Oracle Financials Cloud

Creating Analytics and Reports for Financials

22B

Oracle Financials Cloud
Creating Analytics and Reports for Financials

22B

F53806-01

Authors: Sanjay Mall

Contents

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Use help icons Help icon to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

Get Support

You can get support at *My Oracle Support*. For accessible support, visit *Oracle Accessibility Learning and Support*.

Get Training

Increase your knowledge of Oracle Cloud by taking courses at *Oracle University*.

Join Our Community

Use *Cloud Customer Connect* to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the *Oracle Accessibility Program*. Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

1 Overview

Overview of Transactional Business Intelligence

You use Oracle Transactional Business Intelligence (OTBI) to analyze your business and take action with embedded and ad-hoc analysis of your transactional data.

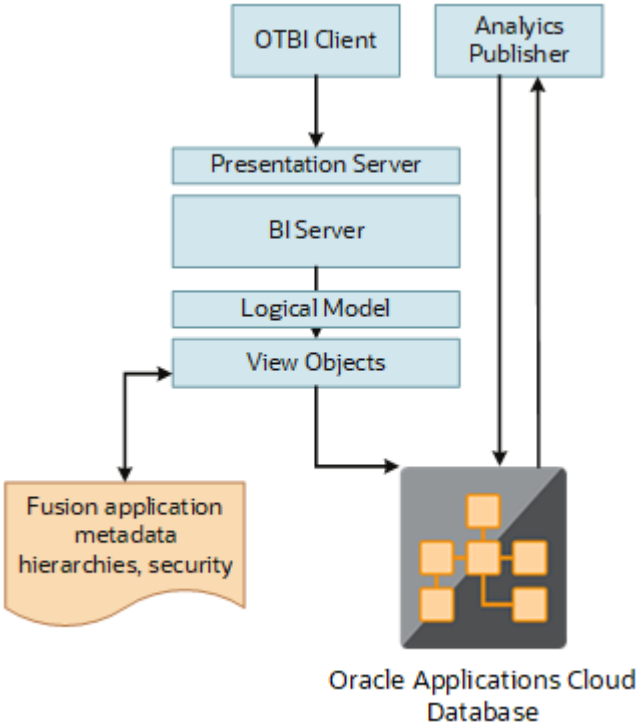
Key metrics and attributes of your business and organization are organized into subject areas of data you use as building blocks to answer your business questions.

- Use embedded analyses and reports to gain insights and report on key business metrics
- Build ad-hoc analyses, reports, and dashboards.
- Create business intelligence (BI) catalog folders and define who has access to what in the catalog.
- Organize your analytics in dashboards and embed them in your work areas.

Architecture

OTBI integrates with Application Development Framework (ADF) to run your real-time analysis of your business subject areas.

The BI Server creates physical queries based on metadata mappings between the subject areas you work with in your analysis and ADF view objects and their underlying database tables. The BI Presentation Server compiles and formats the results in the BI client or as embedded analytics.



Here's the OTBI architecture.

BI Objects and Tools

Here are some of the OTBI components and the objects they support.

Catalog Object	Description	BI Component or Tool
Analysis	Analyses are a selection of data displayed in one or more views, such as a table or chart, to provide answers to business questions.	Analytics Answers
Dashboard	Dashboards organize analytical content and catalog objects, and present them in a meaningful way.	Dashboard Builder
Dashboard Prompt	Dashboard prompts allow users to filter dashboard content by selecting from provided values.	Analytics Answers and Dashboard Builder
Filter	Filters limit the results that are displayed when an analysis is run.	Analytics Publisher
Agent	Agents deliver scheduled analytics and other content and notifications.	BI Delivers
Report	Reports present data in pixel-perfect printable format for distribution.	Analytics Publisher
Data Model	Data models define the data source for reports.	Analytics Publisher
Subtemplate	Subtemplates are reusable formatting definitions for reports.	RTF or XSL editor

Note: You can't change privileges for the BI components, for example by changing which roles are assigned to access Dashboards or Analytics Publisher. Any changes made to privileges in the BI Administration page Manage Privileges page aren't preserved during any upgrade.

The catalog stores the BI objects in a folder structure of individual files, organized by product family.

BI objects and reports are organized in a folder hierarchy:

- Shared folders (parent)
- Product family, for example, Financials
- Product, for(example, Payables
- Report groups, for example, Invoices
- Dashboard reports
- Data models
- Report components

- Analytics Publisher reports
- Prompts

Some Oracle Transactional Business Intelligence components aren't available in Oracle Applications Cloud:

- BI Server: Processes user requests and queries in underlying data sources.
- Catalog Manager: Manages BI catalog and objects.
- BI Administration Tool: Manages metadata repository that defines the logical structure and physical data sources for analytic subject areas.

Related Topics

- More About Oracle Transactional Business Intelligence Components
- Queries and Performance

More About Oracle Transactional Business Intelligence Components

If you want to know more about Oracle Transactional Business Intelligence components, here's what we have.

Oracle Transactional Business Intelligence

Here's the information about the parts of Oracle Transactional Business Intelligence (OTBI) that support analysis against your transactional data.

- Create and work with analyses, dashboards, and advanced analytical content, including dashboard prompts, conditions, actions, and key performance indicators.
  Creating Analyses and Dashboards in Oracle Transactional Business Intelligence
- Administer analyses, dashboards, and other content.
  Administering Oracle Transactional Business Intelligence

Oracle Analytics Publisher

Analytics Publisher is the part of OTBI you use for reports.

- Run and view reports.
  Using Oracle Analytics Publisher in Oracle Transactional Business Intelligence
- Create and edit reports, data models, layouts, templates, subtemplates.
  Designing Pixel-Perfect Reports in Oracle Transactional Business Intelligence
- Administer Analytics Publisher, set up data sources and delivery destinations, manage security, and move catalog objects.
  Administering Oracle Analytics Publisher in Oracle Transactional Business Intelligence

View Analytics, Reports, and Dashboards

Watch video

There are different ways to view and work with your analytics and reports. You can view analyses, dashboards, and reports in the course of your work, on your usual pages and infolets. Or you can find them in the business intelligence catalog with the Reports and Analytics work area and the Reports and Analytics panel tab.

View Analytics in Infolets

Use your favorite infolet pages to find analytics.

1. Use the page controls and Previous and Next icons to explore infolet pages in the home page, where they may appear in infolets with summaries and aggregations or performance metrics. You may also find infolets in some work areas.
2. Click an infolet to open a detailed analysis. So for example, if an infolet has transactions summed to a total, click it to view details of the underlying transactions.
3. Click **Done**.

View Objects in Familiar Work Areas and Pages

Use analyses, dashboards, and reports available in your usual pages and work areas.

1. Explore your pages. Some may include analysis and report links or embedded objects, sometimes in tabs or panel tabs.
2. Some work areas have a Reports and Analytics panel tab, where you explore catalog folders for relevant analyses and reports for the work area. And if you have permission, you can map more objects to the work area if they're appropriate.
    a. Open the panel tab.
    b. Expand the Shared Reports and Analytics folder and explore the available content.
    c. Click the link for any object and see its type to determine whether it's an analysis, a report, or a dashboard.
    d. Click **View** to open the object.

View Objects in the Reports and Analytics Work Area

Use the Reports and Analytics work area to search or browse the catalog and view any analysis, dashboard, or report you have access to. It opens at the highest level of the catalog's folder hierarchy with all objects you have marked as favorites.

Here are some things you can do in the Reports and Analytics work area.

1. Click **Navigator** > **Tools** > **Reports and Analytics**.

2. Filter and search for objects:
    a. From the Filter list, select what you want to find.
    b. To view objects you have marked as favorites, select **Favorites** in the list. Or select **Recent Items** to view objects you recently worked with, or a recent search to run it again. Enter a name or part of a name and click the **Search** icon.
    c. In the search results, use the icons to identify what the objects are.
    d. Click the name of an object to open it, or click **More** and select an action.
3. In the breadcrumbs, browse the catalog folders for analytics and reports. Click any **Hierarchical Selector** icon to select a different node for the next level in the hierarchy.
4. Mark objects as favorites.
    - Select **Favorites** in the Saved Searches to display your favorite objects.
    - Click the **Add Favorites** icon for an object to mark it as a favorite.
    - Click the **Remove from Favorites** icon to remove an object from your favorites.
5. Create and edit analyses and reports.
    a. Click **Create** and select **Report** or **Analysis**.
    b. Use wizards to create your analysis or report.
6. Click the **Browse Catalog** button (or click the **More** icon for a specific report, dashboard, or analysis) to use more features.

View Analyses

An analysis queries against your company's data and answers business questions with visualizations, such as charts and tables. They may appear on your pages, or as parts of a dashboard.

1. From the catalog folders or search results, open an analysis to view.
2. Click **Refresh** to rerun the analysis and refresh its data.
3. Click **Print** and select either **Printable PDF** or **Printable HTML** to open a printable version.
4. Click **Export** to get analysis data in various formats, for example PDF, Excel, PowerPoint, comma-separated value (CSV), and XML.

> **Note:** When you export data in a CSV format, dates are exported in raw format and converted to UTC time zone.

View Grouped Analyses in Dashboards

Some analyses are grouped in dashboards to give you meaningful related information. A dashboard contains pages of analyses, prompts that filter information, and other objects.

1. From the catalog folders or search results, open a dashboard to view.
2. Select values for any dashboard prompts to filter the dashboard.
3. Click **Apply** to refine the results of all of the analyses in the dashboard.

View Reports

Reports show data in a predefined format that's optimized for printing.

1. From the catalog folders or search results, open a report.

2. Click the **View Report** icon if you want a different format.
    - Choose **HTML** or **PDF** to display the report in a format for printing. Because it's optimized for printing, PDF often provides the best results.
    - You can also export the report as RTF for editing in a word processor, or as Excel or PowerPoint.
3. From the catalog folders or search results, you can also do these tasks:
    - Click **Edit** to edit the report properties, layout, and data model.
    - Click **Report History** to see details about past submissions of the report.
    - Click **Schedule** to schedule the report to be run.

How You Use the Analytics Page

The Analytics page shows up to five of your favorite analyses for easy access. To add an analytic to your page, mark it as a favorite in the panel tab.

- The Analytics page is available only for some product families. See the Analyze and Report page for these cloud services in the Oracle Help Center (http://docs.oracle.com).
    - CX Sales

      See: CX Sales Reports and Analytics
    - Human Capital Management

      See: Global Human Resources Reports and Analytics
- On these Help Center pages, you can review lists of predefined analytics that you might be able to add to your Analytics page. You can also find guides and other resources for using and creating analytics and reports.

2 Introduction to Financial Reporting

Overview of Creating Financial Analytics and Reports

Oracle Financials Cloud provides predefined analyses, dashboards, and reports that help you meet financial and business intelligence requirements. With the many reporting tools, you can run, view, and build user-defined or real-time analytics and reports.

The Oracle Financials Cloud: Creating Analytics and Reports Guide covers creating and editing analysis and reports as well as subject areas for the following Oracle Fusion Financial Applications:

- General Ledger
- Intercompany
- Budgetary Control
- Subledger Accounting
- Payables
- Payments
- Cash Management
- Expense Reporting
- Assets
- Receivables
- Collections

Configuring Analytics and Reports

You can create and edit analytics and reports for your own use. Or, if you have the appropriate roles, you can configure for others. For example, you can:

- Add or remove columns from an analysis.
- Change the branding logo on report output.
- Create a dashboard to include your most commonly viewed analyses.

Setup and Administration

Additional tasks support creating and editing analytics and reports. For example, your implementor or administrator can:

- Secure access to user-defined analytics and reports.
- Archive and move user-defined analytics and reports from one environment to another.
- Create financial report definitions.

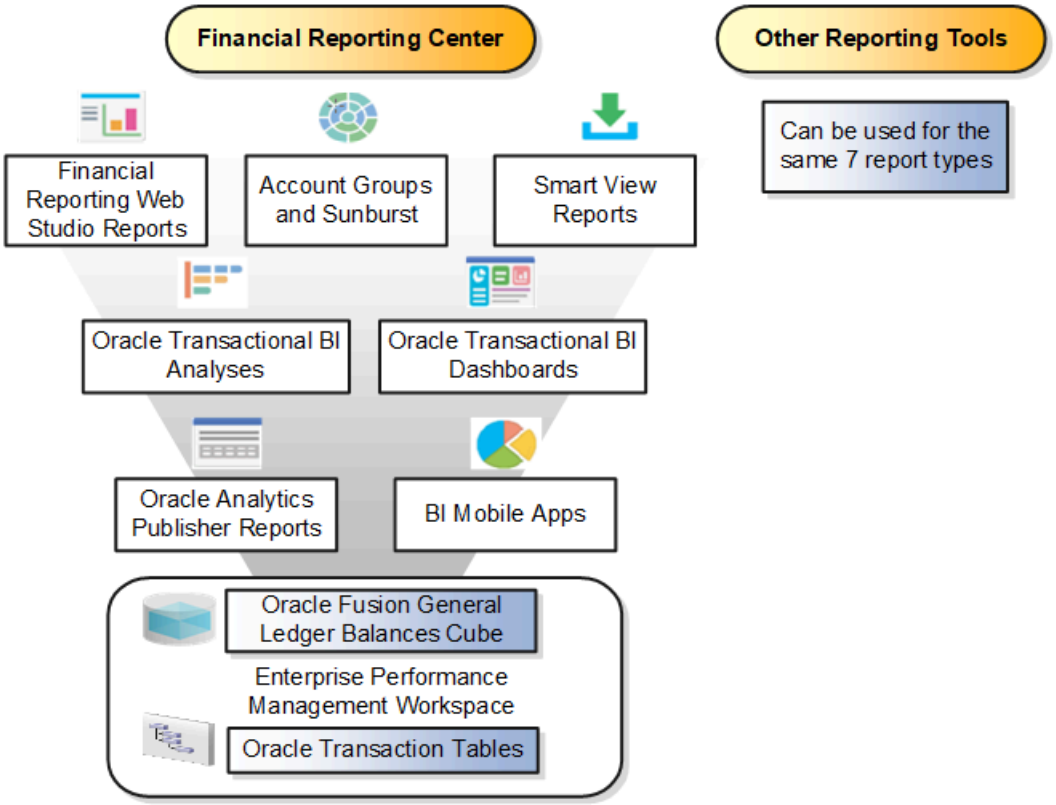
Overview of Financial Reporting Center

The Financial Reporting Center is intended to be the primary user interface for financials end users to access all seven report types.

Financial Reporting Center

The Financial Reporting Center includes these report types: Financial Reporting Web Studio Reports, Account Groups and Sunburst, Smart View Reports, Oracle Transactional Business Intelligence Analyses, Oracle Transactional Business Intelligence Dashboards, Oracle Analytics Publisher Reports, and Business Intelligence Mobile Apps. Other reporting tools are also available to run the same seven report types.

This figure illustrates the report types that are available in the Financial Reporting Center.



Reports can be accessed through various methods. However, the Financial Reporting Center provides access to every type of report, is intended to be the primary user interface for financials end users, and is tablet and smartphone friendly. In addition to accessing reports, you can add favorites, define tags, and view report details, such as type and last updated date.

Financial Reports are read from the **Shared** > **Custom** > **Financials** and **My Folders** directories. All other report types can be saved anywhere in the BI Catalog however, any user-defined content should be in the **Shared** > **Custom** folder. Subfolders can be created within the **Shared** > **Custom** folder.

Seven types of reports can be run from the Financial Reporting Center and from the other reporting tools.

- Financial Reports: These reports are built off of the Oracle Financial Reporting Web Studio using data in the Oracle Fusion General Ledger balances cube. For example, company income statements and balance sheets. These reports are mainly run by users in General Ledger.
- Account Groups and Sunburst: Account groups are used to monitor key accounts in General Ledger. When a user creates an account group, it becomes visible in the Financial Reporting Center with the Sunburst visualization tool. The Sunburst visualization tool lets you interact with your account balances across various business dimensions to view balances from different perspectives. Account groups are used only in General Ledger.
- Smart View Reports: Smart View is a multidimensional pivot analysis tool combined with full Excel functionality. Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment. These queries are mainly for users in General Ledger. To share Smart View queries, users can email them to other users, or they can upload the queries to the Financial Reporting Center where users can download them to a local drive for use. The Financial Reporting Center is only a place for users to upload and download Smart View queries.

  > **Note:** To upload a Smart View report to the Financial Reporting Center: select the Open Workspace for Financial Reports task, navigate to the BI Catalog, and select **Upload** from the Tasks section. Be sure to upload the Excel file to one of the folder locations mentioned previously.

- Oracle Transactional Business Intelligence Analyses: These analyses and reports are built off of transactional tables using subject areas. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Transactional Business Intelligence Dashboards: Dashboards put all the information, functions, and actions that a business user must have to do their job in one place. Dashboards are built off of Oracle Transactional Business Intelligence objects like analyses and reports. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Analytics Publisher Reports: Most of these reports are predefined and must first be submitted and resubmitted to see the latest data by the Oracle Enterprise Scheduler through the Scheduled Processes navigation. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- BI Mobile Apps: Oracle Business Intelligence Mobile App Designer is an application that enables you to create multitouch information-driven applications with rich interaction, rich visualization, and rich media, for mobile devices such as iPhone, iPad, Android phone, tablet, and more. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

Other Reporting Tools

Six other tools are available for reporting in Financials.

The following table lists the other reporting tools and the types of reports they support.

Other Reporting Tools	Report Type
General Accounting Dashboard and Account Inspector	Account Groups
Reports and Analytics	Oracle Transactional Business Intelligence Objects

Other Reporting Tools	Report Type
BI Catalog	All Report Types, Except Oracle Analytics Pubsliher Reports
Enterprise Performance Management Workspace	Reports, Books, Snapshot Reports, Snapshot Books, Financial Reporting Batches, and Batch Scheduler
Enterprise Scheduler System	Oracle Analytics Publisher Reports

Even though the Financial Reporting Center is designed to be the main user interface for a financial end user's reporting needs, some users may choose to use any of the six other tools for reporting in financials, such as:

- General Accounting Dashboard, which provides access to Account Groups: Uses the Account Monitor to efficiently monitor and track key account balances in real time.
- Account Inspector: Perform ad hoc queries from account groups and financial reports through drill down to underlying journals and subledger transactions.
- Reports and Analytics: This reporting tool has a panel that reflects the folder structure of the BI Catalog. Users can access and run any Oracle Transactional Business Intelligence analysis, report or dashboard. Users can't run predefined Financial Reports or Oracle Analytics Publisher reports from this interface. This interface can be used by all financials users.
- BI Catalog: A component of the Enterprise Performance Management Workspace where you can run all report types, except for predefined Oracle Analytics Publisher reports.
- Enterprise Performance Management Workspace: Create reports, books, snapshot reports, snapshot books, Financial Reporting batches, and batch scheduler, and schedule batches to automatically run and burst to email.
- Enterprise Scheduler System: Only Oracle Analytics Publisher reports can be submitted from this interface. Users access this interface by navigating to **Tools** > **Scheduled Processes**. Most financial users have access to this interface to run standard reports for General Ledger, Payables, Receivables, and so on.

Related Topics

- Set Up Financial Reporting Center and Smart View

Overview of Reports and Analytics Tools

The following are additional Oracle Fusion Financial reporting and analysis products:

- Oracle Analytics Publisher
- Oracle Transactional Business Intelligence
- Oracle Business Intelligence Analytics
- Spreadsheet Integration

Oracle Analytics Publisher

Oracle Analytics Publisher provides the ability to create and format high-quality reports across Oracle Fusion Applications in general, including Oracle Fusion General Ledger. It applies templates, designed by your users in familiar desktop tools, to standard extracts and reports.

- Report layouts using familiar desktop tools, such as Adobe Acrobat PDF, Word, and Excel
- Ability to create one template to provide reports in many languages
- Reports published in various outputs such as Word, Excel, PDF, RTF, and HTML
- Scheduled reports for delivery to a wide range of destinations

Oracle Transactional Business Intelligence

Oracle Transactional Business Intelligence (Transaction BI) is a reporting tool that provides embedded analytics. Transaction BI supports online inquiry for most transactions, reducing the requirement to build and maintain user-defined reports. Transaction BI also provides:

- Drag-and-drop functionality to build the report layout, and immediately run the report to obtain real time results
- Shared queries and reports using the Report Catalog, a reporting option used to view or save specific definitions

Oracle Business Intelligence Analytics

Oracle Business Intelligence Analytics in Oracle Fusion:

- Supports real time, queries from an Oracle Fusion balances cubes and external data warehouses
- Contains prebuilt key performance indicators (KPIs) and metrics that deliver information throughout all levels of the organization
- Preaggregates data to summarize information across multiple data sources for faster queries

Spreadsheet Integration

You can transfer data easily and promptly to spreadsheets throughout Oracle Fusion General Ledger and Oracle Fusion Financials. In addition use the spreadsheet features in Financial Reporting, Smart View, and Business Intelligence. Watch for the XLS icon on the toolbar associated with a tabulation of data. Selection of the icon creates a spreadsheet tab with the displayed information.

Oracle Fusion Financials facilitates importing data by using prepared spreadsheet templates that include validation and control features.

> **CAUTION:** When working with these spreadsheets, changes are not recorded in Oracle Fusion Applications until the spreadsheet is uploaded. The upload appropriately fails unless users follow the conventions, statuses, search requirements, refresh requirements, and other instructions associated with the spreadsheet.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks

Financials Reports and Analytics Pane

The Reports and Analytics pane, also called BI Composer, is a central place to quickly view or run analytics and reports used in your work.

If you have the permission, you can:

- Create or edit reports and other analytic content by selecting subject areas, columns, filters, and prompts.
- Add reports from the business intelligence (BI) catalog to the pane.
- Find this pane in a panel tab. Navigate to: Tools > Reports and Analytics to open the Reports and Analytics work area. The pane appears as the Contents pane.

What's In the Pane?

This table describes what's in the Reports and Analytics pane's top-level folders.

Folder	Content
My Folders	Any user-defined analytics or reports that you saved for your own use only.
Shared Folders	• Any predefined analytics and reports that are relevant to your work area. Or, in the Reports and Analytics work area, all the analytics and reports that you have access to. • Any shared user-defined reports and analytics in the user-defined subfolder. Place your shared reports and analytics in this folder to protect them during upgrades.

Business Intelligence Catalog

The business intelligence catalog stores all analytics, reports, and other BI objects. Each analysis, dashboard, or report in the Reports and Analytics pane represents a mapping, or link, to the same object in the catalog. The Reports and Analytics pane also reflects the folder structure of the BI catalog.

3 Analyses, Reports, and Dashboards Modification

Get Started with Oracle Transactional Business Intelligence (OTBI) for Financials

In this example, you view an analysis called the Payables Aging Summary. This analysis was created using Oracle Transactional Business Intelligence, an ad hoc reporting tool. You can use the tool to create analyses, dashboards, and infolets using information from your Oracle Financials Cloud

Viewing an Analysis

1. Let's start from the Financial Reporting Center and search for the **Payables Aging Summary**.
2. Click the **Expand** icon to see details like type and location.

   In this example, the type is Analysis. The location shows you where the analysis is stored.
3. Click the title.

   Now you can see the analysis. The information here is real time and based on the latest transaction information.This analysis has bars and a table that show totals by aging categories like Current, Overdue 21 - 60 days, and so on. You can use different views like time series lines, bars, tables, and heat maps in your analyses. An analysis can use more than one type of view to help arrange information in a way that's useful for your audience.
4. Click the **Overdue 91-180 Days** bar.

   A table shows the invoices that make up the total for this category. You can see invoice details like supplier name, invoice due date, invoice number, and unpaid amount.
5. Click the **Buckets** drop-down list to change categories.

   Now you see the details that make up another aging total.
6. Go back to the previous page.
7. Click the **Analysis** icon after the title.
8. Click the **Edit** link to open the layout.

   You can make changes here and save them in the same location, or you can save them in another area that you have access to. You can also create another analysis. Just click the **New** menu to get started.

Overview of Oracle Analytics Publisher Best Practices for SaaS Environments

Oracle Analytics Publisher is an enterprise reporting solution for creating highly formatted, pixel perfect reports. It offers a single solution environment to author, manage, and deliver a variety of business documents. Oracle Analytics Publisher is available to customers with Oracle BI Suite Plus

Often the reports process large amounts of data, which requires product teams and end customers to understand the best practices of Oracle Analytics Publisher. This white paper provides a detailed list of best practices that are recommended by Oracle when using Oracle Analytics Publisher in a Software-as-a-Service (SaaS) environment. For more information, see *Oracle BI Publisher Best Practices for SaaS Environments document ID 2145444.1* on My Oracle Support at https://support.oracle.com.

Example of Exploring Financial Subject Areas in Oracle Transactional Business Intelligence

In this example, you examine Financial subject areas in Oracle Transactional Business Intelligence. Here's the list of Financial products with subject areas: Assets, Budgetary Control, Cash Management, Expenses, General Ledger, Intercompany, Payables, Receivables, Revenue Management, and Subledger Accounting.

1. Start from the Financial Reporting Center.
2. Click **Tasks**.
3. Click **Open Workspace for Financial Reports**.
4. Select **Navigate** > **Applications** > **BI Catalog**.
5. You have to create an analysis to see the subject areas you have access to:
    a. Click the **New** icon.
    b. Click **Analysis**.

    Subject areas are organized in folders and the information they contain varies based upon reporting requirements. General Ledger subject areas cover account balances, journals, and period statuses.
6. Select the **General Ledger Transactional Balances** - **Real Time** subject area. The term **Real Time** in the subject area name indicates the information is up-to-date as of the latest general ledger journal posting. You can use this subject area to create trial balances and general queries to review changes in account balances over time. Here are some of the folders that appear in the Subject Area pane.
    - Balancing Segment
    - Cost Center Segment
    - Currency
    - Time
    - Ledger
    - Ledger Set

You can expand folders to see their components. For example, the Time folder contains accounting period and year. If you have more than one ledger, you can create an analysis that filters by ledger and ledger set. You can query a specific general ledger balance, or groups of general ledger balances.

7. Click the **Add or Remove Subject Areas** icon in the Subject Areas toolbar to view more subject areas and the type of information they hold.

   For example, with the Payables subject areas you can examine information about suppliers, supplier balances, and invoices, including freight and tax charges. You can also see how invoices and payments affect the general ledger. An analysis can show which invoices were paid on time and whether checks have cleared.

   The Receivables subject areas include customer information, customer balances, and invoice details such as terms and receipts, credit memos, and revenue adjustments. Similar to Payables, you could analyze how receipts affect general ledger account balances.

Analyses and Dashboards

How Data Is Structured for Analytics

The business intelligence (BI) repository contains the metadata that defines which columns you can include in analyses, and the source of that data. The repository is organized into subject areas, which contain folders with the columns.

Note: You can also use the BI repository as a data source for reports.

Columns

This table describes the three types of columns available when you create or edit analyses.

Column Type	Description	Example
Fact	Provides a measure of something, meaning that the values are numbers.	Total
Attribute	Represents a piece of information about a business object, with values that are dates, IDs, or text. **Note:** Attribute columns can be flexfield segments imported into the BI repository.	Start Date
Hierarchy	Holds data values that are organized in a hierarchical manner.	Time, with sublevels: • Year • Quarter

Column Type	Description	Example
		• Month

Subject Areas

When you create an analysis, you first select a subject area, which contains columns related to a specific business object or area. Then, open folders within the subject area to find the columns to include.

For product families that use Application Composer, you can create custom subject areas to accommodate custom objects or to add new facts for analysis.

Folders

Each subject area has one fact folder and a number of dimension folders. Folders can have subfolders.

- **Fact folders**:
  - Contain fact columns.
  - Are usually the last in a list of folders and are usually named after the subject area.
- **Dimension folders**:
  - Contain attribute and hierarchical columns.
  - Are joined to the fact folder within a subject area.

    For example, if your analysis has the Currency attribute from a dimension folder, you see currencies in the results. If you also add the Total fact, then your analysis includes only records with both a currency and a total amount. The more columns you add, the smaller the query set for your analysis.
  - Can be common folders, or common dimensions, that appear in more than one subject area.

    If your analysis has columns from multiple subject areas, then you:
    - Should include columns only from dimension folders that are common to all of those subject areas. At least one such column is required.
    - Must include one column from the fact folder in each of those subject areas.

Related Topics

- Create and Edit Analyses Using a Wizard
- Create and Modify Analyses and Dashboards
- Manage Analytics with Advanced Features
- About Custom Subject Areas

Create and Edit Analyses Using a Wizard

Use the wizards to quickly create and edit your analyses. You can use a wizard to create and edit most of your analytics, for example to select columns, add filters or views.

You can also use advanced business intelligence features to create or edit dashboards or manage analyses and other objects in the catalog.

1. Start the wizard from the Reports and Analytics work area or the Reports and Analytics panel tab (if available).
    - To create a new analysis click **Create** and select **Analysis**. Select a subject area for your analysis and click the**Continue** button.
    - To edit an existing analysis, in the Reports and Analytics work area, select it in a folder or the favorites list, click its ellipsis icon and select **Edit**. In the Reports and Analytics panel tab, click the analysis, then click **Edit**.
2. In the Select Columns page, optionally, click **Add/Remove Subject Areas** and, in the Add/Remove Subject Areas dialog box, select more subject areas or remove any that you no longer need, and click **OK**. You can't remove the original subject area selected for the analysis. To remove any other subject area, first remove its columns from the analysis.
3. From here on, make selections in a series of analysis-definition pages, selecting Next or Back to navigate among them.
    - In the Select Columns page, expand your subject area and folders within it to choose the columns to include in your analysis. Also set options for those columns.
    - In the Select Views page, determine whether your analysis is to include a table, a graph, or both. For either, select among several types. If you include both, select the order in which they appear.
    - In Edit Table and Edit Graph pages, select options that apply to your table and graph layouts. Each of these pages is active only if you selected the item it applies to in the Select Views page.
    - In the Sort and Filter page, optionally apply filters to columns to refine the selection of records in your analysis, and apply sorts to them to order your results.
    - In the Highlight page, optionally add color highlights based on numeric thresholds you set.
    - In the Save page, enter a name for the analysis, select a catalog folder to save it in, and click **Submit**.

In general, these pages are designed so that procedures for using them are readily apparent. Even so, here are some things you will want to know.

Select Columns Page

For each column in your analysis, you select an Interaction option.

- Two of the options, Default and Drill, do the same thing: If you click on a column header, the analysis adds a column displaying values at the next hierarchical level. (For example, if you click on Control Name, the analysis adds a Control ID column.) If you click on a column value, the analysis adds the subordinate column, but also filters to display only records containing the value you clicked.
- Navigate to Transaction: If you click on a value from a column for which this option is set, the analysis presents a link to the record of an object the value applies to.

  For such links to work, however, further configuration is required: You need to define paths to the records that are to be opened. If you want to use this option, you're probably better off creating the analysis in the BI Catalog. However, you can create it in the wizard, then edit it in the BI Catalog. See the topic titled Link Analyses to Application Pages.
- None: This option in effect turns the Default option off and turns nothing on. Nothing happens if you click on a value in a column for which this option is set.

For each column, you can also select a Hidden option. This prevents the analysis from displaying the column, but leaves its values available for use behind the scenes, for example in filters.

Select Views Page

You can add a graph to your analysis only if it includes at least one column from a fact folder. (You can include a table in your analysis no matter what columns you select for it.) A fact column contains numeric values, such as counts of incidents returned by advanced controls. Other columns contain attributes of objects, such as names of advanced controls. Without numeric values, there's nothing to base a graph on.

You can create a title for the analysis in this page, but doing so is optional. You also create a name for the analysis in the Save page, and that one is required. If you create both, the analysis displays both; they don't have to be the same.

You can use a Preview option to ensure the analysis returns data you expect. Turn it on or off in this page or in subsequent wizard pages. Once it's on, the preview remains on in other wizard pages you navigate to, unless you turn it off.

Edit Table Page

Here are the layout options you can select for tables:

- Columns: This is the default. Each column you assign this value to appears as a column in the table.
- Prompt For: In a prompt field, you select among values from the column you're configuring. For example, you would select a date if the column were Calendar Month Start Date. The table would then display only rows containing the value you selected.
- Section By: The table is divided into sections. Each value of the column you're configuring becomes a header, and the section beneath each header includes rows containing that value.
- Excluded: The column you select is no longer available to the view you're configuring. The column is hidden, and its values are unavailable for behind-the-scenes tasks such as filtering. However, the column remains available to other views in your analysis.

Edit Graph Page

You can't apply layout options to fact columns. For other columns, graph layout options include Prompt For, Section By, and Excluded, which have the same effect as they do in tables. You can also apply these options in graphs:

- Vary Color By: Each value in the column you're configuring is represented by a distinct color in the graph.
- Group By: Values in the columns you assign this option to are combined in the graph. For example, if you select this option for the State and Calendar Month Start Date columns in a bar graph, each bar represents a particular status on a particular date.

Highlight Page

You can use this feature only if your analysis includes at least one fact column, and you can apply it only to fact columns.

Related Topics

- View Analytics, Reports, and Dashboards
- Where to Save Analytics and Reports
- How Data Is Structured for Analytics
- Manage Analytics with Advanced Features

Create and Edit a Financial Analysis Using a Wizard

You can use a wizard that guides you through creating and editing analyses. Even though the wizard doesn't give you all available features, you can still use it to make typical changes, for example, adding views and filters.

Note: The wizard isn't available for dashboards and you can't use it to delete analyses.

Creating an Analysis

1. **Navigator** > **Tools: Reports and Analytics**.
2. Click **Create** and select **Analysis**.
3. Select a subject area that you want to analyze, for example, the **General Ledger - Journals Real Time** subject area.
4. Select the columns to include:
    - Journal Batches: Batch Details: Journal Batch
    - Journal Headers: Header Details: Journal Header Description
    - Journal Lines: Line Details: Line
    - Journal Lines:
        - Accounted Debit
        - Accounted Credit
    - Time: Accounting Period Name
5. Set the following options:
    - Interaction: Default
    - Hidden: Leave unchecked
6. Click **Next**
7. Enter a title of **Journal Report** to appear at the beginning of the analysis.
8. Select the type of table and click **Next**.

    Tip: At any point after this step, you can click **Submit** to go to the last step, to save your analysis.
9. Enter the name of your analysis **By Cost Center** and select the **My Folder**.
10. Click **Submit**.

Editing an Analysis

1. **Navigator** > **Tools: Reports and Analytics**.
2. Select your analysis **By Cost Center** in the pane and click **Edit**.
3. Add **Posting Status: Posting Status Meaning**.
4. Click **Submit**: Save your analysis with the same name in the same folder.

    Tip: You can create a copy of the analysis, whether you edited it or not, just by saving it either with a new name or in a new folder.

Financials Data Structure for Analytics

The BI repository contains metadata that defines which columns (or slices of data) are available to be included in analyses. The repository also shows where the data for each column comes from. The repository is organized into subject areas which contain folders with columns.

Columns

The following table describes the three types of columns.

Column Type	Description	Example	Icon for Column Type
Fact	Provides a measure of values that are numbers.	Credit Amount on Journal Line	Ruler
Attribute	Represents information about a business object with values that are dates, IDs, or text. Attribute columns can be flexfield segments imported into the BI repository.	Approval Status Code on a journal entry.	Piece of paper
Hierarchy	Holds data values that are organized in a hierarchical manner.	Accounting Period • Year • Quarter • Month	Column: Hierarchy of squares Sublevel: Single square

Subject Areas

When you create an analysis, you:

- First select a subject area which contains columns related to a specific business object or business area. For example, **General Ledger** - **Balances Real Time**.
- Then open folders within the subject area to find the columns to include in your analysis. For example, you can open the **Approval Status** folder and select the columns within it.

Folders

Each subject area has one fact folder and a number of dimension folders. Folders can have subfolders. For example, the **Journal Lines** folder in **General Ledger** - **Journals Real Time** subject area has multiple subfolders like **Account**, **Line Details**, and **Lines**.

The definitions of Fact and Dimension folders are:

- Fact: A measure or metric. A fact consists of numbers. A report more often than not contains at least one fact and not more than a few facts.

- Dimension: Provides the context for the fact. A dimension is descriptive.

Note: Facts and dimensions make up the report columns.

- Fact folders:
  - Contain fact columns.
  - Are usually last in the list of folders and are usually named after the subject area.
- Dimension folders:
  - Contain attribute and hierarchical columns.
  - Are joined to the fact folder within a subject area.

    For example, if your analysis has Currency attribute from a dimension folder, you see currencies in the results. If you also add the Total fact, then your analysis includes only records with both a currency and a total amount. The more columns you add, the smaller the query set for your analysis becomes.
  - Can be common folders or common dimensions that appear in more than one subject area. If your analysis has columns from multiple subject areas then you:
    - Must include columns only from dimension folders that are common to all those subject areas. At least one such column is required.
    - Must include one column from the fact folder in each of those subject areas.

Note: For more information, see Financials Cloud OTBI Release 11: Subject Area Document on Customer Connect.at:**https://appsconnect.oracle.com/files/8164acf4e9/FINS_OTBI_Subject_Area_Documentation_R_11_FINAL.pdf**

Related Topics

Copy the Payables Invoice Audit Listing Dashboard

This example shows how to copy a predefined dashboard so that you can edit the copy and not the original. If you have appropriate roles, then you can (only if necessary) create dashboards or edit predefined ones directly. If not, then you must

The following table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Which predefined dashboard are you copying?	Payables Invoice Audit Listing
Is the copied version for yourself only or for multiple users?	Multiple users

To copy the dashboard and get it working:

- Make a copy of the Payables Invoice Audit Listing dashboard.
- Copy the components of the dashboard, the analysis and prompt.
- Edit the copied dashboard so that it contains the copied analysis and prompt instead of the predefined ones.

Save your copies under **Shared Folders** > **Custom** in the business intelligence (BI) catalog. You must create folders within Custom so that the copies have a folder path similar to the originals.

Copying the Dashboard

1. Open the Reports and Analytics work area.
2. In the Contents pane, select **Shared Folders** > **Financials** > **Payables** > **Invoices** > **Payables Invoice Audit Listing** > **Invoice Audit Listing**, and click the **More** link.
3. With the Payables Invoice Audit Listing dashboard selected in the Folders pane, click the **Copy** button on the toolbar.
4. In the Folders pane, select **Shared Folders** > **Custom** > **Financials**.
5. On the toolbar, click the **New** button and select **Folder**.
6. Enter **Payables** in the **Name** field and click **OK**.
7. Create an Invoices subfolder within the new Payables folder.
8. Click **Paste** on the toolbar to copy the dashboard into the Invoices folder.

Copying the Prompt and Analysis

1. With the Invoices folder still open, click **New** on the toolbar and select **Folder**.
2. Enter **Prompts** in the **Name** field and click **OK**.
3. Create another folder with the name **Report Components**. (In this context, report refers to the dashboard.)
4. In the Folders pane, select **Shared Folders** > **Financials** > **Payables** > **Invoices** > **Prompts**.
5. For the Payables Invoice Audit Listing dashboard prompt, click the **More** link and select **Copy**.
6. In the Folders pane, select **Shared Folders** > **Custom** > **Financials** > **Payables** > **Invoices** > **Prompts**, and click **Paste** on the toolbar.
7. In the Folders pane, select **Shared Folders** > **Financials** > **Payables** > **Invoices** > **Report Components**.
8. For the Payables Invoice Audit Listing analysis, click the **More** link and select **Copy**.
9. In the Folders pane, select **Shared Folders** > **Custom** > **Financials** > **Payables** > **Invoices** > **Report Components**, and click **Paste** on the toolbar.

Editing the Copied Dashboard

1. In the Folders pane, select **Shared Folders** > **Custom** > **Financials** > **Payables** > **Invoices** > **Payables Invoice Audit Listing**.
2. Click the **Edit** link for the Invoice Audit Listing dashboard.
3. Click the **Delete** button for the Payables Invoice Audit Listing dashboard prompt within the Search region.
4. In the Catalog pane, select **Shared Folders** > **Custom** > **Financials** > **Payables** > **Invoices** > **Prompts** > **Payables Invoice Audit Listing** and move it into the Search region.
5. Delete the Payables Invoice Audit Listing compound view within the Section 1 region.
6. In the Catalog pane, select **Shared Folders** > **Custom** > **Financials** > **Payables** > **Invoices** > **Report Components** > **Payables Invoice Audit Listing** and move it into the Section 1 region.
7. Click **Save**.

Related Topics

- Create and Edit Dashboards

Reports

How Data Is Structured for Analytics

The business intelligence (BI) repository contains the metadata that defines which columns you can include in analyses, and the source of that data. The repository is organized into subject areas, which contain folders with the columns.

Note: You can also use the BI repository as a data source for reports.

Columns

This table describes the three types of columns available when you create or edit analyses.

Column Type	Description	Example
Fact	Provides a measure of something, meaning that the values are numbers.	Total
Attribute	Represents a piece of information about a business object, with values that are dates, IDs, or text. **Note:** Attribute columns can be flexfield segments imported into the BI repository.	Start Date
Hierarchy	Holds data values that are organized in a hierarchical manner.	Time, with sublevels: • Year • Quarter • Month

Subject Areas

When you create an analysis, you first select a subject area, which contains columns related to a specific business object or area. Then, open folders within the subject area to find the columns to include.

For product families that use Application Composer, you can create custom subject areas to accommodate custom objects or to add new facts for analysis.

Folders

Each subject area has one fact folder and a number of dimension folders. Folders can have subfolders.

- **Fact folders**:
  - Contain fact columns.
  - Are usually the last in a list of folders and are usually named after the subject area.
- **Dimension folders**:
  - Contain attribute and hierarchical columns.
  - Are joined to the fact folder within a subject area.

    For example, if your analysis has the Currency attribute from a dimension folder, you see currencies in the results. If you also add the Total fact, then your analysis includes only records with both a currency and a total amount. The more columns you add, the smaller the query set for your analysis.
  - Can be common folders, or common dimensions, that appear in more than one subject area.

    If your analysis has columns from multiple subject areas, then you:

    - Should include columns only from dimension folders that are common to all of those subject areas. At least one such column is required.
    - Must include one column from the fact folder in each of those subject areas.

Related Topics

- Create and Edit Analyses Using a Wizard
- Create and Modify Analyses and Dashboards
- Manage Analytics with Advanced Features
- About Custom Subject Areas

Create and Edit Analyses Using a Wizard

Use the wizards to quickly create and edit your analyses. You can use a wizard to create and edit most of your analytics, for example to select columns, add filters or views.

You can also use advanced business intelligence features to create or edit dashboards or manage analyses and other objects in the catalog.

1. Start the wizard from the Reports and Analytics work area or the Reports and Analytics panel tab (if available).
   - To create a new analysis click **Create** and select **Analysis**. Select a subject area for your analysis and click the**Continue** button.
   - To edit an existing analysis, in the Reports and Analytics work area, select it in a folder or the favorites list, click its ellipsis icon and select **Edit**. In the Reports and Analytics panel tab, click the analysis, then click **Edit**.
2. In the Select Columns page, optionally, click **Add/Remove Subject Areas** and, in the Add/Remove Subject Areas dialog box, select more subject areas or remove any that you no longer need, and click **OK**. You can't

remove the original subject area selected for the analysis. To remove any other subject area, first remove its columns from the analysis.

3. From here on, make selections in a series of analysis-definition pages, selecting Next or Back to navigate among them.
    - In the Select Columns page, expand your subject area and folders within it to choose the columns to include in your analysis. Also set options for those columns.
    - In the Select Views page, determine whether your analysis is to include a table, a graph, or both. For either, select among several types. If you include both, select the order in which they appear.
    - In Edit Table and Edit Graph pages, select options that apply to your table and graph layouts. Each of these pages is active only if you selected the item it applies to in the Select Views page.
    - In the Sort and Filter page, optionally apply filters to columns to refine the selection of records in your analysis, and apply sorts to them to order your results.
    - In the Highlight page, optionally add color highlights based on numeric thresholds you set.
    - In the Save page, enter a name for the analysis, select a catalog folder to save it in, and click **Submit**.

In general, these pages are designed so that procedures for using them are readily apparent. Even so, here are some things you will want to know.

Select Columns Page

For each column in your analysis, you select an Interaction option.

- Two of the options, Default and Drill, do the same thing: If you click on a column header, the analysis adds a column displaying values at the next hierarchical level. (For example, if you click on Control Name, the analysis adds a Control ID column.) If you click on a column value, the analysis adds the subordinate column, but also filters to display only records containing the value you clicked.
- Navigate to Transaction: If you click on a value from a column for which this option is set, the analysis presents a link to the record of an object the value applies to.

  For such links to work, however, further configuration is required: You need to define paths to the records that are to be opened. If you want to use this option, you're probably better off creating the analysis in the BI Catalog. However, you can create it in the wizard, then edit it in the BI Catalog. See the topic titled Link Analyses to Application Pages.
- None: This option in effect turns the Default option off and turns nothing on. Nothing happens if you click on a value in a column for which this option is set.

For each column, you can also select a Hidden option. This prevents the analysis from displaying the column, but leaves its values available for use behind the scenes, for example in filters.

Select Views Page

You can add a graph to your analysis only if it includes at least one column from a fact folder. (You can include a table in your analysis no matter what columns you select for it.) A fact column contains numeric values, such as counts of incidents returned by advanced controls. Other columns contain attributes of objects, such as names of advanced controls. Without numeric values, there's nothing to base a graph on.

You can create a title for the analysis in this page, but doing so is optional. You also create a name for the analysis in the Save page, and that one is required. If you create both, the analysis displays both; they don't have to be the same.

You can use a Preview option to ensure the analysis returns data you expect. Turn it on or off in this page or in subsequent wizard pages. Once it's on, the preview remains on in other wizard pages you navigate to, unless you turn it off.

Edit Table Page

Here are the layout options you can select for tables:

- Columns: This is the default. Each column you assign this value to appears as a column in the table.
- Prompt For: In a prompt field, you select among values from the column you're configuring. For example, you would select a date if the column were Calendar Month Start Date. The table would then display only rows containing the value you selected.
- Section By: The table is divided into sections. Each value of the column you're configuring becomes a header, and the section beneath each header includes rows containing that value.
- Excluded: The column you select is no longer available to the view you're configuring. The column is hidden, and its values are unavailable for behind-the-scenes tasks such as filtering. However, the column remains available to other views in your analysis.

Edit Graph Page

You can't apply layout options to fact columns. For other columns, graph layout options include Prompt For, Section By, and Excluded, which have the same effect as they do in tables. You can also apply these options in graphs:

- Vary Color By: Each value in the column you're configuring is represented by a distinct color in the graph.
- Group By: Values in the columns you assign this option to are combined in the graph. For example, if you select this option for the State and Calendar Month Start Date columns in a bar graph, each bar represents a particular status on a particular date.

Highlight Page

You can use this feature only if your analysis includes at least one fact column, and you can apply it only to fact columns.

Related Topics

- View Analytics, Reports, and Dashboards
- Where to Save Analytics and Reports
- How Data Is Structured for Analytics
- Manage Analytics with Advanced Features

Where to Save Analytics and Reports

You save analyses, dashboards, and reports in the catalog, along with other objects like prompts and filters.

Besides the hierarchy of folders organized by product family, another important folder is Custom, found in Shared Folders. This is where you save the analytics and reports you create or edit for others to use.

Shared Folders and the Custom Subfolder

Anyone with the correct access can get to objects stored in Shared Folders. If you have the appropriate roles, you can save in Shared Folders so that your objects are available for other users. You should save objects in the Custom subfolder, and use the product family subfolders to organize and publish analytics and objects for the correct audiences.

Here are a few things to know while working with analytics in the catalog. Keep all modified analyses and reports in the Custom folder. Directly edit predefined analytics only when it's necessary to make sure that any references to the analysis or dashboard still work properly.

- Preserve modified predefined objects during updates, which can make changes to predefined analytics, reports, and other objects outside the Custom folder. You might lose changes saved outside the Custom folder during updates.
- You can easily find modified objects if they're not spread around the catalog.
- You can edit objects in the Custom folder without compromising security on the original objects.
- For predefined reports only, you can use a special **Customize** option to copy the report and also the folder structure and permissions. The copy is linked to the original, so editing the copy is like directly editing the original.

When you copy an object into the Custom folder, the copied object inherits the permission settings of the Custom folder. An administrator can reset the permissions on the object and the folder that it's in.

> **Note:** When you create folders in the catalog, don't use special characters (~, !, #, $, %, ^, &, *, +, `, |, :, ", \\, <, >, ?, ,, /) in their names.

My Folders

My Folders is your personal storage; you're the only one who can access anything that you save there. What you save there is available in the Reports and Analytics work area, but not in My Folders in the Reports and Analytics panel tab on any other work area. But an exception is when you create an analysis using the wizard in the Reports and Analytics work area. If you save a wizard analysis in My Folders, it's available in any panel tab that appears in any work area.

> **Note:** Don't store analyses or reports in the predefined Temp folder in My Folders. That folder is used by Analytics Publisher and purged automatically every 24 hours.

Create Folders

Create folders in Custom or My Folders.

To create folders:

1. In the catalog, navigate to the desired location of the new folder in the Folders pane.
2. In the catalog toolbar, click **New**, and select **Folder**.
3. In the New Folder dialog box, enter the folder name, and click **OK**.

Automatically Created Folders

If conflicts are detected during upgrade, folders named backup_nnn are automatically created in the catalog. After reviewing and resolving any conflicts, Oracle recommends that you manually delete the backup folders from the catalog. You can contact your help desk to request an automated removal if you have many folders to delete.

Related Topics

- What happens to modified analytics and reports when a release update is applied?

What happens to modified analytics and reports when a release update is applied?

Updates don't affect the Custom folder or My Folder in the catalog, anything saved there is preserved in updates.

This includes analytics and reports you edited or created. But anything saved outside those folders, in the predefined catalog, is preserved only if the update doesn't include doesn't include a new version of those objects.

If an update includes a new version of a predefined object that you edited outside the Custom folder, the changes you made are saved as a new object. The new version from the update overwrites the existing predefined object. And a copy of the existing object (with your edits) is automatically created in the same folder, with a new name that indicates it's a new version.

If the update includes a new version of both the predefined object and a folder in its file path, the new folder name, along with the new version of the object, overwrites the existing predefined folder and object. And a copy of the existing folder (along with your edited object) is automatically created. The folder is renamed to indicate that it's a new version, but your edited object isn't renamed.

If folders named backup_nnn are automatically created in the catalog due to conflicts, after reviewing and resolving any conflicts, Oracle recommends that you manually delete the backup folders from the catalog. You can contact your help desk to request an automated removal if you have many folders to delete.

Note: Future updates won't affect renamed objects or anything within a renamed folder.

Configure Email Notifications

Overview of Financials Configurable Workflow Notifications

The Financial applications, as part of certain business flows, automatically send notifications for review or approval. For example, when a user submits an expense report, the approvers receive an email containing the approval request.

In addition to getting notifications in email, users can also view in-app notifications, for example, by:

- Clicking the **Notifications** icon in the global header and opening a notification
- Going to the Worklist: Notifications and Approvals work area and opening a notification
- Clicking the **In-App Notification** link at the end of an email notification

Oracle Analytics Publisher reports are used for some flows to generate the notification content and format. You can enable Analytics Publisher-based notifications, which are ready to use as delivered. The notification templates can be easily configured to meet other specific requirements. If required, you can change the delivered template layouts and content, to add images, change colors and styling, add or remove attributes or modify text.

This table shows the product that has configurable notifications, along with its associated feature. You can configure only the email notifications.

Product	Feature Name	Report or Notification Name	Workflow Task Name
Bill Management	User Registrations Notifications	Registration Confirmation New Account Registration Confirmation Account Access Revocation Notification Access Revocation Notification	N/A

This table shows the products that have configurable notifications, along with their associated features, and workflow task names. You can configure both the email and in-app notifications for these workflow tasks.

Product	Feature Name	Report or Notification Name	Workflow Task Name
Advanced Collections	Configurable Collections Bankruptcy Workflow Notification	Bankruptcy Notification	BankruptcyApproval
Advanced Collections	Configurable Collections Activity Management Notification	Collections Activity Management	ActivityManagement
Budgetary Control	Configurable Budgetary Control Override Workflow Notifications	Budget Override Request Notification Budget	OverrideNotificationFyi
Budgetary Control	Configurable Budgetary Control Override Workflow Notifications	Override Taken Notification	OverrideNotificationFyi
Cash Management	Configurable Cash Management Workflow Notifications	Bank Transfer Approval Notification	BankAcctTransferRequestForAction
Expenses	Expense Report Approval Notifications	Expense Report Approval Notification	FinExmWorkflowExpenseApproval
Expenses	Expense Reimbursement Notifications	Reimbursement Paid to Card Issuer Notification Reimbursement Paid by Check Notification Reimbursement Paid by Direct Deposit Notification	FinExmReimToCardIssuerFyi FinExmReimToEmpByCheckFyiFin ExmReimToEmpByDepositFyi
Expenses	Expense Audit and Receipt Management Notifications	Expense Report Adjusted by Auditor Notification Expense Report Rejected by Auditor Notification Pending Payment with Warnings Notification	FinExmExpenseAuditFyi FinExmExpenseAuditFyi FinExmExpenseAuditFyi FinExmReceiptManagementFyi FinExmReportShortpaidReceiptIssue

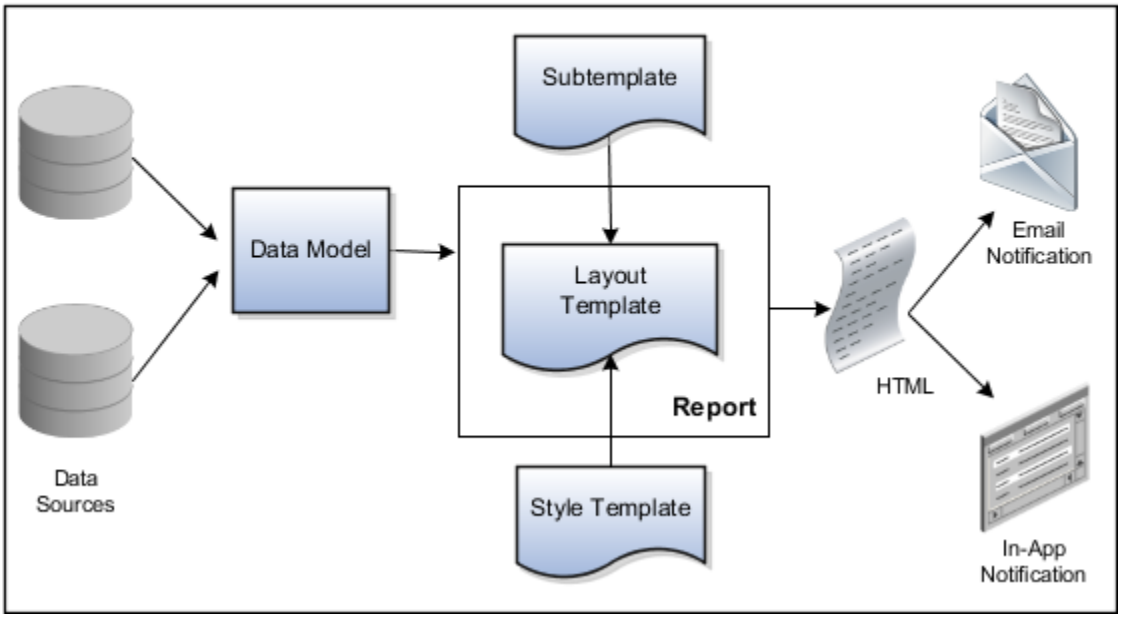
Product	Feature Name	Report or Notification Name	Workflow Task Name
		Expense Report Returned by Auditor Notification Short-Paid Report with Receipt Issue Notification Short-Paid Report with Noncompliance Notification	FinExmReportShortpaidPolicyIssue
Expenses	Cash Advance Notifications	Cash Advances Approval Notification	FinExmWorkflowCashAdvanceApproval
Expenses	Expense Audit and Receipt Management Notifications	Payment is Held Notification	FinExmReceiptManagementFyi
Expenses	Expense Audit and Receipt Management Notifications	Payment is Released Notification	FinExmReceiptManagementFyi
Expenses	Expense Reimbursement Notifications	Reimbursement Has Been Paid to Employer Notification	FinExmReimToEmpByCheckFyi
Expenses	Expense Audit and Receipt Management Notifications	Mileage Adjustment Notification	ExpenseAuditMileageAdjustmentFyi
Expenses	Expense Audit and Receipt Management Notifications	Missing Receipt Declaration is Required Notification	FinExmReceiptManagementFyi
Expenses	Cash Advances Notifications	Overdue Cash Advance Notification	FinExmWorkflowOverdueNotification
Expenses	Cash Advances Notifications	Cash Advances Automatically Applied Notification	FinExmWorkflowCashAdvanceAutoAppliedFyi
Expenses	Expense Audit and Receipt Management Notifications	Inactive Employee's Outstanding Transactions Notification	FinExmInactiveEmployeeSubmitExpenseFyi
Expenses	Expense Audit and Receipt Management Notifications	Inactive Employee-Accept Responsibility Notification	FinExmInactiveEmployeeAcceptResp
General Ledger	Configurable Journal Workflow Notifications	Journal Approval Report	FinGlJournalApproval
Intercompany	Configurable Intercompany Workflow Notifications	Intercompany Transaction Approval Notification Intercompany Enter Receiver Distribution Notification	FinFunTransactionApproval for Intercompany Transaction Approval Notification FinFunEnterDistRequestForAction for Intercompany Enter Receiver Distribution Notification

Product	Feature Name	Report or Notification Name	Workflow Task Name
Payables	Configurable Invoice Approval Email Notifications Configurable Invoice Approval In-App Notifications	Invoice Approval Report	FinApInvoiceApproval
Payables	Configurable Hold Resolution Email Notifications Configurable Hold Resolution In-App Notifications	Hold Resolution Notification	FinApHoldApproval
Payables	Configurable Payment Approval Email Notifications Configurable Payment Approval In-App Notifications	Payment Approval Notification	PaymentApproval
Payables	Invoice Account Coding Notifications	Invoice Account Coding Email Notification	FinApInvoiceAccountCoding
Receivables	Configurable Credit Memo Request Approval Workflow Notification	Manual Credit Memo Request Notification	FinArTrxnsCreditMemosCreationPostProcessi
Receivables	Configurable Receivables Credit Memo Request Manual Entry Workflow Notification	Credit Memo Request Manual Entry Notification	FinArTrxnsCreditMemosManualEntryRequestI

Process Overview

Generating configurable notifications through Analytics Publisher involves various types of objects in the BI catalog, including data models, subtemplates, style templates, and reports. Reports pull data from data models and generate notifications in an HTML format. The report layout templates use common table and paragraph styles and refer to a central subtemplate that contains reusable notification components.

This figure shows how these BI objects work together to generate the notification content.



- **Data Sources**: Store the attributes and attribute values for business objects and transactions in the application (example of data sources being transaction tables)
- **Data Model**: Determines which attributes from data sources are available to be included in the notification and how that data is retrieved
- **Subtemplate**: Provides common components, such as a branding logo and buttons, that can be reused in multiple reports.
- **Style Template**: Provides styles such as the type of lines and fonts to use in tables, or the font type, size, and color to use for headings
- **Report**: Contains a layout template that determines:
    - Which attributes appear in the notification, from the data model used for the report
    - What the notification looks like, leveraging components from the subtemplate and styles from the style template used for the report
- **HTML**: Format of the output generated by the report
- **Email Notification**: Has the HTML output embedded in the email body
- **In-App Notification**: Has the HTML output embedded in the application UI

Each workflow task with configurable notifications has a corresponding predefined report in the BI catalog. For example, the Invoice Approval report contains the Invoice Approval Notifications report layout template and uses the Invoice Approval Data Model.

Notification Modifications

After you enable configurable workflow notifications, the predefined reports and related objects in the BI catalog work by default. The report-based notifications provide the same information as the standard notifications. In addition, the format of report-based notifications is optimized for mobile devices. If you need to modify the notifications, you can

edit copies of the predefined reports, data models, and subtemplate. However, you can't change the style template. You proceed as you would to edit any report, data model, or subtemplate in the catalog, for example:

1. Find a predefined report for expense approval in the BI catalog.
2. Use the Customize option to create a copy, or copy the report and paste it within the Custom folder.
3. Edit the copied report layout template.

Before modifying configurable notifications, it's recommended that you familiarize yourself with Analytics Publisher in general. This improves your ability to format your notifications to meet your business requirements.

With Analytics Publisher-based notifications you:

- Use only the Template Builder for Word add-in to edit the .rtf template in Microsoft Word, rather than the layout editor or other tools available for creating and editing report layout.
- Edit a copy of predefined layout templates, rather than creating reports or layout templates.

> **Note:** For more information, see Configurable Workflow Notifications: Implementation Considerations (2215570.1) on My Oracle Support at https://support.oracle.com.

Related Topics

- Best Practices for Workflow Notifications
- Overview of Notifications and Approval Workflows
- Example of Modifying Expenses Email Notifications Using Oracle Analytics Publisher
- Example of Modifying Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

Add a Branding Logo and Change Other Shared Components in Workflow Notifications

A predefined subtemplate has common components for all workflow notifications based on predefined report layouts. For example, the subtemplate has a place for you to add a branding logo, which would appear at the beginning of email notifications.

You can change other shared components so that the same changes apply to your notifications. For example, for email notifications, you can also change the text on action buttons, or the text of the links that appear at the end of emails.

Note:

- Other than this central subtemplate for all notifications, you might also find predefined subtemplates specific to a product family. We talk about the central one here, but you would generally follow the same steps for other subtemplates.
- You must edit a copy of the subtemplate in the Custom folder of the business intelligence (BI) catalog. Don't directly update the predefined subtemplate, including renaming it.
- When you work on your copy of the subtemplate, add your own content or edit what's already there, but don't remove anything.
- The exact steps can vary depending on your version of Microsoft Word.

Modify Shared Components in the Subtemplate

Here's ow you edit a copy of the predefined subtemplate that has the shared components:

1. Click **Navigator** > **Tools** > **Reports and Analytics**.
2. Click the **Browse Catalog** icon.
3. In the BI catalog (the Folders pane), expand **Shared Folders** > **Common Content** > **Templates**.
4. For **Workflow Notification Subtemplate**, click **More** and select **Customize**.

   If you're not using the Customize option, even though it's recommended:

   a. Click **Copy** in the toolbar with Workflow Notification Subtemplate selected.
   b. In the BI catalog, expand **Shared Folders** > **Custom** > **Common Content** > **Templates**. Create a Templates folder in this location if it doesn't exist.
   c. Click **Paste** in the toolbar.
5. In the BI catalog, with the Templates folder open under the Custom folder, click **More** for the subtemplate and select **Rename** to give it a new name.
6. Click the **Edit** link for the renamed subtemplate.
7. In the Templates section, click the link in the Locale column.
8. Save the subtemplate .rtf file to your computer.
9. Open the .rtf file with Microsoft Word.
   - To add a logo, insert your own image in the subtemplate.
   - To change button or link text, edit the text accordingly. Make the same edits wherever that button or link text appears in the subtemplate.

     CAUTION: To make sure that your layout templates reflect these changes without more rework, don't edit any other text in the subtemplate .rtf file.
10. Update Word options so that existing links remain intact in the subtemplate.
    a. Click **File** > **Options** > **Advanced**.
    b. In the Word Options dialog box, click **Web Options** in the General section.

c. In the Web Options dialog box, open the Files tab.
d. Deselect the **Update links on save** check box.

11. Save your changes in Word.

Upload the Modified Subtemplate

Now you upload your subtemplate to the BI catalog:

1. In the BI catalog, expand **Shared Folders** > **Custom** > **Common Content** > **Templates**.
2. Click **Edit** for your subtemplate.
3. In the Templates section, click the **Upload** icon.
4. Select your modified .rtf subtemplate and a locale, and click **OK** to replace the original subtemplate.

Point Layout Templates to Your Subtemplate

Update all the report layout templates that you want to apply your subtemplate to:

1. In Microsoft Word, open the .rtf file for the layout template, as you would to make any other changes to the notification.
2. At the beginning of the document, change the subtemplate reference. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:xdoxsl:///Custom/Common Content/Templates/My Workflow Notification Subtemplate.xsb?>`.
3. Save your work.
4. Test things out to make sure you see your subtemplate changes in the notification output.

Related Topics

- Best Practices for Workflow Notifications
- What is a subtemplate?
- Customize Pixel-Perfect Reports

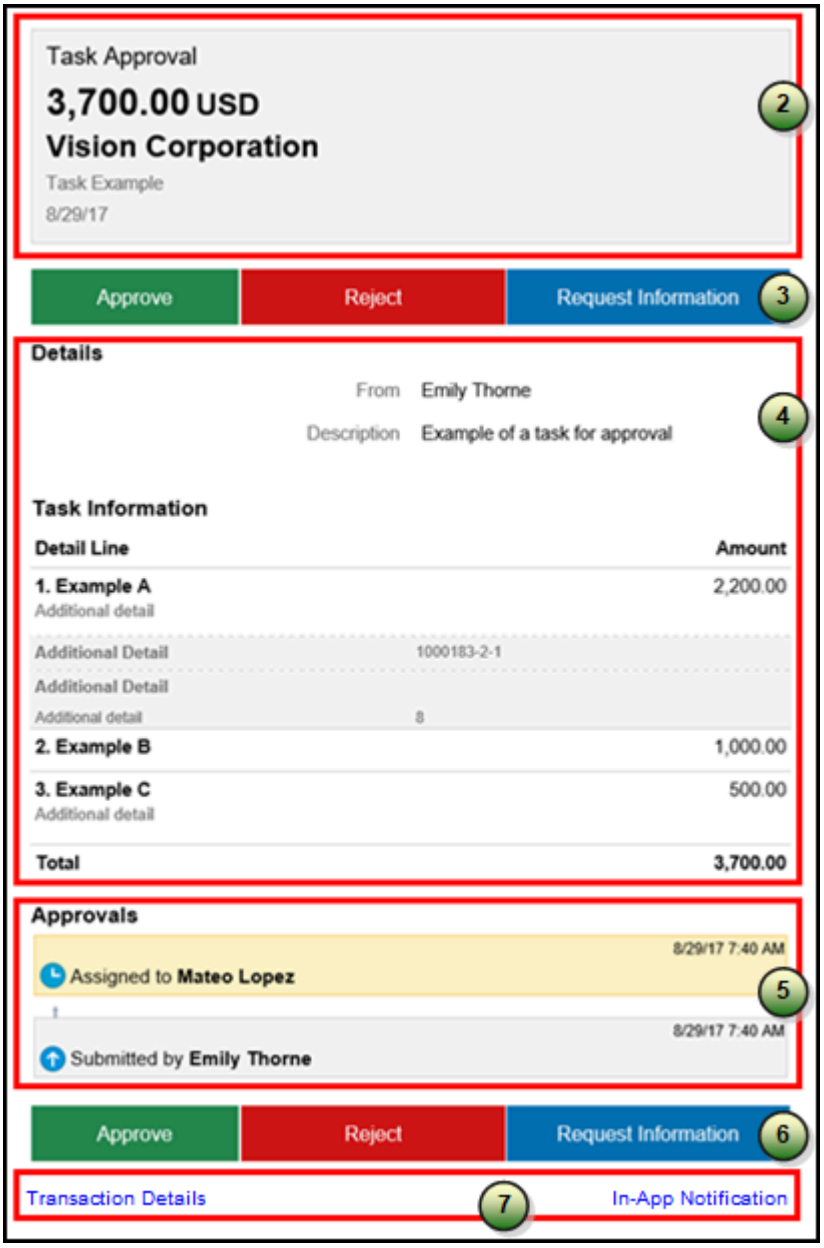
Best Practices for Workflow Notifications

Predefined workflow notifications based on report layout templates all follow a general format. When you edit a copy of these templates in Microsoft Word, follow the predefined layout as closely as possible. Keep in mind shared components and mobile considerations.

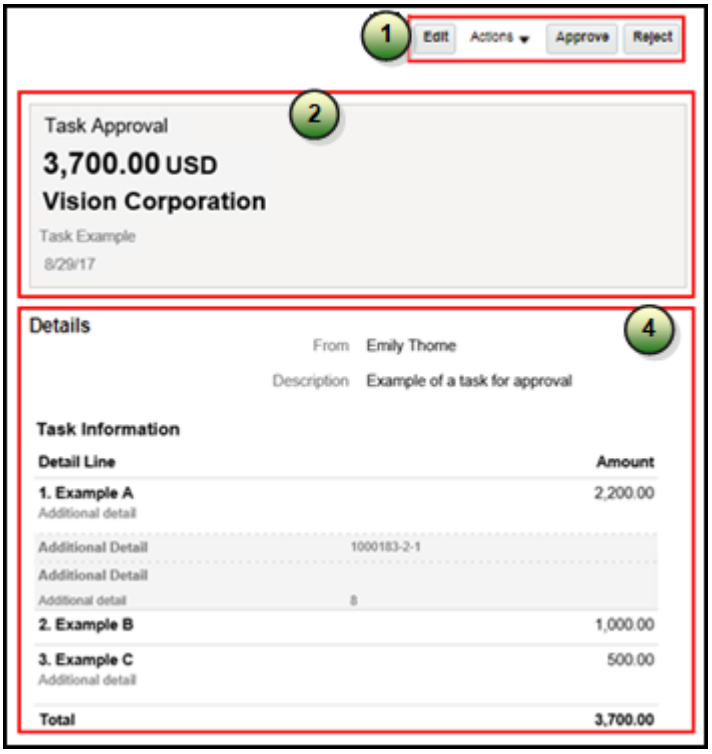
General Structure

In general, the workflow notifications contain a set of components that are displayed in a certain order.

The callouts in this figure identify the email notification components listed in the following table.



The callouts in this figure identify the in-app notification components listed in the following table. In addition to describing each component, the table also indicates if the component appears in the email notification, in-app notification, or both.



Callout	Component	Notification Type
1	Buttons with the primary actions to take on the task, such as **Approve** and **Reject**. These buttons aren't part of the configurable, report-based notification content.	In-app
2	Notification header listing key attributes of the workflow task and the associated transaction.	Both
3	Buttons for the primary actions to take on the task, such as **Approve** and **Reject**.	Email
4	Notification body that usually includes transaction and line level details, displayed in tables or sets of attributes with corresponding values. The data model for the report restricts the total number of rows displayed in some of the tables. If the limit is exceeded, the table footer provides a link to the transaction details page, where users can view all the rows. To change this limit, you can edit a copy of the data model.	Both
5	Approval history, including any attachments that users in the history uploaded for the task. You can't edit the approval history component, which usually appears in the body of only email notifications. For in-app notifications, you can	Email (or both, in rare cases)

Callout	Component	Notification Type
	usually view the history by clicking the **Actions** button and selecting **History**.	
6	Buttons for the primary actions again.	Email
7	A link to the corresponding transaction page, and another link to the in-app notification.	Email

When you modify notifications, try to keep to this general structure and don't remove essential elements such as the action buttons. Likewise, don't change the styles in your layout template. The predefined style template should still apply to your notification; don't edit a copy of the style template and apply that to your notification.

To add components to your notification, for example another table, consider first downloading another style template from My Oracle Support. This template contains Quick Parts content that you can use in Word when you do more advanced work on layout templates. For example, from the Quick Parts gallery, you can select and add the table that's consistent in format with predefined tables already on your notification.

Here are other things to consider:

- By default, the components that you add in the layout template appear in both email and in-app notifications, where available. You can add conditions to explicitly make a particular element, for example a field, appear only in one type of notification and not the other.
- If you don't know which data model a report is using, find the report in the BI catalog and click the **Edit** link. From there, you can see the name of the data model, and also click the **Select Data Model** icon to see where it's at in the catalog.
- Don't rename any predefined reports, style templates, or subtemplates.
- To go back to a predefined layout, you can select the predefined layout template as the default.
- To go back to using the predefined report or data model for notifications, you just need to remove the custom report or data model from the Custom folder.

Shared Components

A predefined subtemplate in the business intelligence (BI) catalog applies to all predefined layout templates for workflow notifications. The subtemplate contains components that are shared among the notifications, for example:

- Branding logo, if you add one to the subtemplate, which would appear as the first component in the email body. The logo appears in email notifications only.
- Action buttons in email notifications.
- Links at the end of the email notification, one to the corresponding transaction page, and another to the in-app notification.

When you make a copy of a predefined layout template to edit, the copy automatically inherits the same predefined subtemplate. To edit these shared components, make a copy of the predefined subtemplate, edit the copied version, and apply it to your own layout templates.

Mobile Considerations

Because users can view the workflow notifications on mobile devices, always consider mobile first and keep the notifications as simple as possible. For example:

- Don't put too much content horizontally, such as too many columns in tables.
- Keep all text, including attributes and column headings, as short as possible.
- Center align lists of attributes and their values, if they appear outside tables.

Make sure to test your email notifications on mobile devices.

Related Topics

- Add a Branding Logo and Change Other Shared Components in Workflow Notifications
- Use Quick Parts for Workflow Notifications
- Set Up Content to Appear in Only Email or In-App Workflow Notifications
- Create RTF Templates Using the Template Builder for Word

Preview Changes and Upload Layout Templates for Workflow Notifications

Before uploading .rtf files for report layout templates to the business intelligence (BI) catalog, preview the output with your changes in Microsoft Word. You can avoid uploading a broken report that displays an error in the notifications sent to users.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

Before You Start

- Generate sample report data from the data model used for the report, and save the .xml file to your computer.
- Download a local copy of the subtemplate that applies to your own report layout template:
    a. In the BI catalog, expand **Shared Folders** > **Custom** > **Common Content** > **Templates** if you're using a modified subtemplate, or **Shared Folders** > **Common Content** > **Templates** for the predefined subtemplate.
    b. Click **Edit** for Workflow Notification Subtemplate.
    c. In the Templates section, click the link in the Locale column.
    d. Save the subtemplate .rtf file to your computer.

Preview Output

To generate sample output from a local layout template:

1. Open your .rtf report layout template in Microsoft Word and make your edits.
2. On the ribbon, open the Analytics Publisher tab and click **Sample XML** within the Load Data group.
3. Select the .xml file you downloaded to import sample data from the data model.

4. At the beginning of your .rtf document, replace the path with the location of the downloaded subtemplate file on your computer. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>`.
5. From the Analytics Publisher tab on the ribbon, click **HTML** in the Preview group.
6. If the preview reflects your changes as expected, then change the path back to the original location.
7. From the Analytics Publisher tab on the ribbon, click **Validate Template** in the Tools group.
8. Also in the Tools group, click **Check Accessibility**.
9. Save your changes in Word.

Upload the Modified Layout Template

Here's how you upload your layout template to the BI catalog after previewing the changes:

1. Back in the BI catalog, click **Edit** for the report within the Custom folder, if that page isn't still open.
2. Click the **View a list** link.
3. Click the **Create** icon on the table toolbar.
4. In the Upload or Generate Layout section, click **Upload**.
5. Upload your edited .rtf file with a unique layout name.
6. Back on the page for editing the report, go back to the list view.
7. Select the **Default Layout** check box for your layout template. If you ever want to go back to the predefined layout, you can select it as default later.
8. Click the **Save Report** icon.

Related Topics

- Best Practices for Workflow Notifications
- Test Data Models and Generate Sample Data

Use Quick Parts for Workflow Notifications

Use the Quick Parts feature in Microsoft Word to insert reusable pieces of formatted content. When you edit copies of predefined report layout templates for workflow notifications in Word, you can add predefined Quick Parts content to your .rtf file.

For example, you can insert a table in a format that's consistent with predefined notifications. The predefined Quick Parts content is available in a style template .dotx file on My Oracle Support.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

Prerequisites

To get the predefined Quick Parts content into your Quick Parts gallery:

1. Open Configurable Workflow Notifications: Implementation Considerations (2215570.1) on My Oracle Support at https://support.oracle.com.
2. Download the .dotx file and save it to your Microsoft Word template folder, for example **C:\Users\<user name>\AppData\Roaming\Microsoft\Templates**.

Also, to preview your layout template changes before uploading the .rtf file back to the business intelligence (BI) catalog:

- Generate sample report data from the data model for the report that you're editing.

- Download a local copy of the subtemplate that applies to the layout template.

Adding Quick Parts Content to Workflow Notifications

To insert content from the Quick Parts gallery into a layout template:

1. In the BI catalog, find the predefined report with the layout template that you want to modify.
2. For the report, click **More** and select **Customize**.
   If you're not using the Customize option:
   a. Copy the predefined report and paste it in an appropriate subfolder within the Custom folder.
   b. Click the **Edit** link for the copied report.
3. Click **Edit** for the layout template to insert Quick Parts content into, and save the .rtf file to your computer with a new file name.
4. Open the .rtf file with Microsoft Word.
5. Put your cursor where you want to insert new content.
6. From the Insert tab on the ribbon, click **Quick Parts** within the Text group, and select the component to insert.
7. Edit the inserted component as needed and add any other components.
8. Save your changes in Word.

Previewing the Layout Template Changes

To preview your edits before uploading your layout template to the BI catalog:

1. On the ribbon, open the Analytics Publisher tab and click **Sample XML** within the Load Data group to import sample data from the data model. Skip this step if you already loaded sample data.
2. At the beginning of the document, replace the path with the location of the downloaded subtemplate file on your computer. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>`.
3. From the Analytics Publisher tab on the ribbon, click **HTML** in the Preview group.
4. If the preview reflects your changes as expected, then change the path back to the original location.
5. Save your changes in Word.

Uploading the Modified Layout Template

To upload your layout template to the BI catalog after previewing the changes:

1. Back in the BI catalog, click **Edit** for the report within the Custom folder, if that page isn't still open.
2. Click the **View a list** link.
3. Click the **Create** icon on the table toolbar.
4. In the Upload or Generate Layout section, click **Upload**.
5. Upload your edited .rtf file with a unique layout name.
6. Back on the page for editing the report, click Delete for the layout template that you downloaded earlier.
7. Click the **Save Report** icon.

Related Topics

- Best Practices for Workflow Notifications
- Configurable Workflow Notifications: Implementation Considerations
- Understand Style Templates
- Test Data Models and Generate Sample Data
- Customize Pixel-Perfect Reports

Apply Changes to Workflow Notifications Soon After Upload

Configurable workflow notifications are refreshed every 24 hours so that they perform better for your users. But when you're making changes to reports, subtemplates, or data models, you can apply your changes sooner so they're available for testing.

Create profile options to control when notifications reflect your changes after you upload them to the BI catalog. When you're done configuring notifications, use the same profile options to turn the refresh back to every 24 hours, to optimize performance. But even if you don't, the refresh automatically resets to 24 hours when it's been more than eight hours since you set the profile options.

> **Note:** The refresh applies only to changes uploaded to the BI catalog and the actual notifications that are then sent out with your changes. You can always preview changes to layout templates while you're editing in Microsoft Word or view the report in Oracle Analytics Publisher.

Create Profile Options to Control the Refresh

Your profile options can apply to all workflow tasks, a product family, or a product. Based on the scope you want, your profile option must have a profile option code that follows a certain format.

Scope	Profile Option Code	Examples
Global	BIP_CLIENT_REFRESH_TIME	BIP_CLIENT_REFRESH_TIME
Product Family	BIP_CLIENT_REFRESH_TIME_<FAMILY>	• BIP_CLIENT_REFRESH_TIME_FIN • BIP_CLIENT_REFRESH_TIME_HCM • BIP_CLIENT_REFRESH_TIME_PRC • BIP_CLIENT_REFRESH_TIME_PRJ • BIP_CLIENT_REFRESH_TIME_SCM
Product	BIP_CLIENT_REFRESH_TIME_<FAMILY>_<PRODUCT>	• BIP_CLIENT_REFRESH_TIME_FIN_AP • BIP_CLIENT_REFRESH_TIME_HCM_PER • BIP_CLIENT_REFRESH_TIME_PRC_PON • BIP_CLIENT_REFRESH_TIME_PRJ_PJE • BIP_CLIENT_REFRESH_TIME_SCM_EGO

The profile options with a smaller scope take precedence. For example, you have profile option A with a global scope and profile option B with a product scope. If you're currently configuring notifications for a particular product, use profile option B to adjust the refresh time just for that product. But based on profile option A, the refresh is still at 24 hours for all other configurable notifications in all other products. Profile option B takes precedence over profile option A only for that one product.

> **Tip:** To find the product family or product code, go to the Setup and Maintenance work area. Use the **Manage Taxonomy Hierarchy** task in the Application Extensions functional area for any offering. In the hierarchy, expand the root node and then the Oracle Fusion node. Find the row for the family or product and look in the **Module Key** column for the code.

Now you're ready to create your profile options!

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Profile Options** task in the Application Extensions functional area for your offering.
2. On the Manage Applications Core Profile Options page, click the **New** icon.
3. On the Create Profile Option page, enter the profile option code in the format that corresponds to the scope you want.
4. Enter a display name that you can easily remember to help you find the profile option later.
5. From the **Application** list, select **Oracle Middleware Extensions for Applications**.
6. From the **Module** list, select **Application Core**.
7. Specify a start date.
8. Click **Save and Close**.
9. On the Manage Applications Core Profile Options page, make sure your new profile option is selected in the Search Results: Profile Options subsection.
10. In the <Profile Option>: Profile Option Levels subsection, select the **Enabled** and **Updatable** check boxes for the Site level.
11. Save your work.

Set the Refresh Interval

In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area. Set your profile option at the Site level and enter 15 or higher for the refresh interval in minutes. For example, if you enter 15, then your changes are applied to notifications 15 minutes after you upload to the BI catalog.

> **CAUTION:** Make sure to enter a whole number.

When you're done making and testing your changes, set the profile option back to 1440, which is 24 hours in minutes. If you forget and leave your profile option as is for longer than eight hours, don't worry! At that point, the profile option resets itself back to 1440 minutes.

Related Topics

- Update Existing Setup Data
- Set Profile Option Values
- Modules in Application Taxonomy

Modify Journal Approval Notifications with Analytics Publisher

This example shows how to modify notifications for the journal approval workflow using Oracle Analytics Publisher reports.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
What text changes are needed in the notification header?	Append the fiscal year.
What additional field should the notification header include?	The name of the user who created the journal batch.
What changes are needed in the details section of the notification?	Replace the values of the cost center and account segments with the descriptions for those segments. The chart of accounts has the following segments: Company, Cost Center, Account, Product.

Modify the journal approval notification by:

1. Downloading the report layout template.
2. Copying and modifying the data model. This step is only needed if the attributes to be added to the notification aren't already present in the data model.
3. Exporting the data model. You must perform this step even if you didn't make changes to the data model. This step is needed for previewing.
4. Editing the report layout template.
5. Previewing the modified notification.
6. Uploading the modified report layout template.

For more information about configuring Anlaytics Publisher notifications, see the Reports chapter in the Creating Analytics and Reports for Financials Cloud guide.

Prerequisites

1. To edit the report layout template, download and install Template Builder for Word, which is an extension to Microsoft Word.
    a. Sign in to the application with the application consultant job role.
    b. In the Reports and Analytics work area, click the **Browse Catalog** button.
    c. Click the **Home** link.
    d. In the Get Started section, click the **Download BI Desktop Tools** link.
    e. Select **Template Builder for Word** from the list.
    f. Save the file and run the installer.
2. To preview the notification output for your modified report layout template, you must first download a copy of the Workflow Notification Subtemplate.
    a. Click the **Catalog** link on the Oracle Business Intelligence home page and expand the **Shared Folders** > **Common Content** > **Templates** folder.
    b. Click the **Edit** link for the Workflow Notification Subtemplate. The subtemplate page opens.
    c. In the Templates section, click the language name link in the **Locale** column.
    d. Save the subtemplate .rtf file to your computer.
3. The predefined data model displays the account combination, which is based on segment values, on the journal approval notification. To display a combination of segment values and descriptions on the notification, identify the segment codes for all of the chart of account segments. The segment codes are used in the task **Copying and Modifying the Data Model**.
    a. In the Setup and Maintenance work area, go to the following:
        - Offering: Financials

- Functional Area: Financial Reporting Structures
- Task: Manage Chart of Accounts Structure

b. Search for the Accounting Flexfield and click **Manage Structures** to open the Manage Key Flexfield Structures page.
c. Search for your chart of accounts and click **Edit** in the Search Results section.
d. Find the segment code values for all of the segments in the **Segment Code** column. In this example, the segment codes are VF_Company, VF_Cost_Center, VF_Account, and VF_Product.

4. Find an existing journal approval notification and note the values for the following attributes: accounting period, journal batch name, and ledger name. This information is used to produce sample report data for the task **Exporting the Data Model**.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

Downloading the Report Layout Template

The report layout template contains the structure of the notification. To download a copy of the journal approval report layout template to your local drive for modification:

1. Sign in to the BI server (for example, `http://hostname.com:7001/xmlpserver`) with the application consultant job role.
2. Click the **Catalog** link to open the Catalog page.
3. In the **Folders** pane, expand the **Shared Folders** > **Financials** > **Workflow Notifications** > **General Ledger** folder.
4. Click the Journals folder to display the Data Models subfolder and the Journal Approval Report.
5. Click the **More** link for the Journal Approval Report, and then select **Customize** from the menu. The Journal Approval Report folder, containing the predefined report layout template, is automatically copied to the Custom folder and the Journal Approval Report page opens from within that folder.

> **Note:** If the **Customize** option isn't available from the menu, check that you signed in to the BI server as mentioned in step 1.

6. Click the **Edit** link on the copy of the Journal Approval Notification report layout template.
7. Save the copy of the .rtf file to your local drive and change the file name to distinguish it from the predefined report layout template. For example, save the file as UpdatedJournalApprovalNotificationReport.rtf.

> **CAUTION:** Be sure to change the name of the .rtf file, otherwise you could overwrite the predefined report layout template.

Copying and Modifying the Data Model

Always make a copy of the data model to preserve the predefined data model from errors and to have a data model to which you can revert. Modify the copy to add or remove attributes from the data model. In this example, you modify the data model to include either a segment value or a segment description for each segment in the chart of accounts.

1. To copy the data model:

a. Click the **Catalog** link on the Oracle Business Intelligence home page to open the Catalog page.
b. In the **Folders** pane, expand the **Shared Folders** > **Financials** > **Workflow Notifications** > **General Ledger** folder.
c. Click the Journals folder to display the Data Models subfolder and the Journal Approval Report.
d. In the **Folders** pane, click the Data Models subfolder to select it.
e. In the toolbar, click the **Copy Resource** button.

f. In the **Folders** pane, expand the **Shared Folders** > **Custom** > **Financials** > **Workflow Notifications** > **General Ledger** folder.
g. Click the Journals folder to select it.
h. In the toolbar click the **Paste Resource** button to create a copy of the Data Models folder.

> **Note:** The Journal Approval Report is automatically redirected to use the copy of the data model in the Custom folder.

2. Use a text editor to construct the SQL statement for each segment in the chart of accounts to display either a value or a description.

   a. Use this statement as a template for displaying a segment value:
   `FUN_BIP_UTIL_PKG.get_seg_value_from_code(lines.CODE_COMBINATION_ID,'Segment_code') as Segment_Val.`

   Use this statement as a template for displaying a segment description:
   `FUN_BIP_UTIL_PKG.get_seg_description_from_code(lines.CODE_COMBINATION_ID,'Segment_Code') as Segment_Desc`
   b. Replace the `Segment_code` value in each statement with the segment codes from your chart of accounts.
   c. Replace the `Segment_Val` or `Segment_Desc` values at the end of each statement with a user-defined term for that segment.

   > **Note:** The user-defined terms are added to the report layout template as part of the task **Editing the Report Layout Template**.

The following table shows the segment names, segment codes, and prepared SQL statements for each segment in the chart of accounts. Each SQL statement includes the segment code and ends with the user-defined term representing the segment and indicating whether it's a value or a description. For example, the SQL statement for the cost center ends with `CostC_Desc`. Each statement ends with a comma.

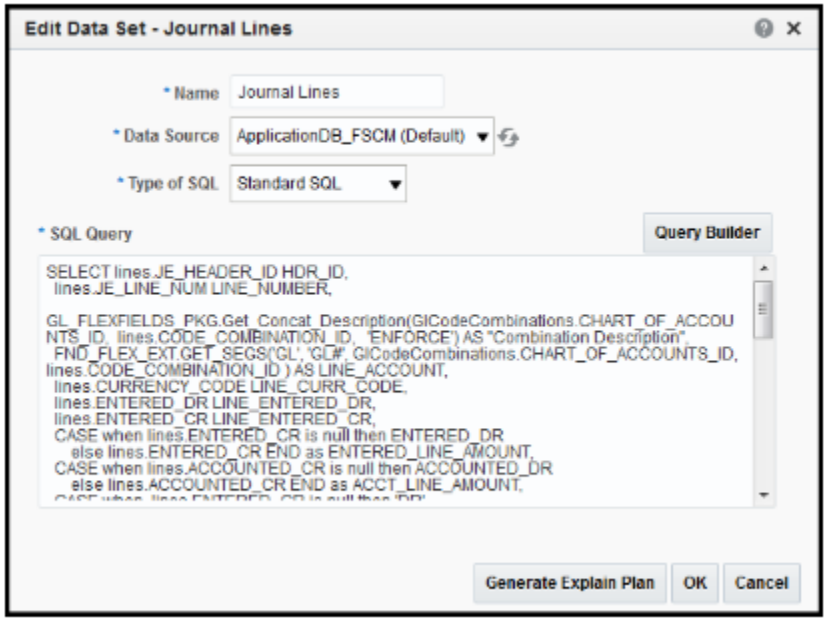
Segment Name	Segment Code	SQL Statement
Company	VF_Company	`FUN_BIP_UTIL_PKG.get_seg_value_from_code(lines.CODE_COMBINATION_ID,'VF_Company') as Company_Value,`
Cost Center	VF_Cost_Center	`FUN_BIP_UTIL_PKG.get_seg_description_from_code(lines.CODE_COMBINATION_ID,'VF_Cost_Center') as CostC_Desc,`
Account	VF_Account	`FUN_BIP_UTIL_PKG.get_seg_description_from_code(lines.CODE_COMBINATION_ID,'VF_Account') as Account_Desc,`
Product	VF_Product	`FUN_BIP_UTIL_PKG.get_seg_value_from_code(lines.CODE_COMBINATION_`

Segment Name	Segment Code	SQL Statement
		ID,'VF_Product') as Product_ Value,

3. To edit the copy of the data model:

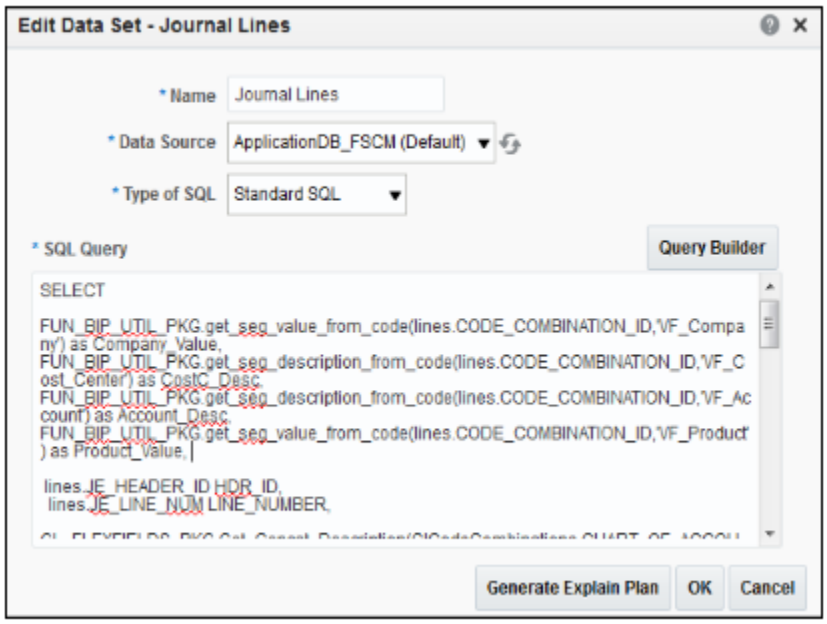
   a. Find your copy of the data model by expanding the **Shared Folders** > **Custom** > **Financials** > **Workflow Notifications** > **General Ledger** > **Journals** > **Data Models** folder.
   b. Click the **Edit** button for the Journal Approval Data Model copy. The Journal Approval Data Model page opens.
   c. In the Data Model pane, in the **Data Sets** folder, click the **Journal Lines** data set.
   d. On the Diagram tab, click the **Edit Selected Data Set** button. The Edit Data Set - Journal Lines dialog box opens with the SQL query for the Journal Lines data set.

      The following figure shows the Edit Data Set - Journal Lines dialog box with the predefined SQL query.



   e. In the **SQL Query** field, place your cursor after `SELECT` and insert rows for the new SQL statements.
   f. Copy the SQL statements that you prepared in step 2 into the **SQL query** field after the word `SELECT` and before the **lines.JE_HEADER_ID HDR_ID**.

      The following figure shows the Edit Data Set - Journal Lines dialog box with the new SQL statements.



g. Click **OK** to close the Edit Data Set - Journal Lines dialog box.
h. Click the **Save** button to save the modified copy of the data model.

Exporting the Data Model

To add fields from the data model to your copy of the report layout template, you must first export the modified data model .xml file.

1. Click the **Catalog** link on the Oracle Business Intelligence page to open the Catalog page.
2. In the **Folders** pane, expand the **Shared Folders** > **Custom** > **Financials** > **Workflow Notifications** > **General Ledger** > **Journals** folder.
3. Click the Data Models folder to display the modified Journal Approval Data Model.
4. Click the **Edit** link for the data model. The data model page opens on the Diagram tab.
5. Click the Data tab.
6. To export the full data model .xml file, click in each of these fields and enter values from an existing journal approval notification: **Accounting Period**, **Journal Batch Name** and **Ledger Name**.
7. To include empty fields in the data model export, click the **Properties** link in the Data Model pane.
8. On the Properties page, select the **Include Empty Tags for Null Elements** option.
9. Click **Save**.
10. In the Data Model pane, click the **Data Sets** link to return to the Data tab.
11. Click the **View** button to view the sample data.
12. Click the **Export** button and save the Journal Approval Data Model .xml file to a local drive.
13. Repeat step 7 to return to the Properties page and deselect the **Include Empty Tags for Null Elements** option.

> **Note:** If you leave this option selected, performance issues could result.

14. Click **Save**.

Editing the Report Layout Template

Edit the copy of the report layout that you downloaded earlier in the task Downloading the Report Layout Template.

1. To append the fiscal year to the notification header:

    a. Open your local copy of the report layout template using Microsoft Word.
    b. Place your cursor at the end of the default header text, which is Journal Batch Approval.
    c. Add a space and enter the text Fiscal Year 2017 - 2018. The header now says Journal Batch Approval Fiscal Year 2017 - 2018.

    The following figure shows the modified notification header.

2. To add the name of the user who created the journal batch to the notification:

    a. Select the Publisher tab to open the Publisher ribbon.
    b. In the Load Data group on the ribbon, click **Sample XML**.
    c. On the XML data selection dialog box, select the .xml file that you saved in step 11 of the task **Exporting the Data Model**. Click **Open**.
    d. Click **OK** on the message that appears indicating that the data was successfully loaded.
    e. In the header section of the report layout template, place your cursor at the end of the BATCH_SOURCE field, and insert a new line.
    f. Enter the text label for the new field, such as Batch Created By, and then add a space.
    g. In the Insert group on the Publisher ribbon, click the **Field** button. The Field dialog box opens with a list of the data model fields.
    h. In the JOURNAL_BATCH folder, select the BATCH_CREATOR field and click **Insert**. The field is automatically added to the header section after the new text label.
    i. On the **Field** dialog box, click **Close**.

    The following figure shows the modified notification header.

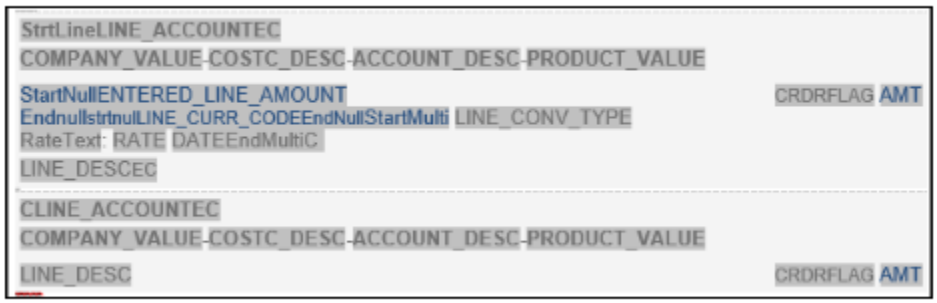
3. To replace the account combination ID fields on the report layout template with the segment values and descriptions that were added to the data model:

    a. Place your cursor after the label called `StrtLineLINE_ACCOUNTEC` and insert a new line.
    b. In the Insert group on the Publisher ribbon, click the **Field** button. The Field dialog box opens with a list of the data model fields.
    c. In the Journal Lines folder, select the COMPANY_VALUE field. The name for this field is the user-defined name for the company segment from the task **Copying and Modifying Data Model**.
    d. Click **Insert** to add the field to the report layout template.
    e. In the report layout template, add a character such as a hyphen, to separate the segments.
    f. Select the rest of the segments from the Field dialog box and insert them into the report layout template with a separator between each segment.

    The following figure shows the modified notification with the account segments.

    g. Format the segments that were added by copying the format from the **CLINE_ACCOUNTEC** field in the report layout template. Click the **CLINE_ACCOUNTEC** field.
    h. Click the Home ribbon, select the **Format Painter** button, and select the segments that were added. For example, select `COMPANY_VALUE-COSTC_DESC-ACCOUNT_DESC-PRODUCT_VALUE`.
    i. Place your cursor after the `CLINE_ACCOUNTEC` field and insert a new line.
    j. Copy the account line that you created in the previous steps of this section and paste it into the new line.

    The following figure shows the modified notification with the account segments appearing after both the `StrtLineLINE_ACCOUNTEC` and the `CLINE_ACCOUNTEC` fields.



    k. Delete the fields `StrtLineLINE_ACCOUNTEC` and `CLINE_ACCOUNTEC` from the report layout template.
    l. Click **Close** on the Field dialog box.

4. Save your local copy of the report layout template.

Previewing the Modified Notification

Before uploading your modified report layout template to the BI catalog, you should preview the output with the changes that you made. You can avoid uploading a broken report that displays an error to users.

1. Replace the path at the beginning of the modified .rtf template with the location of the subtemplate that you downloaded as a prerequisite. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>`.

   > **Note:** Save the original path information so you can copy it back after previewing.

2. In the Preview group on the Publisher ribbon, click **HTML**.

   The following figure shows an example of how the account combination appears in the preview. The value for the company segment is 31111. The segment description for cost center is R&D US. The description for the account segment is White Wine Revenue, and the value for the product segment is 0000.

3. If the preview reflects your changes as expected, then change the subtemplate path in the .rtf file back to the original location.
4. In the Tools group on the Publisher ribbon, click **Validate Template**.
5. Save the modified report layout template.

Uploading the Modified Report Layout Template

To use the modified report layout template for future journal approval notifications:

1. Click the **Catalog** link on the Oracle Business Intelligence home page to open the Catalog page.
2. In the **Folders** pane, expand the **Shared Folders** > **Custom** > **Financials** > **Workflow Notifications** > **General Ledger** folder.
3. Select the Journals folder to display the Data Models folder and the Journal Approval Report.
4. Click the **Edit** link for the Journal Approval Report to open the Journal Approval Report page.
5. Click the **View a list** link to open the Layout page.

   > **Tip:** The Layout page displays the copy of the predefined report layout template that was automatically created in step 5 of the task **Downloading the Report Layout Template**. If you're not satisfied with your changes, you can revert back to this copy by making it the default layout. (Refer to step 11.) Alternatively, you can revert back to the predefined report layout template by deleting the Journal Approval Report folder from the directory **Shared Folders** > **Custom** > **Financials Workflow Notifications** > **General Ledger**.

6. Click the **Create** button. A page opens with a Create Layout section and an Upload or Generate Layout section.
7. In the Upload or Generate Layout section, click the **Upload** button. The **Upload Template File** dialog box opens.

8. Complete the fields, as shown in this table.

Field	Value
Layout Name	Enter a name for the modified report layout template. For example, enter Modified Journal Approval Template.
Template File	Click **Browse**. Locate and select the modified report layout template that's on your local drive. Click **Open** to return to the **Upload Template File** dialog box.
Type	RTF Template
Locale	English

9. Click **Upload**. The Journal Approval Report page returns to the thumbnail view and displays the report layout template that you just uploaded, along with the original copy.

> **Note:** Configurable workflow notifications are refreshed every 24 hours so that they perform better for your users. But when you're making changes to reports, subtemplates, or data models, you can apply your changes immediately so they're available for testing. For more information, see the Apply Changes to Workflow Notifications Immediately After Upload topic.

10. Click the **View a list** link to return to the Layout page with the list of the report layout templates.
11. In the row for the report layout template that you just uploaded, click the **Default Layout** option. This step enables the modified report layout template for future journal approval notifications.
12. Click the **Save** button to save the change to the default layout.

Related Topics

- Overview of Oracle Analytics Publisher Best Practices for SaaS Environments
- Add a Branding Logo and Change Other Shared Components in Workflow Notifications
- Best Practices for Workflow Notifications
- Overview of Financials Configurable Workflow Notifications
- Set Up for RTF and Excel Report Layout Templates

Example of Modifying Expenses Email Notifications Using Oracle Analytics Publisher

This example shows you how to modify the Expense Report Approval email notification template using Oracle Analytics Publisher templates.

Oracle Analytics Publisher

The following table summarizes questions to consider for this scenario.

Questions to Consider	This Example
Do I want to change in the header of the email approval notification?	Add a word to the header.
Do I want to add fields or columns to or remove fields or columns from the email approval notification?	Add a field to the template.

You can modify an Expenses BI Publisher email approval notification by:

1. Exporting the Expense Approval Data Model
2. Downloading the Expense Report Approval template
3. Editing the Expense Report Approval template
4. Adding field and table attributes to the Expense Report Approval template
5. Previewing the modified Expense Report Approval template
6. Uploading the modified Expense Report Approval template

Prerequisites

Before you can modify an Expenses workflow email approval notification, complete these steps:

1. Download and install the Template Builder for Word, which is a BI Publisher add-on for Microsoft Word.
    a. Sign into the Oracle Analytics Publisher server with the BI Administrator Role.
    b. On the Oracle Analytics Publisher home page by the Get Started section, click the **Download BI Publisher Desktop Tools** link.
    c. Select and install **Template Builder for Word**.
2. Download a copy of the subtemplate, which is the FinFunWorkflowNotificationSub.rtf file, to your local drive.
    a. Click the Catalog menu.
    b. In the BI Catalog, expand **Shared Folders > Common Content > Templates**.
    c. Click the **Edit** link for Workflow Notification Subtemplate.
    d. On the Workflow Notification Subtemplate - Sub Template page in the Templates section, click the language name link in the Locale column.
    e. Save the FinFunWorkflowNotificationSub.rtf file to your local drive.
3. Create an expense report and note the expense report number. You enter the expense report number when you export the data model .xml file.

Exporting the Expense Approval Data Model

Before you can modify the Expense Report Approval template, you must export the .xml file that contains the predefined data model attributes for the notifications. Complete these steps:

1. Sign into the Oracle BI Publisher server with the BI Administrator Role.
2. **Navigator > Tools > Reports and Analytics**.
3. On the Oracle BI Publisher home page, click the Catalog menu.
4. On the Catalog page in the Folders pane, expand **Shared Folders > Financials > Workflow Notifications**.
5. Expand the Expenses folder.
6. Click the Expenses subfolder to display the data models and the notification templates.

7. Click the **Data Models** link.
8. By Expense Approval Data Model, click the **Edit** link.

   The Diagram tab displays data sets for the Expense Approval Data Model.
9. Scroll to see all the data sets.
10. To ensure that all data sets include requested elements with null values in the output XML data, complete these steps:

    a. In the Data Model pane, click the **Properties** link.
    b. In the Properties section, select the **Include Empty Tags for Null Elements** check box.
11. In the Data Model pane, click the **Data Sets** link.
12. On the Expense Approval Data Model page, select the Data tab and scroll to locate the **Expense Report Number** field.
13. In the **Expense Report Number** field, enter the expense report number that you created in the third step of the Prerequisites section in this document.
14. Click **View** to see the sample data and all the available attributes.
15. Click **Save As Sample Data**.
16. Click **OK**.
17. Click **Export**.
18. Click **Save as** to save the Expense Approval Data Model .xml file to your local drive.

Downloading the Expense Report Approval Template

The Expense Report Approval template contains the structure of the email approval notification. To download a copy of the Expense Report Approval template to your local drive, complete these steps:

1. Click the Catalog menu.
2. On the Catalog page in the Folders pane, expand **Shared Folders > Financials > Workflow Notifications > Expenses**.
3. Click the Expenses subfolder to display data models and the notification templates.
4. By Expense Report Approval, click the **More** link, and select **Customize**.

   An image of the predefined Expense Report Approval Email Notification appears. A copy of the Expense Report Approval template is automatically created in the Custom folder. You can find the copy by expanding Shared Folders > Custom > Financials > Workflow Notifications > Expenses.
5. By the predefined Expense Report Approval Email Notification template, click the **Edit** link.
6. Click **Save as** to save the Expense Report Approval Email Notification template to your local drive as an .rtf file.

> **Tip:** Save the downloaded template with the name **UpdatedExpenseApprovalNotificationReport.rtf** to distinguish it from the predefined template.

Editing the Expense Report Approval Template

To edit the header section of the Expense Report Approval Email Notification template, complete these steps:

1. Double click the UpdatedExpenseApprovalNotificationReport.rtf file you saved to your local drive.
2. In the header section, place your cursor between **Expense** and **Approval**.
3. Type **Report**. The text now reads **Expense Report Approval**.

   You can add, delete, or change words in the Expense Report Approval template.
4. Save and close the .rtf file.

Adding Field and Table Attributes to the Expense Report Approval Template

To add field and table attributes to the Expense Report Approval template, complete these steps:

1. In Microsoft Word, open your local copy of the UpdatedExpenseApprovalNotificationReport.rtf file.

   > **Note:** Depending on your version of Microsoft Word or your installation of Template Builder for Word, you may see either a BI Publisher tab or you may find BI Publisher by the Add-ins menu.

2. From the Add-ins menu, select **BI Publisher > Data > Load Sample XML Data**.
3. In the **Select XML data** dialog box, search for and select the Expense Approval Data Model .xml file you downloaded.
4. Click **Open**.

   A message displays that indicates your .xml data was successfully loaded.
5. Click **OK**.
6. To insert a field in the Expense Report Approval template, place your cursor at the end of the line you want to insert into, and press the Enter key on the keyboard.
7. From the Add-ins menu, select **BI Publisher > Insert > Field**.
8. In the **Field** dialog box, scroll to the EXPENSES folder, select **IMG_REQ_FLAG**, and click **Insert**.

   This step inserts text that indicates a receipt image is required. You can add fields from the data model anywhere in the Expense Report Approval .rtf template.
9. From the Add-ins menu, select **BI Publisher > Insert > Field**.
10. In the **Field** dialog box, scroll to the RECENTSIMILAREXPENSES folder, select any field that you want to insert, and click **Insert**.

    > **Note:** You can also insert fields that are associated with the following folders: RecurringViolations, RecentSimilarExpenses, and UnappliedCashAdvances.

11. Save and close the UpdatedExpenseApprovalNotificationReport.rtf file.

Previewing the Modified Expense Report Approval Template

Before uploading your modified Expense Report Approval template to the BI Catalog, you can preview the changes you made. By previewing changes, you can avoid uploading a modified template that displays errors in the emails sent to users.

1. Open your local copy of the UpdatedExpenseApprovalNotificationReport.rtf file in Microsoft Word.
2. At the beginning of your modified .rtf template, save the path information for future reference so you can replace it after previewing. The path information may look like this: <?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>
3. Replace the path at the beginning of your modified .rtf template with the location of the subtemplate that you downloaded as a prerequisite. For example, change <?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?> to <?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>

   > **Note:** In the preceding example, part of the replacement path, C:/Template_Directory, represents the folder in which the user downloaded the subtemplate to in the second step of the Prerequisites section in this document. Ensure that you change all backward slashes to forward slashes.

4. From the Add-ins menu, select **BI Publisher > Preview > HTML.**
5. If the preview reflects your expected changes, then change the path at the beginning of your modified .rtf file back to the original path.
6. From the Add-ins menu, select **Validate Template**.

7. Save your changes in Microsoft Word.

Uploading the Modified Expense Report Approval Template

To upload and use the modified Expense Report Approval template for email approval notifications, complete these steps:

1. On the Oracle BI Publisher home page, click the Catalog menu.
2. On the Catalog page in the Folders pane, expand **Shared Folders > Custom > Financials > Workflow Notifications > Expenses**.
3. Click the Expenses subfolder to display the data models and the notification templates.
4. By the Expense Report Approval, click **Edit**.
5. On the Expense Approval Report page, click **Add New Layout**.
6. In the Upload or Generate Layout section, click the **Upload** icon.
7. In the **Upload Template File** dialog box, **Layout Name** field, enter **UpdatedExpenseApprovalReportTemplate**. The entry represents the name of the Expense Report Approval Template .rtf file that you downloaded and saved to your local drive with the prefix Updated.
8. In the **Template File** field, browse for your modified UpdatedExpenseApprovalReportTemplate.rtf file on your local drive, select the template, and click **Open**.
9. In the **Upload Template File** dialog box from the **Type** choice list, select **RTF Template**.
10. From the **Locale** choice list, select **English (United States).**
11. Click **Upload** to open the **Processing** dialog box and return to the Expense Approval Report page.

    The uploaded modified .rtf file appears.

    > **Note:** Configurable workflow notifications are refreshed every 24 hours so that they perform better for your users. But when you're making changes to reports, subtemplates, or data models, you can apply your changes immediately so they're available for testing. For more information, see the Apply Changes to Workflow Notifications Immediately After Upload topic.

12. On the Expense Approval Report page, click the **View a list** link.
13. In the Layout section in the row for the Updated Expense Report Approval Template, select the **Default Layout** check box. This step enables your modified Expense Report Approval Notification template to act as the default email approval notification.
14. Click the **Save Report** icon.

Related Topics

- How You Modify Copies of Predefined Reports
- Set Up for RTF and Excel Report Layout Templates

Enable Expenses Configurable Email Notifications

You can use workflow email approval notifications to submit approvals to approvers. These approval notifications are based approval notifications that are embedded in emails.

If you want to change the content or appearance of your email approval notifications, you can modify the content or format of the Oracle Analytics Publisher templates.

Before you can use or modify workflow email approval notifications, you must enable in Setup and Maintenance any or all of the following sets with their corresponding notifications:

- Expense Report Approval Notifications

    - Expense report approval notification
- Expense Reimbursement Notifications
    - Expense report payment notification to employee (check)
    - Expense report payment notification to employee (direct deposit)
    - Payment to card issuer notification
- Expense Audit and Receipt Management Notifications
    - Expense report is rejected by auditor
    - Expense report is returned to employee
    - Expense report is short paid due to receipt issue
    - Expense report is adjusted
    - Expense report is short paid due to non-compliance issue
    - Pending payment with warnings
- Cash Advance Notifications
    - Cash advance approval notification

Enabling Configurable Email Notifications

To enable workflow email approval notifications, follow these steps:

1. **Navigator > My Enterprise > Offerings**.
2. In the Offerings work area, select **Financials**.
3. Click **Opt In Features**.
4. On the Opt In: Financials page, select **Expenses**.
5. Click the **Edit** icon.
6. On the Edit Features: Expenses page, select **Configurable Expenses Email Notifications**.
7. Click the **Edit** icon.
8. In the **Feature Name: Configurable Expense Email Notifications** dialog box, select any or all of the notification sets.
9. Click **Save and Close**.

Configure Expense Digest

The expense digest is a notification email delivered to the user's email. A separate digest email is sent to each expense delegate. The email includes an overview of all expenses and highlights the expenses that require the user's attention, such as items with missing information, possible matches to corporate card charges, outstanding corporate card charges, and so on. To do this, you need to be assigned the Corporate Card Account Administration role. You use the options in the Expense Digest section in the Manage Auto Submission and Matching Options page to configure the delivery of expense digest. To access this page, in the Setup and Maintenance work area, go to the following:

- Offering: Financials
- Functional Area: Expenses
- Task: Manage Auto Submission and Matching Options

Here are the different settings you can configure to set up the delivery of expense digest:

Option	Description
Schedule	Use this option to enable and disable the delivery of email digest. By default, this option is set to Yes.
Frequency	Specify the days of the week when the email digest is sent to the users. This option is enabled when the Schedule option is set to Yes. Monday is the default day for sending email digests.
Test Notification Email Address	Use this field in the development and test environments to specify a test email to which email digests are delivered. This is helpful in testing if email digests are delivered as required. This field isn't available in the final environment.

Configuring Payables Workflow Notifications

You can configure Payables workflow notifications for both email and in-app to meet your business needs and requirements. For example, approvers for Payables invoice approval receive a standardized workflow notification when the invoice requires their approval.

This standardized workflow notification has a list of attributes shown in a specific format. However, you have your own requirements regarding what information is in the approval workflow notifications and in the format you want displayed. The ability to configure Payables workflow notifications to meet your specific business needs and requirements is now available. The capability to configure the notifications supports changing the format, content, and display of the notifications. In the invoice workflow approval notification, you have the ability to add other invoice-related attributes that you want to display in those workflow notifications.

Payables Workflow Notifications

The current Payables workflow notifications are listed in the following table:

Notification Name	Workflow Task Name	Description
Invoice Approval	FinApInvoiceApproval	Workflow notifications sent for approving invoices.
Hold Resolution	FinApHoldApproval	Workflow notifications sent for resolving invoices on hold.
Payment Approval	PaymentApproval	Workflow notifications sent for payment approval of invoices.
Invoice Account Coding	FinApInvoiceAccountCoding	Workflow notifications sent for account coding of invoices.

Note: For the Invoice Approval and Invoice Account Coding in-app notifications, use the Edit Distributions option in the Actions menu to edit the distributions.

Oracle Analytics Publisher

Use Oracle Analytics Publisher for configuring the Payables workflow notifications.

- The notifications are optimized for mobile devices and are ready to use as delivered.
- The notifications are generated based on Analytics Publisher templates that are ready to use as delivered. The templates can be easily configured to meet your business requirements. If required, you can change the delivered template layouts and content, to add images, change colors and styling, add or remove attributes or modify text.
- Any change made to the BIP template impacts both the email and the in-app notifications.

  Predefined BIP reports generate workflow notifications pulling content from the standard data models. The report layouts use common table and paragraph styling. In addition, a common sub template is used for reusable notification components, including: a custom logo in the notification header, action buttons, and task history.

  > **Note:** The history component is currently not based on a BIP data model and can't be modified.

  > **Note:** The same template is used for both email and in-app notifications. Any change made to the BIP template for email has an impact on the in-app notification as well.

Best Practices

The following are recommended best practices:

- Never edit delivered notifications.
- Use the Customize feature for reports and subtemplates.
- Copy the data models, paste into the Custom folder, and edit the copies.
- Do not rename the standard BI components, the reports or sub templates. Preview your changes before publishing. In case of errors, revert the changes.
- Do not modify any links in the subtemplate file. Before saving a local copy, disable the Update links on the save option in Microsoft Word.

Related Topics

- Overview of Financials Configurable Workflow Notifications
- Example of Modifying Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

Example of Modifying Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

This example shows how to modify workflow notifications for the invoice approval workflow using Oracle Analytics Publisher reports. Any modifications you make apply to both email and in-app notifications.

The following table summarizes the key decisions for this scenario:

Decisions to Consider	In This example
What text changes are needed in the header section of the notifications?	Add custom text to the notification to give instructions to the approvers.
What additional fields should the header section of the notification contain?	Add an additional attribute for displaying Payment Terms for the invoice.

Prerequisites

Download and install the Template Builder for Word, which is an extension to Microsoft Word.

1. In the Reports and Analytics work area, click the Browse Catalog button.
2. Click the Home link.
3. In the Get Started section, click the Download BI Desktop Tools link.
4. Select Template Builder for Word from the list.
5. Save the file and run the installer.

Modifying Invoice Approval Workflow Notification

To add the custom instructions text to the header section of the notification, we need to modify the common subtemplate used for the notifications.

To edit a copy of the predefined subtemplate that contains the shared components:

1. Click on Navigator > Reports and Analytics.
2. Click the Browse Catalog icon.
3. In the BI catalog (the Folders pane), expand Shared Folders> Common Content>Templates.
4. For Workflow Notification Subtemplate, click More and select Customize.
   If you're not using the Customize option:
   a. Click Copy in the toolbar with Workflow Notification Subtemplate selected.
   b. In the BI catalog, expand Shared FoldersCustomCommon Content Templates. Create a Templates folder in this location if it doesn't exist.
   c. Click Paste in the toolbar.
   d. Click the Edit link for the copied subtemplate.

   Note: All reports using the predefined subtemplate are automatically redirected to point to your subtemplate in the Custom folder. This applies:
   - To all reports, predefined or not.
   - No matter if you copy and paste the subtemplate or use the Customize option.
   - Only if your subtemplate has the same name and relative file path in Custom as the predefined subtemplate
5. In the Templates section, click the link in the Locale column.
6. Save the subtemplate .rtf file to your computer.
7. Open the .rtf file with Microsoft Word.
   - To add custom instructions text, add a new section with the following details:

- <template:InstructionText?>
  All invoices must be approved within 2 working days. In case of any queries, kindly write to approval.support@vision.com.
  - <?end template?>

> **Note:** To ensure that your layout templates reflect these changes without additional rework, don't edit any other text in the subtemplate .rtf file.

8. Update Word options to ensure that existing links remain intact in the subtemplate
   - Click File > Options > Advanced.
   - In the Word Options dialog box, click Web Options in the General section.
   - In the Web Options dialog box, open the Files tab.
   - Deselect the Update links on save check box.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

9. Save your changes in Word.

Uploading the Modified Subtemplate

To upload your subtemplate to the BI catalog after previewing the changes:

1. In the BI catalog, expand Shared FoldersCustomCommon Content Templates..
2. Click Edit for Workflow Notification Subtemplate.
3. In the Templates section, click the Upload icon.
4. Select your modified .rtf subtemplate and a locale, and click OK to overwrite the original subtemplate.
   Next we will make changes to the Invoice Approval Workflow Notification report layout to reflect the updates in the shared component, as well as add the new attribute to the report layout. To do this, we need to modify the Invoice Approval Workflow Notification report layout.

Downloading the Report Layout Template

The report layout template contains the structure of the workflow notification. To download a copy of the report layout template to your local drive for modification:

1. Sign in to the BI server (for example, http://hostname.com:7001/xmlpserver) as an Application Implementation Consultant to open the Oracle Analytics home page.
2. Click the Catalog link to open the Catalog page.
3. In the Folders pane, expand the Shared Folders>Financials>Workflow Notifications> Payables folder.
4. Click the Invoices folder to display the Data Models subfolder and the Invoice Approval Report.
5. Click the More link for the Invoice Approval Report, and then select Customize from the menu. The Invoice Approval workflow Notification report layout template is automatically copied to the Custom folder. The Invoice Approval Report page opens from within the Custom folder.
6. Click the Edit link on the copy of the Invoice Approval workflow Notification report layout.
7. Save the copy of the .rtf file to your local drive and change the file name to distinguish it from the predefined report layout template. For example, save the file as UpdatedInvoiceApprovalNotificationReport.rtf.

> **Note:** Be sure to change the name of the .rtf file, otherwise you could overwrite the predefined report layout template.

Exporting the Data Model

To add attributes to the report layout template, you must first export the data model for the report.

1. Navigate back to the Oracle Analytics home page, and click the Catalog link.
2. On the Catalog page, in the Folders section, expand Shared Folders>Financials>Workflow Notifications>Payables> Invoices.
3. Click the Data Models folder to display the Invoice Approval Data Model.
4. Click the Edit link for the Invoice Approval Data Model. The Invoice Approval Data Model page opens on the Diagram tab.
5. Click the Data tab. To export the full data model, you must first enter valid values for Business Unit, Supplier and Invoice Number attributes from an existing Invoice.
6. Click in each of these fields and enter valid values from an existing Invoice approval notification:
7. To include empty attributes in the data model export, click the Properties link in the Data Model section.
8. On the Properties page, select the Include Empty Tags for Null Elements option.
9. In the Data Model section, click the Data Sets link to return to the Data tab.
10. Click the View button to view the data model.
11. Click the Export button and save the Invoice Approval Data Model_.xml file to your local drive.

Modifying the Invoice Approval Workflow Notification Report Layout

To add a reference to the update in the subtemplate for the Instruction text that we want to add to the Invoice Approval Workflow Notification:

1. Open your local copy of the report layout template using Microsoft Word.
2. Replace the path with the location of the modified subtemplate file on your computer. For example, change <?import:xdoxsl:///CommonContent/Templates/Workflow Notification Subtemplate.xsb?> to <?import:file:C:///Template_Directory/Updated Workflow Notification Subtemplate.ret?..
3. Place your cursor at the end of the default header text for Invoice Approval.
4. Add a space and enter the following: <?call-template:InstructionText?>. By doing this, the custom instruction text will be retrieved from the updated subtemplate and displayed in the workflow notification.
5. Save the file..
6. From the Analytics Publisher tab in the Ribbon, click HTML in the Preview group. If the preview reflects your subtemplate changes as expected, then change the subtemplate path back to the location in the Custom folder, for example: <?import:xdoxsl:///Custom/Templates/Workflow Notifications Subtemplate.xbs?>.
7. If you're not adding attributes to the report layout, close the file and skip to the Uploading the Modified Report Layout task.

   To add an attribute for Payment Terms in the header section of the report layout:

   a. In your local copy of the report layout, select the Analytics Publisher tab.
   b. In the Load Data section on the Analytics Publisher ribbon, click Sample XML.
   c. On the XML data selection dialog box, select the .xml file that you saved in step 11 of 'Exporting the data model' and click Open.
   d. Click OK on the message that appears indicating that the data was successfully loaded.
   e. Place your cursor in the **Details** section of the notification. Add an additional row after the **Description** attribute.
   f. In the Attribute column, enter a label for the new attribute. In this case, enter **Payment Terms**.
   g. Then place the cursor in the Value column and go to the Analytics Publisher add-in. Navigate to Insert > Field and search for **Payment Terms** in the search field.
   h. Select the **Payment Terms** attribute and click **Insert**.
   i. Save and close your copy of the report layout.

Uploading the Modified Report Layout Template

To use the modified report layout template for future Invoice Approval Workflow Notifications:

1. Navigate back to the Oracle Analytics home page and click the Catalog link.
2. On the Catalog page, in the Folders section, expand Shared FoldersCustomFinancials Workflow NotificationsPayables.
3. Select the Invoices folder to display the Data Models folder and the Invoice approval report.
4. Click the Edit link for the Invoice Approval Report to open the Invoice Approval Report page.
5. Click the View a list link to open the Layout page.

> **Note:** The Layout page displays the copy of the report layout template that was automatically created in step 5 of the Downloading the Report Layout Template task. Leave this report layout template as is. If the modified workflow notifications don't work, you can revert back to using this report layout template, which is a copy of the predefined report layout template.

6. Click the Create icon. A page opens with a Create Layout section and an Upload or Generate Layout section
7. In the Upload or Generate Layout section, click the Upload icon. The Upload Template File dialog box opens.

   Complete with the following information:

Field	Value
Layout Name	Enter a name for your modified report layout template. For example, enter Modified Invoice Approval Template.
Template File	Click Browse. Locate and select the modified report layout template that's on your local drive. Click Open to return to the Upload Template File dialog box.
Type	RTF Template
Locale	English

8. Click Upload. The Invoice Approval Report page returns to the thumbnail view of the report layout templates.
9. Click the View a list link to return to the Layout page with the list of the report layout templates
10. Select the row with the report layout template that you just uploaded and click the View Report button.
11. Review the modified report layout template.
12. To view the report layout template with sample data, enter values from an existing notification into the fields and click Apply.
13. Repeat steps 1 through 5 to navigate back to the list of report layout templates. In the row for the report layout template that you just uploaded, click the Default Layout option. This step enables the modified report layout template for future Invoice approval workflow notifications.
14. Click the Save icon.

Related Topics

- Overview of Financials Configurable Workflow Notifications
- Configuring Payables Workflow Notifications

4 General Ledger Reports

Considerations for Implementing Financial Reporting Center

The Financial Reporting Center adds self-service functionality for the Oracle Fusion Applications and the Oracle Fusion Accounting Hub. The financial reports are available immediately on both computers and mobile devices, which leads to quicker decision making.

> **Note:** To access the reports in Financial Reporting Center, store the reports in the My Folder or Shared Custom directories.

Job Roles and Duty Roles

The following table shows the predefined job roles and their associated duty roles.

Predefined Job Role	Duty Roles
General Accountant	• Financial Reporting Management • Account Balances Review
General Accounting Manager	• Financial Reporting Management • Account Balances Review
Financial Analyst	• Financial Reporting Management • Account Balances Review

Business Process Model Information

The features are part of the Manage Financial Reporting and Analysis detailed business process.

The following table shows the activities and tasks for that business process.

Activity	Task
Prepare Financial Reports	Generate Financial Statements
Analyze Financial Performance	Inquire and Analyze Balances

Set Up Financial Reporting Center and Smart View

Oracle Fusion Financial Reporting Center is a powerful tool for reviewing, designing, and presenting financial reports and analytic data. The critical choices required to configure and install the components in Financial Reporting Center consist of:

- Configuring the Financial Reporting Center
- Installing Smart View, performed by your end users
- Configuring Workspace Database Connection, performed by your administrator

Configuring Financial Reporting Center

You have access to the reports in the Financial Reporting Center and Workspace installed with Oracle Fusion Financial Applications. Your Oracle Fusion Business Intelligence (BI) administrator defines the folder structure in Workspace. The administrator considers your company's security requirements for folders and reports, as well as report distribution requirements for financial reporting batches.

- Security can be set on folders and reports from Workspace.
- You are granted access to the folders and reports you want to view by your BI administrator.

Installing Smart View

Smart View is an Excel add-in that must be loaded on each client. To download Smart View, click **Navigator** > **Financial Reporting Center** > **Tasks** panel drawer > **Open Workspace for Financial Reports**. Once the **workspace** is started, click **Tools** > **Install** > **Smart View**.

> **Note:** Since Smart View is an add-in to Microsoft Office products, you can install Smart View only on a Windows operating system.

Once Smart View is installed, you must configure the connection using the Smart View Shared Connections URL. You can derive the Shared Connections URL by following these steps:

1. From the Financial Reporting Center task panel, select **Open Workspace for Financial Reporting**.
2. Edit the workspace URL by removing **index.jsp** and adding **SmartViewProviders** at the end.

   > **Note:** The following URL is an example for a Cloud-based environment. If the workspace URL is **https://efops-rel5st4-cdrm-external-bi.visioncorporation.com:10622/workspace/index.jsp**, the Shared Connections URL is **https://efops-rel5st4-cdrm-external-bi.visioncorporation.com:10622/workspace/SmartViewProviders**.

3. Copy the URL.
4. Open Excel.
5. From the Smart View menu, click **Options** > **Advanced**.
6. Paste the URL in the **Shared Connections URL** field.
7. Click **OK**.

To connect Oracle Fusion General Ledger Balances cubes in Smart View:

1. Open Smart View from your **Start menu** > **Programs** > **Microsoft Office** > **Microsoft Excel 2007**.
2. Navigate to the **Smart View** menu > **Open**. On the **Start** on the ribbon, click **Smart View Panel** that appears in the list of values from the ribbon. The task pane opens.
3. Click **Shared Connections** on the task pane.
4. Sign in with your user name and password.
5. Click the **Select Server to proceed** list of values.

> **Note:** If the Essbase Server isn't there, then it has to be added. Use the following steps:
>
> a. Click the Add Essbase Server link.
> b. Specify the Essbase Server login and password.
> c. Expand the Essbase server and locate the cube in it.

6. Select **Oracle Essbase** from the list of shared connections.
7. Click the **Expand** to expand the list of cubes.
8. Expand your cube (name of your chart of accounts).
9. Click **db**.
10. Click the analysis link.

> **Note:** You must perform these steps only once for a new server and database.

To set how the name and alias of the Essbase database appears:

1. Click **Options** on the ribbon > select the **Member Options** > select **Member Name Display**.
2. Set one of these three options:
   - **Distinct Member Name**. Only shows the full Essbase distinct path.
   - **Member Name and Alias**: Shows both the member name and the alias.
   - **Member Name Only**. Shows only the member name.

> **Note:** The Smart Slice feature isn't supported in Oracle Fusion General Ledger. For all other documentation, refer to the Oracle Smart View for Office User's Guide.

Configuring Workspace Database Connections

Administrators must create database connections from Workspace so users can access the cubes from Workspace and Financial Reporting Web Studio.

> **Note:** Ledger setup has to be completed before the database connection can be created. Oracle Fusion General Ledger balances cubes are created as part of ledger setup. A separate cube is created for each combination of chart of accounts and accounting calendar. A database connection is needed for each cube.

Steps to define a database connection are:

1. Start at the **Navigator** by selecting **Financial Reporting Center**.
2. From the **Financial Reporting Center** task panel, select **Open Workspace for Financial Reporting**.

3. From within **Workspace** select the **Navigator** menu > **Applications** >**BI Catalog**.
4. Select **Tools** menu > **Database Connection Manager**.
5. Select **New** button.
6. Enter a user-friendly name for the **Database Connection Name**.
7. Enter Essbase as the **Type**, your server, user name, and password.
8. Select **Application** (cube) and **Database** from the list of values. Expand the **Application** name to see the related **Database**.
9. Click the **OK** button twice to save your selections.
10. Click **Close** button in the **Database Connection Manager** window to save your connection.

Note: The database connection is available in both Workspace and Financial Reporting Web Studio. Optionally, it can be set up in Financial Reporting Web Studio when putting grids on a report. This should only be done by an administrator.

For more detailed information about Smart View and Financial Reporting Web Studio, refer to the Using EPM with Oracle Financials Cloud link on the Books for Oracle Financials Cloud page of the Oracle Help Center at https://docs.oracle.com.

Smart View

Overview of Smart View

Oracle Hyperion Smart View provides common Word, PowerPoint, and Excel interfaces designed specifically for Oracle Hyperion Enterprise Performance Management, Oracle Transactional Business Intelligence, and Oracle Fusion General Ledger.

Using Smart View, you can view, import, manipulate, distribute, and share data in Excel, Word, and PowerPoint interfaces. Smart View is a comprehensive tool for accessing and integrating Enterprise Performance Management, Business Intelligence, and General Ledger content from Microsoft Office products.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balances and activity. You can use Smart View for:

- Analysis
- Predefined form interaction
- Report design

Analysis

Smart View uses the Excel environment to interactively investigate the data contained in the sources. You start with templates that begin the process or a blank sheet where you begin shaping and altering the grids of data.

Predefined Form Interaction

As an Oracle Fusion user who executes predefined inputs or reporting forms, Smart View a convenient way of completing tasks within Microsoft Office. Use Smart View to work in the Excel environment either for consistent experience or to tie other spreadsheet-based models into your process. For example, use Smart View with Oracle Hyperion Planning to incorporate data that is still housed in spreadsheet and workbook-based models.

Report Design

Report design is another dimension of Smart View, which leverages the capabilities of Oracle Fusion General Ledger data. Once the data is available within Smart View you can create reports as needed based on a combination of data sources. For example, planning and financial management data can be used to compare actual to budget. Reports can be made more complex by providing the ability to compare multiple scenarios for different periods. The power of Smart View is used to create reports and is refreshed periodically, as needed.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balance information. You can use Smart View to:

- Perform ad hoc multidimensional pivot analysis with full spreadsheet functionality
- Drill down from any parent value to the next parent or child value
- Perform drill down from any child value to detail balances, journal lines, and subledger transactions
- Analyze actual, budget, and forecast information
- Increase visibility with charts and graphs
- Apply date effective hierarchies to past, present, or future hierarchies to change the financial data reported in your financial reports. For example, to compare 2014 to 2015 results, realign the data in your 2014 reports by applying the 2015 organization hierarchy.

> **Tip:** Best practice when using Smart View is to always turn on row suppression in the Smart View options. You can't suppress columns in Smart View. For more information about Smart View suppression, see the Smart View Options chapter in the Oracle Smart View for Office User's Guide at http://docs.oracle.com/cloud/latest/epm-common/SVPBC/opt_data.htm#SVPBC-options_202.

For more detailed information about Smart View, refer to the Using EPM with Oracle Financials Cloud link on the Books for Oracle Financials Cloud page of the Oracle Help Center at https://docs.oracle.com.

Creating an Ad Hoc Analysis in Smart View

This example shows how to create an ad hoc analysis in Smart View.

Creating an Ad Hoc Analysis

This example includes steps for configuring the Smart View connection, selecting dimension members, creating separate reports, and formatting amounts.

1. Navigate to the Financial Reporting Center.
2. Open the **Tasks** panel and click the **Open Workspace for Financial Reports** task.
3. Remove **/index.jsp** from the end of the workspace URL and copy the rest of the URL. For example, copy **https://adc-fapXXXX-bi.oracledemos.com**, where XXXX is the unique instance ID.
4. Open Excel.
5. Navigate to the **Smart View** ribbon and click **Options**.
6. In the **Shared Connections URL** field on the **Advanced** tab, replace everything before **workspace** with the copied URL. For example, https://adc-fapXXXX-bi.oracledemos.com/workspace/SmartViewProviders
7. Click **OK**.
8. On the **Smart View** ribbon, click **Panel**. The **Smart View** panel opens.
9. On the **Smart View** panel, click **Shared Connections**.

10. Sign in with your user name and password.
11. On the **Smart View** panel, select the drop-down list for the **Select Server to proceed** field.
12. Select **Oracle@Essbase** from the list of shared connections.
13. Expand the list of cubes for **Essbase_FA_Cluster**.
14. Expand the **USChartofAccounts** cube.
15. Select **db**. Don't expand the selection.
16. On the **Smart View** panel, click **Connect**, and then click **Ad hoc analysis**.
17. On the **Essbase** ribbon, click **POV**. The **Point of View** window enables you to select data dimension values, so you can pinpoint the information you want for the Excel analysis.
18. On the **Point of View** window, click the drop-down list for each dimension and select the ellipsis (...) to open the member selector. On the **Member Selection** window, remove the default selection for each dimension using the **Remove** icon. Select the dimension value and add it using the **Add** icon. Click **OK**. Complete the member selection, as shown in this table.

Field	Value
Company	[All Company Values].[101]
Line of Business	10
Account	11200-Cash
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Amount Type	Period-to-date
Currency	USD
Currency Type	Total

19. On the worksheet, click the **Accounting Period** dimension in row 3, column A.
20. Right-click and select **Smart View**, **Member Selection**.
21. On the **Member Selection** window, remove the default selection. Expand the **Accounting Period** dimension and add the period 12-16.

22. Click **OK**.
23. Double-click **Ledger** in row 2, column B, to zoom in. You can also zoom in by selecting the dimension, navigating to the **Essbase** ribbon, and clicking **Zoom In**
24. Click **All Ledgers** in row 2, column B, and click **Zoom Out** on the Essbase ribbon.
25. Right-click **Ledger** in row 2, column B, and select **Smart View**, **Member Selection**.
26. On the **Member Selection** window, remove the default selection of **Ledger**.
27. Select **US Ledger Set** and click the **Add** icon.
28. Click **OK**.
29. On the **Point of View** window, click **Refresh**.
30. Double-click **US Ledger Set** in row 2, column B, to zoom in.
31. Click the [**US Ledger Set**].[**US Primary Ledger**] cell.
32. On the **Essbase** ribbon, click **Keep Only** to remove the other Ledger members and keep only the selected member.
33. To create a separate report based on the Company dimension, on the **Essbase** ribbon, click **Cascade** and select **Same Workbook**. The **Member Selection** window opens.
34. On the **Member Selection** window, select [**All Company Values**].[**102**] and click the **Add** icon.
35. Click **OK**. A worksheet opens for company 102.
36. Click the **All Company Values.101** worksheet.
37. Click the amount cell in row 3, column B.
38. Navigate to the **Home** ribbon and set the **Accounting Number Format** option to the dollar sign.
39. Navigate to the **Essbase** ribbon and click **Preserve Format**.
40. On the **Point of View** window, click **Refresh**.

Define a Report in Smart View with the Query Designer

This example shows how to define a report using the Query Designer in Smart View.

Defining a Report with the Query Designer

1. Open Excel and navigate to the **Smart View** ribbon. Click **Panel**.
2. Click **Shared Connections**.
3. Sign in with your user name and password.
4. Click the **Select Server to proceed** drop-down list.
5. Select **Oracle Essbase**.
6. Expand the **Essbase_FA_Cluster** and expand **USChartofAccounts**.
7. Highlight **db**. Don't expand db.
8. Click **Connect**.
9. Click the analysis link.
10. Navigate to the **Essbase** ribbon and click **Point of View**.
11. In the spreadsheet, click cell **A2**.
12. On the **Essbase** ribbon, click **Query** and select **Query Designer**. A new sheet named, Sheet1-Query is created and the Query Designer displays.
13. On the **Point of View** panel, move:
    a. **Account** to the **Rows** section.
    b. **Accounting Period** to the **Columns** section.
    c. **Ledger** to the **Point of View** section.

d. **Company** to the **Rows** section, as the first dimension.

> **Note:** You can also select the dimensions cells on the worksheet and use the Pivot command on the **Essbase** ribbon to perform these steps.

14. Open the **Amount Type** dimension by clicking the drop-down list and selecting the **Member Selection** link. Remove the default placeholder using the **Remove** icon. Select the **period-to-date** value and add it to the panel of selected values using the **Add** icon.
15. On the **Member Selection** window, click the drop-down list next to the **Amount Type** dimension to toggle to each Point of View dimension. Complete the fields, as shown in this table.

Field	Value
Ledger	US Ledger Set > [US Ledger Set].[Us Primary Ledger]
Line of Business	All Line of Business Values
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Currency	USD
Currency Type	Total

16. From the **POV Sheet1-Query_1** panel, click **AccountingPeriod** to open the **Member Selection** window. You can also open the **Member Selection** window from the worksheet by right-clicking the **AccountingPeriod** cell, and selecting **Smart View**, **Member Selection**.
17. Remove the default selection. Expand **2016**. Select all four quarters and add the quarters to the selected panel.
18. Click **OK**.

> **Note:** The four quarters become separate columns on the worksheet.

19. Click the **Company** dimension.
20. Expand **All Company Values**.
21. Select [**All Company Values**].[**101**] and [**Company**]@[**941**] and add them. Remove the default value.
22. Click **OK**.
23. On the **POV Sheet1-Query_1** panel, click **Account** in the **Rows** section.

24. Expand **All Corporate Accounts-V1** > **Account**@[**T**] > 95001 - Net Income Current Year.
25. Expand **95011-Revenue** and **95021-Expenses**.
26. Remove the default value. Select the following values and add them to the selected panel:
    - 95011-Revenue
    - 40000-Revenues
    - 95021-Expenses
    - 50000-Material and Goods
    - 60000-Operating Expenses
    - 70000-Extra Charges and Tax
27. Click **OK**.
28. On the **POV Sheet1-Query_1 panel**, click **Apply Query**.
29. Save your report to the desktop as **your initials Smart View Financial Report**.
30. Insert 7 rows at the beginning of the spreadsheet.
31. Click in cell **A3**. Click the **Insert** tab and select **Picture**.
32. Select **WINNT** (**D**) > **Labs** > **Fin_reporting** > **Vision Logo**.
33. Click **Refresh**.

    Note: You must refresh periodically to maintain the connection to the database.

34. From the **Insert** tab, click **Text Box**.
35. Click cell **C4** and type **your initials Income Statement for Companies 101 and 941**. Use excel formatting to format the text however you want.
36. Click **Refresh**.
37. Click **Save**.
38. Highlight all the cells that contain amounts.
39. Navigate to the **Home** ribbon, and from the **Number** section, select **dollar sign**.
40. On the **Home** ribbon, in the **Cells** section, select **Format** > **AutoFit Column Width**.
41. Navigate to the **Essbase** ribbon and select **Preserve Format**.
42. Click **Refresh**.
43. Click **Save**.
44. Insert three rows between the data for company 101 and 941.
45. On the first new blank row in Column B, type Total Income.
46. Add the following formula for the first column with data Qtr1-14: =C10+C15 where C10 is 95001-Revenue and C15 is 95021-Expenses.
47. Copy and paste that formula to the other columns.
48. Do the same formula for totals of Company 941.
49. Format all the total cells as **Accounting**. On the **Essbase** ribbon, select **Preserve Format**.
50. Click **Save**.
51. Insert 10 more rows between the data for Company 101 and 941.
52. Highlight all four rows of the expense data for all four quarters, including **Material and Goods**.
53. Navigate to the **Insert** ribbon and select the Line chart from the Chart section.
54. Select the first **2-D Line** chart layout.
55. On the line chart, click the Legend that reads Series1, Series2, Series3, and Series4.
56. From the **Chart Tools** ribbon, select **Select Data**.
57. In the **Legend Entries** (**Series**) pane, select Series2 and click **Remove**. Series2 is a total of expenses and not appropriate for this chart.

58. In the **Legend Entries** (**Series**) pane, select each series individually and click **Edit**. Complete the series and names fields, as shown in this table.

Series	Name
Series1	Material and Goods
Series3	Operating Expenses
Series4	Extra Charges and Tax

59. In the **Horizontal** (**Category**) **Axis Labels** panel click the first one and click **Edit**.
60. Click the icon next to the **Axis label range**: field.
61. On the spreadsheet, highlight the four quarter headers and click the icon next to the **Axis Labels** field.
62. Click **OK** twice.
63. Move and resize the line chart to fit inside the blank lines.
64. Click **Save**.
65. Navigate to: **Financial Reporting Center** > **Task**s panel tab > **Open Workspace for Financial Reports**.
66. Click **Navigate** > **Applications** > **BI Catalog**.
67. Expand **Shared Folders** > **Custom** > highlight **Financial Reports**.
68. From the **Tasks** panel, select **Upload**.
69. Click Browse and from your Desktop, select your **Smart View Financial Report**.
70. Click **Open**.
71. Click **OK**.
72. Close the **EPM Workspace** tab.
73. From the **Financial Reporting Center**, click the **Search** icon.
74. Enter Smart and click **Search**.

> **Note:** Your report may not be found immediately. Wait a few minutes and try again.

Create a Financial Report

Define a Basic Financial Report Using the Reporting Web Studio

This is the first of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

You can use Financial Reporting Web Studio to design traditional financial report formats such as balance sheets, profit and loss statements, and cash flow reports. You can also design nontraditional reports for financial or analytic data that include text and graphics.

In this example, you're designing a basic financial report.

1. From the Financial Reporting Center work area, select the Tasks panel tab and click **Open Workspace for Financial Reports**.
2. On the **Tools** menu, select **Launch Financial Reporting Web Studio**.
3. On the **File** menu, select **New**, **Report**.
4. On the toolbar, click the **Grid** icon. Grids are tables that contain data from external database connections.
5. In the design canvas, draw a box to create the grid. The Database Connection Properties dialog box opens.

> **Tip:** When creating a grid, best practice is to leave space in the design canvas for other objects, such as a company logo and report title.

6. Select the **Data Sources** list and select the data source for the chart of accounts that the report is based on. A unique cube exists for each combination of chart of accounts and accounting calendar.

> **Tip:** Best practice is to always turn on suppression in financial reports at the Database Connection Server level. You can verify the setting by highlighting the grid, and then selecting **Data Query Optimization Settings** on the **Task** menu. For most reports, best practice is to turn on suppression for the entire grid. Then turn suppression off for columns and rows that must always display. For more information about suppression settings, refer to the Defining Basic Conditional Suppression section in the Financial Reporting Web Studio User's guide.

7. Click **OK**. The Dimension Layout dialog box opens.

Arrange the Dimensions

Use the Dimension Layout dialog box to arrange the dimensions on your report. For this report, the accounting periods display on the columns and the revenue and expense account information displays on the rows. The company appears on each page and can be selected at runtime.

1. Drag the **Accounting Period** dimension to the **Columns** axis.
2. Drag the **Account** dimension to the **Rows** axis.
3. Drag the **Company** dimension to the **Page** axis.
4. Click **OK** to close the Dimension Layout dialog box.

Define the Rows

Use the Select Members dialog box to define the revenue and expense account rows.

1. Select the revenue parent account.
    a. Double-click the **Account** cell. The Select Members dialog box opens with a default member selected.
    b. Remove the default **Account** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
    c. In the **Search** field, enter the value for the account that represents total revenue and click the **Search** icon.
    d. Select the account from the search results and click **OK**. The account moves to the Selected area.
    e. Click **OK**. The Select Members dialog box closes.
2. Now insert a text row to add space between the revenue and expense accounts.
    a. Select the last row in the grid by clicking the row header.
    b. On the **Insert** menu, select **Row**, then **Text**.
3. Insert a row for the expense accounts.

a. Right-click the last row header.
b. On the **Insert Row** menu, select **Data**. Notice the default value for the new row is the revenue parent account.

4. Select the expense parent accounts.
   a. Double-click the account value in the new expense account row. The Select Members dialog box opens with the revenue parent account selected.
   b. Remove the revenue parent account selection from the Selected area by clicking to select it and then clicking the **Remove from Selected** icon.
   c. In the Available area, expand the **Account** member, and continue expanding until you find the expense parent accounts for the report.
   d. Select the accounts and click the **Add to Selected** icon to move them to the Selected area.
   e. Select the **Place selections into separate rows** option so each account appears in its own row on the report.
   f. Click **OK**. The Select Members dialog box closes.

Save and Preview the Report

Save the report and leave it open for the next topic, which is adding a formula to a financial report.

1. Click the **Save** icon.
2. Select the folder with your name and enter the report name and description.
3. Click **Save**.
4. Optionally preview the report in HTML or PDF format using the **File** menu or toolbar.

Add Formulas to a Financial Reporting Report

This is the second of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you define a formula to summarize the expense account balances on your financial report.

Before you start, do the steps described in the Define a Basic Financial Report Using the Reporting Web Studio topic, then follow these steps.

1. Right-click the last row header, select **Insert Row** and select **Formula**.
2. Click in the empty cell in the new row.
3. In the Heading Row Properties pane, select the **Custom Heading** option, enter **Total Expenses** and click the **Update** icon. The new heading appears in the report.
4. Select the row header for the formula row. The SUM function appears in the design canvas.
5. In the Formula bar, click the **Sum(0)** button and enter the formula and cell references in the formula text box. Because the expense rows appear one after the other, you can use the first row number and the last row number with a colon in between. For example, Sum([3:5]). If the rows weren't contiguous, you could put brackets around each row number and separate them with commas. For example, Sum([3], [5], [6]).
6. Validate the formula syntax by clicking the check mark icon in the toolbar. Validation checks the validity of the formula, not if the data is available.
7. Save the report and leave it open for the next topic, which is defining a range function. Optionally preview the report.

Define Range Functions for a Financial Reporting Report

This is the third of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you define a range function to report across multiple accounting periods. You configure the range to present balances for the last 12 months from the period selected at runtime.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report

Now follow these steps.

1. Double-click the **Accounting Period** cell. The Select Members dialog box opens.
2. Remove the default accounting period from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
3. Click the Functions tab.
4. Select **Range** from the list.
5. Click the **Add to Selected** icon. The Range dialog box opens.
6. Define the starting member for the range.
    a. On the Start Member row, click the **Lookup Selection** icon in the **Value** column.
    b. Click the Functions tab.
    c. Select the **Relative Member** function to define the periods that display on the report relative to the period specified at runtime.
    d. Click **OK**. The Relative Member dialog box opens.
    e. On the Member row, click the **Lookup Selection** icon in the **Value** column.
    f. Select **Current Point of View for Accounting Period** so you can enter the starting period for the report.
    g. Click **OK**.
    h. On the Offset row, enter -11 in the **Value** field.

        The offset determines the first period of the range. The starting period in the range function is always the oldest period. Because this is a rolling 12 period report, enter -11 to include the 11 periods prior to the period you enter at runtime. The member selection for the End Member parameter determines period 12.
    i. Click **OK**.
7. Define the ending member for the range.
    a. On the End Member row, click the **Lookup Selection** icon in the **Value** column.
    b. Select **Current Point of View for Accounting Period**.
    c. Click **OK**.
    d. Click **OK** to close the Range dialog box.
    e. Click **OK** to close the Select Members dialog box.
8. Save the report and leave it open for the next topic, which is defining a grid point of view. Optionally preview the report.

Set User and Grid Points of View for a Financial Reporting Report

This is the fourth of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you set a user point of view and a grid point of view for a financial report.

All financial reporting reports have a user point of view and a grid point of view. Best practice is to use a combination of both.

If you want users to select certain dimension members at runtime, then those dimensions should be set in the user point of view. Selections for user point of view members are global for a user and data source. This means the application saves and applies them to any other report that has the same dimensions set to the user point of view. By default, all dimensions are set to the user point of view and must be selected at runtime. If you want your report to always use certain dimension selections, then select the specific members in the grid point of view.

Note: Members of a grid point of view only display in HTML.

In this example you set the Ledger, Scenario, Balance Amount and Currency dimensions to use the grid point of view.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report

Now follow these steps.

1. Select the cell in the grid that represents the intersection of the rows and columns. The Grid Properties pane opens.
2. In the Grid Properties pane, click the **Grid Point of View** check box.
3. In the design canvas, click the **Ledger**: **User Point of View for Ledger** button. The Select Members dialog box opens.
4. Expand the **Ledger** member and continue to expand until you find the ledger to include on the report. Select the ledger.
5. Click **Apply Selection**.
6. Select **Scenario** from the Dimension list to select the type of balance to use on the report.
7. Expand the **Scenario** member and select **Actual**.
8. Click **Apply Selection**.
9. Select **Balance Amount** from the Dimension list.
10. Expand the **Balance Amount** member and select **Period Activity**.
11. Click **Apply Selection**.
12. Select **Currency** from the Dimension list.
13. Search for **USD**.
14. Click **OK** to accept the search result.
15. Click **Apply Selection**.
16. Click **OK** to close the Select Members dialog box.
17. Save the report and leave it open for the next topic, which is setting page and grid properties. Optionally, preview the report.

Work with Grid Point of View Setup and Page Axis for a Financial Reporting Report

This is the fifth of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you change the grid point of view setup and set the page member selection to a prompt on your financial report.

Before you start, do the tasks described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report
4. Set User and Grid Points of View for a Financial Reporting Report

Now follow these steps.

1. Click the first cell in the grid to select all of the rows and columns.
2. Right-click and select **Grid Point of View Setup** from the list. The Setup Grid Point of View dialog box opens.
    a. To prevent the **Balance Amount** dimension from being changed at runtime, select the **Lock Member Selection** option.
    b. Click **OK**. The Setup Grid Point of View window closes.
3. In the Grid Properties pane:
    a. Click the **Drill Through** option to allow drilling from the report to the General Ledger transaction data.
    b. Click the **Suppression** section to view the suppression settings.
    c. Enter 0 in the **Zero Values** field to set the text option for rows with zero values. If necessary, you could also suppress the display of rows with zero values, rows with missing data, and rows with errors.
4. Set a runtime prompt for the Company dimension so you have the flexibility of selecting any company or combination of companies at runtime. In this example, you want to restrict the valid list of companies that can be selected at runtime.
    a. On the grid, click the **Pages** label. The Company dimension appears in the design canvas.
    b. Click the **Company** button. The Select Members dialog box opens.
    c. Remove the default **Company** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
    d. Select **Prompt for Company**.
    e. Click the **Add to Selected** icon to move the selection to the Selected area.
    f. Click **OK**. The Define Prompts dialog box opens.
    g. Click the **Lookup** icon in the **Choices List** field. The Select Members dialog box opens.
    h. Remove the default **Company** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
    i. Expand the Company member, and continue expanding until you find and select the default companies you want to display in the prompt.
    j. Click the **Add to Selected** icon to move the companies to the Selected area.
    k. Click **OK**. The Select Members window closes.

l. On the Define Prompts dialog box, click in the **Member Name** field and select **Alias**. The actual company label displays in the prompt list of values instead of a numeric company value, making the prompt more user-friendly.
m. Click **OK**. The Define Prompts window closes.

5. Click the **Pages** label on the grid. The Page Properties pane opens.
   a. In the Page Properties pane, select the **Alias**: **Default** option so each page of the report shows the name of the company instead of the number.
6. Select the four data rows in the grid so all of the rows have the same settings.
   a. In the Heading Row Properties pane, select the **Alias**: **Default** option in the Heading Row Properties pane to display the revenue and expense account names instead of the accounts.
   b. In the Heading Row Properties pane, select the **Allow Expansion** option so you can expand the parent account values to view the detail child values.
7. Save the report and leave it open for the next topic, which is formatting your financial report and adding a graph. Optionally, preview the report.

Add Formats and Graphs to a Financial Reporting Report

This is the sixth and final topic in a series of topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you add formats and graphs to a financial report.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report
4. Set User and Grid Points of View for a Financial Reporting Report
5. Work with Grid Point of View Setup and Page Axis for a Financial Reporting Report

Now follow these steps.

1. In the report object browser, select the name of the report, which is the first object.
2. Add a logo.
   a. In the report layout, drag the header line to make space for the logo and title.
   b. In the Header section, click the **Add Report Object** icon and select **Image**.
   c. In the Image Properties pane, click **Browse** and select your company logo.
3. Add a title.
   a. Select the name of the report in the report object browser.
   b. In the Header section, click the **Add Report Object** and select **Text**. As an alternative, you can click the **Text** icon in the toolbar and draw the text box. The text box opens.
   c. Enter the report title.
   d. Select the title text and use the format toolbar to adjust the font size, center the text, and change the font style to bold.
4. Change the page orientation.
   a. Select the name of the report in the report object browser.

b. On the **File**, menu, select **Page Setup**.
c. In the Page Setup dialog box, select the **Landscape** option.
d. Click **OK**.

5. Add a chart.

a. In the Body section, click the **Add Report Object** icon and select **Chart**.
b. In the Chart Properties pane, select the **Line** chart type.
c. To show only the expense account rows, deselect row 1, and select rows 3, 4, and 5 in the Data Range section.
d. Click the **Format Chart** button. The Format Chart dialog box opens.
e. In the Appearance tab, enter the title for the chart. For example, **Expenses by Period**.
f. Click the Legend tab and enter a title for the legend. For example, **Type of Expenses**.
g. Click the Axes tab and enter a title for the Metadata axis. For example, **Period**. Enter a title for the Primary Axis. For example, **Dollars**.
h. Click the **Refresh Chart** button to preview the chart on the Format Chart dialog box.
i. Click **OK**. The Format Chart dialog box closes.

6. Save the report and optionally, preview it.

For more information about Financial Reporting Web Studio, select the Using EPM with Oracle Financials Cloud link from the All Books for Oracle Financials Cloud page of the Oracle Help Center at https://docs.oracle.com.

Configure an Account Group

Configuration of an account group enables you to create self-monitoring accounts that help you eliminate the surprise of account anomalies during your close process.

Scenario

You have been given the task to set up account groups. Follow these steps to define account groups that track key account balances by purpose, category, and comparison criteria.

1. Navigate to the General Accounting Dashboard page.
2. In the Account Monitor section, select **View** > **Account Group** > **Create**. Other Account Group options include:
   - **Manage** to create, edit, or delete account groups. You can also enable sharing of account groups with other users.
   - **Edit** to change an existing account group or to make a copy of an existing account group to which you have access, whether it's an account group that you own, that's shared with you, or that's public. You're marked as the owner of the copied account group, which is automatically set to private access, but can be changed to the access setting that you like.
3. Enter the account group name and description. The name is used by default on the infolet that the account group displays in, but can be changed using the infolet **Actions** menu.
4. Select a value for the **Display In** option to determine if the account group appears in one of the infolets (Allocations, Expenses, Revenues), the Account Monitor, or the Close Monitor. The display option that you select can affect the other account group settings. For example, account groups that display in the

Close Monitor must have public access, and account groups that display in infolets must have the option to dynamically derive the ledger enabled.

> **Note:** Regardless of its display setting, any account group can be viewed from within the Account Monitor and Financial Reporting Center.

5. For each infolet and Account Monitor display setting, you can specify a default account group by selecting the **Set as default** option. The default account group setting is user-specific, determining which account groups appear to you when you view the infolets and the Account Monitor.

   > **Note:** The default setting doesn't affect account groups that are set to display in the Close Monitor. The account group that displays in the Close Monitor is determined by the ledger set definition.

6. Select the **Dynamically derive ledger** option to apply the account group to any ledger in the same balances cube. The ledger derived is based on your given data access set selection. You must enable this option for account groups that display in the Revenues, Expenses, and Allocations infolets.

   > **Note:** If you don't select this option, enter a ledger on each account row.

7. Select a **Time Option** and **Comparison Option** as shown in the following table.

Time Option	Comparison Option
Accounting Period	○ Budget PTD ○ Budget QTD ○ Budget YTD ○ Prior period PTD ○ Prior year PTD ○ Prior year QTD ○ Prior year YTD
Quarter	○ Budget QTD ○ Budget YTD ○ Prior quarter QTD ○ Prior year QTD ○ Prior year YTD
Year	○ Budget YTD ○ Prior year YTD

   > **Tip:** If you're using a budget comparison option, select the budget name in the **Scenario** field.

8. Set the access.

   > **Note:** Regardless of the access setting, only the person who owns the account group can modify it. However, for account groups that you have access to, you can share with others even if you're not the owner.

   - **Private**: For your use only.

- **Public**: For use by all users who have access to the same balance cube of that account group. Account groups that display in the Close Monitor must be set to **Public**.
- **Shared**: For use by users you specify and who have access to the same balance cube of that account group.

> **Note:** To set shared access, navigate to the **Manage Account Group** page.

9. In the Accounts section, enter the accounts to monitor. The accounts must be defined to be consistent with the particular infolets targeted to track revenues, expenses, or allocations pools.
    - Accounts included in an account group for display in the Expenses infolet must be of the account type Expense.
    - Accounts included in an account group for display in the Revenues infolet must be of the account type Revenue.
    - Close Monitor account groups must only have two account rows. The first row must represent total revenues and the second row must represent total expenses.

    a. Give each account a short name that's easily recognizable. The name displays in infolets and in the **Name** column of the Account Monitor. For account groups that display in infolets, you must provide a name for each account.
    b. If the **Dynamically Derive Ledger** option isn't enabled, you must enter a ledger.
    c. Enter either parent or child values for each segment of the account.
    d. Select when to display the account in the **Change** field.
        - Always Display
        - Decrease by Less than Amount
        - Decrease by Less than Percentage
        - Decrease by More than Amount
        - Increase by More than Amount
        - Increase by Less than Amount
        - Increase by Less than Percentage
        - Increase by More than Percentage
        - Decrease by More than Percentage
        - Not Equal
        - Equal
    e. Enter a value in the **Threshold** field, which is the criteria that's being measured against. The threshold is used in conjunction with the **Change** field selection.
10. Click **Save and Close** or **Save and Create Another**.

Related Topics

- Account Groups

FAQs

How can I apply permissions to objects from Financial Reporting in Workspace?

Open the Permission dialog box from the Tasks list to set permissions for a catalog object.

Permissions determine which user, group, or role can view, open, or modify the object. If you display this dialog box while working in the catalog in Workspace, any permission changes that you specify are applied immediately. If you display this dialog box as part of the Batch Scheduler wizard, then the permission changes are not applied until you run the batch.

How can I store and edit Financial Reporting objects?

First install Oracle BI EE as part of Oracle Fusion Applications. Then store and edit new objects that you create for Oracle Hyperion Financial Reporting in Workspace in the Oracle BI Presentation Catalog.

Perform operations on those objects in the catalog similarly to how you work with other objects, such as copying and modifying properties. See the documentation for Hyperion Financial Reporting for complete information on working with objects. Financial Reporting report designers can also access the Financial Reporting objects in the Financial Reporting Web Studio.

How can I migrate Financial Reports from one environment to another?

You can export your financial reports from a source environment and import them to a target environment using implementation projects.

Only the financial reports in the /shared/Custom/Financials folder are exported, so make sure to copy all the financial reports, or the folders containing them, to this folder. In the Setup and Maintenance work area, create an implementation project that includes only the **Create Financial Statements** task. Then use the **Manage Configuration Packages** task to export and import the reports.

> **Note:** For the Financial Reporting report definition migration service, from a source to a target environment, references to version IDs of dimension members hierarchies are synchronized to their version IDs in the target environment.

Related Topics

- How You Use Implementation Projects to Manage Setup
- Setup Data Export and Import Using Implementation Project
- Export Setup Data Using Implementation Project
- Import Setup Data Using Implementation Project