Oracle® Hyperion Financial Close Management

Administrator's Guide

RELEASE 11.1.2.1

ORACLE®

ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM

Financial Close Management Administrator’s Guide, 11.1.2.1

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1 About Financial Close Management

In This Chapter

Oracle Hyperion Financial Close Management helps companies define, execute, and report on the interdependent activities of a financial close period. It provides centralized monitoring of all close process tasks and provides a visible, automated, repeatable system of record for running close processes.

Functionality includes:

- Defining the close tasks and schedule to ensure the correct flow of tasks
- Automating the management of the close to track the status of close tasks and provide notifications and alerts
- Integration with product tasks
- End user notifications
- Monitoring the overall close status from a central dashboard
- Acting on errors or delays with close tasks
- Analyzing the effectiveness of the close

Financial Close Management Prerequisites

You install, register, and configure Financial Close Management through Oracle's EPM System Installer.

For required software components, see *Oracle Hyperion Enterprise Performance Management System Installation Start Here*.

Before you can use Financial Close Management, you must complete these prerequisites:

- Install and configure Oracle Enterprise Performance Management Workspace, Fusion Edition.

- Install Oracle's Hyperion® Shared Services and register Financial Close Management with Shared Services.

For complete installation instructions, see the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

Financial Close Management is integrated in Oracle's Hyperion EPM System product suite and displays in the EPM Workspace.

For information on EPM Workspace tasks and menu options, see the *Oracle Enterprise Performance Management Workspace User's Guide, Administrator's Guide* and Web help.

Financial Close Management Terms

Tasks

A task is a unit of action within Financial Close Management, for example, data entry or data consolidation. Power users define the tasks that comprise a close process. Users can read task instructions, answer questions, submit, reassign, approve, or reject tasks, and can access tasks from email notifications or by logging on to Financial Close Management.

Integration Types

An Integration Type is a definition of a service provided by an application. For example, the Consolidate Integration Type for Oracle Hyperion Financial Management, Fusion Edition contains parameters such as the Point of View dimensions to run the consolidation. A standard set of Integration Types that are integrated with other Oracle applications is included with the installation.

Task Types

Task Types identify and categorize tasks commonly performed during a close period, for example, Data Entry, or G/L Extract. The Task Type enables you to set default information, such as settings that need to be input by the user, and questions or instructions that are shared by all tasks of that type. Task Types are often based on Integration Types.

Templates

A template is a set of tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly.

Schedules

A schedule defines the chronologically ordered set of tasks that must be executed for a specific close period, and is the alignment of a template's generic close days to actual calendar dates.

Dashboard

The Dashboard view presents a portal-style interface with views into schedules and task lists, as well as high-level summaries into which you can drill down for greater detail.

Alerts

Alerts are notifications from Financial Close Management users on issues that they encounter during the close process, such as hardware or software issues. Users create alerts identifying a problem, and assign them to be resolved.

Report Binders

Report Binders are summaries of close process activity. They contain a description of all the task details that were executed as part of the close schedule. Report Binders enable administrators and others to review and adjust activities for future periods and are useful for audit purposes.

Process Overview

An administrator begins by reviewing the tasks required for a close process, and setting up Task Types to ensure consistency across tasks and to leverage predefined product integrations. Because many tasks are repeatable over close periods, the administrator saves a set of tasks as a template to use for future periods. For example, administrators can set up a monthly or quarterly close once, then use it for all months or quarters. Tasks are defined with task predecessors, assignees, and approvers.

Next, the administrator populates the template with the close period tasks.

To initiate the close process for a period, administrators generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates. The generic tasks in the template are applied to actual calendar dates. The system validates the dates on which tasks are to be run. To begin the close process, the administrator changes the schedule status from Pending to Open. They can also modify the schedule if needed and monitor it throughout the close cycle.

During the close process, users receive email notifications of assigned tasks, and can click links in the email for direct access to assigned tasks. Alternatively, users can log on to Financial Close Management to review and access assigned tasks in different types of views, for example, the Dashboard, a portal-style interface; or Calendar, Gantt, or Task List views. When users complete tasks, the tasks are sent to approvers and can be viewed by other users.

Users can raise alerts for issues that they encounter during the close process such as hardware or software issues. Alerts are forwarded to assignees and approvers for resolution.

Financial Close Management users can define and generate a Report Binder for a close cycle, which contains a description of the task details that were executed as part of the process. Report Binders enable administrators and others to review and adjust activities for future periods, and are also useful for audit purposes.

Sample Task Flows

Scenario 1 - User

In this scenario, a user responds to an email notification of a task to load data, clicks on a link in the mail and accesses the product from which to load data, and completes the task.

- The user receives an email notification of an outstanding task - Load Salary Data through Oracle Hyperion Financial Data Quality Management, Fusion Edition.
- From the email, the user selects the link for the page where the required process is documented.
- The user reviews the instructions for the task and selects the Go to Task link to launch FDM.
- The user extracts data through Oracle Hyperion Financial Data Quality Management, Fusion Edition and loads it to Financial Management.
- When the task is completed, the user returns to Financial Close Management.
- The user enters a comment about the task, and submits it for approval.

Scenario 2 - User

In this scenario, a user logs on to Financial Close Management and reviews and completes an assigned task.

- The user logs on to Financial Close Management and reviews the tasks displayed in the Dashboard in the My Worklist portlet.
- The user clicks the link for an assigned task - MD&A input.
- The task page is launched with instructions for the task, and a reference document.
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.
- The system automatically updates the task status and sends a notification to the assigned approver.

Scenario 3 - Approver

In this scenario, a user who has been assigned as an Approver reviews a current task to determine if it can be approved.

- The assigned Approver receives an email notification of an outstanding task - Review MD&A Input for Services submission.
- From the email, the reviewer selects the link for Review MD&A Input for Services Submission.
- The Task Actions page is launched outlining the process.
- The reviewer reviews the document that the user submitted when completing the task to ensure completeness.
- The reviewer enters additional comments and approves the submission.
- If there is another level of approval required, the task is forwarded to the next approver. If this was the last required approval, the task completes, and the system runs the next task if it is ready.
- The reviewer also has the option to reject a task instead of approving it, in which case the task is reassigned to the assignee.

Scenario 4 - Power User

In this scenario, the Power User monitors the status of close activities through the Dashboard.

- The Power User logs on to Financial Close Management and opens the Dashboard Status Overview view to check the status of activities through Day 3.
- From the Dashboard, the user drills down to see the details of the tasks that are not complete.
- The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 5 - Power User

In this scenario, the Power User sets up a template and tasks for an upcoming close period.

- The Power User logs on to Financial Close Management and opens the Manage Templates page.
- The Corporate Quarterly Close template contains many of the tasks required for the corporation's quarterly close cycle. From the list of templates, the Power User selects the Quarterly Close template and reviews it.
- The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule from the quarterly template.
- The Power User then adds a task to the template specifically for Quarter 2.
- The Power User opens the schedule, which begins the close process.

2 Setting Up Financial Close Management

In This Chapter

Starting Financial Close Management

To access Financial Close Management, log on to EPM Workspace and launch Financial Close Management.

➤ To start Financial Close Management:

1 **From a Web browser, enter the URL for the Financial Close Management Log On page.**

The URL is the Web server host name, Web server port, and *workspace*.

By default, the Workspace URL is `http://`*`Server name`*`:19000/workspace/`.

Note: The Shared Services server, the EPM Workspace server, and the Financial Close Management server must all be running before you launch Financial Close Management. See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

2 **In the EPM Workspace logon dialog box, enter your system user name and password and click Log On.**

If an error message displays indicating that the system is unable to authenticate a user, verify these conditions:

- The user is provisioned for the application. If not, use Oracle's Hyperion® Shared Services to provision the user.

- The user's token or session is not timed out. If it has timed out, log off, then log on to start a new session.
- The Web server is configured and running. If there is a problem with the Web server, contact the system administrator.

3 From EPM Workspace, select **Navigate**, **Applications**, **Financial Close**.

Setting Up the System

These are the steps required to set up Financial Close Management:

- Set up users and assign security roles. See "Setting Up Users" on page 16.
- Define years for close process activities. See "Defining Years" on page 19.
- Define periods for close process activities. See "Defining Periods" on page 20.
- Create Integration Types. See "Creating Integration Types" on page 28.
- Create Task Types. See "Creating Task Types" on page 48.
- Create Alert Types. See "Creating Alert Types" on page 24.
- Create custom attributes. See "Creating Custom Attributes" on page 21.

Setting Up Users

Before working with Financial Close Management, you must set up users and assign appropriate security roles.

To set up users, you follow this process:

- Create users and user groups. You use Shared Services to create, authenticate, and manage users, groups, and roles.
- Using Shared Services, provision users with the appropriate Financial Close Management security roles.
- Assign users access to required elements.

For information on using Shared Services, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

Assigning Security Roles

Access to Financial Close Management modules is dependent on user security roles and the privileges given to the role. These security roles are available for Financial Close Management:

Security Role	Description
Close User	● Schedule Viewer ● Task Owner ● Access to Dashboard, limited by access level ● Modify status, create and modify alerts, comments, and questions, limited by access level ● Create and manage filters
Close Power User	● All Close User privileges ● Create and import tasks ● Create and manage templates and schedules ● Create task types and view tasks types created by others
Close Administrator	● All Power User privileges ● Full access to all tasks, templates and schedules ● Define years and periods ● Create and manage Task Types, Integration Types, Custom Attributes, and Alert Types

You assign security roles in Oracle's Hyperion® Shared Services Console, which displays a list of users and groups from your external authentication provider. You can assign security roles to groups or individuals.

➤ To assign security roles:

1. From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Shared Services.
2. Expand the **User Directories** folder, and then expand the directory where the users reside.
3. Perform one of these actions:
    - To assign security roles to a user, select **Users**.
    - To assign security roles to a group, select **Group**.
4. Search for and select a user or group.
5. Provision the user using one of these methods:
    - Right-click and select **Provision**.
    - From the menu, select **Administration**, then **Provision**.
    - Click the **Provision** button.
6. From Available Roles, expand **Financial Close Management.**
7. Select the Financial Close Management application.
8. Select a Financial Close Management role, click the arrow button to add the role to the user, and then click **Save.**
9. Review the summary report and click **OK.**

Assigning Access Rights

Administrators have unrestricted access to all features. Multiple administrators are allowed, and each has write access to all objects, including those created by other administrators. Administrators set up user access to tasks by assigning users to tasks with task roles of Owner, Assignee, Approver, or Viewer.

Owners are assigned to every task and must be a Close User, Close Power User, or Close Administrator. The task owner automatically has WRITE access to the task when it is applied to a schedule. For pending tasks, they can edit any of the task properties, for example, add or remove instructions or questions, or add or remove approvers. They cannot modify properties for open tasks. The owner ensures that the task is completed, although they may not be performing actions on the actual task. Owners receive notifications when the task status changes, and can intervene in the task workflow at any time. They can reassign the assignee or approvers. They can also act as the assignee, approve the task for an approver, or force the task to close.

Assignees are users responsible for working on the task. They have READ access to all of the task information. They can add comments, answer questions, submit tasks for approval, create alerts, or reassign the task to other users. They also have READ access to some information about the predecessor tasks, for example, owners, assignees, status, name, and description. You can give assignee access only to individuals, not groups. There is only one assignee for each task. Assignees are optional. If no assignee is assigned, responsibility for the task is assigned to the task owner.

Approvers ensure that the task was done correctly by the assignee and sign off on it. Each task may be assigned up to 10 levels of approval. Approvers can only be assigned to individuals, not groups. Approvers have READ access to all of the task information. They can add comments, approve or reject tasks, create alerts, or reassign approval to other users. They also have READ access to some information about the predecessor tasks, for example, owners, assignees, status, name, and description.

Viewers may be Close Users, Close Power Users, or Close Administrators. Multiple users may be assigned to a task as viewers. Viewers receive READ access to all the task information, and for parent tasks, to the task information for their children. You can assign the viewer role to groups. Viewers cannot perform any task actions and are not part of the task workflow.

Task Assignees and Approvers act as viewers in Task Details. They can view their own tasks in an open schedule.

Access rights apply to Financial Close Management objects such as templates, schedules, tasks, and alerts, and are inherited from the parent object. For details on access rights, see the Managing Templates, Schedules, Tasks, and Alerts chapters.

Examples:

- If a user has WRITE access to a schedule, that user also has Modify access to every task in the schedule.
- If a user has READ access to a template, the user also has Read access to every task of that template.

The types of activity rights a user has for an object establish the access rights to that object.

- Viewer - has only READ access to the object.

- Assignee - has WRITE access to a subset of the object attributes and READ access to the rest.
- Approver - has WRITE access to the Status (Approve/Reject) attribute of the object (for example, an Alert), and READ access for the rest. For example, an approver can add comments and create alerts.
- Owner - has full WRITE access to the object.

Setting User Preferences for the Timezone

You can specify a user preference for the timezone to use for a Financial Close Management application.

➤ To set the timezone:

1. From the EPM Workspace or from Financial Close Management, select **File**, then **Preferences**, and then **Financial Close.**
2. From the **Timezone** list, select a timezone, then click **OK.**
3. Log off, and log on again for the change to take effect.

Defining Years and Periods

When you define the close process, you define years and periods for which to apply close activities. You then assign each schedule a year and period to define the close period for the schedule. You can have multiple schedules running in the same time period, for example, a Corporate schedule and a Regional schedule. Year and period dimensions enable you to group these activities.

Defining Years

Note: This feature is available only to administrators.

The Year dimension designates the year to which the close activities apply and is a flat list. You can define, rename, and delete years, and name years with numeric or nonnumeric characters. For example, you can define years such as 2009 and 2010, or FY09 or FY10.

➤ To define years:

1. From the menu, select **Manage**, then **Years.**
2. Add, rename, or delete years as needed:
    - To add a year, click **New** and enter a name.
    - To rename a year, double-click it, or select a year and click **Edit**, then rename it.
    - To delete a year, select it, and click **Delete**.

3 **Click OK to save your changes.**

Defining Periods

Note: This feature is available only to administrators.

The Period dimension is a hierarchical dimension that designates the time period to which the close activities apply, for example a month or quarter. You typically define a period with months rolling up to quarters within years. For example, you can define a quarterly period of Q1 with the child members of January, February, and March. You can also define your own period rollups, such as a 13-month reporting period.

You can add siblings and children to periods. A sibling is a member at the same level, such as January and February. A child is a member below a member in the period hierarchy; for example, January is a child member of Q1.

You assign calendar dates to periods when you create schedules.

You can add, edit, reorder, and delete periods.

➤ To define periods:

1 From the menu, select **Manage**, then **Periods.**

2 Add or remove siblings or child members:

- To add a sibling, click **Add Sibling**, name the member, and click **Submit**.
- To add a child, click **Add Child**, name the member, and click **Submit**.
- To edit a period, select it, click **Edit**, rename it and click **Submit**.
- To reorder a period, select it and click **Move Up** or **Move Down**.
- To delete a period, select it, then click **Delete**.

3 Click **OK** to save your changes.

Managing Custom Attributes

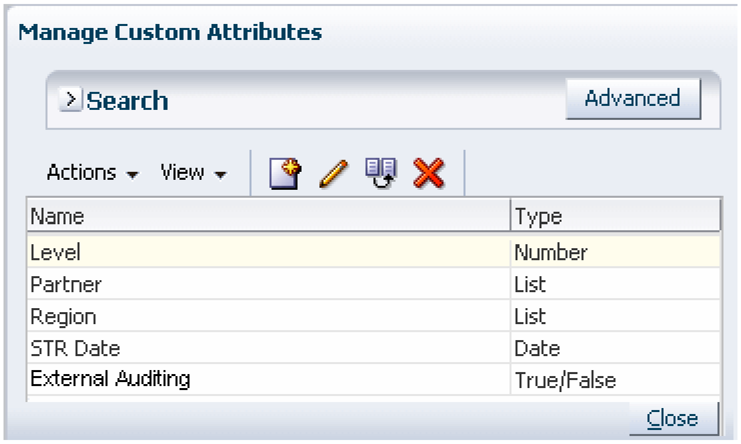
Note: This feature is only available to administrators.

To categorize information for easier filtering and searching, you can create and assign custom attributes to templates, schedules, task types, and tasks. For example, you can filter a task list to include only tasks with a specific custom attribute.

You can specify different value types for custom attributes: Date, List, Number, Text, and True/False. For example, you can define a custom attribute named External Auditing with a value type of True or False. When you assign the External Auditing attribute to an item, you can set it to True for tasks required by external auditors.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region with North, South, East, and West as the value list.

You can create, edit, and delete custom attributes.



Creating Custom Attributes

Each attribute definition consists of a name and value type. If the value type is a List, you define a list of possible values that can be selected.

➤ To create an attribute:

1. **From the menu, select Manage, then Custom Attributes.**
2. **Select Actions, then New, or click the New icon.**
3. **In Name, enter a name.**
4. **From Type, select an option:**
   - **Date**
   - **List**

     If you select List, click **Add** and enter values for the attribute.
   - **Number**

     If you select Number, select formatting options:
     - For Decimal Places, enter a value for the number of decimal places to display. The default value is 2.
     - Select Thousands Separator if you want numbers to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the end user's locale.
     - From Currency Symbol, select a currency symbol, for example, Dollars ($), or use the default value of no currency symbol.

- From Negative Number, select how to display negative numbers, for example, (123).
- From Scale, select a scale value for numbers, for example, 1000.

- **Text** (255 characters maximum)
- **True/False**

5 Click **OK** to save the attribute.

Editing Attributes

You can edit the name of a custom attribute. If the attribute type is a List, you can also add, rename, or delete list values.

➤ To edit custom attributes:

1 From the menu, select **Manage**, then **Custom Attributes**.

2 Select an attribute.

3 Select **Actions**, then **Edit**, or click the **Edit** icon.

4 Edit the attribute name.

Note: If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute has been saved, its type cannot be changed.

5 Click **OK** to save your changes.

All related templates, schedules, task types, or tasks are updated.

Duplicating Attributes

You can duplicate custom attributes.

➤ To duplicate custom attributes:

1 From the menu, select **Manage**, then **Custom Attributes**.

2 Select an attribute.

3 Select **Actions**, then **Duplicate**, or click the **Duplicate** icon.

4 Click **Close** to save your changes.

Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

➤ To delete custom attributes:

1 From the menu, select **Manage**, then **Custom Attributes**.

2 Select an attribute.

3 Select **Actions**, then **Delete**, or click the **Delete** icon.

4 At the delete confirmation prompt, click **Yes.**

Viewing Custom Attributes

In Manage Custom Attributes, you can specify which columns to display for the list of custom attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1 From the menu, select **Manage**, then **Custom Attributes.**

2 Select **View**, then **Columns**:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

➤ To reorder columns:

1 From the menu, select **Manage**, then **Custom Attributes.**

2 Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows, or drag and drop them, to change the order.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Custom Attributes.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

➤ To change column widths:

1 Hover over the column header dividers until the arrows display.

2 Drag the columns to the desired width.

Searching for Attributes

You can use the Manage Custom Attributes dialog box to find attributes. You can enter full or partial names on which to search.

➤ To search for attributes:

1 From the menu, select **Manage**, then **Custom Attributes.**

2 Click the **>** sign to expand the Search box.

3 Enter full or partial search criteria for the attribute.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search.**

Tip: To reset the list to display all attributes, click **Reset**.

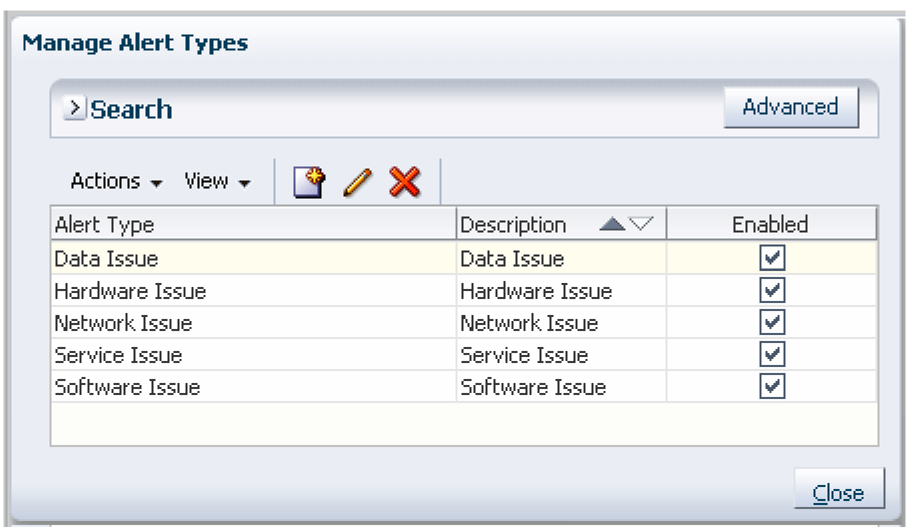
Managing Alert Types

Note: This feature is only available to administrators.

During the course of running a close process, users may encounter roadblocks such as a hardware failure, software issues, system failure, and so on. They can create an alert identifying the problem, and attach it to the task.

For example, a user is running an AP Period Close process and is unable to log in to the AP system. The user creates the alert indicating “Software Issue” as the type and assigns it to the System Administrator. The System Administrator resolves the login issue, then closes the alert or submits it for approval.

You can maintain a list of alert types to categorize alerts.



Creating Alert Types

You can create alert types to group alerts into categories, such as hardware failure, software issues, system failures, and so on.

You can use alert types to classify and filter alerts in the Report Binder. Using alert types, you can analyze the types of issues that users encounter during the close cycle and make changes to prevent them in future cycles.

➤ To create an alert type:

1. From the menu, select **Manage**, then **Alert Types.**
2. Select **Actions**, then **New**, or click the **New** icon.
3. For **Name**, enter an alert type name.
4. For **Description**, enter an alert type description.
5. Click **Enabled** to enable the alert type.
6. Click **OK** to save the alert type.

Editing Alert Types

You can edit the names and descriptions of alert types, and specify whether they are Enabled.

➤ To edit an alert type:

1. From the menu, select **Manage**, then **Alert Types.**
2. Select an alert type to edit.
3. Select **Actions**, then **Edit**, or click the **Edit** icon.
4. Edit the alert type.
5. Click **OK** to save your changes.

Viewing Alert Types

In Manage Alert Types, you can specify which columns to display for the list of alert types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1. From the menu, select **Manage**, then **Alert Types.**
2. Select **View**, then **Columns**, and select an option:
   - To display all columns, select **Show All**.
   - To display specific columns, select or deselect the column names.

➤ To reorder columns:

1. From the menu, select **Manage**, then **Alert Types.**
2. Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows to change the order.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Alert Types.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

➤ To change column widths:

1 Hover over the column header dividers until the arrows display.

2 Drag the columns to the desired width.

Searching for Alert Types

You can use the Manage Alert Types dialog box to find alert types. You can enter full or partial names on which to search.

➤ To search for alert types:

1 From the menu, select **Manage**, then **Alert Types.**

2 Click the **>** sign to expand the Search box.

3 Enter a partial or full name on which to search.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search.**

Tip: To reset the list to display all alert types, click **Reset**.

Deleting Alert Types

You can delete alert types. When an alert type is deleted, the alert is not deleted, rather it loses its alert type assignment.

➤ To delete an alert type:

1 From the menu, select **Manage**, then **Alert Types.**

2 From **Manage Alerts**, select the alert type that you want to delete.

3 Select **Actions**, then select **Delete**, or click the **Delete** icon.

4 At the confirmation prompt, click **Yes.**

Managing Integration Types

Financial Close Management enables tasks to include integrations with external applications. An Integration Type is a definition of an end point provided by an external application. Integration Types define either end-user or system-automated tasks.

From the Manage Integration Types dialog, you can view, create, edit, validate, delete, import, or export Integration Types. Additionally, you can maintain a list of applications associated with the Integration Type. Integration Types must be assigned an application.

An Integration Type requires an execution URL for end-user tasks or an execution Web Service for system-automated tasks, and an optional set of parameters. The execution URL launches the external program, and the parameters pass information required for the task to the external program. For example, the Consolidate Integration Type for Financial Management contains parameters such as the Point of View dimension values to run the consolidation. Each Consolidate task in Financial Close Management is derived from this Consolidate Integration Type with the same set of parameters.

Integration Types are provided on the Oracle Support Web site for download and you can then import them into Financial Close Management. Experienced consultants can also create custom Integration Types for other Oracle and non-Oracle products through the user interface or with imported XML files. For information, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

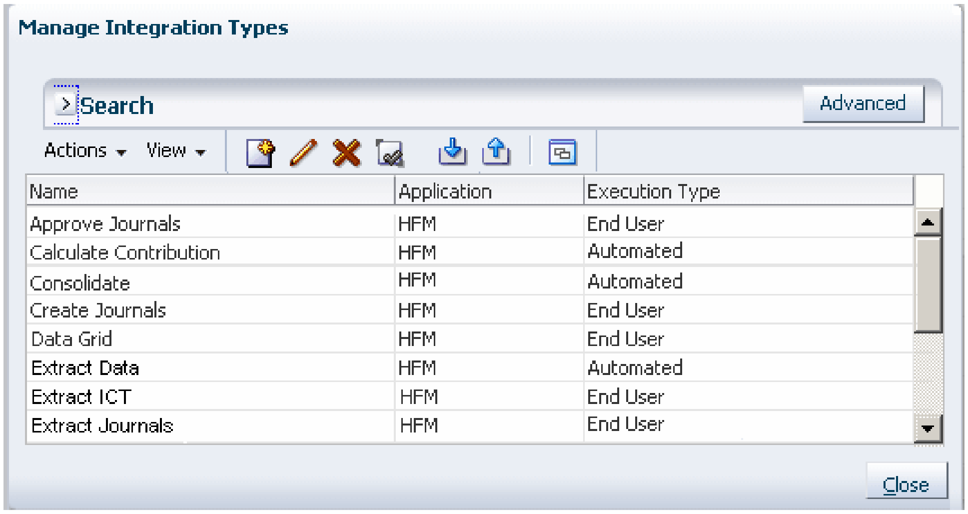
To manage Integration Types, you must have the Close Administrator role.

End-User and System-Automated Integration Types

When you create Integration Types, you specify whether they are End-User tasks or System-Automated tasks.

- End-User task - tasks that users must perform and validate. The task may be a generic task such as submitting data, or it may require product integration to facilitate or validate its completion.
- System-Automated task - tasks automatically executed in external applications when their start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. System-Automated tasks are often executed after working hours. They require limited, if any, user interaction, and do not have assignees.

When you create a task as either System-Automated or End-User, it affects the runtime behavior of the task. If you select System-Automated, the task runs according to the task parameters that you define. If you select End-User, when you click the Go to Task icon, the system uses the execution URL and parameters.



Creating Integration Types

➤ To create an Integration Type:

1 **From the menu, select Manage, then Integration Types.**

2 **Select Actions, then New, or click the New icon.**

Setting Integration Type Properties

You can set properties for the Integration Type such as the associated application, and End-User or System-Automated tasks.

For an End-User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external Web application without being prompted for authentication. You can use a SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

➤ To set Integration Type properties:

1 From the **Properties** tab, for **Name**, enter a name for the Integration Type.

2 Enter an **Integration Type Code**, for example, HFM_CONS for the Hyperion Financial Management Consolidate integration task.

The code is used to execute the Integration Type, and to map updates to an Integration Type from a file import.

3 **Optional:** For **Description**, enter a description for the integration task.

4 From the **Application** list, select an application to which the task belongs.

Note: The list of applications can be maintained from the Manage Applications icon in the Manage Integration Types dialog box. See "Managing Applications" on page 33.

5 For **Execution Type**, select an option:

- **End User Task**

  End User Endpoint: If you want to enter parameters for an End-User task, the End User Endpoint should contain those parameters in the following format:

  $<Parameter Type Code>$, for example $COLORS$. The system replaces the parameter tokens in the End User Endpoint with the information you specified for the task's parameters.

  SSO Parameter (Optional): Specify the name of the SSO parameter for Financial Close Management to include when executing the End-User task URL to the external application. If you do not specify a SSO parameter, the system uses the End User URL.

- **System Automated Task**

If you select System-Automated Task, the lower part of the Properties tab displays connection information, most of which is required. For detailed information on setting these parameters, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

6 **Select the Parameters tab.**

Setting Integration Type Parameters

Integration Type parameters enable Financial Close Management to pass information to the end point to dictate and control how the end point should perform its action. For example, when you run a Financial Management consolidation, Financial Close Management can pass which application to run the consolidation against, and the dimension selections for the consolidation. The parameter values defined in the Integration Type are set in the task or Task Type using the integration. Thus, the Oracle Hyperion Financial Management, Fusion Edition Consolidation Integration Type can be used for many applications and dimension selections within Financial Close Management, depending on how you set the Consolidate task's parameter values.

Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that Financial Close Management replaces in the execution URL for end-user tasks, or the parameter name that is passed to the execution Web Service for system-automated integration types. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The parameter type controls the parameter value and how the user enters the value in the task field. The supported parameter types are:

- **Checkbox** - Boolean value
- **Date** - date value
- **Document Navigator** - hierarchical set of values, for example, folders and documents
- **Dimension Selector** - values for a set of dimensions
- **Dynamic List** - dynamic set of text values with values to be determined at runtime
- **Integer** - basic numeric value in whole numbers
- **Number** - basic numeric value in whole numbers or fractions

- **Options Group** - checkbox for predefined set of values
- **Static List** - list of predefined set of text values
- **Task Information** - task information, for example, assignee, duration, start and end dates
- **Text** - free-form text value

For detailed information on setting parameters for Integration Types, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

➤ To set Integration Type parameters:

1. Select the **Parameters** tab.
2. Select **Actions**, then **New**, or click the **New** icon.
3. Enter a name for the parameter.
4. Enter a parameter code.
5. Enter a parameter description.
6. From the **Parameter Type** list, select one of these types and enter any additional information needed for the parameter:
   - **Checkbox**
   - **Date**
   - **Document Navigator**
   - **Dimension Selector**
   - **Dynamic List**
   - **Integer**
   - **Number**
   - **Options Group**
   - **Static List**
   - **Task Information**
   - **Text**
7. If the parameter requires a value, select **Required.**
8. Click **OK** to save the parameter.
9. Click **Save and Close** to save the Integration Type.

Editing Integration Types

You can edit the properties and parameters of an Integration Type. For example, for an End-User type, you can edit the endpoint, change the point of view, or change the list of values.

Note: You cannot edit imported Integration Types; you can only view them.

➤ To edit an Integration Type:

1. **From the menu, select Manage, then Integration Types.**
2. **Select an Integration Type to edit.**
3. **Select Actions, then Edit, or click the Edit icon.**
4. **Edit the Integration Type.**
5. **Click Save and Close to save your changes.**

Validating Integration Types

You can test and validate your Integration Type definition from the Manage Integration Types module before you create and execute tasks. You can provide parameter values for the parameter definition, and then test those parameters. For End-User tasks, the system displays the end result URL Web page, or for System-Automated tasks, executes the asynchronous Web Service and displays the results.

The Validation results can contain any or all of these sections:

- **Security Settings** - Security settings for this Integration Type; includes the Request and Response Security Policy and Keystore Alias specified in the application, and the End-User URL and SSO Parameter of the Integration Type, if it is an End-User Integration Type. These settings are set in the application of the Integration Type.
- **Application Tokens** - Lists the application-level tokens that exist for the Integration Type. If there are no application-level tokens, this section is not displayed.
- **Registry Settings** - Displays the values from the installation registry, for example:
  - Web Application settings, displayed only if the WebApp setting is defined in the application
  - Web Service application settings, displayed only if the Web Service application setting is defined in the application
  - EPM Workspace settings, displayed only if the End-User URL contains token placeholders for EPM Workspace values
- **Parameters** - This section is identical to the Parameters tab for tasks and task details, and enables you to provide values for the Integration Type parameters. Task Information type parameters are also displayed and editable, and parameter errors are displayed.
- **Results**:

  For End-User tasks, the Results section displays the current End-User Endpoint URL with the tokens that you specified. Click **Refresh** to update the URL.

  For System-Automated tasks, this section displays the results of the validation test when it receives them from the asynchronous Web service. Click **Refresh** to update the page and view the results.

- Validation Status - the status of the validation: Not Validated, Invoking, Waiting for Response, Success, Error, or Aborted
- Last Validated - The last time you attempted to validate the Integration Type
- Message - The message returned from the Web Service
- Log File Location - The location of the log file, if specified
- Reports - Report URLs, if any exist

➤ To validate an integration type:

1. **From the menu, select Manage, then Integration Types.**
2. **Select an Integration Type.**
3. **Select Actions, then Validate, or click the Validate icon.**

   If you selected an End-User Integration Type, the system displays the security settings, Application Tokens if applicable, parameters, and results. Click **Validate** to open the URL in a new browser window, or open a new tab in Oracle Enterprise Performance Management Workspace, Fusion Edition, depending on the End-User URL.

   If you selected a System-Automated Integration Type, the system starts the asynchronous Web Service defined in the Integration Type and returns you to the Integration Type window while the process runs. Click the **Refresh** icon to see the results of the validation.

   Tip: When the validation is in the Invoking or Waiting for Response stage, you can click **Cancel Validation** if you need to cancel the process.

4. **When you finish running validations, click Close to return to Manage Integration Types.**

Importing Integration Types

The predefined Integration Types for Oracle products must be imported from XML files before you can access them. During the import process, you can automatically create Task Types for the Integration Types.

➤ To import an Integration Type:

1. **From the menu, select Manage, then Integration Types.**
2. **Select Actions, then Import Integration Type, or click the Import icon.**
3. **Enter a file name, or click Browse to browse for the file to import, and click Next.**
4. **Select the Integration Types for which you want Task types to be automatically created, and click Next.**

   The Results screen displays the number of Integration Types imported.

5. **Click Close.**

Exporting Integration Types

You can export integration types to an XML file that you can modify and then reimport into Financial Close Management.

➤ To export an Integration Type:

1. From the menu, select **Manage**, then **Integration Types.**
2. Select **Actions**, then **Export Integration Type**, or click the **Export** icon.
3. Click **Save File**, then click **OK.**
4. Select a location in which to save the file, and click **Save.**

Deleting Integration Types

You can delete Integration Types that you no longer need. However, you cannot delete imported Integration Types, and you cannot delete an Integration Type while it is associated with a Task Type.

➤ To delete an Integration Type:

1. From the menu, select **Manage**, then **Integration Types.**
2. Select an Integration Type to delete.
3. Select **Actions**, then **Delete**, or click the **Delete** icon.
4. At the delete confirmation prompt, click **Yes.**

Managing Applications

Integration Types are assigned applications for the external products to which they link. From the Manage Integration Types module, you can maintain a list of applications associated with the Integration Type. You can search on and sort the list by application. In addition, you can select to view these additional columns for applications: Created By, Creation Date, Last Updated By, and Last Update Date.

Adding Applications

You can add applications to associate with an Integration Type. You can also specify the security policy to use for any Integration Type of that application. For information on security policies, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or Web service WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

➤ To add an application:

1 From the menu, select **Manage**, then **Integration Types.**
2 Select **Actions**, then **Manage Applications**, or click the **Manage Applications** icon.
3 Select **Actions**, then **New**, or click the **New** icon.
4 Enter an application name.
5 **Optional:** Enter additional application properties.
6 **Optional:** To add an application-level token, in the Application Tokens table, select **Actions**, then **New** or click the **New** icon. Enter a token name and optionally a token value, and then click **OK.**

Tip: To remove a token, select **Actions**, then **Delete** or click the **Delete** icon.

Editing Applications

You can edit the name of the application, the installation registry properties, the security information, and any application-level tokens.

➤ To edit an application:

1 From the menu, select **Manage**, then **Integration Types.**
2 Select **Actions**, then **Manage Applications**, or click the **Manage Applications** icon.
3 Select **Actions**, then **Edit**, or click the **Edit** icon.
4 Edit the settings or tokens as needed, and click **OK.**

Deleting Applications

You can delete applications that you no longer need from the list of available applications. You cannot delete an application while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the application before you can delete the application.

➤ To delete an application:

1 From the menu, select **Manage**, then **Integration Types.**
2 Select **Actions**, then **Manage Applications**, or click the **Manage Applications** icon.
3 Select an application, and select **Actions**, then **Delete**, or click the **Delete** icon.

Viewing Integration Types

You can view the properties and parameters of imported Integration Types. You can specify which columns to display for the list of Integration Types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1 From the menu, select **Manage**, then **Integration Types.**

2 Select **View**, then **Columns**, and select an option:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

➤ To reorder columns:

1 From the menu, select **Manage**, then **Integration Types.**

2 Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows to change the order.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Integration Types.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending** .

➤ To change column widths:

1 Hover over the column header dividers until the arrows display.

2 Drag the columns to the desired width.

Searching for Integration Types

You can use the Integration Types dialog box to find Integration Types. You can enter full or partial names on which to search.

➤ To search for Integration Types:

1 From the menu, select **Manage**, then **Integration Types.**

2 Click the **>** sign to expand the Search box.

3 Enter full or partial search criteria for the Integration Type.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search.**

Tip: To reset the list to display all Integration Types, click **Reset**.

3 Navigating in Financial Close Management

In This Chapter

Financial Close Management Views

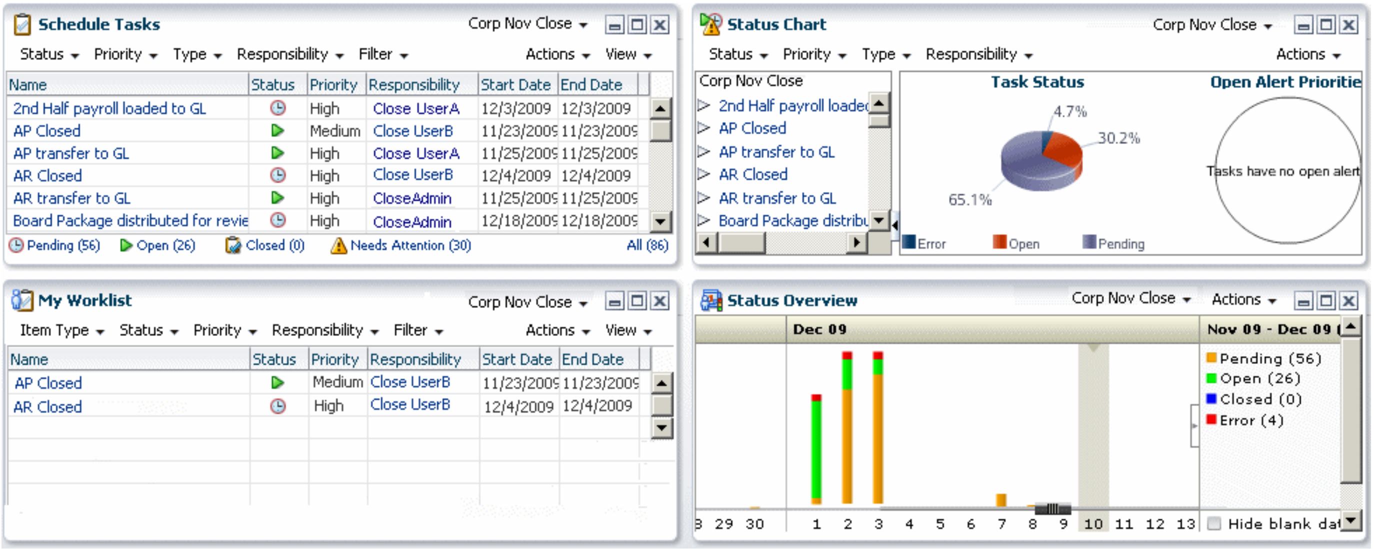
You can use the Dashboard, Calendar view, Task List, or Gantt view to track tasks in your running schedules.

When you switch views, for example, from Calendar to Gantt, the system synchronizes the dates so that your new view displays the same date range as your previous view.

By default, the Dashboard is displayed. If you are an Administrator, you can begin system setup. See "Setting Up the System" on page 16.

If you are a User, you can view the My Worklist portlet to view task assignments. See the *Oracle Hyperion Financial Close Management User's Guide*.

Dashboard View



The Dashboard view presents a portal-style interface into the Financial Close Management application, providing simple, efficient views into running (or Active) schedules and task lists, as well as high-level summary representations into which you can drill down for greater detail. It is used for real time management, not historical review or planning.

The Dashboard provides visibility to only the schedules and tasks that the user has access to view. Users can customize their Dashboard and maximize or minimize dashboard controls called portlets. For information, see the *Oracle Hyperion Financial Close Management User's Guide*.

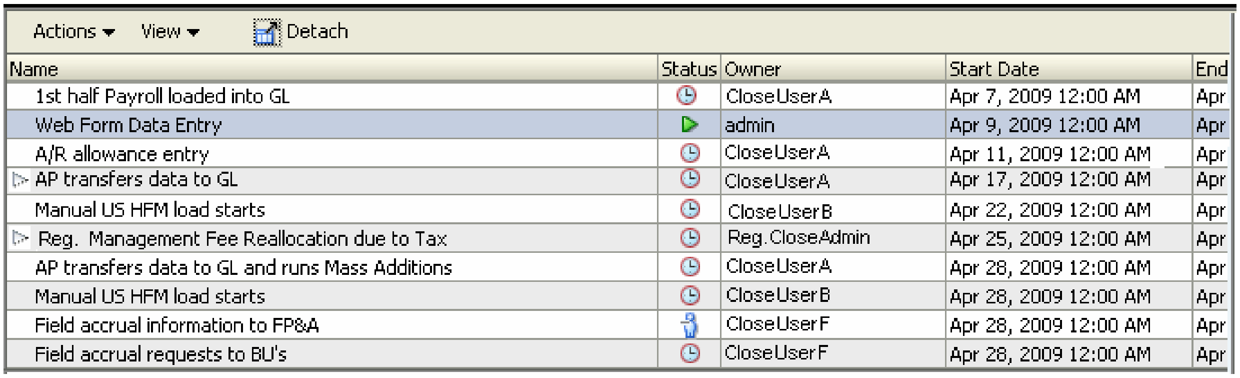
My Worklist portlet displays tasks for which you are the assignee or approver and the current status is with you, and alerts for which you are the assignee or approver.

The Schedule Tasks portlet presents information about tasks and issues associated with schedules, enabling you to filter and sort the list into a form most convenient for your role and responsibilities. By default, the portlet displays tasks of all statuses for all assignees for a specified schedule.

The Status Chart portlet provides a graphical representation of the progress of a schedule in terms of task status and alert status, with filtering mechanisms for adjusting the scope of the task set represented by the chart. The portlet is also a launch point into a schedule, bringing up the dashboard in a filtered state, matching the portlet's configuration.

The Status Overview portlet presents an overview of a schedule, displaying daily workload and completion status.

Task List View



Name	Status	Owner	Start Date	End
1st half Payroll loaded into GL		CloseUserA	Apr 7, 2009 12:00 AM	Apr
Web Form Data Entry		admin	Apr 9, 2009 12:00 AM	Apr
A/R allowance entry		CloseUserA	Apr 11, 2009 12:00 AM	Apr
AP transfers data to GL		CloseUserA	Apr 17, 2009 12:00 AM	Apr
Manual US HFM load starts		CloseUserB	Apr 22, 2009 12:00 AM	Apr
Reg. Management Fee Reallocation due to Tax		Reg.CloseAdmin	Apr 25, 2009 12:00 AM	Apr
AP transfers data to GL and runs Mass Additions		CloseUserA	Apr 28, 2009 12:00 AM	Apr
Manual US HFM load starts		CloseUserB	Apr 28, 2009 12:00 AM	Apr
Field accrual information to FP&A		CloseUserF	Apr 28, 2009 12:00 AM	Apr
Field accrual requests to BU's		CloseUserF	Apr 28, 2009 12:00 AM	Apr

The Task List view is one of the transactional views, along with Calendar and Gantt. It lists all the tasks in a schedule or template. It provides a hierarchical (parent-child) view of tasks. You can filter the list of tasks to display only the ones in which you are interested.

For example, if you want to quickly and easily see a list of tasks in a hierarchical view and edit some information directly, you can use the Task List view.

By default, the list is sorted by the Starts column. You can click a column heading to sort by that column. Parent tasks are indicated by an arrow, which you can click to expand or collapse the display of their children.

Calendar View

Calendar views display all schedule or template tasks in traditional calendar format by Month, Week, or Day.

The Month view displays the days in standard calendar format. Tasks occurring on a day are displayed as a colored bar in the day, and span the days of the task. If the task spans a week, a small arrow icon is displayed on the task bar to indicate that the task continues to the next week.

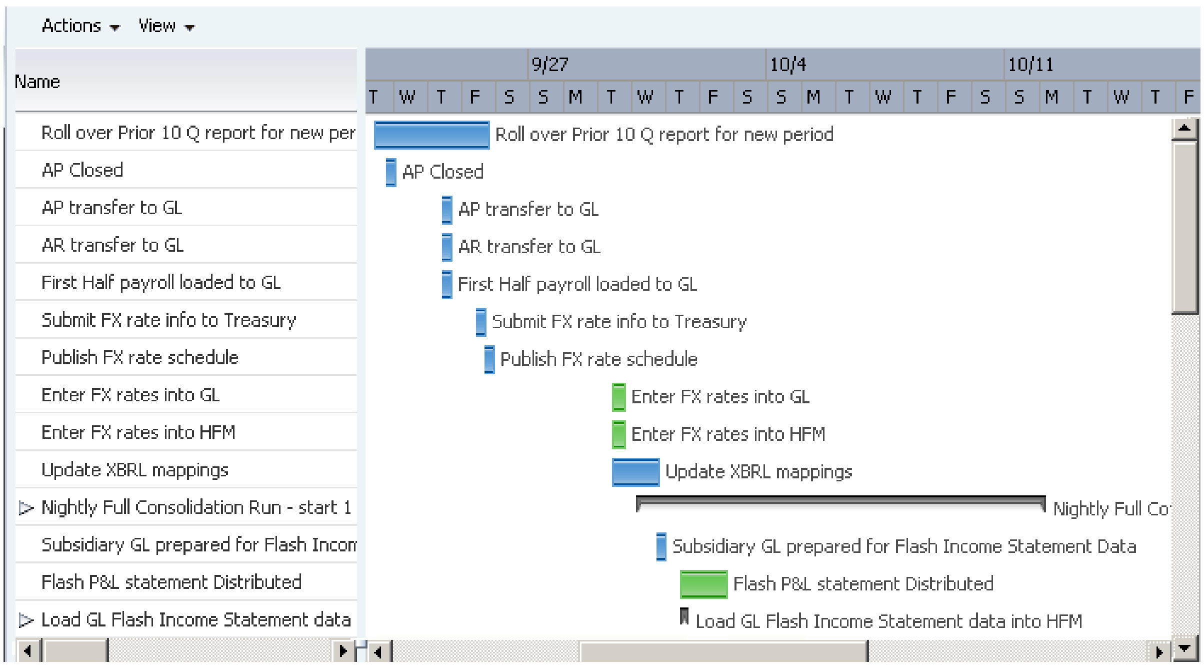
The Week view displays the tasks of the specified week. The top section displays tasks that span one or more days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

Parent tasks are not displayed in any Calendar view.

For Templates, each of the calendar views displays the dates of the month relative to the zero day that the template has set for the close process. For example, instead of displaying March 26 or 27, the calendar view displays -5 and -4, denoting 5 and 4 days until the zero day.

Gantt View



The Gantt view displays a timeline for a schedule or template that graphically represents the duration of tasks and the dependencies between them. Bars represent duration, and arrows represent dependencies. You can view the predecessor relationships between tasks, for example, Task A must complete before Task B, and view the status of predecessor tasks. You can also see the parent-child task relationships (aggregations), in the hierarchy, for example, Task A is comprised of two subtasks, Task B and Task C.

You might choose to use the Gantt view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule. You can use the Gantt view to see the status of predecessor tasks to your tasks, and see the status of your tasks that are predecessors to other group members' tasks.

You can drag new tasks into the Gantt view and update a task using a double-click or menu option. You can drag a task to a new start date and stretch the task duration. You can filter to flatten the task hierarchy and sort by task status. Tasks that have child tasks are indicated by an arrow, which you can click to expand or collapse the task hierarchies.

Selecting Views

You can select to view tasks from the Dashboard, or one of the transactional views (Calendar, Gantt, or Task List).

If you have created a Close schedule, you can first open the schedule, then select a view.

➤ To select a view, perform an action:

- From the menu, select **View**, then select a view.
- From the toolbar, click a button for the view:
  - **Dashboard** 
  - **Calendar - Month** 
  - **Calendar - Week** 
  - **Calendar - Day** 
  - **Gantt** 
  - **Task List** 

Available View Actions

In the Calendar, Task List, and Gantt views, you can perform these actions:

- Hover over a task. This causes hovertext to display, showing the task name. For the Gantt view, this is available when hovering over the chart's task bar and includes the task name.
- Left-click a task: This causes the task to highlight. The Task Panel at the bottom of the screen then updates to display the task’s information.
- Double-left-click a task: If the task is in a template or in an unopened schedule, the Task Details dialog box displays, where you can view and edit the task details. Otherwise, the Task Action dialog box displays.
- Right-click a task: This pops up a context-sensitive menu that enable you to perform certain actions. The menu contents vary depending on the task's status and your security role.
- Change View: You can click a button in the toolbar menu to change to one of the other view types.
- Expand/Collapse: Using the plus (+) or minus (-) options, you can expand and collapse the task hierarchies. (Only in Task List and Gantt views)
- Drag/Drop a Task Type onto the view: You can drag a Task Type from the left side panel onto the view to create a new task of that type.
- New Task: Create a new task using the menu or toolbar.

In addition, you can perform these actions in the Gantt and Calendar views:

- Move a Task: You can click and drag a task to move it to a different day or hour.
- Change Duration: You can click and drag the right-side of a task to change its duration and end date.

Displaying Columns in Views

From the Task List or Gantt views, you can specify which columns to display in the view. You can also reorder columns, or sort columns by ascending or descending order. From Task Lists, you can use menu options to collapse or expand the list of tasks, and detach the task list table.

Selecting Columns

You can specify which columns to display in the view. For example, in Task List views, you can display Status, Owner, Start Date, End Date, Duration, and Schedule Name. You can also click Show More to select custom attributes and other columns.

In addition, in Gantt views, you can display a Path column that indicates a task's path to its parent.

You can adjust the width of a column by dragging it. You can also drag columns to change their position, for example, you can drag a column to the end so it becomes the last column.

➤ To select columns:

1. From the menu, select **View**, then select a view, or click the view toolbar button.
2. From the Task List or Gantt menu bar, select **View**, then **Columns**, and select the columns to display.

➤ To change column width:

1. Hover over the right side of the column until the icon changes to a double bar indicating that the column width can be adjusted.
2. Drag the right side of the column to resize it.

Reordering Columns

In the Task List and Gantt views, you can reorder columns.

➤ To reorder columns:

1. From the menu, select **View**, then select a view, or click the appropriate view button on the toolbar.
2. Select **View**, then **Reorder Columns**.
3. Select one or more columns and use the Up and Down arrows to reorder.
4. Click **OK**.

Sorting Columns

In the Task List and Gantt views, you can sort columns by ascending or descending order.

➤ To sort columns:

1 **From the menu, select View, then select a view, or click the view toolbar button.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

Navigating in Task Lists

In the Task List view, you can use menu options to expand and collapse the full or partial list of tasks, or scroll to the first or last task in the list.

➤ To navigate the task list:

1 From the menu, select **View**, then select **Task List**, or from the toolbar, click the **Task List** button.

2 Select **View**, then select an option:

- **Expand**
- **Expand All Below**
- **Collapse All Below**
- **Expand All**
- **Collapse All**
- **Scroll to First**
- **Scroll to Last**

Filtering Views

You can use filters to define and view a subset of tasks to which you have security access. You can filter on various attributes such as Task Type, Active, Assignee, Priority, Owner, Approver, and Status.

A number next to each attribute indicates the number of tasks associated with that attribute. For example, if 10 tasks have a Completed status, the Completed attribute in the Status category shows (10). For attributes with a large number of values, the system displays the top ten items sorted in descending order, and displays a “+ more” link that you can click to view more items. Any custom attributes that you created are also displayed and selectable.

When you select values of one attribute, the possible choices of other attributes may change depending on the data. For example, suppose you select Status and Owner attributes. If you filter the Status attribute to show only the Pending tasks, the Owner attribute displays only owners of Pending tasks.

Note: You can only filter on attributes that have the Display option enabled. You cannot filter on dynamic fields, for example, numbers.

➤ To filter tasks using one attribute:

1 Click **Filter Tasks** to expand the list of tasks in the left panel.

2 From the Filter Tasks task list, click on an individual task or attribute from a task category.

For example, under Status, you can click Pending.

3 The view changes to display only filtered tasks.

➤ To filter tasks using multiple attributes:

1 From the task list on the left pane, choose a method:

- Click the category criteria by which to filter, for example, Task Type.
- Click the **Select Values** button, , next to the category.

2 From the **Select Filter Items** dialog, do one or more of these actions:

- Select **All** to filter by all items.
- Select one or more items by which to filter.

Note: Some items might be unavailable based on other filter settings.

3 Click **OK** to refresh the list with the filtered criteria.

Tip: To remove filter criteria, click the Reset button for any attribute to which a filter has been applied. To remove all filter criteria, click the **Reset Filter** button, and all tasks are displayed.

Saving Filtered Views

After you define filter criteria, you can save a filter definition for later use, or to use with a different close cycle process. From the Filters panel, you can view the list of saved filtered views. The saved filtered views are visible only to the users who created them.

➤ To save the filtered view:

1 After you define filter criteria, click **Save Filter.**

2 Enter a name for the saved filter, and click **Save and Close.**

Tip: To view saved filters, select the drop-down list at the top of the Filters panel.

Deleting Filtered Views

You can delete filtered views that you no longer need.

➤ To delete a filtered view:

1 **From the menu, select Manage, then Filters.**

2 **From the list of filtered views, select a filtered view to delete.**

3 **Select Actions, then Delete, or click the Delete icon.**

4 **At the delete confirmation prompt, click Yes.**

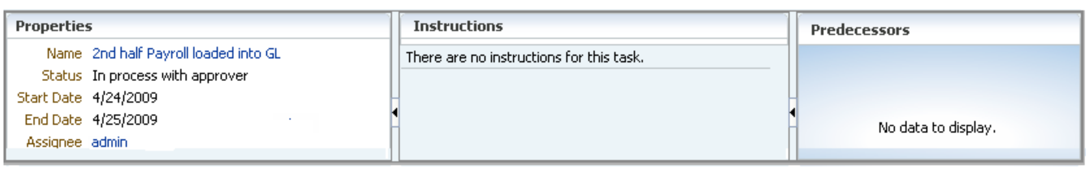
Viewing Task Summary Information

When you select a task in the Calendar, Gantt, and Task List views, you can view summary information from the Task Panel at the bottom of the view pane. Properties, Instructions, and Predecessors are displayed for the selected task.

The Properties pane displays the task name, status, start and end dates, owner, and assignee.

The Instructions pane displays any instructions that the administrator has defined for the task.

The Predecessors pane displays the predecessor tasks, if any exist. The predecessors are displayed in a hierarchy. You can click on a predecessor task to update the panel with the predecessor task information.



➤ To view summary information, from a Calendar, Gantt, or Task List view, select a task.

- To expand and collapse the panes, click on the black triangles on either side of the pane bars.
- To resize the panes, hover over the pane, click to grasp a side, and then drag it.

Task Status

The following table lists available task statuses.

Status	Icon	Description
Pending		Task awaiting action; not in progress yet
Open		Task is in progress, either with Assignee or Approver

Status	Icon	Description
Closed		Task is complete, either with Success or Warnings
Error		Task is complete but with errors

4 Managing Task Types

In This Chapter

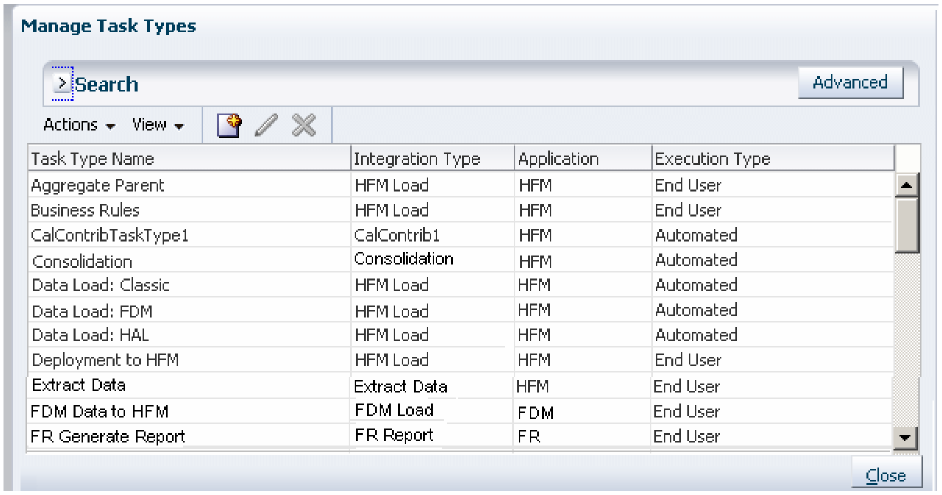
Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a close period, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.

Two predefined Task Types are installed by default:

- Basic Task: Basic Task Type that does not contain any instructions, questions, or attributes.
- Parent Task: Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Close Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.



Creating Task Types

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

➤ To create a Task Type:

1 **From the menu, use one of these methods:**

- Highlight a task, select **Tools**, then **Create Task Type** to create a Task Type based on that task.
- Select **Manage**, then **Task Types**, select **Actions**, then **New** or click the **New** icon.

2 **Select the Properties tab if it is not already displayed.**

Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type. If you select a System-Automated Integration Type, you can specify a user known as the Run As ID under which any tasks of this type are run, unless overridden.

For End User Types, you can allow an assignee to open a pending task prior to the scheduled time, if all of the task predecessor conditions have been met.

➤ To set Task Type properties:

1 **Create a new Task Type.**

The **Properties** tab is displayed by default.

2 **Enter a name for the Task Type.**

3 **Enter a Task Type ID that can be used to identify the Task Type.**

4 **Enter a Task Type description.**

5 To specify an Integration Type, click **Browse** to search for and select an Integration Type, then click **OK.** Selecting an Integration Type enables the Task Type to inherit the parameters from that Integration Type.

6 If you selected a System-Automated Integration Type, the **Run As** box displays. Click the **Select Run As Account** icon, search for and select a user under which tasks of this type will be run, and click **OK.**

7 **Optional:** For an End-User Type, select **Allow Early Start** to allow the assignee to open the task before the scheduled start time.

Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

Note: This tab is available only if you have selected an Integration Type that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

➤ To set Task Type parameters:

1 From the New Task Type dialog, select the **Parameters** tab.

2 Enter parameter values as required.

3 **Optional:** To allow the parameter to be overridden at scheduling time, select **Override at scheduling**.

Specifying Task Type Instructions

You can create a set of instructions for completing tasks. You can also add references to repository documents, files, or URLs to Web sites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

➤ To specify instructions:

1 Select the **Instructions** tab.

2 In **Instructions**, enter instruction text.

➤ To add a reference:

1 In the **References** section, select **Actions**, then **Add**, or click the **Add** icon.

2 From the **Type** list, select one of these types:

- **Local File**

  Enter a name, click **Browse** to select and attach the file, and click **OK.**

- **URL**

  Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.

- **Repository File** (Optional)

  From the file list, select the file, and click **OK.**

  Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Tip: To delete a reference, select the reference, and click **Delete**.

Applying Task Type Attributes

To locate Task Types in the system, you can apply custom attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

➤ To apply an attribute:

1. From the **Attributes** tab, select **Actions**, then **Add**, or click the **Add** icon.
2. From the **Attribute** list, select an attribute.
3. **Optional:** Select **Display To User** if you want the attribute to display on the Task Action and the Report Binder Task page.
4. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
5. Click **OK.**

Specifying Task Type Questions

You can specify Task Type questions that apply to all the tasks with that Task Type.

Note: The Questions tab is not available for a Task Type that uses an automated Integration Type.

➤ To specify questions:

1. Select the **Questions** tab.
2. Select **Actions**, then **New**, or click the **New** icon.

3 From the New Question dialog box, for **Question,** enter the text for the question.

4 From the **Type** list, select one of these question types:

- **Date**
- **List**

  If you select List, enter a list of valid responses to the question.

- **Number**

  If you select Number, select number formatting options:

  - For Decimal Places, enter a value for the number of decimal places to display.
  - Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
  - From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
  - From the Negative Number list, select how to display negative numbers, for example, (123).
  - From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**
- **True/False**
- **Yes/No**

5 If the question is required, select **Required.**

6 Click **OK** to save the question.

7 **Optional:** To change the order of questions, select a question, then click **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom.**

Tip: To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.

8 Click **Save and Close** to save the Task Type.

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the Manage Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only and cannot be changed.

➤ To view Task Type history:

1 From the menu, select **Manage**, then **Task Types.**

2 Select a Task Type.

3 Select **Actions**, then **Edit**, or click the **Edit** icon.

4 **Select the History tab.**

5 When you finish, click **Save and Close** or **Cancel.**

Editing Task Types

From the Manage Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that have already been created from the Task Type. For tasks in a template, the effect is immediate. Any change that you make to the Task Type (instructions, questions, and so on), is automatically updated in any task of that type. If you edit a Task Type in a schedule, it does not have any effect.

➤ To edit a Task Type:

1. From the menu, select **Manage**, then **Task Types.**
2. Select the Task Type that you want to edit.
3. Use one of these methods:
   - Select **Actions**, then **Edit**.
   - Click the **Edit** icon.
   - Right-click and select **Edit**.
4. Select the tab for the information you want to edit and edit the Task Type.
5. Click **Save and Close** to save your changes.

Viewing Task Types

In Manage Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1. From the menu, select **Manage**, then **Task Types.**
2. Select **View**, then **Columns**, and select an option:
   - To display all columns, select **Show All**.
   - To display specific columns, select or deselect the column names.

➤ To reorder columns:

1. From the menu, select **Manage**, then **Task Types.**
2. Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows to reorder.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Task Types.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending** .

➤ To change column widths:

1 Hover over the column header dividers until the double bars display.

2 Drag the columns to the desired width.

Searching for Task Types

You can use the Task Types dialog box to find Task Types. You can enter full or partial names on which to search.

➤ To search for Task Types:

1 From the menu, select **Manage**, then **Task Types.**

2 Click the **>** sign to expand the Search box.

3 Enter full or partial search criteria for the Task Type.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search.**

Tip: To reset the list to display all Task Types, click **Reset**.

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

You can select the Replace option to completely replace the definition of a Task Type with the definition in the import file. This option replaces all the Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

You can select the Update option to update partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.

For details on the file format, see "Task Import File Format" on page 64.

To import Task Types, you must have the Close Administrator or Close Power User security role.

➤ To import Task Types:

1 From **Manage Task Types**, select **Actions**, then **Import**, or click the **Import** icon.

2 Enter the name of the file to import, or click **Browse** to find the file.

3 Select an import option:

- **Replace**
- **Update**

The system displays a warning that any existing task type that matches a task type ID in the import file will be modified. If you do not want to overwrite the existing task type, click **Cancel** to cancel the import process.

4 Click **Import**.

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modify and reimport the file into Financial Close Management.

➤ To export Task Types:

1 From **Manage Task Types**, select a Task Type, then **Actions**, then **Export**, or click the **Export** icon.

2 Click **Save File**, then click **OK**.

3 Select a location in which to save the file, and click **Save**.

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Close Administrator or Power User security rights.

Note: You cannot delete a Task Type if any tasks belong to it.

➤ To delete a Task Type:

1 From **Manage Task Types**, select the Task Type that you want to delete.

2 Use one of these methods:

- Select **Actions**, then **Delete**.
- Click the **Delete** icon.
- Right-click and select **Delete**.

3 At the delete confirmation prompt, click **Yes.**

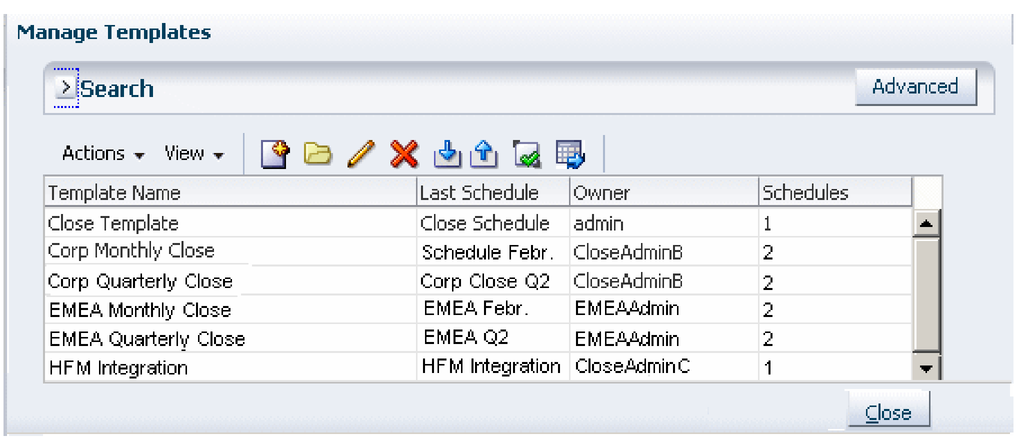
5 Managing Templates

In This Chapter

A template defines a repeatable set of tasks required for a close period. It is used as a basis for creating schedules. You can create templates for different types of close periods, such as monthly or quarterly. You use templates to generate schedules for specific close periods.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on close process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Close Administrator or Power User, you can create, edit, and delete templates.



Creating Templates

You can create templates for specific tasks, such as a Quarterly template to encompass all of the tasks involved in a quarterly close. You could further define separate templates for a Headquarters Quarterly Close and a Regional Quarterly Close.

When you create a template, you can assign users or groups as viewers. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to any schedules produced from the template.

➤ To create a template:

1. **From the menu, select Manage, then Templates.**
2. **Select Actions, then New, or click the New icon.**

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Close Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero, which is usually the day your company closes its books. You can specify the number of days a template will track before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template always has at least one day (Day Zero), even if you do not specify days before or after it.

➤ To set template properties:

1. **Create a template and select the Properties tab.**
2. **Enter a name for the template.**
3. **Enter a template description.**
4. **Enter the time span for the template.**
   - For **Number of Days Before Day 0**, select a number.
   - For **Number of Days After Day 0**, select a number.
5. **For Owner, use the default owner or click the Select Owner button and select a user.**

Specifying Template Instructions

You can specify instructions in the template for completing the close process. Users can view the instructions from any task in the template. The instructions are also transferred to each schedule.

You may also want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

➤ To specify template instructions

1. From the New Template dialog, select the **Instructions** tab.
2. In **Instructions**, enter instruction text for each task in the template to include.
3. Click **OK** to save your changes.

➤ To add a reference:

1. In the **References** section, select **Actions**, then **Add**, or click the **Add** icon.
2. From the **Type** list, select one of these types:
   - **Local File**

     Enter a name, click **Browse** to select and attach the file, and click **OK.**
   - **URL**

     Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com. and click **OK**.
   - **Repository File** (Optional)

     From the file list, select the file, and click **OK.**

   Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Assigning Viewers

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a group assignment. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to any schedules produced from the template.

➤ To assign viewer rights:

1. From the New Template dialog, select the **Viewers** tab.
2. Select **Actions**, then **Add,** or click the **Add** icon.
3. To search by users or groups, click the **Search Users** button, then select **Users** or **Groups.**
4. Enter a full or partial user name, then click **Search.**
5. To specifically identify a user, click **Advanced**, then enter a User ID, Email address, or Description.
6. From the **Search Results** list, select one or more IDs, then move them to the **Selected** box.
7. For additional details about the user, such as groups and roles, click **Details.**

8 **Click Add or Add All to move users to the Selected list.**

Tip: To remove users, select them and click **Remove** or **Remove All**.

Applying Template Attributes

To locate templates in the system, you can apply custom attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to "West."

➤ To apply an attribute:

1. From the New Template dialog, select the **Attributes** tab.
2. Select **Actions**, then **Add**, or click the **Add** icon.
3. From the **Attribute** list, select an attribute.
4. **Optional:** Select **Display To User** if you want the attribute to display on the Task Action and the Report Binder Task page.
5. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
6. Click **OK**.

Specifying Day Labels

You can customize the names of days in the template. For example, you can rename Day 2 to Data Entry Day. Editing the name of the day does not change its sequential order.

➤ To specify day labels:

1. From the New Template dialog, select the **Day Labels** tab.
2. Select a day to rename.
3. Rename the day from its default value to a custom name.

Embedding Templates

You can reuse tasks from one template in another by embedding a template into another template. When you schedule tasks for a template, tasks for any embedded templates are also scheduled.

For example, the Quarterly close process may be the same as the Monthly close process with some additional quarterly-only tasks. Instead of copying the Monthly template, you can specify that the Quarterly template embeds the Monthly template so if you change the Monthly template, you don't need to update the Quarterly. When you generate a schedule from the Quarterly template, the schedule includes the tasks from the Monthly template.

Note: Only one level of embedding is possible. For example, if Template A is embedded in Template B, then Template B cannot be embedded in another template.

➤ To embed templates:

1. From the Create Template dialog, select the **Embedded Templates** tab.
2. From the **Available Templates** list, select a template to embed.
3. Click **Move** to move the template to the **Embedded Templates** list.

   Tip: To remove a template or templates, select the template from the Embedded Templates list and click Remove or Remove All to move it to the Available Templates list.

4. Click **OK** to save the template.

Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only.

➤ To view template history:

1. From the menu, select **Manage**, then **Templates**.
2. Select a template for which to view history.
3. Select **Actions**, then **Edit**, or click the **Edit** icon.
4. Select the **History** tab.
5. When you finish, click **OK**.

Opening Templates

You can open templates from the Manage Templates dialog box.

➤ To open a template:

1. From **Manage Templates**, select a template.
2. Use one of these methods:
   - Select **Actions**, then **Open**.
   - Click the **Open** icon.

- Right-click and select **Open**.

Adding Tasks to Templates

You can add tasks to templates. Each task has a start date and time. End-User tasks also have an end date and time, and System-Automated tasks have a duration when added to a template. The start day in a template corresponds to template days, rather than to actual calendar days.

Note: For detailed information on creating tasks, see "Creating Tasks" on page 73.

➤ To add a task to a template:

1. Open an application and from the menu, select **Manage**, then **Templates.**
2. Select and open a template.
3. Add tasks as required.

Editing Templates

You can edit templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days before or after the Day Zero, any tasks associated with those days are removed. Editing a template has no effect on existing schedules previously generated from that template.

You can edit, copy, and delete tasks in a template. See "Editing Tasks" on page 80.

You must be working in the source template to edit tasks from embedded templates.

➤ To edit a template:

1. From the toolbar, select **Manage**, then **Templates.**
2. Select the template that you want to edit.
3. Use one of these methods:
   - Select **Actions**, then **Edit**.
   - Click the **Edit** icon.
   - Right-click and select **Edit**.
4. Edit the template properties.
5. Click **OK** to save your changes.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a Financial Close Management template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

Note: Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

For details on the file format, see "Task Import File Format" on page 64.

To import tasks, you must have security rights to edit the template.

Three options are available for importing tasks into a template:

- **Replace**
- **Replace All**
- **Update**

Replace

Select this option to replace the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.

Replace All

Select this option to import a new set of tasks that replaces the existing tasks in a template. This option is useful when you want to replace a template in one system with an updated definition from another system. Any tasks that are not specified in the import file are deleted from the template.

Update

Select this option to update partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned owners, assignees, and approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. This option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task's instructions, the task's name, assignee, custom attributes, and other properties are not affected.

➤ To import tasks into a template:

1. From **Manage Templates**, select a template into which to import tasks.
2. Select **Actions**, then **Import Tasks**, or click the **Import Tasks** icon.
3. Enter the name of the file to import, or click **Browse** to find the file.
4. Select an import option:
    - **Replace**
    - **Replace All**

- **Update**

Note: The system displays a warning that any existing task in the template that matches a task ID in the import file will be modified. If you do not want to overwrite the existing task, click **Cancel** to cancel the import process.

5 Click **Import.**

- If the import is successful, the "Import Success" dialog box is displayed, indicating that the template name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
- If errors are found, the import process is not run, and the "Import Errors" dialog box displays errors. View the errors, then click **OK** to return to Manage Templates.

Task Import File Format

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.

Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in Financial Close Management. For example, if you are importing Task Types, you must have specified values for them when you set up Financial Close Management. For groups of column headings, if you have a certain number of one of the group, you must have the same number for other members. For example, if you have QText5, there must be a corresponding QType5.

The following table lists the column IDs.

Column ID	Description	Type
TaskID	ID of task. Maximum of 80 characters.	Text
TaskName	Name of task	Text
TaskType	Task Type	Text Lookup
Description	Full description of task. Maximum of 1000 characters.	Text
Priority	Task priority (High, Medium, Low)	Text Lookup
StartDate	Start date, in template days (for example, -5, 0, 1, 12) For schedules, this must be a calendar date in your locale format.	Integer
StartTime	Start time in HH:MM (24-hour), for example: 13:00	Integer
EndDate	User tasks only, in template days (for example, -5, 0, 1, 12) For schedules, this must be a calendar date in your locale format.	Integer
EndTime	User tasks only, in HH:MM (24-hour), for example, 13:00	Integer
Duration	Task duration in minutes (automated tasks only)	Number
Owner	Task owner	Text Lookup
Assignee	Task assignee (user tasks only)	Text Lookup
Active	Whether the task is active. Only applies to template import.	Boolean
StartEarly	Whether the assignee is allowed to open a pending task prior to the scheduled start time	Boolean
RunAs	RunAs user name. Only applicable for system-automated tasks.	Text Lookup
Instruction	Instruction text. Maximum of 2 GB.	Text
Reference#	Instruction reference (URL and Content Server references)	URL
RefText#	Reference name, for URL references	Text
RefType#	Reference type (URL, Document)	Text Lookup
RefURL#	Reference URL, for URL references	URL
RefDocId#	Reference document ID, for document references	Integer
Approver#	Approver Level	User Name
Viewer#	Task viewer	User Name
QText#	Required for question. Text of question. Maximum of 255 characters.	Text
QType#	Required for question. Data type of question (Text, Member, True/False, and so on)	Text Lookup
QReq#	Required for question. Question required? (YES/NO)	Boolean
QList#	List of values for question, separated by | symbol, for example, Red|Green|Blue|Yellow.	Text Lookup

Column ID	Description	Type
QCurrSymbol#	Currency format for question X	Text
QDecPlaces#	Number of significant digits after the decimal places for question X	Number
QNegNumFmt#	Negative number format for question X	Text: Either - or ( )
QScale#	Scale format for question X	Number, in magnitude: 1000 and so on
QThouSep#	Thousand separator indicator for question X	Boolean
Attribute#	Attribute name, for example, Color	Text Lookup
AttrVal#	Attribute value, for example, Red. Maximum of 255 characters.	Text
AttrDisplay	Display to user (in task action dialog) for attribute	Boolean
Param#	Parameter name	Text Lookup
ParmVal#	Parameter value	Text
Parent	Task ID of the task's parent	Task ID
Predecessor#	Predecessor task ID (from column A)	Task ID
PredType#	Required. Predecessor type (for example, Finish to Start).	Text Lookup
PredTemplate#	Name of the predecessor's template or schedule, if the predecessor belongs to a different template or schedule	Text

When you import Task Types, these columns are used:

- TaskTypeID
- IntegrationType
- ParamOverride# - whether the parameter should be overridden

A sample task import file is provided. It contains the following dynamic parameters, which you can modify:

- Two questions
- Two attributes
- Two instructional references
- Three predecessor tasks
- Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

➤ To export tasks:

1 From **Manage Templates**, select a template from which to export tasks.

2 Select **Actions**, then **Export Tasks**, or click the **Export Tasks** icon.

3 Click **Save File**, then click **OK.**

4 Select a location in which to save the file, and click **Save.**

Reassigning Users

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Manage Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

➤ To reassign users:

1 From the toolbar, select **Manage**, then **Templates.**

2 Select the template in which you want to reassign users.

3 Select **Actions**, then **Reassign User.**

4 For **Find User**, click **Find User** and enter search criteria for the user that you want to replace.

5 From the **Select User** dialog, enter the first or last name for the user, and click **Search.**

6 Select the user from the results, then click **OK.**

7 For **Replace with**, click **Find User** and enter search criteria for the user to whom you want to reassign tasks.

8 From the **Select User** dialog, enter the first or last name for the user, and click **Search.**

9 Select the user from the results, then click **OK.**

10 Select one or more roles for the user that needs to be reassigned:

- **Owner**
- **Assignee**
- **Approver**
- **Viewer**

11 Click **Reassign.**

When the process ends, the system displays a “Reassign Users - Success” message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

You create schedules from templates from the Manage Templates dialog box. The Last Schedule column shows the last schedule created from each template. The Schedules column shows the total number of schedules created from each template.

To create a schedule from a template, you must have the Close Administrator or Power User role.

The schedule always starts in a Pending status, which gives you the opportunity to make any final changes in the definition.

When template tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the template Day Zero. The dates can also account for non-working days of the schedule if you specified them. For example, if Day 0 is a Friday, the tasks for Day 1 are placed on the following Monday if you selected to exclude weekend days. The Date Map displays the default calendar date assigned to each template day. You can use the Date Map feature to adjust the date assignments.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in existing schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in existing schedules. The Predecessor Task Links tab lists all tasks with predecessors in other templates, and enables you to select a predecessor in an existing schedule for these tasks.

When you create a schedule from a template, you can globally update the task parameters for a Task Type if the parameters have the override option enabled.

For more information on schedules, see Chapter 7, “Managing Schedules”.

➤ To create a schedule from a template:

1. **From the menu, select Manage, then Templates.**
2. **Select the template that you want to schedule.**
3. **If the template was successfully validated, create the schedule:**

   a. Select **Actions**, then select **Create Schedule**, or click the **Create Schedule** icon.

   b. In **Name**, enter a schedule name.

   c. From the **Year** list, select a schedule year.

d. From the **Period** list, select a close period for the schedule.

e. From the **Day Zero Date** list, select the calendar date to assign to the template's Day Zero.

f. Select whether to include or exclude weekend days.

g. Click **Date Map** and for each template day whose date assignment you want to modify, in the Date column, enter the new date.

h. **Optional:** Select the **Predecessor Task Links** tab, select the schedule that contains the predecessor task and in the Assigned Task list, select the predecessor task.

i. **Optional:** Select the **Override Parameters** tab, review the parameters, and for each parameter that you want to modify, in the New Value column, enter a new value.

Note: This tab displays only tasks that use a Task Type in which at least one parameter has the Override option enabled. See "Setting Task Type Parameters" on page 49.

j. Click the **Create Schedule** button.

A schedule is created and populated with the tasks, instructions and viewers from the template. It has a status of Pending. By default the schedule is opened into a view when created.

k. Review the schedule and make adjustments as needed.

Manually Validating Templates

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate a template at any time. Validation is particularly useful to check for problems after you import tasks into a template from a file. If the template has an error, you can use the navigation links in the validation results to navigate to the source of the error.

➤ To manually validate a template:

1. From Manage Templates, select the template that you want to validate.
2. Select **Actions**, then **Validate**, or click the **Validate** icon.
   - If no errors exist, the system displays a "Template valid" message.
   - If an error is displayed, click the link to the error.

Viewing Templates

In the Manage Templates dialog, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1 From the menu, select **Manage**, then **Templates.**

2 Select **View**, then **Columns**, and select an option:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

➤ To reorder columns:

1 From the menu, select **Manage**, then **Templates.**

2 Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows to change the order.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Templates.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

➤ To change column widths:

1 Hover over the column header dividers until the arrows display.

2 Drag the columns to the desired width.

Searching for Templates

You can use the Manage Templates dialog box to quickly find templates. You can enter full or partial names on which to search.

➤ To search for templates:

1 From the menu, select **Manage**, then **Templates.**

2 Click the **>** sign to expand the Search box.

3 Enter full or partial search criteria.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search.**

Tip: To reset the list to display all templates, click **Reset**.

Deleting Templates

You can delete templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which will not be possible if the template is deleted.

➤ To delete a template:

1. From **Manage Templates**, select the template that you want to delete.
2. Select **Actions**, then **Delete**, or click the **Delete** icon.
3. At the confirmation prompt, click **Yes.**

6 Managing Tasks

In This Chapter

Tasks are the core units of action in a close process, such as data entry or data consolidation.

- End-user tasks require actions by Financial Close Management end users, such as answering questions or approving. They may contain product integrations, for example, a link to a data entry screen.
- System-automated tasks run without user intervention, such as an overnight feed from a general ledger. The success or failure of the task process is displayed in the task detail.

Each task has different parameters depending on the Task Type. If you have Close Administrator or Power User security rights, you can create, edit, or delete tasks.

Creating Tasks

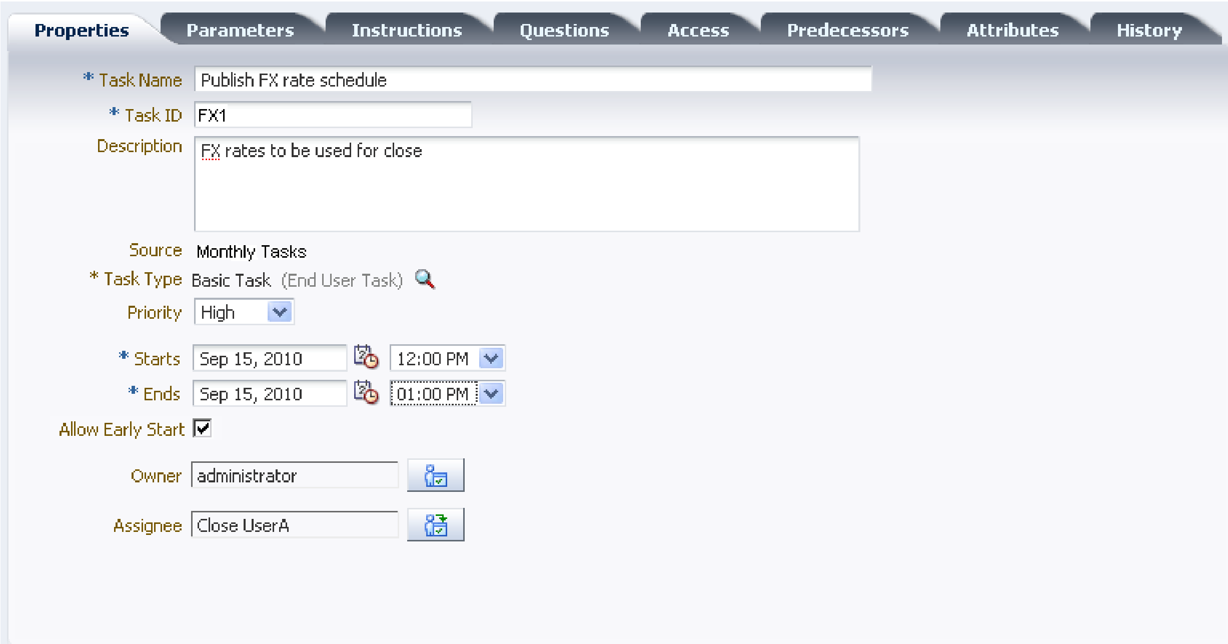
You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

You can group tasks under parent tasks to provide a simpler view of the close process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- From the toolbar, select **File, New, Task** or click the **New** icon, then **Task**.
- Drag and drop the Task Type onto a template or schedule in a view.
- Right-click on a task and select **New**.

- Right-click on a day/date and select New.



Setting Task Properties

The Properties tab enables you to set the task name, task ID, description, task type, priority, start and end date or duration.

You also use the Properties tab to specify task owners and assignees. During the close cycle, if an owner or assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign any user associated with a task, template, or schedule. Template, schedule, and task owners, assignees, and approvers may also reassign their tasks.

For end-user tasks, you can allow an assignee to open a pending task prior to the scheduled time, if all of the task predecessor conditions have been met.

Automated tasks have no assignees, however you can specify Run As IDs for users under which tasks of that type are run.

➤ To set task properties:

1. Create a task and select the **Properties** tab.
2. Enter a task name (required).
3. Enter a task ID that can be used to identify the task (required). Task IDs must be unique within the template or schedule.
4. Enter a task description.
5. For **Task Type**, click Browse and select a Task Type (required).
6. From the **Priority** list, select a priority for the task:

- **High**
- **Medium**
- **Low**

7 Select a Start date, then select the time of day for the task to start.

8 Perform one of the following actions:

- For an End-User task, select an End date, then select the time of day for the task to end.
- For a System-Automated task, select the Duration (days, hours, minutes). Automated tasks have no End date.

9 **Optional:** For an End-User task, select **Allow Early Start** to allow the assignee to open the task before the scheduled start time.

10 For **Owner**, click the **Select Owner** button,  to find a user.

Note: The owner must be an individual user, not a group. If you do not select a user, the owner defaults to the current user.

11 Perform one of the following actions:

- For an End-User task, for **Assignee**, click the **Select Assignee** button,  to find a user.

  Note: The assignee must be an individual user, not a group. If you do not select a user, the owner becomes the default assignee. Parent and automated tasks have no assignees.

- For a System-Automated task, for **Run As**, click **Select Run As Account**, search for and select a user under which tasks of this type will be run, and click **OK**.

  Note: If the selected Run As user is the user creating the task, authorization is not required.

12 Select **Active** to include this task in schedules generated from the template.

Note: This option is not available for tasks created in schedules.

Setting Task Parameters

The Parameters tab only contains data for tasks that as associated with an Integration Type and have parameters. Integration Types provide links to external applications. On the Parameters tab, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you could use the Parameters tab to select a point of view for the grid.

➤ To set task parameters:

1 **From the New Task dialog, select the Parameters tab.**

2 **If the parameter values are not already entered by the task type, enter the required parameter values.**

Specifying Children

From the Task Type list, if you selected Parent as the Task Type, the Children tab replaces the Parameters tab.

Task hierarchies make templates and schedules easier to navigate by grouping related tasks. You define task hierarchies by creating parent tasks and adding other tasks to them as children. You can expand a parent task to display its children or collapse it to hide them. You can use the Children tab to specify tasks below a task in the hierarchy. The Existing Tasks list displays a list of available tasks that are not children of other tasks.

➤ To specify child tasks:

1 From the New Task dialog, select the **Children** tab.

2 From the **Existing Tasks** list, select one or more tasks.

3 Click **Move** or **Move All** to move the tasks to the **Selected Tasks** list.

> **Tip:** To remove tasks, select them from the Selected Tasks list and click Remove or Remove All to return them to the Existing Tasks list.

Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users who have access to the task are only able to read the instructions. If there are existing task instructions that are inherited from the Task Type, template, or schedule, that instruction text is displayed above the instruction text box and is read-only.

You can also create references to external documents. You can upload a document from your local computer, create a Web link, or create a link to a document in Oracle Content Management. References inherited from the Task Type or template are locked, however you can add references.

For template tasks, the Template and Task Types instructions are viewable but not editable.

➤ To specify instructions:

1 From the New Task dialog, select the **Instructions** tab.

2 In **Instructions**, enter instruction text.

➤ To add a reference:

1 In the **References** section, select **Actions**, then **Add**, or select the **Add** icon.

2 From the **Type** list, select one of these types:

- **Local File**

  Enter a name, click **Browse** to select and attach the file, and click **OK.**

- **URL**

  Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com.

- **Repository File** (Optional)

  From the file list, select the file, and click **OK.**

  Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Adding Task Questions

Note: The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the assignee to answer one or more questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify one or more questions on the task. You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

You can add these types of questions:

Question Type	Answer Type
Yes/No	Choice of Yes or No
True/False	Choice of True or False
Date	Date selection
List	Choice of values
Number	Number entry
Text	Text entry

➤ To add a question:

1 From the New Task dialog, select the **Questions** tab.

2 Select **Actions**, then **Add**, or click the **Add** icon.

3 In the **Question** text box, enter the question text.

4 From the **Type** list, select a type:

- **Yes/No**
- **True/False**
- **Date**
- **List**

  If you select List, enter a list of valid responses to the question.

- **Number**

  If you select Number, select formatting options:

  - For Decimal Places, enter a value for the number of decimal places to display.
  - Select Thousands Separator if you want numbers to display a thousands separator (for example, 1,000.00)
  - From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
  - From the Negative Number list, select how to display negative numbers, for example, (123).
  - From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**

5 If the question is required, select the **Required** check box.

6 Click **OK**.

7 **Optional:** To change the order of questions, select a question, then click **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**.

Tip: To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.

Setting Task Access

The Access tab enables you to add or remove Viewers and Approvers for the current task. It also enables you to specify the order of approvers. You can specify up to ten approvers and an unlimited number of viewers.

➤ To set task access:

1 From the New Task dialog, select the **Access** tab.

2 From the **Approvers** or **Viewers** section, click **Add**.

3 **Enter the first or last name of the user, then click Search.**

To specifically identify a user, click **Advanced**, then enter a User ID, Email address, or Description.

Tip: For additional details about the user, such as groups and roles, click **Details**.

4 **Optional: To change the order of approvers, select one or more users, then click Move to Top, Move Up, Move Down, or Move to Bottom.**

Tip: To remove a user from the Approvers or Viewers list, select the user, then click **Remove**.

Setting Task Predecessors

The Predecessors tab enables you to set one or more predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task will begin when both the predecessor tasks are started or complete (for Finish-to-Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

Condition	Description
Finish to Start	Default. The task starts as soon as the predecessor task completes or finishes with warning.
Finish Error to Start	The task starts as soon as the predecessor task completes, even it is in error.
Finish Error to Finish	The task completes as soon as the predecessor task completes, even it is in error.
Finish to Finish	The task cannot be marked as Complete until the predecessor task has been marked as complete. This is primarily used for user tasks. For example, a user can start a document summary at any time, but cannot mark it complete until the consolidated data is final.

➤ To set task predecessors:

1 **From the New Task dialog, select the Predecessors tab.**

2 **Click Add.**

3 **Click Browse and select a predecessor task, then click OK.**

Tip: You can also select a different template or schedule from the dropdown list.

4 **From the Condition list, select a condition:**

- **Finish to Start**
- **Finish to Finish**

- **Finish Error to Start**
- **Finish Error to Finish**

Applying Task Attributes

To locate tasks in the system, you can apply custom attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

➤ To apply task attributes:

1. From the New Task dialog, select the **Attributes** tab.
2. Select **Actions**, then **Add**, or click the **Add** icon.
3. From the **Attribute** list, select an attribute.
4. **Optional:** Select **Display To User** if you want the attribute to display on the Task Actions and the Report Binder Task page.
5. For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
6. Click **OK**.
7. Click **Save and Close** to save the task.

Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added, created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

➤ To view task history:

1. From the Task dialog, select the **History** tab.
2. Select a task.
3. When you finish, click **Save and Close.**

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, custom attributes, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has already started. You can only change the duration or the end date. You also cannot edit instructions, questions, assignee, or approver, and you cannot add, delete, or edit predecessors. You can reassign the assignee or approver from the Task Actions workflow.

➤ To edit a task:

1 From the Calendar, Gantt, or Task List view, select the task that you want to edit.

2 Right-click on the task and select **Edit**, or from a Task List, you can also select **Actions**, then **Edit**.

3 Edit the task information.

4 When you finish making changes, click **Save and Close** to save your changes.

Sorting Tasks

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

➤ To sort tasks:

1 From the menu, select **View**, then **Task List**, or from the toolbar, click the **Task List** button.

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

Searching for Tasks

You can use the Task Find feature to find specific tasks. For example, you could enter "load" to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.

➤ To search for a task:

1 From the left pane, expand **Task Find.**

2 Enter a task name in the search field, and click **Find Task.**

3 Click **Previous** or **Next** to find the previous or next task that matches the search criteria.

Moving Tasks

You can use any view to move tasks. For example, in the Calendar view, you can move tasks to a different day.

➤ To move a task:

1 From the Calendar, Gantt, or Task List view, select a task.

2 **Right-click on the task and drag it to a new location, or cut, copy, and paste the task.**

3 **Navigate to the target destination for the task and click OK.**

Cutting, Copying, and Pasting Tasks

You can use any view to cut and copy tasks in templates and schedules. For example, in the Calendar view, you can copy a task from one day in the calendar and paste it to another. You can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

Note: Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (open or closed) tasks.

➤ To cut, copy, or paste a task:

1 **From the Calendar, Gantt, or Task List view, select a task.**

2 **Right-click on the task and select an action, or from the main toolbar, click a toolbar button:**

- Select **Cut** to cut the task and store it on the clipboard.
- Select **Copy** to copy the task and store it on the clipboard.

3 **Right-click on the task, then select Paste, or from the main menu toolbar, select Paste.**

The Task Details dialog box opens and enables you to make changes to the task that you are pasting.

4 **Click OK to complete the paste operation.**

The task is inserted and the views and filter views are refreshed to display the pasted task.

Deleting Tasks

You can delete tasks that you no longer need. To delete a task, you must have Close Administrator or Close Power User security rights.

In schedules, you can delete only tasks that have a status of Pending. You cannot delete tasks that have a status of Open or Closed. If you delete a parent task, you can choose to delete just the parent, or both the parent and its children.

➤ To delete a task:

1 **From the Calendar, Gantt, or Task List view, select the task that you want to delete.**

2 **Right-click on the task and select Delete Task, or from the main toolbar, click the Delete button.**

3 At the delete confirmation prompt, click **Yes.**

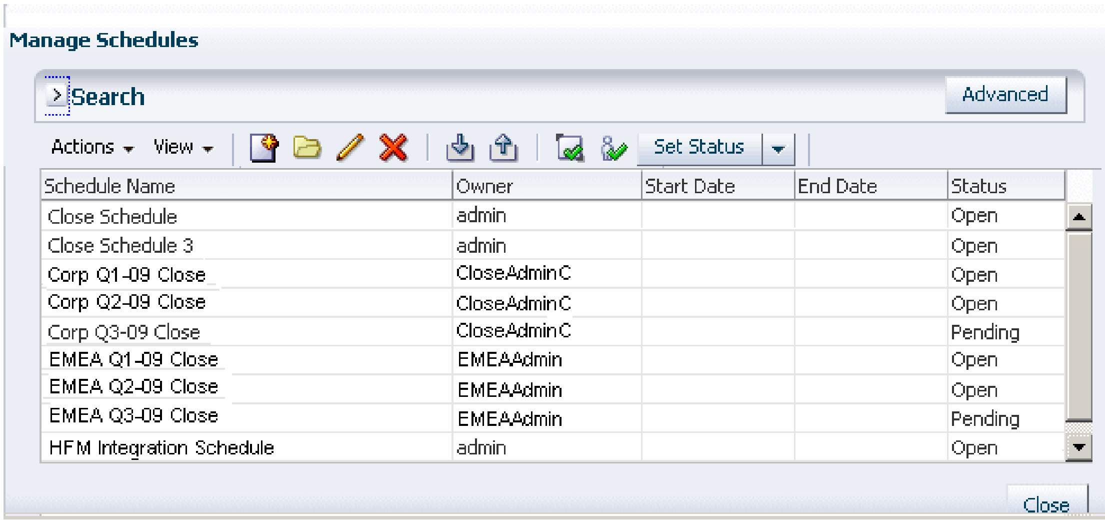
7 Managing Schedules

In This Chapter

A schedule defines a chronologically ordered set of tasks that must be executed for a specific reporting period, and is the application of a template into the calendar. For example, you can apply the Quarterly Close template to the actual Calendar as Q109 Close Schedule for the first Quarter, then apply the template again as Q209 Close for the second quarter.

Schedules have a status of either Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

Note: After a schedule is set to Open, it cannot be reset to Pending. When a schedule is set to Locked, its status cannot be changed.



Creating Schedules

To create a schedule, you must be a Close Administrator or Power User. A Power User can run Create Schedule on a template or select New from Manage Schedules. You can manually define a schedule from the Manage Schedules page, or create a schedule from a template. When you create a schedule from a template, all of the values are inherited from the template definition.

Manually Creating Schedules

➤ To manually create a schedule:

1. From the menu, select **Manage**, then **Schedules**.
2. From the Manage Schedules page, select **Actions**, then **New**, or click the **New** icon.

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be a Close Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

➤ To set schedule properties:

1. Create a new schedule and select the **Properties** tab.
2. For **Name**, enter a schedule name.
3. For **Description**, enter a schedule description.
4. For **Start Date**, enter the starting date for the schedule.

5 **For End Date, enter the end date for the schedule.**

6 From the **Year** list, select a year.

7 From the **Period** list, select a period.

8 For the **Day Zero Date**, enter the date to assign as day zero.

9 For **Owner**, enter a schedule owner name, or click the **Select Owner** button to see a list of users with Close Administrator or Power User roles, select an owner, and click **OK**.

Note: You can select only one owner for a schedule. The owner must be an individual user, not a group. If you do not select a user, the owner defaults to the current user.

10 From the **Status** list, select a schedule status:

Note: The schedule status is initially set to Pending and is display only.

Assigning Schedule Viewers

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have Financial Close Management security roles. Viewers receive read-only access to all of the tasks in the schedule.

➤ To assign viewer rights:

1 Select the **Viewers** tab.

2 Select **Actions**, then **Add**, or click the **Add** icon.

3 To search by users or groups, click the **Search Users** button, then select **Users** or **Groups.**

4 Enter a user name, or part of the name, then click **Search.**

5 To identify a user, click **Advanced**, then enter a User ID, Email address, or Description.

6 From the **Search Results** list, select users.

7 For additional details about the user, such as groups and roles, click **Details.**

8 Click **Add** or **Add All** to move users to the Selected list.

Tip: To remove users, select users, then click **Remove** or **Remove All**.

Applying Schedule Attributes

To locate schedules in the system, you can apply custom attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

➤ To apply an attribute:

1 Select the **Attributes** tab.

2 Select **Actions**, then **Add**, or click the **Add** icon.

3 From the **Attribute** list, select an attribute.

4 For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

5 Click **OK**.

Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

➤ To add instructions to a schedule:

1 From the menu, select **Manage**, then **Schedules.**

2 Select a schedule to which to add instructions.

3 Click **Edit.**

4 In **Instructions**, enter instructions for the schedule.

5 To add a reference:

   a. In the **References** section, select **Actions**, then **Add**, or click the **Add** icon.

   b. From the **Type** list, select one of these types:

      - **Local File**

        Enter a name, click **Browse** to select and attach the file, and click **OK**.

      - **URL**

        Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.

      - **Repository File** (Optional)

        From the file list, select the file, and click **OK.**

        Note: The Repository File option is only displayed if Oracle Hyperion Financial Close Management has been configured with Oracle Enterprise Content Management.

6 Click **OK** to save the schedule.

Opening Schedules

You open schedules to add, edit, or work on tasks. You open schedules from the Manage Schedules dialog box.

Note: To set a schedule to an Open status, see "Setting Schedule Status" on page 93.

➤ To open a schedule:

1. From **Manage Schedules**, select a schedule.
2. Use one of these methods:
   - Select **Actions**, then **Open**.
   - Click the **Open** icon.
   - Right-click and select **Open**.

Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or a Close Administrator.

➤ To edit a schedule:

1. From the menu, select **Manage**, then **Schedules.**
2. Select a schedule to edit.
3. Select **Actions**, then **Edit**, or select the **Edit** icon.
4. Edit the schedule.
5. Click **OK.**

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

For detailed instructions on adding tasks, see "Creating Tasks" on page 73.

➤ To add a task to a schedule:

1. From the menu, select **Manage**, then **Schedules.**
2. Open a schedule in a view, such as Calendar-Month.

3 Add tasks.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the existing answers to questions are cleared.

➤ To import tasks into a schedule:

1. From the menu, select **Manage**, then **Schedules.**
2. Select **Actions**, then **Import Tasks**, or click the **Import Tasks** icon.
3. Enter the name of the file to import, or click **Browse** to find the file.
4. Select an import option:
   - **Replace**
   - **Replace All**
   - **Update**

   Note: The system displays a warning that any existing task in the schedule that matches a task ID in the import file will be modified. If you do not want to overwrite the existing task, click **Cancel** to cancel the import process.
5. Click **Import.**
   - If the import is successful, the "Import Success" dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
   - If errors are found, the import process is not run, and the "Import Errors" dialog box displays the errors. View the errors, then click **OK** to return to Manage Schedules.

Updating Tasks in Schedules

You may need to periodically manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, any previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You may also need to restart System-Automated tasks if they end in error. You can reopen the tasks to rerun the process.

You can reopen tasks under these conditions:

Table 1 Conditions for Reopening Tasks

Task Status	End-User	System-Automated
With Assignee/ Running	You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the assignee, and the answers to questions are cleared.	No updates are allowed to running system-automated tasks.
With Approver	You can edit or import data in to the Instruction, Attribute, or Question sections. When you save the task, it is reset to the assignee, and the answers to questions are cleared.	Approver must reject the task, which sets it to Error status. From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the Web service runs again.
Closed/Error	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the assignee.	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the Web service runs again.

➤ To update tasks in a schedule:

1. From the menu, select **Manage**, then **Schedules.**
2. Open a schedule.
3. Select a task with a Closed or Error status.
4. Click **Reopen.**
5. Edit the task.
6. If the system displays a warning that the assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.
7. Perform an action:
   - For a Closed task, click **Close**.
   - For an Error task, click **Save and Close**.

Authorizing System-Automated Tasks

When you create tasks or Task Types for System-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

- If you add a System-Automated task with an alternate runtime user known as the RunAs ID to a schedule, either from a template or by manually adding the task
- When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.

- If the parameters of a task are modified by a user other than the assignee (or task owner if the owner is also the assignee), the authorization is reset to unauthorized and must be obtained by entering a password. For System-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to unauthorized.

Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.

When the System-Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or assignee edits the task, the task details indicate that authorization is required. In this case, only the RunAs ID can authorize the task.

A user who receives a request for authorization can access the Authorization dialog box either from a link in the email or by logging on to the application. See the *Oracle Hyperion Financial Close Management User's Guide*.

➤ To authorize a task:

1 From the menu, select **Manage**, then **Schedules.**

2 Select a schedule.

3 Select **Actions**, then **Authorize Tasks**, or select the **Authorize Tasks** icon.

   The system displays a Users selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending System-Automated tasks assigned to them that require authorization.

4 From the user selection list, select a user.

   The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.

5 Select a task that needs authorization.

6 To view task details, click a task name and review the task parameters.

   Tip: To contact the task owner by email, click the Owner name next to the task and view the user details.

7 If you select a user other than yourself, the system prompts you for the user password.

   a. If you know the user password, enter it. The list of unauthorized tasks is displayed. Select tasks and click **Authorize** to authorize them, which removes them from the list.

   b. If you do not know the user password and must request authorization from the user, click **Send Authorization Request**, which sends an email to that user.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must the schedule owner or a Close Administrator.

These are the available statuses:

- Pending - the schedule is not yet active. This is the default status of the schedule when it is created.
- Open - the schedule is open for work to be performed. Tasks in the schedule can be run.
- Closed - the schedule is no longer active but follow-up work may be required. Tasks in the schedule continue to proceed based on their definitions, but you cannot add tasks to the schedule. Schedule owners or administrators can reopen a Closed schedule, which changes its status to Open.
- Locked - the schedule is locked and cannot be modified. A locked schedule cannot be set back to Open status and cannot be edited. It can be viewed and deleted.

When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their starting condition are set to Open, and task notifications are sent to their assignees.

Note: If a schedule task's start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization. See "Authorizing System-Automated Tasks" on page 91.

When work on the schedule has reached a stage when follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule, however users can continue to work on tasks that are not complete. You can reopen a closed schedule, which changes its status to Open.

When all close tasks are completed, you set the status to Locked. You cannot edit a Locked schedule, or set it back to Open.

➤ To set schedule status:

1. From the menu, select **Manage**, then **Schedules.**
2. Select a schedule for which to set status.
3. Select **Actions**, then **Set Status**, or select the **Set Status** dropdown.
4. Click one of these status options, depending on the current status:
   - **Open**
   - **Closed**

- **Locked**

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Manage Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only.

➤ To view a schedule history:

1. From the menu, select **Manage**, then **Schedules**.
2. Select a schedule.
3. Perform one of these actions:
   - If the schedule status is Pending or Open, select **Actions**, then **Edit**.
   - If the schedule status is Closed or Locked, select **Actions**, then **Properties**.
4. Select the **History** tab and review the schedule history.
5. When you finish, click **OK**.

Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule's status from Pending to Open until all validation errors are resolved. To validate schedules, you must the schedule owner or a Close Administrator.

➤ To validate a schedule:

1. From the menu, select **Manage**, then **Schedules**.
2. Select a schedule to validate.
3. Select **Actions**, then **Validate**, or select the **Validate** icon.
   - If there are no errors, the system displays a Schedule Valid success message.
   - If errors exist, the system displays a list.

Locking Schedules

You can lock a schedule to prevent users from making further changes.

➤ To lock a schedule:

1. From the menu, select **Manage**, then **Schedules**.

2 From the list of schedules, select a schedule.

3 Select **Actions**, then **Set Status**, or from the **Set Status** dropdown, select **Locked.**

4 Click **Close.**

Viewing Schedules

In Manage Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➤ To display columns:

1 From the menu, select **Manage**, then **Schedules.**

2 Select **View**, then **Columns**, and select an option:

- To display all columns, select **Show All**.
- To display specific columns, select or deselect the column names.

➤ To reorder columns:

1 From the menu, select **Manage**, then **Schedules.**

2 Select **View**, then **Reorder Columns.**

3 Select one or more columns and use the Up and Down arrows to reorder.

4 Click **OK.**

➤ To sort columns:

1 From the menu, select **Manage**, then **Schedules.**

2 Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending** .

➤ To change column widths:

1 Hover over the column header dividers until the arrows display.

2 Drag the columns to the desired width.

Searching for Schedules

You can use the Manage Schedules dialog box to quickly find schedules. You can enter full or partial names on which to search. You can search on additional fields such as Start Date and Owner.

If you are an administrator, the Manage Schedules page displays a list of all of the schedules in the system. If you are a Power User or Close User, the system displays a list of schedules to which you have access.

➤ To search for a schedule:

1 From the menu, select **Manage**, then **Schedules**.

2 Click the **>** sign to expand the Search box.

3 Enter full or partial search criteria for the schedule.

4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

   Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search**.

   Tip: To reset the list to display all schedules, click **Reset**.

Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or a Close Administrator. Deleting a schedule removes it and all references to it from the system.

➤ To delete a schedule:

1 From the menu, select **Manage**, then **Schedules**.

2 From **Manage Schedules**, select the schedule that you want to delete.

3 Select **Actions**, then **Delete**, or click the **Delete** icon.

4 At the confirmation prompt, click **Yes**.

8 Using Report Binders

In This Chapter

Report binders enable you to create a history of all activities that occurred as part of a close schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

➤ To generate a report binder:

1. Open a schedule in a Task List, Gantt, or Calendar view.
2. **Optional:** Apply filters to reduce the number of displayed tasks.
3. Perform an action:
   - From the main menu, select **Tools**, then **Generate Report Binder**.
   - From the main menu, click **Generate Report Binder**.
   - Select **Manage Schedules**, highlight the schedule, select **Actions**, then **Generate Report Binder**.
4. In **Report Binder Name**, enter a name.

5 **In Description , enter a binder description.**

For Schedule Name, the system automatically displays the name of the current schedule.

6 **From Optional Components, select the task components that you want to display in the report:**

- **Alerts**
- **Comments**
- **Attachments**

Note: Including attachments in the report greatly increases the size of the report and may impact the performance.

7 **Click Generate.**

8 **From File Download, select Save.**

The Save As dialog is displayed, and the ZIP file name is displayed at the bottom.

9 **Select a directory for the ZIP file, click Save, then Close.**

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so that the entire report can be printed with a print command. If you choose to include attachments, a separate attachment appendix, containing links to attachments with corresponding tasks and alerts, is created, which you can print separately. All the attachments will be downloaded to separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory. The first report page contains information on the report binder, the schedule, and displays a list of tasks and alerts available in the report binder. You can navigate to the Tasks section to see task details such as status, assignee, start and end dates, and duration. If a task has not started, the projected (scheduled) date is displayed. Each task is a link to a Task Detail page. By default, it includes sections for Attributes, Instructions, Questions, Workflow, Predecessors, and History. If you selected the options to include Alerts and Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the Alert Detail page, you can navigate to the associated task.

➤ To view report binders:

1 **Navigate to the directory in which you downloaded the ZIP file, and double-click the file.**

2 **Extract the ZIP files to the desired directory.**

3 **Navigate to that directory and locate the subdirectory that matches the ZIP file name.**

4 **From the subdirectory, double-click** `report_binder_name.html` **to view the report binder.**

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