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Documentation Accessibility

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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.

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About Financial Management

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Financial Management Features

Oracle Hyperion Financial Management, Fusion Edition supports these features:

- A single, unified view of enterprise financial information consolidates key performance and operating metrics from global sources in a scalable, Web-based application.
- “Virtual close” features trim days and weeks off your close cycle using Web-based intercompany reconciliations and a consistent set of data and business measures.
- Powerful multidimensional analysis identifies and reports new sources of profitability and cash flow at corporate, cost center, product, brand, customer, and channel levels.
- Flexible “what if” scenario management feature dynamically consolidates and reports all financial budgets, forecasts and plans, producing new statements as assumptions and facts change.
- High-volume, preformatted reports deliver timely, accurate financial information for internal management as well as for external regulatory and government bodies, from the same application.
- Prepackaged features are deployed out-of-the-box, quickly and cost-effectively, including features such as world-class allocations, multicurrency translations, and robust data integration with legacy applications, ERP, and CRM systems.
- Customizable and extensible application solves your specific issues quickly and cost-effectively, using industry standard tools.
- Architected for the Web so users can easily and securely access global financial information from any location, using a standard Web browser. Relational data storage ensures mission critical data is available to users 24x7x365.
Architecture

Financial Management is designed to operate as a multitier system.

- The client tier contains the user interface and the ability to communicate with the application tier. You can display data and metadata, enter data, and maintain metadata in this tier.
- On the Web server tier, you access the Web-enabled portions of Financial Management.
- The middle tier contains the domain intelligence and connections to the relational database.
- The data tier contains the relational database and all Financial Management data and metadata.

Performance Management Architect

Oracle Hyperion EPM Architect, Fusion Edition is an optional component of Financial Management installation and configuration. You use it to create and work with applications and dimensions, synchronize data, and work with Oracle Hyperion Planning, Fusion Edition. In addition, you can use it to create and work with rules using Hyperion Calculation Manager.

For help on tasks performed in Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

EPM Workspace

Financial Management is available within Oracle Enterprise Performance Management Workspace, Fusion Edition. For information on tasks performed in EPM Workspace, such as Workspace preferences or features in the Navigate, Favorites, Manage, or Tools menu, see the Oracle Enterprise Performance Management Workspace User’s Guide, Administrator’s Guide and Web help.

Related Products

You can use the Extended Analytics module to send data to a database in Oracle Essbase. You can also drill down from data grids and data forms to view data details in Oracle Hyperion Financial Data Quality Management, Fusion Edition. In addition, you can work with data and data forms in Oracle Hyperion Smart View for Office, Fusion Edition.

Financial Management Dimensions

Dimensions describe an organization’s data and usually contain groups of related members. Examples of dimensions are Account, Entity, and Period. Financial Management supplies eight system-defined dimensions and enables you to populate up to four custom dimensions that you can apply to accounts.
Dimension members are arranged in hierarchies. Upper-level members are called parent members, and a member immediately below a parent member is referred to as the child of a parent member. All members below a parent are referred to as descendants. The bottom-level hierarchy members are called base-level members.

The following sections describe the system-defined dimensions. For information on setting dimension attributes, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide if you are using Performance Management Architect, or Chapter 4, “Managing Metadata” in this guide if you are using Classic Application Administration.

**Scenario Dimension**

The Scenario dimension represents a set of data, such as Budget, Actual, or Forecast. For example, the Actual scenario can contain data from a general ledger, reflecting past and current business operations. The Budget scenario can contain data that reflects the targeted business operations. The Forecast scenario typically contains data that corresponds to predictions for upcoming periods. A Legal scenario can contain data calculated according to legal GAAP format and rules.

You can define any number of scenarios for an application and define attributes for Scenario dimension members, such as the default frequency, the default view, and zero data settings.

**Year Dimension**

The Year dimension represents the fiscal or calendar year for data. An application can contain data for more than one year. You specify a year range when you create the application and select a year from the Year dimension to process data.

**Period Dimension**

The Period dimension represents time periods, such as quarters and months. It contains time periods and frequencies by displaying the time periods in a hierarchy. For example, if the Actual scenario maintains data on a monthly basis, generally 12 periods of data are available for this scenario in a year. Financial Management supports years, months, and weeks for the period dimension. It does not support days for the dimension.

**Entity Dimension**

The Entity dimension represents the organizational structure of the company, such as the management and legal reporting structures. Entities can represent divisions, subsidiaries, plants, regions, countries, legal entities, business units, departments, or any organizational unit. You can define any number of entities.

The Entity dimension is the consolidation dimension of the system. Hierarchies in the Entity dimension reflect various consolidated views of the data. Various hierarchies can correspond to geographic consolidation, legal consolidation, or consolidation by activity. All relationships among individual member components that exist in an organization are stored and maintained.
in this dimension. Entities in an organization are dependent, base, or parent entities. Dependent entities are owned by other entities in the organization. Base entities are at the bottom of the organization structure and do not own other entities. Parent entities contain one or more dependents that report directly to them.

You define attributes for Entity dimension members, such as the default currency and security class, and to specify whether the entity allows adjustments and stores intercompany detail.

**Value Dimension**

The Value dimension represents the different types of values stored in your application, and can include the input currency, parent currency, adjustments, and consolidation detail such as proportion, elimination, and contribution detail. For example, the Entity Currency member stores the value for an entity in its local currency. The Parent Currency member stores the value for an entity translated to the currency of its parent entity. The Value dimension is useful for providing an audit trail of the transactions applied to data.

**Account Dimension**

The Account dimension represents a hierarchy of natural accounts. Accounts store financial data for entities and scenarios in an application. Each account has a type, such as Revenue or Expense, that defines its accounting behavior.

You define attributes for Account dimension members, such as the account type, the number of decimal places to display, and whether the account is a calculated, consolidated, or intercompany partner account.

**Intercompany Dimension**

The Intercompany dimension represents all intercompany balances that exist for an account. This is a reserved dimension that is used in combination with the Account dimension and any custom dimension. Financial Management can track and eliminate intercompany transaction details across accounts and entities. You can also run Intercompany Matching reports to view intercompany transactions.

**View Dimension**

The View dimension represents various modes of calendar intelligence; for example, Periodic, Year-to-Date, and Quarter-to-Date frequencies. If you set the view to Periodic, the values for each month are displayed. If you set the view to Year-to-Date or Quarter-to-Date, the cumulative values for the year or quarter are displayed.
## Custom Dimensions

Four custom dimensions are available for analysis of detailed data. You can use custom dimensions to store additional details associated with accounts, such as products, markets, channels, balance sheet movement, or types of elimination. For example, custom dimensions could include Product Line, Region, Channel, or Customers.

## User-Defined Elements

Many elements in Financial Management are user-defined. For example, when you create a journal, you give the journal a label and a description.

User-defined elements, the minimum and maximum length for each element, and additional restrictions are listed below. The table groups the elements by the modules in which they are found.

### Table 1  Requirements for User-Defined Elements

<table>
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<tr>
<th>Element</th>
<th>Min. length</th>
<th>Max. length</th>
<th>Restrictions</th>
</tr>
</thead>
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<td></td>
</tr>
<tr>
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<td>80</td>
<td>* Must contain only alphanumeric characters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Cannot start with a number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Cannot contain spaces, symbols, or diacritical marks such as umlauts.</td>
</tr>
<tr>
<td>View label</td>
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<td>10</td>
<td>* Must contain only alphanumeric characters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Cannot start with a number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Cannot contain spaces, symbols, or diacritical marks such as umlauts.</td>
</tr>
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<td>Cannot contain an ampersand ( &amp; ).</td>
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<td>* Cannot start with a number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Cannot contain spaces, symbols, or diacritical marks such as umlauts.</td>
</tr>
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<tr>
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<td></td>
<td><strong>Note:</strong> If you are using an Oracle database, member labels cannot contain spaces.</td>
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<tr>
<td></td>
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<td>You cannot use the following characters in the member name:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● period ( . )</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>● plus sign ( + )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● minus sign ( - )</td>
</tr>
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<td></td>
<td></td>
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<td>● at symbol ( @ )</td>
</tr>
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<td></td>
<td>● double quotation mark ( &quot; )</td>
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<td>● curly brackets ( { } )</td>
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<td></td>
<td></td>
<td>● period ( . )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● plus sign ( + )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● minus sign ( - )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● asterisk ( * )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● forward slash ( / )</td>
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<td></td>
<td>● semicolon ( ; )</td>
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<td></td>
<td></td>
<td></td>
<td>● at symbol ( @ )</td>
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<td></td>
<td>● double quotation mark ( &quot; )</td>
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<td></td>
<td>● curly brackets ( { } )</td>
</tr>
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<td><strong>Note:</strong> If you are using an Oracle database, journal labels cannot contain spaces.</td>
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<td>-------------</td>
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</tr>
<tr>
<td>Journal group</td>
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<td>None</td>
</tr>
<tr>
<td>Journal line item description</td>
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<td>50</td>
<td>None</td>
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</table>

Load/Extract

| Delimiter character | 1 | 1 | Must be one of the following characters and cannot be used in the file or in the file name:  
  ● comma ( , )  
  ● tilde ( ~ )  
  ● at sign ( @ )  
  ● dollar sign ( $ )  
  ● percent sign ( % )  
  ● ampersand (&)  
  ● carat (^)  
  ● line ( | )  
  ● colon ( : )  
  ● semicolon ( ; )  
  ● question mark ( ? )  
  ● back slash ( \ )  

**Note:** The ampersand ( & ) is not a valid delimiter for metadata .app files. You must use the same delimiter character throughout the file. Using different delimiter characters within the same file causes an error when you load the file.

Data grids

<table>
<thead>
<tr>
<th>Cell description</th>
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<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line item detail</td>
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<td>80</td>
<td>None</td>
</tr>
<tr>
<td>Annotation</td>
<td>0</td>
<td>255</td>
<td>None</td>
</tr>
</tbody>
</table>
| Decimal character | 1 | 1    | The following characters are invalid decimal characters for data grids:  
  ● back slash ( \ )  
  ● forward slash ( / )  
  ● plus sign ( + )  
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<td><strong>Note:</strong> Document names also cannot contain trailing or leading white space.</td>
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Managing Applications

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Caution! The information in this chapter about application administration is provided for use with Classic Financial Management applications only. If you upgrade an application created in Classic Application Administration to Performance Management Architect, you cannot return to working with that application in Classic Application Administration. For information on application administration using Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

For application administration, these security roles are required: Dimension Editor and Application Creator/Financial Management Application Creator. For information on roles, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.
An application consists of a set of entities, accounts, scenarios, and other dimensions that you use together. You can create as many applications as you need. For example, you can set up one application to report on tax data for several organizations and another application to report on Security and Exchange Commission data for other organizations.

Applications run on application servers. You can set up clusters of application servers to balance the load on multiple servers. For instructions, see the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

**Note:** If you are using the Financial Management Win32 client, or if you selected the ADM Client component during installation to work with Oracle Hyperion Financial Reporting, Fusion Edition, Oracle's Hyperion® Web Analysis, and Oracle's Hyperion® Application Builder for J2EE, you must register servers and clusters using the Financial Management Configuration Utility. For instructions, see “Using the Financial Management Configuration Utility” on page 35.

Only members of the Administrator group that you specify when you configure the application server can perform these administrative tasks:

**Users on System**
- List users
- Log out users

**Manage Servers and Applications**
- View disabled components
- Enable or disable connections
- Log out users

**System Messages**
- View - must have Application Administrator role
- Delete - must be member of Administrator group

To assign users to the Administrator Group, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

## Application Administration

You define an application in five steps:

1. Create an application profile, which contains calendar, language, and frequency definitions for the application. See “Creating Application Profiles” on page 27.

2. Create an application shell, in which you define the application server where the application resides, an application label and description, an application profile, and a location for a log file. See “Creating Applications” on page 32.
3. Define security for the application including which users have access to the application and what type of access each user has. See Chapter 3, “Managing Application Security.”

4. Define metadata for the application, including accounts, entities, scenarios, and custom dimensions, as well as application settings, consolidation methods, and currencies. See Chapter 4, “Managing Metadata.”

5. Load data, data forms, member lists, rules, and journals to the application.

You can have only one application open at a time, however, you can have several instances of Financial Management open with different applications on each instance.

Creating Application Profiles

An application profile contains language, calendar, frequency, and period information for an application.

You can use a profile for more than one application. For each application that you create, you must specify an application profile.

Note: You create application profiles in the Financial Management Desktop in Windows.

See these topics:

- Entering Languages
- Defining Calendars
- Editing Frequencies
- Editing Periods
- Saving Application Profiles

To create an application profile:

1. From the Financial Management Windows desktop, select Define Application Profile.

2. Select an option:
   - Create a New Application Profile
   - Select an Existing Application Profile and click to locate the file.

   Note: By default, application profile files use the PER file extension.

3. Click Next.

Entering Languages

You can define up to 10 languages for labels that are used throughout an application. You can use different languages to create descriptions for items in your application.
To set up languages:

1. In the grid, enter a language, and press the Tab key to move down to the next line.

   **Note:** You can enter up to 10 languages, and each language can contain a maximum of 20 characters. Note that a space is counted as a character.

2. Click Next.

### Defining Calendars

When you select the type of calendar and the time periods for the application profile, default frequencies are created for the application profile. For example, if you select standard calendar and include half-years, quarters, and months as the time periods, the system creates these frequencies: yearly, half-yearly, quarterly, and monthly.

You can also select a custom calendar or manual calendar. If you choose to define a custom calendar, you must define the number of periods and the period label prefix.

A flat list is created and you can modify the hierarchy later. If you choose to define a manual calendar, the frequencies and periods are empty. You can then enter the frequencies and periods that you need.

To set up a calendar:

1. **Select a type of calendar:**
   - Standard Calendar
   - Custom Calendar
   - Manually Defined Calendar

2. **Do one of these actions:**
   - If you selected **Standard Calendar**:
     - Select the time periods to include (half-years, quarters, trimesters, or months).
     - If you included months in the calendar, from the **Start Month** list, select the first month in the calendar.
   - If you selected **Custom Calendar**:
     - For **Number of Base Periods**, enter the number of periods in the year.
     - For **Period Label Prefix**, enter a prefix for the periods to include.
       - The label can contain a maximum of 10 characters and can include spaces.
       - **Tip:** If you enter 10 for the number of periods and NewPeriod as the label prefix, these periods are added to the hierarchy: NewPeriod1 through NewPeriod10.
   - If you selected **Manually Defined Calendar**, continue with the next step.

3. For **Start Year**, enter the start year for the calendar.

4. For **Number of Years**, enter the total number of years to include.
5 Click Next.

**Editing Frequencies**

Frequencies and their corresponding views are created based on the time periods that you selected when defining the calendar. You can add, modify, and delete frequencies. You can also enter a descriptive label for each frequency and view in each language that you previously defined.

When editing frequencies, you cannot change the label of the YTD frequency, which is contained in the first column of Frequency 1 row. However, you can enter a description of the YTD frequency for each language that you define.

**Note:** In addition to the frequencies that you can define, each application contains two system-defined frequencies and corresponding views, Scenario View and Periodic.

If you selected Manually Defined Calendar as the time period for the calendar, the Frequencies grid is empty, and you must enter the necessary frequency views and their descriptions. You should enter one frequency for each level of the Period dimension.

**Caution!** After you create an application, you cannot change the frequency descriptions or labels in the application.

➤ To set up frequencies:

1 From the Language list, select a language.

2 Enter or edit the values in the View column and enter a View description.

You can enter up to six frequencies.

**Note:** The View label can contain a maximum of 80 characters. The View description can contain a maximum of 40 characters. Labels cannot include these characters:

. + - * / # { } ; , @ "

**Tip:** Because you cannot modify frequencies after an application is created, make sure to include a view description for each frequency in each language.

3 Click Next.

**Editing Periods**

The period hierarchy is a combination of the time period and frequencies that you define. You can make changes to this hierarchy by adding or deleting periods. For example, you may want to add another month to the fourth quarter to achieve a 13-month year.
For instructions on adding sibling and child periods to the hierarchy, see “Adding Sibling and Child Periods” on page 30.

When you select a period, you can view the period frequency and change the period label or description.

**Note:** You cannot edit period labels based on language. In other words, if you change a period label in one language, the change is carried over into all other languages defined in the application profile. However, you can have a unique period description for each language.

To enter and edit periods:

1. **From the period hierarchy, select a period, and, for Description, enter or edit the period description.**
   The period description can contain a maximum of 40 characters. Note that a space is counted as a character. You cannot edit the description for the Year period.

   **Tip:** Make sure to include a description for each period when you are creating an application profile. If you do not include a description and choose to add one later, you will need to modify the application profile and re-create all applications that use the profile.

2. **For Label, enter or edit the period label.**
   The period label can contain a maximum of 80 characters. Note that a space is counted as a character. You cannot edit the label for the Year period. Changes that you make to the period label are reflected in all languages defined in the application profile.

   **Tip:** You can use and to expand or collapse the levels in the period hierarchy.

3. **From the Language list, select a language.**
   You can have a unique period description for each language. You cannot have a unique period label for each language.

4. **Click Next.**

### Adding Sibling and Child Periods

You can add single or multiple sibling and child periods to the period hierarchy.

To add a single child or sibling period:

1. **Highlight the period to which to add a child or sibling period.**

2. **Right-click the period, and select Insert Sibling, or Insert Child.**

   **Tip:** You can also use the Insert Child toolbar button and the Insert Sibling toolbar button.

3. **Enter a name for the new sibling or child period.**
To add multiple child or sibling periods:

1. Highlight the period to which to add multiple child or sibling periods.
2. Right-click the period, and select Insert Multiple.
3. Select an option:
   - Multiple Sibling Periods to add multiple sibling periods to the selected period
   - Multiple Child Periods to add multiple child periods to the selected period
4. Enter the number of periods to add to the hierarchy.
5. Enter a label prefix for the new periods.

Tip: If you enter 10 for the number of periods and NewPeriod as the label prefix, these periods are added to the hierarchy: NewPeriod1 through NewPeriod10.

Moving Periods

You can use the mouse to drag and drop periods. You can move periods to sibling or child positions in the hierarchy.

To move periods:

1. Highlight a period to move.
2. Click and drag the period to the new location in the hierarchy.
3. Select an option:
   - Move Here (Sibling) to move the period and make it a sibling of the highlighted period
   - Move Here (Child) to move the period and make it a child of the highlighted period

Note: You can also copy the period as a sibling or child of the selected period. When you release the mouse button, select the Copy Here (Sibling) or Copy Here (Child) option.

Copying Periods

You can copy single and multiple periods in the period hierarchy. You can copy a selected period and all child periods of the selected period. You can paste a copied period as a sibling or child of the selected period.

To copy periods:

1. Highlight a period to copy.
2. Right-click the highlighted period and select an option:
   - Copy Period to copy only the highlighted period
   - Copy All to copy the highlighted period and all child periods of the highlighted period
3 Right-click the period to which to paste the copied period and select an option:
   • Paste as Sibling to paste the copied period as a sibling of the selected period
   • Paste as Child to paste the copied period as a child of the selected period

4 For Label, make changes to the period label.
   The label can contain a maximum of 80 characters. Note that a space is counted as a character.

5 For Description, enter a description for the period.
   The description can contain a maximum of 40 characters. Note that a space is counted as a character.

Deleting Periods
When you delete periods from the hierarchy, all children of the period are also deleted.

Note: You cannot delete the Year period.

➢ To delete a period, take one of these actions:
   • Right-click the period and select Delete.
   • Highlight the period and click .

Saving Application Profiles
By default, application profile files use the PER file extension. If you are creating an application profile, you must complete all steps in the Design Application Profile module.

➢ To save an application profile:

1 For File Name, enter a name for the file, or click to browse for a profile to overwrite.

   Note: By default, application profile files use the PER extension.

2 Click Finish.

Creating Applications

Caution! This information is provided for use with Classic Financial Management applications only. For information on application administration using Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.
You create an application by specifying this information:

- The application server cluster on which to run the new application (The cluster name must be a valid server name.)

  **Note:** If you are using the Financial Management Win32 client, or if you selected the ADM Client component during installation to work with Financial Reporting, Web Analysis, and Oracle’s Hyperion® Application Builder for J2EE, you must register servers and clusters using the Financial Management Configuration Utility. For instructions, see “Using the Financial Management Configuration Utility” on page 35.

- The application label
- The application description
- The application profile, which contains calendar, language, and frequency definitions for the application
- The local storage folder, which stores some application information on your workstation
- The Oracle's Hyperion® Shared Services project to which to add the application.

  See the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

- The Web server URL for security administration

  **Note:** After you create an application, you must set up security for it. See Chapter 3, “Managing Application Security.”

**Windows Procedure**

1. To create an application:
   1. From the desktop navigation frame, select *Create Application*.
   2. From the *Server* list, select the application server cluster on which to run the application.

      If the server cluster is not listed, you may need to register the server cluster. See “Registering Servers and Clusters” on page 35.

   3. **For Application Label**, enter a name for the application.

      The application label can have a maximum of 10 alphanumeric characters but cannot start with a number or contain spaces or special characters. Application labels are not case-sensitive. For example, App1 and APP1 are considered the same application. HFM, HSV, and HSX are reserved names and cannot be used for application labels.

      **Caution!** Do not create applications with the same name even if they are on different Financial Management application servers. Applications of the same name but from different Financial Management application servers cannot coexist on one Shared Services server.

   4. **For Application Description**, enter a description for the application.
The application description can have a maximum of 255 characters, and can include spaces, but cannot contain an ampersand (&) character. HFM, HSV, and HSX are reserved names and cannot be used for application descriptions.

5 For **Application Profile**, enter the path and file name of the application profile, or click ⌂ to browse for the application profile to use.

By default, application profiles use the PER file extension.

6 For **Local Storage Folder**, enter the path and the folder name where downloaded application files will be stored on the workstation, or click ⌂ to browse to the local storage folder.

7 From the **Project** list, select the Shared Services project to which to add the application.

   **Note:** Each application must belong to a Shared Services project. See the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

8 For **Financial Management Web Server URL for Security Administration**, enter the URL.

9 Click **Create**.

10 Click **Close**.

**Web Procedure**

To create an application:

1 Select **Navigate**, then **Administer**, then **Classic Application Administration**, and then **Consolidation Administration**.

2 Select **Create Application**.

3 From the **Server** list, select the application server cluster on which to run the new application.

   If the server cluster is not listed, you may need to register it. See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

4 For **Application Name**, enter a name for the new application.

   The application label can have a maximum of either 10 alphanumeric characters or 12 bytes. It cannot start with a number or contain spaces, or special characters. Application labels are not case-sensitive. For example, App1 and APP1 are considered the same application. HFM, HSV, and HSX are reserved names and cannot be used for application labels or descriptions.

   **Caution!** Do not create applications with the same name even if they are on different Financial Management application servers. Applications of the same name but from different Financial Management application servers cannot coexist on one Shared Services server.

5 For **Application Description**, enter a description for the application.

   The application description can have a maximum of 255 characters, and can include spaces. HFM, HSV, and HSX are reserved names and cannot be used for application descriptions.

6 Click **Browse** next to the **Application Profile** text box, and locate the application profile to use.
By default, application profiles use the PER file extension.

7 From the Project list, select the Shared Services project to which to add the application.

Note: Each application must belong to a project. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

8 For Financial Management Web Server URL for Security Administration, enter the URL.

9 Click Create.

Using the Financial Management Configuration Utility

When you install Financial Management, you configure it using the Oracle's Hyperion Enterprise Performance Management System Configurator. However, If you use the Financial Management Win32 client, or if you selected the ADM Client component during installation to work with Financial Reporting or Web Analysis, you must register servers and clusters and enable DCOM using the Financial Management Configuration utility.

If you are using the Extended Analytics feature, you use the Financial Management Configuration Utility to specify database information for Extended Analytics.

Registering Servers and Clusters

You must register your server or cluster before you can access applications.

If you register one of the servers in a cluster, the system registers all of the servers in that cluster. For example, you create an application server cluster named Marketing_Servers with application servers Mkt1, Mkt2, Mkt3, and Mkt4. You can enter Mkt1 as the server to be registered, and the system registers all of the servers in that cluster.

If you run the configuration utility from an admin account, the configuration utility creates the HKeyLocalMachine/Software/Hyperion Solutions registry key so that you can register server clusters. If you are not running the configuration utility from an admin account, you might encounter problems when registering servers. In this case, in the registry, you should manually assign Read/Write access rights to HKeyLocalMachine/Software for the user who is registering the servers.

When you specify an individual server name from the servers in the cluster, the entire cluster is registered. If there is only one application server in the server cluster, you must enter the server name.

To register an application server cluster:

1 Start the utility.

2 In the Server/Cluster Registration box, enter the server name that you are registering.

   The application server name is used to obtain application server cluster information.

3 Select one of these options:
- Use **Automatic Load Balancing** - to register the server cluster that was created in the Application Server Clusters tab.
- Use **One Server Only** - to specify that only one server be used instead of a cluster

4. **Click Add.**

**Tip:** If you need to unregister a server or cluster, select it from the list and click **Remove.**

---

**Enabling DCOM**

From the configuration utility, you can enable DCOM for the entire computer. Enabling DCOM makes possible the launching of servers and connecting to objects by remote clients for the machine. It also sets the DCOM Default Authentication level to None for the computer. The Enable DCOM step is required for Financial Management client components to communicate with Financial Management application server components when the application server is on a different computer. It also makes it possible for the Financial Management client and application server computers to be on different domains.

➢ To enable DCOM:

1. **Click Enable DCOM.**

   **Note:** This button is grayed out if previously configured.

2. **Click OK.**

---

**Specifying Database Information for Extended Analytics**

The Extended Analytics feature enables you to use Essbase to analyze data and produce reports. You use a data source name (DSN) to specify the relational database destination for Extended Analytics. You must specify the data source name and path. You can add, remove, or modify data source names as needed.

**Note:** This tab is only available if you installed the Financial Management Server components during the installation process.

**Note:** When you use multiple servers with the Extended Analytics feature, you must enable multiple server support on each application server, and you must set up each application server so that these elements are the same on all servers: Clock setting, Data source, and UDL file.

For information on using Extended Analytics, see Chapter 8, “Using Extended Analytics”.

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To add a data source name:

1. From the Financial Management Configuration Utility, select the Extended Analytics DSNs tab.

   **Note:** This tab is available only if you installed the Financial Management Server components during the installation process.

2. Click Add DSN.

3. In DSN Name, enter the data source name.

4. In DSN Path, enter or browse for the data source path.

5. **Optional:** To specify the database tablespaces in which the Financial Management data tables and indexes are created:
   a. Click (next to the Data Tablespace field), and select the data table location.
   b. Click OK.
   c. Click (next to the Index Tablespace field), and select the index location.

   **Note:** For Oracle and IBM DB2 SMS, you can specify only a data tablespace; index tablespaces are not used.

d. Click OK.

6. Click OK.

To modify a data source name:

1. From the Financial Management Configuration Utility, select Extended Analytics DSNs.

2. In DSN Info, select the DSN.

3. Click Modify DSN and change the name.

4. Click OK.

To remove a data source name:

1. From the Financial Management Configuration Utility, select Extended Analytics DSNs.

2. In DSN Info, select the DSN.

3. Click Remove DSN and click OK.

---

**Opening Applications**

You can open one application for each Financial Management session that you are running. However, you can have several Financial Management sessions open, with different applications open on each session.

You must specify a local working folder for each application. You specify the working folder for an application when the application is created. If the application was created on a computer
other than the one that you are using, you need to specify a local working folder the first time you open the application.

**Note:** To access an application, you must be assigned as a user of the application. See “Assigning Users and Groups to Financial Management Applications” on page 63.

**Windows Procedure**

- To open an application:
  1. From the desktop navigation frame, select **Open Application**.
  2. Click **Connect**.
     
     When you connect to an application server or cluster, the system authenticates your user name and password. If you enter an invalid username-password combination, you cannot access or create applications.
  3. From the **Cluster** list, select the application server or cluster on which the application is running.
  4. Highlight the application to open, and click **Open Application**.

**Web Procedure**

- To open an application:
  1. Select **Navigate**, then **Applications**, then **Consolidation**, and **AppName**, where **AppName** is the application name.
  2. From the **Select Cluster** list, select the application server on which the application is running.
     
     When you connect to an application server or cluster, the system authenticates your username and password. If you enter an invalid username-password combination, you cannot access or create applications.
     
     If the server cluster is not listed, you may need to register it. See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.
  3. Select the application to open.

**Closing Applications**

When you close an application, the system prompts you to save the changes that you made.

**Note:** If you close an application and then want to re-open it, wait approximately 10 seconds before reopening the application to provide time for the Financial Management services to shut down properly.
Windows Procedure

➢ To close an application:

1. From the desktop navigation frame, select Close Application.
2. Click Yes to close the application.

Web Procedure

➢ To close an application:

1. Select File, then Close Application.
2. Click Yes to close the application.

Deleting Applications

Caution! This information is provided for use with Classic Financial Management applications only. For information on application administration using Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

Before deleting an application, be sure that no other user is currently using the application.

Note: To delete an application, the user must be the Application Administrator for that application. Additionally, for the Web, the user also needs the global roles of Dimension Editor and Application Creator.

Windows Procedure

➢ To delete an application:

1. From the desktop navigation frame, select Delete Application.
2. From the Cluster list, select the application server cluster on which the application is running.
   If the server cluster is not listed, you may need to register the server cluster. See the Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide.
3. Click Connect.
4. Select an application, and click Delete Application.
5. Click Yes to delete the application.
6. Click Close.
Web Procedure

To delete an application:

1. Select Navigate, then Administer, then Classic Application Administration, and then Consolidation Administration.

2. Select Delete Application.

   If you have the application open, you must close it before you can delete it.

3. Select the application server on which the application is running.

   If the server cluster is not listed, you may need to register it. See the Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide.

4. Select the application to delete.

5. Click Yes to delete the application.

Copying Classic Administration Applications

Financial Management provides a utility to copy and move an application from one application server to the same server or another application server. An application can be copied across databases. For example, an application created in a SQL database can be copied to an Oracle database.

The copy application utility, HFMCopyApplication.exe, is installed to this default location:

%Oracle_Home%FinancialManagement\Server

Note: Before copying an application, make sure that all users are disconnected from the application that is being copied and that all processing is stopped. Otherwise, the copied application may contain incorrect data.

After you copy an application, you must register the new application with Shared Services and then set up a user with Application Administrator role for the new application. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

To copy an application:

1. In Windows Explorer, navigate to the Server directory of your Financial Management installation, and double-click HFMCopyApplication.exe.

2. At the Welcome screen, click Next.

3. Click to locate the source database connection file (UDL) for the application you want to copy and click Next.

4. From the list of applications, select the application to copy and click Next.

5. Click to locate the destination database connection file (UDL) and click Next.
From the application drop-down list, select the application name to which you want to copy or enter a new application name and click Next.

On the Options panel, select any or all of these actions and click Next.

- Copy Application Data to copy data from the source application to the destination application. This generates an identical copy of the source application.
- Copy Audit Data to copy task and data audit data from the source application to the destination application.
- Copy Cluster Settings to copy cluster information from the source application to the destination application.
- Overwrite Existing Application (if it exists) to overwrite an application of the same name as the destination application.
  - Drop All application tables prior to copy
  - Only drop tables that are being copied
- Optional: Click Advanced Options for additional options.
  a. Modify these values as required:
    - Use Client-side Cursor or Use Server-Side Cursor
    - Use SQL Binding
    - Use default thread count or Use custom thread count
    - Log SQL errors
    - Number of task retries
  b. Click OK to close the Advanced Options box.

Confirm the settings and click Next.

When processing completes, click OK.

To view a task detail either in Completed tasks or Failed tasks (if any), double-click the task, or select the task and click the question mark (?) icon.

Click Close.

Click Finish to exit, or View Log File to view the log file and see any errors that occurred during the copy operation.

Note: An improperly sized Oracle instance can cause the utility to fail to copy all table rows. If the error log displays an Oracle issue, or table rows are missing, you may need to increase the size of the REDO logs.

After you copy an application, register the new application with Oracle's Hyperion® Shared Services and set up a user with administrative rights for the new application.
Copying Performance Management Architect Applications

You can copy Performance Management Architect applications from one application server to another. The copy process migrates Performance Management Architect metadata from the Source to the Target environment and makes it available in the Performance Management Architect Dimension Library.

You can create a Target application or replace a Target application. You can copy a deployed or undeployed application and, based on the Source application status, the Target copied application is created with the same status. After the copy process is complete, you register the application with Shared Services in the new environment.

The copy application utility, HFMCopyApplication.exe, is installed by default to the Server directory of your Financial Management installation.

To copy applications, you must have the Application Administrator security role.

The copy process depends on the following possible scenarios, based on the application copy method and the Source and Target environments.

- Copy as Classic application. The Source application may or may not already exist at the Target destination. See “Copy as Classic Application” on page 42.
- Copy as Performance Management Architect application. The Source application exists at the Target destination. See “Copy as Performance Management Architect When Source Application Exists at Target” on page 44.

Copy as Classic Application

To copy an application:

1. If the Source application exists at the Target destination, log in to the target environment and delete the application from within Performance Management Architect.
   
   If the Source application does not exist at the Target destination, proceed to step 2.

2. Ensure that the Source and Destination Financial Management servers are not running.

3. Navigate to the directory where the Copy Application utility is installed and double-click HFMCopyApplication.exe.

   **Note:** The default location is the Server directory of your Financial Management installation.

4. At the Welcome screen, click Next.

5. Click to locate the Source database connection file for the application that you want to copy and click Next.

   After successful validation of the Source database connection, the utility displays the Source applications (Classic and Performance Management Architect).
6 From the application list, select an application to copy and click Next.

7 At the prompt “This is an EPM Architect application. Do you want to convert it to a Classic Administration application?”, click Yes.

8 A warning message is displayed, advising that if the selected application currently exists in the target destination, it must be deleted prior to copying it. Perform an action:
   - If you have not deleted the existing application, click No and then delete it.
   - If the application does not exist in the target environment, or you have deleted it, click Yes to continue.

9 Click ![to locate the destination database connection file (UDL)](image) and click Next.

10 From the application list, select the application to which you want to copy or enter a new application name and click Next.

11 From Options, select options and click Next.
   - **Copy Application Data** to copy data from the source application to the destination application. This selection generates an identical copy of the source application.
   - **Copy Audit Data** to copy task and data audit data from the source application to the destination application.
   - **Copy Cluster Settings** to copy cluster information from the source application to the destination application.
   - **Overwrite Existing Application (if it exists)** to overwrite an application of the same name as the destination application.
     - Drop All application tables prior to copy
     - Only drop tables that are being copied
   - **Optional:** Click Advanced Options for additional options.
     a. Modify these values as required:
        - Use Client-side Cursor or Use Server-Side Cursor
        - Use SQL Binding
        - Use default thread count or Use custom thread count
        - Log SQL errors
        - Number of task retries
     b. Click OK to close the Advanced Options box.

12 Confirm the settings and click Next.

13 When the copy process completes, click OK.

14 To view a task detail in Completed tasks or Failed tasks (if any), double-click the task, or select the task and click the question mark (?) icon.

15 Click Close.

16 Click Finish to exit, or View Log File to view the log file and see errors that occurred during the copy operation.
Note: An improperly sized Oracle instance can cause the utility to fail to copy all table rows. If the error log displays an Oracle issue, or table rows are missing, you may need to increase the size of the REDO logs.

17 Log in to the target Performance Management Architect Application Library.

18 Select the newly copied application and select Application Upgrade to upgrade the application.

**Copy as Performance Management Architect When Source Application Exists at Target**

When you copy Performance Management Architect applications, you use Lifecycle Management (LCM) to migrate Financial Management artifacts such as dimensions, security, rules, documents, Web forms, Web grids, journals, rules, and member lists.


➢ To copy an application:

1 From the Shared Services console, navigate to the LCM Artifacts List and select Export to File System.

2 Using the LCM Migration Wizard, select the options and export the file to the file system. The Migration Definition XML with all selected artifacts is extracted to the specified file system.

3 Import the Migration Definition file from the file system to the appropriate application, selecting the Merge or Replace Artifacts option (applicable only for dimensions).

   The Merge option allows any artifacts that exist in the target destination, but not in the source, to be included in the target application.

   The Replace option creates the target application as a copy of the source but may affect other applications on the target Performance Management Architect system that use those shared dimensions.

4 After the Import process ends successfully, the Target application is updated with the artifacts from the Source application. You can now start the copy application process.

5 Ensure that the Source and Destination Financial Management servers are not running.

6 Navigate to the directory where the Copy Application utility is installed and double-click HFMCopyApplication.exe.

   **Note:** The default location is the Server directory of your Financial Management installation.

7 At the Welcome screen, click Next.

8 Click \( \text{Select} \) to locate the Source database connection file for the application that you want to copy and click Next.
After successful validation of the Source database connection, the utility displays the Source applications (Classic and Performance Management Architect).

9 From the list of applications, select an application to copy and click Next.

10 At the prompt “This is an EPM Architect application. Do you want to convert it to a Classic Administration application?”, click No.

11 A warning message is displayed, advising that prior to copying the application, you must perform an LCM migration of the artifacts related to the application. Perform an action:
   - If you have not performed the LCM migration, click No and complete that procedure first.
   - If you have performed the LCM migration, click Yes to continue.

12 Click to locate the destination database connection file (UDL) and click Next.

13 From the application list, select the application to which you want to copy or enter a new application name and click Next.

14 On the Options panel, select options and click Next.
   - Copy Application Data to copy data from the source application to the destination application. This generates an identical copy of the source application.
   - Copy Audit Data to copy task and data audit data from the source application to the destination application.
   - Copy Cluster Settings to copy cluster information from the source application to the destination application.
   - Overwrite Existing Application (if it exists) to overwrite an application of the same name as the destination application.
     - Drop All application tables prior to copy
     - Only drop tables that are being copied
   - Optional: Click Advanced Options for additional options.
     a. Modify these values as required:
        - Use Client-side Cursor or Use Server-Side Cursor
        - Use SQL Binding
        - Use default thread count or Use custom thread count
        - Log SQL errors
        - Number of task retries
     b. Click OK to close the Advanced Options box.

15 Confirm the settings and click Next.

16 When the copy process completes, click OK.

17 To view a task detail in Completed tasks or Failed tasks (if any), double-click the task or select the task and click the question mark (?) icon.

18 Click Close.
19 Click Finish to exit, or View Log File to view the log file and see errors that occurred during the copy operation.

**Note:** An improperly sized Oracle instance can cause the utility to fail to copy all table rows. If the error log displays an Oracle issue, or table rows are missing, you may need to increase the size of the REDO logs.

20 Log in to the target Performance Management Architect Application Library.

21 The newly updated application has a status of “Out of Sync with deployed application.” Redeploy the application.

If the copy process was successful, the Target application is a copy of the Source application with all relevant artifacts and application data. If you selected the Merge option during the LCM migration, new metadata may be included in the application. If you selected the Replace option, the target application is identical to the source.

### Using Sample Applications

Financial Management provides sample application files that you can use to populate a test application.

If you installed the Sample Applications component during the installation process, the files are in the Sample Apps folder in the directory to which you installed Financial Management.

If you did not install the sample files, you can obtain them by reinstalling Financial Management and selecting the **Sample Applications** component.

When you create a test application, you can load files from the Sample Apps directory. The directory includes sample security, metadata, data, rules, and journal files; report definitions, data grids, and Web Data Entry form scripts. Instructions for loading the sample files are included in the Documentation folder of each sample application, for example, \FinancialManagement\SampleApps\Comma\Documentation.

<table>
<thead>
<tr>
<th>Sample File</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member List (.lst)</td>
<td>Dimension member lists</td>
</tr>
<tr>
<td>Metadata (.ads)</td>
<td>Metadata</td>
</tr>
<tr>
<td>(.xml for Classic Application Administration)</td>
<td></td>
</tr>
<tr>
<td>Data (.dat)</td>
<td>Applicable scenarios and years with data</td>
</tr>
<tr>
<td>Rules (.rle)</td>
<td>Rules used to run logic on the data in the application</td>
</tr>
<tr>
<td>Journals (.jlf)</td>
<td>Sample journal and template file formats</td>
</tr>
<tr>
<td>Data Explorer (.hde)</td>
<td>Explore Data grids</td>
</tr>
<tr>
<td>System Report (.rpt)</td>
<td>System reports for Explore Data, Journals, or Intercompany Reports</td>
</tr>
</tbody>
</table>
### Working with System Messages

You can retrieve, view, print, and delete Financial Management system messages. You can retrieve system messages by date, server name, and application name. System messages remain in the log until you delete them. The system messages module is available only in the Web user interface.

To view system messages, you must have the Application Administrator security role. Only members of the Administrator group that you specify when you configure the application server can delete system messages. To assign users to the Administrator Group, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

Security is not implemented on the system messages log; therefore, it can be accessed and cleared by any user.

**Note:** The system messages date format is always displayed as mm/dd/yyyy, regardless of your user preferences.

See these procedures:

- “Retrieving System Messages” on page 47
- “Viewing and Printing System Messages” on page 48
- “Deleting System Messages” on page 48

### Retrieving System Messages

To retrieve system messages:

1. Select **Administration**, then **System Messages**.

2. **Optional:** You can filter messages using these criteria:
   - Start date
   - End date
   - Server name
   - Application name
3 Click View.

Viewing and Printing System Messages

To view and print system messages:

1 In the System Messages log, select the check box next to a message to view details.

Note: To view detail for a system message, click the relevant cell in the System Message Summary column.

2 Click Details.

3 Click Print to print the messages displayed.

4 When you finish printing message details, click Close.

Deleting System Messages

To delete system messages:

- To delete individual messages, select the check box next to each message to delete, and click Delete.
- To delete all system messages, click Delete All.

System Message Detail Strings

Some methods return strings of technical information for system messages such as errors. The strings contain a uniquely identifying error reference number, followed by various fields of information. The fields are delimited by semicolons, and each field has a label that is followed by a colon, as in this example:

```
Error Reference Number: {219EB33B-BF50-11D6-A43E-0000863DCCF1}
Num: 0x800415c6; Type: 1; DTime: 9/3/02 12:20:10 PM; Svr: GSZABO1; File: CHsxServerImpl.cpp; Line: 1842; Ver: 3.0.0.196;
```

The following table describes the system message fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>The error number in hexadecimal form</td>
</tr>
<tr>
<td>Type</td>
<td>For internal use only</td>
</tr>
</tbody>
</table>
Managing System Users

The Users on System feature enables you to view the users on the system and log off users of an application or server. You can view what module the user is working in and what activities are being performed by the user. See “Viewing Users” on page 49 and “Logging Off Users” on page 50.

**Note:** Users on System is only available in the Financial Management Web user interface.

To view and log off users by application or server, you need not be logged on to the application. However, to log off individual users, you must be logged on to the application.

Only members of the Administrator group that you specify when you configure the application server can list users and log out users. To assign users to the Administrator Group, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

Viewing Users

You can view logged-on users for all applications and all servers, logged-on users of a specific application on a specific server, logged-on users of a specific application on all servers, and logged-on users of all applications running on a specific server.

This information is available for each logged-on user:

- Username
- Current module in which the user is working
- Current activity of user
- Time the activity was started
- Server name
- Application name

To view logged-on users:

1. Select Administration, then Users on System.
2 Specify the users to view by completing one of these actions:

- To view all logged-on users for all applications and all servers, leave Server Selection and Application Selection blank.
- To view all logged-on users for all applications on a server, enter the server name in the Server Selection text box and leave the Application Selection text box blank.
- To view all logged-on users of an application, enter the application name in the Application Selection text box and leave the Server Selection text box blank.
- To view all logged-on users of an application on a server, enter the server name in the Server Selection text box and the application name in the Application Selection text box.

3 Click View Logged-In Users.

Logging Off Users

To perform a system-wide process, such as a backup and restore, you can log users off an application or an application server. For example, you can log off users logged on to the server and disable future logging on to the server. See “Disabling and Enabling Connections” on page 51. When you log off users, the system does not disconnect them immediately — there can be a five minute potential delay while the processes that the user is executing finish before the user is logged off.

You can control the user session timeout by changing the timeout setting in IIS, or by changing the Web Session Timeout setting using the EPM Configurator. The default timeout is 20 minutes.

When you log a user off the system, the system displays a Stopped status for the user. In addition, the system notifies the user who has been logged off immediately following the first user action after logout.

To log users off an application or server:

1 Select Administration, then Users on System.

2 Set options:
   - Enter the server name from which to log off users.
   - Enter the application name from which to log off users.

   **Note:** If you leave these text boxes blank, the system assumes ALL for the text box. For example, if you enter a server name but leave the application text box blank, all users of all applications on the specified server are logged off.

3 Click Logout Users.

To log individual users off an application or server:

1 Open the application from which to log off users.

2 Select Administration, then Users on System.
3 Specify the users to view by completing one of these actions:
   - To view all logged-on users for all applications and all servers, leave Server Selection and Application Selection blank.
   - To view all logged-on users of all application on a server, enter the server name in the Server Selection text box and leave the Application Selection text box blank.
   - To view all logged-on users of an application, enter the application name in the Application Selection text box and leave the Server Selection text box blank.
   - To view all logged-on users of an application on a server, enter the server name in the Server Selection text box and the application name in the Application Selection text box.

4 Select View Logged-In Users.

5 In the Users on System list, click \( \rightarrow \) in the Logout column to log an individual user off the application.

6 Click OK to confirm.

Managing Servers and Applications

You can use the Manage Servers and Applications feature to disable user connections to an application or server and to log off users.

See “Disabling and Enabling Connections” on page 51 and “Logging Off Users” on page 50.

Only members of the Administrator group that you specify when you configure the application server can view disabled components, enable or disable connections, or log out users. To assign users to the Administrator Group, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

Note: The Manage Servers and Applications feature is available only in the Financial Management Web user interface.

Disabling and Enabling Connections

When you disable connections, the system prevents new users from logging on to the specified server or application. You can use the disable connections feature with the log off user feature. For example, you can disable logging on to an application, log off users logged on to the application, load metadata, and then enable connections to the application. See “Logging Off Users” on page 50.

Note: Administrators can perform all administrative tasks, such as loading metadata and deleting applications, when connections are disabled.

To disable or enable user connections to an application or server:

1 Select Administration, then Manage Servers and Applications.
You can perform these actions:

- To disable or enable user connections for all applications and all servers, leave Server Selection and Application Selection blank.

  **Note:** This also disables connections for users in the Administrator group.

- To disable or enable user connections for all applications on a server, enter the server name in the Server Selection text box and leave the Application Selection text box blank.

  **Note:** This also disables connections for users in the Administrator group.

- To disable or enable user connections for an application, enter the application name in the Application Selection text box and leave the Server Selection text box blank.

- To disable or enable user connections for an application on a server, enter the server name in the Server Selection text box and the application name in the Application Selection text box.

Take one of these actions:

- Select Disable Connections, and click OK to confirm.
- Select Enable Connections, and click OK to confirm.

  **Note:** You can also enable connections by clicking in the Enable column of the Disabled Components list.

### Viewing Disabled Components

From the Manage Servers and Applications window, you can view a list of disabled components and enable them.

To view disabled components:

1. Select Administration, then Manage Servers and Applications.
2. Click View Disabled Components.
3. To enable a component, from the Disabled Components list, select a component and click in the Enable column.

### Synchronizing Servers

The synchronization between Financial Management application servers is based on system time. Changing the clock can affect this synchronization. For the time change to and from Daylight Savings Time, Oracle recommends that you stop the servers before the time change and restart them afterward.
Auditing Tasks

You can use the Task Audit feature to view the tasks performed by users. You can filter audited tasks by date range, application server, user, and task performed.

Note: Only users assigned the Administrator role can perform a task audit.

These user activities are logged in the task audit:

- Idle
- Rules Load
- Rules Scan
- Rules Extract
- Consolidation
- Chart Logic
- Translation
- Custom Logic
- Allocate
- Data Load
- Data Extract
- Data Extract via HAL
- Data Entry
- Data Retrieval
- Data Clear
- Data Copy
- Journal Entry
- Journal Retrieval
- Journal Posting
- Journal Unposting
- Journal Template Entry
- Metadata Load
- Metadata Extract
- Member List Load
- Member List Scan
- Member List Extract
- Security Load
- Security Scan
- Security Extract
- Logon
- Logon Failure
- Logoff
- External
- Metadata Scan
- Data Scan
- Extended Analytics Export
- Extended Analytics Schema Delete
- Transactions Load
- Transactions Extract
- Document Attachments
- Document Detachments
- Create Transactions
- Edit Transactions
- Delete Transactions
- Post Transactions
- Unpost Transactions
- Delete Invalid Records
- Data Audit Purged
- Task Audit Purged
- Post All Transactions
- Unpost All Transactions
- Delete All Transactions
- Unmatch All Transactions
- AutoMatch by ID
- AutoMatch by Account
- IC Matching Report by ID
- IC Matching Report by Acct
- IC Transaction Report

The task audit log includes this information:

- Username
- Activity performed
- Activity start time
To perform a task audit:

1. Select Administration, then Task Audit.

   Note: You must have an application open for the Task Audit link to be available.

2. Optional: You can filter the audit by selecting criteria:
   - Enter a start date and an end date.
   - From the Server Selection list, select a server, or select All.
   - From the User Selection list, select the user to audit, or select All to audit all users.
   - From the Task Filter list, select the task to audit, or select All to audit all tasks.

3. Click View.

   The tasks that meet the filtering criteria are displayed. Tasks are sorted from most recent to least recent, as shown in this example.

4. Optional: To export the audit information to a CSV file, click Export, and follow the download instructions.

5. Optional: To delete the entries from the log, click Clear Log to delete the entries from the log.

   Note: When you clear the log, a record of the clear remains in the log and cannot be erased.

### Auditing Data

You can use the Data Audit feature to view data changes performed by users. You can filter the data changes by date range, application server, user, and the dimension members of cells.

You can audit Scenario and Account members by setting the EnableDataAudit metadata attribute to Y for the scenarios and accounts to audit. To turn off auditing of Scenario and Account members, change the EnableDataAudit attribute to N.
**Note:** Only users assigned to the Administrator role can perform a data audit.

These user activities are logged in the data audit:
- Data Entry
- Data Clear
- Data Copy
- Data Load
- Journal Entry

The data audit log includes this information:
- Username
- Activity performed
- Time modified
- Server name
- Point of view
- New value for point of view

**Note:** The Data Audit feature is available only in the Financial Management Web user interface.

The data audit log information is stored in a table (`APPNAME_DATA_AUDIT`). You can back up or extract the information in the table. You should monitor the log size and clear it on a regular basis.

To perform a data audit:

1. **Select Administration, then Data Audit.**
   You must have an application open for the Data Audit link to be available.

2. **Optional: Set filter options:**
   - Enter a start date and an end date to filter by date range.

   **Tip:** Click the date picker to select dates from a pop-up calendar.
   - From the Server Selection list, select the server to audit, or select All to audit all servers.
   - From the User Selection list, select the user to audit, or select All to audit all users.
   - Enter member names in the text boxes for the applicable dimensions to filter by dimension members.
Note: The system filters only by the dimensions for which you specify members. For example, if you specify a member in the Period text box and leave the other text boxes blank, the system filters only by the Period dimension.

3 Click View.

The data changes that meet the filtering criteria are displayed.

4 Optional: In the Point of View column, click a link to view the history for the corresponding cell.

5 Optional: Click Export to export the audit information to a CSV file.

6 Optional: Click Clear Log to delete all entries from the log.

Note: When you clear the log, a record of the clear remains in the task audit log and cannot be erased.

Monitoring Running Tasks

You can use the Running Tasks feature to view and terminate running tasks. You can filter running tasks by application server, user, task performed, and task status.

Note: Only the user who starts a task or a user assigned to the Administrator role can terminate a task that is running.

You can view and terminate these tasks:

- Consolidation
- Data Load
- Extended Analytics Export
- Post All Transactions
- Unpost All Transactions
- Delete All Transactions
- UnMatch All Transactions
- AutoMatch by ID
- AutoMatch by Account
- IC Matching Report by ID
- IC Matching Report by Acct
- IC Transaction Report

You can filter the running tasks by these task status types:

- Initializing
- Running
- Paused
- Uninitializing
- Stopped
- Aborted
- Completed
- Not Responding
- Scheduled Stop
- Scheduled Start

To monitor and stop running tasks:

1. Select Administration, then Running Tasks.

   You must have an application open for the Running Tasks link to be available.

2. Optional: For Server Selection, enter the server name to filter by application server.

   If you leave the Server Selection box blank, tasks running on all servers are listed.

3. Optional: Set filter options:

   - From the User Selection list, select the user to monitor, or select All to view running tasks for all users.
   - From the Task Filter list, select the task to monitor, or select All to view all running tasks.
   - From the Status Filter list, select the status type to monitor, or select All to monitor all status types.

4. Click View.

   The tasks that meet the filtering criteria are displayed.

5. In the Stop Task column, click next to the task to stop.

   Note: Click in the Log column of the list to view the log file for a completed task.

By default, running tasks remain in the database for 900 seconds (15 minutes). You can change the default by modifying the AutoClearDeadTasksAfterSeconds registry key in the HKEY_LOCAL_MACHINE\SOFTWARE\Hyperion Solutions\Hyperion Financial Management\Server\Running Tasks registry location. The minimum value for the registry key is 720 seconds (12 minutes); the maximum value is 864,000 seconds (10 days).

**Scanning For and Deleting Invalid Records**

You can use the Delete Invalid Records feature to scan an application for invalid records and to remove them. Administrator access is required to use this feature.
Running the Delete Invalid Records process impacts the database, network, and Financial Management environment and can cause performance issues. This process must be run in a maintenance window where users are not accessing the Financial Management environment.

Windows Procedure

- To scan for and delete invalid records:
  1. Open the application from which to delete invalid records.
  2. From the navigation frame, select Database Management.
  3. Click the Delete Invalid Records tab.
  4. Browse to or enter the log file name and path.
  5. Perform a task:
     - Click Scan.
     - Click Delete.
  6. Optional: To view the log file, click View.

Web Procedure

- To scan for and delete invalid records:
  1. Open the application from which to delete invalid records.
  2. In Browser View, expand Tasks, and select Data Tasks.
  3. Select Database Management.
  4. Click Delete Invalid Records.

  Note: This tab is available only to users with Administrator access.

  5. Perform a task:
     - Click Scan Only.
     - Click Delete Invalid Records.

Changing Settings for Multiple Server Tasks

There are several registry settings that control the amount of consolidations, data loads, and Extended Analytics exports that can run at any one time in a multi-server environment. If you need to run several concurrent consolidations, for example, you can change the values in these registry settings.
<table>
<thead>
<tr>
<th>Registry Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MaxNumConcurrentConsolidations</td>
<td>Controls the number of concurrent consolidations allowed per application server. Any consolidations executed above the value are queued as Scheduled Consolidations. Minimum value is 1; maximum value is 8.</td>
</tr>
<tr>
<td>NumConsolidationThreads</td>
<td>Controls the multi-threading of consolidations per application server. Lowering the value limits the system's utilization of system resources, resulting in slower consolidation performance. Minimum value is 1; maximum value is 8.</td>
</tr>
<tr>
<td>NumConsolidationsAllowed</td>
<td>Controls the number of consolidations allowed per application across all the application servers. Default value is 8 and the range is 1–20.</td>
</tr>
<tr>
<td>NumDataLoadsAllowed</td>
<td>Controls the number of data loads allowed per application across all the application servers. Default value is 8 and the range is 1–20.</td>
</tr>
<tr>
<td>NumEAEExportsAllowed</td>
<td>Controls the number of Extended Analytic exports allowed per application across all the application servers. Default value is 8 and the range is 1–20.</td>
</tr>
</tbody>
</table>

To change a server registry setting:

1. Select **Start**, then **Run**.
2. In the **Open** box, type `regedt32`, and click **OK**.
3. Select `HKEY_LOCAL_MACHINE\SOFTWARE\Hyperion Solutions\Hyperion Financial Management\Server\RunningTasks`.
4. Double-click the registry setting, change the value, and click **OK**.

### Maintaining Server Logon Information

When you use application server clusters, by default, users are kept on the same application server for subsequent logons. For example, a user logged on to Financial Management who runs reports with Financial Reporting will always use the same application server, instead of potentially logging on to different application servers.

You can create the `UseStickyServer` cluster level registry setting on the client to disable Sticky Server support. You must create the registry setting for each Web server and Win32 client.

To disable `UseStickyServer` support:

1. Navigate to `HKEY_LOCAL_MACHINE\SOFTWARE\Hyperion Solutions\Hyperion Financial Management\Client\Clusters\machinename`.
2. Create a REG_DWORD value named `UseStickyServer`.
3. Enter the value “0”.

**Note:** To enable it, change the value to 1, or delete the key. By default, a “1” is assumed if the key is missing.
Managing Application Security

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Security and access rights enable you to control access to Financial Management applications and application elements. Setting up security enables you to protect data and prevent unauthorized users from changing data. For example, you can restrict access to certain data elements or forms within an application.

Security exists at two levels:

- Authentication by an external provider
- Financial Management security, in which users and groups are assigned to applications and application elements are assigned to security classes

There are two ways to set up security for Financial Management applications:

- Load a security file into an application. See “Loading Application Security” on page 68.
- Use the Oracle's Hyperion® Shared Services Console to set up security information. See “Launching the Shared Services Console from Financial Management” on page 62.

These security roles are required for application administration. For information on assigning roles, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

<table>
<thead>
<tr>
<th>Security Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension Editor</td>
<td>Creates and manages import profiles for dimension creation, as well as creating and managing dimensions manually within the Performance Management Architect user interface or the Classic Application Administration option. Required to access Classic Application Administration options for Financial Management and Planning using Web navigation.</td>
</tr>
<tr>
<td>Security Role</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Application Creator/Financial Management Application Creator</td>
<td>Creates and deploys Performance Management Architect applications. Users with this role can create applications, but can change only the dimensions to which they have access permissions. Required in addition to the Dimension Editor role for Financial Management and Oracle Hyperion Planning, Fusion Edition users to be able to navigate to their product’s Classic Application Administration options. When a user with Application Creator role deploys an application from Performance Management Architect, that user automatically becomes the application administrator and provisioning manager for that application. The Application Creator can create all applications. The Financial Management Application Creator can create Consolidation applications and Generic applications. To create applications, the user must also be a member of the Application Creators group specified in the Configuration Utility.</td>
</tr>
</tbody>
</table>

### Application Security Considerations

Financial Management security offers flexibility in securing application elements and tasks. Because security classes are assigned to application elements as they are created, you should design your security system before you set up your applications.

After you design a security system for one application, you can extract the security elements for backup or loading into another application. See “Loading Application Security” on page 68 and “Extracting Application Security” on page 73.

Before setting up security in Financial Management, you should consider these questions:

- How do you want to group and classify Financial Management tasks and application elements?
- How do you want to group users?
- What level of access right should be assigned for your users and groups?
- What security classes do you want to assign to application elements as they are created?

### Launching the Shared Services Console from Financial Management

Before you can set up security for Financial Management applications, you must do these tasks:

2. Provision users by assigning users and groups to applications and assigning user roles. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

You can then use the Shared Services Console to set up security for Financial Management applications. In the console, you can do these application tasks:
Assign users and groups
Assign user permissions to security classes
Run security reports

To launch the Shared Services Console from Financial Management, select Administration, then Shared Services Console.

Assigning Users and Groups to Financial Management Applications

Only a user assigned to the Provisioning Manager role can define users and groups. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

To select users and groups for an application:

1. From the Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Select Users and Groups.
2. Select an option:
   - Show All to show all users that are provisioned
   - Users or Groups, and in Search Criteria, enter search criteria, and click Search.
3. From Available Users and Groups, select users and groups to assign to the application and select roles, and use the arrow keys to move them to the Selected Users column.
4. Click Next.

Setting Up Security Classes for Financial Management Applications

Security classes determine the access that users have to application elements.

Caution! The information in this section is provided for use with Classic Financial Management applications only. For information on setting up security using Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

In the Select Classes module, you can perform these procedures:

- “Creating Security Classes” on page 64
- “Deleting Security Classes” on page 64
- “Selecting Security Classes” on page 64
Only users assigned to the Provisioning Manager role can define security classes for applications.

After you define security classes for an application, you can assign the security classes to application elements such as accounts and entities.

A user’s or group’s ability to access application elements depends on the security classes to which the user or group belongs and on the security class associated with the application elements.

**Creating Security Classes**

To create security classes:

1. From the Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Select Classes.
2. For Class Name, enter a name for the security class.

   Note: The name can contain up to 80 characters.
3. Click Add.

**Deleting Security Classes**

Before you delete a security class from an application, you must disassociate it from the application elements to which it is assigned.

You can disassociate an entity, account, or scenario from a security class by modifying the security class in the metadata file. You can disassociate a journal from a security class by modifying the journal file or by updating the security class for the journal in the Process Journals module.

To delete security classes:

1. From the Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Select Classes.
2. From Available Classes, select the security classes to delete.
3. Click Delete Classes.
4. Click Yes to confirm deletion.

**Selecting Security Classes**

To select security classes for an application:

1. From the Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Select Classes.
2 From Available Classes, select the security classes to assign to the application, and click Add Single User or Group.

3 Click Next or Assign Access.

Assigning User Access to Security Classes

After you define users and groups and security classes, you can specify the level of access each user and group has to each security class in the application and set up e-mail alerts.

Table 4 User Access Level

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>No access to elements assigned to the security class.</td>
</tr>
<tr>
<td>Metadata</td>
<td>View a specified member in a list but cannot view or modify data for the member.</td>
</tr>
<tr>
<td>Read</td>
<td>View data for elements assigned to the security class but cannot promote or reject.</td>
</tr>
<tr>
<td>Promote</td>
<td>View data for elements assigned to the security class and can promote or reject.</td>
</tr>
<tr>
<td>All</td>
<td>Modify data for elements assigned to the security class and can promote and reject.</td>
</tr>
</tbody>
</table>

You can use the Pivot Table feature to toggle between two views for assigning access. For example, if you have users and groups on rows and security classes on columns and click Pivot Table, users and groups will be on columns and security classes on rows.

Note: A user assigned to the Application Administrator role for an application has access to all information in the application.

To assign user access to security classes:

1 From the Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Assign Access.

2 Select cells for which to assign access rights.

Tip: Use the Shift and Ctrl keys to select multiple cells. Select a column or row by clicking in the column or row header.

3 From Access Rights, select the access level to assign.

Note: See Table 4, “User Access Level,” on page 65.

4 Click to apply the level to the selected cells.

5 Optional: To add an e-mail alert, select cells in the table and click Add Alert.
Caution! The alerting process uses the e-mail addresses stored in the authentication files, such as MSAD, LDAP, or Native Directory. See “Setting Up E-mail Alerting” on page 66.

Note: To remove e-mail alerts, select the cell and click Remove Alert.

6 Click Save.
7 Click Next or Security Report.

Setting Up E-mail Alerting

You can use e-mail alerting for intercompany transactions and during the process management review process. E-mail alerts help highlight a key event or data change in the system. For example, you can send an e-mail alert that an intercompany transaction is mismatched and needs to be matched, or that a process unit is ready for the next promotion level.

Note: The alerting process uses the e-mail addresses that are stored in the authentication files, such as LDAP, MSAD, or Native Directory.

Process Management Alerting

To set up process management e-mail alerts:

1 For the scenario in the process unit, set the Enable Process Management metadata attribute to “A” to allow alerts.
2 Assign the user to the Receive E-mail Alerts for Process Management role.

Note: For information on assigning users to roles, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

3 Assign the user to Process Management notifiable roles as defined in Table 5, “Process Management User Roles and Alert Notification,” on page 66.

4 Assign the user ALL or PROMOTE access to the security classes assigned to the scenario and entity in the process unit and add an alert for each security class.

Users who meet all criteria receive e-mail alerts.

<table>
<thead>
<tr>
<th>Process Unit Level Before or After Action</th>
<th>Process Management User Roles Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Pass</td>
<td>Users with ALL or PROMOTE access to the entity are notified.</td>
</tr>
<tr>
<td>Review Level 1</td>
<td>Reviewer 1 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 2</td>
<td>Reviewer 2 and Submitter roles are notified.</td>
</tr>
</tbody>
</table>
### Process Unit Level Before or After Action

<table>
<thead>
<tr>
<th>Process Unit Level Before or After Action</th>
<th>Process Management User Roles Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Level 3</td>
<td>Reviewer 3 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 4</td>
<td>Reviewer 4 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 5</td>
<td>Reviewer 5 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 6</td>
<td>Reviewer 6 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 7</td>
<td>Reviewer 7 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 8</td>
<td>Reviewer 8 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 9</td>
<td>Reviewer 9 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Review Level 10</td>
<td>Reviewer 10 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Review Supervisor role is notified. Only users with this role can approve the submitted process unit.</td>
</tr>
<tr>
<td>Approved</td>
<td>Reviewer 1 to Reviewer 10 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Published</td>
<td>Users with ALL, READ, or PROMOTE access to the entity are notified.</td>
</tr>
</tbody>
</table>

**Note:** E-mail alerts are not generated when the process unit is at the Not Started level or for the Sign Off action.

Users with the Application Administrator role do not receive e-mail alerts. For a user with the Application Administrator role to receive e-mail alerts, set up as a separate user and assign the role to receive alerts. The user that performed the action to the process unit is also notified with an e-mail confirmation log stating to whom e-mails were sent. For information on generating e-mail alerts in process management, see the *Oracle Hyperion Financial Management User’s Guide*.

### Intercompany Transaction Alerting

- **To set up intercompany transaction e-mail alerts:**
  1. **Assign the user to the Receive E-mail Alerts for IC Transactions role.**

     **Note:** For information on assigning users to roles, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

  2. **Assign the user to the Inter-Company Transaction Admin or Inter-Company Transaction User role.**

  3. **Assign the user ALL, READ, or PROMOTE access to the security classes that are assigned to the scenario and entity in the transaction and add an alert for each security class.** See “Assigning User Access to Security Classes” on page 65.
Users who meet all criteria receive e-mail alerts from the Intercompany Transactions or Intercompany Partner Matching Report modules.

For information on generating e-mail alerts in intercompany transactions, see the Oracle Hyperion Financial Management User’s Guide.

**Running Security Reports for Financial Management Applications**

You can run security reports on the information that you selected while setting up security for the application. You can run reports for classes by user, roles by user, classes and roles by user, and users by group. You can view the report online or you can export it to a CSV file.

- To create a security report:
  
  1. From the Oracle's Hyperion® Shared Services Console, expand Application Groups, right-click the application name, select Assign Access Control, and then Security Reports.
  
  2. Select a report option:
     - Rights and select options:
       - Classes by User
       - Roles by User
     - Users by Group
  
  3. Select an option:
     - Launch Report to open the report in a new window
     - Export to File to save the report as a CSV file.

**Loading Application Security**

**Caution!** You can only load security classes for Classic Financial Management applications.

You must load application security before you can load other information to an application.

To remove a role from a user or group, you must modify the role in the Shared Services Console. See the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

**Windows Procedure**

- To load application security:
  
  1. Open the application.
  
  2. From the navigation frame, select Load Security.
3 For Security Filename, enter the file name to load, or click to find the file.

**Note:** You can click View to display the contents of the application security file that you specified. By default, security information files use the SEC file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the SEC file extension.

4 For Log Filename, enter a log file name, or click to find the file.

5 For Delimiter Character, enter the character used to separate information in the file.

These characters are valid:

, ~ @ $ % ^ & | ; ; ? \

**Note:** You must use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

6 Optional: Select Clear All Security Info Before Loading to clear security information for the application before loading new security information.

**Caution!** You can use the Clear All option only if you have been assigned the Application Administrator and Provisioning Manager roles. Also, if you use this option, you will have to reprovision users, as all users (including the user doing the clear) will be removed in this process. For information on provisioning users, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide. Before selecting the clear option, review “Clearing and Loading Security Information” on page 70.

7 Select the types of security information to load.

**Tip:** Use the Select All and De-Select All buttons to quickly select or de-select the security types.

8 Click Load.

**Note:** After you load the security file, you can click the View button next to Log Filename to display the log file.

Web Procedure

**Note:** Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks, such as loading data on the Web, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.
To load application security:

1. Open the application.
2. In Browser View, expand Tasks, and select Load Tasks.
4. For Security File, enter the file name to load, or click Browse to find the file.

**Note:** By default, application security information files use the SEC file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the SEC file extension.

5. For Delimiter Character, enter the character used to separate information in the file. These characters are valid:
   
   , ~ @ $ % ^ & | : ; ? 

   **Note:** You must use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

6. Optional: Select Clear All Security Info Before Loading to clear security information for the application before loading the new security information.

   **Caution!** You can use the Clear All option only if you have been assigned the Application Administrator and Provisioning Manager roles. Also, if you use this option, you will have to reprovision users, as all users (including the user doing the clear) will be removed in this process. For information on provisioning users, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide. Before selecting the clear option, review “Clearing and Loading Security Information” on page 70.

7. From Security Options, select the types of security information to load.
8. Click Load.

### Clearing and Loading Security Information

You can clear security information from an application and then load new security information. For example, if you plan to change security class Class1 to Class2 during the load of security, you need to make the change to all application elements that reference the security class Class1.

However, because the system generates new security references for application elements that use security class information, you must perform prerequisite steps before you load the new security information, and you must perform follow-up steps after you load the new security information.

To clear security information and load a new security file:

Select to clear existing security information and load a new security file.

Load application elements to the application. See “After Clearing Security Information” on page 72.

Note: You must be assigned to the Application Administrator security role to be able to perform these procedures.

Before Clearing Security Information

Before you clear security information and load a security file, you must perform these procedures for the specified application elements that utilize security class information.

Metadata

To update metadata before clearing and loading security information:

1. Extract all application metadata elements in the application.
2. Make changes to the security class information of the metadata elements as necessary.

Journals

To update journals before clearing and loading security information:

1. Unpost posted journals in the application.
2. Reject approved journals so that the journal status reverts to Working.
3. Extract all journals.
4. Make changes to the journal security class information as necessary.

Grids

To update grids before clearing and loading security information:

1. Extract all grids that have a security class assigned.
2. Make changes to the grid security class information as necessary.

Data Forms

To update data forms before clearing and loading security information:

1. Extract all data forms that have a security class assigned.
2. Make changes to the data forms security class information as necessary.
After Clearing Security Information

After you clear security information and load a security file, you must perform these tasks for the specified application elements that utilize security class information.

Metadata

➤ To update metadata after clearing and loading security information, load the updated metadata file to the application.

Journals

➤ To update journals after clearing and loading security information:
  1. Load the updated journal file.
  2. Post journals that you unposted before clearing and loading security information.
  3. Approve journals that you rejected before clearing and loading security information.

Grids

➤ To update grids after clearing and loading security information:
  1. Load the updated grid files.
  2. Select the option to overwrite existing documents.

Data Forms

➤ To update data forms after clearing and loading security information:
  1. Load the updated data form file.
  2. Select the option to overwrite existing documents.

Folders

➤ To update folders after clearing and loading security information:
  1. Delete folders that may have an incorrect security class assigned.
  2. Add new folders back to the application.
Reports

➤ To update reports after clearing and loading security information:

1 Reload all reports with an assigned security class.
2 Provide the new security class assignment if applicable.

Task Lists

➤ To update task lists after clearing and loading security information:

1 Reload all task lists with an assigned security class.
2 Provide the new security class assignment if applicable.

Extracting Application Security

When you extract application security from an application, save the file in a format that supports multibyte character sets (MBCS). By default, application security files use the SEC file extension. You can extract application security to view or modify it in a text editor.

You can extract these types of security information:

- Users and groups
- Security classes
- Role access
- Security class access

**Note:** Oracle recommends that you periodically extract security to a backup file. For information on backing up security information, see the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

Windows Procedure

➤ To extract application security:

1 Open the application.
2 From the navigation frame, select Extract Security.
3 For Security Filename, enter a file name to extract, or click to find the file.

**Note:** You can click the View button next to the security filename to display the contents of the application security file that you specified. By default, application security information files use the SEC file extension.

4 For Log Filename, enter a log file name, or click to find the file.
For **Delimiter Character**, enter the character used to separate information in the file.

These characters are valid:

, ~ @ $ % ^ & | ; ; ? \n
**Note:** You must use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

6 Select the types of security to extract.

**Tip:** Click Select All and De-select All to quickly select or de-select all security types.

7 Click **Extract**.

**Note:** After you click Extract, you can click the View button next to Log Filename to display the log file.

### Web Procedure

- To extract application security:
  1. Open the application.
  2. In **Browser View**, expand **Tasks**, and select **Extract Tasks**.
  3. Select **Extract Security**.
  4. Select the types of security to extract.
  5. For **Delimiter Character**, enter the character used to separate information in the file.
     
     These characters are valid:
     
     , ~ @ $ % ^ & | ; ; ? \n
     **Note:** You must use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.
  6. Click **Extract**.
  7. Follow the download instructions displayed in the browser.

The instructions vary depending on the Web browser that you are using. Make sure to save the file in the Web directory that you set up.
Managing Metadata

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Caution!  The information in this chapter is provided for use with Classic Financial Management applications only. For information on managing metadata for applications created using Performance Management Architect, see the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide.

You can define metadata for Classic Financial Management applications in two ways:

- Create an XML or APP metadata file and load it to an application.
- Use Metadata Manager to create an XML or APP metadata file and load it to an application.

Note: You must set up security for an application before you can load metadata. See Chapter 3, “Managing Application Security.”

Sample metadata files are included when you install Sample Applications for Financial Management. The files are located in the Sample Apps folder in the directory to which you installed Financial Management.
# Defining Accounts

You define accounts with the attributes described in Table 6.

## Table 6  Account Member Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AccountType</strong></td>
<td>(Required) One of these values:</td>
</tr>
<tr>
<td></td>
<td>- ASSET—Store values that represent the assets of a company</td>
</tr>
<tr>
<td></td>
<td>- LIABILITY—Store point-in-time balances that represent the liabilities of a company</td>
</tr>
<tr>
<td></td>
<td>- REVENUE—Store periodic and year-to-date values that increase net worth if the value is positive</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> In Financial Management releases prior to 4.1, this account type was called Income.</td>
</tr>
<tr>
<td></td>
<td>- EXPENSE—Store periodic and year-to-date values that decrease net worth if the value is positive</td>
</tr>
<tr>
<td></td>
<td>- FLOW—Store periodic and year-to-date values</td>
</tr>
<tr>
<td></td>
<td>- BALANCE—Store unsigned values that relate to a particular point in time</td>
</tr>
<tr>
<td></td>
<td>- BALANCECURRING—Store unsigned values that relate to a particular point in time and that re-occur in future periods</td>
</tr>
<tr>
<td></td>
<td>- CURRENCYRATE—Store currency rate information</td>
</tr>
<tr>
<td></td>
<td>- GROUPLABEL—Use the account for grouping purposes</td>
</tr>
<tr>
<td></td>
<td>- DYNAMIC—Indicates that the account value is calculated dynamically from the data that you are viewing</td>
</tr>
<tr>
<td></td>
<td>See “Account Type Behavior” on page 78.</td>
</tr>
<tr>
<td><strong>CalcAttribute</strong></td>
<td>Description of the calculations in the rules file that are done for this account</td>
</tr>
<tr>
<td></td>
<td>This information is displayed as part of cell info in data forms and data grids. It can contain up to 80 characters including spaces.</td>
</tr>
<tr>
<td><strong>Custom1TopMember</strong>, <strong>Custom2TopMember</strong>, <strong>Custom3TopMember</strong>, <strong>Custom4TopMember</strong></td>
<td>Which top member in the hierarchy of a Custom dimension is valid for the account</td>
</tr>
<tr>
<td></td>
<td>Only the specified member, including all descendants, is valid for the account.</td>
</tr>
<tr>
<td><strong>DefaultParent</strong></td>
<td>The default parent for the account</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>The account description</td>
</tr>
<tr>
<td></td>
<td>The description can contain up to 80 characters, including spaces, and cannot use an ampersand (&amp;) or slash (/).</td>
</tr>
<tr>
<td><strong>EnableCustom1Aggr</strong>, <strong>EnableCustom2Aggr</strong>, <strong>EnableCustom3Aggr</strong>, <strong>EnableCustom4Aggr</strong></td>
<td>Whether aggregation is enabled for intersections of the Account and Custom dimensions</td>
</tr>
<tr>
<td></td>
<td>This attribute is used for special totals, not summing. Specify Y if the account can aggregate with Custom dimensions or N if it cannot.</td>
</tr>
<tr>
<td><strong>EnableDataAudit</strong></td>
<td>Whether the account can be audited</td>
</tr>
<tr>
<td></td>
<td>Specify Y to enable account auditing or N to disable auditing. The default is N. This attribute, when applied to an account or scenario, determines what can be audited.</td>
</tr>
<tr>
<td><strong>ICPTopMember</strong></td>
<td>The ICP top member for the account</td>
</tr>
<tr>
<td></td>
<td>The specified member, including all descendants, is valid for the account.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IsCalculated</td>
<td>Whether the account is calculated. Only base-level accounts can be calculated. If a base-level account is calculated, you cannot manually enter values. Specify Y if the account is to be calculated; otherwise, specify N.</td>
</tr>
<tr>
<td>IsConsolidated</td>
<td>Whether the account is consolidated in the entity hierarchy. If the account is not consolidated, it is ignored during consolidation. Specify Y if the account is to be consolidated and N if the account is not to be consolidated.</td>
</tr>
</tbody>
</table>
| IsICP           | Specifies whether the account is an intercompany account. If the account is an intercompany account, you must also specify a plug account. Specify one of these values:  
  - Y if ICP transactions, including self-ICP transactions, are enabled for the account  
  - N if ICP transactions are not enabled for the account  
  - R if ICP transactions are enabled for the account, but the account cannot have ICP transactions with itself |
| Member          | Specifies the name for the account. This attribute is required. The name must be unique. It can contain up to 80 characters, including spaces, but cannot start with a space.  
  **Note:** Account names cannot contain spaces if you are using an Oracle database.  
  Do not use these characters in an account name:  
  - Period ( . )  
  - Plus sign ( + )  
  - Minus sign ( - )  
  - Asterisk ( * )  
  - Slash mark ( / )  
  - Number sign ( # )  
  - Comma ( , )  
  - Semicolon ( ; )  
  - At sign ( @ )  
  - Double quote ( " )  
  - Curly brackets ( { } ) |
| NumDecimalPlaces| Specifies the number of digits to be displayed to the right of the decimal point for account values. This attribute is required. Specify a value from 0 to 9 for this attribute. |
| PlugAcct        | Specifies the account name used for identifying discrepancies in intercompany transactions. The PlugAcct attribute is required when the IsICP attribute for the account is selected. |
| SecurityClass   | Specifies the security class that defines the users who can access the account data. Security class names can contain up to 80 characters. Security access applies only to account data. |
| Submission Group| Specifies the submission group. The value can be a number from 0 to 99.  
  The default is blank. A blank value defaults to the value of 1.  
  If you set the submission group to zero (0), the account is not included in the review process. |
<p>| UserDefined1, UserDefined2, UserDefined3 | Stores custom information for the account. You can enter a maximum of 80 characters. The UserDefined1, UserDefined2, and UserDefined3 functions retrieve the text stored in this attribute. |</p>
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UsesLineItems</td>
<td>Specifies whether an account can have line items. Specify Y if the account does not use line items.</td>
</tr>
<tr>
<td></td>
<td><strong>Caution!</strong> If you change this attribute after line-item detail is entered, the stored line-item detail may no longer be valid for the account. These behaviors occur:</td>
</tr>
<tr>
<td></td>
<td>- If the account accepted line items and now it cannot, the line-item detail stored in the database is no longer valid. Only the total is displayed.</td>
</tr>
<tr>
<td></td>
<td>- If the account did not accept line items and now it can, there is a total amount but no corresponding line-item detail information for the account. You can extract the total and then load it as line-item detail data so that the total matches the line-item detail information.</td>
</tr>
</tbody>
</table>

| XBRL Tags         | Specifies XBRL tags for the account. You can enter a maximum of 225 characters. |

### Account Type Behavior

Table 7 describes how account types behave in the system. For example, ASSET accounts do not total across periods, while a REVENUE account provides a year to date total. If you debit an ASSET account, the value that you enter is added to the account. If you credit an ASSET account, the value that you enter is subtracted from the account. All account types, except for GROUPLABEL, contain data.

**Table 7  Account Type Behaviors**

<table>
<thead>
<tr>
<th>Type</th>
<th>YTD Total</th>
<th>Debit</th>
<th>Credit</th>
<th>Default Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>No</td>
<td>Add</td>
<td>Sub</td>
<td>DefaultRateForBalance Accounts</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>No</td>
<td>Sub</td>
<td>Add</td>
<td>DefaultRateForBalance Accounts</td>
</tr>
<tr>
<td>REVENUE</td>
<td>Yes</td>
<td>Sub</td>
<td>Add</td>
<td>DefaultRateForFlow Accounts</td>
</tr>
<tr>
<td>EXPENSE</td>
<td>Yes</td>
<td>Add</td>
<td>Sub</td>
<td>DefaultRateForFlow Accounts</td>
</tr>
<tr>
<td>FLOW</td>
<td>Yes</td>
<td>Add</td>
<td>Sub</td>
<td>None</td>
</tr>
<tr>
<td>BALANCE</td>
<td>No</td>
<td>Add</td>
<td>Sub</td>
<td>None</td>
</tr>
<tr>
<td>BALANCE RECURRING</td>
<td>No</td>
<td>Add</td>
<td>Sub</td>
<td>None</td>
</tr>
<tr>
<td>CURRENCYRATE</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>GROUPLABEL</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>DYNAMIC</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Table 13 indicates how an account type behaves when totaled into a specific type of parent account. For example, when aggregated, ASSET account values are added into parent ASSET and EXPENSE accounts and subtracted from parent LIABILITY and REVENUE accounts.
**Note:** The account types across the top of the table are identified by the first one or two letters of the account type.

### Table 8  Account Type Behaviors During Aggregation into Parent Accounts

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Parent Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>ASSET</td>
<td>Add</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>Sub</td>
</tr>
<tr>
<td>REVENUE</td>
<td>Sub</td>
</tr>
<tr>
<td>EXPENSE</td>
<td>Add</td>
</tr>
<tr>
<td>FLOW</td>
<td>Add</td>
</tr>
<tr>
<td>BALANCE</td>
<td>Add</td>
</tr>
<tr>
<td>BALANCE RECURRING</td>
<td>Add</td>
</tr>
<tr>
<td>CURRENCYRATE</td>
<td>No</td>
</tr>
<tr>
<td>GROUPLABEL</td>
<td>No</td>
</tr>
<tr>
<td>DYNAMIC</td>
<td>No</td>
</tr>
</tbody>
</table>

**Note:** In Table 8, No indicates that the account type is not aggregated into the parent account.

### Example

This example illustrates how account types are aggregated into parent accounts:

- **Total Assets 80**
  - Fixed Assets 100
  - Amortization 20

In this example, Total Assets is an ASSET account and the parent of Fixed Assets (an ASSET account) and Amortization (a LIABILITY account). When the accounts are aggregated into the parent account, the Fixed Assets value of 100 is added, the Amortization value of 20 is subtracted, and the resulting value for Total Assets is 80.

### Defining Dynamic Accounts

Dynamic accounts are accounts with values that are dynamically calculated when the data is requested. The values for dynamic accounts are not stored. The most common type of dynamic calculation is ratio calculation.
To define a dynamic account and calculation:

1. **Set up an account that uses the Dynamic account type.**

   Only base accounts can be dynamic.

   **Note:** These account attributes are ignored for dynamic accounts: IsCalculated, IsConsolidated, EnableCustom1Aggr, EnableCustom2Aggr, EnableCustom3Aggr, EnableCustom4Aggr, UsesLineItems.

2. **In a rules file, create a Sub Dynamic () section.**

3. **In the rules file, define a calculation.**

   For more information on writing calculations, use the guidelines for creating rules.

---

**Defining Custom Members**

You define Custom members by using the attributes in Table 9.

### Table 9  Custom Member Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DefaultParent</td>
<td>Specifies the default parent for the Custom dimension member.</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description for the custom member. The description can contain up to 80 characters, including spaces.</td>
</tr>
<tr>
<td>IsCalculated</td>
<td>Specifies whether the base-level Custom account is calculated. If a base-level Custom account is calculated, you cannot manually enter values. Specify Y if the Custom account is to be calculated and N if the Custom account is not to be calculated.</td>
</tr>
<tr>
<td>Member</td>
<td>Specifies the name for the custom member. This attribute is required. The name must be unique and can contain up to 80 characters, including spaces, but cannot start with a space. <strong>Note:</strong> Custom member names cannot contain spaces if you are using an Oracle database. <strong>Note:</strong> The name of a Custom1 dimension member cannot duplicate the name of a consolidation method. Do not use these characters in the custom member name:</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SecurityClass</td>
<td>Specifies the security class name that defines the users who can access the Custom dimension data. Security class names can contain up to 80 characters. Security access applies only to data.</td>
</tr>
<tr>
<td>Submission Group</td>
<td>Specifies the submission group. The value can be a number from 0 to 99. The default is blank. A blank value defaults to the value of 1. If you set the submission group to zero (0), the account is not included in the review process.</td>
</tr>
<tr>
<td>SwitchSignForFlow</td>
<td>Specifies sign change (Debit or Credit) for FLOW accounts that use these rules:</td>
</tr>
<tr>
<td></td>
<td>• ASSET to LIABILITY</td>
</tr>
<tr>
<td></td>
<td>• LIABILITY to ASSET</td>
</tr>
<tr>
<td></td>
<td>• EXPENSE to REVENUE</td>
</tr>
<tr>
<td></td>
<td>• REVENUE to EXPENSE</td>
</tr>
<tr>
<td></td>
<td>• BALANCE to FLOW</td>
</tr>
<tr>
<td></td>
<td>• FLOW to BALANCE</td>
</tr>
<tr>
<td></td>
<td>Specify Y if the sign for the account is switched and N if the sign for the account is not switched.</td>
</tr>
<tr>
<td>SwitchTypeForFlow</td>
<td>Specifies the account type change for FLOW accounts that use these rules:</td>
</tr>
<tr>
<td></td>
<td>• ASSET to EXPENSE</td>
</tr>
<tr>
<td></td>
<td>• EXPENSE to ASSET</td>
</tr>
<tr>
<td></td>
<td>• LIABILITY to REVENUE</td>
</tr>
<tr>
<td></td>
<td>• REVENUE to LIABILITY</td>
</tr>
<tr>
<td></td>
<td>• BALANCE to FLOW</td>
</tr>
<tr>
<td></td>
<td>• FLOW to BALANCE</td>
</tr>
<tr>
<td></td>
<td>Specify Y if the account type for the account is switched and N if the account type for the account is not switched.</td>
</tr>
<tr>
<td>UserDefined1, UserDefined2, UserDefined3</td>
<td>Stores custom information for the custom dimension member. You can enter a maximum of 80 characters. The UserDefined1, UserDefined2, and UserDefined3 functions retrieve the text stored in this attribute.</td>
</tr>
</tbody>
</table>

**Defining Entity Members**

You define entity members by using the attributes in Table 10.

**Table 10  Entity Member Attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AllowAdjFromChildren</td>
<td>Specifies whether journal postings from children are permitted for the parent entity. Specify Y if journal postings from children are permitted and N if journal postings from children are not permitted.</td>
</tr>
<tr>
<td>AllowAdjs</td>
<td>Specifies whether journal postings are permitted for this entity. Specify Y if journal postings are permitted for the entity and N if journal postings are not permitted for the entity.</td>
</tr>
<tr>
<td>DefaultParent</td>
<td>Specifies the default parent for the entity.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DefCurrency</td>
<td>Specifies the default currency for the entity. This attribute is required.</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description for the entity. The description can contain up to 80 characters, including spaces.</td>
</tr>
<tr>
<td>HoldingCompany</td>
<td>Specifies the holding company for the entity. Can be the name of an entity or blank.</td>
</tr>
<tr>
<td>IsICP</td>
<td>Specifies whether the entity is an intercompany entity. Specify Y if the entity is an intercompany entity and N if the entity is not an intercompany entity. If the entity is an intercompany entity, it is displayed in the POV in the ICP dimension under ICP Entities.</td>
</tr>
</tbody>
</table>
| Member          | Specifies the name for the entity. This attribute is required. The name must be unique and can contain up to 80 characters including spaces but cannot start with a space. **Caution!** Entity names cannot contain spaces if you are using an Oracle database.  
Do not use these characters in the entity name:  
- Period ( . )  
- Plus sign ( + )  
- Minus sign ( - )  
- Asterisk ( * )  
- Slash mark ( / )  
- Number sign ( # )  
- Comma ( , )  
- Semicolon (;)  
- At sign (@)  
- Double quote ( " )  
- Curly brackets ( { } )  
**Note:** You cannot use ALL as the name of an entity. |
| SecurityAsPartner| Specifies the name of a valid security class for the ICP entity. This attribute enables you to secure the entity in an ICP dimension. |
| SecurityClass   | Specifies the name of a valid security class of users who can access the data of the entity. Security class names can contain up to 80 characters. |
| UserDefined1, UserDefined2, UserDefined3 | Stores custom information for the entity. You can enter a maximum of 80 characters. The UserDefined1, UserDefined2, and UserDefined3 functions retrieve the text stored in this attribute. |

**Defining Scenario Members**

You define scenario members by using the attributes in Table 11.

**Table 11 Scenario Member Attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ConsolidateYTD</td>
<td>Specifies the view for consolidation. This attribute is required. Specify Y for YTD or N for periodic.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DefaultFreq</td>
<td>Specifies the types of periods for which data input is valid for the scenario. This attribute is required. For example, a value of Monthly indicates that you can extract input data only in month-based periods, not in quarter-based or year-based periods. The frequency must be defined in the application profile.</td>
</tr>
<tr>
<td>DefaultParent</td>
<td>Specifies the default parent for the scenario.</td>
</tr>
<tr>
<td>DefaultView</td>
<td>Specifies the view to use when Scenario View is selected in the point-of-view bar. This attribute is required. Specify YTD or Periodic. If you change the default view for a scenario and line-item detail has been entered, you should first extract the line-item detail and save it. Then delete the line-item detail from the scenario before changing the view. You must change the extracted line-item detail to match the new default view before loading it.</td>
</tr>
<tr>
<td>DefFreqForICTrans</td>
<td>Specifies the default frequency for intercompany transactions. This attribute must be a valid frequency and can contain a maximum of 80 characters. The default for this attribute is blank.</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description for the scenario. The description can contain up to 80 characters, including spaces.</td>
</tr>
<tr>
<td>EnableDataAudit</td>
<td>Specifies whether the scenario is audited. This attribute for an account or a scenario determines what can be audited. Specify one of these values: Y to automatically audit all accounts. Even accounts that have EnableDataAudit set to False will be audited. 0 to audit only those accounts that have EnableDataAudit set to True. N to disable auditing for all accounts.</td>
</tr>
<tr>
<td>MaximumReviewLevel</td>
<td>Specifies the maximum Process Management review level for the scenario. Specify a review level from 1 to 10. This attribute is required.</td>
</tr>
<tr>
<td>Member</td>
<td>Specifies the name for the scenario. This attribute is required. The name must be unique and can contain up to 80 characters, including spaces, but cannot start with a space. Note: Scenario names cannot contain spaces if you are using an Oracle database. Do not use these characters in the scenario name: Period ( . ) Plus sign ( + ) Minus sign ( - ) Asterisk ( * ) Slash mark ( / ) Number sign ( # ) Comma ( , ) Semicolon ( ; ) At sign ( @ ) Double quote ( &quot; ) Curly brackets ( { } )</td>
</tr>
<tr>
<td>PhasedSubmissionStartYear</td>
<td>Specifies the start year for phased submissions in process management.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SecurityClass</td>
<td>Specifies the name of a valid security class that defines users who can access the data for the scenario. Security class names can contain up to 80 characters. For example, a user with None access rights to a scenario can open journal periods for the scenario.</td>
</tr>
<tr>
<td>SupportsProcessManagement</td>
<td>Specifies whether Process Management functionality is enabled. Specify one of these values:</td>
</tr>
<tr>
<td></td>
<td>• Y to enable the Process Management</td>
</tr>
<tr>
<td></td>
<td>• N to disable the Process Management option</td>
</tr>
<tr>
<td></td>
<td>• A to enable Process Management and E-mail alerting.</td>
</tr>
<tr>
<td>UserDefined1, UserDefined2, UserDefined3</td>
<td>Stores custom information for the scenario. You can enter a maximum of 80 characters. The UserDefined1, UserDefined2, and UserDefined3 functions retrieve the text stored in this attribute.</td>
</tr>
<tr>
<td>UsesLineItems</td>
<td>Specifies whether the scenario can have line items. Specify Y if the scenario can accept line items and N if the scenario cannot accept line items.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you change this attribute after line-item detail is entered, the stored line item detail may no longer be valid for the scenario. These behaviors occur:</td>
</tr>
<tr>
<td></td>
<td>• If the scenario accepted line items and now it cannot, the line-item detail stored in the database is no longer valid. Only the total is displayed.</td>
</tr>
<tr>
<td></td>
<td>• If the scenario did not accept line items and now it can, there is a total amount but no corresponding line-item detail information for the scenario. You can extract the total and then load it as line-item detail data so that the total matches the line-item detail information.</td>
</tr>
<tr>
<td>ZeroViewForAdj</td>
<td>Specifies how to interpret missing, adjusted data values for the period. This attribute is required. Specify YTD or Periodic.</td>
</tr>
<tr>
<td>ZeroViewForNonadj</td>
<td>Specifies how to interpret missing, nonadjusted data values for the period. This attribute is required. Specify YTD or Periodic.</td>
</tr>
</tbody>
</table>

**Defining Application Settings**

Application settings apply to an entire Financial Management application. Application settings determine the following information for the application:

- Is the organization dynamic, using organization by period?
- Which dimensions are secured?
- What default translation rates and methods are used?
- What is the ICP weight?
- Are consolidation rules applied?
- What is the default currency?

You define application settings by using the attributes in Table 12.
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
</table>
| ConsolidationRules                | Specifies whether consolidation rules are supported. Specify one of these values: Y to use the rules written in the Consolidate() routine in a user-defined rule.  
                                  | R to derive the proportional value in the Value dimension. Note that the proportional data is not stored. N to use the default consolidation and eliminations. |
| DefaultCurrency                   | Specifies the default currency for the application. This attribute is required.                                                                                                                                 |
| DefaultRateForBalanceAccounts     | The account that contains the translation rate to use for ASSET or LIABILITY accounts. This attribute is required.                                                                                             |
| DefaultRateForFlowAccounts        | The account that contains the translation rate to use for REVENUE or EXPENSE accounts. This attribute is required.                                                                                           |
| DefaultValueForActive             | Specifies the default value for the Active account. This attribute is required. Specify 0 if the child is considered inactive and is not consolidated into the parent. Specify 1 if the child is considered active and is consolidated into the parent. |
| EnableMetadataSecurityFiltering   | Specifies whether users of an application see all dimension members or only the members to which they have access. The system filters these dimension members:  
                                  | ● Scenario  
                                  | ● Entity  
                                  | ● Intercompany Partner (ICP)  
                                  | ● Account  
                                  | ● Custom1, Custom2, Custom3, Custom4  
<pre><code>                              | Specify Y to filter out the dimension members to which the user does not have access. The default for this attribute is N.                                                                                  |
</code></pre>
<p>| FDMAppName                         | Name of the Oracle Hyperion Financial Data Quality Management, Fusion Edition application                                                                                                                                 |
| ICPEntitiesAggregationWeight      | Specifies the percentage of intercompany partner entity [ICP Entities] amounts that aggregate to the [ICP Top] member of the Value dimension. This attribute is required. The percentage is scaled to hundreds, with 1.0 equalling 100 percent. |
| MaxCellTextSize                   | Specifies the maximum number of characters that can be used for cell text. Specify -1 for no limit or a positive number up to 2,147,483,646. The default value is 8000.                                               |
| MaxDocAttachmentSize              | Specifies the maximum number of bytes for the size of document attachments. Specify -1 for no limit or a positive number up to 2,147,483,646. The default value is -1.                                                |
| MaxNumDocAttachments              | Specifies the maximum number of document attachments per user. Specify -1 for no limit or a positive number up to 2,147,483,647. The default value is -1.                                                                |
| NodeSecurity                      | Specifies the type of security access for nodes. This attribute is required. Specify Entity to check node data based on security access for the entity and Parent to check node data based on security access for the parent. |
| OrgByPeriodApplication            | Specifies whether new consolidation structures can coexist with past consolidation structures in the application. Specify Y to allow new organizational structures or N to allow only current organizational structures. |</p>
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SupportSubmissionPhaseforAccounts</td>
<td>Specifies whether phased submissions in process management are supported for accounts in the application. Valid values are Y or N. Default is N.</td>
</tr>
<tr>
<td>SupportSubmissionPhaseforCustom1, SupportSubmissionPhaseforCustom2, SupportSubmissionPhaseforCustom3, SupportSubmissionPhaseforCustom4</td>
<td>Specifies whether phased submissions in process management are supported for the Custom members in the application. Valid values are Y or N. Default is N.</td>
</tr>
<tr>
<td>SupportSubmissionPhaseforICP</td>
<td>Specifies whether phased submissions in process management are supported for ICP members in the application. Valid values are Y or N. Default is N.</td>
</tr>
<tr>
<td>UsePVAForBalanceAccounts</td>
<td>Specifies the default translation method for BALANCE accounts. Specify Y to use the periodic value (PVA) translation method and N to use the value at exchange rate (VAL) translation method.</td>
</tr>
<tr>
<td>UsePVAForFlowAccounts</td>
<td>Specifies the default translation method for FLOW accounts. Specify Y to use the periodic value (PVA) translation method and N to use the value at exchange rate (VAL) translation method.</td>
</tr>
<tr>
<td>UseSecurityForAccounts</td>
<td>Specifies whether accounts in the application are protected by security. Specify Y for security on accounts and N for no security.</td>
</tr>
<tr>
<td>UseSecurityForCustom1, UseSecurityForCustom2, UseSecurityForCustom3, UseSecurityForCustom4</td>
<td>Specifies whether custom dimensions in the application are protected by security. Specify Y for security on custom dimensions and N for no security on custom dimensions.</td>
</tr>
<tr>
<td>UseSecurityForEntities</td>
<td>Specifies whether entities in the application are protected by security. Specify Y for security on entities and N for no security on entities.</td>
</tr>
<tr>
<td>UseSecurityForICP</td>
<td>Specifies whether ICP members in the application are protected by security. Specify Y for security on ICP members and N for no security on ICP members.</td>
</tr>
<tr>
<td>UseSecurityForScenarios</td>
<td>Specifies whether scenarios are protected by security. Specify Y for security on scenarios and N for no security on scenarios.</td>
</tr>
<tr>
<td>UseSubmissionPhase</td>
<td>Specifies whether phased submissions in process management are used in the application. Valid values are Y or N. Default is N.</td>
</tr>
<tr>
<td>ValidationAccount</td>
<td>Specifies the account name to use for validation. The account used for validation must be an existing account and must have a valid intersection with [ICPTop] in the Custom dimensions. In process management, validation accounts are used to ensure that the value equals zero before a process unit can be promoted to the next review level. Validation account is used for Submission Phase 1, and Validation Accounts 2 to 9 are used for Submission Phases 2 to 9.</td>
</tr>
</tbody>
</table>

**Organization by Period**

The organization by period functionality enables the most recent consolidation structure to coexist with past structures in the same application.
Organizational structures can change for many reasons, including acquisitions, disposals, mergers, and reorganizations. To support organizational changes, Financial Management uses a system account, Active, to reflect the active or inactive consolidation status of a child into its parent. The Active account acts as a filter of the entity hierarchy. The Active account is an intercompany account that stores data at the parent level and uses the ICP dimension to store information about children.

For an ICP member that corresponds to a child of a parent, the Active account indicates to the system whether the child should be considered as an active consolidation member for the current year, scenario, and time period. Children that correspond to ICP members for which the Active account is equal to 0 are considered to be inactive children and are not consolidated. Children that correspond to ICP members for which the Active account is equal to 1 are considered to be active children and are consolidated. Active account values can be viewed or changed in data grids. Similarly, changes to active child data affect the parent, while changes to inactive child data does not affect the parent.

The DefaultValueForActive attribute controls the status of children for which the Active account is blank. So, every parent-child intersection does not have to be flagged as active or inactive. By default, every child is active in relation to its parent unless otherwise specified.

**Defining Consolidation Methods**

You define consolidation methods for an application by using the attributes in Table 13.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ConsolMethod</td>
<td>Specifies the name for the consolidation method. This attribute is required. The name must be unique and can contain up to 80 characters, including spaces. You cannot use these characters in the name:</td>
</tr>
<tr>
<td></td>
<td>• Period ( . )</td>
</tr>
<tr>
<td></td>
<td>• Plus sign ( + )</td>
</tr>
<tr>
<td></td>
<td>• Minus sign ( - )</td>
</tr>
<tr>
<td></td>
<td>• Asterisk ( * )</td>
</tr>
<tr>
<td></td>
<td>• Slash mark ( / )</td>
</tr>
<tr>
<td></td>
<td>• Number sign ( # )</td>
</tr>
<tr>
<td></td>
<td>• Comma ( , )</td>
</tr>
<tr>
<td></td>
<td>• Semicolon ( ; )</td>
</tr>
<tr>
<td></td>
<td>• At sign ( @ )</td>
</tr>
<tr>
<td></td>
<td>• Double quote ( &quot; )</td>
</tr>
<tr>
<td></td>
<td>• Curly brackets ( { } )</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Control</td>
<td>Specifies the threshold that corresponds to the type of control to be used by the calculation routine. Specify one of these values for this attribute:</td>
</tr>
<tr>
<td></td>
<td>● Blank</td>
</tr>
<tr>
<td></td>
<td>● No</td>
</tr>
<tr>
<td></td>
<td>● Limited</td>
</tr>
<tr>
<td></td>
<td>● Full</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description for the consolidation method. The description can contain up to 80 characters, including spaces.</td>
</tr>
<tr>
<td>IsHoldingMethod</td>
<td>Specifies whether the consolidation method is used for the holding company. This attribute is optional. Specify Y to use the method for the holding company and N to use a different method for the holding company.</td>
</tr>
<tr>
<td>PercentConsol</td>
<td>Specifies the consolidation percentage applied by the ownership calculation routine. Specify a value for the percent (such as 100) or one of these keywords:</td>
</tr>
<tr>
<td></td>
<td>● POWN</td>
</tr>
<tr>
<td></td>
<td>● POWNMIN</td>
</tr>
<tr>
<td></td>
<td>Note: For information on POWN and POWNMIN, see &quot;Using POWN and POWNMIN Methods&quot; on page 88.</td>
</tr>
<tr>
<td>ToPercentControl</td>
<td>Specifies the upper boundary of the range for PercentControl. Used for the ownership calculation routine. Specify a value between 0 and 100.</td>
</tr>
<tr>
<td></td>
<td>Note: One of the method records must have a value of 100.</td>
</tr>
<tr>
<td>ToPercentControlComp</td>
<td>Specifies whether the upper boundary of the range of percent control is included in the range. Used for the ownership calculation routine together with the ToPercentControl attribute. This attribute is optional if the UsedByCalcRoutine attribute is N. Specify &lt; or &lt;= for this attribute.</td>
</tr>
<tr>
<td>UsedByCalcRoutine</td>
<td>Specifies whether the method is used for the automatic ownership calculation routine. Specify Y to use the method for ownership calculations and N not to use the method for ownership calculations.</td>
</tr>
</tbody>
</table>

### Using Consolidation Methods

Consolidation methods are defined in the consolidation methods section of the metadata. The methods are used during the consolidation and calculate ownership processes.

When you define consolidation methods in the metadata, the system automatically generates the [ConsolMethod] system list for the Custom1 dimension. The system list consists of all methods defined in the consolidation methods section of the metadata.

There are two ways to assign the consolidation method to an entity for use during consolidation. The method can be assigned manually through data load or data entry. The method can also be assigned by the calculate ownership routine, which is based on the ultimate percent control assigned to the entity.

### Using POWN and POWNMIN Methods

POWNMIN is a keyword used in the consolidation method table. You use it for the method corresponding to the EQUITY method. The settings in this table are used by the Ownership
Calculation routine to compute the percentages of control, the ultimate percentages of ownership, and to automatically assign the percentages of consolidation and the consolidation methods for legal consolidation. Using POWNMIN, the percentage of consolidation that is assigned for the EQUITY company corresponds to the percentage used in a staged consolidation

POWNMIN Calculation

\[ \text{POWNMIN} = \text{POWN} + \text{Sum of (Percent Minority of Entity Owners} \times \text{Direct Percentage of Ownership in the Entity)} \]

Where:

Percent Minority = Percent Consolidation – Percent Ownership

Entity Owners means any entity (within the descendants of the current parent) owning shares of the entity processed.

Direct Percentage of Ownership in the Entity can be retrieved from the account [shares%owned].

Example:

- B is owned by A: 80%
- C is owned by A: 70%
- D is owned by B: 20%
- D is owned by C: 20%

The Parent GROUP has A, B, C, and D as dependents (A is the holding company). The system calculates percent ownership as follows:

- A: 100%
- B: 80%
- C: 70%
- D: 30%

Suppose the Percent Consolidation of D (from the consolidation method table) is POWNMIN.

In this case, the POWNMIN calculation process would be:

1. Consolidation of D into B using direct ownership percentage: 20%
2. Consolidation of D into C using direct ownership percentage: 20%
3. Consolidation of B and C into A using their respective percentages: (80% and 70%)

It is calculated as follows:

\[ \text{Entity D’s Percent consolidation} = 30\% + (100\% - 80\%) \times 20\% + (100\% - 70\%) \times 20\% = 40\% \]

Entity D is consolidated using a total percentage of 40%.

The POWNMIN calculation also could require iterations. The system stops when two subsequent iterations have the same result.

When the subholdings B and C are consolidated into A, some minority interests corresponding to 10% are calculated on the Equity from Entity D.
POWN Calculation

However, if the consolidation is done using a flat hierarchy, the process typically uses the ultimate percentage of ownership (POWN) as percentage of consolidation for the Equity company. In this case, the percentage of consolidation for D into the Group would be 30%. No minority interests would be calculated on the Equity from Entity D.

In summary:

- Using POWN, the percentage of consolidation assigned to Entity D would be 30% (ultimate percentage of ownership)
- Using POWNMIN, the percentage of consolidation assigned to Entity D would be 40% (percentage of consolidation)

For information on managing ownership, see the Oracle Hyperion Financial Management User's Guide.

Assigning Consolidation Methods Manually

To enter consolidation method information manually, you can create a data grid with this information:

POV: Scenario, Year, Period, View, Entity, Value, Account, C2, C3, C4

Scenario: Applicable scenario
Year: Applicable year
Period: Applicable period
Entity: A parent entity
Value: [None]
Account: [Method], a system generated account called Method
C2: [None]
C3: [None]
C4: [None]

Row: ICP entities (For parents, user can use the system list [ICP Entities] or the user-defined list of selected ICP entities.)

Column: Custom1 (The user should use the system-generated list [ConsolMethods].)

Method assignment information is stored in the account method of the data file of the parent entity. For each child of a parent, the system stores the consolidation method assignment in the ICP dimension. The assigned method is used when the children are consolidated to the parent.

For an intersection of the grid, use 1 to indicate the method assignment to the ICP entity. For example, if a parent group has two children, A and B, and you assign the Global method to A and the Equity method to B, enter 1 in the intersection for the Global method and entity A and 1 in the intersection for the Equity method and entity B.
# Defining Currencies

You define currencies for an application by using the attributes in Table 14.

## Table 14  Currency Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
</table>
| Currency    | Specifies the name for the currency. This attribute is required. The name must be unique and can contain up to 80 characters, including spaces. Do not use these characters in the currency name:  
  - Period ( . )  
  - Plus sign ( + )  
  - Minus sign ( - )  
  - Asterisk ( * )  
  - Slash mark ( / )  
  - Number sign ( # )  
  - Comma ( , )  
  - Semicolon ( ; )  
  - At sign ( @ )  
  - Double quote ( " )  
  - Curly brackets ( { } ) |
| Description | Specifies the currency description. The description can contain up to 80 characters, including spaces.                                       |
| DisplayInICT| Specifies if currencies display in the drop-down list in the intercompany transactions module. Specify Y to display currencies and N to not display currencies. The default is Y. |
| Scale       | Specifies the unit in which amounts are displayed and stored for the currency by identifying where the decimal point is placed. This attribute is required. Determines how the exchange rate must be entered. Scale is a currency attribute, not an entity attribute. Specify one of these values for this attribute:  
  - Blank = None  
  - 0 = Units  
  - 1 = Tens  
  - 2 = Hundreds  
  - 3 = Thousands  
  - 4 = Ten thousands  
  - 5 = Hundred thousands  
  - 6 = Millions  
  - 7 = Ten millions  
  - 8 = Hundred millions  
  - 9 = Billions |
The system member list [Currencies] is available for the Custom1 and Custom2 dimensions. Currencies that you add to the application are added to the [Currencies] member list. The [Currencies] list enables the entry of currency translation rates for pairs of currencies and provides a way of filtering out non-currency members.

### System-Generated Accounts

When you create an application, system accounts for consolidation and ownership are automatically created for the application.

**Note:** You can change only the description, security class, and decimal location for system accounts. All other attributes for system accounts are predefined and cannot be modified.

### Consolidation Accounts

The system accounts described in Table 15 are required for each parent in the Entity dimension and are used in the consolidation process.

**Note:** All system accounts that are used for consolidation, except for the Active account, are BALANCE accounts. The Active account is a BALANCERECURRING account.

#### Table 15 System Accounts for Consolidation

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Consolidation status of a child into its parent. Yes if the child is consolidated into its parent. No if the child is not consolidated into its parent.</td>
</tr>
<tr>
<td>[PCON]</td>
<td>Percent consolidation. The percentage of the value of an entity that consolidates to the parent of the entity. Positive or negative numbers between -100 and 100, including 0. Default value is 100. &lt;br&gt;&lt;br&gt;<strong>Note:</strong> For subsequent periods, derived as 0. Therefore, you must enter the percentage in all subsequent periods.</td>
</tr>
<tr>
<td>[POWN]</td>
<td>Percent ownership based on the shares of the entity that are owned by other entities. A positive number between 0 and 100. Default value is 100.</td>
</tr>
<tr>
<td>[DOWN]</td>
<td>Percent of direct ownership. A positive number between 0 and 100. Default value is 100.</td>
</tr>
<tr>
<td>[PCTRL]</td>
<td>Percent control based on the voting shares of the entity that are owned by other entities. A positive number between 0 and 100. Default value is 100.</td>
</tr>
</tbody>
</table>
Ownership Accounts

The system accounts described in Table 16 are used for ownership calculations.

Note: All system accounts that are used for ownership calculations are BALANCE accounts.

Table 16  System Accounts for Ownership

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SharesOwned</td>
<td>Total number of shares owned. Positive number or 0. Default is 0. Note: Total shares owned must be less than or equal to the total shares outstanding.</td>
</tr>
<tr>
<td>VotingOwned</td>
<td>Number of voting shares owned. Positive number or 0. Default value is 0. Note: Total voting shares owned must be less than or equal to the total voting shares outstanding.</td>
</tr>
<tr>
<td>SharesOutstanding</td>
<td>Total number of shares outstanding or the percentage of shares outstanding. Positive number or 0. Default value is 0. Note: Enter the number of shares outstanding, or enter shares outstanding as a percentage. Enter 100 for percentage.</td>
</tr>
<tr>
<td>VotingOutstanding</td>
<td>Number of voting shares outstanding. A positive number or 0. Default value is 0. Note: Enter the number of voting shares outstanding, or enter voting shares outstanding as a percentage. Enter 100 for percentage.</td>
</tr>
<tr>
<td>Shares%Owned</td>
<td>Calculated by system.</td>
</tr>
<tr>
<td>Voting%Owned</td>
<td>Calculated by system.</td>
</tr>
</tbody>
</table>

Editing System-Generated Accounts

When you create an application, system account members are automatically created for the application.

Note: You can modify only the description, security class, and the decimal location for system account members. All other attributes are predefined and cannot be modified.

To modify system accounts:

1. In Metadata Manager, open the file that contains the system-generated account members.
2 Select the List View tab.
3 From the list, select a system account, and modify the description, security class, and decimal location as needed.
4 As desired, repeat step 3 to modify other system account members.
5 Click Save File.

Note: You must load the updated metadata file into your application for your changes to take effect.

Setting Up Intercompany Partners

Intercompany transactions are managed across the Intercompany Partner (ICP) dimension. The ICP dimension contains all intercompany balances that exist for an account. ICP is a reserved dimension used in combination with the Account dimension and custom dimensions to track and eliminate intercompany transaction details.

To set up an application for intercompany transactions, you must perform these actions:

- Indicate the accounts that perform intercompany transactions and indicate a plug account for each intercompany account (IsICP and PlugAcct attributes in account metadata)
- Indicate the entities that perform intercompany transactions (IsICP attribute in entity metadata)

When you create intercompany transactions, each group must have at least one intercompany account and one plug account. You designate an account as intercompany by selecting the IsICP attribute for the account in Metadata Manager. When an account is designated as intercompany and intercompany transactions are entered, eliminating or reversing entries are generated in the [Elimination] Value dimension member through the consolidation process.

A plug account is an account that, when eliminations are completed, stores the difference between two intercompany accounts in the Elimination Value dimension. A plug account can be set up as an ICP account. For a plug account to be detailed by ICP, set the IsICP attribute to Y or R so that the system writes eliminations to the corresponding ICP member. If you do not want a plug account to be detailed by ICP, set the IsICP attribute to N so that the system writes eliminations to [ICP None]. During consolidation, transactions between valid intercompany entities are eliminated. See “Defining Entity Members” on page 81.

Following are the system-generated ICP elements.

Table 17 System-Generated ICP Elements

<table>
<thead>
<tr>
<th>ICP Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ICP Top]</td>
<td>Specifies the top intercompany member</td>
</tr>
<tr>
<td>[ICP None]</td>
<td>Specifies that no intercompany member is used</td>
</tr>
<tr>
<td>[ICP Entities]</td>
<td>Specifies the entities that are designated for intercompany transactions</td>
</tr>
</tbody>
</table>
Editing System-Generated ICP Members

When you create an application, Intercompany Partner members are automatically created for the application. An ICP member is created for each Entity member for which the IsICP attribute is selected.

**Note:** You can modify only the description and security class for ICP members. All other attributes are predefined and cannot be modified.

To modify intercompany members:

1. In Metadata Manager, open the file that contains the system-generated intercompany partner members.
2. From the list, select an ICP member and, as needed, modify the description and security class.
3. As desired, repeat step 2 to modify other ICP members.
4. Click **Save File**.

**Note:** You must load the updated metadata file into your application for your changes to take effect.

Editing System-Generated Value Members

When you create an application, Value members are automatically created for the application.

**Note:** You can modify only the description for Value members. All other attributes are predefined and cannot be modified.

After you load metadata, Financial Management automatically creates three Value dimension members for each currency in your application: *CurrencyName*, *CurrencyName* Adjs, and *CurrencyName* Total, where *CurrencyName* is the currency label. For example, for a currency of USD, Financial Management creates these Value dimension members: USD, USD Adjs, and USD Total.

**Note:** The metadata file must have a description specified for the Value member <Currency>. If descriptions for currencies have not been specified in the metadata file, when you load metadata, the currency descriptions will not be displayed.

To modify a Value member description:

1. In Metadata Manager, open the file that contains the system-generated Value members.
2. On the **Member Attributes** tab, in the hierarchy, select a member, and modify its description attribute.
3. As desired, repeat step 2 to add descriptions for other Value members.
4. Click **Save File**.
Note: You must load the updated metadata file into your application for your changes to take effect.

**Metadata Filtering Based on Security**

When you filter metadata based on security, users see only the elements of the Scenario, Entity, ICP, Account, and Custom1 through Custom4 dimensions to which they have access. You set up metadata filtering at the application level by setting the AppSettings EnableMetadataSecurityFiltering metadata attribute to Y. For elements a user can view in a hierarchy, assign a security class and give the user Metadata access to the security class.

Users have implied access to the parents and ancestors of members to which they have access. With implied access, users see ancestors and parents in a hierarchical tree structure but cannot access them. For example, in the following tree structure, the user has access to only Connecticut even though the parents (UnitedStates and Imbler) and the ancestors (Management and Regional) are displayed in the tree.

```
<table>
<thead>
<tr>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>[None]</td>
</tr>
<tr>
<td>Regional</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>UnitedStates</td>
</tr>
<tr>
<td>Connecticut</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Imbler</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Connecticut</td>
</tr>
</tbody>
</table>
```

**Creating Metadata Files of the APP Format**

You can use a metadata file of the APP format to add metadata to a Financial Management application. The metadata file sections can be arranged in any order; however, Financial Management automatically processes sections in this order:

- Currencies
- Entity dimension
- Scenario dimension
- Custom dimensions
- Account dimension
- Value dimension
- Intercompany Partner dimension
- Application settings
- Consolidation methods

For each type of dimension-related metadata, sections are processed in this order:

- Dimension
• Members
• Hierarchies

Metadata for the Entity, Scenario, Account, and Custom dimensions is placed in the members and hierarchies sections. Custom dimensions may include the dimension section. The sections for each type of metadata can appear only once in a metadata file.

You can use these characters as a delimiter:
, ~ @ $ % ^ | : ; ? \n
Note: You must use a character that is not used in the file name or in any other way in the file. Delimiters are necessary only for ASCII files with the APP file extension. Delimiters are not necessary for extensible markup language (XML) files.

A line starting with an exclamation point (!) indicates the beginning of a new section in the metadata file and must be followed by a valid section name, for example, currencies, members, or hierarchies. True or false values are represented as Y for true and N for false. A line starting with an apostrophe (’) is considered a comment line and is ignored by the system.

You can use these sections in a metadata file:
• File format
• Version
• Application settings
• Currencies
• Dimension
• Members
• Hierarchies
• Consolidation methods

File Format

This section of a metadata file indicates the file version number. The version number changes only when changes are made to the file format. The file format is automatically generated when you extract metadata; if you are defining a file to load, you must include a valid file format. This syntax specifies the file format:

!FILE_FORMAT = majorNumber.minorNumber

majorNumber and minorNumber consist of one or two digits. majorNumber can contain a leading zero, and minorNumber can contain a trailing zero. You must include majorNumber and minorNumber and use only a period (.) as the decimal separator. These examples represent valid file format values:

!FILE_FORMAT = 3.4
!FILE_FORMAT = 3.40
Version

This section of a metadata file indicates the version of Financial Management that was used to extract metadata. The version number is automatically generated when you extract metadata; if you are creating a metadata file for loading, you do not need to specify a version. This syntax represents the version:

!VERSION = major version.minor version.build version

This example represents a valid version value:

!VERSION = 3.5.365

Application Settings

This section of a metadata file defines settings that apply to the entire Financial Management application. For information on application settings attributes, see “Defining Application Settings” on page 84.

This example specifies application settings attributes:

!APPLICATION_SETTINGS
DefaultCurrency=USD
DefaultRateForBalanceAccounts=Rate1
DefaultRateForFlowAccounts=Rate2
UsePVAForBalanceAccounts=Y
UsePVAForFlowAccounts=Y
ICPEntitiesAggregationWeight=1
DefaultValueForActive=1
ConsolidationRules=N
OrgByPeriodApplication=N
NodeSecurity=Entity
UseSecurityForAccounts=N
UseSecurityForEntities=Y
UseSecurityForScenarios=Y
UseSecurityForCustom1=N
UseSecurityForCustom2=N
UseSecurityForCustom3=N
UseSecurityForCustom4=N
UseSecurityForICP=N
EnableMetadataSecurityFiltering=N

Currencies

This section of a metadata file defines currencies. This syntax specifies a currency:

Label; Scale; Descriptions

See “Defining Currencies” on page 91.

This example specifies currency attributes:
Dimension

This section of a metadata file defines aliases for Custom dimensions. Create one dimension section for each Custom dimension. Use this syntax to create the dimension section for a Custom dimension, where $N$ is the number of the Custom dimension:

```
!DIMENSION=CustomN
```

This section contains only the Alias attribute. An alias is an alternate name for a Custom dimension and can have a maximum of 80 characters. Custom dimension aliases are displayed on the Metadata Item Properties tab of the Manage Metadata module.

Enter an alias by using this syntax, replacing the <<> characters with the alias name:

```
Alias=<>
```

This example specifies a dimension and an alias:

```
!DIMENSION=Custom2
Alias=Customers
```

Members

This section of a metadata file defines the members of a dimension. You can use delimiters to represent missing values as empty. Enter dimension members by using this syntax:

```
!MEMBERS=Custom2
'Label;IsCalculated;SwitchSignForFlow;SwitchTypeForFlow;
UserDefined1;UserDefined2;UserDefined3;SecurityClass;
DefaultParent;Descriptions
[None];N;N;N;;;;;DefaultParent=#root
AllCustomers;Y;N;N;N;N;;;;;DefaultParent=#root
Customer2;N;N;N;N;N;N;N;;;;;DefaultParent=AllCustomers
Customer3;N;N;N;N;N;N;N;;;;;DefaultParent=AllCustomers
Customer4;N;N;N;N;N;N;N;;;;;DefaultParent=AllCustomers
Customer5;N;N;N;N;N;N;N;;;;;DefaultParent=AllCustomers
```

These topics list the formats for the members sections of the Account, Scenario, Entity, Custom, Value, and ICP dimensions.

Account

What follows is the syntax for Account dimension members:

```
'Label, AccountType, IsCalculated, IsConsolidated, IsICP, PlugAcct, Custom1TopMember,
Custom2TopMember, Custom3TopMember, Custom4TopMember, NumDecimalPlaces, UsesLineItems,
EnableCustom1Aggr, EnableCustom2Aggr, EnableCustom3Aggr, EnableCustom4Aggr,
UserDefined1, UserDefined2, UserDefined3, XBRLTags, SecurityClass, ICPTopMember,
EnableDataAudit, DefaultParent, Descriptions
```
See “Defining Accounts” on page 76.

The following example specifies attributes for two accounts, AdminExpenses and CapitalStock:

!MEMBERS=Account
AdminExpenses; EXPENSE; N; Y; ; Golf; ALL; ALL; ALL; 2; N; Y; Y; Y; ;
; ; ; ; N; DefaultParent=NetIncome
CapitalStock; LIABILITY; N; Y; N; ; ; ; ; ClosingBalance; 6; N; Y; Y; Y; Y;
; ; ; ; ; N; DefaultParent=TotalEquity; English=Capital Stock

Scenario

What follows is the syntax for Scenario dimension members:

'Label, DefaultFreq, DefaultView, ZeroViewForNonadj, ZeroViewForAdj, ConsolidateYTD,
UserDefined1, UserDefined2, UserDefined3, SupportsProcessManagement, SecurityClass,
MaximumReviewLevel, UsesLineItems, EnableDataAudit, EnableJournalsAutoLabel,
DefFreqForPostingFlowTrans, DefaultParent, Descriptions

See “Defining Scenario Members” on page 82.

The following example specifies attributes for two scenarios, Actual and Budget:

!MEMBERS=Scenario
Actual; MTD; Periodic; Periodic; Periodic; N; ; ; ; N; 10; Y; N; MTD ; DefaultParent=#root
Budget; MTD; Periodic; Periodic; Periodic; N; ; ; ; Y; 10; Y; N; MTD ; DefaultParent=#root

Entity

What follows is the syntax for Entity dimension members:

'Label, DefCurrency, AllowAdjs, IsICP, AllowAdjFromChildren, SecurityClass,
UserDefined1, UserDefined2, UserDefined3, HoldingCompany, SecurityAsPartner,
DefaultParent, Descriptions

See “Defining Entity Members” on page 81.

The following example specifies attributes for three entities, California, Canada, and Connecticut:

!MEMBERS=Entity
California; USD; Y; Y; US;;; ; ; ; ; DefaultParent=Imbler; English=State of California; French=California
Canada; USD; Y; N; ; ; ; ; ; ; ; ; ; DefaultParent=Regional
Connecticut; USD; Y; N; US; Northeast;;; ; ; ; ; DefaultParent=Imbler

Custom 1 Through Custom4

Following is the syntax for Custom1 through Custom4 dimension members:

'Label, IsCalculated, SwitchSignForFlow, SwitchTypeForFlow, UserDefined1, UserDefined2,
UserDefined3, SecurityClass, DefaultParent, Descriptions

See “Defining Custom Members” on page 80.

The following example specifies attributes for members of the Custom2 dimension:
Value

You can use the members section to define descriptions for system-defined members of the Value dimension. In addition, for Value dimension members that the system creates for currencies, you can define descriptions that will be appended to the currency descriptions. Following is the syntax for Value members:

\textit{Label; Descriptions}

You can specify the label of a system-defined Value member. You also can use these labels to create descriptions that are appended to the descriptions for the corresponding Value members that the system creates for user-defined currencies:

\begin{verbatim}
<Currency Total>
<Currency Adjs>
<Currency>
\end{verbatim}

For example, suppose that you define the currencies USD and EUR with descriptions of “US Dollars” and “Euro,” respectively. In addition, suppose you define these Value member descriptions in a loaded metadata file:

\begin{verbatim}
[None];English=ValueNone
<Currency Total>;English=Total
<Currency Adjs>;English=Adjs
<Currency>;English=Base
\end{verbatim}

Table 18 describes the Value dimension member triplets that the system creates for the USD and Euro currencies.

<table>
<thead>
<tr>
<th>Value Member</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD Total</td>
<td>US Dollars Total</td>
</tr>
<tr>
<td>USD Adjs</td>
<td>US Dollars Adjs</td>
</tr>
<tr>
<td>USD</td>
<td>US Dollars Base</td>
</tr>
<tr>
<td>EUR Total</td>
<td>Euro Total</td>
</tr>
<tr>
<td>EUR Adjs</td>
<td>Euro Adjs</td>
</tr>
<tr>
<td>EUR</td>
<td>Euro Base</td>
</tr>
</tbody>
</table>
Note: The metadata file must have a description specified for the Value member <Currency>. If descriptions for currencies have not been specified in the metadata file, when you load metadata, the currency descriptions will not be displayed.

**Intercompany Partner**

You can use the members section to define security classes and descriptions for these system-defined members of the Intercompany Partner dimension:

- [ICP Top]
- [ICP None]
- [ICP Entities]

Following is the syntax for Intercompany Partner members:

```
Label;SecurityClass;Descriptions
```

This example shows how to define descriptions for [ICP Top], [ICP None], and [ICP Entities] without specifying security classes:

- [ICP Top];;English=Top ICP
- [ICP None];;English=No ICP
- [ICP Entities];;English=Entities ICP

**Consolidation Methods**

This section of a metadata file defines the consolidation methods.

Following is the syntax for consolidation methods:

```
Label;UsedByCalcRoutine;IsHoldingMethod;ToPercentControlComp;
ToPercentControl;PercentConsol;Control;Descriptions
```

See “Defining Consolidation Methods” on page 87.

This example specifies attributes for consolidation methods:

```
!CONSOLIDATION_METHODS
M2;Y;N;<=;20;0;No
M3;Y;N;<=;50;POWN;Limited
M4;Y;N;<=;50;50;Limited
M1;Y;Y;<=;100;100;Full
M5;Y;N;<=;100;100;Full
```

**Hierarchies**

This metadata file section defines parent-child relationships. A parent-child relationship is referred to as a node. A node can have its own set of attribute values.

A node record is a delimited list. The first two items of each line of the list identify a parent and child. You can use delimiters to represent missing attribute values as empty. All top-level members in a hierarchy should be represented as children of an empty parent.
Tip: Node records for Custom dimensions contain a third attribute. See “Custom1 Through Custom4 Hierarchies” on page 104.

To begin a hierarchies section, enter this line, replacing the <> characters with the dimension name:

!HIERARCHIES=<>

Do not include spaces when starting sections for Custom dimensions. For example, begin the Hierarchies section for the Custom2 dimension with this line:

!HIERARCHIES=Custom2
;[None];1
;AllCustomers;0
 AllCustomers;Customer2;1
 AllCustomers;Customer3;1
 AllCustomers;Customer4;1
 AllCustomers;Customer5;1

These topics list the formats for the Hierarchies sections of the Account, Scenario, Entity, and Custom dimensions.

### Account Hierarchies

Following is the syntax for Account dimension hierarchies:

```
parentmemberlabel;childmemberlabel
```

This example specifies Account dimension hierarchies:

```
!HIERARCHIES=Account
 ;[None]
 ;ExchangeRates
 ExchangeRates;Rate1
 ExchangeRates;Rate2
 ;Plug
 ;NetProfit
 NetProfit;NetIncome
 NetIncome;GrossMargin
 GrossMargin;Sales
 GrossMargin;TotalCosts
 TotalCosts;Purchases
 TotalCosts;Salaries
 TotalCosts;OtherCosts
 NetIncome;AdminExpenses
 NetIncome;InterestCharges
 NetProfit;Taxes
```

### Scenario Hierarchies

Following is the syntax for Scenario dimension hierarchies:

```
parentmemberlabel;childmemberlabel
```

This example specifies Scenario dimension hierarchies:
Entity Hierarchies

Following is the syntax for Entity dimension hierarchies:

```
parentmemberlabel; childmemberlabel
```

This example specifies Entity dimension hierarchies:

```
!HIERARCHIES=Entity
; [None]
; Regional
Regional; UnitedStates
UnitedStates; California
California; Sunnyvale
California; FosterCity
```

Custom1 Through Custom4 Hierarchies

Following is the syntax for Custom1 through Custom4 dimension hierarchies:

```
parentmemberlabel; childmemberlabel; AggregationWeight
```

This example specifies Custom1 through Custom4 dimension hierarchies:

```
!HIERARCHIES=Custom1
; [None]; 1
; AllProducts; 0
AllProducts; Golf; 1
Golf; GolfBalls; 1
Golf; GolfShoes; 1
Golf; GolfTees; 1
Golf; GolfClubs; 1
```

Dimensions Not Included in Metadata Files

The Year, Period, and View dimensions are not included in metadata files. You define these dimensions in the application profile that you specify when you define an application.

Value and Intercompany Partner dimension members are mostly system-defined. However, you can define descriptions for Value members, and security classes and descriptions for some members of the Intercompany Partner dimension.

- Value — Standard members are automatically generated. In addition, after you load metadata, Financial Management automatically creates a triplet of Value dimension members for each currency that you loaded: `CurrencyName`, `CurrencyName` Adj, and `CurrencyName` Total, where `CurrencyName` is the currency label. For example, for a currency of USD, Financial Management creates this triplet of Value dimension members: USD, USD Adj, and USD Total. You can define descriptions of the system-generated members, as well
as descriptions that will be appended to the Value members that the system creates for user-defined currencies.

- Intercompany Partner — This dimension is automatically generated. An Intercompany Partner dimension member is generated for each Entity dimension member whose IsICP attribute is set to TRUE. You can define security classes and descriptions for some Intercompany Partner members as described in “Intercompany Partner” on page 102.

## Using Metadata Manager Views

You use Metadata Manager to edit and create metadata files. Metadata includes information relating to dimension member attributes and currencies. For example, you can use Metadata Manager to add accounts to an application.

**Note:** Metadata Manager is available only in the Financial Management Desktop in the Windows client.

Metadata Manager can open files in extensible mark-up language (XML) and APP file formats. You can use Metadata Manager to create an XML or APP file or to edit an XML or APP file that was extracted from a Financial Management application. Metadata files created in Metadata Manager are automatically encoded with the Unicode format, using Little Endian byte ordering. After you create or edit a metadata file, you can load the metadata contained in the file into an application.

**Note:** All procedures in this topic assume that you have the Metadata Manager workspace open. To open the workspace, select Manage Metadata from the desktop navigation frame.

You cannot edit metadata directly in an application. When you make changes to metadata in Metadata Manager, you are making changes only to the file, not to the metadata in the application. After you extract and modify the metadata in the file, you must load the metadata back into the application for your changes to take effect.

Table 19 describes the views in Metadata Manager.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree View</td>
<td>Use a hierarchical view to add or modify members.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You must use List View for AppSettings, ConsolMethod, and Currencies.</td>
</tr>
<tr>
<td>List View</td>
<td>Use a flat list format to add or modify members.</td>
</tr>
<tr>
<td>Metadata Item Properties</td>
<td>Use to create an alias for a Custom dimension.</td>
</tr>
<tr>
<td>File Properties</td>
<td>Use to create a metadata report.</td>
</tr>
</tbody>
</table>

For most metadata, you can add or modify members in Tree View or List View.
Note: You must use List View for AppSettings, ConsolMethods, and Currencies metadata.

In Tree View, you can add or modify members in a hierarchical view. You add each member as a child or sibling of a member. You enter attributes for each member on the Member Attributes tab. To modify data, select a member and modify it or its attributes. See “Tree View Tasks” on page 106.

In List View, you add and modify members and member attributes in a flat list. To arrange members in a hierarchy, switch to Tree View and drag the members into the hierarchy. See “List View Tasks” on page 111.

Note: Changes made in Tree View are carried over to List View, and vice versa.

## Changing the Metadata File Format

You can convert an APP file to an XML file and vice versa in Metadata Manager by saving the file with the desired file extension.

1. To save an XML file as an APP file:
   1. Click Open File, and select the XML file to convert.
   2. Click Save File.
   3. From the Save as Type drop-down list, select APP files (*.app).
   4. Modify the file name, and change the file extension to APP.
   5. Click Save.

Note: When you open a newly-converted APP file in Metadata Manager, you are prompted to enter the delimiter character. Delimiters are required only for APP files.

## Tree View Tasks

All procedures in this topic assume that you have a metadata file open in Metadata Manager. After you make changes to a metadata file, make sure to save the file. See these procedures:

“Adding and Modifying Members” on page 107
“Modifying Node Attributes for Custom Dimensions” on page 108
“Adding Members from the Member List” on page 108
“Moving Members” on page 108
“Promoting Members” on page 109
“Repositioning Members” on page 109
“Deleting and Removing Members” on page 109
“Adding Orphaned Members” on page 110
Adding and Modifying Members

When you add a member to a new hierarchy, you add it as a child of the top member. For example, if you are creating a metadata file and want to set up accounts, the top member, by default, is named Account. You can add child accounts only to Account. Note that you can rename the top member by right-clicking it.

Note: If a new member is a child and the parent exists more than once in the tree, the new child is added as a child of all instances of the parent.

When you add a member to or select a member from Tree View, the member attributes are displayed in the right side of the Metadata Manager workspace.

The right side of Tree View contains the additional tabs described in Table 20.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Attributes</td>
<td>Use to display, edit, and enter attributes for the selected member.</td>
</tr>
<tr>
<td>Member List</td>
<td>Use to drag members from the list to the hierarchy.</td>
</tr>
<tr>
<td>Node Attributes</td>
<td>Use for Custom dimensions. This tab contains the attributes applicable to the relationship between the currently selected Custom dimension member and its parent.</td>
</tr>
</tbody>
</table>

To add or modify members:

1. Make sure that the Tree View tab is selected and, from the Metadata Item drop-down list, select a dimension.
2. Do one of these tasks:
   - To add members, select a member, and click to add a child to the selected member, or click to add a sibling to the selected member.
   - To modify members, select a member.

   Note: You can add children only to the top member in the hierarchy.
3. On the Member Attributes tab, enter or modify attributes for the member.
4. Repeat steps 2 and 3 until you have added or updated all members.
Modifying Node Attributes for Custom Dimensions

By changing the aggregation weight attribute on the Node Attributes tab, you can modify the relationship between the selected Custom member and its parent. See “Defining Custom Members” on page 80.

The aggregation weight for the Custom dimension can be any value (positive or negative), and fractions are allowed (for example, 1.5 is valid). The default values are 0 (no aggregation) and 1 (to aggregate). If the value is not 0 or 1, then the child member is aggregated to the parent using that multiplier.

➢ To modify node attributes:

1. Make sure that the Tree View tab is selected and, from the Metadata Item drop-down list, select a Custom dimension.
2. In the hierarchy, highlight a Custom member.
3. On the right side of the Metadata Manager workspace, select the Node Attributes tab.
4. Modify the AggrWeight attribute.

Adding Members from the Member List

You can add members to the hierarchy by dragging members from the Member List tab and dropping them into the hierarchy structure. If you add a child member to a parent member and the parent exists more than once in the hierarchy, the child member is added as a child member for all instances of the parent member. You can add multiple members simultaneously.

➢ To add members from the Member List tab:

1. Make sure that the Tree View tab is selected and, from the Metadata Item drop-down list, select a dimension.
2. From the Member List tab, select the members to add.
3. Drag the selected members to the hierarchy.

Note: You can select multiple members by holding down the Ctrl key as you select each member.

4. The members are not removed from the Member List tab; they are only copied into the hierarchy.

Moving Members

You can move members in the hierarchy by dragging the members. You can move multiple members simultaneously.

➢ To move members:

1. Make sure that the Tree View tab is selected, from the Metadata Item drop-down list, select a dimension.
2 In the hierarchy, select a member.

Note: You can select multiple members by holding down the Ctrl key as you select each member.

3 Drag the selected members to the new location.

Promoting Members

You can promote members in the hierarchy by using the Promote toolbar button \( \text{Promote} \). When you promote a member, it moves it up one level in the hierarchy.

To promote members:
1 Make sure that the Tree View tab is selected and, from the Metadata Item drop-down list, select a dimension.
2 In the hierarchy, select a member to promote.
3 Click \( \text{Promote} \).

Repositioning Members

You can reposition members in the hierarchy by using the Move Up \( \text{Move Up} \) and Move Down \( \text{Move Down} \) toolbar buttons. Repositioning does not promote members to a new level but moves them up or down within their current level in the hierarchy.

To reposition members in relation to siblings:
1 Make sure that the Tree View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
2 In the hierarchy, select a member to move.
3 Click \( \text{Move Up} \) or \( \text{Move Down} \) to reposition the selected member.

Deleting and Removing Members

You can delete members completely from the metadata, or you can remove members from parents and retain the members in the Member List tab. If you remove a member from its parent and the member has no other parent, it is considered an orphaned member in the Member List tab. Deleting a member completely from the hierarchy also deletes it from List View.

To delete or remove members:
1 Make sure that the Tree View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
2 In the hierarchy, select a member.
3 Right-click and select one of these menu options:
   • Remove from parent to remove the member from its parent but retain the member in the Member List tab
   • Delete from dimension to delete the member from the dimension

Adding Orphaned Members

An orphaned member is a member that is not part of the hierarchy and, therefore, does not have a parent or sibling member. When you add members in List View, the members are orphaned until you add them to the hierarchy in Tree View.

Caution! A metadata file that contains orphaned members cannot be scanned or loaded into an application.

To add orphaned members to the hierarchy:
1 Make sure that the Tree View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
2 On the right side of the Metadata Manager workspace, select the Member List tab.
3 Select Only Show Orphaned Members to view all orphaned members of the dimension.
4 Highlight members and drag them to a new position in the hierarchy.

Removing Orphaned Members

If you select to show only orphaned members, you can easily remove orphaned members from the member list.

Caution! A metadata file that contains orphaned members cannot be scanned or loaded into an application.

To remove orphaned members:
1 Make sure that the Tree View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
2 On the right side of the Metadata Manager workspace, select the Member List tab.
3 Select Only Show Orphaned Members to display the orphaned members of the selected dimension.
4 Highlight one or more members, right-click, and select Remove Highlighted Members.

Note: To remove all orphaned members, right-click, and select Select All.
Expanding and Collapsing the Hierarchy

You can expand or collapse the hierarchy by using the expand and collapse toolbar buttons. You can expand or collapse the entire hierarchy, or you can expand or collapse individual parent members.

To expand or collapse the tree:

1. Make sure that the Tree View tab is selected, and, from the Metadata Item drop-down list, select a dimension.

2. In the hierarchy, select a member, and do one of these tasks:
   - Click to expand the current member and all members below it in the hierarchy.
   - Click to collapse the current member and all members below it in the hierarchy.

List View Tasks

All procedures in this topic assume that you have a metadata file open in Metadata Manager. After you make a change to a metadata file, make sure to save the file.

Note: After you use List View to add members, use Tree View to add the members to the hierarchy.

See these procedures:

“Adding and Modifying Members” on page 111
“Copying, Cutting, and Pasting Members” on page 112
“Deleting Members” on page 112
“Validating Metadata” on page 112
“Showing or Hiding Columns” on page 113

Adding and Modifying Members

When you use List View to add members, you can enter the member and its attributes in a flat list. The information that you add or modify is not validated until you change to a different view (for example, Tree View) or manually validate the data.

To add or modify members:

1. Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.

2. Take one of these actions:
   - To modify a member, select the member and modify it or its attributes.
To add a member, click and, in the new line, enter the member name and attributes.

3 Repeat step 2 until you have completed all member modifications and additions.

### Copying, Cutting, and Pasting Members

You can cut, copy, and paste members from one cell to another cell or from multiple cells to multiple cells. You can also disable drop-down list cells. Disabling drop-down list cells makes it easier to copy, cut, and paste multiple cells. Changes made in List View are reflected in Tree View.

➢ To copy, cut, or paste members, application settings, or currencies:

1 Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.

2 Optional: Select Disable Combo Boxes.

3 Select a cell or multiple, contiguous cells.

**Note:** To select an entire row or column, select the row number or the column header.

4 Do one of these tasks:

   - Click to cut the information in a cell and store it on the clipboard.

   - Click to copy the information in a cell and store it on the clipboard.

   - Click to paste information from the clipboard to the selected cell.

### Deleting Members

When you delete a member you must also delete all attributes associated with the member. Therefore, to delete a member, you must select the entire member row. Changes made in List View are reflected in Tree View.

➢ To delete members:

1 Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.

2 Highlight one or more rows by clicking the row numbers.

3 Click

### Validating Metadata

Changes that you make to members are not validated until you change to a different view (for example, Tree View) or until you select the validate toolbar button. If an error is found during the validation process, the system displays the row number where the error occurred.
Showing or Hiding Columns
You can specify the columns of information to be displayed by showing or hiding columns.

- To hide a single column:
  1. Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
  2. Right-click a column, and select Hide Current Column.

- To show or hide multiple columns:
  1. Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
  2. Right-click in the grid, and select Show/Hide Columns.
  3. Select the columns to view.
  4. Click OK.

Sorting Metadata in List View
You can sort metadata in List View by column. You can sort column information in ascending or descending order.

- To sort a column:
  1. Make sure that the List View tab is selected, and, from the Metadata Item drop-down list, select a dimension.
  2. Double-click a column header to sort the column information.

  Tip: To sort the column in reverse order, double-click a column header again.

Creating Aliases for Custom Dimensions
All procedures in this topic assume that you have a metadata file open in Metadata Manager. After you make changes to a metadata file, make sure to save the file.

You use the Metadata Item Properties tab to enter aliases for Custom dimensions. An alias describes a Custom dimension.

Note: You can use aliases only for custom dimensions.

- To create a dimension alias:
  1. Make sure that the Metadata Item Properties tab is selected, and, from the Metadata Item drop-down list, select a Custom dimension.
In the Alias text box, enter an alias for the dimension.

Creating Metadata Reports in File Properties

You can apply an XSL style sheet to transform metadata into HTML format for easier viewing on the Web.

Financial Management provides two default report XSL style sheets for metadata reports. For example, for the report to display metadata in hierarchies, use the HFM_MetadataWithHierarchy.XSL style sheet.

The style sheets are installed in the Server Working Folder during the installation process. They are located by default in the Report Style Sheets\Metadata folder in the directory to which you installed Financial Management. To create your own style sheets instead of using the ones provided, contact your IT administrator for support with XSL.

To create a metadata report:

1. In Metadata Manager, select the File Properties tab, and open a metadata file.

   **Note:** By default, metadata files use the XML or APP file extension.

2. Optional: Click View XML to view the metadata before generating the report.

3. In the XSL Style Sheet Filename text box, enter the style sheet name to apply to the metadata file; or click to locate a file.

   **Note:** By default, metadata report style sheets use the XSL file extension.

4. Click View Metadata to view the formatted report.

Metadata Referential Integrity

To prevent a referential integrity problem from occurring in the application, Financial Management verifies that metadata changes are valid to the application in its current state before accepting the changes.

When you load metadata, the system compares the metadata load file with the metadata elements in the application. All changes are recorded, and some changes are checked against existing data. Modifications that cause referential integrity problems are not allowed.

**Note:** When you load metadata, make sure that the Check Integrity option is selected.
**Metadata Referential Integrity Checks**

The log file provides information about specific changes in metadata attributes that require the system to check existing data in regard to the metadata file that you are loading. Only metadata attributes that have an effect on referential integrity are listed in the table.

The system also checks for invalid points of view between the load file and the metadata in the application. If a dimension member is not in the load file but exists in a journal in the application, the metadata load is prevented.

**Metadata Log File Referential Integrity Errors**

In the metadata log file, referential integrity errors are displayed under this section:

```
Metadata referential integrity check started at
```

Each line in the referential integrity check section refers to a metadata integrity error in the load file. Errors found during the integrity check are displayed in this format:

```
Journals::SINGLECA1 Scenario::Actual Year::2009
Value::[Contribution Adjs]
Period::January has 1 occurrences of
Changed::[SCENARIO::Actual::ZeroViewForAdj: Periodic to YTD]
```

This example shows that the metadata integrity error occurs in the SINGLECA1 journal with this point of view: Scenario Actual, Year 2009, Value [Contribution Adjs], Period January. The error is that the ZeroViewForAdj attribute for the Actual scenario was changed from Periodic to YTD. This change is not allowed because a journal exists for the Actual scenario.

**Loading Metadata**

When you load a metadata file, Financial Management replaces metadata with new metadata from the load file. Replacement is useful for making minor changes to the metadata, such as adding an account. For example, if your application includes a North America entity and you load entities from a metadata file, the attributes for the North America entity in the file replace the attributes for the North America entity in the application.

**Note:** Do not use the ampersand ( & ) character in a metadata file. If you do, an error occurs.

Loading large metadata files on the Web can result in a proxy timeout error. If this occurs, increase the Web proxy timeout setting or use the Win32 client to load the file.

When you load metadata files, the system waits for other tasks such as consolidation, data entry or other load processes to finish before proceeding to load the files. Oracle recommends that you load metadata during periods of light activity across the server cluster instead of, for example, during a long-running consolidation. You can check the Running Tasks page to see which consolidations or data loads, for example, are in progress.
After you load a metadata file to an application, users using the application are notified that the system has changed and that they must log off from the application and log back on.

**Caution!** You must delete orphaned members before loading; if orphaned members are not deleted, metadata is not updated.

## Load Options

There are several options for how to load metadata to an application. You must select one type of load method: merge or replace. You have the option to clear all metadata before loading the new metadata and you have the option to check data integrity. Table 21 describes how to use each type of load option.

### Table 21 Metadata Load Options

<table>
<thead>
<tr>
<th>Load Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merge</td>
<td>If a dimension member exists in the load file and in the application database, then the member in the database is replaced with the member from the load file. If the database has other dimension members that are not referenced in the load file, the members in the database are unchanged. For example, a database contains entities CT, MA, and CA. You use the merge method to load a metadata file containing new information for CA only. In the database, CA is updated with the new information and MA and CT remain in the database and remain unchanged.</td>
</tr>
<tr>
<td>Replace</td>
<td>All dimension members in the application database are deleted and the members from the load file are put into the database. For example, a database contains entities CT, MA, and CA. You use the replace method to load a metadata file containing new information for CA only. In the database, CT and MA are deleted and the only entity will be CA with the new info from the load file.</td>
</tr>
<tr>
<td>Clear All Metadata Before Loading</td>
<td>All dimension members and corresponding data, journals, and intercompany transactions in the application database are deleted. <strong>Note:</strong> If this option is selected it overrides the function of the merge and replace methods.</td>
</tr>
<tr>
<td>Check Integrity</td>
<td>Checks the metadata against the data to ensure integrity. See “Metadata Referential Integrity” on page 114.</td>
</tr>
</tbody>
</table>

### Windows Procedure

1. To load metadata:
   1. Open the application.
   2. From the navigation frame, select **Load Metadata**.
   3. In the **Metadata Filename** text box, enter the file name to load; or click ![file_icon] to locate the file.

   **Note:** By default, metadata files use the APP or XML file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the APP or XML file extension.
You can click View (next to the Metadata Filename text box) to open the metadata file that you selected.

4 In the Log Filename text box, enter a name for the log file; or click to find the file.

5 If you are loading an APP file, in the Delimiter Character text box, enter the character to be used to separate the metadata in the file.

Delimiter characters are necessary only for ASCII files that use the APP file extension. Delimiters are not necessary for XML files. These characters are valid:

, – @ $ % ^ } | : ; \n
Note: Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

6 Optional: In the Load Options section, select Clear All Metadata Before Loading.

Note: If you select this option, you lose data or journals that are currently active in the application, and you cannot select elements in the Metadata Options section.

7 Optional: Select Check Integrity to check the metadata file against the metadata in the current application.

It is highly recommended that you select this option as it ensures that the application is not adversely affected by the metadata in the load file.

Note: If integrity errors occur, they are written to the metadata log file, and no portion of the file is loaded into the application.

You must fix the errors before you can continue with this procedure. For information on the metadata integrity errors in the log, see “Metadata Log File Referential Integrity Errors” on page 115.

8 In the Load Method section, select one of these options:

- Merge
- Replace

9 In the Metadata Options section, select the types of metadata to load.

Tip: Use the Select All and De-select All buttons to quickly select or clear all metadata types.

10 Optional: Click Scan to verify that the file format is correct.

11 Click Load.

Note: After you load the metadata file, you can click View (next to the Log Filename text box) to display errors encountered during the load process.
Web Procedure

**Note:** Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

- To load metadata:
  1. Open the application.
  2. In **Browser View**, expand **Tasks**, and select **Load Tasks**.
  3. Select **Load Metadata**.

**Note:** This option is only available if you open a Classic Financial Management application.

  4. In the **Metadata File** text box, enter the file name to load; or click **Browse** to find the file.

**Note:** By default, metadata files use the XML or APP file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the XML or APP file extension.

  5. If you are extracting to an APP file, in the **Delimiter Character** text box, enter the character to be used to separate the metadata in the file.

Delimiter characters are necessary only for ASCII files with the APP file extension. Delimiter characters are not necessary for XML files. These characters are valid:

| , ~ @ $ % ^ | : ; ? \ |

**Note:** Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

  6. **Optional:** In the **Load Options** section, select **Clear All Metadata Before Loading**.

**Note:** If you select this option, you cannot select elements in the Metadata Options section.

  7. **Optional:** Select **Check Integrity** to check the metadata file against the data in the current application.

It is highly recommended that you select this option as it ensures that the application is not adversely affected by the metadata in the load file.

**Note:** If integrity errors occur, they are written to the metadata log file and no portion of the file is loaded into the application.

You must fix the errors before you can continue with this procedure. See “Metadata Log File Referential Integrity Errors” on page 115.

  8. In the **Load Options** section, select one of these load methods:
9 In the Metadata Options section, select the types of metadata to load.

   Tip: Use the Select All and De-select All buttons to quickly select or clear all metadata types.

10 Optional: Click Scan to verify that the file format is correct.

11 Click Load.

Extracting Metadata

When you extract metadata, you save the file as an XML or APP file and specify the file name and location. You can extract metadata to view or modify it in Metadata Manager. After you modify metadata, you must load the modified file into the application for the changes to take effect.

You cannot extract members of system-defined dimensions, such as the Value dimension. In addition, you cannot extract members of dimensions that are defined in application profiles, such as Year and Period.

Windows Procedure

To extract metadata:

1 Open the application.
2 From the navigation frame, click Extract Metadata.
3 In the Metadata Filename text box, enter a name for the file to extract, or click to find the file.

   Note: By default, metadata files use the APP or XML file extension.
4 In the Log Filename text box, enter a name for the log file, or click to find the file.
5 In the Delimiter Character text box, enter the character to be used to separate the metadata in the file.

   Delimiter characters are necessary only for ASCII files using the APP file extension. Delimiter characters are not necessary for XML files. These characters are valid:
   , @ $ % ^ | : ; ? \n
   Note: Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.
6 Select the types of metadata to extract.

   Tip: Use the Select All and De-select All buttons to quickly select or clear all metadata types.
7 Click Extract.

Note: After you extract metadata, you can click the View button next to the Log Filename text box to display errors encountered during the process.

Web Procedure

➤ To extract metadata:

1 Open the application.

2 In Browser View, expand Tasks, and select Extract Tasks.

3 Select Extract Metadata.

Note: This option is only available if you open a Classic Financial Management application.

4 In the Delimiter Character text box, enter the character to be used to separate the metadata in the file.

Delimiter characters are necessary only for ASCII files with the APP file extension.Delimiter characters are not necessary for XML files. These characters are valid:

, ~ @ $ % ^ | ; ? \n
Note: Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

5 Optional: Select HFM Application Format to extract the file in the APP format.

6 Select the types of metadata to extract.

Tip: Use the Select All and De-select All buttons to quickly select or clear all metadata types.

7 Click Extract.

8 Follow the download instructions displayed in the browser.

The instructions vary depending on the Web browser that you are using. Make sure to save the file in the Web directory that you set up.
Member lists enable you to specify a segment of information within a dimension. You create member lists in a VBScript file and load the file into your application. Once loaded, the member lists are available to application users. For example, you can select member lists when setting the point of view in data grids or in journals or when copying or clearing data in Database Management. You can create member lists for all Financial Management dimensions.

You can create static and dynamic member lists. Static member lists contain specific dimension members. For example, you can create a static account member list called ProfitAndLoss that includes only these accounts: Sales, Purchases, Salaries, OtherCosts, and TotalCosts. To have additional accounts in the list, you must add the new accounts to the member list file.

**Note:** You can combine static and dynamic member lists in the same file.

A dynamic member list contains the members that, at runtime, meet the criteria that you specify in the member list file. For the Scenario, Year, Period, and Entity dimensions, you can use the current member in the POV as the starting point for the list. Because member lists are dynamic, changes to the metadata are automatically reflected in the list the next time that the list is called.

Sample member list files are included when you install Sample Applications for Financial Management. The files are located in the Sample Apps folder in the directory to which you installed Financial Management.

### Creating Member List Files

You create member list files using VBScript in an ASCII format supporting multibyte character sets (MBCS), or a file encoded with the Unicode format, using Little Endian byte ordering. By default, member list files use the LST file extension.

**Note:** You cannot use quotation marks in user-defined member list names.
The file format for listing members within a member list file is the same for all dimensions with the exception of Entity. For member lists in the Entity dimension, you must specify the entity and its parent.

You use these subroutines to create member list files:

- **Sub EnumMemberLists ()**: Specifies which dimensions have member lists, and defines the member lists for each dimension. You define the number of lists for each dimension and the name of each member list within that dimension.

- **Sub EnumMembersInList ()**: Defines the members within each member list.

For information on adding dynamic member lists to the script, see “Dynamic Member Lists” on page 124.

### EnumMemberLists

Within the EnumMemberLists () subroutine, you use the syntax and functions in this table to define member lists:

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dim <em>ElementLists</em>(n)</td>
<td>Replace <em>Element</em> with the dimension for which you are creating member lists and replace <em>n</em> with the total number of member lists that you are defining for that dimension. The following syntax states that three member lists are defined for the Entity dimension: Dim EntityLists(3)</td>
</tr>
<tr>
<td>HS.Dimension = &quot;<em>Element</em>&quot;</td>
<td>Replace <em>Element</em> with the dimension. For example: If HS.Dimension = &quot;Entity&quot; Then</td>
</tr>
</tbody>
</table>
| *ElementLists*(n) = "*ListName*" | Replace *Element* with the dimension, replace *n* with a unique identifier for the member list, and replace *ListName* with the member list name to use. You can use the @POV keyword to create a dynamic list based on the dimension member that is currently set in the POV. You can use the @POV keyword in entity member list names. The entities appearing in the entity list can be based on the Scenario, Year, Period and Entity selected in the POV of a report.  
**Note:** Dynamic POV member lists are only supported when used in Financial Reporting and Web Analysis
For example: EntityLists(1) = "NewEngland"  
EntityLists(2) = "Alloc"  
EntityLists(3) = "AllEntities(@POV)"
| HS.SetMemberLists *ElementLists* | Replace *Element* with the dimension. For example:  
HS.SetMemberLists EntityLists |

### EnumMembersInList

Within the EnumMembersInList () subroutine, you use the syntax and functions in this table to define the members of each member list:
Table 22  EnumMembersInList Syntax

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS.Dimension = &quot;Element&quot;</td>
<td>Replace Element with the dimension. For example: If HS.Dimension = &quot;Entity&quot; Then</td>
</tr>
<tr>
<td>HS.MemberListID</td>
<td>Specifies the member list unique identifier. HS.MemberListID = 1</td>
</tr>
<tr>
<td>HS.AddEntityToList</td>
<td>The member or entity to add to the member list. For Entity lists, use HS.AddEntityToList and list the entity’s parent. For all other dimensions, use HS.AddMemberToList. HS.AddEntityToList &quot;UnitedStates&quot;, &quot;Maine&quot;</td>
</tr>
<tr>
<td>HS.AddMemberToList</td>
<td>HS.AddMemberToList &quot;July&quot;</td>
</tr>
<tr>
<td>HS.Entity.List</td>
<td>Specifies an entity member list. HS.Entity.List(&quot;&quot;,&quot;[Base]&quot;)</td>
</tr>
<tr>
<td>HS.MemberListEntity HS.MemberListScenario HS.MemberListYear HS.MemberListPeriod</td>
<td>Use to specify a dynamic memberlist.</td>
</tr>
</tbody>
</table>

Example

What follows is an example of the EnumMembersInList section of the file. In this example, the entities for three entity lists are defined. The members of the Account list are also defined.

Sub EnumMembersInList()
If HS.Dimension = "Entity" Then
  If HS.MemberListID = 1 Then
    HS.AddEntityToList "UnitedStates", "Connecticut"
    HS.AddEntityToList "UnitedStates", "Massachusetts"
    HS.AddEntityToList "UnitedStates", "RhodeIsland"
    HS.AddEntityToList "UnitedStates", "Maine"
  ElseIf HS.MemberListID = 2 Then
    HS.AddEntityToList "UnitedStates", "Connecticut"
  ElseIf HS.MemberListID = 3 Then
    HS.AddEntityToList "UnitedStates", "California"
  End If
ElseIf HS.Dimension = "Account" Then
  If HS.MemberListID = 1 Then
    HS.AddMemberToList "Sales"
    HS.AddMemberToList "Purchases"
    HS.AddMemberToList "Salaries"
    HS.AddMemberToList "OtherCosts"
    HS.AddMemberToList "TotalCosts"
    HS.AddMemberToList "GrossMargin"
    HS.AddMemberToList "HeadCount"
    HS.AddMemberToList "AdminExpenses"
    HS.AddMemberToList "InterestCharges"
    HS.AddMemberToList "NetIncome"
    HS.AddMemberToList "Taxes"
    HS.AddMemberToList "NetProfit"
End If
End If
End Sub

Note: You can have as many member lists for each dimension as you need, and you do not need to create member lists for all dimensions.

Dynamic Member Lists

For dynamic member lists, instead of listing all members of the member list, you enter rules to pull the information from the system. You can use Financial Management functions and arguments to build member lists. Use the Rules Editor to write rules with proper syntax.

This syntax creates a dynamic member list to get all USD entities:

```vba
If HS.Dimension = "Entity" Then
    If HS.MemberListID=1 Then
        ELi=HS.Entity.List(" ","")
        'Entities are read into an array.
        For i=Lbound(ELi) to Ubound(ELi)
            'Loops through all entities.
            If (StrComp(HS.Entity.DefCurrency(ELi(i)),
            "USD",vbTextCompare)=0) Then
                HS.AddEntityToList " ",ELi(i)
                'String compares default currency for entity to USD. If there is a match, the entity is added to the member list.
            End If
        Next
    End If
End If
```

In this example, the system first gets the list of entities then compares the default currency for the entity value in the array with the desired value of USD. If the value is USD, the entity is added to the list. The system then processes the next entity in the array.

Dynamic POV Member List

Dynamic POV Member lists are created dynamically based on the current POV member of one or more dimensions. Note that these lists can only be used in Oracle Hyperion Financial Reporting, Fusion Edition and Oracle’s Hyperion® Web Analysis.

Note: This feature is only applicable for Entity Member lists.

The bold sections of this sample member list file show the dynamic POV sections.

```vba
Sub EnumMemberLists()
    Dim EntityLists(5)
    If HS.Dimension = "Entity" Then
        EntityLists(1) = "AllEntities"
        EntityLists(2) = "AppCur"
```
EntityLists(3) = "NoAppCur"
EntityLists(4) = "Global(@POV)"
EntityLists(5) = "POWN(@POV)"

HS.SetMemberLists EntityLists
End If
End Sub

Sub EnumMembersInList()
If HS.Dimension = "Entity" Then
If HS.MemberListID = 1 Then
    HS.AddEntityToList "," Corp_Ops"
    HS.AddEntityToList "," China"
    HS.AddEntityToList "," Colombia"
    HS.AddEntityToList "," Germany"
    HS.AddEntityToList "," Spain"
    HS.AddEntityToList "," UK"
End If
EntList=HS.Entity.List("","")
AppCur=HS.AppSettings.Currency

For each Ent in EntList
    If HS.Entity.DefCurrency(Ent)=AppCur Then
        If HS.MemberListID = 2 Then HS.AddEntityToList "," Ent
        ElseIf Ent<"[None]" Then
            If HS.MemberListID = 3 Then HS.AddEntityToList "," Ent
        End If
    End If
Next
ScenPOV=HS.MemberListScenario
YearPOV=HS.MemberListYear
PerPOV=HS.MemberListPeriod
EntPOV=HS.MemberListEntity

If HS.MemberListID = 4 Or HS.MemberListID = 5 Then
    If ( EntPOV <> "" ) Then
        EntList=HS.Node.List("E#" & EntPOV, "[Descendants]", "S#" & ScenPOV & ".Y#" & YearPOV & ".P#" & PerPOV)
        If IsArray(EntList) Then
            For each Ent in EntList
                If Ent <> "[None]" Then
                    If HS.Node.Method("S#" & ScenPOV & ".Y#" & YearPOV & ".P#" & PerPOV & ".E#" & EntPOV & "." & Ent)="GLOBAL" Then
                        If HS.MemberListID = 4 Then HS.AddEntityToList "," Ent
                    End If
                    If HS.Node.POwn("S#" & ScenPOV & ".Y#" & YearPOV & ".P#" & PerPOV & ".E#" & EntPOV & "." & Ent) > 0.5 Then
                        If HS.MemberListID = 5 Then HS.AddEntityToList "," Ent
                    End If
                End If
            Next
        End If
End If
End If
End If
End Sub
Loading Member Lists

When you load member list files, the system waits for other tasks such as consolidation, data entry or other load processes to finish before proceeding to load the files. Oracle recommends that you load member lists during periods of light activity across the server cluster instead of, for example, during a long-running consolidation. You can check the Running Tasks page to see which consolidations or data loads, for example, are in progress.

After you load a member list file into an application, users using that application are notified that the system has changed and that they must log off from the application and log back on.

Windows Procedure

➤ To load member lists:
1. Open the application.
2. From the navigation frame, select Load Member Lists.
3. For Member List Filename, enter the file name to load, or click to find the file.

   Note: By default, member list files use the LST file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the LST file extension.

You can click View (next to Member List Filename) to open the file that you selected.

4. For Log Filename, enter a log file name, or click to find the file.
5. Optional: Click Scan to verify that the file format is correct.
6. Click Load.

   Note: After you load the file, you can click the View button next to Log Filename to display errors encountered during the load.

Web Procedure

Note: Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

➤ To load member lists:
1. Open the application.
2. In the Browser View, expand Tasks and select Load Tasks.
3. Select Load Member Lists.
4 For Member Lists File, enter the file name to load, or click Browse to find the file.

Note: By default, member list files use the LST file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the LST file extension.

5 Optional: Click Scan to verify that the file format is correct.

6 Click Load.

Note: If an invalid member list is loaded, Web users may not be able to access the data grid. If the following error message is displayed, you may need to correct the member list and load the file:


### Extracting Member Lists

Extracted member lists are saved to an ASCII file that supports multibyte character sets (MBCS). By default, member list files use the LST file extension. After you extract member lists, you can view and modify the member list information in a text editor.

**Windows Procedure**

- To extract member lists:
  1 Open the application.
  2 From the navigation frame, select Extract Member Lists.
  3 For Member List Filename, enter a file name to extract, or click to find the file.

    Note: By default, member list files use the LST file extension.

  4 For Log Filename, enter the log file name, or click to find the file.

  5 Click Extract.

    Note: After you extract member lists, you can click the View button to display errors encountered during the extract.

**Web Procedure**

- To extract member lists:
  1 Open the application.
  2 In the Browser View, expand Tasks and select Extract Tasks.
3 Select Extract Member Lists.

4 Follow the download instructions displayed in the browser.

   The instructions vary depending on the Web browser that you are using. Make sure to save
   the file in the Web directory that you set up.

**System Lists by Dimension**

The following table lists the name of the system-generated list and the dimensions in which it
   can be used.

Table 23  System Lists by Dimension

<table>
<thead>
<tr>
<th>System List</th>
<th>Scenario</th>
<th>Entity</th>
<th>Account</th>
<th>ICP</th>
<th>Custom</th>
<th>Value</th>
<th>Year</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Hierarchy]</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>[Descendants]</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>[Children]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Base]</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Parents]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Ancestors]</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[System]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Currencies]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ConsolMethod]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Inputs]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Adjustments]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Totals]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Default Currencies]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[First Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Second Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Third Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Fourth Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Fifth Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Sixth Generation]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Managing Journals

In This Chapter

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Extracting Journals ............................................................... 135

Many external general ledger systems can generate ASCII text files containing journal information that you can load into a Financial Management application. If necessary, you can edit the ASCII file using a text editor before loading it.

Sample journal files are included when you install Sample Applications for Financial Management. The files are located in the Sample Apps folder in the directory to which you installed Financial Management.

Creating Journal Files

You can create journal files using an ASCII format supporting multibyte character sets (MBCS) or a file encoded with the Unicode format, using Little Endian byte ordering. By default, journal files use the JLF file extension.

A security information file can contain these sections:

- File Format
- Version
- Journal Group
- Standard
- Recurring
- Header - Scenario, Year, Period

A line starting with an exclamation point (!) indicates the beginning of a new section in the journal file, and must be followed by a valid section name (for example, Year). A line starting with an apostrophe (') is considered a comment line and is ignored by the system.

You can use these special characters to separate information within the file as long as the character is not used in the file in another way:
<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>,</td>
<td>comma</td>
</tr>
<tr>
<td>~</td>
<td>tilde</td>
</tr>
<tr>
<td>@</td>
<td>at sign</td>
</tr>
<tr>
<td>#</td>
<td>number sign</td>
</tr>
<tr>
<td>$</td>
<td>dollar sign</td>
</tr>
<tr>
<td>%</td>
<td>percent sign</td>
</tr>
<tr>
<td>&amp;</td>
<td>ampersand</td>
</tr>
<tr>
<td>^</td>
<td>carat</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>:</td>
<td>colon</td>
</tr>
<tr>
<td>;</td>
<td>semicolon</td>
</tr>
<tr>
<td>?</td>
<td>question mark</td>
</tr>
<tr>
<td>\</td>
<td>back slash</td>
</tr>
</tbody>
</table>

**Note:** You must use the same delimiter character throughout the file. Using different delimiter characters within the same file causes an error when you load the file.

**File Format Section**

This file section contains the file version number. This number only changes when changes are made to the file format. The file format is automatically generated when you extract journals.

**Note:** This section is not required.

This example specifies the file format:

```
!File_Format = 1.0
```

**Version Section**

This file section contains the Financial Management version that you used to extract journals. The version number is automatically generated when you extract journals.

**Note:** This section is not required.
This example specifies the version:

!Version = 1.1

**Journal Group Section**

This file section uses this syntax to define journal groups.

!GROUP=<journal group>;<journal group description>

For example, this example defines three journal groups:

!GROUP=Group1;This is the Group1 Journals Group
!GROUP=Group2;This is the Group2 Journals Group
!GROUP=Group3;This is the Group3 Journals Group

**Standard Section**

Standard templates apply to all scenarios, years, and periods in an application. They are not dependent on a specific combination of scenario, period, and year.

This syntax specifies a standard template:

!STANDARD = <label>, <balancing attribute>, <type>, <journal group>, <securityclass>, <SingleParent.SingleEntity>

!DESC=<journal description>

<parent.entity>, <ICP>, <C1>, <C2>, <C3>, <C4>, <amount type>, <amount>, <line item desc>

**Recurring Section**

Recurring templates apply to all scenarios, years, and periods in an application. They are not dependent on a specific combination of scenario, period, and year, but are dependent on Value Adjs.

**Note:** You cannot create a recurring template for an auto reversing template. For the type attribute, the value must be \( R \) for regular.

This syntax specifies a recurring template:

!RECURRING = <label>, <balancing attribute>, <type>, <value>, <journal group>, <securityclass>, <SingleParent.SingleEntity>

!DESC=<journal description>

<parent.entity>, <account>, <ICP>, <C1>, <C2>, <C3>, <C4>, <amount type>, <amount>, <line item desc>

**Header Section**

This file section contains the scenario, year, and period information. The journal type header information and corresponding detail lines follow the Header section. This organizes journal
information according to a specific scenario, year, and period. You can specify multiple Header sections in the journal file.

This syntax specifies the scenario, year, and period:

```plaintext
!SCENARIO= Actual
!YEAR = 2009
!PERIOD = July
```

The Header section is followed by journal detail information for Actual, July, 2009.

**Journal Subsection**

This subsection of the Header section provides journal detail information for the Scenario, Period, and Year specified.

Table 24 describes the attributes that are used in the Journal sub-section. These attributes are used for regular journals and recurring and standard templates.

### Table 24 Journal Attribute Descriptions

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;label&gt;</td>
<td>User-defined label for journal with up to 80 characters</td>
</tr>
<tr>
<td>&lt;balancing attribute&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>U = unbalanced</td>
</tr>
<tr>
<td></td>
<td>B = balanced in total</td>
</tr>
<tr>
<td></td>
<td>E = balanced by entity</td>
</tr>
<tr>
<td>&lt;type&gt;</td>
<td>R = regular journals</td>
</tr>
<tr>
<td></td>
<td>A = auto-reversing journals</td>
</tr>
<tr>
<td></td>
<td>V = auto-reversal journal</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot load system-generated auto reversals, but you can extract them.</td>
</tr>
<tr>
<td>&lt;status&gt;</td>
<td>W = Working</td>
</tr>
<tr>
<td></td>
<td>S = Submitted</td>
</tr>
<tr>
<td></td>
<td>A = Approved</td>
</tr>
<tr>
<td></td>
<td>P = Posted</td>
</tr>
<tr>
<td></td>
<td>R = Rejected</td>
</tr>
<tr>
<td>&lt;value dimension&gt;</td>
<td>[Contribution Adjs]</td>
</tr>
<tr>
<td></td>
<td>[Parent Adjs]</td>
</tr>
<tr>
<td></td>
<td>&lt;Entity Curr Adjs&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;Parent Curr Adjs&gt;</td>
</tr>
<tr>
<td>&lt;journal group&gt;</td>
<td>Optional: User-defined parameter with up to 20 characters</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Groups need to be preloaded.</td>
</tr>
</tbody>
</table>
### Attribute | Value
--- | ---
<security class> | Optional: Valid security class that is associated with the journal  
**Note:** If you do not assign a security class, the journal assumes the Default security class. Only users who have access rights to this security class can access the journal.

<singleparent, singleentity> | Optional: Valid parent/entity pair that is used by all the line items in the journal. When you specify a single parent/entity pair for the entire journal, the parent.entity attribute is not used.

<journal description> | Journal description, which can contain up to 255 characters. You can load descriptions with multiple lines, provided each line starts with this syntax: ![DESC=]

<parent.entity> | Valid member of the Entity dimension. The parent is required only for the Contribution Adjs, Parent Adjs, and ParentCurrency Adjs members of the Value dimension. This attribute is used only if the Single Parent.Single Entity attribute is not used.

<account> | Valid member of the Account dimension. For regular journals, this must be an input account and the account type must be REVENUE, EXPENSE, ASSET, LIABILITY, FLOW, or BALANCE.

<ICP> | Optional: Valid member of the Intercompany Partner dimension. This attribute is optional; however, you must at least specify ICP None.

<C1 - C4> | Optional: Valid members of the Custom1, Custom2, Custom3, and Custom4 dimensions

<amount type> |  
* D = debit  
* C = credit

<amount> | Positive amount regardless if the amount type is debit or credit.

#line item description> | Optional: Description of the specific journal detail, which can contain up to 50 characters

This syntax specifies a regular journal:

```
!JOURNAL = <label>, <balancing attribute>, <type>, <status>, <value dimension>, <journal group>, <SecurityClass>, <SingleParent.SingleEntity>  
!DESC=<journal description>  
<parent.entity>, <account>, <ICP>, <C1>, <C2>, <C3>, <C4>, <amount type>, <amount>, <line item desc>
```

## Loading Journals

Journals are loaded using the Replace mode, which clears all data for a particular journal label before loading the new journal data.

You can load working, rejected, submitted, approved, and posted journals as well as standard and recurring journal templates. You must load posted journals to periods that are open. If you load a posted auto-reversing journal, an approved reversal is automatically generated in the next period. You must manually post the generated reversal.

**Note:** You cannot load automated consolidation journals; they are created by the consolidation process.
If you load large journal files on the Web, you should modify IIS settings to increase the AspBuffering limit to avoid errors.

Windows Procedure

To load journals:
1. Open the application.

   Note: Before you can load journals, you must first open the periods to which to load journals. See “Managing Periods” in the Oracle Hyperion Financial Management User’s Guide.

2. From the navigation frame, select Load Journals.

3. For Journal Filename, enter the file name to load, or click to find the file.

   Note: By default, journal files use the JLF file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the JLF file extension.

4. For Log Filename, enter a log file name, or click to find the file.

5. For Delimiter Character, enter the character used to separate the journal data in the file. These characters are valid:
   
   , ~ @ $ % & ^ | : ; ? \

   Note: Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

6. Click Load.

   Note: After you load journals, you can click the View button next to Log Filename to display errors encountered during the load.

Web Procedure

Note: Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

To load journals:
1. Open the application.

2. In the Browser View, expand Tasks and select Load Tasks.
3 Select Load Journals.

Note: Before you can load journals, you must first open the periods to which to load journals. See “Managing Periods” in the Oracle Hyperion Financial Management User’s Guide.

4 For Journals File, enter the file name to load, or click Browse to find the file.

Note: By default, journal files use the JLF file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the JLF file extension.

5 Click Load.

Note: The system displays errors encountered during the load.

Extracting Journals

You can extract journals, recurring journals, and journal templates from an application. You can select the Scenario, Year, Period, Entity, and Value dimensions for which to extract journals. You can select the journal status, journal type, and journal balance type to extract.

When you extract journals, they are saved to an ASCII file that supports multibyte character sets (MBCS). By default, journal files use the JLF file extension. After you extract journals, you can view and modify the journal information in a text editor.

You can extract automated consolidation journals to external systems, however you cannot re-import them into Financial Management. When you extract these journals, the Balance type is blank for automated consolidation journals.

Windows Procedure

To extract journals:

1 Open the application.

2 From the navigation frame, select Extract Journals.

3 For Journal Filename, enter a file name to extract, or click to find the file.

Note: By default, journal files use the JLF file extension.

4 For Log Filename, enter a log file name, or click to find the file.

5 Select items to extract:

- Templates
- Recurring Templates
- Journals
Note: If you selected Extract Journals, you must specify the Scenario, Year, and Period from which to extract journals. You can extract journals from a specific period or from all periods.

6 For **Delimiter Character**, enter the character used to separate the journals data in the file. These characters are valid:

`, ~ @ $ % & ^ | : ; ? \`

Note: Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

7 Click Extract.

Note: After you extract journals, you can click the View button to display errors encountered during the extract.

Web Procedure

1 To extract journals:

Open the application.

2 In the **Browser View**, expand Tasks and select Extract Tasks.

3 Select **Extract Journals**.

4 Select items to extract:
   - Templates
   - Recurring Templates
   - Journals

5 If you chose to extract Journals, you must specify a Scenario, Year, and one or more Periods from which to extract journals.

6 Optional: Select one or more Entity and Value dimensions to extract.

   To extract automated consolidation journals, you must select [Proportion] and/or [Elimination] as the Value member.

   Note: For the Period and Entity dimensions, if you do not select specific members, the system assumes that you want to extract all members for the dimension. However, if you specifically select members, the system displays a plus sign (+) next to the dimension to indicate multiple selections.

7 Optional: Enter the Label and Group for the journals to extract.

   You can use the percent sign (%) as a wildcard.

   For automated consolidation journals, in the Label field, you can query on the Nature value of the audit transaction that you specified in the consolidation rule. You cannot use a number for the label.
Select the check box next to each journal status, journal type, and journal balance type to extract.

For **Delimiter Character**, enter the character used to separate the journals data in the file. These characters are valid:

, ~ @ $ % & ^ | : ; ? \n
**Note:** Use a character that is not used in the file name or in any other way in the file. For example, if you use the comma in an entity description, you cannot use the comma as the delimiter.

10 Click **Extract**.

11 Follow the download instructions displayed in the browser.

The instructions vary depending on the Web browser that you are using. Make sure to save the file in the Web directory that you set up.
You create data forms for users who need to enter specific data. You can create data forms in two ways:

- Using the Form Builder integrated script editing tool
- Writing a script in a text file

When you create a data form, you are customizing the data that is displayed. By default, data forms use the WDF file extension.

**Note:** To load, extract, and delete Web forms, you must be assigned to the Manage Data Entry Forms role.

### Creating Data Forms in the Form Builder

Financial Management provides a graphical user interface for creating and maintaining data forms.

For information on the tabs in the Form Builder, see these sections:

- “Properties” on page 140
- “POV” on page 141
- “Columns” on page 142
To create a data form:

1. Open the application.
2. Select Administration, then Manage Documents.
3. Select the Data Entry Forms tab.
4. Click New.
5. Enter the form information on each tab of the Form Builder. You can move between tabs by clicking the tab or by clicking Back and Next at the bottom of the Form Builder. Each tab also contains these buttons:
   - **Scan** - to scan the form for proper syntax.
     - After the system scans the form, it displays a page containing information such as the scan start and end times.
     - If the form is valid, the page includes a Preview button, which you can use to view the form.
     - If the form contains errors, the page lists the errors.
   - **Update** - to post changes to the server.
   - **Reset** - to reset form values. This button can be useful if you make a mistake.
6. Click Save at the bottom of the Form Builder, then select a file name and location.

After the system attempts to saves the form, it displays a page containing information such as the start and end times of the save operation.

- If the form is valid, the system saves the form and the page includes a Preview button, which you can use to view the form.
- If the form contains errors, the form is not saved and the page lists the errors.

**Note:** If you attempt to close the form without saving the script, the system warns you and provides the option to save before continuing.

**Properties**

The Properties tab specifies general information for the data form.
Table 25  Properties Tab of Form Builder

<table>
<thead>
<tr>
<th>Text Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label</td>
<td>Form name. See ReportLabel.</td>
</tr>
<tr>
<td>Security Class</td>
<td>Form security class. See ReportSecurityClass.</td>
</tr>
<tr>
<td>Description</td>
<td>Form description. See ReportDescription.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Instructions that administrators provide for form users. See Instructions.</td>
</tr>
</tbody>
</table>

If you hover over a label, a tooltip displays the script syntax.

**POV**

The POV tab specifies the Background and Selectable POV:

- A Background POV for the form specifies the initial members for dimensions. Use the Member text boxes to specify the Background POV members. Members specified in the Member text boxes are added to the `BackgroundPOV` keyword, which is described in “BackgroundPOV” on page 147.

- A Selectable POV for the form consists of the dimensions for which users can select members. You use the Selectable text boxes to specify the member lists from which users can select members. Members specified in the Selectable text boxes are added to the `SelectablePOVList` keyword. For information on the keyword and the syntax used for member lists, see “SelectablePOVList” on page 164.

You can specify a Background or Selectable POV for a dimension in two ways:

- Type a member label or the syntax for a member list in the applicable text box.

- Click ![Member Selector](image) for the applicable text box to select members and member lists with the Member Selector.

These rules apply to using the POV tab:

- If Member and Selectable are blank and the dimension is not used in a row or column, the system uses the member from the User POV for the initial value for the dimension.

- If you specify values in a Background and Selectable POV for a dimension, and the member for the Background POV is not in the member list for the Selectable POV, the system uses the first member in the member list of the Selectable POV as the Background POV member.

- Users need full access to the member hierarchy to be able to work with all the members in the hierarchy. For example, if you want users to access all Custom 4 members, you must enable access to the parent entity, in this case, Custom4Top. For information on defining access, see Chapter 4, “Managing Metadata”.

Creating Data Forms in the Form Builder 141
Columns

The Columns tab specifies the dimension members to display in the columns of the form. Each text box in the Col section represents a column. You can specify the members of a column in two ways:

- Type the member label in the text box for the column.
- Click for the column to select members with the Member Selector.

If you have filled in all of the currently visible column text boxes, you can add a new text box by pressing the Tab key. You can define a maximum of 24 columns in the Columns tab.

**Note:** If a form requires more than 24 columns, you can use the Scripts tab to specify the additional columns. For information on the syntax to use, see “Cn” on page 149.

Dimension elements specified in the column section override elements that are set in the Background POV or Selectable POV.

**Note:** You can specify one member list per column.

As you enter information in each column, the Options section for that column is available at the bottom of the Form Builder.

If you hover over a label, a tooltip displays the script syntax. For valid values for each option, see “Data Form Script Syntax” on page 144.

**Note:** You can also use Other to specify syntax for column keywords not exposed in the Options section, such as Blank and ReadOnly. In addition, if the definition of a column in the script contains unexposed syntax, or deprecated or invalid syntax, that syntax is displayed in Other.

Rows

The Rows tab specifies the dimensions to display in the rows of a form. Each text box in the Row section represents a row. You can specify the members of a row in two ways:

- Type the member label or member list syntax in the text box for the row.
- Click for the rows text box to select members and member lists with the Member Selector.

If you have filled in all of the currently visible Row text boxes, you can add a new text box by press the Tab key. You can define a maximum of 100 rows in the Rows tab.

**Note:** If a form requires more than 100 rows, you can use the Scripts tab to specify the additional rows. For information on the syntax to use, see “Rn” on page 159.
Dimension elements specified in the row section override elements set in the Background POV or Selectable POV.

As you enter information in each row, the options section for that row is available at the bottom of the Form Builder.

If you hover over a label, a tooltip displays the script syntax. For information on the valid values for each option, see “Data Form Script Syntax” on page 144.

**Note:** You can also use Other to specify syntax for row keywords not exposed in the Options section, such as Blank and ReadOnly. In addition, if the definition of a row in the script contains unexposed syntax, or deprecated or invalid syntax, that syntax is displayed in Other.

**Details**

The Details tab specifies grid, print, display, and suppression options for the Data Entry form.

**Note:** The items in the Details tab are only updated in the script if you change the default settings. If you leave the default settings unchanged, the keywords for these items do not display in the script.

If you hover over a label, a tooltip displays the script syntax. For valid values for each option, see “Data Form Script Syntax” on page 144.

**Headers**

The Headers tab enables you to specify the maximum length of the labels or descriptions for members and member lists. You can specify different lengths for different dimensions.

The Headers tab also contains the Other text box, which has two uses:

- If syntax is added for the **HeaderOption** keyword but the syntax is not exposed through a new control in the Headers tab, you can specify that syntax in Other.
- If the form contains invalid syntax for the **HeaderOption** keyword for a dimension, the Other text box displays that syntax.

**Script**

The Script tab enables you to view, modify, and print the script. You enter the syntax in the text box on the Script tab. The Script tab also contains these buttons:

- **Print** - opens a new browser window that contains a printer-friendly version of the syntax.
- **More** - increases the height of the text box that contains the syntax. When you click More, the button is replaced by the Less button.
Data Form Script Syntax

You can use three types of syntax elements when creating data form scripts: keywords, values, and options. Keywords are on a line of their own in the script and are placed to the left of the equal sign. Values are placed immediately after the equal sign to complete a line in the script. Options can be added to a line of script where each is delimited by a comma.

Note: When a value is required, it must come before options. Options are never required and can be in any order.

Sample data form scripts are installed with Sample Applications for Financial Management. The files are located in the Sample Apps folder in the directory to which you installed Financial Management.

Note: Data entry form script elements are not case-sensitive.

Table 26  Data Form Script Syntax

<table>
<thead>
<tr>
<th>Script Syntax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AddMember</td>
<td>Use in a row definition to allow the user to add data for a member that previously had no data or contained zeros and was suppressed from the form. The option adds an icon to the form that, when clicked, enables the user to select members to add to the form.</td>
</tr>
<tr>
<td>BackgroundPOV</td>
<td>Use to specify the background dimension members for the form.</td>
</tr>
<tr>
<td>Blank</td>
<td>Use to insert a blank row, column, or cell into the form.</td>
</tr>
<tr>
<td>Cn</td>
<td>Use to define each column in a form.</td>
</tr>
<tr>
<td>CalcByRow</td>
<td>Use to specify if the row calculation is used when a cell has an intersecting column calculation.</td>
</tr>
<tr>
<td>Cell_Link</td>
<td>Use with Link in a row definition to link to another data entry form.</td>
</tr>
<tr>
<td>CellText</td>
<td>Use to display cell text for a row, calculation, or cell.</td>
</tr>
<tr>
<td>Script Syntax</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| CustomHeader                  | Use to specify custom headers for rows and columns. Use in a row or column definition. **Note:** You cannot use these keywords for Custom Headers:  
  - `<pre>`  
  - `<textarea>`  
  - `<script>`  
  - `<javascript>`  
  - `<jscript>`  
  - `<vbs>`  
  - `<vbscript>`  
  - strings such as `<XonX=X>`, where `X` = any string                                                                                                                                                                                                                                                                                                                                                     |
<p>| CustomHeaderStyle            | Use to assign custom style attributes to a row or column header.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| DynamicPOV                   | Deprecated. Do not use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| FormInputBoxLength           | Use to specify the input box width on the form.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FormNumDecimals              | Use to specify the number of decimal spaces for the form. This keyword overrides the decimal settings for the cell currency. Use NumDecimals to override this setting for a row, column, or cell.                                                                                                                                                                                                                                                                                   |
| FormRowHeight                | Use to specify the height of all rows in the form.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FormScale                    | Use to specify the scale for the form.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| HeaderOption                 | Use to specify how dimension headers display in the form. Show labels and/or descriptions, set style attributes, set maximum or fixed width.                                                                                                                                                                                                                                                                                           |
| Instructions                 | Use to create instructions in HTML-formatted text and links.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| LineItemDetailSinglePeriod   | Use to specify if line item detail displays for the selected cell only or for all periods.                                                                                                                                                                                                                                                                                                                                                                                                   |
| Link                         | Use with Cell_Link to link to another data entry form.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| MaxCells                     | Use to specify the maximum number of cells for a data form.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| MaxColsForSparseRetrievalMethod | Use to optimize performance of sparse forms. Use with forms containing more than 10 columns.                                                                                                                                                                                                                                                                                                                                                                                                |
| NoSuppress                   | Use to turn off suppression for one or more rows or columns. This setting overrides other suppression settings in the form: SuppressInvalidRows, SuppressNoDataRows, SuppressZeroRows, SuppressInvalidColumns, SuppressNoDataColumns, SuppressZeroColumns.                                                                                                                                                                                                                       |
| NumDecimals                  | Use to specify the number of decimal places for a row, column, or cell. This keyword overrides the decimal settings for the cell currency and the decimal setting for the form FormNumDecimals.                                                                                                                                                                                                                                                                                   |
| Override                     | Use to specify a different POV or calculation for one or more rows or columns or to add style attributes or set the scale. Use in a row or column definition.                                                                                                                                                                                                                                                                                       |
| PrintNumDataColsPerPage      | Use to specify the number of columns to print on each page.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PrintNumRowsPerPage          | Use to specify the number of rows to print on each page.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PrintRepeatHeadersonAllPages | Use to print headers on each page.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |</p>
<table>
<thead>
<tr>
<th>Script Syntax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rn</td>
<td>Use to define each row in a form.</td>
</tr>
<tr>
<td>ReadOnly</td>
<td>Use to specify read only rows, columns, or cells.</td>
</tr>
<tr>
<td>ReportDescription</td>
<td>Use to specify the description for the form.</td>
</tr>
<tr>
<td></td>
<td>The description cannot contain an ampersand (&amp;).</td>
</tr>
<tr>
<td>ReportLabel</td>
<td>Use to specify the label for the form.</td>
</tr>
<tr>
<td></td>
<td>These characters are not supported for Data Form labels:</td>
</tr>
<tr>
<td></td>
<td>Period (.), colon (:), semi-colon (;), question mark (?), forward slash (/),</td>
</tr>
<tr>
<td></td>
<td>backward slash (), pipe (</td>
</tr>
<tr>
<td></td>
<td>and close parentheses (()), double quotation marks (&quot;), less than and</td>
</tr>
<tr>
<td></td>
<td>greater than (&lt; &gt;), ampersand (&amp;), plus (+), pound (#), asterisk (*) , and</td>
</tr>
<tr>
<td></td>
<td>trailing underscore (_).</td>
</tr>
<tr>
<td>ReportSecurityClass</td>
<td>Use to specify the security class for the form.</td>
</tr>
<tr>
<td>ReportType</td>
<td>Use to set the form type. The value must be set to WebForm.</td>
</tr>
<tr>
<td>SCalc</td>
<td>Use to specify server-side calculations for a row, column, or cell.</td>
</tr>
<tr>
<td>Scale</td>
<td>Use to specify scale for a row, column, or cell. This setting overrides the</td>
</tr>
<tr>
<td></td>
<td>form scale setting. See FormScale.</td>
</tr>
<tr>
<td>SelectablePOVList</td>
<td>Use to specify the selectable dimension members in the form.</td>
</tr>
<tr>
<td>ShowDescriptions</td>
<td>Use to show descriptions for dimension members.</td>
</tr>
<tr>
<td>ShowLabels</td>
<td>Use to show labels for dimension members.</td>
</tr>
<tr>
<td>String</td>
<td>Use to add a text string to a column, row, or cell.</td>
</tr>
<tr>
<td>Style</td>
<td>Use to specify the style attributes for a row, column, cell, or dimension</td>
</tr>
<tr>
<td></td>
<td>header.</td>
</tr>
<tr>
<td>SuppressColHeaderRepeats</td>
<td>Use to prevent repeated column headers from displaying.</td>
</tr>
<tr>
<td>SuppressInvalidColumns</td>
<td>Use to prevent invalid cells in from displaying in columns.</td>
</tr>
<tr>
<td>SuppressInvalidRows</td>
<td>Use to prevent invalid cells from displaying in rows.</td>
</tr>
<tr>
<td>SuppressNoDataColumns</td>
<td>Use to prevent columns with no data from displaying.</td>
</tr>
<tr>
<td>SuppressNoDataRows</td>
<td>Use to prevent rows with no data from displaying.</td>
</tr>
<tr>
<td>SuppressRowHeaderRepeats</td>
<td>Use to prevent repeated row headers from displaying.</td>
</tr>
<tr>
<td>SuppressZeroColumns</td>
<td>Use to prevent columns with zeros from displaying.</td>
</tr>
<tr>
<td>SuppressZeroRows</td>
<td>Use to prevent rows with zeros from displaying.</td>
</tr>
</tbody>
</table>

**AddMember**

Use this option within a Row definition to add an icon to the form which, when clicked, enables users to select members to add to the form. The new members are added to the form and the user can then enter data for these members.
You can use the AddMember option with the Account, ICP, and Custom1 through Custom4 dimensions.

**Note:** NoData cells can be suppressed by using the `SuppressNoDataRows` keyword or selecting the applicable check box on the form.

**Syntax**

```
AddMember: MemberList
```

Replace `MemberList` with the list name from which users will be able to add members to the form.

---

**Caution!** You can reference only one member list per AddMember line.

To use this option, two separate row definitions are needed:

- A summary row that displays totals for the member list and has the AddMember option.

  **Note:** The summary row cannot be suppressed.

- A list row that has the same POV specified in the summary row, except that it has a list for the dimension to which members are being added. The list must contain at least the members from the summary row list.

  **Note:** The list row can be placed before or after the summary row.

**Example**

```
R1=A#SalesInterco.I([Base])
R2=A#SalesInterco.I#ICP Entities,
AddMember:I([Base])
```

In this example, Row 1 specifies the [Base] member list for the Intercompany Partner dimension. Row 2 specifies the total for the member list and the member list to be used with the AddMember icon.

**Note:** You can use the AddMember option in multiple rows in a form, but each summary row needs its own list row.

**BackgroundPOV**

Use this keyword to specify the background dimension members for the form. Dimensions not specified in the Background POV are considered dynamic and are taken from the user’s point of view when the form is opened.

Users need full access to the member hierarchy to be able to work with all the members in the hierarchy. For example, if you want users to access all Custom 4 members, you must enable
access to the parent entity, in this case, Custom4Top. For information on defining access, see Chapter 4, “Managing Metadata”.

**Note:** If a member in the Background POV is not valid based on the SelectablePOVList for the dimension, the system defaults to the first member of the list.

**Syntax**

C1#Custom1.C2#Custom2.C3#Custom3.C4#Custom4

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario member.</td>
</tr>
<tr>
<td>View</td>
<td>A valid view.</td>
</tr>
<tr>
<td>Parent</td>
<td>Name of a valid Parent member. This parameter is optional.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity member.</td>
</tr>
<tr>
<td>Value</td>
<td>Name of a valid Value member.</td>
</tr>
<tr>
<td>Account</td>
<td>Name of a valid Account member.</td>
</tr>
<tr>
<td>ICP</td>
<td>Name of a valid ICP member.</td>
</tr>
<tr>
<td>Custom1, Custom2, Custom3, Custom4</td>
<td>Name of valid Custom1 through Custom4 members.</td>
</tr>
</tbody>
</table>

**Note:** You do not need to specify all dimension members in the Background POV. For dimensions for which you do not specify a member, the dimension member from the user’s point of view is used.

**Example**


**Blank**

Use this option to specify a blank row, column or cell in the form. Use this option within a row or column definition or within a cell override definition. The blank row, column, or cell is empty and is read only, and the context menu is disabled on the cell because it contains no data or POV. The Blank option is considered a server-side calculation, therefore it can be used anywhere that SCalc is used.

**Example**

C4=Blank
Use this keyword to define a column in the form. The keywords such as C1, C2, C3 provide the
definition of each column in the specified order. The column identifier must begin with 1 and
proceed in sequential order.

Dimension elements specified for the column override elements that are set in the
BackgroundPOV or SelectablePOVList. You can use member and system lists in column
definitions.

**Note:** One list is allowed per column.

You can use these values and options within a column definition:

- Blank
- Calc1
- CellText
- CustomHeader
- NumDecimals
- Override
- ReadOnly
- SCalc
- Scale
- String
- Style

**Syntax**

\[ C_n = \text{CalcExpression} \]
\[ C_n = \text{POVExpression} \]

**Table 28  Syntax for Columns Keyword**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>n</td>
<td>The column number.</td>
</tr>
<tr>
<td>CalcExpression</td>
<td>Use SCalc, Blank, or String. See “SCalc” on page 162, “Blank” on page 148, and “String” on page 166.</td>
</tr>
<tr>
<td>POVExpression</td>
<td>A valid dimension intersection or member list.</td>
</tr>
</tbody>
</table>

**Example**

\[ C1=S\#Actual.P\#July,CustomHeader:Actual_July \]
\[ C2=S\#Actual.P\#August,(Override 2,3, P\#July) \]
\[ C3=S\#Budget.P\#September \]
\[ C4=SCalc(col(1)+col(3)),numdecimals:4,scale:1,readonly \]
C5=SCalc(c1+c3),numdecimals:2,CustomHeader:SCalc(c1+c3)
C6=Blank
C7=S#Budget.P#October,Style:font-weight:bold
C8=C1{TotalProducts.[Hierarchy]}

**Calc1**

This value is deprecated. Use SCalc.

**CalcByRow**

A keyword used to specify if row calculations are used when a cell has an intersecting column calculation. This keyword applies to the entire form.

**Syntax**

CalcByRow=Boolean

Where Boolean is True if row calculations are used; False if column calculations are used.

**Example**

ReportType=WebForm
ReportLabel=CalcByCol
ReportDescription=Demonstrate CalcByRow
C1=S#Actual
C2=S#Budget
C3=SCalc(Col(2)-Col(1)),CustomHeader:Variance
C4=SCalc(Col(3)/Col(1)),CustomHeader:Variance %
R1=A#Sales
R2=A#Purchases
R3=A#OtherCosts
R4=SCalc(Row(1)+Row(2)+Row(3)),CustomHeader:Total
ShowLabels=True
CalcByRow=False

**Cell_Link**

Use this option to specify a link to another data form. Use with Link. Links are references in row definitions. You can specify up to 64 links (Link1 - Link64). Links do not need to be numbered sequentially.

**Note:** Linked form names are case-sensitive.

**Syntax**

Cell_Linkx
Link\textsubscript{x} = \textit{FormName}

Replace $x$ with the number to assign to the link and replace \textit{FormName} with the form name to which to link.

\textbf{Example}

\begin{verbatim}
R1=A#Salaries, Cell_Link1
Link1=Dynamic
\end{verbatim}

\textbf{CellText}

Use this option to display cell text for a row, column, or cell. The first 69 characters of the cell text entry are considered the title of the entry.

\textbf{Note:} When you extract a data form containing cell text, only the title (first 69 characters) of a cell text entry is extracted.

\textbf{Syntax}

\texttt{CellText:1}

\textbf{Example}

\begin{verbatim}
R1=A#Salaries, CellText:1
\end{verbatim}

\textbf{CustomHeader}

Use this option to specify a custom header for a column or row. This is useful when you have a calculated column or row and want to hide the specific formula and replace it with a description, such as Variance. If you have nested dimensions in rows or columns, the custom header applies to the entire header in the row or column, not just to the dimension.

You can use a semicolon as a delimiter to specify custom headers for subsequent cells. For example, this syntax replaces the three dimension headers in the row with custom headers Scenario, Year, and Month:

\begin{verbatim}
R2=S#Actual.Y#2009.P#January,CustomHeader:Scenario;Year;Month
\end{verbatim}

To replace some header cells but not others, use a period (.) to indicate that the original header should be displayed. You can also hide a header by leaving out the period. For example, the following syntax shows the original header for the first dimension, hides the header for the second dimension, and shows the original header for the third dimension.

\begin{verbatim}
R2=S#Actual.Y#2009.P#January,CustomHeader:.;.;.
\end{verbatim}

\textbf{Caution!} When the CustomHeader option is used with calculated rows or columns, you can only set the text for the first cell of the header.
Syntax

CustomHeader: HeaderName

Replace HeaderName with the header to use.

Note: You cannot use a comma (,), colon (:), or ampersand (&) in the custom header.

Example

This example sets the custom header for column 3 to Variance.

C3=SCalc(C1-C2),customheader:Variance

**CustomHeaderStyle**

Use this option to assign custom style attributes to a row or column header. This is different from the Style option of the HeaderOption keyword in that it applies to a row or column header as a whole as opposed to a single dimension across all headers. When there is a conflict, the CustomHeaderStyle option will be used over HeaderOption:Style keyword. To mix the two styles instead of the CustomHeaderStyle being used, insert a semicolon before the CustomHeaderStyle option as in the example below. See “Style” on page 166.

Syntax

This option uses the standards supported by the W3C. See http://www.w3.org/tr/rec-css2.

CustomHeaderStyle: Property: Value

Example

C1=S#Actual.Y#2009,CustomHeaderStyle: ;font: italic 12px arial; color: red

**DynamicPOV**

This keyword is deprecated.

If you have a form that contains the DynamicPOV keyword, take these steps to account for this deprecation:

1. Remove all dimensions specified with the DynamicPOV keyword from the BackgroundPOV keyword.
2. Delete the DynamicPOV keyword.

**FormInputBoxLength**

Use this keyword to specify the input box width. The default is 20 characters wide.
Note: This keyword does not determine the number of characters that can be entered into the box.

Syntax
FormInputBoxLength=InputLength

Replace InputLength with the number of characters for the input box width.

Example
FormInputBoxLength=20

FormNumDecimals
Use this keyword to specify the number of decimals for the entire form. If this keyword is specified, it overrides the number of decimals set for the cell. If this keyword is not specified, the number of decimals for the cell is used.

You can override a column, row, or cell decimal setting by using NumDecimals.

Syntax
FormNumDecimals=Decimals

Replace Decimals with a value from 0 to 9.

Note: When you use a value of 9, maximum precision is used and therefore, up to 14 digits are actually included after the decimal.

Example
FormNumDecimals=0

FormRowHeight
Use this keyword to specify the height of all rows in the form. The default is 16px.

Syntax
FormRowHeight=Pixels px

Replace Pixels with the number of pixels for the row height.

Caution! You must include px after Pixels. If you omit px, rows and columns may not align correctly when the form is printed.
Example
FormRowHeight=16 px

**FormScale**

Use this keyword to specify the default scaling for the form.

If specified in a form, this keyword overrides the scale in the entity currency, otherwise the system uses the scaling defined for the currencies assigned to entities.

You can override the form scale setting by using the *Scale* option within row or column definitions or within a cell override.

**Syntax**

FormScale=n

Replace *n* with a value from -12 to 12.

Example
FormScale=0

**HeaderOption**

Use this keyword to specify options for how dimension headers are displayed. The options currently supported are:

- **Length** - for the maximum length of row headers. This can be a number or can be the word “Fixed”.

  **Note:** Row headers are truncated with ellipses if they are longer than the specified length.

- **ShowDescription**
- **ShowLabel**
- **Style**

**Syntax**

HeaderOptionDimension=Length:n
HeaderOptionDimension=ShowDescription
HeaderOptionDimension=ShowLabel
HeaderOptionDimension=Style:Property:Value;Property:Value...

Replace *Dimension* with the row dimension name, *n* with the length for the header or “Fixed”, *Property* with the style property and *Value* with the property value. See *Style*.

Example

HeaderOptionPeriod=Length:4
HeaderOptionScenario=ShowDescription
**Instructions**

Use this keyword to specify the instructions to give to form users. If you do not specify this keyword, the instructions window opens with this message: "There are no detailed instructions defined for this form".

**Syntax**

Instructions=HTMLInstructions

Replace HTMLInstructions with HTML-formatted text and links.

**Example**

Instructions=Please enter your cost center budgets for the year. Any questions, please contact the Budget Administrator.

**LineItemDetailSinglePeriod**

Use this keyword to specify whether line item details are displayed for just the selected cell or for all input periods. The default is True, which displays details for only the selected cell.

**Syntax**

LineItemDetailSinglePeriod=Boolean

Replace Boolean with True to display line item detail for the selected cell or False to show line item detail for all input periods.

**Example**

LineItemDetailSinglePeriod=True

**Link**

Use this keyword to specify a link to another data form. Use with Cell_Link. Links are references in row definitions. You can specify up to 64 links (Link1 - Link64). Links do not need to be numbered sequentially.

**Note:** Linked form names are case-sensitive.

**Syntax**

Cell_Linkx
Linkx=FormName

Replace x with the number to assign to the link and replace FormName with the form name to which to link.
Example

R1=A#Salaries, Cell_Link1
Link1=Dynamic

MaxCells

This keyword specifies the maximum number of cells allowed in the data form. If the form results in more than the MaxCells value, an error occurs. The default is 25000.

Syntax

MaxCells=n

Replace n with the number of cells for the form.

Note: The value is for the number of visible cells on the form including calculated cells. It does not include suppressed cells.

Example

MaxCells=500

MaxColsForSparseRetrievalMethod

Use this keyword to specify the number of columns in the form to optimize performance of sparse data forms. You specify this keyword for forms that have more than 10 columns. If your form has 10 or fewer columns, the optimization occurs automatically.

Syntax

MaxColsForSparseRetrievalMethod=n

Replace n with the number of columns in the form.

Example

MaxColsForSparseRetrievalMethod=11

NoSuppress

Use this option to turn off suppression for one or more rows or columns. Thus, regardless of the form suppression options, the row or column is displayed. Use this option within a row or column definition.

Example

R4=A#Inventory, NoSuppress
NumDecimals

Use this option to specify the number of decimal places to show for calculated or uncalculated rows or columns or in a cell override. If this keyword is specified, it overrides the number of decimals set for the cell or set by FormNumDecimals.

Syntax

NumDecimals:\n
Replace \n with a value from 0 to 9.

Note: When you use a value of 9, maximum precision is used and therefore, up to 14 digits are actually included after the decimal.

Example

C4=A#Inventory,NumDecimals:1

Override

Use this option to specify different POV dimension members, formula calculations, or text for one or more consecutive columns or rows or to change a style. Use this option within a row or column definition.

Note: To override cells that are not consecutive, you can enter the override in the Other field of the form builder. You can enter multiple overrides by separating each override by a comma. The following example overrides three individual cells:

Override(1,1,string("455")),Override(3,3,string("23")),
Override(5,5,string("2234"))

You cannot use member lists with the Override option. You can apply multiple overrides to a cell, with the last value being used when there is a conflict. In most cases, you can also mix the overrides on a cell. For example, if an override on a row specifies a value for NumDecimals while an override on a column specifies a value for Scale, there is no conflict except if the same dimension is used. If you use a leading semicolon, you can mix values for Style.

You can also mix overrides where they intersect by including a semicolon after the Override keyword. Note that without the semicolon, the style defined for the row is used because row values supersede column values when they conflict in the form. To mix the overrides from the row and column definitions, you must include the semicolon on the row keyword.

Syntax

Override(StartCell,EndCell,Override)
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>StartCell</td>
<td>An integer value representing the override starting point. If the override is defined for a row, this parameter indicates the starting column where the override is applied. In this example, the override starts with column 2: R2=A#Sales, Override(2,3,A#SalesTP)</td>
</tr>
<tr>
<td>EndCell</td>
<td>An integer value representing the override ending point. In the example above, the override ends with column 3.</td>
</tr>
<tr>
<td>Override</td>
<td>A POV. For example, to override with a different account, you specify A#newacct. To override with a different scenario and account, you specify A#newacct.S#newscenario. You can also use these values or options with a POV override or by themselves: - Blank - NumDecimals - ReadOnly - SCalc - Scale - String - Style</td>
</tr>
</tbody>
</table>

Example

In the following override example, the system overrides columns 2 and 3 for row 2 with December as the period and the PriorSales amount instead of the sales amount for the month: R2=A#Sales, Override(2,3,Y#2009.P#December.A#PriorSales)

In the following override example, the system overrides columns 2 and 3 for row 2 with a formula calculation of the average of Sales1, Sales2, and Sales3: R2=A#Sales, Override(2,3,SCalc((A#Sales1+A#Sales2+A#Sales3)/3)

In the following override example, the system overrides columns 2 and 3 for row 2 with the read only option. R2=A#Sales, Override(2,3,readonly)

PrintNumDataColsPerPage

Use this keyword to specify the number of columns to print on each page. The default is 6. Users can override this setting in the printer-friendly display of the form.

Note: When setting the value for this keyword, you should also take into account the specifics of the form, such as the row height, and the printer and printer settings used, including resolution and orientation.

Syntax

PrintNumDataColsPerPage=n
Replace $n$ with the number of columns to print per page.

**Example**

`PrintNumColsPerPage=6`

---

**PrintNumRowsPerPage**

Use this keyword to specify the number of rows to print on each page. The default is 20.

Users can override this setting in the printer-friendly display of the form.

**Note:** When setting the value for this keyword, you should also take into account the specifics of the form, such as the row height, and the printer and printer settings used, including resolution and orientation.

**Syntax**

`PrintNumRowsPerPage=n`

Replace $n$ with the number of rows to print per page.

**Example**

`PrintNumRowsPerPage=20`

---

**PrintRepeatHeadersonAllPages**

Use this keyword to specify whether to print headers on all pages. The default is True.

Users can override this setting in the printer-friendly display of the form.

**Syntax**

`PrintRepeatHeadersonAllPages=Boolean`

Replace `Boolean` with `True` or `False`.

**Example**

`PrintRepeatHeadersonAllPages=True`

---

**Rn**

Use this keyword to define a row in the form. The keywords such as R1, R2, R3 provide the definition of each row in the specified order. The row identifier must begin with 1 and proceed in sequential order. You can use member and system lists in row definitions.

**Note:** You can use multiple lists in a row.
Dimension elements specified for the row override elements that are set in the BackgroundPOV or SelectablePOVList.

You can use these values and options within a row definition:

- AddMember
- Blank
- Cell_Link
- CellText
- CustomHeader
- NoSuppress
- NumDecimals
- Override
- ReadOnly
- SCalc
- Scale
- String
- Style

Syntax

\[ R_n = \text{CalcExpression} \]
\[ R_n = \text{POVExpression} \]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>n</td>
<td>The row number.</td>
</tr>
<tr>
<td>CalcExpression</td>
<td>Use SCalc, Blank, or String. See &quot;SCalc&quot; on page 162, &quot;Blank&quot; on page 148, and &quot;String&quot; on page 166.</td>
</tr>
<tr>
<td>POVExpression</td>
<td>A valid dimension intersection or member list.</td>
</tr>
</tbody>
</table>

Example

R1=A#Sales.I#ICP Entities, AddMember:I[[Base]]
R2=A#Sales.I[[Base]]
R3=A#HeadCount.I#ICP None, NoSuppress
R4=A#Purchases.I#ICP None, CustomHeader:ABC
R5=SCalc(Row(2)*100),numdecimals:1, scale:0
R6=A(OperatingIncome.[Descendants])

**ReadOnly**

Use this option to specify a read-only row, column, or cell in the form. Use this option within a row or column definition or within a cell override definition. The read-only cell looks like all
other cells but you cannot edit its contents. You can modify the style of a read-only row, column, or cell so that it looks different from editable rows, columns, and cells. See Style.

**Note:** When you export to Excel, the read-only formatting is maintained.

**Example**

C4=S#Actual.Y#2009,ReadOnly

### ReportDescription

Use this keyword to specify the form description.

**Syntax**

ReportDescription=Description

Replace **Description** with a description for the form. The description can contain a maximum of 255 characters.

**Example**

ReportDescription=Intercompany Detail

### ReportLabel

Use this keyword specify the form name. This keyword is required.

**Syntax**

ReportLabel=Label

Replace **Label** with the form name. The name can contain a maximum of 20 characters. You cannot use these characters in the name:

- period (.)
- colon (:)
- comma (,)
- semicolon (;)
- question mark (?)
- forward slash (/)
- backslash (\)
- pipe (|)
- curly brackets ({})
- parentheses ()
Note: You can use an underscore ( _ ) in the report label but it must be used between two characters. It cannot be used alone as the label name and it cannot be used at the end of a label name.

Example

ReportLabel=ICP Detail

**ReportSecurityClass**

Use this keyword to specify the security class assigned to the form. The default is [Default].

Syntax

ReportSecurityClass=SecurityClass

Replace SecurityClass with the name of a valid security class.

Example

ReportSecurityClass=Corporate

**ReportType**

Use this keyword to specify the report type. This keyword is required and the value must be set to WebForm for the file to be loaded as a data form script.

Syntax

ReportType=WebForm

**SCalc**

Use this value to specify calculations in rows, columns, or cells. Use this value within a row or column definition or within a cell override definition. These calculations are performed on the application server.

You can also use this value to create text within the form.
Syntax

SCalc(<expression> [operator] <expression>)

**Note:** You can include multiple pairs of [operator] <expression> in a SCalc calculation.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>operator</td>
<td>The mathematical operator for the calculation. These operators are supported: + - * /</td>
</tr>
<tr>
<td>expression</td>
<td>The values in the calculation. In addition to numeric values, you can include cell references, row references, column references, and various other types of items. For details and examples, see “Items Supported in SCalc Calculations” on page 163.</td>
</tr>
</tbody>
</table>

**Items Supported in SCalc Calculations**

You can use these types of items in SCalc calculations:

- References to dimension members. This example references the Account dimension members Purchases and OtherCosts: $R6=$SCalc(((A#Purchases)-(A#OtherCosts))*100)
- Cell references, using the syntax Cell(rowIndex, columnIndex). This example refers to the cell in the fourth row of the second column in the form: $R1=$SCalc(Cell(4, 2))
- Row references, using the syntax Row(rowIndex). This example divides row 4 by row 2: $R3=$SCalc(Row(4)/Row(2))

**Note:** For rows or columns that contain member lists, the calculation occurs on the total for the members of the list.

- Column references, using the syntax Col(columnIndex). This example adds column 1 and column 3: $C4=$SCalc(Col(1)+Col(3))
- Nested formulas, using parentheses to nest.
- Forward references to cells with SCalc calculations

**Note:** SCalc calculations are not performed until the data is saved and the calculated results are not displayed on the form until the form is refreshed.

An SCalc row or column can reference another SCalc row or column in its calculation, however you cannot forward reference in a SCalc row or column for another SCalc row or column. For example, this SCalc forward reference is allowed:

$C1=A#Sales$
$C2=A#COGS$
$C3=$SCalc(Col(1)-Col(2))
$C4=$SCalc(Col(3)/Col(1)*100)
**Scale**

Use this option to specify the scale for uncalculated columns, rows, or cells.

**Syntax**

```
Scale: n
```

Replace `n` with a value from -12 to 12.

**Example**

```
C4=A#Inventory,Scale:2
```

**SelectablePOVList**

Use this keyword to specify the members of a dimension that can be selected by users.

The initial value for a selectable dimension comes from the Background POV if one is specified for the dimension; otherwise, the initial value comes from the user’s point of view. If the initial value is invalid for the list, the system defaults to the first member of the list.

When the user selects a new member, the selected member becomes part of the user’s point of view.

**Syntax**

```
SelectablePOVList=Dimension(MemberList)
SelectablePOVList=Dimension([SystemList])
SelectablePOVList=Dimension(Parent.[SystemList])
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension</td>
<td>One of these characters to represent the dimension that is selectable:</td>
</tr>
<tr>
<td></td>
<td>● S for Scenario</td>
</tr>
<tr>
<td></td>
<td>● W for View</td>
</tr>
<tr>
<td></td>
<td>● E for Entity</td>
</tr>
<tr>
<td></td>
<td>● V for Value</td>
</tr>
<tr>
<td></td>
<td>● A for Account</td>
</tr>
<tr>
<td></td>
<td>● I for ICP</td>
</tr>
<tr>
<td></td>
<td>● C1 for Custom1</td>
</tr>
<tr>
<td></td>
<td>● C2 for Custom2</td>
</tr>
<tr>
<td></td>
<td>● C3 for Custom3</td>
</tr>
<tr>
<td></td>
<td>● C4 for Custom4</td>
</tr>
<tr>
<td>Parent</td>
<td>A valid parent for the dimension.</td>
</tr>
<tr>
<td>MemberList</td>
<td>Name of a valid member list.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>SystemList</td>
<td>Name of a valid system list.</td>
</tr>
</tbody>
</table>

**Example**

```
SelectablePOVList=S{ActualBudget}.Y{Years}.P{Months}.E{[Hierarchy]}.C1{ProductsAllocate}.C2{Customers}.C3{AllChannels}
```

### ShowDescriptions

Use this keyword to specify whether descriptions are displayed for the dimension elements in the form. The default is False.

**Note:** If no description exists, the label is shown. If there is no description for an entity, only the entity label is shown; the parent label is not included.

**Syntax**

```
ShowDescriptions=Boolean
```

Replace `Boolean` with True or False.

**Example**

```
ShowDescriptions=True
```

### ShowLabels

Use this keyword to specify whether labels are displayed for the dimension elements in the form. The default is True.

If `ShowLabels` and `ShowDescriptions` are set to True, then labels and descriptions are separated by hyphens. If both are set to False, the system displays labels.

**Syntax**

```
ShowLabels=Boolean
```

Replace `Boolean` with True or False.

**Example**

```
ShowLabels=False
```
**String**

Use this option to specify a text string in a column, row, or cell. Use this option within a row or column definition or within a cell override definition. The String option is considered a server-side calculation, therefore it can be used anywhere that SCalc is used.

**Example**

\[ C4=\text{String("Show this read-only string")} \]

**Style**

Use this option to specify the style attributes for a row, column, cell, custom header, or dimension header. Use this option within a row, column, cell override, custom header or header option definition.

**Caution!** Use care when applying style attributes to a form. The Style option is a powerful feature and, if used incorrectly, can significantly change the appearance of a form.

**Note:** When you export to Excel, the style formatting is maintained.

**Syntax**

The Style option is interpreted by the browser, not by Financial Management, so it is limited only by what the browser supports. The Style option uses the standards supported by the W3C. See [http://www.w3.org/tr/rec-css2](http://www.w3.org/tr/rec-css2). The Style keyword consists of one or more style properties, separated by semicolons. Each property consists of the property name, a colon, and the value. The value can be one or more words, separated by spaces. For example:

\[ \text{Style:color:red;text-align:right} \]

**Note:** You can use the Style option keyword one time on a line and add multiple Property:Value pairs. For example:

\[ C3=S\#\text{Actual.Y}@\text{CUR(-1)},\text{Style:color:blue;background-color:red;font-weight:bold} \]

The Style Example table lists some of the properties and potential values that can be used. For a full list, see the Property Index at [http://www.w3.org/TR/REC-CSS2/propidx.html](http://www.w3.org/TR/REC-CSS2/propidx.html).
### Table 31  Style Examples

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color (foreground)</strong>&lt;br&gt;<strong>Background-color</strong></td>
<td>The color name or the standard hexadecimal RGB notation. For example:&lt;br&gt;Style: color: red&lt;br&gt;Style: color: rgb(255,0,0)&lt;br&gt;Style: background-color: #ff0000&lt;br&gt;Style: background-color: yellow&lt;br&gt;A quick reference for colors can be found at <a href="http://www.cross-browser.com/docs/colorCharts.html">http://www.cross-browser.com/docs/colorCharts.html</a></td>
</tr>
<tr>
<td><strong>Font-family</strong></td>
<td>The font name. For example:&lt;br&gt;Style: font-family: Arial</td>
</tr>
<tr>
<td><strong>Font</strong></td>
<td>The font style. For example:&lt;br&gt;Style: font: italic 13px Courier&lt;br&gt;<strong>Note:</strong> You can combine up to six font properties separated by a space for one Style value. For example:&lt;br&gt;Style: font: extra-bold Italic 12pt Arial</td>
</tr>
<tr>
<td><strong>Font-weight</strong></td>
<td>The font weight. Values include demi-bold, demi-light, extra-bold, light, extra-light, demi-light. For example:&lt;br&gt;Style: font-weight: extra-bold</td>
</tr>
<tr>
<td><strong>Font-size</strong></td>
<td>The font point size. For example:&lt;br&gt;Style: font-size: 12pt</td>
</tr>
<tr>
<td><strong>Alignment</strong></td>
<td>The text alignment. Values include left, right, center, and justify. For example:&lt;br&gt;Style: text-align: center</td>
</tr>
</tbody>
</table>

You can also mix styles where they intersect by including a semicolon after the Style keyword. Note that without the semicolon after the Style keyword, the style defined for the row is used because row values supersede column values when they conflict in the form. To mix the styles from the row and column definitions, you must include the semicolon on the row keyword.

Each cell in the grid displays only its right and bottom borders, so that a single pixel separates adjoining cells. You can use Style to change the color or set the line to dashed for the right or bottom borders. However, if you enable the top or left border, it will be in addition to the bottom border of the above cell and the right border of the cell to the left, respectively. This means you will have two borders. You can avoid double borders by turning off the adjacent border.

You also need to set the CustomHeaderStyle of an axis to keep the headers aligned with the grid.

**Example**

In the following example, the styles from Row 1 (pink background) and Column 1 (pink background and bold, green text) are mixed by adding a semicolon after the Style keyword in the row definition. See the example for `SuppressColHeaderRepeats` to see what the data entry form looks like if this syntax is used.

R1=Blank, CustomheaderStyle: font-weight: bold, CustomHeader: Balance sheet accounts, **Style::; Background-color: pink**
### SuppressColHeaderRepeats

Use this keyword to specify whether to suppress repeated column headers. The default is True.

This example shows the data form where repeated column headers are suppressed. If suppression is turned off, the column header Actual would also be displayed above August.

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance sheet accounts</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>1,746,137.00</td>
</tr>
<tr>
<td>Short Term Receivables</td>
<td>9,951.32</td>
</tr>
<tr>
<td>Inventories</td>
<td>-10,746.57</td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>2,831.47</td>
</tr>
<tr>
<td>Total Short Term Assets</td>
<td>1,748,173.21</td>
</tr>
<tr>
<td>Computers</td>
<td>33,333.00</td>
</tr>
<tr>
<td>Buildings</td>
<td>4,351.48</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>80,000.00</td>
</tr>
<tr>
<td>Fixtures</td>
<td>800,000.00</td>
</tr>
<tr>
<td>Tangible Assets</td>
<td>963,333.00</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>22,222.00</td>
</tr>
</tbody>
</table>

**Syntax**

```
SuppressColHeaderRepeats=Boolean
```

Replace `Boolean` with True or False.

**Example**

```
SuppressColHeaderRepeats=False
```

### SuppressInvalidColumns

Use this keyword to specify whether columns containing invalid cells are suppressed from the form. The default is False.

**Note:** Regardless of this setting, invalid columns are suppressed for non-administrator users.
Syntax
SuppressInvalidColumns=Boolean

Replace Boolean with True to suppress invalid columns or False to display invalid columns.

Example
SuppressInvalidColumns=False

**SuppressInvalidRows**

Use this keyword to specify whether rows containing invalid cells are suppressed from the form. The default is False.

*Note:* Regardless of this setting, invalid rows are suppressed for non-administrator users.

Syntax
SuppressInvalidRows=Boolean

Replace Boolean with True to suppress invalid rows or False to display invalid rows.

Example
SuppressInvalidRows=False

**SuppressNoDataColumns**

Use this keyword to specify whether columns containing nodata cells are suppressed from the form. The default is False.

Syntax
SuppressNoDataColumns=Boolean

Replace Boolean with True to suppress columns with no data or False to display columns with no data.

Example
SuppressNoDataColumns=False

**SuppressNoDataRows**

Use this keyword to specify whether rows containing nodata cells are suppressed from the form. The default is False.
Syntax
SuppressNoDataRows=Boolean

Replace Boolean with True to suppress rows with no data or False to display rows with no data.

Example
SuppressNoDataRows=False

SuppressRowHeaderRepeats

Use this keyword to specify whether to suppress repeated row headers. The default is True.

Syntax
SuppressRowHeaderRepeats=Boolean

Replace Boolean with True or False.

Example
SuppressRowHeaderRepeats=False

SuppressZeroColumns

Use this keyword to specify whether columns containing zeros are suppressed from the form. The default is False.

Syntax
SuppressZeroColumns=Boolean

Replace Boolean with True to suppress columns with zeros or False to display columns with zeros.

Example
SuppressZeroColumns=False

SuppressZeroRows

Use this keyword to specify whether rows containing zeros are suppressed from the form. The default is False.

Syntax
SuppressZeroRows=Boolean

Replace Boolean with True to suppress rows with zeros or False to display rows with zeros.
Using Relative Periods and Years

You can use these year and period functions:

- @Cur
- @First
- @Last
- @Next
- @Prev

Note: Year and period values are not case sensitive.

For the system to apply the relative year when the period extends past the current year, or if you need to refer to a prior year, you must specify Y#@Cur as part of the row or column definition.

For example, you need to specify C1=Y#@Cur.P#@Cur(+1) to return the correct year if the current period is the last period. If the current Point of View is 2008 December:


If the current Point of View is 2008 December: C2=P#@Cur(+1) returns 2009 January (if January is the first period in the year, and December is the last). Therefore, for the system to correctly reflect the year information, you specify the year in the column definition. For example, C2=Y#@Cur.P#@Cur(+1)

The @CUR function can be used for other dimensions to retrieve the current POV. However, @CUR for the other dimensions does not support using an offset, for example, +2, since the other dimensions are not chronological. For example, if the current POV had the Actual scenario, a valid example for a column would be to use C1=S#@CUR to return “Actual”. If you changed the POV scenario to Budget, this same column definition would return “Budget”.

Order of Precedence for Conflicting Attributes

There are multiple ways to set the number of decimals, scale, and POV for data forms. For example, you can set the number of decimals:

- For the form - FormNumDecimals=3
- For a column - C4=A#Inventory, NumDecimals:1
- For a row - R4=A#Sales, NumDecimals:2
- For a cell override - R2=S#Actual.P#August, Override(2,7, P#July, NumDecimals:4)
In some instances, the setting for one of these attributes may intersect with a conflicting setting for the same attribute. For example, a column may have a scale setting of 1, while an intersecting row may have a scale setting of 2. It is important to understand that the value that is applied for the number of decimals and scale attributes is based on this order of precedence:

- Cell Override
- Row
- Column
- Form
- Default - For number of decimals, the default comes from the account. For scale, the default is taken from the entity currency.

**Note:** In the POV, the value for each dimension is independently resolved. For example, the Account dimension might be set at the form level and the Scenario dimension at the row level.

The system resolves conflicting attributes according to the order of precedence. For example, if the number of decimals attribute is defined on a cell override, this value is used instead of the form, row, column or default.

Similarly, if a cell has conflicting data and calculations specified, this order of precedence is applied:

- SCalc
- Data

**Note:** SCalc formulas in a form are evaluated in a left to right, top to bottom order. For example, all of the columns in row 1 are evaluated sequentially, then all of the columns for row 2 are evaluated. An SCalc formula can refer to another SCalc cell that precedes it in the evaluation order.

### Editing Data Forms

You can edit a data form using the Form Builder.

**Note:** After you edit a data form, you must load the updated script to the application to see the changes that you made.

1. To edit a data form:
2. Open the application.
3. Select Administration, then Manage Documents.
4. Select the Data Entry Forms tab.
5. To edit a form, do one of these tasks:
Select the check box next to a form and click Edit.

Click the Edit icon next to a form.

**Note:** You can select only one form at a time to edit.

5 Edit the form information on each tab of the Form Builder. You can move between tabs by clicking the tab or by clicking Back and Next at the bottom of the Form Builder.

**Note:** To post changes to the server, click Update.

**Tip:** If you make a mistake, click Reset at the bottom of the Form Builder to reset values.

6 To scan the form for proper syntax, click Scan at the bottom of the Form Builder.

7 Click Save at the bottom of the Form Builder.

8 Select a file name and location.

### Creating Data Form Folders

You can create a folder hierarchy for data forms. A Root folder is available by default and cannot be deleted. New folders are created under the Root folder. Organizing data forms into folders may help if you have many forms.

➢ To create folders for data forms:

1 Open the application.

2 Select Administration, then Manage Documents.

3 Select the Data Entry Forms tab.

4 Select New Folder.

5 Enter a folder name.

   The name can contain a maximum of 20 characters, including spaces.

6 **Optional:** Enter a folder description.

   The description can contain a maximum of 40 characters, including spaces.

7 From **Security Class**, select the security class to assign to the folder.

   **Note:** Users of this folder must have access rights to the specified security class.

8 Click **OK**.
Viewing and Hiding Private Data Forms

You can view private documents of other users. This feature is available only to the application administrator. To view only private documents, click Show Private Documents; to view only public documents, click Hide Private Documents.

Loading Data Forms

After you create data form scripts, you load them into an application. For information on creating a data form script, see “Data Form Script Syntax” on page 144.

Note: Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

To load data forms:

1. Open the application.
2. Select Administration, then Manage Documents.
3. Select the Data Entry Forms tab.
4. Click Load.
5. Click Browse and locate the data form script to load, then click Open.

Note: By default, data form scripts use the WDF file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the WDF file extension.

6. Optional. Perform one of these steps:
   - To override the security class specified in the file being loaded, select Override, then select the security class from Security Class.
   - To make this form available only to you, select Private. If you select this check box, the Override check box and Security Class drop-down list are not available.

7. Repeat step 5 and step 6 until you have added the forms to load.
8. Optional: Select Overwrite Existing Documents if you are updating data forms.
9. Click OK.

Note: All data forms that you load must include a valid ReportLabel. If you have selected to load multiple forms and one of the forms has an invalid ReportLabel, none of the selected forms are loaded.
Extracting Data Forms

You can extract data form scripts from an application. Extracting the script does not delete the script from the folder or from the application. It only extracts the contents of the script to a location you select.

After you extract a data form script, you can modify it and load it to the application. Make sure to overwrite the old file when you load the script. You can also use the model for a new script.

Note: If you are loading a script to an application, you must select the Overwrite Existing Documents option to replace the old file in the application.

➢ To extract data forms:

1. Open the application.
2. Select Administration, then Manage Documents.
3. Select the Data Entry Forms tab.
4. Click Extract.
5. Click the file name link for the file to extract.
6. Click Save.
7. Specify the name and location for the extracted file, or leave the default name and path.

Note: By default, data forms use the WDF file extension.

8. Click Save.
9. Repeat steps 5-8 until you have extracted all data forms that you selected in step 3.
10. Click OK.

Deleting Data Forms

To be able to delete data forms, you must be an administrator with the security role of Manage Data Entry Forms.

➢ To delete data forms:

1. Open the application.
2. Select Administration, then Manage Documents.
3. Select the Data Entry Forms tab.
4. Select the check box next to the data form to delete.

Note: You must delete data forms from a folder before you can delete a folder.

5. Click Delete.
An Extended Analytics star schema enables you to use Essbase to analyze data and produce reports. To do so, you use the star schema to send data to an Oracle Essbase database.

Note: You create the database after you export to the star schema. See the Database Administrator's Guide for your release.

You can also use a star schema with third-party products.

To use the Extended Analytics module, you must set up an OLAP data source name (DSN) for the database that will store star schemas, then configure the DSN with the Financial Management configuration utility. For instructions, see the Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide.

Note: To store star schemas in multiple databases, you can create a DSN for each database.

To use Extended Analytics, you must be assigned the security role of Administrator or Extended Analytics.

Creating a Data Link (UDL) File for Extended Analytics

To use Extended Analytics, you must create a universal data link (UDL) file, which provides a connection between the database server and application server. You can also encrypt the UDL file.
To create a data link (UDL) file:

1. From Windows Explorer, select the folder in which to store the file.

   **Note:** You should store the file in a directory other than the Financial Management installation directory, so that you can retain the file if you uninstall Financial Management.

2. Select **File**, then **New**, and then **Text Document**.

3. Rename the file, removing all spaces, and change its file extension to `.udl`, for example, `hfm.udl`.

4. Configure the UDL file.

   See these topics:
   - “Configuring the Data Link for Oracle” on page 178
   - “Configuring the Data Link for Microsoft SQL Server” on page 179
   - “Configuring the Data Link for IBM DB2” on page 179

**Configuring the Data Link for Oracle**

The data link specifies the database server name and other database-related information, such as the username and password of a user with full access rights to the database server.

For Oracle, Financial Management requires the Oracle OLE DB Provider, which you can download from the Oracle Web site.

To configure the data link for Oracle:

1. From Windows Explorer, double-click the UDL file that you created.

2. From **Data Link Properties**, select the **Provider** tab, and from the **OLE DB Providers** list, select **Oracle Provider for OLE DB**.

3. Click **Next**.

4. On the **Connection** tab:
   a. Enter the server name `<Oracle Global Database Name>`.
   b. Enter a username and password.

   **Note:** Ensure that the user is granted privileges to create, update, and delete tables.

5. Select **Allow saving password**.

6. Select the database to which you want to connect.

7. Click **Test Connection**.

8. On the **Test Connection Succeeded** box, click **OK**.

9. Click **OK** to save the connection and close the dialog box.
Configuring the Data Link for Microsoft SQL Server

The data link specifies the database server name and other database-related information, such as the username and password of a user with full access rights to the database server.

To configure the data link for Microsoft SQL Server:

1. From Windows Explorer, double-click the UDL file that you created.
2. From Data Link Properties, select the Provider tab, and from the OLE DB Providers list, select Microsoft OLE DB Provider for SQL Server.
3. Click Next.
4. On the Connection tab:
   a. Enter the server name, which is the computer hosting the relational database.
   b. Select Use a Specific User Name and Password.
   c. Enter a username and password for a user with full access rights to the database.
   
   Note: You can use the default username sa. If you use the default name, leave the password text box blank, and select Blank Password. If you do not want to use the default username, you must enter the name of a user other than the default user who has full access rights. Ensure that this user is granted privileges to create, update, and delete tables.
   d. Select Allow Saving Password.
5. Select the database to which you want to connect.
6. Click Test Connection.
7. On the Test Connection Succeeded box, click OK.
8. Click OK to save the connection, and close the dialog box.
9. Right-click the UDL file, and select Open to set the selected UDL file as the system data link file.

Configuring the Data Link for IBM DB2

The data link specifies the database server name and other database-related information, such as the username and password of a user with full access rights to the database server.

To configure the data link for IBM DB2:

1. From Windows Explorer, double-click the UDL file that you created.
2. From Data Link Properties, select the Provider tab, and from the OLE DB Providers list, select IBM OLE DB Provider for DB2 Servers.
3. Click Next.
4. On the Connection tab:
   a. Select Use data source name option.
This option selects the data source name that you established during the IBM DB2 installation.

**Note:** If the data source name is not displayed in the list, go to the Client Configuration Assistant, Database Properties box, and select As a system data source.

b. Enter a username and password.

**Note:** Ensure that the user is granted privileges to create, update, and delete tables.

5 Select **Allow saving password**.

6 Click **Test Connection**.

7 On the **Test Connection Succeeded** box, click **OK**.

8 Click **OK** to save the connection and close the dialog box.

9 Right-click the UDL file and select **Open** to set the UDL file as the system data link file.

### Encrypting UDL Files

Financial Management provides a utility to encrypt the UDL file used by the application server to communicate with the database. Based on the UDL file extension, Financial Management detects whether the file is encrypted. If the file extension is `.UDL`, the system assumes that the file is not encrypted. If the file extension is `.hfmudl`, the system assumes that the file is encrypted.

To encrypt the UDL file, you use the EncryptHFMUDL utility located in the `FinancialManagement/Server` directory.

1. Do one of these tasks to access the MS-DOS command prompt:
   - Select **Start** > **Programs** > **Accessories** > **Command Prompt**.
   - Select **Start** > **Run**, and type `cmd`.

2. Enter `encryptHfmudl hfm.udl hfm.hfmudl`
   where `hfmUDL` is the location and name of your original UDL file, and `hfm.hfmudl` is the location for the encrypted UDL file.

**Note:** The encrypted UDL file extension must be `.hfmudl`. After encrypting the file, you can delete the original unencrypted file.

1. Do one of these tasks to access the MS-DOS command prompt:
   - Select **Start** > **Programs** > **Accessories** > **Command Prompt**.
   - Select **Start** > **Run**, and type `cmd`.

2. Enter `encryptHfmudl hfm.hfmudl hfm.udl /u.`
where \texttt{hfm.hfmudl.} is the location for the encrypted UDL file, and \texttt{hfm.udl} is the location for the decrypted UDL file.

### Extended Analytics Registry Settings

These registry keys can be set in the HKEY\_LOCAL\_MACHINE\SOFTWARE\Hyperion Solutions\Hyperion Financial Management\Server registry location.

#### Table 32  Extended Analytics Registry Settings

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Data Type</th>
<th>Default Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACommandTimeout</td>
<td>REG_DWORD</td>
<td>0</td>
<td>The number of seconds that must elapse before a SQL query is determined to be deadlocked. Specify a value from 0, which means no time out, to 65535.</td>
</tr>
<tr>
<td>NumEAThreads</td>
<td>REG_DWORD</td>
<td>8</td>
<td>The number of threads used during processing of data. Specify a value from 1 to 32.</td>
</tr>
<tr>
<td>EAIgnoreInvalidMemberIDs</td>
<td>REG_DWORD</td>
<td>0</td>
<td>Determines whether to fail if an invalid dimension member ID is encountered. Specify 1 to ignore invalid IDs. Specify 0 to have the system fail if an invalid ID is encountered.</td>
</tr>
<tr>
<td>EAUseSQLBinding</td>
<td>REG_DWORD</td>
<td>1</td>
<td>Determines whether to use SQL binding. Specify 1 to use SQL binding or 0 to disable SQL binding. <strong>Caution!</strong> If you disable SQL binding, performance may be adversely affected.</td>
</tr>
<tr>
<td>ConnectionPoolingTrace</td>
<td>REG_DWORD</td>
<td>0</td>
<td>Determines whether to trace connection pool activity to log. Specify 1 to trace or 0 to disable trace.</td>
</tr>
<tr>
<td>EATraceADOErrors</td>
<td>REG_DWORD</td>
<td>0</td>
<td>Determines whether to trace ActiveX Data Object (ADO) activity to log. Specify 1 to trace or 0 to disable trace. This setting is not applicable to ODBC.</td>
</tr>
<tr>
<td>EAUseODBC</td>
<td>REG_DWORD</td>
<td>1</td>
<td>Determines whether to use ODBC to interact with the external data store. Specify 1 to use ODBC or specify 0 to use ADO.</td>
</tr>
<tr>
<td>EALogEntirePOV</td>
<td>REG_DWORD</td>
<td>0</td>
<td>Determines whether to log the pov being captured in the Extended Analytics dump to the log file (in the temp directory). Specify 1 to log the POV or 0 to disable the logging.</td>
</tr>
</tbody>
</table>

### Star Schema

The Extended Analytics module enables you to create multiple star schemas per application. The table names in each star schema begin with a prefix that you specify. You can select multiple members in all dimensions to create the star schema that best reflects the information to export.

**Note:** Cell text and line item detail are not exported to the star schema.
The data combinations in the star schema are created based on the dimension members that you select to export. The more dimension members selected, the more possible data combinations that need to be created in the star schema, and the more time needed to complete the export process. You can calculate the number of data combinations by multiplying the number of members selected for each dimension.

**Caution!** Do not select to export all members from every dimension; select segments of data to export. Depending on the application size, the number of data combinations, and the amount of time to complete the export time could be excessive.

For example, you can export this data:

- Scenario - Actual
- Year - 2009
- Period - July
- View - Periodic
- Entity - Regional, United States, Florida, Connecticut
- Value - USD
- Account - Gross Margin, Sales, Total Costs
- ICP - [None]
- C1 - Balls, Tennis Balls, Golf Balls
- C2 - All Customers, Customer2, Customer3, Customer4, Customer5
- C3 - [None]
- C4 - [None]

The star schema that is created can then be used by Oracle Essbase Integration Services to create one or many data cubes to reflect the audience that needs to see and use the Budget information. The star schema will contain 180 data combinations for these members \((1 \times 1 \times 1 \times 1 \times 4 \times 1 \times 3 \times 1 \times 3 \times 5 \times 1 \times 1 = 180)\).

You can extract only local currency data if you prefer. To extract only local currency data, use the Entity Currency member from the Value dimension in the Point of View. Entity Currency acts as placeholder for the currency and extracts the default currency for each entity that is selected.

If the selected Scenario is YTD, Extended Analytics extracts periodic derived data. For example, suppose the Scenario is ZeroView=YTD. There is a value of 100 in an expense account in the first period. In the second period, no data is reported for that account. The derived periodic value for the second period is –100, forcing the YTD amount to 0. If Extended Analytics is run for this Point of View on a periodic basis, for the first three periods, the values are 100, –100, and 0, respectively.
Star Schema Formats

You select one of these extract format options when you create a star schema:

- Standard
- Metadata Only
- Selected Metadata Only
- Essbase
- Data Warehouse
- Flat File with Header
- Flat File No Header

The extract format option that you select determines the schema format used. Each schema format generates a different set of tables. These schema formats are available:

- Standard Essbase Schema - this schema is used for the Standard, Metadata Only, and Selected Metadata Only extract format types.
- SQL and Essbase Schema - this schema is used for the Essbase extract format type.
- Warehouse Normalized Hierarchy Schema - this schema is used for the Data Warehouse extract format type.

Prefix Tables

For each schema format, the system creates a \texttt{PREFIX\_FACT} table that contains keys to the 13 dimension tables and one data field. The system also creates \texttt{PREFIX\_DIMENSION} tables, \texttt{HFM\_EA\_EXTRACT} table to track extract timestamps for metadata, and a \texttt{PREFIX\_LOCK\_ACCESS} table to track writer and reader locks. A writer lock is used when metadata is being changed, for example, when the create or replace process is being used. A reader lock is used when metadata is not being changed and the system is updating data in the FACT table, for example when an update process is being used. The rules for locking are:

- Only one writer at a time can execute against the same prefix on the same DBMS instance.
- If a writer is executing or is in the queue, no readers can execute until the writer has completed.
- Multiple readers can execute simultaneously regardless of the point of view.

Note: The system creates two tables for the Entity dimension: \texttt{PREFIX\_ENTITY} and \texttt{PREFIX\_PARENT}.

For the SQL and Essbase Aggregation Schema format, the system also creates \texttt{PREFIX\_DIMENSION\_BASE} tables.

For the Warehouse Normalized Hierarchy Schema format, the system creates \texttt{PREFIX\_DIMENSION\_PARENT} tables.
**Note:** Base and Parent tables are not created for the View, Year, and Parent dimensions.

For example, if the Relational Table Prefix is DEMO, the system creates these tables for the Essbase format:

- HFM_EA_EXTRACT1
- HFM_LOCK_ACCESS1
- DEMO_FACT
- DEMO_YEAR
- DEMO_VIEW
- DEMO_PARENT
- DEMO_SCENARIO and DEMO_SCENARIO_BASE
- DEMO_PERIOD and DEMO_PERIOD_BASE
- DEMO_VALUE and DEMO_VALUE_BASE
- DEMO_ENTITY and DEMO_ENTITY_BASE
- DEMO_ICP and DEMO_ICP_BASE
- DEMO_ACCOUNT and DEMO_ACCOUNT_BASE
- DEMO_CUSTOM1 and DEMO_CUSTOM1_BASE
- DEMO_CUSTOM2 and DEMO_CUSTOM2_BASE
- DEMO_CUSTOM3 and DEMO_CUSTOM3_BASE
- DEMO_CUSTOM4 and DEMO_CUSTOM4_BASE

**Flat File Extract Options**

When you extract members in a flat file format, you can select whether to include a header for the file.

**Example: Flat File with Header**

Scenario=Actual

Year=2009

Period=[Year]

View=YTD

Entity=CORP_OPS

Parent=GROUP

Value=[Parent Total]

Possible Duplicated Records=No

SalesIC;CHINA;[None];[None];[None];[None];100000
SalesIC;CHINA;[None];AllCustom2;[None];[None];100000
Scenario=Actual
Year=2009
Period=[Year]
View=Periodic
Entity=CORP_OPS
Parent=GROUP
Value=[Parent Total]
Possible Duplicated Records=No
SalesIC;CHINA;[None];[None];[None];[None];100000
SalesIC;CHINA;[None];AllCustom2;[None];[None];100000

Example: Flat File No Header
!Data
Actual;2009;[Year];YTD;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];[None];[None];[None];100000
Actual;2009;[Year];YTD;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];AllCustom2;[None];[None];100000
Actual;2009;[Year];Periodic;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];[None];[None];[None];100000
Actual;2009;[Year];Periodic;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];AllCustom2;[None];[None];100000

Creating and Exporting Data to a Star Schema

You can create a star schema by specifying the prefix that identifies the tables for the schema and the dimension members of the cells to be exported. Before you export the data, make sure that the application data is consolidated.

Caution! Do not use the Financial Management database as the destination database for the data export.

Note: For Oracle database users: The extracted text data is stored in NVARCHAR(Unicode) format. Use the Oracle “translate” command in SELECT statements to convert the text from Unicode to ANSI format. For example, SELECT translate(LABEL using CHAR_CS) as LABEL FROM DEMO_ACCOUNT.

You can also extract selected data to a flat file. The data is extracted as a .dat file to the HFM Server Working folder on the application server.
Note: If you are extracting a large amount of data, make sure that you have adequate disk space for the extract.

Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

➢ To create a star schema and export Financial Management data to it:

1. Open the application.
2. Select Administration, then Extended Analytics.
3. Do one of these tasks:
   - From Template, select the saved POV template to use.
   - Select the POV dimension members to export.
4. From Destination Database (DSN), select the database to which you are exporting the star schema.
   
   Note: Do not use the same Financial Management database that you are exporting data from as the destination database.
5. For Relational Table Prefix, enter the prefix that will identify the tables for the star schema.
   
   Note: The prefix can contain up to 10 alpha-numeric characters and must start with a letter. It cannot contain an underscore. The default prefix is the application name.
6. From Extract Format, select the type of extract to perform on the data:
   - Standard
   - Metadata Only - extracts metadata only
   - Selected Metadata Only - extracts only the metadata for the selected dimension members.
   - Essbase
   - Data Warehouse
   - Flat File with Header
   - Flat File No Header
7. Optional: Uncheck the Exclude Dynamic Accounts option to include dynamic accounts in the star schema.
Updating a Star Schema

You can export data to a previously defined star schema. When you update a star schema, you can specify different dimension members.

**Note:** When you update a star schema, the system clears data from the Fact table only.

Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

To update a star schema:

1. Open the application.
2. Select **Administration**, then **Extended Analytics**.
3. Do one of these tasks:
   - From **Template**, select the saved POV template to use.
   - Select the POV dimension members to export.
4. From **Destination Database (DSN)**, select the database that contains the star schema.
5. For **Relational Table Prefix**, type the prefix that identifies the tables for the star schema.
   
   **Note:** The prefix can contain up to 10 alpha-numeric characters and must start with a letter. The default prefix is the application name.

6. From **Extract Format**, select the type of extract to perform on the data.
   - Standard
   - Metadata Only - extracts metadata only
   - Selected Metadata Only - extracts only the metadata for the selected dimension members.
   - Essbase
   - Data Warehouse

   **Note:** The Flat File option is not available for this action.

7. **Optional:** Uncheck the **Exclude Dynamic Accounts** option to include dynamic accounts in the star schema.

8. Select **Update Star Schema**.
Deleting a Star Schema

You can delete a star schema that you no longer need. Deleting a star schema deletes all of the star schema data, metadata, and tables.

To delete a star schema:
1. Open the application.
2. Select Administration, then Extended Analytics.
3. From Destination Database (DSN), select the database that contains the star schema.
4. For Relational Table Prefix, type the prefix that identifies the star schema’s tables.

Note: The prefix can contain up to 10 alpha-numeric characters and must start with a letter. The default prefix is the application name.

Creating a Star Schema Template

You can create a star schema template, which enables you to name and save POVs so that you can use them again.

To create a star schema template:
1. Open the application.
2. Select Administration, then Extended Analytics.
3. Select the POV dimension members.
4. From Destination Database (DSN), select the database to which you are exporting the star schema.
5. For Relational Table Prefix, type the prefix that identifies the star schema’s tables.

Note: The prefix can contain up to 10 alpha-numeric characters and must start with a letter. The default prefix is the application name.
6. Click .
7. Type a template name.
8. Optional: To overwrite a template, select Overwrite.
9. Click Save.
10. Click OK.
Deleting a Star Schema Template

To delete a star schema template:

1. Open the application.
2. Select Administration, then Extended Analytics.
3. From Template, select the template to delete.
4. Click .
5. Click OK to confirm.
6. Click OK.
You can generate these report types in Financial Management:

- Explore Data reports, which display information from data grids
- Journal reports, which display information for a specific journal or list of journals based on criteria that you select in the Journals module
- Intercompany Partner (ICP) Matching reports, which display the intercompany transactions that are to be eliminated during consolidation

You must specify these attributes for every report:

- Report Type
- Description
- Point of View
Caution! When you define reports, you must follow the syntax as shown in the following examples. The ReportType must start with a capital letter. Do not include spaces between words or on either side of the equal sign.

This example shows a Report Type, Report Description, and Point of View for a Journal report.

```
ReportType=Journal
ReportDescription=TaxJournals
```

The Point of View definitions are different for each report. For detailed examples of reports, see “Explore Data Report Example” on page 192, “Journal Report Example” on page 193, and “Creating Intercompany Partner Matching Reports” on page 194.

The date, time, and user fields are automatically displayed as header information on all reports. When you create a Journals, Explore Data or Intercompany Partner Matching Report on the Desktop, the report definition is created automatically and opened in the System Reports module. When you create a report from the Journals module on the Desktop, it opens in the View tab in the Reports module. When you create a report from the Journals module on the Web, you can preview the report or save the definition. When you create a report from the Explore Data module, it opens in the Design tab. You can use the Design view to modify a report script before you generate the report. You can then set a report description, apply a new style sheet, and save the report locally or remotely.

When you use reports on the Web, the system creates temporary files and log files containing information about these operations. You should set up a file transfer directory other than the Financial Management Web directory to store these temporary files. For information about creating this File Transfer directory, see the Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide.

**Explore Data Report Example**

This example shows a sample Explore Data report definition script:

```
ReportType=ExploreData
ReportDescription=Default Data Grid
Scenario=Budget
Year=2009
Period=July
View=<Scenario View>
Entity=UnitedStates.Connecticut
Value=USD
Account=Sales
ICP=[ICP None]
Custom1=[None]
Custom2=[None]
Custom3=[None]
Custom4=[None]
Scenarios=Budget
Years=2009
Periods=
```
Creating Journal Reports

You create journal reports to check the status of journals and review journal adjustments. You can create a journal report to display information for a specific journal, or list of journals based on criteria that you select in the Journals module. For example, you can select to display only journals with a specific status, balance type, entity, or account. You can also select the columns that display on the report and change their sort order.

You can set single entity and account filters for journal reports in the report definition. The syntax for Entity filtering is EntityFilter=ParentName.ChildName (for example, UnitedStates.Maryland). The syntax for Account filtering is AccountFilter=MemberName (for example, Sales).

Journal Report Example

This example shows a sample Journal report definition:

```
ReportType=Journal
ReportDescription=Tax Journals
ShowDescriptions=0
DisplayColumn_0=Label,Ascending,Repeat,Yes
DisplayColumn_1=Group,Ascending,Repeat,Yes
```
Creating Intercompany Partner Matching Reports

You create Intercompany Partner (ICP) Matching reports to list the intercompany transactions that are eliminated during consolidation. Intercompany transactions are managed across the Intercompany Partner dimension. The Intercompany dimension contains all intercompany balances that might exist for an account. You can enter intercompany transactions through data grids, Data Load, Journals, or data forms. Financial Management can track and eliminate intercompany transaction details across accounts and custom dimensions. Intercompany transactions are eliminated as of the first common parent of two intercompany entities. They are eliminated through the [Elimination] member of the Value dimension.

Intercompany Matching reports help you track intercompany transactions for analysis and auditing purposes. The Intercompany Matching report shows matches for entities and intercompany partner dimensions that have been set up with the Intercompany Partner (IsICP) attribute enabled.

You can create Intercompany Matching reports by using the user interface or by using a text editor to specify report options in a script. To edit a report, you must modify the report script. You can select accounts for the report, or use the plug account option, in which the system generates the account and matching account based on the plug account. You can also select to suppress reversed transactions, custom dimensions or intercompany details. When you print a report, you can override report settings to customize the report for your needs.

Selecting Member Lists for Intercompany Matching Reports

You can select member lists for the report Entity and Partner. For example, you could select the Regional member list for the Entity field. If you select a member list for Entity and Partner, the system processes the ICP transactions for all entities in the Entity list against all entities in the Partner list. The system only processes transactions for entities that have the ICP attribute enabled.

Selecting Accounts for Intercompany Matching Reports

You must define the account and matching accounts for the report. If you would like the system to generate the account and matching account based on the plug account, you can specify the plug account option and the system automatically generates the account and matching account.
Specifying Decimal Places in Intercompany Matching Reports

You can add the Decimal keyword to an Intercompany Matching report definition to specify the number of decimal places to display in the report. The possible values for the decimal are default, 0-9. If you do not specify a decimal value, the system uses the default decimal setting as defined in the account.

Selecting Style Sheets for Intercompany Matching Reports

You can select a style sheet from a drop-down list when you are creating a report. You can also add the StyleSheet keyword to the report definition to specify the style sheet to use for the report; for example, StyleSheet=HFM_IntercompanyDefault.xsl. If you do not specify a style sheet in the report definition, the system uses the default style sheet.

Specifying Currencies in Intercompany Matching Reports

You can generate an Intercompany Matching report in a currency that you specify. This enables you to run the report and validate intercompany transactions in a common currency before the amounts are consolidated. For example, to check the values in the EUR currency, you could change the Value in the Point of View from USD to EUR and generate the report.

If you define a report using a currency that has not been translated, the system performs the translation process using the translation rules defined in the Sub Translate section of your rule file. The system also stores the translated amounts in the corresponding currency Value dimension member. However, if the reporting currency has previously been translated and the translation status of the entity is OK, the system does not need to re-translate and uses the stored translated amounts for processing the Intercompany Matching report.

For example, if you run an Intercompany Match report for the currency EUR, the system first checks if the translated data has been created for the EUR currency (V#EUR). The system also checks to ensure that translation status is OK. If the translation status of the entity is TR (requires translation), the system re-translates to ensure that the translated data is valid. Otherwise, the system uses the stored translated amounts for processing. However, if the data has not yet been translated to EUR, the system performs the translation process as defined in Sub Translate and stores the translated amounts in the EUR value member. The EUR translated amounts are also used for the Intercompany Matching report.

Suppression Options for Intercompany Matching Reports

When you create an Intercompany Matching report, you can suppress several types of intercompany transactions and detail from the report. You can also select these suppression options when you print the report.
Suppressing Matches

When you create an Intercompany Matching report, you can show or suppress matching Entity/Partner transactions. If you select to suppress them, the system suppresses the transactions if the Entity and Partner amounts are within the matching tolerance amount or percentage. For example, if an Entity has an amount of 299 and the Partner has 200, the difference is 99. If the matching tolerance amount is 100 and the difference between the Entity and Partner is less than 100 as in this example, the system suppresses the transactions because it is within the matching tolerance.

If you select not to suppress the Entity/Partner transactions, the system does not suppress them even if the Entity and Partner amounts are within the matching tolerance amount or percentage. Using the previous example, even if the difference amount is 99 and if it is within the matching tolerance, the system does not suppress the transactions. The matching tolerance specified is displayed in units.

Suppressing Reversed Transactions

By default, the system displays the reversed transactions from an Intercompany Partner every time a transaction is displayed for the Entity. You can select to suppress these reversed transactions when you create a report.

This option is very useful when you have one matching account for the report. For example, you might have a “Cash” account used to store intercompany transactions for Revenue and Expense. In this case, you must use the Suppress Reversed Transaction option to avoid a double entry because there is only one matching account for the report.

Suppressing Details

For an Intercompany Matching report to display only the difference amount, you can suppress the intercompany details when you create a report. When you select this option, the report does not display the intercompany transactions and prints only the total difference for each Entity/Partner section. If there is a discrepancy and you need to view each intercompany transaction, you can regenerate the report and show intercompany details.

Suppressing Custom Dimensions

You can select to suppress the columns for the Custom 1, 2, 3 or 4 dimensions.

Member Display Option

You can display the label, description, or both for the dimension member in the report.

Group By Option

You can group your intercompany partner transactions by Custom 1, 2, 3, or 4. The system sorts the details based on this option and provides a subtotal for the group.
Defining Intercompany Partner Matching Report Scripts

You use the keywords in this section to define Intercompany Partner Matching report scripts. After you create a script, save it with the RPT file name extension.

Sample Intercompany Partner Matching report scripts are included when you install Sample Applications for Financial Management. The files are located in the Sample Apps folder in the directory to which you installed Financial Management.

Note: Intercompany Partner Matching report script keywords are not case-sensitive.

**ReportType**

This keyword specifies the report type. This keyword is required in the script.

**Syntax**

```
ReportType=Intercompany
```

**ReportDescription**

This keyword specifies the description for the report. The report description can contain a maximum of 40 characters. This keyword is required in the script.

**Syntax**

```
ReportDescription=ReportDescription
```

Replace *ReportDescription* with the description for the report. For example:

```
ReportDescription=Intercompany Elimination Report
```

**StyleSheet**

This keyword specifies the style sheet to use for the report.

**Syntax**

```
StyleSheet=StyleSheetFileName
```

Replace *StyleSheetFileName* with the style sheet for the report. For example:

```
StyleSheet=HFM_IntercompanyDefault.xsl
```

If you do not specify a style sheet in the report definition, the system uses the default style sheet.

**POV**

This keyword specifies the point of view for the report. This keyword is required in the script.
Syntax

POV=S#Scenario.Y#Year.P#Period.V#Value.W#View

Replace Scenario, Year, Period, Value, and View with valid dimension members. For example:

POV=S#Actual.Y#2009.P#July.V#USD.W#YTD

Note: Adjs value members, for example parent curr adjs, are not supported.

**Entity**

This keyword specifies the entity or entity member list to be displayed on the report.

Syntax

Entity=E#Parent.Entity

Entity=E{EntityList}

Replace Entity.Parent with the entity-parent combination. Replace EntityList with the name of a valid member list. For example:

Entity=E#UnitedStates.Connecticut

Entity=E{Geographical.[Base]}

**Partner**

This keyword specifies the partner or partner member list to be displayed on the report.

Syntax

Partner=E#PartnerParent.PartnerEntity

Partner=E{PartnerList}

Replace PartnerParent.PartnerEntity with the partner parent-entity combination. Replace PartnerList with the name of a valid partner member list. For example:

Partner=E#UnitedStates.Florida

Partner=E{Geographical.[Base]}

**AccountEntity and AccountPartner**

The AccountEntity_x and AccountPartner_x keywords specify the accounts for matching. For each account pair to match, you specify AccountEntity_x and AccountPartner_x starting with zero. To create a One to Many or Many to Many matching report, specify additional accounts using the correct keyword. You cannot use duplicate keywords within one report. For example, you should not have AccountEntity_0 more than once within one report.

Syntax

AccountEntity_0=A#Sales.C1#GolfBalls.C2#Customer2
This example uses these keywords to show all accounts in one matching report:

AccountEntity_0=A#1004780
AccountEntity_1=A#1004790
AccountEntity_2=A#1005850
AccountEntity_3=A#1005850
AccountPartner_0=A#2000100
AccountPartner_1=A#2000140
AccountPartner_2=A#2000210
AccountPartner_3=A#2000250
AccountPartner_4=A#2000320
AccountPartner_5=A#2000430
AccountPartner_6=A#2000560
AccountPartner_7=A#2000630
AccountPartner_8=A#2000680

This example uses the Entity and Partner keywords to create different reports with different account pairs. This is an example of one report with one account matching two accounts (one to many):

Report 1
AccountEntity_0=A#1004780
AccountPartner_0=A#2000100
AccountPartner_1=A#2000140

This example shows one report with two accounts matching one account (many to one):

Report 2
AccountEntity_0=A#1004790
AccountEntity_1=A#2000210
AccountPartner_1=A#2000250

Report 3 is an example of one report with one account matching with one account (one to one).

Report 3
AccountEntity_0=A#1005850
AccountPartner_0=A#2000320

Report 4 is an example of one report with two accounts matching with four accounts (many to many).

Report 4
AccountEntity_0=A#1005850
AccountEntity_1=A#1005860
AccountPartner_0=A#2000430
AccountPartner_1=A#2000560
AccountPartner_2=A#2000630
AccountPartner_3=A#2000680

SuppressIfMatch

This keyword suppresses transactions if the entity and partner amounts are within the matching tolerance amount.
Syntax

SuppressIfMatch=Boolean

Replace Boolean with Yes or No. For example:
SuppressIfMatch=Yes

For example, if an Entity has an amount of 299 and the Partner has 200, the difference is 99. If the matching tolerance amount is 100 and the difference between the Entity and Partner is less than 100, as in this example, the system suppresses the transactions because it is within the matching tolerance.

If you select not to suppress the Entity/Partner transactions, the system does not suppress these even if the Entity and Partner amounts are within the matching tolerance amount. Using the previous example, even if the difference amount is 99 and if it is within the matching tolerance, the system does not suppress the transactions.

Note: Matching tolerance is specified in units.

SuppressReversedTransactions

This keyword suppresses reversed transactions from partners for each corresponding entity transaction.

Syntax

SuppressReversedTransactions=Boolean

Replace Boolean with Yes or No. For example:
SuppressReversedTransactions=Yes

By default, the system displays the reversed transactions from an Intercompany Partner every time a transaction is displayed for the Entity. You can select to suppress these reversed transactions when you create a report.

This option is useful when you have one matching account for the report. For example, if you have one “wash” account to state intercompany transactions for Revenue and Expense. In this case, you must use the suppress reversed transactions option to avoid the double entry because there is only one matching account for the report.

SuppressDetails

This keyword suppresses intercompany detail and prints only the Total difference for each Entity/Partner section.

Syntax

SuppressDetails=Boolean

Replace Boolean with Yes or No. For example:
SuppressDetails=Yes
For an Intercompany Matching report to display only the difference amount, you can suppress the intercompany details when you create a report. When you select this option, the report does not display the intercompany transactions and only prints the Total difference for each Entity/Partner section. If there is a discrepancy and you need to view each intercompany transaction, you can regenerate the report and show intercompany details.

**MatchingTolerance**

This keyword lets you specify a value to see only out of balance transactions over a certain amount, or use the default value of 0.

**Note:** Matching tolerance is specified in units.

**Syntax**

```
MatchingTolerance=ToleranceValue
```

Replace `ToleranceValue` with a number that is less than 1 billion. The limit for this keyword is 999999999. For example:

```
MatchingTolerance=100
```

For example, if an Entity has an amount of 299 and the Partner has 200, the difference is 99. If the matching tolerance amount is 100 and the difference between the Entity and Partner is less than 100 as in this example, you can use the SuppressIfMatch keyword to have the system suppress the transaction because it is within the matching tolerance.

**SuppressCustoms**

This keyword suppresses custom dimensions.

**Syntax**

```
DisplayCustomn=Boolean
```

Replace `n` with the number of the custom dimension and replace `Boolean` with Yes or No. The default is Yes. For example:

```
DisplayCustom1=Yes
DisplayCustom2=Yes
DisplayCustom3=No
DisplayCustom4=No
```

**ScaleFactor**

This keyword specifies the unit in which amounts are displayed by identifying where the decimal point is placed. For example, if you enter a scale factor of 3, the report amount is displayed in thousands. If the scale factor is 0, the report amount is displayed in units.
Syntax

`ScaleFactor=Scale`

Replace `Scale` with one of these numbers:

- 0 = Units
- 1 = Tens
- 2 = Hundreds
- 3 = Thousands
- 4 = Ten Thousands
- 5 = Hundred Thousands
- 6 = Millions
- 7 = Ten Millions
- 8 = Hundred Millions
- 9 = Billions

For example:

`ScaleFactor=3`

In this example, the number 12345.78 is displayed as 12.345678 on the report.

**Decimal**

This keyword specifies the number of decimal places to display in the report and can override the number of decimal places defined in the account.

Syntax

`Decimal=NumberDecimalPlaces`

Replace `NumberDecimalPlaces` with a number 0-6. If you do not specify a decimal value, the system uses the default decimal setting as defined in the account. For example:

`Decimal=3`

In this example, the number 123.4567 is displayed as 123.457.

**DisplayLabels**

This keyword specifies if member labels are displayed on the report.

Syntax

`DisplayLabels[Boolean]`

Replace `Boolean` with Yes or No. The default is Yes. For example:

`DisplayLabels=Yes`
**DisplayDescriptions**
This keyword specifies if member descriptions are displayed on the report.

**Syntax**

DisplayDescriptions=Boolean

Replace *Boolean* with Yes or No. The default is No. For example:

DisplayDescriptions=Yes

**DisplayPlugElimAccts**
This keyword specifies if a summary of plug accounts affected by the intercompany transactions is displayed.

**Syntax**

DisplayPlugElimAccts=Boolean

Replace *Boolean* with Yes or No. For example:

DisplayPlugElimAccts=Yes

**GroupByCustom**
This keyword groups custom dimension transactions by Custom 1, Custom 2, Custom 3, or Custom 4 dimension. This keyword is optional.

**Syntax**

GroupByCustom=Custom

Replace *Custom* with the number of the custom dimension by which to group the Custom dimensions in the report. For example:

GroupByCustom=1

**Creating Intercompany Transaction Reports**
You can create these types of intercompany transaction reports:

- IC Transactions - create a list of transactions.
- IC Matching by Account - create matching reports based on accounts selected.
- IC Matching by Transaction ID - create matching reports based on transaction ID.
- IC Template

See “IC Transaction Report Syntax” on page 204.
IC Transaction Report Syntax

These keywords are used in creating an Intercompany Transaction report script.

Table 33  Keywords for IC Transaction Report Scripts

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ReportType</td>
<td>Specify the report type. For example, ReportType=ICTransactions</td>
</tr>
<tr>
<td>ReportLabel</td>
<td>Specify the report name. For example, ReportLabel=Transaction Report</td>
</tr>
<tr>
<td>ReportDescription</td>
<td>Specify a report description. For example, ReportDescription=Intercompany Transaction Detail Report</td>
</tr>
<tr>
<td>ReportSecurityClass</td>
<td>Specify the security class for the report. The default is [Default].</td>
</tr>
<tr>
<td>POV</td>
<td>Specify a valid point of view for the report. For example, POV=S#ActMon.Y#2009.P#January</td>
</tr>
<tr>
<td>ScaleFactor</td>
<td>Specify a scale factor for the report. The scale can be a value from 0 to 9.</td>
</tr>
<tr>
<td>Decimal</td>
<td>Specify the number of decimals to display in the report. The number of decimals can be a value from 0 to 9.</td>
</tr>
<tr>
<td>IncludeMatched</td>
<td>Specify True to include matched transactions in the report, otherwise False.</td>
</tr>
<tr>
<td>IncludeUnMatched</td>
<td>Specify True to include unmatched transactions in the report, otherwise False.</td>
</tr>
<tr>
<td>IncludeMisMatched</td>
<td>Specify True to include mismatched transactions in the report, otherwise False.</td>
</tr>
<tr>
<td>IncludePosted</td>
<td>Specify True to include posted transactions in the report, otherwise False.</td>
</tr>
<tr>
<td>IncludeUnPosted</td>
<td>Specify True to include unposted transactions in the report, otherwise False.</td>
</tr>
<tr>
<td>Entity</td>
<td>The entity must be a valid ICP base entity, not a parent entity.</td>
</tr>
<tr>
<td>Partner</td>
<td>The partner entity must be a valid ICP entity for the account.</td>
</tr>
<tr>
<td>Entity Account</td>
<td>If you are displaying Entity transactions, specify an entity account.</td>
</tr>
<tr>
<td>Partner Account</td>
<td>If you are displaying Partner transactions, specify a partner account.</td>
</tr>
<tr>
<td>TransactionID</td>
<td>This ID is required. You must enter an ID for the transaction, with a maximum of 40 characters. When combined with the Sub ID, this ID becomes a unique identifier for the Entity/Partner/Account/C1/C2/C3/C4 within the Scenario/Year/Period.</td>
</tr>
<tr>
<td>Transaction Sub ID</td>
<td>Specify a transaction Sub ID.</td>
</tr>
<tr>
<td>TransactionCurrency</td>
<td>This is the currency used for the Invoice transaction. It must be a valid currency defined in the application.</td>
</tr>
<tr>
<td>ReferenceID</td>
<td>This is optional. You can enter a Reference ID to store reference information for the transaction. For example, the entity might have its own set of invoice numbering that is different from the entity that issued the invoice. You can enter additional information in this Reference ID for information purposes only. You can enter the entity reference ID in the Transaction ID and enter the corresponding invoice number from the partner entity.</td>
</tr>
<tr>
<td>Keyword</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>MatchCode</strong></td>
<td>This is optional. The match code must be one of these prefixes to distinguish the different types of matching processes:</td>
</tr>
<tr>
<td></td>
<td>1. <strong>A</strong> - Auto-matching performed using Accounts</td>
</tr>
<tr>
<td></td>
<td>2. <strong>I</strong> - Auto-matching performed using the Transaction ID</td>
</tr>
<tr>
<td></td>
<td>3. <strong>R</strong> - Auto-matching performed using the Reference ID</td>
</tr>
<tr>
<td></td>
<td>4. <strong>M</strong> - Manual matching performed</td>
</tr>
<tr>
<td><strong>TransactionAmount</strong></td>
<td>Specify a range of transaction amounts.</td>
</tr>
<tr>
<td><strong>ReasonCode</strong></td>
<td>This is optional. The reason code must be a valid reason code defined by the administrator. The main purpose of the reason code is to indicate why a transaction has a MisMatched status - for example, because of a missing invoice from the partner entity, or an incorrect amount entered by the partner. If the transaction has a Matched status, you do not need to assign a reason code for the transaction. You cannot assign a reason code to transactions with an UnMatched status.</td>
</tr>
<tr>
<td><strong>FromDate</strong></td>
<td>This is optional. This must be a valid date.</td>
</tr>
<tr>
<td><strong>ToDate</strong></td>
<td>This is optional. This must be a valid date.</td>
</tr>
<tr>
<td><strong>DisplayColumns Section</strong></td>
<td>Specifies the columns that are displayed in the report and how they are displayed. Syntax is:</td>
</tr>
<tr>
<td></td>
<td><code>&lt;Displayed Columns&gt;, &lt;Sort&gt;, &lt;Options&gt;, &lt;Repeat&gt;, &lt;Totals&gt;</code> where <code>&lt;Displayed Columns&gt;</code> is a valid column, <code>&lt;Sort&gt;</code> is Ascending or Descending, <code>&lt;Options&gt;</code> is Label, Description or Both, <code>&lt;Repeat&gt;</code> is Repeat or NoRepeat, and <code>&lt;Totals&gt;</code> is Total or NoTotal.</td>
</tr>
<tr>
<td><strong>DisplayEntityTransactions</strong></td>
<td>Specify True to display entity transactions in the report, otherwise False.</td>
</tr>
<tr>
<td></td>
<td>You can select to display only intercompany transactions for a specific entity and partner, or also display the corresponding transactions from the partner with the entity. For example, if you select only the transactions for Entity A with Partner B in the Entity and Partner selections, the system displays only the transactions that Entity A has with Partner B. However, if you would like to see the corresponding transactions for Entity B with Partner A, you can select to include Entity transactions and Partner transactions.</td>
</tr>
<tr>
<td><strong>DisplayPartnerTransactions</strong></td>
<td>Specify True to display partner transactions in the report, otherwise False.</td>
</tr>
<tr>
<td><strong>Suppress Details</strong></td>
<td>Specify True to suppress transaction detail and display only the subtotal row.</td>
</tr>
</tbody>
</table>
Managing Rules

You use Financial Management rules to automate the calculations of data within an application. You can use rules for these purposes:

- Calculate data entry level amounts for a specific entity, scenario, and period.
- Prevent data entry for a specific cell in a specific entity, scenario, and period.
- Allow input at the Parent entity level.
- Calculate data that cannot be calculated through a hierarchical aggregation, such as ratios or variance analysis.
- Perform allocations from a parent entity to a list of base entities.
- Perform complex currency conversions, calculate exchange rate differences, or perform other calculations necessary for your consolidation.
- Define formulas to dynamically calculate accounts.
- Specify the accounts in the application that support intercompany transactions.

You can write rules in a text editor, or you can use the Financial Management Rules Editor to create rules.

Note: To work with rules in Calculation Manager, see Chapter 12, “Creating Rules Using Calculation Manager”.
## Rule Types

You can write rules that set and clear values, calculate data, translate currency, consolidate data, allocate data from one location to another, and prevent data input.

### Table 34  Rule Types

<table>
<thead>
<tr>
<th>Rule Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation</td>
<td>Calculation rules run when users run calculations. You can use Calculation rules to perform calculations that cannot be calculated through the natural order of the dimension hierarchies. For example, you can create calculations to derive ratios or opening balances. The Calculate() routine is executed when you calculate or consolidate data.</td>
</tr>
</tbody>
</table>
| Translation | Translation rules run when users run translations. You can use Translation rules to perform calculations related to non-standard translations. The Translate() routine is executed when you translate or consolidate data. For example, if the application is using the default ClosingRate to translate Assets and LIABILITY accounts and AverageRate to translate REVENUE and EXPENSE accounts, you may want to use a different translation rate to calculate the translation difference related to Net REVENUE. Financial Management executes Translation rules in these cases:  
- When a user runs a currency translation by right-clicking in the Explore Data module and selecting Translate or Force Translate from the menu that is displayed. This is useful for performing translations as you enter data.  
- When a user performs a consolidation and a parent entity’s default currency is different from a child entity’s default currency. |
| Consolidation | Consolidation rules run when users run consolidations. You can use consolidation rules to perform non-standard consolidations, most commonly found in statutory applications. The Consolidate() routine is executed when you consolidate data. |
| Allocation | Allocation rules allocate data from one entity to a list of entities. For example, you can use Allocation rules to calculate administrative expenses for a list of entities based on the total administrative expenses for some other entity. |
| Input | Input rules allow input at the Parent entity level. Only the entity currency Value dimension is supported. Note that contribution values from children to the Parent entity’s entity currency Value dimension are not rolled up. The contribution value for the Parent.Child combination is stored. |
| NoInput | NoInput rules prevent input at the Base entity level, thus reserving the cells for calculations. You can use the NoInput function multiple times in a NoInput rule to prohibit data input into several non-adjacent cells. These limitations and guidelines apply to NoInput rules:  
- Only these Financial Management functions are supported for NoInput rules:  
  - NoInput  
  - List  
  
  **Note:** All VBScript methods are supported for NoInput rules.  
  - For the List function, fixed lists, system lists, and dynamic lists are supported. A dynamic list can reference metadata attributes supported by the List function.  
  - An If...Then structure can test for metadata attributes. However, NoInput rules do not support testing of members in the current Point of View. For example, you cannot test If HS.Entity.Member = "CT".  
  - Be careful when using the NoInput function in loops. A few simple statements with loops may end up loading thousands of cells in memory, so be sure to test the performance impact of loops that include NoInput. |
<table>
<thead>
<tr>
<th>Rule Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| Dynamic Calculation | Dynamic rules enable you to define formulas to dynamically calculate accounts. You can dynamically calculate Base accounts only. You cannot use Dynamic rules on Parent accounts. Use these guidelines for writing dynamic calculation rules:  
  - The right side of the equation must reference the same Scenario/Year/Entity combination. This means you cannot reference prior year amounts in your calculations.  
  - Only dynamic accounts are valid on the left side of the equation.  
  - Dynamic accounts cannot be used on the right side of the equation.  
  - Only Account and View are valid on the left side of the equation.  
  - If View is not specified, the calculation executes for YTD and Periodic. If View is specified, the calculation is executed only for the specified view.  
  - HS.View.PeriodNumber is the only HS statement that can be used in a HS.Dynamic calculation.  
  - All statements in the Sub Dynamic section are executed sequentially. |
| Transactions        | Transactions rules specify the accounts in the application that support intercompany transactions. Cells supporting transactions are read-only in Web grids and data forms. |
| Equity Pickup        | Equity pickup rules specify the owned entity, owner entity, and percentage of ownership.  
  This is the default point of view when the SUB EquityPickup section is run:  
  - Current scenario, year, and period  
  - Entity: owner of the pair processed  
  - Value: &lt;Entity Currency&gt; |

You create rules for Financial Management in a unique script, which is based on the Microsoft VBScript language. Rules are constructed through the combination of functions, objects, and other arguments to generate the desired scripting syntax. Within each routine, you use two types of functions to write rules:

- Financial Management functions that define calculations
- VBScript functions that are used to write conditional statements

**Rule Considerations**

Following are considerations for writing rules for applications:

- Rules are executed when users perform calculations, translations, consolidations, and allocations. Calculation rules execute one time for each Entity/Value dimension intersection to which the calculation or consolidation applies. See “Calculation Rules with Calculation Commands” on page 210.

- The dimension members to which Financial Management applies calculations depend on the data grid cell where the user’s cursor is placed and the members specified in the Point of View bar. See “Current Dimension Members” on page 214.

- When a function puts data into a currency-related Value member, Financial Management might delete the current value in the Value member. See “Functions Automatically Clear Data” on page 216.
Rules execute in sequential order within a routine and there is a set order in which routines run before other routines. See “Rule Execution During Consolidation” on page 217.

**Calculation Commands**

Calculate routines are executed for a given intersection of scenario, year, period, entity, and value. Executing Calculate routines results in writing or clearing data in the current data table, which corresponds to the current intersection of scenario, year, period, entity, and value. When users execute Calculate routines, the system can read data from anywhere in the application. However, data is only written to the current data table.

**Note:** The calculate routine fill fail if you have the [None] entity in a hierarchy when you consolidate.

Users run these processes in data grids by selecting one of these commands:

- Calculate
- Force Calculate
- Calculate Contribution
- Force Calculate Contribution
- Consolidate
- Consolidate All With Data
- Consolidate All
- Translate
- Force Translate

When a user selects a calculation command, Financial Management executes the Sub Calculate() routine in the RLE file. The Calculate() routine calculates accounts and custom dimension members for a given Entity-Value combination within a given Scenario, Year, and Period.

**Force Calculate**

The Force Calculate option forces rules to run only on the Value member selected, and any Value member on which it depends. For example, Force Calculate on entity currency runs rules on the entity currency member only. Force Calculate on the entity currency total runs rules on entity currency, entity currency adj, and entity currency total. Force Calculate is the only command for which it is possible to affect only a single member of a value triplet.

**Calculation Rules with Calculation Commands**

The number of times that a Calculation rule is executed depends upon the calculate command selected by the user and by other factors.
Caution! Carefully read these sections before writing rules. You might want an operation to occur only for certain members of the Value dimension, and if this is the case you must test for the current member with VBScript’s If structure and the Member function before executing the operation. For steps and examples on using If structures and the Member function, see “Conditional Rules” on page 221.

When a user selects the Calculate or Force Calculate command, Financial Management runs the application’s Calculation rule for the intersection of the current entity member and the Value member for the entity’s default currency, Entity Currency. If the entity’s AllowAdjs attribute is enabled in the metadata, Financial Management also runs the rule a second time, applying the rule to the intersection of the entity and the member of the Value dimension that stores adjustments to the entity’s default currency, Entity Curr Adjs.

Example

For example, if an entity named California has a default currency of USD and its AllowAdjs attribute is enabled in the metadata, the calculation rule runs twice, once for the intersection of California with USD and once for the intersection of California with USD Adjs.

Calculation Rules with Consolidation Commands

When a user selects one of the Consolidate commands, Financial Management runs the Calculation rule for several of the Value dimensions that intersect each previously unconsolidated child entity. After executing for the children, Financial Management runs the rule for the intersection of the parent entity and the member of the Value dimension for the parent’s default currency.

1. The rule is run for the intersection of the child entity and the Value member that stores the child entity’s default currency (Entity Currency).
2. If the child entity’s AllowAdjs attribute is set to Y, the rule is run for the intersection of the child entity and the Value member that stores adjustments in the child entity’s default currency (Entity Curr Adjs).
3. If the child’s currency differs from the parent’s currency, the rule is run for the intersection of the child entity and the Value member that stores amounts translated to the parent’s home currency (Parent Currency).
4. If a child’s currency differs from the parent’s currency and the rules file contains a Translation rule, Financial Management executes the Translation rule before step 3.
5. If the child’s currency differs from the parent’s currency, and the child entity’s AllowAdjs attribute is set to Y, the rule is run for the intersection of the child entity and the Value member that stores adjustments translated to the parent’s home currency (Parent Curr Adjs).
6. If the parent entity’s AllowAdjFromChildren attribute is set to Y, the Logic rule is run for the intersection of the child entity and the Parent Adjs value.
7. The rule is run for the intersection of the child entity and the Proportion value.
8. The rule is run for the intersection of the child entity and the Elimination value.
9. If the parent entity’s AllowAdjFromChildren attribute is set to Y, the rule is run for the intersection of the child entity and the Contribution Adjs value.

10. For each additional child entity that contains previously unconsolidated data, repeat steps 1 through 9.

11. The rule is run for the intersection of the parent entity and the Value member that stores the parent entity’s default currency.

Example

For example, a parent entity named UnitedStates has children named EastUS and WestUS. The children have the AllowAdjs attribute enabled. The UnitedStates entity has the AllowAdjs and the AllowAdjFromChildren attributes enabled. All three entities share a default currency of USD.

If you change data for EastUS and WestUS and consolidate UnitedStates, Financial Management runs the rule for each of these intersections of the Entity and Value dimensions:

2. EastUS and Entity Currency Adjs. (EastUS’s AllowAdjs attribute has been set to Y.)
4. EastUS and Parent Adjs. (UnitedStates’ AllowAdjFromChildren attribute has been set to Y.)
7. EastUS and Contribution Adjs. (UnitedStates’ AllowAdjFromChildren attribute has been set to Y.)
9. WestUS and Entity Currency Adjs. (WestUS’s AllowAdjs attribute has been set to Y.)
11. WestUS and Parent Adjs. (UnitedStates’ AllowAdjFromChildren attribute has been set to Y.)
14. WestUS and Contribution Adjs. (UnitedStates’ AllowAdjFromChildren attribute has been set to Y.)
15. UnitedStates and Entity Currency.

Following are examples of the consolidation process.

The first example shows the process when the entity currency and the parent currency are different.
The following example shows the process when the entity currency and the parent currency are the same.
Current Dimension Members

By default, Financial Management applies Calculation rules to the current dimension members at the time that the user selects a calculation command. See “Calculation Rules with Calculation Commands” on page 210. The current dimension members are determined by these factors:

- The cell in the data grid in which the user’s cursor is placed when the user runs a calculation, translation, or consolidation.
- The dimension members specified in the Point of View bar.
- For consolidations, the current members of the Entity and Value dimensions change each time the rule is executed. See “Calculation Rules with Consolidation Commands” on page 211.
- Rules process for the currently selected dimension members, except for calculation rules in which case the calculation rules process across all accounts in the application.
If a dimension member of the cell in which the cursor is placed differs from the corresponding member of the corresponding dimension in the Point of View bar, the cell’s dimension member overrides the Point of View bar’s dimension member. For example, if a user has specified an entity named Europe in the Point of View bar and runs a translation with the cursor placed in a cell for an entity named Germany, Germany is the current entity.

By specifying a dimension member as an argument, you can use some functions to work with a specific dimension member regardless of the current dimension. For example, you can use the NumBase function with the Entity object to get the number of base entities for the entity that you specify in the argument.

For more complex functions, you can create Account Expressions to specify the dimension members.

**Account Expressions**

Some functions require an Account Expression as an argument. In its simplest form, an Account Expression is a String that specifies the account to which Financial Management applies the function.

The Account Expression characters are listed in the following table.

<table>
<thead>
<tr>
<th>Character</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>A#</td>
<td>Account</td>
</tr>
<tr>
<td>I#</td>
<td>Intercompany Partner</td>
</tr>
<tr>
<td>C1#</td>
<td>Custom1</td>
</tr>
<tr>
<td>C2#</td>
<td>Custom2</td>
</tr>
<tr>
<td>C3#</td>
<td>Custom3</td>
</tr>
<tr>
<td>C4#</td>
<td>Custom4</td>
</tr>
<tr>
<td>S#</td>
<td>Scenario</td>
</tr>
<tr>
<td>Y#</td>
<td>Year</td>
</tr>
<tr>
<td>P#</td>
<td>Period</td>
</tr>
<tr>
<td>W#</td>
<td>View</td>
</tr>
<tr>
<td>E#</td>
<td>Entity</td>
</tr>
<tr>
<td>V#</td>
<td>Value</td>
</tr>
</tbody>
</table>

To understand Account Expressions, consider the Clear function, which removes values from the dimension members specified in the function’s argument. In this example, the argument "A#Sales" is an Account Expression:

```
HS.Clear "A#Sales"
```
The A# characters represent the Account dimension, and the word Sales is the member name of the Account dimension to which Financial Management applies the Clear function. In other words, this Account Expression tells Financial Management to clear the data stored in the Sales account.

When you use an Account Expression, Financial Management applies the function to the intersection of the account that you specify in the Account Expression and the current members of these dimensions:

- Entity
- Period
- Scenario
- Value
- View
- Year
- Custom - Uses the CustomTop member that was set for the account in the metadata. For example, if the Account Expression does not specify a member of the Custom 2 dimension, Financial Management uses all valid Custom 2 members as defined by the CustomTop member specified for the account.
- Intercompany Partner - All valid ICP members.

You can override the Intercompany and Custom dimension defaults by specifying members in the Account Expression. Each dimension is represented by certain characters. When you include more than one dimension in an Account Expression, you must separate the dimensions with periods.

When you create an Account Expression, you do not have to specify all of these dimension members; you can specify the members to which to apply the function. For example, this line clears the intersection of the Sales account and the Hardware ICP:

```
HS.Clear "A#Sales.I#Hardware"
```

### Functions Automatically Clear Data

When a function puts data into a Value member that relates to currencies, Financial Management automatically clears data from the member if either of these conditions apply:

- The intersecting Entity member is a parent.
- The intersecting Account member is a calculated account.

**Tip:** The currency-related Value members are the system-generated Entity Currency member and the user-defined currency members such as USD, EURO, LIRA.

In addition, if a function puts data into a Value member for adjustments, Financial Management automatically clears data from the member if the intersecting Account member is a calculated account.
Tip: The adjustment-related Value members are those that include the code “Adjs” in their name, for example, USD Adjs, EURO Adjs, LIRA Adjs.

Error Messages

When Financial Management detects a syntax error, it displays an error message that contains this information:

- The line number in the RLE file that is causing the error.
- The applicable Financial Management object and function.
- An error description.

Rule Execution During Consolidation

During the consolidation process, rules are executed in a pre-defined sequence. For each base child of a given parent, the calculation sequence for the various elements in the Value dimension takes place in this order:

1. Accounts defined as IsCalculated in the metadata are cleared in EntityCurrency.
2. Accounts defined as IsCalculated in the metadata are cleared in EntityCurrAdjs.
3. The Sub Calculate() routine is executed on EntityCurrency.
4. The Sub Calculate() routine is executed on EntityCurrAdjs.
5. The ParentCurrency data is cleared.
6. Default translation is applied to all accounts defined as Revenue, Expense, Asset, Liability for the total amount of EntityCurrency and EntityCurrAdjs. For accounts with attribute Flow or Balance, the total amount of EntityCurrency and EntityCurrAdjs is rolled up into Parent Currency.
7. The Sub Translate() routine is executed.
8. The Sub Calculate() routine is executed on ParentCurrency.
9. Accounts defined as “IsCalculated” in the metadata are cleared in ParentCurrAdjs.
10. The Sub Calculate() routine is executed on ParentCurrAdjs.
11. Accounts defined as “IsCalculated” in the metadata are cleared in ParentAdjs
12. The Sub Calculate() routine is executed on ParentAdjs.
13. Proportion and Elimination data are cleared.
14. Default consolidation and eliminations are performed for the total amount of Parent and ParentAdjs.
15. The Sub Calculate() routine is executed on Proportion and Elimination.
16. Accounts defined as “IsCalculated” in the metadata are cleared in ContributionAdjs.
17. The Sub Calculate() routine is executed on ContributionAdjs.
After the previous steps have been repeated for each base child, this sequence takes place for the parent entity:

1. The EntityCurrency data is cleared.
2. The sum of the total of Proportion, Elimination, and ContributionAdjs for every child is written into EntityCurrency of the parent entity.
3. The Sub Calculate() routine is executed on EntityCurrency.
4. Accounts defined as “IsCalculated” in the metadata are cleared in EntityCurrAdjs.
5. The Sub Calculate() routine is executed on EntityCurrAdjs.

Note: If a parent is further consolidated into another parent, this sequence continues with step 5 from the child consolidation sequence.

Default Translation

Following is the sequence in which default translation takes place.

1. The system checks the current entity for the direct translation rate and uses that rate for translation.
2. If the translation rate is not found, the system derives the direct rate from the indirect rate in the current entity.
3. If neither the direct rate nor the indirect rate is found in the current entity, the system looks at the [None] entity and uses the direct rate.
4. If the direct rate is not found in the [None] entity, the system derives the direct rate from the indirect rate in the [None] entity.
5. If the indirect rate for the [None] entity does not exist, the system derives the rate by triangulation using the application currency in the [None] entity.
6. If triangulation fails, the entity is not translated.

Note: The system first looks for a translation rate within the current entity. If not found in the current entity, the system looks for a translation rate within the [None] entity. If the system cannot find a translation rate in the [None] entity, the system translates using triangulation. Triangulation is a way to convert balances from one currency to another using a third, common currency.

For example, if you want to convert EURO to YEN, but the system cannot find a direct or indirect rate to perform the translation, if EURO and YEN can both translate into USD then, using triangulation, the system can convert the EURO balance to USD and then convert the USD balance to YEN.
Financial Management Objects

This section explains the syntax you must use to represent Financial Management objects when using functions.

**HS Object**

The top-level object in Financial Management is the HS object. This means that when you use a Financial Management function, the first three characters must be the letters HS followed by a period:

```
HS.
```

This example demonstrates how to write the Clear function:

```
HS.Clear
```

If you do not precede Clear with the HS. characters, an error occurs.

---

**Caution!** You cannot use the HS. characters before a standard VBScript function. If you do, an error occurs. Use the HS. characters only before a Financial Management function.

---

Some Financial Management functions apply only to objects that are children of the HS object. These functions require you to put the applicable object’s name between the HS. characters and the function name. These objects are children of the HS object and are used in Financial Management:

- Account
- AppSettings
- Custom1 through Custom4
- DataUnit
- Entity
- ICP
- Node
- Parent
- Period
- Scenario
- Value
- Year
**Commonly Used Rules**

These sections show you how to write some simple and commonly used rules. The descriptions of these rules contain step-by-step procedures for readers who are not comfortable with VBScript. These procedures are followed by examples. If you have experience with VBScript, you might prefer to skip the procedures and instead focus on the examples.

**Tip:** These procedures assume that you have a rules file and code you write is placed in the Calculate() subroutine. See “Creating Rules Files” on page 225.

**Reusing Data**

Use the \texttt{EXP} function to insert data from one account into another account. \texttt{EXP}'s argument contains the account to be set and the account from which the value is retrieved. The argument is in the form of an equation, with the target account on the left side of the equal sign and the source account on the right side.

**Note:** \texttt{EXP} inserts data into the intersection of an account with the current dimension members (see “Current Dimension Members” on page 214). In addition, you can use Account Expression characters to override the current Custom and ICP members.

In this example, the Calculation rule sets the PrevCash account to the value in the Cash account:

\texttt{HS.EXP "A#PrevCash = A#Cash"}

You can use Account Expression characters to specify dimension members on both sides of the equal sign in \texttt{EXP}'s argument. See “Exp” on page 262. This example inserts the data from the previous year’s intersection of the PrevCash account and the Golf member of the Custom 1 dimension into the current year’s intersection of PrevCash and Golf:

\texttt{HS.EXP "A#PrevCash.C1#Golf = A#Cash.Y#Prior.C1#Golf"}

**Tip:** The \texttt{Prior} keyword that follows the \texttt{Y#} Account Expression characters causes \texttt{EXP} to retrieve the previous year’s data. There are several similar keywords that apply to Year and Period in Account Expressions. See “Period and Year Keywords” on page 263.

**Setting Accounts by Calculating Amounts**

Another common task is to calculate the amounts contained in two accounts and then insert the result into another account. The \texttt{EXP} function supports addition, subtraction, multiplication, and division on the right side of the equal sign in its argument.

In this example, the Calculation rule divides the Sales account’s value by the UnitsSold account’s value, and inserts the quotient in the AvgPrice account:

\texttt{HS.EXP "A#AvgPrice = A#Sales / A#UnitsSold"}
Conditional Rules

You may want a rule to execute an action only when certain dimension members are the current members in the Point of View. For example, you might want an account’s value to be calculated in one way when Actual is the current scenario and a different way when Budget is the current scenario.

**Tip:** For information on how Financial Management determines the current dimension members, see “Current Dimension Members” on page 214.

To do this, use the Member function in a VBScript If structure. Member gets the name of the current member of these dimensions:

- Entity (Use the Entity object to get the current entity or the Parent object to get the parent of the current entity.)
- Period
- Scenario
- Value
- Year

If structures enable you to execute statements only if certain conditions are true. The following sections show a few different ways of using Member with If structures to test for dimension members.

**Tip:** These sections cover only a few of the If structure aspects. For more details on If structures, consult Microsoft’s VBScript documentation. (You can download VBScript documentation from Microsoft’s Web site.)

Testing for a Dimension Member

To have Financial Management execute an action only if a particular dimension member is the current member, use an If structure that tests the return value of the Member function.

In this example, if the current scenario is Budget, Financial Management multiplies the amounts in the UnitsSold and Price accounts and inserts the product in the Sales account.

```vb
If HS.Scenario.Member = “Budget” Then
    HS.EXP “A#Sales = A#UnitsSold * A#Price”
End If
```

**Tip:** All If structures must begin with an If...Then statement and end with an End If statement. The actions to be executed if the condition is met are sandwiched between the If...Then and End If statements as shown above.
Testing for More Than One Member

You can test for more than one member in an If...Then statement. In other words, you can execute an action for two or more members of a dimension. Consider the example in the Testing for a Dimension Member section. You might want the Sales account’s value to be calculated if the current scenario is Budget or Forecast.

To test for more than one member, use two Member functions and VBScript’s Or keyword in the If...Then statement. Place Or after the first Member function, then place the second Member function between Or and Then.

Tip: You can use this technique to test for more than two members. For each member to be tested, include an additional combination of the Member function and the Or keyword.

In this example, if the current scenario is Budget or Forecast, Financial Management multiplies the amounts in the UnitsSold and Price accounts and inserts the product in the Sales account:

```vb
If HS.Scenario.Member = "Budget" Or HS.Scenario.Member = "Forecast" Then
    HS.EXP "A#Sales = A#UnitsSold * A#Price"
End If
```

Performing Different Actions for Different Members

You can have a rule perform different actions for different members of a dimension. For example, you might want one calculation to occur if the current scenario is Budget and a different calculation to occur if the current scenario is Actual.

To conditionally perform different actions, include one or more ElseIf statements in an If structure. Have each ElseIf statement test for a different member; place the actions to be performed for a member beneath its ElseIf statement.

In this example, different accounts will be updated depending upon whether the current scenario is Budget or Actual:

- If the current scenario is Budget, Financial Management multiplies the amounts in the UnitsSold and Price accounts and inserts the product in the Sales account.
- If the current scenario is Actual, Financial Management divides the Sales account’s amount by the UnitsSold account’s amount and inserts the quotient in the Price account.

```vb
If HS.Scenario.Member = "Budget" Then
    HS.EXP "A#Sales = A#UnitsSold * A#Price"
ElseIf HS.Scenario.Member = "Actual" Then
    HS.EXP "A#Price = A#Sales / A#UnitsSold"
End If
```

Tip: To have an action occur if none of the specified conditions in the If...Then and ElseIf statements are met, VBScript enables you to add an Else statement to an If structure. See Microsoft’s VBScript documentation for details.
Setting Opening Balances of All Accounts

To set the opening balances of accounts, use the `Exp` and `IsFirst` functions in an If structure. `Exp` and If structures are introduced in the previous sections; `IsFirst` determines whether the current period is the first period in the default frequency of the current scenario. For example, if a scenario has a default frequency of Monthly, `IsFirst` determines whether the current period is the first month in the year.

To set opening balances, place `IsFirst` in an If structure’s `If...Then` statement, then place `Exp` between this statement and the `End If` statement. While you can include a specific account in `Exp`’s argument, you probably will want to set the opening balances of all the accounts.

This example shows you how to set the opening balances of all accounts. You can just retype or copy this example into a Calculation rule without modifications:

```
HS.EXP "A#ALL = A#ALL.P#Prior"
```

**Note:** In this example, `A#` is followed by the keyword `ALL`; this means that the rule applies to all accounts. In addition, the `P#` characters are followed by the keyword `Prior`; this means that `EXP` gets the account data from the period prior to the current period.

Creating Rules in the Rules Editor

The Rules Editor provides a graphical interface for creating rules. The Rules Editor can be launched from the Windows Desktop of the client computer. After you launch the program, you can create new rules or you can open existing rules.

- To start the Rules Editor from the Windows Desktop, double-click the Financial Management Rules Editor icon or select it from the Start menu.

Configuring the Rules Editor

You can configure the color and fonts of the different parts of a rules file. This is useful for quickly identifying the parts of the rules file. For example, you can set Financial Management objects and methods to be a different color than Visual Basic objects.

You can change the color and font of these parts of a rules file:

- Text
- Text Selections
- Numbers
- Operators
- Comments
- Strings
- Statements
- Financial Management Methods
Visual Basic Objects

Properties

Events

Functions

Constants

Financial Management Objects

To configure the Rules Editor:

1. Select Tools, then Configure.

2. For Font and Color Settings, select the part of the rules file to configure.

3. Do one or all of these tasks:
   - From Foreground, select a color for the text for this part of the rules file.
     
     Note: Make sure the Automatic check box is not selected.
   - From Background, select a color for the background for this part of the rules file.
     
     Note: Make sure the Automatic check box is not selected.
   - Click Choose Font select the font and font size for the text in this part of the rules file, and click OK.
     
     Note: You can click Reset All to reset the colors and fonts for all parts of the rules file to the default settings.

4. Repeat steps 2-3 until you have selected all parts of the rules file to configure.

5. Click OK.

Using the Function Wizard

You can use the Function Wizard in the Rules Editor to select objects and functions to use in rules. When you select the object and function to use, the fields are available for coding. For example, to build an Exp function, choose the object HS, the function Exp and then select the source point of view and the destination point of view by clicking the POV button.

By default, rules files use the RLE file extension.

Showing the Point of View

You use the Point of View selector to create and edit rules using the metadata stored in your Financial Management application. You can select members to use in the rules.
Scanning Rules

You can scan rules to verify that the Visual Basic Script syntax and the metadata are valid. The scan also validates the destination for the rule. If it is not a valid destination, an error occurs. After you scan the file, you can load it directly into the application from the Rules Editor.

➢ To scan rules, select HFM, then Scan rule.

Loading Rules from the Rules Editor

You can load rules in an application directly from the Rules Editor.

For considerations before loading large rule files, see “Loading Rules” on page 227.

➢ To load rules to an application, select HFM, then Load rule.

Extracting Rules into the Rules Editor

You can extract rules from an open application into the Rules Editor.

➢ To extract rules from an application, select HFM, then Extract rule.

Creating Rules Files

You can create rules in a text editor such as Microsoft Notepad. Rules files can be in an ASCII format that supports multibyte character sets (MBCS), or a file encoded with Unicode format, using Little Endian byte ordering. You use Visual Basic Script functions and Financial Management functions in rules files. By default, rules files use the RLE file extension.

You can include all types of Financial Management rules in any order in the rules file. Table 36 shows the basic syntax to define each routine.

Table 36  Rules Routines

<table>
<thead>
<tr>
<th>Rule Routine</th>
<th>Syntax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Calculate</td>
<td>Sub Calculate()</td>
</tr>
<tr>
<td></td>
<td>Type your Calculation rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Translate</td>
<td>Sub Translate()</td>
</tr>
<tr>
<td></td>
<td>Type your Translation rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Rule Routine</td>
<td>Syntax</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Sub Allocate</td>
<td>Sub Allocate()</td>
</tr>
<tr>
<td></td>
<td>'Type your Allocation rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Input</td>
<td>Sub Input()</td>
</tr>
<tr>
<td></td>
<td>'Type your Input rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub NoInput</td>
<td>Sub NoInput()</td>
</tr>
<tr>
<td></td>
<td>'Type your NoInput rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Consolidate</td>
<td>Sub Consolidate()</td>
</tr>
<tr>
<td></td>
<td>'Type your Consolidation rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Dynamic</td>
<td>Sub Dynamic()</td>
</tr>
<tr>
<td></td>
<td>'Type your Dynamic rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Transactions</td>
<td>Sub Transactions()</td>
</tr>
<tr>
<td></td>
<td>'Type your Transactions rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
<tr>
<td>Sub Equity Pickup</td>
<td>Sub Equity Pick Up()</td>
</tr>
<tr>
<td></td>
<td>'Type your Equity Pickup rule here.</td>
</tr>
<tr>
<td></td>
<td>End Sub</td>
</tr>
</tbody>
</table>

**Equity PickUp Rules Example**

The following section shows a sample Equity Pickup Rules section. To calculate Equity Pickup, the application administrator must create a new section in the Rules file named SUB EquityPickup, where EPU calculations are defined. The default Point of View when the section is run is as follows:

- Current Scenario, Year, and Period
- Entity: Owner of the pair processed
- Value: Entity currency

Example:

```vba
Sub EquityPick Up()
    Owner = Hs.Entity.Member
```

226 Managing Rules
Owned = Hs.Entity.Owned

OwnerDefaultCurrency = HS.Entity.DefCurrency(""")

lPown = Hs.GetCell("E#" & Owned & ".I#" & Owner & ".V#[None].A#[Shares %Owned].C1#[None].C2#[None].C3#[None].C4#[None]")

Hs.Clear "A#IncomeFromSubsidiary.I#" & Owned


End Sub

Loading Rules

Rules changes can affect data and are dependent on metadata. As a result, a rules load operation has to put a global lock on the Financial Management server cluster. The rules load cannot proceed until any previously started operations of these types have finished:

- Consolidation
- Data entry
- Data, Journal or Security Load
- Extended Analytics
- Metadata load
- Member list load

Rules scan follows the same restrictions as rules load to enable the system to validate dimension members and other parameters. Rules scan and load processes are queued up and started automatically after the blocking tasks are finished. Oracle recommends that you load rules during periods of light activity across the server cluster instead of, for example, during a long-running consolidation. You can check the Running Tasks page to see which consolidation or data loads, for example, are in progress.

After you load a rules file to an application, users using that application are notified that the system has changed and that they must log off from the application and log back on.

For intercompany transactions, there is an option to check the posted transactions in the application against new transactions in the rules file. The Sub Transactions section of the rules file defines the accounts that support intercompany transaction detail.

Windows Procedure

➢ To load rules:

1  Open the application.

2  From the navigation frame, select Load Rules.

3  For Rules Filename, enter the file name to load, or click ![Find button] to find the file.
Note: By default, rules files use the RLE file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the RLE file extension.

4 For Log Filename, enter a log file name, or click to find the file.

5 Optional: Select Check Integrity for Intercompany Transactions to verify that posted transactions are valid with the statements in the Sub Transactions section of the rule file that you are loading.

6 Optional: Click Scan to verify that the file format is correct.

7 Click Load.

Caution! If you make changes to existing rules, you must load the updated RLE file into the application before your changes take effect.

Web Procedure

Note: Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some Financial Management tasks on the Web such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

To load rules:

1 Open the application.

2 In the Browser View, expand Tasks and select Load Tasks.

3 Select Load Rules.

4 For Rules File, enter the file name to load, or click Browse to find the file.

Note: By default, rules files use the RLE file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the RLE file extension.

5 Optional: Select Check Integrity for Intercompany Transactions to verify that posted transactions are valid with the statements in the Sub Transactions section of the rule file that you are loading.

6 Optional: Click Scan to verify that the file format is correct.

7 Click Load.

Extracting Rules

When you extract rules, they are saved to an ASCII file that supports multibyte character sets (MBCS). By default, rules files use the RLE file extension. After you extract rules, you can view and modify them in a text editor.
Windows Procedure

To extract rules:

1. Open the application.
2. From the navigation frame, select Extract Rules.
3. For Rules Filename, enter a file name to extract, or click to find the file.
   
   Note: By default, rules files use the RLE file extension.
4. For Log Filename, enter a log file name, or click to find the file.
5. Click Extract.
   
   Note: After you extract rules, you can click the View button next to Log Filename to display the log file which notes errors encountered during the extract.

Web Procedure

To extract rules:

1. Open an application.
2. In the Browser View, expand Tasks and select Extract Tasks.
4. Follow the download instructions displayed in the browser.
   
The instructions vary depending on the Web browser that you are using. Make sure to save the file in the Web directory that you set up.
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GetItemIDs2
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GetRate
GetSubmissionGroup
GetSubmissionPhase
Holding
ICPTopMember
ICPWeight
IDFromMember
ImpactStatus
Input
IsAlmostEqual
IsBase
IsCalculated
IsChild
IsConsolidated
IsDescendant
IsFirst
IsICP
IsLast
IsTransformCur
IsTransformCurAdj
IsValidDest
IsZero
List
Member
MemberFromID
Method
NoInput
NoRound
NumBase
Number
NumChild
NumDescendant
NumPerInGen
NumPeriods
OpenDataUnit
OpenDataUnitSorted
Owned
You can write these rule types using these functions:

- Calculation rules
- Translation rules
- Consolidation rules
- Allocation rules
- Input rules
- NoInput rules
- Dynamic calculation rules
- Transactions rules
- Equity Pickup rules
Some functions are unique to specific routines, while others can be used with multiple types of rules within multiple routines.

For an overview of all functions, see “Functions Overview” on page 234.

## Functions Overview

Table 37 summarizes the Financial Management functions, the objects with which they can be used, and the type of rules in which they can be used. Functions are listed alphabetically. Detailed sections for each function are provided after the table.

Rules types are abbreviated in this table as follows:

- Alloc - Allocation
- Calc - Calculation
- Con - Consolidation
- Tran - Translation
- Dyn - Dynamic Calculation
- Trans - Transactions
- EPU - EquityPickUp

### Table 37  Financial Management Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Objects</th>
<th>Types of Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABSExp</strong></td>
<td>Executes a calculation expression and stores the result as an absolute value.</td>
<td>HS</td>
<td>Calc, Tran, Alloc</td>
</tr>
<tr>
<td><strong>AccountType</strong></td>
<td>Gets the account type for the member.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td><strong>AccountTypeID</strong></td>
<td>Gets the account type ID for the member.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td><strong>AddEntityToList</strong></td>
<td>Adds the specified entity and parent to a member list.</td>
<td>HS</td>
<td>Member List</td>
</tr>
<tr>
<td><strong>AddEntityToListUsingIDs</strong></td>
<td>Using entity and parent IDs, adds the specified entity and parent to an internal list.</td>
<td>HS</td>
<td>Member List</td>
</tr>
<tr>
<td><strong>AddMemberToList</strong></td>
<td>Adds the member to the member list.</td>
<td>HS</td>
<td>Member List</td>
</tr>
<tr>
<td><strong>AddMemberToListUsingIDs</strong></td>
<td>Using member IDs, adds the specified member to an internal list.</td>
<td>HS</td>
<td>Member List</td>
</tr>
<tr>
<td><strong>Alloc</strong></td>
<td>Allocates data to a cell.</td>
<td>HS</td>
<td>Alloc</td>
</tr>
<tr>
<td><strong>AllowAdjFromChildren</strong></td>
<td>Determines if journal postings from children are allowed for the member.</td>
<td>Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td><strong>AllowAdjs</strong></td>
<td>Determines if journal postings are allowed for the member.</td>
<td>Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Objects</td>
<td>Types of Rules</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------------------</td>
</tr>
<tr>
<td>CalculateExchangeRate</td>
<td>Calculates the exchange rate from one currency to another.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc, Dyn, Trans</td>
</tr>
<tr>
<td>CalculateRate</td>
<td>Gets the current exchange rate for the specified entity.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc, Dyn, Trans</td>
</tr>
<tr>
<td>CalcStatus</td>
<td>Gets the calculation status for the cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Clear</td>
<td>Removes data from a cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Con</td>
<td>Puts data into the [Proportion] and [Elimination] accounts.</td>
<td>HS</td>
<td>Con</td>
</tr>
<tr>
<td>Consol1, Consol2, Consol3</td>
<td>Gets the Consol1...3 system account value for the node.</td>
<td>Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ConsolidateYTD</td>
<td>Determines if the scenario is consolidated using the YTD or periodic method.</td>
<td>Scenario</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ContainsCellText</td>
<td>Determines if the cell contains cell text.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>CreateInputCache</td>
<td>Creates a buffer to be used when data is being consolidated.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc, Dyn, Trans</td>
</tr>
<tr>
<td>Currency</td>
<td>Gets the currency type for the application or the value member.</td>
<td>AppSettings, Value</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Custom1Top, Custom2Top, Custom3Top, and Custom4Top</td>
<td>Gets the Top Custom member.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Decimal</td>
<td>Gets the number of decimal places for the specified account.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>DefaultFreq</td>
<td>Gets the default scenario frequency.</td>
<td>Scenario</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>DefaultTranslate</td>
<td>Calculates translation by bypassing rules.</td>
<td>HS</td>
<td>Tran</td>
</tr>
<tr>
<td>DefaultView</td>
<td>Gets the default scenario view.</td>
<td>Scenario</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>DefCurrency</td>
<td>Gets the default currency for the entity or parent.</td>
<td>Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>DOwn</td>
<td>Gets the percentage of Direct Ownership (DOwn) for the node.</td>
<td>Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Dynamic</td>
<td>Specifies the formula for the dynamic accounts that need calculations.</td>
<td>HS</td>
<td>Dyn</td>
</tr>
<tr>
<td>Exp</td>
<td>Executes a calculation expression and puts data into a specified point of view.</td>
<td>HS</td>
<td>Calc, Tran, Alloc</td>
</tr>
<tr>
<td>GetCell</td>
<td>Gets the data contained in a cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetCellNoData</td>
<td>Gets the data contained in a cell and indicates if the cell contains no data.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Objects</td>
<td>Types of Rules</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>GetCellRealData</td>
<td>Gets the data contained in a cell and indicates if the cell contains real data.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetCellText</td>
<td>Gets the cell text for a specified Point of View.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetCellType</td>
<td>Gets the cell type.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetItem</td>
<td>Gets an individual record to process for consolidation.</td>
<td>DataUnit</td>
<td>Calc, Tran, Con</td>
</tr>
<tr>
<td>GetItemIDs2</td>
<td>Gets an individual record to process for consolidation using dimension ID numbers.</td>
<td>DataUnit</td>
<td>Calc, Tran, Con</td>
</tr>
<tr>
<td>GetNumItems</td>
<td>Gets the number of records to process for consolidation.</td>
<td>DataUnit</td>
<td>Calc, Tran, Con</td>
</tr>
<tr>
<td>GetNumLID</td>
<td>Gets the number of line-item details for the specified POV.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetRate</td>
<td>Gets the currency rate for a cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetSubmissionGroup</td>
<td>Gets the submission group for a cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>GetSubmissionPhase</td>
<td>Gets the submission phase for a cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Holding</td>
<td>Gets the holding company for the member.</td>
<td>Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ICPTopMember</td>
<td>Gets the ICP Top Member of the current Account dimension member or the specified account member.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ICPWeight</td>
<td>Gets the percentage of ICP entity balances that aggregate to the [ICP Top] value member.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IDFromMember</td>
<td>Gets the ID number for the specified member.</td>
<td>Account, Custom1 through Custom4, Item, ICP, Parent, Year, Period, Scenario, Value, View</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ImpactStatus</td>
<td>Changes the status of the specified data unit to impacted.</td>
<td>HS</td>
<td>Calc</td>
</tr>
<tr>
<td>Input</td>
<td>Enables input at parent entity level for specified account.</td>
<td>HS</td>
<td>Input</td>
</tr>
<tr>
<td>IsAlmostEqual</td>
<td>Checks to see if two values are equal.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc, Dyn, Trans</td>
</tr>
<tr>
<td>IsBase</td>
<td>Determines if the member is a base member.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsCalculated</td>
<td>Determines if the account is calculated.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Objects</td>
<td>Types of Rules</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>IsChild</td>
<td>Determines if the member is a child of another member.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsConsolidated</td>
<td>Determines if the account is consolidated.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsDescendant</td>
<td>Determines if the member is a descendant of another member.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsFirst</td>
<td>Determines if the period or year is the first for the application.</td>
<td>Period, Year</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsICP</td>
<td>Determines if the member is an ICP.</td>
<td>Account, Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsLast</td>
<td>Determines if the year or period is the last for the application.</td>
<td>Period, Year</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsTransCur</td>
<td>Determines if the value member is a translated currency member.</td>
<td>Value</td>
<td>Calc</td>
</tr>
<tr>
<td>IsTransCurAdj</td>
<td>Determines if the value member is a translated currency Adj member.</td>
<td>Value</td>
<td>Calc</td>
</tr>
<tr>
<td>IsValidDest</td>
<td>Determines if the specified POV is a valid destination.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>IsZero</td>
<td>Checks to see if the passed in value is zero.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc, Dyn, Trans</td>
</tr>
<tr>
<td>List</td>
<td>Gets the elements contained in a list.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, ICP, Node, Scenario</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Member</td>
<td>Gets the member name.</td>
<td>Entity, Parent, Period, Scenario, Value, Year, View</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>MemberFromID</td>
<td>Gets the member for the specified ID number.</td>
<td>Account, Custom1 through Custom4, Entity, ICP, Parent, Year, Period, Scenario, Value, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Method</td>
<td>Gets the consolidation method for the member.</td>
<td>Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>NoInput</td>
<td>Prevents input into cells.</td>
<td>HS</td>
<td>Noinput</td>
</tr>
<tr>
<td>NoRound</td>
<td>Turns off rounding.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>NumBase</td>
<td>Gets the number of base members.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node, Period</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Objects</td>
<td>Types of Rules</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Number</td>
<td>Gets the current period number.</td>
<td>Period</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>NumChild</td>
<td>Gets the number of children for the member.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>NumDescendant</td>
<td>Gets the number of descendants for the member.</td>
<td>Account, Custom1 through Custom4, Entity, Parent, Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>NumPerInGen</td>
<td>Gets the number of periods in the generation for the current period being processed.</td>
<td>Period</td>
<td>Dynamic</td>
</tr>
<tr>
<td>NumPeriods</td>
<td>Gets the number of periods defined for the frequency of the specified scenario.</td>
<td>Scenario</td>
<td>Dynamic</td>
</tr>
<tr>
<td>OpenDataUnit</td>
<td>Gets a data unit for consolidation.</td>
<td>HS</td>
<td>Calc, Tran, Con</td>
</tr>
<tr>
<td>OpenDataUnitSorted</td>
<td>Gets the data units for calculation, translation, or consolidation, in sorted order.</td>
<td>HS</td>
<td>Calc, Tran, Con</td>
</tr>
<tr>
<td>Owned</td>
<td>Gets the Owned entity of the pair currently processed.</td>
<td>Entity</td>
<td>Equity Pickup</td>
</tr>
<tr>
<td>Owner</td>
<td>Gets the Owner entity of the pair currently processed.</td>
<td>Entity</td>
<td>Equity Pickup</td>
</tr>
<tr>
<td>PCon</td>
<td>Gets the percentage of consolidation.</td>
<td>Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>PEPU</td>
<td>Gets the percentage of ownership from the EPU table.</td>
<td>HS</td>
<td>Equity Pickup</td>
</tr>
<tr>
<td>PeriodNumber</td>
<td>Gets the period number in the view for the data that is being retrieved.</td>
<td>View</td>
<td>Dynamic</td>
</tr>
<tr>
<td>PlugAcct</td>
<td>Gets the plug account.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>POwn</td>
<td>Gets the percentage of ownership.</td>
<td>Node</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>PVAForBalance</td>
<td>Determines default translation method for BALANCE accounts.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>PVAForFlow</td>
<td>Determines default translation method for FLOW accounts.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>RateForBalance</td>
<td>Gets the default rate for balance.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>RateForFlow</td>
<td>Gets the default rate for flow.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ReviewStatus</td>
<td>Gets the process management review status for the cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ReviewStatusUsingPhaseID</td>
<td>Gets the process management review status by phase ID for the cell.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Round</td>
<td>Rounds the data.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Objects</td>
<td>Types of Rules</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Scale</td>
<td>Gets the scale of the specified currency.</td>
<td>Currency</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>SecurityAsPartner</td>
<td>Gets the security class for the ICP entity.</td>
<td>Entity, Parent</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>SecurityClass</td>
<td>Gets the security class for a dimension member.</td>
<td>Account, Scenario, Entity, Parent, Custom1 through Custom4</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>SetData</td>
<td>Sets an individual record.</td>
<td>HS</td>
<td>Calc, Tran</td>
</tr>
<tr>
<td>SetDataWithPOV</td>
<td>Inserts data into the node or currency cube.</td>
<td>HS</td>
<td>Calc, Tran</td>
</tr>
<tr>
<td>SubmissionGroup</td>
<td>Gets the process management submission group for a dimension member.</td>
<td>HS</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>SupportsProcessManagement</td>
<td>Determines if a scenario supports process management.</td>
<td>Scenario</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Supports Tran</td>
<td>Defines the accounts in the application that require Intercompany Transaction detail support.</td>
<td>Scenario, Year, Entity, Account, C1...4</td>
<td>Trans</td>
</tr>
<tr>
<td>SwitchSign</td>
<td>Determines if credits are switched to debits for the member.</td>
<td>Custom1 through Custom4</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>SwitchType</td>
<td>Determines if account types are switched for the member.</td>
<td>Custom1 through Custom4</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>Trans</td>
<td>Translates using YTD method.</td>
<td>HS</td>
<td>Tran</td>
</tr>
<tr>
<td>TransPeriodic</td>
<td>Translates using periodic method.</td>
<td>HS</td>
<td>Tran</td>
</tr>
<tr>
<td>UD1...3</td>
<td>Gets the user-defined attribute for the member.</td>
<td>Account, Entity, Parent, Scenario, Custom1 through Custom4</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ValidationAccount</td>
<td>Gets the validation account.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>ValidationAccountEx</td>
<td>Gets the validation account for the process management submission phase.</td>
<td>AppSettings</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
<tr>
<td>XBRLTags</td>
<td>Gets the XBRL tag for the account.</td>
<td>Account</td>
<td>Calc, Tran, Con, Alloc</td>
</tr>
</tbody>
</table>

**ABSExp**

Executes a calculation expression and stores the result as an absolute value. This function is the same as the Exp function except that it stores the resulting value as an absolute value. This function can be used in these types of rules:

- Calculation
- Translation
Allocation

Syntax

HS.ABSExp "DestPOV = Expression"

Table 38 Syntax for ABSExp Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DestPOV</td>
<td>A destination point of view that identifies where to put the data</td>
</tr>
<tr>
<td></td>
<td>You must specify an Account member, and you can optionally specify ICP and Custom members. Note these usage rules:</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an ICP member, the default is [ICP None].</td>
</tr>
<tr>
<td></td>
<td>- To avoid populating the database with unwanted values, rules should be as explicit as possible in terms of defining where data should reside. A good practice is to include clearly defined Custom dimension intersections for the Account dimension. Such clearly defined intersections utilize Financial Management validation checks to avoid writing data to invalid intersections. See “Dimension Intersection Considerations” on page 263.</td>
</tr>
<tr>
<td>Expression</td>
<td>A calculation expression</td>
</tr>
</tbody>
</table>

Return Value

None.

Example

This example sets the amount in the StateTax account. The example calculates the absolute amount by multiplying the amount in the Sales account for 2009 by the rate in the StateRate account for 2009.

HS.ABSExp "A#StateTax = A#Sales.Y#2009 * A#StateRate.Y#2009"

AccountType

Gets the account type for the current Account member or for a specified account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.Account.AccountType("Account")

where, Account is the name of a valid Account member.
You can use a blank string (" ") to apply this function to the current member only if you are using the function in the Sub Consolidate routine. Otherwise, specify an account when using this function.

**Return Value**

The account type for the specified account.

**Note:** Account types use all capital letters.

Valid account types are:

- ASSET
- LIABILITY
- REVENUE
- EXPENSE
- FLOW
- BALANCE
- BALANCERECURRING
- CURRENCYRATE
- GROUPLABEL

**Example**

In this example, if the account type for the Sales account is REVENUE, then statements between the If...Then and End If statements are executed.

```vba
If HS.Account.AccountType("Sales") = "REVENUE" Then
    ...
End If
```

**AccountTypeID**

Gets the account type ID for the current account member or for a specified account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions
Syntax

HS.Account.AccountTypeID("Account")

HS.Account.AccountTypeID(" ")

where Account is the name of a valid Account member

You can use a blank string (" ") to apply this function to the current member only if you are using the function in the Sub Consolidate routine. Otherwise, you must specify an account when using this function.

Return Value

The ID for the specified account. Table 39 lists valid account types with corresponding IDs.

Table 39  Account Type IDs

<table>
<thead>
<tr>
<th>Account Type</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE (INCOME in previous releases)</td>
<td>0</td>
</tr>
<tr>
<td>EXPENSE</td>
<td>1</td>
</tr>
<tr>
<td>ASSET</td>
<td>2</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>3</td>
</tr>
<tr>
<td>BALANCE</td>
<td>4</td>
</tr>
<tr>
<td>FLOW</td>
<td>5</td>
</tr>
<tr>
<td>CURRENCYRATE</td>
<td>7</td>
</tr>
<tr>
<td>GROUPLABEL</td>
<td>10</td>
</tr>
<tr>
<td>BALANCERECURRING</td>
<td>11</td>
</tr>
<tr>
<td>DYNAMIC</td>
<td>12</td>
</tr>
</tbody>
</table>

Example

If HS.Account.AccountTypeID("Investments") = 2 Then
   ...
End If

AddEntityToList

Adds the specified entity and parent to a member list. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions

Syntax

\[ \text{HS.AddEntityToList}("Parent", "Child") \]

<table>
<thead>
<tr>
<th>Table 40 Syntax for AddEntityToList Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Parent</td>
</tr>
<tr>
<td>Child</td>
</tr>
</tbody>
</table>

Return Value

None

Example

\[ \text{HS.AddEntityToList} \text{ "UnitedStates", "Maine"} \]

**AddEntityToListUsingIDs**

Using the ID for the entity and parent, adds the specified entity and parent to the internal Financial Management list to be used later. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions

Syntax

\[ \text{HS.AddEntityToListUsingIDs} \text{ (ParentID, ChildID)} \]

<table>
<thead>
<tr>
<th>Table 41 Syntax for AddEntityToListUsingIDs Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>ParentID</td>
</tr>
<tr>
<td>ChildID</td>
</tr>
</tbody>
</table>
AddMemberToList

Adds the specified member to a member list. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions

Syntax

```
HS.AddMemberToList("Member")
```

where `Member` is the name of a valid dimension member.

Return Value

None

Example

```
HS.AddMemberToList "July"
```

AddMemberToListUsingIDs

Adds the specified member to the internal Financial Management list to be used later. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions

Syntax

```
HS.AddMemberToListUsingIDs(MemberID)
```

where `MemberID` is the ID for a valid dimension member.
Allocates data from one point of view to another. This function can be used in Allocation rules.

Syntax

```
HS.Alloc ("SourcePOV","DestPOV","EntityList","AllocExp","PlugAccount")
```

### Table 42 Syntax for Alloc Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>SourcePOV</code></td>
<td>A source point of view for the data to be allocated. You must specify an Account member, and you can optionally specify ICP and Custom members.</td>
</tr>
<tr>
<td></td>
<td>- The default ICP member is ICP Top.</td>
</tr>
<tr>
<td></td>
<td>- The default Custom member is Top Member for that account.</td>
</tr>
<tr>
<td><code>DestPOV</code></td>
<td>A destination point of view that identifies where to allocate the data. You must specify an Account member, and you can optionally specify ICP and Custom members.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an ICP member, the default is [ICP None].</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify Custom members, the default is [None].</td>
</tr>
<tr>
<td></td>
<td>- If you specify an Entity member, it is used as the parent if the <code>EntityList</code> argument is [Base].</td>
</tr>
<tr>
<td><code>EntityList</code></td>
<td>A member list that identifies the entities to which the data is be allocated. You can use the system-defined entity list [Base] or you can use a user-defined list.</td>
</tr>
<tr>
<td></td>
<td>- If you use the system-defined list [Base], the system uses the entity specified in the destination point of view as the parent member. If you use a user-defined list and that list contains parent members, they are skipped.</td>
</tr>
<tr>
<td><code>AllocExp</code></td>
<td>An expression that identifies the data to be allocated to each entity. This expression can contain these types of values:</td>
</tr>
<tr>
<td></td>
<td>- Numbers</td>
</tr>
<tr>
<td></td>
<td>- Account Expressions that identify a numeric value. You can specify an Account member, and you can optionally specify members of the ICP and Custom dimensions.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify Custom members, the default is Top Member.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an ICP member, the default is ICP Top.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify Scenario, Year, Period, View, or Value members, the default is Current.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an Entity member, the default is the destination entity.</td>
</tr>
</tbody>
</table>
### Parameter Description

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| PlugAccount | The name of a plug account. This argument is optional, and is used to reverse the source point of view amount, taking into consideration the attribute of the source point of view account versus the plug account. You must specify an Account member, and you can optionally specify ICP and Custom members. Note these usage rules:  
  - You cannot use this argument if the source point of view Entity member is a parent, or if the source point of view Value member is not Entity Currency.  
  - If you do not specify an ICP member, the default is ICP None.  
  - If you do not specify Custom members, the default is None. |

### Return Value

None.

### Example

In this example, data from the TangibleAssets account is allocated to the Cash account.

Call `HS.ALLOC ("A#TangibleAssets","A#Cash","NewEngland","A#TangibleAssets","A#Plug")`

---

**AllowAdjFromChildren**

Specifies if journal postings from children are allowed for the specified entity. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Note:** A member is a child if it is one level directly below a member in a tree hierarchy.

### Syntax

`HS.Entity.AllowAdjFromChildren("Entity")`  
`HS.Entity.AllowAdjFromChildren(" ")`

where `Entity` is the name of a valid Entity member.

Use a blank string (" ") to apply this function to the current entity.

### Return Value

A Boolean expression that is True if journal postings from children are permitted for the specified entity, False if journal postings from children are not permitted.
Example

In this example, if journal postings from children of France are allowed, then statements between the If...Then and End If statements are executed.

```plaintext
If HS.Entity.AllowAdjFromChildren("France") = TRUE then
  ... End If
```

**AllowAdjs**

Specifies if journal postings are allowed for the specified entity. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```plaintext
HS.Entity.AllowAdjs("Entity")
HS.Entity.AllowAdjs(" ")
```

where `Entity` is the name of a valid Entity member.

Use a blank string (" ") to apply this function to the current entity.

**Return Value**

A Boolean expression that is True if journal postings are permitted for the specified entity, False if journal postings are not permitted.

**Example**

In this example, if journal postings for France are allowed, then statements between the If...Then and End If statements are executed.

```plaintext
If HS.Entity.AllowAdjs("France") = TRUE then
  ... End If
```

**CalculateExchangeRate**

Calculate the exchange rate from one currency to another.

**Syntax**

```plaintext
HS.CalculateExchangeRate (ScenarioID, YearID, PeriodID, EntityID, RateAccountID, FromCurrencyID, ToCurrencyID)
```
Table 43  Syntax for CalculateExchangeRate Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScenarioID</td>
<td>The scenario ID.</td>
</tr>
<tr>
<td>YearID</td>
<td>The year ID.</td>
</tr>
<tr>
<td>PeriodID</td>
<td>The period ID.</td>
</tr>
<tr>
<td>EntityID</td>
<td>The entity ID.</td>
</tr>
<tr>
<td>RateAccountID</td>
<td>The rate account ID.</td>
</tr>
<tr>
<td>FromCurrencyID</td>
<td>The ID for the currency that you are going from.</td>
</tr>
<tr>
<td>ToCurrencyID</td>
<td>The ID for the currency that you are going to.</td>
</tr>
</tbody>
</table>

Return Value
The exchange rate.

**CalculateRate**

Gets the current exchange rate for the specified entity.

Syntax

`HS.CalculateRate (ScenarioID, YearID, PeriodID, EntityID, CurrID, RateAccountID)`

Table 44  Syntax for CalculateRate Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScenarioID</td>
<td>The scenario ID.</td>
</tr>
<tr>
<td>YearID</td>
<td>The year ID.</td>
</tr>
<tr>
<td>PeriodID</td>
<td>The period ID.</td>
</tr>
<tr>
<td>EntityID</td>
<td>The entity ID.</td>
</tr>
<tr>
<td>CurrID</td>
<td>The currency ID.</td>
</tr>
<tr>
<td>RateAccountID</td>
<td>The rate account ID.</td>
</tr>
</tbody>
</table>

Return Value
The exchange rate for the specified entity.
CalcStatus

Gets the calculation status for the specified point of view. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.CalcStatus("Scenario.Year.Period.Entity.Value")

Table 45 Syntax for CalcStatus Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity member.</td>
</tr>
<tr>
<td>Value</td>
<td>Name of a valid Value member.</td>
</tr>
</tbody>
</table>

Return Value

A String that contains the calculation status for the specified point of view. Valid status codes are listed below.

Table 46 Calculation Status Codes

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>None of the data for the specified Scenario, Year, Period, Entity, and Value dimensions has changed.</td>
</tr>
<tr>
<td>OK ND</td>
<td>OK - No data. Some data may have changed.</td>
</tr>
<tr>
<td>OK SC</td>
<td>OK - System changed. Some of the data for the specified Scenario, Year, Period, Entity, and Value dimensions has changed. For example, a new rules file or metadata file has been loaded.</td>
</tr>
<tr>
<td>CH</td>
<td>Needs Calculation. At least one data cell for the specified Scenario, Year, Period, Entity, and Value dimensions has been changed, or metadata parameters or rules have changed. As a result, other data cells in this Scenario, Year, Period, Entity, and Value dimension may not be up to date because the SubCalculate routine has not been executed. For base level entities, the data cell may have been entered by manual data entry or by a bulk data file load. For entities, the data cell may have been entered by a journal posting.</td>
</tr>
<tr>
<td>CH ND</td>
<td>Needs Calculation – No Data. This indicates the first time that calculation will be performed on the cell.</td>
</tr>
<tr>
<td>TR</td>
<td>Needs Translation. The selected Value dimension member is not the entity’s default currency, and its translated values may not be up to date.</td>
</tr>
<tr>
<td>Status Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>TR ND</td>
<td>Needs Translation — No Data. This indicates the first time that translation will be performed on the cell.</td>
</tr>
<tr>
<td>CN</td>
<td>Needs Consolidation. The data for the specified Scenario, Year, Period, Entity, and Value dimensions may not be up to date because data for a child entity has changed, data for the same entity's default currency has changed, or metadata parameters or rules have changed.</td>
</tr>
<tr>
<td>CN ND</td>
<td>Needs Consolidation - No Data. The parent has no data but a child of the parent has changed. This indicates the first time that consolidation will be performed on the cell.</td>
</tr>
</tbody>
</table>
| Locked      | The data for the specified Scenario, Year, Period, Entity, and Value dimensions has been locked by an administrator and can no longer be modified by manual data entry or calculations.  
**Note:** You can use the Alloc function to modify data in a locked destination POV. |
| NoData      | No data exists for the specified Scenario, Year, Period, Entity, and Value dimensions. |

**Example**

In this example, if the status for the specified point of view is “OK”, then statements between the If...Then and End If statements are executed.

```plaintext
If HS.CalcStatus("$Actual.Y#2009.P#January.E#Connecticut.V#<EntityCurrency>") = "OK" Then  ...
End If
```

**Clear**

Removes data from combinations of Account, ICP, and Custom members. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```plaintext
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Name of a valid Account member.</td>
</tr>
<tr>
<td>ICP</td>
<td>Name of a valid ICP member.</td>
</tr>
<tr>
<td>Custom1, Custom2, Custom3, Custom4</td>
<td>Name of valid Custom1, Custom2, Custom3, and Custom4 members.</td>
</tr>
</tbody>
</table>
To remove data from all cells that intersect the current point of view, which consists of the current Entity, Period, Scenario, Value, View, and Year members, place the ALL keyword after the A# characters as in this example:

`HS.Clear "A#ALL"`

To clear all intersections of cells and Custom or ICP dimensions, use the ALL keyword or omit the A# characters. This example omits the A# characters to clear data from all account intersections with the GolfBalls member of the Custom1 dimension:

`HS.Clear "C1#GolfBalls"`

**Return Value**

None.

**Example**

This example clears the data stored in the intersection of the Sales account and the GolfBalls member of the Custom1 dimension.

`HS.Clear "A#Sales.C1#GolfBalls"`

---

**Con**

Puts data into the [Proportion] and [Elimination] Value dimension members. This function can be used in Consolidation rules.

**Syntax**

`HS.Con ("DestPOV", Factor, "Nature")`

**Table 48  Syntax For Con Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| **DestPOV** | Combination of these dimensions:  
  - Account  
  - Custom1, Custom2, Custom3, Custom4  
  - Intercompany  
  - Entity  
  - Value |
| **Factor** | A number or an expression using mathematical operators (+ - * /) or functions like HS.GetCell. |
| **Nature** | A string used for audit purposes. This string is stored in the database and provides information about the accounting purpose of the transaction.  
To allow users to view consolidation source and destination transactions after running a consolidation, you must include text in this parameter. If you do not include text, the transaction information is not stored. You can view audit transaction information from the Source or Destination Transaction options in data grids, the Entity Detail report, or automated consolidation journals. |
Consol1, Consol2, Consol3

Gets the value in Consol1, Consol2, or Consol3 account for the specified parent.entity node. This function can be used in these types of rules:

- Calculation
- Allocation

Syntax

Combination of scenario, year, period, and parent.entity members.

\[
\text{HS.Node.Consoln ("S\#\text{Scenario}.Y\#\text{Year}.P\#\text{Period}.E\#\text{Parent.Entity")})}
\]

\[
\text{HS.Node.Consoln ("")}
\]

Note: Use a blank string (""") to apply this function to the current scenario, year, period, and entity.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Parent.Entity</td>
<td>Name of a valid Parent.Entity node.</td>
</tr>
</tbody>
</table>

Return Value

The value in the Consol1, Consol2, or Consol3 system account.

Example

This example gets the Consol1 value for the Group1.Ent1 node in the actual scenario.

\[
d\text{Var1} = \text{HS.Node.Consol1 ("S\#\text{Actual}.E\#\text{Group1.Ent1")})}
\]
**ConsolidateYTD**

Determines if the current Scenario member or a specified scenario member is consolidated year to date. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.Scenario.ConsolidateYTD("Scenario")
HS.Scenario.ConsolidateYTD(""")
```

where `Scenario` is the name of a valid Scenario member.

Use a blank string (""") to apply this function to the current member.

**Return Value**

A Boolean expression that is True if the scenario is consolidated using the year-to-date method, False if the scenario is consolidated using the periodic method.

**Example**

In this example, if the Actual scenario is set up to be consolidated using the year-to-date method, then statements between the If...Then and End If statements are executed.

```
If HS.Scenario.ConsolidateYTD("Actual") = TRUE Then
    ...
End If
```

---

**ContainsCellText**

Determines if the specified cell contains cell text. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.ContainsCellText("POVExpression")
```

where `POVExpression` is a combination of members. If you do not specify a dimension, these default values are used.
Return Value

A Boolean expression that is True if the specified data cell contains cell text; False otherwise.

Example

In this example, if the specified cell does not contain cell text, then statements between the If...Then and End If lines are executed.

If HS.ContainsCellText("A#Sales.C1#Prod1.C2#Region1") = "False" then
  ...
End If

CreateInputCache

Creates a buffer to be used when data is being consolidated. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
- Dynamic Calculation
- Transactions

Syntax

HS.CreateInputCache()

Return Value

The cached object.

Currency

Gets the currency for the application or for the current Value dimension member. This function can be used in these types of rules:
Calculation
Translation
Consolidation
Allocation

Syntax

HS.AppSettings.Currency
HS.Value.Currency

Return Value
A String that contains the currency name for the application or for the Value member.

Example
In this example, if Euro is the currency of the application then statements between the If...Then and End If statements are executed.

If HS.AppSettings.Currency = "Euro" Then
    ...
End If

Custom1Top, Custom2Top, Custom3Top, and Custom4Top

Gets the C1Top through C4Top member for the current Account member or for a specified account member. This function can be used in these types of rules:

Calculation
Translation
Consolidation
Allocation

Syntax

HS.Account.<Object>("Account")
HS.Account.<Object>("")

Note: Use a blank string (""") to apply this function to the current member.
Table 50  Syntax for C1Top...C4Top Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>• C1Top</td>
</tr>
<tr>
<td></td>
<td>• C2Top</td>
</tr>
<tr>
<td></td>
<td>• C3Top</td>
</tr>
<tr>
<td></td>
<td>• C4Top</td>
</tr>
<tr>
<td>Account</td>
<td>Name of a valid Account member.</td>
</tr>
</tbody>
</table>

Return Value
The top member for the specified Custom account member.

Example
In this example, the C1Top member is the TotalCosts account.

strVariable = HS.Account.C1Top("TotalCosts")

Decimal
Gets the number of decimal places for the specified account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.Account.Decimal("AccountName")
HS.Account.Decimal("*")

Note: Use a blank string (" ") to apply this function to the current account when using a Sub Consolidate routine.

HS.Account.Decimal(Var1)

Table 51  Syntax for Decimal Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AccountName</td>
<td>Name of a valid Account member.</td>
</tr>
<tr>
<td>Var1</td>
<td>VBScript variable representing an Account member.</td>
</tr>
</tbody>
</table>
Return Value
An integer representing the decimal value assigned to the account. Valid values are 0 to 9.

Example
In this example, if the number of decimal places assigned to the Sales account is 2, then statements between the If...Then and End If statements are executed.

```
If HS.Account.Decimal("Sales") = "2" Then
    ...
End If
```

**DefaultFreq**

Gets the default frequency for the current Scenario member or for a specified scenario member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```
HS.Scenario.DefaultFreq("Scenario")
HS.Scenario.DefaultFreq("")
```

**Note:** Use a blank string ("") to apply this function to the current member.

Where *Scenario* is the name of a valid Scenario member.

Return Value
A String that contains the default frequency for the scenario.

Example
In this example, if the default frequency for the Actual scenario is YTD, then statements between the If...Then and End If statements are executed.

```
If HS.Scenario.DefaultFreq("Actual") = "YTD" Then
    ...
End If
```

**DefaultTranslate**

Calculates translation by bypassing rules. This function overrides the Application settings and can be used in SubTranslate rules only.
Syntax
HS.DefaultTranslate(dRateForBalanceAccounts, dRateForFlowAccounts, bUsePVAForFlowAccounts, bUsePVAForBalanceAccounts)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>dRateForBalanceAccounts</td>
<td>Number for rate</td>
</tr>
<tr>
<td>dRateForFlowAccounts</td>
<td>Number for rate</td>
</tr>
<tr>
<td>bUserPVAForFlowAccounts</td>
<td>True or False</td>
</tr>
<tr>
<td>bUsePVAForBalanceAccounts</td>
<td>True or False</td>
</tr>
</tbody>
</table>

Return Value
None.

Example
In this example, if the parent member is United States, then statements between the If...Then and End If statements are executed.

If HS.Parent.Member="UnitedStates" Then
  HS.DefaultTranslate .25, .27, True, False
End If

DefaultView
Gets the default view for the current Scenario member or for a specified scenario member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax
HS.Scenario.DefaultView("Scenario")
HS.Scenario.DefaultView(""")

Note: Use a blank string (""") to apply this function to the current member.

Where Scenario is the name of a valid Scenario member.
Return Value
A String that contains the default view for the specified scenario. Valid values are YTD and Periodic.

Example
In this example, if the default view for the Actual scenario is YTD, then statements between the If...Then and End If statements are executed.

If HS.Scenario.DefaultView("Actual") = "YTD" Then
    ...
End If

DefCurrency

Gets the default currency for the current entity or parent member, or for the specified entity or parent member. If you specify an entity, the system returns the entity currency. To obtain the parent currency, you must specify the parent entity. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.<Object>.DefCurrency("Entity")
HS.<Object>.DefCurrency(""")

Note: Use a blank string (""") to apply this function to the current member.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>● Entity</td>
</tr>
<tr>
<td></td>
<td>● Parent</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity member.</td>
</tr>
</tbody>
</table>

Return Value
A string that contains the default currency for the specified entity or parent.
Example
In this example, if the default currency for Connecticut is different from the default currency for EastRegion, then statements between the If...Then and End If statements are executed.

\[
\text{If } \text{HS.Entity.DefCurrency("Connecticut")} \neq \text{HS.Parent.DefCurrency("EastRegion")} \text{ Then} \\
\text{...} \\
\text{End If}
\]

**DOwn**

Gets the percentage of direct ownership for the specified parent.entity node. This function can be used in these types of rules:
- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

Combination of scenario, year, period, and parent.entity members.

\[
\text{HS.Node.DOwn("S#Scenario.Y#Year.P#Period.E#Parent.Entity")} \\
\text{HS.Node.DOwn(""})
\]

**Note:** Use a blank string (""") to apply this function to the current node.

<table>
<thead>
<tr>
<th>Table 54</th>
<th>Syntax for DOwn Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Parent.Entity</td>
<td>Name of a valid Parent.Entity node.</td>
</tr>
</tbody>
</table>

**Return Value**

A number that is a percentage of direct ownership.

**Example**

\[
d\text{Var1} = \text{HS.Node.DOwn("S#Actual.Y#2009.P#Q1.E#Group1.Ent1")}
\]
**Dynamic**

Specifies the formula for the dynamic accounts that need calculations. This function can be used in Dynamic rules.

This function can only reference data in the same subcube. If you need to reference data from a different subcube, you may need to create a “parking” account to store information from other cubes. For example, to reference a prior year’s data in the formula, you need to use a “parking” account to store the last year’s data information so that it can be referenced in the dynamic calculation within the same cube.

**Note:** You can embed the `HS.View.PeriodNumber` function in the Dynamic function. For example:

```
"HS.Dynamic "A#AvgUnits.I#ICP None.C1#None.C2#None = A#AccumUnits.I#ICP None.C1#None.C2#None / HS.View.PeriodNumber"
```

**Syntax**

```
HS.Dynamic "DestPOV = Expression"
```

**Table 55 Syntax for Dynamic Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| DestPOV   | A valid Account member with type set to Dynamic. You may also specify a view for which to execute the calculation.  
**Note:** If you do not specify a view, the formula is executed for Periodic and YTD. To have different formulas for different views, you must specify Periodic or YTD in the formula. |
| Expression| A calculation expression. |

**Note:** The Dynamic function does not support IF...THEN statements.

**Return Value**

None.

**Example**

```
Sub Dynamic
  HS.Dynamic "A#GM% = A#GM/A#Sales * 100)/HS.View.PeriodNumber"
End Sub
```

Expected results for the GM% account:

<table>
<thead>
<tr>
<th>Custom1</th>
<th>Sales</th>
<th>GM</th>
<th>GM% (Dynamic Calculation)</th>
<th>Calculation based on formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>600</td>
<td>140</td>
<td>23.33%</td>
<td>140 / 160 * 100</td>
</tr>
<tr>
<td>Custom1</td>
<td>Sales</td>
<td>GM</td>
<td>GM% (Dynamic Calculation)</td>
<td>Calculation based on formula</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>----</td>
<td>---------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>P1</td>
<td>100</td>
<td>10</td>
<td>10%</td>
<td>10 / 100 * 100</td>
</tr>
<tr>
<td>P2</td>
<td>200</td>
<td>40</td>
<td>20%</td>
<td>40 / 200 * 100</td>
</tr>
<tr>
<td>P3</td>
<td>300</td>
<td>90</td>
<td>30%</td>
<td>90 / 300 * 100</td>
</tr>
</tbody>
</table>

**Exp**

Puts data into a combination of Account, ICP, and Custom1...4 members. This function can be used in these types of rules:

- Calculation
- Translation
- Allocation

**Syntax**

HS.Exp "DestPOV = Expression"

**Table 56 Syntax for Exp Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DestPOV</strong></td>
<td>A destination point of view that identifies where to put the data. You must specify an Account member, and you can optionally specify ICP and Custom members. Note these usage rules:</td>
</tr>
<tr>
<td></td>
<td>• If you do not specify an ICP member, the default is [ICP None].</td>
</tr>
<tr>
<td></td>
<td>• To avoid populating the database with unwanted values, rules should be as explicit as possible in terms of defining where data should reside. A good practice is to include clearly defined Custom dimension intersections for the Account dimension. Such clearly defined intersections utilize Financial Management validation checks to avoid writing data to invalid intersections.</td>
</tr>
<tr>
<td><strong>Expression</strong></td>
<td>A calculation expression.</td>
</tr>
</tbody>
</table>

The destination for the data is on the left side of the equal sign, and the data to be assigned is on the right side. This example sets the cell that intersects the UnitsSold account and the [None] members of the Custom dimensions to 40000:

```hs
HS.Exp "A#UnitsSold.C1#[None].C2#[None].C3#[None].C4#[None]" _ 
& " = 40000"
```

On the right side of the equal sign, you can use Account Expression characters to represent dimension members, not just the Intercompany Partner and Custom dimensions. Thus, you can assign data for a group of cells to another group of cells. This example sets the cell that intersects the Taxes account and the [None] members of the Custom dimensions to 6 percent of the data in the cell that intersects the Sales account and the specified Custom dimensions:

```hs
HS.Exp "A#Taxes.C1#[None].C2#[None].C3#[None].C4#[None]" _ 
& " = A#Sales.C1#AllProducts.C2#AllCustomers.C3#[None]" _ 
& ".C4#[None] * .06"
```
Tip: You can set multiple accounts with one Exp statement. See “Simultaneously Setting Several Accounts” on page 265.

Dimension Intersection Considerations

If you do not specify the dimension intersections from which Exp gets data and into which Exp places data, the source and destination intersections are determined by these factors:

- **Destination.** If no member of the Intercompany partner dimension or of a Custom dimension is specified on the left side of the equal sign, Exp places data into each valid intersection of the account and the dimension. If you do not specify a destination account, Financial Management will insert data into all accounts that are valid for the current point of view. See “Simultaneously Setting Several Accounts” on page 265.

- **Source.** If a member of a dimension is not specified on the right side of the equal sign, there are several possibilities:
  - If a dimension has only one member, then Exp gets data from the intersection of this member and the source account.
  - If a dimension has only one valid intersection with the source account, then Exp gets data from this intersection.
  - If a dimension has several intersecting members with the source account, then the source intersection of the data is determined by the left side of the equation:
    - If a member is specified on the left side, then Exp attempts to get the data from the intersection of this member and the source account.
    - If a member is not specified on the left side, then Exp attempts to put data into each valid intersection of the destination account and the dimension’s members. Exp gets the data for the destination intersections from the corresponding intersections of the members and the source account.

  **Note:** If a source intersection is invalid, then Exp does not change the data in the corresponding destination intersection.

For detailed examples that illustrate these considerations, see “Exp and Dimension Intersection Considerations” on page 265.

Period and Year Keywords

To create dynamic rules, you can use the keywords in Table 57 instead of member names to represent members of the destination Year or Period dimensions:

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUR</td>
<td>The current period or year.</td>
</tr>
<tr>
<td>Keyword</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>FIRST</td>
<td>The first period or year that is valid for the application.</td>
</tr>
<tr>
<td>LAST</td>
<td>The last period or year that is valid for the application.</td>
</tr>
<tr>
<td>NEXT</td>
<td>The period or year that follows the current period or year.</td>
</tr>
<tr>
<td>PRIOR</td>
<td>The period or year that precedes the current period or year.</td>
</tr>
</tbody>
</table>

**Note:** Period and Year keywords are case-sensitive and must be in all uppercase letters.

You can use the plus (+) and minus (-) signs with the Period and Year keywords. This example sets the MiscPast account to the amount in the Misc account two years before the current year.

```
HS.Exp "A#MiscPast = A#Misc.Y#CUR-2"
```

If you use the keywords Prior, First, Last, Current, or Next, immediately followed by the plus (+) and minus (-) signs and a digit, you must be careful to use the correct syntax for the order of the equation. In these cases, you can use one of these methods to write the rule:

- Always use parentheses to correctly separate the variable. For example:
  ```
  
  Or
  ```
  ```
  ```
  ```
  *A#9001_Group.V#[Parent Total])"
  ```

- Insert a space after keywords Prior, First, Last, Current and Next if you don’t want to use numbers as part of the POV. The above rule can be written as:
  ```
  ```
  ```
  "*A#9001_Group.V#[Parent Total])"
  ```

**Mathematical Calculations**

You can add, subtract, multiply, and divide on the right side of the equal sign. You must use these standard VBScript characters:

```
+ - * /
```

This example adds the values in the prior year’s Taxes and Purchases accounts and then inserts the sum in the Cash account.

```
HS.Exp "A#Cash = A#Taxes.Y#PRIOR + A#Purchases.Y#PRIOR"
```

**Note:** If you multiply or divide with an account that has a NoData status, the data in the account on the left side of the equal sign will not be changed. Zero (0) is considered data. In other words, an account that contains 0.00 as data will not have a NoData status.
**Placing Other Functions Within Exp**

If a function returns a single numeric value, you can nest the function within the Exp function. However, if you nest a function that contains a String argument, you cannot surround the String with quotation marks. In this example, the NumBase function is nested in the Exp function, and so its String argument is not surrounded by quotation marks.

```
HS.Exp "A#SalesAlloc = A#Sales/HS.Entity.NumBase(Regional)"
```

**Simultaneously Setting Several Accounts**

To insert data into all accounts that intersect the current point of view, use All with the account expression. You can use this to set the opening balances of all accounts. In this example, the IsFirst function tests whether the current period is the first period. If it is the first period, then Exp sets each account’s value for the current period to the account’s value from the last period of the prior year.

```
If HS.Period.IsFirst = TRUE Then
   HS.Exp "A#ALL = A#ALL.P#PRIOR"
End If
```

To insert data into all intersections of accounts and Custom or Intercompany Partner dimensions, use the All keyword or omit the A# characters. This example, which omits the A# characters, inserts data into each account that intersects the GolfBalls member of the Custom1 dimension. For each valid intersection of GolfBalls and an account, the amount in the prior period’s intersection is placed in the current period’s intersection.

```
HS.Exp "C1#GolfBalls = C1#GolfBalls.P#PRIOR"
```

**Return Value**

None.

**Example**

This example sets the amount in the StateTax account. The example calculates this amount by multiplying the amount in the Sales account for 2009 by the rate in the StateRate account for 2009.

```
HS.Exp "A#StateTax = A#Sales.Y#2009 * A#StateRate.Y#2009"
```

**Exp and Dimension Intersection Considerations**

The following examples illustrate the considerations introduced in “Dimension Intersection Considerations” on page 263. These types of intersections are covered:

- All intersections are valid for the source and destination accounts. See “All Intersections Valid” on page 266.

- Some intersections are valid and others invalid for the source and destination accounts. See “Invalid Intersections” on page 267.
One member is valid for the source account. See “One Valid Member on the Right Side” on page 268.

All of these examples use accounts named TargAcct and SourceAcct in conjunction with members of the Custom1 dimension named Member001, Member002, and Member003. The source intersection data for all the examples is listed in Table 58:

### Table 58  Data for the Dimension Intersection Examples

<table>
<thead>
<tr>
<th>Member</th>
<th>Data in SourceAcct Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member001</td>
<td>10</td>
</tr>
<tr>
<td>Member002</td>
<td>NoData status</td>
</tr>
<tr>
<td>Member003</td>
<td>15</td>
</tr>
</tbody>
</table>

### All Intersections Valid

For this example, all intersections of the TargAcct and SourceAcct accounts and the Custom1 members are valid:

\[
\text{HS.Exp } "\text{A#TargAcct} = \text{A#SourceAcct}" \]

The function puts this data into the intersections of the TargAcct account and the Custom1 members:

<table>
<thead>
<tr>
<th>Custom1 Member</th>
<th>Data</th>
<th>Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member001</td>
<td>10</td>
<td>SourceAcct and Member001</td>
</tr>
<tr>
<td>Member002</td>
<td>---</td>
<td><em>Not applicable.</em> The intersection of TargAcct and Member002 is unchanged because the intersection of SourceAcct and Member002 has a NoData status.</td>
</tr>
<tr>
<td>Member003</td>
<td>15</td>
<td>SourceAcct and Member003</td>
</tr>
</tbody>
</table>

This example uses Exp with the Member001 member on the left side of the equal sign:

\[
\text{HS.Exp } "\text{A#TargAcct}.C1\#\text{Member001} = \text{A#SourceAcct}" \]

The intersection of TargAcct and Member001 is set to 10. Exp gets the data from the intersection of SourceAcct and Member001 because Member001 is specified on the left side.

This example uses EXP with Member003 on the right side of the equal sign:

\[
\text{HS.Exp } "\text{A#TargAcct} = \text{A#SourceAcct}.C1\#\text{Member003}" \]

The function puts this data into the intersections of the Custom1 members and the TargAcct account:

<table>
<thead>
<tr>
<th>Custom1 Member</th>
<th>Data</th>
<th>Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member001</td>
<td>15</td>
<td>SourceAcct and Member003</td>
</tr>
</tbody>
</table>
**Invalid Intersections**

In these examples, the source and destination accounts each have an invalid intersection.

- SourceAcct. Member002 and Member003 are valid, and Member001 is invalid.
- TargAcct. Member001 and Member002 are valid, and Member003 is invalid.

In this example, Exp is used without specifying a Custom1 member on either side of the equal sign:

```
HS.Exp "A#TargAcct = A#SourceAcct"
```

Exp does not change data in the TargAcct account because Exp attempts to perform these operations:

- TargAcct.Member001 = SourceAcct.Member001. SourceAcct and Member001 is an invalid intersection.
- TargAcct.Member002 = SourceAcct.Member002. Since the intersection of SourceAcct and Member002 has a NoData status, the intersection of TargAcct and Member002 remains unchanged.
- TargAcct.Member003 = SourceAcct.Member003. TargAcct and Member003 is an invalid intersection.

In this example, Exp is used with Member001 specified on the left side of the equal sign:

```
HS.Exp "A#TargAcct.C1#Member001 = A#SourceAcct"
```

TargAcct.Member001 remains unchanged because Exp attempts to retrieve data from an invalid intersection (SourceAcct and Member001).

In this example, Exp is used with Member003 specified on the right side of the equal sign:

```
HS.Exp "A#TargAcct = A#SourceAcct.C1#Member003"
```

The function puts this data into the intersections of the Custom1 members and the TargAcct account:

<table>
<thead>
<tr>
<th>Custom1 Member</th>
<th>Data</th>
<th>Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member001</td>
<td>15</td>
<td>SourceAcct and Member003</td>
</tr>
<tr>
<td>Member002</td>
<td>15</td>
<td>SourceAcct and Member003</td>
</tr>
<tr>
<td>Member003</td>
<td>N/A</td>
<td>Not applicable. Member003 is an invalid intersection for the TargAcct account.</td>
</tr>
</tbody>
</table>
**One Valid Member on the Right Side**

In these examples, the source account has only one valid member, and the destination account has two valid members.

- SourceAcct. Member003 is the only valid intersection.
- TargAcct. Member001 and Member002 are valid, and Member003 is invalid.

In this example, Exp is used without specifying a Custom1 member on either side of the equal sign:

\[
\text{HS.Exp } "A#TargAcct = A#SourceAcct"
\]

The function puts this data into the intersections of the Custom1 members and the TargAcct account:

<table>
<thead>
<tr>
<th>Custom1 Member</th>
<th>Data</th>
<th>Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member001</td>
<td>15</td>
<td>SourceAcct and Member003 (the only valid intersection for the SourceAcct account)</td>
</tr>
<tr>
<td>Member002</td>
<td>15</td>
<td>SourceAcct and Member003 (the only valid intersection for the SourceAcct account)</td>
</tr>
<tr>
<td>Member003</td>
<td>N/A</td>
<td>Not applicable. Member003 is an invalid intersection for the TargAcct account.</td>
</tr>
</tbody>
</table>

In this example, Exp is used with Member001 specified on the left side of the equal sign:

\[
\text{HS.Exp } "A#TargAcct.C1#Member001 = A#SourceAcct"
\]

The intersection of TargAcct and Member001 is set to 15, which is the data in the intersection of SourceAcct and Member003.

**Tip:** If there were more than one valid intersection for the SourceAcct account and the Custom1 dimension, Exp would attempt to get data from the intersection of SourceAcct and Member001. If this were an invalid intersection, then Exp would leave the destination account unchanged.

**GetCell**

Gets the data contained in a cell. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

\[
\text{HS.GetCell("POVExpression")}
\]

where **POVExpression** is a valid point of view.
Return Value
The data stored in the specified cell.

Note: If the function returns more than one value, an error occurs.

Example
This example assigns to the dData variable the amount stored in the intersection of the Sales account and the Golfballs member of the Custom1 dimension:

```
Dim dData
dData = HS.GetCell("A#Sales.I#ICP None].C1#Golfballs.C2#Customer2.C3#Increases.C4#[None]"
```

GetCellNoData

Gets the data contained in a cell and also indicates whether the cell contains data. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.GetCellNoData("POV", Var1)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV</td>
<td>A valid point of view.</td>
</tr>
<tr>
<td>Var1</td>
<td>A variable that specifies if there is data in the cell.</td>
</tr>
</tbody>
</table>

Return Value

The possible return values depend on what is found in the cell:

- If the cell contains real data, the data value is returned and the boolean value returned for Var1 is False.
- If the cell contains no data, 0 is returned for the data value and the boolean value returned for Var1 is True.
- If the cell contains derived data, the derived value is returned and the boolean value returned for Var1 is False.
Caution! If the argument causes GetCellNoData to return more than one value, an error occurs.

Example

In this example, the amount in the Sales account is assigned to the dSalesAmt variable. If the Sales account has no data, the statements between the If Then and End If statements are executed.

```plaintext
dSalesAmt = HS.GetCellNoData("A#Sales.I#ICP None].C1#None].C2#None].C3#None].C4#None", bIsNoData)
If bIsNoData = TRUE then
  ... End If
```

GetCellRealData

Gets the data contained in a cell and also indicates whether the cell contains real data. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```plaintext
HS.GetCellRealData("POV", Var1)
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV</td>
<td>A valid point of view.</td>
</tr>
<tr>
<td>Var1</td>
<td>A variable that specifies if there is real data in the cell.</td>
</tr>
</tbody>
</table>

Return Value

The possible return values depend on what is found in the cell:

- If the cell contains real data, the data value is returned and the boolean value returned for Var1 is True.
- If the cell contains no data, 0 is returned for the data value and the boolean value returned for Var1 is False.
- If the cell contains derived data, the derived value is returned and the boolean value returned for Var1 is False.

Example

```plaintext
dData = HS.GetCellRealData("A#Sales.C1#Prod1", bIsRealData)
```
If bIsRealData = TRUE then
  ...
End If

GetCellText

Gets the cell text from the point of view. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

\[
\text{HS.GetCellText("POVExpression")}
\]

where \text{POVExpression} is a valid point of view.

Return Value

The cell text for the POV.

Example

\[
Currency>.A#Sales.I#<ICP None>.C1#<None>.C2#<None>.C3#<None>.C4#<None>")}
\]

GetCellType

Gets the cell type. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

\textbf{Note:} Account types use all capital letters.

Syntax

\[
\text{HS.GetCellType("POVExpression")}
\]

where \text{POVExpression} is a valid point of view.

Return Value

The type for the specified cell.
Valid types are:
- ASSET
- LIABILITY
- REVENUE
- EXPENSE
- FLOW
- BALANCE
- BALANCERECURRING
- CURRENCYRATE
- GROUPLABEL

Example

This example checks to see if the cell type is EXPENSE. If it is, then statements between the If...Then and End If statements are executed.

```plaintext
If HS.GetCellType("S#Actual.C4#[None]") = "EXPENSE" Then
    ...
End If
```

**GetItem**

Gets an individual record to process for consolidation. This function can be used in Consolidation rules.

**Syntax**

```plaintext
HS.DataUnit.GetItem (lItem, strAccount, strICP, strCustom1, strCustom2, strCustom3, strCustom4, dData)
```

**Table 61 Syntax for GetItem Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>lItem</td>
<td>A record number.</td>
</tr>
<tr>
<td>strAccount</td>
<td>Name of a valid Account dimension member.</td>
</tr>
<tr>
<td>strICP</td>
<td>Name of a valid ICP dimension member.</td>
</tr>
<tr>
<td>strCustom1</td>
<td>Name of a valid Custom1 dimension member.</td>
</tr>
<tr>
<td>strCustom2</td>
<td>Name of a valid Custom2 dimension member.</td>
</tr>
<tr>
<td>strCustom3</td>
<td>Name of a valid Custom3 dimension member.</td>
</tr>
<tr>
<td>strCustom4</td>
<td>Name of a valid Custom4 dimension member.</td>
</tr>
<tr>
<td>dData</td>
<td>The data in the specified cell.</td>
</tr>
</tbody>
</table>
Return Value
An array containing the account, ICP, Custom1...4, data.

Example

Call DataUnit.GetItem(lItem, strAccount, strICP, strCustom1, strCustom2, strCustom3, strCustom4, dData)
If dData = 0 Then
    ...
End If

GetItemIDs2
Using dimension IDs, gets an individual record to process for consolidation. This function can be used in Consolidation rules.

Syntax
HS.DataUnit.GetItemIDs2(lItem, lAccountID, lICPID, lCustom1ID, lCustom2ID, lCustom3ID, lCustom4ID, dData)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>lItem</td>
<td>A record number.</td>
</tr>
<tr>
<td>lAccountID</td>
<td>ID number of a valid Account dimension member.</td>
</tr>
<tr>
<td>lICPID</td>
<td>ID number of a valid ICP dimension member.</td>
</tr>
<tr>
<td>lCustom1ID</td>
<td>ID number of a valid Custom1 dimension member.</td>
</tr>
<tr>
<td>lCustom2ID</td>
<td>ID number of a valid Custom2 dimension member.</td>
</tr>
<tr>
<td>lCustom3ID</td>
<td>ID number of a valid Custom3 dimension member.</td>
</tr>
<tr>
<td>lCustom4ID</td>
<td>ID number of a valid Custom4 dimension member.</td>
</tr>
<tr>
<td>dData</td>
<td>The data in the specified cell.</td>
</tr>
</tbody>
</table>

Return Value
An array containing the account, ICP, Custom1...4, data.

Example

Call DataUnit.GetItemIDs2(lItem, lAccount, lICP, lCustom1, lCustom2, lCustom3, lCustom4, dData)
If dData = 0 Then
    ...
End If
**GetNumItems**

Gets the number of records to process for consolidation. This function can be used in Consolidation rules.

**Syntax**

\[ \text{NumItems} = \text{HS.DataUnit.GetNumItems} \]

**Return Value**

The number of records in the data unit.

**Example**

```vbscript
Set dataUnit = HS.OpenDataUnit("")
lNumItems = dataUnit.GetNumItems
for lItem = 0 to lNumItems - 1
    ' Get the next item from the Data Unit
    Call dataUnit.GetItem(lItem, strAccount, strICP, strCustom1, strCustom2, strCustom3, strCustom4, dData)
```

---

**GetNumLID**

Gets the number of line item details for the specified point of view. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

\[ \text{HS.GetNumLID("POVExpression")} \]

where **POVExpression** is a valid POV combination. If you do not specify a dimension, these values are used:

- Account - [none]
- ICP - [ICP None]
- Custom1...4 - [None]
- Scenario - Current Scenario member
- Entity - Current Entity member
- Value - <entity currency>
- Year and Period - Current member
**Note:** If an invalid intersection is specified, the return value is 0.

**Return Value**
The number of line item details entered for the specified cell.

**Example**
In this example, if no line item details have been entered for the specified cell, then statements between the If...Then and End If lines are executed.

```vba
If HS.GetNumLID("A#Sales.C1#Prod1.C2#Region1") = "0" then
    ...
End If
```

**GetRate**
Gets the currency rate for the current point of view or for a specified point of view. This function can be used in the these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**
```vba
HS.GetRate("POVExpression")
```

where POVExpression is a valid point of view.

**Note:** You must specify a rate account.

**Return Value**
The currency rate for the specified point of view.

**Example**
```vba
dVar1 = HS.GetRate("S#Actual.Y#2009.P#March.V#Euro.E#Connecticut.A#AvgRate")
```

**GetSubmissionGroup**
Gets the process management submission group for the cell.

**Syntax**
```vba
```
Return Value

An integer representing the process management submission group. Valid values are 1–99.

Example

HS.GetSubmissionGroup("A#Sales.C1#Golfballs.C2#Tennisballs.C3#Soccerballs.C4#Basketballs .I#EastSales")

GetSubmissionPhase

Gets the process management submission phase for the cell.

Syntax


Return Value

An integer representing the process management submission phase. Valid values are 1–9.

Example


Holding

Gets the holding company for the current Entity dimension member or for a specified entity member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.Entity.Holding("Entity")
HS.Entity.Holding("")

where Entity is the name of a valid Entity dimension member. You can use a blank string (""") to apply this function to the current member.

Return Value

A String that contains the name of the holding company for the specified entity member.
Example

In this example, if Europe is the holding company for the entity France, then statements between the If...Then and End If lines are executed.

```vba
If HS.Entity.Holding("France") = "Europe" Then
    ...
End If
```

ICPTopMember

Gets the ICP Top Member of the current Account dimension member or the specified account member. This function can be used in the these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```vba
HS.Account.ICPTopMember("AccountName")
HS.Account.ICPTopMember(""")
HS.Account.ICPTopMember(Var1)
```

Note: You can use a blank string (" ") to apply this function to the current account only if you are using it in a sub consolidate routine.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AccountName</td>
<td>Name of a valid Account dimension member.</td>
</tr>
<tr>
<td>Var1</td>
<td>A VisualBasic variable.</td>
</tr>
</tbody>
</table>

Return Value

A string with the name of the ICP Top Member for the account.

Example

In this example, if the ICP Top Member of the Sales account is TotalProd, then statements between the If...Then and End If statements are executed.

```vba
If HS.Account.ICPTopMember("Sales") = "TotalProd" Then
    ...
End If
```
ICPWeight

Gets the ICP weight for the application. The percentage of intercompany partner entity [ICP Entities] amounts that aggregate to the [ICP Top] member of the Value dimension. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```
HS.AppSettings.ICPWeight
```

Return Value

The percentage of ICP entities that are aggregated into the ICP top member. The value is a percentage scaled to hundreds, with 1.0 equalling 100 percent.

Example

In this example, if the ICPWeight of the current application is 1, then statements between the If...Then and End If lines are executed.

```
If HS.AppSettings.ICPWeight = 1 Then
    ...
End If
```

IDFromMember

Gets the ID number for the specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```
HS.<Object>.IDFromMember("Element")
```
### Syntax for IDFromMember Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
|           | ● Account  
|           | ● Custom1...4  
|           | ● Entity  
|           | ● ICP  
|           | ● Parent  
|           | ● Period  
|           | ● Scenario  
|           | ● Value  
|           | ● Year  
|           | ● View  |

| Element | Depending on the object selected, the name of a valid member of one of these dimensions:  
|         | ● Account  
|         | ● Custom1...4  
|         | ● Entity  
|         | ● ICP  
|         | ● Parent  
|         | ● Period  
|         | ● Scenario  
|         | ● Value  
|         | ● Year  |

### Return Value

The ID number of the specified member.

### Example

This example gets the ID number for Connecticut:

```java
1EntityID = HS.Entity.IDFromMember("Connecticut")
```

### ImpactStatus

Changes the status of the specified data unit to impacted. This function can be used in Calculation rules.

### Syntax

Combination of Scenario, Year, Period, Entity, and Value members. If the scenario is the same, the year and period combination must be a future period. If no value member is specified, it is assumed to be current.
Table 65  Syntax for ImpactStatus Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
<tr>
<td>Value</td>
<td>Name of a valid Value dimension member.</td>
</tr>
</tbody>
</table>

**Note:** If the specified POV is the same scenario, year, period, and entity as the data unit being processed, an error occurs and there is no impact to the data unit.

**Return Value**

None.

**Example**

```
HS.ImpactStatus "S#Actual.Y#2009.P#April"
```

**Input**

Enables data input into parent entities at base, calculated accounts. Only the entity currency Value dimension is supported. When you use this function, the value at the Parent Entity level is not equal to the sum of its children’s contributions.

Because this function enables input at the Parent entity level, the children contributions do not roll up to the Parent entity’s entity currency Value dimension. However, the parent-child contribution value is stored, and you can still post journals to the Contribution Adjustments Value dimension. This function can be used in Input rules.

**Caution!** For accounts where you allow input at the parent entity level, it is important to remember that the value at the Parent entity’s entity currency Value member will not be equal to the sum of all the children’s contributions.

**Syntax**

```
HS.Input "POVExpression"
```

where **POVExpression** is a point of view.

**Return Value**

None.
Example
This example enables input into the cells that intersect the Sales account and the Budget scenario:

```vba
Sub Input
    HS.Input"A#Sales.S#Budget"
End Sub
```

**IsAlmostEqual**
Checks to see if the passed in values are equal based on a predefined Financial Management epsilon. This function can be used in all types of rules.

A difference of -0.0000000000001 to 0.0000000000001 is considered zero difference

**Syntax**

```vba
BooleanValue = HS.IsAlmostEqual(Value1, Value2)
```

**Return Value**
A Boolean expression that is True if the passed in values are equal ; False if they are not equal.

**Example**

```vba
Dim BoolVal
Dim Value1
Dim Value2
Value1 = 10.1299999999
Value2 = 10.13
BoolVal = HS.IsAlmostEqual(Value1, Value2)
If BoolVal = true Then
    // do processing
Else
    // do Processing
End If
```

**IsBase**
Determines if the current member or a specified member is a base member of the application or of the specified parent. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Note:** A member is a base member if it has no children (that is, it is at the end of branch in a tree hierarchy).
Syntax

HS.<Object>.IsBase("Parent","Element")
HS.Node.IsBase("Parent","Entity","S#Scenario.Y#Year.P#Period")
HS.<Object>.IsBase("","")

Note: Use a blank string (" ") to apply this function to the current member.

Table 66 Syntax for IsBase Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
  ● Account  
  ● Custom1...4  
  ● Entity  
  ● Parent  |
| Parent    | A valid Parent member.  
  Note: Parent is mandatory only when used with Node. |
| Element   | Depending on the object selected, the name of a valid member of one of these dimensions:  
  ● Account  
  ● Custom1...4  
  ● Entity  
  ● Parent  |
| Entity    | Name of a valid Entity dimension member.  |
| Scenario  | Name of a valid Scenario dimension member.  |
| Year      | A valid year.  |
| Period    | A valid period.  |

Note: For Node, determines if the element is an active base member of the specified parent.

Return Value

A Boolean expression that is True if the element is a base member below the specified parent or, when no parent is specified, is a base member in the application. False if the element is not a base member.

For Node, True if the element is an active base entity below the parent in the specified point of view. False if the element is not an active base entity.

Example

In this example, if Connecticut is a base entity under EastRegion, then statements between the If...Then and End If lines are executed.
If HS.Entity.IsBase("EastRegion","Connecticut") = TRUE Then
    ...
End If

IsCalculated

Determines if the current Account dimension member or a specified account member is a calculated account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

HS.Account.IsCalculated("Account")

where Account is the name of a valid Account member.

HS.Account.IsConsolidated(""")

Note: You can use a blank string ("") to apply this function to the current member only if you are using it in a sub consolidate routine.

Return Value

A Boolean expression that is True if the account is a calculated account; False if the account is not a calculated account.

Example

In this example, if the Sales account is calculated, then statements between the If...Then and End If statements are executed.

If HS.Account.IsCalculated("Sales") = TRUE Then
    ...
End If

IsChild

Determines if the current member or a specified member is a child of the specified parent. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
Allocation

Note: A member is a child if it is one level directly below a member in a tree hierarchy.

Syntax

HS.<Object>.IsChild("Parent","Element")
HS.Node.IsChild("Parent","Entity","Scenario","Year","Period")
HS.<Object>.IsChild("Parent","")

Note: Use a blank string (") to apply this function to the current member.

Table 67 Syntax for IsChild Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
|           | • Account  
|           | • Custom1...4  
|           | • Entity  
|           | • Parent  
| Parent    | Name of a Parent member. (Parent is mandatory.)  
| Element   | Depending on the object selected, the name of a valid member of one of these dimensions:  
|           | • Account  
|           | • Custom1...4  
|           | • Entity  
|           | • Parent  
| Entity    | Name of a valid Entity dimension member.  
| Scenario  | Name of a valid Scenario dimension member.  
| Year      | A valid year  
| Period    | A valid period  

Note: For Node, determines if the member is an active child of the specified parent.

Return Value

A Boolean expression that is True if the element is a child of the specified parent; False if the element is not a child of the specified parent.

For Node, True if the element is an active child of the specified parent; False if the element is not an active child of the specified parent.
Example
In this example, if Connecticut is a child of EastRegion, then statements between the If...Then and End If lines are executed.

If HS.Entity.IsChild("EastRegion","Connecticut") = TRUE Then
    ...
End If

IsConsolidated
Determines if the current Account dimension member or a specified account member is a consolidated account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax
HS.Account.IsConsolidated("Account")

where Account is the name of a valid Account member.

HS.Account.IsConsolidated(""")

Note: You can use a blank string ("") to apply this function to the current member only if you are using it in a sub consolidate routine.

Return Value
A Boolean expression that is True if the account is consolidated into a parent account; False if the account is not consolidated into a parent account.

Example
In this example, if the Sales account is consolidated, then statements between the If...Then and End If statements are executed.

If HS.Account.IsConsolidated("Sales") = TRUE Then
    ...
End If

IsDescendant
Determines if the current member or a specified member is a descendant of the specified parent. This function can be used in these types of rules:
Note: A member is a descendant if it is at a level below a parent in a tree hierarchy. Descendants are within the same branch of the tree.

For example, in this hierarchy, FosterCity and Sunnyvale are descendants of California and UnitedStates.

```
- UnitedStates
  - California
    - Sunnyvale
    - FosterCity
```

**Syntax**

```
HS.<Object>.IsDescendant("Parent","Element")
HS.<Object>.IsDescendant("Parent","Entity","Scenario","Year","Period")
HS.<Object>.IsDescendant("Parent","")
```

Note: Use a blank string ("") to apply this function to the current member.

<table>
<thead>
<tr>
<th>Table 68</th>
<th>Syntax for IsDescendant Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1...4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
<tr>
<td>Parent</td>
<td>Name of a valid Parent member. Parent is required.</td>
</tr>
<tr>
<td>Element</td>
<td>Depending on the object selected, name of a valid member of one of these dimensions:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1...4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
</tbody>
</table>

**Note:** When you use node as the object, the function determines if the member is an active descendant of the specified parent.

**Return Value**
A Boolean expression that is True if the element is a descendant of the specified parent; False if the element is not a descendant of the specified parent.

For Node, True if the element is an active descendant of the specified parent; False if the element is not an active descendant of the specified parent.

**Example**
In this example, if Connecticut is a descendant of Regional, then statements between the If...Then and End If lines are executed.

```
If HS.Entity.IsDescendant("Regional","Connecticut") = TRUE Then
...
End If
```

**IsFirst**
Determines if the current period or year is the first period or year of the application. The default frequency of the current scenario is used to determine if the current period or year is the first period or year of the application. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**
HS.<Object>.IsFirst

where <Object> is one of these keywords:
- Period
- Year

**Return Value**
A Boolean expression that is True if the current period or year is the first period or year; False if the current period or year is not the first period or year.
Example

In this example, if the current period is the first period then statements between the If...Then and End If statements are executed:

```plaintext
If HS.Period.IsFirst = TRUE Then
   ...
End If
```

**IsICP**

Determines if the current Account or Entity dimension member or a specified account or entity member is an intercompany partner (ICP). This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```plaintext
HS.<Object>.IsICP("Element")
HS.<Object>.IsICP(""")
```

**Note:** Use a blank string (""") to apply this function to the current member.

**Table 69  Syntax for IsICP Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>- Account</td>
</tr>
<tr>
<td></td>
<td>- Entity</td>
</tr>
<tr>
<td>Element</td>
<td>Depending on the object selected, name of a valid member of the Account or Entity dimension.</td>
</tr>
<tr>
<td></td>
<td>- Account</td>
</tr>
<tr>
<td></td>
<td>- Entity</td>
</tr>
</tbody>
</table>

**Return Value**

A Boolean expression that is True if the account or entity member is an intercompany partner; False if the account or entity member is not an intercompany partner.

Example

In this example, if the Sales account is an intercompany partner, then statements between the If...Then and End If lines are executed.

```plaintext
If HS.Account.IsICP("Sales") = TRUE Then
```

IsLast

Determines if the current period or year is the last period or year of the application. The default frequency of the current scenario is used to determine if the current period or year is the last period or year of the application. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

`HS.<Object>.IsLast`

where `<Object>` is one of these keywords:

- Period
- Year

Return Value

A Boolean expression that is True if the current period or year is the last period or year; False if the current period or year is not the last period or year.

Example

In this example, if the current period is the last period, then statements between the If...Then and End If statements are executed:

```
If HS.Period.IsLast = TRUE Then
    ... some code ...
End If
```

IsTransCur

Determines if the current Value dimension member is a translated currency member. This function can be used in Translation rules.

Syntax

`HS.Value.IsTransCur`

Return Value

A Boolean expression that is True if the current Value member is a translated currency member; False if the current Value member is not a translated currency member.
Example

In this example, if the Value member is a translated currency member, then all statements between the If...Then and End If statements are executed.

If HS.Value.IsTransCur = TRUE Then
   ...
End If

IsTransCurAdj

Determines if the current Value dimension member is a translated currency Adj member. This function can be used in Translation rules.

Syntax

HS.Value.IsTransCurAdj

Return Value

A Boolean that is True if the current Value member is a translated currency Adj member; False if the current Value member is not a translated currency Adj member.

Example

In this example, if the Value member is a translated currency Adj member, then all statements between the If...Then and End If statements are executed.

If HS.Value.IsTransCurAdj = TRUE Then
   ...
End If

IsValidDest

Determines if the specified point of view is a valid destination. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Note: This function does not check to see whether the cell is a calculated cell.

Syntax

HS.IsValidDest("POVExpression")

where POVExpression is a point of view. If you do not specify a dimension, these default values are used:
- Account - Current Account member if used in Sub Consolidate routine. Otherwise, account is required.
- Custom and ICP - Current member is used in Sub Consolidate routine. Otherwise, top member for the account is used.
- Scenario - Current Scenario member
- Entity - Current Entity member
- Value - Current Value member
- Year and Period - Current member

Return Value
A Boolean that is True if the specified point of view is a valid destination; False otherwise.

Example
In this example, if the specified destination is valid, then all statements between the If...Then and End If statements are executed.

If HS.IsValidDest("A#Sales.I#CT.C1#P1.C2#R1.C3#[None].C4#[None]") = TRUE Then
    ...
End If

IsZero
Checks to see if the passed in value is close to zero based on a predefined Financial Management epsilon. This function can be used in all types of rules.

Syntax
BooleanValue = HS.IsZero(Value)

Return Value
A Boolean that is True if the passed in value is close to zero. False otherwise.

Example
Dim BoolVal
Dim Value
Value = 0.000000001
BoolVal = HS.IsZero(Value)
If BoolVal = true Then
    // do processing
Else
    // do Processing
End If
**List**

Gets the elements contained in the specified list. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

HS.<Object>.List("Parent"."Listname")
HS.Node.List("Parent"."Listname"."Scenario"."Year"."Period")

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>● Account</td>
</tr>
<tr>
<td></td>
<td>● Custom1...4</td>
</tr>
<tr>
<td></td>
<td>● Entity</td>
</tr>
<tr>
<td></td>
<td>● Parent</td>
</tr>
<tr>
<td></td>
<td>● ICP</td>
</tr>
<tr>
<td></td>
<td>● Scenario</td>
</tr>
<tr>
<td>Parent</td>
<td>Name of a valid Parent member.</td>
</tr>
<tr>
<td>Listname</td>
<td>Name of a valid system list or user-defined list.</td>
</tr>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
</tbody>
</table>

**Return Value**

An array that contains all elements of the specified list. For Node, only the active elements in the list.

**Example**

This example gets the elements of the user-defined list MyBaseList for the current account:

HS.Account.List("","MyBaseList")

This example gets the elements of the system list [Base] for the TotalAssets account:

HS.Account.List("TotalAssets","[Base]")
**Member**

Gets the name of the current member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS. <Object>.Member
```

where `<Object>` is one of these keywords:

- Entity
- Parent
- Period
- Scenario
- Value
- Year
- View

**Return Value**

A String that contains the current member name.

For the Value object, Member returns the name of the current Value member, not the currency associated with the value. For example, if the current Value member is Entity Currency and the value is associated with the USD currency, HS.Parent.Member returns Entity Currency, not USD.

**Tip:** To get the currency of the current Value member, use the DefCurrency function.

**Example**

In this example, if the current entity is California then statements between the If...Then and End If statements are executed:

```
If HS.Entity.Member = "California" Then
    ...
End If
```

**MemberFromID**

Gets the dimension member for the specified ID number. This function can be used in these types of rules:
Calculation
Translation
Consolidation
Allocation

Syntax

HS.<Object>.MemberFromID(ElementID)

Table 71 Syntax for MemberFromID Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
|           |   • Account  
|           |   • Custom1...4  
|           |   • Entity  
|           |   • ICP  
|           |   • Parent  
|           |   • Period  
|           |   • Scenario  
|           |   • Value  
|           |   • Year  
|           |   • View  

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| Parent    | A valid Parent member.  
| ElementID | Depending on the object selected, the ID number of a valid member of one of these dimensions:  
|           |   • Account  
|           |   • Custom1...4  
|           |   • Entity  
|           |   • ICP  
|           |   • Parent  
|           |   • Period  
|           |   • Scenario  
|           |   • Value  
|           |   • Year  

Return Value
The dimension member name.

Example
This example gets the member for the ID number 001:

strEntity = HS.Entity.MemberFromID(001)
**Method**

Gets the consolidation method for the specified member. If there is more than one non-zero value, the system returns the first one found. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

\[ HS\text{.Node.Method}("POVExpression") \]

where \( POVExpression \) is a combination of Scenario. Year, Period, and Entity members.

**Return Value**

A String that specifies the consolidation method for the specified point of view.

**Example**

In this example, if the method for the point of view is GLOBAL, then statements between the If...Then and End If statements are executed.

\[
\text{If } HS\text{.Node.Method("S\#Actual"."Y\#2009"."P\#January". "E\#Regional.Connecticut") = "GLOBAL" } \\
\text{Then} \\
\text{...} \\
\text{End If}
\]

**NoInput**

Prevents users from entering data into specific cells or slices of cells. This is useful when there are accounts that are not input or calculated.

When you set up a calculated account, you in effect, are preventing users from being able to input to that account. However, if you have accounts in which data input is enabled for some dimension intersections but not for others, you can use NoInput. This function can be used in NoInput rules.

**Syntax**

\[ HS\text{.NoInput }"POVExpression" \]

where \( POVExpression \) is a point of view.

**Return Value**

None.
Example

This example prohibits input into the cells that intersect the Sales account and the Budget scenario for 2009:

```vba
Sub NoInput
    HS.NoInput "S#Budget.Y#2009.A#Sales"
End Sub
```

NoRound

Turns off rounding for all following Exp statements. This function can be used in these types of rules:

- Calculation
- Translation
- Allocation

**Tip:** You can also turn off rounding by entering 0 as the argument for the Round function. For example, HS.Round(0) turns off rounding.

**Syntax**

```vba
HS.NoRound
```

**Return Value**

None.

Example

This example rounds the amount inserted into the SalesRound account’s cells to the nearest tenth, then uses NoRound to turn off rounding for the amount inserted into the SalesNoRound account’s cells:

```vba
HS.Round 0.1
HS.Exp "A#SalesRound" = "A#Sales"
HS.NoRound
HS.Exp "A#SalesNoRound" = "A#Sales"
```

NumBase

Gets the number of base members for the current member or for a specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
**Allocation**

**Note:** A member is a base member if it has no children (that is, it is at the end of branch in a tree hierarchy).

**Syntax**

\[
\text{HS.<Object>.NumBase("Element")}
\]
\[
\text{HS.Node.NumBase("S#Scenario.Y#Year.P#Period.E#Entity")}
\]
\[
\text{HS.<Object>.NumBase("")}
\]

**Note:** Use a blank string (" ") to apply this function to the current member.

**Table 72 Syntax for NumBase Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
  - Account  
  - Custom1..4  
  - Entity  
  - Parent  
  - Node  
| Element   | Depending on the object selected, name of a valid member for one of these dimensions:  
  - Account  
  - Custom1..4  
  - Entity  
  - Parent  
  - Node  
  For Account and Custom objects, you must specify the member - you cannot use a blank string.  
To get the number of base members in the entire dimension, specify ALL within quotation marks, as in this example:  
\[
iAcctBase = \text{HS.Account.NumBase("ALL")}
\]  
| Scenario  | Name of a valid Scenario dimension member.  
| Year      | A valid year.  
| Period    | A valid period.  
| Entity    | Name of a valid Entity dimension member.  

You can also embed the NumBase function in the Exp function. If you embed the NumBase function, do not surround NumBase’s argument with quotation marks, as in this example:

\[
\text{HS.Exp "A#AverageSales = A#Sales/HS.Entity.NumBase(Regional)"}
\]
Return Value

A Long that identifies the number of base members. For Node, gets the number of active base elements of the specified member.

**Note:** If a base entity appears twice in a branch, the entity is counted twice.

Example

In this example, the application contains an account named SalesAlloc that stores the average sales amount for the base entities under the Regional entity. To calculate the SalesAlloc amount, the example divides the Sales account’s amount by the number of base entities under Regional.

```
If HS.Exp"A#SalesAlloc = A#Sales/HS.Entity.NumBase(Regional)" then
    ...
End If
```

Number

Gets the current period number. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```
HS.View.PeriodNumber
```

Return Value

The current period number.

Example

In this example, if the current period is the first period then statements between the If...Then and End If statements are executed.

```
If HS.View.PeriodNumber = 1 Then
    ...
End If
```

NumChild

Gets the number of child members for the current dimension member or for a specified member. This function can be used in these types of rules:

- Calculation
Translation
Consolidation
Allocation

**Note:** A member is a child if it is one level directly below a member in a tree hierarchy. Only members one level below the specified object are counted.

**Syntax**

```hs
HS.<Object>.NumChild("Element")
HS.Node.NumChild("S#Scenario.Y#Year.P#Period.E#Entity")
HS.<Object>.NumChild(""")
```

**Note:** Use a blank string (""") to apply this function to the current member.

**Table 73 Syntax for NumChild Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1-4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Node</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
<tr>
<td>Element</td>
<td>Depending on the object selected, name of a valid member of one of these dimensions:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1-4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Node</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
</tbody>
</table>

You can embed the NumChild function in the Exp function. If you embed the NumChild function, do not surround NumChild's argument with quotation marks.
Return Value
A Long that identifies the number of child members. For Node, gets the number of active children of the specified member.

Example
In this example, the application contains an account named SalesChild that stores the average sales amount for the entities immediately under the Regional entity. To calculate the SalesChild amount, the example divides the Sales account’s amount by the number of children directly under Regional.

```
HS.Exp "A#SalesChild = A#Sales/HS.Entity.NumChild(Regional)"
```

NumDescendant
Gets the number of descendants of the current dimension member or a specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Note:** A member is a descendant if it is at a level below a parent in a tree hierarchy. Descendants are within the same branch of the tree.

For example, in this hierarchy, FosterCity and Sunnyvale are descendants of California and UnitedStates.

```
-UnitedStates
  -California
    -Sunnyvale
    -FosterCity
```

Syntax
```
HS.<Object>.NumDescendant("Element")
HS.Node.NumDescendant("S#Scenario.Y#Year.P#Period.E#Entity")
HS.<Object>.NumDescendant(""")
```

**Note:** Use a blank string (""”) to apply this function to the current member.
Table 74  Syntax for NumDescendant Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1-4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Node</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
<tr>
<td>Element</td>
<td>Depending on the object selected, name of a valid member of one of these dimensions:</td>
</tr>
<tr>
<td></td>
<td>• Account</td>
</tr>
<tr>
<td></td>
<td>• Custom1...4</td>
</tr>
<tr>
<td></td>
<td>• Entity</td>
</tr>
<tr>
<td></td>
<td>• Node</td>
</tr>
<tr>
<td></td>
<td>• Parent</td>
</tr>
</tbody>
</table>

For Account and Custom objects, you must specify the member - you cannot use a blank string.

To get the number of descendant in the entire dimension, specify ALL within quotation marks, as the argument as in this example:

```plaintext
iAcctBase = HS.Account.NumDescendant("ALL")
```

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Name of a valid Scenario dimension member.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
</tbody>
</table>

Return Value

The number of descendants of the specified member. For node, the number of active descendant entities below the specified member.

**Note:** If a descendant entity appears twice in a branch, the entity is counted twice.

Example

In this example, if the entity France has no descendants, then statements between the If...Then and End If statements are executed.

```plaintext
If HS.Entity.NumDescendant("France") = 0 then
   
  End If
```

NumDescendant  301
**NumPerInGen**

Gets the number of periods in the generation for the current period being processed. This function can be used in Dynamic SUB functions.

**Syntax**

```
HS.Period.NumPerInGen
```

**Return Value**

One value for the number of periods of the view.

**Example**

```
Var1=Hs.Period.NumPerInGen
```

For example, if the current period is April, and April is in the fourth generation in the calendar file (monthly generation), the number of periods for the monthly generation is 12. If the current period is Q2, which is in the third generation of the calendar file (quarterly generation), the number of periods is 4.

**Monthly generation (4th generation):**

January, February, March, April, May, June, July, August, September, October, November, December

System returns 12 for the number of periods in this generation.

**Quarterly generation (3rd generation):**

Q1, Q2, Q3, Q4

System returns 4 for the number of periods in this generation.

**Half-yearly generation (2nd generation):**

HY1, HY2

System returns 2 for the number of periods in this generation.

**Yearly generation (first generation):**

Year

System returns 1 for the number of periods in this generation.

---

**NumPeriods**

Gets the number of periods defined for the frequency of the specified scenario. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
• Allocation

**Syntax**

```plaintext
HS.Scenario.NumPeriod("ScenarioName")
```

or

```plaintext
HS.Scenario.NumPeriod(""")
```

or

```plaintext
HS.Scenario.NumPeriod(Var1)
```

**Return Value**

Numeric value for the number of periods for the frequency. For example, if the scenario is monthly, the system returns 12 for the number of periods. If the scenario is quarterly, the system returns 4 for the number of periods.

**Example**

This example returns the number of periods defined for the frequency of the Actual scenario.

```plaintext
HS.Scenario.NumPeriod("Actual")
```

---

**OpenDataUnit**

Gets the data unit to process during consolidation, calculation, or translation. This function can be used in these types of rules:

• Calculation
• Translation
• Consolidation

**Syntax**

```plaintext
HS.OpenDataUnit(POVExpression)
```

where `POVExpression` is a POV. As part of the POV Expression, the function supports user-defined lists for Account, ICP, C1, C2, C3, and C4. System lists are not supported with this function.

**Return Value**

When used in a sub consolidate routine, returns all records with data but only returns accounts that are flagged as consolidated.

When used in a sub calculate or sub translate routine, returns all records containing data, including accounts that are flagged as consolidated.

**Note:** An account is consolidated if its IsConsolidated attribute = True.
Example

Set DataUnit=HS.OpenDataUnit("A{TotalRev.[Base]}.C1{C1Top.[Base]}.C2{MyC2List}.C3#[None"]")

**OpenDataUnitSorted**

Gets the data units to process during calculation, translation, or consolidation, with data sorted in the order specified. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation

**Syntax**

HS.OpenDataUnitSorted(POVExpression, <dimension to be sorted>, Ascending or Descending)

where **POVExpression** is a POV string, <dimension to be sorted> is a dimension name string, and can only be one of the following six dimensions: “Account” or “A”, “ICP” or “I”, “Custom1” or “C1”, “Custom2” or “C2”, “Custom3” or “C3”, “Custom4” or “C4”. You must specify one of the following: Account, ICP, Custom1, Custom2, Custom3, Custom4. The third parameter is a string value (“Ascending” or “A”, or “Descending” or “D”).

**Examples**

Set DataUnit= HS.OpenDataUnitSorted("S#Actual.E#Group1","C1","Ascending")

HS.OpenDataUnitSorted("S#Actual.E#Group1","Account","Descending")

**Owned**

Gets the owned entity of the entity pair currently processed. This function is used in Equity PickUp rules.

**Syntax**

HS.Entity.Owned

**Return Value**

The owned entity.

**Example**

Owned=HS.Entity.Owned
**Owner**

Gets the owner of the entity pair currently processed. This function is used in Equity PickUp rules.

**Syntax**

`HS.Entity.Owner`

**Return Value**

The owner entity.

**Example**

```
Owner=HS.Entity.Owner
```

**PCon**

Gets the percentage of consolidation for the current member or a specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

`HS.Node.PCon("S#Scenario.Y#Year.P#Period.E#Entity")`

`HS.Node.PCon("")`

**Note:** Use a blank string (""") to apply this function to the current member.

**Table 75** Syntax for PCon Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
</tbody>
</table>

**Return Value**

The percentage of consolidation for the member.
Example
This example gets the percent consolidation for the specified point of view:

```
```

**PEPU**
Gets the percentage of ownership from the EPU table. This function is used in Equity PickUp rules.

**Syntax**

```
HS.PEPU("S#.Y#.P#",Owner,Owned)
```

**Return Value**
The ownership percentage from the EPU table.

**Example**

```
HS.PEPU(S#Actual.Y#2009.P#Jan, Group, CT)
```

or

```
HS.PEPU(,,,)
```

Default parameters: if the values are blank, the function returns the percentage of ownership for the entity pair in the current Scenario, Year, and Period.

**Example**

```
Sub EquityPickup ( )
    Owned=Hs.Entity.Owned
    OwnerCurrencyTotl=Hs.Entity.DefCurrency & "Total"
    Hs.Clear "A#Inv.C4#EPU.I#" & Owned
    Hs.Exp "A#Inv.C4#EPU.I#" & Owned & "=A#EQ.C4#C3Tot.I#[ICPTot].E#" &
    Owned & ".V#" & OwnerCurrencyTotl & "*" & Hs.PEPU(,,,)
End Sub
```

**PeriodNumber**
Gets the period number in the view for the data that is being retrieved. This function can be used in Dynamic SUB functions.

**Syntax**

```
HS.View.PeriodNumber
```

**Return Value**
One value for the number of periods of the view.
Example
Var1=HS.View.PeriodNumber

<table>
<thead>
<tr>
<th></th>
<th>Periodic</th>
<th>YTD</th>
<th>QTD</th>
<th>HYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Feb.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Mar.</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Q1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Apr.</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>June</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Q2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>HY1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Aug.</td>
<td>1</td>
<td>8</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Sept.</td>
<td>1</td>
<td>9</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Q3</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Oct.</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Nov.</td>
<td>1</td>
<td>11</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Dec.</td>
<td>1</td>
<td>12</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Q4</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>HY2</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Year</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

PlugAcct

Gets the plug account for the current Account member or for a specified account. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation
Syntax

```
HS.Account.PlugAcct("Account")
HS.Account.PlugAcct(""
```

where *Account* is the name of a valid Account dimension member.

**Note:** You can use a blank string (""") to apply this function to the current member only if you are using it in a sub consolidate routine.

Return Value
A string that specifies the name of the plug account for the member.

Example
In this example, if the plug account for the Sales account is Plug1 then statements between the If...Then and End If statements are executed:

```
If HS.Account.PlugAcct("Sales") = "Plug1" Then
  ...
End If
```

**POwn**

Gets the ultimate percentage of ownership for the current member or for a specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```
HS.Node.POwn("S#Scenario.Y#Year.P#Period.E#Entity")
HS.Node.POwn(""
```

**Note:** Use a blank string (""") to apply this function to the current member.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year.</td>
</tr>
</tbody>
</table>

Table 76 Syntax for POwn Function
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
</tbody>
</table>

**Return Value**

The percentage of ownership for the member.

**Example**

This example gets the percent ownership for the specified point of view:

```plaintext
```

---

**PVAForBalance**

Determines the default translation method for BALANCE accounts (ASSET and LIABILITY accounts). This function overrides the application defaults for currency conversions during translation. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```plaintext
HS.AppSettings.PVAForBalance
```

**Return Value**

A Boolean expression that is True if BALANCE accounts use the periodic value (PVA) translation method; False if BALANCE accounts use the value at exchange rate (VAL) translation method.

**Example**

In this example, if BALANCE accounts in the application use the periodic value translation method, then statements between the If...Then and End If statements are executed:

```plaintext
If HS.AppSettings.PVAForBalance = TRUE Then
    ...
End If
```

---

**PVAForFlow**

Determines the default translation method for FLOW accounts (REVENUE and EXPENSE accounts). This function overrides the application defaults for currency conversions during translation. This function can be used in these types of rules:
Calculation
Translation
Consolidation
Allocation

Syntax
HS.AppSettings.PVAForFlow

Return Value
A Boolean expression that is True if FLOW accounts use the periodic value (PVA) translation method; False if FLOW accounts use the value at exchange rate (VAL) translation method.

Example
In this example, if FLOW accounts in the application use the value at exchange rate translation method, then statements between the If...Then and End If statements are executed:

If HS.AppSettings.PVAForFlow = FALSE Then
  ...
End If

RateForBalance

Gets the default translation rate account to use for BALANCE accounts (ASSET and LIABILITY accounts). This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax
HS.AppSettings.RateForBalance

Return Value
A String that specifies the rate account containing the default translation rate to use for BALANCE accounts.

Example
In this example, if the default translation rate account for BALANCE accounts is Rate1, then statements between the If...Then and End If statements are executed:

If HS.AppSettings.RateForBalance = "Rate1" Then
  ...
End If
**RateForFlow**

Gets the default translation rate account to use for FLOW accounts (REVENUE and EXPENSE accounts). This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.AppSettings.RateForFlow
```

**Return Value**

A string that specifies the rate account containing the default translation rate to use for FLOW accounts.

**Example**

In this example, if the default translation rate account for FLOW accounts is Rate2, then statements between the If and End If statements are executed:

```
If HS.AppSettings.RateForFlow = "Rate2" Then
   ...
End If
```

**ReviewStatus**

Gets the review status for the specified point of view. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.ReviewStatus("$Scenario.Y$Year.P$Period.E$Entity.V$Value")
HS.ReviewStatus(""")
```

**Note:** Use a blank string (""") to apply this function to the current member.
Table 77 Syntax for ReviewStatus Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>Name of a valid Scenario dimension member.</td>
</tr>
<tr>
<td>Year</td>
<td>A valid year</td>
</tr>
<tr>
<td>Period</td>
<td>A valid period.</td>
</tr>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
<tr>
<td>Value</td>
<td>Name of a Value dimension member.</td>
</tr>
</tbody>
</table>

Return Value

A string that specifies the review status for the member. Valid review statuses are as follows:

- Not Started
- First Pass
- Review Level 1-10
- Submitted
- Approved
- Published
- Not Supported

Example

In this example, if the review status of the specified point of view is Submitted then statements between the If...Then and End If statements are executed:

```vbnet
If HS.ReviewStatus("") = "Submitted" Then
    ...
End If
```

**ReviewStatusUsingPhaseID**

Gets the review status for the specified point of view using the process management submission phase ID.

Syntax

```vbnet
HS.ReviewStatusUsingPhaseID("S#Scenario.Y#Year.P#Period.E#Entity", n)
```

where $n$ is an integer representing the process management submission phase. Valid values are 1–9.

Return Value

A string that specifies the review status for the member using the Submission Phase ID. Valid review statuses are as follows:
Round

Rounds data from the Exp function. You specify the degree of rounding in the argument. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation

Tip: If you need to apply various degrees of rounding in a Calculation rule, you can include multiple statements that contain Round.

Syntax

```
HS.Round(Unit)
```

where Unit is a factor for rounding. Value of 1 rounds to the nearest whole number. Value of 0.1 rounds to the nearest tenth. Value of 0 turns off rounding.

If you specify 0 for this argument, rounding is turned off for all subsequent Exp functions in a Calculation rule. This syntax has the same effect as HS.NoRound: HS.Round(0)

Caution! The NumDecimalPlaces attribute of an account determines the maximum number of digits that can appear to the right of the decimal point. The Round function does not override this attribute.

Return Value

None.
Example

This example rounds the amount inserted into the SalesRound account to the nearest tenth, then uses NoRound to turn off rounding for the amount inserted into the SalesNoRound account’s cells:

```hs
HS.Round(0.1)
HS.Exp "A#SalesRound = A#Sales"
HS.NoRound
HS.Exp "A#SalesNoRound = A#Sales"
```

Scale

Gets the scale of the specified currency. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```hs
HS.Currency.Scale("Currency")
HS.Currency_SCALE(Val1)
```

Table 78 Syntax for Scale Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>Name of a valid currency.</td>
</tr>
<tr>
<td>Var1</td>
<td>A VisualBasic variable.</td>
</tr>
</tbody>
</table>

Return Value

A number indicating the scale of the specified currency (0 to 9). Specifies the unit in which amounts are displayed and stored for the currency by identifying where the decimal point is placed. The return values are as follows:

- 0 = Units
- 1 = Tens
- 2 = Hundreds
- 3 = Thousands
- 4 = Ten Thousands
- 5 = Hundred Thousands
- 6 = Millions
- 7 = Ten Millions
Example

In this example, if the scale for French francs (FF) is 3, then statements between the If...Then and End If statements are executed:

```vba
If HS.Currency.Scale("FF") = 3 Then
    ...  
End If
```

SecurityAsPartner

Gets the security class assigned to the specified entity when the entity is used as an intercompany partner. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```vba
HS.Entity.SecurityAsPartner("Entity")  
HS.Entity.SecurityAsPartner("")  
HS.Entity.SecurityAsPartner(Var1)
```

**Note:** Use a blank string ("" ) to apply this function to the current entity member.

**Table 79  Syntax for SecurityAsPartner Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>Name of a valid Entity dimension member.</td>
</tr>
<tr>
<td>Var1</td>
<td>A VisualBasic variable.</td>
</tr>
</tbody>
</table>

Return Value

A string with the security class assigned to the entity when it is used as an ICP.

Example

In this example, if Class1 is the security class for France as it is used as an intercompany partner, then statements between the If...Then and If...End statements are executed:

```vba
If HS.Entity.SecurityAsPartner("France") = "Class1" Then
    ...  
End If
```
End If

**SecurityClass**

Gets the security class for the specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.<Object>.SecurityClass("Element")
HS.<Object>.SecurityClass(""")
HS.<Object>.SecurityClass(Var1)
```

**Note:** Use a blank string (""") to apply this function to the current member.

**Table 80   Syntax for SecurityClass Function**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
  - Account  
  - Scenario  
  - Entity  
  - Custom1...4  
| Element  | Depending on the object selected, name of a valid member of one of these dimensions:  
  - Account  
  - Scenario  
  - Entity  
  - Custom1...4  
| Var1  | A VisualBasic variable.  

**Return Value**

The name of the security class assigned to the specified member.

**Example**

In this example, if Class1 is the security class assigned to the Cash account, then statements between the If...Then and End If statements are executed:

```
If HS.Account.SecurityClass("Cash") = "Class1" Then ...
```
End If

**SetData**

Sets an individual record. This function can be used in these types of rules:

- Calculation
- Translation

**Syntax**

```
HS.SetData lView, lAccount, lICP, lCustom1, lCustom2, lCustom3, lCustom4, dData, bAddToExistingData
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| lView              | 0 = Scenario View  
                    | 1 = Periodic  
                    | 2 = YTD |
| lAccount           | ID number of the account to which you are setting data. |
| lICP               | ID number of the ICP to which you are setting data. |
| lCustom1...4       | ID number of the Custom dimension to which you are setting data. |
| dData              | The data value to set. |
| bAddToExistingData | True = To accumulate the data  
                    | False = To replace the data |

**Return Value**

None.

**Example**

```
HS.SetData 2, 002, , , , , 25000, TRUE
```

**SetDataWithPOV**

Inserts data into the node or currency cube. This function can be used in these following types of rules:

- Calculation
- Translation
Syntax

```
HS.SetDataWithPOV  POV,  dData,  bAddToExistingDataInCache
```

Table 82  Syntax for SetData Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV</td>
<td>Valid POV</td>
</tr>
<tr>
<td>dData</td>
<td>The data value to set.</td>
</tr>
<tr>
<td>bAddToExistingData</td>
<td>True = To accumulate the data</td>
</tr>
<tr>
<td></td>
<td>False = To replace the data</td>
</tr>
</tbody>
</table>

Return Value

None.

Example

```
HS.SetDataWithPOV  "V#YTD.A#Asset.I#[ICP  None].C1#None.C2#None.C3#None.C4#None",  
25000,TRUE
```

**SubmissionGroup**

Gets the process management submission group for a dimension member.

Syntax

```
HS.<Dimension>.SubmissionGroup(Dimension member)
```

where *Dimension* is one of these dimensions: Account, Custom1...4.

```
HS.Account.SubmissionGroup(Account)
HS.Custom1.SubmissionGroup(Custom1)
HS.Custom2.SubmissionGroup(Custom2)
HS.Custom3.SubmissionGroup(Custom3)
HS.Custom4.SubmissionGroup(Custom4)
```

Return Value

An integer representing the submission group for the dimension member. Valid values are 1–99.

Example

```
HS.Account.SubmissionGroup("Sales")
```
SupportsProcessManagement

Determines if a scenario supports process management. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax

```vbnet
HS.Scenario.SupportsProcessManagement("Scenario")
HS.Scenario.EnableProcessManagement(""")
```

**Note:** Use a blank string ("") to apply this function to the current scenario.

```vbnet
HS.Scenario.SupportsProcessManagement(Var1)
```

### Table 83 Syntax for SupportsProcessManagement Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario</td>
<td>A valid scenario.</td>
</tr>
<tr>
<td>Var1</td>
<td>VBScript variable representing a Scenario member.</td>
</tr>
</tbody>
</table>

**Return Value**

A Boolean that is True if the scenario has process management enabled; False otherwise.

**Example**

In this example, if process management is enabled for the actual scenario, statements between the If and End If statements are executed:

```vbnet
If HS.Scenario.SupportsProcessManagement("Actual") = "TRUE" then
    ...
End IF
```

SupportsTran

Specifies the accounts in the application that support intercompany transactions. This function can be used in Transactions rules.

Syntax

```vbnet
HS.SupportsTran "POVExpression"
```
where \textit{POVExpression} is a combination of Account, Custom1-4, Scenario, Entity, and year members.

\textbf{Return Value}

None.

\textbf{Example}

\texttt{HS.SupportsTran "S#ActMon.A#RecltIC.C1#Closing"}

\section*{SwitchSign}

Determines if credits are switched to debits for the current Custom member or for a specified custom member. This function reverses the debit/credit sign using these rules:

- ASSET to LIABILITY
- LIABILITY to ASSET
- EXPENSE to REVENUE
- REVENUE to EXPENSE
- BALANCE to FLOW
- FLOW to BALANCE

This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

\textbf{Syntax}

\texttt{HS.<Object>.SwitchSign("Member")}
\texttt{HS.<Object>.SwitchSign("")}

\textbf{Note}: Use a blank string ("") to apply this function to the current member.
Table 84  Syntax for SwitchSign Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>• Custom1</td>
</tr>
<tr>
<td></td>
<td>• Custom2</td>
</tr>
<tr>
<td></td>
<td>• Custom3</td>
</tr>
<tr>
<td></td>
<td>• Custom4</td>
</tr>
<tr>
<td>Member</td>
<td>Name of a valid Custom dimension member.</td>
</tr>
</tbody>
</table>

Return Value

A Boolean expression that is True if credits are switched to debits for the Custom member or False if credits and debits are not switched.

Example

In this example, if the credits and debits are switched, then statements between the If...Then and End If statements are executed:

If HS.Custom1.SwitchSign("") = TRUE Then
    ...
End If

SwitchType

Determines if the account types are switched for the current Custom member or for a specified custom member. This function changes the account type for the Custom dimension member using these rules:

• ASSET to EXPENSE
• EXPENSE to ASSET
• LIABILITY to REVENUE
• REVENUE to LIABILITY
• BALANCE to FLOW
• FLOW to BALANCE

This function can be used in these types of rules:

• Calculation
• Translation
• Consolidation
• Allocation
Syntax

HS.<Object>.SwitchType("Member")
HS.<Object>.SwitchType("")

Note: Use a blank string (""") to apply this function to the current member.

Table 85  Syntax for SwitchType Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
</table>
| <Object>  | One of these object keywords:  
|           | • Custom1  
|           | • Custom2  
|           | • Custom3  
|           | • Custom4  |
| Member    | Name of a valid Custom dimension member. |

Return Value

A Boolean expression that is True if account types are switched for the Custom member or False if account types are not switched.

Example

In this example, if the account types are switched for the current Custom1 member, then statements between the If...Then and End If statements are executed:

```
If HS.Custom1.SwitchType("") = "TRUE" Then
    ...
End If
```

Trans

Translates a currency using the year-to-date method. This function can be used in Translation rules.

Syntax

HS.Trans("DestPOV", "SourcePOV", "Rate1", "Rate2")

Table 86  Syntax for Trans Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DestPOV</td>
<td>The destination point of view. The destination can be a combination of Account, Custom1...4, and ICP members. For each unspecified dimension, the system writes to all valid members of the dimension. For each specified dimension, the system writes into the specified member only.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>SourcePOV</strong></td>
<td>The source point of view. The source can be a combination of dimensions. If the Account, Custom1...4, and ICP dimensions are unspecified, the system uses the same member as the Destination member. If the Scenario, Year, Period, and Entity dimensions are not specified, the system uses the current members. If the Value dimension is not specified, the system uses the &lt;EntityCurrTotal&gt; member. If the source point of view is blank, the system uses the destination point of view as the source point of view.</td>
</tr>
<tr>
<td><strong>Rate1-2</strong></td>
<td>The exchange rate. The exchange rate can be a constant, an exchange rate account, or a specific cell. Rate accounts are input for entity and for [None] entity. For information about the default translation process, see &quot;Default Translation&quot; on page 218.</td>
</tr>
</tbody>
</table>

**Return Value**

None.

**Example**

This example uses the rate in the Rate1 account to translate the Sales account using the year to date method:

```hs
HS.Trans("A#Sales", "A#LastYearSales", "A#Rate1", ")
```

## TransPeriodic

Translates a currency using the periodic method. This function can be used in Translation rules.

**Syntax**

```hs
HS.TransPeriodic("DestPOV","SourcePOV","Rate1","Rate2")
```

**Table 87**  Syntax for TransPeriodic Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DestPOV</strong></td>
<td>The destination point of view. The destination can be a combination of Account, Custom1-4, and ICP members. For each not specified dimension, the system writes to all valid members of the dimension. For each specified dimension, the system writes into the specified member only.</td>
</tr>
<tr>
<td><strong>SourcePOV</strong></td>
<td>The source point of view. The source can be a combination of dimensions. If the Account, Custom1, Custom 2, Custom 3, Custom 4, and ICP dimensions are not specified, the system uses the same member as the Destination member. If the Scenario, Year, Period, and Entity dimensions are not specified, the system uses the current members. If the Value is not specified, the system uses the EntityCurrTotal member. If the source is blank, the system uses the destination as the source.</td>
</tr>
<tr>
<td><strong>Rate1-2</strong></td>
<td>The exchange rate. The exchange rate can be a constant, an exchange rate account, or a specific cell. Rate accounts are input for entity and for [None] entity. For information about the default translation process, see &quot;Default Translation&quot; on page 218.</td>
</tr>
</tbody>
</table>

**Return Value**

None
Example
This example uses the exchange rate in the Rate1 account to translate the Sales account using the periodic method:

```
HS.TransPeriodic("A#Sales", "A#LastYearSales", "A#Rate1", ")
```

**UD1...3**

Gets the text stored in the UserDefined1...3 attribute for the current member or for a specified member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

```
HS.<Object>.UD1...3(strElement)
HS.<Object>.UD1...3(""")
```

**Note:** Use a blank string ("") to apply this function to the current member.

**Table 88 Syntax for UD1...3 Functions**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Object&gt;</td>
<td>One of these object keywords:</td>
</tr>
<tr>
<td></td>
<td>- Account</td>
</tr>
<tr>
<td></td>
<td>- Entity</td>
</tr>
<tr>
<td></td>
<td>- Parent</td>
</tr>
<tr>
<td></td>
<td>- Scenario</td>
</tr>
<tr>
<td></td>
<td>- Custom1...4</td>
</tr>
<tr>
<td>Element</td>
<td>Depending on the object selected, name of a valid member of one of these dimensions:</td>
</tr>
<tr>
<td></td>
<td>- Account</td>
</tr>
<tr>
<td></td>
<td>- Entity</td>
</tr>
<tr>
<td></td>
<td>- Parent</td>
</tr>
<tr>
<td></td>
<td>- Scenario</td>
</tr>
<tr>
<td></td>
<td>- Custom1...4</td>
</tr>
</tbody>
</table>

**Return Value**

A String that contains the user-defined text stored for the member.
Example
In this example, if the user-defined text for the UD1 account is History, then statements between
the If...Then and End If statements are executed.

If HS.Account.UD1(strAccount) = "History" Then
    ...
End If

ValidationAccount
Gets the validation account for an application. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

Syntax
HS.AppSettings.ValidationAccount

Return Value
A String that specifies the name of the validation account for the application.

Example
If the validation account for the application is MyAccount, then statements between the If...Then
and the End If statements are executed.

If HS.AppSettings.ValidationAccount = "MyAccount" Then
    ...
End If

ValidationAccountEx
Gets the validation account for a process management submission phase.

Syntax
HS.AppSettings.ValidationAccountEx(n)

where n is an integer representing the process management submission phase. Valid values are
1 to 9.

Return Value
A String that specifies the name of the validation account for the process management
submission phase.
Example

This example returns the validation account defined for Submission Phase 5:

`HS.AppSettings.ValidationAccountEx(5)`

**XBRLTags**

 Gets the XBRL tag assigned to the specified Account member. This function can be used in these types of rules:

- Calculation
- Translation
- Consolidation
- Allocation

**Syntax**

`HS.Account.XBRLTags("Account")`

`HS.Account.XBRLTags("")`

**Note:** Use a blank string ("") to apply this function to the current member.

**Table 89 Syntax for XBRLTags Functions**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>A valid account.</td>
</tr>
</tbody>
</table>

**Return Value**

A string that specifies the XBRL tag for the specified account.
The Calculation Manager module provides a common user interface to create calculation rules for Financial Management. The graphical flow provides a better understanding of the calculation process and enables you to switch between the graphical view and the VB Script view. Calculation Manager provides a central repository to maintain all calculation rules, and share rules among applications. You can import, export, and print calculation rules, and create custom folders for easy navigation.

**Calculation Manager Security Roles**

These roles are available for Calculation Manager access for Financial Management:

- **Rules Administrator** - can perform any tasks in Calculation Manager for the specified application, such as create, modify and delete rule objects, templates and variables, and validate and deploy any rule sets
- **Rules Designer** - can create rules objects and modify or delete those objects
- **Rules Viewer** - can view and validate rules objects

To access Calculation Manager from Performance Management Architect, you must have the Calculation Manager Administrator or Calculation Designer security role.

To access Calculation Manager from EPM Workspace, you must have the Rules Administrator, Rules Designer, or Rules Viewer security role.

To deploy rule sets, you must have the Calculation Manager Administrator, Calculation Designer, or Rules Administrator security role.

For more information on security roles, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*. 
Working with Applications in Calculation Manager

You can work with Calculation Manager in either Performance Management Architect applications or Classic Administration applications. You can install Calculation Manager with Performance Management Architect, or you can install it separately and access it from EPM Workspace.

When you create an application, you can load VB script rules, or use Calculation Manager to design and deploy rules to the Financial Management application.

Note: After you have deployed rules to Calculation Manager, when you attempt to load VB script rules, you will receive a prompt that the Calculation Manager rules will be overwritten. You can either click OK to continue or Cancel.

When you open the Consolidation folder in Calculation Manager, the system displays a list of your applications in alphabetical order. Classic Administration applications are identified with the following icon, and Oracle Hyperion EPM Architect, Fusion Edition applications use this icon:

![Figure 1 Sample Calculation Manager Application List](image)

You can expand the application folder to view Rule Sets, Rules, Formulas, Scripts, and Templates. For information on using Calculation Manager, see the Oracle Hyperion Calculation Manager Designer's Guide or online help.

Migrating Rules to Calculation Manager

If you have existing VB Script rule (.rle) files from a previous release, you can migrate the files into Calculation Manager using the Rules Migration utility instead of converting them manually. The utility converts the VB Script file to graphical rules objects in XML format, which you can then load into Calculation Manager. The Rules Migration utility, FMRulesMigrator.exe, is installed by default in the Financial Management\Consultant Utilities folder.
VB Function Support in Function Selector

The Calculation Manager Function Selector supports these VB functions.

**Note:** You can also use other VB functions in the script component, even though they are not available in the UI for selection.

### Array Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Array</td>
<td>Returns a variant containing an array</td>
</tr>
<tr>
<td>Filter</td>
<td>Returns a zero-based array that contains a subset of a string array based on a filter criteria</td>
</tr>
<tr>
<td>Join</td>
<td>Returns a string that consists of a number of substrings in an array</td>
</tr>
<tr>
<td>LBound</td>
<td>Returns the smallest subscript for the indicated dimension of an array</td>
</tr>
<tr>
<td>Split</td>
<td>Returns a zero-based, one-dimensional array that contains a specified number of substrings</td>
</tr>
<tr>
<td>UBound</td>
<td>Returns the largest subscript for the indicated dimension of an array</td>
</tr>
</tbody>
</table>

### Date Time Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Returns the current system date</td>
</tr>
<tr>
<td>DateAdd</td>
<td>Returns a date to which a specified time interval has been added</td>
</tr>
<tr>
<td>DateDiff</td>
<td>Returns the number of intervals between two dates</td>
</tr>
<tr>
<td>DatePart</td>
<td>Returns the specified part of a given date</td>
</tr>
<tr>
<td>DateSerial</td>
<td>Returns the date for a specified year, month, and day</td>
</tr>
<tr>
<td>Day</td>
<td>Returns a number that represents the day of the month (between 1 and 31, inclusive)</td>
</tr>
<tr>
<td>Month</td>
<td>Returns a number that represents the month of the year (between 1 and 12, inclusive)</td>
</tr>
<tr>
<td>MonthName</td>
<td>Returns the name of a specified month</td>
</tr>
</tbody>
</table>

### Mathematical

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abs</td>
<td>Returns the absolute value of a specified number</td>
</tr>
<tr>
<td>Fix</td>
<td>Returns the integer part of a specified number</td>
</tr>
<tr>
<td>Int</td>
<td>Returns the integer part of a specified number</td>
</tr>
</tbody>
</table>
### String Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InStr</td>
<td>Returns the position of the first occurrence of one string within another. The search begins at the first character of the string.</td>
</tr>
<tr>
<td>InStrRev</td>
<td>Returns the position of the first occurrence of one string within another. The search begins at the last character of the string.</td>
</tr>
<tr>
<td>LCase</td>
<td>Converts a specified string to lowercase</td>
</tr>
<tr>
<td>Left</td>
<td>Returns a specified number of characters from the left side of a string</td>
</tr>
<tr>
<td>Len</td>
<td>Returns the number of characters in a string</td>
</tr>
<tr>
<td>Mid</td>
<td>Returns a specified number of characters from a string</td>
</tr>
<tr>
<td>Right</td>
<td>Returns a specified number of characters from the right side of a string</td>
</tr>
<tr>
<td>StrComp</td>
<td>Compares two strings and returns a value that represents the result of the comparison</td>
</tr>
<tr>
<td>Trim</td>
<td>Removes spaces on both the left and right side of a string</td>
</tr>
<tr>
<td>UCase</td>
<td>Converts a specified string to uppercase</td>
</tr>
</tbody>
</table>

### Special VB Script Functions for Financial Management

These special functions were implemented for Financial Management to address array and loop in the Hyperion Calculation Manager UI.

**Range**

<table>
<thead>
<tr>
<th>Value</th>
<th>Loop Variable</th>
<th>VBScript Generation</th>
</tr>
</thead>
<tbody>
<tr>
<td>@Range(1-50)</td>
<td>i</td>
<td>Dim i(50)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(1)=1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(2)=2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(3)=3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>..</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(50)=50</td>
</tr>
<tr>
<td>@Range(5-10)</td>
<td>i</td>
<td>Dim i(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(1)=5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(2)=6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(3)=7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(4)=8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(5)=9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i(6)=10</td>
</tr>
<tr>
<td>Value</td>
<td>Loop Variable</td>
<td>VBScript Generation</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| @Range(1,3-5,7-9) | i | Dim i(8)  
| | | i(1)=1 
| | | i(2)=3 
| | | i(3)=4 
| | | i(4)=5 
| | | i(5)=7 
| | | i(6)=8 
| | | i(7)=9 |

For / ForStep

<table>
<thead>
<tr>
<th>Value</th>
<th>Loop Variable</th>
<th>VBScript Generation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>@For(2,10)</td>
<td>Item</td>
<td>For Item=2 to 10</td>
<td>New @ForLoop @For(from, to)</td>
</tr>
</tbody>
</table>
| @ForStep(2,10,2) | Item | For Item =2 to 10 step 2 | New @ForStep loop function  
| | | | @ForStep(from, to, step)  
| | | | Note: If you need a reverse step, add a negative sign (\-) in front of the step, for example:  
| | | | @ForStep(2,10,-2) |

ExitFor

@ExitFor - exiting the loop

The system generates these VB script statements:
For each element in group
[statements]
Exit For
[statements]
Next [element]
Or
For counter=start To end [Step step]
[statements]
Exit For
[statements]
Next [counter]
ExitSub
@ExitSub - exiting the rule
The system generates these VB script statements:

Sub name [(x,y)]
[statements]
ExitSub
[statements]
EndSub

ReDim
Redimensions one or more dynamic array variables and reallocates their storage space. The optional Preserve keyword can be used to keep the contents of the array intact when it is being redimensioned.

{VarArrayX(5)} = @Redim
{VarArrayXY(5,9)} = @Redim

The system generates these VB statements:
Redim VarArrayX(5)
Redim VarArrayXY(5,9)

RedimPreserve
{VarArrayXY(5)} = @RedimPreserve
Or
{VarArrayXY(5,9)} = @RedimPreserve
Or
{VarArrayXY(5,{i})} = @RedimPreserve

The system generates this VB statement:
RedimPreserve VarArrayX(5)
Or
RedimPreserve VarArrayXY(5,9)
Or
RedimPreserve VarArrayXY(5,i)
Managing Intercompany Transaction Periods

Intercompany transactions are transactions carried out between two units of the same corporation. Before you can enter, load, or process intercompany transactions, you must first open the period for the transactions. After you have finished processing transactions, you can close the period to prevent further input.

See these procedures:

- “Opening Periods” on page 333
- “Setting Matching Tolerances” on page 334
- “Setting Match/Validate Before Post Option” on page 335
- “Closing Periods” on page 335

Opening Periods

You open a period by specifying the scenario, year, and period. A period can have a status of Unopened, Opened, or Closed. The default status for periods is Unopened. After a period is opened and a transaction has been entered, it can only be changed to Closed. It cannot go back to Unopened.

For each period, you can set the Match/Validate Before Post option and enter matching tolerances that apply to the Auto-Match and Manual Match processes. See “Setting Match/Validate Before Post Option” on page 335 and “Setting Matching Tolerances” on page 334.

To open periods:

1. In the Browser View, expand Tasks and select IC Transaction Tasks.
2. Select Manage IC Periods.
3. From Scenario, select a scenario for the period.
From Year, select a year for the period.

Select the check box next to each period to open.

Optional: In the Matching Tolerance column, enter a TID Tolerance amount or percentage, Account Tolerance amount, or Manual Matching Tolerance amount for the period.

In the Match/Validate Before Post column, select an option:

- If you require the system to check the match status before posting transactions, select Yes or Restricted.
- If you do not require the system to check the match status, select No.

Click Open Period.

Optional: To save the settings for the period, click Save Period Settings.

Setting Matching Tolerances

You can set matching tolerances by period for the Auto-Match and Manual Match processes. You can set amounts for the Account and Manual Matching tolerance. For Transaction ID (TID) tolerance, you can set an amount, a percentage, or both.

If you enter a percentage for Transaction ID, the system uses the smaller amount between the total of the entity’s transaction and the total of the partner’s transaction and applies the percentage to the amount, resulting in the tolerance amount.

For example, suppose you have three transactions from Entity A with TID 123, and the total of these transactions is 1000. Partner B with TID 123 has five transactions with a total of 1020. The difference between the entity total and the partner total is 20. However, if you enter a tolerance of 3%, the system calculates 3% of the smaller total, which is 1000 times 3%, resulting in 30. If you compare that to the difference, it would be within the tolerance and the transactions would be considered matched.

If in addition to the percentage, you enter an amount, for example, 15, the system compares the percentage amount with the amount entered and uses the smallest amount as comparison. In this example, the difference between the entity total and the partner total is 20 and the percentage tolerance is 30, but the amount tolerance is 15. This would not be considered within the tolerance and the transactions are not matched.

You can also leave the TID amount and percentage blank. If either has a zero value, or if both are blank, the system matches only transactions that have zero transaction difference.

For Account tolerance and Manual Match tolerance, the matching tolerance is represented in the application currency and the amount entered is represented in the scale factor of the application currency. During the matching process, the system converts each transaction into the application currency and compares the total difference amount to the matching tolerance set for the period. The comparison is done in units.

During the TID/RID matching process, the system does not translate the transaction to the application currency when comparing it to the TID tolerance value.
Setting Match/Validate Before Post Option

For each period, you can set the Match/Validate Before Post option. The Match/Validate option defines whether the system needs to check the match status of the transactions before the transactions can be posted and defines the types of validation that need to be done before an entity can be locked or a period can be closed.

The Match/Validate Before Post option can be set to Yes, No, or Restricted.

<table>
<thead>
<tr>
<th>Match/Validate Before Post Option Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>All transactions can be posted</td>
</tr>
<tr>
<td>Yes</td>
<td>The system allows transactions to be posted if either of these conditions are met:</td>
</tr>
<tr>
<td></td>
<td>• Transactions have the Matched status.</td>
</tr>
<tr>
<td></td>
<td>• Transactions with a MisMatched status contain a valid Reason Code.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Unmatched transactions or mismatched transactions without a reason code cannot be posted.</td>
</tr>
<tr>
<td></td>
<td>The system also checks that all matched transactions or mismatched transactions with reason codes are posted before the period can be closed or the entity can be locked.</td>
</tr>
<tr>
<td>Restricted</td>
<td>If the Match/Validate Before Posted option is set to Restricted, the system allows transactions to be posted if either of these conditions are met:</td>
</tr>
<tr>
<td></td>
<td>• Transactions have the Matched status.</td>
</tr>
<tr>
<td></td>
<td>• Transactions with a MisMatched status contain a valid Reason Code.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Unmatched transactions or mismatched transactions without a reason code cannot be posted.</td>
</tr>
<tr>
<td></td>
<td>The system does not require that all matched transactions or mismatched transactions with reason code be posted before the period can be closed or the entity can be locked.</td>
</tr>
</tbody>
</table>

Closing Periods

At the end of the closing cycle when you have finished processing intercompany transactions, you can close the period to prevent additional modifications to the transactions. If the Match/Validate Before Post option is set to Yes for the period, all matched transactions or mismatched transactions with a reason code must be posted before a period can be closed. If Match/Validate Before Post is set to No or Restricted, the system does not check before closing the period.

When you close a period, it is locked for future transactions, however you can continue to view transactions or run reports on the period’s transactions.

To close a period:

1. In the Browser View, expand Tasks and select IC Transaction Tasks.
2. Select Manage IC Periods.
3. From the **Scenario** list, select a scenario for which to close periods.

4. From the **Year** list, select a year in which to close periods.

5. Select the check box next to each period to close.

6. Click **Close Period**.

---

### Locking and Unlocking Entities

You can apply a lock to an entity for a scenario, year, and period to prevent future changes to intercompany transactions for the entity. If the Match/Validate Before Post option is set to Yes for the period, all matched transactions or mismatched transactions with a reason code must be posted before the entity can be locked. If the Match/Validate Before Post option is set to No or Restricted, the system does not check before locking the period.

**Note:** The transaction lock status is different from the data lock status. For information on data lock status, see the *Oracle Hyperion Financial Management User’s Guide*.

When the entity is locked, you are not allowed to enter any new intercompany transactions. You are also not allowed to delete or make any changes to existing transactions for the entity. You cannot post or unpost any transactions to a locked entity, or update the match status of the entity’s transaction. Therefore, even if the partner entity is not locked, the partner cannot match their transactions with the entity’s transactions because the match status cannot be updated for the entity.

For example, suppose Entity A is locked. You cannot enter any more transactions for Entity A, and no posting or matching can be done to the entity. You can still have intercompany transactions for Entity B with its partner Entity A if Entity B is not locked. However, if you try to match Entity B with Entity A, the process fails because the system cannot update the match status for Entity A.

If you are using submission phases, an entity should not be locked until all phases have Published status.

**Tip:** To lock an entity:

1. In the **Browser View**, expand **Tasks** and select **IC Transaction Tasks**.
2. Select **Lock/Unlock IC Entities**.
3. From **Scenario**, select a scenario for the entity.
4. From **Year**, select a year for the entity.
5. From **Period**, select a period for the entity.
6. Select the check box next to each entity to lock.
7. Click **Lock**.

**Tip:** To unlock entities, select the check box next to each entity to unlock, then click **Unlock**.
Managing Reason Codes

When intercompany transactions are created in the application, they have a default match status of UnMatched. During the Auto-Match process, the match status is updated to Matched or MisMatched.

You can define reason codes to indicate why a transaction has a MisMatched status. For example, this might be due to a missing invoice from the partner entity, or an incorrect amount entered by the partner. After you define the list of valid reason codes for the application, users can select from the list and assign one of the codes when they enter intercompany transactions.

If the Match/Validate Before Post option is selected for the period, you can post transactions with a Matched status, or transactions with a MisMatched status that contain a valid reason code.

You can add, edit, or delete reason codes for an application.

See these procedures:

- “Adding Reason Codes” on page 337
- “Editing Reason Codes” on page 338
- “Removing Reason Codes” on page 338

Adding Reason Codes

You can create a list of reason codes for mismatched transactions for an application. Users can then assign one of the reason codes for transactions.

You can manually add reason codes or you can load reason codes during the transaction load process. For information on loading transactions, see the Oracle Hyperion Financial Management User’s Guide.

To add reason codes:

1. In the Browser View, expand Tasks and select IC Transaction Tasks.
2. Select Manage IC Reason Codes.
3. For New Reason Code, enter a label for the reason code.

   Note: The label can contain a maximum of 20 characters. Note that a space is counted as a character.

4. For Description, enter a description for the reason code.

   Note: The description can contain a maximum of 40 characters.

5. Click Add.
Editing Reason Codes

After you create a reason code, you can edit the code description.

► To edit reason codes:
1. In the Browser View, expand Tasks and select IC Transaction Tasks.
2. Select Manage IC Reason Codes.
3. From the list of reason codes, select the reason code to edit.
4. Click Edit.
5. From the Description column, edit the description, and click OK.

Removing Reason Codes

You can remove reason codes that you no longer need in the list of reason codes for an application.

► To remove reason codes:
1. In the Browser View, expand Tasks and select IC Transaction Tasks.
2. Select Manage IC Reason Codes.
3. From the list of reason codes, select the reason code to remove.
4. Click Remove.
5. Click Yes to remove the reason code.

Monitoring Intercompany Transactions

You can use the Monitor Intercompany Transactions feature to monitor the intercompany transaction matching process. When a large number of intercompany transactions are entered to the system in a period, the matching process can be time-consuming to ensure that all transactions are entered and matched successfully. Since not all transactions are entered at the same time, administrators need to monitor the matching process. The Monitor Intercompany Transactions feature enables you to easily find out which intercompany partners have started their intercompany transactions process.

The Intercompany Transactions Monitor window displays a list of intercompany entities with their Process status and Lock status. The entities are links to Intercompany Transactions Monitor Detail information. When you click an entity, the system opens a pop-up window that displays the number of posted and unposted transactions by status, such as Matched, Mismatched, or Unmatched. See “Viewing the Intercompany Transactions Summary” on page 340.

The values in the Intercompany Transactions Monitor Detail window link to the Process IC Transactions window with the filtering to display the detail transactions from the values.
For example, if you click Entity A from the list of entities, the Intercompany Transactions Monitor Detail pop-up window displays the number of posted and unposted transactions by status for Entity A. If you click the value for unposted transactions in the Unmatched column, the system links to the Process IC Transactions window, with the filtering selected to display the unposted transactions with an Unmatched status for Entity A.

You can send email alerts for any of the entities in the Intercompany Transactions Monitor window. See the Oracle Hyperion Financial Management User’s Guide.

**Note:** To monitor intercompany transactions, you must be assigned the Intercompany Transaction Administrator security role.

You can monitor the status of intercompany transactions between entities and intercompany partners. The system displays the process status and lock status of the intercompany transactions for the selected entities, and you can filter and sort the list by status.

To monitor intercompany transactions:

1. In the **Browser View**, expand **Tasks** and select **IC Transaction Tasks**.
2. Select **Monitor IC Transactions**.
3. In the Point of View bar, select a scenario, year, and period.
4. For **Entity**, enter or browse for the entity for which to monitor intercompany transaction status.

   **Note:** If you leave Entity blank, the system returns all entities in the list.

5. From the **Display** drop-down list, select an option:
   - To view the entity information using the label, select **Label**.
   - To view the entity information using the description, select **Description**.
   - To view the entity information using the label and description, select **Both**.

6. **Optional:** To filter the transactions list by process or lock status, select one or more of these transaction types, then click **Update** to refresh the list:
   - Not Started
   - Started
   - Not Lockable
   - Lockable
   - Locked

7. **Optional:** To sort the transactions list by **Process** status, click **Sort** to sort by **Ascending** or **Descending**.

8. **Optional:** To sort the transactions list by **Lock** status, click **Sort** to sort by **Ascending** or **Descending**.

9. Click an entity to link to the Intercompany Transactions Monitor Detail information.

10. From the **Intercompany Transactions Monitor Detail** window, click a value from one of the status columns.
The Process IC Transactions window is displayed with the filtering selected.

11 When you finish viewing monitor detail, from the Intercompany Transactions Monitor Detail window, click Close Window.

Viewing the Intercompany Transactions Summary

You can view a summary of the status of the intercompany transactions for a specific entity based on the selections displayed in the Monitor Intercompany Transactions window.

➢ To view the intercompany transactions summary:

1 From the Monitor Intercompany Transactions window, select the entity for which to view a summary of transactions.

2 When you finish viewing the summary, click Close Window.
You can use submission phases for Process Management, which enable you to subdivide a process unit into different phases and apply process management to those phases. During the review process, you can promote each phase of the process unit rather than the entire process unit. This eliminates the need for additional scenarios to enforce the review process.

You can use a maximum of nine submission phases in the review process. Submission phases can vary by period and scenario. For example, in the Actual scenario, you might submit Balance Sheet and Profit/Loss accounts for review in the first submission phase, and supplemental data in the second submission phase. In the Budget scenario, you might submit Intercompany data in the first submission phase, Balance Sheet and Profit/Loss accounts in the second phase, and supplemental data in the third phase.

You define and set up submission phases in metadata files. See the *Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide*.

### Defining Submission Phases by Scenario and Period

Your review process requirements may vary from period to period. For example, the monthly close cycle might require a single-phase review process for Balance Sheet and Profit/Loss data in January and February. For a quarterly month such as March, the quarterly closing review process may require multiple phased submission cycles for supplemental data and Balance Sheet and Profit/Loss data.

Phase definition can also differ by scenario. For example, the Actual scenario might require only Balance Sheet and Profit/Loss accounts to be submitted for review. For the Budget scenario, all accounts might be required, and for the Forecast scenario, only Profit/Loss accounts and supplemental data might be required.

To set up submission phases, administrators must complete these procedures:
In the metadata file, set the application and dimension metadata attributes to use submission phases. Set the UseSubmissionPhase application attribute to Y, and set SupportSubmissionPhaseForAccounts, SupportSubmissionPhaseForCustom, or SupportSubmissionPhaseForICP attributes as required. For example, if the application only needs submission by accounts and not for Custom 1 to 4 or Intercompany (ICP) dimensions, you can select the SupportSubmissionPhaseForAccounts attribute. At least one dimension must be enabled.

- Define submission groups and assign submission groups to dimensional members (accounts, Custom 1 to 4 dimensions, ICP members)
- Assign submission groups to submission phases
- Assign validation accounts to submission groups. Validation accounts are used to ensure that the value equals zero before a process unit can be promoted to the next review level. Assign Submission Group 0 to validation accounts that are not subject to process management.

When multiple dimensions are used for phased submissions, the system determines the cell submission group assignment by the maximum of the group assignments of its dimension members. You should consider all of the group assignments that you need before assigning submission groups.

Example 1:
Account=2
C1=1
C2=2
C3=1
C4=1
ICP=1
The submission group value for the cell is 2 because the maximum submission group number for these dimensions is 2.

Example 2:
Account=1
C1=3
C2=2
C3=5
C4=1
ICP=3
The submission group value for the cell is 5 because the maximum submission group number for these dimensions is 5.
Submission Group Assignments by Scenario and Period

After you set application and dimension member attributes for phases, and define submission groups for dimension members, you can assign submission groups for accounts to each of the submission phases. The assignment applies only to the scenario that supports Process Management. However, the assignment must be done by Scenario and Period.

If a group is not specified, process management is not applied.

These examples show sample submission groups and their assignments to submission phases.

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Submission Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>HistData</td>
<td>0</td>
</tr>
<tr>
<td>Cash</td>
<td>1</td>
</tr>
<tr>
<td>Invest</td>
<td>1</td>
</tr>
<tr>
<td>ICRRec</td>
<td>2</td>
</tr>
<tr>
<td>ICPay</td>
<td>2</td>
</tr>
<tr>
<td>Liability</td>
<td>3</td>
</tr>
<tr>
<td>Equity</td>
<td>3</td>
</tr>
<tr>
<td>Revenue</td>
<td>4</td>
</tr>
<tr>
<td>Expense</td>
<td>4</td>
</tr>
<tr>
<td>SuppData1</td>
<td>5</td>
</tr>
<tr>
<td>SuppData2</td>
<td>5</td>
</tr>
<tr>
<td>Headcount</td>
<td>6</td>
</tr>
<tr>
<td>MiscData</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C1 (Product)</th>
<th>Submission Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>[None]</td>
<td>1</td>
</tr>
<tr>
<td>Golf Balls</td>
<td>7</td>
</tr>
<tr>
<td>Tennis Balls</td>
<td>8</td>
</tr>
<tr>
<td>Soccer Balls</td>
<td>9</td>
</tr>
</tbody>
</table>

Base accounts do not inherit submission groups from parent accounts, and a parent account does not assume any submission group from its children. You must assign a submission group to each account. If you leave the submission group blank, it defaults to Submission Group 1. In this example, the HistData account has a submission group assignment of 0, which means that the account does not require review process.

This example shows submission group assignments by period for the Actual scenario.
### Table 91  Example: Submission Group Assignment to Submission Phases

<table>
<thead>
<tr>
<th>Period</th>
<th>Submission Phase 1</th>
<th>Submission Phase 2</th>
<th>Submission Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>January (Single Phase)</td>
<td>1, 2, 3, 4</td>
<td>N/A (No supplemental or product data required)</td>
<td>N/A (No supplemental or product data required)</td>
</tr>
<tr>
<td>February</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>March (Multiple Phases)</td>
<td>2</td>
<td>1, 3, 4, 7, 8, 9</td>
<td>5, 6</td>
</tr>
<tr>
<td>April</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>May</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>June (Multiple Phases)</td>
<td>2</td>
<td>1, 3, 4, 7, 8, 9</td>
<td>5, 6</td>
</tr>
<tr>
<td>July</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>August</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>September (Multiple Phases)</td>
<td>2</td>
<td>1, 3, 4, 7, 8, 9</td>
<td>5, 6</td>
</tr>
<tr>
<td>October</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>November</td>
<td>1, 2, 3, 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>December (Multiple Phases)</td>
<td>2</td>
<td>1, 3, 4, 7, 8, 9</td>
<td>5, 6</td>
</tr>
</tbody>
</table>

#### January — Single Phase Assignment

For the January monthly close, in this example, Process Management is required for Submission Phase 1 but not required for Submission Phases 2 and 3. Since this is a short monthly close cycle, a Intercompany, Balance Sheet, and Profit/Loss data (Groups 1, 2, 3, and 4) is submitted in the same submission phase. Supplemental data is not required.

#### March — Multiple Phase Assignment

During the March quarterly close, Process Management utilizes data submission across multiple phases.

Submission Phase 1 in this example requires intercompany data, so includes data for ICreC and ICPay accounts; in this example, all accounts with a submission group assignment of 2.

Submission Phase 2 for March contains Balance Sheet and Profit/Loss accounts (Cash, Invest, Liability, Equity, Revenue, and Expense accounts); in this example, all accounts with a submission group assignment of 1, 3, or 4.

Submission Phase 3 for March includes supplemental data, and contains supplemental data accounts such as SuppData1, SuppData2, Headcount, and MiscData; in this example, all accounts with a submission group assignment of 5 and 6.
Assigning Submission Groups to Phases

You display and manage submission phases using the Manage Submission Phases task. This task only displays if you enable the UseSubmissionPhase application setting in the metadata file. You must also be assigned to the administrator or Review Supervisor security role.

In the Manage Submission Phases window, you can specify the submission phases to display, from 1 to 9. You can change the setting as needed to display different submission phases.

You assign submission groups to phases by Scenario and Period. You can enter one or more groups for a submission phase and use a comma as a separator for multiple groups assignment (for example, 1, 5, 6, 8, 9). You can specify a range of groups. For example, to assign groups 1, 2, 3, 4, 5, 7 and 8 to a submission phase, you can specify 1–5, 7–8. If you enter one or more groups in a range using commas, when you submit and refresh the data, the system displays the groups that are in a range (for example, 1, 2, 3, 4 displays as 1–4).

Valid groups are 1 to 99. The default for Submission Phase 1 is the keyword ALL to indicate all groups. All groups belong to Submission Phase 1 until you change their assignment.

You cannot assign the same group to multiple phases in the same period. For example, you cannot specify Groups 2 through 5 for Phase 1, and Groups 3 and 8 for Phase 2, because Group 3 cannot be assigned to both Phase 1 and Phase 2. A submission group can only be assigned to one phase in the same period. An error message displays if you try to assign a submission group to a phase with one already assigned. If you move all groups out of a submission phase into a different submission phase, the original phase is cleared entirely from the system for the specified scenario and period.

You can skip a submission phase assignment. For example, you can assign groups in Phase 1 and 3 but not in Phase 2. Any groups that are not assigned to a submission phase are not considered part of the review process. Those dimensional members are available to all users with the appropriate security class access without the need to check for review level security. Unassigned cells do not need to be started for process management before you can enter data.

To assign submission groups for submission phases:

1. In the Browser view, select **Tasks**, then **Data Tasks**, and then **Manage Submission Phases**.
2. Select the phases to display, and click **OK**.
3. To change the scenario, click on it, select a scenario, and click **OK**.
4. In each phase column, enter the groups for that submission phase and click **Enter**
   - To enter multiple groups, use a comma as a separator.
   - To specify a range of groups, use a dash as a separator.
   - To indicate all groups, specify ALL.
5. Click **Submit Data** to save the data, or click **Reset Data** to refresh the database.
Viewing Unassigned Submission Groups

In Process Control, you can view submission groups that are not assigned to any phase. Submission groups that are not assigned a submission phase are not part of the review process. Viewing unassigned groups enables you to check if you have accidentally omitted groups from the review process.

The system displays groups assigned to dimension members that are not assigned to any submission phase, and groups assigned to a submission phase that are not assigned to any dimension member. If a group has not been assigned to either a dimension member or phase, it is not displayed.

For example, an application has submission groups 1–10 assigned:

<table>
<thead>
<tr>
<th>Period</th>
<th>Submission Phase 1</th>
<th>Submission Phase 2</th>
<th>Submission Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1,2,3,4</td>
<td>5,7</td>
<td>8,9</td>
</tr>
<tr>
<td>February</td>
<td>1,2,3,4</td>
<td>5–8</td>
<td>N/A</td>
</tr>
<tr>
<td>March</td>
<td>2</td>
<td>1,3,4</td>
<td>5,6</td>
</tr>
<tr>
<td>April</td>
<td>1,2,3,4</td>
<td>5,6</td>
<td>8</td>
</tr>
<tr>
<td>May</td>
<td>1,2,3,4</td>
<td>5–8</td>
<td>N/A</td>
</tr>
<tr>
<td>June</td>
<td>2</td>
<td>1,3,4</td>
<td>5,6</td>
</tr>
<tr>
<td>July</td>
<td>1,2,3,4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>August</td>
<td>1,2,3,4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>1,3,4</td>
<td>5,6</td>
</tr>
<tr>
<td>October</td>
<td>1,2,3,4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>November</td>
<td>1,2,3,4</td>
<td>NA</td>
<td>N/A</td>
</tr>
<tr>
<td>December</td>
<td>2</td>
<td>1,3,4</td>
<td>5,6</td>
</tr>
</tbody>
</table>

If you select the option to display unassigned groups, for January in the previous example, these groups are shown as unassigned:

<table>
<thead>
<tr>
<th>Period</th>
<th>Unassigned Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6,10</td>
</tr>
</tbody>
</table>

To view unassigned submission groups:

1. In the Browser View, select Tasks, then Data Tasks, and then Manage Submission Phases.
2. Select the cell for the phase, right-click and select Show Unassigned Groups.
3. From the popup list, review the list of unassigned groups if applicable, and then click OK.
Managing E-mail Alerting

In This Chapter

- Setting Up Process Management Alerting ............................................................. 347
- Setting Up Intercompany Transaction Alerting ....................................................... 348

You can use e-mail alerting for intercompany transactions and during the process management review process. E-mail alerts help highlight a key event or data change in the system. For example, you can send an e-mail alert that an intercompany transaction is mismatched and needs to be matched, or that a process unit is ready for the next promotion level.

E-mail alerts are sent using standard Simple Mail Transfer Protocol (SMTP), so you can use alerts with any e-mail system that works with Internet e-mail. To use alerts, you must specify the SMTP server name when you run the Financial Management configuration utility. See the Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide.

The alert process uses the e-mail addresses that are stored in your authentication files, such as LDAP, MSAD, or Native Directory.

Before you can send or receive e-mail alerts, you must have set up user and data security rights in the application. The security class assigned to the scenario and entity for the alert must support e-mail alerts, and users must be assigned a security role to receive e-mail alerts.

Setting Up Process Management Alerting

You can set up the Process Control module to trigger e-mail alerts based on a change of status in process control. You can set up alerts for these actions: First Pass, Review levels 1 through 10, Submitted, Approved, or Published.

E-mail alerts are not generated when the process unit is at the Not Started level or for the Sign Off action.

For information on setting security roles, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

To set up process management e-mail alerts:

1. For the scenario in the process unit, set the SupportsProcessManagement metadata attribute to “A” to allow alerts.
**Note:** When you enable this attribute, the scenario generates e-mail alerts during the review process for the users that have the security rights to receive them.

1. Assign the user to the Receive E-mail Alerts for Process Management role.
2. Assign the user ALL or PROMOTE access to the security classes assigned to the scenario and entity in the process unit and add an alert for each security class.

Users who meet all criteria receive e-mail alerts.

### Table 92 Process Management User Roles and Alert Notification

<table>
<thead>
<tr>
<th>Process Unit Level Before or After Action</th>
<th>Process Management User Roles Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Pass</td>
<td>Users with ALL or PROMOTE access to the entity are notified.</td>
</tr>
<tr>
<td>Review Levels 1 through 10</td>
<td>Reviewer at that Review Level and Submitter roles are notified. For example, for Review Level 1, Reviewer 1 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Review Supervisor role is notified. Only users with this role can approve the submitted process unit.</td>
</tr>
<tr>
<td>Approved</td>
<td>Reviewer 1 to Reviewer 10 and Submitter roles are notified.</td>
</tr>
<tr>
<td>Published</td>
<td>Users with ALL, READ, or PROMOTE access to the entity are notified.</td>
</tr>
</tbody>
</table>

When a process review action is performed, the system automatically generates e-mail alerts to the appropriate users, according to the security rights that have been set up. The user that performed the action is also notified with a confirmation e-mail.

**Note:** Users with the Application Administrator role do not receive e-mail alerts. For a user with the Application Administrator role to receive e-mail alerts, set up the administrator as a separate user and assign the role to receive alerts.

### Setting Up Intercompany Transaction Alerting

You can generate intercompany transaction e-mail alerts for users with the security rights to receive them.

For information on setting security roles, see the Oracle Hyperion Enterprise Performance Management System User and Role Security Guide.

To set up intercompany transaction e-mail alerts:

1. Set the security class attribute of SupportAlert=Y for the scenario and entity for the alert.
2. Assign the user to the Receive E-mail Alerts for IC Transactions role.
3. Assign the user to the Inter-Company Transaction Admin or Inter-Company Transaction User role.
4. Assign the user ALL, READ, or PROMOTE access to the security classes that are assigned to the scenario and entity in the transaction and add an alert for each security class.
Users who meet all criteria receive e-mail alerts from the Intercompany Transactions or Intercompany Partner Matching Report modules.

For information on generating e-mail alerts in intercompany transactions, see the Oracle Hyperion Financial Management User’s Guide.
Enabling Accessibility for Financial Management

Financial Management accessibility is enabled when you enable the screen reader support for EPM Workspace preferences and then open a Financial Management application.

Note: If the application is already open before enabling the screen reader support for EPM Workspace, you must close it and open it in a new browser window.

If you are using JAWS® Screen Reading Software, Oracle recommends using the Internet Explorer browser. For the JAWS screen reader to announce links and image shortcut keys, Virtual PC Cursor (VPC) mode must be enabled.

➢ To enable accessibility:

2. From Accessibility Mode, select Enable Screen Reader Support.
3. Click OK.

Using Keyboard Equivalents

These sections describe keyboard shortcuts in Financial Management applications.

File Menu

Use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), then an option.
For new System Reports, use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), then System Report (s), then an option.

Table 94  System Report Menu Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal</td>
<td>j</td>
</tr>
<tr>
<td>Intercompany</td>
<td>i</td>
</tr>
<tr>
<td>Explore Data</td>
<td>d</td>
</tr>
<tr>
<td>Intercompany Matching template</td>
<td>t</td>
</tr>
<tr>
<td>Intercompany transactions</td>
<td>n</td>
</tr>
<tr>
<td>Intercompany Matching by Account</td>
<td>c</td>
</tr>
<tr>
<td>Intercompany Matching by Transaction ID</td>
<td>m</td>
</tr>
</tbody>
</table>

**View Menu**

Use these keyboard shortcuts from the View menu. Select View (Alt + v), then an option.

Table 95  View Menu Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Mode</td>
<td>m</td>
</tr>
</tbody>
</table>

**Administration Menu**

These keyboard shortcuts are used in the Administration menu. Select Administration (Alt + a), then an option.
Table 96  Consolidation Application Administration

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Documents</td>
<td>d</td>
</tr>
<tr>
<td>Manage Favorites</td>
<td>f</td>
</tr>
<tr>
<td>System Messages</td>
<td>s</td>
</tr>
<tr>
<td>Users on System</td>
<td>u</td>
</tr>
<tr>
<td>Manage Servers and Applications</td>
<td>r</td>
</tr>
<tr>
<td>Task Audit</td>
<td>k</td>
</tr>
<tr>
<td>Data Audit</td>
<td>t</td>
</tr>
<tr>
<td>Running Tasks</td>
<td>i</td>
</tr>
<tr>
<td>Extended Analytics</td>
<td>x</td>
</tr>
<tr>
<td>Copy Document Link</td>
<td>c</td>
</tr>
<tr>
<td>Manage Taskflows</td>
<td>l</td>
</tr>
<tr>
<td>View Taskflow Status</td>
<td>v</td>
</tr>
<tr>
<td>Manage Smart View Providers</td>
<td>w</td>
</tr>
</tbody>
</table>

Navigating to the Application

Table 97  Application Navigation Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>iFrame- Main content area</td>
<td>Alt+z or Ctrl+F6, Tab</td>
</tr>
<tr>
<td>iFrame - Popups (when iFrame receives focus)</td>
<td>Alt+q</td>
</tr>
<tr>
<td>Close popups</td>
<td>Alt+L</td>
</tr>
<tr>
<td>Access contents of the selected tab page</td>
<td>Alt+y</td>
</tr>
</tbody>
</table>

Financial Management Preferences

Tab Indexes are provided for Groupboxes, TextBoxes, and Buttons.

Note:  The JAWS screen reader can announce the number of items in a group box if you click Alt and the Up arrow key.
Abbreviations such as “POV” for Point of View are used across Financial Management screens. Screen readers will read them as “POV.” To add abbreviation equivalents in the Screen Reader dictionary, such as replacing “POV” with “Point of View,” refer to your screen reader documentation.

**Shortcut Keys by Module**

Use these shortcut keys for Financial Management modules.

To use shortcut keys, select Alt, then the keyboard shortcut, and then press Enter. For example, to view logged-in users, select Alt+i, then Enter.

For multiple selections, you can use Shift+F8. When this mode is enabled, you can move up or down the list of choices and press the spacebar to select multiple items, or press the spacebar again to deselect an item.

You can use Alt+Z as a shortcut key to go to the beginning of any page. You can also use Alt+Z to navigate to a floating frame when loading a page. In certain cases, when a page is refreshed as a result of an action, the focus goes to the top of the Financial Management content area. You can navigate using Tab or shortcut keys.

All Oracle Hyperion Financial Management, Fusion Edition reports that use the HFM_format style can be accessed using JAWS table reading commands.

**Note:** Accessibility is supported on Microsoft Internet Explorer only.

<p>| Table 98  Administrative System Tasks |
|-----------------|-----------------|-----------------|
| <strong>Module</strong>      | <strong>Action</strong>      | <strong>Keyboard Shortcut</strong> |
| Users on System | View logged-in users | i               |
|                 | Log out users    | g               |
|                 | Log out on simple grid. Single key for all rows | o               |
|                 | Previous page    |  \              |
|                 | Next page        | /               |
| Manage Servers and Applications | Log out users | g               |
|                 | Enable connections | e              |
|                 | Disable connections | s             |
|                 | View disabled components | i             |
|                 | Enable (common for all rows) | n             |</p>
<table>
<thead>
<tr>
<th>Module</th>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Messages</td>
<td>View system messages</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Calendar start</td>
<td>[</td>
</tr>
<tr>
<td></td>
<td>Calendar end</td>
<td>]</td>
</tr>
<tr>
<td></td>
<td>Show Details</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Delete system messages</td>
<td>e</td>
</tr>
<tr>
<td></td>
<td>Delete All system messages</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Select All system messages</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Anchor tag for error details. Same for each row</td>
<td>u</td>
</tr>
<tr>
<td></td>
<td>Previous page</td>
<td>\</td>
</tr>
<tr>
<td></td>
<td>Next page</td>
<td>/</td>
</tr>
<tr>
<td></td>
<td>Print Error Details page</td>
<td>p</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>l</td>
</tr>
<tr>
<td>Running Tasks and popup menu</td>
<td>View Running Tasks</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Stop running task from popup menu</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>View log from main page and popup menu</td>
<td>q</td>
</tr>
<tr>
<td></td>
<td>From Running Task Log page, navigate to top</td>
<td>q</td>
</tr>
<tr>
<td></td>
<td>Refresh</td>
<td>r</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>l</td>
</tr>
<tr>
<td>Extended Analytics</td>
<td>Save template as</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Delete template</td>
<td>p</td>
</tr>
<tr>
<td></td>
<td>Refresh template</td>
<td>o</td>
</tr>
<tr>
<td></td>
<td>Create Star Schema</td>
<td>c</td>
</tr>
<tr>
<td></td>
<td>Delete Star Schema</td>
<td>e</td>
</tr>
<tr>
<td></td>
<td>Update Star Schema</td>
<td>u</td>
</tr>
<tr>
<td>Save Template for Extended Analytics</td>
<td>Save template</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>l</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Data Audit</td>
<td>Start date</td>
<td>[</td>
</tr>
<tr>
<td></td>
<td>End date</td>
<td>]</td>
</tr>
<tr>
<td></td>
<td>Previous</td>
<td>\</td>
</tr>
<tr>
<td></td>
<td>Next</td>
<td>/</td>
</tr>
<tr>
<td></td>
<td>POV</td>
<td>Same as POV bar</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Clear log</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Export</td>
<td>x</td>
</tr>
<tr>
<td>Task Audit</td>
<td>Start date</td>
<td>[</td>
</tr>
<tr>
<td></td>
<td>End date</td>
<td>]</td>
</tr>
<tr>
<td></td>
<td>Previous</td>
<td>\</td>
</tr>
<tr>
<td></td>
<td>Next</td>
<td>/</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Clear log</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Export</td>
<td>x</td>
</tr>
<tr>
<td>Task Audit Export page</td>
<td>OK</td>
<td>o</td>
</tr>
</tbody>
</table>

**Table 99  Load and Extract Tasks**

<table>
<thead>
<tr>
<th>Module</th>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Security</td>
<td>Security file</td>
<td>m</td>
</tr>
<tr>
<td></td>
<td>Load</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Back to Load Security</td>
<td>k</td>
</tr>
<tr>
<td>Load Metadata</td>
<td>Metadata file</td>
<td>m</td>
</tr>
<tr>
<td></td>
<td>Load</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Scan</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Back to Load Metadata</td>
<td>k</td>
</tr>
<tr>
<td></td>
<td>Select All</td>
<td>g</td>
</tr>
<tr>
<td></td>
<td>Deselect All</td>
<td>q</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Load Member Lists</td>
<td>Member list file</td>
<td>m</td>
</tr>
<tr>
<td>Load</td>
<td></td>
<td>l</td>
</tr>
<tr>
<td>Scan</td>
<td></td>
<td>s</td>
</tr>
<tr>
<td>Back to Load Member Lists</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Load Rules</td>
<td>Rules file</td>
<td>m</td>
</tr>
<tr>
<td>Load</td>
<td></td>
<td>l</td>
</tr>
<tr>
<td>Scan</td>
<td></td>
<td>s</td>
</tr>
<tr>
<td>Back to Load Rules</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Load Data</td>
<td>Load</td>
<td>l</td>
</tr>
<tr>
<td>Scan</td>
<td></td>
<td>s</td>
</tr>
<tr>
<td>Back to Load Data</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Load Journals</td>
<td>Journals file</td>
<td>m</td>
</tr>
<tr>
<td>Load</td>
<td></td>
<td>l</td>
</tr>
<tr>
<td>Back to Load Journals</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Load Intercompany Transactions</td>
<td>Load</td>
<td>l</td>
</tr>
<tr>
<td>Scan</td>
<td></td>
<td>s</td>
</tr>
<tr>
<td>Back to Load Intercompany Transactions</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Extract Security</td>
<td>Extract</td>
<td>m</td>
</tr>
<tr>
<td>Back to Extract Security</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Extract Metadata</td>
<td>Extract</td>
<td>m</td>
</tr>
<tr>
<td>Back to Extract Metadata</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Select All</td>
<td></td>
<td>g</td>
</tr>
<tr>
<td>Deselect All</td>
<td></td>
<td>q</td>
</tr>
<tr>
<td>Extract Member Lists</td>
<td>Extract</td>
<td>k</td>
</tr>
<tr>
<td>Extract Rules</td>
<td>Extract</td>
<td>k</td>
</tr>
<tr>
<td>Extract Data</td>
<td>Extract</td>
<td>m</td>
</tr>
<tr>
<td>Back to Extract Data</td>
<td></td>
<td>k</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Extract Journals</td>
<td>Extract</td>
<td>m</td>
</tr>
<tr>
<td></td>
<td>Back to Extract Journals</td>
<td>k</td>
</tr>
<tr>
<td>Extract Intercompany Transactions</td>
<td>Extract</td>
<td>m</td>
</tr>
<tr>
<td></td>
<td>Back to Extract Intercompany Transactions</td>
<td>k</td>
</tr>
</tbody>
</table>

**Table 100  Application Tasks**

<table>
<thead>
<tr>
<th>Module</th>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create application</td>
<td>Create</td>
<td>c</td>
</tr>
<tr>
<td>Register Application</td>
<td>Register</td>
<td>r</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>l</td>
</tr>
<tr>
<td>Create Classic application</td>
<td>Navigate</td>
<td>n</td>
</tr>
<tr>
<td></td>
<td>Administer</td>
<td>a</td>
</tr>
<tr>
<td></td>
<td>Classic Application Administration</td>
<td>c</td>
</tr>
<tr>
<td></td>
<td>Consolidation Administration</td>
<td>c</td>
</tr>
<tr>
<td></td>
<td>Create application</td>
<td>c</td>
</tr>
<tr>
<td></td>
<td>Delete application</td>
<td>d</td>
</tr>
<tr>
<td></td>
<td>Register application</td>
<td>r</td>
</tr>
<tr>
<td></td>
<td>Consolidation System Messages</td>
<td>t</td>
</tr>
<tr>
<td></td>
<td>Consolidation Users on system</td>
<td>o</td>
</tr>
<tr>
<td></td>
<td>Manage Consolidation Servers and Applications</td>
<td>v</td>
</tr>
</tbody>
</table>

**Table 101  Navigation Tasks**

<table>
<thead>
<tr>
<th>Module</th>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object palette (Left-side navigation)</td>
<td>Browser View: Tree</td>
<td>b</td>
</tr>
<tr>
<td></td>
<td>Browser View: List</td>
<td>0 (zero)</td>
</tr>
<tr>
<td></td>
<td>Project View</td>
<td>j</td>
</tr>
<tr>
<td></td>
<td>Navigate</td>
<td>Use TAB key</td>
</tr>
<tr>
<td></td>
<td>Navigate through the Tree and List</td>
<td>Use the Up and Down arrow keys</td>
</tr>
<tr>
<td></td>
<td>Expand and collapse the tree nodes</td>
<td>Use the Right and Left arrow keys</td>
</tr>
<tr>
<td></td>
<td>Select nodes</td>
<td>Use the Spacebar</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>User preferences</td>
<td>Save</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Reset</td>
<td>r</td>
</tr>
<tr>
<td>Member Selector</td>
<td>OK</td>
<td>o</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>l</td>
</tr>
<tr>
<td></td>
<td>Previous</td>
<td>\</td>
</tr>
<tr>
<td></td>
<td>Next</td>
<td>/</td>
</tr>
<tr>
<td></td>
<td>Textbox selected value</td>
<td>– (dash)</td>
</tr>
<tr>
<td></td>
<td>Textbox top name</td>
<td>k</td>
</tr>
<tr>
<td></td>
<td>Dropdown selector</td>
<td>g</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>‘</td>
</tr>
<tr>
<td></td>
<td>Filter</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td>Validate selected value</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Clear selected value</td>
<td>y</td>
</tr>
<tr>
<td></td>
<td>Find previous value</td>
<td>u</td>
</tr>
<tr>
<td></td>
<td>Find next value</td>
<td>v</td>
</tr>
<tr>
<td></td>
<td>Click to select a list</td>
<td>Shift + :</td>
</tr>
<tr>
<td></td>
<td>Drill up</td>
<td>. (period)</td>
</tr>
<tr>
<td></td>
<td>Clear the checked item</td>
<td>[</td>
</tr>
<tr>
<td></td>
<td>Expand selected list</td>
<td>Shift +</td>
</tr>
<tr>
<td></td>
<td>Check all</td>
<td>]</td>
</tr>
<tr>
<td></td>
<td>Move selected item up</td>
<td>Shift + {</td>
</tr>
<tr>
<td></td>
<td>Move selected item down</td>
<td>Shift + }</td>
</tr>
<tr>
<td></td>
<td>Tree</td>
<td>x + Tab</td>
</tr>
<tr>
<td></td>
<td>List</td>
<td>; + Tab</td>
</tr>
<tr>
<td></td>
<td>fn</td>
<td>’ (apostrophe)</td>
</tr>
<tr>
<td></td>
<td>Cur</td>
<td>, (comma)</td>
</tr>
<tr>
<td></td>
<td>Sort</td>
<td>Shift + ?</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>POV Bar</td>
<td>Scenario</td>
<td>!</td>
</tr>
<tr>
<td></td>
<td>Year</td>
<td>@</td>
</tr>
<tr>
<td></td>
<td>Period</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Entity</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Value</td>
<td>^</td>
</tr>
<tr>
<td></td>
<td>Account</td>
<td>&amp;</td>
</tr>
<tr>
<td></td>
<td>ICP</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Custom1</td>
<td>(</td>
</tr>
<tr>
<td></td>
<td>Custom2</td>
<td>)</td>
</tr>
<tr>
<td></td>
<td>Custom3</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Custom4</td>
<td>+</td>
</tr>
<tr>
<td>Calendar</td>
<td>Previous year</td>
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<td>For Data Forms: left arrow, Shift and Tab</td>
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Table 104  Tasklists

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**Table 105  Data Grid Tasks**

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### Table 107  Manage Ownership Tasks

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### Table 108  Database Management Tasks

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### Table 109  Process Control Tasks

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Table 110  Equity Pickup Tasks

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**Table 112  Journals Tasks**

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</table>

**Table 113  Security Tasks**

<table>
<thead>
<tr>
<th>Module</th>
<th>Action</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Users and Groups</td>
<td>Search</td>
<td>s</td>
</tr>
<tr>
<td></td>
<td>Show all</td>
<td>w</td>
</tr>
<tr>
<td></td>
<td>Select</td>
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<td></td>
<td>Select all</td>
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</tr>
<tr>
<td></td>
<td>Remove</td>
<td>2</td>
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<tr>
<td></td>
<td>Remove all</td>
<td>4</td>
</tr>
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<td></td>
<td>Help</td>
<td>g</td>
</tr>
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<td>Back</td>
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</tr>
<tr>
<td></td>
<td>Next</td>
<td>x</td>
</tr>
<tr>
<td>Module</td>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Select Classes</td>
<td>Select</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Select all</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Remove</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Remove all</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Add</td>
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<tr>
<td></td>
<td>Delete</td>
<td>o</td>
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<tr>
<td>Assign Access</td>
<td>Save</td>
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<td>Cancel</td>
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<td>Pivot</td>
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<td>Add alert</td>
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<td></td>
<td>Remove alert</td>
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</tr>
<tr>
<td>Security Reports</td>
<td>Launch</td>
<td>n</td>
</tr>
<tr>
<td></td>
<td>Export</td>
<td>r</td>
</tr>
</tbody>
</table>
account type  A property that determines how an account’s value flows over time and its sign behavior. Account type options can include expense, income, asset, liability, and equity.

activity-level authorization  Defines user access to applications and the types of activities they can perform on applications, independent of the data that will be operated on.

ancestor  A branch member that has members below it. For example, the members Qtr2 and 2006 are ancestors of the member April.

application  1) A software program designed to run a specific task or group of tasks such as a spreadsheet program or database management system. 2) A related set of dimensions and dimension members that are used to meet a specific set of analytical requirements, reporting requirements, or both.

application currency  The default reporting currency for the application.

asset account  An account type that stores values that represent a company’s assets.

attribute  A characteristic of a dimension member. For example, Employee dimension members may have attributes of Name, Age, or Address. Product dimension members can have several attributes, such as a size and flavor.

authentication  Verification of identity as a security measure. Authentication is typically based on a user name and password. Passwords and digital signatures are forms of authentication.

auto-reversing journal  A journal for entering adjustments that you want to reverse in the next period.

balance account  An account type that stores unsigned values that relate to a particular time.

balanced journal  A journal in which the total debits equal the total credits.

base currency  The currency in which daily business transactions are performed.

base entity  An entity at the bottom of the organization structure that does not own other entities.

business rules  Logical expressions or formulas that are created within an application to produce a desired set of resulting values.

calendar  User-defined time periods and their relationship to each other. Q1, Q2, Q3, and Q4 comprise a calendar or fiscal year.

cell  (1) The data value at the intersection of dimensions in a multidimensional database; the intersection of a row and a column in a worksheet. (2) A logical group of nodes belonging to one administrative domain.

CHANGED status  Consolidation status that indicates data for an entity has changed.

child  A member with a parent above it in the database outline.

consolidation  The process of aggregating data from dependent entities to parent entities. For example, if the dimension Year consists of the members Qtr1, Qtr2, Qtr3, and Qtr4, its consolidation is Year.

consolidation rule  The rule that is executed during the consolidation of the node of the hierarchy. This rule can contain customer-specific formulas appropriate for the correct consolidation of parent balances. Elimination processing can be controlled within these rules.

contribution  The value added to a parent from a child entity. Each child has a contribution to its parent.

conversion rate  See exchange rate.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>currency conversion</td>
<td>A process that converts currency values in a database from one currency into another. For example, to convert one U. S. dollar into the European euro, the exchange rate (for example, 0.923702) is multiplied by the dollar (1 * 0.923702). After conversion, the European euro amount is .92.</td>
</tr>
<tr>
<td>custom dimension</td>
<td>A dimension created and defined by users. Channel, product, department, project, or region could be custom dimensions.</td>
</tr>
<tr>
<td>data form</td>
<td>A grid display that enables users to enter data into the database from an interface such as a Web browser, and to view and analyze data or related text. Certain dimension member values are fixed, giving users a specific view into the data.</td>
</tr>
<tr>
<td>data lock</td>
<td>A feature that prevents changes to data according to specified criteria, such as a period or scenario.</td>
</tr>
<tr>
<td>dependent entity</td>
<td>An entity that is owned by another entity in the organization.</td>
</tr>
<tr>
<td>descendant</td>
<td>Any member below a parent in the database outline. In a dimension that includes years, quarters, and months, the members Qtr2 and April are descendants of the member Year.</td>
</tr>
<tr>
<td>destination currency</td>
<td>The currency to which balances are converted. You enter exchange rates and convert from the source currency to the destination currency. For example, when you convert from EUR to USD, the destination currency is USD.</td>
</tr>
<tr>
<td>dimension</td>
<td>A data category used to organize business data for the retrieval and preservation of values. Dimensions usually contain hierarchies of related members grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.</td>
</tr>
<tr>
<td>direct rate</td>
<td>A currency rate that you enter in the exchange-rate table. The direct rate is used for currency conversion. For example, to convert balances from JPY to USD, in the exchange-rate table, enter a rate for the period/scenario where the source currency is JPY and the destination currency is USD.</td>
</tr>
<tr>
<td>drill-down</td>
<td>Navigation through the query result set using the dimensional hierarchy. Drilling down moves the user perspective from aggregated data to detail. For example, drilling down can reveal hierarchical relationships between years and quarters or quarters and months.</td>
</tr>
<tr>
<td>dynamic member list</td>
<td>A system-created named member set that is based on user-defined criteria. The list is refreshed automatically whenever it is referenced in the application. As dimension members are added and deleted, the list automatically reapplies the criteria to reflect the changes.</td>
</tr>
<tr>
<td>dynamic view account</td>
<td>An account type indicating that account values are calculated dynamically from the data that is displayed.</td>
</tr>
<tr>
<td>elimination</td>
<td>The process of zeroing out (eliminating) transactions between entities within an organization.</td>
</tr>
<tr>
<td>entity</td>
<td>A dimension representing organizational units. Examples: divisions, subsidiaries, plants, regions, products, or other financial reporting units.</td>
</tr>
<tr>
<td>exchange rate type</td>
<td>An identifier for an exchange rate. Different rate types are used because there may be multiple rates for a period and year. Users traditionally define rates at period end for the average rate of the period and for the end of the period. Additional rate types are historical rates, budget rates, forecast rates, and so on. A rate type applies to a specific time.</td>
</tr>
<tr>
<td>expense account</td>
<td>An account that stores periodic and year-to-date values that decrease net worth if they are positive.</td>
</tr>
<tr>
<td>Extensible Markup Language (XML)</td>
<td>A language comprising a set of tags used to assign attributes to data that can be interpreted between applications according to a schema.</td>
</tr>
<tr>
<td>external authentication</td>
<td>Logging on to Oracle EPM System products with user information stored outside the application. The user account is maintained by the EPM System, but password administration and user authentication are performed by an external service, using a corporate directory such as Oracle Internet Directory (OID) or Microsoft Active Directory (MSAD).</td>
</tr>
<tr>
<td>file delimiter</td>
<td>A character, such as a comma or tab, that separates fields in a data source.</td>
</tr>
<tr>
<td>flow account</td>
<td>An unsigned account that stores periodic and year-to-date values.</td>
</tr>
<tr>
<td>generation</td>
<td>A layer in a hierarchical tree structure that defines member relationships in a database. Generations are ordered incrementally from the top member of the dimension (generation 1) down to the child members. Use the unique generation name to identify a layer in the hierarchical tree structure.</td>
</tr>
</tbody>
</table>
**holding company**  An entity that is part of a legal entity group, with direct or indirect investments in all entities in the group.

**IMPACTED status**  A status that indicates changes in child entities consolidating into parent entities.

**INACTIVE status**  A status that indicates entities deactivated from consolidation for the current period.

**intercompany elimination**  See elimination.

**intercompany matching**  The process of comparing balances for pairs of intercompany accounts within an application. Intercompany receivables are compared to intercompany payables for matches. Matching accounts are used to eliminate intercompany transactions from an organization’s consolidated totals.

**intercompany matching report**  A report that compares intercompany account balances and indicates whether the accounts are in balance.

**journal entry (JE)**  A set of debit-credit adjustments to account balances for a scenario and period.

**liability account**  An account type that stores "point in time" balances of a company’s liabilities. Examples: accrued expenses, accounts payable, and long-term debt.

**locked**  A user-invoked process that prevents users and processes from modifying data.

**LOCKED status**  A consolidation status indicating that an entity contains data that cannot be modified.

**member list**  A named system- or user-defined group that references members, functions, or member lists within a dimension.

**merge**  A data load option that clears values only from the accounts specified in the data load file and replaces them with values in the data load file.

**metadata**  A set of data that defines and describes the properties and attributes of the data stored in a database or used by an application. Examples of metadata are dimension names, member names, properties, time periods, and security.

**NO DATA status**  A consolidation status indicating that this entity contains no data for the specified period and account.

**ODBC**  Open Database Connectivity. A database access method used from any application regardless of how the database management system (DBMS) processes the information.

**OK status**  A consolidation status indicating that an entity has already been consolidated, and that data has not changed below it in the organization structure.

**Open Database Connectivity (ODBC)**  Standardized application programming interface (API) technology that allows applications to access multiple third-party databases.

**organization**  An entity hierarchy that defines each entity and their relationship to others in the hierarchy.

**P&L accounts**  Profit and loss accounts. P&L refers to a typical grouping of expense and income accounts that comprise a company’s income statement.

**parent adjustments**  The journal entries that are posted to a child in relation to its parent.

**parents**  The entities that contain one or more dependent entities that report directly to them. Because parents are entities associated with at least one node, they have entity, node, and parent information associated with them.

**percent consolidation**  The portion of a child’s values that is consolidated to its parent.

**percent control**  The extent to which an entity is controlled within the context of its group.

**percent ownership**  The extent to which an entity is owned by its parent.

**periodic value method (PVA)**  A process of currency conversion that applies the periodic exchange rate values over time to derive converted results.

**plug account**  An account in which the system stores any out-of-balance differences between intercompany account pairs during the elimination process.

**PVA**  See periodic value method.

**recurring template**  A journal template for making identical adjustments in every period.

**regular journal**  A feature for entering one-time adjustments for a period. A regular journal can be balanced, balanced by entity, or unbalanced.
relational database A type of database that stores data in related two-dimensional tables. Contrast with multidimensional database.

replace A data load option that clears existing values from all accounts for periods specified in the data load file and loads values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared.

review level A Process Management review status indicator representing the process unit level, such as Not Started, First Pass, Submitted, Approved, and Published.

scenario A dimension for classifying data; for example, Actuals, Budget, Forecast1, or Forecast2.

Shared Services Registry The part of the Shared Services repository that manages EPM System deployment information for most EPM System products, including installation directories, database settings, computer names, ports, servers, URLs, and dependent service data.

source currency The currency from which values originate and are converted through exchange rates to the destination currency.

standard journal template A journal function used to post adjustments that have common adjustment information for each period. For example, you can create a standard template that contains the common account IDs, entity IDs, or amounts, and then use the template as the basis for many regular journals.

system extract A feature that transfers data from application metadata into an ASCII file.

translation See currency conversion.

triangulation A means of converting balances from one currency to another through a third common currency. In Europe, this currency is the euro for member countries. For example, to convert from the French franc to the Italian lira, the common currency is defined as the European euro. Therefore, to convert balances from the French franc to the Italian lira, balances are converted from the French franc to the European euro and from the European euro to Italian lira.

user-defined member list A named, static set of members within a dimension defined by the user.

value dimension A dimension that is used to define input value, translated value, and consolidation detail.

view A year-to-date or periodic display of data.

XML See Extensible Markup Language.
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