

# **Oracle® Hyperion Financial Management**

## **User's Guide**

Release 11.1.2.4.100

Updated: October 2015

Financial Management User's Guide, 11.1.2.4.100

Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved.

Authors: EPM Information Development Team

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS:

Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

---

# Contents

---

<b>Documentation Accessibility</b> .....	13
<b>Documentation Feedback</b> .....	15
<b>Chapter 1. About Financial Management</b> .....	17
Financial Management Features .....	17
Performance Management Architect .....	18
EPM Workspace .....	18
Financial Management Dimensions .....	18
Scenario Dimension .....	19
Year Dimension .....	19
Period Dimension .....	19
Entity Dimension .....	19
Value Dimension .....	20
Account Dimension .....	20
Intercompany Dimension .....	20
View Dimension .....	20
Custom Dimensions .....	20
User-Defined Elements .....	21
<b>Chapter 2. Basic Financial Management Procedures</b> .....	25
Starting Financial Management .....	25
Opening Applications .....	26
Closing Applications .....	26
Setting User Preferences .....	26
Specifying a Cluster .....	27
Specifying Default Language for Descriptions .....	27
Specifying Number Formatting .....	27
Specifying File Extract Options .....	27
Using Document Manager as the Default Page .....	27
Setting User Preferences .....	27
Enabling Multibyte Language Date and Time Formats .....	28
Using Financial Management Help .....	29

Exiting Financial Management .....	29
Using Financial Management .....	29
Setting Point of View Bar Options .....	29
Selecting Members for the Point of View .....	30
Selecting Multiple Members .....	32
Finding Dimension Members .....	33
Finding Selected Members .....	34
Saving Favorite Members .....	34
Selecting Favorite Members .....	34
Selecting Members in Data Forms .....	35
Viewing Member Properties .....	35
Viewing Active Entities .....	35
Displaying Columns .....	36
Reordering Tabs .....	37
Closing Tabs .....	37
Using Filters .....	37
Managing Documents .....	38
Setting Up Links to Documents or Web Pages .....	42
Copying Document Links .....	42
Working with Custom Documents .....	42
Accessing Related Content .....	43
Managing Task Lists .....	44
Managing Favorites .....	46
<b>Chapter 3. Managing Data .....</b>	<b>47</b>
Working with Data Files .....	47
Data File Sections .....	48
Dimension Groupings .....	49
Data File Example .....	50
Load Methods .....	50
Merge .....	51
Replace .....	51
Replace by Security .....	52
Accumulate .....	52
Load Example .....	52
Loading Data .....	53
Viewing Data Load Progress .....	55
Canceling Data Load Tasks .....	55
Loading Submission Groups .....	55

Loading Drillable Region Definitions . . . . .	56
Extracting Data . . . . .	57
Flat File Extract Options . . . . .	57
Extracting Data to a Flat File . . . . .	58
Managing Data . . . . .	59
Copying Data . . . . .	60
Copying Line Item Detail . . . . .	61
Copying Intercompany Transactions . . . . .	62
Clearing Data . . . . .	62
<b>Chapter 4. Using Data Grids . . . . .</b>	<b>65</b>
Creating Data Grids . . . . .	65
Opening Data Grids . . . . .	66
Data Grid Tasks . . . . .	66
Working with Data Grids . . . . .	67
Setting Data Grid Rows and Columns . . . . .	67
Setting Grid Display Options . . . . .	68
Setting Grid Dimension Options . . . . .	69
Saving Data Grid Settings . . . . .	70
Creating Data Grid Folders . . . . .	70
Extracting Data Grids . . . . .	71
Loading Data Grids . . . . .	71
Deleting Data Grids . . . . .	72
Entering or Editing Data . . . . .	72
Entering Data into Summary-Level Time Periods . . . . .	73
Copying and Pasting Cell Values . . . . .	73
Clearing Data . . . . .	74
Using Data Cell Colors to Determine Status . . . . .	74
Refreshing Data . . . . .	75
Viewing Data in Data Grids . . . . .	75
Viewing Calculation Status . . . . .	75
Viewing Process Level . . . . .	77
Viewing Cell Information . . . . .	77
Viewing Cell Adjustments . . . . .	77
Adding Cell Text . . . . .	78
Viewing Cell Text . . . . .	79
Attaching Documents to Data Grids . . . . .	79
Adding Line Item Detail . . . . .	80
Viewing Line Item Detail . . . . .	81

Line Item Detail Options . . . . .	81
Viewing Cell History . . . . .	82
Running Data Allocations . . . . .	82
Running Equity Pickup Calculations from Data Grids . . . . .	83
Locking Data . . . . .	83
Unlocking Data . . . . .	83
Viewing Source and Destination Transactions . . . . .	84
Running Entity Detail Reports . . . . .	84
Starting the Entity Detail Report . . . . .	85
Accessing the Entity Detail Report using an External URL . . . . .	85
Report Point of View . . . . .	86
Selecting Rows and Columns for the Report . . . . .	86
Displaying Line Item Detail . . . . .	87
Displaying Base Details . . . . .	87
Displaying Source and Destination Transactions . . . . .	88
Linking to Journal Detail . . . . .	88
Printing Entity Detail Reports . . . . .	88
Drilling Through to Intercompany Transactions . . . . .	88
Drilling Through to Source Data . . . . .	89
Launching Oracle Financial Management Analytics . . . . .	89
Process Management Options . . . . .	90
<b>Chapter 5. Consolidating Data . . . . .</b>	<b>91</b>
Consolidation Process . . . . .	91
Translation Process . . . . .	94
Calculation Process . . . . .	95
Entering Currency Rates . . . . .	95
Entering Percent Consolidations . . . . .	96
Calculating Data . . . . .	97
Translating Data . . . . .	98
Consolidation Options . . . . .	99
Consolidate (Impacted Consolidation) . . . . .	99
Consolidate All with Data . . . . .	99
Consolidate All . . . . .	100
Consolidating Data . . . . .	100
Viewing Consolidation Progress . . . . .	101
Canceling Consolidation Tasks . . . . .	101
Consolidation Status . . . . .	102

<b>Chapter 6. Using Data Forms</b> .....	103
Working with Data Forms .....	103
Opening Data Forms .....	104
Using the Data Form Toolbar .....	104
Viewing Data Form Instructions .....	105
Opening Data Forms in Smart View .....	106
Entering Data in Data Forms .....	106
Shortcut Menu Commands .....	107
Working with Cell Text .....	108
Entering Cell Text in Data Forms .....	108
Viewing Cell Text in Data Forms .....	109
Editing Cell Text in Data Forms .....	110
Attaching Documents to Data Forms .....	111
Entering Line Item Detail in Data Forms .....	112
Viewing Line Item Detail in Data Forms .....	112
Deleting Line Item Detail in Data Forms .....	113
Using Linked Forms .....	113
Changing the Point of View in Data Forms .....	113
Calculating Data in Data Forms .....	114
Running On-Demand Rules in Data Forms .....	115
Suppressing Data in Data Forms .....	115
Adding Members to Data Forms .....	116
Printing Data Forms .....	117
Drilling Through to Intercompany Transactions .....	117
Drilling Through to Source Data .....	117
 <b>Chapter 7. Managing Ownership</b> .....	 119
Managing Ownership .....	119
Changing the Point of View .....	120
Setting Display Options .....	120
Entering Ownership Information .....	121
Copying and Pasting Ownership Values .....	122
Ownership Calculation Process .....	123
Percent Ownership .....	123
Percent Control .....	123
Direct Percent Ownership .....	123
Percent Consolidation .....	124
Consolidation Method .....	124
Calculating Ownership .....	124

<b>Chapter 8. Managing Equity Pickup</b> .....	127
About Equity Pickup .....	127
Examples of Equity Pickup Adjustments .....	128
Example 1: Direct Ownership .....	128
Example 2: Direct Ownership with Translation .....	129
Example 3: Cascading Ownership and Subholdings .....	130
Example 4: Cross-Ownership .....	133
Managing Equity Pickup .....	135
Modifying the Display of the Manage Equity Pickup Table .....	136
Calculating Equity Pickup Adjustments .....	137
Printing Equity Pickup Reports .....	138
EPU Calculation Process .....	138
<b>Chapter 9. Reporting on Financial Management Data</b> .....	141
Creating Reports .....	141
Opening Reports .....	142
Formatting System Reports .....	142
Editing Reports .....	143
Saving Reports .....	144
Drilling Through to Intercompany Transactions .....	144
Printing Reports .....	144
Deleting Reports .....	145
<b>Chapter 10. Processing Intercompany Transactions</b> .....	147
Intercompany Transaction Module Features .....	147
Intercompany Transaction Security Roles .....	148
Sample Intercompany Transactions Task Flow .....	149
Intercompany Transaction Load Files .....	150
Section Headers in the Load File .....	151
Special Keywords in the Load File .....	151
Intercompany Transaction File Example .....	151
Load Methods .....	152
Loading Intercompany Transactions .....	153
Extracting Intercompany Transaction Files .....	154
About Managing Intercompany Transactions .....	155
Creating Intercompany Transactions .....	155
Viewing Intercompany Transactions .....	158
Selecting an Entity and Partner .....	159
Displaying Transaction Columns .....	159
Displaying Transaction Rows .....	160



Selecting Intercompany Transactions . . . . .	161
Editing Intercompany Transactions . . . . .	161
Duplicating Intercompany Transactions . . . . .	162
Assigning Reason Codes to Intercompany Transactions . . . . .	162
Matching Intercompany Transactions . . . . .	163
Auto-Match Process . . . . .	163
Auto-Matching Intercompany Transactions . . . . .	166
Using Auto-Match Templates . . . . .	167
Manually Matching Transactions with Tolerance Amount . . . . .	168
Manually Matching Transactions without Tolerance Amounts . . . . .	170
Generating Adjustments for Transaction Differences . . . . .	170
Matching Status . . . . .	171
Match Code . . . . .	172
Unmatching Intercompany Transactions . . . . .	172
Posting Intercompany Transactions . . . . .	173
Posting Process . . . . .	174
Posting to Flow Accounts . . . . .	174
Viewing Posted Status . . . . .	175
Unposting Intercompany Transactions . . . . .	175
Viewing Intercompany Transaction Progress . . . . .	176
Deleting Intercompany Transactions . . . . .	176
Reporting on Intercompany Transactions . . . . .	177
Running Intercompany Transaction Reports . . . . .	177
Displaying IC Transaction Report Columns . . . . .	178
Displaying IC Transaction Report Rows . . . . .	180
Running Matching Reports . . . . .	180
Selecting Matching Report Options . . . . .	180
Running a Matching Report by Account . . . . .	181
Running a Matching Report by Transaction ID . . . . .	183
Drilling Through to Transaction Details . . . . .	184
Email Alerts for Intercompany Transactions . . . . .	185
<b>Chapter 11. Using Journals . . . . .</b>	<b>187</b>
About Journals . . . . .	187
Journal Security Roles . . . . .	188
Using Journal Templates . . . . .	188
Creating Standard Journal Templates . . . . .	189
Creating Recurring Templates . . . . .	190
Viewing Journal Template Lists . . . . .	191

Filtering Journal Template Lists . . . . .	191
Displaying Columns in Journal Template Lists . . . . .	192
Editing Journal Templates . . . . .	192
Printing Journal Templates . . . . .	192
Deleting Journal Templates . . . . .	193
Managing Journal Periods . . . . .	193
Viewing Periods . . . . .	193
Opening and Closing Periods . . . . .	194
Processing Journals . . . . .	194
Creating Journals . . . . .	195
Creating Auto-reversing Journals . . . . .	196
Creating Journals Using Recurring Templates . . . . .	197
Scanning Journals . . . . .	198
Journal Status . . . . .	198
Managing Journal Groups . . . . .	199
Creating Journal Groups . . . . .	199
Deleting Journal Groups . . . . .	199
Viewing Journal Lists . . . . .	200
Editing Journals . . . . .	200
Selecting Dimension Members for Journal Detail . . . . .	201
Copying and Pasting Journal Cells . . . . .	202
Submitting Journals . . . . .	202
Unsubmitting Journals . . . . .	202
Approving Journals . . . . .	203
Rejecting Journals . . . . .	203
Posting Journals . . . . .	203
Unposting Journals . . . . .	204
Reviewing Journals . . . . .	205
Journal Validation . . . . .	205
Viewing Automated Consolidation Journals . . . . .	206
Creating Journal Reports . . . . .	207
Displaying Columns for the Report . . . . .	207
Filtering Journal Lists for Reports . . . . .	208
Saving Journal Reports . . . . .	209
Printing Journal Reports . . . . .	209
Printing Reports for Individual Journals . . . . .	209
Deleting Journals . . . . .	210
Working with Journals in Smart View . . . . .	210

<b>Chapter 12. Using Process Management</b> . . . . .	211
About Process Management . . . . .	211
Enabling Process Management . . . . .	211
Accessing Process Units . . . . .	212
Process Management Security Roles . . . . .	212
Process Levels . . . . .	213
Process Levels for Summary Time Periods . . . . .	214
Review Levels and Submission Phases . . . . .	214
Starting Process Management . . . . .	214
Using Process Control . . . . .	215
Process Control Tasks . . . . .	216
Selecting the Data View . . . . .	217
Selecting Entities for Process Control . . . . .	218
Selecting Multiple Rows for Process Control . . . . .	218
Setting Process Control Display Options . . . . .	219
Displaying Submission Phases in Process Control . . . . .	221
Using the Process Control Toolbar . . . . .	221
Viewing the Process Control Summary . . . . .	221
Viewing the Pass or Fail Status . . . . .	222
Viewing Validation Account Detail . . . . .	223
Viewing Calculation Status . . . . .	224
Viewing Journal Status . . . . .	225
Viewing Rate Data . . . . .	225
Viewing Manage Ownership Information . . . . .	226
Attaching Documents to a Process Unit . . . . .	226
Calculating Data from Process Control . . . . .	227
Translating Data from Process Control . . . . .	227
Consolidating Data from Process Control . . . . .	227
Running Equity Pickup Calculations from Process Control . . . . .	227
Promoting Process Units . . . . .	228
Submitting Process Units . . . . .	229
Approving Process Units . . . . .	230
Rejecting Process Units . . . . .	231
Signing Off on a Process Unit . . . . .	232
Publishing Process Units . . . . .	232
Locking and Unlocking Process Units . . . . .	233
Viewing Process Management History . . . . .	234
Email Alerts for Process Control . . . . .	234
Process Management Validation . . . . .	235

Validation for Promotion .....	235
Validation for Rejection .....	236
Process Management and Consolidation .....	236
<b>Chapter 13. Using Email Alerts</b> .....	<b>237</b>
About Email Alerts .....	237
Generating Alerts for Intercompany Transactions .....	238
Sending Email Alerts for Intercompany Transactions .....	238
Intercompany Transactions Email Content .....	238
Receiving Intercompany Transaction Email Alerts .....	239
Generating Alerts for Process Control .....	239
Process Control Email Content .....	240
Receiving Process Control Email Alerts .....	241
<b>Chapter 14. Automating Tasks</b> .....	<b>243</b>
Overview .....	243
Financial Management Tasks Available for Automation .....	243
Prerequisites for Task Automation .....	244
Managing Taskflows .....	244
Viewing Taskflows .....	245
Creating Taskflows .....	245
Adding Stages .....	246
Financial Management Stage Actions and Parameters .....	248
Adding Links .....	253
Editing Taskflows .....	254
Deleting Taskflows .....	254
Copying Taskflows .....	254
Running Taskflows Manually for Testing .....	255
Controlling Access to Taskflows .....	255
Scheduling Taskflows .....	256
Viewing Taskflow Status .....	256
Stopping Active Taskflows .....	259
Viewing the Taskflow Participant Summary .....	259
Viewing the Taskflow Participant Details .....	260

---

# Documentation Accessibility

---

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

## Access to Oracle Support

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



---

# Documentation Feedback

---

Send feedback on this documentation to: [epmdoc\\_ww@oracle.com](mailto:epmdoc_ww@oracle.com)

Follow EPM Information Development on these social media sites:

LinkedIn - [http://www.linkedin.com/groups?gid=3127051&goback=.gmp\\_3127051](http://www.linkedin.com/groups?gid=3127051&goback=.gmp_3127051)

Twitter - <http://twitter.com/hyperionepminfo>

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

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

YouTube - <http://www.youtube.com/user/OracleEPMWebcasts>





# 1

# About Financial Management

## In This Chapter

Financial Management Features.....	17
Performance Management Architect .....	18
EPM Workspace .....	18
Financial Management Dimensions .....	18
User-Defined Elements .....	21

## Financial Management Features

Oracle Hyperion Financial Management provides these features:

- A unified view of enterprise financial information consolidates key performance and operating metrics from global sources in a scalable, Web-based application.
- “Fast virtual close” features trim days and weeks off your close cycle including using Web-based process management, Web-based intercompany reconciliations, journal adjustments and a consistent set of data and business measures.
- Powerful multidimensional analysis helps identify and report on key financial and business trends, new sources of profitability and cash flow at corporate, cost center, product, brand, customer, and channel levels.
- Flexible “what if” scenario management feature dynamically consolidates and reports actual results, financial budgets, forecasts and plans, producing new statements as assumptions and facts change.
- High-volume, preformatted reports deliver timely, accurate financial information for internal management and external regulatory and government bodies from the same application.
- Prepackaged features are deployed out-of-the-box, quickly and cost-effectively, including features such as world-class allocations, multicurrency translations, and robust data integration with legacy applications, ERP, and CRM systems.
- Customizable and extensible application solves your issues quickly and cost-effectively, using industry standard tools.
- Architected for the Web so users can easily and securely access global financial information from any location, using a standard Web browser. Relational data storage ensures mission critical data is available to users 24x7x365.

In addition, Financial Management provides:

- Pre-built starter kit applications for specific requirements such as Sustainability Reporting, IFRS, Japan Statutory Reporting
- Integration with Oracle Essbase for extended reporting and analysis
- Integration with other Oracle Hyperion Enterprise Performance Management Applications

## Performance Management Architect

Oracle Hyperion EPM Architect is a component of Financial Management installation and configuration. You use it to create and work with applications and dimensions, and synchronize data.

For help on tasks performed in Performance Management Architect, see the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.

## EPM Workspace

Financial Management is available within Oracle Hyperion Enterprise Performance Management Workspace. For information on tasks performed in EPM Workspace, such as preferences or features in the Navigate, Favorites, Manage, or Tools menu, see the *Oracle Hyperion Enterprise Performance Management Workspace User's Guide* and online help.

## Financial Management Dimensions

Dimensions describe an organization's data and usually contain groups of related members. Examples of dimensions are Account, Entity, and Period. Financial Management provides eight system-defined dimensions and enables you to populate an unlimited number of custom dimensions that you can apply to accounts.

The elements that comprise a dimension are called members. For example, GrossMargin and TotalRevenues are members of the Account dimension.

Dimension members are arranged in hierarchies. Upper-level members are called parent members, and a member immediately below a parent member is referred to as its child. All members below a parent are referred to as descendants. The bottom-level hierarchy members of the hierarchy are called base-level members.

Data is typically entered into base-level members of dimensions and not into parent members. Values for parent-level members are aggregated from the children of the parent-level members. In some cases, data for base-level members is calculated.

The following sections describe the system-defined dimensions. For information on setting dimension attributes, see the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide* if you are using Oracle Hyperion EPM Architect, or the *Oracle Hyperion Financial Management Administrator's Guide* if you are using Financial Management Classic application administration.

## Scenario Dimension

The Scenario dimension represents a set of data, such as Actual, Budget, or Forecast. For example, the Actual scenario can contain data from a general ledger, reflecting past and current business operations. The Budget scenario can contain data that reflects the targeted business operations. The Forecast scenario typically contains data that corresponds to predictions for upcoming periods. A Legal scenario can contain data calculated according to legal GAAP format and rules.

You can define any number of scenarios for an application and define attributes for Scenario dimension members, such as the default frequency, the default view, and zero data settings.

## Year Dimension

The Year dimension represents the fiscal or calendar year for data. An application can contain data for more than one year. You specify a year range when you create the application and select a year from the Year dimension to process data.

## Period Dimension

The Period dimension represents time periods, such as quarters and months. It contains time periods and frequencies by displaying the time periods in a hierarchy. For example, if the Actual scenario maintains data on a monthly basis, generally 12 periods of data are available for this scenario in a year. Financial Management supports years, months, and weeks for the period dimension.

## Entity Dimension

The Entity dimension represents the organizational structure of the company, such as the management and legal reporting structures. Entities can represent divisions, subsidiaries, plants, regions, countries, legal entities, business units, departments, or any organizational unit. You can define any number of entities.

The Entity dimension is the consolidation dimension of the system. Hierarchies in the Entity dimension reflect various consolidated views of the data. Various hierarchies can correspond to geographic consolidation, legal consolidation, or consolidation by activity. All relationships among individual member components that exist in an organization are stored and maintained in this dimension. Entities in an organization can be categorized as dependent, base, or parent entities. Dependent entities are owned by other entities in the organization. Base entities are at the bottom of the organization structure and do not own other entities. Parent entities contain one or more dependents that report directly to them.

You define attributes for Entity dimension members, such as the default currency and security class, and to specify whether the entity allows adjustments and stores intercompany detail.

## Value Dimension

The Value dimension represents the different types of values stored in your application, and can include the input currency, parent currency, adjustments, and consolidation detail such as proportion, elimination, and contribution detail. For example, the Entity Currency member stores the value for an entity in its local currency. The Parent Currency member stores the value for an entity translated to the currency of the parent entity. The Value dimension is useful for providing an audit trail of the transactions applied to data.

## Account Dimension

The Account dimension represents a hierarchy of natural accounts. Accounts store financial data for entities and scenarios in an application. Each account has a type, such as Revenue or Expense, that defines its accounting behavior.

You define attributes for Account dimension members, such as the account type, the number of decimal places to display, and whether the account is a calculated, consolidated, or intercompany partner account.

## Intercompany Dimension

The Intercompany dimension represents all intercompany balances that exist for an account. This is a reserved dimension that is used in combination with the Account dimension and any custom dimension. Financial Management can track and eliminate intercompany transaction details across accounts and entities. You can also run Intercompany Matching reports to view intercompany transactions.

## View Dimension

The View dimension represents various modes of calendar intelligence; such as, Periodic, Year-to-Date, and Quarter-to-Date frequencies. If you set the view to Periodic, the values for each month are displayed. If you set the view to Year-to-Date or Quarter-to-Date, the cumulative values for the year or quarter are displayed.

## Custom Dimensions

Custom dimensions are dimensions associated with accounts. These dimensions enable you to specify additional details associated with accounts, such as products, markets, channels, balance sheet movement, or types of elimination. For example, custom dimensions could include Product Line, Region, Channel, or Customers. A Custom dimension for products associated with Sales and COGS accounts enables you to track sales and cost detail by product.

## User-Defined Elements

Many elements in Financial Management are user-defined. For example, when you create a journal, you specify a label and description.

User-defined elements, the minimum and maximum length for each element, and additional restrictions are listed below. The table groups the elements by the modules in which they are found.

**Table 1** Requirements for User-Defined Elements

Element	Min. length	Max. length	Restrictions
Application Profile			
Language	1	20	None
Period label	1	80	<ul style="list-style-type: none"> <li>● Must contain only alphanumeric characters.</li> <li>● Cannot contain spaces, symbols, or diacritical marks such as umlauts.</li> </ul>
View label	1	10	<ul style="list-style-type: none"> <li>● Must contain only alphanumeric characters.</li> <li>● Cannot contain spaces, symbols, or diacritical marks such as umlauts.</li> </ul>
View description	0	40	Cannot contain an ampersand ( & ).
Period description	0	40	Cannot contain an ampersand ( & ).
Create Application			
Application label	1	10	<ul style="list-style-type: none"> <li>● Must contain only alphanumeric characters.</li> <li>● Cannot start with a number.</li> <li>● Cannot contain spaces, symbols, diacritical marks such as umlauts, or special characters such as German Capital Sharp S.</li> </ul> <p><b>Note:</b> Application labels are not case-sensitive. For example, App1 and APP1 are considered the same application label.</p>
Application description	1	255	Cannot contain an ampersand ( & ).

Element	Min. length	Max. length	Restrictions
Metadata Manager			
Member label	1	80	<p>Must be unique. The label can contain up to 80 characters including spaces, but cannot start with a space.</p> <p>Cannot include these characters:</p> <ul style="list-style-type: none"> <li>● Asterisk ( * )</li> <li>● At sign ( @ )</li> <li>● Comma ( , )</li> <li>● Curly brackets ( { } )</li> <li>● Double quotation mark ( " )</li> <li>● Forward slash ( / )</li> <li>● Minus sign ( - )</li> <li>● Number sign ( # )</li> <li>● Period ( . )</li> <li>● Plus sign ( + )</li> <li>● Semicolon ( ; )</li> </ul> <p><b>Note:</b> You cannot use ALL as the name of an entity.</p>
Member description	0	40	Cannot contain an ampersand ( & ).
Alias label	0	80	Cannot contain an ampersand ( & ).
Security			
Security class	1	80	<p>Cannot include these characters:</p> <ul style="list-style-type: none"> <li>● Asterisk ( * )</li> <li>● At sign ( @ )</li> <li>● Comma ( , )</li> <li>● Curly brackets ( { } )</li> <li>● Double quotation marks ( " )</li> <li>● Minus sign ( - )</li> <li>● Number sign ( # )</li> <li>● Period ( . )</li> <li>● Plus sign ( + )</li> <li>● Semicolon ( ; )</li> <li>● Slash mark ( / )</li> </ul>

Element	Min. length	Max. length	Restrictions
Journals			
Journal label	1	20	Cannot include these characters: <ul style="list-style-type: none"> <li>● Asterisk ( * )</li> <li>● At sign ( @ )</li> <li>● Comma ( , )</li> <li>● Curly brackets ( { } )</li> <li>● Double quotation mark ( " )</li> <li>● Forward slash ( / )</li> <li>● Minus sign ( - )</li> <li>● Number sign ( # )</li> <li>● Period ( . )</li> <li>● Plus sign ( + )</li> <li>● Semicolon ( ; )</li> </ul>
Journal description	0	255	None
Journal group	0	30	None
Journal line item description	0	50	None
Load/Extract			
Delimiter character	1	1	Must be one of these characters and cannot be used in the file or in the file name: <ul style="list-style-type: none"> <li>● Ampersand ( &amp; )</li> <li>● At sign ( @ )</li> <li>● Backslash ( \ )</li> <li>● Carat ( ^ )</li> <li>● Colon ( : )</li> <li>● Comma ( , )</li> <li>● Dollar sign ( \$ )</li> <li>● Line (   )</li> <li>● Percent sign ( % )</li> <li>● Question mark ( ? )</li> <li>● Semicolon ( ; )</li> <li>● Tilde ( ~ )</li> </ul> <p><b>Note:</b> You must use the same delimiter character throughout the file. Using different delimiter characters within the same file causes an error when you load the file.</p>
Data grids			
Cell description	1	1900	None
Line item detail	1	80	None

Element	Min. length	Max. length	Restrictions
Annotation	0	255	None
Decimal character	1	1	These characters are invalid decimal characters for data grids: <ul style="list-style-type: none"> <li>● Backslash ( \ )</li> <li>● Forward slash ( / )</li> <li>● Minus sign ( - )</li> <li>● Plus sign ( + )</li> </ul>

#### Documents

Document names (including folder and report names)	1	16	These characters are invalid characters for document names: <ul style="list-style-type: none"> <li>● Asterisk ( * )</li> <li>● At sign ( @ )</li> <li>● Backslash ( \ )</li> <li>● Colon ( : )</li> <li>● Comma ( , )</li> <li>● Curly brackets ( { } )</li> <li>● Double quotation mark ( " )</li> <li>● Forward slash ( / )</li> <li>● Greater than sign ( &gt; )</li> <li>● Less than sign ( &lt; )</li> <li>● Line (   )</li> <li>● Number sign ( # )</li> <li>● Period ( . ) at the end of a document name</li> <li>● Plus sign ( + )</li> <li>● Question mark ( ? )</li> <li>● Semicolon ( ; )</li> </ul> <p><b>Note:</b> Document names also cannot contain trailing or leading white space.</p>
--	---	----	---



# 2

## Basic Financial Management Procedures

### In This Chapter

Starting Financial Management .....	25
Opening Applications .....	26
Closing Applications .....	26
Setting User Preferences .....	26
Enabling Multibyte Language Date and Time Formats .....	28
Using Financial Management Help .....	29
Exiting Financial Management .....	29
Using Financial Management .....	29

## Starting Financial Management

You can start Financial Management from a Web browser. You can also start Financial Management using Netegrity SiteMinder as a Web security agent.

The Financial Management Win32 client includes only the Metadata Manager, from which you can edit metadata. It is only available offline. The Win32 component can be installed separately as a standalone tool to any computer without installing the Financial Management Server component.

You work with Financial Management in the EPM Workspace environment.

For information on installing and configuring EPM Workspace, see the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

► To start Financial Management:

- 1 Ensure that the Web server is started and the Web application server is running in the Services panel.
- 2 In your browser, enter the URL for the EPM Workspace Log On page.

**Note:** The default EPM Workspace URL is `http://host:port/workspace`, where `host` is the name of the BI+ server and `port` is the Oracle HTTP server. The default port is 19000.

- 3 Enter your system user name.
- 4 Enter your system password.
- 5 Click **Log On**.

6 In EPM Workspace, select **Navigate**, then **Applications**, then **Consolidation** and select an application.

## Opening Applications

An application is a set of dimensions and dimension members that meet a set of analytical or reporting requirements. For example, you can have an application to report on tax data and a separate application for sales analysis.

In Financial Management, all data is processed within applications. You can open and work with multiple applications at one time.

**Note:** To access an application, you must be assigned as a user of the application.

► To open an application:

- 1 Select **Navigate**, then **Applications**, and then **Consolidation**.
- 2 Select an application.

## Closing Applications

You can close the current application in which you are working, or if you have multiple applications open, close them all simultaneously.

► To close an application, take one of these actions:

- Select **File**, then **Close**, and then **Current**, or **All**.
- Click the X on the top of the tab in which the application is open.

## Setting User Preferences

You can specify user preferences for applications.

When you make any change in a user preference, you must log off and log back in for the change to take effect.

See these procedures:

- [“Specifying a Cluster” on page 27](#)
- [“Specifying Default Language for Descriptions” on page 27](#)
- [“Specifying Number Formatting” on page 27](#)
- [“Specifying File Extract Options” on page 27](#)
- [“Setting User Preferences” on page 27](#)

## Specifying a Cluster

You can specify an application as your startup application. From the General Preferences in EPM Workspace, you can select an application, and when you log off and log back into EPM Workspace, the Financial Management application that you selected opens automatically.

The server cluster that is displayed is based on the cluster that was used at logon. You can select a different cluster.

## Specifying Default Language for Descriptions

You can specify the default language in which to display descriptions for metadata. The languages that you can select are based on the languages that you defined when you set up the application.

## Specifying Number Formatting

You can specify number formatting for the decimal and thousands separator characters. You can use any characters for delimiters except Arabic numerals (for example, 0 through 9), an ampersand (&), back slash (\), less than sign (<), or question mark (?).

## Specifying File Extract Options

You can specify whether to save all extracted files in Unicode format. The Unicode format for encoding text provides the ability to view multilingual characters. If you select this option, extracted files including reports, metadata files, member list files, journals, rules, and security files are saved in Unicode format, using the UTF-16 character set.

**Note:** Data files are always extracted in Unicode format, regardless of this setting.

Select the Unicode file option if the extract files might contain multibyte (Japanese or other) characters and your code page on the Web server does not support them. For example, if your default code page on the Web server is English, and you extract a file that contains Japanese characters, those characters are displayed correctly only if you select this option.

## Using Document Manager as the Default Page

You can set the Document Manager as the default page when you open an application. If you select this option, the application opens with the Document Manager page, from which you can view, create, edit, delete, load and extract documents.

## Setting User Preferences

When you use Financial Management, you set user preferences through the EPM Workspace.

► To set user preferences:

- 1 From the **Workspace**, select **File**, then **Preferences**, and then **Consolidation**.
- 2 From the list of applications, select an application.

**Note:** The system display your current settings. The system populates the list of applications and the cluster based on the Web Server and cluster that you used at logon.

- 3 **Optional:** To change the server cluster, from the drop-down list, select a cluster.
- 4 From **Default Language for Descriptions**, select the language to use for descriptions.

**Note:** The languages are listed in alphabetical order.

- 5 For **Decimal Character**, enter one character to use for a decimal.
- 6 For **Thousands Separator Character**, enter one character to use to separate thousands.
- 7 **Optional:** Select **Save all files in Unicode format**.
- 8 **Optional:** To set the application to open with Document Manager, select **Use Document Manager as the default page**.
- 9 To save your preferences, click **Save**.

The preferences are saved to the database for the current application.

**Tip:** To reset the settings to the default values, click **Reset**.

- 10 Click **OK**.
- 11 Log off, and log on again for the changes to take effect.

## Enabling Multibyte Language Date and Time Formats

Financial Management date and time formatting is based on the browser's language setting, not on the Regional Settings.

If you use multibyte or right-to-left languages, system files for those languages must be installed. If they are not installed, you may see an error message that "The specified LCID is not available" when you open an application.

**Note:** The system language files should be installed on both the browser machine and the Web server, if they are different.

► To check if the system files are installed:

- 1 From the **Control Panel**, select **Regional and Language Options** and select the **Languages** tab.
- 2 In the **Supplemental Language support** section, make sure these options are selected:
  - Install files for complex script and right-to-left languages (including Thai)
  - Install files for East Asian (multibyte) languages

- 3 If the required type is not checked, select it and click **Apply**. The system files will be installed. You may then need to reboot your machine.

## Using Financial Management Help

To access help, click **Help** at the top of any Financial Management Web page.

## Exiting Financial Management

You can exit Financial Management from any module.

To log off from a Financial Management Web page, select **File**, and then **Log Off**, or click **Log Off** from the top menu and click **Yes** to confirm that you want to log off. The system returns you to the Logon dialog box, so that you can log on again if necessary.

## Using Financial Management

You can navigate to tasks and documents in a browser view and set up custom task lists for frequently used tasks and documents.

Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some tasks such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

## Setting Point of View Bar Options

The point of view (POV) is a set of dimensions you define that determines the data accessed for an application. You select dimension members from the Point of View bar to display in data grids or journals, for example.

Financial Management provides initial point of view settings. When you change dimension selections, the point of view is updated with your changes. This user point of view is available throughout the application session. When you exit the application, the point of view is saved and can be used the next time that you open the application.

You set options for displaying dimensions in the POV bar. You can show dimension long names (such as Scenario or Year), show dimension short names (such as S for Scenario or Y for Year), or select not to display dimension names. You can show labels, descriptions, and icons, and wrap the POV.

When you select these POV bar options in one module, they are saved and applied to other modules. For example, if you select to show dimension long names in data grids, the POV displays dimension long names when you open a journal. If you close and reopen the application, the settings persist.

You can show, hide, or reorder dimensions. Show Hidden Dimensions, Show/Hide Dimensions, POV Details, and Reorder Dimensions settings are not automatically applied to other modules.

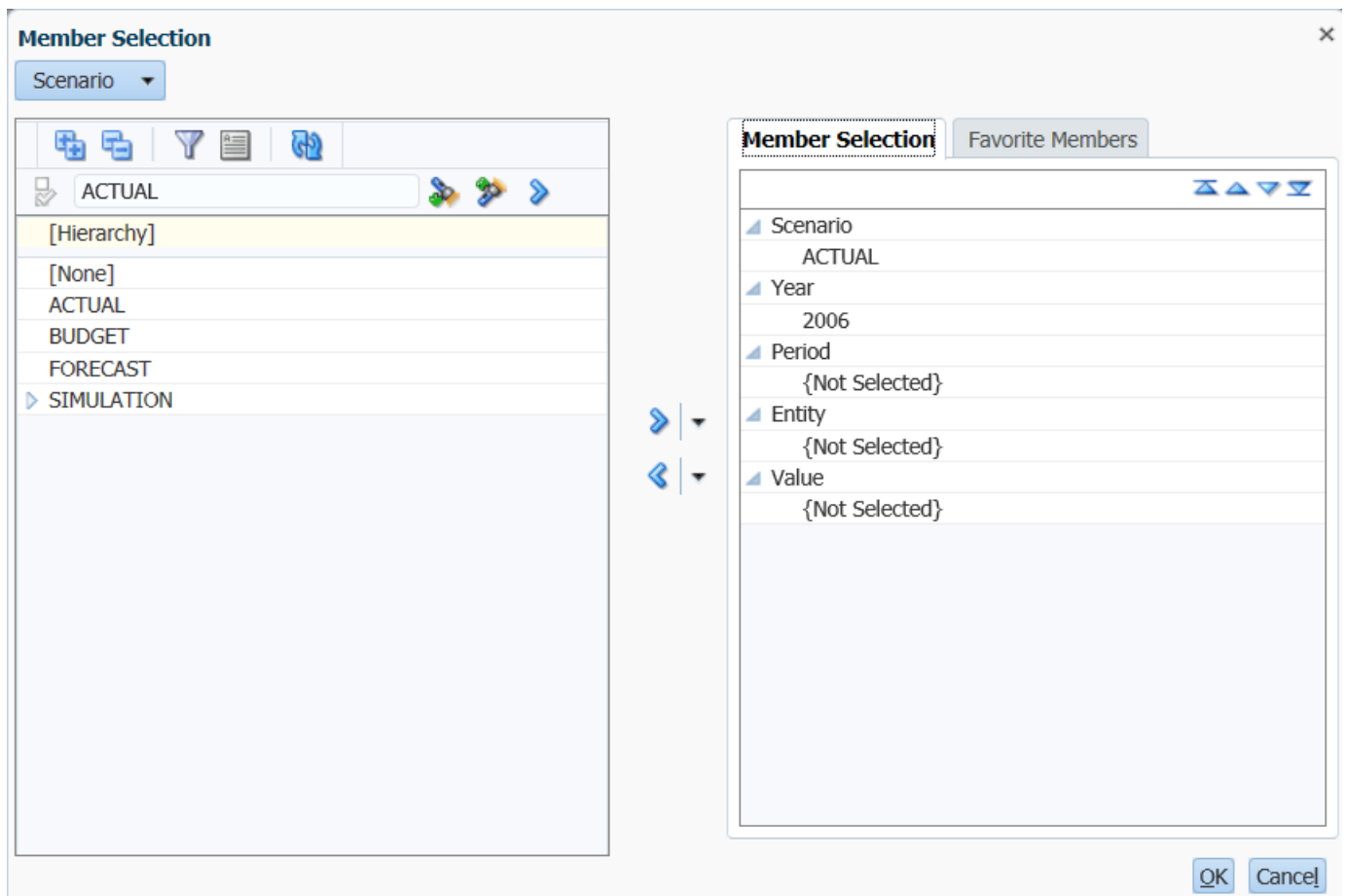
► To set POV bar options:

- 1 Open an application.
- 2 From the Point of View bar, click the **POV options** icon at the right side of the bar and select options:
  - **Show Dimension long names**
  - **Show Dimension short names**
  - **Do not show Dimension names**
  - **Show Label**
  - **Show Description**
  - **Show Dimension icons**
  - **Wrap POV**
  - **Show Hidden Dimensions**
  - **Show/Hide Dimensions**, select dimensions to hide, and click **OK**.
  - **POV Details**, view the dimension member names and descriptions, and click **OK**.
  - **Reorder Dimensions**, select dimensions, use the up and down arrows to change the dimension order, and click **OK**.

## Selecting Members for the Point of View

The member selector displays the related members that belong to a dimension. The members selected for the dimensions assigned to the point of view determine the context for the data in the rows and columns of data grids and data forms. For example, if the Scenario dimension is set to Budget in the point of view of a data grid, then all rows and columns on the data grid display data for the Budget scenario.

The point of view can contain folders, which indicate that there are additional members for the dimension. You can expand the folders to show additional members in the hierarchy. The Hierarchy member list contains all members of a dimension.



➤ To select members for the Point of View:

- 1 **Open an application, and from the Point of View bar, click a dimension.**
- 2 **From the **Member Selection** dialog box, select a member from the dimension list on the left. You may need to expand one or more parent members.**
- 3 **Click the **Shuttle Right** arrow to move it to the selected members list on the right.**

**Tip:** You can double-click on a member in the dimension list to move it to the selected members list. If multiple member selection is allowed for a dimension, you can use Ctrl + left-click to select multiple members at one time.

- 4 **Optional:** To display dimension descriptions in addition to labels, click **Show Descriptions**.
- 5 **Optional:** To view only active entities, click **Active Only**.

**Note:** This option is available only if the application is set up for Organization by Period.

- 6 **Optional:** To filter the list, click the **Filter** down arrow and select a TopMember.

**Tip:** To reset the list and view all members, click **Reset**.

- 7 **Optional:** To move a selected member up or down in the selected members list, highlight the member and click the Up or Down arrows.

**Tip:** To remove members from the selected members list, select one or more members and click the Shuttle Left arrow, or select the Down arrow and Remove All.

8 Click **OK** to save your selections.

## Selecting Multiple Members

In several modules such as Manage Data and Extract Data to Database, you can select multiple dimension members or use a member list to define the selection.

Member lists display subsets of related members that belong to a dimension. They can reduce the time that you spend browsing the hierarchy of members. For example, if Italy, France, and UK are used frequently in the POV for the Entity dimension, you can create a member list named European Region, and then select from the list instead of browsing through the hierarchy of the Entity dimension.

Financial Management provides system-defined member lists, such as [Descendants] and [Children]. System-defined member list names are enclosed in brackets ([ ]).

If you select multiple members for a dimension in certain modules, when you hover over the dimension in the Point of View bar, the system displays the number of selected members in parentheses. This is available for Manage Data, Extract Journals, and Extract Data to Database. For example, if you selected five entities, when you hover over the Entity dimension in the Point of View, the tooltip displays the selected members and the number (5). The system displays a maximum of 20 members in the tooltip, followed by ellipses (...) if there are more than 20 members.

► To select multiple members from member lists:

- 1 From the Point of View bar, click a dimension.
- 2 **Optional:** To expand or collapse the dimension members, from the **Selector Options** down arrow, select **Expand All**, or **Collapse All**.
- 3 From the **Member Selection** dialog box, use one of these methods:
  - Select members and click the **Shuttle Right** arrow to move them to the selected members list.
  - Click the Down arrow and select a list to move to the selected members list.

**Tip:** To remove members from the selected members list, select one or more members and click the **Shuttle Left** arrow, or select the Down arrow and **Remove All**.

4 **Optional:** To display dimension descriptions in addition to labels, click **Show Descriptions**.

5 **Optional:** To view only active entities, click **Active Only**.

**Note:** This option is available only if the application is set up for Organization by Period.

6 **Optional:** To filter the list, click the **Filter** down arrow and select a TopMember.

**Tip:** To reset the list and view all members, click **Reset**.



- 7 **Optional:** To move a selected member up or down in the selected members list, highlight the member and click the Up or Down arrows.
- 8 Click **OK** to save your selections.

## Finding Dimension Members

You can use the Point of View dialog box to quickly find a member within a large dimension. In addition to providing search capabilities, the Point of View dialog box displays your location in the dimension hierarchy.

You can use wildcards before, after, or within the member name; for example, \*con, con\*, or \*con\*. To find the Massachusetts entity, for example, type ma\*. The search defaults to the first member with a name that starts with “ma.” When you press Enter, the cursor moves to the next member that fits the criteria.

► To find dimension members from the **Member Selector**:

- 1 From the Point of View bar, click a dimension.
- 2 **Optional:** From the **Member Selection** dialog box, click **Enable/disable filter selection on the text** for the search criteria.
- 3 In the text box, type in the member name that you are looking for. The search only applies to the member label, not the description.

**Tip:** Use an asterisk (\*) as a wildcard, for example, Sales\*.

- 4 Click **Find Down**. If a matching member is found, it is highlighted. If there are more matching members, click **Find Down** to display the next result.

**Tip:** Use **Find Up** and **Find Down** to navigate through the search result.

- 5 When you find and select a member, click the **Shuttle Right** arrow to move it to the selected members list.
- 6 Click **OK**.

► To find dimension members from the **Add Member** text box:

- 1 From the Point of View bar, **Ctrl + left-click** on a dimension to display the **Add Member** text box.
- 2 Type the member name in the text box.

**Note:** You must enter the member label, not the description.

- 3 Click the green Arrow button next to the text box to find the member.

## Finding Selected Members

From the Member Selection dialog, you can find the location of a dimension member in the left tree panel.

► To find selected members:

- 1 From the Point of View bar, click a dimension.
- 2 Double-click on the selected member on the right tree panel.

The system finds and highlights the same member on the left tree panel.

**Note:** This action only works when you select a dimension that is available in the Member Selection list on the right.

## Saving Favorite Members

When you are selecting members, you can use the Favorite Members tab to save frequently used members for each dimension that is currently displayed in the Point of View. After you save Favorite Members, they are available for selection from other modules in the application. The list of Favorite Members is also retained the next time that you log in to the application.

The Favorite Members tab is only enabled in the Point of View for dimensions that use a single member selection, for example Year.

► To save favorite members:

- 1 From the Point of View bar, click a dimension.
- 2 **Optional:** To expand or collapse the dimension members, from the **Selector Options** down arrow, select **Expand All**, or **Collapse All**.
- 3 From the **Member Selection** page, click the **Favorite Members** tab.
- 4 Select one or more members to save as favorites.
- 5 Click the **Shuttle Right** arrow to move the selected members to the **Favorite Members** tab and click **OK**.

**Tip:** To remove members from the selected members list, select one or more members and click the **Shuttle Left** arrow, or select the Down arrow and **Remove All**.

## Selecting Favorite Members

On some pages, you can quickly select members from the Favorite Members drop-down list. This function is only available if you saved dimension members to the Favorite Members list.

► To select members:

- 1 From the Point of View bar, click the Down arrow next to the member name.

- 2 Select the desired member from the drop-down list.

## Selecting Members in Data Forms

In Web Forms, you can quickly select members for selectable dimensions. The Favorite members are displayed at the top of the list. The members matching the constraints are displayed next.

➤ To select members in data forms:

- 1 From the Point of View bar, click the Down arrow next to the member name.
- 2 Select the desired member from the drop-down list.

## Viewing Member Properties

From the Member Selector, you can view dimension member properties for Scenario, Entity, Account, ICP, or Custom dimensions. You can also view member properties in a data form, data grid, journal, or Process Management page. When you select Member Properties, the system displays the member name, description, default parent, and member properties. For example, for a Scenario dimension, the system displays the name, parent member, and metadata properties such as the default frequency, default view, and security class.

Member Properties is not available for Year, Period, View, or Value dimension members.

If the dimension member is not a valid member, its properties are not displayed. When you select multiple members in data forms and data grids, the first selected member properties are displayed. In journals, if the member field is empty, member properties are not displayed.

For information on setting metadata properties, see the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To view member properties, use one of these methods:

- From the Member Selector, right-click a member in the left pane, then select **Member Properties**.
- From the Member Selector, right-click a member in the Selected Members tab, then select **Member Properties**.
- From the Member Selector, right-click a member in the Favorite Members tab, then select **Member Properties**.
- From a data form, data grid, journal, or Process Management page, right-click a member, then select **Member Properties**.

## Viewing Active Entities

If your application is set up to support the Organization by Period setting, you can view the list of active children under a parent. Organization by Period enables you to preserve historical

organizational structures and have them co-exist in an application with the current organization. These organizational changes may be due to acquisitions, disposals, mergers, or reorganizations.

Organization by Period is determined through the use of the Organization by Period setting and the Active system account. The Active account value controls whether the entity should be included in the consolidation.

The option to filter active entities is enabled only after you select a scenario, year, and period in the point of view.

You can view or change the value for Active accounts through data grids. In the point of view, you must select Active as the account, and System as the Intercompany Partner dimension list.

► To view active entities:

- 1 From the Point of View bar, click a dimension.
- 2 From the Member Selection dialog box, select a member list.
- 3 Select **Active Only**.

**Note:** This option is available only if the application is set up for Organization by Period.

- 4 Click **OK**.

## Displaying Columns

You can specify which columns to display on Financial Management pages. You can expand, collapse, and reorder columns.

### Selecting Columns

You can specify columns to display on a page, or display all available columns. For example, on the Manage Journals page, you can select to display any or all of these columns: Label, Description, Short Description, Status, Group, Type, Balance Type, Created By, Created On, Approved By, Date Approved, Posted By, Date Posted, Entity, Parent, and Security.

► To select columns:

- 1 From the menu at the top of the page, select **View**, and then **Columns**.
- 2 Select the columns to display, or to display all columns, click **Show All**.

### Reordering Columns

You can reorder the columns on a page.

► To reorder columns:

- 1 From the menu at the top of the page, select **View**, and then **Reorder Columns**.

- 2 From the **Visible Columns** list, select one or more columns and use the Up and Down arrows to move them up or down in the display order.
- 3 Click **OK**.

## Reordering Tabs

You can reorder application tabs that you have open. For example, if you have Documents, Load Journals, and Extract Journals tabs open, you can change their order.

- To reorder tabs, use one of these methods:
  - Drag and drop the tabs to the desired order.
  - Right-click on the tab name, click **Reorder Tabs**, use the Up and Down arrows to reorder the tabs and then click **OK**.

## Closing Tabs

When you are navigating among modules, you can easily close multiple tabs using the right-click option.


- To close tabs, use one of these methods:
  - To close the current tab, right-click on the tab name and click **Close**.
  - To close all other tabs except the current one, right-click on the current tab name and select **Close others**.


**Note:** If there are unsaved changes in multiple tabs, the Close others option is not allowed until the changes have been saved. If one of the tabs contains unsaved changes, the system displays a warning message for you to save the changes.

## Using Filters

You can use filters to define and view a subset of tasks or documents to which you have security access. For example, on the Manage Journals page, you can filter the list of journals by Entity, Group, Label, Description, Journal Types, Balance Types, or Status.

You can expand, collapse, or resize the Filters pane to show or hide filter criteria.

- To filter data:
  - 1 From the **Filters** pane, click the **Filter** button, , next to a category.
  - 2 From the list of available items, select items to display.
  - 3 Click **OK** to refresh the list with the filtered criteria.

**Tip:** To remove filter criteria and display all items, click the **Reset Filter** button .

## Managing Documents

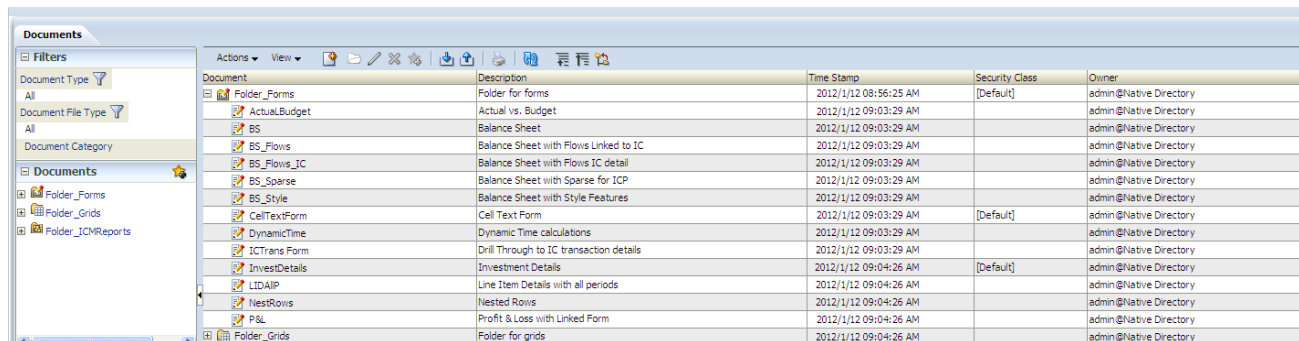
The Document Manager provides a central location from which you can manage documents in applications. From the Document Manager, you can work with task lists, data grids, data forms, system reports, links, related content, and custom documents.

From the Document Manager, you can perform these document tasks:

- Create
- Open
- Edit
- Load
- Extract
- Add to Favorites
- Print
- Delete
- View document lists
- Create folders

You can create public documents that can be shared with other users, or private documents, which are displayed only in the Documents list of the user who created them.

You can integrate external documents such as custom documents, related content, and links into applications.



Document	Description	Time Stamp	Security Class	Owner
Folder_Forms	Folder for forms	2012/1/12 08:56:25 AM	[Default]	admin@Native Directory
ActualBudget	Actual vs. Budget	2012/1/12 09:03:29 AM		admin@Native Directory
BS	Balance Sheet	2012/1/12 09:03:29 AM		admin@Native Directory
BS_Flows	Balance Sheet with Flows Linked to IC	2012/1/12 09:03:29 AM		admin@Native Directory
BS_Flows_IC	Balance Sheet with Flows IC detail	2012/1/12 09:03:29 AM		admin@Native Directory
BS_Sparse	Balance Sheet with Sparse for ICP	2012/1/12 09:03:29 AM		admin@Native Directory
BS_Style	Balance Sheet with Style Features	2012/1/12 09:03:29 AM		admin@Native Directory
CellTextForm	Cell Text Form	2012/1/12 09:03:29 AM	[Default]	admin@Native Directory
DynamicTime	Dynamic Time calculations	2012/1/12 09:03:29 AM		admin@Native Directory
ICTrans Form	Drill Through to IC transaction details	2012/1/12 09:03:29 AM		admin@Native Directory
InvestDetails	Investment Details	2012/1/12 09:04:26 AM	[Default]	admin@Native Directory
LIDAIIP	Line Item Details with all periods	2012/1/12 09:04:26 AM		admin@Native Directory
NestRows	Nested Rows	2012/1/12 09:04:26 AM		admin@Native Directory
P&L	Profit & Loss with Linked Form	2012/1/12 09:04:26 AM		admin@Native Directory
Folder_Grids	Folder for grids	2012/1/12 09:04:26 AM		admin@Native Directory

You can filter the list of documents using criteria such as Document Type, Document File Type, or Document Category. Document Category is only available to users with Administrative security rights. If the “Show Other Users’ Private Documents” option is selected, the administrator can see other users’ documents in the Manage Documents page, but not in the Filters pane.

You can expand, collapse, or resize the Documents pane on the left to display the list of documents.

- To access the Document Manager:
  - 1 **Select *Navigate*, then *Applications*, and then *Consolidation*.**
  - 2 **Open an application. If the Document Manager is not displayed by default, select *Consolidation*, and then *Documents*.**

## Opening Documents

You can open one or multiple documents using several methods.

- From the Manage Documents page, select a method:
  - Select a document from the Manage Documents list and click **Open Selected Document**.
  - Select a document from the Manage Documents list and select **Actions**, and then **Open**.
  - From the Manage Documents list, double-click a document name to open it.
  - From the Documents pane on the left, double-click a document name to open it.
  - From the Documents pane on the left, select a document, right-click and select **Open**.

## Saving Documents

When you save a document, by default the system uses the Root folder. You can change the location in which to save the document, and specify whether it should be a private document. Private documents are only displayed in the Documents list of the user who created them.

- To save a document:
  - 1 **From the Manage Documents page, create or edit a document.**
  - 2 **Click *Save*, or select *Actions*, and then *Save*.**
  - 3 **To change the destination folder, enter a location for the file.**
  - 4 **For *Name*, enter a document name.**

The name can have a maximum of 20 characters, including spaces.
  - 5 **Optional: Select a security class for the document or use the Default security class.**
  - 6 **Optional: Enter a description.**

The description can be a maximum of 255 characters, including spaces.
  - 7 **Optional: Select *Private* if you want the document to be private.**
  - 8 **Optional: To overwrite a file, select *Overwrite existing document*.**
  - 9 **Click *Save*.**

## Creating Document Folders

You can create a folder hierarchy to organize documents. The Root folder is available by default and cannot be deleted. Any folders that you create are created under the Root folder.

Folder names cannot contain these characters: asterisk ( \* ), at sign ( @ ), back or forward slash ( / \ ), colon ( : ), comma ( , ), curly brackets ( { } ), double quotation marks ( " ), greater than or less than signs ( > < ), number sign ( # ), period ( . ), pipe ( | ), plus sign ( + ), question mark ( ? ), or semicolon ( ; ). Folder names also cannot contain trailing or leading white space.

**Note:** To create folders, you must have the Advanced User security role.

► To create document folders:

**1 From the Document Manager, click **New**, and then **Folder**, or select **Actions**, then **New**, and then **Folder**.**

**2 Enter a folder name.**

The name can contain a maximum of 20 characters, including spaces.

**3 Optional: Enter a folder description.**

The description can contain a maximum of 80 characters, including spaces.

**4 From **Security Class**, select the security class to assign to the folder.**

**5 For **Content Type**, select the type of documents for the folder.**

**Tip:** If the folder will be used for all documents, select **All**.

**6 Optional: Select **Private** if you want the folder to be private.**

**Note:** Private folders cannot be shared or viewed by other users. This option is only available if you have ALL access to at least one security class.

**7 Click **Create**.**

## Viewing Document Folders

You can view and expand or collapse document folders.

► To view document folders:

**1 Select **Consolidation** and then **Documents**.**

**2 To expand or collapse the Documents list, click the plus (+) or minus (-) signs next to folders, or right-click and select **Expand All Below**, **Collapse**, or **Collapse All Below**.**

## Loading Documents

You can load these types of documents:

- Data forms
- Data grids
- Task lists



- Reports
- Links
- Related Content
- Custom documents

When the Path is selected in the Default section of the Load Documents page, the system displays a list of folders that exist in the system to which you can load documents. You can browse to select a folder from which to load documents.

When you change the default load options, the options are updated for all the rows unless you have a file selected. If you select the Override Security Class option for a specific row, the security class for that row is not updated when you change the default security class. You can change the current document path in the default load section or each row independently.

**Note:** You cannot load a custom document in Override mode with the same name as an already loaded document with a security access to which you do not have access.

When the load process is complete, a link displays for the log so that you can view any errors.

➤ To load documents:

- 1 **Select Consolidation, then Load, and then Documents, or from the Document Manager toolbar, click Load Documents.**
- 2 **From the Document Type list, select the type of documents to load.**
- 3 **For Security Class, select a document security class or use the Default security class.**
- 4 **Optional: To override the security class specified in the file being loaded, select Override Security Class, then select the security class from Security Class.**
- 5 **Optional: If the document is a private document, select Private.**
- 6 **Optional: Select Overwrite existing documents.**
- 7 **Optional: If you are using Firefox as the browser, you can load multiple files. Select Multiple selection if it is not already selected, and click Browse to locate the files.**

You can select a maximum of 10 files at one time. The system then populates the detail rows with the selected files.

You can also drag and drop files into the File Selection Content area.

- 8 **To add more rows, click Add.**

The system adds rows that you can use to load additional documents.

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

- 9 **Click Load.**

If you reload existing files, the system displays a warning prompt asking if you want to use them again. If you do, click **Yes**.

**Tip:** To reset the settings to the default values, click **Reset**.

## Setting Up Links to Documents or Web Pages

You can create links to Web pages, and add them to Task lists and to the Favorites section. When you create a link, you can specify whether it should be displayed within a Financial Management application or in a separate browser window.

You can specify the option for the system to prompt you before opening the page. For example, you can specify this option when opening a link to a Web page that is time-consuming to open.

► To link a Web page:

- 1 From the Document Manager, click **New**, then **Link**, or select **Actions**, then **New**, and then **Link**.
- 2 Enter the URL of the Web page.
- 3 To display the page within the current page, select **Tasklist opens link within same page**.

**Note:** If you do not select this option, the page opens in a separate browser window.

- 4 **Optional:** Select **Prompt user before opening link** so that the system prompts you with a confirmation dialog box before opening the page.
- 5 **Optional:** Select **Include Single Sign On information in page request** so that the single sign-on information is posted back to the page.
- 6 To save the link, click **Save**, enter the information, and click **Save**.

## Copying Document Links

From a data grid or data form, you can copy a Financial Management document link and use it as a bookmark.

► To copy a document link:

- 1 Open a data grid or data form.
- 2 From the toolbar, click **Copy Document Link**.
- 3 Copy the link text from the dialog and use it to create a bookmark in the browser.
- 4 Use this bookmark to open Oracle Hyperion Enterprise Performance Management Workspace and view the document. You will be prompted to log on before the document is opened.

## Working with Custom Documents

You can attach one or more documents to cells in data grids, data forms, and Process Control cells. You can attach any type of public document that you have stored in your task list. For example, you can attach a Microsoft Word document, Microsoft Excel spreadsheet, or XML file.

You must first upload the documents to the Financial Management database. The documents are stored in the database, and you can apply security classes to them.

You can load, extract, organize, view, and delete custom documents in the same way that you work with Financial Management documents.

To attach or extract any custom documents to or from the server, you must be assigned the Manage Custom Documents security role.

You can specify a size limit for document attachments, and a maximum number of document attachments by user when you create an application. You specify the limits in the AppSettings attribute for the application metadata.

## Accessing Related Content

You can include content that is contained in the Workspace directly within a Financial Management task list. In Financial Management, when you create a related content document, it serves as a link to a resource in another product. For example, you can view a report from Oracle Hyperion Financial Reporting in HTML or as a PDF file. You can add the item to a task list or launch it separately from the Related Content menu. You must be assigned the appropriate security rights to view the content.

Before you can use related content, you must perform these tasks:

- Set up a link to the related content resource server. There is one repository for all Related Content documents, which is accessed through one URL.
- Configure external authentication. If you are not using external authentication, the Related Content tab is not displayed in Manage Documents.

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

➤ To access related content:

- 1 **Make sure that your administrator has enabled external authentication and that a link is established to the related content resource server.**
- 2 **From Documents, select New, then Related Content, or Actions, then New, then Related Content.**

**Note:** If external authentication is not enabled, the Related Content tab is not displayed.

- 3 **For Resource Document, enter the name of the document or click Browse to locate the file.**
- 4 **From Open As, select the format in which to open the document.**
- 5 **Optional: To preview the document, click Preview.**
- 6 **Click Save to save the document.**

## Managing Task Lists

You can create task lists for documents and tasks that you use frequently, for example, data grids, data forms, and reports. Task lists provide quick access to these items without navigating among different modules. For example, suppose you need to enter intercompany balances in data forms, review intercompany balances in reports, and translate parent entities in a data grid. Creating a task list enables you to complete your workflow without navigating among forms, grids, and report modules.

See these procedures:

- [“Creating Task Lists” on page 44](#)
- [“Editing Task Lists” on page 45](#)
- [“Deleting Task Lists” on page 45](#)

## Creating Task Lists

You can create private or public task lists. Public task lists can be shared with other users. Private task lists are not displayed to other users, and can be accessed only by the users who create them. To limit access to a list, you can assign a security class to the list.

You can add these items to task lists: tasks, data forms, data grids, intercompany reports, journal reports, links to Web sites or files, , related content, folders, and custom documents. You can include multiple instances of a task or document in a task list. For example, a task list may contain these items for a workflow: Input Grid, Load Data, Input Grid, Process Control.

You can also add a task list to another task list. For example, you can create a task list for journal actions and add it to a task list for monthly closing tasks. When you create a task list, you define whether it can be added to other task lists. A task list that is attached to a major list cannot contain another task list.

To organize the documents of a task list, you can add document folders to task lists. Users can then expand folders and select one or more documents. For example, you can add a folder of data forms. You can add a folder with subfolders, and you can modify a folder that is attached to a task list to add a subfolder to it. You can add an unlimited number of folders to a task list.

► To create a task list:

- 1 From Document Manager, click **New**, and then **Task List**, or select **Actions**, then **New**, and then **Task List**.
- 2 Click **Add**, or select **Actions**, then **Add**, and select an item:
  - Folder
  - Task List
  - Custom Documents
  - Data Form
  - Data Grid
  - Link

- Related Content
- Reports
- Tasks

3 Select the items to add, and click **Select**.

4 **Optional:** To reorder items in a task list, highlight the item to move, and click the Move Task List Item arrows to move the item up, down, to the top, or to the bottom.

**Tip:** To remove items from a task list, select the item and click **Delete** or **Delete All**.

5 Click **Save**, or select **Actions**, and then **Save**.

6 For **Name**, enter a task list name.

**Note:** These characters are not valid in a task list name: colon (:), semi-colon (;), less than or greater than signs (< >), single or double quotation marks (' , “),

7 From **Security Class**, select a security class, or use the Default security class.

8 **Optional:** For **Description**, enter a description.

9 **Optional:** Select **Private** if you do not want to display this task list to other users.

10 **Optional:** To overwrite a task list, select **Overwrite existing document**.

11 Click **Save**.

## Editing Task Lists

You can add, reorder, and remove items from a task list.

**Note:** Removing items from a task list only removes them from the task list that you selected. It does not delete items from the system.

► To edit a task list:

1 From **Document Manager**, open a task list and click **Edit**.

2 Add or remove items:

a. To add items, click **Add**, and select items.

b. To remove items, select items and click **Delete** or **Delete All**.

3 **Optional:** To reorder items, highlight the item to move, and click the Move Task List Item arrows to move the item up, down, to the top, or to the bottom.

4 When you finish editing items, click **Save**.

## Deleting Task Lists

You can delete a task list that you no longer need.

➤ To delete a task list:

- 1 From the **Document Manager**, select the task list to delete.
- 2 Click **Delete**.
- 3 At the system prompt, click **OK**.

## Managing Favorites

You can add documents that you use frequently to your list of Favorites. You can view the list of documents marked as favorites, quickly access them from the Favorites section, or remove items as favorites.

You can expand, collapse, or resize the Favorites pane to show or hide more Favorites.

Any changes that you make to the Favorites list are saved when you log out of the application.

See these procedures:

- [“Adding Favorites” on page 46](#)
- [“Removing Favorites” on page 46](#)

## Adding Favorites

You can add items that you use frequently, such as data forms, data grids, or reports, to the Favorites section.

After you add favorites, you can view and access them from the Favorites section.

➤ To add favorites:

- 1 From **Documents** in the left pane, select the item to add.
- 2 Click **Add to Favorites**.

The newly added item automatically displays in the Favorites pane.

## Removing Favorites

You can remove items that you no longer need from your list of Favorites.

➤ To remove items from your Favorites list:

- 1 From the Favorites list, select the item to remove.
- 2 Right-click and select **Remove From Favorites**.

# 3

## Managing Data

### In This Chapter

Working with Data Files .....	47
Load Methods .....	50
Loading Data .....	53
Loading Submission Groups .....	55
Loading Drillable Region Definitions .....	56
Extracting Data .....	57
Managing Data .....	59
Copying Data .....	60
Clearing Data .....	62

## Working with Data Files

There are two ways to add data to a Financial Management application:

- Create a data file and load it into an application.
- Enter data in a data grid.

Creating and loading a data file is an alternative to manually entering data in a data grid. You create data files in an ASCII format supporting multibyte character sets (MBCS) or a file encoded with the Unicode format. By default, data files use the DAT file extension. A data file contains sections that map the file data to dimensions, and can contain these sections:

- Column Order
- View
- Data
- Line Item Detail
- Description

Sample data files are installed with the HFM Client installation and are located in the `FinancialManagement\SampleApps` directory.

**Note:** Sample applications are only available if the HFM Client has been installed.

## Data File Sections

Data file sections include column order, data, view, line item detail, and descriptions.

**Table 2** Data File Sections

File Section	Description
Column Order	<p>Specifies the order in which dimension members are displayed. The following syntax specifies the default column order:</p> <pre>!Column_Order = Scenario, Year, Period, View, Entity, Value, Account, ICP, Custom</pre> <p>The default dimension sequence is optional. You can change the column order to meet your needs, and you can specify multiple Column Order sections in a data file. Each subsequent Column Order section overrides the previously defined section.</p> <p><b>Note:</b> Column order impacts load performance. To maintain optimal performance, first list the Scenario, Year, Entity, and Period dimensions.</p> <p>If you do not specify the Scenario, Year, or Period dimensions in the column order sequence, it is assumed that they are specified in a separate section of the data file. If you do not include the ICP or Custom dimensions in the sequence, they are assumed to be ICP None, and None respectively.</p>
View	<p>Specifies the default view for all data following it. You can specify multiple View sections in the data file; each section must start with a valid View dimension. Each subsequent View section overrides the previously defined section. If you do not specify a View section, the view must be specified in the point of view.</p>



File Section	Description
Data	<p>Specifies numeric amounts for valid input cells. If accounts do not accept line item detail, you must load data into them.</p> <p>The syntax for this section is as follows:</p> <pre>&lt;Scenario&gt;; &lt;Year&gt;; &lt;Period&gt;; &lt;View&gt;; &lt;Entity&gt;; &lt;Value&gt;; &lt;Account&gt;; &lt;ICP&gt;;_ &lt;Custom&gt;; &lt;Data&gt;</pre> <p><b>Note:</b> Zeros are stored as data. Loading zeros into an application is not recommended because zeros can increase the size of the database and impact performance.</p> <p>You can specify several Data sections throughout the data file. If you place the Data section before the first Column Order section, the default column order is used.</p> <p>Ownership data is used to calculate the ultimate ownership and consolidation percentages for the dependents of the selected parent.</p> <p>Ownership information is managed within the ICP dimension by way of a member list called System that is automatically generated by the system.</p> <p>For percent consolidation data, you must know an entity member's parent in the hierarchy. The parent is required for percent consolidation data but is ignored in all other circumstances.</p>
Line Item Detail	<p>You load line item detail to accounts that support line item detail and are valid dimension combinations. A line item is represented by a delimited pair that consists of a description and a value. You can specify several Line Item Detail sections throughout the data file. The following syntax specifies a sample point of view, line item detail, and line item value:</p> <pre>!Line_Item_Detail Actual; 2014; January; Periodic; Connecticut; USD; Salaries; [ICP None];_ Golfballs; Customer2; [None]; Increases;_ "John Doe"; 5000</pre> <p>You must load line item detail to one period. You cannot load it to a range of periods. The scenario's default view (YTD or Periodic) determines how the line item detail is loaded.</p> <p>The line item detail description cannot be blank, but you can leave the line item detail value blank. Descriptions do not need to be unique. If you do not enter a description and value pair after the point of view settings, an error occurs and you are prompted to enter a description for the line item detail.</p> <p><b>Note:</b> Use only double quotation marks ( " ) in line item detail. Single quotation marks ( ' ) are not supported.</p>
Description	<p>Specifies cell text information.</p> <p>Use one of these delimiters to separate cell text content: the pipe symbol (   ) or the tilde (~).</p> <p>The following syntax specifies sample cell text:</p> <pre>!Description Actual;2014;February;Periodic;California;USD;Sales; [ICP None];GolfBalls;Customer2; [None];Increases; "MaturityDate~02/28/12 CouponRate~8% Rating~AAA"</pre>

## Dimension Groupings

The group dimension section sets the point of view for the load data that is contained in the data section. For the Period dimension, you can specify one or a range of periods. You must define one member only for all other dimensions that are specified in the group dimension section.

For example, you could use the following section to specify a range of periods from January to March:

```
!Period = January...March
```

You can specify groupings for dimensions as many times as necessary throughout the data file. However, they must agree with the respective column order sequence. Each subsequent occurrence of a grouping overrides the previous grouping.

## Data File Example

Following is an example of a data file. Load files are divided into sections. Each exclamation mark (!) indicates the beginning of a section. The exclamation mark must be followed by a valid section name. Each apostrophe (') starts a comment line. Use one of these file delimiter characters to separate information in a data file:

, ~ @ \$ % & ^ | : ; ? \

**Note:** You can use any of the valid characters as long as the character is not used in the file name or in any other way in the file. For example, if you are using the ampersand (&) in an entity member name, you cannot use the ampersand as the delimiter character. You must use the same delimiter character throughout the file. Using different delimiter characters within the same file causes an error when you load the file.

```
!Column_Order = Scenario, Year, Period, View, Entity, Value, Account, ICP, Flows, Market,
Region, CostCenter
!DATA
`Budget data for six months.
Budget; 2014; July; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market; Region;
CostCenter; 1200000
Budget; 2014; August; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market;
Region; CostCenter; 1100000
Budget; 2014; September; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market;
Region; CostCenter; 11500000
Budget; 2014; October; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market;
Region; CostCenter; 1000000
Budget; 2014; November; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market;
Region; CostCenter; 1250000
Budget; 2014; December; Periodic; Connecticut; USD; Sales; [ICP None]; Flows; Market;
Region; CostCenter; 1200000
```

## Load Methods

These options are available for loading a data file into an application. You select one of these options for each load process.

- Merge
- Replace
- Replace by Security
- Accumulate

**Note:** You cannot load calculated data into an application.

## Merge

Select the Merge option to overwrite the data in the application with the data in the load file.

For each unique point of view that exists in the data file and in the application, the value in the data file overwrites the data in the application.

**Note:** If the data load file includes multiple values in the file for the same point of view, the system loads the value for the last entry.

Data in the application that is not changed by the data load file remains in the application.

If you select the Accumulate Within File option in conjunction with the Merge option, the system adds all values for the same point of view in the data file, and overwrites the data in the application with the total.

For each unique point of view that is in the data file but does not have a value in the application, the value from the data file is loaded into the application.

## Replace

Select the Replace option to replace the data in the application with the data in the load file. For each unique combination of Scenario, Year, Period, Entity, and Value in the data file, the Replace option clears all account values from the application, then loads the value from the data file.

**Note:** If you have multiple values in the file for the same unique combination of dimensions, the system loads only the value for the last entry.

If you select the Accumulate Within File option in conjunction with the Replace option, the system clears the value from the application, adds all values for the same point of view in the data file, and loads the total.

You can achieve the same result as using the Replace option with the Accumulate Within File option by using the Database Management module. You can organize the data in the file into groups based on Scenario, Year, Entity, Value, and Period.

Use the Clear Data tab in the Database Management module to clear each unique combination of these dimensions, selecting all accounts including system accounts. Enter the data manually in a data grid, or load or copy the data into the application using the Merge or Accumulate load options. When you perform the Clear operation for a period in a subcube, data, cell text, and line item detail are cleared, but cell attachments are not cleared.

**Note:** You may need to create several small files to load a data file using the Replace mode, especially if the data is very large or if the file contains ownership data. An error message is displayed if the file is too large when you try to load it.

If you load data using the Replace mode, and the system contains data for a subsequent period, the subsequent period's data may be accumulated in the file. If this occurs, reload the data using the same View in the data file as the default View of the Scenario. For example, if the Scenario default view is YTD, reload YTD data instead of Periodic data. When you load an interim period, also include and load all subsequent periods in the same data file.

## Replace by Security

Select the Replace by Security option to perform a data load in Replace mode in which only the members to which you have access are loaded. This option enables you to perform a data load in Replace mode even if you do not have access to all accounts. When you perform the Clear operation for a period in a subcube, only the cells to which you have access are cleared. Data, cell text, and line item detail are cleared, but cell attachments are not cleared.

## Accumulate

Select the Accumulate option to accumulate the data in the application with the data in the load file. For each unique point of view in the data file, the value from the load file is added to the value in the application.

**Note:** Data for system accounts is not accumulated.

### Accumulate Within File

You use the Accumulate Within File option in conjunction with the Merge and Replace options. When a data load file contains multiple lines of data for the same point of view, this option first accumulates the data in the file and then loads the totals into the application based on the selected load option.

### File Contains Ownership Data

If the file that you are loading contains ownership data, you must indicate this by selecting **File Contains Ownership Data**. If you do not select this option and the data file contains ownership or shares data, an error occurs when you load the file.

### File Contains Process Management Data

Select this option if the file that you are loading contains data for assignment of process management submission groups to submission phases.

## Load Example

The following example shows how the load options work. Suppose the following data exists in the application for the Sales and Purchases accounts:

```
...Sales;... 15  
...Purchases;... 10
```

This data is loaded into the application:

```
...Sales;... 50

...Sales;... 25
...Sales;... NODATA
```

The following table displays the effect that load mode selections have on data loaded into an application:

**Table 3 Load Options Result in Application**

<b>Mode</b>	<b>Load Data</b>		<b>Accumulate Within File Selected</b>	
<b>Load Mode</b>	<b>Sales</b>	<b>Purchases</b>	<b>Sales</b>	<b>Purchases</b>
Merge	NODATA Because it is the last entry in the file, NODATA overwrites the Sales value.	10 This account does not exist in the file.	75 The values in the file are added up to equal 75. This value (75), overwrites the value of 10 in the application.	10 This account does not exist in the file.
Replace or Replace by Security	NODATA In the application, the value for this account is cleared. Because it is the last entry in the file, NODATA is entered as the value.	NODATA In the application, the value for this account is cleared. Because there is no data for this account in the file, NODATA is entered as the value.	75 In the application, the value for this account is cleared. The values in the file are added up to equal 75. 75 is entered as the value.	NODATA In the application, the value for this account is cleared. There are no values in the file for this account, so NODATA is entered as the value.
Accumulate	90 The system adds the values for the same POVs in the data file and adds the total to the value in the application. Therefore, 75 is added to 15.	10 There are no values in the file to add to the value.	N/A	N/A

## Loading Data

You can load data using a text file that contains sections that map the file data to dimensions. When you load multiple data files, they are loaded in sequential order. You should not run reports, books, or batches while data is being loaded.

Specify the name of the data file to load, and make sure that you set up a directory for the log file. The log file stores information about the load process; for example, syntax errors and invalid records.

By default, data files use the DAT file extension. The load process accepts other file extensions such as TXT or CSV, however, Oracle recommends that you use the DAT file extension.

Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some tasks such as loading data, a status window pops up showing

the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

► To load data:

- 1 Open the application into which to load data.
- 2 Select **Consolidation**, then **Load**, and then **Data**.
- 3 **Optional:** From **Default Load Options**, select **File Contains Ownership Data** if the load file contains ownership data, such as shares owned.

---

**Caution!** If ownership data is included in the file, you must select this option, or an error occurs when you load the file.

---

- 4 **Optional:** Select **File Contains Process Management Data** if the load file contains data for assignment of process management submission groups to submission phases.
- 5 **Optional:** Select **Accumulate within File** to add multiple values for the same cells in the load file before loading them into the application.
- 6 From **Delimiter Character**, select the default character used to separate the data in the file. These characters are valid delimiters: , ~ @ # \$ % ^ & | : ; ? \

**Note:** You can use any of the valid characters if that character is not used in the file name or in any other way in the file. For example, if you use the ampersand ( & ) in an entity member name, you cannot use the ampersand as the delimiter character.

- 7 From **Load Mode**, select a mode:
  - [Merge](#) to overwrite data in the application
  - [Replace](#) to replace data in the application
  - [Replace by Security](#) to replace data to which you have access, depending on your security rights
  - [Accumulate](#) to add data to data in the application

See “[Load Methods](#)” on page 50.

- 8 **Optional:** If you are using Firefox as the browser, you can load multiple files. Select **Multiple selection** if it is not already selected, and click **Browse** to locate the files.

You can drag and drop a maximum of 10 files at one time. The system then populates the detail rows with the selected files.

You can also drag and drop files into the File Selection content area.

- 9 **Optional:** To override the default load options, select **Override**, and select different load options for the file.
- 10 **Optional:** Click **Scan** to verify that the file format is correct.
- 11 Click **Load**.

If you reload existing files, the system displays a warning prompt asking if you want to use them again. If you do, click **Yes**.

The system displays the load task progress, and a log file for each load file when the process is finished. Any data load information, including errors and invalid records, is located in the log file.

**Tip:** To reset values, click **Reset**.

## Viewing Data Load Progress

When you load data, you can monitor the data load progress. During the load process, a progress bar page is displayed in a separate browser window. This page displays the current progress percentage, status, and last update time.

In addition, you can view the data load status from the Running Tasks module. In the Running Tasks module, you can view all tasks that are running, but you can cancel only tasks that you started.

► To view data load progress:

1 Select **Consolidation**, then **Load** and then **Data**.

2 Select an action:

- From the **Progress** page, view the data load progress.
- Select **Consolidation**, then **Maintenance**, and then **Running Tasks**. From the **Running Tasks** page, select **Data Load** from the **Tasks** filter, and click **OK** to view the progress.

## Canceling Data Load Tasks

When you load data, you can cancel a data load. If you are viewing the data load progress from the Running Tasks module, you can cancel only data loads that you started. Administrators can cancel running tasks by any users to free resources.

► To cancel a data load, take one of these actions:

- From the **Progress** page, click **Stop Task** for the data load.
- From the **Running Tasks** page, select the **Data Load** task from the **Tasks** filter, and click **Stop Tasks**, or select **Actions**, and then **Stop Tasks**.

## Loading Submission Groups

In the Load Data task, you can load and extract Process Management Phased Submission groups. The load file cannot contain both submission phase records and data records. The submission phase number must be between 1 and 9 (inclusive) and the group number must be between 0 and 99 (inclusive).

No period can have a duplicate submission group assigned for phases 1-9. If duplicates are assigned, the entire load for that period is ignored and returned to the status before the load.

In Replace mode, all data for the period is cleared before new group/phase assignments are processed for that period, and new data replaces old data.

Example: Scenario=Actual; Period=January has these assignments: Phase=1, Groups=1,3,5, and Phase=2, Groups=2, 4, 6.

If you load the following data:

```
!SUBMISSION PHASE  
Actual;January;1;"7,8,9"
```

All data for January (including Phase 2 assignments) is cleared, and the final result is as follows:

```
Scenario=Actual;Period=January  
Actual;January;1;"7,8,9"
```

In Merge mode, the new group/phase assignments for the period override the assignments for the same groups, but keep the assignments for other groups. If an error is detected for a period, all new assignments for that period are ignored.

After you load a submission group file to an application, users using the application are notified that the system has changed and that they must log off from the application and log back on.

The load format is as follows:

```
!SUBMISSION PHASE  
<scenario>;<period>;<phase#>;<"group assignment">
```

### Load File Example

```
!SUBMISSION PHASE  
Actual;January;1;"ALL"  
Actual;February;1;"1,3,5"  
Actual;February;2;"2,4,6-15"  
Actual;March;1;"1,2,3-5,7,9"  
Actual;March;2;"8,10-13,15"  
Actual;March;3;"14"
```

To load submission groups, see [“Loading Data” on page 53](#).

## Loading Drillable Region Definitions

When you load data, you can load drillable region definitions. Drillable region definitions are used to define the data that is loaded from a general ledger source system and specify the data drillable to Oracle Hyperion Financial Data Quality Management, Enterprise Edition.

You can load region definitions through FDMEE. For information on FDMEE, see the *Oracle Hyperion Financial Data Quality Management, Enterprise Edition Administrator's Guide*.

In data grids and data forms, after the regions have been loaded, cells that are drillable are indicated by a light blue icon at the top left corner of the cell. The cell context menu displays the defined display name, which then opens the specified URL, such as the FDMEE page.

A region definition load file consists of the following information:



- Scenario, Year, Period, Entity, Account
- Display Name (for cell context menu) and URL (to drill to)

## Extracting Data

Use the procedure in this section to extract data as flat files.

**Note:** You can also extract data to a database. See the Extracting Data to a Database section in the *Oracle Hyperion Financial Management Administrator's Guide*.

You can extract base-level input data and some types of calculated data from an application. By default, data files use the .DAT file extension. After you extract data to a data file, you can view and modify it in a text editor.

When you extract data, you must specify a member for the Scenario and Year dimensions. You can specify one or more members for the Period, Entity, and Account dimensions.

You can also extract these types of calculated data:

- Consolidated data for parent entities
- Base accounts and custom dimension members that are calculated by rules
- Parent accounts that intersect with their respective CustomTopMember and ICPTopMember. If the CustomTop metadata attribute is blank or ALL, the [None] member is used. Only valid data intersections are extracted. For each unique point of view, data is presented in a data line in the file. Group headings are not created.

When you select options for extracting data, you can save the selections as a template. The template stores the current Type, Extract Format, Point of View, and selected options. When you select a saved template, the extract options are populated with the default values.

Make sure that you set up a directory for log files and extracted files. The log file stores information about the process, such as the start and end time of the extract and the number of extracted records.

## Flat File Extract Options

When you extract members in a flat file format, you can select whether to include a header for the file.

### Example: Flat File with Header

```
Scenario=Actual
Year=2014
Period=[Year]
View=YTD
```

```
Entity=CORP_OPS
Parent=GROUP
Value=[Parent Total]
Possible Duplicated Records=No
SalesIC;CHINA;[None];[None];[None];[None];100000
SalesIC;CHINA;[None];AllCustom2;[None];[None];100000
Scenario=Actual
Year=2014
Period=[Year]
View=Periodic
Entity=CORP_OPS
Parent=GROUP
Value=[Parent Total]
Possible Duplicated Records=No
SalesIC;CHINA;[None];[None];[None];[None];100000
SalesIC;CHINA;[None];AllCustom2;[None];[None];100000
```

### Example: Flat File No Header

```
!Data
Actual;2014;[Year];YTD;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];[None];[None];
[None];100000
Actual;2014;[Year];YTD;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];AllCustom2;
[None];[None];100000
Actual;2014;[Year];Periodic;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;[None];[None];
[None];[None];100000
Actual;2014;[Year];Periodic;GROUP.CORP_OPS;[Parent Total];SalesIC;CHINA;
[None];AllCustom2;[None];[None];100000
```

## Extracting Data to a Flat File

- To extract data to a flat file:
  - 1 Open the application from which to extract data.
  - 2 Select **Consolidation**, then **Extract**, and then **Data**.
  - 3 Do one of these tasks:

- If you saved POV dimensions in a template, from **Template**, select the template. The Point of View and extract options are populated with the default values from the template.
  - If you are not using a template, select the POV dimension members to export.
- 4 For **Extract Destination Type**, select **Flat File**.
  - 5 For **Extract Format**, select a format: **Without Header** or **With Header**.
  - 6 **Optional:** From **Options**, select one or more extract options:
    - Extract Dynamic Accounts
    - Calculated Data
    - Derived Data
    - Cell Text
    - Phased Submission Group Data
  - 7 From **Delimiter**, select a delimiter.
  - 8 From **Line Item Details**, select an extract option:
    - Individual Line Items
    - Total Summary for Cell
    - None
  - 9 **Optional:** For **Extracted File Prefix**, enter a prefix, or use the application name default prefix.
  - 10 Click **Extract**.
  - 11 From the download box, select **Save**.
  - 12 Enter a name for the extracted file and make sure that the location for the file is in the directory that you set up.

**Note:** By default, data files use the DAT file extension.

- 13 Click **Save**.

## Managing Data

From the Manage Data page, you can perform these tasks:

- Copy Data

You can copy data from a specific scenario, year, period, or list of periods to a specific destination (provided that the destination is not locked). The copy data process includes line item detail and intercompany transactions.

To copy data, you must have the Database Management security role.

See [“Copying Data” on page 60](#).

- Clear Data

You can clear data from the database.

To clear data, you must have the Database Management security role.

See [“Clearing Data” on page 62](#).

- **Clear Invalid Records**

You can find and clear invalid records from the database. To clear invalid records, you must be an Administrator. See the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To copy or clear data, or clear invalid records:

- 1 Open an application.**
- 2 Select **Consolidation**, then **Data**, and then **Manage**.**
- 3 From the **Manage Data** page, expand one or more of these sections:**
  - **Copy Data**
  - **Clear Data**
  - **Clear Invalid Records**

## Copying Data

You can copy data from a specific scenario, year, period, or list of periods to a specific destination (provided that the destination is not locked). The frequency of the source periods must equal the frequency of the destination periods. If you copy a list of periods, the number of source periods must equal the number of destination periods. The source and destination scenarios must also have the same default frequency. To update values, you must reconsolidate after you copy the data.

For the Value dimension, you can copy values only from the Entity Currency member, or you can include system and exchange rate accounts.

To copy data, you must have the Database Management security role.

You can define a factor by which copied data values are multiplied. Source amounts are multiplied by the factor before data is copied to the destination. For example, you can increase data values in one scenario before you copy them to another scenario, such as increasing all Actual 2013 data values by 15% when you copy them to Forecast 2014. The multiplication factor that you define is not applied to system accounts.

You must also consider any business rules you created and loaded that may affect the account data; for example, a rule that can be used to calculate an account in one period but not in another period.

You can specify how data is copied into an application. You can select to merge, replace, or accumulate the data. For all Mode options, copy and load data options are the same. See [“Load Methods” on page 50](#).

You also specify a log file, which stores information about the copy process, for example, the start and end times for the copy process and access violations.

► To copy data:

- 1 Open the application from which to copy data.
- 2 Select **Consolidation**, then **Data**, and then **Manage**.
- 3 From the Manage Data page, expand **Copy Data**.
- 4 For **Source**, select a Scenario, Year, and a Period or range of Periods from which to copy data.
- 5 For **Destination**, select a Scenario, Year, and the same number of Periods to which to copy data.
- 6 For **Copy Members**, select the Account and Entity members from which to copy data.
- 7 In **Options**, from **Mode**, select an option:
  - Accumulate to add data to data in the destination scenario
  - Merge to overwrite data in the destination scenario
  - Replace to replace data in the destination scenario
- 8 From **View**, select **Periodic** or **YTD**.
- 9 Select one or more options:
  - **Entity Currency Data** to copy the data in the Entity Currency member of the Value dimension
  - **Rates and System Data** to copy data from system and exchange rate accounts
  - **Cell Text** to copy cell text
  - **Copy Derived Data** to copy derived data
- 10 **Optional:** To store the copy information in a log file, select **Enable Detailed Logging**.
- 11 **Optional:** For **Multiplier**, enter a factor by which to multiply the data that you are copying, such as 1.0.

**Note:** The factor that you specify is not applied to system accounts.
- 12 Click **Copy**.
- 13 **Optional:** To view a log of the copy process, click **View Log**.

## Copying Line Item Detail

When you copy data, line item detail is copied based on the source and destination scenario views and the ability of the source and destination scenarios to accept line item detail.

**Note:** You set up scenarios to use line item details by specifying this attribute in the Scenario metadata.

These rules apply to copying line item detail:

- If the source scenario has line item detail and the destination scenario can accept line item detail, all details and the corresponding total are copied to the destination scenario.
- If the source scenario has line item detail and the destination scenario cannot accept line item detail, only the total is copied from the source scenario to the destination scenario. No line item detail is copied to the destination scenario.
- If the source scenario does not have line item detail and the destination scenario cannot accept line item detail, no detail is copied.
- If the source scenario does not have line item detail and the destination scenario accepts line item detail, the total amount is copied from the source to the first line item detail data in the destination scenario with the description equal to the label of the scenario.
- If the source and destination scenario views are the same, Periodic to Periodic or YTD to YTD, all details and the corresponding total are copied to the destination scenario. The amount reflects the default view defined for the scenario.
- If the source and destination scenario views are not the same, Periodic to YTD or YTD to Periodic, the line item detail in the destination scenario may not match the total after the copy operation. Line item detail in the destination scenario only matches the total when you view the data in the nondefault view of the scenario.

## Copying Intercompany Transactions

When you copy data, intercompany transactions are copied based on the source and destination scenario views and the ability of the source and destination scenarios to accept transactions.

These rules apply to copying intercompany transactions:

- If both the source and destination support intercompany transactions, the system copies the source amount to the destination. It also copies the corresponding intercompany transaction details to the destination cell.
- If the source supports intercompany transactions but the destination does not, the system does not copy the transaction.
- If the source does not support intercompany transactions but the destination does, the system does not copy the transaction.
- If the destination contains intercompany details, the system does not copy the transaction.

## Clearing Data

You can clear data for selected entities and accounts for a specific scenario, year, period, or list of periods. When you clear data, both base and parent entities are cleared. However, only base-level accounts are cleared. You cannot clear any cells that contain posted intercompany transactions.

**Note:** You must select only unlocked cells when you clear data, or the clear process does not complete successfully.

To clear data, you must have the Database Management security role.

To clear invalid records from the database, you must be an administrator. See the *Oracle Hyperion Financial Management Administrator's Guide*.

► To clear data:

- 1 Open the application from which to clear data.
- 2 Select **Consolidation**, then **Data**, and then **Manage**.
- 3 From the **Manage Data** page, expand **Clear Data**.
- 4 From **Source**, select a Scenario and Year, and select the Period, Account, and Entity dimension members to clear.
- 5 From **Options**, select one or more options:
  - **Entity Currency Data** to clear the data in the Entity Currency member of the Value dimension
  - **Rates and System Data** to clear data from system and exchange rate accounts
- 6 **Optional:** To store the clear information in a log file, select **Enable Detailed Logging**.
- 7 Click **Clear**.
- 8 At the confirmation prompt, click **Yes** to clear data.





# 4

## Using Data Grids

### In This Chapter

Creating Data Grids .....	65
Opening Data Grids .....	66
Data Grid Tasks .....	66
Working with Data Grids .....	67
Entering or Editing Data .....	72
Viewing Data in Data Grids .....	75
Running Data Allocations .....	82
Running Equity Pickup Calculations from Data Grids .....	83
Locking Data .....	83
Unlocking Data .....	83
Viewing Source and Destination Transactions .....	84
Running Entity Detail Reports .....	84
Drilling Through to Intercompany Transactions .....	88
Drilling Through to Source Data .....	89
Launching Oracle Financial Management Analytics .....	89
Process Management Options .....	90

## Creating Data Grids

You use data grids to enter, view, or manually edit data in Financial Management applications. After you enter or edit the data, you can calculate the data, translate the data to other currencies, or consolidate the data. You can view data status, calculation status, process levels, line item detail, and destination and source transactions. In addition, you can lock and unlock data, run allocations, and run entity transaction detail reports.

You can display data, calculation status, or process level in data grids. If journals are posted to the selected intersection in the grid, you can display all journal transactions against the cell. You can store text and line item detail for cells in the grid.

Dimensions are displayed in rows and columns on a data grid. You can save the grid settings and reopen the grid later instead of resetting the rows and columns.

From a data grid, you can select menu commands to calculate, translate, and consolidate the data. If a task is not applicable for a cell, the menu command is not available.

► To create data grids:

- 1 From the Document Manager, click **New**, and then **Data Grid**, or select **Actions**, then **New**, and then **Data Grid**.
- 2 Set the grid rows and columns. See [“Setting Data Grid Rows and Columns” on page 67](#).
- 3 Set the grid display options. See [“Setting Grid Display Options” on page 68](#).

## Opening Data Grids

You use data grids to view, enter, and edit data. To open a data grid, you must have access to its security class.

► To open data grids:

- 1 From the Document Manager, select a data grid
- 2 Click **Open Selected Document**, or select **Actions**, and then **Open**.

## Data Grid Tasks

You can perform these tasks from data grids:

- [Setting Data Grid Rows and Columns](#)
- [Entering or Editing Data](#)
- [Selecting Members for the Point of View](#)
- [Viewing Cell Information](#)
- [Adding Cell Text](#)
- [Viewing Cell Adjustments](#)
- [Adding Line Item Detail](#)
- [Calculation Process](#)
- [Translating Data](#)
- [Consolidating Data](#)
- [Locking Data](#)
- [Viewing Cell History](#)
- [Viewing Source and Destination Transactions](#)
- [Running Entity Detail Reports](#)
- [Running Data Allocations](#)

# Working with Data Grids

You can select grid rows and columns, change them at any time, and save your grid settings for later use. You can load, extract, and delete data grids, and you can organize them in folders.

These topics describe the tasks that you can perform for data grids:

- [“Setting Data Grid Rows and Columns” on page 67](#)
- [“Setting Grid Display Options” on page 68](#)
- [“Setting Grid Dimension Options” on page 69](#)
- [“Saving Data Grid Settings” on page 70](#)
- [“Creating Data Grid Folders” on page 70](#)
- [“Loading Data Grids” on page 71](#)
- [“Extracting Data Grids” on page 71](#)
- [“Deleting Data Grids” on page 72](#)

## Setting Data Grid Rows and Columns

Before you enter data into a Financial Management application, you must select the dimensions and dimension member lists to display on the POV, and rows and columns of the data grid. You can drag and drop dimensions to and from the POV bar and the grid rows and columns.

If your administrator has defined dynamic POV member lists, you can use them to quickly populate rows and columns with valid members for the selected dimension. In the Member Selection dialog box, the valid dynamic POV member lists for the selected dimension are displayed with an @POV suffix at the bottom of the dialog box.

When you exit a grid, the user point of view is updated for all dimensions except the values in the dimensions defined in the rows and columns. Although the values for rows and columns are stored in the grid settings, these values are not used to update the User Point of View when you exit the grid.

➤ To set grid rows and columns:

- 1 From the Document Manager, click **New**, and then **Data Grid**, or select **Actions**, then **New**, and then **Data Grid**.
- 2 To select the row and column dimensions to display on the grid, drag the dimensions from the top POV to the rows and columns as needed.
- 3 Click the dimensions on the rows, columns, or POV to select members or a member list.
- 4 **Optional:** Select the **POV options** button to select and change POV options.
- 5 **Optional:** Select the **Column options** button next to a column, or **Row options** button next to a row to select and change column or row options.
- 6 **Optional:** To change the order of row or column dimensions, select the Down arrow next to the **Column options** or **Row options** button, and select **Reorder Dimensions**. Select the dimensions and use the arrow keys to change the order, and click **OK**.

**7 Optional:** To view the data grid, click **Grid Viewer**, or select **Actions**, and then **Grid Viewer**.

**Tip:** To return to the Grid Designer, click **Grid Designer**, or select **Actions**, and then **Grid Designer**.

**8** Click **Save** to save the grid layout.

## Setting Grid Display Options

You can select whether to display data, calculation status, or process review levels in data grids. The calculation status indicates, for example, whether data needs to be calculated, translated, or consolidated. The review levels indicate the process management level for combinations of data called process units. You can easily toggle between the data and the calculation status and review level. The data grid automatically refreshes to reflect changes.

See [“Viewing Calculation Status” on page 75](#) and [“Viewing Process Level” on page 77](#).

You can also select whether to display metadata labels, descriptions, or both. When you enable descriptions, they are displayed in the language that you specified in the User Preferences dialog box. If you select to view both labels and descriptions, the dimension member is displayed as *“Label - Description.”* For entities, the member is displayed as *“Parent.Entity - Description”*, where Description is the description of the entity, not of the parent entity.

In addition, you can select a scale value to determine how data is displayed. For example, if the U.S. dollars currency (USD) is defined with a scale of 3, an amount of 300,000 USD is displayed as 300.

► To set grid display options:

**1** Open a data grid.

**2** For **Cell**, select an option:

- To show calculation status, select **Calculation Status**.
- To show data, select **Data**.
- To show process review level, select **Process Level**.

**3** For **Row suppressions**, select one or both options:

- To suppress cells that do not contain data, select **Suppress No Data**.
- To suppress cells that contain zero values, select **Suppress Zeros**.

**4** For **Metadata**, select an option:

- To display metadata labels, select **Label**.
- To display metadata descriptions, select **Description**.
- To display both metadata labels and descriptions, select **Both**.

**5** From **Scale**, select a scale value, or use the default scale defined for the currency assigned to the entity.

**6** For **Page Size**, set these options:

- Enter a **Columns Per Page** value, or use the default value of 128.

- Enter a **Rows Per Page** value, or use the default value of 1024.

## Setting Grid Dimension Options

You can set options for displaying dimensions in data grids. You can set the order in which dimensions are displayed in the POV bar, hide POV dimensions that you do not use frequently, or use dimension members from the background POV that is saved and shared among modules. These options are saved when you save the data grid definition.

You can enter dimension names in a comma-separated list, or select available dimensions from a pop-up dialog box. You can enter the long dimension name (for example, Scenario), or short dimension name (for example, S).

➤ To set dimension options:

### 1 Open a data grid.


If the Grid Designer is not displayed, from the toolbar, click **Grid Designer**, or select **Actions**, and then **Grid Designer**.

### 2 From the right panel, expand **Dimension Options**.

### 3 For **Dimension Order**, use one of these methods to reorder dimensions:

- Enter dimension names in a comma-separated list in the order in which you want them to display on the POV bar.


**Tip:** To view more dimensions without scrolling, click the **More...** icon at the top left of the text box.

- Alternatively, click the Arrows icon (  ) next to the text box. From the **Reorder Dimensions** dialog box, select the dimensions to reorder, use the arrow keys to move them up or down, and then click **OK**.

To return the dimensions to the default order, clear the content of the textbox. Click the Arrows icon next to the text box and from the **Reorder Dimensions** dialog box, click **OK**.


### 4 For **Do not display in POV**, enter any dimension names that you do not want to display in the POV.

**Tip:** To view more dimensions without scrolling, click the **More...** icon at the top left of the text box.

Alternatively, click the Edit icon (  ) next to the text box, select dimensions, and then click **OK**.

### 5 For **Retrieve from User POV**, enter dimension names for which you want to use the members from the background POV.

**Tip:** To view more dimensions without scrolling, click the **More...** icon at the top left of the text box.

Alternatively, click the Edit icon (  ) next to the text box, select dimensions, and then click **OK**.

## Saving Data Grid Settings

By saving your grid settings, you can reduce the time that you spend selecting dimensions for rows and columns. After you save a grid, you can reopen it from the Document Manager. It is also displayed in the Document List in the left pane.

When you save a grid, the member selection for all the dimensions in the top POV is merged to the user background POV.

► To save grid settings:

1 **From a data grid, click Save.**

2 **Enter a name for the grid.**

The name can have a maximum of 40 characters, including spaces.

3 **From Security Class, select the security class for the folder or use the Default security class.**

4 **Optional: Enter a grid description.**

The description can be a maximum of 255 characters, including spaces.

5 **Optional: Select Private if you want the grid to be private.**

6 **Click Save to overwrite the current grid, or Save As to save the current grid as a new grid.**

## Creating Data Grid Folders

You can create a folder hierarchy for data grids. Organizing grids into folders might help if you save many grids. A Root folder is available by default and cannot be deleted. Any folders that you create are created under the Root folder.

To create a folder, you must have the Advanced User security role.

► To create data grid folders:

1 **Open the application in which to create folders.**

2 **From the Document Manager, click New, and then Folder, or select Actions, and then New, and then Folder.**

3 **Enter a folder name.**

**Note:** The folder name can contain a maximum of 40 characters, including spaces.

- 4 **Optional:** Enter a folder description.

**Note:** The folder description can contain a maximum of 255 characters, including spaces.

- 5 From **Security Class**, select the security class for the folder or use the **Default security class**.

**Note:** Users of this folder must have access rights to the specified security class.

- 6 From **Content Type**, select **Data Grid**.

**Tip:** If the folder will be used for all documents, select **All**.

- 7 **Optional:** Select **Private** if you want the folder to be private.

**Note:** Private folders cannot be shared or viewed by other users.

- 8 Click **Create**.

## Extracting Data Grids

You can extract data grids from an application. Extracting the grid does not delete the grid from the folder or from the application. It only extracts the contents of the grid to a location you select.

After you extract a data grid, you can modify it and reload it into the application. Make sure to overwrite the old file when you reload the grid. You can also use the extracted grid as a model for a new grid.

➤ To extract data grids:

- 1 Open the application from which to extract a grid.
- 2 From the Document Manager, select the data grid to extract, and click **Extract Documents**, or select **Actions**, and then **Extract Documents**.
- 3 From the download box, click **Save**, enter a file name, and click **Save**.

## Loading Data Grids

You can load previously extracted data grids into your application.

➤ To load data grids:

- 1 Open the application into which to load a data grid.
- 2 Select **Consolidation**, then **Load**, and then **Documents**, or from the Document Manager, click **Load Documents**.
- 3 Follow the instructions for loading documents. See [“Loading Documents” on page 40](#)

## Deleting Data Grids

You can delete data grids that you no longer need.

► To delete data grids:

- 1 From the Document Manager, select a data grid to delete.
- 2 Click **Delete Selected Document**, or select **Actions**, and then **Delete**.

**Note:** You can also delete a folder, but you must first delete any data grids that it contains.

- 3 At the system prompt, click **Yes**.

## Entering or Editing Data

You use data grids to enter data manually into input accounts for base entities in Financial Management applications. Values for parent-level members are aggregated from the children of the parent-level members. In some cases, data for base-level members is calculated. For example, the Salaries member might be a base-level member calculated based on headcount and salary rate.

Calculated and consolidated accounts do not accept data entry, because the values they contain come from other sources. For example, if a company called USA East has three dependents, you enter values into the dependent entities. After you consolidate, the value in USA East is the total of the values in its three dependents.

When you save data, Financial Management automatically calculates totals for the parent members of the dimension hierarchy.

You can enter “NODATA” in a cell to clear data from the database. For example, you might enter data into an incorrect intersection and want to clear the data without entering zeros in the database.

After you enter or edit data, you can submit the changes to the database, and refresh the grid with the most recent data from the database.

► To enter or edit data:

- 1 Open a data grid.
- 2 Double-click the cell in which to enter or edit data.
- 3 Enter a value in the cell and press **Enter** or **Tab**.
- 4 Repeat the steps until you have entered or edited all the necessary data.
- 5 Click **Submit Data** to save the data.

To discard the unsaved data, click **Reset Data**.



## Entering Data into Summary-Level Time Periods

In data grids, you can enter data in parent-level members of the Period dimension and distribute it evenly among lower-level periods for Revenue, Expense, and Flow type accounts. For example, you could enter the amount 300 in the Quarter time period that contains the months of June, July, and August. The amount 100 could be distributed evenly among those three months. Asset, Liability, and Balance type accounts distribute the entire amount to the last base period of the summary time period.

After entering the data in the parent-level members, you must submit the data to distribute it among the base periods and to save it to the database.

For blank base periods, when you input data at the summary level, the data is distributed evenly across the periods. If the base periods contain data, the data is distributed proportionally. For example, if the months of January, February, and March list 3, 3, and 4 as the existing data, and you enter 100 in the Quarter1 member, the system distributes 30, 30, and 40 to January, February, and March, respectively.

► To enter data into summary-level time periods:

- 1 **Open a data grid.**
- 2 **Double-click the cell in which to enter or edit data.**
- 3 **Enter a value in the cell and press **Enter** or **Tab**.**
- 4 **Repeat steps 1 through 3 until you have entered or edited all the data.**
- 5 **Click **Submit Data** to save the data, or click **Reset Data**.**

## Copying and Pasting Cell Values

You can use the copy and paste feature to change data for multiple cells simultaneously in a data grid.

► To copy and paste cell values:

- 1 **From a data grid, select a cell or block of cells that contains the data to use for other cells.**
- 2 **Right-click and select **Copy**.**
- 3 **Select the cell or range of cells which to paste the data.**
- 4 **Right-click and select **Paste**.**

**Note:** If the selected range does not contain any editable cells, the Paste option is not available. If only some of the selected cells in the range are editable, the system pastes the values to those cells only.

## Clearing Data

You can clear the values from one cell or from a range of cells. The system clears the selected input cells only. Cells that are read-only are not cleared.

► To clear data from a data grid:

- 1 Select the cell or range of cells to clear
- 2 Right-click and select **Clear**.

## Using Data Cell Colors to Determine Status

Cell colors in data grids indicate additional information about the data. A legend explaining the colors is displayed at the bottom of data grids. Cell colors can indicate different statuses depending on the selected cell option, for example, Data, Calculation Status, or Process Control. The following table shows the default cell colors in data grids. You cannot edit the default cell colors.

**Table 4** Default Data Cell Colors

Cell Color	Indication
Light yellow	Changed - indicates one of these conditions: <ul style="list-style-type: none"> <li>● Data in the cells has been modified but has not yet been saved.</li> <li>● The input status is OK, but the status of the adjustment is not OK (CH, CN or TRN). If the status is CN for node level adjustments, you must run Force Calculate Contribution to clear up the adjustment member status.</li> </ul>
Dark yellow	Impacted (displayed for Process Control and Calculation Status). Indicates that the underlying data has changed. You should run translation or consolidation.
White	Input - this is an input cell. You can manually enter or edit data.
Orange	Invalid - the cell point of view is an invalid combination of dimension members. You cannot enter data in invalid cells.
Beige	Locked - the cell is locked, and you cannot modify the cell data.
Green	OK - Data has not changed since the last calculation, translation, or consolidation process.
Light green	No data - no data exists for the cell.
Light green	ProRata - You may enter data at a summary-level time period and distribute it across base-level time periods based on existing data.
Dark green	View Only. Data is view-only and cannot be modified.
Blue indicator	Cell Text - the cell contains one or more cell text descriptions.
Red indicator	Line Items - the cell contains line item detail.
Green indicator	Is Drillable - Data was loaded from a source system and you can drill through from the cell to the source.

You cannot perform any actions on cells in invalid dimension intersections. Invalid dimension intersections do not accept data entry because the Top parent's detail members are not used, or

restrictions are set for those dimensions. You can set up restrictions for dimensions when you set up members in the metadata file. For example, if you set up the Sales account in the metadata file to accept data entry by customer, the intersection of Sales and None for the Custom dimension is an invalid intersection for data entry.

To determine the data status, you must check both the calculation status and the process level of the data. See [“Viewing Calculation Status” on page 75](#) and [“Viewing Process Level” on page 77](#).

## Refreshing Data

You can refresh the data that is displayed in data grids and display the data that is saved in the database. This enables you to make changes to the data and restore the original data. When you refresh data, you are prompted to save any changes that you made to the data. You can select whether to save the changes to the database or restore the data that is saved in the database.

**Note:** When multiple users are updating data values in the same cells, there is no indication to users that cell data has been overwritten. If multiple users enter data in the same cell simultaneously, the database stores the data from the last user who saved data.

To refresh the data in a data grid, click **Reset Data**.

## Viewing Data in Data Grids

In addition to working with data, you can use data grids to view the calculation status and process level of the data. You can also view cell information, such as the point of view information, cell adjustments, cell text, and line item detail.

## Viewing Calculation Status

Financial Management maintains the calculation status for each scenario, year, period, entity, parent, and value combination. The calculation status indicates whether data needs to be calculated, translated, or consolidated. You can view the calculation status in a data grid.

The calculation status can change as a result of several actions:

- Changing the organization structure
- Adding or deleting accounts
- Modifying entity attributes
- Entering data in data grids, or loading data from external sources
- Posting or unposting journals
- Posting or unposting intercompany transactions
- Reloading rules

- Changing percent consolidation
- Changing currency rates
- Loading member lists
- Adding, changing, or loading line item detail

**Table 5 Calculation Statuses**

Status	Description
OK	None of the data for the specified Scenario, Year, Period, Entity, and Value dimensions has changed.
OK ND	OK - No Data. The calculation was run, but calculations were not run for no data.
OK SC	OK - System Changed. A change has occurred that may affect the data for the specified Scenario, Year, Period, Entity, and Value dimensions. For example, a new rules file, metadata file, or member list file has been loaded, or the currency rate has changed. The data itself, such as a value of 10,000 has not changed. Rather, some change has taken place, perhaps in a dimension member attribute. For example, the number of decimals associated with the account was set to two, requiring the value to be changed to 10,000.00.
CH	Needs Calculation. At least one data cell for the specified Scenario, Year, Period, Entity, and Value dimensions changed, or metadata parameters or rules have changed. As a result, because calculation was not run, other data cells in this dimension may not be current. For base-level entities, you may have entered the data cell through data entry or by a data file load. For any entity, the data cell may have been entered by a journal posting.
CH ND	Needs Calculation - No Data. This indicates the first time that calculation will be performed on the cell.
TR	Needs Translation. The selected Value dimension member is not the entity's default currency, and its translated values may not be current.
TR ND	Needs Translation - No Data. This indicates the first time that translation will be performed on the cell.
CN	Needs Consolidation. The data for the specified Scenario, Year, Period, Entity, and Value dimensions may not be current because any of the following items changed: <ul style="list-style-type: none"> <li>● Data for a child entity</li> <li>● Data for the entity's default currency</li> <li>● Metadata parameters or rules</li> </ul>
CN ND	Needs Consolidation - No Data. The parent has no data, but data for a child entity changed. This indicates the first time that consolidation will be performed on the cell.
Locked	The data for the specified Scenario, Year, Period, Entity, and Value dimensions has been locked by an administrator. The data can no longer be modified manually or through calculations. <b>Note:</b> You can use the Allocation function to modify data in a locked destination POV.
NoData	No data exists for the specified Scenario, Year, Period, Entity, and Value dimensions.
NoAccess	The user does not have rights for the specified dimension member.

► To view calculation status:

- 1 Open a data grid.
- 2 From **Grid Display Options**, for **Cell**, select **Calculation Status**.

## Viewing Process Level

If Process Control is enabled, Financial Management maintains process level information for each scenario, year, period, and entity combination. The process review level indicates, for example, whether data needs to be promoted to the next review level, submitted, or approved. See “Process Levels” on page 213.

► To view process review level:

- 1 Open a data grid.
- 2 From **Grid Display Options**, for **Cell**, select **Process Level**.

## Viewing Cell Information

You can view information for any cell in data grids. Cell information includes information about the point of view such as the process unit, point of view detail, and View. It also includes status information, such as calculation status, process level, and security access. If the application uses process management submission phases, cell information includes the submission phase to which the cell is assigned for the scenario and period.

The cell information displays the base input currency value. The stored data is the amount stored in the database, which is always in units. The full resolution data is the amount entered, with the decimal and thousand separator defined in user preferences.

The displayed data is the amount displayed for the cell using the decimal places for the account. The displayed data might appear different than the data stored because of rounding, based on the number of decimal places that you select to display.

For example, suppose you have an account that specifies 0 for the decimal place, the currency of the entity has a scale of 3, and your user preferences specifies the comma (,) as the thousands separator and the period (.) as the decimal separator. If you enter the amount 12345.6789, the cell information is displayed as follows:

Displayed data = 12,346 (rounding to display 0 decimal places) Full resolution data = 12,345.6789 Stored data=12345678.9 (stored in units)

► To view cell information:

- 1 Open a data grid.
- 2 Select the cell for which to view information.
- 3 Right-click and select **Cell Information**.
- 4 View the cell information, and click **OK**.

## Viewing Cell Adjustments

Using a data grid, you can view the adjustments made to accounts. An adjustment is a set of debit/credit changes posted through a journal entry to natural account balances for one scenario and period.

The system displays the journal entry label and the amount. If the cell contains multiple adjustment entries, the system lists all of the entries and corresponding amounts.

► To view adjustments:

- 1 **Open a data grid.**
- 2 **Select the cell for the adjustment member for which to view the history.**
- 3 **Right-click and select **Cell Adjustments**.**
- 4 **View the cell's adjustment detail information, and click **OK**.**

## Adding Cell Text

You can add a text description for any valid cell in a data grid. For example, you might want to add a description for a cell's currency information, such as Entity Currency or Parent Currency. You can also edit existing cell text.

You can enter any characters for cell text values and you can use spaces. However, you cannot include the pipe (|) or tilde (~) character if you used it as a delimiter for the cell text value in the load format.

You can set a size limit for cell text in an application, using the `MaxCellTextSize` Application Settings metadata attribute. `MaxCellTextSize` specifies the maximum number of characters that can be used for cell text. Specify 1900 or greater up to 2,147,483,646. Values between 0 and 1899 are not valid. The default cell text setting is a maximum of 8,000 bytes.

At times, you may need multiple cell text entries to store different types of information for a Point of View intersection. You can create multiple cell text entries and define cell text labels to easily identify types of information when you view cell text. Before you can enter multiple cell text entries, the administrator must define cell text labels. See the *Oracle Hyperion Financial Management Administrator's Guide*.

For every application, there is a Cell Text Label system-generated member named [Default]. If you want to enter only one cell text entry for a data cell, you can select the [Default] member to enter the cell text information. A cell can have either one entry using the [Default] cell text label, multiple cell text label entries, or a combination of cell text labels and [Default] entries.

After you add cell text, a blue triangle is displayed to indicate that there is text associated with the cell.

► To add cell text:

- 1 **Open a data grid.**
- 2 **Select the cell for which to add text.**
- 3 **Right-click and select **Cell Text**.**

The Cell Text dialog box includes the POV information and a grid for cell text. If no text exists for the cell, the system displays a blank grid.

- 4 **Click **Add Row**.**

The system adds a row with the first available cell text as the cell text label.

- 5 Either accept the label or select one of the other previously loaded labels from the drop-down list.

You cannot use the same label twice in the same grid.

**Tip:** The cell text labels in the drop-down list are displayed in alphabetical order. To quickly find a cell text label from a long list, enter one or more letters of the label. For example, if you enter R, the system quickly advances to the first cell text label starting with R (for example, Rating).

- 6 On the row next to the [Default] system member label in the Cell Text column, enter the cell text.

**Tip:** You can resize the entire Cell Text dialog box by dragging any side, and you can also resize the Cell Text column by dragging the right bottom corner. Click the **Edit** button to edit cell text in a separate, larger popup window, which you can resize by dragging any side.

- 7 **Optional:** To add cell text rows, click **Add**, select a Cell Text Label, and enter text.

- 8 When you finish entering cell text, click **OK**.

- 9 Click **Submit Data** to save the data, or **Reset Data** to refresh the database.

## Viewing Cell Text

You can view cell text from data grids. Cells that contain cell text are indicated by a blue triangle at the top of the cell.

➤ To view cell text:

- 1 Select the input cell for which to view cell text.
- 2 Right-click and select **Cell Text**.
- 3 **Optional:** To display the entire cell text in read-only mode, click the **Expand** button. To return to the editable cell text box, click the **Collapse** button.
- 4 **Optional:** To edit cell text in a separate, larger popup window, click the **Edit** button.

You can resize the Edit popup window by dragging any side.

- 5 Click **OK**.

## Attaching Documents to Data Grids

In addition to or instead of entering cell text, you can attach one or more documents to cells for additional detail. For example, you can attach a Microsoft Word document, Microsoft Excel spreadsheet, XSL, or RPT file. To attach or extract any custom documents to or from the server, you must be assigned the Manage Custom Documents security role. You must also have previously loaded custom documents in the Document Manager.

You can set a size limit for document attachments and a maximum number of document attachments by user when you create an application. You set the limits in the AppSettings attribute for the application metadata.

You can attach multiple documents, but Oracle recommends that you attach no more than three documents to a cell. Each document should be smaller than 100K to limit the performance effect on the database.

► To attach a document to a cell:

- 1 From a data grid, select the cell to which to attach a document.
- 2 Right-click and select **Cell Text**.
- 3 Do one of these steps:
  - To include one document attachment for the cell, click the cell with the [Default] cell text label.
  - To include multiple document attachments for the cell text label entry, click the icon to the right of each cell text row to open the Document Attachment dialog, then attach the document to that cell text row.
- 4 From your list of custom documents, select one or more documents to associate with the cell, and click **Attach**.
- 5 Click **OK**.

The attachment is displayed in the Attachments section of the Cell Text dialog box.

**Tip:** To detach a document from a cell, select the document to detach, and click **Detach**.

## Adding Line Item Detail

Line item detail enables you to collect detailed information about accounts. For example, you might have an account for travel expenses and want to show the amount details by type of expense, such as gas, tolls, or parking. To enter the information for the travel expense, you first enter the amount for each line item detail. After you save the detail, the system calculates the total amount for the travel expense account.

In a data grid, you can add line item detail for valid intersections of base-level accounts and scenarios for which line item detail and the UsesLineItems member attribute are enabled. After you enter the line item detail for the cell, a red triangle is displayed to indicate that there is line item detail associated with the cell.

You can enter line item detail only in the base frequency defined for the scenario. For example, if the scenario is Monthly, you cannot enter line item detail in “Quarter1.”

Line item detail applies only to the Entity Currency Value member, or to the default currency.

**Note:** Line item detail cannot contain single quotation marks ( ‘ ), and the maximum length for the description is 80 characters.



► To add line item detail:

- 1 Open a data grid.
- 2 Select the cell for which to add line item detail.
- 3 Right-click and select **Cell Line Item Detail**.
- 4 Click **Add Row**.
- 5 Enter a **Description** and **Value** for the line item detail.
- 6 Enter line items, and press **Enter** or select a different cell to see the change.

**Tip:** To clear line item detail, enter zero as the value to clear the amount.

- 7 Click **OK** to save the line items.
- 8 Click **Close**.

## Viewing Line Item Detail

You can view line item detail in both YTD and Periodic views, but only in the base frequency defined for the scenario. For example, if the scenario is Monthly and you are in the Quarterly view, you can view the description of the line item detail but not the amounts. Cells that contain line item detail are indicated by a red triangle at the top of the cell.

You can only verify that the Total amount matches the sum of the line item data when you view line item detail in the default view of the scenario. If you view data in another view, the Total amount and the line item detail will not match for any subsequent periods other than the first period.

► To view line item detail:

- 1 Open a data grid.
- 2 Select the cell for which to view line item detail.
- 3 Right-click and select **Cell Line Item Detail**.
- 4 View the cell's line item detail.
- 5 Click **OK**.

## Line Item Detail Options

The options for line item detail differ depending on whether you are using a data grid or Data Forms.

**Table 6** Line Item Detail Options

Task	Data Grid	Data Forms
View Multiple Periods	No	Yes

Task	Data Grid	Data Forms
View Single Period	Yes	Yes
Insert Line Item Detail	Yes	Yes
Clear Line Item Detail from a Single Period	Yes	Yes
Clear Line Item Detail from Multiple Periods	No	Yes
Delete Line Item Detail from Multiple Periods	No	Yes

## Viewing Cell History

Cell history can be used for data audit purposes. You can view the user name and server, activity performed, time modified, point of view, and new value for the point of view. This option is available in data grids only if the administrator has enabled the Data Audit feature for the scenario and account during application setup.

For data loads, cell history only records the data load transactions if the data in the cell was changed. If multiple data loads were done but the same value was used for a specific intersection, cell history does not record those transactions.

➤ To view cell history:

- 1 **Open a data grid.**
- 2 **Select the cell for which to view history.**
- 3 **Right-click and select **Cell History**.**
- 4 **View the cell information, and click **OK**.**

## Running Data Allocations

You can allocate data from a source account in an entity to a destination account in a list of entities. The entity for which you run allocations can be a base or parent entity. To run allocations, you must be assigned the Run Allocation security role.

Before you can run allocations, you must first create allocation rules. See the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To run allocations:

- 1 **Open a data grid.**
- 2 **Select a cell for which to run allocations.**
- 3 **Right-click and select **Allocate**.**

## Running Equity Pickup Calculations from Data Grids

You can run the Equity Pickup process or force it to run directly from a data grid if you have the appropriate security access to the cell. See [“Calculating Equity Pickup Adjustments” on page 137](#). To run EPU calculations, you must be assigned the Manage Ownership security role.

➤ To run or force Equity Pickup calculations:

- 1 From a data grid, select the cell for which to run or force equity pickup calculations.
- 2 Right-click and select **Run EPU** or **Force EPU**.

## Locking Data

You can lock an entity for a period or periods if you do not want users to be able to modify that data. When data is locked, you cannot change the data for that scenario, year, entity, parent, value, and period. To lock data, you must be assigned the Lock Data security role.

When you lock data, you only need to select the Top parent entity, because the system locks recursively across the Entity and Value dimensions starting at the base entities. For each entity, Value members are locked in this order: Entity Currency, None, Parent Currency, Contribution Total.

You can lock data for a period only if these conditions are met:

- The entity’s calculation status must be OK. See [“Viewing Calculation Status” on page 75](#).
- If process management is enabled for the scenario, the entity must have a process level of Published. If Process Management is enabled and the cell status is NODATA, you must promote the process unit before it can be locked. See [“Process Levels” on page 213](#).
- If the entity is a parent, all of its children must also be locked. If you select the Top parent member, the system locks all of its children.
- The Validation account for the entity currency and entity currency adjustments must be zero.

➤ To lock data:

- 1 From a data grid, select a cell for which to lock data.
- 2 Right-click and select **Lock**.

## Unlocking Data

To unlock data, you must be assigned the Unlock Data security role.

➤ To unlock data:

- 1 From a data grid, select the cell for which to unlock data.
- 2 Right-click and select **Unlock**.

When you unlock data, you only need to select the Top parent entity, because the system unlocks recursively across the Entity and Value dimensions.

## Viewing Source and Destination Transactions

After you run a consolidation, you can view the source and destination transactions generated by the consolidation process to provide an audit trail. To view consolidation transactions, you must have set up your consolidation rules file to store these transactions. The Nature parameter of the HS.Con function determines whether consolidation transactions are stored. See the *Oracle Hyperion Financial Management Administrator's Guide*.

In addition, you must have View or All security access to the destination point of view. The destination point of view corresponds to the destination cell impacted by the transaction. The source point of view corresponds to the cell from which the consolidation was run. If you select a parent member of the Custom dimension or ICP dimension, the system generates all of the corresponding audit transaction details for all base members of the selected parent.

When you select to view transactions, they open in a new Web browser window.

► To view consolidation transactions:

- 1 From a data grid, select a cell for which to view consolidation transactions.
- 2 Right-click and select an option:
  - To view the destination data impacted by the consolidation, select **Destination Transactions**. The system displays all of the destination transactions generated from or affected by the selected cell.
  - To view the source data from which the consolidation was run, select **Source Transactions**. The system displays all the source transactions that have affected the selected cell.
- 3 **Optional:** To print the transactions, click **Printable Page**. A separate window opens from which you can print the transactions.
- 4 When you finish viewing destination or source transactions, click **OK**.

## Running Entity Detail Reports

The Entity Detail Report provides a full audit detail of the entire consolidation path for a specific data cell of a specified entity. The report starts with the source amount entered in the Entity Currency Value dimension and shows all of its related details in each Value dimension, including the journal entries generated in the journal posting process and the audit transaction details generated as part of the consolidation process. If the account contains line item detail, the report also shows the related line item details entered for the account.

This report provides the capability of viewing transactions, showing the detail of the amounts generated from each step of the consolidation process, including currency translations and

intercompany eliminations. It also displays the transaction records for derived data from prior periods.

See these procedures:

- “Starting the Entity Detail Report” on page 85
- “Accessing the Entity Detail Report using an External URL” on page 85
- “Selecting Rows and Columns for the Report” on page 86
- “Displaying Line Item Detail” on page 87
- “Displaying Base Details” on page 87
- “Displaying Source and Destination Transactions” on page 88
- “Linking to Journal Detail” on page 88
- “Printing Entity Detail Reports” on page 88

## Starting the Entity Detail Report

You access the Entity Detail Report from a data grid or form.

➤ To start the Entity Detail Report:

- 1 From a data grid or form, select the cell for which to view entity transaction detail.
- 2 Right-click and select **Entity Details**.

The report is displayed in a separate browser window.

## Accessing the Entity Detail Report using an External URL

You can access the Entity Detail Report from an external link that you set up. You specify a URL that includes the application name and POV information. From the URL, you can access the Entity Detail Report and also drill down into the corresponding journals.

➤ To access the Entity Detail Report from an external URL:

- 1 Create an application, and then load application elements, data, and journals.
- 2 Create a data form.
- 3 Right-click and select **Entity Details**, and then expand the dialog box to view the journal ID.
- 4 Click the Journal ID link and ensure that it opens the Journals page.
- 5 Form the encoded external URL based on the POV.

Note that you must manually create the URL. It must include the module, extcaller, uitask, app\_instance\_id, and povstring.

- 6 Log off from the current session.
- 7 To test the link, enter the URL that you created, enter the password, and from the Entity Detail page, click the journal ID link. The Journals page should display.

## Report Point of View

The Entity Detail report uses the point of view from the data grid that you are using. The Point of View information used for the report includes the Scenario, Year, Period, Entity, View, Account, ICP, and Custom dimensions. The Value dimension information is ignored, and all Value members are displayed on the report.

You can only select one account when you run the report. If the account selected is a parent account, the system does not display line item details, journal details, or audit transaction details for the account. The system does not enumerate the details for the base members of the parent account. The support of base members applies only to the custom dimensions. For example, if the Intercompany Partner, Custom1 is a Parent member, all entries that are posted to all base members of the Parent member are displayed.

## Selecting Rows and Columns for the Report

You can select the rows and columns to display on the report. You can change these selections at any time.

The rows can display Entity Currency, Entity Curr Adjs, Entity Curr Total, Parent Currency, Parent Curr Adjs, Parent Curr Total, Parent Adjs, Parent Total, Proportion, Elimination, Contribution, Contribution Adjs, and Contribution Total.

The columns display the amount, Custom accounts, ICP, debits, credits, ID, or remarks.

You can suppress the display of some transaction details or dimensions by deselecting the applicable options. For example, if you want the report to show only the journal details, you can deselect all other row display options, leaving only the journals option selected. If you want to also suppress the Custom columns because they are not used for the account, you can deselect these options from the column display.

The Value column contains all of the Value members. If the currency of the parent member is the same as the currency of the entity, the system skips the display of the Parent Currency related Value members because it is duplicate information. The Amount column contains the amount from the data subcube. The amounts for each transaction detail are stored in the Debit or Credit column, depending on the sign of the data cell.

The Remarks column contains additional information about the amount. Depending on the Value dimension, you can have several possible remark comments such as whether the amount is Input, Calculated, or Derived, or uses the Nature parameter for auditing transactions. It can also contain information about prior records. One of the main purposes of the Entity Detail Transaction Report is to show all of the transaction records that made up the amount stored in the database. Prior LID, Journals, and Transactions remarks indicate that the amount stored in the database could be from line item details, journal adjustments, consolidation eliminations, as well as derived data from prior periods.

**Table 7** Possible Values for the Remark Column

Value Dimension	Remark
Entity Currency	<ul style="list-style-type: none"> <li>● Input</li> <li>● Calculated</li> <li>● Prior LID</li> <li>● Derived</li> </ul>
Adjustments	<ul style="list-style-type: none"> <li>● Calculated</li> <li>● Group Label</li> <li>● Prior Journals</li> <li>● Derived</li> </ul>
Proportion/Elimination	<ul style="list-style-type: none"> <li>● Nature</li> <li>● Prior Transactions</li> <li>● Derived</li> </ul>

➤ To select report rows and columns:

- 1 From a data grid, select the cell for which to view entity transaction detail.
- 2 Right-click and select **Entity Details**.  
The report is displayed in a separate browser window.
- 3 Select **View**, then **Rows**, and then select rows to display, or select **Show All**.
- 4 Select **View**, then **Columns**, and then select columns to display, or select **Show All**.
- 5 **Optional:** To show or hide columns, select **View**, then **Columns**, then **Manage Columns**, and use the arrow keys to move columns to the Hidden or Visible column lists.
- 6 **Optional:** To reorder columns, select **View**, then **Reorder Columns**, use the Up and Down arrows to reorder the columns and click **OK**.

## Displaying Line Item Detail

In the Entity Detail Report, the option to display line item detail is only applicable for the scenario and account defined to use line item detail. Line item detail information is available only for the Entity Currency Value dimension.

## Displaying Base Details

In the Entity Detail Report, the option to display base details applies only to a data cell that is a parent member cell. If the option to display base details is not selected, the aggregated amount for the parent cell is displayed as one entry in the report. If you select to display base details, all the information from the base records of the parent cell is displayed.

For example, suppose AllCustom1 is a parent member of the Custom 1 dimension. The base members include Opening, Appropriation, Variances, Increases, Decreases, and Closing. When

you select to display base details in the report, the system generates the report with all applicable base records for AllCustom1. If you do not select to display base details, the only the amount for the selected parent cell is displayed; for example, the parent cell AllCustom1 is displayed without any base details.

## Displaying Source and Destination Transactions

From the Entity Detail report, you can view the audit transaction detail information generated from the consolidation process. To view the transaction detail, you can display Destination Transactions. If you also want to view the Source transactions that generated the amount, you can also display Source Transactions.

You can view these transactions only if you have set up your consolidation rules file to store these transactions. You must use the HS.CON function with the Nature parameter in the rules file. If the HS.CON function is not used or if the Nature parameter is not specified in the function, the system will not generate any audit transaction detail during the consolidation process. See the *Oracle Hyperion Financial Management Administrator's Guide*.

## Linking to Journal Detail

When the Entity Detail Report contains the journal detail for any of the adjustment Value members, the debit or credit amount is displayed with the journal ID. You can click the journal ID link in the ID column to display the Journals Detail page containing all of the information for that journal entry.

➤ To link to journal detail:

- 1 Start an Entity Detail Report.
- 2 Click on a Journal ID in the ID column of the report.

## Printing Entity Detail Reports

When you print an Entity Detail Report, the system processes the report for all entities at once. It generates one report that contains all pages for all entities.

➤ To print reports:

- 1 From an Entity Detail report, click **Printable Page**.
- 2 The report opens in a separate window, from which you can print the report.

## Drilling Through to Intercompany Transactions

After transactions are posted to an account, you can view the account balance reflecting the posted amounts in the data grid. Account cells in the grid that contain posted transactions are



indicated with a green icon. The corresponding transaction details for the account cell are displayed in a separate window.

To drill through to intercompany transactions, you must be assigned the Intercompany Transaction User security role. You can only view intercompany transactions from the data grid; you cannot make changes to the transactions using this view.

➤ To view Intercompany transactions from a data grid:

- 1 From a data grid, select a cell that contains intercompany transactions.
- 2 Right-click and select **Intercompany Transactions** to view the transaction detail.

## Drilling Through to Source Data

If you use FDMEE to load data, you can drill from data grids to FDMEE to view the source data. You can view additional information about the data load, including POV information and load date and time.

A cell has a drillable status if it has data loaded through an outside source and its Point of View is within a specified region that has been defined and loaded to Financial Management. Cells that are drillable are indicated by an icon on the bottom left corner of the cell.

For information on FDMEE, see the *Oracle Hyperion Financial Data Quality Management, Enterprise Edition Administrator's Guide*.

➤ To drill through to source data:

- 1 From a data grid, select an input cell that has a drillable indicator.
- 2 Right-click and select **Drill Through** to launch a new page with the Point of View for the selected cell, from which you can drill through to the source data.

**Note:** If you drill through to FDMEE, the information opens in a new browser window. If you drill through to ERPI, the information opens in a new tab in Workspace.

## Launching Oracle Financial Management Analytics

From Financial Management, you can seamlessly access Oracle Financial Management Analytics and work with Financial Management dashboards. You must first complete these requirements:

- Make sure that you have the Dashboard Viewer security role. If you do not have this role, see your administrator.
- Install Oracle Financial Management Analytics on your Financial Management machine or on any other machine.
- Run the OFMA Configuration Utility to configure the Financial Management dashboard. From the utility, follow the steps to configure the Financial Management application.
- Select the option **Enable OMFA within the HFM Workspace**.

For more information, see the *Oracle Financial Management Analytics Administrator's Guide*.

► To launch Oracle Financial Management Analytics:

- 1 Log on to Financial Management.
- 2 Select **Consolidation**, and then **Analytics**, or from the **Application Tasks** menu in the left pane, select **Analytics**.

**Note:** This menu option is displayed only if you have the Dashboard Viewer security role and you have installed and configured Oracle Financial Management Analytics.

- 3 From the Oracle Financial Management Analytics Home page, open the dashboard page that you set up in the OFMA Configuration.

## Process Management Options

You can work with these Process Management options from data grids.

- Information
- Start
- Promote
- Reject
- Sign Off
- Submit
- Approve
- Publish

These options are also available from the Process Control module. See [Chapter 12, “Using Process Management”](#).

You can access Process Management options using these methods:

- From a data grid, select a cell in a data grid that is set up for Process Management, right-click and select **Manage Process**.
- To use the Process Control module, select **Consolidation**, then **Data**, and then **Process Control**.

# 5

## Consolidating Data

### In This Chapter

Consolidation Process .....	91
Entering Currency Rates .....	95
Entering Percent Consolidations .....	96
Calculating Data .....	97
Translating Data .....	98
Consolidation Options .....	99
Consolidating Data .....	100
Consolidation Status .....	102

### Consolidation Process

Consolidation is the process of gathering data from dependent entities and aggregating the data to parent entities. After you enter or load data into base-level entities, calculate and adjust data, you run a consolidation for a selected Scenario and Period to aggregate the data throughout the organization. As data consolidates, the system performs the necessary currency translation and intercompany eliminations, and equity adjustments or minority ownership calculations if needed.

Financial Management provides a default consolidation method. To enable statutory consolidations, you can customize the consolidation process. When you create an application, you can set the Consolidation Rules attribute. By default, when this setting is not enabled, the system performs the default consolidation and eliminations. When this setting is enabled, the system performs consolidation according to the rules written in the Sub Consolidate() routine, as defined by the administrator. See the *Oracle Hyperion Financial Management Administrator's Guide*.

You launch the consolidation process from data grids. Launching consolidation runs the consolidation rules for the specified scenario, year, period, entity, and value. As part of that process, consolidation is run for all descendent entities and all prior time periods within the same year. The consolidation process runs all Calculate functions for each affected entity and value. The translation process is run as required to convert data from the child entity currency to the parent entity currency. If the child and parent entity use the same currency, the translation process is not run.

After you select the parent entity into which the dependent entities consolidate, processes that are required run automatically.

- The system runs calculation rules for all descendants of the entity.
- If the data for the child entity and the data for the parent entity are in different currencies, the system translates data based on the exchange rate. For the child entity, the translated value is stored in the Parent Currency member of the Value dimension. The translated value in Parent Currency is rolled up to the parent.
- You can enter adjustments to data through journals.
- The consolidation process begins. If the parent's ownership of the child is less than 100%, the ownership percentage is applied. The system generates proportion and elimination detail, and creates contribution data. You can make further adjustments to contribution data through journals.

At the entity level of the consolidation process, you enter data in input accounts and enter adjustments through journals in the entity currency. The system runs calculation rules at the entity level, resulting in adjusted data for the entity.

Financial Management stores values as double precision floating point numbers which translates to the equivalent of 15 significant digits. Depending on how applications are configured, currencies and overall values, it is possible for the system to “round” values when it reaches the precision limits. If you encounter this situation, Oracle recommends that you work with a trusted consultant who can recommend several different approaches for the issue. Please note that the difference in numbers is originating from the precision limitation and this is not a software bug. Oracle has no plans of increasing the precision to more than 15 digits in the near future.

Example:

Assume you have these 3 numbers:

A: 0.0000000000000003

B: 0.0000000000000003

C: 1

If you add  $A+B = 0.0000000000000006$

Then adding C will makes it 16 significant digits, so the system would round the last digit 6 up. The result is:

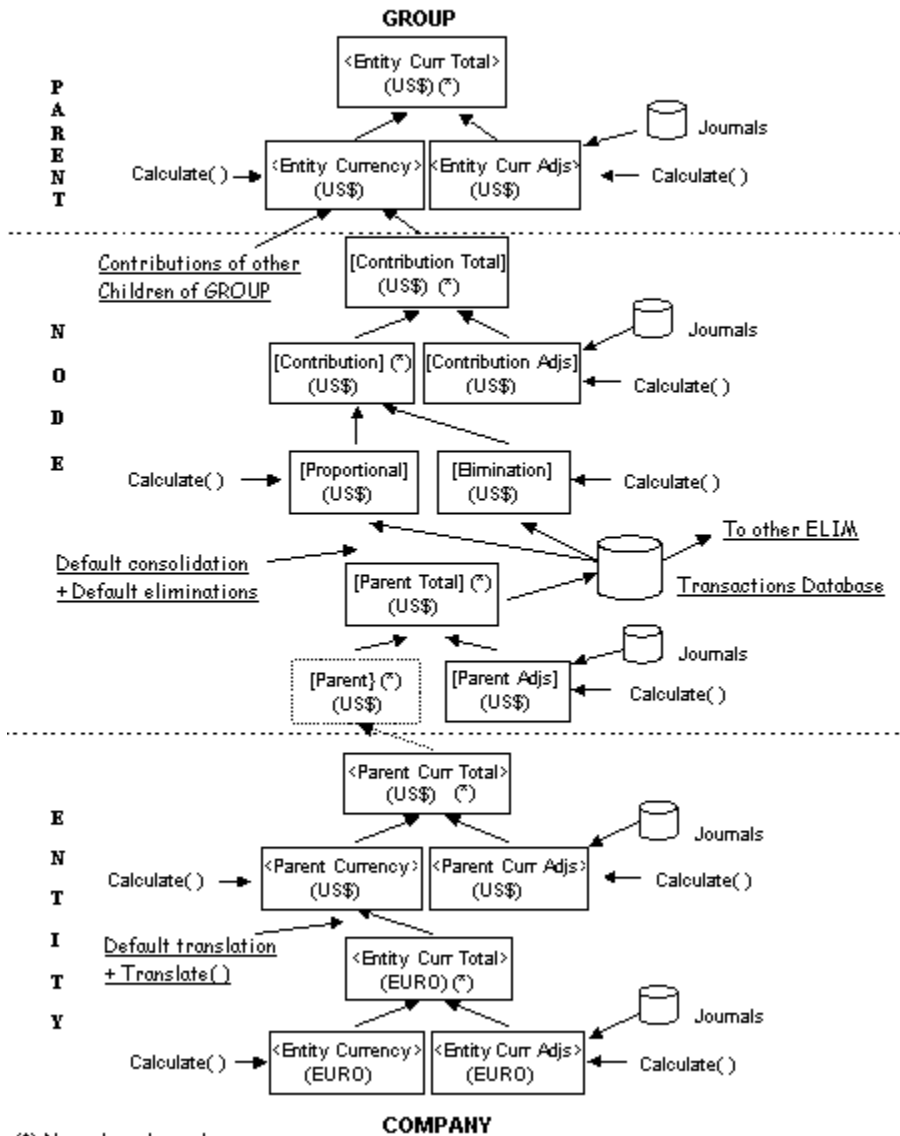
1.000000000000001

If you add B+C first, and then A, each of the 0.0000000000000003 will be dropped as soon as it's added to the 1, since the result is more than 15 significant digits. The result would be 1.

Following are examples of the consolidation process.

The first example shows the process when the entity currency and the parent currency are different.

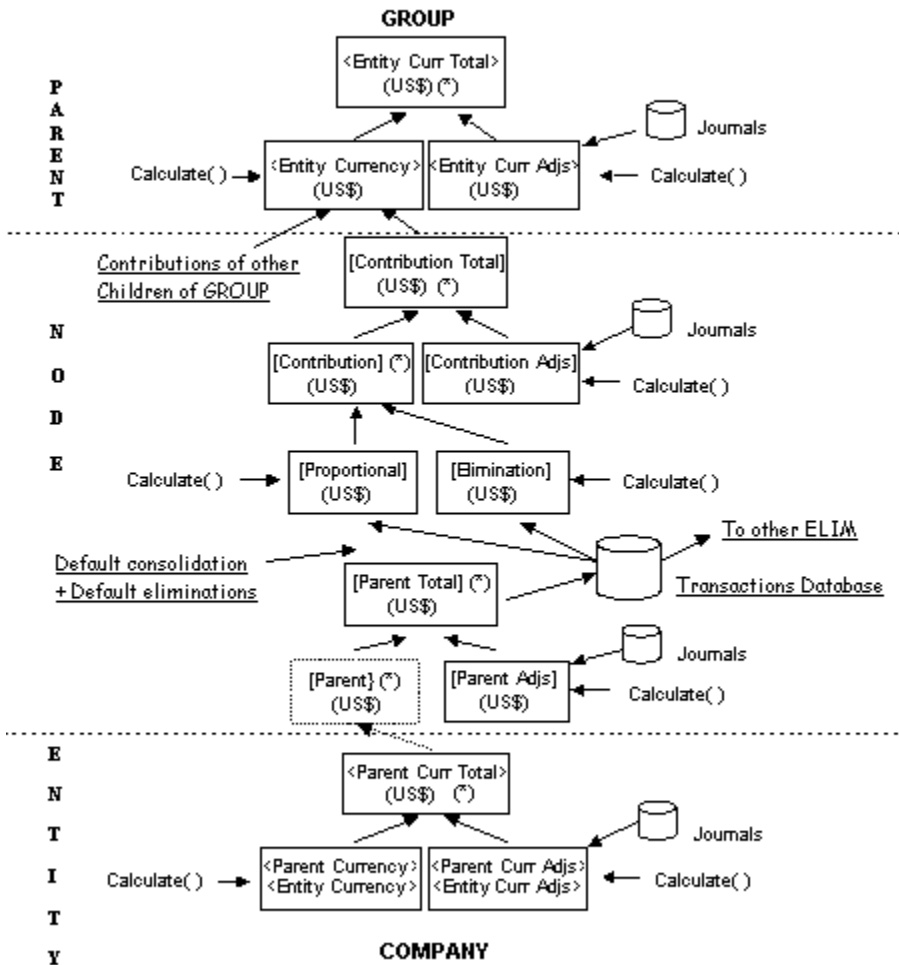
**Consolidation Process**  
**(Entity Currency and Parent Currency are Different)**



(\*) Non-stored members

The following example shows the process when the entity currency and the parent currency are the same.

**Consolidation Process**  
**(Entity Currency and Parent Currency are the Same)**



(\*) Non-stored members

## Translation Process

Currency translation converts account data from one currency to another. The data in the local currency of the dependent entity is translated to the currency of the parent using the local currency exchange rate.

You can enter currency rates by entity for base entities. If you enter currency rates by entity, during translation, the system uses the current entity for the direct translation rate. For example, if the entity currency rate is Euro, and the parent currency rate is USD, the system uses Rate.Euro.USD in the entity that is being translated. If you do not enter currency rates by entity, the system derives the direct rate from the indirect rate in the current entity. For example, it reverses the amount stored in Rate.USD.Euro to obtain Euro/USD.

If the currency rate is not found in the current entity, the system uses the direct rate in the None entity. If the rate is not found, the system derives the direct rate from the indirect rate in the

None entity. For example, the system reverses the amount stored in Rate.USD.Euro to obtain Euro/USD. See the *Oracle Hyperion Financial Management Administrator's Guide*.

After the translation rule is run, the translated currency dimension is stored. You can make adjustments to the translated amounts in each currency through journals.

The total of these two levels (Translated and Adjusted data) represents the starting point of the consolidation process. The translation process does not take place if the entity and the parent have the same default currency. In this case, the system moves directly to the consolidation process.

As a dependent entity's values roll up into its parent during consolidation, the system can store consolidation detail, such as Proportion and Elimination detail. Proportion detail contains the balances resulting from the execution of consolidation rules. It also reflects the results of the percent consolidation on the base values. Elimination detail contains any eliminating balances that result during consolidation based on elimination rules.

The system derives as aggregation the contribution (before adjustment) values. It is still possible to adjust this data through journals. The system runs calculation rules for adjustments to contribution after you post the journals.

The total of the contribution data (before adjustments) plus the adjustments represents the contribution of the base entity to its parent. The system adds the contribution to the contributions of the other immediate dependents of the parent to obtain the parent consolidated data. The intermediate contribution level aggregations are not stored during calculation. However, the parent consolidated data is stored by the system.

## Calculation Process

When you calculate data, the system runs calculation rules for the scenario, year, period, entity, and value that you specify. For example, you can calculate the current month's opening balances by using the prior month's closing balances.

Calculation rules for all prior time periods within the same year are also run if they have not been run previously. Because calculation rules do not consolidate source entities or run translation, the status (for example, needs translation or consolidation) is not removed from the cell. Even if the input accounts are not current, calculation uses that data to derive calculated accounts.

## Entering Currency Rates

Currency rates are used during translation and consolidation. You maintain currency rates for each application by entering the data to the currency members manually in the data grid or by loading the rates from an ASCII file. See [“Loading Data” on page 53](#).

For each application currency, the From Currency and To Currency dimensions contain system-defined currency members. You must input currency rates to accounts that have the Currencyrate account type.

You translate currency rates in the From Currency dimension to the currency in the To Currency dimension.

You enter currency rates in data grids using these point of view grid settings:

- Row Dimension = From Currency
- Column Dimension = To Currency
- Row List and Column List = Member lists that you created containing the application currencies, or the Currencies system list

**Table 8** Point of View for Currency Rates

Dimension	Description
Scenario	Scenario to which the currency rate is applied
Year	Year to which the currency rate is applied
Period	Period to which the currency rate is applied
View	YTD
Entity	Entity to which the currency rate is applied, or None If None, the system uses the default currency rate.
Value	Entity Currency
Account	Account you create to contain currency rates. Account type must be "currencyrate," which you specify in the metadata load file.
Intercompany Partner	ICP None
From Currency	Source currency Select the Currencies system member list.
To Currency	Destination currency Select the Currencies system member list.

## Entering Percent Consolidations

By default, parents consolidate their child entities 100 percent. You can optionally specify a consolidation percentage. The consolidation percentage determines what percent of a child entity consolidates to the parent entity. The consolidation percentage is stored in a system-defined account named PCON. You can enter consolidation percentages manually in a data grid or load the information through the data load process. See [“Loading Data” on page 53](#).

You can enter consolidation percentages using these grid settings:

- Row Dimension = Entity
- Column Dimension = Period



You enter consolidation percentages using this point of view and entering data at the parent entity cell.

**Table 9 Point of View for Consolidation Percentages**

<b>Dimension</b>	<b>Description</b>
Scenario	Scenario for which the consolidation percent applies
Year	Year for which the consolidation percent applies
Period	Period for which the consolidation percent applies (This does not need to be set if the grid is set as described above.)
View	YTD
Entity	Parent Entity
Value	None
Account	PCON
ICP	Child Entity
Custom	None

## Calculating Data

You can calculate data from data grids or from the Process Control module.

When you calculate data, calculation rules run for the selected scenario, year, period, entity, and value. In addition, all prior time periods within the same year that were not previously calculated are calculated. For example, if you calculate data for June, data that was not previously calculated for January through May is calculated.

You can calculate contribution values rather than parent values. Contribution values are values added to a parent by a dependent entity. When you select contribution values, this populates the Value dimension members of the current entity without rolling the contribution total up to the parent entity. You can also force calculation to run to generate contribution values.

The Calculate option is available only for cells for which data has changed since the cells were last calculated. You can use the Force Calculate option to calculate cells for which data has not changed. For example, a cell uses a formula that calculates the current period value based on the previous period value. If the value for the previous period changes, you can use Force Calculate to recalculate the current period value.

After you calculate data, the Calculate Data menu option is disabled. If you load or enter new data or metadata, the Calculate Data menu item is reenabled. If the Calculate Data option is not enabled, you can use the Force Calculate option to calculate data.

► To calculate data:

- 1 Open a data grid and select the point of view.**

- 2 Select the cell for which to calculate data.
- 3 Right-click and take one of these actions:
  - To calculate the selected cells, select **Calculate**.
  - To force calculation to run for all selected cells, select **Force Calculate**.
  - To calculate contribution values, select **Calculate Contribution**.
  - To force calculation to run for all selected contribution values, select **Force Calculate Contribution**.

## Translating Data

Currency translation converts account data from one currency to another. You can translate data from the entity's input currency to any other currency that has been defined in the application, either during the consolidation process or separately. When you consolidate data, currency translation occurs if the parent entity has a different default currency than the child entities. Data in the Entity Currency Total member of the child is translated to the parent's currency, and the result is stored in the child currency member. You may need to translate to currencies other than the parent currency. The Value dimension contains members for all application currencies.

Launching translation runs the default translation rules for the specified scenario, year, period, entity, and value. As a part of the process, translation rules for all prior time periods within the same year are also run, if translation for those periods is required (TR status). Because translation rules do not cause dependent entities to be consolidated, they do not remove the status that indicates that a cell needs consolidation (CN status). Even if the data for the entity's default currency is not current, translation uses that data to derive the input accounts for the specified currency (Value dimension). Subsequently, the translation rules automatically launch the calculation process so that the calculated accounts are populated for the specified currency.

After you have entered currency rates for the application, you can translate the currency for an entity to any application currency in the Value dimension.

You translate data and view translation status from data grids or from the Process Control panel. See [“Viewing Calculation Status” on page 75](#).

After you translate data, the Translate Data menu command is disabled. If you load new data, the Translate Data menu option is reenabled. If the Translate Data menu option is not enabled but you need to run the translation process, you can use the Force Translate menu command.

- To translate data:
- 1 Open a data grid and select the point of view.
  - 2 Select a cell for which to run translation rules.
  - 3 Right-click and take one of these actions:
    - To translate the selected cells, select **Translate**.

**Note:** Translation is run for all cells in the current scenario, year, period, entity, and value.

- To force translation to run for all selected cells, select **Force Translate**.

## Consolidation Options

Consolidation is the process of gathering data from dependent entities and aggregating the data to parent entities. Launching consolidation runs the consolidation process for the specified scenario, year, period, entity, and value. As a part of that process, consolidation for all descendant entities and all prior time periods within the same year is run, if it has not been run previously. The consolidation process runs all calculation rules functions for each affected entity and value, and the translation process runs as necessary to convert from child entities to parent entities. The consolidation process does not run translation rules for currencies that are not used in the process of deriving parent entity data from its children.

These options are available for consolidating data: Consolidate (Impacted), Consolidate All with Data, and Consolidate All.

### Consolidate (Impacted Consolidation)

The Consolidate (Impacted Consolidation) option is available for any parent entity with a calculation status of CN or CN ND. When you select this option for a parent entity, the system performs calculations (Calculate, Translate, Consolidate) for any dependent entity within the consolidation path of the selected parent that has a calculation status of CN, CN ND, CH, TR, or TR ND, on the current period or on any prior period in the current year. Consolidate is the most efficient option because only entities that require consolidation are updated.

Process units with a status of NODATA on the current period and all prior periods are skipped.

Process units with a status of OK or OK SC on the current period are not recalculated, retranslated, or reconsolidated.

If the selected parent has a status of CN or CN ND in the prior period, consolidation runs for all periods from the first period in the current year where the parent is impacted until the current period.

### Consolidate All with Data

The Consolidate All with Data option is available for any parent entity, regardless of its status. When you select this option for a parent entity, the system consolidates every dependent entity within the consolidation path of the selected parent that contains data, regardless of its status, in the current period or in any of the prior periods. This option is useful for updating system status from OK SC to OK after metadata changes.

Process units with a status of NODATA on the current period and all prior periods are skipped.

Process units with a status of OK or OK SC on the current period are recalculated, retranslated, and reconsolidated.

If the selected parent has a status of CN or CN ND in the prior period, consolidation runs for all periods from the first period in the current year where the parent is impacted until the current period.

## Consolidate All

The Consolidate All option is available for any parent entity, regardless of its status. When you select this option for a parent entity, the system performs calculations for every process unit within the consolidation path of the selected parent, regardless of its status. It consolidates all entities whether they contain data or not. This option is useful when an update from prior periods is required, or when an entity with no data needs to be populated using allocations. This option should be used sparingly because the system does not omit entities with no data, which can have a significant impact on consolidation performance.

Process units with a status of NODATA on the current period are calculated, translated, and consolidated.

Process units with a status of OK or OK SC on the current period are recalculated, translated, and reconsolidated.

If the selected parent has a status of CN or CN ND in the prior period, consolidation runs for all periods from the first period in the current year where the parent is impacted until the current period.

## Consolidating Data

You can run consolidation from data grids or the Process Control pane, or you can use the Task Automation functionality to automate the process. You can access the consolidation options from the shortcut menu of any parent entity in a data grid. When you select a parent to consolidate, all descendants of the parent are also consolidated. If you consolidate data for a period and the data for prior periods has not been consolidated, the data for the prior period is also consolidated.

To use the Consolidate option, you must be assigned the Consolidate security role. To use Consolidate All, you must be assigned the Consolidate All security role. To use Consolidate All with Data, you must be assigned the Consolidate All with Data security role.

When the consolidation process is complete, the status of each successfully consolidated entity changes to OK.

**Note:** If the consolidation process is running for the selected entity, the system displays a warning message when an overlapping consolidation is launched.

► To consolidate data:

- 1 Open a data grid and select the point of view.
- 2 Select a cell for which to run consolidation.

### 3 Right-click and take one of these actions:

- To consolidate the selected entity, select **Consolidate**.
- To consolidate all selected entities, regardless of whether they contain data, select **Consolidate All**.

**Note:** Consolidation is run for all cells in the current scenario, year, period, entity, and value.

- To consolidate all selected entities that contain data, select **Consolidate All with Data**.

## Viewing Consolidation Progress

When you consolidate data, you can monitor the progress of one or more consolidations that you started in a particular session.

When a consolidation starts, a progress bar is automatically displayed in a separate window. You can view information about the completion status of the consolidation, the point of view, and last update time. If you start a series of tasks, you can see the progress of the task that is running.

When the progress bar is displayed, you cannot perform any other tasks Financial Management using the same Web page. You can start another session by starting another user interface instance. If you close the instance from which you started the task, the task continues to run in the server on its own.

In addition, you can view the status of the task from the Running Tasks module. In the Running Tasks module, you can view all of the tasks that are running, but you can cancel only tasks that you started.

➤ To view consolidation progress:

1 Open a data grid and select a cell for which to run consolidation.

2 Right-click and select **Consolidate**, **Consolidate All**, or **Consolidate All with Data**.

3 Take one of these actions:

- From the **Consolidation Progress** page, view the progress for the task that is running.
- From the **Running Tasks** page, select the **Consolidation** task from the **Tasks** filter and click **View** to view the progress.

## Canceling Consolidation Tasks

When you consolidate data, you can cancel a consolidation task or series of consolidations. If you are viewing consolidation progress from the Running Tasks module, you can only cancel any tasks that you started. Administrators can cancel running tasks by any user to free resources. See the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To cancel a consolidation task, take one of these actions:

- From the **Consolidation Progress** page, click **Cancel** for the consolidation to cancel.

- From the **Running Tasks** page, select the **Consolidation** task from the **Tasks** filter, and click **Stop Task**.

## Consolidation Status

You can view the consolidation status from data grids. The consolidation status of a base level or parent entity can change as a result of several actions:

- Changing the organization structure
- Adding or deleting accounts
- Modifying entity attributes
- Entering data in data grids, or loading data from external sources
- Posting or unposting journals
- Posting or unposting intercompany transactions
- Reloading rules
- Changing percent consolidation
- Changing currency rates

# 6

## Using Data Forms

### In This Chapter

Working with Data Forms.....	103
Opening Data Forms.....	104
Using the Data Form Toolbar.....	104
Viewing Data Form Instructions.....	105
Opening Data Forms in Smart View .....	106
Entering Data in Data Forms.....	106
Shortcut Menu Commands.....	107
Working with Cell Text .....	108
Attaching Documents to Data Forms.....	111
Entering Line Item Detail in Data Forms .....	112
Viewing Line Item Detail in Data Forms.....	112
Deleting Line Item Detail in Data Forms .....	113
Using Linked Forms.....	113
Changing the Point of View in Data Forms.....	113
Calculating Data in Data Forms .....	114
Drilling Through to Intercompany Transactions.....	117
Drilling Through to Source Data .....	117

## Working with Data Forms

You can enter data in an application using forms that your administrator created. Data Forms enable you to enter data for predefined views, such as specific periods and accounts. The forms support nested columns and rows for multidimensional analysis, and enable you to drill into further detail.

Sample Data Form scripts are included when you select the Sample Applications during the HFM Client installation, and are located in the `FinancialManagement\SampleApps` directory.

You can view a list of available data forms. The list displays the name, description, and last-modified date. If you have the Manage Data Forms security role, you can also view the security class for each form.

Forms may also be included in folders. The Data Forms administrator can create folders to organize the forms in an application. You can view the forms in a folder, but only the administrator can create or delete folders.

You can only enter data on forms for which you have security rights. You can open, view, enter or edit data, and save data in data forms. Only an administrator with Manage Data Forms security rights can create, load, and delete forms. See the *Oracle Hyperion Financial Management Administrator's Guide*.

From an open form, you can launch and work with the form in Oracle Smart View for Office. For information on using Smart View, see the *Oracle Smart View for Office User's Guide*.

See these topics:

- [“Using the Data Form Toolbar” on page 104](#)
- [“Entering Data in Data Forms” on page 106](#)
- [“Attaching Documents to Data Forms” on page 111](#)
- [“Calculating Data in Data Forms” on page 114](#)

## Opening Data Forms

You can open a data form to view, enter, or edit data. To open a form, you must have access to its security class.

► To open a data form:




- 1 **Select Consolidation, and then Documents.**
- 2 **From the list of data forms, select a form.**
- 3 **Click Open Selected Document, or select Actions, and then Open, or double-click the form.**

## Using the Data Form Toolbar















You can select Data Form options from the toolbar at the top of the form.

The following table shows the toolbar buttons available when a form is opened:

**Table 10** Data Form Toolbar Buttons

Function	Toolbar Button
New	
Save (disabled in an open form)	
Save As (disabled in an open form)	



Function	Toolbar Button
Open Form (disabled in an open form)	
Designer	
Script	
Submit Data	
Refresh	
Calculate	
Force Calculate	
Suppress Rows	
Suppress Columns	
Suppress Lines	
Cell Text	
Instructions	
Print	
Open in Smart View	

## Viewing Data Form Instructions

Before you begin entering data in a data form, you can view instructions that the administrator has created about using the form. If the administrator has not created any instructions, when you click Instructions, a message is displayed that no instructions have been defined.

➤ To view data form instructions:

- 1 From the Document Manager, open a data form. See [“Opening Data Forms” on page 104](#).
- 2 On the form toolbar, click **Instructions**.
- 3 When you finish viewing instructions, click **OK**.

## Opening Data Forms in Smart View

From a data form, you can open and work with the form in Smart View. To open Smart View, you must have it installed. See the *Oracle Smart View for Office User's Guide*.

When you open a form through Smart View, the form opens in a new tab. If Smart View is not already open, the system launches it before opening the form.

**Note:** The form is loaded in Smart View with the POV defined in the form definition. If you made changes to the user POV, they are not reflected in Smart View.

You can work with the form in Microsoft Excel, save the form, and make changes offline while not connected to Financial Management. When you connect to Financial Management, you can send the modified values to Financial Management.

► To open a data form in Smart View:

- 1 **Open a data form.**
- 2 **Click *Open in Smart View*, or select *Actions*, and then *Smart View*.**

## Entering Data in Data Forms

You can enter or edit data in predefined data forms that your administrator has created. You can enter data in input cells, or enter an amount directly in a summary-level time period and have it distributed across base-level periods. You cannot enter data into calculated or cells at invalid intersections, which are indicated in red.

To enter data in a data form, you must have access to the security class for the form and security rights for the data in the cells on the form.

You can use the scroll bars for rows and columns to view various parts of the form.

To add cell text to a form, if the cell is *ReadOnly*, you cannot enter cell text directly into the cells. You must use the Cell Text editor. See [“Entering Cell Text in Data Forms” on page 108](#).

► To enter data in data forms:

- 1 **From the Document Manager, open a data form.**  
See [“Opening Data Forms” on page 104](#).
- 2 **Double-click an input cell to enter data. Input cells are displayed as white cells.**

**Note:** To clear a cell, you can delete its contents, enter *NODATA*, or right-click and select *Clear*.

- 3 **When you finish entering data, click *Submit Data*.**
- 4 **To refresh the data, click *Refresh*.**

## Shortcut Menu Commands

From data forms, you can use shortcut menu commands, which are displayed when you right-click in a form. Data forms provide the same right-click menu commands as data grids, however the availability of the menu commands depends on the cell status and your security rights.

**Note:** When you perform any consolidation actions on data forms, the forms are not automatically refreshed after the consolidation process. When the consolidation process is complete, from the data form, click Refresh to refresh the data in the form. If you choose to refresh the data in a data form while consolidation is running, you must manually close the Running Task page.

**Table 11** Data Form Right-Click Menu Commands

Menu Command	Description
Cell Text	View cell text. See <a href="#">“Viewing Cell Text in Data Forms”</a> on page 109.
Intercompany Transactions	View intercompany transactions. See <a href="#">“Drilling Through to Intercompany Transactions”</a> on page 117.
Linked Form	Navigate to linked forms. See <a href="#">“Using Linked Forms”</a> on page 113.
Cell Information	View form properties. See <a href="#">“Viewing Cell Information”</a> on page 77.
Force Calculate	For base entity, force calculation to run. See <a href="#">“Calculating Data”</a> on page 97.
Force Calculate Contribution	For base entity, force calculate contribution to run. See <a href="#">“Calculating Data”</a> on page 97.
Consolidate	For parent entity, consolidate entities. See <a href="#">“Consolidate (Impacted Consolidation)”</a> on page 99.
Calculate Contribution	For parent entity, calculate contribution. See <a href="#">“Calculating Data”</a> on page 97.
Consolidate All with Data	For parent entity, consolidate every dependent entity within the consolidation path of the selected parent that contains data, regardless of its status. See <a href="#">“Consolidate All with Data”</a> on page 99.
Consolidate All	For parent entity, perform calculations for every process unit within the consolidation path of the selected parent, regardless of its status. See <a href="#">“Consolidate All”</a> on page 100.
Translate	Translate selected cells. See <a href="#">“Translating Data”</a> on page 98. (only available if translation is available).
Force Translate	Force translation to run. See <a href="#">“Translating Data”</a> on page 98. (only available if translation is available).
Lock	Lock data for a period. See <a href="#">“Locking Data”</a> on page 83.
Unlock	Unlock data for a period. See <a href="#">“Unlocking Data”</a> on page 83.
Manage Process	View process unit status. See <a href="#">“Viewing the Process Control Summary”</a> on page 221.
Allocate	For base entity, allocate data from a source account to a destination account. See <a href="#">“Running Data Allocations”</a> on page 82.

Menu Command	Description
Source Transactions	View source transactions. See <a href="#">“Viewing Source and Destination Transactions” on page 84.</a>
Destination Transactions	View destination transactions. See <a href="#">“Viewing Source and Destination Transactions” on page 84.</a>
Entity Details	View entity details. See <a href="#">“Running Entity Detail Reports” on page 84.</a>
Cell History	View cell history. See <a href="#">“Viewing Cell History” on page 82.</a>
Run EPU	Run the Equity Pickup process. See <a href="#">“Calculating Equity Pickup Adjustments” on page 137.</a>
Force EPU	Force the Equity Pickup process to run. See <a href="#">“Calculating Equity Pickup Adjustments” on page 137.</a>
Execute	Run on-demand rules. See <a href="#">“Running On-Demand Rules in Data Forms” on page 115.</a>
Drill	Drill through to source data through ERPI. Only available if you loaded drillable regions for FMEE or ERPI. See <a href="#">“Drilling Through to Source Data” on page 117.</a>

## Working with Cell Text

You can add a text description for any valid cell in a data form. For example, you might want to add a description for a cell's currency information, such as Entity Currency or Parent Currency.

### Entering Cell Text in Data Forms

You can enter a text description for cells in a data form. For example, you might add a description for a cell's currency information, such as Entity Currency.

You can enter any characters for cell text values and you can use spaces. However, you cannot include the pipe (|) or tilde (~) character if you used it as a delimiter for the cell text value in the load format.

You can set a size limit for cell text in an application, using the MaxCellTextSize Application Settings metadata attribute. MaxCellTextSize specifies the maximum number of characters that can be used for cell text. Specify 1900 or greater up to 2,147,483,646. Values between 0 and 1899 are not valid. The default cell text setting is a maximum of 8,000 bytes.

At times, you may need multiple cell text entries to store different types of information for a Point of View intersection. You can create multiple cell text entries and define cell text labels to easily identify types of information when you view cell text. Before you can enter multiple cell text entries, the administrator must define cell text labels. See the *Oracle Hyperion Financial Management Administrator's Guide*.

For every application, there is a Cell Text Label system-generated member named [Default]. If you want to enter only one cell text entry for a data cell, you can select the [Default] member to enter the cell text information. A cell can have either one entry using the [Default] cell text label, multiple cell text label entries, or a combination of cell text labels and [Default] entries.

After you add cell text, a blue triangle is displayed to indicate that there is text associated with the cell.

**Note:** You cannot enter text for a cell that is calculated by the form.

► To enter cell text in data forms:

**1 From the Document Manager, open a data form.**

**2 Select the cell for which to add text.**

**3 Take one of these actions:**

- Select a cell, right-click, and select **Cell Text**.
- Select a cell, and in the form toolbar, click **Cell Text**.
- If the administrator has set up the form with a cell text column, enter the cell text in the column.

**4 Right-click and select **Cell Text**.**

The Cell Text dialog box includes the POV information and a grid for cell text. If no text exists for the cell, the system displays a blank grid.

**5 Click **Add Row**.**

The system adds a row with the [Default] system member as the cell text label.

**6 Either accept the [Default] label or select one of the other previously loaded labels from the drop-down list.**

You cannot use the same label twice in the same grid.

**Tip:** The cell text labels in the drop-down list are displayed in alphabetical order. To quickly find a cell text label from a long list, enter one or more letters of the label. For example, if you enter R, the system quickly advances to the first cell text label starting with R (for example, Rating).

**7 On the row next to the [Default] system member label in the Cell Text column, enter the cell text.**

**Tip:** You can resize the entire Cell Text dialog box by dragging any side, and you can also resize the Cell Text column by dragging the right bottom corner. Click the **Edit** button to edit cell text in a separate, larger popup window, which you can resize by dragging any side.

**8 Optional: To add cell text rows, click **Add Row**, select a Cell Text Label, and enter text.**

**9 When you finish entering cell text, click **OK**.**

## Viewing Cell Text in Data Forms

You can view cell text from data forms. Cells that contain text are indicated by a blue triangle at the top of the cell.

► To view cell text in data forms:

- 1 From the Document Manager, open a data form.
- 2 Select the input cell for which to view cell text.
- 3 Use one of these methods:
  - Select a cell, right-click, and select **Cell Text**.
  - Select a cell, and in the form toolbar, click **Cell Text**.
  - If the administrator has set up the form with a cell text column, view the cell text in the column.

**Note:** The cell point of view is displayed for informational purpose only.

- 4 **Optional:** To display the entire cell text in read-only mode, click the **Expand** button. To return to the editable cell text box, click the **Collapse** button.
- 5 **Optional:** To edit cell text in a separate, larger text box, click the **Edit** button.

You can resize the Edit popup window by dragging any side.

- 6 Click **OK**.

## Editing Cell Text in Data Forms

When a cell contains cell text, you can edit the cell text title from the column next to the cell instead of the Cell Text dialog box. The cell text title is one line of 69 characters maximum. Additional text that you enter for the cell is considered body text.

Cells that have only cell text titles display the cell text title in the column, and are not indicated by a blue triangular mark in the top left corner of the cell. Cell text that is more than 69 characters is indicated by a blue triangular mark in the cell, and can be edited only in the Cell Text dialog box.

► To edit cell text:

- 1 From the Document Manager, open a data form.
- 2 Select the cell for which to edit text.
- 3 Take one of these actions:
  - Select a cell, right-click, and select **Cell Text**.
  - Select a cell, and in the form toolbar, click **Cell Text**.
  - If the administrator has set up the form with a cell text column, edit the cell text in the column, or click **Cell Text** to add more text.

The Cell Text dialog box includes the POV information and a grid for cell text. If no text already exists for the cell, the system displays a blank grid.

- 4 Click **Add Row**.

The system adds a row with the [Default] system member as the cell text label.

- 5 Either accept the [Default] label or select one of the other previously loaded labels from the drop-down list.

You cannot use the same label twice in the same grid.

**Tip:** The cell text labels in the drop-down list are displayed in alphabetical order. To quickly find a cell text label from a long list, enter one or more letters of the label. For example, if you enter R, the system quickly advances to the first cell text label starting with R (for example, Rating).

- 6 On the row next to the [Default] system member label in the Cell Text column, enter the cell text.

**Tip:** You can resize the entire Cell Text dialog box by dragging any side, and you can also resize the Cell Text column by dragging the right bottom corner. Click the **Edit** button to edit cell text in a separate, larger popup window, which you can resize by dragging any side.

- 7 **Optional:** To add cell text rows, click **Add Row**, select a Cell Text Label, and enter text.

**Tip:** To delete a row, click **Delete Row**.

- 8 When you finish entering cell text, click **OK**.

## Attaching Documents to Data Forms

In addition to or instead of entering cell text, you can attach one or more documents to cells for additional detail. For example, you can attach a Microsoft Word document, Microsoft Excel spreadsheet, XSL, or RPT file. To attach or extract any custom documents to or from the server, you must be assigned the Manage Custom Documents security role.

You can set a size limit for document attachments and a maximum number of document attachments by user in an application. You set the limits in the AppSettings attribute for the application metadata.

You can attach multiple documents, however Oracle recommends that you attach no more than two or three documents to a cell. Each document should be smaller than 100K to limit the performance effect on the database.

➤ To attach a document to a cell:

- 1 From a data form, select the cell to which to attach a document.
- 2 Right-click and select **Cell Text**.
- 3 Click **Attach**.
- 4 Do one of these steps:
  - To include one document attachment for the cell, click the cell with the [Default] cell text label.

- To include multiple document attachments for the cell text label entry, click the icon to the right of each cell text row to open the Document Attachment dialog, then attach the document to that cell text row.
- 5 From your list of custom documents, select one or more documents to associate with the cell, and click **Attach**.
  - 6 Click **OK**.

**Tip:** To detach a document from a cell, select the document to detach, and click **Detach**.

## Entering Line Item Detail in Data Forms

You can enter line item detail for cells in a data form. If a cell does not support line item detail, this menu option is not displayed.

The maximum description length is 80 characters. You cannot change detail descriptions.

➤ To add line item detail in data forms:

- 1 From the **Document Manager**, open a data form.
- 2 Select the cell for which to add detail.
- 3 Right-click and select **Cell Line Item Detail**.

**Note:** The cell point of view is displayed for informational purpose only.

- 4 Enter the cell line item detail, and click **Save**.
- 5 To add a row, click **New Entry**.

**Note:** If the form was set up for multiple period line item detail, you can click **Delete Row** to delete a row of line item detail. You can also click **Clear Row** to clear the line item detail from a row.

- 6 To refresh the data, click **Refresh**.
- 7 When you finish entering line item detail, click **OK**.

**Note:** After you save your entries, cells that contain line item detail are indicated by a red triangle at the top of the cell. Cells that contain both cell text and line item detail are indicated by blue and red triangles at the top of the cell.

## Viewing Line Item Detail in Data Forms

You can view line item detail for cells in data forms. Cells that contain line item detail are indicated by a red triangle at the top of the cell. You can view line item detail by one period or by all periods. The system administrator specifies how line item detail is viewed when creating the data form.



- To view line item detail in data forms:
  - 1 From the Document Manager, open a data form.
  - 2 Select the cell for which to view line item detail.
  - 3 Right-click and select **Cell Line Item Detail**.


## Deleting Line Item Detail in Data Forms

You can delete line item detail from cells in a data form. Cells that contain line item detail are indicated by a red triangle at the top of the cell.

- To delete line item detail:
  - 1 From the Document Manager, open a data form and make sure the administrator has set it to display line item detail for all input periods.
  - 2 Select the cell for which to delete line item detail.
  - 3 Right-click and select **Cell Line Item Detail**.
  - 4 Select the row to delete and select **Delete Row**.
  - 5 Click **Save**, close the line item detail page and click **Refresh** to refresh the data.

## Using Linked Forms

When administrators create data forms, they can define links from one form to another to enable drill-through to a more specific data entry view. For example, a form that contains summary account balances can link to a corresponding form with the account details. The link from one form to another applies to an entire row. A data form can contain up to 64 linked forms.

Linked forms are indicated by this icon: .

- To use linked forms:
  - 1 From a data form, select a row that contains linked forms.
  - 2 Right-click on a cell and select **Linked Form**.
  - 3 When you finish using the linked form, click **OK**.

## Changing the Point of View in Data Forms

An administrator creates a data form by defining the rows and columns for the form and the point of view. However, the administrator can also allow users to change some elements in the point of view on the form by selecting members from a specified list. This enables you to use the same form for different dimension members.

The point of view is displayed on the top of the form. Elements that can be changed are displayed as links in the point of view. For example, if the Entity dimension is displayed as a link, you can change the entity but not the other dimensions in the point of view.

If Favorite Members have been set up for the selectable dimensions in the form POV bar, you can select those members. This enables you to quickly and easily select members in the list without opening and selecting them from the Member Selector dialog. A list of Favorite Members is indicated by a drop-down arrow next to the dimension. When you click the drop-down arrow, the system displays a list of your favorite members for that dimension in the order in which you set them up. For example, if you set up EastRegion.EastSales, EastRegion.EastProduction, EastRegion.Admin for the Entity dimension Favorite Members in the Member Selection dialog box, when you click the drop-down arrow next to the Entity dimension in the data form POV bar, the system displays the list of those members.

If your administrator has defined dynamic POV member lists, you can select them to quickly populate rows and columns with valid members. From the Member Selection dialog box, the valid dynamic POV member lists for the current dimension are displayed with an @POV suffix at the bottom of the dialog box.

► To change a point of view element on data forms:

- 1 From the Document Manager, open a data form.
- 2 From the Point of View, click the element to change.
- 3 From **Member Selection**, select the dimension member to change and click **OK**.

The system returns you to the data form.

## Calculating Data in Data Forms

After you enter data in data forms, you can calculate the data to see the results. When you select to calculate data, the system calculates data for the scenario, year, period, value, parent, and entities defined in the grid.

► To calculate data in data forms:

- 1 From the Document Manager, open a data form.
- 2 Select the cell for which to calculate data and save the data.
- 3 Take one of these actions:
  - Click **Calculate**.
  - Click **Force Calculate** to force calculation to run for each scenario, year, period, value, parent, entity defined in the grid, regardless of status.

**Note:** You must submit the data before you calculate.

## Running On-Demand Rules in Data Forms

If your administrator has created on-demand rules for a data form, you can run the rules when you are working in the form. On-demand rules enable you to quickly see the results of calculations. For example, when you are working in a data form that has been set up to run a specific on-demand rule, you can enter data and then run the on-demand rule to see the calculation result.

When you run on-demand rules, the system runs the rule on all subcubes that have a valid POV in one of the cells in the currently displayed form, and that are not locked. The rules are only available when the cell has a Calculate or Force Calculate option available.

➤ To run on-demand rules:

1 From the Document Manager, open a data form.

2 Select the cell for which to calculate data.

3 Use one of these methods:

- From the toolbar, click the **Execute** button and select the rule to run.

**Note:** This process runs the rule on all valid POVs on the form that are not locked.

- Right-click on a cell and from the context menu, select **Execute**, and then select the rule to run.

**Note:** This process runs the rule for only the POVs of the selected cells.

The Execute toolbar button and right-click menu option are not available if the administrator has not specified any on-demand rules for the form.

4 Right-click on the cell and select **Cell Information** to verify the calculation status.

## Suppressing Data in Data Forms

You can set row and column suppression options individually using the Suppress Rows and Suppress Columns options, or together, using the Suppress Lines option. For example, setting Suppress Lines to NoData has the same effect as setting both Suppress Rows and Suppress Columns to NoData. When the row and column suppression options differ, the selected option is displayed with a check mark that indicates the current setting. For example, if NoData is suppressed on rows and Zero is suppressed on columns, the Suppress Lines setting is NoData & Zero. Clicking NoData & Zero sets both row and column suppression to NoData & Zero.

**Note:** To use all of the suppression options, you must be assigned the Manage Data Entry Form security role. If you are not assigned this role, only the Invalid cells suppression option is available.

► To suppress data:


1 From the Document Manager, open a data form.

2 Take one or more of these actions:

- To suppress rows, on the toolbar, click **Suppress Rows**, and select **None**, or one or more of these options: **NoData**, **Zero**, or **Invalid**.
- To suppress columns, on the toolbar, click **Suppress Columns** and select **None**, or one or more of these options: **NoData**, **Zero**, or **Invalid**.
- To suppress rows and columns, on the toolbar, click **Suppress Lines** and select **None**, or one or more of these options: **NoData**, **Zero**, or **Invalid**.

**Tip:** Another method of selecting suppression options is to place your cursor over a row or column header, and right-click to change the row or column. To change both row and column options, place your cursor in the space at the top left of the form where the rows and columns intersect, right-click and select an option.

## Adding Members to Data Forms

When administrators define data forms, they can choose to allow form users to insert additional lines of data. If additions are allowed, an Add Member button (  ) is displayed in the left header cell of the form. You can select additional members, and enter and save data for those members. The new entries are inserted into the form, and the totals are updated.

For example, a form may have been defined for an account with intercompany transactions for IC1, IC2, and IC4. You can select members IC3 and IC5, enter data for those members, and save the data. The form is refreshed with the newly saved data and the new lines are displayed in the appropriate hierarchical order.

After you select members to add from a row, the form displays the selected members with a red plus sign (+) at the left side of the row, and the other Add Member icons are unavailable. When you refresh the form, all of the Add Member icons display, and you can select another line for which to add members.

► To add members to data forms:

1 From the Document Manager, open the form into which to enter data.

2 To add dimension members to the form, in the leftmost header cell of the form, click **Add Member**, .

3 Select the members for which to enter data and click **Add**.

**Tip:** To select multiple members, hold Ctrl and select members. Use **Add All** and **Remove All** to add or remove all members.

4 Click **OK**.

5 Enter data for the additional members.

6 **Optional:** Enter cell text by taking one of these actions:

- Highlight a cell, right-click, and select **Cell Text**.
- Select a cell and click **Cell Text**.
- If the administrator has set up the form with a cell text column, enter the cell text in the column.

**7 Optional:** To calculate or force calculate the selected cells, click **Calculate** and **Force Calculate**, respectively.

**Note:** You must submit the data before you calculate.

**8 To save your changes, click Save.**

The form is automatically refreshed and updated with the newly added entries.

## Printing Data Forms

You can preview and print data forms.

➤ To print data forms:

- 1 From the **Document Manager**, select the form to open.
- 2 From the form, click **Print**.
- 3 Open or save the form, select a printer, and click **Print**.

## Drilling Through to Intercompany Transactions

After transactions are posted to an account, you can view the account balance reflecting the posted amounts in the data form. Account cells in the form that contain posted transactions are indicated with a green triangle at the top of the cell. The corresponding transaction details for the account cell are displayed in a separate window.

To drill through to intercompany transactions, you must be assigned the **Intercompany Transaction User** security role. You can view intercompany transactions from the data form, but you cannot make changes to the transactions using this view.

➤ To view Intercompany transactions from data forms:

- 1 From a data form, select a cell that contains intercompany transactions.
- 2 Right-click and select **Intercompany Transactions** to view the transaction details.

## Drilling Through to Source Data

If you use **FDME** to load data, you can drill down from data forms to **FDME** to view the source data. For information on Oracle Hyperion Financial Data Quality Management, Enterprise Edition, see the *Oracle Hyperion Financial Data Quality Management, Enterprise Edition Administrator's Guide*.

A cell has a drillable status if it has data loaded through an outside source and its Point of View is within a specified region that has been defined and loaded to Financial Management. Cells that are drillable are indicated by a light blue icon at the top left corner of the cell.

► To drill through to source data:

- 1 From a data form, select an input cell that has a drillable indicator.
- 2 Right-click and select **Drill Through** to launch a new page with the Point of View for the selected cell, from which you can drill through to the source data.

**Note:** If you drill through to FDMEE, the information opens in a new browser window. If you drill through to ERPI, the information opens in a new tab in Workspace.

# 7

## Managing Ownership

### In This Chapter

Managing Ownership .....	119
Entering Ownership Information .....	121
Copying and Pasting Ownership Values .....	122
Ownership Calculation Process .....	123
Calculating Ownership .....	124

## Managing Ownership

You can manage ownership and control of an organization by recording the shares of stock that the entities in the organization own in one another. You can record two types of shares for an organization: regular shares and voting shares. The system uses regular shares to calculate ownership, and voting shares to calculate control.

The Manage Ownership grid displays a list of entities according to hierarchy. You can define the ownership of a parent entity in child entities by assigning system accounts for partial entity ownership, such as Percent Ownership (POWN system account) and Percent Consolidation (PCON system account). You can enter share values and specify consolidation methods for the entities. See [“Entering Ownership Information” on page 121](#).

You can calculate ownership percentages based on share ownership. See [“Calculating Ownership” on page 124](#).

If you assign a holding company to a parent entity, the system first uses the share values to calculate the ownership and control percentages. It then uses those percentages to propose the consolidation percentage and method for the entities below that parent.

The following figure shows a sample ownership grid. The rows display the list of child entities based on the entity that you are using as the parent entity in the point of view. The columns display system accounts for which you can enter values.

Figure 1 Sample Manage Ownership Grid

	Active	Method	% Consol	% Owned	[PMIN]	% Control	Direct Owned	Consol 1	Consol 2	Consol 3	
CHINA	CNY	Yes	[None]	0.0000	0.0000	0.0000	0.0000	100.0000	0	0	0
GERMANY	EUR	Yes	[None]	0.0000	0.0000	0.0000	0.0000	100.0000	0	0	0
COLOMBIA	COP	Yes	[None]	0.0000	0.0000	0.0000	0.0000	100.0000	0	0	0
UK	GBP	Yes	[None]	100.0000	100.0000	0.0000	100.0000	100.0000	0	0	0

## Changing the Point of View

When you start Manage Ownership for the first time, the default point of view is displayed from the background point of view. If the background POV is not set, Manage Ownership uses the default POV, which uses the first member of the dimension.

- To change the point of view:
  - 1 Select **Consolidation**, then **Data**, and then **Manage Ownership**.
  - 2 On the Point of View bar, click the dimension to change.
  - 3 From **Member Selection**, select a dimension member and click **OK**.

## Setting Display Options

You can specify display options for the Manage Ownership grid. You can show active entities only, entity descriptions, and the entity currency. You can select which system account columns to display - Active, Method, PCON, POWN, PMIN, PCTRL, DOWN, and Consol.

**Note:** The Entity Currency column is for display only. You cannot change the currency from the ownership grid.

- To set display options:
  - 1 Open a Manage Ownership grid.
  - 2 **Optional:** To display the entity description, from **Display Options**, select **Show Entity Description**.
  - 3 **Optional:** To show only active entities, from **Display Options**, select **Show Active Only**.

**Note:** This option is available only if the application is set up for Organization by Period. If you do not select this option, all entities are displayed.



- 4 **Optional:** To select the columns to display, select **View** and select the columns, or select **Show All**.
- 5 Click **OK**.

## Entering Ownership Information

To enter ownership information, you either load the shares information, or enter the shares information in a data grid with the appropriate POV. You load or enter values for system accounts such as Percent Ownership (POWN), Percent Consolidation (PCON), and Percent Control (PCTRL). You can also select the consolidation method for the entity and whether the consolidation status of a child into its parent is active or inactive.

To enter ownership information, you must be assigned the Manage Ownership security role.

The Manage Ownership grid rows display the list of child entities based on the entity you selected to use as the parent entity in the point of view. You can select multiple rows and apply a value in one row to multiple rows.

Table 12 shows the system account columns that you can display in the grid and the possible values that you can enter for each. These ownership and consolidation system accounts are automatically created when you create an application. For details, see the *Oracle Hyperion Financial Management Administrator's Guide*.

**Table 12** System Accounts for Ownership Management

System Account	Possible Values
Active - Consolidation status of a child into its parent	Yes for active; No for inactive
Method - Consolidation method assigned to the entity	None, or a method selected from the list of available methods
PCON - Percent consolidation - the percentage of an entity's value that consolidates to its parent	Positive or negative number between -100 and 100, including 0. Default value is 100.
POWN - Percent ownership based on the entity's shares that are owned by other entities	Positive number between 0 and 100. Default value is 100.
PMIN - Percent minority	A value calculated from the formula $PMIN = PCON - POWN$ .
PCTRL - Percent control based on the entity's voting shares that are owned by other entities	Positive number between 0 and 100. Default value is 100.
DOWN - Percent of direct ownership	Positive number between 0 and 100. Default value is 100.
Consol 1, 2, 3 - Consolidation methods	Number between 0 and 255

**Note:** If the PCON, POWN, PCTRL, and DOWN system accounts do not contain values for partial ownership, the value is displayed as 100. If you do not enter values for the Consol 1,2, or 3 methods, the method is displayed as zero (0).

➤ To enter ownership information:

- 1 Select **Consolidation**, then **Data**, and then **Manage Ownership**.
- 2 Select the scenario, year, period, and entity dimension members from the Point of View for which to enter ownership information.
- 3 **Optional:** To display the entity currency, select **View**, then **Columns**, and select **Entity Currency**.
- 4 From the grid, select entities for which to enter values and take one or more of these actions:
  - For **Active**, select **Yes** or **No** to specify whether the consolidation status of the child into its parent is active.
  - For **Method**, select a consolidation method for the entity.
  - For **PCON**, enter a value for percent consolidation.
  - For **POWN**, enter a value for percent ownership.
  - For **PCTRL**, enter a value for percent control.
  - For **DOWN**, enter a value for direct ownership.
  - For **Consol1**, **Consol2**, and **Consol3**, enter a consolidation method.
- 5 To save the changes to the database and refresh the grid, click **Submit**, or select **Actions**, and then **Submit**.

**Tip:** To reset the data to the values in the database without saving changes, click **Reset**, or select **Actions**, and then **Reset**.

## Copying and Pasting Ownership Values

In the Manage Ownership grid, you can copy and paste the values from one cell to another. You can select a specific cell and enter data in that cell, then select other cells and paste the value to them.

The value is not pasted to the destination cells if these conditions occur:

- If the data type of the source and destination cells does not match (for example, Yes or No versus a number).
- If the value of the source cell is out of valid range for the value of the destination cell (for example, the source value is -100, and the destination cell is a Consol1 value which has a range of 0 to 255).

➤ To copy and paste ownership values:

- 1 From the Manage Ownership grid, select the cell that contains the value that you want to apply, and click **Copy**, or select **Actions**, then **Copy**, or right-click and select **Copy**.
- 2 Select the cells to which you want to apply the value, and click **Paste**, or select **Actions**, and then **Paste**, or right-click and select **Paste**.

The system applies the current value to all the selected entities.

- 3 To save the current values to the database and refresh the data, click **Submit**, or select **Actions**, and then **Submit**.

**Tip:** To reset the data to the values that were last saved in the database, click **Reset**, or select **Actions**, and then **Reset**.

## Ownership Calculation Process

The Ownership calculation process use the shares stored in the Shares%Owned system account to calculate ownership and the shares stored in the Voting%Owned system account to calculate control percentages. The process calculates the dependents of the selected parent in these system accounts: Percent Ownership (POWN), Percent Consolidation (PCON), Percent Control (PCTRL), Direct Percent Ownership (DOWN), and consolidation method (METHOD).

The system also calculates the Percent Minority (PMIN) amount using this formula:

Percent Consolidation (PCON) - Percent Ownership (POWN) = PMIN

For details on these system-generated Ownership and Consolidation accounts, and consolidation methods including POWN and POWNMIN, see the *Oracle Hyperion Financial Management Administrator's Guide*.

## Percent Ownership

Percent ownership (POWN) represents the percentage of an entity's non-voting shares that other entities own, directly or indirectly. The system calculates the percentage owned based on the share values stored in the Shares%Owned account. The calculation result is stored in the parent in the POWN system account using the ICP dimension. For example, if the calculation returns 90% for Entity A, the system stores 90 in the parent entity's POWN account, ICP=A.

## Percent Control

Percent control (PCTRL) represents the percentage of an entity based on voting shares that other entities own, directly or indirectly. The system calculates the percentage that the selected parent's holding company controls of each dependent, based on the share values stored in the Voting %Owned account. The calculation result is stored in the parent in the PCTRL system account using the ICP dimension. For example, if the calculation returns 80% for Entity A, the system stores 80 in the parent entity's PCTRL account, ICP=A.

## Direct Percent Ownership

Direct percent ownership (DOWN) is the percentage of regular non-voting shares of stock owned by each entity. The system calculates the percentage based on the share values in the Shares%Owned account. The calculation result is stored in the DOWN system account using the ICP dimension.

For example, if Entity 002 has a value of 80 in the Shares%Owned account, ICP=holding (the holding company owns 80% of Entity 002), the system stores 80 in the DOWN account, ICP=A for Entity=Group1.

## Percent Consolidation

Percent consolidation (PCON) is the percentage of an entity's values that consolidate to its parent. The system uses the methods defined in the Consolidation Method metadata table to determine the percent consolidation to apply for each entity. If there is no consolidation method assigned to the entity, or the method assigned to the entity does not match a method marked UsedByCalcRoutine, the system uses the percent consolidation corresponding to the percent control.

For example, if the Method account Custom1=Global, ICP=001 has a value of 1, and the percent consolidation in the consolidation method table corresponding to the Global method is 100%, the system stores 100 in the PCON account, ICP=001.

## Consolidation Method

Consolidation method is the set of rules that determine how to consolidate data from an entity to its parent. The system proposes this method based on the percent control and the consolidation methods in the Consolidation Method metadata table that have the "UsedbyCalcRoutine" attribute. For each entity for which percent control is calculated, the system assigns the consolidation method corresponding to the percent control for the consolidation method specified in the table. For example, if the percent control calculated for Entity A is 75%, and the consolidation method assigns the GLOBAL method when percent control is from 50% to 100%, the system stores 1 in the parent entity's Method account, Custom1=GLOBAL, ICP=A.

The exception to this rule is the holding company for the parent. For the holding company, the system does not use percent control to determine the consolidation method. Instead, it assigns the consolidation method that has the IsHoldingMethod attribute.

## Calculating Ownership

You use the Calculate Ownership option to calculate values for ownership percentages based on entity shares. You can calculate ownership for multiple parent entities and for multiple periods for a specific scenario and year. You can run calculation procedures together or separately.

For the Calculate Ownership option to be available, you must assign a holding company to the parent entity. When you define entity members for the application, you specify the HoldingCompany attribute for the entity. See the *Oracle Hyperion Financial Management Administrator's Guide*.

► To calculate ownership:

- 1 From the POV, select the parent entity for which to calculate ownership.

**Note:** The parent entity that the calculation process uses is the Entity on the point of view. For example, if the POV entity is Region.Europe, the calculation runs for Europe, not Region.

**2 From the right pane, select one or more Calculate Ownership options:**

- To select a consolidation method for percent control, select **Consolidation Method**.
- To calculate ultimate percent consolidation, select **Percent Consolidation**.
- To calculate ultimate percent ownership, select **Percent Ownership**.
- To calculate ultimate percent control, select **Percent Control**.
- To calculate direct percent ownership, select **Direct Percent Ownership**.

**3 Select an Entities option:**

- To calculate ownership for the current entity only, select **Current Entity**.
- To calculate ownership for the current entity and all parent entities below it, select **Descendants**.
- To calculate ownership for all entities, select **All Entities**.

**4 From Periods, select the periods for which to calculate ownership, or select All.**

**5 Click Calculate.**





# Managing Equity Pickup

## In This Chapter

About Equity Pickup .....	127
Examples of Equity Pickup Adjustments .....	128
Managing Equity Pickup .....	135
Modifying the Display of the Manage Equity Pickup Table .....	136
Calculating Equity Pickup Adjustments .....	137
Printing Equity Pickup Reports .....	138
EPU Calculation Process .....	138

## About Equity Pickup

Equity pickup (EPU) functionality enables you to reevaluate the investments owned by a holding company. The purpose of the reevaluation is to adjust the investments in the Balance Sheet of the holding company to reflect the current value of the corresponding share in the equity of the subsidiary. The underlying principle of the equity pickup adjustment is to provide a fair picture of the value of the portfolio owned by the holding company.

Like most assets, investments are presented in the Balance Sheet at their historical cost. Investment amounts reflect acquisition prices. However, due to profit or loss incurred in the subsidiary since the acquisition, historical cost may differ from the actual value of the investment owned. In the case of a subsidiary in a foreign country, exchange currency fluctuations may also affect the value of the investment when translated into the holding company's currency. Equity pickup adjustments account for this difference.

An equity pickup adjustment replaces the historical cost with the actual value of the equity owned. In this respect, equity pickup is similar to the equity method in statutory consolidation.

Equity pickup adjustments are made in the local currency of the holding company, before any consolidation of this holding into the group. These adjustments belong to the holding company, independently from any ultimate parent entity.

For each company owned, the adjustment is expressed as follows:

$$\begin{aligned} & \text{Direct Ownership Percentage} * \text{Equity of Owned Entity} \\ &= \text{Current Equity Value} \\ &- \text{Investment} \\ &= \text{Equity Pickup Adjustment} \end{aligned}$$

## Examples of Equity Pickup Adjustments

- “Example 1: Direct Ownership” on page 128
- “Example 2: Direct Ownership with Translation” on page 129
- “Example 3: Cascading Ownership and Subholdings” on page 130
- “Example 4: Cross-Ownership” on page 133

### Example 1: Direct Ownership

- H owns 80% of A.
- Investment in A at historical cost: 100
- Actual Equity of A: 1000
- Adjustment amount in H related to investment in A =

$$(80\% * 1000) = 800 - 100 = 700$$

The EPU adjustment impacts both assets and equity in the holding company.

Investments in A: 700 (Debit)

Equity: 700 (Credit)



### Balance Sheet of H before EPU Adjustment

Assets		Liabilities	
Investment in A	100	Equity	2,000
Other Assets	1,900		
Total	2,000	Total	2,000

### Adjustment in H

Adjustment in H	Debit	Credit
Investments in A	700	
Equity		700

### Balance Sheet of H after EPU Adjustment

Assets		Liabilities	
Investment in A	800	Equity	2,700
Other Assets	1,900		
Total	2,700	Total	2,700

## Example 2: Direct Ownership with Translation

When the holding company and the subsidiary use different currencies, the subsidiary's equity must be translated into the holding company's currency.

For example, suppose that the holding company uses euros and the subsidiary uses dollars and these conditions apply:

- H (EUR) owns 80% of A (USD)
- Investment in A at historical cost: 100 (USD 1 = EUR 1)
- Actual equity of A: USD \$1000 (EUR 1,200: USD 1 = EUR 1.2)
- Adjustment amount in H related to investment in A =  
 $(80\% \times 1,200) = 960 - 100 = 860$  Euro

### Balance Sheet of H before EPU Adjustment

Assets		Liabilities	
Investment in A	100	Equity	2,000
Other Assets	1,900		
Total	2,000	Total	2,000

### Adjustment in H

Adjustment in H	Debit	Credit
Investments in A	860	
Equity		860

### Balance Sheet of H after EPU Adjustment

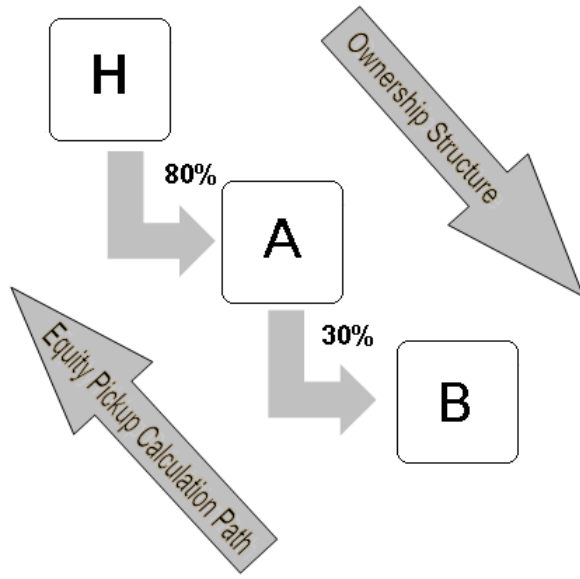
Assets		Liabilities	
Investment in A	960	Equity	2,860
Other Assets	1,900		
Total	2,860	Total	2,860

## Example 3: Cascading Ownership and Subholdings

EPU adjustments change the equity value in the holding company. Therefore, if one subsidiary is owned by another subsidiary, the owned subsidiary must be adjusted before the owner subsidiary is adjusted.

In the case of cascading ownership, EPU adjustments must be performed in the correct sequence, so that each owned subsidiary is adjusted before its owner. For example, if B is owned by A, which is owned by H, the EPU calculation path is B to A, and then A to H.

### Example 3: Cascading Ownership



- H owns 80% of A.
- Investment of H in A at historical cost: 400
- Actual equity of A before any adjustment: 1000
- A owns 30% of B
- Investment of A in B at historical cost: 70
- Actual equity of B: 500

#### Adjustment in A

The EPU calculation path starts with EPU adjustment in A:

- A owns 30% of B
- Investment of A in B at historical cost: 70
- Actual Equity of B: 500
- Direct ownership percentage \* Equity of entity owned - Investment = EPU Adjustment amount
- Adjustment amount in A related to investment in B =

$$30\% * 500 = 150 - 70 = 80$$

Investments in A: 80 (Debit)

Equity: 80 (Credit)

### Balance Sheet of A before EPU Adjustment

Assets		Liabilities	
Investment in B	70	Equity	1,000
Other Assets	930		
Total	1,000	Total	1,000

### Adjustment in H

Adjustment in H	Debit	Credit
Investments in A	80	
Equity		80

### Balance Sheet of A after EPU Adjustment

Assets		Liabilities	
Investment in B	150	Equity	1,080
Other Assets	930		
Total	1,080	Total	1,080

After the EPU adjustment is posted in A, and the value of A's equity is adjusted to reflect the current value of its investment in B, the EPU adjustment related to the investment of H in A can be calculated.

In this case, the formula to calculate the EPU adjustment is as follows:

Adjustment amount = (Percentage of ownership \* Equity of entity owned after EPU adjustment) – Investment at historical cost

- H owns 80% of A
- Investment of A at historical cost: 400
- Actual Equity of A after adjustment for B: 1,180
- Adjustment amount in H related to investment in A:

$$80\% * 1,080 = 864 - 400 = 464$$

Investments in A: 464 (Debit)

Equity: 464 (Credit)

### Balance Sheet of H before EPU Adjustment

Assets		Liabilities	
Investment in A	100	Equity	2,000
Other Assets	1,900		
Total	2,000	Total	2,000

### Adjustment in H

Adjustment in H	Debit	Credit
Investments in A	464	
Equity		464

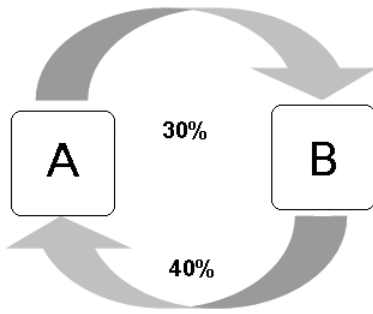
### Balance Sheet of H after EPU Adjustment

Assets		Liabilities	
Investment in A	864	Equity	2,764
Other Assets	1,900		
Total	2,764	Total	2,764

## Example 4: Cross-Ownership

In cases of cross-ownership or circular ownership, EPU adjustments must be calculated iteratively or through an equation.

**Example 4: Cross-Ownership**



- A owns 30% of B
- Investment of A in B at historical cost: 70
- Actual Equity of A before adjustment: 800
- B owns 40% of A
- Investment of B in A at historical cost: 200
- Actual Equity of B before adjustment: 500

$$EPU A = (1/(1 - Inv\%AB * Inv\%BA)) * ((EqA - InvAB) + Inv\%AB * (EqB - InvBA)) - EqA$$

$$EPU A = (1/(1 - 0.40 * 0.30)) * ((800 - 70) + 0.30 * (500 - 200)) - 800 = 131.82$$

$$EPU B = (1/(1 - Inv\%BA * Inv\%AB)) * ((EqB - InvBA) + Inv\%BA * (EqA - InvAB)) - EqB$$

$$EPU B = (1/(1 - 0.30 * 0.40)) * ((500 - 200) + 0.30 * (800 - 70)) - 500 = 172.72$$

**Balance Sheet of A before EPU Adjustment**

Assets		Liabilities	
Investment in B	70	Equity	800
Other Assets	730		
Total	800	Total	800

**Adjustment in H**

Adjustment in A	Debit	Credit
Investments in B	132	
Equity		132

**Balance Sheet of A after EPU Adjustment**

Assets		Liabilities	
Investment in B	202	Equity	932
Other Assets	730		
Total	932	Total	932

### Balance Sheet of B before EPU Adjustment

Assets		Liabilities	
Investment in A	200	Equity	500
Other Assets	300		
Total	500	Total	500

### Adjustment in H

Adjustment in B	Debit	Credit
Investments in A	173	
Equity		173

### Balance Sheet of B after EPU Adjustment

Assets		Liabilities	
Investment in A	373	Equity	673
Other Assets	300		
Total	673	Total	673

## Managing Equity Pickup

Before you can use the Entity Pickup feature, an administrator must define rules for the Equity Pickup process. You can then use the Manage Equity Pickup task to view entity ownership, calculate ownership, view calculation status, and run EPU reports. To perform EPU tasks, you must be assigned the Manage Ownership and Run EquityPickup security roles.

The Manage Equity Pickup table displays pairs of entities:

- Owner Entity, which is the entity that owns a share of the subsidiary
- Owned Entity, which is the entity that is owned

Entity pairs with circular ownership are indicated by a green icon in the Level column.

For each pair, the table also displays the level number corresponding to the order in which they are processed by the EPU calculation, the percentage of ownership for EPU processing, and calculation status.

The default point of view contains the default members for the current Scenario, Year, and Period dimensions. You can change the Point of View.

- To manage Equity Pickup adjustments:
  - 1 Select **Consolidation**, then **Data**, and then **Equity Pickup**.
  - 2 **Optional:** To change the default Point of View, click Scenario, Year, and Period, and select dimension members.
  - 3 Select row and column options. See [“Modifying the Display of the Manage Equity Pickup Table”](#) on page 136.

Level	Owner	Owned	% EPU	Status
3	COLOMBIA	CHINA	20.000000	OK
2	CHINA	GERMANY	12.000000	OK
2	CHINA	COLOMBIA	50.000000	OK
0	CORP_OPS	CHINA	20.000000	Impacted
0	CORP_OPS	GERMANY	80.000000	Impacted
0	CORP_OPS	COLOMBIA	50.000000	Impacted

## Modifying the Display of the Manage Equity Pickup Table

Equity Pickup Column	Description
Level	Numbers that identify the order in which each entity pair is processed during EPU calculation Entity pairs with circular ownership are indicated by a circular icon.
Owner	The holding company that owns the shares
Owned	The entity owned by the holding entity
% EPU	The percentage of ownership considered for EPU processing
Status	EPU calculation status

You can display labels, descriptions, or both labels and descriptions, and you can sort each column in ascending or descending order.

You can filter rows using this criteria: Owner, Owned, %EPU, Circular Ownership, Status, or Level. The %EPU amounts are positive amounts between 0 and 100, with decimals. You can include all entity pairs, exclude pairs with circular ownership, or display only pairs with circular ownership.

- To set display options:
  - 1 From **Display Options**, for **Column Display**, select **Label**, **Description**, or **Both**.



- 2 For **Num Decimals**, select a value between 0 and 9.
- 3 From **Row Filter**:
  - a. For **Owner**, enter or click **Browse** to find an entity.
  - b. For **Owned**, enter or click **Browse** to find an entity.
  - c. If you select **Show Combination**, the system displays the rows for all possible combinations for the Owner and Owned entities that you selected.
  - d. For **% EPU**, select greater than (>), less than (<), or equal to (=), and enter a percentage.
  - e. For **Circular Ownership**, select an option:
    - **Include** to display all entity pairs
    - **Exclude** to suppress pairs with circular ownership
    - **Display Only** to display only pairs with circular ownership
  - f. For **Status**, select to display calculations with a status of **OK**, **Impacted**, or **Both**.
  - g. For **Level**, select the level range that you want to display.

## Calculating Equity Pickup Adjustments

To enable calculation of Equity Pickup (EPU) adjustments, the application administrator must create a section in the Rules file named SUB EquityPickUp, where EPU calculations are defined. For information on equity pickup rules, see the *Oracle Hyperion Financial Management Administrator's Guide*.

To calculate EPU adjustments, you can use the Run Equity Pickup option or the Force Equity Pickup option. After EPU calculation is run for one or multiple pairs of entities, the EPU status for the pair changes to OK, unless an additional change occurs due to another process.

The Run option runs EPU calculations only on pairs (Owner, Owned), with an EPU calculation status of Impacted. EPU pairs are impacted if the calculation status of the Owner, Owned, or any EPU descendant of the Owned entity has changed. After EPU calculation, EPU status changes to OK, unless an additional change occurs due to another process.

The Force Equity Pickup option runs EPU calculations on all pairs for the selected Scenario, Year, and Period, regardless of status.

You can calculate EPU adjustments from the Manage Equity Pickup task, data grids, data forms, or Process Control. To calculate EPU adjustments, you must be assigned the Manage Ownership and Run EquityPickup security roles.

➤ To calculate EPU:

- 1 Select **Consolidation**, then **Data**, and then **Equity Pickup**.
- 2 Use one of these methods:
  - From the Manage Equity Pickup page, click **Run EPU** or **Force EPU**, or select **Actions**, and then **Run EPU**, or **Actions**, and then **Force EPU**.

- From a data grid, data form, or Process Control, right-click and select **Run EPU** or **Force EPU**.

3 Click **Refresh**.

## Printing Equity Pickup Reports

You can print an Equity Pickup report that contains the records in the Manage Equity Pickup table. The report header displays the date, time, user ID of the user launching the report, application name, POV, and filter options. The body of the report displays the table with the columns and criteria that you selected.

**Note:** You can format and print the report using HFM-Format, PDF, RTF, HTML, XLS, or XLSX. See [“Formatting System Reports” on page 142](#).

► To print EPU reports:

- 1 Select **Consolidation**, then **Data**, and then **Equity Pickup**.
- 2 Select the criteria that you want to display in the report.
- 3 Click **Full Report** or **Filtered Report**, or select **Actions**, and then **Full Report**, or **Actions**, and then **Filtered Report**.
- 4 For **Report Format**, select an option: HFM-Format, PDF, RTF, HTML, XLS, or XLSX.
- 5 For **Report Template**, select a template.
- 6 Click **OK**.
- 7 From the report preview, click **Print**.

## EPU Calculation Process

The EPU calculation process may require you to run calculations or consolidations on Owner and Owned entities, and may include translation, if the Owned and Owner entities use different currencies.

The calculation process follows these steps:

1. For each pair of entities, the system calculates the owner and owned entities in the default currency. If the Calculation Status for Value Entity Curr Total is not OK or ND, the Calculate or Consolidate (if parent entity) process is run.
2. The system translates the Owned entity into the default currency of the Owner entity (if the value is not OK - already translated), and runs the Calculate process for Parent Curr Adjs if necessary (if Calculation status is not OK or ND).
3. The system runs the Sub EquityPickup() routine in the Rule file.
4. The system calculates the Owner entity. If the Calculation status for Owner in Entity Currency is not ND, Calculate runs to set the entity to OK status. This final calculation

occurs only if the Owner entity does not own the next pair and if new data was posted to the Owner entity.

At the end of the calculation process, both the calculation and Equity Pickup status of the entities should be OK, unless another process changed the entities in the meantime.



# 9

## Reporting on Financial Management Data

### In This Chapter

Creating Reports .....	141
Opening Reports .....	142
Formatting System Reports .....	142
Editing Reports .....	143
Saving Reports .....	144
Drilling Through to Intercompany Transactions .....	144
Printing Reports .....	144
Deleting Reports .....	145

You can generate these types of Financial Management system reports:

- Data grid reports, which display information from data grids
- Journal reports, which display information for a journal or list of journals based on criteria that you select in the Journals module
- Intercompany Partner (ICP) Matching reports, which display the intercompany transactions that are to be eliminated during consolidation
- Intercompany Transaction reports, which display a list of intercompany transactions
- Intercompany Match by Account reports, which display intercompany transactions based on selected accounts
- Intercompany Match by ID reports, which display intercompany transactions by transaction ID

## Creating Reports

You create a report using one of these methods:

- Specifying values using the Report page options.
- Using a text editor to specify report options in scripts. See the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To create reports from the Reports page:

- 1 Select **Consolidation**, and then **Documents**.

- 2 Click **New**, or select **Actions**, and then **New**.
- 3 Select **Reports**, and then select a type of report.
- 4 Specify the report information and options for the report.

For details on each report option, see the Defining Reports chapter in the *Oracle Hyperion Financial Management Administrator's Guide*.

## Opening Reports

You can view the list of available reports by report type or file type, and sort the list by report name or the date and time last modified. You can open reports from the Manage Documents list, task lists, or Favorites.

► To open reports:

- 1 Select **Consolidation**, and then **Documents**.
- 2 From the **Filters** pane, click the **Filter** button next to **Document Type**, and select the report type to open.

## Formatting System Reports

Financial Management provides sample system report templates, including HFM-Format and Oracle Business Intelligence Publisher templates.

HFM-Format report templates are used for Financial Management system reports. When you generate the reports, the data is exported to XML, and you can then apply a style sheet and view the report in HTML.

During the installation process, HFM-Format report templates are installed on the application server in this directory: `FinancialManagement\Server Working Folder\Report Style Sheets`.

You can use BI Publisher report templates to format reports. BI Publisher report templates are used for these types of reports: Intercompany, Journals, Intercompany Transactions, Intercompany Matching by Account, Intercompany Matching by Transaction ID, Equity Pickup, and Security Reports.

**Note:** BI Publisher templates for data grid system reports are not included at this time.

BI Publisher report templates offer these report print options: PDF, RTF, HTML, XML, and XSLX. You can customize these templates in Microsoft Word. For example, by default, the report displays up to 30 columns. You can customize the template to display more columns. To customize the templates, you must install and configure Microsoft Office Word and Oracle BI Publisher Desktop. You can then use BI Publisher to customize templates and update reports.

**Note:** If you want to retain a customized template when you upgrade or uninstall Financial Management, back up the template in a separate directory before you uninstall.

During the installation process, Oracle Business Intelligence Publisher report templates are installed on the application server in this directory: `FinancialManagement\Server Working Folder\Report Style Sheets\Templates`.

➤ To format system reports:

- 1 **Open a report.**
- 2 **From **Report format**, select an option:**
  - HFM-Format
  - PDF
  - RTF
  - HTML
  - XLS
  - XLSX
- 3 **From **Style Sheet**, select a style sheet.**

**Note:** The list displays the style sheets, including sample templates, that are stored in the Report Style Sheets directory.

- 4 **If necessary for the report, select **Override POV**, and click **OK**.**

**Note:** To print reports, see [“Printing Reports” on page 144](#).

## Editing Reports

You can edit reports that you previously created.

➤ To edit reports:

- 1 **Select **Consolidation**, and then **Documents**.**
- 2 **Select a report to edit.**
- 3 **Click **Edit**, or select **Actions**, and then **Edit**.**
- 4 **Edit the report.**
- 5 **When you finish editing, save the report.**

## Saving Reports

When you save a report, you can specify a destination folder and security and privacy options. If you previously saved the report, from the Save As dialog box, you can specify a different location, security, or privacy options.

The report name can contain a maximum of 20 characters. Do not use double quotation marks (“”) or an equal sign (=) in the report name.

► To save a report:

- 1 **Open the report to save.**
- 2 **Click Save or Save As, and enter the information for the report.**
- 3 **Click Save.**

## Drilling Through to Intercompany Transactions

Intercompany Matching Reports help you track intercompany transactions for analysis and auditing purposes. After you consolidate data, you can run intercompany matching reports to provide detail on intercompany account balances that were eliminated.

When you run an Intercompany Matching Report at the account balance level, a link is displayed on the report if the administrator set up the report to display intercompany transactions detail for the matching group. When you click the link, you can view the matching report at the transaction detail level.

To drill down to intercompany transactions, you must be assigned the Intercompany Transaction User security role. You can only view intercompany transactions in the report; you cannot change the transactions in the report.

► To view intercompany transactions from an Intercompany report:

- 1 **Select Consolidation, then Intercompany, and then Reports.**
- 2 **From the list of reports, open an Intercompany report.**

**Note:** To override the report options, click **Edit** to edit the report and print without having to save the changes.

- 3 **From the report, double-click the link to the transactions detail.**

## Printing Reports

You can print reports that you created and saved on the local client computer or the server. When you select Print, the report is generated based on the report selections.

When you print a report, you can choose to override some or all options available to the report type. For example, for an Intercompany Matching report, you could select a different partner



entity for the report. If you do not select to override any options, the system uses the option setting from the report definition. The last overridden option is preserved in a session, so if you rerun the same or another report, the system displays one or more overridden options from the time you last printed the report.

➤ To print reports:

- 1 From the list of reports, select a report.
- 2 **Optional:** To override the POV, select **Override POV**.
- 3 Click **OK**.
- 4 Click **Print**.

## Deleting Reports

You can delete reports that you no longer need. To delete a report from the server, you must have All access to the report's security class. Before you delete a report folder, you must first delete any reports that it contains.

➤ To delete reports on the server:

- 1 Select **Consolidation**, and then **Documents**.
- 2 Select the report to delete and click **Delete**.
- 3 At the system prompt, click **OK**.



# 10

## Processing Intercompany Transactions

### In This Chapter

Intercompany Transaction Module Features .....	147
Intercompany Transaction Security Roles.....	148
Sample Intercompany Transactions Task Flow .....	149
Intercompany Transaction Load Files .....	150
Loading Intercompany Transactions.....	153
Extracting Intercompany Transaction Files.....	154
About Managing Intercompany Transactions.....	155
Creating Intercompany Transactions .....	155
Viewing Intercompany Transactions .....	158
Selecting Intercompany Transactions .....	161
Editing Intercompany Transactions.....	161
Duplicating Intercompany Transactions.....	162
Assigning Reason Codes to Intercompany Transactions .....	162
Matching Intercompany Transactions .....	163
Unmatching Intercompany Transactions.....	172
Posting Intercompany Transactions .....	173
Unposting Intercompany Transactions .....	175
Viewing Intercompany Transaction Progress.....	176
Deleting Intercompany Transactions .....	176
Reporting on Intercompany Transactions.....	177
Running Intercompany Transaction Reports.....	177
Running Matching Reports .....	180
Drilling Through to Transaction Details.....	184
Email Alerts for Intercompany Transactions .....	185

### Intercompany Transaction Module Features

An intercompany transaction is a transaction between two entities in an organization. Financial Management enables you to track and reconcile intercompany transaction details across accounts and custom dimensions. Common intercompany transaction types include these types:

- Intercompany Sales/Purchases
- Intercompany Receivables/Payables

- Sales/Transfer of Fixed Assets to related parties
- Intercompany Loans/Bonds

The Intercompany Transactions module provides an efficient way to identify, report, and reconcile intercompany account differences. You can enter, match, post, and verify intercompany transactions. With the ability to view transaction detail at any time, you can reconcile intercompany account differences frequently, and thus minimize their impact on the closing cycle. You can also analyze differences due to real errors in transaction currency or differences due to exchange rates.

With the Intercompany Transactions module, you can perform these business processes:

- Open periods for intercompany transactions
- Create intercompany transaction details at the invoice level.
- Match transactions at the invoice level.
- Match transactions in the transaction currency, and in the reporting or parent currency.
- Post transactions.
- Create intercompany matching reports.
- Drill through an account balance to transactional details from intercompany matching reports, data grids, or data forms.
- View an entity partner's intercompany transaction details with the entity at any time.
- Enter text comments to help resolve mismatched entries.
- Analyze differences due to real errors in transaction currency or differences due to exchange rates.
- Lock entities and close periods to prevent unauthorized input.

For intercompany administrative tasks, see the *Oracle Hyperion Financial Management Administrator's Guide*.

## Intercompany Transaction Security Roles

An administrator with intercompany security rights can create a custom workspace for handling intercompany matching tasks and perform all intercompany tasks. Users who have been assigned the Intercompany Transaction User role can perform Intercompany Transaction and Intercompany Reporting functions.

If you are assigned the Intercompany Transaction User role, you can perform these tasks:

- Create transactions.
- Edit transactions.
- View list of transactions.
- Delete transactions.
- Load and extract transactions.

- Run transaction reports and matching reports.
- Drill through to transaction detail from other modules.

To perform matching tasks for transactions, you must be assigned one or more of these security roles for that task:

- Intercompany Transaction Match Template
- Intercompany Transaction Auto Match by Account
- Intercompany Transaction Auto Match by ID
- Intercompany Transaction Manual Match with Tolerance
- Intercompany Transaction Manual Match

To unmatch transactions, you must be assigned the Intercompany Transaction Unmatch security role.

To post and unpost transactions, you must be assigned the Intercompany Transaction Post/Unpost security role.

## Sample Intercompany Transactions Task Flow

Before you can work with transactions, the administrator must open the periods for the transactions. Administrators can also set matching requirements, specify intercompany matching tolerance values, and define reason codes to indicate the reason for mismatched transactions. See the *Oracle Hyperion Financial Management Administrator's Guide*.

**Table 13** Sample Intercompany Transactions Task Flow

Task	Description
Manage reason codes	The administrator defines reason codes in the application to be used for the intercompany matching process. Users can select from this list when processing intercompany transactions.
Open period for intercompany transactions	Before you can perform any action on intercompany transactions, the administrator must open the transaction periods. During this process, the administrator also defines the Match/Validate Before Posting requirement and the matching tolerance to be used for the matching process.
Load transactions	You can load transactions into the system from external ASCII files. You can also enter transactions manually.
Manage transactions	You can view the list of transactions, change the entity and partner selections, and select other filtering criteria to view transactions.
Edit transaction	You can make changes to a transaction, such as adding comments to the transaction.
Run transaction report	You can run a transaction report to view a list of transactions based on the filter criteria.
Run matching report by transaction ID	Before performing the matching process, you can run the matching report to see which transactions are to be matched.

<b>Task</b>	<b>Description</b>
Auto-match by transaction ID	You can match transactions using the transaction ID or the reference ID. The system updates the transactions with a matched status and matched code. You can also save the matching settings to a matching template to be used later.
Run matching report by account	This is another option to view the matching transactions report where the transactions are matched based on the accounts instead of a transaction or invoice.
Auto-match by account	This option is useful to match transactions when the application does not have an exact match of transaction ID and detail. To avoid a possible mismatch, you can perform auto-matching by ID first, then auto-matching by account.
Perform manual match of transactions	After you perform the auto-match process, you might find some transactions that should be matched even though they do not fit the matching criteria for the process. You can select certain transactions and manually match the transactions. The matching process updates the matched status and assigns a matched code.
Perform unmatch of transactions	During the matching process, you might need to unmatch certain groups of transactions manually. When you select a transaction, the system displays the group of transactions that have the same matched code. You can then unmatch all transactions within the same matched group.
Post transactions	After all transactions have been matched and you are ready to post the transactions to the system, you can select the transactions to post.
Run transaction report	After you post transactions, you can create a transaction report to view the status of each transaction. This report contains information on the posting status, and posting user, date and time. This can be used as a summary report so that you can quickly view the posting information.
Lock entities	The administrator can lock entities to prevent users from adding new transactions or making changes to specific entities. When the entity is locked, no more matching can be done for that entity, and no additional transactions can be posted for the entity.
Drill down to transaction details from the Intercompany Matching System Report	After you post transactions and the intercompany accounts reflect the account balance of these transactions, you can run the Intercompany Matching System Report to view the matching at the account level for individual transactions.
Drill through to transaction details from data grids or data forms	When you are in a data grid or data form, you can view the corresponding intercompany transactions. You cannot modify transactions from data grids or forms.
Close period	At the end of the closing cycle after you finish processing intercompany transactions, the Intercompany Administrator closes the period to prevent additional modifications to the transactions for the period. If the Match/Validate Before Post option is selected for the period, all matched transactions or mismatched transactions with a reason code must be posted before the period can be closed. When you close a period, the period is locked for future transactions, however, you can continue to view transactions or run reports on transactions from the period.

## Intercompany Transaction Load Files

In addition to manually entering intercompany transactions, you can load transaction details from an external ASCII file. You can select multiple external files in one load process and select whether to merge or replace the transactions.

## Section Headers in the Load File

The intercompany transaction load file can contain two sections:

- Reason Code table: This section is loaded only if you have Intercompany Transaction Administrator security role access; otherwise, this section is ignored during the load.
- IC Transaction section: This section is used most frequently and is loaded if you have Intercompany Transaction User security role access.

During the load process, the system also does not load the posting or matching status from the load file.

## Special Keywords in the Load File

A special keyword is indicated by an exclamation mark (!) in front of the keyword.

**Table 14** Keywords for IC Transaction Load Files

Keyword	Description
Intercompany Detail	Indicates that the data represents intercompany detail.
Column_Order	Indicates the order of the items in the file.
Thousand_Separator	(Optional). Indicates the delimiter used in the amount to separate the thousands. If this is not specified, the system uses the regional settings for the numeric value defined in the application server.
Decimal	(Optional). Indicates the character to be used for the decimal amount. If this is not specified, the system uses the regional settings for the numeric value defined in the application server.

## Intercompany Transaction File Example

Following is an example of an intercompany transaction load file. Use an exclamation mark (!) followed by a valid section name to indicate the beginning of a new section. Use an apostrophe ( ' ) to start a comment line. Use one of these file delimiter characters to separate information in the file:

, ~ @ \$ % & ^ | : ; ? \

You can use any of the valid characters if that character is not used in the file name or in any other way in the file. For example, if you use the ampersand ( & ) in an entity member name, you cannot use the ampersand as the delimiter character. You must use the same delimiter character throughout the file. Using different delimiter characters within the same file causes an error when you load the file.

**Note:** If you are using an Oracle database, the system converts the transaction ID, sub ID, reference ID, and reason code to upper case during the load process. For example, the system converts the “t123” Transaction ID to “T123” during the file load.

## Example:

```
!SCENARIO=Actual
!YEAR=2014
!PERIOD=January
!DECIMAL=.
!THOUSAND_SEPARATOR=,
INTERCOMPANY DETAIL
!
Column_Order=Entity;Partner;Account;Flows;Market;Region;CostCenter;TransID;SubID;Date;Tr
ansCurr;TransAmt;EntCurrAmt;Rate;RefID;Comment1;Comment2
China;France;ICPay;Flows;Market;Region;CostCenter;DE124;08/10/06;EUR;
2000;8000;Ref123;Text1234;Text9995
China;France;ICPurch;Flows;Market;Region;CostCenter;BX3212;08/12/06;EUR;
2500;10000; ;Text2345;Text8984
China;Germany;ICRef;Flows;Market;Region;CostCenter;AC4345;08/15/06;EUR;
1700;6970;ABC12;Text2323;Text9232
...
```

## Load Methods

When you load intercompany transactions, you can select to merge or replace the transactions.

### Merge

Select this option to update the records with the new changes and create any new records. The system does not update any information in records with a Matched or Posted status. The load log file contains information about any transactions that were not loaded. The Merge mode does not delete any records in the database.

**Table 15** Example of Load In Merge Mode

Entity A - Existing Records	Load File for Entity A	Entity A After Load in Merge Mode
Record 1	N/A	Record 1
Record 2 - Matched	New Record 2	Record 2 - Matched (not affected by load process)
Record 3	N/A	Record 3
Record 4 - Posted	New Record 4	Record 4 - Posted (not affected by load process)
Record 5	New Record 5	New Record 5
N/A	New Record 6	New Record 6

### Replace

The Replace mode replaces all the transactions in the database for the specified scenario, year, period, entity with the transactions specified in the load file. In the Replace mode, the system first clears all records for the entity for the scenario, year, period. If the system encounters any intercompany transactions for the entity that have a status of Posted or Matched, it does not



clear those transactions; it skips them and continues with the load process. After clearing all applicable transactions for the entity, the system replaces all transactions for the entity with the records from the load file.

**Table 16** Example of Load In Replace Mode

Entity A - Existing Records	Load File for Entity A	Entity A After Load in Merge Mode
Record 1	N/A	N/A
Record 2 - Matched	New Record 2	Record 2 - Matched (not affected by clear or load process)
Record 3	N/A	N/A
Record 4 - Posted	New Record 4	Record 4 - Posted (not affected by clear or load process)
Record 5	New Record 5	New Record 5
N/A	New Record 6	New Record 6

## Loading Intercompany Transactions

You can load intercompany transactions from external ASCII files. To load intercompany transactions, you must be assigned the Intercompany Transaction User or Administrator role. In addition, the Intercompany Transaction Administrator must have opened the period for the transactions. See the *Oracle Hyperion Financial Management Administrator's Guide*.

Oracle recommends that you add Financial Management to the exceptions for your Web pop-up blocker. When you perform some tasks such as loading data, a status window pops up showing the task status. If you have a pop-up blocker enabled on your computer, the status window is not displayed.

When you load intercompany transactions, a progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module.

► To load intercompany transactions:

- 1 **Select Consolidation, then Load, and then IC Transactions.**
- 2 **From Default Load Options, for Delimiter, select the character to use as the delimiter during the load process.**
- 3 **From Load Mode, select an option:**
  - Merge to merge the transactions
  - Replace to replace the transactions
- 4 **Enter the file name or names to load, or click Browse to locate the file.**
- 5 **To scan the file before loading, click Scan.**
- 6 **Optional: To load additional files, click Add and select to add 1, 5, or 10 rows.**
- 7 **Click Load.**

If you reload existing files, the system displays a warning prompt asking if you want to use them again. If you do, click **Yes**.

The scan and load status for each file is displayed in a new page.

## Extracting Intercompany Transaction Files

You can extract intercompany transaction files if you have the Intercompany Transaction User or Administrator security role. You can specify whether to extract matched, unmatched, mismatched, posted, or unposted transactions, and transactions with a specific transaction currency, match code, or reason code. You can also extract the list of reason codes defined in the application.

► To extract intercompany transactions:

- 1 Select **Consolidation**, then **Extract**, and then **IC Transactions**.
- 2 From the Point of View bar, select the scenario, year, and period.
- 3 Enter the names of the Entity and Partner dimension members, or click **Browse** to find the Entity and Partner members.
- 4 Select one or more types of transactions to include in the extract process:
  - Matched
  - Unmatched
  - Mismatched
  - Posted
  - Unposted
- 5 From **Reason codes**, select a reason code, or leave the default option of All.
- 6 From **Transaction Currency**, select a transaction currency for which to extract transactions, or leave the default option of All.
- 7 For **Transaction Match Code**, enter a match code value, or use the percent sign (%) as a wildcard.
- 8 **Optional:** To extract a list of reason codes defined in your application, select **Include list of Reason Codes**.
- 9 Click **Extract**.
- 10 From the confirmation prompt that the extract was successful, click **OK**.
- 11 Click the **Download** link and select **Save**.
- 12 Enter a name for the extracted file and make sure that the location for the file is in the directory that you set up.

**Note:** By default, transaction files use the TRN file extension.

- 13 Click **Save**.

# About Managing Intercompany Transactions

The Manage Intercompany Transactions page is the main page from which you perform most intercompany transaction processes and perform these tasks:

- [“Creating Intercompany Transactions” on page 155](#)
- [“Viewing Intercompany Transactions” on page 158](#)
- [“Editing Intercompany Transactions” on page 161](#)
- [“Matching Intercompany Transactions” on page 163](#)
- [“Unmatching Intercompany Transactions” on page 172](#)
- [“Posting Intercompany Transactions” on page 173](#)
- [“Unposting Intercompany Transactions” on page 175](#)
- [“Deleting Intercompany Transactions” on page 176](#)
- [“Reporting on Intercompany Transactions” on page 177](#)

## Creating Intercompany Transactions

In Financial Management, you can create intercompany transactions as follows:

- Load intercompany transactions from ASCII files. See [“Loading Intercompany Transactions” on page 153](#).
- Manually enter transactions from the Manage Intercompany Transactions page.

You can enter intercompany transactions for accounts that have been set up by the administrator as intercompany accounts. Entities that conduct intercompany transactions with each other are known as intercompany partners. The administrator identifies the entities that can be intercompany partners.

The intercompany period must be open before you can enter any intercompany transactions. After the period is opened, you can manually enter transactions in the application. To create transactions, you must be assigned the Intercompany Transaction User security role.

The transaction should contain information for only one transaction as related to the entity in the point of view. The transaction ID and sub ID are used as the key to the transaction detail record.

**Table 17** Transaction Detail

<b>Transaction Detail</b>	<b>Description</b>
Scenario	Must be a valid scenario defined for the application.
Year	Must be a valid year defined for the application.
Period	Must be a valid base period defined for the scenario.

<b>Transaction Detail</b>	<b>Description</b>
Transaction ID	This ID is required. You must enter an ID for the transaction, with a maximum of 40 characters. When combined with the Sub ID, this ID becomes a unique identifier for the entity/partner/account/C1/C2 within the scenario/year/period combination.
Transaction Sub ID	<p>(Optional). You can enter a sub-ID for the transaction, with a maximum of 40 characters. This is useful if you need to handle one-to-many or many-to-many transactions between two entities. For example, if one transaction in the originating entity's book corresponds to multiple transactions in the partner's book, you can use the Transaction ID for the common reference and use the Sub ID for the multiple transactions.</p> <p>Another use for the sub ID is when there is an adjustment needed to adjust the transaction in the Entity Currency instead of posting a journal adjustment in the Entity Curr Adjs. In this case, you can create a dummy transaction and use the same Transaction ID from the original invoice, but use the Sub ID to identify as an adjustment by entering ADJ1 in the sub ID to show that it is an adjustment instead of a real invoice.</p>
Reference ID	<p>(Optional). You can enter a reference ID to store any reference information for the transaction. For example, the entity might have its own set of invoice numbering that is different from the entity that issued the invoice. You can enter additional information in this Reference ID text box for information purposes only.</p> <p>You can also use the reference ID for the partner's transaction ID. You can enter the entity's reference ID for the Transaction ID and enter the corresponding invoice number from the partner entity in this text box.</p>
Transaction Date	(Optional). This must be a valid date.
Entity	The entity must be a valid ICP base entity, not a parent entity.
Partner Entity	The partner entity must be a valid ICP entity for the account.
Account	The account must be a valid ICP account and the cell must support transactions as specified in the Rules file. See the Rules section of the <i>Oracle Hyperion Financial Management Administrator's Guide</i> .
Custom	The custom member must be a valid custom member for the account.
Transaction Amount	This is the invoice amount in the currency of the transaction. This is required only if the entity currency is not entered.
Transaction Currency	This is the currency used for the Invoice transaction. It must be a valid currency defined in the application.
Conversion Rate	<p>This is the rate used to convert the transaction currency amount to the local reporting currency amount for the transaction.</p> <p>During the calculation of the local currency amount, if the operator is Divide, the system uses this formula: Local currency = transaction currency/rate. If the operator is Multiply, the system uses this formula: Local currency = transaction currency * rate.</p> <p>See the <i>Oracle Hyperion Financial Management Administrator's Guide</i>.</p>
Operator	The Multiply or Divide operator depends on the local currency of the transaction. You must first define the Multiply or Divide operation for a specific currency in the currency table of the application. The default value for the operator is Divide. See the <i>Oracle Hyperion Financial Management Administrator's Guide</i> .
Entity Currency Amount	<p>This is the invoice amount in the local entity currency. The currency must be a valid currency defined in the application.</p> <p>This is required if the transaction amount is not entered. Otherwise, the system can recalculate this information if you enter the transaction amount and the conversion rate.</p>

Transaction Detail	Description
Comment 1	(Optional). You can enter comments for the transaction. You can enter a maximum of 256 characters.
Comment 2	<p>(Optional). You can enter additional comments for the transaction. You can enter a maximum of 256 characters.</p> <p>You can use Comment 2 to enter comments related to the partner's transaction. For example, Entity A might enter comments in Comment 1 related to the transaction. Later, Entity A might run a matching report or view the partner's transaction and realize that there are discrepancies with the partner's amount. Entity A can then enter the additional comments in Comment 2 to state anything related to the information in the partner's record. This information is then part of the transaction and can be included in the matching report for informational or audit trail purposes.</p> <p>Note that while Comment can be used for partner information, only the entity can enter the information. The partner entity cannot enter information in the entity's record.</p>
Reason Code	(Optional). The reason code must be a valid one defined by the administrator. The main purpose of the reason code is to indicate why a transaction has a Mismatched status; for example, because of a missing invoice from the partner entity, or an incorrect amount entered by the partner. If the transaction has a Matched status, you do not need to assign a reason code for the transaction. You cannot assign a reason code to a transaction with an Unmatched status.

➤ To create intercompany transactions:

- 1 **Select Consolidation, then Intercompany, and then Manage.**
- 2 **From the Point of View bar, select a scenario, year, and base period.**
- 3 **From the Edit Intercompany Transaction pane menu bar, select New.**
- 4 **From the New Intercompany Transaction pane, for Transaction ID, enter the transaction or invoice number.**  
You can enter a maximum of 40 characters.
- 5 **Optional: For Transaction Sub ID, enter a sub identification for the transaction or invoice.**  
You can enter a maximum of 40 characters.
- 6 **Optional: For Reference ID, enter reference information for the transaction.**  
You can enter a maximum of 40 characters.
- 7 **Optional: For Transaction Date, enter a valid date, or click the pop-up calendar to select a date.**
- 8 **For Entity, enter an entity or click the Pick Members icon to select a member.**
- 9 **For Partner, enter a partner entity or click Pick Members icon to select a member.**
- 10 **For Account, enter an account or click Pick Members icon to select a member.**
- 11 **For Customs, enter a custom member or click Pick Members icon to select a member.**
- 12 **For Transaction Amount, enter the invoice amount and from Transaction Currency, select the currency used for the transaction.**
- 13 **For Conversion Rate, enter the rate used to convert the transaction currency amount to the local reporting currency amount.**

**Note:** If you leave this text box empty and enter the entity currency amount, the system recalculates the rate for you.

14 For **Entity Currency Amount**, enter the invoice amount in the local entity currency, and enter the currency of the reporting entity.

15 **Optional:** For **Comment 1** and **Comment 2**, enter comments for the transaction.

**Note:** You can enter a maximum of 256 characters.

16 To save the transaction, from the top of the Edit Transactions window, click **Save**, or select **Actions** and then **Save**.

**Tip:** To reset rows to their default settings, from the top of the Edit Transactions window, click **Reset** or select **Actions** and then **Reset**.

17 Click **Refresh**, or select **Actions**, and then **Refresh** to see the newly created transaction.

## Viewing Intercompany Transactions

After you load transaction details or create them manually, you can view the transactions list in the Manage Intercompany page. You can change entity and partner selections and select other criteria to filter the transaction list.

You select a point of view for which to view transactions. The scenario and year must be valid dimension members as defined in the application, and the period must be a base period of the Scenario frequency. The entity must be a valid base entity. After you select the point of view, the system displays the transaction detail related to the selected point of view.

Figure 2 Sample Transactions in Manage Intercompany Transactions

The screenshot shows the 'Manage Intercompany' interface. At the top, it displays 'Scenario: ActMon', 'Year: 2012', and 'Period: January'. Below this is a toolbar with various icons for actions like 'Add', 'Delete', 'Refresh', and 'Print'. The main area contains a table with the following columns: Status, Transaction ID, Transaction Sub ID, Entity, ICP (Partner), Account, and Transaction Amount. The table lists 8 transactions. Below the table, it shows 'Columns Hidden: 5' and 'Total rows: 17'. At the bottom, there is an 'Edit Intercompany Transaction' window with fields for 'Transaction ID: T444', 'Transaction Sub ID: A01', 'Reference ID', and 'Transaction Date: 1/5/2012'. There are also buttons for 'Pick Members' and 'Transaction Detail'.

Status	Transaction ID	Transaction Sub ID	Entity	ICP (Partner)	Account	Transaction An
1	T444	A01	A	B	RedtIC	
2	T444	A02	A	B	RedtIC	
3	T789	A01	A	C	RedtIC	
4	T789	A02	A	C	RedtIC	
5	T222	A01	A	B	RedtIC	
6	W999		A	B	RedtIC	
7	W789		A	B	RedtIC	
8	K887		A	B	RedtIC	

In addition to the transaction detail that you entered, the transactions list displays system-generated information about the transaction that cannot be changed manually. For example, it displays the matching status, posting status, match code, user ID of the last user to modify the transaction, and the date and time the transaction was last modified. Matched transactions are

indicated by double green boxes, and posted transactions are indicated by a green flag in the Status column. Mismatched transactions are indicated by a red triangle.

- To view intercompany transactions:
  - 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
  - 2 In the Point of View bar, select a scenario, year, and period.
  - 3 **Optional:** To filter the list of transactions, select columns and rows.

## Selecting an Entity and Partner

An application can have many transactions for a scenario/year/period combination. You can filter the list of transactions to display by selecting only the entity and partner transactions to view.

You can use the Entity and Partner text boxes to manually enter the member names to view, or browse to select members from the Member Selection dialog box. You can select multiple members if you separate them with a semicolon (;). You can also select member lists.

If you do not select any members for the entity and partner, the system displays transactions for all entities and partners.

## Displaying Transaction Columns

You can select the columns to display in the transactions list. You can sort the columns by ascending or descending order, or select no sorting. For example, if you want to see all of your posted transactions at the top of the list, you can sort the posting status in descending order.

- To select the transaction columns to display:
  - 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
  - 2 Select **View**, then **Columns**, and select the columns, or select **Show All**.
  - 3 **Optional:** To show or hide columns, select **View**, then **Columns**, then **Manage Columns**, and use the arrow keys to move columns to the Hidden or Visible column lists, and then click **OK**.
  - 4 **Optional:** To reorder columns, select **View**, then **Reorder Columns**, and use the arrow keys to reorder the columns.
  - 5 **Optional:** To change the column sort order, click the header icons and select an option:
    - Ascending
    - Descending
    - No Sort
  - 6 To display the dimension label, corresponding description, or both, expand **Display Options** in the right pane, then from **Dimension Options**, select a dimension, and select **Label**, **Description**, or **Both**.
  - 7 To save the column settings, click **Save Current Settings**.

**Tip:** To reset the settings to the last saved state, click **Reset Settings**.

## Displaying Transaction Rows

You can select the rows to display on the transaction list and filter the list of transactions. You can display Entity transactions, Partner transactions, or both.

You can display only intercompany transactions for a specific entity and partner, or you can also display the corresponding transactions from the partner with the entity. For example, if you select only the transactions for Entity A with Partner B in the Entity and Partner selections, the system displays only the transactions that Entity A has with Partner B. However, to see the corresponding transactions for Entity B with Partner A, you can select to include both the Entity transactions and the Partner transactions.

You can use the percent sign (%) as a wildcard in these fields marked with an asterisk (\*): Transaction ID, Transaction Sub ID, Reference ID, Match Code, or leave a text box blank to avoid filtering. The row settings are saved when you exit the session.

If you do not specify row filters, the system displays all transaction rows.

**Note:** Depending on the setup of your database, text boxes might be case-sensitive. For example, filtering with “testgroup” might return different results than filtering with “TestGroup.”

► To select transaction rows to display:

- 1 **Select Consolidation, then Intercompany, and then Manage.**
- 2 **From Row Filter, select filter options for rows:**
  - a. For **Entity**, either use the default entity, enter an entity, or click **Browse** and select a member.
  - b. For **Partner**, either use the default partner entity, enter a partner entity, or click **Browse** and select a member.
  - c. If you select to display Entity Transactions, for **Entity Account and Customs**, enter an account, or click **Browse** and select an account.
  - d. If you select to display Partner Transactions, for **Partner Account and Customs**, enter a partner account, or click **Browse** and select an account.
  - e. **Optional:** Filter rows by ID, or leave blank to display all:
    - **Transaction ID**
    - **Transaction Sub ID**
    - **Reference ID**
  - f. **Optional:** Filter rows by Transaction criteria, or leave blank to display all:
    - **Amount From** and **To**
    - **Start Date** and **End Date**
    - **Reason Code**



- **Match Code**
  - **Transaction Currency**
- 3 For **Display**, select **Entity Transactions**, **Partner Transactions**, or both.
  - 4 From **Include**, select one or more options: **Matched**, **Unmatched**, **Mismatched**, **Posted**, or **Unposted**.
  - 5 Expand **Display Options**, and from **Scale Factor**, select a value or use the Default value.
  - 6 From **Decimal Override**, select a value between 0 and 6, or use the Default value.
  - 7 From **Common Currency**, select a currency.
  - 8 For **Dimension Options**, for the dimensions, select to display **Label**, **Description**, or **Both**.

## Selecting Intercompany Transactions

From the Manage Intercompany Transactions page, you can select multiple transactions and then post, unpost, match, unmatched, or delete them.

➤ To select intercompany transactions:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 In the **Point of View** bar, select a **scenario**, **year**, and **period**.
- 3 Use one of these methods:
  - Click the checkbox next to the transactions row or rows that you want to process.
  - To Select All, or Deselect All transactions, click the checkbox in the column header.

When you use Select All, the system selects 5000 transactions from the current page. You can scroll to select transactions from other pages.

## Editing Intercompany Transactions

You can edit a transaction to change information or add comments to a transaction. You can make changes as long as the transaction has not been matched or posted. To make changes to a transaction that has been posted, you must first unpost the transaction. If you want to make changes to a transaction that has a Matched status, you must first unmatched the transaction, which also unmatched all of the related transactions in the same matching process with the same match code. If the transaction has a Mismatched status, any changes will change the status from Mismatched to Unmatched, with the exception of assigning a reason code to a Mismatched transaction, or entering comments for a Mismatched transaction.

After the transaction is saved, you can edit the Transaction ID, Sub ID, Entity, Partner, Account, or Custom dimensions for the original transaction. When you save the edited transaction, the system replaces the original transaction with the new information.

➤ To edit intercompany transactions:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.

- 2 From the list of intercompany transactions, select the transaction to edit.
- 3 From the Point of View bar, select a scenario, year, and base period.
- 4 Edit the transaction.
- 5 To save the changes, from the top of the Edit Intercompany Transactions pane, click **Save**, or select **Actions** and then **Save**.

## Duplicating Intercompany Transactions

You can duplicate an intercompany transaction to create a new transaction that copies the information from another transaction.

► To duplicate intercompany transactions:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 From the list of intercompany transactions, select the transaction to duplicate.
- 3 From the New Intercompany Transaction pane menu bar, click **Duplicate**.
- 4 To save the changes, from the top of the New Intercompany Transactions pane, click **Save**, or select **Actions** and then **Save**.

## Assigning Reason Codes to Intercompany Transactions

You can assign a reason code to an intercompany transaction to indicate why it has a Mismatched status. For example, it could be mismatched because of a missing invoice from the partner entity, or an incorrect amount was entered for the transaction. Reason codes are defined by the administrator for the application, and you can select one from the list to apply to a transaction.

You can assign reason codes to individual intercompany transactions, or assign the same reason code to multiple transactions.

In addition to the intercompany transactions to which you have access, you can assign a reason code to the partner's transaction even if you do not have All access to the entity assigned as the partner in the transaction. You can also enter comments in the Comment 2 text box to add an explanation of the reason code assignment.

► To assign reason codes:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 From the list of intercompany transactions, select the transaction or transactions to which to assign a reason code.

**Note:** You can assign a reason code only to transactions with the Mismatched status.

- 3 Click **Set Reason Code**, or select **Actions**, and then **Set Reason Code**.
- 4 From the **Reason Code** list, select a reason code, and then click **OK**.

# Matching Intercompany Transactions

Before you post intercompany transactions to an intercompany account, you can perform a matching process to ensure that both the entity and its partner entered the transaction. For example, for an intercompany sales transaction from Entity A to Entity B, an Accounts Receivable entry in Entity A should have a corresponding Accounts Payable entry in Entity B.

If your administrator set up the period to require matching before posting, you must match the transactions before you can post them. The matching process ensures that all entries are entered and reconciles differences between the intercompany account balances. For transactions that have a Mismatched status, you can assign a valid reason code to the transactions and post them.

You can match transactions by several methods. You can allow the system to automatically match transactions based on criteria that you specify. If the transactions are not matched by the automatic matching process, you can also manually match specific transactions, with tolerance or without a tolerance.

See these procedures:

- [“Auto-Matching Intercompany Transactions” on page 166](#)
- [“Manually Matching Transactions with Tolerance Amount ” on page 168](#)
- [“Manually Matching Transactions without Tolerance Amounts” on page 170](#)

## Auto-Match Process

The auto-match process performs the matching only on transactions with a status of Unmatched or Mismatched. These transactions must also be unposted transactions. When you select the auto-match process, you can select whether to match transactions by account, or by ID.

You can filter the list to match only transactions with a specific transaction currency.

Transactions that have been previously matched are excluded from the matching process because a match code has been assigned to those transactions.

After you include transactions in the matching process, the match status of the transactions becomes Matched or Mismatched. Any mismatched transactions can be included again in the auto-match process.

When you auto-match intercompany transactions, a progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module.

## Auto-Match

Performing the auto-match process using the Transaction ID is the most common and accurate method of matching intercompany transactions. The system performs the auto-match process by Transaction ID using the current filter selected for Entity/Partner/Transaction ID/ Transaction Currency. If you filter for Reference ID and perform an auto-match, transactions are matched based on Entity/Partner/Reference ID/ Transaction Currency in the current filter.

You cannot filter both Transaction ID and Reference ID at the same time and perform an auto-match

If you want to use a different method of matching, you select the Auto-Match Template option. See [“Using Auto-Match Templates” on page 167](#).

You can specify an ID or use wildcards. If the ID is left blank, the system matches all transactions for the entity and partner.

When matching transactions using the transaction ID or reference ID, the system always uses the transaction currency. There is no need to specify a tolerance amount because the transactions are considered Matched only if the amounts match without error. The system assigns a separate match code to each group of transactions.

If you have transactions with different currencies but the same transaction ID or reference ID, during the auto-match process, the transactions are matched by currency group. If all the transactions in all the currency groups are matched, the system assigns one match code to all the transactions.

**Table 18** Sample Transactions with Same ID and Different Currencies

Transaction ID	Entity	Partner	Currency
T123	A	B	EUR
T123	B	A	EUR
T123	A	B	USD
T123	B	A	USD

In this example, if the transactions in EUR are matched and the transactions in USD are matched, the system assigns one match code for all four transactions. If the transactions in EUR match but the transactions in USD are not matched, the system considers all of the transactions Mismatched.

The following table shows the rules for matching transactions using IDs:

**Table 19** Matching Process Using Transaction or Reference ID

Matching Process	Entity's Transactions	Partner's Transactions	Comments
Match using Transaction ID	Transaction ID	Transaction ID	The system matches the entity's transaction ID with the partner's transaction ID.
Match using Reference ID	Transaction ID Reference ID Reference ID	Reference ID Transaction ID Reference ID	The system first matches the entity's transaction ID with the partner's reference ID.  If these do not match, the system performs the second test by comparing the entity's reference ID with the partner's transaction ID.  If still not matched, the system performs the third test by comparing the entity's reference ID with the partner's reference ID.

## Account Type Groups in the Auto-Match Process

During the auto-match by ID process, the system subdivides all the intercompany transactions with the same transaction or reference ID into separate groups based on their account type. It assigns a separate match code and match status to each group of transactions with the same ID.

The transactions are grouped by their Balance Sheet or Profit/Loss account type as follows:

### Balance Sheet group

- Asset
- Liability
- Balance
- Balance Recurring

### Profit/Loss group

- Revenue
- Expense
- Flow

For each group of transactions, the system assigns a match status and separate match code. For example, the Balance Sheet group of transactions could have a Matched status and be assigned a match code, but the Profit/Loss group of transactions could have a Mismatched status.

### Example

In the following example, the intercompany transactions all have the same transaction ID 123:

Entity	Partner	Account	Amount	Account Type
A	B	Recltic	100	Asset
A	B	Sales	110	Revenue
B	A	Payltic	100	Liability
B	A	Cog	100	Expense

The system subdivides the transactions into the BS and PL groups as follows:

### BS Group

A, B, Recltic, 100, Asset

B, A, Payltic, 100, Liability

Subgroup status: Matched. The system assigned a match code to this group.

### PL Group

A, B, Sales, 110, Revenue

B, A, COG, 100, Expense

Subgroup status: Mismatched. No match code is assigned to this group.

## Auto-Match by Account

In addition to performing the matching process using the transaction ID, you can match the transactions based on specific accounts and matching accounts. The system performs the matching process for the entity and partner that you specify. The transactions to be matched are grouped by transaction currency during the matching process and are assigned a separate match code for each currency group.

For each transaction included in the matching process, the system first translates the transaction currency amount to the application currency, based on the default translation rules set up for the application. The translated amount is added to the total difference amount. The system performs the translation for each transaction in the auto-match process and the difference amount is calculated.

**Note:** The conversion rate used in translation is the rate that is stored in the Rate account for the specific currency to the application currency.

After the total difference amount is calculated, this amount is compared to the matching tolerance amount set for the period. The matching tolerance amount is represented in the application currency and the amount should be entered in the scale of the application currency.

If the difference amount is within the tolerance level, the transactions are considered matched and the system assigns a match code to the group of transactions.

If the different amount is not within the tolerance level, the system performs the next step in the translation process by translating the entity currency amount to the application currency. For any transactions without a transaction currency, the system uses the entity currency amount. If the difference amount is within the tolerance level, the transactions are considered matched and the system assigns a match code to the group of transactions.

## Auto-Matching Intercompany Transactions

You can automatically match intercompany transactions by account or by ID. To match a transaction automatically, you must be assigned the Intercompany Transaction Auto Match by Account or Intercompany Transaction Auto Match by ID security role.

You can also create a template for auto-matching transactions. See [“Using Auto-Match Templates” on page 167](#).

- To auto-match intercompany transactions without using a template:
  - 1 **Select Consolidation, then Intercompany, and then Manage.**
  - 2 **From the transactions list, select the checkbox next to the transactions to match.**
  - 3 **To auto-match transactions without using a template, click Auto Match, or select Actions, then Auto Match, and then select Auto Match.**

- 4 From the confirmation prompt that you are about to auto-match based on the current filter settings, click **Yes**, or click **No** and change the settings.
- 5 Click **Refresh** to display an updated intercompany transactions list and verify the **Matched** status.

► To auto-match intercompany transactions using a template:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 From the transactions list, select the checkbox next to the transactions to match.
- 3 To auto-match transactions using a template, click **Auto Match**, or select **Actions**, then **Auto Match**, and then select **Auto Match Template**.

The system opens the Auto Match tab.

- 4 From the **Template** list, select a template.
- 5 Click **Match**, or select **Actions**, and then **Match**.
- 6 From the **Manage Intercompany** tab, click **Refresh** to display an updated intercompany transactions list and verify the **Matched** status.

## Using Auto-Match Templates

You can save the settings that you frequently use for auto-matching as a template. The template is saved for use the next time that you perform the auto-match process.

You also use Auto-Match templates to select different options than the default auto-matching process. You use a template to select a different method of matching, for example, either match by TID or RID or Account, then select the ID or account pair information. You can save the selection as a template, or select **Match** to perform the matching process without saving it as a template.

To create an Auto-Match template, you must be assigned the Intercompany Transaction Match Template security role.

► To use Auto-Match templates:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 Click **Auto Match** or select **Actions**, and then **Auto Match**, and then select **Auto Match Template**.
- 3 Select an action:
  - To run the auto-match process using an existing template, from **Template**, select a template, and then click **Match**, or select **Actions**, and then **Match**.
  - To create an auto-match template, continue with the next steps.
- 4 From the **Point of View** bar, select a scenario, year, and base period.
- 5 Enter the names of the Entity and Partner dimension members, or click **Browse** to find the Entity and Partner members.
- 6 From **Transaction Currency**, select a currency.
- 7 From **Match By**, select **ID** or **Account**.

## 8 Select an option:

- If you selected **Match By ID**, select **Transaction ID** or **Reference ID**, and enter an ID or use a wildcard.
- If you selected **Match By Account**, click **Add** and select the account dimension members or custom members, and in the **Matching Accounts** section, click **Add** and select the matching account dimension members or custom members.

**Tip:** To remove accounts or matching accounts, click **Delete** or **Delete All**.

## 9 Select an action:

- To perform the matching process without saving the selection, click **Match**, or select **Actions**, and then **Match**.
- To save the settings as a template, click **Save**, or select **Actions**, and then **Save**.

## Manually Matching Transactions with Tolerance Amount

At times, you might need to manually match the transactions with the partner's transactions because of discrepancies in the recording of the transaction ID or small discrepancies in the amounts. When you perform the manual matching process, the system updates the transaction status to Match and generates a match code for the transactions.

To match a transaction manually, you must be assigned the Intercompany Transaction Manual Match with Tolerance security role.

To perform the manual match process, you can use filter options to display only the unmatched transactions for a specific entity and partner pair. You can select the group of transactions and perform the manual match process.

The system must first check if any transactions have a Mismatched status before you perform the manual match process. During the manual match process, the system checks to see if the transactions are a valid pair of transactions. For example, if you select transactions between A and B, and transactions between B and A, the transactions are considered a valid pair. If you select transactions between A and B, then select transactions between B and C, the transactions are not considered a valid transaction pair.

You cannot use single-sided transactions without the valid partner transactions for the Manual Match process. For example, you cannot select two transactions of A with B, A with B.

If you have the Manual Match with Tolerance security role when you perform the matching process, the system also checks if the amounts are matched for the transactions. The system performs the translation process to the application currency. For each transaction included in the matching process, the system first tries to match the transaction using the translation currency amounts by translating the transaction amount to the application currency, based on the default translation rules set up for the application, and applies the amount to the difference. If the difference amount is not within the matching tolerance, the system then translates the entity currency amount into the application currency and compares the difference amount to the Matching Tolerance that you specified for the period.



If the amount is within the tolerance level, the transactions are considered Matched and the system assigns a match code to the group of transactions. See [“Matching Status” on page 171](#) and [“Match Code” on page 172](#).

If you have the Manual Match security role, the system does not check the tolerance amount. See [“Manually Matching Transactions without Tolerance Amounts” on page 170](#).

During the manual match process, transactions are not grouped by transaction currency. Therefore, you can select transactions in different transaction currencies and the system translates each transaction separately.

### Account Type Groups in the Manual Match Process

During the manual match process, the system subdivides all the intercompany transactions with the same transaction or reference ID into separate groups based on their account type. The entire group of transactions within the manual match process must be matched before the transactions can be assigned a Matched status and a match code.

If both subgroups are matched, the system assigns all of the transactions the Matched status and assigns them one match code. If only one subgroup is matched, but the other is not, all of the transactions are considered mismatched.

The transactions are grouped by their Balance Sheet or Profit/Loss account type as follows:

#### Balance Sheet group

- Asset
- Liability
- Balance
- Balance Recurring

#### Profit/Loss group

- Revenue
- Expense
- Flow

#### Example

In the following example, the intercompany transactions all have the same transaction ID 123:

Entity	Partner	Account	Amount	Account Type
A	B	Recltic	100	Asset
A	B	Sales	110	Revenue
B	A	Payltic	100	Liability
B	A	Cog	100	Expense

The system subdivides the transactions into the BS and PL groups as follows:

### BS Group

A, B, Recltic, 100, Asset

B, A, Payltic, 100, Liability

Subgroup status: Matched.

### PL Group

A, B, Sales, 110, Revenue

B, A, COG, 100, Expense

Subgroup status: Mismatched.

The result is that because only one subgroup is matched and the other is not, the system considers all transactions mismatched, and assigns all transactions in this manual match process a Mismatched status and no match code.

► To match intercompany transactions manually:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 From the transactions list, select the checkbox next to the transactions that you want to match.
- 3 Click **Manual Match**, or select **Actions**, and then **Manual Match**.

## Manually Matching Transactions without Tolerance Amounts

You can match intercompany transactions manually without comparing the difference with the matching tolerance amount. When you use this process, the system does not perform any translations or comparison to the matching tolerance amount. However, the transactions must be a valid pair with a status of Mismatched and Unposted.

After you match transactions manually, the system updates the Match status and assigns a match code to the transactions.

To use this method of matching transactions manually, you must be assigned the Intercompany Manual Match security role. The procedure is the same as matching with tolerance amounts, but the tolerance amount is not checked. See [“Manually Matching Transactions with Tolerance Amount” on page 168](#).

During the manual match process, the system subdivides the transactions into separate groups based on their account type.

## Generating Adjustments for Transaction Differences

After you perform the matching process, some transactions may have a status of Mismatched. This could be due to several reasons, for example, a mistake in recording, a difference in the currency rate for translations, or the timing of the recording of the transaction. In this case, you might need to generate an adjustment entry to adjust for the difference. You can make the adjustment at the transaction level or at the account balance level.

## Adjusting Data at the Transaction Level

To adjust an intercompany transaction at the transaction level before it is posted to the database, you can enter a new transaction with the same transaction ID but with a different transaction sub ID to identify it (for example, SubID=Adjustment 1). During the posting process, the system accumulates all of the transactions with the same transaction ID and uses the total amount to post to the account. Using this method, the adjustment is included in the posting to the account balance in the entity currency.

## Adjusting Data at the Account Balance Level

To make adjustments at the account balance level, you can make the adjustment as a journal entry and post the adjustment amount to the Entity Currency Adjs Value dimension. The system processes the adjustment similar to other journal adjustments and is reflected in the account balance in Entity Currency Total.

## Matching Status

Intercompany transactions can have one of these matching statuses: Unmatched, Matched, or Mismatched. The matching status is updated by the system and cannot be changed manually.

When you create or load a transaction, it has a default status of Unmatched. If the transaction is included in the auto-match process, the transaction is updated to Matched or Mismatched status. The Mismatched status means that the matching process has been done for the transaction but it was not matched, or was not within the matching tolerance level as defined for the application. You can resolve this by rerunning the auto-match process or by manually matching. See [“Auto-Matching Intercompany Transactions” on page 166](#) and [“Manually Matching Transactions with Tolerance Amount ” on page 168](#).

### Changes from Unmatched to Matched or Mismatched

During the auto-match or manual process, unmatched transactions can be changed to Matched or Mismatched status.

### Changes from Mismatched to Unmatched

If a transaction has gone through the auto-match process and has a status of Mismatched, any changes to the transaction (with the exception of the comments and reason code) change the status to Unmatched. This applies to both manual entry and loading transactions.

### Changes from Matched to Unmatched

Since the system does not allow changes to matched transactions except for comments and reason code, you cannot change the matched status by manual entry or loading transactions. However, you can perform the Unmatch process manually, and the Matched status can be changed to Unmatched status.

## Match Code

When you create a transaction, it has a status of Unmatched and a default of blank for the Match Code. After you perform the matching process, the system changes the matching status to Matched and generates a match code. It is for display only and you cannot change it manually.

The same match code applies to all the matching transactions in a group. For example, if you match the following transactions, the same code applies to all the transactions in this group. If there are reversed transactions, the system considers them a separate group and assigns them a separate match code.

During the match by ID process, the system subdivides all the intercompany transactions with the same transaction or reference ID into separate groups based on their account type. It then assigns a separate match code and match status to each group of transactions with the same ID.

When the system generates the match code during the matching process, it uses one of these prefixes to distinguish the different types of matching processes:

- A - Auto-matching performed using accounts
- I - Auto-matching performed using the transaction ID
- R - Auto-matching performed using the reference ID
- M - Manual matching performed

**Table 20** Match Code Example

Entity	Partner	Account	Tran ID	Tran Amt	Match Status	Match Code
A	B	ICRec1	XY234	100	Matched	A11
A	B	ICRec2	XY235	300	Matched	A11
B	A	ICPay1	XY234	100	Matched	A11
B	A	ICPay2	XY235	300	Matched	A11

For the Match by Account process, you can select the option to group by transaction currency. If one group of transactions has a different transaction currency than another group, the system generates separate match codes for the different groups.

## Unmatching Intercompany Transactions

After transactions are matched, you cannot make changes to the matched transactions. If you need to edit the transactions, you must first unmatch the transactions. The Unmatch option enables you to manually reverse the matching status of specific intercompany transactions to Unmatched.

To perform the unmatch process, you must be assigned the Intercompany Transaction Unmatch security role.

When you perform the unmatched process, it applies to all transactions with the same match code. This ensures that all transactions related to that one match process are reversed to the original status.

When you unmatched a transaction, the system displays a list of transactions that have been matched. These transactions should all have a status of Matched and the same match code. The system does not unmatched posted transactions or transactions for locked entities. To unmatched posted transactions, you must first unpost the transactions and then unmatched them.

When you select Unmatch All to unmatched all transactions, a progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module. See [“Viewing Intercompany Transaction Progress” on page 176](#).

When the unmatched process is complete, the matching status for the transactions changes to Unmatched and the match code becomes blank.

For example, suppose a group of transactions that include T123, T124, T125, T126 were matched and assigned the same Match Code of A122. If you want to make changes to transaction T125, you need to select T125 to unmatched. When you select T125, the system displays all the transactions within the Match group for your review. After you confirm the selection, the unmatched process unmatched all the transactions in this match group.

➤ To unmatched intercompany transactions:

- 1 **Select Consolidation, then Intercompany, and then Manage.**
- 2 **From the list of intercompany transactions, select the checkbox next to the transactions to unmatched, or from the column header, click Select All.**
- 3 **Click Unmatch Selected or Unmatch All, or select Actions, and then Unmatch Selected, or Unmatch All.**
- 4 **From the Unmatch tab, review the transactions to be unmatched and click Unmatch.**

When the unmatched process is completed, the match status for these transactions is Unmatched and the match code changes to blank.

## Posting Intercompany Transactions

You post intercompany transactions to include them in an account balance. When you create or load an intercompany transaction, by default it has a status of Unposted and no amount is shown in the account balance. For example, you might input an intercompany transaction for Entity A with Entity B for the amount of USD \$100. However, the amount was not recorded in the ICR account. The ICR account balance remains at zero until the transaction is posted.

When you post the selected intercompany transactions to the account, the system updates the status of the transactions to Posted, and the total transaction amount is reflected in the account balance.

To post a transaction, you must be assigned the Intercompany Transaction Post/Unpost security role.

If the period is set up with the Match/Validate requirement before posting, the system checks the transactions before posting to ensure that only transactions with the Matched status, or Mismatched status with a reason code, are posted to the account balance. If this requirement is not set for the period, no validation is needed. See the *Oracle Hyperion Financial Management Administrator's Guide*.

When you select Post All, the system posts all transactions that meet the filter criteria. It does not post all of the transactions for the POV. A progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module. See [“Viewing Intercompany Transaction Progress” on page 176](#).

After an intercompany transaction is Posted, you cannot change it. If you need to make changes to a posted transaction, you must unpost it, make the changes, then match and post the transaction again. See [“Unposting Intercompany Transactions” on page 175](#).

► To post intercompany transactions:

- 1 **Select Consolidation, then Intercompany, and then Manage.**
- 2 **From the list of intercompany transactions, select the checkbox next to the transactions to post, or from the column header, click Select All.**
- 3 **Select an action:**
  - Click **Post**, or select **Actions**, and then **Post**.
  - To post the transactions that meet the filter criteria, click **Post All**, or select **Actions**, and then **Post All**.
- 4 **From the Result tab, verify the posting result and click OK.**

On the Manage Intercompany transactions list, posted transactions are indicated by a green flag in the Status column.

## Posting Process

During the posting process, the system accumulates the transactions related to a particular account cell and accumulates the amount to the account balance. For example, if you have two transactions with a total of 100 for the ICR account, the system applies the total amount of 100 to the ICR account balance. If this is the first transaction, the ICR account has a balance of 100. If you later post four transactions to this account for a total amount of 300, after posting, the ICR account has a balance of 400, because the system adds the amount to the account balance.

The system posts transactions to the Entity Currency Value dimension. If the account is a Balance type, the system posts the amount as YTD view regardless of the default view of the scenario.

## Posting to Flow Accounts

For Flow accounts, the system posts according to the rules specified for the scenario. When administrators define rules for the application, they define the cells that are available for entering intercompany transactions. Administrators can define the period frequency in each scenario to

determine which periods support transactions, based on the valid frequencies defined in the PER file. Valid frequencies for a monthly scenario are MTD, QTD, HYTD, and YTD and can also be used to specify the period frequency for supporting transactions. See the *Oracle Hyperion Financial Management Administrator's Guide*.

For example, if the scenario is set up to accept intercompany transactions on a Quarterly frequency, the system only allows intercompany transactions to be entered for March, June, September, and December. For the other nonquarterly months, the system only allows users to enter the cell amounts manually without entering any transactions. However, for the transactions being entered for the quarterly months, you should enter all transactions for the entire quarter, not just the quarterly months. For example, in March, you should enter transactions for January, February, and March, so that the drill-down to the transactions matches the YTD amount.

## Viewing Posted Status

Posted transactions are indicated by a green flag in the Status column on the Process IC Transactions page. You can use the column sorting capability to sort transactions by the Matching Status or Posting status. Therefore, to see all of your posted transactions at the top of the list, you can sort the Posting status in descending order.

You can also confirm the amounts posted to the account balance in a data grid or data form.

- To view transactions with a Posted status, take one of these actions:
  - From **Manage Intercompany Transactions**, select the point of view, and review the **Status** column for posted transactions.
  - From **Manage Intercompany Transactions**, select the point of view, and sort by Post status. See [“Displaying Transaction Columns” on page 159](#).
  - From a data grid, drill down to view the transactions. See [“Drilling Through to Intercompany Transactions” on page 88](#).
  - From a data form, drill down to view the transactions. See [“Drilling Through to Intercompany Transactions” on page 117](#).

## Unposting Intercompany Transactions

After an intercompany transaction has a status of Posted, no more changes can be made to it. You cannot edit or delete the transaction. If you need to make changes to the Posted transaction, you must unpost the transaction, make the necessary changes, then match and post the transaction again.

To unpost a transaction, you must be assigned the Intercompany Transaction Post /Unpost security role.

During the unpost process, the system reverses the amount out of the account balance and changes the status from Posted to Unposted. Unposting the transaction does not affect the matching status.

When you select Unpost All, the system unposts all transactions that meet the filter criteria. It does not unpost all of the transactions for the POV. A progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module. See “[Viewing Intercompany Transaction Progress](#)” on page 176.

► To unpost intercompany transactions:

- 1 Select **Consolidation**, then **Intercompany**, and then **Manage**.
- 2 From the list of intercompany transactions, select the checkbox next to the transactions to unpost, or from the column header, click **Select All**.
- 3 Select an action:
  - Click **Unpost**, or select **Actions**, and then **Unpost**.
  - To unpost the transactions that meet the filter criteria, click **Unpost All**, or select **Actions**, and then **Unpost All**.
- 4 From the **Result** tab, verify the posting result and click **OK**.

## Viewing Intercompany Transaction Progress

You can view the progress of intercompany transactions processes for these options: Load Transactions, AutoMatch, Post All, Unpost All, Unmatch All, Delete All, Matching Report by Transaction ID, Matching Report by Account, and Transaction Report. When you select these options, a progress bar page is displayed in a separate browser window with the current progress percentage, the status, and last update time.

In addition, you can view the task status from the Running Tasks module. In the Running Tasks module, you can stop the task if you are an administrator or have the appropriate security rights for the task. You can also select to view the log from the Running Tasks module to view the status information after the process is completed. See the *Oracle Hyperion Financial Management Administrator's Guide*.

► To view the progress of intercompany transactions:

- 1 From the list of transactions, select the transaction, and select a task.
- 2 Take one of these actions:
  - From the **Manage Intercompany Transactions** page, view the progress bar for the task that is running.
  - From the **Running Tasks** page, select the task to view the progress.

## Deleting Intercompany Transactions

You can delete intercompany transactions that you no longer need. However, you can delete only transactions with the posting status of Unposted and the matching status of Unmatched or Mismatched. You cannot delete posted or matched transactions. Any posted transactions



must be unposted first, and any matched transactions must be unmatched before you can delete them.

You must be assigned the Intercompany Transaction User security role to delete transactions.

When you select Delete All, the system deletes all transactions that meet the filter criteria. It does not delete all of the transactions for the POV. A progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module. See [“Viewing Intercompany Transaction Progress” on page 176](#).

➤ To delete intercompany transactions:

- 1 Select the checkbox next to the transactions to delete, or from the column header, click **Select All**.
  - 2 Select an action:
    - Click **Delete**, or select **Actions**, and then **Delete**.
    - To delete the transactions that meet the filter criteria, click **Delete All**, or select **Actions**, and then **Delete All**.
- Note:** When you select Delete All, some transactions might not be deleted, based on their status. For example, posted or matched transactions are not deleted.
- 3 At the confirmation message, click **OK**.

## Reporting on Intercompany Transactions

After loading transactions into the application, you may want to run a matching report to check potential matching transactions and mismatched transactions. You can run these types of reports:

- Intercompany Transactions report, that displays a list of transactions. See [“Running Intercompany Transaction Reports” on page 177](#).
- Matching Report by Account, a matching report based on selected accounts. See [“Running a Matching Report by Account” on page 181](#).
- Matching Report by Transaction ID, a matching report based on transaction ID. See [“Running a Matching Report by Transaction ID” on page 183](#).

When you run a report, a progress bar is displayed with the progress percentage, status, and last update time. You can also view the progress from the Running Tasks module. See [“Viewing Intercompany Transaction Progress” on page 176](#).

## Running Intercompany Transaction Reports

You can run an Intercompany Transaction report to view a list of the transactions in the system. You can select columns and rows to display on the report, and you can change the column sort order.

**Note:** You can format and print the report using HFM-Format, PDF, RTF, HTML, XLS, or XLSX. See [“Formatting System Reports” on page 142.](#)

You can create a report by these methods:

- Running the report from the Intercompany Transaction Report page.
- Writing a script in a text file. See the *Oracle Hyperion Financial Management Administrator's Guide*.

**Note:** The output of this report is a list of selected transactions with various sorting and grouping capability. This is not the matching report for reconciliation purposes. See [“Running Matching Reports” on page 180.](#)

► To run Intercompany Transaction reports:

1 Use one of these methods:

- Select **Consolidation**, then **Intercompany**, then **Reports**. Click **New, Reports**, then **IC Transactions**.
- Select **Consolidation**, then **Intercompany**, then **Manage**. From the **Reports** menu, select **IC Transactions**.
- Select **Consolidation**, then **Documents**. Click **New**, then **Reports**, then **IC Transactions**.

2 Select the rows and columns to display on the report.

See [“Displaying IC Transaction Report Columns” on page 178](#) and [“Displaying IC Transaction Report Rows” on page 180.](#)

**Note:** If a tooltip hides any action, such as deleting a row, you can dismiss the tooltip by tabbing out of or using a mouse click to move the focus outside of the component.

3 To print or preview the report, click **Print/Preview**, or select **Actions** and then **Print/Preview**.

The report opens in a new tab.

4 To save the report, click **Save**, or select **Actions**, and then **Save**.

**Tip:** To reset the selected options back to default values without saving your changes, click **Reset** or select **Actions**, and then **Reset**.

5 From the confirmation prompt that the report was saved successfully, click **OK**.

## Displaying IC Transaction Report Columns

You can select the items to display in the report columns, and the order in which you would like to see them. You can sort the columns by ascending or descending order, or select no sorting. If you select the Totals option, a subtotal is displayed for the amounts in the column.

You can select whether to repeat the information in every row. For example, if you select the Repeat option for the entity label, the system displays the entity label for all of the selected transactions for that entity. If you do not select the Repeat option, the system displays the entity label for the first transaction but not the labels for subsequent transactions with the same label.

**Table 21** Entity Column with Repeat Option Selected

Entity	Partner	Account
A	B	ICRec1
A	B	ICRec2
A	B	ICPay1
B	C	ICRec1
B	D	ICRec2

**Table 22** Entity Column without Repeat Option Selected

Entity	Partner	Account
A	B	ICRec1
A	B	ICRec2
A	B	ICPay1
B	C	ICRec1
B	D	ICRec2

► To display IC transaction report columns:

- 1 Open or create a new report.
- 2 From **Display Options**, select **View**, then **Columns**, and select the columns, or select **Show All**.

**Tip:** To reorder columns, or show or hide them, click **Manage Columns** and select the columns, then click **OK**.

3 **Optional:** Select a column and set these options:

- To sort the column, select **Ascending**, **Descending**, or select **Actions**, and then **Ascending** or **Descending**.
- To select no sorting, with the column selected and set to Ascending or Descending, click either **Ascending** or **Descending** to display **No Sort**.
- To repeat the information in every row, click **Repeat**, or select **Actions**, and then **Repeat**.
- To display the subtotal for the amounts, click **Totals**, or select **Actions**, and then **Totals**.

## Displaying IC Transaction Report Rows

You can select specific rows to restrict the report to certain types of transactions. After you specify criteria for the report, only the transactions that meet the filter criteria are processed for the report. For example, you can display only the transactions that are matched and posted, or select transactions from a specific range of dates.

► To display IC transaction report rows:

- 1 Open or create a new report.
- 2 From **Row Filter**, enter an ID, or leave blank to display all.
  - **Transaction ID**
  - **Transaction Sub ID**
  - **Reference ID**
- 3 **Optional:** Filter rows by Transaction criteria, or leave blank to display all:
  - **Amount From** and **To**
  - **Start Date** and **End Date**
  - **Reason Code**
  - **Match Code**
  - **Transaction Currency**
- 4 From **Include**, select one or more options: **Matched**, **Unmatched**, **Mismatched**, **Posted**, or **Unposted**.
- 5 For **Display**, select **Entity Transactions**, **Partner Transactions**, or both.
- 6 **Optional:** To display only the subtotal row instead of all transaction details, select **Suppress Details**.

## Running Matching Reports

After you load transactions into the application, you can run a Matching Report to see the potential matching transactions and mismatched transactions. You can run a Matching Report by account, by transaction ID, or by reference ID.

You can select columns and rows to display on the report, and change the column sort order.

You can create a Matching Report by these methods:

- Running the report from the Intercompany Matching Report page.
- Writing a script in a text file. See the *Oracle Hyperion Financial Management Administrator's Guide*.

## Selecting Matching Report Options

When you run a Matching Report, you can display or suppress various types of transaction detail. For example, you can suppress details and matched transactions.

You can select single or multiple members and a list for the entity and partner selection. If you do not select any members for the entity and partner, the system displays transactions for all entities and partners.

In addition to the entity and partner selection, you must specify the matching currency to use for the report.

## Suppressing Details

If you want the Matching Report to display only the subtotal amount, you can select to suppress the intercompany details. When you select this option, the report displays only the total difference for each entity/partner section. If there is a discrepancy and you need to view each intercompany transaction, you can regenerate the report and show intercompany details.

## Suppressing Matched Transactions

You can select these options for suppressing matched transactions:

- Matched using Transaction Currency Amount
- Matched using Matching Currency Amount

**Note:** If both options are selected, the system suppresses the transaction only if both conditions are met.

Since the matching tolerance amount is always entered in the matching report currency and is in the scale of the matching report, the system must first translate the transaction currency amount or the entity currency amount, and the total difference is then compared to the matching tolerance amount.

If you select to suppress matched transactions using the transaction or matching currency, the system suppresses the transactions if the entity and partner amounts are within the matching tolerance amount that you specify. For example, if an entity has an amount of 299 and the partner has 200, the difference is 99. If the matching tolerance amount is 100 and the difference between the entity and partner is less than 100 as in this example, the system suppresses the transactions because it is within the matching tolerance.

## Running a Matching Report by Account

You can run a Matching Report by account to match intercompany transactions at the transaction level. If no match is found, the problem could be incorrect entry of the transaction, or no recording of the transaction entry on the partner's side.

The Matching Currency could be a specific currency or the common parent's currency. The system translates both the transaction currency amount and the entity currency amount to the Matching Currency that you select. If you leave the Matching Currency blank, the system does not perform any translation, and the report does not display these columns: Entity Amount in Matching Currency, Partner Amount in Matching Currency, Matching Currency difference, Transaction Error, and Conversion Error.

See [“Selecting Matching Report Options”](#) on page 180.

► To run a Matching Report by Account:

1 Use one of these methods:

- Select **Consolidation**, then **Intercompany**, then **Reports**. Click **New, Reports**, then **Intercompany Match by Account**.
- Select **Consolidation**, then **Intercompany**, then **Manage**. From the **Reports** menu, select **Intercompany Match by Account**.
- Select **Consolidation**, then **Documents**. Click **New**, then **Reports**, then **Intercompany Match by Account**.

2 For **Name**, enter a report name.

3 **Optional:** For **Description**, enter a report description.

4 From **Security Class**, select a security class for the report, or use the Default security class.

5 From **Report Format**, select a format.

6 **Optional:** From **Style Sheet**, select a report style sheet.

7 From the Point of View, select a scenario, year, and base period.

8 For **Entity**, enter an entity or click **Browse** to select an entity.

9 For **Partner**, enter a partner entity or click **Browse** to select a partner entity.

10 From **Member Name**, select an option:

- To display the dimension member label, select **Label**.
- To display the dimension member description, select **Description**.
- To display the label and description, select **Both**.

11 **Optional:** From **Scale Factor** and **Decimal Override**, select values for the amounts displayed for the transactions.

12 From the **Report Columns** section, select columns to display on the report.

13 From **Accounts**, click **Add** and select the account dimension members or custom members, and in the **Matching Accounts** section, click **Add** and select the matching account dimension members or custom members.

14 **Optional:** From the **Row Filter Suppress** section, select to suppress:

- **Details**
- **Matched using Transaction Currency Amount**, then enter a tolerance if required
- **Matched using Matching Currency Amount**, then enter a tolerance if required

15 From **Include During Processing**, select one or more Match or Post statuses:

- **Matched**
- **Unmatched**
- **Mismatched**

- **Posted**
- **Unposted**

**16 Optional:** To filter by transaction currency, from **Transaction Currency**, select a currency.

**17** To print or preview the report, click **Print/Preview**, or select **Actions** and then **Print/Preview**.

The report opens in a new tab.

**18** To save the report, click **Save**, or select **Actions**, and then **Save**.

**Tip:** To reset the selected options back to default values without saving your changes, click **Reset** or select **Actions**, and then **Reset**.

**19** From the confirmation prompt that the report was saved successfully, click **OK**.

## Running a Matching Report by Transaction ID

You can run a Matching Report by transaction ID to match intercompany transactions at the transaction level. The Matching Currency could be a specific currency or the common parent's currency. The system translates both the transaction currency amount and the entity currency amount to the Matching Currency that you select. If you leave the Matching Currency blank, the system does not perform any translation, and the report does not display these columns: Entity Amount in Matching Currency, Partner Amount in Matching Currency, Matching Currency difference, Transaction Error, and Conversion Error.

See [“Selecting Matching Report Options” on page 180](#).

► To run a Matching Report by transaction ID:

**1** Use one of these methods:

- Select **Consolidation**, then **Intercompany**, then **Reports**. Click **New, Reports**, then **Intercompany Match by ID**.
- Select **Consolidation**, then **Intercompany**, then **Manage**. From the **Reports** menu, select **Intercompany Match by ID**.
- Select **Consolidation**, then **Documents**. Click **New**, then **Reports**, then **Intercompany Match by ID**.

**2** For **Name**, enter a report name.

**3 Optional:** For **Description**, enter a report description.

**4** From **Security Class**, select a security class for the report, or use the Default security class.

**5** From **Report Format**, select a format.

**6 Optional:** From **Style Sheet**, select a report style sheet.

**7** From the Point of View, select a scenario, year, and base period.

**8** For **Entity**, enter an entity or click **Browse** to select an entity.

**9** For **Partner**, enter a partner entity or click **Browse** to select a partner entity.

- 10 From **Member Name**, select an option:
  - To display the dimension member label, select **Label**.
  - To display the dimension member description, select **Description**.
  - To display the label and description, select **Both**.
- 11 **Optional:** From **Scale Factor** and **Decimal Override**, select values for the amounts displayed for the transactions.
- 12 From the **Report Columns** section, select columns to display on the report.
- 13 From **Match By**, select an option and enter the IDs:
  - **Entity Transaction ID** to **Partner Transaction ID**
  - **Entity Transaction ID** to **Partner Reference ID**
  - **Entity Reference ID** to **Partner Transaction ID**
  - **Entity Reference ID** to **Partner Reference ID**
- 14 **Optional:** From the **Row Filter Suppress** section, select to suppress:
  - **Details**
  - **Matched using Transaction Currency Amount**, then enter a tolerance if required
  - **Matched using Matching Currency Amount**, then enter a tolerance if required
- 15 From **Include During Processing**, select one or more Match or Post statuses:
  - **Matched**
  - **Unmatched**
  - **Mismatched**
  - **Posted**
  - **Unposted**
- 16 **Optional:** To filter by transaction currency, from **Transaction Currency**, select a currency.
- 17 To print or preview the report, click **Print/Preview**, or select **Actions** and then **Print/Preview**.

The report opens in a new tab.
- 18 To save the report, click **Save**, or select **Actions**, and then **Save**.

**Tip:** To reset the selected options back to default values without saving your changes, click **Reset** or select **Actions**, and then **Reset**.
- 19 From the confirmation prompt that the report was saved successfully, click **OK**.

## Drilling Through to Transaction Details

In addition to viewing transaction details on the Manage Intercompany Transactions page and in Matching Reports, you can also view the corresponding transaction details from other



modules after the transactions have been posted to the account cells. There are three areas where you can drill through to the transaction details:

- Drill through from an Intercompany Matching Report (account balance level). See [“Drilling Through to Intercompany Transactions” on page 144](#).
- Drill through from data grids. See [“Drilling Through to Intercompany Transactions” on page 88](#).
- Drill through from Data Forms. See [“Drilling Through to Intercompany Transactions” on page 117](#).

## Email Alerts for Intercompany Transactions

You can generate email alerts for intercompany transactions. For example, you might notice that transaction M865 between Entity A and Partner C has a mismatched status. You can send an email to Entity A to alert the user of the status, and ask for additional information. Before you send an alert to a user, you must ensure that the user has security rights to receive intercompany transaction alerts.

You can generate email alerts from the Intercompany Transactions Monitor page and Intercompany Transactions Manage page.

To use email alerts, see [Chapter 13, “Using Email Alerts”](#).



# 11

# Using Journals

## In This Chapter

About Journals .....	187
Journal Security Roles .....	188
Using Journal Templates .....	188
Managing Journal Periods.....	193
Processing Journals.....	194
Creating Journals.....	195
Scanning Journals .....	198
Journal Status .....	198
Managing Journal Groups .....	199
Viewing Journal Lists.....	200
Editing Journals .....	200
Selecting Dimension Members for Journal Detail.....	201
Copying and Pasting Journal Cells .....	202
Submitting Journals.....	202
Unsubmitting Journals.....	202
Approving Journals.....	203
Rejecting Journals.....	203
Posting Journals.....	203
Unposting Journals.....	204
Reviewing Journals.....	205
Journal Validation .....	205
Viewing Automated Consolidation Journals .....	206
Creating Journal Reports .....	207
Deleting Journals.....	210
Working with Journals in Smart View .....	210

## About Journals

During a financial period, you may need to adjust data after it is entered or loaded into base-level entities. Journals provide an audit trail of changes made in the application and indicate which users made adjustments and which accounts, entities, and time periods are affected.

With journals, you can:

- Create double-sided journal entries by using debits and credits
- Balance entries, or permit single-sided, out-of-balance entries
- Create recurring journals that are repeated for a number of future periods
- Create auto-reversing journals that generate reversing entries in the next time period
- Use the journal approval process to provide accountability

After creating a journal, you submit it to your supervisor for approval before posting it to the database.

## Journal Security Roles

The journal tasks that you can perform depend on the role assigned to you by the administrator. If a journal task is not available to you, either it is disabled, or it is displayed with a message alerting you that you do not have the rights to perform the action.

To open a journal, you must have Read access to one or more of the cells referenced in the line items. If you do not have Read access to the cells, journal reports display NOACCESS status for these cells.

To edit a journal, you must have All access to the security class for the journal. To post a journal, you must have All access to the security classes of every dimension in the detail lines that use security classes.

These default security roles pertain to journals:

- Journals Administrator (unrestricted journals access)
- Manage Templates
- Create Journals
- Create Unbalanced Journals
- Generate Recurring
- Read Journals
- Approve Journals
- Post Journals

## Using Journal Templates

You can create a journal template to post adjustments that have common information, such as entities or accounts. Then you can use the template to create journals with similar information.

You can create two types of journal templates:

- Standard templates, which contain accounts and entities for adjustments that you enter frequently. See [“Creating Standard Journal Templates” on page 189](#).

- Recurring templates, which contain complete information for identical journal entries that occur for more than one period. See [“Creating Recurring Templates” on page 190](#).

Journal templates are independent of the scenario and year. You select a scenario and year when you create a journal based on the template. However, you must select a Value dimension member for Recurring templates.

To access templates, you must be assigned the Manage Templates security role.

See these procedures:

- [“Viewing Journal Template Lists” on page 191](#)
- [“Editing Journal Templates” on page 192](#)
- [“Creating Journals Using Recurring Templates” on page 197](#)
- [“Deleting Journal Templates” on page 193](#)

## Creating Standard Journal Templates

Standard templates contain accounts and entities for adjustments that you enter frequently.

When you create a template, you select whether the journals created from the template are balanced, balanced by entity, or unbalanced.

- **Balanced** - In a balanced journal, the total debits and credits for the journal must balance before you can post the journal.
- **Balanced by Entity** - In a balanced by entity journal, the total debits and credits must balance for each entity included in the journal entry.
- **Unbalanced** - In an unbalanced journal, the total debits and credits do not need to balance before you can post the journal.

➤ To create standard journal templates:

- 1 Select **Consolidation**, then **Journals**, and then **Templates**.
- 2 Select **New**, and then **Standard Template**.
- 3 To set the Point of View, click a dimension name and from **Member Selection**, select dimension members.
- 4 For **Label**, enter a template label.

**Note:** The label can contain a maximum of 20 characters. Do not include spaces in the label and do not use these characters . + - \*/ # {} ; , @ ”

- 5 From **Balance Type**, select an option: **Balanced**, **Unbalanced**, or **Balanced by Entity**.
- 6 **Optional:** From **Group**, select a group to assign to the journal.

**Note:** The journal group that you assign must exist in the application.

- 7 From **Security Class**, select a security class. or use the Default security class.

- 8 **Optional:** Enter a template description.
- 9 For **Account**, double-click in the row and from **Member Selection**, select an account and click **OK**.
- 10 **Optional:** To move the dimensions from the POV to the table rows, click **Move dimensions to Table**.
 

**Tip:** To move the dimensions selected for rows to the POV, click in the row and click **Move dimensions to POV**.
- 11 Enter an adjustment in the **Debit** or **Credit** column.
- 12 **Optional:** To add rows, select **Actions**, and then **Add Rows**. Rows are added to the bottom of the template.
 

**Tip:** To delete entries, select the rows and click **Delete Row**, or select **Actions**, and then **Delete Row**.
- 13 **Optional:** To scan the template and verify that journal entries are valid, click **Scan**.
- 14 To save the template, click **Save**.
 

**Tip:** To restore the last saved version of the template, click **Reset**.
- 15 **Optional:** To preview and print the template, click **Print**.

## Creating Recurring Templates

You can create recurring templates when you need to make identical adjustments frequently. Recurring templates contain complete information for identical journal entries that occur for more than one period. For example, you can create a recurring template that contains all the journal information, and use the template to generate Approved journals automatically for a specific scenario, year, and period.

To modify a template, you must have All access to the security class assigned to the template.

► To create recurring templates:

- 1 Select **Consolidation**, then **Journals**, and then **Templates**.
- 2 Select **New**, and then **Recurring Template**.
- 3 To change the Point of View, click a dimension name and from **Member Selection**, select dimension members.
- 4 For **Label**, enter a template label.

**Note:** The label can contain a maximum of 20 characters. Do not include spaces in the label and do not use these characters . + - \*/ # {} ; , @ ”

- 5 From **Balance Type**, select an option **Balanced**, **Unbalanced**, or **Balanced by Entity**.
- 6 **Optional:** From **Group**, select a group for the journal.

**Note:** The journal group that you assign must exist in the application.

- 7 From **Security Class**, select a security class or use the Default security class.
- 8 **Optional:** Enter a template description.
- 9 For **Account**, double-click in the row and from **Member Selection**, select an account and click **OK**.
- 10 **Optional:** To move the dimensions from the POV to the table rows, click **Move dimensions to Table**.

**Tip:** To move the dimensions selected for rows to the POV, click in the row and click **Move dimensions to POV**.

- 11 Enter an adjustment in the **Debit** or **Credit** column.
- 12 **Optional:** To add rows, select **Actions**, and then **Add Rows**. Rows are added to the bottom of the template.

**Tip:** To delete entries, select the rows and click **Delete Row**, or select **Actions**, and then **Delete Row**.

- 13 **Optional:** To scan the template and verify that journal entries are valid, click **Scan**.
- 14 To save the template, click **Save**.

**Tip:** To restore the last saved version of the template, click **Reset**.

- 15 **Optional:** To preview and print the template, click **Print**.

## Viewing Journal Template Lists

From the Journal Templates page, you can view a list of all of the journal templates that you have in the system. You can select how to view the list by selecting which columns to display, and sorting the list by column. You can also refresh the list at any time.

To view template lists, select **Consolidation**, then **Journals**, and then **Templates**.

## Filtering Journal Template Lists

You can filter the list of journal templates to display. This enables you to find templates based on selected criteria. You can filter the list by , group, label, and description, balance type, or template type. You cannot filter the list by entity. You can enter text filters, including the percent sign (%) as a wildcard, or you can leave a text box blank to avoid filtering on the text.

**Note:** Depending on the setup of your database, text boxes for journal filters might be case-sensitive. For example, filtering with “testgroup” might return different results than filtering with “TestGroup.”

➤ To filter journal template lists:

- 1 Select **Consolidation**, then **Journals**, and then **Templates**.
- 2 From the **Filters** pane, enter filter criteria for Group, Label, or Description.

- 3 For **Balance Types**, click the **Filter** button, select balance types, and click **OK**.
- 4 From **Template Types**, select **Standard** or **Recurring**.
- 5 **Optional:** To save your filter definition, click **Save template filter**.

**Tip:** To reset the filter selections to their default values, click **Reset template filter**.

## Displaying Columns in Journal Template Lists

You can select the columns to display in the templates list. You can display these columns: Label, Balance Type, Group, Description, Short Description, Template Type, Entity, Parent, Value, and Security Class. You can reorder columns and sort columns by Ascending or Descending order. You cannot sort the Entity column.

► To select columns to display on the template list:

- 1 Create or open a journal template.
- 2 Select **View**, then **Columns**, and select the columns to display, or select **Show All**.
- 3 To reorder columns, select **View**, then **Reorder Columns**, and use the arrow keys to reorder the columns.
- 4 **Optional:** To change the column sort order, click the header icons and select an option:
  - Sort Ascending
  - Sort Descending
  - No Sort

## Editing Journal Templates

You can edit a journal template that you previously created. For example, you can change the description or balance type, or add rows to add adjustments.

► To edit journal templates:

- 1 From the list of templates, select a template to edit.
- 2 Edit the template information.
- 3 To add rows for more entries, click **Add Rows**. Rows are added to the bottom of the template.
- 4 **Optional:** To preview the template, view the **Preview** details at the bottom of the Journal Templates page. To view the template in a larger format on a separate page, click **Detach**.
- 5 Click **Save** to save the changes.

## Printing Journal Templates

After you create a journal template, you can print the template at any time. The template report contains the journal header information, detail information in rows and columns, debit and



credit information, variance, and line descriptions as they appear on the screen. The comments at the bottom of the report correspond to the line detail in the journal template.

➤ To print journal templates:

1 From the list of templates, open the template to print.

2 Click **Print**.

The template opens in a new browser window.

3 Click **File**, and then **Print**.

## Deleting Journal Templates

You can delete journal templates that you no longer need. For example, if you have a journal template for adjustments to an account, and you remove that account from your chart of accounts, you can delete the template for those adjustments.

➤ To delete journal templates:

1 From the list of templates, select the template to delete and click **Delete**, or select **Actions**, and then **Delete**.

2 At the system prompt, click **Yes**.

## Managing Journal Periods

Before you can work with journals, you must open the time periods for the journals. By default, all periods have an initial status of Unopened. You can open and close periods at any time, but you cannot change an opened period to unopened.

See [“Viewing Periods” on page 193](#) and [“Opening and Closing Periods” on page 194](#).

**Note:** To manage journal periods, you must have the Administrator or Journals Administrator security role.

## Viewing Periods

You can filter the list of journal periods by selecting a scenario and year and by selecting the period status; for example, Opened, Closed, or Unopened.

➤ To view periods:

1 Select **Consolidation**, then **Journals**, and then **Periods**.

2 From **Scenario** and **Year**, select a scenario and year for which to view periods.

## Opening and Closing Periods

Before you can post journals, you must open the time periods for each scenario to which you want to post. You cannot post journals to an unopened or closed period.

By default, all periods have an initial status of Unopened. You can open and close periods at any time, but you cannot change an opened period to unopened.

You cannot close a period if there are unposted auto-reversals in the period. If you close a period that contains approved journals, a warning message is displayed.

► To open or close periods:

- 1 **Select Consolidation, then Journals, and then Periods.**
- 2 **For Scenario and Year, select members of the periods that you want to open.**
- 3 **Select the periods to open or close.**
- 4 **Take one of these actions:**
  - To open the selected periods, click **Open**, or select **Actions**, and then **Open**.
  - To close the selected periods, click **Close**, or select **Actions**, and then **Close**.

## Processing Journals

After you set up journals, you can enter journal information and process journals. See these procedures:

- [“Creating Journals” on page 195](#)
- [“Scanning Journals” on page 198](#)
- [“Viewing Journal Lists” on page 200](#)
- [“Editing Journals” on page 200](#)
- [“Submitting Journals” on page 202](#)
- [“Unsubmitting Journals” on page 202](#)
- [“Approving Journals” on page 203](#)
- [“Rejecting Journals” on page 203](#)
- [“Posting Journals” on page 203](#)
- [“Unposting Journals” on page 204](#)
- [“Reviewing Journals” on page 205](#)
- [“Creating Journal Reports” on page 207](#)
- [“Deleting Journals” on page 210](#)

## Creating Journals

You use journals to enter adjustments to account balances and maintain an audit trail of changes to your data. You create journals by entering a journal label and description, balance type, point of view, and adjustment amounts. You can also enter a security class for the journals, and a journal group that you can use to filter and sort journals. After you create a journal, its status is Working.

Before you create a journal, check the point of view to be sure that the scenario, year, period, and value are the ones to which you want to enter adjustments. See [“Opening and Closing Periods” on page 194](#).

You can drag and drop the Entity, ICP, and all Custom dimensions between the journal grid and the POV. If all dimensions in the journal detail lines are the same, the dimension is moved to the POV header information. If they are not the same, they remain in the journal details. The Account dimension remains on the detail line, and all other dimensions remain in the header. If you are creating a journal for a single entity, you can use the entity dimension from the POV header without dragging it to the journal rows.

When you enter journal data, you can scan the journal and verify that the entries are valid. In this way, you can make any necessary changes before you post the journal. See [“Scanning Journals” on page 198](#).

► To create regular journals:

**1 Select Consolidation, then Journals, and then Manage.**

**2 Select New, and then one of these options:**

- To create a new journal, select **Journal**.
- To use a journal template, select **Journal From Template**, select the template, and click **OK**.

**3 To change the Point of View, click a dimension name and from Member Selection, select dimension members.**

**4 For Label, enter a journal label.**

**Note:** The label can contain a maximum of 20 characters. Do not use these characters: . + - \* / # { } ; , @ ”

**5 From Balance Type, select a type: Balanced, Unbalanced, or Balanced by Entity.**

**6 From Type, select Regular.**

**7 Optional: From Group, select a group for the journal.**

**Note:** The journal group that you assign must exist in the application. See [“Creating Journal Groups” on page 199](#).

**8 From Security Class, select a security class or use the Default security class.**

**9 Optional: Enter a journal description.**

**10 For Account, select an account by using one of these methods and then click OK:**

- Double-click in an Account row
- Click **Pick Members**
- Select **Actions** and then **Pick Members**

**11 Optional:** To move the dimensions from the POV to the table rows, click **Move dimensions to Table**.

**Tip:** To move the dimensions selected for rows to the POV, click in the row and click **Move dimensions to POV**.

**12** Enter an adjustment in the **Debit** or **Credit** column.

**13 Optional:** To add rows, select **Actions**, and then **Add Rows**. Rows are added to the bottom of the journal.

**Tip:** To delete entries, select the rows and click **Delete Row**, or select **Actions**, and then **Delete Row**.

**14 Optional:** Scan the journal and verify that the entries are valid. Save the journal and click **Scan**. See [“Scanning Journals” on page 198](#).

**15** To save the journal, click **Save**.

## Creating Auto-reversing Journals

You create auto-reversing journals to enter adjustments that you want to reverse in the next period, for example, sales or expenses that are collected and paid in the next period. Auto-reversing journals affect two periods of data. You post an auto-reversing journal to adjust values in one period. When you post the auto-reversing journal, the system automatically creates a journal (called an auto-reversal journal) to reverse those adjustments for the next period, and assigns it Approved status. You post this Approved journal for the reversal to take effect.

For example, you can create and post an auto-reversing journal that adjusts accounts in January. The system creates an auto-reversal journal that reverses those adjustments for February.

Because the auto-reversal journal is generated automatically by the system, it can only be posted or unposted. If you unpost an auto-reversal journal, its status changes from Posted back to Approved.

If you unpost the original auto-reversing journal that you created, the system deletes the automatically-generated auto-reversal journal for the next period. You cannot unpost an auto-reversing journal after its auto-reversal journal has been posted.

► To create auto-reversing journals:

**1** Select **Consolidation**, then **Journals**, and then **Manage**.

**2** Select **New**, and then one of these options:

- To create a new journal, select **Journal**.
- To use a journal template, select **Journal From Template**, select the template, and click **OK**.

3 To change the Point of View, click a dimension name and from **Member Selection**, select dimension members.

4 For **Label**, enter a journal label.

**Note:** The label can contain a maximum of 20 characters. Do not use these characters: . + - \*/ # { } ; , @ ”

5 From **Balance Type**, select a type: **Balanced**, **Unbalanced**, or **Balanced by Entity**.

6 From **Type**, select **Auto-reversing**.

7 **Optional:** From **Group**, select a group for the journal.

**Note:** The journal group that you assign must exist in the application. See [“Creating Journal Groups” on page 199](#).

8 From **Security Class**, select a security class or use the Default security class.

9 **Optional:** Enter a journal description.

10 For **Account**, select an account by using one of these methods and then click **OK**:

- Double-click in an Account row
- Click **Pick Members**
- Select **Actions** and then **Pick Members**

11 **Optional:** To move the dimensions from the POV to the table rows, click **Move dimensions to Table**.

**Tip:** To move the dimensions selected for rows to the POV, click in the row and click **Move dimensions to POV**.

12 Enter an adjustment in the **Debit** or **Credit** column.

13 **Optional:** To add rows to the journal, select **Actions**, and then **Add Rows**. Rows are added to the bottom of the journal.

**Tip:** To delete entries, select the rows and click **Delete Row**, or select **Actions**, and then **Delete Row**.

14 **Optional:** Scan the journal and verify that the entries are valid. Save the journal and click **Scan**. See [“Scanning Journals” on page 198](#).

15 To save the journal, click **Save**.

## Creating Journals Using Recurring Templates

You can use a recurring template to create journals automatically. When you generate a journal from a recurring template, you receive a confirmation message that the journal has been generated. The status of the journal is Approved.

To create a journal using a recurring template, you must be assigned the Generate Recurring security role. You must also have All access to the security class assigned to the template.

The system uses the security class assigned to the template as the security class for the journal. If you need to modify the security class assignment for the journal, you must reject the journal and then resubmit it. To edit a journal, you must have All access to the security class assigned to the journal. To modify the template, you must have All access to the security class assigned to the template.

► To create journals using recurring templates:

- 1 Select **Consolidation**, then **Journals**, and then **Templates**.
- 2 Open a recurring template from which to create a journal.
- 3 Click **Generate**.
- 4 Select a scenario, year, and period for which to generate the journal, and click **OK**.

## Scanning Journals

After you enter journal data, you can scan the journal to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you post the journal.

When you run a scan, if the journal contains errors, a separate window displays the scan results by row number. If all of the entries are valid, no message is displayed.

► To scan journals:

- 1 Create or open a journal.
- 2 Click **Scan**.

## Journal Status

The journal status indicates the current state of the journal. The status of a journal changes when you create, submit, approve, reject, or post the journal.

**Table 23** Journal Statuses

Status	Description
Working	Journal is created. It has been saved, but it can be incomplete. For example, it might need to have a label or single entity assigned.
Submitted	Journal is submitted for approval.
Approved	Journal is approved for posting.
Rejected	Journal is rejected or unposted.
Posted	Journal adjustments are posted to the database.

The journal actions that are available depend on the journal status. For example, if the journal has a status of Approved, the only actions available are Reject or Post.

## Managing Journal Groups

You can create journal groups to help classify journals by type, and use the groups to filter journal lists. To create a journal group, you must be the application owner or be assigned the Administrator or Journals Administrator security role.

You can also load journals group during a journals load. When you create a journal and specify a journal group, the system validates the group against the list of groups and displays an error message if the group that you specify is invalid.

See these procedures:

- [“Creating Journal Groups” on page 199](#)
- [“Deleting Journal Groups” on page 199](#)

## Creating Journal Groups

You can create a journal group if you are the application owner or are assigned the Administrator or Journals Administrator security role.

When you create journal groups, the list of groups is displayed in alphabetical order.

➤ To create journal groups:

- 1 Select **Consolidation**, then **Journals**, and then **Groups**.
- 2 Click **Create**, or select **Actions**, and then **Create**.
- 3 For **Name**, enter a group name.

**Note:** Group labels can contain up to 30 alphanumeric characters and spaces and cannot use these special characters: # \* @ + - / . , ; " { }

- 4 **Optional:** For **Description**, enter a group description.

**Note:** Group descriptions can contain up to 255 alphanumeric characters and spaces.

- 5 Click **Create**.

## Deleting Journal Groups

You can delete a journal group if you are the application owner or are assigned the Administrator or Journals Administrator security role, and if the group is not being used by other users.

➤ To remove journal groups:

- 1 Select **Consolidation**, then **Journals**, and then **Groups**.

## 2 Take one of these actions:

- Select one or more journal groups to delete and click **Delete Selected**, or select **Actions**, and then **Delete Selected**.
- To delete all journal groups, click **Delete All**, or select **Actions**, and then **Delete All**.

## Viewing Journal Lists

The journals list displays the label, status, entity, short description, and group of all of the journals in the system. You can sort the list of journals. You can select which columns to display, sort the list by column, or sort it by alphabetical ascending or descending order. If you select to sort by entity, the journals display multiple times for multiple-entity journals. You can also refresh the list at any time.

➤ To select journal columns to display on the list:

- 1 Select **Consolidation**, then **Journals**, and then **Manage**.
- 2 From the journal list, click **View**, then **Columns**, and then select the columns to display, or select **Show All**.
- 3 **Optional:** To show or hide columns, select **View**, then **Columns**, then **Manage Columns**, and use the arrow keys to move columns to the Hidden or Visible column lists.
- 4 **Optional:** To change the column sort order, click the header icons and select an option:
  - Sort Ascending
  - Sort Descending
  - No Sort

## Editing Journals

You can edit a journal that you previously created. For example, you can change the description of a journal, add adjustments, or change the balance type.

You can edit only Working, Submitted, and Rejected journals. You cannot edit Approved or Posted journals. You must have All security access to the security class for a journal to edit the journal. See the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To edit journals:

- 1 Select **Consolidation**, then **Journals**, and then **Manage**.
- 2 To change the Point of View, click a dimension name and from **Member Selection**, select dimension members.
- 3 From the list of journals, select a journal with a status of **Working**, **Submitted**, or **Rejected**.
- 4 Click **Edit**, or select **Actions** and then **Edit**, or double-click a journal row.
- 5 Edit the journal as needed.



**6 Optional:** To scan the journal and verify that the entries are valid, click **Scan**.

**7** Click **Save** to save your changes.

## Selecting Dimension Members for Journal Detail

The journal detail contains a set of dimension members that you define to specify the data accessed for a specific journal. Each journal saves the journal detail with dimension information you select, which is displayed automatically the next time that you open the journal.

The point of view displays the members for the Scenario, Year, Period, and Value dimensions. To set the point of view for the journal detail, you can right-click a journal row. The system displays the point of view from which you can select the member for each dimension. To create journals for parent adjustments, you select the Parent Adjs member for the Value dimension. For each line of journal detail, you must specify a Parent member if the Value dimension is Parent Currency Adj, Parent Adj, or Contribution Adj. In addition, you must specify an entity, account, intercompany partner, and Custom dimension.

The system displays entities based on the Value dimension that you select for the journal. If the selected Value dimension is Entity Currency Adjs or Parent Currency Adjs, the system displays a list of entities that have the Allow Adjustments application attribute enabled. If the selected Value dimension is Contribution Adjs or Parent Adjs, the system displays a list of entities that have the Allow Adjustments from Children application attribute enabled.

**Table 24** Value Dimension Default Member Lists

Value Dimension	Default Member Lists
<Ent Curr Adjs>	[Adjs Ent]
<Parent Curr Adjs>	[Par Adjs Ent]
[Parent Adjs]	[Par Adjs Ent]
[Contrib Adjs]	[Par Adjs Ent]
ST Template	[Adjs Ent]
Rec Template EC	[Adjs Ent]
Rec Template PC	[Par Adjs Ent]
Rec Template PA	[Par Adjs Ent]
Rec Template CA	[Par Adjs Ent]

You can select the journal detail when the journal status is Working, Submitted, or Rejected. You cannot make changes to the journal detail when the journal status is Approved or Posted.

► To select dimensions for journal detail:

**1** Create or open a journal.

- 2 To change the Point of View, click a dimension name and from **Member Selection**, select a member for the scenario, year, period, and value.
- 3 Click **OK**.

**Tip:** To select dimension members from an open journal, click **Pick Members**, or from a journal row, right-click and select **Pick Members**, select the members, and click **OK**.

## Copying and Pasting Journal Cells

You can copy and paste the information in the journals grid from one cell to another to create journal entries.

► To copy or paste journal rows:

- 1 Create or open a journal.
- 2 Select a row in the journals grid.
- 3 To copy the information in a row and store it on the clipboard, click **Copy Row**, or select **Actions**, and then **Copy Row**.
- 4 Select the row to which to paste the values.
- 5 To paste the information from the clipboard to the selected row, click **Paste Row**, or select **Actions**, and then **Paste Row**.

## Submitting Journals

After creating journals and entering journal data, you must submit them to your supervisor for approval before posting them to the database. You can submit a journal when you create it, or submit it later by selecting it from the list of available journals.

You can submit journals one at a time or in batches. After you submit a journal, the status changes to Submitted. A reviewer then approves or rejects the journal, and if it is approved, you can post it.

► To submit journals:

- 1 On the **Manage Journals** page, set the journal point of view.
- 2 From the list of journals, select the **Working** or **Rejected** journal to submit.
- 3 Click **Submit**, or select **Actions**, and then **Submit**.

## Unsubmitting Journals

You can unsubmit a journal that you previously submitted. When you unsubmit a journal, the status reverts from Submitted to Working.

- To unsubmit journals:
  - 1 On the **Manage Journals** page, set the journal point of view.
  - 2 Select the submitted journal to unsubmit.
  - 3 Click **Unsubmit**, or select **Actions**, and then **Unsubmit**.

## Approving Journals

After you submit a journal, you can approve it for posting. You can approve a journal from the Edit Journal tab after you create and submit it, or you can approve it later by selecting it from the journals list.

You can approve journals one at a time or in batches. After you approve a journal, the status changes to Approved and the journal cannot be edited.

- To approve journals:
  - 1 On the **Manage Journals** page, set the journal point of view.
  - 2 Select the submitted journal to approve.
  - 3 Click **Approve**, or select **Actions**, and then **Approve**.

## Rejecting Journals

After a journal is submitted for approval, or approved, you can reject it. You can reject journals one at a time or in batches. After you reject a journal, the status changes to Rejected.

- To reject journals:
  - 1 On the **Manage Journals** page, set the journal point of view.
  - 2 Select the submitted or approved journal to reject.
  - 3 Click **Reject**, or select **Actions**, and then **Reject**.

## Posting Journals

You can post a journal after it is approved. You can post a journal after you submit and approve it, or you can post it later by selecting it from the list of available journals.

The scenario view to which a journal is posted depends on the setting for the Scenario attribute “ZeroViewForAdj.” If this attribute is set to Periodic, the journal is posted to the Periodic value. If this attribute is set to YTD, the journal is posted to the YTD value.

You can post journals one at a time or in batches. You must have the journal period open before you can post, and you must have All access to the security classes of every entity for the detail lines.

Your ability to post a journal also depends on the process level of the data in the journal. For example, if you have a process management security role of Reviewer 2 and the data that the journal affects is at Process Level 6, you cannot post the journal. See [“Process Levels” on page 213](#).

When you post adjustments from a journal, the adjustment values are stored in the specified adjustment member. These four Value dimension members are valid for posting journals: Entity Currency Adjustments, Parent Currency Adjustments, Parent Adjustments, and Contribution Adjustments.

You can post a journal to a specific parent and child combination (node) by using one of these Value dimensions:

- Parent Adjs - Applied to the node before consolidation.
- Contribution Adjs - Applied to the contribution when determining the contribution total.

**Note:** Node adjustments are posted in the currency of the parent.

If more than one journal is posted to the Entity Currency Adjs member for the same account, the results are cumulative. The total from the current journal is added to or subtracted to from the existing total in Entity Currency Adjs.

When you post a journal, the system recalculates the account balances so that the database reflects the adjustments. The journal status changes to Posted, and you can view the adjustment in a data grid.

**Note:** Do not delete or rename a posted journal, as this will result in unresolved data for the adjustment values that the journal had created.

► To post journals:

- 1 On the **Manage Journals** page, set the journal point of view.
- 2 Select the journals to post.  
You cannot post previously posted journals.
- 3 Click **Post**, or select **Actions**, and then **Post**.

## Unposting Journals

You can unpost a journal after it is posted. For example, suppose you post several journals with adjustments to an entity, and you receive new data for that entity. You can unpost the journals, load the new data, and post the journals again.

When you unpost a journal, the journal status changes to Rejected. When you unpost an auto-reversal journal, the journal status changes back to Approved.

- To unpost journals:
- 1 On the **Manage Journals** page, set the journal point of view.
  - 2 Select the posted journal to unpost.
  - 3 Click **Unpost**, or select **Actions**, and then **Unpost**.

## Reviewing Journals

You can review journals that have been created, edited, submitted, unsubmitted, approved, rejected, or posted. You can review journals before they are posted, or after they are posted and before you run a journal report.

- To review journals:
- 1 From the **Manage Journals** page, view the list of journals.
  - 2 Click a journal to open and review it.

## Journal Validation

When you submit, approve, or post a journal, the system validates the journal. The system checks for these conditions:

- The period must be a base period for the scenario's base frequency.
- When you post or unpost a journal, the period must be opened.
- The Value dimension must be an adjustment dimension.
- The journal must have the appropriate status for the action to be performed.
- Line items must exist for the journal.
- The entity and the parent must be valid dimensions. For regular journals, the entity must allow adjustments. If you are posting a journal to Parent Currency Adjs, you must enter a valid parent. The entity must be a child of the specified parent for the journal entity.
- If you are posting a journal to a node, the parent must allow adjustments for child entities. The entity must be a child of the specified parent.
- Node journals must have valid parent-entity combinations. The system also checks for the Organization by Period application setting when you attempt to post node journals. The entity must be active for the parent for the period in which you are posting.
- The account must be valid. It must be an Asset, Liability, Revenue, Expense, Balance, Flow, or Balance Recurring account. The account must be a base account and cannot be designated as calculated in metadata. It cannot be calculated through a roll-up process; the account cannot have children.
- All other dimensions must be valid. The ICP dimension cannot be ICP Top, ICP Entities, or blank, but you can select ICP None. If an ICP is specified, the account must be set up as an ICP account.

- The Custom dimensions cannot be designated as calculated in metadata and cannot be calculated through a roll-up process; the Custom dimensions cannot have children.
- For a balanced journal, the total debits must equal the total credits. For a balanced- by-entity regular journal, the total debits must equal the total credits for each entity. For a balanced- by-entity node journal, the total debits must equal the total credits for each node and the parent and children entities must have the same currency. If the Value dimension is Entity Currency, the parent entities in the journal can have different currencies, but they must have the same currency as their children entities.
- All dimension intersections must be valid.
- The subcube of dimensions containing the line item cell cannot be locked.
- The cell cannot be designated as a NoInput cell in rules.

## Viewing Automated Consolidation Journals

Automated consolidation transactions are automatically created as part of the consolidation process. You can view the transactions as automated consolidation journals, extract the journals to external files, and print them through journal reports.

To generate automated consolidation journals, the administrator must specify the Nature value in the rule file for the consolidation process. See the *Oracle Hyperion Financial Management Administrator's Guide*.

Automated consolidation journals generated from the consolidation process are displayed in the [Elimination] or [Proportion] Value dimension and provide a way to report the amount in the child entity that is rolled up to the parent entity during consolidation. The list of consolidation journals is sorted by Parent Entity and Entity and grouped by Parent Entity, Current Entity, and Nature value.

**Note:** You cannot edit, scan, submit, approve, reject, post, unpost, or delete automated consolidation journals. You can only open and view journals, run reports, and extract journals.

To run a journal report on automated consolidation journals, see [“Creating Journal Reports” on page 207](#). To print a report, see [“Printing Journal Reports” on page 209](#).

➤ To view automated consolidation journals:

**1** From **Manage Journals**, select the **Point of View** as follows:

- Select the Scenario, Year, and Period for the consolidation data that you want to view.
- For the Value member, select [Proportion] or [Elimination], and then click **OK**.

The system displays a list of journals generated during the consolidation process.

**2** Click on a journal to view the transactions.

**Note:** You can view transactions based on your security rights to the members in the Point of View and to the journal security class. You must also have the Read Journals or Journals Administrator security role.

## Creating Journal Reports

You can create journal reports to check the status of journals and to review journal adjustments. You can set journal report properties, select columns to display, preview, save, and print the reports.

See [“Saving Journal Reports” on page 209](#), [“Printing Journal Reports” on page 209](#), and [“Printing Reports for Individual Journals” on page 209](#).

**Note:** You can format and print the report using HFM-Format, PDF, RTF, HTML, or XLS. See [“Formatting System Reports” on page 142](#).

When you run journal reports using elimination or proportional values, elimination journals or proportional journals are created automatically, which may result in error messages due to the large volume of journals. To avoid this problem, you should filter the list of journals to display on the reports using the Journals Group as the filter.

➤ To create journal reports:

- 1 **Select Consolidation, then Journals, and then Reports.**
- 2 **Click New, then Reports, and then Journal, or select Actions, then New, then Reports, and then Journal.**
- 3 **From the Point of View, select a Scenario, Year, Period, and Value for the report.**

**Note:** To run a journal report for automated consolidation journals, you must select [Elimination] or [Proportion] as the Value member.

- 4 **Select columns and display options for the report.**

See [“Displaying Columns for the Report” on page 207](#).

## Displaying Columns for the Report

You can select the columns to display on a journal report, and sort them by Ascending or Descending order.

You can specify whether to display the total for the column. If you select the Totals option, a subtotal is displayed for the amounts in the column.

You can select whether to repeat the field information in every row. For example, if you select the Repeat option for the entity label, the system displays the entity label for all of the selected journals for that entity. If you do not select the Repeat option, the system displays the entity label for the first journal but not the labels for subsequent journals with the same label.

- To select columns to display on the report:
- 1 From the journal report, click **View**, then **Columns**, and then select the columns to display, or select **Show All**.
  - 2 **Optional:** To show or hide columns, select **View**, then **Columns**, then **Manage Columns**, and use the arrow keys to move columns to the Hidden or Visible column lists.
  - 3 **Optional:** To reorder columns, select **View**, then **Reorder Columns**, use the Up and Down arrows to reorder the columns and click **OK**.
  - 4 **Optional:** To change the column sort order, click the header icons and select an option:
    - Ascending
    - Descending
    - No Sort
  - 5 **Optional:** To repeat the information in every row, click **Repeat** or select **Actions**, and then **Repeat**.
  - 6 **Optional:** To display the subtotal for the amounts, click **Totals**, or select **Actions**, and then **Totals**.

**Tip:** To restore the columns to their default settings, click **Restore Defaults**.

## Filtering Journal Lists for Reports

You can filter the list of journals to display on the report. You can enter text filters, and use the percent sign (%) as a wildcard, or you can leave a text box blank to avoid filtering.

**Note:** Depending on the setup of your database, text boxes for journal filters might be case-sensitive. For example, filtering with “testgroup” might return different results than filtering with “TestGroup.”

- To filter journal lists:
- 1 From a journal report, expand the **Row Filter** list.
  - 2 To filter by entity, enter an entity name or click **Browse** and select an entity.
  - 3 To filter by group, label, or description, enter text or use the percent sign (%) as a wildcard.
  - 4 To filter by status, select one or more options: **Working**, **Submitted**, **Approved**, **Rejected**, or **Posted**, or select **Show All**.
  - 5 To filter by type, select one or more options: **Regular**, **Auto-reversing**, **Auto-reversed**, or select **Show All**.
  - 6 To filter by balance type, select one or more options: **Balanced**, **Unbalanced**, or **Balanced by Entity**, or select **Show All**.

**Tip:** To restore the list to its default status, click **Restore Defaults**.

- 7 **Optional:** To save your filter definition, click **Save current filter**.



## Saving Journal Reports

After you select the options for a journal report, you can save the report.

- To save a journal report:
  - 1 Create or open a journal report.
  - 2 Click **Save** or **Save As**, enter the report information and click **Save**.

## Printing Journal Reports

You can preview and print reports that you created and saved on the local client computer or the server.

- To print journal reports:
  - 1 From the list of journal reports, select the report to print.
  - 2 Select the columns to display on the report.
  - 3 Click **Print/Preview**.

The report is displayed in a separate browser window.
  - 4 To print the journal report, select **File**, then **Print**.

## Printing Reports for Individual Journals

In addition to printing reports on multiple journals, you can print a report on an individual journal. This can be useful for auditing purposes. The report contains the journal header information, detail information in rows and columns, debit and credit information, variance, and line descriptions as they are displayed on the screen. The comments at the bottom of the report correspond to the line detail in the journal.

**Note:** When you print a report on a selected journal from within the journal, you cannot select the columns or format. For instructions on selecting options for reports, see [“Printing Journal Reports”](#) on page 209.

- To print reports for individual journals:
  - 1 Select **Consolidation**, then **Journals**, and then **Manage**.
  - 2 Open the journal for which to print a report.
  - 3 Click **Print**.

The Journal report opens in a new browser window.
  - 4 Click **File**, and then **Print**.

## Deleting Journals

You can delete unposted journals that you no longer need. You cannot delete Approved or Posted journals, because that would result in unresolved data for the adjustment values that the journal had created.

► To delete journals:

- 1 From the journals list, select the journal to delete, and click **Delete**, or select **Actions**, and then **Delete**.
- 2 At the system prompt, click **Yes**.

## Working with Journals in Smart View

You can open and work with journals in Smart View. To use Smart View, you must have it installed. See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*

For detailed procedures on using journals in Smart View, see the *Oracle Smart View for Office User's Guide*.

You can perform these journal tasks in Oracle Smart View for Office:

- Open a journal and view its properties, such as Status, Type, Balance Type, Group, and Security Class
- Create a new blank journal or create a journal using a standard or recurring template
- Create a journal using the right-click option from data grids or data forms
- Edit and save journals
- Submit, Approve, Post, Unpost, and Delete journals
- Open an Entity Detail Report from data grids or data forms, and from an Entity Detail report, click on a journal to drill down for further details

**In This Chapter**

About Process Management .....	211
Starting Process Management .....	214
Using Process Control .....	215
Promoting Process Units .....	228
Submitting Process Units .....	229
Approving Process Units .....	230
Rejecting Process Units .....	231
Signing Off on a Process Unit .....	232
Publishing Process Units .....	232
Locking and Unlocking Process Units .....	233
Viewing Process Management History .....	234
Email Alerts for Process Control .....	234
Process Management Validation .....	235
Process Management and Consolidation .....	236

**About Process Management**

Process management is the management of the review and approval process of financial data. You can use process management to submit budget plans and have them approved efficiently, and to transfer ownership of data. In a centralized environment, you can also use process management to provide review control and to ensure data privacy.

For the purpose of review, data is organized into process units. A process unit is the combination of data for a specific Scenario, Year, Period, Entity, and Value dimension. In the Value dimension, you can select Local, Translated, or Contribution data. For example, a process unit could be a combination of data for Actual, 2014, January, WestSales, and USD. During the review cycle, you use process management to submit, promote, approve, reject, and publish process units.

**Enabling Process Management**

Before you can use Process Management, the administrator must enable process management using the SupportSubmissionPhase attribute for the Scenario dimension in the metadata file. When this attribute is enabled, Process Management is available for the specified scenarios.

When you select a cell, Process Management is available only for the input frequency of the scenario. For example, if the input frequency is months, Process Management is available when you select January, but is not available when you select a quarter, such as Q1. If you select multiple cells and your selection includes a data cell in which Process Management is not supported, the Process Management option is not available.

If Process Management is enabled for a scenario, the system performs validation checks for each process unit as the data moves from one level to the next. Validation checks are defined by the administrator to ensure that accounts are in balance. See [“Process Management Validation” on page 235](#).

## Accessing Process Units

You can access data in a process unit based on a combination of these items:

- Your assigned security role.  
See [“Process Management Security Roles” on page 212](#).
- The current review level of the process unit.  
See [“Process Levels” on page 213](#).
- Your access rights to the process unit.  
Access rights can be None, Read, Promote, or All.
  - None - you have no access to the process unit.
  - Read - you can only view data for the process unit.
  - Promote - you can view data and also promote an entity even if you do not have All access.
  - All - you have complete access to the process unit, including the ability to view and to modify data.

## Process Management Security Roles

If Process Management is enabled for any scenario in the application, the application administrator must assign specific security roles to each user. An administrator can assign one or more security roles to users. See the *Oracle Hyperion Financial Management Administrator's Guide*.

To start Process Management, you must be assigned the Review Supervisor security role. After the Review Supervisor starts a process unit and promotes it to First Pass status, other users can review it, enter or change data, and promote it to the next level. If you have the Submitter security role, you can also skip review levels and promote the data to the Submitted status.

You can have up to 12 security roles in an application.

**Table 25** Process Management Security Roles

Security Role	Description
Reviewer 1 through 9	You can promote a process unit to the next level or reject it. See <a href="#">“Process Levels” on page 213</a> .
Reviewer 10	You can reject a process unit, but you cannot promote it because a next level is not available. To move the process unit to the Submitted level for final approval, you must be a Submitter.
Submitter	You can move the process unit to the final stage of the review process so that it is ready for approval. Although the default action is to promote the process unit to the next level, a Submitter can omit many levels of review and go to the last process level (Submitted) before final approval.
Review Supervisor	You have access rights to start a process unit that allows input to the entity’s data, and you can approve and publish the data.  To promote or reject a process unit, you may also need the Reviewer 1-10 role, depending on the process level. See <a href="#">“Process Levels” on page 213</a> .

## Process Levels

Process units pass through a number of process levels during the review cycle. The possible process levels are shown in [Table 26](#) with a description of each level and the access rights that are required.

**Table 26** Process Levels

Level	Description
Not Started	The Review Supervisor has not started the process unit, and only the Supervisor can enter data. Only the Supervisor who has All access rights to the entity can change the process unit level to First Pass.
First Pass	Process unit has been started and is in the initial stage for data to be entered by users with the proper access rights. Any user with Read or Promote access to the entity can view the entity’s data. Any user with All access to the entity can modify the entity’s data. No security role is checked when the process unit is in the First Pass level.
Review Levels 1 through 10	Process unit is at the designated review level. To view data, a user needs access rights of Read, Promote, or All, and a security role of less than or equal to the process level of the data. To modify data or change the status, a user needs access rights of All and a security role equal to the process level of the data.
Submitted	Process unit has been submitted and is ready for final approval. To view data, a user needs access rights of Read, Promote, or All, and any Process Control security role (ReviewerX, Submitter, Review Supervisor). To modify data or change the status, a user needs access rights of All and the Review Supervisor security role.  Submitted level is the common final process level before a process unit can be approved. If you have the Submitter security role, you have the option to skip levels of review and promote the process unit directly to the Submitted level.
Approved	Process unit has been approved. To view data, a user needs access rights of Read, Promote, or All, and any Process Control security role (ReviewerX, Submitter, Review Supervisor). To modify data or change the status, a user needs access rights of All and the Review Supervisor security role.
Published	Process unit has been published for public access. To view data, a user needs access rights of Read, Promote, or All, and any security role. To modify data or change the status, a user needs access rights of All and the Review Supervisor security role.
Not Supported	Process Management is not enabled for the scenario.

**Note:** The ability to modify data also includes the ability to post journals.

## Process Levels for Summary Time Periods

The process level that is displayed for summary time periods corresponds to the process level for the last period in that interval. For example, if your fiscal year begins in July, the system displays the process level for September as the process level for Quarter 1. If you select multiple cells for Quarter 1 – for example, July, August, and September - and update the process level, the system displays an error message when it attempts to process Q1, because Q1 is not an input period. If you update the process level for the last period in the interval, September, the level is reflected for Q1.

The security access of upper level periods (Quarter 1 in this example) depends on the most restrictive security right of the lower periods (July, August and September). If, for example, a Review Level 1 user does not have access to all child periods, (in this case, July and August), the system does not display the information of the parent period (Quarter 1).

If the process management status for July and August is Published before the September process starts, the Review Level 1 user would have read-only access rights to July and August, and therefore read-only access rights to Quarter 1.

## Review Levels and Submission Phases

If you are using Submission Phases in process management, the review level for each process unit is stored by submission phase. You must promote each submission phase independently. The rules for promotion to each review level still apply, and in addition, there is the following dependency based on the submission phase number:

The review level of a submission phase must be less than or equal to the review level of all the lower numbered phases in that subcube.

For example, if an account is in Submission Phase 1 and the Review Level for Submission Phase 1 is Review Level 4, you cannot promote accounts in Submission Phase 2 to a review level greater than 4. If Balance Sheet and Profit/Loss accounts are Submission Phase 1 accounts, and Submission Phase 1 has Review Level 4 status, you cannot promote Supplemental accounts, which are Submission Phase 2 accounts, to a review level greater than 4. In the same way, you cannot reject a process unit if it violates the submission phase rule.

For information on defining submission phases, see the *Oracle Hyperion Financial Management Administrator's Guide*.

## Starting Process Management

The Review Supervisor must start a process unit before other users can enter data or perform any process management actions. The Review Supervisor or an administrative user are the only users who can access a process unit when the status is Not Started. See [“Process Management Security Roles” on page 212](#).

After a Review Supervisor starts a process unit, its process level changes to First Pass.

You can start Process Management from a data grid or from the Process Control module. When you start a process unit from the Process Control module, you can select a data view and filter and sorting options. See [“Using Process Control” on page 215](#).

➤ To start Process Management from Process Control:

- 1 **Select Consolidation, then Data, and then Process Control.**
- 2 **From the POV bar, click a dimension name and from Member Selection, select dimension members for the Scenario, Year, and Period.**
- 3 **Optional:** To change the TopMember for the entity list, from **Member Selection**, select an entity.
- 4 **From Display Options, Grid Settings, select a Data View:**
  - Local
  - Translation
  - Contribution

See [“Selecting the Data View” on page 217](#).

- 5 **Optional:** Select the options for the grid, views, and columns.

See [“Setting Process Control Display Options” on page 219](#).

- 6 **Select the process unit to start.**
- 7 **Click Manage Process and select Start.**
- 8 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.

See [“Attaching Documents to a Process Unit” on page 226](#).

- 9 **Optional:** If you are using the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.
- 10 **Click OK.**

➤ To start Process Management from a data grid:

- 1 **From a data grid, select the cell for which to start Process Management.**
- 2 **Right-click and select Manage Process, and then select Start.**
- 3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
- 4 **Click OK.**









## Using Process Control

You can use Process Control to perform Process Management tasks as an alternative to using data grids. The Process Control module provides a centralized place for review and consolidation processes, and enables you to easily view process validation. It also provides calculation and journal status, and the ability to drill down into details for journals, consolidation status, and

currency rate information. In addition, you can generate and receive email alerts about process management status.


































- ▶ To access the Process Control module, select **Consolidation**, then **Data**, and then **Process Control**.





**Data Process Control** \*



Action ▾        

**Point Of View**

Scenario: Actual Year: 2012 Period: January Entity: {[Hierarchy]}

	Calc Status	ECA Status	Review Level	Pass / Fail	Validation
[None]	NODATA		Not Supported		
[-] Geographical	CN ND		Not Started		
[-] UnitedStates	CN ND		Not Started		
[-] Europe	NODATA		Not Started		
[-] SouthAmerica	NODATA		Not Started		
[-] ASIA	NODATA		Not Started		
[-] JointVenture	NODATA		Not Started		
[-] Function	CN ND		Not Started		
[-] Sales	CN ND		Not Started		
[-] Production	NODATA		Not Started		
[-] Administration	NODATA		Not Started		

No Unposted Journals:  Unposted Journals:  Pass:  Fail: 

Default:  Action Required: 

## Process Control Tasks

All of the Process Control tasks are available from the Manage Process menu for the process units for which you have access rights. See these procedures:

- “Selecting the Data View” on page 217
- “Selecting Entities for Process Control” on page 218
- “Setting Process Control Display Options” on page 219
- “Starting Process Management” on page 214
- “Promoting Process Units” on page 228
- “Submitting Process Units” on page 229
- “Approving Process Units” on page 230
- “Viewing Process Management History” on page 234
- “Signing Off on a Process Unit ” on page 232
- “Publishing Process Units ” on page 232
- “Calculating Data from Process Control” on page 227
- “Translating Data from Process Control” on page 227



- [“Consolidating Data from Process Control” on page 227](#)
- [“Viewing the Process Control Summary” on page 221](#)
- [“Viewing the Pass or Fail Status” on page 222](#)
- [“Viewing Validation Account Detail” on page 223](#)
- [“Viewing Calculation Status” on page 224](#)
- [“Viewing Journal Status” on page 225](#)
- [“Viewing Rate Data” on page 225](#)
- [“Viewing Manage Ownership Information” on page 226](#)
- [“Attaching Documents to a Process Unit” on page 226](#)

## Selecting the Data View

The Process Control page displays a point of view with these dimensions: Scenario, Year, and Period. You can change any of these dimensions.

You can select these data views for Process Control: Local, Translation, or Consolidation. The system uses the corresponding Value dimension in the point of view and displays the calculation status and journal status based on the data view that you select. In addition, the system uses the corresponding Value dimension for the process unit validation. See [“Viewing Calculation Status” on page 224](#), [“Viewing Journal Status” on page 225](#), and [“Viewing Validation Account Detail” on page 223](#).

### Local View

When the Local Data View is selected, the Calculation Status (Calc Status) column is based on the Entity Currency Total member (Entity Curr Total) of the Value dimension. The Journal Status column (ECA Status) is based on the Entity Currency Adjustment member (Entity Curr Adjs) of the Value dimension.

### Translation View

When the Translation Data View is selected, the Calculation Status (Calc Status) column is based on the Parent Currency Total member (Parent Curr Total) of the Value dimension. The Journal Status column (PCA Status) is based on the Parent Currency Adjustment member (Parent Curr Adjs) of the Value dimension.

### Consolidation View

When the Consolidation Data View is selected, the Calculation Status (Calc Status) column is based on the Contribution Total member (Contribution Total) of the Value dimension. The Journal Status columns (PA and CA Status) are based on the Parent Adjustment (Parent Adjs) and Contribution Adjustment (Contribution Adjs) members of the Value dimension.

## Selecting Entities for Process Control

The Process Control rows display the list of entities based on the selected TopMember of the entity. The entity list can be a user-defined list, or a system list such as Hierarchy, Descendant, Ancestors, Children, or Base. The TopMember text box is populated based on the entity that you are using in your point of view for the data grid. You can change the TopMember to filter the list of entities.

If you select a Hierarchy entity list, you can display the entities in a Tree view or a list view. If the entities are displayed in a Tree view, you can expand and collapse the hierarchy using the plus (+) and minus (-) signs next to the entity. When you use a Tree view, sorting and filtering are not available for rows. When you use a list view, sorting and filtering are available.

► To select entities for Process Control:

- 1 **Select Consolidation, then Data, and then Process Control.**
- 2 **From the POV bar, click a dimension name and from Member Selection, select dimension members for the Scenario, Year, and Period.**
- 3 **Optional:** To change the TopMember for the entity list, from **Member Selection**, select an entity.
- 4 **From Display Options, Grid Settings, select a Data View:**
  - Local
  - Translation
  - Contribution

See “[Selecting the Data View](#)” on page 217.

- 5 **Optional:** Select the options for the grid, views, and columns.

See “[Setting Process Control Display Options](#)” on page 219.

## Selecting Multiple Rows for Process Control

You can select multiple rows on which to perform process management actions. You can select contiguous or noncontiguous rows, or all rows. When you perform a process management action, the action applies to all selected items.

► To select multiple rows, from the Process Control page, use these options:

- To select contiguous rows, highlight a row and drag to select additional rows.
- To select noncontiguous rows, highlight a row, press and hold Ctrl, and select additional rows.
- To select all rows, click the top left cell corner of the grid.

## Setting Process Control Display Options

You can select options to display the list of entities and review levels. You can display this information:

- Review Level, for example, Started, First Pass, Review Level 1, Approved. See [“Process Levels” on page 213](#).
- Pass/Fail status, which displays whether the process unit is ready for promotion to the next level. See [“Viewing the Pass or Fail Status” on page 222](#).
- Validation status, which displays the validation status for the entity based on the amount stored in the Validation account for the entity. See [“Viewing Validation Account Detail” on page 223](#).
- Calculation status, for example, OK, NODATA, CH. See [“Viewing Calculation Status” on page 224](#).
- Journal status, which displays a red or green flag for the status of journals for the entity, such as Entity Currency Adjustments, Parent Currency Adjustments, Parent Adjustments, or Contribution Adjustments. See [“Viewing Journal Status” on page 225](#).

The Process Control page also uses cell colors to indicate additional information about the data. See [“Using Data Cell Colors to Determine Status” on page 74](#).

### Style

You can display entities in a flat list or as a Tree hierarchy format. You can only use a Tree view if you select the Hierarchy system member list. All other member lists are displayed as a flat list.

When the entities are displayed in a Tree view, you can expand and collapse the hierarchy using the plus (+) and minus (-) signs next to the entity. When changing the process level in a Tree view, you can choose to apply the action to the current selected entity only or to the selected entity and its descendants. Using the entity and descendants option allows you to perform an action without having to manually expand the entire organization.

When the list is displayed in a Tree view, row sorting or filtering is unavailable.

### Entity View

You can view entity information using the entity label, description, or both. The default setting is to display the label.

### Show Active Only

If you are using an application set up for Organization by Period, you can display only the active descendants for a parent entity.

## Filters

When you use a list view, row sorting and filtering are available. For example, you can filter rows based on the review level and display all rows above or below a specific review level, such as all levels above First Pass. You can sort rows by review levels in descending or ascending order.

You can filter rows by validation status, such as Pass Only or Fail Only. You can also filter rows by calculation status, such as OK, CN, or TR. See [“Viewing Calculation Status” on page 75](#).

After you set sorting and filtering options, the settings are displayed in tool tips for the columns on the Process Control page.

## Period View

You can view one period or all periods. When you choose all periods, you can view status for only one submission phase at a time, and you must choose to view either the Process Review Level or Calculation Status. The selected information is displayed across the columns for all the periods in the scenario.

## Submission Phases

If your application contains submission phases, you can select the submission phases for which you want to view status. You can also select the review and status information for which you want to include columns.

## Page Size

Depending on the entity list selection, it is possible to display many entities for Process Control. To minimize the performance issue with a large number of entities, you can select the number of entities to display on the page.

► To set process control display options:

**1** From the Process Control page, **Display Options, Grid Settings**, select a **Data View**:

- Local
- Translation
- Contribution

See [“Selecting the Data View” on page 217](#).

**2** For **Style**, select **Tree** or **List**.

**3** For **Rows Per Page**, enter the number of rows or use the default value of 1024.

**4** For **Entity View**, select **Label**, **Description**, or **Both**.

**5** For **Period View**, select **Single** or **All**.

**6** For **Review Level Columns**, select one or more options: **Review Level**, **Pass/Fail**, or **Validation**.

**7** For **Status Columns**, select one or more options: **Calc Status** or **Journal Status**.

## Displaying Submission Phases in Process Control

You can use submission phases to divide a process unit into submission phases and work with subsets of data. In Process Control, you can display multiple submission phases, view review level status, and perform process management actions for multiple submission phases.








If you select Single period view, you can select one or more submission phases to include in the columns. For each column, you can display one or more of these options: Calculation Status, Journals, Review Level, Pass/Fail, and Validation. If selected, Review Level, Pass/Fail, and Validation are included for each phase. Since Calculation Status and Journals apply to the entire processing unit, they are displayed only once regardless of how many phases are selected.

If you select All period view, you can select Calculation Status or Review Level information for the columns. If you select Review Level information, you should select one submission phase for display. When you select All periods, or Tree view for the display, the filter option is unavailable.

## Using the Process Control Toolbar

You can select process control options from the toolbar at the top of the grid.

**Table 27** Process Control Toolbar Buttons

Function	Toolbar Button	Description
Rates		Link to a predefined data grid with Rate data. <b>Note:</b> The grid label for the predefined Web grid must be named Rates.
Ownership Management		Link to the Manage Ownership module.
Refresh		Refresh the grid after performing process control actions.
Manage Process		Start, promote, submit, approve, reject, sign off, and publish a process unit.
Consolidate		Consolidate, consolidate all, consolidate all with data, calculate contribution, or force calculate contribution of data.
Calculate		Calculate or force calculation of data.
Translate		Translate or force translation of data.

## Viewing the Process Control Summary

You can view a status summary of the entities displayed for Process Control. The summary displays the status of all entities without filter selections. The Review Level summary lists the total number of entities by their review level. The Calculation Status summary displays a summary by calculation status for all entities, not just the ones displayed on the current page.

- To view the summary page:
  - 1 From **Process Control**, select the **Scenario**, **Year**, **Period**, and **TopMember Entity** process unit for which to view a summary.
  - 2 On the right pane, expand **Review Level Summary** or **Calculation Status Summary**.

## Viewing the Pass or Fail Status

Process units can be promoted only if their calculation status is OK, OK SC, or NODATA and the Validation account amount is equal to zero. The Pass/Fail column displays icons to show whether the process unit is ready for promotion to the next level. To determine whether the process unit passes or fails, the system checks the calculation status and the Validation account amount. Depending on the data view selected for Process Control, the system checks the calculation status and Validation account of the corresponding Value dimension of the entity as shown in [Table 28](#). The value used for the validation is the validation account cell with the Custom dimension as the TopMember.

If the application uses submission phases, you can display a phase and view its Pass/Fail status.

**Table 28** Data View and Value Dimension for Process Control

Data View	Value Dimension
Local Data	Entity Curr Total
Translate Data	Parent Curr Total
Consolidation Data	Contribution Total

If the calculation status is OK, OK SC, or NODATA and if the Validation account amount is equal to zero or NODATA, the Pass/Fail column displays a Pass check mark indicating that the unit is ready for promotion.

If the process unit fails, the Pass/Fail column displays an X. In this case, you must perform the calculation in the current period to ensure that the data is valid for promotion. After calculation, if the Validation account is equal to zero, the calculation status is updated to OK and the status of the column changes to Pass.

When the system checks for Pass/Fail status, it checks for derived data in the current period. A period can contain derived data if the Validation account is a Flow account and if the ZeroViewforNonAdj metadata attribute is set to Periodic for the scenario. A unit with a calculation status of NODATA passes only if there is no data in prior periods. If a unit has a calculation status of NODATA but data exists in the prior period, the process unit displays a Fail status. For example, if you have no data in January, the calculation status for January is NODATA with a status of Pass. If you have data in January but no data in February, the status is Fail because February has derived data from January.

See [“Viewing Validation Account Detail” on page 223](#).

➤ To view the Pass/Fail status:

- 1 **Open Process Control.**
- 2 **Select the entities for which to show status.**

The Pass/Fail status is displayed in the Pass/Fail column.

## Viewing Validation Account Detail

The Pass/Fail column is linked to the Validation Account Detail page, which enables you to view the supporting detail for the process unit, such as calculation status and Validation account information. This page displays all children associated with the Validation account and any balances in those accounts.

If the application uses submission phases, you can display a phase and view its validation detail.

When you drill down to the detail screen, this information is displayed:

- Calculation status
- Validation account amount

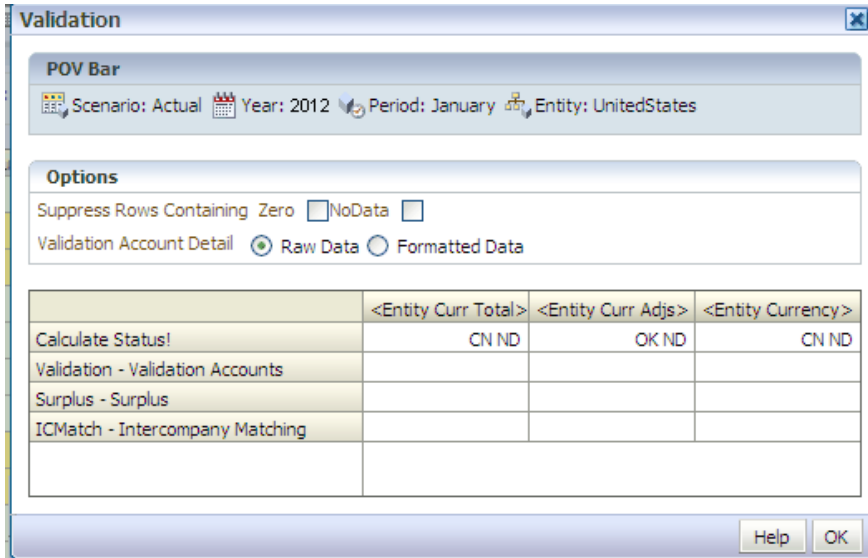
Depending on the Data View option that you selected for the process unit, the system displays different data values.

- If the Data View is Local Data, the system displays Entity Curr Total, Entity Curr Adjs and Entity Currency
- If the Data View is Translate Data, the system displays Parent Curr Total, Parent Curr Adjs and Parent Currency.
- If the Data View is Consolidation Data, the system displays Proportion, Elimination, Contribution Adjs and Contribution Total.

The Raw Data option displays the data in units. The Formatted Data option displays data in the scaled value based on the scale of the currency assigned to the entity.

For example, suppose the Entity dimension member, WestSales, displays an X in the Validation column. To view more information, you can click the X in the column. The following figure shows the Validation account detail for the WestSales account.

Figure 3 Sample Validation Detail



In the example, there are two validation accounts: Surplus and ICMatch. The Surplus account contains a balance, causing West Sales to fail validation. WestSales is not ready for promotion because the Validation account does not equal zero. It cannot be promoted until the Surplus account has been balanced.

► To view the validation detail:

- 1 From Process Control, select the entities for which to show validation detail.
- 2 For the selected entity, double-click its icon in the **Validation** column.

**Tip:** You can also click the icon for the entity in the Pass/Fail column.

The validation detail is displayed in a separate window.

3 Select one of these options:

- To display the data in units, select **Raw Data**.
- To display the data in the scaled value based on the scale of the currency assigned to the entity, select **Formatted Data**.

4 When you finish viewing validation detail, click **Close Window**.

## Viewing Calculation Status

The Calc Status column displays the calculation status for the entity. Depending on the data view selected for Process Control, the system checks the calculation status and Validation account of the corresponding Value dimension of the entity.



► To view calculation status:

- 1 **Open Process Control.**
- 2 **Select the entity TopMember for which to show calculation status.**

The calculation status is displayed in the Calc Status column.

## Viewing Journal Status

The journal status column (ECA, PCA, PA, or CA) displays the status of journals for the entities in the selected entity list. The column title varies based on the member selected for data view: Local, Translation, or Contribution.

For Local data view, the column displays the status of the Entity Currency Adjustments (ECA).

For Translation data view, the column displays the status of the Parent Currency Adjustments (PCA).

For Consolidation data view, the system displays one column for the status of the Parent Adjustments (PA) and one column for the Contribution Adjustments (CA).

In the journal status column, a green flag indicates that there are no unposted journals. A red flag indicates that unposted journals must be posted for the entity.

When you hover over the cursor over the journal status flag, the system displays the number of unposted journals to which the entity has security access. When you click the flag, the system opens the Journals module so that you can view the unposted journals for the selected process unit. You can then post the journals that need posting.

**Note:** Only the list of unposted journals to which you have security access is displayed.

► To view the journal status:

- 1 **From Process Control, select the entity TopMember for which to show journal status.**

The journal status is displayed in the ECA, PCA, PA, or CA Status column.

- 2 **Optional: If the column displays a red flag indicating unposted journals for a process unit, click the flag to open the Journals module and view the unposted journals.**


## Viewing Rate Data

From Process Control, you can link to a data grid to view rate data. You can then make any changes to the rate directly from the data grid.

To use this link, you must have previously created a data grid named “Rates” that contains rate information. See [Chapter 4, “Using Data Grids”](#).

► To view rates:

- 1 **From Process Control, select the process control unit for which to view rates.**


- 2 From the toolbar, click **Rates** .

The system opens the Rates data grid that you previously defined. If you do not have a Rates data grid, an error message is displayed.

## Viewing Manage Ownership Information

From Process Control, you can link to a manage ownership grid to view ownership information. See [Chapter 7, “Managing Ownership”](#).

► To view ownership information:

- 1 From Process Control, select the process control unit for which to view ownership management information.
- 2 From the toolbar, click **Ownership Management** .

The system opens the Ownership Management grid that you previously defined. If you do not have an Ownership Management grid, an error message is displayed.

## Attaching Documents to a Process Unit

From Process Control, you can attach one or more documents to cells for additional detail. For example, you can attach a Microsoft Word document, Excel spreadsheet, XSL, or RPT file. To attach or extract any custom documents to or from the server, you must be assigned the Manage Custom Documents security role.

You can set a size limit for document attachments and a maximum number of document attachments by user when you create an application. You set the limits in the AppSettings attribute for the application metadata.

You can attach multiple documents; however, Oracle recommends that you do not attach more than three documents to a cell. Each document should be smaller than 100K to limit the performance effect on the database.

After you attach a document to a process unit, you can download the document, but you cannot detach it from the process unit.

► To attach a document to a cell:

- 1 From Process Control, select the process unit for which to attach a document.
- 2 Select a process unit action.
- 3 Click **Add Row**.
- 4 From the **Attachments** column, click **Attach**.
- 5 From your list of custom documents, select one or more documents to associate with the process unit, and click **Attach**.


**Note:** You cannot attach private documents.

The document is associated with the scenario, year, period, and entity combination and the process level.

## Calculating Data from Process Control

If you need to promote a process unit that does not have the correct status, you can calculate or force calculation directly from Process Control if you have the appropriate security access to the process unit. See [“Calculating Data” on page 97](#).


► To calculate or force calculation:

- 1 From Process Control, select the process unit for which to calculate data.
- 2 Click **Calculate** , or right-click and select **Calculate** or **Force Calculate**.

## Translating Data from Process Control

If you need to promote a process unit that does not have the correct status, you can translate or force translation directly from Process Control if you have the appropriate security access rights for the process unit. See [“Translating Data” on page 98](#).


► To translate or force translation:

- 1 From Process Control, select the process unit for which to translate data.
- 2 Click the **Translate** , or right-click and select **Translate** or **Force Translate**.

## Consolidating Data from Process Control

If you need to promote a process unit that does not have the correct status, you can consolidate, calculate contribution, or force a contribution calculation directly from Process Control if you have the appropriate security access to the process unit. See [“Consolidating Data” on page 100](#).

► To consolidate data, calculate contribution or force a contribution calculation:

- 1 From Process Control, select the process unit for which to consolidate or calculate contribution.
- 2 Click **Consolidate** , or right-click and select **Consolidate**, **Consolidate All**, **Consolidate All with Data**, **Calculate Contribution**, or **Force Calculate Contribution**.

## Running Equity Pickup Calculations from Process Control

You can run the Equity Pickup process or force it to run directly from Process Control if you have the appropriate security access to the process unit. See [“Calculating Equity Pickup](#)

[Adjustments](#)” on page 137. To run EPU calculations, you must be assigned the Manage Ownership security role.

► To run or force Equity Pickup calculations:

- 1 From **Process Control**, select the process unit for which to run or force equity pickup calculations.
- 2 Right-click and select **Run EPU** or **Force EPU**.

## Promoting Process Units

The Process Management page displays the current level of the selected process unit, available actions, and the promotion levels available depending on the current status and your security role.

To promote a process unit to the next process level, you must be assigned the appropriate security role and access rights for the process unit. For example, if the process unit is at Review Level 2, you must have the access right of All or Promote for the entity’s data, and you must be assigned the role of Reviewer 2 to promote it. See [“Process Management Security Roles”](#) on page 212.

**Note:** When a process unit has a First Pass status, the system does not perform a check for security roles. Any user who has All access to the entity can modify the data.

The process unit must have a calculation status of OK, OK SC, or NODATA, and a zero balance in the validation account before you can promote it.

When you promote the parent entity data to the next process level, validation checks are performed to verify that the child entities are at the level to which you are trying to promote the parent. A parent can be promoted only to a level that is less than or equal to the lowest level of its immediate children.

If your application uses phased submissions, when you select a cell, the system determines the submission phase that applies to the cell. There can only be one review status for each submission phase, so when you promote the cell, you promote all the cells for that submission phase. When you promote multiple cells in the data grid, the system determines all submission phases that apply to those cells and promotes the phases at the same time, depending on the review level dependency rules.

After you promote a process unit, its process level changes to the next process level. You can promote a process unit up through Review Level 10, which is the last process level. When a process unit has a status of Review Level 10, you can submit it for approval. See [“Submitting Process Units”](#) on page 229.

**Note:** If you receive javascript errors during the promotion process, you might need to increase the timeout setting for the Oracle Hyperion Reporting and Analysis proxy server. See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

- To promote process units from Process Control:
  - 1 **Select Consolidation, then Data, and then Process Control.**
  - 2 **Set the rows and columns.**  
See [“Selecting Entities for Process Control” on page 218](#)
  - 3 **Select the process unit to promote.**
  - 4 **Click Manage Process and select Promote.**
  - 5 **From Promotion Level, select a review level to which to promote the process unit.**
  - 6 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 7 **Optional:** If you use the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.
  - 8 **Click Promote.**
  
- To promote process units from a data grid:
  - 1 **From a data grid, select the cell for the process unit to promote.**
  - 2 **Right-click and select Manage Process, and select Promote.**
  - 3 **For Promotion Level, select the review level for the process unit.**
  - 4 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 5 **Click OK.**

## Submitting Process Units

You submit a process unit to indicate that it is ready for approval. To submit a process unit for approval, you must be assigned the Submitter security role and All or Promote access rights. If you are assigned the Submitter security role, you can submit the process unit from any level except Not Started.

When you submit a process unit to the final stage of the review process, it indicates that the file is ready for approval. The default review action is to promote a process unit to the next level. However, the submitter can skip levels of review and go directly to the process level before final approval.

The submitter must also have the reviewer role for the current level to promote a process unit. For example, a submitter who has Review Level 5 and Submitter security roles can promote a process unit to Review Level 6 or submit the process unit.

The process unit must have a status of OK, OK SC, or NO DATA before you can submit it. After you submit a process unit, its process level changes to Submitted. When a process unit has a Submitted status, you must be assigned the Review Supervisor security role to change the data, promote it to Approved status or reject it.

- To submit process units from Process Control:
  - 1 **Select Consolidation, then Data, and then Process Control.**

- 2 Set the rows and columns.  
See [“Selecting Entities for Process Control” on page 218.](#)
  - 3 Select the process unit to submit.
  - 4 Click **Manage Process** and select **Submit**.
  - 5 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.  
See [“Attaching Documents to a Process Unit” on page 226.](#)
  - 6 **Optional:** If you use the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.
  - 7 Click **Submit**.
- To submit process units from a data grid:
- 1 Select the cell for the process unit to submit.
  - 2 Right-click and select **Manage Process**, and select **Submit**.
  - 3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 4 Click **OK**.

## Approving Process Units

A process unit in the Submitted status indicates that it is ready for approval. To approve a process unit, you must be assigned the Review Supervisor security role and All or Promote access rights. See [“Process Management Security Roles” on page 212.](#)

The process unit must have a status of OK, OK SC, or NO DATA before you can approve it. After you approve a process unit, its status changes to Approved. When a process unit has an Approved status, you must be assigned the Review Supervisor security role and All access rights to modify the data, reject it, or promote it to the next level by publishing the data.

- To approve process units from Process Control:
- 1 Select **Consolidation**, then **Data**, and then **Process Control**.
  - 2 Set the rows and columns.  
See [“Selecting Entities for Process Control” on page 218.](#)
  - 3 Select the process unit to approve.
  - 4 Click **Manage Process** and select **Approve**.
  - 5 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.  
See [“Attaching Documents to a Process Unit” on page 226.](#)
  - 6 **Optional:** If you use the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.
  - 7 Click **OK**.

- To approve process units from a data grid:
  - 1 Select the cell for the process unit to approve.
  - 2 Right-click and select **Manage Process** and select **Approve**.
  - 3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 4 Click **Approve**.

## Rejecting Process Units

To reject a process unit to its previous state, you must be assigned the appropriate security roles and access rights for the process unit; for example, Read or Promote access rights. If the process unit has a status of Published, you must have All access rights to reject it. See [“Process Management Security Roles” on page 212](#).

When you reject a process unit, the system automatically returns the process unit to its previous state. For example, when you reject a process unit that is at Review Level 2, it returns to Review Level 1. If a process unit that was at Review Level 5 has been Submitted by skipping several process levels, when you reject it, it returns to Review Level 5, which is the previous state, not Review Level 10, which is the process level before Submitted.

When a process unit has a First Pass status, only the Review Supervisor can reject it and return it to Not Started status. If a user rejects a process unit with an Approved status, its status returns to Submitted.

- To reject process units from Process Control:
  - 1 Select **Consolidation**, then **Data**, and then **Process Control**.
  - 2 Set the rows and columns.  
See [“Selecting Entities for Process Control” on page 218](#).
  - 3 Select the process unit to reject.
  - 4 Click **Manage Process** and select **Reject**.
  - 5 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 6 Click **Reject**.

- To reject process units from a data grid:
  - 1 Select the cell for the process unit to reject.
  - 2 Right-click and select **Manage Process** and select **Reject**.
  - 3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
  - 4 **Optional:** If you use the Tree view, select **Selected Entity Only** or **Selected Entity and Descendants**.
  - 5 Click **OK**.

## Signing Off on a Process Unit

You can sign off on a process unit if the process state is between Review Level 1 and Review Level 10. When you sign off on a process unit, its status does not change. The system records the action in the log file as an audit trail for informational purposes only.

► To sign off on process units from Process Control:

1 Select **Consolidation**, then **Data**, and then **Process Control**.

2 Set the rows and columns.

See “[Selecting Entities for Process Control](#)” on page 218.

3 Select the process unit on which to sign off.

4 Click **Manage Process** and select **Sign Off**.

5 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.

See “[Attaching Documents to a Process Unit](#)” on page 226.

6 **Optional:** If you use the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.

7 Click **OK**.

► To sign off on process units from a data grid:

1 Select the cell for the process unit sign off.

2 Right-click and select **Manage Process** and select **Sign Off**.

3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.

4 Click **Sign Off**.

## Publishing Process Units

After a process unit is approved, you can publish it to make its data available for viewing by all users. To publish a process unit, you must be assigned the Review Supervisor security role and All access rights.

The process unit must have a status of OK, OK SC, or NO DATA before you can publish it. After you publish a process unit, its status changes to Published. When a process unit has a Published status, you must be assigned the Review Supervisor security role to modify the data.

**Note:** When a process unit has a Published status, the system does not perform a check for security roles. Any user who has Read or All access to the entity can view the entity’s data, but it is available only for viewing.

► To publish process units from Process Control:

1 Select **Consolidation**, then **Data**, and then **Process Control**.



- 2 Set the rows and columns. See [“Selecting Entities for Process Control” on page 218.](#)
- 3 Select the process unit to publish.
- 4 Click **Manage Process** and select **Publish**.
- 5 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.  
See [“Attaching Documents to a Process Unit” on page 226.](#)
- 6 **Optional:** If you use the Tree view, select **Apply Action to Selected Entity Only** or **Apply Action to Selected Entity and Descendants**.
- 7 Click **Publish**.

➤ To publish process units from a data grid:

- 1 Select the cell for the process unit to publish.
- 2 Right-click and select **Manage Process** and select **Publish**.
- 3 **Optional:** Enter a comment in **Comments**, or attach a document for more detail.
- 4 Click **OK**.

## Locking and Unlocking Process Units

After you receive approval for submitted data, you might need to lock the data to prevent any modifications. Locking prevents any change to the data for the entity for a selected category, year, and period. You can lock and unlock data in data grids or data forms.

If you have the Lock or Unlock security role, you can lock and unlock process units. The process unit must be published before it can be locked. To publish a process unit, you must be assigned the Review Supervisor security role and All access rights.

When you lock a parent entity, the system automatically locks all of its descendants. If you do not have All access to some of the child entities for the process unit, the system skips the lock status for these children and continues the process for the rest. However, the system does not lock inactive child entities, and does not lock the parent entity, because not all of its children are locked.

When you unlock a parent entity, the system automatically unlocks all of its descendants. If a child entity belongs to multiple parent entities, you must manually unlock all of the parent entities first, then unlock the child entity.

For applications that support phased submissions, the system checks to ensure that all cells of the processing unit have reached the Published status or are “Not Supported” before it can be locked. It also checks that all validation accounts for the appropriate phases have a zero value before applying the lock status. The lock status is a calculation status and applies to the entire process unit.

➤ To lock data:

- 1 From a data grid, select the cells for which to lock data.

## 2 Right-click and select **Lock**.

➤ To unlock data:

1 From a data grid, select the cells for which to unlock data.

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

## Viewing Process Management History

The Process Management History page displays process history by date and time, user, action taken, process level, and comments. You cannot change or delete this information; it is automatically updated as units are processed by individual users. For example, if USER1 promotes a process unit to Review Level 2, the process history displays this line:

```
01/05/2014 2:18:36PM USER1 Promote Review Level 2
```

**Note:** The timestamp displayed for a process unit on a local machine or server may be different if the local machine and server time are different.

➤ To view process history from Process Control:

1 Select **Consolidation**, then **Data**, and then **Process Control**.

2 Set the rows and columns.

See “[Selecting Entities for Process Control](#)” on page 218.

3 Select the process unit for which to view history.

4 Right-click and select **Process History**.

5 When you finish viewing the process history, click **OK**.

➤ To view process history from data grids:

1 From a data grid, select the process unit for which to view information.

2 Right-click and select **Manage Process** and select **Process History**.

3 When you finish viewing the process history, click **OK**.

## Email Alerts for Process Control

You can set up the Process Control module to trigger email alerts based on a change of status in process control. For example, you can send an email alert that a process unit is ready for the next level of promotion. You can generate alerts for these actions: First Pass, Review Levels 1 through 10, Submitted, Approved, and Published. You cannot generate alerts when the process unit is at the Not Started level or for the Sign Off action.

To use email alerts for Process Control, the administrator must enable a Process Management metadata setting for the process unit scenario. For information on alerts, see [Chapter 13, “Using Email Alerts.”](#)

When a process review action is performed in the Process Control module or a data grid, the system automatically generates email alerts to the appropriate users for the action, according to the review level assignments. The system sends alerts to the users at the level before the process control action and to the users at the current level after the action. When the alert is generated, the user who performed the action receives a confirmation email that contains the action performed, the process units affected as part of the action, the names of users receiving the email alerts for each process unit, and any comments entered about the action.

## Process Management Validation

When you create an application, you can select a validation account. During the Review process, when you try to promote, submit, approve, sign off, or publish the process unit, the system checks whether the account value in the Validation account equals zero or NODATA. If it does not, the system displays a message that it cannot perform the action.

If the application is set up to use phased submissions, you can set validation accounts for each submission phase.

When you promote, submit, approve, sign off, or publish a process unit, the system also checks the data to ensure that it has an OK, OK SC, or NO DATA status. If the process unit does not have one of these statuses, you must recalculate, translate, or consolidate the data before you can perform any process management action.

The system also checks the process unit to see if the data is locked. You cannot perform any process management actions until the data is unlocked. You can only lock data when it is published. See [“Locking Data” on page 83](#).

The process level of the parent entity must always be lower than or equal to all of its immediate children. The process level of the child entity must always be greater than or equal to all of its immediate parents.

## Validation for Promotion

When you promote a process unit, the system also performs these additional validation checks:

- It checks the process level of direct descendants to ensure that you are not promoting an entity to a level that is higher than the lowest level of all of the entity’s dependents.
- If you are using a different currency for the entity, the system checks the process level for the entity’s input currency to ensure that a current translation is being used.
- If you are using a node component, the system checks the currency process unit that applies to the parent’s input currency to ensure that the node values are correct.

The system also performs validation checks for child entities with 0% consolidation (unowned entities). Before you can promote the parent entity, you must promote the unowned entities to a specific level; for example, the lowest level of all of the child entities.

## Validation for Rejection

When you reject a process unit, the system performs these additional validation checks:

- It checks the process level of the immediate parents to ensure that you are not rejecting an entity to a level that is lower than all of the entity's parents.
- If the Value dimension equals the input currency for an entity, the system checks the input currency for all of the parents. If the parent's input currency is the same as the entity's input currency, the system checks the node process unit. If the parent's input currency is different, the system checks the process level of the parent's currency at the entity level.
- If the Value dimension uses a currency other than the input currency for an entity, the system checks the level of the node process unit.
- If the Value dimension indicates that you are using a node process unit, the system checks the process level for the parent's input currency process unit.

## Process Management and Consolidation

You can consolidate data at any time regardless of the process level of the dependents. The first time that you consolidate data for a process unit, the parent data status is NODATA and the initial process level is Not Started. After consolidation, the parent data status changes to OK, but the process level is still Not Started. The Review Supervisor can then start the process unit.

If any of the children contain NODATA, the consolidation process can still occur. When you attempt to promote the parent data to the next process level, the system performs validation checks. The initial process level is Not Started. After you consolidate, the parent process level is still Not Started. You can manually change the process level of the NODATA process unit. After the NODATA process unit has been changed, the parent can then be promoted to a level that is less than or equal to the lowest of all of its immediate children.

---

**In This Chapter**

About Email Alerts .....	237
Generating Alerts for Intercompany Transactions .....	238
Generating Alerts for Process Control .....	239

## About Email Alerts

You can use email alerts for intercompany transactions and in the process control review process. Email alerts help highlight a key event or data change in the system. For example, you can send an email alert that an intercompany transaction is mismatched and needs to be matched, or that a process unit is ready for the next level of promotion.

Email alerts are sent using standard Simple Mail Transfer Protocol (SMTP), so you can use alerts with any email system that works with Internet email. To use alerts, you must specify the SMTP server name when you run the Financial Management configuration utility. See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

The alert process uses the email addresses that are stored in your authentication files, such as LDAP, MSAD, or Native Directory.

Before you can send or receive email alerts, you must complete these steps:

- The security class assigned to the scenario and entity for the alert must support email alerts. See the *Oracle Hyperion Financial Management Administrator's Guide*.
- Users must be assigned a security role to receive email alerts. See the *Oracle Enterprise Performance Management System User Security Administration Guide*.
- The SMTP mail server must be configured. See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

See these procedures:

- [“Generating Alerts for Intercompany Transactions” on page 238](#)
- [“Generating Alerts for Process Control” on page 239](#)

# Generating Alerts for Intercompany Transactions

You can generate email alerts for intercompany transactions. For example, you might notice that transaction M865 between Entity A and Partner C has a mismatched status. You can send an email to Entity A to alert the user of the status and ask for additional information. Before you send an alert to a user, you must ensure that the user has security rights to receive intercompany transaction alerts.

## Sending Email Alerts for Intercompany Transactions

The Intercompany Transactions Monitor page displays a list of intercompany entities with their Process status and Lock status so that you can monitor the transaction status. You can select any entities from the list of transactions for which to generate email alerts. For example, during the monitoring process, you may notice that certain entities have not yet begun their intercompany transaction process. You may want to send email alerts to the users responsible for the entities.

The system generates email only to the users who are responsible for the entities. If multiple entities are selected to which the same user has security access, the system sends one alert to the user that contains information from all of the selected entities. See [“Receiving Intercompany Transaction Email Alerts” on page 239](#).

You can include comments in the email content in addition to the transaction information included by the system.

When you generate an email alert, you receive a confirmation log that includes the information for the emails sent to various users.

► To send email alerts from the Intercompany Transactions Monitor page:

- 1 **From the list of entities, select the entities for which to send an alert.**
- 2 **Click **Email Alert**, or select **Actions**, and then **Email Alert**.**
- 3 **Optional: In **Comment for all alerts**, enter a comment.**

The comment is used for all the alerts that are generated.

- 4 **Click **Send**.**

## Intercompany Transactions Email Content

The Subject line of the alert displays the application name and the module name from which the email was generated. The content contains the following information regarding the action performed and the transaction detail:

Comment: additional comments entered by the user

Scenario, Year, Period

Entity, Partner, TID, SID, Account, Customers, Flows

Entity, Partner, TID, SID, Account, Customers, Flows

The following figure shows a sample intercompany transaction email alert:

<b>From:</b>	HFMAAdmin@oracle.com
<b>To:</b>	JSmith@oracle.com
<b>Date:</b>	Feb. 5, 2012 10:05:22 AM
<b>Subject:</b>	StatApp - Process IC Transactions

Comment: Please explain why there is a difference in your amount.  
ActMon, 2012, January  
A, C, M865, A03, RecitIC, Increases, [None], [None]

## Receiving Intercompany Transaction Email Alerts

To receive email alerts for intercompany transactions, you must be assigned all of the following security access:

- Intercompany Transaction Admin or Intercompany Transaction User security role for intercompany transactions. You do not need these roles to receive email for Intercompany Matching Reports.
- Receive Email Alerts for IC Transactions security role
- Security access rights of All, Read, or Promote to the data cell for the transaction
- Security class attribute of SupportAlert=Y for both the scenario and entity

When you receive an email alert for intercompany transactions, it displays the module from which the alert was generated; for example, Intercompany Transactions. It also displays the point of view used in the transaction for which the alert was generated.

The comment that was used when generating the alert is displayed for all users. However, the specific information in the alert varies depending on your security role and the security class assigned to the transaction.

For security reasons, no data is displayed in email alerts. The email serves to alert you of a change in status, or that you must perform an action about the item in the alert.

## Generating Alerts for Process Control

You can set up the Process Control module to trigger email alerts based on a change of status in process control. You can set up alerts for these actions: First Pass, Review levels 1 through 10, Submitted, Approved, or Published. Alerts are not generated when the process unit is at the Not Started level or for the Sign Off action.

Before an email alert can be generated, you must enable the Supports Process Management=A attribute for the Scenario dimension in the metadata file. When you enable this attribute, the scenario generates email alerts during the review process for the users that have the security rights to receive them.

When a process review action is performed in a data grid or the Process Control module, the system automatically generates email alerts to the appropriate users for the action, according to the scenario setting and security rights set up by the administrator. For example, when a process unit is promoted to the next level, only the users with appropriate access rights to the process unit at that review level can receive the alerts.

The system sends email alerts to the users at the prior level before the process control action, and to the users at the current level after the action. For example, User 1 and User 2 both have Reviewer 4 role access, and User 3 and 4 have Reviewer 5 role access. When the process unit is at Level 4 and is promoted to Level 5, User 1 and 2 receive email alerts because they are at Level 4 before the promote action. Users 3 and 4 receive email alerts because they are at Level 5, which is the current level after the promote action.

When the alert is generated, the user who performed the action receives a confirmation email. The confirmation email contains the action performed, the process units affected by the action, and the names of the users receiving the email alerts for each process unit.

► To generate email alerts from Process Control:

**1 Enable security access for email alerts for the process unit and for the appropriate users for the action.**

See the *Oracle Hyperion Financial Management Administrator's Guide*.

**2 Optional: To add a comment, from Process Control, select a process unit and enter a comment in Comments.**

As a result of the review action, an alert is generated to the appropriate users. The comment is used for all the alerts that are generated.

## Process Control Email Content

The Subject line of the email alert displays the process review action, the review level after the action, and the entity, period, year, and scenario information.

For example, the email subject line for the following review action notifies users that the process unit for the France entity for the Actual scenario in January has been rejected and returned to Review Level 3:

Subject: Reject RL3 - France, January, 2012, Actual

The email content contains the following information regarding the action performed and the process unit:

Action: review action performed

Comment: additional comments to be included in the email

Process unit information: list of entities in the review action

Entity label - Entity description, Period, Year, Scenario, Review Level prior to action, Review Level after the action

The following figure shows a sample process control email alert:



<b>From:</b>	Reviewer1@oracle.com
<b>To:</b>	HFMAdmin@oracle.com
<b>Date:</b>	Jan 5 2012 15:21:26-0400
<b>Subject:</b>	Process Control - Start - First Pass - EastProduction, BudV1
Action: Start	
Comment: Moved to first pass, 1/5/12 by Reviewer1	
Processing Unit Information:	
EastProduction - East Production, Jan, 2012, BudV1, Not Started-> First Pass	

The process for sending process control alerts is different from that of intercompany transactions, where you can enter comments when you send the alert. Since the system generates process control alerts, it enables you to include additional comments in the content, and then includes the comments when generating the alerts. The additional comments are included in all the alerts generated from one review action. Therefore, all users in a specific distribution list receive the same comment information.

## Receiving Process Control Email Alerts

A process unit consists of a scenario, year, period, and entity. To receive email alerts for review actions, you must be assigned the following security access:

- Receive Email Alerts for Process Control security role
- Security access rights of All or Promote to the security classes for the scenario and entity in the process unit.
- A security role that requires an alert based on the original process unit status or the new process unit status

When you receive an email alert for process management, it displays the module from which the alert was generated; for example, Process Control. It also displays the point of view used in the process unit for which the alert was generated.

The comment that was used when generating the alert is displayed for all users.

For security reasons, no data is displayed in email alerts. The email serves to alert you of a change in status, or that you must perform an action about the item in the alert.



---

**In This Chapter**

Overview .....	243
Financial Management Tasks Available for Automation .....	243
Prerequisites for Task Automation .....	244
Managing Taskflows .....	244
Viewing Taskflows .....	245
Creating Taskflows .....	245
Editing Taskflows .....	254
Deleting Taskflows .....	254
Copying Taskflows .....	254
Running Taskflows Manually for Testing .....	255
Controlling Access to Taskflows .....	255
Scheduling Taskflows .....	256
Viewing Taskflow Status .....	256

## Overview

Task Automation provides a method for linking a series of tasks into a taskflow. You can use task automation to automate tasks that you commonly perform using Financial Management.

When you work with Financial Management, you routinely perform tasks such as loading data, running calculations and translations, consolidating parent entities, and extracting data. You can create, manage, and maintain taskflows to schedule critical tasks to be run as required.

See these procedures:

- “Managing Taskflows” on page 244
- “Viewing Taskflow Status” on page 256

## Financial Management Tasks Available for Automation

These activities are available for task automation:

- Allocate
- Calculate

- Calculate Contribution
- Translate
- Consolidate
- Load Journals
- Extract Journals
- Load Data
- Extract Data (Deprecated)
- Extract Data to Database
- Extract Data to File
- Process Journals
- Use Process Management

## Prerequisites for Task Automation

You must be assigned one of these Oracle Hyperion Shared Services roles to perform taskflow operations:

- Manage Taskflows - Permits users to create and edit taskflows.
- Run Taskflows - Permits users to only run and view taskflows. Users with this role cannot create new taskflows or edit existing taskflows.

**Note:** Both of these roles are global user roles. Users assigned these roles can either modify or run taskflows for any application and product. See the *Oracle Enterprise Performance Management System User Security Administration Guide*.

## Managing Taskflows

A taskflow is a sequence of tasks that you can create in task automation. For example, you can create a taskflow to load, calculate, and consolidate data. You can create, edit, save, copy, and delete a taskflow, view a list of available taskflows, assign access to a taskflow, run a taskflow manually for testing, and schedule a taskflow to run automatically.

You can enable logging capability for taskflows. See the *Oracle Enterprise Performance Management System Installation and Configuration Troubleshooting Guide*.

See these procedures:

- [“Viewing Taskflows” on page 245](#)
- [“Creating Taskflows” on page 245](#)
- [“Editing Taskflows” on page 254](#)
- [“Deleting Taskflows” on page 254](#)
- [“Copying Taskflows” on page 254](#)

- [“Running Taskflows Manually for Testing” on page 255](#)
- [“Controlling Access to Taskflows” on page 255](#)
- [“Scheduling Taskflows” on page 256](#)

## Viewing Taskflows

You store and manage taskflows in Shared Services. The Taskflow Listing Summary shows the available taskflows by application, the user who created the taskflow, and a description.

➤ To view taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.

**Note:** When viewing tasks in a taskflow, users can only view those tasks to which they have access.

## Creating Taskflows

You create a taskflow to link a series of tasks and specify the time to run them. When you create a taskflow, you assign it a name and description. Then you add task stages and links between tasks. Stages define specific tasks, such as data loads. Links specify how the system should proceed after completion of the step.

➤ To create taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the Taskflow page, click **New**.
- 4 For **Name**, enter a taskflow name.  
The name can contain up to 40 characters.
- 5 For **Application**, enter a name for which to create taskflows.
- 6 **Optional:** For **Description**, enter a taskflow description.
- 7 Click **Submit**.

The taskflow editor is displayed, where you can add stages and links.

## Adding Stages

A stage describes a step in a taskflow. Each stage has an action, such as load data. These actions have parameters for which values are supplied at runtime.

You define a stage using these three tabs:

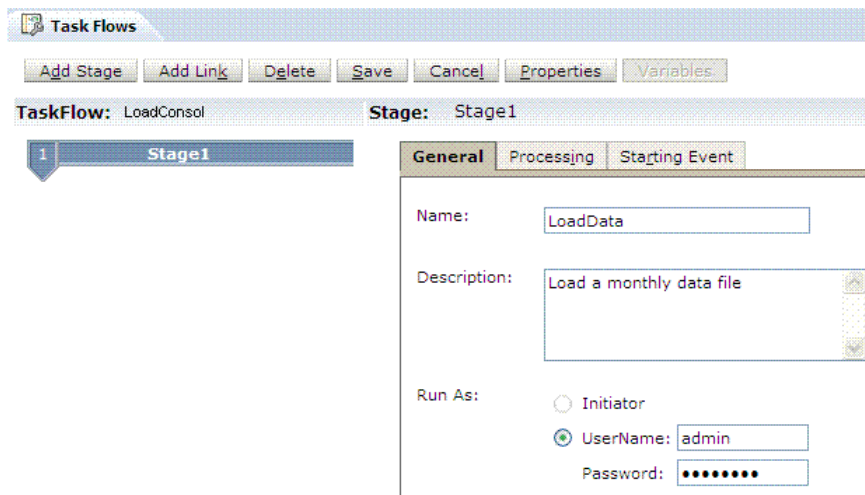
- **General:** Defines the stage name, description and user ID of the user responsible for completing the stage. The user can be an initiator, which is the owner of the first stage in the taskflow, or another user for the other stages.
- **Processing:** Defines the action to be performed when the stage is run and any required parameters.
- **Starting Event:** Defines the event that initiates the taskflow, and the scheduled times for the event to occur. The scheduled time is based on the time of the application server, not on the time of the local user's computer. You can schedule the taskflow to run according to a schedule such as weekly, monthly, at the first of the month, or so on. This tab is displayed only for the first stage in the taskflow. It displays the scheduled event (taskflow start time), or is disabled (for the manual start of a taskflow run by the Run Now option).

► To add stages:

### 1 From the taskflow editor, click **Add Stage**.

A new stage is displayed in the left pane, and stage details are displayed in the right pane. If stages exist in the taskflow, the new stage is created at the end of the taskflow.

Figure 4 Task Automation General Tab



### 2 Select the **General** tab and enter this information:

- a. For **Name**, enter a stage name; for example, LoadData.

**Note:** Stage names cannot contain spaces. The name can contain up to 30 characters.

- b. **Optional:** For **Description**, enter a taskflow description; for example, Load a monthly data file.

- c. From **Run As**, select **UserName**, and enter a username and password for the user who launches the taskflow.

**Note:** Stage 1 requires that you enter a username and password. When you create future stages, you can select to run as the Initiator, which tells the system to use the user ID and password that was defined in Stage 1.

**3 Select the Processing tab, and enter this information:**

- a. From **Application**, select an application from which to run the task.
- b. From **Action**, select an action to perform; for example, LoadData.

**Note:** See “Financial Management Stage Actions and Parameters” on page 248.

- c. From **Type** for each parameter, select **Picklist**, **Text Box**, or **URL**, depending on the action, and enter values for the parameter.

For example, for the LoadData action, the Mode option contains a picklist from which you can select Merge, Accumulate, or Replace.

To edit the Point of View, click **Edit**, then select members for the Point of View.

For the data file and log file names and paths, you must manually enter the information in a text box. The taskflow is run from the server, so you must make sure that the file names and paths are valid and can be accessed from the server running the task.

Therefore, you should not enter a path such as c:\file.dat that references your own hard drive. You must identify the computer name and share directory for the file using Universal Naming Convention (UNC); for example, \\HFMServer\share\path\file.dat.

**Figure 5 Sample Parameters for Load Data**

The screenshot shows a software interface with the following elements:

- Buttons: Add Stage, Add Link, Delete, Save, Cancel, Properties, Variables
- TaskFlow: LoadConsol
- Stage: LoadData
- Stage 1: LoadData
- Processing Tab:
  - Application: HFM - COMMA
  - Action: Load Data
  - Parameter Table:
 

Parameter Name	Type:	Value
Data File	Textbox	HFMServer\task\data
Log File	Textbox	HFMServer\task\data
Delimiter	Textbox	;
Mode	Picklist	Merge
Accumulate within File	Picklist	True
Contains Ownership Data	Picklist	True

**4 Select the Starting Event tab, select Scheduled Event and enter this information:**

- a. From **Starting Event**, select an event.

The Server Date information is displayed for informational purposes.

Figure 6 Task Automation Starting Event Tab

- b. For **Start Date**, enter the scheduled date for the task to be run, or click the pop-up calendar and select a date.
- c. From **Start Time**, select the scheduled time for the task to be run.

**Note:** The scheduled time is based on the time of the application server, which is identified on the Server Date line, not on the time of the local user's computer.

- d. For a recurring task, select **Recurrence**, and from **Recurrence Pattern**, select the task frequency.
- e. Select an option for the task end date and time:
  - **No End Date**
  - **End After occurrences**, and enter the number of occurrences
  - **End Date**, enter an end date and select an **End Time**.

**5 Optional:** To add a stage, click **Add Stage** and complete the stage information for **General** and **Processing**.

**Note:** The Starting Event tab is available only for the first stage. However you can schedule taskflows independent of creating stages by using the Schedule Taskflow functionality. See [“Scheduling Taskflows” on page 256](#).

## Financial Management Stage Actions and Parameters

The following table lists the available Financial Management actions and parameters.



**Table 29** Stage Actions and Parameters for Financial Management

Action	Parameter Name	Type	Possible Values	Purpose
Allocate	POV	URL	Point of View	Indicates the point of view for which the allocation is run. See <a href="#">“Running Data Allocations” on page 82.</a>
Calculate	POV	URL	Point of View	Indicates the point of view for the data to be calculated. See <a href="#">“Calculating Data” on page 97.</a>
Calculate	Force	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to force calculation to run for selected cells, regardless of status
Calculate Contribution	POV	URL	Point of View	Indicates the point of view for the contribution data to be calculated. See <a href="#">“Calculating Data” on page 97.</a>
Calculate Contribution	Force	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to force contribution to be calculated for all input periods
Translate	POV	URL	Point of View	Indicates the point of view for the data to be translated. See <a href="#">“Translating Data” on page 98.</a>
Translate	Force	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to force translation to run for selected cells, regardless of status
Consolidate	POV	URL	Point of View	Indicates the point of view for the data to be consolidated. See <a href="#">“Consolidating Data” on page 100.</a>
Consolidate	Type	Picklist	<ul style="list-style-type: none"> <li>● Impacted</li> <li>● All With Data</li> <li>● All</li> </ul>	Indicates the type of consolidation to be performed
Load Journals	Journals File	Textbox	Name and path of file	Indicates the journal file to load. See the <i>Oracle Hyperion Financial Management Administrator's Guide</i> .
Load Journals	Log File	Textbox	Name and path for log file	Path to load log file
Load Journals	Delimiter	Textbox	Delimiter in the journal file. Default is a semicolon (;).	Separates the data in the file
Extract Journals	Journals File	Textbox	Name and path of file	Indicates the journal file to extract. See the <i>Oracle Hyperion Financial Management Administrator's Guide</i> .
Extract Journals	Log File	Textbox	Name and path for log file	Path to extract log file
Extract Journals	Delimiter	Textbox	Delimiter in the journal file. Default is a semicolon (;).	Separates the data in the file

Action	Parameter Name	Type	Possible Values	Purpose
Extract Journals	Extract Templates	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to extract journal templates
Extract Journals	Extract Recurring Templates	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to extract recurring templates
Extract Journals	Extract Journals	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to extract journals
Extract Journals	POV	URL	Point of View	Indicates the point of view for which journals are extracted
Load Data	Data File	Textbox	Name and path of file	Indicates the data file to load. See <a href="#">“Loading Data” on page 53.</a>
Load Data	Log File	Textbox	Name and path for log file	Path to load log file
Load Data	Delimiter	Textbox	Delimiter in the data file. Default is a semicolon (;).	Separates the data in the file
Load Data	Mode	Picklist	<ul style="list-style-type: none"> <li>● Merge</li> <li>● Replace By Security</li> <li>● Replace</li> <li>● Accumulate</li> </ul>	Indicates the mode to use for loading data
Load Data	Accumulate Within File	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to accumulate data in the data file
Load Data	Contains Ownership Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether the file contains ownership data
Extract Data (Deprecated)	Data File	Textbox	Name and path of file	Indicates the data file to extract. See <a href="#">“Extracting Data” on page 57.</a>
Extract Data	Log File	Textbox	Name and path for log file	Path to extract log file
Extract Data	Delimiter	Textbox	Delimiter in the data file. Default is a semicolon (;).	Separates the data in the file
Extract Data	View	Picklist	<ul style="list-style-type: none"> <li>● Year to date</li> <li>● Periodic</li> <li>● Scenario Default</li> </ul>	Indicates the view to use for extracting data
Extract Data	POV	URL	Point of View	Indicates the point of view for which data is extracted
Extract Data	Calculated	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether the data is calculated

Action	Parameter Name	Type	Possible Values	Purpose
Execute Journal Action	Journal Action	Picklist	<ul style="list-style-type: none"> <li>● Submit</li> <li>● Approve</li> <li>● Post</li> <li>● Unpost</li> <li>● Unsubmit</li> <li>● Reject</li> <li>● Delete</li> </ul>	Indicates the type of action to perform for the journal. See <a href="#">“Processing Journals” on page 194.</a>
Execute Journal Action	POV	URL	Point of View	Indicates the point of view for which journal actions are performed
Execute Journal Action	Journal Label	Textbox	Name and path of file	Identifies the journal on which to perform the action
Extract Data to Database	DSN	Textbox	Data source name where the data is extracted	Indicates the data source name. See the <i>Oracle Hyperion Financial Management Administrator's Guide</i> .
Extract Data to Database	Table Prefix	Textbox	Keys to dimension tables	Contains keys to the dimension tables
Extract Data to Database	Push Type	Picklist	<ul style="list-style-type: none"> <li>● Create Star Schema</li> <li>● Update Star Schema</li> <li>● Delete Star Schema</li> </ul>	Indicates whether to create, update, or delete a star schema
Extract Data to Database	Extract Type	Picklist	<ul style="list-style-type: none"> <li>● Standard</li> <li>● Metadata Only</li> <li>● Selected metadata only</li> <li>● Essbase</li> <li>● Data Warehouse</li> </ul>	Indicates the mode to use for extracting data
Extract Data to Database	Exclude Dynamic Accounts	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to exclude dynamic accounts in the extract
Extract Data to Database	Calculated Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include calculated data in the extract
Extract Data to Database	Derived Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include derived data in the extract
Extract Data to Database	Line Item Details	Picklist	<ul style="list-style-type: none"> <li>● None</li> <li>● Total Summary for Cell</li> </ul>	Indicates whether to include line item details in the extract
Extract Data to Database	POV	URL	Point of View	Indicates the point of view to use for Extract Data to Database.

Action	Parameter Name	Type	Possible Values	Purpose
Extract Data to File	Data File	Textbox	Name and path of file	Path to extract data file <b>Note:</b> The data file is compressed when it is extracted and is the same name as specified in the task with .gz appended.
Extract Data to File	Log File	Textbox	Name and path of log file	Path to extract log file
Extract Data to File	Extract Type	Picklist	<ul style="list-style-type: none"> <li>● Flat File With Header</li> <li>● Flat File Without Header</li> </ul>	Indicates the format to use for extracting data
Extract Data to File	Exclude Dynamic Accounts	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to exclude dynamic accounts
Extract Data to File	Calculated Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include calculated data in the extract
Extract Data to File	Derived Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include derived data in the extract
Extract Data to File	Line Item Details	Picklist	<ul style="list-style-type: none"> <li>● None</li> <li>● Individual Line Items</li> <li>● Total Summary for Cell</li> </ul>	Indicates whether to include line item details in the extract
Extract Data to File	Cell Text	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include cell text in the extract
Extract Data to File	Phased Submission Group Data	Picklist	<ul style="list-style-type: none"> <li>● True</li> <li>● False</li> </ul>	Indicates whether to include phased submission group data in the extract
Extract Data to File	POV	URL	Point of View	Indicates the point of view for the data to be extracted
Process Management	POV	URL	Scenario, Year, Period, Entity, Value	Indicates the point of view to use for process management. See <a href="#">“About Process Management”</a> on page 211.
Process Management	Comment	Textbox	Comment text	Text of comment for process unit
Process Management	Action	Picklist	<ul style="list-style-type: none"> <li>● Start</li> <li>● Promote</li> <li>● Reject</li> <li>● Sign Off</li> <li>● Submit</li> <li>● Approve</li> <li>● Publish</li> </ul>	Indicates the type of action to perform on the process unit
Process Management	Promote to State	Picklist	<ul style="list-style-type: none"> <li>● None</li> <li>● Review level 1 to 10</li> </ul>	Indicates the level to which to promote the process unit

## Adding Links

A link is the point during the execution of the taskflow at which the activity in one stage is completed, and the taskflow ends or control passes to another stage, which starts. A link can be unconditional, where the completion of one stage always leads to the start of another, or conditional, where the sequence of operation depends on one or more link conditions.

A link specifies the action for the system to take next. Every stage needs a link. In general, most stages have two links: success and failure. You can specify that, if the first stage is successful, the system should proceed to the second stage (Receiving stage). You can also specify the action to be performed if problems occur in the first stage and it does not successfully complete.

For example, you can set a success link so that if the first stage of LoadData is successful, the system should proceed to the Receiving stage of Consolidation. You can set a failure link so that if failure occurs or any problems are encountered in the LoadData stage, the system should proceed to the Receiving stage of End, which ends the process and terminates the taskflow.

The last stage in the taskflow must have a final link with “End” as the target to complete the taskflow.

You can specify conditions for a link. For example, you can add a condition for a load data task such as LoadData\_Result= =Success.

You must enter two equal signs (= =) after the variable, and place single quotation marks (') around the condition that you are evaluating. The value can be True or False.

► To add links:

**1 From a task flow, click Add Link.**

**2 From the General tab, for Name, enter a link name.**

The name can contain up to 30 characters.

**3 For Description, enter a link description.**

The Sending Stage is displayed for informational purposes.

**4 From Receiving Stage select a stage.**

**5 Select Condition tab if applicable, and from Variable, select a variable, for example, LoadData\_Result.**

**Tip:** To delete a condition, click **Delete**.

**6 From Relational Operators, select Equal to or Not equal to.**

**7 From Value, select Success or Failure.**

**8 Click Add.**

**Note:** Ensure that the last stage in the taskflow has a link with an End target.

**Tip:** To delete a condition, click **Delete**.

## Editing Taskflows

After you create a taskflow, you can edit the taskflow description, and create, edit, or delete taskflow variables. You can also add or delete a stage or a link.

► To edit taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the Taskflow Listing Summary page, select the taskflow to edit and click **Edit**.
- 4 In the taskflow editor, select an option:
  - To add a stage, click **Add Stage**. See “Adding Stages” on page 246.
  - To add a link, click **Add Link**. See “Adding Links ” on page 253.
  - To delete a stage, you must first delete all conditions from the link of the stage to be deleted. Save the taskflow, and then click **Delete**.

**Note:** If you delete a stage, all links associated with it are also deleted.

- To edit the taskflow description, click **Properties**.
- 5 Edit the taskflow and take one of these actions:
    - To save the edits, click **Save**.
    - To cancel the edits, click **Cancel**. The system returns you to the Taskflow Listing Summary without saving your changes.

## Deleting Taskflows

You can delete a taskflow that you no longer need.

► To delete taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the Taskflow Listing Summary page, select the taskflow to delete, and click **Delete**.

## Copying Taskflows

After you define a taskflow for an application, you can copy it to a different application.

► To copy taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.

- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the Taskflow Listing Summary page, select the taskflow to copy and click **Save As**.
- 4 Enter a new name and description for the taskflow.
- 5 Click **Submit**.

Shared Services adds a copy of the taskflow with a new name to the Taskflow Listing Summary.

## Running Taskflows Manually for Testing

You can run a taskflow manually instead of waiting for it to start automatically. You might want to test a taskflow before it is scheduled to run, which enables you to make adjustments to the taskflow before it actually runs.

➤ To run taskflows manually:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the Taskflow Listing Summary page, select the taskflow to run and click **Run Now**.

## Controlling Access to Taskflows

In addition to role-based authorization using Oracle Hyperion Shared Services Console, you can manage access permissions at the more granular taskflow level by using Access Control Lists (ACLs). Before you can assign permissions to taskflows, you must first ensure that the appropriate roles are created using Shared Services Console. For example, create a Oracle Hyperion Financial Management role with a descriptive name like “Manage Financials TF” (which provides the ability to manage all Financials taskflows), then choose the Manage Taskflows base role. Once the role is created using Oracle Hyperion Shared Services Console, you can assign access permissions to individual taskflows.

Shared Services provides these types of permissions for each taskflow:

- Manage
- Execute

➤ To assign permissions to individual taskflows:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the list of taskflows, select a taskflow and click **Access Control**.

4 Select the appropriate base roles for **Manage Permission Role** and **Execute Permission Role**.

For example, select the “Manage Financials TF” role for the Manage Permission Role and “Execute Financials TF” for the Execute Permission Role.

5 Click **Save**.

## Scheduling Taskflows

You can schedule a taskflow to run automatically without creating or editing a taskflow. Schedule Taskflow enables you to define the taskflow start time and the scheduled times for the event to occur, based on the application server time, not the local user’s computer.

► To schedule a taskflow:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
- 3 From the list of taskflows, select a taskflow and click **Schedule Taskflow**.
- 4 Enter this information:

- a. From **Starting Event**, select **Scheduled Event**.

The Server Date information is displayed for informational purposes.

- b. For **Start Date**, enter the date for the task to be run, or click the pop-up calendar and select a date.
- c. From **Start Time**, select a time for the task to be run.

**Note:** This time is based on the application server, which is identified on the Server Date line.

- d. For a recurring task, select **Recurrence**, and from **Recurrence Pattern**, select the task frequency.
- e. Select an option for the task end date and time:
  - **No End Date**
  - **End After Occurrences**, and enter the number of occurrences
  - **End Date**, enter an end date and select an **End Time**.

5 Click **Save**.

## Viewing Taskflow Status

The Taskflow Status Summary enables you to check the status of taskflows, including taskflows that are active, completed, or stopped. You can view all taskflows, or you can filter the list of



taskflows by status or application, or by the date or range of dates on which the taskflow was initiated.

You can drill down on individual taskflows to view details of the taskflow. The Taskflow Participant Summary page displays the status for each stage of the taskflow and the time that each stage was completed. You can see the stages that were completed successfully and the stages that failed. This information can be used to troubleshoot the task automation.

► To view taskflow status:

- 1 **Select *Navigate*, then *Administer*, and then *Consolidation Administration*.**
- 2 **Select *Administration*, and then *Taskflows*, and then *Status*, or expand *Taskflows* from the left side navigation pane and select *Status*.**
- 3 **Double-click a task ID to display its status.**
- 4 **Optional: To search for a taskflow, select the filter criteria, and click *Search*.**







Figure 7 Sample Taskflow Status Summary Page

Id	Application	Taskflow	Initiator	Started	Status	Description
wf-1337286043539	Comma	NewEAtoFile	admin	May 17, 2012 4:20:43 PM	Active	Run Now button initiated workflow
wf-1337285697264	Comma	NewEAtoFile	admin	May 17, 2012 4:14:57 PM	Active	Run Now button initiated workflow
wf-1337285050120	Comma	NewEAtoFile	admin	May 17, 2012 4:04:10 PM	Active	Run Now button initiated workflow
wf-1337284889569	Comma	NewEAtoFile	admin	May 17, 2012 4:01:29 PM	Active	Run Now button initiated workflow
wf-1337283838146	Comma	NewEAtoFile	admin	May 17, 2012 3:43:58 PM	Active	Run Now button initiated workflow

Table 30 describes the elements of the Taskflow Status Summary page.

Table 30 Taskflow Status Summary Elements

Element	Description
Status	Filter on these taskflow types: <ul style="list-style-type: none"> <li>● Active</li> <li>● Done</li> <li>● Stopped</li> <li>● All</li> </ul>
Application	Application participating in the taskflow
Taskflow	Taskflow name

Element	Description
Initiated between (optional)	Enter or select by clicking the date or range of dates in which the taskflow was initiated
Search	Click to display in the Taskflow Listing area a list of taskflows that meet the search criteria that you specify
Taskflow Listing	<p>Displays taskflows that meet the search criteria that you specify, such as:</p> <ul style="list-style-type: none"> <li>● ID</li> <li>● Application*</li> <li>● Taskflow*</li> <li>● Initiator*</li> <li>● Started* (lists the latest taskflow first)</li> <li>● Status*</li> <li>● Description</li> </ul> <p>*Indicates data that is sortable. You may sort taskflows by Application, Taskflow, Initiator, Started, or by Status by clicking on the column header.</p>
Stop	Stop an active taskflow instance.
Delete	<p>Delete the selected taskflow instance.</p> <p><b>Note:</b> The taskflow must be stopped before you can delete it.</p>
Delete All	Delete all of the selected taskflow instances.
	Display in the Taskflow Listing area the first page of taskflow instances that meet the specified search criteria.
	Display in the Taskflow Listing area the previous page of taskflow instances that meet the specified search criteria.
	Display in the Taskflow Listing area the page you selected in the Page drop-down list.
	Display in the Taskflow Listing area the next page of taskflow instances that meet the specified search criteria.
	Display in the Taskflow Listing area the last page of taskflow instances that meet the specified search criteria.
Refresh 	Refresh the taskflow instances listed in the Taskflow Listing area.

From the Taskflow Status Summary page, you can also stop an active taskflow, view a taskflow participant summary, or view taskflow participant details:

- [“Stopping Active Taskflows” on page 259](#)
- [“Viewing the Taskflow Participant Summary” on page 259](#)
- [“Viewing the Taskflow Participant Details” on page 260](#)

## Stopping Active Taskflows

Active taskflows are taskflows that are in progress. You can stop taskflows that are not in progress. For example, you can stop a taskflow that has errors and make adjustments to it.

- To stop active taskflows:
  - 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
  - 2 Select **Administration**, and then **Taskflows**, and then **Manage**, or expand **Taskflows** from the left side navigation pane and select **Manage**.
  - 3 From **Status**, select **Active**.
  - 4 **Optional:** To filter the list, select search criteria for the taskflow, and click **Search**.
  - 5 Select the taskflow to stop and click **Stop**.

## Viewing the Taskflow Participant Summary

The Taskflow Participant Summary page lists the participants in a taskflow and provides status information for each participant instance.

- To view taskflow participant status:
  - 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
  - 2 Select **Administration**, and then **Taskflows**, and then **Status**, or expand **Taskflows** from the left side navigation pane and select **Status**.
  - 3 Select the search criteria for the taskflows, and click **Search**.

To view all of the taskflows in the Shared Services taskflow management system, select (Status) **All** and click **Search**.

- 4 In the Taskflow Listing area, find the taskflow for which to view the participant summary and click the taskflow ID.

The Taskflow Participant Summary page is displayed.

- 5 Click **Cancel** to return to the **Taskflow Status Summary** page.

**Table 31** Taskflow Participant Summary Page Elements

Element	Description
Taskflow Summary	Summary information for the selected taskflow (items appear in the order of completion): <ul style="list-style-type: none"><li>● ID</li><li>● Application</li><li>● Taskflow</li><li>● Initiator</li><li>● Started</li><li>● Status</li><li>● Description</li></ul>

Element	Description
Participant	Stage participant name. Participants are selectable. Click a participant to view details about a taskflow participant.
Stage Name	Stage name
Status	Stage status: <ul style="list-style-type: none"> <li>● Active</li> <li>● Done</li> <li>● Stopped</li> <li>● All</li> </ul>
Success Variable	Outcome of the completed stage
Status Message	Message describing the current status of the taskflow
Completed	Date and time of stage completion

## Viewing the Taskflow Participant Details

The Taskflow Participant Details page displays the status for each stage of the taskflow and the time it was completed. You can see the stages that completed successfully and the stages that failed. This information can be used to troubleshoot the task automation.

► To view taskflow participant details:

- 1 Select **Navigate**, then **Administer**, and then **Consolidation Administration**.
- 2 Select **Administration**, and then **Taskflows**, and then **Status**, or expand **Taskflows** from the left side navigation pane and select **Status**.
- 3 Select the search criteria for the taskflows, and click **Search**.

To view all the taskflows in the Shared Services taskflow management system, select (Status) All and click Search.

- 4 In **Taskflow Listing**, find the taskflow for which to view the participant summary and click the taskflow ID.
- 5 Click a participant to view taskflow participant details.

Oracle Hyperion Shared Services displays the Taskflow Participant Details page and sorts the participant events chronologically.

- 6 Click **Cancel** to return to **Taskflow Participant Summary**.