

HYPERION® ENTERPRISE® REPORTING

RELEASE 6.5.1

GETTING STARTED GUIDE

ORACLE
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

Hyperion Enterprise Reporting Getting Started Guide, 6.5.1

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Authors: Enterprise Reporting Information Development Team

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited. The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Contents

Chapter 1. Using This Guide	7
Overview	7
Illustrations	7
Identifying Topics for Specific Applications	7
Using This Guide Online	8
Hyperion Enterprise Reporting Help	8
Chapter 2. About Hyperion Enterprise Reporting	11
Overview	11
Product Information	12
Dimensions	13
Hyperion Enterprise Example	13
Essbase Example	13
Data Retrieval and Point of View	13
Hyperion Enterprise Example	14
Essbase Example	14
Notations and Local Headings	14
Hyperion Enterprise Example	15
Reporting Functions and Keywords	15
Hyperion Enterprise Example	15
Reporting Tasks	15
Designing a Report	16
Creating, Editing, and Formatting Reports	16
Running a Report	17
Managing Report and Book Sets	18
Security	18
Hyperion Enterprise Example	18
Essbase Example	18
Chapter 3. Reporting Basics	19
Starting Hyperion Enterprise Reporting	19
Exiting Hyperion Enterprise Reporting	21

Report Wizard Queries	21
Hyperion Enterprise Reporting Windows	21
Main Window	21
Report Windows	27
Book Windows	29
Preview Window	30
Dialog Box Icons	30
System Menus	31
File Menu	31
Edit Menu	32
View Menu	32
Format Menu	32
Task Menu	33
Window Menu	33
Help Menu	33
Selecting Applications	34
Setting the Hyperion Enterprise Reporting Point of View	34
Customizing Dimensions	35
Chapter 4. Quick Start	37
Hyperion Enterprise Reporting Main Window	37
Opening Report or Book Windows	38
Setting a Report or Book Point of View	38
Hyperion Enterprise Example	39
Report Basics	39
Formulas in Reports	39
Report Formatting	40
Headers and Footers	41
Running Reports	41
Building and Running a Sample Report	42
Building and Running a Sample Report with Report Wizard	43
Book Basics	43
Inserting Reports	43
Inserting Book Sections	44
Inserting Dimension Changes in Books	44
Building a Sample Book	44
Printing Reports and Books	45
Printing in Batch Mode	45
Managing Reports and Books	45

Chapter 5. Quick List of Functions	47
Dimensions and Dimension Icons	47
Hyperion Enterprise Dimensions	47
Hyperion Enterprise Reporting for Essbase Dimensions	48
Hyperion Enterprise Reporting Functions for Hyperion Enterprise	49
Hyperion Enterprise Reporting for Essbase Functions	52
Glossary	57
Index	81

1

Using This Guide

In This Chapter

Overview	7
Illustrations	7
Identifying Topics for Specific Applications.....	7
Using This Guide Online	8
Hyperion Enterprise Reporting Help	8

Overview

This guide and the *Hyperion Enterprise Reporting User's Guide* contain explanations of the concepts in Oracle's Hyperion® Enterprise® Reporting and numbered procedures. This guide tells you how to start using Hyperion Enterprise Reporting with applications from Oracle's Hyperion® Enterprise® and Oracle Essbase. The guide uses typographical conventions and icons to help you identify the different kinds of information and whether they apply to the application you are using.

If a topic applies to more than one Oracle's Enterprise Performance Management software, the topic might include examples, procedures, or both for each of the products. This allows you to scan the text quickly to identify the example and procedure for the application you are using.

Illustrations

This guide and the *Hyperion Enterprise Reporting User's Guide* use pictures of Hyperion Enterprise Reporting windows and dialog boxes to illustrate some topics. Most of these illustrations show Hyperion Enterprise Reporting working with a Hyperion Enterprise application. The appearance and content of some windows and dialog boxes may vary slightly if you are reporting on an application for Essbase.

Identifying Topics for Specific Applications

This guide, like Hyperion Enterprise Reporting online Help and the *Hyperion Enterprise Reporting User's Guide* contain topics that apply to applications built with both Hyperion Enterprise and Essbase. However, some topics only apply to just one application. Whenever a

topic applies to either Hyperion Enterprise or Essbase, the topic is specified with an “Applies to” note. For example,

Note: Applies to Hyperion Enterprise only.

Using This Guide Online

The Hyperion Enterprise Reporting installation program provides this guide in an Adobe Acrobat file so that you can consult it online and print copies or individual topics from your computer. You open this file with Adobe Acrobat Reader to view it online and print from it. For more information on the Adobe Acrobat files provided with Hyperion Enterprise Reporting, see the *Hyperion Enterprise Reporting Installation Guide*.

In addition to this guide, the Hyperion Enterprise Reporting documentation set includes the following items:

- The USERS.PDF file, which is an Adobe Acrobat file that contains the *Hyperion Enterprise Reporting User's Guide*
- Hyperion Enterprise Reporting Help

► To view or print an online guide:

1 Do one of the following:

- From the Hyperion Enterprise Reporting Help table of contents, select **Online Guides (pdf)**, then select the **Hyperion Enterprise Reporting User's Guide** or **Hyperion Enterprise Reporting Getting Started** entry.
- From the Hyperion Enterprise Reporting product, select **Help > Online Guides (PDFs)**, then select the **Hyperion Enterprise Reporting User's Guide** or **Hyperion Enterprise Reporting Getting Started**.

Note: The guide you select appears in the Adobe Acrobat Reader program.

2 To print the guide, from Adobe Acrobat Reader, select **File > Print.**

Note: Select a printer and printing options, then select OK.

Hyperion Enterprise Reporting Help

Hyperion Enterprise Reporting help contains the procedural information that is in the *Hyperion Enterprise Reporting User's Guide*. In addition, it provides immediate online help for most Hyperion Enterprise Reporting dialog boxes. From within Hyperion Enterprise Reporting, you can access Hyperion Enterprise Reporting help by doing the following:

- Select **Help > Contents** to access the table of contents.
- Select **Help > Search for Help On** to search for a specific help topic.

- Press F1 from anywhere in the product.
- Press the **Help** button in any dialog box.

2

About Hyperion Enterprise Reporting

In This Chapter

Overview	11
Product Information.....	12
Dimensions	13
Data Retrieval and Point of View	13
Notations and Local Headings.....	14
Reporting Functions and Keywords.....	15
Reporting Tasks	15
Security	18

Overview

Hyperion Enterprise Reporting is a powerful graphical tool for presenting financial data in formats such as cash management reports, forecasts, profit and loss statements, and balance sheets. With Hyperion Enterprise Reporting, you can retrieve and calculate data from an Oracle's Enterprise Performance Management software (Hyperion Enterprise and Essbase) and specify how to present it.

Hyperion Enterprise Reporting uses a spreadsheet-style report layout. If you know how to use a spreadsheet program, such as Microsoft® Excel™, it is easy to edit reports with Hyperion Enterprise Reporting.

The following figure shows the standard report layout for Hyperion Enterprise Reporting.

Figure 1 Report Layout in Hyperion Enterprise Reporting

		1	2	3
		JAN. 1996	FEB. 1996	MAR. 1996
1	Cash - Seattle Bank & Trust	(#,##0)	(#,##0)	(#,##0)
2	Cash - Bank of Canada	(#,##0)	(#,##0)	(#,##0)
3	Cash - Royal Bank of London	(#,##0)	(#,##0)	(#,##0)
4	Cash - Bank of Naperville	(#,##0)	(#,##0)	(#,##0)
5	Cash - Bank of New York	(#,##0)	(#,##0)	(#,##0)
6	Cash - San Francisco Bank	(#,##0)	(#,##0)	(#,##0)
7	Cash - Charleston Bank	(#,##0)	(#,##0)	(#,##0)
8	Cash - Bank of Vermont	(#,##0)	(#,##0)	(#,##0)
9	Petty Cash	(#,##0)	(#,##0)	(#,##0)
10	Total Cash	(#,##0)	(#,##0)	(#,##0)

You edit reports by selecting areas of the grid in the report and then assigning dimensions or other items to them. You can add financial formulas to columns and rows by selecting functions and following prompts to create any expressions that the functions require.

In addition to standard reports, you can create compound reports. A compound report is a container for several reports that you want to display together. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

You can automate reporting tasks by creating books, which are groups of reports that you print together. A typical book might include reports that you run every quarter to produce values for the same series of dimension IDs. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

You can print, preview, and export multiple reports/report sets. This is called print batch, preview batch, and export batch in Hyperion Enterprise Reporting. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Product Information

Hyperion Enterprise Reporting works with Hyperion Enterprise and Essbase. The following Hyperion Enterprise Reporting functionality does not apply to Hyperion Enterprise Standard Edition (SE).

- Display data based on ownership for report options
- Specify category when you list entities for report options (Organization by period)
- Security classes
- Book Sets

The following functions are not available in Hyperion Enterprise SE:

- @ACODE

- @AMCODE
- @CMCODE
- @ECODE
- @PSF
- @TMCODE

Dimensions

A dimension holds information. For example, the Account dimension holds Account IDs which contain information about Accounts.

Budget, Actual, and Forecast are Account IDs. Dimensions are called members in Essbase.

Reports show values for specific dimensions. You must specify at least one dimension setting for a report's columns and at least one dimension setting for its rows. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

For any dimension that you do not assign to a column or row, a report can inherit settings from the report and book points of view and from the Hyperion Enterprise Reporting point of view. For more information, see [“Data Retrieval and Point of View” on page 13](#).

Hyperion Enterprise Example

You might set up rows for accounts and set up columns for periods and categories. The cell at the intersection of the Sales row and the Q2 Budget column shows the second quarter budget value for Sales. The cell takes the entity and frequency settings from the report point of view, the book point of view, or the Hyperion Enterprise Reporting point of view.

Essbase Example

You might set up rows for market and set up columns for scenario and period. The cell at the intersection of the East row and the Q2 Budget column shows the second quarter budget for Sales. The cell takes other settings from the report point of view, the book point of view, or the Hyperion Enterprise Reporting point of view.

Data Retrieval and Point of View

Hyperion Enterprise Reporting uses the following point of view settings, in this order, to determine which data values to retrieve when you run a report or book:

- The columns and rows in an individual report or in each report in a book
- The report point of view
- The sections defined in a book
- The book point of view

- The Hyperion Enterprise Reporting point of view

Note: You will not be able to set the Hyperion Enterprise Reporting point of view for Essbase if you have Web=Yes set in your REPENG.INI file, and you have Hyperion Enterprise Reporting Web installed. If you do not have a Hyperion Enterprise Reporting point of view set, Hyperion Enterprise Reporting will not start.

Hyperion Enterprise Example

The Balance Sheet report point of view might specify Midwest as the entity, and you might assign accounts to the rows and assign periods to columns. If you run the report individually, the report shows Midwest values for the assigned accounts and periods, and the report uses the Hyperion Enterprise Reporting point of view settings for dimensions other than entity, account, and period.

You might include the Balance Sheet report in the Quarterly Reports book and give the book a point of view that specifies Northeast as the entity and Actual as the category. When you run the book, the Balance Sheet report retrieves actual Midwest values, because the report point of view overrides the book point of view. The report uses the Hyperion Enterprise Reporting point of view settings for dimensions other than entity, category, account, and period.

Essbase Example

The Product by Channel report point of view might specify Northeast as the region, and you might assign products to rows and assign channels to columns. If you run the report individually, the report shows Northeast values for the assigned products and channels, and the report uses the Hyperion Enterprise Reporting point of view settings for dimensions other than region, product, and channel.

You might include the Products by Channel report in the Quarterly Reports book and give the book a point of view that specifies Southwest as the region and Q2 as the period. When you run the book, the Products by Channel report retrieves second-quarter Northeast values, because the report point of view overrides the book point of view. The report uses the Hyperion Enterprise Reporting point of view settings for dimensions other than region, period, product, and channel.

Notations and Local Headings

Note: Applies to Hyperion Enterprise only.

Notations are fields that you use for comments and other text to add information to report output. Notations can vary by field for any dimension. Local headings are fields that you use as alternate descriptions based on the dimension settings in a report. Hyperion DataExtend is used to set up fields for local headings and notations. Hyperion® Schedules or Hyperion® Distributed

Schedules is used to enter notations and local headings, which you can add to reports using Hyperion Enterprise Reporting. For more information, see the following sources:

- Hyperion Enterprise Reporting User's Guide
- Hyperion Enterprise Reporting Help
- Hyperion Schedules Help
- Hyperion Distributed Schedules Help

Hyperion Enterprise Example

A company's chart of accounts might include the account Cost A. In the Canada Division, Cost A might represent transportation expenses, while in the Northeast Division, Cost A might represent packaging expenses. You can create a local headings field called Accounts by Division to store alternative descriptions for accounts for different entities. For Cost A, the Canada Division entity would use the local description Transportation Costs, while the Northeast Division would use the description Packaging Costs.

Reporting Functions and Keywords

Functions are codes that determine what information Hyperion Enterprise Reporting retrieves and calculates and how to present the information. Text functions retrieve alphanumeric text, such as dimension IDs or descriptions. Financial functions retrieve and calculate financial data, such as the ratios between the values in two columns or rows.

Hyperion Enterprise Example

You use some functions only with keywords, which specify dimensions. When you assign dimensions in reports or books, the system adds their keywords to formulas in the report and book definitions. For example, if you set up a column for the Sales account, the system creates a formula for the column that includes the keyword SUBACC1 followed by the ID for the Sales account.

Note: You can only use keywords in Hyperion Enterprise.

Reporting Tasks

Reporting involves these tasks:

- Designing reports
- Creating, editing, and formatting reports
- Running reports or books
- Managing report and book sets

Typically, you design a report before you create it with Hyperion Enterprise Reporting. After you create, edit, and format a report, you preview its output and continue editing the report as needed. You then print the report, or you build a book that includes the report and then print the book.

When you create a report or book, you add it to a report or book set. A set is a group of reports or books that you organize for convenience. For example, you might have a report set that includes all forecast reports.

Note: You must create a report or book set before you can save a new report or book. Book sets are not available in Hyperion Enterprise SE.

Designing a Report

Before you create and edit a report, you need to know what information you want to present and how the report should look. These questions can help you design a report:

- What data do you need to present?
- Do you want to create a standard report or a compound report?
- What do the columns represent, and what should the column headings be?
- What do the rows represent, and what should the row headings be?
- What should the title and file name be?
- Do you want to print the report pages in landscape or portrait?
- How wide should the columns be?
- What information, such as page numbers, do you want to appear on every page of the report?
- What fonts, type sizes, and type styles will you use for the title, headings, values, and other information in the report?

Creating, Editing, and Formatting Reports

When you create or edit a report, you specify the dimensions for the data that you want to present. You can assign some of the dimensions to columns and some to rows, and you can set a report point of view for others. For more information about editing reports, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help. For more information about point of view, see [“Data Retrieval and Point of View” on page 13](#).

You can specify formatting options for the entire report and for headers, footers, column and row headings, and data. For example, you might specify the Arial font for an entire report, with bold column headings, italicized row headings, and shading for some rows of data. For more information on formatting reports, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Running a Report

You run reports and books to retrieve, calculate, and present data according to your specifications. When you run a report or book, you can print the output or save the output to a file. You can also preview reports on the screen.

The following figure shows output from a report with categories in the columns and accounts in the rows. The output uses the Hyperion Enterprise Reporting point of view for entity, period, and frequency to show monthly data for the Corporate Office. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Figure 2 Report Output

The diagram shows a report output table with the following structure:

	BUDGET	ACTUAL	LSTYR
Gross Sales	25,647,441	26,221,563	24,221,563
Cost of Goods Sold	21,566,322	20,947,471	19,887,921
Gross Margin	4,081,119	5,274,092	4,333,642
Marketing Expense	2,220,223	2,757,333	2,500,132
Operating Expense	1,607,421	1,951,259	1,599,417
Other Income/(Expense)	15,000	10,000	8,500
Profit Before Tax	268,475	575,500	242,593
Taxes	123,499	264,730	412,428
Net Income(Loss)	144,976	310,770	(169,835)

Annotations in the diagram:

- Header:** Points to the text "Company A Base-Level Company", "Report: RPPL4", and "Income Statement Report".
- Columns:** Points to the column headers "BUDGET", "ACTUAL", and "LSTYR".
- Rows:** Points to the account names in the first column, such as "Gross Sales", "Cost of Goods Sold", etc.
- Footer:** Points to the text "Values in U.S. Dollars".
- Margins:** Points to the right and bottom margins of the table.

Header Appears near the top of each page. The available unit of measurement is inches.

Columns Show data and headings. In the previous figure, they contain monthly data in the Budget, Actual, and Last Year categories for the current entity, period, and frequency reflected in the Hyperion Enterprise Reporting point of view.

Rows Show data and headings. In the previous figure, the rows show data for accounts.

Footer Appears near the bottom of each page. In the previous figure, the footer is one line of centered text that explains the currency for the values in the report.

Margins The area of white space around the edges of the report. The units of measurement is in inches.

Managing Report and Book Sets

When you save reports that you create, you add them to sets. Report sets allow you to group reports logically. Reports can belong to more than one set.

Note: Book sets are supported in Hyperion Enterprise and Essbase.

When you define sets, you can find reports and books quickly when you want to run or edit reports or books. For example, you might create one report set for income statements, one for balance sheets, and another for cash management reports. You might also create a book set that includes all the books for a specific department.

You manage report and book sets by creating and deleting them, searching and sorting them, and by adding and removing the reports and books that they contain. You can also create report sets to group reports that are available for data entry in Hyperion Schedules. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Security

When you save a new report or book, you select a security class to assign to the report or book. The class you select determines access rights to the report or book for individual users.

Hyperion Enterprise Example

In Hyperion Enterprise, your application might have a security class called Management. If you assign a class to this report, users with Modify access to the Management class of documents can view, edit, or run the report. Other users might be able to run, but not edit, the report. Users with no access to the Management class cannot open or run the report.

You also assign security classes to report and book sets that you create. The security class you select for a set determines which users have access to the set.

Essbase Example

In Essbase, your application might have a security class called Public. If you assign a class to this report, users can view, edit, or run the report. If you have a security class with your ID, only you can view, edit, or run the report. Your ID can be part of a group security class. Anyone that is a member of that group can view, edit, or run the report.

3

Reporting Basics

In This Chapter

Starting Hyperion Enterprise Reporting	19
Exiting Hyperion Enterprise Reporting	21
Report Wizard Queries	21
Hyperion Enterprise Reporting Windows	21
Dialog Box Icons	30
System Menus	31
Selecting Applications	34
Setting the Hyperion Enterprise Reporting Point of View	34
Customizing Dimensions	35

You can begin creating and editing reports and books with Hyperion Enterprise Reporting as soon as you learn to use its windows, menus, and dialog boxes to perform these basic procedures:

- Start and exit Hyperion Enterprise Reporting
- Set the Hyperion Enterprise Reporting point of view
- Select an application
- Manage reporting dimensions

Starting Hyperion Enterprise Reporting

Before you start Hyperion Enterprise Reporting, you should have a basic understanding of the Windows environment. If you do not have experience with Windows, see the *Microsoft Windows User's Guide*.

Your access to Hyperion Enterprise Reporting and to individual reports, books, and sets depends on your Hyperion Solutions product setup. For information about your access rights, see your system administrator. Before you start Hyperion Enterprise Reporting, you must:

- Have a Hyperion Enterprise or Essbase application created.
- Set the point of view in a Hyperion Enterprise application.

Note: The first time you open a Essbase application in Hyperion Enterprise Reporting for Essbase, you are prompted to set the point of view.

You specify the Hyperion Solutions user ID, password, product and application. You also specify a server and application set for Essbase.

➤ To start Hyperion Enterprise Reporting:

- 1 From the **Start** menu, select **Programs > Hyperion Solutions > Hyperion Enterprise Reporting > Windows Client**.

The Hyperion Enterprise Reporting Logon screen is displayed.



The screenshot shows the Hyperion Enterprise Reporting Logon dialog box. The title bar reads "Hyperion Enterprise Reporting". The dialog is titled "Logon" and contains the following fields and controls:

- User ID:** Text box containing "JohnDoe".
- Password:** Password field with "xxxxxxx" masked.
- Product:** Dropdown menu showing "Enterprise6".
- Server:** Dropdown menu showing "N/A".
- Application Set:** Dropdown menu showing "N/A".
- Application:** List box with "deval" selected and "myapp" below it.
- Buttons:** "Connect", "OK", and "Cancel".

On the right side of the dialog, there is a graphic of four interlocking cubes in orange, purple, blue, and green. Below the graphic is the Oracle Hyperion logo, which includes the word "ORACLE" in red and "Hyperion" in blue. At the bottom of the dialog, the copyright notice reads: "Copyright © 1991, 2007 Oracle and / or its affiliates. All rights reserved."

- 2 Type a valid User ID and Password.

The Connect button is now selectable.

- 3 Click **Connect**.

The Application Set and Application fields are populated.

- 4 Do one of the following:

- a. If you choose Hyperion Enterprise or Hyperion Enterprise SE, choose an application in the Application Box and click **OK**.
- b. If you choose Essbase, you must choose a server, application set, and an application. Select **OK**.

Exiting Hyperion Enterprise Reporting

You can exit Hyperion Enterprise Reporting from any window. Exiting Hyperion Enterprise Reporting returns you to any software application that you have open or to Windows.

- ▶ To exit Hyperion Enterprise Reporting from any window, select **File > Exit**.

Note: If you exit without saving your changes, a prompt appears asking you if you want to save your changes. To save your changes, select **Yes**.

Report Wizard Queries

The Report Wizard is a graphical tool that you use to create dynamic, ad hoc queries within Hyperion Enterprise Reporting. You can preview a Report Wizard query to see how it would look as a report, and you can save the query as a report. You can also change the point of view for a query.

The Report Wizard includes icons that represent dimensions, which you assign to the Columns and Rows axes. You assign dimension values in a Report Wizard query by dragging and dropping the dimension icons from the Report axis to the Columns axis and the Rows axis and selecting values for those dimensions. The query produces data after you assign one dimension to columns and one dimension to its rows. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Hyperion Enterprise Reporting Windows

When you work with reports and books in Hyperion Enterprise Reporting, you use these windows:

- The main window
- Report windows
- Book windows
- The Preview window

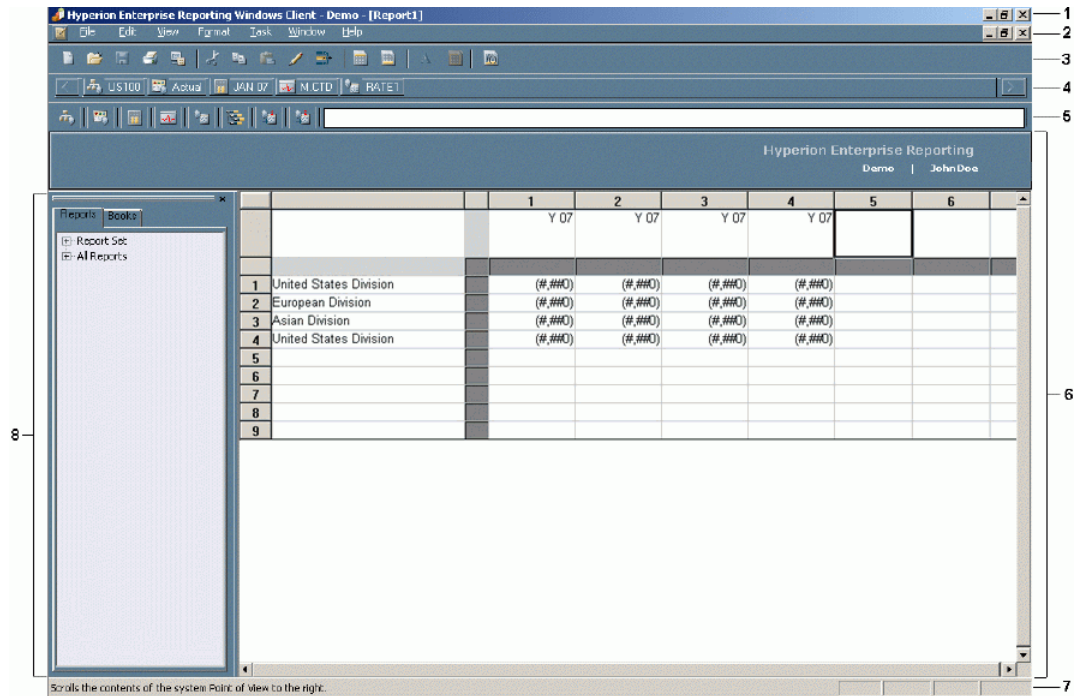
Main Window

The main window is the starting point for all tasks in Hyperion Enterprise Reporting. The main window appears after you start Hyperion Enterprise Reporting and remains open until you exit Hyperion Enterprise Reporting. The controls in the main window are available regardless of whether a report or book window is open, except when you preview a report.

From the main window, you can open report and book windows. You return to the main window when you close all report and book windows.

The following figure shows the parts of the main window.

Figure 3 Main Window



1. The *title bar* identifies Hyperion Enterprise Reporting and shows the current application name. If a report or book is open, the file name of the active report or book follows the application name.
2. The *menu bar* lists the menus you can use to perform different tasks. The menus listed depend on whether a report or book window is active. For more information, see [“System Menus” on page 31](#).
3. The *toolbar* provides quick access to the most frequently used Hyperion Enterprise Reporting features.
4. The buttons on the *point of view bar* show the current point of view dimension settings. When you select buttons, the system displays dialog boxes where you can change the Hyperion Enterprise Reporting point of view. For more information, see [“Point of View Bar” on page 24](#).
5. The *formula bar* contains icons for dimensions you can assign to report and book areas. The formula bar also contains an edit box that shows data or heading formulas. The formula bar is active when a report is opened. For more information, see [“Formula Bar” on page 25](#).
6. The *workspace* displays open reports or books.
7. The *status bar* shows descriptions of highlighted menu commands. When a report window is active, the *status bar* also indicates which format options have been set for the report. For more information, see [“Status Bar” on page 26](#).
8. The *manage reports and books folder structure* provides a hierarchical display of report and book sets. You can create, delete, edit report or book sets, reports, and books in the folder structure.








Toolbar







The toolbar provides quick access to the most frequently used Hyperion Enterprise Reporting features. It also displays icons for switching between data and heading formulas in the formula bar edit box. The tools that are available depend on whether a report or book is active and which report or book area you select. You can use the View menu to display or hide the toolbar.

Figure 4 Toolbar Icons



Table 1 Toolbar Icons

Icon	Menu Command	Description
	File > New	Opens a new report or book window
	File > Open	Opens a report or book
	File > Save	Saves the active report or book. If you have not previously saved the active report or book, the Save As dialog box is displayed when you select the Save icon.
	File > Print	Prints the active report or book or sends the output to a file
	File > Preview	Allows you to view the output of a report before you print. The Preview icon is available when a report window is active.
	Edit > Cut	Removes the selected report or book area and places it on the Windows clipboard
	Edit > Copy	Copies the selected report or book area to the Windows clipboard
	Edit > Paste	Pastes the contents of the Windows clipboard to the selected report or book area
	Edit > Formulas	Allows you to edit data and heading formulas for the selected row or heading in a report. You can also create dimension expressions in the data formulas.
	For a report: Edit > Insert Row or Edit > Insert Column	Inserts a column or row in a report. In a book, it displays the Insert Report dialog box, where you select reports to insert in the book.

Icon	Menu Command	Description
	For a book: Edit > Insert Report	
	View > Header	Allows you to define text that appears at the top of each page in the output. The header icon is available only when a report window is active. For more information, see the <i>Hyperion Enterprise Reporting User's Guide</i> or Hyperion Enterprise Reporting Help.
	View > Footer	Allows you to define text that appears at the bottom of each page in the output of a report. The <i>Footer icon</i> is available only when a report window is active. For more information, see the <i>Hyperion Enterprise Reporting User's Guide</i> or Hyperion Enterprise Reporting Help.
	Format > Font	Allows you to select font options for a report area. The Font icon is available only when a report window is active.
	Format > Shading > Border	Adds a box around the selected columns, rows, data, or headings without displaying the Shading > Border tab in the Format dialog box. For more information, see the <i>Hyperion Enterprise Reporting User's Guide</i> or Hyperion Enterprise Reporting Help.
 	Format > Headings	Changes the display between either data or heading formulas in the formula bar edit box

Point of View Bar

The Hyperion Enterprise Reporting point of view specifies IDs for dimensions that you have not assigned in a column or row, or in the point of view of the active report or book. The first time you start Hyperion Enterprise Reporting with a Hyperion Enterprise application, Hyperion Enterprise Reporting inherits the point of view of the Hyperion Enterprise application. You can reset the Hyperion Enterprise Reporting point of view at any time, using either the point of view bar or the Point of View command on the Edit menu. Hyperion Enterprise Reporting saves the new settings for your next Hyperion Enterprise Reporting session, but your changes do not affect the Hyperion Enterprise point of view for an application.

For Essbase applications, you set the point of view the first time you start Hyperion Enterprise Reporting.

The point of view bar contains buttons that show the current point of view for each dimension. The point of view buttons provide a quick way to reset the point of view. From the View menu, you can display or hide the point of view bar. You can click the right mouse button on the point of view bar to display a floating menu to access the Customize Point of View Bar dialog box.

For Hyperion Enterprise, the default point of view bar displays five buttons that show the entity, category, period, frequency, and account settings. You can customize the point of view bar to display buttons for any dimension. For more information, see [“Customize Point of View Bar” on page 25](#).

The following figure shows an example of a Hyperion Enterprise point of view bar.

Figure 5 Point of View Bar



You can select a button to reset the Hyperion Enterprise Reporting point of view for a dimension. The left and right arrow buttons show any buttons that are hidden to the left or right of the screen.

Note: If a dimension setting is disabled in the point of view bar, the dimension is set in the point of view for the active report or book. A report or book point of view overrides the Hyperion Enterprise Reporting point of view. You set or change the report or book point of view from the Edit menu.

Customize Point of View Bar

In the customize point of view bar you can turn off pictures on the dimension buttons. The text can be changed to names, descriptions, or none. You can change the font that the point of view dimension displays. You can turn off the point of view bar buttons by deselecting the corresponding dimension name button in the Show Button section.

- To use the customize point of view bar, select **Task > Customize Point of View Bar**.

Formula Bar

The formula bar provides a quick way to edit dimensions and formulas in reports and books. The formula bar includes icons that display the dialog boxes you use to select dimensions for the rows or columns of the active report. The formula bar also includes an edit box for viewing and editing the data and heading formulas. You use the View Data/Heading Formulas icon on the toolbar to display either data formulas or heading formulas in the formula bar edit box.

The following figure shows an example of a Hyperion Enterprise formula bar.

Figure 6 Formula Bar



The dimension icons in the Formula Bar work the same as the Edit > Dimensions menu items. You can add or delete any of the dimension icons that display. For more information, see [“Formula Bar Options” on page 26](#).

When a report window is active and you show heading formulas in the formula bar edit box, you can select columns or rows to view or edit the formulas that produce their headings. When you show data formulas in the formula bar edit box, you can select a column or row and then view, create, or edit the formulas that retrieve or calculate data.

For example, suppose row 5 shows salaries, and row 23 shows sales. You can create a row that shows the ratios of the values in row 5 to the values in row 23. The new row shows the ratios of salaries to sales. When you show data formulas in the formula bar, the following formula appears in the edit box:

```
RAT(5,23)
```

You can then display formulas for headings and create a heading for the new row. For example, you can create the following heading for the previous example:

```
Salaries/Sales
```

You can type formulas in the formula bar edit box, or you can create and edit them in the Edit Formulas dialog box. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Formula Bar Options

You can choose which dimension you want to display on the formula bar by selecting or deselecting the corresponding dimension name button in the Show Button section. The default shows all dimensions selected.

You can click the right mouse button on the formula bar to display a floating menu you can use to access the Customize Formula Bar dialog box.

- To use the customize formula bar, select **Task > Customize Formula Bar**.

Status Bar

The status bar indicates the system status. For example, the word Ready appears on the status bar when the system is ready for your input. When you highlight an icon in the toolbar or point of view bar, a brief description of the icon appears in the status bar. When a report window is active, the status bar also indicates format options that have been set in the report. You use the View menu to display or hide the status bar.

In the following figure, the status bar indicates that the system is ready for input and that spacing, display, and criteria format options have been set in this active report.

Figure 7 Status Bar



The following table describes the format option indicators that can appear on the status bar when a report window is active. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Table 2 Format Option Indicators

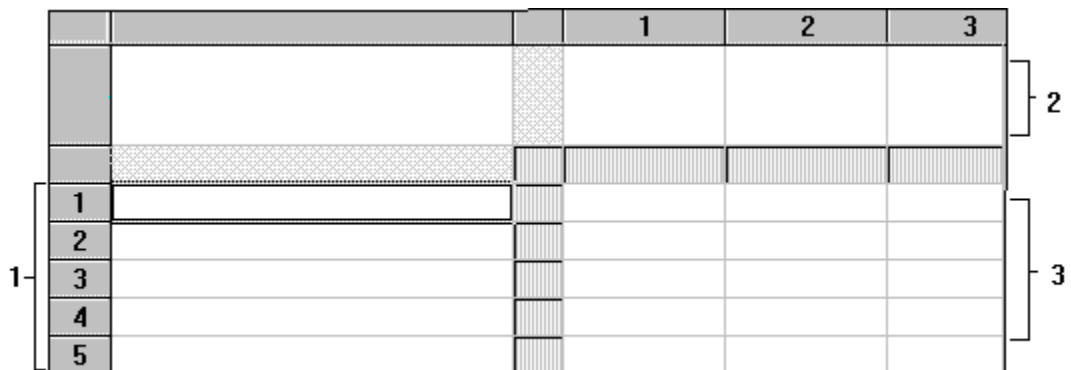
Indicator	Meaning
CRITERIA	Criteria that affect the display of data have been set in the selected report area.
DISPLAY	Display options, such as the suppression of columns or rows that do not contain data, have been set in the selected report area.
IMPORT	Import options have been set in the report.
SPACING	Spacing options, such as column widths, have been set in the selected report area.

Report Windows

You build and maintain reports in report windows. A standard report window includes areas for row headings, column headings, and data. A compound report window includes these areas and tabs that appear at the bottom of the window for the embedded reports that the compound report contains.

The following figure shows the areas in a standard report window.

Figure 8 Report Window Areas



1. *Headings* can be either in columns or rows.
2. The *data* in a report window appears as a series of number signs (#). The numeric results appear only when you preview or print the report.

The following figure shows the report tabs that appear at the bottom of the window in a compound report window.

Figure 9 Compound Report Window Tabs



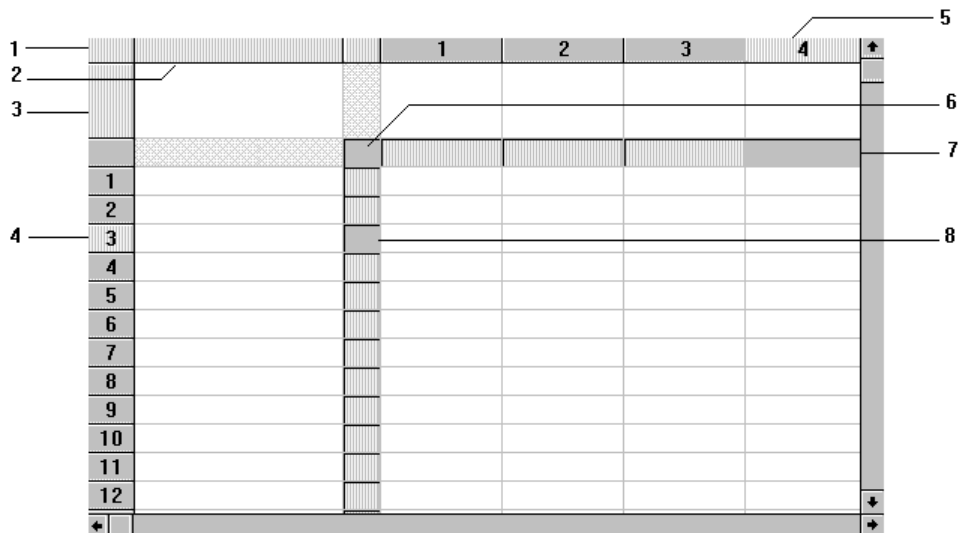
The following table describes the keyboard and mouse shortcuts that you can use in a report window.

Table 3 Keyboard and Mouse Shortcuts for Reports

Shortcut	Description
Home	Moves the first data column into view.
End	Moves the last data column into view.
Ctrl + Home	Moves the cursor into the first row heading.
Ctrl + End	Moves the cursor into the last row heading.
Shift + Home	Moves the cursor into the first column heading.
Shift + End	Moves the cursor into the last column heading.
F2	Moves the cursor to the formula bar edit box.
Shift + F2	Displays the Edit Formulas dialog box.
F4	Rotates the columns and rows axes.
Click the right mouse button on any report window area	Displays a floating menu showing a list of commands you can use to perform various tasks, including cutting, copying, and pasting.
Click the right mouse button on the point of view bar	Displays a floating menu you can use to access the Customize Point of View Bar dialog box.
Click the right mouse button on the formula bar	Displays a floating menu you can use to access the Customize Formula Bar dialog box.

A report window also contains selectors for highlighting report areas for editing or formatting. The following figure shows the report area selectors.

Figure 10 Report Window Area Selectors



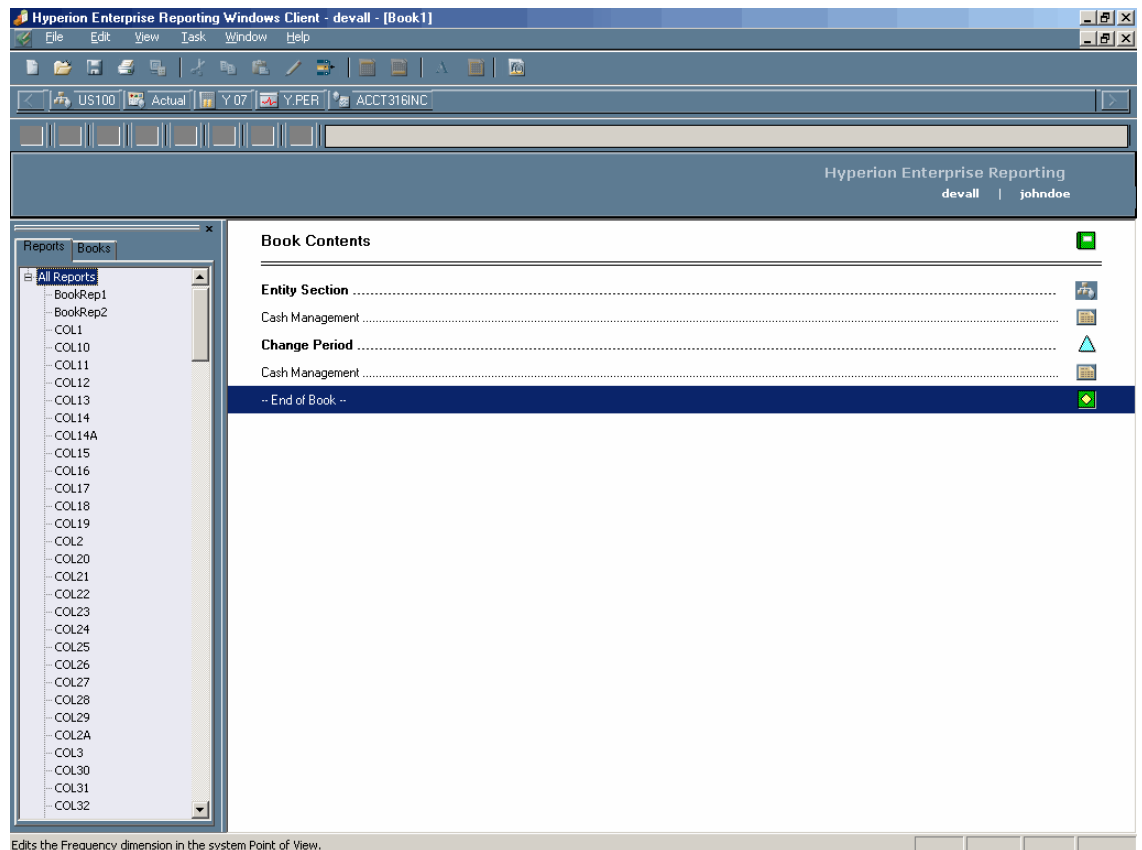
1. The *All* selector highlights the entire report.
2. The *All Row Headings* selector highlights all row headings.
3. The *All Column Headings* selector highlights all column headings.
4. A *Numbered Full Row* selector highlights the heading and data in an individual row.
5. A *Numbered Full Column* selector highlights the heading and data in an individual column.
6. The *All Data* selector highlights all data.
7. A *Column Data* selector highlights only the data in an individual column.
8. A *Row Data* selector highlights only the data in an individual row.

Book Windows

You build and maintain books in book windows by setting up a group of reports that you want to run together. You insert lines in a book to identify the reports and run them for specific dimensions.

The following figure shows a book in a book window.

Figure 11 Book Window Areas



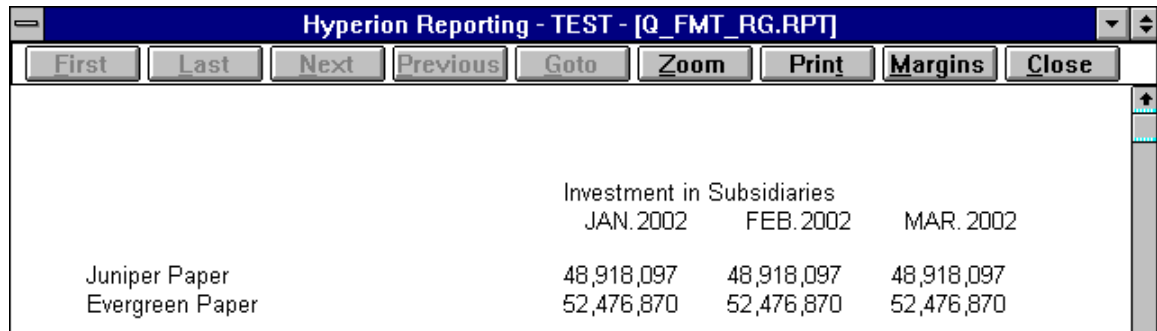
Each line in a book ends with an icon that shows what the line defines. For example, in the previous figure, the Entity Section line ends with the symbol that represents the entity dimension.

Preview Window

You can preview a report to see the output in the Preview window before you print it. The Preview window shows the data, title, and format for the report. You can print a report from the Preview window, or you can return to the spreadsheet view of the report to change its formulas or format before you print it. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

The following figure shows the Preview window.

Figure 12 Preview Window











Dialog Box Icons

The icons that appear in some dialog boxes allow you to perform various tasks, such as highlighting the next or previous item in a list. The following table describes the icons that appear in dialog boxes throughout the system.

Table 4 Dialog Box Icons

Icon	Action Performed
	Select all or none of the Available options. For example, it enables you to turn auto refresh on and off.
	Find the previous selection. Note: Becomes active when text is entered in the Find Edit text box.
	Find the next selection. Note: Becomes active when text is entered in the Find Edit text box.
	Refresh the list.
	Move the selected item up one position in the list box.
	Move the selected item down one position in the list box.

Icon	Action Performed
	Look up the value, file name, or path.
	Add to the selected list.
	Remove from the selected list.
	Create a standard report.
	Create a book of reports.
	Create a compound report.
	Retrieve a summary of all selected filters.
	Select filter options.

System Menus

Many tasks that you perform in Hyperion Enterprise Reporting involve selecting commands from menus. The availability of some system menus depends on whether the active window is a report window, a book window, or the main window.

File Menu

The menu bar shows the File menu, which you use to open, save, and print reports and books. The File menu shows as many as the last four reports or books you opened. You also use the File menu for these tasks:

- Exporting reports to Microsoft Excel
- Viewing and changing summary information about the active report or book
- Previewing reports
- Printing reports or books individually or in batches
- Formatting and setting up pages
- Selecting a printer
- Selecting an application
- Exiting Hyperion Enterprise Reporting

The commands that are available on the File menu depend on the active window. For example, the Preview menu command is available only when a report window is active.

Edit Menu

The menu bar shows the Edit menu when a report or book window is active. You use the Edit menu to cut, copy, paste, and delete report or book areas. You also use the Edit menu for these tasks:

- Inserting columns, rows, and sections
- Editing dimensions and sections
- Inserting dimension changes
- Editing data and heading formulas
- Setting the Hyperion Enterprise Reporting point of view
- Setting a report or book point of view
- Moving the cursor to the formula bar edit box (also performed with the F2 shortcut)
- Rotating the columns and rows axes (also performed with the F4 shortcut)

The commands that appear on the Edit menu depend on whether a report or book window is active and which area of the report or book you select. For example, the Paste Prompt Values command appears only when a book window is active. The Insert Row command appears only when you select a row in a report window.

View Menu

The menu bar shows the View menu. You use the View menu to display or hide the toolbar, point of view bar, status bar, report and books folder structure, and to show data formulas or heading formulas in the formula bar edit box. When a report window is active, you can also use the View menu to perform these tasks:

- Selecting or deselecting the Draft option, which processes data faster but disregards formatting options in the report window
- Selecting or deselecting the Definitions option, which switches between showing column and row heading text and showing the formulas that define the columns and rows
- Editing headers and footers
- Selecting options for importing other reports into the report in the active window
- Selecting the layout for compound reports
- Switching between compound reports

Format Menu

The menu bar shows the Format menu when a report window is active. You use the Format menu to set these items for a report area:

- Fonts
- Shading and borders

- Scaling, formatting, rounding factors, calculation order, and account attributes for numeric values
- Page orientation, column heading depths, row heading placement, and other spacing options
- Display and suppression options for cells with zero values, no data, formula errors, or division by zero errors
- Column and row heading definitions
- Sorting for columns and rows
- Criteria for conditional formatting
- Expansions
- Investigations

Task Menu

The menu bar shows the Task menu. You use the Task menu for these tasks:

- Managing the dimensions on the point of view bar and the formula bar
- Setting expansion options for Hyperion Enterprise Reporting Web
- Setting customize point of view bar options
- Creating dynamic ad hoc queries with Report Wizard
- Setting report options to assign specific characteristics to an active report

Note: Book sets are supported in Hyperion Enterprise and Hyperion Enterprise Reporting for Essbase. Book sets are not available in Hyperion Enterprise SE.

Window Menu

The menu bar shows the Window menu when a report or book window is open. You use the Window menu to cascade, tile, or close all open report and book windows or to access a different open report or book window.

Help Menu

The menu bar shows the Help menu. You use the Help menu to access Hyperion Enterprise Reporting Help, the online version of this guide or the *Hyperion Enterprise Reporting User's Guide*, or information about Hyperion Enterprise Reporting and your system's available memory. For more information, see [“Hyperion Enterprise Reporting Help” on page 8](#).

Selecting Applications

You can use Hyperion Enterprise Reporting with any Hyperion Solutions product application for which you have a user ID and password. You select an application each time you start Hyperion Enterprise Reporting. You can switch to a different application without restarting Hyperion Enterprise Reporting.

You might be prompted to enter a user ID and password when you log on to an application. The system administrator assigns your user ID, and you set your Hyperion Enterprise Reporting Getting Started password in the Hyperion Solutions product that is used to maintain the application.

► To select an application:

- 1 From the main window of Hyperion Enterprise Reporting, select **File > Select Application**.
- 2 When the Hyperion Enterprise Reporting Logon dialog box is displayed, type your user ID and password, then select a Hyperion Solutions product.

Note: For Essbase, you must also select a server.

- 3 Click **Connect**.
- 4 Select an application.

Note: For Essbase, you must also select an application set.

- 5 Select **OK**.

Note: The system prompts you to save open reports or books when you select a new application. If you select Cancel while closing a report or book, the system returns to your previous application. A message is displayed to alert you that you have returned to an old application.

Setting the Hyperion Enterprise Reporting Point of View

Each application inherits a point of view that the system administrator sets in Hyperion Enterprise, but you can change the Hyperion Enterprise Reporting point of view at any time. Your new settings remain in effect until you change them again. Any changes you make in the Hyperion Enterprise Reporting point of view apply only to your user ID and do not affect the Hyperion Enterprise application. The system saves your Hyperion Enterprise Reporting point of view when you exit Hyperion Enterprise Reporting, so that your changes apply to your next work session. For more information about the point of view, see [“Data Retrieval and Point of View” on page 13](#).

Your reports can have as many dimensions as the current application uses. Each dimension can be used in the point of view in Hyperion Enterprise Reporting. You can include as many of these dimensions as you want on the point of view bar. For more information, see [“Customizing Dimensions” on page 35](#).

- To set the Hyperion Enterprise Reporting point of view:
- 1 From the point of view bar in any report or book window, select the button for a dimension.
 - 2 Select the tab for the dimension you want to set in the Hyperion Enterprise Reporting point of view, then select a dimension ID.
 - 3 Select **OK**.

Tip: Instead of using the point of view bar, you can select **Edit > Point of View > *Dimension***, where *Dimension* is the dimension name.

Customizing Dimensions

You customize dimensions to customize Hyperion Enterprise Reporting in these ways:

- Adding a custom picture to a dimension
- Changing pictures for dimensions
- Changing the default picture
- Adding a custom picture

Any changes you make apply only to your user ID. Your settings remain in effect until you change them again.

4

Quick Start

In This Chapter

Hyperion Enterprise Reporting Main Window.....	37
Opening Report or Book Windows.....	38
Setting a Report or Book Point of View	38
Report Basics.....	39
Book Basics	43
Printing Reports and Books	45
Printing in Batch Mode	45
Managing Reports and Books	45

This chapter provides a quick overview of Hyperion Enterprise Reporting. The chapter guides you through these tasks:

- Creating a simple report with the Report Wizard
- Creating a simple book of reports

Hyperion Enterprise Reporting is designed for business and financial users. If you have used a spreadsheet program such as Microsoft Excel, creating reports with Hyperion Enterprise Reporting will be a familiar process.

You can run reports individually, or you can build books of reports that you run at the same time. For example, you can create a book of reports that you run every month.

When you create a report or book of reports, you assign it to a report or book set, which is a group of related reports or books. For example, you might have a set of income statement reports and a set of balance sheet reports, or you might have different sets of reports or books that you run for different departments.

You can print reports and books on paper or to a file. You can print an entire report or book or a specific range of pages. You can also print a batch of reports or books.

Note: Book sets are supported in Hyperion Enterprise and Essbase.

Hyperion Enterprise Reporting Main Window

After you start Hyperion Enterprise Reporting, the main window is displayed. From the main window, you can open a report window or a book window to create or edit a report or book.

The main window includes these controls, which also appear in report and book windows:

- The menu bar works the same as menu bars in other Windows applications. The menu bar lists the menus you use to perform tasks in different windows.
- The toolbar works the same as toolbars in other Windows applications. The toolbar provides quick access to commonly used menu commands in Hyperion Enterprise Reporting.
- The point of view bar shows the default dimension settings. You can select the buttons on the point of view bar to change the Hyperion Enterprise Reporting point of view, or you can use Edit menu commands to set the report or book point of view, after you create or open a report.
- The formula bar contains buttons that enable you to assign dimensions and change dimension settings when you create or edit a report. The formula bar also contains an edit box that shows data and heading formulas for columns and rows.



Note: You can customize the point of view bar and the formula bar by adding and removing buttons for dimensions. Use the Task Menu options or right-click a dimension.

- The status bar shows brief descriptions of highlighted menu commands. In a report window, the status bar also shows format options that are set for the selected report area.

Opening Report or Book Windows

You can use the following toolbar buttons to open a report or book window:

Table 5 Report and Book Window Toolbar Buttons

Button	Menu Command	Description
	File > New	Select the <i>New</i> button to create a standard report, compound report, or book of reports.
	File > Open	Select the <i>Open</i> button to open a report or book.

After you select the New button or the File > New menu command, you select Standard Report to open a new report window, Compound Report to open a new compound report window, or Book of Reports to open a new book window.

After you select the Open button or the File > Open menu command, you select the Report tab to open a report window, or the Book tab to open a book window.

Setting a Report or Book Point of View

You can use the Edit > Report Point of View and Edit > Book Point of View menu commands to assign a point of view for one or more dimensions in a report or book. If you do not set a report point of view or a book point of view for a dimension, the report or book uses the Hyperion Enterprise Reporting point of view for that dimension.

Hyperion Enterprise Example

If you select Diamond Business Papers as the entity for a report or book point of view, the report or book shows data for that entity unless you specify a different entity.

Note: A report point of view overrides a book point of view. For more information, see [“Data Retrieval and Point of View”](#) on page 13.

Report Basics

You build and edit reports in report windows, which resemble spreadsheets. You build reports by selecting report columns or rows and assigning dimensions to them. For example, you can select row 1, select the Account formula bar button, and then select the accounts that you want to assign to rows.



You can build partial reports, save them, and import them into other reports, using the View > Import Options menu command.




Suppose you create a report called Last Half that consists of columns for the July through December periods. If you create another report called Expense Estimate with rows for accounts, you can import the Last Half report to set up the columns in the new report. When you run the Expense Estimate report, the system merges the columns from the Last Half report into the Income report so that the output shows rows for accounts and columns for periods.

Formulas in Reports

You use tools in Hyperion Enterprise Reporting to create and edit heading formulas and data formulas for reports that become the rows and columns of their headings on a report. You can paste data functions and dimension settings into data formulas, and you can paste text and text functions into heading formulas, headers, and footers. You can use the Edit > Formulas menu command to create heading formulas and data formulas. You can use the Header and Footer commands on the View menu to create and edit formulas for headers and footers. The following table describes toolbar buttons that button you can use to create, edit, and view formulas.

Table 6 Toolbar Buttons for Editing Formulas

Button	Menu Command	Description
	Edit > Formulas	The Edit Formulas button displays the Edit Formulas dialog box, in which you create data formulas or heading formulas for columns and rows in a report.
	View > Header	The Header button displays the Header dialog box, in which you create and edit report headers.



	View > Footer	The Footer button displays the Footer dialog box, in which you create and edit report footers.
 	Format > Headings	You use the View Data/Heading Formulas button to toggle between data formulas and heading formulas for columns or rows in the formula bar edit box. The arrow points up when heading formulas appear in the edit box. The arrow points down when data formulas appear in the edit box.

For example, suppose you want to set up column 3 to show the differences between the values in columns 1 and 2. You first set the View Data > Heading Formulas button to show data formulas. You then select column 3 and use the Edit > Formulas menu command or the Edit Formulas button to display the Edit Formulas dialog box. From the Data panel, you paste the CHG function into a formula for comparing columns 1 and 2.

Report Formatting

You can use the default format for a report, or you can specify formatting options for the data and headings. To specify formatting options for a report area, you select the report area, then you select a Format menu command or the Format toolbar buttons. The following table lists the toolbar button you can choose.

Table 7 Formatting Options

Button	Menu Command	Description
	Format > Font	The Font button enables you to select font options from the Font tab of the Format dialog box. You can then select a different tab to select other format options.
	Format > Shading > Border	The Format Border button adds a box around the selected columns, rows, data, or headings.

For example, to underline the column headings, you select the headings, select the Font toolbar button, then select an underlining style.

The Format menu contains the following additional formatting commands:

- You can use the spacing commands to change the page orientation, choose the order in which pages print, change the position of the row headings, set the margins, specify the number of lines in column or row headings, set the widths of columns and row headings, and insert a space or page break before or after a row or column.
- You can use the display commands or specify a condition to suppress a row or column. If you specify a condition, the rows or columns that meet the condition do not show in the

output of the report. You can also specify text to appear in place of zero values and in cells where no data is available.

- You can use the headings commands to abbreviate dimension descriptions in column and row headings or to center headings over multiple columns.
- You can use the sort commands to sort selected columns or rows in ascending or descending order of their values, or alphabetically, based on headings.
- You can use the expansion options to turn Hyperion Enterprise Reporting Web Application expansions on or off and to set options for them.
- You can use the investigation options to turn Hyperion Enterprise Reporting Web Application investigations on or off and to set options for them.
- You can use the criteria options to specify criteria and set formats for values that meet them. For example, you can specify that negative numbers appear red.

Headers and Footers



A header is text that appears at the top of each page in a report, and a footer is text that appears at the bottom of each page. You can use the **View > Header** and **View > Footer** menu commands or the **View Header** and **View Footer** toolbar buttons to set up headers and footers in standard reports. When you select either of these commands, a dialog box appears where you can type text or select text functions to create a header or footer. You can also select a format for the entire header or footer, or for each cell in a line of the header or footer. The header and footer appear only when you run the report.

Note: You use the **View > Layout** menu command to set up headers and footers for compound reports.

Running Reports

You run a report to produce the data for its dimensions. You can run a report by previewing its output on the screen or by printing it. You can preview the output of a report while you are building the report, then print it when you are satisfied with the appearance. You can run reports using the **Preview** or **Print** command on the **File** menu or the corresponding toolbar buttons. The following table describes the **Print** and **Preview** options.

Table 8 Preview and Print Options

Button	Menu Command	Description
	File > Print	Select the Print button to print the active report or book. You can send report or book output to a printer or print the output to a file.
	File > Preview	Select the Preview button to preview the active report.

Building and Running a Sample Report

In this example, you build and run a sample variance report.

► To build and run a sample report:

1 Start Hyperion Enterprise Reporting and then do the following:

- From the main window, select **File > New** or the New toolbar button.
- Select **Standard Report**, then select **OK**.

Tip: You can use the Report Wizard as an alternative to steps 2 and 3. For instructions, see the Build and Run a Sample Report with Report Wizard topic in this chapter.

2 To set up accounts in the rows, do the following:

- Select the first row by selecting the number to the left of the row.
- Select **Edit > Dimensions > Account** or the Account formula bar button.
- In the Available list box, double-click on an account, or hold down the left mouse button, drag the pointer to select multiple accounts, and select the Add to Selected button. When you finish, select **OK**.

3 To set up periods in the columns, do the following:

- Select the first column by selecting the number at the top of the column.
- Select **Edit > Dimensions > Period** or the Period formula bar button.
- In the Available Period list box, select two periods. Double-click on each period, or hold down the left mouse button, drag the pointer to select each period, and select the **Add to Selected** button. When you finish, select **OK**.

4 To set up the third column for showing variance between columns 1 and 2, select column 3 and do the following:

- Select the **View Data > Heading Formulas** toolbar button to show data formulas in the formula bar edit box.
- Select **Edit > Formulas** or the Edit Formulas toolbar button.
- From the Data tab, select **Financial Function** from the Type drop-down list, select **PBE** from the **Function** drop-down list, then select the **Paste Function** button.
- In the Data Formula edit box, select the blank space after the open parenthesis and type 1, select the blank space after the comma and type 2, then select **OK**.
- In the formula bar edit box, type **% Variance**, then press **Enter**.

5 Select all of the column headings, then select **Format > Font** or the Font toolbar button to change the column font. From the Underline drop-down list, select **Single**, then select **OK**.

6 Select the % Variance column heading, then select **Format > Font** or the Font toolbar button to change the font of the column heading. From the Color drop-down list, select **Red**, then select **OK**.

7 Select **File > Preview** or the Preview toolbar button to display the report's output, then select **Close** to return to the report window.

- 8 Select **File > Save**, then enter a file name, select a Set Title, then click **OK** to save the report.

Building and Running a Sample Report with Report Wizard

In this example, you use the Report Wizard feature to create a sample query that you save as a report. After you save the query as a report, you can refine it in the report window.

- ▶ To build and run a sample report with Report Wizard:
 - 1 Start **Hyperion Enterprise Reporting**, then do the following:
 - From the main window, select **File > New** or the New toolbar button.
 - Select **Standard Report**, then select **OK**.
 - 2 Select **Task > Report Wizard**.
 - 3 To set up accounts for the rows, do the following:
 - Drag the Account icon from the Report axis to the Rows axis.
 - From the Edit Dimensions - Account dialog box, select several income and expense accounts. In the Available list box, double-click on an account to select it, or hold down Ctrl and click on the account you want to select, and select the Add to Selected icon. When you finish, select **OK**.
 - 4 To set up periods in the columns, do the following:
 - Drag the Period icon from the Report axis to the Columns axis.
 - From the Edit Dimensions - Period dialog box, select two periods from the Available Period list. Double-click on each period to select it, or hold Ctrl and click on the account you want to select, and select the Add to Selected icon. When you finish, select **OK**.
 - 5 From the Report Wizard dialog box, select **OK**, then select **Yes** when asked if you want to overwrite the current report.

Book Basics

You build books by inserting reports, and you build book sets by inserting books. You can also insert sections and dimension changes in a book. A section runs reports several times for different values for a dimension, and a dimension change replaces the current dimension with a new value. You build and edit books and book sets in book windows. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Note: Book sets are supported in Hyperion Enterprise and Essbase.

Inserting Reports

To insert reports in a book, while the book is open, you can use the **Edit > Insert Report** menu command or the Insert Report toolbar button to display the Insert Report dialog box. From the

dialog box, you select the reports you want to insert. You can place a report above or below the highlighted line in the book. If the highlighted line represents a section, you can place the report within the section.

Inserting Book Sections

You insert sections in a book if you want to run reports several times to produce data for different values for a dimension.

- To insert a section, select **Edit > Insert Section**.

Hyperion Enterprise Example

You might insert an entity section that includes Diamond Business Papers, Evergreen Paper Company, and Juniper Paper Company. You can then insert the Profit and Loss % Variance report in the entity section to print the report three times, once for each entity.

Essbase Example

You might insert a product section that includes SELTZER, SODA, COLA, and TONIC. You can then insert the Profit and Loss % Variance report in the product section to print the report four times, once for each product.

Inserting Dimension Changes in Books

A dimension change resets a dimension until the next change for the same dimension occurs or for the remainder of the book.

Hyperion Enterprise Example

If the current point of view entity is Diamond Business Papers, you can select any line and change the entity to Evergreen Paper Company for the remainder of the book.

Essbase Example

If the current point of view product is SELTZER, you can select any line and change the product to TONIC for the remainder of the book.

Building a Sample Book

In this example, you build a sample book that runs one report for several periods.

- To build a sample book:
 - 1 **Start Hyperion Enterprise Reporting and then do the following:**
 - From the main window, select **File > New** or the New toolbar button.
 - Select **Book of Reports**, then select **OK**.
 - 2 **To set up a section in the book, do the following:**
 - Select **Edit > Insert Section > Period**.
 - In the Available list box, double-click on a period to select it, or hold down the left mouse button, drag the pointer to select multiple periods, and select the Add to Selected button. When you finish, select **OK**.
 - 3 **To insert a report in the period section, highlight the section, select **Edit > Insert Report** or select the Insert Report toolbar button, then select a report from the File Name list and select **OK**.**
 - 4 **To save the book, select File > Save, enter a file name, title, and comments, then click **OK**.**

Printing Reports and Books

You can send reports and books to a printer or to a file. You can print an entire report or book or a specific range of pages. You can also print a batch of reports or books. You can use the File > Print menu command to print a report or book on paper or to a file. You can use the File > Print Batch menu command to print a batch of reports or books. For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

Printing in Batch Mode

There are four tabs on the Print Batch dialog box:

- Report
 - Book
 - Report Set
 - Book Set (Not available in Hyperion Enterprise SE.)
- To print in batch mode:
 - 1 **Select File > Print Batch**, from the Hyperion Enterprise Reporting main window.
 - 2 **Choose what you want to print, then select **OK**.**

Managing Reports and Books

You manage reports and books from the left navigation pane. Report and book management involves the following tasks:

- Creating report or book sets

- Adding reports or books to report or book sets
- Searching reports or books to report or book sets
- Sorting reports or books to report or book sets
- Removing reports or books from report or book sets
- Checking reports or books
- Deleting report or book sets and reports or books from the application.
- Editing report or book set information
- Editing report or book information
- Changing the security class of a report or book, report or book set

Note: Book sets are supported in Hyperion Enterprise and Essbase. Security classes are supported in Oracle's Hyperion® Enterprise® only.

For more information, see the *Hyperion Enterprise Reporting User's Guide* or Hyperion Enterprise Reporting Help.

5

Quick List of Functions

In This Chapter

Dimensions and Dimension Icons.....	47
Hyperion Enterprise Reporting Functions for Hyperion Enterprise.....	49
Hyperion Enterprise Reporting for Essbase Functions.....	52

Dimensions and Dimension Icons







The dimensions available in Hyperion Enterprise Reporting depend on the product you are using. For example, the account dimension is available in a Hyperion Enterprise application and the measures dimension may be available in a Essbase application.







Hyperion Enterprise Dimensions

The following table shows the dimensions and dimension icons that are provided with Hyperion Enterprise.

Note: Applies to Hyperion Enterprise only.

Table 9 Hyperion Enterprise Dimensions and Dimension Icons

Dimension	Hyperion Enterprise Icon
Entities	
Subentities	
Categories	
Periods	
Frequencies	
Accounts	








Dimension	Hyperion Enterprise Icon
First-level subaccounts	
Second-level subaccounts	
Consolidation detail	
Parents	
Currencies	
Fields	

Hyperion Enterprise Reporting for Essbase Dimensions

The following table shows the dimensions and dimension icons that are provided with Hyperion Enterprise Reporting for Essbase.

Note: Applies to Essbase only.

Table 10 Hyperion Enterprise Reporting for Essbase Dimensions

Dimension	Hyperion Enterprise Reporting for Essbase Icon
Account	
Field	
Time	
CurrencyType	
Currency	
View	
Country	

Note: The View dimension is available only if the Time dimension exists.

Hyperion Enterprise Reporting Functions for Hyperion Enterprise

The following list provides summaries of the Hyperion Enterprise Reporting functions for Hyperion Enterprise. For more information about functions, see the *Hyperion Enterprise Reporting User's Guide*.

Table 11 Hyperion Enterprise Reporting Functions for Hyperion Enterprise

Function	Description
ABS - Absolute Value	Retrieves the absolute value for an expression.
@ACODE - Account Code	Retrieves the code of the current account code. Note: Not for Hyperion Enterprise SE.
@ALL - All	Creates columns or rows for all descendants of the current or specified entity, account, or subaccount. In Hyperion Enterprise, you can also use @ALL to create columns or rows for all descendants of the current or specified parent.
@AMCODE- Chart Method Code	Retrieves the code of the chart method assigned to the current entity. Note: Not for Hyperion Enterprise SE.
@APD - Application Description	Retrieves the current application description in a heading.
@APP - Application Name	Retrieves the name of the current application or data repository.
AS - Same Member as Row/ Column	Creates a column or row for the same dimension setting as another column or row, specified by number.
@ASK - Prompt User	Prompts users to specify a dimension when they run a report.
AVG - Average	Calculates the average value of a group of columns or rows.
@BAS - Base Level	Creates columns or rows for base-level dependents of the current or specified entity.
BET - Evaluate Difference	Calculates the difference between the values in two columns or rows and shows whether the difference represents better or worse variance based on the account type.
@CAT - Frequency	Retrieves the frequency of the current category.
CELL - Specific Cell Value	Identifies a specific cell value by its column and row numbers.
CHANGE - Dimension Change	Marks a dimension change in a report or book.
@CHART - Chart Logic Expansion	Expands a calculated account based on chart logic to show the calculation detail.
CHG - Calculate Difference	Calculates the difference between the values in two rows or columns.
@CMCODE - Consolidation Method Code	Retrieves the code of the consolidation method for the current entity. Note: Not for Hyperion Enterprise SE.
@CMO - Current Category Period Number	Creates a row or column for a period based on its relation to the current point-of-view period.

Function	Description
@CON - Dependent Entities	Creates columns or rows for summary entities below the current or specific entity. In Hyperion Enterprise, you can create columns or rows for entities below the current or specified parent.
CPN - Current Period Number	Retrieves the number of the current period.
@CUR - Current Dimension Setting	Creates a column or row for a specified dimension using the current point of view setting.
@CURCY - Currency Text	Retrieves the identifying ID or description of the current entity. You can also retrieve the symbol for a currency.
@DAT - Period Description	Retrieves a custom description for the current period.
@DEP - Dependents	Creates columns or rows for all dependents of the current or specified entity. In Hyperion Enterprise, you can create columns or rows for all dependents of the current specified parent. Note: For Hyperion Enterprise SE only.
@DES - Dimension Descriptions	Retrieves the description of the current dimension.
DUR - Specific Value	Shows a specified value or expression in a range of columns or rows.
@ECODE - Entity Code	Retrieves the code of the current entity. Note: Not for Hyperion Enterprise SE.
@END - Ending Period	Creates a row or column for the ending period or for a period that is offset from the ending period.
@ENT - Parent	Creates columns or rows for the parent dimension.
@FLN - File Name	Retrieves the active report's file name.
@FLT - File Title	Retrieves the active title of the active report.
FOR - Section	Marks the beginning of a section in a report or book.
@FRD - Frequency Description	Retrieves the description for the current frequency.
@FRL - Frequency Identifying Label	Retrieves the ID, or label, for the current frequency.
IFT - If Then	Shows a specific value or text, depending on whether the result of an expression is negative, zero, or positive.
@IND - Indent	Indents the text based on the generation number.
@INDORG - Indent by organization	Indents the text based on the generation by organization.
@LAB - Dimension Identifying Labels	Retrieves the ID for the current dimension.
@LAD - Lowest-level Account Description	Retrieves the lowest-level description for the current account.

Function	Description
@LAL - Lowest-level Account Identifying Label	Retrieves the ID for the lowest-level of the current account or subaccounts.
LIST - List	Defines columns or rows for the accounts in an account list when you use LIST with the ACCOUNT keyword, or the entities in an entity list when you use LIST with the ENT keyword.
@LOCAL - Local Headings	Assigns local headings to columns or rows.
@LRD - Linked Reporting Date	Linked reporting object date.
MUL - Multiply	Multiplies the values of two columns or rows.
@PAR - Parent	Creates columns or rows for the parent dimension.
PBE - Evaluate Percent Change	Calculates the percent change between the values in two columns or rows and determines whether the change represents a better or worse variance.
PCH - Percent Change	Calculates the percent change between two rows or columns without evaluating the difference.
PCR - Percent by Row	Shows values in the current column or row as percentages of the value in a specified cell.
PCT - Ratios as Percentages	Expresses the ratios of the values in one column or row to those in another as percentages.
@PEDS - Period End Data	Displays the ending date of the current reporting period of the selected format. Note: For Hyperion Enterprise SE only.
@PDES - Partial Description	Retrieves partial descriptions of entities or accounts with subentities or subaccounts.
@PLAB - Partial Dimension Identifying Label	Retrieves partial IDs, or labels, of entities or accounts with subentities or subaccounts.
@PSF- Consolidation Status	Retrieves the consolidation status of the current entity. Note: Not for Hyperion Enterprise SE.
RAT - Ratios	Calculates the ratios of the values in one row or column to those in another row or column.
REPORT - Report in Book	Specifies a report in a book.
RND - Round Specific Values	Rounds the results of expressions to the nearest designated value.
@RNG - Range	Retrieves a range of dimension IDs.
RPD - Reporting Directory	Retrieves the current reporting directory setting in the REPENG.INI file.
@SCALE - Current Entity Scale	Retrieves a number that represents the scale for the current entity.
@START - Starting Period	Creates a row or column for the starting period or for a period that is offset from the starting period.

Function	Description
@SUB - Subaccounts	Creates columns or rows for subaccounts of a specified account.
SUM - Total	Adds the values of specified columns or rows.
@TIM - Current Time	Retrieves the current system time.
@TMCODE - Translation Method Code	Retrieves the code of the current translation method. Note: Not for Hyperion Enterprise SE.
@TOD - Current Date	Retrieves the current system date.
@USR - User ID	Retrieves the ID of the current user.
@VWD - View Description	Retrieves the description for the current view.
@VWL - View Identifying Label	Retrieves the ID for the current view.

Hyperion Enterprise Reporting for Essbase Functions

Note: Applies to Oracle Essbase only.

The following list provides summaries of the Oracle's Hyperion® Enterprise® Reporting for Essbase functions. Unless specified, all functions in the list are available for all dimensions except the Field dimension. For more information about functions, see the *Hyperion Enterprise Reporting User's Guide*.

Table 12 Functions for Hyperion Enterprise Reporting for Essbase

Function	Description
ABS - Absolute Value	Retrieves the absolute value of expression.
@ALL - All	Creates columns or rows for all descendants of the current or specified entity, account, or subaccount.
@ALT- Current Alias Table	Retrieves the current alias table name.
@ANC - All Ancestor Members	Retrieves the ancestor immediately above the specified member or current member.
@APD - Application Description	Retrieves the description of the current application.
@APN - Application Note	Retrieves the description of the current application note.
@APP - Application Name	Retrieves the name of the current application or data repository.
AS - Same Member as Row/Column	Creates a column or row for the same dimension setting as another column or row, specified by number.
@ASK - Prompt User	Prompts users to specify a dimension when they run a report.

Function	Description
AVG - Average	Calculates the average value of a group of columns or rows.
@BAS - Base Level	Creates columns or rows for base-level dependents of the current or specified entity.
BET - Evaluate Difference	Calculates the difference between the values in two columns or rows and shows whether the difference represents better or worse variance.
@BOT - All Members at Level 0	Retrieves all descendant members at level zero of the specified member or current member.
CELL - Specific Cell Value	Identifies a specific cell value by its column and row numbers.
@CHL - Immediate Child Member	Retrieves all children of the specified member or current member.
CHANGE - Dimension Change	Marks a dimension change in a report or book.
CHG - Calculate Difference	Calculates the difference between the values in two rows or columns without evaluating the difference.
@CUR - Current Dimension Setting	Creates a column or row for a specified dimension using the current point of view setting.
@DEP - Dependents	Creates columns or rows for all dependents of the current or specified entity.
@DES - Dimension Description	Retrieves the description of the current dimension.
@DSC - Descendant Members	Retrieves all descendants of the specified member or current member.
DUR - Specific Value	Shows a specified value or expression in a range of columns or rows.
@FLN - File Name	Retrieves the file name of the active report.
@FLT - File Title	Retrieves the title of the active report.
FOR - Section	Marks the beginning of a section in a report or book.
@GEN - All Member of the Same Generation	Retrieves all of the members in the generation of the specified or current member.
IFT - If Then	Shows a specific value or text, depending on whether the result of an expression is negative, zero, or positive.
@IND - Indent	Indents text according to generation number.
@LAB - Dimension Identifying IDs	Retrieves the ID for the current dimension.
LIST - List	Defines columns or rows for the accounts in an account list when you use LIST with the ACC keyword, or the entities in an entity list when you use LIST with the ENT keyword.
@LOCAL - Local Headings	Assigns local headings to columns or rows.
@LRC	Retrieves comments attached to linked reporting objects. (Available only for the Field dimension).

Function	Description
@LRD	Retrieves the modification date of the currently linked reporting object. (Available only for the Field dimension).
@LRF	Retrieves the files attached to linked reporting objects. (Available only for the Field dimension).
@LRI	Retrieves the index of currently linked reporting objects. (Available only for the Field dimension).
@LRO	Retrieves linked reporting objects, including their attached files and comments. (Available only for the Field dimension).
@LRT	Retrieves the type of currently linked reporting objects. (Available only for the Field dimension).
@LRU	Retrieves the user of currently linked reporting objects. (Available only for the Field dimension).
@LVL - All Members of Same Level	Retrieves all members at the same level of the specified member or current member.
MUL - Multiply	Multiplies the values of two columns or rows.
@PAR - Parents	Retrieves the parent values of a specified member combination.
PBE - Evaluate Percent Change	Calculates the percent change between the values in two columns or rows and determines whether the change represents a better or worse variance.
PCH - Percent Change	Calculates the percent change between two rows or columns without evaluating the difference.
PCR - Percent by Row	Shows values in the current column or row as percentages of the value in a specified cell.
PCT - Ratios as Percentages	Expresses the ratios of the values in one column or row to those in another column or row as percentages.
RAT - Ratios	Calculates the ratios of the values in one row or column to those in another row or column.
REPORT - Report in Book	Specifies a report in a book.
RND - Round Specific Values	Rounds the results of an expression to the nearest designated value.
@RNG - Range	Retrieves a range of dimension IDs.
@RPD - Reporting Directory	Retrieves the name of the current reporting directory in the report directory setting in the REPENG.INI file.
@SED - Set Description	Retrieves the description of the current set description.
@SET - Set Name	Retrieves the description of the current set name.
@SIB - All Siblings	Returns all siblings of the current member or specified member.

Function	Description
@SLA - All Siblings to the Left	Retrieves all siblings to the left of the current or specified member, excluding the member.
@SLF - First Sibling to the Left	Retrieves the first sibling to the left of the current or specified member.
@SRA - All Siblings to the Right	Retrieves all siblings to the right of the current or specified member, excluding the member.
@SRF - First Sibling to the Right	Retrieves the first sibling to the right of the current or specified member.
@SRN - Server Name	Retrieves the current server name.
SUM - Total	Adds the values of specified columns or rows.
@TIM - Time	Retrieves the current system time.
@TOD - Date	Retrieves the current system date.
@TOP - All Members of Generation 2	Creates a row or column for a dimension's topmost unowned ID.
@USR - User ID	Retrieves the ID of the current user.
@WLD - All Members that Match the Wildcard Specification	Retrieves all members of the wildcard specification.

Glossary

! See Bang character.

#Missing See Missing data.

Accelerated cost recovery set A set of rules established in 1981 in the United States governing allowable deductions on income tax for the use of tangible income-producing property. ACRS is mandatory for tangible long-lived property placed in service after 1980 and before 1987. ACRS uses the cost of the asset to determine the asset class and recovery period

Accelerated method A depreciation method in which an asset's cost is depreciated more quickly at the beginning of its life than at the end.

Access rights An option that determines whether a user can perform tasks or access specific application elements. Access rights A setting that determines whether a user can perform application tasks or access application elements.

Account An element of the chart of accounts that stores financial data for each entity and category in an application.

Account attribute The information that determines how the system processes account values. Account attributes are unique to an account and apply to the account when you move it elsewhere in the chart of accounts.

Account conversion table A list of external accounts and a logical mapping to their corresponding Hyperion Enterprise accounts. An account conversion table can establish a one-to-one, one-to-many, or many-to-one relationship between external sources and Hyperion Enterprise.

Account disabled The option that allows an administrator to disable a user ID.

Account for lock See Locking account

Account group A group of similar accounts in the chart of accounts. Once the account group has been defined, you can define and add accounts to the account group. Default attributes can also be defined and assigned to the account group

Account list A grouping of accounts created by a user for use in the Data Entry, Database, and Reports windows.

Account numbers A number that consists of a natural account (12 characters) and up to five dimensions (six characters per dimension) in BaanERP. The dimensions are user-defined.

Accounts Location of data in entities, categories, and periods.

Accounts dimension A dimension type that makes accounting intelligence available. You can tag only one dimension as Accounts; you do not have to have an Accounts dimension.

Accumulate A data load option that adds the values in a data load file to the existing values within the application. See also Merge, Replace.

Accumulated depreciation The total depreciation recognized and recorded for an asset since its acquisition. Accumulated depreciation is subtracted from the original cost of the asset to provide the net book value.

Activity log A log that displays all activity for the . It includes the status for all send and receive events.

Add-in file A small file you load within a larger software program which enhances the functions and capabilities of the larger program. For example, Hyperion Analyst is an add-in file you load within Microsoft Excel.

Adjusted current earnings An identifier for an asset that belongs in an Adjusted Current Earnings (ACE) Federal Tax Book. ACE is the recalculation of income for purposes of computing an adjustment to Alternative Minimum Tax (AMT) as required by United States federal tax code for assets placed in service after 1989.

Adjustment See Journal.

Adjustment data It consists of adjustments to operational data that you sent previously. It is separated from the operational data in order to preserve the original operational data previously submitted and thereby maintain an audit trail. Adjustment data is typically sent from headquarters.

Administrator An individual who installs and maintains an Essbase system including setting up user accounts and security. See also Database administrator and System administrator.

Advanced interpretation mode An option in Essbase Spreadsheet Add-in that lets you define your spreadsheet layout through zoom operations or Retrieval Wizard operations or by typing data into a sheet. When you construct a free-form report in advanced interpretation mode, Essbase interprets the member names and creates a default view based on the location of the member name labels.

Agent The process on the server that starts and stops applications and databases, manages connections from users, and handles user-access security. Referred to as ESSBASE.EXE.

Agent log file A record of actions performed by an agent.

Aggregated values The data values that represent consolidations of members such as total sales for East. See also Consolidation.

Alias An alternate name for a dimension or member.

Alias table A table storing alias names for a database.

Alternate name See Alias.

Alternative minimum tax (amt) The types of depreciable property are identified for which depreciation should be recalculated to compute a taxpayer's Alternative Minimum Tax (ATM), which will reduce the tax advantages available under regular tax rules for depreciation. The difference between the standard tax depreciation amount and the AMT depreciation amount is the amount of the AMT adjustment. AMT rules have been devised to ensure that at least a minimum amount of income tax is paid by corporate and high income non-corporate taxpayers. Essentially, a recapture mechanism to reclaim some of the tax breaks primarily available to high income taxpayers in an attempt to maintain tax equity.

Amortization The systematic reduction or writing off of an amount, such as an account balance, over a specific number of time periods. Amortization is a form of depreciation. Amortization is the recovery of certain capital expenditures, including goodwill and other intangible assets. Amortization is not available for expenditures for which a current business deduction may be claimed or those which are capitalized and depreciated.

Ancestor A branch member that has members below it. For example, in the Sample Basic database, Qtr2 and Year are ancestors of April.

AND/OR A logical expression used in calculation or report scripts to identify a subset of members.

API The Application Programming Interface. Essbase API is a library of functions you can use in a custom C or Visual Basic program to access the Essbase server.

Application A set of organizations, accounts, data categories, and other elements that you use together to meet a financial reporting requirement. For example, you might want to set up one application to meet monthly reporting requirements and another application to meet budget reporting requirements.

Application A set of organizations, accounts, data categories and other system dimensions that you use together.

Application A set of organizations, accounts, data categories, and other system elements that you use together.

Application currency. The default reporting currency of the headquarters. The system translates all currencies in relation to the application currency. For each application you define, you must select an application currency and set up currency translation defaults. *See also* Currency.

Application designer An individual who designs, creates, and maintains Essbase applications and databases.

Application element The items that you create to hold your application data, such as accounts, categories, entities, journals, and methods.

Application element report A security report that shows which application elements use the specified security class.

Application load optimization A feature that allows you to specify how many accounts, entities, categories, and reports exist in an application. This information allows the system load file to optimize performance when loading application elements from an ASCII text file.

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

Application manager Essbase software that lets you create and maintain Essbase applications.

Application programming interface (API) An interface between the operating system and application. This interface includes the way the application communicates with the operating system and the services the operating system makes available to the application.

Application server The main server process (ESSSVR) that runs when an application starts.

Apply OTL change file APPLTOTLCHANGEFILE, a command used by database administrators to apply outline changes extracted from one outline to another outline. The changes are read from a .CHG file.

ARBORPATH An environment variable that specifies the Essbase root directory.

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

Argument A string that identifies Hyperion Enterprise applications and application elements, such as entities and categories in formulas. Arguments, which follow functions in a formula, are separated by commas (,) and enclosed in parentheses (()). An argument can consist of text, such as an account ID, or cell references.

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

Array-based formula calculator A calculator feature that groups data cells into an array for processing. Helpful when calculating large blocks.

Asset The actual pieces of property, plant, or equipment that are used by an organization.

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

Asset acquisition The process of recognizing an asset. When an asset is acquired it has been fully invoiced, paid, and received. Acquired assets can be depreciated. An acquired asset has already been capitalized.

Asset adjustment A transaction that makes changes to asset values that can no longer be directly changed after the asset is capitalized. Adjustments are typically used to correct clerical errors or to reclassify the asset's life, depreciation method, or cost. You can adjust an asset at any point in the asset's life cycle as long as it is not disposed or removed from capitalization.

Asset book A book that has been attached to an asset. At least one book must default in to record asset data. Comparable asset book defaulting relationships can use a common set of books. You use books to record depreciation and other transactional data for your organization's assets. For each book you create, you specify whether assets associated with the book will depreciate or not. An asset can be associated with several books and depreciate differently or not at all in each book.

Asset capitalization A way to recognize that an asset is in service and is eligible to depreciate. In order for an asset to be capitalized, it must first be acquired.

Asset depreciation The ability to recover, over time, the expense or cost of an asset that is in use. Depreciation permits you to either match expenses with revenues or reduce tax liabilities by using a mathematical formula defined as a depreciation method. An asset can be depreciated on the asset or asset book level. During asset depreciation BaanERP depreciates the asset or asset book you specify according to the accounts indicated in the asset distribution. Asset depreciation is run on a book by book or asset by asset basis. Mass depreciation occurs on a book or company for a group of assets or group of assets or asset books, while single depreciation occurs one asset or asset book at a time.

Asset depreciation range (adr) A series of depreciation regulations defined by the United States IRS applied to certain assets placed in service after 1970 but prior to 1981. The ADR does not apply to assets first placed in service before 1971, or to the property placed in service after 1980 if depreciable under ACRS or MACRS, or in a year in which an ADR election was not made. ADR is one of several different types of mutually exclusive regulations that can apply to an asset. The primary characteristic is that upper and lower limits are set by the United States IRS for asset lives. A depreciation period used initially in the election year cannot be changed by either the United States IRS or the taxpayer during the remaining period of use of the asset.

Asset disposal A transaction that is applied to remove the values stored on an asset's related books. A disposed asset remains in the Fixed Assets (FAM) module until the specified retention period, but it will not depreciate. There are several types of asset disposals that can be recorded against an asset (such as sale, donation, etc.). The impact on reporting varies according to the type of disposal.

Asset distribution An asset's distribution indicates the depreciation expense to specific companies and expense accounts, and their related dimensions. Distributions also store related location(s), accounts through either the integration scheme or the transaction schedule, and the quantities or percentage costs for the distribution line.

Asset distribution An asset's distribution consists of one or more distribution lines. It indicates the depreciation expense to specific companies and expense accounts, and their related dimensions. Distributions also store related location(s), accounts through either the integration scheme or the transaction schedule, and the quantities or percentage costs for the distribution line.

Asset group A broader level of grouping than an asset category. Used to classify your organization's assets for reporting and inquiry.

Asset life An asset's expected useful life: this determines how long the asset will be depreciated.

Asset number and asset extension The asset number and asset extension create a unique identifier for the asset in the selected company.

Asset transaction A record generated to record an event for an asset, its related books, and distributions. Transactions are stored for assets that are adjusted, capitalized, depreciated, disposed, and transferred.

Asset transfer A transaction that is applied to move part or all of the values stored on an asset's related books as a result of a change in owner, location, or responsibility.

Asymmetric report A report characterized by groups of nested members that differ by at least one member. There can be a difference in the number of members or in the names of the members.

Attribute The characteristics of a member.

Attribute reporting The process of defining reports based on attributes of the members in the database outline.

Auto recalculate An option that allows you to recalculate all data whenever you enter a value in the Database window.

Auto-reversing journal A function used to enter adjustments that you want to reverse in the next period. Auto-reversing journals affect two periods of data. You post an auto-reversing journal to adjust values in one period. When you open the next period, the system automatically creates and posts a journal that reverses those adjustments.

Averaging convention A convention used in MACRS, ACRS, and ADR to determine when the recovery period for an asset begins and ends. The recovery period determines how much depreciation (and the associated tax deductions) an asset is eligible for in the first and last years of service.

Balance account An account type that stores unassigned values that relate to a particular point in time.

Balanced journal A journal in which the total debits are equal to the total credits. You must enter equal debits and credits within a balanced journal before you can post the journal

Bang character A character (!) that terminates a series of report commands and requests information from the database. You must terminate a report script with a bang character; you may use several bang characters within a script.

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

Basic element The parts of a Hyperion Enterprise application that you define to form the structure of the application. The basic elements of an application include categories, rollovers, codes, currencies, entities, accounts, account and conversion tables, and account and entity lists.

Batch calculator The consolidation/calculation of a database using Essbase batch calculator.

Batch file An operating system file (.BAT extension) that can call multiple ESSCMD scripts and run multiple sessions of ESSCMD. Batch files handle batch data loads and complex calculations and can include commands that run report scripts. You can run a batch file on the server from the operating system prompt.

Batch load The data loaded into the database at one time through an ESSCMD script and a set of rules files.

Batch processing mode A method of using ESSCMD that lets you write a batch or script file that automates your routine server maintenance and diagnostic tasks. You can write a script or batch file and run it from the command line or from the ESSCMDM or ESSCMDW icon.

Block The primary storage unit within Essbase. A data block is a multidimensional array representing the cells of all dense dimensions.

Book A container that holds a group of similar reports. Books may specify dimension sections, dimension changes.

Book A group of related reports that are run at the same time to automate reporting.

Book An instance of an asset. Books are attached to assets, and are designed to capture values for an asset. Each asset may have many books attached to it for reporting or calculation requirements. Books defined with particular types (Calculatory, Financial, etc.) are dedicated to specific calculations.

Book code The code used to identify the book associated with the asset. Book codes permit you to define the books used by assets to record transactional data. Each asset must have at least one asset book relationship.

Book set A group of books that are related by the task they accomplish. For example, you might create a book set that contains all the books you need to run at month-end.

book set A group of books that you combine for convenience. For example, you might have a book set that includes all month-end books.

Category A container that differentiates between the types of data you can maintain, such as budget, actual, and forecast data.

Category A way to classify an asset and provide data entry defaults during asset entry. Categories have associated subcategories, which are assigned by default.

Category The classifications of data. You use categories to differentiate between the different types of data you can maintain, such as budget, actual, and forecast data.

Category attribute A setting that determines how the system displays, processes, and organizes data in the category. Data is organized by periods and frequencies. Using category attributes, you can set the number of periods a category contains and the number of periods per year for which it stores data.

Cell A unit of data representing the intersection of one or more dimensions in a multidimensional database. Also, the intersection of a row and a column in a spreadsheet.

Cell note A text annotation of up to 599 characters for a cell in an Essbase database. Cell notes are a type of linked reporting object.

Change log See Outline change log.

Change password The process of changing your password

CHANGED status A consolidation status that indicates data has changed for an entity.

CHART method The default chart method generated by the system. It includes statements or expressions that apply throughout the system.

Chart method A group of formulas used to calculate data in the application. There are two types of chart methods: default chart methods and special chart methods. Default chart methods define the general formulas used throughout the system. Special chart methods define exceptions to the special chart methods formulas. *See also* Method.

Chart of accounts A master list of all the accounts that you use to load and enter data, make journal adjustments, consolidate data, and create and run reports. In Hyperion Enterprise, you define all accounts for all organizations in an application in one chart of accounts. The chart of accounts contains the IDs, descriptions, and attributes for all accounts in an application.

CHARTDSM chart method The automatically generated chart method that is executed on the elimination, translation, proportion, and contribution detail.

Child *See* Dependent entity.

Child A member that has a parent above it in the database outline. A child may have peers (siblings) that exist at the same level of the database outline.

Child rate accounts An option that enables the use of rate accounts other than the accounts in the Global account group for currency translation. If you select this option, during consolidation, the system uses the rates from the child's nonglobal account.

Clean blocks Data blocks that have data cells that have not been changed since the last calculation.

Clean tag An index tag that marks a block as currently calculated.

Clear block CLEARBLOCK, a command that removes data blocks.

Clear data CLEARDATABLOCKS, a command that removes data from the database and marks Dynamic Calc and Store blocks as noncalculated.

Client A workstation connected to a server via a local area network.

Client log file An ASCII file that records all messages, actions, and errors generated by a client.

Code A label that you assign to accounts, entities, methods, or journals to group these elements in your application. Codes can be used as a reporting tool or to filter application elements such as entities and accounts in entity and account lists.

Column A vertical list of fields.

Column headings A part of a report that lists members across a page. You can use nested column headings to report on data from more than one dimension. All data values in a column include the member(s) listed in the column heading.

Command The syntax used in a report script or ESSCMD window.

Comment (in formulas) An alphanumeric string that provides information for system administrators and users about the formulas you create.

Commercial book A book used in countries other than the United States to record data that is not subject to tax reporting regulations, such as general ledger data.

Commit blocks The number of data blocks committed to disk in each commit transaction.

Commit row The number of data rows committed to disk in each commit transaction.

Committed access A Storage Manager isolation level setting that affects how Essbase handles transactions. Under committed access, concurrent transactions hold long-term write locks and yield predictable results.

Committed isolation level A database setting that determines when transactions are committed to disk.

compound report A compound report is a container for several reports that you want to display together.

Concurrent retrievals The retrievals that occur at the same time

Confirm password The process of retyping your password to ensure that it is correct.

Consolidation A method of computing the data relationships for all parent/child combinations within a dimension. A consolidation is typically additive, but can be of any type. For example, if the dimension Year consists of the members Qtr1, Qtr2, Qtr3, and Qtr4, its consolidation is Year. The terms “aggregate” and “roll-up” also describe the consolidation process.

Consolidation The process of gathering data from dependent entities and rolling the data up to parent entities. Once you enter or load data into dependent entities, you perform a consolidation to roll up the data through the organization. As data consolidates, consolidation and translation methods perform calculations on the data.

Consolidation detail The values that result from the consolidation of data from a dependent entity to a parent entity, including translated, proportion, elimination, parent adjustment, and contribution detail. Storing this detail provides a separate detailed audit of each dependent. *See also* Parent journal, Parent adjustments, Translation detail.

Consolidation method A method composed of formulas that are executed when dependent data rolls up to parent entities during consolidation. You use consolidation methods to define such processes as accruals, eliminations, and reclassifications. The system generates the CONSOL default consolidation method for you to enter formulas for consolidation.

Constant Any negative or positive real number.

Conversion table Lists of external account or entity IDs from other systems, such as general ledger systems and their equivalent Hyperion Enterprise account or entity IDs. You use conversion tables in the Database window when you load and extract data. By matching external IDs to internal Hyperion Enterprise IDs, you tell the system where to store data when you load it into or extract it from Hyperion Enterprise. *See also* Account conversion table.

Cook windows. Where books are built and maintained.

Corporate budget The budget information that is adjusted and maintained by a corporate office.

Create variable CREATEVARIABLE, an ESSCMD that defines a new substitution variable.

Cube A multidimensional array of data. Synonymous with database.

Currency An entity attribute that represents the type of money that an entity uses. You select a currency for an entity from all currencies previously defined in the application. *See also* Application currency.

Currency conversion A factor that converts currency values in an Essbase database from one country's currency into another country's currency. The conversion may take place with or without altering the original data.

Currency partition A dimension type that identifies your currency as the base currency of your application. Also identifies currency types such as Actual, Budget, and Forecast.

Custom function A user-defined macro that allows you to create your own formula functions. A custom function is useful when a logical expression is frequently repeated throughout a method or methods.

Data block The contiguous cells in the database table. It can include cells in one or more adjacent columns or rows.

Data cache A buffer that holds data blocks in memory.

Data compression The type of compression used for the database, for example, no compression, run-length encoding (RLE), or bitmap.

Data copy DATACOPY, a command that copies data blocks from one database to another.

Data file A file containing data blocks. Essbase generates the file on data load and stores it on disk ESS<m>.PASS.

Data load The process of populating an Essbase database with data. Loading data establishes actual values for the cells defined by the database's structural outline.

Data load rules A set of operations that Essbase performs on data from an external data source file as it is loaded.

Data model The organization of cubes determined by the business needs of a particular organization.

Data point *See* Cell.

Data source The external data, such as a text file, spreadsheet file, that is loaded into an Essbase database.

Data storage The determination of where page and index files will be stored on disk.

Data value *See* Cell, Metadata.

Data view A category setting that determines the default view in the Database and Data Entry windows. You can assign either a periodic data view or category-to-date view.

Data/index threshold A level within the data and index cache at which Essbase Storage Manager commits data and index information to disk. Determined internally without user intervention

Database A repository of data within Essbase that contains a multidimensional data storage array. Each database consists of a storage structure definition (a database outline), data, and security definitions; a database may or may not contain calculation scripts. An application contains one or more databases.

Database administrator An individual who administers an Essbase database and who may also design, maintain, and create a database.

Database designer The highest level of access available globally (per database). This type of access allows complete calculate and update access and the ability to run report and calc scripts.

Database filter layer A layer in the Essbase security plan that defines specific settings for database members down to the cell level.

Database restructuring The process of restructuring data blocks to reflect changes in the database outline.

Database settings A series of settings that determine how a database performs.

DataExtend data The textual data that is collected and stored in the Schedules module's Hyperion DataExtend database. You typically use it to assign alternate labels to application elements or to explain such things as budget and forecast variances. You can send Hyperion DataExtend data to and receive Hyperion DataExtend data from headquarters.

Dataless navigation The ability to develop a spreadsheet report using Essbase metadata. Rows and columns of a report are extracted without data values. Dataless navigation is turned off to retrieve the final report.

Day A specific key term used to define the Dynamic Time Series member that identifies a day.

DB designer See Database designer.

Dbname.db An Essbase database file, for example, corporate.db.

Dbname.esm The Essbase database root file for a particular database.

Dbname.ind An Essbase database file that tracks data free space within the database.

Dbname.otl An Essbase outline file, for example, corporate.otl.

Dbname.tct A file that tracks transactions within a particular database.

Deactivate The process of locking out an Essbase user.

Deferred tax An estimated amount of future income taxes that may become payable because of income that has already been earned but has not yet been recognized for tax reporting purposes. It is not an actual liability or present obligation but instead represents an attempt to compensate for timing differences in the recognition of certain income and expense items for tax reporting and for financial reporting purposes.

Delete variable DELETEVARIABLE, an ESSCMD that deletes a currently set variable.

Dense dimension A dimension with a high probability for occupying one or more data points within every possible combination of dimensions.

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

Depreciable cost The cost of the asset minus its salvage value minus accumulated depreciation.

Depreciation expense An amount deducted from revenue in determining income, based on an allocation of long-lived asset's original cost over the years of its useful life.

Depreciation frequency A way to determine how often depreciation is recorded. It also determines whether a particular period is suspended.

Depreciation method The depreciation method used for an asset determines the formula for calculating the amount of depreciation taken on an asset. Depreciation methods are case-sensitive.

Descendant A member below a parent.

Desktop The screen from which you can access all tasks and options.

Destination account For any formula, the account that contains the value of the formula specified after the equal sign. For example, in the following line of a method, Account A is the destination account:
#ACCOUNTA=#ACCOUNTB+#ACCOUNTC

Detail member *See* Leaf member.

Detail-level data The deep detail, such as level zero (0) data, for members and dimensions in a database.

Detailed storage model (DSM) *See* Consolidation detail.

Developer's toolkit A tool to develop programs that interact with Hyperion Enterprise and to customize your existing Hyperion Enterprise applications. This product provides high-level access to the Hyperion Enterprise application programming interface (API). You can use Hyperion Enterprise API to access application elements, account balances, ownership data, and journal detail.

Dimension A holder for information

Dimension icon (Excel) An icon on a Microsoft Excel worksheet symbolically representing a dimension ID. You click on a dimension icon to access dialog boxes where you select the specific dimension IDs for the worksheet point of view and the columns and rows. *See also* Dimensions.

Dimensions Excel worksheet icons representing point of view information. You can assign dimensions in the worksheet by clicking on dimension icons in Hyperion Analyst and selecting different IDs and functions.

Dirty block A data block that contains cells that have been changed since the last calculation.

Disabled user name A user name that has become inactive, meaning that the user cannot log on to the server. User names are automatically disabled when they exceed limitations specified by a supervisor in the password management options of the server settings. A supervisor can disable a user name at any time.

Disk partition size The size of the disk partition as a setting of Disk Volumes, not to be confused with partitions in Partitioning.

Distributed architecture An application design that includes multiple databases across multiple computers (many times over a network).

Distributed OLAP Distributed online analytical processing. An architecture that facilitates the integration of data across different Essbase cubes and multiple computers.

Distributed resources The distribution of Essbase tasks and data storage across multiple servers and networks.

Distribution account An asset can be distributed to one distribution account or across multiple distribution accounts. The asset depreciation can be recorded in each distribution account as determined by a percentage or by a unit amount. The distribution accounts are determined by the transaction schedule or integration scheme identified for each line of distribution.

Distribution line The transaction schedule or integration scheme that will determine the distribution account for that particular part of the asset, the physical location of the asset, and the quantify or percentage of the asset which is to be distributed to the indicated location and distribution account. Also the company to which the depreciation expense should be recorded.

Drill across *See* Interconnection.

Drill down The process of navigating through progressively more detailed data, for example, navigating from Market to US to East to New York. *See also* Zoom.

Dynamic A method of calculating a member at the moment of data retrieval.

Dynamic calc (non-store) members The members that Essbase calculates upon retrieval. Essbase discards calculated values after the retrieval is complete.

Dynamic calc and store members The members that Essbase calculates upon retrieval. Essbase then stores these values in the database. Subsequent retrievals of dynamic calc and store members do not require calculation.

Dynamic calculation A calculation that occurs when you retrieve data on a member that has been tagged as dynamic calc and store or dynamic calc (non-store). The member's values are calculated at retrieval time instead of being precalculated during batch calculation.

Dynamic list An account or entity list in which contents are based on a set of filter criteria. The contents of a dynamic list can change as account and entity attributes change.

Dynamic organizations An application setup option that allows the user to create unique organization structures for each category and period of an application.

Dynamic reference. A pointer to header records in a data source.

Dynamic time series A function that enables dynamic time period-to-date reporting.

Dynamic time series members The members that Essbase uses to perform dynamic time series reporting.

Dynamic view account An account that is calculated based on the current view and frequency. Dynamic view accounts are used to calculate ratios within chart methods and always apply to all categories in an application.

DYNVIEWACCTS chart method The automatically generated chart method used to enter formulas for dynamic view accounts. Only certain functions are available for dynamic view accounts.

Effective date The point in time of an asset's life on which the transaction takes place. The effective date of a transaction may be any point from the service date to the date the asset is fully disposed in all its related books.

Entities The reporting units in an organization. Entities can represent any reporting units, such as subsidiaries, divisions, plants, or products.

Entity Organizational units that can represent divisions, subsidiaries, plants, regions, products, or any other financial reporting units.

Entity attribute One of the items that qualifies an entity, including currency, chart methods, security class, substructure, code, and scale.

Entity conversion table *See* Conversion table.

Entity list A group of entities you want to work with at the same time.

Entity list A user-defined subset of the entities in an application that have been grouped for use in report and schedule definitions or for database functions such as data extract.

Entity ownership Information that defines the relationships between a child and parent entity in an organization. Entity ownership consists of the percent consolidation, the percent ownership, the percent control, the consolidation method, and the translation method.

Error An occurrence when transmission or processing fails and the package is not sent.

Error log A log with all error messages and activities related to Hyperion Enterprise.

Essbase.sec The Essbase security file.

EssCell The Essbase cell retrieval function. An EssCell function is entered into a cell in Essbase Spreadsheet Add-in to retrieve a single database value representing an intersection of specific database members.

ESSCMD A command-line interface used to perform server operations interactively or through a batch file. *See also* Batch file.

Essnnn.pag The data files that are numerically sequenced and belong to one database.

Essnnnn.ind The index files that are numerically sequenced and belong to one database.

Expand to descendants An option in Essbase Application Manager that expands and displays all members of a dimension.

Expansions An expansion shows detail data from dimension IDs in a worksheet. You expand an entity by clicking on the plus sign (+) next to the dimension ID.

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

Export The data that is copied and placed in a text file.

Expression Used within formulas, expressions can be numbers, application element IDs, arithmetic symbols, and functions that tell the system what values to use. You enclose expressions in parentheses (()) to separate them from functions and other expressions.

Extract A feature of the Database module that allows you to transfer data from an application into an ASCII file. When you extract data, you use data formats to tell Hyperion Enterprise how to format the data within the resulting ASCII file.

Extraction commands A type of Report Writer command that handles the selection, orientation, grouping, and ordering of raw data extracted from the database. These commands begin with the less than character (<).

Federal tax - U.S. book The book used to record data that is subject to United States IRS tax reporting regulations. IRS regulations dictate specific depreciation methods which are used for varying circumstances, such as adjusted current earnings and alternative minimum tax. You may specify whether the book records data for alternative minimum tax (AMT) reporting and adjusted current earnings (ACE) tax reporting. You can define three separate federal tax books: Standard, ACE, or AMT. They are separate books; therefore, one, two, or all of them can be attached to the same asset and depreciation independently of each other.

Field A value or item in a data source file that is loaded into an Essbase database.

File delimiter The characters that separate fields in a data source.

File list A text file that users create to define a group of files to be sent at the same time. It has the extension .QLT.

Files A package that contains one or more files. You must close files before they can be sent.

Filter A method for controlling access to database cells. A filter is the most detailed level of security, allowing a database administrator to define varying access levels and thus to individualize user access to database values.

Financial - U.S. book The book used to record data that is not subject to tax reporting regulations, such as general ledger data.

Financial company A financial company is a unit, which is responsible for its own costs and profit. It needs not to be a fiscal unit, but can be an organizational unit.

Financial functions Functions that retrieve and calculate financial data, such as the ratios between the values in two columns or rows.

Fix statement The syntax used in a calculation script to focus on an area of a database before performing a function.

Fixed list A static list that contains individually selected accounts or entities. This list does not change unless you manually add or remove accounts or entities.

Flashback An Essbase Spreadsheet Add-in command that restores the previous database view. This command is similar to a typical undo command.

Flat dimension A dimension that has hundreds of members on the same level, for example, a product dimension with 5000 members.

Flat dimension optimization A calculator feature that tracks which members of a very flat dimension have values in order to optimize calculation performance.

Flexible reporting options The ability to report data based on user-defined attributes, pattern matches, and AND/OR constraint logic.

Flow account An unassigned account type that stores period and year-to-date values.

Footer Text that appears at the bottom of each page in a report.

Formula A logical equation that includes the functions, operators, and expressions you assign to accounts in methods, update rules, and custom functions.

Formula A series of functions and parameters you use to retrieve and calculate data from a Hyperion Solutions product application.

Formula function *See* Function.

Formula preservation *See* Preserve formulas.

Free-form data loading A method of loading data into the database. Free-form data loading is used when the data source contains enough information to load directly into the database. For example, use free-form data loading when data is in the natural order used by Essbase; when dimension, member, or alias names are required; and when data is read according to the member names Essbase finds.

Free-form mode An option in Essbase Spreadsheet Add-in that allows you to type report script commands into a spreadsheet.

Free-form reporting An option available in both advanced interpretation mode and free-form mode that allows you to create reports by typing member names or report script commands into a spreadsheet.

Frequency The time intervals at which a category tracks data, such as daily, weekly, or monthly.

Full data block A calculation that occurs on every data cell of a data block.

Function A mathematical code you use within a formula to retrieve and calculate data from a Hyperion Solutions product application. *See also* Formula.

Function A predefined routine that returns a value or a range of values or controls formula execution. Essbase provides hundreds of functions within the following categories: mathematical, index, financial, macro, and Boolean.

Function A keyword that tells the system to retrieve specific account values or perform specific calculations. For example, the Average function tells the system to average the values of a specified account for the current and previous periods.

Header Text that appears at the top of each page in a report.

Header record The records at the top of a data source that describe the contents of the data source.

Hierarchy A set of multidimensional relationships often created by an outline in a tree formation. Examples of hierarchy are parent, child, generation2, generation 3, etc.

History A specific key term used to define a Dynamic Time Series member that includes all the time values in the Time dimension, for example, 1997, 1998, 1999, 2000.

History purge A way to purge historical data for the assets of the company.

Hold Action by which a recipient receives packages and elects not to process them immediately. The packages are queued in the Activity Log.

Holding company An entity that can be assigned to a parent entity. The holding company owns shares in the entities at the same level in the group, and the group parent stores consolidated data for the holding company and the other entities in the group. The holding company serves as a point of reference from which the calculation routines can be run.

Hyperion Allocations A Hyperion module that allows you to distribute a value across entities, accounts, or periods using data from a Hyperion Enterprise application.

Hyperion DataExtend A product that allows you to enter text in Hyperion Schedules and include it in reports as data or headings.

Hyperion Enterprise Reporting A powerful graphical tool for presenting financial data in formats such as cash management reports, forecasts, profit and loss statements, and balance sheets. With Hyperion Enterprise Reporting, you can retrieve and calculate data from a Hyperion Solutions product application and specify how to present it.

Hyperion Retrieve An Oracle's Enterprise Performance Management software' module that provides the analysis, graphics, and presentation capabilities of spreadsheet software. With Hyperion Retrieve you can access Hyperion data from Microsoft Excel worksheets. You can then use the spreadsheet software to analyze and manipulate the data and produce reports and graphs

Hyperion Schedules A spreadsheet style interface that translates Hyperion reports into forms for data entry.

IMPACTED status A consolidation status that indicates that the data that rolls up to this entity has changed.

INACTIVE status A consolidation status that indicates this entity is not active for the current period. This status appears only in applications with organizations that vary by category and period.

Inactive user A user that is not able to log in to Essbase.

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

Incremental growth The growth of an application and database as user demand increases.

Incremental restructuring The restructuring of portions of the database only when needed instead of all at once.

Index A method of retrieving Essbase data based on sparse dimensions. Also refers to the index file.

Index A table that stores the percent change from a base period. The values stored here are used to generate cost adjustments and other related transactions using the Revaluation process in the Fixed Assets (FAM) module.

Index cache A buffer in memory that holds index pages.

Index entry A pointer to an intersection of sparse dimensions. Each index entry points to a block on disk and uses an offset to locate a particular cell within the block.

Index file A file Essbase used to store data retrieval information. It resides on disk and contains index pages.

Index page A subdivision of an index file containing entries that point to data blocks.

Input block A type of data block that has at least one loaded data value.

Input data The data that is loaded from a data source and not generated by calculating the database.

Inquiry The principle method of viewing information in the Fixed Assets (FAM) module.

Intelligent calculation A calculation method that tracks which data blocks have been updated since the last calculation.

Interactive mode A method of using ESSCMD that lets you enter commands at the command line. Essbase prompts you for input if necessary.

Intercompany dependent table A table that displays all intercompany entities, including direct and indirect dependents, of any parent in an organization. This table displays consolidation information for each intercompany dependent, including percent consolidation, percent ownership, percent control, and consolidation method.

Intercompany elimination The process of matching accounts to eliminate any intercompany transactions from your organization's consolidated totals.

Intercompany matching The process of comparing balances for pairs of intercompany accounts within an application. Intercompany matching group

Intercompany account pairs you define to specify the accounts that are matched and eliminated during consolidation.

Intercompany matching report A report that compares the balances of intercompany account pairs and indicates if the pair is in balance or out of balance. Intercompany Receivables are typically matched or compared to Intercompany Payables. The system uses these matching accounts to eliminate any intercompany transactions from your organization's consolidated totals. *See also* Plug account.

Intercompany subaccount table A table used for storing intercompany detail balances. An intercompany subaccount table contains accounts that have the same IDs as the intercompany entities in the application.

Interconnection The connection between one database and another, that is, drill across.

Interdimensional irrelevance A condition created when a member of a dimension does not intersect with other dimensions.

Intermediate data blocks The blocks that are calculated to derive upper-level values.

Investment A transaction originating from outside of the Fixed Assets (FAM) module that either creates a new asset or creates an adjustment transaction.

Investment tax credit (ITC) A credit against, or reductions in, a taxpayer's federal income tax liability equal to a specified percentage of the cost of certain qualifying machinery and equipment acquired and placed in service during the current year.

Investment tax credit (ITC) An incentive provided by United States tax law designed to stimulate investment in the economy by allowing a percentage tax credit for the purchase of eligible property.

Isolation level A Storage Manager setting that determines the transactional behavior of your database operations. Choices are committed access and uncommitted access.

Journal A set of debit/credit adjustments to account balances for one category and period. You use journals to record changes in account values and maintain an audit trail of those changes.

Journal entry The medium for entering the details of a transaction or event into an accounting system.

Journal load log Used to view the status of loaded journals.

Journal lock A journal that has been posted for the current name in this period. Once you post a journal for a name, you can change the name's data only by posting additional journals.

Journal numbering An option that activates an automatic numbering process for journal entries. If you select the Number Journals Automatically option when you create an application, you can use the Journal Numbering options in the Categories window to set up how the journals are numbered in the current category. If you do not use this option, the journal ID is the only identifier for the journals in the application.

Jump point The point at which you drill across from a data value in one database to a corresponding location in another database.

Keep only An Essbase Spreadsheet Add-in command that retains only the rows that are highlighted within a spreadsheet.

Label *See also* ID.

Latest A key word used within Essbase Spreadsheet Add-in or Report Writer to extract data values based on the member defines as the latest period of time.

Leaf member A member that has no children. Also referred to as detail member, level zero (0) member, and leaf node member.

Leaf node *See* Leaf member.

Ledger account A code value to which actual and budget accounting data is recorded. In the Fixed Assets (FAM) module, asset transactions are posted to ledger accounts for the designated book based upon the transaction schedule or integration scheme identified for each of the assets distribution lines.

LedgerLink A tool that automates the process of translating and importing data into Hyperion Enterprise. Using LedgerLink, you set up customized templates for each external application. You can then bring in data from a variety of different ledger and feeder systems without modifying the ASCII files that contain the data.

Level A branch within each dimension. Levels are numbered incrementally from the leaf member (level zero) towards the root.

Level build An outline building process that processes files by level (bottom-up).

Level name A unique name describing a level.

Level zero block A data block created for sparse member combinations when all of the sparse members are level zero members.

Level zero member *See* Leaf member.

Liability account An account type that stores “point in time” values that represent the liabilities of a company.

Link command <LINK, a command or macro used in a report script that defines an AND/OR relationship.

Linked A connection or jump point from a cell to a cell in another database, to a cell note, or to a separate file.

Linked access *See* Linked partition.

Linked object A term that encompasses linked partitions and linked reporting objects.

Linked partition A form of shared partition that uses a data cell to link two different databases. For example, when a user clicks on a linked cell in a spreadsheet, Essbase drills across to a second database, opens a new sheet, and displays the dimensions in the second database. The user can then drill down into the available dimensions in the second database.

Linked plan A plan that determines which data cells will provide the links from one database to another.

Linked reporting object (LRO) An external file linked to a data cell in an Essbase database. LROs can be cell notes or files containing text, audio, video, or pictures.

List *See* Account list, Entity list.

List variables LISTVARIABLES, an ESSCMD that lists all the substitution variables on a server.

Load A process that allows the loading of data from ASCII files into the application. When you load data, you use data formats to tell Hyperion Enterprise how to interpret data from external systems.

Load data *See* Data load.

Local The data or databases available on your local server.

Local headings Replaces the descriptions of individual dimensions based on other dimension settings in the report.

Location A location defines the physical of an asset. A location consists of up to eight segments, each of which further defines the precise site of an asset.

Lock A means of preventing two transactions from simultaneously altering the same set of data. Essbase's Storage Manager handles data block locking. When creating partitions, you can also place a lock on the partition definition file to prevent other users from editing its contents while you are working.

LOCKED status A consolidation status that indicates that this entity contains data that is locked for the specified period.

Locking account An account that must contain a value of zero before an entity can be locked. This is used to ensure that an entity is in balance before being locked.

Log file An Essbase file that records actions and commands. An application log file records user actions performed on that application. A client log file records client messages, actions, and errors. An agent log file records actions performed by the server agent process. The outline change log file records changes made to an Essbase database outline.

Logic A set of rules that tell the system how to calculate account values. You define logic when you set up an application. As the application changes, you can edit the logic to reflect the changes.

Logical partition The data that is logically grouped and defined in a specific way.

Macro A group of commands used in calculation scripts.

Main window Starting point for all tasks in Hyperion Solutions products.

Maintenance A monetary field that stores expense costs associated with the maintenance of an asset. This field is updated from transactions in Accounts Payable (ACP) or General Ledger (GLD) based on account definitions.

Major account An account that can store input values or values calculated through logic.

Map The association of one data partition with another or of one member with another.

Mathematical operators See Unary operators.

MDDB A multidimensional database. See also Multidimensional.

Member A discrete component within a dimension. For example, in the Sample Basic database, Year, Profit, and Diet are members. Members can also be dimensions; for example, Year is a dimension as well as a member.

Member selection A feature within Essbase Spreadsheet Add-in that allows you to specify a subset of members using selection criteria such as UDA, pattern match, or AND/OR.

Member selection report command A type of Report Writer command that selects ranges of members based on database outline relationships, such as sibling, generation, and level.

Member-specific report commands A type of Report Writer formatting command that is executed as it is encountered in the report script. The command affects only the member with which it is associated. The format command is executed before the member is processed. See also Formatting command.

Menu bar Lists the menus you can use to perform different tasks.

Merge A data load option that clears existing values only from the accounts specified in the data load file and then replaces them with the values in the file. Unlike the Replace option, the Merge option clears only the values from the accounts specified in the load file. See also Accumulate, Replace.

Meta data In Hyperion Enterprise XA, meta data includes applications, logic, security, shares, reports, books, schedules, and ACE logic.

Metadata The data that describes the data values within a database, for example, dimension and member names.

Method A group of formulas that you use to calculate data in the application. When you define a method, you design, create, and check it for errors. You use the Method window to create, check, and edit methods. Methods are assigned to entities. See also Translation method.

Midmonth convention A convention code that says that one-half month of depreciation is allowed for the month that an asset is placed in service and for the month of disposition if the property is disposed before the end of the recovery period. Applies to residential rental property, nonresidential real property, and railroad grading and tunnel bores. Used in United States tax methods.

Migration The process of updating your Essbase software to a new release.

Minimum database access An option group that controls the default security to all of an application's databases. The group applies access settings (such as Read or None) globally to the application. All users connecting to databases within the application have at least the minimum access level; however, individual users may have higher-level privileges.

Missing data A marker in Essbase indicating that the data relevant to this location does not exist, does not contain any meaningful value, or was never entered. Similar to a null value, but not the same as zero.

Missing data Data that is missing from a period when data has not been entered or loaded in the period, but data exists in a subsequent period. A missing data condition exists when an account contains data for a prior and/or future period but not for the current period. When the system processes data, missing data is always considered to be zero.

Modified accelerated cost recovery system A revised edition of the accelerated cost recovery system (ACRS) guidelines. It classifies depreciable assets into one of several recovery periods depending on the selected depreciation method.

Month A specific key term used to define a generation name that identifies a month.

Multidimensional A method of referencing data through three or more dimensions. An individual record is the intersection of a set of dimensions (a point).

Multithreading A client/server process that enables multiple users to work on the same applications without interfering with each other.

Name *See* Entity.

Named pipes An application programming interface used by Macintosh LAN managers for special node-to-node applications and particularly for access to communications and database servers.

Navigate without data An Essbase Spreadsheet Add-in option that allows you to turn off data retrieval. This feature is most useful when your database has Dynamic Calc (Non-Store) and Dynamic Calc And Store members.

Nested column headings A column heading containing more than once dimension. For example, in the Sample Basic database, a column heading that contains both Year and Scenario dimensions is a nested column.

Net book value The value of an asset calculated by subtracting accumulated depreciation from its current cost, as stored on the asset's related book(s). Net book value changes for each assets related books when depreciation is calculated and updated, or when an adjustment is made to either cost or accumulated depreciation. If the book type is Federal Tax, the Section 179 value is also subtracted from the above calculation.

New password A new password assigned to your user ID.

NO DATA status A consolidation status that indicates that this entity or account contains no data for a period.

Node Any entity-to-parent relationship.

Non-store The data values that are not stored in the active database.

Noncalculated The data blocks that are not calculated during batch calculation.

Notations Text entries such as descriptions or comments.

Null fields Fields within a data row that are empty or are missing values.

Object A file related to an application or database. Objects can be outlines, rules files, calc scripts, report scripts, or data sources. They are stored on the server within the application or database subdirectory or on the client machines.

Off-peak hours The hours when the database is used infrequently, for example, at night.

OK status A consolidation status that indicates that the entity has already been consolidated, and data has not changed. You do not need to consolidate this period, but you can force consolidation using Consolidate All or Consolidate All with Data.

Online analytical processing (OLAP) A multidimensional, multi-user, client server computing environment for users who need to analyze consolidated enterprise data in real time. OLAP systems feature zooming, data pivoting, complex calculations, trend analyses, and modeling.

Online help Online navigational help system that contains procedural information that is also in the printed documentation.

Operating systems The system software that operates the computer, for example, Windows, Windows NT, and Unix.

Operational data

Operator *See* Unary operator.

Operator key Keyboard keys that perform functions that make data entry faster and easier.

Organization A set of reporting entities linked together to define a financial reporting structure.

Other data A data type you can set up if you need a data type other than global, Hyperion DataExtend, operational, or adjustment. It allows you to be more specific about applications, organizations, entity lists, entities, account lists, periods, accumulate or replace load modes, and consolidations.

Other tax - U.S. book A book used to record data that is subject to tax reporting regulations other than federal, such as state tax or insurance replacement.

OUTALTSELECT A command used to switch alias tables within a report or calculation script.

Outline The structure that defines all elements of a database within Essbase. It contains definitions of dimensions and members, tags and attributes for dense and sparse dimensions, calculations, shared members, and alterations to the basic roll-up structure of the database.

Outline change log A record of changes made to the Essbase database outline.

Outline synchronization The process of matching a set of outline values to a corresponding set of values in another outline.

Ownership by period and category See Dynamic organizations.

Page file See Data file.

Page heading A type of report heading that lists members represented on the current page of the report. All data values on the page include the members in the page heading.

Paging The contents of a particular cache buffer are paged, or written to disk when the index or data cache is full. This is done to make room for an additional index page or data block.

Parent A member that has a consolidation branch below it.

Parent adjustments Journal entries that are posted to a node within an organization.

Parent entity An entity that owns other entities in the organization. See also Entity.

Parent journal Journal entries that are posted to a node within an organization.

Partition area A subcube within a database. A partition is composed of one or more areas. These areas are composed of cells from a particular portion of a database. For replicated and transparent partitions-in order to ensure that source and target partitions have the same shape-the number of cells within a partitioned area must be the same for both data source and data target. For example, if the data source area contains 18 cells, the data target area must contain 18 cells.

Partition manager An Essbase tool that enables you to easily create and maintain replicated, linked, and transparent database partitions. Partition manager includes the Partition Wizard containing a series of pages that step you through the partition creation process.

Partitioning The process of defining areas of data that are shared or linked between data models. Partitioning can affect the performance and scalability of Essbase applications.

Password handling The process of setting passwords for Essbase applications.

Password management section within Essbase Application Manager that lets the administrator manage user IDs and passwords.

Pattern match The process of matching values based on a string pattern.

Pattern match macro A macro used primarily in a calculation script. The macro supports question marks (?) and trailing asterisks (*).

Pattern matching The ability to substitute wild card values such as question marks (?) and asterisks (*) for real values.

PDF An Adobe Acrobat Online electronic guide that contains conceptual and procedural information.

Percent consolidation The percentage of an entity's values that consolidate to its parent.

Percent control Indicates the extent to which an entity is controlled within an organization. You can use percent control for determining consolidation method assignments in dynamic organizations.

Period A specific key term used to define a Dynamic Time Series member that identifies a specific period of time (for example, semi-annual).

Period Time intervals in a category.

Period Hyperion Enterprise XA start and end periods that indicate a range of data.

Period end An event that closes and increments the accounting period for selected companies and purges history based upon the specified history retention rules. Running Period-End at year end purges history year end data and resets year to date depreciation to zero.

Period-to-date reporting The process of reporting data in clusters of periods (for example, QTR-To-Date June).

Periodic value method (PVA) A process of currency translation that applies the periodic exchange rate values over time to derive translated results.

Periods Time segments within categories.

Physical partitions The data that is physically stored in a different place.

Pivot The ability to alter the perspective of retrieved data. When Essbase first retrieves a dimension, it expands the dimension into rows. A user can pivot or rearrange the data to obtain a different viewpoint.

Plug account An account in which the system stores any out of balance differences between intercompany account pairs.

Point of View A set of dimensions you define to specify which data is accessed when you start an application.

Point of view bar Shows the default dimensions for the current session.

Pre-image access The ability to view a previous data value without waiting for newly committed data.

Precalculation The process of calculating the database prior to user retrieval.

Preserve formulas The process of keeping user-created formulas within a spreadsheet while retrieving new data.

Preview window Where reports can be previewed before you print the report.

Primary cube The first cube (the target cube).

Primary field types The fields that define members in an outline.

Prior category A category used to calculate values when you define a category with starting values that are based on a previous period's data. For example, suppose you are defining the Actual category for the current year's actual data, and you want to base its opening balances on the last period's values for last year's data. You can specify that the prior category for the Actual category is the category that contains last years data.

Procedural A process by which syntax is executed line by line.

Procedural set command A command that allows more than one set command to be applied in a single calc script.

Processing resources The available servers that can process Essbase tasks.

Projected depreciation A formula used to calculate future depreciation for an asset without recording depreciation expense.

Promotion The process of moving a member up one level in an outline.

Property type A classification of fixed assets for United States legal tax depreciation requirements.

Purge meta change PURGEMETACHANGE, an ESSCMD that deletes replicated, linked, or transparent information from the selected database.

Put all cells PUTALLCELLS, an ESSCMD that updates all cells within a selected database that serve as a replication source.

Put updated cells PUTUPDATEDCELLS, an ESSCMD that updates modified cells within a selected database that serve as a replication source.

PVA See Periodic value method.

Quarter A specific key term used to define a Dynamic Time Series member that identifies a quarter.

Query A set of dimension IDs arranged on a worksheet to retrieve data from a Hyperion Solutions product application.

QuickSend A predefined data package that includes data and recipients. These appear as menu options.

Quiet point A point in time when there are no active transactions for a database.

Rate account A major account in the chart of accounts that stores an exchange rate value for each currency. When you define currencies in the Currencies window, the system automatically creates and updates a subaccount table called Currency. You attach this subaccount table to each rate account you create.

Reason code A user defined description that is attached to a transaction, based on the transaction's type. Reason codes assist in selecting data for inquiry and for reporting.

Record A row of fields that is read as a unit from a data source.

Recovery period The entire time an asset may depreciate. The period in which you are currently depreciating is the current recovery period.

Recurring template A function that allows you to make identical adjustments in every period. Instead of creating a regular journal for each period to post these adjustments, you can create a recurring template that contains the adjustments. When you open a period, the system automatically creates a regular journal from the template. You can post the journal immediately, or you can edit it before posting it.

Recycling The process of assigning previously assigned passwords.

Redundant data The duplicate data that Essbase retains during the lifetime of a transaction.

Refresh A function which updates the application with any new information. Refresh also redraws the screen.

Registry A database used by the Windows operating systems to store configuration information. Most Windows applications write data to the Registry during installation, and you often need to register newly installed files in the Registry in order for your software program to function properly.

Regular journal A feature used to enter one-time adjustments for one period only. Regular journals can be balanced, balanced by entity, or unbalanced.

Reliability The availability of Essbase on a 24 hour/7 day a week basis.

Remote Access through a network to data or databases located on another server in the same office or in a different location.

Remove only An Essbase Spreadsheet Add-in command that allows you to specify a group of members to remove from a given dimensional view.

Repeat member labels The repetition of member names for row dimensions.

Replace A data load option that clears the existing values from all accounts for the periods specified in the data load file and then loads the values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared during the load. *See also* Accumulate, Merge.

Replicated partition A form of partitions that provides the ability to propagate updates to data mastered at one to a copy of data stored at another. You access the data as though it were intentionally designed to be part of your local cube.

Replication The process of copying data from a source to a target.

Replication plan A plan that determines the areas of data to be replicated from a source to a target database.

Report A way to view data that is similar to a spreadsheet. You create a report by assigning dimensions to the columns and rows of the grid. There are two types of reports you can create: standard and compound.

Report The formatted summary information returned from a database after a report script is run. One or more reports can be generated from a report script.

Report editor An ASCII text editor that you use to write report scripts. Report Editor features a text editing window and customized menus. Saved report scripts have the file name extension *.REP.

Report extractor An Essbase component that retrieves report data from the Essbase database when you run a report script.

Report script An ASCII file that contains Report Writer commands that generate one or more production reports. Report scripts can be run in batch mode, using the ESSCMD command-line interface or through Essbase Application Manager. The script is a text file that contains data retrieval, formatting, and output instructions.

Report set A group of reports that are related by the task they accomplish. For example, you might create a report set that contains all the reports you need to run at month-end.

Report set A group of reports that you group together for convenience. For example, you might have a report set that includes all forecast reports.

Report viewer An Essbase component that displays a complete report after a report script is run. Saved reports have the file name extension *.RPT.

Report windows Where reports are built and maintained.

Report wizard A graphical tool that you use to create dynamic, ad hoc queries within Hyperion Enterprise Reporting.

Reports Retrieve and calculate data from any Hyperion Solutions product application and specify how to present it.

Restore An operation to reload data and/or structural information after a database has been damaged or destroyed. Typically performed after you shut down and restart the database.

Restructure An operation to regenerate or rebuild the database index and, in some cases, the data files.

Retrieval buffer A buffer used by Essbase Spreadsheet Add-in or by Report Writer to determine how large each extraction of data can be during a retrieval. A large buffer can extract an entire set of data at once.

Retrieval sort buffer A buffer used by Essbase Spreadsheet Add-in or by Report Writer to sort data.

Retrieval Wizard A wizard tool provided through Essbase Spreadsheet Add-in that lets you easily design a report.

Revaluation An update of the current value of a fixed asset to market price. In BaanERP, you can revalue a fixed asset based on an index or enter the amount manually.

Right mouse button Provides quick access to a menu with a list of functions and reports.

Roll up *See* Consolidate.

Roll-up *See* Organization.

Rollback point The break point at which transactions are determined to be either committed or uncommitted.

Rollovers A process used to move information from a source category to a destination category and to clear data from the source category. After the rollover is performed, the start dates of the source and destination categories are incremented.

Root member The highest member in a branch. Contrast with lead member.

Row heading A report heading that lists members down a report page under their respective row names. Rows are indented below a dimension name.

Sales invoice A document transaction entered in SLI. When an asset account is affected, a disposal transaction is generated from SLI in the Fixed Assets (FAM) module to process this event based on the general ledger account definition.

Salvage value The amount expected to be recaptured when a fixed asset is disposed at the end of its useful life.

Scale The units you use to enter or view data in the Data Entry and Database windows.

Schedule A table of accounts and periods for a specific reporting entity and category of data. You can use schedules to view and enter data. A schedule can contain one or two account lists.

Script file A text file (*.SCR extension) that contains ESSCMDs that Essbase executes in order to the end of the file. You can run a script file from the operating system command line or from within an operating system batch file.

Season A specific key term used to define a Dynamic Time Series member that identifies a season, for example, summer, fall, winter, or spring.

Secondary cube The second cube (the source cube).

Secondary field types The fields that define aliases and attributes in an outline.

Section 179 value A deduction available to certain types of property as specified by the Internal Revenue Service. This allows taxpayers other than estates, trusts, and certain non-corporate lessors to claim a current deduction for a specified amount of the cost of qualified property placed in service during the tax year.

Security A feature that allows you to control access to Hyperion Enterprise tasks and application elements. You use security to protect data and to prevent unauthorized users from viewing, accessing, or changing data. You can apply security to specific tasks or application elements.

Security class Set of securable items classified by job function, department, or criteria based on the design of an application. User groups have varying levels of access rights to security classes in an application. Individual users can also have specific access rights to security classes that override the access rights associated with the user group to which the users are assigned.

Segment The term applied to location components.

Server A high-capacity, multi-user database server that locates and accesses data values based on the intersection of dimension members. It contains an agent and an application.

Server application See Server.

Server interruption An occurrence that stops the server, including a crash, a power outage, a user pressing the Ctrl +C keys, or certain errors.

Set A command word that precedes other commands within a calculation script.

Set meta time SETMETATIME, an ESSCMD that resets the time on a source by marking the time in the current *.ddb file of the local target .

Shared member A member that shares storage space with another member of the same name. This member has an attribute that designates it as shared. Shared members prevent Essbase from making superfluous calculations on a member that appears in more than one locations in the outline.

Shared region A partition.

Shared subaccount signatures An option that allows all subaccounts in the application with the same label to use the same internal identifier. If you do not use this option, each subaccount you create in the application has a unique internal identifier, regardless of whether a subaccount label that already exists matches the label of the new subaccount.

Shares Units or percentages that indicate the ownership between entities in the application

Shift factor The rate that accounts for an asset's use beyond a regularly scheduled work period. The value of the shift factor cannot be less than one.

Sibling A child member at the same branch level as another child member. For example, in the Sample Basic database, Ease and West are siblings.

Snapshot A copy of a partition of data at a particular point in time.

Source The location from which data originates in a partitioned data model.

Sparse The dimensions, such as Market and Product, that contain few data values.

Sparse dimension A dimension with a low percentage of available data positions filled, for example, a product not sold in all of a company's available markets.

Special book A book type for non-U.S countries that permits specific depreciation method (either custom or excess depreciation to what is normal) to be posted. It supplements Commercial or Statutory depreciation.

Spreadsheet add-in Essbase software that works with your spreadsheet. Essbase Spreadsheet Add-in is an add-in module to your spreadsheet software.

Standard industrial classification code A standard industrial classification code for Unites States tax purposes.

Standard templates A journal function used to post adjustments that have common adjustment information for each period. Instead of creating a new regular journal every month, you can create a standard template that contains the common account IDs, entity IDs, or amounts. You can use the template as the basis for many regular journals that contain similar adjustment information.

Start period The period in which you begin storing data for a category. The start period is generally the period at the beginning of a fiscal year, but you can use any period in the year. The start period also depends on the frequency of the category.

Start year The year of the first period in the category. For a category that stores more than one year of data, you enter the year that the data begins. You must enter four digits for the start year.

Static organizations As opposed to dynamic organizations.

Status bar Shows information about the program you are currently working in.

Statutory book A tax book for non-U.S. countries that permits you to report depreciation for tax reporting purposes for Calculatory, Commercial, and Special book types.

Storage Manager A layer of the Essbase server that handles mapping of Essbase data to physical disk storage. Storage Manager controls lock, index, data, allocation, and transaction management functions.

Styles See visual cues.

Subaccount An account that contains detailed information and is attached to a major account. Subaccount attributes determine how the system processes subaccount values.

Subaccount table A table of detail accounts that can be attached to major accounts within the application.

Subcategory The additional classification of an asset within a category. For each category, enter one or multiple subcategories.

Subentity A template of an entity that is attached to a base entity and is used to define and store details.

Subsequent retrievals The additional retrievals of the same set of members after a first retrieval is complete.

Subset A cross-section of data. Subsetting further defines members that meet specific conditions.

Substitution variable A variable you use to represent Essbase-specific values. You set the variable and a corresponding string value on the Essbase server. Substitution variables can then be applied throughout calculation scripts, report scripts, Essbase Spreadsheet Add-in, and Essbase API.

Substructure An entity attribute that allows you to create a set of subentities below an entity. You can assign a substructure to a base entity only. You select a substructure from a list of all substructures previously defined in the application.

Sum insured The amount for which an asset is insured.

Sum insured for fair market value The insured fair market value of an asset.

Sum of years digits (SYD) depreciation The amount of depreciation is calculated with a fraction where a form of accelerated depreciation in which a fraction of an asset's depreciable cost is written off each year. The fraction is formed by a numerator representing the number corresponding to the current year, with the years numbered in descending order, and a denominator equal to the sum of the numbers of the years of the asset's life.

Supervisor A defined type of user who has full access to all applications, databases, related files, and security mechanisms for a server.

Suppress missing sheets A setting that skips reports that contains no data values.

Suppress rows The options that exclude rows containing missing or zero values and underscore characters from spreadsheet reports.

Suspended periods The process of discontinuing an asset's ability to depreciate during a specified period.

Swapping See Paging.

Symmetric Multiprocessing (SMP) A powerful computing process that enables multiple processors to function in parallel, made possible by the 32-bit, multithreaded Essbase OLAP server application.

Symmetric report A report characterized by repeating, identical groups of members.

System administrator A person who maintains the hardware, software, disk space distribution, and configurations for running Essbase software.

Tag number An identification number for an asset.

Target The location from which partitioned data is accessed.

Task report A security report used to determine which tasks are assigned to a specific security class.

Template A predefined screen designed to retrieve particular data on a regular basis and in a consistent format.

Text functions Functions that retrieve alphanumeric text, such as dimension IDs or descriptions.

Third-party tools The front-end applications for Essbase.

Time dimension A dimension type that defines how often you collect and update data. You may tag only one dimension as Time; you do not have to have a Time dimension.

Time series intelligence The ability to use Time dimension members to create dynamically calculated period-to-date reports and analyses.

Time series reporting A process of reporting data based on a date calendar, for example, year, quarter, month, or week.

Timestamp A time value placed on a block to determine when data was copied or modified.

Title bar Identifies the system you are working in.

Toolbar A bar of icons that represent Essbase functions. Icons are used as shortcuts to the Essbase menu.

Toolbar Provides quick mouse access to the most frequently used menu items in Hyperion Solutions Products.

Top entity An entity that does not have a parent. In each organization, there is one parent entity, called the top entity, that does not have a parent. All entities ultimately report to the top entity.

Top-down The calculations completed from the top member down to the bottom member in an outline. Or, data that is copied or moved from a consolidated model to separate departmental/organizational cubes.

Top-level journal *See* Parent journal.

Transaction A collection of actions against a database that causes the state of the database to undergo a set of changes.

Translation detail A component of the consolidation detail which stores the translated results of an entity.

Translation method The method that performs currency translations when consolidating data. The translation method contains a set of formulas that determine how to translate an entity's currency during consolidation. *See also* Method.

Transmission Control Protocol/Internet Protocol A standard set of communications protocols adopted by many companies and institutions around the world. TCP/IP links computers with different operating systems and internal architectures. TCP/IP utilities let you exchange files, send mail, and store data to different computers connected to local and wide-area networks.

Transparent The data viewed through a data model but not stored in that model. Data is stored in a model that is mapped to the active model.

Transparent access *See* Transparent partition.

Transparent partition A form of shared partition that provides the ability to transparently access and manipulate remote data as though it were part of the local database. The remote data is retrieved from the data source each time a user requests it. Any updates made to the data are written back to the data source and become immediately accessible to both data target users and data source users.

Transparent plan A plan that determines the areas of data viewed transparently by a target database.

Two-pass calculation An Essbase attribute that recalculates an Accounts member, a Dynamic Calc (Non-Store) member, or a Dynamic Calc and Store member after a consolidation has taken place.

Two-pass members The members that require specific data values to be calculated within the database before they can be calculated.

Unary operator A group of mathematical indicators (+, -, *, /, %) that define how roll-ups take place on the database outline.

Unbalanced journal A feature that allows the user to post single-sided or non-balanced journal entries.

UNC *See* Universal naming convention.

Uncommitted isolation level A Storage Manager isolation level setting that affects how Essbase handles transactions. Under uncommitted isolation level, concurrent transactions hold short-term write locks and yield unpredictable results when there are other concurrent transactions.

Units of production (UOP) depreciation A method of determining the periodic depreciation charge based on projected number of units to be produced by an asset instead of the asset's useful life. The calculation is made by multiplying the depreciable amount (original cost minus salvage value) by the percentage of the asset's expected total output that was produced during the period.

Universal naming convention (UNC) A system format used in the Hyperion Enterprise Add Application dialog box and in Load and Extract dialog boxes that identifies network servers and share points on servers. UNC paths allow logical connections to network devices without the need to specifically reference a network drive letter. UNC names start with two back slashes followed by the server name.

Unowned entity An entity that does not appear in any organization. For example, if you delete the entity USWEST from the CORP organization, and USWEST is not a part of any other organization, it becomes an unowned entity. When an entity becomes an unowned entity, the system retains all data associated with the entity.

Update rule A special function that defines the label for a group of formulas used to distribute values to accounts in other entities. Update rules are used only in consolidation methods.

Update variable UPDATEVARIABLE, an ESSCMD that updates a currently set variable.

Upper-level block A type of data block created for sparse member combinations when at least one of the sparse members is a parent-level member.

Use both member name and alias The display of member names and their aliases.

User A profile that determines access to Hyperion Enterprise, Hyperion Enterprise tasks, and application elements in an application.

User group A set of users that have similar security requirements. You assign access rights to user groups for security classes. User group members can be individual users or other user groups. Users must belong to at least one user group.

User ID A valid Enterprise XA user ID.

User ID A user name used to log on to a Hyperion Solutions product.

User ID An ID used by Essbase users to log on to the system.

User interface The software interface that provides you with choices and selections regarding software functions.

User-defined attribute (UDA) A method you use to return, within calc scripts and reports, lists of members with particular characteristics. You can report on subsets of data values predefined in the database outline.

User-defined attribute macro A macro used primarily in a calculation script.

Validate The process of checking a partition to see if it meets all the criteria for a successful definition.

Validated subaccount A subaccount that appears in schedules only when data exists for the subaccount.

Validation A process of checking a rules file against the outline to make sure the rules file is valid.

Verify regions VERIFYREGIONS, an ESSCMD that validates partition definitions.

Version 2.x mode See Free-form mode.

View See Data view.

View menu Used to display or hide the toolbar, point of view bar, status bar, etc.

Vintage or group account The accounts used to associate and maximize the United States tax deduction for assets subject to asset depreciation range (ADR) and modified accelerated cost recovery system (MACRS) group depreciation. You can create either a MACRS group account, for any MACRS asset placed into service after 1994, or any ADR Vintage account, for assets placed into service prior to 1980. Assets in vintage or group accounts are depreciated as a group, and are subject to different disposal rules than assets that are not part of an account.

Visual cues The formatted styles such as fonts and colors that highlight specific types of data values. Data values may be dimension members; parent, child, or shared members; dynamic calculation members containing formulas; read-only data cells; read/write data cells, or linked objects.

Wait A setting that determines how long you wait to see newly committed data.

Week A specific key term used to define a Dynamic Time Series member that identifies a week.

Workbook An entire spreadsheet file with many sheets.

Year A specific key term used to define a Dynamic Time Series member that identifies a year.

Zoom The process of retrieving progressively detailed or progressively summarized data relative to a selected dimension. Zooming in on a database dimension provides you with greater detail on that dimension. Zooming out provides you a more generalized (higher consolidation level) perspective. Zooming in is also referred to as drill down.

Index

A

Adobe Acrobat files
for Hyperion Enterprise Reporting User's Guide, 8
applications, selecting, 34

B

book sets, 18
book windows, 29
books
basics, 43
building sample, 44
managing, 45
opening, 38

D

data, retrieving, 13
design reports, 16
dimensions
managing, 35
overview, 44
reports, 13
settings, 38

E

Edit menu, 32
Enterprise, see Hyperion Enterprise, 7

F

File menu, 31
footers, 41
Format menu, 32
format, reports, 16
formats, for reports, 40
Formula bar, overview, 25
formulas, 39
functions

for Hyperion Enterprise, quick list of, 49
for Hyperion Essbase, quick list of, 49
list of, 52
overview, 15

G

guides
Hyperion Enterprise Reporting User's Guide, 8
using Hyperion Enterprise Reporting Getting
Started online, 8

H

headers, 41
headings, local, 14
help, 8
Hyperion Enterprise
quick list of functions, 49
security, 18
Hyperion Essbase
quick list of functions, 49
Hyperion Schedules, 14

I

icons
dialog boxes, 30
toolbar, 23

K

keywords
defined, 15
list of, 52

L

local headings, 14

N

notations, [14](#)

O

output for reports, [17](#)

P

point of view

overview, [13](#)

setting, [34](#), [38](#)

Point of view bar, overview, [24](#)

Preview window, [30](#)

R

report sets, [18](#)

Report windows, [27](#)

Report Wizard, [43](#)

queries, [21](#)

reports

basics, [39](#)

building sample, [43](#)

design of, [15](#)

formatting, [40](#)

formulas in, [39](#)

inserting, [43](#)

managing, [45](#)

opening, [38](#)

output, [17](#)

running, [41](#)

tasks in, [15](#)

S

sample reports, building, [42](#), [43](#)

Schedules, see Hyperion Schedules, [14](#)

security, in Hyperion Enterprise XA, [18](#)

sets, management of, [18](#)

settings, point of view, [38](#)

Status bar, [26](#)

T

Task menu, [33](#)

tasks, [15](#)

Toolbar, [23](#)

toolbar icons, [23](#)

V

View menu, [32](#)

W

Window menu, [33](#)

windows

for books, [27](#)

for Hyperion Enterprise Reporting, [21](#)

for reports, [27](#)

main, [37](#)