Oracle® Hyperion Planning

Simplified Interface User's Guide

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Contents

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1

Working with Data

Oracle Hyperion Planning helps you create and update plans quickly by enabling you to:

- Easily navigate pages among common planning tasks from the Home page.

- Work with and analyze data in forms. See "Basics of Working with Data" on page 10.

- Follow a structured process for creating plans using tasks lists. See Chapter 2, "Planning with Tasks."

- Focus your analysis with ad hoc grids. See Chapter 3, "Focusing Your Analysis with Ad Hoc Grids."

- View and analyze key information graphically using dashboards. See Chapter 4, "Making Data More Meaningful With Dashboards."

- Get your plans reviewed and approved. See Chapter 5, "Getting Plans Approved."

- View reports that summarize data. See Chapter 6, "Building and Updating Dynamic Reports and Books."

- Leverage your experience with Microsoft Excel by using Oracle Smart View for Office. See *Oracle Smart View for Office User's Guide.*

- Set preferences for how you want to work with the application. See Chapter 8, "Setting Your Preferences."

Administrators:

- To set up the cloud service, see *Oracle Cloud Using Oracle Planning and Budgeting Cloud Service*.

- To create and manage the application, see *Oracle Hyperion Planning Simplified Interface Administrator's Guide* and *Oracle Hyperion Planning Administrator's Guide*.

Basics of Working with Data

Need to create a new budget? Need to update your department's revenue forecast? Administrators design *forms* as containers in which you enter, update, analyze, print, and report on data.

You can enter or change data only in cells for which you have Write access (cells with a white background). Administrators set who can view and change which data. After you promote or submit data for review and approval, you can't change the data (until you become the owner again). If the data is approved, you can't change the data unless the administrator who approved it restarts the approvals process. See Chapter 5, "Getting Plans Approved."

Notes:

- If your administrator set up the simple form to support it, you can undo your actions by pressing Ctrl+Z (or clicking or tapping **Undo** on the **Data** tab). Press Ctrl+Z repeatedly to successively undo actions you've taken since you last opened or saved the form. When you use Undo, dependent cells, such as those that are dynamically calculated, are re-evaluated. If the form isn't set up to support Undo, you can revert to the previous data by clicking or tapping **Refresh**.

    Tip: For other shortcuts, see "Navigating Quickly in a Form" on page 12, "Entering Data Quickly Using Commands" on page 13, and "Formatting Shortcuts" on page 14.

- Your administrator can set up a simple form so that when you move out of a cell, your changes are automatically saved, with no prompt or message. Cell values are totaled and the affected cells are displayed with a green background.

- If the structure of the simple form hasn't changed since you started working in it, when you click or tap **Save**, your changed or new data is instantly saved.

Note: Use the Planning interface to navigate instead of your browser's interface. Using Refresh, Forward, and Back in your browser can cause instability. If this happens, log off and then log back on.

About Forms

Each form has a special purpose. For example, the administrator may design a form solely for creating a revenue plan for your product line or for comparing last year's actual expenses against this year's projected expenses.

With the forms's objective in mind, the administrator sets up the form with certain dimensions and members. An example of a dimension is Year, and its members may include FY13, FY14, FY15, and FY16.

An example of a form for planning revenue generated from Services:

Revenue Plan - Services

Scenario	Year	Entity						
Plan	FY14	410 : International Sales						→

		X--------X	Jan	Feb	Mar	Q1	Apr
		Pct	Working	Working	Working	Working	Working
Computer Equipment	Units		4,604	2,365	3,520	10,489	3,
	ASP		457	460	455	457	
	4001: Total Revenue		2,105,070	1,088,880	1,599,915	4,793,865	1,711,
Maintenance_P_293	4120: Support	33.00%	694,673	359,330	527,972	1,581,975	564,
Consulting_P_294	4130: Consulting	60.00%	1,263,042	653,328	959,949	2,876,319	1,027,
Training_P_291	4140: Training	13.75%	289,447	149,721	219,988	659,156	235,
Miscellaneous_P_292	4150: Miscellaneous Revenue	24.34%	512,391	265,042	389,432	1,166,865	416,
Computer Services	4001: Total Revenue		2,759,553	1,427,422	2,097,341	6,284,316	2,244,
Maintenance_P_293	5110: Cost of Sales	57.10%	396,658	205,178	301,472	903,308	322,
Consulting_P_294	5110: Cost of Sales	57.10%	721,197	373,050	548,131	1,642,378	586,
Training_P_291	5110: Cost of Sales	57.10%	165,274	85,491	125,613	376,378	134,
Miscellaneous_P_292	5110: Cost of Sales	57.10%	292,575	151,339	222,366	666,280	237,
Computer Services	5110: Cost of Sales		1,575,705	815,058	1,197,582	3,588,345	1,281,
	Gross Profit		1,183,848	612,364	899,759	2,695,972	962,

Tip: In this example, to work with a different Sales group (in the Entity dimension), click or tap Entity at the top of the form. Click or tap a member and then **OK**. To reflect the the new

members in the form, click or tap [→] .

Types of Forms

The types of forms:

- Simple forms, each representing a subset of the application's data.

- Composite forms, composed of several simple forms.

- Ad hoc grids, in which you aren't confined by the form's design. You can change which data you work with and how it's laid out. See Chapter 3, "Focusing Your Analysis with Ad Hoc Grids" and "Working with Ad hoc Grids" in the *Oracle Hyperion Planning User's Guide*.

Opening a Form

➤ To open a form:

1 On the Home page, click or tap **Plans**.

2 Depending on the type of form you want to use, click or tap:

- for simple forms

- for composite forms (composed of several simple forms)

- for ad hoc grids

3 Click or tap ▼ to select the folder the form is in.

4 Click or tap the name of the form to open.

For example, to update the revenue forecast for products, click or tap "Revenue Forecast - Products".

Simple Forms:Forecast ▼   Refresh

Name	Description	Instructions
Balance Sheet - Forecast		ⓘ
Capital Expenditure Forecast		ⓘ
Cash Flow - Forecast		ⓘ
Forecast Variances		ⓘ
Headcount and Salary Forecast		ⓘ
Income Statement - Forecast		ⓘ
Income Statement - Prediction		ⓘ
Revenue Forecast - Products		ⓘ
Revenue Forecast - Services		ⓘ

Navigating Quickly in a Form

You can quickly move around a simple form with these shortcut keys:

Table 1   Keyboard Shortcuts

Key or Key Combination	Result
Tab	Moves to the next cell. When focus is on the last cell of a row, Tab moves to the next row.
Shift+Tab	Moves to the previous cell.
Up Arrow, Down Arrow	Moves up or down to the previous or next row.
Ctrl+Home	Moves to the first cell in the form.
Ctrl+End	Moves to the last cell in the form.
Ctrl+Left Arrow	Moves to the first cell in the current row.
Ctrl+Right Arrow	Moves to the last cell in the current row.
Shift+End	Moves to the last cell of the first row.
Ctrl+A	Selects all cells.
Shift+Space	Selects the row.
Ctrl+Space	Selects the column.
Ctrl+Alt+E	Moves out of the form to the previously selected item. Use Tab to return to the form.
Esc	Discards the current changes in the cell, restoring the previous state.

Note: These shortcuts are available only if you are accessing simple forms in the simplified interface from the desktop.

Tip: Use Ctrl+Alt+P to print a form.

Entering Data Quickly Using Commands

You can use these shortcuts in simple forms. Enter the keys or symbols, and then press Enter.

Table 2   Quick Data Entry Commands

Keys or Symbol	Result	Example
K	Enters the value in thousands.	Enter `5K` for 5,000.
M	Enters the value in millions.	Enter `5M` for 5,000,000.
Add or +	Adds a number to the cell value.	If the cell value is 100, entering `Add10` after 100 results in results in 110.

Keys or Symbol	Result	Example
Sub or ~	Subtracts a number from the cell value.	If the cell value is 100, entering `Sub10` after 100 results in 90.
Percent or per	Multiplies the cell value by a number added as a percentage.	If the cell value is 100, entering `per10` after 100 results in 10% of the current cell value, or 10.
Increase or inc	Increases the cell value by a number added as a percentage.	In a cell whose value is 200, entering `inc10` after 200 increases the cell value by 10%, to 220.
Decrease or dec	Decreases the cell value by a number added as a percentage.	In a cell whose value is 200, entering `dec10` after 200, decreases the cell value by 10%, to 180.
Power or pow	Changes the cell value to the number, added as an exponent.	In a cell whose value is 100, entering `pow2` after 100 results in 10,000.
gr	Grows a cell by a percentage.	In a cell whose value is 200, entering `gr50` after 200 results in 300.

Note: These shortcuts are available only if you are accessing simple forms in the simplified interface from the desktop.

Formatting Shortcuts

Table 3 Formatting Shortcuts

Key Combination	Result
Ctrl+Alt+B	Bolds the value.
Ctrl+Alt+I	Italicizes the value.
Ctrl+Alt+U	Underlines the value.

Note: These shortcuts are available only if you are accessing simple forms in the simplified interface from the desktop.

Making Data Meaningful

When you're in a form, you can make the data more meaningful in many ways.

Tip: To revert to the data on the form before you changed it, click or tap **Refresh**.

Table 4 Actions Users Can Take When in a Form

Your Goal	Learn More
Explore ways to manipulate, create, analyze, or comment on data.	Explore functionality by clicking or tapping **Actions**.
Focus the data and look at it from various angles.	Explore what you can do with ad hoc forms. Click or tap the **Ad hoc** button. See Chapter 3, "Focusing Your Analysis with Ad Hoc Grids."
Calculate the data.	Launch a business rule. To learn about business rules, see Chapter 7, "Using Business Rules."
Improve the presentation quality of the data.	Explore the formatting ribbon on the right, which has options for setting the font, font size, font color, underscore, and background color.
Change values by a specific amount.	Select the cell or cells. Click or tap **Data**, and then click or tap: ● **Adjust** to increase or decrease the cell data by a value or percentage. ● **Spread** to specify an amount or percentage by which to increase or decrease values across multiple dimensions, based on the existing values in the target cells. You can select a **Proportional**, **Evenly Split**, or **Fill** spread pattern. See "Adjusting and Spreading Data" in *Oracle Hyperion Planning User's Guide*. To use **Spread**, your administrator must enable **Grid Spread** as a form property. ● **Allocate**. Only administrators who are assigned the Mass Allocate role (assigned in Oracle Hyperion Shared Services) can use this powerful feature. Additionally, an administrator must enable **Mass Allocate** as a form property. See "Spreading Values Using Mass Allocations" in *Oracle Hyperion Planning User's Guide*. ● **Lock** to temporarily lock cells while you calculate and fill in other values. To unlock the cells, click or tap **Lock** again. See "Locking Cells" in *Oracle Hyperion Planning User's Guide*.
Explain assumptions behind the data.	Click or tap a cell, and then the **Data** button. Under **Details**, click or tap: ● 📎 to attach an external document. In the text box, enter the URL to the document (for example, `http://mymachine:/documents/Sales.doc`). For more information, see "Adding, Editing, and Viewing Cell-Level Documents" in the *Oracle Hyperion Planning User's Guide*. ● 💬 to add a note.
Simplify the data presentation.	Control which rows or columns are displayed (or hidden) by clicking or tapping **Data**, and then **Keep** or **Exclude** under **Filter** in the right panel. You can also view the values in a row or column in ascending or descending order by selecting the row or column, and then clicking or tapping an arrow under **Sort**.
Build logic into a data value.	Click or tap a cell, then the **Data** button, and then **Supporting Detail**. To learn more, see "Building the Logic Behind a Number" on page 16.

Your Goal	Learn More
Check how the data conforms to rules that an administrator set up.	Click or tap **Actions**, and then **Grid Validation Messages**. See "Viewing and Resolving Data Validation Errors" in *Oracle Hyperion Planning User's Guide*.

More Ways to Manipulate Values

Other ways you can manipulate data:

- Cut, copy, paste, or clear data by clicking or tapping **Data**, and then an icon under **Edit**.

- If the administrator has enabled auditing data, you can see how a cell's data has changed

  over time. Click or tap the **Data** button, then under **Details**, click or tap [icon] .

- Spread values from a parent cell to its children. For example, you can enter "300" in Q1 (the parent), and 300 is spread to its children: Jan, Feb, and March, automatically filling "100" into each of those months. To learn more, see "How Spreading Data Works" in *Oracle Hyperion Planning User's Guide*.

- Enter an operator (+, −, *, /, or %) and then a number. For example, if a cell's initial value is 100, you can enter *5, which changes the value to 500. See also "Entering Data Quickly Using Commands" on page 13 and "Performing What If Analysis" in *Oracle Hyperion Planning User's Guide*.

About Calculating Data

Values are automatically totaled as you enter data. Other ways to calculate data:

- Launch a business rule.
- Use a formula created in Planning.
- Use a formula created in Smart View.
- Use the **Adjust** or **Spread** feature.

Building the Logic Behind a Number

Say you want to build some logic into how a cell value is calculated. For example, you want to calculate—using your own logic—how many units of standard notebooks you think will sell in July. You can use Planning's built-in calculator, called **Supporting Detail**, to develop that value and save your assumptions behind the value, "291" in this example:

P_110:Sentinal Standard Notebook	Units	291
	ASP	441
	Gross Margin %	31%
	4001: Total Revenue	128,471
	5000: Total Cost of Sales and Service	89,046

Calculating Using Supporting Detail

1. Click or tap the **Data** button, and then **Supporting Detail**.

2. From this window, click or tap **Actions**, and then add line items and set their calculations.

   This example shows how you could use Supporting Detail to plan travel expenses for the first Quarter (assuming that the fiscal year ends on June 30):

Supporting Detail

	Operator	FY13 Jul	FY13 Aug	FY13 Sep
⊟ AirFare	+	2400.0	3600.0	6000.0
CustomerVisits	+	2.0	3.0	5.0
AverageRate	*	1200.0	1200.0	1200.0
⊟ Hotel	+	450.0	900.0	1500.0
NumberOfNights	+	3.0	6.0	10.0
RatePerNight	*	150.0	150.0	150.0
Total		2850.0	4500.0	7500.0

You can include text, numbers, and operators that define how data is calculated. For information on using Supporting Detail, see the "Working with Supporting Detail" chapter in *Oracle Hyperion Planning User's Guide*.

Emphasizing Data with Formatting

In simple forms and ad hoc grids, a variety of formatting options help you emphasize certain data in forms and ad hoc grids. For example, you can increase or decrease the font size and set the font color and background. You can even select a custom color. You can save or clear the formatting that you set. And in text cells, you can wrap the text.
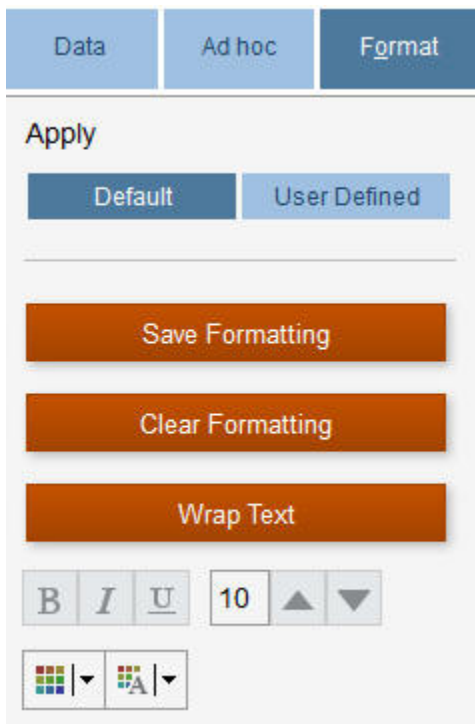
About formatting:

- **Default**—Formatting that Planning applies to indicate a state (for example, supporting detail).

- **User Defined**—Formatting that you've applied.

Note: Where formatting styles conflict, the default formatting takes precedence. For example, you might format a cell and then change its value. The default formatting for a changed but not-yet-saved value overrides the formatting that you applied to that cell.

Accessing EPM Workspace

When you need to access full planner functionality in Oracle Hyperion Enterprise Performance Management Workspace, click or tap **Navigator** on the Home page. You'll see a list of links that connect you to the corresponding functionality in EPM Workspace.

2

Planning with Tasks

Why Use Tasks?

Administrators set up tasks to guide you through the planning process. For example, a task might help you complete forms, launch business rules, or promote planning units. They can also launch a website or internal company page.

Using Tasks to Plan

Click or tap **Tasks** on the Home page. The **Tasks** page summarizes the number of tasks that are:

- Assigned to you

- Incomplete

- Due today, this week, or in the future

- Completed

Using tasks:

- To view task lists, click or tap ▼.

- To launch a task to complete its activities, click or tap its name.

- To search for tasks or view a task list report, click or tap the icons on the right.

- To mark a task as complete, on the task page, click or tap **Complete**.

3

Focusing Your Analysis with Ad Hoc Grids

With ad hoc grids, you can personalize focused data slices that you frequently use.

Examples:

- Save a set of products that you work with during spring promotions.

- Quickly review profit margins in your regions.

- Change the set of accounts in an ad hoc grid that someone else set up.

- Use an ad hoc grid in Smart View that you set up in Planning.

- Save the data in an ad hoc grid as a report and view it in Planning and Oracle Hyperion Financial Reporting.

You create and access ad hoc grids in similar ways in Planning and Smart View. To learn more, see:

- The "Working with Ad Hoc Grids" chapter in *Oracle Hyperion Planning User's Guide*

- *Oracle Smart View for Office User's Guide*

The Flexibility of Ad Hoc Grids

Examples of the flexibility that ad hoc grids offer for working with data:

- You can drag a dimension from one axis of the ad hoc grid to another (called *pivoting*). For example, you can drag a dimension from the row to a column, or a Page dimension to a row or column. (However, you can't pivot the last remaining dimension in a row or column.) You can move a dimension left or right. Note that in ad hoc grids, all dimensions that aren't on a row or column are on the Page axis.

- To display members below the current member in the hierarchy, use **Zoom in Next Level** or **Zoom in Bottom Level**. To display the member's parents, use Zoom Out.

- To hide rows or columns with zeroes or that have no data, click or tap **Ad Hoc Options**.

- To emphasize data, format it with color, font size, underline, and so on. You can also use the formatting that you set up in Oracle Smart View for Office. See "Emphasizing Data with Formatting" on page 17.

- Save the data in the ad hoc grid as a report. To learn about working with reports, see Chapter 6, "Building and Updating Dynamic Reports and Books."

- Click or tap **Actions**, and then **Ad hoc Options** to set such options as:

  ❍ The level at which to zoom

  ❍ Whether to display ancestors at the top or bottom of the hierarchy during **Zoom In**

  ❍ Turn off data refresh as you perform ad hoc actions (data is refreshed by default)

  ❍ Suppress zeros or missing data from rows or columns

  ❍ Use the Currency member's precision setting or set the number of decimal positions displayed in a cell. For example, if the cell value is 100, and you select the **Minimum** precision "2", the value displays as "100.00".

- Click or tap **Actions**, and then **Ad hoc** to display member names or their aliases.

To learn more about ad hoc options, see *Oracle Hyperion Planning User's Guide*.

Creating an Ad Hoc Grid

1. Click or tap **Plans** on the Home page.

2. You can:

   - Click or tap , the **Plan Type**, and then **Create**.

   - Click or tap **Simple** or **Composite** on the left, then the form or grid. Click or tap **Actions**, and then **New Ad Hoc Grid**. Click or tap the plan type.

   The new ad hoc grid displays. By default, Account is on the row, and Year and Period are on the column. The other dimensions are on the POV (Point of View) at the top of the grid.

   Note: If its plan type is aggregate storage and has no Year dimension, then only the Period dimension is on the column.
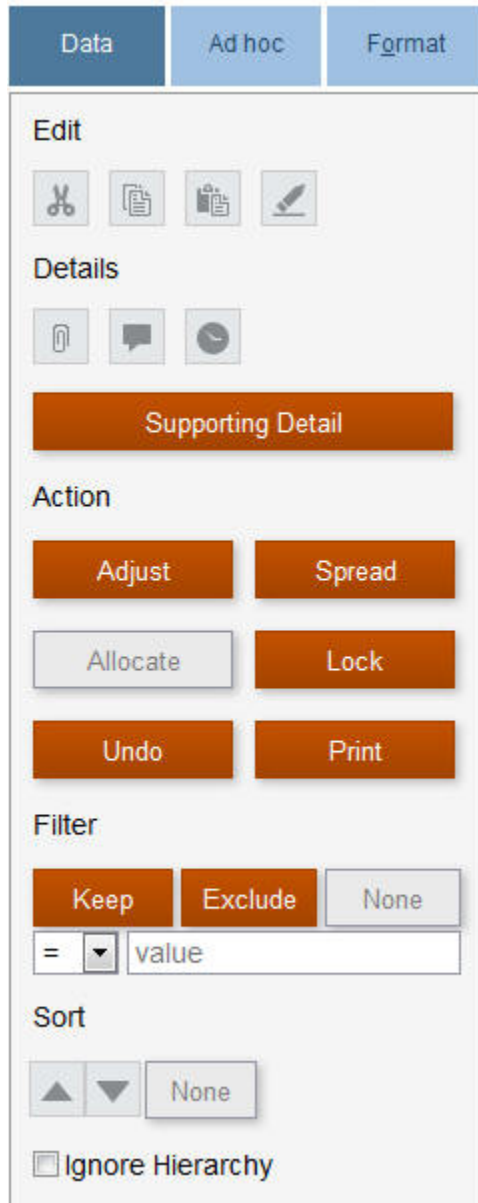
3. Save the new ad hoc grid.

Accessing an Ad Hoc Grid

1. Click or tap **Plans** on the Home page.

2. Click or tap on the left, and then click or tap the name of the ad hoc grid.

To access an ad hoc grid from within a form, click or tap **Actions**, and then **Analyze**.

Manipulating and Annotating Data

Click or tap the **Data** button in an ad hoc grid to manipulate and annotate data:

Changing Your Focus

Click or tap the **Ad hoc** button in an ad hoc grid to view the data differently. For example, zoom in or out on members or pivot a dimension.

Select Members

Zoom

Expand All Levels

Move

Pivot

Remove

Selection   Inverse

Change Alias

See also "Emphasizing Data with Formatting" on page 17.
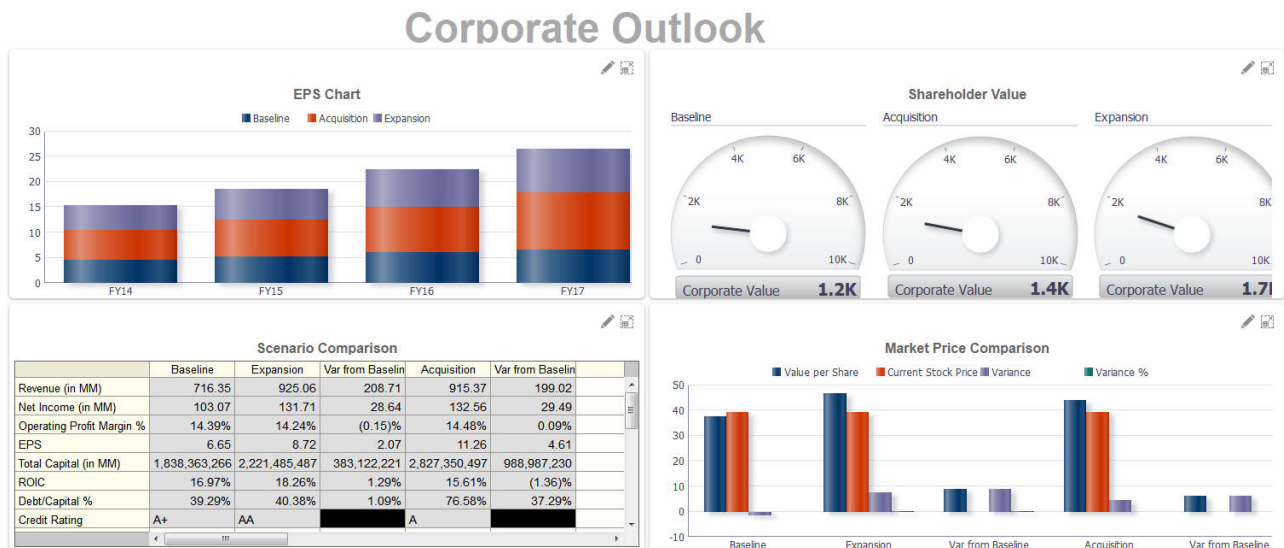
Making Data More Meaningful With Dashboards

In This Chapter

Enhancing and Analyzing Data

Use dashboards to chart, evaluate, highlight, and elaborate on key business data. You can customize dashboards by:

● Adding links to dynamically display external Web pages

● Inserting titles and text boxes to summarize or elaborate on chart data

● Applying color

About Building Dashboards

Build dashboards by:

- Setting how many columns to use

- Specifying how many areas, also called widgets you'll need to display charts, external web page summaries, and your own content

- Dragging forms or chart types to widgets, and configuring them

- Specifying the page or POV members that determine the dashboard's default context. Others can change these members.

- Setting chart scale and legend and axis orientation

- Inserting web page links, titles, and your own comments

Creating Dashboards

1. On the Home page, click or tap **Dashboards**, and then **Create**.

2. Enter a name, and then click or tap ⚙ in **Dashboard Header** to specify a title.

3. Click or tap **Layout**, and then select the:

   - Number of columns to use

   - Number and size of the widgets to present your data

4. From the left or from empty widgets, click or tap any:

   - , then drag the grid or form to the canvas, then see "Specifying the Context" on page 26 and "Applying Settings" on page 27.

   - , then drag the chart type to the canvas. Sample data is displayed. See "Applying Settings" on page 27 to select the grid or form to graph.

5. To display dynamic web page summaries, click or tap 🌐, and then drag **URL** to the canvas.

   Note: Insert only external site URLs starting with the `https://` security protocol. Do not use internal or relative URLs, such as EPM Workspace or URLs for unconsenting third party sites such as google.com.

6. To enter text that summarizes, explains, or elaborates on charts, click or tap 🌐, and then drag to the canvas.

Specifying the Context

After adding forms to dashboards, click or tap ✏ to select the members that determine the data displayed.

Examples:

- To display departmental headcount and salary for FY15, select the department's entity member, and then FY15.

- To depict forecast expenses, select the account.

Note: Although the members you specify are the dashboard's default context, others can select different page and POV members when they view or change the dashboard.

Applying Settings

For information about all chart label, legend, and axis settings, see "Embedding Charts in Composite Forms" in *Oracle Hyperion Planning User's Guide*.

Click or tap ⚙ to specify display options such as:

- **Header**—Title introducing the chart, grid, URL, or text box

- **Chart Type**—If configuring forms or ad hoc grids, the kind of chart to use

- **Form**—If configuring charts, the business data to display

- **Background color**:
  - **Solid Fill**—Color applied evenly and completely
  - **Gradient Fill**—Color applied in varying shades

Click or tap **Fixed** to specify a value that cannot be exceeded. For example, to display only sales figures below 50,000, enter 50,000. To display all values, click or tap **Auto**.

To enlarge charts, click or tap ⊞.

Specifying a Default Dashboard

To display a particular dashboard instead of the dashboard list, make the dashboard the default by clicking or tapping ⚙ and then **Default**. To no longer use a dashboard as the default, click or tap ⚙ and then **Unmark**.

Renaming, Changing, and Deleting Dashboards

Click or tap **Dashboards**, and then ⚙ . To edit, see "Creating Dashboards" on page 26.

5

Getting Plans Approved

Building a Plan with Planning Units

Plans are tracked and managed through *planning units*. A planning unit is the basic unit for preparing, annotating, reviewing, and approving plan data. Using **Approvals**, you submit your plan data for a particular scenario, version, and entity (or part of an entity). For example, your planning unit might consist of a version (Worst Case), a scenario (Actual), and an entity (New York), as shaded in this example:
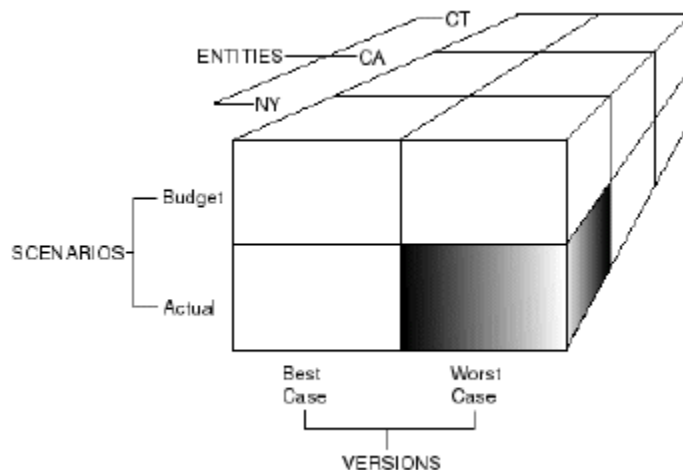
To prepare for the approvals process, an administrator:

- Sets up planning units, typically based on the company's organization, geographical regions, or product lines.

- Designates who reviews and approves the plan data as the data moves through the organization.

- Begins the planning cycle by officially *starting* each planning unit. Its *state* then changes to **Under Review**. In the **Under Review** state, you can enter data (if you own the planning unit),

and then **Promote** or **Submit** the planning units when you consider the data ready. After doing so, you can't change the data until you become the owner again.

Planning units that have been started are part of the approvals process and are managed and tracked. When all reviewers have approved all planning units, the planning cycle is complete. For information on the states of planning units, see the Chapter "Managing Planning Units" in the *Oracle Hyperion Planning User's Guide*.

To work with planning units, click or tap **Approvals** on the Home page.

Selecting Planning Units

You can view planning units in many ways. Click or tap ▼ Filter. . To see:

- Your planning units, click or tap ▦.
- Planning units by Scenario, Version, Approvals Status, or Planning Unit Name, click or tap them.
- Planning units by other properties, click or tap **More** at the bottom, and then select from the options.

- Planning units graphically, click ◕ in the upper right corner.

You can sort planning units by their name, approvals status, or current owner.

Note: Administrators can set up planning unit owners and reviewers as groups. For information about assigning a group as the owner or the reviewer, see "About Group-based Approvals" in the *Oracle Hyperion Planning Administrator's Guide*.

Entering Your Plan

An administrator kicks off the annual or quarterly planning process by "starting" planning units. Before your planning unit is officially started, you can enter data into it, but the data isn't part of the official planning cycle. After your planning units are started, you can enter data into the selected Scenario, Version, and Entity that comprise it. You can annotate, analyze, and revise a planning unit until you promote or submit it. After that, you can no longer change the data until you become the current owner again.

6

Building and Updating Dynamic Reports and Books

View summaries of key data by clicking or tapping **Reports** on the Home page. An example of a report:

Vision Operations
Functional Statement of Income

Forecast
Report Run Date: 25-Aug-14 11:51:31 AM by admin

	Q3	Q4	Q1	Q2	Rolling
	FY13	FY13	FY14	FY14	FY14
4001: Total Revenue	91,548,636	92,959,794	172,598,910	185,812,861	542,920,200
5000: Total Cost of Sales and Service	54,785,434	55,656,633	107,580,938	115,790,321	333,813,326
Gross Profit	36,763,202	37,303,161	65,017,971	70,022,540	209,106,874
Gross Margin %	40.2%	40.1%	37.7%	37.7%	38.5%
No Department	461,698	475,012	1,132,065	1,231,067	3,299,842
Resources	733,464	707,883	1,465,837	1,610,867	4,518,051
Other Corporate	508,144	513,804	1,920,703	1,746,339	4,688,991
Sales	6,033,842	6,107,027	7,476,573	7,555,806	27,173,248
Manufacturing	4,011,241	3,976,061	10,874,018	7,428,218	26,289,539
Other Departments	157,654	157,654	358,269	358,269	1,031,845
Finance and Accounting	1,408,927	1,428,843	3,575,131	3,404,431	9,817,332
HR and Administration	420,426	391,287	930,462	968,241	2,710,415
Operating Expenses	13,735,396	13,757,572	27,733,057	24,303,238	79,529,263
0002: Pretax Income from Operations	23,027,806	23,545,589	37,284,914	45,719,302	129,577,611
7800: Total Other Income & Expense	0	0	0	0	0
0001: Total Pretax Income	23,027,806	23,545,589	37,284,914	45,719,302	129,577,611
7900: Total Provision for Income Taxes	0	0	10,595,875	10,598,893	21,194,769
	23,027,806	23,545,589	26,689,039	35,120,409	108,382,842

You can also create report books, which are collections of related reports. See "Creating Dynamic Books" on page 34.

Types of Reports

Snapshot reports and books display a view of data when the report or book was saved, so they show data at a point in time. With dynamic reports and books, you can view the latest data and change which data to view. The icons on the **Reports** page describe their type:

- —Dynamic report, one that you can preview on-the-fly as you create or change it.

- —Snapshot report, which you create in Financial Reporting from a dynamic report. See "Creating Snapshot Reports and Books" on page 32.

- —Dynamic book, a collection of reports that you create in Financial Reporting.

- —Snapshot book, which you create in Financial Reporting from a dynamic book. See "Creating Snapshot Reports and Books" on page 32.

Tip: See also *Oracle Hyperion Financial Reporting User's Guide*.

Creating Snapshot Reports and Books

You can generate a snapshot report either by saving a report in Financial Reporting as a snapshot report, or by scheduling the report in a batch to output as a snapshot. You can generate a snapshot book either by running a book in the EPM Workspace and then saving the book as a snapshot book, or by scheduling the book in a batch to output as a snapshot.

Note: You can open snapshot books in PDF format only.

Fine-Tuning Reports and Books

With dynamic reports and books, you can preview and change them on-the-fly as you create and view them. You can select different POV members to change the context of the presented data. You can create reports of Planning data using ad hoc grids. You can publish related reports as report books in Oracle Hyperion Financial Reporting.

Creating Dynamic Reports

You can generate reports of data in ad hoc grids. For information about working with ad hoc grids, see Chapter 3, "Focusing Your Analysis with Ad Hoc Grids".

1. Click or tap **Plans**, and then the form or ad hoc grid to save as a report.

2. Click or tap **Actions**, and then **Analyze**.

3. Click or tap **Actions**, then **Save Ad Hoc Grid**, and then **Report**.

4. Specify a name.

5. Click or tap **Reports**, then **Refresh**, and then the report or book.

Viewing and Updating Dynamic Reports

You can view and change a dynamic report any time by selecting different POV members.

Tip: Click or tap **Refresh** to see recently-saved reports.

1. Click or tap **Reports**, and then **HTML** or **PDF** for the report you want.

   The POV on the top defaults to the last selected members.

2. Select different POV members.

   ● To search for a member, enter all or part of the name in the text box.

   ● To change the member data displayed, click or tap .

      The *Oracle Hyperion Planning Simplified Interface Administrator's Guide* guide describes how to work with the Member Selector.

3. Click or tap **Continue**.

   If the updated report is in HTML format, it displays in Planning. If the updated report is in PDF format, it either opens directly or is automatically downloaded, depending on your browser's settings.

4. Review the report, opening a downloaded PDF report, and perform a task:

   ● If you are happy with it, click or tap **Close** and then **Back**.

   ● To change the report, click or tap , and then select the members to change.

      If in HTML format, the updated report automatically displays. If in PDF format, save the downloaded report, and then open it.

5. Review the report. If you are happy with it, click **Close** and then **Back**.

6. To later build the report data using different members, click or tap **Reports**, and then **Refresh**. Select the report, and then perform Steps 2 -5.

Creating Dynamic Books

Create books of related Planning reports in EPM Workspace. See the *Oracle Hyperion Enterprise Performance Management Workspace User's Guide*.

Note: You can open dynamic books in PDF format only.

Viewing and Updating Dynamic Books

You can preview and make changes to a dynamic book while you're creating it. If you select different book POV members, the new members replace the POV of reports in the book that used the original POV selection. For example, if three reports use 2013 as the Year member, and you change the book POV to 2014, the reports display data for 2014.

1. Click or tap **Reports**, and then .

2. To select different POV members, click or tap .

   - To search for a member, enter all or part of the name in the text box.

   - To change the member data displayed, click or tap .

3. Click **Continue**.

   The book is generated and displays in a separate window. For example, a PDF book displays in Adobe Acrobat

4. Review the book and perform a task:

   - If you are happy with it, save it.

   - To change the book, return to Planning, click or tap , and then select the members to change. Review the updated book.

5. To later rebuild the book data using different members, click or tap **Reports**, and then **Refresh**. Select the report, and then perform Steps 2 - 4.

Using Financial Reporting Reports and Annotations

To view report annotations, enable the corresponding option in EPM Workspace. You can perform these tasks from Oracle Hyperion Enterprise Performance Management Workspace, but not using 's simplified interface:

- Perform an advanced search to find reports

- Attach repository artifacts to annotations

- Open annotation attachments

- Specify annotation access permissions

7

Using Business Rules

Business rules let you launch specific calculations. They work much like formulas in Microsoft Excel, except that an administrator sets them up for you. For example, you might launch a business rule to calculate the employee expenses for your department.

Launching Business Rules

1. On the Home page, click or tap **Rules**.

   You can also run a business rule from within a form or from a task list if an administrator has set them up that way. The administrator may schedule business rules to run at a set time or at a regular interval.

2. **Optional**: Filter the business rules by plan type or type of business rule.

3. **Optional**: To generate a file containing the runtime prompt values, select **Create runtime prompt values file**.

   The file is saved as *rule_name*.XML, in the *EPM_ORACLE_INSTANCE*/planning/ Planning1/RTP/*user_name* folder. Administrators specify this generated file when launching business rules with the CalcMgrCmdLineLauncher.cmd utility (see the *Oracle Hyperion Planning Administrator's Guide*).

4. To the right of the business rule to run, click **Launch**.

5. If presented with a runtime prompt, enter or select the required information, and then click **Launch**.

   See "About Runtime Prompts" on page 38.

If the rule runs successfully, the application's data is updated.

About Runtime Prompts

Some business rules prompt you to enter or select information, called a *runtime prompt*.

About runtime prompts:

- The type of information you're prompted for can vary. Examples:
    - One or more members or a range of members. For a range of members, you select from each dimension the designer set (for example: IDescendants("Marketing"),FY11).
    - A number
    - Text
    - An item in a list
    - A dimension or cross-dimension, which is a member combination that includes only one member from each dimension the designer has set (for example: Sales -> Actual -> Jan, which refers to the member intersection of Sales, Actual, and January).
- If your administrator enabled the parent member for adding dynamic children, you can create new members by entering their name in the runtime prompt. See "About Dynamic Members" in the *Oracle Hyperion Planning Administrator's Guide*.
- If a business rule has a runtime prompt and the administrator selected **Use Members on Forms**, the default member on the runtime prompt window matches the current member in the page or POV axes of the open form.
- Members and substitution variables on the **Member Selection** page are filtered by your access permissions and limitations set for the runtime prompt (for example, only Descendants of Q1). You cannot select a shared member in a runtime prompt.
- If multiple business rules having runtime prompts are launched when you save the data, enter values for each one, and then click or tap **Launch**.

To learn more, see "Entering Runtime Prompts" in *Oracle Hyperion Planning User's Guide*.

Viewing the Status of Business Rules You've Launched

1. Click or tap **Console** on the Home page.

   The **Jobs** page lists business rules that have recently run or have errors. It also displays recently-run Copy Version jobs that you launched.

2. To view the details for recently-run business rules, click or tap the name of the business rule.

8 Setting Your Preferences

Setting Application Preferences

You can control many aspects of the application, such as:

- How thousands, decimals, and negative numbers are displayed in forms

- What approvals actions should be taken when you're out of the office

- Which actions you want to be notified of by email

- Your time zone and date format

➤ To set application defaults:

1 On the Home page, click or tap **Settings**.

2 On the left, click or tap [icon] .

3 Make selections for number formatting, notifications, approvals, and date time display.

> Note: The preferences you set override application defaults, but you can restore application defaults by clicking or tapping **Use Application Default**. If, after switching to application defaults, you want to enter your own preferences, click or tap **Use Custom Values**, and then make your selections.

Setting User Variables

Administrators can set up user variables to help you focus on those members you are interested in, such as your own department's expenses. For example, your administrator can create a form with entities on the rows and a user variable called Department. You can limit the number of rows displayed on the form by selecting a member for the Department user variable, such as Sales. Later, you can select another value for Department, such as Marketing.

The **User Variables** page lists the defined user variables for each dimension.

➤ To update user variables:

1 On the Home page, click or tap **Settings**.

2 On the left, click or tap (x).

3 Click or tap ⊞ next to the variable you want to change.

4 On **Member Selection**, select members.

   For more information on selecting members, see the *Oracle Hyperion Planning Simplified Interface Administrator's Guide.*

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Learning More

To access a variety of resources on using Oracle Hyperion Planning, click or tap **Academy** on the Home page.