Oracle® Hyperion Financial Reporting

User's Guide

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Contents

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Setting Preferences for Financial Reporting

Setting Financial Reporting Preferences

The Oracle Hyperion Financial Reporting Preferences dialog box contains a **General** tab for setting Financial Reporting preferences in Oracle Hyperion Enterprise Performance Management Workspace and a **Reporting Studio** tab for setting client preferences.

➤ To set preferences for Financial Reporting:

1   In EPM Workspace, select **File**, and then **Preferences**.

2   In the **Preferences** dialog box, click **Financial Reporting**.

3   In the **General** tab and the **Reporting Studio** tab, set the desired preferences.

Note: Oracle General Ledger uses Application CORE Protocol BOF (APPLCORE) to set preferences. Preferences applied in APPLCORE override settings defined in EPM Workspace for Financial Reporting.

General Financial Reporting Preferences

Table 1   General Financial Reporting Preferences

Preference	Description
Default Preview Mode	How to preview documents (HTML or PDF)
User Point of View	Whether to display the user point of view prior to running a report Click **Setup Members** to select the members you want to be available when using the User Point of View. See Chapter 2, "Setting Up the User POV for Financial Reporting Documents " for more information.

Preference	Description
Merge Equivalent Prompts	Whether to respond only once or consecutively to prompts and variables that are repeated If Merge Equivalent Prompts is not selected, the default setting in the `JConsole.exe` file is used. For information on JConsole, see "Property Information" in the *Oracle Hyperion Financial Reporting Administrator's Guide*.
Annotation Print Details	How to print annotations ● **Use Footnote Details**—Create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used. To enable this option, select **Details** in the **Annotation Printing Preferences** drop down. ● **Use Footnote Text Object**—Use the footnote function in the report's text object to print annotations. Footnote functions are created by the report designer. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content. To enable this option, select **Text Object** in the **Annotation Printing Preferences** drop down.

Query-Ready Mode	How to export a Financial Reporting report
	
	● **Export Mode**
	  ❍ **Smart View** exports the report as an Oracle Smart View for Office file.
	  ❍ **Simple Excel** opens the exported file in Microsoft Excel.
	  ❍ **Disabled** hides the query-ready link when the report is displayed using HTML Preview.
	
	● **Export To**
	  ❍ **New Worksheet** opens the exported report as a new sheet in an existing Excel workbook.
	  ❍ **New Workbook** opens the exported report as sheet 1 in a new Excel workbook.
	
	Note: Export To options apply only when Export Mode is set to Smart View. These options are not available when Export Mode is set to Simple Excel.

Thousands Separator	Comma, Period, Underscore, or Space
Decimal Separator	Comma, Period, Underscore, or Space
Date Value Format	How Oracle Essbase date values are rendered in a Financial Reporting report A cell within a grid can return a date value, which is stored as a numeric value in Essbase. When the cell returns the date value, it is displayed in Financial Reporting " in mm/dd/yyyy" format.

Reporting Studio Preferences

Table 2   Reporting Studio Preferences

Preference	Description
Units	Unit setting in the Report Designer
Guide Lines	Background settings in the Report Designer

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Setting Up the User POV for Financial Reporting Documents

Setting Up the User POV

➤ To set up user POVs:

1 In EPM Workspace, select **File**, then **Preferences**, and then click **Financial Reporting**.

2 In the **General** tab under **User Point of View**, select **Setup Members**.

3 In **Database Connection**, select a data source.

4 If prompted, enter logon credentials, and then select **OK**.

   Use the Planning Details data source only if your grid contains Supporting Detail or Planning Unit Annotations. In all other cases, use Essbase as the data source.

5 Click to select the members you want to be available when using the User Point of View.

6 On the **Preview User POV** page, expand the views to select available members, then click , to add the selected members to the Choices list.

7 Click **OK**.

8 **Optional**: In the **Setup User POV**, select **Apply** to set up User POVs for another data source.

9 Click **OK** to accept all changes and return to the **Preferences** dialog box.

Managing Dimension Members

Subtopics

- Showing Dimension Properties
- Arranging the Selected Members

Showing Dimension Properties

➤ To modify the properties displayed for dimensions:

1   Navigate to the Preview **User Point of View** dialog box. See

2   On the **Members** tab, click **Show Properties** 📄 .

3   Perform an action:

- Select an unchecked property to add the column to the table.

- Select a checked property to remove the column from the table.

4   Repeat step 3 until only the desired columns are displayed.

5   Click **OK** to retain the changes.

The dimension properties table displays the choices you made.

Note: The changes made apply only to the dimension selected. Each dimension has different display properties. The properties list varies from one dimension to another.

Arranging the Selected Members

The members in the **Preview User Point of View** dialog box can be ordered.

➤ To change the order in which members are displayed in the selected member list:

1   Navigate to the **Preview User Point of View** dialog box.

See .

2   In the **Selected** column, select a member to move.

3   Click **OK** to save all changes.

Displaying Aliases and Descriptions in the User POV for Financial Reporting

Select how members are displayed in the user POV Financial Reporting documents in EPM Workspace. Members are displayed by name of member, by alias/description, or both member

name and alias/description. Specify how to display the member label or whether dimension labels are included.

➤ To display aliases and descriptions in the user POV:

1 In EPM Workspace, select **File**, then **Preferences**, and then **Financial Reporting**.

2 From the **User Point of View** area of the General tab, select the **Setup Members** button.

> **Tip:** Click **Refresh** to update the list of database connections.

3 Select data sources from **Database Connection**.

4 If prompted, enter your log on credentials, and then click **OK**.

> **Note:** Use the Planning Details data source only if your grid will contain Supporting Detail or Planning Unit Annotations. In all other cases, use Essbase as the data source.

5 In **Display Member Label as**, select a member label.

The available label selection is based on the data source.

6 In **Dimension Labels are**, select whether to include dimension labels.

7 Perform an action:

- Click **OK** to save your current changes and return to the repository screen.
- Click **Cancel** to cancel your current changes.
- Click **Apply** to save the changes and continue manipulating dimensions for other database connections.

3 Importing Financial Reporting Artifacts

Importing Artifacts

Importing artifacts to the repository makes them available to others. You can give users the ability to modify specific artifacts.

The Financial Reporting artifacts that can be imported from the repository to reports and books:

- Dynamic reports (*.des)
- Snapshot reports (*.rpt)
- Books (*.kbk)
- Snapshot Books (*.kbt)
- Batch files (*.bch)
- Grids (*.rog)
- Charts (.roc)
- Images (*.roi)
- Text (*.rot)
- Row and Column templates (*.ros)

Note: If you try to import an artifact whose MIME type is not defined, an error message is displayed. Contact your administrator to create the MIME type.

Note: To import artifacts other than files, select **File**, and then **Import**. To import files, see "Importing Financial Reporting Files" on page 20.

Importing Financial Reporting Files

➤ To import a Financial Reporting file:

1 Navigate to the folder where you want to place the artifact, then select **File**, then **Import**, and then **Financial Reports**.

   If you are using Oracle Fusion General Ledger, select **File**, then **Import**, and then **Financial Reporting Documents**.

2 Browse to the file that you want to import, and click **Import**.

3 **Optional:** If you import an artifact that uses a data source connection, you may be prompted to select the data source connection.

Note: You can import only one file at a time, unless files are compressed in a ZIP file.

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Exporting Financial Reporting Objects

Exporting Artifacts

The Financial Reporting artifacts that can be exported from the repository to reports, books, and Microsoft Office:

- Dynamic reports (*.des)
- Snapshot reports (*.rpt)
- Books (*.kbk)
- Snapshot Books (*.kbt)
- Batch files (*.bch)
- Grids (*.rog)
- Charts (.roc)
- Images (*.roi)
- Text (*.rot)
- Row and Column templates (*.ros)

From Explore, only Financial Reporting artifacts can be exported. Users can export Financial Reporting document definitions to the local file system to import into EPM Workspace. For example, users can export Financial Reporting items from testing environments, and then import them to production environments.

➤ To export artifacts:

1   From Explore, select the item to export.

2   Select **File**, and then **Export**.

3   To navigate to artifacts:

   a.   From **Name**, double-click the file or folder to open.

   b.   From **Look in**, select a folder.

c.   To filter the artifact list, click the arrow in **Type**, and then select the file type.

4   Select the artifacts to export, and then click **OK**.

5   Click **Save**.

6   Navigate to the location for the exported artifacts, and then click **Save**.

Exporting Financial Reporting Reports and Snapshots to Microsoft Office

HTML and PDF reports with or with a page dimension, when exported as an image to Microsoft Word or PowerPoint, exports only the first physical page.

A report with a page dimension behaves as follows:

- **Export to Microsoft Excel**—All pages are exported.

- **Export to Microsoft PowerPoint**—All pages are exported.

Note: When exporting multiple pages to PowerPoint, all pages are placed in a single slide. To have them automatically placed in separate slides, use Oracle Smart View for Office in PowerPoint to import the reports.

➤   To export a report or snapshot to Microsoft Excel, Word, or PowerPoint:

1   Open the report.

2   Select **Export in Query-Ready Mode** to export a grid on the report as query ready.

This option is located at the bottom of the report. You cannot use this option to export snapshots.

3   Select **File**, and then **Export** to use other export options,

4   Select a submenu command:

- To export the current financial report as formatted HTML, select **Excel**.

- To export the current page of the current financial report to Microsoft Word as a static image, select **Word**.

- To export the current page of the current financial report to Microsoft PowerPoint as a static image, select **PowerPoint**.

   Snapshots are always exported as static images.

   The **File Download** dialog box displays profile information about exported content.

   Because of limited object positioning in HTML, exported objects may overlap and may need to be repositioned in Microsoft Excel.

5   The file is opened in the selected mode. To save the file to your machine, select **File**, and then **Save As**.

Note: When exporting Financial Reporting grid objects to Excel, the values are exported as displayed in the report. The desired number of decimal places for precision should be set in the report before you export.

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Changing Related Content Servers for Financial Reporting

You can change the server for selected reports and grids or both in EPM Workspace repository by specifying a new URL or a substitution variable. For example, you can change the related content servers when moving reports and grids from a development server to a production server.

➤ To change the related content server in EPM Workspace repository:

1 Select **Explore**, then **Tools**, and then **Change Related Content Links**.

2 In the **Look in** field, navigate to a file, and then click **OK**.

3 In **Change from the Related Content server named**, change the URL to the one that is associated with the selected documents, if it is not already displayed.

4 In **To Related Content server name,** select an option:

- To specify a server through a URL, select **URL**, and then enter the path and server name in the text box. The URL must start with either `http://` or `https://`.

- To specify a server using a substitution variable, select **Substitution Variable**, and then select a variable from the list.

5 Click **OK**.

The number of occurrences found and replaced is displayed.

6 Click **OK** again.

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Managing Database Connections

Database Connection Manager

Use the Database Connection Manager to manage reports, books, saved reports objects (row/column templates, grids), batches, and scheduled batches.

Reports and report objects can be moved from a development environment to a production environment, or between production servers. The Database Connection Manager provides the following information about each database connection:

Note: Oracle General Ledger only uses Essbase as a database.

- **Name**—Database connection name
- **Type**—Data source type
- **Value**—Connection path

Designers can use EPM Workspace to create, maintain, and assign names to database connections.

Users can select an existing database connection when prompted throughout the Oracle Hyperion Financial Reporting Studio; for example, while adding a grid to a report. A database connection consists of a database name, ID, password, and several values that are different for each data source.

Note: This release of Financial Reporting does not support SAP BW and MS OLAP as data sources.

Adding and Editing Database Connections

When you create a database connection, it is appended to the list in the **Database Manager** dialog box.

➤ To add a database connection:

1 In EPM Workspace, select **Explore**, then **Tools**, and then **Database Connection Manager**.

2 Click **New**.

3 In **Database Connection Properties**, enter a **Database Connection Name**.

4 Select a data source **Type**.

5 The remaining values will differ, based on the data source selected.

6 To add application and database names, click, , and make your selections. See "Selecting an Application and Database Name" on page 29.

> **Note:** The Application Lookup button displays a tree view of the applications and corresponding databases; the applications are listed as parents and the databases are listed as children. You can search on an application or database. For data sources that are not associated with a database, only applications are listed.

7 Click **OK**.

8 The database connection profile is appended to the list in the **Database Connection Manager** dialog box.

Accessing an Essbase Server

In Database Connection Manager, the **Server** field allows various ways to access the Essbase server. Access can be in one of two modes: embedded mode or 3 Tier APS mode. For the 3 Tier APS mode, Financial Reporting defines the APS server machine name in the JConsole using the EssbaseJAPIServer property. All API calls are sent through that server.

● In both modes, you specify the Essbase server directly - Host[:port]. For example, `EssServer1:1423`.

● With an Essbase cluster name, for both modes, you can either:

  ❍ Specify the Essbase cluster name directly. For example, `EssCluster1`. Financial Reporting internally resolves the cluster name to the server name at runtime.

  ❍ Enter the APS URL with an Essbase cluster name. For example: `http://host:port/aps/Essbase?ClusterName=EssCluster1`. where `host:port` is the APS server to

resolve the Essbase cluster name. Failover is supported across the Essbase servers in the Essbase cluster.

- In 3 Tier mode only, you can enter the APS cluster name. For example, `APSCluster1`.

  The APS cluster name and members are defined in the Essbase Admin Utility. This method supports failover and load balancing across the Essbase servers in the APS cluster.

Selecting an Application and Database Name

The **Select Application** dialog box displays a tree view of the applications and corresponding databases. The applications are listed as parents and the databases are listed as children. You can search on an application or database.

➤ To select an application and database name:

1 Scroll through the list to locate your selection, or enter an application or database name in the **Application/Database** field.

  For data sources that are not associated with a database, only applications are listed.

2 For a data source associated with a database, select the database, and then click **OK**. For a data source that is not associated with a database, select the application, and then click **OK**.

Editing Database Connections

➤ To edit a database connection:

1 In EPM Workspace, select **Explore**, then **Tools**, and then **Database Connection Manager**.

2 In **Database Connection Manager**, select the database connection to edit, then click **Edit**.

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

Deleting Database Connections

➤ To delete a database connection:

1 In EPM Workspace, select **Explore**, then **Tools**, and then **Database Connection Manager**.

2 In **Database Connection Manager**, select the database connection to remove, and then click **Delete**.

3 A confirmation message is displayed. Click **Yes** to confirm deletion.

4 The database connection is removed from **Database Connection Manager**.

Changing the Database Connection

You can change the database connection for reports and books in EPM Workspace repository. You can change the database connection when moving from a development environment server to a production environment server.

When the dimensions in the changed database connections do not match the previous dimensions, an error message similar to the following is displayed:

```
1012:Report contains an invalid grid. The following dimensions could not
be found: <Dimension>
```

The following actions occur when you open and save a report that has mismatched dimensions:

● Dimensions that existed in the old database connection but not in the new database connection are removed. The dimensions and its members that existed in the rows and or columns are removed from the grid. If, as a result of the removal, no dimension exists in the row or column, you must add a valid dimension to the cleared row or column in order for the report to run.

● Dimensions that exist in the new database connection but not in the old one are added to the POV.

If the report contains at least one dimension in both the row and column, it can be run and opened when the error message is received. The report can also be exported from the repository.

If you do not like the modifications that are automatically made for mismatched dimension, you can close the report and revert to the original database connection.

When you change the database connection for reports or books, you can also validate that the databases have the same dimension. When this option is selected for a report, and dimensions do not match, you are shown that the action failed. Likewise, if dimensions do not match for a specific report in a book, you are shown that the action for the entire book failed. If you do not choose to validate, the database connection for the reports and books are changed, and you are not shown mismatched dimensions. However, errors may occur when you open or run the reports or books.

➤ To change the data source:

1 From EPM Workspace, select **Explore**, then **Tools**, and then **Change Database Connections**.

2 In the **Type** field, select a report type, then an item, and then click **OK**.

3 In **Change Database Connection**, select the item and click **OK**.

4 In **Find all references to the Database Connection,** select the database connection to change.

5 In **Replace With**, select a database connection.

   To create a new database connection, click **New Database Connection**. See "Adding and Editing Database Connections" on page 28.

6 If you select multiple items, make changes to all items that you selected.

7 Click **OK**.

Changing Database Connections for Analytic Services and Planning Details

Subtopics

-
-

When changing a report from Analytic Services database connection to a Planning Details database connection or vice versa, there are several restrictions. The data source reference is the only change and there is no conversion.

Changing from Analytic Services to Planning Details

The following is a list of considerations when changing the database connection from Analytic Services to Planning Details for a report:

- The dimensions and functions defined in reports and books must exist in the target data source. The following limitations apply:
  - Attribute dimensions are only supported for Essbase.
  - Hsp_Rates is not available as a dimension.
  - The cell text function cannot be used, because Linked Reporting Objects (LROs) are not supported.
  - Only the member selection using a level 0 is supported.
- Validate that dimensions exist prior to opening the report. If a dimension defined on a grid is not available in the Planning Details data source, no change is made. If an invalid function is used, an error is returned. The report designer has to remove the invalid function or dimension.

Changing from Planning Details to Analytic Services

There are several features that may be defined in a Planning Details report that are irrelevant for Analytic Services report, including PlanningAnnotations, Supporting Detail, and OrderBy. If Supporting Detail is defined in the report, the details are ignored. If PlanningAnnotations or OrderBy are used, they return an error. The report designer must remove the PlanningAnnotation function and OrderBy for the report to run.

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Using Financial Reporting

About EPM Workspace

EPM Workspace enables previewing of Financial Reporting documents, such as reports and books, from the Explore module (from the Oracle BI Catalog of you are using Oracle General Ledger). You can preview reports and books in HTML or PDF format.

Note: Text automatically wraps within grid cells. When print previewing PDF reports, text cells with long text are automatically merged into the next cell to the right, if that cell is empty. When previewing HTML reports, text cells are not automatically merged unless the Merge feature was applied at design time. The row height automatically adjusts to display all text.

Note: You must have file permissions to view reports or books. See the *Oracle Enterprise Performance Management Workspace Administrator's Guide.*

EPM Workspace Tasks

Tasks, other than previewing, performed through EPM Workspace:

- Customize report and book elements. For example, change the POV before or after running the report or book.

- Export reports, snapshot reports, XML (report-definition file), PDF, HTML, Word, Excel, or PowerPoint.

- Use Related Content to link to Financial Reporting reports and EPM Workspace URLs.

- Subscribe to Financial Reporting documents to receive email notifications when reports are modified and add notifications to your favorites.

- Modify permissions to Financial Reporting documents.

- Organize the email recipient list.

Types of reports and books:

- **Reports**—Populated with data from data sources; users can customize by selecting members.

- **Snapshots**—Contain static data for a specific point in time; populated with data when saved.

- **Books**—Contain sets of dynamic reports and, optionally, tables of contents. Reports are run for all specified member combinations.

- **Snapshot Books**—Contain sets of snapshot reports and, optionally, tables of contents; can be viewed for multiple POVs.

Designers incorporate EPM Workspace features into reports and books to enable viewers to perform tasks:

Table 3   EPM Workspace Features

	Reports	Snapshots	Books	Snapshot Books
Prompt	Yes	No	Yes	No
User POV	Yes	No	No	No
XML, HTML, and PDF	Yes	Yes	Yes	Yes
Page Axis	Yes	Yes	Yes	Yes
Expansions	Yes	No	No	No
Related Content	Yes	Yes	Yes	Yes
Grid POV	Yes	No	No	No
Data Security [1]	Yes	No	Yes	No
Email Links	Yes	Yes	Yes	Yes

[1]Data source security is applied.

Interacting with Documents

In Financial Reporting, use the Viewer to change the user POV for reports and books.

Enabling Viewing

Note: Acrobat Reader must be installed to view PDF files in EPM Workspace,

➤ To view PDF reports in EPM Workspaceusing Microsoft Internet Explorer:

1   Open Microsoft Internet Explorer.

2   Select **Tools**, and then **Internet Options**.

3   In **Internet Options**, select the **General** tab, and then, in **Browsing History**, select **Settings**.

4   In **Settings, Check for newer versions of stored pages**, select **Every time I visit the web page**.

5   Click **OK** twice.

➤ To set Adobe Reader using Firefox.

1   Open Adobe Reader.

2   At the top of the Adobe Reader window, click the Edit menu, and then select **Preferences**.

3   In the left pane of the Preferences window, select the **Internet** section.

4   Clear **Display PDF in browser**.

Previewing Financial Reporting Reports and Books

You can view a selected report or book in PDF Preview or HTML Preview. Right-click a report or book, select **Open In**, and then select your preference (PDF Preview or HTML Preview) for Reports or Books, or Complete Book in PDF for Books.

Logging On to Database Connections

You must be defined as a user, with a user name and password, in the data source that your report is using. For example, if you want to view a report that uses Essbase as a data source, you must log on to the database connection with a user account defined in Essbase.

Logging on usually occurs automatically. However, if you are not registered in the database, you are prompted to log on through the **Database Connection Properties** dialog box, which displays the database connection name assigned by the report designer.

Ask your administrator for a user name and password.

➤ To log on to a database connection:

1   In **Database Connection Properties**, enter your user name and password.

2   Click **OK**.

Viewing Reports

Viewing Reports in EPM Workspace

If the report contains dimensions on the user POV, they are displayed above the report or book. Setting dimensions on the user POV enables modification of the dimensions, which results in a modified POV and requires regeneration of the report or book.

Note: In the repository, you can display the current user POV settings page before reports or books are run. Current user POV settings can be edited after reports or books are run.

Reports viewed in PDF are generated using the user POV and output in PDF. Reports with multiple page members are generated for all page members and displayed in Acrobat Reader in EPM Workspace. HTML reports are generated using the user POV.

➤ To view a report:

1   Select **Explore**.

2   Select **File**, then **Open**, and then **Document.**

3   Select a report or book.

   Note: The file opens in PDF or HTML, as set in **Preferences**.

   Tip: You can also right-click the report or book in the repository, select **Open in**, then **HTML Preview**, **PDF Preview**, or **Complete Book in PDF**.

4   **Optional**: If the **Preview User POV Settings** dialog box is displayed, change the settings, and then click **OK**.

   If the page is displayed, User Point of View is selected in **Preferences** for Financial Reporting.

5   On the POV bar at the top of the report, select a dimension to invoke member selection. Select another member, and then click **OK**.

   The report content changes to reflect the POV change.

6   Select **View**, and then **Preview User Point of View.**

7   In Preview User Point of View, click **Select** to change dimension selections.

8   In Member Selection, select another member, and then click **OK.**

   The report is refreshed.

Viewing Reports in Oracle General Ledger

If the report contains dimensions on the user POV, they are displayed above the report or book or in the Point of View panel. Setting dimensions on the user POV enables modification of the dimensions, which results in a modified POV and requires regeneration of the report or book.

Note: In the BI Catalog, you can display the current user POV settings page before reports or books are run. Current user POV settings can be edited after reports or books are run.

Reports viewed in PDF are generated using the user POV and output in PDF. Reports with multiple page members are generated for all page members and displayed in Acrobat Reader. HTML reports are generated using the user POV.

➤ To view a report:

1   Perform an action:

   ● In Oracle General Ledger, highlight a report, select **HTML** or **PDF**, and then proceed to Step 4.

   ● In EPM Workspace, click **Open Workspace**. and then proceed to Step 2.

2   Select **Navigate**, then **Open**, and then **BI Catalog**.

3   In **BI Catalog**, select a report or book that has prompts, and then click **Open.**

     The file opens in PDF or HTML depending on how it was set in **Preferences**

4   Change a User POV or Grid POV by double-clicking on the POV.

     When the User POV Settings page is displayed, you can change the settings or accept the default.

5   Click **OK**.

6   To refresh the report with a different User Point of View, select **View** , and then **Preview User Point of View**.

7   In **Preview User Point of View**, click **Select** to change one or more dimension selections.

8   In **Member Selection**, select another member, and then click **OK.**

     The report is refreshed.

Printing Reports and Books

You can print any type of report or book. For dynamic reports and books, data is refreshed. For snapshot reports and snapshot books, data is not refreshed.

➤ To print a report:

1   From EPM Workspace repository, right-click a report, then select **Open In**, and then **PDF Preview**.

2 Click the Print icon on the Acrobat Reader Control, then set your print preferences in the **Print** dialog box.

The PDF output is fully formatted for end-user use.

➤ To print a book:

1 From EPM Workspace repository, right-click a book and select **Complete Book in PDF** to create a PDF of the entire book, including all reports.

Respond to prompts and modify, as needed.

> **Note:** When a book contains HTML content and you select "Complete Book in PDF", the rendered and printed book will not include HTML content.

2 In Acrobat Reader, click the Print icon, and then select preferences in the **Print** dialog box.

➤ To print a report from a book:
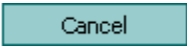
1 From table of contents view, click a report in the book.

2 In Acrobat Reader, click the Print icon, and then select preferences in the **Print** dialog box.

Selecting Members

For reports, member selection is used to retrieve data and to determine how many members are displayed. You can also search for specific members.

Member selection tasks:

Table 4 Items from the Member Selection Web Page

Item	Description
Cancel	Cancels changes made to the **Member Selection** dialog box
Find button	Used to select the type of search. A member can be searched for and displayed as the name of the member, the description or name in the alias table, and the name of the member and description/alias from a particular table. To search, click Find.
Find text box	Enter search criteria (not case sensitive)
🔍	Displays members that match the search criteria
Use Wildcards	Enables use of wildcards in the Find text box (selected by default) ● ? for one character ● * for multiple characters **Note:** If search criteria includes a space, enclose the search phrase in double quotation marks. For example, *IC Offset* is "*IC Offset*". If the "*" wildcard is at the end only, for example, IC Offset*, quotation marks are not required.

Item	Description
Rows Per Page	Specifies the rows per page displayed on the member list (default is 20). If the number of members exceeds the number of rows, use buttons on the Edit Member Selection header to scroll through the rows: ⊗ Next Page ⊗ Previous Page
🖼	Displays member properties
⊞	Expands all row members of the hierarchy down to the child level
⊟	Collapses all rows

Selecting Members for User POVs

You can use the **Member Selection** dialog box to select members for reports and books. Using selected dimensions, you can locate members and run reports or books for them.

➤ To select a member for the user POV:

1 Open a report or book that contains a user POV.

2 Click a dimension or member link. **Member Selection** is displayed.

3 Click + to display children.

4 Select a member, then click **OK**.

   The reports runs for the member. Note that report content reflects the POV change.

Finding Members

From the Member Selection page, for the user POV, you can find and select members.

➤ To find a member:

1 From the **Find** list, select criteria.

   The search-options list is based on the report data source.

2 In **Find**, enter complete or partial text. You can use partial text with * or ? wildcard symbols. **Use Wildcards** is selected by default.

   Use double quotation marks to search for members containing spaces.

3 Click **Find** to display search results.

4 Select a member, and then click **OK**.

Changing Page Members

You can change a page member only if, during report design, multiple members are assigned to the page axis of a grid. In HTML reports, you change a page member to see different report views. After you change a page member, the report is refreshed and populated with the new page member.

➤ To change a page member:

1 Open a report with page axis members in a gird.

2 From **Page**, select a member.

The report is run, and data is displayed for the selected member.

Note: In a PDF, data for page members is displayed on different pages.

Changing Members for Grid POVs

Grids on reports can have dimensions on the grid POV. You can use the default member for each dimension or select a new member to run for a report.

➤ To change a member on the grid POV:

1 Open an HTML report that displays a grid POV.

2 Click a dimension or member link.

3 If you are using Oracle General Ledger, from the catalog, open an HTML report that displays a grid POV, and the click a dimension or member link.

4 In **Member Selection**, select a member, and then click **OK**.

The report runs for the selected member.

Viewing Snapshots

Subtopics

● Viewing Snapshots in EPM Workspace
● Viewing Snapshots in Oracle General Ledger

Viewing Snapshots in EPM Workspace

Snapshots are similar to reports, except that they contain data for a specific time and do not retrieve data dynamically. Therefore, data-level security from the data source is not respected.

You can view snapshots in HTML or PDF.

1 From EPM Workspace repository, select **Explore**, then **View**, then **Display Items of Type**, then **Oracle**, and then **Financial Reporting Snapshot Book** or **Financial Reporting Snapshot Report**.

2 Right-click the snapshot report, select **Open In**, and thenselect **HTML Preview** or **PDF Preview**.

Viewing Snapshots in Oracle General Ledger

Snapshots are similar to reports, except that they contain data for a specific time and do not retrieve data dynamically. Therefore, data-level security from the data source is not respected.

➤ To view a snapshot:

1 In,Oracle General Ledger, highlight a snapshot report, and then click the **HTML** or **PDF** button within the book row.

2 Right-click a snapshot report, select **Open In**, and then select **HTML Preview** or **PDF Preview**.

Viewing Books

Subtopics

- Viewing Books in EPM Workspace
- Viewing Books in Oracle General Ledger

Viewing Books in EPM Workspace

You can view books in HTML or PDF. In PDF, you can view the entire book or individual reports in the book. When you select a report name, the report is generated for all member combinations specified in the book. You can add reports to books and modify members.

You can preview the user POV before running books. When you view books, the user POV and Tables of Contents are displayed. The user POV specifies members for dimensions not defined on report grids. You can change the user POV members and then run the book to display new-member data.

Use the table of contents to locate reports that you want to view and to set options.

Note: The time required to generate and display books varies, depending on book size. You can cancel books anytime.

➤ To view a book:

1 From the list of files in EPM Workspace repository, select **View**, then **Display Items of Type**, then **Oracle**, and then **Book**.

2 Right-click the book, select **Open In**, and then **HTML Preview** or **PDF Preview**.

When a book contains HTML content and you select "Complete Book in PDF," the rendered and printed book will not include HTML content. This is expected behavior.

3 **Optional:** If the Current User POV Settings page is displayed, change the settings, and then click **OK**.

   If the page is displayed, **User Point of View** is selected in the **Preferences** dialog box for Financial Reporting.

4 **Optional:** Modify the User POV from the book table of contents page, and view the report for the new POV.

5 To view a specific document, highlight the document, and then click **Show Report**.

Viewing Books in Oracle General Ledger

You can view books in HTML or PDF. In PDF, you can view the entire book or individual reports in the book. When you select a report name, the report is generated for all member combinations specified in the book. You can add reports to books and modify members.

You can preview the user POV before running books. When you view books, the user POV and Tables of Contents are displayed. The user POV specifies members for dimensions not defined on report grids. You can change the user POV members and then run the book to display new-member data.

Use the table of contents to locate reports that you want to view and to set options.

Note: The time required to generate and display books varies, depending on book size. You can cancel books anytime.

➤ To view a book:

1 In Oracle General Ledger, highlight a book and click the **HTML** or **PDF** button within the book row.

2 **Optional:** Modify the user POV, from the book table of contents page, and view the report for the new POV.

3 To view a specific document, highlight the document, and then click **Show Report**.

Viewing Snapshot Books

Subtopics

● Viewing Snapshot Books in EPM Workspace
● Viewing Snapshot Books in Oracle General Ledger

Viewing Snapshot Books in EPM Workspace

You can view snapshot books in HTML or PDF. When you view snapshot books in PDF, you can view the entire snapshot book or individual snapshot reports.

When you view snapshot books, tables of contents are displayed. You use tables of contents to locate snapshot reports that you want to view and to set options.

➤ To view a snapshot book:

1 From the repository, select **View**, then **Display Items of Type**, then **Oracle**, and then **Snapshot Book**.

2 Right-click a snapshot book, then select **Open In**, and then select **HTML Preview** or **PDF Preview.**

3 **Optional:** From the table of contents page, modify the user POV and run the report for the new POV.

4 In **Book Table of Contents**, review the list of reports and locate the report with the preferred members.

5 Do one of the following:

   ● For HTML snapshot books, click **File**, then **Open In**, and then **HTML Preview**.

   ● For PDF snapshot books, click **File**, then **Open In**, and then **PDF Preview** to view individual snapshot reports, or click **File**, then **Open In**, and then **Complete Book in PDF** to view the entire snapshot book.

   Note: When a book contains HTML content and you select Complete Book in PDF, the rendered and printed book does not include HTML content. This is expected behavior.

Viewing Snapshot Books in Oracle General Ledger

You can view snapshot books in HTML or PDF. When you view snapshot books in PDF, you can view the entire snapshot book or individual snapshot reports.

When you view snapshot books, tables of contents are displayed. You use tables of contents to locate snapshot reports that you want to view and to set options.

➤ To view a snapshot book:

1 In Oracle General Ledger, highlight a book, and then click the **HTML** or **PDF** button within the book row.

   The Book Table of Contents is displayed.

2 **Optional:** From the table of content page, modify the user POV and run the report for the new POV.

3 To view a report from the table of contents list, select the option button, and then click **Show Report.**

8

Designing Documents for Financial Reporting Batches and Books

In This Chapter

About Designing Documents

For the Financial Reporting module, you can define and save books and batches using the EPM Workspace new document wizard and copying and deleting books or batches in the repository. Deleting a book or batch requires file permissions to the book or batch.

Batches

By default, only the scheduling user is assigned access rights to snapshots and snapshot books in the repository. If you have file permissions to a batch, you can run every report in the batch when scheduled. The scheduling user can assign file permissions to other users and groups at the time of scheduling.

Scheduled batches have a scheduled batch POV (Point of View) that you can modify while scheduling. You can also specify prompt information for the batch. The POV and prompt information provides values for the POV and prompts specified for each book and report contained in the batch. You can schedule batches to be processed immediately or in the future.

Books

Reports or snapshot reports created in Reporting Studio and other artifacts located in the repository such as text, HTML, PDF files and Microsoft PowerPoint, Excel, and Word files, as well as URLs, can be assembled into a book, enabling you to generate their output in one session from EPM Workspace. You can configure books to generate several versions of a report and different member selections. When a book containing those reports runs, all included reports are run at once. You can print or view the reports contained in the book individually or as a book.

Two types of books can be defined and saved to the repository:

- **Books**—Comprised of reports and snapshot reports and other artifacts such as text and PDF files and Microsoft PowerPoint, Excel, and Word files. When you run a book, the report data is dynamically retrieved from the database; the snapshot data remains static.

- **Snapshot Books**—A book saved as a snapshot book. The data contained in the reports, as well as a table of contents, is created when you save a book. Whenever a snapshot book is viewed, data-level security does not apply; data-level security is applied when the snapshot book is created and is based upon the data-level security that is set for the user who saved the snapshot book.

A book contains a book POV, which is a combination of all dimensions in the user POVs for each report in the book. Dimensions that are not defined in a report, default to the user POV member, and the dimensions are displayed in the book POV of the Book Editor. You can also select the user POV as a member on the book POV, allowing you to modify the parameters, because they are no longer stored in the book definition.

The member selected for a dimension in the book POV is used in each report referencing the book POV for that dimension. The data sources in the POV match the data sources used by the reports in the book.

Note: When a book is scheduled as part of a batch, the dimension referring to the user POV are controlled by the scheduled batch POV.

Tasks that can be performed with books and snapshot books:

- Use batches to group and process sets of books

- Email links to the books or snapshot books

- Change a book's data source

- Delete books or snapshot books

- Import books and snapshot books from a file system outside of the repository

- Export books and snapshot books

- Perform advanced member selection capabilities such as member functions for Children and Descendants, and lists

Creating Books

Subtopics

- About Creating Books
- Considerations When Creating Books
- Creating Books in EPM Workspace
- Creating Books in Oracle General Ledger
- Book Output
- Adding a Report to a Book
- Using Microsoft Word Documents in Books
- Customizing the Table of Contents
- Generating Books Through the Batch Scheduler
- Previewing Books

About Creating Books

Books are created, edited, and saved in EPM Workspace. You must have Report Designer or Global Administrator roles to create a book.

A book can include:

- Financial Reporting documents

- Dynamic reports

- Snapshot reports

- Heading text

- URL links

   URLs can be copied from a browser, or Oracle Business Intelligence Enterprise Edition and Oracle Universal Content Management servers.

- Third-party documents

   ❍ Microsoft Word, including:

- ❑ Embedded Financial Reporting reports using the `FRExecute` function. See "FRExecute" on page 59 for information.

- ❑ Smart View queries

- ○ Microsoft Excel

- ○ Microsoft PowerPoint

- ○ PDF files

- ○ HTML files

- ○ Text (.txt) documents

Third-party documents are listed in the table of contents and are launched like Financial Reporting documents. They are also included in a PDF file when opening a book with "Complete Book in PDF."

Considerations When Creating Books

When creating a book, keep in mind the following points:

- HTML documents inserted into a book are not supported in PDF output due to limitations in rendering charts, images, and `FRExecute` results. Use Word documents instead of HTML in this case.

- Book search works for special characters except in text surrounded by angle brackets, such as "<123>." You can search separately for character "<", ">", or "123".

- When you save a book as a snapshot book, expansions are removed.

- Related content in Financial Reporting reports can be included in book output and are available in HTML books. See "Behavior of Related Content in Books" on page 68.

- With the exception of URLs, files must reside in the repository to select them for a book.

- Financial Reporting supports Public Sector Planning and Budgeting with the ability to produce a Budget Book containing Financial Reporting reports and textual data in PDF format or deployable HTML website. See "Using Books in Public Sector Planning and Budgeting" on page 76.

Creating Books in EPM Workspace

➤ To create a book:

1 In EPM Workspace, select **File**, then **New**, and then **Document.**

2 In the **Select a Task** wizard, select **Collect reports into a book**, and then click **Next.**

3 In **Step 2: Select Files**, select reports and other artifacts from folders, and then click ⨠ .

4 **Optional:** To remove a report from the book, select the report, and then click ⨞ . To remove all reports from the book, click ⨢ .

If you move, delete, or rename a report or other artifacts in the repository, they are removed from the book the next time the book is opened. You must add those artifacts again if you want to include them in the book.

5   When completed, click **Finish** to open the **Book Editor.**

To display dimensions in the table of contents, in the Book Editor, select the dimension name. Then, in the bottom panel, select **Display**.

6   **Optional:** Add or change members selections for the book POV:

    a.   In the **Name** column, double-click the dimension to display **Member Selection**.

    b.   Select the members, and then click **OK**.

7   **Optional:** Copy report member selections from one report to another in the **Book Editor:**

    a.   Highlight the report containing the members to copy.

    b.   Select **Edit**, then **Copy Member Selection to**, and then select a report.

Member selections are copied only between reports having the same dimensions on the User Point of View.

8   Select **File**, and then **Save**.

Creating Books in Oracle General Ledger

➤   To create a book:

1   From the Oracle General Ledger Inquiry and Reporting module, click **Open Workspace**.

2   From the menu bar, select **Navigate**, then **Applications**, and then **BI Catalog**.

3   From the menu bar, select **File**, then **New**, and then **Book**.

4   In the **New Book** tab, right-click and select **Insert Document**.

5   In the **Available Items** area, select reports and other artifacts from folders, and then click **Move** to move them to the **Selected Items** area.

6   **Optional:** To remove an artifact from the **Selected Items** area, select the artifact, and then click **Remove**. To remove all reports from the book, click **Remove All**.

If you move, delete, or rename a report or other artifacts in the repository, they are removed from the book the next time the book is opened. Those artifacts must be added again if you wish to include them in the book.

7   When completed, click **OK** to open the **Book Editor.**

To display dimensions in the table of contents, select the dimension name in the Book Editor and select **Edit**, then **Table of Contents**, then **Show Member**. The **Display/Hide** column of the Book Editor indicates whether the member name is hidden or displayed.

8   **Optional:** Add or change members selections for the book POV:

    a.   In the **Name** column, double-click the dimension to display **Member Selection.**

    b.   Select the members. and then click **OK**.

9 **Optional:** Copy report member selections from one report to another in the **Book Editor:**

    a.   Highlight the report containing the members to copy.

    b.   Select **Edit**, then **Copy Member Selection to**, and then select a report.

Member selections are only copied between reports having the same dimensions on the User Point of View.

10 Select **File**, and then **Save**.

Book Output

Book output has the following features for PDF and HTML:

- You can define a book with sections and subsections with a table of contents

- HTML only: You can use templates for layout and page customization.

  See "Managing Book HTML Output Layout" in the *Oracle Hyperion Financial Reporting Administrator's Guide.*

- You can add third-party documents to books through Oracle Universal Content Management and Oracle BI EE.

Adding a Report to a Book

When adding a report to a book, the report may contain prompts for member selection. Prompts are defined when the book is run. Also, when adding a report to a book, dimensions from the book POV can be set to multiple members. When the book is run, the report iterates over each member. For example, if North, South, East, West, Actual, and Budget are selected, the book contains eight versions of this report (Actual for N, S, E, W, Budget for N, S, E, W).

You can collate the printed output by member selection if the same member selections are used for all reports in the book. Doing so enables, for example, all the reports for East or Budget to be grouped. Collating by member selection is not available if any of these conditions exist:

- Chapters are indented

- Book contains external content that has book member selections that do not match the member selections of other chapters

You can copy member selections between reports if they use the same data source. This eliminates selecting shared members multiple times.

Using Microsoft Word Documents in Books

When you use Microsoft Word documents in books:

- You can insert links to a report or any files located in the repository.

- In EPM Workspace, you can insert links to third-party documents through Oracle Universal Content Management using Microsoft Word's Hyperlink option. See "Creating Hyperlinks in Microsoft Word" on page 61. (This does not apply to Oracle Fusion General Ledger

- You can insert Financial Reporting reports using the `FRExecute` function. See "FRExecute" on page 59.

- You can use all the formatting features included in the Word product.

Customizing the Table of Contents

A table of contents, with headings and subheadings as in a tree structure, is created for the documents compiled in the book. You can add content within this hierarchy, move or delete content, and format the layout. You can change the heading structure by increasing or decreasing the indent. You can copy member selections to other reports in the book.

A table of contents is created for the book. You can collate the reports within the printed table of contents by report or by member selection. For example, you can create the following two books:

Book 1 Balance Sheet (New York, Boston), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

Book 2 Balance Sheet (Actual, Budget), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

If you collate reports in printed books by report, the first report for each set of member selections is run, and then the second report for each set of member selections is run. The following book is generated:

```
Book1 Table of Contents

Balance Sheet

 New York, Q1

 New York, Q2

 Boston, Q1

 Boston, Q2

 Cash Flows

 New York, Q1

 New York, Q2

 Boston, Q1

 Boston, Q2
```

If you collate reports in printed books by member selections, each report for the member selection is run. The following book is created:

```
Book1 Table of Contents

Balance Sheet

 New York, Q1
```

```
Cash Flows

New York, Q1

Balance Sheet

New York, Q2

Cash Flows

New York, Q2

Balance Sheet

Boston, Q1

Cash Flows

Boston, Q1

Balance Sheet

Boston, Q2

Cash Flows

Boston, Q2
```

Generating Books Through the Batch Scheduler

When generating books through the batch scheduler, you can generate books in PDF output or for static HTML website output. The HTML website supports built-in search capability as well as the ability to use templates for layout and page customization. See "Managing Book HTML Output Layout" in the Financial Reporting Workspace Administrator's Guide.

Previewing Books

You can preview a book in EPM Workspace as HTML or PDF, where an interactive table of contents is displayed and the books document can be launched.

In addition, you can preview a book as "Complete Book in PDF," where all book content is compiled into one PDF file with a table of contents.

Modifying and Selecting Members

Subtopics

- About Modifying and Selecting Members
- Adding Column Heading to the Left Panel of the Members Tab
- Viewing a Hierarchy Other Than the One That is Displayed
- Viewing the Member Selection Dialog Box from the Oracle General Ledger Inquiry and Reporting Module
- Available Area in Member Selection
- Assigning Special Members
- Prompt Details
- Selecting the User Point of View as a Member in the Book Point of View
- Assigning Members Using Functions
- Selecting Multiple Members Based on Criteria
- Searching for Members
- Previewing Selected Members

About Modifying and Selecting Members

When working with books in the Book Editor, you can modify and select members for the book point of view. You can select members, create and save member lists, and select functions that dynamically retrieve members from the database connection.

Adding Column Heading to the Left Panel of the Members Tab

➤ To add column headings to the left panel of the Members tab display:

1   Select **Show Properties**,

2   Select the column name.

Viewing a Hierarchy Other Than the One That is Displayed

➤ To view a hierarchy other than the one that is displayed:

1   Click a hierarchical dimension in the **Available** area of the **Members** tab.

2   Click the **Hierarchy** drop-down list, and then select the hierarchy.

3   Click **OK**.

> **Note:**   In EPM Workspace. the properties below the Available area are displayed only if you are reporting on Financial Management Organization by Period for the Entity dimension. Both the parent and the entities that belong to the parent are displayed.

Viewing the Member Selection Dialog Box from the Oracle General Ledger Inquiry and Reporting Module

1 Select **Open Workspace**.

2 From the menu bar, select **Navigate**, then **Applications**, and then **BI Catalog**.

3 Highlight a book containing a Book POV, then select **More**, and then **Open in Editor**.

4 In the Book Editor, select a member that has a Book POV listed in the **Member Selection** column.

Available Area in Member Selection

Member Selection has three navigational tabs: Members, Lists, and Functions. In the left panel, you can show individual members, member lists, and functions that dynamically select members.

Table 5 Tabs in Member Selection

Tab	Description
Members	Shows members that are associated with the selected dimension. By default, the members for a dimension are shown in tree view, which is a hierarchal view of the members of the specified dimension. You can also show the members in a flat list. By default, the tree view shows only the top-level member. You can expand the top-level member to see its descendents.
Lists	Shows member lists used to perform a query or to select members for your report. The type of lists are based on the database connection. Member lists can be: ● **System Lists**—Predefined in the database when you create user lists; you can include members, member lists, and functions. System lists are available when using Essbase, Oracle Hyperion Planning, or Oracle Hyperion Financial Management as database connections. ● **User Lists**—Lists created by you. When you select print preview or web preview, the members in the user-defined list are displayed in the order that you specified during list creation. User lists can be created when using Oracle Essbase as a database connection. ● **Dynamic Lists**—Predefined lists that are used with the `DynamicMemberList` function. Dynamic lists are available only when using Financial Management as a database connection.
Functions	Specify which functions to use when selecting members for a report or adding members to member lists. Functions enable you to retrieve members and related members from a database connection. You can specify one or more functions and edit the function parameters. See the *Oracle Hyperion Financial Reporting Studio User's Guide*.

Assigning Special Members

Use the **Select Members** dialog box to select these special members:

● **Prompt**—Acts like a variable that asks the user to select members. Prompts enable the report writer to filter the dimension members from which the user can select when running the report.

- **Same As**—Creates a column or row member selection with the same member selection setting as another column or row.

- **Current Point of View**—Acts as a variable that employs the POV to specify the member of a particular dimension when the report is run.

- **User Point of View**—Can be selected as a member on the book POV. The parameters can be modified by the user.

Prompt Details

Prompt Details allows you to limit the members that can be selected for a book. For example, to provide only lines of products, In **Member Selection**, select **Prompt for Product** as a member of Product, then in **Prompt Details**, select specific lines of product. The user who runs the report selects from those product lines.

In EPM Workspace, you can also specify an alternate member label, descriptions (for a Financial Management database connection), aliases (for Analytic Services or Planning database connections).

➤ To set up a report prompt for members:

1 In **Member Selection**, select the **Members** tab, then **Prompt for**, and then click **OK**.

2 **Optional:** To limit the prompt selection to specific default members, or a list of members, or both, do one of the following:

- If the member name is known, enter the member name in **Default Member** or click the **Default Member** search button. If multiple members are provided for the prompt, members must be separated by commas.

  If you leave **Default Member** blank, the **Respond to Prompts**dialog box does not display a default member when a user runs the report. The user must specify a member rather than accept a default.

- If the list of members is known, click the **Choices List** button to select a list of members. If multiple member lists are provided for the prompt, member lists must be separated by commas.

3 From **Member Labels in Prompt**, select the kinds of labels to be displayed in the **Respond to Prompts** dialog box when you run the report.

  If the database connection is Analytic Services or Planning, select **Member**, **Alias**, or **Member - Alias**.

4 Click **OK**.

Selecting the User Point of View as a Member in the Book Point of View

Subtopics

Selecting the User Point of View as a Member in the Book Point of View in EPM Workspace

When a report is added to a book, the dimensions that are on the user POV in the report definitions are applied to the book POV. Members on the book POV default to the user POV in the Book Editor.

➤ To select the user POV as a member in the book POV in EPM Workspace:

1   From EPM Workspace, right-click a book, then select **Open In**, and then **Editor**.

2   In the book **POV View** pane, click a dimension.

3   In **Member Selection**, select **User Point of View for**, and the click **OK**.

Selecting the User Point of View as a Member in the Book Point of View in General Ledger

When a report is added to a book, the dimensions that are on the user POV in the report definitions are applied to the book POV. Members on the book POV default to the user POV in the Book Editor.

➤ To select the user POV as a member in the book POV in Oracle General Ledger:

1   From the Oracle General Ledger tasks bar, select **Launch Workspace.**

2   In EPM Workspace, select **Navigate**, then **Applications**, and then **BI Catalog**.

3   From the catalog, right-click a book, and then select **Open in Editor.**

4   In the book **POV View** pane, click a dimension.

5   In **Member Selection**, select **User Point of View for**, and then click **OK**.

Assigning Members Using Functions

You can use functions and edit their parameters to select members dynamically.

For information on using and editing function parameters, see the *Oracle Hyperion Financial Reporting Studio User's Guide*.

Selecting Multiple Members Based on Criteria

You can select members based on criteria. You define criteria by creating expressions of members, Boolean operations, and commands.

Boolean operators enable you to specify precise member combinations for the report, useful with large volumes of data. Use the AND, OR, UNION, and NOT Boolean operators, combined with expression commands, to refine your member selections.

➤ To select multiple members based on criteria:

1 In **Member Selection**, in the **Selected** area, click **Show Advanced Options**. ![icon] .

   At least two members must be displayed in the **Selected** area before you can create criteria.

2 Build expressions by using one or more of the following operators and symbols:

   - Select the **Not** Boolean operator to build the expression. **Not** is the inverse of the selected condition.

   - Enter a left parenthesis, "(", to add an opening character to the expression.

   - Enter a right parenthesis, ")", to add a closing character to the expression.

   - Click in the **Operator** column, and then select:

     ❍ **AND**—When all conditions must be met

     ❍ **OR**—When one condition of several must be met

     ❍ **UNION**—To combine the data

     You must use double parentheses if you are using three members. For example, if you selected descendants of Market, and you want to exclude East, West, and South, your advanced member selection query should be: Descendants of Market AND NOT (East AND NOT (West AND NOT SOUTH))

3 Click **OK**.

Searching for Members

You can search for members to edit. You can search using a text string or property (that is, name and description). You can use a blank space as a separator to perform simultaneous searches. To search a string for an exact match, including blank spaces, enclose the string in quotation marks.

If you are searching for a list or function, you must activate this function by using the **Find Next** or **Find Previous** button.

Note: For Oracle Hyperion Financial Management in EPM Workspace, when you search for an entity, you must search on parent entity (for example. D62VIELO.D62475LO). When you search just the entity, you need to precede the entity with a wildcard, (for example, *D62475LO).

Table 6 Search Options

Option	Description
Find	Enter the characters for the search, or select a saved search criteria string from the list. The search string can be a partial search string, one word, or multiple words.
🔍	Click to display the members matching the search criteria.
Use Wildcards	Enter the **Find** text with wildcard symbols (* and ?) to search for members. By default, Use Wildcards is displayed. ● Use ? to represent a single character search. ● Use * to represent a multiple character search. **Note:** If the search text includes a space, enclose the text in quotation marks. For example, *IC Offset* should be "*IC Offset*". If the location of the "*" wildcard is at the end only, for example IC Offset*, then you do not need to enclose the phrase in quotation marks.
🔍	In the List or Functions tab, highlights the previous item matching the search criteria.
🔍	In the List or Functions tab, highlights the next item that matches the search criteria.

➤ To search for members:

1   In any tab on the **Member Selection** dialog box, enter text in the **Find** text box.

   The wildcard option is enabled.

2   Do one of the following, and the click **OK:**

   ● If you are searching in the **Members** tab, click **Find** 🔍 .

   ● If you are searching in the **Lists** or **Functions** tab, click **Find Next** 🔍 or **Find Previous** 🔍.

3   If matches are found, the **Search Result** dialog box presents the list. Select the items you want to add to your member selection, and then click **OK**.

Previewing Selected Members

You can preview the selected members. Members can include a list or function result from evaluated member lists or functions, if applicable.

➤ To preview members:

1   Navigate to **Member Selection**.

2   In the right panel, click **Preview Selection** 📊 .

FRExecute

`FRExecute` embeds a Financial Reporting report or report section into Microsoft Word and HTML documents. You can include a report, a report type (dynamic or snapshot), or specify selected areas in the report such as a grid, chart, page, text box, text area, or cell.

Syntax:

FRExecute(*ReportPath*[Type={1,2};*ComponentType*={1,2};*ComponentName*={Grid 1,Grid2,Chart1,Chart2,Chart3};Page={1,2,..;.}*Cell*=FRFormula}

where:

ReportPath is the full path to the report, including the report name.

Type1 is a dynamic report and `Type2` is a Snapshot report.

ComponentType1 (optional) is a grid and *ComponentType2* (optional) is a chart.

ComponenentName (optional) is the grid or chart name.

Page (optional) is the page number.

Cell (optional) is the date cell formula. The cell syntax is cell=cell[row,col], or cell=[row,col]

- where `row` is a number >=1 referring to the row in Financial Reporting Studio report designer.

- where `col` is a letter >= A referring to the column in Financial Reporting Studio report designer. If a report has more then 26 columns, two letters are used for those columns (for example, AA, AB, AZ, AAA, AAB, and so on).

  Note: You can specify a "sub-tuple" if the design time row evaluates to more then one tuple. For example, if you reference row 2, which has a member selection "Children of Market" resulting in four children (East, West, South, Central), the sum of all four tuples are returned. You can also refer to individual tuples like this: Cell[2(1),A] referring to East/ColA; Cell[2(3),A] referring to South/ColA.

Note: To limit the size of the report, place the `FRExecute` function inside a Microsoft Word text box.

The following example returns the entire report with dynamic values:

`FRExecute(ReportName;Type=1)`

The following example returns page 2 of a dynamic report.

`FRExecute(ReportName;Type=1ComponentType=1'ComponentName=Grid2;Page=2)`

The following example returns a dynamic report with all pages:

`FRExecute(ReportName;Type=1;ComponentName=Grid2)`

The following example returns a data cell on Page 2. If page is not selected, then the first page's data cell is returned.

```
FRExecute(reportFullName; Type=1;
ComponentType=1;ComponentName=Grid2;Page=2; Cell=Cell[2,B])
```

or

```
FRExecute(reportFullName; Type=1;
ComponentType=1;ComponentName=Grid2;Page=2; Cell=[2,B])
```

This example returns a chart on page 2. If page is not selected, then chart1 on all pages are returned.

```
FRExecute(reportFullName; Type=1;
ComponentType=2;ComponentName=Chart1;Page=2)
```

Note: In an HTML document or Word document, "FRExecute" (including lowercase, uppercase or mixed-case letters) is the keyword of the FRExecute command. "FRExecute" cannot be used in file content or as part of the filename.

Note: When applying layout to a Microsoft Word text box containing FRExecute, for Wrapping Style, you can select "Square" and for Horizontal alignment, you must select "Left" or "Right" only.

Considerations When Using FRExecute

- In an HTML document, FRExecute is supported for web page creation. For PDF printing, only Microsoft Word when FRExecute is supported.

- The following eight characters cannot be used in the FRExecute command: ; ( ) & < > " '.

- If FRExecute is in a text box, the result is limited to the designated size of the text box. Scroll bars are displayed if the content is greater than the text box. If FRExecute is added to a Microsoft Word page (not in a text box), the entire result is output, regardless of size.

- If you use the Enter key in FRExecute, the text wraps around at that point.

- Keep FRExecute the same font, size, and color.

- FRExecute can be inserted in any text line position.

- When using the FRExecute function in a text box, do not combine with other text or FRExecute function.

- Using Microsoft Word: When formatting a text box, HTML output supports only left or right alignment.

- When using FRExecute is inserted in other than a Word component (for example, table, image, and so on), the Horizontal Alignment option must be set to Left or Right.

- You can save your document as `*.docx`, `*.htm`, or `*.html`. If your Microsoft Word document contains only text and FRExecute, you can save it as `*html` for increased performance.

- You can add FRExecute to any generic `.html` file (a file that can be used with any file type).

Creating Hyperlinks in Microsoft Word

In a Microsoft Word document, you can insert hyperlinks by copying and pasting the document's URL from:

- Financial Reporting reports or any files located in the Workspace repository
- Any file from Oracle Universal Content Management

When creating a book, all POVs from all reports (reports specified in FRExecute and hyperlinks) are included in the appropriate chapters.

Note: When selecting a `doc` or `html` document containing hyperlinks in Book HTML Preview or PDF Preview, the contents of the hyperlink are not displayed, even if "Include Related Content in HTML Table of Content" is set.

➤ To create hyperlinks in a Microsoft Word document:

1 In EPM Workspace, right-click a Financial Reporting report or file to which you want to apply as a hyperlink, and then select **Properties**.

2 In **Properties**, to the right of the **SmartCut** label, copy the document's URL, and then exit EPM Workspace.

3 Open your Microsoft Word document. To paste the URL, right-click inside the Microsoft Word document where you want the link to display, and then select **Hyperlink**.

4 In **Text to display**, enter the description that you want associated with the link.

5 In **Address**, paste the URL that you previously copied in EPM Workspace and click **OK**.

6 Save the Microsoft Word document as a `.doc` or `.html` file.

Saving the document as an `.html` file provides better performance..

Note: For processing behavior using links, see .

Page with Links and `FRExecute`

Contents¶

¶

Chapter1¶

¶

FRExecute(/hong/report1;·componentType=1;componentName=Grid1;Page=2)¶

¶

This·is·a·test·Microsoft·Word·document.·¶

This·is·a·test·Microsoft·Word·document.¶

This·is·a·test·Microsoft·Word·document.¶

This·is·a·test·Microsoft·Word·document.¶

This·is·a·test·Microsoft·Word·document.¶

This·is·a·test·Microsoft·Word·document.¶

This·is·a·test·Microsoft·Word·document.¶

·Repository·File·Link¶

Chapter2¶

This·is·a·test·Microsoft·Word·document.¶

·FR·Report·Link¶

This·is·a·test·word·document;·this·is·a·test·Microsoft·Word·document;·this·is·a·test·document.·¶

Stellent·IDC·Link¶

FRExecute(/hong/report1;·componentType=1;componentName=Grid1)¶

This·is·a·test·Microsoft·Word·document;·this·is·a·test·document;·this·is·a·test·document.¶

Illustration of Output Containing Links and FRExecute

Saving Books

Subtopics

- Saving Books in EPM Workspace
- Saving Books in Oracle General Ledger

Saving Books in EPM Workspace

You can save books to the repository as a compilation of reports, Microsoft Word documents,

snapshot reports, or reports and snapshot reports. You can replicate an existing book by saving it with the Save As command.

➤ To save a book in EPM Workspace:

1 From EPM Workspace repository, right-click a book and select **Open In**, and then **Editor** to open it in **Book Editor**.

2 Select **File**, and then **Save** or **Save As**.

3 Enter a name and description, select a folder, and then click **Save**.

   The report's data will be dynamic when the book is run.

   You cannot save a book as a snapshot book from within the Book Editor. Instead, to save a snapshot book, run the book, and, while in the **Book Table of Contents** page, select **Files**, and then **Save As**

4 Navigate to the repository to establish file permissions for the book or snapshot book.

Saving Books in Oracle General Ledger

You can save books to the catalog as a compilation of reports, Microsoft Word documents, snapshot reports, or reports and snapshot reports. You can replicate an existing book by saving it with the Save As command.

➤ To save a book in Oracle General Ledger:

1 From the BI Catalog, right-click a book and select **Open in Editor** to open it in **Book Editor**

2 Select **File**, and then **Save** or **Save As**.

3 Enter a name and description, select a folder, and then click **Save**. The report's data will be dynamic when the book is run.

   Note: You cannot save a book as a snapshot book from within the Book Editor. Instead, to save a snapshot book, run the book, and, while in the **Book Table of Contents** page, select **Files**, and then **Save As**.

4 Navigate to the catalog to establish file permissions for the book or snapshot book by right-clicking the book and selecting **Permissions**.

Opening Books and Snapshot Books

Subtopics

About Opening Books and Snapshot Books

After you save a book, you can open it to maintain, print, or preview the book in HTML or PDF format. When you preview a book, a table of contents is displayed with a list of reports in the book. When you preview a snapshot book, the table of contents is displayed as a PDF or HTML file, depending on you preference setting. Snapshot books cannot be changed, but they can be previewed, printed, and viewed.

Opening Books and Snapshot Books in EPM Workspace

➤ To open a book or snapshot book in EPM Workspace:

1   From EPM Workspace repository, navigate to a book or snapshot book and select **File**, and then **Open In**.

2   Select one of the following:

   - **PDF Preview**.

   - **HTML Preview**.

   - **Complete Book in PDF**.

   The Content area displays the book table of contents, and the tab at the bottom of the browser displays the book name and View (for example, Test Book -View). The report, snapshot, or member name is displayed on every row for which it applies in the book table of contents.

3   Select a report or snapshot in the book table of contents, and then click **Show Report**.

   The report or snapshot is displayed in the Content area in HTML or PDF format, with the Report Name and POV in the tab description.

4   Select **File**, then **Close**, and then **Current**.

Opening Books and Snapshot Books in Oracle General Ledger

➤ To open a book or snapshot book in Oracle General Ledger:

1   From the BI Catalog, select a book.

2   Click **Open** to open in HTM; or, to open in PDF, click **More**, then **Open in PDF**.

The Content area displays the book table of contents, and the tab at the bottom of the browser displays the book name and View (for example, Test Book -View). The report, snapshot, or member name is displayed on every row for which it applies in the book table of contents.

3   Select a report or snapshot in the book table of contents, and then click **Show Report**.

The report or snapshot is displayed in the Content area in HTML or PDF format, with the Report Name and POV in the tab description.

4   Select **File**, then **Close**, and then **Current**.

Renaming Books and Snapshot Books

➤ To rename a book or snapshot book in EPM Workspace:

1   In Explore, right-click the book, and then select **Rename**.

2   Enter a name, and then click **Save**.

Previewing and Printing Books and Snapshot Books

You can preview books and snapshot books in PDF or HTML before printing. From the book table of contents, you can select individual reports within a book to preview as PDF or HTML or view the entire book with all of the reports in PDF.

You can also print an entire book or snapshot book or print individual reports in a book or a snapshot book. When you print a book, the data is retrieved for the reports in the book and the book is printed. When you print a snapshot book, the data has already been saved in the reports when you save the book as a snapshot book.

Before running a book, you can preview the user Point of View and make changes. This step allows users to verify that the members on the user POV are appropriate before running the report or book instead of after the output is displayed.

Features of a PDF File Generated From a Book

- Support for PDF and plain text files. When referring to "external content" within books, you can now include Excel, Word, PowerPoint, PDF, and plain text files within books.

- Cell document attachments (for example, Cell Text) that are extracted from a Financial Reporting report (Microsoft Office, PDF, and text files) are included in the PDF output

- Any cell documents associated with an Financial Reporting report display as "sub-items" in the book's table of contents

- PDF bookmarks are shown on the left part of Adobe Reader. With bookmarks, you can jump to any of the book's chapters.

- A table of contents with linked items. When you click on an item in the table of contents, you are presented with the first page of that item

- Consecutive page numbers. Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show consecutive page numbers

    You must select **Consecutive Page Numbers** in the book properties for consecutive page numbering to be in effect. You cannot implement consecutive page numbers for embedded PDF files.

- Total page counts. Similar to consecutive page numbers, Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show a consistent total page count. For example, suppose a report has three pages but the book's contents make 10 pages. If the `<<PageCount()>>` text function is used in the report, it will show 10 instead of three.

- You can customize how plain text files are printed by modifying `FR_TextTemplate.doc`.

Setting Book Properties

Book Setup in the Book Editor enables you set properties for two categories: General, and Table of Contents.

- **General Category**—Provides global book settings. You can set the paper size, set page numbering to consecutive, include the table of contents in page numbering, collate the table of contents based on reports or on member selection, include related content in batch output, specify the starting page number and enable embedded content processing (`FRExecute` and hyperlinks).

- **Table of Contents Category**—You can include the table of contents in printed output, and set the page orientation.

➤ To make changes to the book's General properties:

1 Right-click a book and select **Open In**, and then **Editor**.

2 From the right-side pane list, select **Book Setup**. Under **General**, you can edit these properties:

    - **Paper Size**

    - **Consecutive Page Numbering**

        You must specify page numbering in the header or footer of each report in the book before you can print the page number.

    - **Include Table of Contents in Page Numbering**

    - **Collate Reports By**

    - **Include Related Content in Batch Output**

        When a Book has the Book Setup property set to Include Related Content in Batch Output, and a Complete Book in PDF is generated, all related content links in the resulting PDF are included. The Related Content link objects are shown following the Report from which they were linked. The Related Content link objects are always included in the book table of contents. They are shown as children of the report from which they were linked. If the same object is linked multiple times or from different

reports, the object is only included once and will only appear in the book table of contents once.

- **Starting Page Number**

- **Enable Embedded Content Processing**: Select **Yes** to turn on the processing of Word, HTML and URL objects for `FRExecute` functions and hyperlinks. Select **No** to turn off the processing of Word, HTML and URL objects for `FRExecute` functions and hyperlinks; You would select **No** for books with Microsoft Word objects that do not have any `RExecute` functions or hyperlinks.

- For embedded content processing behavior information, see "Processing Behavior of Hyperlinks and `FRExecute`" on page 69.

➤ To make changes to the book's table of contents properties:

1 Right-click a book and select **Open In**, and then **Editor** to open the Book Editor.

2 From the right-side pane drop-down list, select **Book Setup**. You can edit the following below the **Table of Contents** topic:

- **Include in Printed Output**

  For HTML or PDF Preview, this option does not apply. The book preview always includes the table of contents for the book.

- **Orientation:** Select **Portrait** or **Landscape**

Behavior of Related Content in Books

Additional information about related content when **Include Related Content in Static Book HTML and PDF** in the Book Editor is selected:

- If this property is set to true, when the Static Book HTML output is generated, any related content links found in the Reports in the Book is followed:

  When a Related Content link is followed, the URL in the link is examined.

  ○ If the URL refers to a Report or Snapshot Report that resides in the current repository, that Report is executed, and the results are included in the Static Book HTML output. If the Report is a Snapshot Report, it is loaded from the repository and included. When the Report is executed, the POV of the cell that contained the Related Content link is used, as if you clicked the link.

  ○ If the URL refers to a repository "smart-cut"' to a Report or Snapshot Report in the repository, this is treated in the same way as if the URL linked to a repository object chosen through the **Related Content** dialog box.

  ○ If the URL refers to a repository "smart-cut" to a repository object that is not a Report or Snapshot Report (for example a Word Document, HTML file, or PDF file), the object is retrieved from the repository and included in the Static Book HTML output.

  ○ If the URL refers to a Oracle Universal Content Management document, the document is retrieved and included in the Static Book HTML output.

❍ If the URL refers to an Oracle BI EE document, the Oracle BI EE document is retrieved and included in the Static Book HTML output.

❍ If the URL refers to a URL that is on the list of to-be-followed URLs, the HTML returned from executing the URL is retrieved and included in the Static Book HTML output.

● Cells that have Cell Documents are processed.

❍ If the Cell Document is a physical file, it is included in the Static Book HTML output.

❍ If the Cell Document is a URL, the URL is processed in the same way as if the URL was specified as a Related Content link.

Note: If a cell contains multiple Related Content links on the cell, all Related Content links are processed in the same way. When a cell has multiple links, a standard hyperlink in the HTML document is shown. However, when the user clicks on the hyperlink, a list of available links is displayed.

Processing Behavior of Hyperlinks and `FRExecute`

Microsoft Word links behave similarly to those in related content. In the Book Editor, you can use the option **Include Related Content in HTML Table of Content** at the chapter level to control how hyperlinks are processed in `.doc` or `.html` type chapters.

When using **Enable FRExecute Processing** some dependency exists with **Include Related Content in HTML Table of Content** if the `FRExecute` report contains related content. The following tables describes the expected behavior with hyperlinks and `FRExecute` with related content:

Note: If a `.doc` or `.html` document does not contain `FRExecute` and hyperlinks, the settings are for Enable `FRExecute` Processing and Include in Related Content in HTML table of contents are unnecessary.

Case 1: The **`.doc` or `.html`** document contains **`FRExecute`** with related content and also hyperlinks

Table 7   The .doc and .html document contains `FRExecute` with related content and also hyperlinks

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		● `FRExecute` and its related content ● Hyperlinks
	X			X	● `FRExecute` ● Hyperlinks
		X	X		Jyperlinks

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If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
		X		X	(No processing occurs)

Table 8 The `.doc` and `.html` document contains `FRExecute` with Related Content and no hyperlink

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		`FRExecute` and its related content
	X			X	`FRExecute` but not its related content
		X	X		(No processing occurs)
		X		X	(No processing occurs)

Table 9 The `.doc` and `.html` document contains hyperlinks only

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		Hyperlink
	X			X	(No processing occurs)
		X	X		Hyperlink
		X		X	(No processing occurs)

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content is processed, and hyperlinks are processed.

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content is processed and hyperlinks are processed.

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content is processed and hyperlinks are processed.

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content and hyperlinks are processed.

Editing Book Content and Design

The Book Editor provides options for modifying the book content and output display. The shortcut menu contains the following options:

- **Edit**—Edits URL or Heading text. Enabled when you select a URL or heading text.
- **Delete**—Removes the selected object from the book. Disabled when a member is selected.
- **Move Up**—Moves the selected object up.
- **Move Down**—Moves the selected object down.
- **Increase Indent**—Increases the level of the selected object. This option is disabled when a dimension is selected or when the object is at the last level.
- **Decrease Indent**—Decreases the level of the selected object. This option is disabled when a dimension is selected or when the object is at level 1.
- **Member Selections**—Displays the **Member Selection** dialog box. This option is enabled when a dimension is selected. See "Modifying and Selecting Members" on page 53.
- **Copy Member Selection to**—Copies members from one report to another. Member selections are copied only between reports that have the same dimensions on the User Point of View.
- **Cut**—Marks the selected object for moving. This option is disabled when a member is selected.
- **Paste**—Pastes the marked object. Disabled when a member is selected.

Adding Documents to a Book

In the Book Editor, you can add documents from the repository to a book.

➤ To add document to a book:

1   In the Book Editor, highlight an document in the book.

2   In the **Add Document** topic, located on the right-hand panel, navigate to the document you want to add to the book and click **Add**.

    The document is displayed beneath the artifact you highlighted, but it can be moved to another location.

Note: This option is disabled when a member is selected.

Adding Heading Text to a Book's Table of Contents

In the Book Editor, you can add headings to a book's table of contents.

➤ To add headings to a book's table of contents:

1   In the Book Editor, highlight an artifact in the book.

2   In **Heading Text**, located on the right-hand panel, enter heading text, and then click **Add**.

   The heading text is displayed beneath the artifact you highlighted, but it can be moved.

Note: This option is disabled when a member is selected.

Setting Table of Contents Text

In the Book Editor, the "Display Text" row reflects the text for each artifact entry in the table of contents. The default text in the table of contents is the artifact name or, in the case of a member, the member name. For example, if the artifact in the book is a report, the report name is shown. If the artifact in the book is an external file (for example, a Microsoft Word document), the file name from the repository is shown.

A panel at the bottom of the Book Editor displays the default properties of the book and enables you to change an artifact's textual and processing settings for the table of contents. For example, you can change the selected artifact name to the artifact's description, to customized text, or you can choose to not display any text for the selected artifact. Other properties are read-only.

➤ To set the table of contents text for an artifact:

1   Right-click a book and select **Open In**, then **Editor** to open the Book Editor.

2   In the Book Editor, highlight an artifact and scroll to the bottom panel. Edit the following:

   - **Display**—From the drop-down, if you want the artifact to display in the table of contents, select by **Name** (artifact name), **Description** (as it exists in the repository), or **Custom Text**. To hide the text, select **Do Not Display**.

     If you select **Custom Text**, the **Display Text** field is enabled so you can enter text.

     You can include a Value function in the custom text to insert a member label of a dimension in Custom Text.

     The syntax: `<<value(dimension-name)>>`

     For example: `<<Value(Product)>>` or `<<Value(Year)>>`

     Using the Value function, the book designer can create a cleaner, more streamlined table of contents. For example, the Book can contain two reports that are run for the children of Qtr1. In Custom Text, you can include a `<<Value(Year)>>` function, and then hide

the member selections. In the following example, "Period" and "Year" are added to the Profit & Loss and Balance Sheet reports:

```
Profit and Loss for <<Value(Period)>> <<Value(Year)>> and Balance
Sheet for <<Value(Period)>> <<Value(Year)>>
```
which will change the appearance in the table of contents from (Before):

Profit & Loss Statement
    Jan, 2008 1
Balance Sheet
    Jan, 2008 2

to (After):

      Profit and Loss Statement for Jan 2008 1
Balance Sheet for Jan 2008 2

- **Display Text**—Type the custom text

- **Include Related Content in HTML Table of Contents**—This option is available when you select a report in the Book Editor.

- **Member Selection**—This option is available when you select a member in the Book Editor. To change the member for the Point of View, click the entry field to display the **Preview User Point of View** dialog box, select a member, and then click **OK**.

Note: For processing behavior with FRExecute and hyperlinks, see "Processing Behavior of Hyperlinks and FRExecute" on page 69.

Adding a Cover Page

You can add a cover page to any book. The cover page is displayed before the table of contents when you view the book output as Complete Book in PDF. You can select a PDF file or a Microsoft Word document as the cover page.

Note: The cover page is not displayed when HTML Preview, PDF Preview or static HTML Web Site (EPM Workspace only) is selected as the book output.

➤ To select an artifact as the cover page:

1 Right-click a book, select **Open In**, and then **Editor** to open the Book Editor.

2 Select the PDF file or Microsoft Word file for the cover page from the list of book artifacts, and then navigate to the lower pane containing the object settings.

3 In the Value column, click the arrow in the row for **Cover Page**, and then select **Yes**.

The selected artifact is moved to the top of the book artifacts list and is marked with a star to indicate that it is the cover page.

Adding URLs in Book Editor

URLs can be added to a book from Oracle Universal Content Management, Oracle BI EE, or other general servers. Each method requires a properties file setup to add a URL to a book:

- **For Oracle Universal Content Management Server using the http:// protocol**—The syntax is: `UCMServer=http://<hostname><port><ID>`. For example: `UCMServer=http://localhost:19000`

  Note: fr_book_705

  When using Oracle Universal Content Management, only the http:// protocol requires a property setup. The idc:// protocol does not require a property setup.

- **For OBIEE Server**— The syntax is: `OBIEEServer=http://<hostname>:<port>`. For example: `OBIEEServer=http://localhost:9704`

  Note: For Oracle Universal Content Management and Oracle BI EE, documents protected by Oracle Access Manager cannot be accessed.

- **Syntax For general servers:**
  - `HTTPProxyHost=<hostname>`. For example: `HTTPProxyHost=www-proxy.us.oracle.com`
  - `HTTPProxyPort=<port>`. For example: HTTPProxyPort=80

Note: The user name and password for all data sources must be the same to add URLs to the Book Editor.

Adding URLs from the Oracle BI EE Server

After you have defined the OBIEEServer property setting, you can add the URL to the Book Editor.

➤ To add a URL:

1 In Oracle Business Intelligence Enterprise Edition, copy the URL that you want to add.

2 From EPM Workspace **repository,** right-click a book, then select **Open In**, and then **Editor**.

3 In the Book Editor, highlight an artifact.

4 On the right-side panel, under the **URL** topic, paste or type the URL.

5 Click **Add**. The URL is displayed below the selected artifact.

Note: You can move the URL by clicking the right-click menu and selecting Move Up or Move Down.

Adding General URLs

Once you have defined the HTTPProxyHost and HTTPProxyPort property settings, you can add the URL to the Book Editor.

➤ To add a URL:

1 Copy or make a note of the URL you want to add.

2 From EPM Workspace **repository,** right-click a book, then select **Open In**, and then **Editor**.

3 In the Book Editor, highlight an artifact.

4 On the right-side panel, under the URL topic, paste or type the URL.

5 Click **Add**. The URL is displayed below the selected artifact.

> **Note:** You can move the URL by clicking the right-click menu and selecting Move Up or Move Down.

Adding Oracle Universal Content Management URLs

You can add URLs with two types of Oracle Universal Content Management protocols: `http://` or `idc://`. The protocol that you select determines how the URLs are added:

Note: The protocol `http://` requires that you define the properties HTTPProxyHost and HTTPProxyPort in JConsole. The protocol `idc://` does not require properties setup.

- `http://`—URLs can be pasted into the Document URL field. The **Logon** dialog box is displayed where you enter the Oracle Universal Content Management User ID and Password.
- `idc://`—The Oracle Universal Content Management host name, idc port number, and document ID are typed into the Document URL field. The syntax: `idc:// <hostname>:<port number>.<document ID>`. For example: `idc:// vacorda08.us.oracle.com:4444.DM0000213`

> **Note:** For information locating the host name, port number, and document ID, see "Locating Property Values in Oracle Universal Content Management" on page 75.

Locating Property Values in Oracle Universal Content Management

Before creating a URL in Book Editor by using the `idc://` protocol in Oracle Universal Content Management, you must know the host name, port number, and document ID.

➤ To locate the host name:

1   In the Oracle Universal Content Management navigation pane, select **Administration**, and then **Configuration for idc** to display **Configuration Information for idc**.

2   Under HTTP Server Address, note of host name ending in `.com`. **For example:** `www.oracle.com`.

➤ To locate the idc port number:

1   In the Oracle Universal Content Management navigation pane, select **Administration**, and then **Admin Server**.

2   Click **idc**.

3   From the navigation pane, select **General Configuration**.

4   In Additional Configuration Variables, note the **IntradocServerPort** value. For example:
    `IntradocServerPort=`**4444**

➤ To locate the document ID:

1   The Oracle Universal Content Management server generates an ID for documents uploaded to Oracle Universal Content Management. In the navigation pane, select **Search**.

2   You can search by the title of the original name, the generated ID, Author, or release date.

3   The Search Results displays the matching values.

4   Note the ID. **For example:** `DM000213`.

After gathering your values, you can add them in the Book Editor for a Oracle Universal Content Management URL. For example: `vacorda.us.oracle.com:4444/DM000213`.

Using Books in Public Sector Planning and Budgeting

Federal and state governments require budget books, which summarize the formal, approved budget upon which operations are run for the stated year. Budget books summarize the government's budget data and include details about salary raises, new recruitments, strategic inventions, capital requirements, and other significant expenses. It details the revenue and capital budgets as approved by the Governor or Chief Executive on a specific date for the proposed fiscal year, together with associated financial and operational information. Public Sector Planning and Budgeting includes a set of common reports, created with Financial Reporting, to help create budget books. After the budgeting process is complete, an administrator can publish the book on the internet so it is available for the public, and circulate the book across the management groups, Office of Budget Management, Governor's office, and so on.

Using Public Sector Planning and Budgeting Decision Packages with Financial Reporting

Subtopics

- Decision Package Overview
- Adding Decision Package Reports to Financial Reporting Books

Decision Package Overview

Oracle Hyperion Public Sector Planning and Budgeting decision packages consolidate financial information and supporting justification for a specific action or proposed policy. Decision packages present requests for funding along with narrative justification and supporting information that may be submitted through the review and approval process. For example, Public Safety Improvements could be a municipal decision package that contains budget requests defined by the Fire Department and the Police Department that present the line item costs and total amount involved to fulfill the decision package. For information about decision packages, see the *Oracle Hyperion Public Sector Planning and Budgeting User's Guide*.

Adding Decision Package Reports to Financial Reporting Books

You can add Oracle Hyperion Public Sector Planning and Budgeting decision package reports to Financial Reporting books as URLs. When the book is run, the decision package report is included in the book as a PDF file.

➤ To add decision package reports to Financial Reporting books:

1 In the Book Editor, open the book to which you want to add the decision package report.

2 In **URL**, click **Decision Package**, select the Oracle Hyperion Planning application from the drop down menu, and then click **Add.**

   The **Decision Packages** dialog box is displayed.

3 On **Decision Packages**, locate the decision packages to use in Financial Reporting by performing these tasks: .

   - In **Scenario**, select the scenario of the decision package

   - In **Version**, select the version of the decision package.

   - **Optional:** In **Years**, select the year of the decision package that contains the data to copy.

   - In **Currency**, select the currency of the decision package.

   - Click **Go**.

     The decision packages associated with the scenario, year, and version are displayed.

4 **Optional**: To locate decision packages using attributes as filters, for each attribute under **Decision Package Filters**, enter or specify the attribute information. For example, if you use an attribute called Budget Date to gather the date by which decision packages and their budget requests must be complete and ready for final approval, enter that date.

5   In **Available Decision Packages**, select the decision packages to use in Financial Reporting.

6   Move them to **Selected Decision Packages**.

7   Indicate the kind of decision package data upon which to report and display in the Financial Reporting budget book:

Report	Description
Decision Package Listing	Displays all available decision packages and the budget requests in a decision package. From **Report Type**, select **Detail** to display more information about the decision package and budget requests.
Decision Package Cost by Entity	Displays the total expenses of all decision packages and their budget requests in an entity
Decision Package by Entity	Displays all decision packages in an entity. From **Report Type**, select **Detail** to display more information about the decision package and budget requests such as the justification criteria that explain why decision packages are needed and why the associated budget requests are required for implementation.

8   Click **Save** to save the changes.

Customizing Budget Books – Examples

Administrators can customize the budget book in the following ways:

● Define the table of contents, including the hierarchy of chapters and sub-chapters

● Attach descriptive text, documents, pictures, and hyperlinks

● Insert tables

● Export the book to PDF or HTML format or save it as a snapshot in the repository

● Leverage predefined reports on:

  ❍ Account Line Details – Version Comparison

  ❍ Employment Levels

  ❍ Gap Analysis on Major Expenses

  ❍ Growth Table By Dimension

Administrators can customize the predefined reports to present data in the format that's appropriate for their environment.

Note: If you change the predefined application's dimensions, you must update the reports in the budget book.

Budget Books – The Overall Process

● Define and name book sections and subsections, typically in Microsoft Word or Financial Reporting. Options:

  ❍ Insert user-generated HTML files, PDF files, and Financial Reporting reports as sections

- Edit and upload Word documents into a budget book
- Use Public Sector Planning and Budgeting's predefined reports
- Include Planning reports
- Include links to another Financial Reporting report or HTML file

- Build the table of contents, which can be the left, top, or primary page.

- Add images, internal and network links, URLs, data from the clipboard, and so on.

- Paste or build a dimension hierarchy and assign an owner.

- Include Account members from Public Sector Planning and Budgeting on which users can dynamically drill through.

- Browse for additional information for the account lines.

- Add comments and annotations.

- Publish the budget book and other targeted reports.
  - At book execution time, generate the book as PDF, HTML, or Word files

    To generate in HTML, the book must be generated in a batch
  - Post the budget book and reports on public websites, or any appropriate site for viewing
- Duplicate and reuse the budget book in subsequent years.

Supporting information in Oracle Universal Content Management can go through process management and approvals, including process management comments, cell text, and associated URLs in Planning.

Printing Text Files

Microsoft Word can print text (`.txt`) files, which must include the `.txt` extension to print. This is a design consideration when appending text files to for cell documents, books, and external content.

Microsoft Word Template

A Microsoft Word template document, `FR_TextTemplate.doc`, is installed on the Financial Reporting print server in the `${home.reports}/bin/` folder. When the template is found by the Financial Reporting print server, the contents of the text file is inserted into the Word template, after which the existing routine that prints Word documents is used to print text files. When the print job has finished, the file is closed without saving, preserving the template for the next text file.

Default Word template settings

- The `<<FR_content>>` string is the only body content.
- Text formatted to Courier New, 10pt font

- Portrait setting with one-inch margins.
- Footer set to print date and time and current page number. These settings are updated for all text files printed through the Financial Reporting print server.

Customizing the template

Always back up the template before customizing it. You can open the template through Microsoft Word. Changes to the template are applied the next time a text file is printed. You need not restart the Financial Reporting print server.

In the<<FR_content>> string, you can specify the font and paragraph settings for the inserted text file content and should be included in the FR_TextTemplate.doc template.

When printing a text file, the Financial Reporting print server opens FR_TextTemplate.doc and looks for the <<FR_content>> string. If found, the contents of the text file replaces the string. If the string is not found, the contents of the text file is inserted at the end of the Word document and any preexisting content in the template is shown before the data in the text file.

Benefits of implementing the Microsoft Word template

- Default formatting of the template can be customized.
- Page setup of the template, such as print mode and page size, can be controlled.
- Footers of the template, such as page numbers, can be customized.
- Content of the template, such as inserting a standard confidentiality clause, can be added.
- Images or backgrounds of the template, such as a company logo, can be added.

Exporting Books and Snapshot Books

You can export books and snapshot books from the repository.

Designing Batches

Subtopics

- About Designing Batches
- Designing Batches in EPM Workspace
- Designing Batches in Oracle General Ledger

About Designing Batches

Using batches, you can simultaneously process sets of reports and books. Batch creation comprises the name, the reports, books, snapshots, snapshot books, and prompts. The prompt information is for the current batch that you are running.

Saved batches can be modified, removed, or rescheduled. You can duplicate a batch to use some or all of the same properties as the original batch.

Designing Batches in EPM Workspace

1 In EPM Workspace, select **File**, then **New**, and then **Document**.

2 In the **Select a Task** wizard, select **Batch Reports for Scheduling**, and then click **Next**.

3 In **Select Files**, use the **Type** drop-down to filter your selection by **Financial Reporting report, Snapshot report, Book or Snapshot book**.

4 Select report types and move them to the **Selected Items** panel.

If you move, delete, or rename a report in the repository, the report is removed from the book the next time the book is opened. To include the report, add it to the book.

If you select a report type multiple times, you are prompted to enter a new name for the duplicate report type. The renamed report type is listed in the Batch Editor with its original name followed by the new name in parentheses. To discard the duplicate report, click Cancel.

5 Click **Finish**.

6 In the **Batch Editor**, respond to prompts.

7 Select **File,** and then **Save**.

Designing Batches in Oracle General Ledger

➤ To design a batch in Oracle General Ledger:

1 From Oracle General Ledger, select **Workspace**.

2 In EPM Workspace menu, select **Navigate**, then **Applications**, and then **BI Catalog**.

3 Select **File**, then **New**, and then **Batch**.

4 In the **Select** dialog box, select a report type and move it to the **Selected Items** panel.

If you move, delete, or rename a report in the repository, the report is removed from the book the next time the book is opened. To include the report, add it to the book.

If you select a report type multiple times, you are prompted to enter a new name for the duplicate report type. The renamed report type is listed in the Batch Editor in parentheses after its original name. To discard the duplicate report, click **Cancel**.

5 Click **OK**.

6 In the **Batch Editor**, respond to prompts.

7 Select **File**, then **Save**.

Defining Prompts for a Batch

Subtopics

About Prompts

Prompts are requests for members in the report or book. If reports or books in a batch have prompts, the user can select the members in the Batch Editor.

When users save the batch, the **Respond to Prompts** dialog box displays the prompts and variables contained in the artifacts within the batch.

Defining Prompts for a Batch in EPM Workspace

1 Select **File**, then **Open**, and then **Document**.

2 Right-click a batch, and then select **Respond to Prompts**.

3 In the **Respond to Prompts** dialog box, click the **Go to Member Selection** button

4 In **Member Selection**, select the member to use in the report when the batch runs.

5 Click **OK** to return to the **Batch Editor**, and then schedule or save the batch.

Defining Prompts for a Batch in Oracle General Ledger

1 In the BI Catalog, select a batch, and then click **Open**.

2 In the **Batch Editor**, select a dimension, then select **Edit**, and then **Member Selection**.

3 In **Member Selection**, select the member to use in the report when the batch runs.

4 Click **OK** to return to **Batch Editor**, and then schedule or save the batch.

Identical Prompts and Variables

When a variable exists and the data source has multiple references, or when the same prompt exists in multiple grids, the **Respond to Prompts** dialog box shows a list where users choose whether they want to respond to prompts at the Grid, Report/Book or Batch level. The selections shown in the drop-down list depend on whether the **Respond to Prompts** dialog box is shown while running a Report, or Book or from within the Batch editor. The drop-down list is displayed only when a selection is needed. Similarly, if a Report, Book or Batch contains only a single Prompt, or the Prompts are different (different dimensions, default members, or choices list), the drop-down selection is not displayed.

Selections when running a Report:

- Respond to Prompts at the Report Level (default)
- Respond to Prompts at the Grid Level

Selections when running a Book:

- Respond to Prompts at the Book Level (default)
- Respond to prompts at the Report Level
- Respond to prompts at the Grid Level

The selection when editing a batch is: **Respond to Prompts at the Batch Level**, then (**Default**), then **Respond to Prompts at the Report/Book Level,** and then **Respond to Prompts at the Grid Level.**

- Respond to Prompts a the Batch Level (default)
- Respond to Prompts at the Report/Book Level
- Respond to Prompts at the Grid Level

The selections are shown only when necessary. They are not shown if multiple references to a variable or prompt exist.

Users can respond to a prompt once, and the same value will be used for both responses, or they can select "Respond to Prompt at Grid Level" in the drop-down, press Apply and enter different values for each prompt.

The Source column shows what artifact the prompt is on. When identical prompts are found and only one prompt response is presented, the Source column shows an asterisk (*) to indicate that the prompt response applies to all prompts of that type.

The ability to select the level at which to respond to prompts is available only in EPM Workspace. In Reporting Studio, the **Respond to Prompts** dialog box always shows all member selection prompts and one reference to each variable.

Opening Batches

Subtopics

Opening Batches in EPM Workspace

1   Select **File**, then **Open**, and then **Document**.

2   From the **Type** drop-down, **Financial Reporting Batch**.

3   Navigate to the folder in which the batch resides.

4   Select the batch file, and then click **Open**.

Opening Batches in Oracle General Ledger

1   In the BI Catalog, navigate to the folder in which the batch resides.

2   Select the batch file, and then click **Open**.

9

Scheduling Batches

About Scheduling Batches

Batches are created, edited, and saved in EPM Workspace using the Batch Editor. You must have a Global Administrator, Report Designer, Scheduler, or Content Publisher role in order to perform these tasks. For role information, see the appendix in the *Oracle Hyperion Enterprise Performance Management System Security Administration Guide*. Batches are used to group and process sets of documents such as reports, documents, or books. You can export batches as HTML or PDF files to an external directory. You can email users the exported output as a PDF.

Scheduling Batches to Run

Subtopics

- About Scheduling Batches
- Scheduling a Batch to Run in EPM Workspace
- Scheduling a Batch to Run in Oracle General Ledger
- Providing Logon Credentials
- Selecting a Member for the Batch Point of View
- Specifying the Batch Destination
- Selecting Email Addresses for Batch Scheduling

About Scheduling Batches

You schedule batches to run immediately or at a later date. During batch scheduling, you select the batch POV, set up email notifications, and select the destinations of the generated output when the batch is run. Destination types can include saving a Snapshot to a designated repository folder, exporting a PDF file to an external directory or attached to an email, and exporting an HTML file to a designated external directory (Batch Bursting does not support HTML). After

selecting scheduled batch options, the batch is added to the batch queue from the Batch Scheduler after a successful run.

The scheduler's batch bursting feature can run a batch for more than one member of a single dimension on the batch POV for one data source, email the PDFs generated to a recipient list, and save the output to the file system or to the repository. For example, a batch scheduled to run for New York and Houston can send the output for New York to jones@cd.com and the output for Houston to smith@cd.com. With batch bursting, you can use predefined text functions for report labels and folder labels. You can create a Bursting Destination file (see "Specifying the Batch Destination" on page 88) to override default settings assigned to the batch.

The batch scheduling tasks are:

- "Selecting a Member for the Batch Point of View" on page 88
- "Specifying the Batch Destination" on page 88

Scheduling a Batch to Run in EPM Workspace

➤ To schedule a batch to run in EPM Workspace:

1 Select **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 In **Batch Scheduler**, select **File**, and then **New Scheduled Batch**.

3 Enter a name and description for the batch, and then click **Next**.

4 Select a batch, and then and click **Next**.

   If required, the **Logon Credentials** dialog box is displayed. Enter user names and passwords, and then click **OK**.

5 In **Frequency**, select how routinely to run the batch.

   You can also select **Perform Now** or **Perform on Demand**.

6 If you selected a scheduled frequency, select a start date and time and an end date and time.

7 **Optional.** If any reports and books in the batch have dimensions on the user POV, set the member for those dimensions in the **Scheduled Batch Point of View** area.

8 **Optional.** In **Bursting Options**, use job bursting to run a batch for more than one member in a dimension on the Batch POV.

   See "Scheduling Batch Bursting" on page 91.

9 Click **Next**.

10 Change the default settings for the destination of the batch file that you are running (see "Scheduling Batches to Run" on page 85), and then click **Next**.

11 **Optional.** Specify whether to send an email to recipients if the batch ran successfully or/and if unsuccessfully along with a brief message.

12 Click **Finish** to save the batch job in the Batch Scheduler with the settings that you selected for the destination, .

Scheduling a Batch to Run in Oracle General Ledger

1   In Oracle General Ledger, select **Schedule Batch**.

2   Enter a name and description for the batch, and then click **Next**.

3   Select a batch, and then click **Next**.

    If required, the **Logon Credentials** dialog box is displayed. Enter user names and passwords, and then click **OK**.

4   In **Frequency**, select how routinely to run the batch.

    You can also select **Perform Now** or **Perform on Demand**.

5   If you selected a scheduled frequency, select a start date and time and an end date and time.

6   **Optional.** If any reports and books in the batch have dimensions on the user POV, set the member for those dimensions in the **Scheduled Batch Point of View** area.

7   **Optional.** In **Bursting Options**, use job bursting to run a batch for more than one member in a dimension on the Batch POV.

    See "Scheduling Batch Bursting" on page 91.

8   Click **Next**.

9   Change the default settings for the destination of the batch file that you are running (see "Scheduling Batches to Run" on page 85), and then click **Next**.

10 **Optional.** Specify whether to send an email to recipients if the batch ran successfully or/and if unsuccessfully along with a brief message.

11 Click **Finish** to save the batch job in the Batch Scheduler with the settings that you selected for the destination, .

Note: To delete the batch from the scheduler after a successful run, select **Delete Scheduled Batch Entry from Scheduler if Completed Successfully**.

Providing Logon Credentials

You must provide logon credentials to run a scheduled batch at a future date.

➤   To enter logon credentials:

1   Enter a user name and password for the Financial Reporting server.

2   Enter a user name and password for the Database Connection Name that you are using.

3   Select **OK**.

Selecting a Member for the Batch Point of View

Each scheduled batch has a POV based on all relevant dimensions for the reports in the batch. If no reports or books have a member on the user POV, then there is no batch POV. When the batch is added to the schedule, the user POV is specified as the default batch POV. You can override the user POV settings by specifying a member for each dimension on the batch POV. You must verify that the members selected in the batch POV are appropriate.

➤ To select a member for the batch POV:

1 From the **Scheduled Batch Point of View** area, click the dimension for which you want to select a member.

2 Select the member that you want to use for the POV, and then click **OK**.

3 Click **Next** to complete the batch destination of the batch.

Specifying the Batch Destination

Subtopics

- About Specifying the Batch Destination
- Selecting a Batch Destination

About Specifying the Batch Destination

The **Destination** area specifies the type and location of the output for the scheduled batch. Select any combination of the following output options for your batch destination:

- **Snapshot Reports or Snapshot Books**—You can save snapshot reports and books within the originating folder (default location) or another folder in the repository. You can assign file permissions for viewing snapshot reports or books to users, groups, and roles.

- **Export as PDF**—PDF files can be exported to an external directory. PDF files can be attached to an email. Separate email files can be sent for each report or sent once in a zip file.

  To specify a maximum attachment size for email output, use the property, `MaxEmailAttachmentSize` in the `JConsole.exe` file. This value, entered in kilobytes, is used to split reports into multiple emails to conform to the maximum size attachments allowed per email. The default is set to unlimited (`0` (zero) or `-ve`). When sending an oversized attachment containing a single PDF file or numerous files, the email fails to deliver and the sender is notified. For a single oversized file attachment, the sender can manually deliver the attachment by copying it from the scheduler server or external directories. For numerous files attachments, the sender can rerun the batch from the Batch Scheduler and select the option of sending individual emails for each file. This property applies to bursting and non-bursting output.

- **Export as HTML and Export as MHTML**—HTML and MHTML files can be exported to an external directory. When saved to the Scheduler Server, the generated batch is saved as static HTML/MHTL in a zip file. This option is not supported for bursted batches.

Note: Batch Bursting supports only output to Snapshot Reports, and PDF files; output to HTML and MHTML are not supported for Batch Bursting.

Selecting a Batch Destination

➤ To select a batch destination:

1 From the **Destinations** area, do one of the following:

- **Save As Snapshot in Repository**—Enables the **In Same Folder as Original Object** and **In Another Folder** options. Perform an action:

  ❍ Select **In Same Folder as Original Object** to save snapshots and snapshot books within the same folder as the original report or book in the repository.

  ❍ Select **In Another Folder** to save the output to another location in the repository. Click **Folder** to select a destination folder in the repository, and then click **OK**.

  Selecting **Save As Snapshot in Repository** enables **File Permissions**. **File Permissions** allows you to assign access to users and groups for snapshot output.

- **Export as PDF**—Export the batch as a PDF file on the Financial Reporting server. To export to an external directory, where the file can be accessed in the file system, select **Export to an external directory**. To attach the reports as email attachments, select **Email as PDF Attachment(s)**. To zip the email attachments, select **Zip PDF(s)**. To print annotations with the report, select **Print Annotations**, and then select **Details** to specify how annotations should be printed. See "Setting Annotation Printing Preferences" on page 109.

  Annotation printing preferences are one-time setups for a specific batch; they are not saved as global preferences.

  The output of a generated batch will differ from HTML output:

  ❍ The `template.css` file is ignored. Thus, any formatting defined in the template is not applied.

  ❍ If the batch includes Microsoft Word documents with the `FRExecute` function, the resulting output depends on the design of the Microsoft Word document:

    ❑ If `FRExecute` was entered in a text box , the resulting output is sized to fit the parameters of the text box. The designer should size the text box according to the scope of the FRExecute content.

    ❑ If `FRExecute` was entered on the top of the Microsoft page (not in a text box), the resulting output is presented as specified in the Financial Reporting designer.

- **Export as HTML**—Export the batch as an HTML file on the Financial Reporting server. To export to an external directory or a network drive, where the file can be accessed in the file system, select **Export to an external directory**. This option is not supported for burst batches.

When you select **Export to an external directory**, the enabled drop-down menu is populated by folder locations specified in the JConsol.exe file. For information about JConsole, see the "Property Information" topic in the *Oracle Hyperion Financial Reporting Administrator's Guide*. The values for these are: FolderLabel1, FolderPath1, FolderLabel2, FolderPath2, and so on.

- **Export as MHTML**—Export the batch as a single file on the Financial Reporting server.

  To export to an external directory or a network drive, where the file can be accessed in the file system, select **Export to an external directory**. This option is not supported for burst batches.

- **Preview Bursting List**—Select to preview the CSV bursting list. The list shows the default settings selected for members in the job bursting batch.

2 Click **Next**.

- If your scheduled batch includes email PDF attachments with job bursting, the **PDF Attachment Email** dialog box is displayed.

- If your scheduled batch includes email PDF attachments without job bursting, the **Scheduled Batch Detail**s dialog box is displayed.

Selecting Email Addresses for Batch Scheduling

You can set up the scheduler to send an email when a scheduled batch is completed successfully or unsuccessfully. The email includes status details of the batch and, optionally, the PDF output of the batch. You can select, add, or delete email addresses.

For batches that are not bursted, the email contains the notification and PDF attachments. For bursted batches, the email contains only the notification.

➤ To select recipient emails:

1 Start the batch wizard and navigate to the email details screen.

2 Perform an action:

- To select email addresses when the batch runs successfully, select **If Successful, Email Details to**, and then click **Select**.

- To select email addresses when the batch runs unsuccessfully, select **If Unsuccessful, Email Details**, and then click **Select**.

3 In the **Select Email Recipients for Scheduling** dialog box, in the **Available Recipients** pane, select an email address, and the click .

4 To add new recipient emails, click **Add**. Then. in **Add Address to List of Recipients**, add email addresses separated with a comma, and then click **OK**.

5 To Remove recipients' email, select an email address, and then click **Remove**.

6 **Optional.** For job bursting batches, click **Preview Bursting List** to view and export the Bursting Destination file.

This file contains default settings selected for the members in the bursted batch. For information about this file, see "About the Bursting Destination File" on page 91.

Scheduling Batch Bursting

With each scheduled batch, you can use job bursting to run a report on more than one member in a dimension. When you select only a dimension for job bursting, the setting for that dimension on the batch POV is disabled. The batch POV members not selected remain active and are included with the batch. If no reports or books have a member on the user POV, then there is no batch POV or job bursting.

➤ To schedule batch bursting:

1 Use the batch scheduler wizard to navigate to the **Start Time** screen.

2 In the **Bursting Options** area, select **Run Batch for multiple members in the dimension**, and then select the dimension for job bursting.

3 Click , and then select the members for job bursting.

4 In **Bursting File**, if you have created a CSV Bursting Recipients list for this batch and imported it into the repository, click to select the file.

5 Click **Copy Members** to add the members defined in the CSV **Bursting Recipients** list to the **Select Members** list.

   Note: Only members that are valid for the selected dimension are added.

6 Click **Next**.

About the Bursting Destination File

The Bursting Destination File contains the default settings for the scheduled batch. You can periodically view the default settings as you navigate through the batch wizard. You can export the Bursting File as a CSV file to specify output and permission exceptions for a scheduled batch, thus overriding the default settings defined in the Batch Wizard. The member settings in the CSV Bursting Destination file can be appended to the member selections in the Batch Wizard. For example, you can specify a different subfolder for some reports, based on selected members, or make some reports read-only. Only members that are valid for the selected dimension are appended to the bursted file.

To edit the Bursting Destination File for a current batch, the administrator or designer exports the file to a text editor or Excel, enters the members, if not already displayed, and edits any values in the table. The values for each member in the dimension are: Subfolder Name, Financial Reporting Object Name, Email Address, Group Name, Role Names, User Names, External Root Folder for PDF.

Upon completion, the file must be imported into the repository (select **File**, then **Import**, and then **File**) where it can be applied to a batch in the batch wizard.

Note: Member names in the CSV file are case-sensitive and must match that in the data source. If the member name case in the file differs from that in the data source, the burst generates no email output.

If you have created a CVS Bursting File, and have imported it into the repository, you can select it for your scheduled batch.

Selecting the Bursting File

➤ To select a Bursting File:

1 Navigate to the folder containing the Bursting File.

2 Select the Bursting File, and the click **OK**.

Note: The batch will run only for members selected in Member Selection in the batch wizard. The CSV file is used only to output options for individual members in a dimension.

Previewing the Bursting List

The Bursting List displays the default setting for the current scheduled batch. You can periodically view the default settings as you navigate through the batch wizard and export it as a CSV file to specify output and permissions exceptions for a scheduled batch, thus overriding the default settings defined for the scheduled batch. For example, you can specify a different subfolder for some reports, based on selected dimensions, or make some reports read-only.

To edit the Bursting Destination File for a current batch, the administrator or designer exports the file to a text editor or Excel, enters the members, if not already displayed, and edits any values in the table. Upon completion, the file must be imported into the repository (File , then Import , then File) where it can be applied to a scheduled batch. See the Bursting Destination File for a sample list (located in the "sample" folder).

➤ To export the bursting list as a CVS file:

1 Click **Export as CSV**.

By default, the file is exported to MS Excel, if available, else you are prompted to select a text editor.

2 Specify the output options and permissions for individual members.

Note: Members that are added to the file, but are not also selected in the batch wizard, are ignored during output. To make the reports "read only" to users based on a group or role, enter a group name or role name.

Specifying Bursted Output Labels

Users can identify bursted output report names and subfolder names using the Object Label and Subfolder Label fields. These fields display two default text functions that enable users to identify the report and subfolder names.

Click ⬛ to select additional text functions. Click ✅ to test the functions. The available functions for bursted reports:

- `<<MemberName()>>`—Returns the name of the member being bursted. This function takes no parameters.

- `<<MemberAlias()>>`—Returns the alias of the member being bursted. This function takes no parameters.

- `<<MemberDescription()>>`—Returns the description of the member being bursted. This function takes no parameters.

- `<<BatchPovMember("DataSrcName","DimName")>>`—Returns the name of the POV member being bursted where `DataSrcName` is the name of a data source of the desired POV (a batch can point to two or more POVs) and `DimName` is the name of the dimension under the given POV whose member name is to be extracted.

- `<<BatchPovAlias("DataSrcName","DimName")>>`—Returns the alias of the POV member of the report being bursted where `DataSrcName` is the name of a data source of the desired POV (a batch can point to two or more POVs), and `DimName` is the name of the dimension under the given POV whose member alias is to be de extracted.

- `<<BatchPovDescription ("DataSrcName", "DimName")>>`—Returns the description of the POV member of the report being bursted, where `DataSrcName` is the name of a data source of the desired POV (a batch can point to two or more POVs), and `DimName` is the name of the dimension under the given POV whose member description is to be extracted.

- `<<FinancialReportingObjectName()>>`—Returns the name of the Financial Reporting object being bursted. This is typically the report name. This function takes no parameters.

- `<<Financial ReportingObjectDescription()>>`—Returns the description of the Financial Reporting object being bursted. This is typically the report description. This function takes no parameters.

- `<<Date("format")>>`—Returns the date and time that an online report is populated with data, or the date and time a snapshot report is saved, where `format` is a list of characters enclosed in quotation marks that define the format of the date and time.

Note: When POV-related functions (BatchPovMember, BatchPovAlias, and BatchPovDescription) are added, the parameter values must be surrounded by double quotation marks. For example: <<BatchPovDescription("Essbase sample basic on ProdServer1","Product">>. where "Essbase sample basic on ProdServer1" is the data source name and "Product" is the dimension name.

Batch Scheduler Operations

Subtopics

Deleting Batches

Subtopics

You can delete batches in these ways:

- If you have a Global Administrator, Report Designer, Scheduler, or Content Publisher role and proper file permissions, you can delete batches from the repository.

- You can delete scheduled batches from the Batch Scheduler.

Deleting Batches from the Batch Scheduler

During batch scheduling, you have the option of deleting the scheduled batch from the scheduler if completed successfully. If this option is not selected, the successful batches are saved in the Batch Scheduler. Batches with an "error" status are always saved in the Batch Scheduler.

➤ To delete scheduled batches from the Batch Scheduler:

1 In EPM Workspace, click **Navigate**, then **Schedule** , then **Batch Scheduler**.

2 In **Batch Scheduler**, select the batches for deletion.

> **Tip:** To select multiple batches hold down the CTRL key and click each batch in the list.

3 Select **Edit**, and then **Delete**.

4 When prompted, click **Yes**.

Automatic Removal of Batch Scheduler Results

You can configure the Batch Scheduler to automatically remove batch jobs that exceed a specified future age. For example, you can remove batch jobs more than a week old that are stored on the scheduler server. The automatic removal option is turned off by default. To enable automatic removal, edit the `ScheduledBatchCleanUpThreadDelay` and `ScheduledBatchCacheTime` properties. See "Property Information" in the *Oracle Hyperion Financial Reporting Administrator's Guide* for information on these properties.

Retrieving the Exported Output

After a scheduled batch is run, you can retrieve a zipped HTML or PDF output file using the Retrieve Output option, and then rename and relocate the zipped file to your local drive from the scheduler server. You must have access to the batch to retrieve the exported output.

Note: If you delete a batch after scheduling one, you cannot retrieve the output. Retrieval is only valid for non-bursted batch files.

➤ To retrieve output:

1 In EPM Workspace, click **Navigate**, then **Schedule**, then **Batch Scheduler**.

2 In Batch Scheduler, select a completed scheduled batch that produced exported output.

3 Select **Action**, and then **Retrieve Output**.

   The file is presented as a zip file.

4 Select the files to export and click **Extract** to export the files to a directory on your machine or web server.

Viewing Details of a Scheduled Batch in EPM Workspace

➤ To view the details of a scheduled batch:

1 In EPM Workspace, click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 In **Batch Scheduler**, select a batch.

3 Select **Action**, then **Show Details**.

4 To copy the details to the clipboard, in **Show Details**, right-click and click **Select All**, and the right-click and select **Copy**.

5 Click **Close**.

Preparing Batch Files for the Command Line Scheduler

You can use an external scheduler to schedule batch jobs in EPM Workspace. You automate the process of launching batches using an external scheduler or launching batches after an external event occurs, such as the completion of a consolidation.

Note: For Financial Reporting, the external batch command line scheduler supports only one batch request. If you attempt to process multiple batches, only the batch in the first line is executed by the external batch command-line scheduler.

➤ **To export an existing batch file for command line scheduling:**

1 Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 In **Batch Scheduler**, select a completed scheduled batch that was successful and produced exported output.

3 Select **Action**, and then **Export for Command Line Scheduling**.

4 **In File Download, save** the XML file to a local directory on the client as *mybatch*.xml where *mybatch* is the name of your batch input file.

➤ **To create a batch file for command-line scheduling:**

1 Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 In **Batch Scheduler**, select **Action**, and then **Create File for Command Line Scheduling**.

3 In **Schedule Batch**, select a batch file, and the click **Next**.

To complete the remaining steps in this dialog box, see "Scheduling Batches to Run" on page 85.

4 At the end of batch creation, **File Download** is displayed.

5 **Save** the XML file in a local directory on the client as *mybatch*.xml where *mybatch* is the name of your batch input file.

Changing Logon Credentials for Scheduled Batches

If you have changed your Financial Reporting server or database, you can specify new logon credentials to be used for all the scheduled batches when the scheduled batches run.

1 Open the Batch Scheduler: Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 Select **Action**, and then **Change Password**.

3 Select the logon credentials that you want to change: **Financial Reporting Server** or **Database**.

4 For the logon credentials that you want to change, Enter a User ID, old password and new password.

5 Click **OK**.

Launching an HTML Book for Web Viewing

After a scheduled batch is generated as HTML output, you can retrieve the zipped HTML output file for web viewing by using the **Retrieve Output** option. The zipped file contains everything for you to deploy to your web server. You can rename and relocate the zipped file to your machine or web server.

➤ To launch a book for Web viewing:

1 In EPM Workspace, click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 In Batch Scheduler, select a completed scheduled batch that produced exported output.

3 Select **Action**, and then **Retrieve Output**. The file is presented as a ZIP file.

4 Select the files to export and click **Extract To** to export the files to a directory on your machine or web server.

Note: If you delete a batch after scheduling one, you cannot retrieve the output. Retrieval is valid only for non-bursted batch files.

Note: The output of a generated batch is static.

Viewing an Example of HTML Web Output

The following image presents a book generated as a static HTML and launched in a browser. The output shows a customized layout, user defined content, and navigational features. Due to inherent limitations of an image, not all features can be shown. However an HTML book can contain:

- Customized page layout of header and footer. Page layout is defined in the template.css file.

- Table of contents navigation with nested sections and section headings. Table of contents properties is defined in the Book Editor. See "Editing Book Content and Design" on page 71.

- Navigation Trail that keeps track of your location within the book.

- Financial Reporting reports. Reports can have additional navigation links in the report rows and other areas of the report that link to other reports, URL, and external websites.

- Word document with textual content and the FRExecute function. See "FRExecute" on page 59.

- Microsoft Excel and PDF documents.

- Search on the entire site, table of contents, or content only.

- Text headings in Table of Content. See "Editing Book Content and Design" on page 71.

Copying Batch Properties to New Batches

Copying Batch Properties to New Batches in EPM Workspace

You can copy batch properties from one batch to a new batch. They can also modify the properties of the copied batch, tailoring them to the new batch.

➤ To duplicate and edit batch properties based on a scheduled batch:

1   In EPM Workspace, select **Navigate**, then **Schedule**, and then select **Batch Scheduler**.

2   Select a Scheduled Batch, then select **Edit**, and then **Duplicate and Edit Properties**.

3   In **Schedule Batch**, perform an action:

   ●   To duplicate properties for a new batch in the repository, search and select the batch and then click **Next.**

- To duplicate properties for the selected scheduled batch, click **Next**.

4 Edit the batch properties, if necessary for the new batch. For example, you can change the Start Time or Destination settings.

5 Click **Finish**.

Copying Batch Properties to New Batches in Oracle General Ledger

You can copy batch properties from one batch to a new batch. They can also modify the properties of the copied batch, tailoring them to the new batch.

➤ To duplicate and edit batch properties based on a scheduled batch:

1 From Oracle General Ledger, select **Workspace** to launch EPM Workspace.

2 In EPM Workspace, select **Navigate**, then **Applications**, and then **BI Catalog**.

3 Select a Scheduled Batch, then select **Edit**, and then **Duplicate and Edit Properties**.

4 In **Schedule Batch**, enter a new name and description, and then click **Next**.

5 Edit the properties of the batch. For example, you can change the Start Time or Destination settings.

6 Click **Finish**.

Modifying Batch Properties

Modifying Batch Properties in EPM Workspace

1 Select **Navigate**, then **Schedule**, and then select **Batch Scheduler**.

2 Select **Edit**, and then **Properties**.

3 In **Schedule Batch**, select a batch, and then click **Next**.

4 Make changes, and click **Finish**.

Modifying Batch Properties in Oracle General Ledger

1 From Oracle General Ledger, select **Workspace** to launch EPM Workspace.

2 In EPM Workspace menu, select **Navigate**, the **Applications**, and then **BI Catalog**.

3 Select a Scheduled Batch, then select **Edit**, and then **Properties**.

4 In **Schedule Batch**, make changes, and then click **Finish**.

Assigning File Permissions to Snapshots and Snapshot Books

To allow other users and groups to view snapshots and snapshot books in BI Catalog that you create when running a batch, you must assign access rights to the users and groups.

➤ To assign or remove access to snapshots:

1 Click **Navigate**, then **Schedule**, and then **Batch Scheduler**.

2 Select a batch, then select **Edit**, and then **Properties**.

3 In Schedule Batch, click **Next** until the Destinations area of the **Schedule Batch** dialog box is displayed.

4 Select **Save As Snapshot in Repository**.

5 Select **File Permissions**, and then click **Update List**.

If you remove all users, groups, and roles for a batch, then only an administrator can see the snapshot output generated by the batch in the repository.

6 Select the Users, Groups, or Roles tab, and move the desired user, groups, or roles to the **Selected Users, Groups and Roles** pane.

7 In the **Selected Users, Groups, and Roles** pane, click the **Access** drop-down in a row and assign a level of access. Do this for each row in the pane.

8 Click **OK** to return to **Schedule Batch**.

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Annotation Service

About Annotations

Annotations, used with Financial Reporting reports, is a collaborative tool that captures collective information that can be shared on particular documents and data. Annotations provide a range of flexibility from simple notations to full-fledged threaded discussions, laying the foundation for collaboration, compliance reporting, and business process analysis. Authorized users have the ability to create, edit, remove, and respond to annotations. Annotations can be attached to a report object (grid object, text object, chart object, and image object), and can reference a full or partial POV. Annotations included in reports can be viewed when selected for books and snapshot books.

Note: Annotations cannot be applied to objects in the report's header or footer.

Note: Annotations in Snapshot reports, represented with an eye icon, and snapshot books and batches are limited to read-only permissions.

Multiple attachments per annotation are supported as well as URL references. Hovering the mouse over the icon displays attachments.

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Annotations elements:

- **Annotation Header**—A high level description of the commentary; includes Subject, Creation Date, Author, and Category. There is one summary heading for each annotation.

- **Body Text**—The text can be formatted to include, bold, italics, underline, color, left, right, center and justify alignment, indent, and bullet lists with hanging indent.

Considerations:

- The annotation creator can apply access control and permission options to groups or users.

- Annotations can be added to a single value, a row or column, or a range of rows and columns.

- A warning icon is displayed when a report containing an annotation is deleted.

- A designer can add text cells or text objects to a report and apply an Annotation function that will reference specific annotations or annotation elements in a grid. This is done in Oracle Hyperion Financial Reporting Studio.

- In Annotation Manager, administrators can search and access annotations across the environment, modify context associated with a context, modify properties, including metadata, and remove annotations from the system. See the *Oracle Enterprise Performance Management Workspace Administrator's Guide.*

Showing and Hiding Annotations

Use the View menu to show or hide annotations.

➤ To view annotations:

1 Select a report.

2 Select **View**, and then **Show Annotation**.

➤ To hide annotations:

1 Select a report.

2 Select **View**, and then **Hide Annotations**.

Creating Annotations

Annotations can be attached to a report object, grid object (including formula cells), text object, chart object, and image object, and can reference a full or partial POV. You create a new annotation in the **New Annotation** dialog box.

Three tabs in the **New Annotation** dialog box enable you to define the annotation:

- **Annotation tab**—Title, description, and a predefined category. You can format the Description text by specifying font and font size, bullets, numbering, indentation, color, justification and undo and redo.

- **Context tab**—Object and Dimension information. Object information can be a data source or any object on the report. For example:
  - Data Source—The annotation is attached to any Financial Reporting report using the specified data source.
  - Grid: Data source—The annotation is attached to the specified grid and data source.
  - Text, Chart, or Grid—The annotation is attached the specified object with no dimensions on the object.
- **Attachments tab**—Link attachments to an annotation. Attachments can be a file on your local drive, any object in the repository, or a URL.

➤ To create an annotation:

1   Right-click a report object, and then select **New Annotation**.

    The **New Annotation** dialog box is displayed

2   On the **Annotation** tab, enter Title, Description and Category fields.

    You can format the Description text by specifying bullets, numbering, indentation, color, justification, undo, and redo.

3   Check **Enable Editing** to allow users with the correct permissions to edit the annotation. .

    See "Editing Annotations" on page 107

    If "Enable Editing" is selected for an annotation when it is created, users cannot reply to that annotation.

4   Check **Enable Context Changes** to allow users with the correct permissions to change annotation context.

    See "Editing Annotation Context" on page 107.

5   On the **Context** tab, select an object and, if applicable, clear the dimensions that you want excluded.

    To select members for a dimension, click the dimension name.

6   On the **Attachments** tab, click **File** to attach a document that is located on your computer, click **Report** to attach a document from the repository, or click **URL** to select a link to a website.

7   Click **OK**.

    An Annotation icon is displayed in the report.

Behavior of Annotations on Formula Cells

You can right-click a formula cell in the report viewer and create an annotation. The context of the annotation includes all dimensions except those that occur on the formula row and column. The content includes 'Row X' and/or Column Y' instead of the dimensions that occur on the

formula row and column ("Row 3", "Row 14", "Column C", "Column "AF"). For example:

```
Measures
                        Year      Year      [A] + [B]
                        Product   100-10
Market      Scenario    45.00     35.50     80.50
East        Scenario    200.25    12.00     212.25
[1] + [2]   Scenario    245.25    47.50     292.25
```

- If you annotate cell having value 80.50, the context is: Measures/Market/Scenario/Column C.

- If you annotate cell having value 47.50, the context is: Measures/Year/100-10/Row 3.

- If you annotate cell having value 292.25, the context is: Measures/Row 3/Column C.

When shown in the Annotation Panel, any formula row and column headings as the 'display value' for the context rather then showing 'Row X' or 'Column Y', is used. For example:

```
Measures
                        Year      Year      Total Column
                        Product   100-10
Market      Scenario    45.00     35.50     80.50
East        Scenario    200.25    12.00     212.25
Total Row   Scenario    245.25    47.50     292.25
```

The following content display values are shown:

- If you annotate cell having value 80.50, the context is: Measures, Market, Scenario, Total Column.

- If you annotate cell having value 47.50, the context is: Measures, Year, 100-10, Total Row

- If you annotate cell having value 292.25, the context is: Measures, Total Row, Total Column

  Note: The context of the annotation still uses 'Row X' and 'Column Y'. It is just the annotation display value that shows the heading values. This is consistent with what happens with member names when the grid is displaying member aliases (the member alias is shown in the display value of the context).

Considerations:

- You can include a formula row or column only in the context of an annotation by right-clicking on the cell.

- You cannot navigate to a formula row or column through member selection from within the **New Annotation** dialog box.

- The text "Row "and "Column" are in English and act like keywords. They are not localized.

Viewing Annotation Summaries

Initial summary annotation text can be viewed by right-clicking the annotation icon. Within the bubble, you can click icons to view attachments, reply to annotations, or view annotation details, if applicable.

Viewing Annotation Details

You can view detail annotations, which may include responses and attachments, in the Annotation List panel. The following information is presented for each annotation:

- **Status**—Display an Eye icon to indicate viewing rights, an exclamation icon to indicate that the annotation is not longer associated with an object in the repository, or is blank to indicate that you can view and respond to the annotation.

- **Title**—Annotation title

- **Author**—Creator of the annotation

- **Description**—Annotation description

- **Posted**—Date the annotation was created

- **Source**—Database used in the report

- **Context**—Object associated with the annotation. If the object is a Grid, the dimension and members are displayed. If the object is an image, text, or chart, the path of the report and object ID are displayed.

- **Category**—Predefined categories describing that nature of the annotation.

To view annotation details, do one of the following:

- Click an annotation icon, and the click **Show Detail**.

- In the Annotation List Panel at the bottom of the screen, click **Show Panel**.

Searching for Annotations

➤ To search for annotations:

1 From EPM Workspace, expand the annotation panel located at the bottom of the screen.

2 In **Search**, select a search method:

- **All**—Search based on text located in Title, Author, Category, Description, or Context. Case-insensitive text, trailing asterisks, and wildcard strings are acceptable.

- **Title**—Search based on text located in Title. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.

- **Author**—Search based on text located in Author.

- **Category**—Search on a category. Click the drop-down list to select a category.

- **Description**—Search based on text located in Description. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.

- **Context**—Search on context. The Search lookup displays the **Context Lookup** dialog box where you can define your search based on a data source, element name, and, optionally, an element value.

- **Advanced Search**—The Search lookup displays the **Advanced Search** dialog box where you can define your search based on a combination of Title, Author, Description, Posted Date Range, Category or Context. See "Advanced Search" on page 106.

3   To view annotation content, click the annotation.

Context Lookup

You can refine your search based on a data source, element name, and element values.

➤ To define your search in Context Lookup:

1   In the **Data Source** drop-down, select a data source.

Data sources are displayed for existing annotations. The`fr` data source is displayed when annotations are set on a report object; `.fr` followed by a data source indicates annotations set on that data source for a particular report.

2   In **Element Name**, select an element.

The selected element is removed from the list and cannot be reselected.

3   In **Element Values**, specify the value. To specify multiple values, separate each value with a comma (,).

Only one of the multiple values must be met.

4   To add additional search criteria, repeat steps 2 and 3.

When you specify multiple element names, a value for each element name must be met.

5   Click **Search** to view your results.

Advanced Search

You can refine your search for annotations based on a combination of criteria:

➤ To use the Advanced search:

1   In **Search**, select **Advanced Search**.

2   In **Advanced Search**, enter search criteria:

- **Title**—Annotation title
- **Author**—Annotation author
- **Description**—Annotation description

- **Posted Date Range From/To**—Inclusive beginning and end past dates of annotations. Calendar lookup selections are provided in the **From** and **To** drop-downs.

- **Category**—Topic, or subject, associated with the annotations.

- **Context**—Select a data source, element name and element values using the Context Lookup. Click **Lookup** to display the **Context Lookup** dialog box. See .

Editing Annotations

By selecting **Enable Editing** when an annotation is created, the author can specify that users with Modify or Full-Control permission can edit the annotation. If this box is not selected, the annotation cannot be edited. Once an annotation is created, this setting cannot be changed.

Note: If "Enable Editing" is chosen for an annotation, users cannot reply to that annotation.

If users can edit an annotation, they can change:

- Title
- Description
- Category
- Attachments

➤ To edit annotations:

1   Take one of the following actions: .

- Double-click an annotation in the **Annotation List Panel** at the bottom of the screen.

- Right-click an annotation in the **Annotation List Pane**l at the bottom of the screen, and then select **Edit**.

- Select an annotation, and then select the **Edit** icon in the Annotation toolbar.

- Select an annotation from the object annotation bubble, and then select **Edit**.

   The **Annotation** dialog box is displayed.

2   Modify the Title, Description, Category or Attachments associated with the annotation.

3   Click **OK** to save the changes or **Cancel** to undo the changes.

Editing Annotation Context

By selecting **Enable Context Changes** when an annotation is created, the author can specify that users with Modify or Full-Control permission can edit the annotation context. If this box is not selected, the annotation context cannot be edited. Once an annotation is saved, this setting cannot be changed.

Note: The edit annotation option is available only when viewing a report. This feature is not available in the Annotations Manager when users select **Navigate**, then **Administer**, and then **Annotations** to work with annotations. When working with annotations from the menu option, users can modify context using the **Change Source** option (see the *Oracle Hyperion Financial Reporting Administrator's Guide*).

➤ To edit annotation context:

1 Double-click an annotation, and then select **Edit**.

2 Select the Context tab.

3 Do one or both of the following actions:

- Select or clear dimensions.

- Change the member selections for one or more dimensions.

4 Click **OK** to accept the context changes and close the dialog box.

Setting Annotation Permissions

The annotation creator can apply access control and permission options to selected users, groups, or roles. Access control applies to the top level annotation (the root) and all subsequent replies. Permission options define what kind of access a user has to the annotation. You can organize and control the view of annotations to which you have access.

Permissions options are:

- **No Access**—Users cannot view annotations.

- **View**—Users can view all annotations but cannot create or respond to annotations.

- **Modify**—Users can create and respond to annotations, but not delete.

- **Full Control**—Users can create, respond to, and perform administrative functions associated with the repository object.

➤ To set annotation permissions:

1 Click the annotation, and then click **Show Details** to view the annotation in the Annotation List Panel.

2 In the **Annotation List Panel**, highlight the annotation to which you want to set permissions and click **Permissions**.

3 In the **Permissions** dialog box highlight the users, groups, or roles to which you want to apply permissions, then click on the right-facing arrow to move them to the Selected Users, Groups and Roles panel.

4 From the **Access list**, select the permissions, and then click **OK**.

Responding to Annotations

Users with the Modify or Full Control permissions can respond to annotations through the annotations bubble or the Annotation List Panel in a Oracle Hyperion Financial Reporting report. While replying, users can change the category and also add attachments like EPM Workspacedocuments, local documents on your computer, or URLs.

Note: If "Enable Editing" is selected for an annotation when it is created, users cannot reply to that annotation.

Note: When responding to annotations, the Annotation tab and Attachments tabs are enabled.

➤ To respond to annotations:

1 In a report that contains annotations, do one of the following:

- Click an annotation icon, and then click **Reply**.

- In the Annotation List panel at the bottom of the screen, click **Show**, and then click **Reply**.

2 Click **OK**.

Deleting Annotations

You must be the annotation author or have Full Control role permissions to delete annotations.

➤ To delete an annotation:

1 Do one of the following:

- Click an annotation icon, and then click **Show Details**.

- In the Annotation List panel at the bottom of the screen, click **Show**.

2 Highlight an annotation, and then click **Delete**.

Setting Annotation Printing Preferences

➤ To define how to print annotations in a report:

1 In Oracle Hyperion Enterprise Performance Management Workspace, select **File**, then **Preferences**, and then click **Financial Reporting**.

2 In the **General** tab, click **Annotation Print Details**.

3 In the **Annotation Printing Preferences** dialog box, do one of the following:

- Select **Details**, and then select the options under **Use Footnote Details** to create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used

- Select **Text Object**, and then click **Select** under **Use Footnote Text Object** to use the footnote function in the report's text object to print annotations. Footnote functions are created by the report designer. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content

4   Click **OK**