

HYPERION® SYSTEM™ 9

PLANNING™

RELEASE 9.2

USER'S GUIDE



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Preface

Welcome to the *Hyperion System 9 Planning User's Guide* and user's help system. This preface discusses these topics:

- “Purpose” on page vii
- “Audience” on page vii
- “Document Structure” on page viii
- “Where to Find Documentation” on page viii
- “Help Menu Commands” on page ix
- “Conventions” on page x
- “Additional Support” on page xi

Purpose

This documentation provides information that you need to use Hyperion Planning. The *Hyperion System 9 Planning User's Guide* and user's help show you how to work with forms and task lists, enter and adjust data, and use supporting detail and currencies. The documentation also guides you through managing planning units and setting user preferences, and gives answers to frequently asked questions.

Audience

This documentation is for planners who are responsible for preparing, analyzing, and reporting on a plan's data.

Document Structure

This documentation contains this information:

[Chapter 1, “About Planning,”](#) briefly describes the advantages of using Planning on the Web and explains how to log on and log off.

[Chapter 2, “Working with Task Lists,”](#) describes how to work with tasks and task lists that your administrator sets up.

[Chapter 3, “Working with Data Forms,”](#) describes how to work with data forms, annotate accounts, and copy versions

[Chapter 4, “Entering Data,”](#) provides plan preparers what they need to know to select, enter, adjust, copy, spread, calculate, annotate, print, and save data. It also explains how to work with multiple currencies in a data form and how to copy versions.

[Chapter 5, “Adjusting and Spreading Data,”](#) describes how to adjust data values and spread values across time periods. It also describes how to share data among Hyperion applications.

[Chapter 6, “Working with Supporting Detail,”](#) describes how to use the supporting detail feature, which serves as a built-in calculator for developing data that is not in the member outline.

[Chapter 7, “Working with Currencies,”](#) describes how to work with a single or multiple currencies.

[Chapter 8, “Managing Planning Units,”](#) describes how to manage the process of preparing a plan by working with planning units.

[Chapter 9, “Setting User Preferences,”](#) describes how to enable e-mail notification, set up formatting for numbers on data forms, enable a search feature, set printing options, and control whether member aliases and Not Started planning units are displayed in workflow.

[Chapter 10, “Frequently Asked Questions,”](#) answers many common questions about working effectively with Planning on the Web.

The [Glossary](#) defines terms related to Planning.

The [Index](#) contains a list of Planning terms and procedures.

Where to Find Documentation

All Planning documentation is accessible from these locations:

- The HTML Information Map is available from the Help menu for all operating systems; for products installed on Microsoft Windows systems, it is also available from the Start menu.
 - For Planning Desktop, start the product, and select Start > Programs > Hyperion System 9 > Planning > Planning Information Map.
 - For Planning Web, start the product, and select Help > Information Map.
- Online help is available from within Planning. After you log on to the product, you can access online help by clicking the Help button or selecting Help from the menu bar.

- The Hyperion Download Center can be accessed from the Hyperion Solutions Web site.
- To access documentation from the Hyperion Download Center:
- 1 Go to the Hyperion Solutions Web site and navigate to **Services > WorldWide Support > Download Center**.
Your Login ID for the Hyperion Download Center is your e-mail address. The Login ID and Password required for the Hyperion Download Center are different from the Login ID and Password required for Hyperion Support Online through Hyperion.com. If you are not sure whether you have a Hyperion Download Center account, follow the on-screen instructions.
 - 2 In the **Login ID** and **Password** text boxes, enter your e-mail address and password.
 - 3 In the **Language** list box, select the appropriate language and click **Login**.
 - 4 If you are a member of multiple Hyperion Solutions Download Center accounts, select an account to use for the current session.
 - 5 To access documentation online, from the Product List, select the appropriate product and follow the on-screen instructions.


Help Menu Commands

These commands are available from the Help menu in Planning:

Command	Description
Help on this Topic	Launches a help topic specific to the window or Web page
Contents	Launches the Planning Contents page
Information Map	Launches the Planning Information Map to provide assistance: <ul style="list-style-type: none"> ● Online help in PDF and HTML format ● Links to related resources to assist you in using Planning
Technical Support	Launches the Hyperion Technical Support site, where you submit defects and contact Technical Support.
Hyperion Developer's Network	Launches the Hyperion Developer Network site, where you access information about known defects and best practices. This site also provides tools and information to assist you in getting starting using Hyperion products: <ul style="list-style-type: none"> ● Sample models ● A resource library containing FAQs, tips, and technical white papers ● Demos and Webcasts demonstrating how Hyperion products are used
Hyperion Home	Launches Hyperion's corporate Web site, where you access information: <ul style="list-style-type: none"> ● Sample models ● A resource library containing FAQs, tips, and technical white papers ● Demos and Webcasts demonstrating how Hyperion products are used
About Hyperion System 9 Planning	Launches the About Hyperion System 9 Planning dialog box, which contains copyright and release information, along with version details

Conventions

These conventions are used in this documentation:

Item	Meaning
	Arrows indicate the beginning of procedures consisting of sequential steps or one-step procedures.
Brackets []	In examples, brackets indicate that the enclosed elements are optional.
Bold	Bold in procedural steps highlights user interface elements on which the user must perform actions.
CAPITAL LETTERS	Capital letters denote commands and various IDs. (Example: CLEARBLOCK command)
Ctrl+O	Keystroke combinations shown with the plus sign (+) indicate that you should press the first key and hold it while you press the next key. Do not type the plus sign.
Ctrl+Q, Shift+Q	For consecutive keystroke combinations, a comma indicates that you press the combinations consecutively.
Example text	Courier font indicates that the example text is code or syntax.
<i>Courier italics</i>	Courier italic text indicates a variable field in command syntax. Substitute a value in place of the variable shown in Courier italics.
<i>ARBORPATH</i>	When you see the environment variable <i>ARBORPATH</i> in italics, substitute the value of ARBORPATH from your site.
<i>n, x</i>	Italic <i>n</i> stands for a variable number; italic <i>x</i> can stand for a variable number or a letter. These variables are sometimes found in formulas.
Ellipses (...)	Ellipsis points indicate that text has been omitted from an example.
Mouse orientation	This document provides examples and procedures using a right-handed mouse. If you use a left-handed mouse, adjust the procedures accordingly.
Menu options	Options in menus are shown in this format. Substitute the appropriate option names in the placeholders, as indicated. Menu name > Menu command > Extended menu command For example: 1. Select File > Workflow > Copy Version.

Additional Support

In addition to providing documentation and online help, Hyperion offers the following product information and support. For details on education, consulting, or support options, click the Services link at the Hyperion Solutions Web site.

Education Services

Hyperion offers instructor-led training, custom training, and e-Learning covering all Hyperion applications and technologies. Training is geared to administrators, end users, and information systems professionals.

Consulting Services

Experienced Hyperion consultants and partners implement software solutions tailored to clients' particular requirements for reporting, analysis, modeling, and planning. Hyperion also offers specialized consulting packages, technical assignments, and integration solutions.

Technical Support

Hyperion provides enhanced telephone and electronic-based support to clients to resolve product issues quickly and accurately. This support is available for all Hyperion products at no additional cost to clients with current maintenance agreements.

Documentation Feedback

Hyperion strives to provide complete and accurate documentation. Your opinion on the documentation is of value, so please send your comments by going to http://www.hyperion.com/services/support_programs/doc_survey/index.cfm.



About Planning

This chapter gives an introduction to Planning, and describes how to navigate through the interface to complete your tasks.

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Overview of Planning

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

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

Planning provides these benefits:

- Facilitates collaboration, communication, and control across multi-divisional global enterprises
- Provides a framework for perpetual planning, with attention to managing volatility and frequent planning cycles
- Provides ease of use and deployment through the Web or Hyperion System 9 Smart View for Office™
- Lowers the total cost of ownership through a shorter roll out and implementation phase, and easier maintenance for existing applications
- Enhances decision-making with reporting, analysis, and planning
- Promotes modeling by including complex business rules and allocations
- Integrates with Smart View for Office so you can design worksheets in Microsoft Excel to enter, format, analyze, and report on data in a Planning application
- Integrates with other systems to load data (through Hyperion System 9 Application Link™)

Logging On

Before you log on, open your browser and enter the URL that was given to you by your administrator for the Log On page. When you start Planning on the Web, the server name is case sensitive. For example, “HyperionPlanning” is case sensitive in this URL:
`http://localhost:8300/HyperionPlanning/LogOn.jsp.`

Tip: You can maximize space for your work by logging on with a special browser window. See [“Logging On Without Browser Controls”](#) on page 15.

➤ To log on:

- 1 Open your browser and enter the URL that was given to you by your administrator for the **Log On** page.

- 2 In the **Application** drop-down list, select a Planning application to use.
- 3 In the **User** text box, enter your system user ID.
- 4 In the **Password** text box, enter your system password.
- 5 Click **Log On**.

If you have logged on previously, you return to the mode you were in when you last logged off. For example, if you were working in Basic mode when you logged off, the next time you log on you are returned to Basic mode. For more information about working in each mode, see [“Switching Between Advanced Mode and Basic Mode” on page 17](#).

When you are ready to log off, follow the procedure described in [“Logging Off” on page 19](#).

Logging On Without Browser Controls

You can log on with a special browser window that has no browser menu or toolbars. This gives you more room for your work in Planning.

► To log on without browser controls:

- 1 Open your browser and enter the URL that was given to you by your administrator for the Log On page, but do not go to that URL.
- 2 In your browser, at the end of the URL from your administrator, substitute `Index.jsp` for `LogOn.jsp`, and go to that URL.

For example, instead of this URL,

`http://localhost:8300/HyperionPlanning/LogOn.jsp`

go to this URL:

`http://localhost:8300/HyperionPlanning/Index.jsp`

- 3 At the **Logon** page, enter your logon information.
 - For Application, select a Planning application to use.
 - For User Name, enter your system user ID.
 - For Password, enter your system password.
- 4 Click **Log On**.

You are logged in to Planning in a new browser window that does not display browser controls, such as the menu bar, toolbar, and URL field.

Navigating in Planning

After you log on, you see the start page, where you work with Hyperion products. Use the top of the page to select menu commands and click shortcut buttons.



Use the view pane on the left side of the page to view folders and data forms. To open a data form, double-click a folder name, and click the name of a data form. The data form opens in the content area on the right side of the page.

You can make more room for your work:

- To hide or show the masthead at the top of the page, select View > Masthead.
- To hide or show the view pane at the left side of the page, select View > View Pane, or click the Toggle View Pane button in the toolbar. You can also drag the view pane to resize it.
- To hide or show the view pane and the masthead at the same time, click the Maximize Content Pane button on the upper-right corner of the screen.

You can work in the start page using Advanced mode or Basic mode. Use Advanced mode when you want to work primarily with data forms. Use Basic mode when you want to work with task lists that are assigned to you. See [“Switching Between Advanced Mode and Basic Mode” on page 17](#).

This table summarizes some tasks that you can complete in the start page, and provides references to detailed procedures:

Task	Action to Take in the Start Page
Work with data forms and enter data	<ol style="list-style-type: none"> 1. In the Folders area of the view pane, click the plus sign (+) next to Forms to display the folders. 2. Under Forms, click a folder name. 3. When the data form appears in the list, click it to display it in the content area. 4. Perform the procedures in “Working with Data Forms” on page 29 and “Entering Data” on page 38.
Search for data forms in the view pane	<p>Click in the view pane, and type search criteria in the text box in the lower-right corner of the start page.</p> <p>Click Find Previous  or Find Next  to search up or down the hierarchy.</p>
Launch business rules	<ul style="list-style-type: none"> ● To launch a business rule associated with a data form, open the data form and select Edit > Launch Rules, or click a rule in the Business Rules area. ● To launch a business rule associated with a plan, select Tools > Business Rules. See “Working with Business Rules” on page 50.
Annotate planning units, add cell text, and add or copy supporting detail	<p>Open a data form, and select a command from the Edit menu. See:</p> <ul style="list-style-type: none"> ● “Using Account Annotations and URL Links” on page 34 ● “Adding Cell Text” on page 40 ● “Adding Supporting Detail” on page 67

Task	Action to Take in the Start Page
Manage workflow	<ul style="list-style-type: none"> To check the status of a plan you have submitted for review or approval, select File > Workflow > Manage Process. See “Managing Planning Units” on page 77. To copy data from one version of a selected scenario to another version in the same scenario, select File > Workflow > Copy Versions. See “Copying Versions” on page 35.
Select menu commands	Select commands from these menus, depending on your access permissions: File, Edit, View, Administration, Tools, and Help.
Use shortcut buttons	<p>Click the shortcut buttons in the masthead to perform any of these tasks:</p> <ul style="list-style-type: none"> Toggle the view pane to make more room for your work. (To restore the original view, click the button again.) Save, refresh, or print information in forms Adjust, cut, copy, or paste data Add cell text or work with supporting detail. If task lists are assigned to you, open a task list or check the status of a task list Export data to a spreadsheet Log off Open online help <p>You can click the Maximize Content Pane button in the upper-right corner of the screen to hide the view pane and the masthead at the same time. (To restore the original view, click the button again.)</p>
Use URL links	If your administrator sets up links to other resources, you can access commonly used tools or Web sites for analyzing, tracking, and reporting on planning data. To open a URL link, select Tools > Links, and click a link.
Set preferences for Planning	Select File > Preferences. See “Setting User Preferences” on page 83 .
Perform administrative tasks	If you log on as an administrator, the Administration menu is enabled, and you can complete tasks such as creating and modifying forms, managing reporting and tasks lists, and managing data and scheduling integrations. See the <i>Hyperion System 9 Planning Administrator’s Guide</i> or help system.



Switching Between Advanced Mode and Basic Mode

If tasks have been set up and assigned to you, you can switch from Advanced mode to Basic mode. When you switch between modes, you return to the activity you were performing before you switched. For example, if you are working in a data form when you switch to Basic mode, you are returned to the same form when you go back to that mode.

- To switch between Advanced mode and Basic mode, select a command from the View menu:
 - If you are working in Advanced mode, select View > Basic Mode.
 - If you are working in Basic mode, select View > Advanced Mode. (You can only switch to Basic mode if at least one task is assigned to you.)

Searching for Forms in the Start Page

In Advanced mode, you can search for forms from the start page.

- To search for forms in the start page:
 - 1 If you are working in **Basic mode**, select **View > Advanced Mode** to change to **Advanced mode**.
If you are already working in **Advanced mode**, this command is not selectable.
 - 2 Type part or all of the search criteria in the text box on the lower-right corner of the page.
 - 3 Click **Find Previous**  to search up the hierarchy, or click **Find Next**  to search down the hierarchy.

Using Online Help

You can get help with tasks while you are working in Planning. You can also use the Help menu to get technical support, visit the Hyperion Developer's Network or the Hyperion home page, and read information about Planning.

- To get context-sensitive help while you are working on a task, select **Help > Help on This Topic**.
- To view online help when you are working in dialog boxes, click the **Help** button at the bottom of the dialog box.
- To browse the entire user's help system, select **Help > Contents**.
- To read information about the documentation for Planning, select **Help > Information Map**.

About Task Lists

Your administrator or an interactive user can set up task lists and tasks that guide you through the required steps to complete a budget and forecast cycle. Task lists facilitate the planning process by listing tasks that need to be completed and the dates by which they need to get done. For example, a task might help you enter data, run a business rule, and submit numbers for approval. If other applications are available at your site, your administrator can also include tasks that link to other applications. Task lists help you understand what you need to do to complete the planning process, and when you need to finish your work.

You can view tasks and task lists in Advanced mode or Basic mode. With Advanced mode, you can work with forms that are not included in task lists. You can only switch to Basic mode if a task list is assigned to you. For detailed information and procedures for using tasks, see [Chapter 2, “Working with Task Lists.”](#)

Logging Off

When you finish working with a Planning application, you can either log off or exit the Planning Web entirely.

- ▶ To log off:
 - 1 Select **File > Log Off**.
 - 2 In the **Log Off** dialog box, click **Yes** to log off.

The current session ends, and the **Log On** screen is displayed.

If you log on again, you are returned to the mode you were working in when you logged off. For example, if you were in Basic mode when you logged off, the next time you log on you are returned to Basic mode. For more information about working in each mode, see [“Switching Between Advanced Mode and Basic Mode”](#) on page 17.

Note: If you log on and do not use the application for a period of time, you are automatically logged off at the interval set by your administrator. See the *Hyperion System 9 Planning Administrator's Guide* or help system.

- ▶ To close Planning Web, select **File > Exit**. You are returned to your desktop.



Working with Task Lists

If your administrator or an interactive user sets up task lists, you can use tasks to help with planning and budgeting.

To create task lists, see the *Hyperion System 9 Planning Administrator's Guide* or help system.

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Working with Task Lists

Your administrator can set up task lists and tasks to help with the budget and forecast cycle. For example, a task might help you complete forms, launch business rules, or promote planning units. Tasks can display instructions, due dates, completed dates, and alerts, if a task list approaches a due date or is overdue.

Viewing Task Lists in Basic Mode

In Basic mode, you can select task lists from the quick-launch list at the top of the page.

► To view task lists in Basic mode:

- 1 Select a task list from the quick-launch list at the top of the page.
- 2 In the task list **Status** page, click **View Task List**.
- 3 The task list displays information:
 - The name and status of the task list.
 - A View link, if instructions are provided.
 - Task completion dates, if tasks are complete and you select **Display All Completed Dates**.
- 4 Perform an action:
 - Select **View > Task Lists > Status**, and click **Next** or **Previous**.
 - Select **View > Task Lists > Status**, and click **Next Incomplete**.
 - Select another task.

Some buttons might not be available. For example, if all tasks are complete, you cannot click **Next Incomplete**.
- 5 Select **View > Task Lists > Status** to return to the task list **Status** page.

Viewing Task Lists in Advanced Mode

In Advanced mode, you can view task lists in the Task List dialog box.

► To view task lists in Advanced mode:

- 1 Select **View > Task Lists > Task List**.

Task lists appear in the **Task Lists** folder.
- 2 Select a task list in the **Task Lists** folder.

Click plus signs to expand folders
- 3 Click a task list and view information:
 - Click **View** to view instructions.
 - Select **Display All Completed Dates** to view completion dates.

- 4 Click **Close**.

Viewing Selected Task Lists in Advanced Mode

In Advanced mode, you can view a selected task list to view task list status, due dates, completed dates, and instructions.

► To view selected task lists in Advanced mode:

- 1 Under **Task Lists**, click the name of a task list.

Click plus signs to expand folders.

- 2 Take an action:

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

- 3 Under **Task List**, view information:

- The task list name and status, **Complete** or **Incomplete**
- A **View** link, if instructions are provided
- Completion dates, if tasks are completed and you select **Display All Completed Dates**
- Due dates and instructions

- 4 Click **Close**.

Viewing Tasks

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

- Due date—Shows when tasks must be completed.
- Alerts—Visual cues about your progress, and the date and time of completion:
 - **Green:** On schedule
 - **Yellow:** Approaching the due date
 - **Red:** Overdue; the due date has passed and the task is incomplete
- Instructions—Assistance with completing tasks.
- E-mail messages—Reminders of approaching due dates and past-due tasks.

Viewing Tasks in Basic Mode

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

➤ To view a task in Basic mode:

- 1 Select a task from the quick-launch list at the top of the page.
- 2 In the **Task List** area of the view pane, click plus signs to expand folders.
- 3 In the task list **Status** page, click **View Task List**.

If instructions are included, a **View** link is displayed.

4 To view a task, take an action:

- Select **View > Task Lists > Status**, and click **Next Task** or **Previous Task**.
- Select **View > Task Lists > Status**, and click **Previous** or **Previous Incomplete**.

Some buttons might not be available. For example, if all tasks are complete, you cannot click **Next Incomplete**.

5 Perform an action:

- To close the task, click **Cancel**.
- To return to the **Status** page, select **View > Task Lists > Status**.

Viewing Tasks in Advanced Mode

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

➤ To view task lists in Advanced mode:

- 1 Select **View > Task Lists > Task List**.
- 2 In the **Available Task Lists** tab, select a task.
- 3 Select the **Task List** tab to view tasks, task status, due dates, completed dates, and instructions.

Viewing Task Instructions in Basic Mode

In Basic mode, a **View** link appears if task instructions are included.

➤ To view task instructions in Basic mode:

1 Open a task that contains instructions:

See [“Viewing Task Lists in Basic Mode”](#) on page 22.

- 2 In the status page, view the next incomplete task by clicking **Next Incomplete**.
- 3 Click the **View** link.
- 4 In the **Instructions** window, view instructions, and click **Close**.

Viewing Task Instructions in Advanced Mode

In Advanced mode, a View Instructions link appears if task instructions are included.

- To task view instructions in Advanced mode:
 - 1 Open a task that contains instructions.
See [“Viewing Task Lists in Advanced Mode” on page 22.](#)
 - 2 Click the **View Instructions** link.
 - 3 In the **Instructions** window, view instructions, and click **Close**.

Viewing Task List Instructions in Basic Mode

In Basic mode, a View link appears if task list instructions are included.

- To view task list instructions in Basic mode:
 - 1 Open a task list that contains instructions.
See [“Viewing Task Lists in Basic Mode” on page 22.](#)
 - 2 In the upper-right corner of the task, click the **View** link.
 - 3 In the **Instructions** window, view task list instructions.
 - 4 Click **Close**.

Viewing Task List Instructions in Advanced Mode

In Advanced mode, a View link appears if task list instructions are included.

- To view instructions for task lists in Advanced mode:
 - 1 Open a task list that contains instructions.
See [“Viewing Task Lists in Advanced Mode” on page 22.](#)
 - 2 In the **Task Lists** dialog box, click the **Task List** tab.
 - 3 Click the **View** link.
 - 4 In the Instructions window view instructions, and click **Close**.
 - 5 Click **Close** to close the **Task List** dialog box.

Completing Tasks

The way you complete tasks depends on the type of task. Tasks can include URLs, data forms, workflow, business rules, or descriptive tasks. For example, a task can require that you open a data form and enter data. It can also launch a business rule or display a planning unit for you to promote. Tasks can also display read-only material, such as reminders. Administrators can set up instructions to help complete tasks.

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

► To complete tasks:

- 1 From the quick-launch list at the top of the page, select a task list.
- 2 In the task list summary page, click **View Task List** to view a task.

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

- 3 View any instructions for the task by clicking **View**.
- 4 Complete the activity required for the task.


For example, depending on the task, you can view a Web page, add or modify data in a data form, complete a workflow task, launch a business rule, or read a description. See [“Entering Data” on page 37](#), [“Managing Planning Units” on page 77](#), and [“Working with Business Rules” on page 50](#).

- 5 Complete the activities for any dependent tasks associated with the task.

If plus signs appear, click them to view subordinate tasks, also called child tasks.

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

If the check box is not selectable, you must complete dependent tasks before completing this task. First, complete dependent tasks and select **Complete** for those tasks. Next, select **Complete** for the current task.

After you select **Complete**, the task is marked as completed. The status indicator icon  is displayed next to the task in the view pane. If a task has dependent tasks, they must be completed before the status indicator icon is displayed for the primary task.

After tasks are complete, alerts change to date stamps.


Viewing Task Status in Basic Mode

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

► To view task status in Basic mode:

1 Take an action:

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

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

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

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

Some buttons might not be selectable. For example, if all tasks are complete, you cannot click **Next Incomplete** or **Previous Incomplete**.

Viewing Task Status in Advanced Mode

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

► To view task status in Advanced mode:

1 Select **View > Task Lists > Task List**.

Any task lists assigned to you appear in the Task List Folders area.

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

Click plus signs to display task lists in folders.

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

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

The **Task List** tab displays the selected task list.

5 Select the **Status** tab to view the status for the selected task list.

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

6 Click **Close**.

Viewing E-Mail Alerts

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

- To view an e-mail alert: open and read the e-mail message that you receive.



Working with Data Forms

Use data forms to enter, update, analyze, print, and report on data in Planning applications.

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	Expanding Data Forms and the Data Entry Area	31
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Selecting and Opening Data Forms

You can open data forms in Advanced mode or Basic mode. Any existing values are displayed for the selected members. The default background color for cells is white. A yellow background indicates “dirty” cells, and a grey background means cells are read-only. Depending on how data forms are set up, they can include these features:

- Point of view (POV)—Shows information about other dimension members that are valid for the defined row and column members in the data form. POVs identify the members of a database that populate a data form, and define specific intersections of data. The dimension members on the rows, columns, and POV axes are constant (with the exception of any user variables defined on the POV).
- Page lists—Display different views (pages) of selected member combinations that can span dimensions. The members on the Page axis let you work with different combinations of dimension members.
- User variables—Set information displayed on data forms. If a data form includes a user variable, you must select a value before entering data. The first time you open a data form that includes a user variable, you must select a value in preferences. After that, you can change the variable on the data form or in preferences. User variables are displayed in the POV. See [“Setting Preferences for User Variables” on page 91](#).
- Segments—Areas of data forms that can include separator lines for columns and rows and hidden or read-only areas. The hierarchy can be suppressed for rows or columns, so that rows are not indented and columns do not include line breaks.
- Smart Lists—Textual lists that can be used to enter in textual values in cell intersections, such as positions, locations, or benefit descriptions. See [“Entering Data with Smart Lists” on page 38](#).
- Menus—Shortcut menus accessed by right-clicking that can open URLs, data forms, workflow, or business rules. See [“Entering Data with Menus” on page 39](#)

If you close a data form without saving changes, a message displays. To proceed, respond to the message and save or refresh the data.

Opening Data Forms in Advanced Mode

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

- To open data forms in Advanced mode:
 - 1 If you are working in Basic mode, select **View > Advanced Mode to change to Advanced mode**.
If you are already working in Advanced mode, this command is not selectable.
You can hide and show the view pane by selecting **View > View Pane**.
 - 2 In the **Folders** area of the view pane, display the folders available to you by clicking the plus sign (+) next to **Forms**.

The folders available to you appear in the view pane. If a folder contains additional folders, a plus sign (+) appears to the left of the folder name.

- 3 Under **Forms**, click a folder name to display the data form to open in the **Data Forms in Folders** list.
- 4 Click the data form after it appears in the **Data Forms in Folders** list.
The data form is displayed in the content area.
- 5 **Optional:** To open another data form, click it in the **Data Forms in Folders** list or click a folder in the **Folders** area, and click the data form.

Opening Data Forms in Basic Mode



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

- To open data forms in Basic mode:
 - 1 Open a task list in Basic mode, using the procedure in [“Viewing Tasks” on page 23](#).
 - 2 In the **Task List** area, click a task that uses a data form.

The data form opens in the content area.

Searching for Data Forms

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

- To search for data forms:
 - 1 In a data form, click in the view pane.
See [“Selecting and Opening Data Forms” on page 30](#).
 - 2 In the lower-right corner of the start page, type search criteria in the text box.
 - 3 Click **Find Previous**  or **Find Next**  to search up or down the hierarchy of data forms.

Any data forms that match your search criteria appear in the content area.

Expanding Data Forms and the Data Entry Area

There are several ways to expand data forms and the data entry area, including the view pane and the masthead.

- To expand data forms and the data entry area:
 - 1 Open a data form.
See [“Selecting and Opening Data Forms” on page 30](#).
 - 2 Take an action:
 - Expand—Double-click the thick black line between the row heading and the data cells. The row heading expands to accommodate the entire row heading.

- **Resize**—Click the right border of the view pane, and drag to resize it.
- **Expand or collapse the view pane**—Select View > View Pane, click the Toggle View Pane button in the toolbar, or drag the view pane to resize it.
- **Expand or collapse the masthead**—Select View > Masthead.
- **Hide or show the view pane and the masthead**—Click the Maximize Content icon in the upper-right corner of the screen.
- **View the data form**—Use the scroll bars.

Adding Rows to Data Forms

You can add rows to data forms if you have write access, and the administrator sets up the data form appropriately. For example, you can budget for new items by adding rows for dimension members that were not previously included on the data form.

➤ To add rows to data forms:

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

See [“Selecting and Opening Data Forms” on page 30](#).

If you cannot add rows, the data form is not set up to create additional rows, or you do not have sufficient access rights.

2 On the **Edit Form** dialog box, enter the member name for the new row.

3 Click **Save**.

This submits the change and refreshes the data form’s definition. Any members to which you have access are displayed.

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

Setting the Column Width for Data Forms

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

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

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

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

When you print from the data entry page, the columns print at the width defined in preferences. See [“Setting Preferences for Printing Options” on page 90](#).

You can perform these tasks in data forms when using Microsoft Internet Explorer. With Netscape Navigator, you cannot drag, resize, minimize, or restore column width.

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

Searching in Data Forms

To navigate to a data cell or member name on a data form, use the browser’s Find feature to search the entire data form. This does not search minimized columns. For example, it does not find Jan if the Qtr 1 column is minimized. This highlights values that are an exact match, but does not select the cell where the value is found. If you have difficulty with this feature, try clicking somewhere off the data form before searching.

- To find and select a data value or member in data forms:
 - 1 **Open a data form.**
See [“Selecting and Opening Data Forms” on page 30](#).
 - 2 **From the browser, select **Edit > Find (on This Page)**, or press Ctrl+F.**
 - 3 **In the **Find what** text box, enter the value or part of the value to find.**

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

Viewing Instructions for Data Forms

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

- To view the instructions for data forms:
 - 1 **Open a data form.**
See “[Selecting and Opening Data Forms](#)” on page 30.
 - 2 **In the **Instructions** column, click **View**.**
View links are available only if instructions exist.
 - 3 **Click **Close** to close the **Instructions** window.**

Using Account Annotations and URL Links

In a data form, you can add annotations, or comments to accounts. Annotations can be plain text, or can include URL links or paths to servers. For example, you can add a link to a project Web site or a spreadsheet or PDF file on a server. Account comments can vary for different combinations of Scenario, Version, and Entity dimensions.

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

- To add account annotations:
 - 1 **In a data form, select **Edit > Annotate Planning Unit**.**
See “[Selecting and Opening Data Forms](#)” on page 30.
 - 2 **If necessary, enter the scenario, version, and entity of the planning unit, and click **Go**.**
 - 3 **In the **Enter Title** field, enter a title for your annotations.**
 - 4 **In the **Enter Text** field, enter a comment of up to 1,500 characters, and click **Submit**.**
Your comment can include any text, such as a URL or a path to another file.

Copying Versions

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

You can copy between bottom-up and target versions. Before you copy versions, consider these points:

- When you copy *to* a bottom-up version, only the selected level zero members are copied.
- When you copy *to* a target version, all selected members are copied.

Note: To protect the data in approved planning units, copying a version does not copy to planning units that are approved.

➤ To copy a version:

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

See “[Selecting and Opening Data Forms](#)” on page 30.

2 In the **Scenario** list, select the scenario you want to copy.

3 In the **Copy From** list, select the version from which to copy data.





4 In the **Copy To** list, select the version to which to copy data.

5 Click **Go**.

The entities for the selected version display in the Available Entities list.

6 In the **Available Entities** list, select the entities to which you would like to copy data.

The Available Entities list displays the entities (planning units) to which you have write access and that belong to you. You can copy entities with a Process Status of Not Started or First Pass.

7 Click  to add the entity to the **Selected Entities** list, or click  to add all of the entities in the **Available Entities** list. Click  or  to remove any entities from the **Selected Entities** list.

8 **Optional:** To copy comments or annotations that are associated with accounts, select **Copy Account Annotations**.

Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level zero entities (and their annotations) are copied.

9 **Optional:** To copy supporting detail associated with the accounts, select **Copy Supporting Details**.

10 Click **Copy Data**.

Note: Do not stop or load another Web page until the Copy Version process is complete. Otherwise, users cannot verify that the copy process completed successfully. If this occurs, repeat the procedure for copying versions, and wait for the completion message before loading another Web page.

4

Entering Data

When you work in data forms, you can enter, update, analyze, print, and report on data.

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Entering Data

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


Data forms are set up by your administrator to show certain dimensions and members. Row and column headings show the members that are selected for the dimensions. Cells display the data for the selected members.

Administrators can include various features to help you enter and work with data:

- POV and page drop-down lists
- Segments that can include read-only cells, hidden text, and borders on rows and columns
- Smart Lists—See [“Entering Data with Smart Lists” on page 38](#)
- Menus—[“Entering Data with Menus” on page 39](#)
- User variables—See [“Setting User Variables in Data Forms” on page 39](#)

After you enter data, annotate your assumptions, and are satisfied with your plan’s data, you can promote your numbers (in the form of a *planning unit*) to another user, typically for review or approval. To do this, go to the Manage Process page, and start or promote the planning unit, as appropriate. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. See [“Managing Planning Units” on page 77](#).

Entering Data with Smart Lists

Your administrator can set up data forms with Smart Lists that help you enter data in cells. If a cell contains a dimension that is linked to an Smart List, an arrow  is displayed when you click the cell. You can click the arrow to display a list with values for the cell. The values depend on how your administrator sets up this feature. For example, a data form can include an Smart List for a Month field, to let you select the month of the year.

► To enter data with Smart Lists:

- 1 **Open a data form that contains Smart Lists.**

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 **Click in a cell that has a Smart List.**

An arrow  is displayed in the cell.

- 3 **Click the arrow and select a value from the list.**

- 4 **Optional:** If the list is long, you can type the first one or two letters of a value to skip down the list to the value. For example, in a list of months, you can skip to June by typing `ju`.

After you select a value, the information in the cell is updated. Your administrator sets the values that are displayed in the list and the cell, including what is displayed when there is no data in the cell. For example, when there is no data in a cell, the cell can display no value, #Missing, None, or another value. See [“Writing #Missing Values” on page 45](#).

Entering Data with Menus

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

➤ To enter data with menus:

- 1 Open a data form that contains a menu.**

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 Click a row member, and select a menu option from the list.**

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

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

If a business rule was launched that includes a runtime prompt, enter the required information. See [“Entering Runtime Prompts” on page 50](#).

Your administrator can customize the runtime prompt that appears for menus. For example, it can be displayed with a Classic or Streamlined interface, and the Launch button can use a different name, such as OK.

Setting User Variables in Data Forms

If a data form is defined with a user variable, you must set a value for the variable before working in the data form. You can set variables directly in the data form or in user preferences. See [“Setting Preferences for User Variables” on page 91](#).

For data forms defined with user variables, the variable and its current value are displayed in the POV area. For example, a variable called Department can display a current selection of Sales. User variables are not related to security. You can select a new value at any time.

➤ To set user variables in data forms:

- 1 Open a data form that contains a user variable.**

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 In the POV area of the data form, click the bold text that displays the user variable.**

3 In the Member Selection dialog box, take an action to select members:

- To select members, click the right arrow.
- To remove selected members, click the left arrow.
- To remove all members, click the double left arrows.
- To move a member up or down in the list, click the Up Arrow or Down Arrow.

4 When you finish selecting members, click Submit.

The selected member is displayed in the POV and the appropriate axis of the data form, such as rows.

Adding Cell Text

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

When you are working with cell text, keep in mind that you can also use *supporting detail* and *account annotations* to add comments to data. You can use supporting detail to build and communicate bottom-up values such as travel, where you need to calculate aggregate values. See [“Working with Supporting Detail” on page 66](#).

You can use account annotations to add comments to accounts. You can have separate annotations for different combinations of scenarios, versions, and entities. See [“Using Account Annotations and URL Links” on page 34](#).

► To add cell text:

1 Open the data form to which you want to add cell text.

See [“Selecting and Opening Data Forms” on page 30](#).

2 In the data form, click in a cell or select a range of contiguous cells.

3 Select Edit > Cell Text.

4 In the Cell Text window, type the text to add.

You can add up to 1,500 characters of cell text for each cell. If you selected a range of cells, you can enter cell text in a separate text box for each cell.

5 Click Submit.

An indicator is displayed in the cell to show that it contains cell text. The indicator appears as a blue triangle in the upper-right corner of the cell.

Any applicable message is displayed in the content area at the top of the data form. You can click the X to clear the message.

Viewing and Editing Cell Text

You can use the Cell Text window to view cell text for a single cell or for a range of contiguous cells. You cannot view cell text directly in data forms.

Tip: You can also view cell text in a PDF file or a printed report. See [“Printing Cell Text” on page 41](#).

➤ To view or edit cell text:

1 Open a data form that contains cell text.

See [“Selecting and Opening Data Forms” on page 30](#).

2 In the data form, click in a cell that contains cell text, or select a range of cells containing cell text.

When a cell contains cell text, an indicator is displayed in the cell. The indicator appears as a blue triangle in the upper-right corner of the cell.

3 Select **Edit > Cell Text**.

If cell text is available for a cell, the Cell Text window is displayed. If no supporting detail is available, a message is displayed; click OK to close the message.

4 In the **Cell Text** window, view or edit the text.

If you selected a range of cells that contain cell text, a separate text box is displayed for each cell.

5 When you are finished viewing or editing cell text, click **Submit**.

Any applicable message is displayed in the content area above the data form. You can click the X to clear the message.

Printing Cell Text

Cell text includes notes that are associated with individual cells or groups of cells. You can print cell text to a PDF file in Planning. When you print data forms with the Show cell text option selected in the Printing Options page, cell text is displayed to the right of the dimension, on the same row as the dimension. See [“Printing Data” on page 48](#).

Note: You can also print cell text using Financial Reporting. For more information, refer to the documentation for that application.

➤ To print cell text:

1 Open a data form that contains cell text.

See [“Selecting and Opening Data Forms” on page 30](#).

2 Select **File > Print**.

Planning displays the printing options that are used to generate the PDF file. You can accept the default settings, or set your own options for creating PDF files.

3 Select the **Show cell text** option, and click **Print Preview**.

- 4 In the PDF file, select **File > Print**.
- 5 In the **Print** dialog box, select a printer, and click **OK**.

Navigating in Data Forms

The navigation techniques you can use depend on the mode you are working in—whether you have just clicked in a cell or you are editing data in a cell. For example, when you click in a cell, you can press the Right Arrow to move to the next cell in the row. When you are editing data in a cell, you must press Tab to move to the next cell.

To move around cells in data forms:

- When you click in a cell and are not entering or editing cell data:
 - To move forward, backward, up, or down in data forms, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
 - To move to the next cell in the column, press Enter.
 - To move to the previous cell in the column, press Shift + Enter.
- When you are entering or editing data in cells:
 - To move forward or backward *within* the cell data, press the Left Arrow key or the Right Arrow key.
 - To move to the next cell in the row, press Tab or click in the next cell.
 - To move to the previous cell in the row, press Shift + Tab.
 - To move to the next cell in the column, press Enter.
 - To move to the previous cell in the column, press Shift + Enter.

Selecting Data


If the budget administrator sets up more than one page axis, you can select from among pages to change the data with which you work. The designer of the data form can create up to 18 separate page drop-down lists.

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

With some data forms, you can also select a user variable to determine which data is displayed. See [“Setting User Variables in Data Forms”](#) on page 39.

- To work with another page axis:
 - 1 **Open a data form that contains more than one page axis.**
See [“Selecting and Opening Data Forms”](#) on page 30.

- 2 From the **Page** drop-down list in the data form, select the page you want to view.

The  icon indicates that the search facility is available. See “[Enabling a Search Facility with a Large Number of Pages](#)” on page 88.

- 3 Click **Go**.

Tip: From the Preferences page, select the Display Options tab to select the Enable Most Recently Used Selection check box. When you select this check box, Planning remembers the last page and POV member selection, so the information is available for each form you select.

Searching for Members

- To search for a member in the dimension hierarchy:



- 1 Open a data form, and click the **Search** icon at the top of the data form.

See “[Selecting and Opening Data Forms](#)” on page 30.

The Search dialog box is displayed.

- 2 In the **Search** dialog box, type part or all of the member name.

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

- 3 Click **Find Previous**  to search up the hierarchy, or click **Find Next**  to search down the hierarchy.
- 4 When the member name appears in the drop-down list, click **Go**.

Entering Percentage Values

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

Here is some helpful information about working with percentage values:

Entry	Result
.25	25% is displayed. When you click outside of the cell, Planning multiplies the .25 by 100 and adds a percent sign. The value saved in the database is .25.
25%	25% is displayed. When you click outside of the cell, Planning accepts your formatting and divides the number by 100. The value saved in the database is .25.

Entry	Result
25	2500% is displayed. When you click outside of the cell, Planning multiples the 25 by 100 and adds a percent sign. The value saved in the database is 25.
.25%	.25% is displayed. When you click outside of the cell, Planning accepts your formatting and divides the number by 100. The value saved in the database is .0025.

Selecting Ranges of Cells

You can select and work with multiple cells in data forms as long as the selection is rectangular and contiguous. Use standard selection techniques, such as clicking in the upper-left cell of the range, and Shift + clicking in the lower-right cell of the range. You can also select rows and columns by clicking row and column headings.

► To select a range of cells, a row, or a column:

1 Open a data form.

See [“Selecting and Opening Data Forms” on page 30](#).

2 Take one of these actions:

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

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

- [“Copying and Pasting Cells” on page 44](#)
- [“Adjusting Data Values” on page 54](#)
- [“Selecting and Opening Data Forms” on page 30](#)

Copying and Pasting Cells

If your Web browser is Internet Explorer 5.5 or higher, you can copy data values within a data form, from one data form to another, or from another application, such as Microsoft Excel. In a single copy and paste operation, you can copy from one cell to another cell, from one cell to many cells, or from many cells to many cells. You can copy and paste data using the menu commands or the shortcut buttons.

Note: Because Planning applies spreading logic to pasted values, you should understand how data values are spread before you paste values into time periods. See [“How Spreading Data Works” on page 57](#).

► To copy and paste data:

1 In a data form, select the cell or group of cells that contain the data you want to copy.

See [“Selecting and Opening Data Forms” on page 30](#) and [“Selecting Ranges of Cells” on page 44](#).

2 Select Edit > Copy to copy the values in the selected cells to the Clipboard.

You can also use the Copy shortcut button. To copy data in other applications such as Microsoft Excel, use that product’s Copy command.

3 Select the cell or group of cells to which you want to paste the data.

4 Select Edit > Paste.

You can also use the Paste shortcut button. Paste inserts the contents of the Clipboard at the insertion point, and replaces any selection.

Here are some points to remember when copying and pasting data:

- If the destination selected area is an exact multiple of the size and shape of the copied selected area, the data is repeatedly pasted into the destination area. For example, if you copy the contents of two rows, and select six rows to paste the data into, Planning copies the contents of the two rows three times, to fill the six destination rows.
- Planning does not paste data into read-only cells.
- When you copy within or among data forms, Planning copies and pastes the stored values of cells, not the values that are displayed based on the precision setting.
- Data that is copied and pasted from Microsoft Excel to Planning reflects the formatting that is set up in Microsoft Excel. For example, if the number of decimal places in Microsoft Excel is set to zero, when you enter the value 459.123 in Microsoft Excel, the value is displayed as 459. If you copy this value into a Planning form, the value 459 is pasted.
- When pasting data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The resulting data from a paste operation may not match the original copied data. For information on how pasting data may affect the values of cells, see [“How Spreading Data Works” on page 57](#).
- When you copy data in Internet Explorer 6, an Internet Explorer alert message might be displayed if you have disabled Internet Explorer’s setting for Allow Paste Operations via Script.

Writing #Missing Values

When #missing is displayed in a cell on the Enter Data page, there is no data value for that cell. You can enter a data value by selecting the cell and entering the value. You can also replace irrelevant data in a cell and save the cell as #missing in the database.

#Missing is different than zero. Zero is a data value, and #missing means that there is no data value for the cell. #Missing decreases the size of the database and positively impacts system performance.

You can use the data form to write #missing to the database. After you select the cells that you want to contain #missing, press the Delete key or enter #missing. (You can also enter #missing using Smart Lists. See [“Entering Data with Smart Lists” on page 38.](#)) The cells are set to #missing when you save the data form. On data forms that are designed to suppress missing data, an entire row of cells with #missing does not appear after the data form is reloaded.

► To write #missing to data cells:

1 In a data form, select the cells you want to change.

See [“Selecting and Opening Data Forms” on page 30.](#)

You can select a range of contiguous cells at one time by using standard selection techniques, such as clicking in the upper-left cell in the range, and pressing Shift + click to select the lower-right cell in the range. You can also select rows and columns by clicking row and column headings. Select a range of rows or columns by using Shift + click.

If the designer sets a data form to suppress missing data, and there is an entire row of cells with #missing (no data), that row does not appear on the data form. If there is at least one cell in the row with a data value, the row appears on the data form with #missing in the empty cells.

2 Take an action:

- Press Delete.
- Enter #missing.

3 Click Save.

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

Subtotaling Values

These points describe how values are subtotaled and totalled in data forms:

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

Note: For related information, see [“Adjusting Data Values” on page 54](#) and [“How Spreading Data Works” on page 57.](#)

Getting the Latest Data

At times, you might want to ensure that you are working with the latest data. This is especially useful if other people are simultaneously working on the same budget or plan. You can refresh data using a menu command or a shortcut button.

➤ To retrieve the latest values from the database:

1 Open a data form.

See [“Selecting and Opening Data Forms” on page 30](#).

2 If you do not want to lose your current work, click **Save to save your changes before refreshing the data.**

3 With the data form open, select **View > Refresh.**

You can also use the Refresh shortcut button.

Exporting Data to Microsoft Excel

You can export data using the Spreadsheet Export menu command or the shortcut button. Exporting data from the Planning data form to Microsoft Excel provides an opportunity to explore different “what-if” scenarios in Excel before copying and pasting values back to Planning. It also provides an alternative to PDF printing.

Some points to know about exporting data from the data form:

- Planning does not export numerical formatting to Excel. Similarly, the name of the application, user, and form folder, and dimension attributes, currency tags, and percentages are not exported to Excel.
- Member names are indented based on their level in the hierarchy. They are also indented if you print the data form to a PDF file.
- Supporting details are printed if they are available in the data form.
- Account annotations are printed if your administrator selected the Enable account annotations setting on the Display Options tab for the data form.
- Aliases are displayed on the rows, columns, page, and POV if they are present for a member, if your administrator selected the Display Alias option.
- Values pasted back to Planning from Excel must be non-formatted data.
- Excel supports the Microsoft Internet Explorer browser. If you are using Netscape, Excel looks very different.

➤ To export data from data forms to Microsoft Excel:

1 Open a data form.

See [“Selecting and Opening Data Forms” on page 30](#).

2 Select **File > Spreadsheet Export.**

You can also click the Spreadsheet Export shortcut button.

- 3 Depending on how you want to export the data, take an action:
 - Select Save, and save the file.
 - Select Open, and work with the data in the browser instance of Microsoft Excel that appears. Use standard Excel procedures to make and save your changes. To close the window, click the window's Close button (X).

Saving Data

When you are working in a data form, you can save any data values you have entered, changed, or calculated. Saving a data form also runs any business rules that are designed to launch when the data form is saved. You can save changes with the Save command or the shortcut button.

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

➤ To save data:

- 1 **Open a data form.**

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 **In the data form, make the changes that you want.**

- 3 **Select File > Save.**

You can also click the Save shortcut button.

If the data form has unsaved changes, click OK in the message that is displayed, and save or refresh the data.

Printing Data

You can print data forms as PDF files, including any supporting detail, cell text, and account annotations. Adobe Acrobat Reader 4.0 or later must be installed on the client computer to enable printing to a PDF file. You can use the Print menu command or the shortcut button.

For more information about printing cell text and account annotations, see [“Printing Cell Text” on page 41](#) and [“Printing Annotations” on page 82](#).

➤ To print a data form to a PDF file:

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

See [“Selecting and Opening Data Forms” on page 30](#).

Planning displays the printing options used to generate the PDF file. You can accept the default settings or set your own options.

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

3 Optional: To change the print settings, select an option:

Option	Action
Page size	Select the printed page size for the PDF file, A3, A4, Ledger, Legal, Letter, or 11" X 17". The default is A4.
Orientation	Select the PDF file's orientation, Portrait or Landscape.
Font	Select from available fonts.
Font size	Enter the font size to use for the PDF.
Percentage of page to use for row headers	Enter a number for the percentage of the page to use as a row header.
Number of data columns per page	Enter the number of columns you want per page. If you have more columns than will fit on a page, the column and row headers can repeat on the next page.
Repeat headers on all pages	Apply the header to every page of the PDF file. If you consistently have more rows or columns than will fit on one page, you may want to repeat headers on all pages.
Format data	Apply number format settings from the data form to the PDF file.
Apply precision	Apply the data form's precision settings to the data that is displayed in the PDF file. If the data form displays high precision numbers (numbers with many digits to the right of the decimal point) you may want to limit precision in the PDF file.
Include supporting detail	<p>Include supporting detail in extra rows in the PDF file. Select an option:</p> <ul style="list-style-type: none"> ● Normal Order inserts the Supporting Detail in the same order in which it appears in the Supporting Detail page, after the member that it is associated with. ● Reverse Order inserts the Supporting Detail before the member it is associated with, and the Supporting Detail entries are reversed. Supporting Detail for children appears above their parents, and the order of siblings is preserved.
Show account annotations	<p>Show annotations that are assigned to the data form in the PDF file.</p> <p>If the designer enables account annotations, this check box displays the annotations in the PDF file. This only affects your form if account annotations are enabled by the designer.</p>
Show cell text	Show text that is associated with individual cells or groups of cells.
Show attribute members	Show attribute members assigned to the data form in the PDF file.
Show currency codes	Show currency codes in the PDF file if the data form supports multiple currencies per entity.
Show shading	Show the shading from cells and row and column headers on printed data forms.

4 Optional: If you want to save your settings for creating PDF files, select **Remember my changes**. Your settings override the default options assigned to all data forms. The next time you print to a PDF file, Planning uses the same settings.

5 Click Print Preview.

A PDF file is generated, and is displayed on the screen.

6 To print the file, select File > Print in the window that is displayed. After setting your print options, click OK.

Working with Business Rules

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

Launching Business Rules

Depending on where you are working, you can launch business rules from data forms or the Business Rules page. If menus are set up in data forms, you can select a business rule from a menu by right-clicking the appropriate row member. See [“Entering Data with Menus” on page 39](#).

► To launch a business rule:

1 Depending on where you are working, take an action:

- In the Business Rules area of the view pane, click a business rule.
- Select Edit > Launch Rules to open the Launch Business Rules dialog box and select a plan type.
- If menus are set up in a data form, right-click a row member, and select a business rule from a menu.

2 If prompted, select a business rule, and click Launch.

If the business rule includes runtime prompts, enter the required information, launch the business rule, and click Close. See [“Entering Runtime Prompts” on page 50](#).

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

Entering Runtime Prompts

When you launch a business rule, the rule can prompt you to enter information, called a *runtime prompt*. Note these points when you work with runtime prompts:

- If a business rule has a runtime prompt and Use Members on Forms is selected, the default member on the runtime prompt window matches the current member in the page and POV axes of the open data form.
- Use Members on Forms does not work unless Enable Most Recently Used Selection is checked. See [“Remembering the Last Page Selected” on page 87](#).







- Members on the Member Selection page are filtered by your security and any limitations set for the runtime prompt (for example, only Descendants of Q1). You cannot select a shared member in a runtime prompt.

► To enter a runtime prompt for a business rule:

- 1 **Launch a business rule that has a runtime prompt.**

See [“Launching Business Rules” on page 50](#).

- 2 **Enter the type of input specified by the runtime prompt:**

Icon	Expected Type of Input
	A single member selection
	Multiple member selections
	Numeric value
	Smart List value—Select an item from the list
	Text value—Use only with enhanced calc scripts, not with graphical scripts.
	Dimension from the database—Use only with enhanced calc scripts, not with graphical scripts.

Icons are displayed only in classic view, not in streamlined view. The view that you see depends on how your administrator sets up business rules.

- 3 **Click Launch.**

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

Using Business Rules in Basic Mode

In Basic mode, you can work with business rules if your task includes them. For example, if your task includes data forms, you can launch rules by choosing a menu command. If your task includes business rules, you can launch rules by clicking Launch in the task.

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

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

See [Chapter 2, “Working with Task Lists”](#) and [“Selecting and Opening Data Forms” on page 30](#).

- 2 **Select Edit > Launch Rules.**

- 3 **In the Launch Business Rules dialog box, select a business rule, and click Launch.**

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

- 4 **After a confirmation message appears in the Launch Business Rules dialog box, click Close.**

- To launch a business rule in Basic mode when your task includes a business rule:
 - 1 **Open a task list that includes a business rule by selecting the task list from the quick-launch list.**
If the task includes a business rule, the business rule page opens in a new browser window.
 - 2 **In the **Business Rules** area, select a business rule, and click **Launch**.**
If the calculation is successful, the values in the database reflect the results of the calculation.
 - 3 **After a message confirms that the rule launched successfully, close the browser window.**



Adjusting and Spreading Data

When you work with Planning data forms, you can adjust and spread data across multiple cells.

In This Chapter	Adjusting Data Values	54
	Spreading Data for Time Periods	55
	Sharing Data	63

Adjusting Data Values

You can adjust values in a data entry form by using the Adjust button or by typing operators in a data cell. See [“Adjusting Values with the Adjust Button” on page 54](#) and [“Performing Ad Hoc Analysis” on page 55](#).

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

Note: Form designers can create data forms with *user variables*. If a data form contains a user variable, you must select a value for the variable before you open the data form, or you see an error. The first time you open the data form, you must set the value in the File > Preferences > User Variable Options tab. After that, you can select another value for the variable at any time, directly in the data form or in preferences. The user variables available to you depend on the settings chosen by your administrator. See [“Setting Preferences for User Variables” on page 91](#).

Adjusting Values with the Adjust Button

This section describes how to increase or decrease data values by using the Adjust button.

► To adjust data values:

1 In a data form, put the cursor in the cell with the value you want to adjust.

You can adjust data for multiple cells at one time, as long as the writable cells are at the same level. For example, you can adjust the data for February and March at the same time, but not for March and Q1. See [“Selecting Ranges of Cells” on page 44](#) and [“Selecting and Opening Data Forms” on page 30](#).

2 Select **Edit > Adjust**.

You can also click the Adjust shortcut button.

3 Take one of these steps:

- To decrease the cell value, select Decrease By.
- To increase the cell value, select Increase By.

4 In the **Percentage** text box, enter the percentage by which you want to decrease or increase the cell's value.

You must enter a numeric value.

5 Click **Adjust Data**.

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

6 Click **Save**.

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

Tip: For information on how adjusting data may affect other cells, see [“How Spreading Data Works” on page 57](#).

Performing Ad Hoc Analysis

Before you commit data by saving it, you can perform various “what if” calculations and visually review the changes. Experimenting with data changes enables you to see the impact of various scenarios before saving the data. This capability is especially useful for manipulating values in specific accounts to produce desired results.

You can manipulate and experiment with data values:

- Type new values (See [“Entering Data” on page 38](#))
- Lock a value during spreading (See [“Spreading Data with Cell Locking” on page 61](#))
- Change existing values by entering an operator, followed by an operator, as described in this section

► To perform ad hoc calculations on a value:

- 1 In a data form, select the cell on which you want to perform a calculation.

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 Type an operator (+, +-, *, /, or %), and type a new value.

The table shows an example for each operator:

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

- 3 Move the cursor from the cell.

A change in color indicates the modified cell.

Spreading Data for Time Periods

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

- Spread the value in a summary time period back to its base time periods, or to the first parent or first child of its parent time period.
- Spread values among children and parents proportionally, based on existing distribution.
- Spread values based on a calendar’s weekly distribution in a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the budget administrator).
- Temporarily lock the values of certain cells while spreading data over time periods. (See [“Spreading Data with Cell Locking” on page 61](#).)

If you are using Internet Explorer 5.5 or later as your Web browser, you can select, copy, paste, or adjust multiple values. If you paste data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The data resulting from a paste operation may not match the original copied data. For more information on how Planning distributes data, see [“How Spreading Data Works” on page 57](#).

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

➤ To spread data for time periods:

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

See [“Selecting and Opening Data Forms” on page 30](#).

2 Enter the new value.

The value is distributed according to the rules described in [“How Spreading Data Works” on page 57](#).

3 Click **Save**.

How Spreading Data Works

This topic describes how factors like account type, existing distribution, member hierarchies, and data type affect how values are distributed, assuming that no data cells are locked. (For information on spreading data with locked cells, see [“Spreading Data with Cell Locking” on page 61.](#))

These examples show the results if you enter or change a currency or non-currency value.

Time Balance Property of the Account	New Value Distribution	Examples
<p>FLOW Revenue, Expense, Saved Assumption (where the Time Balance property is set to Flow)</p>	<p>To all its children and its parents proportionally, based on the existing distribution. The new value affects the entire Summary Period Rollups hierarchy so that the parent time period is always the sum of its children.</p> <p>If there is no existing distribution (that is, the values for all the children are zeros or are missing) and the changed value is a Quarter, the new value spreads down proportionally, based on the weekly distribution (which can be 4-4-5, 4-5-4, 5-4-4, or evenly distributed if the account's spreading is set to None).</p> <p>If the changed parent is a Year Total or some other kind of summary time period, the value is spread evenly.</p>	<p>Example 1 You change Qtr 1 from 250 to 500, with these current values for its months: Jan = 100 Feb = 50 Mar = 100 Result: 500 is distributed to its children proportionally, replacing their previous values like so: Jan = 200 Feb = 100 Mar = 200 The 500 is aggregated to the parents of Qtr 1. If the Year Total were formerly 1000, its new value is now 1250.</p> <p>Example 2 You change March from 100 to 200. Result: March, Qtr 1, and Year Total all increment by 100. Jan and Feb remain unchanged.</p>
<p>FIRST All types of Accounts</p>	<p>Upward to its first parent and downward to its child only if the changed cell is the first child of its parent time period.</p> <p>The summary time period is always equal to the first of its child time periods.</p> <p>If there is no existing distribution (that is, values for all the children are zeros or are missing), the new value is copied to each of the children.</p>	<p>Example 1 You change Qtr 1 from 20 to 40, with these current values for its months: Jan = 20 Feb = 15 Mar = 05 Q1 = 20 Result: 40 is distributed to its children proportionally, replacing their previous values like so: Jan = 40 Feb = 15 Mar = 05 Q1 = 40</p>

Time Balance Property of the Account	New Value Distribution	Examples
<p>BALANCE Asset, Liability, Equity, Saved Assumption (where the Time Balance property is set to Balance)</p>	<p>Downward to its last child and upward to its parent only if the changed cell is the last child of its parent time period.</p> <p>The summary time period is always equal to the last of its child time periods.</p> <p>If there is no existing distribution (that is, the values for all the children are zeros or are missing), the new value is spread across its children.</p>	<p>Example 1 You change Qtr 1 from 30 to 50. Result: March also changes to 50. Jan and Feb don't change. The Year Total does not change because Qtr 1 is not its last child.</p> <p>Example 2 You change Qtr 4 from 100 to 50. Result: Dec changes to 50 because it is Qtr 4's last child. Oct and Nov remain unchanged, as do Qtrs 1, 2, and 3. Year Total changes to 50 because Qtr 4 is its last child.</p> <p>Example 3 You change Qtr 2 to 100 with these current values: Apr = 0 May = 0 June = 0 Result: Apr = 100 May = 100 June = 100 Year Total is unchanged.</p>
<p>AVERAGE Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)</p>	<p>To all its children and its parents proportionally, based on the existing distribution. The new value affects the entire Summary Time Period Rollups hierarchy so that the parent is always the average of its children.</p> <p>Assumes an equal number of days in each period, such as 30 days for each month.</p>	<p>Example 1 You change Qtr 1 from 5 to 10 with these current values: Jan = 05 Feb = 10 Mar = 00 Q1 = 05 Result: Jan = 10 Feb = 20 Mar = 00 Q1 = 10</p>

Time Balance Property of the Account	New Value Distribution	Examples										
<p>Weighted Average - Actual_365 Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)</p>	<p>Weighted daily average based on 365 days in a year, assuming that February always has 28 days. This does not account for leap years.</p> <p>As you work with Weighted Average - Actual_365, keep these points in mind:</p> <ul style="list-style-type: none"> You cannot customize month labels, although you can use aliases. Years must have twelve months, and quarters must be the sum of three base months. You cannot change the fiscal start month after the application is set up. All months are included in the calculation. #missing is treated as 0 in the numerator, and all of the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD. 	<p>Example 1</p> <p>You enter values for Jan, Feb, and Mar. For <i>any year</i>, including leap years, February is assumed to have 28 days, and Q1 is assumed to have 90 days.</p> <table border="1" data-bbox="714 373 1071 562"> <thead> <tr> <th>Value Entered</th> <th>Number of Days</th> </tr> </thead> <tbody> <tr> <td>Jan = 9,000</td> <td>31</td> </tr> <tr> <td>Feb = 8,000</td> <td>28</td> </tr> <tr> <td>Mar = 8,000</td> <td>31</td> </tr> <tr> <td>Q1</td> <td>90 (the total days for Jan, Feb, and Mar)</td> </tr> </tbody> </table> <p>Result:</p> <p>Q1 = 8,344</p> <p>The average for Q1 is calculated as follows: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is as follows: $(9,000 * 31 + 8,000 * 28 + 8,000 * 31) / 90 = 8,344$</p>	Value Entered	Number of Days	Jan = 9,000	31	Feb = 8,000	28	Mar = 8,000	31	Q1	90 (the total days for Jan, Feb, and Mar)
Value Entered	Number of Days											
Jan = 9,000	31											
Feb = 8,000	28											
Mar = 8,000	31											
Q1	90 (the total days for Jan, Feb, and Mar)											

Time Balance Property of the Account	New Value Distribution	Examples																				
Weighted Average - Actual_Actual Revenue, Expense, Saved Assumption, (where the Time Balance property is set to Average)	<p>Weighted daily averaged based on the actual number of days in a year. This accounts for leap years, in which February has 29 days.</p> <p>As you work with Weighted Average - Actual_Actual, keep these points in mind:</p> <ul style="list-style-type: none"> You cannot customize month labels, although you can use aliases. Years must have twelve months, and quarters must be the sum of three base months. You cannot change the fiscal start month after the application is set up. All months are included in the calculation. #missing is treated as 0 in the numerator, and all of the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD. 	<p>Example 1</p> <p>For a <i>leap year</i>, you enter values for Jan, Feb, and Mar. February is assumed to have 29 days, and Q1 is assumed to have 91 days.</p> <table border="1" data-bbox="667 380 1024 562"> <thead> <tr> <th>Value Entered</th> <th>Number of Days</th> </tr> </thead> <tbody> <tr> <td>Jan = 9,000</td> <td>31</td> </tr> <tr> <td>Feb = 8,000</td> <td>29</td> </tr> <tr> <td>Mar = 8,000</td> <td>31</td> </tr> <tr> <td>Q1</td> <td>91 (the total days for Jan, Feb, and Mar)</td> </tr> </tbody> </table> <p>Result:</p> <p>Q1 = 8,341</p> <p>The average for Q1 is calculated as follows: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 29 for the number of days in Feb, and 91 for the number of days in Q1, the result is as follows: $(9,000 * 31 + 8,000 * 29 + 8,000 * 31) / 91 = 8,341$</p> <p>Example 2</p> <p>For a <i>non-leap year</i>, you enter values for Jan, Feb, and Mar. February is assumed to have 28 days, and Q1 is assumed to have 90 days.</p> <table border="1" data-bbox="667 961 1024 1144"> <thead> <tr> <th>Value Entered</th> <th>Number of Days</th> </tr> </thead> <tbody> <tr> <td>Jan = 9,000</td> <td>31</td> </tr> <tr> <td>Feb = 8,000</td> <td>28</td> </tr> <tr> <td>Mar = 8,300</td> <td>31</td> </tr> <tr> <td>Q1</td> <td>90 (the total days for Jan, Feb, and Mar)</td> </tr> </tbody> </table> <p>Result:</p> <p>Q1 = 8,344</p> <p>Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is as follows: $(9,000 * 31 + 8,000 * 28 + 8,000 * 31) / 90 = 8,344$</p>	Value Entered	Number of Days	Jan = 9,000	31	Feb = 8,000	29	Mar = 8,000	31	Q1	91 (the total days for Jan, Feb, and Mar)	Value Entered	Number of Days	Jan = 9,000	31	Feb = 8,000	28	Mar = 8,300	31	Q1	90 (the total days for Jan, Feb, and Mar)
Value Entered	Number of Days																					
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Jan = 9,000	31																					
Feb = 8,000	28																					
Mar = 8,300	31																					
Q1	90 (the total days for Jan, Feb, and Mar)																					

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

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

These examples show the results if you change a percentage:

Example 1

You change Qtr 1 from 10 to 20.

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

Example 2

You change Feb from 10 to 20.

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

Example 3

You change Qtr 4 from 30 to 20.

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

Note: For related information, see [“Adjusting Data Values” on page 54](#). For information on how currency types are affected when values are spread among mixed currencies, see [“Spreading with Multiple Currency Types” on page 61](#).

Spreading with Multiple Currency Types

When currency types are mixed and data is spread from a parent member to its children, the parent's currency type is also spread; its children assume the currency type of the parent time period, and data is spread as described in [“How Spreading Data Works” on page 57](#).

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

Spreading Data with Cell Locking

When spreading data over time periods, you can temporarily lock the values of one or more cells to preserve their values while Planning calculates and fills in the other values. You can spread data across time periods based on various calculations and visually review the changes before committing them to the database. This “breakback” capability is useful when you have already seeded your data, and you want to manipulate and analyze values in specific accounts to produce desired results. To see examples of how cell locking works with spreading, see [“Examples of Spreading Data with Cell Locking” on page 62](#).

➤ To temporarily lock values:

- 1 In a data form, select the cell or group of cells to lock.

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 Type ! (press Shift + 1).

A color change indicates that a cell is locked. You can now spread the data or manipulate the other data however you want, with the cells locked. (See [“Spreading Data for Time Periods” on page 55](#) and [“How Spreading Data Works” on page 57](#).)

When you save the data, the cells revert to their unlocked state. You can also specifically unlock data cells by selecting the cells and typing an exclamation point (!). If a group of cells is selected and some are locked while others are not, entering “!” locks all of those which are not locked. Typing “!” unlocks all the cells in a group only if they have all already been locked (or were already read-only for some other reason).

Examples of Spreading Data with Cell Locking

Example 1

Account A has these values before locking and spreading:

	Jan	Feb	Mar	Q1
Account A	100	100	100	300

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

This is how the data appears after locking and spreading:

	Jan	Feb	Mar	Q1
Account A	400	100	100	600

Example 2

Account B has these values before locking and spreading:

	Q1	Q2	Q3	Q4	Year Total
Account B	100	100	100	100	400

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

This is how the data appears after locking and spreading:

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

Sharing Data

If Hyperion Shared Services is installed and you have appropriate permissions, you can move data between Planning applications, and between Planning and other Hyperion products. An administrator sets up data integrations that define the data to be moved from a source project to a destination project. Data integrations can be run manually or scheduled to run at a specific time.

When Hyperion Shared Services is installed, you can perform these tasks:

- Set up integrations for sharing data between Hyperion applications.
- Manage projects.
- Access previously scheduled data integrations.
- **Administrators only:** Set up and manage models for sharing metadata and data between Hyperion applications.

See the *Hyperion System 9 Planning Administrator's Guide* or help system, or contact an administrator.

6

Working with Supporting Detail

You can enter, update, analyze, print, and report on data. The topics in this section describe how to work with supporting detail in data forms in Planning.

In This Chapter	Working with Supporting Detail	66
	Adding Supporting Detail	67
	Viewing or Changing Supporting Detail	71
	Synchronizing Supporting Detail with Analytic Services	71
	Pasting Multiple Cells into the Supporting Detail Dialog Box	72

Working with Supporting Detail

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

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

Additional Information About Supporting Detail:

- The supporting detail feature does not change members in the outline structure.
- To create, change, or delete supporting detail, you must have write access to cells. You must have read access to view supporting detail.
- To protect values, you cannot enter, adjust, spread, and save data into aggregate values that have supporting detail. The aggregate values are read-only.
- You can add supporting detail to both target and bottom-up versions.
- You cannot add supporting detail to Summary Time Periods, such as Quarters. You can add supporting detail only to the base time periods (the level zero members).
- Any number and precision formatting that is set up is not reflected in the Supporting Detail window.
- The sequence of operators in supporting detail follows the same logic as is used to process multiple operators in a complex calculation.
- When you use Copy Versions, you can copy supporting detail from one version to another.
- You can print supporting detail.
- Your administrator can copy data, including supporting detail, from one dimensional intersection to another. For example, administrators can copy *Budget, FY05, Final to Forecast, FY06, First Draft*. They can also copy data from one business unit to another, or from FY04 to FY05 to prepare for actualizing a budget. For more information about the Copy Data feature, contact your administrator.

See these topics:

- [“Example of Supporting Detail” on page 68](#)
- [“Adding Supporting Detail” on page 67](#)
- [“Working with the Hierarchy of Supporting Detail” on page 70](#)
- [“Viewing or Changing Supporting Detail” on page 71](#)
- [“Synchronizing Supporting Detail with Analytic Services” on page 71](#)
- [“Pasting Multiple Cells into the Supporting Detail Dialog Box” on page 72](#)
- [“Printing Data” on page 48](#)

Adding Supporting Detail

Use the Supporting Detail window to set and change how detail items aggregate to cell values in a data form. For information to consider when you add supporting detail, see [“Working with Supporting Detail” on page 66](#).

This section contains these topics:

- [“Example of Supporting Detail” on page 68](#)
- [“Totaling When Supporting Detail Cells are Blank” on page 68](#)
- [“Working with the Hierarchy of Supporting Detail” on page 70](#)

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

1 Open a data form, and select the data cells for which you want to add detail.

You can select one cell or a range of contiguous cells in a row or column. You cannot select a section of cells that include a combination of rows and columns.

See [“Selecting and Opening Data Forms” on page 30](#).

2 Select **Edit > Supporting Detail.**

The Supporting Detail window reflects your cell selection in the data form.

3 Type over the initial “untitled” text to add an explanation or description. You can include up to 1,500 characters of supporting detail.

The text and its associated operator must be unique among children of the same parent.

4 Use the buttons to create or change the indented hierarchy to reflect the structure and calculations that you want.

For example, you can click Add Child to add a new line item directly below the selected item. See [“Working with the Hierarchy of Supporting Detail” on page 70](#).

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

You can select from these operators: + (add), - (subtract), * (multiply), / (divide), and ~ (ignore). Selecting Ignore saves the item text without requiring a numeric value.

6 Type in data for those items whose values you want to set or calculate.

Enter numbers into the Supporting Detail window using the same scaling that was set up for the data values in the data form.

7 Click **Save.**

Values are dynamically calculated and aggregated before the data is saved.

Note: Clicking Save saves any unsaved data on the data form as well as in the Supporting Detail window.

Example of Supporting Detail

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

		FY03 Jan	FY03 Feb	FY03 Mar
Air fare	+ ▾	2400	3600	6000
Customer visits	+ ▾	2.0	3.0	5.0
Average rate	* ▾	1200.0	1200.0	1200.0
Hotel	+ ▾	450	900	1500
Number of nights	+ ▾	3.0	6.0	10.0
Rate per night	* ▾	150.0	150.0	150.0
Car rental	+ ▾	160	280	440
Number of days	+ ▾	4.0	7.0	11.0
Rate per day	* ▾	40.0	40.0	40.0
Total:		3010	4780	7940

Totaling When Supporting Detail Cells are Blank

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

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

	Jan	Feb
Instructor	1000	250
Rate +	250	250
Days	4	

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

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

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

Ordering of Supporting Detail

The ordering of supporting detail affects the resulting value that is saved to Analytic Services. An understanding of the proper calculation order facilitates the correct entry of supporting detail. Supporting Detail leverages the calculation order of +(addition), -(subtraction), *(multiplication), and /(division). The proper entry of supporting detail is demonstrated using a simple units times rates example.

Incorrect Entry of Supporting Detail

Because the rates in this example are set to the unary operator of +, the calculation order will add the Rate first and then multiply by the Unit. This results in incorrect data being saved to Analytic Services.

		FY05 Plan Jan	FY05 Plan Feb	FY05 Plan Mar
Rate	+	250	250	250
Unit	*	10		
Total:		2500	250	250

Correct Entry of Supporting Detail

This example demonstrates that the proper ordering of the units times rates calculation. This results in the proper values being saved to Analytic Services.

		FY05 Plan Jan	FY05 Plan Feb	FY05 Plan Mar
Unit	+	10.0		
Rate	*	250.0	250.0	250.0
Total:		2500		

Always remember to verify the order of the supporting detail so that the proper values are being calculated and saved to Analytic Services.

Working with the Hierarchy of Supporting Detail

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

► To create or change the hierarchy of supporting detail:

1 In a data form, select the cells with supporting detail, and take an action:

- Double-click.
- Select Edit > Supporting Detail.

See “[Selecting and Opening Data Forms](#)” on page 30.

2 Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking:

Option	Result
Add Child	Adds a new line item one level below the selected line item. You can add an unlimited number of children, but keep in mind its potential impact on performance.
Add Sibling	Adds a new line item at the same level as the selected cell. You can add an unlimited number of siblings, but keep in mind its potential impact on performance.
Delete	Removes the selected line item
Delete All	Removes all the supporting detail at once
Promote	Moves the selected line item to the next-higher level in the hierarchy
Demote	Moves the selected line item to the next-lower level in the hierarchy
Move Up	Moves the selected line item before its sibling predecessor
Move Down	Moves the selected line item after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored values from the database. This restores the previously saved values, possibly overwriting any changes you have just made.

3 Click **Save**.

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

Viewing or Changing Supporting Detail

Cells that have supporting detail are visually distinguished in the grid with a light green background.

- ▶ To drill down to see or change calculations or supporting data:

- 1 Open a data form, and select the cells for which you want to add detail.**

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

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 Select **Edit > Supporting Detail**.**

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

See [“Adding Supporting Detail” on page 67](#) and [“Working with the Hierarchy of Supporting Detail” on page 70](#).

Synchronizing Supporting Detail with Analytic Services

When you delete supporting detail for a cell, you can specify how to handle the value for the supporting detail total that is stored in Analytic Services (previously called Essbase). You can set the value in Analytic Services to #missing, or leave it as it was before the supporting detail was deleted. This is useful if you want to use supporting detail as a scratch pad or calculator.

- ▶ To synchronize supporting detail with Analytic Services:

- 1 In a data form, click in the cell with supporting detail.**

See [“Selecting and Opening Data Forms” on page 30](#).

- 2 Select **Edit > Supporting Detail**.**

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

- 4 In the message that is displayed, take an action to set how the changes that you made are handled in Analytic Services:**

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

Pasting Multiple Cells into the Supporting Detail Dialog Box

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

Keep these points in mind when copying and pasting supporting detail:

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

This procedure shows how to copy cells from an Excel spreadsheet; the steps for copying cells from other software might differ.

➤ To copy supporting detail from Microsoft Excel spreadsheets:

1 Open a Planning data form.

See [“Selecting and Opening Data Forms” on page 30](#).

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

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

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

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

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

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

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

8 In the **Supporting Detail** dialog box, click in the upper-left cell of the range for which you want to paste supporting detail, and press **Ctrl+V**.

9 Click **Save**.



Working with Currencies

When you work with data forms, you can enter, update, analyze, print, and report on data. The topics in this section describe how to use single or multiple currencies in Planning.

In This Chapter	Working with Multiple Currencies	74
	Changing the Currency for a Data Cell	74
	Reporting on Data in Multiple Currencies	75

Working with Multiple Currencies

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

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

- Enter data in any local currency
- View or report on data in any reporting currency

On a data form, currency conversion converts all levels except the Time Period dimension, where only level zero time periods are converted. It then aggregates the time periods (summary time periods) that are displayed on the data form.

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

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

To learn more:

- For definitions of currency types, see [“Glossary” on page 97](#).
- To set up currencies, see the *Hyperion System 9 Planning Administrator’s Guide* or help system.
- To enter data in a non-base currency, see [“Changing the Currency for a Data Cell” on page 74](#).
- To view data values in a reporting currency, see [“Reporting on Data in Multiple Currencies” on page 75](#).
- To learn how currency types are affected when values are spread among mixed currencies, see [“Spreading with Multiple Currency Types” on page 61](#).

Changing the Currency for a Data Cell

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

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

- To enter cell data in a local currency other than the base currency for the cell:
 - 1 **In a data form, select a local currency member for the cell.**
See [“Selecting and Opening Data Forms” on page 30.](#)
 - 2 **Optional: If you need to look up the currency code for the currency, select View > Currency.**
The Available Currencies list shows which currencies are set up for the application. Note the Currency Code for the currency you want to work with, and close the window. If you cannot select View > Currency, multiple currencies are not enabled for this application or form.
 - 3 **In the right part of a data cell, type the Currency Code for the currency that you want for the cell.**
Typing the currency code in the right part of a data cell overrides the base currency for the entity. The left part of the cell is for the value itself.
 - 4 **Enter or view the data in the left part of the cell.**
 - 5 **Select File > Save to calculate and save the value.**
If the Calculate Currencies calc script is set to run when the data form is saved, and the data form is enabled for multiple currencies, the data value is displayed in the currency you selected.
 - 6 **Optional: Repeat the previous steps for any other cells for which you want to select another currency.**

Reporting on Data in Multiple Currencies

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

- To see data values in a reporting currency other than the base currency:
 - 1 **In a data form, select another reporting currency.**

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

See [“Selecting and Opening Data Forms” on page 30.](#)

Note: You cannot enter data into a reporting currency. You can enter data only into a local currency that is set up for the application.



Managing Planning Units

This section contains information about tracking the progress of your budget within your organization.

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	Viewing the Status of a Planning Unit	79
	Changing the Status of a Planning Unit	80
	Adding or Viewing Annotations	81
	Printing Annotations	82
	Viewing the History of a Planning Unit	82

Overview of the Review Process

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

A planning unit is always in one of six states:

- **Not Started.** The initial state of all planning units. The budget administrator initiates the review process using the Start action.
- **First Pass.** The first state for planning units selected to go through the budgeting process. There is no owner of a planning unit during First Pass. Any user with data access can enter data and promote the planning unit during the First Pass state.
- **Under Review.** This state occurs when a Promote action is taken on a planning unit and signifies that a planning unit is being reviewed by someone in the organization. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in the Under Review state.
- **Signed Off.** This state occurs when a Sign Off action is taken on a planning unit. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a Signed Off state. Ownership does not change when a planning unit is signed off.
- **Not Signed Off.** This state occurs when a Reject action is taken on a planning unit. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a Not Signed Off state.
- **Approved.** This state occurs when an Approve action is taken on a planning unit. After a planning unit is approved, the budget administrator becomes the owner of the planning unit. Only the budget administrator can modify data or perform an action on a planning unit that is in an Approved state. After all the planning units are approved, the budgeting cycle is complete.

Note: In all states except the Not Started state, users with read access can view data, view the process state, view the history, and read and enter new annotations.

The budget administrator begins the review process by starting a planning unit. The Start action changes the state of the planning unit to First Pass, which is the beginning state of the review process. During the First Pass state, the budget administrator may choose to exclude some or all of the entities from the planning unit.

When the planning unit is ready to undergo the formal review process, any user with appropriate access can promote a planning unit from First Pass to Under Review, and assign ownership of the planning unit. After ownership is assigned, only the current owner or the budget administrator can modify data or perform an action on a planning unit. This maintains the integrity of the data and the values entered by each user.

For information on how you can set up the system so that you are notified by e-mail if you become the new owner of a planning unit, see “[Setting Up E-mail](#)” on page 84.

While the planning unit is in an Under Review state, it may undergo several iterations of promotions, signoffs, and rejections until it is finally approved. After a planning unit is approved, the budget administrator becomes the owner of the planning unit.

Note: A planning unit may also skip a number of process states. For example, a budget administrator may approve a started planning unit from any state and change it to an Approved state.

The review process can be managed at a higher level with parent entities.

Viewing the Status of a Planning Unit

► To view the status of a planning unit:

1 Select File > Workflow > Manage Process.

The Manage Process page appears.

2 From the Scenario drop-down list, select a scenario.

3 From the Version drop-down list, select a version.

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

5 Click Go.

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

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

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

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

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

Changing the Status of a Planning Unit

► To change the status of a planning unit:

1 **Select File > Workflow > Manage Process.**

The Manage Process page appears.

2 **From the Scenario drop-down list, select a scenario.**

3 **From the Version drop-down list, select a version.**

4 **Click Go.**

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

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

6 **Click Change Status.**

7 **From the Select Action drop-down list, select an option:**

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

Note: Typically, a planning unit is approved only once. An administrator can reject a previously approved planning unit.

8 **From the Select Next Owner drop-down list, select the next owner of the planning unit.**

- 9 **Optional:** In the **Enter Annotation** text box, enter any comments you want to add.

See [“Adding or Viewing Annotations”](#) on page 81.

- 10 **Click **Submit**.**

The planning unit state changes and is reflected on the Check Status and Manage Process page.

Adding or Viewing Annotations

Annotations let you add or view comments about the data in a planning unit that is started. You must have a minimum of read access to the planning unit to view or add an annotation.

- To add an annotation for a planning unit:

- 1 **Select **File > Workflow > Manage Process**.**

The Manage Process page appears.

- 2 **From the **Scenario** drop-down list, select a scenario.**

- 3 **From the **Version** drop-down list, select a version.**

- 4 **Click **Go**.**

- 5 **Click the **Details** link for the entity for which you want to add a planning unit.**

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

- 7 **Click **Add Annotation**.**

- 8 **In the **Enter Title** text box, enter a title for the annotation.**

- 9 **In the **Enter Annotation** text box, enter your comments (up to 1500 characters).**

On multibyte systems, Hyperion recommends not entering planning unit annotations of more than 750 characters.

- 10 **Click **Submit**.**

Note: You can also add annotations to planning units from the Enter Data page. On the Enter Data page, click Annotations to enter annotations for the planning unit of the currently selected cell. (To enter annotations for another planning unit, type the version, scenario, and entity for the planning unit, and click Go.) Enter a title and text for the annotation, and click Submit.

- To view annotations for a planning unit:

- 1 **Select **File > Workflow > Manage Process**.**

The Manage Process page appears.

- 2 **From the **Scenario** drop-down list, select a scenario.**

- 3 **From the **Version** drop-down list, select a version.**

- 4 Click **Go**.
- 5 Click the **Details** link for the entity for which you want to view a planning unit.
- 6 **Optional for budget administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want to work with. In a flat view, you can click a column header to sort the list.
- 7 Under **Existing Annotations**, read the comments associated with the planning unit.
- 8 **Optional:** To add a new comment, click **Add Annotation**.
 - a. In the **Enter Title** text box, enter a title for the annotation.
 - b. In the **Enter Text** text box, enter your comments (up to 1500 characters).
 - c. Click **Submit**.

Printing Annotations

You can print account annotations to a PDF file in Planning. See [“Printing Data” on page 48](#).

Note: You can also print planning unit annotations using Financial Reporting. For more information, refer to the documentation for that application.

Viewing the History of a Planning Unit

If you have a minimum of read access to a planning unit, you can view its history.

- To view the history of a planning unit:

- 1 Select **File > Workflow > Manage Process**.

The Manage Process page appears.

- 2 From the **Scenario** drop-down list, select a scenario.
- 3 From the **Version** drop-down list, select a version.
- 4 Click **Go**.

- 5 Click the **Details** link for the entity for which you want to view a planning unit.

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

- 6 **Optional for budget administrators:** The Entities list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or entities you want to work with. In a flat view, you can click a column header to sort the list.
- 7 Use the scroll bar in the Existing Annotations text box to view all existing annotations. All annotations associated with the planning unit are listed, including the owners and the date and time created.



Setting User Preferences

This section describes how to set user preferences for Planning.

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Setting Preferences for Application Settings

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

- Set up e-mail for workflow notifications. See “[Setting Up E-mail](#)” on page 84.
- Select a set of alias names to use for displaying member and dimension names. See “[Selecting the Alias Setting](#)” on page 84.
- Set options for member selection. See “[Setting Member Selection Options](#)” on page 85.
- Set workflow options. See “[Setting Workflow Options](#)” on page 85.

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

Setting Up E-mail

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

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

- 1 Select **File > Preferences**, and select the **Application Settings** tab.
- 2 In the **E-mail Address** text box, type your e-mail address.
- 3 From the **Enable E-mail Notification** drop-down list, select **Yes** to enable e-mail notification, or select **No** to disable e-mail notification.
- 4 **Optional:** If you want the owner of the application to receive a copy of your e-mail notifications, from the **Copy the Application Owner** drop-down list, select **Yes**. Otherwise, select **No**.
- 5 Click **Save**.

You will now receive e-mail notifications when you become the owner of a planning unit. The Subject line of an e-mail notification is in this format: NEW OWNER: Abc Plan (Scenario, Version, Entity).

- 6 Repeat the previous steps for each application for which you want e-mail notification enabled.

Selecting the Alias Setting

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

➤ To select the alias table for displaying names:

- 1 Select **File > Preferences**, and select the **Application Settings** tab.

- 2 From the **Alias Table** drop-down list in the **Alias Setting** area, select the alias table you want to use.
- 3 Click **Save**.

Setting Member Selection Options

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

- To set member selection options:
 - 1 Select **File > Preferences**, and select the **Application Settings** tab.
 - 2 In the **Show Alias in Member Selection** text box, select **Yes** to show aliases, or select **No** to disable them.
 - 3 In the **Show Description in Member Selection** text box, select **Yes** to show descriptions, or select **No** to disable them.
 - 4 Click **Save**.

Setting Workflow Options

In Workflow Options, you can control the display of several aspects of process management:

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

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

Setting Preferences for Display Options

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

- Change how numerical values are displayed in the data form. See [“Changing the Formatting of Numbers” on page 86](#).
- Set aspects of page selection, such as remembering the last page selected when navigating among data forms, and allowing a search facility when the number of pages exceeds a certain number. See [“Remembering the Last Page Selected” on page 87](#) and [“Enabling a Search Facility with a Large Number of Pages” on page 88](#).
- Enable warning for large data forms. See [“Enabling Warnings for Large Data Forms” on page 88](#).
- **For administrators only:** Set how many members to display on each page of the Dimensions page. See [“Showing Members on the Dimension Tab” on page 89](#).
- Increase the contrast of the Planning interface. See [“Setting the UI Theme Option for Higher Contrast” on page 89](#)

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

Changing the Formatting of Numbers

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

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

You can control the display of:

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

➤ To change the formatting of displayed numbers:

- 1 Select **File > Preferences**.
- 2 Select the **Display Options** tab.

3 Under Number Formatting, select options for formatting numbers:

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

4 Click Save.

Note: Formatting selections take effect when you click outside the cell. If you select a setting other than Use Application Default for the thousands separator or the decimal separator, you must change both separators with the Use Application Default option. You cannot select the same option for the thousands and decimal separators. For information on how percentage values are displayed, see [“Entering Percentage Values” on page 43](#).

Remembering the Last Page Selected

This option sets dimension members from the page of one data form to that of other data forms. The most recently used dimension members of the last data form you use are compared to that of each data form you select. If there is a match, that member name appears in the next data form you select.

➤ To remember the last page selected:

1 Select File > Preferences, and select the Display Options tab.

2 Under Page selection options, select an option:

- Yes—Remember the Last Page Selected
- No—Disable this option
- Use Application Default—Use the application’s default setting

3 Click Save.

This setting applies for the current session and between sessions for the current application.

If a business rule has runtime prompts and Use Members on Forms is selected, the default member on the runtime prompt window matches the current member in the page and the POV axes of the open form. Use Members on Forms does not work unless Remember the Last Page Selected is checked. For more information on runtime prompts, see [“Working with Business Rules” on page 50](#).

Enabling a Search Facility with a Large Number of Pages

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

- ▶ To set the number of dimension members that activate a search list on the data form:
 - 1 **Select File > Preferences, and select the Display Options tab.**
 - 2 **Under Page Selection Options, enter a value in the text box for Allow Search When Number of Pages Exceeds.**

When the number of pages reaches the value you specify, a drop-down list appears in the Page area of the data form. An icon indicates that the search facility is available. See [“Navigating in Data Forms” on page 42](#) for information on how to use the search feature.

- 3 **Click Save.**

Enabling Warnings for Large Data Forms

Unusually large data forms with numerous cells may require significant time to open. For this reason, you can choose to display a warning when opening data forms that are larger than a specified number of cells.

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

- ▶ To specify the number of cells at which the warning displays:
 - 1 **Select File > Preferences, and select the Display Options tab.**
 - 2 **In the Other Options section, enter a number in the text box for Warn If Data Form Larger Than ___ Cells.**
 - 3 **Click Save.**

If the administrator has assigned a value, this value appears in the text box as the default value. If the administrator has not entered a value, the default value is 1500.

Showing Members on the Dimension Tab

Administrators can set how many members display on each page of the Dimensions tab.

- To show members on dimension pages:
 - 1 Select **File > Preferences**, and select the **Display Options** tab.
 - 2 In the **Other Options** area, enter a number in the text box for **Show__ members on each Dimensions Page**.
 - 3 Click **Save**.

Setting the UI Theme Option for Higher Contrast

The UI Theme option provides better accessibility for users who require high contrast settings. You can view the Planning interface in higher contrast by selecting High Contrast. The interface changes to a higher contrast for the current session only. Whenever you log off, the UI Themes setting returns to Default. You can restore the default setting at any time by selecting Default for the UI Themes option, or logging off.

- To set the UI Theme option for higher contrast:
 - 1 Select **File > Preferences**, and select the **Display Options** tab.
 - 2 For **UI Theme**, select an option, such as **Default** or **High Contrast**.
 - 3 Click **Save**.

The interface changes to a higher contrast for the current session only. To remove the setting at any time, select Default for the UI Theme option, or log off.

Setting Text Size

The Text Size option lets you enlarge the size of the text that appears on screen. The changes take place for the current session only. When you log off, the font size returns to Normal.

- To set text size:
 - 1 Select **File > Preferences**, and select **Display Options**.
 - 2 For **Text Size**, select **Normal**, **Large**, **Larger**, or **Largest**.
 - 3 Click **Save**.

The text size changes for the current session. To change text size back to the original setting, select Normal for the Text Size option, or log off and log back in again.

Setting Preferences for Printing Options

Printing options for data forms are set by the form designer when the form is created. You can accept the default settings or set your own options for creating PDF files. To print to a PDF file, you must have Adobe Acrobat Reader 4.0 or later installed on your computer.

You set printing options directly from the data form when you are ready to print. See [“Printing Data” on page 48](#). Or, you can use Preferences to set printing options. The options you set from the Preferences page apply to all data forms to which you have access rights.

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

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

1 Select **File > Preferences**, and select the **Printing Options** tab.

Planning displays the printing options that will be used to generate the PDF file. See [“Printing Data” on page 48](#).

2 Set an option:

Option	Action
Page Size	Select the printed page size for the PDF file, A3, A4, Ledger, Legal, Letter, or 11" X 17". The default is A4.
Orientation	Select the PDF file's orientation, Portrait or Landscape.
Font	Select from available fonts.
Font size	Enter the font size for the PDF.
Percentage of page to use for row headers	Enter a number for the percentage of the page to use as a row header.
Number of data columns per page	Enter the number of columns per page. If the columns cannot fit on a page, the column and row headers can repeat on the next page.
Repeat headers on all pages	Applies the header to every page of the PDF file. This is useful if rows or columns cannot fit on one page.
Format data	Applies number format settings from the data form to the PDF file.
Apply precision	Applies the data form's precision settings to the data that is displayed in the PDF file. If the form displays high precision numbers (numbers with many digits to the right of the decimal point) you may want to limit precision in the PDF file.

Option	Action
Include supporting detail	Includes supporting detail in extra rows in the PDF file: <ul style="list-style-type: none"> ● Normal Order inserts the Supporting Detail in the same order in which it appears in the Supporting Detail page, after the member that it is associated with. ● Reverse Order inserts the Supporting Detail before the member it is associated with, and the Supporting Detail entries are reversed. Supporting Detail for children appears above their parents, and the order of siblings is preserved.
Show account annotations	Shows annotations that are assigned to the data form in the PDF file. If the form designer enables account annotations, this option displays the annotations in the PDF file. It only affects your data form if account annotations are enabled by the form designer.
Show cell text	Shows text notes that are associated with cells or groups of cells.
Show attribute members	Shows attribute members that are assigned to the form in the PDF file.
Show currency codes	Shows currency codes in the PDF file if the data form supports multiple currencies per entity.
Show shading	Shows the shading from cells and row and column headers on printed data forms.

3 Click **Save**.

The settings are saved and applied to all the data forms to which you have access rights.

Setting Preferences for User Variables

Your administrator can set up *user variables*, which help you navigate large forms that contain many members. User variables act as filters to reduce the number of members that appear on forms. This lets you focus on the members that you are interested in, such as the employees in your own department.


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

You can set variables in preferences or directly in data forms. See [“Setting User Variables in Data Forms” on page 39](#).

➤ To set preferences for user variables:

1 Select **File > Preferences**, and select the **User Variable Options** tab.

If a user variable has already been set, an entry appears in the Selected Member field. If the variable has not yet been set, the Selected Member field is blank.

- 2 For **Department**, click the selection icon, , to select a member.
- 3 In the **Member Selection** dialog box, select members from the **Members in** list on the left.
If you do not have access to an entity, the check box does not appear.
Click the plus (+) sign or minus (-) sign in the Members in list to expand or collapse the list.
To select all members, select the check box in front of the Members in list.
- 4 In the **Member Selection** dialog box, take an action to select members:
 - To select members, click the right arrow.
 - To remove selected members, click the left arrow.
 - To remove all members, click the double left arrows.
 - To move a member up or down in the list, click the Up Arrow or Down Arrow.
- 5 When you finish selecting members, click **Submit**.
- 6 In the **User Variable Options** tab, click **Save**.

This topic provides answers to common questions about using Planning.

How can I change from one application to another?

Log off. When you log on again, select another application.

What audit capabilities does the system provide?

When you change the state of a planning unit, add an annotation that explains what you changed and why. You can use annotations to create a written history or audit trail of a plan's evolution.

How can I design a new data form?

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

Can I modify my data form?

Yes. Select **File > Preferences**, and select the **Display Options** tab to set options for number formatting, page selection, printing, and other options.

In a large hierarchy, how can I find the dimension member with which I need to work?

You can set the number of dimension members that enable a search and find feature, and search up or down the hierarchy by member name or alias to locate the member you need. See [“Enabling a Search Facility with a Large Number of Pages” on page 88](#) for information on setting the search and find feature. See [“Navigating in Data Forms” on page 42](#) for information on how to use the feature.

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

Yes, you can cut, paste, and move data from one cell to another cell by using the Copy and Paste shortcuts on the start page, or selecting a command from the Edit menu, either **Adjust**, **Cut**, **Copy**, or **Paste**. If you are using Internet Explorer 5.5 or higher as your Web browser, you can work with multiple cells at a time.

Is there an easy way to enter values across multiple cells?

Planning can allocate the data values for summary time periods across cells. See [“How Spreading Data Works” on page 57](#). If you are using Internet Explorer 5.5 or higher as your Web browser, you can select multiple cells and use the Adjust Data feature to increase or decrease all their values by a certain percentage.

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

When working in a data form, you can add comments or a URL link to accounts if the feature is enabled and you have write access to the individual members (account, entity, scenario, and version). The account comments can vary by different combinations of scenario, version, and entity dimensions.

For example, to create a link to a spreadsheet file on a shared or local server, you might type: `C:/BudgetDocs/Timeline.xls` where *C* represents the appropriate drive for the server.

See [“Using Account Annotations and URL Links” on page 34](#).

How can I add detail to data cells that calculates their values?

When working in a data form, you can select cells and then click Supporting Detail to add text, values, and operators that define how data aggregates. Use the Supporting Detail window to set and change how detail items aggregate to cell values in a data form.

See [“Working with Supporting Detail” on page 66](#).

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

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

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

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

How can I replace irrelevant data with no data value in a cell?

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

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

When administrators and interactive users create data forms, they can associate any business rules to which they have access. This enables other users to launch the associated business rules from the data form to allocate and calculate values.

When should I launch business rules?

► Before you begin entering data:

- 1 Select **View > Refresh** so you get the latest values from the Analytic Services database.
- 2 Select **Edit > Launch Rules** to start a prepared calculation script.
- 3 Enter your data into the data form.
- 4 Select **Edit > Launch Rules** again before you promote the planning unit (in case the database values were updated in the meantime).

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

A connection has not been established between Planning and Hyperion System 9 Business Rules. Notify your Planning administrator.

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

Be sure to select **Edit > Launch Rules** with your specific data form open to ensure that you are in a data form that is associated with your business rules.

What is a planning unit?

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

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

You change the status of a planning unit to Promote and assign the planning unit to the next reviewer by selecting **File > Workflow > Manage Process**. For the steps to take, see [“Changing the Status of a Planning Unit” on page 80](#).

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

You can set up Planning to notify you by e-mail when you become the new owner of a planning unit. See [“Setting Up E-mail” on page 84](#).

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

From the Check Status and Manage Process page, you can view the status of a planning unit, including its history, the last action taken, and the dates and times the status changed. See [“Viewing the History of a Planning Unit” on page 82](#).

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

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

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

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

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

To create a copy of the plan, ask the budget administrator to set up a “personal” bottom up version for you. Before you promote your data, you can copy it (using Copy Versions) to your personal version. This gives you a record of the data before you promote it.

Can I read all reviewers’ comments?

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

How does the system determine who can review my plan?

Anyone who has access rights (as set by the planning unit’s associated security) can look at and change your plan.

When should I use the Copy Versions option?

Use Copy Versions if:

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

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

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

Glossary

#Missing See *missing data (#MISSING)*

account A dimension that represents an accounting container that identifies the location and primary nature of the data.

account type The definition of how an account's value flows over time, as well as its sign behavior. Account type options are expense, revenue, asset, liability, or equity. An additional account type option factor is used for calculation purposes. Expense examples: payroll expenses, salaries, office supplies, legal expenses, and rent. Revenue examples: sales, interest income, and other income. Asset examples: cash, accounts receivable, fixed assets, and accumulated depreciation. Liability examples: accounts payable, accrued expenses, and long-term debt. Equity examples: common stock, preferred stock, additional paid-in-capital, and retained earnings.

activity-level authorization Defines user access to application components and the types of activities they can perform on the application component. Activity-level authorization controls whether a given user may perform a certain action in an application and is independent of the data that will be operated on by the action. Data access is controlled by data-level authorization.

adapter The fundamental elements in a Hyperion Application Link adapter process. Each adapter represents a set of specialized instructions.

aggregate function An operation that summarizes or performs analysis on data. Sum, calculation of an average, and identification of a maximum value are examples of aggregate functions.

alias An alternative name for a dimension, member, or description.

alias table A database table that contains a list of secondary names for a given member within a dimension.

ancestor A branch member that has members below it. For example, in a dimension that includes years, quarters, and months, the members Qtr2 and 2001 are ancestors of the member April.

application A related set of dimensions, dimension members, and plan types associated with a database that are used to meet a specific set of analytical and/or reporting requirements.

application currency The default reporting currency for the application.

application log A record of user actions performed on an application.

application server A middle-tier server that is used to deploy and run Web-based application processes.

asset account An account type that stores values that represent the assets of a company.

asymmetric rows or columns A data form design characterized by groups of members that differ by at least one member across the groups. There can be a difference in the number of members or the names of members under each heading in the data form. For example, a data form could have three members (Product A, B, and C) grouped under "East" and two members (Product D and E) grouped under "West."

attribute A classification of a member in a dimension. For example, a Product dimension can have several attributes, such as Size and Flavor. A specific member of the Product dimension can have the Size attribute, 8, and the Flavor attribute, Cola.

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

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

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

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

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

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

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

calculated data field A calculated data field is a field that holds a data value resulting from a formula or arithmetic calculation as opposed to being retrieved as a stored data value from a database.

calculation script A file containing commands that define how a block storage database is consolidated or aggregated. A calculation script may also contain commands that specify allocation and other calculation rules separate from the consolidation process.

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

cell A unit of data representing the intersection of dimensions in a multidimensional database; the intersection of a row and a column in a worksheet.

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

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

cube A block of data that contains three or more dimensions. Multidimensional cubes are better suited for complex data analyses than for relational databases because relational databases are limited to two dimensions. An Analytic Services database is a cube.

currency The monetary unit of measure associated with a balance or transaction.

currency code A three-character ISO (International Standards Organization) code used to identify a country's currency. US dollars = USD, British pound sterling = GBP, Japanese Yen = YEN

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

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

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

data The values (monetary or nonmonetary) associated with the query intersection.

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

data source 1. A data storage application. Varieties include multidimensional databases, relational databases, and files. 2. A named client-side object connecting report components to databases. Data source properties include database connections and queries.

data type Defines the kind of data associated with an account member: currency, non-currency, or percentage.

default A pre-loaded response to a request for data and the accepted value if no data is entered.

dense dimension A dimension likely to contain data for every combination of dimension members. For example, a time dimension is typically a dense dimension because it contains all combinations of all members. Contrast with sparse dimension.

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

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

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

dimension A data category that is used to organize business data for retrieval and preservation of values. Each dimension usually contains a hierarchy of related members grouped within it. For example, a Year dimension often includes members for each time period, such as quarters and months. Other common business dimensions may be measures, natural accounts, products, and markets.

dimensional hierarchy A type of Shared Services model that typically includes a hierarchy of related group members, such as entities or accounts. *See also [model](#).*

direct rate A currency rate that you enter directly in the exchange rate table. The direct rate is used for currency conversion. For example, assume you want to convert balances from GBP to USD. In the exchange rate table, you enter a rate for the period/scenario where the source currency is GBP and the destination currency is USD.

drill-down Navigation through the query result set using the organization of the dimensional hierarchy. Drilling down moves the user perspective from general aggregated data to more detailed data. While default drill down typically refers to parent-child navigation, drilling can be customized to use other dimension member relationships. For example, drilling down can reveal the hierarchical relationships between year and quarters or between quarter and months.

entity A dimension representing organizational units, which can be divisions, subsidiaries, plants, regions, products, or any other financial reporting unit.

exchange rate A numeric value used to convert one currency to another. For example, to convert \$1 into Euros, the exchange rate of 0.8936 is multiplied with the dollar. The Euro equivalent of \$1 is 0.8936.

exchange rate type An identifier associated with an exchange rate. Different rate types are used because there may be more than one rate for a period and year. Users traditionally define a rate at period end for the average rate of the period and also a rate for the end of the period. Additional rate types are historical rates, budget rates, forecast rates, and so on. All of these exchange rate types apply to the same point in time.

expense account An account type that stores periodic and year-to-date values that decrease net worth if the value is positive.

export The process of moving a model, including its contents, from the application to Shared Services. *See also [model](#).*

external authentication The practice of storing user logon credentials in a corporate authentication repository (such as a Lightweight Directory Access Protocol [LDAP] directory) as an alternative to maintaining users and groups that are native to each Hyperion product.

file delimiter One or more characters, such as a comma (,), separating fields in a data source.

filter In Shared Services, a method that enables users to filter selected members from the model when the model is imported. *See also [model](#).*

frame An area of the desktop where information is displayed to the user. Two main areas appear on the desktop: the navigation frame and the workspace frame.

generation A layer in a hierarchical tree structure that defines member relationships in a database. For example, generations are ordered incrementally from the top member of the dimension (generation 1) down to the child members.

hierarchy A set of multidimensional relationships in an outline, often created in a tree formation. For example, parents, children, and generations represent a hierarchy.

Hyperion Application Link A suite of application integration services that connect resource planning systems, transaction processing applications, and other data sources with Hyperion's analytic applications.

Hyperion System 9 Business Rules An application module for application designers who need to create, document, and maintain complex allocation processes and business rules for analytic applications throughout an organization.

Hyperion System 9 Financial Reporting A graphical report writer that enables users to create a wide variety of financial reports for printing and online access.

Hyperion System 9 Shared Services An application enabling users to share data between supported Hyperion products by publishing data to Shared Services and running data integrations.

import The process of moving a model, including its contents, from Shared Services to the application. *See also [model](#).*

input currency type An attribute that designates the currency type of the values that are entered and stored in the applications.

interactive user Interactive users can review and approve budgets, set up e-mail notification to other users, create Web-based data forms, create worksheets using Smart View for Office, create reports using Financial Reporting, create and launch integrations using Hyperion Application Link, create and launch business rules using Business Rules and/or Analytic Services, enter and view data in Web data forms and Smart View.

iteration A “pass” of the budget or planning cycle in which the same version of data is revised and promoted.

liability account An account type that stores “point in time” balances that represent the liabilities of a company. Examples of liability accounts include accrued expenses, accounts payable, and long term debt.

local currency Any input currency type. When an input currency type is not specified, the local currency is the same as the entity’s base currency.

log A system-maintained record of transactional data resulting from actions and commands.

log file A system-maintained file that records transactional data resulting from actions and commands. For example, an application log file records user actions that are performed on that application; a client log file records client messages, actions, and errors.

member A discrete component within a dimension. For example, a time dimension might include such members as Jan, Feb, and Qtr1.

metadata The structure elements of an application that describe and hold data. Examples of metadata are dimension names, member names, properties, exchange rates, and security.

missing data (#MISSING) A marker indicating that data in the labeled location does not exist, contains no value, or was never entered or loaded. For example, missing data exists when an account contains data for a previous or a future period but not for the current period.

model A file or string of content containing an application-specific representation of data. Models are the basic data managed by Shared Services. Models are of two major types: dimensional and non-dimensional application objects.

multidimensional database (MDDB) A method of organizing, storing, and referencing data through three or more dimensions. An individual value is the intersection of a point for a set of dimensions.

navigation frame The left side of the desktop where you access applications and their related components. The tasks presented in the navigation frame are based upon the user’s security rights.

page axis Enables you to set up views (pages) of selected members, to organize the data in a data form into smaller, logical groups. Each page on the page axis can have members selected from one dimension or from multiple dimensions. For example, you could set up one page to enter data for Radio promotions and another page to enter data for Web promotions.

parent A member that has an aggregated branch of children below it.

planner Planners comprise the majority of users and can enable e-mail notification for themselves, input, submit, and view data, user reports that have been created by others, run data integration routines, execute business rules, and use Smart View for Office.

planning unit A slice of data at the intersection of a scenario, a version, and an entity. It is the basic unit for preparing, reviewing, annotating, and approving plan data.

POV (point of view) A feature that lets you work with members of dimensions that are not assigned to a row, column, or page axis. For example, you could assign the Currency dimension to the POV and select the Euro member. By selecting this POV in a data form, all data is displayed in Euro values.

precision Number of decimal places displayed in a number.

private application An application for the exclusive use of a product to store and manage Shared Services models.

process pad A button bar in the top part of the workspace frame that guides users through a series of screens related to a process.

promote The action to move a data unit to the next review level. This would allow a user who has the appropriate access to review the date. For example, an analyst may promote the data unit to the next level for his supervisor's review.

RDBMS See *relational database management system (RDBMS)*.

relational database A type of database that stores data in the form of related tables. A single database can be spread across several tables, and can be viewed in many different ways. *Contrast with multidimensional database (MDDDB)*.

relational database management system (RDBMS) A database management system for accessing data in a relational database and storing data in the form of related tables. A RDBMS takes SQL statements entered by a user or contained in an application program and creates, updates, or provides access to the relational database.

report A layout that dynamically identifies the content and formatting of a report. Reports become populated with data when they are run.

reporting currency The currency in which an enterprise prepares its financial statements. Planning supports currency conversions from local currencies to one or more reporting currencies. The converted reporting currency values are stored.

row A horizontal display of information in a grid or table. A row can contain data from a single field, derived data from a calculation, or textual information. The words row and record are sometimes used interchangeably.

runtime prompt A system variable that allows values to be entered during the execution of an allocation process. Values can be members, strings, or numbers.

saved assumptions Planning assumptions that are created either globally or locally. The saved assumptions can be named, saved and referenced in planning methods and allocations to help drive plan and budget values.

scaling Determines how currency values are displayed in a data form or report: in whole numbers, tens, hundreds, thousands, millions, and so on.

scenario A dimension that specifies a data classification. Examples include Actuals, Budget, Forecast1, and Forecast2.

security agent A Web access management solutions provider employed by companies to protect Web resources; also known as Web security agent. The Netegrity SiteMinder product is an example of a security agent.

security platform A framework providing the ability for Hyperion applications to use external authentication and single sign-on.

security rights Rights defined by a user's data access permissions and activity-level privileges as explicitly defined for a user and as inherited from other user groups.

shared application An application in Shared Services that enables two or more products to share their models. See also *model*.

shared member A member that shares storage space with another member of the same name. A storage property designates members as shared. The use of shared members prevents duplicate calculation of members that occur more than once in an Analytic Services outline.

shortcut menu A menu that is displayed when you right-click a selection, an object, or a toolbar. It lists commands pertaining only to that screen region or selection.

sibling A child member at the same generation as another child member and having the same immediate parent. For example, the members Florida and New York are both children of East and siblings of each other.

single sign-on The ability of an externally-authenticated user to access multiple, linked Hyperion applications after logging on to the first application. The user can launch other applications from the first application (and from other linked Hyperion applications) without logging on again. The user's ID and password are already authenticated.

sparse dimension A dimension unlikely to contain data for all combinations of dimension members. For example, product and market dimensions are sparse if not all products are sold in all markets. Contrast with dense dimension.

substitution variable A variable that acts as a global placeholder for information that changes regularly. The variable and a corresponding string value is set; the value can then be changed at any time. Substitution variables can be used in calculation scripts, report scripts, rules files, outline formulas, security filters, partition definitions, MDX statements, Smart View for Office, Spreadsheet Add-in, Analytic Services API, and Planning data forms.

supporting detail Calculations and assumptions from which the values of cells are derived. Supporting detail can include text, values, and operators that define how data aggregates.

synchronized The condition that exists when the latest version of a model resides in both the application and in Shared Services. *See [model](#).*

system administrator A person responsible for installing and initially configuring Planning, including setting up security.

time dimension A dimension that defines how often data is collected and updated, such as fiscal or calendar periods.

triangulation currency A currency through which exchange rates can be derived. For example, if you set up the Euro/Dollar exchange rate and the Euro/Yen rate, the Dollar/Yen rate can be derived by using Euro as the triangulation currency.

user variable A variable that dynamically renders data forms based on a user's member selection, displaying only the specified entity. For example, the user variable named Department enables you to display only specific departments and employees.

variance The difference between two values (for example, between a planned and actual value).

version A possible outcome used within the context of a scenario of data. For example, Budget - Best Case and Budget - Worst Case where Budget is the scenario and Best Case and Worst Case are the versions.

workspace frame The area on the right of the desktop that displays the window related to the task currently selected in the left navigation frame.

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