Oracle® Hyperion Tax Governance
User's Guide

Release 11.1.2.4.250

ORACLE®

Oracle Hyperion Tax Governance User's Guide, Release 11.1.2.4.250

E91356-02

Contents

5   Viewing Schedules

6   Monitoring the Dashboard

7   About Tax Supplemental Schedules

8   Navigating in Tax Supplemental Schedules

9   Working With Dimensions

10 Working with Forms

11 Managing Data Collection Workflow

Documentation Accessibility

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

Access to Oracle Support

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

Documentation Feedback

To provide feedback on this documentation, send email to epmdoc_ww@oracle.com, or, in an Oracle Help Center topic, click the Feedback button located beneath the Table of Contents (you may need to scroll down to see the button).

Follow EPM Information Development on these social media sites:

LinkedIn - http://www.linkedin.com/groups?gid=3127051&goback=.gmp_3127051

Twitter - http://twitter.com/hyperionepminfo

Facebook - http://www.facebook.com/pages/Hyperion-EPM-Info/102682103112642

Google+ - https://plus.google.com/106915048672979407731/#106915048672979407731/posts

YouTube - https://www.youtube.com/oracleepminthecloud

1

About Tax Governance

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 provides a flexible integration framework that allows end users to leverage services from external applications. The integration framework is built around industry standards and supports web-based interactive tasks and Web Services based automated tasks.

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

Uses

Related Topics

- Using Tax Operations
- Using Tax Operations

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 Operations

Tax Operations 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
- 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 ManagementTax Operations.

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 EPM Workspace tasks and menu options, see the *Oracle Hyperion Enterprise Performance Management Workspace User's Guide*, *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide*, and web help.

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.

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

The Query Report Template, Report Group Assignment , and Report Definition functionality generates predefined or helps you build custom reports:

1. 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 Oracle Hyperion Enterprise Performance Management Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Oracle Hyperion 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.

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

5. To generate the reports:

    a. In your application, select **Tools**, and then **Generate Reports**.

    b. In Report Group, select the report group name. See Creating Report Groups.

    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 1-1   Required Report Parameters

Report Name	Description	Required Parameters
At Risk Tasks	Displays the tasks that are "at risk" (where remaining time available to complete the task is less than the minimum task duration).	• **Schedule**—Select the schedules and period for the report. • **Optional: Period**—Filter by period and schedule.

Table 1-1   (Cont.) Required Report Parameters

Report Name	Description	Required Parameters
Compliance Analysis	Displays key compliance metrics by user.	• **Schedule**—Filter by schedule. • **Optional: Period**—Filter by period. • **Optional: Minimum % Late**—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.
Early Tasks	Displays the tasks that were completed before the due date, creating an opportunity to shorten close cycles.	• **Schedule**—Select the schedules that filter the records to be displayed. • **Optional: Period**—Filter by period.
Late Tasks	Displays the tasks that are late for either the Assignee role or for any Approver level role.	• **Schedule**—Select the schedules to be included in the report. • **Optional: Period**—Filter by period.
Performance Analysis by Organizational Unit	Displays key performance metrics by Organizational Unit.	• **Schedule**—Filter by schedule. • **Optional: Period**—Filter by period.
Rejected Tasks	Displays statuses rejected by any approver.	• **Schedule**—Select the schedules to be included in the report. • **Optional: Period**—Filter by period.
Task Audit Trial	Displays the changes made to tasks during a user-selected date range.	• **From Date**—Select the starting date. • **To Date**—Select the ending date. • **Optional: Changed By**—Select records changed by the selected user. • **Optional: Field Changed**—Select changes made to a field. • **Optional: Task ID**—Select changes made to a task.
Users with Late Tasks	Displays the count of tasks that are late for either the assignee role or for any reviewer level role, grouped by user name.	• **Schedule**—Select the schedule(s) to be included in the report. • **Optional: Period**—Filter by period.

Managing Queries

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

All topics on generating reports:

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.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition. See Creating Report Definitions.

5. Generate the report. See Generating Reports.

To create queries:

1. In your application, select **Manage,** and then **Manage 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:

       Oracle Hyperion 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 contains 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**.

Editing Queries

To edit queries:

1. In your application, select **Manage**, and then **Manage 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 **Manage Reports**.

2. Click **Queries**, then select a query, then click **Actions**, and then **Duplicate**.

3. Enter the necessary updates.

4. Click **Close**.

Deleting Queries

To delete queries:

1. In your application, select **Manage**, and then **Manage 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.

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.

3. Set up a report group. See Creating Report Groups.

4. Set up the report definition. See Creating Report Definitions.

5. Generate the report. See Generating Reports.

This section assumes a basic working knowledge of Oracle Business Intelligence 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 BI Publisher Enterprise Desktop Client:

   http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html

   > **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 Goup 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`.

Managing Report Groups

The Report Groups section enables report designers to group reports.

> ⚠ **Caution:**
>
> Do not edit standard Report Groups. Duplicate a standard Report Group and give it a unique name.

Creating Report Groups

Creating report groups is the third step in generating reports:

1. Create a query. See Managing Queries.

2. Create a template. See Creating Report Templates.

3. Set up a report group.

4. Set up the report definition. See Creating Report Definitions.

5. Generate the report. See Generating Reports.

To create report groups:

1. In your application, select **Manage**, and then **Manage 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.

4. On the **Reports** tab, if available, select the reports for the Report Group.

5. Click **OK**.

Modifying Report Groups

To modify report groups:

1. In your application, select **Manage**, and then **Manage 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 **Manage 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.

Deleting Report Groups

To delete report groups:

1. In your application, select **Manage**, and then **Manage 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

Related Topics

- 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.

2. Create a template. See Creating Report Templates.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition.

5. Generate the report. See Generating Reports.

To create report definitions:

1. In your application, select **Manage**, and then **Manage Reports**.

2. Select **Reports**, then **Actions**, and then **New**.

3. In **New Report**, enter:

   • **Name**

   • **Description**

   • **Query**

     Select a query. See Managing Queries.

   • **Template**

     Click **Browse** and then **Browse** to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating Report Templates.

   • **Report Group**

     Select the Group Name for the report. See Managing Report Groups.

   • **Display to User**

     Select if you want the report displayed to a user. For example, if a report is in progress, the user would clear this option.

   • **Output Format**

     Select an report output format that BI Publisher supports; for example: PDF, HTML, XLS.

4. To complete the report definition, you must set the access:

   a. Select the **Access** tab.

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

   c. Select the **Application Module** and the **Role**.

Editing Report Definitions

To edit report definitions:

1. In your application, select **Manage**, and then **Manage 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 **Manage 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 **Manage 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.

2. Create a template. See Creating Report Templates.

3. Set up a report group. See Managing Report Groups.

4. Set up the report definition. See Creating Report Definitions.

5. Generate the report.

To generate reports:

1. In your application, select **Tools**, and then **Generate Reports**.

2. In Report Group, select the report group name. See Creating Report Groups.

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.

2

About Tax Operations

Oracle Hyperion Tax Governance
See also:

- Navigating in Tax Operations

- Updating Tasks

- Monitoring the Dashboard

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 Oracle Hyperion 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.

Starting the Application

> **Note:**
>
> The Oracle Hyperion Shared Services server, the Oracle Hyperion Enterprise Performance Management 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*.

Using Tax Operations With Smart View

When you use Oracle Hyperion Financial Close Management with Oracle Smart View for Office, do not use the Microsoft Outlook Customize View functionality. Use the Customize fields dialog from the right click menu in the Smart View panel.

Viewing Tasks

When you start Oracle Hyperion Financial Close Management, the Dashboard opens with the My Worklist view displayed by default. You can also open other Dashboard controls called portlets such as Schedule Tasks, Status Charts, or Status Overviews.

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

For more information on My Worklist, see My Worklist.

You can also view and update tasks from the Task Actions page, which you can launch from a link in your Financial Close Management email notification, or launch from a Dashboard portlet. For more information, see Accessing Task Actions.

Changing a User's Preferences

You can change preferences as follows.

To change 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 the Administrator's Guide.

3. Click **OK**.

Sample Task Flows

During the close process, you may receive email notifications of assigned tasks, and you can click email links for direct access to assigned tasks. Alternatively, you can log on to Oracle Hyperion Financial Close Management 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. When you complete tasks, the tasks are sent to approvers.

You can raise alerts for issues that you encounter during the close process such as hardware or software issues. Alerts are forwarded to assignees and approvers for resolution.

Scenario 1 - Power User

The Power User sets up a template and tasks for an upcoming close period.

- The Power User logs on to Financial Close Management and opens the Manage Templates page.
- The Corporate Quarterly Close template contains many of the tasks required for the corporation's 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 the tasks that are not complete.

- 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 if 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, reviews answers to questions, and approves the submission.

- If there is another level of approval required, the task is forwarded to the next approver. If this was the last required approval, the task completes, and the system runs the next task if it is ready.

- The reviewer can reject a task instead of approving it, in which case the task is reassigned to the assignee.

Scenario 4 - User

A user logs on to the and reviews and completes an assigned task.

- The user logs on to the application 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 in the Task Actions page to launch FDM.

- The user extracts data through FDM and loads it to Oracle Hyperion Financial Management.

- When the task is completed, the user returns to the Task Actions page to the application.
- The user enters a comment about the task and submits it for approval.

3
Navigating in Tax Operations

Related Topics

- Tax Operations Views
- Selecting Views
- Available View Actions
- Displaying Columns in Tax Operations Views
- Navigating in Task Lists
- Filtering Views in Tax Operations
- Viewing Task Summary Information
- Task Status

Tax Operations Views

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.

You can view the My Worklist portlet to view task assignments.

Dashboard View

The Dashboard view presents a portal-style interface into the Tax Operations 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.

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.

Task List View

The Task List view is one of the transactional views, and the Calendar and Gantt. 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**
  - **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 a button in the toolbar menu to change to one of the other view types.

- **Expand/Collapse—**Using the plus (+) or minus (-) options, you can expand and collapse the task hierarchies. (Only in Task List and Gantt 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 Tax Operations 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 in Tax Operations

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.

Creating Filters

To create filters:

1. On the Filter panel, click **Manage Filters**.

2. Click **New**.

3. Enter:

   - **Name**

   - **Description**

   - **Type**—Select one type: Schedule or Template

   - **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.

4. Click **Save Filter**.

5. 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 3-1   Possible Task Statuses

Status	Icon	Description
Pending		Task awaiting action; not in progress yet
Open		Task is in progress with Assignee or Approver
Closed		Task is complete with Success or Warnings
Error		Task is complete but with errors

4

Updating Tasks

You can view tasks and perform actions on a task depending on its status and your user security rights. You can access tasks directly from an email link, from the Dashboard, or through Oracle Smart View for Office.

Accessing Task Actions

On the Task Actions page, the Properties tab displays the key task information (description, start and end dates, status, responsibility, and priority). If the task contains an external product link, the **Go to Task** button opens external products required for the task. The Instructions section can include text, document attachments, Web links, or links to documents stored in Oracle Content Management. The Attributes section displays any custom attributes associated with the task. The Questions section contains questions for you to answer about the close process. The Comments section enables you to enter comments and provide additional information about tasks. The Workflow section shows task status and responsibility.

For System-Automated tasks, the Task Actions Properties page includes a Results section that includes this information:

- Message - Shows errors that occurred during the Web service startup or process. If no errors occurred, this section is not displayed.

- Log File Location: - Log file location for the process on the server

- Reports - Includes links that you can click to navigate to the specified report URL

For Event Monitoring tasks, the Task Actions Properties page includes a Results section that displays the event details; for example Event Received. For example:

""Event received for parameter EVENT_DATA value is 4782741." *EVENT_DATA* is the parameter and 4782741 is the parameter value.

The History tab shows the actions performed on the task and details of changes made to it. The Related Tasks tab displays information on predecessors, successors, and prior task runs.

To access the Task Actions dialog box, perform an action:

- From a notification email, click the **Task Actions** link.

- From a portlet in the Dashboard, click a task.

- From the Task List view, click a running task.

Accessing Tasks in Smart View

You can access Tax Operations tasks as Microsoft Outlook tasks in your Microsoft Outlook Calendar using Oracle Smart View for Office. Using Outlook tasks, you can review instructions, answer questions, add comments and attachments, create and

review alerts, and submit, approve, and reject tasks. See the *Oracle Smart View for Office User's Guide*.

Opening Pending Tasks Early

When administrators create tasks or Task Types, they can allow the assignee to open a task prior to its scheduled start time. The task must have the Pending status and all of its Finish-to-Start predecessor conditions must have been met before you can open it. If an administrator has set this option, **Open Task** displays under the Actions menu.

> **Note:**
>
> If any of the Finish-to-Start predecessor conditions have not finished successfully for the Pending task, this option is not displayed.

To open a task early:

1. From the Task Actions page, select a Pending task, and select **Actions**, then **Open Task**.

2. Update the task as required.

Updating Task Information

You can update information for tasks with the Open status. You can answer questions, add comments, and attach references. You can also view status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow. The workflow shows the approval chain of the task and displays the user name, access role (assignee or approver), status, and dates on which users performed their actions. If an administrator has included instructions with references for which there are links, you can link directly to the task.

Reviewing Instructions

When administrators set up tasks, they can include instructions for completing the task. You can read the instructions from the Instructions section, and review any additional supporting documents linked to the task.

To review task instructions:

1. Select a task, then **Actions,** and then **Open**.

2. From the Task Actions page, select the **Properties** tab and review any instructions and supporting documents, if provided.

Answering Questions

Administrators may provide questions about a task for you to answer to indicate that a task is complete. For example, they may ask if a certain procedure was followed when completing the task. Questions may be in the form of a date, list, number, text, true/false, or yes/no format. Questions that require an answer are indicated by an asterisk

(*). If a question is required, you cannot submit the task for approval until you respond to the question.

To answer questions:

1. Select a task, then **Actions,** then **Open**.

2. From the Task Actions page, select the **Properties** tab and answer any required questions, using the format specified by the administrator.

Adding Comments

From the Task Actions page, you can add comments about any task and also attach references.

You can also add a reference file or URL to multiple tasks at one time from the **Tasks** page and create comments.

> **Note:**
>
> Bulk upload of a local file or URL to multiple tasks creates a comment since an attachment must be associated with a comment in Close Manager.

To add comments:

1. Select a task from the Task List, then **Actions,** and then either select **Open** or just double-click the task in the Task List.

   > **Note:**
   >
   > The Task selected must be in the Open status not Pending.

2. From the **Properties** tab, in the **Comments** section, click the plus sign to add a comment, or select **Actions**, then **Create Comment**.

3. In the text box, enter a comment.

   > **Tip:**
   >
   > To delete a comment, select it and click **Delete** or select **Actions**, then **Delete Comment**.

To add a reference file or URL:

1. From the **References** section, click either the plus sign to add a reference or from **Actions**, click **Add**.

2. On the **Add Reference** dialog, in the**Reference Type** field,, choose one of the following:

   • **Local File**. Then **Browse** to select and attach the file. Enter a name, and click **OK.**

- **URL**.

    Enter a URL, then enter the URL name, for example:

    ```
    http://www.oracle.com,Oracle
    ```

    , and click **OK**.

3. Click **Apply**.

4. Select **OK**.

> **Note:**
>
> **Optional:** To attach a reference file or URL to multiple tasks at one time, click **Task List**, select the tasks that you want (either highlight more than one row or select the tasks using the **SHIFT** key), and then on the right hand panel click **Add Reference**, then **File** or **URL**.

Viewing Workflow

Each task goes through a life cycle. Life cycle statuses are Pending, Open, Closed, or Error (automated tasks only). You define a workflow for a task to move the task through its lifecycle. Owners manage the task workflow. Assignees are the users who are responsible for working on a task. Approvers must sign off before the task can be closed. You can have multiple levels of approval.

From the Task Actions page, you can view the workflow for any task. The workflow shows the approval chain of the task, and displays the user name, access role (assignee or approver), status, and dates that users performed their actions.

When the task status changes from Pending to Open, current responsibility is assigned to the assignee. If there is no assignee, responsibility is assigned to the task owner.

When an assignee submits a task, responsibility passes to the approver. If there are no approvers for the task, the task status changes to Closed.

When an approver approves a task, responsibility passes to the approver at the next level. If there are no further levels, the task status changes to Closed.

If an approver rejects a task at any level of approval, responsibility passes to the assignee (or the owner if there is no assignee).

To view the workflow:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Properties** tab and from the Workflow section, review the workflow.

Authorizing System-Automated Tasks

When administrators create System-Automated tasks, for security purposes, they specify a user account under which the task is run. To preserve security, they may require authorization to perform the task if there is a change to the specified user, or if the task parameters are modified by someone other than the assignee or task owner.

For System-Automated tasks, if a user other than the specified Run As user or Owner modifies the parameters, the task must be authorized. Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs.

Administrators may send an email request to users to obtain authorization. You can access the Authorization dialog box from a link in the email or by logging on to the application.

In addition, 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 the task is assigned to you, it is displayed in My Worklist. Tasks that require authorization also are displayed in the Task List as Needing Attention.

To authorize a task:

1. Perform an action:

    • From an email notification, select **Authorize Tasks**.

    • From My Worklist, select an **Authorization Required** task.

    • From a Tasklist, select an **Authorization Required** task.

    The system displays a Users selection list and a table of unauthorized tasks. The user selection list is populated with users that have pending System-Automated tasks assigned to them that require authorization.

2. From the user selection list, select a user.

    The system displays a list of unauthorized tasks for that user. If you are a user for whom unauthorized tasks exist, your user name displays first on the list in bold.

3. Select a task that needs authorization.

    > 💡 **Tip:**
    >
    > To select all tasks for authorization, select the **Select All** check box in the column header.

4. To view the task details, select a task name and review the task parameters.

    > 💡 **Tip:**
    >
    > To contact the task owner by email, select the Owner name beside the task and view the user details.

5. If you select a user other than yourself, the system prompts you for the user password. Perform one of these steps:

    • 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.

    • 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.

    From the **Select Users** box, search for and select users, and click **OK**.

6. Click **OK**.

Working with Alerts

During the course of running a close process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert and attach it to a task. You can view and drill into alerts to display the alert details, edit, and delete alerts. You can approve or reject alerts on which you are assigned as the approver.

Creating Alerts

You can create alerts for a task if you have access to it.

When you create an alert, its status is Open, and a notification is sent to the specified Assignee. After resolving the alert, the assignee can respond to the notification by marking the resolution complete, which sends notification to the Approver who can approve or reject it. If an Approver rejects it, the alert status returns to Open and the alert returns to the assignee.

For example, suppose you are running an AP Period Close Process and are unable to log in to the AP System. You can create an alert and send it to the System Administrator. The System Administrator resolves the login issue and reassigns it to you. You verify the solution and close the alert.

To create an alert:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Alerts** tab.

3. Select **Actions**, then **New**, or click the **New** button.

4. In the **New Alert** dialog box, enter a name for the alert, for example, Data Corrupted.

5. From the **Type** list, select a type, for example, Data Issue.

6. From the **Priority** list, select a priority: **High**, **Medium**, or **Low**.

7. For **Description**, enter a description for the alert, for example "Data has been corrupted".

8. **Optional:** Click **Create Comment** and enter a comment for the alert, then click **OK**.

9. Select an assignee for the task.

10. Click **OK**.

Viewing Alert Status

From My Worklist, you can view a list of alerts, and drill down for more detail. You can also view alerts from the Status Chart, and the Alerts tab. The list displays the alert name, type, assignee, date of last update, and status.

> To view alerts, from the Task Actions page, select the **Alerts** tab.

> To view additional detail about the alert, click an alert name.

Editing Alerts

From the list of alerts on the Alerts tab, you can edit an alert name, type, priority, and description. You can also add comments and reassign the alert.

To edit an alert:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Alerts** tab.

3. From the alert list, select an alert.

4. Select **Actions**, then **Edit**, or click the **Edit** button.

5. Edit the alert as required.

6. Click **OK**.

Submitting Alerts

If you are the assignee for an alert, you can submit it for approval when you finish working on it. For example, if you have fixed the alert issue, you can submit it for approval. If there are no approvers, the alert is closed after you submit it.

To submit an alert:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Alerts** tab.

3. Select an alert.

4. Select **Actions**, then **Submit**, or click the **Submit** button.

Approving or Rejecting Alerts

If you are an Approver for an alert, when you receive notification that an alert is marked complete, you can approve or reject it. When you approve an alert, its status changes to Closed. When you reject it, the alert status returns to Open and the alert returns to the assignee.

You can also route the alert to another approver to be approved.

To approve or reject an alert:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Alerts** tab.

3. Select an alert and view the comments in the alert about the resolution.

4. Do one of the following actions:

   • To approve the alert, click **Approve**.

   • To reject the alert, click **Reject**.

   • To reassign the alert, click **Reassign**, and select the user to whom to send the alert.

Deleting Alerts

You can delete alerts that you no longer need if you have access to the task associated with the alert.

To delete an alert:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **Alerts** tab.

3. Select an alert.

4. Select **Actions**. then **Delete**, or click the **Delete** button.

5. From the confirmation prompt, click **Yes**.

Viewing Related Tasks

The Related Tasks tab of the Task Actions page enables you to view the predecessor and successors for a task. It also displays prior runs of the task in other schedules. This enables you to view comments or references from the prior task, which may help you complete the current task run. From the Prior Tasks list, you can click on a task name to launch the Task Actions dialog box for that task and you can reassign a task to another user.

To view related tasks:

1. Select a task, and select **Actions,** then **Open**.

2. Select the **Related Tasks** tab.

   The predecessor and successor tasks are displayed. Double-click a predecessor or successor to view its details.

   > **Note:**
   >
   > The system displays a message if no predecessors or successors exist

3. **Optional:** To view information on a prior run of the task, click a task in the **Prior Task** list.

4. **Optional:** To reassign the task, click **Reassign** and select the user to whom to assign the task.

5. When finished, click **Close**.

Viewing Task History

The system maintains a history of task activities, which you can view from the History page of the Task Actions page. The History page displays the components that were updated, the modification type such as added, created, or changed, the old and new values, the user who made the change, and the change date. The information on this tab is read-only.

To view task history:

1. Select a task, and select **Actions,** then **Open**.

2. From the Task Actions page, select the **History** tab.

3. View task history.

4. When you finish, click **Close**.

Reassigning Tasks

Task assignees and task owners can reassign tasks to other users. For example, if an assignee is going to be out of the office for vacation, the assignee can reassign tasks to another user.

To reassign a task:

1. Select a task, and select **Actions,** then **Open**. and select the **Properties** or **Related Tasks** tab.

2. Select **Actions**, then **Reassign Assignee**.

3. From the Select Assignee dialog box, enter the user name, or part of the name, then click **Search**.

4. To identify a user, click **Advanced**, then enter a User ID, Email address, or Description.

5. From the **Search Results** list, select a user.

> ✎ **Note:**
>
> The assignee must be an individual user, not a group.

6. For additional details about the user, such as groups and roles, click **Details**.

7. Click **Add** to move the user to the Selected list.

   To remove a user, select the user, then click **Remove**.

8. Click **OK**.

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

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 the 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**.

Canceling Tasks

Task owners and the Close Administrator can stop a running task at any time. When you cancel a task, the task status changes to Closed. Pending tasks with the task as a predecessor cannot run. If you have a sequence of tasks and you want to cancel the entire sequence, you can cancel the first task in the sequence.

To cancel a running task:

1. Select a task, and select **Actions,** then **Open**. and select the **Properties** or **Related Tasks** tab.

2. From the Task Actions page, select **Actions**, then **Abort**.

Setting Tasks to Force Close Status

To stop a task but allow subsequent tasks to run, if you are the task owner or Close Administrator, you can force a task with a status of Open or Error to have a status of Close. For example, if you have an automated task with an error, and you have reviewed the error for that task, but want subsequent tasks to run, you can force the Closed status.

> **💡 Tip:**
>
> If you do not want the subsequent tasks to start, remove the predecessor links before force closing the tasks.

To set a task to Force Close status:

1. Select a task, and select **Actions,** then **Open**. and select the **Properties** or **Related Tasks** tab.

2. From the Task Actions page, select **Actions**, then **Force Close**.

The status of the task changes to Closed.

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.

Adding Comments

From the Task Actions page, you can add comments about any task and also attach references.

You can also add a reference file or URL to multiple tasks at one time from the **Tasks** page and create comments.

> ✎ **Note:**
>
> Bulk upload of a local file or URL to multiple tasks creates a comment since an attachment must be associated with a comment in Close Manager.

To add comments:

1. Select a task from the Task List, then **Actions,** and then either select **Open** or just double-click the task in the Task List.

> **Note:**
>
> The Task selected must be in the Open status not Pending.

2. From the **Properties** tab, in the **Comments** section, click the plus sign to add a comment, or select **Actions**, then **Create Comment**.

3. In the text box, enter a comment.

> **Tip:**
>
> To delete a comment, select it and click **Delete** or select **Actions**, then **Delete Comment**.

To add a reference file or URL:

1. From the **References** section, click either the plus sign to add a reference or from **Actions**, click **Add**.

2. On the **Add Reference** dialog, in the**Reference Type** field,, choose one of the following:

   - **Local File**. Then **Browse** to select and attach the file. Enter a name, and click **OK.**

   - **URL**.

     Enter a URL, then enter the URL name, for example:

     ```
     http://www.oracle.com,Oracle
     ```

     , and click **OK**.

3. Click **Apply**.

4. Select **OK**.

> **Note:**
>
> **Optional:** To attach a reference file or URL to multiple tasks at one time, click **Task List**, select the tasks that you want (either highlight more than one row or select the tasks using the **SHIFT** key), and then on the right hand panel click **Add Reference**, then **File** or **URL**.

Updating Tasks from Smart View

During the Close Manager setup in System Settings, an administrator can select the columns to be displayed in Oracle Smart View for Office, for example, the task attributes. See the *Oracle Financial Consolidation and Close Cloud Administrator's Guide*.

After you install the extension and create a connection, you can view a list of schedules and tasks. The system displays a list of schedules to which you have access. If multiple schedules are selected, a header row displays with tasks for that schedule.

When you click a schedule from the list, system displays a list of the tasks that you are currently working on. After a task has been submitted or approved, it is no longer displayed on the list.

The available Actions depend on your user role:

- **Assignee**: Submit Task
- **Approver**: Approve and Reject Task
- **Assignee or Approver**: Reassign Task

If you submit a task that is incomplete, for example, you need to answer questions first, a validation error displays when you submit the task. You can double-click on the task or row to open the task and finish completing it.

For information on working with Smart View, see *Oracle Smart View for Office User's Guide*.

To update tasks from Smart View:

1. Launch Smart View and click the **Close Tasks** tab.

2. From the list of schedules, select a schedule. The system displays a list of the tasks that you are currently working on.

3. To open and update a task, from the task list, double-click a row to open the Task dialog.

4. To submit, approve, reject, or reassign a task, use one of these methods:

    - From the Task dialog, click the **Submit Task**, **Approve Task**, **Reject Task**, or **Reassign Task** button.

    - From the task list, select a row and click the available action button at the end of the row.

    - From the Smart View ribbon, select an action.

Installing Smart View from Financial Close Management

You can install Smart View from Oracle Hyperion Financial Close Management as follows:

1. From Financial Close Management select the **Tools** menu.

2. Select **Tools** then Smart View. The Smart View version to install is displayed.

5

Viewing Schedules

Related Topics

- Properties
- Instructions
- Viewers
- Attributes
- Day Labels
- Working With Schedule Rules
- Viewing Schedule History

Properties

The Properties tab enables lists the name, description, start and end dates, and owners for schedules. 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 view schedule properties:

1. **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. Click Close.

Instructions

To view 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**.

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

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

Viewers

To see 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.

Attributes

To apply an attribute:

1. Select the **Attributes** tab.

2. Click **Add**.

3. From the **Attribute** list, select an attribute.

4. For **Value,** depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

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

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.

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

Working With Schedule Rules

> **Note:**
>
> This feature is available only in 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support https://support.oracle.com/

Schedule Rules apply to all Tasks in the Schedule and thus serve as a mechanism to apply rules to groups of Tasks. Rules configured on the Schedule dialog will be copied to newly created schedule tasks.

Available schedule rules:

Auto Approve Task—The objective of this rule is to require specified approver levels to be required only if specified conditions have been met.

Examples of conditions that could apply to this rule include:

- If questions answered by a previous workflow level are answered a certain way

- If attributes have specified values (including calculated attributes)

- If questions are answered a certain way on a predecessor task by any workflow level, or if the predecessor task contains an attribute with a specified value

- If questions are answered a certain way on any other task (even if this task isn't directly related to the task with the auto approve function), or if this other task has an attribute with a specified value

When conditions have been satisfied, the rule causes the specified approver levels to be marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

Auto Submit Task—Requires an assignee to submit a task only if specified conditions have been met.

Examples of conditions that could apply to this rule include:

- If questions are answered a certain way on a predecessor task by any workflow level, or if the predecessor task contains an attribute with a specified value

- If questions are answered a certain way on any other task (even if this task isn't directly related to the task with the auto submit function), or if this other task has an attribute with a specified value

When conditions have been satisfied, the Assignee role is marked as complete, thus progressing workflow to the first Approval level, or to Closed if no Approval levels exist.

Prevent Task Approval
Prevents approval of a task based on question responses, attribute values, or other characteristics.

Prevent Task Submission

Prevents submission of a task based on question responses, attribute values, or other characteristics.

To view schedule rules:

1. Select **Manage**, and then **Schedule**.

2. Double-click a schedule.

3. Select the **Rules** tab. You can view the following information:

   • Order—The order of precedence.

   • Rule—Name of the Rule

   • Conditions—The choice of what conditions must exist before running the rule

4. To edit a rule, on the Rules tab, click Edit ✏ and update:

   • **Rule**—Select a rule.

   • **Description**—Optional. Explain why you configured the rule and how should be used.

   • **Reviewer Level**—Select the rule for all levels or select the Reviewer levels

   • Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.

   • Conditions—

     – If **Use Saved Filter** is selected, the Conditions section displays a read-only version of the conditions associated with the saved filter.

     – If **Create Filter** is selected, the Condition section is enabled.

       Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

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:

   • **Field**—Lists the field involved

   • **Modification Type**—Indicates the type of change: Created, Changed, Added, Removed

   • **Modified On**—Date of the modification

   • **Modified By**—User name who modified the field

   • **Old Value**

   • **New Value**

ORACLE®

4. Click **OK**.

6

Monitoring the Dashboard

The Dashboard is a portal-style interface into the Oracle Hyperion Tax Governance application, providing simple, efficient views into schedules and task lists, and high-level status overviews into which you can drill down for greater detail. The Dashboard is the default view for users with the Financial Close User security role, and provides visibility to the schedules and tasks to which you have access. You can filter the data displayed, customize the Dashboard layout, and maximize or minimize Dashboard controls called portlets.

Opening the Dashboard

To open the Dashboard:

1. From the EPM Workspace, select **Navigate**, then **Applications**, then Oracle Hyperion Tax Governance, and then Tax Operations.

2. From the menu bar, select **View**, then **Dashboard**, or click the **Dashboard** button, ▦.

Adding Dashboard Portlets

By default, the Dashboard displays the My Worklist portlet. In addition, you can add these portlets:

- Schedule Tasks—Displays a list of tasks and details for one or more schedules.

- Status Chart—Presents tasks grouped by status in the form of a graph for quick access to tasks that require attention.

- Status Overview—Presents an overview of a schedule, displaying daily workload and completion status.

You can add more than one copy of a portlet. For example, the Dashboard could include two My Worklist portlets, each displaying a different schedule. When you add a copy of a portlet, it is named with a number. For example, if you add Schedule Task portlets, they are named Schedule Task (2), Schedule Task (3), and so on; however, you can rename them.

> **Note:**
>
> The first four portlets are displayed on the main areas of the Dashboard. The Dashboard minimizes the portlet that has been idle the longest.

To add a portlet:

1. Select **View**, then **Dashboard**.

2. Select **File**, then **New**.

3. Select a portlet to add:

   - **My Worklist**

   - **Schedule Tasks**

   - **Status Chart**

   - **Status Overview**

> 💡 **Tip:**
>
> You can also add a portlet from the New menu option on the menu bar, or by right-clicking in the Dashboard and selecting a new portlet.

Customizing the Dashboard Layout

You can reorder Dashboard portlets by dragging them. You can maximize, minimize, or restore portlets. Minimized portlets are represented by icons in the icon region at the bottom of the Dashboard.

> ✎ **Note:**
>
> By default, the Dashboard minimizes the control that has been idle the longest.

When you maximize a portlet, it expands to fill the portlet region and all other open portlets are reduced to icons. When you click the icon for another portlet, the maximized portlet is replaced with the selected portlet.

You can reorder Dashboard portlets by dragging them. The system retains the layout and ordering of the portlet region and the icon region between application sessions.

To customize the layout:

- To minimize a portlet, click **Minimize**.

- To maximize a portlet, click **Maximize**.

All other portlets are then minimized on the bottom of the Dashboard.

- To restore a portlet, click the portlet icon at the bottom of the Dashboard, or right-click on the portlet name, and select **Restore**.

- To close a portlet, click **Close**.

- To reposition a portlet, select the title bar, and drag the portlet to another position on the Dashboard.

- To change the position of minimized portlets, drag the portlet icons to other positions on the Dashboard.

Renaming Portlets

You can add more than one Schedule Tasks, Status Chart, or Status Overview to the Dashboard. When you add another portlet, they are automatically named with numbers, for example, Status Chart(2), Status Chart(3), and so on. You can rename the portlets.

To rename a portlet:

1. Select a portlet title bar.

2. Right-click and select **Rename**.

3. For **Name**, enter a new name.

4. Click **OK**.

Opening Schedules

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

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**.

Filtering Portlet Views

You can filter portlet views to reduce the list of displayed tasks. For example, you can display only those tasks with a status of "Needs Attention". Tasks can have a Needs Attention status for these reasons:

•   An open task for which the end date is past the current date

•   An open task for which the start date and duration are past the current date

•   An open task with open alerts

•   A task with Error status for an automated task that failed

To filter a portlet view:

1. From the portlet menu, select the criteria by which to filter.

2. Do one of the following steps:

    •   Select values to display.

    •   To display all tasks, select **Show All**.

Selecting and Sorting Portlet Columns

You can specify which columns to display in a Worklist or Schedule Tasks portlet. For example, you can display Status, Priority, Description, Task ID, Responsibility, and other task information. You can also sort columns by ascending or descending order.

You can adjust the width of a column by dragging it, and drag columns to reorder them.

To select columns:

1. From the menu bar, select **View**.

2. Select attributes to add the column to the view.

3. Deselect attributes to remove the columns from the view.

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.

To sort columns:

1. Hover over a column header until the Sort icons display.

2. Click **Sort Ascending** △ or **Sort Descending** ▽.

Refreshing Views

You can refresh the My Worklist, Schedule Tasks, Status Chart, or Status Overview view.

> To refresh the view, select **Actions**, then **Refresh**.

Task Status

Each portlet in the Dashboard displays the status of tasks. The following table lists available statuses:

Table 6-1   Possible Task Statuses

Status	Icon	Color	Description
Pending	🕐	Yellow	Task awaiting action; not in progress yet
Open	▷	Green	Task is in progress, with Assignee or Approver
Closed	📋	Blue	Task is complete, with Success, Warnings, or is overridden
Error	❌	Red	Task is finished but with errors

My Worklist

When you start Oracle Hyperion Tax Governance, the Dashboard opens with the My Worklist portlet. My Worklist can display tasks for a specified schedule or for all schedules. You can add or remove columns to display. For example, you could add a column to display the task owner. By default, My Worklist displays:

- Tasks for which you are the assignee or approver, and the current responsibility is with you

- Alerts for which you are the assignee, and the status is "With assignee"

- Alerts for which you are the approver, and the status is "With approver"

You can use filters to customize the display. These filters are available:

- Item Type: Tasks or Alerts, or both

- Status: current status of the task or alert

- Priority

- Responsibility (your current, completed, or upcoming tasks)

- Tasks that need attention. Tasks are identified as needing attention if they are past their due date, have open alerts, have a status of Error, or require authorization.

Opening Tasks

You can open tasks from My Worklist in the Dashboard and display the Task Actions page for the task.

To open a task:

1. From the Worklist list of tasks, click on a task name.

2. Review the Task Action page and update the task as required. See Updating Tasks.

3. Close the Task Action page.

Viewing Task Alerts

From My Worklist, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

If you are assigned tasks that require authorization, an alert is added to your Worklist portlet that indicates that you have authorizations pending. You can click on the alert name or alert icon to open the Authorize Tasks dialog and perform the authorization.

To view alerts:

1. From the **Item Type** menu, select **Alerts**.

2. From the Task Alerts page, select an alert, or select **Show All**.

3. When you finish, click **OK** to close the Alerts page.

Viewing User Details

You can view user details for Tax Operations users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

To view user details:

1. From the Worklist, click a name.

> 💡 **Tip:**
>
> To view user names, you must display the Assignee, Approver, or Owner column.

2. **Optional:** To email the user, click the **Email** link.

Working with Schedule Tasks

The Schedule Tasks portlet presents information about tasks and issues associated with a schedule, enabling you to filter and sort this list into a form most convenient for your role and responsibilities. By default, the portlet displays tasks of all statuses for all assignees for a selected schedule. You can drill through to task detail.

You can highlight a task and select to view details about the task or information about the assignee, or select to open the indicated schedule in the transactional dashboard view with the highlighted task as the focus. You can sort, resize, and reorder columns, and change how to view them. You can use filters to customize the tasks displayed.

You can display the details of a task or alert by clicking on the name of the item. You can launch the task action dialog box for a task item by double-clicking the task item name.

Opening Tasks

You can open tasks from a Schedule Tasks portlet in the Dashboard and display the Task Actions page for the task.

To open a task:

1. From the Schedule Tasks Name column, click a task name.

2. Review the Task Action page and update the task as required. See Updating Tasks.

3. Close the Task Action page.

Viewing Task Alerts

From Schedule Tasks, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

To view alerts:

1. Click the **Alert** icon on a task.

2. From the Task Alerts page, select an alert to review.

3. When you finish, click **OK**.

Viewing User Details

You can view user details for Tax Operations users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

To view user details:

1. From Schedule Tasks, click a user name.

> ○ **Tip:**
>
> To view user names, you must display the Assignee, Approver, or Owner column.

The User Details information is displayed.

2. **Optional:** To email the user, click the **Email** link.

Working with Status Charts

The Status Chart displays a visual summary of task status and alert status. You can drill down to a detailed view by focusing on particular hierarchies of tasks, or use filters to adjust the scope of tasks summarized by the chart. As the set of summarized tasks changes, the set of summarized issues is updated also. You can drill down from status charts into additional detail, and open a schedule in a filtered format matching the filters that you selected for the Status Chart.

Viewing Task Status

You can use the Task Status pie chart to quickly view summary information for tasks. It displays slices representing the number of tasks for each status (Pending, Open, Closed, Error). You can click a slice to open a schedule in a filtered format matching the current Status Chart filters.

The Needs Attention bar shows tasks that need attention, categorized by reasons:

Error
When an Approver rejects a task.

Alert
When roadblocks occur, (for example, hardware failures, software issues, system failure), an alert is created to identify the problem, and is attached to the task.

Late
When the End_date is less than the Current_date.

Unauthorized
When 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.

At Risk
When 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 minimum duration.

Missing Parameters
When tasks, pending to begin execution, are missing parameters. An email notification is sent with a missing task parameters message and a link to the Edit Task Details dialog where the user can fill in the parameters.

You can hover the mouse over a category to see the number of tasks in each category.

To view task status:

1. In the Task Status pie chart, hover over any of the pie chart sections.

2. Review the summary information.

3. Double-click a pie chart section.

    The Calendar-Month view is displayed, with the focus on the task that you selected.

4. Click the **Dashboard** view button or select **View**, then **Dashboard** to return to the Dashboard view.

Drilling to Detail

From status charts, you drill on pie slices or other controls in the chart to view additional detail on the slice or on the tasks in the slice. For example, if you double-click on the Pending section of the status chart, you can drill through to the dashboard to view only the tasks pending for that schedule.

To drill to detail:

1. From a status chart, double-click a pie chart section and view additional detail.

2. Click the **Dashboard** view button or select **View**, then **Dashboard** to return to the Dashboard view.

Viewing Alert Status

The Open Alerts Priorities chart displays the number of open alerts, with slices representing the alert priorities. You can click a slice to open a dialog box listing the alerts. In the dialog box, you can double-click to open an alert. You can then drill down to the Alerts page to view the priority, alert type, assignee, and approver.

The Alerts chart displays alerts categorized by status (Open or Closed). You can hover the mouse over a status to see the number of tasks.

To view alerts:

1. From the Task Alerts page, select an alert, or **Show All**, to review.
2. Click **OK** to close the Alerts page.

To view alert status:

1. In the Open Alert Priorities chart, hover over any of the pie chart sections.
2. Review the summary information on the popup dialog.
3. Left-click on a pie chart section.
4. From the Alerts page, review the alert summary information.
5. Click the alert name link to open the alert details.
6. Click the task name to review the task information for the alert.
7. Close the Alert page.

Working with Status Overviews

The Status Overview chart presents an overview of a selected schedule, displaying daily workload and completion status. By default, it presents a timeline centered on Day Zero of the schedule. You can select the icon for a task to view a summary of the task information, and you can open the task.

Viewing Schedule Days

The Status Overview chart displays a timeline for the selected schedule, with tasks displayed on their corresponding days, grouped by status. The Status Summary represents the overall completion of the schedule tasks and displays the number of tasks by status such as Pending, With Assignee, and so on. You can scroll through the date range from the date indicator area. The current day in the schedule is indicated above the task stack of that day. You can drill into tasks to view task details, and hide dates on which no tasks are scheduled.

> To view schedule days, scroll in the schedule.

> To hide blank dates, select **Hide blank dates** at the bottom of the completion summary box.

Viewing Task Information

You can click on a task box above a date to view task details. You can also view the Task Actions page for the task.

To view task information:

1. Double-click a task in the schedule.
2. Review the summary information.
3. To open the task in the Task Actions page, click **Open Task**.
4. When you finish, click **Close** to close the Task Actions page.

Viewing User Details

You can view user details for Tax Operations users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

To view user details:

1. Double-click a task in the schedule.

2. From the summary information in the popup dialog, click the assignee name.

3. **Optional:** To email the user, click the **Email** link.

7
About Tax Supplemental Schedules

Tax Supplemental Schedules is a system for management of supplemental data, typically transactional in nature.

Main Topics:

- Navigating in Tax Supplemental Schedules
- BI Dashboard View
- Working With Dimensions
- Working with Forms
- Managing Data Collection Workflow

Terms

Approver
Users assigned to approve data on forms entered by Preparers. Multiple reviewers may be 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 Oracle Hyperion 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
—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.

2. The Administrator or Power User completes the required setup procedures:

- Sets up users.

- Sets up metadata information referenced in a data set; for example, dimension definition and members.

> **Note:**
>
> For existing Oracle Hyperion 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.

   - Creates additional Data Form Templates with a summarized section, and defines the section to include group by, and adds mapping information to Financial Management.

   - 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.

   - 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 Oracle Smart View for Office.

   - 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)

8

Navigating in Tax Supplemental Schedules

Related Topics

- Tax Supplemental Schedules Views
- Filtering Views in Tax Supplemental Schedules

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.

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 from.

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.

Available View Actions

On the BI Dashboard, Data Set Dashboard, and Workflow Dashboard, your 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

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. Make your changes and then click **OK**.

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)."

9
Working With Dimensions

Related Topics

- Managing Dimensions
- Managing Dimension Attributes
- Managing Dimension Members

Managing 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 Oracle Hyperion 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 Adding Dimension Attributes.
>
> 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.

5. The History tab logs changes to Dimensions, including changes in modification types, supporting objects, modified by, the old and new values.

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.

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

Related Topics

• 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**

  Click **Add**, and then enter values for the attribute.

- – **Number**

  If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings.):

  - * 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.

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.):

* 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.

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 delet the selected items?"

> **✎ Note:**
>
> You can't delete an attribute if it is referenced in a data set.

Managing Dimension Members

Related Topics

- 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. Select a **File Delimiter** for the import file: **Comma** or **Tab**. Comma is selected by default.

7. Click **Import**.

8. The Results screen displays the number of imported dimension members.

9. 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**.

10
Working with Forms

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.

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.

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, Questions, Comments, and Workflow sections are in the bottom section.

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.

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.

2. Click a section tab.

3. The data entry section contains:

Table 10-1   Task Button Descriptions

Task	Button	Description
Increment list	12	Select a number to indicate the number of rows the "Add rows" menu adds at one time.
Sort Ascending or Descending		Select A-Z or Z-A sort.
Validate		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.
Open Form in Smart View		Open form in Smart View.
Print		Print the contents of the table. The table is displayed in an HTML window.
Refresh		Refresh the data.
Add rows		Add a block of empty records to the table; the increment list displays the number of records in the block.
Delete rows		Delete the selected records. A message confirms the deletion.

Table 10-1   (Cont.) Task Button Descriptions

Task	Button	Description
Import		Imports contents from a CSV file. The Import dialog box is displayed and allows for three import styles: • **Replace**—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. > **Note:** > Known as Merge mode in Oracle Hyperion Financial Management. • **Replace All**—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. > **Note:** > Known as Replace mode in Financial Management. • **Update**—Allows you to update only specific columns of information included in the file. For example: The form may contain four columns of loan detail information: Loan ID, Loan Amount, Interest Rate, and Due Date. 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. If the file contains a new data loan record that was not in the

Table 10-1   (Cont.) Task Button Descriptions

Task	Button	Description
		database, the new record is added with only the Due Date information updated.
		This option is useful if you have data records and want to add columns of data without affecting the other columns.
		Note: This option is not available in Financial Management.
		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.
Export	⬆.	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 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.

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**.

Bulk Loading of Data Across Entities

Administrators and Power Users are able to import data for multiple entities for a given data collection period and a given dataset. This feature is useful for Administrators and Power Users to bulk populate forms using some source data from another system or to prepopulate a few columns so that the preparer only has to input data values. Loading of data is allowed for forms in the following workflow states: Pending, Open with Preparer, Open with Approver, and Open with Integrator. It is not allowed for forms that are in a Closed workflow status.

To load data across entities:

1. From the **Data Set Dashboard**, select the **Data Collection Period** in the View dropdown.

2. Select the Data Set you want to load to, and then from **Actions**, select **Import**.

3. From the **Import data into data set** dialog, browse to the .csv file you want to load. An example of a load file across several entities is shown. Note that the Entity column has multiple entity dimension members..

	A	B	C	D	E	F	
1	Entity	ID	Employee ID	Employee Name	Meal Type	Amount	
2	US	301	101	Samson John	Breakfast	34	
3	India	1	102	Nancy Clark	Breakfast	510	
4	India	2	104	Santosh Kumar	Breakfast	3500	
5	Europe	201	103	Nancy Clark	Breakfast	35	
6	Germany	12	105	Bill Jones	Lunch	57	
7							

4. Choose either **Replace** or **Update** the data.

5. Choose the date format, then click **Import**.
   The Status displays showing you whether there are any errors or warnings and the Total Entities, Entities Updated as well as Total Rows Created or Updated.

11

Managing Data Collection Workflow

The data collection workflow follows this order:

1. Select a Data Collection period by Year, Period, Scenario.

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.

6. Start data entry.

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.