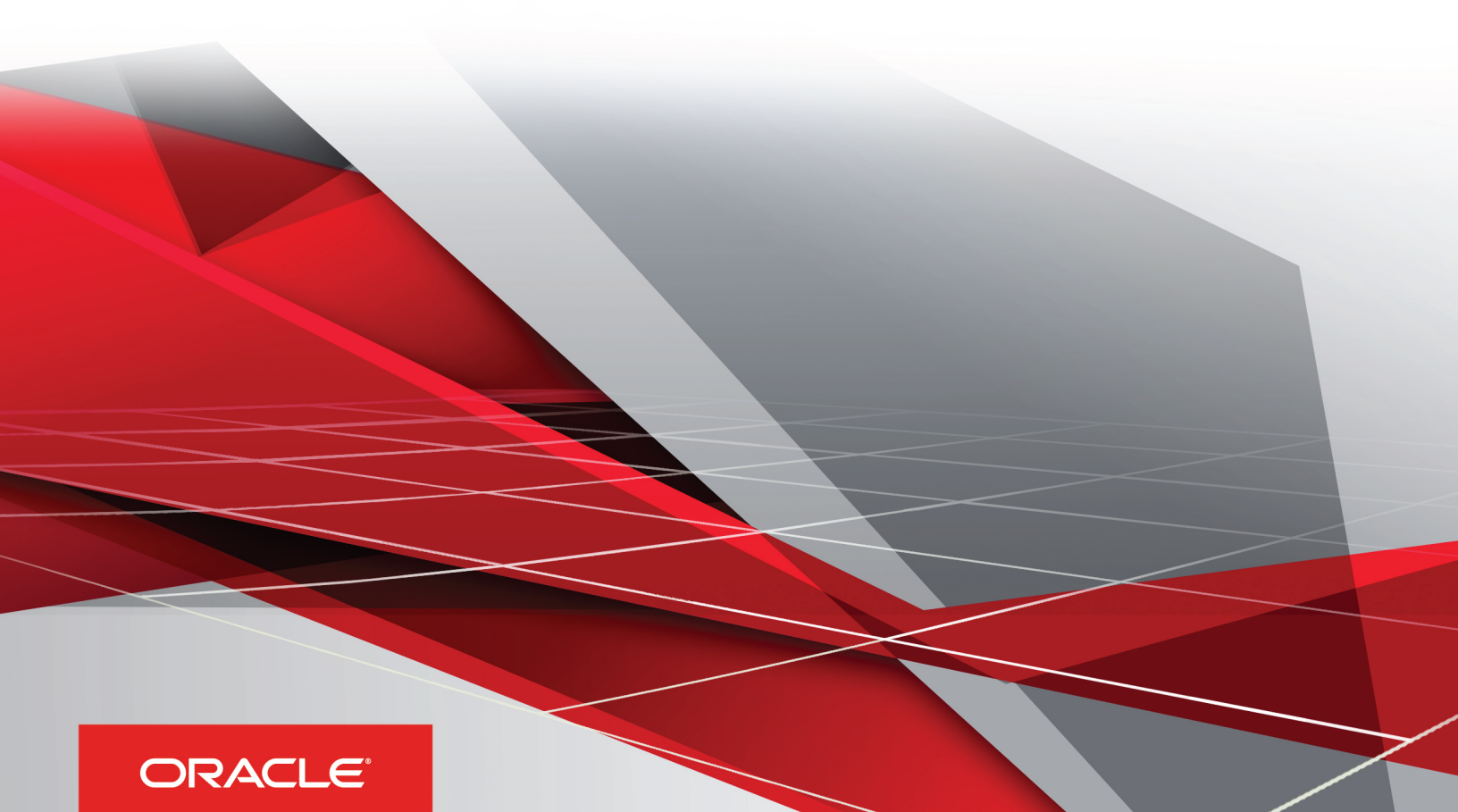
Oracle

Financials Cloud: Administering Analytics and Reports

Release 12

This guide also applies to on-premises implementations



Oracle® Financials Cloud: Administering Analytics and Reports

Part Number E82590-05

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Preface

This preface introduces information sources that can help you use the application.

Oracle Applications Help

Use the help icon to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

Watch: This video tutorial shows you how to find help and use help features.

Additional Resources

- **Community:** Use **Oracle Applications Customer Connect** to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos:** Go to the **Oracle Help Center** to find guides and videos.
- **Training:** Take courses on Oracle Cloud from **Oracle University** .

Documentation Accessibility

For information about Oracle's commitment to accessibility, see the **Oracle Accessibility Program** .

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.

1 Setup and Administration Overview

Analyses and Reports: Administrative Overview

Analyses and reports in Oracle Applications Cloud are built using Oracle Business Intelligence (BI) tools and technologies, which you also use for administration and setup. Oracle Business Intelligence provides several tools and different report types to meet different reporting requirements.

Oracle Transactional Business Intelligence is a real-time, self-service solution that lets users create ad hoc analyses and dashboards with real-time transactional data, using different Oracle BI technologies.

- **Analyses** are visualizations, such as charts and tables, of a specific set of data. An analysis can be embedded into an application page, or included as a component of a dashboard. Analyses are generally interactive, allowing users to customize the presentation of the data in real time.
- **Dashboards** are a collection of analyses grouped together to return data.

Operational reports are static reports that meet operational and statutory reporting requirements. Operational reporting includes the generation of high-volume business documents such as payroll and invoices. Oracle Business Intelligence Publisher is the tool for operational reporting, and many predefined reports may be provided with your applications.

Tools for Administering Analyses and Reports: Explained

You can use several different tools to manage and administer analyses and reports.

These components support modification and administration of your analyses and reports:

- Use the Business Intelligence catalog to interact directly with your reports and analyses. Use this interface to manage permissions, properties, and the organization of your analyses and reports.
- Use the Oracle Business Intelligence Publisher administration pages to configure settings specific to the running and scheduling of operational reports, such as setting up your delivery servers, managing scheduler work load, and setting run-time properties for reports.
- Use the Oracle BI Administration Tool to edit the Oracle BI repository (RPD), which contains the metadata upon which reports and analyses are built. The Administration Tool is a Windows application that you use to edit the RPD based on your requirements.You can use the Administration Tool to perform data modeling tasks such as adding new fact or dimension tables, reorganizing Presentation layer metadata, and creating BI view objects for tables. This tool isn't available in Oracle Cloud implementations.
- Use the Catalog Manager to perform online and offline management of the catalog. Tasks that you can perform with the tool include managing folders, shortcuts, global variables, and Oracle BI objects such as analyses, filter, prompts, and dashboards; viewing and editing catalog objects in XML, and searching for and replacing catalog text. This tool isn't available in Oracle Cloud implementations.
- Use the Oracle Enterprise Manager Cloud Control to monitor your IT environment unattended. It's delivered with a predefined set of performance and health metrics that enable you to monitor key environment components, access real-time performance charts, and perform strategic tasks such as trend analysis and reporting. This tool isn't available in Oracle Cloud implementations.

Business Intelligence Catalog: Explained

Reports, analyses, dashboards, and other business intelligence (BI) objects are stored and administered in the business intelligence catalog.

Navigating to the Catalog

To navigate to the catalog:

1. Click **Reports and Analytics** under **Tools** in the Navigator.
2. In the Reports and Analytics pane, click the **Browse Catalog** icon.

Identifying Objects in the Catalog

The catalog stores the BI objects in a directory structure of individual files, organized by product family.

BI objects and reports are organized in the following folder hierarchy:

- Shared Folders (top level)
- Product family (example: Financials)
- Product (example: Payables)
- Report groups (example: Invoices)
- Dashboard reports
- Data Models
- Report Components
- BI Publisher reports
- Prompts

The following table describes the common BI objects that you find in the catalog:

Catalog Object	Description	Location
Analysis	Analyses are used primarily by dashboards.	Report Components folder
Dashboard	Dashboards organize analytical content and catalog objects, and present them in a meaningful way.	Reporting group folder
Dashboard Prompt	Dashboard prompts allow users to filter dashboard content using provided values.	Prompts folder
Filter	Filters are used in dashboards and analyses.	Prompts folder

Catalog Object	Description	Location
Report	Reports are operational reports created in Business Intelligence Publisher.	Reporting group folder
Data Model	Subtemplates are used by reports created in Business Intelligence Publisher.	Data Models folder
Subtemplate	Data models are used by reports created in Business Intelligence Publisher.	Reporting group folder

Define Transactional Business Intelligence Configuration: Overview

Use the Define Transactional Business Intelligence task list in the Setup and Maintenance work area to complete configuration of business intelligence in your application. Some tasks in this task list are performed during Oracle Applications Cloud provisioning and require no further action from you. The Define Transactional Business Intelligence Configuration task list includes the following tasks:

- Optimize Transactional Business Intelligence Repository

  Trim unused projects from the business intelligence repository based on configured Oracle Applications Cloud offerings. This optimization is automated during the provisioning process and requires no further action from you.
- Manage Transactional Business Intelligence Connections

  Review data source connections in the physical layer of the business intelligence repository. Connections are set up and reviewed during the provisioning process, and this task requires no further action from you.
- Manage Security for Transactional Business Intelligence

  Review security for business intelligence users. The default security configuration can be modified. Refer to the security documentation for your cloud services to review or change the default user security model.
- Configure Key Flexfields for Transactional Business Intelligence

  Define the key flexfield segments and validation for use as classification keys. You must define these key flexfields for Oracle Fusion Transactional Business Intelligence to operate correctly.
- Configure Descriptive Flexfields for Transactional Business Intelligence

  Define validation and display properties of descriptive flexfields, which are used to add custom attributes to entities. You enable and import flexfields for use in analyses.
- Import Essbase Cubes into Transactional Business Intelligence Repository for Financials General Ledger

  Import Essbase cubes into the business intelligence repository. You must perform this task if you're using Oracle Fusion General Ledger.
- Manage User Currency Preferences in Transactional Business Intelligence

  Manage user currency preferences, which control regional currency settings, currency used in reports, and corporate currency.

Related Topics

- Essbase Rule File and Cubes: Overview
- Configuring Flexfields for Use in Analyses: Overview
- Configuring Descriptive Flexfields for Transactional Business Intelligence: Overview
- Importing Flexfield Changes: Overview
- Setting Currency Preferences for Analytics

Setting Up Your Financial Reporting Center: Critical Choices

Oracle Fusion Financial Reporting Center is a powerful tool for reviewing, designing, and presenting financial reports and analytic data. The critical choices required to configure and install the components in Financial Reporting Center consist of:

- Configuring the Financial Reporting Center
- Installing and configuring Financial Reporting Studio, performed by your end users
- Installing Smart View, performed by your end users
- Configuring Workspace Database Connection, performed by your administrator
- Configuring Oracle Transactional BI Dimensions

Configuring Financial Reporting Center

You have access to the reports in the Financial Reporting Center and Workspace installed with Oracle Fusion Financial Applications. Your Oracle Fusion Business Intelligence (BI) administrator defines the folder structure in Workspace. The administrator considers your company's security requirements for folders and reports, as well as report distribution requirements for financial reporting batches.

- Security can be set on folders and reports from Workspace.
- You are granted access to the folders and reports you want to view by your BI administrator.

Installing and Configuring Financial Reporting Studio

Oracle Financial Reporting Studio is client-based software. If you open Oracle Fusion Applications from Oracle Cloud, you connect to the Financial Reporting Studio through a Windows Remote Desktop Connection. Report authors download installation files for Financial Reporting Studio from Workspace by clicking **Navigator** > **Financial Reporting Center** > **Tasks** panel drawer > **Open Workspace for Financial Reporting**. Once Workspace is started, click **Tools** > **Install** > **Financial Reporting Studio**. After performing the prerequisites and completing the installation, start the Financial Reporting Studio. Provide your user ID, password, and the **Server URL**. Derive the **Server URL** information by following the steps:

1. Open **Navigator** > **Financial Reporting Center** > **Tasks** panel drawer > **Open Workspace for Financial Reporting**.
2. Edit the **Workspace URL** and remove workspace/index.jsp.

3. Following are two examples of **Server URLs**:
    - If the **Workspace URL** is https://fusionsystemtest-p-external-bi.us.oracle.com/workspace/index.jsp, the **Server URL** is https://fusionsystemtest-p-external-bi.us.oracle.com.
    - If the **Workspace URL** is https://fusionsystemtest-p-external-bi.us.oracle.com:10622/workspace/index.jsp, the **Server URL** is https://fusionsystemtest-p-external-bi.us.oracle.com:10622.
4. Copy the modified URL to the **Server URL** field.

Note: For end users installing the Oracle Fusion Financials Reporting Studio, the installer starts a separate console window. The installer continues to run for a brief time after the installation completes the setup tasks. The process is normal, expected, and applies to Oracle Reporting Studio installations in both the Oracle Fusion Applications and Enterprise Performance Manager modes. Wait for the console window to close, which happens automatically, before clicking the **Finish** button on the Financial Reporting Studio Installation dialog box. If you click the **Finish** button before the console window closes, the Financial Reporting Studio installation may not complete.

Note: You must save a new report before attempting to preview it with Web Preview.

Prerequisites needed for installing the Financial Reporting Studio are:

1. Financial Reporting Studio Client Certifications that are found at: http://www.oracle.com/technetwork/middleware/bi-foundation/hyperion-supported-platforms-085957.html.
2. Microsoft Office installed on your end-users computers.

Installing Smart View

Smart View is an Excel add-in that must be loaded on each client. To download Smart View, click **Navigator** > **Financial Reporting Center** > **Tasks** panel drawer > **Open Workspace for Financial Reports**. Once the workspace is started, click **Tools** > **Install** > **Smart View**.

Note: Since Smart View is an add-in to Microsoft Office products, you can install Smart View only on a Windows operating system.

Once Smart View is installed, you must configure the connection using the Smart View Shared Connections URL. You can derive the Shared Connections URL by following these steps:

1. From the Financial Reporting Center task panel, select **Open Workspace for Financial Reporting**.
2. Edit the workspace URL by removing **index.jsp** and adding **SmartViewProviders** at the end.

    Note: The following URL is an example for a Cloud-based environment. If the workspace URL is https://efops-rel5st4-cdrm-external-bi.us.oracle.com:10622/workspace/index.jsp, the Shared Connections URL is https://efops-rel5st4-cdrm-external-bi.us.oracle.com:10622/workspace/SmartViewProviders.

3. Copy the URL.
4. Open Excel.
5. From the Smart View menu, click **Options** > **Advanced**.
6. Paste the URL in the **Shared Connections URL** field.
7. Click **OK**.

For more information about configuring Smart View client for users, see the Oracle Smart View for Office User's guide.

To connect Oracle Fusion General Ledger Balances cubes in Smart View:

1. Open Smart View from your **Start menu** > **Programs** > **Microsoft Office** > **Microsoft Excel 2007**.
2. Navigate to the **Smart View** menu > **Open**. On the **Start** on the ribbon, click on **Smart View Panel** that appears in the list of values under the ribbon. The task pane opens.
3. Click on the **Shared Connections** button on the task pane.
4. Sign in with your user name and password.
5. Click on the **Select Server to proceed** list of values.

   Note: If the Essbase Server is not there, then it has to be added. Use the following steps:
   a. Click on the Add Essbase Server link on the bottom of the spreadsheet.
   b. Specify the Essbase Server login and password.
   c. Expand the Essbase server and locate the cube under it.
6. Select **Oracle Essbase** from the list of shared connections.
7. Expand the list of cubes.
8. Expand your cube (name of your chart of accounts).
9. Click on **db**. A list of functions appears on the bottom of the panel.
10. Click the **Ad hoc analysis** function.

Note: You must perform these steps only once for a new server and database.

To set how the name and alias of the Essbase database appears:

1. Click **Options** on the ribbon. Select **Member Options** > **Member Name Display**.
2. Set one of these three options:
   - **Distinct Member Name**. Only shows the full Essbase distinct path.
   - **Member Name and Alias**: Shows both the member name and the alias.
   - **Member Name Only**. Shows only the member name.

Note: The Smart Slice feature is not supported in General Ledger. For all other documentation, refer to the Oracle Smart View for Office User's Guide.

Configuring Workspace Database Connections

Administrators must create database connections from Workspace so users can access the cubes from Workspace and Financial Reporting Studio.

Note: Ledger setup has to be completed before the database connection can be created. General Ledger balances cubes are created as part of ledger setup. A separate cube is created for each combination of chart of accounts and accounting calendar. A database connection is needed for each cube.

Steps to define a database connection are:

1. Start at the **Navigator** by selecting **Financial Reporting Center**.
2. From the **Financial Reporting Center** task panel, select **Open Workspace for Financial Reporting**.
3. From within **Workspace** select the **Navigator** menu > **Applications** >**BI Catalog**.
4. Select **Tools** menu > **Database Connection Manager**.
5. Select **New** button.

6. Enter a user-friendly name for the **Database Connection Name**.
7. Enter Essbase as the **Type**, your server, user name, and password.
8. Select **Application** (cube) and **Database** from the list of values. Expand the **Application** name to see the related **Database**, for example, db.
9. Click the **OK** button twice to save your selections.
10. Click **Close** button in the **Database Connection Manager** window to save your connection.

For more information about configuring Essbase database connections in Workspace see: Database Administrator's Guide for Oracle Essbase.

Note: The database connection is available in both Workspace and Financial Reporting Studio. Optionally, it can be set up in Financial Reporting Studio when putting grids on a report. This should only be done by an administrator.

Configuring Oracle Transactional BI Dimensions

Within Oracle Transactional Business Intelligence (BI), Accounting Segment Dimensions such as Balancing segment or Cost Center segment are based on the Chart of Accounts configuration. These segments can be configured to be tree-enabled, which means that hierarchies are defined upon the segment values for rollup purposes. In such scenarios, you must filter by a specific hierarchy when performing ad hoc queries against tree-based accounting segments. Incorrect results may occur if tree filters are not applied. To apply tree filters, create a filter condition on Tree Filter attributes in Accounting Segment Dimensions.

Note: For information, see: **Administering Transactional Analyses** at http://docs.oracle.com/cloud/latest/common/OATBI/toc.htm.

Mapping to Work Areas

Setting Up the Reports and Analytics Pane: Procedure

You can find the Reports and Analytics pane in many work areas, and the analytics and reports you see in the pane depends on the work area. You can define what's available for a specific work area, by mapping reports from the business intelligence (BI) catalog to that work area. In this mapping context, reports refer to both analytics and reports. Your changes apply to all users who have access to the work area you're mapping.

Mapping Reports from Your Work Area

To map reports to the work area that you're in:

1. Click the **Edit Settings** icon in the Reports and Analytics pane.

   You see all the reports that are currently mapped to your work area.
2. Click **Select and Add**.
3. Find the report in the catalog and select it.
4. Click **OK**.
5. To remove any mapping, select the report and click **Remove**.
6. Save your work.

Mapping Reports to Any Work Area

To map reports to any work area that you have access to:

1. Go to the Setup and Maintenance work area and open the Map Reports to Work Areas task.
2. Select the application of the work area you want to map to.
3. Select the work area.
4. Click **Search** and see all the reports that are currently mapped to that work area.
5. Click **Select and Add**.
6. Find the report in the catalog and select it.
7. Click **OK**.
8. To remove any mapping, select the report and click **Remove**.

   Tip: Click **Synchronize** to remove all mappings to any reports that are no longer in the catalog. You synchronize all work areas, not just the one you're mapping.
9. Save your work.

Related Topics

- Setting Reports Up for Scheduling in the Reports and Analytics Pane: Procedure
- Reports and Analytics Pane: Explained

Why can't I see reports when mapping reports to work areas for the Reports and Analytics pane?

Either no reports are currently mapped to the work area you select on the Map Reports to Work Areas page, or you don't have access to the reports that are mapped.

Similarly, when you're selecting a report to map, you can see only the reports that you have access to. Ask your administrator to either:

- Assign you roles that have access to the reports you want to map to work areas.
- Grant the Reports and Analytics Region Administration Duty to someone who already has access to those reports.

Why can't I see reports when I edit settings for the Reports and Analytics pane?

In the Edit Settings window, you might not see a currently mapped report because you don't have access to it.

Similarly, when you're selecting a report to map, you can see only the reports that you have access to. Ask your administrator to either:

- Assign you roles that have access to the reports you want to map to work areas.
- Grant the Reports and Analytics Region Administration Duty to someone who already has access to those reports.

Configuring Business Intelligence Publisher

Managing Report Delivery Servers: Overview

Oracle Business Intelligence Publisher, the report generation and delivery engine, requires configuration and tuning to deliver reports to users.

Report requests are received by Publisher from:

- Oracle Enterprise Scheduler
- The Reports and Analytics pane
- Application pages

Requests submitted through Oracle Enterprise Scheduler are processed by the Oracle BI Publisher scheduler. Requests submitted through the Reports and Analytics pane can be either real-time online requests or scheduled requests. Requests submitted through an application may invoke Oracle Enterprise Scheduler or may return report request results directly back to the application page.

Oracle BI Publisher is configured to accept requests from Oracle Applications Cloud. However, before you can deliver report documents to their destinations, you must define the delivery servers in Oracle BI Publisher. Use the Oracle BI Publisher Administration page to define your delivery servers.

Once delivery servers are defined, you can further configure the number of report processor and delivery threads to best handle your processing and delivery requirements. In addition, you can configure report properties for the system or at the report level to tune performance of your reports. To diagnose report processing issues, BI Publisher provides a set of scheduler diagnostics.

Navigating to the Oracle BI Publisher Administration Page: Procedure

You use the Oracle BI Publisher Administration Page to perform most tasks related to report delivery and performance.

Use the Oracle BI Publisher Administration page to:

- Configure delivery servers
- Manage report and delivery processors
- View scheduler diagnostics
- Set system properties and report runtime configuration properties

Request the Oracle Applications Cloud security administrator to assign the BI Platform Administrator duty role (BI stripe) to the person responsible for administering BI analyses, dashboards, and BI Publisher reports. Administration tasks include security permissions for objects, organizing objects into folders, accessing log files, and several other tasks.

Navigating to the Administration Page

To navigate to the Oracle BI Publisher Administration page:

1. Under Tools, click **Reports and Analytics**.

2. In the Reports and Analytics pane, click **Catalog**.
3. In the Catalog page, click **Administration**, then click **Manage BI Publisher.**

Configuring Report Delivery Servers: Procedure

Set up the report delivery servers to support printing.

Configuring Servers

To configure delivery servers:

1. From the BI Publisher Administration page, click **Delivery Configuration**.
2. Enter values in the Delivery Configuration Options tab to set general properties for email deliveries and notifications.
3. To configure a delivery server, click the appropriate tab.

Understanding the Report and Delivery Processors: Overview

When Oracle Enterprise Scheduler initiates a job, it is picked up by the BI Publisher scheduler queue.

- Job Processor: Listens for requests from the scheduler queue. When the job information is received, the job processor executes the data model (and splits the data for bursting jobs), stores the data in the shared temporary folder, and sends the report metadata to the report queue.
- Report Processor: Listens for requests from the report queue. When the report information is received, the report processor generates the report documents, stores it in the shared temporary folder and puts the delivery information in the delivery queue.
- Delivery Processor: Listens to the delivery queue and handles the delivery of reports for its channel. The delivery processors are:
    - Email Processor
    - File Processor
    - FTP Processor
    - Print Processor
    - WebDAV Processor
    - Fax Processor

Managing Report Processing and Delivery Server Load: Procedure

Manage the processors in the BI Publisher Scheduler Configuration page.

Managing Processing and Server Load

By default, each processor is enabled and the thread count for each is set to five. For each managed server that is running in the BI cluster, a table for that instance's processors is displayed. Use the table to enable or disable processors for the instance and configure the thread counts.

To configure processor threads:

1. From the BI Publisher Administration page, click **Scheduler Configuration**.
2. In the the Cluster Instances region of the Scheduler Configuration page, enter the Number Threads value in the processor configuration table.
3. All processors are automatically set to use the number of threads defined in the Threads Per JMS Processor value of the JMS Configuration region of the page. Enter a value in the Number Threads column to change the value from this default.

After performing the scale-out procedure, configure the processor threads for each cluster instance using the steps above.

Diagnosing Report Processing Issues: Procedure

The Scheduler Diagnostics page provides the runtime status of the scheduler. It provides status of its JMS configuration, JMS queues, cluster instances, scheduler Database, Top link, and Oracle Enterprise Scheduler.

Diagnosing Issues

To access the Scheduler Diagnostics page:

1. Navigate to the Oracle Business Intelligence Publisher **Administration** page.
2. In the System Maintenance group, click **Scheduler Diagnostics**.

Configuring System Properties for Reports: Procedure

Use the Oracle BI Publisher Runtime Configuration page to set the system-level runtime properties for reports.

Configuring Reporting Properties

To access the Runtime Configuration page:

1. Navigate to the Oracle Business Intelligence Publisher **Administration** page.
2. In the Runtime Configuration group, click **Properties**.

Uploading PGP Public Key Files to GPG Keystore: Procedure

To support encrypted communication channel from the BI Publisher Server to an FTP site, you upload a PGP public key file to a GPG keystore on the cloud and then provide it to a registered FTP location.

Uploading PGP Keys

You upload, test, and delete PGP keys in the BI Publisher Administration page.

To upload PGP keys:

1. Navigate to the BI Publisher Administration page.
2. In the Security Center section, click the **PGP Keys** link to open the PGP Keys page.
3. In the PGP Keys section, click **Browse** and select the PGP key file in the Open dialog box.
4. Click **OK**.
5. Click **Upload**. After the file is uploaded, it is imported into the keystore and its details are visible in the PGP Keys table. If a key with the same ID is imported again, the file is overwritten.

6. Click the **Download** icon of the key in the Encrypted Test Output column of the PGP Keys table to download and decrypt a test output file using the secret key of the imported public key. Successful decryption confirms the encryption is working for your keys.

Deleting a PGP Key

To delete an imported public key, click the **Delete** icon.

Configuring an FTP Delivery Channel Using PGP Keys

To create an FTP channel:

1. Navigate to the BI Publisher Administration page.
2. In the Delivery section, click the **FTP** link to open the FTP page.
3. Add a new FTP Server and click **Test Connection** to test it. The Filter Command field is read-only and is updated automatically when you select a PGP key.
4. Select the PGP Key ID of the key you uploaded from the drop-down.
5. Select the **true** check box for Sign Output to sign the encrypted document. If you select this check box, a -s parameter is added to the existing filter command.
6. Test the connection again to confirm that an encrypted test file is sent to the remote directory. The FTP delivery channel can now be used in a scheduled job.

2 Flexfields

Configuring Flexfields for Use in Analyses: Overview

Flexfields are extensible sets of placeholder fields associated with business objects which can be placed on application pages. You can use flexfields to extend business objects and meet your data management requirements without changing the data model or performing any database programming. To include flexfields you have used for extension or customization for use in analyses, you must enable them for business intelligence.

Extension of analyses using flexfields is available for Oracle Enterprise Resource Planning Cloud and Oracle Human Capital Management Cloud. For Oracle Sales Cloud, the Extensibility Framework supports extension.

Flexfield Types

The following types of flexfields are available and provide a means to customize application features without programming:

- Descriptive
- Extensible
- Key

Depending on the flexfield type, business intelligence enablement is performed differently and has different requirements. Once they are enabled for business intelligence, you can import any changes made to flexfields automatically using an import scheduled process.

Configuring Key Flexfields for Transactional Business Intelligence

Enabling Key Flexfields for Business Intelligence Reporting: Procedure

To include flexfields in your Transactional Business Intelligence reporting, you must enable them for Business Intelligence. Extensibility of analysis using flexfields is used for Enterprise Resource Planning and Human Capital Management. For Customer Relationship Management, the Extensibility Framework supports this.

To designate key flexfields as BI-enabled:

1. Navigate to Manage Key Flexfields in Oracle Applications Cloud.
2. Enter your search value in Key Flexfield Code.
3. Click **Manage Structure Instances**.
4. Enter your search value in Structure Instance Code.
5. Click **Edit** to display the Edit Key Flexfield Structure Instance dialog box.
6. Select the **BI Enabled** option, then click **OK**.
7. For each flexfield segment instance, repeat steps 5 through 6.
8. Click **Save**.

9. Populate the BI Object Name for each of the segment labels:

    a. Query the Key Flexfield Code in the Manage Key Flexfields window.
    b. From the Actions menu, select **Manage Segment Labels**.
    c. Populate the BI Object Name for each segment label to be mapped. The BI Object Name for the following qualified segment labels should not be modified:

Segment Label Code	BI Object Name
FA_COST_CTR	Dim - Cost Center
GL_BALANCING	Dim - Balancing Segment
GL_ACCOUNT	Dim - Natural Account Segment

    Before you deploy a flexfield, you must access the Chart of Accounts Instance and assign the newly created segment label to the appropriate segment in the Chart of Accounts.
    d. Click **Deploy Flexfield**.
    e. Click **Save and Close**.

Related Topics

- Enabling Key Flexfield Segments for Business Intelligence: Points to Consider

Supported Financials Key Flexfields: Overview

Key flexfields are used to store internally defined codes unique to a particular business, specifying part numbers, general ledger accounts, and other business entities.

Product Area	Key Flexfield	Dimension
Fixed Assets	Category (CAT#)	Dim - Asset Category
Fixed Assets	Location (LOC#)	Dim - Asset Location
General Ledger	Accounting (GL#)	Dim - Balancing Segment Dim - Cost Center Dim - Natural Account
Budgetary Control	Budgeting (XCC)	Dim - XCC Segment

Mapping Non-Qualified Segments to BI Objects: Procedure

To map non-qualified segments that need to be mapped and used in analysis, create a new label and associate a BI object with the label. Associate this new segment label with the segment code.

To map non-qualified segments to BI objects:

1. From Manage Key Flexfields, search for the appropriate key flexfield code.
2. From the Actions menu, select **Manage Segment Labels**.
3. Click the **Add Row** icon.
4. Enter the details for the Segment Label Code, including name, description, and BI Object name. Enter the BI object names carefully and note whether there is a space between **Segment** and the number.

   This table provides examples of Key Flexfields and associated BI object names.

Key Flexfield	BI Object Name
Accounting (GL)	Dim - GL Segment1 through Dim - GL Segment10
Budgetary Control (XCC)	Dim - XCC Segment1 through Dim - XCC Segment10
Revenue Management (VRM)	Dim - VRM Segment 1 through Dim - VRM Segment 10

5. Complete the mapping by assigning unique segment labels to the key flexfields.

Setting Up the GL Accounting Flexfields: Procedure

This is the workflow for setting up Accounting key flexfields, but these steps also apply for other key flexfields.

- Understanding Accounting Key Flexfields
- Identifying Accounting Key Flexfields
- Assigning Unique Segment Labels
- Performing Column Flattening
- Designating GL Accounting Segment Instances as BI-Enabled
- Deploying Accounting Key Flexfields

Understanding Accounting Key Flexfields

The Accounting Key Flexfield is used to identify GL accounts.

A chart of accounts segment is a component of the accounting key flexfield. Each segment has a value set attached to it to provide formatting and validation of the set of values used with that segment. The combination of segments creates the account combination used for recording and analyzing financial transactions. You must set up your Chart of Accounts (COA) as part of implementing Oracle Applications Cloud.

Examples of segments that may be found in a chart of accounts structure include Company, Cost Center, Department, Division, Region, Account, Product, Program, and Location.

The Natural Account segment of the General Ledger Accounting Key Flexfield defines the account used in the account combination to record transactions.

The logical segment dimensions in the Oracle BI metadata are **`Dim - Cost Center`**, **`Dim - Balancing Segment`**, **`Dim - Natural Account Segment`** and all **`Dim - GL Segmentn`**dimensions. These dimension tables are populated from a Tree value object or from a Value Set value object depending on whether a tree was associated with the segment in the Oracle Applications Cloud setup:

- For each segment associated with trees, two value objects are generated (Tree and TreeCode) with the following naming structure:

  `FscmTopModelAM.AccountBIAM.FLEX_TREE_VS_segmentlabel_VI &`

  `FscmTopModelAM.AccountBIAM.FLEX_TREECODE_VS_segmentlabel_VI`

- For each segment without trees, one view object are generated with the following naming structure:

  `FscmTopModelAM.AccountBIAM.FLEX_VS_ XXX_VI`

In addition to the segment dimension tables, the BI Extension process also extends **`Flex BI Flattened VO`**; **`FscmTopModelAM.AccountBIAM.FLEX_BI_Account_VI`**. This view object has a pair of columns for each segment; segmentlabel_ and segmentlabel_c.

For example, for your Cost Center segment which has the segment label FA_COST_CTR, there are two columns in this view object, named FA_COST_CTR_ and FA_COST_CTR_c.

Identifying Accounting Key Flexfield Segments

Identify and map segments of the chart of accounts.

For each Chart of Accounts (Accounting Key Flexfield) used to analyze Transactional Business Intelligence facts, identify the segments of the chart of accounts and map them to the Transactional Business Intelligence GL Accounting Segment logical dimensions.

Accounting Key Flexfield Segment	Segment Label	Transactional Business Intelligence GL Accounting Segment Logical Dimension
Balancing	GL_BALANCING	Dim - Balancing Segment
Natural Account	GL_ACCOUNT	Dim - Natural Account Segment
Cost Center	FA_COST_CTR	Dim - Cost Center
Other segments to be equalized across the charts of accounts	Other unique segment label	Dim - GL Segment n where n is an integer from 1 to 10

Assigning Unique Segment Labels

You must assign a unique segment label to the charts of accounts segments that are the balancing segments or the natural account segments, and that are used for specific purposes.

For example, assign the Primary Balancing segment label to the segment used for your company or legal entities in order to provide a correct recording of intercompany transactions and company analysis. You can assign other segment labels when required.

To assign unique segment labels to charts of accounts segments:

1. Launch the **Manage Charts of Accounts** task and then navigate to the Manage Chart of Accounts page.
2. In the Search section, enter the GL# for the **Key Flexfield Code** and click the **Search** button.
3. In the Search Results section, select **Accounting Flexfield** and click the **Manage Structures** button to navigate to Manage Key Flexfield Structures.
4. In the Search section, enter the chart of accounts code or the name for Structure Code or Name and click the **Search** button.
5. In the Search Results section, select the chart of accounts and click **Edit** to navigate to the Edit Key Flexfield Structure window
6. Select the **Enabled** check box to code-enable the Structure code.
7. In the Segments section, select the applicable segments and click **Edit** to navigate to the Edit Key Flexfield Segment window.
8. Select the Enabled check box to enable the segments.
9. In the Segment Labels section, select the unique segment labels to equalize the segments across the charts of accounts, and click the **right arrow** to move the segments to the selected list.
10. Click **Save and Close** to return to the Edit Key Flexfield Structure window.
11. Click **Done** to return to the Manage Key Flexfields window.

Performing Column Flattening

Column flattening of trees is required in order for OTBI hierarchy analyses to be populated with correct data.

To flatten columns for account hierarchies:

1. Launch **Manage Trees and Tree Versions** and navigate to the Manage Trees and Tree Versions window.
2. In the Search section, enter **GL_ACCT_FLEX** for the Tree Structure Code and the involved tree code or name, and click **Search**.
3. In the Search Results section, select the tree version you want to flatten. If the status of the Tree Version is Draft, to make the Tree Version active, select **Actions**, then **Status**, and then **Active**.
4. (Optional): After the tree version is specified, perform an audit on the Tree Version to ensure its integrity before launching the flattening job. Select **Actions** and then **Audit**. See the section on working with Trees in the Developer's Guide.
5. Choose **Column Flattening** from the **Actions** drop-down menu.
6. Click the **Online Flattening** button to launch the flattening job immediately, or click the **Schedule Flattening** button to schedule the flattening job according to your requirements.

Designating GL Accounting Segment Instances as BI-Enabled

Specify the applicable chart of accounts segment instances that are BI-enabled to make them available for use in Transactional Business Intelligence.

To specify the chart of accounts segment instances as BI-enabled:

1. In the Search Results section of the Manage Key Flexfields window, select **Accounting Flexfield** and click the **Manage Structure Instances** button to navigate to the Manage Key Flexfield Structure Instances window.
2. In the Search section, select the chart of accounts for Structure Name and click the **Search** button.
3. In the Search Results section, select the structure instance and click **Edit** to navigate to the Edit Key Flexfield Structure Instance window.
4. Check the **Enabled** check box to code-enable the structure instance.
5. In the Segment Instances section, select the segment instances and click **Edit** to update. Each of the segment instances must be selected individually.
6. Select the **Business Intelligence enabled** check box in the Edit Key Flexfield Segment pop-up window and click **OK** to return to Edit Key Flexfield Structure Instance window.

7. After you have enabled all applicable segment instances for Business Intelligence, click **Save and Close** to save the changes and return to the Edit Key Flexfield Structure Instance window.
8. Repeat steps 2 - 6 for each chart of accounts to enable all the applicable segment instances for Business Intelligence.
9. Click **Done** to return to the Manage Key Flexfields window.
10. After you have configured all the charts of accounts, click the **Deploy Flexfield** button to deploy the Accounting Flexfield and make the latest definition available for use.

Deploying Accounting Key Flexfields

After you have set up accounting key flexfields, you must deploy them.

Accounting key flexfields have one of the following deployment statuses:

- Edited: The flexfield definition has not been deployed or changes have been made to the structure, the structure instances, or the value sets.
- Patched: The flexfield definition has been modified through an update, but the flexfield has not yet been deployed so the updated definition is not reflected.
- Deployed to Sandbox: The flexfield is deployed and available in a flexfield-enabled sandbox.
- Deployed: The flexfield definition is deployed and available to end users.
- Error: The deployment attempt failed.

To deploy accounting key flexfields:

1. Access **Manage Chart of Accounts** from Setup and Maintenance work area.
2. Click **Search**.
3. Locate the Deployment Status column.
4. Click the icon under the heading.
5. Select **Edited**.
6. Click **Deploy Flexfield**.
7. Monitor the Deployment Status and when it reaches 100% click **OK**.
8. Verify that a green check mark displays in the Deployment Status column.
9. Click **Done**.

Related Topics

- Specifying Performance Options for a Tree Structure: Points to Consider
- Deploying Flexfields Using the Command Line: Explained

Configuring Descriptive Flexfields for Transactional Business Intelligence

Configuring Descriptive Flexfields for Transactional Business Intelligence: Overview

Configure descriptive flexfields to track unique information not typically found on business forms.

Descriptive flexfields can store several important details on a form without cluttering it. For example, several details may make an asset form heavy and unmanageable. However, the user still needs to access those details and therefore, they must be present on the form. In such cases, descriptive flexfields are convenient to use and are easy to manage.

Descriptive flexfields provide a way for you to add custom attributes to entities and to define validation and display properties for them. A descriptive flexfield is a logical grouping of attributes (segments) that are mapped to a set of extension columns which are shipped as part of Oracle Applications Cloud tables.

Configuring Descriptive Flexfield Segments: Procedure

If a descriptive flexfield is enabled for Oracle Business Intelligence, you can enable global and context segments for Oracle Business Intelligence, and you can select segment labels. Not all descriptive flexfields are supported for Business Intelligence.

Configuring a Descriptive Flexfield Segment

If a descriptive flexfield is enabled for Oracle Business Intelligence, you can enable global and context segments for Oracle Business Intelligence, and you can select segment labels. Not all descriptive flexfields are supported for Business Intelligence.

To configure available descriptive flexfield segments:

1. Navigate to the Setup and Maintenance window.
2. Navigate to the Manage Descriptive Flexfields window.
3. If the **BI Enabled** option is cleared, select it.
4. Select the options for deployment of the descriptive flexfields.

Setting Descriptive Flexfields as BI-Enabled: Procedure

If a descriptive flexfield is already defined, you can enable it for use in Business Intelligence reports. Not all descriptive flexfields are supported for Business Intelligence.

Setting a Flexfield as BI-Enabled

1. Navigate to **Setup and Maintenance** work area.
2. Navigate to the **Edit Descriptive Flexfields** window.
3. Enter the descriptive flexfield name.
4. Check the **BI Enabled** option on the desired descriptive flexfields. If the option is unavailable, the flexfield is a non-supported entity.
5. Click **OK**.
6. Click **Save**.

Configuring Extensible Flexfields for Transactional Business Intelligence

Configuring Extensible Flexfields: Procedure

You can use extensible flexfields to configure more segments.

An extensible flexfield is similar to a descriptive flexfield in that it provides a customizable expansion space that you can use to configure additional attributes (segments) without additional programming. As with descriptive flexfields, each segment is represented in the database as a single column. However, with extensible flexfields, the context values and context-sensitive segments are stored in an extension table.

Categories and Contexts

You can combine and arrange the segments into attribute groups that are tailored to your specific needs. For example, you can group related segments so that they appear together on the page. The attribute groups are referred to as contexts. You can optionally set up an extensible flexfield to enable categorization of contexts.

You can add contexts and segments to extensible flexfields just like the descriptive flexfields. To see the extensible flexfields in analyses, you need to deploy them and then run the BI Extender Essbase scheduled process.

Configuring Extensible Flexfields

To configure extensible flexfields:

1. Open the Manage Extensible Flexfield task in the Setup and Maintenance work area.
2. Search for the EFF you want to configure, then select it and click the **Edit** icon.
3. In the Edit Extensible Flexfield dialog, highlight the category Display Name, then select **Manage Contexts**.
4. In the Manage Context dialog, search for the context that contains the segment you want to configure, highlight it, then click the **Edit** icon.
5. In the Edit Context dialog, click the **Edit** icon.
6. Edit the segment, as required, then click **Save**.

Related Topics

- Flexfield Usages: Explained

Setting Extensible Flexfields as BI-Enabled: Procedure

Extensible flexfields are BI enabled if at least one segment in a context is BI enabled.

Setting Extensible Flexfields as BI-Enabled

To set extensible flexfields as BI-enabled:

1. Navigate to **Setup and Maintenance**.

2. Navigate to **Manage Extensible Flexfields**.
3. Enter the extensible flexfield name; for example, **Organization Information EFF**.
4. Select the applicable extensible flexfield, and then click **Edit**.
5. Select the applicable Category. The category contexts are populated automatically.
6. Click **Manage Contexts**
7. In the Edit Context page, select the applicable Context, and then click **Edit**.
8. Select the applicable Segment, and then click **Edit**.
9. In the Edit Segment page, select the **BI Enabled** check box at the bottom of the screen.
10. Click **Save**.

Essbase Rule File and Cubes: Overview

Generate the Essbase rule file by running the Create Rules XML File for BI Extender Automation scheduled process.

The Essbase rule file must be generated for all Oracle Essbase cubes mapped in the repository file (RPD).

Job Status Conditions

The process status displays one of these conditions.

- INIT: The process has just begun and is waiting for the extender command line JAR to update the status with more details.
- COMPLETED_NO_EXTENSION_NEEDED: No new Flex changes were detected in any of the Oracle Applications Cloud sources; because the RPD is already synchronized with all Flex changes, no changes were made in the RPD.
- COMPLETED: The RPD was successfully updated with Flex changes and uploaded into the Oracle Business Intelligence server.
- FAILED: Error conditions exist which require manual intervention.

Related Topics

- Submitting Scheduled Processes and Process Sets: Procedure

Importing Changes to Flexfields Automatically

Importing Flexfield Changes: Overview

You can use the Import Oracle Fusion Data Extensions for Transactional Business Intelligence scheduled process to import your flexfield changes.

Use the Import Oracle Fusion Data Extensions for Transactional Business Intelligence scheduled process to automatically import the following types of changes:

- Key Flexfield changes
- Descriptive Flexfield changes
- Extensible Flexfield changes

The Import Oracle Fusion Data Extensions for Transactional Business Intelligence scheduled process imports extensible data, including data in descriptive flexfield segments, key flexfield segments, and General Ledger balances in Essbase cubes.

If you have changes to key flexfields and descriptive flexfields, you can import all the changes in the same scheduled process.

This is an Oracle Applications Cloud scheduled process; it is not related to BI Applications. Detailed information on this process can be found in Oracle Applications Cloud documentation.

> **Note:** We strongly recommend that you backup the Oracle Business Intelligence Enterprise Edition prior to importing any flexfield changes. Running the process disconnects all users from the server. You should not run this process when maintenance operations or system updates are being performed on the server.

Running the Import Scheduled Process: Procedure

To import changes, run the Import Oracle Fusion Data Extensions for Transactional Business Intelligence scheduled process.

Running the Job

To run the process:

1. In the **Scheduled Processes** window, select **Search and Select: Name**.
2. Select **Search and Select: Name**.
3. Highlight **Import Oracle Fusion Data Extensions for Transactional Business Intelligence**.
4. Click **OK**.
5. Schedule the process.

Process Status Conditions

When the process is finished, the biExtenderCMDUtility.jar writes the status of the process into the JNDI file ess_biExtenderEssJob_jobStatus, which can be viewed in Oracle WebLogic Server.

The process status displays one of the following conditions:

- INIT: The process has just begun and is waiting for the extender command line JAR to update the status with more details.
- COMPLETED_NO_EXTENSION_NEEDED: No new Flex changes were detected in any of the Oracle Applications Cloud sources; because the Oracle Business Intelligence is already synchronized with all Flex changes, no changes were made in the Oracle Business Intelligence.
- COMPLETED: Oracle Business Intelligence was successfully updated with Flex changes and uploaded into the Oracle Business Intelligence Server.
- COMPLETED: PROCESS_ERRORS: Oracle Business Intelligence was updated with the Flex changes but with some warnings that require manual intervention.
- FAILED: Error conditions exist that require manual intervention.

Successful Import Process

If the import process is successful, you can perform the following actions:

- Query subject areas by segment dimensions such as Balancing Segment and Cost Center.
- Access DFF attributes for analyses.
- Use the General Ledger - Balances Real Time subject area to query Oracle Essbase cubes.

Disabling Flexfields as BI-Enabled

Overview

If you created a flexfield that you no longer want to use or report against, you can disable the flexfield as BI-enabled.

There may be times, such as during development phases, when you try using a flexfield and later determine it is no longer needed.

> **Note:** If you are considering disabling flexfields, keep in mind that any flexfields created in Oracle Applications Cloud must be designated as BI-enabled to be exposed in Transactional Business Intelligence. If you disable a flexfield, it cannot be deployed. Also, error conditions may occur if you disable a descriptive flexfield that has been implemented in BI Applications. If error conditions arise from disabling flexfields as BI-enabled, troubleshooting the errors can be difficult and time-consuming.

Disabling Key Flexfields as BI-Enabled: Procedure

If you created a flexfield that you no longer want to use or report against, you can disable the flexfield as BI-enabled.

If you are considering disabling key flexfields, keep in mind that any flexfields created in Oracle Applications Cloud must be designated as BI-enabled to be exposed in Transactional Business Intelligence.

Disabling Key Flexfields

To disable key flexfields as BI-enabled:

1. Navigate to **Manage Key Flexfields** .
2. Enter your search value in **Key Flexfield Code**.
3. Click **Manage Structure Instances**.
4. Enter your search value in **Structure Instance Code**.
5. Click **Edit**. The Edit Key Flexfield Structure Instance dialog box displays.
6. In **Edit Key Flexfield Segment Instance**, deselect the **BI Enabled** option.
7. Click **OK**, then **Save**.

Disabling Descriptive Flexfields as BI-Enabled: Procedure

If you created a flexfield that you no longer want to use or report against, you can disable the flexfield as BI-enabled.

If you are considering disabling descriptive flexfields, keep in mind that any flexfields created in Oracle Applications Cloud must be designated as BI-enabled to be exposed in Transactional Business Intelligence.

Disabling Descriptive Flexfields

To disable descriptive flexfields as BI-enabled:

1. Navigate to **Setup and Maintenance**.

2. Navigate to the **Edit Descriptive Flexfields** window.
3. Enter the **Descriptive Flexfield Name**.
4. Deselect the **BI Enabled** option on the desired descriptive flexfields.
5. Click **OK**, then **Save**.

Disabling Extensible Flexfields as BI-Enabled: Procedure

If you created a flexfield that you no longer want to use or report against, you can disable the flexfield as BI-enabled.

If you are considering disabling extensible flexfields, keep in mind that any flexfields created in Oracle Applications Cloud must be designated as BI-enabled to be exposed in Oracle Transactional Business Intelligence.

Disabling Extensible Flexfields

To disable extensible flexfields as BI-enabled:

1. Navigate to **Setup and Maintenance**, then **Manage Extensible Flexfields**.
2. Enter the extensible flexfield Name; for example, "Organization Information EFF."
3. Select the applicable extensible flexfield and click **Edit** to navigate to Edit Extensible Flexfield.
4. Select the applicable Category. The category contexts are populated automatically.
5. Click **Manage Contexts** to navigate to Manage Contexts.
6. Select the applicable Context and click **Edit** to navigate to Edit Context.
7. Select the applicable Segment and click **Edit** to navigate to Edit Segment.
8. Deselect the **BI Enabled** option displayed at the bottom of the screen.
9. Click **Save**.

Dimensions Supported by Descriptive Flexfields

Financials Descriptive Flexfields for Business Intelligence

This table shows the Financials product area dimensions supported by descriptive flexfields.

DFF Code	Dimension Name
AP_CHECKS	Dim - AP Disbursement Details
AP_HOLDS	Dim - AP Hold Details
AP_ INVOICE_ DISTRIBUTIONS	Dim - AP Transaction Details
AP_ INVOICE_LINES	Dim - AP Transaction Details
AP_INVOICES	Dim - AP Transaction Details
AP_ PAYMENT_ SCHEDULES	Dim - AP Payment Schedule Details

DFF Code	Dimension Name
AP_TERMS_B	Dim - AP Terms
AR_ADJUSTMENTS	Dim - AR Adjustment Details
AR_ APPROVAL_ ACTION_ HISTORY	Dim - AR Adjustment Approval Action History Details
AR_ CASH_RECEIPTS	Dim - AR Standard Receipt Details
AR_ MISC_ CASH_ DISTRIBUTIONS	Dim - AR Miscellaneous Receipt Details
AR_ PAYMENT_ SCHEDULES	Dim - AR Payment Schedule Details
AR_ RATE_ ADJUSTMENTS	Dim - AR Receipt Rate Adjustment Details
AR_ RECEIPT_ CLASSES	Dim - AR Receipt Method
AR_ RECEIPT_ METHODS	Dim - AR Receipt Method
AR_ RECEIVABLE_ APPLICATIONS	Dim - AR Standard Receipt Details
AR_ REVENUE_ ADMUSTMENTS	Dim - AR Revenue Adjustment Details
CE_ BANK_ACCOUNTS	Dim - CE Bank Accounts
CE_ EXTERNAL_ TRANSACTIONS	Dim - CE External Cash Transaction Details
CE_ STATEMENT_ HEADERS	Dim - CE Bank Statement Details
CE_ STATEMENT_ LINES	Dim - CE Bank Statement Details
FA_ADDITIONS	Dim - Fixed Asset
FA_ ASSET_ INVOICES	Dim - Asset Source Lines Details
FA_ BOOK_CONTROLS	Dim - Asset Book
FA_ CALENDAR_ TYPES	Dim - Date Fixed Assets Calendar
FA_CATEGORIES	Dim - Asset Category
FA_ CATEGORY_ BOOKS	Dim - Asset Category Book
FA_FISCAL_YEAR	Dim - Date Fixed Assets Calendar

DFF Code	Dimension Name
FA_LOCATIONS	Dim - Asset Location
FA_RETIREMENTS	Dim - Asset Retirement Details
FA_ TRANSACTION_ HEADERS	Dim - Asset Transaction History Details
FUN_DIST_LINES	Dim - Intercompany Transaction Distribution Details
FUN_ TRX_BATCHES	Dim - Intercompany Transaction Distribution Details
FUN_ TRX_HEADERS	Dim - Intercompany Transaction Distribution Details
GL_ CODE_ COMBINATIONS	Dim - GL Account
GL_JE_BATCHES	Dim - GL Journal Details
GL_ JE_CATEGORIES	Dim - GL Journal Category
GL_JE_HEADERS	Dim - GL Journal Details
GL_JE_LINES	Dim - GL Journal Details
GL_JE_SOURCES	Dim - GL Journal Source
GL_LEDGERS	Dim - Ledger
GL_ PERIOD_ STATUSES	Fact - Fins - GL Period Statuses
GL_PERIODS	Dim - Date Fiscal Calendar
Payroll Developer DF	Dim - Payroll
RA_ CUST_ TRX_ LINE_GL_DIST	Dim - AR Transaction Details
RA_ CUST_ TRX_ LINE_ SALESREPS	Dim - AR Transaction Details
RA_ CUST_ TRX_TYPES	Dim - AR Transaction Type
RA_ CUSTOMER_TRX	Dim - AR Transaction Details
RA_ CUSTOMER_ TRX_LINES	Dim - AR Transaction Details
RA_RULES	Dim - AR Accounting Rule

DFF Code	Dimension Name
RA_TERMS	Dim - AR Payment Terms
RA_TERMS_LINES	Dim - AR Payment Terms
VRM_FMV_LINES	Dim - VRM FMV Line Details
VRM_ FMV_LINE_SETS	Dim - VRM FMV Set Details
VRM_ FMV_ TEMPLATES_B	Dim - VRM FMV Profile
VRM_ FMV_ TEMPL_ ASSIGNMENTS	Dim - VRM FMV Profile
VRM_ ITEM_ GROUPS_VL	Dim - VRM FMV ItemType
VRM_ MEA_RULES_VL	Dim - VRM MEA Rules
VRM_ PRICE_ EFF_ PERIODS_VL	Dim - VRM FMV Effective Period
VRM_ REV_DOCUMENTS	Dim - VRM Recognition Details
VRM_ REV_DOC_LINES	Dim - VRM Recognition Details
VRM_ REV_ DOC_ LINE_ SCHEDULES	Dim - VRM Recognition Details
VRM_ REV_ DOC_ LINE_ SPLITS_ALL	Dim - VRM Recognition Details
VRM_ SOURCE_ DOCUMENTS	Dim - VRM Source Document Details
VRM_ SOURCE_ DOC_LINES	Dim - VRM Source Document Details
XLA_AE_HEADERS	Dim - SLA Journal Details
XLA_AE_LINES	Dim - SLA Journal Details
XLE_ ETB_INFO_DEV	Dim - Legal Entity
XLE_ LE_ADD_INFO	Dim - Legal Entity
XLE_ LE_INFO_DEV	Dim - Legal Entity

3 Analytics and Reports Management

Managing Folders

Creating Folders: Procedure

You manage analyses and reports in the business intelligence catalog, where you create folders to organize them.

Creating Folders

Follow these steps:

1. In the catalog, navigate to the desired location of the new folder in the Folders pane.
2. In the catalog toolbar, click **New**, and select **Folder**.
3. In the New Folder dialog box, enter the folder name, and click **OK**.

Addressing Automatically Created Folders

If conflicts are detected during upgrade, folders named backup_nnn are automatically created in the catalog. After reviewing and resolving any conflicts, Oracle recommends that you manually delete the backup folders from the catalog. You can contact your help desk to request an automated removal if you have a large number of folders to delete.

Setting Folder Permissions and Attributes: Procedure

Business intelligence catalog folder properties control folder permissions and other attributes. You can access the properties of any object or folder in the catalog to perform tasks such as viewing system information or changing attributes or ownership. All other users can only access and modify the properties of the objects that they create or own.

Setting Folder Properties

Follow these steps:

1. In the catalog, select the folder you want to assign properties to.
2. In the Tasks pane, click **Properties**.
3. In the Properties dialog box, select any of the options in the Attributes section:
    - Hidden: Specifies that the object is hidden.
    - System: Specifies that the object is a system object.
    - Read Only: Specifies that the object is read-only.
    - Do Not Index: Excludes the object from the index used by the full-text catalog search. Excluded objects do not display in the results of any full-text catalog search; the object can still be found using the basic catalog search.

4. Use the Ownership section to take ownership of a folder or object in the catalog. This area displays only if the proper privileges were assigned to the user, group, or role. Note that the owner of an object or folder can't automatically access the object or folder.
    - Set ownership of this item: Click to become the owner of the folder or object.
    - Set ownership of this item and all sub items: Click to become the owner of the folder and any sub folders or sub items contained within the item. For example, if you click this link for a dashboard folder, then you take ownership of all of the dashboard's components.

Setting Folder Permissions: Procedure

You can assign permissions on folders and other objects.

Accessing and Setting Permissions

You can set permissions or change ownership for any catalog object or folder. Nonadministrative users can access and modify the permissions of the objects that they create or own.

To set folder permissions:

1. In the catalog, select the folder or object.
2. In the Tasks pane click **Permissions**.
3. In the Permissions dialog box, the owner and any other users, roles, or groups with permissions are listed in the Permissions list. To add a user or role, click **Add users/roles** in the toolbar and search for users or roles to add them to the Selected Members list in the Add Application Roles, Catalog Groups and Users dialog box. To delete a user or role, select the account or role in the Permissions list and click Delete selected users/roles.
4. In the Permissions list, to set ownership for a user, select Custom in the Permissions drop-down list for the account, then select **Set Ownership** in the Custom Permissions dialog box and click **OK**. You can also select the Owner option for the user or role.
5. Use the Permissions drop-down to set permissions for the object. Object permissions vary by object.
6. Use the Apply permissions to sub-folders option to assign permissions to the folder's subfolders, and the Apply permissions to items within a folder to assign them to objects in the folder but not to subfolders.

Scheduling Analytics and Reports

Setting Reports Up to Run as Scheduled Processes: Points to Consider

You can create a job definition for predefined or custom reports so that users can run them as scheduled processes. Use the Define Custom Enterprise Scheduler Jobs task in the Setup and Maintenance work area to create job definitions. Otherwise, users can open reports (which are set up to be run online) through the Reports and Analytics pane, or open and schedule them from the business intelligence catalog.

General Job Definition Information

This table describes the general information to enter for your job definition.

Field	What You Enter
Job Type	BIPJobType
Report ID	The path to the report in the catalog, starting with the folder beneath Shared Folders, for example: Custom/ <Family Name>/ <Product Name>/<Report File Name>.xdo. Make sure to include the .xdo extension for the report definition.
Default Output	A default output format.

Parameters

You can define parameters to be available to users when they submit scheduled processes based on your job definition. When users run the scheduled process, the values they enter for the parameters:

- Are passed to the data model that the report is using.
- Determine the data to be included in the report.

The parameters that you define must be in the same order as parameters in the data model. For example, the data model has parameters in this order:

- P_START_DATE
- P_END_DATE
- P_CURRENCY

You create parameters as follows:

- Start Date
- End Date
- Currency

Note: Because you define parameters using the list of values sources from the Define Custom Enterprise Scheduler Jobs task, you should not define lists of values in the data model.

User Property

The only user property you need to define is **`EXT_PortletContainerWebModule`**. Only lists of values associated with the application that you select are made available for parameters in this job definition.

Related Topics

- Managing Job Definitions: Highlights
- Managing List of Values Sources: Highlights
- Customizing Data Models: Procedure
- Creating Custom Reports: Procedure

Setting Reports Up for Scheduling in the Reports and Analytics Pane: Procedure

You can set up reports as scheduled processes, which means users can submit them from the Scheduled Processes and other work areas. If you want users to also submit these scheduled processes from the Reports and Analytics pane, then you must configure properties for the corresponding reports.

Enabling a Report for Scheduling

To enable scheduling in the Reports and Analytics pane:

1. Select the report in the business intelligence catalog and click **Edit**.
2. Click **Properties**.
3. On the General tab in the Properties dialog box, enter the following fields:

Field	Value
Enterprise Scheduler Job Package Name	The path for the job definition, for example: / oracle/ apps/ ess/<product family>/ <product>/ <business area>/ Jobs
Enterprise Scheduler Job Definition Name	The job definition name (not display name), for example: ABCDEFG

Related Topics

- Setting Up the Reports and Analytics Pane: Procedure
- Accessing Report Components to Customize: Points to Consider

Scheduling Analytics and Briefing Books: Procedure

Analytics and briefing books can run based on a schedule that you define. You can set up other automated tasks, for example to deliver results to specific recipients or send notifications. You create what's called an agent to set this all up for an analysis, dashboard, or briefing book. The agent itself is saved as an object in the business intelligence (BI) catalog.

Creating an Agent

1. Open the Reports and Analytics work area, or the Reports and Analytics pane if available in other work areas.
2. Click the **Browse Catalog** button.
3. Click **New** and select **Agent** under **Actionable Intelligence**.
4. Ensure that you enter information on the Delivery Content tab to specify the analysis, dashboard, or briefing book to run.
5. Save the agent in **My Folders**.

Note: To edit an agent, browse the BI catalog to find the agent.

Related Topics

- Reports and Analytics Pane: Explained

Scheduling Reports: Procedure

Reports can run based on a schedule that you define. You can set up other automated tasks, for example to deliver results to specific recipients or send notifications. You submit a report with the schedule and criteria for other automated tasks defined.

If a report is set up as a scheduled process, you submit the process as you would any scheduled process. You can schedule them from:

- Any work area where there's a link to the report.
- The Scheduled Processes work area, where you can submit all processes that you have access to.
- The Reports and Analytics work area or pane, if the report is set up for submission from there.

Submitting a Report or Scheduled Process

Follow these steps:

1. Open the Reports and Analytics work area, or the Reports and Analytics pane if available in other work areas where you can find the report.
2. Click the name of your report.
3. Click **Schedule** if the option is there. The report is set up as a scheduled process.
    a. Enter any parameters to avoid unnecessarily large results.
    b. Click **Advanced** to enter a schedule, deliver results to a specific destination (including e-mail or printer), or define criteria for sending notifications.
4. If you don't see **Schedule**, then click **View**.
    a. Click the **Actions** button for the report and select **Schedule**.
    b. Enter information similar to step 3.

Related Topics

- Scheduled Processes: Explained
- Reports and Analytics Pane: Explained
- Managing Scheduled Processes That You Submitted: Points to Consider
- Submitting Scheduled Processes and Process Sets: Procedure

4 Maintenance and Migration

Managing Financial Reporting Studio Versions: Explained

You could run into issues with Financial Reporting Studio reports if the Financial Reporting Studio version on your client is different from the Financial Reporting server version in the application. You must therefore manage the Financial Reporting Studio client version during the course of the regular Oracle Applications Cloud Fusion Applications updates.

Using Financial Reporting Studio Between Test and Production Updates

Your test environment is always updated before your production environment.

During this period, the version of the Financial Reporting server on your test environment may be different than the version on your production environment. When this happens, the existing Financial Reporting Studio client currently installed on your computer may not work with your test environment due to the version mismatch between its server and client. Thus, during this period, you must uninstall and reinstall the Financial Reporting Studio client from the test or production environment accordingly, depending on which environment you work on, to ensure the client version matches the server version.

Using Financial Reporting Studio After the Production Update

After the production environment is updated, the Financial Reporting Studio versions for the test and production environments will be the same.

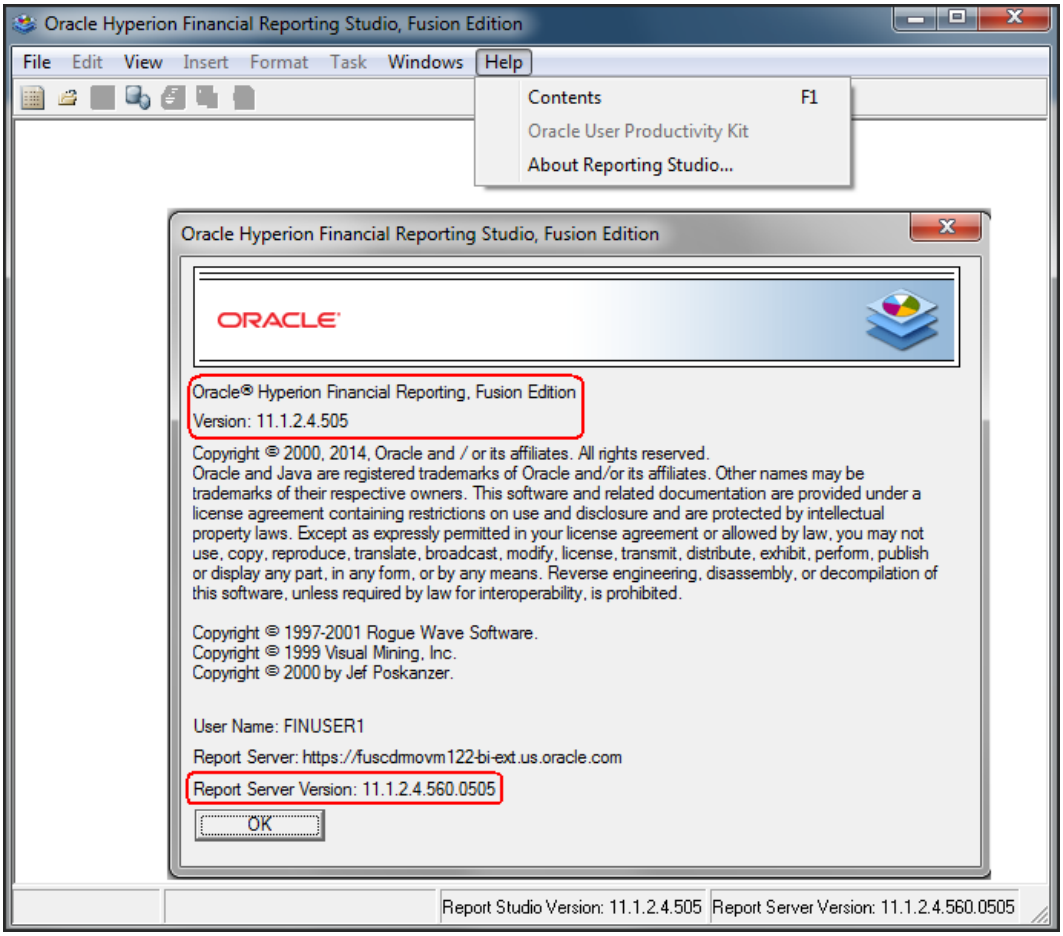
If you already installed Financial Reporting Studio from the test environment, you won't have to make any changes. Otherwise, you should immediately uninstall, download, and reinstall Financial Reporting Studio from the financial reporting workspace in the production environment.

Comparing the Client and Server Versions

To compare the Financial Reporting Studio client version with the Financial Reporting server version, perform the following steps:

1. Launch Financial Reporting Studio.
2. From the **Help** menu, select **About Reporting Studio**.
3. Compare the **Oracle Hyperion Financial Reporting**, **Fusion Edition** version at the top of the window with the **Report Server Version** at the bottom of the window to confirm that they match.

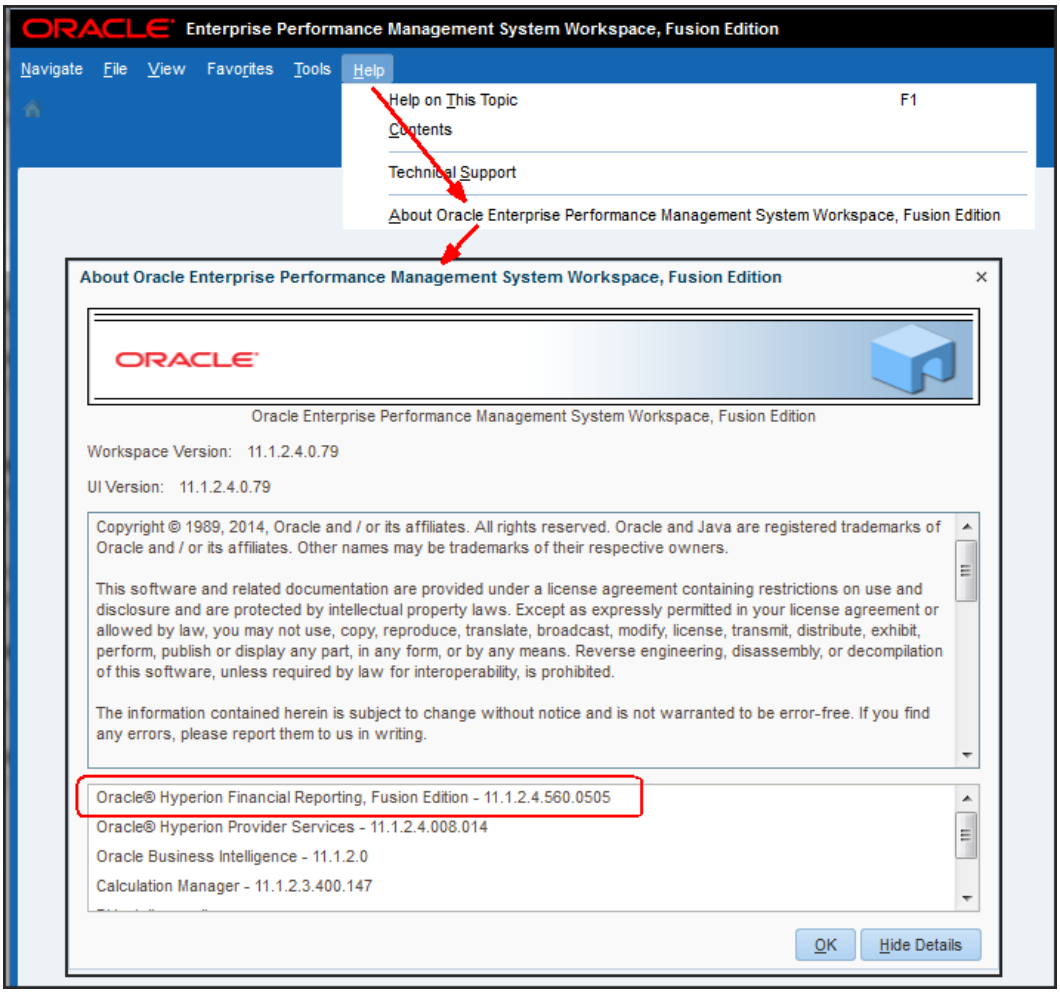
The following figure shows an example of matching client and server versions. The **Oracle Hyperion Financial Reporting, Fusion Edition** version is 11.1.2.4.505 and the **Report Server Version** is 11.1.2.4.560.0505.



You can also check the server version from the **Help** menu of the financial reporting workspace.

1. From the Financial Reporting Center, select the **Open Workspace for Financial Reports** task.
2. From the **Help** menu, select **About Oracle Enterprise Performance Management System Workspace**, **Fusion Edition**.
3. Click **Show Details**.

The following figure shows an example of the report server version from the financial reporting workspace.



Installing Financial Reporting Studio

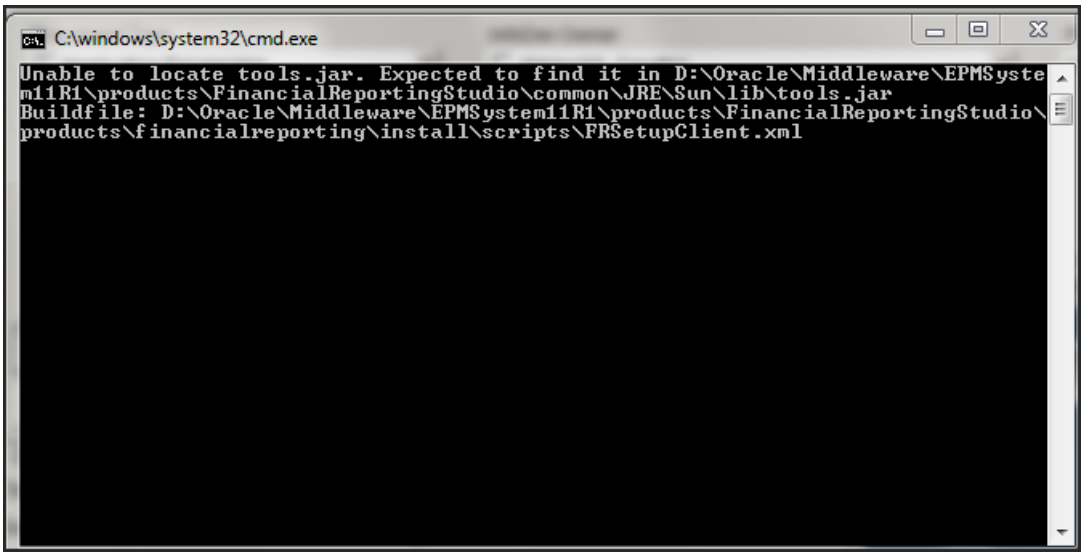
Perform the following prerequisite steps:

1. Uninstall the previous version, if any, using the Windows Control Panel.
2. Delete the existing directory structure. For example, C:\Oracle\Middleware\EPMSystem11R1\products \FinancialReportingStudio.
3. Restart your computer.

Download the version of the Financial Reporting Studio from that environment's workspace:

1. Navigate to the Financial Reporting Center and select the **Open the Financial Reporting Workspace** task.
2. From the menu, select **Tools** > **Install** > **Financial Reporting Studio** and save the file.
3. Right-click the executable file and select **Run as administrator**.

> **Caution:** Don't close the following command window that appears near completion. It will automatically close itself.



4. Click **Finish** on the install window after the command window closes.

Lastly, when designing reports, you can't design a Financial Reporting Studio report using a client version that's higher than the report server version, and then export or import the report to a lower client version level. The report may not work.

Performance Tuning for Analytics and Reports: Points to Consider

When you create analytics and reports, don't use blind queries and include sufficient filters when creating analytics or reports with hierarchies.

Blind Queries

Avoid blind queries because they are performed without filters and therefore fetch large data sets. Performance could be an issue with these queries and can easily overload the application. All Transactional Business Intelligence queries on large transaction tables must be time bound. For example, include a time dimension filter and additional filters to restrict by key dimensions such as worker. In addition, apply filters to columns that have database indexes in the transaction tables. This ensures a good execution plan is generated for the Business Intelligence query.

Hierarchies and Trees in Transactional Business Intelligence

Queries on trees and hierarchical dimensions such as manager can have an impact on performance. Transactional Business Intelligence uses a column-flattening approach to quickly fetch data for a specific node in the hierarchy. Still, because there is no pre-aggregation for the different levels of the hierarchy, carefully craft any query involving hierarchies to ensure that sufficient filters are applied to keep the result set small.

Reviewing SQL Statements Used in Analyses: Procedure

You can review the SQL statement using either of the following procedures.

Using Analysis in Edit Mode

1. Open the analysis in Edit mode and click the Advanced tab.
2. In the SQL Issued section, review the logical SQL statement.

Using Administration Page

1. On the Administration page, in the Session Management section, click the Manage Sessions link.

   Note: You must be a Business Intelligence Administrator to access the Administration and Manage Sessions page.

2. On the Manage Sessions page, in the Action column, click the View Log link to review the SQL statement.

Moving Analyses and Reports: Procedure

You can archive to bundle the entire catalog, specific folders, or multi component objects as a .catalog file and upload the .catalog file to unarchive the data to another location in the catalog. Use the archive process to transfer specific data across environments, for example from a development environment to a production environment.

Creating an Archive

To create an archive file:

1. Locate the object in the catalog.
2. Select **More** and then select **Archive**.
3. In the Archive dialog box, select one or more of the following options:
   - Keep Permissions: Maintain the object or folder's existing permissions. If you do not select this option, then the archiving process does not include any permissions. Upon unarchiving, the parent folder's permissions are assigned to all of the objects and folders.
   - Keep Time stamps: Maintain the Creation Time, Last Modified, and Last Accessed times assigned to the object or folder. Upon unarchiving, the LastModified time is updated to indicate the time at which the object or folder is unarchived. If you select this option, the Old option in the Paste Overview area of the Preferences dialog box is available when unarchiving. You use the Old option to overwrite existing catalog items that are older than the catalog items in the archive.

     If you do not select this option, then the archiving process does not include time information and the Old option in the Paste Overview area of the Preferences dialog box is not available.
4. Click **OK** to download the archive file.

Moving a File to a New Location

To unarchive a file:

1. Select the folder in the catalog where you want to upload the archived file.
2. In the **Tasks** pane click **Unarchive**.
3. In the Unarchive dialog box, browse for and select the archive file.
4. Use the Replace option to specify whether to replace an existing folder or object with the same name.
    - All: Select this option to replace any existing folders or objects with the same names as folders or objects included in the archive file that you are uploading.
    - Old: Select this option to replace folders or objects except those folders or objects that exist, unless they are older than the source.
    - None: Select this option to add any new folders or objects, but preserve any existing folders or objects.
    - Force: Select this option to add and replace all folders or objects.
5. Use the ACL option to specify how the folders or objects are assigned permissions using Access Control Lists (ACLs) when unarchived.
    - Inherit: Inherits the folder or object's permissions (ACL) from its new parent folder.
    - Preserve: Preserves the folder or object's permissions (ACL) as it was in the original, mapping accounts as necessary.
    - Create: Preserves the folder or object's permissions (ACL) as it was in the original, creating and mapping accounts as necessary.
6. Click **OK**.

Migrating Financial Reports: Instructions

This process consists of two tasks:

- Exporting from the Source Instance
- Importing to the Target Instance

Exporting from the Source Instance

This process exports only the financial reports under /shared/Custom/Financials. Make sure to copy all the financial reports or the folders containing them to this folder.

To export from the source instance:

1. Copy all the financial reports or the folders containing them to the folder /shared/Custom/Financials.
2. Sign in to the Oracle Fusion Home page of the source environment with Application_Implementation_Consultant.
3. Select **Navigator** > **Setup and Maintenance.**
4. Click **Manage Implementation Projects** in the Tasks pane.
5. Click the **Create** icon to add a new implementation project.
6. Enter the basic information and click **Next**.

7. On the **Create Implementation Project: Select Offerings to Implement** page, verify that the **Include** check box is deselected for all the projects.
8. Click **Save and Open Project**.
9. Click the **Select and Add** icon to add a task.
10. Select Tasks in the Search drop-down list and search on the task called Create Financial Statements.
11. Select **Create Financial Statements** > **Apply**. The task is added to the **Implementation Project** page in the background.
12. Select Done.
13. Click **Done** for the implementation project.
14. In the Tasks pane, click **Manage Configuration Packages**.
15. Click the **Create** icon to create a new configuration project.
16. Search for your implementation project in the **Name** field and enter or modify the basic information.
17. Select the option Setup task list and setup data.
18. Click **Next** > **Submit**.
19. Answer Yes to the message.
20. Click **Refresh** until the process finishes.
21. Click the **Download** icon, select Download Configuration Package, and save to a local disk.

Importing to the Target Instance

This process imports the financial reports under /shared/Custom/Financials.

To import to the target instance:

1. Sign in to the Oracle Fusion Home page of the target environment with Application_Implementation_Consultant.
2. Select **Navigator** > **Setup and Maintenance**.
3. Click **Manage Configuration Packages**.
4. Click **Upload** to upload the configuration package that was downloaded in the export process.
5. Select **Browse** to find the file, then click **Get Details**, and then **Submit**.
6. In the **Export and Import Processes** table at the bottom of the page, click **Import Setup Data** to import the data.
7. When the Import Setup Data page appears, accept or change defaults as desired.
8. Click **Next** to navigate through the pages and then **Submit**.
9. Click **Refresh** until the process finishes.

Note: For the Financial Reporting report definition migration service from a source to target instance, references to version IDs of dimension members hierarchies are synchronized to their version IDs in the target instance.

Glossary

analysis

A selection of data displayed in one or more views, such as a table or chart, to provide answers to business questions.

analytics

Business intelligence objects such as analyses and dashboards that provide meaningful data to help with decision making.

briefing book

A collection of static or updatable analyses or dashboard pages that you can download, print, and share with others.

business intelligence catalog

The repository where all business intelligence objects, including analytics, reports, briefing books, and agents, are stored. The catalog contains separate folders for personal, shared, and custom objects.

cube

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

dashboard

A collection of analyses and other content, presented on one or more pages to help users achieve specific business goals. Each page is a separate tab within the dashboard.

data model

The metadata that determines where data for a report comes from and how that data is retrieved.

job definition

The metadata that determines what a job does and what options are available to users when they submit the scheduled process. A job is the executable for a scheduled process.

report

An output of select data in a predefined format that's optimized for printing.

scheduled process

A program that you run to process data and, in some cases, generate output as a report.

work area

A set of pages containing the tasks, searches, and other content you need to accomplish a business goal.