Oracle® Enterprise Planning and Budgeting

User's Guide

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Oracle Enterprise Planning and Budgeting User's Guide, Release 11*i*

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Preface

Welcome to the Oracle Enterprise Planning and Budgeting User's Guide, Release 11*i*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Enterprise Planning and Budgeting.

  If you have never used Oracle Enterprise Planning and Budgeting, Oracle suggests you attend one or more of the Oracle Applications training classes available through Oracle University.
- Oracle Self-Service Web Applications.

  To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

The Oracle Enterprise Planning and Budgeting Oracle Enterprise Planning and Budgeting User's Guide contains the information you need to understand and use Oracle Enterprise Planning and Budgeting. This guide contains four chapters:

- Chapter 1 provides an overview of Oracle Enterprise Planning and Budgeting.
- Chapter 2 describes the use and management of reports and folders.
- Chapter 3 describes how to use crosstabs.
- Chapter 4 describes how to use graphs.
- Chapter 5 describes how to access worksheets, enter data into a worksheet that has been distributed to you, and submit a worksheet. The chapter also describes how to distribute worksheets to subordinates and approve or reject worksheets that have been submitted to you for approval.
- Chapter 6 describes how to select data.
- Chapter 7 describes the calculation templates that are available in Oracle Enterprise Planning and Budgeting and describes how users can create, update, delete, and share calculated values.
- Chapter 8 describes how the Security Administrator sets up and maintains access to data within Oracle Enterprise Planning and Budgeting.
- Chapter 9 describes how Business Process Administrators and Controllers set up and manage business processes. The chapter also describes how Business Process Administrators, Controllers, and Analysts view business process definitions.
- Chapter 10 describes how Business Process Administrators and Controllers set up and maintain the *solve* (a set of instructions that specifies how to process each Line in the business process data model) for a business process.
- Chapter 11 describes how Business Process Administrators and Controllers work with business process tasks. It also describes how an Analyst can view business process tasks and define an Exception Alert task.
- Chapter 12 describes how a Business Process Administrator sets up and manages data collection for business processes.
- Chapter 13 describes how users can monitor business process runs and view task status. The chapter also describes how a Business Process Administrator can view data collection templates for a business process that he or she owns.

- Chapter 14 escribes how Business Process Administrators and Controllers can create, update, and delete controlled calculations. It also describes how users who have access to a controlled calculation can view and use it.
- Chapter 15 describes additional functions that are unique to the Controller responsibility.
- Chapter 16 describes how analysts, Business Process Administrators, and Controllers can work with personal metadata.
- Appendix A describes considerations involved in using an .xml file exported from Oracle Enterprise Planning and Budgeting as the basis for creating a report in Oracle9i Reports.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/

Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Enterprise Planning and Budgeting.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF Documentation-** See the Online Documentation CD for current PDF documentation for your product with each release. This Documentation CD is also available on Oracle*MetaLink* and is updated frequently.
- **Online Help -** You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.
- **Release Content Document -** See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.
- **About document -** Refer to the About document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About document is available on Oracle*MetaLink*.

Related Guides

Oracle Enterprise Planning and Budgeting shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Enterprise Planning and Budgeting.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

"About" Document

For information about implementation and user documentation, instructions for applying patches, new and changed setup steps, and descriptions of software

updates, refer to the "About" document for your product. "About" documents are available on Oracle*MetaLink* for most products starting with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*Metalink*

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Enterprise Planning and Budgeting and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many education centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Enterprise Planning and Budgeting working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Oracle Enterprise Planning and Budgeting and this user guide.

Oracle values your comments and feedback. In this guide is a reader's comment form that you can use to explain what you like or dislike about Oracle Enterprise Planning and Budgeting or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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1

Oracle Enterprise Planning and Budgeting Basics

This chapter provides an overview of Oracle Enterprise Planning and Budgeting. The chapter includes the following topics:

What Is Oracle Enterprise Planning and Budgeting?

Oracle Enterprise Planning and Budgeting is an enterprise application that provides rich functionality to control the business processes of planning, budgeting, forecasting, monitoring, and analysis, while integrating performance management with personal accountability. Oracle Enterprise Planning and Budgeting is deployed as a Web based solution using the power of Oracle relational technology to deliver scalable, multi-dimensional planning and analysis.

Data Schema

Oracle Enterprise Planning and Budgeting is built on the unified Enterprise Performance Foundation (EPF), which amalgamates all types of financial and operational data and serves as the single source of data. EPF provides an open environment that accepts data from sources such as data warehouses, transactional systems, and spreadsheets. The data model holds the common definitions for all metadata. It contains dimensions, hierarchies, attributes, levels, and calculations.

Business Framework

Oracle Enterprise Planning and Budgeting provides a framework for managing the critical business processes of planning, budgeting, forecasting, and monitoring. The framework enables the definition of the business drivers and models to be shared across the enterprise, providing consistency, control, and auditability for business processes.

Each type of plan can be defined as a separate business process for which the business process owner specifies the data model, business rules, tasks, and schedule. For example, a strategic plan may look five years out at a high level, involving statistical forecasting and modeling; it may be repeated every other year. At the same time there may be a second process to develop a detailed annual plan to the end of the fiscal year, projecting historical information with collaborative data entry. A third process defined for budgeting might cascade data entry down the organization, picking up headcount and salary budgets and projecting other costs, with targets and approval required at each level. A fourth process may generate a quarterly rolling forecast for the next 18 months.

Within each process, the business process owner can control and automate variance identification, exception analysis, and notifications.

Reporting and Data Analysis

Users can create multi-dimensional documents that support custom organizational reporting requirements, as well as ad hoc what-if and exception analyses. Documents can be annotated, exported to a variety of formats, and shared with other users.

Oracle Enterprise Planning and Budgeting provides a suite of calculation templates for commonly used business formulas. These templates enables users to define simple or complex calculations and apply them to documents. Like documents, calculations can be shared across the enterprise.

Data and Object Security

Oracle Enterprise Planning and Budgeting supports security on data and objects. The Security Administrator specifies data access (data ownership, read access, write access, and metadata scoping) for each user authorized in Oracle Applications. He or she can also assign shadow users who can assume responsibility for an account on a permanent or ad hoc basis.

As users create personal objects such as documents, saved selections, and calculations, they can give other users access to these objects.

Data Organization

Oracle Enterprise Planning and Budgeting uses the following objects to organize data:

- Dimensions and dimension members
- Hierarchies and levels
- Attributes

Dimensions and dimension members

A *dimension* categorizes data into a single object. Examples of dimensions are Time, Geography, Organization, and Product. *Dimension members* are the individual items that make up a dimension. For example, San Francisco and New York might be members of an Organization dimension.

When a business process runs, it populates a data view. The owner of the business process controls how and when views are created. Views are displayed as members

of the View dimension and can be easily selected by users. For example, a user might choose to work with an Actuals View or a Budget View.

Line is a unique dimension that is used as the basis for the business process solve. It has indigenous properties and is not aggregated over, although it may utilize a hierarchy for navigational purposes. Line dimension members typically reference account codes or other types of financial, statistical, or performance measures.

Hierarchies and levels

Dimension members may be arranged in levels, with each level representing the aggregated total of the data from the level below. For example, an Organization hierarchy might consist of levels for World > Continent > Country > Site > Cost Center — each aggregating up to the parent above. Members belong to specific levels: for example, Europe would be a continent, France would be a country, Lyons a site, and so forth.

Hierarchies specify the levels through which data is aggregated and allocated. When users view documents, they can drill up and down a hierarchy to view various levels. They can also select data by level.

A dimension may have multiple hierarchies; for example Organization might have both a geographic hierarchy such as World > Continent > Country > Site > Cost Center and a managerially driven hierarchy such as Total World > Lines of Business > Cost Center.

Attributes

An attribute is a property or qualifier that describes a dimension member in Oracle Enterprise Planning and Budgeting. An attribute may be a date, a number, or a character string. For example, the Geography dimension may have an Population attribute that designates how many people live in that area.

Oracle Enterprise Planning and Budgeting User Responsibilities

Oracle Enterprise Planning and Budgeting supports the following user responsibilities:

- Analyst
- Business Process Administrator
- Controller

- Security Administrator
- Schema Administrator

The application also supports assignment of shadow users who can assume full or notifications-only responsibility for an account as needed.

Analyst

An Analyst creates and manages documents and folders and may enter data via worksheets. He or she can also monitor business process status and define Exception Alerts to run at the end of a business process.

Business Process Administrator

A Business Process Administrator is responsible for a functional area within the organization. He or she has full Analyst privileges. In addition, he or she is responsible for the following functions:

- Establishing, maintaining, and managing business processes for one or more functional areas.
- Defining and distributing worksheets for collaborative data entry.
- Defining controlled calculations.

Controller

A Controller is likely to be in a senior role within the organization's Finance or Operations departments. The Controller supports the Business Process Administrators who control specific business areas. The Controller has full access to all data and can perform all of the functions associated with Business Process Administrators and Analysts. In addition, he or she is uniquely responsible for the following functions:

- Refreshing the scope of the data available to Oracle Enterprise Planning and Budgeting from Enterprise Performance Foundation.
- Setting the system parameter for Current Time.
- Setting up the Oracle Enterprise Planning and Budgeting Home page.

Security Administrator

The Security Administrator controls user access to data. He or she is responsible for the following functions:

- Adding authorized user accounts to Oracle Enterprise Planning and Budgeting.
- Maintaining settings for data ownership, write access, read access, access to metadata and controlled calculations for each user account.
- Assigning shadow users.
- Reassigning and removing data access for expired users.

Schema Administrator

The Schema Administrator is responsible for the following functions:

- Defining and maintaining the user-defined dimensions within the schema.
- Maintaining the metadata within the generic 1-20 tables.
- Performing dimension, attribute, hierarchy and dataset maintenance using the Dimension Hierarchy Manager (DHM).

Shadow user

A *shadow user* is a user who has an account in Oracle Enterprise Planning and Budgeting and who has also been granted access to one or more accounts that is not his or her own. The Security Administrator authorizes Business Process Administrators to shadow other Business Process Administrators and Analysts to shadow other Analysts. A Controller can always shadow any Business Process Administrator; authorization is not necessary.

Accessing Oracle Enterprise Planning and Budgeting

You access Oracle Enterprise Planning and Budgeting through a corporate portal or through Oracle Applications. Your Administrator will tell you which method to use and provide the URL for the application. After you log in, you select a responsibility.

Following are some guidelines for logging in:

- Ensure that your browser accepts cookies.

  If you use Netscape as your browser, from the Edit menu select **Edit**, **Preferences**, **Advanced** to check this setting. If you use Internet Explorer as your browser, from the Tools menu, select **Tools, Internet Options**, **Privacy** to check this setting.

- If you use a popup blocker, turn it off.
- Bookmark your Oracle Enterprise Planning and Budgeting home page for easy access. Set the bookmark before you load a document into the workspace.
- Maximize your browser window. This ensures that the application will run at full size.
- Change settings for optimum screen resolution.
- If you will be using a language other than English, ensure that your browser is set to that language.

Note: Sessions have a preset maximum idle time. Your session will terminate automatically if it is idle for this time period.

Accessing an account as a shadow user

When you have been assigned to act as a shadow user with full access to an account, you can switch to that account after you log into Oracle Enterprise Planning and Budgeting. At any time you can switch back to your own account.

Note: You will not be able to get access if the account owner is currently logged in, or if another shadow with full access is logged in.

To access Oracle Enterprise Planning and Budgeting as a shadow user:

1. Log into Oracle Enterprise Planning and Budgeting with your own user name and password. If you have privileges for multiple responsibilities, chose the responsibility for the user responsibility that you will be shadowing.
2. Once you have logged in, click **Switch User** at the top of any page.

The Switch User Profile page opens, listing all accounts for this responsibility that you have been authorized to shadow.

3. Click **Select** for the account in which you want to work and click **Apply**.

   From this point on, you will be accessing the account as the owner.

To switch back to your own account:

Click **Return to Self** at the top of any page.

Setting Privileges for Shadow Users

Although it is the Security Administrator who sets up shadow users for accounts, each account owner can set and change the current privilege level for any previously assigned shadow. For example, if you are going on vacation, you might grant a shadow Full Access to your account; when you return, you might change the privilege level to No Access.

> **Note:** The Security Administrator can also set shadow user privilege levels.

To set or change shadow user privileges on your own account:

1. Log into Oracle Enterprise Budgeting and Planning with your usual user name and password.
2. If you have multiple responsibilities (for example, Analyst and Business Process Administrator), select the responsibility for which you want to set or change shadow user privileges.
3. At the top or bottom of any page, click **Privileges**.

   The Privileges page opens, displaying a list of users who have been authorized by the Security Administrator to shadow this account/responsibility combination.
4. Identify one or more shadow users whose current access privileges you want to change. In the Privileges boxes, select an access designation:

   - **Full Access** — The user is authorized to shadow the account. He or she will be able to switch to the account profile with full privileges. Copies of notifications for the account will be displayed on the user's Home page.

- **No Access** — The user is authorized to shadow the account, but does not have current access.
- **Notifications Only** — The user is authorized to shadow the account. Copies of notifications for the account will be displayed on the user's Home page.

Note: To quickly revert to the previous setting, click **Revert.**

5. Click **Apply**.

   You will be returned to your Home page.

The Oracle Enterprise Planning and Budgeting Environment

The Oracle Enterprise Planning and Budgeting environment is comprised of the following areas.

- The Home page
- The Documents tab
- The Administration tab
- The Security tab
- The Personal Metadata tab
- The Schema tab
- Common Components

Note: The information in this section pertains to a standard Oracle Enterprise Planning and Budgeting installation. A portal installation may differ.

The Home page

The Oracle Enterprise Planning and Budgeting Home page is displayed when a user logs into the application and clicks **Home**.

- The Ownership area displays the application name and other information about the application.

- The Shortcuts area might contain a list of headings and links.
- The Notifications area displays notifications directed to the user.

The Documents tab

Analysts, Controllers, and Business Process Administrators use the Documents tab to view folders, view and open documents, and create new documents. Each user has control over his or her own documents, folders, saved selections, and calculations and can share these objects with others.

The Administration tab

Business Process Administrators use the Administration tab to perform the following functions:

- Define and maintain business processes.
- Manage the data collection process.
- Define and maintain controlled calculations.
- View business process status and manage running instances.

Controllers use the Administration tab to review business processes and view business process status. The Controller can also perform special functions such as reloading dimension information and setting current time.

Analysts use the Administration tab to view business process information, monitor the status of business process instances, and add exception alerts to draft business processes.

The Security tab

The Security Administrator uses the Security tab to add authorized users to Oracle Enterprise Planning and Budgeting and to maintain settings for data ownership, write access, read access, metadata scoping, and access to controlled calculations. He or she also assigns shadow users to accounts.

The Personal Metadata tab

Analysts, Business Process Administrators, and Controllers use the Personal Metadata tab to maintain dimension, hierarchy, and attribute information in their personal Analytic Workspace.

The Schema tab

The Schema Administrator uses the Schema tab to access the Dimension Hierarchy Management (DHM) and Schema Maintenance Utilities.

Common Components

The following components are available from the Documents, Administration, Security, and Personal Metadata tabs.

- Header Area — Located above the tabs, this area contains the product name and logo and the following hyperlinks:
  - **Home** — Returns you to the Oracle Enterprise Planning and Budgeting Home page.
  - **Logout** — Exits Oracle Enterprise Planning.
  - **Preferences** — Opens the e-Business Suite Preferences page where you can specify notifications, number and date formatting, and password preferences. You can also turn on the screen reader and set display preferences for currency, language, and time zone.
  - **Switch User** — Enables you to log into another account as a shadow user.
  - **Return to Self** — If you have switched to an account for which you are a shadow user, returns you to your own account.
  - **Privileges** — If shadow users have been assigned to your account, allows you to change their privileges.
  - **Help** — Provides information about performing specific tasks in Oracle Enterprise Planning and Budgeting. Click **Help** on any page to access the Oracle Enterprise Planning and Budgeting iHelp system.

    Note: If you are having trouble viewing online Help, contact your System Administrator.

- Footer Area — Located at the bottom of the page, this area contains the copyright statement and hyperlinks to the tabs available in your instance of

Oracle Enterprise Planning and Budgeting as well as the hyperlinks that are available in the Header area.

Working with Notifications

The Notifications area on each user's Home page displays notifications that have been directed to them. If the user has been authorized as a shadow for another user, the Home page might also display copies of this user's notifications.

A notification might be an informational broadcast that requires no response, or a message that requires a response. The notification might include a link to a document. The Notifications area lists active notifications, ordered by priority and then by date.

- To view and respond to a notification, select the notification subject link in the **Subject** column.
- To view the complete list of all your notifications, click **Full List**.
- To sort the list, click the column by which you want to sort: **From**, **Subject**, or **Sent** column heading to sort the list by that column.

For information about notifications, refer to the *Oracle Workflow User's Guide*.

Exiting Oracle Enterprise Planning and Budgeting

Exiting Oracle Enterprise Planning and Budgeting terminates the application. If you are in the middle of a document or process, the system will prompt you to save.

To exit Oracle Enterprise Planning and Budgeting:

Select one of the following:

- Home — Exits the current page and returns you to the Oracle Enterprise Planning and Budgeting Home page.
- Logout — Exits the current page and closes Oracle Enterprise Planning and Budgeting.

Note: Exiting Oracle Enterprise in a portal environment will differ.

2

Working with Reports and Folders

This chapter, which describes the use and management of reports and folders in Oracle Enterprise Planning and Budgeting, includes the following topics:

About Reports

Reports are documents that allow you to view and analyze data.

There are two types of reports: crosstabs and graphs. With both crosstabs and graphs, you can specify the data that you want to display, and you can modify various aspects of the data presentation. When you have finished working with a report, you can save any changes you have made, and you can print the report or export data from it in various formats.

The Reports subtab on the Documents tab lists existing reports, and also displays folders that can be used to store and organize reports.

Crosstabs

A crosstab displays data in a tabular format. Each cell in a crosstab represents a single point of data for a particular combination of dimension members, and the cells are organized in rows and columns.

You can change the layout of a crosstab by changing the relative positions of dimensions. Changing a crosstab's layout gives you a different perspective on the data.

You can apply formatting to your crosstab to enhance the appearance and to highlight data that meets certain specified criteria. You can view and specify annotations for crosstab cells, and you can apply calculations to the data.

Graphs

A graph displays data in graphical format. Oracle Enterprise Planning and Budgeting provides many different types of graphs, which allows data to be presented in the most effective manner, depending on the nature of the data.

You can change the layout of a graph by changing the relative positions of dimensions. Changing a graph's layout gives you a different perspective on the data.

About Folders

Folders allow you to organize and store objects such as documents and saved selections. Depending on your access rights, you can create, copy, move, and delete folders, and you can also add objects to a folder, delete objects from a folder, and copy and move objects between folders.

Private folders

When you click **Reports** on the Documents tab to display the Reports subtab, the Reports subtab lists your top-level or root private folder. This folder provides a private storage area that is for your own use.

You can copy your top-level private folder to another location, but you cannot move or delete it. You can also view and set properties for your top-level private folder.

You can create private subfolders within your top-level private folder. You can copy, move, and delete these subfolders, and you can view and set properties for them.

Your private folders are for your exclusive use. No other users have access to any of your private folders.

Public folders

When you click **Reports** on the Documents tab to display the Reports subtab, the Reports subtab lists the Public Folder, which is the top-level or root public folder. This folder provides a common area in which you and other users can share objects.

You can create public subfolders within the Public Folder. You can copy, move, and delete public subfolders, and you can view and set properties for them. In addition, you can specify access privileges for public subfolders that you have created (you cannot do this for folders created by other users).

About the Reports Subtab

You can access reports and folders through the Reports subtab on the Documents tab. The Reports subtab lists reports and folders, and allows you to perform various management tasks related to reports and folders. To display the Reports subtab, click **Reports** on the Documents tab.

When you first access the Reports subtab by clicking **Reports** on the Documents tab, Oracle Enterprise Planning and Budgeting displays the highest level of the document folder structure. At this level, you can click on folders to open them, and you can use the basic search facility to search for folders and reports.

At lower levels of the document structure — that is, from within folders — the Reports subtab also allows you to use the advanced search facility and to create reports and folders.

The Reports subtab provides a "breadcrumb" navigation path that indicates all preceding or higher-level points (relative to your current location) in the document folder structure.

Creating Reports and Folders

You can create new reports and folders through the Reports subtab on the Documents tab.

To display the Reports subtab, click **Reports** on the Documents tab.

Creating crosstabs

To create a new crosstab, do the following:

1. On the Reports subtab, navigate to a folder (typically, the folder in which you want to save the crosstab).

2. Click the **Create Report** button.
3. On the Select Document Type page, select **Crosstab**, then click the **Continue** button.
4. On the Start With page, specify the basic member selections for your crosstab, then click the **Continue** button.

   For information about using the Start With page, see Using the Start With Page on page 6-1.
5. On the Refine Selections page, make any desired refinements to your member selections, then click the **Finish** button.

   For information about using the Refine Selections page, see Using the Refine Selections Page on page 6-4.

Oracle Enterprise Planning and Budgeting displays the new crosstab.

Creating graphs

To create a new graph, do the following:

1. On the Reports subtab, navigate to a folder (typically, the folder in which you want to save the graph).
2. Click the **Create Report** button.
3. On the Select Document Type page, select **Graph**, then click the **Continue** button.
4. On the Start With page, specify the basic member selections for your graph, then click the **Continue** button

   For information about using the Start With page, see Using the Start With Page on page 6-1.
5. On the Graph Type page, select the desired type of graph, then click the **Continue** button

   For information about graph types, see Types of graphs on page 4-1.
6. On the Refine Selections page, make any desired refinements to your member selections, then click the **Finish** button.

   For information about using the Refine Selections page, see Using the Refine Selections Page on page 6-4.

Oracle Enterprise Planning and Budgeting displays the new graph.

Creating folders

You can create new folders though the Reports subtab on the Documents tab. To display the Reports subtab, click **Reports** on the Documents tab.

To create a new folder, do the following:

1. On the Reports subtab, navigate to the folder in which you want to save the new folder.
2. Click the **Create Folder** button.
3. On the New Folder page, do the following:
   - In the **Name** box, enter a name for the folder.
   - If you want to provide a description for the folder, enter a text description in the Description box.
   - If you want to specify any search keywords that may be helpful in locating the folder in the future, enter one or more search keywords in the Keywords box.
   - If the new folder is to be a public folder, use the Privileges section to specify the appropriate users and roles and associated privileges and user access rights for the folder.

     For more information about folder privileges, see Specifying access privileges for reports and folders on page 2-9.
4. When you have finished, click **Apply**.

Oracle Enterprise Planning and Budgeting lists the new folder on the Reports subtab.

Opening Reports and Folders

To open a report or a folder, click on the name of the report or folder on the Reports subtab.

Managing Reports and Folders

Through the Reports subtab on the Documents tab, you can perform various report and folder managements tasks. To display the Reports subtab, click **Reports** on the Documents tab.

Navigating through folders

You can open a folder by clicking on the name of the folder on the Reports subtab.

The Reports subtab provides a "breadcrumb" navigation path that indicates all preceding or higher-level points (relative to your current location) in the document folder structure.

By clicking on an item in the breadcrumb path, you can navigate from the current folder back to any of its parent folders.

Scrolling through lists of objects

If a list of objects is long enough so that not all of the objects can be displayed at one time, the Reports subtab provides a set of controls that allow you to scroll through the list of objects.

You can click the **Previous** link to display the previous group of objects, click the **Next** link to display the next group of objects, or choose a group of objects from the drop-down list.

Searching for objects

You can search for objects using the search facilities on the Reports subtab. Oracle Enterprise Planning and Budgeting provides two search facilities: a basic search facility and an advanced search facility.

With both the basic and advanced search facilities, the scope of the search includes all folders (both public and private) to which you have access rights, regardless of what folder may currently be open.

Using the basic search facility

All levels of the Reports subtab, including the highest level (the Documents level), provide a basic search facility. To search for an object using this facility, do the following:

1. In the Search box, select the characteristic upon which you want to base the search. The available search characteristics are **Name**, **Description**, **Keywords**, **Created By**, and **Modified By**.
2. In the text box, type the character string for which you want to search.
3. Click the **Go** button.

Oracle Enterprise Planning and Budgeting performs the search and displays the results on the Reports subtab.

Using the advanced search facility

All levels of the Reports subtab below the highest level (that is, all levels accessed by opening a folder) provide an advanced search facility. To search for an object using this facility, do the following:

1. Navigate to the folder within which you want to perform the search.

   Note that the search will include only those objects that reside in the currently-displayed folder or in any subfolders beneath the currently-displayed folder.

2. Click the **Advanced Search** button on the Reports subtab to display the Advanced Search page.

3. On the Advanced Search page, specify the desired search parameters by typing the values for which you want to search in the appropriate boxes.

   The Advanced Search page allows you to perform a search based on one or more of the following characteristics:

   - Type of Object
   - Object Name
   - Object Description
   - Object Title
   - Object Creator
   - Creation Date
   - Last Modified Date
   - Last Modified By
   - Keywords

   To specify a value for Creation Date or Last Modified Date, you can use either of the following methods:

   - You can manually type a date in the format dd-Mmm-yyyy. For example, in this format, the date January 1, 2004 would be entered as 01-Jan-2004.

- You can click the date picker icon to display a date picker. In the date picker, select the desired month and year, then click on the desired day of the month.

4. Click the **Apply** button.

Oracle Enterprise Planning and Budgeting performs the search and displays the results on the Reports subtab.

Changing the display order of objects

You can change the order in which objects are displayed on the Reports subtab.

Before you can change the order in which objects are listed, you must select a column by clicking on the column heading, which will cause an upward-pointing or downward-pointing arrowhead to appear next to the heading. You can then change the display order, as follows:

- Click **Name** (the heading in the Name column on the Reports subtab) to change the display order of objects from ascending to descending, or from descending to ascending, according to object name.
- Click **Created By** (the heading in the Created By column on the Reports subtab) to change the display order of objects from ascending to descending, or from descending to ascending, according to user names of users who created the objects.
- Click **Type** (the heading in the Type column on the Reports subtab) to change the display order from ascending to descending, or from descending to ascending, according to object type.

Viewing and setting properties for reports and folders

To view or set document properties for a report, click the **Properties** icon for the report to display the Doc Properties page.

To view or set properties for a folder, click the **Properties** icon for the folder to display the Folder Properties page.

The Doc Properties and Folder Properties pages both contain the following:

- Boxes in which you can view or set the name of the folder or report, a text description, and search keywords that may be helpful in locating the folder or report.

- Fields that display the location of the folder or report, the user who created the folder or report, the creation date, the user who last modified the folder or report, and the date of the last modification.
- A Privileges section that allows authorized users to specify the users and roles to which access privileges for the folder or report are to be granted, and the specific level of privileges that are to be granted to each user or role. For further information about specifying access privileges for reports and folders, see Specifying access privileges for reports and folders on page 2-9.

After making any changes to the settings on the Folder Properties page or the Doc Properties page, click the **Apply** button to apply the settings.

Specifying access privileges for reports and folders

Oracle Enterprise Planning and Budgeting Controllers can specify the level of access privileges that users and roles have for reports and folders. Business Process Administrators and Analysts can only view the access privileges settings.

The following list describes the different access privilege levels, in order from lowest to highest:

- List — Permission to list the contents of a folder (this privilege level does not apply to reports).
- Read — Permission to read the contents of a folder or a report.
- Add Folder — Permission to add folders or reports to a folder (this privilege level does not apply to reports).
- Write — Permission to delete folders and to modify and delete reports.
- Full control — Full permission, including the ability to set privileges.

Note that a privilege level includes all rights inherent in any lower privilege levels. For example, a user who has Write privileges automatically has Add Folder, Read, and List privileges as well.

Assigning privileges for users and roles

To specify access privileges for a folder or a report, click the **Properties** icon for the folder or report to display the Doc Properties page, then (if necessary) click on the ***Show Privileges*** icon to display the Privileges section.

The Privileges section lists the users and roles that currently have access to the folder or report, and shows the level of access privileges for each user or role.

To specify privileges for a user or a role, select the desired privilege level in the Privileges box for that user or role.

If you are specifying access privileges for a folder, you can specify whether users and roles have update privileges for subfolders and child objects, as follows:

- To grant update privileges on subfolders to the users and roles listed in the Users/Roles list, select **Update privileges on subfolders**.
- To grant update privileges on child objects to the users and roles listed in the Users/Roles list, select **Update privileges on child objects**.

The effects of the combined settings of the **Update privileges on subfolders** and **Update privileges on child objects** options are as follows:

- If you do not select either option, the update privileges apply only to the current folder.
- If you select the **Update privileges on subfolders** option alone, the update privileges apply to the current folder and to any subfolders underneath the current folder.
- If you select the **Update privileges on child objects** option alone, the update privileges apply to the current folder and to any objects in the current folder.
- If you select both options, the update privileges apply to the current folder, to any objects in the current folder, to any subfolders underneath the current folder, and to any objects in those subfolders.

Adding new users and roles

To add new users or roles for which you want to assign privileges, do the following:

1. In the Privileges section of the Doc Properties page, click the **Add Users/Roles** button.

   Oracle Enterprise Planning and Budgeting displays the Add Users/Roles page.

2. In the Privilege section, select the privilege level that you want to grant to the new user or role.
3. In the Users section, select one or more users that you want to add by moving them from the Available Users box to the Selected Users box. Note that users with existing privileges do not appear in the Available Users box.
4. In the Roles section, select one or more roles that you want to add by moving them from the Available Roles box to the Selected Roles box. Note that roles with existing privileges do not appear in the Available Roles box.

5. Click the **Apply** button.

Oracle Enterprise Planning and Budgeting adds the users and roles that you have selected to the list of users and roles.

Removing existing users and roles

To remove privileges for a user or role, click the Remove icon for that user or role in the Users/Roles list in the Privileges section of the Doc Properties page.

Copying reports and folders

You can copy a folder or a report to another folder. When you copy a folder, the contents of that folder, along with any subfolders and their contents, are copied to the target folder.

To copy a folder or report, do the following:

1. Open the folder that contains the folder or report that you want to copy.
2. On the Reports subtab, click the **Copy** icon for the folder or report that you want to copy.
3. On the Copy page, click on the name of the desired target folder (the one to which you want to copy the folder or report) in the "breadcrumb" path.

Note: If you want to create a new target folder instead of using an existing one, click the **Create Folder** button.

For more information about creating folders, see Creating folders on page 2-5.

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4. Click the **Apply** button.

The folder or report is copied to the target folder.

Moving reports and folders

You can move a folder or a report to another folder. When you move a folder, the contents of that folder, along with any subfolders and their contents, are moved to the target folder.

To move a folder or report, do the following:

1. Open the folder that contains the folder or report that you want to move.

2. On the Reports subtab, click the **Move** icon for the folder or report that you want to move.
3. On the Move page, click on the name of the desired target folder (the one to which you want to move the folder or report) in the "breadcrumb" path.

Note: If you want to create a new target folder instead of using an existing one, click the **Create Folder** button.

For more information about creating folders, see Creating folders on page 2-5.

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4. Click the **Apply** button.

The folder or report is moved to the target folder.

Deleting reports and folders

To delete a folder or a report, click the **Delete** icon for the folder or report that you want to delete, then click **Yes** in response to the confirmation prompt.

3

Working with Crosstabs

This chapter, which describes how to use crosstabs in Enterprise Planning and Budgeting, includes the following topics:

About Crosstabs

Crosstabs display multi-dimensional data in tabular format. This topic describes some basic concepts related to viewing data in crosstabs.

Creating new crosstabs

You can create new crosstabs through the Reports subtab on the Documents tab. For further information, see Creating Reports and Folders on page 2-3.

Opening existing crosstabs

You can open existing crosstabs through the Reports subtab on the Documents tab. For further information, see Opening Reports and Folders on page 2-5.

Scrolling through rows and columns

Depending on the number of rows and columns specified for display (through the Options page in the crosstab editing pages), you may not be able to view all of the rows or columns in a crosstab at the same time. If the number of rows or columns in the crosstab exceeds the number of rows or columns that can be displayed at one time, Oracle Enterprise Planning and Budgeting provides controls that allow you to scroll through all of the rows or columns in the crosstab by moving up or down by a specified number of rows and left or right by a specified number of columns.

Drilling through levels of data

If a crosstab includes hierarchical dimension members, you can view data at various levels by drilling within the hierarchy. For example, if the crosstab displays a geography that includes lower-level members, you can drill down to expand the display, which allows you to see the component geographies. You can also drill up to collapse an expanded display.

You can drill on a dimension member if there is a drill icon associated with that member. Drill icons appear immediately to the left of the members with which they are associated. There are two types of drill icons in a crosstab, as follows:

- A drill icon in the form of right-pointing arrow with a plus (+) symbol in the center indicates that the member represents a total, but the lower-level members that contribute to the total are not currently visible. You can drill down (expand the display) by clicking on the drill icon, thereby showing the lower-level members.
- A drill icon in the form of down-pointing arrow with a minus (-) symbol in the center indicates that the member represents a total, and the lower-level members that contribute to the total are currently visible. You can drill up (collapse the display) by clicking on the drill icon, thereby hiding the lower-level members.

Paging through crosstabs

Oracle Enterprise Planning and Budgeting displays crosstab data one page at a time. The Page Items section of the crosstab allow you to display pages other than the one that is currently in view.

In the Page Items section, there is a separate drop-down list, known as a *page control*, for each dimension that is currently in the page position. To display data for a dimension member on a page other than the one that is currently displayed, choose

the desired member from the drop-down list for that member's dimension and click the **Go** button at the right side of the Page Items section.

Selecting cells

At certain times (when specifying formatting characteristics or stoplight formatting criteria, for example), you may need to select one or more cells in a crosstab.

Oracle Enterprise Planning and Budgeting provides highlighters that make it easy to select groups of cells, as follows:

- Row highlighters are unlabeled buttons at the left end of each row. By clicking on a row highlighter, you can select all of the cells in the row.
- Column highlighters are unlabeled buttons at the top end of each column. By clicking on a column highlighter, you can select all of the cells in the column.
- The body highlighter is a small, unlabeled, square button located near the upper-left corner of the crosstab (where the row and column highlighters meet). By clicking on the body highlighter, you can select all of the cells in the crosstab.

You can use the following methods to select and deselect cells:

- Use the row, column, or body highlighters to select an entire row, an entire column, or the entire body of the crosstab.
- Click and drag on a row or column highlighter to select multiple rows or columns. You can also use the Ctrl and Shift keys to make non-contiguous and contiguous highlighter selections.
- Click on a cell to select a single cell.
- Click and drag on cells to select multiple cells. You can also use the Ctrl and Shift keys to make non-contiguous and contiguous cell selections
- Click the large, unlabeled area at the upper-left corner of the crosstab to deselect all currently-selected cells.

Closing crosstabs

When you have finished working with a crosstab document, simply proceed with your next task in Oracle Enterprise Planning and Budgeting by navigating to the appropriate page, or exit from Oracle Enterprise Planning and Budgeting if you have completed all of your work.

If you have created a new document that you want to keep, or if you want to retain any changes that you have made to an existing document, be sure to save the

document before navigating to another page or exiting from Oracle Enterprise Planning and Budgeting; otherwise, all of your work in the document will be lost. For information about saving crosstab documents, see Saving Crosstabs on page 3-24.

Using Crosstab Tools

Through the crosstab toolbar, you can perform various tasks related to arranging and viewing the data displayed in a crosstab.

Changing the view

The view tool allows you to change the view of the data from a crosstab to a graph, from a graph to a crosstab, or from one type of graph to another. To display the view tool, click **View** on the crosstab toolbar.

To change the view from a crosstab to a graph or from one type of graph to another, select the **Graph** option, choose the desired type and subtype for the graph from the drop-down lists, and click the **Go** button in the view tool.

To change the view from a graph to a crosstab, select the **Crosstab** option and click the **Go** button in the view tool.

Specifying crosstab title and display settings

The Crosstab Options page allows you to specify various title- and display-related options for a crosstab. To display the Options page, click **View** on the crosstab toolbar to display the view tool, then click **More** in the view tool.

After you have specified the desired settings on the Crosstab Options page, click **Apply** to apply the settings to the crosstab.

Title options

You can specify the title, subtitle, and footnote for a crosstab using the Title, Subtitle, and Footnote fields. You can also specify whether to display these fields through the associated checkboxes (for example, to display the title in the crosstab, select the **Show Title** checkbox).

In addition, you can automatically insert the names of the page-position dimensions and dimension members into the title, subtitle, and footnote fields, as follows:

1. In the For box, choose the field into which you want to insert the names.

2. In the Insert box, do one of the following:
   - Choose **Dimension** if you want to insert the names of the page-position dimensions.
   - Choose **Member** if you want to insert the names of the page-position dimension members.
   - Choose **DimensionMember** if you want to insert the names of the page-position dimensions and dimension members.

General options

You can specify the number of rows and columns to display through the Number of rows displayed and the Number of columns displayed boxes.

> **Note:** If the number of rows or columns in the crosstab exceeds the number of rows or columns that you specify, Oracle Enterprise Planning and Budgeting provides controls in the crosstab that allow you to scroll through all of the rows or columns.

You can use the Show row banding and Show gridlines boxes to specify whether to display row banding (the use of different background colors in alternating rows) and gridlines (horizontal and vertical lines between the cells) in the crosstab.

Changing the layout

Through the layout tool, you can change the layout of a crosstab by moving the crosstab's dimensions or edges to different positions relative to one another. To display the layout tool, click **Layout** on the crosstab toolbar.

You can make layout changes from either the layout tool itself or from the Crosstab Layout page, which is accessible through the layout tool, and which provides additional layout-related options.

Using the layout tool to change layout

You can specify the layout using the *Operation*, *Source*, and *Target* boxes in the layout tool, as follows:

1. In the *Operation* box, select **Move** if you want to move a dimension to another position, or select **Swap** if you want to exchange the positions of two dimensions or edges.

2. In the *Source* box, select the dimension that you want to move (for a move operation) or a dimension or edge that you want to exchange with another dimension or edge (for a swap operation).
3. In the *Target* box, select the position to which you want to move the dimension (for a move operation) or the dimension or edge that you want to swap with the dimension or edge specified in the *Source* box (for a swap operation).
4. Click the **Go** button in the layout tool to update the layout of the crosstab.

Using the Crosstab Layout page to change layout

You can specify the layout using the Crosstab Layout page. To display the Crosstab Layout page, click **More** in the layout tool.

The Crosstab Layout page provides two sets of controls for specifying the layout:

- Another instance of the layout tool, which provides the same set of controls as the layout tool described above, as well as an option that allows you to hide a dimension. To hide a dimension, select **Move** in the *Operation* box, select the dimension in the *Source* box, and select **To Hidden** in the *Target* box.

  Note: Although hidden dimensions do not appear in a crosstab, they *do* affect the data that is displayed.

- Layout icons that allow you to move, hide, or unhide dimensions by clicking on the icons. When you position the pointer over a layout icon, Oracle Enterprise Planning and Budgeting displays a tool tip that indicates what will happen if you click the icon.

You can use either set of layout controls to specify the layout.

The Crosstab Layout page also contains the following components:

- The Show Page Items box. Select this box to display page items in the crosstab. Deselect this box if you do not want to display page items.
- Options that allow you to specify either short or long labels for column headers, row headers, and page items.

When you have specified the desired layout changes, click **Apply** to close the Crosstab Layout page and apply the changes to the crosstab.

Specifying formatting through the format tool

The format tool allows you to specify the following types of formatting for a crosstab:

- Font style
- Number format
- Font color
- Background color

To display the format tool, click **Format** on the crosstab toolbar.

You can also use the Format Cells page to specify font style, font color, background color, and number format. See Specifying formatting through the Format Cells page on page 3-8 for further information.

Specifying font style

To specify font style using the format tool, select the cell or cells that you want to format and do one or more of the following:

- Click the **Bold** button to make characters bold or to remove bold formatting from characters to which bold formatting has previously been applied.
- Click the **Italic** button to italicize characters or to remove italicization from characters to which italicization has previously been applied.
- Click the **Underline** button to underline characters or to remove underlining from characters to which underlining has already been applied.

Specifying number format

To specify number format using the format tool, do the following:

1. Select the cell or cells that you want to format.
2. In the Number box, do one of the following:
   - Select **Number** to display values as numeric values.
   - Select **Currency** to display values as currency values.
   - Select **Percent** to display values as percentages.
3. Click **Go** to format the selected cells.

Specifying background color

To specify background color using the format tool, do the following:

1. Select the cell or cells that you want to format.
2. Click the Background Color color picker icon to display a color picker.
3. In the color picker, click the color that you want to use as the background color, then click **Apply** to apply the background color to the selected cells.

Specifying font color

To specify font color using the format tool, do the following:

1. Select the cell or cells that you want to format.
2. Click the Font Color color picker icon to display a color picker.
3. In the color picker, click the color that you want to use as the font color, then click **Apply** to apply the font color to the characters in the selected cells.

Specifying date and border format

You can specify date and border format using the Format Cells page. For further information see Specifying formatting through the Format Cells page on page 3-8.

Specifying header format

You can specify header format using the Manage Formats page. For further information see Managing formatting on page 3-12.

Specifying formatting through the Format Cells page

The Format Cells page allows you to specify the following types of formatting for a crosstab:

- Font style
- Font color
- Background color
- Border format
- Number format
- Date format

The Format Cells page is available through the format tool. To display the Format Cells page, do the following:

1. Click **Format** on the crosstab toolbar to display the format tool.
2. Select the cell or cells for which you want to specify formatting.
3. Click **More** in the format tool to display the Format Cells page.

After you have specified the desired types of formatting (as described below), click **Apply** to close the Format Cells page and apply the specified formatting to the crosstab.

Specifying font style through the Format Cells page

In the Font section, use the drop-down lists in the Bold, Italic, and Underline boxes to apply or remove bold formatting, italicization, or underlining, as desired.

Specifying font color through the Format Cells page

In the Font section, click the desired font color on the Font Color color picker.

Specifying background color through the Format Cells page

In the Font section, click the desired background color on the Background Color color picker.

Specifying border format through the Format Cells page

In the Border section, do the following:

- Select a style for each border for which you want to specify formatting.
- If you want to specify the line color for a border, do the following:
  1. Click on the color picker icon for the border you want to format.
  2. In the color picker, click on the desired color and click **Apply**.

Note: If you specify a style and line color for Outline, the style and color are automatically applied to all of the borders (bottom, top, left, and right).

Specifying number format through the Format Cells page

In the Number section, select the desired format category in the Categories box, then specify any related settings for the selected category.

Specifying date format through the Format Cells page

In the Date section, select the desired format category in the Categories box, then specify any related settings for the selected category.

Specifying conditional formatting

Conditional cell formatting allows you to easily identify cells that meet a certain, specified condition. For example, you could specify that for all cells in which the value of Current Actuals is greater than 5000, the values are to be displayed in a green font.

How to specify conditional cell formatting

You specify conditional cell formatting through the Create Conditional Cell Format page. To display the Create Conditional Cell Format page, do one of the following:

- In the Format tool, click **Create Conditional Format**.
- On the Manage Formats page, click **Create Conditional Cell Format**.

Use the following procedure to specify a conditional format through the Create Conditional Cell Format page:

1. In the Name section, you can accept the default name for the conditional format that Oracle Enterprise Planning and Budgeting provides, or you can type a more meaningful name in the Name box.
2. In the Selections section, use the Item, Operator, and Value boxes to specify the condition for the format. For example, to apply the format to all Current Actuals values greater than 5000, select Current Actuals in the Item box, select > in the Operator box and type 5000 in the Value box. If you want to apply the format to *all* views, select Any in the Item box.
3. If you want to apply the format to only a subset of the members for a dimension, click the **Edit** icon for the dimension in the Selections section to display a page on which you can select the desired set of members. If you do not edit the set of members for a dimension, the format will apply to all members of the dimension.

4. In the Format section, specify the desired font style and color, background color, border format, number format, and date format.
5. Click **Apply** to create and apply the conditional format.

Managing conditional formats

Through the Manage Formats page, you can delete conditional cell formats and perform other conditional cell format management tasks. See Managing formatting on page 3-12 for further information.

Specifying stoplight formatting

Stoplight formatting allows you to highlight crosstab cells in a manner that makes it easy to see how values in selected cells compare to a set of values that you specify as "Desirable", "Acceptable," and "Unacceptable."

How stoplight formatting works

You can specify "Desirable" and "Undesirable" threshold values for selected cells in a crosstab. After you have applied these stoplight formatting conditions, Oracle Enterprise Planning and Budgeting formats the selected cells as follows:

- All cells in which the data value is greater than the specified "Desirable" threshold value appear with a background color that indicates that these values are within a desirable range. By default, this background color is green, although you can choose a different color.
- All cells in which the data value is equal to or less than the specified "Desirable" threshold value and is equal to or greater than the specified "Undesirable" threshold value appear with a background color that indicates that these values are within an acceptable range. By default, this background color is yellow, although you can choose a different color.
- All cells in which the data value is less than the specified "Undesirable" threshold value appear with a background color that indicates that these values are within an undesirable range. By default, this background color is red, although you can choose a different color.

Specifying stoplight formatting through the Stoplight tool

The stoplight tool allows you to specify stoplight formatting. To display the stoplight tool, click **Stoplight** on the crosstab toolbar.

Use the following procedure to specify stoplight formatting:

1. In the Format box, specify **Selected Cells**, **Entire Crosstab**, or a specific view, depending on whether you want to apply stoplight formatting to selected cells, to the entire crosstab, or to values for a specific view.
2. If you specified **Selected Cells** in the Format box, select the cell or cells to which you want to apply stoplight formatting.
3. In the Unacceptable box, type the value that you want to use as the Unacceptable threshold.
4. In the Desirable box, type the value that you want to use as the Desirable threshold.
5. If you want to change any of the background colors for undesirable, acceptable, and desirable values, use the appropriate color picker icons.
6. Click the **Go** button in the stoplight tool to apply the specified stoplight formatting.

Specifying stoplight formatting through the Manage Formats page

You can create stoplight formats, delete stoplight formats, and perform other stoplight formatting management tasks through the Manage Formats page. See Managing formatting on page 3-12 for further information.

Managing formatting

Through the Manage Formats page, you can specify new stoplight, conditional, and header formats, and you can also manage existing formats. To display the Manage Formats page, click **Manage Formats** in the format tool or the stoplight tool.

When you have completed all of your work on the Manage Formats page, click **Apply** to close the Manage Formats page and apply the formatting changes that you have specified.

Contents of the Manage Formats page

The Manage Formats page contains three sections: Stoplight Formats, Cell Formats, and Header Formats. Each section displays a list of existing formats of the corresponding type.

Format priorities

In each section, the formats are listed from top to bottom in order of priority (the format at the top has the highest priority). For example, suppose that the Conditional Formats section lists two conditional formats: The format on the top

line specifies that all values greater than 20,000 are to appear in green, and the format on the bottom line specifies that all values less than 40,000 are to appear in blue. In this case, a value of 30,000 would appear in green.

Specifying stoplight formats

Through the Manage Formats page, you can access the Create Stoplight Format page, through which you can specify a stoplight format. To display the Create Stoplight Format page, click **Create Stoplight Format** in the Stoplight Formats section of the Manage Formats page.

Use the following procedure to specify a stoplight format through the Create Stoplight Format page:

1. In the Name section, you can accept the default name for the stoplight format that Oracle Enterprise Planning and Budgeting provides, or you can type a more meaningful name in the Name box.
2. In the Thresholds section:
   - Specify the Unacceptable and Desirable thresholds in the appropriate boxes.
   - If you want to use background colors other than the default colors to indicate desirable, acceptable, or unacceptable values, use the color pickers to choose the desired colors.
3. If you want to apply the format to only a subset of the members for a dimension, click the **Edit** icon for the dimension in the Selections section to display a page on which you can select the desired set of members. If you do not edit the set of members for a dimension, the format will apply to all members of the dimension.
4. Click **Apply** to create and apply the stoplight format.

The Manage Formats page provides an option that allows you to hide data values in all cells to which stoplight formatting has been applied, regardless of how these values compare to the specified thresholds. To hide data values, select the **Hide data values in crosstab cells** option.

For further information about stoplight formatting, see Specifying stoplight formatting on page 3-11.

Specifying conditional cell formats

Through the Manage Formats page, you can access the Create Conditional Cell Format page, through which you can specify a conditional cell format. To display

the Create Conditional Cell Format page, click **Create Conditional Cell Format** in the Cell Formats section of the Manage Formats page.

For information about using the Create Conditional Cell Format page to specify conditional cell formatting, see Specifying conditional formatting on page 3-10.

Specifying header formats

Through the Manage Formats page, you can access the Create Conditional Header Format page, through which you can specify formatting for row and column headers on a per-dimension-member basis. To display the Create Conditional Header Format page, click **Create Conditional Header Format** in the Header Formats section of the Manage Formats page.

Use the following procedure to specify a header format through the Create Conditional Header Format page:

1. In the Name section, you can accept the default name for the conditional header format that Oracle Enterprise Planning and Budgeting provides, or you can type a more meaningful name in the Name box.
2. In the Selections section, do the following:
   - In the Dimension box, select the dimension to which you want to apply the format.
   - If you want to apply the format to any of the members of the dimension, select the **Any *Dimension*** option, where ***Dimension*** is the name of the dimension.
   - If you want to apply the format to only certain members of the dimension, select the **Selected *Dimension*** option, where ***Dimension*** is the name of the dimension, then move the desired member or members from the Available box to the Selected box.
3. In the Format section, specify the desired font style, font color, background color, and border format.
4. Click **Apply** to create and apply the header format.

Managing existing formats

You can specify whether to display individual formats by selecting or deselecting the checkbox in the Display column for a given format. This allows you to prevent a format from being applied to the crosstab without having to delete the format definition entirely.

You can change the order in which formats are listed in any of the sections, and thus change the priority order, by clicking the **Move Up** and **Move Down** icons.

You can edit an existing format by clicking the **Edit** icon for the format, which displays the format editing page for the type of format that you are editing. For each format type, the format editing page contains the same controls as the page for creating a new format of that particular type.

You can delete an existing format by clicking the **Delete** icon for the format.

Clearing all formatting

To clear all formatting, click **Clear All Formatting** on the Manage Formats page and click **Yes** in response to the ensuing prompt. After you click **Apply** on the Manage Formats page, Oracle Enterprise Planning and Budgeting removes all formatting from the crosstab, as follows:

- Any formatting that you have specified through the format tool or the Format Cells page is gone, and cannot be recovered. To reapply such formatting, you must specify new formatting through the format tool or the Format Cells page.
- For all stoplight, conditional, and header formats, Oracle Enterprise Planning and Budgeting removes formatting from the crosstab by deselecting the Display box for each format on the Manage Formats page. Note that these format definitions are not deleted, however; you can choose to reapply one or more of them by selecting the Display box for each format that you want to reapply.

Sorting dimension members

The sort tool allows you to sort the members of a particular dimension so that they appear in a specified order. To display the sort tool, click **Sort** on the crosstab toolbar.

To sort the members for a dimension, do the following:

1. In the Sort box, select the dimension whose members you wish to sort.
2. In the Based on box, do one of the following:
   - Select **Name** if you want to sort members alphabetically by name.
   - Select **Hierarchy** if you want to sort members based on their order in a hierarchy.
   - Select **Date/Time** if you want to sort Time dimension members based on time sequence. This type of sort is available only if you specified the Time dimension in the Sort box.

- Select the name of a View dimension member to be used as the basis for the sort operation if you want to sort members based on data values. This type of sort is possible only if the dimension specified in the Sort box is in the row position or the column position.

3. If the sort operation is based on a View dimension member (as specified in the Based on box), use the For box to select the qualifying dimension member. Qualifying View dimension members are available in the For box only if they are *currently displayed* in the crosstab.

   For example, assume that the Time dimension is in the column position, that you have specified the Time dimension in the Sort box, that you have specified the view Current Actuals in the Based on box, and that the view members Assets and Income are currently displayed in the crosstab. You can choose either Assets or Income as the qualifying member. If you choose Assets, Oracle Enterprise Planning and Budgeting sorts Time dimension members based on the values in Assets.

4. In the Order box, do one of the following:

   - If you selected **Name** in the Based on box, select **A to Z** or **Z to A**, depending on whether you want to sort the members in forward or reverse alphabetical order.
   - If you selected **Hierarchy** in the Based on box, select **Ascending** or **Descending**, depending on whether you want to sort the members in ascending or descending order in the hierarchy.
   - If you selected **Date/Time** in the Based on box, select **Latest to Earliest** or **Earliest to Latest**, depending on whether the desired order.
   - If you selected a View dimension member in the Based on box, select **Ascending** or **Descending**, depending on whether you want to sort the members in ascending or descending order of value.

5. Click the **Go** button in the sort tool to sort the members for the specified dimension.

Applying saved selections to crosstabs

The saved selections tool allows you to apply previously-saved data selections to a crosstab. To display the saved selections tool, click **Saved Selections** on the crosstab toolbar.

For a given dimension, you can perform any of the following actions through the use of the saved selections tool:

- Replace the current dimension members with the members in the saved selection.
- Add the dimension members in the saved selection.
- Keep only the dimension members in the saved selection, removing all other members for the dimension.
- Remove the dimension members in the saved selection.

To apply a saved selection to a crosstab, do the following:

1. In the Dimension box, select the dimension for which you want to apply a saved selection.
2. In the Action box, select **Replace with**, **Add**, **Keep** or **Remove**, depending on the action that you want to perform.
3. In the Saved Selection box, select the name of the saved selection that you want to use to replace, add, keep, or remove dimension members.
4. Click the **Go** button in the saved selections tool to apply the saved selection to the crosstab.

For further information about saved selections, see Using Saved Selections on page 6-20.

Using annotations

The annotation tool allows you to provide annotations for crosstab cells. To display the annotation tool, click **Annotation** on the crosstab toolbar.

Oracle Enterprise Planning and Budgeting denotes annotated cells by displaying an annotation icon at the left side of each annotated cell.

When you save a crosstab, each annotation is saved for a particular data point (that is, a particular combination of dimension members), independent of any particular document. Thus, if you create an annotation and save the document in which you created the annotation, the annotation will appear in any other documents containing crosstabs that include the data point for which the annotation was created.

Annotations are available to all users who have access to the data for which an annotation has been created.

Viewing annotations

By moving the mouse pointer on top of an annotation icon, you can view the most recent annotation for the associated crosstab cell in a tool tip.

To view all annotations for a crosstab cell, click on the annotation icon in the cell or select the cell and click the **Annotations** button in the annotation tool. Oracle Enterprise Planning and Budgeting then displays the Comments Recorded page, which lists all of the existing annotations associated with the cell. You can display an annotation from the list by clicking on the subject of the annotation.

Creating short annotations

To create an annotation consisting solely of a subject, with no accompanying comment, use the following procedure:

1. Select a crosstab cell.
2. In the Annotation box, type the text for the annotation.
3. Click the **Go** button in the annotation tool to create the annotation.

Creating long annotations

To create an annotation consisting of a subject and an accompanying comment, use the following procedure:

1. Select a crosstab cell and click **More** in the annotation tool to display the Annotations page.

   Note: You can also display the Annotations page from the Comments Recorded page by clicking the **Create Annotation** button on the Comments Recorded page. This allows you to create an annotation for the cell referenced by the Comments Recorded page.

2. In the Subject box, type the subject for your annotation.
3. In the Comment box, type the comment text.
4. Click the **Apply** button to create the annotation.

Deleting annotations

To delete an annotation that you have created, display the Comments Recorded page by either clicking the annotation icon in the cell or selecting the cell and

clicking the **Annotations** button in the annotation tool. You can then delete an annotation by clicking the delete icon for the annotation.

Using calculations

A calculation is a formula that is based on one or more stored or calculated dimension members. Oracle Enterprise Planning and Budgeting includes a standard set of calculation templates. You use these templates to define calculations and modify calculations. For further information about calculations and calculation templates, see Working with Calculations on page 7-1.

The calculation tool allows you to insert and modify calculations. To display the calculation tool, click **Calculation** on the crosstab toolbar.

Inserting new calculations

To insert a new calculation into a crosstab, do the following:

1. Select a row or column as a reference point for inserting the calculation.
2. Click the **Insert New Calculation** button in the calculation tool.
3. On the Choose Insert Location page, specify the dimension for which you want to define the calculation and the location in which you want to insert the calculation, then click **Next**.
4. From this point, follow the procedure described in Defining Calculations on page 7-3 to define the calculation.

Modifying existing calculations

To modify an existing calculation, do the following:

1. Select a row or column as a reference point for modifying the calculation.
2. Click the **Edit Calculation** button in the calculation tool.
3. On the Choose Calculation page, specify the dimension to which the calculation belongs and the name of the calculation, then click **Next**.
4. From this point, the steps for modifying an existing calculation are the same as those for defining a new calculation. Follow the procedure described in Defining Calculations on page 7-3, making any changes to the definition for the calculation, as desired.

Editing Crosstabs

To edit an existing crosstab, begin by clicking the **Edit** button in the crosstab that you want to edit. Oracle Enterprise Planning and Budgeting then displays the Refine Selections tab on the Edit Component page. If you wish, you can make different selections on the Refine Selections tab, or you can access any of the other tabs to perform other editing tasks.

Modifying basic selections

If you want to make any changes in the list of basic member selections, click **Start With** to display the Start With tab on the Edit Component page.

The controls on the Start With tab of the Edit Component page are the same as those on the Start With page. For more information about using the Start With page, see Using the Start With Page on page 6-1.

Changing layout

If you want to change the layout of the crosstab, click **Layout** to display the Layout tab on the Edit Component page.

The controls on the Layout tab of the Edit Component page are the same as those on the Crosstab Layout page. For more information about using the Crosstab Layout page, see Changing the layout on page 3-5.

Modifying selection refinements

If you want to specify any further refinements to your selections, click **Refine Selections** to display the Refine Selections tab on the Edit Component page.

The controls on the Refine Selections tab of the Edit Component page are the same as those on the Refine Selections page. For more information about using the Refine Selections page, see Using the Refine Selections Page on page 6-4.

Changing title and display settings

If you want to make any title- or display-related changes to the crosstab, click **Options** to display the Options tab on the Edit Component page.

The controls on the Options tab of the Edit Component page are the same as those on the Crosstab Options page. For more information about using the Crosstab Options page, see Specifying crosstab title and display settings on page 3-4.

Displaying the edited crosstab

After you have made all desired editing changes to the crosstab, click the **Apply** button on the Edit Component page to display the revised crosstab.

Specifying Document Properties for Crosstabs

You can set or change various document properties by clicking the **Properties** button to display the Properties page. The Properties page provides the following:

- Fields in which you can enter a document title, a text description of the document, a document footnote, and search keywords that may be helpful in locating the document in the future. There are also check boxes that allow you to specify whether to show the description and the document footnote in the document.
- A field that displays the location of the document.
- Fields that display the date the document was created, the user who created the document, the date of the last update, and the user who last updated the document. There are also check boxes that allow you to specify whether to display each of these fields of information in the document.
- A Display Options section, which allows you to specify whether to display the toolbar, whether to display annotations, and whether to suppress rows or columns that contain only zero values or only N/A and zero values.

After you have made any changes to the settings on the Properties page, click the **Apply** button to apply the settings and return to the document.

Printing Crosstabs

To print a crosstab document, do the following:

1. Click the **Print** button to display the Print Options page.
2. In the Page Items section, specify the members of the dimensions in the page position that you want to include in the printout, as follows:
   - If you want to print only the page dimension members currently displayed in the document, select **Current selections for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position).
   - If you want to print all combinations of all of the members of the dimensions in the page position, select **All *n* combinations of *dimensions***

(where *n* is the number of dimensions in the page position and *dimensions* is the name or names of those dimensions).

- If you want to print combinations of only some of the members of the dimensions in the page position, select **All combinations of selected members for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position), and select the desired member or members for each dimension in the appropriate dimension box.

3. In the Paper section, select the desired paper size in the Paper Size box and choose either **Portrait** or **Landscape** for Orientation.
4. In the General section, specify the number of rows and columns per page that you want to print.
5. Click **Apply**.

   Oracle Enterprise Planning and Budgeting displays a version of the crosstab document that has been formatted for printing, which you can print using the print function in your Web browser.

After you have finished printing, click the back button in your Web browser to return to the Print Options page, then click **Cancel** to close the Print Options page and return to your document.

Exporting Data from Crosstabs

You can export data from a crosstab document in the following formats:

- **CSV (comma delimited) (*.csv)** — The values are exported in a Comma Separated Values file format supported by Microsoft Excel.
- **Microsoft Excel HTML (*.htm)** — The values and formatting are exported in a format using the HTML specification supported by Microsoft Excel.
- **Oracle Reports XML (*.xml)** — The values are exported in Oracle Reports XML PDS (Pluggable Data Source) format, for use with Oracle9*i* Reports.
- **Text (tab delimited) (*.txt)** — The values are exported in a text (.txt) document in which the values are delimited by tabs.

Exporting data in comma-delimited, tab-delimited, or HTML format

Use the following procedure to export data from a crosstab document in .csv, .txt, or .htm format:

1. From the drop-down list in the Export box, select the type of export that you want to perform.
2. Click the **Go** button to the right of the Export box.

   Oracle Enterprise Planning and Budgeting displays the Export Options screen.
3. Select the type of export that you want to perform for the dimensions in the page position, as follows:
   - If you want to export only the page dimension members currently displayed in the document, select **Current selections for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position).
   - If you want to export all combinations of all of the members of the dimensions in the page position, select **All *n* combinations of *dimensions*** (where *n* is the number of dimensions in the page position and *dimensions* is the name or names of those dimensions).
   - If you want to export combinations of only some of the members of the dimensions in the page position, select **All combinations of selected members for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position), and select the desired member or members for each dimension in the appropriate dimension box.
4. Ensure that the File Format box specifies the desired file format. If you want to, you can select a different export format at this point.
5. For HTML exports only:
   - In the Sheets box, specify **Separate sheet for each combination** if you want each combination of the members of the dimensions in the page position to be placed on a separate sheet, or specify **Single sheet for all combinations** if you want all combinations of the members of the dimensions in the page position to be placed on one sheet.
   - If you want to include banding with the export, select the **Include Banding** option.

     Note: The term "banding" refers to the use of different background colors in alternating rows of a crosstab, which serves as a visual aid.
6. Click the **Export** button to export the data.

Depending on the type of export that you have selected, your browser settings, and the configuration of your system, the sequence of events at this point in the export procedure may vary. In general, you can do at least one of the following at this point:

- Save the file containing the exported data to disk.
- View the exported data. The application in which you view the exported data depends upon the type of export that you have selected.

Exporting data in Oracle Reports XML format

You can export data from a crosstab document to an .xml file and then use the exported data as the basis for creating a report in Oracle9*i* Reports.

Use the following procedure to export data from a crosstab document to a .xml file:

1. From the drop-down list in the Export box, select **Oracle Reports XML (*xml)**.
2. Click the **Go** button to the right of the Export box.
3. Using the File Download and Save As dialog boxes, save the .xml file to the desired location. You can save the file under the default name, which is derived from the name of the Oracle Enterprise Planning and Budgeting document, or you can supply a different name.

For information about using exported data as the basis for creating reports in Oracle9*i* Reports, see Using Exported XML Data with Oracle 9i Reports on page A-1.

Saving Crosstabs

To preserve the work that you have done when creating a new crosstab document or editing an existing crosstab document, you can save the document to preserve the current dimension member selections, formatting, and layout.

By clicking the **Save** button, you can save any changes that you have made to an existing document.

To save a new document, or to save an existing document under a different name, use the following procedure:

1. Click the **Save As** button to display the Save As page. Note that if you click the **Save** button for a document that has not previously been saved, Oracle Enterprise Planning and Budgeting displays the Save As page.

2. In the Name box, enter the desired title for the document.
3. Optionally, you can do either or both of the following:
   - You can provide a text description for the document. Use the Description box to enter a text description.
   - You can enter any search keywords that may be helpful in locating the document in the future. Use the Keywords box to enter search keywords.
4. In the Save in box, enter the name of the folder where you want to store the document, then click the **Save** button. If you prefer, you can click the **Folder** button, which allows you to select an existing folder or to create a new folder in which to save the document.

4

Working with Graphs

This chapter, which describes how to use graphs in Enterprise Planning and Budgeting, includes the following topics:

About Graphs

Graphs display multi-dimensional data in graphical format. This topic describes some basic concepts related to viewing data in graphs.

Types of graphs

The following table lists the primary types of graphs that are available.

Note: For most of the primary graph types, there are additional sub-types that provide further variations of the primary type with which they are associated. In addition, note that certain graph types, such as pie graphs, do not display negative values.

Graph Type	Description
Bar	Bars show values. Useful for showing trends or comparing values.
Horizontal Bar	Similar to a bar graph, except that bars are displayed horizontally instead of vertically.
Pie	Useful for showing percentage of a total.
Line	Lines show values. Useful for showing trends or comparing values.
Area	Overlapping areas show values. Useful for showing spikes in data.
Combination	Combines bars and lines.
Scatter / Bubble (Scatter)	Location of each data point shows two values.
Stock	Shows high, low, starting, and closing values for stocks.
Circular (Polar)	Circular scatter graph. Useful for showing data that is directional in nature.
Pareto	Bars indicate data values, and a percentage line indicates the cumulative percentage of the whole that the bars represent. Useful for identifying sources or causes of defects.
ThreeD	Three-dimensional. Useful for showing trends or comparing values.

Creating new graphs

You can create new graphs through the Reports subtab on the Documents tab. For further information, see Creating Reports and Folders on page 2-3.

Opening existing graphs

You can open existing graphs through the Reports subtab on the Documents tab. For further information, see Opening Reports and Folders on page 2-5.

Drilling through levels of data

If a graph includes hierarchical dimension members, you can view data at various levels by drilling within the hierarchy. For example, if the graph displays a geography that includes lower-level members, you can drill down to expand the

display, which allows you to see the component geographies. You can also drill up to collapse an expanded display.

When you move the mouse pointer over a graph, the pointer changes to the shape of a human hand when it is on top of a member name for which drilling is available, as follows:

- If there is no upward-pointing arrow to the left of the member name, this indicates that the member represents a total, but the lower-level members that contribute to the total are not currently visible. You can drill down (expand the display) by clicking on the member name, thereby showing the lower-level members.
- If there is an upward-pointing arrow to the left of the member name, this indicates that the member represents a total, and the lower-level members that contribute to the total are currently visible. You can drill up (collapse the display) by clicking on the member name, thereby hiding the lower-level members.

Paging through graphs

Oracle Enterprise Planning and Budgeting displays graph data one page at a time. The Page Items section of the graph allow you to display pages other than the one that is currently in view.

In the Page Items section, there is a separate drop-down list for each dimension that is currently in the page position. To display data for a dimension member on a page other than the one that is currently in view, choose the desired member from the drop-down list for that member's dimension and click the **Go** button at the right side of the Page Items section.

Closing graphs

When you have finished working with a graph document, simply proceed with your next task in Oracle Enterprise Planning and Budgeting by navigating to the appropriate page, or exit from Oracle Enterprise Planning and Budgeting if you have completed all of your work.

If you have created a new document that you want to keep, or if you want to retain any changes that you have made to an existing document, be sure to save the document before navigating to another page or exiting from Oracle Enterprise Planning and Budgeting; otherwise, all of your work in the document will be lost. For information about saving graphs, see Saving Graphs on page 4-14.

Using Graph Tools

Through the graph toolbar, you can perform various tasks related to arranging and viewing the data displayed in a graph.

Changing the view

The view tool allows you to change the view of the data from a graph to a crosstab, from a crosstab to a graph, or from one type of graph to another. To display the view tool, click **View** on the graph toolbar.

To change the view from a graph to a crosstab, select the **Crosstab** option and click the **Go** button in the view tool.

To change the view from a crosstab to a graph or from one type of graph to another, select the **Graph** option, choose the type and subtype for the graph from the drop-down lists, and click the **Go** button in the view tool.

Specifying graph title and display settings

The Graph Options page allows you to specify various title- and display-related options for a graph. To display the Graph Options page, click **View** on the graph toolbar to display the view tool, then click **More** in the view tool.

Title options

You can specify the title, subtitle, footnote, X-axis title, and Y-axis title for a graph using the Title, Subtitle, Footnote, X-Axis Title, and Y-Axis Title fields. You can also specify whether to display the titles in these fields through the associated checkboxes (for example, to display the title in the graph, select the **Show Title** checkbox).

In addition, you can automatically insert the names of the page-position dimensions and dimension members into the title, subtitle, footnote, X-axis title, and Y-axis title fields, as follows:

1. In the For box, choose the field into which you want to insert the names.
2. In the Insert box, do one of the following:
   - Choose **Dimension** if you want to insert the names of the page-position dimensions.
   - Choose **Member** if you want to insert the names of the page-position dimension members.

- Choose **DimensionMember** if you want to insert the names of the page-position dimensions and dimension members.

General options

The General section of the page allows you to specify whether to display some or all of the following, depending on the type of graph:

- The legend (the key that identifies the members in the series position)
- Data labels (numeric displays of values)
- Horizontal gridlines (lines that subdivide the graph horizontally)
- Vertical gridlines (lines that subdivide the graph vertically)

Size options

You can specify the size of the graph. You can select one of the sizes that are available in the Size box, or you can select **Custom** in the Size box and use the Width and Height boxes to specify the desired size.

Series options

You can specify the colors used to display the members in the series position.

The Color boxes show the color for each of the members in the series position. To specify a different color, do one of the following:

- To specify a different color for a particular member, click the color picker icon for that member. Oracle Enterprise Planning and Budgeting displays a color picker, from which you can select the desired color.
- To specify a different color for all members, click the color picker icon for All Series. Oracle Enterprise Planning and Budgeting displays a color picker, from which you can select the desired color.

X-Axis Labels options

You can specify whether to skip labels displayed along the X-axis of the graph, as follows:

- Select the **Never skip labels** option if you want to display a label for every member along the X-axis, even if there is not sufficient room to clearly display each label.

- Select the **Skip labels if necessary** option if you want to skip X-axis labels as necessary to ensure that labels are clearly displayed.

Y-Axis Scale options

By default, Oracle Enterprise Planning and Budgeting automatically selects the minimum and maximum for the range of values shown in the Y-axis of the graph, as well as the amount for the increments in this scale, based on the data that the graph represents. You can specify a different value for the minimum, maximum, or increment amount by deselecting the corresponding **Set Automatically** checkbox and specifying the value that you want to use.

Oracle Enterprise Planning and Budgeting can display Y-axis values using either a linear scale or a logarithmic scale. If you want to use a logarithmic scale for Y-axis values, select the **Logarithmic Scale** checkbox and select the desired base in the Base box.

Changing the layout

The layout tool allows you to change the layout of a graph by moving the graph's dimensions or edges to different positions relative to one another. To display the layout tool, click **Layout** on the graph toolbar.

You can make layout changes from either the layout tool itself or from the Graph Layout page, which is accessible through the layout tool, and which provides additional layout-related options.

Using the layout tool to change layout

You can specify the layout using the *Operation*, *Source*, and *Target* boxes in the layout tool, as follows:

1. In the *Operation* box, select **Move** if you want to move a dimension to another position, or select **Swap** if you want to exchange the positions of two dimensions or two edges.
2. In the *Source* box, select the dimension that you want to move (for a move operation) or a dimension or edge that you want to exchange with another dimension or edge (for a swap operation).
3. In the *Target* box, select the position to which you want to move the dimension (for a move operation) or the dimension or edge that you want to swap with the dimension or edge specified in the *Source* box (for a swap operation).
4. Click the **Go** button in the layout tool to update the layout of the graph.

Using the Graph Layout page to change layout

You can specify the layout using the Graph Layout page. To display the Graph Layout page, click **More** in the layout tool.

The Graph Layout page provides two sets of controls for specifying the layout:

- Another instance of the layout tool, which provides the same set of controls as the layout tool described above, as well as an option that allows you to hide a dimension. To hide a dimension, select **Move** in the *Operation* box, select the dimension in the *Source* box, and select **To Hidden** in the *Target* box.

  Note: Although hidden dimensions do not appear in a graph, they *do* affect the data that is displayed.

- Layout icons that allow you to move, hide, or unhide dimensions by clicking on the icons. When you position the pointer over a layout icon, Oracle Enterprise Planning and Budgeting displays a tool tip that indicates what will happen if you click the icon.

You can use either set of layout controls to specify the layout.

The Graph Layout page also contains the following components:

- The Show Page Items box. Select this box to display page items in the graph. Deselect this box if you do not want to display page items.
- Options that allow you to specify either short or long labels for group labels, series labels, and page item labels.

When you have specified the desired layout changes, click **Apply** to close the Graph Layout page and apply the changes to the graph.

Sorting dimension members

The sort tool allows you to sort the members of a particular dimension so that they appear in a specified order. To display the sort tool, click **Sort** on the graph toolbar.

To sort the members for a dimension, do the following:

1. In the Sort box, select the dimension whose members you wish to sort.
2. In the Based on box, do one of the following:
   - Select **Name** if you want to sort members alphabetically by name.

- Select **Hierarchy** if you want to sort members based on hierarchy (child values grouped by parent values).
- Select **Date/Time** if you want to sort Time dimension members based on time sequence. This type of sort is available only if you specified the Time dimension in the Sort box.
- Select the name of a View dimension member to be used as the basis for the sort operation if you want to sort members based on data values. This type of sort is possible only if the dimension specified in the Sort box is in the group position or the series position.

3. In the Order box, do one of the following:
   - If you selected **Name** in the Based on box, select **A to Z** or **Z to A**, depending on whether you want to sort the members in forward or reverse alphabetical order.
   - If you selected **Hierarchy** in the Based on box, select **Ascending** or **Descending**, depending on whether you want to sort the members in ascending or descending order in the hierarchy.
   - If you selected **Date/Time** in the Based on box, select **Latest to Earliest** or **Earliest to Latest**, depending on whether the desired order.
   - If you selected a View dimension member in the Based on box, select **Ascending** or **Descending**, depending on whether you want to sort the members in ascending or descending order of value.
4. Click the **Go** button in the sort tool to sort the members for the specified dimension.

Applying saved selections to graphs

The saved selections tool allows you to apply previously-saved data selections to a graph. To display the saved selections tool, click **Saved Selections** on the graph toolbar.

For a given dimension, you can perform any of the following actions through the use of the saved selections tool:

- Replace the current dimension members with the members in the saved selection.
- Add the dimension members in the saved selection.

- Keep only the dimension members in the saved selection, removing all other members for the dimension.
- Remove the dimension members in the saved selection.

To apply a saved selection to a graph, do the following:

1. In the Dimension box, select the dimension for which you want to apply the saved selection.
2. In the Action box, select **Replace with**, **Add**, **Keep** or **Remove**, depending on the action that you want to perform.
3. In the Saved Selection box, select the name of the saved selection that you want to use to replace, add, keep, or remove dimension members.
4. Click the **Go** button in the saved selections tool to apply the saved selection to the graph.

For further information about saved selections, see Using Saved Selections on page 6-20.

Editing Graphs

To edit an existing graph, begin by clicking the **Edit** button in the graph that you want to edit. Oracle Enterprise Planning and Budgeting then displays the Refine Selections tab on the Edit Component page. If you wish, you can make different selections on the Refine Selections tab, or you can access any of the other tabs to perform other editing tasks.

Modifying basic selections

If you want to make any changes in the list of basic member selections, click **Start With** to display the Start With tab on the Edit Component page.

The controls on the Start With tab of the Edit Component page are the same as those on the Start With page. For more information about using the Start With page, see Using the Start With Page on page 6-1.

Changing graph types

If you want to change the graph from its present type to a different type, click **Graph Types** to display the Graph Types tab on the Edit Component page, then select the desired type of graph on the Graph Types tab.

Note: For most types of graphs, you can display additional sub-types of graphs from which to choose by expanding the list of graph types on the Graph Types tab. To expand the list for a particular graph type, click on the plus (+) symbol immediately to the left of the graph type.

For information about graph types, see Types of graphs on page 4-1.

Changing layout

If you want to change the layout of the graph, choose **Layout** to display the Layout tab on the Edit Component page.

The controls on the Layout tab of the Edit Component page are the same as those on the Graph Layout page. For more information about using the Graph Layout page, see Changing the layout on page 4-6.

Modifying selection refinements

If you want to specify any further refinements to your selections, click **Refine Selections** to display the Refine Selections tab on the Edit Component page.

The controls on the Refine Selections tab of the Edit Component page are the same as those on the Refine Selections page. For more information about using the Refine Selections page, see Using the Refine Selections Page on page 6-4.

Changing title and display settings

If you want to make any title- or display-related changes to the graph, click **Options** to display the Options tab on the Edit Component page.

The controls on the Options tab of the Edit Component page are the same as those on the Graph Options page. For more information about using the Graph Options page, see Specifying graph title and display settings on page 4-4.

Displaying the edited graph

After you have made all desired editing changes to the graph, click the **Apply** button on the Edit Component page to display the revised graph.

Specifying Document Properties for Graphs

You can set or change various document properties by clicking the **Properties** button to display the Properties page. The Properties page provides the following:

- Fields in which you can enter a document title, a text description of the document, a document footnote, and search keywords that may be helpful in locating the document in the future. There are also check boxes that allow you to specify whether to show the description and the document footnote in the document.
- A field that displays the location of the document.
- Fields that display the date the document was created, the user who created the document, the date of the last update, and the user who last updated the document. There are also check boxes that allow you to specify whether to display each of these fields of information in the document.
- A Display Options section, which allows you to specify whether to display the toolbar.

After you have made any changes to the settings on the Properties page, click the **Apply** button to apply the settings and return to the document.

Printing Graphs

To print a graph document, do the following:

1. Click the **Print** button to display the Print Options page.
2. In the Page Items section, specify the members of the dimensions in the page position that you want to include in the printout, as follows:
   - If you want to print only the page dimension members currently displayed in the document, select **Current selections for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position).
   - If you want to print all combinations of all of the members of the dimensions in the page position, select **All *n* combinations of *dimensions*** (where *n* is the number of dimensions in the page position and *dimensions* is the name or names of those dimensions).
   - If you want to print combinations of only some of the members of the dimensions in the page position, select **All combinations of selected members for *dimensions*** (where *dimensions* is the name or names of any

dimensions in the page position), and select the desired member or members for each dimension in the appropriate dimension box.

3. In the Paper section, select the desired paper size in the Paper Size box and choose either **Portrait** or **Landscape** for Orientation.
4. Click **Apply**.

   Oracle Enterprise Planning and Budgeting displays a version of the graph document that has been formatted for printing, which you can print using the print function in your Web browser.

After you have finished printing, click the back button in your Web browser to return to the Print Options page, then click **Cancel** to close the Print Options page and return to your graph.

Exporting Data from Graphs

You can export data from a graph document in the following formats:

- **CSV (comma delimited) (*.csv)** — The values are exported in a Microsoft Excel Comma Separated Values file.
- **Oracle Reports XML (*.xml)** — The values are exported in Oracle Reports XML PDS (Pluggable Data Source) format, for use with Oracle9*i* Reports.
- **Text (tab delimited) (*.txt)** — The values are exported in a text (.txt) document in which the values are delimited by tabs.

Exporting data in comma-delimited or tab-delimited format

Use the following procedure to export data from a graph document in .csv or .txt format:

1. From the drop-down list in the Export box, select the type of export that you want to perform.
2. Click the **Go** button to the right of the Export box.

   Oracle Enterprise Planning and Budgeting displays the Export Options screen.
3. Select the type of export that you want to perform for the dimensions in the page position, as follows:
   - If you want to export only the page dimension members currently displayed in the document, select **Current selections for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position).

- If you want to export all combinations of all of the members of the dimensions in the page position, select **All *n* combinations of *dimensions*** (where *n* is the number of dimensions in the page position and *dimensions* is the name or names of those dimensions).
- If you want to export combinations of only some of the members of the dimensions in the page position, select **All combinations of selected members for *dimensions*** (where *dimensions* is the name or names of any dimensions in the page position), and select the desired member or members for each dimension in the appropriate dimension box.

4. Ensure that the File Format box specifies the desired file format. If you want to, you can select a different export format at this point.
5. Click the **Export** button.

   Depending on the type of export that you have selected, your browser settings, and the configuration of your system, the sequence of events at this point in the export procedure may vary. In general, you can do at least one of the following at this point:

   - Save the file containing the exported data to disk.
   - View the exported data. The application in which you view the exported data depends upon the type of export that you have selected.

Exporting data in Oracle Reports XML format

You can export data from a graph document to an .xml file and then use the exported data as the basis for creating a report in Oracle9*i* Reports.

Use the following procedure to export data from a graph document in .xml format:

1. From the drop-down list in the Export box, select **Oracle Reports XML (*xml)**.
2. Click the **Go** button to the right of the Export box.
3. Using the File Download and Save As dialog boxes, save the output file to the desired location. You can save the file under the default name, which is derived from the name of the Oracle Enterprise Planning and Budgeting document, or you can supply a different name.

For information about using exported data as the basis for creating reports in Oracle9*i* Reports, see Using Exported XML Data with Oracle 9i Reports on page A-1.

Saving Graphs

To preserve the work that you have done when creating a new graph document or editing an existing graph document, you can save the document to preserve the current dimension member selections, formatting, and layout.

By clicking the **Save** button, you can save any changes that you have made to an existing document.

To save a new document, or to save an existing document under a different document name, use the following procedure:

1. Click the **Save As** button to display the Save As page. Note that if you click the **Save** button for a document that has not previously been saved, Oracle Enterprise Planning and Budgeting displays the Save As page.
2. In the Name box, enter the desired title for the document.
3. Optionally, you can do either or both of the following:
   - You can provide a text description for the document. Use the Description box to enter a text description.
   - You can enter any search keywords that may be helpful in locating the document in the future. Use the Keywords box to enter search keywords.
4. In the Save in box, enter the name of the folder where you want to store the document, then click the **Save** button. If you prefer, you can click the **Folder** button, which allows you to select an existing folder or to create a new folder in which to save the document.

5

Using Worksheets

This chapter describes how to open a worksheet, enter data into a worksheet that has been distributed to you, and submit a worksheet. The chapter also describes how to distribute and redistribute a worksheet to subordinates and approve or reject a worksheet that has been submitted to you for approval. The chapter includes the following topics:

About Worksheets

A worksheet is a document that is distributed for the purpose of collecting data for an Oracle Enterprise Budgeting and Planning business process. For example, you might receive worksheets for budgeting or forecasting.

You may be expected to enter data directly into a worksheet, distribute the worksheet to subordinates who will enter the data, or both enter data and distribute to subordinates. You might also be required to enter target amounts for subordinates or approve worksheets that have been submitted to you.

The actual functions that you perform for a specific worksheet depend on your role in the organization and the data collection workflow specified by the owner of the business process.

Worksheet Notifications

The flow of a worksheet through the organization is supported by notifications which are displayed on the Oracle Enterprise Planning and Budgeting Home page. You might receive the following notifications concerning a worksheet:

- A worksheet has been distributed to you.
- A worksheet that you submitted has been approved.
- A worksheet that you submitted has been rejected.
- A subordinate has submitted a worksheet for your approval.
- Your worksheet has been frozen as a result of a higher level submission.

Opening Worksheets

You can open a worksheet in update (edit) mode or read-only mode.

- Use update mode to enter data, personalize the worksheet, or submit the worksheet.
- Use read-only mode to view a worksheet that is not available in update mode. For example, you might use read-only mode to check values that you entered in a worksheet that has been submitted and is currently frozen.

To open a worksheet in update (edit) mode:

1. Navigate to the Worksheets page (Documents > Worksheets tab).
2. Click the **Update** icon for the worksheet.

> **Note:** The Update icon is not available if the worksheet status is "Frozen," "Submitted," or "Submitted to Shared."

To open a worksheet in read-only (view) mode:

1. Navigate to the Worksheets page (Documents > Worksheets tab).
2. Click the worksheet name.

Worksheet Components

A worksheet is a data collection document that includes some specially marked cells, a toolbar, a legend, and navigational aids. It may also have instructions for completion.

Worksheet cells

Input level is the level at which data entry is requested for a particular dimension. It is also the level at which data will be submitted. Input level cells to which you have write access are denoted by a box inside the cell and an asterisk (*). You may see these cells as blank, or they may be pre-populated with values from another view: for example, input level cells in a Budget worksheet might initially display values from last year's budget.

In addition to input level cells, a worksheet might also include the following:

- Editable cells not at the input level — These are cells that you own or to which you have write access, but from which data will not be submitted. An editable cell is denoted by a box inside the cell. You can enter data into editable cells and use Autofill functions to distribute the data to other cells. For example, the input level cells for a worksheet might be at the State level, but if you have write access to the City level, you could enter values at this level and let Oracle Enterprise Planning and Budgeting calculate State level values.
- Read only cells — These are cells to which you have read access.

- Target cells — These are cells for which target amounts have been set by you, your manager, or the business process owner. Targets are denoted by arrow icons signifying the target type.
- Annotations — These are cells into which you, your manager, or a subordinate have entered comment text. Annotated cells are denoted by a bubble icon. Annotations can be associated with input level cells, editable cells, and read only cells.

Worksheet controls

When you open a worksheet in update mode, the document displays the following controls:

- **Edit** — Enables you to refine dimension member selections. For more information, see "Personalizing a worksheet: Adding and refining dimension members" on page 5-15 and "Using the Refine Selections Page" on page 6-4.
- **Restore Layout** — If you have personalized the worksheet, enables you to quickly revert to the layout that was originally distributed to you. For more information, see "Personalizing a worksheet: Restoring the default layout" on page 5-16.
- **Save** — Saves the current data, annotations, layout, dimension member selections, and format but does not close the worksheet. For more information, see "Saving Worksheets" on page 5-16.
- **Apply** — Saves the current data, annotations, layout, dimension member selections, and format and closes the worksheet. For more information, see "Saving Worksheets" on page 5-16.
- **Cancel** — Closes the worksheet without saving.
- **Export** — Enables you to export worksheet data in .csv, .htm, .xml, or .txt format. For more information, see "Exporting Data from Worksheets" on page 5-17 and "Exporting Data from Crosstabs" on page 3-22.

In addition, your worksheet might also display the following controls:

- **Submit** — Submits data from input level cells in the worksheet. Submit is enabled if you are required to submit data but have not yet done so. For more information, see "Submitting Worksheet Data" on page 5-20.
- **Validate** — Validates cell values against target amounts. Validate is visible if targets have been enabled for the worksheet. For more information, see "Viewing target amounts" on page 5-13.

Worksheet toolbar

The worksheet toolbar provides functions for populating cells, personalizing the appearance of the worksheet, annotating cells, and inserting or editing calculations. The toolbar includes the following tools:

- **Layout** — Enables you to change the layout of your personal worksheet. For more information, see "Changing the layout" on page 3-5.
- **Sort** — Enables you to sort dimension members according to a specified order. For more information, see "Sorting dimension members" on page 3-15.
- **Annotation** — Enables you to enter or edit comment text. For more information, see "Data entry: Annotating cells" on page 5-12 and "Using annotations" on page 3-17.
- **Calculation** — Enables you to insert or edit a calculation. For more information, see "Personalizing a worksheet: Inserting calculations" on page 5-15, "Using calculations" on page 3-19, and "Working with Calculations" on page 7-1.
- **Format** — Enables you to specify formats such as font style and color. For more information, see "Personalizing a worksheet: Applying format options" on page 5-15.
- **Autofill** — Enables you to populate cells by growing data, increasing data, spreading data, or aggregating data. For more information, see "Data entry: Growing data" on page 5-8, "Data entry: Increasing data" on page 5-9, "Data entry: Spreading data" on page 5-10, and "Data entry: Aggregating data" on page 5-7.
- **Recalculation** — Calculates data in the worksheet based on the solve associated with the business process. For more information, see "Data entry: Recalculating data" on page 5-11.

Worksheet instructions

Short instruction text may be displayed at the top of a worksheet. Additional detail may be available as plain text or hyperlinks.

To view detailed instructions for an open worksheet:

Click the "More" hyperlink next to the short instruction text at the top of the worksheet.

Worksheet legend

A legend for the worksheet is displayed below the worksheet name. The legend illustrates and describes icons that are displayed in worksheet cells.

To view legend text for an open worksheet:

Click the Expand (+) icon for **Legend**.

Worksheet navigation

You can move through a worksheet and change your view of the data.

- Use the **Tab** key or the mouse pointer to move between cells.
- Use the horizontal and vertical scrollbars to view visible rows and columns.
- Use the settings for **Page Items** to change the page.
- Use **Right** and **Left** to view additional columns. Use **Up** and **Down** to view additional rows.
- Use the drill icons to view lower and higher level dimension members. For more information, see "Drilling through levels of data" on page 3-2.

You can also use the Layout tool to change the worksheet layout. For example, you can exchange dimension positions or move specified dimensions or edges to different positions relative to one another.

For more information, see the following topics:

- "Scrolling through rows and columns" on page 3-2
- "Drilling through levels of data" on page 3-2
- "Paging through crosstabs" on page 3-2
- "Changing the layout" on page 3-5

Worksheet Data Entry

You can enter values manually. You can also use Autofill functions to populate input level cells. For example, you might enter data at a low level and aggregate it up to the input level, or you might enter data at a high level and spread the data down.

Data entry: Entering values manually

Type a value into a cell. Use the Tab key or the mouse pointer to move between cells. Use the horizontal and vertical scrollbars to view visible rows and columns. Click **Right** and **Left** to view additional columns; click **Left** and **Down** to view additional rows.

Use the **Page Items** setting to change the page. Use the drill icons to expand and collapse dimension members. For more information, see "Drilling through levels of data" on page 3-2.

Data entry: Aggregating data

You can use the Aggregate function to aggregate data across worksheet columns or down worksheet rows. The aggregation method is Sum. NA values are treated as zero.

The last cell in a range is the cell on which the aggregation is performed. All other cells are sources, which are summed to compute the aggregate value.

Requirements for aggregating data are as follows:

- The range of cells cannot span nested cells in a column in a left-right direction or nested cells in a row in an up-down direction.
- A single row range of cells cannot use the up-down direction and a single column range of cells cannot use the left-right direction."
- If the range of cells spans multiple rows and columns, the selection must be symmetric and continuous.
- Cells on which aggregation is performed must be write accessible and must not contain calculated values.

To aggregate data:

1. From the toolbar, select **Autofill**.
2. In the Method box, select **Aggregate**.
3. Select the source cells and the cells to which you want to aggregate data.
4. In the Direction box, choose the direction in which to aggregate data. "Direction" refers to the destination. For example, if you highlight three cells in a row and select "Left," then the cell to which you aggregate data (the

destination) will be the left cell; the source cells will be the two cells to the right of the destination cell.

5. Click **Go**.

Data entry: Growing data

You can use the Grow function to grow data across worksheet columns or down worksheet rows. You can grow data by an amount or percentage, and by either a positive or negative value.

The value in the first cell in a range is used as the base value upon which the calculation is performed, and that value remains unchanged. All subsequent values in the range grow by the amount or percentage as it relates to the previous cell's value.

Requirements for growing data are as follows:

- The range of cells cannot span nested cells in a column in a left-right direction or nested cells in a row in an up-down direction.
- A single row range of cells cannot use the up-down direction and a single column range of cells cannot use the left-right direction."
- If the range of cells spans multiple rows and columns, the selection must be symmetric and continuous.
- Cells in which you grow data must be write accessible and must not include calculated values.

To grow data:

1. From the toolbar, select **Autofill**.
2. In the Method box, select **Grow Data**.
3. Select the source cells and the cells to which you want to grow data.
4. In the Direction box, choose the direction in which to grow the data. "Direction" refers to the destination cell or cells. For example, if you highlight three cells in a row and select "Left," then the cells to which you grow data (the destination) will be the left cells; the source cell will be the cell on the right.

5. If the value is to be treated as a percentage, in the Value Type box select **Percent**.
6. In the Value box, enter the value by which you want to grow the data.

> **Note:** To grow the data by a negative amount, type a minus sign (-) before the number.

7. If you want to treat NA values in the target cells as zero values, select **Treat NA Values as Zeros**.

> **Note:** If you do not select this option and the value in a destination cell is NA, the cell will have no arithmetic value when you grow data. Only further NAs will result.

8. Click **Go**.

Data entry: Increasing data

You can use the Increase function to increase data in selected cells. You can increase the data by either a specific amount or by a percentage, and by either a positive or negative value. The current value in each cell that receives the increase will be incremented by the specified increase amount or percentage.

The cells that you select must be write accessible and must not contain calculated values.

To increase data:

1. From the toolbar, select **Autofill**.
2. In the Method box, select **Increase Data**.
3. In the worksheet, select the cells in which you want to increase data.
4. If the increase value is to be treated as a percentage, in the Value Type box select **Percent**.
5. In the Value box, enter the value by which you want to increase data.

> **Note:** To decrease data, type a minus sign (-) before the number.

6. If you want to treat NA values as zero values, select **Treat NA Values as Zeros**.

> **Note:** If you do not select this option and the value for a cell is NA, the cell will have no arithmetic value when you increase data. Only further NAs will result.

7. Click **Go**.

Data entry: Spreading data

You can use the Spread function to spread data from one or more cells to other cells.

Requirements for spreading data are as follows:

- The range of cells that you select as the source cannot span nested cells in a column in a left-right direction or nested cells in a row in an up-down direction.
- If the range of cells that you select as the source spans multiple rows and columns, the selection must be symmetric and continuous.
- Cells to which data is spread must be write accessible and must not include calculated values.

To spread data:

1. From the toolbar, select **Autofill**.
2. From the menu, select **Spread Data**.
3. In the worksheet, select the source cells and the cells to which you want to spread data.
4. In the Direction box, choose the direction in which to spread the data. "Direction" refers to the cell or cells to which you are spreading data (the destination). For example, if you highlight a group of cells and select "Left," then the cells to which you spread the data will be on the left; the source cells will be to the right of the destination. The first cell in the range is the cell from which the amount is spread (the source). All other cells in the range receive the spread from the source.

5. In the Spread box, select a spread method from the following choices:
   - **Evenly** — Data from source cells will be spread equally among all destination cells.
   - **Proportionally, Another Profile** — Data from source cells will be divided among destination cells according to the percentages represented by another set of related values which you select.
   - **Proportionally, Same Profile**— Data from source cells will be divided among destination cells so that cells retain their relationships to the previous values.
6. If you selected **Proportionally, Another Profile** in Step 5, in the Using Profile From box, specify the profile that you want to base the spread operation on.
7. If you chose **Evenly** or **Proportionally, Same Profile** in Step 5, specify how to treat NA values in the destination cells. To treat NA values as zero values, select **Treat NA Values as Zeros**.

   Note: If you do not select this option and a destination cell is NA, it will have no arithmetic value when you spread data. Only further NAs will result.

8. Click **Go**.

Data entry: Recalculating data

When you enter or modify data in a worksheet, you can recalculate the data so that values affected by your modifications are automatically updated. Recalculation applies the solve associated with the business process to the worksheet.

You can recalculate the current page or the entire worksheet.

Important: For page level recalculation to work, all dimensions members in the page position must be at the input level.

To recalculate data:

1. From the toolbar, select **Recalculation**.
2. Specify the extent of the recalculation:
   - To recalculate worksheet using values from the current page, select **Page Only**.
   - To recalculate the entire worksheet, select **Entire Worksheet**.

Data entry: Annotating cells

An annotation is a comment in a worksheet cell. You can enter, modify and delete annotations for any cell in the worksheet. You can also view annotations that have been entered by others.

A cell that has been annotated is denoted by a triangle in the left corner. When you pass your mouse pointer over the cell, the annotation text is displayed. When you click the triangle, the Comments Recorded page opens where you can view, delete, and add annotations.

Annotations are saved with a worksheet and are submitted with input level cells. When you submit or distribute a worksheet that includes annotations, users who have read access to the annotated cells will be able to view your annotations.

For details, see "Using annotations" on page 3-17.

Working with Managerial Targets

A worksheet that you receive might include targets indicating maximum or minimum performance expected by management. For example, a worksheet for an expense budget might specify maximum target amounts. Targets may be advisory (deviance allowed), or absolute (deviance not allowed).

The values that you enter in cells for which target amounts have been specified will be automatically validated when you submit your worksheet. You can view the amounts as you enter data. You can also validate your entries against the targets before you submit your worksheet.

Viewing target amounts

When a worksheet includes targets, the Target legend is enabled and each cell for which a target amount has been entered displays one of the following icons:

- A hollow down-pointing blue arrow with line below — Indicates an advisory minimum.
- A filled down-pointing red arrow with line below — Indicates an absolute minimum.
- A hollow up-pointing blue arrow with line above — Indicates an advisory maximum.
- A filled up-pointing red arrow with line above — Indicates an absolute maximum.

To view information about target type:

Click the Legend.

To add the Target view to a worksheet:

1. Click **Edit**.

   The Refine Selections page opens.

2. For the View dimension, add the Target view.

   Note: The view will have the same name as the worksheet, with the "target" designation appended. For example, if the name of the worksheet is "Expense Budget 2005 001," then the name of the Target view would be "Expense Budget 2005 001 - Target."

3. You may want to change the layout of the worksheet so that the Target view is on the column edge of the worksheet, next to the data view.

To view target amounts:

Note: The following procedure will not work if you have added the Target view to the worksheet.

Sweep your mouse pointer over a cell that displays a Target icon.

Validating entries in target cells

Although target compliance will be automatically validated when you submit your worksheet, you can optionally validate your entries against target amounts *before* submission.

Validation brings up the Validation Results page, which lists each target cell, the target amount, the variance amount, the variance percent, and the target type. If all targets are met, the Validation Results page displays "No data found."

To validate cell values against targets:

In an open worksheet click **Validate**.

Personalizing Your View of a Worksheet

You can personalize a worksheet in ways that might help you to enter, review, or analyze data but do not impact the actual data that will be submitted. For example, you might change the worksheet layout, apply formats, sort dimension members, add or refine dimension members, and insert calculations.

Important: Personalizations only apply to your view of the worksheet. If you distribute the worksheet to subordinates, your modifications will not be included. When you submit the worksheet, only data in input level cells will be submitted. If the business process owner subsequently redistributes the worksheet, your personalizations may be overwritten.

Personalizing a worksheet: Changing layout

Use the Layout tool on the Worksheet toolbar to change the layout of an open worksheet. For example, you can exchange dimension positions or move specified dimensions or edges to different positions relative to one another.

For more information, see "Changing layout" on page 3-20.

Personalizing a worksheet: Sorting dimension members

Use the Sort tool on the Worksheet toolbar to modify the order in which members of a dimension are displayed in an open worksheet. You can sort dimension members

by name or hierarchy. If the dimension is in the row or column position, you can also sort by View.

For more information, see "Sorting dimension members" on page 3-15.

Personalizing a worksheet: Adding and refining dimension members

Use the **Edit** button to modify the dimension members that are displayed in an open worksheet. You can add new members, delete members, and refine selections for current members.

For more information, see "Using the Refine Selections Page" on page 6-4.

Personalizing a worksheet: Inserting calculations

A calculation is a formula that is based on one or more stored or previously calculated dimension members. Use the Calculation tool on the Worksheet toolbar to insert a calculation into a row or column of an open worksheet. You can also edit a calculation. Calculations will be updated when you recalculate the worksheet.

Note: If your layout is overwrittten by a redistribution of the worksheet, you can use the **Edit** function to add back previously inserted calculations.

For more information, see "Working with Calculations" on page 7-1.

Personalizing a worksheet: Applying format options

Use the Format tool on the Worksheet toolbar to change the appearance of selected cells in an open worksheet. You can specify the following formats:

- Font style — You can change font size and apply bold, italic, and underline formats.
- Font color — You can set font color.
- Background color — You can set cell background color. However, do not choose red or blue as these colors are used by various system cell-level icons.
- Borders — You can specify border formats.

Important: Do not use the Format tool to set number or date formats. These are determined by a profile setting in Oracle Applications. Click the **Preferences** link at the top of any page to view or modify number or date formats.

For more information, see "Specifying formatting through the format tool" on page 3-7 and "Specifying formatting through the Format Cells page" on page 3-8.

Personalizing a worksheet: Restoring the default layout

Click **Restore Layout** to quickly restore the appearance of an open worksheet that you have personalized. All modifications to dimension value selections, calculations, format, and layout will be lost.

Note: Restoring the default layout does *not* clear data values. If this is your intention, clear the data manually or ask your manager to redistribute the worksheet to you using the Overwrite Worksheet Data option.

Saving Worksheets

Saving a worksheet retains all data that you have entered as well as any saved member selections, formatting, or layout personalizations that you have made. You must save a worksheet before you can submit it.

Note: If the worksheet is redistributed, saved data values and layout may be overwritten.

To save an open worksheet:

Select one of the following:

- **Save** — Saves the worksheet but does not close it.
- **Apply** — Saves and closes the worksheet.

Exporting Data from Worksheets

You can export data from an open worksheet in the following formats:

- **CSV (comma delimited) (*.csv)** — The values are exported in a Microsoft Excel Comma Separated Values file.
- **Microsoft Excel HTML (*.htm)** — The values are exported in a format using the HTML specification supported by Microsoft Excel.
- **Text (tab delimited) (*.txt)** — The values are exported in a text (.txt) document in which the values are delimited by tabs.

> **Note:** You can also use the Export function to get a printed version of the worksheet. For example, you can export to Excel and use Excel's Print function to print the worksheet.

For more information, see "Exporting Data from Crosstabs" on page 3-22.

Setting Targets for Subordinates

If the data collection process for a worksheet supports target setting, you can enter targets for input or calculated cells that are subordinate to those that you explicitly or implicitly own. When you distribute the worksheet, recipients who have access to these cells will be able to view the targets.

> **Note:** You will not be able to enter targets for loaded Lines or cells that you own.

You can designate a target as maximum or minimum; advisory or absolute. If you enter a target amount but do not specify other information, Oracle Enterprise Planning and Budgeting will enforce an advisory target. Whether the target is maximum or minimum depends on the "Better Flag" setting for the Line in the Enterprise Performance Foundation: for example, Revenue Lines will default to minimum; Expense Lines will default to maximum.

Before you enter target amounts, you can adjust your view of the Targets page to make it easier to enter values. Note however, that if the worksheet is redistributed to you, your layout will be overwritten.

To set targets for subordinates:

1. Navigate to the Worksheets page (Documents > Worksheets tab).
2. Identify the worksheet for which you want to enter target amounts and click the **Targets** icon.

   The Set Targets page opens.

   Note: The Targets icon is not available if the worksheet status is "Frozen," "Submitted," or "Submitted to Shared."

3. You can use the Layout, Format, and Sort tools to adjust the page in ways that can help you to enter target amounts.

   For more information, see "Changing the layout" on page 3-5, "Specifying formatting through the format tool" on page 3-7, "Specifying formatting through the Format Cells page" on page 3-8 and "Sorting dimension members" on page 3-15.

4. Enter target amounts into appropriate cells. You can also use Autofill functions (Grow, Increase, Spread, and Aggregate) to populate cells.

   For more information, see the following topics:

   - "Data entry: Entering values manually" on page 5-7
   - "Data entry: Aggregating data" on page 5-7
   - "Data entry: Growing data" on page 5-8
   - "Data entry: Increasing data" on page 5-9
   - "Data entry: Spreading data" on page 5-10

   Note: By default, new targets are advisory. Proceed to Step 5 to change target type.

5. Specify target type as follows:

   a. Click in a cell that includes a target amount and click the **Target** tool.

   Tip: To specify the target type for multiple cells in a row or column, select the row or column before you click the tool.

b. Select an option in the Target Type box and click **Go**. You can select one of the following:

* Minimum amount - Advisory
* Minimum amount - Absolute
* Maximum amount - Advisory
* Maximum amount - Absolute

An arrow representing the target type is displayed.

c. To clear settings, select the cell or cells and click **Clear**.

6. To enter target amounts for another page, change one or more dimension selections, scroll to the right of all the dimension selection boxes and click **Go**.

7. Click **Save** on any page to save your settings and continue working.

Click **Apply** to save and exit.

Distributing and Redistributing Worksheets

If the Distribute icon is active for a worksheet when you view the worksheet list (Documents > Worksheets tab > *Name_of_Worksheet*), you can distribute the worksheet to subordinates.

You can also redistribute a worksheet that you have previously distributed. For example, you would redistribute a worksheet if you received an updated version from your manager or if a subordinate has asked that his or her worksheet be reset. You might also redistribute a worksheet if your submission was rejected by your manager and you want subordinates to adjust their entries and resubmit.

Note: If you want to provide baseline data or targets that will be visible to recipients, populate your worksheet prior to distribution. If this is a redistribution, ensure that you select the **Overwrite** option.

To distribute or redistribute a worksheet:

1. Navigate to the Worksheets page (Documents > Worksheets tab).

2. Identify the worksheet that you want to distribute and click the **Distribute** icon.

The Distribute Worksheet: *Name_of_Worksheet* page opens.

3. In the Worksheet Recipients area, specify the users who will receive the worksheet. Click **Add** to add a user.
4. In the Distributions Options area, you can specify an optional deadline by which recipients must submit the worksheet. Click the **Calendar** icon to select a date or enter a date in the format dd-MMM-yyyy (for example 03-JAN-2005 for January 3, 2005).

   Recipients will see this deadline on the Worksheets tab.
5. In the Message box, enter text for the notification that recipients will see when the worksheet is distributed to them.
6. Use the Overwrite Options area to specify how distribution will affect recipients' existing data values.
   - Select **Overwrite** to overwrite data and annotations in recipients' worksheets.
   - Select **Do not Overwrite** to preserve data and annotations.

   Note: Target amounts and the layout of the Target view will always be overwritten.

Submitting Worksheet Data

The submission process automatically recalculates data and, if targets are enabled, validates compliance with the target amounts. If approval is required, submission also generates a notification for the approver.

Note that only data and annotations in input level cells is submitted; data outside the scope of the data collection template or objects such as personal or shared dimension members and calculations are not submitted.

Once you submit a worksheet, you will not be able to edit it unless it is redistributed or is rejected by the approver.

You can submit from the open worksheet or from the Worksheet list.

Note: It is possible that when you attempt to submit a worksheet, the same worksheet might be in the process of being redistributed. In this case, a message will be displayed and you will be prevented from completing your submission.

To submit from an open worksheet:

1. Click **Submit**.

   The Submit Worksheet: *Name_of_Worksheet* page opens.

2. Enter text in the Comments box. Comment text will be displayed in the notification sent to the approver.

3. Click **Submit**.

   You are prompted to confirm the submission.

To submit from the Worksheet list:

1. Navigate to the Worksheet list page (Documents > Worksheets tab).

2. Identify the worksheet that you want to submit.

3. Click **Submit**.

   The Submit Worksheet: *Name_of_Worksheet* page opens.

4. Enter text in the Comments box. If the worksheet requires approval, comment text will be displayed in the notification sent to the approver.

5. Click **Submit**.

   You are prompted to confirm the submission.

Submitting a worksheet that includes targets

When you submit a worksheet for which targets have been enabled, your submission will be validated for compliance against target amounts. If there is non-compliance with any absolute target, the submission will fail and a Validation Results page will be displayed showing all non-compliant values. If there is non-compliance with an advisory target, the Validation Results page will be displayed and you will prompted to specify whether you want to proceed with the submission.

Submitting a worksheet that requires approval

When you submit a worksheet that requires approval, a notification is sent to the approver.

If the worksheet is approved, data and annotations in input level cells will be merged into the approver's worksheet. You will receive an approval notification

and the status of the worksheet will be set to "Approved." Your worksheet and any subordinate worksheets will be frozen.

If your worksheet is rejected, you will receive a rejection notification and the status of the worksheet will be set to "Rejected." You can then open the worksheet, update it, and resubmit. Alternatively, you can redistribute the worksheet to subordinates who can modify their entries.

Submitting a worksheet that does not require approval

When you submit a worksheet that does not require approval, data is copied directly to the shared Analytic Workspace and a notification is sent to the owner of the business process.

The business process owner can view the submitted worksheet. However, he or she can neither approve nor reject it.

Note: If you find that you need to revise data, you can ask the owner of the business process to redistribute the worksheet to you. He or she will be able to do this if the Manage Submission task which copies data to the shared Analytic Workspace has not yet run.

Reviewing Subordinate Worksheets

If you have distributed a worksheet to subordinates, you will be notified when each recipient to whom you distributed submits his or her worksheet.

You can open the submitted worksheet and see a view of the data. If the worksheet requires approval and you approve the submission, input level data (including any annotations that have been entered) will be merged into your worksheet and recalculated as specified in the business process solve. The status of the subordinate worksheet will be set to "Approved." If you reject the submission, a notification will be sent to the submitter. The status of the subordinate worksheet will be set to "Rejected." In this case, data will not be copied into your worksheet.

When you approve a worksheet, you cannot edit data. You can only approve or reject the submission.

To review a worksheet:

1. Navigate to the Worksheets page (Documents > Worksheets tab).

   The list of worksheets that you have received or distributed is displayed.

2. Identify the worksheet for which you want to review data and click the Status hypertext.

   The Status page for the worksheet opens.

3. Select **All** to see the status of subordinate worksheets. Alternatively, you can enter a user name or search for a user. You can also limit the display by status.

4. Identify the user whose worksheet you want to review and click the **Review** icon.

   The Review Worksheet: *Name_of_Worksheet* page opens where you can view the data.

5. Click **Approve** to approve the worksheet. Click **Reject** to reject it.

6. If you chose **Reject** in Step 5, enter a comment. Comment text will be displayed in the rejection notification that will appear on the user's Home page.

Viewing Worksheet Status

You can view status information about a worksheet that you have received. You can also view status information about a worksheet that you have distributed.

For worksheets that you have distributed, the initial display is limited to information about your worksheet and the worksheets of those individuals who received the distribution. If recipients have further distributed the worksheet, you can also view the status of subordinate worksheets.

To view worksheet status:

1. Navigate to the Worksheets page (Documents >Worksheets tab).

   The list of worksheets that you have received or distributed is displayed. The Status column displays the worksheet status. Status designations are as follows:

   - Approved — The worksheet has been approved.
   - Distributed — The worksheet has been distributed.
   - Distribution Pending — The worksheet has been distributed, but the recipient has not yet opened it or has not accepted the distributed data into his or her personal worksheet.

- Frozen — The worksheet has been frozen because higher level worksheets have been submitted.
- Rejected — The worksheet has been submitted but was rejected. (This status only appears if the worksheet requires approval.)
- Submitted — The worksheet has been submitted.

6

Selecting Data

This chapter, which describes how to select data in Oracle Enterprise Planning and Budgeting, includes the following topics:

About Data Selection

To select the dimension members for which you want to display data, you define a selection process for each dimension through the Start With and Refine Selections pages. The selection process for each dimension consists of one or more selection steps.

The Start With page allows you to make a basic set of selections, and the Refine Selections page allows you to further refine the selections for each dimension, based on what you have specified on the Start With page.

You can also create saved selections, which allow you to save and store sets of member selections for future use.

Using the Start With Page

The Available Items box lists all of the items in that are available for selection. To specify items that you want to include in the selection process, you select one or more items from the Available Items box and add them to the Selected Items box.

Adding items to the Selected Items box

You can add one or more items that are displayed in the Available Items box to the Selected Items box as follows:

- To add one or more individual items:
  1. In the Available Items box, select the items that you want to add by clicking the Select box for each desired item.
  2. Click the **Add** button to add the selected items.
- To add all items, click the **Add All** button

Removing items from the Selected Items box

You can remove one or more items that are displayed in the Selected Items box as follows:

- To remove one or more individual items:
  1. In the Selected Items box, select each item that you want to remove by clicking the Select box for each desired item.
  2. Click the **Remove** button to remove the selected items.
- To remove all items, click the **Remove All** button.

Selecting or deselecting all items

You can select or deselect all of the currently-displayed items in the Available Items box or the Selected Items box as follows:

- To select all of the items, click **Select All**.
- To deselect all of the items, click **Select None**.

Automatically adding or removing dimensions

If you want to automatically include related dimensions when you add items to or remove items from the Selected Items box, select the **Automatically add/remove dimensions** option. If you do not want to include related dimensions when adding or removing items, deselect this option.

Searching for items

You can search for items in the Available Items box as follows:

1. Click the **Show Search** button to display the search facility.
2. Select the dimension in which you want to search from the drop-down list.
3. Enter the characters for which you want to search.
4. Do one of the following:
   - If you want the search to include all available items, choose **Search entire dimension**.
   - If you want the search to include only items that are in focus, choose **Search items in focus**.
5. Click the **Go** button to display the results of your search.

When you have completed your search, you can click the **View Hierarchy** button to return to the full hierarchy of available items. If you want to close the search facility, click the **Hide Search** button.

Drilling to expand and collapse items

You can view items at various levels by drilling down or up to expand or collapse aggregate items. For example, if the Available Items box or the Selected Items box displays an item made up of lower-level components, you can drill down on (expand) the item to show the components. You can subsequently collapse the list to re-aggregate the display.

Oracle Enterprise Planning and Budgeting displays drill icons that indicate collapsed or expanded aggregate items, as follows:

- The drill icon for a collapsed item is a plus sign (+) immediately to the left of the item name, indicating that the item can be expanded by clicking the drill icon.
- The drill icon for an expanded item is a minus sign (-) immediately to the left of the item name, indicating that the item can be collapsed by clicking the drill icon.

Focusing on a specific item

By clicking the Focus icon for a given item, you can display just that item (along with any lower-level items that are related to the item on which you have focused), without showing any other items.

To return to a higher (less focused) level of display, use the "breadcrumb" navigation trail at the top of the list of items.

Using the Refine Selections Page

The Refine Selections page allows you to further refine the selection process for each dimension, based on what you have specified on the Start With page.

Using the Refine Selections page, you can refine the selection process by creating, editing, and deleting selection steps, specifying which steps to include in the selection process, and specifying the sequence of the steps.

In addition, you can create and apply saved selections through the Refine Selections page. For information on using saved selections, see Using Saved Selections on page 6-20.

After you have specified the desired selection refinements, click the **Apply** button on the Refine Selections page to apply the refinements and return to the document.

Creating new selection steps

Through the Refine Selections page, you can create new selection steps to refine the selections for each dimension.

Adding, keeping, or removing members through selection steps

There are three possible actions that you can specify for each selection step that you create, as follows:

- **Add members that meet condition to query results** — Adds the members (and their descendants) that meet the condition specified in this step to the member selections specified through all preceding steps that you have selected for processing.
- **Keep members that meet condition in query results** — From the member selections specified through all preceding steps that you have selected for processing, only the members (and their descendants) that meet the condition specified in this step are retained; all other members are removed from the selection results.
- **Remove members that meet condition from query results** — Removes the members (and their descendants) that meet the condition specified in this step from the member selections specified through all preceding steps that you have selected for processing.

Specifying additional items that do not appear in lists

Many of the pages for creating additional steps provide drop-down lists from which you can select items such as levels, views, or members. If a list does not display all of the available items for a given function and you want to specify an item that is not listed, you can choose **More** from the list.

When you choose **More**, Oracle Enterprise Planning and Budgeting displays one of the following:

- The Select *Item* page (where *Item* represents the type of item that you are specifying). You can use this page to specify a single item.
- The Select *Items* page (where *Items* represents the type of item that you are specifying). You can use this page to specify one or more items.

For example, if you choose **More** from a list of views, Oracle Enterprise Planning and Budgeting displays the Select View page, through which you can select a view.

After you have made your selection, click the **Apply** button on the Select *Item* or Select *Items* page to add your selection to the list of available items on the page on which you are creating the additional selection step.

Selecting members from a list

For any dimension, you can create a selection step in which you select members from a list of available members.

Use the following procedure to select members from a list:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: One of the following occurs:

   - If you are creating a selection step for the View dimension, Oracle Enterprise Planning and Budgeting displays the Edit View Step: Select Members Step page.
   - If you are creating a selection step for any dimension other than the View dimension, Oracle Enterprise Planning and Budgeting displays the Create *Dimension* Step: Type page (where *Dimension* is the name of the dimension for which you are creating a step).

2. Do one of the following:

   - If you are creating a selection step for the View dimension, proceed to Step 3.

- If you are creating a step for any dimension other than the View dimension, select the **Select Members — Select available members from a hierarchy** option and click the **Continue** button to display the Create *Dimension* Step: Select Members Step page.

3. In the Action section, choose the action that you want to perform.
4. In the Members section, add the members that you want to include in this step to the Selected Items list.

> **Note:** The process for adding members to the Selected Items list on both the Edit View Step: Select Members Step page and the Create *Dimension* Step: Select Members Step page is very similar to process for adding members to the Selected Items list on the Start With page. See Using the Start With Page on page 6-1 for further information.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members that match a value condition

For any dimension other than the View dimension, you can create a selection step in which you select members by comparing a view to a value. For example, you might select geographies where Current Actuals exceeds a specified amount.

Use the following procedure to select members by comparing a view to a value:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Exception — X > = value** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Exception Step page appears.

3. In the Action section, choose the action that you want to perform.
4. In the Level section, choose the level to which you want this step to apply.

If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the view and related settings for the desired condition.

   For example, if you want to select items for which Current Actuals exceeds 10,000, choose **Current Actuals** under View, choose **greater than (>)** under Operator, and specify **10000** under Value.

   If you want to specify a view that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. In the Qualify View section, choose the members (from the dimensions by which the view is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

7. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members that meet a view condition

For any dimension other than the View dimension, you can create a selection step in which you select members by comparing a view directly to another view. For example, you might select geographies where Current Actuals is ten percent less than Current Budget.

Use the following procedure to select members by comparing a view directly to a another view:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Exception — X > = Y** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Exception Step page appears.

3. In the Action section, choose the action that you want to perform.
4. In the Level section, choose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.
5. In the Condition section, specify the views and related settings for the desired condition.

   For example, if the desired condition is Current Actuals 10% less than Current Budget, choose **Current Actuals** under View 1, choose **less than (<)** under Operator, choose **Current Budget** under View 2, and choose **None**, specify **10**, and select **Percent** under Offset.

   If, instead, the desired condition is Current Actuals greater than 10,000 over Current Budget, choose **Current Actuals** under View 1, choose **greater than (>)** under Operator, choose **Current Budget** under View 2, and choose the plus symbol (+) and specify **10000** under Offset, but do not select **Percent**.

   If you want to specify views that do not appear in the lists, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.
6. In the Qualify View 1 section, choose the members (from the dimensions by which View 1 is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**.
7. In the Qualify View 2 section, choose the members (from the dimensions by which View 2 is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**.

   To use the same members as specified in the Qualify View 1 section, select the **Same as View 1** option.
8. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members that meet a view range condition

For any dimension other than the View dimension, you can create a selection step in which you select members by comparing a view to a range for another view. For

example, you might select geographies where Current Actuals is within ten percent of Current Budget.

Use the following procedure to select members by comparing a view to a range for another view:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Exception — X within N of Y** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Exception Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Level section, choose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the views and related settings for the desired condition.

   For example, if the desired condition is Current Actuals within 10% of Current Budge, choose **Current Actuals** under View 1, choose **within** under Operator, specify **10** and select **Percent** under Range, and choose **Current Budget** under View 2.

   If you want to specify views that do not appear in the lists. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. In the Qualify View 1 section, choose the members (from the dimensions by which View 1 is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**.

7. In the Qualify View 2 section, choose the members (from the dimensions by which View 2 is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**.

   To use the same members as specified in the Qualify View 1 section, select the **Same as View 1** option.

8. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members that meet a value range condition

For any dimension other than the View dimension, you can create a selection step in which you select members by comparing a view to a range of values. For example, you might select geographies where Current Actuals is between 10,000 and 20,000.

Use the following procedure to select members by comparing a view to a range of values:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Exception — X between minimum and maximum values** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Exception Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Level section, chose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the view and related settings for the desired condition.

   For example, if the desired condition is Current Actuals between 10,000 and 20,000, choose **Current Actuals** under View, choose **between** under Operator, specify **10000** under Value 1, and specify **20000** under Value 2.

   If you want to specify a view that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. In the Qualify View section, choose the members (from the dimensions by which the view is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**.

7. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting top or bottom members based on a view

For any dimension other than the View dimension, you can create a selection step in which you select members by specifying a number or percentage that you want to select from the top or bottom of the set of values for the members of a dimension. For example, you might want to select the top 10 geographies based on Current Actuals.

Use the following procedure to select top or bottom members based on a view:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Top/Bottom — Top or bottom members based on a View** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Top / Bottom Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Level section, chose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the top 10 members based on Current Actuals, select **Top** under Operator, specify **10** under Rank, and select **Current Actuals** under Based On. If, instead, the desired condition is the members in the top 10 percent of all members based on Current Actuals, then you would make the preceding choices and also select **Percent** under Rank.

   If you want to specify a view that does not appear in the Based on list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. In the Qualify View section, choose the members (from the dimensions by which the view is dimensioned) upon which you want to base the condition.

If you want to specify a member that does not appear in a list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

7. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting a top or bottom percentage of members

For any dimension other than the View dimension, you can create a selection step in which you select members by specifying a top or bottom percentage of the set of values for the members of a dimension. For example, you might want to select the geographies that make up the top 10 percent based on Current Actuals.

Use the following procedure to select top or bottom members based on a view:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Top/Bottom — Members that make up the top/bottom N percent** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Top / Bottom Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Level section, chose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the top 10 percent of all members based on Current Actuals, you would select **Making up top** under Operator, specify **10** under Number, and select **Current Actuals** under View.

   If you want to specify a view that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. In the Qualify View section, choose the members (from the dimensions by which the view is dimensioned) upon which you want to base the condition.

   If you want to specify a member that does not appear in a list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

7. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting family members by relationship

For any hierarchical dimension, you can create a selection step in which you select members according to their relationships with other members in the hierarchy. For example, you might select geographies that are children of the member Massachusetts.

Use the following procedure to select family members by relationship:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Hierarchy — Members based on family relationships** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Hierarchy Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the geographies that are the children of the member Massachusetts, select **Children of** under Operator and select **Massachusetts** under Value. If you want to include Massachusetts along with its children, select the Include Value box; if you want only the children, do not select the box.

   If you want to specify a member that does not appear in the Value list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting family members by level

For any hierarchical dimension, you can create a selection step in which you select members at a certain level within a family structure. For example, you might select geographies at the district level that are members of the same hierarchical family as the region-level member Eastern Region.

Use the following procedure to select family members by level:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Hierarchy — Members based on level relationships** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Hierarchy Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the geographies at the district level that are family members of Eastern Region, select **District** under Level and select **Eastern Region** under Value. If you want to include Eastern Region along with its children, select the Include Value box; if you want only the children, do not select the box.

   If you want to specify levels or members that do not appear in the lists, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members by level

For any dimension for which there are defined levels, you can create a selection step in which you select members at a specific level. For example, you might select the geographies at the Region level.

Use the following procedure to select members by level:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Hierarchy — All members at a specified level** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Hierarchy Step page appears.

3. In the Action section, choose the action that you want to perform with the items that you select in this step.

4. In the Level section, specify the level at which you want to select members.

   For example, if the desired condition is the geographies at the Region level, select **Region** under Level.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting time dimension members by range

When selecting members for a time-related dimension, you can create a selection step in which you select a time range within which to limit selections. For example, you might select the range of months from January 2002 through June 2002.

Use the following procedure to select a range of time dimension members:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Time/Ordinal —N Time periods before a specified date** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Time / Ordinal Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the range of months from January 2002 through June 2002, select **6** in the under Number, select the **Months** under Level, select **starting with** under Operator, and select **2002** under Value.

   If you want to specify a member that does not appear in the Value list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting first or last members

For any dimension other than the View dimension, you can create a selection step in which you select a specified number of the first or last members of a dimension according to the order in which they are listed in the database (their "physical" position in the database). For example, you might select the last three geographies at the district level, as listed in the database.

Use the following procedure to select the first or last members:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Time/Ordinal — First/last N members** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Time / Ordinal Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is the last three geographies at the district level, select **Last** under Operator, select **3** under Number, and select **District** under Level.

5. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members that match a character string

For any dimension other than the View dimension, you can create a selection step in which you select members that match a specified character string. For example, you might select all members whose labels contain the character string "Large."

Use the following procedure to select members that match a character string:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Match Text — Members based on the comparison to a text string** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Match Text Step page appears.

3. In the Action section, choose the action that you want to perform.

4. In the Level section, chose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the settings for the desired condition.

   For example, if the desired condition is any label that contains the character string "Large," and you do not want to include members whose labels contain "large" (where the first letter is lower-case), select **Any label** under Name, select **contains** under Operator, and specify the character string **Large** and select **Match case** under Value.

6. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Selecting members by attribute

For any dimension for which attributes have been defined, you can create a selection step in which you select members based on an attribute that the members have in common.

Use the following procedure to select members by attribute:

1. On the Refine Selections page, click the **Create Step** button for the dimension for which you want to create a selection step.

   Result: The Create *Dimension* Step: Type page appears.

2. On the Create *Dimension* Step: Type page, select the **Attribute — Members based on an attribute** option and click the **Continue** button.

   Result: The Create *Dimension* Step: Attribute Step page appears

3. In the Action section, choose the action that you want to perform with the items that you select in this step.

4. In the Level section, chose the level to which you want this step to apply.

   If you want to specify a level that does not appear in the list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

5. In the Condition section, specify the settings for the desired condition.

   For example, assume that the attribute Date has been defined for a time-related dimension. To select all members for which the Date attribute is January 2004, select **Date** under Attribute, select **equal to (=)** under Operator, and select **January 2004** under Value

   If you want to specify a member that does not appear in the Value list, choose **More**. See Specifying additional items that do not appear in lists on page 6-5 for further information.

6. Click the **Finish** button to complete the creation of this step and return to the Refine Selections page.

   Result: The selection step that you have created is listed under the appropriate dimension on the Refine Selections page.

Previewing selections

You can preview the selections for a particular dimension to see the results of the selection refinements you have made. By doing so, you can see a list of the selected dimension members before you apply the selection to a crosstab or graph.

To preview the selections for a dimension, click the **Preview** button for that dimension on the Refine Selections page.

Editing existing selection steps

You can edit existing selection steps. Use the following procedure to edit a selection step:

1. On the Refine Selections page, click the Edit icon for the step that you want to edit.

   Depending on the dimension for which you are editing a selection step, one of the following occurs:

   - If you are editing a selection step for the View dimension, Oracle Enterprise Planning and Budgeting displays the Edit View Step: Select Members Step page.
   - If you are editing a selection step for any dimension other than the View dimension, Oracle Enterprise Planning and Budgeting displays the Edit *Dimension* Step: Start With Step page (where *Dimension* is the name of the dimension to which the selection step pertains).

2. On the Edit View Step: Select Members Step page or Edit *Dimension* Step: Start With Step page, specify the members that you want to include in this selection step.

   Note: The process for adding members to the Selected Items list on the Edit *Dimension* Step: Start With Step page is very similar to process for adding members to the Selected Items list on the Start With page. See Using the Start With Page on page 6-1 for further information.

3. Click the **Apply** button to apply the changes you have made and return to the Refine Selections page.

Specifying which selection steps to include

You can specify whether to include individual selection steps for a given dimension in the selection process. This allows you the option of omitting a step from the selection process without having to permanently delete the step.

For example, suppose that there is a selection step that you do not want to include in the selection process. However, you do not want to delete the step, because you may want to use it again for future selections. By deselecting the Include box for the step, you can omit it from the selection process. If you later decide that you want to include the step in a future selection, you can simply select the Include box for the step once again.

Changing the sequence of selection steps

You can change the sequence in which Oracle Enterprise Planning and Budgeting processes the selection steps for a given dimension. To move a step to a higher position in the sequence (the step will be processed earlier), click the Move Up icon for that step on the Refine Selections page. To move a step to a lower position (the step will be processed later), click the Move Down icon for that step on the Refine Selections page.

Deleting selection steps

If you are sure that you no longer want to use an existing selection step, you can permanently delete it by clicking the Delete icon for that step on the Refine Selections page.

Using Saved Selections

Through the use of saved selections, you can quickly retrieve groups of members without having to repeat all of the work required to define the selections for those members.

A saved selection can consist of either a set of selection steps or a set of members that have been selected through a series of selection steps, as follows:

- If you specify the **Save steps** option when defining a saved selection, the saved selection consists of a set of selection steps.

  In this case, Oracle Enterprise Planning and Budgeting re-evaluates the selection criteria for the saved selection each time the saved selection is used. Thus, for a saved selection consisting of the ten best-selling products, the

members selected through the use of the saved selection will be the top ten products based on the current data values, regardless of what may have been the case at the time that the saved selection was created.

- If you specify the **Save members** option when defining a saved selection, the saved selection consists of a specific set of dimension members.

  In this case, Oracle Enterprise Planning and Budgeting evaluates the selection criteria for the saved selection when the saved selection is first created, and the members that are selected as a result of that evaluation become the content of the saved selection. Thus, for a saved selection consisting of the ten best-selling products, the members selected through the use of the saved selection will be the top ten products based on the data values at the time that the saved selection was created, regardless of the what may currently be the case.

You can create your own personal saved selections, and you can also use public saved selections (saved selections that have been saved in public folders to which you have access).

Creating saved selections

Use the following procedure to create a saved selection for a dimension:

1. Using the Start With and Refine Selections pages, make all of the desired selections for the dimension
2. Click the **Save As** button for that dimension on the Refine Selections page.
3. On the Save Selection: *Dimension* page (where *Dimension* is the dimension for which you are creating the saved selection), do the following:.
   - In the Name box, type the name that you want to use for the saved selection.
   - Optionally, you can enter a text description and any search keywords.
   - Specify the folder in which you want to store the saved selection. You can type a folder name in the Save in box, or you can click the **Folder** button to display the Select Folder page, from which you can select a folder.
   - Select the **Save steps** option if you want the saved selection to consist of a set of selection steps, or select the **Save members** option if you want the saved selection to consist of a set of selected dimension members. For further information, see Using Saved Selections on page 6-20.
4. Click the **Save** button on the Save Selection: *Dimension* page to create the saved selection and return to the Refine Selections page.

Applying saved selections

You can apply saved selections as follows:

- You can apply saved selections to the set of selections for a dimension on the Start With page.
- You can apply saved selections to the set of selection steps for a dimension on the Refine Selections page.
- You can apply saved selections directly to a crosstab or graph.

In addition, Controllers and Business Process Administrators can apply saved selections when performing various administrative functions.

Applying saved selections on the Start With page

The Available Items box on the Start With page lists a Saved Selections folder for each dimension for which saved selections are available.

To apply a saved selection on the Start With page, locate the desired saved selection and add it to the Selected Items list. For further information about using the Start With page, see Using the Start With Page on page 6-1.

Applying saved selections on the Refine Selections page

You can apply a saved selection to the set of selection steps for a dimension on the Refine Selections page, as follows:

1. On the Refine Selections page, click the **Add Saved Selection** button for the desired dimension to display the Add Saved Selection: *Dimension* page.
2. Locate the saved selection that you want to use. If you know the location of the saved selection, you can select it from the list of folders; otherwise, you can search for the saved selection using the Search tool.

   To search for a saved selection, select the type of search you want to perform (Name, Description, Keywords, Created By, or Modified By) in the Search box, type the characters that you want to search for in the text box immediately to the right, and click the **Go** button.
3. Select the saved selection that you want to use and click the **Apply** button to add the saved selection to the list of selection steps for the dimension.

Applying saved selections to crosstabs and graphs

When working with a crosstab or graph, you can change the members that are currently displayed for a particular dimension by applying a saved selection directly to the crosstab or graph.

See Applying saved selections to crosstabs on page 3-16and Applying saved selections to graphs on page 4-8 for further information about applying saved selections to crosstabs and graphs.

Applying saved selections when performing administrative functions

Controllers and Business Process Administrators can apply saved selections when performing administrative functions such as specifying the data model and defining exception check tasks for the business process.

See Administering Business Processes on page 9-1 for further information about administrative functions related to the business process.

7

Working with Calculations

This chapter describes the calculation templates that are available in Oracle Enterprise Planning and Budgeting and describes how users can create, update, delete, and share calculated values. The chapter includes the following topics:

- Period To Date Template (Time Frame)
- Period To Go Template (Time Frame)
- Combined Arithmetic Template (Custom Calculations)
- Combined Views Template (Custom Calculations)

About Calculations

A calculation is a formula that is based on one or more Views or dimension members. Oracle Enterprise Planning and Budgeting includes a standard set of calculation templates. You use these templates to define and modify calculated values.

There are three types of calculations:

- Analyst calculations
- Controlled calculations
- Solve calculations

Analyst calculations

Analyst calculations are ad hoc formulas that users create and apply to documents to facilitate analysis and reporting. Analyst calculations are dynamically calculated on display. Controllers, Business Process Administrators, and Analysts can define and modify analyst calculations. The owner can grant access to other users.

An analyst calculation is a member of the dimension in which it was created. The user who defines the calculation and others who are granted access can select the dimension member in reports, graphs, worksheets, saved selections, and exception criteria. The calculation can also be selected as the operand for another calculation.

Users who have access to an analyst calculation will view results based on their access to the underlying dimension members.

For more information, see "Using calculations" on page 3-19 and "Managing Analyst Calculations" on page 7-6.

Controlled calculations

Controlled calculations are formulas that administrators create in order to make a standard set of data available to authorized users. Controlled calculations contain stored data.

Controllers and Business Process Administrators can define and modify controlled calculations. The Security Administrator can grant access to other users.

A controlled calculation is a member of the View dimension. The individual who creates the controlled calculation and others who are granted access can use it in reports, graphs, worksheets, saved selections, and exception criteria. It can also serve as the operand in another calculation and initialize an input source in a solve.

All users who have access to a controlled calculation will see the same results, regardless of their access to the underlying dimension members.

For more information, see "Working with Controlled Calculations" on page 14-1, and "Maintaining Access to Controlled Calculations" on page 8-19.

Solve calculations

Solve calculations are formulas created by administrators as they define data sources for a business process solve. Solve calculations are displayed and managed within the business process definition.

Controllers and Business Process Administrators can define and modify solve calculations for a business process. A solve calculation is unique to the business process in which it is defined: it cannot be shared with other users or selected for another business process.

Defining Calculations

You define a calculation by selecting a calculation template and providing the required parameters. You can also set number formatting options.

To define a calculation:

1. Navigate to the interface for defining the calculation.
   - For an analyst calculation, this is the document row or column where you want to insert the calculation. Select the Calculation tool, select **Insert new calculation**, select the insert location, and click **Next**.
   - For a controlled calculation this is the Controlled Calculations page (Administration > Controlled Calculations > Create Controlled Calculation).
   - For a solve calculation, this is the Solve: Source page (Administration > Business Process > *Business Process Name* > Solve subtab > Solve: Source > Update > Calculated > Define Calculation).

2. Identify the calculation by following these steps:

   a. Enter a name for the calculation (analyst calculation or controlled calculation only).

   b. Enter an optional description.

   c. Click the **Select** column for the calculation template that you want to use.

   d. Click **Next**.

   The template opens.

3. In the Formula area, specify the parameters for the calculation.

4. The Format area displays the current format for negative numbers. To change this format, click the box and select an alternate format.

5. To access additional number format options, click **Options**.

   The Number Format page opens where you can specify additional format options by following these steps:

   a. In the Categories box, select a format category:

      * **Not Specified**
      * **None** — Formats numbers based on geographic locale.
      * **Number** — Select display options for negative values, decimals, and scale. Also specify whether to insert the thousands separator.
      * **Currency** — Select display options for negative values, decimal places, symbol, and scale.
      * **Percent** — Select a display option for decimal places.
      * **Custom** — Define a custom display format.

   b. Click **Apply**.

   You are returned to the page for defining the calculation formula.

6. Click **Finish**.

Updating Calculations

As an Analyst, you can update analyst calculations that you have defined as well as analyst calculations to which you have been granted write access or full access.

As a Business Process Administrator you can update analyst calculations and controlled calculations that you have defined as well as analyst calculations and controlled calculations to which you have been granted write access. You can also update solve calculations for Line dimension members in business processes that you own.

As a Controller, you can update analyst calculations, controlled calculations that that you have defined, and controlled calculations to which you have been given write access. You can also update solve calculations for Line dimension members in business processes that you own.

To update a calculation:

1. To access an analyst calculation in order to update it, follow these steps:
   a. Log into Oracle Enterprise Planning and Budgeting.
   b. Create a crosstab document and select the calculation as a dimension member. Or open a document that includes the calculation.
   c. Click the Calculation tool and then select **Edit Calculation**.

      The Choose Calculation page opens.
   d. Select the calculation that you want to modify and click **Next**.

      The Edit Calculation and Choose Template page opens. It displays the name and template for the calculation.
2. To access a controlled calculation in order to update it, follow these steps:
   a. Log into Oracle Enterprise Planning and Budgeting as a Controller or Business Process Administrator.
   b. Navigate to the Controlled Calculations page (Administration >Controlled Calculations).
   c. Identify the calculation that you want to modify and click the **Edit** icon.

      The Edit Calculation and Choose Template page opens. It displays the name, description, and template for the calculation.
3. To access a calculated source within a solve in order to update it, follow these steps:
   a. Log into Oracle Enterprise Planning and Budgeting as a Controller or Business Process Administrator.

b. Navigate to the Solve page for the business process (Administration > Business Process name > Draft > Update Draft > Solve subtab).

c. Identify the calculated Line that you want to modify and click the **Update** icon.

   The Update Solve: Source page for the Line opens. The current formula is displayed.

d. Click **Define Calculation**.

   The Edit Calculation and Choose Template page opens. It displays the current parameters for the calculation.

4. Modify the calculation as necessary.
   - You can enter or change the description for the calculation.
   - You can change the parameters for the calculation.
   - You can select a different calculation template.
5. Click **Finish**.

Managing Analyst Calculations

Through the Analyst Calculations subtab on the Documents tab, a Controller, Business Process Administrator, and Analyst can perform management tasks related to analyst calculations.

To display the Analyst Calculations subtab, click **Analyst Calculations** on the Documents tab.

Searching for analyst calculations

Search for an analyst calculation by following these steps:

1. Click **Advanced Search**.

   The Advanced Search page opens.

2. Type values for which you want to search in the appropriate boxes. You can base your search on one or more of the following characteristics:
   - Object name
   - Object creator
   - Creation date

- Last modified date
- Last modified by

Changing the display order on the Analyst Calculations subtab

You can change the order in which analyst calculations are displayed on the Analyst Calculations subtab.

Before you can change the order in which analyst calculations are listed, you must select a column by clicking on the column heading, which will cause an upward-pointing or downward-pointing arrowhead to appear next to the heading. You can then change the display order, as follows:

- Click **Name** (the heading in the Name column on the Analyst Calculations subtab) to change the display order from ascending to descending, or from descending to ascending, according to name.
- Click **Created By** (the heading in the Created By column on the Analyst Calculations subtab) to change the display order from ascending to descending, or from descending to ascending, according to user name.
- Click **Type** (the heading in the Type column on the Analyst Calculations subtab) to change the display order from ascending to descending, or from descending to ascending, according to type.

Assigning access privileges

If you have the required access privilege level (full control), you can specify access privileges for other users and roles. Specify access privileges by following these steps:

1. On the Analyst Calculations subtab, click the **Privileges** icon for the calculation for which you want to specify access privileges.
2. Select the desired privilege level in the Privileges box for each user or role.

   The following list describes the different access privilege levels, in order from lowest to highest:

   - Read — Permission to use the analyst calculation in a document.
   - Write — Permission to modify or delete the analyst calculation.
   - Full control — Full permission, including the ability to add users and set privileges for the analyst calculation.

Note that each privilege level includes all rights inherent in any lower privilege levels. For example, a user who has Write privileges automatically has Read privileges as well.

3. Click **Apply**.

Adding new users and roles

If you have the required access privilege level (full control), you can add new users and roles. Add new users or roles by performing the following steps:

1. On the Analyst Calculations subtab, click the **Privileges** icon for the analyst calculation for which you want to specify access privileges.

   Oracle Enterprise Planning and Budgeting displays the Add Users/Roles page.

2. In the Privilege section, select the privilege level that you want to grant to the new user or role (see Assigning access privileges on page 7-7 for descriptions of the privilege levels).

3. In the Users section, select one or more users that you want to add by moving them from the Available Users box to the Selected Users box. Note that users with existing privileges do not appear in the Available Users box.

4. In the Roles section, select one or more roles that you want to add by moving them from the Available Roles box to the Selected Roles box. Note that roles with existing privileges do not appear in the Available Roles box.

5. Click **Apply**.

Removing users and roles

If you have the required access privilege level (full control), you can remove existing users and roles. Remove privileges for a user or role by performing the following steps:

1. On the Analyst Calculations subtab, click the **Privileges** icon for the analyst calculation for which you want to remove access privileges for users or roles.

2. Click the Remove icon for each user or role for whom you want to remove access privileges.

3. Click **Apply**.

Deleting analyst calculations

If you have the required access privilege level (write), you can delete analyst calculations.

To delete an analyst calculation: On the Analyst Calculations subtab, click the **Delete** icon for the analyst calculation that you want to delete.

Managing Controlled Calculations

The Controller or the Business Process Administrator who creates a controlled calculation has automatic write access to it, while other users have no access. The Security Administrator must explicitly grant access privileges to specific users or roles.

For more information, see "Maintaining Access to Controlled Calculations" on page 8-19.

Simple Math Template (Basic Arithmetic)

The Simple Math template returns the result of adding, subtracting, multiplying, or dividing two dimension members, or a dimension member and a number.

Formula

'Dimension member' 1 Operator (+-*/) Operand ('Dimension member' 2 or number)

Parameters

'**Dimension Member**' **1** — Select a dimension member.

Operator — Select **+**, **-**, *****, or **/**.

Operand

'**Dimension Member**' **2** — To specify a dimension member, click this box and select a member.

Number — To specify a numeric value, click this box and enter a number.

Business Example

Net Income = Total Revenues - Total Expenses

Remainder Template (Basic Arithmetic)

The Remainder template returns the remainder after dividing one dimension member by another dimension member or by a number.

Formula

Remainder ('Dimension member' 1 / Divisor)

Parameters

'**Dimension member**' **1** — Select a dimension member.

Divisor

'**Dimension member**' **2** — To specify a dimension member, click this box and select a member.

Number — To specify a numeric value, click this box and enter a number.

Business example

Remainder (Net sales / Discounts)

Exponent Template (Basic Arithmetic)

The Exponent template returns the results of a dimension member raised to an exponential power or calculates a root.

Formula

'Dimension member' (^Power)

'Dimension member' (Root)

Parameters

'**Dimension member**' — Select a dimension member.

Power — To raise the member to an exponential power, enter a positive number. To calculate a root, enter a decimal. For example, enter "0.5" to calculate the square root.

Business examples

Net Sales, 2

Net Sales, 0.5

Absolute Value Template (Basic Arithmetic)

The Absolute Value template returns the positive numeric distance from zero of a dimension member.

Formula

ABS ('Dimension member')

Parameters

'**Dimension member**' — Select a dimension member.

Business example

Compare two Lines to find the greatest point of deviance.

Group Template (Basic Arithmetic)

The Group template aggregates specified dimension members and returns the sum, average, count, first, last, maximum, minimum or the results of adding and subtracting individual members.

Formula

Sum or Add/Subtract ('Dimension member' 1, 'Dimension member' 2, 'Dimension member' 3, and so forth)

Parameters

Members — Click **Edit** to define a query that specifies the dimension members for the group.

Aggregation Method

- To apply the same aggregation method to all members, click **Calculate** and select the calculation method (Sum, Average, Count, First, Last, Max, Min)
- To add and subtract members, select **Add and subtract members** and click **Show Members**. Choose **+** for each member to add. Choose **-** for each member to subtract.

Business Examples

Sum (New York + Boston + San Francisco + Los Angeles + Chicago + Seattle)

+ US - California

Financial Variance Template (Advanced Arithmetic)

The Financial Variance template returns the difference or percentage difference between two dimension members.

Formula

Base 'Dimension member' - Comparison 'Dimension member'

(Base 'Dimension member' - Comparison 'Dimension member') / Comparison 'Dimension member '

Parameters

Comparison '**Dimension member**' — Select a comparison Dimension member.

Base '**Dimension member**' — Select a base Dimension member.

Calculate — Select **Financial Variance** or **Percent Financial Variance**.

Business Example

Actuals - Budget

(Actuals- Budget) / Budget

Reference Template (Advanced Arithmetic)

The Reference template returns a value for a dimension member based on a specified reference dimension and qualifier.

Formula

'Dimension member' [Dimension (Qualifier)]

Parameters

'**Dimension member**' — Select a dimension member.

Dimension — Select a reference dimension.

Hierarchy — (For a dimension with a hierarchy) Select a hierarchy in the reference dimension.

Return values from — Select qualifying values from the reference dimension. Options depend on the dimension. For a hierarchical dimension, select **Member** to select a single value, **Total** to select a value that represents the total for the dimension, **Level** to select a level, or **Parent** to select the parent member.

Business example

Cost by Cost Center (Country)

Multidimensional Share Template (Advanced Arithmetic)

The Multidimensional Share template returns the ratio of a dimension member in relation to referenced values in one or more dimensions. The relationship is qualified over each dimension by hierarchy and level or member.

Formula

'Dimension member '/ [Dimension 1 (Qualifier), Dimension 2 (Qualifier), Dimension 3 (Qualifier)]

Parameters

'**Dimension member**' — Select a dimension member.

Reference Value — Click the **Include** column for each dimension over which you want to calculate the share. Click **Edit** to select qualifying values for each dimension.

Business example

(Sales Organization: Boston, Product: Bananas)/(Sales Organization: Total US, Product: Fruit)

Prior Period Value Template (Prior/Future Comparison)

The Prior Period Value template returns the value of a dimension member from a previous time period.

Formula

'Dimension member' (Prior time period)

Parameters

'**Dimension member**' — Select a dimension member.

Return values from — Select **Year Ago**, or select **Periods** and specify the number of periods. Or select a level and specify the number of periods at that level.

Reset at end of year — Select this option to ignore periods in the previous year (no values will be returned for these periods). Clear this option to allow comparisons with prior year values.

Business Example

Distribution Expense (Year Ago)

Change Template (Prior/Future Comparison)

The Change template returns the difference or percentage difference between a dimension member and the value of that dimension member from a prior time period.

> **Note:** The Change template provides an incremental view of cumulative data along the Time dimension. If you want to calculate differences between incremental periods, use the Financial Variance template in conjunction with the Prior Value template.

Formula

'Dimension member' - 'Dimension member' (Prior time period)

'Dimension member' - 'Dimension member' (Prior time period) / 'Dimension member'

Parameters

'**Dimension member**' — Select a dimension member.

Calculate — Select **Change** or **Percent Change**.

Reset at end of year — Select this option to ignore periods in the previous year (no values will be returned for these periods). Clear this option to allow comparisons with prior year values.

Business examples

Distribution Cost - Distribution Cost (Year Ago)

Distribution Cost - Distribution Cost (Year Ago) / Distribution Cost (Year Ago)

Moving Calculations Template (Time Frame)

The Moving Calculations template returns total, average, minimum, or maximum values for a dimension member for a number of prior time periods.

Formula

Moving (Average, Minimum, Maximum, or Total) value of 'Dimension member' over a specified number of prior time periods.

Parameters

'**Dimension member**' — Select a dimension member.

Moving — Select **Average**, **Minimum**, **Maximum**, or **Total**.

Over — Enter a number and select Periods, or select a Time level.

Reset at end of year — Select this option to ignore periods in the previous year (no values will be returned for these periods). Clear this option to allow comparisons with prior year values.

Business Example

For Outstanding Debtors, Billed Receivables. Average balance last three months

Crossover Template (Time Frame)

The Crossover template returns values from one dimension member until a specified time period or level, after which it returns values from another dimension member.

Note that time periods are affected by the Controller's setting for Current Time, which points data in the Time dimension to the most recent Time dimension member loaded at each level. The setting for Current Time affects crossover calculations as follows:

- The historical (prior) period is used up to and including the current period.
- The future view is used for all other time periods.

- If there is no current time period, then the future view will be used for all periods.

For more information, see "Setting the System Parameter for Current Time" on page 15-2.

Formula

'Dimension member' 1 before crossover time; 'Dimension member' 2 thereafter

Parameters

Before Crossover Time use — Select the dimension member to use prior to the crossover time.

After Crossover Time use — Select the dimension member to use after the crossover time.

Crossover Time — Select the trigger for the crossover. To specify a static time, click **At Time** and select a time member. To specify a dynamic time, Click **At Current** and select a time level.

Business example

Actuals to current month by month, Forecast next month to end of year

Period To Date Template (Time Frame)

The Period To Date template calculates a cumulative sum for a dimension member for each period at a specified level. For example, if Year level is specified, sums are calculated at levels below Year starting from the beginning of each year. If Quarter is specified, sums are calculated at levels below the Quarter level starting from the beginning of the quarter and ending at the end of each quarter.

Formula

SUM ('Dimension member' from First Time Period to Current Time Period)

Parameters

'**Dimension member**' — Select a dimension member.

Reset at each — Select the time level interval at which to reset the opening period.

Business example

Software Support Expense, YTD

Overhead Cost, Quarter-to-date

Period To Go Template (Time Frame)

The Period to Go template returns the difference between a target dimension member's value at the end of a time period and a base dimension member's cumulative value for the period to date at the same time level. The difference is the amount that must be achieved to reach the target by the end of the period.

Formula

Target 'Dimension member' (Period End) - Base 'Dimension member' (Cumulative Value for Period to Date)

Parameters

Base '<u>D</u>imension member' — Select the base dimension member.

Base '<u>D</u>imension member' includes target values — It may be necessary to calculate the Year to Go value upon another member. Click this box to select an alternative member as the target.

Target '<u>D</u>imension member' — Select the target dimension member.

Reset at each — Select the time level interval at which to reset.

Business example

Office Space Lease (Year-end value - Year-to-date expenditure)

Combined Arithmetic Template (Custom Calculations)

The Combined Arithmetic Template calculates a custom formula using basic arithmetic operations.

Formula

Build a formula by specifying operands and operators. Insert parentheses to set precedence.

Parameters

Add Operand — Select '**Dimension member**', **Number**, or **Percentage**. For Number or Percentage, enter a value. For 'Dimension member', select a member from the list.

Operator — Select +, -,*, /,or ^. (For ^, enter a positive number to raise the operand to an exponential power; enter a decimal to calculate a root.)

Open — Select (, ((, (((, or ((((.

Close — Select),)),))), or)))).

Refresh Formula — Displays the formula based on current selections.

Delete icon — Deletes a step.

Business examples

(Salaries + Training Costs) / Headcount

Stock Economic Reorder Quantity = Square Root [2 (Annual usage in Units) (Order Cost)] / Annual Carrying Cost per Unit

Combined Views Template (Custom Calculations)

The Combined Views Template calculates a custom formula that includes time series functions.

> **Note:** This template is only available if you are inserting into the View dimension.

Formula

Build a formula by specifying calculations to combine.

Parameters

Type of Calculations to combine — Check the box for each calculation that you want to include and click **Go**. (For Time Series, select **Change**, **Period to Go**, or **Period to Date**.)

Time hierarchy — Select a time hierarchy.

The other parameters depend on the calculations that you chose. For more information, see the following topics:

- "Change Template (Prior / Future Comparison)" on page 7-14
- "Moving Calculations Template (Time Frame)" on page 7-15,
- "Period To Date Template (Time Frame)" on page 7-16
- "Period To Go Template (Time Frame)" on page 7-17

8

Administering Security

This chapter describes how the Security Administrator sets up and maintains access to data within Oracle Enterprise Planning and Budgeting. The chapter includes the following topics:

About Security

The Applications Administrator is responsible for defining user accounts and assigning Enterprise Planning and Budgeting responsibilities to each account in Oracle Applications.

As Security Administrator, you are responsible for establishing users' access to data within Oracle Enterprise Planning and Budgeting. You must set ownership dimensions, add new accounts to the application, and set and maintain data access for each account. Data access encompasses rules for data ownership, write access, read access, as well as settings for metadata scoping. This gives each account access to a subset of the shared data and objects, taking into consideration each user's business role and position in the organizational reporting and data collection framework. You can also appoint shadow users, manage expired accounts, and establish access to controlled calculations.

Security settings and updates are processed via Concurrent Manager requests. A user with System Administrator privileges can view request status.

Note: If this is a new installation of Oracle Enterprise Planning and Budgeting, the Controller must load dimension information from the Enterprise Performance Foundation before you specify security settings. For more information, see "Updating Dimension Information and Queries" on page 15-3.

Setting Global Ownership Dimensions

Ownership dimensions are the dimensions on which Oracle Enterprise Planning and Budgeting bases data ownership rules for *all* users. Ownership dimensions also affect the choices that will be available to a business process owner when he or she sets up a data collection process.

Set global ownership dimensions before you assign data ownership to individual accounts. You can select one or two ownership dimensions; for example, you might select Organization and Product.

Important: Consider your selection carefully. If you change an ownership dimension after you define ownership rules for user accounts, the ownership rules for all accounts will be deleted.

To set global ownership dimensions:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. Navigate to the Ownership Dimension page (Security > Setup).

   The list of available dimensions is displayed.
3. Check the box for each dimension that you want to set as the basis for data ownership. You can select one or two dimensions.
4. Click **Apply**.

Setting Up an Account: An Overview

Setting up an account registers the owner of the account in Oracle Enterprise Planning and Budgeting. This creates a personal Analytic Workspace and a personal folder for the user.

As you create an account, you can assign settings for data ownership, write access, and read access. You can also block account access to specific hierarchies, levels, and attributes within a dimension. This is referred to as *metadata scoping*.

The following section provides an overview of the steps that you follow to set up a new account. The procedure assumes that you are specifying all settings. However, you are not actually *required* to establish settings within a single session. Once you add the account to Oracle Enterprise Planning and Budgeting (Step 7 of the procedure), the account name will be displayed on the Current Accounts page. You can then enter or update settings at a later time.

The following procedure assumes that you are defining rules for data ownership, write access, read access, and metadata scoping. Alternatively, you can quickly set up an account with full read access. For more information, see "Setting up an Account with Full Read Access" on page 8-4.

To set up an account in Oracle Enterprise Planning and Budgeting:

1. Access Oracle Enterprise Planning and Budgeting as Security Administrator.
2. Navigate to the New Accounts page (Security > New Accounts).
3. Adjust the list to display the ID of the user for whom you want to create the account. You can search by user name or responsibility.

4. To set data ownership or write access, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.

   For more information see "Maintaining Data Ownership" on page 8-5 and "Maintaining Write Access" on page 8-8.

5. To set read access, click the **Read Access** icon for the account.

   The Maintain Read Access: *Account_Name* page opens.

   For more information, see "Maintaining Read Access" on page 8-12.

6. To block specific hierarchies, levels, and attributes within a dimension from the account's view, click the **Metadata Scope** icon for the account.

   The Metadata Scope: *Account_Name* page opens.

   For more information, see "Maintaining Metadata Scoping" on page 8-17.

7. Click the **Select** column next to the user's name and click **Add Account**.

Setting up an Account with Full Read Access

Oracle Enterprise Planning and Budgeting provides a feature that enables you to quickly add an account with full read access to all dimension members. The process of adding an account with full read access has the same effect as adding a user for which you intend to define access rules: Oracle Enterprise Planning and Budgeting creates a personal Analytic Workspace and a personal folder for the user. Additionally the user is granted full read access to all dimension members.

Note that when you add an account with full read access, you can later go in and update the read access settings. You can also specify rules for ownership and write access.

To quickly set up an account with full read access:

1. Access Oracle Enterprise Planning and Budgeting as Security Administrator.
2. Navigate to the New Accounts page (Security > New Accounts).
3. Adjust the list to display the ID of the user for whom you want to create the account. You can search by user name or responsibility.
4. Click the **Select** column next to the user's name and click **Add Account with Full Read Access**.

Maintaining Data Ownership

Define data ownership for users who are responsible for data and need to receive certain notifications concerning the data. Data owners have read and write access to the cells that they own.

> **Note:** Oracle Enterprise Planning and Budgeting supports "shadow users." This means that you can assign data ownership to a manager, and assign another individual as a shadow for the owner's account. The shadow will be able to receive notifications and work in the account. For more information, see "Maintaining Shadow Users" on page 8-22.

By default, a new account owns no data. You set ownership by defining one or more rules which specify the dimension members that the account will own. Explicit data ownership is granted on a cell-by-cell basis. Each data cell can have only one explicit owner. However, a user who has been granted explicit ownership of a cell may also have implicit ownership: implicit ownership is assigned to cells below those that are explicitly owned across all hierarchies until another explicit owner is encountered.

For more information about how implicit ownership is determined, see "About implicit ownership" on page 12-3.

You can define new rules, update rules, and delete rules. If rules are not applied (the Concurrent Request fails) or when dimension information is reloaded from Enterprise Performance Foundation, you can reapply the rules.

Defining data ownership rules for an account

You typically define a single data ownership rule for an account, but you can define as many rules as required to support a user's needs and responsibilities. The current settings for global ownership dimensions determine your starting point.

To define data ownership rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the New Accounts or Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.

3. In the Ownership Rules area, click **Create Rule**.

   The Create Data Ownership Rule: *Account_Name* page opens, displaying the global ownership dimension or dimensions.

4. Click the Select column for the dimension or dimensions for which you want to define a rule. You can select one or both dimensions.

5. Click **Refine Access**.

   The Refine Selections page opens. The page displays a section for each dimension that you chose in Step 4.

   a. In the area for a dimension, specify dimension members for the rule.

      * To define a new selection of members for the dimension, click **Create Step**. The Refine Selection page opens, where you can build a query for the selection.

      * To use a previously saved selection of members for the dimension, click **Add Saved Selection**. A page opens where you can choose a previously saved selection of dimension members.

      * To view your selections, click **Preview**.

      You can also change the order of steps and delete steps.

      For more information, see "Using the Refine Selections Page" and "Using Saved Selections" on page 6-20.

   b. If you selected another dimension, you can repeat the previous step.

      Important: If there are two global ownership dimensions and you only define rules for one, the user account will have default ownership of all members in the other.

   c. Click **Apply**.

      You are returned to the Refine Selections page.

6. To define another data ownership rule, repeat Steps 3 through 5.

7. Click **Apply**.

   You are returned to the Ownership and Write Access Rules: *Account_Name* page.

Updating data ownership rules for an account

You can modify data ownership rules for an account.

> **Note:** The following procedure describes how to modify an existing rule. You can also update ownership privileges by adding rules and deleting rules.

To update a data ownership rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.
3. In the table in the Ownership Rules area, identify the rule that you want to modify and click the **Update** icon.

   The Edit Ownership Rule page opens, displaying the current query.
4. Select the dimension or dimensions for which you want to modify selections and click **Refine Access.**

   The Refine Selections page opens.
5. Edit the selections as needed.

   For more information, see "Using the Refine Selections Page" on page 6-4 and "Using Saved Selections" on page 6-20.
6. Click **Apply**.

Deleting data ownership rules for an account

You can delete data ownership rules for an account.

To delete a data ownership rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the New Accounts or Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.

3. In the table in Ownership Rules area, identify the rule that you want to delete.
4. Click the **Delete** icon.

   You will be prompted to confirm the deletion.

Reapplying data ownership rules for an account

When you apply an ownership rule, Concurrent Manager processes the request and displays the request number. Should a request fail, you can reapply the rules. You might also want to reapply rules following the reload of dimension information by the Controller.

To reapply data ownership rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.
3. Click **Reapply All Rules**.

Maintaining Write Access

Write access gives an account the ability to enter, update, or delete data in specific cells.

Define write access for any Analyst account that does not own a range of cells but that will be required to enter values into these cells. For example, analysts who will be entering and submitting budgets or forecasts for specific dimension product/geography combinations will require write access to input level cells. Also define write access for Business Process Administrators who do no not own a range of cells but who will be expected to generate worksheets that include these cells.

By default, a new account has no write access. You set write access by defining one or more rules which specify the dimension members to which an account can write. Write access is asymmetric; that is, access is granted on a cell-by-cell basis.

Note: Write access is explicit. For example, if you give a user write access to year level cells, he or she will only have access to that level and not to quarter and month level dimension members. You must explicitly assign write access to each cell.

You can define new rules, update rules, and delete rules. If rules are not applied (the Concurrent Request fails) or dimension information is reloaded from Enterprise Performance Foundation, you can reapply the rules.

Note: You do not have to assign write access to cells that the account owns. Ownership confers automatic write access.

Defining write access rules for an account

You typically define a single rule, but you can define as many rules as required to support a account's needs and responsibilities.

To define write access rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the New Accounts or Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.
3. In the Write Access Rules area, click **Create Rule**.

   The Create Write Access Rule: *Account_Name* page opens, displaying all dimensions other than View.
4. Select one or more dimensions for which you want to modify the default member selection.
   - To select a specific dimension, click the **Select** column for the dimension.
   - To select all dimensions, click **Select All**.

   Note: If you do not define a rule for a dimension, the user account will have access to all members.
5. Click **Refine Access**.

The Refine Selections page opens. The page displays a section for each dimension that you chose in Step 4.

a. In the area for a dimension, specify dimension members for the rule.

   * To define a new selection of members for the dimension, click **Create Step**. The Refine Selections page opens, where you can build a query for the selection.

   * To use a previously saved selection of members for the dimension, click **Add Saved Selection**. A page opens, where you can choose a previously saved selection of dimension members.

   * To preview your selections, click **Preview**.

   You can also change the order of steps and delete steps.

   For more information, see "Using the Refine Selections Page" on page 6-4 and "Using Saved Selections" on page 6-20.

b. Repeat the previous step for each dimension on the page.

c. Click **Apply**.

   You are returned to the Refine Selections: *Account_Name* page.

6. To define another write access rule, repeat Steps 3 through 5.

7. Click **Apply**.

   You are returned to the Ownership and Write Access Rules: *Account_Name* page.

Updating write access rules for an account

You can modify write access rules for an account.

Note: The following procedure describes how to modify an existing rule. You can also update write access privileges by adding rules or deleting rules.

To update a write access rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.

2. On the Current Accounts tab, click the **Ownership and Write Access** icon for the account.

The Maintain Ownership and Write Access Rules: *Account_Name* page opens.

3. In the table in the Write Access Rules area, identify the rule that you want to modify and click the **Update** icon.

   The Edit Write Access Rule: *Account_Name* page opens, displaying the current query.

4. Select the dimension or dimensions for which you want to modify selections and click **Refine Access.**

   The Refine Selections page opens.

5. Edit the selections as needed.

   For more information, see "Using the Refine Selections Page" on page 6-4 and "Using Saved Selections" on page 6-20.

6. Click **Apply**.

Deleting write access rules for an account

You can delete write access rules for an account.

To delete a write access rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules page opens.

3. In the Write Access Rules area, identify the rule that you want to delete.
4. Click the **Delete** icon.

   You will be prompted to confirm the deletion.

Reapplying write access rules for an account

When you apply write access rules, Concurrent Manager processes the request and displays the request number. Should the request fail, you can reapply the rules. You might also want to reapply rules following the reload of dimension information by the Controller

To reapply write access rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Ownership and Write Access** icon for the account.

   The Maintain Ownership and Write Access Rules: *Account_Name* page opens.
3. Click **Reapply All Rules**.

Maintaining Read Access

Read access gives an account permission to view specified data. Define read access for accounts that do not own data or have write access to data but will need to view or report on data.

> **Note:** You do not have to assign read access to members that an account owns or to which the account has write access. Ownership and write access confer automatic read access.

There are two methods for defining read access:

- Set full read access — Full read access enables the account to view all members of all dimensions.
- Define read access rules for the account — Read access rules enable the account to view selected dimension members. You define one or more rules that specify the dimension members. Read access is symmetrical; that is, the intersection of all dimension selections will be readable. You can define new rules, update rules, and delete rules. If rules are not applied (the Concurrent Request fails) or when dimension information is reloaded from Enterprise Performance Foundation, you can reapply the rules.

Setting full read access for an account

An account with full read access will be able to view and report on all data. The only restrictions would be those that are imposed via metadata scoping.

To set full read access for an account:

> **Note:** The following procedure describes how to set full read access on the Create Read Access Rule page. You can also set full read access when you add a new account to Oracle Enterprise Planning and Budgeting. For more information, see "Setting up an Account with Full Read Access" on page 8-4.

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts or New Accounts tab, click the **Read Access** icon for the account.

   The Maintain Read Access Rules: *Account_Name* page opens. If no read access rules have been defined, the table is blank.
3. Click **Create Rule**.

   The Create Read Access Rule: *Account_Name* page opens displaying all dimensions other than the View dimension.
4. In the Access Type area, select **Set Full Access**.
5. Click **Apply**.
6. You are returned to the Maintain Read Access Rules: *Account_Name* page.

Defining read access rules for an account

You typically define a single rule, but you can define as many rules as required to support a user's needs and responsibilities.

To define read access rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts or New Accounts tab, click the **Read Access** icon for the account.

   The Maintain Read Access Rules: *Account_Name* page opens. If no read access rules have been defined, the table is blank.
3. Click **Create Rule**.

   The Create Read Access Rule: *Account_Name* page opens displaying all dimensions other than the View dimension.

4. In the Access Type area, select **Set Access Using Security Rule**.
5. In the Set Access Using Rule area, select dimensions to include in the rule.
   - To select a specific dimension, click the **Select** column for the dimension.
   - To select all dimensions, click **Select All**.

   Note: If you do not define a rule for a dimension, the user account will have default read access to all members.

6. To give the account read access to all members of the default hierarchy in the selected dimension or dimensions, click **Add All Step**.
7. To assign read access to specific members of the selected dimension or dimensions, click **Define Access**.

   The Refine Selections page opens. The page displays a section for each dimension that you chose in Step 5.

   a. For one of the dimensions, create a query that identifies members that the account can read.

      * To define a new selection of members for the dimension, click **Create Step**. The Refine Selection page opens, where you can build a query for the selection.
      * To use a previously saved selection of members for the dimension, click **Add Saved Selection**. A page opens, where you can choose a previously saved selection of dimension members.
      * To preview your selections, click **Preview**.

      For more information, see "Using the Refine Selections Page" on page 6-4 and "Using Saved Selections" on page 6-20.

   b. Repeat Step 7a for each dimension that you chose in Step 5.

      Tip: To quickly clear selections for one or more dimensions, click the **Select** column for the dimension and select **Remove Query Steps**.

   c. Click **Apply**.

   You are returned to the Refine Selections page.

8. Click **Apply**.

   You are returned to the Read Access Rules: *Account_Name* page.

9. To define another rule, repeat Steps 3 through 8.

Updating read access by changing access type

You can update read access for an account by changing the setting for read access type. If the Access Type is currently set to **Set Full Access**, you can change it to **Set Access Using Security Rule**. If the Access Type is set to **Set Access Using Security Rule**, you can set it to **Set Full Access**.

If you change an account from full access to rule-based access, you must define at least one rule.

Updating read access rules for an account

You can modify read access settings for an account by modifying read access rules.

> **Note:** The following procedure describes how to modify an existing rule. You can also update read access privileges by adding rules or deleting rules.

To update a read access rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Read Access** icon for the account.

   The Edit Read Access Rule: *Account_Name* page opens, displaying all dimensions.

3. To view a summary of current access settings for a dimension, sweep your cursor over the Status icon. Statuses are Full, Partial, and None.
4. Select one or more dimensions for which you want to modify the current rule and proceed as follows:
   - To delete all selections for the dimensions, select **Remove Query Steps**.
   - To modify selections for the dimensions, select **Define Access**.

A page opens showing the current query for each dimension. Proceed as follows:

* Click **Refine Selections** for a dimension.

  The Refine Selection page opens.

* Modify the query as needed and click **Apply.**

* Repeat the previous steps to modify selections for another dimension.

Alternatively you can modify a rule as follows:

a. Click the **View** icon for the dimension.

b. Click **Refine Selections**.

   The Refine Selections page opens.

c. Modify selections for the dimension and click **Apply**.

For more information, see "Using the Refine Selections Page" on page 6-4 and "Using Saved Selections" on page 6-20.

5. If needed, repeat Step 4 for each dimension for which you want to modify selections.

6. Click **Apply**.

Deleting read access rules for an account

You can delete read access rules for an account.

To delete a read access rule for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.

2. On the Current Accounts tab, click the **Read Access** icon for the account.

   The Maintain Read Access Rules page opens.

3. Identify the rule that you want to delete.

4. Click the **Delete** icon.

   You will be prompted to confirm the deletion.

Reapplying read access rules for an account

When you apply read access rules, Concurrent Manager processes the request and displays the request number. Should the request fail, you can reapply the rules. You might also want to reapply rules following the reload of dimension information by the Controller

To reapply read access rules for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Read Access** icon for the account.

   The Maintain Read Access Rules: *Account_Name* page opens.
3. Click **Reapply All Rules**.

Maintaining Metadata Scoping

By default, Analysts and Business Process Administrators can view all hierarchies, hierarchy levels, and attributes in dimensions to which they have been granted ownership, write access, or read access. Metadata scoping enables you to exclude specific hierarchies, hierarchy levels, and attributes from an account's view of a dimension.

Setting metadata scoping for an account

You set metadata scoping by limiting access to specific hierarchies, levels and attributes within a dimension. If a level applies to more than one hierarchy, you must exclude it from each hierarchy to prevent users from accessing members at that level.

To set metadata scoping for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts or New Accounts tab, click the **Metadata Scope** icon for the account.

   The Metadata Scope: *Account_Name* page opens, displaying a list of dimensions.
3. Identify a dimension for which you want to exclude access to a hierarchy, a level, or an attribute for this account and click the **Update** icon.

   The Maintain Metadata Scoping: *Account_Name* page opens for the dimension that you chose. The table lists the hierarchies, levels, and attributes for the

dimension. If this is the first time that you are setting metadata scope, the account has default access to all hierarchies, levels, and attributes.

4. To expand your view of the dimension click the **Expand** icon. Click **Expand All** to view all hierarchies and levels. Click the **Focus** icon to limit the view to a specific hierarchy or level.
5. Change settings on the Maintain Metadata Scoping: *Account_Name* page by following these steps:
   a. To remove access to a hierarchy, clear the **Select** box associated with the hierarchy.

      Note: You cannot remove access to all hierarchies for a dimension.

   b. To remove access to a level, clear the **Select** box associated with the level.

      Important: Select contiguous levels from the top or bottom of a hierarchy. Do not select levels in the middle, or skip levels. For example, if the hierarchy has three levels: Level 1, Level 2, and Level 3, you can exclude access to Level 1, Level 3, Levels 1 and 2, or Levels 2 or 3. You cannot exclude access to Level 2. Also, you cannot remove access if the level exists within another hierarchy of the same dimension.

   c. To remove access to an attribute, clear the Select box associated with the attribute.
   d. Click **Apply**.

   You are returned to the The Metadata Scope: *Account_Name* page.
6. To set metadata scoping for another dimension, repeat steps 3 through 5.

Updating metadata scoping for an account

You can update metadata scoping for an account.

To update metadata scoping for an account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts page, click the **Metadata Scope** icon for the account.

The Metadata Scope: *Account_Name* page opens.

3. Identify a dimension for which you want to modify access to a hierarchy, a level, or an attribute and click the **Update** icon.

   The Maintain Metadata Scoping: *Account_Name* page for the dimension opens.

4. To expand your view of the dimension click the **Expand** icon. Click **Expand All** to view all hierarchies and levels. Click the **Focus** icon to limit the view to a specific hierarchy or level.

   The current settings are displayed.

5. On the Maintain Metadata Scoping: *Account_Name* page, update settings for a hierarchy, hierarchy level, or attribute as follows:

   a. To grant access, click the **Select** column associated with the hierarchy, hierarchy level, or attribute.

   b. To deny access, clear the **Select** column associated with the hierarchy, hierarchy level, or attribute.

   c. Click **Apply**.

   You are returned to the The Metadata Scope: *Account_Name* page.

6. To change access to hierarchies, levels, or attributes for another dimension, repeat Steps 3 through 5.

Maintaining Access to Controlled Calculations

C*ontrolled calculation*s are formulas that evaluate regardless of users' data scope. Controlled calculations enable administrators to provide users with data that they might not otherwise have access to. For example, a Business Process Administrator might define a controlled calculation that displays the difference between Actuals and Budget for a group of Line dimension members. All users who are granted access to the view will see the same members and values, regardless of their security settings for read access and metadata scoping.

A controlled calculation is a member of the View dimension. Authorized users can select it when they select data for documents, saved selections, and exception criteria. A controlled calculation can also serve as the operand in another calculation and be used to initialize an input source in a solve.

By default, the Controller or the Business Process Administrator who creates a controlled calculation has full access to it, but other users have no access. As

Security Administrator, you have full control and the ability to grant read or write access to specific accounts or responsibilities.

> **Note:** Maintaining access to controlled calculations is an ongoing process; as new controlled calculations are created, you can grant access to them.

You can assign the following access privileges:

- **Read** — A user or role with this privilege can view the calculation on the Controlled Calculations page and select it from the list of dimension members when creating or updating a document. You can grant read access to Controllers, Business Process Administrators, and Analysts.
- **Write** — A user or role with this privilege can view the calculation on the Controlled Calculations page and select it from the list of dimension members when creating or updating a document. He or she can also modify or delete the calculation on the Controlled Calculations page. You can grant write access to Controllers and Business Process Administrators.

Granting access to controlled calculations

You grant access to a controlled calculation by specifying privileges for selected user accounts or roles.

To grant access to a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click **Controlled Calculations**.

   The Controlled Calculations page opens. The table displays a row for each controlled calculation that has been defined.
3. Identify the calculation that you want to work with. Click **Next** and **Previous** to move through the list.
4. Click the **Privileges** icon for the calculation.

   A page showing current access privileges opens.
5. Click **Add Users/Roles**.

   The Add Users/Roles page opens.

6. On the Add Users/Roles page, proceed as follows:

   a. In the Privilege section, select a privilege level.

   b. Assign the privilege to specific users or roles.

      * To assign this privilege to individual users, select users in the Users section. Move selections between the Available box and the Selected box until the Selected box displays the users to whom you want to grant the privilege.

      * To assign this privilege to specific roles, select roles in the Roles section. Move selections between the Available box and the Selected box until the Selected box displays the roles to which you want to grant the privilege.

   c. Click **Apply.**

      You are returned to the privileges display, which now includes your assignment.

7. Click **Apply**.

Updating access to controlled calculations

You can change the access privileges to a controlled calculation for one or more users or roles.

To update access to a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click **Controlled Calculations**.

   The Controlled Calculations page opens. The table displays a row for each controlled calculation that has been defined.

3. Identify the calculation for which you want to modify access. Click **Next** and **Previous** to move through the list.
4. Click the **Privileges** icon for the calculation.

   A page showing current access privileges opens.

5. Modify privileges as desired.
   - You can change the privilege level for a user account or role.
   - You can add a user account or role and assign privileges to them.
   - You can remove access for a user account or role.
6. Click **Apply**.

Deleting controlled calculations

You can delete a controlled calculation. Note that this action will affect users whose documents include the calculation.

To delete a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click **Controlled Calculations**.

   The Controlled Calculations page opens. The table displays a row for each controlled calculation that has been defined.
3. Identify the calculation that you want to delete. Click **Next** and **Previous** to move through the list.

   Tip: To search for a controlled calculation, click **Advanced Search**. On the Advanced Search page you can specify multiple search parameters.
4. Click the **Delete** icon for the calculation.

   You will be prompted to confirm the deletion.

Maintaining Shadow Users

A *shadow user* is a user who has a current account in Oracle Enterprise Planning and Budgeting and who also has access to one or more accounts that he or she does not own. You can assign an Analyst as a shadow for an Analyst account and a Business Process Administrator as a shadow for a Business Process Administrator account. A Controller is an implicit shadow for all Business Process Administrators. He or she does not need an explicit assignment.

Shadow user accounts support the delegation of day-to-day responsibilities from the owner of an account to another individual on a permanent or temporary basis. When a shadow user has full access, the shadow can access the account with the same privileges as the account owner. You also have the option to set up a shadow user account that has limited access to an account (notifications only).

You might assign shadow users in the following circumstances:

- To administer an account for the head of a business unit.
- To administer an account when the owner of the account is not available.
- To administer an account in a time of transition.

You can assign up to three shadow users for each responsibility. There is no limit to the number of accounts that a single individual can shadow.

When a user logs in and selects a shadow profile that has full access to an account, the user leaves his or her personal profile and assumes the shadow profile. In order to return to his or her own profile within the same session, the user has to switch back ('Return to Self').

Following are some rules that apply to shadow users:

- You can assign up to three shadows to an account / responsibility, but only one shadow will be able to access the account at the same time. (There cannot be concurrent shadow logins or a login that is concurrent with the user who is being shadowed.)
- When a user is granted Full access to an account, he or she must explicitly switch to the shadow profile in order to act as the user that he or she is shadowing. Switching is not necessary if the access privilege level is Notifications, or if the user only wants to view notifications.

Assigning shadow users

You assign shadow users to an account by selecting users and specifying privileges.

To assign shadow users:

1. Access Oracle Enterprise Planning and Budgeting as Security Administrator.
2. On the Current Accounts tab, click the **Shadow Users** icon for the account owner.

   The Assign Shadow Users: *Account_Name* page opens. If the owner has a single responsibility, the page displays a single table. If the owner has both the

Business Process Administrator and Analyst responsibilities, the page displays two tables: one for each responsibility.

3. In a User Name box, specify a shadow user for the account. You have the following options:
   - Type in a user name.
   - Click the **Search** icon to display a list of users and select a user. You can enter partial text.
4. In the Privileges box, specify access privileges for this user.
   - **Full Access** — The user will be able to switch to the account profile with full privileges. Notifications for the account will be displayed on the user's Home page.
   - **No Access** — The user is authorized to shadow the account, but currently does not have access.
   - **Notifications Only** — The user will not be able to switch to the account profile, but notifications for the account will be displayed on the user's Home page.

   Note: If the shadow assignment will be permanent (this individual will *always* act for the owner), select **Full Access**. If the shadow will be used on an ad hoc basis (vacations and other absences), select **No Access**. You or the owner of the account can activate the shadow on an ad hoc basis at the appropriate time.
5. To assign another shadow user to this account/responsibility combination, repeat Steps 3 and 4. You can assign up to three shadows for each responsibility. Privileges can vary by user.
6. Click **Apply**.

Updating shadow user assignments

You can update the list of authorized shadow users for an account. You can also change the privilege level for an existing shadow.

Note that once you have assigned a shadow user to an account, the account owner can also change the privilege level.

To update shadow user assignments:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Shadow Users** icon for the account owner.

   The Assign Shadow Users page opens.
3. In the User Name box, you can add a shadow user or delete a shadow user.
4. In the Privileges box, you can set or change the access privileges for an existing shadow user.
5. Click **Apply**.

Removing shadow user assignments

You can remove a user who has been assigned to shadow an account. The user will no longer have shadow privileges on the account.

To remove a shadow user assignment:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. On the Current Accounts tab, click the **Shadow Users** icon for the account owner.

   The Assign Shadow Users page opens, displaying current shadow assignments.
3. Delete the name of the user for whom you want to remove shadow authorization.
4. Click **Apply**.

Managing Expired Accounts

An expired account is an account for a user who is no longer has any Oracle Enterprise Planning and Budgeting responsibility in Oracle Applications.

The System Administrator removes Oracle Enterprise Planning and Budgeting responsibilities for a user in Oracle Applications. This information is synchronized with Oracle Enterprise Planning and Budgeting, where users who have objects to transfer appear on the Expired Users page.

Note: If a user has multiple responsibilities and only one of the responsibilities is removed, the account will not appear in the expired accounts page.

As the Security Administrator, you can reassign the settings for an expired account to a successor account and delete the expired account. Or, if you do not want to assign a successor, you can simply delete the account.

Assigning a successor for an expired account

Assigning a successor to an expired account transfers the following items from the expired user to the successor user:

- Security information — Data ownership rules, write access rules, read access rules, and metadata scoping.
- Items in the user's personal folder including saved selections, documents, and calculations. These will appear as a sub-folder in the new user's private folder.
- For a Controller or Business Process Administrator, ownership of business processes.
- Ownership of personal exception alerts.

Assigning a successor also transfers object privileges from the expired account to the successor account.

To assign a successor for an expired account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. Click the Expired Accounts tab.
3. Identify the expired account to which you want to assign a successor.
4. Click the **Assign Successor** icon for the account.

   The Assign Successor page opens.
5. Identify the account that will succeed the expired account.
6. Click the **Select** button for the account and click **Assign Successor**.

Deleting an expired account

Deleting an expired account removes the expired account's data access settings, personal folder, object privileges, and shadow user assignments.

To delete an expired account:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.
2. Click the Expired Accounts tab.
3. Identify the expired account that you want to delete.
4. Click the **Delete** icon for the account.

   You are prompted to confirm the action.

Updating Accounts

You may need to update account information in response to general business events: for example, when a user's area of responsibility has been expanded, reduced, or changed. These are ongoing adjustments.

You should also update accounts after the Controller periodically reloads dimension information from Enterprise Performance Foundation (EPF). The reload updates the metadata in the shared Analytic Workspace, an action which may impact current assignments.

You can use the Reapply Rules function to quickly update a rule set following a reload of dimension information. Reapplying rules causes the current rules to run against the new metadata: for example, if an account has been granted read access to all products, reapplying read access rules for the account will grant access to any new products that have been added.

Viewing Account Information

For new and current accounts, you can view settings and status for data ownership, write access, read access, and metadata scoping. You can also view shadow user assignments and settings that determine access to controlled calculations.

To view account information:

1. Access Oracle Enterprise Planning and Budgeting as a Security Administrator.

   a. Select the account type.

      * **Current Accounts** — Accounts that have been added to Oracle Enterprise Planning and Budgeting. These accounts may or may not have complete settings for data ownership, write access, read access, and metadata scope.

      * **New Accounts** — Accounts that have been granted application access and user roles in Oracle Applications, but have not yet been registered in Oracle Enterprise Planning and Budgeting.

      * **Expired Accounts** — Accounts that have expired or for which user responsibilities have been changed in Oracle Applications.

   b. Limit the display to the account.

      To search by user, select **Users** in the Search box, enter text or a text fragment, and click **Go**.

      To search by responsibility, select **Responsibilities** in the Search box and click **Go**. Click **Next** and **Previous** to move through the list. Click **Next** and **Previous** to move through the list.

2. To view a visual display of settings for data ownership, write access, or read access, click the **View** icon for the account.

   The User Access Control: *Account_Name* page opens showing a default view displaying a color-coded view of combined settings for ownership, write access, and read access.

   You can adjust the view to display specific settings.

   a. In the View Access Level box, select one of the following: and click **Go.**

      * **All** — Displays combined settings for ownership, read access, and write access.

      * **Ownership** — Displays settings for data ownership.

      * **Read Access** — Displays color-coded settings for read access.

      * **Write Access** — Displays settings for write access.

Note: In a display that combines *all* settings, the highest access level always takes precedence.

b. You can change the view to display information for another dimension.

c. For a dimension with multiple hierarchies, you can change the hierarchy. Click the box for the dimension and select a hierarchy from the list.

d. You can change the relative positions of dimensions on the page. Click the Layout tool.

e. You can use the sort the members of a particular dimension so that they appear in a specified order. Click the **Sort** tool.

f. You can view access information for specific levels within a dimension. Click **Edit**.

3. To view an account's access to metadata (hierarchies, hierarchy levels, and attributes), click the **Metadata Scope** icon for the account.

The Metadata Scoping page opens.

For more information see "Maintaining Metadata Scoping" on page 8-17.

4. To view an account's shadow user assignments, click the **Shadow User** icon for the account.

The Assign Shadow Users page opens.

For more information see "Maintaining Shadow Users" on page 8-22.

5. To view access to controlled calculations, click **Controlled Calculations**.

For more information, see "Maintaining Access to Controlled Calculations" on page 8-19.

9

Administering Business Processes

This chapter describes how Business Process Administrators and Controllers set up and manage business processes. The chapter also describes how Business Process Administrators, Controllers, and Analysts modify and view business process definitions.

About Business Process Administration

A business process is a defined sequence of tasks that generates data for analysis and reporting. Examples of business processes are Strategic Plan, Annual Budget, Quarterly Rolling Forecast, and Month End Variance Analysis.

You define a business process by specifying the data sets to use, the data model, the data processing rules, the interval for running the process, and the tasks to be executed. When you make the business process effective, Oracle Enterprise Planning and Budgeting automatically runs the process according to schedule.

User responsibilities and business process administration

The extent to which you work with business processes depends on your Oracle Enterprise Planning and Budgeting responsibility:

- As a Business Process Administrator you can define and maintain business processes within your read scope. You can also view effective business processes that have been defined by Controllers and other Business Process Administrators.
- As a Controller you can define and maintain business processes with unlimited scope. You can also view draft and effective business processes that have been defined by Business Process Administrators and other Controllers.
- As an Analyst, you can view effective business processes. You can also add exception alerts to draft definitions.

The individual who creates and saves a draft of a new business process is considered to be the "owner" of the draft; similarly, the individual who makes a draft effective is the "owner" of the business process.

Business process terminology

When a Business Process Administrator or Controller initiates a new business process definition, the definition is in a temporary state until it is saved as a draft or made effective. Making a business process effective validates and publishes it. Publishing enables the business process to run according to schedule.

When a business process is made effective, a copy of the current draft definition becomes the published definition. The owner of the business process can use the draft version to update the business process definition; Analysts can use the draft to add or update exception alerts. Updates will be implemented when the draft is made effective and successfully passes validation. At that point, the new definition is copied to (overwrites) the published definition.

An effective business process can be disabled by the Business Process Administrator who owns it or by a Controller. Users can view the parameters of a disabled business process; however no new instances will be created until the process is enabled.

Each execution of a business process is referred to as a "business process run."

Creating a New Business Process: An Overview

The following section provides an overview of the steps that you follow as a Business Process Administrator or Controller to create a new business process.

You can work within a single session or over a number of sessions. You can apply (save) settings at the end of the process, as you complete each subtab, or whenever you want to retain your work. You can save the business process as a draft and update it at another time. The minimum information for saving a draft is a unique process name.

To create a new business process:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Click **Create New Business Process**.

   The Create Business Process page opens. The General subtab is active.
4. Use the General subtab to name the business process, select one or more data sets, and specify the setting for appending views.

   For more information, see "Specifying General Information for a Business Process" on page 9-4.
5. Use the Data Model subtab to specify the logical model for the data associated with the business process. You specify Time and select the Line dimensions.

   For more information, see "Specifying the Data Model for a Business Process" on page 9-7.
6. Use the Solve subtab to specify source, input level, output level, and allocation method for each Line member in the data model.

   For more information, see "Working with the Business Process Solve" on page 10-1.

7. Use the Tasks subtab to specify and order the tasks that will be executed each time that the business process runs.

   For more information, see "Working with Business Process Tasks" on page 11-1.

8. Use the Schedule subtab to specify the timing and frequency for the business process. For a versioned view, also specify the number of previous versions to store.

   For more information, see "Specifying the Schedule for a Business Process" on page 9-11.

9. To validate the business process, click **Validate**. Validation checks all components for sensibility and synchronization and applies rules that examine dependencies between components.

   Note: Validation applies to the entire business process. Therefore, you might not want to validate a new business process definition until it is complete or near completion.

   For more information, see"Validating a Business Process" on page 9-13.

10. Save the business process definition.

    - To save the business process definition as a draft, click **Save as Draft**.
    - To validate the business process and make it available for execution, click **Make Effective**.

    For more information, see "Making a Business Process Effective" on page 9-17.

    Note: You can save a draft at any time — the business process definition does not have to be complete or valid.

Specifying General Information for a Business Process

You use the General subtab to name a business process and specify source data sets that will be loaded from Enterprise Performance Foundation. You also use this subtab to specify whether Oracle Enterprise Planning and Budgeting will create a new view of the data each time that the business process runs.

If the business process will load data from Enterprise Performance Foundation, you must select at least one data set.

For more information, see the *Enterprise Performance Foundation User's Guide*.

To specify general information for a business process:

1. Navigate to the General page (Business Processes > General subtab).
2. In the Name box, enter a unique name for the business process.
3. If the business process will load data from Enterprise Performance Foundation, select data sets by following these steps:
   a. Click **Choose Data Set**.

      The Select Data Set page opens.

   b. Select one or more data sets.

      Your selections are displayed in the right-hand box.

   c. Click **Apply**.

   You are returned to the General page.
4. In the Description box, you can enter an optional description for the business process.
5. Specify whether each run of the business process will create a new view.
   - Select **Append View** to incrementally add data to the initial view.
   - Clear **Append View** to create a separate view.

   For more information, see "About appending views" on page 9-5.
6. Click **Apply**.

About appending views

You use the Append View setting on the General subtab to specify whether a run of the business process will create a new (versioned) view of the data or be appended to an existing view. The default is a versioned view.

If you select **Append View**, Oracle Enterprise Planning and Budgeting will create a new view the first time that the business process runs and will add data generated by subsequent runs to this view for the duration of the time horizon specified in the data model.

Appended views are recommended for a business process for which a significant portion of the data remains static. This situation commonly arises at the end of a period or month when the financial accounts such as Profit and Loss account and

Balance Sheet are calculated. Typically accounts are produced in 12 monthly (or 13 period) cycles over a financial year. Once a month's or period's results are reported, they remain static — adjustments being included in the subsequent month. During the course of the year the business process may be run 12 or 13 times, but data need only be calculated for one period in any of those runs. If you were to implement a versioned view for this type of process, the level of data loaded and the processing load would progressively increase to encompass the entire year, while 85% of the data would remain static. Using the Append View option will significantly reduce processing effort.

If you select **Append View**, the following will occur:

- The initial run of the business process will create a view. Thereafter, data from subsequent runs will be added to this view.
- The time horizon specified on the Data Model subtab will define the gap for incremental processing and solving. This gap is the difference between the horizon of the current business process run and the previous process run. The gap is applied at the Time output level specified for each Line.

If you do not select **Append View**, Oracle Enterprise Planning and Budgeting will create a new, versioned view each time that the business process runs. Versioned views are recommended when the data within the timespan is variable. For example, you might use versioned views when defining a business process for Annual Budget. This would result in separate budget views for each year.

If you do not select **Append View**, the following will occur:

- The initial run of the business process will create a view. Thereafter, each run of the business process will generate a new view.
- The number of retained views will be determined by the value specified for the Number of Process Runs Stored parameter on the Schedule subtab.
- The Set Current Time task will establish the current instance, based on the Current Time parameter set by the Controller.

Important: Consider your choice carefully. You will not be able to change the setting for Append View once you make the business process effective.

For more information, see the following topics:

- "Specifying the Schedule for a Business Process" on page 9-11

- "Defining a Set Current Process Run Task" on page 11-16
- "Setting the System Parameter for Current Time" on page 15-2

Specifying the Data Model for a Business Process

The data model defines the logical model of the data associated with the business process. You define the data model by specifying the start and end time period for the business process and select Line dimension members to include.

If you specified one or more data sets on the General tab for the business process, the dimensions of the data model are determined by the union of the data sets. If you did not select a data set, then you must explicitly specify dimensions for the data model.

To define the data model for a business process:

1. Navigate to the Data Model page (Administration > Business Processes > Data Model subtab).
2. In the Time Dimension section, specify the extent of the Time dimension. You can specify a fixed or relative time span. A fixed time span is applicable to a business process such as Budget; a relative time span is applicable to business processes such as Actuals and Rolling Forecasts.

   a. Set the Start parameter for the time range.

      * To start the business process at a specified time period, select **Fixed**. Then click **Choose Time Member**.

        The Choose Time Member box opens, where you specify a Time hierarchy and search for a Time dimension member.

      * To start the business process at a time level relative to a specified period, select **Relative**. A relative start date will be dynamically re-evaluated based on the current processing period. In the left box, select **Current**, **Prior**, or **Future**. In the center box, enter the number of time periods. In the right box, select the time level.

   A relative time level relates to the setting for Current Time established by the Controller for your Enterprise Planning and Budgeting System. For more information, see "How Oracle Enterprise Planning and Budgeting handles relative time" on page 9-9.

b. Set the End parameter for the time range.

* To terminate the business process at a specified time period, select **Fixed**. Then click **Choose Time Member**.

  The Choose Time Member box opens, where you specify a Time hierarchy and search for a Time dimension member.

* To terminate the business process at a time level relative to a specified period, select **Relative**. A relative end date will be dynamically re-evaluated based on the current processing period. In the left box, select **Current**, **Prior**, or **Future**. In the center box, enter the number of time periods. In the right box, select the time level.

A relative time level relates to the setting for Current Time established by the Controller for your Enterprise Planning and Budgeting System. For more information, see "How Oracle Enterprise Planning and Budgeting handles relative time" on page 9-9.

3. You can refine the selections for the Line dimension:

a. In the Other Dimensions section, click the **Refine Selection** icon for Line.

The Refine Selections page opens.

b. You can create a new selection, use a previously saved selection, edit a selection step, and reorder selection steps. You can also remove a Line member from the data model.

c. Click **Apply**.

You are returned to the Data Model page.

For more information, see "Selecting Data" on page 6-1.

4. If you selected at least one data set on the General tab, the dimensions for the data model are prepopulated. If no data set has been selected, you must explicitly select dimensions for the data model.

a. In the Other Dimensions section, click **Select Dimensions**.

The Update List of Dimensions page opens.

b. Select the dimensions other than Line to include in the data model.

c. Click **Apply.**

You are returned to the Data Model page.

5. Click **Apply**.

How Oracle Enterprise Planning and Budgeting handles relative time

You can set a relative start or end time period in the Time Dimension section of the Data model subtab. You can select Current, Prior, or Future. When you do this, you should be aware of the extent of the data that is being loaded, the organization's fiscal year, and how the Controller is setting the parameter for Current Time.

"Current" always refers to the last *completed* period for the time level based on the data loaded, the organization's fiscal year, and the setting for Current Time maintained by the Controller. "Prior" refers to the period before the last completed period. "Future" refers to the period after the last completed period.

Note that a period is not marked as current until it has all of its data. Thus, assuming that the calendar year and the fiscal year are the same and the Controller resets the current time at the end of each month (for example, in June current time is set at June 30, 2004), current, prior, and future periods would be determined as follows:

- For a monthly process, current period would be June 2004, prior period would be May 2004, and future period would be July 2004.
- For a quarterly process current period would be Quarter 2, 2004, prior period would be Quarter 1 2004, and future period would be Quarter 3, 2004.
- For a yearly process, current period would be 2003, period would be 2002, and future period would be 2004.

However, if the Controller were to set the current time in the middle of a period (for example, on June 15, 2004), then data for June would not be complete. Current, prior, and future periods period would be determined as follows:

- For a monthly process, the current period would be May 2004, prior period would be April 2004, and future period would be June 2004.
- For a quarterly process the current period would be Quarter 1, 2004, the prior period would be Quarter 4 2003, and the future period would be Quarter 2, 2004.
- For a yearly process, the current period would be 2003, the prior period would be 2002 and the future period would be 2004.

Note that in certain circumstances, there may be no current time at certain levels. For example, assuming that the calendar year and the fiscal year are the same, loaded time periods begin in 2003, the Controller resets the current time at the end of each month, and the current date is February 15, the following periods would be identified as current:

- Month: January 2004
- Quarter: NA
- Year: NA

In this case, Oracle Corporation recommends that if the setting for current time falls after the business process ends, you will most likely want to use select Relative Future.

Therefore, when selecting a relative time horizon you must consider the frequency with which Current Time is updated by the Controller. If current time is updated regularly and usually before a business process is run, then a current time of September 2 will produce a current month of August, which would be correct for a financial statement. However, for a forecast business process, then the opening time horizon would be ahead of the current time. Thus for a horizon of September to December, the start time would be future one month.

For related information see "Setting the System Parameter for Current Time" on page 15-2.

Specifying the Solve for a Business Process

The solve is a set of instructions that specifies how to process each Line member in the data model.

See "Working with the Business Process Solve" on page 10-1.

Specifying Tasks for a Business Process

Tasks are the procedures and actions that execute each time that a business process runs. Tasks execute in sequence according to their position on the task list.

See "Working with Business Process Tasks" on page 11-1.

Specifying the Schedule for a Business Process

The schedule determines the timing and frequency of the runs of a business process. The schedule also specifies the number of previous process runs to retain for a process that has versioned views. For example, you might retain one previous year for a Budget business process.

To define the schedule for a business process:

1. Navigate to the Schedule page (Business Processes > Schedule subtab).
2. In the Start Date box, specify when the first run of the business process will occur. Click the **Calendar** icon to select a date or enter a date in the format dd-MMM-yyyy (for example 03-JAN-2005 for January 3, 2005).

   Note: The date that you specify refers to system time and will take effect when the business process is made effective.

3. In the Frequency Type box, specify how often the business process will run.
   - **Daily** — The process will repeat every specified number of days. Enter the number of days in the Repeat Every box.
   - **By Event** — The business process will be triggered when a specified Create Event task runs.

     Select **By Event** to start the business process when a Create Event task in another business process is complete: for example, if you want forecasting to begin when the monthly accounts processing is complete. Proceed as follows:

     * In the Business Process box, select the name of the Business Process definition that includes the event.
     * In the Event box, select the name of the event.

     Note: You can only reference a Create Event task in an effective (published) business process. For more information see "Defining a Create Event Task" on page 11-2.

- **Monthly** — The business process will repeat every specified number of months. Enter the number of months in the Repeat Every box and select a day of the month.
- **One Time Only** — The process will run only once.
- **Weekly** — The process will repeat every specified number of weeks. Enter the number of weeks in the Repeat Every box and select a day of the week.
- **Yearly** — The business process will repeat every specified number of years. Enter the number of years in the Repeat Every box.

4. If you chose Daily, Monthly, Weekly or Yearly in Step 3, in the Repeat Every box enter a number that specifies the interval at which the business process will repeat.
5. In the Repeat Until box, specify when the business process will end. Enter a date in the format dd-MMM-yyyy or click the **Calendar** icon to select a date.

   To specify that there is no end, select **No End Date**.

   Note: If you chose "One Time Only" in Step 3, then Repeat Until does not apply.

6. If this is a business process with versioned views (the **Append View** checkbox on the General page has not been selected), in the **Number of Process Runs Stored** box, enter the number of views for which the system will retain data. Oracle Enterprise Planning and Budgeting will automatically roll off views above the number that you specify. For example, if you enter 2, Oracle Enterprise Planning and Budgeting will retain data from two completed error-free runs of the business process; earlier versions will be deleted.

   The number that you enter must be equal to or greater than 1.

   Note: If this is a business process for which views are appended (the **Append View** checkbox on the General page has been selected), Oracle Enterprise will always retain one view.

   For more information, see "About appending views" on page 9-5.
7. Click **Apply**.

Validating a Business Process

Validation checks all business process components for sensibility and synchronization and applies rules that examine dependencies between components. Validation automatically runs when you attempt to make a draft process effective. You can also perform an ad hoc validation at any time.

The Validation page displays results and describes any errors or problems that were encountered. Hyperlinks provide access to pages on which a problem or error occurred.

Note: Regardless of the page on which you invoke it, validation checks the entire business process. Therefore, you might not want to validate a new business process definition until it is complete or near completion.

For more information, see "Business Process Validation Rules" on page 9-14.

To validate a business process:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that you want to validate. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens.
5. Click **Update Draft**.

   The General subtab is active.
6. On this subtab or on any other subtab, click **Validate**.

   The Validation page opens, displaying results.

Business Process Validation Rules

When you validate a draft business process or make a business process effective, Oracle Enterprise Planning and Budgeting automatically applies a series of validation rules to the entire definition. Failure to pass certain conditions generates a Fail notice; failure to pass other conditions generates a Warning notice.

Both Failures and Warnings are displayed on the Validation page, which also describes the reason for each problem and directs you to the subtab where you can make corrections.

Before you can make the business process effective, you must correct all conditions that generate a Fail notice. It is not *mandatory* to correct conditions that generate a Warning.

Note: In addition to global business process validations, Oracle Enterprise Planning and Budgeting also applies appropriate validations to each page. You must correct page-level errors before you can proceed.

Data model validations

The following table lists validation rules that Oracle Enterprise Planning and Budgeting applies to the business process data model. The table also notes whether failure to comply with the rule generates a Failure or a Warning.

Validation rule	Failure or Warning
An option (Fixed or Relative) must be selected for the Time dimension.	Failure
Start date must precede End date for the Time dimension.	Failure
Start and End dates for the Time dimension must be in the same Time hierarchy as the input and output levels specified for the Time dimension for each Line member in the solve.	Warning
If multiple data sets are selected on the General page, selections for Other Dimensions must match the union of dimensions in the data sets.	Failure
Line dimension must be selected.	Failure
At least one Line member must be selected.	Failure

Validation rule	Failure or Warning
Line members must be within the read scope of the Business Process Administrator.	Warning

Solve validations

The following table lists validation rules that Oracle Enterprise Planning and Budgeting applies to the business process solve. The table also notes whether failure to comply with the rule generates a Failure or a Warning.

Validation rule	Failure or Warning
Formula for a calculated Line member cannot include circular references.	Failure
Input and output level selections for loaded or input sources must be in the same hierarchy.	Failure
Output level for a calculated Line member cannot be at a lower level than its dependent components.	Failure
A calculated Line member with an output level higher than its dependent components cannot have a component with the aggregation attribute "NOAGG."	Failure
There should not be fewer dimensions than in the data model.	Warning
There should not be more dimensions than in the data model.	Warning
There should not be fewer Line members than in the data model.	Warning
There should not be more Line members than in the data model.	Warning

Task validations

The following table lists validation checks that Oracle Enterprise Planning and Budgeting applies to business process tasks and to the task list. The table also notes whether failure to comply with the rule generates a Failure or a Warning.

Validation rule	Failure or Warning
Task list must include a Load Data task, a Solve task, or a Generate Worksheet task.	Failure
Task list must include at least one Load Data task unless all data sources are "Input" or "Input and Initialized."	Failure

Validation rule	Failure or Warning
Line members for a Load Data task must be within the read scope of the business process owner.	Warning
If the task list includes a Load Data task, there must be at least one data set selected on the General subtab.	Failure
At least one Load data task or Manage Submission task must precede the first Solve task on the task list.	Warning
A Solve task must follow the last Load Data task on the task list.	Warning
A Solve task must follow the last Manage Submission task on the task list.	Warning
All Lines specified as Source "Loaded" on the Solve subtab must be included in one or more data load tasks.	Warning
Line members selected for a Load Data task must be a subset of Lines specified as Source "Loaded" on the Solve subtab.	Warning
If Append View is not selected on the General subtab, the task list must include a Set Current Instance task.	Failure
If Append View is selected on the General subtab, the task list must not include a Set Current Instance task.	Failure
If the task list includes a Review Business Process task, it must be the first task on the task list.	Failure
There cannot be more than one Review Business Process task on the task list.	Failure
If the task list includes a Set Current Instance task, it must appear after the last Solve task on the task list.	Failure
If the business process includes one or more analyst Exception Alert, there must be a Set Current Instance task preceding the alerts.	Failure
If the task list includes Analyst Exception Alert tasks, they must all appear at the end of the task list.	Failure
If the task list includes a Create Event task, it must follow the Solve task on the task list.	Warning
If the task list includes a Generate Template task, the Source setting on the Solve subtab for at least one Line member must be "Input" or "Input and Initialized."	Failure
If the task list includes a Generate Template task, it must also include a Manage Submission task.	Failure

Validation rule	Failure or Warning
Line members selected for a Generate Template task must be within the read scope of the business process owner.	Warning
The Manage Submission task must appear on the task list after the Generate Template task(s) for the specified worksheets.	Failure
If the task list includes a Distribute Template task, it must appear on the task list after the Generate Template task that created the worksheet.	Failure
If the task list includes a Distribute Template task, it must appear before the Manage Submission task for the specified worksheets.	Failure
For an Exception Alert task defined by the business process owner, the exception dimension must be one of the dimensions specified in the Data Model subtab.	Failure

Schedule validations

The following table describes validation checks that Oracle Enterprise Planning and Budgeting applies to the business process schedule. The table also notes whether failure to comply with the rule generates a Failure or a Warning.

Validation rule	Failure or Warning
There must be a valid value for Frequency Type.	Failure
If the Append View option is not selected on the General subtab, there must be a valid value for Number of Process Runs Stored.	Failure
If the Append View option is not selected on the General subtab, the value for Number of Process Runs Stored must be at least one and not exceed 3.	Warning
Date for Repeat Until is not equal to or after the Start date.	Failure

Making a Business Process Effective

Making a business process effective validates the draft definition and, if successful, copies the draft definition into the published definition. A published business process is available to run according to schedule.

To make a business process effective:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that you want to make effective. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens.
5. Click **Update Draft**.
6. Click **Make Effective**.

   You are prompted to confirm this action. The validation routine runs.

   If an effective version of the business process already exists, additional prompts are displayed. For more information, see "Updating a Business Process" on page 9-18.

Updating a Business Process

As a Business Process Administrator or Controller you can update a business business process that you own. There are three scenarios for updating:

- The business process is in the draft stage. There is no effective version. In this case you simply make your changes and apply them. Your updates will take effect when the draft is made effective and the business process runs.
- There is an effective version of the business process but no process run is active. In this case, your updates will take effect the next time that the business process runs.
- There is an active run of the business process. In this case, you are prompted to specify whether to implement changes for the future process runs only or for both current and future process runs. Note however that there are certain updates which cannot be implemented within the current process run. For example, changes to the schedule, data set, several parameters of the data model, and completed tasks will only be implemented in future runs.

Tip: You can use the Monitor tab to identify the status of business process runs and the currently running task. You can use the Disable function to stop a running business process.

As an Analyst you can update a business process by adding or modifying an exception alert.

To update a business process as a Business Process Administrator or Controller:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that you want to update. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens.
5. Click **Update Draft**.

   The Update Draft: *Business_Process_Name* page opens. The General subtab is active.
6. Use the General, Data Model, Solve, Tasks, and Schedule subtabs to specify or modify settings. Click **Apply** on any page.

   Some special considerations:

   - If you add, delete, or change datasets, the data model may change and you may also need to modify the solve.
   - If this is a draft of a business process that has previously been made effective, you should not change the setting for Append View on the General tab.

   For more information see the following topics:

   - "Specifying General Information for a Business Process" on page 9-4
   - "Specifying the Data Model for a Business Process" on page 9-7
   - "Working with the Business Process Solve" on page 10-1

- "Working with Business Process Tasks" on page 11-1
- "Specifying the Schedule for a Business Process" on page 9-11

7. On the Update Draft: *Business_Process_Name* page you can enter comments to document your updates.

   To add a comment, proceed as follows.

   a. Click **Add Comments**.

      The Add Comments page opens.

   b. Enter text for the comment.

   c. Click **Apply**.

8. To validate the business process, click **Validate**.

   A Validation page opens, displaying results. For more information, see "Business Process Validation Rules" on page 9-14.

9. To make the current definition effective, navigate to the Draft: *Business_ Process_ Name* page and click **Make Effective**.

   Note: it is not mandatory to make the draft effective immediately. You can always save the draft and return to it at a later time

10. If an effective version of the business process already exists, you will prompted to specify how to proceed. Select one of the following:

    - **Update the definition for current and future process runs** — Oracle Enterprise Planning and Budgeting will use the current business process definition until the currently running task is complete; from then on, it will use the updated definition.
    - **Update the definition for future process runs** — Oracle Enterprise Planning and Budgeting will use the new definition the next time that the business process runs.

    For more information, see "Making a Business Process Effective" on page 9-17.

To add or modify an exception alert as an Analyst:

1. Access Oracle Enterprise Planning and Budgeting as an Analyst.
2. Navigate to the Business Processes page (Administration > Business Processes tab).

3. Identify the business process to which you want to add an exception alert or modify an exception alert. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens.
5. To add an exception alert, click **Add Exception Alert**. To modify an exception alert, click its name.

   The Task: Exception Alert page opens, where you define or modify the exception condition and specify users to notify.

   For more information, see "Defining an Exception Alert Task" on page 11-5.

Disabling and Enabling a Business Process

Disabling an effective business process stops the current process run and prevents a new instance of the process from initializing. You can disable any effective business process that you own: inactive or currently running. Typically, you might disable an active process when you want to make an adjustment that you would not be able to make when the process was running.

Enabling a disabled business process restarts the process at the next scheduled run.

To disable a business process:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that you want to disable. Click **Next** and **Previous** to move through the list.
4. Click the Select column for the process and then click **Disable**.
5. Specify how to stop the business process:
   - **Stop active process run(s). No new process run(s) allowed** — Any process run that is active will terminate when the currently running task completes. No new process runs will start.

- **Complete active process run(s). No new process run(s) allowed** — Any process run that is active will complete. No new process runs will start.

Tip: Use the Monitor tab to identify the status of business process runs and the current task.

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6. Click **Apply**.

To enable a disabled business process:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the disabled business process that you want to enable. Click **Next** and **Previous** to move through the list.
4. Click the Select column for the process and then click **Enable**.
5. If an active process run was allowed to complete when you disabled the business process or if the process was not running, you will be prompted to confirm the enable action.

   If an active process run was not allowed to complete when you disabled the business process, specify how to restart it:

   - **Restart current process run(s) from last completed task** — Any run that is currently disabled will restart at the next task. New process runs will be initiated as specified in the business process schedule.
   - **Restart current process runs(s) starting over from first task** — A run that is currently disabled will start at the first task on the task list. New process runs will be initiated as specified in the business process schedule.

- **Delete current process run(s). Restart with next run** — Any run that is currently disabled will be deleted. New process runs will be initiated as specified in the business process schedule.

  Tip: Use the Monitor tab to identify the status of business process runs and the current task.

6. Click **Apply**.

Deleting a Business Process

Deleting a business process removes the business process definition from Oracle Enterprise Planning and Budgeting. You can delete a process that is in the draft stage or you can delete a process that has been made effective. When you delete an effective process, you are prompted to specify how to retain data for completed process runs. A process that is currently running will be deleted when the current task completes.

As a Business Process Administrator or Controller, you can delete business processes that you own.

To delete a business process:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that you want to delete. Click **Next** and **Previous** to move through the list.
4. Click the Select column for the process and then click **Delete**.

   You are prompted to confirm the deletion. If this is an effective business process, a Warning page is displayed.
5. If you are deleting a draft business process, click **OK** to confirm the deletion.

6. If you are deleting an effective business process that has previously run, proceed as follows:

   a. Specify what to do with data for the business process:

      * **Keep all data** — Retain data generated by previous process runs, including runs that were active when deletion occurred.

      * **Delete data for active process run(s)** — Retain data generated by previous process runs, excluding runs that were active when deletion occurred.

      * **Delete data for all process runs** — Delete all data associated with the business process.

   Note: The Number of Process Runs Stored parameter on the Business Process Schedule subtab determines the number of previous runs that Oracle Enterprise Planning and Budgeting will retain. For more information, see "Specifying the Schedule for a Business Process" on page 9-11.

   b. Click **OK**.

Viewing Business Processes

As a Business Process Administrator you can view all effective business processes. You can also view drafts of business processes that you own. As a Controller you can view all business processes. As an Analyst you can view all effective business processes and exception alerts that you have defined for draft processes.

Note: The following procedure describes how to view a business process definition. Use the Monitor tab to view the status of a business process run.

To view a business process:

1. Navigate to the Business Processes page (Administration > Business Processes tab).
2. Identify the business process that you want to view. Click **Next** and **Previous** to move through the list. The following information is displayed for each business process:
   - **Enabled** — A check indicates that the process is available to execute according to schedule. An "x" indicates that the process is disabled.
   - **Made Effective On** — For an effective business process, displays the date on which the process was made available for execution.
   - **Made Effective By** — For an effective business process, displays the ID of the user account that made the business process available for execution.
   - **Draft** — An active icon indicates that there is a draft version of the business process to which you have access.
3. View an effective business process by following these steps:
   a. Click the business process name.

      A summary page opens.

   b. Click **View Business Process**.

   To view a draft business process, follow these steps.

   a. Click the **Draft** icon.

      A summary page opens. If you are a Business Process Administrator, this page displays comments and analyst exception alerts. If you are an Analyst, this page displays exception alerts that you have defined.

   b. Click **Update Draft**. (available to Business Process Administrator or Controller)

   The subtabs for the business process are displayed. The General tab is active.

4. Use the General, Data Model, Solve, Tasks, and Schedule subtabs to view business process settings. Use the hypertext links (Administration > Business Processes >) to move back.

   - General subtab — Specifies the name of the business process, the data sets that will supply source data, and the setting for appending views.
   - Data Model subtab — Specifies the logical model for the data associated with the business process.
   - Solve subtab — Specifies how to process data for each Line member in the data model.
   - Tasks subtab — Specifies the tasks that the business process will execute each time that it runs. Click **Details** to view the definition for a task.
   - Schedule subtab — Specifies the timing and frequency of business process runs.

   Note: The Tasks subtab provides information about the task definition. Use the Monitor tab to view the status of a specific task for a business process run.

10

Working with the Business Process Solve

The solve is a set of instructions that specifies how to process each Line in the business process data model. This chapter describes how Business Process Administrators and Controllers set up and maintain the solve for a business process. The chapter includes the following topics:

About the Business Process Solve

The *solve* is a set of instructions that specifies how to process the data for a business process. The solve applies to data within parameters that have been set on the Data Model page.

You define a solve by specifying settings for source, input level, output level, and allocation basis for each Line in the data model. Oracle Enterprise Planning and Budgeting uses these specifications to automatically derive the solve steps. A *solve map* provides users with a graphic illustration of the steps and their order of execution.

The extent of a solve is based on the following parameters:

- Read access of the Business Process Administrator who defines the solve.
- Line member and other dimensions in the data model.
- Specified input and output levels.

The solve is executed when the Solve task runs. The solve is also executed when a user approves a submitted worksheet or recalculates worksheet data.

For information about the Solve task, see "Defining a Solve Task" on page 11-17.

Defining the Solve for a Business Process

The Line dimension members included in the solve are specified within the data model.On the Solve tab you identify the source for each Line and provide information about input level, output level, and allocation method. You can also set a parameter that determines how much higher level data will be stored for business process runs.

A new business process definition displays default settings for each Line in the data model. Default settings are as follows:

- Source — Loaded
- Input level — Lowest for default hierarchy of each dimension
- Output level — Lowest for each hierarchy of each dimension
- Allocation method — First

Based on the nature of the data and your knowledge of the business process, you modify these settings for specific Lines.

To define the solve for a business process:

1. Navigate to the Solve page for the business process (Administration > Business Processes tab > Solve subtab).

   The Update: Solve page opens.

2. Identify the Line with which you want to work. Adjust the page so that the Line is visible. Click **Next** and **Previous** to move through the list.

   The Lines that you see are those selected on the Data Model tab.

3. Click the **Update** icon for the Line.

   The Update Solve: Source page opens.

4. On the Update Solve: Source page, select the option that specifies how data for this Line will be brought into Oracle Enterprise Planning and Budgeting for this business process. You can select one of the following:

   - **Loaded** — Data for the Line will be loaded from Enterprise Performance Foundation.
   - **Input** — Data for the Line will be input using worksheet documents.
   - **Calculated** — Data for the Line will be calculated. Click **Define Calculation** to select a calculation template and specify the formula for the calculation.

   For more information, see "Solve: Data sources" on page 10-6 and "Working with Calculations" on page 7-1.

5. Based on your selection in Step 4, proceed as follows:

   - If you chose **Input**, go to Step 6.
   - If you chose **Loaded**, go to Step 7
   - If you chose **Calculated** and defined the calculation, click **Next** and proceed to Step 9.

6. If you chose **Input** and want to initialize the input level cells with data from another view, enter the view name in the Initialize box or click the **Search** icon to open the Search and Select: Initialize with page to identify the view. Initialize will copy the equivalent values from the view that you choose to the current view.

Tip: You can apply a calculation to an initialized input source: for example, you might want to increase initialized values by 5%. Use **Controlled Calculations** to define the calculation before you select the view. For more information, see "Working with Controlled Calculations" on page 14-1.

7. Click **Next** to continue.

   The Update Solve Input Levels page opens.

8. On the Update Solve: Input Levels page, specify the level at which data will be loaded, input (or initialized and input) for the default hierarchy in each dimension of the Line. For more information, see "Solve: Input levels" on page 10-6.

   a. To change the input level setting for a dimension, type a level name or click the **Search** icon to search for a level.

   b. When all dimensions display the desired setting for Input Level, click **Next**.

   The Update Solve: Output Levels page opens.

9. On the Update Solve: Output Levels page, specify the level at which data will be output for each hierarchy in *each* dimension for this Line dimension member.

   a. Click the Focus icon for a dimension to view the default output level for each hierarchy. Click the Expand All icon to view the default output level for output level for all dimensions.

   b. To change an output level setting, click the box and select the desired level.

   Note: If the Line source is "Calculated," select an output level that is at the same level or at a higher level than the output level of the calculation components.

   For more information, see "Solve: Output levels" on page 10-7.

   c. When all dimensions display the desired settings for Output Level, click **Next**.

10. Click **Next** to continue.

    The Allocation page opens.

11. On the Update Solve: Allocation page, select an allocation method for the Line. Allocation specifies how data will be distributed down from parent to child values.

    a. In the Allocation Rule box, select the primary allocation method. You can select one of the following:

        * **Copy** — Copies values directly from the source to the target. For example, a copy allocation of 60 to three nodes would give 60 to each node.

        * **Even** — Allocates source values evenly to the target. For example, evenly allocating a value of 60 to three nodes would give 20 to each node.

        * **First** — Allocates source values to the first target node.

        * **Last** — Allocates source values to the last target node.

        * **Proportional** — Uses a specified qualifier to determine the values to allocate to each target cell. For example, you might allocate Advertising costs on the basis of Sales.

    b. Specify how allocation will occur:

        * **Evaluate basis at each level** — Allocation will occur at each level in the hierarchy using the results from a previous level to determine the values that are distributed to the next level.

        * **Evaluate basis only at output level** — Allocation will occur at the output level, regardless of the number of intermediate levels in the hierarchy.

    c. If you chose Proportional in Step 13a, specify the Basis Qualifier. This is the Line on which Oracle Enterprise Planning and Budgeting will base the allocation. You can optionally specify a Basis View.

    d. If you chose Proportional, in Step 13a, select a secondary allocation method. This can be Proportional with a different qualifier, or it can be another method.

    e. If you chose Proportional in Step 13d, select a Base allocation method. This time, you will not be allowed to select Proportional — the base method must be one that will always yield results.

    For more information, see "Solve: Allocation" on page 10-7.

12. Click **Finish** to save your settings.

13. Repeat steps 2 through 12 to specify solve settings for each Line in the data model.

    Alternatively, you can use the Propagate function to copy specified settings from one Line member to other Line members. For more information, see "Propagating Solve Settings" on page 10-9.

Solve: Data sources

In a typical business process, data for Line members come into Oracle Enterprise Planning and Budgeting from various sources. For example, for a quarterly forecast, data for Volume and Manufacturing Rates might be loaded; data for Discounts and Sales might be input manually; Gross Sales, Net Sales, Manufacturing Cost, Distribution Cost, Sales and Marketing Cost, and Trading Contribution might be calculated from Lines that have been loaded or input manually. In yet another business process, data for a Line might be initially copied from another View: for example, Lines for a Budget business process in a worksheet might initially reflect last year's actual expenditures, which users could then update with current budget figures. Sources for the same Line may vary by view.

You must be able to identify the source for each Line in the data model for the business process. You should also be familiar with the Oracle Enterprise and Budgeting calculation templates as you will use these to create formulas for calculated sources.

Note that Lines for which the source is "Loaded" must be included in a Load Data task for the business process. Similarly, Lines for which the source is "Input," must be included in a Generate Template task.

For more information, see the following topics:

- "Working with Calculations" on page 7-1
- "Defining a Generate Template Task" on page 11-8
- "Defining a Load Data Task" on page 11-12

Solve: Input levels

For a Line member for which source data is "Loaded," input level specifies where Oracle Enterprise Planning and Budgeting will find data when the Load Data task brings in the data from Enterprise Performance Foundation. For a Line member for which source data is "Input" or "Initialized and Input," input level specifies the level at which data will be transferred to the shared Analytic Workspace from the

business process owner's consolidated worksheet. Calculated Lines do not require an input level; calculations are executed at the output level.

The default input level for all Lines in a new business process is the lowest level for the default hierarchy.

Solve: Output levels

Output level specifies the lowest level at which data will be made available for analysis in each hierarchy. This is referred to as the "shape" of the data.

The default output level for all Lines in a new business process is lowest level of each hierarchy.

Solve: Relationship between input and output levels

If the input level for any dimension of a loaded or input Line is lower than the output level, Oracle Enterprise Planning and Budgeting will aggregate (roll up) the results and populate intermediate levels using the aggregation algorithm specified for the Line in Enterprise Performance Foundation. If the input level for any dimension of a Line is higher than the output level, Oracle Enterprise Planning and Budgeting will allocate results, using the specified allocation method.

Solve: Allocation

The allocation method specifies how data for a Line will be allocated from higher to lower levels. You must specify an allocation method for an "Input" or "Loaded" source when the input level for the Line is higher than the output level. You must specify an allocation method for a calculated source when the output level is not the same as the output levels of the Lines that comprise the calculation.

Note: NAs will be treated as zeros during allocation.

The available allocation methods are Copy, First, Last, Even, and Proportional. The default is First. If you select Proportional, you must specify a Basis Qualifier. The qualifier can be any Line member in the data model, and an optional specification for a view.

You can specify a primary, a secondary, and a base allocation method: however, the last method that you select must be a method other than Proportional. Oracle Enterprise Planning and Budgeting will attempt to use the primary method, but if

the source does not have corresponding values in the target, it will use the secondary method; if no values are found, it will go on to the third. For example, when allocating data for Sales, you might designate "Proportional based on Sales from a previous period" as the primary method, "Proportional based on Budget" as the secondary method," and "Even" as the base method. The last (base) method would handle cases in which no data exists, such as for new products.

Specifying the Percentage of Data to Store

The Solve page displays a default value for Pre-compute Percentage. You can adjust the default to tune system performance.

When aggregating data, the Solve uses the Pre-compute percentage parameter in a complex algorithm to approximate the amount of data to precompute and store. Oracle Enterprise Planning and Budgeting dynamically aggregates data which is not precomputed as part of the Solve task. A pre-compute percentage of 0 results in dynamic aggregation of all data, whereas a setting of 100 causes the Solve task to store the results of all aggregations resulting in no dynamic aggregation.

Note: When the Pre-compute Percentage is not 0, a Solve task is required to perform the computation. Otherwise users may see partially aggregated results in their reports.

If query response time for end users is slower than desired, you might want to consider raising the value for Pre-compute percentage. The Solve task will precompute and store more data, thereby enhancing query response time since less dynamic aggregation will be required. On the other hand, the Solve task might take more time to complete.

Alternatively, if the Solve task is taking a long time, you might consider lowering the value for Pre-compute Percentage. The system will precompute and store less data thereby accelerating the execution of the Solve. Since more dynamic aggregation will be required, query response time may increase as a result.

Note: Changes to the Pre-compute percentage do not affect business processes marked as Appended. For appended business processes, all aggregation is performed in the Solve task.

To adjust the Pre-compute percentage:

1. Navigate to the Solve page for the business process (Administration > Business Processes tab > Solve subtab).

   The Update: Solve page opens.

2. Scroll to the bottom to view the Pre-compute Percentage box.
3. Type in a new number.
4. Click **Apply**.

Propagating Solve Settings

You can copy all or selected solve settings from one Line member to other Line members.

To propagate settings from one Line member to another:

1. Navigate to the Solve page for the business process.(Administration > Business Processes tab > Solve subtab).

   The page displays each Line in the data model.

2. Adjust the page so that the Line for which you want to propagate settings is visible. Click **Next** and **Previous** to move through the list.
3. Click the Propagate icon associated with the Line whose settings you want to copy.

   The Propagate Solve Settings From *Line_Name* page opens.

4. In the Settings area, check the box (Source, Input Levels, Output Levels, Allocation) for each setting that you want to propagate.
5. In the Targets area, select one or more target Lines to receive the settings that you chose in the previous step. Move members between the Available and Selected boxes until the Selected box contains the members that you want.
6. Click **Apply**.

Updating the Solve

You can update solve settings for a draft business process that you own.

To update a solve:

1. Navigate to the Business Processes page (Administration > Business Processes tab).
2. Identify the business process in which you want to update the solve. Click **Next** and **Previous** to move through the list.
3. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens, summarizing the current properties of the business process.
4. Click **Update Draft**.

   The Update Draft: *Business_Process_Name* page opens. The General subtab is active.
5. Click the **Solve** subtab.

   The page displays each Line member in the data model. Source is the active view.
6. In the View box, select the setting that you want to modify: Source, Input Level, Output Level, or Allocation.
7. Click the **Update** icon for the Line member that you want to modify.

   The Update Solve page for the Line member and setting opens.
8. Change the setting as desired.
9. If required to do so, click **Next** or **Finished**.
10. To modify additional settings, repeat Steps 6 through 9.
11. To tune performance, you can raise or lower the value for Pre-Compute Percentage.
12. Click **Apply**.

For more information, see the following topics:

- "Solve: Data sources" on page 10-6
- "Solve: Input levels" on page 10-6
- "Solve: Output levels" on page 10-7

- "Solve: Relationship between input and output levels" on page 10-7
- "Solve: Allocation" on page 10-7
- "Specifying the Percentage of Data to Store" on page 10-8

Viewing the Solve Map

The Solve map is a logical list of the processing steps that will occur when the data is solved. Oracle Enterprise Planning and Budgeting automatically derives the Solve map by evaluating the processing instructions for each Line member in the data model as defined by settings for source, input level, output level, and allocation.

Note: You can view the Solve map at any time; however, the map for a draft business process that has not been validated might be incomplete or based on invalid settings.

The down (row) edge of the Solve map displays the Line members in the data model. The across edge displays a number for each processing step. Cells display a letter ("C" for Calculation, "A" for Allocation or "R" for Roll up) and a number indicating which processing steps apply.

Viewing Solve Settings

Solve settings refer to the input, output, and allocation specifications for Line members.

As a Business Process Administrator, you can view solve settings for effective business processes and for draft business processes that you own. As a Controller, you can view solve settings for all business processes. As an Analyst, you can view solve settings for effective business processes.

To view solve settings for a business process as a Business Process Administrator or Controller:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).

3. Identify the business process for which you want to view solve settings. Click **Next** and **Previous** to move through the list.
4. To view solve settings for an effective business process, click the business process name.

   To view solve settings for a draft version of a business process, click the **Draft** icon for the business process.

   The *Business Process: Business_Process_Name* page opens. The General subtab is active.
5. Click the Solve subtab.

   The page displays each Line member in the data model. Source is the active view.
6. In the View box, select a setting to view: Allocation, Input Levels, Output Level, or Source.Then click **Go**.

   The page displays the specified information for the Line members in the data model.
7. Adjust the page so that the Line member for which you want to view the solve setting is visible. Click **Next** and **Previous** to move through the list.

To view solve settings for an effective business process as an Analyst:

1. Access Oracle Enterprise Planning and Budgeting as an Analyst.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process for which you want to view solve settings. Click **Next** and **Previous** to move through the list.
4. Click the business process name.

   A summary page appears.
5. To view the solve settings for an effective business process, click **View Business Process**.

   The *Business Process: Business_Process_Name* page opens. The General subtab is active.
6. Click the Solve subtab.

   The page displays each Line member in the data model. Source is the active view.

7. In the View box, select the setting that you want to view: Allocation, Input Levels, Output Level, or Source.Then click **Go**.

   The page displays the specified information for all Lines.

8. Adjust the page so that the Line for which you want to view the solve setting is visible. Click **Next** and **Previous** to move through the list.

11

Working with Business Process Tasks

This chapter describes how Business Process Administrators and Controllers work with business process tasks. It also describes how an Analyst can view business process tasks and define an Exception Alert task. The chapter includes the following topics:

About Business Process Tasks

Tasks are the procedures and actions that execute each time that a business process runs. Tasks execute in sequence according to their position on the task list.

The extent to which you can work with tasks depends on your Oracle Enterprise Planning and Budgeting responsibility:

- As a Business Process Administrator you can define and maintain tasks for business processes that you own. You can also view tasks for effective business processes owned by Controllers and other Business Process Administrators.
- As a Controller you can define and maintain tasks for business processes that you own. You can also view tasks for effective and draft business processes owned by Controllers and other Business Process Administrators.
- As an Analyst, you can define Exception Alert tasks for draft business processes. You can also view tasks for effective business processes.

Many task definitions specify users to notify. Oracle Workflow generates notifications for these users and displays the notifications on the users' Home page. A notification might be an informational broadcast that requires no response, or a message that requires a response.

Defining a Create Event Task

The Create Event task signals that a specific position has been reached in the task sequence for a business process. When the business process that includes the event is made effective, the event becomes visible to other business processes and can be utilized as a trigger to initialize a run for another business process. For example, you might define a Create Event task to run at the end of the business process that performs monthly accounts processing. You could then specify this event as the scheduled starting point for the business process that runs forecasting.

For more information, see "Specifying the Schedule for a Business Process" on page 9-11.

To define a Create Event task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Create Event** and click **Go**.

   The Task: Create Event page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Event Name box, enter a unique name for the event.
6. In the Users to Notify area, specify the users to notify when the task is complete:
   - **None** — Does not notify users.
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.
7. Click **Apply**.

Defining a Distribute Template Task

The Distribute Template task automatically distributes a worksheet that has been created via a Generate Template task.

The Distribute Template task distributes the worksheet for a single data collection template. If you want to distribute worksheets for more than one template, you must define a Distribute Template task for each template.

For more information, see "Administering Data Collection" on page 12-1.

To define a Distribute Template task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).

3. In the Create Task box, select **Distribute Template** and click **Go**.

   The Task: Distribute Template page opens.

4. In the Task Name box, enter a unique name for the task.

5. In the Template Name box, select the template to distribute. To view all available templates, enter **%** and click the **Search** icon. To view a specific template, enter a name or a text fragment.and click the **Search** icon.

   The Search and Select: Template Name page opens, where you can select the template.

6. In the Worksheet Recipients area, specify who will receive the worksheets associated with the template:

   - **All Data Owners** — (This option is available if you chose the Direct Distribution option in the Generate Template task for the template.) Users who explicitly or implicitly own data cells will receive the worksheet.
   - **Specify** — Specified users will receive the worksheet. To add a user, click Add Worksheet Recipients. This opens the Search and Select page where you can search for a user by User Name or ID.

   For information about data ownership, see "About implicit ownership" on page 12-3.

7. In the Distributions Options area, you can specify an optional deadline by which recipients must submit the worksheet. Enter a number and select **Days**, **Weeks**, **Months**, or **Years**.

   Oracle Enterprise Planning and Budgeting will use the period that you specify to compute the deadline relative to the day that the distribution runs. Recipients will see this deadline on the Worksheets tab.

8. In the Distribution Options area, enter text for the notification that recipients will see when the worksheet is distributed to them.

9. In the Users to Notify area, specify the users to notify when the task is complete:

   - **None** — Does not issue a notification.
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.

10. Click **Apply**.

Defining an Exception Alert Task

The Exception Alert task triggers a notification when a specified condition has been met.

As a Business Process Administrator or Controller, you can insert Exception Alerts at any point in the task list. You might use such tasks to indicate problems early in a cycle, thereby providing a sensibility check for data. For example, you might define an exception alert to ensure that values for overhead costs have been allocated.

As an Analyst, you can define Exception Alert tasks for a business process in the draft stage. All analyst exception alerts are appended to the task list and run after the final solve. For example, you might define an analyst exception alert to check whether there are expense items outside a specified percentage of budget. Your Exception Alert will take effect when the business process is made effective and runs according to schedule.

Note: An Exception Alert task specifies exception conditions for a single dimension. If you want to specify exceptions for several dimensions, you must define a separate Exception Alert task for each dimension.

To define an Exception Alert task as a Business Process Administrator or Controller:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Exception Alert** and click **Go**.

   The Task: Exception Alert page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Exception section, select the dimension for the exception and define the exception condition.

   a. In the Dimension box, select the dimension on which to base the exception.

b. Use one of the following options to define the exception condition:

* To use a previously saved selection of members for a dimension, click **Saved Selection**. The Select Saved Selection page opens, where you can choose a previously saved selection of dimension members.
* To define a new selection of members, click **New Selection** and then click **Update**. The Refine Selections page opens, where you can build a query for the selection.

Important: The last step in the condition must be an exception or top / bottom step.

For more information, see "Selecting Data" on page 6-1.

6. In the Message area, provide information about exception notification.

a. Specify users to notify when the exception condition is met:

* **All accountable users whose data is exceptional** — Notifies users who own the exceptional data.
* **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user.
* **Owner of business process** — Notifies the owner of the business process.

b. In the Subject box, enter a subject for the notification.A user who receives the notification will see this text on his or her Notification list.

c. In the Content box, enter the text for the notification.

7. In the Response Requirement area, specify whether a response to the exception notification is required and set parameters for the response.

a. Indicate whether a response is required:

* To require recipients to respond to the notification, click **Response Required**.
* If it is not necessary for recipients to respond to the notification, clear the **Response Required** box.

b. If you chose Response Required in Step 7a, specify the deadline for the response. In the Deadline box, enter a number and then click the box to the right to select a Time level.

c. If you chose Response Required in Step 7a, in the Response Approver box, specify the individual who will approve the response.

   * **Supervisors of data owners** — You can only select this option if you chose All Accountable Users Whose Data is Exceptionable in Step 6a.

   * **Author of Exception Alert** — The individual who defined the exception alert must approve the explanation.

8. Click **Apply**.

To define an Exception Alert as an Analyst:

1. Access Oracle Enterprise Planning and Budgeting as an Analyst.
2. Identify the business process to which you want to add an exception alert. Click **Next** and **Previous** to move through the list.
3. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens. Any Exception Alerts that you previously entered are displayed.

4. Click **Add Exception Alert**.

   The Task: Exception Alert page opens.

5. In the Task Name box, enter a unique name for the task.
6. In the Exception section, select the dimension on which to base the exception and define the exception condition.

   a. In the Dimension box, select a dimension.

   b. Use one of the following options to define the exception condition:

      * To use a previously saved selection of members for a dimension, click **Saved Selection**. The Select Saved Selection page opens, where you can choose a previously saved selection of dimension members.

      * To define a new selection of members, click **New Selection** and then click **Update**. The Refine Selections page opens, where you can build a query for the selection.

Important: The last step in the condition must be an exception or top / bottom step.

For more information, see "Selecting Data" on page 6-1.

7. In the Message area, provide information about exception notification.
   a. Specify users to notify when the exception condition is met:
      * **All accountable users whose data is exceptional** — Notifies users at your level or lower who own the exceptional data.
      * **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user.
      * **Owner of business process** — Notifies the owner of the business process.
   b. In the Subject box, enter a subject for the notification. A user who receives the notification will see this text on his or her Notification list.
   c. In the Content box, enter the text for the notification.
8. Click **Apply**.

Defining a Generate Template Task

The Generate Template task creates a data collection template and specifies the distribution method for worksheets generated by the template.

Depending on the scope of the business process and the data collection worksheet, you might define a single Generate Template task for a business process or you might define multiple Generate Template tasks. For example, if you want to separate revenues from expenses you might set up a single business process with two Generate Template tasks such as "Generate Revenue" and "Generate Expense Budget." Alternatively, you could decide to implement two separate business processes, with one Generate Template task for each process.

For more information, see "Administering Data Collection" on page 12-1.

To define a Generate Template task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Generate Template** and click **Go**.

   The Task: Generate Template page opens.

4. In the Task Name box, enter a unique name for the task.
5. In the Template Name box, enter a name for the template. Template names must be unique within the business process.
6. Select a layout option for the template:
   - **Use default template** — Bases the template on a default layout which is automatically derived from the Line members selected for the template. Select this option when the template layout from a previous business process run is not suitable for the current process run.
   - **Use last reviewed template** — Bases the template on the most recently saved version of the template from a previous run of the business process. The last reviewed version includes any updates that were made to the template layout. Select this option when you are satisfied with the template from the previous process run. Typically, you would use this when a business process is well-established or runs frequently.

     Note: When you choose "Use last reviewed template," Oracle Enterprise Planning and Budgeting checks for a previous business process run. If none is found, then the default template is used. Thus you can choose this option for the initial run of the business process as well as for subsequent runs.

7. In the Line Dimension area, select Lines for the data collection template. You can also modify default dimension and hierarchy selections.
   a. Specify the Line members to include in the template. You can select Lines for data input as well as optional reference Lines.
      * To use a saved selection of Line members, click **Saved Selection** and then click **Choose Saved Selection**. The Select Saved Selection page opens, where you can choose a previously saved selection of Line members.
      * To create a new selection of Line members, click **New Selection** and then click **Update**. The Refine Selections page opens, where you can build a selection.

Note: The lines that you select must be a subset of the Line dimension members specified in the data model for the business process and at least one line must allow data input. In order to accept data input, a line have the source type "Input" in the solve for the business process.

b. By default, the dimensions other than Line are derived from the business process data model. To delete a dimension from the template or to change the hierarchy for a dimension, click **Start With** on the Refine Selections page.

The Start With page opens, where you can modify the default selections.

Note: Do not select more than one hierarchy per dimension.

8. Specify options in the Distribution and Submission Options area by following these steps:

a. Select the method for distributing worksheets generated by the template.

* **Direct** — Distributes worksheets directly to data owners or to specified individuals. Recipients cannot further distribute the worksheet.
* **Cascade** — Distributes worksheets to specific individuals. Recipients have the option to distribute it to subordinates who can, in turn, distribute to their subordinates.

For more information, see "Overview of the Data Collection Process" on page 12-2.

b. If you chose **Direct** in Step 8a, specify whether worksheets generated by the template must be approved.

If you choose to require approval, worksheets will be submitted to you for approval. If you do not choose to require approval, then submitted data will be copied directly to the shared Analytic Workspace when the Manage

Submissions task runs. Although you will be able to view recipients' worksheets, you will not be able to approve or reject the data.

* Check the **Require Approval** box to specify that worksheet submissions based on a direct distribution must be approved.
* Clear the **Require Approval** box to specify that worksheet submissions based on a direct distribution do not have to be approved.

Note: Cascade distribution automatically requires approval. This is not an option.

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c. Specify the distribution hierarchy. The distribution hierarchy's dimension is used in the algorithm that Oracle Enterprise Planning and Budgeting employs to determine implicit ownership of cells for which no explicit owner exists. For more information, see "About implicit ownership" on page 12-3.

The available selections are the hierarchies for the one or two global ownership dimensions specified in the Security module. You can enter the name of a hierarchy or click the **Search** icon to search for a hierarchy.

d. Specify whether target functionality will be enabled in the worksheet. Targets enable managers to set maximum or minimum key performance metrics for subordinates. Targets can be advisory (variance allowed with deviance noted) or absolute (no deviance allowed). When worksheets are submitted, input level data is validated against the targets.

* To enable targets, check **Enable Target**.
* To disable targets, clear **Enable Target**.

Note: If you want to be able to specify the layout and format for the Target view, you must also select the **Wait for Review** option (Step 8e).

For more information, see the following topics:

* "Modifying a data collection template: Modifying the Target view" on page 12-10
* "Setting Targets Prior to Distribution" on page 12-11

e. Use the Wait for Review option to specify whether the Generate Template task should pause to allow review of the data collection template. The review will enable you to add instructions, add and refine dimension member selections, edit properties, and modify the worksheet layout. If you chose the Enable Target option in the Generate Template task, you can also set up the Target view. Additionally you can manually populate data and target values in your worksheet.

   * To specify that the template must be reviewed before the Generate Template task completes, check **Wait for Review**.

   * To allow the Generate Template task to complete after the template has been generated, clear **Wait for Review**.

Oracle Corporation recommends that you generally select the Wait for Review option for a template that will be distributed automatically via a Distribute Template task. The review process ensures that initialized data will be populated from your Analytic Workspace, which in turn will be distributed to recipients' worksheets. Note however that if the business process runs frequently or uses a template that you have previously reviewed, you might opt to bypass this option, so long as the Solve behind the template does not include the" Initialize" sub-option for Input.

9. In the Users to Notify area, specify the users to notify when the task is complete:

   - **None** — Does not notify users.
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.

10. Click **Apply**.

Defining a Load Data Task

The Load Data task loads specified data from the Enterprise Performance Foundation (EPF) into Oracle Enterprise Planning and Budgeting. The data that will be loaded depends on several parameters:

- The Line members specified in the Load Data task.
- The timespan and dimensions defined in the data model.

- The input level specified in the solve for dimensions other than Line and Time.

If there are validation errors or if the Load Data task fails, an account designated in the task definition (usually the owner of the business process) will receive a notification. You can opt to:

- Commit the successfully loaded data and continue.
- Restart the task. You would only do this after you reload the correct data into the Enterprise Performance Foundation (EPF).
- Restart the business process. You would only do this after you reload the correct data into the Enterprise Performance Foundation (EPF).

To define a Load Data task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Load Data** and click **Go**.

   The Task: Load Data page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Data Selection area, specify the extent of data to load. Select one of the following options:
   - **Load all data** — Loads data for all of the Line members for which the data source is defined as "loaded" in the solve for the business process.
   - **Saved selection** — Loads data for a previously saved selection of Line members. Click **Choose Saved Selection** to open the Select Saved Selection page where you can choose a saved selection of Line members.
   - **New selection** — Loads data for a new selection of Line members. Click **Update** to open the Refine Selections page, where you can build a query for the selection.

   Note: All members of a new selection or a previously saved selection should have the "loaded" data source specified in the solve.

For information about defining a a selection or using a saved selection, see "Selecting Data" on page 11-1.

6. In the Users to Notify area, specify users to notify if the load fails:
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.
7. Click **Apply**.

Defining a Manage Submission Task

The Manage Submission task moves data for one or more data collection templates to the shared Analytic Workspace. The task completes the data collection process for these templates.

For more information, see "Administering Data Collection" on page 12-1.

To define a Manage Submission task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Manage Submission** and click **Go**.

   The Task: Manage Submission page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Templates section, specify the template or templates for which to submit data by following these steps:
   a. Click the **Search** icon and select a template.
   b. To add another template, click **Add Another Row**.
   c. Repeat Steps 5a and 5b until the list includes all templates from which you want to submit data.

6. In the Users to Notify area specify the users to notify when the task is complete:
   - **None** — Does not notify users.
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click Add User. This opens the Search and Select page where you can search for a user by User Name or ID.
7. Click **Apply**.

Defining a Notify Task

The Notify task generates a broadcast message to specified users. For example, you might define a Notify task that notifies users that a process such as monthly financial reporting has completed and that data is available for analysis.

> **Note:** Many tasks generate notifications to the owner of the business process or to specified users. Define a Notify task when you need to create a special notification that would not otherwise be generated.

To define a Notify task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Notify** and click **Go**.

   The Task: Notify page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Subject box, enter the message subject. A user who receives the message will see this text on his or her Notification list.
6. In the Content box, type additional message text.
7. In the Users to Notify area, specify the users who will receive the message:
   - **Owner of business process** — The notification will go to the owner of the business process.

- **All Users** — The notification will go to all users.
- **Specify** — The notification will go to one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.

8. Click **Apply**.

Defining a Review Business Process Task

The Review Business Process task notifies specified users to review the parameters for the business process. You would typically include this task for a business process that runs infrequently or includes a task list that is long or complex.

To define a Review Business Process task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Review Business Process** and click **Go**.

   The Task: Review Business Process page opens.
4. In the Task Name box enter a unique name for the task.
5. In the Deadline area, specify when the review must be completed. Enter an integer and select the Time level.
6. In the Users to Notify area, specify the users to notify when the task is complete:
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.
7. Click **Apply**.

Defining a Set Current Process Run Task

The Set Current Process Run task is required for a business process that generates versioned views (Append View has not been selected on the General tab). Although the Number of Process Runs Stored parameter on the Schedule tab specifies the

number of versions to retain, it is not clear which is the latest or current version. The Set Current Process Run task marks the process run order, dynamically maintaining the current process without user intervention. By setting the current process run, you clearly identify the "current" view for users.

You should insert the Set Current Process Run task after the last Solve task on the task list.

For more information, see "About appending views" on page 9-5 and "Specifying the Schedule for a Business Process" on page 9-11.

To define a Set Current Process Run task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Set Current Process Run** and click **Go**.

   The Task: Set Current Process Run page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Users to Notify area, specify the users to notify when the task is complete:
   - **Owner of business process** — Notifies the owner of the business process.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.
6. Click **Apply**.

Defining a Solve Task

The Solve task executes the solve for the business process. You should insert a Solve task after each Load Data or Manage Submission task.

For information about the solve, see "Working with the Business Process Solve" on page 11-1.

To define a Solve task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Solve** and click **Go**.

   The Task: Solve page opens.
4. In the Task Name box, enter a unique name for the task.
5. In the Users to Notify area, specify the users to notify if the task fails:
   - **Owner of the business process** — Notifies the owner of the business process.
   - **All accountable users whose data has been loaded** — Notifies users who own data.
   - **Specify** — Notifies one or more users. To add a user, click **Add User**. This opens the Search and Select page where you can search for a user by User Name or ID.
6. Click **Apply**.

Defining a Wait Task

The Wait task causes the business process run to wait for a specified time period or date before proceeding to the next task. For example, you might define a Wait task to run after a month end accounting close, which may be rerun after a gap of several days due to the time required to reconcile key accounts and make late postings.

To define a Wait task:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Tasks page for the business process (Administration > Business Processes tab > Tasks subtab).
3. In the Create Task box, select **Wait** and click **Go**.

   The Task: Wait page opens.
4. In the Task Name box, enter a unique name for the task.

5. In the Duration area, specify the time to wait before proceeding to the next task.
   - To specify a relative time period, select **Wait For**, enter the number of periods to wait, and select the Time level (for example, Days, Months, or Weeks).
   - To specify an absolute date, select **Wait Until** and enter a date in the format dd-MMM-yyyy. Alternatively, you can click the Calendar icon and select the date.
6. Click **Apply**.

Updating Tasks

As a Business Process Administrator or Controller, you can update tasks for draft business processes that you own.

As an Analyst, you can update an Analyst Exception Alert task that you added to a draft business process.

Updates will take effect when the draft is made effective.

To update a task as a Business Process Administrator or Controller:

Note: The following procedure describes how to update an individual task. You can also add tasks to the task list, delete tasks from the task list, and reorder tasks on the task list.

1. Log into Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that includes the task that you want to update. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens, summarizing the current properties of the business process.

5. Click **Update Draft**.

   The Update Draft: *Business_Process_Name* page opens. The General subtab is active.

6. Click the Tasks subtab.

   The list of current tasks for the business process is displayed.

7. Identify the task that you want to modify and click the **Update** icon.

   The Update Tasks: *Business_Process_Name* page opens.

8. Modify the task definition as desired.

9. Click **Apply**.

To update an Analyst Exception Alert:

1. Log into Oracle Enterprise Planning and Budgeting as an Analyst.

2. Navigate to the Business Processes page (Administration > Business Processes tab).

3. Identify the business process that includes the exception alert that you want to update. Click **Next** and **Previous** to move through the list.

4. Click the name of the business process.

   A summary page opens. The Exception Alert grid shows exception alerts that you have defined.

5. Identify the alert that you want to modify and click the **Update** icon.

   The Task: *Task_Name* page opens.

6. Modify the task definition as desired.

7. Click **Apply**.

Deleting Tasks

As a Business Process Administrator or Controller, you can delete tasks from draft business processes that you own. As an Analyst, you can delete an Analyst Exception Alert task that you added to a draft business process.

Deleted tasks will be removed when the draft becomes effective.

Note: Deleting certain tasks might generate special notifications. For example if you delete a Create Event task, Oracle Enterprise Planning and Budgeting will check to see if there are other business processes that reference the event.

To delete a task as a Business Process Administrator or Controller:

1. Log into Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that includes the task that you want to delete. Click **Next** and **Previous** to move through the list.
4. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens, summarizing the current properties of the business process.
5. Click **Update Draft**.

   The Update Draft: *Business_Process_Name* page opens. The General subtab is active.
6. Click the Tasks subtab.

   The list of tasks for the business process is displayed.
7. Identify the task that you want to delete and click the **Remove** icon.

   You are prompted to confirm the deletion. Alternatively, if other processes depend on the task, you might see additional prompts.

To delete an Analyst Exception Alert:

1. Log into Oracle Enterprise Planning and Budgeting as an Analyst.
2. Navigate to the Business Processes page (Administration > Business Processes tab).
3. Identify the business process that includes the Exception Alert that you want to delete. Click **Next** and **Previous** to move through the list.
4. Click the business process name.

A summary page for the business process opens. The grid shows Analyst Exception Alerts that you have defined.

5. Identify the Exception Alert that you want to delete and click the **Delete** icon.

   You are prompted to confirm the deletion.

Ordering and Managing Tasks

Tasks execute in sequence according to their position on the task list. Each task is dependent on the completion of the prior task. You can add tasks to the task list and delete tasks from the task list for a draft business process. You can also change the order of the tasks.

To change task order:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Identify the business process for which you want to reorder tasks.
3. Click the **Draft** icon for the business process.

   The Draft: *Business_Process_Name* page opens, summarizing the current properties of the business process.

4. Click **Update Draft**.

   The Update Draft: *Business_Process_Name* page opens. The General subtab is active.

5. Click the Tasks subtab.

   The list of tasks for the business process is displayed.

6. Click **Reorder**.

   The Reorder Tasks page opens.

7. Select the task or tasks that you want to move. Use the Shift key to select multiple contiguous tasks. Use the Ctrl key to select multiple non-contiguous tasks.
8. Move the selection to the desired position:
   - To move up one position, click the Up arrow. Repeat as needed.
   - To move down one position, click the Down arrow. Repeat as needed.

9. Repeat Steps 4 and 5 to achieve the order that you want.
10. Click **Apply**.

    You are returned to the Tasks page, which now reflects the new order.

Validating Tasks

A business process must be in a valid state for it to be made effective (published). The validation process includes checks on task definitions and task order. Validation also examines how certain tasks relate to the other parameters of the business process. For more information, see "Validating a Business Process" on page 9-13 and "Task validations" on page 9-15.

Viewing Tasks

You can view the tasks that have been defined for a business process.

> **Note:** The following procedure describes how to view business task definitions from the Business Process tab. If you want to view information about the status of tasks in a business process run, use the Monitor tab. You can also use the Monitor tab to view task details.

To view business process tasks:

1. Navigate to the Business Processes page (Administration > Business Processes tab).
2. To view the task list for an effective business process, proceed as follows:
   a. On the Business Process page, click the name of the business process.

      A summary page for the business process opens.

   b. Click **View Business Process**.

      The *Business Process: Business_Process_Name* page opens. The General subtab is active.

   c. Proceed to Step 4.
3. To view the task list for a draft business process, proceed as follows:
   a. On the Business Process page, click the **Draft** icon for the business process.

A summary page for the business process opens.

b. Click **Update Draft**.

The General page opens.

4. Click the Tasks subtab.

The Tasks page opens.

Example: Task List

A typical task list for a simple Budget process might be ordered as follows:

1. Review Business Process
2. Load Data
3. Solve
4. Exception Alert (defined by Business Process Administrator)
5. Generate Data Collection Template 1
6. Generate Data Collection Template 2
7. Generate Data Collection Template 3
8. Distribute Data Collection Template 1
9. Distribute Data Collection Template 2
10. Distribute Data Collection Template 3
11. Manage Submission
12. Solve
13. Set Current Process Run
14. Create Event
15. Notification (Broadcast)
16. Exception Alerts (defined by Analysts)

12

Administering Data Collection

This chapter describes how a Business Process Administrator sets up and manages data collection for business processes. The chapter includes the following topics:

Overview of the Data Collection Process

Oracle Enterprise Planning and Budgeting supports the collaborative input of budget and forecast data via worksheet documents.

The Generate Template task initiates the data collection process. Template settings determine worksheet content, appearance, and distribution method and specify whether target setting is enabled. Settings in the business process solve determine the input levels of the Line dimension members for which data will be collected.

The Distribute Template task automatically distributes worksheets associated with the template. Data is copied from the distributor's worksheet to recipients' worksheets and becomes available as recipients open their worksheets and accept the data.

Oracle Enterprise Planning and Budgeting supports three distribution methods:

- Cascade — Initial recipients get their worksheets from the business process owner. They can distribute to subordinates who can distribute to their subordinates. Submissions must be approved at each distribution level.
- Direct with approval — Recipients, who may be data owners or specified individuals, get their worksheet from the business process owner. Submissions must be approved by the business process owner.
- Direct, no approval — Recipients, who may be data owners or specified individuals, get their worksheet from the business process owner. Submissions do not require approval.

Worksheets can also be manually distributed and redistributed.

Recipients' data views and access to input level cells are determined by security settings for ownership and write access. Where explicit ownership does not exist, the system determines implicit ownership.

As recipients complete data entry, they submit their worksheets. Only data in input level cells is submitted: data outside the scope of the template or objects such as personal or shared dimension members or calculations are not submitted. If targets have been enabled for the template, target compliance is validated on submission.

In a cascade distribution or a direct distribution that requires approval, all submissions must be approved. The approval process merges input level data from the submitter's worksheet into the approver's worksheet. For a cascade distribution, this occurs at each level of distribution — until the worksheet is approved by the business process owner.

The Manage Submission tasks completes the data collection for the template, transferring data to the shared Analytic Workspace. At this point worksheets cannot be redistributed or resubmitted. The worksheet remains until the View that supports it is deleted.

About implicit ownership

An option for direct distribution is to distribute the worksheet to "All Data Owners." When this option is selected, Oracle Enterprise Planning and Budgeting determines the explicit or implicit owners of all input level cells and distributes the worksheet to them.

Implicit ownership also affects user access to input level cells in a worksheet. If a recipient has implicit ownership, he or she will be able to enter data into that cell — just as though he or she had explicit ownership.

Explicit ownership is determined by the ownership rules set by the Security Administrator. When no explicit owner exists for a cell, Oracle Enterprise Planning and Budgeting identifies an implicit owner as follows:

- A distribution hierarchy is specified in the Generate Template task. This is a hierarchy in a global ownership dimension set by the Security Administrator. This serves as a primary hierarchy when there are two global ownership dimensions.
- The system looks up the default hierarchy for the distribution hierarchy dimension until an explicit owner is found. If there is no explicit owner and a second global ownership dimension has been specified, Oracle Enterprise Planning and Budgeting looks up the default hierarchy of the second global ownership dimension for an explicit owner.
- If there is still no explicit owner, then the owner of the first parent cell using the distribution dimension is determined to be the implicit owner.
- If there is still no implicit owner, then the business process owner is the implicit owner.

Generating a Data Collection Template: The Generate Template Task

The data collection template is the foundation of the data collection process. Template settings determine the data that will be collected, the appearance of the worksheet, and the distribution method.

Depending on the scope of the business process and the data collection worksheet, you might define a single Generate Template task for a business process or you might define multiple Generate Template tasks. For example, if you want to separate revenues from expenses you might set up a single business process with two Generate Template tasks such as "Generate Revenue" and "Generate Expense Budget." Alternatively, you could decide to implement two separate business processes, with one Generate Template task for each process.

When a data collection template is generated, the system creates a data collection view. The name of the view concatenates the template name and the name of the business process run. For example, if the template name is "Overhead Expenses" and the business process run is "Forecast 2005 001," then the name of the data collection view would be "Overhead Expenses Forecast 2005 001."

If you opt to enable targets for the template, the system also creates a Target view. The name of the Target view concatenates the template name, the "target" designation, and the name of the business process run. For example if the template name is "Overhead Expenses" and the business process run is "Forecast 2005 001," then the name of the target view would be "Overhead Expenses Target Forecast 2005 001."

For the steps that you follow to define a Generate Template task, see "Defining a Generate Template Task" on page 11-8.

Reviewing a Data Collection Template

If you chose the Wait for Review option when you set up the Generate Template task, a notification informs you when the template has been generated and is ready for review. At this point the status of the template is "Review Pending."

When you review a template you can modify the layout and format, refine data selections, provide instructions, edit the worksheet name, and set a deadline date for worksheet submission. If you chose the Enable Target option in the Generate Template task, you can also adjust the layout and format of the Target view.

Important: It not *mandatory* to enter or modify anything during the review. At minimum, you must open the template and explicitly indicate that the review is complete (see Step 4 of the following procedure). If you fail to do this, the template status will remain "Review Pending" and the worksheet cannot be distributed automatically or manually.

To review a data collection template:

Note: If the template has just been generated, you must log out and log in again in order to perform this procedure.

1. Navigate to the Templates page for the business process (Administration > Monitor tab > Template icon for business process).

   The Templates: *Business_Process_Name* page opens, listing data collection templates for this run of the business process.

2. Identify the template that you want to work with and click the **Update** icon.

   The *Business_Process_Name*: *Template_Name* page opens.

3. Modify the template as desired.

   For more information, see "Modifying a Data Collection Template" on page 12-5.

4. When your review is complete, click **Finish Review** on any page.

   You will be prompted to specify if you want to continue. If you proceed, the review process will complete and Finish Review will be disabled.

Modifying a Data Collection Template

You can change the layout and format of a template, refine data selections, add reference data, provide instructions for recipients, edit the worksheet name, and set a deadline date for worksheet submission. If you chose the Enable Target option in the Generate Template task, you can also adjust the layout, format, sort order and Line members included in the Target view.

Important: If you are modifying the template during a review (the Wait for Review option was selected in the Generate Template task), your modifications will be reflected in the distributed worksheet. However, if you change the template *after* it has been distributed, modifications will only take effect if the worksheet is redistributed and you select the **Overwrite** option.

To modify a data collection template:

1. Navigate to the Templates page for the business process (Administration > Monitor tab > Template icon for business process).

   The Templates: *Business_Process_Name* page opens, listing data collection templates for this run of the business process.

2. Identify the template that you want to work with and click the **Update** icon.

   The *Business_Process_Name*: *Template_Name* page opens.

3. Modify the template as desired. For more information, see the following topics:

   - "Modifying a data collection template: Changing the layout" on page 12-7
   - "Modifying a data collection template: Specifying formats" on page 12-7
   - "Modifying a data collection template: Sorting dimension members" on page 12-8
   - "Modifying a data collection template: Refining selections and adding reference data" on page 12-8
   - "Modifying a data collection template: Entering instructions" on page 12-8
   - "Modifying a data collection template: Setting worksheet properties" on page 12-9
   - "Modifying a data collection template: Modifying the Target view" on page 12-10

4. Click **Apply**:

Modifying a data collection template: Changing the layout

Use the Layout tool to change the layout of the worksheet associated with the template. You can perform the following functions:

- Move a dimension in relation to another dimension.
- Move a dimension to the row, column, or page edge.
- Exchange a dimension with another dimension.
- Exchange an edge with another edge.
- For a dimension with multiple members, display a specific member.

For more information, see "Changing the layout" on page 3-5.

Modifying a data collection template: Specifying formats

Use the Format tool to change the appearance of selected cells in the worksheet associated with the template. You can specify the following formats:

- Font style — You can change font size and apply bold, italic, and underline formats.
- Font color — You can set font color.
- Background color — You can set cell background color. However, do not choose red or blue as these colors are used by various system cell-level icons.
- Borders — You can specify border formats.

Important: Do not use the Format tool to set number or date formats. These are determined by a profile setting in Oracle Applications. Click the Preferences link at the top of any page to view or modify a number or date format. To centrally control numeric and date formats, request that an Oracle Applications System Administrator set the "ICX: Numeric characters" and "ICX: Date format mask" profiles at the application, responsibility, or user level.

For more information, see "Specifying formatting through the format tool" on page 3-7 and "Specifying formatting through the Format Cells page" on page 3-8.

Modifying a data collection template: Sorting dimension members

Use the Sort tool to change the order in which members of a dimension will be displayed in the worksheet associated with the template. You can sort dimension members by name or hierarchy. If the dimension is in the row or column position, you can also sort by View.

For more information, see "Sorting dimension members" on page 3-15.

Modifying a data collection template: Refining selections and adding reference data

Click the **Edit** button to add dimension members to, delete dimension members from, or refine dimension member selections for the worksheet associated with the template.

For more information, see "Using the Refine Selections Page" on page 6-4.

Modifying a data collection template: Entering instructions

You can provide recipients with instructions for completing the worksheet associated with the template. You can enter short text, extended text, and links to other files that explain your budget or forecast procedures and assumptions. When the worksheet associated with the template is distributed, the top of the document will display the short text and a "More" link. When the recipient clicks “More,” an Instructions page will open, displaying extended instruction text and links.

To enter instructions:

1. Identify the template that you want to work with and click the **Update** icon.
2. Click the **Instruction Text** subtab.

   Fields for defining instructions appear.
3. In the Short Text box, you can enter up to 100 characters.
4. In the Long Text box, you can enter additional text, up to 4000 characters.
5. In the Links area, you can provide hyperlinks to one or more files. For example, you might provide a link to a word processor file, a spreadsheet file, or an HTML file.

   a. In the Label column, type a label for the link, up to 80 characters long. This is the text that users will click to access the file.

   b. In the URL column, type the complete URL for the link, up to 1000 characters long.

c. To add a hyperlink, click **Add Another Row** and repeat steps 5a and 5b.

   To delete a hyperlink, click the **Delete** icon for the link.

6. Click **Save** to save your settings and continue working.

   Click **Apply** to save and exit.

Modifying a data collection template: Setting worksheet properties

You can change the name that users will see for the worksheet associated with the template. You can also provide a brief description and enter a deadline date.

If you do not change the name, then the worksheet name will be the name that you specified for the template in the Generate Template task. If you do not provide a description, then only the template name will appear on the Templates page. If you do not provide a deadline, then no deadline will be visible on the Worksheets list that recipients see.

> **Note:** The deadline that you enter here can be overwritten, either in the Distribute Template task or as part of a manual distribution. Worksheet recipients in a cascade distribution can also provide their own deadlines when they distribute to subordinates.

To set worksheet properties:

1. Identify the template that you want to work with and click the **Update** icon.
2. Click the **Properties** subtab.
3. In the Name box, you can enter a new name for the template, up to 680 characters long.
4. In the Description box, you can enter or update a description for the template.
5. In the Deadline Date box, you can enter a deadline date. Click the **Calendar** icon to select a date or enter a date in the format dd-MMM-yyyy (for example 03-JAN-2005 for January 3, 2005).
6. Click **Apply**.

Modifying a data collection template: Modifying the Target view

If you chose the Enable Target option in the Generate Template task for the template, the worksheet will include a Target view.

When you review a template for which targets have been enabled, you can modify the dimension members that will be included in the Target view. You can also modify the layout, format, and sort order of the Target view.

To modify the Target view:

1. Identify the template for which you want to modify the Target view and click **Update**.
2. Click the **Targets** subtab.

   The Target view opens.
3. To modify the dimension members that will be displayed in the Target view, click **Edit**.

   The Refine Selections page opens where you can modify the current selections for dimension members.

   For more information, see "Using the Refine Selections Page" on page 6-4.
4. To change the layout, format, or sort order of the Target view, use the following tools on the Worksheet toolbar:

   - Select the Layout tool to change the layout.
   - Select the Format tool to modify format.
   - Select the Sort tool to sort values.

   For more information, see "Changing the layout" on page 3-5, "Specifying formatting through the format tool" on page 3-7, "Specifying formatting through the Format Cells page" on page 3-8 and "Sorting dimension members" on page 3-15.
5. Click **Save** to save your settings and continue working.

   Click **Apply** to save and exit.

Entering Data Prior to Distribution

If you want to populate data manually and have recipients see your values, you must enter the data into your worksheet prior to distribution.

If you choose the Wait for Review option in the Generate Template task, you can do this before a template is automatically distributed. Before you finish the review, open your worksheet and enter and save the data.

If the template has been previously distributed, you can enter the data in your worksheet and then redistribute the template manually using the Overwrite option.

Note: This refers only to data that you populate manually — it does not apply to data that is automatically populated as a result of the Initialize option in the solve for the business process.

For information about the Wait for Review option, see Step 8e in the topic "Defining a Generate Template Task" on page 11-8. For information about redistribution, see "Distributing a Data Collection Template Manually" on page 12-13.

Setting Targets Prior to Distribution

If targets are enabled in the Generate Template task, you can enter target amounts in cells that are subordinate to those that you explicitly or implicitly own. You can set targets on input lines or calculated lines. You cannot set targets on loaded lines.

The actual process of target setting is typically a managerial responsibility in a cascade distribution. Managers enter target amounts before distributing to subordinates. However, if this is a direct distribution or if you want to specify targets for a cascade distribution, you can do so.

Note that ownership and write access settings must support your access to the cells for which you want to specify targets — you can only enter targets in subordinate cells. Also note that you must enter targets before you finish a review or manually distribute. Otherwise recipients will not be able to see the targets.

Note: If you forget to enter targets before you finish a review, you can redistribute the worksheet to ensure that recipients receive the targets.

You can designate a target as maximum or minimum; advisory (deviance allowed) or absolute (no deviance allowed). If you enter a target amount but do not specify other information, Oracle Enterprise Planning and Budgeting will enforce an advisory target. Whether the target is maximum or minimum depends on the "Better Flag" setting for the Line in the Enterprise Performance Foundation: for example, Revenue Lines will default to minimum; Expense Lines will default to maximum.

To set targets:

1. Navigate to the Templates page for the business process (Administration > Monitor tab > Templates).
2. Identify the template for which you want to set targets and click **Set Targets**.

   The Targets page is displayed.
3. Enter target values into one or more cells. You can also use Autofill functions (Grow, Increase, Spread, and Aggregate) to populate cells.

   Note: By default, newly entered target values are advisory. Proceed to Step 5 to change target type.
4. Specify target type as follows:
   a. Click in the cell and then click the **Target** tool.

      Tip: To specify the target type for multiple cells in a row or column, select the row or column before you select an option.

   b. Select an option in the Target Type box and click **Go**. You can select one of the following:
      * Minimum amount - Advisory
      * Minimum amount - Absolute
      * Maximum amount - Advisory
      * Maximum amount - Absolute

      An arrow representing the target type is displayed.
   c. To clear settings, select the cell or cells and click **Clear**.

5. To enter target values for another page, change one or more dimension selections, scroll to the right of all the dimension selection boxes, and click **Go**.
6. Click **Save** on any page to save your settings and continue working.

   Click **Apply** to save and exit.

Distributing a Data Collection Template: The Distribute Template Task

The Distribute Template task automatically distributes a worksheet. In order to implement automatic distribution, you must include a Distribute Template task after the Generate Template task on the task list for the business process.

The Distribute Template task is not mandatory. You might opt to always distribute certain templates manually.

Note: If you chose the Wait for Review option in the Generate Template task, the Distribute Template task will not run until the review is marked as complete. For more information, see "Reviewing a Data Collection Template" on page 12-4.

For the steps that you follow to define a Distribute Template task, see "Defining a Distribute Template Task" on page 11-3.

Distributing a Data Collection Template Manually

Use manual distribution to distribute a data collection template to specified users on an ad hoc basis. You can also use manual distribution to redistribute a template that has been previously distributed.

In certain circumstances you might want to make manual distribution the standard distribution method for a template. Should you choose to do this, do not include a Distribute Template task for the template on the task list for the business process.

To distribute a data collection template manually:

1. Navigate to the Templates page for the business process (Administration > Monitor tab > Templates).
2. Identify the template that you want to distribute and click the **Template** icon.

   The Template: *Template_Name* page opens.

3. Click the **Distribute** icon.

   The Distribute Template: *Template_Name* page opens.

   Note: The Distribute icon is not available if the process run status is "Submitted" or "Submitted to Shared." It is also unavailable if a review is pending.

4. In the Worksheet Recipients area, specify the users who will receive the worksheet associated with the template. Click **Add** to add a user.

5. In the Distributions Options area, you can specify an optional deadline by which recipients must submit the worksheet. Click the **Calendar** icon to select a date or enter a date in the format dd-MMM-yyyy (for example 03-JAN-2005 for January 3, 2005).

   Users who receive the distribution will see the deadline on the Worksheets list.

6. In the Message box, enter text for the notification that recipients will see when the worksheet associated with the template is distributed to them.

7. Use the Overwrite Options area to specify how the distribution will affect recipients' worksheets.

   - **Worksheet Layout** — Select **Overwrite** to overwrite personalizations that recipients have made to the worksheet. This option will overwrite layout, format, and any added or refined dimension members. Select **Do not Overwrite** to preserve recipients' personalizations.
   - **Worksheet Data** — Select **Overwrite** to overwrite data and annotations in recipients' worksheets. Select **Do not Overwrite** to preserve data and annotations.

   If the worksheet includes targets, target amounts and layout will always be overwritten.

   Important: Choosing to overwrite layout when redistributing a template will overwrite layout personalizations for *all* recipients of the original distribution — not just the recipients specified in the redistribution.

8. Click **Apply**.

Reviewing Worksheet Submissions

Distributors are notified when each recipient to whom they have distributed submits his or her worksheet. If the Generate Template task for the worksheet specified a cascade distribution or a direct distribution with the "Require Approval" option, then the distributor must approve or reject the submission. For a direct distribution that requires approval, the business process owner is the approver; for a cascade distribution, approval must occur at each distribution level with the business process owner as the final approver.

> **Note:** An approver cannot edit data. He or she can only approve or reject the submission.

When a submission that requires approval is approved, input level data (including any annotations that have been entered) are merged into the distributor's worksheet and recalculated as specified in the business process solve. The worksheet status is set to "Approved." If the submission is not approved, then the status is set to "Rejected" and becomes available for a fresh submission. Approval or rejection notifications are sent to submitters.

The review process for you, as the business process owner, is similar. You are notified when each recipient to whom you originally distributed submits his or her worksheet. You can open the worksheet and review the data. For a worksheet distributed in a cascade distribution or a direct distribution that requires approval, you can approve or reject the submission. Approved data from input level cells will be merged into your worksheet and recalculated as specified in the business process solve. If this is a direct distribution with no approval required, you can view the submitted data. However you cannot approve or reject the worksheet and data will not be merged into your worksheet.

To review a worksheet as the business process owner:

1. Navigate to the Templates page for the business process (Administration > Monitor tab > Templates). Identify the template for which you want to review worksheets and click the **Template** icon.

   Alternatively, you can use the Worksheets page (Documents >Worksheets tab).

2. Identify the worksheet for which you want to review data and click the Status hypertext. The status should be "Submitted."

   The Status page for the worksheet opens.

3. Click **All** to see the status of subordinate worksheets. Alternatively, you can enter a user name or search for a user. You can also limit the display by status.
4. Identify the user whose worksheet you want to review and click the **Review** icon.

   The Review Worksheet: *Name_of_Worksheet* page opens.
5. If the submission requires approval, click **Approve** to approve it. Click **Reject** to reject it.
6. If you chose **Reject** in Step 5, enter a comment. Comment text will be displayed in the rejection notification that will appear on the user's Home page.

Editing Data Prior to Submission

Input level data from approved submissions are merged into your worksheet. Before you submit your worksheet, you can edit the data.

In addition to normal data editing and "what-if analysis," you have the ability to overwrite data values that you have previously approved. Note, however, that any such edits will not be visible to the submitter unless the worksheet were to be redistributed.

Submission to the Shared Analytic Workspace: The Data Collection Process Ends

The data collection process ends when the Manage Submission task for the template runs. The Manage Submission task specifies the data collection template or templates for which data will be submitted to the shared Analytic Workspace. When the Manage Submission task completes, the template status becomes "Submitted to Shared."

For a cascade distribution or a direct distribution that requires approval, the Manage Submission task runs after you (the business process owner) submit the template and data is successfully written to the shared Analytic Workspace. For a direct distribution that does not require approval, the Manage Submission task runs when all recipients have submitted their worksheets or when you submit the template.

For the steps that you follow to define a Manage Submission task, see "Defining a Manage Submission Task" on page 11-14.

To submit the template:

1. Navigate to the Templates page (Administration > Monitor >Templates).
2. Identify the template that you want to submit.
3. Click the **Submit** icon.

Monitoring Template and Worksheet Status

As the owner of a business process you can monitor the status of data collection templates for the business process. You can also view the status of underlying worksheets.

The following process describes how to view worksheet status via the Administration > Monitor path. You can also use the Documents tab to view worksheet status. For more information, see "Viewing Worksheet Status" on page 5-23.

To monitor the status of a data collection template:

1. Navigate to the Templates page for the business process (Administration > Monitor tab > *Business_Process_Name* > Template).
2. Click the **Template** icon for the business process.
3. The Templates: *Business_Process_Name* page opens, listing templates associated with the business process. The Status column displays the status of each template. Template status designations are as follows:
   - Review Pending — The template has been generated and is waiting for review. (This can only appear if the Wait for Review option was enabled for the template).
   - Review Completed — The template has been reviewed and is ready for distribution. (This can only appear if the Wait for Review option was enabled for the template).
   - Distributed — The worksheet associated with the template has been distributed.
   - Submitted — The template has been submitted. The Manage Submission task has not yet run.
   - Submitted to Shared — The Manage Submission task has submitted data from the template to the shared Analytic Workspace.

4. To view the status of underlying worksheets, click the status hypertext.

   The Status page opens.

   The initial display is limited to information about your worksheet and the worksheets of individuals to whom you have distributed. To view status information for subordinates in a cascade distribution, in the User box, enter the name of a user and click **Go**.

13

Monitoring Business Process Runs

This chapter describes how users can monitor business process runs and view task status. The chapter also describes how a Business Process Administrator can view data collection templates for a business process that he or she owns. The chapter includes the following topics:

About Business Process Runs

A business process is a sequence of tasks that typically produces a logical data view. A business process is usually run cyclically; each execution is referred to as a business process "run."

A business process run is identified by the name of the business process and a three digit number that increases each time the process run executes. For example, the first run of the business process "Forecast 2005" would be "Forecast 2005 001."

The extent to which you can work with business process runs depends on your Oracle Enterprise Planning and Budgeting responsibility:

- As a Business Process Administrator or Controller you can monitor the progress of business process runs and view the status of individual tasks. If you are the owner of the business process, you can also pause and resume a process run and view the status of data collection templates.
- As an Analyst, you can monitor the progress of business process runs and view the status of individual tasks.

Monitoring the Status of Business Process Runs

You can view the status of an effective business process.

To monitor the status of a business process run:

1. Navigate to the Status of Process Runs page (Administration > Business Process > Monitor).
2. In the View box, select the type of run that you want to view and click **Go**. You can select one of the following options:
   - **Active Process Runs** — Process runs that are currently running. (This is the default view.)
   - **All Process Runs** — Process runs of all statuses.
   - **Complete Process Runs** — Process runs that are complete.
   - **Disabled Runs** — Process runs that were active but have been disabled.
   - **My Process Runs** — Process runs that you own. (The owner of a business process is the individual who made it effective.)
   - **Paused Process Runs** — Process runs that were active, but have been paused.

- **Pending Process Runs** — Process runs that are active, but the first task has not yet executed.
- **Process Runs with Errors** — Process runs that have terminated because they generated an error.
- **Process Runs with Warnings** — Process runs that are active or complete but have generated a warning.

The page lists process runs of the type that you chose. The grid shows the name of the process run, the name of the business process, the status, and the business process owner. If you are the owner and there is at least one data collection template associated with the business process run, the Template icon is active.

Monitoring the Status of Business Process Tasks

Tasks are the procedures and actions that execute each time that a business process runs. Tasks execute in sequence according to their position on the task list. Each task is dependent on the completion of the prior task.

You can monitor the status of tasks within a business process run.

To monitor the status of business process tasks:

1. Navigate to the Status of Process Runs page (Administration > Business Process > Monitor).
2. In the View box, select the type of process run that you want to view, and click **Go**. You can select one of the following options:
   - **Active Process Runs** — Process runs that are currently running. (This is the default view.)
   - **All Process Runs** — Process runs of all statuses.
   - **Complete Process Runs** — Process runs that are complete.
   - **Disabled Runs** — Process runs that were active but have been disabled.
   - **My Process Runs** — Process runs that you own. (The owner of a business process is the individual who made it effective.)
   - **Paused Process Runs** — Process runs that were active, but have been paused.
   - **Pending Process Runs** — Process runs that are active, but the first task has not yet executed.

- **Process Runs with Errors** — Process runs that have terminated because they generated an error.
- **Process Runs with Warnings** — Process runs that are active or complete but have generated a warning.

3. Identify the process for which you want to view tasks. Click **Previous** and **Next** to move through the list.
4. Click the Select column for the process.
5. Click **View Tasks**.

   The Tasks page opens. The grid shows the status of each task, the Step number (order) for the task, the task type, the task name, start date, end date, and duration. Task statuses are as follows:

   - **Active** — The task is currently running.
   - **Complete** — The task is complete.
   - **Pending** — The task has not yet executed.
   - **Error** — The task returned an error which prevents it from completing.
   - **Warning** — The task returned a warning but did not terminate.
6. To view the current task definition, click the **Details** icon for the task.

Monitoring the Status of Data Collection Templates

Data collection templates support the collaborative development of budgets and forecasts via distributed worksheets. If you are the owner of a business process, you can monitor the status of templates that have been generated by a business process run.

Status information will be visible if at least one template has been generated, you have previously logged into Oracle Enterprise Planning and Budgeting so that the data is available in your personal workspace, and the status of the business process run is other than Complete, Completed with Warning, or Error.

Depending on the status of the process run, you might also have access to other data collection functions such as updating a template, distributing a template, and so forth.

For more information, see "Monitoring Template and Worksheet Status" on page 12-17.

To monitor template status:

1. In the View box, select a process run type and click **Go**. You can select one of the following:
   - **Active Process Runs** — Process runs that are currently running. (This is the default.)
   - **All Process Runs** — Process runs of all statuses.
   - **Disabled Runs** — Process runs that were active but have been disabled.
   - **My Process Runs** — Process runs that you own. (The owner of a business process is the individual who made it effective.)
   - **Paused Process Runs** — Process runs that were active, but have been paused.
   - **Pending Process Runs** — Process runs that are active, but the first task has not yet executed.
2. Identify the business process run for which you want to view data collection templates. Click **Previous** and **Next** to move through the list.
3. Click the **Template** icon for the business process run.

   The Templates: *Business_Process_Name* page opens, listing templates associated with the business process run. The Status column displays the status of each template.

   For information about status designations, see "Monitoring Template and Worksheet Status" on page 12-17.

   Depending on the status of the process run, you might also have access to the following data collection functions:
   - Update a generated template.
   - Set target values for subordinates.
   - View the worksheet based on a generated template.
   - Manually distribute a template.
   - Submit data from the worksheet based on the template to the shared Analytic Workspace.

Pausing and Resuming a Business Process Run

As the owner of a business process, you can pause an active run of a business process. You might do this to adjust to circumstances that impact your organization. For example, if you know that a delay in key sales data will delay forecasting, you might pause the run of the forecasting process. Once data becomes available, you can resume the run.

Pausing a business process run stops the process at the end of the current task.

Note: You cannot pause a business process run if the last task is running.

To pause a business process run:

1. Navigate to the Status of Process Runs page (Administration > Business Process > Monitor).
2. In the View box, select a process run type and click **Go**. You can select one of the following options:
   - **Active Process Runs** — Process runs that are currently running. (This is the default view.)
   - **All Process Runs** — Process runs of all statuses.
   - **My Process Runs** — Process runs that you own. (The owner of a business process is the individual who made it effective.)
   - **Process Runs with Warnings** — Process runs that are active or complete but have generated a warning.
3. Identify the business process run that you want to pause. Click **Previous** and **Next** to move through the list.
4. Click the **Select** column for the process run.
5. Click **Pause**.

To resume a paused business process run:

1. Navigate to the Status of Process Runs page (Administration > Business Process > Monitor).
2. In the View box, select **Paused Process Runs** and click **Go**.

3. Identify the paused process run that you want to resume. Click **Previous** and **Next** to page through the list.
4. Click the **Select** column for the process run.
5. Click **Resume**.

Troubleshooting Business Process Runs

If a process run does not complete or completes with errors, you can use the detailed task display to identify which tasks failed or generated a warning.

A user with System Administration privileges can also use the Concurrent Request function in Oracle Applications to view further details.

For more information, see "Monitoring the Status of Business Process Tasks" on page 13-3 and the documentation for Oracle Applications.

14

Working with Controlled Calculations

This chapter describes how Business Process Administrators and Controllers can create, update, and delete controlled calculations. It also describes how users who have access to a controlled calculation can view and use it. The chapter includes the following topics.

About Controlled Calculations

Controlled calculations are formulas that administrators create in order to make a standard set of data available to authorized users. Controlled calculations contain stored data. For example you might define a controlled calculation that shows the variance between Actuals and Budget for a certain time period. All users who are granted access to a controlled calculation will be able to select the view for their documents and see the same values regardless of the dimension members to which the user has access.

Controllers and Business Process Administrators can define and modify controlled calculations. The Security Administrator can grant access to other users. All authorized users will see the same results, regardless of their access to the underlying dimension members.

Controlled Calculations Page

The Controlled Calculations page is starting point for viewing, defining, and modifying controlled calculations. The following illustration shows the Controlled Calculations page.

INSERT GRAPHIC HERE

Defining Controlled Calculations

When you define a calculation you name the calculation, select a calculation template, and provide the required parameters. You can also set number formatting options.

To define a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Controlled Calculations page (Administration > Controlled Calculations).

   The Controlled Calculations page opens.
3. Click **Create Controlled Calculation**.

   The Name Calculation and Choose Template page opens.
4. Enter a name for the calculation, select the template to use, and specify the parameters for the calculation. In the Format area, you can set format options.

For more information, see "Working with Calculations" on page 7-1.

5. Click **Finish** to save the calculation.

   You are returned to the Controlled Calculations page, which now includes the name of the calculation.

Updating Controlled Calculations

You can update a controlled calculation if you are the individual who defined the calculation or if you have been granted write access to it by the Security Administrator.

To update a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Controlled Calculations page (Administration > Controlled Calculations).

   The Controlled Calculations page opens. The Edit icon is live for each calculation to which you have write access.
3. Identify the calculation that you want to update and click **Edit**.

   Tip: To search for a calculation, click **Advanced Search**. On the Advanced Search page you can specify multiple parameters for the search.

   The Name Calculation and Choose Template page opens, displaying the current definition for the calculation.
4. Modify the calculation as necessary.
   - You can select a different calculation template.
   - You can change the parameters for the calculation.
   - You can change the description for the calculation.
5. Click **Finish**.

Deleting Controlled Calculations

You can delete a controlled calculation if you are the individual who defined it or if you have been granted write access to it by the Security Administrator.

To delete a controlled calculation:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Controlled Calculations page (Administration > Controlled Calculations).

   The Controlled Calculations page opens. The Delete icon is live for each calculation to which you have write access.

   Tip: To search for a calculation, click **Advanced Search**. On the Advanced Search page you can specify multiple parameters for the search.

3. Identify the calculation that you want to delete and click the **Delete** icon.

Viewing and Using Controlled Calculations

A controlled calculation is automatically visible to the user who defines the calculation and to all users or roles who are subsequently granted access to it by the Security Administrator. A controlled calculation is a member of the View dimension. Authorized users can select it when selecting data for documents, saved selections, and exception criteria. It can also serve as the operand in another calculation and be use to initialize an input source in the solve.

Controllers and Business Process Administrators can use the Controlled Calculations page to see a list of controlled calculations to which they have access.

To view a list of controlled calculations to which you have access:

1. Access Oracle Enterprise Planning and Budgeting as a Business Process Administrator or Controller.
2. Navigate to the Controlled Calculations page (Administration > Controlled Calculations).

The Controlled Calculations page opens. The name of each controlled calculation to which you have read or write access is displayed. The Delete icon is live for each calculation to which you have write access.

15

Special Controller Functions

A Controller has access to all data and to the privileges of a Business Process Administrator and an Analyst. This chapter describes additional functions that are unique to the Controller responsibility. The chapter includes the following topics:

About Special Controller Functions

As a Controller you have full access to data and can perform all of the functions of an Analyst or a Business Process Administrator. Additionally, you can perform several tasks that are unique to the Controller responsibility. These include setting the current time parameter for the Oracle Enterprise Planning and Budgeting, reloading dimension information from Enterprise Performance Foundation, and customizing the Home page. If your organization is migrating from an Oracle Financial Analyzer (OFA) or Oracle Sales Analyzer (OSA) to Oracle Enterprise Planning and Budgeting, you can also execute the final step in the migration process.

Setting the System Parameter for Current Time

As a Controller you are responsible for setting the system-wide parameter for Current Time. The Current Time setting causes data in the Time dimension to point to the most recent Time member loaded at each time level. This affects reporting on the Time dimension for business processes that specify relative start and end dates. For example, if a Business Process Administrator sets the start time for an Actuals business process to "Current Month" in the Data Model tab, the determination of "current month" at any given time will be based on the setting for Current Time. Documents that include Actuals data and point to the current month will automatically adjust focus to the time levels containing the most recently loaded data. Current Time is also used by other business processes that specify dynamic start or end points for the timespan.

For monthly processing, you would typically reset the current time at the end of each month.

For information about the role of current time in the business process data model, see "Specifying the Data Model for a Business Process" on page 9-7.

To set Current Time:

1. Access Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Set Current Time page (Administration > Options tab > Set Current Time subtab).

3. Click the **Calendar** icon. Use the arrow controls to adjust the month and year. Then click the day of the month at which to set Current Time.

   Alternatively, you can type in a date. Use the format dd-MMM-yyyy (for example, 03-JAN-2005 for January 3, 2005).

4. Click **Apply**.

Updating Dimension Information and Queries

Dimension information refers to the metadata for dimensions, hierarchies, hierarchy levels, dimension members, and attributes in Enterprise Performance Foundation (EPF). This determines the composition of available data sets and is utilized by all business process definitions in Oracle Enterprise Planning and Budgeting.

All of the potential metadata and data that Oracle Enterprise Planning and Budgeting could utilize is held within EPF. For a new installation, you must ensure that Oracle Enterprise Planning and Budgeting is initially populated from EPF. For an existing installation, you must periodically refresh (reload) the metadata to reflect dimensions, attributes, hierarchies, or other data structures that have been added to EPF, deleted from EPF, or edited within EPF. The reload process incrementally updates data in the shared Analytic Workspace and notifies Business Process Administrators to review the changes.

Certain metadata changes such as adding or moving a dimension member within EPF can impact stored SQL queries for existing business processes. When you know that metadata changes will affect existing business processes, you should also update queries.

To load dimension information:

1. Access Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Dimension Information page (Administration > Dimension Information tab).
3. If this is a new installation of Oracle Enterprise Planning and Budgeting, click **Initial Load**.

   If the load is for maintenance purposes, click **Reload**.

To update SQL queries:

Important: Ensure that you have reloaded dimension information before you perform this procedure.

1. Access Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Dimension Information page (Administration > Dimension Information tab).
3. Click **Update Queries**.

Customizing the Oracle Enterprise Planning and Budgeting Homepage

As a Controller you can customize the Oracle Enterprise Planning and Budgeting Homepage. This is the page that a user sees when he or she clicks the Home tab.

You can provide a custom name and additional information as well as links to other files. The default name is "Oracle Enterprise Planning and Budgeting." The default information is null.

Note: To view customizations, you must log out and log in again.

To customize the Oracle Enterprise Planning and Budgeting Homepage:

1. Log into Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Customize Homepage page (Administration > Options tab > Customize Homepage subtab).
3. In the System Name field, you can modify the system name. The name will be displayed in the Ownership area of the Homepage.

Note: Users' browser settings will determine the size of the displayed text.

4. In the Heading and Content fields, you can specify information that will be displayed in the Information area of the Homepage.
   - In the Heading field, enter heading text.
   - In the Content field, enter informational text. You can use standard HTML commands or plain text.

   Note: Users' browser settings will determine the size of the displayed text.

5. In the Shortcuts area you can enter links to other files. You can also define headings to organize your shortcuts into groups.
   a. In the Shortcuts area click **Add New Heading or Link**.

      A new row appears at the end of the Shortcuts List.

   b. In the Type field, select **Heading** or **Link**.

   c. In the Name field, enter the name for the heading or link.

   d. In the URL field, enter the location.

   Note: All URLs use the "http://" protocol. If you do not include http://, it will be added automatically.

6. Click **Apply**.

To delete headings and links:

1. Log into Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Customize Homepage page (Administration > Options tab > Customize Homepage subtab).
3. In the Shortcuts area, identify the heading or link that you want to remove and click the **Delete** icon.

   You are prompted to confirm the deletion.

To change the order of headings and links:

1. Log into Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the Customize Homepage page (Administration > Options tab > Customize Homepage subtab).
3. In the Shortcuts area, click **Order**.

   The Reorder Shortcuts page opens.
4. Highlight one or more item or items and use the arrow keys to move an item up one position, down one position, to the top of the list, or to the bottom of the list.
5. Click **Apply**.

Importing from OFA and OSA

Users who are migrating their Oracle Financial Analyzer (OFA) or Oracle Sales Analyzer System (OSA) solutions to Oracle Enterprise Planning and Budgeting have technical instructions to prepare for migration. The migration process demands the extraction of considerable metadata and data from these systems and the identification of target objects in Oracle Enterprise Planning and Budgeting.

Once the extraction files have been loaded into Enterprise Performance Foundation and you have refreshed dimension information, you are ready to import objects and historical data into Oracle Enterprise Planning and Budgeting.

The following procedure describes the step that you perform within Oracle Enterprise Planning and Budgeting. For complete migration information, see the migration documentation.

To perform an import:

1. Log into Oracle Enterprise Planning and Budgeting as a Controller.
2. Navigate to the import Documents page (Administration > Options tab > Import Document subtab).
3. Select **Import Documents**.

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Working with Personal Metadata

This chapter describes how an Oracle Enterprise Planning and Budgeting user with the Analyst, Business Process Administrator, or Controller responsibility can work with personal metadata.

The chapter includes the following topics:

About Personal Metadata

Most of the metadata in Oracle Enterprise Planning and Budgeting comes from source systems and is periodically refreshed from Enterprise Performance (EPF) to the Oracle Enterprise Planning and Budgeting shared Analytic Workspace. You can supplement this shared metadata with objects that you create. These objects are referred to as "personal metadata." For example, if a new product or cost center has been added to your business area but is not yet displayed in the list of members for a dimension, you can create the dimension member as personal metadata. You might also create special members for planning purposes: for example, you can define special dimension members to use when modeling a what-if scenario.

When you create a personal metadata object, it is accessible to you as the individual who created it. It cannot be viewed by other users or shared with other users.

You can perform the following functions when working with personal metadata:

- Define and maintain personal dimension levels.
- Define and maintain personal dimension members.

You can also view information about the definition, attributes, and levels for shared dimensions.

Note: The personal metadata functions to which you have access are a subset of Dimension Hierarchy Management for Enterprise Performance Foundation. For detailed information about Dimension Hierarchy Management, see the *Enterprise Performance Foundation Users Guide.*

Accessing Personal Metadata Functions

You use the Personal Metadata tab to work with personal metadata.

To access personal metadata functions:

1. Access Oracle Enterprise Planning and Budgeting as an Analyst, Business Process Administrator, or Controller.
2. Navigate to the Personal Metadata page (Administration > Personal Metadata tab).

Working with Personal Levels

You can define and maintain personal levels for a dimension. You can then associate personal levels with shared dimension hierarchies.

Defining and maintaining personal dimension levels

You can define a personal level, change the definition of a personal level, reorder personal levels, and delete a personal level.

To define a personal dimension level:

1. On the Personal Metadata page, click the Dimension subtab and select **Levels**.

   The Dimension Levels page opens. It displays levels for a default dimension.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

   If the dimension name is not available, follow these steps:

   a. Select **More** in the Switch Dimension box.

      The Search and Select Switch Dimension page opens.

   b. Enter text, a text fragment, or **%** and click **Go**.

      The Results page displays dimension names that match your entry.

   c. Click the Select column for the dimension with which you want to work and click **Select.**

   The Dimension Levels page appears for the specified dimension.

3. Click **Create Level**.

4. The Step 1: Create Dimension Level: *Name_of_Dimension* page opens.

5. Enter a name for the level.

   Do not use the characters / , \ \ , *, ?, :, \ "", "<, >, or |.

6. Enter a description for the level.

7. Enter a display code for the level.

8. Select attributes that you want to associate with the level by moving the desired attribute or attributes from the Available Attributes box to the Selected Attributes box.
9. Click **Continue**.

   The Step 2: Reorder Dimension Levels: *Name_of_Dimension* page opens, displaying personal levels that you have defined.
10. You can change the level order. Select a level and use the arrow buttons to move the level to a different position in the list. Do this as many times as necessary to achieve the desired order.
11. Click **Apply**.

To update a personal dimension level:

1. On the Personal Metadata page, click the Dimension subtab and select **Levels**.

   The Dimension Levels page opens, displaying levels for a default dimension.
2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

   If the dimension name is not available, follow these steps:

   a. Select **More** in the Switch Dimension box.

      The Search and Select Switch Dimension page opens.

   b. Enter text, a text fragment, or **%** and click **Go**.

      The Results page displays dimension names that match your entry.

   c. Click the Select column for the dimension with which you want to work and click **Select**.

   The Dimension Levels page appears for the specified dimension.
3. Identify the level with which you want to work and click the **Update** icon.
4. The Update Dimension Levels: *Dimension_Name* page opens, displaying current information for the level.
5. You can update the level definition as follows:
   - You can change the level name.
   - You can change the level definition.
   - You can add or remove attributes associated with the level.

6. Click **Apply**.

To reorder personal dimension levels:

1. On the Personal Metadata page, click the Dimension subtab and select **Levels**.

   The Dimension Levels page opens displaying levels for a default dimension.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

   If the dimension name is not available, follow these steps:

   a. Select **More** in the Switch Dimension box.

      The Search and Select Switch Dimension page opens.

   b. Enter text, a text fragment, or **%** and click **Go**.

      The Results page displays dimension names that match your entry.

   c. Click the Select column for the dimension with which you want to work and click **Select.**

   The Dimension Levels page appears for the specified dimension.

3. Click **Reorder Levels**.

   The Reorder Dimension Levels: *Name_of_Dimension* page opens, displaying personal levels that you have defined.

4. Select a level and use the arrow buttons to move the level to a different position in the list. Do this as many times as necessary to achieve the desired order.

5. Click **Apply**.

Associating a personal dimension level with a hierarchy

Once you have defined a personal level, you can add the level to a shared dimension hierarchy. You can also delete a level from a hierarchy.

To add a personal dimension level to a hierarchy:

1. On the Personal Metadata page, click the Hierarchy subtab.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

If the dimension name does not display, follow these steps:

a. Select **More** in the Switch Dimension box.

   The Search and Select Switch Dimension page opens.

b. Enter text, a text fragment, or **%** and click **Go**.

   The Results page displays dimension names that match your entry.

c. Click the Select column for the dimension with which you want to work and click **Select.**

The Hierarchies page opens.

3. Display hierarchies for this dimension.

   To display a specific hierarchy, enter text or a text fragment in the Hierarchy Name box. Enter **%** to display all hierarchies.

4. Identify the hierarchy to which you want to add the level and click the **Update** icon.

   The Update Hierarchy Definition page opens.

5. Scroll to the Select Personal Levels area of the page.

6. Click the **Select** box for the level that you want to add to this hierarchy.

7. Click **Apply**.

To delete a personal dimension level from a hierarchy:

1. On the Personal Metadata page, click the Hierarchy subtab.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

   If the dimension name does not display, follow these steps:

   a. Select **More** in the Switch Dimension box.

      The Search and Select Switch Dimension page opens.

   b. Enter text, a text fragment, or **%** and click **Go**.

      The Results page displays dimension names that match your entry.

   c. Click the Select column for the dimension with which you want to work and click **Select.**

   The Hierarchies page opens.

3. Display hierarchies for this dimension.

   To display specific hierarchies, enter text or a text fragment in the Hierarchy Name box. Enter **%** to display all hierarchies.

4. Identify the hierarchy from which you want to delete a personal level and click the **Update** icon.

   The Update Hierarchy Definition page opens.

5. Identify the level that you want to delete and click the **Delete** icon.

6. Click **Apply**.

Working with Personal Dimension Members

You can define personal members and add them to a dimension level. You can also update personal dimension members and delete personal dimension members.

To define a personal dimension member:

1. On the Personal Metadata page, click the Member subtab.

   The Dimension Members page opens.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

   If the dimension name is not available, follow these steps:

   a. Select **More** in the Switch Dimension box.

      The Search and Select Switch Dimension page opens.

   b. Enter text, a text fragment, or **%** and click **Go**.

      The Results page displays dimension names that match your entry.

   c. Click the Select column for the dimension with which you want to work and click **Select.**

   The Dimension Members page appears for the specified dimension.

3. Before you create a new member you may want to view a list of the current dimension members.

   To display specific members, enter text or a text fragment in the Name box. Enter **%** to display all dimension members.

4. Click **Create Member**.

   The Step 1: Create Dimension Member: *Name_of_Dimension* page opens.

5. Enter a code for the dimension member.

6. Enter the name for the dimension member.

   Do not use the characters /, \ \, *, ?, :, \"", "<, >, or |.

7. You can enter an optional description for the level.

8. In the Level box, select the hierarchy level for the member. You can select a shared level or a personal level.

9. Click **Continue**.

   The Step 2: Enter Attributes page opens.

10. Specify values for each attribute. Click the **Search** icon to search for a value.

    Note: Since this is a personal dimension member, the values that you enter for these attributes are not important. However, you must provide a valid value for each attribute.

11. Click **Finish**.

Viewing Dimension Information

You can view information about dimensions, levels, and dimension members.

Personal dimension members or personal levels that you have defined will be included in the display.

To view dimension information:

1. On the Personal Metadata page, click the Dimension subtab.

   The Dimension Definition page opens for a default dimension.

2. In the Switch Dimension box, select the dimension with which you want to work and click **Go**.

If the dimension name is not available, follow these steps:

a. Select **More** in the Switch Dimension box.

   The Search and Select Switch Dimension page opens.

b. Enter text, a text fragment, or **%** and click **Go**.

   The Results page displays dimension names that match your entry.

c. Click the Select column for the dimension with which you want to work and click **Select.**

The Dimension Definition page appears for the specified dimension.

3. To view attributes for the dimension, click **Attributes**.
4. To view levels for the dimension, click **Levels**.
5. To view dimension name, description, and defaults, click **Definition**.

A

Using Exported XML Data with Oracle 9*i* Reports

This appendix describes considerations involved in using an .xml file exported from Oracle Enterprise Planning and Budgeting as the basis for creating a report in Oracle9*i* Reports, and includes the following topics:

- About Exported XML Data
- Creating a Report

About Exported XML Data

When you export data from an Oracle Enterprise Planning and Budgeting document to an .xml file, the information between each <row> tag and corresponding </row> tag in the .xml file represents a single data point in the Oracle Enterprise Planning and Budgeting document.

> **Note:** For information about how to export data from Oracle Enterprise Planning and Budgeting documents, see Exporting Data from Crosstabs on page 3-22 or Exporting Data from Graphs on page 4-12.

For example, suppose that you export data to an .xml file for a crosstab that has the following layout:

- The Product and Time dimensions are in the page position.
- The Geography dimension is in the row position.

- The View and Line dimensions are in the column position, with the Line dimension nested within the View dimension.

The following excerpt from the .xml file represents one cell in the crosstab:

```
-<row>
   <G1_Product>Beverages</G1_Product>
   <s_Product>0000000</s_Product>
   <G2_Time>YR02</G2_Time>
   <s_Time>0000000</s_Time>
   <R1_Geography>CALAIS</R1_Geography>
   <s_Geography>0000000</s_Geography>
   <C1_View>Actuals as of Jan. 01</C1_View>
   <s_View>0000000</s_View>
   <C2_Line>Distribution Cost</C2_Line>
   <s_Line>0000000<s_Line>
   <celldata>6740549.62091051<celldata>
 </row>
```

The tags prefaced with G, R, and C correspond to group (page position), row (row position), and column (column position) dimensions respectively. For example, the line with the <R1_Geography> tag represents the CALAIS member in the Geography dimension, which is in the row position in the crosstab.

The fields prefaced with s (such as s_Product) are sorting fields that will be used in defining the data model in Oracle9*i* Reports.

Note the tags for the two dimensions in the column position. The View dimension tag is prefaced with C1, and the Line dimension tag is prefaced with C2, which indicates that the Line dimension is nested within the View dimension in the column position. If there were a third dimension nested under the Line dimension in the column position, the tag for that dimension would be prefaced with C3.

Finally, the line with the <celldata> tag represents the numeric data value contained in the cell represented by this excerpt.

Creating a Report

When creating a report based on an .xml file exported from Oracle Enterprise Planning and Budgeting, users of Oracle9*i* Reports Builder must do the following:

- Use the **Matrix with Group** report style.
- Select **XML Query** as the data source type.

- When defining the XML query, specify the .xml file that was exported from Oracle Enterprise Planning and Budgeting as the location for both the data definition and the data source.
- When defining the matrix fields:
  - Designate each field prefaced with "G" (such as G1_Product) as a matrix group field.
  - Designate each field prefaced with "R" (such as R1_Geography) as a matrix row field.
  - Designate each field prefaced with "C" (such as C1_View) as a matrix column field.
  - Designate celldata as a matrix cell field.

  Where nested dimensions exist, preserve the order of the dimensions when listing them as matrix fields (in the aforementioned example, C1_View would be listed above C2_Line).

After you create the report, you must define sorting, as follows:

1. In the data model, set the break order for each dimension to **None**. For example, set the break order for G1_Product to **None**.
2. In the data model, move each field prefaced with an "s" (such as s_Product) from the celldata box to the box for its associated dimension. For example, move the field s_Product to the box containing G1_Product.
3. In the data model, set the break order to **Ascending** for each field prefixed with an "s" (such as s_Product).

At this point, the data model is properly structured, but the data is still in raw data format. To format the data, you must do the following:

1. Create a new formula (CF_1) for the celldata field, then use the PL/SQL Editor to edit the CF_1 formula so that it appears as follows:

```
function CF_1Formula return Number is
begin
   if :celldata != 'NA' then
    return to_number(:celldata);
  else
    return 0;
  end if;
end;
```

2. Set the source for the celldata field to the name of the formula that you created (CF_1).
3. Use the formatting tools to recreate the same numeric formatting (the number of decimal places, for example) as used in the original Oracle Enterprise Planning and Budgeting document.

The report that you have created in Oracle9*i* Reports should now reflect the structure and content of the original Oracle Enterprise Planning and Budgeting document.

Glossary

Access control

Limits set on user access to data and personal objects. The Security Administrator sets access controls for data ownership, write access, read access, metadata scoping, and controlled calculations. Individual users can set access controls on their personal folders, documents, calculations, and saved selections.

Analyst calculation

Ad hoc formulas that users create and apply to documents to facilitate analysis and reporting. Analyst calculations are dynamically calculated on display. Users who have access to an analyst calculation will view results based on their access to the underlying dimension members. An analyst calculation is available as a dimension member and can be selected for reports, graphs, worksheets, and saved selections. It can also serve as the operand in another calculation.

Analyst user

Oracle Enterprise Planning and Budgeting responsibility for a user who routinely creates and manages documents and folders. An Analyst can also enter data via a worksheet and create exception alerts.

Analytic Workspace

A MOLAP cache of an Oracle database that supports Oracle OLAP Online Analytical Processing). Oracle Enterprise Planning and Budgeting loads data and metadata from Enterprise Performance Foundation into a shared Analytic Workspace and maintains a personal Analytic Workspace for accounts associated with the Controller, Business Process Administrator or Analyst responsibility.

Annotation

Note or comment entered for a cell in a crosstab or worksheet.

Attribute

A property or qualifier that describes a dimension member in Oracle Enterprise Planning and Budgeting. An attribute may be anything, such as a Date, a number, or a character string. For example, the Geography dimension may have an Population attribute that designates how many people live in that area.

Budget

A financial plan, usually consisting of financial statements such as an income statement, balance sheet, and cash flow statement. It is usually bound to a fiscal year and is usually locked once approved.

Business process

Defined sequence of tasks that generates data for analysis and reporting. Monthly Actuals, Annual Plan, Budget, and Forecast are examples of business processes.

Business Process Administrator

Oracle Enterprise Planning and Budgeting responsibility for a user who manages business processes for a designated business entity. Sometimes referred to as the "Process Administrator."

Calculation Templates

A set of formulas that support a wide range of business calculations in Oracle Enterprise Planning and Budgeting. See also “Analyst Calculation” and "Controlled Calculation."

Comment

Notation entered by a business process owner when updating a business process. Comments enable the Business Process Administrator to track changes from previous versions.

Controlled calculation

Formula that administrators can create in order to make a standard set of data available to authorized users. Controlled calculations contain stored data. All users who have access to a controlled calculation will see the same results, regardless of their access to the underlying dimension members.

Crosstab

Document that displays multi-dimensional data in tabular format.

Data collection

The process of soliciting data from users and writing the data to the Shared Analytic Workspace. Data collection encompasses data collection template generation, worksheet distribution, and data submission. See also "Targets" and “Worksheet.”

Data model

The logical model for the data associated with a business process.

Data ownership

The Security Administrator assigns data ownership to appropriate user accounts. An account that owns data is responsible for that data and receives notifications concerning the data. Data owners have automatic read and write access to the data that they own.

Dimension

Object that is a collection of unique members along a common theme (Time, Geography, and so forth.). Each dimension member is a reference into the user’s data. Members within a dimension may be organized by hierarchies and levels and may be associated with one or more attributes.

Document Display Portal

Area that allows users to view selected documents within a configurable portal.

Document List Portal

User interface that enables users to select folders and documents to view within a configurable portal.

Enterprise Performance Foundation (EPF)

Repository for Corporate Performance Management applications. EPF contains information about all the available dimensions, attributes, hierarchies, levels, and data in Oracle Enterprise Planning and Budgeting.

Exception Alert

A runtime check to see if a data point meets specified exception criteria. Multiple exception alerts can be introduced by a business process owner at various points in a business process. Analysts can also define exception alerts; these are always executed at the end of a business process.

Forecast

A plan that reflects expected results, typically updated at regular intervals. It will often use actual results as a basis and require user input to complete.

Graph

Document that displays multi-dimensional data in graphical format.

Hierarchies

Structures that determine how data is aggregated and allocated. When users view documents, they can drill up and down a hierarchy to view various levels. They can also select data by hierarchy level. A dimension may support more than one hierarchy; for example, an Organization dimension might support a geographic hierarchy such as World > Continent > Country > Site > Cost Center and a managerially driven hierarchy such as Total World > Lines of Business > Cost Center.

Incremental data load

The initial run of a Load Data task for a business process loads all of the specified data. Incremental loads are limited to new data or data that has changed since the previous load.

Level

Property of hierarchical dimensions that designates a category of like members. For example, in the Geography dimension there might be a level named City and a level named State. Geography members such as Tulsa and Dallas belong in the City level, while Geography members such as Texas and Oklahoma belongs in the State level. Each level represents the aggregated total of the data from the level below. For example, an Organization hierarchy might consist of levels for World > Regions > Countries > Cities > Customers — each aggregating up to the level above. Also referred to as "hierarchy level."

Line

A dimension whose members store or calculate data values. Line dimension members typically reference account codes or other types of financial, statistical, or performance measures. For example, within the Actuals view you might have Lines such as Taxes, Benefits, and Office Expenses.

Metadata scoping

Function that enables the Security Administrator to restrict account access to specific hierarchies, hierarchy levels, and attributes.

Plan

A set of targets which may be financial and non-financial. See also “Rolling plan.”

Process run

An instance of a business process. For example, a process that is scheduled to run monthly generates a process run for each month.

Process tasks

A list of tasks for a business process. The tasks are executed in sequence each time that the business process runs.

Rolling plan

A plan with a fixed time horizon relative to the current time period. A rolling 18 month plan looks out 18 months relative to the current month.

Responsibility

Determines the applications and related function set that are available to an Oracle Applications user. Oracle Enterprise Planning and Budgeting supports the following responsibilities: Analyst, Business Process Administrator, Controller, Security Administrator, Schema Administrator.

Saved selection

A selection of dimension values that has been previously saved. A saved selection can consist of a static list of members (for example, "Account A," "Account B," "Account C") or variable members that are the result of a specified relationship (for example, "Top Ten Accounts.") Saved selections can be shared among users, subject to read access privileges and data scope.

Security Administrator

Oracle Enterprise Planning and Budgeting responsibility for the individual who maintains data ownership, write access, read access, metadata scoping, and access to controlled calculations.

Shadow user

A user who has a current account in Oracle Enterprise Planning and Budgeting and who also has been granted access by the Security Administrator to one or more accounts that he or she does not own. Shadow user accounts support the delegation of day-to-day responsibilities from the owner of an account to another individual on a permanent or temporary basis. Business Process Administrators can shadow Business Process Administrators and Analysts can shadow Analysts.

Solve

A component of the business process definition consisting of a set of instructions for processing the data model. The solve specifies the input source, input level, allocation method, and output level for each Line Item member in the data model.

Solve Map

Graphical rendering of the solve for a business process.

Targets

A data collection worksheet may incorporate targets set by the immediate distributor of the worksheet. Targets indicate the maximum or minimum performance expected by management. Targets may be advisory (input allowed with deviance highlighted), or absolute (deviance not allowed).

Task

A single step in a multi-step business process. Tasks are executed in the order in which they appear on the task list. Typical tasks are Load Data, Review Business Process, Exception Alert, Event, Notify, Solve, Generate Template, Distribute Template, Set Current Process Run, Manage Submissions, Wait.

View

When a business process runs, it populates a data view. The owner of the business process controls how and when views are created. Views are displayed as members of the View dimension and can be easily selected by users. For example, users might choose to work with an Actuals or Budget view.

Worksheet

Document that enables authorized users to input data for a business process such as budgeting or forecasting. Worksheets reflect the components of the business process and may contain targets and instructions.

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