

Oracle® Report Manager

User's Guide

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
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Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Report Manager User's Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology.

If you have never used Oracle E-Business Suite, we suggest you attend one or more of the Oracle E-Business Suite training classes available through Oracle University.

See Related Information Sources on page viii for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at
<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Structure

- 1 **Introduction to Oracle Report Manager**
- 2 **Oracle Report Manager Business User Flows**
- 3 **Submitting and Publishing Reports**

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Related Information Sources

This book is included in the Oracle E-Business Suite Documentation Library, which is supplied in the Release 12.2 Media Pack. If this guide refers you to other Oracle E-Business Suite documentation, use only the latest Release 12.2 versions of those guides.

Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **PDF Documentation** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release.
- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.
- **Oracle Electronic Technical Reference Manual** - The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Related Guides

Oracle Report Manager shares business and setup information with other Oracle E-Business Suite products. Therefore, you may want to refer to other user's guides when you set up and use Oracle Report Manager. You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

Oracle E-Business Suite Concepts

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12.2, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle E-Business Suite Desktop Integration Framework Developer's Guide

Oracle E-Business Suite Desktop Integration Framework is a development tool that lets you define custom integrators for use with Oracle Web Applications Desktop Integrator. This guide describes how to define and manage integrators and all associated supporting objects, as well as how to download and upload integrator definitions.

Oracle E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

Oracle E-Business Suite Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12.2, or as part of an upgrade to Release 12.2.

Oracle E-Business Suite Maintenance Guide

This guide explains how to patch an Oracle E-Business Suite system, describing the adop patching utility and providing guidelines and tips for performing typical patching operations. It also describes maintenance strategies and tools that can help keep a system running smoothly.

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter and query data, and run concurrent requests using the user interface (UI) of Oracle E-Business Suite. This guide also includes information on setting user profiles and customizing the UI.

Oracle General Ledger Implementation Guide

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up accounting flexfields, accounts, and calendars.

Oracle General Ledger Reference Guide

This guide provides detailed information about setting up Oracle General Ledger profile options and Oracle Web Applications Desktop Integrator profile options.

Oracle General Ledger User's Guide

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Oracle Web Applications Desktop Integrator Implementation and Administration Guide

Oracle Web Applications Desktop Integrator brings Oracle E-Business Suite functionality to a spreadsheet, where familiar data entry and modeling techniques can be used to complete Oracle E-Business Suite tasks. You can create formatted spreadsheets on your desktop that allow you to download, view, edit, and create Oracle E-Business Suite data, which you can then upload. This guide describes how to implement Oracle Web Applications Desktop Integrator and how to define mappings, layouts, style sheets, and other setup options.

Oracle XML Publisher Report Designer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts.

This guide is available through the Oracle E-Business Suite online help.

Oracle XML Publisher Administration and Developer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing Oracle E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions.

This guide is available through the Oracle E-Business Suite online help.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets

users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Introduction to Oracle Report Manager

This chapter covers the following topics:

- Overview
- Accessing Oracle Report Manager
- Report Manager Home Page

Overview

Oracle Report Manager is an online report distribution system that provides a secure and centralized location to produce and manage point-in-time reports.

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

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

Oracle Report Manager:

- Provides a centralized report distribution system for point-in-time reports.
- Enables information producers to submit and publish Financial Statement Generator (FSG), Ad Hoc FSG, Variable Format, and Standard reports to a central repository.
- Enables information producers to present reports in the repository to information consumers through menu items on the Oracle E-Business Suite Home page or portal.
- Enables information producers to deliver reports to information consumers outside

Oracle E-Business Suite through an FTP server, the local file system of the Oracle E-Business Suite application tier, or e-mail.

- Is accessible by any Oracle E-Business Suite user using a Web browser.
- Offers approval requirement before making reports available for general viewing.
- Permits report availability in a future timeframe.
- Allows you to view spreadsheets or PDF files for further analysis.
- Secures reports by three content security paradigms - User to Value, custom, and flexfield segment - as well as by repository security.
- Provides an archive facility to maintain reports for future reference that no longer need to be displayed to report consumers.
- Enables the publishing of reports that have been submitted as part of request sets or report sets.
- Enables you to upload any type of file and publish it to a central repository. Reports in the repository can then be distributed to the Oracle E-Business Suite home page.

Report Types

There are four types of reports you can access through the Oracle E-Business Suite Home page:

- **Single Report:** A complete report for a specific time period. For example, your corporate income statement for May 2002.
- **Single Report Over Time:** A single report produced for different periods. For example, your corporate income statement for the periods April, May, and June 2002.
- **Expanded Report:** One report displayed in a variety of ways depending upon an expansion value. For example, you can publish your corporate Income Statement for May 2005 based on department. User views of the Income Statement are limited to those departments for which the user has viewing privileges.

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

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

Accessing Oracle Report Manager

The Report Manager Home page provides users quick access to their Oracle Report Manager concurrent requests, as well as links to all report submission and administration features. This page is available from the Home menu item in the Oracle Report Manager responsibility, or from a responsibility assigned by the system administrator.

The system administrator can also assign Report Manager menu items for individual features to various responsibilities. Following are the available menu items:

- Financial Report Submission
- Financial Report Template Editor
- Repository Management
- Security Workbench
- Standard Report Submission
- Upload File
- Variable Report Submission
- Publish Report Set
- Define Report Set Publishing Options
- Publish Request Set
- Define Request Set Publishing Options
- Ad Hoc FSG Submission

Report access generally varies by responsibility. The following example gives a likely scenario of an implementation of Oracle Report Manager menu items.

Example

Responsibility: General Ledger

- Menu Item: Financial Report Submission
- Menu Item: Financial Report Template Editor
- Menu Item: Publish Report Set
- Menu Item: Define Report Set Publishing Options

- Menu Item: Ad Hoc FSG Submission

Responsibility: Report Manager Administration

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

Responsibility: Manufacturing Operations

- Menu Item: Standard Report Submission
- Menu Item: Publish Request Set
- Menu Item: Define Request Set Publishing Options

Responsibility: Financial Assets

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

Responsibility: Accounts Payable

- Menu Item: Standard Report Submission

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

Report Manager Home Page

The Report Manager Home page provides a single central location from which you can view your Oracle Report Manager concurrent requests, submit reports, and access Oracle Report Manager administration features. You can use this page to monitor your pending and completed Oracle Report Manager requests without having to search for these requests in the standard concurrent processing pages. You can also mark completed requests as favorites for quick access later.

Note: If the ADI: Allow Sysadmin to View All Output profile option is set to Yes and you have the System Administrator responsibility, then the Report Manager Home page displays all Oracle Report Manager concurrent requests. Otherwise, the page displays only the requests that you submitted.

Additionally, this page displays only requests that have not been purged. To determine how long concurrent request information is

preserved before purging, consult your system administrator. See: *Managing Concurrent Processing Files and Tables, Oracle E-Business Suite Setup Guide*.

The home page includes links to submit each type of report available through Oracle Report Manager, as well as the administration links. These links open in a new browser window or tab, depending on your browser options, so that you can easily return to the home page in the original window.

Note: Your system administrator can use Oracle Application Framework personalization to control which features appear on the Report Manager Home page for each user. In this case, the page includes only the features that your system administrator allows you to access.

1. Navigate to the Report Manager Home page by choosing the Home menu item from the Oracle Report Manager responsibility, or a responsibility and navigation path assigned by your system administrator.
2. Use the Pending Requests region to monitor the progress of your Oracle Report Manager concurrent requests until they are completed. To update the data displayed in this region, choose the Refresh button.
3. Use the Completed Requests region to review the status of your Oracle Report Manager concurrent requests after they are completed.
 - To view concurrent processing details for a request, select the Details icon for that request. From the request page, you can also view the request output and log file.
 - To mark a request as a favorite, select the request and choose the Add Favorite button.
 - To update the data displayed in this region, choose the Refresh button.
4. Use the Favorites region for quick access to review the status of completed requests that you have marked as favorites.
 - To remove a request from your list of favorites, select the Delete icon for the request.
 - To remove all requests and clear the list, choose the Remove All button.
 - To update the data displayed in this region, choose the Refresh button.
5. Use the links in the Report Submission region to submit and publish Oracle Report

Manager reports.

- Financial - See: Submitting Financial Reports, page 3-2.
- Standard - See: Submitting Standard and Variable Reports or Files, page 3-4.
- Variable - See: Submitting Standard and Variable Reports or Files, page 3-4.
- Ad Hoc - See: Submitting Ad Hoc Financial Reports, page 3-3.
- Report Set - See: Overview of Publishing Report Sets and Request Sets, page 4-1.
- Request Set - Publish - See: Overview of Publishing Report Sets and Request Sets, page 4-1.

6. Use the links in the Administration region to access Oracle Report Manager administration features.

- Repository Management - See: Overview of Repository Management, page 6-1.
- Financial Report Template Editor - See: Using the Financial Report Template Editor, page 5-2.
- Security Workbench - See: Overview of User to Value Security, page 8-1.
- Setup Delivery Engine - See: Setting Up the Delivery Engine, page 7-2.
- Manage Delivery Configuration - See: Managing Delivery Configurations, page 7-3.
- Upload File - See: Uploading Files, page 3-4.
- Monitor Requests - See: Monitoring Requests, *Oracle E-Business Suite User's Guide*.

Oracle Report Manager Business User Flows

This chapter covers the following topics:

- Publishing Reports
- Creating User to Value Security

Publishing Reports

Prerequisites

- Your user responsibility has been granted access to report submission.
- A layout template exists for the report you want to publish (see *Templates*, page 5-1).

Steps:

1. From the Oracle E-Business Suite Navigator, select the type of report you want to publish: Financial Report, Ad Hoc FSG, Variable Report, or Standard Report.
2. For Financial, Variable, or Standard reports, select or search for the name of the report you want to publish. For Ad Hoc FSG reports, select the report components.
3. Specify the parameters needed to submit the report as a concurrent request.
4. Specify the publishing parameters.

When the report XML data is generated, it is sent to the Oracle Report Manager repository where it is stored and available for presentation to viewers. Parameters include:

- Security options for viewing the report.
- Layout template to apply. Note that the template can be changed at any time when viewing the published report from the repository.
- Expansion values or timeframes.
- Delivery configuration to deliver the report through FTP, the local file system of the application tier, or e-mail.
- Reviewers to approve the report before it is presented.
- Date to automatically mark the report for archive.

5. Determine the location in the repository to store the report. If the report exists in the repository you can choose a new location or overwrite it.

Note: If a folder is secured with repository security, then you must have owner privileges for the folder to publish reports to that folder. See Defining Repository Security, page 6-3.

6. If you wish to publish the report to a menu item on the Oracle E-Business Suite Home page, you can apply presentation parameters to define where in the menu structure the report appears.

Example
Place a Summary Income Statement under a responsibility called Financial Reports that was created by your system administrator.

7. Review all of your report parameters.
8. Submit the report.
A confirmation page displays your concurrent program request ID. You can monitor this request until it has successfully completed.
Note that when you submit the report, two requests are submitted to the concurrent manager: the request to generate the data and the request to publish the data. The request ID displayed after confirmation corresponds to the Publish and Presentation Program. When you monitor your report you will see your submitted request and the Publish and Presentation Program. Your report will not be available for viewing until both requests have completed successfully.
9. If you chose a reviewer for the report, the reviewer views the report and approves it, making the report available to all others with access.
10. If you chose to publish the report to a menu item of a responsibility, then all users

who have that responsibility and menu will see the report listed.

Timeframes and expansion values (for example, department) are available in lists. The viewer selects the time and expansion value to view. Security can restrict the expansion values a particular user can view (for example, department 100 only). The viewer can also select to output the report to HTML, Microsoft Excel, or PDF.

Note: For Standard and Variable reports, Microsoft Excel output can be generated only when the viewer is running Oracle E-Business Suite in Microsoft Internet Explorer.

If you published the report using a complex content set, then when users view the report, they can either view the individual reports for each segment by selecting the appropriate expansion value, or they can view the entire report data at once using the ALL option in the Expansion Value list. When users select the ALL option and view the report in Microsoft Excel, Oracle Report Manager displays the report in multiple worksheets, with the individual report for each segment in a separate worksheet.

If a user chooses to view a Financial Statement Generator report in Microsoft Excel, then the browser prompts the user to download the file "ReportManager.xls". The user must select Open, and if necessary, enable the Oracle Report Manager macros when prompted by Microsoft Excel. The Microsoft Excel spreadsheet opens and a small window opens that initiates the formatting of the spreadsheet. The user must not close the window or use Microsoft Excel until this window indicates that formatting is complete. For more information about setup steps required for viewing Financial Statement Generator report output in Microsoft Excel, see: Setup Overview, page 9-1.

If the user saves the report spreadsheet and opens it again later, and the Oracle E-Business Suite session used to create the spreadsheet is no longer active, then the Oracle E-Business Suite login page appears, and the user must log in and select a responsibility to continue working with the spreadsheet.

Note: The Microsoft Excel output for Financial Statement Generator reports can contain links that let users drill into report values in Oracle General Ledger. These links open in the user's default browser. If the user has an active Oracle E-Business Suite session open in the default browser, then when the user selects a drilldown link, the corresponding Oracle General Ledger page appears directly. If the user does not have an active Oracle E-Business Suite session, or if the Oracle E-Business Suite session is in another browser, then the Oracle E-Business Suite login page appears first in the default browser, and the user must log in and select a responsibility to access the Oracle General Ledger drilldown page.

Similarly, drilldown links from PDF output also open in the user's

default browser.

For ease of use, we recommend that users run Oracle E-Business Suite in their default browser when possible.

Example

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

Creating User to Value Security

User to Value security is applied to financial reports that use a content set or standard reports that contain a valid expansion value. Use the Security Workbench to give users access to specific values. See Overview of User to Value Security, page 8-1 for more information.

Prerequisites

- The system administrator defines expansion values for standard reports or publishes a financial report with a content set.

Steps:

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

departments 100, 500, and 600 while Jane Smith can only see the income statement for department 100.

Submitting and Publishing Reports

This chapter covers the following topics:

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

Overview of Publishing Reports

You have the following options for submitting and publishing reports:

- Financial Report

Submit any of the Financial Statement Generator (FSG) reports available to your responsibility.

- Ad Hoc Financial Report Submission

Define the Financial Statement Generator report components at runtime, if a predefined FSG report does not exist.

- Standard Report

Submit any of the standard Oracle E-Business Suite reports available to your responsibility.

- Variable Report

Submit variable reports with attribute sets and publishing options defined in Oracle E-Business Suite.

- Upload File

You can upload any kind of file, such as a Web page, an image, or a business document.

Submitting Financial Reports

Select parameters and submit financial reports as concurrent requests.

Submission Parameters Region Notes

- **Report Name:** Choose any available Financial Statement Generator (FSG) report.
- **Period:** Choose an accounting period. Accounting periods were defined in the calendar for the ledger.
- **Date:** The effective date for the report must fall within the chosen period.
- **Currency:** The values in the report will use the selected currency.
- **Ledger:** Choose the ledger for which to run the report.
- **Content Set:** Defined in Oracle General Ledger, the content set allows users to generate multiple report outputs by segment. For example, if a content set for departments is applied, then the report will create a separate report for each department. See: *Defining Content Sets, Oracle General Ledger User's Guide*.

Note: Assign the display type PE (Page/Expand) to the segment for which you want separate reports for each segment value.

You can use any display type in a content set, including Row/Total (RT), Row/Expand (RE), Row/Both (RB), Column/Total (CT), Page/Expand (PE), and Page/Total (PT). You can also use complex combinations of these display types for an account assignment in a content set definition.

You can select a complex content set with a combination of Page/Expand and Page/Total display types to generate your report. When users view the report in the Report Display page, they can either view the individual reports for each segment by selecting the appropriate expansion value, or they can view the entire report data at once using the ALL option in the Expansion Value list. When users view the report in Microsoft Excel, Oracle Report Manager displays the report in multiple worksheets, with the individual report for each segment in a separate worksheet.

Note: When a user views a Financial Statement Generator report in

Microsoft Excel, Oracle Report Manager uses the expansion values for the report to name the individual sheets within the workbook. However, Microsoft Excel limits the length of a sheet name to no more than 31 characters. Consequently, if the expansion values for the report are longer than 31 characters, then Oracle Report Manager cannot display the report output in Microsoft Excel.

In some cases, you may be able to shorten the expansion values by changing the segment override to contain fewer accounting segments with values. Check whether you can change the segment override and still generate the desired results in your report.

Alternatively, you can view the report output in HTML or PDF.

- **Display Set:** The Display Set allows users to hide or show specific columns and rows. See "Defining Display Sets" in the *Oracle General Ledger User's Guide*.
- **Row Order:** Defined in Oracle General Ledger, the Row Order controls how detail rows appear in the report. See "Defining Row Orders" in the *Oracle General Ledger User's Guide*.
- **Rounding Option:** You can specify whether calculations are performed before rounding or if numbers are rounded before calculations are done.
- **Flag Exceptions:** Select the box to flag any exceptions in the report. If this box is checked, then only the rows that meet the exceptions defined in the column set for the report will be displayed.
- **Segment Override:** Select a segment of the accounting flexfield to use as an override and use it to fine-tune the report to include less or more information.
- **Scheduling Options:** Specify when you would like your request to run. You can choose a simple schedule such as *as soon as possible*, *a specific date and time*, or *recurring intervals*; or you can choose a more advanced schedule such as *specific days of the week* or *specific dates in a month*. You can also choose a previously saved schedule.

Submitting Ad Hoc Financial Reports

The Financial Statement Generator (FSG) is a powerful report-building tool that enables you to define custom financial reports in Oracle General Ledger without programming. FSG supports reusable and interchangeable report components, such as row sets and column sets so that you can mix and match your existing rows and columns to create an entirely new report in seconds.

Report Manager's Ad Hoc Financial Reports feature enables you to create an FSG report

on demand by selecting the components at the time of submission.

For detailed information on FSG report components, see *Financial Reporting, Oracle General Ledger User's Guide*.

Submission Parameters Region Notes

- **Report Title:** Assign a title to your report.
- **Row Set:** Select the Row Set to include in your report. For more information, see *Defining Row Sets, Oracle General Ledger User's Guide*.
- **Column Set:** Select the Column Set to include in your report. For more information, see *Defining Column Sets, Oracle General Ledger User's Guide*.

See *Submitting Financial Reports*, page 3-2 for descriptions of the remaining parameters.

Optionally enter Control Values for your report. For information on control values, see *Including Budgets, Encumbrances, and Currencies in an FSG Report, Oracle General Ledger User's Guide*.

Submitting Standard and Variable Reports or Files

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

Submission Parameters Region Notes

- **Scheduling Options:** Specify when you would like your request to run. You can choose a simple schedule such as *as soon as possible, a specific date and time, or recurring intervals*; or you can choose a more advanced schedule such as *specific days of the week or specific dates in a month*. You can also choose a previously saved schedule.

Uploading Files

You can upload any kind of file and then apply the Report Manager publishing parameters.

Use the **Browse** button to locate the file, then continue through the process train.

Publishing Parameters

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

Publishing Parameters Region Notes

- **Default Template:** Assign a template to the report or accept the default template.

The default template is the last template you applied to this report. The template determines how the information in the report appears on the page. Templates are stored in the Oracle XML Publisher Template Manager.

Templates are XSL:FO based, but can be created as RTF files using Oracle XML Publisher. Excel can be used to edit financial report templates provided in Oracle Report Manager. See [Templates](#), page 5-1 for more information.

- **Timeframe:** Use the timeframe feature to publish multiple iterations of a report to the same self-service menu item. For example, during month-end close you may be generating versions of a report on a daily basis. You can assign each iteration of a report a timeframe value, publish it to the same location, and when information consumers view the report online, they will be able to select the iteration of the report they want to view in the "Timeframe" list.
- **Set Auto Archive:** To automatically mark this report for archive, select "Yes" and choose the date. This option may already be set to a default value. For more information, see [Archiving Reports](#), page 6-5.
- **Delivery Configuration:** To deliver the report outside Oracle E-Business Suite, such as to an FTP server, to the local file system of the Oracle E-Business Suite application tier, or through e-mail, select a delivery configuration. See: [Overview of Report Delivery](#), page 7-1.
- **Expansion Value:** With standard and variable reports, you can use the expansion value feature to restrict access at the user level. For example, you may want to publish the report to a responsibility that many users have access to, but only some should see the report. Assign an expansion value that exists in a value set to the report and ensure that the users have access to this expansion value in the Report Manager Security Workbench. For more information, see [User to Value Security](#), page 8-1.
- **For File Upload:** An uploaded file does not require parameters. It can use the timeframe value to produce and display multiple iterations of the same file to information consumers. It can also use the expansion value feature to secure access to the file at the user level.

Security Region Notes

- Three content security methods restrict user access to certain values.

Note: You can also define repository security to restrict the users who can view and manage a report or folder in the Reports Repository. See [Defining Repository Security](#), page 6-3.
- **User To Value Security** is defined in Oracle Report Manager and is available for financial reports, variable, and standard reports. Select the content set or value set

to be used for security. User to Value security requires the following:

Note: If user to value security is used to secure expansion values, flexfield segment security will not be enforced.

- Your Financial report is submitted with a content set.
- Exactly one segment value in the content set has a display type of PE (Page/Expand). The value set that is assigned to this segment must be selected on this page.
- You must assign an expansion value when publishing standard or variable reports. The expansion values must exist in the value set you identify on this page.
- **Custom Security** uses any PL/SQL security packages defined in the system. Enter the name of the security package. For information on setting up custom security, see My Oracle Support Knowledge Document 333304.1, *How to Apply Custom PL/SQL Based Security with Oracle Report Manager*.
- **Flexfield Segment Security** is available only for financial (FSG) reports. The rules available to select were created in Oracle General Ledger and are assigned to the responsibility you are logged in under. The report must contain a content set and one segment value in the content set must have a display type of PE. Security applies to the expanded segment values.

Example

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

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

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

Availability Region Notes

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

- **On Hold:** If you select On Hold, then you must also designate one or more reviewers.
- **Reviewers:** Reviewers can be assigned to reports that are on hold or scheduled for a specific date and time. The user publishing the report is always set as a reviewer.

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

Storage Location

Designate where to store the report in the repository. If the report name and time frame for the report are the same as a previously published report, then select Next to publish your report to the same location and overwrite the existing report.

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

Expand the hierarchy to find and select the folder or previous version of the report.

If a folder is secured with repository security, then you must have owner privileges for the folder to publish reports to that folder. See Defining Repository Security, page 6-3.

Presentation

Determine which responsibility will have access to a report. Users will access reports by selecting menu items under their responsibility. One or more reports can be stored under the same location in the repository. When a menu item is created, it is associated with the repository location, regardless of whether one or many reports are stored in that location.

Example

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

Since multiple reports can be stored in one Repository Location (See Storage Location, page 3-7), there may not be a need to create a menu item for a report that is stored in the same location as a report with a menu item already associated with it. To bypass this step, select Next on the Presentation Page.

In much the same way, by selecting Next you can choose not to create a menu item for a report that is being published. By doing this, the report is still stored in the repository;

however a menu item will not be associated with it, rendering it unviewable for users who do not have access to the Repository Management screens.

If you decide not to create a menu item for a report during the publishing flow, you can create one later using Repository Management. See the Overview of Repository Management, page 6-1.

Publishing Report Sets and Request Sets

This chapter covers the following topics:

- Overview of Publishing Report Sets and Request Sets
- Defining Publishing Options
- Publishing Report or Request Sets
- Submitting a Report Set

Overview of Publishing Report Sets and Request Sets

The Report Set and Request Set publishing feature enables you to publish completed reports from a set to the Report Manager Repository. You can set up publishing options for each report in the set, so that every time you choose to publish it each member report can have specific publishing parameters applied and maintained for subsequent runs.

Important: The Report Set and Request Set publishing feature enables the publishing features of Report Manager for *completed* reports. You must first submit the request set or report set to make the reports available for publishing to Report Manager. You can submit a request set or report set through the concurrent processing Web pages, or you can submit a report set directly from Oracle Report Manager.

There are two possible business user flows for this process. The first flow is as follows:

1. Define a report set or a request set in Oracle E-Business Suite.
2. Run the report set or request set from the concurrent processing Web pages.
3. Optionally use the Define Report Set Publishing Options or Define Request Set Publishing Options page to define and save the publishing parameters for each report in the set. See: Defining Publishing Options, page 4-2.

4. Use the Publish Report Set or Publish Request Set page to publish the completed requests. You can either use the saved publishing parameters or define new publishing parameters. See: Publishing Report or Request Sets, page 4-3.

Alternatively, the second possible flow is as follows:

1. Define a report set or a request set in Oracle E-Business Suite.
2. Use the Report Set Submission page in Oracle Report Manager to define publishing options, submit the report set, and publish the completed requests. See: Submitting a Report Set, page 4-3.

Defining Publishing Options

1. Select Define Report Set Publishing Options or Define Request Set Publishing Options from your assigned responsibility in the Oracle E-Business Suite navigator.
2. Select a report set or request set Name.
The report set name list will contain all the report sets that have been created by any user.

Saving a publishing template for a specific set will apply to all sets with that name. For example, if you create a default publishing template for Set A (submitted on 23-Nov-2006) then this new template will belong to all instances of Set A (regardless of submission date).

3. You can optionally search for particular reports within the set to display only those reports. The search criteria are the report name, the selection status within the report list (Checked or Unchecked), and the report parameter status (Not Started or Completed).
4. Select the **Publish** box for reports in the set that you wish to publish. Only the selected reports in the set will be published to the Report Manager repository.

5. Select the **Update Publishing Parameters** icon to edit the report publishing options. Follow the process train to update the parameters for the report. Once you have saved publishing parameters for a report, the **Publishing Parameters Status** column will be checked.

See Publishing Parameters, page 3-4 for more information on the publishing parameters screens.

6. Update the Publishing Parameters for each report in the set that you wish to publish via Report Manager.
7. Select **Save**.

Publishing Report or Request Sets

1. Select Publish Report Set or Publish Request Set from your assigned responsibility in the Oracle E-Business Suite navigator, or select the Request Set - Publish link from the Report Manager Home page.
2. Select a report set or request set name and optionally a timeframe and run date for the set.
3. You can optionally search for particular reports within the set to display only those reports. The search criteria are the report name, the selection status within the report list (Checked or Unchecked), and the report parameter status (Not Started or Completed).
4. Select the **Publish** box for reports in the set that you wish to publish. Only the selected reports in the set will be published to the Report Manager repository.
5. Select the **Update Publishing Parameters** icon to edit the report publishing options for this submission.

Follow the process train to update the parameters for the report. Once you have saved publishing parameters for a report, the **Publishing Parameters Status** column will be checked.

See Publishing Parameters, page 3-4 for more information on the publishing parameters screens.

6. To save changes, select **Save**.
7. Select **Publish**.

Submitting a Report Set

1. Select the Report Set link from the Report Manager Home page.
2. In the Report Set Submission page, select a report set name.
3. Optionally select a period, effective date, ledger, and currency and choose **Apply** to apply these submission parameters to all the reports in the set.
4. You can optionally search for particular reports within the set to display only those reports. The search criteria are the report name, the selection status within the report list (Checked or Unchecked), and the report parameter status (Not Started or Completed).
5. Select the **Select** box for reports in the set that you want to submit and publish.

Only the selected reports in the set will be submitted and published to the Report Manager repository.

6. Select the **Update Parameters** icon for each report to edit the report submission and publishing options.

Follow the process train to update the parameters for the report. Once you have saved parameters for a report, the **Parameter Status** column will be checked.

For more information about the parameter pages, see: Submitting Financial Reports, page 3-2 and Publishing Parameters, page 3-4.

7. In the Scheduling Options region, specify when you would like your report set to run. You can choose a simple schedule such as *as soon as possible, a specific date and time, or recurring intervals*; or you can choose a more advanced schedule such as *specific days of the week or specific dates in a month*. You can also choose a previously saved schedule.
8. Select **Submit**.
9. In the confirmation page, choose **Monitor Requests** to monitor the progress of your requests in the concurrent processing Requests page, or choose **Submit Another Request** to return to the Report Set Submission page and submit another report set. You can also choose **Ok** to return to the Oracle E-Business Suite home page.

Templates

Report Templates Overview

To publish a report, Report Manager requires a layout template for the report. Templates are stored in the XML Publisher Template Manager as extensible stylesheet language formatting objects (XSL-FO) documents. The style information from the XSL-FO template is applied to the data in the report and controls the format of the information.

Templates are provided for some Oracle E-Business Suite standard, variable, and financial reports. You can modify the provided templates, or you can create new templates. For reports that do not provide a template, you must create a new template using one of the methods described in this chapter.

Report Types and Templates

For Financial reports, Report Manager provides the Financial Report Template Editor. Use this tool to create and modify templates in Microsoft Excel then upload them to the Template Manager. At runtime, when you select your template, the report data is published in Excel, in the format you defined. For more information, see *Using the Financial Report Template Editor*, page 5-2.

If you prefer a Microsoft Word-based template, you can follow XML Publisher's standards for Rich Text Format (RTF) templates. Upload these templates directly through XML Publisher's Template Manager.

Standard and variable reports require an RTF template based on the XML Publisher standards. For more information, see *Creating RTF Report Templates*, page 5-6.

Using the Financial Report Template Editor

Prerequisites and Setup

See Setup Overview, page 9-1 for specific setup steps required for the Financial Report Template Editor.

Overview of Financial Report Templates in Excel

You can create or edit Financial Statement Generator (FSG) templates using Microsoft Excel.

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

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

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

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

Using the FSG Template Editor

1. From the Oracle E-Business Suite Navigator, select **Financial Report Template Editor**.
2. Enter the **Report Name**, or select it from the list.
3. You can choose to create a new template; or to modify an existing template, select it from the list.
4. Select Excel Template Editor from the **Editor Selection** list.
5. When you select **Create**, your browser prompts you to download the file "ReportManager.xls". Select Open, and if necessary, enable the Oracle Report Manager macros when prompted by Microsoft Excel. The Microsoft Excel spreadsheet opens and a small window opens that initiates the formatting of the spreadsheet. Do not close the window or use Microsoft Excel until this window indicates that formatting is complete.

Note: If you save the report spreadsheet and open it again later, and the Oracle E-Business Suite session used to create the spreadsheet is no longer active, then the Oracle E-Business Suite login page appears, and you must log in and select a responsibility to continue working with the spreadsheet.

6. Accept the default layout, or edit the Excel template as desired. See **Template Editing Features**, page 5-3 for information on layout options for your template.
7. When you are ready to upload, select **Oracle**, then **Upload**.

You will be prompted for Upload Parameters including **Template Name**, **Description**, and **Language**.

If the template name already exists, you can choose to **Overwrite Existing Template**.

Note: The **Enable Drill** option is specific to General Ledger and allows the user to drill into report values using the Account Analysis and Drilldown feature. For more information, see the Oracle General Ledger User's Guide.

Template Editing Features

When a new template is created and opened in Excel, all the report elements from the report definition are presented in the spreadsheet. This section describes the layout features that are available to customize the report presentation.

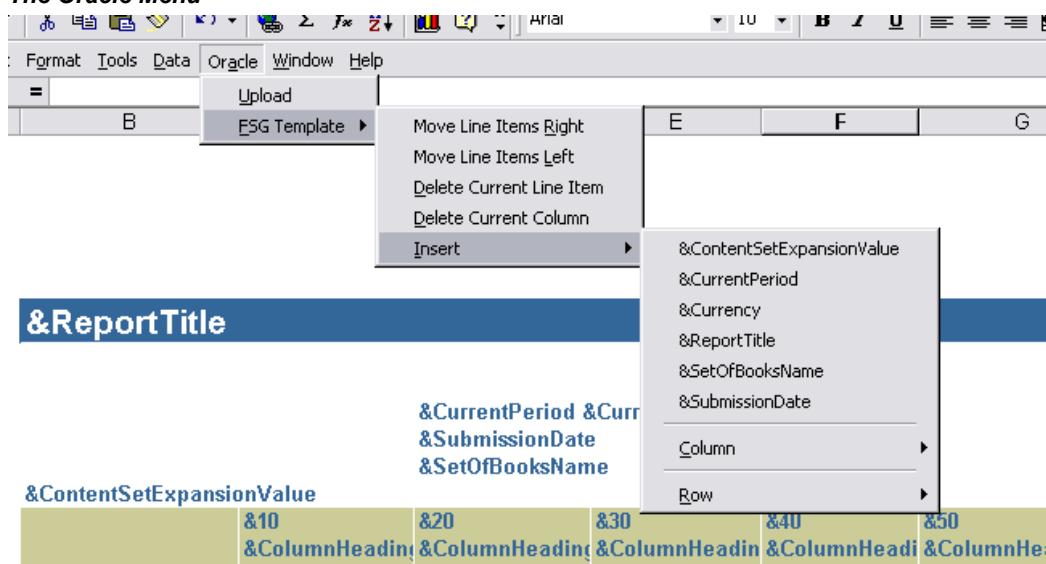
Adding, Deleting, and Moving Report Objects

Use the Oracle menu to perform the following edits to the generated template:

- Move line items right
- Move line items left
- Delete current line item
- Delete current column
- Insert report fields defined in data
- Insert row elements defined in data
- Insert column elements defined in data

The following image shows the options available from the Oracle Menu in Excel.

The Oracle Menu



Note that the **Insert** submenu displays available report objects and data fields that you can insert into your template. If you are creating a new template, Report Manager builds the default template with all the available report objects and data fields. If you are modifying an existing template, then report objects and data fields may be in the submenu list that are not present in the template. You can add these objects to your report.

Changing Row and Column Sizes

Use Excel standard functionality for changing row heights and column widths in your template.

Changing Font Style, Size, Color, and Alignment

Use Excel standard functionality to customize font style, font size, colors, and alignment. This can be applied to the five areas of the FSG report: Report Title, Report Heading, Column Heading, Line Items, and Amounts.

Cell Formatting

You can apply many of the native Microsoft Excel cell formatting options to a particular cell or group of cells in the template, and at runtime the formatting will be applied to all cells that correspond to the data intersection.

Formatting Negative Numbers

To apply special formatting to the appearance of negative numbers in your report, you can use the Excel functionality as follows:

1. Select the cells for which you want the negative number formatting applied.
2. From the Excel **Format** menu select **Cells**.
3. Choose the **Number** tab.
4. From the **Category** list select **Number**, then select the format desired in the Negative Numbers display box.

At runtime, any negative numbers appearing in the column will display in the format you selected.

Changing General Page Settings

Use Excel standard functionality to modify the following page settings:

- Page Margins
 - Top, Left, Bottom, Right, Header and Footer
- Orientation
 - Portrait or Landscape

Inserting Images

Use Excel standard functionality to insert images in your template. The following image

types are supported: PNG, GIF, JPEG, and BMP (Microsoft converted).

To insert an image:

1. Click on the cell where you want to position the top left hand corner of your image.
2. From the **Insert** menu, select **Picture**, then select the image to insert into your template.
3. Size the image as desired.

Note: Watermarks and background images are not supported.

Creating RTF Report Templates

Report Manager utilizes Oracle XML Publisher's RTF templates for standard and variable reports:

- Rich Text Format (RTF) templates are created in Microsoft Word. You can use many native Microsoft Word features to apply to your report template to achieve richly formatted reports directly out of Oracle E-Business Suite. Oracle XML Publisher provides a plug-in to Microsoft Word that enables you to quickly insert and manipulate report elements in your Word document.

For information on creating or modifying RTF templates, see the *Oracle XML Publisher Report Designer's Guide* in the online help. For information on uploading the templates to the Template Manager to make them available to the Report Manager, see the *Oracle XML Publisher Administration and Developer's Guide* in the online help.

6

Repository Management

This chapter covers the following topics:

- Overview of Repository Management

Overview of Repository Management

All reports submitted through the Report Manager are stored in the Reports Repository. The Repository Management feature allows you to:

- Organize and view completed reports
- Update publishing and security options for completed reports
- Archive and delete reports

Repository Management

The menu item **Repository Management** takes you to the workbench. A hierarchical grid structure provides an easy means of locating reports. Reports are added to the repository only when a report is published.

Select Focus Name	View	Create Menu Item	Update	Move	Secure	Add Folder
Reports Repository						
Progress Reports						
GASB34 Statement of Activities						
GASB34 Statement of Net Assets						
Budget vs. Actual by Department						
JUL-08						
JUN-07						
Expenditure Analysis						
CAFR Revenue and Expense						
Budgetary Control Report						
Transactions DBI						

Features of the Repository Management Page

- **View:** You can view reports directly from the repository. Content security applied to the report during publishing is still enforced. Additionally, you must have viewer or owner privileges to view a report secured with repository security.
- **Create Menu Item:** Create a new menu item for the report using this page. See Presentation, page 3-7 for more information. You must have owner privileges to create a menu item for a report secured with repository security.
- **Update:** Select the Update icon at the report level or at the timeframe level to update parameters. You must have owner privileges to update a report secured with repository security.
 - **Update Report:** Change the template for a report or set the Auto Archive option. Changes to content security can be made if the report was submitted with a content set with an expansion value. If the report is a Single Report Over Time or an Expanded Report Over Time, then changing content security parameters on this page will change the security settings for all timeframes associated with this report.
 - **Update Timeframe:** Any changes will only affect the timeframe chosen. Parameters that can be changed include content security and availability.
- **Move:** Rearrange folders and reports. When you move a report or folder it is placed at the bottom of the list within the selected destination. You must have owner privileges to move a folder or report secured with repository security.

- **Secure:** Select the Secure icon for a folder or report to restrict the users who can view and manage that folder or report by assigning viewer and owner privileges. The Secure icon appears only for folders and reports that are currently unsecured or for which you have owner privileges. See Defining Repository Security, page 6-3.

Note: Administrators can override this repository security and allow a user access to all folders and reports by setting the FRM: User to Value Owner Access profile option to Yes for that user. In this case the Secure icon appears for all folders and reports when that user accesses the Repository Management page. See: Set Profile Options, page 9-2.

- **Add Folder:** Add folders to the repository for easier management of the repository. New folders are added to the end of the existing item list. You must have owner privileges to add folders to a folder secured with repository security.
- **Archive:** Select a folder or report and select the Archive button to mark that folder or report for archive. You must have owner privileges to archive a folder or report secured with repository security.

Note: Marking a report for archive will remove the report for viewing from the Reports Repository and create an entry in the Report Manager Archive. The report is not actually moved to the Archive until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-5.

- **Delete:** Select a folder or report and select Delete to mark that folder or report for deletion. You must have owner privileges to delete a folder or report secured with repository security.

Note: Marking a report for deletion will remove the report for viewing from the Reports Repository; however, the report is not actually deleted until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-5.

- Select **View Archives** to access the Report Manager archives. See Archiving Reports, page 6-5.
- Select **Maintain Repository** to run the Maintain Repository concurrent request.

Defining Repository Security

Repository security lets you restrict the users who can view and manage a folder or

report. Use the Secure page to define repository security for a folder or report by assigning viewer or owner privileges to particular users.

- Viewer privileges let a user view the reports within the folder or the report.
- Owner privileges let a user manage the folder or report, including the following actions:
 - Viewing reports
 - Creating menu items for reports
 - Updating reports
 - Moving folders or reports
 - Updating the repository security privilege assignments for folders or reports
 - Adding folders
 - Archiving folders or reports
 - Deleting folders or reports
 - Publishing reports to a folder

If you have also defined content security for a report, such as user to value security, flexfield segment security, or custom security, then users can only view the data to which they have access when they view the report.

You can use repository security for reports that do not use the user to value, flexfield segment, or custom security methods, as an alternative to creating menu items to control access to those reports. The repository security feature can help reduce maintenance overhead when you need to secure large numbers of reports because you can publish multiple reports to the same secured folder, instead of creating individual menu items for each report.

If no repository security has yet been defined for the selected folder or report, then all users with access to the repository can view and manage that folder or report.

- In the Secure page, select Add Users to search for the users to whom you want to assign privileges. You can select multiple users in the search window.
- For each user, select either Viewer or Owner in the Privileges column. If you want the user to have the same privileges for all subfolders within a folder, select the Recursive option for that user.
- To delete a user from the list, select the Delete icon for that user.
- After you finish defining the list of users and privileges, select Apply.

Note: Administrators can override this repository security and allow a user access to all folders and reports by setting the FRM: User to Value Owner Access profile option to Yes for that user. See: Set Profile Options, page 9-2.

Archiving Reports

The Report Manager provides an archive facility to store reports that you wish to maintain, but are no longer needed in the active Reports Repository.

Mark a report for archive in one of two ways:

- Set the Auto Archive Publishing Parameter. At report submission, you can select a date to automatically mark the report for archive, or you can update this parameter for the completed report in the Reports Repository.

Note: The profile option FRM: Set Auto Archive enables you to set a default time period for this parameter for all reports. See Set Profile Options, page 9-2 for more information.

- Mark the report for archive directly from the Reports Repository. You must have owner privileges to archive a folder or report secured with repository security.

Once you have marked a report for archive, it is removed from view by report consumers, but it is not placed in the Report Manager Archive until you run the Maintain Repository concurrent request. See Maintain Repository, page 6-5.

To access a report stored in the archive, select it, then select **Restore** to restore it to the active Reports Repository. The report is restored to the Reports Repository by this action, you do not need to run the Maintain Repository concurrent request. Note that reports are not restored to form functions. You must create a new form function for a restored report.

Maintain Repository

Use the Maintain Repository page to schedule the Maintain Repository concurrent request. This request will process all reports that are marked for archive or delete. In addition, it will remove menu items that no longer point to active reports.

You can schedule the request to run immediately, or you can set up a recurring schedule to ensure items are archived and purged on a regular basis.

Recommendations for Running the Maintain Repository Concurrent Request

It is recommended that you schedule the Maintain Repository concurrent request to run on a regular basis during periods of light activity on the system. You should run the request at least once monthly, but the optimal frequency for your system will depend

on the delete and archive activities of your users.

Note the following about the maintenance process:

- When you delete a report, the menu item is still visible until the Maintain Repository request is run. Selecting the menu item will cause an error.
- If you allow a large backlog of delete and archive activity to build up, the Maintain Repository request will require more time to run.

Report Delivery

Overview of Report Delivery

In addition to storing your reports in the repository, you can also deliver the reports to report consumers outside Oracle E-Business Suite. Oracle Report Manager supports the following types of report delivery:

- Upload reports to an FTP server.

You can use either the File Transfer Protocol (FTP) or Secure File Transfer Protocol (SFTP) to upload reports to a server. You must have an FTP server set up to use this feature. With FTP, you use password authentication to access the FTP server. With SFTP, you can use either password authentication or public key authentication. Password authentication uses a user name and password combination to log in to the FTP server, while public key authentication uses a private key file and password combination.

- Save reports to the local file system of the Oracle E-Business Suite application tier.
- Send reports to Oracle E-Business Suite users through e-mail.

Oracle Report Manager uses the Simple Mail Transfer Protocol (SMTP) to deliver reports through e-mail. You must have an SMTP mail server set up to use this feature. You can optionally connect to the SMTP server through Secure Sockets Layer (SSL) to encrypt the data exchanged. Additionally, you must have e-mail addresses defined in Oracle E-Business Suite for the users to whom you want to send reports.

You can deliver reports as either HTML or PDF files.

To implement report delivery, perform these steps:

1. If you want to deliver reports through e-mail or FTP, set up the delivery mailers and FTP servers, respectively, for the delivery engine to use. See: *Setting Up the Delivery Engine*, page 7-2.

Note: You do not need to perform any additional setup to save reports locally in the application tier.

2. Define delivery configurations that specify where and how to deliver reports. See: Managing Delivery Configurations, page 7-3.
3. When you publish a report, select the delivery configuration to use for the report in the publishing parameters. See: Publishing Parameters, page 3-4.

Setting Up the Delivery Engine

Before you can deliver reports through e-mail or FTP, you must set up the delivery mailers and FTP servers, respectively, for the delivery engine to use.

To set up delivery mailers:

1. From the Report Manager Home page, choose the Setup Delivery Engine link.
2. In the Setup Delivery Engine page, choose the Delivery Mailers tab.
3. Choose **Add Another Mailer**.
4. Enter a display name for the mailer.
5. Enter the e-mail address that you want to appear in the From field of the message header for e-mails sent through this mailer.
6. Enter the host name of the SMTP server for the mailer.
7. Enter the port number to use on the host. The default is port 25.
8. Enter the user name of the account that the mailer uses to connect to the SMTP server.
9. Enter the password for the account specified in the User Name parameter. The password value is masked in the display and is stored in encrypted form.
10. If you want the mailer to connect to the SMTP server through Secure Sockets Layer (SSL), select the SSL Enabled option.
11. Choose **Apply**.
12. To delete a mailer that you no longer want to use, select the mailer and choose **Delete**. You can only delete mailers that are not used in any delivery configuration.

To set up FTP servers:

1. From the Report Manager Home page, choose the Setup Delivery Engine link.
2. In the Setup Delivery Engine page, choose the FTP Servers tab.
3. Choose **Add Another Server**.
4. Enter a display name for the server.
5. Enter the host name for server.
6. Enter the port number to use on the host. The default is port 21.
7. Enter the login credentials.
 - For password authentication, enter the user name and password that the delivery engine uses to log in to the FTP server. The default user name is **Anonymous**.
 - For public key authentication, enter the private key file path and private key password that the delivery engine uses to log in to the FTP server. Specify the private key file path as an absolute path to the client private key file, which must be accessible from all the application tier nodes and concurrent processing nodes in your Oracle E-Business Suite installation.

The password values are masked in the display and are stored in encrypted form.

8. Select the protocol to use, either FTP or secure FTP (SFTP).
9. Select the authentication type, either password or public key.

Note: You must select SFTP as the protocol to use public key authentication.

10. Enter the file permission to set for the uploaded reports on the server.
11. Choose **Apply**.
12. To delete a server that you no longer want to use, select the server and choose **Delete**. You can only delete servers that are not used in any delivery configuration.

Managing Delivery Configurations

Define delivery configurations to specify where and how to deliver your reports. Each delivery configuration must include at least one delivery option. You can optionally

define multiple delivery options of different types within the same configuration, to deliver the report by different methods. You can also define multiple delivery options of the same type to deliver the report by the same method but to different locations or with different properties. For example, a configuration could include one delivery option to send the report as a PDF file to several recipients through e-mail, a second delivery option to upload the report as a PDF file on an FTP server, and a third delivery option to upload the report as an HTML file on another FTP server.

You can specify the start date when a delivery configuration becomes active, and optionally also an end date after which the configuration becomes inactive. You can also specify start and end dates for individual delivery options within a configuration. Oracle Report Manager delivers reports only when both the configuration and the option are active.

Some detail properties for delivery options let you include date tokens or document tokens as variables within the property value. These properties include the following:

- FTP - Remote File Name
- File System - File Name
- SMTP e-mail - Subject and Mail Body

The date tokens which you can use to indicate the timestamp on the report include the following:

- %y - The year, expressed as a four-digit value. For example, 2011.
- %m - The month, expressed as a two-digit value from 01 to 12.
- %d - The date, expressed as a two-digit value from 01 to 31.
- %H - The hour, based on a 24-hour clock, expressed as a two-digit value from 00 to 23.
- %M - The minutes, expressed as a two-digit value from 00 to 59.
- %S - The seconds, expressed as a two-digit value from 00 to 59.

The document tokens you can use include the following:

- %DOCUMENT_USER_NAME - The display name for the report.
- %DOCUMENT_TIMEFRAME - The timeframe for the report.

To view and maintain delivery configurations:

1. From the Report Manager Home page, choose the Manage Delivery Configuration link.

2. Search for the delivery configurations you want to view. The search criteria are:
 - Configuration Name - Enter the name of the configuration you want to view. You can use the percent sign (%) as a wildcard.
 - Active - Select Yes to view configurations that are currently active, or No to view configurations that are inactive.
3. To view details for a configuration, select the configuration name link.
You can choose **Update** in the View Delivery Configuration page to update the configuration.
4. To update a configuration from the Delivery Configuration page, choose the update icon for that configuration.
5. To delete a configuration, choose the delete icon for that configuration.
6. To create a new configuration, choose **Create Configuration**.

To create or update a delivery configuration:

1. Navigate to the Delivery Configuration creation page or to the Update Delivery Configuration page. These pages are identical, except that the fields in the Update Delivery Configuration page are populated with previously defined information for the selected configuration.
2. Enter a display name for the delivery configuration.
3. Select a start date when the configuration becomes active.
4. Optionally select an end date after which the configuration will become inactive.
5. Define one or more delivery options:
 - Choose **Add Delivery Option**.
 - Enter a display name for the delivery option.
 - Select the delivery option type.
 - FTP - Upload reports to an FTP server.
 - File System - Save reports to the local file system of the Oracle E-Business Suite application tier.
 - SMTP - Send reports to Oracle E-Business Suite users through e-mail.

- Select a start date when the delivery option becomes active.
- Optionally select an end date after which the delivery option will become inactive.
- Choose the Show link in the Details column to define the delivery option details according to the selected type.
- For an FTP delivery option, enter the following details:
 - Remote File Name - Enter the file name to use to upload the report. You can use date tokens and document tokens as variables within the file name. The default file name is %DOCUMENT_USER_NAME_%DOCUMENT_TIMEFRAME.
 - Output Type - Select PDF or HTML as the output format for the report.
 - Remote Directory - Enter the path and directory name on the FTP server where you want to upload the report.
 - FTP Server - Select the FTP server where you want to upload the report.
- For a file system delivery option, enter the following details:
 - File Name - Enter the file name to use to save the report. You can use date tokens and document tokens as variables within the file name. The default file name is %DOCUMENT_USER_NAME_%DOCUMENT_TIMEFRAME.
 - Output Type - Select PDF or HTML as the output format for the report.
 - Location - Enter the path and directory name on the local file system of the Oracle E-Business Suite application tier where you want to save the report. You must enter the complete path; do not use environment variables to represent directories.
- For an SMTP delivery option, enter the following details:
 - Subject - Enter the subject line for the e-mail. You can use date tokens and document tokens as variables within the subject.
 - Mailer - Select the delivery mailer to use to send the e-mail.
 - Output Type - Select PDF or HTML as the output format for the report. The report is included as an attachment to the e-mail.
 - Mail Body - Enter the body text for the e-mail. You can use date tokens and document tokens as variables within the body.

Next, choose **Add Recipients**. In the Add Mail Recipients page, select the

Oracle E-Business Suite user who should receive the e-mail, and select the responsibility through which that user has access to the report content. To add another recipient, choose **Add Another Row**. To delete a recipient, select the recipient and choose **Delete**. When you finish defining recipients, choose **Apply**. The e-mail address for each recipient to whom the e-mail will be sent appears as a property named **To**.

You can also choose **Add Property** in the SMTP details to specify an optional property. The optional properties you can add are;

- Character Set - Select the character set to use for the e-mail. The default character set if you do not specify this property is UTF-8.
- Content Type - Enter the content type for the e-mail. The default content type if you do not specify this property is `text/html`, which lets you use HTML tags within the mail body. Oracle Report Manager also supports the content type `text/plain`.
- Encoding - Enter the encoding to use for the e-mail. The default encoding if you do not specify this property is `base64`.

To delete a recipient or an optional property, select the recipient or property and choose **Delete**.

Note: You cannot delete the required properties: Subject, Mailer, Output Type, and Mail Body.

6. To delete a delivery option, choose the delete icon for that delivery option.
7. When you finish defining delivery options, choose **Apply**.

User to Value Security

Overview of User to Value Security

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

Example

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

The **Security Workbench** menu item is your starting place. It lists value sets currently available for user to value security. See the *Creating User to Value Security*, page 2-4 business flow for more information.

Features of the Security Workbench Page

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

Security Levels

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

- **Owner:** Owners can set contact and viewer privileges for other users within the values and value sets they own. Owners can also view reports within their assigned values.
- **Contact:** Contacts can set viewer privileges for users within the same value and value set. Contacts can view reports within their assigned values.
- **Viewer:** The viewer can only view reports within their assigned values.
- **None:** The user cannot view reports within the values where they have been assigned this security level.

Security Listing Report

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

Notes

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

Setting Up Oracle Report Manager

Setup Overview

Oracle Report Manager leverages features of Oracle XML Publisher and Oracle Web Applications Desktop Integrator.

When you submit a Standard or Variable Report request, Oracle Report Manager uses the Oracle XML Publisher formatting engine to apply a layout template to the request data to generate the report in the desired output format. Oracle Report Manager then publishes the report to the Reports Repository and to any selected menu items.

When you design a template using the Financial Report Template Editor, Oracle Report Manager uses Oracle Web Applications Desktop Integrator to generate and download the Microsoft Excel spreadsheet to your desktop and then uploads the template to the Oracle XML Publisher Template Manager.

When you view a Financial Statement Generator report in Microsoft Excel, Oracle Report Manager uses Oracle Web Applications Desktop Integrator to generate and download the Microsoft Excel spreadsheet to your desktop.

Setup for Oracle Report Manager therefore includes steps for Oracle Web Applications Desktop Integrator and Oracle XML Publisher.

Implementation steps are listed in the following table. Detailed instructions are given in the sections that follow:

Step	Required/Optional	Product
Set Profile Option Values	Optional	Oracle Report Manager and Oracle Web Applications Desktop Integrator
Attach Form Functions to User Menus	Required	Oracle Report Manager

Step	Required/Optional	Product
Perform Setup for Financial Report Template Editor and Financial Statement Generator Reports	Conditionally required. Each user of the Financial Report Template Editor and each user who views Financial Statement Generator reports in Microsoft Excel must configure their client PC Web browser and Microsoft Excel settings.	Oracle Web Applications Desktop Integrator
Set request concurrent programs to generate XML	Conditionally required. Standard and Variable report concurrent programs published by Oracle Report Manager must be set to generate XML in the concurrent program definition.	Oracle XML Publisher
Register concurrent programs as Data Definitions in the Template Manager	Conditionally required. Standard and Variable reports published by Oracle Report Manager must be registered as a Data Definition in the Oracle XML Publisher Template Manager.	Oracle XML Publisher
Create report templates	Conditionally required. All Standard and Variable reports published by Oracle Report Manager require an Oracle XML Publisher RTF template.	Oracle XML Publisher
Register report templates in the Template Manager	Conditionally required. Templates created for use with Standard and Variable Reports must be registered in the Oracle XML Publisher Template Manager.	Oracle XML Publisher

Set Profile Options

Use the System Administrator Responsibility to set the following profile options. For more information about setting profile options, see *Overview of Setting User Profiles, Oracle E-Business Suite Setup Guide*.

Profile Option Name	Default	Description
FRM: User to Value Owner Access	No	<p>The profile option is only set at the user level. When set to "Yes" it enables a user to add participating value sets and assign owner access. For more information, see User to Value Security, page 8-1.</p>
		<p>Additionally, setting this profile option to "Yes" for a user gives that user owner privileges for all folders and reports in the repository, overriding any repository security restrictions defined for individual folders or reports. See Defining Repository Security, page 6-3.</p>
FRM: Set Auto Archive	Null	<p>This profile option sets a default value for the Set Auto Archive option on the Publishing Parameters page. Enter a positive integer to specify the number of months from the date of publishing that the report will be marked for archive in the Reports Repository.</p>
		<p>For example: To automatically mark reports for archive after one month, enter "1".</p>
		<p>Users can override the default value at submission time on the Publishing Parameters page. Note that reports are not actually archived until the Maintain Repository concurrent request is run. For more information, see Archiving Reports, page 6-5.</p>
ADI: Allow Sysadmin to View All Output	No	<p>Set this to "Yes" to allow users with the System Administrator responsibility to view the output for all users. This option overrides user to value security for System Administrators.</p>

Profile Option Name	Default	Description
FRM: Excel View Row and Column Headings	No	<p>Set this profile option to "Yes" to display row and column headings in the Microsoft Excel spreadsheet when users output a report to Microsoft Excel. Row and column headings let users easily select an entire row or column at once to perform actions such as editing, formatting, or copying the row or column.</p> <p>This profile option is set to "No" by default. When this profile option is set to "No", row and column headings are not displayed unless users manually enable the headings within their Microsoft Excel settings.</p> <p>Note: If you update this profile option, the change takes effect the next time a user outputs a report to Microsoft Excel. You do not need to republish reports for the change to take effect.</p>

Additionally, check that the following Oracle Web Applications Desktop Integrator profile options are set to appropriate values for the Oracle Report Manager features you want to use. These profile options control both Oracle Web Applications Desktop Integrator and the Oracle Report Manager features that use Oracle Web Applications Desktop Integrator. For more information, see: *Setting Profile Options, Oracle Web Applications Desktop Integrator Implementation and Administration Guide*.

Profile Option Name	Default	Description
BNE Enable Digital Signature	No	Set this profile option to Yes to enable Oracle Web Applications Desktop Integrator and Oracle Report Manager to affix a digital signature to the spreadsheets you create, identifying them as coming from a trusted source. You can then select a macro security level in Microsoft Excel that requires digital signatures when working with these spreadsheets.

Profile Option Name	Default	Description
BNE Server Log Level	INFORMATION	This profile option determines the level of detail that is recorded in the Oracle Web Applications Desktop Integrator log file. Additionally, if you set this profile option to TRACE, then Oracle Report Manager does not delete the ReportManager.xls file after the report spreadsheet has been created. If you set any log level other than TRACE, then Oracle Report Manager displays the ReportManager.xls file while the report is being created, but deletes this file when the report rendering is complete.

Attach Form Functions to Navigation Menus

Use the System Administrator responsibility to assign the Oracle Report Manager menu items to the navigation menus of the appropriate responsibilities. For more information on adding functions to menus, see *Navigation Menus, Oracle E-Business Suite Security Guide*.

Following are the Oracle Report Manager User Function names:

- Financial Report Submission
- Financial Report Template Editor
- Repository Management
- Security Workbench
- Standard Report Submission
- Upload File
- Variable Report Submission
- Report Set Definition
- Publish Report Set
- Define Report Set Publishing Options
- Publish Request Set
- Define Request Set Publishing Options

- Ad Hoc FSG Submission

Set Up Financial Report Template Editor and Financial Statement Generator Reports

Oracle Report Manager uses the Oracle Web Applications Desktop Integrator integration with Microsoft Excel to generate spreadsheets for the Financial Report Template Editor and for the Microsoft Excel output for Financial Statement Generator reports. The following setup is required to use these features.

Prerequisites

- Client PC with Windows NT 4.0 (with Service Pack 3 or later), Windows 98, Windows Me, Windows 2000, Windows XP, Windows Vista, or Windows 7 installed on it.
- A version of Internet Explorer or Firefox supported by Oracle E-Business Suite installed on the client PC.

See My Oracle Support Knowledge Document 389422.1, *Recommended Browsers for Oracle E-Business Suite*, for the list of supported browser versions.

- Microsoft Excel 2000, 2002, 2003, 2007, or 2010 installed on the client PC. For Microsoft Excel 2010, both the 32-bit release and the 64-bit release are supported.

For more information, see My Oracle Support Knowledge Document 1077728.1, *Using Microsoft Office 2007 and 2010 with Oracle E-Business Suite 11i and R12*.

Selecting Macro Security Settings in Microsoft Excel

In Microsoft Excel 2002 and higher, you must select the macro security settings that you want to enable the macros used by Oracle Report Manager. You can choose to set a medium macro security level, in which case you are prompted to enable the macros each time you open an Oracle Report Manager spreadsheet. Alternatively, you can set the BNE Enable Digital Signature profile option in Oracle E-Business Suite to have Oracle Report Manager affix a digital signature to the spreadsheets you create. In this case, you can select a high macro security level in Microsoft Excel. After you initially identify the Oracle Report Manager macros as coming from a trusted source, Microsoft Excel automatically allows the macros to run.

Settings for Unsigned Spreadsheets

If you choose not to use digital signatures in Oracle Report Manager, then you must set your Microsoft Excel macro security to let you enable macros on a case by case basis. The steps to do so may vary depending on your version of Microsoft Excel. For example:

For Microsoft Excel 2002 or 2003:

1. From the **Tools** menu, select **Macro**, then **Security**, and then **Security Level**.

2. In the **Security Level** tab, select the Medium option.
3. In the **Trusted Sources** tab, select the Trust access to Visual Basic Project option.

For Microsoft Excel 2007:

1. Choose the Microsoft Office button, and then choose **Excel Options**. In the **Trust Center** category, choose **Trust Center Settings**, and then the **Macro Settings** category.
2. Select the Disable all macros with notification option.
3. Select the Trust access to the VBA project object model option.

For Microsoft Excel 2010:

1. Choose the **File** tab, and then choose **Options**. In the Options dialog box, choose **Trust Center** and then **Trust Center Settings**. In the Trust Center, choose **Macro Settings**.
2. Select the Disable all macros with notification option.
3. Select the Trust access to the VBA project object model option.

With these settings, Microsoft Excel prompts you to enable the macros whenever you create or open an Oracle Report Manager spreadsheet.

Settings for Digitally Signed Spreadsheets

If you want to use digital signatures in Oracle Report Manager, set the BNE Enable Digital Signature profile option to Yes. When this option is set, Oracle Report Manager affixes a digital signature to the spreadsheets you create. You can then select a macro security level in Microsoft Excel that requires digital signatures. The steps to do so may vary depending on your version of Microsoft Excel. For example:

For Microsoft Excel 2002 or 2003:

1. From the **Tools** menu, select **Macro**, then **Security**, and then **Security Level**.
2. In the **Security Level** tab, select the **High** option.
3. In the **Trusted Sources** or **Trusted Publishers** tab, select the Trust access to Visual Basic Project option.

For Microsoft Excel 2007:

1. Choose the Microsoft Office button, and then choose **Excel Options**. In the **Trust Center** category, choose **Trust Center Settings**, and then the **Macro Settings** category.
2. Select the Disable all macros except digitally signed macros option.

3. Select the Trust access to the VBA project object model option.

For Microsoft Excel 2010:

1. Choose the **File** tab, and then choose **Options**. In the Options dialog box, choose **Trust Center** and then **Trust Center Settings**. In the Trust Center, choose **Macro Settings**.
2. Select the **Disable all macros except digitally signed macros** option.
3. Select the Trust access to the VBA project object model option.

With these settings, the first time you create a signed Oracle Report Manager spreadsheet, you must identify the Oracle Report Manager macros as coming from a trusted source. Subsequently, whenever you create a signed spreadsheet, Microsoft Excel automatically allows the macros to run.

Note: If you create a digitally signed spreadsheet, it is recommended to work without saving in order to preserve the signature. If you save an Oracle Report Manager spreadsheet, then the Oracle signature is discarded, because the content of the spreadsheet is no longer controlled by Oracle. To continue working on the spreadsheet, you can use one of these options:

- Change your macro security settings to a medium security level temporarily while performing tasks that use Oracle Report Manager macros, such as performing a template upload to Oracle E-Business Suite.
- Create a new digitally signed Oracle Report Manager spreadsheet, and copy and paste the modified data from the saved, unsigned spreadsheet to the new signed spreadsheet. You can then continue working in the new spreadsheet at the same security level.
- Attach your own digital signature from a trusted source to the spreadsheet and save the spreadsheet again.

Selecting Microsoft Internet Explorer Settings

If you use Microsoft Internet Explorer as your Web browser, select the following downloads setting so that you can download the spreadsheets created by Oracle Report Manager to your desktop.

1. From the **Tools** menu, select **Internet Options** and then select the **Security** tab.
2. Select the zone in which you are working, such as **Trusted Sites**, and select the **Custom level** button.

3. In the **Downloads** settings, select **Enable** for the **File download** option.

Additionally, if you use Microsoft Internet Explorer 7 or 8, select the following scripting setting so that Oracle Report Manager can complete the spreadsheet creation process.

1. From the **Tools** menu, select **Internet Options** and then select the **Security** tab.
2. Select the zone in which you are working, such as **Trusted Sites**, and select the **Custom** level button.
3. In the **Scripting** settings, select **Enable** for the **Allow status bar updates via script** option.

Creating FrmFsgImages Directory and Setting Permissions

This step is required only for the Financial Report Template Editor. To enable the Financial Report Template Editor to upload the images in your template to your Web server, you must create a directory for the images to be uploaded to, as follows:

1. Create the **FrmFsgImages** directory in the physical directory designated by the **OA_MEDIA** virtual directory on your Web server. For information on the **OA_MEDIA** directory in your installation, see your Web server administrator.
2. Set the permissions on the **FrmFsgImages** directory to allow reading and writing for the process running your Web server.

Perform Setup Required for Standard and Variable Report Publishing

Every standard or variable report that you wish to publish through Oracle Report Manager must first be set up in Oracle XML Publisher. Beginning with Oracle E-Business Suite 11.5.10, some reports are delivered with the Oracle XML Publisher components and therefore will not require any additional setup.

For those reports not delivered with Oracle XML Publisher components, following is an overview of the setup steps. For complete information, see the *Oracle XML Publisher Administration and Developer's Guide*.

1. Set the report concurrent program to generate XML.

This can be achieved in one of two ways:

- If you plan to publish the Standard report only using Oracle Report Manager, use the Concurrent Programs window to change the Output Type of the report definition to XML.
- If you plan to generate another output from the Standard report (such as Text), you may want to use the "Copy to" feature of the Concurrent Programs window to create a duplicate of the existing program. Set the Output Type of the copy of the concurrent program to XML.

Note: For more information, see Concurrent Programs Window, *Oracle E-Business Suite Setup Guide*.

2. Create a layout template for the report using Microsoft Word.
3. Register the concurrent program as a Data Definition in the Oracle XML Publisher Template Manager.
4. Register and upload your layout template to the Oracle XML Publisher Template Manager.