Oracle® Cloud

Using Oracle Planning and Budgeting Cloud Service
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Accessibility</td>
<td>9</td>
</tr>
<tr>
<td>Documentation Feedback</td>
<td>11</td>
</tr>
<tr>
<td><strong>Chapter 1. Getting Started with Oracle Planning and Budgeting Cloud Service</strong></td>
<td>13</td>
</tr>
<tr>
<td>Overview</td>
<td>13</td>
</tr>
<tr>
<td>Video Overview</td>
<td>15</td>
</tr>
<tr>
<td>How to Use This Guide</td>
<td>15</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>16</td>
</tr>
<tr>
<td>Supported Browsers</td>
<td>16</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>17</td>
</tr>
<tr>
<td>Firefox ESR 38+</td>
<td>19</td>
</tr>
<tr>
<td>Browsers on Mobile Devices</td>
<td>21</td>
</tr>
<tr>
<td>Smart View</td>
<td>21</td>
</tr>
<tr>
<td>Calculation Manager</td>
<td>21</td>
</tr>
<tr>
<td>Accessing the Service</td>
<td>21</td>
</tr>
<tr>
<td>Using Service Credentials</td>
<td>22</td>
</tr>
<tr>
<td>Using Corporate Credentials</td>
<td>23</td>
</tr>
<tr>
<td>Overview of the Landing Page</td>
<td>24</td>
</tr>
<tr>
<td>Managing Client Software</td>
<td>25</td>
</tr>
<tr>
<td>Available Clients</td>
<td>25</td>
</tr>
<tr>
<td>Client Compatibility</td>
<td>25</td>
</tr>
<tr>
<td>Checking for New Predictive Planning Release</td>
<td>25</td>
</tr>
<tr>
<td>Installing Clients</td>
<td>26</td>
</tr>
<tr>
<td>Sample URLs</td>
<td>27</td>
</tr>
<tr>
<td>Connecting to the Service Using Smart View</td>
<td>28</td>
</tr>
<tr>
<td>Configuring Smart View</td>
<td>28</td>
</tr>
<tr>
<td>Accessing Smart View</td>
<td>28</td>
</tr>
<tr>
<td>Accessing Financial Reporting Studio</td>
<td>28</td>
</tr>
<tr>
<td>Setting Maintenance Time</td>
<td>29</td>
</tr>
<tr>
<td>Applying Updates to Service Instances</td>
<td>30</td>
</tr>
<tr>
<td>Providing Feedback to Oracle</td>
<td>30</td>
</tr>
</tbody>
</table>
Chapter 2. Managing Users and Roles ................................................... 45
  About User and Role Management ................................................. 45
    Identity Domain ........................................................................ 45
    Users ..................................................................................... 46
    Roles ..................................................................................... 46
    Predefined Roles ..................................................................... 46
    Native Directory ...................................................................... 47
  Accessing My Services ................................................................... 47
  Setting Up Security ....................................................................... 48
    Use-Case Overview ...................................................................) 48
    Prerequisites and Notes ......................................................... 48
    Process Flow .......................................................................... 48
  Managing Users .......................................................................... 50
    Resetting User Passwords ..................................................... 50
    Deleting Users ........................................................................ 50
    Revoking a Role Grant .......................................................... 51

Chapter 3. Building a Planning Application ........................................... 53
  Prerequisites and Notes ................................................................ 53
  Workflow for Creating an Application ......................................... 54
  Creating an Application ............................................................ 55
    Step 1: Create Application Structure ....................................... 55
    Step 2: Load Metadata .......................................................... 55
    Step 3: Load Data ................................................................... 56
    Step 4: Create Forms Folders and Forms, and Assign Access ....... 57
    Step 5: Set up Task Lists and Tasks, and Assign Access .......... 59
    Step 6: Create Reports .......................................................... 60
    Step 7: Create Business Rules to Transform Data .................... 60
Step 8: Create Documents ............................................ 61
Step 9: Run Diagnostics .............................................. 62
Enable Planning Artifacts for Mobile Access .......................... 62

Chapter 4. Designing Business Rules, Reports, and Documents .................................. 65
Creating Business Rules Using Calculation Manager .......................... 65
Designing Reports Using Financial Reporting Studio ...................... 66
Designing Financial Reporting Documents ................................... 67

Chapter 5. Using Oracle Planning and Budgeting Cloud Service .................................. 71
Using Planning .................................................................. 71
Using Smart View to Work with Planning Data .............................. 73
Using Predictive Planning .................................................... 74
Viewing Financial Reporting Documents on Mobile Devices .............. 74
Using Planning and Budgeting Cloud Service Workspace to Access Content ........... 75

Chapter 6. Working in the Simplified Interface ............................................. 77
Accessing the Simplified Interface ......................................... 77
Features Not Supported in the Simplified Interface ......................... 77
Planning ......................................................................... 78
Other Components ......................................................... 79
Client Installers .................................................................. 79
Creating an Application ...................................................... 80
Using the Simplified Interface .............................................. 80
Administering Planning Using the Simplified Interface .................... 81

Chapter 7. Administering Oracle Planning and Budgeting Cloud Service ..................... 83
Deleting a Planning Application ........................................... 83
Administering Planning ...................................................... 83
Administering Data Management ........................................... 84
Administering Financial Reporting from Planning and Budgeting Cloud Service Workspace ...................................................... 85
Administering Planning and Budgeting Cloud Service Workspace ............. 85
Administering Reporting Settings ......................................... 86

Chapter 8. Migrating an On-Premises Planning Application to Oracle Planning and Budgeting Cloud Service .......................... 87
Use-Case Overview ................................................................ 87
Supported Migration Paths .................................................... 87
Prerequisites and Notes ....................................................... 88
General Prerequisites ......................................................... 88
Default Application Properties ............................................. 88
Prerequisites .......................................................................................................................... 117
Planning Jobs .......................................................................................................................... 117
Business Rules ......................................................................................................................... 117
Data Load Rules and Batches ................................................................................................. 117
Command Reference .............................................................................................................. 118
Status Codes ............................................................................................................................ 123
Running the Utility .................................................................................................................. 124
Windows .................................................................................................................................. 124
Linux ....................................................................................................................................... 125
Examples .................................................................................................................................. 126
Scenario 1: Import Metadata into Application ........................................................................ 126
Scenario 2: Import Data, Run a Calculation Script, and Copy Data from a Block Storage
Database to an Aggregate Storage Database ............................................................................ 127
Scenario 3: Export and Download Metadata and Data ............................................................... 127
Scenario 4: Remove Unnecessary Files from a Service Instance ............................................. 128
Scenario 5: Archive Backups from the Service to On-Premises ............................................ 128
Scenario 6: Clone a Service Instance ....................................................................................... 129
Scenario 7: Import Data into Data Management, Run a Data Load Rule, and Export
Data to Planning ....................................................................................................................... 131
Scenario 8: Automating Application Snapshots Downloads .................................................. 132
Scenario 9: Automating Daily Data Integration ........................................................................ 133
Scenario 10: Automating the Cloning of Instances .................................................................. 135
Automating EPM Automate Utility Script Execution .............................................................. 137
Monitoring EPM Automate Utility Activities ......................................................................... 138

Appendix B. Understanding Application Artifacts ..................................................................... 139
About Application Artifacts ...................................................................................................... 139
Calculation Manager Artifacts ............................................................................................... 140
Rules Artifacts .......................................................................................................................... 140
Rule Sets Artifacts .................................................................................................................... 140
Formulas Artifacts .................................................................................................................... 140
Scripts Artifacts ........................................................................................................................ 141
Templates Artifacts ................................................................................................................... 141
Data Management Artifacts ..................................................................................................... 141
Application Data Artifacts ....................................................................................................... 141
Global Setup Artifacts .............................................................................................................. 143
Planning Artifacts .................................................................................................................... 143
Configuration Artifacts .......................................................................................................... 144
Essbase Data Artifacts .............................................................................................................. 144
Global Artifacts .......................................................................................................................... 145
Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.
Documentation Feedback

Send feedback on this documentation to: epmdoc_ww@oracle.com

Follow EPM Information Development on these social media sites:
LinkedIn - http://www.linkedin.com/groups?gid=3127051&goback=.gmp_3127051
Twitter - http://twitter.com/hyperionepminfo
Facebook - http://www.facebook.com/pages/Hyperion-EPM-Info/102682103112642
Google+ - https://plus.google.com/106915048672979407731/#106915048672979407731/posts
YouTube - http://www.youtube.com/user/OracleEPMWebcasts
Oracle Planning and Budgeting Cloud Service is a subscription-based planning and budgeting solution built for and deployed on Oracle Cloud, using a proven, flexible planning and reporting best-in-class architecture. It delivers instant value and greater productivity for business planners, analysts, modelers, and decision-makers across all lines of business of an enterprise. Users interact through a Web 2.0 or Microsoft Office interface to model, plan, and report. The service, built to scale and perform, uses industry-standard Oracle Cloud infrastructure.
Proven Platform and Technology

Oracle Planning and Budgeting Cloud Service helps companies plan their Cloud strategy efficiently by avoiding data and business process fragmentation. It is built to optimize Oracle Cloud resources. The service’s functional architecture is based on the proven Oracle Hyperion Planning platform, which has been used to solve simple to complex Planning use cases across numerous industries. In Oracle Cloud, enterprise-wide user profiles can be maintained in one place so that they can be reused across all Oracle Cloud Services to which an organization subscribes.

Best-in-Class Functionality

Oracle Planning and Budgeting Cloud Service offers an intuitive Web 2.0 and Microsoft Office interface for driver-based modeling, rolling forecasts, and management reporting for time-sensitive and goal-oriented planning activities. You can easily create and share on-the-fly models and validate them against sophisticated statistical predictive capabilities, thus generating unbiased, accurate, and agile plans. This service is built for real-time collaborative planning and variance analysis across the enterprise, using powerful annotations, commentary, document attachments, tasks, workflow, and reporting capabilities.

Scalable and Flexible

Oracle Planning and Budgeting Cloud Service leverages the powerful Oracle Essbase OLAP calculation engine and a comprehensive rules framework to enable fast processing of complex calculations for large volumes of data. Time and data intelligence built into the service provides out-of-the-box spreading and fast on-demand aggregation capabilities. By creating and sharing on-the-fly models, you can quickly build and collaborate using Microsoft Excel and Web interfaces.

Enterprise Ready

Oracle Planning and Budgeting Cloud Service is a one-stop cloud service to build, deploy, and manage business planning activities for any size organization. It supports small- to large-scale deployment, data backup and migration, plus packaged Enterprise Resource Planning (ERP) data integration capabilities, without compromising ease of use or self-service for smaller customers. Oracle Planning and Budgeting Cloud Service includes comprehensive features to raise issues, get support, and seek product enhancements. The Cloud service provides flat-file and Excel-based import and export, and comprehensive mapping capabilities for more sophisticated data integration use cases. You can seamlessly load and extract information, and you can drill back to source ERP.

Rapid Deployment

Oracle Planning and Budgeting Cloud Service lets you get started immediately, because it requires no initial investment. Your subscription includes everything that you need. You don’t need to license, install, upgrade, or patch software. You don’t have to buy, install, or configure hardware. You can also leverage the deep product expertise of the worldwide Oracle Hyperion Partner network to develop and deploy Cloud-based planning applications in weeks, using quick-start templates.
Portability

Existing Planning customers can leverage built-in migration capabilities to port their on-premises Planning application to Oracle Planning and Budgeting Cloud Service. It also enables organizations to introduce or extend Planning usage across the enterprise to other lines of businesses without additional demands on their IT resource and budgets.

Video Overview

Watch the following overview videos for an introduction to planning and budgeting features using the Vision Corporation sample application.

- Overview of Vision Corporation sample application in the simplified interface
- Overview of Vision Corporation sample application in standard interface

How to Use This Guide

This guide is organized based on use-case scenarios that help users set up and use the service. Tasks that users perform to complete an activity, for example, creating a Planning application, are discussed in the context of a task flow.

Roles assigned to the users determine the tasks that they can perform within the service. Use the following table to locate information on the tasks that you can perform.

<table>
<thead>
<tr>
<th>Table 1</th>
<th>User Roles and Task Information Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User type</strong></td>
<td><strong>Read these chapters/appendixes</strong></td>
</tr>
</tbody>
</table>
| All users | ● Chapter 1, “Getting Started with Oracle Planning and Budgeting Cloud Service”  
| | ● Chapter 5, “Using Oracle Planning and Budgeting Cloud Service” |
| Identity Domain Administrator | Chapter 2, “Managing Users and Roles” |
| Service Administrators | All chapters and appendixes |
| Power Users | ● Chapter 1, “Getting Started with Oracle Planning and Budgeting Cloud Service”  
| | ● Chapter 5, “Using Oracle Planning and Budgeting Cloud Service”  
| | ● Chapter 7, “Administering Oracle Planning and Budgeting Cloud Service”  
| | ● Chapter 4, “Designing Business Rules, Reports, and Documents” |
Prerequisites

Subtopics
- Supported Browsers
- Internet Explorer
- Firefox ESR 38+
- Browsers on Mobile Devices
- Smart View
- Calculation Manager

Supported Browsers
- Firefox ESR 38+
- Internet Explorer 11
- Google Chrome 29 and later
- Apple Safari 6 and later

See the following table for the recommended browser for each client.

Table 2  Supported Browsers for Each Client Platform

<table>
<thead>
<tr>
<th>Supported Client Platforms</th>
<th>Recommended Browser</th>
<th>Other Supported Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 7</td>
<td>Firefox ESR 38+</td>
<td>Internet Explorer 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chrome 45 and later. (Simplified Interface only)</td>
</tr>
<tr>
<td>Windows 8.1</td>
<td>Firefox ESR 38+</td>
<td>Internet Explorer 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chrome 45 and later (Simplified Interface only)</td>
</tr>
<tr>
<td>Apple Mac OS X 10.9.5 or higher</td>
<td>Firefox ESR 38+</td>
<td>Apple Safari 6+ (Simplified Interface only)</td>
</tr>
<tr>
<td>iOS 7.x+ Devices</td>
<td>Apple Safari 6+(Simplified Interface only)</td>
<td>None</td>
</tr>
<tr>
<td>Android 4.x+ Devices</td>
<td>Chrome 45 and later (Simplified Interface only)</td>
<td>None</td>
</tr>
</tbody>
</table>

Internet Explorer should be used in standard mode. Compatibility View and Enterprise Mode (in Internet Explorer 11) should not be enabled.

To ensure access to the service, you must configure your browser to:

- Accept cookies from oraclecloud.com and cloud.oracle.com
- Allow pop-up windows from oraclecloud.com and cloud.oracle.com
Verify Compatibility View Settings

Ensure that Compatibility View settings are not applied to the oracle.com website.

➤ To modify Compatibility View settings:
1 In Internet Explorer, select Tools, and then Compatibility View Settings.
2 In Compatibility View Settings, ensure that oracle.com is not included in the list of websites added to Compatibility View.
   If oracle.com is in the list of websites added to Compatibility View, select it, and then click Remove.
3 Ensure that the following check boxes are not selected:
   - Display All websites in Compatibility view (Internet Explorer 10)
   - Display websites in Compatibility View
   - Display intranet sites in Compatibility View
4 Click Close.

Configure Browser Settings

Configuring Internet Explorer settings involves the following:

- Customizing security settings
- Adding the following URLs to the list of trusted sites:
  - URL of Planning and Budgeting Cloud Service Workspace; for example,
    https://instancetype-servicename.pbcsonline.oraclecloud.com/workspace
  - The following URL of the website from which you access the video feature overviews that are available from the landing page and Oracle Planning and Budgeting Cloud Service documentation:
    https://apex.oracle.com
- Enabling cookies, ActiveX (if you access Oracle Hyperion Reporting and Analysis), and JavaScript

➤ To configure Internet Explorer settings:
1 In Internet Explorer, select Tools, and then Internet Options.
2 **Add trusted sites.**
   a. In **Security**, click **Trusted Sites**, and then **Sites**.
   b. In **Add this website to the zone**, enter the Oracle Planning and Budgeting Cloud Service URL; for example:
      ```
      https://instancetype-servicename.pbcsv2.oraclecloud.com/workspace
      ```
   c. Click **Add**.
   d. Repeat step 2.b and step 2.c to add **https://apex.oracle.com** as a trusted site.
   e. Click **Close**.

3 **Specify security settings.**
   a. In **Security**, click the zone to which Oracle Planning and Budgeting Cloud Service belongs (typically, **Internet**), and then **Custom level**.
   b. Under **ActiveX controls and plug-ins**, select **Enable** as the value for these settings:
      - **Allow ActiveX Filtering**
        ```
        Note: Enable ActiveX filtering if you do not want to add **https://apex.oracle.com** as a trusted site.
        ```
      - **Run ActiveX controls and plug-ins**
   c. Under **Miscellaneous**, select **Enable** as the value of the following settings:
      - **Access data source across domains**
      - **Allow script-initiated windows without size or position constraints**
   d. Click **OK**.

4 **Click OK.**

**Verify the Pop-up Window Setting**

Enable popups from oraclecloud.com.

1. Start Internet Explorer.
2. Select **Tools**, then **Pop-up Blocker**, and then **Pop-up Blocker settings**.
3. In **Address of web site to allow**, enter oraclecloud.com, and then click **Add**.
4. In **Address of web site to allow**, enter cloud.oracle.com, and then click **Add**.
5. Click **Close**.

**Clear Cache**

Before accessing an updated service instance, clear the browser cache.
To clear the Internet Explorer cache:

1. In Internet Explorer, select Tools, and then Delete browsing history.
2. In Delete Browsing History, specify settings.
   a. Remove selection from Preserve Favorites website data.
   b. Select the following settings:
      - Temporary Internet files
      - Cookies
      - History
3. Click Delete.

Firefox ESR 38+

Subtopics
- Verify that Firefox Can Accept Oracle Planning and Budgeting Cloud Service Cookies
- Verify the Pop-up Windows Setting
- Clear the Cache

Information on Firefox Extended Support Release is available at Mozilla Firefox ESR Overview.

Verify that Firefox Can Accept Oracle Planning and Budgeting Cloud Service Cookies

Firefox, by default, is configured to accept cookies from websites. If your browser is configured to not accept cookies from sites, you must allow a per-session or permanent exception for the following websites:

- cloud.oracle.com
- oraclecloud.com

To enable Firefox to accept Oracle Planning and Budgeting Cloud Service cookies:

1. Start Firefox
2. Select Tools, then Options, and then Privacy.
3. Verify the setting in the Firefox will field:
   - If the value is set to Remember history or Never remember history, your browser will use default settings to correctly display the service.
   - If the value is set to Use custom settings for history:
     - Verify that the Accept cookies from sites check box is selected (checked).
     - Click Exceptions, and remove any exception that prevents the following websites from setting cookies:
If the **Accept cookies from sites** check box is not selected, complete the following steps:

a. Click **Exceptions**.

b. In **Address of web site**, enter `cloud.oracle.com`, and then click either **Allow** or **Allow for session**, depending on your privacy policies.

c. Repeat step 3.b to add `oraclecloud.com`.

d. Click **Close**.

4 Click **OK**.

### Verify the Pop-up Windows Setting

Enable pop-up windows from `oraclecloud.com`.

To enable Pop-up Windows from `oraclecloud.com`:

1 Start Firefox.

2 Select **Tools**, then **Options**, and then **Content**.

3 If **Block pop-up windows** is selected (checked), click **Exceptions**.

4 In **Address of web site**, enter `oraclecloud.com`, and then click **Allow**.

5 In **Address of web site**, enter `cloud.oracle.com`, and then click **Allow**.

6 Click **Close**.

### Clear the Cache

Before accessing an updated service instance, clear the browser cache.

To clear the cache:

1 In Firefox, select **Tools**, and then **Options**.

2 On **Privacy**, click **clear your recent history**.

3 In **Clear Recent History**, complete these steps:

   a. In **Time range to clear**, select **Everything**.

   b. Click **Clear Now**.

4 Click **OK**.
Browsers on Mobile Devices

Only Google Chrome (on Android mobile devices) and Apple Safari (on iPads and iPhones) are supported for mobile devices. See Oracle Mobile Application Framework 2.1.0 Certification Matrix for a list of supported devices.

Smart View

- Release 11.1.2.5.500 or newer
  
  The newest Oracle Smart View for Office release on the Downloads tab on Oracle Technology Network is always certified.
- Microsoft Office 2007, 2010, or 2013
- .NET Framework 4.0

Note: .NET Framework 4.5 is required to install Smart View from Oracle Planning and Budgeting Cloud Service without saving the installer locally.

Calculation Manager

Shockwave Flash (Firefox) or Adobe Flash Player (Internet Explorer)

Accessing the Service

Subtopics

- Using Service Credentials
- Using Corporate Credentials

You can access an instance using the following:

- Credentials supplied by a service instance
- Your corporate credentials if your organization configured such Single Sign-On (SSO) access

See “Managing Single Sign-On” in the Administering Oracle Cloud Identity Management guide for information on configuring the SSO process to work with corporate identity provider. Additionally, your IT administrator may configure browsers for Integrated Windows Authentication (IWA) to allow you to access the service without entering your credentials.

Important considerations:

- Do not simultaneously access the service in standard and simplified interface from different tabs of the same browser instance.
Using Service Credentials

To access the service, you must have the following information:

- Oracle Planning and Budgeting Cloud Service URL
- A user name
- A password
- The identity domain to which you belong

Check the email from Oracle Cloud Administrator (oraclecloudadmin_ww@oracle.com) for your user name, a temporary password, and the identity domain that you should use. Check the email from your Service Administrator for the URL to access the service.

To access a service instance:

1. Go to the Oracle Planning and Budgeting Cloud Service URL for your organization; for example:

   **Standard interface**:  https://instancetype-servicename.pbcsv_us1.oraclecloud.com/workspace

   **Simplified interface**:  https://instancetype-servicename.pbcsv_us1.oraclecloud.com/HyperionPlanning

   In these URLs, **instancetype-servicename** refers to a combination of instance type and the service name. For example, if you are accessing the test instance of the service with the service name **cloud-pln**, the URLs would be as follows:

   **Standard interface**:  https://test-cloud-pln.pbcsv.us1.oraclecloud.com/workspace

   **Simplified interface**:  https://test-cloud-pln.pbcsv.us1.oraclecloud.com/HyperionPlanning

2. **Optional**: Specify your identity domain.
   a. In **Enter your Identity Domain**, enter the name of the identity domain that services the instance.
   b. If you access one identity domain only, select the **Save your identity domain selection for future sign-ins** check box to set it as the default domain.
      
      Because you will not be prompted to specify an identity domain during future sign-in attempts, you should not select this check box if you use cloud services that access different identity domains.
   c. Click **Go**.

3. Enter your user name and password.
4 Click Sign In.

If you have already reset your default password, the landing page is displayed.

If you are accessing the service for the first time, the **Password Management** screen is displayed to help you personalize your password.

a. In **Old Password**, enter the temporary password that you received in the email from Oracle Cloud Administrator (oraclecloudadmin_ww@oracle.com).

b. In **New Password** and **Re-Type Password**, enter a new password that conforms to the password policy displayed onscreen.

c. In **Register challenge questions for your account**, select challenge questions and their answers. These are used to retrieve the password if you forget it.

d. Click **Submit**.

**Using Corporate Credentials**

The process of signing in is determined by your organization’s SSO configuration. If you are in an a corporate setup that uses IWA, on entering your identity domain, the SSO process does not prompt you to supply a user name and password.

➢ To access a service instance using your Windows credentials:

1 Go to the Oracle Planning and Budgeting Cloud Service URL for your organization; for example:

   **Standard interface:**  https://instancetype-
   servicename.pbcсуs1.oraclecloud.com/workspace

   **Simplified interface:**  https://instancetype-
   servicename.pbcсуs1.oraclecloud.com/HyperionPlanning

   In these URLs, *instancetype-servicename* refers to a combination of instance type and the service name. For example, if you are accessing the test instance of the service with the service name *cloud-pln*, the URLs would be as follows:

   **Standard interface:**  https://test-cloud-pln.pbcсуs1.oraclecloud.com/
   workspace

   **Simplified interface:**  https://test-cloud-pln.pbcсуs1.oraclecloud.com/
   HyperionPlanning

2 **Optional:** Specify your identity domain.

   a. In **Enter your Identity Domain**, enter the name of the identity domain that services the instance.

   b. If you access one identity domain only, select the **Save your identity domain selection for future sign-ins** check box to set it as the default domain.

      Because you will not be prompted to specify an identity domain during future sign-in attempts, you should not select this check box if you use cloud services that access different identity domains.
c. Click **Go**.

3. **Click Sign In Using Your Company ID.**

   If you are in an a corporate setup that uses IWA, the landing page is displayed. Otherwise, a log in page is displayed.

4. **Optional:** enter the user name and password that you use to access corporate network, and then click **OK.**

### Overview of the Landing Page

The landing page in the standard interface provides shortcuts to access key tasks, tutorials, demos, and related information.

<table>
<thead>
<tr>
<th><strong>Table 3</strong> Quick Access to Key Tasks, Tutorials, and Demos on the Landing Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shortcut</strong></td>
</tr>
<tr>
<td>Create application</td>
</tr>
<tr>
<td>Launch application</td>
</tr>
<tr>
<td>Admin Tutorials</td>
</tr>
<tr>
<td>Admin Tools</td>
</tr>
<tr>
<td>Watch Demo</td>
</tr>
<tr>
<td>Tools</td>
</tr>
<tr>
<td>Tools</td>
</tr>
<tr>
<td>Documentation</td>
</tr>
<tr>
<td>Simplified Interface</td>
</tr>
</tbody>
</table>
Managing Client Software

Subtopics

- Available Clients
- Client Compatibility
- Checking for New Predictive Planning Release
- Installing Clients

Available Clients

You can install the following components on a local computer:

- Financial Reporting Studio
- Smart View
- Predictive Planning

Note: Predictive Planning is an extension for Smart View. Install Smart View first.

- Planning Admin Extension

Note: Planning Admin Extension is also known as Planning Extension for Smart View.

- EPM Automate Utility

  The EPM Automate Utility allows Service Administrators to access service instances over a command window to automate business activities such as exporting application and downloading the exported application to desktop. See Appendix A, “Using the EPM Automate Utility” for details.

Client Compatibility

The versions of Financial Reporting Studio, Smart View, and Predictive Planning clients that you use to access the service must be synchronized with the version of the servers deployed in the service.

The readme file available from the service indicates whether you require a new client installation to access the service.

Checking for New Predictive Planning Release

From Smart View you can check whether a new release of Predictive Planning client is available.

To check for a new version of Predictive Planning client:

1. Launch Microsoft Excel.
2. Select Smart View, then Options, and then Extensions.
3 Click the **Check for updates** link.

4 Click **OK**.

5 Sign into the service instance.

6 If a new version is available, the status of Predictive Planning appears as **Update Available**.
   a. Click **Update Available**.
   b. Follow onscreen prompts to install the new release.

## Installing Clients

To install Oracle Planning and Budgeting Cloud Service clients:

1 From the Windows computer where you want to install the client software, access a service instance. See “**Accessing the Service**” on page 21.

2 Complete a step:
   a. **Standard interface**
      - On the Landing page, select **Tools**, and then **Install**.
      - Select a component—Smart View for Office, Predictive Planning, Planning Admin Extension, Financial Reporting Studio or EPM Automate—to install.
   b. **Simplified interface**
      - On the Home page, tap or click **Navigator**.
      - Under **Install**, tap or click a component—Smart View for Office, Predictive Planning, Smart View Add-on for Administrator, EPM Automate Utility or Financial Reporting Studio—to install.

**Note:** For **Smart View**: Selecting the option to download Smart View launches the Oracle Technology Network download page. Select **Accept License Agreement**, and then click **Download Now**. Save the installer (**SmartView.exe**) locally on the client computer.

You must have .NET Framework 4.5 installed on the client computer to install Smart View without saving the installer locally.

The installer for the selected component downloads.

**Note:** For **Financial Reporting Studio**, and **EPM Automate Utility**: Save the installer locally on the client computer.

3 **For Predictive Planning, Planning Admin Extension, and EPM Automate Utility only**: Follow onscreen prompts to complete the installation. Click **Finish** when the installation is complete.

4 **For Financial Reporting Studio Only**:
   a. Close all open browser sessions.
b. **Optional:** Uninstall older release of Financial Reporting Studio, if any, and then reboot the system.

c. Run `FinancialReportingStudio.exe` as **System Administrator**.

d. Follow onscreen prompts to complete the installation.

e. After the installer’s command prompt closes, click **Finish**.

5 **For Smart View only:**

a. Close all Microsoft Office applications such as Excel, Word, and PowerPoint.

b. Run the installer (`SmartView.exe`) as an administrator.

### Sample URLs

You can access service components such as Smart View and Financial Reporting Studio if you have valid credentials. See “Accessing the Service” on page 21.

URLs to access service components are similar to the following samples. In these samples, `instance-type-servicename` refers to a combination of instance type and the service name. For example, the URL to access the instance in standard interface is as follows if you are accessing a test service instance with the name `cloud-pln`:

```
https://test-cloud-pln.pbcu.us1.oraclecloud.com/workspace
```

- **Oracle Planning and Budgeting Cloud Service URL:**
  - **Standard Interface:** `https://instance-type-servicename.pbcu.us1.oraclecloud.com/workspace`
  - **Simplified Interface** `https://instance-type-servicename.pbcu.us1.oraclecloud.com/HyperionPlanning`

- **Smart View:** `https://instance-type-servicename.pbcu.us1.oraclecloud.com/workspace/SmartViewProviders`

**Note:** This is a sample of the URL that you specify while configuring Smart View. See “Configuring Smart View” on page 28.

- **Financial Reporting Studio Server URL:** `https://instance-type-servicename.pbcu.us1.oraclecloud.com`

  This is a sample of the URL that you enter as the Server URL value in the Financial Reporting Studio logon screen. It should not include a port number or application context. See “Accessing Financial Reporting Studio” on page 28.

- **URL to access Financial Reporting on a mobile device:** `https://instance-type-servicename.pbcu.us1.oraclecloud.com/hr/mobile/HRMobileLogon.jsp`
Connecting to the Service Using Smart View

Subtopics
- Configuring Smart View
- Accessing Smart View

Configuring Smart View
After installing Smart View, set up a shared connection to a service instance.

➢ To configure Smart View:
1. Launch Microsoft Excel.
2. Click Smart View, then Options, and then Advanced.
3. In Shared Connections URL, enter your service URL; for example:
   https://test-cloud-pln.pbc.us1.oraclecloud.com/workspace/SmartViewProviders
4. Click OK.

Accessing Smart View
When you access Smart View, the login screen is displayed. You must enter credentials for a service instance and identity domain to access Smart View.

➢ To access Smart View:
1. Launch Microsoft Excel.
2. Select Smart View, and then Panel.
3. Click Shared Connections.
4. Enter your user name and password.
5. In Identity Domain, enter the name of the identity domain that your service instance uses.
6. Click Sign In.
7. From the list below Shared Connections, select Oracle Hyperion Planning, Fusion Edition.

Accessing Financial Reporting Studio
You access the locally installed Financial Reporting Studio through the service or by using shortcut in Windows Start menu.

➢ To launch Financial Reporting Studio:
1. From a client computer where Financial Reporting Studio is installed, complete one of the following actions:
Using a browser, access a service instance (see “Accessing the Service” on page 21), and then from Tools, select Launch Financial Reporting Studio.

Click Start, then All Programs, then Oracle, then Financial Reporting Studio 11.1.2.4.400, and then Financial Reporting Studio 11.1.2.4.400.

Note: If you get the You Are Not Authorized To Use This Functionality error while attempting to connect to Financial Reporting Studio through a proxy server, see Appendix C, “Configuring Proxy Settings for Financial Reporting Studio”.

2 In Logon, complete these steps:
   a. Enter a user name and password.
      Enter the use name in IDENTITY_DOMAIN.USER_NAME format; for example, mydomain.john.doe@example.com. In this example, mydomain is the name of the identity domain that services your service instance and john.doe@example.com is the user name.
   b. In Server URL, enter the URL to access the standard interface of the service instance to which you want to connect. The server URL should not include application context. For example, if the service instance URL is https://test-cloud-pln.pbcu.us1.oraclecloud.com/workspace, you should use the following server URL:
      https://test-cloud-pln.pbcu.us1.oraclecloud.com

3 Click Sign In.

Setting Maintenance Time

A service instance requires one hour every day to perform routine maintenance. Service Administrators can select (and change) the most convenient time to start the hour-long maintenance window. In addition to routine maintenance, Oracle applies required patches to the service instance during this maintenance window.

Because the service instance is not available to users during the maintenance window, the Service Administrator should identify a one-hour period when no one uses the service. Any connected user will be logged off and will lose unsaved data.

To manage maintenance time:

1 Access a service instance. See “Accessing the Service” on page 21.

2 Complete a step:
   b. Simplified interface: Select Console, then Actions, and then Maintenance Time.

3 To configure backup schedule for this service instance, complete these steps:
a. In **Select Time Zone**, select the time zone, based on which the service maintenance schedule is to be set.

b. In **Maintenance Time**, select the backup schedule start time.

4. Click Save.

**Applying Updates to Service Instances**

Generally, Oracle releases a patch containing bug fixes, code optimization, and feature updates on the first Friday of the month. Oracle applies this patch to the test instance of the service during the next service maintenance window following a patch release. Typically, production instances are patched on the third Friday of the month.

Oracle notifies Service Administrators of the updates included in each patch. For minor patch releases, Oracle typically provides one week advance notification before patching the test instance. For major updates, Oracle provides a two-month advance notification.

**Note:** Patch updates to service instances may cause existing Predictive Planning, Smart View, and Financial Reporting Studio clients to become incompatible with the updated environment. See “Managing Client Software” on page 25.

**Providing Feedback to Oracle**

If you encounter an issue while using the service, use the Provide Feedback option to describe the issue and the steps to reproduce it. To expedite the resolution of issues that you find in the service, Oracle recommends that you add multiple screenshots to your feedback submissions. Adding a succession of screenshots that show your progress through a task enables you to create a storyboard that shows Oracle how to recreate your issue.

Each time a user submits feedback to Oracle, a feedback notification, a subset of the information that a user submits using the Provide Feedback function, is sent to Service Administrators and to the user who submits the feedback. These notifications enable Service Administrators to review submitted issues and suggest corrective actions. Feedback notification is enabled by default.

Each Service Administrator can turn off the notification by clicking the Unsubscribe link embedded in the email. See “Disabling Feedback Notification” on page 32. Regardless of the subscription status, a notification is always sent to the user who submits the feedback.

Before providing feedback, ensure that you are at the stage in the process when the problem was observed.

**Note:** Using this option to provide feedback sends your submission to Oracle but does not create a service request. If a Service Administrator cannot resolve the issue, then you can create a service request using the information that you submit.
You can also provide feedback (text only) to Oracle using the feedback EPM Automate Utility command if the user interface becomes unresponsive. See “Command Reference” on page 118 for details.

To provide feedback:

1 **Complete a step.**
   - **Standard interface:** From Help, select **Provide Feedback.**
   - **Simplified interface:** Click your user name (for example, Administrator) displayed at the right top corner of the screen, and then select **Provide Feedback.**

2 **In Feedback, describe the issue that you encountered.**

3 **Optional:** Select an option to highlight or darken areas of the screen.
   - Select **Highlight**, and then click and drag on the screen to highlight portions of the screen; for example, to highlight errors or issues.
   - Select **Darken**, and then click and drag on the screen to redact portions of the screen. Use this option to redact sensitive data from the screenshot.

4 Click **Add** to capture the screenshot.

5 **Optional:** Add additional screenshots:
   a. Navigate to the new screen that you want to capture.
   b. Click **Capture**
   c. **Optional:** Select an option to highlight or darken areas of the screen, and then click and drag on the screen to highlight or darken an area.
   d. Describe your issue or the actions that you performed in the current screen.
   e. Click **Add**.
   f. Repeat this steps to add more screens.

6 Click **Submit**

7 **Review the browser, environment, and plug-in information.** Click [ ] to review screenshots.

8 Click **Submit**.

9 **Optional:** If you need Oracle's assistance to resolve this issue, follow the instructions on the screen to log a service request.

10 Click **Close**.

**Managing Password and Password Challenge Questions**

At your first log in, you are prompted to personalize your password and set responses to challenge questions to retrieve your password if you forget it. Subsequently, you can reset the password and change your challenge questions and responses from Identity Self Service.
To manage your password and challenge questions:

1 To obtain a temporary password because you forgot your password, complete this step. You need your user ID, identity domain name, and responses to challenge questions to obtain a new temporary password.
   
   a. Go to the URL for your service instance; for example:
      
      https://instancetype-servicename.pbc_us1.oraclecloud.com/workspace
   b. Optional: If you did not set a default identity domain during a previous session, enter your identity domain, and then click Go.
   c. In Sign In to Oracle Cloud, click the Can't access your account? link.
   d. Enter information. See What to Do When You Forget Your Password in Getting Started with Oracle Cloud.

2 To change your password, challenge questions and responses, or to unlock a locked account, use the following information:
   
   a. Sign in to My Services.
      
      See Signing In to the My Services Application in Getting Started with Oracle Cloud.
   
   b. Complete a task:
      
      Table 4 Tasks for Managing Passwords and Challenge Responses

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your password</td>
<td>Change your Oracle Cloud password</td>
<td>See Changing Your Password in Getting Started with Oracle Cloud.</td>
</tr>
<tr>
<td>Change the password challenge questions and answers</td>
<td>Change the password challenge questions you selected when you first signed in, and responses to password challenge questions</td>
<td>See Changing Your Password Challenge Questions in Getting Started with Oracle Cloud.</td>
</tr>
<tr>
<td>Unlock an account</td>
<td>Unlock an account that was locked as a result of multiple incorrect sign-in attempts</td>
<td>See What to Do If Your Account Gets Locked in Getting Started with Oracle Cloud.</td>
</tr>
</tbody>
</table>

Disabling Feedback Notification

By default, Service Administrators get a feedback notification each time a user submits feedback to Oracle. Service Administrators use the information included in the notification to review the issue and suggest corrective actions.

You can unsubscribe from the notification mailing list. If you unsubscribe, feedback notification will be disabled for you after the next automated service maintenance window. You will, however, continue to receive notification of any feedback that you submit.
To disable feedback notification:

1. Open the feedback notification email (sent by EPM Cloud User Feedback) and click Unsubscribe.
2. Sign into the service instance if prompted.
3. Click Unsubscribe.
4. Click Close.

Setting up Network Restricted Access

Subtopics

- Considerations
- Creating a Whitelist
- Creating a Blacklist
- Use-Cases

Identity Domain Administrators and Service Administrators, by configuring a whitelist or a blacklist, can control whether Internet Protocol (IP) addresses belonging to a network can connect to a service instance. When used, a whitelist limits access to a service instance to the IP addresses that are associated with rules that allow such access. A blacklist, on the other hand, allows any IP address to connect to the service instance unless a rule that prohibits such access is enabled.

You use the Service Details screen of My Services to create whitelist or blacklist rules to regulate how users access a service instance. While creating rules, the Domain Administrator or Service Administrator identifies individual IP addresses, a range of IP address, subnets/masks, or Classless Inter-Domain Routing (CIDR) to identify the addresses that are allowed or denied access to the service instance.

See Managing Internet Protocol Whitelist and Blacklist Rules in Managing and Monitoring Oracle Cloud.

Considerations

- Create a comprehensive plan that clearly identifies the IP addresses, address range, subnets, and CIDR that are allowed to access the service instance.
- Avoid conflicting rules (for example, rules that allow and deny access to an IP address or a range of addresses) by using a predefined list of addresses that should be allowed access to the service instance.
- To switch disposition (from using a whitelist to a blacklist or vice versa), you must first delete the rules of the disposition from which you are switching to the new disposition. For
example, if you switch from using a whitelist to using a blacklist, you must delete all existing whitelist rules.

- Only IPv4 addresses can be used to enable network restricted access.

**Caution!** Illustrations and examples in this discussion use private IP address (192.168.0.0) and its derivatives to demonstrate concepts. These are not intended to be examples to be emulated.

## Creating a Whitelist

Generally, your whitelist includes rules that identify the outbound IP addresses that enable users of your network to access resources on the internet. If you want to further restrict access to a service instance, you can create allow rules for specific IP addresses or create rules that allow all IP addresses within an address range, subnet, or CIDR within your network to access the service instance.

**Note:** Allow rules that are defined for IP address range, CIDR, and subnet allows all IP addresses within the range, CIDR, or subnet to access the service instance. You can deny access to some IP addresses within the range, CIDR, or subnet by creating a rules that use the Deny rule type.

You must have at least one rule of allow rule type to enable the firewall using a whitelist.

To create a whitelist to control access to a service instance:

1. Access My Services as an Identity Domain Administrator or as a Service Administrator. See “Accessing My Services” on page 47.
2. Click the service instance for which you want to define restricted access.
3. In **Service Details**, click **FIREWALL**.
4. In **Disposition**, select **Whitelist**.

![FIREWALL](image)

Disabled

0
Rule Allow
0
Rule Deny
5 Click **Create Rule**.

6 In **Create Firewall Rule**, enter or select information:

   - To create a rule that allows access to a specific IP address, select **By Address**, and then complete these steps:
     - In **Rule Type**, select **Allow** to permit this address to access the service instance.
     - In **Address**, enter an IP address.

   - To create a rule for an IP addresses range, select **By Range** and then complete these steps:
     a. In **Rule Type**, select **Allow** to permit all the addresses within the range to access the service instance.
     b. In **Range**, enter the IP address range.

   - To create a rule based on a CIDR, select **By CIDR**, and then complete these steps:
     a. In **Rule Type**, select **Allow** to permit all the addresses within the CIDR to access the service instance.
     b. In **Prefix**, enter a routing prefix (an IPv4 address)
     c. In **Size**, enter the CIDR prefix length which determines the part of the prefix used.

   - To create a rule for addresses within a subnet, select **By Subnet / Mask**, and then complete these steps:
     a. In **Rule Type**, select **Allow** to permit all the addresses within the subnet to access the service instance.
     b. In **Subnet**, enter an IPv4 subnet address.
     c. In **Netmask**, enter the mask or number that determines the bits in use.

7 Click **Create**.
8 Click **Apply** to save your changes.

9 Click **Enable** to activate the firewall using the whitelist.

Enabling the whitelist takes a few moments.

---

### Creating a Blacklist

Generally, your blacklist employs many deny rules to identify the IP addresses that should be prevented from accessing a service instance. You can create deny rules for specific IP addresses. You can also create deny rules that apply to an address range, subnet or CIDR to prevent all IP addresses within them from accessing the service instance.

**Note:** Deny rules that are defined for IP address range, CIDR, and subnet prevent all IP addresses within the range, CIDR, or subnet from accessing the service instance. You can allow access to some IP addresses within the range, CIDR, or subnet by creating a rule that uses the Allow rule type.

You can enable the firewall using a blacklist even if you have no blacklist rules.

▶ To create a blacklist to control access to a service instance:

1. **Access My Services as an Identity Domain Administrator or as a Service Administrator.** See “Accessing My Services” on page 47.
2. Click the service instance for which you want to define restricted access.
3. In **Service Details**, click **FIREWALL**.
4 In Disposition, select Blacklist.

5 Click Create Rule.

6 In Create Firewall Rule, enter or select information:
   - To create a rule for a specific IP address, select By Address, and then complete these steps:
     a. In Rule Type, select Deny to prevent this address from accessing the service instance.
     b. In Address, enter an IP address.
   - To create a rule for an IP address range, select By Range and then complete these steps:
     a. In Rule Type, select Deny to prevent all the addresses within the range from accessing the service instance.
     b. In Range, enter the IP address range.
   - To create a rule based on a CIDR, select By CIDR, and then complete these steps:
     a. In Rule Type, select Deny to prevent all the addresses within the CIDR from accessing service instance.
     b. In Prefix, enter a routing prefix (an IPv4 address)
     c. In Size, enter the CIDR prefix length which determines the part of the prefix used.
   - To create a rule for addresses within a subnet, select By Subnet / Mask, and then complete these steps:
a. In **Rule Type**, select **Deny** to prevent all the addresses within the subnet from accessing the service instance.

b. In **Subnet**, enter an IPv4 subnet address.

c. In **Netmask**, enter the mask or number that determines the bits in use.

7 Click **Create**.

8 Click **Apply** to save changes.

9 Click **Enable** to activate the firewall using the blacklist.

Enabling the blacklist takes a few moments.

---

**Use-Cases**

**Subtopics**

- Whitelist
- Blacklist

Illustrations and examples in this discussion use the private IP address (192.168.0.0) and its derivatives to demonstrate concepts. These are not intended to be examples to be emulated.

**Whitelist**

This graphic shows two allow rules, one that allows a specific IP address (192.168.45.21) and the other, which allows all IP addresses within a CIDR (192.168.1.0/24) to connect to the instance.
This graphic shows two allow rules, one that allows a specific IP address (192.168.45.21) and the other, which allows all IP addresses within a subnet (192.168.0.0/255.255.252.0) to connect to the instance.

This graphic shows a rule that allows an IP address from a range (192.168) to access the instance. A deny rule is used to prevent IP Addresses from a part of the range (192.168.222) from accessing the instance.

This graphic shows two allow rules, one that allows a connection from a specific IP address (192.168.45.21), and the other, which allows access from all IP addresses within a CIDR (192.168.1.0/24). A deny rule prevents access from an address (192.168.1.0/24) within the CIDR.

This graphic shows two allow rules, one that allows a connection from a specific IP address (192.168.45.21), and the other, which allows access from all IP addresses within a subnet (192.168.0.0/255.255.252.0). A deny rule prevents access from a specific IP address (192.168.2.100) within the subnet.
Blacklist

This graphic illustrates two deny blacklist rules that block access to the service by two specific IP addresses.

The following graphic depicts scenario in which a deny rule is used to block access to the service by all IP addresses of a range.

This graphic depicts a scenario in which deny rules are used to block access to the service by all IP addresses belonging to a specific range and CIDR.
This graphic depicts a deny rule that is used to block access for all IP addresses belonging to a subnet.

![Deny Rule for Subnet](image)

This graphic depicts two deny rules, one that blocks a range of IP addresses and the other that blocks all IP addresses of a CIDR. An allow rule is included in the blacklist to allow an address belonging to the range to access the service.

![Deny Rules for Range and CIDR](image)

This graphic depicts a deny rule that blocks the IP addresses of a CIDR from accessing the service instance. Two allow rules, one providing access to a specific IP address and the other allowing access to addresses belonging to a subset of the CIDR, ensure access for authorized users.

![Deny Rule for CIDR and Allow Rules](image)

**Retrieving Data After Service Termination**

Oracle automatically archives your data when you terminate your service subscription. Upon termination, your system administrator has a 60-day window in which to transfer the archived data to a local system. After 60 days, Oracle permanently deletes the archived data.

You retrieve your archived data using the Identity Domain SFTP Account that was configured by resetting its password. You cannot retrieve the archived data if the Identity Domain SFTP Account password was not reset before terminating the service. For more information, see these topics in *Getting Started with Oracle Cloud*:

![Identity Domain SFTP Account](image)
Monitoring Your Service Instances

Oracle Cloud provides two applications—My Services and My Account—to monitor service instances. My Services application provides both summary and detailed information to monitor active service instances belonging to one identity domain. You use the My Account application to monitor service instances across multiple data centers and identity domains.

A dashboard that provides an overview of the health of active applications over a period of 14 days is available in Oracle Cloud. You can view historical service status, outages, and uptime percentage for a specific day by hovering over the cell for the specific application.

You can drill down to each application listed in the dashboard to gather detailed information. For Oracle Planning and Budgeting Cloud Service, data is presented in the following default metrics:

- Service outages
- Number of times data forms were saved
- Number of times copy data command was executed

For detailed information on monitoring Oracle Cloud Services, see the following sections in Getting Started with Oracle Cloud:

- Using My Account to Activate and Monitor Oracle Cloud Services
- Using My Services to Monitor and Administer Oracle Cloud Services

Localization Information

Generally, Oracle Planning and Budgeting Cloud Service user interface is localized into Arabic, Danish, German, Spanish, Finnish, French, Italian, Japanese, Korean, Dutch, Norwegian, Polish, Portuguese (Brazilian), Russian, Swedish, Turkish, Simplified Chinese, and Traditional Chinese. In addition to these languages, Smart View is localized into Czech, Greek, French Canadian, Hungarian, Hebrew, Portuguese, Romanian, Slovak, and Thai.

The following localization exceptions exist:

- Planning—The demo application is not translated. User data in the Vision Planning application is in English only.
- No demos or samples are translated.
- Application Management is not localized into Arabic.
- Online help and documentation are in English only.
• Some Help menu options, for example Help on this page and Documentation Library, are not localized.

Using Oracle Learning Library

The Oracle Learning Library (OLL) is dedicated to hosting free instructional content developed by Oracle subject-matter experts. Use the Search function to find tutorials, overview videos and Oracle by Example (OBE) tutorials. For example, to find videos for related products such as Financial Reporting or Smart View, use the OLL Advanced Search and set the Product search filter to Financial Reporting or Smart View respectively.
Managing Users and Roles

About User and Role Management

Oracle Planning and Budgeting Cloud Service implements several security layers to ensure security. Infrastructure security components, which are implemented and managed by Oracle, create a highly secure environment for the service.

Security is ensured using the following mechanisms that permit only authorized users to access the service.

- Single Sign-On (SSO)
- Role-based access to service instances

SSO and role-based security are controlled by Oracle Identity Management, which defines a security domain for each service instance. After a successful login, access to the service is determined by the role assigned to the user.

Identity Domain

An identity domain controls the accounts of users who need access to service instances. It also controls the features that authorized users can access. A service instance belongs to an identity domain.

The Identity Domain Administrator role, initially, is granted to a user whom the account administrator identified while activating the service instance.

By default, each customer is allocated two instances (test and production instances) of the service. Identity Domain Administrator uses My Services to manage the service instances belonging to an identity domain. Users are shared between the instances; however, access privileges are granted to users separately for each instance belonging to an identity domain.
Users

Each user who needs to access a service instance must have an account in the identity domain associated with the instance. The roles granted to the user determines what the user can do within the service.

Roles

Roles link users to the business activities that they are permitted to perform within a service instance, and the data that they can access.

Users must be assigned to predefined roles that grant them access to business functions and associated data. Predefined service roles are described in Table 5 on page 46.

Predefined Roles

Access to Oracle Planning and Budgeting Cloud Service instances is granted by assigning users to roles. For example, to permit user John Doe to view reports belonging to a test instance, he should be assigned to the Viewer role for the instance.

Excepting the Identity Domain Administrator role, Oracle Planning and Budgeting Cloud Service roles are hierarchical. Access granted through lower-level roles is inherited by higher-level roles. For example, Service Administrators, in addition to the access that only they have, inherit the access granted through Power User, Planner, and Viewer roles.

Table 5  Oracle Planning and Budgeting Cloud Service Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identity Domain Administrator</td>
<td>Uses the Security Page of My Services to perform all identity domain management tasks, including creating users and assigning them to roles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See Identity Domain Administrator Role in Getting Started with Oracle Cloud for a detailed description of this role.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identity Domain Administrator is not a functional role; it does not inherit access privileges granted through functional roles. To access service features, the Identity Domain Administrator must be granted one of the four functional roles.</td>
</tr>
<tr>
<td></td>
<td>Service Administrator</td>
<td>Performs all functional activities in a service instance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This role should be granted to functional experts who need to create and administer Planning application and service components.</td>
</tr>
<tr>
<td></td>
<td>Power User</td>
<td>Views and interacts with data. This role grants high-level access to several functional areas within a service instance and should be granted to department heads and business unit managers, and business users in charge of a region who need to control the approval process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power Users can perform activities including the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Create and maintain forms, Smart View worksheets, business rules, task lists, and Financial Reporting reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Control approvals process, perform actions on Planning units to which they have write access, and assign owners and reviewers for the organization under their charge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Create and save Smart Slices</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Planner</td>
<td>Planner</td>
<td>Enters and submits plans for approval, analyzes forms using ad hoc features, and controls the ability to drill through to the source system. Accesses all Financial Reporting content stored in the Repository unless the ACL of the Repository object is set to No Access.</td>
</tr>
<tr>
<td>Viewer</td>
<td>Viewer</td>
<td>Views and analyzes data through forms and any data access tools. This role typically should be assigned to executives who need to view business plans during the budgeting process.</td>
</tr>
</tbody>
</table>

1 To create unique role names that distinguish the roles belonging to a specific service (identity domain), Oracle Identity Management prepends the service name to the role names; for example, myservice Planner.
2 Roles belonging to the test instance are distinguished by appending -test to the service name; for example, myservice-test Planner.
3 Identity Domain Administrator manages both the test and production instances of the service of the identity domain.

**Native Directory**

Native Directory refers to the relational database that Application Management uses to maintain groups to support access control for application artifacts.

Service Administrators access Native Directory from Application Management.

**Accessing My Services**

The Identity Domain Administrator uses My Services to manage users and roles for service instances. If you are the Identity Domain Administrator for multiple service instances, you must sign in to My Services using the Identity Domain Administrator credentials applicable to the identity domain associated with the service instance.

To access My Services:

1. Go to the Oracle Cloud website: http://cloud.oracle.com
2. Click Sign In.
3. Click Sign In to My Services.
4. In Enter your Identity Domain, enter the name of the identity domain that services your service instance.
5. Optional: If you access one identity domain only, select the Save your identity domain selection for future sign-ins check box to set it as the default domain.
6. Click Go.
7. Enter your Oracle account credentials (User Name and Password).
8. Click Sign In.
Setting Up Security

Subtopics
- Use-Case Overview
- Prerequisites and Notes
- Process Flow

Use-Case Overview
As the Identity Domain Administrator of a newly activated service instance, you must set up access control so other users can access the service to complete their tasks.

Prerequisites and Notes
- Proficiency in security concepts, including the default roles that allow users to gain access to a service instance. See “About User and Role Management” on page 45.
- Know how to use Security Page of My Services to complete tasks.

Process Flow

Subtopics
- Step 1: Create Users
- Step 2: Grant Roles to Users
- Step 3: Create Groups in Native Directory
- Step 4: Email Service URLs to Users

Watch this overview video to learn about creating users and assigning roles.

Step 1: Create Users
The Identity Domain Administrator can create users individually or use an upload file containing user data to create many users at once.

Oracle Cloud administrator (oraclecloudadmin ww@oracle.com) sends an email to each new user. The email contains the user name, a temporary password, and the identity domain in which the user account was created.

Note: User names must contain only ASCII characters.

Use these information sources:
Table 6  User Creation Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create one user and assign a role</td>
<td>Use the Security page of My Services to create a user and assign roles</td>
<td>See Creating One User Account at a Time in Getting Started with Oracle Cloud.</td>
</tr>
<tr>
<td>Create many users using an input file</td>
<td>Use the Security page of My Services to create many users by importing information from a file</td>
<td>See Importing a Batch of User Accounts in Getting Started with Oracle Cloud.</td>
</tr>
<tr>
<td>Review user accounts</td>
<td>Use the Export button on the Users tab of My Services to generate a Comma Separated Value (CSV) file that contains information of all users in the identity domain.</td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Grant Roles to Users

Use the information in this section to grant default service roles to users if you did not assign a role while creating the user; for example, by uploading user information from a CSV file.

To grant default service roles to many users at once, you use role upload files, one for each user type. Create role upload files by dividing the users in the user upload file among comma-separated value files. Each file must contain, at a minimum, the email address of the users to whom you want to grant a specific role.

See “Create or Edit a CSV File to Assign a Role to Many Users” in Getting Started with Oracle Cloud. Use these information sources:

Table 7  Role Assignment Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant roles to one user</td>
<td>Use the Security page of My Services to assign roles to a user</td>
<td>See Assigning and Removing Roles for a User in Getting Started with Oracle Cloud.</td>
</tr>
<tr>
<td>Grant a role to many users using an input file</td>
<td>Use the Security page of My Services to assign a role to many users</td>
<td>See “Assigning One Role to Many Users” in Getting Started with Oracle Cloud.</td>
</tr>
</tbody>
</table>

Step 3: Create Groups in Native Directory

Service Administrators can create Native Directory groups to simplify the process of granting access to Planning application artifacts and artifacts belonging service features such as Reporting and Analysis. For example, Service Administrators can use Native Directory groups to restrict access to Planning forms and task lists.

To create Native Directory groups:

1. Access the service instance as a Service Administrator.
2 Select Navigate, then Administer, and then Application Management.

3 In the View pane, expand Native Directory.

4 Right-click Groups, and then select New Group.

5 Enter a unique group name and an optional description.

6 Complete these steps if required:
   - Add groups as members of the group to create a nested group
   - Add users as members of the group

   See online help for detailed instructions.
   - Click Finish to create the group without adding nested groups, and then go to step 8.
   - Click Next to create a nested group.

7 Click Finish.

8 Click Create Another to create another group or OK to return to Application Management.

**Step 4: Email Service URLs to Users**

A Service Administrator should email the URLs to access the test and production instances of the service to provisioned users.

Generally, you use different URLs to access the test and production instances of the service. Be sure to include the appropriate URL in the email.

**Managing Users**

Subtopics
- Resetting User Passwords
- Deleting Users

**Resetting User Passwords**

The Identity Domain Administrator can reset user passwords to a system-generated password. The new password is automatically emailed to the user.

See Resetting Another User's Password in Getting Started with Oracle Cloud.

**Deleting Users**

Only Identity Domain Administrator can delete user accounts.

See Removing a User Account in Getting Started with Oracle Cloud.
Revoking a Role Grant

The Identity Domain Administrator, by revoking a role granted to a user, denies access that was previously granted to a user.

See Assigning and Removing Roles for a User in *Getting Started with Oracle Cloud*. 
Building a Planning Application

Prerequisites and Notes

A Planning application comprises a set of related dimensions and dimension members that are used to meet a set of planning needs. Each application has its own accounts, entities, scenarios, and other data elements. This chapter explains how to build a custom Planning application.

- For information on migrating an application from an on-premises environment to Oracle Planning and Budgeting Cloud Service, see Chapter 8, “Migrating an On-Premises Planning Application to Oracle Planning and Budgeting Cloud Service.”
- For instructions on using a Planning application, see Chapter 5, “Using Oracle Planning and Budgeting Cloud Service.”
- For instructions on administering a Planning application, see Chapter 7, “Administering Oracle Planning and Budgeting Cloud Service.”

Watch this overview video to learn about building a Planning model with Microsoft Excel in less than seven minutes

Prerequisites and Notes

- After analyzing available historical data, you have created a set of requirements and developed a Planning application design that supports your requirements.
  
  Oracle recommends that you read “Best Practices for Designing Your Application.” To open this document, on the landing page, click Admin Tutorials, and then Best Practice Design.

- Security components have been set up. See “Setting Up Security” on page 48.

- At least one user is granted the Service Administrator role of the service instance.

- No Planning application (including the demo application) is present in the service instance.
## Workflow for Creating an Application

### Table 8  Workflow to Create a Planning Application

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create application structure</td>
<td>Create a Planning application.</td>
<td>See Creating an Application in Administering Planning for Oracle Planning and Budgeting Cloud Service.</td>
</tr>
</tbody>
</table>
| Load metadata and refresh the application | Load dimensions and their members into the application from load files. | See these topics in Administering Planning for Oracle Planning and Budgeting Cloud Service:  
  - Working with Dimensions  
  - Importing and Exporting into a Planning Application |
| Load data                 | Load data from a flat file.                                                 | See these sources:                                                                |
|                           |                                                                             |  
  - Importing and Exporting into a Planning Application in Administering Planning for Oracle Planning and Budgeting Cloud Service.  
  - Administering Data Management for Oracle Planning and Budgeting Cloud Service |
| Set up forms folders and forms | Create forms folders and forms and specify who can access them. Planning users use forms to view or enter application data. | See Managing Forms in Administering Planning for Oracle Planning and Budgeting Cloud Service. |
| Set up task lists and tasks | Create task lists and tasks, and specify who can access them. This task helps the Service Administrator delegate administrative tasks to Power Users. | See Managing Task Lists in Administering Planning for Oracle Planning and Budgeting Cloud Service. |
| Create reports            | Design and develop reports that display the data available in the application. | See Building Reports in Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud Service. |
| Manage business rules     | Create and deploy business rules that transform the application data.       | See Designing Business Rules and Business Rulesets in Designing with Calculation Manager for Oracle Planning and Budgeting Cloud Service. |
Creating an Application

Subtopics

- Step 1: Create Application Structure
- Step 2: Load Metadata
- Step 3: Load Data
- Step 4: Create Forms Folders and Forms, and Assign Access
- Step 5: Set up Task Lists and Tasks, and Assign Access
- Step 6: Create Reports
- Step 7: Create Business Rules to Transform Data
- Step 8: Create Documents
- Step 9: Run Diagnostics

Step 1: Create Application Structure

In this step, the Service Administrator creates a Planning application structure by defining dimensions and members, and loading historical data.

To create a Planning application outline:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. On the Landing Page, click Create Application, and then New Application.
3. Enter or select application details using the application creation checklist as a guide.

The Metadata and Custom Dimension section reflects some selections that you make in the Currency and Calendar Dimensions section. Initially, default member names, which you can modify, are assigned.

Note: An application must contain Year, Time Period, Scenario, Version, Account, and Entity dimensions. Custom dimension is optional.

You have the option to upload the members of Scenario, Version, Account, Entity and Custom dimensions from metadata files (comma-separated value files). This feature enables you to easily create many dimension members.

For detailed instructions, see Creating an Application in Administering Planning for Oracle Planning and Budgeting Cloud Service.

4. Click Create.

Step 2: Load Metadata

A Service Administrator completes this step to populate the metadata—dimensions and their members—from comma-separated value files, and to refresh the application.
To load metadata into the application:

1. Prepare the files from which metadata is to be imported. You need a metadata file for each dimension that you want to load into the application. See “Creating the Metadata Flat File” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

2. Import metadata into the application.
   c. Select Administration, then Import and Export, and then Import Metadata from File.

3. In Dimension to Import, select the dimension to load from file.

4. In Metadata File to Import, select the file in which you defined the metadata for the dimension.

5. Under Options, select Database Refresh. Select additional options as needed. See online help for detailed instructions.

6. Click Validate to verify that the settings are acceptable.

7. Click Run.

Step 3: Load Data

Subtopics

- Loading Data Using Planning Screens
- Loading Data Using Data Management

A Service Administrator or a Power User who is assigned to load data completes this step to populate the financial data to be used in the planning and budgeting process. Data can be loaded using Planning application screens or using Data Management.

Generally:

- Use Planning screens to load data from flat files; for example, an Excel file that does not require mapping.
- Use Data Management if the data that you want to load reflects relationships and requires mapping. For example, data from Oracle Fusion General Ledger requires mapping.

Loading Data Using Planning Screens

For information on how to create a flat file for loading data, see Administering Planning for Oracle Planning and Budgeting Cloud Service.

To load data into an application using Planning screens:

1. Access the service instance. See “Accessing the Service” on page 21.


3. Select Administration, then Import and Export, and then Import Data from File.
4 Specify settings in Import and Export.  
   See online help for detailed instructions.

5 Click Validate to verify that the settings are acceptable.

6 Click Run.

7 To determine that the load process completed without errors, click View Status after the process is complete.

Loading Data Using Data Management

Watch this overview video to learn about loading data into a service instance.

Use Data Management to load Planning data. Oracle Planning and Budgeting Cloud Service supports file-based data load only. Data available from the source system must be available in a fixed width or a delimited text file. For example, you can take a trial balance report generated from your source system, and map it into Data Management. You can instruct the system where the account, entity, data values, and so on reside in the file, and the rows to skip during the data import. See Data Management Administration Tasks.

Administering Planning for Oracle Planning and Budgeting Cloud Service

- Administering Data Load Settings
- Importing Using Data Management

To load data using Data Management:

1 Access the service instance. See “Accessing the Service” on page 21.

2 On the Landing Page, select Navigate, then Administer, and then Data Management.

3 Select Setup.

4 Complete steps to set up and execute data load. See Administering Data Management for Oracle Planning and Budgeting Cloud Service for detailed instructions.

5 On Workflow, under Monitor, click Process Details to monitor the data upload.

Step 4: Create Forms Folders and Forms, and Assign Access

Service Administrators create forms that other users use to capture or modify application data. Forms usually are organized into a hierarchy of folders to facilitate access control. Service Administrators grant access to forms and folders to users who need access.

Because composite forms consist of simple forms, you must create simple forms before creating composite forms. Composite forms display many forms simultaneously, including those associated with different plan types. Users can enter data and see results aggregated to an upper-level intersection, such as Total Revenue.

After creating folders and forms, Service Administrators define who can access them. Generally, if a group is granted access to a folder, all users belonging to the group gain access to all forms.
in the folder. Oracle recommends that you grant access to groups to reduce administrative overhead. See “Setting up Access Permissions” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

Service Administrators may delegate the task of creating forms to power users by creating tasks.

➢ To create forms folders and add forms:

1. Access the service instance as Service Administrator. See “Accessing the Service” on page 21.


3. In the Navigation pane, click Forms, and then Create.

4. Enter a name for the form folder, and then click OK.

5. Create the forms you want to include in folder.
   a. Select the form folder.
   b. Select Actions, and then an option:
      - Create simple form
      - Create composite form
   c. Depending on the form you want to create, define form properties.
      - Simple Forms: Specify form name, layout, options, and the business rules to execute.
      - Composite Forms: Specify form name, layout, and the business rules to execute.
   d. Click Finish, and then OK.

6. Grant access to the folder or forms.
   a. Perform an action:
      - To grant access to a folder, select the folder, and then, in the Navigation pane, click Assign Access.
      - To grant access to a form, select the form, and then, in Forms and Ad Hoc Grid Management, click Assign Access.
   b. Optional: In Assign Access for ..., click Groups if you want to grant access to Native Directory groups.
   c. From Actions, select Add Access.
   d. Select the users or groups to whom access is to be granted.
   e. From Type of Access, select the access rights to grant to the selected users or groups, and then click Add.

See online help for detailed instructions.
Step 5: Set up Task Lists and Tasks, and Assign Access

Service Administrators create task lists and tasks to delegate Planning application administration to Power Users. For example, Service Administrators can use a task list to instruct Power Users to create forms for the application.

After creating a task list, the Service Administrator defines who can access it. See “Setting Up Access Permissions” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

To create a task list and add tasks:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
3. Select Administration, then Manage, and then Task Lists.
4. Select Actions, and then Create Task List.
5. Enter a task list name, and then click OK.
6. Assign access to the task list.
   Only the users who have been assigned access to a task list, either directly or through a group membership, can view the tasks that are included in the list.
   You may assign access to users or to Native Directory groups. Oracle recommends that you assign task lists to Native Directory groups to reduce administrative overhead.
   a. Select the task list.
   b. Select Actions, and then Assign Access.
   c. Perform an action:
      - To assign access to users, on Users, select Actions, and then Add Access.
      - To assign access to groups, on Groups, select Actions, and then Add Access.
   d. From the list of available users or groups, select the users or groups to which you want to grant access to the task list.
   e. From Type of Access, select the access level that you want to grant to the users or groups.
   f. Click Add.
7. Create the tasks that you want to include in the task list.
   a. Select the task list.
   b. Select Actions, and then Edit Task List.
   c. Select Actions, and then Add Child.
   Under Task Details, for Task, enter a task name.
   d. Enter or select task details. Generally, you should specify the following:
      - Task type
      - Expected task duration
Step 6: Create Reports

Service Administrators use Financial Reporting Studio to create reports that display application data in many forms, including charts and tables. After creating reports, Service Administrators define who can access them. See “Setting up Access Permissions” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

See the following:

- Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud Service for detailed instructions for designing reports.

To create reports using Financial Reporting Studio:

2. Create reports and add them to the Explore Repository.

See Building Reports in Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud Service.

Step 7: Create Business Rules to Transform Data

Service Administrators use Calculation Manager to create business rules that transform application data. Data transformation examples include aggregating the data from months to generate quarterly data, and creating a data set for a plan by modifying the base data to support the scenario for which a plan is created.

After creating rules and rule sets, Service Administrators define who can access them. See “Setting up Access Permissions” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

- Create rules for plans in the application. See “Create Business Rules” on page 61.
- Organize business rules. See “Create Business Rule sets” on page 61.

Service Administrators may also delegate these activities to power users by creating tasks.
Create Business Rules

Planning application uses business rules in modeling, allocations, and aggregations.

➢ To create business rules:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Calculation Manager.
3. In System View, expand Planning, then expand your Planning application, and then expand the plan type for which you want to create the rule.
4. Right-click Rules, and then select New.
5. Enter a rule name, and then click OK.
6. Using the Rule Designer, design and test the rule. See online help for detailed instructions.

Create Business RuleSets

RuleSets are used to launch rules sequentially or simultaneously depending on the logic implemented in your application.

➢ To create business ruleSets:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Calculation Manager.
3. In System View, expand Planning, and then expand your Planning application.
4. Right-click RuleSets, and then select New.
5. Enter a name for the ruleSet.
6. Click OK.
7. Using the Ruleset Designer, design the rule set as needed. At this stage, you can add the rules that you created to the ruleSets and specify how the rules should be executed.

   See online help for detailed instructions.

Deploy RuleSets and Rules

Business rules and ruleSets created using Calculation Manager are available to the Planning application only after a Service Administrator deploys them into the application.

Step 8: Create Documents

Service Administrators and Power Users use Planning and Budgeting Cloud Service Workspace to create books that link related reports that were created using Financial Reporting Studio.

After creating documents, Service Administrators define who can access them.
To create documents:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. Click Explore.
3. Select File, and then New.
4. Select Collect Reports into a Book, and then click Next.
5. Select the items to add to the book, and then click Finish.
   
   See online help for detailed instructions.
6. Select File, and then Save.
7. Click Save.

**Step 9: Run Diagnostics**

Use grid diagnostics to view performance of forms and ad hoc grids. Understanding the performance while opening forms and ad hoc grids helps Service Administrators fine-tune and redesign forms and grids to achieve performance benchmarks.

To run Grid Diagnostics:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. On the landing Page, select Launch Application.
3. Select Tools, then Diagnostics, and then Grids.
4. Click Run Diagnostics.
5. On Grid Diagnostics, in Available Forms, select the forms that you want to analyze, and then move them to Selected Forms.
6. Click Run Diagnostics.

   See online help for detailed instructions.

**Enable Planning Artifacts for Mobile Access**

For each service instance, a Service Administrator must identify the artifacts—tasks, forms, and rules—that are to be accessible on mobile devices. Access to these artifacts is governed by the role of the user.

To enable Planning artifacts for mobile access:

1. Access the service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. Launch the Planning application.
3 Complete a step:
   Standard Interface: Select Administration, then Manage, and then Tablet Access.
   Simplified Interface: tap or click Navigate, then Manage, and then Tablet Access.
4 In Forms, select the forms that should be accessible on mobile devices.
5 In Tasks, select the tasks that should be accessible on mobile devices.
6 In Rules, select the business rules that should be accessible on mobile devices.
In This Chapter

Creating Business Rules Using Calculation Manager ................................................... 65
Designing Reports Using Financial Reporting Studio ................................................... 66
Designing Financial Reporting Documents .............................................................. 67

Creating Business Rules Using Calculation Manager

Service Administrators and Power Users who have been assigned to create business rules use
Calculation Manager to create, validate, deploy, and administer calculations that solve business
problems in Planning.

Business rules and rulesets are accessible from the Planning application after they are deployed
to the application from Calculation Manager.

Initially, only Service Administrators can access business rules. The Service Administrator grants
access to the rules and rulesets to users who need to access them; for example, to include them
in forms, or to execute them during data entry.

This section identifies the information that you need to create, validate, deploy, and administer
business rules.

Table 9  Calculation Manager Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage business rules and rulesets</td>
<td>Create, validate, deploy, and administer rules and rulesets.</td>
<td>Designing Business Rules and Business Rulesets</td>
</tr>
<tr>
<td>Manage system or custom templates</td>
<td>Use a system or custom template to perform a calculation or set of calculations in a Planning business rule.</td>
<td>Working with Templates</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Reference</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage the components that are used in business rules and templates</td>
<td>Create and manage components such as formulas, scripts, conditions, and member blocks that are used in business rules and templates.</td>
<td>Using Components to Design Business Rules and Templates</td>
</tr>
<tr>
<td>Design business rules for a Planning aggregate storage application</td>
<td>Create business rules that use Point of View, and allocation and formula components for a Planning application that uses aggregate storage.</td>
<td>Using Aggregate Storage Components to Design Business Rules</td>
</tr>
<tr>
<td>Design components</td>
<td>Design components that use members, variables, and functions.</td>
<td>Using Member Selection, Variables, Functions, and Smart Lists to Design Components</td>
</tr>
<tr>
<td>Verify the syntactic accuracy of rules and rulesets</td>
<td>Verify that business rules, rulesets, formula, and script components are syntactically correct before you deploy them to an application.</td>
<td>Validating and Deploying Rules, Rulesets, and Formula and Script Components</td>
</tr>
<tr>
<td>Manage the export and import of artifacts across components</td>
<td>Export Planning application objects, business rules, business rulesets, templates, and formula and script components.</td>
<td>Exporting and Importing Business Rules, Business Rulesets, Templates, and Formula and Script Components</td>
</tr>
<tr>
<td>Perform certain administrative tasks on the server, application, and or database that hosts the Planning application</td>
<td>Use the Database Properties tool of Calculation Manager to view and edit Planning server, application, and/or database properties.</td>
<td>Administering Essbase Servers, Applications, and Databases for Planning Applications</td>
</tr>
</tbody>
</table>

**Designing Reports Using Financial Reporting Studio**

Service Administrators or Power Users who have been assigned to create reports use Financial Reporting Studio to create reports for the service.
Reports created using Financial Reporting Studio are made available to Planning application when you add them to the Explore Repository. The Service Administrator grants access to these reports.

**Table 10  Tasks related to designing and deploying reports**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select members for reports</td>
<td>Set criteria that identify the data for retrieval in grids, create lists of reusable members, and use functions that retrieve members dynamically.</td>
<td>Selecting Members for Report Designers</td>
</tr>
<tr>
<td>Format charts</td>
<td>Create and format charts, and create the framework for customizing charts.</td>
<td>Customizing Charts</td>
</tr>
<tr>
<td>Build reports</td>
<td>Create report design by adding report objects such as text boxes, grids, images, and charts, and defining their properties.</td>
<td>Building Reports</td>
</tr>
<tr>
<td>Calculate data rows and columns using functions</td>
<td>Use functions to refine your report data and to add dynamic data; cut, copy, and paste rows or columns within a grid or across multiple grids.</td>
<td>Customizing Grids</td>
</tr>
<tr>
<td>Place data value and user point of view (POV) on a report grid</td>
<td>Place data value and user point of view on a report grid so that users can change the member selected for dimensions on the user POV.</td>
<td>Defining the User POV</td>
</tr>
<tr>
<td>Provide expansions and related content</td>
<td>Specify detailed levels of data in a report using “Expansions and Related Content” so that users can view detailed data.</td>
<td>Providing for Detailed Data and Documents in Reports</td>
</tr>
<tr>
<td>Preview and print reports</td>
<td>Preview and print reports and Snapshot reports.</td>
<td>Previewing and Printing Reports</td>
</tr>
<tr>
<td>Format reports</td>
<td>Specify how report components, such as text boxes, grids, images, and charts, appear in your reports.</td>
<td>Formatting Reports</td>
</tr>
<tr>
<td>Use functions</td>
<td>Use mathematical and text functions to create formulas.</td>
<td>Using Functions</td>
</tr>
<tr>
<td>Run the POV utility, and launch a Financial Reporting batch input file from the command line</td>
<td>Work with User POV utility, launch a Financial Reporting batch input file from the command line, and understand the XML tags used in batch input file.</td>
<td>Administrative Information for Financial Reporting</td>
</tr>
</tbody>
</table>

**Designing Financial Reporting Documents**

Service Administrators and Power Users create Financial Reporting documents and perform administration tasks.
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Working with Financial Reporting for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up POVs</td>
<td>Determine dimension and member properties displayed in POVs and arrange selected dimension members.</td>
<td>Setting Up the User POV for Financial Reporting Documents</td>
</tr>
<tr>
<td>Specify the label to be</td>
<td>Select how members are displayed in the user POV in documents displayed in Planning and Budgeting Cloud Service Workspace.</td>
<td>Displaying Aliases and Descriptions in the User POV for Financial Reporting</td>
</tr>
<tr>
<td>displayed in documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Import Financial Reporting</td>
<td>Understand the Financial Reporting artifacts that can be imported into the repository and how to import them.</td>
<td>Importing Artifacts</td>
</tr>
<tr>
<td>artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export Financial Reporting</td>
<td>Understand the Financial Reporting artifacts that can be exported from the repository and how to export them.</td>
<td>Exporting Financial Reporting Artifacts</td>
</tr>
<tr>
<td>artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change database connections</td>
<td>Change the database connection for reports and books.</td>
<td>Changing Financial Reporting Database Connections</td>
</tr>
<tr>
<td>Manage database connections</td>
<td>Use Database Connection Manager to manage database connections for reports, books, saved reports objects (row/column templates, grids), batches, and scheduled batches.</td>
<td>Managing Database Connections for Financial Reporting</td>
</tr>
<tr>
<td>Preview reports and books</td>
<td>Use Planning and Budgeting Cloud Service Workspace to preview reports and books in HTML or PDF.</td>
<td>Using Financial Reporting</td>
</tr>
<tr>
<td>Schedule batches and run</td>
<td>Use Planning and Budgeting Cloud Service Workspace to create, maintain, and schedule batches and to create, maintain, and run books.</td>
<td>Designing Documents for Financial Reporting Batches and Books</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Reference</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage batches</td>
<td>Use batches to group and process sets of documents such as reports, documents, or books; export batches as HTML or PDF files to an external directory.</td>
<td><a href="#">Scheduling Batches</a></td>
</tr>
<tr>
<td>Manage annotations</td>
<td>Capture collective information—ranging from simple notations to threaded discussions—on documents and data to facilitate collaboration, compliance reporting, and business process analysis.</td>
<td><a href="#">Annotations</a></td>
</tr>
</tbody>
</table>
Using Oracle Planning and Budgeting Cloud Service

In This Chapter

- Using Planning ................................................................. 71
- Using Smart View to Work with Planning Data .............................. 73
- Using Predictive Planning ...................................................... 74
- Viewing Financial Reporting Documents on Mobile Devices ............. 74
- Using Planning and Budgeting Cloud Service Workspace to Access Content .......................... 75

Using Planning

Service Administrators, Power Users, Planners, and Viewers access the Planning application to complete tasks.

Table 12  Tasks Related to Using the Planning Application

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Working with Planning for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get an overview of Planning</td>
<td>Understand how to navigate within the application.</td>
<td>About Planning</td>
</tr>
</tbody>
</table>
| Work with tasks and task lists | View your task lists and complete the tasks assigned to you. | Working with Task Lists  
Watch these overview videos to learn about using task lists in Oracle Planning and Budgeting Cloud Service  
Using Task Lists: Standard Interface  
Using Task Lists: Simplified Interface |
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in <em>Working with Planning for Oracle Planning and Budgeting Cloud Service</em></th>
</tr>
</thead>
</table>
| Work with Forms            | Open and work with forms (enter, update, analyze, print, and report on data). | Working with Forms  
Watch these overview videos to learn about entering and analyzing data in Oracle Planning and Budgeting Cloud Service. |
| Manage ad hoc grids        | Create and personalize focused data slices that Planners frequently use.     | Working with Ad Hoc Grids                                                                 |
| Enter data into forms      | Enter data in to forms, select and format cells, add annotations, comments, and cell-level documents, export data, save data. | Entering Data                                                                 |
| Work with business rules   | Calculate data using business rules, respond to runtime prompts, check job status. | Working With Business Rules                                                              |
| Adjust and spread data     | Adjust cell values, spread data for time periods, use grid spread and mass allocations to spread data. | Adjusting and Spreading Data                                                              |
| Develop data that is not in the member outline | Use supporting details to develop data, manage supporting details. | Working with Supporting Detail                                                             |
| Analyze information in one or more currencies | Plan and analyze financial information in one currency or in multiple currencies. | Working with Currencies                                                                   |
| Manage planning units      | Use approvals dashboard to view status, validate planning units, resolve validation problems, manage planning unit annotations, select alternate reviewer. | Managing Planning Units                                                                   |
| Set personal preferences   | Specify application settings, display options, and user variables.          | Setting User Preferences                                                                  |
## Using Smart View to Work with Planning Data

### Table 13  Tasks Related to Using Smart View

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in <em>Working with Smart View for Oracle Enterprise Performance Management Cloud Services</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect to data sources</td>
<td>Create and manage connections to data sources.</td>
<td>Managing Data Source Connections</td>
</tr>
<tr>
<td>Manage application dimensions</td>
<td>Select dimension members, filter members by attribute and subsets, and work with aliases and alias tables.</td>
<td>Dimensions and Members</td>
</tr>
<tr>
<td>Use Microsoft Excel to retrieve and work with data</td>
<td>Retrieve, submit, calculate, and consolidate data; drill through to detailed data.</td>
<td>Data and Data Cells</td>
</tr>
<tr>
<td>Perform ad hoc analysis</td>
<td>Retrieve and analyze data by selecting members, using functions, and performing a variety of operations, including formatting, to design your reports.</td>
<td>Ad Hoc Analysis</td>
</tr>
<tr>
<td>Work with forms</td>
<td>Work with Planning forms.</td>
<td>Data Forms</td>
</tr>
<tr>
<td>Understand basic Smart View operations and functions</td>
<td>Get an overview of the general tasks that you can perform in Smart View.</td>
<td>Smart View General Operations</td>
</tr>
<tr>
<td>Manage task lists</td>
<td>Open and manage tasks from the Smart View panel in Excel or Outlook or integrate task lists.</td>
<td>Task Lists</td>
</tr>
<tr>
<td>Understand and use the Oracle Planning and Budgeting Cloud Service features that Smart View supports</td>
<td>Manage approvals, copy versions, open composite forms, work with business rules, calculating forms and currencies rules, spread data for time periods, viewing cell formula, work with supporting details, and set Planning preferences.</td>
<td>Smart View and Oracle Planning and Budgeting Cloud Service</td>
</tr>
<tr>
<td>Import Reporting and Analysis documents</td>
<td>Import Reporting and Analysis documents into Microsoft Excel.</td>
<td>Smart View and Reporting and Analysis</td>
</tr>
<tr>
<td>Specify options</td>
<td>Specify options in Smart View.</td>
<td>Smart View Options</td>
</tr>
<tr>
<td>Use functions</td>
<td>Use Smart View functions to perform operations on specific data in Microsoft Excel cells.</td>
<td>Functions</td>
</tr>
<tr>
<td>Use Free-Form mode</td>
<td>Perform ad hoc analysis by entering dimension and member names into cells.</td>
<td>Free-Form Mode</td>
</tr>
</tbody>
</table>
Using Predictive Planning

Predictive Planning is an extension to Smart View that works with valid Planning forms to predict performance based on historical data.

**Table 14**  Tasks Related to Using Predictive Planning

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Working with Predictive Planning for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand menus and options</td>
<td>Learn about the Predictive Planning ribbon and menus in Smart View.</td>
<td>Getting Started</td>
</tr>
<tr>
<td>View results</td>
<td>View results of a prediction and compare them with forecasts.</td>
<td>Viewing Results</td>
</tr>
<tr>
<td>Analyze results of prediction</td>
<td>Simplify analysis of results by filtering and pasting results, extracting data, and creating reports.</td>
<td>Analyzing Results</td>
</tr>
<tr>
<td>Set general options</td>
<td>Customize Predictive Planning for individual sessions without modifying forms</td>
<td>Setting Predictive Planning General Options</td>
</tr>
</tbody>
</table>

Viewing Financial Reporting Documents on Mobile Devices

**Note:** You cannot view HTML and PDF reports from a service instance using native browsers on Android mobile devices. Oracle recommends that you use Firefox on Android mobile devices to view reports.

**Table 15**  Tasks Related to Viewing Financial Reporting Documents

<table>
<thead>
<tr>
<th>Task</th>
<th>Description tasks</th>
<th>Reference Chapter in Viewing Financial Reports on a Mobile Device for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>View reports and books</td>
<td>Access Financial Reporting reports and books on a mobile device.</td>
<td>Viewing Reports and Books</td>
</tr>
<tr>
<td>Work with reports and books</td>
<td>Change user POV, respond to prompts, use expansions and related content, and change page numbers.</td>
<td>Working with Reports and Books</td>
</tr>
</tbody>
</table>
Using Planning and Budgeting Cloud Service Workspace to Access Content

Planning and Budgeting Cloud Service Workspace provides access to Planning application and service components such as Data Management, Calculation Manager, Financial Reporting Studio, Application Management, and the Explore Repository and its contents.

What you see in Planning and Budgeting Cloud Service Workspace depends on your user type. Generally, Service Administrators and Power Users have access to all components and content, and Planner and Viewer users have more restricted access.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Accessing Content with Workspace for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Planning and Budgeting Cloud Service Workspace to perform activities</td>
<td>Start tasks; create, open, and print documents; manage files; use the Explore Repository; and schedule batches.</td>
<td>Using Planning and Budgeting Cloud Service Workspace</td>
</tr>
<tr>
<td>Set preferences</td>
<td>Specify defaults values that control the general appearance of Planning and Budgeting Cloud Service Workspace, including settings to display document paths, prompt to save files, and display email addresses.</td>
<td>Setting General Preferences</td>
</tr>
<tr>
<td>Access service components</td>
<td>Launch components such as Data Management, Calculation Manager, Financial Reporting Studio, Application Management, and the Explore Repository.</td>
<td>Launching Applications</td>
</tr>
</tbody>
</table>
6

In This Chapter
Accessing the Simplified Interface .................................................................77
Features Not Supported in the Simplified Interface ........................................77
Creating an Application ...................................................................................80
Using the Simplified Interface .......................................................................80
Administering Planning Using the Simplified Interface ...................................81

Accessing the Simplified Interface
See “Accessing the Service” on page 21 for detailed sign-in procedures.

Features Not Supported in the Simplified Interface

Subtopics
- Planning
- Other Components
- Client Installers

The Navigator on the Home page provides access to components and features that are not available in the simplified interface. The list of Navigator options changes based on the access privileges of the current user. Service Administrators have access to all options, and other types of users have varying degrees of access.
Planning

Subtopics

- Administrative Tasks
- Planning Application Management Tasks
- Planning Tasks (Power Users and Service Administrators)

Administrative Tasks

These Planning administrative tasks are not supported in the simplified interface.

- Action menus
- Alias tables
- Application settings
- Dimensions
- Forms
- Plan type mapping
- Business rules
- Rule security
- Smart Lists
- Tasks
- Substitution and user variables
- Database refresh

Planning Application Management Tasks

- Clear cell data
- Copy data
- Copy versions
- Manage the list of forms, tasks, and rules that can be accessed on mobile devices
- View user statistics

Planning Tasks (Power Users and Service Administrators)

- Manage planning unit hierarchy
- Assign scenarios and versions
- Manage approvals
**Other Components**
These components are displayed in the standard interface when you access them from the Home page in the simplified interface.

**Application Management**
Application Management is not available in the simplified interface. Selecting Application Management from the Navigator in the simplified interface opens it in a new browser instance.

**Data Management**
Data Management does not support the simplified interface. Selecting Data Integration from the Navigator opens Data Management in a new browser instance.

**Planning and Budgeting Cloud Service Workspace**
Planning and Budgeting Cloud Service Workspace does not support the simplified interface.

**Calculation Manager**
Calculation Manager does not support the simplified interface. Calculation Manager is always displayed in desktop mode when you access it from the simplified interface.

**Financial Reporting**
Most Financial Reporting functions are supported in the simplified interface. The following are notable tasks that are not supported:
- Scheduler
- Books
- Annotations
- Prompt settings for specific POV dimensions.
  In the simplified interface, if you run a report that prompts for settings on POV dimensions, all POV dimensions are listed instead of just the prompt settings.

**Client Installers**
The following desktop clients do not use the simplified interface.
- Financial Reporting Studio
- Predictive Planning
- Oracle Smart View for Office
- Smart View Add-on for Administrator
Creating an Application

The simplified interface provides a new application creation wizard to create a sample, simple, or advanced application.

The sample application is created using sample data to help familiarize users with Planning capabilities. A simple application, which supports only one plan type, provides a quick way to start your planning process. Generally, a simple application is built using default dimensions. You can later convert it later to an advanced application.

An advanced planning application supports multiple plan types and complex business logic to support advanced planning needs. It supports custom dimensions.

Watch this overview video to learn how to create a Planning application using the simplified interface.

See the following information sources:

- Creating a Sample Application
- Creating a Simple Application
- Creating an Advanced Application

Using the Simplified Interface

Service Administrators, Power Users, Planners, and Viewers can use the simplified interface to complete tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Working with Oracle Planning and Budgeting Cloud Service Using the Simplified Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with data</td>
<td>Use forms to enter, update, calculate, analyze, print, and report on data.</td>
<td>Working with Data</td>
</tr>
<tr>
<td>Work with tasks and task lists</td>
<td>View your task lists and complete the tasks assigned to you.</td>
<td>Planning with Tasks</td>
</tr>
<tr>
<td>Manage ad hoc grids</td>
<td>Create and personalize focused data slices that Planners frequently use.</td>
<td>Focusing Your Analysis with Ad Hoc Grids</td>
</tr>
</tbody>
</table>
## Administering Planning Using the Simplified Interface

**Table 18  Planning Administrative Tasks**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference chapter in <em>Administering Oracle Planning and Budgeting Cloud Service Using the Simplified Interface</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Planning application</td>
<td>Create a Planning application.</td>
<td>Creating a Planning Application[video]</td>
</tr>
<tr>
<td>Use the application console to manage your Planning application</td>
<td>Manage plan types and dimensions, import and export data, refresh the database, convert a simple application to an advanced application, delete the application, and set up daily system maintenance.</td>
<td>Managing the Application[video]</td>
</tr>
<tr>
<td>Manage jobs</td>
<td>View pending jobs, add, edit, and delete jobs such as data export and database refresh.</td>
<td>Managing Jobs</td>
</tr>
<tr>
<td>Manage members</td>
<td>Select members, variables, and attributes for forms and business rule runtime prompts.</td>
<td>Using the Member Selector</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Reference chapter in <em>Administering Oracle Planning and Budgeting Cloud Service Using the Simplified Interface</em></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage settings</td>
<td>Set application default such as number formatting, notifications, and approvals, update user variables, alert users of an upcoming event, and change the display theme.</td>
<td>Managing Planning Settings</td>
</tr>
</tbody>
</table>
Deleting a Planning Application

To delete an application:

1. Select Navigate, then Administer, and then Planning Administration.
2. Select Admin Tools, and then Delete Application.
3. Respond to the confirmation message.

Administering Planning

Table 19  Planning Administrative Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference chapter in Administering Planning for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define access control</td>
<td>Control access to application artifacts such as dimensions, forms, folders, and task lists.</td>
<td>Setting up Access Permissions</td>
</tr>
<tr>
<td>Manage application database</td>
<td>Refresh the database to reflect changes made to application structure, manage message broadcasting to users, manage exchange rates and currency conversions, and optimize performance.</td>
<td>Managing Planning Database</td>
</tr>
<tr>
<td>Import and export</td>
<td>Import and export metadata and data.</td>
<td>Importing and Exporting into a Planning Application</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Reference chapter in Administering Planning for Oracle Planning and Budgeting Cloud Service</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage forms</td>
<td>Create and manage simple and composite forms, use grid diagnostics to test the performance of forms, and using business rules and substitution variables in forms.</td>
<td>Managing Forms</td>
</tr>
<tr>
<td>Manage members</td>
<td>Select members, variables, and attributes for forms and business rule runtime prompts.</td>
<td>Using the Member Selector</td>
</tr>
<tr>
<td>Validate application data</td>
<td>Create and manage rules to validate application data.</td>
<td>Managing Data Validation</td>
</tr>
<tr>
<td>Manage the budgeting process</td>
<td>Manage the budgeting process, including defining budgeting process, starting the review process, creating planning unit hierarchies and promotional path, and managing task lists.</td>
<td>Managing the Budgeting Process</td>
</tr>
<tr>
<td>Manage forms and folders</td>
<td>Manage forms and folders, set preferences, and map application for reporting.</td>
<td>Working with an Application</td>
</tr>
<tr>
<td>Manage menus</td>
<td>Associate menus with forms to facilitates tasks such as launching applications, accessing URLs, and managing approvals.</td>
<td>Working with Menus</td>
</tr>
<tr>
<td>Administer Planning application</td>
<td>Delete application, monitor performance of dimensions, and manage Smart Lists, UDAs and formulas.</td>
<td>Working with Planning Application Administration</td>
</tr>
</tbody>
</table>

**Administering Data Management**

Service Administrators load historical data from external systems using Data Management. Loading historical data helps Planners analyze results, review trends, and make meaningful comparisons.

Before using Data Management to load data from an external system, Service Administrators should set up profiles and data load rules, and perform some of the administrative tasks detailed in this section.

**Table 20  Data Management Administrative Tasks**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference topic in Administering Data Management for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up Data Management</td>
<td>Create profile lists, set up source systems, register target applications, and define period and category mappings.</td>
<td>Data Management Administration Tasks</td>
</tr>
<tr>
<td>Defining data load rules</td>
<td>Manage mappings and define rules to extract data from source system.</td>
<td>Loading Data</td>
</tr>
</tbody>
</table>
### Task Description

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference topic in Administering Data Management for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage logic accounts</td>
<td>Manage dynamically generated accounts that are used to calculate supplemental values that are not provided in source files.</td>
<td>Logic Accounts</td>
</tr>
<tr>
<td>Manage check rules</td>
<td>Create and manage check rules and rule groups to enforce data integrity.</td>
<td>Check Rules</td>
</tr>
<tr>
<td>Use batch processing</td>
<td>Combine load rules to execute them in batches, define parameters for batches, and schedule and execute batches of job rules.</td>
<td>Batch Processing</td>
</tr>
<tr>
<td>Generate reports</td>
<td>Use Data Management reporting framework to generate reports.</td>
<td>Data Management Reports</td>
</tr>
</tbody>
</table>

### Administering Financial Reporting from Planning and Budgeting Cloud Service Workspace

Service Administrators and Power Users can use Planning and Budgeting Cloud Service Workspace to perform common Financial Reporting administration tasks.

**Table 21  Financial Reporting Administration Tasks in Planning and Budgeting Cloud Service Workspace**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Administering Financial Reporting for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand MIME types</td>
<td>Understand the MIME types that Financial Reporting supports.</td>
<td>Financial Reporting Administrative Tasks in Planning and Budgeting Cloud Service Workspace</td>
</tr>
<tr>
<td>Use Annotation Manager for collaboration</td>
<td>Search and manage annotations.</td>
<td>Exploring and Managing Annotations</td>
</tr>
</tbody>
</table>

### Administering Planning and Budgeting Cloud Service Workspace

Planning and Budgeting Cloud Service Workspace provides access to service components.

Service Administrators perform Planning and Budgeting Cloud Service Workspace administration tasks. See *Administering Workspace for Oracle Planning and Budgeting Cloud Service*.  

85
Table 22  Planning and Budgeting Cloud Service Workspace Administration Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference Chapter in Administering Workspace for Oracle Planning and Budgeting Cloud Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify settings and customize the user interface</td>
<td>Set default preferences and specify Planning and Budgeting Cloud Service Workspace settings, change default language selection, and remove access to client installers.</td>
<td>Administering Workspace Settings</td>
</tr>
</tbody>
</table>

**Administering Reporting Settings**

Reporting Settings supports the service by maintaining the Explore Repository that stores reports.

You work in the explore repository to create and manage folders and items, and to administer pushed contents. See Administering Content for Reporting Settings in Administering Reporting Settings for Oracle Planning and Budgeting Cloud Service for detailed information.
Migrating an On-Premises Planning Application to Oracle Planning and Budgeting Cloud Service

In This Chapter

Use-Case Overview......................................................................................... 87
Supported Migration Paths................................................................................ 87
Prerequisites and Notes................................................................................... 88
Process Flow................................................................................................ 92

Use-Case Overview

You want to migrate a Planning application running in an on-premises Oracle Enterprise Performance Management System production environment to an Oracle Planning and Budgeting Cloud Service production environment.

Watch this overview video to learn about migrating a Planning application running in an on-premises EPM System production environment to Oracle Planning and Budgeting Cloud Service.

Supported Migration Paths

You can migrate only on-premises Planning Release 11.1.2.1.x to Oracle Planning and Budgeting Cloud Service. Oracle does not certify any other on-premises EPM System migration to the service.
Prerequisites and Notes

Subtopics

- General Prerequisites
- Default Application Properties
- Required Roles
- Artifacts Not Supported
- Modules and Applications Not Supported
- Reserved Words
- Report Mapping Artifacts and Aggregate Storage Database
- Business Rules

General Prerequisites

- Before migrating to the service, ensure that your on-premises applications are stable. For example, there should be no cube refresh error or invalid rules.
- Ensure that the application name that you use in the service is identical to the on-premises application name.

Default Application Properties

Changes to default application properties made in the on-premises environment are ignored. Upon import, all application properties default to preset values. For example, ORACLE_ADF_UI, sync_on_logon, JDBC/OLAP min/max connections, and edit_dim_enabled.

Required Roles

- Only Service Administrators can import application and artifacts into a service instance. See Chapter 2, “Managing Users and Roles.”
- In the on-premises EPM System, the user performing the export operation must have the LCM Administrator and the Administrator role of the Planning application.

Artifacts Not Supported

Migration of the following is not supported:

- Shared Services custom roles
- Reporting and Analysis Annotations and Batch Jobs
Note: ACLs defined for Financial Reports in the on-premises environment are lost during migration and must be defined manually in the service. See Chapter 1, “Financial Reporting Administrative Tasks in Planning and Budgeting Cloud Service Workspace” in Administering Financial Reporting for Oracle Planning and Budgeting Cloud Service.

- **Essbase global substitution variables**
  
  Convert the global substitution variables in the on-premises application into application-specific variables before migrating. Perform this task in Oracle Essbase Administration Services by opening the Substitution Variables Editor and changing the value in the Applications column from All Apps to a specific application.

- **Workspace Pages and Personal Pages**

- **Essbase report scripts and rules (.rul) files**

**Modules and Applications Not Supported**

The following modules and applications are not supported in Oracle Planning and Budgeting Cloud Service:

- Horizontal planning modules such as Oracle Hyperion Workforce Planning, Oracle Hyperion Capital Asset Planning, Oracle Project Financial Planning, and Oracle Hyperion Public Sector Planning and Budgeting. Migration of these applications to Oracle Planning and Budgeting Cloud Service will fail, even if you removed Planning modules cubes from them, because business rules and forms span cubes.

- Oracle Hyperion EPM Architect-enabled Planning applications


**Reserved Words**

Before migrating an on-premises Planning application into the service, ensure that dimension, attribute, and alias names in the application do not conflict with the words reserved for Planning internal usage of dimension properties (for example, operation, account type, aggregation, and description). If alias names conflict with reserved words, the import of the Planning application can fail. See Administering Planning for Oracle Planning and Budgeting Cloud Service for details on the dimension property names and column header values used by the Outline Load Utility.

**Report Mapping Artifacts and Aggregate Storage Database**

Report Mapping artifacts could have references to Essbase aggregate storage databases in on-premises environment and may fail to import into the service. Oracle recommends that you not select them for migration.

You can manually create an aggregate storage database in Planning, and then recreate report mappings. See “Adding an Aggregate Storage Outline to a Planning Application” in Chapter 12,
Business Rules

If the on-premises Planning application has Oracle Hyperion Business Rules as its calculation engine, upon migration, all business rules are migrated to Calculation Manager. Security access is not migrated, however, and must be manually defined in the service. When defining security access, consider the following:

- **Locations**—Locations in Business Rules determine where the artifact resides when it is migrated to Calculation Manager. For all business rules that you want to migrate, ensure that the “Design Time” location in Business Rules is set to “Select Location” status.
  
  - The Location tab of each business rule should always contain the specific location of the application plan type/database and not “All Locations.”
  
  - Assign each rule to only one application plan type/database. For example, if you assign Rule 1 to APP1’s Plan1, you should not also assign it to APP1’s Plan 2.

- **Launch Variable**—Ensure that the Launch variable in the Variables tab of the Business Rules rule has one of the valid locations provided in the Locations tab. It should not have any location other than those defined in the Locations tab. If the rule has locations of both Essbase and Planning applications, then the Launch variable should always have the Planning application specified and not Essbase.

  **Note:** Having an Essbase application location in the Launch variables might result in the rule migration failing.

- **Macros**—Macros created in Business Rules are migrated as templates into Calculation Manager. Macros are migrated to the first plan type/database for the first application migrated. If there are any prompts in the macro, ensure that they have an associated prompt text; otherwise, macro migration can fail.

- **Locations for Sequences**—Locations for sequences is always “All Locations”; however, ensure that the Variable tab of the sequence has the same location as the respective rule’s launch variable. For example, in rule R1’s Variable tab for the launch variable, provide a valid location, such as Server/APP1Plan1. If R1 is a part of sequence S1, then in the Variable tab of S1, the launch variable of R1 should have Server/APP1/Plan1.

  **Note:** If the launch variable’s location is not specified correctly, the sequence/rule might not migrate successfully.

- **Projects**—In Planning, the Business Rules projects are migrated into artifacts called Folders. After migration, these folders can be found in Planning in the “Business Rules Security” section.

  - **Rules in Projects**—You can put your business rules in projects and define security for the business rules at the project level. You can also use the same rule in multiple projects. However, Planning does not allow duplicates of the same artifact in multiple folders. As
a result, you may need to rearrange your projects to accommodate Planning's specifications.

For example, rule R1 could be included in projects P1 and P2. When you migrate the security, which in turn migrates the projects, you might find that rule R1 is a part of folder P2 and not P1 anymore. This is because Planning does not support having rule R1 in both folder P1 and P2.

Consider a simple scenario where an administrator has to give user IU access for rules R1 and R2 and has to give user IU1 launch access on R2 alone. In Business Rules, the administrator: puts R1 and R2 in project P1 and gives user IU access to project P1, and puts F2 in project P2 and gives user IU1 access to project P2. When the administrator migrates the security in this scenario, R1 is in project P1, and R2 is in project P2, which means the security assignment is not correct. To fix this, the administrator might have to make minor changes to existing Business Rules project and security definitions.

In this same scenario, if the administrator moves project P2 as a child of project P1, includes rule R1 under project P1 and rule R2 under project P2, assigns access to user IU on project P1 and user IU1 on project P2, the problem would be solved. Rule R2 would inherit the access from the folder level access of project P1, so both rules R1 and R2 would be launchable for user IU, and only rule R2 would be launchable for user IU1.

- **Sequences in Projects**—In Business Rules, you are able to assign access for sequences as well as rules. Sequences are migrated to Calculation Manager as rulesets. After migration, you may find that rulesets (sequences) are missing from the folders. (Projects get converted to folders in Calculation Manager.) This is because there is no security on rulesets in Calculation Manager. This is based on the concept that if a user has launch access to all the rules of the ruleset, then it is not necessary to assign security on a ruleset, as a ruleset alone is a batch processing of the underlying rules. Therefore, these rulesets are not in business rules security, and no security is defined on rulesets. You can access rulesets from Tools Business Rules in Planning, and attach rulesets to menus, forms, and so on.

- **Projects in Projects**—Projects within projects migrate as they are defined in Oracle Hyperion Business Rules, provided that the same rule does not exist in one of the child projects.
Process Flow

Subtopics

- Step 1: Migrate the Security Model
- Step 2: Export Artifacts from the On-Premises Deployment
- Step 3: Zip the Exported Artifacts and Upload the ZIP File to the Service
- Step 4: Import Artifacts into the Oracle Planning and Budgeting Cloud Service Production Instance
- Step 5: Validate and Troubleshoot

Step 1: Migrate the Security Model

Subtopics

- Steps in an On-Premises Environment
- Steps in an Oracle Planning and Budgeting Cloud Service Environment

Migrating the security model from the on-premises environment to a service instance involves creating users and assigning them to roles. Additionally, you must create Native Directory groups in the service instance if your on-premises environment uses groups to grant access control to artifacts.

You must create the users of on-premises Planning application as users in your identity domain and assign them appropriate roles. You create users and grant them roles using Oracle Identity Management Console.

This section details how to identify on-premises Planning users, create comparable user accounts within the service, and grant roles to users.

Steps in an On-Premises Environment

Subtopics

- Identify On-Premises Planning Users and Groups
- Create Data Upload Files

Identify On-Premises Planning Users and Groups

Begin by generating a provisioning report to identify users who are authorized to access the on-premises Planning application that you want to migrate and related components including Shared Services, Calculation Manager, FDM/FDMEE, and Reporting and Analysis.

To identify on-premises EPM System users and groups:

1. In the on-premises deployment, log in to Shared Services as Administrator.

2. Generate a provisioning report that lists provisioned users.
   a. Select Administration, and then View Report.
b. In **Find All**, select **Roles**.

c. In **For**, select **Users**.

d. In **Show Effective Roles**, select **Yes**.

e. In **Group By**, select **Users**.

f. From **In Application**, select the following:
   - **Foundation**: Shared Services
   - **Reporting and Analysis**: Reporting and Analysis
   - **FDM**: ERP Integrator (if present)
   - Application group that contains the Planning application that you want to migrate: The Planning application that you want to migrate to the service.

3. **Click Create Report.**

**Create Data Upload Files**

**Subtopics**
- Create a User Upload File
- Create a Group Upload File
- Create Role Upload Files

Use the provisioning report that you generated as a reference to create these comma-separated value (CSV) files (see “Identify On-Premises Planning Users and Groups” on page 92). Data upload files facilitate the bulk loading of users, Native Directory groups, and access control assignments into the service instance.

**Create a User Upload File**

Create a user upload file; for example, `users.csv`, to load on-premises users into the My Services to create Oracle Planning and Budgeting Cloud Service users.

Use the provisioning report that you generated to identify the users who should be allowed access to the service. Typically, users who are provisioned—directly or indirectly through groups—to on-premises Oracle Hyperion Foundation Services, Planning, Enterprise Resource Planning Integrator, and Reporting and Analysis must be added to `users.csv`.

Contents of a sample user upload file to load two users:

```
First Name, Last Name, Email, User Login
John, Doe, john.doe@example.com, jdoe
Jane, Doe, jane.doe@example.com, jndoe
```

**Note:** The User Login column is optional. Do not include this column if you want to use the email address as the user name.
To create a user upload file:

1. Using a text editor, create a comma-separated value file; for example, `users.csv`, and store it in a convenient location. Be sure to save the file as type `All Files (*.*)`.

2. Edit the user upload file:
   a. Enter the following as the file header—first line of content—if you are using a text editor.
      
      First Name,Last Name,Email,User Login
   b. Add user details; one line for each user. Separate each entry using a comma. For example:
      
      John,Doe,john.doe@example.com,jdoe

   **Note:** The email address must be unique.

3. Save and close the user upload file.

Create a Group Upload File

From your on-premises environment, export Native Directory group information to create the `Groups.csv` file. This file contains information about all Native Directory groups.

Groups that are used to grant access to application artifacts are identified in the *Inheritance Information* column of the provisioning report. See “Identify On-Premises Planning Users and Groups” on page 92. Using the information in this column as a guide, edit `Groups.csv` to remove the groups that are not used to grant access permissions to artifacts in your on-premises environment.

The `Groups.csv` file that you generate does not contain information about groups from external directories that you used in the on-premises environment to grant access to artifacts. You must add information about such groups into `Groups.csv`.

A sample `Groups.csv` file to load two groups: `plan_grp1` with child group `plan_grp9` and user member `jdoe`:

```plaintext
#group
id,provider,name,description,internalid
plan_grp1,Native Directory,plan_grp1,,
plan_grp9,Native Directory,Plan_grp9,,

#group_children (user members of group)
id,group_id,group_provider,user_id,user_provider
Plan_grp1,,Native Directory,jdoe,Native Directory

#group_children (group members of group)
id,group_id,group_provider,user_id,user_provider
plan_grp9,plan_grp1,Native Directory,,
```

**Note:** The `Groups.csv` file is used to create groups in the Native Directory of the service instance. Oracle recommends that you use these groups to re-create access control that exists in your on-premises environment.
To create Groups.csv:

1. In the on-premises deployment, log in to Shared Services as Administrator.
2. In the View pane, expand Application Groups, and Foundation, and then select Shared Services.
4. Right-click Groups, and then select Export for Edit.
5. Save Groups.csv.
6. Edit Groups.csv:
   a. Using a text editor, open Groups.csv from the location where you stored it.
   b. Delete information of groups that are not used to control access to Foundation Services, Planning, Enterprise Resource Planning Integrator, and Reporting and Analysis artifacts.
   c. Add information about the external groups (see Inheritance Information column of the provisioning report) that are used to grant access to Oracle Hyperion Foundation Services, Planning, Enterprise Resource Planning Integrator, and Reporting and Analysis artifacts.
   d. Save and close Groups.csv.

Create Role Upload Files

Roles granted to users and groups in the on-premises environment do not have equivalents in the service. See “Predefined Roles” on page 46 for a list of default service roles. Additionally, service roles can be assigned to users only.

You use four role upload files, one for each user type, to assign users to default roles in the service instance. You must manually create these upload files using the provisioning report (see “Identify On-Premises Planning Users and Groups” on page 92) to identify the service roles that grant access similar to those that users have in the on-premises environment.

To ensure that an appropriate level of access is maintained after migration, grant the service role that encompasses all the access rights granted to the user in the on-premises environment. For example, assume that user jdoe has the following on-premises roles:

- Interactive User role of the Planning application that is being migrated
- LCM Administrator (Shared Services)
- Report Designer (Reporting and Analysis)

Of these roles, Interactive User and Report Designer are mapped to the Power User role of Oracle Planning and Budgeting Cloud Service. However, because the LCM Administrator role is mapped to the Service Administrator role of the service, you should assign it to jdoe.

You use four role upload files, one for each user type, to assign users to default service roles. Create role upload files by dividing the users in the user upload file among comma-separated value files; each file containing only the email address of the users to whom you want to grant a specific role.
See “Create or Edit a CSV File to Assign a Role to Many Users” in Getting Started with Oracle Cloud.

Because the higher default roles inherit the privileges granted to the lower roles, you need to grant only one role to a user.

**Steps in an Oracle Planning and Budgeting Cloud Service Environment**

**Subtopics**

- Load Users into Oracle Cloud Identity Domain
- Upload Role Assignments
- Import Groups into Native Directory of Service Instance

**Load Users into Oracle Cloud Identity Domain**

An Identity Domain Administrator uploads the user upload file to create users in Oracle Cloud identity management system.

See Importing a Batch of User Accounts in Getting Started with Oracle Cloud.

**Upload Role Assignments**

An Identity Domain Administrator uploads the role upload files to assign roles to users.

See “Assigning One Role to Many Users” in Getting Started with Oracle Cloud.

**Import Groups into Native Directory of Service Instance**

Use the Groups.csv upload file that you created ("Create a Group Upload File" on page 94) to upload the groups that you used to grant access to artifacts.

Oracle recommends that Native Directory groups, not users, be granted access to Planning and Reporting Settings artifacts. Using groups to control access to artifacts reduces administrative overhead and allows Service Administrators to exercise finer control over the access control process.

To import Native Directory groups:

1. Access your service instance as a Service Administrator. See Accessing the Service on page 21.
2. Select Navigate, then Administer, and then Application Management.
3. In the View pane, expand Applications and then select Shared Services.
5. Right-click Groups, and then select Import after Edit.
6. In Import after Edit, select Groups.csv that you created earlier.
7. Click Finish.
Step 2: Export Artifacts from the On-Premises Deployment

To export artifacts from the on-premises deployment:

1. In the on-premises deployment, log in to EPM Workspace as Shared Services Administrator, and then launch the Shared Services Console.
   
   The user logging in must have administrator roles on all of the applications migrated.

2. If the Planning application being exported uses Calculation Manager as the rule engine:
   
   a. In the left pane, expand **Foundation**, and then select the **Calculation Manager** application.
   
   b. In the right pane, expand **Planning**, and then select the **Planning** application.

3. In the left pane, expand **Reporting and Analysis**, and then select the **Reporting and Analysis** application.

4. In the right pane, expand **Repository Objects**, and then do the following:
   
   a. Select all Financial Reporting objects associated with the Planning application.
      
      Snapshot Report and Snapshot Book do not need to be associated with an application.
   
   b. Select any third-party content; for example, documents and HTML files.
   
   c. Expand **HRInternal**, and then:
      
      i. Select **DataSources**.
      
      ii. Expand **UserPOV**.

      There is a UserPOV for every combination of user and data source. Select the UserPOVs for the users that were migrated as part of the security model migration.

      For example, if Henry is an active user in the service instance after migrating the security model from your on-premises environment to Oracle Planning and Budgeting Cloud Service, then select all the UserPOVs having Henry in the artifact name.

5. **Select Security**.

6. In the application group containing the **Hyperion Planning** application, select all the artifacts except the **Report Mappings** artifact under **Global Artifacts**.

7. Define the migration and specify the folders for the data set.

   When you click **Define Migration**, a list of products is displayed. Select each product, and keep the default options; then, specify a folder for each product; for example, OnPremisePlanning, OnPremiseCalc, and OnPremiseReports.

8. Clear the **Export with Job Output** export option.

9. Select **Execute Migration**, and then select **Launch Migration Status Report**.

10. Wait for the migration to display **Completed**.
Step 3: Zip the Exported Artifacts and Upload the ZIP File to the Service

Note: These steps apply to an on-premises Windows environment. You can perform equivalent steps for other platforms as well.

To zip the artifacts and upload the ZIP file to the service:

1. On the Foundation Services machine in the on-premises deployment, navigate to the File System folder where the Oracle Enterprise Performance Management System artifacts were exported.
   By default, this is in `MIDDLEWARE_HOME/user_projects/epmsystem1/import_export/admin@native` directory.

2. Under the File System folder, select all the folders that were exported and zip up the contents using a third-party software such as 7-Zip:
   a. Right-click the exported folder, and select 7-Zip, and then select Add to Archive.
   b. In the Add to Archive dialog box, right-click the selected folders and set the following information:
      - In the Archive field, change the name of the archive to `OnPremisesApplications`.
      - In the Archive Format field, select Zip.
      - In the Parameters field, enter `cu=on`.
      This setting preserves the Unicode paths and file names.
   c. Click OK.

3. Access your service instance as a Service Administrator. See “Accessing the Service” on page 21.

4. Select Navigate, then Administer, and then Application Management.

5. Right-click the Application Snapshots node, and then select Upload.

6. In the Upload dialog box, browse to the folder where you created the ZIP file, select the ZIP file, and then click Finish.
   The file may take a few minutes to upload. You may need to click the refresh icon after uploading to see the application snapshot in Planning and Budgeting Cloud Service Workspace.

Note: If artifacts in your on-premises environment contain Unicode characters, ensure that the artifacts are zipped from an environment in which the Unicode characters are displayed correctly in the file system. If the artifact in the file system appears garbled, the artifact will fail to import into Oracle Planning and Budgeting Cloud Service.
Step 4: Import Artifacts into the Oracle Planning and Budgeting Cloud Service Production Instance

Note: Because a service instance supports only one application, you must delete the existing Planning application before importing artifacts. For information on deleting an application, see “Deleting a Planning Application” on page 83 Working with Planning for Oracle Planning and Budgeting Cloud Service.

To import artifacts to the production service instance:

1. From the production service instance, select Navigate, then Administer, and then Application Management.
2. Expand the Application Snapshots node.
3. Expand the snapshot (OnPremiseApplications) that was uploaded in the previous step, and then explore and select all the artifacts by clicking Select All.
4. Click Import.
   Artifacts must be imported in the following order:
   a. Reporting and Analysis artifacts
   b. Planning artifacts
   c. Calculation Manager artifacts
5. In the Import to Application dialog box, click OK.
   The Migration Status Report is displayed. Continue refreshing the report until it is complete.
6. If the Migration Status Report shows an error that Exchange Rate artifacts failed to import, do the following:
   a. Expand the Application Snapshots node.
   b. Expand the snapshot that was uploaded in the previous step (OnPremiseApplications), and then select the Planning application; for example, HP-Vision.
   c. In the right pane, expand the Global Artifacts folder, and then select the Exchange Rate artifact.
   d. Click Import.
   e. In the Import to Application dialog box, click OK.
      The Migration Status Report is displayed. Continue refreshing the report until it is complete.
Manually Migrate Data From Release 11.1.2.1.x to the Service Instance

Subtopics
- Steps in On-Premises Environment
- Steps in Planning and Budgeting Cloud Service Workspace

Steps in On-Premises Environment

In the on-premises environment, use Essbase Administration Services to export data of all the plan types into text files; for example, `PlanType1.txt`.

**Note:** When the data size exceeds 2 GB, Essbase Administration Services splits the data into multiple files and names them as `PlanType_1.txt`, `PlanType_2.txt`, and so on.

**Note:** When exporting data, ensure that the name of the data file is the same as the plan type name.

Steps in Planning and Budgeting Cloud Service Workspace

1. Access your service instance as a Service Administrator. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Application Management.
3. Expand Applications, then right-click the Planning application, and then select Explore.
4. In the right pane, select Essbase Data.
5. Select Export, specify a folder name (for example `DataOnly`), and then click Export.
6. When the Migration Status report shows complete, expand Application Snapshots, and download the exported snapshot.
   
   For example, right-click the folder `DataOnly`, then select Download, and then save the folder on your desktop.
7. Extract the contents of the application snapshot ZIP file that you downloaded into a temporary location, and then navigate to `HP-Vision/resource/Essbase Data`, where `Vision` is the name of your Planning application.
8. Copy the data files that you exported from Essbase Administration Services in Release 11.1.2.1.x into the Essbase Data folder.

   Rename the Essbase file, if necessary, to ensure that the file name matches the plan type name.
9. Archive the application snapshot at the HP-Vision level.
10. Upload the application snapshot into the production service instance, then right-click the Application Snapshot, and then select Import.
Manually Define Business Rules Security if the Calculation Module Was Business Rules in Release 11.1.2.1.x

Subtopics

- Steps in On-Premises Release 11.1.2.1.x
- Steps in Oracle Planning and Budgeting Cloud Service

For additional information on applying security to business rules, see “Assigning Access to Members and Business Rules” in Administering Planning for Oracle Planning and Budgeting Cloud Service.

Steps in On-Premises Release 11.1.2.1.x

In the on-premises environment, manually identify the access privileges of all business rules associated with the Planning application in Administration Services.

To manually identify access privileges:

1. Log in to Essbase Oracle Essbase Administration Services.
   
   Select Start, then All Programs, then Oracle EPM System, then Essbase, then Administration Services, and then Start Administration Services Console.

2. Expand Business Rules, then Repository View, and then Rules.

3. Select each business rule associated with the Planning application and open it.

4. Select the Access Privileges tab and note the access privileges.

<table>
<thead>
<tr>
<th>Table 23 Access Privilege Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Premises Access Privilege</td>
</tr>
<tr>
<td>Validate or launch</td>
</tr>
<tr>
<td>Modify rule repository objects</td>
</tr>
<tr>
<td>Cannot validate or launch</td>
</tr>
<tr>
<td>Cannot modify rule repository objects</td>
</tr>
</tbody>
</table>

Steps in Oracle Planning and Budgeting Cloud Service

To apply business rule security in the production service instance:

1. Access your service instance as a Service Administrator. See “Accessing the Service” on page 21.

2. Select Navigate, then Applications, then Planning, and then the Planning application.

3. Select Administration, then Manage, and then Business Rule Security.

4. Select each business rule that was migrated and manually assign the user/group privileges.
**Step 5: Validate and Troubleshoot**

- To validate and troubleshoot the migration:

1. Check the Migration Status Report to ensure that the import was successful.

   **Note:** If you get an error that says no data sources are available, then an application already exits in Oracle Planning and Budgeting Cloud Service. Delete the existing application and try the migration again. For information on deleting Planning applications, see *Working with Planning for Oracle Planning and Budgeting Cloud Service*.

2. In the production service instance, do the following:
   - Validate that Essbase data migrated correctly.
   - Open a Planning data form and compare it with a data form from the source environment.
   - Open a data form that contains driver data and compare it with a data form from the source environment.
   - Verify that dimensions and task lists were migrated. Verify that the dimensions exist and contain the correct members.
   - Verify that you can view the Financial Reporting reports associated with the application.
Migrating an Application from Production to Production/Test (Cloning)

Use-Case Overview

In Oracle Planning and Budgeting Cloud Service, you want to clone a Planning application from a production instance of the service to another production instance or to a test service instance to re-baseline your application.

Prerequisites and Notes

- The user performing the export operation must have the Service Administrator role in the source instance. Similarly, the user performing the import operation must have the Service Administrator role in the target instance. See Chapter 2, “Managing Users and Roles”.
- Production data is migrated in this process.
- Role assignments are not migrated; however, the identity domain may be common to the source and target service instances. If the target instance uses a different identity domain than the source instance, you must manually assign roles to users in the identity domain of the target instance. So that access control definitions can be migrated, Oracle recommends that you manage all your access control based on native groups.
Process Flow

Subtopics

- Step 1: Export Artifacts from the Source Service Instance
- Step 2: Upload Snapshot to the Target Service Instance
- Step 3: Import Artifacts into the Target Service Instance
- Step 4: Validate and Troubleshoot

Step 1: Export Artifacts from the Source Service Instance

To export artifacts from the source service instance:

2. Select Navigate, then Administer, and then Application Management.
3. Expand Applications, and then select Shared Services.
4. In the right pane, from Native Directory, select Groups.
5. In the left pane, from Applications, select FDM Enterprise Edition.
6. In the right pane, complete these actions:
   a. Expand Application Data, then expand Planning Applications, and then select the Planning application to migrate.
   b. Select the Global Setup Artifacts check box.
7. In the left pane, select the Planning application.
8. In the right pane, click Select All.
9. In the left pane, from Applications, select Calculation Manager.
10. In the right pane, expand Planning, and then select the Planning application.
11. In the left pane, from Applications, select Reporting and Analysis.
12. In the right pane, expand Repository Objects, and then select:
   - All Financial Reporting objects associated with the Planning application

   **Note:** Snapshot Report and Snapshot Book do not need to be associated with an application.
   - Any third-party content; for example, documents and HTML files
   - AnnotationsInternalFolder—Select the annotations associated with Planning reports.
   - HRIInternalFolder—Expand HRIInternal and then do the following:
     - Expand DataSources, and then select the data sources associated with the Planning application.
     - Expand HRScheduler, and then select batch jobs associated with the Planning application.
Expand **UserPov**, and then select the User POV associated with the Planning application.

13. **Select Security.**

14. On the **Selected Artifacts** tab, verify the list of artifacts selected for export.

15. **Click Export.**

16. **Specify the Application Snapshots folder name, and then click Export.**

   This action exports to the server (not to the local file system). The Migration Status Report is displayed when the export operation is complete.

### Step 2: Upload Snapshot to the Target Service Instance

You may use the EPM Automate Utility to complete the download and upload operations detailed in this section. See Appendix A, “Using the EPM Automate Utility”.

To upload snapshots to the target environment:

1. **From the source service instance, download the application snapshot that you created in the preceding step to a local computer:**
   a. Sign in to the source service instance. See “Accessing the Service” on page 21.
   b. Select **Navigate**, then **Administer**, and then **Application Management**.
   c. Expand **Application Snapshots**, then right-click the snapshot that you exported in the preceding step, and then select **Download**.
   d. Save the archive to your local computer.

   The download may take a few minutes.

2. **Upload the application snapshot from the local computer to the target service instance:**
   a. Sign in to the target service instance. See “Accessing the Service” on page 21.
   b. Select **Navigate**, then **Administer**, and then **Application Management**.
   c. Right-click the **Application Snapshots** node, and then select **Upload**.
   d. Browse and select the snapshot that you downloaded, and then click **Finish**.

   The upload may take a few minutes.

### Step 3: Import Artifacts into the Target Service Instance

To import artifacts into the target service instance:


2. Select **Navigate**, then **Administer**, and then **Application Management**.

3. Expand the **Application Snapshots** node.

4. Right-click the name of the file that you uploaded, and then select **Import**.
In the Import to Application dialog box, click OK.
The Migration Status Report is displayed. Continue refreshing the report until it is complete.

Step 4: Validate and Troubleshoot

To validate and troubleshoot the migration:

1. Check the Migration Status Report to ensure that the import was successful.

2. In the target service instance, do the following:
   - Open a Planning data form that contains driver data and compare it with the same data form in the source environment.
   - Verify that dimensions and task lists were migrated. Verify that the dimensions exist and contain the correct members.
   - Verify that you can view the Financial Reporting reports, annotations, and user POVs associated with the application.
Migrating an Application from Test to Production

In This Chapter

Use-Case Overview ....................................................................................... 107
Prerequisites and Notes ................................................................................. 107
Process Flow .............................................................................................. 108

Use-Case Overview

You want to migrate a Planning application in a development phase from a test service instance to a production instance.

Prerequisites and Notes

- In Oracle Planning and Budgeting Cloud Service, the user performing the import and export operation must have the Service Administrator role. See Chapter 2, “Managing Users and Roles”.
- Production data can be refreshed after migration using Data Management.
- Each user must be assigned to one or more predefined Oracle Planning and Budgeting Cloud Service roles. (Use the Provisioning Report generated from the source environment as your guide.)
- Global assumptions and driver data are migrated along with forms tagged with the form attribute “Global Assumptions Form.”
- Role assignments are not migrated; however, the identity domain may be common to the source and target service instances. If the source and target instance do not use the same identity domain, you must manually assign roles to users in the identity domain of the target instance. So that access control definitions can be migrated, Oracle recommends that you manage all your access control based on native groups.
Process Flow

Subtopics

- Step 1: Export Artifacts from the Test Instance
- Step 2: Upload Snapshot into the Target Production Environment
- Step 3: Import Artifacts to the Production Environment
- Step 4: Optional: Refresh Production Data Using Data Management
- Step 5: Validate and Troubleshoot

Step 1: Export Artifacts from the Test Instance

Subtopics

- Export All Artifacts from the Test Instance
- Incrementally Export Artifacts

For initial migration, you migrate all the artifacts. During development iterations, you may want to migrate individual artifacts such as forms, business rules, Smart Lists, and so on.

Export All Artifacts from the Test Instance

To export artifacts from the test instance:

1. Sign into the test service instance. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Application Management.
3. In the View pane, expand Applications.
4. Select Native Directory groups:
   a. From Applications, select Shared Services.
   b. In Application: Shared Services, expand Native Directory, and then select Groups.
5. Select Data Management artifacts:
   b. In Application: FDM Enterprise Edition, expand Application Data, then expand Planning Applications, and then select the Planning application to migrate.
   c. Select Global Setup Artifacts.
6. Select Planning artifacts:
   a. From Applications, select the Planning application.
   b. Click Select All, and then remove the selection from Essbase Data.
   c. Expand Relational Data and remove the selection from the following check boxes:
      - Cell Texts
- Planning Units
- Supporting Detail
- Account Annotations

7 Select Calculation Manager artifacts.
   a. From Applications, select Calculation Manager.
   b. In Application: Calculation Manager, expand Planning, and then select the Planning application.

8 Select Oracle Hyperion Reporting and Analysis artifacts.
   a. From Applications, select Reporting and Analysis.
   b. In Application: Reporting and Analysis, expand Repository Objects, and then select the following:
      - All Financial Reporting objects associated with the Planning application.
      - Any third-party content; for example, documents and HTML files
      - AnnotationsInternalFolder—Select the annotations associated with Planning reports.
      - HRInternalFolder—Expand HRInternal and then do the following:
        - Expand DataSources, and then select the data sources associated with the Planning application.
        - Expand HRScheduler, and then select batch jobs associated with the Planning application.
        - Expand UserPov, and then select the User POV associated with the Planning application.
   c. Select Security.

9 Open the Selected Artifacts tab and verify the list of artifacts that you selected for export.

10 Click Export.

11 Specify a folder name for the snapshot; for example, MyPlanningAppDay0, and then click Export.
   This action exports to the server (not to the local file system). The Migration Status Report is displayed when the export operation is complete.

Incrementally Export Artifacts

After you initially migrate all the artifacts from test to production, you may need to incrementally add new or updated artifacts from the test instance to the production instance. For example, you may add a new Planning data form, forms that you edited in the test instance, or updated business rules from the test instance to the production instance.
To export specific artifacts from the test instance:

1. Sign into the test service instance. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Application Management.
3. Expand Application Snapshots, and then right-click the desired artifact; for example, MyPlanningAppDay0.
4. Select Modified Since.
   A report is displayed, showing all of the artifacts that have been either added or modified between Day 0 and Day 1.
5. Select any artifacts that have been added or modified.
6. Click Export.
7. Specify the Application Snapshots folder name (for example, MyPlanningAppDay0-1), and then click Export.

If the list of changes becomes long and difficult to manage, you can re-baseline the application using the these steps:

1. Sign into the test service instance. See “Accessing the Service” on page 21.
2. Select Navigate, then Administer, and then Application Management.
3. Expand Application Snapshots, and then right-click the desired artifact (for example, MyPlanningAppDay0), and then select Repeat Export.
4. Specify the Application Snapshots folder name (for example, MyPlanningAppDayX), and then click Export.

**Step 2: Upload Snapshot into the Target Production Environment**

You may use the EPM Automate Utility to complete the download and upload operations detailed in this section. See Appendix A, “Using the EPM Automate Utility”.

To upload snapshot to the target production environment:

1. From the source service instance, download the application snapshot that you created in the preceding step to a local computer:
   a. Sign in to the test service instance from which you exported artifacts. See “Accessing the Service” on page 21.
   b. Select Navigate, then Administer, and then Application Management.
   c. Expand Application Snapshots, then right-click the snapshot that you exported previously, and then select Download.
   d. Save the archive to your local computer.
The download may take a few minutes.

2 Upload the application snapshot from the local computer to the target production instance:
   a. Sign in to the target production service instance. See “Accessing the Service” on page 21.
   b. Select Navigate, then Administer, and then Application Management.
   c. Right-click the Application Snapshots node, and then select Upload.
   d. Browse and select the snapshot that you downloaded, and then click Finish.
      The upload may take a few minutes.

**Step 3: Import Artifacts to the Production Environment**

- To import artifacts into the production environment:
  2. Select Navigate, then Administer, and then Application Management.
  3. Expand the Application Snapshots node.
  4. Right-click the snapshot that you uploaded, and then select Import.
  5. In the Import to Application dialog box, click OK.
     The Migration Status Report is displayed. Continue refreshing the report until it is complete.

**Step 4: Optional: Refresh Production Data Using Data Management**

- To refresh production data using Data Management:
  2. Select Navigate, then Administer, and then Data Management.
  3. On the Workflow tab, click Data Load Rule.
  4. Verify details of the data load rule, and then click Execute.
  5. In the Execute Rule dialog box, make the desired selections, and then click Run.
  6. Click Data Load Workbench, and verify the data.

**Step 5: Validate and Troubleshoot**

- To validate and troubleshoot the migration:
  1. Check the Migration Status Report to ensure that the import was successful.
  2. In the production instance of Planning and Budgeting Cloud Service Workspace, do the following:
● Open a Planning data form that contains driver data, and compare it with the data form from the test instance.
● Verify that dimensions and task lists were migrated.
● Verify that the dimensions exist and contain the correct members.
● Verify that you can view the Financial Reporting reports, annotations, and user POVs associated with the application.
Overview of Maintenance Snapshots

Every day, during the operational maintenance of the service, Oracle backs up the content of your service instance to create a snapshot of existing artifacts and all Essbase data. Service Administrators can use this application snapshot to recover artifacts and data from the previous day; for example, form definitions, reports, and so on, that were deleted from the service after the last operational maintenance window. See “Setting Maintenance Time” on page 29.

Oracle Planning and Budgeting Cloud Service creates the snapshot by backing up artifacts of all service components and Essbase data present in your service instance during the maintenance window. Because Oracle stores only the snapshots created in the most recent maintenance window, the artifacts and data available for restoration depend on their state during the last maintenance window.

Maintenance snapshots are created primarily to restore your service instance in the case of a catastrophic failure. Oracle recommends that you download the maintenance snapshots regularly to a local machine.

Restoring Application Artifacts and Data from a Snapshot

You can restore application artifacts and data from previous snapshots. For example, if you can restore the artifacts and data to the state they were in a few days ago by restoring them from a snapshot that you backed up to a local machine. In such scenarios, you should upload the snapshot to Oracle Planning and Budgeting Cloud Service before restoring artifacts and data.

To restore artifacts from an Artifact Snapshot:

1. Access Oracle Planning and Budgeting Cloud Service as Service Administrator.
2. Select Navigate, then Administrator, and then Application Management.
3. In the View pane, expand Application Snapshots.
4. Complete a procedure to select and import artifacts. Review the Migration Status report to ensure that all artifacts were imported successfully.

To restore all artifacts from the snapshot:

a. Right-click **Artifact Snapshot**, and then select **Import**.

b. Click **OK**.

To restore artifacts of a specific component:

a. Under **Artifact Snapshot**, right-click the node of a component, for example **HSS–Shared Services**, and then select **Import**.

b. Click **OK**.

To restore specific artifacts of service components:

a. Under **Artifact Snapshot**, select the component from which artifacts are to be restored.

b. In **Artifact List**, expand the list of available artifacts and then select the artifacts you want to restore.

c. **Optional**: Select artifacts from other service components. To select artifacts, under **Artifact Snapshot**, right-click the node of a component, for example **HSS–Shared Services**, then select **Import**, and then click **OK**.

d. Click **Import**.

e. Click **OK**.
The EPM Automate Utility enables Service Administrators to remotely perform tasks within service instances. It enables Service Administrators to automate the following repeatable tasks:

- Import and export metadata
- Import and export data
- Refresh the application
- Run business rules on data
- Copy data from one database to another; typically, from a block storage database to an aggregate storage database or from a block storage database to another block storage database
- Upload files into service instance:
  - Upload file into the Planning inbox/outbox
  - Upload file into Data Management folders and initiate import process by running data load rule
- Run a Data Management batch rule and get the output log file
- Download files from the Planning inbox/outbox and from Data Management folders
- Export and import application and artifact snapshots using Application Management
- List the files in the inbox/outbox
- Delete files from the inbox/outbox

This utility enables you to automate some common administrative tasks. You can create scripts that are capable of completing a wide array of tasks and automate their execution using Windows Scheduler. For example, you can create a script to download the data backups for the last 10
days and use it to restore the service to a state that it was in at some point in that period; for instance, three days ago.

Video overview of the EPM Automate Utility

Tutorial: How to execute Oracle Planning and Budgeting Cloud Service tasks using EPM Automate Utility

Installing the Utility

Subtopics

- Windows
- Linux/UNIX

The EPM Automate Utility installer for Windows and Linux/UNIX is available from the service.

Note: This utility is supported on 64-bit clients of supported operating systems only.

Windows

By default, the utility is installed in C:/Oracle/EPM Automate (Windows). See “Installing Clients” on page 26 for details.

Linux/UNIX

To install the EPM Automate Utility:

1. From the service, download the installer (EPMAutomate.tar) into a directory in which you have read/write/execute privileges.

2. Using a command such as the following, extract the contents of the installer:

   tar -xvf EPMAutomate.tar

116
Prerequisites

Subtopics

- Planning Jobs
- Business Rules
- Data Load Rules and Batches

Planning Jobs

Many EPM Automate Utility commands require Planning jobs. Jobs are actions, such as importing or exporting data, that can be started immediately or scheduled for a later time; for example, importing or exporting data, and refreshing the database.

Using the Jobs Console, which is available only in the simplified interface, you must create appropriate jobs to perform these EPM Automate Utility operations:

- Import data into an application
- Export data from an application
- Import metadata into an application
- Export metadata from an application
- Copy data from one a block storage database to an aggregate storage database or from a block storage database to another block storage database

For detailed instructions on creating jobs, see Managing Jobs in Administering Oracle Planning and Budgeting Cloud Service Using the Simplified Interface.

Business Rules

Business rules that you want to execute must exist in the Planning application.

You use Calculation Manager to create business rules, which are then deployed into the Planning application. See Designing with Calculation Manager for Oracle Planning and Budgeting Cloud Service.

Data Load Rules and Batches

Data load rules define how Data Management loads data from a file. You must have predefined data load rules to load data using the EPM Automate Utility.

You can also load data using batches defined in Data Management. Using a batch, Service Administrators can combine many load rules in a batch and execute them in serial or parallel mode.
Command Reference

Files that you upload to the service or create by exporting data from the service are stored in the Planning inbox/outbox. Use the Planning Inbox/Outbox Explorer to explore the contents of the inbox/outbox. Files uploaded to Data Management inbox and outbox are accessible from the Data Management file browser; they are not accessible from the Planning Inbox/Outbox Explorer.

Application snapshots that you create using the utility is not listed in the Inbox/Outbox Explorer; you can view them by expanding the Application Snapshots node of Application Management.

Note: Enclose parameter values that contain a space character in quotation marks.

Table 24  EPM Automate Utility Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
</table>
| help    | Displays help.  
  Usage: `epmautomate help` (to list EPM Automate Utility commands that you can execute) or `epmautomate COMMAND_NAME help` to display help for a specific command.  
  Example: `epmautomate login help` |
| encrypt | Uses the Advanced Encryption Standard (AES) to encrypt your password and store it in a password file. Encrypting your password is a onetime process.  
  Usage: `epmautomate encrypt PASSWORD KEY PASSWORD_FILE` where:  
  - `PASSWORD` is the password of the Service Administrator.  
  - `KEY` is the private key that is to be used to encrypt the password.  
  - `PASSWORD_FILE` is the name and location of the file that stores the encrypted password. The password file must use the `.epw` extension.  
  Example: `epmautomate encrypt P@ssword1 myKey C:\mySecuredir\password.epw` |
<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>login</strong></td>
<td>Establishes a secure connection to an Oracle Planning and Budgeting Cloud Service instance. You sign in to initiate a session, which remains active until you sign out.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td>epmautomate login <strong>USERNAME</strong> <strong>PASSWORD</strong> <strong>URL</strong></td>
</tr>
<tr>
<td></td>
<td>epmautomate login <strong>USERNAME</strong> <strong>PASSWORD_FILE</strong> <strong>URL</strong></td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
<td>epmautomate login serviceAdmin P@ssword1</td>
</tr>
<tr>
<td></td>
<td><a href="https://test-cloud-pln.pbc.us1.oraclecloud.com">https://test-cloud-pln.pbc.us1.oraclecloud.com</a> myIdentityDomain</td>
</tr>
<tr>
<td></td>
<td>epmautomate login serviceAdmin C:\mySecuredir\password.epw</td>
</tr>
<tr>
<td></td>
<td><a href="https://test-cloud-pln.pbc.us1.oraclecloud.com">https://test-cloud-pln.pbc.us1.oraclecloud.com</a> myIdentityDomain</td>
</tr>
<tr>
<td><strong>logout</strong></td>
<td>Terminates your current connection with an Oracle Planning and Budgeting Cloud Service instance.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td>epmautomate logout</td>
</tr>
<tr>
<td><strong>uploadfile</strong></td>
<td>Uploads a file from the local computer to a Data Management folder or into the inbox/outbox. Use this command to upload data, metadata, and backup snapshots to a service instance. You can view details of the uploaded file in the Inbox/Outbox Explorer available from the Planning application.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td>epmautomate uploadfile &quot;<strong>FILE_NAME</strong>&quot; <strong>[DATA_MANAGEMENT_FOLDER]</strong></td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
<td>epmautomate uploadfile &quot;C:/pbcsdata/quarterlydata.csv&quot;</td>
</tr>
<tr>
<td></td>
<td>epmautomate uploadfile &quot;C:/fdmee_data/data.zip&quot; inbox/repository</td>
</tr>
<tr>
<td><strong>downloadfile</strong></td>
<td>Downloads a file from a Data Management folder or from the Planning inbox/outbox to the local computer. This command is used to download data, metadata, and backup snapshots for local storage. To download a Data Management file, you must specify the directory in which the file is located. The file is downloaded into the folder from which the utility is executed.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td>epmautomate downloadfile &quot;<strong>FILE_NAME</strong>&quot; <strong>[FILE_PATH]</strong></td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
<td>epmautomate downloadfile data.csv</td>
</tr>
<tr>
<td></td>
<td>epmautomate downloadfile outbox/report/data.csv</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>importdata</td>
<td>Imports data from a file in the inbox/outbox into the application using the import data settings specified in a Planning job of type import data. Optionally, you can specify the name of the ZIP, CSV or TXT (Essbase format data file) file from which data is to be imported. If you specify a file name, the import file name in the job is ignored. If the job is defined to import data in Essbase format, the .ZIP file must contain an Essbase format TXT file. For other import jobs, the ZIP file may contain one or more CSV files that identifies the import sequence in the file names; for example, data1-3.csv, data2-3.csv, and data3-3.csv.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate importdata JOB_NAME [FILE_NAME], where: JOB_NAME is the name of a job defined in the Planning application and FILE_NAME identifies the ZIP or CSV file from which data is to be imported.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate importdata dailydataload dailydata.zip</td>
</tr>
<tr>
<td>exportdata</td>
<td>Exports application data into a file using the export data settings, including file name, specified in a Planning job of type export data. You can view details of the exported file using the Planning Inbox/Outbox Explorer. Optionally, you can specify a file name for the exported data. Data is exported as a ZIP file only. Data is exported as a .ZIP file only. The exported file is stored in the Planning inbox/outbox.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate exportdata JOB_NAME [FILE_NAME], where: JOB_NAME is the name of a job defined in the Planning application and FILE_NAME is the name of the .ZIP file into which data is to be exported.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate exportdata dailydataexport dailyData.zip</td>
</tr>
<tr>
<td>refreshcube</td>
<td>Refreshes the Planning application cube. Typically, you refresh the cube after importing metadata into the application.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate refreshcube</td>
</tr>
<tr>
<td>runbusinessrule</td>
<td>Launches a business rule.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate runbusinessrule RULE_NAME [PARAMETER=VALUE], where: RULE_NAME is the name of a business rule exactly as it is defined in the service instance. PARAMETER=VALUE indicates optional runtime parameters and their values required to execute the business rule. Note: The rule is executed against the plan type to which it was deployed. Use PARAMETER=VALUE pairing to specify as many runtime prompts as the business rule requires. The following example uses two runtime prompts (Period and Entity) and their values (Q1 and USA).</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate runbusinessrule RollupUSSales Period=Q1 Entity=USA</td>
</tr>
<tr>
<td>runplantypemap</td>
<td>Copies data from a block storage database to an aggregate storage database or from a block storage to another block storage based on the settings specified in a Planning job of type plan type map.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate runplantypemap JOB_NAME [clearData=true</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate runplantypemap CampaignToReporting clearData=false</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>rundatarule</td>
<td>Executes a Data Management data load rule based on the start period and end period, and import or export options that you specify.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td><code>epmautomate rundatarule RULE_NAME START_PERIOD END_PERIOD IMPORT_MODE EXPORT_MODE [FILE_NAME]</code>, where:</td>
</tr>
<tr>
<td></td>
<td>- RULE_NAME is a name of a data load rule defined in Data Management. You should enclose the rule name in quotation marks if it contains space.</td>
</tr>
<tr>
<td></td>
<td>- START_PERIOD is the first period for which data is to be loaded. This period name must be defined in Data Management period mapping.</td>
</tr>
<tr>
<td></td>
<td>- END_PERIOD is, for multi-period data load, the last period for which data is to be loaded. For single period load, enter the same period as start period. This period name must be defined in Data Management period mapping.</td>
</tr>
<tr>
<td></td>
<td>- IMPORT_MODE determines how the data is imported into Data Management. Acceptable values are:</td>
</tr>
<tr>
<td></td>
<td>- APPEND to add to the existing POV data in Data Management</td>
</tr>
<tr>
<td></td>
<td>- REPLACE to delete the POV data and replace it with the data from the file</td>
</tr>
<tr>
<td></td>
<td>- NONE to skip data import into Data Management staging table</td>
</tr>
<tr>
<td></td>
<td>- EXPORT_MODE determines how the data is exported to the Planning application. Acceptable values are:</td>
</tr>
<tr>
<td></td>
<td>- STORE_DATA to merge the data in the Data Management staging table with the existing Planning data</td>
</tr>
<tr>
<td></td>
<td>- ADD_DATA to add the data in the Data Management staging table to Planning</td>
</tr>
<tr>
<td></td>
<td>- SUBTRACT_DATA to subtract the data in the Data Management staging table from existing Planning data</td>
</tr>
<tr>
<td></td>
<td>- REPLACE_DATA to clear the POV data and replace it with data in the Data Management staging table. The data is cleared for Scenario, Version, Year, Period, and Entity</td>
</tr>
<tr>
<td></td>
<td>- NONE to skip data export from Data Management to Planning</td>
</tr>
<tr>
<td></td>
<td>- FILE_NAME is an optional file name. If you do not specify a file name, EPM Automate Utility imports the data contained in the file name specified in the load data rule.</td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
<td></td>
</tr>
<tr>
<td>runbatch</td>
<td>Executes a Data Management batch.</td>
</tr>
<tr>
<td></td>
<td>If batch execution mode in Data Management is set to Serial, control is returned when all the jobs in the batch are completed; if it is set to Parallel, control is returned when all jobs in the batch are submitted for execution.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td><code>epmautomate runbatch BATCH_NAME</code>, where</td>
</tr>
<tr>
<td></td>
<td>BATCH_NAME is the name of a batch defined in Data Management.</td>
</tr>
<tr>
<td><strong>Examples:</strong></td>
<td><code>epmautomate runbatch Accounting_batch</code></td>
</tr>
<tr>
<td>listfiles</td>
<td>Lists the files in the Planning inbox/outbox. This command does not list Application Management snapshots.</td>
</tr>
<tr>
<td><strong>Usage:</strong></td>
<td><code>epmautomate listfiles</code></td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>deletefile</td>
<td>Deletes a file or application snapshot from the Planning inbox/outbox.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate deletefile <em>FILE_NAME</em></td>
</tr>
<tr>
<td></td>
<td><strong>Examples:</strong></td>
</tr>
<tr>
<td></td>
<td>- epmautomate deletefile data.csv</td>
</tr>
<tr>
<td></td>
<td>- epmautomate deletefile applicationbackupOctober30</td>
</tr>
<tr>
<td>exportsnapshot</td>
<td>Repeats a previously performed export operation to create a snapshot of Application Management content.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate exportsnapshot <em>SNAPSHOT_NAME</em> where <em>SNAPSHOT_NAME</em> is the name of an existing snapshot in Application Management. This snapshot is replaced by the new snapshot.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate exportsnapshot October16FullApp</td>
</tr>
<tr>
<td>importsnapshot</td>
<td>Imports the contents of a snapshot into the service instance.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate importsnapshot <em>SNAPSHOT_NAME</em></td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate importsnapshot October16FullApp</td>
</tr>
<tr>
<td>importmetadata</td>
<td>Imports metadata from a file in the inbox/outbox into the application using the import data settings specified in a Planning job of type import metadata.</td>
</tr>
<tr>
<td></td>
<td>Optionally, you can specify the name of the ZIP file from which metadata is to be imported. The contents of the ZIP that you specify take precedence over the file names defined in the job. The ZIP file may contain one or more CSV files. The file names containing metadata for dimensions should match the import file names defined in the job or end with <code>_DIMENSIONNAME.csv</code>, for example, metadata_Entity.csv, metadata_HSP_Smart Lists.csv, and metadata_Exchange Rates.csv.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only the metadata for the dimensions for which metadata import is set up in the job is imported. Metadata for other dimensions, if contained in the ZIP file, are ignored.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate importmetadata <em>JOB_NAME</em> [<em>FILE_NAME</em>] , where <em>JOB_NAME</em> is the name of a job defined in the Planning application and <em>FILE_NAME</em> is the name of the ZIP file from which metadata is to be imported.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate importmetadata importAccount importAccount.zip</td>
</tr>
<tr>
<td>exportmetadata</td>
<td>Exports metadata into a file using the settings specified in a Planning job of type export metadata. The file containing the exported data is stored in the Planning inbox/outbox.</td>
</tr>
<tr>
<td></td>
<td>Optionally, you can specify a file name for the exported data, which overrides the default file name (job name that is used to export metadata). Metadata is exported as a ZIP file only.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate exportmetadata <em>JOB_NAME</em> [<em>FILE_NAME</em>] , where <em>JOB_NAME</em> is the name of a job defined in the Planning application and <em>FILE_NAME</em> is the name of the ZIP file into which metadata is to be exported.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> epmautomate exportmetadata dailyAccountexport Accountexport.ZIP</td>
</tr>
<tr>
<td>recreate -f</td>
<td>Restores a service instance to a clean state by refreshing the deployment. This process deletes the Planning application and all user defined artifacts.</td>
</tr>
<tr>
<td></td>
<td><strong>Caution!</strong> Using this command results in the loss of existing data and artifacts. Perform a complete backup of the application before you recreate a service instance.</td>
</tr>
<tr>
<td></td>
<td><strong>Usage:</strong> epmautomate recreate -f</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| feedback    | Sends feedback to Oracle and to the Service Administrators of the instance. This command, which mimics the Provide Feedback feature (see “Providing Feedback to Oracle” on page 30) of the service, is especially useful for providing feedback (text only) to Oracle in cases where the user interface is unresponsive or you encounter an issue while running the utility.  
  **Note:** Comments must be enclosed in quotation marks.  
  **Usage:** `epmautomate feedback "comment"`  
  **Example:** `epmautomate feedback "runplantypemap CampaignToReporting ClearData=True did not clear data from aggregate storage"` |
| resetservice| Restarts the service instance. Use this command only when you observe severe performance degradation or if you receive error messages indicating that the instance is unusable. Service reset does not affect your application customization (for example, locale change, settings related to theme and currency, etc.). Reset takes up to 15 minutes.  
  **Note:** Comments must be enclosed in quotation marks.  
  **Usage:** `epmautomate resetservice "comment"`  
  **Example:** `epmautomate resetservice "Users experience unacceptably slow connections"` |

### Status Codes

The EPM Automate Utility returns a code to indicate the status of the operation.

#### Table 25  EPM Automate Utility Exit Codes

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Operation completed without errors.</td>
</tr>
<tr>
<td>1</td>
<td>Operation failed to execute because of an error</td>
</tr>
<tr>
<td>2</td>
<td>Cancel pending.</td>
</tr>
<tr>
<td>3</td>
<td>Operation is terminated by the user.</td>
</tr>
<tr>
<td>4</td>
<td>Incorrect parameters.</td>
</tr>
<tr>
<td>5</td>
<td>Insufficient privileges.</td>
</tr>
<tr>
<td>6</td>
<td>Service is not available.</td>
</tr>
<tr>
<td>7</td>
<td>Invalid command.</td>
</tr>
<tr>
<td>8</td>
<td>Invalid parameter.</td>
</tr>
<tr>
<td>9</td>
<td>Invalid user name, password or identity domain.</td>
</tr>
<tr>
<td>10</td>
<td>Expired password.</td>
</tr>
<tr>
<td>11</td>
<td>Service is not available.</td>
</tr>
</tbody>
</table>

123
Running the Utility

Subtopics

- Windows
- Linux

You must be a Service Administrator to perform tasks using the EPM Automate Utility.

Windows

Before running the EPM Automate Utility, ensure that you can access Oracle Planning and Budgeting Cloud Service from the computer from which you are running the utility.

If you are on a corporate network that uses a proxy server, you must configure the local area network settings in Internet Explorer to identify the corporate proxy server. See “Change proxy settings in Internet Explorer” in Windows Help and Support for detailed instructions.

Note: In some corporate environments, the administrator may preset proxy settings.

➢ To run the EPM Automate Utility on a Windows client:

1. Click Start, then All Programs, then EPM Automate, and then Launch EPM Automate. The Launch EPM Automate command prompt is displayed.

2. Optional: Navigate to the directory from which you want to perform operations using the EPM Automate Utility.

3. Optional: Generate a password encryption file. You use the password encryption file to pass encrypted password to initiate a session.

   `epmautomate encrypt P@ssword1 myKey C:/mySecuredir/password.epw`

4. Start a session as a Service Administrator. Use a command such as the following:
   - Using an unencrypted password:
     `epmautomate login serviceAdmin P@ssword1 https://test-cloudpln.pbc_us1.oraclecloud.com myIdentityDomain`
   - Using an encrypted password:
     `epmautomate login serviceAdmin C:\mySecuredir\password.epw https://test-cloudpln.pbc_us1.oraclecloud.com myIdentityDomain`

5. Enter commands to execute the tasks you want to complete. See “Command Reference” on page 118 for a description of the commands, their usage, and examples.

See “Status Codes” on page 123 for information on command execution status.

6. Sign out of the service instance. Use the following command:

   `epmautomate logout`
Linux

Note: Ensure that `JAVA_HOME` is set in the `PATH` variable of your `.profile` file or as a shell environment variable.

To run the EPM Automate Utility on a Linux client:

1. Open a terminal window and navigate to the directory where you installed the EPM Automate Utility.

2. Optional: Generate a password encryption file. You use the password encryption file to pass an encrypted password instead of an unencrypted password to initiate a session.
   ```bash
   epmautomate encrypt P@ssword1 myKey ../misc/encrypt/password.epw
   ```

3. Start a session as a Service Administrator. Use a command such as the following:
   - Using an unencrypted password:
     ```bash
     /bin/epmautomate.sh login serviceAdmin P@ssword1
     https://test-cloudpln.pbc5_us1.oraclecloud.com myIdentityDomain
     ```
   - Using an encrypted password:
     ```bash
     /bin/epmautomate.sh login serviceAdmin ../misc/encrypt/password.epw
     https://test-cloudpln.pbc5_us1.oraclecloud.com myIdentityDomain
     ```

4. Enter commands to execute the tasks you want to complete. See “Command Reference” on page 118 for a description of the commands, their usage, and examples.
   See “Status Codes” on page 123 for information on command execution status.

5. Sign out of the service instance. Use the following command:
   ```bash
   /bin/epmautomate.sh logout
   ```
Examples

Subtopics

- Scenario 1: Import Metadata into Application
- Scenario 2: Import Data, Run a Calculation Script, and Copy Data from a Block Storage Database to an Aggregate Storage Database
- Scenario 3: Export and Download Metadata and Data
- Scenario 4: Remove Unnecessary Files from a Service Instance
- Scenario 5: Archive Backups from the Service to On-Premises
- Scenario 6: Clone a Service Instance
- Scenario 7: Import Data into Data Management, Run a Data Load Rule, and Export Data to Planning
- Scenario 8: Automating Application Snapshots Downloads
- Scenario 9: Automating Daily Data Integration
- Scenario 10: Automating the Cloning of Instances

Scenario 1: Import Metadata into Application

In this scenario, you run a sequence of commands to complete these steps:

- Sign in to the instance using these credentials:
  - User name: serviceAdmin
  - Password file: C:/mySecuredir/password.epw
    You need to create this file manually. See the encrypt command in "Command Reference" on page 118.
  - URL: https://test-cloud-pln.pbcn.us1.oraclecloud.com
  - Identity Domain: myIdentityDomain
- Upload metadata file accounts.zip.
- Import metadata from accounts.zip into the application using job accountMetadata.
- Refresh the cube.
- Log out.

epmautomate login serviceAdmin C:\mySecuredir\password.epw
https://test-cloud-pln.pbcn.us1.oraclecloud.com
myIdentityDomain
epmautomate uploadfile accounts.zip
epmautomate importmetadata accountMetadata accounts.zip
epmautomate refreshcube
epmautomate logout
**Scenario 2: Import Data, Run a Calculation Script, and Copy Data from a Block Storage Database to an Aggregate Storage Database**

In this scenario, you run a sequence of commands to complete these steps:

- Sign in to the instance using these credentials:
  - **User name:** serviceAdmin
  - **Password file:** C:/mySecuredir/password.epw
    
    You must create this file. See the encrypt command in “Command Reference” on page 118.
  - **URL:** https://test-cloud-pln.pbc.us1.oraclecloud.com
  - **Identity Domain:** myIdentityDomain
- Upload a file data.csv.
- Import data from data.csv into the application using job loadingq1data.
- Refresh the cube.
- Run business rule RevenueAllocation deployed to plan type RollupUSSales with runtime prompts Quarter=Q1 Entity=USA to transform data.
- Push data to an aggregate storage database using job CampaignToReporting.
- Log out.

epmautomate login serviceAdmin C:\mySecuredir\password.epw
https://test-cloud-pln.pbc.us1.oraclecloud.com
myIdentityDomain
epmautomate uploadfile data.csv
epmautomate importdata loadingq1data data.csv
epmautomate refreshcube
epmautomate runbusinessrule RevenueAllocation Quarter=Q1 Entity=USA
epmautomate runplantypemap CampaignToReporting clearData=true
epmautomate logout

**Scenario 3: Export and Download Metadata and Data**

In this scenario, you run a sequence of commands to complete these steps:

- Sign in to the instance using these credentials:
  - **User name:** serviceAdmin
  - **Password file:** C:/mySecuredir/password.epw
    
    You must create this file. See the encrypt command in “Command Reference” on page 118.
  - **URL:** https://test-cloud-pln.pbc.us1.oraclecloud.com
  - **Identity Domain:** myIdentityDomain
- Export the metadata into entityData.zip using job exportentitymetadata.
Export the application data into forecastData.zip using job forecastdata.

List the contents of the Planning inbox/outbox.

Download the exported data files (exportentitydata.zip and forecastdata.zip) from the Planning inbox/outbox to the local computer.

Log out.

epmautomate login serviceAdmin C:\mySecuredir\password.epw
https://test-cloud-pln.pbc.us1.oraclecloud.com myIdentityDomain
epmautomate exportmetadata exportentitymetadata entityData.zip
epmautomate exportdata forecastdata forecastData.zip
epmautomate listfiles
epmautomate downloadfile entityData.zip
epmautomate downloadfile forecastData.zip
epmautomate logout

Scenario 4: Remove Unnecessary Files from a Service Instance

In this scenario, you run a sequence of commands to complete these steps:

- Sign in to the instance using these credentials:
  - User name: serviceAdmin
  - Password file: C:/mySecuredir/password.epw
    You need to create this file manually. See the encrypt command in “Command Reference” on page 118.
  - URL: https://test-cloud-pln.pbc.us1.oraclecloud.com
  - Identity Domain: myIdentityDomain

- List the contents of the Planning inbox/outbox.

- Delete files entitymetadata.csv and forecastdata.csv from the Planning inbox/outbox.

- Log out.

epmautomate login serviceAdmin C:\mySecuredir\password.epw
https://test-cloud-pln.pbc.us1.oraclecloud.com myIdentityDomain
epmautomate listfiles
epmautomate deletefile entitymetadata.csv
epmautomate deletefile forecastdata.csv
epmautomate logout

Scenario 5: Archive Backups from the Service to On-Premises

In this scenario, you run a sequence of commands to complete these steps:

- Sign in to the instance using these credentials:
  - User name: serviceAdmin
  - Password file: C:/mySecuredir/password.epw
You must create this file. See the encrypt command in “Command Reference” on page 118.

- **URL:** https://test-cloud-pln.pbcs.us1.oraclecloud.com
- **Identity Domain:** myIdentityDomain

- Create data backups (entitydata.zip and forecastdata.zip).
- List files in the inbox/outbox to verify that the backups are present.
- Download (entitydata.zip and forecastdata.zip) to a local computer.
- Log out.

epmautomate login serviceAdmin C:\mySecuredir\password.epw
epmautomate exportmetadata exportentitymetadata entityData.zip
epmautomate exportdata entitydata entitydata.zip
epmautomate exportdata forecastdata forecastdata.zip
epmautomate listfiles
epmautomate downloadfile entityData.zip
epmautomate downloadfile forecastData.zip
epmautomate logout

**Scenario 6: Clone a Service Instance**

**Subtopics**

- **Prerequisites:**
- **Cloning an Instance**

You might clone a service instance for many reasons. This scenario assumes that you clone an instance to protect against loss of service.

**Prerequisites:**

- The identity domain used by the service instance you are cloning (source) and the service instance that you create as the clone (target) should use an identical set of users and role assignments.
  - If the source and target reside in the same data center, they should share an identity domain.
  - If the source and target do not share a data center, you must manually create the set of users and role assignments of the source in the identity domain of the target.
- The computer from which the EPM Automate Utility is run must have sufficient free space to store the downloaded application snapshot.

**Cloning an Instance**

To clone a service instance, you run commands that complete these steps:

- Sign in to the source instance that you want to clone using these credentials:
- **User name:** serviceAdmin
- **Password file:** C:/mySecuredir/password.epw
  
  You must create this file. See the encrypt command in “Command Reference” on page 118.
- **URL:** https://prod-cloud-pln.pbc.us1.oraclecloud.com
- **Identity Domain:** myIdentityDomain

  - Download artifact snapshot file Artifact Snapshot.zip.
  - Sign out.

  - Sign in to the target instance where you want to establish the clone using these credentials:
    - **User name:** serviceAdmin
    - **Password file:** C:/mySecuredir/password2.epw
      
      You must create this file. See the encrypt command in “Command Reference” on page 118.
    - **URL:** https://test-cloud-pln.pbc.us2.oraclecloud.com
    - **Identity Domain:** myNewIdentityDomain

  - Re-create the service instance.
  - Delete Artifact Snapshot.zip if it is present in the recreated target.
  - Upload artifact snapshot file Artifact Snapshot.zip, which you downloaded from the source, into the inbox/outbox of the target instance.
  - Import artifacts from Artifact Snapshot.zip.
  - Sign out.

  `epmautomate login serviceAdmin C:\mySecuredir\password.epw`
  `https://test-cloud-pln.pbc.us1.oraclecloud.com myIdentityDomain`
  `epmautomate downloadfile "Artifact Snapshot"`
  `epmautomate logout`

  `epmautomate login serviceAdmin C:\mySecuredir\password2.epw`
  `https://test-cloud-pln.pbc.us2.oraclecloud.com myNewIdentityDomain`
  `epmautomate recreate -f`
  `epmautomate deletefile "Artifact Snapshot"`
  `epmautomate uploadfile "Artifact Snapshot.zip"`
  `epmautomate importsnapshot "Artifact Snapshot"`
  `epmautomate logout`
Scenario 7: Import Data into Data Management, Run a Data Load Rule, and Export Data to Planning

Subtopics

- Prerequisites
- Importing Data into Data Management and Running a Data Load Rule

Prerequisites

- The following definitions in Data Management:
  - A data load rule definition named VisionActual
  - Period definitions Mar-15 through Jun-15
- A properly formatted data file (GLActual.dat) that contains data.

Importing Data into Data Management and Running a Data Load Rule

To import data and run data load rule, you run commands that complete these steps:

- Sign in to the instance using these credentials:
  - User name: serviceAdmin
  - Password file: C:/mySecuredir/password.epw

    You must create this file. See the encrypt command in “Command Reference” on page 118.
  - URL: https://test-cloud-pln.pbc.us1.oraclecloud.com
  - Identity Domain: myIdentityDomain

- Upload a file GLActual.dat that contains data for periods Mar-15 through Jun-15 into Data Management folder inbox/Vision

- Import data from GLActual.dat into Data Management using data load rule VisionActual, start period Mar-15, end period Jun-15, and import mode REPLACE.

- Export data with the STORE_DATA option to merge the data in the Data Management staging table with existing Planning data.

- Log out.

  epmautomate login serviceAdmin C:\mySecuredir\password.epw
  https://test-cloud-pln.pbc.us1.oraclecloud.com
  myIdentityDomain
  epmautomate uploadfile GLActual.dat inbox/Vision
  epmautomate rundatarule VisionActual Mar-15 Jun-15 REPLACE STORE_DATA inbox/Vision/GLActual.dat
  epmautomate logout
Scenario 8: Automating Application Snapshots Downloads

Create a batch (.bat) or shell (.sh) file containing script similar to the following to automate the downloading of application snapshots. The following sample script for Windows handles these activities.

- Downloads the application snapshot (Artifact Snapshot) that was created during the maintenance window
- Renames the downloaded snapshot by appending time stamp
- Maintains 10 backups by deleting the oldest backup, if needed

**Note:** While repurposing this script for your use, modify the values of `SET url`, `SET user`, and `SET NumberOfBackups` parameters as needed.

See “Automating EPM Automate Utility Script Execution” on page 137 for information on scheduling the script using Windows Task Scheduler.

```bash
@echo off
rem Sample script to download and maintain 10 maintenance backups
rem Update the following three parameters
SET url=https://test-cloud-pln.pbc5.us1.oraclecloud.com
SET user=serviceAdmin@oracle.com
SET NumberOfBackups=10
SET password=%1
SET SnapshotName=Artifact Snapshot
rem EPM Automate commands
CD /D %~dp0
call epmautomate login %user% %password% %url%
IF %ERRORLEVEL% NEQ 0 goto :ERROR
call epmautomate downloadfile "%SnapshotName%"
IF %ERRORLEVEL% NEQ 0 goto :ERROR
call epmautomate logout
IF %ERRORLEVEL% NEQ 0 goto :ERROR
rem Renames the downloaded artifacts, keeps the last 10 backups
Set Timestamp=%date:~4,2%_%date:~7,2%_%date:~10,4%_%time:~1,1%_%time:~3,2%
ren "%SnapshotName%.zip" "%SnapshotName%_%Timestamp%.zip"
SET Count=0
FOR %%A IN ("%SnapshotName%*.*") DO SET /A Count += 1
IF %Count% gtr %NumberOfBackups% FOR %%A IN ("%SnapshotName%*.*") DO del "%%A" && GOTO EOF
:EOF
echo Scheduled Task Completed successfully
exit /b %errorlevel%
```
Scenario 9: Automating Daily Data Integration

Create a batch (.bat) or shell (.sh) file that contains script similar to the following to automate data integration-related activities. The following sample script for Windows automates daily application data integration by handling these activities:

- Logs into Oracle Planning and Budgeting Cloud Service
- Deletes DailyPlanData if it is present
- Uploads DailyPlanData into the service
- Runs business rule Clear Plan Targets on plan type Plan1
- Imports data using job name LoadDailyPlan
- Runs business rule Balance Sheet - Plan
- Runs business rule Allocate Plan Targets
- Deletes DailyTarget.zip if it is present
- Exports data into DailyTarget.zip using job name ExportDailyTarget
- Downloads DailyTarget.zip to your server and appends the timestamp.
- Logs out of Oracle Planning and Budgeting Cloud Service

**Note:** While repurposing this script for your use, modify the values of `SET url`, `SET user`, and `SET domain` parameters as needed. Additionally, you may modify the values of `dataimportfilename`, `dataexportfilename`, `importdatajobname`, `exportdatajobname`, `br_clear`, `br_calculatebalancesheet`, and `br_allocatetarget` parameters to suit your requirements.

See “Automating EPM Automate Utility Script Execution” on page 137 for information on scheduling the script using Windows Task Scheduler.

```batch
@echo off
rem Sample Script to demonstrate daily data integration with Oracle Planning and Budgeting Cloud Services application.
rem This script uploads Plan data, clears target numbers, ..
rem runs a business rule to calculate balance sheet data, and .
rem recalculates target numbers on the Vision demo application
rem Please input the below parameters
SET url=https://test-cloud-pln.pbcst.us1.oraclecloud.com
SET user=serviceAdmin@oracle.com
SET domain=myIdentitydomain
SET dataimportfilename=DailyPlanData.csv
SET dataexportfilename=DailyTarget
```
SET importdatajobname=LoadDailyPlan
SET exportdatajobname=ExportDailyTarget
SET br_clear=Clear Plan Targets
SET br_calculatebalancesheet=Balance Sheet - Plan
SET br_allocatetarget=Allocate Plan Targets

SET password=%1

rem Executing EPM Automate commands

CD /D %~dp0
call epmautomate login %user% %password% %url% %domain%
IF %ERRORLEVEL% NEQ 0 goto :ERROR

for /f %%i in ('call epmautomate listfiles') do if %%i==%dataimportfilename% (call epmautomate deletefile %%i)
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate uploadfile %dataimportfilename%
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate runbusinessrule "%br_clear%"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate importdata "%importdatajobname%"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate runbusinessrule "%br_calculatebalancesheet%"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate runbusinessrule "%br_allocatetarget%" "TargetVersion=Baseline"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

for /f %%i in ('call epmautomate listfiles') do if %%i=="%dataexportfilename%.zip" (call epmautomate deletefile %%i)
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate exportdata %exportdatajobname% "%dataexportfilename%.zip"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

call epmautomate downloadfile "%dataexportfilename%.zip"
IF %ERRORLEVEL% NEQ 0 goto :ERROR

rem Section to rename the file

Set Timestamp=%date:~4,2%_%date:~7,2%_%date:~10,4%_%time:~1,1%_%time:~3,2%
ren "%dataexportfilename%.zip" "%dataexportfilename%_%Timestamp%.zip"

call epmautomate logout
IF %ERRORLEVEL% NEQ 0 goto :ERROR

:EOF
echo Scheduled Task Completed successfully
exit /b %errorlevel%

:ERROR
Scenario 10: Automating the Cloning of Instances

Create a batch (.bat) or shell (.sh) file containing script similar to the following to clone an instance. See “Scenario 6: Clone a Service Instance” on page 129. The following sample script for Windows handles these activities:

Note: This script assumes that you pass parameter values in this format as part of script execution: clone username password source URL source identity domain target URL target password target identity domain. For example, clone serviceAdmin@oracle.com P@ssw0rd https://test-cloud-pln.pbecs.us1.oraclecloud.com myIdentityDomain https://test-cloud-pln.pbecs.us2.oraclecloud.com P@ssw0rd2 myNewIdentityDomain.

- Activities in the source environment that you are cloning:
  - Signs in
  - Downloads the Artifact Snapshot that was created during the last maintenance window
  - Signs out

- Activities in the target environment (clone):
  - Signs in
  - Prepares the environment to accept data from the source
  - Deletes Artifact Snapshot that was created during the last maintenance window
  - Uploads Artifact Snapshot from the local computer to the inbox/outbox of the target. This file was previously downloaded from the source
  - Imports artifacts from Artifact Snapshot into the target
  - Signs out

Note: The source and target instances in this sample use different identity domains. Before running this script, you must manually create the set of users and role assignments of the source in the identity domain of the target.

See “Automating EPM Automate Utility Script Execution” on page 137 for information on scheduling the script using Windows Task Scheduler.

@echo off
SET /A ARGS_COUNT=0
FOR %%A in (%*) DO SET /A ARGS_COUNT+=1
if %ARGS_COUNT% == 0 ( cls echo.
echo Welcome to Clone

type Clone help and press ^ENTER for help.

echo.
exit /b 0
)
IF /I %1=="help" goto :HELP
REM echo %ARGS_COUNT%
if %ARGS_COUNT% NEQ 7 ( goto :HELP )
set user=%1
set password=%2
set url1=%3
set domain=%4
set url2=%5
set tgtPassword=%6
set tgtDomain=%7
set returnValue=0

CD /D %~dp0
echo Login to EPM Source Environment
call epmautomate login %user% %password% %url1% %domain%
IF %ERRORLEVEL% NEQ 0 ( echo Login into source environment failed with error %ERRORLEVEL%. goto :END )
echo Downloading backup from Source Environment
call epmautomate downloadfile "Artifact Snapshot"
IF %ERRORLEVEL% NEQ 0 ( echo Download failed with error %ERRORLEVEL%. goto :END )
echo Logging out from EPM Source Environment
call epmautomate logout
IF %ERRORLEVEL% NEQ 0 ( echo Logout failed with error %ERRORLEVEL%. goto :END )
echo Login to EPM Target Environment
call epmautomate login %user% %tgtPassword% %url2% %tgtDomain%
IF %ERRORLEVEL% NEQ 0 ( echo Login into target environment failed with error %ERRORLEVEL%. goto :END )
echo Recreating EPM Target Environment
call epmautomate recreate -f
IF %ERRORLEVEL% NEQ 0 ( echo Recreate failed on target environment with error %ERRORLEVEL%. goto :END )

echo Deleting old Artifact Snapshot if exists on EPM Target Environment
call epmautomate deletefile "Artifact Snapshot" > NUL
IF %ERRORLEVEL% NEQ 0 ( IF %ERRORLEVEL% NEQ 8 ( echo deletefile failed on target environment with error %ERRORLEVEL%. ) )
Automating EPM Automate Utility Script Execution

A Service Administrator schedules scripts in Windows Task Scheduler or uses a cron job to automate activities using the utility.

To schedule EPM Automate Utility Script Execution using Windows Task Scheduler:

1. Click Start, then Control Panel, and then Administrative Tools.
2. Open Task Scheduler.
3. Select Action, and then Create Basic Task.
4. Enter a task name and an optional description, and then click Next.
5 In **Task Trigger**, select a schedule for running the script, and then click **Next**.

For example, the preceding sample script is designed to be run every day to download artifact snapshots created during the maintenance window.

6 In the next screen, specify other schedule parameters, and then click **Next**.

7 In **Action**, ensure that **Start a program** is selected.

8 In **Start a Program**, complete these steps:
   
a. In **Program/script**, browse and select the script that you want to schedule.
   
b. In **Add arguments (optional)**, enter the password of the Service Administrator identified by the `SET user` script parameter.
   
c. In **Start in (optional)**, enter the location where the EPM Automate Utility is installed; generally, `C:/Oracle/EPMAutomate/bin`.
   
d. Click **Next**.

9 In **Summary**, select **Open the Properties dialog for this task when I click Finish**, and then click **Finish**.

10 In **General**, select these security options, and then click **OK**.
   
   ● Run whether user is logged in or not
   
   ● Run with highest privileges

### Monitoring EPM Automate Utility Activities

To help you identify the status of the operation that you initialized, the utility displays status codes in the console from which you run the EPM Automate Utility. See “Status Codes” on page 123.

Use the Planning Job Console to monitor the jobs that you execute using EPM Automate Utility. See **Checking Job Status** in *Working with Planning for Oracle Planning and Budgeting Cloud Service* for details.
About Application Artifacts

This appendix describes the artifacts for the components in Oracle Planning and Budgeting Cloud Service. For each artifact, the following information is displayed:

- **Artifact**—Artifact name
- **Description**—Artifact description
- **Last Modified Time**—If this parameter is supported, reflects the time the artifact was imported. Some artifacts do not support the last modified time parameter.
- **Last Modified User**—If this parameter is supported, reflects the user who last modified the artifact. Some artifacts do not support the last modified user parameter.
- **Editable**—If yes, you can download the artifact to the desktop by right-clicking the artifact and selecting **Export Artifact for Edit**. After it is modified, you can import the artifact back into Oracle Planning and Budgeting Cloud Service by right-clicking the artifact and selecting **Import Artifact After Edit**.
- **Dependencies**—Lists artifact dependencies
Calculation Manager Artifacts

Subtopics

- Rules Artifacts
- Rule Sets Artifacts
- Formulas Artifacts
- Scripts Artifacts
- Templates Artifacts

Oracle Hyperion Calculation Manager artifacts are listed under the Calculation Manager node of the Applications node in Application Management.

Rules Artifacts

Table 26  Rules Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules</td>
<td>Objects that can contain templates and calculations that are grouped in components</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

Rule Sets Artifacts

Table 27  Rule Sets Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule Sets</td>
<td>Objects that contain rules and other rule sets that can be calculated simultaneously or sequentially</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

Formulas Artifacts

Table 28  Formulas Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulas</td>
<td>Component that can be used in business rules and templates and contains calculation statements that users can write or design using members and functions, and, optionally, conditional statements</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>
Scripts Artifacts

Table 29 Scripts Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scripts</td>
<td>Component that can be used in business rules and templates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

Templates Artifacts

Table 30 Templates Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Templates</td>
<td>User created components that perform a calculation or calculations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

Data Management Artifacts

Subtopics

- Application Data Artifacts
- Global Setup Artifacts

Data Management artifacts are listed under the FDM Enterprise Edition node of the Applications node in Application Management.

Application Data Artifacts

Table 31 Application Data

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Category Mapping</td>
<td>Categorizes and maps source system data to a specific target Scenario dimension by application. This mapping overrides any global category mappings.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition, Category Mapping</td>
</tr>
<tr>
<td>Application Definition</td>
<td>Definition of the target application</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Artifact</td>
<td>Description</td>
<td>Last Modified Time</td>
<td>Last Modified User</td>
<td>Editable</td>
<td>Dependencies</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>----------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Application Period Mapping</td>
<td>Period mapping between the source Data Management system periods and the target application periods. This mapping overrides any global period mappings.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition, Period Mapping</td>
</tr>
<tr>
<td>Batch Definition</td>
<td>Definition and parameters for Data Management Batch processing</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Data Load Rule, Write-Back Rule, Metadata Rule</td>
</tr>
<tr>
<td>Check Group</td>
<td>Categorizes target system entities that are displayed in the validation report by location</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition</td>
</tr>
<tr>
<td>Check Rule</td>
<td>Define the detailed validation logic that is part of the validation reporting process</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition</td>
</tr>
<tr>
<td>Data Load Mapping</td>
<td>Relationships between source dimension members and target dimension members within a single dimension</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Location</td>
</tr>
<tr>
<td>Data Load Rule</td>
<td>Rules to extract data from the Data Management source system</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Location</td>
</tr>
<tr>
<td>Import Format</td>
<td>Mappings of source segments or chart fields to target application dimensions or fields from a flat file</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition, Source Adaptor</td>
</tr>
<tr>
<td>Location</td>
<td>Mappings of source accounting entities and target applications</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Import Format</td>
</tr>
<tr>
<td>Logic Group</td>
<td>Categorize logic accounts</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Application Definition</td>
</tr>
</tbody>
</table>
Global Setup Artifacts

Table 32  Global Setup Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Mapping</td>
<td>Globally categorizes and maps source system data to a specific target Scenario dimension member</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Period Mapping</td>
<td>Global period mapping between the source Data Management system periods and the target application periods</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Report Definition</td>
<td>Data Management report templates. These templates use a query that is defined in the query definition section.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Report Groups</td>
</tr>
<tr>
<td>Report Group</td>
<td>Categorize reports and filter the list of reports in the user interface</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>System Setting</td>
<td>Configuration settings that are enabled at the system level for Data Management</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
</tbody>
</table>

Planning Artifacts

Subtopics

- Configuration Artifacts
- Essbase Data Artifacts
- Global Artifacts
- Plan Type Artifacts
- Relational Data Artifacts
- Security Artifacts

Planning artifacts are listed under the Applications node in Application Management. The name of the node identical to the Planning application name.
## Configuration Artifacts

### Table 33 Configuration Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adhoc Options</td>
<td>Suppress options, precision options, replacement options, and other miscellaneous options that affect data in web grid</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Ad Hoc Forms</td>
</tr>
<tr>
<td>Data Load Settings</td>
<td>Parameters that users can set to enable data to be loaded directly into an Essbase database</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Associated Dimensions</td>
</tr>
<tr>
<td>Properties—Application Definition and Application Settings</td>
<td>Functionality that enables users to set preferences for aspects such as email notification, alias tables, and display options</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>User Preferences</td>
<td>Preferences that users can set for applications, display, printing, and user variables</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>User Variables</td>
</tr>
<tr>
<td>User Variables</td>
<td>Dynamically render forms based on a users member selection, displaying only the specified entity; for example, a user variable named Department displays specific departments and employees</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Associated Dimensions</td>
</tr>
</tbody>
</table>

## Essbase Data Artifacts

**Note:** Essbase data import is only when you migrate an Oracle Planning and Budgeting Cloud Service application from production to production/test (cloning). You should not import Oracle Essbase data artifacts when you are doing a incremental update.

### Table 34 Essbase Data Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable on the File System?</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essbase Data</td>
<td>Planning Essbase data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>
## Global Artifacts

### Table 35  Global Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribute Dimensions</td>
<td>Dimensions whose type enables analysis based on the attributes or qualities of dimension members</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>None</td>
</tr>
<tr>
<td>Calculation Manager Rulesets</td>
<td>Objects that contain rules and other rulesets that can be calculated simultaneously or sequentially</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Composite Forms</td>
<td>Displays members from several forms simultaneously so you can, for example, enter data into one grid and see the results—such as Total Revenue—aggregated in another</td>
<td>Yes</td>
<td>No</td>
<td>Yes—XML</td>
<td>Associated Forms</td>
</tr>
<tr>
<td>Custom Menus</td>
<td>Menus that administrators create that are company- or application-specific. Users can right-click a member and select a menu item to open a URL, data form, or workflow.</td>
<td>Yes</td>
<td>No</td>
<td>Yes—XML</td>
<td>If menu is of type Workflow, then Planning Units</td>
</tr>
<tr>
<td>Dashboards</td>
<td>At-a-glance views of key information, organized and presented in a way meaningful to a business need.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>Associated Data Forms</td>
</tr>
<tr>
<td>Exchange Rates</td>
<td>A numeric value for converting one currency to another; for example, to convert 1 USD into EUR, the exchange rate of 0.8936 is multiplied with the U. S. dollar. The European euro equivalent of $1 is 0.8936.</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>Currency, Period, and Year</td>
</tr>
<tr>
<td>Jobs</td>
<td>Customized actions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>Associated Dimensions</td>
</tr>
<tr>
<td>Planning Unit Hierarchies</td>
<td>Specifies which application planning units and members are part of the budget process</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>Entity, Scenario, Version and other associated dimensions</td>
</tr>
<tr>
<td>Report Mappings</td>
<td>Maps dimensions between Planning applications and reporting applications to enable reporting on Planning data in a reporting application, aggregations and queries on Smart Lists, and linking Planning data to multiple reporting applications for consolidations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>Associated dimensions and Smart Lists</td>
</tr>
<tr>
<td>Schedules</td>
<td>Scheduling information of actions that are set to run at intervals.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>Associated Business Rules, Report Mappings, Jobs</td>
</tr>
</tbody>
</table>

145
<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Lists</td>
<td>Custom drop-down lists that users access from data form cells (instead of entering data)</td>
<td>No</td>
<td>No</td>
<td>Yes—CSV</td>
<td>None</td>
</tr>
<tr>
<td>Spread Patterns</td>
<td>A custom spreading pattern that determines how data is distributed from a parent to its children. The pattern is available from the Mass Allocate and Grid Spread menus.</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Standard Dimensions</td>
<td>Dimensions associated with a single plan type</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>None</td>
</tr>
<tr>
<td>Substitution Variables</td>
<td>Global placeholders for information that changes regularly</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Task Lists</td>
<td>A detailed status list of tasks for a particular user</td>
<td>Yes</td>
<td>No</td>
<td>Yes—XML</td>
<td>If task is of type Data Form, then associated Data Form. If task is of type Workflow, then Planning Units.</td>
</tr>
</tbody>
</table>

### Plan Type Artifacts

Table 36  Plan Type Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribute Dimensions</td>
<td>A list of dimensions whose type enables analysis based on the attributes or qualities of dimension members</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>None</td>
</tr>
<tr>
<td>Calculation Manager Rules</td>
<td>Objects that can contain templates and calculations that are grouped in components</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Data Forms</td>
<td>A grid display that enables users to enter data into the database from an interface such as a web browser, and to view and analyze data or related text. Certain dimension member values are fixed, giving users a specific view into the data. Forms can include predefined data validation rules that help implement business policies and practices. Errors or warnings are generated on the data form if entered data violates a validation rule.</td>
<td>Yes</td>
<td>No</td>
<td>Yes—XML</td>
<td>Associated menus, user variables, and dimensions</td>
</tr>
<tr>
<td>Standard Dimensions</td>
<td>A list of dimensions associated with a single plan type</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>Attribute Dimensions, if any</td>
</tr>
<tr>
<td>Artifact</td>
<td>Description</td>
<td>Last Modified Time</td>
<td>Last Modified User</td>
<td>Editable</td>
<td>Dependencies</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>----------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Substitution Variables</td>
<td>Global placeholders for information that changes regularly</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

### Relational Data Artifacts

Table 37  Relational Data Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Annotations</td>
<td>Comments associated with accounts that can be plain text or URL links</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Account, Entity, Scenario, and Version Dimensions</td>
</tr>
<tr>
<td>Announcements</td>
<td>Announcements that typically represent company information, demonstrations, and so on</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Cell Texts</td>
<td>Text annotations associated with cells</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Planning Units</td>
<td>A data slice at the intersection of a scenario, version, and entity; the basic unit for preparing, reviewing, annotating, and approving plan data</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Entity, Scenario, and Version Dimensions</td>
</tr>
<tr>
<td>Supporting Detail</td>
<td>Calculations and assumptions from which the values of cells are derived</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Tablet Access</td>
<td>Oracle Hyperion Planning artifacts that are enabled for mobile devices</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Text Values</td>
<td>Text that is stored as data in cells whose data type is text</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

### Security Artifacts

Note: Access permissions are a set of operations that a user can perform on a resource.
Table 38  Security Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permissions—Users</td>
<td>Company personnel who are provisioned as valid system users</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Access Permissions—Groups</td>
<td>A container for assigning similar access permissions to multiple users</td>
<td>Yes</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>

Reporting Settings Artifacts

Subtopics

- Security Artifacts
- Product Preferences Artifacts
- Repository Objects Artifacts

Reporting Settings artifacts are listed in the Reporting and Analysis node under the Applications node of Application Management.

Note: The artifacts displayed in Planning and Budgeting Cloud Service Workspace vary by implementation.

Security Artifacts

Table 39  Security Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Preferences</td>
<td>Default startup options</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>Any related Repository Objects</td>
</tr>
</tbody>
</table>

Product Preferences Artifacts

Table 40  Product Preferences Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorites</td>
<td>A feature that allows the user to add frequently used documents to a special menu</td>
<td>No</td>
<td>No</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
</tbody>
</table>
## Repository Objects Artifacts

### Table 41  Repository Objects Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folders</td>
<td>A file containing other files for the purpose of structuring a hierarchy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes.XML</td>
<td>None</td>
</tr>
<tr>
<td>Third Party Content</td>
<td>Content that has been imported from an auxiliary product, such as Microsoft Word or Excel</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes.XML</td>
<td>None</td>
</tr>
<tr>
<td>Shortcuts</td>
<td>Shortcuts to existing repository objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes.XML</td>
<td>Corresponding existing repository objects</td>
</tr>
<tr>
<td>URLs</td>
<td>Web links published as separate objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes.XML</td>
<td>None</td>
</tr>
</tbody>
</table>
| Financial Reporting Annotations | Collaborative information that can be shared on particular report objects and data | Yes                | Yes                | No       | Financial Reporting objects of the following types:  
  - Data Source  
  - Grid: Data Source (No Dimension POV)  
  - Text, chart, grid, or image  
  - Cell or partial POV (for example, rows or columns in a report) |
<p>| Financial Reporting Books       | A container that holds a group of similar Financial Reporting documents. Books may specify dimension sections or dimension changes. | Yes                | Yes                | Yes.XML  | Reports, third-party documents |
| Financial Reporting Batches     | An accumulation of files that are organized into a single group for transmitting or printing | Yes                | Yes                | Yes.XML  | Reports, books, any related Financial Reporting repository objects |</p>
<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable¹</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Reporting Charts</td>
<td>A report object that displays data graphically using bar, line, combo, or pie charts.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>None</td>
</tr>
<tr>
<td>Financial Reporting Grids</td>
<td>A report object in which you retrieve data in the rows, columns, and page axes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>None</td>
</tr>
<tr>
<td>Financial Reporting Images</td>
<td>A report object that contains a graphic or an image file</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>None</td>
</tr>
<tr>
<td>Financial Reporting Reports</td>
<td>A Financial Reporting document with predefined behavior or appearance such as text boxes, images, grids, and charts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>Images, grids, text boxes, charts</td>
</tr>
<tr>
<td>Financial Reporting Row and Column Templates</td>
<td>A template based on rows and columns in a grid</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>None</td>
</tr>
<tr>
<td>Financial Reporting Scheduled Batch Jobs</td>
<td>The batch jobs to run and the time and job parameter list for running the job</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Financial reports, Financial Reporting books</td>
</tr>
<tr>
<td>Financial Reporting Snapshot Books</td>
<td>A container that holds a group of similar Financial Reporting documents. All Financial Reporting documents are converted to snapshots containing static data for that time period.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML (metadata only)</td>
<td>None</td>
</tr>
<tr>
<td>Artifact</td>
<td>Description</td>
<td>Last Modified Time</td>
<td>Last Modified User</td>
<td>Editable</td>
<td>Dependencies</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Financial Reporting Snapshot</td>
<td>A Financial Reporting document that contains static data in the document,</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Reports</td>
<td>disconnected from the data source and not updated when data changes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Reporting Texts</td>
<td>Text objects that can be associated with a Financial Reporting report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes—XML</td>
<td>None</td>
</tr>
<tr>
<td>Financial Reporting User POV</td>
<td>User-specific point of view for data sources</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Financial reports</td>
</tr>
</tbody>
</table>

1 For most Repository Objects artifacts, only artifact metadata can be edited on the file system (XML file containing respective object metadata).

2 Third-party objects must be edited with the appropriate editors. For example, .doc file content can be edited with Microsoft Word (rename the file, edit it, and then rename it back to its original name).

### Application Management Artifacts

#### Table 42 Application Management Artifacts

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Description</th>
<th>Last Modified Time</th>
<th>Last Modified User</th>
<th>Editable</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
<td>A container for assigning similar access permissions to multiple users</td>
<td>Yes</td>
<td>No</td>
<td>Yes—CSV</td>
<td>Users</td>
</tr>
</tbody>
</table>
Configuring Proxy Settings for 
Financial Reporting Studio

In This Appendix

Prerequisite............................................................................................... 153
Configuration Steps...................................................................................... 154

Financial Reporting Studio displays the You Are Not Authorized To Use This Functionality error when you sign into a local installation under the following web proxy settings:

- Your computer is configured to automatically detect proxy settings or use an automatic configuration script (for example, a Web Proxy Auto-Discovery Protocol file wpad.dat or Proxy Auto-Configuration file .PAC).
- Your organization uses authenticated proxy servers and has not provided an exception to allow unauthenticated connections to Oracle Planning and Budgeting Cloud Service.

Proxy settings are specified as LAN Settings under Internet Properties.

Prerequisite

Identify the proxy server and port using this procedure.

1. To identify proxy hose and port:
   1. Select Start, then Control Panel, and then Internet Options.
      Internet Properties screen is displayed.
   2. Click Connections, and then LAN Settings.
   3. Write down the information contained in the following fields.
      - Address
      - Port

   If your organization uses authenticated proxy servers and has not provided an exception to allow unauthenticated access to Oracle Planning and Budgeting Cloud Service, or if either of the following check boxes is selected in the Local Area Network (LAN) screen, contact a network administrator to determine the proxy server host and port:
      - Automatically detect settings
Use automatic configuration script

**Configuration Steps**

You enable proxy settings by modifying the registry settings of Financial Reporting Studio by adding two string values and updating the value of `JVMOptionCount`.

**Caution!** The following procedure involves modifying Windows Registry settings. Modifying the wrong registry entry may result in serious problems with other Oracle software or the operating system.

➢ To enable proxy settings for Financial Reporting Studio:

1. **On the computer that hosts Financial Reporting Studio, open Windows Registry Editor.**

2. **Navigate to the virtual machine setting of Oracle Hyperion Financial Reporting Studio. The path, generally, is `HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Hyperion Solutions\Hyperion Reports\HReports\JVM`.**

3. **Increment the current `JVMOptionCount` by two:**
   a. Right-click `JVMOptionCount` and select **Modify**.
   b. Select **Decimal** as the base for the value data.
   c. Increase the current value in **Value Data** by two. For example, if the current value is 14, enter 16 in **Value Data**.
   d. Click **OK**

4. **Add two string values using the name and data contained in Table 43.**

   **Important Considerations:**
   - In string value name, replace `X` and `Y` with a number that increments the current number of string values. For example, if there are 14 string values, you should name the new string values `JVMOption15` and `JVMOption16`.
   - In data, replace `ProxyHost` with the name of the proxy server (or the IP address) through which your organization connects to the internet. Example, `myproxyserver`. 

154
● In data, replace `ProxyPort_Number` with the port number; for example, 80, that the proxy server uses to connect to the internet.

**Table 43** String Values for Financial Reporting Studio

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>JVMOptionX</td>
<td>REG_SZ</td>
<td>`-Dhttps.proxyHost=ProxyServer_Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Example:</em> <code>-Dhttps.proxyHost=myproxyserver</code></td>
</tr>
<tr>
<td>JVMOptionY</td>
<td>REG_SZ</td>
<td>`-Dhttps.proxyPort=ProxyPort_Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Example:</em> <code>-Dhttps.proxyPort=80</code></td>
</tr>
</tbody>
</table>

a. Right-click JVM, then New, and then String Value.

b. Enter the string value name; for example, JVMOption15. See Table 43.

c. Right-click the string value that you created (for example, JVMOption15), and then select Modify.

d. In Value Data, enter data; for example, `-Dhttps.proxyHost=MyProxyServer`. See Table 43.

e. Click OK

f. Repeat step 4.a – step 4.e to create the remaining string value. See Table 43.

5 Close the Registry Editor.