

Oracle® Report Manager

User Guide

Release 11*i*

Part No. B15543-01

November 2004

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Preface

Intended Audience

Welcome to Release 11i of the *Oracle Report Manager User Guide*.

This guide's primary intent is to provide users for Oracle Report Manager information on how to publish reports to the Oracle Home Page or Oracle Portal.

See Related Documents on page viii for more Oracle Applications product information.

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Structure

- 1 Introduction to Oracle Report Manager
- 2 Oracle Report Manager Business User Flows
- 3 Publishing Reports
- 4 Templates
- 5 Repository Management
- 6 User to Value Security

Related Documents

Oracle Report Manager shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle Report Manager.

You can read the guides online by choosing Library from the expandable menu in 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, then you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

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 an Oracle Applications form 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.

Introduction to Oracle Report Manager

This chapter covers the following topics:

- Overview
- Accessing Oracle Report Manager

Overview

Oracle Report Manager is an online repository for storing and viewing reports. Report Manager provides a secure and convenient location to access point-in-time reports published or uploaded to a database.

Oracle Report Manager users can be either report producers or report consumers. Report producers submit, publish, and set security for reports. Report consumers view, download, and approve reports.

Reports can be published and presented to certain responsibilities without additional security or a variety of security models can be applied, allowing only authorized users to view entire reports or parts of reports. In addition, you can use your company logo to integrate reports displayed by Report Manager using your organization's individual style.

Oracle Report Manager:

- Provides a centralized source for point-in-time reports.
- Is accessible by any Oracle user using a web browser.
- Offers approval requirement before making reports available for general viewing.
- Permits report availability in a future timeframe.
- Allows you to download spreadsheets or PDF files for further analysis.
- Secures reports by utilizing three security paradigms: User to Value, custom, and flexfield segment.

Report Types

There are four types of reports you can access through your Personal Home Page:

- **Single Report:** A complete report for a specific time period. For example, your corporate income statement for May 2002.
- **Single Report Over Time:** A single report produced for different periods. For example, your corporate income statement for the periods April, May, and June 2002.

- **Expanded Report:** One report displayed in a variety of ways depending upon a report hierarchy. For example, you can publish your corporate Income Statement for May 2005 based on department. User views of the Income Statement are limited to those departments for which they have viewing privileges.

For Financial Statement Generator (FSG) reports, reports are expanded by content sets. Content sets are defined in Oracle Applications. For example, if a content set for departments is set up, then applying it to a report creates a separate report for each department.

- **Expanded Report Over Time:** An expanded report available for different time periods.

Accessing Oracle Report Manager

The system administrator assigns Report Manager menu items to various responsibilities. Following are the seeded menu items:

- Financial Report Submission
- Financial Report Template Editor
- Repository Management
- Security Workbench
- Standard Report Submission
- Upload File
- Variable Report Submission

The list of reports available under one responsibility is generally different than reports available under another responsibility. The following example gives a likely scenario of the dispersion of Oracle Report Manager menu items.

Example

Responsibility: General Ledger

- Menu Item: Financial Report Submission
- Menu Item: Financial Report Template Editor

Responsibility: Report Manager Administration

- Menu Item: Security Workbench
- Menu Item: Repository Management
- Menu Item: Upload File
- Menu Item: Financial Report Template Editor

Responsibility: Manufacturing Operations

- Menu Item: Standard Report Submission

Responsibility: Financial Assets

- Menu Item: Standard Report Submission
- Menu Item: Variable Report Submission

Responsibility: Accounts Payable

- Menu Item: Standard Report Submission

In addition, users access Oracle Report Manager every time they view a report published by it. In this case, the reports being distributed by menu items created by report producers can be placed in any responsibility (security permitting).

Oracle Report Manager Business User Flows

This chapter covers the following topics:

- Publishing Reports
- Creating User to Value Security

Publishing Reports

Prerequisites

- ☐ Create a report using a report generator such as the Financial Statement Generator.

Steps:

1. Select the type of report you want to publish: financial, variable, or standard.
2. Select the name of report you want to publish.
3. Specify the parameters needed to submit the report as a concurrent request. The output of the concurrent program is an XML document available on the application server.
4. Specify the publishing parameters. When an XML document is published, it is sent to the Oracle Report Manager repository where it is stored and available for presentation to viewers. Parameters include whether or not to apply security to restrict access to the report, the template to use, any expansion values, and whether or not the report requires review before being presented.
5. Determine the location in the repository where the report will be stored. The default for an existing report is for the newly generated report to replace the existing report.
6. Apply presentation parameters that will make the report available to the user community. You can define where in the menu structure on the Personal Home Page the report appears.

Example

For example, place a Summary Income Statement under a responsibility called Financial Reports that was created by your system administrator.

7. Review all of your report parameters.
8. Submit the report.

A confirmation page displays your concurrent program request ID. You can monitor this request until it has successfully completed.

9. The reviewer views the report and approves it, making the report available to all others with access.
10. All users who have the responsibility assigned to the report see the report listed on the menu.

Example

Following the same example in step 6, users with access to the Financial Reports responsibility can navigate to that responsibility and view the Summary Income Statement.

If security is applied to the report, then only users who match the security can open and view the contents of the report. Time frames and expansion values (for example, department) are available in dropdown lists. The viewer selects the time and expansion value to view. Security can restrict the expansion values a particular user can view (for example department 100 only). The viewer can also select to output the report to HTML, Excel, or PDF.

Creating User to Value Security

User to Value security is applied to financial reports that use the content set or standard reports that contain a valid expansion value. Using the Security Workbench, users are given access to specific values. See the Overview of User to Value Security, page 6-1 for more information.

Prerequisites

- ☐ The system administrator defines expansion values.

Steps:

1. Add value sets to the security workbench. For example, department numbers is a value set.
2. Optionally, assign users to a selected value contained in a value set. Set privileges for each user in relation to the value. For example, John Jones and Jane Smith have Viewer privileges for department 100.
3. Optionally, assign values contained in a value set to a selected user. Set the user's privileges for each value. For example, John Jones has Viewer privileges for departments 100, 500, and 600.
4. Optionally, run the Security Listing Report to review all security assignments.
5. A user who is publishing a financial report or a standard report that uses an expansion value assigns user to value security when submitting a report and selects the content set or value set to be used when determining user privileges for viewing the report. For example, an income statement report is assigned the Department content set.
6. The report appears in the menu under the responsibility to which it was published. A user who has that responsibility can view the report for the values the user has privileges to access. For example, John Jones can view the income statement for departments 100, 500, and 600 while Jane Smith can only see the income statement for department 100.

Publishing Reports

This chapter covers the following topics:

- Overview of Publishing Reports
- Submitting Financial Reports
- Submitting Standard and Variable Reports or Files
- Publishing Parameters
- Storage Location
- Presentation

Overview of Publishing Reports

You have the following options for submitting and publishing reports:

- Financial Report

You can submit any of the Financial Statement Generator (FSG) reports available to your responsibility.

- Standard Report

You can submit any of the standard Oracle Applications reports available to your responsibility.

- Variable Report

You can submit variable reports with attribute sets and publishing options defined in Oracle Applications.

In addition you can upload a file to be published. For example, you can upload any kind of file, such as a web page, an image, or a business document.

Submitting Financial Reports

You select parameters and submit financial reports as concurrent program requests.

Notes

- **Report Name:** You can choose any available Financial Statement Generator (FSG) report.
- **Period:** Choose an accounting period. Accounting periods were defined in the calendar for the set of books.

- **Date:** The effective date for the report must fall within the chosen period.
- **Currency:** The values in the report will use the selected currency.
- **Content Set:** Defined in Oracle General Ledger, the content set allows users to generate multiple report outputs by segment. For example, if a content set for departments is applied, then the report will create a separate report for each department. See "Defining Content Sets" in the *Oracle General Ledger User Guide*.
- **Display Set:** The Display Set allows users to hide or show specific columns and rows. See "Defining Display Sets" in the *Oracle General Ledger User Guide*.
- **Row Order:** Defined in Oracle General Ledger, the Row Order controls how detail rows appear in the report. See "Defining Row Orders" in the *Oracle General Ledger User Guide*.
- **Rounding Options:** You can specify whether calculations are performed before rounding or if numbers are rounded before calculations are done.
- **Flag Exceptions:** Select the box to flag any exceptions in the report. If this box is checked, then only the rows that meet the exceptions defined in the column set for the report will be displayed.
- **Segment Override:** The submitter can select a segment of the accounting flexfield to use as an override and use it to fine-tune the report to include less or more information.
- **Scheduling Options:** You can either select a date and time for the report to be submitted to the concurrent manager or choose to submit it now.

Submitting Standard and Variable Reports or Files

You select parameters and submit reports as concurrent program requests. The parameters depend upon the type of report and its definition. When you select the name of the report the parameters defined for that report appear on the page.

Notes

- **Scheduling Options:** You can either select a date and time for the report to be submitted to the concurrent manager or choose to submit it now.
- **File Upload:** Alternatively, you can upload any kind of file.

Publishing Parameters

The publishing parameters determine the template to be applied to format the report, the security to restrict access to the report, and when the report becomes available.

Parameters Region Notes

- **Default Template:** Assign a template to the report or accept the default template. The default template is the last template you applied to this report. The template determines how the information in the report appears on the page. Templates are stored in Oracle XML Publisher's template manager.

Templates are XSL:FO based, therefore any text editor can be used to create them. Templates can be created as RTF files using Oracle XML Publisher (See Oracle XML Publisher documentation). Excel templates are provided in Oracle Report Manager. (See Overview of Financial Report Templates in Excel, page 4-1.)

- **Timeframe:** If the report contains a period parameter then you can select the time frame for your report.
- **Expansion Value:** Expansion value applies to standard and variable reports only. The expansion value you select creates a separate report for each value. For example, if the expansion value is department and departments 100, 300, and 500 fit the parameters of the report, then the report page displays a selection list for the viewer to view the report for department 100, 300, or 500.
- **File Upload:** An uploaded file does not require parameters, although it can utilize the timeframe and expansion value parameters.

Security Region Notes

- Three security methods restrict user access to certain values.
- **User To Value Security** is defined in Oracle Report Manager and is only available for financial reports or standard reports that use an expansion value contained in a value set. Select the content set or value set to be used for security. User to Value security for financial reports requires the following:
 - Your report is submitted with a content set.
 - Exactly one segment value in the content set has a display type of PE (Page/Expand).
- **Custom Security** uses any PL/SQL security packages defined in the system. Enter the name of the security package.
- **Flexfield Segment Security** is available only for financial (FSG) reports. The rules available to select were created in Oracle General Ledger and are assigned to the responsibility you are logged in under. The report must contain a content set and one segment value in the content set must have a display type of PE. Security applies only to one content set. If a report contains information for two content sets, the second content set remains unrestricted.

Example

If you publish a summary income statement for departments 100 to 120 and you only have access to departments 100 through 110, then your report will produce a summary income statement for departments 100 to 110.

If users are restricted to departments 100 to 105, then they can only view information in the same report for departments 100 to 105.

A user is restricted to departments 100 to 105 and accounts 1000 to 2000. The published report is restricted by the department value set. The user can only see departments 100 to 105. However, the accounts in the report are unrestricted. Even though the user is restricted to accounts 1000 to 2000, the user can view all accounts in this report.

Availability Region Notes

- Availability restricts when a report is available to users who have access to the responsibility under which the report is published.
- **Specific Date and Time:** If you select a specific date and time when the report becomes available, then you can also specify one or more reviewers to approve the report. A reviewer can change the date and time the report will be published.
- **On Hold:** If you select On Hold, then you must also designate one or more reviewers.

- **Reviewers:** Reviewers can be assigned to reports that are on hold or scheduled for a specific date and time. The user publishing the report is always set as a reviewer.

When a reviewer approves a report with expansion values, the approval extends to all expansion values including those the reviewer cannot view. When a reviewer approves a report with a time frame, only the time frame being viewed is approved.

Storage Location

Designate where the report should be stored in the repository. If the report name and time frame for the report are the same as a report published before, then you can click Next to publish your report to the same location and overwrite the existing report.

If the report name is the same but the time frame is different, then when you click Next the report is added to the existing report. When the report is viewed the viewers will see the additional time frames in their time frame selection list. This applies to the report types: single report over time and expanded report over time.

Expand the hierarchy to find and select the folder where you want to store the report.

Presentation

One or more reports can be stored under the same location in the repository. When a menu item is created, it is associated with the repository location, regardless of whether one or many reports are stored in that location.

Example

A single report over time may actually consist of 12 distinct instances of a Summary Income Statement, one for each month of the year. It is likely that each of these distinct reports are stored in the same repository location and assigned only one menu item. In this scenario, when users attempt to view the Summary Income Statement report, they will see the report with a dropdown list box in the header region allowing them to select a different timeframe to view (from January to December in this case).

Since multiple reports can be stored in one Repository Location (See Storage Location, page 3-4), there may not be a need to create a menu item for a report that is stored in the same location as a report with a menu item already associated with it. To bypass this step, click Next when you arrive at the Presentation Page.

In much the same way, by clicking Next you can choose not to create a menu item for a report that is being published. By doing this, the report is still stored in the repository; however a menu item will not be associated with it, rendering it unviewable for users who do not have access to the Repository Management screens.

If you decide not to create a menu item for a report during the publishing flow, one can be created using Repository Management. See the Overview of Repository Management, page 5-1.

Overview of Financial Report Templates in Excel

You can create or edit Financial Statement Generator (FSG) templates using Microsoft Excel. The templates are stored in the database as Excel files for editing and as an extensible stylesheet language formatting objects (XSL-FO) document. The style information from the XSL-FO template is applied to the data in the report and controls the format of the information.

When you elect to create a new template for a specific report, the template editor retrieves the structure of the chosen report and provides standard static data at the top of the report template in Excel as well as row and column details. The template that is generated in Excel is fully functional. It can be uploaded immediately to the template manager using the Oracle menu and used to format output for the report for which the template was created.

Select the menu item **Financial Report Template Editor** to build a template. A new template is fully formatted and ready to work with. When creating a new template or editing an existing template you can make the following changes:

- Add and remove report elements
- Change the location of report elements on the page
- Modify row and column sizes
- Use standard Excel formatting such as bold. Default formatting is provided.
- Insert text that remains static in the report
- Add images. Supported image files are png, gif, jpg, and bmp.
- Add background watermark images
- Include hyperlinks
- Add data values. Data values are report objects that link to XML elements of the report output file and the values are obtained during the publishing process.
- Move columns
- Insert blank rows

The Oracle menu in Excel contains options for uploading your completed template, adding components, moving item, and deleting items.

Repository Management

This chapter covers the following topics:

- Overview of Repository Management

Overview of Repository Management

The menu item **Repository Management** takes you to the workbench. A tree structure on top of the report storage repository provides an easy means of locating reports. The tree is used to determine the storage location when publishing a report. Additions of reports to the repository are made only when a report is published.

Notes

- **View:** Reports can be viewed directly from the repository. Security is still applicable, if it was applied to the report during publishing.
- **Create Menu Item:** Users can create a new menu item for the report using this page. (See Presentation, page 3-4 for more information.)
- **Report Update:** Report level parameters can be changed on this page. Specifically, a user can change the template for a report or change the security options. Changes to security can only be made if the report has been submitted with an expansion value or content set. If the report in question is a Single Report Over Time or an Expanded Report Over Time, then changing security parameters on this page will change the security settings for all timeframes associated with this report.
- **Update Timeframe:** Timeframe level parameters can be changed here. Any changes will only affect the timeframe chosen. First, you must select the timeframe for which you would like to make changes. Parameters that can be changed include security and availability.
- **Move:** Rearrange folders and reports. When you move a menu item or folder it is placed at the bottom of the list within the selected destination.
- **Add Folder:** Folders can be added to the repository for easier management of the repository.

User to Value Security

Overview of User to Value Security

User to Value security can only be applied to financial reports that are submitted with a content set or standard reports that contain a valid expansion value that was set up in a value set by the system administrator. The security matches individual values with users and assigns security levels to the paired value and user.

Example

For example, the content set used for an Income Statement is department number. User Jane Smith is given viewer access to department 100 only. Her manager Sue Jones has owner access to all departments in the report. When Sue opens the report she sees a dropdown list of all departments and selects any department to view that department's income statement. Jane only sees the statement for department 100.

The **Security Workbench** menu item is your starting place. It lists value sets currently available for user to value security. See the Creating User to Value Security, page 2-2 business flow for more information.

Notes

- **Add Value Sets:** Value sets are set up by the system administrator. To make a value set available for user to value security you need to add the value set to the Security Workbench. You can search by either value set name or description.
- **Users to Value:** Click Users to Value to assign multiple users to a single value contained in the value set. You can search for a value and review the users assigned to that value, change security privileges for users, and add users.
- **Values to User:** Click Values to User to assign multiple values from the value set to a single user. You can search for a single user and review the values assigned to that user, change security privileges for values, and add values to the user.
- **Delete:** You cannot delete a value set that contains values that are assigned to user to value security.

Security Levels

Following are the levels of security you can assign to a user and value pair:

- **Owner:** Owners can set contact and viewer privileges for other users within the values and value sets they own. Owners can also view reports within their assigned values.
- **Contact:** Contacts can set viewer privileges for users within the same value and value set. Contacts can view reports within their assigned values.

- **Viewer:** The viewer can only view reports within their assigned values.
- **None:** The user cannot view reports within the values where they have been assigned this security level.

Security Listing Report

This report details existing user security privileges. You can access this report from the Security Workbench. Use the simple or advanced search to limit the information in the report.

Notes

- **Security Set:** Combination of security flexfields
- **Value:** Values specific to a content set expanded field
- **Description:** Value sets included in the security set

