Oracle® Hyperion Financial Close Management

User's Guide

RELEASE 11.1.2.1

ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

Financial Close Management User's Guide, 11.1.2.1

Authors: EPM Information Development Team

Contents

Documentation Accessibility

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

Accessibility of Code Examples in Documentation

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

Access to Oracle Support for Hearing-Impaired Customers

Oracle customers have access to electronic support through My Oracle Support or by calling Oracle Support at 1.800.223.1711. Hearing-impaired customers in the U.S. who wish to speak to an Oracle Support representative may use a telecommunications relay service (TRS). Information about the TRS is available at http://www.fcc.gov/cgb/consumerfacts/trs.html/, and a list of telephone numbers is available at http://www.fcc.gov/cgb/dro/trsphonebk.html. International hearing-impaired customers should use the TRS at +1.605.224.1837. An Oracle Support engineer will respond to technical issues according to the standard service request process.

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

Starting Financial Close Management

To access Financial Close Management, you log on to Oracle Enterprise Performance Management Workspace, Fusion Edition and then launch Financial Close Management.

➤ To start Financial Close Management:

1 **From a Web browser, enter the URL for the EPM Workspace 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 Oracle's Hyperion® Shared Services server, the EPM Workspace server, and the Financial Close Management server must 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, 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, useOracle'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 Oracle Enterprise Performance Management Workspace, Fusion Edition, select Navigate, Applications, Financial Close.**

Viewing Tasks

When you start Financial Close Management, the Dashboard opens with the My Worklist view displayed by default. You can also open other Dashboard controls called portlets such as Schedule Tasks, Status Charts, or Status Overviews.

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

For more information on My Worklist, see "My Worklist" on page 27.

You can also view and update tasks from the Task Actions page, which you can launch from a link in your Financial Close Management email notification, or launch from a Dashboard portlet. For more information, see "Accessing Task Actions" on page 11.

Sample Task Flows

During the close process, you may receive email notifications of assigned tasks, and you can click email links for direct access to assigned tasks. Alternatively, you 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 you complete tasks, the tasks are sent to approvers.

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

Scenario 1 - User

In this scenario, a user responds to an email notification of a task to load data, links to 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 Financial Data Management.
- 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 in the Task Actions page to launch Financial Data Management.
- The user extracts data through Financial Data Management and loads it to Financial Management.
- When the task is completed, the user returns to the Task Actions page in Financial Close Management.
- The user enters a comment about the task, answers any required questions before submitting 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, reviews answers to questions, 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 Updating Tasks

In This Chapter

You can view tasks and perform actions on a task depending on its status and your user security rights. You can access tasks directly from an email link, from the Dashboard, or through Oracle Hyperion Smart View for Office, Fusion Edition.

Accessing Task Actions

On the Task Actions page, the Properties tab displays the key task information (description, start and end dates, status, responsibility, and priority). If the task contains an external product link, the **Go to Task** button opens external products required for the task. The Instructions section can include text, document attachments, Web links, or links to documents stored in Oracle Content Management. The Attributes section displays any custom attributes associated with the task. The Questions section contains questions for you to answer about the close process. The Comments section enables you to enter comments and provide additional information about tasks. The Workflow section shows task status and responsibility.

For System-Automated tasks, the Task Actions Properties page includes a Results section that includes this information:

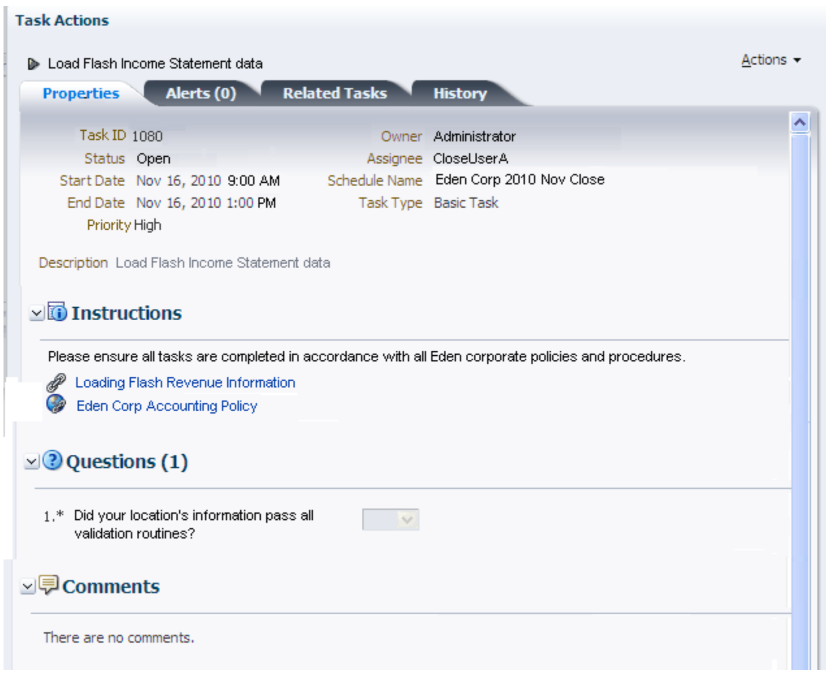
- Message - Shows errors that occurred during the Web service startup or process. If no errors occurred, this section is not displayed.

- Log File Location: - Log file location for the process on the server
- Reports - Includes links that you can click to navigate to the specified report URL

The History tab shows the actions performed on the task and details of changes made to it. The Related Tasks tab displays information on predecessors, successors, and prior task runs.

➤ To access the Task Actions dialog box, perform an action:

- From a notification email, click the **Task Actions** link.
- From a portlet in the Dashboard, click a task.
- From the Task List view, click a running task.



Accessing Tasks in Smart View

You can access Financial Close Management tasks as Microsoft Outlook tasks in your Microsoft Outlook Calendar using Oracle Hyperion Smart View for Office, Fusion Edition. Using Outlook tasks, you can review instructions, answer questions, add comments and attachments, create and review alerts, and submit, approve, and reject tasks. See the *Oracle Hyperion Smart View User's Guide*.

Opening Pending Tasks Early

When administrators create tasks or Task Types, they can allow the assignee to open a task prior to its scheduled start time. The task must have the Pending status and all of its Finish-to-Start predecessor conditions must have been met before you can open it. If an administrator has set this option, **Open Task** displays under the Actions menu.

Note: If any of the Finish-to-Start predecessor conditions have not finished successfully for the Pending task, this option is not displayed.

➤ To open a task early:

1. **From the Task Actions page, select a Pending task, and select Actions, then Open Task.**
2. **Update the task as required.**

Updating Task Information

You can update information for tasks with the Open status. You can answer questions, add comments, and attach references. You can also view status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow. The workflow shows the approval chain of the task and displays the user name, access role (assignee or approver), status, and dates on which users performed their actions. If an administrator has included instructions with references for which there are links, you can link directly to the task.

Reviewing Instructions

When administrators set up tasks, they can include instructions for completing the task. You can read the instructions from the Instructions section, and review any additional supporting documents linked to the task.

➤ To review task instructions:

1. **Select a task, and select Actions, then Open.**
2. **From the Task Actions page, select the Properties tab and review any instructions and supporting documents, if provided.**
3. **Click Close.**

Answering Questions

Administrators may provide questions about a task for you to answer to indicate that a task is complete. For example, they may ask if a certain procedure was followed when completing the task. Questions may be in the form of a date, list, number, text, true/false, or yes/no format. Questions that require an answer are indicated by an asterisk (*). If a question is required, you cannot submit the task for approval until you respond to the question.

➤ To answer questions:

1. **Select a task, and select Actions, then Open.**
2. **From the Task Actions page, select the Properties tab and answer any required questions, using the format specified by the administrator.**
3. **Click Close.**

Adding Comments

From the Task Actions page, you can add comments about any task and also attach references.

➤ To add comments:

1 **Select a task, and select Actions, then Open.**

2 From the Task Actions page, select the **Properties** tab and click **Create Comment**, or select **Actions**, then **Create Comment.**

3 In the text box, enter a comment.

Tip: To delete a comment, select it and click **Delete**.

➤ To add a reference:

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

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

- **Repository File**

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

- **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**.

3 Click **Close.**

Viewing Workflow

Each task goes through a life cycle. Life cycle statuses are Pending, Open, Closed, or Error (automated tasks only). You define a workflow for a task to move the task through its lifecycle. Owners manage the task workflow. Assignees are the users who are responsible for working on a task. Approvers must sign off before the task can be closed. You can have multiple levels of approval.

From the Task Actions page, you can view the workflow for any task. The workflow shows the approval chain of the task, and displays the user name, access role (assignee or approver), status, and dates that users performed their actions.

When the task status changes from Pending to Open, current responsibility is assigned to the assignee. If there is no assignee, responsibility is assigned to the task owner.

When an assignee submits a task, responsibility passes to the approver. If there are no approvers for the task, the task status changes to Closed.

When an approver approves a task, responsibility passes to the approver at the next level. If there are no further levels, the task status changes to Closed.

If an approver rejects a task at any level of approval, responsibility passes to the assignee (or the owner if there is no assignee).

➤ To view the workflow:

1 **Select a task, and select Actions, then Open.**

2 **From the Task Actions page, select the Properties tab and from the Workflow section, review the workflow.**

Authorizing System-Automated Tasks

When administrators create System-Automated tasks, for security purposes, they specify a user account under which the task is run. To preserve security, they may require authorization to perform the task if there is a change to the specified user, or if the task parameters are modified by someone other than the assignee or task owner. For System-Automated tasks, if a user other than the specified Run As user or Owner modifies the parameters, the task must be authorized. Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs.

Administrators may send an email request to users to obtain authorization. You can access the Authorization dialog box from a link in the email or by logging on to the application.

In addition, 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 the task is assigned to you, it is displayed in My Worklist. Tasks that require authorization also are displayed in the Task List as Needing Attention.

➤ To authorize a task:

1 **Perform an action:**

- From an email notification, select **Authorize Tasks**.
- From My Worklist, select an **Authorization Required** task.
- From a Tasklist, select an **Authorization Required** task.

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

2 **From the user selection list, select a user.**

The system displays a list of unauthorized tasks for that user. If you are a user for whom unauthorized tasks exist, your user name displays first on the list in bold.

3 **Select a task that needs authorization.**

Tip: To select all tasks for authorization, select the **Select All** check box in the column header.

4 **To view the task details, select a task name and review the task parameters.**

Tip: To contact the task owner by email, select the Owner name beside the task and view the user details.

5 **If you select a user other than yourself, the system prompts you for the user password. Perform one of these steps:**

- 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.
- 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.

  From the **Select Users** box, search for and select users, and click **OK**.

6 **Click OK.**

Working with Alerts

During the course of running a close process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert and attach it to a task. You can view and drill into alerts to display the alert details, edit, and delete alerts. You can approve or reject alerts on which you are assigned as the approver.

Creating Alerts

You can create alerts for a task if you have access to it.

When you create an alert, its status is Open, and a notification is sent to the specified Assignee. After resolving the alert, the assignee can respond to the notification by marking the resolution complete, which sends notification to the Approver who can approve or reject it. If an Approver rejects it, the alert status returns to Open and the alert returns to the assignee.

For example, suppose you are running an AP Period Close Process and are unable to log in to the AP System. You can create an alert and send it to the System Administrator. The System Administrator resolves the login issue and reassigns it to you. You verify the solution and close the alert.

➤ To create an alert:

1 **Select a task, and select Actions, then Open.**

2 **From the Task Actions page, select the Alerts tab.**

3 **Select Actions, then New, or click the New button.**

4 **In the New Alert dialog box, enter a name for the alert, for example, Data Corrupted.**

5 **From the Type list, select a type, for example, Data Issue.**

6 **From the Priority list, select a priority: High, Medium, or Low.**

7 For **Description**, enter a description for the alert, for example “Data has been corrupted”.

8 **Optional:** Click **Create Comment** and enter a comment for the alert, then click **OK**.

9 Select an assignee for the task.

10 Click **OK**.

Viewing Alert Status

From My Worklist, you can view a list of alerts, and drill down for more detail. You can also view alerts from the Status Chart, and the Alerts tab. The list displays the alert name, type, assignee, date of last update, and status.

➤ To view alerts, from the Task Actions page, select the **Alerts** tab.

➤ To view additional detail about the alert, click an alert name.

Editing Alerts

From the list of alerts on the Alerts tab, you can edit an alert name, type, priority, and description. You can also add comments and reassign the alert.

➤ To edit an alert:

1 Select a task, and select **Actions,** then **Open.**

2 From the Task Actions page, select the **Alerts** tab.

3 From the alert list, select an alert.

4 Select **Actions**, then **Edit**, or click the **Edit** button.

5 Edit the alert as required.

6 Click **OK**.

Submitting Alerts

If you are the assignee for an alert, you can submit it for approval when you finish working on it. For example, if you have fixed the alert issue, you can submit it for approval. If there are no approvers, the alert is closed after you submit it.

➤ To submit an alert:

1 Select a task, and select **Actions,** then **Open.**

2 From the Task Actions page, select the **Alerts** tab.

3 Select an alert.

4 Select **Actions**, then **Submit**, or click the **Submit** button.

Approving or Rejecting Alerts

If you are an Approver for an alert, when you receive notification that an alert is marked complete, you can approve or reject it. When you approve an alert, its status changes to Closed. When you reject it, the alert status returns to Open and the alert returns to the assignee.

You can also route the alert to another approver to be approved.

➤ To approve or reject an alert:

1. Select a task, and select **Actions**, then **Open**.
2. From the Task Actions page, select the **Alerts** tab.
3. Select an alert and view the comments in the alert about the resolution.
4. Do one of the following actions:
   - To approve the alert, click **Approve**.
   - To reject the alert, click **Reject**.
   - To reassign the alert, click **Reassign**, and select the user to whom to send the alert.

Deleting Alerts

You can delete alerts that you no longer need if you have access to the task associated with the alert.

➤ To delete an alert:

1. Select a task, and select **Actions**, then **Open**.
2. From the Task Actions page, select the **Alerts** tab.
3. Select an alert.
4. Select **Actions.** then **Delete**, or click the **Delete** button.
5. From the confirmation prompt, click **Yes**.

Viewing Related Tasks

The Related Tasks tab of the Task Actions page enables you to view the predecessor and successors for a task. It also displays prior runs of the task in other schedules. This enables you to view comments or references from the prior task, which may help you complete the current task run. From the Prior Tasks list, you can click on a task name to launch the Task Actions dialog box for that task and you can reassign a task to another user.

➤ To view related tasks:

1. Select a task, and select **Actions**, then **Open**.
2. Select the **Related Tasks** tab.

The predecessor and successor tasks are displayed. Double-click a predecessor or successor to view its details.

Note: The system displays a message if no predecessors or successors exist

3 **Optional:** To view information on a prior run of the task, click a task in the **Prior Task** list.

4 **Optional:** To reassign the task, click **Reassign** and select the user to whom to assign the task.

5 When finished, click **Close.**

Viewing Task History

The system maintains a history of task activities, which you can view from the History page of the Task Actions page. The History page displays the components that were updated, the modification type such as added, created, or changed, the old and new values, the user who made the change, and the change date. The information on this tab is read-only.

➤ To view task history:

1 Select a task, and select **Actions,** then **Open.**

2 From the Task Actions page, select the **History** tab.

3 View task history.

4 When you finish, click **Close.**

Reassigning Tasks

Task assignees and task owners can reassign tasks to other users. For example, if an assignee is going to be out of the office for vacation, the assignee can reassign tasks to another user.

➤ To reassign a task:

1 Select a task, and select **Actions,** then **Open.** and select the **Properties** or **Related Tasks** tab.

2 Select **Actions**, then **Reassign Assignee.**

3 From the Select Assignee dialog box, enter the user name, or part of the name, then click **Search.**

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

5 From the **Search Results** list, select a user.

Note: The assignee must be an individual user, not a group.

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

7 Click **Add** to move the user to the Selected list.

To remove a user, select the user, then click **Remove**.

8 Click **OK.**

Submitting Tasks

You can submit a task for approval when work on it is complete. To submit a task, you must be the task assignee with current responsibility. When you submit a task, responsibility for the task passes to the first approver in the task workflow. If there are no approvers for the task, the task status changes to Closed.

➤ To submit a task:

1 Select a task, and select **Actions,** then **Open.** and select the **Properties** or **Related Tasks** tab.

2 Select **Actions**, then **Submit.**

Approving or Rejecting Tasks

You can approve tasks if you have security rights for the task. When you approve a task, responsibility for the task passes to the next approver in the task workflow. If there are no further approvers, the task status changes to Closed.

When you reject a task, responsibility returns to the assignee.

➤ To approve a task:

1 Select a task, and select **Actions,** then **Open.** and select the **Properties** or **Related Tasks** tab.

2 Perform one of these actions:

- To approve a task, select **Actions**, then **Approve**
- To reject a task, select **Actions**, then **Reject**

Canceling Tasks

Task owners and the Close Administrator can stop a running task at any time. When you cancel a task, the task status changes to Closed. Pending tasks with the task as a predecessor cannot run. If you have a sequence of tasks and you want to cancel the entire sequence, you can cancel the first task in the sequence.

➤ To cancel a running task:

1 Select a task, and select **Actions**, then **Open.** and select the **Properties** or **Related Tasks** tab.

2 From the Task Actions page, select **Actions**, then **Abort.**

Setting Tasks to Force Close Status

To stop a task but allow subsequent tasks to run, if you are the task owner or Close Administrator, you can force a task with a status of Open or Error to have a status of Close. For example, if you have an automated task with an error, and you have reviewed the error for that task, but want subsequent tasks to run, you can force the Closed status.

Tip: If you do not want the subsequent tasks to start, remove the predecessor links before force closing the tasks.

➤ To set a task to Force Close status:

1. Select a task, and select **Actions,** then **Open.** and select the **Properties** or **Related Tasks** tab.
2. From the Task Actions page, select **Actions**, then **Force Close.**

The status of the task changes to Closed.

3 Monitoring the Dashboard

In This Chapter

The Dashboard is a portal-style interface into the Financial Close Management application, providing simple, efficient views into schedules and task lists, and high-level status overviews into which you can drill down for greater detail. The Dashboard is the default view for users with the Financial Close User security role, and provides visibility to the schedules and tasks to which you have access. You can filter the data displayed, customize the Dashboard layout, and maximize or minimize Dashboard controls called portlets.

Opening the Dashboard

➤ To open the Dashboard:

1 From the EPM Workspace, select **Navigate**, then **Applications**, then **Financial Close.**

2 From the menu bar, select **View**, then **Dashboard**, or click the **Dashboard** button, .

Adding Dashboard Portlets

By default, the Dashboard displays the My Worklist portlet. In addition, you can add these portlets:

- Schedule Tasks - displays a list of tasks and details for one or more schedules.
- Status Chart - presents tasks grouped by status in the form of a graph for quick access to tasks that require attention.
- Status Overview - presents an overview of a schedule, displaying daily workload and completion status.

You can add more than one copy of a portlet. For example, the Dashboard could include two My Worklist portlets, each displaying a different schedule. When you add a copy of a portlet, it is named with a number. For example, if you add Schedule Task portlets, they are named Schedule Task (2), Schedule Task (3), and so on; however, you can rename them.

Note: The first four portlets are displayed on the main areas of the Dashboard. The Dashboard minimizes the portlet that has been idle the longest.

➤ To add a portlet:

1. Select **View**, then **Dashboard.**
2. Select **File**, then **New.**
3. Select a portlet to add:
   - **My Worklist**
   - **Schedule Tasks**
   - **Status Chart**
   - **Status Overview**

   Tip: You can also add a portlet from the New menu option on the menu bar, or by right-clicking in the Dashboard and selecting a new portlet.

Customizing the Dashboard Layout

You can reorder Dashboard portlets by dragging them. You can maximize, minimize, or restore portlets. Minimized portlets are represented by icons in the icon region at the bottom of the Dashboard.

Note: By default, the Dashboard minimizes the control that has been idle the longest.

When you maximize a portlet, it expands to fill the portlet region and all other open portlets are reduced to icons. When you click the icon for another portlet, the maximized portlet is replaced with the selected portlet.

You can reorder Dashboard portlets by dragging them. The system retains the layout and ordering of the portlet region and the icon region between application sessions.

➤ To customize the layout:

- To minimize a portlet, click **Minimize**.
- To maximize a portlet, click **Maximize**.

    All other portlets are then minimized on the bottom of the Dashboard.

- To restore a portlet, click the portlet icon at the bottom of the Dashboard, or right-click on the portlet name, and select **Restore**.
- To close a portlet, click **Close**.
- To reposition a portlet, select the title bar, and drag the portlet to another position on the Dashboard.
- To change the position of minimized portlets, drag the portlet icons to other positions on the Dashboard.

Renaming Portlets

You can add more than one Schedule Tasks, Status Chart, or Status Overview to the Dashboard. When you add another portlet, they are automatically named with numbers, for example, Status Chart(2), Status Chart(3), and so on. You can rename the portlets.

➤ To rename a portlet:

1. Select a portlet title bar.
2. Right-click and select **Rename**.
3. For **Name**, enter a new name.
4. Click **OK**.

Opening Schedules

From the Schedule menu, you can select the schedule for which tasks to display. You can also select All Schedules, in which case the system includes task data from any active schedule that meets the criteria of the other filters. Schedules are listed alphabetically. Pending and locked schedules are not included.

➤ To select and open a schedule:

1. Click on the schedule name or on the Down arrow beside the name.

2 **Select a schedule to display, or select All Schedules.**

If you have applied filters for Schedule Tasks or Status Charts, the schedule opens with the same filters applied.

Filtering Portlet Views

You can filter portlet views to reduce the list of displayed tasks. For example, you can display only those tasks with a status of “Needs Attention”. Tasks can have a Needs Attention status for these reasons:

- An open task for which the end date is past the current date
- An open task for which the start date and duration are past the current date
- An open task with open alerts
- A task with Error status for an automated task that failed

➤ To filter a portlet view:

1 **From the portlet menu, select the criteria by which to filter.**

2 **Do one of the following steps:**

- Select values to display.
- To display all tasks, select **Show All**.

Selecting and Sorting Portlet Columns

You can specify which columns to display in a Worklist or Schedule Tasks portlet. For example, you can display Status, Priority, Description, Task ID, Responsibility, and other task information. You can also sort columns by ascending or descending order.

You can adjust the width of a column by dragging it, and drag columns to reorder them.

➤ To select columns:

1 **From the menu bar, select View.**

2 **Select attributes to add the column to the view.**

3 **Deselect attributes to remove the columns from the view.**

➤ 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.**

➤ To sort columns, hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

Refreshing Views

You can refresh the My Worklist, Schedule Tasks, Status Chart, or Status Overview view.

➤ To refresh the view, select **Actions**, then **Refresh**.

Task Status

Each portlet in the Dashboard displays the status of tasks. The following table lists available statuses:

Status	Icon	Color	Description
Pending		Yellow	Task awaiting action; not in progress yet
Open		Green	Task is in progress, with Assignee or Approver
Closed		Blue	Task is complete, with Success, Warnings, or is overridden
Error		Red	Task is finished but with errors

My Worklist

When you start Financial Close Management, the Dashboard opens with the My Worklist portlet. My Worklist can display tasks for a specified schedule or for all schedules. You can add or remove columns to display. For example, you could add a column to display the task owner. By default, My Worklist displays:

- Tasks for which you are the assignee or approver, and the current responsibility is with you
- Alerts for which you are the assignee, and the status is “With assignee”
- Alerts for which you are the approver, and the status is “With approver”

You can use filters to customize the display. These filters are available:

- Item Type: Tasks or Alerts, or both
- Status: current status of the task or alert

- Priority
- Responsibility (your current, completed, or upcoming tasks)
- Tasks that need attention. Tasks are identified as needing attention if they are past their due date, have open alerts, have a status of Error, or require authorization.

Opening Tasks

You can open tasks from My Worklist in the Dashboard and display the Task Actions page for the task.

➤ To open a task:

1. From the Worklist list of tasks, click on a task name.
2. Review the Task Action page and update the task as required. See Chapter 2, “Updating Tasks”.
3. Close the Task Action page.

Viewing Task Alerts

From My Worklist, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

If you are assigned tasks that require authorization, an alert is added to your Worklist portlet that indicates that you have authorizations pending. You can click on the alert name or alert icon to open the Authorize Tasks dialog and perform the authorization.

➤ To view alerts:

1. From the **Item Type** menu, select **Alerts**.
2. From the Task Alerts page, select an alert.
3. When you finish, click **OK** to close the Alerts page.

Viewing User Details

You can view user details for Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

➤ To view user details:

1. From the Worklist, click a name.

   Tip: To view user names, you must display the Assignee, Approver, or Owner column.

2 **Optional:** To email the user, click the **Email** link.

Working with Schedule Tasks

The Schedule Tasks portlet presents information about tasks and issues associated with a schedule, enabling you to filter and sort this 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 selected schedule. You can drill through to task detail.

You can highlight a task and select to view details about the task or information about the assignee, or select to open the indicated schedule in the transactional dashboard view with the highlighted task as the focus. You can sort, resize, and reorder columns, and change how to view them. You can use filters to customize the tasks displayed.

You can display the details of a task or alert by clicking on the name of the item. You can launch the task action dialog box for a task item by double-clicking the task item name.

Opening Tasks

You can open tasks from a Schedule Tasks portlet in the Dashboard and display the Task Actions page for the task.

➤ To open a task:

1 From the Schedule Tasks Name column, click a task name.

2 Review the Task Action page and update the task as required. See Chapter 2, “Updating Tasks”.

3 Close the Task Action page.

Viewing Task Alerts

From Schedule Tasks, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

➤ To view alerts:

1 Click the **Alert** icon on a task.

2 From the Task Alerts page, select an alert to review.

3 When you finish, click **OK**.

Viewing User Details

You can view user details for Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

➤ To view user details:

1 **From Schedule Tasks, click a user name.**

Tip: To view user names, you must display the Assignee, Approver, or Owner column.

The User Details information is displayed.

2 **Optional: To email the user, click the Email link.**

Working with Status Charts

The Status Chart displays a visual summary of task status and alert status. You can drill down to a detailed view by focusing on particular hierarchies of tasks, or use filters to adjust the scope of tasks summarized by the chart. As the set of summarized tasks changes, the set of summarized issues is updated also. You can drill down from status charts into additional detail, and open a schedule in a filtered format matching the filters that you selected for the Status Chart.

Viewing Task Status

You can use the Task Status pie chart to quickly view summary information for tasks. It displays slices representing the number of tasks for each status (Pending, Open, Closed, Error). You can click a slice to open a schedule in a filtered format matching the current Status Chart filters.

The Needs Attention bar shows tasks that need attention, categorized by reasons (Error, Warning, Alert, Late). You can hover the mouse over a category to see the number of tasks in each category.

➤ To view task status:

1 **In the Task Status pie chart, hover over any of the pie chart sections.**

2 **Review the summary information.**

3 **Double-click a pie chart section.**

The Calendar-Month view is displayed, with the focus on the task that you selected.

4 **Click the Dashboard view button or select View, then Dashboard to return to the Dashboard view.**

Drilling to Detail

From status charts, you drill on pie slices or other controls in the chart to view additional detail on the slice or on the tasks in the slice. For example, if you double-click on the Pending section of the status chart, you can drill through to the dashboard to view only the tasks pending for that schedule.

➤ To drill to detail:

1 From a status chart, double-click a pie chart section and view additional detail.

2 Click the **Dashboard** view button or select **View**, then **Dashboard** to return to the Dashboard view.

Viewing Alert Status

The Open Alerts Priorities chart displays the number of open alerts, with slices representing the alert priorities. You can click a slice to open a dialog box listing the alerts. In the dialog box, you can double-click to open an alert. You can then drill down to the Alerts page to view the priority, alert type, assignee, and approver.

The Alerts chart displays alerts categorized by status (Open or Closed). You can hover the mouse over a status to see the number of tasks.

➤ To view alerts:

1 From the Task Alerts page, select an alert to review.

2 When you finish, click **OK** to close the Alerts page.

➤ To view alert status:

1 In the Open Alert Priorities chart, hover over any of the pie chart sections.

2 Review the summary information on the popup dialog.

3 Left-click on a pie chart section.

4 From the Alerts page, review the alert summary information.

5 Click the alert name link to open the alert details.

6 Click the task name to review the task information for the alert.

7 Close the Alert page.

Working with Status Overviews

The Status Overview chart presents an overview of a selected schedule, displaying daily workload and completion status. By default, it presents a timeline centered on Day Zero of the schedule. You can select the icon for a task to view a summary of the task information, and you can open the task.

Viewing Schedule Days

The Status Overview chart displays a timeline for the selected schedule, with tasks displayed on their corresponding days, grouped by status. The Status Summary represents the overall completion of the schedule tasks and displays the number of tasks by status such as Pending, With Assignee, and so on. You can scroll through the date range from the date indicator area. The current day in the schedule is indicated above the task stack of that day. You can drill into tasks to view task details, and hide dates on which no tasks are scheduled.

➤ To view schedule days, scroll in the schedule.

➤ To hide blank dates, select **Hide blank dates** at the bottom of the completion summary box.

Viewing Task Information

You can click on a task box above a date to view task details. You can also view the Task Actions page for the task.

➤ To view task information:

1 Double-click a task in the schedule.

2 Review the summary information.

3 To open the task in the Task Actions page, click **Open Task.**

4 When you finish, click **Close** to close the Task Actions page.

Viewing User Details

You can view user details for Oracle Hyperion Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

➤ To view user details:

1 Double-click a task in the schedule.

2 From the summary information in the popup dialog, click the assignee name.

3 **Optional:** To email the user, click the **Email** link.

Index

W