Oracle® Hyperion Planning, Fusion Edition

User's Guide

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ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

Planning User's Guide, 11.1.2.1

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1 About Planning

In This Chapter

Overview of Planning

Oracle Hyperion Planning, Fusion Edition is a Web-based budgeting and planning solution, driving collaborative, event-based operational planning processes throughout the organization for a wide range of financial and operational needs. It gives Web users the ability to enter, analyze, and report on data, manage the planning process, and personalize data entry forms.

Planning is a comprehensive approach for the complete and closed-loop planning process that drives continuous business improvement. With Planning, all decision makers and front-line managers can communicate which course of action to take and get budget holders to collaborate so that the planning process is optimized and efficient. When a material event occurs that causes a change in direction, planners have the flexibility to adapt rapidly, ensuring that plans are relevant and useful.

Planning benefits:

- Facilitates collaboration, communication, and control across multi-divisional global enterprises
- Provides a framework for perpetual planning, with attention to managing volatility and frequent planning cycles
- Provides ease of use and deployment through the Web or Oracle Hyperion Smart View for Office, Fusion Edition
- Lowers the total cost of ownership through a shorter roll out and implementation phase, and easier applications maintenance
- Enhances decision-making with reporting, analysis, and planning
- Promotes modeling by including complex business rules and allocations

- Integrates with Smart View so you can design worksheets in Microsoft Excel to enter, format, analyze, and report on data in a Planning application. Using ad hoc grids—focused data slices—in Smart View, you can also perform ad hoc analysis. See the *Oracle Hyperion Smart View for Office User's Guide* for information on all Smart View functionality.
- Enables you to enter and analyze data using Offline Planning when you are disconnected from the Internet—for example, on airplanes or in hotel rooms—and later save the data back to the Planning server. (The administrator must enable this feature for the application.)
- Integrates with other systems to load data

Logging on to EPM Workspace

You work with Planning in Oracle Enterprise Performance Management Workspace, Fusion Edition environment. You can access EPM Workspace through a URL that your administrator provides or through an Oracle application link.

Note: Access through Oracle product links requires that single sign-on be enabled.

➤ To start a EPM Workspace session:

1. In your Web browser, go to the EPM Workspace Web page.
2. Enter your user name and password, which are case-sensitive.
3. Click **Log On**.
4. To work with a Planning application, in EPM Workspace, select **Navigate**, then **Applications**, then **Planning** and select your Planning application.

   Note: You can select multiple Planning applications and navigate among them by clicking the application name on the tab at the top of the EPM Workspace window.

If you logged on previously, you return to the mode you were in when you last logged off. For example, if you were working in **Basic mode** when you logged off, the next time you log on, you are returned to **Basic mode**. See "Switching Between Advanced Mode and Basic Mode" on page 14.

Working With Multiple Applications

You can simultaneously open several Planning applications—or the same application multiple times—and navigate among them by clicking their names on the tabs at the top of the EPM Workspace window. If you want to open two or more instances of the browser to log on to EPM Workspace, you must append the EPM Workspace URL as described in the *Oracle Enterprise Performance Management Workspace User's Guide*.

Navigating in Planning

After you select a Planning application, use the view pane on the page's left side to view folders and data forms. To open a data form, double-click a folder name, and click a data form's name. The data form opens in the content area on the page's right side. You can select commands from menus, and right-click to select context-sensitive menus as described in the following table.

➤ To make more room for your work:

- To hide or show the view pane at the page's left side, select **View**, then **View Pane**.
- Click the **View Pane or Content Area Adjuster** (see the EPM Workspace online help).
- Drag the view pane to resize it.
- Click  on the upper-right corner to maximize or minimize the content area.

You can work in **Advanced mode** or **Basic mode**. See "Switching Between Advanced Mode and Basic Mode" on page 14.

The following table lists getting started tasks and their corresponding procedures.

Task	Action
Work with data forms and enter data	In the view pane's **Folders** area: 1. Click  next to **Forms** to expand the folders. 2. Click a folder name. 3. In the content area, click the name of the data form you want to work with. See "Working with Data Forms" on page 23 and "About Entering Data" on page 39.
Search for data forms in the view pane	Click in the view pane and enter search criteria in the text box in the lower-right corner. Click  or  to search up or down.
Launch business rules	• To launch a business rule associated with a data form, open the data form, double-click a rule in the **Business Rules** area. When the business rule has executed, click **Close**. • To launch a business rule associated with a plan type, select **Tools**, then **Business Rules**. See "Launching Business Rules in Classic Applications" on page 56 or "Launching Business Rules in Performance Management Architect Applications" on page 56.
Annotate planning units, add comments, drill through to view details of the data source, or add or copy supporting detail	Open a data form, and right-click or select a command from the **Edit** menu. See: • "Using Account Annotations and Custom Links" on page 48 • "Adding, Viewing, and Editing Comments" on page 47 • "Drilling Through to Source Data" on page 52 • "Adding Supporting Detail" on page 74
Use Approvals	• To check plan status, select **Tools**, and then **Manage Approvals**. See "Managing Planning Units" on page 81. • To copy data from one version of a selected scenario to another version of that scenario, select **Tools**, and then **Copy Version**. See "Copying Versions" on page 29.

Task	Action
Select menu commands	Select commands from these menus: **File**, **Edit**, **View**, **Tools**, and **Help**. For tasks that have shortcuts, you can also perform tasks by clicking a shortcut button on the menu bar.
Select right-click menu commands	Select menu commands from context-sensitive menus that display when you right-click in a data form. If the administrator sets up custom menus, you can select commands from those menus. The menus that display depend on the data form settings and where you right-click in the data form. For example, depending on the data form and where you right-click, these commands and associated options may be available: **Minimize**, **Restore**, **Cut**, **Copy**, **Paste**, **Clear**, **Delete**, **Sort**, **Freeze**, **Unfreeze**, **Edit**, **Adjust**, **Adjust Data**, **Grid Spread**, **Mass Allocate**, **Insert Comment**, **Supporting Detail**, **Add/Edit Document**, **Lock/Unlock Cells**, **Analyze**, **Show member in outline**. You can also select options to hide rows or columns with zeros and no data.
Use custom links	If your administrator sets up links to other resources, you can access commonly-used tools or Web sites for analyzing, tracking, and reporting on planning data. To open a custom link, select **Tools**, then **Links**, and select a link.
Set preferences for Planning	Select **File**, then **Preferences**. See "Setting User Preferences" on page 91.
Perform administrative tasks	If you log on as an administrator, the **Administration** menu is enabled, from which you can create data forms, tasks lists, and so on. See the *Oracle Hyperion Planning Administrator's Online Help*.

Switching Between Advanced Mode and Basic Mode

If tasks are set up and assigned to you, you can switch from **Advanced mode** to **Basic mode**. Use **Advanced mode** when you want to work primarily with data forms. Use **Basic mode** when you want to work with task lists. When you switch between modes, you return to the activity you were performing before you switched. For example, if you are working in a data form when you switch to **Basic mode**, you are returned to the same data form when you return to **Basic mode**.

➤ To switch between **Advanced mode** and **Basic mode**, select either one from the **View** menu. You can switch to **Basic mode** only if at least one task is assigned to you.

Searching for Data Forms

In **Advanced mode**, you can search for data forms.

➤ To search for data forms:

1 In **Advanced mode**, enter part or all of the search criteria in the text box on the page's lower-right corner.

See "Switching Between Advanced Mode and Basic Mode" on page 14.

2 Click  or  to search up or down.

Using Online Help

➤ To get context-sensitive help, select **Help**, then **Help on This Topic**, or click the **Help** button in dialog boxes.

➤ To browse the help system, select **Help**, then **Contents**.

Using Oracle User Productivity Kit

If the Oracle User Productivity Kit (UPK) is deployed and EPM Workspace is configured by an Administrator with a valid URL for the UPK Player package, users can access UPK content for Oracle Hyperion Enterprise Performance Management System. For more information on configuring UPK, see the *"Workspace Server Settings"* section in the *Oracle Enterprise Performance Management Workspace Administrator's Guide* and the "Oracle User Productivity Kit" section in the *Application Support Guide*.

Note: There are pre built UPK content modules available. See the data sheets that include UPK for Oracle Hyperion Enterprise Performance Management System available on Oracle.com, http://www.oracle.com/us/products/applications/tutor-upk/064788.html. Oracle Hyperion Financial Management, Fusion Edition and Planning modules include appropriate content for Smart View and Oracle Hyperion Financial Reporting Studio, Fusion Edition. Oracle Hyperion Financial Management, Fusion Edition and Planning support invoking UPK content in a context sensitive manner. UPK content launched from Smart View or Reporting Studio launches the full player package outline unfiltered for context. Reporting Studio and Smart View users can utilize a roles filter to see only the Smart View or Oracle Hyperion Financial Reporting Studio, Fusion Edition content.

➤ To open UPK Help:

1 **Take one action:**

- Select the **Help** menu, and then select **Oracle User Productivity Kit**.
- From the **Help** tool bar, click **UPK**  .
- From a dialog box, click **Help**, then from the **Help** toolbar click **UPK**  .

2 **Optional: If you opened a dialog box, close the dialog box when done.**

About Task Lists

Administrators and interactive users can set up task lists that guide you through the steps—including their due dates—to complete a budget cycle. For example, a task might help you enter data, run a business rule, and submit numbers for approval. Your administrator can also include tasks that link to other applications. See Chapter 2, "Working with Task Lists."

Logging Off

You can quit the current session or exit Planning entirely.

➤ To log off the current session:

1 Select **File**, then **Logout**.

2 When prompted, click **Yes**.

The **Log On** screen is displayed for your next session.

Note: If you log on and do not use the application for awhile, you are automatically logged off at the interval your administrator set.

➤ To close Planning, select **File**, then **Exit**.

2 Working with Task Lists

In This Chapter

About Tasks and Task Lists

Administrators can set up task lists to help with budget cycles. For example, a task might help you complete data forms, launch business rules, or promote planning units. Tasks can display instructions, due dates, completed dates, and alerts.

If your administrator assigns tasks to you, you can view them in **Basic mode** or **Advanced mode**. Tasks can include Web pages, data forms, Approvals, business rules, or descriptions. You can view:

- Due date—When tasks must be completed
- Alerts—Visual cues about your progress, and the completion date and time:
  - Green: On schedule
  - Yellow: Approaching the due date
  - Red: Overdue; the due date has passed and the task is incomplete
- Instructions—Assistance with completing tasks
- E-mail messages—Reminders of approaching and past-due tasks (see "Viewing E-Mail Alerts" on page 20)

Task lists can also provide validation reports for promotional path rules. When viewing a validation report, you can close the window by clicking **Close Task List Window** in the left pane. For information on viewing validation reports and resolving errors, see "Viewing and Resolving Data Validation Errors" on page 45 and the *Oracle Hyperion Planning Administrator's Online Help*.

Viewing Task Lists and Tasks in Basic Mode

➤ To view task lists and tasks in **Basic mode**:

1 If you are not already in **Basic mode**, select **View**, then **Basic Mode**.

2 If one task list is assigned to you, that task list displays. If more than one task list is assigned to you, select the task list folder. If the task list contains more than one task, click + to expand the task list. Then select the task.

3 View information about the task list and task, including the name and status, a **View** link, if instructions are provided, and completed dates, if tasks are complete and you select **Display All Completed Dates**.

4 The navigation options available to you are appropriate for the selected task list or task. For example, depending on the task list, task, and status, these options may be displayed: **Next**, **Previous**, **Next Incomplete**, or **Previous Incomplete**.

Task lists can display validation reports to assist with the budget process.

Viewing Task Lists and Tasks in Advanced Mode

In **Advanced mode**, you can use Planning features while viewing task lists and tasks.

➤ To view task lists and tasks in **Advanced mode**:

1 If you are not already in **Advanced mode**, select **View**, then **Advanced Mode**.

2 Select **View**, then **Task List**, then **Task List**.

3 In the **Task Lists** folder, click the task list name. Click + to expand the task list.

4 In the **Task List** column, click the task list name.

5 Under **Task Lists**, click the link for the task list.

6 View:

- Information about the task list and task, including the name and status
- A **View** link, if instructions are provided
- Completed dates, if tasks are complete and you select **Display All Completed Dates**

7 When you finish viewing the task, click **Close**.

Viewing Status in Basic Mode

➤ To view status in **Basic mode**:

1 Select **View**, then **Task List**, then **Task List**.

2 In the view pane, click + to expand the task list folder, and then select the task list name.

In the view pane, ✓ is displayed by completed tasks. If a task has dependent tasks, these tasks must be completed before ✓ is displayed for primary tasks.

3 To view the status of the selected task list, select **View**, then **Task List**, then **Status**. Status is displayed for the percentage and number of tasks completed, overdue tasks, and tasks approaching their due date.

Viewing Status in Advanced Mode

In **Advanced mode**, use the **Task List** dialog box to view status for task lists and tasks.

➤ To view status in Advanced mode:

1 Select **View**, then **Task List**, then **Task List**.

2 In the **Available Task Lists** tab, click + to open the **Task Lists** folder. Then click the link for a task list to select it.

3 Click the **Status** tab to display information for tasks that are complete, incomplete, overdue, or due soon.

4 Click **Close**.

Completing Tasks

The way you complete tasks depends on the task type. Tasks can include Web pages, data forms, Approvals, business rules, or descriptive tasks. For example, a task can require you to enter data or launching a business rule. Tasks can also display read-only information, such as reminders or instructions.

After completing task requirements, mark the task as complete. The alert changes to a date stamp showing the completion date and time. If a task has dependent tasks, you must complete those tasks before completing the primary task.

➤ To complete tasks:

1 Open a task, as described in "Viewing Task Lists and Tasks in Basic Mode" on page 18 or "Viewing Task Lists and Tasks in Advanced Mode" on page 18.

Depending on the type of task, it displays as a Web page, data form, Approvals, business rule, or description.

2 Complete the task activity.

For example, depending on the task, you can view a Web page, enter data, complete a Approvals task, launch a business rule, or read a description. See "Entering Data" on page 39, "Managing Planning Units" on page 81, and "About Launching Business Rules" on page 55.

3 Complete associated dependent tasks.

Click + to view subordinate tasks, also called child tasks.

4 **After completing the activities for the task, select Complete.**

If the check box is not selectable, you must complete dependent tasks before completing this task.

After you select **Complete**, the task is marked as complete and  is displayed next to the task in the view pane.

After tasks are complete, alerts change to date stamps.

Viewing E-Mail Alerts

If your administrator sets e-mail alerts, you can receive e-mail reminders about tasks that are approaching or are past their due date. The timing and frequency of alerts depends on how your administrator sets up this feature.

➤ To view an e-mail alert, open and read the received e-mail message.

Reporting on Task List Status

To review the status of the planning process, use the **Task List Report** page to view task list reports as PDF files or Excel worksheets.

The status report displays the task lists, task list owners, due dates, completion dates, and status of the task.

➤ To view status reports:

1 **Select View, then Task List, and then Report.**

Task lists assigned to you display.

2 **From Available Task Lists, select task lists:**

- To select, click  .
- To select all, click  .
- To remove, click  .
- To remove all, click  .

3 **Click Next.**

4 **From the users having access to the task lists, select those whose status to view.**

5 **Click Next.**

6 **Set task list options described in the following table:**

Report Option	Description
Group Results By	• **Task List**—to report by task list • **Users**—to report by users
Display Options of Task List Columns in Report	Select your preferences: • **Overall Completion %** • **# of Incomplete Tasks** • **# of Tasks Due Soon** • **Completed Date** • **# of Tasks Overdue** • Next Due Date • **Show Detailed Task Columns in Report** (selecting this also selects the next five options, but you can individually clear them) • **Due Date** • **Alert Date** • **Instructions** • **Completed Date** • **Dependency**
Report Type	• **PDF Format** • **Export To Excel**

7 Click **Create Report**.

8 If you selected:

- **PDF Format**—Page through the report and use the Acrobat toolbar for viewing and saving options.
- **Export To Excel**—You can either save the report to your computer, or open it within Planning. Open the `.xls` file to view the report.

3 Working with Data Forms

In This Chapter

Selecting and Opening Data Forms

Use data forms to enter, update, analyze, print, and report on data. If you close a data form without saving changes, a message displays. To proceed, respond to the message and save or refresh the data.

Note: If the members in the data form you open have no data, this message (or one that your administrator has created) displays: `There are no valid rows for this data form.`

Opening Data Forms in Advanced Mode

In **Advanced mode**, you can select data forms on the page's left side.

➤ To open data forms in **Advanced mode**:

1 **If you are working in Basic mode, select View, then Advanced Mode.**

2 **In the left pane, display folders by clicking next to Forms.**

The folders available to you display in the view pane. If a folder contains additional folders, + displays to the left of the folder name.

3 Under **Forms**, click a folder name to display the data form to open.

4 Click the data form name in the right pane.

The data form is displayed in the content area.

Opening Data Forms in Basic Mode

In **Basic mode**, you work primarily with task lists that your administrator sets up. You can open data forms in this mode only if your administrator sets up a task with a data form.

➤ To open data forms in **Basic mode**:

1 If you are working in **Advanced mode**, select **View**, then **Basic Mode**.

2 In the left pane, click a task that uses a data form.

The data form opens in the content area.

Searching for Data Forms

If you know the data form's name, you can search for it in the view pane.

➤ To search for data forms:

1 In a data form, click in the view pane.

See "Selecting and Opening Data Forms" on page 23.

2 In the lower-right corner, enter search criteria in the text box.

3 Click  or  to search up or down.

Data forms that match your search criteria display in the content area.

Expanding Data Forms and the Data Entry Area

You can expand data forms and the data entry area—including the view pane—in several ways.

➤ To expand data forms and the data entry area:

1 Open a data form.

2 Take an action:

- Expand: Double-click the thick black line between the row heading and the data cells. The row heading expands to accommodate the row heading.
- Resize: Click the view pane's right border, and drag to resize it.
- Expand or collapse the view pane: **Select View**, then the **View** pane, click the **Toggle View** pane button in the toolbar, or drag the view pane to resize it.

- Click **Hide**  or **Show**  the view pane.
- Click **Maximize** or **Restore**  in the screen's upper-right corner.
- View the data form: Use the scroll bars.

Setting Column Width

Administrators can set column width using settings on the Layout tab for data forms. Column width settings apply to each data form page:

- **Small**: Displays columns 50 pixels wide, enough for approximately seven decimal places.
- **Medium**: Displays columns 75 pixels wide, enough for approximately ten decimal places.
- **Large**: Displays columns 100 pixels wide, enough for approximately thirteen decimal places.
- **Size-to-Fit**: Automatically sizes the column width to fit the widest content in a heading or data cell.
- **Custom**: You can enter a pixel width value of up to 999.
- **Default**: The column width is defined at the grid level.

If a column width is selected that is less than the width of the column contents, the excess data is hidden until the column is widened. While the data is hidden, it is stored and calculated in the same way as displayed data.

You can adjust column width while viewing a data form, regardless of the column width setting in the data form properties. To save the adjusted column width for the remainder of your session, save or refresh the data form.

When you print from the data entry page, the columns print at the width defined in preferences. See "Setting Preferences for Printing Options" on page 98.

In data forms, you can perform the tasks in the following table:

Task	Action
Resize column width	Drag the column heading to the desired width.
Minimize column width	Right-click a column heading and select Minimize, or double-click a column heading.
Restore a minimized column	Right-click a minimized column heading and select Restore, or double-click a column heading.
Restore all minimized columns	Right-click a column heading and select Restore All.
Reset column width to the default setting	Right-click a column heading and select Reset All to Default.

Adjusting Row Height

Administrators can set row height using settings on the **Layout** tab for data form properties. Row height settings apply to each data form page:

- **Size-to-Fit**: Row headings fit in the displayed space
- **Custom**: Select a custom size in pixels for the row height
- **Medium**: Rows are displayed at a medium height.
- **Default**: Row height is defined at the grid level

If a row height is selected that is less than the height of the row contents, the excess data is hidden until the row is adjusted. While the data is hidden, it is stored and calculated in the same way as displayed data.

You can drag row headings to adjust row height while viewing a data form, regardless of the row height setting in the data form properties. After you adjust the row, you can add a new line of text to the row. To save the adjusted row height for the remainder of your session, save or refresh the data form.

When you print from the data entry page, the rows print at the height defined in preferences. See "Setting Preferences for Printing Options" on page 98.

Hiding Rows or Columns Having No Data or Zeros

➤ To hide rows having no data or containing zeros:

1 Put the cursor on a row member name and right-click.

2 Select:

- **Hide rows with no data**: to toggle between hiding and showing rows having no data (displayed as #MISSING or blank, depending on how your administrator set this data form property). This option does not display if your administrator has set the data form's property to Suppress Missing Data.
- **Hide rows with zeros**: to toggle between hiding and showing rows having zeros for values.
- **Hide rows with zeros and no data**: to toggle between hiding and showing rows having either no data or zeros, or both.

3 To switch between showing and hiding rows, select the option again.

➤ To hide columns having no data or containing zeros:

1 Put the cursor on a column member name and right-click.

2 Select:

- **Hide columns with no data**: to toggle between hiding and showing columns having no data (displayed as #MISSING or blank, depending on how your administrator set this data form property). This option does not display if your administrator has set the data form's property to Suppress Missing Data.
- **Hide columns with zeros and no data**: to toggle between hiding and showing columns having either no data or zeros, or both.

3 To switch between showing and hiding columns, select the option again.

Searching in Data Forms

To navigate to a data cell or member name on a data form, use the browser's Find feature. Find does not search minimized columns. For example, if Qtr 1 is minimized, it does not find Feb. Find highlights values that exactly match, but does not select the cell where the value is found. If you have difficulty with Find, try clicking off the data form before searching.

➤ To find and select a data value or member in data forms:

1 **Open a data form.**

2 **From the browser, select Edit, then Find on This Page, or press Ctrl+F.**

3 **In Find What, enter the value or part of the value to find.**

Use the browser's **Find** feature to set the direction of the search, whole word match, or capitalization match.

Sorting Rows and Columns

You can sort rows and columns to view data in ascending or descending order. You can sort within the hierarchy or across data.

➤ To sort rows and columns:

1 **Right-click a row or column member, select Sort, and then select an option:**

- **Sort Ascending**: View information in ascending order, from lowest to highest.
- **Sort Descending**: View information in descending order, from highest to lowest.
- **Honor Hierarchy**: Sort within the hierarchy. If this option is not selected, sort works across data.

2 **To stop any sort operations in the data form, click Cancel Sort.**

Filtering Rows and Columns

You can filter rows and columns to select which rows or columns to display in the data form. Filters can keep or exclude members using simple functions that compare against a specified value.

➤ To filter rows and columns:

1 **Right-click a row or column member, and select Filter, and then Filter.**

2 **In the left-most field in the Filter dialog box, select the filter type:**

- **Keep**: to include rows or columns that meet the filter criteria
- **Exclude**: to exclude rows or columns that meet the filter criteria

3 **In the middle field, select an option to set which values to keep or exclude:**

- **Equals**
- **Greater Than**
- **Greater Than or Equal To**
- **Less Than**
- **Less Than or Equal To**

4 In the right-most field, enter the value to use for the filter.

5 Click **Filter Row** or **Filter Column**.

The data form displays only those rows or columns that meet the filter criteria.

6 To cancel the filter, right-click a row or column member, and select **Cancel Filter**.

Showing Members in the Outline

When you want more information about dimension members in a data form, you can view members in the outline.

➤ To show members in the outline:

1 Right-click a row or column member, and select **Show member in outline**.

2 To review more member properties, click **Edit**.

For detailed information about working with dimension members, see the *Oracle Hyperion Planning Administrator's Online Help*.

3 To return to the data form, open it as described in "Opening Data Forms in Advanced Mode " on page 23 and "Opening Data Forms in Basic Mode" on page 24.

Viewing Instructions for Data Forms

The administrator can include instructions to guide you in preparing budget data. If instructions are available, a **View** link displays in the data form's **Instructions** column.

➤ To view instructions for a data form:

1 Open a data form that includes instructions.

2 Complete one of these tasks:

- Click  .
- Select **View** from the menu, then **Instructions**.

3 Click **Close**.

Copying Versions

Use the **Copy Version** page to copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version, and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions. Consider:

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

Note: To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

➤ To copy a version:

1. In a data form, select **Tools**, then **Copy Version**.
2. In the **Scenario** list, select the scenario to copy.
3. In the **Copy From** list, select the version from which to copy data.
4. In the **Copy To** list, select the version to which to copy data.
5. Click **Go**.

   The entities for the selected version display in **Available Entities**.
6. In **Available Entities**, select the entities to which to copy data.

   Available Entities displays the entities (planning units) to which you have write access and that belong to you. You can copy entities with a **Process Status** of **Not Started** or **First Pass**.
7. Click  to add the entity to **Selected Entities**, or click  to add all entities. Click  or  to move entities from **Selected Entities**.
8. **Optional:** To copy annotations that are associated with accounts, select **Copy Account Annotations**.

   Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
9. **Optional:** To copy associated comments, select **Copy Comments**.
10. **Optional:** To copy associated supporting detail, select **Copy Supporting Details**.
11. Click **Copy Data**.

Note: Wait for the Copy Version completion message before loading another Web page.

Launching Smart View from Planning

➤ To launch Smart View from a data form in Planning, select **File**, then **Open in Smart View**.

Excel is launched, you are automatically logged into Smart View in Excel, and the data form displays in the Data Source Manager. Right-click on the data form in the Data Source Manager. You can then open it as an ad hoc grid or perform any other Smart View operations on that data form. See the *Oracle Hyperion Smart View for Office User's Guide*.

4 Working with Ad Hoc Grids

In This Chapter

About Ad Hoc Analysis

Subtopics

- Using Ad Hoc Grids
- Ad Hoc Roles
- Ad Hoc Grids in Smart View

Using Ad Hoc Grids

With ad hoc grids, users can create and personalize focused data slices that they frequently access or that others can use. Users with access permissions, who are granted the Ad Hoc User role, can open ad hoc grids and dynamically change the data slice. If they have the Ad Hoc Grid Creator role, users can save the ad hoc grid for their own or others' use (see "Ad Hoc Roles" on page 32). Ad hoc grids can be created and accessed in a similar ways from Planning and Smart View.

At their onset, ad hoc grids reflect the root dimensional layout of the data form from which they are created. However, users are not confined by the data form definition and can completely change the data intersection and layout of ad hoc grids (assuming that they have access to the members).

Examples:

- Save a set of products that you work with during spring promotions so you can easily access their data
- Quickly review profit margins in your regions by customizing a grid to look the way you want it to look
- Open an ad hoc grid that someone else created and change its definition: its members, which axis they display on, and so on

Ad hoc actions can also be performed from the root dimensions of the selected plan type, both from the top menu or by right-clicking in data forms. This flexibility enables users to start at the plan type's root level and then navigate to any location. Starting from a data form enables users to start from the data form's boundaries and navigate beyond or within its boundaries.

Notes:

- Access permissions to ad hoc grids and their dimension members are honored, so users can view only grids and members to which they are granted Read or Write access.
- If the data form from which the ad hoc grid is launched has row or column groupings, the members are assumed in the ad hoc grid, but the groupings themselves are not.

For a description of ad hoc actions, see "Performing Ad Hoc Actions" on page 34.

Ad Hoc Roles

Ad hoc roles, set for Planning users in Oracle's Hyperion® Shared Services:

- Ad hoc User: Can open and personalize ad hoc grids but cannot save them. Ad hoc icons and functionality are visible only to users with this role.
- Ad hoc Grid Creator: Can create and save ad hoc grids for their own and others' use. Users with this role can also save over existing grids to which they have access.

Note: The data form folders to which the ad hoc grids are saved can be assigned permissions that enable others to use them.

Ad Hoc Grids in Smart View

In Smart View, users can analyze data using ad hoc grids that are created in Planning. For information on using Smart View, see the *Oracle Hyperion Smart View for Office User's Guide*.

Creating and Working With Ad Hoc Grids

➤ To complete ad hoc tasks:

1. Create an ad hoc grid, as described in "Creating Ad Hoc Grids" on page 33, or start ad hoc analysis, as described in "Starting Ad Hoc Analysis" on page 34.
2. Perform ad hoc actions, as described in "Performing Ad Hoc Actions" on page 34.
3. Save ad hoc grids, as described in "Saving Ad Hoc Grids" on page 35.
4. Exit ad hoc analysis, as described in "Exiting Ad Hoc Analysis" on page 35.

Creating Ad Hoc Grids

If you were provisioned one of the ad hoc roles (assigned in Shared Services), you can create an ad hoc grid.

➤ To create an ad hoc grid:

1 **Select an action:**

- Select **Tools**, then **Ad hoc**, and then **New Ad Hoc Grid**.
- Click  **New Ad Hoc Grid**.
- Within a data form, right-click and select **New Ad Hoc Grid**.
- In the view pane, select an existing ad hoc grid and click **Save**. In the view pane listing, ad hoc grids are denoted by  .

2 **In New Ad Hoc Grid, select a Plan Type, and then click Go.**

The ad hoc grid is displayed in a new tab in the content area.

3 **Perform ad hoc actions. See "Performing Ad Hoc Actions" on page 34.**

Note: Ad hoc grids are saved in data form folders and display in the list of data forms, with the following icon:  .

Default Properties of New Ad Hoc Grids

Ad hoc grids start with the following properties:

- Dimension root members are selected.
- Account is on the row axis.
- Period and Year are on the column axis.
- Other dimensions in the application are on the page axis, where they are selectable from a drop-down list. (Ad hoc grids have no POV axis.)
- Dimension and member properties (for example, Data Type) are retained.
- Rows and column groupings are retained.

After opening an ad hoc grid, users can then change which members display, pivot the axis, and analyze the data using ad hoc features (see "Performing Ad Hoc Actions" on page 34).

Note:

- Properties that users set are in effect only for the current session.
- The properties of the data form from which the ad hoc grid is originally invoked are not retained.

Starting Ad Hoc Analysis

If you were provisioned one of the ad hoc roles (assigned in Shared Services), you can start ad hoc analysis.

➤ To start ad hoc analysis:

1 Select a data form. See "Selecting and Opening Data Forms" on page 23.

2 Choose from the following:

- Select **Tools**, then **Ad hoc**, and then **Analyze**.
- Click  **Analyze**.
- Within a data form, right-click, and select **Analyze**.

The ad hoc grid is displayed in a new tab in the content area.

3 Perform ad hoc actions. See "Performing Ad Hoc Actions" on page 34.

Performing Ad Hoc Actions

If you were provisioned one of the ad hoc roles (assigned in Shared Services), you can perform actions on ad hoc grids.

➤ To perform ad hoc actions:

1 Create an ad hoc grid, as described in "Creating Ad Hoc Grids" on page 33, or start ad hoc analysis, as described in "Starting Ad Hoc Analysis" on page 34.

2 Right-click on a page or a row or column heading, select **Ad hoc**, and then select an ad hoc action:

- **Pivot To**: Moves a dimension to another area. For example, if you select this option within a row, you can move it to the **Page** or **Column**. You cannot pivot the last dimension in a row or column.
- **Move**: Select an option to move a dimension **Left**, **Right**, **Up**, or **Down**. If an area has only one dimension, this option is unavailable.
- **Zoom In**: Select an option to display the levels below a member of a hierarchy. For example, you can select to display the **Next level**, **All levels**, or **Bottom level** children.
- **Zoom Out**: Displays the levels above a member of a hierarchy. For example, you can click a member and select **Zoom Out** to view the member's parents.
- **Remove Only**: Removes the selected dimension or members from the ad hoc grid. More than one member of the dimension must be present on the grid.
- **Keep Only**: Keeps only the selected members, and removes all other members from the dimension.
- **Select Members**: Launches the **Member Selection** dialog box to select members. See the *Oracle Hyperion Planning Administrator's Online Help*.

- **Change Alias**: Displays a list of alias tables from which to choose.

Note: You can control, at a global level, how ad hoc actions are performed or how the ad hoc grids are displayed. See "Ad Hoc Grid Options" on page 36.

3 **Optional:** Save the ad hoc grid. See "Saving Ad Hoc Grids" on page 35.

4 Exit ad hoc analysis. See "Exiting Ad Hoc Analysis" on page 35.

Saving Ad Hoc Grids

If you have the Ad hoc Grid Creator role (assigned in Shared Services), you can save ad hoc grids.

➤ To save an ad hoc grid:

1 Create an ad hoc grid, as described in "Creating Ad Hoc Grids" on page 33, or start ad hoc analysis, as described in "Starting Ad Hoc Analysis" on page 34.

2 Perform ad hoc actions, as described in "Performing Ad Hoc Actions" on page 34.

3 Take an action:

- Select **Tools**, then **Ad hoc**, and then **Save Ad Hoc Grid**.
- Click  **Save Ad Hoc Grid**.
- Click **Save** in the screen's lower-right corner.

4 Enter a **Name** and **Description** for the grid.

If saving for the first time, you are prompted to select the Form folder in which to save the grid. Subsequent saves of the same grid save it to the same location.

Saved ad hoc grids are displayed in the view pane as a sibling of the data forms. In the view pane listing, ad hoc grids are denoted by  .

Exiting Ad Hoc Analysis

➤ To exit ad hoc analysis:

1 Create an ad hoc grid, as described in "Creating Ad Hoc Grids" on page 33, or start ad hoc analysis, as described in "Starting Ad Hoc Analysis" on page 34.

2 Perform ad hoc actions, as described in "Performing Ad Hoc Actions" on page 34.

3 **Optional:** Save the ad hoc grid as described in "Saving Ad Hoc Grids" on page 35.

4 Close the tab displaying the ad hoc grid.

Ad Hoc Grid Options

Subtopics

Ad Hoc Options

The ad hoc grid options enable you to control, at a global level, how ad hoc actions are performed or how the ad hoc grids are displayed. Ad hoc grid options are not persisted as a property of the ad hoc grid itself.

Table 1 Ad Hoc Options

Option	Description
Member inclusion	• **Include selection** (default): Displays the selected member with the members retrieved after the zoom operation. The parent member from where the zoom operation is invoked is retained during **Zoom In** operations. For example, drilling on Q1 will result in Q1, Jan, Feb, Mar being kept. If this option is not selected, Q1 is excluded. • **Within selected group**: Performs **Zoom In** and **Zoom Out** operations and **Keep Only** and **Remove Only** operations only on the selected parent group in an asymmetric grouping of rows or columns. Members within other groups remain the same as they were before the zoom operation was performed. • **Remove unselected group**: Removes all dimensions and members outside the selected member when performing a zoom operation.
Display	• **Member name** (default): Displays the member name only • **Member name and alias**: Displays both the member name and alias with a colon, just as in data forms • **Alias**: Displays the alias only • **Alias Table**: Select an alias table from the drop-down list
Zoom in levels	• **Next level** (default): Displays the next level only • **All levels**: Displays all levels • **Bottom level**: Displays the bottom level members only (if the “Include selection” option is enabled, it includes the member from which the zoom action was invoked)
Indentation	• **None**: Indents none of the members • **Subitem** (default): Indents all subitems and totals one level down • **Totals**: Indents the totals only
Ancestor Position	• **Top**: Displays the parent members at the top of the dimension hierarchy during Zoom In operations that are inclusive • **Bottom** (default): Displays the parent members at the bottom of the dimension hierarchy during Zoom In operations that are inclusive
Navigate without refreshing data	Default is **No**; if **Yes** is selected, users can perform ad hoc actions without refreshing data

Option	Description
Suppress options	See "Suppress Options" on page 37.
Precision options	See "Precision Options" on page 37.
Replacement options	See "Replacement Options" on page 38.

Note: The option settings that Ad Hoc Grid Creators select for an ad hoc grid become defaults when other users open the grid. Users can then change the settings for the current session only.

Suppress Options

To streamline the grid, you can suppress rows or columns that contain one or more types of data that you do not need to view.

Table 2 Suppress Options

Option	Description
Missing Data	Hides rows or columns without data; if this option is cleared, empty cells display the text **#MISSING**
Zeros	Hides rows or columns containing zeros
Repeat Members	Hides repeating members and shows only the first instance of that member
Missing Blocks on Rows	Hides missing blocks on rows

Precision Options

In Precision, select options to set the number of decimal positions displayed in a cell for Currency Values, Non-Currency Values, and Percentage Values.

Specify minimum values to add zeros to numbers with few decimal places. Specify maximum values to truncate and round the decimal portion of longer numbers. For example:

Table 3 Data Precision Examples

Value	Minimum Precision	Maximum Precision	Displayed Value
100	0	Any	100
100	3	Any number greater than or equal to 3 or None	100.000
100.12345	Any number less than or equal to 5	None	100.12345
100.12345	7	None	100.1234500

Value	Minimum Precision	Maximum Precision	Displayed Value
100.12345	Any number less than or equal to 3	3	100.123
100.12345	0	0	100
100.12345	2	4	100.1234
100	2	4	100.00

Replacement Options

Data cells in ad hoc grids may contain missing data or data that you do not have permission to view. In such cells, ad hoc by default displays **#MISSING** or **#NoAccess**, but you can change these labels. Specify the text of your choice or leave the defaults.

Table 4 Replacement Options

Option	Description
#MISSING/ #NoData	Replaces, in data cells missing data, a user-defined option. The default value is **#MISSING**.
#NoAccess	Replaces, in data cells in which you do not have access permissions, a user-defined option. The default value is **#NoAccess**.
Submit Zeros	If selected, specifies a zero (**0**) as a replacement value instead of **#MISSING**. **Note:** This only occurs for cells in which you manually changed the value to **#MISSING**.

5 Entering Data

In This Chapter

About Entering Data

Enter data in **Advanced mode** by selecting data forms in the view pane. You can enter data in **Basic mode** if your administrator sets up tasks that include data forms.

Your administrator sets up data forms to show certain dimensions and members, reflected by the row and column headings. Cells display the data for the selected members. Background colors indicate:

- White: default
- Yellow: “dirty” cells, whose values changed but are not yet saved
- Grayish blue: read-only cells

- Tan: locked cells (see "Locking Cells" on page 68)
- Teal: cells having supporting detail

If the administrator sets up data validation rules, cells in data forms can be displayed in different colors when specified conditions are met. See "Viewing and Resolving Data Validation Errors" on page 45.

Data forms can include:

- Point of View (POV): Shows information about other members that are valid for the defined row and column members. POVs identify the database members that populate a data form, and define data intersections. Members on the rows, columns, and POV axes are constant (except when they have dynamic user variables).
- Page lists: Display different views (pages) of selected member combinations that can span dimensions, enabling you to work with various member combinations.
- Segments: Can include read-only or hidden areas and borders on rows and columns. The hierarchy can be suppressed for rows or columns, so that rows are not indented and columns exclude line breaks.
- Smart Lists: Lists from which you can select text options, such as locations or descriptions. See "Entering Data with Smart Lists" on page 40.
- Menus: Shortcut menus accessed by right-clicking that can open URLs, data forms, Approvals, or business rules. See "Entering Data with Menus" on page 41.
- User variables: Selectable members on the row, column, page, or POV. Before you can open a data form having a user variable, you must select a value in preferences. After that, you can change the variable on the data form or in preferences. See "Dynamically Setting User Variables" on page 42.
- Data validation rules: If the administrator sets up data validation rules, a Data Validation Messages pane displays information to help resolve any data entry issues that arise. See "Viewing and Resolving Data Validation Errors" on page 45.
- Composite data forms: Display members from several data forms simultaneously so you can, for example, enter data into one grid and see the results—such as Total Revenue—aggregated in another.

After you enter data, annotate your assumptions, and are satisfied with your plan's data, you can promote your numbers (as a *planning unit*) to another user, typically for review or approval. To do this, go to the **Manage Approvals** page, and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. See "Managing Planning Units" on page 81.

Entering Data with Smart Lists

Your administrator can set up data forms with Smart Lists that help you enter data in cells. If a cell contains a dimension that is linked to a Smart List,  is displayed when you click in the cell.

➤ To enter data with Smart Lists:

1 **Open a data form containing Smart Lists.**

2 **Click**  **in a cell.**

The displayed list of text values depends on how your administrator sets up the list. For example, the list could include expense justifications.

3 **Select a value from the list.**

Note: You can skip to a value by typing its first one or two letters. For example, in a list of months, skip to June by typing `ju`.

After you select a value, the information in the cell is updated. Your administrator determines what is displayed when the cell contains no data: no value, #MISSING, None, or another value.

Entering Data with Menus

Your administrator can set up data forms that include menus. With menus, you right-click a member and select a menu item to open a URL, data form, Approvals, or business rule. For example, a menu item can open another data form to get more information about the data, go to another scenario and version in the planning unit, or launch a calculation.

➤ To enter data with menus:

1 **Open a data form containing a menu.**

2 **Right-click a row or column member, or the page or point of view, and select a menu option from the list.**

The values in the list depend on how your administrator sets up this feature. If the menu includes submenus, you can select a value from the submenu.

Depending on the action that was performed by the menu item, you can continue your work on the Web page, data form, or Approvals.

If a business rule was launched that includes a runtime prompt, enter the required information. See "Entering Runtime Prompts" on page 57.

Entering Percentage Values

If your administrator sets up members as percentages, those members display with a percent sign (%) in the cell. You can enter a percentage value as a decimal, such as .6, or as a percentage, such as 60%.

The following table shows examples of entered values and their displayed result.

Entry	Result
.25	25% is displayed. Planning multiplies .25 by 100, adds a percent sign, and saves .25.
25%	25% is displayed. Planning divides the number by 100 and saves .25.
25	2500% is displayed. Planning multiples 25 by 100, adds a percent sign, and saves 25.
.25%	.25% is displayed. Planning divides the number by 100 and saves .0025.

Entering Date Values

Your administrator may set up certain cells to contain date values. When you click into such a cell, a month calendar displays, from which you select a date. The date value then displays in the format set in preferences. For example, if the date format is MM/DD/YYYY and you select February 7 (in the year 2010), the date is processed as 02/07/2010. See "Setting the Date Format" on page 98.

Entering Text Values

You can enter text directly into cells whose data type is set to text by your administrator. You can hover the mouse over a cell to view a tooltip that displays the text. You can also view the text in the data form.

Note: When you enter text in cells whose data type is text, do not use angle brackets < or >.

Dynamically Setting User Variables

If the administrator defined a data form with at least one user variable and enabled dynamic user variables, you can dynamically select and change user variable values directly in the data form. For example, for a variable called Department, you can select Sales members to plan sales expenses and then select Marketing members to plan marketing expenses. You can also set values for user variables in user preferences (see "Setting Preferences for User Variables" on page 99).

If the data form was defined with the **Use Context** option, user variables can be used in the POV. With this setting, the value of the user variable changes dynamically based on the context of the data form.

Note: You must select a value for user variables before working in the data form.

➤ To dynamically change values for user variables in data forms:

1. Open a data form containing a user variable and for which dynamic user variables are enabled.
2. Click the text that displays the user variable.

The variable and its currently selected value display under the POV. If the data form was defined with the **Use Context** option, the variable displays above the data form.

3 **Select members:**

- To select, click  .
- To remove, click  .
- To remove all, click  .
- To move a member in the list, click  or  .

4 **Click Submit.**

The data form displays the selected members.

About Entering Data with Context-Sensitive Menus

When entering data in data forms, you can right-click to use context-sensitive menus.

- For information about using context-sensitive right-click menus, see "Navigating in Planning " on page 13
- For information about the tasks you can complete with right-click menus, see Chapter 3, "Working with Data Forms"

Navigating in Data Forms

How you navigate depends on whether you have just clicked in a cell or are editing cell data. For example, when you click in a cell, you can press the Right Arrow to move to the next cell in the row. When you are editing data in a cell, you must press Tab to move to the next cell.

When clicking in a cell and not entering or editing cell data, to move:

- Forward, backward, up, or down, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

When entering or editing data in cells, to move:

- Forward or backward *within* the cell data, press the Left Arrow key or the Right Arrow key.
- To the next cell in the row, press Tab or click in the next cell.
- To the previous cell in the row, press Shift + Tab.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

Selecting Data

If the budget administrator sets up multiple page axes, you can select from among pages to change the data with which you work. The data form designer can create up to 18 page drop-down lists.

Use the page axis to work with different views (pages) of selected member combinations that can span dimensions. The members defined on the rows, columns, and POV axes are constant (except when they have dynamic user variables). You see only the members to which you are assigned access.

With some data forms, you can also select a user variable to determine which data is displayed. See "Dynamically Setting User Variables" on page 42.

➤ To work with another page axis:

1 **Open a data form containing multiple page axes.**

2 **From the Page drop-down list, select a page.**

 indicates that the search facility is available. See "Enabling Search with a Large Number of Pages" on page 96.

3 **Click Go.**

Tip: From the **Preferences** page, select the **Display Options** tab to select **Remember Selected Page Members**. When you select this, Planning remembers the last page or POV member selection, so the information is available when you return to the current data form.

Searching for Members

If you select the display preference option **Allow Search When Number of Pages Exceeds __** and the number of members on the open data form exceeds the number you set, then the Search icon is enabled. (See "Enabling Search with a Large Number of Pages" on page 96.)

➤ To search for a member in a data form:

1 **Open a data form, and click**  **at the top of the data form.**

2 **In Search, enter part or all of the member name.**

You can search by member name or alias. If the selected member in the drop-down list is the first member of the hierarchy and you search up, the search starts from the last member of the hierarchy. Similarly, if the selected member is the last member in the hierarchy, the search starts with the first member.

3 **Click**  **or**  **to search up or down the hierarchy.**

4 **When the member name displays in the drop-down list, click Go.**

Viewing Member Formulas

If a member has a formula, and if the administrator selected the display option **Member Formula** (for rows, columns, page, or POV) for the data form, you can view the formula.

➤ To view a member's formula:

1 In the data form, click the formula icon to the right of the member name.

2 View the read-only member formula and click **Close**.

You are returned to the data form.

Viewing and Resolving Data Validation Errors

For data forms that include data validation, your administrator can include data validation messages that display in tooltips, and can specify colors that display in cells when data validation errors occur. For example, a tooltip can instruct you to enter data that meets certain criteria or data that fits within a specific range.

If data forms contain data validation errors, a **Data Validation Messages** pane displays on the right side of the data form. You can expand the pane to view messages specified by your administrator, and click links to correct errors. For detailed information on how rules are set up and processed, see the *Oracle Hyperion Planning Administrator's Online Help*.

➤ To view and resolve data validation errors:

1 In a data form that contains data validation errors, click on the right side of the data form.

2 In the **Data Validation Messages** pane, view any informational messages and error messages provided by your administrator.

For composite data forms, select a data form from the drop-down list.

Informational messages are displayed as hyperlinks. You can click the message to go to the appropriate location in the data form.

Error messages are displayed with a bracketed number showing the number of errors, and hyperlinked numbers that go to the cells with errors. For example, if an error message displays [5]:, there are five errors related to this issue, and the following hyperlinks 1, 2, 3, 4, 5 go to the errors.

3 For each error, click the hyperlink to go to the cell that needs to be corrected.

If the administrator provided a data validation message, you can hover the mouse over cells in the data form to view information to assist with resolving the error.

4 Update the data form as necessary to resolve the errors, and then save the data form.

After an error is resolved, it no longer displays in the **Data Validation Messages** pane. When all errors are resolved, the **Data Validation Messages** pane is not displayed in the data form.

Selecting Cell Ranges

You can select and work with multiple cells if the selection is rectangular and contiguous.

➤ To select a cell range, a row, or a column:

1 **Open a data form.**

2 **Take an action:**

- To select a cell range, click in the range's upper-left cell, press Shift, and click in the range's lower-right cell.
- To select a row or column, click in its heading.

After you select a group of cells, you can copy and paste them or adjust the data values. See:

- "Copying and Pasting Cells" on page 46
- "Adjusting Cell Values" on page 61

Copying and Pasting Cells

You can copy data values within a data form, from one data form to another, or from another application, such as Microsoft Excel. In one copy and paste operation, you can copy from one cell to another cell, from one cell to many cells, or from many cells to many cells.

Note: Because Planning applies spreading logic to pasted values, understand how data values are spread before you paste values into time periods. See "How Spreading Data Works" on page 63.

➤ To copy and paste data:

1 **Select the cells that contain the data to copy.**

See "Selecting Cell Ranges" on page 46.

2 **Right-click, select Edit, and select an option:**

- **Cut** to remove the cell values
- **Copy** to copy the cell values. Select the cells to which to paste the data. Right-click, and then select **Paste**.

  Paste inserts the Clipboard contents at the insertion point, replacing any selection.
- **Clear** to clear the cell values

About copying and pasting data:

- If the destination selected area is an exact multiple of the size and shape of the copied selected area, the data is repeatedly pasted into the destination area. For example, if you copy the

contents of two rows, and select six rows to paste the data into, Planning copies the contents of the two rows three times, to fill the six destination rows.

- Planning does not paste data into read-only cells.
- When you copy within or among data forms, Planning copies and pastes the cells' stored values, not the values that are displayed based on the precision setting.
- Data that is copied and pasted from Microsoft Excel to Planning reflects the formatting that is set up in Microsoft Excel. For example, if the number of decimal places in Microsoft Excel is set to zero, when you enter the value 459.123 in Microsoft Excel, the value is displayed as 459. If you copy this value into a Planning form, the value 459 is pasted.
- When pasting data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The resulting data from a paste operation may not match the original copied data. For information on how pasting data may affect cells' values, see "How Spreading Data Works" on page 63.
- When you copy data, a message might display if you disabled Internet Explorer's setting for **Allow Paste Operations via Script**.
- Copying and pasting data from a text editor (for example, TextPad, Notepad, or WordPad) fails if the data is space delimited. Use Tab-delimited values instead.

Adding, Viewing, and Editing Comments

If you have read access to a cell, you can add annotations called *comments* to the cell at any level. You can add comments at the summary time period level and across multiple dimensions at any level. You can also add comments for non-level 0 members (bottom-up versions), calculated cells (dynamic calc), and read-only cells. For example, you can add explanations for data analysis of variances and rolling forecasts.

You can also:

- Use *supporting detail* to build and communicate bottom-up values such as travel, where you calculate aggregate values. See "Working with Supporting Detail" on page 73.
- Add *account annotations* to comment on account data. You can annotate different combinations of scenarios, versions, and entities. See "Using Account Annotations and Custom Links" on page 48.
- Enter text directly into cells whose data type is set to text (see "Entering Text Values" on page 42).

Tip: You can also view comments in a PDF file or a printed report. See "Printing Comments" on page 48.

➤ To add, view, or edit comments:

1. **Open the data form to which you want to add, view, or edit comments.**
2. **Click in a cell or select a range of contiguous cells.**

A triangle in the cell's upper-right corner indicates that it contains comments (or drill-through data or cell-level documents).

3 **Perform one of these steps:**

- If you clicked in a cell, right-click, and then select **Insert Comment**, **View Comment**, or **Delete Comment**.
- If you selected contiguous cells, select **Edit**, then **Comment**.

4 **In Comment, add, view or edit comments.**

By default, you can enter up to 1,500 characters. If you selected a cell range, you can enter comments for each cell.

5 **Click Submit.**

Applicable messages display in the content area at the top of the data form.

Printing Comments

You can print comments—notes that are associated with individual or groups of cells—to a PDF file. When you print data forms with the **Show Comments** option selected in the **Printing Options** page, comments are displayed to the dimension's right, on the same row as the dimension. See "Printing Data" on page 52.

➤ To print comments:

1 **Open a data form containing comments.**

2 **Select File, then Print.**

Planning displays the printing options that are used to generate the PDF file.

3 **Select the Show Comments option, and click Print Preview.**

4 **In the PDF file, select File, then Print.**

5 **In Print, select a printer and click OK.**

Using Account Annotations and Custom Links

If your administrator has enabled this feature, you can add annotations—or comments—to accounts. Annotations can be plain text, or can include custom links to, for example, a project Web site, a spreadsheet, or PDF file on a server.

➤ To add account annotations:

1 **In a data form, select View, then Account Annotation.**

2 **In account rows, in the column to the right of account member names, enter a comment or URL of up to 1,500 characters.**

You can include custom links to these file types on a server or FTP site: .TXT, .DOC, .XLS (Microsoft Office Suite), and .PDF. For example, to create a link to a spreadsheet on a shared server, you might enter: `file://C:/BudgetDocs/Timeline.xls` where `C` represents the server drive.

3 **When you are finished, click View Account Annotation.**

To view account comments or to access associated custom links on the page, read the comments or click the URL to the right of the account member's name. If you click a URL, your Web browser displays the source information in a new window.

Adding, Replacing, and Viewing Cell-Level Documents

If your administrator selects the **Enable Cell-Level Document** property for the data form, from data form cells, you can add, replace, and view EPM Workspace documents. These documents can be a Web site or any file type (for example, an .XLS or .PDF file). For example, you could associate a cell with a document that explains your assumptions behind the cell's sales data. The  icon in a cell indicates that it is associated with a document.

Note: Before you add a cell-level document, the document must be added to the Workspace repository. See *Oracle Enterprise Performance Management Workspace User's Online Help*.

➤ To add or replace a cell-level document:

1 **Click once in the cell. Click one more time.**

2 **Right-click, then select Add/Edit Document.**

3 **Either:**

- In the text box, enter the URL to the document (for example, `http://mymachine:19000/workspace/browse/get/Sales.doc`) and click **Submit**.
- From EPM Workspace, click  to browse to the file's location.

  The **Select** dialog box in EPM Workspace prompts you for the **Name**, **Type**, and **Version** of the EPM Workspace document. See *Oracle Enterprise Performance Management Workspace User's Help* for specifics.

➤ To view a document associated with a cell:

1 **Click once in the cell. Click one more time.**

2 **Click  near the upper-right corner of the cell.**

The Web site or file is launched.

Writing #MISSING Values

#MISSING in a cell indicates the cell contains no data, whereas zero in a cell is a data value. #MISSING decreases the database size and improves performance.

You can replace #MISSING by selecting the cell and typing a value. You can also replace irrelevant data in a cell and save the cell as #MISSING, which writes #MISSING to the database.

➤ To write #MISSING to cells:

1 **Select the cells to change.**

You can select a range of contiguous cells by clicking in the upper-left cell in the range, and pressing Shift + click to select the lower-right cell in the range. You can select rows and columns by clicking row and column headings. Select a range of rows or columns by using Shift + click.

If the designer sets a data form to suppress missing data, and an entire row contains #MISSING (no data), that row does not display on the data form.

2 **Take an action:**

- Press Delete.
- Enter `#missing`.

You can also enter #MISSING using Smart Lists. See "Entering Data with Smart Lists" on page 40.

3 **Click Save.**

The cells are set to #MISSING when you save the data form.

Subtotaling Values

How values are subtotaled and totalled in data forms:

- Member subtotals are calculated based on factors set by your administrator, such as the hierarchies and logic of the outline, and member properties.
- To recalculate subtotals on the page, click **Save**. If the Calculate Data Form calc script is selected to launch during Save, all subtotals in the data form are recalculated based on their members' aggregation properties and the data form's design and layout.
- Saving data automatically calculates members that are set to dynamically calculate, excluding level 0 members. The data form does not require a calc script to calculate these members.
- Calculations are based on the stored (not the displayed) values. Displayed values might be based on scaling or precision settings.
- Only displayed members are calculated. If you have read but not write access to some members, subtotals correctly include their values even if they are read-only.

See also "Adjusting Cell Values" on page 61 and "How Spreading Data Works" on page 63.

Getting the Latest Data

To ensure that you are working with the latest data, especially if other people are working on the same budget, refresh data.

➤ To retrieve the latest values from the database:

1 Open a data form.

2 To save your current work, click **Save** before refreshing the data.

3 Select **View**, then **Refresh**.

Exporting Data to Microsoft Excel

Exporting data from the data form to Microsoft Excel lets you explore "what-if" scenarios in Excel before copying and pasting values back to Planning. It also provides an alternative to PDF printing.

About exporting data:

- Planning does not export to Excel: numerical formatting, the application name, user, form folder, attributes, currency tags, or percentages.
- Member names are indented based on their level in the hierarchy. They are also indented if you print the data form to a PDF file.
- Supporting detail is printed.
- Account annotations are printed if your administrator selected the **Enable Account Annotations** setting on the data form's **Display Options** tab.
- Aliases are displayed on the rows, columns, page, and POV if they are present for a member, if your administrator selected the **Display Alias** option.
- Values pasted back to Planning from Excel must be non-formatted data.

➤ To export data from data forms to Microsoft Excel:

1 Open a data form.

2 Select **Tools**, then **Export as Spreadsheet**.

3 Depending on how you want to export the data, take an action:

   - Select **Save**, and save the file.
   - Select **Open**, and work with the data in the browser instance of Microsoft Excel that displays. Use standard Excel procedures to make and save your changes.

Drilling Through to Source Data

Data is loaded from a source using Oracle Hyperion Financial Data Quality Management, Fusion Edition or Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications. You can drill through to view details of the data source.

When working with data forms that contain drill-through information, keep in mind that for multicurrency applications, all currencies for an entity in the source system can be loaded. Exchange rate conversions are done within Planning.

➤ To drill through to source data:

1 **Open a data form containing source data loaded using FDM or ERP Integrator.**

A triangle in the cell's upper-right corner indicates that it contains drillable data (or comments or cell-level documents).

2 **Click once in a cell that contains drill-through data. Click one more time.**

A drill-through icon is displayed above and to the right of the cell.

3 **Click the icon.**

The source information displays on a tab in EPM Workspace for Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications, or in a new browser window for Oracle Hyperion Financial Data Quality Management, Fusion Edition.

4 **When you finish viewing the source, you can return to the data form by closing the EPM Workspace tab or browser window.**

Saving Data

In a data form, you can save data values you entered, changed, or calculated. Saving also runs business rules that are designed to launch when the data form is saved.

➤ To save data:

1 **Open a data form.**

2 **In the data form, make your changes.**

3 **Select File, then Save.**

If you close a data form without saving changes, a message prompts you to save or refresh the data.

Printing Data

You can print data in data forms as PDF files (including supporting detail, comments, and account annotations) if Adobe Acrobat Reader 5.0 or later is installed on your computer. Your administrator can also set up reports with custom shading, page size, orientation, font, font size,

headers, percentage of page used for headers, number of data columns per page, and precision.

See "Printing Comments" on page 48 and "Printing Planning Unit Annotations" on page 89.

➤ To print data to a PDF file:

1 With a data form open, select **File**, then **Print**.

2 **Optional**: To reset the printing options to the settings that were assigned to the data form when it was created, click **Restore Data Form Settings**.

3 **Optional**: Set your preferences, as described in the following table.

Option	Action
Format data	Apply number format settings from the data form.
Apply precision	Apply the data form's precision settings to the displayed data. If the data form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the PDF file.
Include supporting detail	Include supporting detail in extra rows. Select either: ● **Normal Order**: inserts the supporting detail in the same order in which it displays in the Supporting Detail page, after the member that it is associated with. ● **Reverse Order**: inserts the supporting detail before the member it is associated with, and the supporting detail entries are reversed. Supporting detail for children displays above their parents, and the order of siblings is preserved.
Show account annotations	If the data form designer enables account annotations, show annotations that are assigned to the data form.
Show comments	Show comments that are associated with cells.
Show attribute members	Show attribute members assigned to the data form.
Show currency codes	Show currency codes if the data form supports multiple currencies per entity.

4 **Optional**: To save your settings for subsequent PDF files, select **Remember my changes**. Your settings override the default options assigned to all data forms.

5 **Optional:** To display the PDF file onscreen, click **Print Preview**.

6 Select **File**, then **Print**.

7 Set print options and click **OK**.

6 Working With Business Rules

In This Chapter

About Launching Business Rules

You can use business rules to calculate data. Some business rules prompt you to enter information, called a *runtime prompt*. After you enter required information and launch a business rule, the data is updated.

Your administrator can set up data forms to automatically launch business rules when you open or save data forms. You can also launch business rules from several contexts.

➤ To launch a business rule:

1 **Depending on where you are working:**

- When a data form is open, its associated business rules are listed in the left bottom pane. Double-click any business rule.
- With a data form open, from the top menu, select **Tools**, then **Business Rules**. Select the business rules to launch and click **Launch**.
- If menus are set up in a data form, right-click a row or column member in the data form, and select a business rule from the right-click menu. See "Entering Data with Menus" on page 41.
- From a task list, see Chapter 2, "Working with Task Lists."
- Outside of data forms, from the menu, select **Tools**, then **Business Rules**.

  See "Launching Business Rules in Classic Applications" on page 56 and "Launching Business Rules in Performance Management Architect Applications" on page 56.

2 **If the business rule includes runtime prompts, enter the required information, launch the business rule, and click Close (see "Entering Runtime Prompts" on page 57).**

  If the calculation is successful, the values in the database reflect the calculation results.

3 Click **Refresh** to see the updated values in the data form.

Launching Business Rules in Classic Applications

If you are working with a Classic Planning application, you use business rules created with Oracle's Hyperion® Business Rules. You can launch them as described in "About Launching Business Rules" on page 55.

➤ To launch business rules created with Business Rules from the Tools menu:

1 Select **Tools**, then **Business Rules**.

2 On the **Business Rules** page, select the plan types associated with the business rules you want to display.

3 Select the business rules to launch.

4 Click **Launch**.

Launching Business Rules in Performance Management Architect Applications

If you are working with a Oracle Hyperion EPM Architect, Fusion Edition application, you use business rules created with Hyperion Calculation Manager. You can launch them as described in "About Launching Business Rules" on page 55.

➤ To launch business rules created with Calculation Manager from the **Tools** menu:

1 Select **Tools**, then **Business Rules**.

2 On the **Business Rules** page, select the plan types for which you want to display the associated business rules.

3 From **Rule Type**, select whether to display rules, rulesets, calc scripts, or all calculation types.

To view the business rules in rulesets, expand the hierarchy. Business rules are displayed in this format:

rule_name application_name plan_type

where *application_name plan_type* indicate the application and the plan type to which the business rule is deployed and will be launched against.

Red Flags indicate an error in loading children members of the ruleset. One possible cause for the error is that the ruleset calculates across applications, and the child members reside on another server that is not running.

4 **Optional**: By default, only calculations to which you have access are displayed. To display all calculations associated with the selected plan type, clear the option **Display only launchable rules, rulesets, and calc scripts**.

5 Click the **Launch** link for the business rule, ruleset, or calculation script you want to launch.

None indicates that you do not have access to a business rule.

The launched calculation may include runtime prompts. See "Entering Runtime Prompts" on page 57.

Entering Runtime Prompts

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts. To learn how the display and values of runtime prompts are affected by certain settings and conditions, see "Understanding Runtime Prompts" in the *Oracle Hyperion Planning Administrator's Online Help*.

Notes:

- If a business rule has a runtime prompt and Use Members on Forms is selected, the default member on the runtime prompt window matches the current member in the page or POV axes of the open data form.
- Members and substitution variables on the Member Selection page are filtered by your access permissions and limitations set for the runtime prompt (for example, only Descendants of Q1). You cannot select a shared member in a runtime prompt.
- If multiple business rules having runtime prompts are launched when saving the data form, enter values for each one successively, using the Next button.

➤ To enter a runtime prompt:

1 **Launch a business rule having a runtime prompt.**

See "About Launching Business Rules" on page 55.

2 **Enter or select the input type specified by the runtime prompt, summarized in the following table:**

Icon	Expected Input Type
	One member selection
	Multiple member selections
	Numeric value
	Smart List value—select an item from the list
	Text value—use only with enhanced calc scripts, not with graphical scripts
	Dimension from the database—use only with enhanced calc scripts, not with graphical scripts
	**For Calculation Manager business rules only:** Cross Dimension—a member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)

Icon	Expected Input Type
	**For Calculation Manager business rules only:** Member range—a range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Note: Icons display only in Classic view, not in streamlined view. Your administrator determines your view.

3 **If any runtime prompt values are not valid, correct them.**

Symbols indicate whether the values in runtime prompts are valid:

 —the runtime prompt values are valid.

 —the runtime prompt values are not valid (for example, the entry does not exist in the dimension hierarchy). You cannot launch a business rule until all runtime prompt values are valid.

4 **Optional, for Calculation Manager business rules: To generate a file containing the runtime prompt values, select Create runtime prompt values file.**

The file is saved as *rule_name*.XML, in the *HYPERION_HOME*/products/planning/RTP/*user_name* folder. Administrators specify this generated file when launching business rules with the CalcMgrCmdLineLauncher.cmd utility (see the *Oracle Hyperion Planning Administrator's Online Help*).

5 **Click Launch.**

If the calculation is successful, the values in the database reflect the calculation results. See also "Checking Job Status" on page 59.

If you are using an Oracle Essbase substitution variable as the runtime prompt value and the value of that substitution variable is outside of the variable limits, the limits are ignored, and the rule launches successfully.

Using Business Rules in Basic Mode

In Basic mode, you can work with business rules if your task includes them.

➤ To launch a business rule in Basic mode when tasks include data forms:

1 **In a task that includes a data form, open the data form.**

See Chapter 2, "Working with Task Lists."

2 **Select Tools, then Business Rules.**

3 **In Launch Business Rules, select a business rule, and click Launch.**

If the calculation is successful, the database values reflect the calculation results. See also "Checking Job Status" on page 59.

4 **After a confirmation message displays in Launch Business Rules, click Close.**

➤ To launch a business rule in Basic mode when tasks include business rules:

1 **Open a task list that includes a business rule.**

If more than one task list is assigned to you, you can select the task list from the quick-launch list. If the task includes a business rule, the business rule page opens in a browser window.

2 **In the Business Rules area, select a business rule, and click Launch.**

If the calculation is successful, the values in the database reflect the calculation results.

3 **After a message confirms that the rule launched successfully, close the browser window.**

Checking Job Status

On the Job Console page, you can check the status (processing, completed, or error) of these job types: Business Rules, Clear Cell Details, Copy Data, and Push Data.

Notes:

- You can be notified by e-mail when a launched job is completed or generates an error (see "Setting Up E-mail" on page 91).
- You cannot cancel or start a job from the Job Console page.
- Administrators can view all jobs and their status. All other users can view only their own jobs and their status.

➤ To check the execution status of jobs:

1 **Select Tools, then Job Console.**

By default, all jobs are displayed.

For each job, this information is displayed:

- **Job ID**: The sequential number that the database generates for each started job.
- **Job Type**: **Business Rule**, **Ruleset** (for Calculation Manager), **Sequence** (for Business Rules), **Clear Cell Details**, **Copy Data**, or **Push Data**.
- **Job Name**: The business rule, sequence, or ruleset's name. To expand rulesets to see the business rules and rulesets they include, click  . Planning automatically assigns a name to **Clear Cell Details** and **Copy Data** operations.
- **User Name**: The name of the user who launched the job.
- **Start Time**: When the job was started.
- **End Time**: If the job was completed or ended in an error, the time the job ended.
- **Run Status**: **Processing**, **Completed**, or **Error**.

2 **To filter which jobs are displayed, from Filter Criteria, select which jobs to view. To display jobs:**

- Executed by a specified user: Select **User** and enter the user's name in the **User Name** text box.

- By their type: Select **Job Type**. Then from **Select Job Type**, select **Business Rule**, **Ruleset** or **Sequence**, **Clear Cell Details**, **Copy Data**, or **Push Data**.
- By their status: Select **Run Status**. Then from **Select Run Status**, select **Status Processing**, **Status Completed**, or **Status Error**.
- Executed since a specified day and time: Select **Start Time**. Then click  and, from the calendar, select the job's start time, and then click **OK**.
- That completed executing before or by a specified day and time: Select **End Time**. Then click  and, from the calendar, select the job's end time and then click **OK**.
- By their name: Select **Job Name** and in the **Job Name** text box, enter its name.

To again display all jobs, select **None**, the default.

3 **Click Go.**

The Job Console displays the jobs matching your selection criteria.

4 **Optional: Use the navigation aids at the page bottom to move around a long list of jobs.**

5 **To view this job information, under Run Status, click the links to the log files:**

- For Clear Comments: the dimensional intersection of the cleared details
- For Copy Data: the dimensional intersection for the copied data
- Cell-level Document: the dimensional intersection for the cleared documents
- For business rules, sequences (for Business Rules), and rulesets (for Calculation Manager): the application, plan type, and runtime values. If the rule generated an error, a text box displays the error.

Note: Information on rulesets in Hyperion Calculation Manager display as expandable hierarchies, and status is displayed individually for each embedded rule and ruleset as they are processed. However, sequences in Business Rules are not expandable, and status reflects the status of the entire sequence.

Tip: **For administrators only**: Because checking for runtime values for many users consumes system resources, to improve performance, you can turn off this function by selecting **Administration**, then **Application**, then **Properties**, then **Application Properties** tab, and adding the property `CAPTURE_RTP_ON_JOB_CONSOLE` and setting its value to `FALSE`. See the *Oracle Hyperion Planning Administrator's Online Help*.

6 **Optional. For administrators only: To remove selected jobs from the list and to remove their job records from the database, click Delete.**

You cannot delete jobs that are processing, only jobs that are completed or have errors.

To remove all jobs from the list and remove their job records from the database, select the check box left of the header Job ID.

7 Adjusting and Spreading Data

In This Chapter

Adjusting Cell Values

You can increase or decrease values by a specific amount or by a percentage. You can also enter operators in a cell (see "Adjusting Values " on page 61 and "Performing "What If" Analysis" on page 62).

Adjusting Values

➤ To increase or decrease data values:

1 **Select the cells to adjust.**

You can adjust data for multiple cells simultaneously, if the writable cells are at the same level. For example, you can adjust the data for February and March simultaneously, but not for March and Q1. See "Selecting Cell Ranges" on page 46.

2 **Select Edit, then Adjust.**

3 **Perform an action:**

- To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
- To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.

You must enter a numeric value.

4 **Click Adjust Data.**

The values are displayed, with the number of decimal places that was set for the data form.

5 **Click Save.**

You cannot adjust a data value if a member is read-only or null, that is, it is missing information.

Tip: For information on how adjusting data may affect other cells, see "How Spreading Data Works" on page 63.

Performing "What If" Analysis

Before you commit data by saving it, you can perform various "what if" calculations and visually review the changes. Experimenting with data enables you to see the impact of various scenarios before saving the data—useful for manipulating values to produce desired results.

You can manipulate data values by:

- Typing values (see Chapter 5, "Entering Data")
- Locking a value during spreading (see "Locking Cells" on page 68)
- Changing values by typing an operator, followed by a number, described here
- Using the ad hoc functionality in Planning and Oracle Hyperion Smart View for Office, Fusion Edition (see Chapter 4, "Working with Ad Hoc Grids")

➤ To perform ad hoc calculations on a value:

1 **Select the cell on which to perform a calculation.**

2 **Enter an operator (+, +–, *, /, or %), and enter a value.**

The following table provides examples of using operators and values to produce results:

Operation	Initial Value	Input Text	Result
Add +	100	`+50`	150
Subtract + -	100	`+-50`	50
Multiply *	100	`*5`	500
Divide /	100	`/5`	20
Percentage %	100	`%25`	25

3 **Move the cursor from the cell.**

A change in color indicates the modified cell.

Spreading Data for Time Periods

While working in the **Enter Data** page, you can *spread*, or distribute, values by:

- Spreading the value in a summary time period back to its base time periods, or to the first parent or first child of its parent time period.
- Spreading values among children and parents proportionally, based on existing distribution.

- Spreading values based on a calendar's weekly distribution in a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the administrator).
- Filling the parent's value to all its descendants
- Temporarily locking certain cell values while spreading data over time periods. (See "Locking Cells" on page 68).

You can select, copy, paste, or adjust multiple values. If you paste data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The data resulting from a paste operation may not match the original copied data. See "How Spreading Data Works" on page 63.

Note: You cannot spread data in a summary time period that includes members with mixed currencies.

Note: Values for summary time periods are automatically spread, even if the data form uses an alternate hierarchy for Period, so make sure the spread results are correct. Oracle recommends against entering data into alternate hierarchy members, because the values could spread incorrectly.

➤ To spread data for time periods:

1 **In a data form, put the cursor in the cell with the value to spread.**

2 **Enter the value.**

The value is distributed according to the rules described in "How Spreading Data Works" on page 63.

3 **Click Save.**

See also "Spreading Values Using Grid Spread" on page 69 and "Spreading Values Using Mass Allocations" on page 70.

How Spreading Data Works

Factors such as account type, the **Time Balance** property, existing distribution, member hierarchies, and data type affect how values are distributed, assuming that no data cells are locked (see "Locking Cells" on page 68).

Note: Date and text values are excluded when spreading data.

The following table shows examples of the effect on data of entering or changing a currency or non-currency value:

Time Balance Property of the Account	New Value Distribution	Examples
FLOW **Revenue**, **Expense**, **Saved Assumption** (where the **Time Balance** property is set to **Flow**)	To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Period Rollups hierarchy so that the parent time period is the sum of its children. If no distribution exists (that is, the values for all the children are zeros or are missing), and the changed value is a Quarter, the value spreads down proportionally, based on the weekly distribution (which can be 4-4-5, 4-5-4, 5-4-4, or evenly distributed if the account's spreading is set to **None**). If the changed parent is a **Year Total** or some other kind of summary time period, the value is spread evenly.	***Example 1*** You change Qtr 1 from 250 to 500, with these current values for its months: Jan = 100 Feb = 50 Mar = 100 **Result**: 500 is distributed to its children proportionally, replacing their previous values with: Jan = 200 Feb = 100 Mar = 200 The increment of 250 is aggregated to the parents of Qtr 1. If Year Total was 1000, its new value is 1250. ***Example 2*** You change March from 100 to 200. **Result**: March, Qtr 1, and Year Total all increment by 100. Jan and Feb remain unchanged.
FIRST All types of Accounts	Upward to its first parent and downward to its child only if the changed cell is the first child of its parent time period. The summary time period equals the first of its child time periods. If no distribution exists (that is, values for all children are zeros or are missing), the value is copied to each of the children.	***Example 1*** You change Qtr 1 from 20 to 40, with these current values for its months: Jan = 20 Feb =15 Mar = 05 Q1 = 20 **Result**: 40 is distributed to its children, replacing their previous values with: Jan = 40 Feb = 15 Mar = 05 Q1 = 40

Time Balance Property of the Account	New Value Distribution	Examples
BALANCE **Asset**, **Liability**, **Equity**, **Saved Assumption** (where the **Time Balance** property is set to **Balance**)	Downward to its last child and upward to its parent only if the changed cell is the last child of its parent time period. The summary time period equals the last of its child time periods. If no distribution exists (that is, the values for all children are zeros or are missing), the value is spread across its children.	***Example 1*** You change Qtr 1 from 30 to 50. **Result**: March also changes to 50. Jan and Feb don't change. Year Total does not change because Qtr 1 is not its last child. ***Example 2*** You change Qtr 4 from 100 to 50. **Result**: Dec changes to 50 because it is Qtr 4's last child. Oct and Nov remain unchanged, as do Qtrs 1, 2, and 3. Year Total changes to 50 because Qtr 4 is its last child. ***Example 3*** You change Qtr 2 to 100 with these current values: Apr = 0 May = 0 June = 0 **Result**: Apr = 100 May = 100 June = 100 Year Total is unchanged.
AVERAGE **Revenue**, **Expense**, **Saved Assumption**, (where the **Time Balance** property is set to **Average**)	To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Time Period Rollups hierarchy so that the parent is the average of its children. Assumes an equal number of days in each period, such as 30 days for each month.	***Example 1*** You change Qtr 1 from 5 to 10 with these current values: Jan = 05 Feb = 10 Mar = 00 Q1 = 05 **Result**: Jan = 10 Feb = 20 Mar = 00 Q1 = 10
FILL All types of Accounts	The value set at the parent is filled into all its descendants.	***Example 1*** You change YearTotal from 100 to 200. **Result**: Values for Q1, Q2, Q3, Q4 and all months are changed to 200 **Note:** Consolidation operators and member formulas overwrite FILL values when the members are recalculated.

Time Balance Property of the Account	New Value Distribution	Examples
Weighted Average - Actual_365 **Revenue**, **Expense**, **Saved Assumption**, (where the **Time Balance** property is set to **Average**)	Weighted daily average based on 365 days in a year, assuming that February has 28 days. This does not account for leap years. About Weighted Average - Actual_365: ● You cannot customize month labels, although you can use aliases. ● Years must have twelve months, and quarters must be the sum of three base months. ● You cannot change the fiscal start month after the application is set up. ● All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD.	***Example 1*** You enter values for Jan, Feb, and Mar. For any year, including leap years, February is assumed to have 28 days, and Q1 is assumed to have 90 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 28 days Mar = 8,000 31 days Q1 = 90 days (the total days for Jan, Feb, and Mar) **Result**: Q1 = 8,344 The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8,344

Time Balance Property of the Account	New Value Distribution	Examples
Weighted Average - Actual_Actual **Revenue**, **Expense**, **Saved Assumption**, (where the **Time Balance** property is set to **Average**)	Weighted daily average based on the actual number of days in a year. This accounts for leap years, in which February has 29 days. About Weighted Average - Actual_Actual: ● You cannot customize month labels, although you can use aliases. ● Years must have twelve months, and quarters must be the sum of three base months. ● You cannot change the fiscal start month after the application is set up. ● All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all twelve months, not YTD.	***Example 1*** For a leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 29 days, and Q1 is assumed to have 91 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 29 days Mar = 8,000 31 days Q1 = 91 days (the total days for Jan, Feb, and Mar) **Result**: Q1 = 8,341 The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 29 for the number of days in Feb, and 91 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 29 plus 8,000 times 31) divided by 91 = 8,341 ***Example 2*** For a non-leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 28 days, and Q1 is assumed to have 90 days. **Value Entered** and **Number of Days** Jan = 9,000 31 days Feb = 8,000 28 days Mar = 8,300 31 days Q1 = 90 days (the total days for Jan, Feb, and Mar) **Result**: Q1 = 8,344 Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8, 344

Note: The **Skip** option does not apply to data spreading but affects only the calculation of the member hierarchy.

If you change a percentage:

Regardless of account type, existing distribution, or 4-4-5 setting, the value is spread evenly across its children. If the changed cell is the last child of its parent time period, the value is copied upwards to its parent.

Example 1

You change Qtr 1 from 10 to 20.

Result: Jan, Feb, and Mar also change to 20. However, Year Total does not change because Qtr 1 is not its last child.

Example 2

You change Feb from 10 to 20.

Result: Jan and Mar do not change because neither one is a child or parent of Feb. Qtr 1 (and therefore Year Total) does not change because Feb is not its last child.

Example 3

You change Qtr 4 from 30 to 20.

Result: Oct, Nov, and Dec also change to 20 because the value is copied to Qtr 4's children. Year Total also changes to 20 because Qtr 4 is its last child.

Note: See "Adjusting Cell Values" on page 61 and "Spreading with Multiple Currencies" on page 68.

Spreading with Multiple Currencies

When data is spread from a parent member to children of mixed currencies, the children assume the currency type of the parent time period, and data is spread as described in "How Spreading Data Works" on page 63.

When currencies are mixed and a child time period is changed, the currency of the parent time period assumes the currency type of the child only if that time period does not have children with multiple currencies.

Locking Cells

When spreading or manipulating data, you can temporarily lock cells while Planning calculates and fills in other values. You can visually review the changes before saving them. See "Examples of Spreading Data with Cell Locking" on page 69.

➤ To temporarily lock values:

1 **Select the cells to lock.**

2 **Either:**

- Select **Edit**, then **Lock/Unlock Cells**.
- Enter an exclamation point: ! (press Shift + 1)

A tan background indicates that a cell is locked. If you lock multiple cells, some of which are already locked, all the unlocked cells become locked.

You can now spread or manipulate the other data. (See "Spreading Data for Time Periods" on page 62 and "How Spreading Data Works" on page 63.)

3 **To unlock cells, select Edit, then Lock/Unlock Cells or enter !.**

Typing ! or selecting **Lock/Unlock Cells** unlocks all cells in a group only if they are all locked (or were read-only for another reason). When you save the data, locked cells become unlocked.

Examples of Spreading Data with Cell Locking

Example 1

Before locking and spreading, Account A has the values described in the following table:

	Jan	Feb	Mar	Q1
Account A	100	100	100	300

You then lock the Feb and Mar values at 100 and change Q1 from 300 to 600. Because Jan, Feb, and Mar must now total 600, and Feb and Mar are locked at 100 each, Planning calculates Jan to be 400 and fills in that value.

After locking and spreading, the data displays as shown in the following table:

	Jan	Feb	Mar	Q1
Account A	400	100	100	600

Example 2

Before locking and spreading, Account B has the values described in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	100	100	400

You then lock Q1 and Q2 values at 100 each and change Year Total from 400 to 800. Because the yearly total must equal 800, and Q1 and Q2 are locked at 100 each, Planning calculates Q3 and Q4 to be 300 each and fills in those values.

After locking and spreading, the data displays as shown in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	300	300	800

Spreading Values Using Grid Spread

If your administrator has enabled **Grid Spread** as a data form property, you can specify an amount or percentage by which Planning increases or decreases values across multiple dimensions on

the data form, based on the existing values in the target cells. You immediately see the result in the data form and can save the new data or discard it. When calculating the spread data, Planning ignores read-only and locked cells and cells having supporting detail. Data integrity is ensured by spreading values only to cells to which you have access.

Note: The **Time Balance** property setting affects how data is spread with the **Fill** option. See "How Spreading Data Works" on page 63.

➤ To spread values using **Grid Spread**:

1. **Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.**
2. **Select Edit, then Grid Spread.**
3. **Perform an action:**
   - To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
   - To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.
   - To replace values with a new value, enter it in the **Spread Value** text box.
4. **Select a spreading pattern, as described in the following table:**

Spread Type	Description
Proportional Spread	Spreads the value proportionally, based on the existing values in the target cells (the default)
Evenly Split	Spreads the value evenly among the target cells
Fill	Replaces the value in all target cells

   Your administrator can add other spreading patterns (described in the *Oracle Hyperion Planning Administrator's Online Help*).

5. **Click Spread.**

   The specified value or percentage is spread across the target cells, replacing former values with new ones.

6. **To save the new values, click Save.**

Spreading Values Using Mass Allocations

If you have the Mass Allocate role (assigned in Oracle's Hyperion® Shared Services) and an administrator has enabled **Mass Allocate** as the data form property, you can spread data using the powerful feature, Mass Allocate, which:

- Allocates data to all the source cell's descendants
- Allocates across multiple dimensions

- Spreads data even to cells not displayed on the data form
- Does not require that you have access to the target cells
- Cannot be undone after you mass allocate values
- Is processed with dynamically-created calc scripts
- Executes the calc scripts against the Essbase server, against all dimension combinations
- Can use customized spreading patterns, created by an administrator (see the *Oracle Hyperion Planning Administrator's Online Help*)

Note: The **Time Balance** property setting affects how data is spread with the **Fill** option. See "How Spreading Data Works" on page 63.

➤ To spread values using **Mass Allocate**:

1. **Put the cursor in the Subtotal or Total cell whose value you want to spread.**
2. **Select Edit, then Mass Allocate.**
3. **Perform an action:**
   - To increase or decrease values by a specified amount, from the **Adjust Data** drop-down list, select **By Value**, select **Increase by** or **Decrease by**, and enter the value to spread.
   - To increase or decrease values by a percentage, from the **Adjust Data** drop-down list, select **By Percentage**, select **Increase by** or **Decrease by**, and enter the percent value.
   - To replace values with a new value, enter it in the **Spread Value** text box.
4. **Select the Spread Type for allocating the specified value or percentage across the target cells, as described in the following table.**

Spread Type	Description
Proportional Spread	Spreads the value proportionally, based on the existing values in the target cells (the default)
Relational Spread	Spreads into the selected cells, based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the **Selected** column. Under **Relative**, select the members you select that identify the base values to be spread, creating a pattern based on the existing values in the relative cells. To select members, click  , and, on the **Member Selection** page, select members for the dimension, either directly or based on relationships (see the *Oracle Hyperion Planning Administrator's Online Help*).
Evenly Split	Spreads the value evenly among the target cells
Fill	Replaces the value in all target cells

Your administrator can add other spreading patterns, described in the *Oracle Hyperion Planning Administrator's Online Help*.

5. **Click Spread.**

The new values are automatically saved in Essbase.

8 Working with Supporting Detail

In This Chapter

Working with Supporting Detail

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It also provides a way to better understand the basis of the data. For example, if the bottom-level member in your outline is pens, you can add line items in supporting detail for ballpoint, fountain, marker, and so on. Then you can aggregate their values to the pen member.

Supporting detail helps you build and communicate bottom-up values when planning such corporate expenses as travel and projects, where you must calculate aggregate values. Supporting detail can include text, values, and operators that define how data aggregates.

About supporting detail:

- Supporting detail does not change members in the outline.
- To create, change, or delete supporting detail, you must have write access to cells. You must have read access to view supporting detail.
- To protect values, you cannot enter, adjust, spread, and save data into aggregate values that have supporting detail. The aggregate values are read-only.
- You can add supporting detail to target and bottom-up versions.
- You cannot add supporting detail to Summary Time Periods—such as Quarters—but only to base time periods (level 0 members).
- Number and precision formatting is not reflected in the **Supporting Detail** window.
- The sequence of operators follows the same logic as is used to process multiple operators in a complex calculation.
- You can print supporting detail.
- When using **Copy Versions**, you can copy supporting detail from one version to another.

- Your administrator can copy data, including supporting detail, from one dimensional intersection to another. For example, administrators can copy *Budget, FY10, Final* to *Forecast, FY11, First Draft*. They can also copy data from one business unit to another, or from FY10 to FY11 to prepare a budget.

See "Adding Supporting Detail" on page 74.

Adding Supporting Detail

Use the **Supporting Detail** window to set how detail items aggregate to cell values in a data form.

➤ To add supporting detail that calculates values in a data form:

1 **Open a data form, and select the cells.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **Select Edit, then Supporting Detail.**

The **Supporting Detail** window reflects your cell selection.

3 **Enter a description over the initial "untitled" text.**

The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

4 **Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.**

For example, click **Add Child** to add a line item directly below the selected item. See "Working with the Supporting Detail Hierarchy" on page 76.

5 **Set the mathematical relationships among the line items by selecting an operator for each of them.**

Select from these operators: + (add), - (subtract), * (multiply), / (divide), and ~ (ignore).

6 **Enter data to set or calculate.**

Enter numbers using the same scaling that was set up for the data form.

7 **Click Save.**

Values are dynamically calculated and aggregated before the data is saved. Data on the data form is also saved.

Example of Supporting Detail

This example shows how the first quarter's travel budget for a department is calculated using supporting detail. These supporting detail Total values aggregate to the Q1 Travel cell in the data form.

	Jan	Feb	Mar
Air fare +	2400	3600	6000
Customer visits +	2.0	3.0	5.0
Average rate *	1200.0	1200.0	1200.0
Hotel +	450	900	1500
Number of nights +	3.0	6.0	10.0
Rate per night *	150.0	150.0	150.0
Car rental +	160	280	440
Number of days +	4.0	7.0	11.0
Rate per day *	40.0	40.0	40.0
Total:	3010	4780	7940

Totaling When Supporting Detail Cells are Blank

If a data cell in supporting detail is blank, Planning ignores it when aggregating values (instead of assuming that a blank cell means zero).

For example, you might define supporting detail to calculate the daily rate of hiring an instructor ($250) times the number of days per month for which you plan to retain an instructor (4 in January, but none in February). The Instructor total for Feb is 250, even though you do not intend to hire an instructor in Feb, as shown in the following table:

	Jan	Feb
Instructor	1000	250
Rate +	250	250
Days	4	

To correctly total values that are aggregated by the * multiplier when some cells are blank, you can leave the Rate cell blank, or enter a zero in the Days data cell, instead of leaving it blank, as shown in the following table:

	Jan	Feb
Instructor	1000	0
Rate +	250	250
Days	4	0

This causes the rate (250) to be multiplied by 0 (zero), resulting in a value of zero.

Order of Supporting Detail

The supporting detail order affects the resulting value that is saved to Essbase. Understanding the calculation order helps you correctly enter supporting detail. Supporting detail leverages the calculation order of + (addition), - (subtraction), * (multiplication), and / (division). A simple Unit times Rates example demonstrates how to correctly enter supporting detail.

Incorrectly Entering Supporting Detail

Because Rate in this following table is set to the unary operator +, the calculation order first adds the Rate and then multiplies by the Unit, resulting in incorrect data being saved.

	Jan	Feb	Mar
Rate +	250	250	250
Unit *	10		
Total:	2500	250	250

Correctly Entering Supporting Detail

This following table demonstrates the correct order of the Units times Rates calculation, with correct values saved.

	Jan	Feb	Mar
Unit +	10.0		
Rate *	250.0	250.0	250.0
Total:	2500		

Verify the supporting detail order, ensuring that correct values are calculated and saved.

Working with the Supporting Detail Hierarchy

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

➤ To create or change the supporting detail hierarchy:

1 **In a data form, select the cells with supporting detail.**

2 **Select Edit, then Supporting Detail.**

3 **Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:**

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item

Option	Result
Delete All	Simultaneously removes all supporting detail
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item before its sibling predecessor
Move Down	Moves the selected item after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Refresh	Gets the latest stored database values, restoring the previously-saved values, and possibly overwriting changes you just made.

4 Click **Save**.

The save operation stores the detail text, values, and aggregate values.

Viewing or Changing Supporting Detail

In data forms, cells with supporting detail have a light green background.

➤ To view or change calculations or supporting data:

1 Open a data form, and select the cells for which to view or add detail.

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 Select **Edit**, then **Supporting Detail**.

3 View or change the line items or calculations that aggregate the data in the selected cells.

Synchronizing Supporting Detail with Essbase

When you delete supporting detail, you can specify how to handle the value for the supporting detail total that is stored in Essbase. You can set the value in Essbase to #MISSING or leave it as it was before the supporting detail was deleted—in effect, using supporting detail as a scratch pad or calculator.

➤ To synchronize supporting detail with Essbase:

1 Click in the cell with supporting detail.

2 Select **Edit**, then **Supporting Detail**.

3 In **Supporting Detail**, delete the information and click **Save**.

4 In the displayed message, specify how Essbase handles the changes:

- To delete the supporting detail in Essbase, click **Yes, set the value(s) to #MISSING**.
- To leave the data in Essbase as it was before you deleted the supporting detail, click **No, leave the value(s) as is**.

Pasting Multiple Cells into the Supporting Detail Window

You can copy supporting detail from multiple cells in Microsoft Excel or another application and paste it into the **Supporting Detail** window. For example, you can export data forms to Excel spreadsheets, work on supporting detail in spreadsheets, and copy it back to Planning.

About copying and pasting supporting detail:

- The cell range of the data that you paste must exist in the **Supporting Detail** window.
- You can copy and paste cell labels and cell data.
- The pasted data does not retain the original formatting.

➤ To copy supporting detail from Microsoft Excel spreadsheets:

1. Open a Planning data form.
2. In Planning, select a cell or range of cells, and click **Supporting Detail**.
3. In **Supporting Detail**, note the range of cells with supporting detail, or add cells with supporting detail, and click **OK**.
4. Select **Tools**, then **Export as Spreadsheet**.

   A browser instance of Microsoft Excel is displayed with the exported information, and you can modify the supporting detail.
5. In Excel, select the range of cells containing supporting detail, and press **Ctrl+C** to copy the data.
6. In Planning, open the data form to which to add supporting detail.
7. Select the cell with the details to modify, and click **Supporting Detail**.
8. In **Supporting Detail**, click in the range's upper-left cell for which to paste supporting detail, and press **Ctrl+V**.
9. Click **Save**.

9 Working with Currencies

In This Chapter

Working with Multiple Currencies

You can plan and analyze your financial information in one currency or in multiple currencies, if certain conditions are met.

If multiple currencies are enabled, cells show the currency code. You can:

- Enter data in local currencies
- View or report on data in reporting currencies

On data forms where the Multiple currencies per entity option is enabled, no currency codes are displayed for parent entities, even if they have single- or multiple-currency children.

When you run a currency conversion calc script, all currencies on the page are converted. For example, you can select local, USD, and EUR currency members on the page axis and enter data in the local currency. The currency conversion calc script dynamically calculates the entered data for all currencies selected for that page. In this example, the script converts local currency to USD and to EUR.

Currency conversion converts all levels except the Time Period dimension, where it converts only level 0 time periods and then aggregates the summary displayed time periods.

See:

- The *Oracle Hyperion Planning Administrator's Online Help* to set up currencies.
- "Changing the Currency for a Data Cell" on page 80.
- "Reporting on Data in Multiple Currencies" on page 80.
- "Spreading with Multiple Currencies" on page 68.

Changing the Currency for a Data Cell

If an administrator has enabled the functionality, you can enter data into cells in a currency other than the base currency of the cells. Currencies listed in the **Available Currencies** list can be used for input as a local currency.

Note: To override the base currency for an entity, the cell must be displayed in the local currency, and its version must be bottom-up.

➤ To enter data in a local currency other than the cell's base currency:

1. In a data form, select a local currency member for the cell.
2. **Optional:** To look up the currency's code, select **View**, then **Currency**.

   Available Currencies shows the application's currencies. Note the **Currency Code** for the currency you want to work with, and close the window. If you cannot select **View**, then **Currency**, multiple currencies are not enabled for this application or data form.
3. In the right part of a data cell, enter the **Currency Code** for the cell's currency.

   Doing this overrides the entity's base currency. The left part of the cell is for the value itself.
4. Enter or view the data in the left part of the cell.
5. Select **File**, then **Save** to calculate and save the value.

   If the Calculate Currencies calc script is set to run when the data form is saved, and the data form is enabled for multiple currencies, the data value is displayed in the currency you selected.

Reporting on Data in Multiple Currencies

If an administrator has enabled the functionality, you can view data in a reporting currency.

➤ To see data values in a reporting currency other than the base currency, in a data form, select another reporting currency.

You can look up the currency code for a currency by selecting **View**, then **Currency**.

The **Available Currencies** list shows which currencies are set up for the application. Note the **Currency Code** for the currency you want to work with, and close the window. (If you cannot select **View**, then **Currency**, multiple currencies are not enabled for this application or form.)

Note: You cannot enter data into a reporting currency. You can enter data only into a local currency.

10 Managing Planning Units

In This Chapter

Overview of the Review Process

Planning tracks budgets by *planning units*—a slice of data at the intersection of a scenario, a version, and an entity or part of an entity. It is the basic unit for preparing, annotating, reviewing, and approving plan data.

Planning units are in one of the following states:

- **Not Started**: Initial state of all planning units. An administrator begins the review process by starting a planning unit using the **Start** action, which changes a planning unit's state to **First Pass**.
- **First Pass**: Beginning state of planning units selected for the budgeting process. Planning units have no owners during **First Pass**. Users having access can enter data and promote planning units during the **First Pass** state. During this state, administrators may exclude some or all members from planning units.

  When a planning unit is ready for review, users select one of several actions, changing planning unit status and passing ownership. To be notified by e-mail if you become the owner of a planning unit, see "Setting Up E-mail" on page 91.

  Note: When using the Free Form template for approvals, ownership does not automatically pass to another user. Users must assign the next owner.
- **Under Review**: Occurs after a **Promote** or **Submit** action, and signifies that someone is reviewing the planning unit. Only the current owner or administrators can modify data on planning units whose state is **Under Review**. While **Under Review**, planning units may undergo

iterations of promotions, submissions, signoffs, and rejections until they are finally approved.

- **Frozen**: All related data in descendant planning units is locked (read only). The owner who froze the planning units, or an owner above that user, selects **Unfreeze** to reverse this action.
- **Distributed**: Multiple users are reviewing the budget. The reviewers are filtered by permissions and specified reviewers for the distribute action selected (**Distribute**, **Distribute Children**, or **Distribute Owner**, see "Changing Planning Unit Status" on page 86).
- **Signed Off**: Occurs when **Sign Off** is selected. Only the current owner or administrator can modify data or perform an action on planning units whose state is **Signed Off**. Ownership does not change when a planning unit is signed off.
- **Not Signed Off**: Occurs when **Reject** is selected. Only the current owner or administrator can modify data or perform an action on a planning unit whose state is **Not Signed Off**.
- **Approved**: Occurs when **Approve** is selected. The administrator becomes the owner. Only the administrator can modify data or perform an action on approved planning units. After all planning units are approved, the budgeting cycle is complete.

Notes:

- In all states except the **Not Started** state, users with read access can view data, view the approval state, view the history, and read and enter annotations.
- A planning unit may skip approval states. For example, an administrator may approve a started planning unit from any state.
- The review process can be managed at a higher level with parent planning units.

Note: The actions available when changing planning unit status depend on which Approvals template is selected. For example, when using the Distribute template, users can select **Submit** to pass ownership to the next user in the promotional path. When using the Bottom Up template, however, **Submit** is not available. Instead, users select **Promote** to pass ownership to the next user in the promotional path.

Note: **Optional for budget administrators:** The **Entities** list can be displayed as a tree or flat view. If the display is a tree view, expand the hierarchy until you see the entity or members you want to work with. In a flat view, you can sort the list by any of the columns.

Viewing Planning Unit Status

➤ To view planning unit status:

1. Select **Tools**, and then **Manage Approvals**.
2. From **Scenario**, select a valid scenario, and then from **Version**, select a valid version.
3. Click **Go**.

The list of planning units to which you have access displays.

4 **Select a planning unit display option:**

- **Tree View** to display planning units as a hierarchy.
- **Flat View** to display planning units as a list.

  In this view, you can display the list in ascending or descending order by planning unit, status, owner or location.
- **Select Mine** to display only the planning units for which you are the owner.

The list displays columns for:

- Planning unit
- Plan cycle (tree view only), where you can start or exclude a planning unit
- Approval status and sub-status
- Current owner
- Location
- Path
- Action

5 **Non-administrators only: Right-click the column heading in any column containing**  **to order the planning unit list by the column contents.**

The ordering options are:

- **Sort Ascending**, sorts alphabetically in ascending order
- **Sort Descending**, sorts alphabetically in descending order
- **Default Sort**, sorts alphabetically in the default order
- **Filter**, enter column-member criteria in the **Filter** dialog box to determine the planning units displayed, as described in the following step
- **Clear Filter**, clears the filter on the selected column
- **Clear All Filters**, clears all filters set for the display columns

6 **Optional: Double-click**  **in a column heading to open the Filter dialog box, and then select options appropriate for the column:**

- **Planning Unit**:
  a. Enter the **Planning Unit Name**.
  b. **Optional**: Click  , make a selection, and then click **OK**.
  c. Enter the **Planning Unit Generation**. You can enter generation numbers and ranges. If you include both numbers and ranges, use commas as separators, such as 1, 3, 5-7.
  d. Click **OK**.
- **Sub-Status**: Select a **Validation Status** option, and then click **OK**.

- **Approval Status**: Select an **Approval Status** option, and then click **OK**.
- **Current Owner**:
  a. Enter the **User Name**.
  b. **Optional**: Click  , select an option in the **Select and Assign Reviewers** dialog box, and then click **OK**.
  c. Click **OK**.
- Location:
  a. Enter the **Location Name**.
  b. **Optional**: Click  , make a selection, and then click **OK**.
  c. Enter the **Location Generation**. You can enter generation numbers and ranges. If you include both numbers and ranges, use commas as separators, such as 1, 3, 5-7.
  d. Click **OK**.

7 **Optional**: Click the icon in the **Path** field to view the planning unit promotional path.

8 **Optional**: Click **Details** in the **Action** column to view planning unit history, and then click **Done**. See "Viewing Planning Unit Details" on page 89.

Validating Planning Units

The planning unit moves from one reviewer to another until the budget process is complete. Each reviewer must validate the planning unit before sending the budget to the next reviewer. The validation runs all data validation rules defined for the planning unit with which the reviewer is working, and reports any data errors or changes in the planning unit promotional path.

The selected approvals template determines the first user to review the budget. The first user completes the assigned tasks, then promotes (Bottom Up template) or submits (Distribute template) the budget. If approvals notifications are set in preferences, the next owner is alerted that the budget requires attention. Other users may also be notified when the budget passes from one user to another.

The review process follows the promotional path unless an event triggers a change. Events that affect the promotional path include:

- Exceeding or not reaching expense boundaries for budget items such as salaries, new hires or capital equipment
- The current owner returning the budget to the previous owner for additional information
- The current owner requesting help from an authorized user who is not necessarily on the promotional path

➤ To validate planning units:

1 Select **Tools**, and then **Manage Approvals**.

2 For **Scenario**, select a scenario.

3 For **Version**, select a version.

4 Click **Go** to display the planning units associated with the selected scenario and version combination.

The planning units listed are enabled for approvals. You can display planning unit members as a tree or a flat list, expand the hierarchy, and click a column header to sort the list.

5 Order the planning unit list by its contents by right-clicking the column heading in any column containing  . Filter the list by double-clicking in a column heading to open the **Filter** dialog box, and then selecting options appropriate for the column.

For detailed information on ordering and filtering planning units, see steps 5 and 6 in "Viewing Planning Unit Status" on page 82.

6 Select **Flat View**, select the planning unit, and then click **Validate** to run all data validation rules associated with the planning unit.

If the conditions in all associated data validation rules are met, the message **No Additional Approval Needed** is displayed in **Sub-Status**. This indicates that the planning unit can be promoted.

7 If any other message is displayed, review the data validation report, and take any necessary actions. See "Viewing and Resolving Planning Unit Validation Problems" on page 85.

Note: You cannot validate a planning unit that has not been started.

Note: Selecting **Promote** also runs the validation rules defined for the planning unit. If the conditions in all associated data validation rules are met, the planning unit is promoted to the next owner defined in the planning unit promotional path.

Viewing and Resolving Planning Unit Validation Problems

When planning unit validation returns a message indicating a problem, review the validation report, correct any data errors found, and take any other necessary actions. For example, the next reviewer you specified may not be the next reviewer in the promotional path, and you would need to select the correct reviewer.

➤ To view and resolve validation problems:

1 Check the message in **Sub-Status** for the planning unit, and make the necessary changes to fix the problem.

For example, if the message is "Failed: Unauthorized New Owner," specify an authorized owner as the next reviewer. The possible problem messages in **Sub-Status** are:

- Failed: Unexpected error
- Failed: Not Enough Access
- Failed: No Rule Defined For Action

- Failed: Unauthorized New Owner
- Failed: Incorrect Owner Specified
- Failed: Invalid Data
- Failed: Additional Approval Required
- Failed: Ambiguous Automatic User
- Failed: Circular Out of Office
- Failed: No Essbase Connection

2 **If the message is "Failed: Invalid Data," or "Failed: Additional Approval Required," click the message to view the validation report, and then find and resolve the problems as follows:**

a. Review the validation report messages.

Note: Depending on whether you are working in EPM Workspace or Standalone Planning, the validation report opens in a new tab or a new browser window.

b. In the left pane, click each page name to view the data forms containing the error or message, and then click each page combination to open the data form and display its validation errors and messages.

c. Resolve any data errors and take any necessary actions for each page, and then click **Save** to save the changes.

d. Close the tab or browser to close the validation report, and then select the **Approvals** page.

e. Click **Validate** again to ensure that the planning unit no longer has any validation problems. If problems exist, fix them, and revalidate until all problems are resolved.

Changing Planning Unit Status

Planning units change status each time reviewers pass the budget to another reviewer. Planning units are assigned a status based on what action a reviewer takes to send the budget to another reviewer.

Note: If the status of a parent planning unit changes, all its children change too, unless they were excluded during the **First Pass** state or were approved.

➤ To change planning unit status:

1 **Select Tools, and then Manage Approvals.**

2 **From Scenario, select a valid scenario, and then from Version, select a valid version.**

3 **Click Go.**

4 **Select Flat View, and then click Change Status.**

5 **Click Details for the appropriate planning unit.**

6 From **Select Action**, select:

- **Originate**: Changes the ownership of all selected planning units (including all descendants) to the first owner defined for that planning unit in the planning unit hierarchy.

  Note: The planning unit first owner differs between the Distribute and Bottom Up templates. With the Distribute template, the first owner is the owner at the top of the planning unit hierarchy. With the Bottom Up template, the first owner is an owner at the bottom of the planning unit hierarchy.

- **Start**: Begins the budget process, and changes the planning unit status to **First Pass**. This action is available in **Tree View**.
- **Promote**: Passes the planning unit to another user to review. This action assigns ownership of a planning unit the first time, and thereafter transfers ownership of a planning unit from one reviewer to another. **Promote** causes an implicit sign-off by the current owner and changes the planning unit status to **Under Review**.
- **Exclude**: Excludes a planning unit from the budget process. This action is available in **Tree View**.
- **Reject**: Indicates the planning unit requires more work from the previous owner. Reject typically requires the previous owner to create another iteration. By default, **Reject** returns planning unit ownership to the previous owner, but you may select the next owner. Reject changes the planning unit status to **Not Signed Off**.
- **Approve**: Approves the planning unit and changes its status to **Approved**. With the Distribute or Bottom Up Approvals templates, only the last owner in the promotional path can approve the planning unit. With the Free Form Approvals template, a user can approve planning units from any status except **Not Started**. Only an administrator can approve from a **Not Signed Off** or **First Pass** status.

  Approving a planning unit is an implicit reviewer sign-off. Typically, a planning unit is approved only once. However, an administrator can reject an approved planning unit, requiring a second approval.
- **Delegate**: Passes ownership to a user not on the promotional path. Select a user from **Select Next Owner** to pass ownership to that user. The specified user selects **Promote** when done to return the budget to the user who selected **Delegate**. This action is available with the Bottom Up Approvals template.
- **Take Ownership**: Become the owner of the planning unit and any level 0 planning units under a selected parent planning unit. Available to the current user and users above the current planning unit owner in the planning unit hierarchy.
- **Freeze**: Locks all related data in descendant planning units. This action makes all related data read only, but does not change ownership of any planning unit. The owner who selects this status or an administrator sets the planning unit status to **Unfreeze** to reverse this action.
- **Distribute**, **Distribute Children**, or **Distribute Owner**: Passes planning unit ownership to multiple users. Distribute actions work differently depending on the current location

of the budget in the planning unit hierarchy. These actions are for a planning unit hierarchy using the Distribute template.

Distribute assigns ownership to the members at the current level of the planning unit hierarchy. **Distribute Children** assigns planning unit ownership to the children of the current owner. **Distribute Owner** assigns planning unit ownership to the level 0 owner defined during planning unit hierarchy creation.

- **Sign Off**: Signs off on a planning unit. **Sign Off** does not transfer ownership of the planning unit, but changes its state to **Signed Off**.
- **Submit**: Submit the planning unit to the next level.
- **Submit to Top**: Give ownership to the top user defined in the hierarchy.
- **Reopen**: Reopen an approved planning unit.

7 **Optional**: Click **Add Annotation** to enter comments.

See "Adding or Viewing Planning Unit Annotations" on page 88.

8 Click **Done**.

Adding or Viewing Planning Unit Annotations

Annotations are comments about the data in a started planning unit. You must have at least read access to the planning unit to view or add an annotation. Annotations can vary by combinations of scenario, version, and planning unit members.

➤ To add a planning unit annotation:

1 Select **Tools**, and then **Manage Approvals**.

2 From **Scenario**, select a valid scenario, and then from **Version**, select a valid version.

3 Click **Go**.

4 Click **Details** for the appropriate planning unit.

5 Click **Add Annotation**.

6 In **Enter Title**, enter an annotation title.

7 In **Enter Annotation**, enter your comments (up to 1500 characters; however, on multibyte systems, Oracle recommends limiting annotations to 750 characters).

Note: You can enter a URL that will display as a hyperlink when the annotation is viewed.

8 Click **Submit**.

Note: You can also add annotations to planning units from the Enter Data page. To display this page, select a planning unit, and then click Edit, then click Annotate Planning Units.

➤ To view annotations for a planning unit:

1 Select **Tools**, and then **Manage Approvals**.

2 From **Scenario**, select a valid scenario, and then from **Version**, select a valid version.

3 Click **Go**.

4 Click **Details** for the planning unit to view.

5 Under **Existing Annotations**, read the planning unit's comments.

6 Click **Done**.

Printing Planning Unit Annotations

Administrators can print planning unit annotation reports (see the *Oracle Hyperion Planning Administrator's Online Help*).

Viewing Planning Unit Details

You can view historic information for planning units if you have at least read access. Information includes approval status, current owner, last action taken, and the date and time planning unit status last changed. You can also change planning unit status from this page.

➤ To view planning unit details:

1 Select **Tools**, and then **Manage Approvals**.

2 From **Scenario**, select a valid scenario, and, from **Version**, select a valid version.

3 Click **Go**.

4 Click **Details** to display planning unit history, and then click **Done**.

5 **Optional**: Select **Change Status** to change the status of the planning unit (for example, promote the planning unit). If you select **Change Status**, you can also click **Promotional Path** or **Add Annotations**. See "Changing Planning Unit Status" on page 86.

6 Click **Done**.

Selecting an Alternate Reviewer

There will be times when a user is out of the office during the budget review process. To ensure that the budget review does not stop when a reviewer is unavailable, an administrator or user can select an alternate reviewer to take care of review responsibilities while the user is away. Use the **Out of Office Assistant** to return review responsibilities to users when they return.

➤ To select an alternate reviewer:

1 Select **Tools**, and then **Manage Approvals**.

2 Click the link for the **Out of Office Assistant**.

3 In the **Out of Office Assistant** dialog box, select **I am currently out of the office**.

4 From **Select Action**, select an action:

- **Promote**
- **Reject**
- **Delegate**
- **Submit**

5 Select an alternate reviewer from **Select Next Owner**.

6 **Optional**: Enter an annotation.

7 When the user returns, clear **I am currently out of the office**.

8 Click **Save**.

➤ To return review responsibilities when users return:

1 Select **Tools**, and then **Manage Approvals**.

2 Click the link for the **Out of Office Assistant**.

3 In the **Out of Office Assistant** dialog box, clear **I am currently out of the office**.

4 Click **Save**.

11 Setting User Preferences

In This Chapter

Setting Preferences for Application Settings

In the **Preferences** page, use the **Application Settings** tab to set preferences:

- Set up e-mail for Approvals and job notifications. See "Setting Up E-mail" on page 91.
- Select a set of alias names for displaying dimension and member names. See "Selecting the Alias Setting" on page 92.
- Set Approvals options and out of office settings. See "Setting Approvals Options" on page 92 and "Selecting an Alternate Reviewer" on page 89.

> **Note:** To reset an option to the value set by an administrator, select **Use Application Default**.

Set other preferences on these tabs:

- **Display Options**: See "Setting Preferences for Display Options" on page 93
- **Printing Options**: See "Setting Preferences for Printing Options" on page 98
- **User Variable Options**: See "Setting Preferences for User Variables" on page 99

Setting Up E-mail

When e-mail is set up and notification is enabled, Planning notifies users when they become the planning unit's owner or are named as a user to notify for a specific budget action. The **Application Settings** tab displays differently for the application owner than for others because the application owner must set up the application's e-mail server before others can enable e-mail notification.

➤ To set up and enable e-mail notification for yourself:

1 Select **File**, then **Preferences.**

2 Click the Planning icon and select **Application Settings**.

3 In **E-mail Address**, enter your e-mail address.

4 From **Task List Notification** and **Approvals Options**, select **Yes** or **No**.

5 **Optional**: For the owner of the application to receive a copy of your e-mail notifications, from **Copy the Application Owner**, select **Yes**.

6 From **Job Console Notification**, select **Yes** if you want to be notified by e-mail when a job that you launch (for example, a business rule) is completed or generates an error.

7 Click **Save**.

You now receive e-mail notifications when you become a planning unit's owner or a user to notify. The **Subject** line is formatted as: NEW OWNER: Abc Plan (Scenario, Version, Entity).

8 Repeat these steps for each application for which you want e-mail notification enabled.

Selecting the Alias Setting

Administrators can assign alternate names, or *aliases*, to Account, Entity, and user-defined dimensions and members. If they do, you can select which set of aliases to use for displaying dimension and member names. For example, one alias table could display members in French, and another could display members in German.

➤ To select the alias table for displaying names:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Application Settings**.

3 From **Alias Table** in the **Alias Setting** area, select an alias table.

4 Click **OK**.

Setting Approvals Options

For Approvals tasks, you can specify a reviewer to replace a reviewer who is out of the office. You can also set these display options:

- Members' names (which may be cryptic) or their aliases, if they have them
- Planning units that are not started with those that are started

➤ To set Approvals options:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Application Settings**.

3 Under **Approvals Options**, select **Yes** to set these display preferences:

- **Show Planning Units As Aliases**: Displays members' aliases instead of their names on Approvals pages

- **Show Planning Units That Are Not Started**: Displays planning units that are started and not started. (This option affects only the flat list view, not the tree list view.)

4 **Optional:** Click the link for the **Out of Office Assistant** to set up an alternate budget reviewer while the current reviewer is out of the office, or to reset reviewer responsibilities when the reviewer returns. See "Selecting an Alternate Reviewer" on page 89.

5 Click **Save**.

Setting Preferences for Display Options

In the **Preferences** page, use the **Display Options** tab to:

- Change how numbers display in data forms. See "Changing the Formatting of Numbers" on page 93.
- Set aspects of page display. See "Remembering the Last Page Selected" on page 95, "Enabling Search with a Large Number of Pages" on page 96, and "Indenting Members on the Page Drop-Down List" on page 95.
- Remember the most recent page visited. See "Remembering the Most Recent Page Visited" on page 96.
- Control the display of consolidation operators in data forms. See "Showing Consolidation Operators" on page 96.
- Enable warning for large data forms.
- **For administrators only**: Set how many members to display on each page of the **Dimensions** page. See "Showing Records on the Dimensions and Assign Access Pages" on page 97.
- **For administrators only:** Set how many users and groups display on each **Assign Access** page.
- Increase the Planning interface contrast. See "Viewing the Interface in Higher Contrast" on page 97.
- Enlarge the screen text size. See "Setting Text Size" on page 98.
- Set the display of dates. See "Setting the Date Format" on page 98.

Note: To reset an option to the value set by an administrator, select **Use Application Default**.

Changing the Formatting of Numbers

On the **Preferences** page, you can change the formatting of numbers in the **Display Options** tab. Your selections apply to all currencies, in all data forms that you have access to in the current application. These choices override the settings for individual currencies set by your administrator.

If you select **Currency Setting**, the currency values in the data form are displayed using the formatting initially set for individual currencies. If you select another option, your selection applies to all currencies, in all data forms to which you have access in the current application.

You can control the display of:

- The thousands separator (none, comma, dot, or space)
- The decimal separator (dot or comma)
- The display of negative numbers (a minus sign before or after the number, or the number surrounded by parentheses)
- The displayed color for negative numbers (black or red)

➤ To change the formatting of displayed numbers:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 Under **Number Formatting**, select options, as summarized in this table:

Option	Example
Thousands Separator	**None**: 1000 **Comma**: 1,000 **Dot**: 1.000 **Space**: 1 000 You can enter values with or without a thousands separator.
Decimal Separator	**Dot**: 1000.00 **Comma**: 1000,00 You can enter values with or without a decimal separator.
Negative Sign	**Prefixed Minus**: -1000 **Suffixed Minus**: 1000- **Parentheses**: (1000)
Negative Color	**Black**: Negative numbers are black **Red**: Negative numbers are red

Note: Select the **Currency Setting** option to apply the formatting that the administrator set as the Currency dimension property.

4 Click **Save**.

Note: Formatting selections take effect when you click outside the cell. If you select a setting other than **Use Application Default** for the thousands separator or the decimal separator, you must change both separators with the **Use Application Default** option. You cannot select the same option for the thousands and decimal separators. See also "Entering Percentage Values" on page 41.

Remembering the Last Page Selected

This option sets members from the page of one data form to that of other data forms. The most recently used members of the last data form you use are compared to that of the next data form you select. Where members match, their names display in the next selected data form.

➤ To remember the last page selected:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. Under **Page Options**, select an option:
   - **Yes**: Remember selected page members
   - **No**: Disable this option
   - **Use Application Default**: Use the application's default setting
4. Click **OK**.

   This setting also applies to future sessions for the current application.

If a business rule has runtime prompts and **Use Members on Forms** is selected, the default member on the runtime prompt window matches the current member in the page and the POV axes of the open data form. **Use Members on Forms** does not work unless **Remember selected page members** is checked. See "About Launching Business Rules" on page 55.

Indenting Members on the Page Drop-Down List

➤ To set how displayed members are indented on the **Page** drop-down list:

1. Select **File**, then **Preferences**.
2. Click the Planning icon and select **Display Options**.
3. Under **Page Options**, for **Indentation of Members on Page**, select an option listed in this table:

Option	Description
Indent level 0 members only	Indent only the bottom-most members (the default)
Indent based on hierarchy	Indent members based on their hierarchy level
Do not indent	Display members as a flat, sequential list

4 Click **OK**.

Enabling Search with a Large Number of Pages

When working with multiple pages, you can select among them easily with **Search**. Planning adds a drop-down list to the data form when the number of pages exceeds a specified value.

➤ To set the number of members that activate a search list on the data form:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 Under **Page Options**, enter a value in **Allow Search When Number of Pages Exceeds**.

When the number of pages reaches the specified value, a drop-down list and  displays in the data form, indicating that you can search. See "Navigating in Data Forms" on page 43.

4 Click **OK**.

Remembering the Most Recent Page Visited

You can have Planning remember the last page you viewed before logging out. The next time you log in, you go to that page.

➤ To remember the most recent page visited:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 In **Other Options**, select **Yes** for **Remember most recent page visited**.

4 Click **OK**.

Showing Consolidation Operators

Your administrator can set up data forms to display the consolidation operator associated with a member together with the member name, such as `Sales (+)`. You can set a preference to control the display of consolidation operators in the data entry form.

➤ To show consolidation operators:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 In **Other Options**, select an option for **Show consolidation operators**.

4 Click **OK**.

Enabling Warnings for Large Data Forms

Because unusually large data forms may require significant time to open, you can choose to display a warning when opening data forms that are larger than a specified number of cells. When you try to open a data form that is beyond the specified size limit, Planning displays a warning about the time needed to open the data form. You can choose whether to open it.

➤ To specify the number of cells at which the warning displays:

1 Select **File**, then **Preferences**.

2 Click the **Planning** icon and select **Display Options**.

3 In **Other Options**, enter a number in **Warn If Data Form Larger Than Cells Specified**.

4 Click **OK**.

If the administrator has assigned a value, this value displays in the text box.

Showing Records on the Dimensions and Assign Access Pages

Administrators can set how many records display on each page of the **Dimensions** and **Assign Access** pages.

➤ To set the number of records displayed:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 In **Other Options**:

- To set the number of members displayed on the **Dimensions** page: Enter a number in **Show the Specified Members on Each Dimensions Page**.
- To set the number of users or groups displayed on the **Assign Access** page: Enter a number in **Show the Specified Records on Each Assign Access Page**.

4 Click **OK**.

Viewing the Interface in Higher Contrast

For better accessibility, you can view the Planning interface in higher contrast. The higher contrast lasts only for the current session.

➤ To set higher contrast for the interface:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 For **UI Theme**, select the high-contrast option, **High Contrast**.

4 Click **OK**.

To restore the previous setting, change the **UI Theme** setting to **Normal**.

Setting Text Size

The **Text Size** option lets you enlarge the screen text size for the current session. When you log off, the font size returns to **Normal**.

➤ To set text size:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 For **Text Size**, select **Normal**, **Large**, **Larger**, or **Largest**.

4 Click **OK**.

Setting the Date Format

Date Format sets how dates display in Planning. Administrators can set the date format, and users can change the setting to determine how dates display when they work in data forms and task lists.

➤ To set the date format:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Display Options**.

3 For **Date Format**, select **MM-DD-YYYY**, **DD-MM-YYYY**, **YYYY-MM-DD**, or **Automatically Detect** (to use your system's locale settings).

4 Click **OK**.

Setting Preferences for Printing Options

The data form designer sets data forms' printing options. You can accept the default settings or set your own options for creating PDF files. To print to a PDF file, you must have Adobe Acrobat Reader installed on your computer.

You set printing options directly from the data form when you are ready to print. Or, you can use **Preferences** to set printing options, which apply to all data forms to which you have access permissions.

Note: To reset an option to the value your administrator set, select **Use Application Default**.

➤ To apply print options for printing a data form to a PDF file:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **Printing Options**.

See "Printing Data" on page 52.

3 Set PDF options, summarized in this table:

Option	Action
Format data	Applies number format settings from the data form.
Apply precision	Applies the data form's precision settings to the displayed data. If the data form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the PDF file.
Include supporting detail	Includes supporting detail in extra rows: ● **Normal Order**: inserts the Supporting Detail in the same order in which it displays in the **Supporting Detail** page, after the member that it is associated with. ● **Reverse Order**: inserts the Supporting Detail before the member it is associated with, and the Supporting Detail entries are reversed. **Supporting Detail** for children is displayed above their parents, and the order of siblings is preserved.
Show account annotations	Shows the data form annotations. If the data form designer enables account annotations, this option displays the annotations.
Show comments	Shows associated text notes.
Show attribute members	Shows attribute members that are assigned to the data form.
Show currency codes	If the data form supports multiple currencies per entity, shows currency codes.

4 Click **Save**.

The settings are saved and applied to all data forms that you can access.

Setting Preferences for User Variables

Administrators can set up *user variables*, which help you navigate large data forms. User variables filter the members displayed on data forms, letting you focus on those members you are interested in, such as your own department's expenses.

For example, your administrator can create a data form with entities on the rows and a user variable called Department. You can limit the number of rows displayed on the data form by selecting a member for the Department user variable, such as Sales. Later, you can select another value for Department, such as Marketing.

You can set variables in preferences or directly in data forms. See "Dynamically Setting User Variables" on page 42.

➤ To set preferences for user variables:

1 Select **File**, then **Preferences**.

2 Click the Planning icon and select **User Variable Options**.

If a user variable is set, an entry displays in **Selected Member**.

3 To select members, click .

4 Select members from the left.

If you cannot access an entity, the check box does not display.

Click or to expand or collapse the list. To select all members, select the check box in front of **Members In**.

5 In **Member Selection**, select a member:

- To select, click .
- To remove, click .
- To remove all members, click .

6 Click **Submit**.

7 In **User Variable Options**, click **Save**.

12 Frequently Asked Questions

This topic provides answers to common questions about using Planning.

How can I change from one application to another?

Simply select another application. See "Logging on to EPM Workspace" on page 12.

What audit capabilities does the system provide?

When you change the state of a planning unit, add an annotation that explains what you changed and why. You can use annotations to create a written history or audit trail of a plan's evolution. Administrators can also set up audit trails for certain application changes.

How can I design a data form?

Administrators or data form designers can design a variety of data forms that let users work with their planning data. Users see only the data forms and the data to which they have access.

Can I change how my data form displays?

Yes. Select **File**, then **Preferences**, click the Planning icon, and select **Display Options** to set options for number formatting, page selection, printing, and other options. To make ad hoc changes, see Chapter 4, "Working with Ad Hoc Grids."

In a large hierarchy, how can I find specific members?

You can set the number of members that enable a search and find feature, and search up or down the hierarchy by member name or alias to find members. See "Enabling Search with a Large Number of Pages" on page 96 and "Navigating in Data Forms" on page 43.

Can I cut, copy, paste, and delete data while I'm entering data?

Yes, you can use the Copy and Paste shortcuts, or right-click in a cell and select **Cut**, **Copy**, **Paste**, or **Delete**. To adjust data, select **Edit**, then **Adjust**. You can work with multiple cells simultaneously.

How can I easily enter values across multiple cells?

Planning can allocate values across cells. For example, select multiple cells and select **Adjust Data** to increase or decrease their values by a certain percentage. See Chapter 7, "Adjusting and Spreading Data."

How can I add a text note or custom link to data?

You can add comments or a custom link to accounts if the feature is enabled and you have write access to the members (account, entity, scenario, and version). For example, to create a link to a spreadsheet file on a shared server, you might enter: `file://C:/BudgetDocs/Timeline.xls` where *C* represents the server's drive.

If your administrator selected the **Enable Cell Level Document** property for the data form, you can link a cell to an Oracle Enterprise Performance Management Workspace, Fusion Edition document. See "Adding, Replacing, and Viewing Cell-Level Documents" on page 49.

How can I set up calculations for cells?

Select cells and click **Supporting Detail** to add text, values, and operators that define how data aggregates.

See "Working with Supporting Detail" on page 73.

Can I select the language or terminology in which the members display?

Yes, if an administrator sets up multiple alias tables, you can select from among them. The selected alias table determines how members are displayed in the data form. For example, each alias table might display members in another language.

The display of aliases in a data form must be enabled as a property.

Select the alias table to use by selecting **File**, then **Preferences**. Click the Planning icon, select the **Application Settings** tab, and select the alias table under **Alias Setting**. Planning retains this setting for subsequent sessions.

How can I replace irrelevant data with no data value?

In a data form, select the cell or range of cells you want to change. Enter `#missing`, and save the data form. The cells are saved to the database at the next Refresh.

How can I associate a business rule to a data form?

Only administrators and interactive users can associate business rules to data forms. This enables others to launch those business rules.

When should I launch business rules?

Your administrator can set up data forms to automatically launch business rules when you open the data form. If so, you can skip steps 1 and 2.

➤ Before you begin entering data:

1. Select **View**, then **Refresh** so you get the latest values from Oracle Essbase.
2. Select **Tools**, then **Business Rules** to start a prepared calculation script.
3. Enter your data into the data form.
4. Select **Tools**, then **Business Rules** again before you promote the planning unit (in case the database values were updated in the meantime).

Why can't I see the business rule containing a runtime prompt listed on the Select Rule page?

A connection has not been established between Planning and Oracle's Hyperion® Business Rules. Notify your administrator.

How can I see the business rules associated with my page?

Open the data form, and review the Business Rules list in the lower-left corner of the data form.

What is a planning unit?

A planning unit is a slice of data at the intersection of a scenario, a version, and an entity. In addition, an administrator an create more granular planning units within an entity by adding members from another dimension. See Chapter 10, "Managing Planning Units"

How do I promote a planning unit so that it can be reviewed?

Change the planning unit status to a status that sends the budget to the appropriate reviewer. For details, see "Changing Planning Unit Status" on page 86

How can I automatically get notified by e-mail when I become the owner of a planning unit?

Set up Planning to notify you by e-mail when you become the owner of a planning unit. See "Setting Up E-mail" on page 91.

How can I track the approval process of my planning units?

From the **Process Definition** page, you can view the status of a planning unit, including its history, the last action taken, and the dates and times the status changed. See "Viewing Planning Unit Details" on page 89.

Can I promote an entire area (region, business unit, and so on)?

Areas of an organization—divisions, regions, business units, and products—are represented as entities in Planning. You can promote an entire entity or portions of it.

Can I change my plan after I have promoted it to a reviewer?

After you promote a planning unit, you are no longer its owner, and only the current owner or the budget administrator can change the plan. To make changes, ask the current owner or budget administrator to reject he planning unit back to you.

Can I create a copy of my plan for myself so that I can compare it to the approved version?

To create a copy of the plan, ask the administrator to set up a "personal" bottom up version for you. Before you promote your data, copy it (using **Copy Versions**) to a personal version, giving you a record of the data before you promote it.

Can I read all reviewers' comments?

You can read all annotations for planning units to which you have access.

Who can review my plan?

Others having access to your portions of the planning unit can view and, depending on their access level, change your sections.

When should I use the Copy Versions option?

Use **Copy Versions** to:

- Create a copy of the data for your records. For example, use the copy as a baseline to compare against future versions of data.
- Create a starting point for subsequent bottom up versions. For example, copy your First Pass version to a Second Pass version and make your changes to it.

What should I do when I can't run a currency conversion calc script because the error message tells me the FIX statement cannot contain a dynamic calc member?

Contact your Planning administrator if you get this error message. It means that the calc script you are trying to run contains a scenario, version, or currency that is a dynamic calc member, or that all account members are dynamic for this view.

A Accessibility Features

In This Appendix

Enabling Accessibility

Accessibility features in Planning are on by default, and are always available.

Accessibility Features

Planning provides these accessibility features. For information about the recommended software configuration, see the *Oracle Hyperion Enterprise Performance Management System Certification Matrix*. This matrix is posted on the Oracle Fusion Middleware Supported System Configurations page on OTN (listed in the Oracle Business Intelligence product area): http://www.oracle.com/technology/software/products/ias/files/fusion_certification.html

- Support for screen readers and magnifiers
- Keyboard navigation equivalents for all objects
- Alt+Z to skip navigation links and read the Planning main content area. Note that Ctrl+F6 does not read this area
- Alt and Title attributes for all objects, images, and page titles
- Support for expanding and collapsing trees using the Enter key and keyboard equivalents
- Data form access using keyboard equivalents
- Tab indexing, implemented from left to right on all pages

Note: If you are using JAWS® Screen Reading Software, we recommend using the Internet Explorer browser.

Using Keyboard Equivalents

These sections list the keyboard equivalents implemented for menus and tasks completed on pages and dialog boxes.

- "General Navigation" on page 106 contains the keyboard equivalents used throughout Planning.
- "Tasks" on page 114 presents the keyboard equivalents that are specific to each task, including exceptions to the default keyboard equivalents for buttons such as Add and Delete.

Note: Some options and movements within Planning do not need an assigned hot key. In these cases, use the Tab key for navigation.

Note: If you use a version of the Mozilla Firefox browser later than release 1.5, substitute Alt +Shift for Alt in the keyboard equivalents.

General Navigation

Oracle Hyperion Planning, Fusion Edition screens use common keyboard equivalents for screen navigation. For example, pressing the up arrow key moves the cursor up through a list, and pressing Tab moves focus from one screen element to another. Also, keyboard equivalents for buttons such as Cancel and Save are the same in most screens.

Note that:

- You can also press Tab or Shift+Tab to move between page or dialog box elements. If focus is on the last element in a page or dialog box, press Alt+Z to move focus to the first element.
- Some EPM Workspace global keyboard equivalents such as Ctrl+G do not work when focus is within a data form cell. When this occurs, press Ctrl+Shift+F6, then Shift+Tab, and then the navigation keys.
- If you edit data cell contents, then copy or cut the cell contents, the focus moves away from the cell. To return the focus to the cell using the keyboard, press Alt+Z, and then tab to the cell.
- Focus cannot be moved to the previous cell of a grid when focus is in the last cell of the grid. When this occurs, press Shift+ End to move focus to the last cell of the first row of the grid, then press Ctrl+End to move focus to the last cell of the grid, and then use the Shift+Tab or arrow keys to move back a cell.

  Exception: Focus cannot be moved to the last cell of the first row of the grid or the last cell of the entire grid if the Shift+End and Ctrl+End keys are used in a cell with data type **Text**. To use these keys, move focus away from the text cell.

The following tables list the general navigation keys, and present the common keyboard equivalents for buttons used throughout the software. Exceptions to the common button keyboard equivalents are listed in the task-related tables (see "Tasks" on page 114).

To navigate within the Planning screen, use these keyboard equivalents.

Focus	Keyboard Equivalent
Main Content Area	Alt+Z
Available List	Alt+U
Selected List	Alt+V
Move up in a list	Up arrow key
Move down in a list	Down arrow key
Move left in a list	Left arrow key
Move right in a list	Right arrow key
Open a grid drop-down menu	Alt+'
Select a grid drop-down menu item	Use up and down arrow keys to move through the list, and then press Enter to select an option
Move to data forms list	Ctrl+0 (zero)
Expand a list of data forms or data form folders	Right arrow key
Collapse a list of data forms or data form folders	Left arrow key
Display the list of data forms in a data form folder	Select the data form folder, and then press Enter
Select a data form from a data form folder list	Use the up and down arrow keys to locate the data form, and then press Enter
Adjust row height and column width in a data form	Select a data form, then navigate to the **Layout** tab, then Tab to **Default column width** or **Default row height** (under **Grid Properties**), then use the arrow keys to select the new defaults, and then press Enter
Move focus from the right content pane to the left content pane	Ctrl+Shift+F6, Shift+Tab, and then Ctrl+0 (zero)
Move focus to the left pane when focus is on a cell associated with a Smart List	Ctrl+1, Ctrl+Shift+F6, Shift+Tab, and then Ctrl+0 (zero)
Move to first cell in grid	Ctrl+Home
Move to last cell of first row of grid	Shift+End
Move to last cell of grid	Ctrl+End
Open a shortcut menu	Shift+F10
Open a business rule	Navigate to the business rule, and then press Enter
View error details in a business rule launch window	Alt+8
Move focus to a task list, basic mode	Ctrl+Shift+F6, then Shift+Tab, and then Ctrl+0 (zero)
Select a task from a task list	Use the up and down arrow keys to locate the task, and then press Enter

Focus	Keyboard Equivalent
Move focus to Adjust, Grid Spread, or Mass Allocate data entry dialog	Alt+2
Move a member up in a dimension hierarchy	Ctrl+1
Move a member down in a dimension hierarchy	Ctrl+2
Expand All	Alt+E
Collapse All	Alt+C
Move to open file upload dialog	Alt+Tab
Read the calculation for read-only cells in data-entry pages	Insert+Numpad 5
Move focus to the left pane when focus is on a cell associated with a Smart List	Ctrl+1, Ctrl+Shift+F6, Shift+Tab, and then Ctrl+0 (zero)

To activate Planning buttons, such as Add and Delete, use these keyboard equivalents.

Button	Keyboard Equivalent
Add	Alt+2
Add All	Alt+5
Add Child	Alt+C
Add Sibling	Alt+L
Assign Access	Alt+G
Cancel	Alt+L
Clear	Alt+C
Close	Alt+Y
Copy	Alt+P
Create	Alt+C
Create Report	Alt+C
Cut	Alt+X
Delete	Alt+9
Edit	Alt+I
End	Alt+7
Finish	Alt+7
Help	Alt+H

Button	Keyboard Equivalent
Go	Alt+G
Move	Alt+M
Move Up	Alt+M
Move Down	Alt+W
New	Alt+W
Next	Alt+6
OK	Alt+O
Paste (within the main window)	Alt+7
Paste (within a shortcut menu)	Alt+V
Preview	Alt+W
Previous	Alt+P
Refresh	Alt+R
Remove	Alt+4
Remove All	Alt+6
Rename	Alt+B
Reset	Alt+R
Restore	Alt+R
Save	Alt+S
Save As	Alt+A
Save Selections	Alt+S
Start	Alt+S
Submit	Alt+S

Main Menu

Use these keyboard equivalents to open the menus available from the menu bar.

Menu	Keyboard Equivalent
File Menu	Alt+F
Edit Menu	Alt+E

Menu	Keyboard Equivalent
View Menu	Alt+V
Administration Menu	Alt+A
Tools Menu	Alt+T
Help Menu	Alt+H

File Menu

These keyboard equivalents are used in the File menu.

File Menu Item	Keyboard Equivalent
New, Data Form	N, F
New, Report	N, R
New, Task List	N, T
New, User Variable	N, U
New, Smart List	N, L
New, Menu	N, M
Open	O
Open, URL	O, U
Open, Application	O, P
Open in Smart View	V
Close	C
Close, Current	C, C
Close, All	C, A
Close, Others	C, O
Preferences	F
Logout	G
Exit	X

Edit Menu

These keyboard equivalents are used in the Edit menu.

Edit Menu Item	Equivalent
Adjust	J
Grid Spread	G
Mass Allocate	L
Comment	O
Lock/Unlock Cells	K
Supporting Detail	N
Add/Edit Document	E
Open Document	C
Annotate Planning Unit	T
Drill Through	D

View Menu

These keyboard equivalents are used in the View menu in Basic mode.

View Menu Item	Equivalent
Basic Mode	B
Task List, Task List	T, T
Task List, Report	T, R
Task List, Status	T, S
Edit Account Annotations	A
Instructions	I
Currency	C
Refresh	R
View Masthead	Ctrl+Alt+0 (zero)
View Pane	Ctrl+Alt+1

Tools Menu

These keyboard equivalents are used in the Tools menu.

Tools Menu Item	Equivalent
Manage Approvals	L
Copy Version	V
Business Rules	R
Job Console	S
Copy Link	K
Custom Links	O
Export as Spreadsheet	E
Ad Hoc, New Ad Hoc Grid	A, C
Ad Hoc, Analyze	A, A
Ad Hoc, Save Ad Hoc Grid	A, S
Ad Hoc, Ad Hoc Options	A, O
Ad Hoc, Zoom In, Zoom in Next Level	A, Z, N
Ad Hoc, Zoom In, Zoom in All Levels	A, Z, V
Ad Hoc, Zoom In, Zoom in Bottom Level	A, Z, B
Ad Hoc, Zoom Out	A, M
Ad Hoc, Remove Only	A, R
Ad Hoc, Keep Only	A, K

Administration Menu

These keyboard equivalents are used in the Administration menu.

Administration Menu Item	Equivalent
Manage, Data Forms and Ad Hoc Grids	M, F
Manage, Menus	M, M
Manage, Smart Lists	M, L
Manage, Task Lists	M, T
Manage, User Variables	M, U
Manage, Business Rule Security	M, B
Manage, Clear Cell Details	M, C

Administration Menu Item	Equivalent
Manage, Copy Data	M, Y
Manage, Dimensions	M, D
Manage, Alias Tables	M, A
Manage, Currency Conversions	M, V
Manage, Exchange Rates	M, X
Manage, Security Filters	M, S
Application, Broadcast Messages	A, M
Application, Properties	A, P
Application, Reports	A, R
Application, Statistics	A, T
Application, Settings	A, S
Application, Create	A, E
Application, Delete	A, D
Application, Register	A, G
Application, Create Database	A, C
Application, Refresh Database	A, B
Approvals, Planning Unit Hierarchy	P, P
Approvals, Scenario and Version Assignment	P, A
Approvals, File Based Import/Export	P, I
Map Reporting Application	R
Data Source, Create	D, C
Data Source, Edit	D, E
Data Source, Delete	D, D
Data Load Settings	L
Initialization, Workforce	I, W
Initialization, Capital Asset	I, C

Help Menu

These keyboard equivalents are used in the Help menu.

Help Menu Item	Equivalent
Help on this Topic	T
Contents	C
Contents Capital Asset Planning	L
Contents Workforce Planning	W
Contents Public Sector Planning and Budgeting	P
Technical Support	S
EPM Documentation	E
About Oracle Enterprise Performance Management System Workspace, Fusion Edition	A

Tasks

Use these keyboard equivalents in the main content area, on pages, and in dialog boxes. See "General Navigation" on page 106 for navigation keyboard equivalents, such as moving up and down within lists, and keyboard equivalents for common buttons, such as Cancel and Save.

Table 5 Keyboard Equivalents for Edit Menu Tasks

Edit Menu Tasks	Keyboard Equivalent
Adjust Data	Submenu Items/Buttons
Adjust Data Button	Alt+4
Close Adjust Data dialog	Esc
Grid Spread	Submenu Items/Buttons
Adjust Data	Alt+7
Adjust Button	Alt+8
Spread Button	Alt+1
Supporting Detail	Submenu Items/Buttons
Add Sibling	Alt+1
Delete All	Alt+A
Promote	Alt+P
Demote	Alt+E

Edit Menu Tasks	Keyboard Equivalent
Duplicate Row	Alt+R
Yes, Set Value to Missing	Alt+Y
No, Leave Value As Is	Alt+N

Table 6 Keyboard Equivalents for View Menu Task List Tasks

Viewing Task Lists Tasks	Keyboard Equivalent
Task List, Task List	T, T
Task List page	Submenu Items/Buttons
Available Task Lists	Alt+1
Task List (in Task List page)	Alt+2
Status	Alt+3
Task List (in Task List page)	Submenu Items/Buttons
Completed, Incomplete	Alt+T
Task List, Report	Submenu Items/Buttons
Add	Alt+2
Add All	Alt+4
Remove	Alt+3
Remove All	Alt+5
Available List Box Selection	Alt+6
Selected List Box Selection	Alt+7
Next	Alt+W
Previous	Alt+M
Create Report	Alt+W
Task List, Status	Submenu Items/Buttons
Next Incomplete	Alt+6
View Task List	Alt+7
View Task List	Submenu Items/Buttons
Display All Completed Dates	Alt+W
Status Link	Alt+M

Viewing Task Lists Tasks	Keyboard Equivalent
Next Incomplete	Submenu Items/Buttons
Complete	Alt+1
Previous Incomplete	Alt+2
Previous	Alt+3
Next	Alt+4
Next Incomplete	Alt+5

Table 7 Keyboard Equivalents for Data Form and Ad Hoc Grid Management Tasks

Managing Data Form Tasks	Keyboard Equivalent
Manage Data Forms and Ad Hoc Grids	Submenu Items/Buttons
Create (data form folder)	Alt+1
Rename (data form folder)	Alt+5
Assign Access (data form folder)	Alt+2
Move (data form folder)	Alt+3
Delete (data form folder)	Alt+4
Create (data form)	Alt+C
Edit	Alt+I
Move	Alt+M
Delete	Alt+9
Assign Access (data form)	Alt+G
Rename (data form)	Alt+B
Search	Alt+]
Search Up	Alt+M
Search Down	Alt+W
Check All	Alt+;
Assign Access	Submenu Items/Buttons
Add Access	Alt+A
Edit Access	Alt+E
Remove Access	Alt+R

Managing Data Form Tasks	Keyboard Equivalent
Add Access	Submenu Items/Buttons
Add	Alt+A
Migrate Identities	Alt+M
Create/Edit Simple Data Form	Submenu Items/Buttons
Properties	Alt+1
Layout	Alt+2
Other Options	Alt+3
Business Rules	Alt+4
Moving Dimensions	Submenu Items/Buttons
Move dimension to row axis	Ctrl+Shift+R
Move dimension to column axis	Ctrl+Shift+C
Move dimension to Page axis	Ctrl+Shift+P
Move dimension to POV axis	Ctrl+Shift+V
Add Validation Rule	Submenu Items/Buttons
Add Rule	Alt+S
Duplicate	Alt+8
View Rule	Alt+5
Validate	Alt+S
Process Cell	Submenu Items/Buttons
Add	Alt+1
Delete	Alt+2
Copy	Alt+3
Paste	Alt+4
OK	Alt+S
Other Options (create/edit simple data forms)	Submenu Items/Buttons
Add	Alt+I
Remove	Alt+J
Add All	Alt+K

Managing Data Form Tasks	Keyboard Equivalent
Remove All	Alt+L
Business Rules (create/edit simple data forms)	Submenu Items/Buttons
Add	Alt+I
Remove	Alt+J
Add All	Alt+K
Remove All	Alt+L
Properties	Alt+T

Table 8 Keyboard Equivalents for Managing Composite Data Form Tasks

Managing Composite Data Form Tasks	Keyboard Equivalent
Create (composite data form)	Submenu Items/Buttons
Properties	Alt+1
Layout	Alt+2
Business Rules	Alt+3
Layout (composite data form), selecting data forms	Submenu Items/Buttons
Move to Section Properties (add/remove data forms)	Alt+M
Add	Alt+I
Remove	Alt+J
Add All	Alt+K
Remove All	Alt+L
Layout (composite data form), navigation	Submenu Items/Buttons
Move between sections in composite data forms	Up, down, left and right arrow keys
Move from properties pane to the active section	Ctrl+Alt+S

Table 9 Keyboard Equivalents for Managing Task List Tasks

Managing Task List Tasks	Keyboard Equivalent
Create (task list folder)	Alt+1
Rename (task list folder)	Alt+5
Move (task list folder)	Alt+3
Delete (task list folder)	Alt+4

Managing Task List Tasks	Keyboard Equivalent
Assign Access	Alt+G
Check Box	Alt+;
Edit Task List	Submenu Items/Buttons
Task List	Alt+1
Instructions	Alt+2
Edit Task	Submenu Items/Buttons
Task	Alt+1
Property	Alt+2
Assign Access	Submenu Items/Buttons
Add Access	Alt+2
Edit Access	Alt+E
Remove Access	Alt+R
Add/Edit Access	Submenu Items/Buttons
Users	Alt+1
Groups	Alt+2
Migrate Identities	Alt+M
Remove Nonprovisioned Users, Groups	Alt+N

Table 10 Keyboard Equivalents for Smart List, Broadcast Messages and Application Properties Tasks

Smart List, Broadcast Messages, Application Properties Tasks	Keyboard Equivalent
Add Smart Lists	Submenu Items/Buttons
Properties	Alt+1
Entries	Alt+2
Preview	Alt+3
Broadcast Messages	Submenu Items/Buttons
Send	Alt+S
Application Properties	Submenu Items/Buttons
Application Properties	Alt+5
System Properties	Alt+6

Smart List, Broadcast Messages, Application Properties Tasks	Keyboard Equivalent
Add (Application or System Properties)	Alt+2

Table 11 Keyboard Equivalents for Working With Dimensions

Dimension-Related Tasks	Keyboard Equivalent
Dimensions Page	Submenu Items/Buttons
Dimensions	Alt+2
Performance Settings	Alt+3
Evaluation Order	Alt+4
Add/Edit Dimension Member Tabs	Submenu Items/Buttons
Member Properties	Alt+1
UDA	Alt+2
Member Formula	Alt+3
Member Formula	Submenu Items/Buttons
Validate Member Formula	Alt+V
Member Formula Validation Status	Submenu Items/Buttons
Show Details	Alt+S
Dimensions Tab	Submenu Items/Buttons
Select for Dimension	Alt+Q
Add Dimension	Alt+M
Edit Dimension	Alt+G
Sort	Alt+K
Sort Ascending	Alt+U
Sort Descending	Alt+N
Search	Alt+S
Search Up Link	Alt+W
Search Down Link	Alt+R
Show Ancestors	Alt+B
Show Usage	Alt+Y
Custom Attributes	Alt+0 (zero)

Dimension-Related Tasks	Keyboard Equivalent
Options	Alt+P
Add Summary Time Period	Alt+6
DTS	Alt+J
Performance Settings Tab	Submenu Items/Buttons
Select Plan Type	Alt+S
Account, Scenario, Version Dimension	Submenu Items/Buttons
Copy Scenario	Alt+B
Show Usage	Submenu Items/Buttons
Prev	Alt+P
Currency Dimension	Submenu Items/Buttons
Add	Alt+C
Reporting Currency	Alt+R
Employee Entity Dimension	Submenu Items/Buttons
Expand	Right-arrow key
Collapse	Left-arrow key
Custom Attributes	Alt+0 (zero)
Show Ancestors	Alt+B
Manage Attributes (employee dimension)	Submenu Items/Buttons
Create	Alt+C
Modify	Alt+M
Delete	Alt+T
Create	Alt+R
Modify	Alt+O
Delete	Alt+E
Alias	Alt+L
Period Dimension	Submenu Items/Buttons
Add Summary Period	Alt+6
DTS	Alt+J

Dimension-Related Tasks	Keyboard Equivalent
Options	Alt+P
View Period	Alt+5
Year Dimension	Submenu Items/Buttons
Add Years	Alt+C
Edit Year	Alt+I
Options	Alt+P
View Year	Alt+5
Add Year	Submenu Items/Buttons
Add Year	Alt+6
UDA	Alt+2
UDA Tab	Submenu Items/Buttons
Add (link)	Alt+I
Remove (link)	Alt+J
Remove All (links)	Alt+M

Table 12 Keyboard Equivalents for Copying Data and Selecting Dimensions Tasks

Copying Data, Selecting Dimensions Tasks	Keyboard Equivalent
Copy Data	Submenu Items/Buttons
Add Dimensions	Alt+3
Copy Data	Alt+C
Dimension Member Selection	Submenu Items/Buttons
Expand	Right-arrow key
Collapse	Left-arrow key
Search	Alt+3
Search Up	Alt+4
Search Down	Alt+5
Display Properties	Alt+6
Add All	Alt+X
Remove All	Alt+Y

Copying Data, Selecting Dimensions Tasks	Keyboard Equivalent
Keep Only By Function	Alt+7
Keep Only By Attribute	Alt+8
Keep Only By Level or Generation	Alt+9
Add Graphics	Alt+I
Remove Graphics	Alt+J
Remove All Graphics	Alt+Y

Table 13 Keyboard Equivalents for Business Rules Security, Clear Cell Details, Alias Table Tasks

Business Rules Security, Clear Cell Details, Alias Table Tasks	Keyboard Equivalent
Business Rules Security (folders)	Submenu Items/Buttons
Create	Alt+1
Rename	Alt+R
Assign Access	Alt+2
Delete	Alt+4
Clear Cell Details	Submenu Items/Buttons
Add All Dimensions	Alt+3
Add Dimensions	Alt+4
Alias Table	Submenu Items/Buttons
Clear Values	Alt+U

Table 14 Keyboard Equivalents for Reporting and Miscellaneous Administrative Tasks

Reporting, Miscellaneous Administrative Tasks	Keyboard Equivalent
Reporting	Submenu Items/Buttons
Data Forms	Alt+2
Add	Alt+5
Remove	Alt+6
Add All	Alt+7
Remove All	Alt+8
Create Report	Alt+C
Planning Unit Annotations	Alt+3

Reporting, Miscellaneous Administrative Tasks	Keyboard Equivalent
Auditing	Alt+4

Table 15 Keyboard Equivalents for Application-Related Tasks

Application-Related Tasks	Keyboard Equivalent
Application Settings	Submenu Items/Buttons
Register Shared Services	Alt+M
Unregister Shared Services	Alt+W
Select	Alt+4
System Settings	Alt+2
Custom Tools	Alt+3
Register Shared Services	Submenu Items/Buttons
New Application Group	Alt+N
Existing Application Group	Alt+E
Unassigned Application Group	Alt+U
Create Application	Submenu Items/Buttons
Select Tab	Alt+2
Calendar Tab	Alt+3
Currencies Tab	Alt+4
Plan Type Tab	Alt+5
Finish	Alt+6
Log Off	Alt+8
Previous	Alt+P
Delete Application	Submenu Items/Buttons
Delete Application	Alt+9
Register Application	Submenu Items/Buttons
Register Application	Alt+R
Map Reporting Application	Submenu Items/Buttons
New	Alt+C
Push Data	Alt+P

Application-Related Tasks	Keyboard Equivalent
Select Application	Alt+1
Map Dimension	Alt+2
Point of View	Alt+3

Table 16 Keyboard Equivalents for Approvals, Planning Unit Hierarchy Tasks

Planning Unit Hierarchy Tasks	Keyboard Equivalent
Scenario and Version Assignment	Alt+G
Synchronize (planning unit hierarchy)	Alt+8
Create/Edit Planning Unit Hierarchy	Submenu Items/Buttons
Approvals Dimension	Alt+1
Primary and Subhierarchy Selection	Alt+2
Assign Owners	Alt+3
Primary and Subhierarchy Selection	Submenu Items/Buttons
Reset to Default Hierarchy	Alt+R
Assign Owners, Select and Assign Owners	Submenu Items/Buttons
Remove All	Alt+M

Table 17 Keyboard Equivalents for Manage Data Source Tasks

Manage Data Source Tasks	Keyboard Equivalent
Manage Data Source, Create Data Source	Submenu Items/Buttons
Validate Database Connection	Alt+4
Validate Essbase Connection	Alt+5
Edit Data Source	Alt+I
Delete Data Source	Alt+9
OK	Alt+S

Table 18 Keyboard Equivalents for Upgrade Wizard Tasks

Upgrade Wizard Tasks	Keyboard Equivalent
Upgrade Wizard	Submenu Items/Buttons
Update Data Sources Tab	Alt+1
Apply to Selected (Update Relational Information)	Alt+A

Upgrade Wizard Tasks	Keyboard Equivalent
Apply to Selected (Update Essbase Information)	Alt+E
Validate	Alt+V
Upgrade Applications Tab	Alt+2
Upgrade	Alt+U
Update Reporting Essbase Servers Tab	Alt+3
Apply to Selected	Alt+E

Table 19 Keyboard Equivalents for Data Load and Currency Conversion Tasks

Data Load, Conversion Tasks	Keyboard Equivalent
Data Load Administration	Submenu Items/Buttons
Add New Row	Alt+W
Duplicate Row	Alt+P
Remove Row	Alt+R
Create Database	Submenu Items/Buttons
Create (in Warning)	Alt+R
Manage Currency Conversion	Submenu Items/Buttons
Create File Tab	Alt+2
Details Tab	Alt+3
Currency Search	Alt+6
Scenario Search	Alt+7
Version Search	Alt+8
Create New	Alt+W
Manage Exchange Rates	Submenu Items/Buttons
Rate Table	Alt+1
Exchange Rate	Alt+2
Check All	Alt+;
Exchange Rate Table right-click menu	Submenu Items/Buttons
Fill Year	Alt+Y
Fill Table	Alt+T

Data Load, Conversion Tasks	Keyboard Equivalent
Copy	Alt+C
Sort, ascending	Alt+A
Sort, descending	Alt+E

Table 20 Keyboard Equivalents for Data Form Tasks

Data Form Tasks	Keyboard Equivalent
Select current data form	Ctrl+Shift+Space
Select column	Ctrl+Space
Select row	Shift+Space
Minimize column	Alt+9
Restore column	Alt+0 (zero)
Restore all columns	Alt+8
Reset all columns to default width	Alt+7
Lock/Unlock cell	Alt+!
Add, Edit document	Alt+6
Open document	Alt+5
Move focus to Adjust Data, Grid Spread or Mass Allocate dialog	Alt+2
Select Date Selector	Alt+K
Shift between data forms in composite data forms	Alt+]
Edit/View account annotation	Alt+[
Show Context Menu on Row for a Data Form	Shift+Space, Shift+F10
Show Context Menu for the First Header in a Row	Shift+Space, Shift+F10
Show Context Menu for the Second Header in a Row	Shift+Space, Alt+Y
Show Context Menu for a Data Form Cell **Note:** If a data form cell contains a Smart List, navigate to the **Edit** menu to access cell level context menus.	Shift+F10
Arrow Keys to Navigate Between Menu Items	Submenu Items/Buttons
Close the Context Menu	Esc
Move from Data Form to the Page Drop-Down Box	Ctrl+1
Move to Current Data Form	Ctrl+2

Data Form Tasks	Keyboard Equivalent
Expand/Collapse a Row	Space
Data Validation Flyout Image	Ctrl+Shift+D

Table 21 Copy Version and Manage Business Rules Tasks

Copy Version, Manage Business Rules Tasks	Keyboard Equivalent
Copy Version	Submenu Items/Buttons
Add	Alt+3
Add All	Alt+5
Remove	Alt+4
Remove All	Alt+6
Business Rules	Submenu Items/Buttons
Page	Alt+5
Go	Alt+9

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