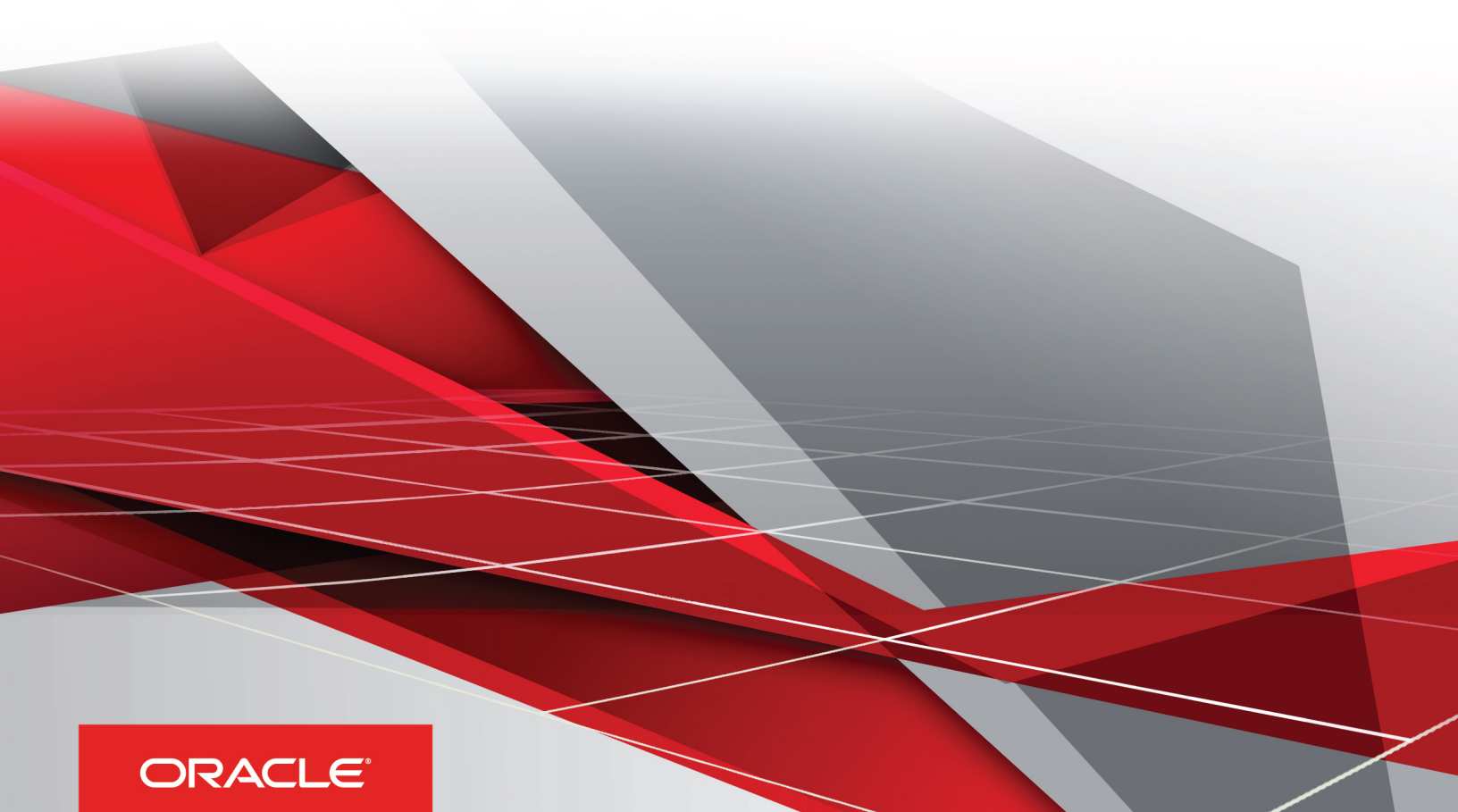
Oracle

Financials Cloud
Creating Analytics and Reports

Release 12

This guide also applies to on-premises implementations



Oracle® Financials Cloud Creating Analytics and Reports

Part Number E73061-03

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Contents

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 Financial Reporting Introduction

Creating Financial Analytics and Reports: Overview

Oracle Financials Cloud provides predefined analyses, dashboards, and reports that help you meet financial and business intelligence requirements. With the many reporting tools, you can run, view, and build custom or real-time analytics and reports.

The Oracle Financials Cloud: Creating Analytics and Reports Guide covers creating and editing analysis and reports as well as subject areas for the following Oracle Fusion Financial Applications:

- General Ledger
- Intercompany
- Budgetary Control
- Subledger Accounting
- Payables
- Payments
- Cash Management
- Expense Reporting
- Assets
- Receivables
- Collections
- Revenue Management

Customization of Analytics and Reports

You can create and edit analytics and reports for your own use. Or, if you have the appropriate roles, you can customize for others. For example, you can:

- Add or remove columns from an analysis.
- Change the branding logo on report output.
- Create a dashboard to include your most commonly viewed analyses.

Setup and Administration

Additional tasks support creating and editing analytics and reports. For example, your implementor or administrator can:

- Secure access to custom analytics and reports.
- Archive and move custom analytics and reports from one environment to another.
- Create financial report definitions.

For more information, see:

- Oracle Financials Cloud: Creating Analytics and Reports Guide.
- Oracle Financials Cloud: Administering Analytics and Reports Guide.

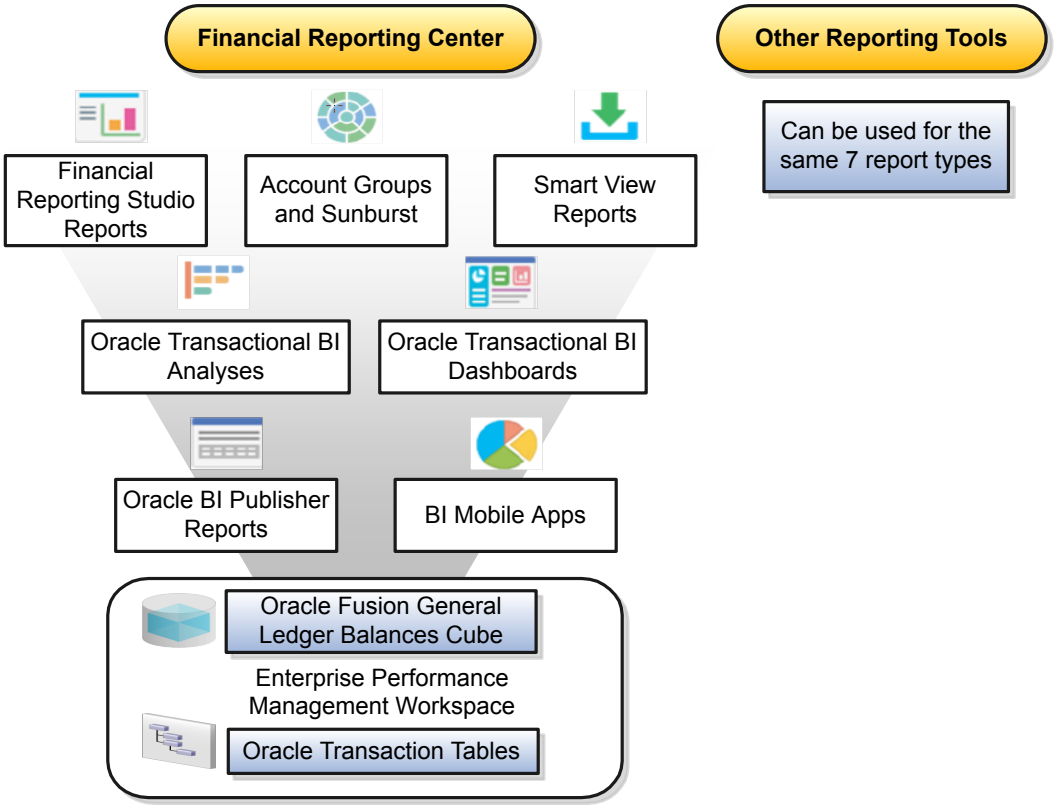
Related Topics

- Financials Cloud Using Analytics and Reports
- Financials Cloud Creating Analytics and Reports

Financial Reporting Center: How It Works

The Financial Reporting Center is intended to be the primary user interface for financials end users to access all seven report types.

Financial Reporting Center Overview



Reports can be accessed through various methods. However, the Financial Reporting Center provides access to every type of report, is intended to be the primary user interface for financials end users, and is tablet and smartphone friendly.

Financial Reports are read from the **Shared** > **Custom** > **Financials** and **My Folders** directories. All other report types can be saved anywhere in the BI Catalog however, any custom content should be in the **Shared** > **Custom** folder. Subfolders can be created within the **Shared** > **Custom** folder.

Seven types of reports can be run from the Financial Reporting Center and from the other reporting tools.

- Financial Reports: These reports are built off of the Oracle Financial Reporting Studio using data in the Oracle Fusion General Ledger balances cube. For example, company income statements and balance sheets. These reports are mainly run by users in General Ledger.
- Account Groups and Sunburst: Account groups are used to monitor key accounts in General Ledger. When a user creates an account group, it becomes visible in the Financial Reporting Center with the Sunburst visualization tool. The Sunburst visualization tool lets you interact with your account balances across various business dimensions to view balances from different perspectives. Account groups are used only in General Ledger.
- Smart View Reports: Smart View is a multidimensional pivot analysis tool combined with full Excel functionality. Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment. These queries are mainly for users in General Ledger. To share Smart View queries, users can e-mail them to other users, or they can upload the queries to the Financial Reporting Center where users can download them to a local drive for use. The Financial Reporting Center is only a place for users to upload and download Smart View queries.

  > **Note:** To upload a Smart View report to the Financial Reporting Center: select the Open Workspace for Financial Reports task, navigate to the BI Catalog, and select **Upload** from the Tasks section in the left-hand pane. Be sure to upload the Excel file to one of the folder locations mentioned previously.

- Oracle Transactional Business Intelligence Analyses: These analyses and reports are built off of transactional tables using subject areas. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Transactional Business Intelligence Dashboards: Dashboards put all the information, functions, and actions that a business user must have to do their job in one place. Dashboards are built off of Oracle Transactional Business Intelligence objects like analyses and reports. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Business Intelligence Publisher Reports: Most of these reports are predefined and must first be submitted and resubmitted to see the latest data by the Oracle Enterprise Scheduler system through the Scheduled Processes navigation. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- BI Mobile Apps: Oracle Business Intelligence Mobile App Designer is an application that enables you to create multitouch information-driven applications with rich interaction, rich visualization, and rich media, for mobile devices such as iPhone, iPad, Android phone, tablet, and more. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

Other Reporting Tools Overview

Six other tools are available for reporting in Financials.

The following table lists the tools and report types.

Other Reporting Tools	Report Type
General Accounting Dashboard and Account Inspector	Account Groups

Other Reporting Tools	Report Type
Reports and Analytics	Oracle Transactional Business Intelligence Objects
BI Catalog	All Report Types, Except Oracle Business Intelligence Publisher Reports
Enterprise Performance Management Workspace	Reports, Books, Snapshot Reports, Snapshot Books, Financial Reporting Batches, and Batch Scheduler
Enterprise Scheduler System	Oracle Business Intelligence Publisher Reports

Even though the Financial Reporting Center is designed to be the main user interface for a financial end user's reporting needs, some users may choose to use any of the six other tools for reporting in financials, such as:

- General Accounting Dashboard, which provides access to Account Groups: Uses the Account Monitor to efficiently monitor and track key account balances in real time.
- Account Inspector: Perform ad hoc queries from account groups and financial reports through drill down to underlying journals and subledger transactions.
- Reports and Analytics: This reporting tool has a panel that reflects the folder structure of the BI Catalog. Users can access and run any Oracle Transactional Business Intelligence analysis, report or dashboard. Users can't run Financial Reports or Oracle Business Intelligence Publisher reports from this interface. This interface can be used by all financials users.
- BI Catalog: A component of the Enterprise Performance Management Workspace where you can run all report types, except for Oracle Business Intelligence Publisher reports.
- Enterprise Performance Management Workspace: Create reports, books, snapshot reports, snapshot books, Financial Reporting batches, and batch scheduler, and schedule batches to automatically run and burst to e-mail.
- Enterprise Scheduler System: Only Oracle Business Intelligence Publisher reports can be submitted from this interface. Users access this interface by navigating to **Tools** > **Scheduled Processes**. Most financial users have access to this interface to run standard reports for General Ledger, Payables, Receivables, and so on.

Related Topics

- Setting Up Your Financial Reporting Center: Critical Choices

Reports and Analytics Tools: Overview

The following are additional Oracle Fusion Financial reporting and analysis products:

- Oracle Business Intelligence Publisher (BI Publisher)
- Oracle Transactional Business Intelligence
- Oracle Business Intelligence Analytics
- Spreadsheet Integration

Oracle Business Intelligence Publisher

Oracle Business Intelligence Publisher provides the ability to create and format high-quality reports across Oracle Fusion Applications in general, including Oracle Fusion General Ledger. It applies templates, designed by your users in familiar desktop tools, to standard extracts and reports.

- Report layouts using familiar desktop tools, such as Adobe Acrobat PDF, Word, and Excel
- Ability to create one template to provide reports in many languages
- Reports published in various outputs such as Word, Excel, PDF, RTF, and HTML
- Scheduled reports for delivery to a wide range of destinations

Oracle Transactional Business Intelligence

Oracle Transactional Business Intelligence (Transaction BI) is a reporting tool that provides embedded analytics. Transaction BI supports online inquiry for most transactions, reducing the requirement to build and maintain customized reports. Transaction BI also provides:

- The ability to perform queries directly from transactional tables
- Drag-and-drop functionality to build the report layout, and immediately run the report to obtain real time results
- Shared queries and reports using the Report Catalog, a reporting option used to view or save specific definitions

Oracle Business Intelligence Analytics

Oracle Business Intelligence Analytics in Oracle Fusion:

- Supports real time, queries from an Oracle Fusion balances cubes and external data warehouses
- Contains prebuilt key performance indicators (KPIs) and metrics that deliver information throughout all levels of the organization
- Preaggregates data to summarize information across multiple data sources for faster queries

Spreadsheet Integration

You can transfer data easily and promptly to spreadsheets throughout Oracle Fusion General Ledger and Oracle Fusion Financials. In addition use the spreadsheet features in Financial Reporting, Smart View, and Business Intelligence. Watch for the XLS icon on the toolbar associated with a tabulation of data. Selection of the icon creates a spreadsheet tab with the displayed information.

Oracle Fusion Financials facilitates importing data by using prepared spreadsheet templates that include validation and control features.

Caution: When working with these spreadsheets, changes are not recorded in Oracle Fusion Applications until the spreadsheet is uploaded. The upload appropriately fails unless users follow the conventions, statuses, search requirements, refresh requirements, and other instructions associated with the spreadsheet.

Related Topics

- Using Desktop Integrated Excel Workbooks: Points to Consider

Financials Reports and Analytics Pane: Explained

The Reports and Analytics pane, also called BI Composer, is a central place to quickly view or run analytics and reports used in your work.

If you have the permission, you can:

- Create or edit reports and other analytic content by selecting subject areas, columns, filters, and prompts.
- Add reports from the business intelligence (BI) catalog to the pane.
- Find this pane in a panel tab or in the regional area on some work areas. Navigate to: Tools > Reports and Analytics to open the Reports and Analytics work area. The pane appears as the Contents pane.

What's In the Pane?

This table describes what's in the Reports and Analytics pane's top-level folders.

Folder	Content
My Folders	Any custom analytics or reports that you saved for your own use only.
Shared Folders	• Any predefined analytics and reports that are relevant to your work area. Or, in the Reports and Analytics work area, all the analytics and reports that you have access to. • Any shared custom reports and analytics in the Custom subfolder. Place your shared reports and analytics in this folder to protect them during upgrades.

Business Intelligence Catalog

The business intelligence catalog stores all analytics, reports, and other BI objects. Each analysis, dashboard, or report in the Reports and Analytics pane represents a mapping, or link, to the same object in the catalog. The Reports and Analytics pane also reflects the folder structure of the BI catalog.

Saving Analytics and Reports: Points to Consider

You save analyses, dashboards, and reports in the business intelligence (BI) catalog, along with other objects, including prompts and filters. The catalog has a hierarchy of folders, with My Folders and Shared Folders at the top. One important folder is Custom, which you find under Shared Folders and use to store your custom analytics and reports.

My Folders

You're the only one who can access anything that you save in My Folders. You can see your saved items in My Folders on the Reports and Analytics work area, but not in My Folders in the Reports and Analytics pane on any other work area. The

only exception is when you create an analysis using the wizard in the Reports and Analytics pane, and save it in My Folders. In this case, the analysis is available in the pane on all work areas.

Shared Folders

If you have the appropriate roles, you can also save in Shared Folders so that your custom analytics or reports are available to anyone with the right access. You should save objects under the Custom subfolder, which has subfolders organized by product family.

Regarding predefined analytics and reports in Shared Folders:

- You should save a copy of the predefined analysis or dashboard in the corresponding product family subfolder under the Custom folder, and edit only the copy. Directly edit predefined analytics only when necessary, to make sure that any references to the analysis or dashboard still work properly.
- For predefined reports only, you can use a special Customize option to copy the report and also the folder structure and permissions. The copy is linked to the original, so editing the copy is like directly editing the original.

Custom Folder

Keep all custom analytics and reports in the Custom folder so that:

- You ensure that customized copies of those objects are not affected during upgrades, which can change predefined analytics and reports outside the Custom folder. You might lose customizations saved outside the Custom folder during upgrades.
- You can easily find customized objects.
- You can edit objects in the Custom folder without compromising security on the original objects.

When you copy an object into the Custom folder, the copied object inherits the permission settings of the Custom folder. An administrator can reset the permissions on the object and the folder that it's in.

Related Topics

- Reports and Analytics Pane: Explained
- What happens to customized analytics and reports when a patch is applied?
- Creating and Editing Reports: Explained
- Creating and Editing Analytics: Highlights
- Using the Customize Option for Predefined Reports: Points to Consider

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
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

Catalog Object	Description	Location

2 Analytics

Creating and Editing Analytics: Highlights

Edit and create custom analytics to provide ad hoc reporting on your transactional data. The predefined analyses and dashboards help answer many of your business questions, but you can also create your own to meet custom requirements.

This table gives a just a few examples of creating or editing analytics.

Task	Example
Create an analysis	Your team needs a simple list of all your accounts, sorted by account ID. You include the account name, ID, and address in a new analysis, and add sorting on the ID column.
Create a view	A predefined analysis has a bar graph. You save a custom version of this analysis with a table view and add it below the graph.
Create a view selector	You later decide that you want to toggle between viewing a table and a graph. You add a view selector that includes the table and graph views.
Edit a dashboard prompt	A predefined dashboard has a Start Date prompt. You make a copy of the dashboard and replace Start Date with a date range prompt.
Create a dashboard	You create a dashboard that includes an analysis and a report to view both together.

Tip: A wizard in the Reports and Analytics pane is available to help you create or edit analyses.

Data Source Customization

Administrators can customize the business intelligence (BI) repository to determine the columns available for you to use.

- They enable flexfields (which support custom attributes) for BI, and import them into the repository.
- You can then select attributes from flexfields to include in your analyses.

Related Topics

- Reports and Analytics Pane: Explained
- Data Structure for Analytics: Explained
- Configuring Flexfields for Use in Analyses: Overview

Creating and Editing Analyses Using a Wizard: Procedure

You can use a wizard that guides you through creating and editing analyses. Even though the wizard doesn't give you all available features, you can still use it to make typical changes, for example adding views or filters. For other tasks, such as creating dashboards or deleting analyses, use the advanced business intelligence features.

Creating an Analysis

1. Open the Reports and Analytics work area, or the Reports and Analytics pane if available in other work areas.
2. Click **Create** and select **Analysis**.
3. Select the subject area that has the columns you want for your analysis.
4. Optionally, add more subject areas or remove any that you no longer need.
5. Select the columns to include, set options for each column, and click **Next**.
6. Optionally, enter a title to appear at the top of the analysis, above the analysis name that you enter in the last step.
7. Select the type of table or graph to include, specify the layout of the views, and click **Next**.

> **Note:** At any point after this step, you can click **Finish** to go to the last step, to save your analysis.

8. Optionally, set more options for the table or graph, and click **Next**.
9. Optionally, add sorts or filters based on any of the columns you included, and click **Next**.
10. If you have a table, optionally define conditional formatting for select columns, for example to display amounts over a certain threshold in red. Click **Next**.
11. Enter the name of your analysis and select a folder to save it in.
12. Click **Submit**.

Editing an Analysis

1. Open the Reports and Analytics work area, or the Reports and Analytics if available in other work areas where you can find the analysis.
2. Select your analysis in the pane and click **Edit**.
3. Perform steps 4 through 10 from the preceding Creating an Analysis task, as needed.
4. To update an existing analysis, select the same name in the same folder. To save this analysis as a new copy, either name it with a new name or save it in a new folder.
5. Click **Submit**.

Related Topics

- Reports and Analytics Pane: Explained
- Saving Analytics and Reports: Points to Consider
- Data Structure for Analytics: Explained

Creating and Editing a Financial Analysis Using a Wizard: Procedure

You can use a wizard that guides you through creating and editing analyses. Even though the wizard doesn't give you all available features, you can still use it to make typical changes, for example, adding views and filters.

Note: The wizard isn't available for dashboards and you can't use it to delete analyses.

Creating an Analysis

1. **Navigator** > **Tools: Reports and Analytics**.
2. Click **Create** and select **Analysis**.
3. Select the **General Ledger - Journals Real Time** subject area for your analysis.
4. Select the columns to include:
    - Journal Batches: Batch Details: Journal Batch
    - Journal Headers: Header Details: Journal Header Description
    - Journal Lines: Line Details: Line
    - Journal Lines:
        - Accounted Debit
        - Accounted Credit
    - Time: Accounting Period Name
5. Set the following options:
    - Interaction: Default
    - Hidden: Leave unchecked
6. Click **Next**
7. Enter a title of **Journal Report** to appear at the top of the analysis.
8. Select the type of table and click **Next**.

    Tip: At any point after this step, you can click **Submit** to go to the last step, to save your analysis.
9. Enter the name of your analysis **By Cost Center** and select the **My Folder**.
10. Click **Submit**.

Editing an Analysis

1. **Navigator** > **Tools: Reports and Analytics**.
2. Select your analysis **By Cost Center** in the pane and click **Edit**.
3. Add **Posting Status: Posting Status Meaning**.
4. Click **Submit**: Save your analysis with the same name in the same folder.

Tip: You can create a copy of the analysis, whether you edited it or not, just by saving it either with a new name or in a new folder.

Creating and Editing Analyses with Advanced Features: Procedure

Even though you can use a wizard to create or edit analyses, you might have to use advanced features for complicated analyses or specific requirements. For example, you can create view selectors so that users can toggle between views within an analysis, or define criteria for filters using SQL statements.

You can also perform other actions on analyses, for example delete them or copy and paste them within the business intelligence catalog.

Creating or Editing an Analysis

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 the **New** button, select **Analysis** under **Analysis and Interactive Reporting**, and select a subject area.

   Or, select your analysis in the Folders pane and click **Edit**.
4. Use the tabs as described in this table.

Tab	Task
Criteria	Select and define the columns to include. Add filters.
Results	Add views and set options for results.
Prompts	Define prompts to filter all views in the analysis.
Advanced	View or update the XML code and logical SQL statement that the analysis generates. Set options related to query performance.

5. Save your analysis.

Performing Other Actions on an Analysis

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 analysis.
2. Select your analysis in the pane and click **More**.
3. Click **More** for your analysis and select the desired action, for example **Delete** or **Copy**.

Related Topics

- Reports and Analytics Pane: Explained
- Data Structure for Analytics: Explained
- Saving Analytics and Reports: Points to Consider

Adding an Analysis to the Project Performance Dashboard: Worked Example

This example shows how to add an analysis to the Project Performance Dashboard. This dashboard is a page in the application, not a dashboard in the business intelligence (BI) catalog.

You can add predefined or custom analyses to any desktop page that you can personalize or customize.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Which analysis do you want to add to the dashboard?	Project Income Statement **Warning:** Ensure that the analysis doesn't query a large number of records. If it is, then the Project Performance Dashboard page can take a long time to open after you add the analysis.
Do you have to change the layout of the page?	Yes, to a two-column layout that is wider on the right side. **Note:** The one- or two-column layout gives enough space to properly display analyses.
Do you want all or only one view of the analysis?	All views.
Are these changes for you only, or for all users of the Project Performance Dashboard?	You only.

Adding an Analysis

1. Open the Project Performance Dashboard.
2. Click your name in the global area and from the Administration submenu select **Customize Pages...**.
3. You need to be in an active sandbox session to perform customization. Activate a sandbox if not already in a sandbox session. Click **Activate Sandbox**.
   If you are already in an active sandbox session, steps 3 to 7 are not required.

4. On the Manage Sandboxes window, select a sandbox and click **Set as Active**.
5. After you activate the sandbox, the application redirects you to the home page. On the Warning window, click **Yes** to continue.
6. Open the Project Performance Dashboard.
7. Click your name in the global area and from the Administration submenu select **Customize Pages...**.
8. Click **Change Layout** and select the **Two columns, narrow left** option.
9. Click **Add Content** for the wider column.

   The **Reports and Analytics** folder in the Add Content dialog box contains what's in the BI catalog.
10. Click through the folders in the catalog until you see the Project Financials Sample Reports folder. Click the name of the analysis in this folder, and click **Add** to include all views of the analysis.

    If you click **Open** or **Project Income Statement**, you can select a specific view to add.
11. Click **Close** after you see the analysis added to the top of the wider column on the dashboard.
12. Click **Close** to close the composer view and view the dashboard.

Related Topics

- Customizing the Project Performance Dashboard: Worked Example

Creating and Editing Dashboards: Procedure

You can create and edit dashboards to determine their content and layout. In addition to objects in the business intelligence (BI) catalog, such as analyses, reports, and prompts, you can add text, sections, and more to a dashboard.

Creating a Dashboard

1. Open the Reports and Analytics work area, or the Reports and Analytics pane if available in other work areas.
2. Click **Browse Catalog**.
3. Click **New** and select **Dashboard** under **Analysis and Interactive Reporting**.
4. Enter the dashboard's name and description, and select a folder to save in.
5. With the **Add content now** option selected, click **OK**.
6. Optionally, add more pages, or tabs, within the dashboard.
7. Drag and drop items from the Dashboard Objects or Catalog pane to add content to a page.
8. Click **Save**.

Note: The first dashboard page is saved with the **page 1** name by default. To rename this page:

1. Click the **Catalog** link.
2. In the Folders pane, select your dashboard.
3. For **page 1**, click **More** and select **Rename**.
4. Enter the new name and click **OK**.

Editing a Dashboard

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 dashboard.

2. Select your dashboard in the pane and click **More**.
3. Click **Edit**.
4. Perform steps 5 and 6 from the preceding Creating Dashboards task, and make other changes as needed, for example:
    - Remove content from the dashboard.
    - Drag and drop within a page to move content around.
    - Change the layout of a page.

Related Topics

- Saving Analytics and Reports: Points to Consider
- Reports and Analytics Pane: Explained

Copying the Payables Invoice Audit Listing Dashboard: Worked Example

This example shows how to copy a predefined dashboard so that you can edit the copy and not the original. If you have appropriate roles, then you can (only if necessary) create dashboards or edit predefined ones directly. If not, then you must copy predefined dashboards and edit the copies.

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Which predefined dashboard are you copying?	Payables Invoice Audit Listing
Is the copied version for yourself only or for multiple users?	Multiple users

To copy the dashboard and get it working:

- Make a copy of the Payables Invoice Audit Listing dashboard.
- Copy the components of the dashboard, the analysis and prompt.
- Edit the copied dashboard so that it contains the copied analysis and prompt instead of the predefined ones.

Save your copies under **Shared Folders - Custom** in the business intelligence (BI) catalog. You must create folders within Custom so that the copies have a folder path similar to the originals.

Copying the Dashboard

1. Open the Reports and Analytics work area.
2. In the Contents pane, select **Shared Folders - Financials - Payables - Invoices - Payables Invoice Audit Listing - Invoice Audit Listing**, and click the **More** link.

3. With the Payables Invoice Audit Listing dashboard selected in the Folders pane, click the **Copy** button on the toolbar.
4. In the Folders pane, select **Shared Folders - Custom - Financials**.
5. On the toolbar, click the **New** button and select **Folder**.
6. Enter **Payables** in the **Name** field and click **OK**.
7. Create an Invoices subfolder within the new Payables folder.
8. Click **Paste** on the toolbar to copy the dashboard into the Invoices folder.

Copying the Prompt and Analysis

1. With the Invoices folder still open, click **New** on the toolbar and select **Folder**.
2. Enter **Prompts** in the **Name** field and click **OK**.
3. Create another folder with the name **Report Components**. (In this context, report refers to the dashboard.)
4. In the Folders pane, select **Shared Folders - Financials - Payables - Invoices - Prompts**.
5. For the Payables Invoice Audit Listing dashboard prompt, click the **More** link and select **Copy**.
6. In the Folders pane, select **Shared Folders - Custom - Financials - Payables - Invoices - Prompts**, and click **Paste** on the toolbar.
7. In the Folders pane, select **Shared Folders - Financials - Payables - Invoices - Report Components**.
8. For the Payables Invoice Audit Listing analysis, click the **More** link and select **Copy**.
9. In the Folders pane, select **Shared Folders - Custom - Financials - Payables - Invoices - Report Components**, and click **Paste** on the toolbar.

Editing the Copied Dashboard

1. In the Folders pane, select **Shared Folders - Custom - Financials - Payables - Invoices - Payables Invoice Audit Listing**.
2. Click the **Edit** link for the Invoice Audit Listing dashboard.
3. Click the **Delete** button for the Payables Invoice Audit Listing dashboard prompt within the Search region.
4. In the Catalog pane, select **Shared Folders - Custom - Financials - Payables - Invoices - Prompts - Payables Invoice Audit Listing** and drag it into the Search region.
5. Delete the Payables Invoice Audit Listing compound view within the Section 1 region.
6. In the Catalog pane, select **Shared Folders - Custom - Financials - Payables - Invoices - Report Components - Payables Invoice Audit Listing** and drag it into the Section 1 region.
7. Click **Save**.

FAQs for Creating and Editing Analytics

What happens to customized analytics and reports when a patch is applied?

All custom analytics and reports are preserved if you save them in the Custom subfolder within Shared Folders, or in My Folders in the business intelligence (BI) catalog. Changes to predefined analytics and reports outside the Custom folder are

preserved only if the patch doesn't include a new version of those BI objects. If the patch does include a new version of a predefined object that you edited outside the Custom folder, then:

- The new version overwrites the existing predefined object.
- A copy of the existing object (with your edits) is automatically created in the same folder, with a new name that indicates it's a custom version.

If the patch includes a new version of both the predefined object and a folder in its file path, then:

- The new folder, along with the new version of the object, overwrites the existing predefined folder and object.
- A copy of the existing folder (along with your edited object) is automatically created. The folder is renamed to indicate that it's a custom version, but your edited object is not renamed.

Note: Future patches won't affect renamed custom objects or anything within a renamed custom folder.

3 Subject Areas for Analytics

Data Structure for Analytics: Explained

The business intelligence (BI) repository contains the metadata that defines which columns you can include in analyses, and the source of that data. The repository is organized into subject areas, which contain folders with the columns.

Note: You can also use the BI repository as a data source for reports.

Columns

This table describes the three types of columns available when you create or edit analyses..

Column Type	Description	Example	Icon for Column Type
Fact	Provides a measure of something, meaning that the values are numbers.	Total	Blue ruler
Attribute	Represents a piece of information about a business object, with values that are dates, IDs, or text. **Note:** Attribute columns can be flexfield segments imported into the BI repository.	Start Date	Blue column
Hierarchy	Holds data values that are organized in a hierarchical manner.	Time, with sublevels: • Year • Quarter • Month	Tree structure of blue rectangles

Subject Areas

When you create an analysis, you first select a subject area, which contains columns related to a specific business object or area. You then open folders within the subject area to find the columns to include.

Folders

Each subject area has one fact folder and a number of dimension folders. Folders can have subfolders.

- **Fact folders:**
  - Contain fact columns.

- Are usually at the bottom of the list of folders and are usually named after the subject area.

- **Dimension folders:**
  - Contain attribute and hierarchical columns.
  - Are joined to the fact folder within a subject area.

    For example, if your analysis has the Currency attribute from a dimension folder, you see currencies in the results. If you also add the Total fact, then your analysis includes only records with both a currency and a total amount. The more columns you add, the smaller the query set for your analysis.
  - Can be common folders, or common dimensions, that appear in more than one subject area.

    If your analysis has columns from multiple subject areas, then you:
    - Should include columns only from dimension folders that are common to all of those subject areas. At least one such column is required.
    - Must include one column from the fact folder in each of those subject areas.

Related Topics

- Creating and Editing Analytics: Highlights
- Creating and Editing Analyses with Advanced Features: Procedure
- Creating and Editing Analyses Using a Wizard: Procedure
- Customizing Data Models: Procedure

Financials Data Structure for Analytics: Explained

The BI repository contains metadata that defines which columns (or slices of data) are available to be included in analyses. The repository also shows where the data for each column comes from. The repository is organized into subject areas which contain folders with columns. You can also use the BI repository as a data source for reports.

Columns

The following table describes the three types of columns.

Column Type	Description	Example	Icon for Column Type
Fact	Provides a measure of values that are numbers.	Credit Amount on Journal Line	Yellow ruler
Attribute	Represents information about a business object with values that are dates, IDs, or text. Attribute columns can be flexfield segments imported into the BI repository.	Approval Status Code on a journal entry.	Gray paper

Column Type	Description	Example	Icon for Column Type
Hierarchy	Holds data values that are organized in a hierarchical manner.	Accounting Period • Year • Quarter • Month	Column: Hierarchy of blue squares Sublevel: Blue or white square

Subject Areas

When you create an analysis, you:

- First select a subject area which contains columns related to a specific business object or business area. For example, **General Ledger** - **Balances Real Time**.
- Then open folders within the subject area to find the columns to include in your analysis. For example, you can open the **Approval Status** folder and select the columns within it.

Folders

Each subject area has one fact folder and a number of dimension folders. Folders can have subfolders. For example, the **Journal Lines** folder in **General Ledger** - **Journals Real Time** subject area has multiple subfolders like **Account**, **Line Details**, and **Lines**.

The definitions of Fact and Dimension folders are:

- Fact: A measure or metric. A fact consists of numbers. A report more often than not contains at least one fact and not more than a few facts.
- Dimension: Provides the context for the fact. A dimension is descriptive.

Note: Facts and dimensions make up the report columns.

- Fact folders:
  - Contain fact columns.
  - Are usually at the bottom of the list of folders and are usually named after the subject area.
- Dimension folders:
  - Contain attribute and hierarchical columns.
  - Are joined to the fact folder within a subject area.

    For example, if your analysis has Currency attribute from a dimension folder, you see currencies in the results. If you also add the Total fact, then your analysis includes only records with both a currency and a total amount. The more columns you add, the smaller the query set for your analysis becomes.
  - Can be common folders or common dimensions that appear in more than one subject area. If your analysis has columns from multiple subject areas then you:
    - Must include columns only from dimension folders that are common to all those subject areas. At least one such column is required.

- Must include one column from the fact folder in each of those subject areas.

Note: For more information, see Financials Cloud OTBI Release 11: Subject Area Document on Customer Connect.at:https://appsconnect.oracle.com/files/8164acf4e9/FINS_OTBI_Subject_Area_Documentation_R_11_FINAL.pdf

General Ledger Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for General Ledger, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of journal information, you begin by selecting a General Ledger - Journals Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the columns in the journal tables.

General Ledger has 4 general ledger specific subject areas:

- General Ledger - Balances Real Time
- General Ledger - Journals Real Time
- General Ledger - Period Status Real Time
- General Ledger - Transactional Balances Real Time

Tip: You can create a report that combines data from more than one subject area. Such a report is referred to as a cross-subject area query. However, the simplest and fastest way to generate a report is to use a single subject area. If the dimension attributes and fact metrics that you are interested in are all available from a single subject area, then you can use that subject area to build the report. Such a report results in better performance and is easier to maintain. If your report requirements cannot be met by any single subject area because you need metrics from more than one subject area, you can build a cross-subject area query using common dimensions.

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like journal debit and credit amounts. Fact folders are usually at the bottom of the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like journal name and accounting period.

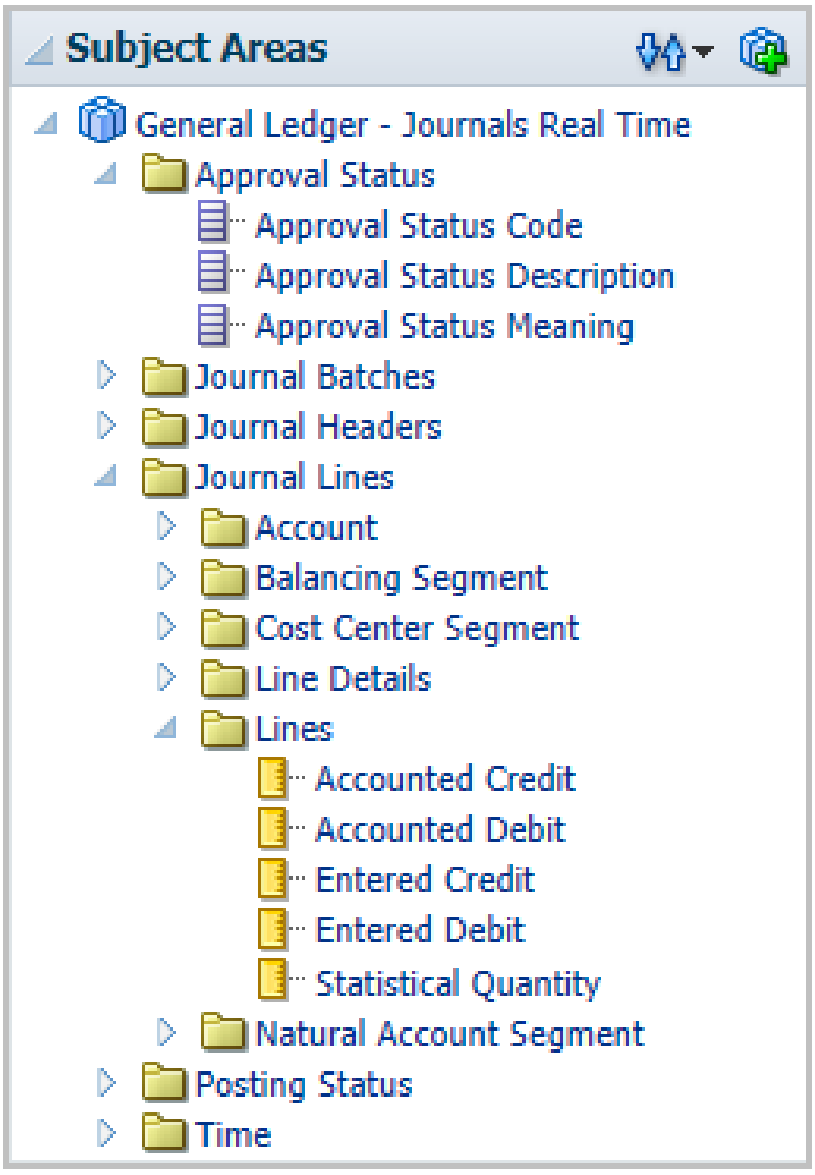
Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Journal Approval has approval attributes.
- Journal Batches has subfolders and attributes under the subfolders.

Attributes

Finally, each dimension folder contains attributes (columns), such as balance type and posting date. This figure illustrates the structure of subject areas, folders, and attributes.



In the preceding figure, the following components are shown:

- Subject area: General Ledger - Journals Real Time
- Dimension - Presentation Folder: Approval Status
- Dimension - Attributes: Approval Status Code, Approval Status Description, and Approval Status Meaning.
- Fact - Presentation Folder: Lines

- Fact - Measures: Accounted Credit, Accounted Debit, Entered Credit, Entered Debit, and Statistical Quantity

Budgetary Control Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Budgetary Control, you should be familiar with the subject areas.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, for an ad hoc analysis of transactions consuming budget, you begin by selecting a Budgetary Control - Transactions Real Time subject area. Subject areas are based around a business object or fact.

Budgetary Control has one budgetary control specific subject area:

- Budgetary Control - Transactions Real Time

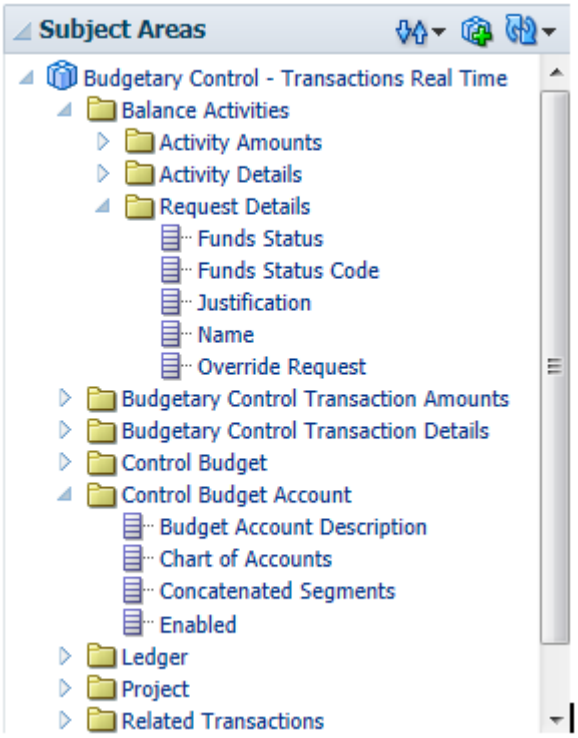
Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like journal debit and credit amounts. Fact folders are usually at the bottom of the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like journal name and accounting period.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Attributes

Finally, each dimension folder contains attributes (columns), such as balance type and posting date. This figure illustrates the structure of subject areas, folders, and attributes.



In the preceding figure, the following components are shown:

- Subject area: Budgetary Control - Transactions Real Time
- Dimension - Presentation Folder: Request Details
- Dimension - Attributes: Funds Status, Funds Status Code, Justification, Name, and Override Request
- Fact - Presentation Folder: Control Budget Account
- Fact - Measures: Budget Account Description, Chart of Accounts, Concatenated Segments, and Enabled

Intercompany Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Financials Common Module, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis for intercompany transactions, you begin by selecting a Financials Common Module - Intercompany Transactions Real Time Subject Area. Subject areas are based around a business object or fact. In this example, the subject area is based on the intercompany transactions.

Financials Common Module has 1 intercompany specific subject area:

- Financials Common Module - Intercompany Transactions Real Time Subject Area

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like intercompany transactions type, and debit and credit amounts. Fact folders are usually at the bottom of the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like intercompany distributions and intercompany transaction type.

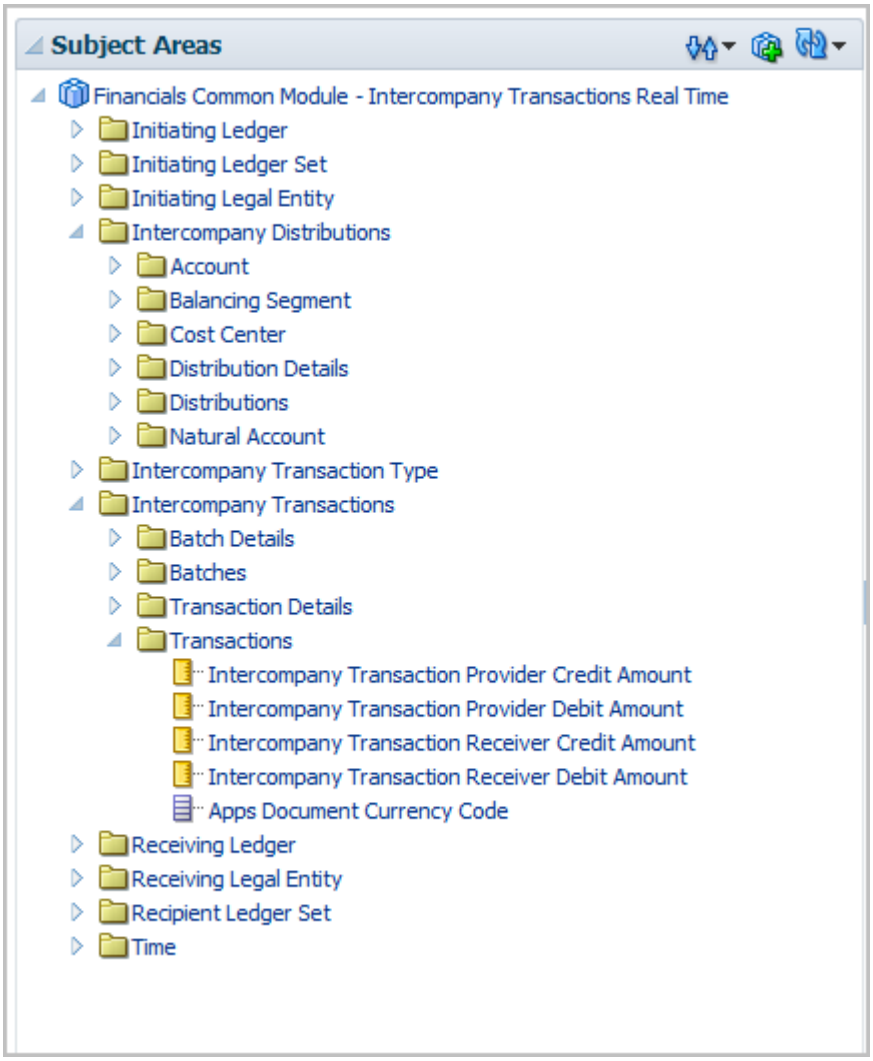
Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Intercompany Distributions has distribution attributes.
- Intercompany Transaction has subfolders and attributes under the subfolders

Attributes

Finally, each dimension folder contains attributes (columns), such as balance type and posting date. This figure illustrates the structure of subject areas, folders, and attributes.



In the preceding figure, the following Transactional Business Intelligence components are shown:

- Subject Area: Financials Common Module - Intercompany Transactions Real Time.
- Dimension - Presentation Folder: Intercompany Distributions.
- Dimension Attributes: Intercompany Distributions subfolders and attributes to the subfolders.
- Fact - Presentation Folder: Intercompany Transactions.
- Fact - Measures: Intercompany Transaction Provider Credit Amount, Intercompany Transaction Provider Debit Amount, Intercompany Transaction Receiver Credit Amount, Intercompany Transaction Receiver Debit Amount, and Apps Document Currency Code.

Subledger Accounting Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Oracle Fusion Subledger Accounting you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of journal information, you begin by selecting a Subledger Accounting- Journals Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the subledger entries tables.

Subledger Accounting has 2 specific subject areas:

- Subledger Accounting- Journals Real Time
- Subledger Accounting - Supporting References Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like journal debit and credit amounts. Fact folders are usually at the bottom of the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like journal name and accounting period.

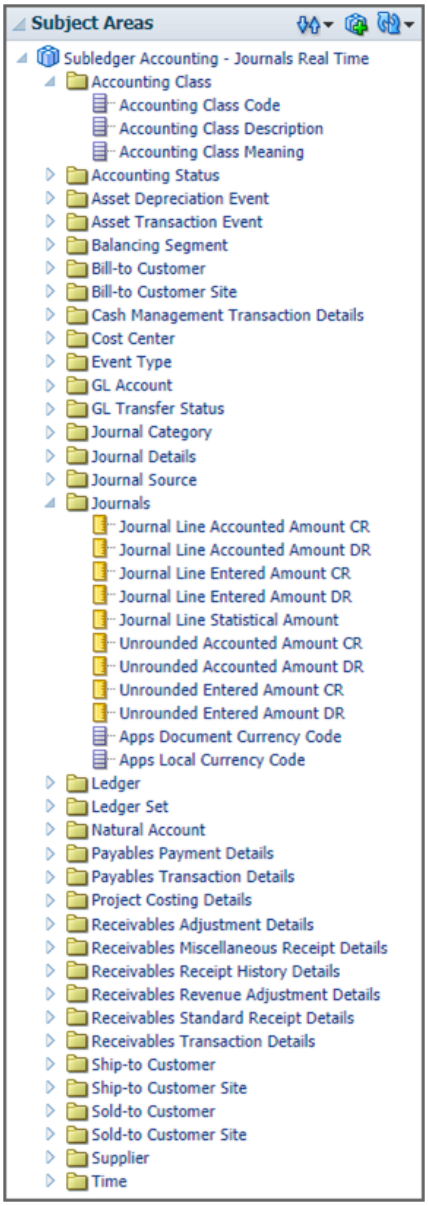
Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Accounting Class has accounting class attributes.
- Bill-to Customer has subfolders and attributes under the subfolders.

Attributes

Finally, each dimension folder contains attributes (columns), such as balance type and posting date. This figure illustrates the structure of subject areas, folders, and attributes.



In the preceding figure, the following components are shown:

- Subject area: Subledger Accounting - Journals Real Time
- Dimension - Presentation Folder: Accounting Class
- Dimension - Attributes: Accounting Class Code, Accounting Class Description and Accounting Class Meaning.
- Fact - Presentation Folder: Journals

- Fact - Measures: Journal Line Accounted Amount CR, Journal Line Accounted Amount DR, Journal Line Entered Amount CR, Journal Line Entered Amount DR, Journal Line Statistical Amount, Unrounded Accounted Amount CR, Unrounded Accounted Amount DR, Unrounded Entered Amount CR, and Unrounded Entered Amount DR.

Payables Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Oracle Fusion Payables, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of invoice installments, you begin by selecting the Payables Invoices - Installments Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on columns in the invoice installments tables.

Payables has the following subject areas:

- Payables Invoices - Holds Real Time
- Payables Invoices - Installments Real Time
- Payables Invoices - Prepayment Applications Real Time
- Payables Invoices - Transactions Real Time
- Payables Invoices - Trial Balance Real Time
- Payables Invoices - Withholding Real Time
- Payables Payments - Disbursements Real Time
- Payables Payments - Payment History Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like available discount and unpaid amount. Dimension folders contain attribute and hierarchical columns like bank account number and due date.

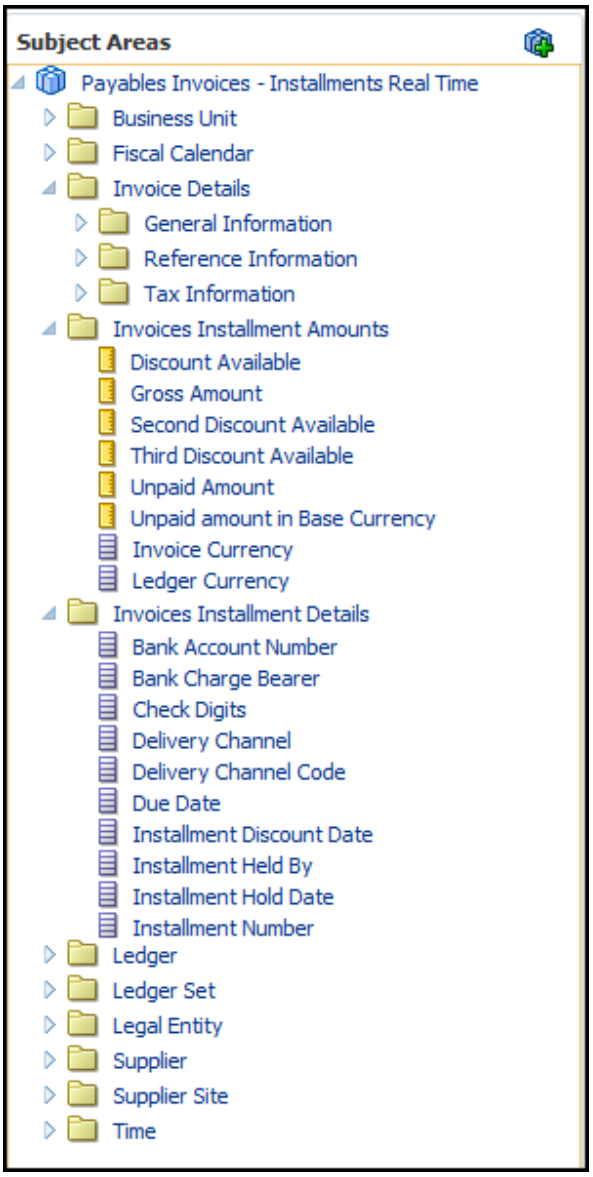
Some folders appear in more than one subject area, such as the Time folder. These folders are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Invoices Installment Details has installment information.
- Invoice Details has subfolders and details under the subfolders.

Attributes

Finally, each dimension folder contains attributes (columns), such as invoice date and invoice accounting date. This figure illustrates the structure of subject areas, folders, and facts.



The preceding figure shows the following components:

- Subject Area: Payables Invoices - Installments Real Time
- Dimension - Presentation Folder: Invoices Installments Details
- Dimension - Attributes: Bank Account Number, Bank Charge Bearer, Check Digits
- Fact - Presentation Folder: Invoices Installment Amounts

- Fact - Measures: Discount Available, Gross Amount, Second Discount Available, Third Discount Available, Unpaid Amount

Cash Management Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Cash Management, you must be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of bank statement balance information, you begin by selecting a Cash Management - Bank Statement Balances Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the bank statement balance tables.

The following are the four cash management-specific subject areas:

1. Cash Management - Bank Statement Balances Real Time
2. Cash Management - Bank Statement Line Charges Real Time
3. Cash Management - Bank Statements Real Time
4. Cash Management - External Cash Transactions Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain measurable attributes, which are numeric values like balance code and credit, debit indicator. Fact folders are usually at the bottom of the list of folders, and are named after the subject area. Dimension folders contain attribute and hierarchical columns like entry type and legal sequence number.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example, Bank Statement Balance Detail has various attributes, and Bank Statement Detail has subfolders and attributes under the subfolders.

Attributes

Each dimension folder contains attributes or columns. For example, the folder Bank Statement Balance Detail contains the following attributes:

- Balance Code
- Balance Code Description
- Credit Debit Indicator
- Float Days
- Funds Date

Receivables Subject Areas, Folders, and Attributes: Explained

Use the subject areas, folders, and attributes to create real-time analyses of Oracle Fusion Receivables.

Subject Areas

To create an analysis, you begin by selecting a subject area and then selecting columns of information to include in the analysis. For example, to create an analysis of transaction information, you begin by selecting the Receivables - Transactions Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the transactions tables.

Receivables has fourteen specific subject areas:

- Receivables - Adjustments Real Time
- Receivables - Credit Memo Applications Real Time
- Receivables - Credit Memo Requests Real Time
- Receivables - Miscellaneous Receipts Real Time
- Receivables - Payment Schedules Real Time
- Receivables - Receipt Conversion Rate Adjustments Real Time
- Receivables - Receipts Details Real Time
- Receivables - Revenue Adjustments Real Time
- Receivables - Standard Receipts Application Details Real Time
- Receivables - Transactions Real Time
- Receivables - Bills Receivable Real Time
- Receivables - Customer Real Time
- Receivables - Customer Tax Profile Real Time
- Receivables - Customer Account Site Tax Profile Real Time

Folders

Each subject area has one or more fact folders and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like transaction line amounts. Fact folders are usually at the bottom of the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like customer information.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

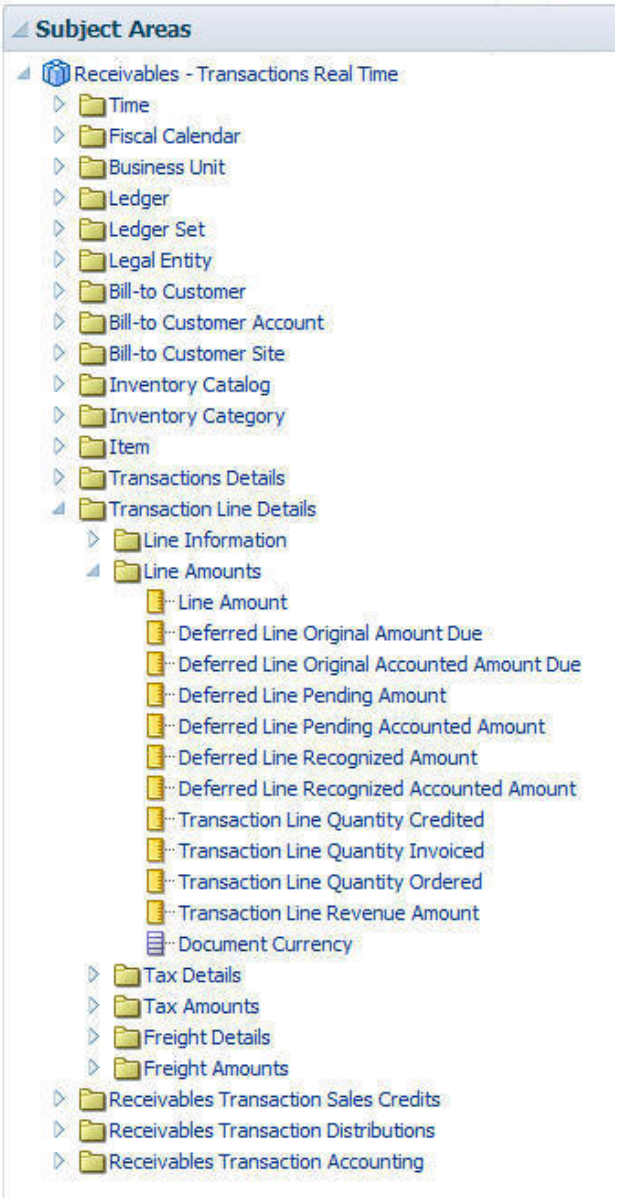
Each folder within a subject area may have a different level of granularity. For example:

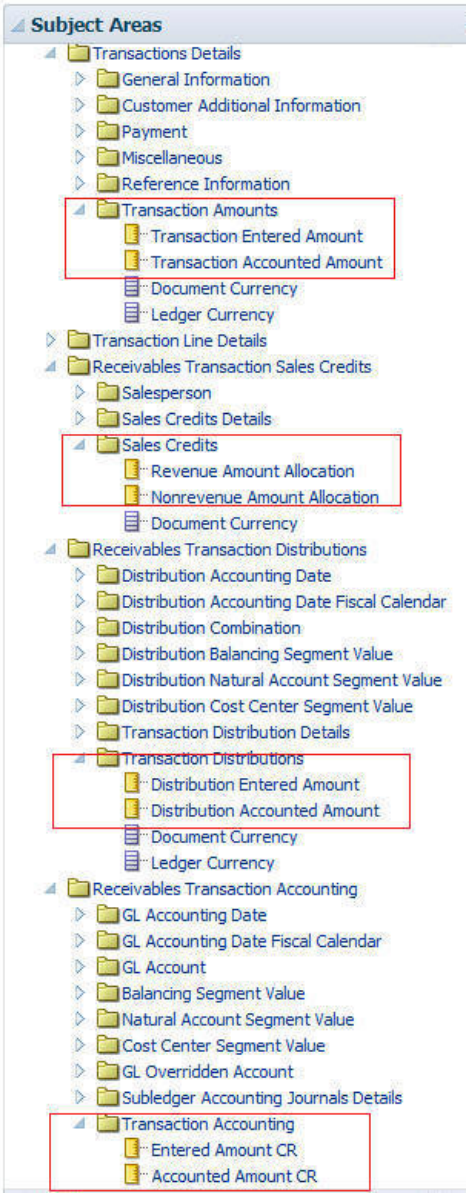
- Bill-to Customer has customer attributes.
- Transaction Line Details has subfolders and attributes under the subfolders for the various line amounts.

Attributes

Each dimension folder contains attributes (columns), such as customer category and customer codes.

These two figures illustrate the structure of subject areas, folders, and attributes.





These two figures illustrate the following components:

- Subject area: Receivables - Transactions Real Time
- Dimension - Presentation Folder: Bill-to Customer > Bill-to Customer Classification
- Dimension - Attributes: Bill-to Customer Class Category and Bill-to Customer Class Code
- Fact - Presentation Folder: Line Amounts
- Fact - Measures: Deferred Line values, Line Amount, Transaction Line values

Assets Subject Areas, Folders, and Attributes: Explained

To create real-time analyses for Oracle Fusion Assets, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis.

For example, to create an analysis of asset balances information, you begin by selecting a Fixed Assets - Asset Balances Real Time subject area.

Subject areas are based around a business object or fact. Assets has eight subject areas:

- Fixed Assets - Asset Depreciation Real Time
- Fixed Assets - Asset Transactions Real Time

Folders

Each subject area has one fact folder and a number of dimension folders.

- Fact folders contain attributes that can be measured, meaning that they are numeric values like assignment units. Fact folders are usually at the top of the list of folders and are usually named after the subject area.
- Dimension folders contain attribute and hierarchical columns like the last period depreciated and the asset fiscal year name.

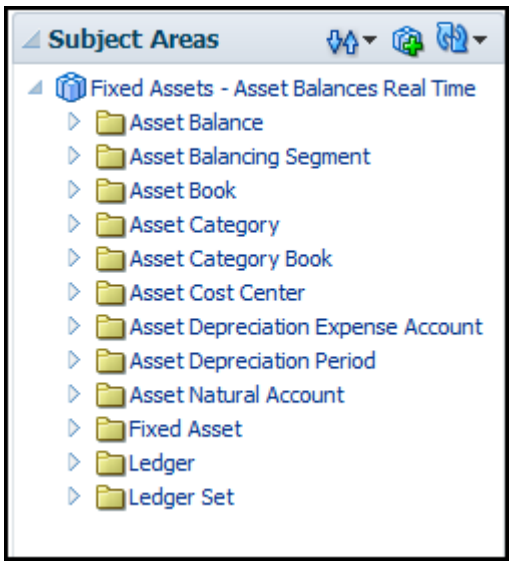
Some folders appear in more than one subject area, such as Asset Books. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Asset Balance has period-end balance attributes.
- Asset Book has subfolders and attributes under the subfolders.

Attributes

Finally, each dimension folder contains attributes (columns), such as book class and current fiscal year. This figure illustrates the structure of subject areas, folders, and attributes. The graphic shows the Fixed Assets - Asset Balances Real Time subject area, folders, and attributes.



The preceding figure shows the following components:

- Subject area: Fixed Assets - Asset Balances Real Time
- Dimension - Presentation Folder: Asset Book
- Dimension - Attributes: Asset Book, Book Class, Depreciation Calendar and Current Fiscal Year
- Fact - Presentation Folder: Asset Balances
- Fact - Measures: Current Cost, Net Book Value, and Accumulated Depreciation Amount

Expenses Subject Areas, Folders, and Attributes: Explained

You can use subject areas, folders, and attributes to create real-time analyses of Oracle Fusion Expenses.

Subject Areas

Subject areas are based on a business object or fact. Expenses has two subject areas:

- Expenses - Employee Expense Overview Real Time: Provides summarized information about employee expenses and expense violations for an organization across cost centers, business units, companies, employees, and associated supervisory hierarchies.
- Expenses - Expense Transactions Real Time: Provides real time information about expense reports.

To create an analysis, begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of employee spending, you can begin by selecting the subject area, Expenses - Employee Expense Overview Real Time.

Folders

The subject area, Expenses - Employee Expense Overview Real Time has:

- Several dimension folders
- One fact folder

The subject area, Expenses - Expense Transactions Real Time has:

- Several dimension folders
- Several fact folders

Fact folders contain attributes that can be measured. Attributes are numeric values like total expense amount or total number of expense items. Fact folders usually end with the word **Amounts**.

Dimension folders contain attributes and hierarchical columns.

Some folders appear in more than one subject area, such as Business Unit and Employee. These folders are known as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- The Expense Information folder under the subject area, Expenses - Employee Expense Overview Real Time, has expense-related attributes, such as expense category and expense type.
- The Expense Information folder under the subject area, Expenses - Expense Transactions Real Time, has two level of subfolders under it.

Attributes

Each dimension folder contains attributes, or columns, such as Expense Category and Expense Class for the Expense Information dimension in the subject area, Expenses - Employee Expense Overview Real Time.

The following is an example of the components of an analysis for the subject area, Expenses - Employee Expense Overview Real Time.

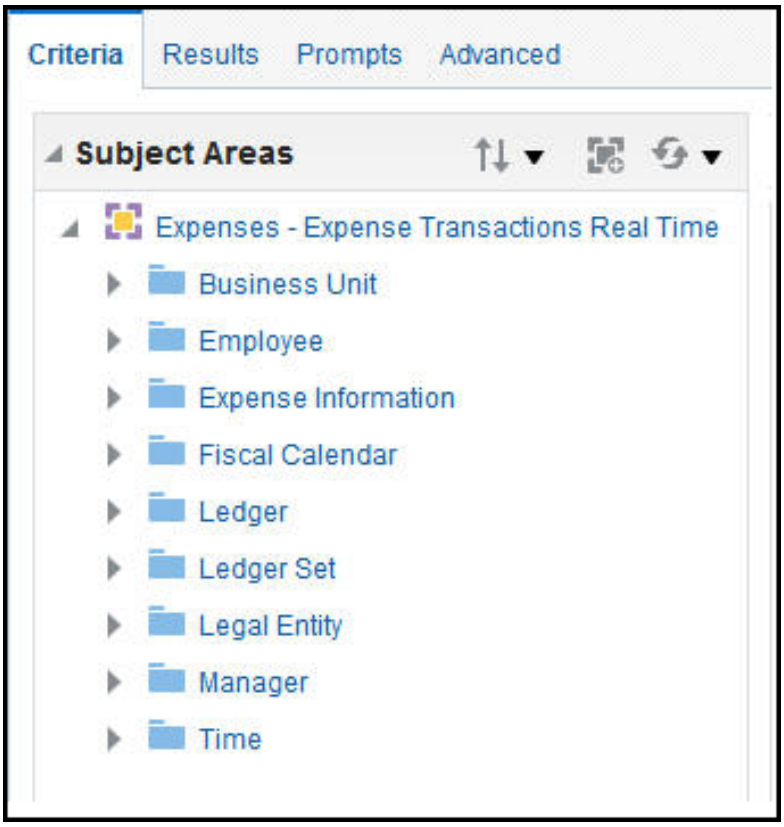
- Subject Area: Expenses - Employee Expense Overview Real Time
- Dimension Folder: Expense Information
- Dimension Attributes: Expense Type, Expense Category, Expense Class, City, State, Country, Merchant Name, Report Status, Violation Type
- Fact Folder: Expense Amounts
- Fact Measures: Average Expense Amount, Outstanding Expense Amount, Processed Expense Amount, Total Expense Amount

The following figure shows the structure of the subject area, Expenses - Employee Expense Overview Real Time, and its folders.

The following is an example of the components of an analysis for the subject area, Expenses - Expense Transactions Real Time.

- Subject Area: Expenses - Expense Transactions Real Time
- Dimension Folder: Expense Information - Expense Reports, Expense Report Details
- Dimension Attributes: Expense Report Number, Report Creation Method, Purpose, Trip Name, Preferred Payment Method, Total Number of Policy Violations, Report Status, Audit Reason, Audit Return Status, Short Pay Reason, Original Receipt Status, Imaged Receipt Status, Last Audited By, Report Submission Date, Final Approval Date, Expense Payment Date, Receipts Received Date, Parent Expense Report
- Fact Folder: Expense Information - Expense Reports, Expense Report Amounts
- Fact Measures: Expense Report Total, Expense Report Total in Ledger Currency

The following figure shows the structure of the subject area, Expenses - Expense Transactions Real Time, and its folders.


Criteria
Results
Prompts
Advanced
Subject Areas
Expenses - Expense Transactions Real Time
Business Unit
Employee
Expense Information
Fiscal Calendar
Ledger
Ledger Set
Legal Entity
Manager
Time

4 Reports

Oracle BI Publisher Best Practices for SaaS Environments: Overview

Oracle Business Intelligence Publisher is an enterprise reporting solution for creating highly formatted, pixel perfect reports. It offers a single solution environment to author, manage, and deliver a variety of business documents. Oracle BI Publisher is available to customers with Oracle BI Suite Plus and Oracle BI Foundation. The product is also available standalone as Oracle BI Publisher Enterprise. Often these reports process large amounts of data, which requires product teams and end customers to understand the best practices of Oracle BI Publisher.

Often the reports process large amounts of data, which requires product teams and end customers to understand the best practices of Oracle BI Publisher. This white paper provides a detailed list of best practices that are recommended by Oracle when using Oracle BI Publisher in a Software-as-a-Service (SaaS) environment. For more information, see Oracle BI Publisher Best Practices for SaaS Environments document ID 2145444.1 on My Oracle Support at https://support.oracle.com.

Customizing Reports

Creating and Editing Reports: Explained

Use reports to generate and print documents for internal operations, external business transactions, or legal requirements. To meet specific requirements, you may need to create or edit reports to capture different data, or present data in another way.

Report Components

Each report has components that you can customize, as described in this table:

Report Component	Description	Tool for Customizing
Data model	Defines the data source, data structure, and parameters for the report. Multiple reports can use the same data model. Each report has one data model.	Data model editor in the application
Layout	Defines the presentation, formatting, and visualizations of the data. A report can have multiple layouts. There are different types of layout templates, for example Excel and RTF.	Depending on the template file type: • **XPT:** Layout editor in the application • **RTF:** Microsoft Word • **PDF:** Adobe Acrobat Professional • **Excel:** Microsoft Excel • **eText:** Microsoft Word
Properties	Specifies formatting and other settings for the report.	Report editor in the application

What You Can Create or Edit

This table gives just a few examples of creating or editing reports.

Task	Example
Edit the layout of a report.	Add your company logo to the report output.
Add a new layout to a report.	Design a new layout template that provides less detail than the existing template.
Edit a data model.	Add two fields to the data model used by a report so you can add those new fields to a custom layout for the report.
Create a new report based on a new data model.	Create a new data model based on data from an external system, and create reports using the custom data model.

Accessing Report Components to Customize: Points to Consider

To create or edit reports, you must access the business intelligence (BI) catalog. In the catalog, objects of type Report represent the report definition, which includes report properties and layouts. Data models are separate objects in the catalog, usually stored in subfolders called Data Models.

Accessing the BI Catalog

You can access the BI catalog in any of the following ways:

- In the Reports and Analytics pane, click **Browse Catalog** to open the BI catalog, and find your report or data model in the Folders pane.
- In the Reports and Analytics pane, find your report and select **More** to go to the report directly in the catalog. The data model associated with the report should be in the Data Models subfolder within the same folder as the report.
- Sign in to the application directly (for example: **`http://host:port/analytics/saw.dll`**) to open the catalog.
- Sign in to the BI server directly (for example: **`http://hostname.com:7001/xmlpserver`**) to open the catalog.
    - Alternatively, once you are in the catalog using another method, for example, through the Reports and Analytics pane, change the final node of the URL. For example, change (**`http://host:port/analytics/saw.dll`**) to **`xmlpserver`**. So the URL you use would be: **`http://host:port/xmlpserver`**.

Predefined Reports

A special Customize option is available only:

- For predefined reports, not data models.
- Through direct access to the BI server using the **`/xmlpserver`** URL. When you find your report in the BI catalog, select **Customize** from the **More** menu.

The Customize option automatically creates a custom copy of a predefined report and stores it in the **Shared Folders - Custom** folder within the catalog. The new report is linked to the original, so that when users open or schedule the original, they are actually using the custom version.

If you don't have access to the Customize option or don't want the original version linked to the new report, then make a copy of the predefined report and save it in the Custom folder.

Predefined Data Models

Don't edit predefined data models. Instead, copy the data model into the Custom folder and edit the copy.

Related Topics

- Saving Analytics and Reports: Points to Consider
- What happens to customized analytics and reports when a patch is applied?

Using the Customize Option for Predefined Reports: Points to Consider

The Customize option automatically creates a custom copy of a predefined report and stores it in the **Shared Folders - Custom** within the business intelligence (BI) catalog. The custom copy includes the report definition, folder structure, and original report permissions, and is linked internally to the original report. You can edit the custom copy of the report, leaving the original report intact. When users open or schedule the original report, they are actually using the custom version.

Benefits of the Customize Option

In addition to conveniently copying a predefined report to the Custom folder, the Customize option:

- Makes it unnecessary to update processes or applications that invoke the report. For example, if the original report is set up to run as a scheduled process, you don't need to change the setup. When users submit the same scheduled process, the custom report runs instead of the original.
- Automatically copies the security settings of the original report.
- Removes the risk of patches overwriting your edits. If a patch updates the original report, the custom report is not updated in any way.

> **Note:** The custom report still references the original data model. The data model is not copied. A patch that updates the data structure of the data model might affect your custom report.

Accessing the Customize Option

To access the Customize option:

1. Sign in to the BI server (for example, `http://hostname.com:7001/xmlpserver`).
2. In the Folders pane, select the predefined report.
3. Select **Customize** from the **More** menu for the report.
4. The copied report in the Custom folder opens, so proceed to edit this report.

To edit the custom report again later, you don't need to be in the BI server. Just go to the BI catalog and either:

- Select the **Customize** or **Edit** option for the original report.
- Find your custom report in the Custom folder and select **Edit**.

Related Topics

- Saving Analytics and Reports: Points to Consider

- What happens to customized analytics and reports when a patch is applied?

Links Between Original and Custom Reports: Points to Consider

The Customize option for predefined reports creates a custom copy of the report that is linked to the original. Consider the following points when you work with both the original and custom versions.

Maintaining the Link Between Reports

The link between the predefined and custom report is based on the name of the custom report and its location within the Custom folder in the business intelligence (BI) catalog.

- If you manually create a report with the same name as a predefined report, and give it the same folder path under the Custom folder, then the new report becomes a custom version of the original. It would be as if you had used the Customize option to create the custom report.
- You can edit the custom report so that it uses a different data model. But if the original data model is updated later, then your custom report doesn't benefit from the change.

Important: The link to the original report breaks if you rename the custom or original report.

Tasks Performed on Original Reports

This table describes what happens when you use the original report and a corresponding custom report exists.

Task Performed on the Original Report	Result When There's a Custom Report
Open	Opens the custom report.
Schedule	Creates a report submission for the custom report.
Edit	Edits the custom report.
Delete	Deletes the original report only. If you delete the custom report, the original report is not deleted.
Copy	Copies the original report.
Cut and Paste	Cuts and pastes the original report.
Rename	Renames the original report. The custom report name is not changed. **Caution:** This breaks the link between the original and custom reports.
Download	Downloads the custom report.
Customize	Edits the custom report.
History	Opens the job history of the custom report.

Task Performed on the Original Report	Result When There's a Custom Report

Related Topics

- Saving Analytics and Reports: Points to Consider
- What happens to customized analytics and reports when a patch is applied?

Creating and Editing Report Layouts: Overview

The layout determines what and how data is displayed on report output. Each report has at least one layout template. This topic describes the following aspects of report templates:

- Layout templates
- Layout template types
- Overall process of managing layouts
- Deleting layout templates

Layout Templates

To customize a layout, you edit the layout template, which:

- Defines the presentation components, such as tables and labeled fields.
- Maps columns from the data model to these components so that the data is displayed in the right place.
- Defines font sizes, styles, borders, shading, and other formatting, including images such as a company logo.

Layout Template Types

There are a few types of template files to support different report layout requirements.

- **RTF:** Rich text format (RTF) templates created using Microsoft Word.
- **XPT:** Created using the application's layout editor, these templates are for interactive and more visually appealing layouts.
- eText: These templates are specifically for Electronic Data Interchange (EDI) and electronic funds transfer (EFT) information.

You can also create and edit other types of templates using Adobe PDF, Microsoft Excel, Adobe Flash, and XSL-FO.

Overall Process to Create or Edit Layouts

Editing or creating report layout, for example using Microsoft Word or the layout editor, involves making the actual changes to the template file. But that task is just one part of the entire process for customizing layouts.

1. Copy the original report and save the custom version in **Shared Folders - Custom** in the business intelligence (BI) catalog. You create or edit templates for the custom copy of the report.

   Tip: You can use the Customize option if the original is a predefined report.

2. Review report settings for online viewing.
3. Generate sample data for the report.
4. Edit or create the layout template file.
5. Upload the template file to the report definition. Skip this step if you're using the layout editor.
6. Configure the layout settings.

Deleting Layout Templates

To remove a layout template for a report:

1. Select your report in the BI catalog and click **Edit**.
2. In the report editor, click **View a list**.
3. Select the layout template and click **Delete**.

Customizing Data Models: Procedure

A data model defines where data for a report comes from and how that data is retrieved. If a data model can't give you all the data that you need in your report, then you can either copy and edit an existing data model or create a new one.

Creating a Data Model

1. In the business intelligence (BI) catalog, click the **New** button and select **Data Model** under **Published Reporting**.
2. Optionally click the **Data Model** node in the Data Model pane to set properties for the data model.
3. Click the **Data Set** node in the Data Model pane to create or edit data sets, which determine where and how to retrieve data.
4. Click the **New Data Set** button and select a data set type. It's best practice to use the BI repository as a data source, so you should select either:
    - **Oracle BI Analysis:** To use columns from a selected analysis.
    - **SQL Query:** To use a Query Builder tool to define what to use from the repository. Select **Oracle BI EE** as the data source.
5. Optionally, to limit the data included in the report output, click the **Parameters** node in the Data Model pane to define variables that users can set when they use the report.

    Note: The order of parameters is important if there are job definitions defined for reports that use your data model. If you change the order in the data model, you must also update the job definitions.

6. Optionally, define other components of the data model.
7. Save your data model.

Editing a Data Model

1. To edit a predefined data model:
    a. Find the data model in the BI catalog and click **Copy**.
    b. Paste within **Shared Folders - Custom** in a subfolder that has a folder path similar to the folder that stores the original data model.
    c. For the data model you pasted, click **More**, and select **Edit**.
2. Optionally click the **Data Model** node in the Data Model pane to set properties for the data model.
3. Click the **Data Set** node in the Data Model pane to create or edit data sets.

Most predefined data models are of type SQL Query, and are set up to get application data from the following tables:

- **ApplicationDB_FSCM:** Financials, Supply Chain Management, Project Management, Procurement, and Incentive Compensation
- **ApplicationDB_CRM:** Sales
- **ApplicationDB_HCM:** Human Capital Management

4. Perform steps 5 through 7 from the preceding Creating a Data Model task, as needed.

Related Topics

- Setting Reports Up to Run as Scheduled Processes: Points to Consider
- Data Structure for Analytics: Explained

Creating Custom Reports: Procedure

Create a custom report when the predefined reports don't provide the data you need. Or, if you want to use a predefined data model, and also want to change other aspects of the report other than layout. Save your custom report to **Shared Folders - Custom** in the business intelligence catalog.

Creating a Report

1. Open the Reports and Analytics work area, or the Reports and Analytics pane if available in other work areas.
2. Click **Create** and select **Report**.
3. Select the data model to use as the data source for your report.
4. Continue with the wizard to create the report layout, or choose to use the layout editor and close the wizard.
5. Define the layout for the report.
6. Click the **Properties** button in the report editor to set specific formatting, caching, and processing options for your report.

Setting Up Access

You or your administrator can:

- Create a job definition so that users can run your custom report as a scheduled process.
- Set up the report for scheduling in the Reports and Analytics pane.
- Secure general access to your report and its job definition, if any.

Related Topics

- Setting Reports Up to Run as Scheduled Processes: Points to Consider
- Setting Reports Up for Scheduling in the Reports and Analytics Pane: Procedure

Making Reports Available for Online Viewing: Procedure

Some reports are set up so that you can only view them through another application or submit them as scheduled processes. To view your report online while you're editing it, you must define a few settings. When you're done editing your report, make sure that you reset these settings as needed.

Updating Report Properties

1. Select your report in the business intelligence catalog and click **Edit**.
2. In the report editor, click **Properties** at the top of the page.
3. In the Report Properties dialog box, select **Run Report Online** and deselect **Report is Controlled by External Application**.

Updating Layout Settings

1. Back in the report editor, click **View a list**.
2. Make sure that the **View Online** check box is selected.

Generating Sample Report Data: Procedure

Depending on the type of report layout changes you're making, sample data can be required or optional. You generate sample data, and then load it for use with your layout so that you can map data fields to layout components. For example, for the Start Date table column in your layout, you can set it so that the data displayed in that column comes from the Start Date field in the sample data.

You can generate sample data from the:

- Report data model
- Report viewer
- Scheduler

Generating Sample Data from the Data Model

Follow these steps:

1. Select your data model in the business intelligence (BI) catalog and click **Edit**.

   Tip: If you're not sure which data model is the source for your report, find the report in the catalog and click **Edit**. The data model is displayed in the upper left corner of the report editor.

2. In the data model editor, click **View Data**.
3. Enter values for any required parameters, select the number of rows to return, and click **View**.
4. To save the sample data to the data model, click **Save As Sample Data**.

   If you're designing an RTF template, click **Export** to save the file locally.
5. Save the data model.

Saving Sample Data from the Report Viewer

For reports that are enabled for online viewing, you can save sample data from the report viewer:

1. Select the report in the BI catalog.
2. Click **Open** to run the report in the report viewer with the default parameters.
3. On the Actions menu, click **Export**, then click **Data**.
4. Save the data file.

Saving Sample Data from the Scheduler

For reports that are enabled for scheduling (not necessarily as a scheduled process), you can save sample data from the scheduler:

1. Select the report in the BI catalog.
2. Click **Schedule**.
3. On the General tab, enter values for any report parameters.
4. On the Output tab, ensure that **Save Data for Republishing** is selected.
5. Click **Submit**.
6. Open the Report Job History page.
7. On the global header, click **Open**, then click **Report Job History**.
8. Select your report job name in the Job Histories table.
9. On the details page, under Output and Delivery, click the **XML Data Download** icon button.

Working with Templates

Creating and Editing Report Layout Templates Using the Layout Editor: Procedure

The layout editor in the application provides an intuitive, drag-and-drop interface for creating pixel-perfect reports with PDF, RTF, Excel, PowerPoint, and HTML output. The layout template files you create with this tool have an `.xpt` extension. The layout editor tool is the only editing tool that provides dynamic HTML output. Users can interact with this output in a browser, for example by sorting, applying filters, and so on.

Prerequisite

Make sure that sample data is generated from the data model that your report is using.

Using the Layout Editor

To customize XPT templates:

1. Select the report in the business intelligence (BI) catalog and click **Edit**.
2. In the report editor, click **Edit** to update a template.

   Or, click **Add New Layout** and select a template type under the Create Layout section.
3. Create or edit the layout.
4. Click **Save** to save the layout to the report definition.

Setting Up for RTF and Excel Report Layout Templates: Procedure

You can use Microsoft Word or Microsoft Excel to create or edit RTF and Excel layout templates, in addition to the layout editor in the application. If you use Word or Excel directly, you must download and install the appropriate add-in so that the Microsoft application has the features you need to design report layouts.

> **Note:** If you're designing a new layout for your report, consider using the layout editor instead unless you are an experienced layout designer.

Installing the Add-In

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 **Home**.
4. Under the Get Started pane, click **Download BI Desktop Tools**.
5. Select the add-in for the type of template you're working with.
    - **Template Builder for Word:** RTF templates
    - **Analyzer for Excel:** Excel templates
6. Save and then run the installer.

Creating and Editing RTF Report Layout Templates: Procedure

An RTF template is a rich text format file that contains the layout instructions to use when generating the report output. Use Microsoft Word with the Template Builder for Word add-in to design RTF templates.

Prerequisites

Install the Template Builder for Word add-in, and generate sample data.

Using Template Builder for Word

To customize an RTF template:

1. If you are editing an existing layout:
    a. Select your report in the business intelligence catalog and click **Edit**.
    b. In the report editor, click the **Edit** link of the layout to download the RTF file.

    If you are creating a new layout, skip this step.
2. Open the downloaded RTF template file in Microsoft Word. Or, if you're creating a new template, just open Microsoft Word.
3. Load the sample data that you generated.
4. Edit or create the layout template.
5. Save the file as Rich Text Format (RTF).

Changing the Branding Logo in a Predefined Oracle Fusion Project Performance Reporting RTF Report Template: Worked Example

The Update Project Performance Data report layout includes a standard Oracle logo in the report header. You want to replace the Oracle logo with your own logo.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
What version of Microsoft Word are you using?	Microsoft Word 2007
What image do you want to use as your logo?	O_ FusionApps_ ProjectPortfolioMgmt_ clr.gif
Which data model do you need to download sample report data from?	SummarizationDM
Do you want to preview the changed template?	Yes

Prerequisite

1. Install the Template Builder for Word add-in, and download sample data (save it locally).

Changing the Logo

To change the logo in the report output:

1. Select the Update Project Performance Data Execution Report in the BI catalog and click **Edit**.
2. In the report editor, click the **Edit** link of the Update Project Performance Data Execution Report layout to download the RTF file.
3. Open the RTF file in Microsoft Word.
4. In the **BI Publisher** tab, click **Sample XML** in the **Load Data** group, and select sample data that was saved from the data model.
5. In the template, delete the Oracle logo and the text Fusion Projects and Project Performance Reporting.
6. On the **Insert** tab in the **Illustrations** group, click **Picture**.
7. Select the O_FusionApps_ProjectPortfolioMgmt_clr.gif file and insert it into the Word document.
8. Resize the image if you need to.
9. If the template file includes section breaks, you must insert the new logo for each section header.
10. In the **Oracle BI Publisher** tab, in the **Preview** group, click **PDF**. You can preview the PDF output that's generated with the sample data that you loaded.

eText Report Layout Templates: Explained

An eText template is an RTF-based report template that is used for Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI). The template is applied to an input XML data file to create a flat text file that you transmit to a bank or other organizations. Use Microsoft Word to create or edit eText templates.

File Format

Because the output is for electronic communication, not printing, you must follow specific format instructions for exact placement of data on the template. You design eText templates using tables.

- Each record is represented by a table.
- Each row in a table corresponds to a field in a record.
- The columns of the table specify the position, length, and value of the field.

Special Commands

You might need to set up special handling of the data from the input XML file. This table describes the two levels of handling and where you declare the corresponding commands.

Level	Example	Setup
Global	Character replacement Sequencing	Declare global commands in separate setup tables.
Record	Sorting	Declare functions in command rows, in the same table as the data.

Uploading the Layout Template File to the Report Definition: Procedure

If you're creating or editing a report layout using the layout editor, the layout is automatically saved to the report definition, so you can skip this step. For all other layout types, for example RTF, upload the template file to the report definition after you're done making layout changes.

Uploading the Template File

1. Select your report in the business intelligence catalog and click **Edit**.
2. In the report editor, click **View a list**.
3. In the table that lists the layouts, click **Create**.
4. Under **Upload or Generate Layout**, click **Upload**.
5. In the Upload Template File dialog box:
    a. Enter a layout name.
    b. Browse for and select the layout template file that you created or edited.
    c. Select the template file type.
    d. Select the locale, which you can't change once the template file is saved to the report definition.
    e. Click **Upload**.
6. Save the report definition.

Configuring Layout Settings for Reports: Procedure

As part of creating or editing layout, you can set report properties related to layout. These settings determine, for example, which layouts users can choose from when viewing or scheduling the report. The settings apply only to your report.

Setting Layout Properties

1. Select your report in the business intelligence catalog and click **Edit**.
2. In the report editor, click **View a list**.
3. Set layout properties, some of which are described in this table.

Setting	Usage
Output Formats	Depending on the requirements for a report, you may want to limit the output file formats (for example PDF or HTML) that users can choose from. The available output formats vary depending on the template file type.
Default Format	When multiple output formats are available for the report, the default output format is generated by default when users open the report in the report viewer.
Default Layout	When multiple layouts are available for the report, you must select a default layout to present it first in the report viewer.
Active	Active layouts are available for users to choose from when they view or schedule the report.
View Online	Select this check box so that layouts are available to users when they view the report. Otherwise, the layout is available only for scheduling the report.

4. Click **Save Report**.

5 General Ledger Reporting

Financial Reporting Center Implementation: Points to Consider

The Financial Reporting Center adds self-service functionality for the Oracle Fusion Applications and the Oracle Fusion Accounting Hub. The financial reports are available immediately on both computers and mobile devices, which leads to quicker decision making.

> **Note:** Store the financial reports in My Folder/ or Shared/Custom directories to access the reports in Financial Reporting Center

Job Roles and Associated Duty Roles

This table shows the predefined job roles and their associated duty roles.

Predefined Job Role	Associated Duty Role
General Accountant	• Financial Reporting Management Duty Role • Account Balances Review Duty Role
General Accounting Manager	• Financial Reporting Management Duty Role • Account Balances Review Duty Role
Financial Analyst	• Financial Reporting Management Duty Role • Account Balances Review Duty Role

Business Process Model Information

The features are part of the Manage Financial Reporting and Analysis detailed business process.

Activity	Task
Prepare Financial Reports	Generate Financial Statements
Analyze Financial Performance	Inquire and Analyze Balances

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.

Using Smart View

Smart View: Explained

Oracle Hyperion Smart View provides common Word, PowerPoint, and Excel interfaces designed specifically for Oracle Hyperion Enterprise Performance Management, Oracle Business Intelligence Enterprise Edition, and Oracle Fusion General Ledger. Using Smart View, you can view, import, manipulate, distribute, and share data in Excel, Word, and PowerPoint interfaces. Smart View is a comprehensive tool for accessing and integrating Enterprise Performance Management, Business Intelligence, and General Ledger content from Microsoft Office products.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balances and activity. You can use the Smart View for:

- Ad hoc or free form analysis
- Predefined form interaction
- Report design

Ad Hoc or Free-Form Analysis

Smart View uses the Excel environment to interactively investigate the data contained in the sources. You start with templates that begin the process or a blank sheet where you begin shaping and altering the grids of data.

Predefined Form Interaction

As an Oracle Fusion user who executes predefined input or reporting forms, you find Smart View a convenient way of completing tasks within Microsoft Office. Use Smart View to work in the Excel environment either for consistent experience or to tie other spreadsheet-based models into your process. For example, use Smart View with Oracle Hyperion Planning to incorporate data that is still housed in spreadsheet and workbook-based models.

Report Design

Report design is another dimension of Smart View, which leverages the capabilities of Oracle Fusion General Ledger data. Once the data is available within Smart View you can create reports as needed based on a combination of data sources. For example, planning and financial management data can be used to compare actual to budget. Reports can be made more complex by providing the ability to compare multiple scenarios for different periods. The power of Smart View is used to create reports and is refreshed periodically, as needed.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balance information. You can use Smart View to:

- Perform ad hoc multidimensional pivot analysis with full spreadsheet functionality
- Drill down from any parent value to the next parent or child value
- Perform drill down from any child value to detail balances, journal lines, and subledger transactions
- Analyze actual, budget, and forecast information
- Increase visibility with charts and graphs
- Apply date effective hierarchies to past, present, or future hierarchies to change the financial data reported in your financial reports. For example, to compare 2014 to 2015 results, realign the data in your 2014 reports by applying the 2015 organization hierarchy.

Tip: Best practice when using Smart View is to always turn on row suppression in the Smart View options. You can't suppress columns in Smart View. For more information about Smart View suppression, see the Smart View Options chapter in the Oracle Smart View for Office User's Guide at http://docs.oracle.com/cloud/latest/epm-common/SVPBC/opt_data.htm#SVPBC-options_202.

Related Topics

- Oracle Smart View for Office User's Guide

Creating an Ad Hoc Analysis in Smart View: Worked Example

This example shows how to create an Ad Hoc Analysis in Smart View.

Creating an Ad Hoc Analysis in Smart View

You must configure Smart View to connect to Oracle Fusion Applications. This is done using the Smart View Shared Connections URL.

1. Navigate to: **Financial Reporting Center**.
2. Click the **Tasks panel tab** icon at the far right of the page and then click **Open Workspace for Financial Reporting**.
3. In the **Workspace URL**, remove **/index.jsp**.
4. Copy the URL that remains, for instance: **https://adc-fapXXXX-bi.oracledemos.com**. Where XXXX is the Instance unique ID.
5. Open Excel using **Start** > **Programs** > **Microsoft Office** > **Microsoft Excel 2007**.
6. Navigate to: **Smart View ribbon** > **Options** > **Advanced**.
7. In the **Shared Connections URL** field, replace everything before **SmartViewProviders** with the copied URL.
8. Click **OK**.
9. Navigate to **Smart View**.> **Panel**.
10. Click **Shared Connections**.
11. Sign in with your user name and password credentials.

12. Click the **Select Server to proceed** drop-down list.
13. Select **Oracle@Essbase** from the list of shared connections.
14. Click **Expand** to expand the **Essbase_FA_Cluster** list of cubes.
15. Expand the **USChartofAccounts** cube.
16. Highlight **db**. Do not expand db. A list of functions appears on the bottom of the panel.
17. Click **Connect**.
18. Click **Ad Hoc Analysis**.
    - An additional window appears.
    - The **Point of View** window enables you to select values for your data dimensions, so you can pinpoint the information that you want in your Excel analysis.
    - This window can be floating or docked at the top or side of the screen. Drag the title bar to move or dock the window.
    - If the Point of View window does not open, navigate to the **Essbase ribbon** > **Point of View**.
19. Open each dimension by clicking the drop-down list arrow and selecting the ... link. Remove the default selection using the **Remove** icon in the center of the window. Select the following values using the **Add** button in the center of the window:

Dimension	Value
Company	All Company values and 101
Line of Business	10
Account	1120: Cash
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Amount Type	Period-to-date
Currency	USD
Currency Type	Total

20. Click **AccountingPeriod** in column A row 3.
21. Right-click **Smart View** > **Member Selection**.
22. Set **AccountingPeriod** to 01-12.
23. Click **OK**.
24. Double-click **Ledger** in column B row 2 to **Zoom In**. You can also **zoom in** by highlighting the dimension and in the **Essbase** ribbon click **Zoom In**.
25. Click **All Ledgers** in Column B Row 2.

26. In the **Essbase** ribbon click **Zoom Out**. This removes the expanded columns.
27. Right-click **Smart View** > **Member Selection**.
28. Remove **Ledger**.
29. Select **US Ledger Set** and move it to box to the right.
30. Click **OK**.
31. From the **Point of View** window, click **Refresh**.
32. Double click **US Ledger Set** to Zoom In.
33. Click the [**US Ledger Set**].[**US Primary Ledger**] cell and then click **Keep Only**.
34. From the **Essbase** ribbon, click **Cascade** > **Same Workbook**. The **Member Selection** window opens.
35. Add [**All Company Values**][102 to the selected area.
36. Click **OK**. Another tab opens for Company 102.
37. Click the All Company Values.101 worksheet tab.
38. Click the [**US Ledger Set**].[**US Primary Ledger**] cell.
39. From the **Essbase** ribbon, click **Pivot**.

    Note: The Company dimension moves from the POV as the column dimension.

40. Click the **Amount** column **Row 3-Column B**.
41. In the **Essbase** ribbon, click **Drill-through**.
42. Select **Drill to Detail Balances**.
43. Click **Launch**.
44. Close the Fusion web page.
45. Click the **Amount** column **Row 3-Column B**. Go to **Home ribbon** > **Format with dollar sign**.
46. Click **Refresh**. Notice that your formatting is gone.
47. Highlight the numbers again.
48. Navigate to **Home ribbon** > **Format with dollar sign**.
49. Go to **Essbase ribbon** > **Preserve Format**.
50. Click **Refresh**. This time your formatting remains.

Defining a Report with the Query Designer in Smart View: Worked Example

This example shows how to define a report with the Query Designer in Smart View.

Defining a Report with the Query Designer in Smart View

1. Open Excel and go to the **Smart View ribbon** > **Panel**.
2. Click **Shared Connections**.
3. Sign in with your user name and password credentials.
4. Click the **Select Server to proceed** drop-down list.
5. Select **Select Oracle Essbase**.
6. Expand the **Essbase_FA_Cluster** > **USChartofAccounts**.
7. Highlight **db**. Do not expand db.
8. Click **Connect**.
9. Click **Ad Hoc Analysis**.
10. From the **Essbase** ribbon, select **Point of View**.
11. In the spreadsheet, click cell **A2**.
12. From the **Essbase** ribbon, select **Query** > **Query Designer**. A new sheet named, Sheet1-Query is created and the Query Designer is displayed.
13. From the **Point of View** panel, drag **Account** to the **Rows** section.
14. Drag **AccountingPeriod** to the **Columns** section.

15. Drag **Ledger** to the **Point of View** section.
16. Drag **Company** above **Account** in the **Rows** section.
17. Open the **Amount Type** dimension by clicking the drop-down list arrow and selecting the **Member Selection link (...)**. From the right panel, remove the default placeholder using the **Remove** arrow in the middle of the window. Select the **period-to-date** value and use the **Add** arrow to place the value in the right panel.
18. Click the drop-down list arrow next to **Amount Type** to toggle to each POV dimension. Using the table below, do the same procedure for the following values for each point of view dimension.

Dimension	Value
Ledger	US Ledger Set > [US Ledger Set].[Us Primary Ledger]
Line of Business	All Line of Business Values
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Currency	USD
Currency Type	Total

19. Working from the **POV Sheet1-Query_1** panel click **AccountingPeriod** under the Columns section.
20. Expand **2014** and select all four quarters. Move the selected values to the right panel and remove the default placeholder.
21. Click **OK**.

> **Note:** The four quarters become separate columns on the spreadsheet.

22. Still working from the **POV Sheet1-Query_1** panel click **Company** under the **Rows** section.
23. Expand **All Company Values**.
24. Select **[All Company Values].[101]** and **[Company]@[941]** and add them to the right panel and remove the default placeholder.
25. Click **OK**.
26. Still working from the **POV Sheet1-Query_1** panel click **Account** under the **Rows** section.
27. Expand **All Corporate Accounts-V1** > **Account@[T]** > **95001 - Net Income Current Year**.
28. Expand **95011-Revenue** and **95021-Expenses**.
29. Select the following list and add them to the right panel and remove the default placeholder:
    - 95011-Revenue
    - 40000-Revenues
    - 95021-Expenses
    - 50000-Material and Goods

- 60000-Operating Expenses
- 70000-Extra Charges and Tax

30. Click **OK**.
31. Still working from the **POV Sheet1-Query_1** panel, click **Apply Query**.
32. Save your report to the desktop as **your initials Smart View Financial Report**.
33. Insert at least 7 rows above row 2.
34. Click in cell **A3** and click the **Insert tab** and select **Picture**.
35. Select **WINNT (D)** > **Labs** > **Fin_reporting** > **Vision Logo**.
36. Click **Refresh**.

> **Note:** You must refresh periodically to maintain the connection to the database.

37. From the **Insert tab**, click **Text Box**.
38. Click cell **C4** and type **your initials Income Statement for Companies 101 and 941**. Use excel formatting to format the text however you want.
39. Click **Refresh**.
40. Click **Save**.
41. Highlight all the cells that contain the amounts.
42. Click the **Home** ribbon and from the **Number** section, select **dollar sign**.
43. From the **Home** ribbon in the **Cells** section select **Format** > **AutoFit Column Width**.
44. Click the **Essbase** ribbon and select **Preserve Format**.
45. Click **Refresh**.
46. Click **Save**.
47. Insert three rows between the data for company 101 and 941.
48. On the first new blank row in Column B, type Total Income.
49. Add the following formula for the first column with data Qtr1-14: =C10+C15 where C10 is 95001-Revenue and C15 is 95021-Expenses.
50. Copy and paste that formula to the other columns.
51. Do the same formula for totals of Company 941.
52. Format all the total cells as **Accounting**. On the **Essbase** ribbon select **Preserve Format**.
53. Click **Save**.
54. Insert 10 more rows between the data for Company 101 and 941.
55. Highlight all four rows of the expense data for all four Quarters. Make sure to include **Material and Goods**.
56. Click the Insert ribbon and select the Line chart from the Chart section.
57. Select the first **2-D Line** chart layout.
58. On the line chart, click the Legend that reads Series1, Series2, Series3, and Series4.
59. From the **Chart Tools** ribbon, select **Select Data**.
60. In the **Legend Entries (Series)** pane, select Series2 and click **Remove**. Series2 is a total of expenses and not appropriate for this chart.
61. In the **Legend Entries (Series)** pane, select each series individually, click **Edit** and enter the following names for each one:

Series	Name
Series1	Material and Goods
Series3	Operating Expenses
Series4	Extra Charges and Tax

62. In the **Horizontal (Category) Axis Labels** panel click the first one and click **Edit**.

63. Click the icon next to the **Axis label range**: field.
64. On the spreadsheet, highlight the four quarter headers and click the icon next to the **Axis Labels** field.
65. Click **OK** twice.
66. Move and resize the line chart to fit inside the blank lines.
67. Click **Save**.
68. Navigate to: **Financial Reporting Center** > **Task**s panel tab > **Open Workspace for Financial Reports**.
69. Click **Navigate** > **Applications** > **BI Catalog**.
70. Expand **Shared Folders** > **Custom** > highlight **Financial Reports**.
71. From the bottom left **Tasks** panel, select **Upload**.
72. Click Browse and from your Desktop, select your **Smart View Financial Report**.
73. Click **Open**.
74. Click **OK**.
75. Close the **EPM Workspace** tab.
76. From the **Financial Reporting Center**, click the **Search** icon.
77. Enter Smart and click **Search**.

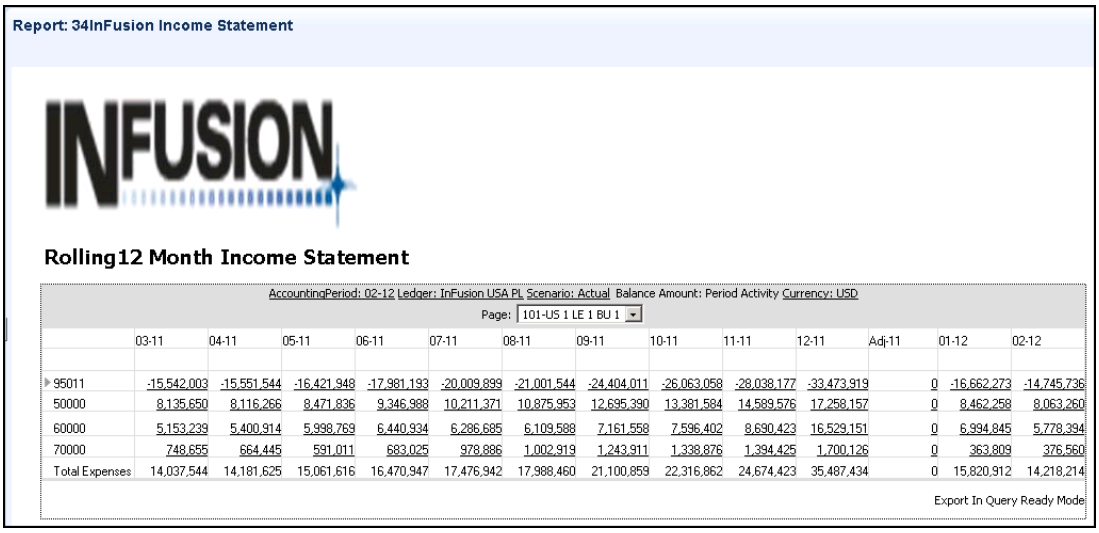
> **Note:** Your report may not be found immediately. Wait a few minutes and try again.

Creating Financial Reports

Create Financial Statements: Explained

In Oracle Hyperion Financial Reporting Studio, you can design traditional financial report formats such as balance sheets, profit and loss statements, and cash flow reports. You can also design nontraditional reports for financial or analytic data that

include text and graphics. Use Financial Reporting Studio that is a client-based application and is launched from your desktop to create your reports. Perform the following basic tasks to begin defining this report.


Report: 34InFusion Income Statement

INFUSION

Rolling12 Month Income Statement

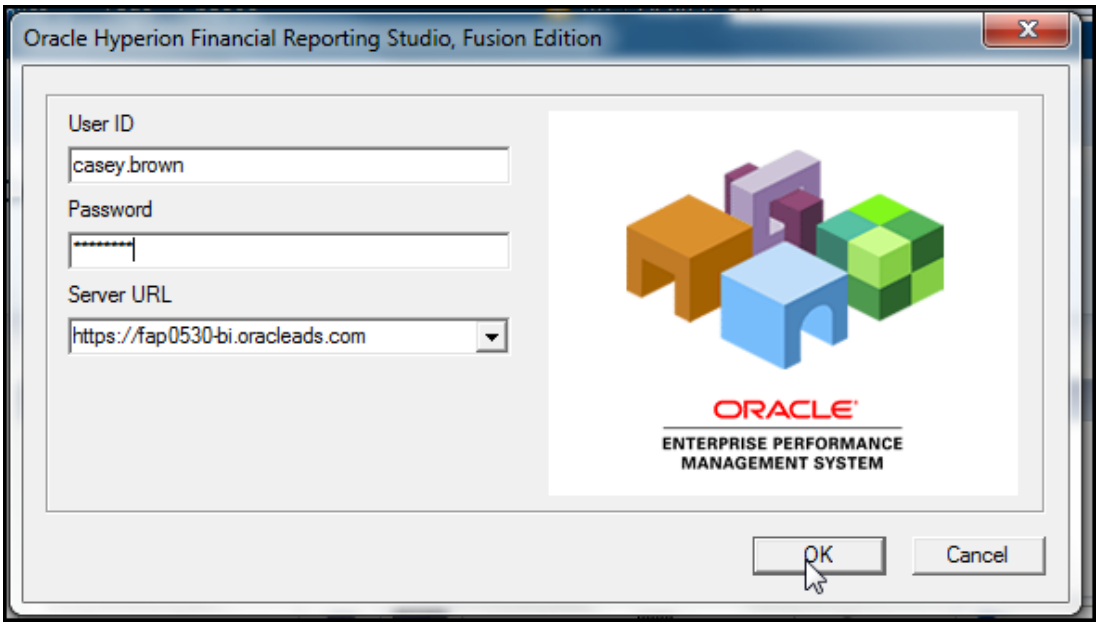
AccountingPeriod: 02-12 Ledger: InFusion USA PL Scenario: Actual Balance Amount: Period Activity Currency: USD

Page: 101-US 1 LE 1 BU 1

	03-11	04-11	05-11	06-11	07-11	08-11	09-11	10-11	11-11	12-11	Adj-11	01-12	02-12
95011	-15,542,003	-15,551,544	-16,421,948	-17,981,193	-20,009,899	-21,001,544	-24,404,011	-26,063,058	-28,038,177	-33,473,919	0	-16,662,273	-14,745,736
50000	8,135,650	8,116,266	8,471,836	9,346,988	10,211,371	10,875,953	12,695,390	13,381,584	14,589,576	17,258,157	0	8,462,258	8,063,260
60000	5,153,239	5,400,914	5,998,769	6,440,934	6,286,685	6,109,588	7,161,558	7,596,402	8,690,423	16,529,151	0	6,994,845	5,778,394
70000	748,655	664,445	591,011	683,025	978,886	1,002,919	1,243,911	1,338,876	1,394,425	1,700,126	0	363,809	376,560
Total Expenses	14,037,544	14,181,625	15,061,616	16,470,947	17,476,942	17,988,460	21,100,859	22,316,862	24,674,423	35,487,434	0	15,820,912	14,218,214

Export In Query Ready Mode

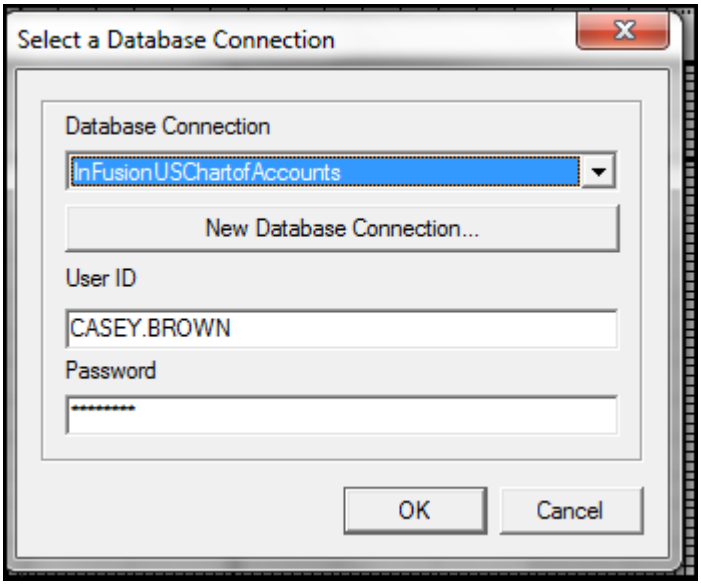
1. Access the **Financial Reporting Studio** on your desktop.



> **Tip:** The first time you sign in, you must set the Server URL in this format: https://<servername>-bi-ext.us.oracle.com:port.

2. **New Report** (1st icon on the toolbar) or **File** menu > **New** > **Report**.
3. Use the Report Pallet page as the container to build your report.
4. **New Grid**. (First icon in second set on the toolbar.)

5. Press the left mouse button and drag the mouse to select a large area of the grid in which to create your report.
6. Click the **Database Connection** list.
7. Select your database. A unique cube exists for each combination of chart of accounts and accounting calendar.



8. **OK**.

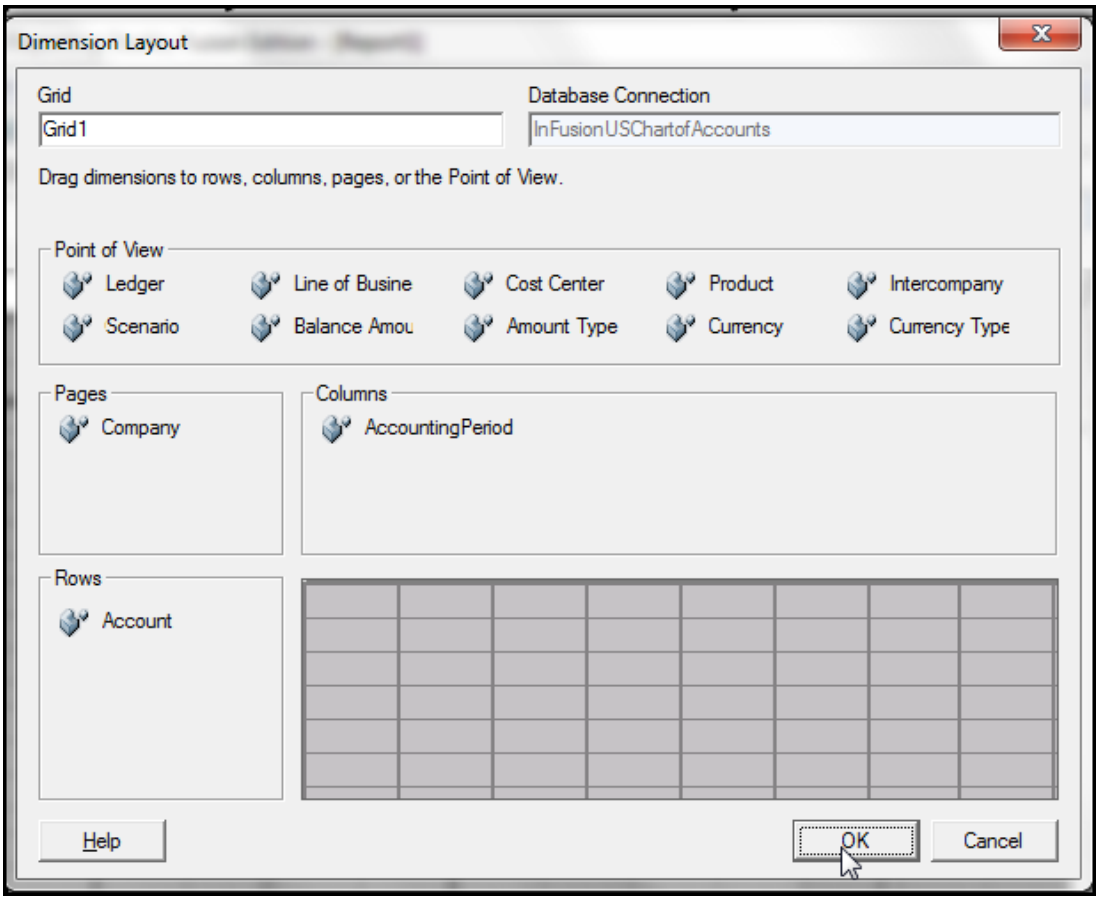
Tip: Best practice is to always turn suppression on in financial reports. This should be done at the **Database Connection Server**. You can verify this by doing the following: (highlight grid > **Menu** > **Task** > **Data Query Optimization Settings**). The normal best practice for most reports is to turn suppression on for the entire grid, and then turn it off for certain columns and rows that must always display. For more information about suppression settings, see Using the Basic Option in Conditional Suppression in the Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud guide at http://docs.oracle.com/cloud/latest/epm-common/CSFSU/ch09s04s02.html#BEGIN.

Set the Row, Column, and Page Points of View

Set the point of view dimensions and accounts for the rows, columns, and page levels.

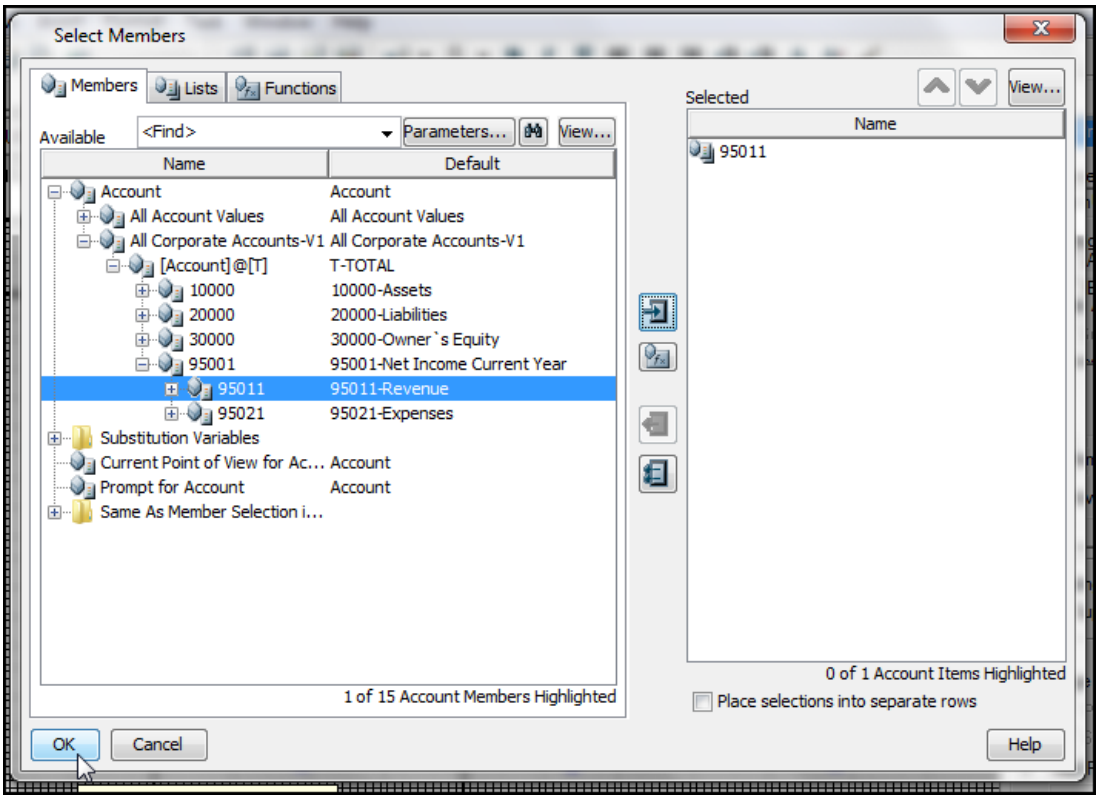
1. Use the **Dimension Layout** window that opens to arrange your dimensions.
2. Drag and drop:
    - Accounting Period to **Columns**.
    - Account to **Rows**.
    - Company to **Pages**.

Tip: Click the icon in front of the name to select the dimension to drag to the designed area.



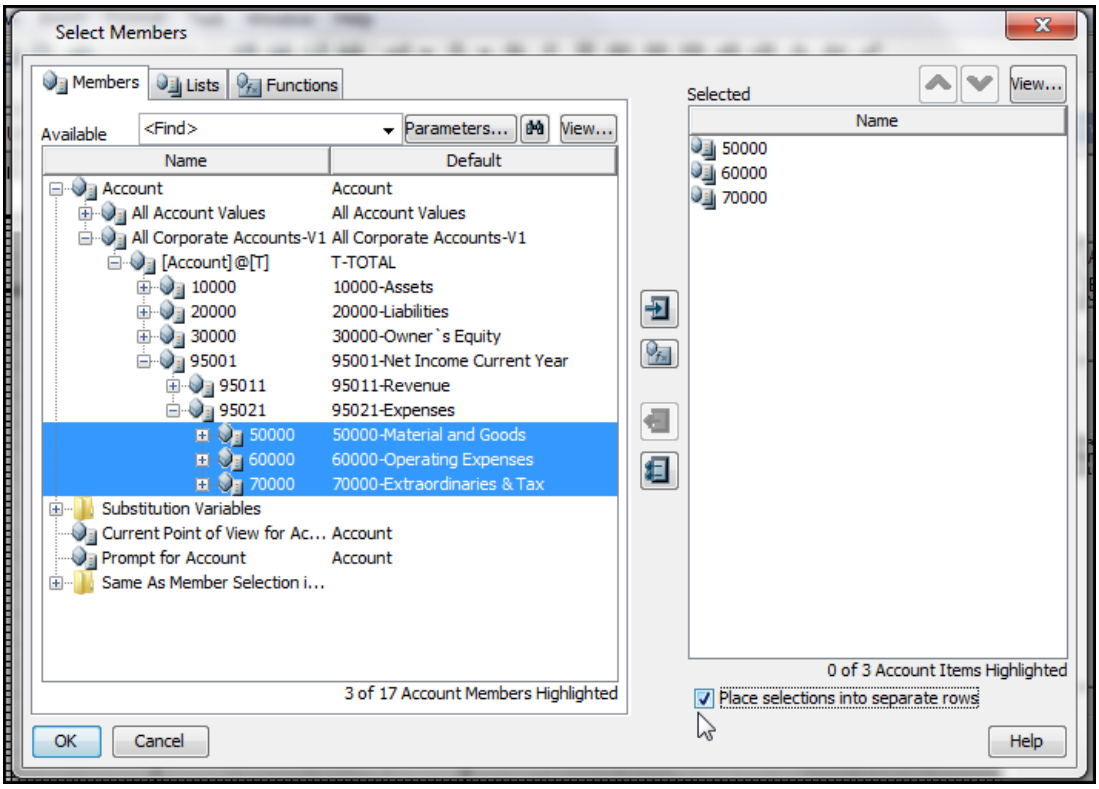
3. **OK**.
4. Double-click **Account** to open the **Select Members** dialog box to select the data to use in your report.
5. Click the **Account** list item in the **Selected** box on the right.
6. **Remove** in the center to remove the default **Account**.
7. **Expand** for **Account** node.
8. **Expand**:
    - **Accounts**
    - [**Account**]@[T]
    - **95001**
9. Select 95011 Revenue.

10. **Add**.



11. **OK**.
12. **File** > **Save As**...
13. Select **My Folders**.
14. Enter the name for the report: XXInFusion Income Statement.
15. **Save**.
16. Select the last row in the grid. Click the row header (row with the account in it).
17. **Insert** > **Row** > **Text** to add a blank row.
18. Right-click the row header.
19. Insert Row > **Data** to add another blank row.
20. Add expense accounts by double-clicking account 95011 in line 3.
21. **Remove** the **Selected** account 95011.
22. **Expand**: > **Accounts** - **V1** > [**Account**]@[T] > **95001** > **95021** - **Expenses**
23. Select all three accounts: **50000**, **60000**, and **70000**.
24. **Add**.

25. Check the **Place selections into separate rows** check box on the bottom right.



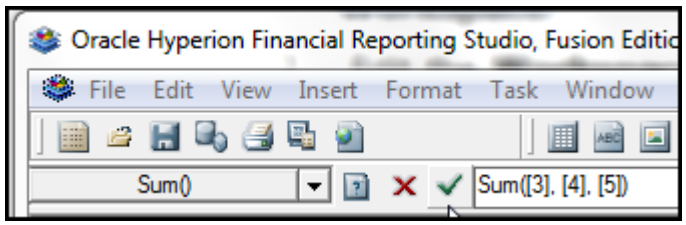
26. **OK** > **Save**. Leave the report open for the next activity.

Add a Formula

Add a formula to calculate total expenses.

1. Right-click the row header of the row below row 5.
2. **Insert** > **Row** > **Formula**.
3. Click in the blank cell on row 6.
4. Click the **Custom Heading** option in the panel on the right-hand side of the window.
5. Add a custom heading: Total Expenses.
6. Click the formula cell at row 6 and column A.
7. **Sum**(). The formula Sum() is entered into the **Edit** box.
8. Enter [3], [4], [5].

9. After entering the formula, validate the syntax by clicking the blue check mark.

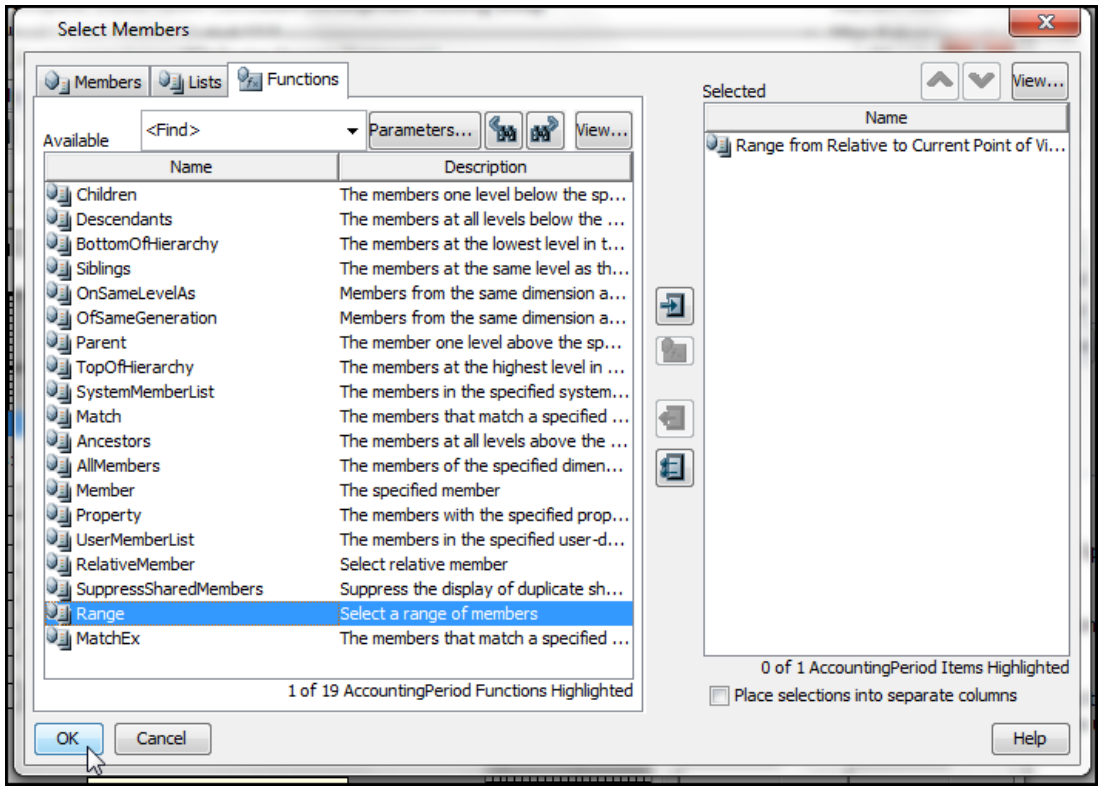


(l) **Save**. Leave the report open for the next activity.

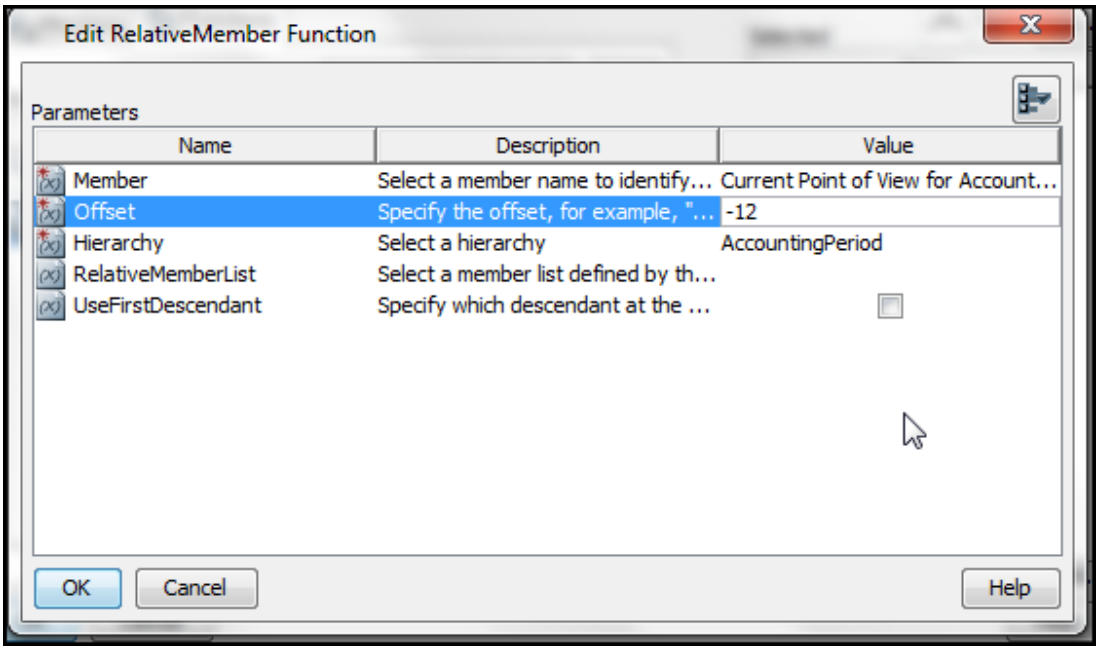
Define Columns Using a Range Function

Define the columns using a range function to create a rolling 12 period column type report.

1. In the first column on the grid, double-click the AccountingPeriod cell.
2. Remove the default selection to assign a custom period selection.
3. Click the AccountingPeriod in the **Selected** window.
4. Click **Remove**.
5. Select **Functions**.
6. Click the **Range** list item.
7. **Add**.



8. **OK**.
9. Use the **Edit Range Function** window to add the range function start and end members or to select a hierarchy to use to select your report data.
10. Select the **StartMember** row.
11. Click in the **Value** field.
12. Select **Lookup** > **Functions**.
13. Click the **RelativeMember** list item.
14. **Add**.
15. Select the **Member** row.
16. Click in the **Value** field > **Lookup**
17. Click the **Current Point of View** list item.
18. **Add** > **OK**.
19. The Offset value determines periods to include from the current point of view. Since this is a rolling 12-month report, enter -12.



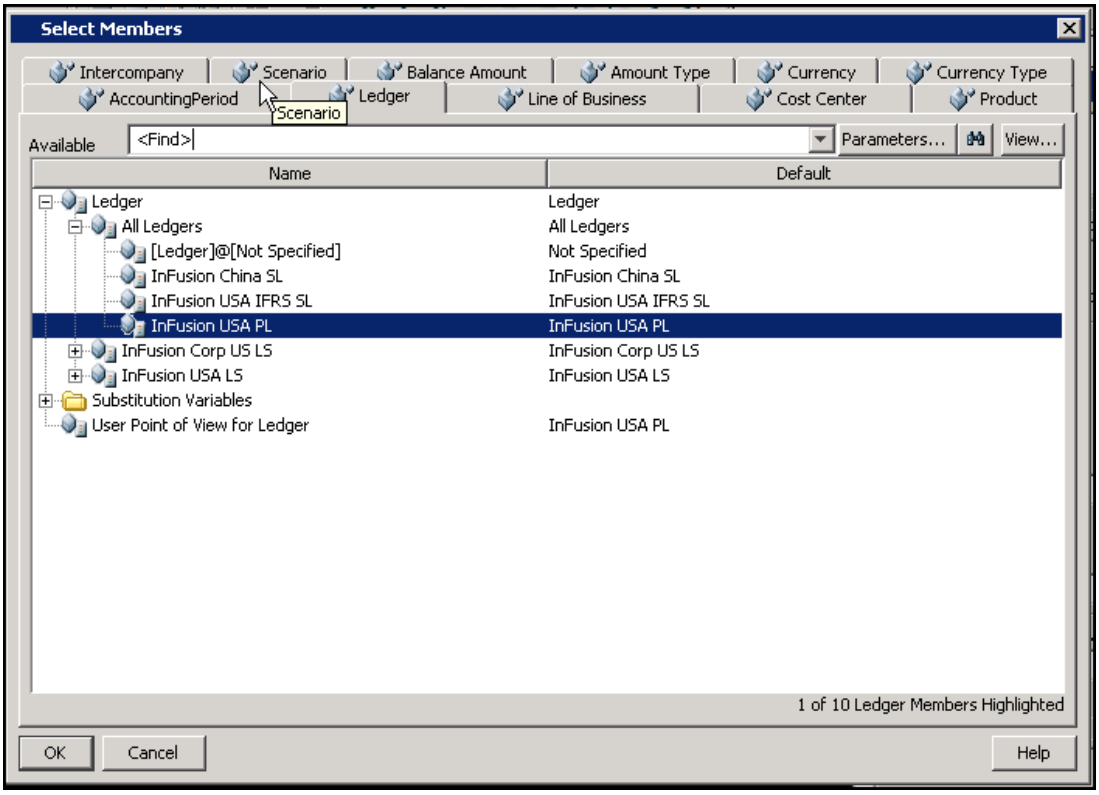
20. **OK** twice.
21. Click the **EndMember** list item > **Lookup**
22. Click the **Current Point of View** list item.
23. **Add**.
24. **OK** three times until you return to your report.
25. **Save**. Leave the report open for the next activity.

Define User Points of View

Define the user points of view for the dimensions and specify values for those dimensions.

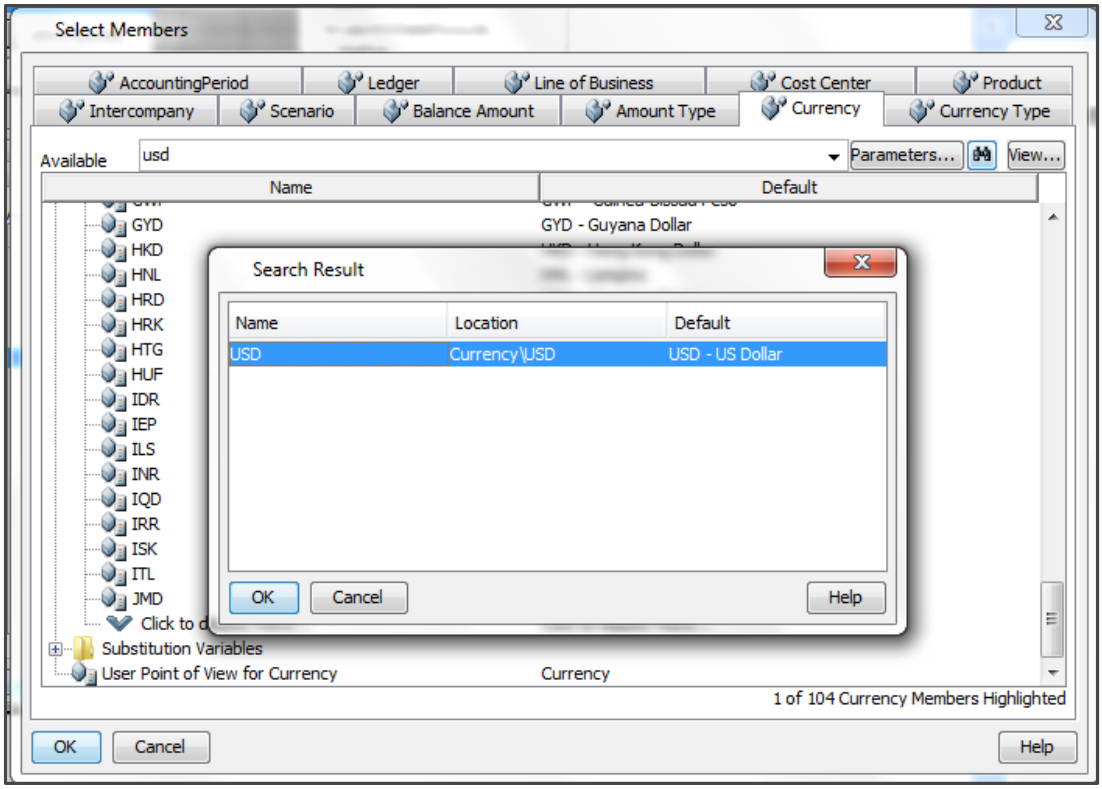
1. Select the **Grid** object (The intersection of rows and columns on the left margin.)
2. Right-click the **Grid** object.
3. **Grid Point of View**. The points of view appear across the top of the window.
4. **Ledger**: **User Point of View for Ledger**.

5. **Expand**:
    - **Ledger**
    - **All Ledgers**
6. Highlight the Ledger item to include in the report: InFusion USA PL.



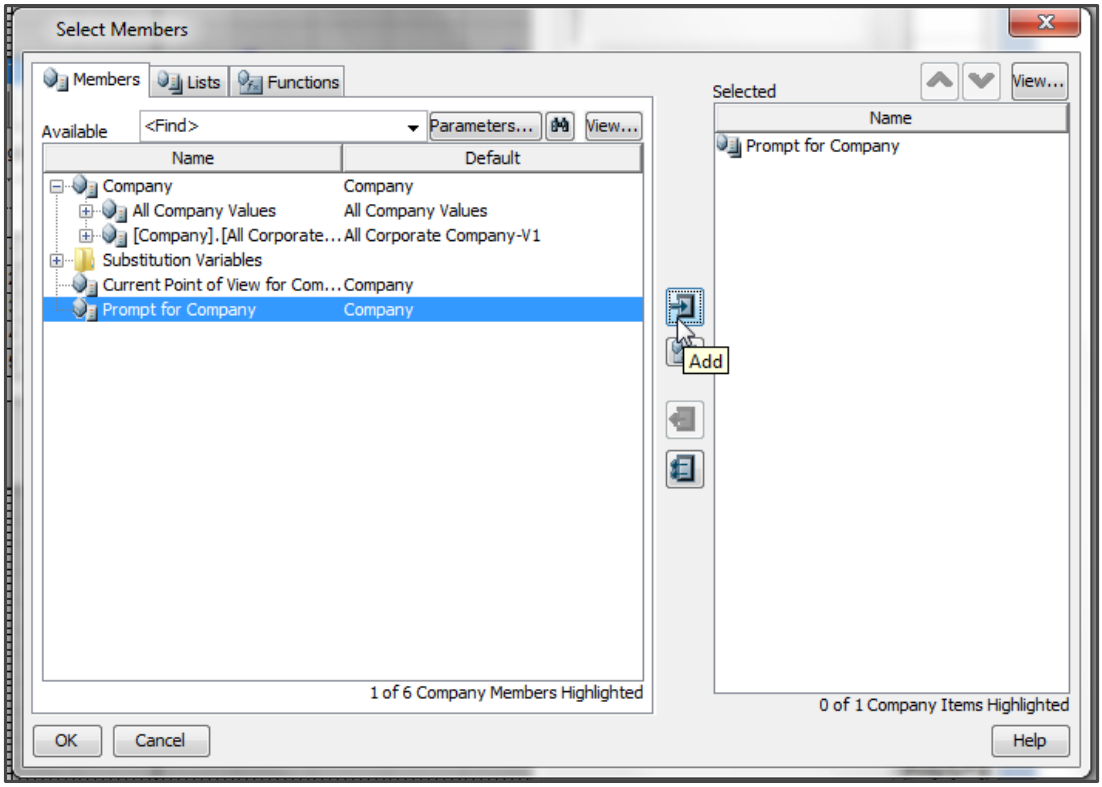
7. Select **Scenario**.
8. **Expand Scenario**.
9. Select **Actual** as the **Scenario** member to determine what should be included in the columns.
10. Select **Balance Amount**.
11. **Expand** the **Balance Amount**.
12. Select **Period Activity** as the balance amount to include in the report.
13. Select **Currency**.
14. **Expand Currency**.
15. **Search** for and select **USD** from the list.
16. Click the USD list item.

17. **OK**.



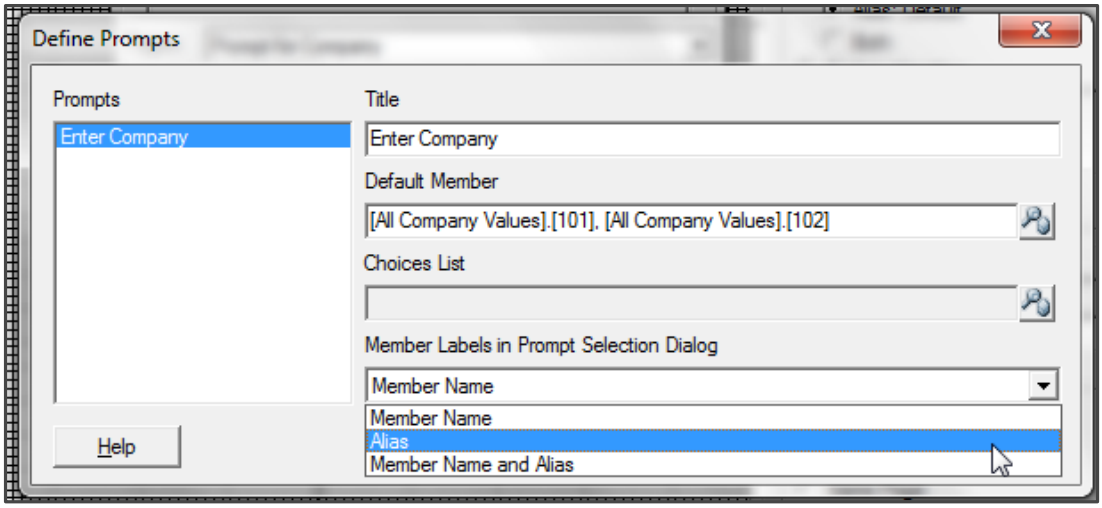
18. Right-click the **Grid** object.
19. Click the **Grid Point of View Setup**.
20. Scroll down and click the **Balance Amount** list button.
21. Select the **Nothing**, **Lock Member Selection** option.
22. **OK**.
23. Double-click the **Pages** object.
24. **Remove**.
25. Select the **Prompt for Company** list item.

26. **Add**.



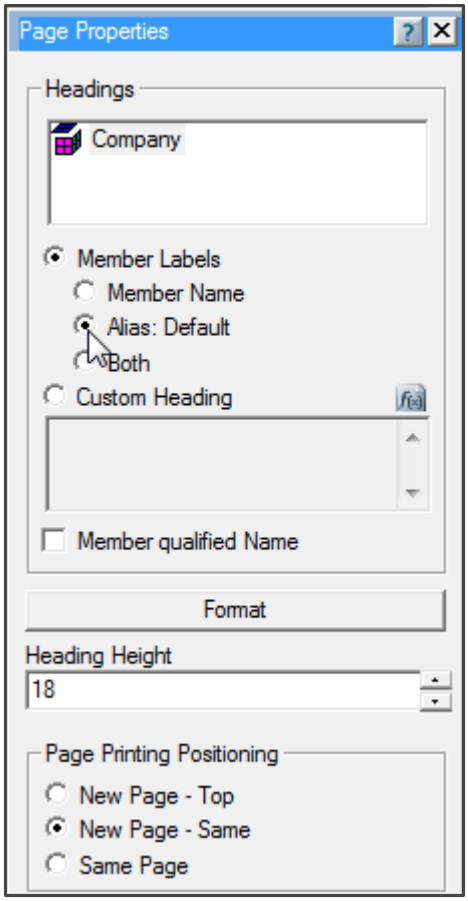
27. **OK**.
28. Select **Lookup**.
29. Click the **Default Member** list icon.
30. **Remove**.
31. **Expand**.
    - **Company**.
    - **All Company Values**.
32. Select the required companies: **101** - **US 1 LE 1 BU 1 and 102** - **US 1 LE 2 BU 2**.
33. **Add**.
34. **OK**.
35. Click the **Member Labels in Prompt Selection Dialog** list button.

36. Select the **Alias** list item.



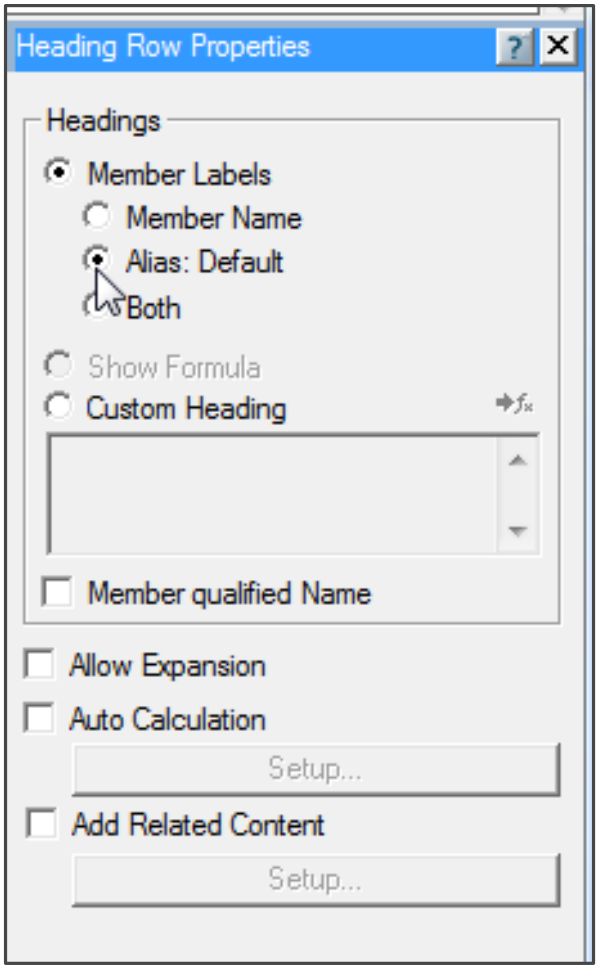
37. **OK**.
38. Open the **Page Properties** dialog box on the right side of the window. If it does not open, click **View** menu > **Property Sheet**.
39. Double-click the **Pages** object.

40. Click the **Alias**: **Default** option.



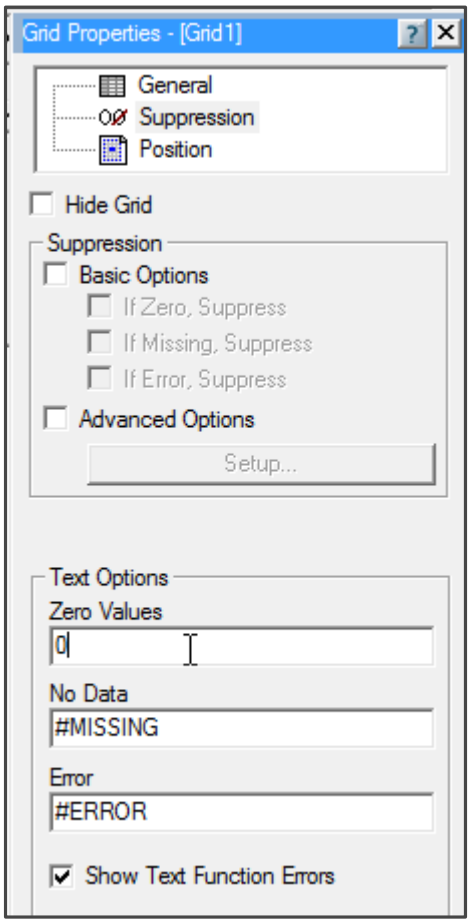
41. Click the first cell in Row 1.
42. Open the **Heading Row Properties** dialog box on the right-hand side of the window.

43. Click the **Alias**: **Default** option.



44. Click the **Grid** object.
45. Open the **Grid Properties** dialog box.
46. Click the **Suppression** list item.

47. Enter 0 in the **Zero Values** field.



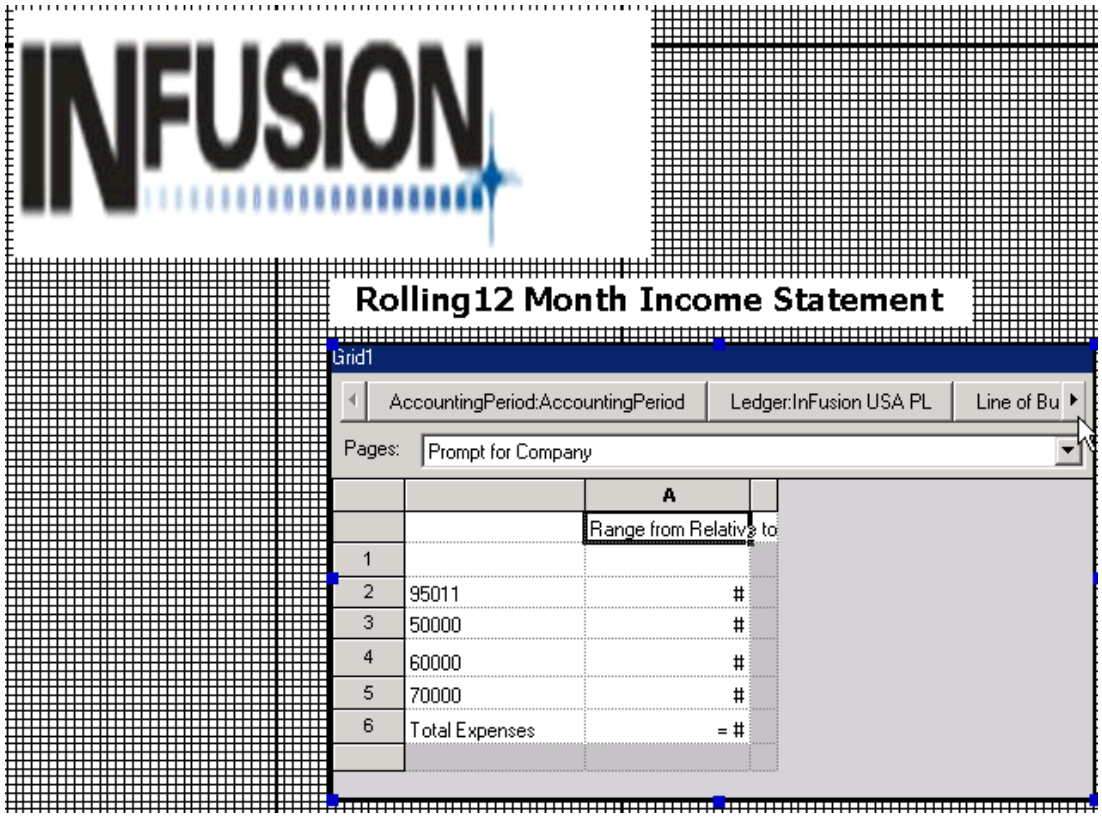
48. Open the **Heading Row Properties** dialog box.
49. Click an entry in the row.
50. Click the **Allow Expansion** option.
51. Click the **Grid** object.
52. Open the **Grid Properties** dialog box.
53. Click the **Drill Through** option. (On the very bottom of the window.)
54. **Save**. Leave the report open for the next activity.

Add Company Logo and Title

Insert your company's logo and add a title to the report.

1. Click **Image**. (Third icon in the second set of icons on the toolbar.)
2. Find your company's logo in your file system.
3. Click **Open**.
4. Drag and drop the cursor over the report pallet to determine the length and width of the image.
5. **Save**.
6. Click **Text**. (Second icon in the second set of icons on the toolbar).
7. Drag and drop the cursor over the report pallet to determine the length and width of the title.
8. Enter Rolling 12 Month Income Statement.

9. **Format** > **Font**.
10. Select **Bold** and **14** as the **Font Size**.
11. **Center Text**.
12. **File** > **Page Setup** option.
13. Click **Landscape**.
14. Click **Workspace Size**. If needed, you can adjust the Width and Height with the up and down arrows.



15. **OK** > **Save**.

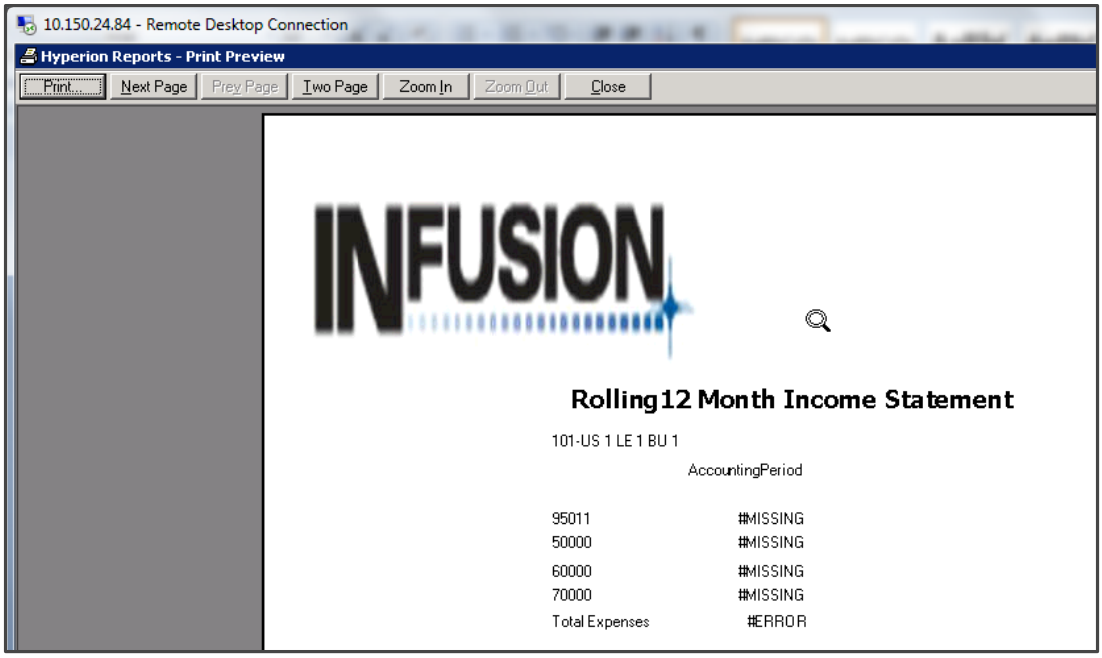
Preview Report

Preview the report both in the Financial Reporting Studio and the Financial Reporting Center.

In Financial Reporting Studio

1. **File** > **Print Preview**.
2. Accept the default selections.

3. **OK**.

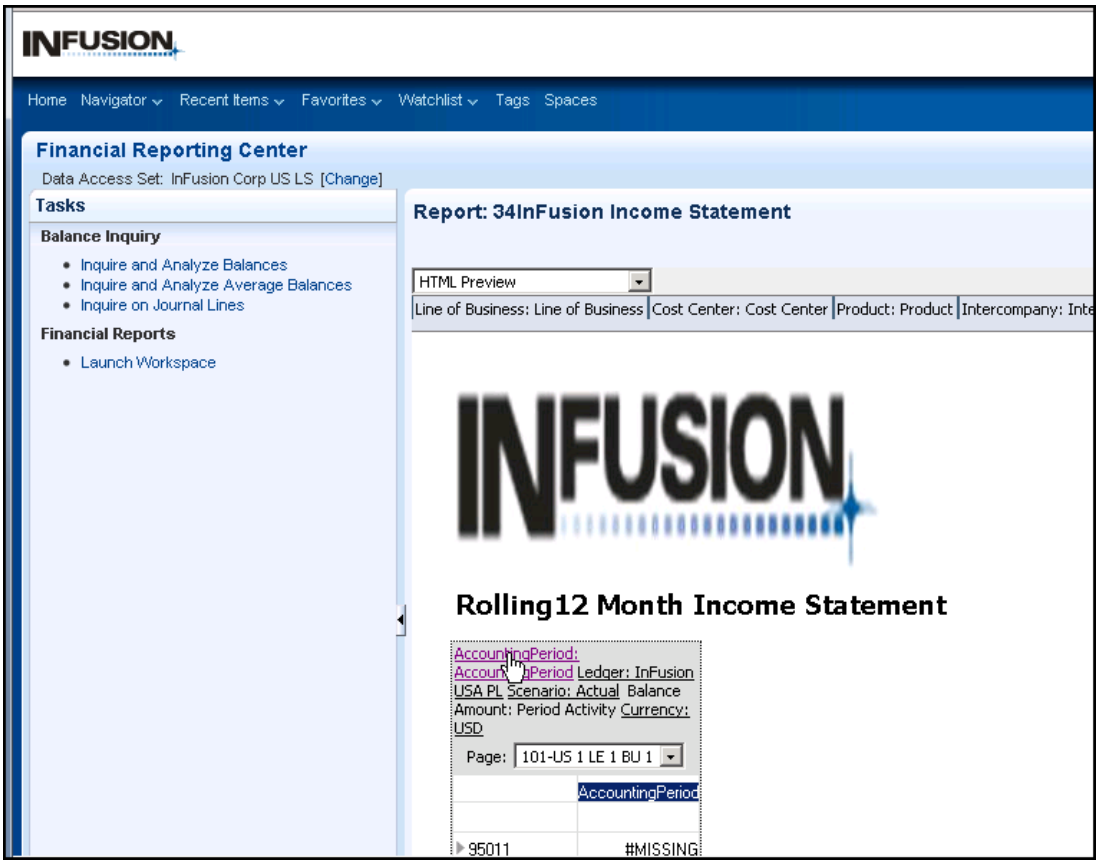


4. Use the **Next Page** to see all the columns.
5. Edit the report definition as needed.

In Financial Reporting Center

1. Sign in the Oracle Fusion Applications.
2. **Navigator** > **General Accounting**: **Financial Reporting Center** > **My Folders** > **XXInFusion Income Statement**.
3. **View as HTML**.
4. OK to the Respond to Prompts window to keep the default companies.

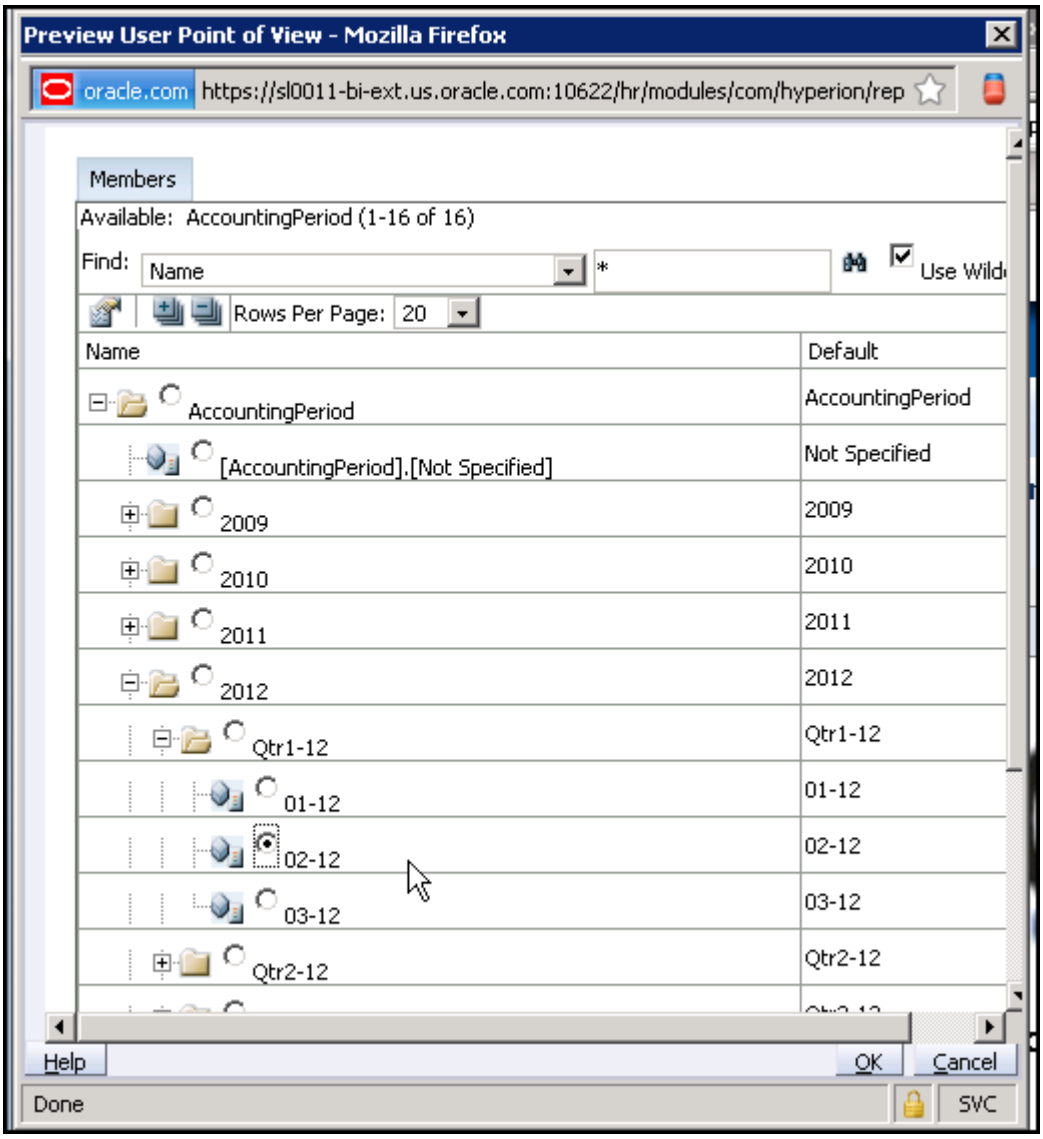
5. Click the AccountingPeriod.



6. Expand:

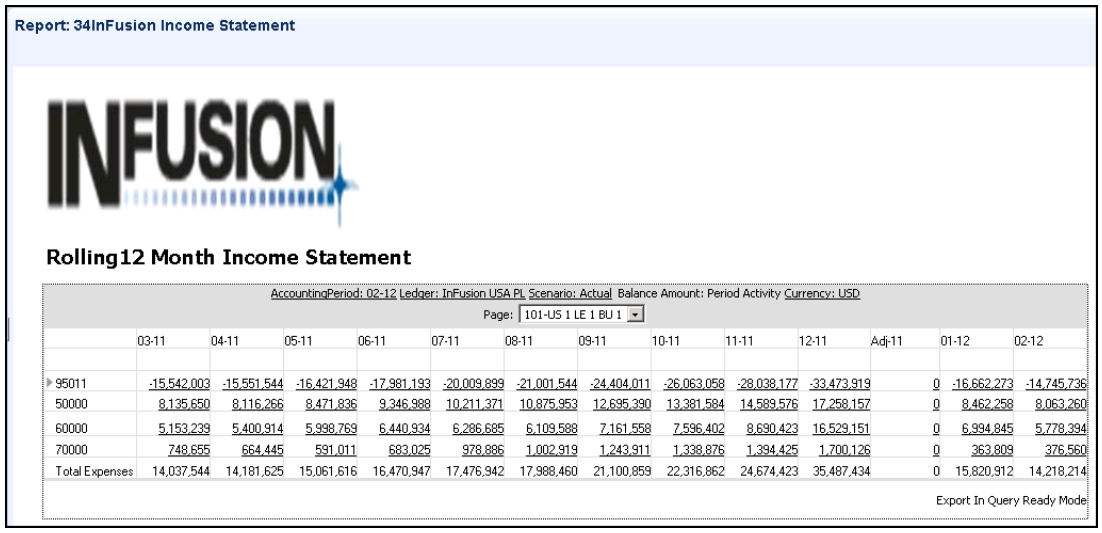
   a. AccountingPeriod
   b. 2012

c. Qtr2-12



7. Select 02-12.

8. **OK**.



Related Topics

- Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud

Defining a Basic Financial Report

Watch: This video tutorial shows you how to create a financial report to analysis and report results of business transactions.

Adding Formulas to a Financial Report

Watch: This video tutorial shows you how to add formulas to a financial report to calculate balances from business transactions.

Defining Range Functions for a Financial Report

Watch: This video tutorial shows you how to create range functions in a financial report to span several accounting periods.

Adding Grid Points of View for a Financial Report

Watch: This video tutorial shows you how to define grid points of view in a financial report to reduce user input at report run time.

Setting the Page and Grid Properties for a Financial Report

Watch: This video tutorial shows you how to define the page, row, and column attributes in a financial report.

Adding Formatting and Graphing to a Financial Report

Watch: This video tutorial shows you how to format and add graphs to a financial report to improve analysis of the data.

Configuring an Account Group

Configuration of an account group enables you to create self-monitoring accounts that help you eliminate the surprise of account anomalies during your close process.

Scenario

You have been given the task to set up account groups. Follow these steps to define account groups that track key account balances by purpose, category, and comparison criteria.

1. Navigate to the **General Accounting Dashboard** page.
2. Select **View** > **Account Group** > **Create**. Other options include:
    - **Edit** to change an existing account group.
    - **Manage** to create, edit, or delete account groups. In the **Manage Account Group** you can enable sharing of account groups with other users.
3. Enter the account group name and description. The name is used by default on the infolet, but can be changed using the **Actions** menu on the infolet.
4. Select the **Display In** option to determine if the account group is displayed in an infolet or the Account Monitor only. Select one:
    - Account Monitor
    - Allocations
    - Expenses
    - Revenues

    Note: The last three Display In choices are for the specific infolets. The account group settings must be defined to be consistent with the particular infolets targeted to track revenues, expenses, or allocations pools. In the Account Monitor, you can also select one of the infolet account groups to display in the Account Monitor. Any account group regardless of **Display In** setting can be displayed in the Financial Reporting Center.

5. Select the **Set as default** check box if the account group is used as the default account in the infolet or Account Monitor. The setting of a default for each display target is specific to the user. The setting gives the user a unique default view of account groups in various display targets.
6. You can set four locations to project the account group results. The projected locations are the Account Monitor and the three General Ledger Infolets. You can set a specific default account group for each of the projected locations.
7. Click **Dynamically derive ledger** to enable the application to apply the account group to any ledger in the same balances cube. The ledger derived is based on your data access set and ledger selection.

   Note: If you don't select this option, enter a ledger on each account row.

8. Select a **Time Option** and **Comparison Option** from table below:

Time Option	Comparison Option
Accounting Period	o Budget PTD o Budget QTD o Budget YTD o Prior period PTD o Prior year PTD o Prior year QTD o Prior year YTD
Quarter	o Budget QTD o Budget YTD o Prior quarter QTD o Prior year QTD o Prior year YTD
Year	o Budget YTD o Prior year YTD

   Tip: If you are using a budget comparison option, select your budget name for the **Scenario**.

9. Set **Access**.
   - Private: For your use only.
   - Public: For use by all users who have access to the same balance cube of that account group.
   - Shared: For use by users you specify and have access to the same balance cube of that account group.

   Note: To set shared access, navigate to the **Manage Account Group** page.

10. Enter the accounts you want to monitor in the **Accounts** section.
    a. Give each account group a short name that is easily recognizable in the infolet details. The name displays in the infolet and in the **Name** column of the Account Monitor. Account groups that were defined before Release 11 do not have names as this is a new feature. Names can be added by navigating to the **Actions** menu > **Edit** on the **Account Monitor** region on the **General Accounting Dashboard**.
    b. Optionally enter a ledger.
    c. Enter either parent or child values for each segment of the account.
    d. Select when to display the account in the **Change** field.
        - Always Display
        - Decrease by Less than Amount
        - Decrease by Less than Percentage
        - Decrease by More than Amount
        - Increase by More than Amount
        - Increase by Less than Amount
        - Increase by Less than Percentage
        - Increase by More than Percentage
        - Decrease by More than Percentage
        - Not Equal
        - Equal
    e. Enter **Threshold** which is the criteria that is being measures against. **Threshold** is used in conjunction with the **Change** selection.
11. Click **Save and Close** or **Save and Create Another**.

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.

Financial Reporting Permissions in BI Catalog: Example

To view reporting permissions, you must have a role that inherits the **BI Administrator Role**. None of the predefined Financials job roles inherits **BI Administrator Role**.

Assign Permissions

To assign the **BI Administrator Role** and related permission use these steps:

1. Select **Navigator** > **Tools** > **Reports and Analytics** to open the **Reports and Analytics** work area.

2. In the **Contents** pane, click the **Browse Catalog** icon. The **Business Intelligence Catalog** page opens.
3. In the **Folders** pane, expand **Shared Folders**.
4. Expand the **Financials** folder and then the **Bill Management** folder.
5. Expand **Data Models**. A list of reports appears on the **BI Catalog**.
6. Under **Customers Export Data Model**, click **More** > **Permissions**. The **Permissions** dialog box opens. Scroll if necessary to see the complete list of permissions, which includes the role **BI Administrator Role**
7. Select a permission from the list:
    - Full Control
    - Modify
    - Open
    - Schedule Publisher Report
    - View Publisher Output
    - No Access
    - Custom
        - Read
        - Traverse
        - Write
        - Delete
        - Change Permissions
        - Set Ownership
        - Run Publisher Report
        - Schedule Publisher Report
        - View Publisher Output
8. Check both:
    - **Apply permissions to sub-folders**.
    - **Apply permissions to items within folder**.
9. Enter **Replace Options**: **Replace All**.
10. Click **OK**.
11. Click the **Oracle Applications: Search**: **Reports and Analytics** tab to return to the **Reports and Analytics** page.

FAQs for Financial Reporting

How can I apply permissions to objects from Financial Reporting in Workspace?

Open the **Permission** dialog box from the **Tasks** list to set permissions for a catalog object. Permissions determine which user, group, or role can view, open, or modify the object. If you display this dialog box while working in the catalog in **Workspace**, any permission changes that you specify are applied immediately. If you display this dialog box as part of the **Batch Scheduler** wizard, then the permission changes are not applied until you run the batch.

How can I store and edit Financial Reporting objects?

First installed Oracle BI EE as part of Oracle Fusion Applications. Then store and edit new objects that you create for Oracle Hyperion Financial Reporting in **Workspace** in the Oracle BI Presentation Catalog. Perform operations on those objects in the catalog similarly to how you work with other objects, such as copying and modifying properties. See the documentation for Hyperion Financial Reporting for complete information on working with objects. Financial Reporting report designers can also access the Financial Reporting objects in the Financial Reporting Studio.

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.

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.

business intelligence repository

The metadata that determines all of the columns, or pieces of data, that you can include in analytics. You can also use the repository as a source of data for reports.

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.

EDI

Abbreviation for electronic data interchange.

EFT

Acronym for Electronic Funds Transfer. A direct transfer of money from one account to another, such as an electronic payment of an amount owed a supplier by transferring money from a payer's disbursement bank account into the supplier's bank account.

flexfield

A flexible data field that you can customize to contain one or more segments or store additional information. Each segment has a value and a meaning.

flexfield segment

An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

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.

panel tab

A tab on the right side of the page that slides out when you open it. Each panel tab has an icon as the tab label.

prompt

A parameter that you set when you use analytics, limiting the data in the analysis or in all analyses on the dashboard or dashboard page (tab).

regional area

The collapsible region in the work area that lets you control what's in the local area, for example by selecting a task or running a search.

report

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

role

Controls access to application functions and data.

scheduled process

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

subject area

A set of columns, or pieces of data, related to a specific business object or area.

view

A specific way to present the results of an analysis, for example as a table or graph. Other types of views, such as the title view, show other components of the analysis.

work area

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