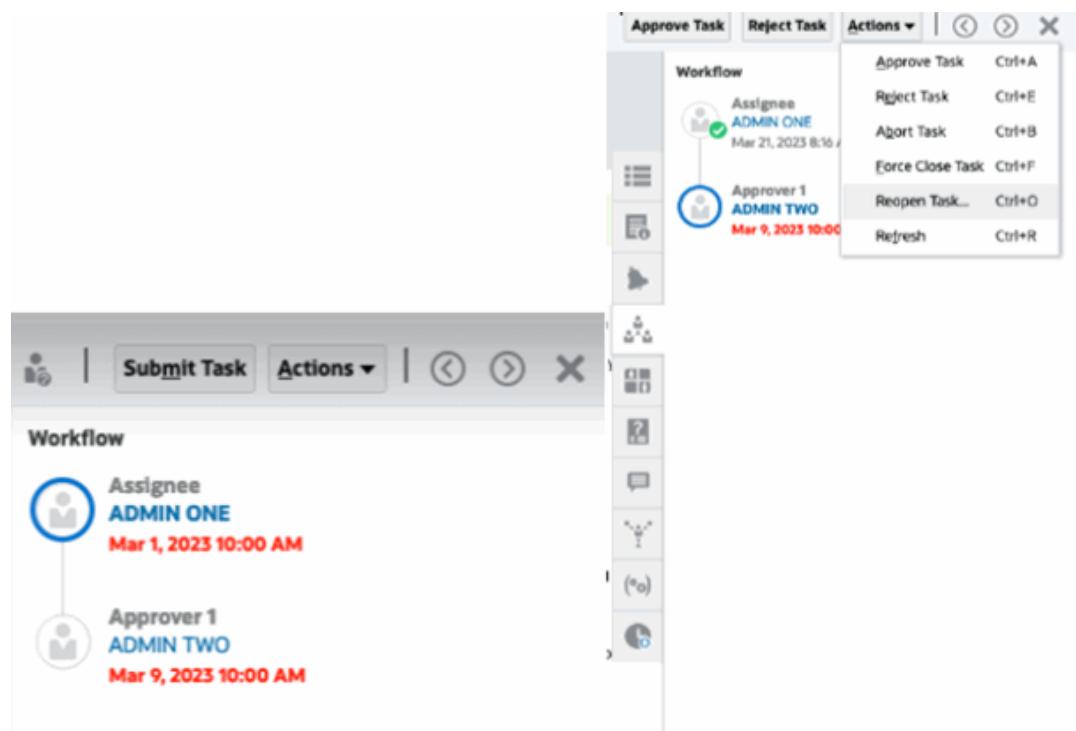
The Administrators and Power Users can reopen closed and open tasks. If the Administrator provides permission, the other users for example, the Assignees and Approvers can also reopen tasks that are in their workflow. See, [Managing Task Manager System Settings](#) in *Administering Financial Consolidation and Close*.

For Administrators and Power Users:

- If the task is closed, you will be given the option of which workflow level to open the task. For example, if you reopen a task where the Assignee is ADMIN ONE and the Approver 1 is ADMIN TWO, you will get the option of returning the workflow to either ADMIN ONE or ADMIN TWO.



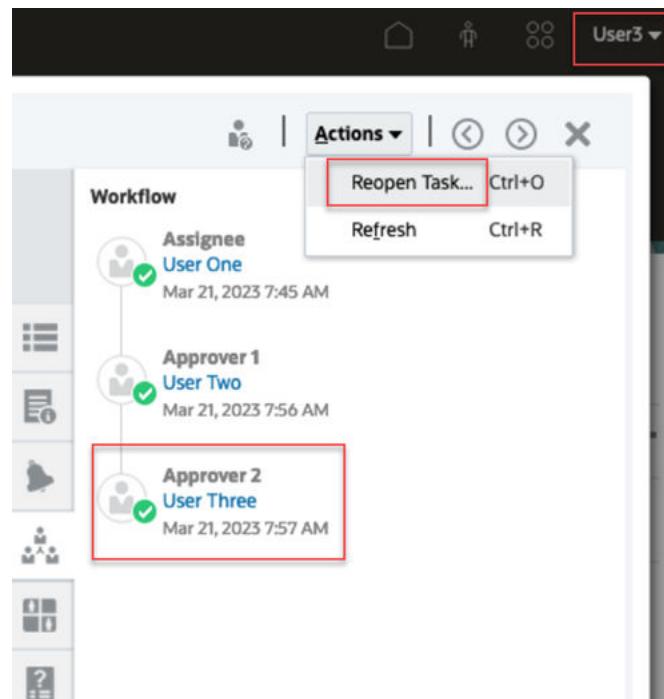
- If the task is open, it will be reverted one level in the workflow. For example, if the task is open to ADMIN TWO and then if you reopen it, it will be reverted to ADMIN ONE.



See also, [Reopening Tasks](#) and [Reopening Manual and Automated Tasks in Administering Financial Consolidation and Close](#).

For Users:

Whether the task is closed or open to a later workflow stage, it will be reopened to the user's workflow. For example, if the task is open and currently with Approver 2 and User Two reopened it, it would revert to Open with Approver 1. If User One reopened it, it would revert to Open with Assignee.



Canceling Tasks

Task owners and the Service Administrator can stop a running task at any time. When you cancel a task, the task status changes to Closed. Pending tasks with the task as a predecessor can't run. If you've a sequence of tasks and you want to cancel the entire sequence, you can cancel the first task in the sequence.

To cancel a running task:

1. From your task list, select a task that you want to stop.
2. From the **Properties** tab, select **Actions**, then **Abort**.

Setting Tasks to Force Close Status

To stop a task but allow other tasks to run, if you're the task owner or Service Administrator, you can force a task with a **Open** or **Error** status to **Closed** status. For example, if you've an automated task with an error, and you've reviewed the error for that task, but want subsequent tasks to run, you can force the **Closed** status.

 **Tip:**

If you don't want the subsequent tasks to start, remove the predecessor links before force closing the tasks.

To set a task to Force Close status:

1. From your task list, select the task that you want to close.
2. From the **Properties** page, select **Actions**, then click **Force Close Task**.

The status of the task changes to **Closed**.

Working with Tasks in Smart View

Related Topics

- [Creating Connections to the Smart View Extensions](#)
- [Updating Tasks from Smart View](#)

Creating Connections to the Smart View Extensions

You can use Oracle Smart View for Office to connect to your worklist and update Task Manager, Enterprise Journals, and Supplemental Data Manager tasks within Excel.

You must create private connections to use with the extensions.

 **Note:**

Before you begin, ensure that you have installed Smart View, and the Smart View Extensions for Task Manager, Enterprise Journals, and Supplemental Data Management. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

To create connections to the extensions:

1. In the Smart View panel, select **Private Connections**, and then, at the bottom of the panel, select **Create new connection**.
 2. When prompted, select **Smart View HTTP Provider** to display the **Add Connection** wizard.
You can create one connection at a time in the wizard.
 3. In **Add Connection - URL**, use the following syntax for the private connection, and then click **Next**.
 - For Task Manager:
`http(s)://serviceURL/HyperionPlanning/cm/svp`
 - For Supplemental Data Manager:
`http(s)://serviceURL/HyperionPlanning/sdm/svp`
 - For Enterprise Journals:
`http(s)://serviceURL/HyperionPlanning/ej/svp`
- When prompted, provide your login credentials: domain name, user name, and password to sign in.
 - In **Add Connection - Application/Cube**, navigate to the application and database to work with, select it, and then click **Next**.
 - In **Add Connection - Name/Description**, enter a name for the connection and an optional description.
 - Click **Finish**.
 - Repeat these steps to create another connection.
See these topics:
 - [Updating Tasks from Smart View](#)
 - [Updating Supplemental Data Forms in Smart View](#)
 - [Working With Enterprise Journals from Smart View](#)

Updating Tasks from Smart View

Using Oracle Smart View for Office, you can work directly with Task Manager tasks and schedules.

Your schedules and tasks for the selected period are displayed. You can only see those tasks and schedules for which you're authorized. This is the **Display My Tasks** view of the worklist, so not all the tasks that you've visibility to see will be shown. Depending on your current role (example, Assignee, Preparer, or Approver), the options such as **Approve** or **Reject** will change to match the associated role. If you've different roles, then you may need to log in as the specific role to perform different operations.

 **Note:**

Before you begin, you must install Smart View and the Smart View Extension for Task Manager, and create a private connection to use with the extension. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and "Creating Connections to the Smart View Extensions".

When you click a schedule from the list, the system displays a list of the tasks that you're currently working on. After a task has been submitted or approved, it's no longer displayed on the list.

The available actions depend on your user role:

- **Assignee:** Submit Task
- **Approver:** Approve and Reject Task
- **Assignee or Approver:** Reassign Task

If you submit a task that is incomplete, for example, you must answer questions first, a validation error displays when you submit the task. You can double-click on the task or row to open the task and finish completing it.

For information on working with Smart View, see *Oracle Smart View for Office User's Guide*.

To update tasks from Smart View:

1. Launch Excel, then select the **Smart View** tab, and then select **Panel**.
2. In the Smart View panel, select **Private Connections**.
3. In the **Private Connections** panel, select the **Task Manager** connection from the drop-down menu.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. Under **Private Connections**, select a schedule.
6. You can open the task in the following ways:
 - Under **Name**, double-click the task that you want to view and open the **Task** dialog.
 - Use the following options from the **Task Manager** ribbon or from the new **Quick Actions** column in a schedule sheet:
 - **Open:** Open the task details in the Task dialog. You can use this open as an alternative to double-clicking a task row in the schedule sheet to launch the **Task** dialog.
For integrated tasks, use the embedded task links available in the task details within the **Task** dialog to navigate to the relevant tasks.
 - **Open in Browser:** Open the integrated tasks in the web application within a browser. If you've not logged in to the web application in the current session, you will be prompted to establish a connection and log in as a one-time requirement. Thereafter, you can open the integrated tasks directly in the browser, view the task details, and take necessary actions.
 - **Open in Excel:** Open the embedded artifacts such as forms and dashboards in Excel. Forms open in a new worksheet within the same workbook and dashboards open in a new workbook.

7. Select the appropriate option for the selected task:
 - **Submit Task**
 - **Approve**
 - **Reject**
 - **Reassign Task**

Working with Supplemental Data

Related Topics

- [Supplemental Data Process Overview](#)
- [Working with Supplemental Data Forms](#)
- [Viewing Data in the Supplemental Data Analysis Dashboard](#)
- [Bulk Loading of Data into Collections](#)

Supplemental Data Process Overview

Supplemental Data Manager helps you organize, update, edit, and manage supplemental data, typically financial transactions. It is a robust ad hoc data collection process useful for footnotes, disclosures, and supporting details.

1. The User can start opening the form from worklist ([Home](#) page -> [Tasks](#) -> [Worklist](#)) and then performs the following tasks:
 - Loads data manually once the period is open or uses a CSV file to import form data. Users can also act on any actions to be done, for example, entering comments and answering questions.
 - Performs validation and ensures correctness of data.
 - Submits data for approval.
2. The User assigned as the approver reviews and approves or rejects the data (may have multiple levels of approval).
3. The User views summarized data after the data is approved (depends on the workflow option), and posts data.

You can also manage the data collection process and work with supplemental data forms using the Supplemental Data option in Oracle Smart View for Office. You must first install the Smart View Extension for Supplemental Data Management. To install the extension, see "Downloading and Installing Clients" in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* guide.

Working with Supplemental Data Forms

Related Topics:

- [Accessing Supplemental Data Forms](#)
- [Updating Supplemental Data Forms](#)
- [Managing Supplemental Data Forms](#)
- [Working with Supplemental Data Forms in Smart View](#)
- [Viewing Data in the Supplemental Data Analysis Dashboard](#)
- [Bulk Loading of Data into Collections](#)

Accessing Supplemental Data Forms

Related Topics:

- [Viewing Supplemental Data Forms from the Home Page](#)
- [Viewing the Worklist for Task Manager and Supplemental Data Manager](#)
- [Viewing Forms from the Supplemental Data Tasks](#)

Viewing Supplemental Data Forms from the Home Page

The Home page displays a summary of forms assigned to you and their status, such as **Open**, **Late**, **Due Today**, or **Due in 7 Days**. A number to the left of the status indicates the number of tasks with that status.

You can filter the list of forms by **Year** and **Period**, or you can select **All**, to display items from any year or period in the Worklist.

From **Tasks** on the Home page, you can view these tasks and their details:

- **Worklist** displays all tasks for a specified POV that you're authorized to view. Alerts and their status are also displayed at the top of the list on the Worklist page and in the Summary panel.
- **Supplemental Data Tasks** displays tasks for Supplemental Data Manager.
- **Schedule Tasks** displays tasks for Task Manager.
- **Alerts** displays an Alerts List and enables you to create and work with alerts.

Viewing the Worklist for Task Manager and Supplemental Data Manager

The Worklist displays all tasks for a selected schedule or template for a specified POV which you're authorized to view, including tasks for Task Manager and Supplemental Data Manager. The tasks are listed, and can be easily filtered to display only the ones in which you are interested.

A schedule containing the selected dates for the task is created by the Administrator.

A Summary of the status for All Tasks/Forms or My Tasks/Forms is displayed, as well as a dashboard for the source of the tasks/forms.

From Worklist, you can perform the following tasks:

- Export to Excel
- Open Tasks
- Submit Tasks
- Force Close or Abort a Task
- Reassign a Task

Search and Filter Capability

An easy way to filter the items within your list is to use the **Search** field. It will search across any of the displayed columns in the list, excluding dates and icon based columns. For example, you could search for a user to see all items where the user has been assigned as the Assignee or Approver (in case of Task Manager) and Preparer or Approver (in case of

Supplemental Data Manager). The search will return any item where the search term is found in any displayed column.

You can also use the specific filtering capability to access particular items using the **Filter** bar or click **Add a Filter** and then set the filters you want per attribute.

To view the Worklist:

1. From the Home page, click **Tasks**. Click **Worklist**.
2. **Optional:** In **Search**, perform the following steps to locate a task:
 - Click the Tasks icon  to toggle the display between All Tasks or My Tasks.
 - Type the name of the required task. You can search on any field (text or numeric) on the Worklist, except for **Date**.
3. **Optional:** Click the **Filter** icon next to **Search** to hide or show the filter bar. Click  on the right side of the filter bar to clear all filters.
4. **Optional:** Use the drop-down on the upper right side of the screen to select any filters you want to use to manage the worklist:
 - **Type**
 - **Name**
 - **Description**
 - **Status (Detailed)**
 - **Status**
 - **My End Date**
5. **Optional:** Click the following dimension names to modify the POV:
 - **Year**
 - **Period**
 - **Due:** (None Selected, Late, Seven Days, or Today)
 - **Status:** (None Selected, Closed, Open, or Pending)
 - **Source:** (Alerts, Tasks, Forms, Journals, or Reassignment Request)

 **Note:**

Click multiple entries to add multiple options. Click the selected entry again to remove it from the list.

6. **Optional:** Click  next to a task to open a selected task and view its details. Select the icons to add or modify options, such as **Properties**, **Instructions**, **Alerts**, and so on.
7. Under **Actions**, you can perform one of the following actions:
 - **Submit Task.** See [Submitting Tasks](#).
 - **Abort Task:** Cancel a task, as opposed to performing a forced close, to prevent successors from continuing and to keep the process moving:

- When a Finish-to-Start or Finish-Error-to-Start predecessor is canceled, its successors remain as Pending. To keep the process moving, you must edit the successors to remove the canceled predecessor and to start the successors.
- When a Finish-to-Finish or Finish-Error-to-Finish predecessor is canceled, to keep the process moving, the task owner, schedule owner, or administrator must force a close of the successor.
- **Force Close Task:** Force a task with a status of **Open** or **Error** to have a status of **Close**.
- **Request Reassignment:** Temporarily or permanently reassign a task to another user.
- **Refresh**

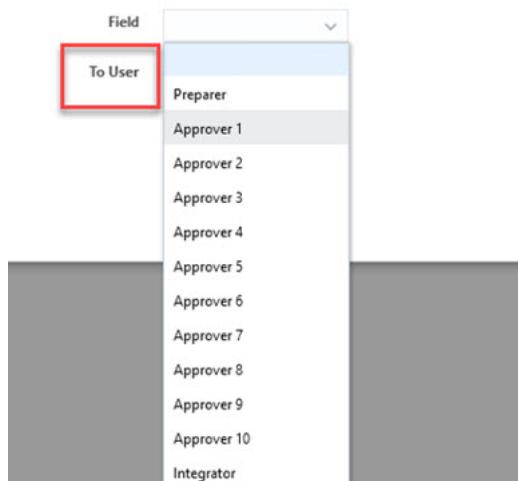
Viewing Forms from the Supplemental Data Tasks

From the Supplemental Data Tasks page, you can search and filter the tasks. You can change views to display a visual representation of the data or display the data as rows and columns.

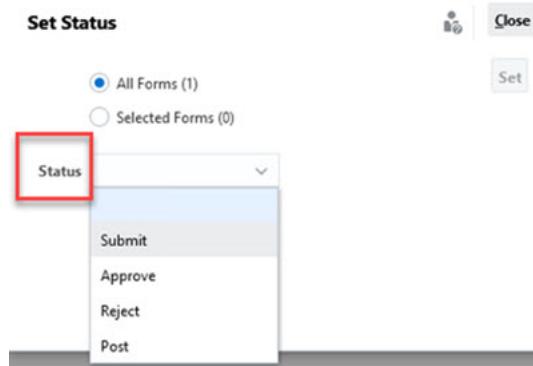
To view forms from the Supplemental Data Tasks page:

1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. **Optional:** In **Search**, type the name of the required form. It will search across the columns in the list, except for dates and any icon-based columns.
4. Select the **Collection Interval**, **Year**, **Period**, and **Template** for the form. If you select multiple values in these items that are using the same POV, all forms from all templates for that POV are displayed.
5. **Optional:** Create a filter to view the forms. See [Working with Filters](#).
6. **Optional:** On the right side of the screen, click the  icon and select a view. See [Working with Views](#).
7. **Set User:** Set the User for each workflow levels as: **Preparer**, **Approver**, or **Integrator** (**Supplemental Data Tasks** → **Actions** → **Set User**)

Set User **Apply** **Close**



8. **Set Status:** Set the status of the form as: **Submit**, **Approve**, **Reject**, or **Post** (**Supplemental Data Tasks** → **Actions** → **Set Status**)



See also: [Viewing Supplemental Data Forms](#)

Updating Supplemental Data Forms

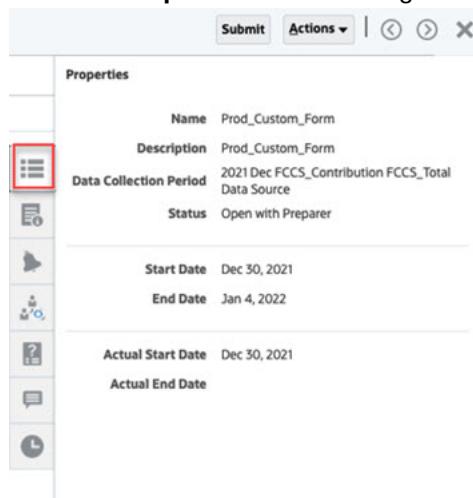
Related Topics:

- [Viewing Form Properties](#)
- [Viewing Instructions](#)
- [Viewing Alerts](#)
- [Viewing Workflow](#)
- [Viewing Form Questions](#)
- [Viewing and Adding Comments into Forms](#)
- [Viewing Form History](#)

Viewing Form Properties

To view form properties:

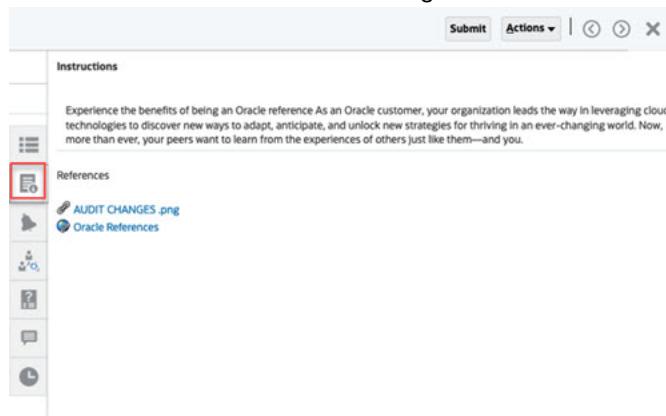
1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Properties** tab on the right.



Viewing Instructions

To view instructions on a particular form:

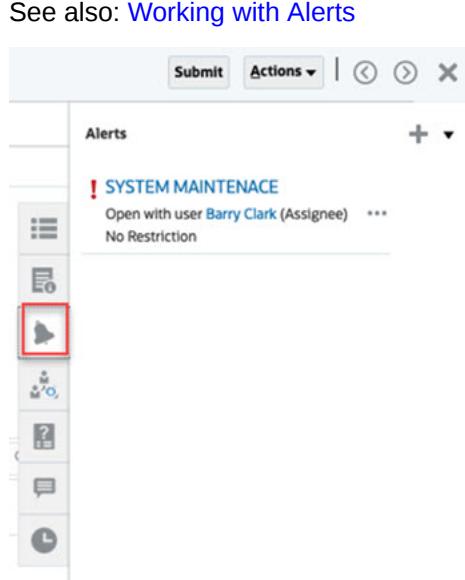
1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Instructions** tab on the right.



Viewing Alerts

To view alerts on a particular form:

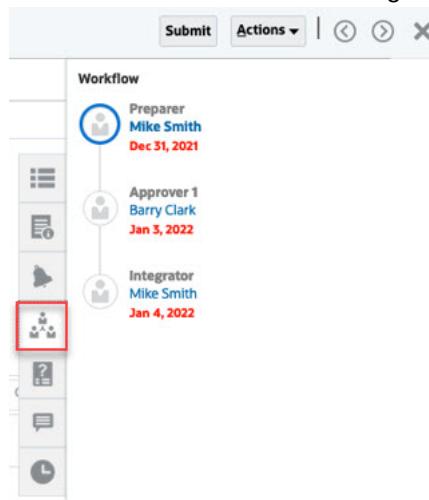
1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Alerts** tab on the right.



Viewing Workflow

To view the workflow of a particular form:

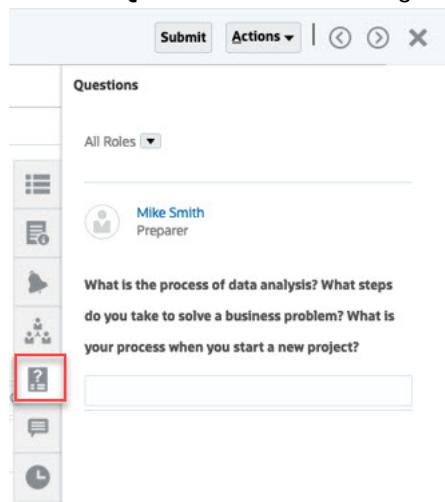
1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Workflow** tab on the right.



Viewing Form Questions

To view questions on a particular form:

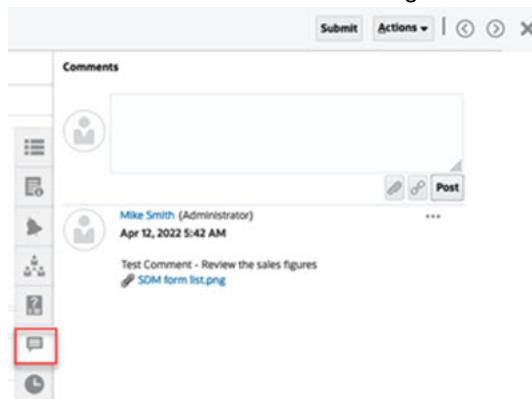
1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Questions** tab on the right.



Viewing and Adding Comments into Forms

To view comments on a particular form:

1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **Comments** tab on the right.



Adding Comments

From the **Tasks** page, you can add comments about any supplemental data form and also attach references. You can also add a reference file or URL to multiple forms at one time from the **Tasks** page and create comments.

Note:

You can also access the Supplemental Data Forms from **Home Page** → **Tasks** → **Supplemental Data Tasks**.

Here's a table that describes the activities you can perform based on the status of the activity and your role:

Note:

Users with the same access role on a form can create, delete, and manage each other's comments.

Table 14-1 Permissions Based on Role and Status

Role	Status: Open with Preparer	Status: Open with Approver/Integrator	Status: Closed
Preparer	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments at their level • Can delete Comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	Can add comments
Approver/Integrator	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments at their level • Can delete Comments that they created 	Can view comments
Administrator	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	<ul style="list-style-type: none"> • Can add Comments • Can delete any Comment 	Can add comments
Viewer	<ul style="list-style-type: none"> • Can add Comments • Can delete comments that they created 	<ul style="list-style-type: none"> • Can add Comments • Can delete Comments that they created 	Can view Comments

To add Comments:

1. From the **Home** page, select **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. Click the **Comments** tab.
4. In the text box, enter a comment.

 **Note:**

To delete a comment, select it and click **Delete** or select **Actions**, then **Delete Comment**.

5. **Optional:** To add an attachment to an external document or a web page to the comment, select one of the following options:
 - Click **Attach a File** (paperclip icon) to browse to select a file as the attachment.
 - Click **Attach a Link** (link icon) to add the URL and Name of the attachment.
6. Click **OK**.

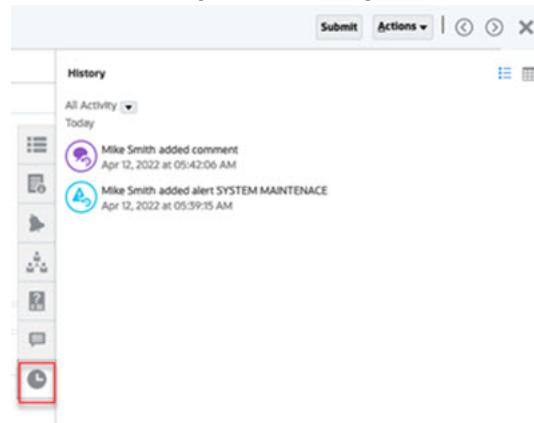
Viewing Form History

The system maintains a history of form actions, which you can view in the Form dialog box. History displays the user, date, action, and the difference of the changes to the form.

To view form history:

To view the history of a particular form:

1. From the Home page, click **Tasks**.
2. Click the **Supplemental Data Tasks** tab on the left.
3. Double-click a form to open it.
4. Click the **History** tab on the right.



Managing Supplemental Data Forms

Related Topics:

- [Creating Supplemental Data Ad-Hoc Forms](#)
- [Submitting, Approving, Rejecting, or Posting Supplemental Data Forms](#)
- [Viewing Supplemental Data Forms](#)
- [Saving Supplemental Data Views](#)
- [Entering Data into Supplemental Data Forms](#)
- [Searching for Records in Supplemental Data Forms](#)
- [Deleting All Records in Detail Sections](#)

Creating Supplemental Data Ad-Hoc Forms

When creating Supplemental Data Form templates, administrators can specify whether the template can be used for creating Ad-Hoc forms, and then select the users, groups, or teams who are allowed to create the forms. Users who have been assigned the proper security rights can then create Supplemental Data Forms from the template as needed.

Note:

The template must be deployed before you can create an Ad-Hoc Form.

To create a Supplemental Data Ad-Hoc Form:

1. From **Tasks**, select **Supplemental Data Tasks**.
2. Select the **Collection Interval**, and then select members for the POV.
The POV dimensions depend upon the collection interval that is selected.
3. For **Template**, select the template for which the Ad-Hoc Form needs to be created.
4. Click the **Create Ad-Hoc Form** (+) icon to create an Ad-Hoc Form.
The Create Ad-Hoc Form page is displayed.

The **Period** and the **Template Name** is displayed as selected from the Forms list and is read-only. The **Level of Approval** and the number of approver rows are displayed based on the levels and the approver paths that was predefined in the template by the administrator.

5. Highlight the approver path you want and click **OK**. If an approval path has not been defined, you can select the respective approvers and integrators. If a single approval path is defined for you on a template, that approval path is selected by default and cannot be modified. If multiple approval paths are configured for you, then select the applicable one for ad-hoc form you are creating.

 **Note:**

The Form Preparer and Approver can't be the same for Ad-Hoc Form creation.

6. Click **OK**.

The Ad-Hoc Form is created and opened for data entry.

Submitting, Approving, Rejecting, or Posting Supplemental Data Forms

After entering data for the form, you can select an available action, for example, **Submit**, **Approve**, or **Reject**. You can also multi-select forms within the Supplemental Data Tasks list using the **Set Status** option in **Actions**, perform one action on the selection, and have all the selected forms updated.

To select an action for forms:

1. On the Home page, click **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. Select an available action. For example, **Submit**, **Approve**, or **Reject**.

To select an action using the **Set Status** option:

1. Select a form from Supplemental Data Tasks.

To select multiple forms, press **Ctrl** and select multiple forms, or press **Shift** while you click the first and last rows in a range.

2. From the **Actions** drop-down, select **Set Status**.
3. From the **Status** drop-down, select the required status. The available status are **Submit**, **Approve**, **Reject**, and **Post**.
4. Click **Set**.

The Form Action Results dialog box displays the status results.

- If there are no errors, the status **Completed Successfully** displays.
- If there are errors, the status **Completed With Errors** displays with the error messages.

Viewing Supplemental Data Forms

When Supplemental Data Forms have multiple sections, each section displays as a tab within the form header. Sub-collections display in horizontal tabs. Sub-collection names display up to 30 characters followed by **ellipsis (...)**. You can hover over the text to view the complete name. You can also expand or collapse the header or detail section for better real estate usage.

Here's is an example of a form with multiple sections and sub-collections.

The screenshot shows the 'Loan Collection FORM' application. At the top, there are tabs for 'Year' (2019), 'Period' (Jan), 'Scenario' (Actual), and 'Entity' (FCCS_Global Assumptions). Below these are two main tabs: 'LOAN DATA ENTRY' and 'LOAN SUMMARIZATION'. The 'LOAN SUMMARIZATION' tab is selected. It contains several input fields: 'Customer Name' (CENTRAL INVESTMENT E), 'Loan Account' (LBBN045678901211), and 'Category' (Housing). Below these are five tabs labeled 'LOAN SUMMARIZATION_Details 1' through 'LOAN SUMMARIZATION_Details 5'. The 'LOAN SUMMARIZATION_Details 1' tab is active and displays two tables. The first table, 'Summary', has columns for 'Account Type', 'Auto Deduction', 'Premium', 'Paid Amt', and 'Balance Amount'. The second table, 'Detail', has columns for 'Index', 'Premium', 'Paid Amt', 'Balance Amount', 'Account Type', 'Auto Deduction', and 'Description'. Both tables contain 14 rows of data, with the last row being a total.

Index	Premium	Paid Amt	Balance Amount	Account Type	Auto Deduction	Description
1	ASBD12	23000.00	22500.00	500.00 Personal	True	A specified date each calendar month. Equalized monthly installments
2	ASBD23	24000.00	23750.00	250.00 Corporate	False	Mortgages, auto loans, and student loans
3	ASNB12	23000.00	22500.00	500.00 Current	True	Real estate mortgages, auto loans, and student loans
4	ASNB23	24000.00	23750.00	250.00 Current	True	EMI differ from variable payment plans, in which the borrower is able to pay
5	ASNB34	25000.00	25000.00	0.00 Overdraft	True	EMI reducing-balance method is calculated using the formula
6	ASNB45	26000.00	26250.00	-250.00 Overdraft	True	Assume a property investor takes out a mortgage of \$500,000, which is the principal loan amount
7	ASNB56	27000.00	27500.00	-500.00 Personal	False	Note that in the EMI flat-rate calculation, the principal loan amount remains constant
8	ASNB67	28000.00	28750.00	-750.00 Savings	True	Yield maintenance is a prepayment premium that allows investors to attain the same yield as if the borrower made all scheduled
9	ASNB78	29000.00	30000.00	-1000.00 Savings	False	SmartAsset's free tool matches you with fiduciary financial advisors
10	ASNB89	30000.00	31250.00	-1250.00 Overdraft	False	A loan is money, property, or other material goods given to another party
11	ASNB100	31000.00	32500.00	-1500.00 Corporate	True	Capitalized cost reduction is any upfront payment that reduces the cost of financing
12	ASNB111	32000.00	33750.00	-1750.00 Current	True	The interest, typically expressed as a percentage, can be either simple or compounded
13	ASNB122	33000.00	35000.00	-2000.00 Savings	True	Simple interest is calculated only on the principal amount of a loan or deposit
14	ASNB133	34000.00	36250.00	-2250.00 Savings	False	Simple interest vs. Compound interest
Total	389000.00	398750.00	-9750.00			

To view Supplemental Data Forms:

1. On the Home page, click **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. If the form has multiple sections, each section displays as a tab within the form header. Click on a section tab to see the form contents.
4. Expand or collapse the header or detail section.
 - Click the  icon on the right of the header section to expand or collapse the section.
 - Click the arrows to expand or collapse the detail section.

See also: [Viewing Forms from the Supplemental Data Tasks](#)

Saving Supplemental Data Views

When you work with Supplemental Data, you can apply filters, specify and sort columns, and then save your adjusted view. From the **Manage Views** menu, you can see all the saved views.

An Administrator or Power User can also publish a view to make the private version available to other users. The saved view is duplicated, which results in a private and public version. The public version displays a check mark in the Public column.

For a published saved view, an Administrator or Power User can also set that view as the Default view, so the saved view is available to all users of that view type, and selected by default when a user opens that view type.

To save and manage views:

1. On the Home page, click **Application**, and then click **Supplemental Data**.
2. Adjust the view to see the data you would like. To save a view, click **Save View** at the top of the dialog.
3. In the **Save View** dialog, enter a **Name**, a description (optional), and click **OK**.
4. To see all saved views, select the **Manage Views** tab.
5. To publish a view and make the private version available to users, click **Publish**, or select **Actions**, and then **Publish**.
6. To set the view as the default, click **Set Default**, or select **Actions**, and then **Set Default**.

Entering Data into Supplemental Data Forms

You can enter data into Supplemental Data forms using these methods:

- Input it manually
- Import it from a file
- Enter it using Excel

Data is stored in its base format as per the input details. For example, if you enter \$123,456.789 in a currency field formatted with two decimal digits and no thousands separator, the number is stored as 123456.789 but redisplayed as \$123456.79.

Form columns and rows are displayed in data entry mode. You can select the entry in the POV bar for data entry. If multiple data entry sections are defined in the form template, a corresponding data entry tab is displayed for each section.

If you import data, you can use either the **Replace** or **Update** options.

- **Replace** - Clears any data within the form and replaces it with the values from the source file. Any fields absent in the source file will be blank in the form after the import process.
- **Update** - Updates only the values that are included in the source file. Other values are not affected.

To enter data in Supplemental Data forms:

1. On the Home page, click **Tasks**.
2. Select a Supplemental Data Form from your worklist or from within the Supplemental Data Tasks.
3. Enter data for the form:

- If the form has a header section, you can enter data into the fields in the header.
 - If the form has detail sections, click **Add (+)** to add detail rows and enter data.
4. **Optional:** Click **Refresh** to refresh the form data.
 5. After you've completed entering the data,, select an available action. For example, **Submit**, **Approve**, or **Reject**.
 6. **Optional:** From the **Actions (...)** drop-down in the detail section, select **Print** to print the form.
 7. **Optional:** From the **Actions (...)** drop-down in the header section, select **Import** to import form data.
 - a. Click **Browse**, and then navigate to the file you want to import.
 - b. Select one of these options: **Replace** to clear all data and replace it with the data from the source file, or **Update** to update only the data that is included in the source file.
 - c. Select a **Date Format** from the drop-down list of allowed date formats.
 - d. Select a **File Delimiter** for the import file: **Comma**, **Tab**, or **Other**. If you select **Other**, specify the delimiter in the text box.
 - e. Click **Import**, and then from the Results screen, click **OK**.
- To clear the information and select another file to import, click **Reset**.
8. **Optional:** To export the form data, from the **Actions (...)** drop-down in the detail section, select **Export to Excel** and follow the prompts.

 **Note:**

The search control in dimension reference dialog is partially visible as the horizontal scroll is not working in any versions of Mozilla. Use Chrome or Safari as a workaround.

Searching for Records in Supplemental Data Forms

You can use the Search field to quickly search for records in the detail collection and sub-collection sections in Supplemental Data forms. You can search on any field (Text, List, or Number) on the data grid, except for Date and Time. For example, you can search the word "Interest" to see all records that have Interest in the value, such as Simple Interest or Interest Payable.

To search for records:

1. On the Home page, click **Tasks**.
2. Select the Supplemental Data form from your Worklist or from within Supplemental Data Tasks.
3. In the Detail section, enter search criteria in the **Search** field, and press **Enter**.
To reset the list to display all records, delete the search criteria.

Deleting All Records in Detail Sections

You can delete all records in the detail section or in sub-collections in Supplemental Data forms.

To delete all records:

1. On the Home page, click **Tasks**.
2. Select the Supplemental Data form from your Worklist or from within the Supplemental Data Tasks.
3. From the **Actions** drop-down in the **Details** section, click **Delete All**.

A **Delete Confirmation** message displays: "This will delete the data of this form section. Do you want to continue?".

4. Click **Yes**.

All records in the grid are deleted and the form is saved.

Working with Supplemental Data Forms in Smart View

Related Topics:

- [Creating Connections to the Smart View Extensions](#)
- [Updating Supplemental Data Forms in Smart View](#)

Creating Connections to the Smart View Extensions

You can use Oracle Smart View for Office to connect to your worklist and update Task Manager, Enterprise Journals, and Supplemental Data Manager tasks within Excel.

You must create private connections to use with the extensions.

Note:

Before you begin, ensure that you have installed Smart View, and the Smart View Extensions for Task Manager, Enterprise Journals, and Supplemental Data Management. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

To create connections to the extensions:

1. In the Smart View panel, select **Private Connections**, and then, at the bottom of the panel, select **Create new connection**.
2. When prompted, select **Smart View HTTP Provider** to display the **Add Connection** wizard.
You can create one connection at a time in the wizard.
3. In **Add Connection - URL**, use the following syntax for the private connection, and then click **Next**.
 - For Task Manager:
`http(s)://serviceURL/HyperionPlanning/cm/svp`
 - For Supplemental Data Manager:
`http(s)://serviceURL/HyperionPlanning/sdm/svp`
 - For Enterprise Journals:
`http(s)://serviceURL/HyperionPlanning/ej/svp`

- When prompted, provide your login credentials: domain name, user name, and password to sign in.
- In **Add Connection - Application/Cube**, navigate to the application and database to work with, select it, and then click **Next**.
- In **Add Connection - Name/Description**, enter a name for the connection and an optional description.
- Click **Finish**.
- Repeat these steps to create another connection.
See these topics:
 - [Updating Tasks from Smart View](#)
 - [Updating Supplemental Data Forms in Smart View](#)
 - [Working With Enterprise Journals from Smart View](#)

Updating Supplemental Data Forms in Smart View

Using Oracle Smart View for Office, you can work directly with Supplemental Data Manager forms.

Your schedules and tasks for the selected period are displayed. You can only see those forms for which you are authorized. Depending on your current role, the available options such as Save Data, Approve, or Reject will change to match the associated role. If you have different roles, you may need to log on as each role to perform different operations.

 **Note:**

Before you begin, you must install Smart View and the Smart View Extension for Supplemental Data Manager, and create a private connection to use with the extension. See the "Downloading and Installing Clients" section in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* and "Creating Connections to the Smart View Extensions".

 **Note:**

For non-English locales, the **Default** option on the Language drop-down list in Smart View is not supported in Smart View extension for Supplemental Data.

You can perform these Supplemental Data tasks in Smart View:

- View a Worklist of the forms that you need to act upon for preparation, approval, and posting.
- View a list of the Collections in the system for which you have View security rights.
- Apply filters on the data collected as part of the data collection process.

Any filters or lists that you previously created for Supplemental Data are available in Smart View.

 **Note:**

You will see only the forms and options that are available for your security access rights.

Working with Supplemental Data Forms

To work with Supplemental Data Manager using Smart View:

1. Launch Excel, then select the **Smart View** tab, and then select **Panel**.
2. In the Smart View Panel, select **Private Connections**.
3. In the Private Connections panel, select the **Supplemental Data Manager** connection from the drop-down.
4. When prompted, provide your login credentials: domain name, user name, and password to sign in.
5. Select the **Supplemental Data** ribbon, and then click **Refresh**.

The **Worklist** and **Collections** nodes display.

6. Under **Worklist**, select a form from the list of forms.
 - Each form is a parent node in the format, <Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5>.

Example: Debt Details Form – New York

- Hover over the form to see additional details in the format, <Form Name> - <Workflow Dimension: Member 1>| <Workflow Dimension: Member 5> (<Responsible role> - <Due Date>), <Frequency Dimension: Member 1>| <Frequency Dimension: Member 4>.

Example: Loan Detail – Entity: LE101 | Account: Sales (Preparer – Jan 10, 2020), Year: 2020 | Period: Jan | Scenario: Actual

- a. Double-click the leaf node to view the form header or summary section. Each section is a leaf node in the format, <Section name>.

Example: Loan Collection Data Entry

- b. Click the header section to view the detail section in Excel. You can view or modify forms, answer questions, and enter comments.

Each detail section or sub-collections display in a separate worksheet.

7. Under **Collections**, select the interval from the list of collection intervals.

Each leaf node lists the collection interval first and then the collections and sub-collections.

 **Note:**

Only collections that contain data display for each data collection period.

8. After you've completed, select the appropriate option for the selected form:

- **Save Data**
- **Submit Data**

- **Approve**
- **Reject**
- **Post Data**

Viewing Data in the Supplemental Data Analysis Dashboard

The Supplemental Data Analysis dashboard contains the details of collections and sub-collections, making it easy to view and filter the information. You can also select and sort columns, and save lists.

To view Collections in the Data Analysis dashboard:

1. On the Home page, click **Data**.
2. From the left, click **Supplemental Data Analysis**.
3. From the **Collection** dropdown list, select a collection/subcollection and the data collection period (frequency dimension member combination) for which you want to access and analyze data.

For example:

Collection Name: Debt Details

Data Collection Period parameters: Year: 2020, Period: April, Scenario: Actual

4. **Optional:** Click **Add a Filter**, then enter a filter value. Available filters are based on the collection you selected. See [Working with Filters](#).
5. **Optional:** To export data from the Collection, from **Actions**, select **Export**, and select **Export to Excel** or **Export to CSV**.
6. **Optional:** From **Actions**, select **Import** to import data into the Collection.

Click **Browse** to select the file, select to **Replace** or **Update** the existing file, select a date format, and then click **Import**.

7. **Optional:** On the right side of the screen, click the  icon and select a view. See [About Views](#).

Bulk Loading of Data into Collections

Administrators and Power Users can import data for a specific data collection period and a specific collection. This feature is useful for Administrators and Power Users to bulk populate forms using source data from another system, or to prepopulate a few columns so that the preparer only has to input data values. Data loading is allowed for forms with the following workflow status:

- Pending
- Open with Preparer
- Open with Approver



Note:

Data loading isn't allowed for forms that are in the Closed workflow status.

You can use either the **Replace** or **Update** options.

- **Replace** - Clears any data within the form and replaces it with the values from the source file. Any fields absent in the source file will be blank in the form after the import process.
- **Update**- Updates only the values that are included in the source file. Other values are not affected.

To load data:

1. On the Home page, click **Data**, and then **Supplemental Data Analysis**.
2. Select the collection and populate the POV members and then from **Actions**, select **Import**.
3. Browse to the CSV file that you want to load. Here's an example of a load file for a collection with Entity as the workflow dimension.

	A	B	C	D	E	F	
1	Entity	ID	Employee ID	Employee Name	Meal Type	Amount	
2	US	301	101	Samson John	Breakfast	34	
3	India	1	102	Nancy Clark	Breakfast	510	
4	India	2	104	Santosh Kumar	Breakfast	3500	
5	Europe	201	103	Nancy Clark	Breakfast	35	
6	Germany	12	105	Bill Jones	Lunch	57	
7							

4. Select **Replace** to clear all data and replace it with the data from the source file, or **Update** to update only the data that is included in the source file.
5. Select the date format, and then click **Import**.

The status displays indicating whether there are any errors or warnings along with the the **Total Entities**, **Entities Updated**, and the **Total Rows Created or Updated**.

 **Note:**

When loading data into deployed forms, the import action will restart the workflow for all forms that were updated with any data. The data import will not impact the workflow for any form that wasn't updated by the import action.

Working with Alerts

During the course of running a business process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert to indicate problems in the process, attach it to a task or schedule, and assign a quick workflow to deal with it. You can approve or reject alerts for which you're assigned as the Approver.

You can view alerts from tasks on the Worklist, or from the Alerts List, and drill into alerts to display the alert details. You can edit and delete alerts that you no longer need.

See these topics:

- [Creating Alerts](#)
- [Updating Alerts](#)
- [Creating an Alert on a Schedule](#)
- [Alert Actions](#)
- [Viewing Alerts from Alert List](#)
- [Deleting Alerts](#)

Creating Alerts

You can create an alert from an object in Task Manager or Supplemental Data Manager such as a task, schedule, or form if you've access to it, or you can create it from the Alert List. You specify an Alert Type and other information, and the alert is created when you submit it from the Actions dialog box.

If needed, you can create alerts on alerts. For example, you can create sub-alerts for a "System Down" issue to work separately on network and power issues.

When you create an alert on an object, only **Alert Types** specific to that object, and generic **Alert Types** are available (for example, **Basic Alert**). When you create an alert directly from the Alert List, only generic Alert Types are available.

When you create an alert, it will initially be in **Open with Owner** status.

Note:

Alerts can remain in the **Open** status even if they're associated with locked objects (periods, schedules, and so on).

Here's the table that provides the Alers workflow.

Table 15-1 Alerts Workflow

Role	Actions
Owner (user who initiated the alert)	Submit Reopen (sends alert back to Owner)
Assignee	Submit Request Information (sends alert back to Owner)
Approver1	Approve Reject (sends alert back to Assignee)
ApproverN	Approve Reject (sends alert back to Assignee)

To create an alert:

1. Use one of these methods:
 - Navigate to the artifact (task or alert), open the artifact, and then click the **Alerts** tab.
 - For Schedules, edit the Schedule, and then click the **Alerts** tab.
 - For Supplemental Data Forms, edit the form, and then click the **Alerts** tab.
 - Raise a general alert from the Alert List, which is only associated with a year and period.
2. Click **New (+)**.
3. Enter a unique **Name** for the alert, for example, Data Corrupted. You can enter a maximum of 80 characters.
4. From **Type**, select an Alert Type from the list of administrator-defined Alert Types, for example, Data Issue.

When you select an Alert Type, your alert will inherit any instructions, workflow users, attributes, questions, and viewers defined in that Alert Type.

The **Owner** is the name of the user creating the Alert.

The **Assignee** is the person responsible for resolving the alert. This may be a user, group, or team. The default assignee is inherited from the **Alert Type**.

The **Approver** is also inherited from the **Alert Type**.

5. From **Year**, select a year. If the alert is created from an object that already has a **Year** associated with it, this value can't be changed.
6. From **Period**, select a period. If the alert is created from an object that already has a **Period** associated with it, this value can't be changed.
7. For **End Date**, specify a due date for the alert. This is usually populated based on the object the alert was created on. You must set an End Date.
8. From the **Priority** list, select a priority for the alert: **High**, **Medium**, or **Low**.

For **Instructions**, the system displays any instructions that were included in the Alert Type. These are read-only.

The Basic Alert does not have instructions.

9. For **Description**, enter a description for the alert, for example "Data has been corrupted". You can enter a maximum of 255 characters.

10. **Optional:** To add references to support the alert description:
 - a. Click **Attach a file**, select and attach a file, and then click **OK**.
 - b. Click **Attach a link**, enter a URL name, then enter the URL; for example: Oracle, <http://www.oracle.com>, and then click **OK**.
11. To create the alert, click **OK**.

When you click **OK** in the **Create Alert** dialog box, the Alert Actions dialog box will open in the **Open with Owner** status. The Owner can then click **Submit** to change it to **Open with Assignee** status, or **Close (X)** the dialog box.

Updating Alerts

When you open an alert from the Alerts list, you can view the instructions, answer any required questions, and add comments or viewers.

If needed, you can create alerts on alerts. For example, this would allow you to create sub-alerts for a "System Down" issue to work separately on network and power issues.

After you've completed updating the alert information, you can perform actions on the alert, depending on your role and the alert status. See [Alert Actions](#).

To update alert information:

1. On the Home page, click **Tasks**, and then click the **Alerts** tab on the left to open the **Alerts** main page.
2. From the Alert list, select and open an alert.



3. **Optional:** To update the alert properties, select the **Properties** drawer on the right, and edit the properties as needed.

If you are the Owner, you can edit the **Name**, **Priority**, **Owner**, **End Date**, and **Description**.

If you are the Approver, you can edit the **Name** and **Priority**.



4. **Optional:** Select the **Instructions** drawer on the right, and if any instructions are attached to the alert, perform the required instructions.



5. **Optional:** Click the **Workflow** drawer on the right to view the current progress of the task as it is worked on by the assigned users.



6. **Optional:** Select the **Associated Objects** drawer on the right to view any objects that are associated with the alert, such as a task, schedule, or an associated alert.



7. **Optional:** Click the **Alerts** drawer on the right to create or select an existing alert.
 - To create a new alert for the alert, click **Create Alert** and enter the alert information. See [Creating Alerts](#).

- To associate an existing alert with the object, click **Existing Alert** and select an alert from the Alert list.

By default, the alerts from the current period are displayed. You can change the filter to select alerts from any period.



8. **Optional:** Click the **Attributes** tab  on the right to view the attributes relevant to your role on the alert. If an attribute list is available, you can select an attribute for the alert.



9. **Optional:** Click the **Questions** tab  on the right to view and answer any questions required for the alert.

If you're the Owner (the user who created the alert), you can also be asked questions. This allows key details to be gathered from the user experiencing the issue.



10. **Optional:** Click the **Comments** tab  on the right to enter a new comment, and then click **Post**.

If there are saved comments, they are displayed in chronological order under the entry area, with the latest comments first. If there are more than three comments, the system displays a **Show All Comments** link.

To attach a file or link to a URL as a reference:

- Click **Attach a file**, select and attach a file, and then click **OK**.
- Click **Attach a link**, enter a URL, and click **OK**.



11. **Optional:** Click the **Viewers** tab  on the right to add viewers to the alert.



- To select viewers from the Member Selector, click **Add** , enter or select the name of the user, group, or team that will have view access to the alert, and then click **OK**.
- To add a user outside the system who must be notified about the alert, click **Add** 

External User . Enter a user's **Email Address**, select a **Notification Priority**, and then click **OK**.

 **Note:**

An external user won't have any visibility or access to the alert, they'll only receive notifications about it.

Notifications will be sent for the priority level or higher. For example, if set to **High**, the notification will only be sent when the alert is set to **High**. If set to **Low**, then they will be notified for all priority levels (**Low**, **Medium**, and **High**).



12. **Optional:** Click the **History** tab to view all actions performed since the alert was created. This is a read-only tab.
13. To select an action for the alert, see [Alert Actions](#).

Creating an Alert on a Schedule

When you're working with schedules, you may encounter an issue that affects your progress, and you can create an alert.

To create an alert on a schedule, you must have Edit capabilities on a schedule as either the Owner or System Administrator.

To create an alert on a schedule:

1. On the Home page, click **Application**, and then click **Task Manager**.
2. Click the **Schedules** tab on the left.
3. Select the schedule and click **Edit**.
If you don't have edit rights, the **Properties** icon is displayed instead of an **Edit** icon.
4. Click the **Alerts** tab.
5. Click **Create Alert** to create an alert, or click **Existing Alert** to associate an existing alert from the Alert List.

See [Creating Alerts](#).

Creating an Alert on a Supplemental Data Form

When you're working with forms, you may encounter an issue that affects your progress, and you can create an alert.

To create an alert on a Supplemental Data Form, you must have edit capabilities on a form as either the Owner or System Administrator.

To create an alert:

1. On the Home page, click **Tasks**.
2. Select the Supplemental Data Form from your Worklist or from within **Supplemental Data Tasks**.
3. Click the **Alerts** tab on the right side of the form.
4. Click **Create Alert** to create an alert, or click **Existing Alert** to associate an existing alert from the Alert List.

See [Creating Alerts](#).

Alert Actions

The actions available for an alert depend on its ownership, status, and the security rights assigned to the user. For example, you can request information, submit, approve, claim, or reassign an alert, depending on your role and access.

Here's the table that lists the actions available and the required roles.

Table 15-2 Alert Actions and Available Roles

Action	Description	Role
Request Information	Allows the Assignee to send the alert back to the Owner to request more information	Assignee
Submit Alert	Allows the Owner or Assignee to submit the alert	Owner, Assignee
Approve Alert	Allows the Approver to approve the alert	Approver
Reject Alert	Allows the Approver to reject the alert	Approver
Claim Alert	Allows a team member assigned to the alert to claim it. Only available when the alert Assignee or Approver is assigned to a team instead of an individual. Claiming may be done even if the alert is claimed by another team/group member.	Assignee team member
Release Alert	Allows a team member to release a currently claimed alert	Current claimed assignee team member
Reassign	Allows an Administrator to reassign the alert to another user	Administrator
Force Close Alert	Allows an Administrator to change an alert status to Closed, regardless of the current status	Administrator
Refresh	Updates the alert with latest comments, status, and so on	All

To perform an action on an alert:

1. On the Home page, click **Tasks**, and then click the **Alerts** tab on the left to open the **Alerts** main page.
2. From the Alert list, select and open an alert and make sure the required information is completed.
3. From the **Actions** menu, select an available action.
 - **Request Information**
 - **Submit**
 - **Approve**
 - **Claim**
 - **Release**
 - **Reassign**
 - **Request Reassignment**
 - **Force Close**
 - **Refresh**

Viewing Alerts from Alert List

You can view and work with alerts from the Alerts list. The list displays the alert name, status, priority, end date, alert type, and other information.

To access the Alerts list:

1. On the Home page, click **Tasks**.

2. Click **Alerts** from the left navigation.

The Alerts page displays any existing alerts for the specified period. You can open and work with the alert.

You can filter the list and select the columns that you want to display.

Note:

- Alerts and their status are also displayed at the top of the list on the **Worklist** tab.
- If you've previously accessed the Alerts list, the filters that you had selected, including the **Year** and **Period** filter, are displayed. However, you've the option to remove the **Year** and **Period** filter bar and add any other filters.
If you're accessing the Alerts list for the first time, you'll not see the **Year** and **Period** within the filter bar. Instead, the **Status** filter is displayed by default. This enables you to view all alerts that you need to work on, regardless of the period with which the alerts are associated.
- The Alert Actions banner shows a status icon with a description that indicates the current status of the alert.

When you open an alert, the system displays the alert information and a work area. The top bar displays the object name. The Alert name is displayed above the parent object (task, schedule, and so on). The **Actions** menu contains available action options depending on your role and the workflow for the alert. See [Alert Actions](#).

If one of these actions is available, it's displayed as a separate button in the top bar:

- **Submit**
- **Approve**
- **Reject**
- **Claim**
- **Release**
- **Request Information**
- **Reopen**

The Summary board displays a graphic summary of the alert status. The items displayed depend on the workflow.

- **Days Left** - Indicates the days left before the alert is due to be resolved. If a user is currently working on a alert, it will show the days remaining for their part of the workflow. Otherwise, it will show the overall days remaining.

If there are only hours left, this is displayed as **Hours Left** or **Minutes Left**. If it's beyond the **End Date** value, then it displays **Days Past Due**.

- **Priority** - Displays the current priority of the alerts.
- **New Comments** - Displays the number of comments that you've not yet viewed.
- **Questions** - Displays the number of questions that you are required to answer before submitting or approving the alert.
- **Attributes** - Displays the number of attributes you're required to set before submitting or approving the alert.
- **Alerts** - Displays the number of open alerts associated with this alert.

To view alerts:

1. From a task, click the **Alerts** tab on the right side.
2. Click an alert name to drill down and view additional detail about the alert, or select an alert and click **Open**.
3. **Optional:** To search for an alert, in the **Search** box, enter search criteria.
4. **Optional:** To select columns to display, from **Actions** in the **Alerts** tab, click **Select Columns**, and select the columns to display, or select **Show All**.
5. **Optional:** To export alerts, from the **Actions** menu, click **Export to Excel**.
6. To create an alert, see [Creating Alerts](#).
7. To perform an action on the alert, see [Alert Actions](#).
8. To refresh the alert list, click **Refresh**.

Deleting Alerts

You can delete alerts that you no longer need if you're an Administrator or Alert Owner. You must also have access to the object associated with the alert.

You can delete multiple alerts at the same time.

To delete an alert:

1. On the Home page, click **Tasks**, and then click the **Alerts** tab on the left to open the **Alerts** main page.
2. From the Alerts list, select and open an alert.
3. Select **Actions**, and then click **Delete**, or select **Delete** from the row **Actions** menu.
4. From the confirmation prompt, click **Yes**.

16

Working with Views and Filters

This chapter describes how to create, manage, and use views and filters.

Related Topics

- [Working with Filters](#)
- [Working with Views](#)

Working with Filters

Use filters to limit the records displayed in your views and reports.

Related Topics

- [About Filters](#)
- [Viewing the Existing Saved Filters](#)
- [Creating a New Filter](#)
- [Using the Filter Bar to Adjust Your View](#)
- [Clearing Filter Conditions](#)
- [Removing a Filter](#)
- [Editing a Filter](#)
- [Duplicating a Filter](#)
- [Saving a Filter](#)
- [Applying a Saved Filter](#)
- [Deleting a Filter](#)
- [Displaying Columns for Filters](#)
- [Reordering Columns for Filters](#)

About Filters

Filters control the records that you see in list views and reports.

You can provide values for the attributes that you want to filter on and the operator to use for filtering. Typical operators include the following: equal to, not equal to, starts with, ends with, contains, greater than, less than, and so on. The available operators depends on the attribute's data type. For example, operators for filtering text values are different than the operators for filtering numeric values. Filters are combined together using and logic, which means only those records that meet all filter criteria are displayed.

You can also create more complex filters using and as well as or logic and grouping logic to determine the order in which filters are applied.

You can save a filter for future use. However, for setting up your views, saved lists can be used. See "*Working with List Views*".

Service Administrators and power users can publish filters so that they are accessible to other users and these are then marked as Public. Service Administrators and power users can use saved filters to test rules.

Where Are Filters Used in Task Manager

There are many locations within Task Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Schedule Tasks
- Templates
- Schedules
- Task Types
- Alert Types
- Views
- Attributes

Where Are Filters Used in Supplemental Data Manager

There are many locations within Supplemental Data Manager where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Supplemental Data Tasks
- Views
- Data Collection Periods

Where Are Filters Used in Enterprise Journals

There are many locations within Enterprise Journals where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Journals
- Journal Line Items

Viewing the Existing Saved Filters

Filter definitions that were saved are available in the Filters tab of Configuration.

To view saved filters:

1. From **Home**, click **Application**, and then **Task Manager**.
From **Home**, click **Application**, and then **Supplemental Data**.
From **Home**, click **Application** and then **Enterprise Journals**.
2. Click **Filters** to see existing filters.
Public filters are marked with a green check mark.

Creating a New Filter

You create a new filter to control the display of rows as per your requirement.

To create a new filter:

- From **Home**, click **Application**, then **Task Manager**, and then **Filters**. You can also go to any of the following pages to create a filter:

- Tasks > Schedule Tasks.** Click ... on the right side and then **Manage Filters**.
- Tasks > Supplemental Data Tasks.** Click ... on the right side and then **Manage Filters**.
- Tasks > Alerts.** Click ... on the right side and then **Manage Filters**.

From **Home**, click **Application**, then **Supplemental Data**, and then **Filters**.

From **Home**, click **Application**, then **Enterprise Journals**, and then **Filters**. You can also go to any of the following pages to create a filter:

- Home > Enterprise Journals > Journals**
- Home > Enterprise Journals > Journal Line Items**

- Click New (+) to add a new filter. The New Filter dialog appears.

- In **Name**, enter a unique name for the filter.

- In **Description**, enter a description (optional) for the filter.

- In **Type**, select the type of filter being created.

- In the Filter Definition section, click **Create Condition** to create a condition that will be used to filter data. You can specify multiple conditions and condition groups.

For each condition, specify the following:

- (Condition Groups only) Conjunction: Select And or Or. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
- Attribute: An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.
- Operator: States what kind of evaluation to perform against the attribute. For example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between.
- Value: Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Using the Filter Bar to Adjust Your View

The filter bar works across many different areas to filter data displayed in a list. You can add multiple filters to a list.

Here's an example of the filter bar on the Filter configuration. Note that the default of All is used. This means that all objects are displayed unless you choose to make a selection of filter attributes.

Name	Description	Public	Type	Add a Filter
No Condition	No Condition	All	All	

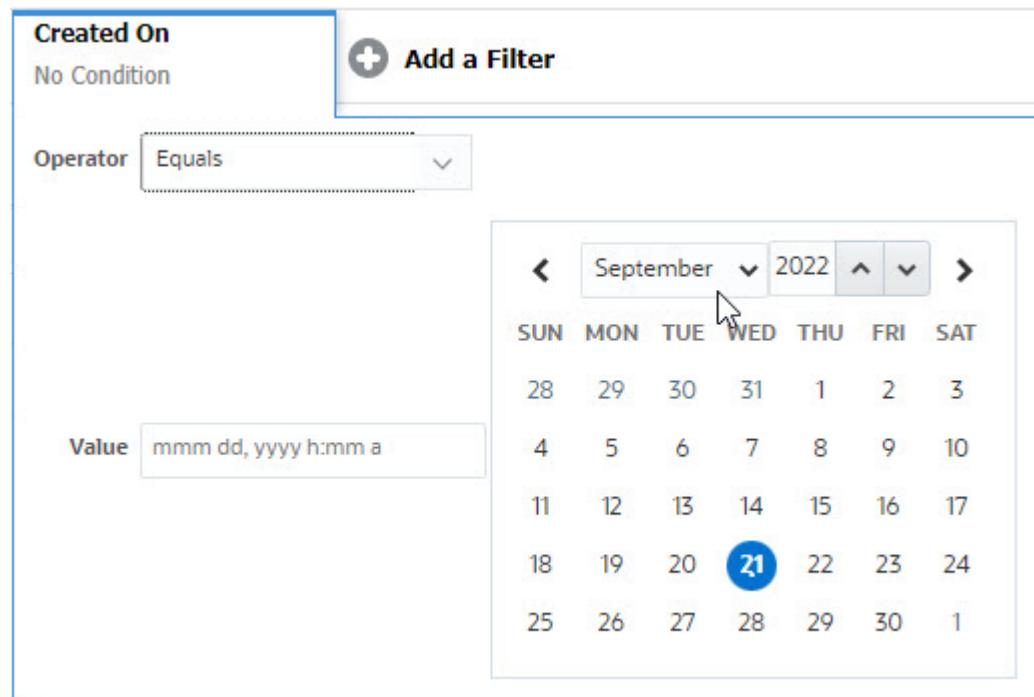
To add a filter to your list:

- Click **+ Add a Filter** to display a list of attributes that you can use to filter data. The list of attributes is different, depending on the list page on which you are adding the filter.

2. Select the filter attribute you'd like to add.
The selected attribute appears on the filter bar.

Using a Date Range

Some filter attributes have a date range. For example, if you want to add another filter attribute to the filter bar, such as **Created On**, you can use the date range feature. Narrow your view by using a date value and then use the **Operator** field to set the conditions for dates values that meet this criteria.



Clearing Filter Conditions

When you clear a filter, the conditions applied by this filter on the displayed data are removed.

After adding the filter to the Filter bar, you can do one of the following to clear the filter conditions:

- Hover on each filter, click the icon, and click **Clear** to clear and reset the condition for the specific filter.
- Click the icon on the right side of the Filter bar and select **Clear All Filters**. The conditions for all the filters in the Filter bar are cleared and reset.

Removing a Filter

You can remove a filter from the Filter bar.

Removing a filter also clears the conditions applied by the filter on the listed data.

To remove a filter from the filter bar:

1. Click the icon adjacent to the filter.
2. Click **Remove** to remove the filter from the Filter bar.

On a few pages, you can't remove the default filters.

Editing a Filter

Edit a filter to modify its definition.

To edit a filter:

1. Open the Filters page.

From the Home page, click **Application**, then **Task Manager**, and then **Filters**.

From the Home page, click **Application > Supplemental Data > Filters**.

From the Home page, click **Application > Enterprise Journals > Filters**.

You can also edit filters when you click ... and then **Manage Filters** on a page.

2. Select the filter you want to edit and click the  icon.
The Edit Filter dialog is displayed.
3. Update the required information.
4. Click **OK**.
The filter details are updated.

Duplicating a Filter

You duplicate a filter to create a copy of an existing filter.

To duplicate a filter:

1. On the Filters page, select the filter you want to duplicate and click the  icon.
A copy of the filter is displayed on the page.
2. Click the copied filter.
The Edit Filter window is displayed.
3. Update the required information.
4. Click **OK**.
The filter details for the copied filter are updated.

Saving a Filter

Saving a filter definition enables you to easily reuse these filter settings when required (instead of manually setting up filters when required).

By default, filters are saved as private filters. To enable other users to use the same saved filters, you can publish the filters.

To save a filter:

1. Use the **Add a Filter** to create a filter for the required attributes.
2. From the Actions menu, select **Save Filter**.
The Save Filter dialog appears.
3. In **Name**, enter a unique name for the filter.
4. In **Description**, enter an optional description for the filter.
Notice that the Filter Definition section displays the selected filter conditions.
5. Click **OK**.

Applying a Saved Filter

You can apply saved filters to restrict the displayed data. All the saved filters are displayed when you click the ... icon on the top-right side of a page. Click any of these filters to apply it for the data. The data will be displayed based on the defined filter conditions.

Deleting a Filter

Delete a filter to remove its definition from the system.

To delete a filter:

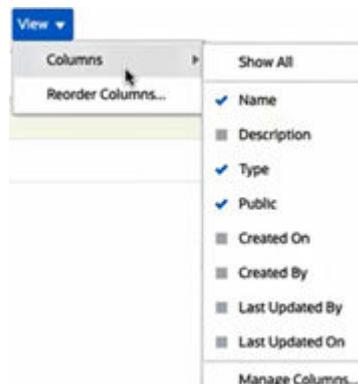
1. On the Filters page, select the filter you want to delete and click the  icon. A message is displayed asking for confirmation.
2. Click **Yes**.
The filter is deleted.

Displaying Columns for Filters

To display the columns for the filters:

1. On the Filters page, click **View** and then **Columns**.
2. Select the columns you want to display or click **Show All** to display all the columns.

You can click **Manage Columns** and hide or show the columns that are displayed in **View > Columns**.



Reordering Columns for Filters

To reorder the columns:

1. On the Filters page, click **View** and then click **Reorder Columns**.
2. Select the column name that you want to reorder and use the following icons to move it to the required position:

-  : Move selected items to top of the list
-  : Move selected items up one in the list

- : Move selected items down one in the list
 - : Move selected items to bottom of the list
3. Click **OK**.
The columns are displayed based on the specified order.

Working with Views

Views provide multiple ways to visualize and analyze your data.

Related Topics

- [About Views](#)
- [Working With List Views](#)
- [Working with Pivot Views](#)
- [Working with Chart Views](#)
- [Working With Gantt Chart Views](#)
- [Working With Calendar Views](#)
- [Saving Views](#)
- [Editing Saved Views](#)
- [Setting a Default View](#)

About Views

Oracle Enterprise Performance Management Cloud products provide you with great flexibility in the ways in which you can visually view your data.

Types of Views

- List view: Provides a table display of information in columns and rows for the objects which meet the filter conditions on the page.
- Gantt chart: Displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can use the Gantt chart to see the status of predecessor tasks to other tasks.
- Calendar: Displays schedule tasks in traditional calendar format by Month, Week, or Day. After you select the Calendar View, use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.
- Pivot view: Allows you to create summaries of numeric attribute data by attribute value.
- Chart view: Displays data in the form of charts.

Use the View selector () to move between views.

Choosing the Compact Display of Views

When you're viewing items in a List, Gantt, or Pivot view, you've the ability to view the data in a compact format. The **Compact** option works as a toggle switch and displays more rows of information. Click **Compact** from the **View Selector** to display the records in a compact format.

If you save a view, your choice of Compact will also be saved.

Objects for Which Views are Available

Views are available for the following objects in Task Manager:

- Schedule Tasks: Contains the list of scheduled tasks for Task Manager
- Alerts: Contains the list of alerts and provides drill-down to the alert details

Views are available for the following objects in Supplemental Data Manager:

- Supplemental Data Tasks: Contains tasks for Supplemental Data Manager
- Supplemental Data Analysis: Contains details of collections and sub-collections

Views are available for the following objects in Enterprise Journals:

- Journals: Contains all the active journals for your role that need your attention
- Journal Line Items: Contains the journal data collected for a specific year and period

About Filtering Data in Views

You can use filters to restrict the data displayed in the views. Filters can be created at run time (after the data is displayed), or when designing the chart or pivot view.

You can filter data in the following ways:

- Filter bar in a view

Using filters from the Filter bar enables users to dynamically decide the criteria that must be applied to the view data. The specified filter condition is applied at run time, after the view is generated and the display is updated to reflect the applied condition. See [Using the Filter Bar to Adjust Your View](#).

For example, add a filter to the Filter bar in the Tasks list with the Assignee column selected. You can use this filter to dynamically filter the chart data by selecting one or more assignees.

For example, add a filter to the Filter bar in the Forms list with the Preparer column selected. You can use this filter to dynamically filter the chart data by selecting one or more preparers.

For example, add a filter to the Filter bar in the Journals list with the Preparer column selected. You can use this filter to dynamically filter the chart data by selecting one or more preparers.

- **Filter in the Layout tab of the Edit Pivot or Edit Chart dialogs**

This filter is added by the view designer. The specified conditions are applied on the data before the data is included in the pivot view or chart view. You can create a filter for each data set listed in the **Legend (Series)** section. See [Setting the Chart Layout](#).

For example, if you create a filter condition for a data set with Status set to Open, only open tasks are included when charting that data set.

For example, if you create a filter condition for a data set, with Status set to Open, only open forms are included when charting that data set.

For example, if you create a filter condition for a data set, with Status set to Open, only open journals are included when charting that data set.

Working With List Views

Use list views to display records in a simple tabular form.

Related Topics

- [About List Views](#)
- [Customizing the List View](#)
- [Task Manager Example: Customizing the List View for Schedule Tasks](#)
- [Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks](#)
- [Enterprise Journals Example: Customizing the List View for Enterprise Journals](#)

About List Views

List views present records for on screen viewing and provide drill-down capabilities to the record details. They display objects in a vertical list, in the form of rows and columns.

To see more rows displayed in the list view, use **Compact** from the **View Selector** at the right hand side.

List views provide the following reporting features:

- Columns can be added to or removed from the view and re-ordered.
- Filters can be applied to limit the records included in the list.
- List views can be printed or exported to Excel for ad-hoc reporting.

Customizing the List View

The list view displays with the default columns selected. You can easily change the default columns to customize your view.

To customize a list view:

1. Display the list view for the required object.
2. In the **Actions** drop-down, select **Select Columns**.
The Select Columns dialog appears. The columns that are currently displayed are listed in the **Selected** section.
3. In the **Available** section, select the attributes that must be included in the list view and use the arrow keys to move them to the **Selected** section.
4. Click **OK**.

Task Manager Example: Customizing the List View for Schedule Tasks

Assume that you want to see more information such as when was the task created.

Use the following steps:

1. From **Home**, click **Tasks** and then click **Schedule Tasks**.
2. From the **Actions** drop-down, click **Select Columns**.

The Select Columns dialog appears. Use this to add additional columns to view information about the tasks.

3. In **Available**, scroll down the list, select **Created On**, and use the arrow keys to move it to **Selected** on the right side.
4. Click **OK**.

The Schedule Tasks page displays the **Created On** column for the tasks.

Name	Task ID	Status (Icon)	Start Date	End Date	Task Type	Created On	Actions
01 Planning Process	01_Plan	✓	Jun 19, 2023 9:00 AM (Day 6) EST	Jun 21, 2023 5:00 PM (Day 8) EST	Parent Task	Jun 6, 2023 10:47 AM	...
001 - Set Strategic Goals	001_Plan	✓	Jun 19, 2023 9:00 AM (Day 6) EST	Jun 19, 2023 5:00 PM (Day 6) EST	Basic Task	Jun 6, 2023 10:47 AM	...
002 - Allocate Targets	002_Plan	✓	Jun 19, 2023 9:00 AM (Day 6) EST	Jun 19, 2023 5:00 PM (Day 6) EST	Enter Form Data	Jun 6, 2023 10:47 AM	...
003 - Expand Services Product Line	003_Plan	✓	Jun 20, 2023 9:00 AM (Day 7) EST	Jun 20, 2023 5:00 PM (Day 7) EST	Basic Task	Jun 6, 2023 10:47 AM	...
004 - Complete Bottom-Up Operating Plan	004_Plan	✓	Jun 19, 2023 9:00 AM (Day 6) EST	Jun 21, 2023 5:00 PM (Day 8) EST	Enter Form Data	Jun 6, 2023 10:47 AM	...

Supplemental Data Manager Example: Customizing the List View for Supplemental Data Tasks

Assume that you want to see more information such as when was the supplemental data task last updated.

Use the following steps:

- From **Home**, click **Data** and then click **Supplemental Data Tasks**.

From the **Actions** drop-down, click **Select Columns**.

The Select Columns dialog appears. Use this to add additional columns to the list view.

- In **Available**, select **Last Updated On**, and use the arrow keys to move it to **Selected** on the right side.
- Click **OK**.

The Supplemental Data Tasks list now displays an additional column called **Last Updated On**.

Template	Sales Channel	Status (Detailed)	Start Date	End Date	Last Updated On
Regional Sales Channel	Direct Field Sales	With Preparer	Aug 31, 2022	Sep 26, 2022	Nov 14, 2022
Regional Sales Channel	Partner Channel Sales	Closed	Aug 31, 2022	Sep 26, 2022	Nov 14, 2022
Regional Sales Channel	Indirect Sales	With Approver Level 1	Aug 31, 2022	Sep 26, 2022	Nov 14, 2022

Enterprise Journals Example: Customizing the List View for Enterprise Journals

Assume that you want to see information such as when was the journal last updated.

Use the following steps:

- From **Home**, click **Enterprise Journals**.

The Journals page displays a list of Journals with associated information.

- From the **Actions** drop-down, click **Select Columns**.

The Select Columns dialog appears. Use this to add additional columns to the list view.

- In **Available**, select **Last Updated On** and use the arrow keys to move to **Selected** on the right side.

4. Click OK.

The Journals page shows an additional column called **Last Updated On** that provides information about who has last updated the journal.

Journals								
Search		View						
Year	Period	Template	Status	Actions				
All	All	All	All	Add a Filter				
Template	Journal Name	Journal ID	Status (Detailed)	Preparer	Start Date	End Date	Last Updated On	7 Items
Cloud Financials		1000000003	With Preparer	Anita Kennedy	May 26, 2022	Jul 7, 2022	Nov 10, 2022	
Cloud Financials	JE_TaxProvision	1000000005	With Approver Level 1	Casey Brown	May 26, 2022	Jul 7, 2022	Nov 18, 2022	
Cloud Financials	JE_TransferPrice_UK	1000000002	With Approver Level 1	Amy Marlin	May 26, 2022	Jul 7, 2022	Nov 10, 2022	
Cloud Financials	TransferPrice_UK	1000000006	With Approver Level 1	Kerry Lane	May 26, 2022	Jul 7, 2022	Nov 10, 2022	
Cloud Financials	TaxProvision	1000000004	With Approver Level 1	Kerry Lane	May 26, 2022	Jul 7, 2022	Nov 18, 2022	
EBS	EBS_Reclass Commissions	1000000010	With Approver Level 1	Casey Brown	Jun 25, 2022	Jun 27, 2022	Nov 10, 2022	
SAP FI	SAP_ExpenseTransfer	1000000011	With Approver Level 1	Casey Brown	May 26, 2022	Jul 7, 2022	Nov 10, 2022	

Working with Pivot Views

Use pivot views to summarize your data.

Related Topics

- [About Pivot Views](#)
- [Customizing a Pivot View](#)
- [Example: Viewing Organizational Units Based on Task Status](#)
- [Example: Grouping Templates to Display Supplemental Data Forms Based on Status](#)
- [Example: Viewing Journals By Preparer and Approver](#)

About Pivot Views

A pivot view enables you to create summaries of the attribute data.

There is a default layout for each object that supports pivot views. However, you can customize the pivot view based on your requirement.

Click each summary value displayed in the pivot view to drill down and view the records that comprise the total.

Customizing a Pivot View

You can customize a pivot view to summarize the data based on your business requirement. Data can be grouped by a maximum of two attributes.

To customize a pivot view:

1. Display the pivot view for the required object.
2. Click the **Edit** icon at the top-right.

The Edit Pivot dialog appears. It contains three tabs: **Properties**, **Layout**, and **Columns**.

3. In the **Properties** tab, enter the basic view properties. See [Setting Pivot View Properties](#).
4. In the **Layout** tab, specify the details of how data must be grouped. See [Setting Pivot View Layout](#).

5. In the **Columns** tab, enter the data labels and the sorting order for the data. See [Specifying Pivot View Columns](#).
6. Click **OK**.

 **Note:**

If you drill down into a record, update one or more details, save it, and return to the pivot view, these changes are not visible. You must refresh the pivot view to see the latest updates.

Setting Pivot View Properties

Use the **Properties** tab of the Edit Pivot dialog to set the basic properties of a pivot view.

To set the pivot view properties:

1. In **Background**, select one of the following:
 - **No Fill**: No background color is used
 - **Solid**: Select the color to be used as the background color. You can optionally select a color in **Gradient**.
2. In **Header Color** and **Header Size**, select a color and font size for the pivot view header.
3. In **Data Color** and **Data Size**, select a color and font size for the data displayed in the pivot view.
4. Select **Missing Values as Zero** to display a zero when data values are missing. This includes missing data values and values that are missing because of an applied filter.
5. In **Period**, select one of the following:
 - **Selection**: Use the selection from the Period filter as-is.
 - **Latest in Selection**: Use the latest Period chronologically in the filter.
 - **Prior from Selection**: Create a new filter of the prior X periods based on the latest period in the filter.

The Period selection allows you to fine tune the list of Periods for the particular pivot view. This can be done so that pivot views sharing the same global period filter can display different amounts of data, or to make it easier to show a distribution of period data based on a single local period selection.

Setting Pivot View Layout

The **Layout** tab specifies how data in the pivot view must be summarized. Filters can also be applied on the data that is considered for summarizing.

Specify the following layout details:

1. In the **X Axis** section, specify details about the primary grouping to use in the view.
 - In **Type**, select one of the following: None, Attribute, Date, User, Yes/No, or True/False. If you set the **Type** to Attribute, in **Attribute 1**, select the attribute that must be used to group data. For example, Organizational Unit.
- Optionally, you can create another subgroup, within the **Attribute 1** group, by selecting another attribute in **Attribute 2**.

- In **Sort**, select the attribute and the order on which data must be sorted.
 - Select **Swap Rows and Columns** to swap the display of rows and columns in the grid.
2. In the **Legend (Series)** section, click the **Add** icon to create one row for each attribute for which you want to summarize data. This summary is created within the specified **Type**. There must be at least one row in this section.
- For each row, specify the following details:
- In **Value**, select the attribute whose data must be summarized. For example, Approvers (Count).
 - In **Aggregation**, select the aggregation operation to be performed on the summarized data. It will default to the aggregation method specified on the attribute that you selected.

 **Note:**

If you select a non-numeric attribute in **Value**, the only **Aggregation** available is **Count**.

- In **Categories**, optionally select the attribute by which the data is summarized, within the **Value** group.
- In **Group By**, select an attribute from the list. This is applicable only when **Type** is set to a value other than Attribute.
- Click **Filter** to apply a filter on the data that is included in the pivot view. This filter is first applied on the data and then the data is summarized using the specified criteria.

By default, the first clause in a filter condition is displayed as the label for this filter.

3. Click **OK**.

Considerations When Using Aggregation

For Task Manager example, see [Example: Viewing Organizational Units Based on Task Status](#)

For Supplemental Data Manager example, see [Example: Grouping Templates to Display Supplemental Data Forms Based on Status](#)

For Enterprise Journals example, see [Example: Viewing Journals By Preparer and Approver](#)

Specifying Pivot View Columns

Use the **Columns** tab to customize the labels and order of data displayed in the pivot view.

Each row in this tab will be displayed as a column in the pivot view. The number of rows is determined by what is specified in **X Axis** and **Categories** in the **Layout** tab.

To customize the display of the pivot view:

- In **Label**, enter the label that must be displayed for this column.
- Select **Sort** to sort the pivot data by this column. Click the icon next to this option to sort in ascending or descending order.
- Use the arrows on the right to change the order in which the columns are displayed. This list of columns are displayed from left to right in the pivot view.

Example: Viewing Organizational Units Based on Task Status

This example describes how to create a pivot view that groups organizational units based on the status of the tasks. The following image displays the Pivot view.

Schedule	Year	Period	Status	Add a Filter
4 Selected	All	All	All	
Actions				
Organizational Unit	Closed	Open	Pending	
EMEA	17	23	4	
North America	17	23	4	
APAC	16	23	4	
Corporate	19	25	4	

Use the following steps to create the above Pivot view:

1. In the Home page, click **Tasks** to display the Schedule Tasks page.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:
 - **Background:** No Fill
 - **Header Size:** 13
 - **Data Size:** 14
 - **Period:** Selection
5. On the **Layout** tab:
 - In **X-Axis:**
 - In **Type**, select **Attribute**.
 - In **Attribute1**, select **Organizational Unit**.
 - In **Sort**, select **Organizational Unit** from the first drop-down list and then select **Descending** from the second drop-down list.
 - In **Legend (Series):**
 - In **Value**, select **Task**.
 - In **Categories**, select **Status**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Example: Grouping Templates to Display Supplemental Data Forms Based on Status

This example describes how to create a pivot view that groups templates and displays the supplemental data forms based on status. The following image displays the Pivot view.

Supplemental Data Tasks				
Collection Interval	Year	Period	Corporate Region	Template
Regional Sales Channel	All	All	All	All
				Add a Filter
Template	Status (Detailed)	Count		
Regional Sales Chan... With Preparer	With Preparer	1		
Regional Sales Chan... With Approver	With Approver	1		
Regional Sales Chan... Closed	Closed	1		

Use the following steps to create the above Pivot view:

1. In the **Home** page, click **Data**, and then click **Supplemental Data Analysis**.
2. Click the icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:
 - **Background**: No Fill
 - **Header Size**: 13
 - **Data Size**: 14
 - **Period**: Selection
5. On the **Layout** tab:
 - In **X-Axis**:
 - In **Type**, select **Attribute**.
 - In **Attribute1**, select **Template** and in **Attribute 2**, select **Status (Detailed)**.
 - In **Sort**, select **Template** and then **Descending**.
 - In **Legend (Series)**:
 - In **Value**, select **Form**.
 - In **Categories**, select **None**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Example: Viewing Journals By Preparer and Approver

This example describes how to create a pivot view that groups journals based on preparer and approver. The following image displays the Pivot view.

Journals			
Year	Period	Template	Status
All	All	All	All
			Add a Filter
Journal Name	With Approver	With Preparer	
TransferPrice_UK	1		
TaxProvision	1		
SAP_ExpenseTra...	1		
None	1		
JE_TransferPrice...	1		
JE_TaxProvision	1		
EBS_Reclass Co...	1		

Use the following steps to create the above Pivot view:

1. In the **Home** page, click **Enterprise Journals**.

2. Click the  icon and select **Pivot View**.
3. Click the **Edit** icon to configure the Pivot view as per your requirement.
4. On the **Properties** tab:
 - **Background:** No Fill
 - **Header Size:** 13
 - **Date Size:** 14
 - **Period:** Selection
5. On the **Layout** tab:
 - In **X-Axis**:
 - In **Type**, select **Attribute**.
 - In **Attribute 1**, select **Journal Name**.
 - In **Sort**, select **Journal Name** from the first drop-down list and then select **Descending** from the second drop-down list.
 - In **Legend (Series)**:
 - In **Value**, select **Journal**.
 - In **Categories**, select **Status (Detailed)**.
6. On the **Columns** tab, select the displayed labels.
7. Click **OK**.

Working with Chart Views

Chart views enable you to visualize your data.

Related Topics

- [Overview of Chart Views](#)
- [Creating Chart Views](#)
- [Example: Creating a Chart to Display Task Status by Month](#)
- [Example: Creating a Chart to Display Plan versus Actual End Date](#)
- [Example: Creating a Chart to Display Task Execution by Organization Unit](#)
- [Example: Creating a Chart to Display Forms and their Status](#)
- [Example: Creating a Chart to Display Period and Status \(with Description\) of the Form Template](#)
- [Example: Creating a Chart to Display Journal Values of the Preparers](#)

Overview of Chart Views

Related Topics

- [About Chart Views](#)
- [About Chart View Properties](#)
- [Types of Chart Views](#)

About Chart Views

A chart provides a visual representation of data.

Charts are generated dynamically based on your business process data. Click an area within a chart, for example, an area within a pie chart, to drill-down and view details about the information summarized by that area. The chart and pivot view layouts are linked, allowing you to quickly switch between the chart or pivot view.

When you configure settings for a chart view, the system remembers these settings. If you close the chart view, perform other actions in your business process, and then return to the chart view, the chart is displayed using the previous settings.

Multiple types of chart views are available to provide a graphical representation of your tasks. See [Types of Chart Views](#).

Multiple types of chart views are available to provide a graphical representation of your supplemental data.

Multiple types of chart views are available to provide a graphical representation of your journals.

About Chart View Properties

Chart properties include basic details such as the type of chart, chart orientation, and background. The properties that you can set for a chart depend on the type of chart.

Chart Property	Applicable Chart Types	Description
Type	All	Type of chart See Types of Chart Views .
Background	Area, Bar, Column, Combination, Doughnut, Line, Pie, Tile	Background color used in chart This color applies to the entire chart area, from border to border. You can choose not to use a background color, in which case a white background is used for the chart. If you specify a background color, an optional gradient also can be specified.
Label Position	Area, Bar, Column, Combination, Line	Location of the data labels in relation to the elements The options available depend on the type of chart. For example, bar charts have the following label options: No Label, Center, Inside Edge, or Outside Edge.
Bar Label Position	Combination	Location of the data labels in the bar chart
Grid Lines	Area, Bar, Column, Combination, Line	Grid lines used to divide the chart area
Orientation	Area, Bar, Column	Orientation of the chart - Vertical or Horizontal

Chart Property	Applicable Chart Types	Description
Missing Values as Zero	Area, Combination, Line, Tile	Displays a zero (instead of a blank) when the data for a particular element is missing. When you select this option, all missing values are displayed as zero. This includes missing data values and values that are missing because of an applied filter.
Dual-Y Axis	Area, Bar, Column, Combination, Line	Appears on the opposite side of the chart from the primary Y-axis. The scale of the secondary Y-axis reflects the values for the associated data series. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, select Bar for the primary Y-axis and Line for the secondary Y-axis.
Line Weight	Combination, Line	When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary (vertical) Y axis. You can also plot the secondary Y-axis as a split dual chart, where the secondary Y-axis appears with its data series below the original chart. In this case you can use any bar or line chart type.
Bar Label Position	Combination	Width of the line in the chart. The default is 5 pixels.
Display as Percentage	Doughnut, Pie	Position of the label for the data set displayed as a bar chart.
3D chart	Pie, Tile	Values for each data set displayed in terms of percentages (instead of as a numerical value). 3-dimensional chart format.

Types of Chart Views

You can create the following types of chart views:

- Area
Displays a shaded area to represent each data set
 - Bar
Displays a graphical summary of multiple data values for comparison purposes
Bar charts can be plotted vertically or horizontally
 - Column
Displays stacked bars that represent different data sets on top of each other
The height of the resulting bar shows the combined result of the data sets.
 - Combination
Provides a visualization that lets you merge into one chart any combination of bar, line, and area charts.
Use this type when you have two different sets of data that are plotted on the y-axis. You can add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.
 - Doughnut
Displays a circular graph which is divided into segments to compare data sets to one another
The blank center displays the sum of all data sets.
 - Line
Enables users to visualize a trend in data over intervals of time
 - Pie
Displays a circular graph which is divided into slices to compare data sets with one another
 - Tile
Enables users to select specific values from a data set, to display in separate tiles
It emphasizes a small number of data points or an individual data point.
- The default chart view is a Bar chart. You can customize your chart display and change the default chart view.

Creating Chart Views

Create charts to portray your application's data graphically.

To create a chart view:

1. Display the chart view for the required object.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
If this is the first time you're accessing the chart view, the default chart view layout is displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog. It contains three tabs: **Properties**, **Layout**, and **Legend**.
4. In the **Properties** tab, specify the required chart properties, as described in [About Chart View Properties](#).

5. Enter the information required to create the chart, as described in the following topics:
 - [Setting the Chart Layout](#)
 - [Setting the Chart Axis](#)
 - [Setting the Chart Legend](#)
6. Click **OK** to save the chart definition and then display the chart.

Click any area within the chart view to drill-down and display all the records that are aggregated by the selected area. The records are displayed in the Details dialog. You can click any link within this dialog to access the details of that individual record.

 **Note:**

If you drill down into an individual record, update one or more details, save it, and return to the chart view, these changes are not visible. You must refresh the chart view to see the latest updates.

Setting the Chart Layout

Use the **Layout** tab to specify the data sets that must be plotted on the x-axis and y-axis of the chart.

To set the chart layout:

1. Open the **Layout** tab of the Edit Chart dialog.
2. In the **X Axis** section, specify the data that must be plotted on the x-axis of the chart.
 - In **Type**, select the type of data. Options include None, Attribute, Date, User, Yes/No, and True/False.
 - If you set the **Type** to **Attribute**, you must specify at least one attribute that is plotted on the x-axis. You can specify a maximum of two attributes.In **Attribute 1**, select the first attribute to plot on the x-axis. Optionally, in **Attribute 2**, select the second attribute to plotted on the X axis. The various combinations of Attribute 1 and Attribute 2 values are plotted.
 - In **Sort**, select **Ascending** or **Descending** to sort your X axis data.
3. In the **Legend (Series)** section, specify one or more data sets that must be plotted along the Y axis of the chart view.

For example, if you define three data sets, then three values are plotted on the y-axis.

Within each data set, you can perform aggregation operations or group data. Optionally, you can apply a filter to restrict the data that is selected when computing the aggregation on the data set.

For each data set in this section, specify the following:

- In **Value**, select the value that must be plotted. For example, Amount or Status.
- In **Aggregation**, select the aggregation that must be performed on the selected value. See "Considerations When Using Aggregation" at the end of this topic.
- (Optional) In **Categories**, select the attribute that must be used to categorize data within the data set. Use Categories to break your graph into more smaller details.
- (Optional) In **Group By**, select the attribute by which Date type data is grouped.

If **Group By** is set to a date, a new column **Date Aggregation** is displayed.

- (Optional) In **Filter**, click the Filter icon to add a filter condition. This condition further refines the data shown for the data set within the chart view. It is applied before the data is included in the chart view. For example, if your **Value** is set to Tasks, you can create a filter to only plot tasks with a status of Open.

By default, the first clause in a filter condition is displayed as the label for this filter.

4. Click **OK** to save the chart view settings.

Examples

For Task Manager, see:

- [Example: Creating a Chart to Display Task Status by Month](#)
- [Example: Creating a Chart to Display Plan versus Actual End Date](#)
- [Example: Creating a Chart to Display Task Execution by Organization Unit](#)

For Supplemental Data Manager, see:

- [Example: Creating a Chart to Display Forms and their Status](#)
- [Example: Creating a Chart to Display Period and Status \(with Description\) of the Form Template](#)

For Enterprise Journals, see [Example: Creating a Chart to Display Journal Values of the Preparers](#)

Setting the Chart Axis

Chart Axis properties affect the visual display of the chart's axis labels. You can create a title and label for the X axis, and the primary and secondary Y axis of the chart. You can also edit the text and number format of the Y axis, and define a custom range for both Y axes.

Note:

This tab doesn't display for chart views with **Type** set to Doughnut, Pie, or Tile.

To define the chart axis:

1. Open the **Axis** tab of the Edit Chart dialog.
2. Select **X Axis** and specify the following (only for chart views with **Type** set to Date in the **Layout** tab):
 - **Interval:** Select **Auto**, **Daily**, **Monthly**, or **Yearly**.
 - **Maximum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
 - **Minimum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.
3. Click **Y Axis** and specify **Auto** or **Fixed** for the following: **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit**.
4. If **Dual Y Axis** is selected for the chart in the **Properties** tab, click **Dual-Y Axis** and specify the **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit**.
5. Click **OK** to save the chart view settings.

Setting the Chart Legend

Legend properties affect the visual display of the chart's legend.

You can change the position of the legend, as well as display a title for the legend, change the background and border colors, and edit the font and format of chart labels.

For a Combination chart, the **Legend** tab contains one new column named **Type**. You can select the type for each configured legend (series). For example, **Type = Bar** for one legend and **Type = Line** for the other.

To define the chart legend:

1. Open the **Legend** tab of the Edit Chart dialog.
2. In **Legend Position**, select the position of the data labels in relation to the elements in a chart.
The available options are **No Legend**, **Left**, **Right**, **Top**, or **Bottom**.
3. In **Palette**, select the color palette used when displaying the chart view.
4. In the **Series** table, one row is displayed for each legend specified in the **Layout** tab.

For each data set:

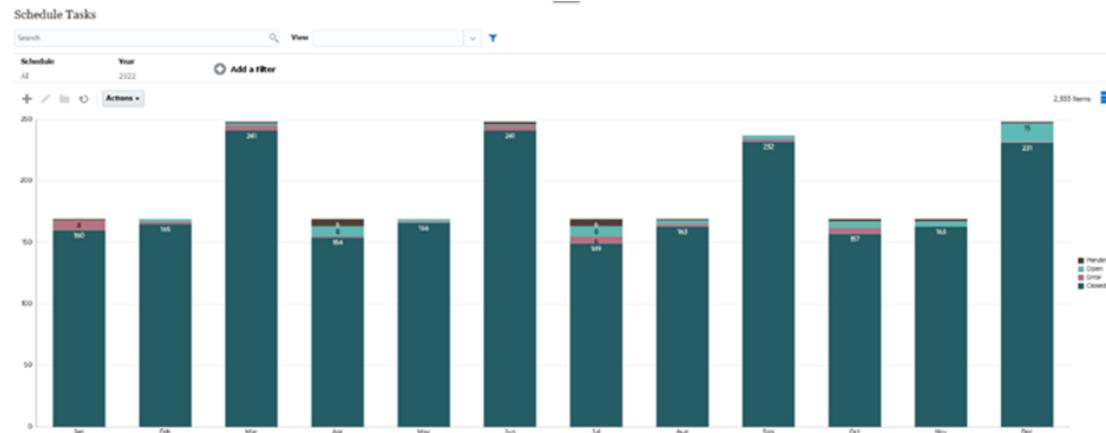
- In the **Label**, enter the label that must be displayed for this data series in the chart.
- Select **Dual-Y** for the data series that must be displayed on the secondary Y axis.

5. Click **OK** to save the chart view settings.

Example: Creating a Chart to Display Task Status by Month

This example creates a chart which summarizes the completion status of all tasks by period. This can help identify if there are certain tasks which are not completed period over period.

The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

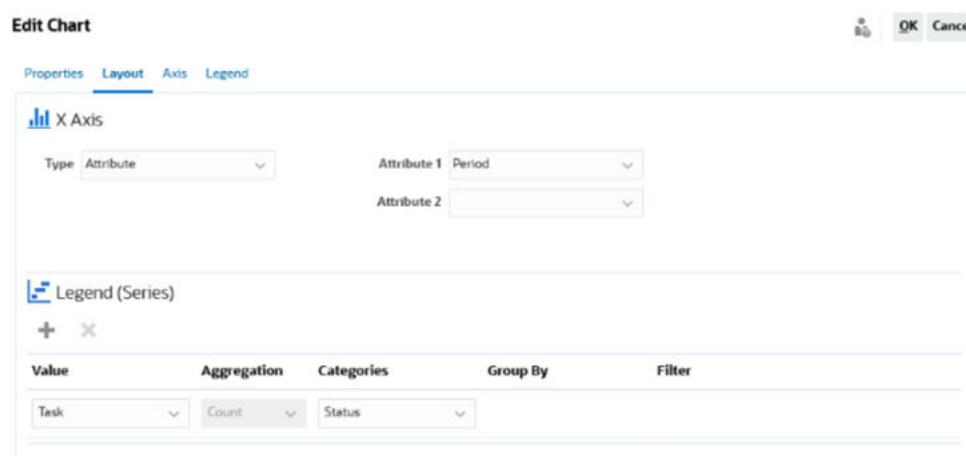


To create this chart:

1. From the Home page, click **Tasks**. Click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

The Chart view appears, with a default chart displayed.

3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the Properties tab, specify the following:
 - In Type, select **Column**.
 - Deselect **Grid Lines**.
 - In Period, select **Selection**.
5. In the **Layout** tab, specify the following:

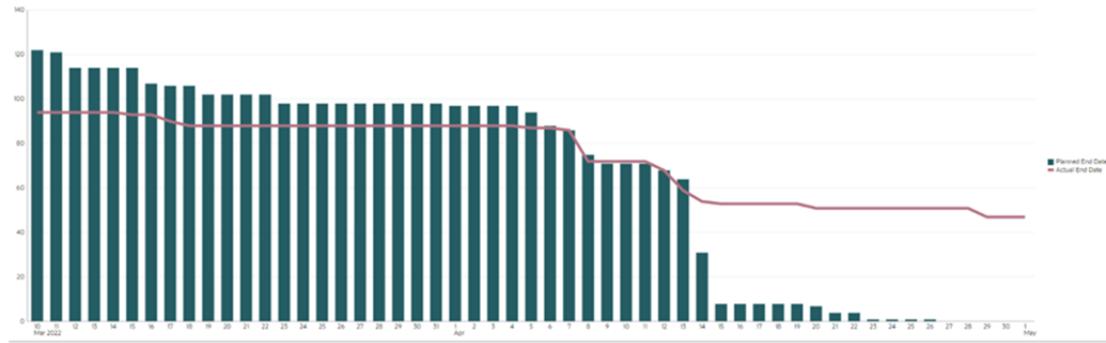


- In the **X-Axis** section:
 - In **Type**, select **Attribute**.
 - In **Attribute1**, select **Period**.
 - In the **Legend (Series)** section:
 - In **Value**, select **Task**.
 - In **Categories**, select **Status**.
6. In the **Axis** tab, leave the default settings as is.
 7. In the **Legend** tab, specify the following:
 - In **Legend Position**, select **Right**.
 - In **Palette**, select **Redwood**.
 8. Click **OK**.

Example: Creating a Chart to Display Plan versus Actual End Date

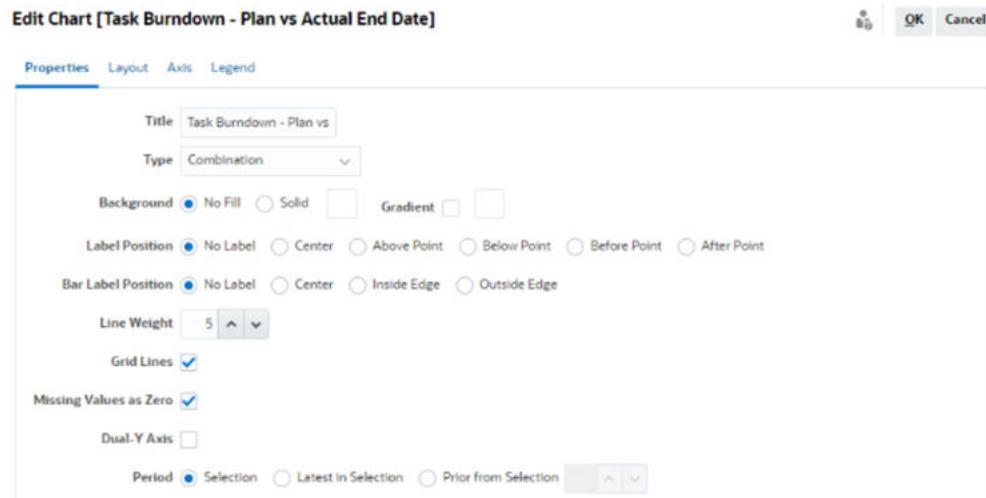
This example visualizes Tasks planned vs actual completion over time - allowing you to see if your schedules are running ahead or behind schedule. The chart shows all of the tasks end dates that fall on or after a certain date. This will show a large number of tasks within the beginning of the schedule and gradually go down until the final task in the schedule.

The generated chart is displayed below. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

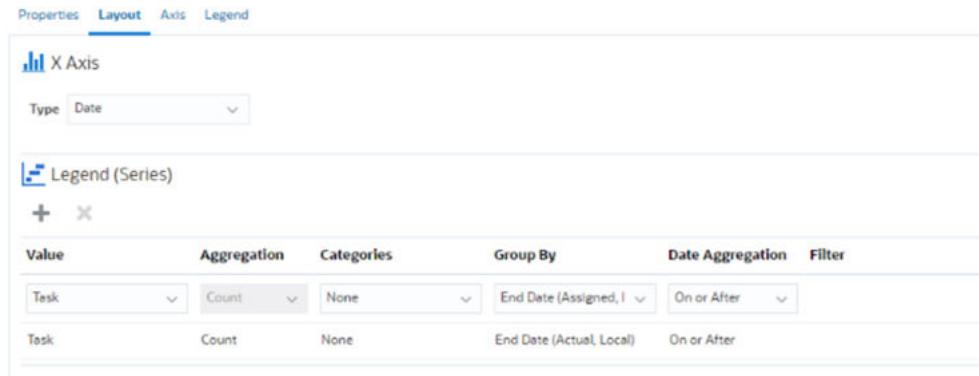


To create this chart:

1. From the Home page, click **Tasks**, and then click **Schedule Tasks** to display the Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**. The Chart view appears with a default chart displayed.
3. Click the **Edit** icon at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



- In **Type**, select **Combination**.
 - In **Background**, select **No Fill**.
 - In **Label Position**, select **No Label**.
 - In **Bar Label Position**, select **No Label**.
 - Select **Line Weight** as **5**.
 - Select **Grid Lines**.
 - Deselect **Dual Y Axis**.
 - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

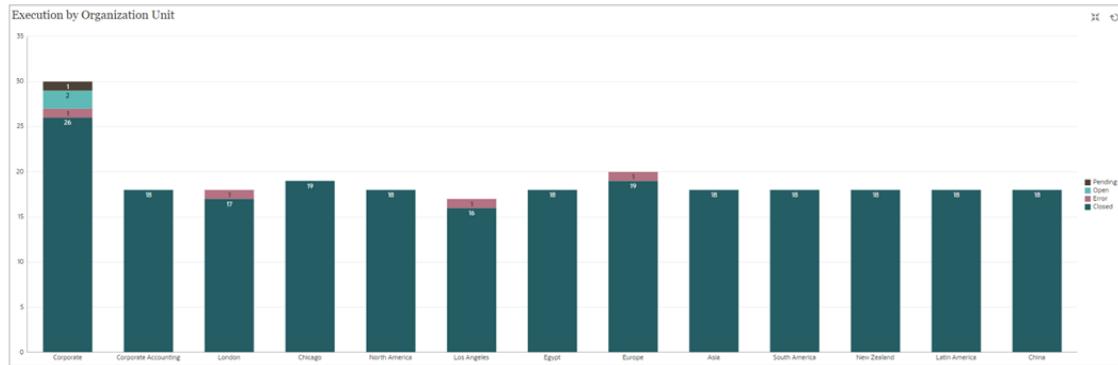


- In the **X-Axis** section, for **Type**, select **Date**.
- In the **Legend (Series)** section, enter 2 values:
For the first entry:
 - In **Value**, select **Task**.
 - In **Categories**, select **None**.
 - In **Group By**, select **End Date (Assigned)**
 - In **Date Aggregation**, select **On or After**.
 For the second entry:
 - In **Value**, select **Task**.
 - In **Categories**, select **None**.
 - In **Group By**, select **End Date (Actual, Local)**
 - In **Date Aggregation**, select **On or After**.
- 6. In the **Axis** tab, leave the default settings as is.
- 7. In the **Legend** tab, specify the following:
 - In **Legend Position**, select **Right**.
 - In **Palette**, select **Redwood**.
- 8. Click **OK**.

Example: Creating a Chart to Display Task Execution by Organization Unit

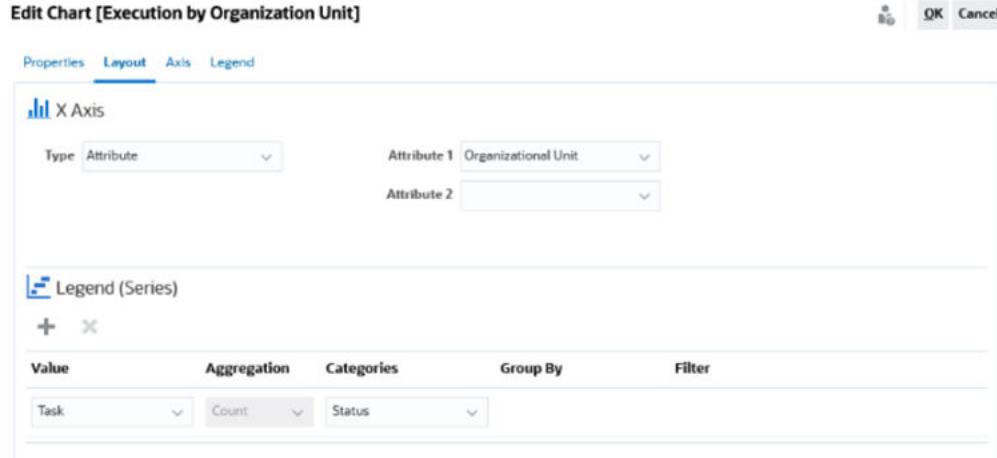
This example creates a chart which shows task completion by organization unit allows you to monitor how each organization is doing completing their tasks.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks**. Click **Schedule Tasks** to display the task list.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
- The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:
 - In **Type**, select **Column**.
 - Deselect **Grid Lines**.
 - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:



- In the **X-Axis** section:
 - In **Type**, select **Attribute**.
 - In **Attribute1**, select **Organizational Unit**.
- In the **Legend (Series)** section:
 - In **Value**, select **Task**.
 - In **Categories**, select **Status**.
- 6. In the **Axis** tab, leave the default settings as is.
- 7. In the **Legend** tab, specify the following:
 - In **Legend Position**, select **Right**.

- In **Palette**, select **Redwood**.
8. Click **OK**.

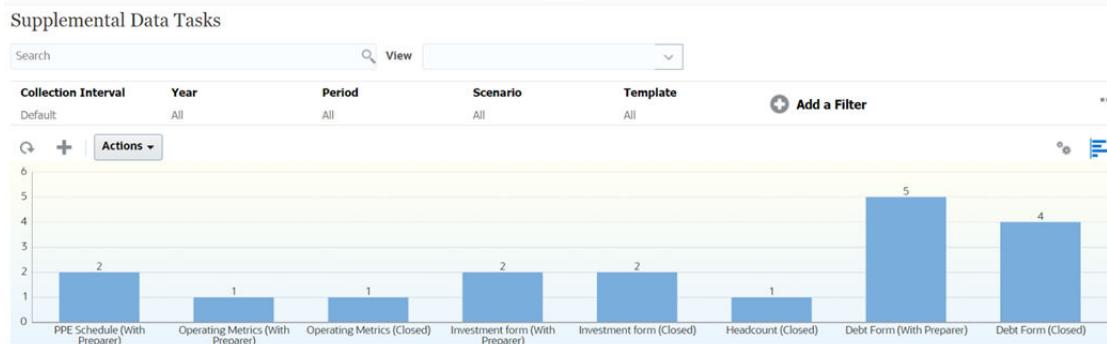
Example: Creating a Chart to Display Forms and their Status

This example creates a chart that displays the statuses of a particular supplemental data form.

Note:

This a general example based on application-specific data explaining how you can set up a similar chart on your data. You cannot replicate this example.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.



To create this chart:

1. From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the Supplemental Data Task List.
2. From the **View Selector** at the top-right of the page, select **Chart View**.
The Chart view appears, with a default chart displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:

Properties [Layout](#) [Axis](#) [Legend](#)

Type: Bar

Background: No Fill Solid Gradient

Label Position: No Label Center Inside Edge Outside Edge

Orientation: Vertical Horizontal

Grid Lines:

Missing Values as Zero:

Dual-Y Axis:

Period: Selection Latest in Selection Prior from Selection

- In **Type**, select **Bar**.
 - In **Background**, select **Solid**. Select the color of your preference from the drop down.
 - Select the **Gradient** checkbox. Select the color of your preference.
 - In **Label Position**, select **Outside Edge**.
 - In **Orientation**, select **Vertical**.
 - Select **Grid Lines**.
 - Deselect **Missing Values as Zero**.
 - Deselect **Dual Y Axis**.
 - In **Period**, select **Selection**.
5. In the **Layout** tab, specify the following:

The screenshot shows the Oracle Forms chart configuration interface. The top navigation bar has tabs: Properties, Layout (which is selected and highlighted in blue), Axis, and Legend. Below the tabs, there are two main sections: 'X Axis' and 'Legend (Series)'. The 'X Axis' section contains fields for 'Type' (set to 'Attribute'), 'Attribute 1' (set to 'Template'), 'Attribute 2' (set to 'Status (Detailed)'), 'Sort' (set to 'Template' and 'Descending'), and 'Legend (Series)' (which is currently empty).

- In the **X-Axis** section, for Type, select **Date**.
 - In the **Legend (Series)** section, enter 2 values:
 - In **Value**, select **Form**.
 - In **Categories**, select **None**.
6. In the **Axis** tab, leave the default settings as is.
7. In the **Legend** tab, specify the following:
- In **Legend Position**, select **Right**.
 - In **Palette**, select **Redwood**.
8. Click **OK**.

Example: Creating a Chart to Display Period and Status (with Description) of the Form Template

This example creates a chart that displays the period and detailed statuses of a particular supplemental data form.

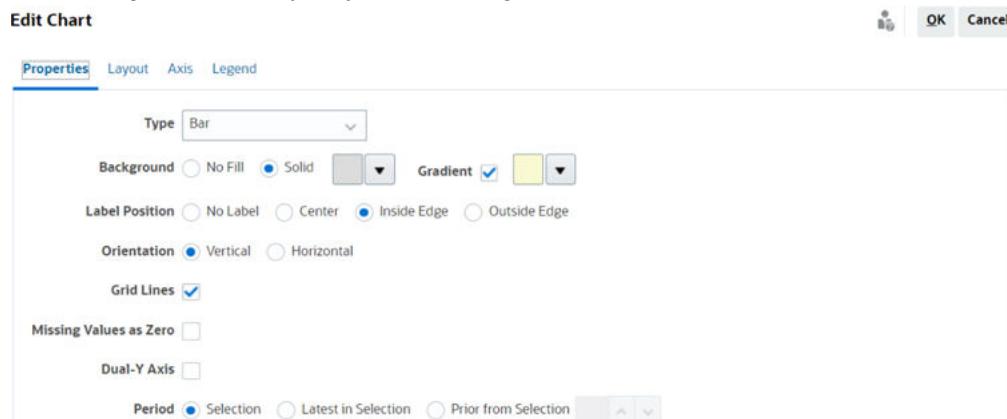
The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.

Supplemental Data Tasks

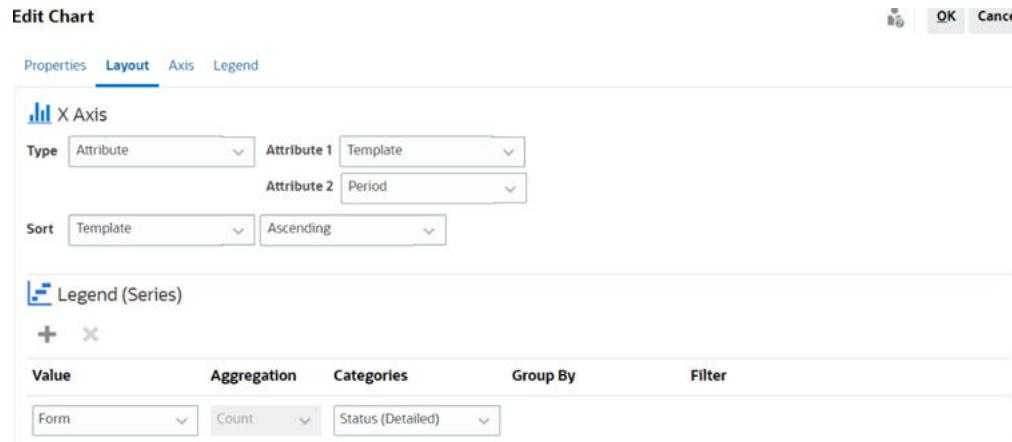


To create this chart:

- From the Home page, click **Tasks**. Click **Supplemental Data Tasks** to display the supplemental data task list.
- From the **View Selector** at the top-right of the page, select **Chart View**.
The chart view appears, with a default chart displayed.
- Click **Edit** at the top-right to display the Edit Chart dialog.
- In the **Properties** tab, specify the following:



- In **Type**, select **Bar**.
 - In **Background**, select **Solid**. Select the color of your preference from the drop-down.
 - Select **Gradient**. Select the color of your preference from the drop-down menu.
 - In **Label Position**, select **Inside Edge**.
 - In **Orientation**, select **Vertical**.
 - Select **Grid Lines**.
 - Deselect **Missing Values as Zero**.
 - Deselect **Dual Y Axis**.
 - In **Period**, select **Selection**.
- In the **Layout** tab, specify the following:

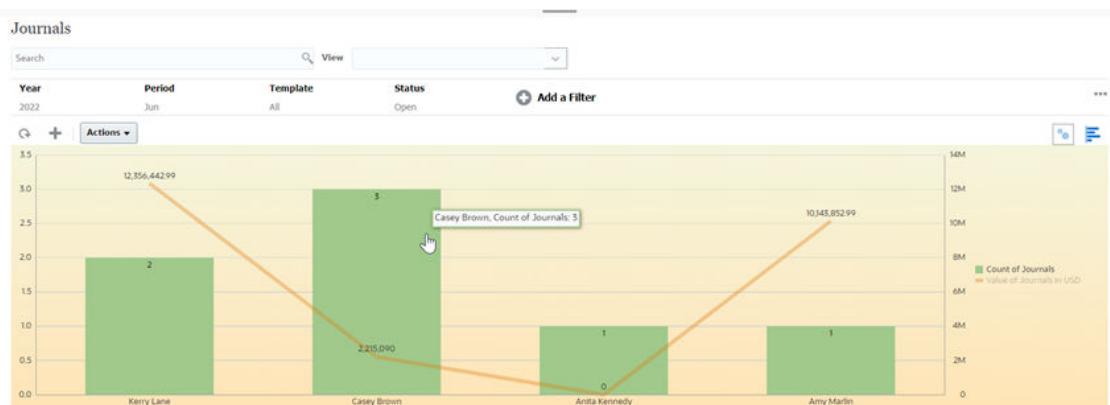


- In the **X-Axis** section, for Type, select **Attribute**. For **Attribute 1**, select **Template**. For **Attribute 2**, select **Period**.
 - In the **Legend (Series)** section, enter two values:
 - In **Value**, select **Form**.
 - In **Categories**, select **Status (Detailed)**.
- In the **Axis** tab, leave the default settings as is.
 - In the **Legend** tab, specify the following:
 - In **Legend Position**, select **Right**.
 - In **Palette**, select **Redwood**.
 - Click **OK**.

Example: Creating a Chart to Display Journal Values of the Preparers

This example creates a chart that displays the values of the journals under each preparer.

The generated chart is displayed as shown. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area. You can see that though Casey Brown has three journals, the journal value is lesser than Kerry Lane who has only two journals.

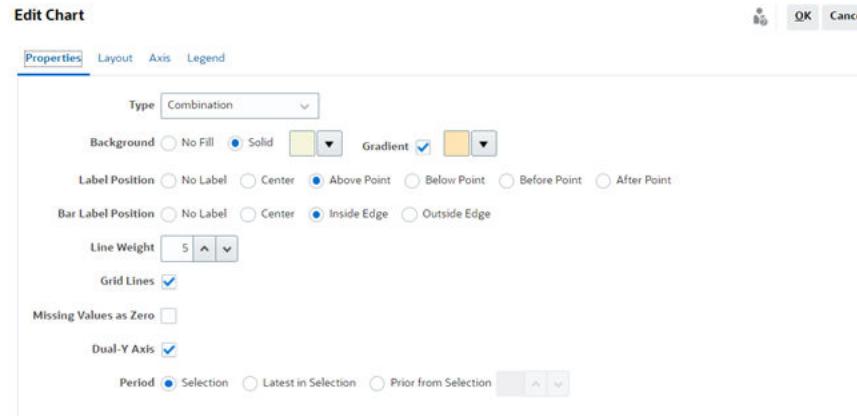


To create this chart:

- From the Home page, click **Enterprise Journals** to display the Enterprise Journals List.
- From the **View Selector** at the top-right of the page, select **Chart View**.

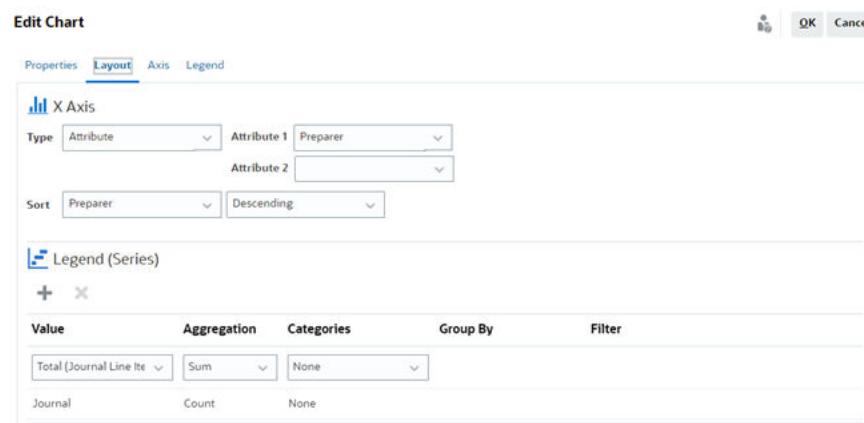
The Chart view appears with a default chart displayed.

3. Click **Edit** at the top-right to display the Edit Chart dialog.
4. In the **Properties** tab, specify the following:



- In **Type**, select **Combination**.
- In **Background**, select **Solid**. Select the color of your preference from the drop down.
- Select the **Gradient** checkbox. Select the color of your preference.
- In **Label Position**, select **Above Point**.
- In **Bar Label Position**, select **Inside Edge**.
- In **Line Weight**, select **5**.
- Select **Line Weight** as **5**.
- Select **Grid Lines**.
- Deselect **Missing Values as Zero**.
- Select **Dual Y Axis**.
- In **Period**, select **Selection**.

5. In the **Layout** tab, specify the following:

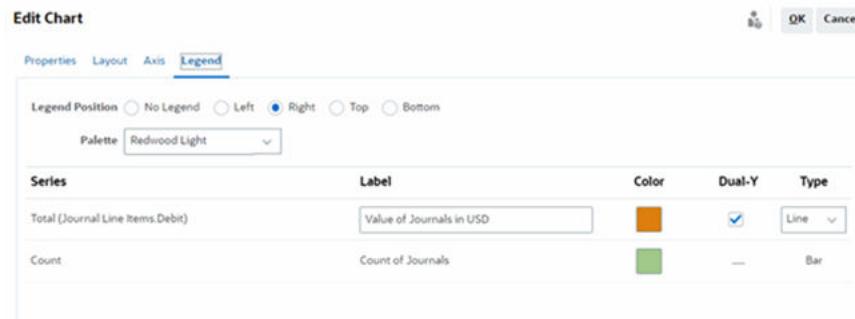


- In the **X-Axis** section, for **Type**, select **Attribute**.
- For **Attribute 1**, select **Preparer**.
- In **Sort**, select **Preparer** and **Descending**.
- In the **Legend (Series)** section, enter 2 values:

- For the first entry:
 - * In **Value**, select **Total (Journal Line Items)**.
 - * In **Aggregation**, select **Sum**.
 - * In **Categories**, select **None**.
- For the second entry:
 - * In **Value**, select **Journal**.
 - * In **Aggregation**, select **Count**.
 - * In **Categories**, select **None**.

6. In the **Axis** tab, leave the default settings as is.

7. In the **Legend** tab, specify the following:



- In **Legend Position**, select **Right**.
- In **Palette**, select **Redwood Light**.
- For **Series 1**, select **Total (Journal Line Items Debit)**, enter **Label** as **Value of Journals in USD**, select **Dual-Y**, **Type** as **Line**.
- For **Series 2**, select **Count**, enter **Label** as **Count of Journals**, and **Type** as **Bar**.

8. Click **OK**.

Working With Gantt Chart Views

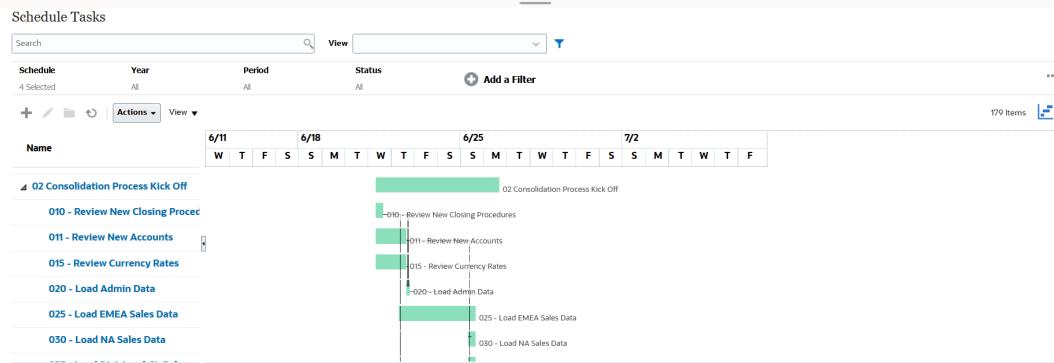
Gantt charts displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can view the predecessor relationships between tasks. Bars represent duration, and arrows represent dependencies. You can also see the parent-child task relationships in the hierarchy.

You might choose to use the Gantt Chart view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule.

Gantt Chart view is available for **Scheduled Tasks**.

To view the data in a Gantt Chart:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Gantt Chart**.
The schedule tasks data is displayed in the Gantt Chart view as shown.



Working With Calendar Views

Calendar views display all the scheduled tasks in a traditional calendar format based on month, week, or day.

The Month view displays the days in standard calendar format.

The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

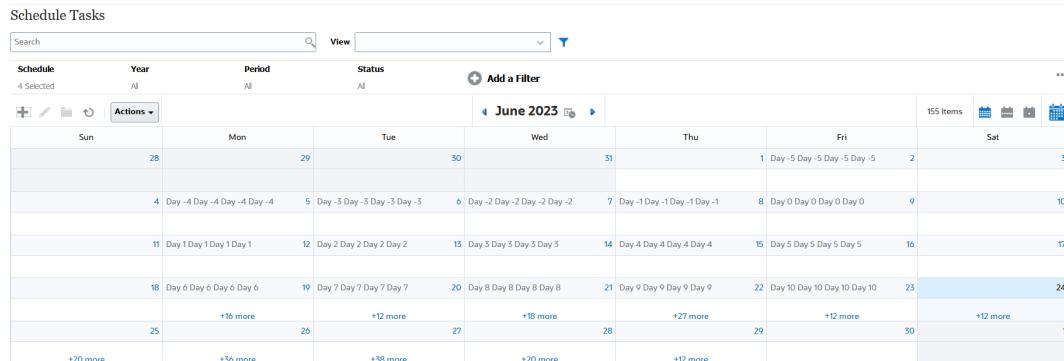
The Day view is focused on one 24-hour day.

To view the scheduled tasks in Calendar View:

1. On the **Home** page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Calendar View**.

The schedule tasks data is displayed in the Calendar view. Use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.

The following image shows the scheduled tasks in a Calendar View for a month.



Saving Views

Saving a view enables you to save your view definition and settings. When you need to display data in the format set by this view, you can use the saved view, instead of again setting the required view properties.

The scope of a saved view is limited to the object on which it is based. For example, if you create a saved view with Tasks, you can't use it with journals. A saved view on a particular

supplemental data set can't be used with a different data set. So, you can only use it with certain forms or within a collection.

To save a view:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting on your list. See [Using the Filter Bar to Adjust Your View](#).
2. From **Actions**, click **Save View**.
3. In the Save View dialog, enter a Name (can enter a maximum of 80 characters) and an optional description (can enter a maximum of 255 characters).
4. Click **OK**.

You can see all the saved lists by clicking the **View** drop-down selector.

Editing Saved Views

Edit a saved list view, pivot view, or chart view to modify its name and definition.

To edit a view:

1. From the Home page, click **Application, Task Manager**, and then **Views**.
A list of available views is displayed.
2. Select a particular view and click the **Edit** icon. You can also click the ... icon for a view and select **Edit**.
3. Update the required information and click **OK**.

To edit a view:

1. From the Home page, click **Application, Supplemental Data**, and then **Views**.
A list of available views is displayed.
2. Select a particular view and click the **Edit** icon. You can also click the ... icon for a view and select **Edit**.
3. Update the required information and click **OK**.

To edit a view:

1. From the Home page, click **Application, Enterprise Journals**, and then **Views**.
A list of available views is displayed.
2. Select a particular view and click the **Edit** icon. You can also click the ... icon for a view and select **Edit**.
3. Update the required information and click **OK**.

Setting a Default View

A Service Administrator or Power User can set a published, saved, view as the default view.

The first time a user opens a view, the default view is displayed. The system then remembers the view settings that were used. So, when you open a view subsequently, it is displayed with the settings that were used most recently.

To set a default view:

1. From the Home page, click **Application**, then **Task Manager**.

2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

To set a default view:

1. From the Home page, click **Application**, then **Supplemental Data**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

To set a default view:

1. From the Home page, click **Application**, then **Enterprise Journals**.
2. Click the **Views** tab to display the Views page.
3. Select the view that you want to set as default and then click the **Set Default** icon. Or, click the **Actions** menu for the view that you want to set as default and select **Set Default**.

 **Note:**

You can use the **Set Default** action for a published list view. The Administrator or Power User sets the view as the default so that the saved list view will not only be available to all users of that view type, but it will also be selected by default when a user opens that view type.

Working with Dashboards

Related Topics

- [Dashboard Overview](#)
- [Task Overview Dashboard](#)
- [Compliance Dashboards](#)
- [Financial Dashboard](#)
- [Working With Operational Dashboards](#)

Dashboard Overview

You can monitor Task Manager , Supplemental Data Management, and Enterprise Journals information using the following dashboards:

- **Task Overview**
- **Compliance Overview**
- **Financial Dashboards**

The Dashboards feature is enabled if you've access to at least one of these dashboards.

Watch the following video for an introduction to Dashboards.



[Dashboards Overview](#)

Task Overview Dashboard

The Task Overview Dashboard contains the Status dashboards for Overall status, Task Manager , Supplemental Data, and Enterprise Journals status.

Total Overview

To view the Total Overview status:

1. On the Home page, from **Dashboards**, click **Task Overview**.
2. On the left, click **Total Overview**.
3. From the POV, select a **Year** and **Period**.

The system displays the number of **Open Tasks**, **Late**, and **On Time** tasks.

 **Note:**

The dashboard shows Task details for schedules with an open or closed status, Supplemental Data Forms within an open or closed collection period, and Enterprise Journals within an open or closed journal period.

4. Click on a status to drill down into the list of tasks with that status.

From the list of tasks, if you've access rights to a task, you can click the task name to directly open and work with the task.

5. **Optional:** Sort the list of tasks using one of these methods:

- **Count (Ascending)**
- **Count (Descending)**
- **Alphabetic (Ascending)**
- **Alphabetic (Descending)**

Task Manager Overview

To view the Task Manager Overview status:

1. On the Home page, from **Dashboards**, click **Task Overview**.
2. From the POV, select a **Year** and **Period**.
3. From the **Tasks** drop-down list, select a task, or select **All** to view all tasks.

The system displays the number of **Open Tasks**, **Late**, and **On Time** tasks.

 **Note:**

The dashboard shows Task details for schedules with an open or closed status.

4. Click on a status to drill down into the list of tasks with that status.

From the list of tasks, if you've access rights to a task, you can click the task name to directly open and work with the task.

5. Filter the tasks by selecting **View By**, then select an option:

- **Priority**
- **Schedule**
- **Task Type**
- **Organizational Unit**

6. **Optional:** Sort the list of tasks using one of these methods:

- **Count (Ascending)**
- **Count (Descending)**
- **Alphabetic (Ascending)**
- **Alphabetic (Descending)**
- **Attribute Order (Ascending)**
- **Attribute Order (Descending)**

Supplemental Data Overview

To view the Supplemental Data status overview dashboard:

1. On the Home page, from **Dashboards**, click **Task Overview**.
2. On the left, click **Supplemental Data Overview**.
3. From the **Collection Interval** drop-down list, select a collection interval.
4. Select members for the POV.

The POV dimensions are based on the frequency dimension selection for the selected **Collection Interval**.

5. From the **Forms** drop-down list, select a form, or select **All** to view all forms.

The system displays the number of **Open Forms**, **Late**, and **On Time** forms.

Note:

The dashboard shows Supplemental Data Forms within an open or closed collection period.

6. Click on a status to view the list of forms with that status.

From the list of forms, if you've access rights to a form you can click the form name to directly open and work with the form.

7. Filter the tasks by selecting **View By**, then select an option:

- **Workflow Dimensions**
- **Form**
- **Collection**
- **Frequency**

8. **Optional:** Sort the list of tasks using one of these methods:

- **Count (Ascending)**
- **Count (Descending)**
- **Alphabetic (Ascending)**
- **Alphabetic (Descending)**

Enterprise Journals Overview

The Enterprise Journals Overview Dashboard displays journal status. You can view at a glance a count of **Open**, **Late**, or **On Time** journals, and the completion status for selected journals.

You can filter the list by **Journal Templates**, **Workflow Status**, **Posting Status**, or **Target**, and sort the list by **Alphabetical** or **Count**.

To view the Enterprise Journals status overview:

1. On the Home page, from **Dashboards**, click **Task Overview**.
2. On the left, click **Enterprise Journals Overview**.
3. From the **Year** drop-down list, select a year.
4. From the **Period** drop-down list, select a period.
5. Select a specific journal, or select **All**.

 **Note:**

The dashboard shows Enterprise Journals within an open or closed journal period.

6. Filter the journal list by selecting **View By**, then select an option:
 - **Journal Templates**
 - **Workflow Status**
 - **Posting Status**
 - **Target**
7. **Optional:** Sort the list of journals using one of these methods:
 - **Alphabetic (Ascending)**
 - **Alphabetic (Descending)**
 - **Count (Ascending)**
 - **Count (Descending)**
8. **Optional:** To refresh the list, click **Refresh**.

Compliance Dashboards

Compliance Dashboard provides metrics on how well the company achieved their compliance objectives, distinguishing those tasks that were completed on time from those that were late, and providing a count of those that were approved or rejected. You can view user performance metrics based on user and organizational unit.

Task Manager Compliance Dashboard

To view the Task Manager Compliance dashboard:

1. On the Home page, from **Dashboards**, click **Compliance**.
2. On the left, click **Task Manager Compliance**.
3. From the Point of View, select a **Year** and **Period**.
4. From the **Tasks** drop-down list, select a task, or select **All** to view all tasks.

The pie charts display the following status for tasks: number of Completed Tasks, Percentage of tasks Prepared On Time, Percentage of tasks Approved On Time, number of Rejected Tasks, and number of Alerts.

5. Click on one of the status charts to view the list of tasks with that status.

From the list of tasks, if you've access rights to a task, you can click the task name to directly open and work with the task.

6. Filter the tasks by selecting **View By**, then select an option:
 - **User**: You can click on a user name to view User Details.
 - **Organizational Unit**
7. From **Performance**, select task performance metrics:
 - **Preparation**
 - **Approval**

8. **Optional:** To change the order of tasks listed, from **Order By**, select:
 - **User**
 - **On Time**
 - **Late**
 - **Rejections**

Supplemental Data Compliance Dashboard

To view the Supplemental Data Compliance dashboard:

1. On the Home page, click **Dashboards**, then click **Compliance Overview**.
2. On the left, click **Supplemental Data Compliance**.
3. From the **Collection Interval** drop-down list, select a collection interval.
4. Select members for the POV.

The POV dimensions are based on the frequency dimension selection for the selected **Collection Interval**.

5. From the **Forms** drop-down list, select a form, or select **All** to view all forms.

The pie charts display the following status for forms: number of Completed Forms, Percentage of forms Prepared On Time, Percentage of forms Reviewed On Time, Percentage of forms Posted On Time, and number of Rejected forms.

6. Click on one of the status charts to drill down into the list of forms with that status.
From the list of forms, if you have access rights to a form, you can click the form name to directly open and work with the form.
7. From **Performance**, select form performance metrics:
 - **Preparation**
 - **Review**
 - **Posting**
8. **Optional:** To change the order of forms listed, from **Order By**, select:
 - **User**
 - **On Time**
 - **Late**
 - **Rejections**

Enterprise Journals Compliance Dashboard

The Enterprise Journals Compliance Dashboard enables you to view at a glance the journals that were prepared, reviewed, posted and completed on time, those that were late, and those that were rejected. You can filter the list of journals based on performance and change the order of the list.

To view the Enterprise Journals Compliance dashboard:

1. On the Home page, click **Dashboards**, and then click **Compliance Overview**.
2. On the left, click **Enterprise Journals Compliance**.
3. From the **Year** drop-down list, select a year.
4. From the **Period** drop-down list, select a period.

5. Select a specific journal, or select **All**.
6. From **Performance**, select performance metrics:
 - **Preparation**
 - **Review**
 - **Posting**
7. **Optional:** To change the order of journals listed, from **Order By**, select:
 - **User**
 - **On Time**
 - **Late**
 - **Rejections**
8. **Optional:** To refresh the list, click **Refresh**.

Financial Dashboard

The Financial dashboard provides a graphical depiction of the results for the company. For example, you can view a Balance Sheet dashboard, Cash Flow dashboard, or Income dashboard. From any dashboard, you can view further details.

Financial Consolidation and Close provides a predefined dashboard named **FCCS_Income Statement Dashboard** with the following data:

- Key Income Accounts, which displays data from the FCCS_Income Dashboard Tile Chart form
- Quarterly Sales by Entity, which displays data from the FCCS_Quarterly Sales by Entity form
- Monthly Sales by Entity, which displays data from the FCCS_Monthly Sales by Entity form
- Quarterly Net Income by Entity, which displays data from the FCCS_Quarterly Net Income by Entity form
- Monthly Net Income by Entity, which displays data from the FCCS_Monthly Net Income by Entity form

Administrators can create dashboards by selecting data forms, external artifacts, and specifying chart types. See "Designing Dashboards" in *Administering Financial Consolidation and Close*.

To view a Financial dashboard:

1. On the Home page, from **Dashboards**, click **Financial Dashboards**.
2. To search for an existing dashboard, enter text in the search box, and click **Search**.

Working With Operational Dashboards

Related Topics

- [Overview of Operational Dashboards](#)
- [Viewing and Opening Operational Dashboards](#)

Overview of Operational Dashboards

Dashboards provide enhanced reporting capabilities. They enable users to chart, evaluate, and (in some cases) even change key business data.

About Operational Dashboards

Operational dashboards provide greater visibility into your business process.

Each dashboard can have a maximum of four views. This includes list views, pivot views, or chart views. You can open a maximum of 10 dashboards at a time. Service Administrators, or any user who is granted either the Operational Dashboards - Manage role or Dashboard - Manage role can create and edit dashboards. The dashboard creator can also control access to the dashboard by granting permissions to one or more users, groups, or teams. Users who have been granted access to a dashboard can run the dashboard and view its data. The access only allows a user to view the dashboard. It doesn't extend their access to the underlying data. Therefore, a user can only view records based on their own access within the service.

Features of Operational Dashboards

Dashboards provide the following features:

- Visualize data interactively with a wide variety of chart types
- Obtain both high-level and detailed insights into the performance of your business processes
- Create filters at the dashboard level and at the individual view level
Filters created at the dashboard level are applied to all the views within the dashboard. After this, filters defined at the view level (if any) are applied.
- Control access to viewing dashboards

Note:

For Supplemental Data and Enterprise Journals, modifying the calculation definition of an attribute after deployment, affects the results in Operational Dashboard and other grouped views (pivot, chart view and reports). Dashboard always use the latest calculation definition defined for the attribute.

Viewing and Opening Operational Dashboards

Viewing Existing Dashboards

To view the dashboards, from **Home**, click **Dashboards**, then **Operational Dashboards**.

The Operational Dashboards page appears with the list of existing dashboards.

Opening a Dashboard

To open a dashboard:

1. Access the Operational Dashboards page. This page displays the list of existing operational dashboards.
2. (Optional) Use the **Search** box to search for a particular dashboard.

- Click the name of the dashboard that must be opened.

The dashboard opens within a new dynamic tab next to the Operational Dashboards tab.

You can perform the following actions on the dashboard:

- Click any area or total, in any view, to drill down into the individual records that comprise that area or total.
- Edit the dashboard settings using the  icon.
- Refresh all the views in the dashboard using the  icon (at the dashboard level).

On each view in the dashboard, you can:

- Refresh a view in the dashboard using the  icon (at the dashboard level).
- Expand or collapse a view in the dashboard using the  icon.

The following image shows the options available when you open a dashboard.

