Oracle® Hyperion Tax Governance

Administration Guide
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Oracle Hyperion Tax Governance provides a flexible integration framework that enables you to leverage services from external applications. The integration framework, built around industry standards, supports web-based interactive tasks and Web Services based automated tasks.

Tax Governance has two modules: Tax Operations and Tax Supplemental Schedules.

**Uses**

**Subtopics**
- Using Tax Operations
- Using Tax Supplemental Schedules

**Using Tax Operations**

You can:
- Define the close tasks and schedule to ensure the most efficient task flow
- Automate close management, track status, and provide notifications and alerts
- Integrate with product tasks
- Notify users by email for delinquencies, due dates, status changes
- Monitor close status from a dashboard
- Act quickly to fix errors and delays
- Analyze the effectiveness of the close
Using Tax Supplemental Schedules

Tax Supplemental Schedules helps you organize, update, edit, and manage supplemental data, typically transactions, for financial analytical applications such as consolidation.

You can:

- Manage metadata by creating or importing it from EPM products such as Oracle Hyperion Financial Management
- Define the data definition and associated data forms for data collection
- Support the ability to create calculation formula and validation criteria
- Notify users to work on their assigned forms
- Control and monitor the data collection workflow

Prerequisites

Use Oracle’s EPM System Installer to install, register, and configure Oracle Hyperion Financial Close Management.

For required software components, see Oracle Enterprise Performance Management System Installation Start Here.

Before you can use this product, you must complete these prerequisites:

- Install and configure Oracle Hyperion Enterprise Performance Management Workspace.
- Install Oracle Hyperion Shared Services and register with Shared Services.

For complete installation instructions, see the Oracle Enterprise Performance Management System Installation and Configuration Guide.

This program is integrated in Oracle’s Hyperion EPM System product suite and is displayed in the EPM Workspace.


For information on the manual steps to install Event Monitoring, see the Oracle Hyperion Financial Close Management Event Monitoring Configuration Addendum on the Oracle Technology Network (OTN) website.

Setting User Preferences for the Time Zone

You can specify a user preference for the time zone to use for an application.
Administrators:

➢ To set the time zone:

1. In your application, select Manage, and then Users.
2. Select the user, and then click Edit.
3. In Timezone, select a time zone, and then click OK.

Users:

➢ To set the time zone:

1. In your application, select Manage, and then User Profile.
2. In Timezone, select a time zone, and then click OK.

Managing Reports

Subtopics

- Generating Predefined Reports
- Managing Queries
- Creating Report Templates
- Managing Report Groups
- Managing Report Definitions
- Generating Reports

You can generate predefined reports or build your own reports by using the Query Report Template, Report Group Assignment, and Report Definition functionality:

1. In Financial Close Management, a user with a Report Designer role creates a query whose definition can be then exported as an XML file.
2. Use Oracle Business Intelligence Publisher within Word (BI Publisher must be installed) to import the XML file created above and use it to create a template document, which should be in RTF format.
3. Back in Oracle Hyperion Financial Close Management create a report, which uses both the query and the template created above. That report can be set with a default output of PDF, HTML, or XLS (Excel).

Generating Predefined Reports

For Tax Operations, you can start with predefined reports and change them for your reporting needs.
To import predefined reports:

1. From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access **Shared Services**.

2. Navigate to **File System**, and then your application reports.

3. By default, all reports are selected. To select a partial list, click **Clear Selections** to clear all the reports, and then select the reports that you want to import.

   See “Tax Operations Predefined Reports” on page 18

4. Click **Import**, and then click **OK**.

5. To generate the reports:
   a. In your application, select **Tools**, and then **Generate Reports**.
   c. Select the reports in the **Report Group**, and then click **Generate**.
   d. For each parameter, select the value.
   e. In **Generate Report**, enter a report name.
   f. Click **Generate**.
   g. Click **Open** or **Save File** to save the ZIP file.

### Tax Operations Predefined Reports

**Note:** To avoid report errors, you must enter the required parameters.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Required Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Risk Tasks</td>
<td>Displays the tasks that are “at risk” (where remaining time available to complete the task is less than the minimum task duration).</td>
<td>● <strong>Schedule</strong>—Select the schedules and period for the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● <strong>Optional: Period</strong>—Filter by period and schedule.</td>
</tr>
<tr>
<td>Compliance Analysis</td>
<td>Displays key compliance metrics by user.</td>
<td>● <strong>Schedule</strong>—Filter by schedule.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● <strong>Optional: Period</strong>—Filter by period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● <strong>Optional: Minimum % Late</strong>—Users can provide a threshold that filters the records to be displayed. For example, if you enter 10, users with 10% or more of their tasks completed late are displayed.</td>
</tr>
<tr>
<td>Early Tasks</td>
<td>Displays the tasks that were completed before the due date, creating an opportunity to shorten close cycles.</td>
<td>● <strong>Schedule</strong>—Select the schedules that filter the records to be displayed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● <strong>Optional: Period</strong>—Filter by period.</td>
</tr>
<tr>
<td>Late Tasks</td>
<td>Displays the tasks that are late for either the Assignee role or for any Approver level role.</td>
<td>● <strong>Schedule</strong>—Select the schedules to be included in the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● <strong>Optional: Period</strong>—Filter by period.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
<td>Required Parameters</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Performance Analysis by Organizational Unit</td>
<td>Displays key performance metrics by Organizational Unit.</td>
<td>● Schedule—Filter by schedule.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Period—Filter by period.</td>
</tr>
<tr>
<td>Rejected Tasks</td>
<td>Displays statuses rejected by any approver.</td>
<td>● Schedule—Select the schedules to be included in the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Period—Filter by period.</td>
</tr>
<tr>
<td>Task Audit Trial</td>
<td>Displays the changes made to tasks during a user-selected date range.</td>
<td>● From Date—Select the starting date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● To Date—Select the ending date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Changed By—Select records changed by the selected user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Field Changed—Select changes made to a field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Task ID—Select changes made to a task.</td>
</tr>
<tr>
<td>Users with Late Tasks</td>
<td>Displays the count of tasks that are late for either the assignee role or for any reviewer level role, grouped by user name.</td>
<td>● Schedule—Select the schedule(s) to be included in the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Optional: Period—Filter by period.</td>
</tr>
</tbody>
</table>

### Managing Queries

#### Subtopics
- Creating Queries
- Editing Queries
- Duplicating Queries
- Deleting Queries

Designers can add, edit, and remove Queries. Queries must exist before reports can be defined.

All topics on generating reports:
- “Generating Predefined Reports” on page 17
- “Creating Report Templates” on page 22
- “Managing Report Groups” on page 23
- “Managing Report Definitions” on page 25
- “Generating Reports” on page 26

### Creating Queries

Creating queries is the first step in generating reports:

1. Create a query. See below.
2. Create a template. See “Creating Report Templates” on page 22.
5. Generate the report. See “Generating Reports” on page 26.

To create queries:
1. In your application, select Manage, and then Reports.
2. Select Queries, then Actions, and then New.
3. In New Query, enter:
   - Name
   - Description
   - Type

The selection of the Type determines where the Query appears in the New and Edit Report dialog boxes:

- **Parameter Query**
  
  A query that is defined as type Parameter Query is used to present a list of options that you can specify for this parameter’s value. Parameter Query allows you to present a list of options used when filling in a parameter’s value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

- **Report Query**
  
  Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reconciliations to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement:

  Tax Governance queries: $TAXOPS_SECURITY_CLAUSE$

  A sample Tax Governance query with the Security Filter applied: SELECT Task_name FROM fcc_tasks WHERE schedule_id = ~Schedule~ AND $TAXOPS_SECURITY_CLAUSE$

**Note:** Because many predefined queries included with Tax Governance have the Security Filter applied, you can use them as examples when building your own.

**TIP:**

If the report you are designing will contain parameters, you can design the report to display no records or all records. Examples of each are provided below. These examples assume that you want to run a report that displays the list of periods that contain the “Monthly” frequency.

- **Parameter Query:** Select frequency_id, frequency_name from arm_frequencies
- **Report Query, Option 1:** (Return no periods if the user does not provide a frequency value):

  Select p.period_name from arm_periods p, arm_period_frequencies pf where p.period_id = pf.period_id and pf.frequency_id = ~FREQUENCY~

- **Report Query Option 2:** (Return all periods if the user does not provide a frequency value):

  Select p.period_name from arm_periods p, arm_period_frequencies pf where p.period_id = pf.period_id and pf.frequency_id = coalesce(~FREQUENCY~, pf.frequency_id)

  In the second option, the `coalesce()` function returns the first non-null value in the list; therefore, if the FREQUENCY was null, it would return `pf.frequency_id` and in that case that condition would always be true (`pf.frequency_id = pf.frequency_id`), causing all records to be returned.

- **Generate Query**

  Assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The dialog then generates the SQL to match the attributes and filters specified, at which time you can modify and enhance it.

- **Query**

  To generate a sample XML file from the Query, click **Generate Sample XML**.

  4 To test the query for errors, click **Validate**.
  5 Click **Save, Save and Close**, or **Close**.

**Editing Queries**

- To edit queries:
  1 In your application, select **Manage**, and then **Reports**.
  2 Click **Queries**, then select a query, then click **Actions**, and then **Edit**.
  3 Change **Name** and **Type**.
  4 Click **OK**.

**Duplicating Queries**

- To duplicate queries:
  1 In your application, select **Manage**, and then **Reports**.
  2 Click **Queries**, then select a query, then click **Actions**, and then **Duplicate**.
  3 Enter the necessary updates.
Deleting Queries

To delete queries:
1. In your application, select Manage, and then Reports.
2. Click Queries, then click Actions, and then Delete.
3. Click Close.

Creating Report Templates

Creating report templates is the second step in generating reports:

1. Create a query. See “Creating Queries” on page 19.
2. Create a template. This section lists the steps to create a report template. Report Templates are created in Microsoft Word and require the Sample XML created from the report query in the Creating Queries section.
5. Generate the report. See “Generating Reports” on page 26.

This section assumes a basic working knowledge of BI Publisher. Refer to the BI Publisher documentation packaged with the Template Builder for additional information.

To create a report template:

1. Download and install the Oracle Business Intelligence Publisher Enterprise Desktop Client:
   
   **Note:** Close all windows before you install.
2. Open Microsoft Word with a new document.
3. Select the BI Publisher tab, then Load Data.
4. Locate SampleQuery.xml generated from the query and click Open.
   A message displays, “Data Loaded Successfully”. Click OK.
5. Select Insert, and then Table Wizard.
6. Select Table and click Next.
7. Select the default data set and click Next.
8. Select the desired fields to show in the report and click Next.
9. Select the Group By, then select the fields to group by, and then click Next.
10. Select the Sort By, then select the fields to sort by, and then click Finish.

11. Save the template as an *.rtf file; for example: SampleQuery.rtf.

12. Click Save or Save and Close.

Managing Report Groups

Subtopics

- Creating Report Groups
- Modifying Report Groups
- Duplicating Report Groups
- Deleting Report Groups

The Report Groups section enables report designers to group reports.


Creating Report Groups

Creating report groups is the third step in generating reports:

1. Create a query. See “Managing Queries” on page 19.
2. Create a template. See “Creating Report Templates” on page 22.
3. Set up a report group.
5. Generate the report. See “Generating Reports” on page 26.

To create report groups:

1. In your application, select Manage, and then Reports.
2. Select Report Groups, then Actions, and then New.
3. In New Report Group, enter:
   - Name
     Enter a group name for the group of reports.
   - Description
   - Display to User
     Select Display to User if you want this report group displayed to the user.
     Display to User enables report writers to have a group of reports hidden while they are working on them.
5 Click OK.

Modifying Report Groups

To modify report groups:

1 In your application, select Manage, and then Reports.
2 Select Report Groups, then Actions, and then Modify.
3 Modify the report group, and then click Close.

Duplicating Report Groups

To duplicate report groups:

1 In your application, select Manage, and then Reports.
2 Select Report Groups, select a report group, then select Actions, and then Duplicate.
   The name is copied and a 1 is added to the report group name.
3 Click Edit, and then change the name and the order of the reports.
4 Click Save, Save and Close, or Cancel.

Deleting Report Groups

To delete report groups:

1 In your application, select Manage, and then Reports.
2 Select Report Groups, then select a report group, then select Actions, and then Delete.
   Select Yes or No to answer the message, “Deleting the Report Group will delete all the Reports
   associated with the Report Group. are you sure you want to delete (the name of the Report
   Group).”
3 Click Close.
Managing Report Definitions

Subtopics

- Creating Report Definitions
- Editing Report Definitions
- Duplicating Report Definitions
- Deleting Report Definitions

Creating Report Definitions

Creating report definitions is the fourth step in generating reports:

1. Create a query. See “Managing Queries” on page 19.
2. Create a template. See “Creating Report Templates” on page 22.
4. Set up the report definition.
5. Generate the report. See “Generating Reports” on page 26.

Editing Report Definitions

To edit report definitions:

1. In your application, select Manage, and then Reports.
2. Select Reports.
3. Select a report, then Actions, and then Edit.
4. Make parameter and access changes, and then click OK.

Duplicating Report Definitions

To duplicate report definitions:

1. In your application, select Manage, and then Reports.
2. Select Reports.
3. Select a report, then Actions, and then Duplicate.
4. Select the duplicated report, named the same + 1. For example, Analysis +1.
5. Click Actions, and then Edit and then make parameter and access changes.
6. Click OK.
Deleting Report Definitions

To delete report definitions:
1. In your application, select Manage, and then Reports.
2. Select Reports.
3. Select a report, then Actions, and then Delete.
4. Select Yes or No.

Generating Reports

Process for generating reports:
1. Create a query. See “Managing Queries” on page 19.
2. Create a template. See “Creating Report Templates” on page 22.
5. Generate the report.

To generate reports:
1. In your application, select Tools, and then Generate Reports.
3. Select the reports in the Report Group, for Format, select PDF, HTML, or XLS.

Note: HTML and XLS are not supported for graphs and charts.
4. Click Generate.
5. For each parameter, select the value.
6. In Generate Report, enter a report name.
7. Click Generate.
8. Select Open or Save File to save the ZIP file.
In Tax Operations:

- About Tax Operations
- Setting Up Tax Operations
- Managing Tax Operations Teams
- Navigating in Tax Operations
- Managing Task Types
- Managing Templates
- Managing Tasks
- Managing Schedules
- Using Report Binders in Tax Operations
About Tax Operations

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Main Topics:

- Chapter 3, “Setting Up Tax Operations”
- Chapter 4, “Managing Tax Operations Teams”
- Chapter 5, “Navigating in Tax Operations”
- Chapter 6, “Managing Task Types”
- Chapter 7, “Managing Templates”
- Chapter 8, “Managing Tasks”
- Chapter 9, “Managing Schedules”
- Appendix A, “Standard Currency Codes”
- Appendix B, “Supported Time Zones in Organization Units”

Tax Operations Terms

- **Tasks**—A unit of action in the application, for example, data entry or data consolidation. Power users define the tasks that comprise a close process. Users can read task instructions, answer questions, submit, reassign, approve, and reject tasks, and can access tasks from email notifications or by logging on to the application.

- **Integration Types**—A definition of a service provided by an application. For example, the Consolidate Integration Type for Financial Management contains parameters such as the Point of View dimensions to run the consolidation. A standard set of Integration Types that are integrated with other Oracle applications is included with the installation.

- **Task Types**—Identify and categorize tasks commonly performed during a close period; for example, Data Entry, or G/L Extract. The Task Type enables you to set default information, such as settings that need to be input by the user, and questions or instructions that are shared by all tasks of that type. Task Types are often based on Integration Types.
- **Execution Types**—End-users, System-Automated Task, Event Monitoring Task
- **Templates**—Tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly.
- **Schedules**—Defines the chronologically ordered set of tasks that must be executed for a specific close period, and is the alignment of a template's generic close days to calendar dates.
- **Dashboard**—This view presents a portal-style interface with views into schedules and task lists, and high-level summaries into which you can drill down for greater detail.
- **Alerts**—Notifications from users on issues that they encounter during the process, such as hardware or software issues. Users create alerts identifying a problem and assign them to be resolved.
- **Report Binders**—Summaries of close process activity. They contain a description of all task details that were executed as part of the close schedule. Report Binders enable administrators and others to review and adjust activities for future periods and are useful for audit purposes.

**Process Overview**

Administrators use Tax Operations to manage tasks needed for closings. Closings require these steps:

1. The administrator sets up users. See “Setting Up Users” on page 36.

2. The administrator completes the required setup procedures:
   - Set up currencies. See “Currencies” on page 40.
   - Set up organizational units. See “Managing Organizational Units for Tax Operations” on page 43.
   - Set up global integration tokens. See “Managing Global Integration Tokens” on page 41.
   - Set up holiday rules. See “Managing Holiday Rules for Tax Operations” on page 45.
   - Set up attachment size. See “Maximum Task Attachment Size” on page 48.
   - Enable email notifications. See “Enabling Email Notifications” on page 48.

3. The administrator reviews the tasks required for a close process and sets up Task Types to ensure consistency across tasks and to leverage predefined product integrations.
   See “Creating Task Types” on page 86.

4. Because many tasks are repeatable over close periods, the administrator saves a set of tasks as a template to use for future periods. See “Creating Templates” on page 96.

   For example, an administrator can set up a monthly or quarterly close once and then use it for all months or quarters. Tasks are defined with task predecessors, Assignees, and Approvers.

5. To initiate the close process for a period, administrators generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates. The generic tasks in the
template are applied to calendar dates. See “Creating Schedules from Templates” on page 106.

6. To begin the close process, the administrator changes the schedule status from Pending to Open. See “Setting Schedule Status” on page 141.

7. The administrator can also modify the schedule if needed and monitor it throughout the close cycle. See “Updating Tasks in Schedules” on page 138.

8. During the close process, users receive email notifications of assigned tasks and can click links in the email for direct access to assigned tasks.

9. Alternatively, users can log on to review and access assigned tasks in different types of views, for example, the Dashboard, a portal-style interface; or Calendar, Gantt, or Task List views.

10. When users complete tasks, the tasks are sent to approvers and can be viewed by other users.

11. Users can create alerts for issues, such as hardware or software issues, that they encounter during the close process. Alerts are forwarded to Assignees and Approvers for resolution.

12. Users can define and generate a Report Binder for a close cycle, which contains a description of the task details that were executed as part of the process. Report Binders enable administrators and others to review and adjust activities for future periods, and are also useful for audit purposes. See Chapter 10, “Using Report Binders in Tax Operations”.

Sample Task Flows

Subtopics

- Scenario 1: Power User
- Scenario 2: Power User
- Scenario 3: Approver
- Scenario 4: User
- Scenario 5: User

Scenario 1: Power User

In this scenario, the Power User sets up a template and tasks for an upcoming close period.

- The Power User logs on and opens the Manage Templates page.
- The Corporate Quarterly Close template contains many of the tasks required for the corporation quarterly close cycle. From the list of templates, the Power User selects the Quarterly Close template and reviews it.
- The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule from the quarterly template.
- The Power User then adds a task to the template specifically for Quarter 2.
- The Power User opens the schedule, which begins the close process.
Scenario 2: Power User

The Power User monitors the status of close activities through the Dashboard.

- The Power User logs on and opens the Dashboard Status Overview view to check the status of activities through Day 3.
- From the Dashboard, the user drills down to see the details of incomplete tasks.
- The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 3: Approver

A user assigned as an Approver reviews a current task to determine whether it can be approved.

- The assigned Approver receives an email notification of an outstanding task—Review MD&A Input for Services submission.
- From the email, the reviewer selects the link for Review MD&A Input for Services Submission.
- The Task Actions page is launched outlining the process.
- The reviewer reviews the document that the user submitted when completing the task to ensure completeness.
- The reviewer enters additional comments and approves the submission.
- If another level of approval is required, the task is forwarded to the next approver. If the task was the last requiring approval, then the task completes, and the system runs the next task if it is ready.
- The reviewer can reject a task instead of approving it, and the task is reassigned to the Assignee.

Scenario 4: User

In this scenario, a user logs on to the application and reviews and completes an assigned task.

- The user logs on and reviews the tasks displayed in the Dashboard in the My Worklist portlet.
- The user clicks the link for an assigned task - MD&A input.
- The task page is launched with instructions for the task, and a reference document.
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.
- The system automatically updates the task status and sends a notification to the assigned approver.
Scenario 5: User

A user responds to an email notification of a task to load data, clicks a link in the email, accesses the product from which to load data, and then completes the task.

- The user receives an email notification of an outstanding task—Load Salary Data through Oracle Hyperion Financial Data Quality Management.
- From the email, the user selects the link for the page where the required process is documented.
- The user reviews the instructions for the task and selects the Go to Task link to launch FDM.
- The user extracts data through Oracle Hyperion Financial Data Quality Management and loads it to Financial Management.
- When the task is completed, the user returns to the application.
- The user enters a comment about the task and submits it for approval.
Starting the Application

**Note:** The Shared Services server, the EPM Workspace server, and the product server must all be running before you launch the application.

See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

To access your product, first log on to EPM Workspace and launch your program.

To start your program:

1. **Enter the URL.**
   
   The URL is the web server host name, web server port, and workspace.
   
   By default, the Workspace URL is `http://SERVER_NAME:PORT/workspace/`.

2. **In the EPM Workspace logon dialog box, enter the system user name and password and click Log On.**
   
   If an error message indicates that the system can't authenticate a user, verify these conditions:
   
   - The user is provisioned for the application. If not, use Shared Services to provision the user.
- The user token or session is not timed out. If it has timed out, log off, and then log on to start a session.
- The web server is configured and running. If there is a problem with the web server, contact the system administrator.

3 Select Navigate, Applications, YOUR APPLICATION.

## Setting Up the System

These are the steps required to set up:

- Set up users and assign security roles. See “Setting Up Users” on page 36.
- Define years for close process activities. See “Defining Years” on page 49.
- Define periods for close process activities. See “Defining Periods” on page 50.
- Create Integration Types. See “Creating Integration Types” on page 59.
- Create Task Types. See “Creating Task Types” on page 86.
- Create Alert Types. See “Creating Alert Types” on page 55.
- Create custom attributes. See “Defining Custom Attributes” on page 51.
- Turn on User Sync Process. See “User Sync Process” on page 49

## Setting Up Users

Before working with your application, you must assign security roles to users, groups, or teams.

To assign security roles, follow this process:

- Use Shared Services to create and manage groups as needed for easier security assignment.
- Use Shared Services to provision users, groups, or teams with security roles.

For information on using Shared Services, see the Oracle Enterprise Performance Management System User Security Administration Guide.

## Assigning Security Roles

Access is dependent on user security roles and the privileges given to the role.

<table>
<thead>
<tr>
<th>Security Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Administrator</td>
<td>All Power User privileges, Full access to all tasks, templates and schedules, Define years and periods, Create and manage Task Types, Integration Types, Custom Attributes, and Alert Types</td>
</tr>
<tr>
<td>Security Role</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Tax Power User           | - All Close User privileges  
                        | - Create and import tasks  
                        | - Create and manage templates and schedules  
                        | - Create task types and view tasks types created by others |
| Tax User                 | - Schedule Viewer  
                        | - Task Owner  
                        | - Access to Dashboard, limited by access level  
                        | - Modify status, create and modify alerts, comments, and questions, limited by access level  
                        | - Create and manage filters |
| Tax Report Designer      | - Access to Manage Reports  
                        | - Access to Generate Reports |

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users, groups, or teams from the external authentication provider. You can assign security roles to groups or individuals.

To assign security roles:

1. From EPM Workspace, select Navigate, then Administer, and then Shared Services Console to access Shared Services.
2. Expand the User Directories folder, and then expand the directory where the users reside.
3. Perform one of these actions:
   - To assign security roles to a user, select Users.
   - To assign security roles to a group, select Group.
4. Search for and select a user or group.
5. Provision the user using one method:
   - Right-click and select Provision.
   - Select Administration, and then Provision.
   - Click Provision.
6. From Available Roles, expand and select your application.
7. Select a role, click the arrow button to add the role to the user, and then click Save.
8. Review the summary report, and then click OK.

Assigning Access Rights

Access rights, which are inherited from the parent object, apply to objects such as templates, schedules, tasks, and alerts.

For details on access rights, see:
Administrators

- Unrestricted access to all features
- Multiple administrators are allowed, and each has write access to all objects, including those created by other administrators.
- Set up user access to tasks by assigning users to tasks with task roles of Owner, Assignee, Approver, or Viewer.

Owners

- Assigned to every task and must be a Close User, Close Power User, or Close Administrator
- Writer access to the task when it is applied to a schedule
- For pending tasks, can edit task properties; for example, add or remove instructions or questions, or add or remove approvers
- For open tasks, cannot modify properties
- Ensures that the task is completed, although they may not be performing actions on the task
- Receive notifications when the task status changes, and can intervene in the task workflow at any time
- Reassign the Assignee or Approvers
- Act as the Assignee, approve the task for an Approver, or force the task to close

Assignees

- Responsible for working on the task
- Have read access to all task information
- Add comments, answer questions, submit tasks for approval, create alerts, or reassign the task to other users
- Have read access to some information about the predecessor tasks, for example, Owners, Assignees, status, name, and description
- Access only to individuals
- Only one Assignee for each task
- Optional. If no Assignee is assigned, then responsibility for the task is assigned to the task owner

Approvers

- Ensure that the task was done correctly by the Assignee and sign off on it
- Each task may be assigned up to 10 levels of approval
Can only be assigned to individuals

- Have read access to all task information
- Can add comments, approve or reject tasks, create alerts, or reassign approval to other users
- Have read access to some information about the predecessor tasks, for example, Owners, Assignees, status, name, and description.

Viewers
- May be Close Users, Close Power Users, or Close Administrators
- Multiple users may be assigned to a task as viewers
- Receive read access to all task information, and for parent tasks, to the task information for their children
- Can assign the viewer role to groups
- Cannot perform task actions and are not part of the task workflow.
- Task Assignees and Approvers act as viewers in Task Details. They can view their own tasks in an open schedule.

Examples:
- If a user has write access to a schedule, that user also has modify access to every task in the schedule.
- If a user has read access to a template, the user also has read access to every task of that template.

The types of activity rights a user has for an object establish the access rights to that object.

- Owner—Has write access to the object.
- Assignee—Has write access to a subset of the object attributes and read access to the rest.
- Approver—Has write access to the Status (Approve/Reject) attribute of the object (for example, an Alert), and read access for the rest. For example, an approver can add comments and create alerts.
- Viewer—Has read access to the object.
Managing System Settings in Tax Operations

Subtopics

- Currencies
- Managing Global Integration Tokens
- Managing Organizational Units for Tax Operations
- Managing Holiday Rules for Tax Operations
- Changing Configuration Settings

Currencies

Subtopics

- Disabling Standard Currencies
- Creating Custom Currencies
- Editing Custom Currencies
- Deleting Custom Currencies

Disabling Standard Currencies

For the list of standard currencies, see Appendix A, “Standard Currency Codes.”

Standard currencies are installed with the application. To hide unused currencies on the available currency list, hide them in the Currency System Settings.

➢ To disable standard currencies:

1. In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2. Select a currency, and then clear the Enabled column.

Creating Custom Currencies

➢ To create custom currencies:

1. In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2. Select Actions, and then New.
3. Enter:
   - Currency Code
   - Currency Symbol
   - Decimal Places
   - Description
   - Enabled
If the currency is enabled, then it is displayed in the currency list in the application.

**Editing Custom Currencies**

To edit custom currencies:

1. In your application, select **Manage**, and then **System Settings**. In **System Settings**, select **Currencies**.
2. Select a currency, then **Actions**, and then **Edit**. Edit the currency.

**Deleting Custom Currencies**

To delete custom currencies:

1. In your application, select **Manage**, and then **System Settings**. In **System Settings**, select **Currencies**.
2. Select a currency, then **Actions**, and then **Delete**.

You cannot delete the following currencies:

- A standard currency. It is always locked.
- An enabled currency. Disable the currency before deleting it.
- If a currency is in use, an error message tells you where it is used and prevents you from deleting it.

**Managing Global Integration Tokens**

The Global Integration Tokens feature enables creation of parameterized URLs. The URLs can be used for a variety of purposes, including launching OBIEE reports which require provision of parameters in order to display filtered report content.

When creating the URL, the parameters are inserted into the URL. When the URL is clicked, the parameters are replaced with the appropriate values.

For example, the following is an excerpt of the parameters:

```plaintext
...$YearName$%22%22Period%20Name%22&val6=%22$PeriodName$%22&col17=%22Logical%20Schedules%22.%22Year%20Name%22&val7=%22$YearName$%22&col8=%22Logical%20Schedules%22.%22Deployment%20Name%22&val8=%22$ScheduleName$%22
```

where

- $YearName$ = 2012
- $PeriodName$ = Jan12
- $ScheduleName$ = DemoSchedule

The URL becomes:

```plaintext
...%222012%22%22Period%20Name%22&val6=%22Jan2012%22&col7=%22Logical%20Schedules%22.%22Year%20Name%22&val7=%222012%22&col8=%22Logical%20Schedules%22.%22Deployment%20Name%22&val8=%22DemoSchedule%22
```
Parameters can be configured from static parameters defined in your application, custom attributes of type Text and List, and the following native attributes assigned to Tasks, Templates, and Schedules:

- Period Name
- Schedule Name
- Task Name
- Task ID
- Year Name

You can access URLs from the following locations:

- **Templates**: After an administrator or power user adds a reference URL to a template in the Instructions section, the URL is clickable on the Instruction tab.
- **Schedule**: After an administrator or power user adds a reference URL to a schedule in the Instructions section, the URL is clickable in Instruction.
- **Task Details**: After an administrator or power user or task owner adds a reference URL to a task in the Instructions section, the URL is clickable in Instruction.
- **Task Types**: After an administrator adds a reference URL to a Task Type in the Instructions section, the URL is clickable on the Instruction tab.
- **Task Actions**: Viewers of Task Actions can click the reference URLs.

**Tokens**

Global Integration Tokens:

- Must be unique
- Cannot be modified
- Should not be deleted. When you try to delete, a warning is displayed: “Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?”

**Creating a Token**

To create a token:

1. In your application, select Manage, and then System Settings. In System Settings, select Global Integration Tokens.
2. Select Actions, and then Add.
3. Enter:
   - **Name**: A unique token name
   - **Type**: Static or Task Attribute
   - **Token Value**: 42
If **Task Attribute** is selected as the Parameter Type, select the value that is passed when the URL is rendered.

If **Static Attribute** is selected as the Parameter Type, enter the value that is passed when the URL is rendered.

**Deleting a Token**

To delete a token:

1. **In your application, select Manage, and then System Settings. In System Settings, select Global Integration Tokens.**
2. **Select a token, then select Actions, and then Delete.**
   
   A warning message is displayed: “Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?”
3. **Click Yes to delete.**

**Managing Organizational Units for Tax Operations**

**Subtopics**

- Adding Organizational Units
- Importing Organizational Units
- Selecting an Organizational Unit

Organizational Units allow administrators to model regions, entities, business units, divisions, departments, or any other entity that might be affiliated with a task or reconciliation. Organizational units are hierarchical to facilitate reporting.

The section that displays the hierarchy enables administrators to expand and collapse sections of the hierarchy.

**Adding Organizational Units**

To add an organization:

1. **In your application, select Manage, and then System Settings. In System Settings, select Organizational Units.**
2. **Click Actions, and then Add.**
3. **On the Properties tab, enter:**
   
   - **Name**
     
     Administrators can change the name, and it need not be unique.
   
   - **Organizational Unit ID**
A unique ID used to identify the transaction for Oracle Hyperion Enterprise Performance Management System Lifecycle Management purposes. Organizational Unit ID cannot be changed after an organizational unit is set.

- **Optional: Description**
- **Time Zone**
  Determines which time zone applies to the organizational unit. Selection of a time zone is optional. If selected, if a time zone is not selected, the task time zone will revert to the user’s time zone. For information on supported time zones and import file format, see Appendix B, “Supported Time Zones in Organization Units”.
- **Holiday Rule**
  Determines which list of holidays applies to the organizational unit. Selection of a Holiday Rule is optional. See “Managing Holiday Rules for Tax Operations” on page 45.
- **Parent Organizational Unit**
  Enables Administrators to change the hierarchy.
- **Work Days**
  Determines which days of the week are work days.

4 The **Access tab** enables Administrators to assign viewer and commentator access in a centralized location, rather than having to assign it to each task.

To select a user:

a. Select **Actions**, and then **Add**.

b. In **Select Viewers**, enter the First Name and Last Name, or click **Select Users**.

c. In **Search Results**, select the Users, Groups, or Teams and add them to the **Available** column.

**Importing Organizational Units**

| Caution! | If you are using multiple modules in Oracle Hyperion Tax Governance, then you must run separate import processes to import the module specific properties of the organizational unit. |

To import organizational units:

1. In your application, select **Manage**, and then **System Settings**. In System Settings, select Organizational Units.

2. Select **Actions**, and then **Import**.
   - Enter the file name or click **Browse** to navigate to the CSV import file.
   - Sample Organizational import format:
Note: This Tax Operations import organizational unit example requires a pre-existing parent org unit named `Americas', a holiday rule named `US', and a viewer named fm_user5. Create these or edit the file accordingly to use other objects.

"OrganizationalUnitID","Name","ParentOrganization","Description","TimeZone","HolidayRule","Calendar","Workdays","Viewer1","Commentator1" "US2","US2","Americas","Import Organization US2 Example","ET (UTC-05:00)","US","",2-3-5,"fm_user5",""

- For Import Type, click one:
  - Replace—Replaces the Organizational Unit detail with the Organizational Unit that is in the file that you are importing. It does not affect other units that are not specified in the import file.
  - Replace All—Imports a new set of Organizational Units that replaces the existing Units. This option is useful when you want to replace a unit in one system with an updated definition from another system. Organizational Units that are not specified in the import file are deleted.

3 Click Import.

Selecting an Organizational Unit

Administrators define Organizational units in system settings. The organizational list is displayed in functional dialogs.

▸ To select an organization:

1 Click Search .
2 Select an organization. An arrow indicates a child organization exists. Expand the parent to select a child organization.
3 Click OK.

Managing Holiday Rules for Tax Operations

Subtopics
- Creating Holiday Rules
- Importing Holiday Dates
- Editing Holiday Rules
- Deleting Holiday Rules
- Duplicating Holiday Rules

Holiday Rules are collections of holiday dates. The Manage Holiday Rules dialog enables Administrators to manage holiday rules.
Creating Holiday Rules

To create holiday rules:

1. In your application, select Manage, and then System Settings. In System Settings, select Holiday Rules.
2. Click Actions, and then New.
3. Enter:
   - **Holiday Rule ID**
     This is the attribute that will uniquely identify the record for LCM purposes. Holiday Rule ID is mandatory and must be unique.
   - **Name**
     The name of the holiday rule is mandatory and can be up to 50 characters. Uniqueness is not required.
   - **Year**
     The Year attribute behaves as a filter option. Users need not select a value for this attribute. If they do, then the table should be filtered to display the dates associated with the selected year.
4. To name a holiday, in the Holiday section, click Import to import the list of holidays or click Add and enter the date and name of the holiday.

Importing Holiday Dates

You can import dates into a holiday rule.

To import holiday dates:

1. In your application, select Manage, and then System Settings. In System Settings, select Holiday Rules.
2. Create or select a holiday rule.
3. On the bottom section of Holiday Rules, select Actions, and then Import.
   - Enter the file name, or click Browse to navigate to the CSV import file.
   - Example of a holiday date import format:
     "Date","Name"
     "Jan 1, 2014","New Years Day"
     "May 26, 2014","Memorial Day"
   - For Import Type, click one:
     - Replace—Replaces the holiday dates with the holiday dates in the file that you are importing. Does not affect other units that are not specified in the import file.
- **Replace All**—Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace a unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.

4 Click **Import**.

### Editing Holiday Rules

> To edit holiday rules:

1. In your application, select **Manage**, and then **System Settings**. In System Settings, select **Holiday Rules**.
2. Select a rule.
3. Edit:
   - **Holiday Rule ID**
     
     This is the attribute that will uniquely identify the record for LCM purposes. Holiday Rule ID is mandatory and must be unique.
   
   - **Name**
     
     Can be up to 50 characters. Uniqueness is not required.
   
   - **Year**
     
     The Year attribute behaves as a filter option. Users need not select a value for this attribute. If they do, then the table should be filtered to display the dates associated with the selected year.

### Deleting Holiday Rules

> To delete holiday rules:

1. In your application, select **Manage**, and then **System Settings**. In System Settings, select **Holiday Rules**.
2. Select a rule, **Actions**, and then **Delete**.

   You cannot delete a holiday rule associated with an organizational unit that is not logically deleted. A list of organizational units to which the holiday rule was assigned is displayed.

### Duplicating Holiday Rules

> To duplicate holiday rules:

1. In your application select **Manage**, and then **System Settings**. In System Settings, select **Holiday Rules**.
2. Select a rule, then **Actions**, and then **Duplicate**.
Changing Configuration Settings

Subtopics

- Approver Levels
- Enabling Email Notifications
- Maximum Task Attachment Size
- User Sync Process

Approver Levels

Approver levels determines the number of task reviews.

➢ To change the approver level:

1. In your application, select Manage, and then System Settings. In System Settings, select Configuration Settings, and then Approver Levels.

2. In Approver Levels, select a value from 1 to 10.

Enabling Email Notifications

Email Notifications on and off switch for all notifications, for all users. When “Turn Off” is selected, notifications are not generated for any user.

➢ To enable email notifications:

1. In your application, select Manage, and then System Settings. In System Settings, select Configuration Settings, and then Email Notifications.

2. For Email Notifications, select Turn On.

Maximum Task Attachment Size

Task Attachment Size determines the maximum attachment file size that users can upload. This setting helps administrators adapt to work within limitations of the environment in which the application is installed.

You can change the current maximum file size.

➢ To change the maximum task attachment size:

1. In your application, select Manage, and then System Settings. In System Settings, select Configuration Settings, and then Maximum Attachment Size.

2. In Select maximum file upload size, select a value from 5 MB, with incremental values of 5 MB, up to 100 MB.
User Sync Process

Tax Operations maintains a local copy of the user, group, and team details for various reasons; for example, User ID, User Login, First Name, Last name. The User Sync Process must be initialized manually and then runs daily at 5:30 AM server time.

➢ To enable the User Sync Process:

1. In your application, select Manage, and then System Settings. In System Settings, select Configuration Settings, and then User Sync Process.

2. Do one:
   - To initialize to run daily at 5:30 AM server time, for User Sync Process, select Turn On.
   - To manually initiate a user sync, for User Sync Process, select Turn Off, then click Save, then select Turn On, and then click Save.

Defining Years and Periods

Subtopics

- Defining Years
- Defining Periods

When you define the close process, you define years and periods for which to apply close activities. You then assign each schedule a year and period to define the close period for the schedule. You can have multiple schedules running in the same time period, for example, a Corporate schedule and a Regional schedule. Year and period dimensions enable you to group these activities.

Defining Years

Note: Defining Years feature is available only to administrators.

The Year dimension designates the year to which the close activities apply and is a flat list. You can define, rename, and delete years, and name years with numeric or nonnumeric characters. For example, you can define years such as 2014 and 2015, or FY14 or FY15.

➢ To define years:

1. Select Manage, and then Years.

2. Add, rename, or delete years:
   - To add a year, click New and enter a name.
   - To rename a year, double-click it, and then rename it.
   - To delete a year, select it, and then click Delete.
Defining Periods

Note: The defining periods feature is available only to administrators.

The Period dimension is a hierarchical dimension that designates the time period to which the close activities apply, for example a month or quarter. You typically define a period with months rolling up to quarters within years. For example, you can define a quarterly period of Q1 with the child members of January, February, and March. You can also define custom period rollups, such as a 13-month reporting period.

You can add siblings and children to periods. A sibling is a member at the same level, such as January and February. A child is a member below a member in the period hierarchy; for example, January is a child member of Q1.

You assign calendar dates to periods when you create schedules.

You can add, edit, reorder, and delete periods.

To define periods:

1. Select Manage, and then Periods.
2. Add or remove siblings or child members:
   - To add a sibling, click Add Sibling, name the member, and then click Submit.
   - To add a child, click Add Child, name the member, and then click Submit.
   - To edit a period, select it, click Edit, rename it, and then click Submit.
   - To reorder a period, select it, and then click Move Up or Move Down.
   - To delete a period, select it, and then click Delete.

Managing Custom Attributes

Subtopics

- Defining Custom Attributes
- Importing List Attributes
- Editing Attributes
- Duplicating Attributes
- Deleting Attributes
- Viewing Custom Attributes
- Searching for Attributes

Custom attributes are user-defined fields defined centrally by administrators and used in many places, including:
You can specify different value types for custom attributes: Date, Date and Time, List, Number, Text, and True or False. For example, you can define a custom attribute named External Auditing with a value type of True or False. When you assign the External Auditing attribute to an item, you can set it to True for tasks required by external auditors.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region, with North, South, East, and West as values.

You can create, edit, and delete custom attributes.

**Defining Custom Attributes**

- To create an attribute:
  1. Select Manage, and then Custom Attributes.
  2. Click New.
  3. In Name, enter a name.
  4. In Type, select an option:
     - **Date**
     - **Date and Time**
     - **Integer**
     - **List**
        - If you select List, enter a list of valid responses to the question.
     - **Multi-Line Text**
        - The maximum length should be less than 4,000 characters.
        - Select Multi-Line Text, then enter the Number of Lines, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.
        - For Multi-Line text type: Select Include Attachments if you want the custom attribute to include an attachments section on the Reconciliation Actions dialog box.
     - **Number**
        - If you select Number, select number formatting options
          - For Decimal Places, enter a value for the number of decimal places to display.
          - Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
          - From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
          - From the Negative Number list, select how to display negative numbers, for example, (123).
          - From the Scale list, select a scale value for numbers, for example, 1000.
     - **Text**
• True or False
• User
• Yes or No

5 Select Include Attachments if you want the custom attribute to include an attachments section on the Task Actions dialog.

6 Click OK to save the attribute.

Importing List Attributes

➤ To import attributes of type List:

1 Create an import file of type List in a TXT file format, with each value on a separate line.

   For example:
   Blue
   Yellow
   Red
   Green

   The import option is always “Replace All”.

2 In your application, select Manage, and then select Attributes.

3 Select an attribute of type List, and then click Actions, and then Edit.

4 Click Import.

5 Browse to a TXT import file.

6 Click Import. Import List Values displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.

   If Completed Successfully, click OK.

   If Completed with Errors, the errors are listed. To export the error list, click Export to Excel.

Editing Attributes

You can edit the name of a custom attribute. If the attribute type is a List, you can also add, rename, or delete list values.

➤ To edit custom attributes:

1 Select Manage, and then Custom Attributes.

2 Select an attribute.

3 Click Edit.

4 Edit the attribute name.
**Note:** If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute is saved, you can’t change its type.

5. Click **OK**.
   All related templates, schedules, task types, or tasks are updated.

### Duplicating Attributes

You can duplicate custom attributes.

➢ To duplicate custom attributes:

1. **Select Manage, and then Custom Attributes.**
2. **Select an attribute.**
3. **Click Duplicate.**
4. **Click Close.**

### Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

➢ To delete custom attributes:

1. **Select Manage, and then Custom Attributes.**
2. **Select attributes.**
3. **Click Delete.**
4. **At the delete confirmation prompt, click Yes.**

### Viewing Custom Attributes

In Manage Custom Attributes, you can specify which columns to display for the list of custom attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, and change the column widths.

➢ To display columns:

1. **Select Manage, and then Custom Attributes.**
2. **Select View, then Columns:**
   - To display all columns, select **Show All**.
   - To display specific columns, select or deselect the column names.
To reorder columns:
1. Select Manage, and then Custom Attributes.
2. Select View, and then Reorder Columns.
3. Select columns and use the Up and Down arrows, or drag them, to change the order.
4. Click OK.

To sort columns:
1. Select Manage, and then Custom Attributes.
2. Hover over a column header until the Sort icons are displayed, and then click Sort Ascending or Sort Descending.

To change column widths:
1. Hover over the column header dividers until the arrows display.
2. Drag the columns to the desired width.

**Searching for Attributes**

You can use the Manage Custom Attributes dialog box to find attributes. You can enter full or partial names on which to search.

To search for attributes:
1. Select Manage, and then Custom Attributes.
2. Click the > sign to expand the Search box.
3. Enter full or partial search criteria for the attribute.
4. **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click Advanced, and then enter search criteria.

**Tip:** Click Add Fields to select additional fields for search criteria.
5. Click Search.

**Tip:** To reset the list to display all attributes, click Reset.
Managing Alert Types

Subtopics
- Creating Alert Types
- Editing Alert Types
- Viewing Alert Types
- Searching for Alert Types
- Deleting Alert Types

Note: The Managing Alert Types feature is only available to administrators.

During the close process, users might encounter roadblocks such as a hardware failure, software issues, system failure, and so on. They can create an alert identifying the problem, and attach it to the task.

For example, a user is running an AP Period Close process and can't log on to the AP system. The user creates the alert indicating “Software Issue” as the type and assigns it to the System Administrator. The System Administrator resolves the login issue, then closes the alert or submits it for approval.

You can maintain a list of alert types to categorize alerts.

Creating Alert Types

You can create alert types to group alerts into categories, such as hardware failure, software issues, system failures, and so on.

You can use alert types to classify and filter alerts in the Report Binder. Using alert types, you can analyze the types of issues that users encounter during the close cycle and make changes to prevent them in future cycles.

To create an alert type:

1. Select Manage, and then Alert Types.
2. Click New.
3. For Name, enter an alert type name.
4. For Description, enter an alert type description.
5. Click Enabled to enable the alert type.
6. Click OK to save the alert type.

Editing Alert Types

You can edit the names and descriptions of alert types, and specify whether they are Enabled.
To edit an alert type:
1. Select Manage, and then Alert Types.
2. Select an alert type to edit.
3. Click Edit.
4. Edit the alert type.
5. Click OK.

Viewing Alert Types

In Manage Alert Types, you can specify which columns to display for the list of alert types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:
1. Select Manage, and then Alert Types.
2. Select View, then Columns, and then select an option:
   - To display all columns, select Show All.
   - To display specific columns, select or clear the column names.

To reorder columns:
1. Select Manage, and then Alert Types.
2. Select View, and then Reorder Columns.
3. Select columns, and use the Up and Down arrows to change the order.

To sort columns:
1. Select Manage, and then Alert Types.
2. Hover over a column header until the Sort icons are displayed, and then click Sort Ascending or Sort Descending.

To change column widths:
1. Hover over the column header dividers until the arrows are displayed.
2. Drag the columns to the desired width.

Searching for Alert Types

You can use the Manage Alert Types dialog box to find alert types. You can enter full or partial names on which to search.
To search for alert types:

1. Select Manage, and then Alert Types.
2. Click the > sign to expand the Search box.
3. Enter a partial or full name on which to search.
4. Optional: For additional search operators (such as Contains, Starts with, Ends with), click Advanced, and enter search criteria.

**Tip:** Click Add Fields to select additional fields for search criteria.

5. Click Search.

**Tip:** To reset the list to display all alert types, click Reset.

### Deleting Alert Types

You can delete alert types. When an alert type is deleted, the alert is not deleted, rather it loses its alert type assignment.

To delete an alert type:

1. Select Manage, and then Alert Types.
2. In Manage Alerts, select the alert type.
3. Click Delete.

### Managing Integration Types

Subtopics

- Defining Integration Types
- Creating Integration Types
- Editing Integration Types
- Validating Integration Types
- Importing Integration Types
- Exporting Integration Types
- Deleting Integration Types
- Managing Applications
- Viewing Integration Types
- Searching for Integration Types

You can enable tasks to include integrations with external applications. An Integration Type is a definition of an end point provided by an external application. Integration Types define end-use, system-automated tasks, and event monitoring integration.
From the Manage Integration Types dialog box, you can view, create, edit, validate, delete, import, and export Integration Types. You can maintain a list of applications associated with the Integration Type. Integration Types must be assigned an application.

An Integration Type requires an execution URL for user tasks or an execution web service for system-automated tasks, and an optional set of parameters. The execution URL launches the external program, and the parameters pass information required for the task to the external program. For example, the Consolidate Integration Type contains parameters such as the Point of View dimension values to run the consolidation. Each Consolidate task is derived from this Consolidate Integration Type with the same set of parameters.

Integration Types are provided on the Oracle Support website for download, and you can then import them into your application. Experienced consultants can also create custom Integration Types for other Oracle and non-Oracle products through the UI or with imported XML files.

To manage Integration Types, you must have the Close Administrator role.

**Defining Integration Types**

When you create Integration Types, select a task type:

- **End-User**—Users must perform and validate. The task might be a generic task such as submitting data, or it might require product integration to facilitate or validate its completion.
- **System-Automated**—Automatically executed in external applications when their start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. System-Automated tasks are often executed after working hours. They require limited user interaction and do not have Assignees.
- **Event Monitoring Integration**—Based on events that occur in external applications; for example, Journal Approve.

When you create a task, the type that you choose affects the runtime behavior of the task:

- **End-User**—When you click the Go to Task icon, the system uses the execution URL and parameters.
- **System-Automated**, the task runs according to the task parameters that you define.
- **Event Monitoring**—The task waits for an event with a matching parameter value and then closes.
Creating Integration Types

Subtopics

- Setting Integration Type Properties
- Setting Integration Type Parameters

To create an Integration Type:

1. Select Manage, and then Integration Types.
2. Click New.

Add information to the following tabs:

- “Setting Integration Type Properties” on page 59
- “Setting Integration Type Parameters” on page 60

Setting Integration Type Properties

You can set properties for the Integration Type, such as the associated application, and End-User, System-Automated, or Event Monitoring tasks.

For an End-User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external web application without being prompted for authentication. You can use a SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

To set Integration Type properties:

1. On the Properties tab, for Name, enter a name for the Integration Type.
2. Enter an Integration Type Code, for example, HFM_CONS for the Hyperion Financial Management Consolidate integration task.
   
   The code is used to execute the Integration Type and to map updates to an Integration Type from a file import.
3. Optional: In Description, enter a description for the integration task.
4. In Application, select an application to which the task belongs.

   Note: You can maintain the list of applications from the Manage Applications icon in the Manage Integration Types dialog box. See “Managing Applications” on page 65.

5. For Execution Type, select an option:
   
   - End User Task

   End User Endpoint: To enter parameters for an End-User task, the End User Endpoint should contain those parameters in these formats:
Parameter Type Code, for example $COLORS$. The system replaces the parameter tokens in the End User Endpoint with the information you specified for the task parameters.

**SSO Parameter (Optional):** Specify the name of the SSO parameter for your application to include when executing the End-User task URL to the external application. If you do not specify an SSO parameter, the system uses the End User URL.

- **System-Automated Task**

  **Note:** If you select System-Automated Task, the lower part of the Properties tab displays connection information.

- **Event Monitoring Task**

  **Note:** If you select Event Monitoring Task, the lower part of the Properties tab displays connection information, most of which is required

  For detailed information on setting these parameters, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) website.

Select the **Parameters** tab.

### Setting Integration Type Parameters

Integration Type parameters enable the application to pass information to the end point to control how the end point should perform its action. For example, when you run a consolidation, your program can pass which application to run the consolidation against, and the dimension selections for the consolidation. You set the parameter values defined in the Integration Type in the task or Task Type using the integration. The Consolidation Integration Type can be used for many applications and dimension selections in your application, depending on how you set the Consolidate task parameter values.

Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that replaces in the execution URL for user tasks, or the parameter name that is passed to the execution web service for system-automated integration types. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The parameter type controls the parameter value and how the user enters the value in the task field. Supported parameter types:

**Note:**

- To set Integration Type parameters:
  1. In the **New Integration Type** dialog box, select the **Parameters** tab.
  2. Click **New**.
3 Enter a name for the parameter.
4 Enter a parameter code.
5 Enter a parameter tooltip.
6 From the Parameter Type list, select a type, and enter additional information for the parameter:
   - Check box—Boolean value
   - Date—Date value
   - Document Navigator—Hierarchical set of values, for example, folders and documents
   - Dimension Selector—Values for a set of dimensions
   - Dynamic List—Dynamic set of text values with values to be determined at runtime
   - Integer—Numeric value in whole numbers
   - Number—Numeric value in whole numbers or fractions
   - Options Group—Check box for a predefined set of values
   - Static List—Predefined set of text values
   - Task Information—Task information, for example, Assignee, duration, start and end dates
   - Text—Free-form text value.

   Note: Event Monitoring Execution Type supports only Text parameter type.
7 If the parameter requires a value, select Required.
8 Click OK to save the parameter.
9 Click Save and Close to save the Integration Type.

Editing Integration Types

You can edit the properties and parameters of an Integration Type. For example, for an End-User type, you can edit the endpoint, change the point of view, or change the list of values.

Note: You cannot edit imported Integration Types; you can only view them.

➢ To edit an Integration Type:
1 Select Manage, then Integration Types.
2 Select an Integration Type to edit.
3 Click Edit.
4 Edit the Integration Type.
5 Click Save and Close.
Validating Integration Types

You can test and validate User Defined, System-Automated, or Event Monitoring Integration Type definitions from the Manage Integration Types module before you create and execute tasks. You can provide parameter values for the parameter definition, and then test those parameters.

- For End-User tasks, the system displays the end result URL web page.
- For System-Automated tasks, the system executes the Asynchronous, Synchronous, or Polling Synchronous web service and displays the results.
- For Event Monitoring tasks, the system waits for the business event to be received. Event Monitoring validation does not take parameters.

The Validation results can contain any or all sections:

- **Security Settings**—Security settings for this Integration Type; includes the Request and Response Security Policy and Keystore Alias specified in the application, and the End-User URL and SSO Parameter of the Integration Type, if it is an End-User Integration Type. These settings are set in the application of the Integration Type.
- **Application Tokens**—Lists the application-level tokens that exist for the Integration Type. If there are no application-level tokens, this section is not displayed.
- **Registry Settings**—Displays the values from the installation registry, for example:
  - Web Application settings, displayed only if the Web App setting is defined in the application
  - Web Service application settings, displayed only if the web service application setting is defined in the application
  - EPM Workspace settings, displayed only if the End-User URL contains token placeholders for EPM Workspace values
- **Parameters**—This section is identical to the Parameters tab for tasks and task details, and enables you to provide values for the Integration Type parameters. Task Information type parameters are also displayed and editable, and parameter errors are displayed. Event Monitoring does not take parameters.
- **Results**:
  - **End User-User tasks**—Displays the current End-User Endpoint URL with the tokens that you specified. Click Refresh to update the URL.
  - **System-Automated tasks**—Displays the results of the validation test when it receives them from either the Asynchronous, Synchronous, or Polling Synchronous web service. Click Refresh to update the page and view the results.
    - **Validation Status**—The status of the validation: Not Validated, Invoking, Waiting for Response, Success, Error, or Aborted
    - **Last Validated**—The last time you attempted to validate the Integration Type
    - **Message**—The message returned from the web service
    - **Log File Location**—The location of the log file, if specified
To validate an integration type:
1 Select Manage, then Integration Types.
2 Select an Integration Type.
3 Click Validate and choose an Integration Type:
   ● **End-User Integration Type**—The system displays the security settings, Application Tokens if applicable, parameters, and results. Click Validate to open the URL in a browser window, or open a tab in EPM Workspace, depending on the End-User URL.
   ● **System-Automated Integration Type** and **Event Monitoring**—The system starts the Asynchronous, Synchronous, or Polling Synchronous web service defined in the Integration Type and returns you to the Integration Type window while the process runs. Click the Refresh icon to see the results of the validation.

   **Tip:** When the validation is in the Invoking or Waiting for Response stage, you can click Cancel Validation if you need to cancel the process.

4 When you finish running validations, click Close to return to Manage Integration Types.

**Importing Integration Types**

The predefined Integration Types for Oracle products must be imported from XML files before you can access them. During the import process, you can automatically create Task Types for the integration types.

To import an Integration Type:
1 Select Manage, then Integration Types.
2 Click Import.
3 Enter a file name, or click Browse to browse for the file to import, and click Next.
4 If the integration XML file (specified in step 3), contains an application, then this page displays the application details contained in the XML. Edit the following:
   ● Application Name
   ● Request Security Policy
   ● Response Security Policy
   ● Keystore Recipient Alias
   ● Registry web Application Entry
   ● Registry web service Entry

Enter the following application token information:
Select the Integration Types for which you want Task types to be automatically created, and click Next.
The Results screen displays the number of Integration Types imported.

Click Close.

**Exporting Integration Types**
You can export integration types to an XML file that you can modify and then reimport into your application.

➢ To export integration types:
  1. Select Manage, and then Integration Types.
  2. Click Export.
  3. Click Save File, and then click OK.
  4. Select a location in which to save the file, and click Save.

**Deleting Integration Types**
You can delete Integration Types that you no longer need. However, you cannot delete imported Integration Types, and you cannot delete an Integration Type while it is associated with a Task Type.

➢ To delete an Integration Type:
  1. Select Manage, and then Integration Types.
  2. Select an Integration Type to delete.
  3. Click Delete.
  4. At the delete confirmation prompt, click Yes.
Managing Applications

Subtopics

- Adding Applications
- Editing Applications
- Deleting Applications

Integration Types are assigned applications for the external products to which they link. From the Manage Integration Types module, you can maintain a list of applications associated with the Integration Type. You can search on and sort the list by application. In addition, you can select to view these additional columns for applications: Created By, Creation Date, Last Updated By, and Last Update Date.

Adding Applications

You can add applications to associate with an Integration Type. You can also specify the security policy to use for an Integration Type of that application.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or web service WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

To add an application:

1. Select Manage, and then Integration Types.
2. Click Manage Applications.
3. Click New.
4. Enter an application name.
5. Optional: Enter additional application properties.
6. Optional: To add an application-level token, in the Application Tokens table, click New. Enter a token name and optionally a token value, and then click OK.

Tip: To remove a token, Click Delete.

Editing Applications

You can edit the name of the application, the installation registry properties, the security information, and application-level tokens.

To edit an application:

1. Select Manage, and then Integration Types.
2. Click Manage Applications.
Click Edit.

Edit the settings or tokens as needed, and click OK.

Deleting Applications

You can delete applications that you no longer need from the list of available applications. You cannot delete an application while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the application before you can delete the application.

To delete an application:
1. Select Manage, and then Integration Types.
2. Click Manage Applications.
3. Click Delete.

Viewing Integration Types

You can view the properties and parameters of imported Integration Types. You can specify which columns to display for the list of Integration Types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:
1. Select Manage, and then Integration Types.
2. Select View, then Columns, and then select an option:
   - To display all columns, select Show All.
   - To display specific columns, select or deselect the column names.

To reorder columns:
1. Select Manage, and then Integration Types.
2. Select View, and then Reorder Columns.
3. Select columns and use the Up and Down arrows to change the order.

To sort columns:
1. Select Manage then Integration Types.
2. Hover over a column header until the Sort icons display, then click Sort Ascending or Sort Descending.

To change column widths:
1. Hover over the column header dividers until the arrows display.
Searching for Integration Types

You can use the Integration Types dialog box to find Integration Types. You can enter full or partial names on which to search.

To search for Integration Types:

1. Select Manage then Integration Types.
2. Click the > sign to expand the Search box.
3. Enter full or partial search criteria for the Integration Type.
4. Optional: For additional search operators (such as Contains, Starts with, Ends with), click Advanced, and enter search criteria.

Tip: Click Add Fields to select additional fields for search criteria.
5. Click Search.

Tip: To reset the list to display all Integration Types, click Reset.
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Teams are defined and provisioned with Owners, Assignees, Approvers, and Viewers roles. Then, rather than assigning named users these roles on a task, the role is assigned to the Team. Administrators and Power Users can add, edit, and delete teams.

Adding Teams and Members

To add teams and members:

1. In Tax Operations, click Manage, and then Teams.
2. Click Actions, and then New.
3. For each team, enter:
   - Name
   - Description
   - Roles
     - Select the appropriate module tab and then select one or more roles for the team: Administrator, Power User, User.
   - Members

Note: Search results will not include other team IDs or group IDs.

Teams do not grant roles to member IDs, rather the member IDs must already be provisioned with the necessary roles.

To add members:
a. Under **Members**, click **Actions**, and then **Add**.
b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select the names.
c. In the **Search Results** section, click **Add**, or **Add All** to add the selections to the **Selected** list.
d. Click **OK**.

4 On the Team dialog box, select **Primary User** to have the tasks default to a Claimed status with that user.

**Note:** Other team members can then claim the task.

5 Click **OK**.

## Editing Teams and Members

➢ To edit teams or members:

1 In **Tax Operations**, click **Manage**, and then **Teams**.
2 Select a team, and click **Actions**, and then **Edit**.
3 Edit the teams and members and click **OK**.
4 Click **OK**.

## Deleting Teams and Removing Members

There is a difference between the deletion logic for teams being used in template versus schedule tasks:

- If a team has been assigned to a task(s) in a template, then it cannot be deleted. To delete the team, first remove it from all tasks to which it is assigned.
- If teams are used in schedule tasks, then the deletion is allowed but it is a logical deletion. For example, the schedule task can still see the team even though no new tasks can use the team.

➢ To delete teams or members:

1 In **Tax Operations**, click **Manage**, and then **Teams**.
2 To delete teams, select a team, click **Delete**, and then at the warning, click **Yes**.
3 To remove members, double click a team name, and on the **Edit Team** dialog box, select a member and then click **Remove**.
4 Click **OK**.
5 On **Manage Teams**, click **Close**.
Managing Team Users

Subtopics

- Adding a User to a Team
- Changing a User's Preferences

Adding a User to a Team

To add a user to a team:

1. In your application, click Manage, and then Users.
   The Manage Users window is displayed.
2. Select a user and then click Actions, and then Edit.
3. On User Details, on the Teams tab, click Actions, and then Add.
4. On Select Teams, select a team.
5. Click OK.

Changing a User's Preferences

A user can change preferences as follows.

To change a user's preferences:

1. In your application, click Manage, and then User Profile.
2. On User Details:
   - For Status, select Available or Unavailable.
     If the user is the primary user and unavailable, the task reverts to the backup user, if one is assigned, and if that backup user has a status of Available.
   - Select the Timezone.
     The Timezone setting is used to convert the task's scheduled Start and End Dates into the timezone of the user, thus producing the Start Date (Local) and End Date (Local) attributes.
   - For email notifications, enter the Email Start Time and Email End Time.
   - The Teams tab displays the user teams.
   - On the Notifications tab, for each type of notification, expand each notification preferences and choose when to be notified:
     For example: for Status Change Notification, expand to Tax Operations, then expand and choose “You are alert approver and alert status changes to open with approver”. Select Immediately as a choice of notification.
Note: You can override a setting at a lower level (for example, configure Notification Type to Every 2 hours, and override one of the Conditions to Immediately). Then the parent setting(s) displays the word Mixed, to provide a visual indication that more than one preference setting has been assigned to child level settings. You can change the value from Mixed to a different preference setting; the child level settings are changed to the new setting.

If an Administrator disables the System Settings Configuration Settings for Email Notifications, then notifications are suspended. See “Enabling Email Notifications” on page 48.

3 Click OK.

Managing Backup Assignments

You can backup the Assignee and Approver roles only when the primary user is a named user, not a team or group:

- **Assignee**: For basic tasks (not automated tasks)
- **Approver**: For both basic and automated tasks

**Note**: Administrators cannot backup owner assignment on templates, schedules, and tasks.

To assign or change a backup for a task:

1 From the Calendar, Gantt, or Task List view, double click the task that you want to assign or change a backup.
2 Select the Workflow tab and select both an Assignee and Backup person.
3 Click Save and Close.

Managing Reassignments in Tax Operations

Subtopics

- Requesting a Reassignment
- Viewing and Approving or Rejecting Reassignment Requests

Requesting a Reassignment

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/Groups assigned primary roles.

Assignees and Approvers can dispute a preparer/reviewer assignment on one or more tasks by submitting a request to administrators and power users to reassign the tasks.
From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for selected or selected and future tasks. These requests require approval. Administrators and schedule/template Owners can still reassign the task using the Edit Task dialog box without requiring approval.

To request reassignment for a task:

1. On the Actions panel, expand the Request Reassignment.
2. Reassign the task: Select Selected Tasks or Selected and Future Tasks.
3. Select the Role from the drop down list.
4. If you know the reassigned user, enable To User, and then enter or search for the name.

Note: If you do not know the new user, then submit a request without specifying the name of the user.

5. Enter a Justification for the reassignment.
6. Click Submit.

Viewing and Approving or Rejecting Reassignment Requests

Administrators and Power Users can review and approve or reject reassignment requests submitted by Assignees and Approvers.

Schedule task reassignment requests can be sent to the Task owner as well.

To view and approve or reject reassignment requests:

1. In your application, click View and then Dashboard. My Worklist is displayed with the reassignment requests in the Admin or Power User's security profile.
2. Click a reassignment record. The Reassignment Requests is displayed.
3. Do one of the following:
   - To approve all of the reassignment requests:
     a. If the requestor did not specify a name to whom responsibility should be transferred, in New User enter a new name. To apply this name to all requests, click Apply to All.
     b. Click Approve All.
   - To reject all the listed reassignment requests, click Reject All.
   - To approve or reject individual reassignment requests: for each request, from Schedule Status, select Approve or Reject.
4. Click OK.

An email notification that displays the action taken is sent to the preparer or reviewer who requested the reassignment.
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Views

Subtopics

- Dashboard View
- Public Dashboard View
- Task List View
- Calendar View
- Gantt View

You can use the Dashboard, Calendar view, Task List, or Gantt view to track tasks in running schedules.

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

By default, the Dashboard is displayed. If you are an Administrator, you can set the Dashboard up for all users by configuring the Public Dashboard and then begin system setup. See “Setting Up the System” on page 36.

If you are a User, you can view the My Worklist portlet to view task assignments. See the Oracle Hyperion Tax Governance User’s Guide
Dashboard View

The Dashboard view presents a portal-style interface into the application, providing simple, efficient views into running (or Active) schedules and task lists, and high-level summary representations into which you can drill down for greater detail. It is used for real time management, not historical review or planning.

The Dashboard provides visibility to only the schedules and tasks that the user has access to view. Users can customize their Dashboard and maximize or minimize dashboard controls called portlets.

See the Oracle Hyperion Tax Governance User’s Guide.

My Worklist portlet displays tasks for which you are the Assignee or Approver and the current status is with you, and alerts for which you are the Assignee or Approver.

The Schedule Tasks portlet presents information about tasks and issues associated with schedules, enabling you to filter and sort the list into a form most convenient for roles and responsibilities. By default, the portlet displays tasks of all statuses for all Assignees for a specified schedule.

The Status Chart portlet provides a graphical representation of the progress of a schedule in terms of task status and alert status, with filtering mechanisms for adjusting the scope of the task set represented by the chart. The portlet is also a launch point into a schedule, bringing up the dashboard in a filtered state, matching the portlet configuration.

The Status Overview portlet presents an overview of a schedule, displaying daily workload and completion status.

Public Dashboard View

Whatever portlet configuration the Administrator establishes on the Public Dashboard View becomes the default Dashboard configuration for new (not existing) users when they open their dashboards.

Task List View

The Task List view is one of the transactional views (Calendar and Gantt views are also transactional views). It lists all tasks in a schedule or template. It provides a hierarchical (parent-child) view of tasks. You can filter the list of tasks to display only the ones in which you are interested.

For example, if you want to quickly and easily see a list of tasks in a hierarchical view and edit some information directly, you can use the Task List view.

By default, the list is sorted by the Starts column. You can click a column heading to sort by that column. Parent tasks are indicated by an arrow, which you can click to expand or collapse the display of their children.
Calendar View

Calendar views display all schedule or template tasks in traditional calendar format by Month, Week, or Day.

The Month view displays the days in standard calendar format. Tasks occurring on a day are displayed as a colored bar in the day, and span the days of the task. If the task spans a week, a small arrow icon is displayed on the task bar to indicate that the task continues to the next week.

The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

Parent tasks are not displayed in Calendar views.

For Templates, each of the calendar views displays the dates of the month relative to the zero day that the template has set for the close process. For example, instead of displaying March 26 or 27, the calendar view displays -5 and -4, denoting 5 and 4 days until the zero day.

Note: Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.

Gantt View

The Gantt view displays a timeline for a schedule or template that graphically represents the duration of tasks and the dependencies between them. Bars represent duration, and arrows represent dependencies. You can view the predecessor relationships between tasks, for example, Task A must complete before Task B, and view the status of predecessor tasks. You can also see the parent-child task relationships (aggregations), in the hierarchy, for example, Task A is comprised of two subtasks, Task B and Task C.

You might choose to use the Gantt view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule. You can use the Gantt view to see the status of predecessor tasks to other tasks, and see the status of tasks that are predecessors to other group member tasks.

Note: Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.

You can drag new tasks into the Gantt view and update a task using a double-click or menu option. You can drag a task to a new start date and stretch the task duration. You can filter to flatten the task hierarchy and sort by task status. Tasks that have child tasks are indicated by an arrow, which you can click to expand or collapse the task hierarchies.
Selecting Views

You can select to view tasks from the two Dashboards, or one of the transactional views (Calendar, Gantt, or Task List).

If you have created a Close schedule, you can first open the schedule, then select a view.

➢ To select a view, perform an action:
  ● From the Quick Links section, select a view.
  ● Select View, then select a view.
  ● From the toolbar, click a button for the view:

    ○ Dashboard
    ○ Public Dashboard (Administrator only)
    ○ Calendar - Month
    ○ Calendar - Week
    ○ Calendar - Day
    ○ Gantt
    ○ Task List

Available View Actions

In the Calendar, Gantt, and Task List views, you can perform these actions:

● Hover over a task—Causes hovertext to display, showing the task name. For the Gantt view, this is available when hovering over the chart task bar and includes the task name.

● Left-click a task—Causes the task to highlight. The Task Panel at the bottom of the screen then updates to display the task’s information.

● Double-left-click a task—If the task is in a template or in an unopened schedule, the Task Details dialog box displays, where you can view and edit the task details. Otherwise, the Task Action dialog box displays.

● Right-click a task—Pops up a context-sensitive menu that enables you to perform certain actions. The menu contents vary depending on the task status and security role.

● Change View—You can click on the Quick Links list of views.

● Drag/Drop a Task Type onto the view—Drag a Task Type from the left side panel onto the view to create a new task of that type.

● New Task—Create a new task using the menu or toolbar.
You can perform these actions in the Gantt and Calendar views:

- **Move a Task**—You can click and drag a task to move it to a different day or hour.
- **Change Duration**—You can click and drag the right-side of a task to change its duration and end date.
- **Multiple Select**—On the Gantt view, you can multi-select tasks and perform actions; for example, delete.

In the Dashboard, for My Worklist, Schedule Tasks, and Status Chart, you can select one, all, or any number of schedules by multi-selecting.

### Displaying Columns in Views

From the Task List or Gantt views you can specify which columns to display in the view.

#### Selecting Columns

You can specify which columns to display in the view. You can also click Show More to select custom attributes and other columns.

In addition, in Gantt views, you can display a Path column that indicates a task path to its parent.

To select columns:

1. From **Quick Links**, select Gantt or Task List, then **Columns**.
   - The **Attribute Selection** box is displayed.

2. Select the columns and then click the arrows to bring them to the **Selected** box.

#### Reordering Columns

To reorder columns in the Task List and Gantt views:

1. From **Quick Links**, select Gantt or Task List

2. Do one:
   - Select a column and drag it to a new location
   - Click **Columns** to open the **Attribute Selection** box. In the **Selected** section select a column attribute and click the Up and Down arrows to reorder.

3. Click **OK**.

#### Changing Column Widths

To change column width:

1. Hover over the right side of the column until the icon changes to a double bar indicating that the column width can be adjusted.

2. Drag the right side of the column to resize it.
Sorting Columns

To sort columns in the Task List and Gantt views:

1. From Quick Links, select Gantt or Task List.
2. Hover over a column header until the Sort icons display, then click Sort Ascending or Sort Descending.

Navigating in Task Lists

In the Task List view, you can use menu options to expand and collapse the full or partial list of tasks, or scroll to the first or last task in the list.

To navigate the task list:

1. From Quick Links, select Gantt or Task List.
2. Select View, then select an option:
   - Detach
   - Expand
   - Expand All Below
   - Collapse All Below
   - Expand All
   - Collapse All
   - Scroll to First
   - Scroll to Last

Filtering Views

Subtopics

- Defining Filters
- Saving Filtered Views
- Deleting Filtered Views

You can use filters to define and view a subset of tasks to which you have security access. You can filter on various attributes such as Task Type, Active, Assignee, Priority, Owner, Approver, and Status.

A number next to each attribute indicates the number of tasks associated with that attribute. For example, if 10 tasks have a Completed status, the Completed attribute in the Status category shows (10). For attributes with a large number of values, the system displays the top ten items.
sorted in descending order, and displays a “+ more” link that you can click to view more items. Custom attributes that you created are also displayed and selectable.

When you select values of one attribute, the possible choices of other attributes may change depending on the data. For example, suppose you select Status and Owner attributes. If you filter the Status attribute to show only the Pending tasks, the Owner attribute displays only owners of Pending tasks.

**Note:** You can only filter on attributes that have the Display option enabled. You cannot filter on dynamic fields, for example, numbers.

### Defining Filters

1. To filter tasks using one attribute:
   - On the Filter panel, click **Manage Filters**.
   - From the Filter Tasks task list, click on an individual task or attribute from a task category. For example, under Status, you can click Pending.
   - The view changes to display only filtered tasks.

2. To filter tasks using multiple attributes:
   - From the task list on the left pane, choose a method:
     - Click the category criteria by which to filter, for example, Task Type.
     - Click **Select Values**, next to the category.
   - From the **Select Filter Items** dialog box:
     - Select **All** to filter by all items.
     - Select items by which to filter.

   **Note:** Some items might be unavailable based on other filter settings.

3. Click **OK** to refresh the list with the filtered criteria.

   **Tip:** To remove filter criteria, click the Reset button for attributes to which you apply a filter. To remove all filter criteria, click **Reset Filter**, and all tasks are displayed.

### Saving Filtered Views

After you define filter criteria, you can save a filter definition for later use, or to use with a different close cycle process. From the Filters panel, you can view the list of saved filtered views. The saved filtered views are visible only to the users who created them.
To save the filtered view:

1. After you define filter criteria, click Save Filter.
2. Enter a name for the saved filter, and click Save and Close.

Tip: To view saved filters, select the drop-down list at the top of the Filters panel.

Deleting Filtered Views

You can delete filtered views that you no longer need.

To delete a filtered view:

1. Select Manage, then Filters.
2. From the list of filtered views, select a filtered view to delete.
3. Click Delete.
4. At the delete confirmation prompt, click Yes.

Viewing Task Summary Information

When you select a task in the Calendar, Gantt, and Task List views, you can view summary information from the Task Panel at the bottom of the view pane. Properties, Workflow, and Predecessors are displayed for the selected task.

The Properties pane displays the task name, status, start and end dates, and Owner.

The Workflow pane displays the Assignee and Approvers for the task.

The Predecessors pane displays Parent Tasks and Child Tasks. The predecessors are displayed in a hierarchy. You can click on a predecessor task to update the panel with the predecessor task information.

To view summary information, from a Calendar, Gantt, or Task List view, select a task.

- To expand and collapse the panes, click on the black triangles on either side of the pane bars.
- To resize the panes, hover over the pane, click to grasp a side, and then drag it.

Task Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>🔄</td>
<td>Task awaiting action; not in progress yet</td>
</tr>
<tr>
<td>Open</td>
<td>🌟</td>
<td>Task is in progress with Assignee or Approver</td>
</tr>
<tr>
<td>Status</td>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Closed</td>
<td><img src="image" alt="image" /></td>
<td>Task is complete with Success or Warnings</td>
</tr>
<tr>
<td>Error</td>
<td><img src="image" alt="image" /></td>
<td>Task is complete but with errors</td>
</tr>
</tbody>
</table>
Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a close period, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.

Two predefined Task Types are installed by default:

- Basic Task: Basic Task Type that does not contain instructions, questions, or attributes.
- Parent Task: Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Close Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.
Creating Task Types

Subtopics

- Setting Task Type Properties
- Setting Task Type Parameters
- Specifying Task Instructions
- Assigning Task Type Attributes
- Specifying Task Type Questions

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

To create a Task Type:

1. From the menu, use one of these methods:
   - From a Task List, highlight a task, select Tools, then Create Task Type to create a Task Type based on that task.
   - Select Manage, and then Task Types. Click New.
2. Select the Properties tab if it is not displayed.

Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type. If you select a System-Automated Integration Type, you can specify a user known as the Run As ID under which tasks of this type are run, unless overridden.

For End User Types, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

To set Task Type properties:

1. Create a new Task Type. See “Creating Task Types” on page 86.
   - The Properties tab is displayed by default.
2. Enter a name for the Task Type.
3. Enter a Task Type ID that can be used to identify the Task Type.
4. Enter a Task Type description.
5. To specify an Integration Type, click Browse to search for and select an Integration Type, then click OK. Selecting an Integration Type enables the Task Type to inherit the parameters from that Integration Type.
6. If you selected a System-Automated Integration Type, the Run As box displays. Click the Select Run As Account icon, search for and select a user under which tasks of this type are run, and click OK.
7. Optional: For an End-User Type, select Allow Early Start to allow the Assignee to open the task before the scheduled start time.
Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

**Note:** The Parameters tab is available only if you have selected an Integration Type that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

To set Task Type parameters:

1. Select **Manage** and then **Task Types**. Click **New**.
2. From the New Task Type dialog box, select the **Parameters** tab.
3. Enter parameter values as required.
4. Optional: To enable the parameter to be overridden at scheduling time, select **Override at scheduling**.

Specifying Task Instructions

You can create a set of instructions for completing tasks. You can also add references to repository documents, files, or URLs to websites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

To specify instructions:

1. Select **Manage** and then **Task Types**. Click **New**.
2. Select the **Instructions** tab.
3. In **Instructions**, enter the instruction text.

To add a reference:

1. In the **References** section, click **Add**.
2. From the **Type** list, select one of these types:
   - **Local File**
     Enter a name, click **Browse** to select and attach the file, and click **OK**.
   - **URL**
     Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.
   - **Optional: Repository File**
From the file list, select the file, and click **OK**.

**Note:** The Repository File option is only available if the module is configured with Oracle Enterprise Content Management.

**Tip:** To delete a reference, select the reference, and click **Delete**.

### Assigning Task Type Attributes

To locate Task Types in the system, you can apply custom attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

➢ To apply an attribute:

1. Select **Manage** and then **Task Types**. Click **New**.
2. Select the **Attributes** tab.

   Enables administrators to assign custom attributes to profiles and provide values for the attributes. Attributes appear in the Reconciliation dialog box, on the Summary tab, under “Custom Attributes”.

   Custom Attributes are created in: “Defining Custom Attributes” on page 51.

   >To add an attribute, select **Actions**, and then **Add**. Enter:

   - **Attribute**
     
     Select an attribute from the list of defined attributes. See “Defining Custom Attributes” on page 51.

   - **Type**
     
     This noneditable field is populated by the Attribute.

   - **Value**
     
     Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

   - **Access**
     
     All roles have view access unless otherwise specified in the Access box.

     To add an access, for each of the roles:

     a. Click **Add**.
b. Select a role: Owner, Assignee, Approver, with separate roles for each Approver level currently in use in the application, or Viewer

c. Select one of the Role access types:

   o **Text Box:**
     - **Do Not Display**—Does not see this attribute on the Task Actions dialog box, or in any of the dashboards, list views, or reports.
     - **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
     - **Required**—Requires a value for the attribute. The Required option is available for Assignees and Approvers. Until a value is provided, Assignees are prevented from submitting, and Approvers are prevented from approving.

   o **The Multi-Line Text Box** has 2 access tabs:
     - **Text Box tab:**
       - **Do Not Display**—Does not see this attribute on the Task Actions dialog box, or in any of the dashboards, list views, or reports.
       - **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
       - **Required**—Requires a value for the attribute. The Required option is available for Assignees and Approvers. Until a value is provided, Assignees are prevented from submitting, and Approvers are prevented from approving.

     - **Attachments tab:**
       - **Do Not Display**—Does not see this attribute on the Task or Task Actions dialog box, or in any of the dashboards, list views, or reports.
       - **Add and Remove**—Has the ability to add files and remove files that they themselves added, but subject to the editability rules.
       - **Required**—Requires at least one file. The Required option is only available for Assignees and Approvers.
       - **Add and Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.

d. Click OK.

3  Click OK.

**Specifying Task Type Questions**

You can specify Task Type questions that apply to all tasks with that Task Type.
To specify questions:

1. Select Manage and then Task Types. Click New.
2. Select the Questions tab.
3. Click New.
4. From the New Question dialog box, for Question, enter the text for the question.
5. From the Type list, select a question type:
   - Date
   - Date and Time
   - Integer
   - List:
     - If you select List, enter a list of valid responses to the question.
   - Multi-Line Text
     - The maximum length should be less than 4,000 characters.
     - Select Multi-Line Text, then enter the Number of Lines, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.
     - For Multi-Line text type: Select Include Attachments if you want the custom attribute to include an attachments section on the Reconciliation Actions dialog box.
   - Number:
     - If you select Number, select number formatting options
       - For Decimal Places, enter a value for the number of decimal places to display.
       - Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
       - From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
       - From the Negative Number list, select how to display negative numbers, for example, (123).
       - From the Scale list, select a scale value for numbers, for example, 1000.
   - Text
   - True or False
   - User
   - Yes or No
6. Assign a Role. The purpose of assigning a role is to determine which role can answer the question:
   - Assignee
• Approver
• Owner
• Viewer

Note: When re-ordering questions, you can only re-order within a role.

7 If the question is required, select Required: Users can close a reconciliation without answering their questions, but they cannot Submit or Approve.

Note: The Required checkbox is disabled for Questions assigned to Owner or Viewer roles.

8 Click OK to save the question.

9 Optional: To change the order of questions, select a question, then click Move to Top, Move Up, Move Down, or Move to Bottom.

Tip: To edit a question, select the question and click Edit. To remove a question, select the question and click Delete.

10 Click Save and Close to save the Task Type.

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the Manage Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only and cannot be changed.

To view Task Type history:
1 Select Manage then Task Types.
2 Select a Task Type.
3 Click Edit.
4 Select the History tab.
5 When you finish, click Save and Close or Cancel.

Editing Task Types

From the Manage Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that are created from the Task Type. For tasks in a template, the effect is immediate. Changes to the Task Type (instructions, questions, and
so on), are automatically updated in tasks of that type. There is no effect if you edit a Task Type in a schedule.

To edit a Task Type:
1 Select Manage then Task Types.
2 Select the Task Type that you want to edit.
3 Use one of these methods:
   - Select Actions, and then Edit.
   - Click the Edit icon.
   - Right-click and select Edit.
4 Select the tab for the information you want to edit and edit the Task Type.
5 Click Save and Close.

Viewing Task Types

In Manage Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.

To display columns:
1 Select Manage then Task Types.
2 Select View, then Columns, and then select an option:
   - To display all columns, select Show All.
   - To display specific columns, select or deselect the column names.

To reorder columns:
1 Select Manage then Task Types.
2 Select View, then Reorder Columns.
3 Select columns and use the Up and Down arrows to reorder.
4 Click OK.

To sort columns:
1 Select Manage then Task Types.
2 Hover over a column header until the Sort icons display, then click Sort Ascending or Sort Descending.

To change column widths:
1 Hover over the column header dividers until the double bars display.
Searching for Task Types

You can use the Task Types dialog box to find Task Types. You can enter full or partial names on which to search.

To search for Task Types:

1. Select Manage then Task Types.
2. Click the > sign to expand the Search box.
3. Enter full or partial search criteria for the Task Type.
4. Optional: For additional search operators (such as Contains, Starts with, Ends with), click Advanced, and enter search criteria.

Tip: Click Add Fields to select additional fields for search criteria.

5. Click Search.

Tip: To reset the list to display all Task Types, click Reset.

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

You can select the Replace option to completely replace the definition of a Task Type with the definition in the import file. This option replaces all Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

You can select the Update option to update partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.

For details on the file format, see “Task Import File Format” on page 102.

To import Task Types, you must have the Close Administrator or Close Power User security role.

To import Task Types:

1. From Manage Task Types, click Import.
2. Enter the name of the file to import, or click Browse to find the file.
3. Select an import option:
   - Replace
Update

The system displays a warning that task types matching a task type ID in the import file will be modified. If you do not want to overwrite the task type, click Cancel.

4 Click Import.

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modify and reimport the file.

➤ To export Task Types:
1 From Manage Task Types, select a Task Type, then click Export.
2 Click Save File, and then OK.
3 Select a location in which to save the file, and click Save.

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Close Administrator or Power User security rights.

Note: You cannot delete a Task Type if tasks belong to it.

➤ To delete a Task Type:
1 From Manage Task Types, select the Task Type that you want to delete.
2 Use one of these methods:
   * Select Actions, and then Delete.
   * Click the Delete icon.
   * Right-click and select Delete.
3 At the delete confirmation prompt, click Yes.
A template defines a repeatable set of tasks required for a close period. It is used as a basis for creating schedules. You can create templates for different types of close periods, such as monthly or quarterly. You use templates to generate schedules for specific close periods.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on close process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Close Administrator or Power User you can create, edit, delete, and have viewer rights to templates.
Creating Templates

Subtopics

- Setting Template Properties
- Specifying Template Instructions
- Assigning Viewers
- Applying Template Attributes
- Specifying Day Labels
- Embedding Templates
- Viewing Template History

You can create templates for specific tasks, such as a Quarterly template to encompass all tasks involved in a quarterly close. You might further define separate templates for a Headquarters Quarterly Close and a Regional Quarterly Close.

When you create a template, you can assign users or groups as viewers. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to schedules produced from the template.

➢ To create a template:

1. Select Manage then Templates.
2. Click New.
3. Enter the necessary information in the template tabs.

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Close Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero, which is usually the day the company closes its books. You can specify the number of days a template tracks before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template has at least one day (Day Zero), even if you do not specify days before or after it.

➢ To set template properties:

1. On the Properties tab, enter:
   - Name
   - Description
   - Organizational Unit
2. Enter the time span for the template.
For Number of Days Before Day 0, select a number.
For Number of Days After Day 0, select a number.

3 For Owner, use the default owner or click Select Owner. Administrators, Power Users, or Teams/Groups configured with the Administrator or Power User roles are the only roles that will display when the user clicks Search to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.

Specifying Template Instructions

You can specify instructions in the template for completing the close process. Users can view the instructions from tasks in the template. The instructions are also transferred to each schedule. You may also want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

❖ To specify template instructions:
1 From the New Template dialog box, select the Instructions tab.
2 In Instructions, enter instruction text for each task in the template to include.
3 Click OK.

❖ To add a reference:
1 In the References section, click Add.
2 From the Type list, select one of these types:
   - Local File
     Enter a name, click Browse to select and attach the file, and click OK.
   - URL
     Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com. and click OK.
   - Optional: Repository File
     From the file list, select the file, and click OK.

Note: The Repository File option is only displayed if the module is configured with Oracle Enterprise Content Management.

Assigning Viewers

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a group assignment. A Power User viewer can view the
To assign viewer rights:

1. From the New Template dialog box, select the Viewers tab.
2. Click Add.
3. To search by users or groups, click Search Users, then select Users, Groups, or Teams.
4. Enter a full or partial user name, then click Search.
5. To specifically identify a user, click Advanced, then enter a User ID, Email address, or Description.
6. From the Search Results list, select IDs, then move them to the Selected box.
7. For additional details about the user, such as groups and roles, click Details.
8. Click Add or Add All to move users to the Selected list.

**Tip:** To remove users, select them and click Remove or Remove All.

### Applying Template Attributes

To locate templates in the system, you can apply custom attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

To apply an attribute:

1. From the New Template dialog box, select the Attributes tab.
2. Click Add.
3. From the Attribute list, select an attribute.
4. Optional: Select Display To User if you want the attribute to display on the Task Action and the Report Binder Task page.
5. For Value, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
6. Click OK.

### Specifying Day Labels

You can customize the names of days in the template. For example, you can rename Day 2 to Data Entry Day. Editing the name of the day does not change its sequential order.

Day Labels created in a template are copied to any schedule created from the template.
To specify day labels:

1. From the New Template dialog box, select the **Day Labels** tab.
2. Select a day to rename.
3. Rename the day from its default value to a custom name.
4. Click **OK**.

## Embedding Templates

You can reuse tasks from one template in another by embedding a template into another template. When you schedule tasks for a template, tasks for embedded templates are also scheduled.

For example, the Quarterly close process may be the same as the Monthly close process with some additional quarterly-only tasks. Instead of copying the Monthly template, you can specify that the Quarterly template embeds the Monthly template so if you change the Monthly template, you do not need to update the Quarterly. When you generate a schedule from the Quarterly template, the schedule includes the tasks from the Monthly template.

**Note:** Only one level of embedding is possible. For example, if Template A is embedded in Template B, then Template B cannot be embedded in another template.

### To embed templates:

1. From the Create Template dialog box, select the **Embedded Templates** tab.
2. From the **Available Templates** list, select a template to embed.
3. Click **Move** to move the template to the **Embedded Templates** list.

**Tip:** To remove a template or templates, select the template from the Embedded Templates list and click Remove or Remove All to move it to the Available Templates list.
4. Click **OK**.

## Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

### To view template history:

1. Select Manage then Templates.
2. Select a template for which to view history.
3. Click **Edit**.
4 Select the History tab.
5 Click OK.

Opening Templates
You can open templates from the Manage Templates dialog box.

➢ To open a template:
1 From Manage Templates, select a template.
2 Use one of these methods:
   • Select Actions, and then Open.
   • Click the Open icon.
   • Right-click and select Open.

Adding Tasks to Templates
You can add tasks to templates. Each task has a start date and time. End-User tasks also have an end date and time, and System-Automated tasks have a duration when added to a template. The start day in a template corresponds to template days, rather than to calendar days.

Note: For detailed information on creating tasks, see “Creating Tasks” on page 112.

➢ To add a task to a template:
1 Open an application and select Manage then Templates.
2 Select and open a template.
3 Add tasks as required.
4 Click OK.

Editing Templates
You can edit templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days before or after the Day Zero, tasks associated with those days are removed. Editing a template has no effect on schedules previously generated from that template.

You can edit, copy, and delete tasks in a template. See “Editing Tasks” on page 122.

You must be working in the source template to edit tasks from embedded templates.
To edit a template:
1 Select Manage then Templates.
2 Select a template and click Actions, and then Edit.
3 Edit the template properties.
4 Click OK.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

Note: Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

For details on the file format, see “Task Import File Format” on page 102.

To import tasks, you must have security rights to edit the template.

Three options are available for importing tasks into a template:

- Replace
  Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.

- Replace All
  Imports a new set of tasks that replaces the tasks in a template. This option is useful when you want to replace a template in one system with an updated definition from another system. Tasks that are not specified in the import file are deleted from the template.

- Update
  Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, custom attributes, and other properties are not affected.

To import tasks into a template:
1 From Manage Templates, select a template into which to import tasks.
2 Click Import Tasks.

3 Enter the name of the file to import, or click Browse to find the file.

4 Select an import option:
   - **Replace**—Replaces the definition of a task with the definition in the import files. It does not affect other tasks that are not specified in the import file.
   - **Replace All**—Imports a new set of tasks that replaces the existing tasks. This option is useful when you want to replace a task in one system with an updated definition from another system. Tasks that are not specified in the import file are deleted.
   - **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, custom attributes, and other properties are not affected.

   **Note:** The system displays a warning that tasks in the template that match a task ID in the import file will be modified. If you do not want to overwrite the task, click Cancel to cancel the import process.

5 Click Import.
   - If the import is successful, the “Import Success” dialog box is displayed, indicating that the template name, the name of the file containing the tasks, and the total number of tasks imported. Click OK.
   - If errors are found, the import process is not run, and the “Import Errors” dialog box displays errors. View the errors, then click OK to return to Manage Templates.

**Task Import File Format**

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.
Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in the application. For example, if you are importing Task Types, you must have specified values for them when you set up the application. For groups of column headings, if you have a certain number of one of the group, you must have the same number for other members. For example, if you have QTText5, there must be a corresponding QType5.

<table>
<thead>
<tr>
<th>Column ID</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TaskID</td>
<td>ID of task. Maximum of 80 characters.</td>
<td>Text</td>
</tr>
<tr>
<td>TaskName</td>
<td>Name of task</td>
<td>Text</td>
</tr>
<tr>
<td>TaskType</td>
<td>Task Type</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>Description</td>
<td>Full description of task. Maximum of 1000 characters.</td>
<td>Text</td>
</tr>
<tr>
<td>Priority</td>
<td>Task priority (High, Medium, Low)</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>StartDate</td>
<td>Start date, in template days (for example, -5, 0, 1, 12) For schedules, the start date must be a calendar date in the locale format.</td>
<td>Integer</td>
</tr>
<tr>
<td>StartTime</td>
<td>Start time in HH:MM (24-hour), for example: 13:00</td>
<td>Integer</td>
</tr>
<tr>
<td>EndDate</td>
<td>User tasks only, in template days (for example, -5, 0, 1, 12) For schedules, the end date must be a calendar date in the locale format.</td>
<td>Integer</td>
</tr>
<tr>
<td>EndTime</td>
<td>User tasks only, in HH:MM (24-hour), for example, 13:00</td>
<td>Integer</td>
</tr>
<tr>
<td>Duration</td>
<td>Task duration in minutes (automated tasks only)</td>
<td>Number</td>
</tr>
<tr>
<td>Owner</td>
<td>Task owner</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>Assignee</td>
<td>Task Assignee (user tasks only)</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>Active</td>
<td>Whether the task is active. Only applies to template import.</td>
<td>Boolean</td>
</tr>
<tr>
<td>StartEarly</td>
<td>Whether the Assignee is allowed to open a pending task prior to the scheduled start time</td>
<td>Boolean</td>
</tr>
<tr>
<td>RunAs</td>
<td>RunAs user name. Only applicable for system-automated tasks.</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>Instruction</td>
<td>Instruction text. Maximum of 2 GB.</td>
<td>Text</td>
</tr>
<tr>
<td>Reference#</td>
<td>Instruction reference (URL and Content Server references)</td>
<td>URL</td>
</tr>
<tr>
<td>Column ID</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>RefText#</td>
<td>Reference name, for URL references</td>
<td>Text</td>
</tr>
<tr>
<td>RefType#</td>
<td>Reference type (URL, Document)</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>RefURL#</td>
<td>Reference URL, for URL references</td>
<td>URL</td>
</tr>
<tr>
<td>RefDoctl#</td>
<td>Reference document ID, for document references</td>
<td>Integer</td>
</tr>
<tr>
<td>Approver#</td>
<td>Approver Level</td>
<td>User Name</td>
</tr>
<tr>
<td>Viewer#</td>
<td>Task viewer</td>
<td>User Name</td>
</tr>
<tr>
<td>QText#</td>
<td>Required for question. Text of question. Maximum of 255 characters.</td>
<td>Text</td>
</tr>
<tr>
<td>QType#</td>
<td>Required for question. Data type of question (Text, Member, True/False, and so on)</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>QReq#</td>
<td>Required for question. Question required? (Yes or No)</td>
<td>Boolean</td>
</tr>
<tr>
<td>QList#</td>
<td>List of values for question, separated by</td>
<td>symbol, for example, Red</td>
</tr>
<tr>
<td>QCurrSymbol#</td>
<td>Currency format for question X</td>
<td>Text</td>
</tr>
<tr>
<td>QDecPlaces#</td>
<td>Number of significant digits after the decimal places for question X</td>
<td>Number</td>
</tr>
<tr>
<td>QNegNumFmt#</td>
<td>Negative number format for question X</td>
<td>Text: - or ( )</td>
</tr>
<tr>
<td>QScale#</td>
<td>Scale format for question X</td>
<td>Number, in magnitude: 1000 and so on</td>
</tr>
<tr>
<td>QThouSep#</td>
<td>Thousand separator indicator for question X</td>
<td>Boolean</td>
</tr>
<tr>
<td>Attribute#</td>
<td>Attribute name, for example, Color</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>AttrVal#</td>
<td>Attribute value, for example, Red. Maximum of 255 characters.</td>
<td>Text</td>
</tr>
<tr>
<td>AttrDisplay</td>
<td>Display to user (in task action dialog box) for attribute</td>
<td>Boolean</td>
</tr>
<tr>
<td>Param#</td>
<td>Parameter name</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>ParmVal#</td>
<td>Parameter value</td>
<td>Text</td>
</tr>
<tr>
<td>Parent</td>
<td>Task ID of the task parent</td>
<td>Task ID</td>
</tr>
<tr>
<td>Predecessor#</td>
<td>Predecessor task ID (from column A)</td>
<td>Task ID</td>
</tr>
<tr>
<td>PredType#</td>
<td>Required. Predecessor type (for example, Finish to Start).</td>
<td>Text Lookup</td>
</tr>
<tr>
<td>PredTemplate#</td>
<td>Name of the predecessor template or schedule, if the predecessor belongs to a different template or schedule</td>
<td>Text</td>
</tr>
</tbody>
</table>

When you import Task Types, these columns are used:

- TaskTypeID
- IntegrationType
• ParamOverride# - whether the parameter can be overridden

A sample task import file is provided. It contains these dynamic parameters, which you can modify:
• Two questions
• Two attributes
• Two instructional references
• Three predecessor tasks
• Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

➢ To export tasks:
1  From Manage Templates, select a template from which to export tasks.
2  Click Export Tasks.
3  Click Save File, then click OK.
4  Select a location in which to save the file, and click Save.

Reassigning Users

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Manage Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

➢ To reassign users:
1  Select Manage, then Templates.
2  Select the template in which you want to reassign users.
3  Select Actions, and then Reassign User.
4  Click Find User and enter the search criteria for the user that you want to replace:
a. From the Select User dialog box, enter the first or last name for the user, and click Search.

b. Select the user from the results, then click OK.

5 Click Replace with and enter search criteria for the user to whom you want to reassign tasks.

6 Select roles for the user that must be reassigned:
   - Owner
   - Assignee
   - Approver
   - Viewer

7 Click Reassign.

When the process ends, the system displays a “Reassign Users - Success” message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

You create schedules from templates from the Manage Templates dialog box. The Last Schedule column shows the last schedule created from each template. The Schedules column shows the total number of schedules created from each template.

To create a schedule from a template, you must have the Close Administrator or Power User role.

The schedule starts in a Pending status, which gives you the opportunity to make final changes in the definition.

When template tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the template Day Zero. The dates can also account for non-working days of the schedule if you specified them. For example, if Day 0 is a Friday, the tasks for Day 1 are placed on the following Monday if you selected to exclude weekend days. The Date Map displays the default calendar date assigned to each template day. You can use the Date Map feature to adjust the date assignments.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in schedules. The Predecessor Task Links tab lists all tasks with predecessors in other templates, and enables you to select a predecessor in a schedule for these tasks.

When you create a schedule from a template, you can globally update the task parameters for a Task Type if the parameters have the override option enabled.
For more information on schedules, see Chapter 9, “Managing Schedules”.

To create a schedule from a template:

1. Select Manage then Templates.
2. Select the template that you want to schedule.
3. If the template was successfully validated, create the schedule: Click Actions, and then Create Schedule.

On the Schedule Parameters tab, enter the following fields:

- **Schedule Name**
- **Year**
- **Period**
  Select a close period for the schedule.
- **Day Zero Date**
  Select the calendar date to assign to the template Day Zero.
- **Date Mapping**
  - **Organizational Unit**
  - **Calendar days**
  - **Working days**
  - **Advanced Configuration** dialog box:
    - Click Advanced Configuration to override the Organizational Unit and Work Days configuration for all tasks in the schedule.

**Tip:** You can create one global template and have that template create the proper schedules for each regional entity, taking into consideration the holiday calendars, time zones, and work day configurations of the entity.

- **Organizational Unit**
  Select one:
  - **Use Task Value**—Select a value from the Organizational Unit
  - **Set Value To**—The selected organizational unit is applied to all tasks in the Schedule (even if the task in the template contained a different Organizational Unit value). Since all tasks have the same Organizational Unit, the Organizational Unit in the Date Mapping panel on the Schedule from Template dialog box displays as Read Only.

- **Work Days**—If you do not assign an organizational unit to a task, and you do not use the Override Work Days feature, than the application uses the following default: Monday – Friday are working days, and Saturday and Sunday are non-working days.
4 Optional: Select the Predecessor Task Links tab, select the schedule that contains the predecessor task and in the Assigned Task list, select the predecessor task.

5 Optional: Select the Override Parameters tab, review the parameters, and for each parameter that you want to modify, in the New Value column, enter a new value.

Note: This Override Parameters tab displays only tasks that use a Task Type in which at least one parameter has the Override option enabled. See “Setting Task Type Parameters” on page 87.

6 Click Create Schedule.

A schedule is created and populated with the tasks, instructions and viewers from the template. It has a status of Pending. By default the schedule is opened into a view when created.

Review the schedule and make adjustments as needed.

**Manually Validating Templates**

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate a template. Validation is particularly useful to check for problems after you import tasks into a template from a file. If the template has an error, you can use the navigation links in the validation results to navigate to the source of the error.

➢ To manually validate a template:

1 From Manage Templates, select the template that you want to validate.

2 Click Validate.

   ● If no errors exist, the system displays a “Template valid” message.
   
   ● If an error is displayed, click the link to the error.

**Viewing Templates**

In the Manage Templates dialog box, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

➢ To display columns:

1 Select Manage then Templates.

2 Select View, then Columns, and then select an option:
To display all columns, select **Show All**.

To display specific columns, select or deselect the column names.

➢ To reorder columns:
1. Select **Manage** then **Templates**.
2. Select **View**, then **Reorder Columns**.
3. Select columns and use the Up and Down arrows to change the order.
4. Click **OK**.

➢ To sort columns:
1. Select **Manage** then **Templates**.
2. Hover over a column header until the Sort icons display, then click **Sort Ascending** or **Sort Descending**.

➢ To change column widths:
1. Hover over the column header dividers until the arrows display.
2. Drag the columns to the desired width.

**Searching for Templates**

You can use the Manage Templates dialog box to quickly find templates. You can enter full or partial names on which to search.

➢ To search for templates:
1. Select **Manage** then **Templates**.
2. Click the > sign to expand the Search box.
3. Enter full or partial search criteria.
4. Optional: For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

   **Tip:** Click **Add Fields** to select additional fields for search criteria.

5. Click **Search**.

   **Tip:** To reset the list to display all templates, click **Reset**.
Deleting Templates

You can delete templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which are not possible if the template is deleted.

To delete a template:

1. From Manage Templates, select the template that you want to delete.
2. Click Delete.
3. At the confirmation prompt, click Yes.
Tasks are the core units of action in a close process, such as data entry or data consolidation.

- End-user tasks require actions by end users, such as answering questions or approving. They may contain product integrations, for example, a link to a data entry screen.
- System-automated tasks run without user intervention, such as an overnight feed from a general ledger. The success or failure of the task process is displayed in the task detail.
- Event monitoring tasks are tasks which allow products to monitor processes within external applications.

Each task has different parameters depending on the Task Type. If you have Close Administrator or Power User security rights, you can create, edit, or delete tasks.
Creating Tasks

Subtopics

- Setting Task Properties
- Setting Task Parameters
- Specifying Task Instructions
- Selecting the Workflow
- Adding Task Questions
- Setting Task Access
- Setting Task Predecessors
- Applying Task Attributes
- Viewing Task History

You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

You can group tasks under parent tasks to provide a simpler view of the close process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- On a Task List view, click **Actions**, and then **New**.
- Drag and drop the Task Type onto a template or schedule in a view.
- Right-click on a task and select **New**.
- Right-click on a day/date and select **New**.

Then enter information in the task tabs.

**Setting Task Properties**

The Properties tab enables you to set the task name, task ID, description, task type, priority, start and end date or duration.

You also use the Properties tab to specify task Owners and Assignees. During the close cycle, if an Owner or Assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign users associated with a task, template, or schedule. Template, schedule, and task Owners, Assignees, and Approvers may also reassign their tasks.

For end-user tasks, you can allow an Assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

Automated tasks have no Assignees, however you can specify Run As IDs for users under which tasks of that type are run.

Event Monitoring tasks have no Assignees and Run as IDs.
To set task properties:

1. In your application, open a New Task. See “Creating Tasks” on page 112.

2. On the Properties tab, enter:
   - **Task Name** (required).
   - **Task ID**
     Enter a task ID that can be used to identify the task (required). Task IDs must be unique within the template or schedule.
   - **Description**
   - **Organizational Unit**
     Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: time zones, holidays, work days, or viewer or commentator assignments.
     See “Managing Organizational Units for Tax Operations” on page 43.
   - **For Event Monitoring tasks, enter the Source.**
   - **Task Type** (required)
     Click **Browse** and select a Task Type.
   - **Priority**
     Select a priority for the task:
     - **High**
     - **Medium**
     - **Low**
   - **Owner**
     Use the default owner or click **Select Owner** to select a user, team, or Shared Services group.

3. Click **Save and Close**.

**Setting Task Parameters**

The Parameters tab only contains data for tasks that are associated with an Integration Type and have parameters. Integration Types provide links to external applications. On the Parameters tab, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you might use the Parameters tab to select a point of view for the grid.

To set task parameters:

1. From the New Task dialog box, select the **Parameters tab**.
If the parameter values are not entered by the task type, you may enter the required parameter values.

**Note:** If the parameters are not defined when the task is ready to start, an email is sent to the task owner. The task waits to start until the values are provided.

### Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users who have access to the task are only able to read the instructions. If there are task instructions that are inherited from the Task Type, template, or schedule, that instruction text is displayed above the instruction text box and is read-only.

You can also create references to external documents. You can upload a document from your local computer, create a web link, or create a link to a document in Oracle Content Management. References inherited from the Task Type or template are locked, however you can add references. For template tasks, the Template and Task Types instructions are viewable but not editable.

To specify instructions:

1. From the New Task dialog box, select the **Instructions** tab.
2. In **Instructions**, enter instruction text.

To add a reference:

1. In the **References** section, select **Actions**, and then **Add**, or select the **Add** icon.
2. From the **Type** list, select one of these types:
   - **Local File**
     - Enter a name, click **Browse** to select and attach the file, and click **OK**.
   - **URL**
     - Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com.
   - **Repository File** (Optional)
     - From the file list, select the file, and click **OK**.

**Note:** The Repository File option is only displayed if your product is configured with Oracle Enterprise Content Management.

### Selecting the Workflow

To select the workflow:

1. From the New Task dialog box, select the **Workflow** tab.
2. The Workflow tab contains the Assignee and Approver assignments.
Enter this information for the Assignee:

- **Assignee**—The user names available for selection as preparer are only those users authorized with the preparer role. To select to assign an Assignee to a named user, team, or Shared Services Group click 

  - For an End-User task, for **Assignee**, click *Select Assignee* to find a user.

  **Note:** The Assignee can be an individual user, group, or team. If you do not select an Assignee, the owner becomes the default Assignee. Parent and automated tasks have no Assignees.

- For a System-Automated task, for **Run As**, click *Select Run As Account*, search for and select a user under which tasks of this type are run, and click **OK**.

  **Note:** If the selected Run As user is the user creating the task, authorization is not required.

- Select **Active** to include this task in schedules generated from the template.

  **Note:** This option is not available for tasks created in schedules.

- **Require Action By**—Displays when an Assignee is set to be a team or group.

  Select One:

  - **Any Assignee**—By default, one and only one Assignee needs to submit the task.
  - **All Assignees**—Every user on the team has to submit the task before workflow proceeds to the next step.

- **Backup**—If you assigned a user for the primary Assignee, you can assign a backup user authorized as an Assignee:

  a. Click **Backup**
  
  b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.
  
  c. Click **OK**.

- **Starts**

  Select a start date, then select the time of day, in increments of 15 minutes, for the task to start.

- **Ends**

  Select an end date, then select the time of day, in increments of 15 minutes, for the task to end.

- **Optional:** For **Minimum Duration**, enter the minimum duration of a task in the form of Days, Hours, and Minutes. An At Risk criteria is based on the condition if the Start date was missed AND (the End_date minus the Current_date is less than the minimum task duration OR the End_Date minus the Start_Date is less than the
The At Risk tasks display in the Needs Attention Graph in the Status Chart of the Dashboard.

- **Optional:** For an End-User task, select **Allow Early Start** to allow the Assignee to open the task before the scheduled start time.

Enter this information for the Approver:

- **Level Name**
- **Backup**
- **End Date**
- **Require Action By**—Displays when an Approver is set to be a team or group.

Select One:

- **Any Approver**—By default, one and only one Approver needs to submit the task.
- **All Approvers**—Every user on the team has to submit the task before workflow proceeds to the next step.

### Adding Task Questions

**Note:** The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the Assignee to answer questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify questions on the task. You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

To add a question:

1. From the New Task dialog box, select the **Questions** tab.
2. Click **Add**.
3. In the **Question** text box, enter the question text.
4. From the **Type** list, select a type:
   - **Date**
   - **Date and Time**
- **Integer**
- **List:**
  
  If you select List, enter a list of valid responses to the question.

- **Multi-Line Text**
  
  The maximum length should be less than 4,000 characters.

  Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

  For Multi-Line text type: Select **Include Attachments** if you want the custom attribute to include an attachments section on the Reconciliation Actions dialog box.

- **Number:**
  
  If you select Number, select number formatting options
  
  - For Decimal Places, enter a value for the number of decimal places to display.
  - Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
  - From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
  - From the Negative Number list, select how to display negative numbers, for example, (123).
  - From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**

- **True or False**

- **User**

- **Yes or No**

  5 Assign a **Role** (Assignee, Approvers, Owner, Viewer) to the question. Access is based on responsibilities.

  6 If the question is required, select **Required**: Users can close a reconciliation without answering their questions, but they cannot Submit or Approve.

    **Note:** The Required checkbox is disabled for Questions assigned to Owner or Viewer roles.

  7 Click **OK**.

  8 **Optional:** To change the order of questions, select a question, then click **Move to Top, Move Up, Move Down**, or **Move to Bottom**.

    **Tip:** To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.
Setting Task Access

The Access tab enables you to add or remove Viewers and Approvers for the current task. It also enables you to specify the order of approvers. You can specify up to ten approvers and an unlimited number of viewers.

To set task access:
1. From the New Task dialog box, select the Access tab.
2. Enter the first or last name of the user, then click Search.
   
   Tip: For additional details about the user, such as groups and roles, click Details.
3. Optional: To change the order of approvers, select users, then click Move to Top, Move Up, Move Down, or Move to Bottom.
   
   Tip: To remove a user from the Approvers or Viewers list, select the user, then click Remove.

Setting Task Predecessors

The Predecessors tab enables you to set predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task begins when the predecessor tasks are started or complete (for Finish-to-Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

Note: Event Monitoring tasks can not have predecessors; however they can be predecessors to other types of tasks.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finish to Start</td>
<td>Default. The task starts as soon as the predecessor task completes or finishes with warning.</td>
</tr>
<tr>
<td>Finish Error to Start</td>
<td>The task starts as soon as the predecessor task completes, even it is in error.</td>
</tr>
<tr>
<td>Finish Error to Finish</td>
<td>The task completes as soon as the predecessor task completes, even it is in error.</td>
</tr>
<tr>
<td>Finish to Finish</td>
<td>The task cannot be marked as Complete until the predecessor task is marked as complete. This is primarily used for user tasks. For example, a user can start a document summary, but cannot mark it complete until the consolidated data is final.</td>
</tr>
</tbody>
</table>
To set task predecessors:
1. From the New Task dialog box, select the Predecessors tab.
2. Click Add.
3. To search for a Predecessor:
   a. Click Basic.
   b. To refine the search, click Add Fields and select search fields; for example: Execution Type, Start Date, End Date.
   c. From each of the Condition lists, select a condition.
   d. Click OK.
4. Select a predecessor task(s) and click OK.

Applying Task Attributes

To locate tasks in the system, you can apply custom attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

To apply task attributes:
1. From the Task dialog box, select the Attributes tab.

Custom Attributes are created in: “Defining Custom Attributes” on page 51.

To add an attribute, select Actions, and then Add. Enter:

- Attribute
  Select an attribute from the list of defined attributes.

- Type
  This noneditable field is populated by the Attribute.

- Value
  Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

- Access
  All roles have view access unless otherwise specified in the table below.

To add an access, for each of the Text Box and Attachments tabs:

a. Click Add.
b. Select a role.
c. Select one of the Role access types:
   o **Text Box**:
     - **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
     - **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
     - **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.
   o The **Multi-Line Text Box** has 2 access tabs:
     - **Text Box tab**:
       - **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
       - **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
       - **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.
     - **Attachments tab**:
       - **Do Not Display**—Does not see this attribute on the Reconciliation or in any of the dashboards, list views, or reports.
       - **Add & Remove**—Has the ability to add files and remove files that they themselves added, but subject to the editability rules.
       - **Required**—Requires the Preparer or Reviewer to attach at least one file. The Required option is only available for Preparers and Reviewers. Until a file is attached, Preparers are prevented from submitting, and Approvers are prevented from approving.
       - **Add & Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.
   
d. Click **OK**.

2. Click **OK**.

### Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added,
created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

To view task history:
1. From the Task dialog box, select the History tab.
2. Select a task.
3. When you finish, click Save and Close.

Working with the Task Dialog Box

To view the Task dialog box:
1. In Tax Operations, on the Task List, double-click a task.
2. The Properties tab lists the following fields:
   - Task ID
   - Status
   - Schedule Name
   - Start and End Dates
   - Duration
   - Priority
   - Organizational Unit
   - Owner and Assignee
   - Task Type
   - Actual Start and End dates
   - Actual Duration
   - Parameters
     Lists the Cluster, Application, Journal Name, and Journal Action Type.
   - Comments
   - Workflow
     - The Alerts and Related Tasks tabs display the current alerts and related tasks.
     - The History tab captures an audit trail of changes to the task.
3. To approve or reject a task, click Approve or Reject.
4. To create or delete a comment, click Actions and then Create Comment or Delete Comment.
5. To abort, click Actions and then Abort. The purpose of aborting a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving. See “Aborting Tasks” on page 129
6. Click Close.
Importing and Exporting Tasks

To import tasks:
1. In Tax Operations, on the Task List view, click Actions, and then Import.
2. Click Browse to find the import file.
3. Select an import option:
   - **Replace**—Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.
   - **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, custom attributes, and other properties are not affected.
4. Click Import.

   **Note:** The system displays a warning that tasks in a schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click Cancel.

To export tasks:
1. In Tax Operations, on the Task List view, click Actions, and then Export.
2. Select export options:
   - For **Rows** select All Tasks or Selected Tasks
   - For **Format**: Select Formatted data (visible columns only) or Unformatted data for future import
3. Click Export.
4. Select Open with Microsoft Office Excel (default) or select another program to open the file, or Save File.
5. Click OK.

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, custom attributes, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has started. You can only change the duration or the end date. You also cannot edit instructions, questions,
Assignee, or approver, and you cannot add, delete, or edit predecessors. You can reassign the Assignee or approver from the Task Actions workflow.

To edit a task:

1. From the Calendar, Gantt, or Task List view, select the task that you want to edit.
2. Right-click on the task and select Actions, and then Edit.
3. To edit task attributes:
   - Select the Attributes tab.
   - Custom Attributes are created in: “Defining Custom Attributes” on page 51.

> To add an attribute, select Actions, and then Add. Enter:

- **Attribute**
  - Select an attribute from the list of defined attributes.
- **Type**
  - This noneditable field is populated by the Attribute.
- **Value**
  - Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person, User, or Yes or No for the Yes/No attribute.

4. Click Save and Close.

**Sorting Tasks**

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

To sort tasks:

1. Select View, then Task List, or from the toolbar, click the Task List button.
2. Hover over a column header until the Sort icons display, then click Sort Ascending or Sort Descending.

**Searching for Tasks**

You can use the Task Find feature to find specific tasks. For example, you might enter “load” to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.
To search for a task:

1. From the left pane, expand Task Find.
2. Enter a task name in the search field, and click Find Task.
3. Click Previous or Next to find the previous or next task that matches the search criteria.

Moving Tasks

You can use views to move tasks. For example, in the Calendar view, you can move tasks to a different day.

To move a task:

1. From the Calendar or Gantt view, select a task.
2. Right-click on the task and drag it to a new location, or cut, copy, and paste the task.
3. Navigate to the target destination for the task and click OK.

Cutting, Copying, and Pasting Tasks

You can use views to cut and copy tasks in templates and schedules. For example, in the Calendar view, you can copy a task from one day in the calendar and paste it to another. You can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

Note: Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (open or closed) tasks.

To cut, copy, or paste a task:

1. From the Calendar, Gantt, or Task List view, select a task.
2. Right-click on the task and select an action, or from the main toolbar, click a toolbar button:
   - Select Cut to cut the task and store it on the clipboard.
   - Select Copy to copy the task and store it on the clipboard.
3. Right-click on the task, then select Paste, or from the main menu toolbar, select Paste.
   - The Task Details dialog box opens and enables you to make changes to the task that you are pasting.
4. Click OK to complete the paste operation.
   - The task is inserted and the views and filter views are refreshed to display the pasted task.
Reopening Tasks
You can reopen tasks and choose to reestablish the predecessor and successor relationships.

➢ To reopen a task:
1. From the Calendar, Gantt, or Task List view, double click a closed task.
2. On the Task Details dialog box, click Reopen. The Task Details dialog box is now editable.
3. On the Predecessors tab, add or delete predecessors and then click Save and Close.

The Confirmation dialog box is displayed.
Designate relationships:
- Designate predecessor tasks. Choose one:
  - If there are predecessors, then you can choose this option: Re-establish predecessor relationships - Tasks will open in original order.
  - Ignore predecessor relationships - All tasks will re-open immediately.
- Designate successor tasks:
  a. Select Re-Open Successor Tasks. The successor list is displayed.
  b. Select the successor tasks.
4. Click OK to close. The task details dialog box closes and the task reopens based on your selections.
   Click OK, otherwise, click Cancel.

Submitting Tasks

➢ To submit tasks:
1. In your application, select View, and then Gantt or Task list.
2. Select the tasks you need to submit.
   To multiselect, press Ctrl for random selection or press Shift while you click the first and last row in a range.
3. Do one:
   - Right-click and select Submit.
   - Actions panel: From Set Status, select Submit from the Status list.
   - Actions menu: Click Submit.

   Click Yes in the confirmation dialog box.
4. Review any errors, and click OK.
Approving or Rejecting Tasks

To approve or reject tasks:

1. In your application, select View, and then Gantt or Task list.

2. Select the tasks you need to submit. To multiselect, press Ctrl for random selection or press Shift while you click the first and last row in a range.

3. Do one:
   - Right-click and select Approve or Reject.
   - Actions panel: From Set Status, select Approve or Reject.
   - Actions menu: Click Approve or Reject.

   Click Yes in the confirmation dialog box.

4. Review any errors, and click OK.

Managing Task Reassignments

Subtopics

- Requesting a Reassignment for One Task
- Requesting a Reassignment for Multiple Tasks

You can use the Actions panel to work on multiple tasks simultaneously.

Requesting a Reassignment for One Task

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for a single task. These requests require approval. Administrators and schedule/template Owners can reassign the task using the Edit Task dialog box without requiring approval.

To request a reassignment for one reconciliation:

1. In your application, from the Dashboard, or click View, and then Task List.

2. Click on a task to open the Task Actions dialog box.

3. Click the Actions menu and select Request Reassignment.

4. Enter or click Search to find the reassignment.

5. Select what tasks to reassign:
   - Selected Tasks
   - Selected and Future Tasks

6. Enter a Justification for the reassignment.
7 Click OK and then Close on Task Actions.

Requesting a Reassignment for Multiple Tasks

To request a Reassignment for multiple tasks:

1 In your application, from the Dashboard, or click View, and then Tax Operations List View.

2 Select the tasks for reassignment.

3 On the Actions panel:
   a. Under Reassign, select Selected tasks or Selected and future tasks.
   b. Select the Role.
   c. If you know the new user, enable To User, and then enter or search for the name.

   Note: If you do not know the new user, then submit a request without specifying the name of the user.

4 Click Submit.

Workflow for Groups and Teams

You can assign the Owner, Assignee, Approver, and Viewer roles for a task to Shared Services security groups and to teams. Teams are a list of members defined in Tax Operations. When you assign a group or team to a task role, any user in the group or team can then perform the role for that task.

Claiming Tasks

When a team or group is assigned the Assignee role, any member of the group or team can work on and submit the task, but only after a member has claimed the task. Prior to the claim, a member will have implicit Viewer access.

When a group or team is assigned the Approver role, any member of the team can approve the task without first claiming it. However, any team member can claim the task, which prevents other team members from approving it until it is released.

Once a task has been claimed, other members of the team or group still have the ability to claim the task. Doing so will cause the initial user’s claim to terminate, thus revoking that user’s ability to perform the role functions and granting the ability to the member with the most recent claim. The ability to claim a task away from another team member or group member is required in order to accommodate cases where a claim has occurred; however, the user with the claim is unavailable to complete the role functions (for example, due to an unexpected absence).

Require Action By

When you assign the Assignee or Approver roles, you can use the Required Action By option to specify the sign-off requirement for the tasks. You can require that all team members sign off
on the task before the task is submitted or approved, or you can allow any team member to submit or approve the task.

Primary Users (Teams Only)
You optionally can assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to tasks to which the team is assigned as assignee or approver.

Performing Group or Team Tasks

➢ To claim a task:
1. Open the task, and then click Claim.
2. After an assignee or approver clicks the Claim button, then the Release button appears.
3. Click Release to remove the claim made by that user.

To determine whether a task is claimed, view the following view and column attributes:

- Assignee (Claimed)—If Yes, then the assignee role has been claimed. If No, then it is unclaimed.
- Approver # (Claimed)—The # indicates the Approver level. If Yes, then this approver level is claimed. If No, then it is unclaimed.

➢ To filter by the Assignee (Claimed) and Approver # (Claimed) attributes:
1. At the top of the Filter panel, click Select Filterable Attributes 🏷️.
2. Select the desired attributes from the Available.
3. Click >> to move the attributes to Selected.
4. Click OK.

➢ To add the Assignee (Claimed) and Approver # (Claimed) attributes as List View columns:
1. Click Columns at the top of the Task List view.
2. Select the desired attributes from Available.
3. Click >> to move the attributes to Selected.
4. Click OK.

Deleting Tasks
You can delete tasks that you no longer need. To delete a task, you must have Close Administrator or Close Power User security rights.
In schedules, you can delete only tasks that have a status of Pending. You cannot delete tasks that have a status of Open or Closed. If you delete a parent task, you can choose to delete just the parent, or the parent and its children.

To delete a task:
1. From the Calendar, Gantt, or Task List view, select the task that you want to delete.
2. Right-click on the task and select Delete, or from the main toolbar, click the Delete button.
3. At the delete confirmation prompt, click Yes.

**Aborting Tasks**

The purpose of aborting a task (instead of performing a forced close) is to prevent successors from continuing and to keep the process moving:

- When a Finish-to-Start or Finish-Error-to-Start predecessor is aborted, its successors remain as Pending. To keep the process moving, you must edit the successors to remove the aborted predecessor and to start the successors.
- When a Finish-to-Finish or Finish-Error-to-Finish predecessor is aborted, to keep the process moving, the task owner/schedule owner/close administrator must force a close of the successor.
A schedule defines a chronologically ordered set of tasks that must be executed for a specific close period, and is the application of a template into the calendar. For example, you can apply the Quarterly Close template to the Calendar as Q115 Close Schedule for the first Quarter, then apply the template again as Q215 Close for the second quarter.

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

**Note:** After a schedule is set to Open, it cannot be reset to Pending.

After a schedule is set to Locked, its status cannot be changed.

### Creating Schedules

See “Manually Creating Schedules” on page 132
Manually Creating Schedules

Subtopics

- Setting Schedule Properties
- Adding Instructions to Schedules
- Assigning Schedule Viewers
- Applying Schedule Attributes
- Adding Day Labels
- Viewing Schedule History

To manually create a schedule:

1. Select Manage then Schedules.
2. From the Manage Schedules page, click New.
3. Enter schedule information on the following tabs:

   - “Setting Schedule Properties” on page 132
   - “Adding Instructions to Schedules” on page 133
   - “Assigning Schedule Viewers” on page 134
   - “Applying Schedule Attributes” on page 134
   - “Adding Day Labels” on page 135
   - “Viewing Schedule History” on page 135

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be an Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

To set schedule properties:

1. Create a new schedule and select the Properties tab:

   - Name
   - Description
   - Organizational Unit
   - Start Date
     Starting date for the schedule
   - End Date
     Ending date for the schedule
- **Year**
- **Period**
- **Day Zero Date**

  The date to assign as day zero.

- For **Owner**, use the default owner or click **Select Owner**. Administrators, Power Users, or Teams/Groups configured with the Administrator or Power User roles are the only roles that will display when the user clicks **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.

- **Status**

  **Note:** The schedule status is initially set to Pending and is display only.

- **Template Name**

  2 To save and close, click **OK** or click the **Instructions** tab; all entries are saved.

  See “Adding Instructions to Schedules” on page 133.

### Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

- To add instructions to a schedule:
  
  1 Select **Manage** then **Schedules**.
  2 Select a schedule to which to add instructions.
  3 Click **Edit**.
  4 In **Instructions**, enter instructions for the schedule.
  5 To add a reference:
    
    a. In the **References** section, Click **Add**.
    b. From the **Type** list, select one of these types:
      
      - **Local File**
        
        Enter a name, click **Browse** to select and attach the file, and click **OK**.
      - **URL**
        
        Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.
      - **Optional: Repository File**
        
        From the file list, select the file, and click **OK**.
**Assigning Schedule Viewers**

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have the product security roles. Viewers receive read-only access to all tasks in the schedule.

1. To assign viewer rights:
   1. Select the **Viewers** tab.
   2. Click **Add**.
   3. To search by users or groups, click the **Search Users** button, then select **Users**, **Groups**, or **Teams**.
   4. Enter a user name, or part of the name, then click **Search**.
   5. To identify a user, click **Advanced**, then enter a User ID, Email address, or Description.
   6. From the **Search Results** list, select users.
   7. For additional details about the user, such as groups and roles, click **Details**.
   8. Click **Add** or **Add All** to move users to the **Selected** list.

   **Tip:** To remove users, select users, then click **Remove** or **Remove All**.

9. To save and close, click **OK** or click the **Attributes** tab; all entries are saved.

   See “**Assigning Schedule Viewers**” on page 134.

**Applying Schedule Attributes**

To locate schedules in the system, you can apply custom attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

1. To apply an attribute:
   1. Select the **Attributes** tab.
   2. Click **Add**.
   3. From the **Attribute** list, select an attribute.

See “**Assigning Schedule Viewers**” on page 134.
For Value, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

To save and close, click OK or click the Day Labels tab; all entries are saved.

See “Adding Day Labels” on page 135.

### Adding Day Labels

You use business day labels in the closing activity for a calendar day. Labels can mark a milestone day or specify the purpose of the day. When you add Day Labels to a template, they are copied to schedules created from the template. See “Specifying Day Labels” on page 98.

When schedules are opened, you see day labels in:

- Calender views against the day they are marked
- Task List views and Gantt views in the start or end date of tasks
- BI dashboard, My Worklist, and schedule task, in start date and end date columns
- Status overview, when focused on date, its information is displayed along with day label.
- Report Binders

To add a day label to a schedule:

1. On the New Schedule, select the Day Labels tab.
2. Add a day label to a specific date.
3. To save and close, click OK or click the History tab; all entries are saved.

See “Viewing Schedule History” on page 135.

### Viewing Schedule History

The History tab captures an audit trail of changes to schedules.

To view schedule history:

1. Select Manage, then Schedule.
2. Double-click a schedule.
3. Select the History tab. You can view these fields:
   - Name
   - Description
   - Organizational Unit
   - Start Date
     Starting date for the schedule
Setting Required Task Parameters

The task is in a pending state until the required parameters are filled in. If they are not filled in before the specified start date, then an email notification is sent to the task owner and to all members of the group or team. In addition, the task shows up in views under Needs Attention. After the required parameters are filled in, the task starts.

Opening Schedules

You open schedules to add, edit, or work on tasks. You open schedules from the Manage Schedules dialog box.

Note: To set a schedule to an Open status, see “Setting Schedule Status” on page 141.

To open a schedule:

1. From Manage Schedules, select a schedule.
2. Use one of these methods:
   - Select Actions, and then Open.
   - Click the Open icon.
   - Right-click and select Open.

Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an
Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or an Administrator.

➤ To edit a schedule:
1 Select Manage then Schedules.
2 Select a schedule to edit.
3 Select Actions, and then Edit, or select the Edit icon.
4 Edit the schedule. See “Manually Creating Schedules” on page 132.
5 Click OK.

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

For detailed instructions on adding tasks, see “Creating Tasks” on page 112.

➤ To add a task to a schedule:
1 Select Manage then Schedules.
2 Open a schedule in a view, such as Calendar-Month.
3 Add tasks.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

Note: Before you import a file to a schedule using the Update option for a closed task, remove the Owner, Assignee, Approver, and Start Date and Time fields from the import file, or an error occurs.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the answers to questions are cleared.
To import tasks into a schedule:

1. Select Manage, then Schedules.
2. Click Import Tasks.
3. Enter the name of the file to import, or click Browse to find the file.
4. Select an import option:
   - **Replace**—Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the schedule that are not specified in the import file.
   - **Replace—All** Imports a new set of tasks that replaces the tasks in the schedule. This option is useful when you want to replace a schedule in one system with an updated definition from another system. Tasks that are not specified in the import file are deleted from the schedule.
   - **Update**—Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned Owners, Assignees, and Approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, Assignee, custom attributes, and other properties are not affected.

   **Note:** The system displays a warning that tasks in the schedule that match a task ID in the import file will be modified. If you do not want to overwrite the task, click Cancel.

5. Click Import.
   - If the import is successful, the “Import Success” dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click OK.
   - If errors are found, the import process is not run, and the Import Errors dialog box displays the errors. View the errors, then click OK to return to Manage Schedules.

### Updating Tasks in Schedules

You may need to periodically manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You may also need to restart System-Automated tasks if they end in error. You can reopen the tasks to rerun the process.

You can reopen tasks under these conditions:
### Table 1  Conditions for Reopening Tasks

<table>
<thead>
<tr>
<th>Task Status</th>
<th>End-User</th>
<th>System-Automated</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Assignee/Running</td>
<td>You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.</td>
<td>No updates are allowed to running system-automated tasks.</td>
</tr>
<tr>
<td>With Approver</td>
<td>You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the Assignee, and the answers to questions are cleared.</td>
<td>Approver must reject the task, which sets it to Error status. From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the web service runs again.</td>
</tr>
<tr>
<td>Closed/Error</td>
<td>From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the Assignee.</td>
<td>From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the web service runs again.</td>
</tr>
</tbody>
</table>

► To update tasks in a schedule:

1. Select **Manage** then **Schedules**.
2. Open a schedule.
3. Select a task with a Closed or Error status, right-click, and then select **View**.
   - The View Task dialog box is displayed.
4. Click **Reopen**.
5. Edit the task.
6. If the system displays a warning that the Assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.
7. Perform an action:
   - For a Closed task, click **Close**.
   - For an Error task, click **Save and Close**.

### Reassigning Users

You may periodically need to reassign users to different schedules. For example, you may create a schedule and assign a user to certain rights; however, later that employee leaves the company and another employee assumes those schedules. You can use the Reassign feature in the Manage Schedules dialog box to automatically change assignments instead of manually searching for, opening, and editing individual schedules. The Reassign feature enables you to quickly find the schedules associated with one user and reassign them to another.

► To reassign users:

1. Select **Manage**, then **Schedules**.
2. Select a schedule in which you want to reassign users.
3. Select **Actions**, and then **Reassign User**.
4 For Find User, click Find User and enter search criteria for the user that you want to replace:
   a. From the Select User dialog box, enter the first or last name for the user, and click Search.
   b. Select the user from the results, then click OK.

5 For Replace with, click Find User and enter search criteria for the user to whom you want to reassign tasks:
   a. From the Select User dialog box, enter the first or last name for the user, and click Search.
   b. Select the user from the results, then click OK.

6 Select the Ending Between dates.

7 Select roles for the user that must be reassigned:
   - Owner
   - Assignee
   - Approver
   - Viewer

8 Click Reassign.

When the process ends, the system displays a “Reassign Users - Success” message that indicates that the user reassignment is complete, and displays the schedule name and total number of user reassignments made.

**Authorizing System-Automated Tasks**

When you create tasks or Task Types for System-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

- If you add a System-Automated task with an alternate runtime user known as the RunAs ID to a schedule, from a template or by manually adding the task
- When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.
- If the parameters of a task are modified by a user other than the Assignee (or task owner if the owner is also the Assignee), the authorization is reset to unauthorized and must be obtained by entering a password. For System-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to unauthorized.

Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.
When the System-Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or Assignee edits the task, the task details indicate that authorization is required. In this case, only the RunAs ID can authorize the task.

A user who receives a request for authorization can access the Authorization dialog box from a link in the email or by logging on to the application.

To authorize a task:

1. Select Manage then Schedules.
2. Select a schedule.
3. Select Actions, and then Authorize Tasks, or select the Authorize Tasks icon.
   The system displays a Users selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending System-Automated tasks assigned to them that require authorization.
4. From the user selection list, select a user.
   The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.
5. Select a task that needs authorization.
6. To view task details, click a task name and review the task parameters.

   Tip: To contact the task owner by email, click the Owner name next to the task and view the user details.

7. If you select a user other than yourself, the system prompts you for the user password.
   a. If you know the user password, enter it. The list of unauthorized tasks is displayed. Select tasks and click Authorize to authorize them, which removes them from the list.
   b. If you do not know the user password and must request authorization from the user, click Send Authorization Request, which sends an email to that user.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must the schedule owner or a Close Administrator.

These are the available statuses:

- Pending—The schedule is not yet active. This is the default status of the schedule when it is created.
- Open—The schedule is open for work to be performed. Tasks in the schedule can be run.
- Closed—The schedule is no longer active but follow-up work may be required. Tasks in the schedule continue to proceed based on their definitions, but you cannot add tasks to the
schedule. Schedule owners or administrators can reopen a Closed schedule, which changes its status to Open.

- **Locked**—The schedule is locked and cannot be modified. A locked schedule cannot be set back to Open status and cannot be edited. It can be viewed and deleted.

When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their starting condition are set to Open, and task notifications are sent to their Assignees.

**Note:** If a schedule task start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization. See “Authorizing System-Automated Tasks” on page 140.

When work on the schedule has reached a stage when follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule, however users can continue to work on tasks that are not complete. You can reopen a closed schedule, which changes its status to Open.

When all close tasks are completed, you set the status to Locked. You cannot edit a Locked schedule, or set it back to Open.

➤ To set schedule status:

1. Select **Manage then Schedules**.
2. Select a schedule for which to set status.
3. Select **Actions**, and then **Set Status**, or select the **Set Status** dropdown.
4. Click one of these status options, depending on the current status:
   - **Open**
   - **Closed**
   - **Locked**

**Viewing Schedule History**

The system maintains a history of schedule actions, which you can view from the Manage Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only.

➤ To view a schedule history:

1. Select **Manage then Schedule**.
Select a schedule.

Perform one of these actions:

- If the schedule status is Pending or Open, select **Actions**, and then **Edit**.
- If the schedule status is Closed or Locked, select **Actions**, and then **Properties**.

Select the **History** tab and review the schedule history.

When you finish, click **OK**.

### Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule status from Pending to Open until all validation errors are resolved. To validate schedules, you must the schedule owner or a Close Administrator.

To validate a schedule:

1. Select **Manage then Schedules**.
2. Select a schedule to validate.
3. Select **Actions**, and then **Validate**, or select the **Validate** icon.
   - If there are no errors, the system displays a Schedule Valid success message.
   - If errors exist, the system displays a list.

### Locking Schedules

You can lock a schedule to prevent users from making further changes.

To lock a schedule:

1. Select **Manage then Schedules**.
2. From the list of schedules, select a schedule.
3. Select **Actions**, and then **Set Status**, or from the **Set Status** dropdown, select **Locked**.
4. Click **Close**.

### Viewing Schedules

In Manage Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.
To display columns:
1 Select Manage then Schedules.
2 Select View, then Columns, and then select an option:
   - To display all columns, select Show All.
   - To display specific columns, select or deselect the column names.

To reorder columns:
1 Select Manage then Schedules.
2 Select View, then Reorder Columns.
3 Select columns and use the Up and Down arrows to reorder.
4 Click OK.

To sort columns:
1 Select Manage then Schedules.
2 Hover over a column header until the Sort icons display, then click Sort Ascending or Sort Descending.

To change column widths:
1 Hover over the column header dividers until the arrows display.
2 Drag the columns to the desired width.

Searching for Schedules

You can use the Manage Schedules dialog box to quickly find schedules. You can enter full or partial names on which to search. You can search on additional fields such as Start Date and Owner.

If you are an administrator, the Manage Schedules page displays a list of all schedules in the system. If you are a Power User or Close User, the system displays a list of schedules to which you have access.

To search for a schedule:
1 Select Manage then Schedules.
2 Click the > sign to expand the Search box.
3 Enter full or partial search criteria for the schedule.
4 Optional: For additional search operators (such as Contains, Starts with, Ends with), click Advanced, and enter search criteria.

Tip: Click Add Fields to select additional fields for search criteria.
5  Click Search.

**Tip:** To reset the list to display all schedules, click **Reset**.

### Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or a Close Administrator. Deleting a schedule removes it and all references to it from the system.

➢ To delete a schedule:

1  **Select Manage then Schedules.**

2  **From Manage Schedules**, select the schedule that you want to delete.

3  **Click Delete.**

4  **At the confirmation prompt, click Yes.**
Using Report Binders in Tax Operations

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Report binders enable you to create a history of all activities that occurred as part of a close schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

To generate a report binder:

1 Open a schedule in a Task List, Gantt, or Calendar view.
2 Optional: Apply filters to reduce the number of displayed tasks.
3 Perform an action:
   - From the main menu, select Tools, then Generate Report Binder.
   - From the main menu, click Generate Report Binder.
   - Select Manage Schedules, highlight the schedule, select Actions, and then Generate Report Binder.
4 In Report Binder Name, enter a name.
5 In Description, enter a binder description.
   For Schedule Name, the system automatically displays the name of the current schedule.

6 From Optional Components, select the task components that you want to display in the report:
   - Alerts
   - Comments
   - Attachments

Note: Including attachments in the report greatly increases the size of the report and may impact the performance.

7 Click Generate.

8 From File Download, select Save.
   The Save As dialog box is displayed, and the ZIP file name is displayed at the bottom.

9 Select a directory for the ZIP file, click Save, then Close.

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so that the report can be printed with a print command. If you choose to include attachments, a separate attachment appendix, containing links to attachments with corresponding tasks and alerts, is created, which you can print separately. All attachments are downloaded to separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory. The first report page contains information on the report binder, the schedule, and displays a list of tasks and alerts available in the report binder. You can navigate to the Tasks section to see task details such as status, Assignee, start and end dates, and duration. If a task has not started, the projected (scheduled) date is displayed. Each task is a link to a Task Detail page. By default, it includes sections for Attributes, Instructions, Questions, Workflow, Predecessors, and History. If you selected the options to include Alerts and Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the Alert Detail page, you can navigate to the associated task.

To view report binders:

1 Navigate to the directory in which you downloaded the ZIP file, and double-click the file.
2 Extract the ZIP files to the desired directory.
3 Navigate to that directory and locate the subdirectory that matches the ZIP file name.
4 From the subdirectory, double-click report_binder_name.html to view the report binder.
In Tax Supplemental Schedules:

- About Tax Supplemental Schedules
- Setting Up Tax Supplemental Schedules
- Navigating in Tax Supplemental Schedules
- Working With Dimensions
- Working With Data Sets
- Managing Form Templates
- Working with Forms
- Managing Data Collection Workflow
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Tax Supplemental Schedules is a system for management of supplemental data, typically transactional in nature.

Main Topics:

- Chapter 12, “Setting Up Tax Supplemental Schedules”
- Chapter 13, “Navigating in Tax Supplemental Schedules”
- BI Dashboard portlets: “BI Dashboard View” on page 169
- Transactional views:
  - “Managing Data Sets” on page 183.
  - “Managing Dimensions” on page 175.
  - “Managing Form Templates” on page 191.
  - “Defining Integrations” on page 167.
  - “Generating Reports” on page 26.
- Chapter 14, “Working With Dimensions”
- Chapter 15, “Working With Data Sets”
- Chapter 16, “Managing Form Templates”
- Chapter 17, “Working with Forms”
- Chapter 18, “Managing Data Collection Workflow”
- Appendix A, “Standard Currency Codes”
- Appendix B, “Supported Time Zones in Organization Units”

Tax Supplemental Schedules Terms

- Approver—Users assigned to approve data on forms entered by Preparers. Multiple reviewers may be assigned to a form.
- **Attribute**—Describes the information being represented. The information can be of different data type.
- **Connection**—A connection to a specific Financial Management Cluster and Application.
- **Currencies**—Known currency codes.
- **Data Collection Period**—A Data Collection Period is made up of the combination of Year, Period, and Scenario. The status of the period defines the allowable actions for data collection:
  - Open—Data collection begins when the period is open.
  - Closed—No data entry is allowed, but in-progress data collection can continue.
  - Locked—No changes can be made to the data for the period.
- **Data Set**—A collection of data around a single topic. Data is manually entered.
- **Data Set Record**—A single row of a Data Set.
- **Dimension**—A collection of data around a single topic.
- **Dimension Tables**—Dimension tables are considered metadata within your application. They are user-defined tables and members for selection and validation within data entry. Each Dimension table consists of one or more attributes. Each attribute is defined a data type.
- **Form**—The main interface that allows a user to enter data. A form is created based on the attributes selected from a data set.
- **Form Template**—Data collection and integration definition for some, or all, of a Data Set.
- **Frequencies**—Determines how often data collections are done for a specific form. A frequency is defined in system settings and is associated with periods.
- **Integrator**—User assigned to post back data to Financial Management on forms.
- **Period**—A unit of time, not including Year (Jan, Feb, Q1, etc.).
- **Preparer**—A user assigned to enter data on forms. Only the user assigned as the preparer may enter data on forms (aside from comments).
- **Viewer**—A user assigned read-only access to data on forms.
- **Workflow**—An individual workflow process for a single Year/Period/Scenario/Data Set/Form/Key(Entity). This is essentially the workflow component of a Form.
- **Year**—A numeric year unit of time.
- **Financial Management Integration**—Financial Management integration allows the system to import the dimension definition and members from an existing Financial Management application. For Financial Management customers who plan to post summarized data collected in their application to their Financial Management applications, they can setup the application connection information and import the dimension members to use in the application.
- **Smart View for Office**—An Excel file can be opened in Oracle Smart View for Office and stored in your application to be used for data entry.
Process Overview

Data management requires these steps:

1. The Administrator sets up system settings information: Connections, Currencies, Frequencies, Periods, Preferences. See “Managing System Settings” on page 161.

2. The Administrator or Power User completes the required setup procedures:
   - Sets up users. See “Setting Up Users” on page 156.
   - Sets up metadata information referenced in a data set; for example, dimension definition and members. See “Working With Dimensions” on page 175.

   **Note:** For existing Financial Management applications, you can import the dimension definition and members with the Financial Management Integration process.

3. The Power User defines the data set:
   - Creates data sets, attributes, and calculation and validation rules for the attributes.

   **Note:** Users can input or calculate an attribute. See “Working With Data Sets” on page 183.

   - Creates additional Data Form Templates with a summarized section, and defines the section to include group by, and adds mapping information to Financial Management. See “Managing Form Templates” on page 191.

   - Assigns workflow and access for each data form template.

   - Deploys the form template to a specific data collection period to be ready for the collection process.
     - If the period is not open, then the form instances are in pending status.
     - If the period is open, then the form instance is active and available for data entry. See “Managing Form Templates” on page 191.

   - Sends email alerts to assigned analysts for their related data forms.

4. The Preparer loads the data:
   - Loads data manually or uses a CSV file for each form data, web UI, or Smart View.
   - Performs validation and ensure correctness of data.
   - Submits data for approval.

5. The Approver reviews and approves or rejects the data (may have multiple levels of approval).

6. The Administrator opens the Period after dimensions, data sets, and forms are created in the system, and opens a Period to start the data collection process.

7. The Administrator or Power User sends email alerts to assigned analysts for their related data forms.

8. The Preparer or Approver groups and filters data to focus on certain data segments.
9. The User who performs posting to Financial Management is the one assigned as Integrator for the form. This user must also have proper data access in Financial Management to post the data to Financial Management:
   - View summarized data after data is approved (depends on workflow option)
   - Post data to Financial Management

10. The Administrator closes and locks the period for the data collection:
    - Closes Period for Data Collection (prevent additional form instances to start)
    - Locks Period for Data Collection (no more changes)
Starting Tax Supplemental Schedules

In This Chapter

Starting ................................................................. 155
Setting Up Users .................................................. 156
Assigning Security Roles ......................................... 156
Assigning Access Rights in Tax Supplemental Schedules 159
Managing System Settings ....................................... 161
Defining Integrations ............................................ 167

Starting

Note: The Shared Services server, the EPM Workspace server, and the product server must be running before you launch your application. See the Oracle Enterprise Performance Management System Installation and Configuration Guide.

To access your application, log on to EPM Workspace and launch your application.

➢ To start your application:

1. From a web browser, enter the URL for your application Log On page.
   
   The URL is the web server host name, web server port, and workspace.
   
   By default, the Workspace URL is http://SERVER_NAME:PORT/workspace/.

2. In the EPM Workspace logon, enter your system user name and password, and then click Log On.
   
   If an error message indicates that the system cannot authenticate a user, verify these conditions:

   ● The user is provisioned for the application. If not, use Shared Services to provision the user.
   
   ● The user token or session is not timed out. If it has timed out, log off, and then log on to start a new session.
   
   ● The web server is configured and running. If there is a problem with the web server, contact the system administrator.
From Oracle Hyperion Enterprise Performance Management Workspace, select Navigate, then Applications, and then your application.

See:

- “Assigning Security Roles” on page 156
- “Assigning Access Rights in Tax Supplemental Schedules” on page 159
- “Defining Integrations” on page 167
- “Managing System Settings” on page 161

**Setting Up Users**

Before working with your application, you must set up users and assign security roles.

To set up users, follow this process:

- Use Shared Services to create and manage groups as needed for easier security assignment.
- Use Shared Services to provision users or groups with security roles.

For information on using Shared Services, see the *Oracle Enterprise Performance Management System User Security Administration Guide.*

**Assigning Security Roles**

Access to your application depends on user security roles and the privileges given to the role:
<table>
<thead>
<tr>
<th>Security Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSS Administrator</td>
<td>Controls system administrative tasks, except provisioning. The Administrator can perform these tasks:</td>
</tr>
<tr>
<td></td>
<td>● Perform all tasks that a Power User has rights to</td>
</tr>
<tr>
<td></td>
<td>● Perform onetime system setups; for example, defines system currency, available currencies, periods, and frequency</td>
</tr>
<tr>
<td></td>
<td>● Define and perform Financial Management integration Imports Dimension table definition and members from Financial Management</td>
</tr>
<tr>
<td></td>
<td>● Define data sets</td>
</tr>
<tr>
<td></td>
<td>● Define forms and assign workflow for the forms</td>
</tr>
<tr>
<td></td>
<td>● Deploy data sets to data collection periods</td>
</tr>
<tr>
<td></td>
<td>● Manage data collection periods:</td>
</tr>
<tr>
<td></td>
<td>○ Define the dates for the period</td>
</tr>
<tr>
<td></td>
<td>○ Open, close, and lock periods</td>
</tr>
<tr>
<td></td>
<td>Has full access to the following objects:</td>
</tr>
<tr>
<td></td>
<td>● All system settings information</td>
</tr>
<tr>
<td></td>
<td>● All dimension definitions and members</td>
</tr>
<tr>
<td></td>
<td>● All data set definitions</td>
</tr>
<tr>
<td></td>
<td>● All form definitions</td>
</tr>
<tr>
<td></td>
<td>● All workflow status for any forms</td>
</tr>
<tr>
<td></td>
<td>● Modifies or views data</td>
</tr>
<tr>
<td>TSS Power User</td>
<td>The same user is often the administrator and power user.</td>
</tr>
<tr>
<td></td>
<td>● Performs the tasks that an analyst can do if the power user is also assigned as the preparer or the approver or the integrator for the form data</td>
</tr>
<tr>
<td></td>
<td>● Defines dimension tables and creates dimensions members for the system</td>
</tr>
<tr>
<td></td>
<td>● Defines data sets</td>
</tr>
<tr>
<td></td>
<td>● Defines forms and assigns workflow for the forms.</td>
</tr>
<tr>
<td></td>
<td>● Deploys data sets to data collection periods</td>
</tr>
<tr>
<td></td>
<td>Has full access to the following objects in the application:</td>
</tr>
<tr>
<td></td>
<td>● All dimension definitions and members</td>
</tr>
<tr>
<td></td>
<td>● All data set definitions</td>
</tr>
<tr>
<td></td>
<td>● All form definitions</td>
</tr>
<tr>
<td></td>
<td>● All workflow status for any forms</td>
</tr>
<tr>
<td></td>
<td>● Modifies data or views data only if also assigned in the workflow as preparer, approver, integrator, or viewer for specific form instances.</td>
</tr>
<tr>
<td>Security Role</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TSS Dimension Editor</td>
<td>The Dimension Editor assumes the “local” power user role for the maintenance of dimension members. This role is important because dimension members can be different for a different entity and it would not be possible for a global power user to create all valid members for all entities. * Can add or remove members from the dimension. * Cannot create dimensions or change dimension definitions. * This security role allows a user who needs to create additional members for dimension while entering data. * Users cannot view data or workflow status for any form instance unless assigned as preparer/approver/integrator/viewer. * <strong>Note:</strong> The viewer option is for both data and status. However, for each entity assigned in the workflow of the form, viewers can view data: * Always * After submission * After approval</td>
</tr>
<tr>
<td>TSS User</td>
<td>Access data for a form instance. Whether it is view or modify, access depends on the workflow assignment. Users can't access system settings or metadata information. * User assigned as preparer of a specific form instance can perform data entry and modify the data for that form. * User assigned as approver of a specific form instance can only view data for the form. * User assigned as integrator of a specific form instance can only view data for the form. * User assigned as Integrator of specific form instance to post data to Financial Management must be a valid user in the Financial Management application to which data is posted and this user must have “modify” access to the data cell in Financial Management to which the amount is written. * User assigned as Viewer of specific form instance can view data only for the form. * A user can view workflow status for any form instances for which user is assigned as preparer, approver, integrator, viewer. * <strong>Note:</strong> The viewer option is for both data and status of the form. However, for each entity assigned in the workflow of the form, the viewer has the option to view data: * Always * After submission * After approval</td>
</tr>
<tr>
<td>TSS Drill Through</td>
<td>The Drill Through role allows user to access drill through on a landing page containing the form instance supporting the data posted to Financial Management. The user can view the information only in this form instance. The user can perform actions, such as print preview or export to a spreadsheet, only on this drill-through landing page. This user can’t access the application system.</td>
</tr>
</tbody>
</table>
| TSS Report Designer   | \* Access to manage reports \* Access to generate reports  
You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users, groups, or teams from your external authentication provider. You can assign security roles to groups or individuals.
To assign security roles:

1. From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Oracle Hyperion Shared Services.

2. Expand the **User Directories** folder, and then expand the directory where the users reside.

3. Perform an action:
   - To assign security roles to a user, select **Users**.
   - To assign security roles to a group, select **Group**.

4. Select a user or group.

5. Provision the user using one of these methods:
   - Right-click and select **Provision**.
   - Select **Administration**, and then **Provision**.
   - Click **Provision**.

6. From **Available Roles**, expand and select your application, then expand to a role, then click the arrow button to add the role to the user, and then click **Save**.

7. Review the summary report, and then click **OK**.

### Assigning Access Rights in Tax Supplemental Schedules

The functions a user is authorized to perform are determined by the roles authorized for the user.

For each form, a specific user is assigned as either the Preparer or the Approver for the form. If posting to Financial Management is required, then a specific user is assigned as the Integrator for the form.

- **Preparer**—Write access to the form data
- **Approver**—Read access to the form data
- **Integrator**—Read access to the form data
- **Viewer**—Assigned to the form and has read access

In each form, an entity further manages data access. When Preparers, Approvers, Integrators, or Viewers are assigned to the form, they are also assigned access to a specific Entity’s data.

**Note:** The viewer option is for both data and status of the form. However, for each entity assigned in the workflow of the form, the viewer can view data:

- Always
- After submission
- After approval

**Modules**

Different functions are enabled based on the User role in Workspace.

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Power User</th>
<th>Dimension Editor</th>
<th>User</th>
<th>Report Designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Settings</td>
<td></td>
<td></td>
<td></td>
<td>Manage Reports</td>
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<td>Manage Reports</td>
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<tr>
<td>Generate Reports</td>
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<td>Generate Reports</td>
<td>Generate Reports</td>
<td>Generate Reports</td>
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<tr>
<td>BI Dashboard</td>
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<td>BI Dashboard</td>
<td>BI Dashboard</td>
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<tr>
<td>Data Set Dashboard</td>
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<td>Data Set Dashboard</td>
<td>Data Set Dashboard</td>
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<tr>
<td>Workflow Dashboard</td>
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<td>Workflow Dashboard</td>
<td>Workflow Dashboard</td>
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<tr>
<td>Dimensions</td>
<td>Dimensions</td>
<td>Dimensions</td>
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<tr>
<td>Data Collection Periods</td>
<td>Data Collection Periods</td>
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<tr>
<td>Integrations</td>
<td>Integrations</td>
<td></td>
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<td></td>
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<tr>
<td>Data Sets</td>
<td>Data Sets</td>
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</tr>
<tr>
<td>Form Templates</td>
<td>Form Templates</td>
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<td></td>
</tr>
</tbody>
</table>

**Data Security**

Data security in the application is controlled based on the user’s role assigned to the data form and access to the Entity’s data.

- **Preparer**—Write access to the form data of an entity
- **Approver**—Read access to the form data of an entity
- **Integrator**—Read access to the form data of an entity
- **Viewer**—Read access to the form data of an entity
Managing System Settings

Subtopics
- Managing Connections
- Managing Currencies
- Managing Frequencies
- Managing Periods
- Changing the Data Collection Period Status
- Defining Preferences

Managing Connections
You can integrate your application with external systems, such as Financial Management. You set up connection information from existing Financial Management applications and leverage the information defined in these applications for initial system setup.

See:
- “Defining a Connection” on page 161
- “Editing a Connection” on page 161
- “Deleting a Connection” on page 162

Defining a Connection

To define a connection:
1. In your application, select Manage, and then System Settings. In System Settings, select Connections.
2. Select Actions, and then New.
3. Enter the Name (must be unique), Description, Cluster Name, and Application Name.
4. To test the connection, click Test Connection.
5. Click Save, Save and Close, or Cancel.

Editing a Connection

To edit a connection:
1. In your application, select Manage, and then System Settings. In System Settings, select Connection, and then click a connection.
2. Change the Connection Name and Description.
3. Select a cluster name and Application Name.
4. To test the connection, click Test Connection.
Deleting a Connection

You cannot delete a connection if the connection is used as part of the integration definition or if it is used in data mapping for posting. See “Defining Integrations” on page 167.

To delete a connection:

1. In your application, select Manage, and then System Settings. In System Settings, select Connection, and then select a connection.
2. Select Actions, and then Delete.
3. Click Yes to the question, “Are you sure you want to delete (connection name).”
4. Click Save, Save and Close, or Cancel.

Managing Currencies

Subtopics
- Disabling Standard Currencies
- Creating Custom Currencies
- Editing Custom Currencies
- Deleting Custom Currencies

Disabling Standard Currencies

Standard currencies are installed with the product. If you want to disable unused currencies on available currency lists, disable them in the Currency System Settings.

To disable standard currencies:

1. In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2. Select a currency, and then clear Enabled.
3. Click Save, Save and Close, or Cancel.

Creating Custom Currencies

To create custom currencies:

1. In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2. Select Actions, and then New.
3. Enter:
   - Currency Code

Click Save, Save and Close, or Cancel.
• Decimal Places
• Currency Symbol
• Description
• Enabled

If the currency is enabled, then it is displayed in the currency list.

4  Click Save, Save and Close, or Cancel.

Editing Custom Currencies

➢ To edit custom currencies:
1  In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2  Select a currency and edit Decimal Places, Currency Symbol, Description, and select or clear Enabled.
3  Click Save, Save and Close, or Cancel.

Deleting Custom Currencies

➢ To delete custom currencies:
1  In your application, select Manage, and then System Settings. In System Settings, select Currencies.
2  Select a currency, then Actions, and then Delete.

You cannot delete the following currencies:
• A standard currency. It is always locked.
• An enabled currency. Disable the currency before deleting it.
• If a currency is in use, an error message tells you where it is used and prevents you from deleting it.
3  Click OK.

Managing Frequencies

Subtopics
• Creating Frequencies
• Editing Frequencies
• Deleting Frequencies

Frequency is defined to assign to the period.

An example of frequency: Once, Perpetual, Daily, Weekly, Monthly, Quarterly, Half-Yearly Yearly.
Creating Frequencies

To create frequencies:
1 In your application, select Manage, and then System Settings. In System Settings, select Frequencies.
2 Select Actions, and then New.
3 Enter the Name and Description of the frequency. For example: Monthly, Quarterly.
4 Click Save, Save and Close, or Cancel.

Editing Frequencies

To edit frequencies:
1 In your application, select Manage, and then System Settings. In System Settings, select Frequencies.
2 Select a frequency and edit the Description.
3 Click Save, Save and Close, or Cancel.

Deleting Frequencies

You can delete frequency if they are not used in the period.

To delete frequency:
1 In your application, select Manage, and then System Settings. In System Settings, select Frequency.
2 Select a frequency and select Actions, and then Delete.

If the frequency is in use by other items, a message is displayed: “One or more of the items selected for modification are in use by other items and cannot be modified at this time. Select an item to see the list of items which are using it.” Click Close.
3 Click Save, Save and Close, or Cancel.

Managing Periods

Subtopics
- Creating Periods
- Editing Periods
- Deleting Periods

In system settings you define the period label and frequency. The actual date information (the start, end date, and close date of the period) is defined in Manage Data Collection Period dialog.
Creating Periods

To create a Period:

1. In your application, select Manage, and then System Settings. In System Settings, select Period.
2. Click Actions, and then New.
3. Enter:
   - Start Year

   **Note:** The Start Year of one period cannot overlap the End Date of a previous period.
   - Number of Years, the maximum is 20
   - Name
   - Description
   - Frequency

   You can specify which frequencies are used in each period by selecting the frequencies from the list of defined frequencies. See “Creating Frequencies” on page 164
4. Click Save, Save and Close, or Cancel.

Editing Periods

You can edit:

- A period label as long as the period is not open, closed, or locked in the Manage Data Collection Period and that no data existed for the period
- A period description even if it is in used.
- The frequency assigned to the period as long as there is no data existing for the period, and that the period is not open, closed, or locked in the Manage Data Collection Period.

To edit a Period:

1. In your application, select Manage, and then System Settings. In System Settings, select Periods.
2. Select a Period and edit Name, Description and select a Frequency.
3. Click Save, Save and Close, or Cancel.

Deleting Periods

You cannot delete a period if data exists for the period and the period is either opened, closed, or locked.

To delete a Period:

1. In your application, select Manage, and then System Settings. In System Settings, select Periods.
2. Select a period and click Delete.
3 Click Save, Save and Close, or Cancel.

Changing the Data Collection Period Status

The following are the available statuses for a Data Collection Period (Year/Period/Scenario combination):

<table>
<thead>
<tr>
<th>Status</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>🔄</td>
<td>Periods are initially set with a status of Pending. When a period is “Pending,” the data collection process cannot start for the period. The Administrator and Power User can continue to create dimensions, data sets, and form templates for the system. If the status of a period is anything other than Pending, then all date fields of that record are locked.</td>
</tr>
<tr>
<td>Open</td>
<td>🔄</td>
<td>Allows work to begin on data collections after the data collections start date is reached. After a period is opened, you can’t reset it to Pending. The form instances generated in the “Deploy Data Set” process are inactive until the period is opened.</td>
</tr>
<tr>
<td>Closed</td>
<td>📄</td>
<td>After the period is finished, you can’t add data collections to the period. However, you can continue to work on data collections and import updated data.</td>
</tr>
<tr>
<td>Locked</td>
<td>🛠️</td>
<td>After work has concluded, periods can be locked, which prohibits changes to the data collection. Users cannot add data collections to the period, modify data collections, or import data.</td>
</tr>
<tr>
<td>Re-Open</td>
<td>🔄</td>
<td>A data collection period can be reopened to allow new or updated form instances to be generated.</td>
</tr>
</tbody>
</table>

To change the status of Data Collection Periods:

1 Select Manage, and then Data Collection Period.
2 Select a Year and Scenario.
3 Select a period, and edit, if necessary, the Start Date, End Date, and Close Date.
4 Click Actions, and then select Open Period, Close Period, or Lock Period.
5 Click Save, Save and Close, or Close.

Defining Preferences

To define preferences:

1 In your application, select Manage, and then System Settings. In System Settings, select Preferences.
2 To define Number Format, select the Decimal Places and the Negative Number display; for example: -1,234 or (1234).
3 Define Cell Format.
4 Click Save, Save and Close, or Close.
Defining Integrations

You can integrate your application with Financial Management and automate the setup by importing the information from an existing application; for example, frequency, periods, year, dimensions, and members.

A connection must be already defined. See “Managing System Settings” on page 161.

To define integrations:

1. In your application, select Manage, and then Integrations.
2. Click Actions, and then Add.
3. On the Properties tab, enter a unique integration Name and a Description.

Note: Each integration can have only one connection.

4. Select the Dimension Selection tab.
   - To use the default settings, which are the applicable Financial Management dimensions and corresponding application dimension names and attributes for the integration, click Save and Import. The system creates the dimension table definition and imports the frequency, periods, and currency information and stores the information.
   - In System Settings Options, select the options needed:
     - Frequency/Years/Periods
     - Currencies
   - To edit dimensions and dimension attributes, click a dimension row.
     - HFM Dimension: Select additional attributes or clear existing selections.
     - TSS Dimension: Change the default Dimension name.

Note: The system defaults the Tax Supplemental Schedules dimension name to the same as the Financial Management dimension name. However, in the case when there are multiple integrations to different Financial Management applications within Tax Supplemental Schedules, if you need to store different attributes for the dimension, you can store the attributes as separate dimension tables. Specify a unique dimension name for each application.

Examples:
- The entity dimension attributes from HFMAPP1 may be different from HFMAPP2; therefore, have different entity dimension names: App1_Entity and App2_Entity.
- Differences in dimension members in different Financial Management applications; therefore, have separate entity dimension tables and names.
- Dimension Attributes – you can change the default name of the Tax Supplemental Schedules dimension attributes to any unique label.
Note: Duplicate attribute labels within the same dimension are not allowed.

5 Click OK.
Navigating in Tax Supplemental Schedules

In This Chapter

- Tax Supplemental Schedules Views ................................................................. 169
- Filtering Views in Tax Supplemental Schedules ............................................. 172

Tax Supplemental Schedules Views

Subtopics

- BI Dashboard View
- Transactional Views
- Available View Actions
- Displaying Column Attributes in Tax Supplemental Schedules Views

Use dashboards and views to present records for onscreen viewing, to provide drill-down capabilities to record details, and to print or export to Excel for ad-hoc reporting.

BI Dashboard View

You can focus on key statistics and record sets by configuring dashboard portlets. You can see up to four portlets at once, or you can maximize one portlet for full-screen viewing.

Dashboard Portlet types:

- Data Set
  
  Contains the details of the selected data set, making it easy to view and filter the information of Data Set transactional dashboard.

- My Worklist
  
  Contains the list of forms, depending on the user’s access and status for each form, for the user for the selected period. Typical users can use My Worklist to see form instances that need attention.

  The My Worklist summary list is displayed in the Tax Supplemental Schedules left panel. Click on a form to open it.

- Status Chart
Uses a pie chart to indicate the status of the forms, showing the percentage and the number of forms that are Pending, Open with Preparer, Open with Approver, Open with Integrator, or Closed. The Administrator or Power User sees the summary status for all forms for all users in the system for the selected period. The Analyst sees only the relevant form information.

- **Workflow**

  The Workflow portlet contains all the form instances that a user has access, the preparer and approver information, and the status of the form.

**Working with the BI Dashboard Portlets**

You can select to view one to four portlets: My Worklist, Status Chart, Data Set Portlet, Workflow Portlet.

To select a BI Dashboard portlet:

1. Select View, and then select BI Dashboard.
2. On an empty space, right-click and select a portlet.
3. For My Worklist and Workflow, Status Chart, to view or hide column attributes, click View and select the attributes. To open the Attribute Selection dialog where you can select and move the attributes order, click Show More...
4. Change the portlet state:
   - Minimize, Maximize, Close are on the upper right corner of each portlet.
   - Minimize—Click **Minimize**. Minimized portlets are represented by buttons in the minimized area.
   - Maximize—Click **Maximize**. Maximized portlets are expanded to fill the portlet region and all other portlets are minimized, represented by buttons in the minimized area.
   - Close—Click **Close**.
   - Restore—Right-click on the buttons in the minimized area, and then select **Restore** to resize to the portlet.
   - Move—Drag a portlet to another portlet area. The portlets are swapped.
   - Refresh—Right-click and select **Refresh** to update the portlet data.

**Transactional Views**

For Transactional views, see:

- “Managing Data Sets” on page 183.
- “Managing Dimensions” on page 175.
- “Managing Form Templates” on page 191.
Available View Actions

On the BI Dashboard, Data Set Dashboard, and Workflow Dashboard, you can perform these actions:

- **Left-click:** Highlights the record. The Information Panel at the bottom of the screen updates to display the record details.
- **Right-click:** Displays a context-sensitive menu that enables you to perform certain actions. Menu contents depend on the status and security role.
- **Change View:** Click a toolbar button to change the view type.
- **View:** Show, hide, and reorder parts of the view.
- **Columns:** Sort columns by ascending or descending order. Change widths by dragging.

On the Status Chart portlet, left-clicking a status graph slice launches the Workflow transactional dashboard with the user’s filter in effect, displaying only items with the status of the slice.

Displaying Column Attributes in Tax Supplemental Schedules Views

Selecting Attributes

You can specify which attributes to display in a view.

- To select attributes for a view:
  
  1. **In a BI Dashboard, Data Set Dashboard, or Workflow, click Attributes.**
  2. **In Attributes Selection, select the attributes to display.**
  3. **To reorder attributes, select an attribute in the Selected list box, and then click the arrows.**
  4. **Click OK.**

Reordering Attributes

In list views you can reorder attributes.

- To reorder attributes:
  
  1. **Select View, and then select a view.**
  2. **Select an attribute, and then drag it to a new location.**
  3. **Click OK.**
Changing Attribute Widths

To change attribute widths:

1. Hover over the right side of the attribute until the icon changes to a double bar.
2. Drag the right side of the attribute to resize it.

Sorting attributes

In the list views, you can sort attributes by ascending or descending order.

To sort attributes:

1. Select View, and then select a view.
2. Hover over a header until the Sort icons are displayed, and then click Sort Ascending or Sort Descending.

Filtering Views in Tax Supplemental Schedules

Subtopics

- Creating Filters
- Editing Filters
- Duplicating Filters
- Deleting Filters

Filters allow users to control what records they see in list views and dashboards. You can apply filters against BI Dashboard, Data Set Dashboard, Workflow Dashboard, Dimensions, Data Sets, Integrations, including system and custom attributes. All users can save private filters for future use by the user who created it. Administrators and power users can also save public filters accessible by all users.

The filter panel provides two modes for building filters:

- **Basic**—The basic filter mode exposes access to all filterable attributes and allows the user to provide values for the attributes they wish to filter on and the operand to use for filtering. Typical operands include: equal to, not equal to, starts with, ends with, contains, greater than, less than, etc. The list of operands available depends on the data type of the attribute. For example, operands for filtering text values are different than the operands for filtering numeric values. Filters configured in basic mode are combined together using “and” logic, which means only those records that meet all filter criteria are displayed.

- **Advanced**—The advanced filter mode enables configuration of more complex filters using “and” and “or” logic and grouping logic to determine the order in which filters are applied. Like the basic filter mode, the advanced filter exposes access to all filter attributes.
Creating Filters

To create filters:
1. On the Filter panel, click Manage Filters.
2. Click New.
3. Enter:
   - Name
   - Description
   - Type—Select one type
   - Public
     Select if anyone can view this filter.
   - Filter Definition
     A group of conditions that limit the list.
   - Condition
     You can define the properties of a condition or group:
     - Conjunction
       Select And or Or. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
     - Attribute—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.
     - Operand—States what kind of evaluation to perform against the attribute.
     - Value—Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Editing Filters

To edit filters:
1. On the filter panel, click Manage Filters.
2. Select a filter.
3. Click Edit.
4. Edit the filter.
5. To reset a filter to the original definition, from the Filter panel, click Reset.
6. To save:
On the Edit Filter dialog box, click **OK**.

On the Filter panel, click **Save**.

---

**Duplicating Filters**

➢ To duplicate filters:

1. On the filter panel, click **Manage Filters**.

2. Select a filter, then click **Duplicate**.

3. Select the duplicated filter, then select **Actions**, and then **Edit**.

4. Make your changes and then click **OK**.

---

**Deleting Filters**

➢ To delete filters:

1. On the filter panel, click **Manage Filters**.

2. Select a filter.

3. Click **Delete** and then click **Yes** to the question, “Are you sure you want to delete (name of filter).”
Managing Dimensions

Subtopics

- Adding Dimensions
- Editing Dimensions
- Deleting Dimensions

A dimension has a name and associated attributes. A dimension table contains metadata information to use for lookup or reference purposes. Each dimension table has one or more attributes. A dimension table definition is created or imported from a Financial Management application. You can view and import the dimension metadata from external sources such as Financial Management.

System-generated dimensions:

- Scenario dimension—Contains Scenario and Scenario Description
- Entity dimension—Contains Entity and Entity Description

**Note:** You cannot remove or modify these dimension definitions and attributes.

To add attributes to these dimensions, edit the dimension. See “Editing Dimensions” on page 176.

You can also add attributes as part of the product integration.

**Adding Dimensions**

- To add dimensions:
  1. In your application, select Manage, and then Dimensions.
2 Click Actions, and then Add.
3 On the Properties tab, enter a name and description.
4 On the Attributes tab, add the dimension attributes. See “Adding Dimension Attributes” on page 177.
5 Click Save, Save and Close, or Close.
6 The History tab logs changes to Dimensions, including changes in modification types, supporting objects, modified by, the old and new values.
7 Click Save, Save and Close, or Close.

Editing Dimensions

➢ To edit dimensions:
1 In your application, select Manage, and then Dimensions.
2 Select a dimension, then click Actions, and then Edit.
3 Enter updates.
4 Click Save, Save and Close, or Close.

Deleting Dimensions

➢ To delete dimensions:
1 In your application, select Manage, and then Dimensions.
2 Select a dimension, then click Actions, and then Delete.
3 Click Yes to answer the question, “Are you sure you want to delete the selected items?”

Note: The dimension must not be referenced in another dimension or in a data set. You cannot remove Scenario and Entity dimensions, because they are system-created dimensions.
Managing Dimension Attributes

Subtopics

- Adding Dimension Attributes
- Editing Dimension Attributes
- Deleting Dimension Attributes

Adding Dimension Attributes

➤ To add dimension attributes:

1. In your application, select Manage, and then Dimensions.
2. Select a dimension, then click Actions, and then Edit.
3. On the Attributes tab, click Actions, then New, and then Add Attribute.

Enter the following:

- **Name**
- **Description**
- **Key Attribute**
  - Select Key Attribute if this attribute is the key attribute.
- **Data Type**
  - Select one:
    - **Date**
    - **Date and Time**
    - **Integer**
    - **List**
    - **Number**
      - If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings. See “Defining Preferences” on page 166):
        - For **Decimal Places**, enter a value for the number of decimal places to be displayed.
        - Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
        - In **Negative Number**, select how to display negative numbers; for example, (123).
    - **Text** (255 characters maximum)
- True or False
- Yes or No

- Use Value
  The attribute is populated with this value by default, which you can override.

4 Click OK.

5 In Update Dimension, to select the new attribute as a “Key Attribute” for the dimension, select Key Attribute.

**Note:** The system allows multiple attributes as key for a dimension.

6 Click Save, Save and Close, or Close.

### Editing Dimension Attributes

- To edit dimension attributes:
  1 In your application, select Manage, and then Dimensions.
  2 Select a dimension, then click Actions, and then Edit.
  3 On the Attributes tab, select an attribute, and then click Edit.

Edit the following:

- Name
- Description
- Data Type

**Note:** You can’t change the data type if a member already exists for the dimension or if the attribute is referenced in a data set.

Select one:

- Date
- DateTime
- List
  Click Add and enter values for the attribute.
- Integer
- Number
  If you select Number, select formatting options (Defaults are set in the Preferences section of the System Settings. See “Defining Preferences” on page 166):
    - In Decimal Places, enter the number of decimal places to be displayed.
Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

In **Negative Number**, select how to display negative numbers, for example, (123).

- **Text** (255 characters maximum)
- **True** or **False**
- **Yes** or **No**

**Use Value**

The attribute is populated with this value by default, which you can override.

4 Click **OK**.

5 In **Update Dimension**, to select the new attribute as a “Key Attribute” for the dimension, select **Key Attribute**.

**Note:** The system allows multiple attributes as key for a dimension.

6 Click **Save**, **Save and Close**, or **Close**.

---

**Deleting Dimension Attributes**

To delete dimension attributes:

1 In your application, select **Manage**, and then **Dimensions**.

2 Select a dimension, then click **Actions**, and then **Edit**.

3 On the **Attribute** tab, select an attribute, and then click **Delete**. Click **Yes** to answer the question, “Are you sure you want to delete the selected items?”

**Note:** You can’t delete an attribute if it is referenced in a data set.

4 Click **Save**, **Save and Close**, or **Close**.
Managing Dimension Members

Subtopics
- Adding Dimension Members
- Editing Dimension Members
- Removing Dimension Members
- Importing Dimension Members
- Exporting Dimension Members

Adding Dimension Members

To add dimension members:
1. In your application, select Manage, and then Dimensions.
2. Select a dimension.
3. In Members and Attributes, click Add.
4. Enter the attributes.

Editing Dimension Members

To edit dimension members:
1. In your application, select Manage, and then Dimensions.
2. Select a dimension.
3. In Members and Attributes, click a member, and then edit the values of the dimension member.
4. Click Actions, and then Save.

Removing Dimension Members

To remove dimension members:
1. In your application, select Manage, and then Dimensions.
2. Select a dimension.
3. In Members and Attributes, select a member.
4. Click Delete, and then click Yes to answer the question, “Are you sure you want to delete the selected items?”
Importing Dimension Members

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

To import dimension members:
1. In your application, select Manage, and then Dimensions.
2. Select a dimension.
3. In Members and Attributes, click Actions, and then Import.
4. Click Browse, and then navigate to the file you want to import.
5. Select one of the following:
   - Replace—Replace dimension members with the definition in the import file. Replaces the member with the member in the file that you are importing. It does not affect other members that are not specified in the import file.
   - Update—Update some member attributes.
6. Click Import.
7. The Results screen displays the number of imported dimension members.
8. Click OK or Reset. The Reset button clears the dialog, and you can select another file to import. The imported members are saved with the import.

Exporting Dimension Members

Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

To export dimension members:
1. In your application, select Manage, and then Dimensions.
2. Select a dimension.
3. In Members and Attributes, select a member.
4. Click Actions, then Export, and then select the CSV or XLS file format.
5. Browse to where you want to save the file.
6. Click OK.
Data sets contain definitions of data tables. A data set consists of attributes of information for any data record. Data sets can contain attributes from Dimension, and you can enter attributes. Only Administrators or Power Users can create and update the data set definition.

See also: “Creating Data Sets” on page 184
“Editing Data Sets” on page 185
“Deleting Data Sets” on page 185
Creating Data Sets

A new data set always contains the entity attribute and is always displayed to show that you can assign this entity to a workflow.

Note: The Entity key identifier and Assign Workflow options are selected by default.

To create data sets:

1. In your application, select Manage, and then Data Sets.
2. Select Actions, and then New.
3. On the Properties tab, enter the data set information:
   - Name
     Enter a unique name.
   - Description
4. Attributes tab:
   - Key Identifier
     If no data exists for this data set, you can modify the Key Identifier and attributes of the data set.

   Note: The Key Identifier and Assign Workflow check box option for Entity is selected by default. As you add attributes, you can select one or more as the Key Identifier.

   Assign Workflow

   Only attributes with Key Identifier ON can be assigned workflow. Assign workflow ON means that you want to select members from this dimension to assign workflow to each preparer. To assign workflow, the attribute must be a dimension, because you assign a workflow from a predefined list.

   Total

   Enables you to specify the totaling method for the Attribute:
   - Sum: Additive total
   - Average: The average of the rows with data. Rows without data are not counted in the denominator
   - Count: The count of the rows with data
   - None: No total is calculated

   To add attributes, click Actions, and then:
   - Add Attribute: See “Adding Data Set Attributes” on page 186.
● Add Attributes from Dimensions: See “Adding or Editing Attributes From a Dimension” on page 188.

5 The History tab logs the data sets.
6 Click Save, Save and Close, or Close.

**Editing Data Sets**

➢ To edit data sets:

1 In your application, select Manage, and then Data Sets.
2 Select a data set, then click Actions, and then Edit.

Note: You cannot edit attributes referenced from Dimensions.

Assign Workflow is read-only.

3 Properties tab:

Modify the Name and Description.

4 Attributes tab:

If data exists for this data set, you can modify the Key Identifier and attributes of the data set.

To add attributes, click Actions, and then:

● Add Attributes: See “Adding Data Set Attributes” on page 186.
● Add Attributes From Dimensions: See “Adding or Editing Attributes From a Dimension” on page 188.

5 Click Save, Save and Close, or Close.

**Deleting Data Sets**

➢ To delete data sets:

1 In your application, select Manage, and then Data Sets.
2 Select a data set, then Actions, and then Delete.

● If data exists, you cannot delete the data set.
● If no data exists, however, form instances are created, and you cannot delete the data set.

3 Click Yes to answer the message, “Are you sure you want to delete the selected items?”
4 Click Save, Save and Close, or Close.
Managing Data Set Attributes

Subtopics

- Adding Data Set Attributes
- Adding or Editing Attributes From a Dimension
- Deleting Data Set Attributes

Adding Data Set Attributes

To create data set attributes:

1. In your application, select Manage, and then Data Sets.
2. Select a data set, and then click Actions, and then Edit.
3. In Attributes, click Actions, then New, and then Add Attribute.
4. On the Properties tab enter the following:
   - Name
   - Description
   - Specify the Attribute Type:
     - **Input**: Input is the default, and the Validations tab is enabled.

     **Note**: For periods that have been opened and form instances created, the modified validation rule does not apply. Changes made apply only to new form instances.

     - **Calculated**: If type is Calculated, then the Calculated tab is enabled.

     Changing the attribute type overrides previously specified Validations or Calculations. You cannot change this setting after the Attribute is created.

   - **Data Type**
     Select one:
     - **Date**
     - **Date and Time**
     - **Integer**
     - **List**
       Click Add and enter values for the attribute. List is local to the Data Set and can't be shared among other Data Sets.
     - **Number**

       If you select Number, select formatting options to override the defaults set in the Preferences section of System Settings. See “Defining Preferences” on page 166.
For **Decimal Places**, enter the number of decimal places to display.

Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

In **Currency**, select the currency, for example, (INR)

In **Negative Number**, select how to display negative numbers; for example, (123).

To scale a number, in **Scale**, select from 1000 to 1000000000000

- **Text** (255 characters maximum)
- **True** or **False**
- **Yes** or **No**

**Required**

If the attribute is required, you must enter value in this field during data entry.

**Use Value**

If Use Value is populated, the system applies the value entered by the designer for any record created by the user.

**Note:** You can change the default value during data entry.

**5** Click **OK** to save the attribute.

**Note:** You must save the attribute before including it in a calculation.

**6** If you selected **Input**, select the **Validations** tab:

The creator can create a special validation rule for the value entered by the user.

To add a conditional expression:

a. Click **Add**.

b. Select an Operand and enter **Value1** and **Value2**.

c. If you need a second condition, select from the following lists:

   - **Conjunction**; for example, And, Or
   - **Operand**; for example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between

   - **Value1** and **Value2**

d. Click **OK**.

**7** Optional: If you selected **Calculated**, select the **Calculations** tab.

To add a calculation expression:
a. **Table 2** Select a calculation type and select the calculation definition for each type selected:

<table>
<thead>
<tr>
<th>Data Type selected on Properties Tab</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Assign Value to List, and then select the Attribute value. Note: You must have saved the List attribute values.</td>
<td>Return an attribute value based on the assignment to a List member.</td>
</tr>
<tr>
<td>All</td>
<td>Conditional</td>
<td>For a given attribute, return attribute value A if specified conditions have been met. If the conditions have not been met, return attribute value B.</td>
</tr>
<tr>
<td>List</td>
<td>Assign List From Value</td>
<td>Based on the value of an attribute, return the related member from the list.</td>
</tr>
<tr>
<td>Numeric, Integer</td>
<td>Formula</td>
<td>Calculate an attribute using common mathematical expressions. Example: ((A+B)/C)</td>
</tr>
<tr>
<td>Numeric, Integer</td>
<td>Rounding</td>
<td>Round attribute to the specified number of digits. The default is 2.</td>
</tr>
<tr>
<td>Text</td>
<td>Concatenate</td>
<td>Paste together text attributes. This includes literal strings and automatically converting non-text attributes to strings. Example: First_Name++Last_Name++&quot;:&quot;+Birth_Date</td>
</tr>
</tbody>
</table>

b. Add the Calculation Definition.

c. Click **OK**.

8 **Click Save, Save and Close, or Close.**

Changes to data set attributes apply only to subsequent data collection periods.

**Adding or Editing Attributes From a Dimension**

> To add data set attributes from dimensions:

1 In your application, select **Manage**, and then **Data Sets**.

2 Select a data set, then click **Actions**, and then **New** or **Edit**.

3 On the Attributes tab, every attribute has a key identifier and an assign workflow:
   - **Key Identifier**
     
     In the Name, a Key Identifier labels an attribute as the unique key for the data set table. Generally, the unique key is a single attribute; however, the application supports multiple-attributes as unique key.
   
   - **Assign Workflow**
     
     The check box option to “assign workflow” to Entity.

4 Click **New**, and then **Add Attributes from Dimensions**.
5 Select a Dimension.

6 Select attributes from the Available Attributes list and Move them to the Selected Attribute list.

Note: The system includes the key attribute of the dimension as a Selected Attribute. You cannot clear the key attribute.

7 Click OK.

Deleting Data Set Attributes

To delete data set attributes:

1 In your application, select Manage, and then Data Sets.

2 Select a data set, and then click Edit.

3 Select the Attributes tab, then an attribute, then Actions, and then Delete:
   - If data exists, you cannot delete the attribute.
   - If no data exists, but the attribute is referenced in a form template, you cannot delete
     the attribute without first removing the attribute from the form template.

4 Click Yes to answer the message, “Are you sure you want to delete the selected items?”

5 Click Save, Save and Close, or Close.
Administrators and Power Users can manage Form Templates.

Manage Form Template screen sections:

- Top section shows all form template definitions.
- The bottom left section shows the attribute details for the selected form template.
- The bottom right section shows the forms from the selected form template.
- On the far right, the Filter section enables users to specify criteria to filter down the list of templates. See “Filtering Views in Tax Supplemental Schedules” on page 172

Creating Form Templates

To create form templates:

1. In your application, select Manage, and then Form Templates, and then New.

2. On the Properties tab, provide information:
   - Name
     Enter a unique form template name.
   - Description
   - Scenario
     The Scenario dimension is created as part of the application. The Administrator or Power User enters members to the Scenario dimension or imports Scenario from Financial Management during Financial Management integration.

     Select the form template for a particular scenario; for example: Actual or Budget.

3. Access these tabs on the Create Form Template:
Specifying Form Template Instructions

Administrators provide instructions on how to use the form. Instructions can include text, attached files, and links to files in document repositories.

To specify form template instructions:

1. In New Form Template or Edit Form Template, select the Instructions tab.
2. In Instructions, enter instruction text.

To add a reference to a file:

1. In the References section, click Add.

Tip: To delete a reference, select the reference, and then click Delete.

2. Select a reference type:
   - Local File—Browse the local file system and select a file. You must specify a Name. Click OK to upload the file to the system and store it with the form template.
   - Repository File—If you configured your application with a document repository, you can browse the repository and select a file. Click OK to store the reference to the repository file with the form template. The file is not copied or stored within the application.
   - URL—Enter an external URL reference and give it a descriptive Name. Click OK to store the URL in the application.

3. Click Save, Save and Close, or Close.
Working with Sections

Subtopics

- Form Template Sections: Columns Tab
- Form Template Sections: Group By Tab
- Form Template Sections: Mapping Tab
- Form Template Sections: History Tab

Each section of a data entry form can collect data from different data sets or attribute combinations. Sections can have overlapping data sets or attributes; only one attribute per data set can be writable.

To create or edit sections:

1. In New Form Template or Edit Form Template, select the Sections tab.
2. Click New or select a section and click Edit. The Edit Form Template Section is displayed.
3. On the Properties tab, enter:
   - Name
   - Data Set
   - Data Records
     Select one:
     - Rows—The attributes of the form are displayed as a table; you make entries in the row. The system always displays the attribute name as the header.
     - Columns—The attributes of the form are displayed in the row and columns where the user enters the value for each attribute of the form. The fields include one data entry record per attribute. The system displays the attribute description as the row header of the form.
4. Enter information or view the following Section tabs:
   - Columns: “Form Template Sections: Columns Tab” on page 193
   - Group by: “Form Template Sections: Group By Tab” on page 194
   - Mapping: “Form Template Sections: Mapping Tab” on page 195
   - History: “Form Template Sections: History Tab” on page 196
5. To save your updates and go back to the Form Template Sections tab, click OK.
6. Click Save, Save and Close, or Close.

Form Template Sections: Columns Tab

On the Columns tab, select the columns for the form. The system displays all columns of the Data Set that are not workflow columns.
To update the Columns tab:

1. In New Form Template or Edit Form Template, select the Section tab.

2. Click New, or select a section and click Edit.

3. In the Edit Form Template Section, click the Columns tab, and select or view the following columns:
   - Include
     Select other attributes to be included in the form.
   - Name
     The name of the Data Set attribute
   - Dimension
     The column from an attribute of a specific dimension. This is read-only.
   - Data Type
     The corresponding data type for the column (read-only).
   - Total
     Total method for the attribute as specified in the Data Set. It is always read-only.
   - View Only
     The column is for view only. If multiple forms are created for the same Data Set, then only one form can contain the column for input, including key columns.

4. Total Row:
   How the total row should be displayed:
   - Top: Total row is displayed at the top of the table
   - Bottom: Total row is displayed at the bottom of the table
   - None: Total row is not displayed

5. Enter information on the following tabs:
   - Columns tab: “Form Template Sections: Columns Tab” on page 193
   - Group by tab: “Form Template Sections: Group By Tab” on page 194
   - Mapping tab: “Form Template Sections: Mapping Tab” on page 195
   - History tab: “Form Template Sections: History Tab” on page 196

6. To save your updates and go back to the Form Template Sections tab, click OK.

Form Template Sections: Group By Tab

To update the Group By tab:

1. In New Form Template or Edit Form Template, select the Section tab.

2. Click New, or select a section and click Edit.

3. In the Edit Form Template Section, click the Group By tab.
Click the Columns, and then select or view the following columns:

- **Include**
  Select other columns to be included in the Group By.

- **Group By**
  Data in the main table should be grouped by the selected columns.

- **Name**
  The name of the Data Set

- **Dimension**
  The column from an attribute of a specific dimension (read-only).

- **Data Type**
  The corresponding data type for the column (read-only).

- **Total**
  Total method for the attribute as specified in the Data Set (read-only).

**Total Row:**
Indicates how the total row should be displayed:

- **Top:** Total row is displayed at the top of the table
- **Bottom:** Total row is displayed at the bottom of the table
- **None:** Total row is not displayed

Enter information on the following tabs:

- **Columns tab:** “Form Template Sections: Columns Tab” on page 193
- **Mapping tab:** “Form Template Sections: Mapping Tab” on page 195
- **History tab:** “Form Template Sections: History Tab” on page 196
- Or go back to the Properties tab: “Working with Sections” on page 193

To save your updates and go back to the Form Template Sections tab, click **OK**.

**Form Template Sections: Mapping Tab**
If you want to post a total amount for each entity to the consolidation application in Financial Management, define the Financial Management mapping needed for the posting process.

**Note:** It is advised to clear the browser cache and re-login before creating or editing mapping.

To update the Mapping tab:

1. **In New Form Template or Edit Form Template, select the Sections tab.**
2. **Click New, or select a section and click Edit.** The Edit Form Template Section is displayed.
3 Click the Mapping tab.

4 Select the Connection to Financial Management.

The Source column defaults to the Tax Supplemental Schedules column that was selected when the assign mapping menu was chosen. Change to a different source Tax Supplemental Schedules column if needed.

5 Click the Member Selector to select a Point of View.

**Note:** If you want the source entity in SDM to map to the HFM, you do not want to select a specific entity in the dimension. Therefore you need a way to specify a “keyword” to indicate that the value of HFM is the same as the value from the SDM column entry. To specify dynamic entry, the system uses the “@” symbol before the <SDM column name>. In the member selection box, there is a check box option for you to select “use column name” and select a SDM column name that is part of the form. This column name must be one of the GROUP BY column.

6 In HFM Mapping, replace @Missing with the HFM POV.

7 Enter information on the following tabs:
   - Columns tab: “Form Template Sections: Columns Tab” on page 193
   - Group by tab: “Form Template Sections: Group By Tab” on page 194
   - History tab: “Form Template Sections: History Tab” on page 196
   - Or go back to the Properties tab: “Working with Sections” on page 193

8 To save your updates and go back to the Form Template Sections tab, click OK.

**Form Template Sections: History Tab**

The History tab logs changes to the form template sections.

➢ To view the History tab:

1 In New Form Template or Edit Form Template, select the Section tab.

2 Click New, or select a section and click Edit.

3 In the Edit Form Template Section, click the History tab.

4 Click View to select the columns to display from the list, or select More Columns to manage the visible columns and the order in which they display.

5 You can view the following information:
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
6 Enter information on the following tabs:
   - Columns tab: “Form Template Sections: Columns Tab” on page 193
   - Group by tab: “Form Template Sections: Group By Tab” on page 194
   - Mapping tab: “Form Template Sections: Mapping Tab” on page 195
   - Or go back to the Properties tab: “Working with Sections” on page 193

7 To save your updates and go back to the Form Template Sections tab, click OK.

**Assigning the Workflow**

Use the Workflow tab to assign the workflow for the form.

To assign the workflow for the form:

1 In New Form or Edit Form, click the Workflow tab.

2 In When to Start, enter the following:
   - **Frequency**—How often the data is collected for this form.
   - **Schedule from**—The collection date:
     - **End Date**—The end date of the period.
     - **Close Date**—The closing date specified for the period in the Manage period window.
   - **Start day Offset**—The start date for the data collection of this form. It must be a positive number and determines the number of days after the End date or Close Date (selected in step 2) the collection date is authorized to begin.

3 In Workflow, enter the following:
   - **Workflow option**—Select one:
     - Prepare
     - Prepare and then Approve
     - Prepare, then Approve, and then Post
     - Prepare and then Post
     - Post
   - **Level of Approval**—Select up to 10 levels of approvers.
   - **Duration for**—The maximum number of days allowed for a specific action per user:
     - **Preparer**—The maximum number of days allowed for data entry (submission)
     - **Approver**—The maximum number of days allowed for each level of approval
     - **Integrator**—The number of days allowed for posting
This data determines the scheduled completion date for submission, approval, and posting depending on the workflow option.

If the preparer is late for submission, the approver's due date remains the same.

When the approver rejects the submission, regardless of during which level of approval it was rejected, the form always returns to the preparer. Hence, only the preparer can make changes to the data and resubmit. The process starts over upon resubmission.

4 In the Users section, add or delete users in the enabled fields:
   - To add a user, click Actions, then New. Enter each field: select the Entity and each of the users that are assigned to the form template; for example: Preparer, Approver 1 (up to the maximum assigned), Integrator.
   - To delete a user, select a user, then click Actions, and then Delete.

5 Click Save, Save and Close, or Close.

Specifying Form Template Questions
Questions are automatically grouped with roles. Within a role, the individual questions are ordered. The Order indicates the question's order within the role.

To create questions:
1 In New Form or Edit Form, click the Questions tab.
2 Click New or Edit.
3 Enter the following:
   - Question
     Enter a question that prompts the user of the form's response.
   - Data Type
     Select a question type:
     - Date
     - Date and Time
     - List
       Click Add and enter values for the attribute.
     - Integer
     - Number
       If you select Number, select formatting options:
       - For Decimal Places, enter the number of decimal places to display. The default value is defined in System Preferences.
Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.

- From **Currency**, select the currency, for example, (INR).
  
  If no currency is selected, the amount is not translated.

- From **Negative Number**, select how to display negative numbers; for example, (123).
  
  ○ **Text** (255 characters maximum)
  
  ○ **True** or **False**
  
  ○ **Yes** or **No**

- **Role**—The question is for: **Preparer, Approver**, or **Integrator**. For example, a question with the role of Preparer may only be answered by Preparers. It will, however, be visible to all other roles.

- **Required**—Determines whether the question is mandatory or optional.

4 Click **Save, Save and Close**, or **Close**.

➢ To delete questions:

1 In **New Form** or **Edit Form**, select the **Questions** tab.

2 Select a question and click **Delete**.

### Setting Form Template Access

On the Access tab, you determine which users are authorized and what function they perform on the form:

- The top panel shows the list of users with View access.

- The bottom panel displays the entity's form data that the user has access to.

➢ To add access:

1 In **New Form** or **Edit Form**, click the **Access** tab.

2 Click **New**, or select a user and click **Edit**.

3 In **Viewers Access**, select a User; for example: **Administrator, Analyst, Approver, Integrator, or Preparer**.

4 In **Entities**, by default, all the form data for a specific entity is selected. You select or clear data individually using the check box next to each. Select or clear all by clicking the check box in the title area.

Select a **View Option**:

- **Always**—You can view the data anytime even if the data entry is not complete or has not been submitted for approval.
● **After Submission**—You can view the data as soon as the preparer submits the data, even before it has been approved.

● **After Approval**—You can't view the data until after all levels of approvals are granted.

### Viewing Form Template History

The History tab logs changes to this form template.

➢ To view form template history:

1. In New Form or Edit Form, click the History tab.
2. Click Save, Save and Close, or Close.

Or access the other tabs on the Create Form Template:

- **Properties** “Creating Form Templates” on page 191
- **Instructions** “Specifying Form Template Instructions” on page 192
- **Sections** “Working with Sections” on page 193
- **Workflow** “Assigning the Workflow” on page 197
- **Questions** “Specifying Form Template Questions” on page 198
- **Access** “Setting Form Template Access” on page 199

### Deleting Form Templates

➢ To delete form templates:

1. In your application, select Manage, and then Form Templates.
2. Select a form template, then Actions, and then Delete.
3. Click Yes to confirm.

### Duplicating Form Templates

➢ To duplicate form templates:

1. In your application, select Manage, and then Form Templates.
2. Select a form template, then Actions, and then Duplicate.

   Clicking on this will create an immediate copy with a “copy” suffix on the name. In addition, all attributes are read-only to prevent multiple form templates having write access to the same Data Set.
Deploying a Form Template to a Data Collection Period

To deploy a form template to a data collection period:

1. In your application, select Manage, and then Form Template.
2. Click Deploy.
   
   The Deploy Form Template displays Pending Period and Open Period Data Collection Periods to choose from.
3. To select another data collection period:
   a. Click Search.
   b. In Select Data Collection Period, select Year and Scenario.
   c. Click Search to refresh the periods.
   d. Select a period.
   e. Click OK.
4. Select the form templates for that data collection period.
5. Click Deploy.
   - If the form template already was deployed, a warning message says that all existing form instances and data for that form template will be removed and new form instances will be generated.
   - If additional Form Templates that are not part of the original selection must be deployed based on their data set relationships, Additional Form Templates is displayed. Click OK.
6. After deployment is completed, a confirmation dialog box indicates the following information:
   - Form Templates Selected: Total number of checked Form Templates from the Deploy dialog box, plus those added from data set relationships.
   - Form Template and Period frequency do not match: Number of Form Templates that do not match the DCP frequency. If nonzero, then click View Details to display the form template missing the frequency.
   - Total Forms to deploy: Total number of forms specified on each of the form templates.
   - Errors: Total number of forms with errors. If non-zero, then click View Details to display the forms and the reason for the errors. No copying is done.

Un-Deploying a Form Template to a Data Collection Period

To un-deploy a form template to a data collection period:

1. In your application, select Manage, and then Form Template.
2 Click Un-Deploy.

The Un-Deploy Form Template is displayed.

3 To select another data collection period:
   a. Click Search.
      The Select Data Collection Period is displayed.
   b. Select Year and Scenario.
   c. Click Search to refresh the Periods.
   d. Select a Period.
   e. Click OK.

4 Select the form template for that data collection period.

5 Click Un-Deploy.

A warning message says, “As a result of un-deployment, all the existing data for this period and also all forms will be deleted permanently.”

6 Select the form templates, and then click Un-Deploy.
For data entry, each section is displayed as a separate tab on the form.

**Viewing the Form Summary Tab**

The Summary Tab of the form contains the Name, Description, Data collection period, Status, Start Date, End Date, Instructions, Questions, Comments, and Workflow information.

To view the form summary tab:

1. In your application, in the user's BI Dashboard, under My Worklist portlet, click a form. See "BI Dashboard View" on page 169.
2. The POV (Year/Period/Scenario/Entity) and Data Collection Unit selection is displayed at the top of the window.
3. The summary information for the form:
   - **Name and Description**—From the Form Template
   - **Data Collection Period**—Period that this form has been deployed to
   - **Status**—Current detailed status
   - **Start Date**—Starting date for data collection
   - **End Date**—Final date for submission, approval, or posting (whichever is latest)
4. Enter the data directly or export the form to Oracle Smart View for Office for data entry. See *Oracle Smart View for Office User's Guide*.
5. The Actions list contains the actions available for each of the following users:
   - **Preparer**: Submit, Save, Reset
Note: The Preparer clicks **Reset** to discard what was entered and reset it to the last time that the data was saved.

- **Approver**: Approve, Reject, Save, Reset
  The Save and Reset options apply to comments and answers.

- **Integrator**: Reject, Post, Save, Reset
  The Save and Reset options apply to comments and answers.
  After a form is posted, the integrator has only read access to the form data. The status of the form instance is “Closed”; only the Administrator can reopen the form instance for changes.

6 The **Instructions** section is a read only area.

7 To add **Comments**:
   a. Expand Comments.
   b. Select **Actions**, and then **New**.
   c. In the Comment box, enter a comment.
   d. **Optional**: To add a reference to an external document or a web page to the comment:
      i. In **References**, select **Actions**, then **Add**.
      ii. Select a **Reference Type**:
         - **Local File**—Browse to the local file, and enter a **Reference Name**.
         - **Repository File**—Click **OK**.
         - **URL**—Enter a **URL** and a **Reference Name**.

8 The **Workflow** section lists the Role, User, Status, Due Date and Completion Date of the Form.

---

**Entering Data into Forms**

How to enter data:
- Input it manually
- Import it from a file
- Enter it using Excel

Data is stored in its base format with as much detail as was input. For example, if you enter $123,456.789 in a currency field formatted with two decimal digits and no thousands separator, the number is stored as 123456.789 but redisplayed as $123456.79.

The data entry tab displays the actual form columns and rows in data entry mode. You can select the entry in the point of view bar for data entry. If multiple data entry sections are defined on the form template, a corresponding data entry tab is displayed for each section.

Preparers enter data, and Approvers or Integrators review the data.
To use the data entry tabs:

1. In your application, in the user’s BI Dashboard, under the My Worklist portlet, click a form. See “BI Dashboard View” on page 169.

2. Actions in the upper right contains the actions available for each of the following users:
   - **Preparer**: Submit, Save, Reset
     
     **Note:** The Preparer clicks Reset to discard what was entered and reset it to the last time that the data was saved.
   - **Approver**: Approve, Reject, Save, Reset
     
     The Save and Reset options apply to comments and answers.
   - **Integrator**: Reject, Post, Save, Reset
     
     The Save and Reset options apply to comments and answers.
     
     After a form is posted, the integrator has only read access to the form data. The status of the form instance is “Closed”; only the Administrator can reopen the form instance for changes.

3. The Summary section Actions menus:
   - **Print**—Print the contents of the table. The table is displayed in an HTML window.
   - **Refresh**—Refresh the data.

### Entering Data into Sections

To enter data into Sections:

1. In your application, in the user’s BI Dashboard, under the My Worklist portlet, click on a form. See “BI Dashboard View” on page 169.

2. Click a section tab.

3. The data entry section contains:

<table>
<thead>
<tr>
<th>Task</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increment list</td>
<td><img src="image" alt="Select a number to indicate the number of rows the “Add rows” menu adds at one time." /></td>
<td>Select a number to indicate the number of rows the “Add rows” menu adds at one time.</td>
</tr>
<tr>
<td>Sort Ascending or Descending</td>
<td><img src="image" alt="Select A-Z or Z-A sort." /></td>
<td>Select A-Z or Z-A sort.</td>
</tr>
<tr>
<td>Validate</td>
<td><img src="image" alt="Checks all populated rows for correct data. Errors are displayed in a dialog box, which lists the row, column, and reason for the validation failure." /></td>
<td>Checks all populated rows for correct data. Errors are displayed in a dialog box, which lists the row, column, and reason for the validation failure.</td>
</tr>
<tr>
<td>Task</td>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Open Form in</td>
<td><img src="image" alt="icon" /></td>
<td>Open form in Smart View.</td>
</tr>
<tr>
<td>Smart View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td><img src="image" alt="icon" /></td>
<td>Print the contents of the table. The table is displayed in an HTML window.</td>
</tr>
<tr>
<td>Refresh</td>
<td><img src="image" alt="icon" /></td>
<td>Refresh the data.</td>
</tr>
<tr>
<td>Add rows</td>
<td><img src="image" alt="icon" /></td>
<td>Add a block of empty records to the table; the increment list displays the number of records in the block.</td>
</tr>
<tr>
<td>Delete rows</td>
<td><img src="image" alt="icon" /></td>
<td>Delete the selected records. A message confirms the deletion.</td>
</tr>
<tr>
<td>Import</td>
<td><img src="image" alt="icon" /></td>
<td>Imports contents from a CSV file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Import dialog box is displayed and allows for three import styles:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Replace</strong>—Updates existing data records in the data set with the data records from the file for the DCU. Any new records in the file are added. Data records are not removed from the data set, even though they are not included in the file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Known as Merge mode in Financial Management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Replace All</strong>—Replaces all existing data records in the data set for the DCU with data records from the file. Any existing data records for the DCU are deleted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Known as Replace mode in Financial Management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Update</strong>—Alows you to update only specific columns of information included in the file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The form may contain four columns of loan detail information: Loan ID, Loan Amount, Interest Rate, and Due Date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If data records are entered in the database for DCU, but we want to update only the information regarding Due Date, we can include the Loan ID (key column) and the Due Date information, and the system updates each record in the file with only the new Due date information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the file contains a new data loan record that was not in the database, the new record is added with only the Due Date information updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This option is useful if you have data records and want to add columns of data without affecting the other columns.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This option is not available in Financial Management.</td>
</tr>
</tbody>
</table>

Import status: |
- If the import is error-free, a Success dialog box is displayed, indicating the number of new members added and updated. |
- If errors exist, the import fails. An import error dialog box displays the row and column of each error with its description.
<table>
<thead>
<tr>
<th>Task</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
</table>
| Export | ![icon] | Download the summary table to a **CSV** format or to **Microsoft Excel**  
**Note**: Each CSV file contains records for a single form/data entry Section; therefore, if 10 forms (or sections) are in the system, you must export separately for each one, and the system creates 10 CSV files.  
This is not the same behavior in Financial Management where Oracle Hyperion Financial Management can export all data records for multiple entities to one file. |

**Viewing Form History**

The system maintains a history of form actions, which you can view in the Form dialog box. The History tab displays the user, date, action required, and the difference of the changes to the form.

➢ To view the form history:

1. **In your application, in the user's BI Dashboard, under the My Worklist portlet, click on a form.** See “BI Dashboard View” on page 169.
2. Click the **History** tab.
3. **View the following fields:**
   - Field
   - Modification Type
   - Supporting Object
   - Modified By
   - Modified On
   - Old Value
   - New Value
4. Click **OK**.
Managing Data Collection Workflow

The data collection workflow follows this order:

1. Select a Data Collection period by Year, Period, Scenario. Defined in System Settings. See “Managing Periods” on page 164.
2. Deploy the Form Template.
3. Open the period to start the data collection process.
4. The system activates Form Instances based on Start Day offset. Applicable Form instances are in Open status.
5. Email notifications are sent to preparers.
7. The Prepare, Approve, and Post workflow process continues.
8. Close Period starts; no new form instances are generated. No new data entry is allowed.
9. Data collection that is in progress continues.
10. Lock Period starts; no changes can be made.
11. Data Collection is done for the period.
# Standard Currency Codes

## In This Appendix

- Currency Codes AED - ITL ................................................................. 211
- Currency Codes JMD - USS ............................................................... 213
- Currency Codes UYI - ZWL .............................................................. 214

## Currency Codes AED - ITL

The following list is the standard currencies:

<table>
<thead>
<tr>
<th>Currency Code</th>
<th>Country</th>
<th>Currency Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED</td>
<td>UAE Dirham</td>
<td>CVE</td>
<td>Cape Verde Escudo</td>
</tr>
<tr>
<td>AFN</td>
<td>Afghani</td>
<td>CYP</td>
<td>CYP</td>
</tr>
<tr>
<td>ALL</td>
<td>Lek</td>
<td>CZK</td>
<td>Czech Koruna</td>
</tr>
<tr>
<td>AMD</td>
<td>Armenian Dram</td>
<td>DEM</td>
<td>German Mark</td>
</tr>
<tr>
<td>ANG</td>
<td>Netherlands Antillean Guilder</td>
<td>DJF</td>
<td>Djibouti Franc</td>
</tr>
<tr>
<td>AOA</td>
<td>Kwanza</td>
<td>DKK</td>
<td>Danish Krone</td>
</tr>
<tr>
<td>ATS</td>
<td>Argentine Peso</td>
<td>DOP</td>
<td>Dominican Peso</td>
</tr>
<tr>
<td>ATN</td>
<td>Austrian Schilling</td>
<td>DZD</td>
<td>Algerian Dinar</td>
</tr>
<tr>
<td>AUD</td>
<td>Australian Dollar</td>
<td>EEK</td>
<td>Estonia</td>
</tr>
<tr>
<td>AWG</td>
<td>Aruban Guilder</td>
<td>EGP</td>
<td>Egyptian Pound</td>
</tr>
<tr>
<td>AZN</td>
<td>Azerbaijanian Manat</td>
<td>ERN</td>
<td>Nakfa</td>
</tr>
<tr>
<td>BAM</td>
<td>Convertible Mark</td>
<td>ESP</td>
<td>Spain</td>
</tr>
<tr>
<td>BBD</td>
<td>Barbados Dollar</td>
<td>ETB</td>
<td>Ethiopian Birr</td>
</tr>
<tr>
<td>BDT</td>
<td>Taka</td>
<td>EUR</td>
<td>Euro</td>
</tr>
<tr>
<td>BEF</td>
<td>Belgium</td>
<td>EUR</td>
<td>Euro</td>
</tr>
<tr>
<td>BGN</td>
<td>Bulgarian Lev</td>
<td>FIM</td>
<td>Finland</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Country</td>
<td>Currency Code</td>
<td>Country</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>BHD</td>
<td>Bahraini Dinar</td>
<td>FJD</td>
<td>Fiji Dollar</td>
</tr>
<tr>
<td>BIF</td>
<td>Burundi Franc</td>
<td>FKP</td>
<td>Falkland Islands Pound</td>
</tr>
<tr>
<td>BMD</td>
<td>Bermudian Dollar</td>
<td>FRF</td>
<td>French Franc</td>
</tr>
<tr>
<td>BND</td>
<td>Brunei Dollar</td>
<td>GBP</td>
<td>Pound Sterling</td>
</tr>
<tr>
<td>BOB</td>
<td>Boliviano</td>
<td>GEL</td>
<td>Lari</td>
</tr>
<tr>
<td>BOV</td>
<td>Mvdol</td>
<td>GHS</td>
<td>Cedi</td>
</tr>
<tr>
<td>BRL</td>
<td>Brazilian Real</td>
<td>GIP</td>
<td>Gibraltar Pound</td>
</tr>
<tr>
<td>BSD</td>
<td>Bahamian Dollar</td>
<td>GMD</td>
<td>Dalasi</td>
</tr>
<tr>
<td>BTN</td>
<td>Ngultrum</td>
<td>GNF</td>
<td>Guinea Franc</td>
</tr>
<tr>
<td>BWP</td>
<td>Pula</td>
<td>GRD</td>
<td>Greece</td>
</tr>
<tr>
<td>BYR</td>
<td>Belarussian Ruble</td>
<td>GTQ</td>
<td>Quetzal</td>
</tr>
<tr>
<td>BZD</td>
<td>Belize Dollar</td>
<td>GYD</td>
<td>Guyana Dollar</td>
</tr>
<tr>
<td>CAD</td>
<td>Canadian Dollar</td>
<td>HKD</td>
<td>Hong Kong Dollar</td>
</tr>
<tr>
<td>CDF</td>
<td>Congolese Franc</td>
<td>HNL</td>
<td>Lempira</td>
</tr>
<tr>
<td>CHE</td>
<td>WIR Euro</td>
<td>HRK</td>
<td>Croatian Kuna</td>
</tr>
<tr>
<td>CHF</td>
<td>Swiss Franc</td>
<td>HTG</td>
<td>Gourde</td>
</tr>
<tr>
<td>CHW</td>
<td>WIR Franc</td>
<td>HUF</td>
<td>Forint</td>
</tr>
<tr>
<td>CLF</td>
<td>Unidades de fomento</td>
<td>IDR</td>
<td>Rupiah</td>
</tr>
<tr>
<td>CLP</td>
<td>Chilean Peso</td>
<td>IEP</td>
<td>Ireland</td>
</tr>
<tr>
<td>CNY</td>
<td>Yuan Renminbi</td>
<td>ILS</td>
<td>New Israeli Sheqel</td>
</tr>
<tr>
<td>COP</td>
<td>Colombian Peso</td>
<td>INR</td>
<td>Indian Rupee</td>
</tr>
<tr>
<td>COU</td>
<td>Unidad de Valor Real</td>
<td>IQD</td>
<td>Iraqi Dinar</td>
</tr>
<tr>
<td>CRC</td>
<td>Costa Rican Colon</td>
<td>IRR</td>
<td>Iranian Rial</td>
</tr>
<tr>
<td>CUC</td>
<td>Peso Convertible</td>
<td>ISK</td>
<td>Iceland Krona</td>
</tr>
<tr>
<td>CUP</td>
<td>Cuban Peso</td>
<td>ITL</td>
<td>Italian Lira</td>
</tr>
</tbody>
</table>
## Currency Codes JMD - USS

<table>
<thead>
<tr>
<th>Currency Code</th>
<th>Country</th>
<th>Currency Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
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<td>Namibia Dollar</td>
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<td>Norwegian Krone</td>
<td>USN</td>
<td>US Dollar (Next day)</td>
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<td>NPR</td>
<td>Nepalese Rupee</td>
<td>USS</td>
<td>US Dollar (Same day)</td>
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### Currency Codes UYI - ZWL

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<td>Peso Uruguayo</td>
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<td>Zambian Kwacha</td>
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<tr>
<td>ZWL</td>
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</table>
The following section lists the supported time zones and the import file format.

The Excel sheet lists the complete list of time zones that are supported by the application, their code and their offsets. The last column gives the import file format. Specify the time zone column in this exact format. Any other format or any other string in the time zone column of the CSV file will be rejected.

**Note:** The empty columns in the Excel worksheet represent more than one time zone which is represented by same code and offset.

Example:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Code</th>
<th>Offset</th>
<th>Internal Code</th>
<th>How they should be listed in the import file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenix - MT</td>
<td>Mountain Time MT</td>
<td>(UTC-07:00)</td>
<td>America/Phoenix</td>
<td>MT (UTC-07:00)</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>America/Edmonton</td>
<td></td>
</tr>
<tr>
<td>Chihuahua - Mexico Time 2</td>
<td></td>
<td></td>
<td>America/Chihuahua</td>
<td></td>
</tr>
<tr>
<td>Mexico Time 2</td>
<td></td>
<td></td>
<td>America/Mazatlan</td>
<td></td>
</tr>
<tr>
<td>Denver - Mountain Time</td>
<td></td>
<td></td>
<td>America/Denver</td>
<td></td>
</tr>
</tbody>
</table>

All the above time zones are represented using MT (UTC-07:00). During import there is no way to distinguish them. In such cases, the system will assume the time zone of the first time zone available (which is the row where the code and offset are specified.) User can always change the time zone from the setup dialog after import.

Table 3  Supported Time Zones in the Organization for Import Files

<table>
<thead>
<tr>
<th>TimeZone</th>
<th>Code</th>
<th>Offset</th>
<th>Internal Code</th>
<th>How they should be mentioned in the import file</th>
</tr>
</thead>
<tbody>
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<td>Pacific/Midway</td>
<td>ST (UTC-11:00)</td>
</tr>
<tr>
<td>Pago Pago - Samoa Time</td>
<td></td>
<td></td>
<td>Pacific/Pago Pago</td>
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</tr>
<tr>
<td>Honolulu - Hawaii Time</td>
<td>HT</td>
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<td>Pacific/Honolulu</td>
<td>HT (UTC-10:00)</td>
</tr>
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<td>AKT</td>
<td>(UTC-09:00)</td>
<td>America/Anchorage</td>
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</tr>
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<td>TimeZone</td>
<td>Code</td>
<td>Offset</td>
<td>Internal Code</td>
<td>How they should be mentioned in the import file</td>
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<td>-----------------------------------------------</td>
</tr>
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</tr>
<tr>
<td>Tijuana - Pacific Time</td>
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<td>America/Tijuana</td>
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</tr>
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<td>MT (UTC-07:00)</td>
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<td>America/Mazatlan</td>
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<td>CT (UTC-06:00)</td>
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