

# Oracle® Fusion Cloud EPM

## Administering Planning Modules



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Oracle Fusion Cloud EPM Administering Planning Modules,

E94267-70

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Primary Author: EPM Information Development Team

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# Creating and Running an EPM Center of Excellence

A best practice for EPM is to create a CoE (Center of Excellence).

An **EPM CoE** is a unified effort to ensure adoption and best practices. It drives transformation in business processes related to performance management and the use of technology-enabled solutions.

Cloud adoption can empower your organization to improve business agility and promote innovative solutions. An EPM CoE oversees your cloud initiative, and it can help protect and maintain your investment and promote effective use.

The EPM CoE team:

- Ensures cloud adoption, helping your organization get the most out of your Oracle Fusion Cloud EPM investment
- Serves as a steering committee for best practices
- Leads EPM-related change management initiatives and drives transformation

All customers can benefit from an EPM CoE, including customers who have already implemented EPM.

## How Do I Get Started?

Click to get best practices, guidance, and strategies for your own EPM CoE: Introduction to EPM Center of Excellence.

## Learn More

- Watch the Cloud Customer Connect webinar: [Creating and Running a Center of Excellence \(CoE\) for Cloud EPM](#)
- Watch the videos: [Overview: EPM Center of Excellence](#) and [Creating a Center of Excellence](#).
- See the business benefits and value proposition of an EPM CoE in *Creating and Running an EPM Center of Excellence*.



# Welcome

## Related Topics

- [About Planning Modules and Strategic Modeling](#)
- [Learning More](#)

## About Planning Modules and Strategic Modeling

Planning provides five complete, planning and budgeting solutions for Financials, Workforce, Capital, Projects, and Strategic Modeling. They include built-in best practice predefined content including forms, calculations, dashboards, drivers, and key performance indicators (KPIs). You can get up and running quickly by enabling only the features you need, and later enable additional features to enhance your application. You can integrate to plan at the detail level you need. Configurable help provides default descriptions for forms and members, which you can customize for your business needs.

- Financials—Enhance your ability to manage and analyze finances at any business level using driver or trend-based income statement, balance sheet, and cash flow planning, or simply plan revenue and expenses. With the best practice, out of box key performance indicators, drivers, and accounts, Financials accelerates your planning process. See [About Financials](#).
- Projects—Bridge the gap between project planning systems and the financial planning process. Assess the impact organizational projects and initiatives have on overall corporate resources and ensure they align with short and long term financial targets. See [About Projects](#).
- Workforce—Headcount and compensation planning to link financial plans with the workforce plan. Budget for future headcount and related personnel expenses such as salary, benefits, and taxes. See [About Workforce](#).
- Capital—Planning for the long-term impact of capital assets on financial plans. Manage, prioritize, and plan for capital expenses. See [About Capital](#).
- Strategic Modeling—For long-term strategic planning, this solution combines a set of rich financial forecasting and modeling features with built in on-the-fly scenario analysis and modeling capabilities. See [About Strategic Modeling](#).

After you enable features, predefined artifacts are created including:

- Dimensions, including Accounts
- Forms
- Rules (calculations)
- Member formulas
- Dashboards

Forms integrate with the dashboards and reports that dynamically reflect data, plans, and forecasts.

Oracle reserves the right to restrict export or import of the provided content in the future.

## Videos

Your Goal	Watch This Video
Learn about using planning in Oracle Fusion Cloud Enterprise Performance Management.	 <a href="#">Overview: Tour of Planning in EPM Standard Cloud</a>
Learn about how to enable, configure, and maintain the application.	 <a href="#">Overview: Administration in Oracle Enterprise Planning and Budgeting Cloud</a>

## About Financials

Financials delivers tools to help you quickly develop plans and forecasts, and generate core financial statements such as balance sheets, cash flow statements, and income statements for internal analysis. Financials provides these components that you can enable incrementally to best meet your business needs:

- Revenue / Gross Margin
- Expense
- Balance Sheet
- Cash Flow
- Income Statement
- Analysis

Financials integrates with Capital, Workforce, and Projects so that planners can create very granular plans, forecasts, and financial reports that include different types of data.

Watch this video to learn more about Financials.

## Video

Your Goal	Watch This Video
Learn about Financials.	 <a href="#">Welcome to Financial Planning</a>

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
Learn how to plan using driver-based data in Financials. See how you can create business plans and models that focus on key factors or criteria in your organization that impact and drive performance.	 <a href="#">Driver-Based Planning in Financials</a>
Learn how to perform trend-based planning in Financials. See how to enter trend-based assumptions that let you plan and forecast based on trends.	 <a href="#">Trend-Based Planning in Financials</a>

Your Goal	Learn How
Learn how to leverage KPIs (Key Performance Indicators) in Financials by using out-of-the-box KPIs or adding your own. KPIs enable you to collect objective, quantifiable data or data that indicates progress toward a performance or strategy target. Use KPIs to reflect the health of key areas in your organization.	 <a href="#">Leveraging KPIs in Financials</a>
Learn how to calculate actuals, and prepare plans and forecasts. After enabling Financials, you configure and set up the starting point of your planning and forecasting cycle. See how to leverage out-of-the-box calculations to aggregate and prepare actual, plan, and forecast data.	 <a href="#">Calculating Actuals and Preparing Plans and Forecasts in Financials</a>

## About Workforce

Workforce enables planners to align critical corporate resources—people and dollars—with the strategies that best leverage a competitive advantage. Using Workforce, departments collaborate to plan headcount and related expenses such as salaries, health care, bonuses, and taxes. Planners can see up-to-date graphics that show expenses and trends.

Depending on the features that you enable, planners can manage and track headcount expenses by:

- Analyzing, calculating, and reporting on headcount, salary, bonuses, taxes, and health care expenses
- Planning for hires, transfers, promotions, terminations, and so on
- Defining country-appropriate taxes and benefits

You can enable Workforce stand-alone, or integrate it with Financials and Projects. See [Integration Scenarios and Workflow](#).

You can also align and pull data from Oracle Human Capital Management Cloud, using Data Integration to load data. Data Integration provides an out-of-the-box solution that enables you to apply predefined mappings from the Oracle HCM Cloud model to target dimensions in Workforce. (See Integrating with the Oracle HCM Cloud and Integrating Oracle HCM Cloud Metadata in *Administering Data Integration*.) You can also customize and extend these integrations, for example, by applying other mappings to meet your business needs.

Workforce provides these components that you can enable incrementally to best meet workforce planning needs:

- Compensation Planning
- Other Expenses
- Demographics
- Analysis

### Video

Your Goal	Watch This Video
Learn about Workforce.	 <a href="#">Overview: Welcome to Workforce</a>

## About Projects

Use Projects to evaluate how assets and resources related to corporate initiatives are allocated, and analyze their probable return on investment. Projects unifies the decision-making process between corporate financial planning and project financial planning processes. Because the approval processes for projects are tied to the approvals for financial plans and forecasts, Projects ensures agreement between project sponsors, key stakeholders, and financial decision makers. This aligns project plans and financial plans with financial targets and corporate long-range financial plans.

Projects supports several types of projects:

- Indirect, or internal projects—Projects that are run internally by your company, such as IT, RD, and marketing projects.
- Contract projects—Projects that generate revenue; used for companies such as engineering companies that make money from contract projects.
- Capital projects—Projects that manage capital investments, for companies that invest in capital assets. For example, a company building a new facility can manage costs, labor, equipment, and so on to manage capitalization of assets.

Projects provides these components that you can enable incrementally to best meet your project planning needs:

- Project Summary
- Expense
- Revenue
- Analysis

### Video

Your Goal	Watch This Video
Learn about Projects.	 <a href="#">Overview: Welcome to Projects</a>

## About Capital

Use Capital to manage, prioritize, and plan for capital expenses. Capital helps decision-makers and front-line managers communicate throughout the request, justification, review, and approval process. Use Capital to perform tasks such as:

- Perform driver-based calculations to assess the impact of changes and additions on profit, cash flow, and funding
- Request and approve capital expense plans
- Anticipate the impact to financial statement given transfers, impairments, retirements, and replacement

Capital provides these components that you can enable incrementally to best meet your capital planning needs:

- Investments
- Existing Assets
- Intangibles

- Analysis

### Video

Your Goal	Watch This Video
Learn about Capital.	 <a href="#">Overview: Capital in Oracle Enterprise Planning Cloud</a>

## About Strategic Modeling

Strategic Modeling is a solution that combines a set of rich financial forecasting and modeling features with built in on-the-fly scenario analysis and modeling capabilities. It helps users quickly model and evaluate financial scenarios, and offers out of the box treasury capabilities for sophisticated debt and capital structure management. It provides a compelling solution that can be used to set targets, perform quick financial impact analysis, and present focused financial information for informed decision making.

Strategic Modeling provides these features:

- A built-in hierarchical chart of accounts to get you up and running quickly.
- Scenario rollups
- Forecast modeling
- Target setting
- What-if analysis
- Integration with Financials, Capital, Projects, and Workforce, including the ability to check the status of scenario rollups from the Job Console, and the ability to customize navigation flows.

You can enable Strategic Modeling for use with existing Custom and Planning Modules applications.

### Video

Your Goal	Watch This Video
Learn about Strategic Modeling.	 <a href="#">Overview: Strategic Modeling and Long Range Forecasting in Planning</a>

## Learning More

To get more information or help:

- Review best practices and watch tutorial and overview videos by clicking **Academy**



on the Home page.

- Access context-sensitive help by clicking **Help**  in Enable and Configure.
- To get Help, use the arrow next to your user icon in the upper right corner of the screen, and then click **Help**.

- Use these related guides on the Help Center ([Help Center](#)):

## Getting Started

- [Getting Started for Administrators](#)
- [Getting Started for Users](#)
- [Deploying and Administering Oracle Smart View for Office \(Mac and Browser\)](#)
- [Creating and Running an EPM Center of Excellence](#)
- [Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management](#)
- [Oracle Enterprise Performance Management Cloud Operations Guide](#)

## Design

- [Designing with Calculation Manager](#) for information related to designing Groovy rules
- [Designing with Financial Reporting Web Studio for Oracle Enterprise Performance Management Cloud](#)
- [Designing with Reports for Oracle Enterprise Performance Management Cloud](#)

## User

- [Working with Planning Modules](#)
- [Working with Planning](#)
- [Working with Smart View](#)
- [Working with Oracle Smart View for Office \(Mac and Browser\)](#)
- [Working with Predictive Planning in Smart View](#)
- [Working with Financial Reporting for Oracle Enterprise Performance Management Cloud](#)
- [Working with Reports for Oracle Enterprise Performance Management Cloud](#)
- [Accessibility Guide](#)

## Administration

- [Administering Planning](#)
- [Administering Data Integration](#)
- [Administering Data Management](#)
- [Administering Access Control](#)
- [Administering Migration](#)
- [Working with EPM Automate](#)
- [Third-Party Acknowledgments](#)

## Development

- [Enterprise Performance Management Cloud Groovy Rules Java API Reference](#)
- [REST API](#)
- [Smart View for Office Developer's Guide](#)

# Setting Up Your Application

## Related Topics

- [Getting Started Checklist](#)  
Perform the tasks in this checklist to set up Capital, Financials, Projects, and Workforce.
- [Creating an Application](#)  
Follow these steps to create an application.
- [Converting a Standard or Reporting Application to an Enterprise Application](#)  
Learn about converting an application in this topic.
- [Integration Scenarios and Workflow](#)  
Planning uses data maps and Smart Push for out of box integration between Financials, Workforce, Projects, Capital, and Strategic Modeling. This section describes the integration scenarios and the overall process for integrating.
- [Setting User Variables](#)
- [About 13-Period Calendars](#)  
Learn about setting up an application's calendar that uses 13 periods instead of 12 months.

## Getting Started Checklist

Perform the tasks in this checklist to set up Capital, Financials, Projects, and Workforce.

To set up Strategic Modeling, see Getting Started Checklist for Strategic Modeling in *Administering Planning*.

1. Create an application. See [Creating an Application](#).
2. If your application is multicurrency, use the Dimension Editor to add dimension members for each currency. See *Administering Planning*.
3. Review the supported scenarios for integration to determine which options to enable and any sequence required. See [Integration Scenarios and Workflow](#).
4. Enable features.

You can add up to three custom dimensions to each module.

See:

- [Enabling Capital Features](#)
- [Enabling Financials Features](#)
- [Enabling Projects Features](#)
- [Enabling Workforce Features](#)

While you are enabling features, the application is put in maintenance mode and only administrators can use the application. If any metadata changes are detected, the database is refreshed before features are enabled. If any validation errors are detected, they are displayed; you must resolve these errors before features can be enabled.

5. Configure and run any required rules. See:

- [Configuring Capital](#)
- [Configuring Financials](#)
- [Configuring Projects](#)
- [Configuring Workforce](#)

 **Note**

Because entities are common across all modules, you can simultaneously import all Entity members.

6. After you configure, and whenever you make configuration changes or import metadata, refresh the database. Click **Application**, then **Configure**, and then from the **Actions** menu, select **Refresh Database**, then **Create**, and then **Refresh Database**.
7. Set required user variables. See [Setting User Variables](#).
8. Import data. See [Importing Data](#).
9. Create the required user and group accounts and grant permissions. See *Getting Started Guide for Administrators*.
10. Set security for rules and groovy templates.
  - a. From the **Home** page, click **Rules**, then **Filter**, and then select a cube and artifact type.
  - b. Next to the rule or template, click **Permission** and then click **Assign Permission**.
  - c. In **Assign Permission**, click **Permissions**, and then assign permissions. See *Administering Rules Security* for more information.

For example, for Projects and Workforce, set security for groovy templates. Groovy templates are used for **Add Project** and **Delete Project** in Projects and for **Add Requisition** and **Change Requisition** in Workforce, along with others. See [Workforce Rules](#) for a list of Groovy templates used in Workforce.

For more information about working with Groovy rules, see *Using Groovy Rules*.

11. Design and work with reports. See:
  - [Designing with Financial Reporting Web Studio for Oracle Enterprise Performance Management Cloud](#)
  - [Designing with Reports for Oracle Enterprise Performance Management Cloud](#)
12. Make the application available to planners. From the Home page, click **Application**, and then **Settings**. In **System Settings**, change **Enable Use of the Application** for to **All Users**.
13. To define the approval process, define the approval units and promotional paths for approving plans in your organization. See *Managing Approvals*.
14. If required, perform the data mapping required for integration. See [Pushing Data to Integrate Business Processes](#).

**ⓘ Note**

If you create any custom **Scenarios**, you must select the property **Include BegBal as Time Period** and also specify the **Start Yr.** and **End Yr.** using **Member Properties** in the Dimension Editor.

Perform follow-up tasks as needed. See [Followup Administrative Tasks](#).

**Video**

Your Goal	Watch This Video
Learn about how to enable, configure, and maintain the application.	 <a href="#">Overview: Administration in Oracle Enterprise Planning and Budgeting Cloud</a>

## Creating an Application

Follow these steps to create an application.

1. If you purchased Oracle Fusion Cloud EPM before June 4, 2019, log in and click **Start** under **Finance**, click **Planning and Budgeting**, and then select **Enterprise**.  
If you purchased Enterprise Performance Management Standard Cloud Service or Enterprise Performance Management Enterprise Cloud Service after June 4, 2019, log in and click **Select** under **Planning**, click **Start** to create a Planning business process. For more information, see *Creating a Cloud EPM Service Application* in *Administering Planning*.
2. Enter an application name and description, select **Modules** for **Application Type**, and then click **Next**.
3. Specify this information, noting that only monthly planning is supported.
  - **Time Period**—Select whether to set up the calendar for 12 month or 13 period planning. For information about planning with 13 periods, see [About 13-Period Calendars](#).
  - **Start and End Year**—Years to include in the application. Make sure to include the year that contains the historic actuals required for planning and analysis. For example, for an application beginning in 2020, select 2019 as the start year so that the latest actuals are available for trending and reporting purposes.

 **ⓘ Note**

Do not change the storage properties of the **Year** dimension members to **Dynamic Calc**.

- For 12 month calendars, select these options:
  - **First Month of Fiscal Year**—Month in which your fiscal year begins.  
If you create an application with a first month other than January, you must also select the **Fiscal Year Start Date (Same Calendar Year or Previous Calendar Year)**. The selection of this parameter is critical for the correct creation of the

Years dimension and the underlying calculations for periods. For more information, see [About the Calendar](#).

- **Weekly distribution**—Sets the monthly distribution pattern, based on the number of fiscal weeks in a month.
- For 13-period calendars, select these options:
  - **Distribution**—Define the distribution of periods within quarters, indicating which quarter has four periods. (In a 13-period calendar, three quarters have three periods and one quarter has four periods.) For example, if you select 3-3-3-4, the additional period is added into the 4th quarter.
  - **Fiscal Year Ends On**— Define the end of the fiscal year by selecting the **Day of the Week**, and whether the end of the fiscal year is **Last Occurring in the Fiscal Year** or **Closest to the Last Day of the Fiscal Year** in the selected month.
  - **Add Extra Week to Fiscal Period**—Select which period should have five weeks. (With 13-period planning, each period is exactly four weeks long (except every five or six years, when one period has five weeks.)
  - **Fiscal Year Start Date**—Select whether the fiscal year starts in the **Same Calendar Year** or **Previous Calendar Year**. The selection of this parameter is critical for the correct creation of the Years dimension and the underlying calculations for periods. For more information, see [About the Calendar](#).

These options determine in which year the 53rd week occurs and how system member formulas are calculated.

For example, if you define the end of the fiscal year as **Friday, Last Occurring in the Fiscal Year, in December**, and select 13 for **Add Extra Week to Fiscal Period**, the calendar is created with December 27 2019, which is the last Friday of December in 2019, as the last day of the fiscal year. Based on this date, subsequent year calendars are set up based on a 13 period calendar, adding the extra week that occurs every few years to the 13th period.

Create Application: Details

Time Period

Start and End year: 2019 to 2029

Distribution: 3-3-3-4

Fiscal Year Ends On Day of the Week: Friday

Add Extra Week to Fiscal Period: 13

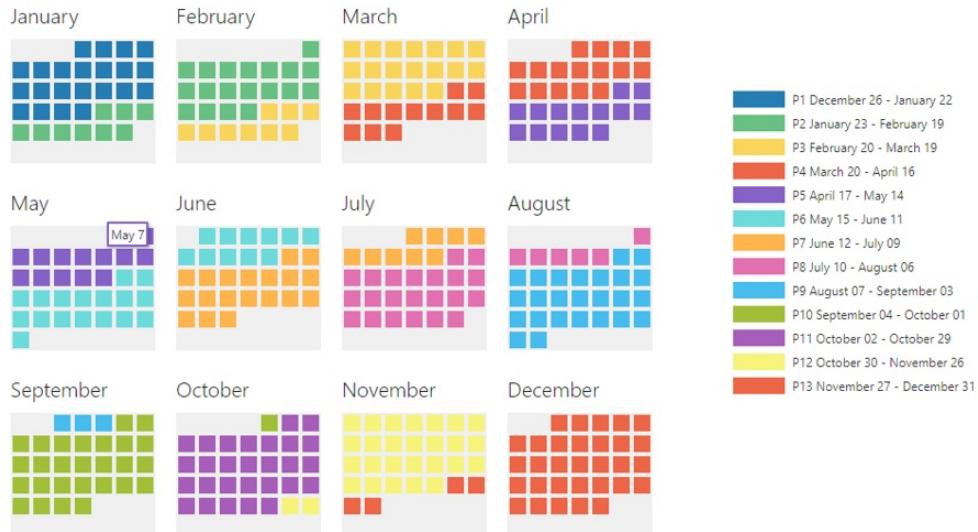
Fiscal Year Start Date: Same Calendar Year

Based on the selections in this example, FY19 has 52 weeks—13 periods with four weeks each. FY20 also has only 52 weeks—13 periods with four weeks each. FY21 has 53 weeks. Because we selected to add the extra week to period 13, the fifth week is in the last period (November 27 to December 31).

After you create the application, you can preview the calendar and see each period's dates. To do so, on the Home page, click **Application**, then **Overview**, then **Actions**, and then **13 Period Preview Calendar**. At the top, you can select the year's calendar to preview. Here is the calendar for FY21 for the example described. Note the fifth week in P13 (November 27 to December 31):

## 13 Period Preview Calendar

Close

Select Year 

- **Task Flow Type**—Choose a **Task Flow Type** for the application:
  - **Task List**—Task lists are a classic feature which guides users through the planning process by listing tasks, instructions, and end dates.  
For more information about task lists, see Administering Task Lists in *Administering Planning*.
  - **EPM Task Manager**—This is the default option for new applications. EPM Task Manager provides centralized monitoring of all tasks and provides a visible, automated, repeatable system of record for running a application.  
For more information about EPM Task Manager, see Administering Tasks with Task Manager in *Administering Planning*.

**Note**

There is no migration from existing Task Lists to the EPM Task Manager. If you want to continue using classic Task Lists, select the **Task List** option during application creation.

- **Main Currency**—For a multicurrency application, this is the default reporting currency and the currency against which exchange rates are loaded.
- **Multicurrency**—Multicurrency support is provided by the Currency dimension, and enables planning in different currencies.  
If you select **Multicurrency**, a member called **No <Member>** (for example: No Entity, No Period, No Version) is added to all dimensions to store currency information. You can't edit or delete this member.  
For more information, see *About Simplified Multicurrency*.
- **Prefix**—For 13-period applications, define the prefix for time periods. The default is **TP**. If you keep the default, time periods are named TP1, TP2, and so on.

- **Name of Input Cube**—Name for data entry (block storage) cube. You can't later change the cube name.
- **Name of Reporting Cube**—Name for the reporting (aggregate storage) cube. You can't later change the cube name.
- **Sandboxes**—When you create an application, a block storage cube is created, which you can enable for sandboxes by selecting the **Sandboxes** option. If you create a custom block storage cube in the application, you can use sandboxes in that cube. When creating the custom cube, select **Enable Sandboxes**. (Sandboxes aren't supported in the cubes created by default for the modules.) To learn more about setting up and using sandboxes, see *Administering Planning and Working with Planning*.

4. **Strategic Modeling**—Enable Strategic Modeling.

5. Click **Next** and then click **Create**.

For additional details about creating applications, see *Administering Planning*.

 **Note**

Planning Modules applications are not always able to receive artifacts with partial uploads or with partial migrations.

**Table 3-1 Video**

Your Goal	Watch This Video
Learn about setting up multiple currencies.	 <a href="#">Setting Up Multiple Currencies in Oracle Enterprise Planning Cloud.</a>

## About the Calendar

For 12 month calendars where you select something other than January for the **First Month of Fiscal Year**, you must also select the **Fiscal Year Start Date**. The selection of this parameter is critical for the correct creation of the Years dimension and the underlying calculations for periods.

The **Fiscal Year Start Date** option is also required for 13-period calendars in Planning modules.

**Fiscal Year Start Date** options:

- **Same Calendar Year**. Set the fiscal year (FY) to start with the current calendar year (CY). For example, in a 12-month calendar, selecting the year 2025 with a starting period of Jun creates the starting year as FY25, defined as Jun-CY25 to May-CY26.
- **Previous Calendar Year**. Set the fiscal year (FY) to start with the previous calendar year (CY). For example, in a 12-month calendar, selecting the year 2025 with a starting period of Jun creates the starting year as FY25, defined as Jun-CY24 to May-CY25.

The following table provides examples of how the **First Month of Fiscal Year** and the **Fiscal Start Year** options affect the calendar for the application, assuming the Fiscal Start Year is 2025.

**Table 3-2 Examples of First Month of Fiscal Year and Fiscal Year Start Date Calendar Options for 12 Month Calendars**

First Month of Fiscal Year	Fiscal Year Start Date	Period - Year	Years Dimension
January	Not applicable. This option is not available when January is selected as the first month of the fiscal year.	Jan-CY25 to Dec-CY25	FY25
July	Same Calendar Year	Jul-CY25 to Jun-CY26	FY25
July	Previous Calendar Year	Jul-CY24 to Jun-CY25	FY25
February	Same Calendar Year	Feb-CY25 to Jan-CY26	FY25
February	Previous Calendar Year	Feb-CY24 to Jan-CY25	FY25
December	Same Calendar Year	Dec-CY25 to Nov-CY26	FY25
December	Previous Calendar Year	Dec-CY24 to Nov-CY25	FY25

**Examples of Fiscal Year Start Date for 13 Period Calendars with Same Calendar Year Selected**

The following images show examples of how **Fiscal Start Year** options affect the calendar for the application, assuming the Start Year is 2022, with a fiscal year ending on the Saturday last occurring in the Fiscal Year in March.

When these options are selected (note that **Same Calendar Year** is selected)....:

Create Application: Details

Time Period

Start and End year: 2022 to 2031

Distribution: 3-3-3-4

Fiscal Year Ends On Day of the Week: Saturday

Last Occurring in the Fiscal Year (selected)

March

Add Extra Week to Fiscal Period: 13

Fiscal Year Start Date: Same Calendar Year

...see the preview calendar for various fiscal years:

13 Period Preview Calendar for FY22 with **Same Calendar Year** selected.

FY22 (**Same Calendar Year**): 27 March 2022 to 25 March 2023:

## 13 Period Preview Calendar

Close

Select Year 

- P1 March 27 - April 23
- P2 April 24 - May 21
- P3 May 22 - June 18
- P4 June 19 - July 16
- P5 July 17 - August 13
- P6 August 14 - September 10
- P7 September 11 - October 08
- P8 October 09 - November 05
- P9 November 06 - December 03
- P10 December 04 - December 31
- P11 January 01 - January 28
- P12 January 29 - February 25
- P13 February 26 - March 25

13 Period Preview Calendar for FY23 with **Same Calendar Year** selected.

FY23 (**Same Calendar Year**): 26 March 2023 to 30 March 2024:

## 13 Period Preview Calendar

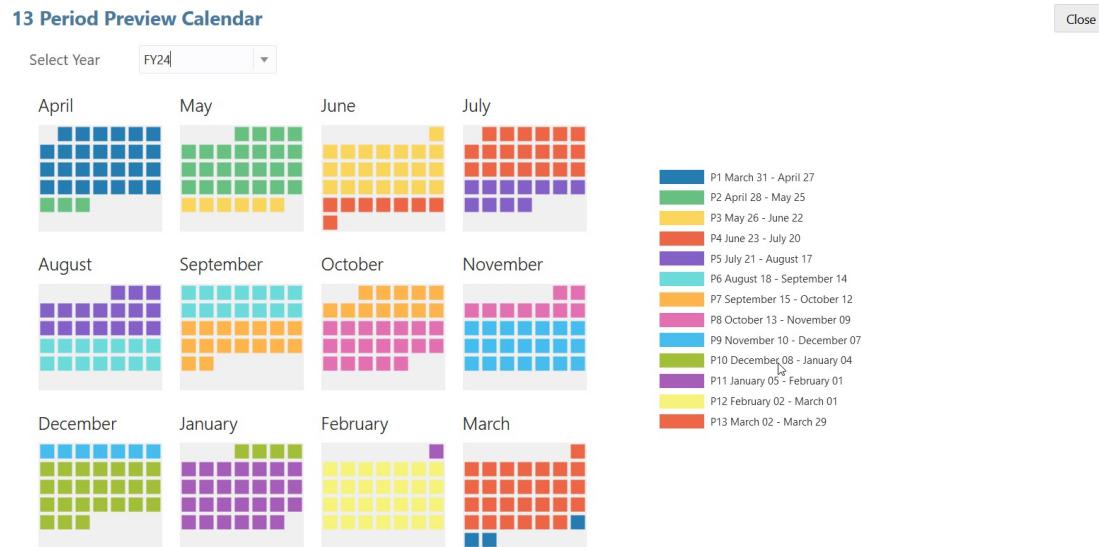
Close

Select Year 

- P1 March 26 - April 22
- P2 April 23 - May 20
- P3 May 21 - June 17
- P4 June 18 - July 15
- P5 July 16 - August 12
- P6 August 13 - September 09
- P7 September 10 - October 07
- P8 October 08 - November 04
- P9 November 05 - December 02
- P10 December 03 - December 30
- P11 December 31 - January 27
- P12 January 28 - February 24
- P13 February 25 - March 30

13 Period Preview Calendar for FY24 with **Same Calendar Year** selected.

FY24 (**Same Calendar Year**): 31 March 2024 to 29 March 2025:



### Examples of Fiscal Year Start Date for 13 Period Calendars with Previous Calendar Year Selected

The following images show examples of how **Fiscal Start Year** options affect the calendar for the application, assuming the Start Year is 2022, with a fiscal year ending on the Saturday last occurring in the Fiscal Year in March.

When these options are selected (note that **Previous Calendar Year** is selected)...:

Create Application: Details

Back Cancel Next

General Details Customize Review

**Time Period**

12 Months  13 Periods

Start and End year: 2022 to 2031

Distribution: 3-3-3-4

Fiscal Year Ends On Day of the Week: Saturday

Last Occurring in the Fiscal Year  Closest to the Last Day of the Fiscal Year

March

Add Extra Week to Fiscal Period: 13

Fiscal Year Start Date: Previous Calendar Year

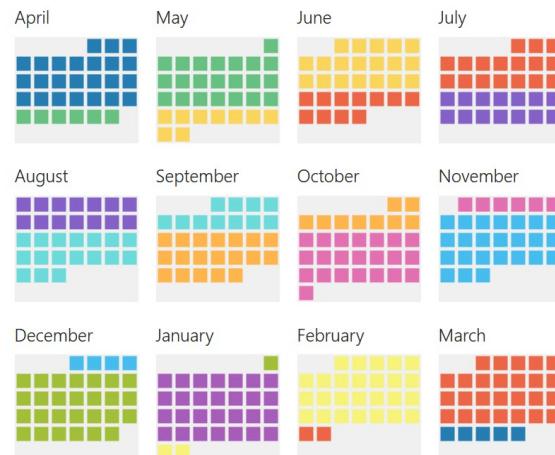
..., see the preview calendar for various fiscal years:

13 Period Preview Calendar for FY22 with **Previous Calendar Year** selected.

FY22 (**Previous Calendar Year**): 28 March 2021 to 26 March 2022:

## 13 Period Preview Calendar

Close

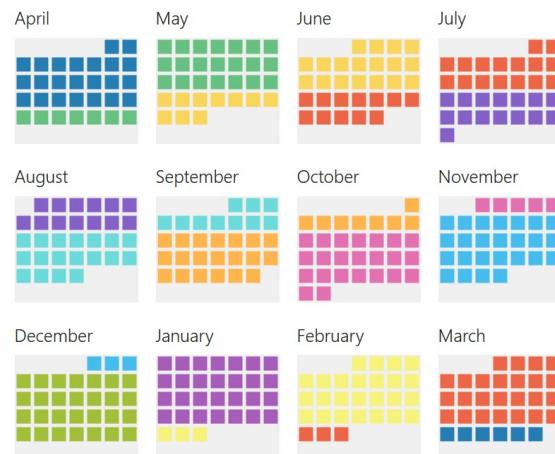
Select Year  

- P1 March 28 - April 24
- P2 April 25 - May 22
- P3 May 23 - June 19
- P4 June 20 - July 17
- P5 July 18 - August 14
- P6 August 15 - September 11
- P7 September 12 - October 09
- P8 October 10 - November 06
- P9 November 07 - December 04
- P10 December 05 - January 01
- P11 January 02 - January 29
- P12 January 30 - February 26
- P13 February 27 - March 26

13 Period Preview Calendar for FY23 with **Previous Calendar Year** selected.FY23 (**Previous Calendar Year**): 27 March 2022 to 25 March 2023:

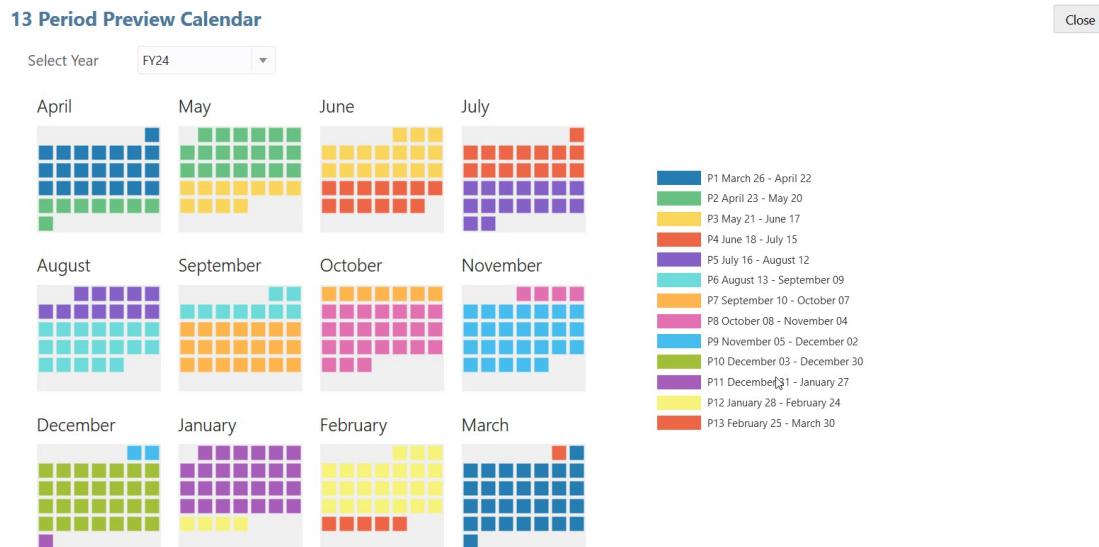
## 13 Period Preview Calendar

Close

Select Year  

- P1 March 27 - April 23
- P2 April 24 - May 21
- P3 May 22 - June 18
- P4 June 19 - July 16
- P5 July 17 - August 13
- P6 August 14 - September 10
- P7 September 11 - October 08
- P8 October 09 - November 05
- P9 November 06 - December 03
- P10 December 04 - December 31
- P11 January 01 - January 28
- P12 January 29 - February 25
- P13 February 26 - March 25

13 Period Preview Calendar for FY24 with **Previous Calendar Year** selected.FY24 (**Previous Calendar Year**): 26 March 2023 to 30 March 2024:



## Converting a Standard or Reporting Application to an Enterprise Application

Learn about converting an application in this topic.

- If you purchased Oracle Fusion Cloud EPM *after* June 4, 2019, see *New Cloud EPM Services* in *Getting Started Guide for Administrators* to learn about migrating an application to the new services.
- If you purchased Cloud EPM *before* June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application.

To convert a Standard or Reporting application:

1. Review the conversion considerations. See [Conversion Considerations](#).
2. Back up the Standard or Reporting application.

3. Open the application, and then click **Application** , and then **Overview**



4. Click **Actions**, then **Convert to Enterprise**, and then **Continue** to proceed. A message lets you know if the application is converted to Enterprise. If successful, log off. The application type is changed to "Enterprise", which includes options to enable and configure the Planning modules, and enables Groovy scripting. Metadata and data isn't changed during the conversion.
5. Log on and enable features that you need.

These validations are performed when you enable features:

- There can't be a member that already exists with the same name as any of the custom and base dimensions you specify in **Map/Rename Dimensions**. For example, if you create a custom dimension called **Market** in Financials, there can't be a member called **Market** in any other dimension.
- There can't be a member with the name `NO_<<customDimension>>`, `Total_<Dimension>>`, `All_<<Dimension>>`, where `<<Dimension>>` is the actual dimension name you specified. For example, if you rename Plan Element in Financials to Element for a custom dimension, there can't be No Element, Total Element. This is specific to modules that depend on any non-prefixed member.
- The data storage for the Period and Account dimensions must be set to **Never Share**.
- The Year dimension name must be **Years**.
- 18 alias tables are predefined. The maximum supported is 32 (1 used internally). The conversion process attempts to merge the predefined alias tables with the alias tables in the existing application; if the count goes above 30, you get a validation error.
- The conversion process calculates the number of existing dimensions in the application and the number of new dimensions that would be created if the module is initialized. If resulting sum of both is greater than 32 (the maximum allowed), you'll see a validation error.
- For Projects, the name you specify for **Program** (a custom dimension option) shouldn't already exist as a non-attribute dimension.
- For Workforce, none of the version members can be **Label only**.

## 6. Recreate any user defined navigation flows.

When you convert an on-premises Oracle Hyperion Planning R11.1.2.1 (supported version) application to Planning using Migration, the same rules above apply.

## Conversion Considerations

You can convert a Standard or Reporting application to an Enterprise application if:

- You are commercially authorized to implement an application of type "Enterprise".
- It does not use weekly, quarterly, or custom time periods.
- You rename the Year dimension to Years prior to converting.
- It uses simplified multicurrency (that is, it's not a standard currency application), if it's a multicurrency application.
- Artifact names don't use these prefixes:
  - `oep_`: Prefix for common artifacts
  - `ofs_`: Prefix for Financials artifacts
  - `owp_`: Prefix for Workforce artifacts
  - `opf_`: Prefix for Projects artifacts
  - `ocx_`: Prefix for Capital artifacts

Note that custom navigation flows are not converted. You need to recreate them after you convert the application.

# Integration Scenarios and Workflow

Planning uses data maps and Smart Push for out of box integration between Financials, Workforce, Projects, Capital, and Strategic Modeling. This section describes the integration scenarios and the overall process for integrating.

## Integration Scenarios

Integrate modules to take advantage of these scenarios:

- In Financials, see a rollup of Workforce employee details and integrate Workforce expenses (such as salary, benefits, and so on) into Financials reporting.
- In Financials, see a rollup of Projects details and integrate project expenses and revenue into your Financials reporting.
- In Financials, see a rollup of capital asset details and integrate capital asset values (such as fixed asset values, depreciation, and other asset-related expenses as well as cash flows) into financial reporting.
- In Workforce, see the utilization of employees across projects or on a per project basis.
- In Projects, allocate project expenses partially or fully to create one or more capital assets.
- In Projects, use jobs, employee names, and other assumptions from Workforce for labor expense planning.
- In Projects, use Equipment Rates from Capital.
- In Capital, view Asset Usage from Projects.
- Integrate data between models in Strategic Modeling and income statements in Financials.

## Integration Task Flow

To implement integration, follow this overall process, in this sequence:

### ① Note

To push data between models in Strategic Modeling and income statements in Financials, see *Integrating Data Between Strategic Modeling and Financials in Administering Planning*.

1. Enable and configure Financials.

### ① Note

Entities are common across all modules. Ideally, import the entities all at one time. If you are integrating Financials with Projects, you do not need to add a **Project** dimension in Financials.

2. Enable and configure Workforce.

- For integration with Financials, in the Workforce Benefits and Tax Wizard, map a component to a Financials account (for example, to Financials Payroll Taxes, Total Salary, and so on).

- For integration with Projects: The utilization functionality has a dependency on the **Employee** or **Job-Employee** model in Workforce in addition to integration with Projects. To enable utilization, on the **Enable** page, for **Granularity**, select either **Employee** or **Employee and Job**. Also select **Workforce Integration to Projects**.
- In **Map/Rename Dimensions**, add a custom dimension called **Project** (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that dimension name here.

**3. Enable Capital.**

- For integration with Projects, on the **Enable** page, in **Map/Rename Dimensions**, add a custom dimension called **Project** (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that dimension name here.
- On the **Configuration** page, select the task **Map Capital Accounts to Fin Statement**. For each Capital account, map it to the corresponding account in Financials. Select the horizontal tabs to map assets for Tangible Assets, Intangible Assets, and Lease Assets.
- From the **Actions** menu, select **Synchronize**. Run this rule in these scenarios:
  - Every time a new asset is added.
  - Any time the integration mapping between Capital and Financials is updated.
  - When **planningyearRange** is increased, for example from FY14:FY15 to FY15:FY24.
  - After transferring assets (for example from one department to another).

**4. Enable Projects.**

- For integration with Capital, on the **Enable** page, enable projects of type **Capital**.
- For **Expense**, enable **Integration from Workforce**, and **Employee** (for Workforce integration). For equipment, enable **Integration from Capital** (for Capital integration).
- If you are integrating Projects with Workforce, you don't need to import Resource Class in Projects; instead you'll use the Jobs from Workforce using the Import Job Configuration task in Workforce.
- In **Map/Rename Dimensions**, you should see a mapping between **Project** and **Project**.

**Tip**

If you inadvertently named the custom dimension Projects instead of Project when you created it in Workforce or Capital, you can rename it here.

- If you are integrating Projects with Financials, on the **Configuration** page, select the task **Projects Financials Mapping**. For each Projects account, map it to the corresponding account in Financials. For more information, see [Integrating Financials and Projects](#).

**5.** Optionally, review the data maps that were created. From the Home page, click **Application**, then **Data Exchange**, and then **Data Maps**.

**6.** Complete the remaining steps in the Getting Started Checklist. See [Getting Started Checklist](#).

**7.** As users prepare plans and forecasts, when users want to move data between modules, administrators must push data using the predefined data maps. From the Home page, click

**Application**, then **Data Exchange**, and then **Data Maps**. Select a data map, and then from the **Actions** menu, select **Push Data** and then click **Yes** to confirm the option to clear the data. For more information, see [Pushing Data to Integrate Business Processes](#).

Some forms have a menu option to push data. For these forms, users don't have to request administrators to push data using data maps.

## Detailed Integration Scenarios

### Financials and Workforce

- Detailed Workforce data can feed into Financials summary data. From Financials, you can drill to the details of the account in Workforce.
- You can override the expense lines in Financials with the more detailed values that Workforce stores.

### Financials and Projects

- Move financial information from Projects to Financials for account level data
- Revenue planned in Projects is rolled up into Financials for contract projects
- Ability to drill through from Financials to Projects for project level financial data
- Assign project benefits for indirect projects to financial impacts for increased revenue or cost impacts

### Financials and Capital

- Capital expense planning in detail is rolled into Financials at the summary level
- Asset related expenses such as depreciation, amortization, insurance are moved
- Cash flows from Capital are pushed to Financials cash flows

### Workforce and Projects

- Job-level FTE input from Projects to Workforce
- Utilization of employees across projects based on assignments and reassign employees to projects as needed
- Review FTE, labor hours, and expenses allocated to a project

### Capital and Projects

- Create single or multiple assets from projects
- Detailed cost modeled in Projects and asset cost pushed to Capital
- Assignment of equipment to Projects from Capital assets
- Review Capital Work In Progress values from the project
- Review asset usage summary and asset usage across projects in Capital

## Video

Your Goal	Watch This Video
Learn about integrating Financials and Workforce.	 <a href="#">Integrating Workforce Data With Financials for Oracle Enterprise Planning Cloud.</a>

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This tutorial shows you how to integrate data between Capital and Financials. Asset data in Capital is summarized by asset class for each entity. You map Capital asset classes to accounts in Financials. You can map multiple asset classes to the same account in Financials, in which case the values are aggregated. For example, you could map both the Furniture and Fixtures asset class and the Office Equipment asset class to the Office Furniture and Equipment account in Financials. When data changes for new, existing, or leased assets in Capital, you can push the updated data to Financials.	 <a href="#">Integrating Capital Data with Financials</a>
This tutorial shows you how to integrate data between Projects and Financials. When you configure Projects, you map Projects accounts to Financials accounts. You can map multiple Projects accounts to the same account in Financials. You can create global mappings that apply to all entities, or entity-specific mappings. After you enter and calculate Projects data, you can run the Rollup Projects business rule to push the summarized data to Financials.	 <a href="#">Integrating Projects Data with Financials</a>
This tutorial shows you how to map Workforce accounts to accounts in Financials and push Workforce data to Financials. If you are using the provided chart of accounts in Financials, both the Salary and Merit account in Workforce are mapped automatically to the Salaries account in Financials. For other compensation data, when you configure Workforce compensation items using the Benefits and Taxes wizard, you map each item to an account in Financials. You then use the Compensation Data data map to push the data to Financials.	 <a href="#">Integrating Workforce Data with Financials</a>
This tutorial shows you how to integrate Projects data with Capital. When you create a capitalizable project in Projects, you can map both driver-based and directly-entered project expenses either partially or in full to expense accounts and asset classes in Capital, and push the data to Capital. You can allocate a project expense across multiple accounts and asset classes. You can also calculate depreciation.	 <a href="#">Integrating Projects Data with Capital</a>

Your Goal	Learn How
This tutorial shows you how to integrate data between Projects and Workforce. You learn what you need to set up in both Projects and Workforce in order to push project data to Workforce.	 <a href="#">Integrating Projects Data with Workforce</a>

## Integrating Financials and Projects

To enable the integration between Financials and Projects:

1. Enable and configure Financials.  
You do not need to add a **Project** dimension in Financials.
2. Enable Projects.
3. On the **Configuration** page, select the task **Projects Financials Mapping**. For each Projects account, map it to the corresponding account in Financials.
4. As users prepare plans and forecasts, when users want to move data between modules, use one of the following options:
  5. If you enabled Projects in 25.10 or later:
    - a. Run the **Calculate Project** or **Calculate Expense** rule.
    - b. Run the data map **Project - FinStmt Reporting**.
    - c. Run the **Rollup** rule in the Financials cube.

Data for all members is pushed from Projects to Financials for common dimensions.

6. If you enabled Projects prior to 25.10:  
Roll up the Projects cube (using the rules **OPF\_Rollup Projects** and **Rollup Project Cube**). Data is moved at the aggregate level to Financials. The rule **Copy Data to FinStmt** runs when you save the form.  
If you want to see data at the project level, you can customize the rule (**OFS\_Rollup Project Integration Data**).

### If Projects Is Enabled in 25.10 or Later

Beginning with the 25.10 update, data for all members is pushed from Projects to Financials for common dimensions. In earlier updates, if there was a common dimension in both Projects and Financials, only aggregated values were pushed from Projects to Financials.

### If Projects is Enabled Prior to 25.10

If you enabled Projects prior to 25.10, the integration between Financials and Projects is designed to move data at the aggregate level from Projects.

When a planner rolls up the Projects cube (using the rules **OPF\_Rollup Projects** and **Rollup Project Cube**), the data is moved to Financials. If you want to see data at the project level, you can customize the rule (**OFS\_Rollup Project Integration Data**).

## Setting User Variables

Each planner must set the variables described below.

1. From the Home page, click **Tools**, then **User Preferences**, and then **User Variables**.
2. Set up these user variables:
  - Entity
  - Scenario
  - Version
  - Reporting Currency
  - Years

For Financials, set these user variables for the Account dimension:

- For the **Expense Account** variable, select the parent account that includes the accounts you want to see on forms, such as **OFS\_Total Expenses**.
- For the **Expense Drivers** variable, select **OFS\_Expense Drivers for Forms**.
- If **Budget Revisions** is enabled, set up the **Account Group** variable. The **Account Group** user variable filters the set of accounts that appear on forms for **Budget Revisions**, such as Current Approved Budget and Net Current Budget. For example, you can select expense, revenue, liability, or asset accounts, or the total of all account types, depending on your needs.

For Financials, if you are working with **Budget Revisions**, the **Date Format for Display** must be set to **yyyy-MM-dd**. From the Home page, click **Tools**, then **User Preferences**, and then click **Display**.

For Workforce, set these additional user variables:

- **Employee Parent**—Helps make forms more manageable by letting you include or exclude the employees to display on the forms based on the Employee Parent member you select, such as new hires or existing employees.
- **Period**—Allows Comments for New Hires to be displayed as well as Total Compensation for all Employees/Jobs on the Mass Update forms.

Capital, Workforce, and Projects have their own dynamic variables (defined with the **Use Context** option), which allow user variables to be used in the Point of View. With dynamic variables, the value of the user variable changes dynamically based on the context of the form, and users don't need to set the default value.

## About 13-Period Calendars

Learn about setting up an application's calendar that uses 13 periods instead of 12 months.

When you create an application, you can set up the planning calendar based on either 12 months (for example, January through December) or 13 periods. With 13-period planning, each period is exactly four weeks long (except every five or six years, when one period has five weeks.)

**ⓘ Note**

You can create a new application with 13 periods. Creating a new application with a 13-period calendar requires Hybrid Block Storage to be enabled.

- **Legacy Cloud Service** customers must convert their application to use Hybrid Block Storage (BSO) cubes before they can create a 13-period application. After the environment is enabled for hybrid, you can create a new application with 13 periods. For information on converting an application to use Hybrid BSO cubes, see *About Essbase in Cloud EPM* in *Getting Started Guide for Administrators*.
- Enterprise Performance Management Enterprise Cloud Service and Enterprise Performance Management Standard Cloud Service Planning business processes are deployed with Hybrid Block Storage (BSO) cubes by default. For these customers, no additional steps are required to be able to create a 13-period application.

You can't enable a 13 period calendar for an existing application.

Planning by 13 periods has some advantages, for example:

- Holidays occur in the same week of the same period every year. Contrast this with a 12-month application, where holidays can occur in different weeks across the years. Likewise, each period end occurs on the same day of the week. These consistencies simplify planning in many cases.
- You can more easily compare important data across years. For example, every Profit and Loss statement reflects 28 days of actual sales and 28 days of actual payroll.
- You can readily spot trends because every period has the same number of weekdays and weekends. The retail business in particular benefits from this consistency across years.

 **ⓘ Tip**

If you choose to plan by 13 periods, the application creates periods TP1 through TP13. However, when you create the application, you can rename the prefix TP. The numbers 1 through 13 are added to the prefix, for example, P1 through P13. You can also create aliases for Period member names if you want them to be easier to recognize.

In a 13-period application, 13 children members are added to YearTotal in the Period dimension. By default, the first three quarters have three periods and the last quarter has four periods (3-3-3-4). However, you can select which quarter to add four periods to when setting the **Distribution** on the **Create Application: Details** page. Each period has a Start Date and an End Date. Based on the weekly layout of 4-4-5, 4-5-4 and 5-4-4 calendars (52 weeks times 7 days equals 364 days), one remaining day each year, and the occurrence of leap year, it's common to add a 53rd week to the year. This occurs about every five to six years.

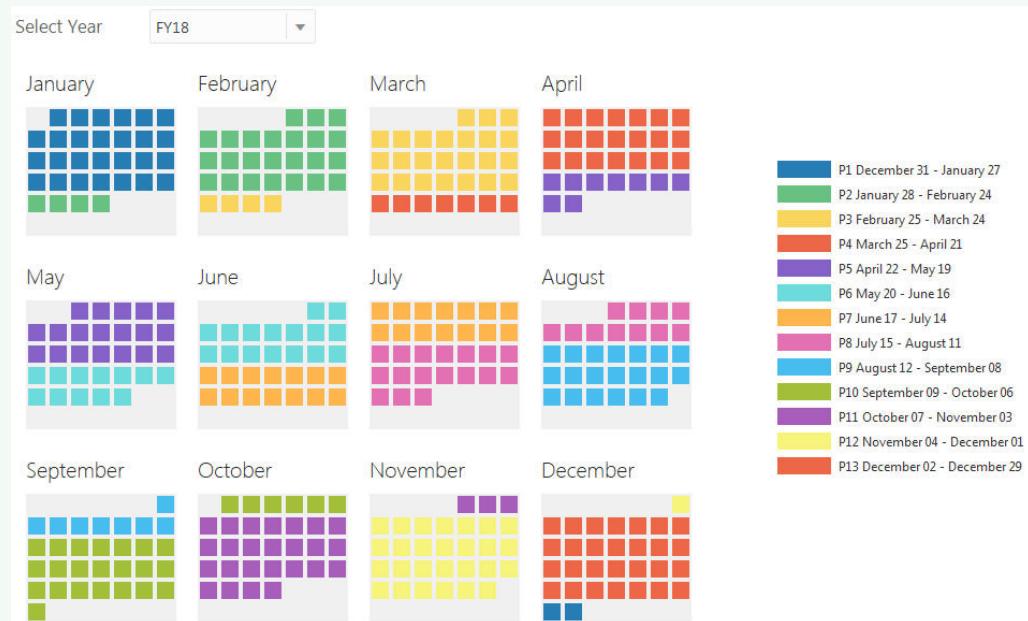
**Note**

The creator of the application sets the period in which the 53rd week is added in the **Add Extra Week to Fiscal Period** setting. (This setting can't be changed later). The application then automatically applies the fifth week in leap years to the period defined during application creation.

For information on setting up your calendar when creating an application, see [Creating an Application](#).

**Tip**

If you select a 13-period calendar, you can see each period's dates. To do so, on the Home page, click **Application**, then **Overview**, then **Actions**, and then **13 Period Preview Calendar**. At the top, you can select the year's calendar to preview. For example:



In a 13-period application, if you are planning at a weekly level in Financials, the application includes 53 weeks. The 53rd week is available only in a leap year, and is added to the period you specify during application creation (in **Add Extra Week to Fiscal Period**). Valid intersections are created automatically. For example, if you convert months to weeks, week 53 is calculated only in a leap year.

For information on using a 13-period calendar with Workforce, see [Calculations in a 13-Period Calendar](#).

**Video**

Your Goal	Watch This Video
Learn about working with 13-period calendars.	 <a href="#">Overview: Planning With a Thirteen Period Calendar in Cloud EPM</a>

# 4

# Familiarizing Yourself With Planning Modules

## Related Topics

- [Navigating](#)
- [Reviewing Modified Artifacts](#)  
You can check which original application artifacts, such as forms and menus, have been modified.
- [Getting Descriptions of the Predefined Artifacts](#)

## Navigating

Useful navigation tips:

- To return to the Home page when you've navigated away from it, click the Oracle logo in the upper left corner (or your custom logo) or the Home icon 
- To see additional administrator tasks in the Navigator, click the horizontal bars next to the Oracle logo (or your custom logo) 
- Expand a dashboard to full screen by clicking the Show/Hide bar at the top of the dashboard; click it again to return to normal view.
- Hover the cursor in the upper right corner of a form or dashboard to see a menu of options appropriate to the context, such as Actions, Save, Refresh, Settings, Maximize 
- In a subcomponent, use the horizontal and vertical tabs to switch tasks and categories.  
For example, use the vertical tabs to switch between reviewing Overview dashboards and planning Expenses. The vertical tabs differ, depending on the features that you've enabled.



Use the horizontal tabs to switch categories within a task. For example, in Expense planning, choose between entering expense drivers and reviewing trend-based planning expenses.



In Financials and Capital, the icon  indicates a reporting form for reviewing data, not for data entry. The icon  indicates that a form is a data entry form for entering planning details.

## Reviewing Modified Artifacts

You can check which original application artifacts, such as forms and menus, have been modified.

To review the artifacts in your application:

1. Click **Application**, then **Configure**, and then select Financials, Workforce, Projects, or Capital.
2. From the **Actions** menu, select **Review Modified Artifacts**.
3. Click **Filter**  to select an artifact type, and then click **Apply**.

The artifacts that have been modified are listed.

## Getting Descriptions of the Predefined Artifacts

After you've enabled features, you can review the descriptions for predefined artifacts (for example, members, forms, and dashboards) to help you understand how features and their associated artifacts work.

To see descriptions for predefined content:

1. Click **Tools**, and then click **Artifact Labels**.
2. Click **Filter** .
3. From **Artifact**, select **Member** or **Form**.
4. If you selected **Member**, select **Account** from the **Dimension** list.
5. For **Property**, select **Formula Description** for member formulas or **Description** for form descriptions and click **Apply**.
6. Select a language from the **Add Language** list.

Artifacts for the features you've enabled are displayed, prefixed with one of the following:

- OFS — Financials

- OWP — Workforce
- OPF — Projects
- OCX — Capital

 **Note**

Scroll to the right until you can see the *<Language>* column.

For information about modifying the description, changing the language, or adding instructions for planners, see [Customizing Help for Predefined Artifacts](#).

# Configuring Financials

## Related Topics

- [Enabling Financials Features](#)
- [Configuring Financials](#)  
Perform these configuration tasks after enabling Financials features.
- [Setting Up Budget Revisions and Integration with Budgetary Control](#)
- [Post Configuration Tasks](#)
- [Financials Rules](#)

## Enabling Financials Features

Before users can start planning, you must enable Financials features. Based on your selections, dimensions, drivers, forms, and accounts are created.

### Note

- While you can enable more features later, Oracle recommends that you enable only the features that planners currently require.
- You can't disable features later.
- You can incrementally enable custom dimensions.

For information about how provided drivers calculate accounts, see [About the Internal Aggregation Rules](#) and [About the Account and Plan Element Dimensions](#).

**Table 5-1** Video

Your Goal	Watch This Video
Learn about enabling and configuring Financials.	 <a href="#">Configuring Financials in Oracle Enterprise Planning and Budgeting Cloud</a>

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Financials**, and then click **Enable Features**.
3. Select the features to enable.

**Table 5-2 Enabling Financials Features**

Enable	Description
Revenue / Gross Margin	Enable revenue planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Revenue and Gross Margin</a> .
Expense	Enable expense planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Expense</a> .
Income Statement	Enable income statement planning. Use your own format or a predefined income statement format. See <a href="#">Enabling Income Statement</a> .
Balance Sheet	Enable balance sheet planning. Use your own accounts or select the provided Accounts and Drivers. See <a href="#">Enabling Balance Sheet</a> .
Cash Flow Statement	Enable cash flow planning and select a method. Use your own chart of accounts or select the provided Accounts. See <a href="#">Enabling Cash Flow</a> .
Rolling Forecast	Enables rolling forecast for revenue, expense, balance sheet, and cash flow (depending on what you've enabled) to allow continuous forecasting beyond a one year timeframe. See <a href="#">Enabling Rolling Forecast</a> .
Budget Revisions	Select to enable the ability to create budget revisions to an approved budget Also enables integration with Budgetary Control. You can view current consumption, check that proposed budget changes do not go below what has already been consumed, and update budget changes to impact funds available. After budget changes are reserved and approved, the budget revision details can be viewed in Budgetary Control by drilling down on the current approved budget balances. See <a href="#">Enabling Budget Revisions</a> .
Weekly Planning	Enables planners to plan and forecast at the weekly level. You can enable weekly planning at any time. See <a href="#">Enabling Weekly Planning</a> .
Map/Rename Dimensions	<ul style="list-style-type: none"> <li>• Add up to five custom dimensions to your application. You can incrementally enable custom dimensions, up to the total of 5 custom dimensions. See <a href="#">Incrementally Enabling Custom Dimensions</a>.</li> <li>• For each custom dimension, specify to which features it applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. See <a href="#">Associating Custom Dimensions with Financials Features</a>.</li> <li>• Map custom dimensions to existing dimensions.</li> <li>• Rename base dimensions.</li> </ul> <p>If you are enabling <b>Budget Revisions</b>, you also have the option to make one of the dimensions the primary dimension for display, along with the Entity dimension, on the <b>Manage Revisions</b> form. You must perform this task the first time you enable Financials. You can't do it later. See <a href="#">Mapping/Renaming Dimensions</a>.</p>

The Financials artifacts are populated, including dimensions, forms, and accounts.

## About the Financials Chart of Accounts

Financials includes a robust, complete chart of accounts to get you up and running quickly. Financials also gives you the flexibility to use your own chart of accounts and still retain the benefits of the integrated Financials framework.

You choose whether to use the provided chart of accounts or your own chart of accounts when you enable features. In Enable Features:

- To use your own chart of accounts, click the checkbox next to the feature name. If you choose to create your own chart of accounts, enabling features creates an account structure with key members for you to add your own chart of accounts. Import your own accounts for each enabled feature. Selecting this option enables direct entry and trend-based planning.  
If you initially create your own chart of accounts, you can incrementally enable the standard, provided chart of accounts.
- To use the provided chart of accounts, select accounts and drivers under each feature name.  
If you choose to use a standard chart of accounts or to use driver-based planning, select which accounts and drivers to enable. Selecting this option enables a complete chart of accounts for the selected feature and enables driver-based planning.

Whether you create your own chart of accounts or use the provided accounts, you can:

- Use existing forms and dashboards
- Work with existing integrated financial statement
- Use existing calculations, such as trend-based planning
- Integrate Financials with Capital, Projects, and Workforce.

Notes if you are using your own chart of accounts:

- For information about importing the accounts, see Importing Metadata. You can use the Dimension Editor to see the key accounts provided.
- If you want to use the dashboards that graphically depict total results, you must add your accounts as shared members under the appropriate parent: **OFS\_Total Revenue**, **OFS\_Total Cost of Sales**, **OFS\_Total Operating Expenses**, **OFS\_Cash**. The share can be at the level of detail required for your business.

Other charts and dashboards use the key members that are provided.

### Videos

Your Goal	Watch This Video
Learn about enabling and configuring Financials with your own chart of accounts.	 <a href="#">Configuring Financials to Bring In Your Own Chart of Accounts in Enterprise Planning Cloud</a>
Learn about leveraging best practice planning in Financials using your own chart of accounts.	 <a href="#">Leveraging Best Practice Planning in Financials Using Your Own Chart of Accounts</a>

## Enabling Revenue and Gross Margin

Select **Revenue/Gross Margin** to enable Revenue/Gross Margin planning. Selecting only **Revenue/Gross Margin** creates an account structure with key members for you to add your own chart of accounts for revenue planning. Selecting this option enables direct entry and trend-based planning.

To enable a standard chart of accounts or driver-based planning, select **Accounts or Drivers** and then select the drivers to enable.

## Enabling Expense

Select **Expense** to enable Expense planning. Selecting only **Expense** creates an account structure with key members for you to add your own chart of accounts for expense planning. Selecting this option enables direct entry and trend-based planning.

To enable a standard chart of accounts or driver-based planning, select **Accounts or Drivers**, and then select the expense driver categories. For example if you enable **Compensation**, salary expense is derived using headcount and average salary.

## Enabling Income Statement

Select **Income Statement** to enable income statement planning. Selecting only **Income Statement** creates a basic income statement format.

To use a predefined income statement format, select **Gross Profit** or **Contribution Margin** and associated options. To use the provided Gross Profit or Contribution Margin accounts, you must also select the provided Revenue and Expense accounts. The options you choose when you enable Income Statement affect the income statement rollup.

**Additional Options** adds rollups to the income statement hierarchy.



## Enabling Balance Sheet

Select **Balance Sheet** to enable balance sheet planning. Selecting only **Balance Sheet** creates an account structure with key members for you to add your own chart of accounts for balance sheet planning. Selecting this option enables direct entry and trend-based planning.

To enable a standard chart of accounts or driver-based planning, select **Accounts** and **Asset** and/or **Liability and Equity** or **Drivers and Related Accounts**. If you are doing cash flow planning and driver-based balance sheet planning, you must enable **Indirect Cash Flow** and define the days in period in the application after configuration.

## Enabling Cash Flow

Select **Cash Flow Statement** and a cash flow method (**Direct** or **Indirect**) to enable cash flow planning.

- The **Direct** method calculates cash flow using sources and uses of cash. You can use this method if you enabled Revenue and/or Expense planning.
- The **Indirect** method derives cash flow from Operating, Investing, and Financing activities. To use this method, you must also enable Income Statement and Balance Sheet.

Selecting only **Cash Flow Statement** and a method creates an account structure with key members for you to add your own chart of accounts for cash flow planning.

Select account categories to add account groups to support cash flow reporting.

## Enabling Rolling Forecast

Enabling rolling forecast allows planners to perform continuous planning beyond a one-year timeframe. After you enable rolling forecast, use the Planning and Forecast Preparation configuration task to configure rolling forecast to plan continuously at a weekly level for either 13, 26, or 52 weeks, at a monthly level for either 12, 18, or 24 months, (and for Financials also for 30, 36, 48, or 60 months) or at a quarterly level for either 4, 6, or 8 quarters. In an application with a 13-period calendar, in Financials you can plan continuously at a period level for 13 or 26 periods.

By using the Planning and Forecast Preparation configuration task to define the rolling forecast range and using the provided forms, it's easy to implement a rolling forecast. Rolling forecast is primarily used in Financials for data entry and analysis, but if you enable rolling forecast for Projects, you can analyze projects over the defined rolling forecast time period range.

When you enable and configure rolling forecast:

- Rules, forms, and dashboards for rolling forecast planning and analysis are created.
- Forms and dashboards are designed so you can view the entire rolling forecast range. Valid intersections are used to control what displays.
- When you update the current time period, forms and dashboards are automatically updated to add or drop new time periods as needed to reflect the updated rolling forecast range. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.
- For Financials, a new member (**OEP\_Rolling Forecast**) is added to the Scenario dimension. Note that the standard forecasting member (**OEP\_Forecast**) is still available so you can use the standard forecasting method that allows forecasting for a one-year timeframe and the rolling forecasting method.

- Projects uses the **OEP\_Rolling Forecast** member to dynamically display data in the rolling forecast range by referring to the forecast scenario (**OEP\_Forecast**) for the corresponding period. It does not allow data entry for the **OEP\_Rolling Forecast** member.
- Two scenarios are added for KPIs for reporting purposes:
  - **OEP\_TTM** (Trailing Twelve Months). This scenario reports the activity in Flow based accounts over the prior twelve months.
  - **Projected 12**. For Flow type accounts, this scenario reports on the sum of (current period + 11 future periods). For Balance type accounts – this scenario reports on a member value 12 periods in the future.

If you purchased Oracle Fusion Cloud EPM before June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application. If you convert the application, planners can continue to use existing forms that use the converted application's rolling forecasting method because the form property that creates rolling forecast is still available in your custom cubes.

## Videos

Your Goal	Watch This Video
Learn about planning using a rolling forecast.	 <a href="#">Overview: Rolling Forecast in Planning.</a>
Learn about setting up rolling forecasts.	 <a href="#">Setting Up Rolling Forecasts in Oracle Enterprise Planning Cloud.</a>

## Enabling Weekly Planning

In Financials, select **Weekly Planning** to enable planners to plan and forecast at the weekly level. Forms are designed so planners can view weekly level plan and forecast data. Planners can also leverage the rolling forecast range at a weekly granularity and plan continuously at a weekly level for 13, 26, or 52 weeks.

For 12-period applications, you also specify how to map weeks to months, based on the number of fiscal weeks in a month: 4-4-5, 4-5-4, or 5-4-4. The application treats quarterly values as if they were divided into 13 weeks and distributes weeks according to the selected pattern. For example, if you select **5-4-4**, the first month in a quarter has five weeks, and the last two months in the quarter have four weeks. You can't later change the distribution method. For 13-period applications, you specify these distribution options during application creation.

In Financials, if you are planning at the weekly level in a 12-month calendar application, you can incrementally enable an option to support a 53-week calendar. Options you specify when enabling 53 weeks determine in which month and year the 53rd week falls. Usually the 53rd week occurs every fourth or fifth calendar year. You can't disable this feature once it's enabled. See [Enabling 53-Week Planning](#).

After you enable weekly forecast, use the **Planning and Forecast Preparation** configuration task to configure your Plan, Forecast, or Rolling Forecast for weekly, monthly, or yearly planning.

By default, when you enable weekly planning, all entity and account combinations are set up for weekly planning. You can specify that some entity/account combinations use monthly planning. This is useful when most entities use weekly planning, but certain entities use monthly planning; or when an entity plans at the monthly level except for certain accounts. To configure weekly planning for these scenarios, see [Weekly Configurations](#).

When you enable and configure weekly planning:

- Rules for weekly planning and analysis are created, to convert months to weeks, and to convert weeks to months.
- Forms are designed so you can view the appropriate granularity for each time period. For example, some years can show weekly data while other years show monthly or yearly data. Valid intersections are used to control what displays.
- When you update the current time period, forms are automatically updated to add or drop new time periods as needed to reflect the updated period. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.
- A new member (**OEP\_Weekly Plan**) is added to the Period dimension.
- When you enter exchange rates at the monthly level in the **Global Assumptions** configuration task, when you save the form, the monthly exchange rates are copied to the weekly level, based on how you mapped weeks to months (4-4-5, 4-5-4, or 5-4-4), for the Financials cube (OEP\_FS) only. The weekly time periods are not automatically enabled for other cubes when they are enabled for Financials. If you enable weekly periods for other cubes and want currency conversion to work for weekly time periods, you must enter exchange rates for weekly periods for that cube.  
Weekly currency conversion is supported for BSO cubes only. (It is not supported for ASO cubes even if weekly periods are enabled for ASO cubes.)
- If you are integrating with Capital, Projects, or Workforce, the granularity of the data in each must match in order to view the integration-related reports.

These batch rules must be run after planning at the weekly level, to convert weeks to months or months to weeks, and before performing trend calculations if the actuals data is at a monthly granularity. Give planners access to these rules and instruct them to run the rules after performing weekly planning:

- Convert Weekly Data to Monthly. You must run this rule before planners can view monthly data in dashboards.
- Convert Monthly Data to Weekly.

Before you run the rules **Prepare Plan**, **Prepare Forecast**, or **Prepare Rolling Forecast**, make sure to perform any required conversions from months to weeks or weeks to months.

## Video

Your Goal	Watch This Video
Learn about weekly planning.	 <a href="#">Setting Up Multiple Time Periods in Oracle Enterprise Planning Cloud.</a>

## Enabling 53-Week Planning

In Financials, if you are planning at the weekly level in a 12-month calendar application, you can incrementally enable an option to support a 53-week calendar.

You can't disable this feature once it's enabled.

To enable 53-week planning, in **Financials - Enable Features**:

1. Select **Weekly** if it's not already enabled, and then select **53 Weeks**.

2. Specify options that determine in which month and year the 53rd week falls. Usually the 53rd week occurs every fourth or fifth calendar year.
  - **Weeks to Months Mapping.** If you haven't previously set up weekly planning, specify how to map weeks to months, based on the number of fiscal weeks in a month: 4-4-5, 4-5-4, or 5-4-4. The application treats quarterly values as if they were divided into 13 weeks and distributes weeks according to the selected pattern. For example, if you select **5-4-4**, the first month in a quarter has five weeks, and the last two months in the quarter have four weeks. You can't later change the distribution method.
  - **Fiscal Year in the Model Ends On**—Define the end of the fiscal year by selecting the **Day of the Week**, and whether the end of the fiscal year is **Last Occurring in the Fiscal Year** or **Closest to the Last Day of the Fiscal Year**.
  - **Add Extra Week to Fiscal Period**—Select which month should have the 53rd week.

After enabling weekly planning and 53-week planning, use the **Planning and Forecast Preparation** configuration task to configure your Plan, Forecast, or Rolling Forecast for weekly, monthly, or yearly planning.

When you enable 53-week planning:

- In **Planning and Forecast Preparation**, on the **Plan and Forecast** tabs, a 53rd week is added to the **Current Week** list in the year and period determined by your selections when you enabled 53 weeks.
- In **Planning and Forecast Preparation**, on the **Rolling Forecast** tab (if you are using rolling forecast), the **Rolling Forecast Range** is updated to include **Week 53** in ranges that include it.
- A 53rd week (OEP\_W53) is added to the Weekly hierarchy in the Period dimension.
- Valid combinations are updated so that the 53rd week is valid only in years that include it.
- The substitution variables for weekly range are updated to include a 53rd week based on selections in **Planning and Forecast Preparation**. (OEP\_WeeklyFCSTRange, OEP\_WeeklyPlanRange, OEP\_WeeklyRange, OEP\_WeeklyRFRRange, OEP\_WeeklyYr2Range)
- The following rules are updated to account for a 53rd week:
  - **Convert to Weekly Data**
  - **Convert from Weekly Data**
  - **Convert to Weekly Data in Form**
  - **Convert from Weekly Data in Form**
- Forms are updated so that years in which the 53rd week appear include **Week 53**.

## Mapping/Renaming Dimensions

For Financials, you can incrementally enable custom dimensions. For all other modules, you must perform this configuration task the first time you enable features.

Use **Map/Rename Dimensions** as follows:

- To add custom dimensions.

For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.

- For each custom dimension in Financials, to specify to which features it applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. See [Associating Custom Dimensions with Financials Features](#).
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

## Incrementally Enabling Custom Dimensions

You can incrementally enable custom dimensions in Financials.

You can use **Enable Features** at any time to enable any of the following custom dimensions:

- Product
- Services
- Custom 1
- Custom 2
- Custom 3

In an existing application, if you have not previously enabled some of the custom dimensions, you now have the option to expand your business by incrementally enabling the custom dimensions, up to the total of 5 custom dimensions.

For new applications, you don't have unnecessarily enable all of the custom dimensions in case you might need them in the future, because you can now add them later only if needed, for example to expand your business.

### Note

- You can enable a total of 5 custom dimensions at any time—when you first enable the application, or later.
- All out-of-box artifacts are updated for newly enabled dimensions. For example, if you incrementally enable the Product dimension, all out-of-box forms are updated to include the Product dimension.
- Any artifacts you've modified are not updated for newly enabled dimensions. You must modify your customized artifacts to incorporate the newly enabled dimensions.

### Note

Oracle recommends these steps to avoid potential data loss when you incrementally enable dimensions:

1. Export all level 0 data.

2. Clear the data in the application.
3. Use **Enable Features** to incrementally enable the dimension.
4. Refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.
5. Modify the exported data file to add a default member (for example, **Any Member**) from the newly added dimension in the POV, or include the **Any Member** member in the header section of the rule file.
6. Reimport the modified CSV file.
7. Run the business rules to aggregate the data.

Oracle recommends that you perform these steps in your test instance and after it clears validation, take it to your production instance.

## Associating Custom Dimensions with Financials Features

When you enable features for Financials, you can add custom dimensions—Product, Services, and up to three additional custom dimensions. When you add a custom dimension, you also specify to which features the dimension applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. For example, a custom dimension might apply only to Expense, or only to Balance Sheet.

Custom dimensions are added to the Page in forms for features to which the custom dimension applies. For example, if a custom dimension is applicable to Expense only, it appears on the Page for Expense forms. In forms for other features, such as Revenue, NoMember for the dimension is on the POV.

You can incrementally associate custom dimensions with additional features after you first enable Financials.

### Note

If you are enabling **Budget Revisions**:

- You must associate the custom dimensions with Financials features. Select the edit button next to the custom dimension and select **Budget Revision**.
- Select **Budget Revisions Primary Dimension** for one of the custom dimensions to make it the primary dimension for display, along with the Entity dimension, on forms. This must be done the first time you enable features.
  - Only one dimension can be selected as the primary dimension.
  - The selected dimension appears on the rows instead of on the page on forms.
  - If you don't select a primary dimension, then all of the dimensions show up on the page on forms.
  - If you select a primary dimension, and then select a different primary dimension, the first selection is deselected.
- Do not rename the Plan Element dimension.

## Video

Your Goal	Watch This Video
Learn about associating custom dimensions with Financials features.	 <a href="#">Adding Custom Dimensions to Features in Oracle Enterprise Planning Cloud.</a>

## About the Internal Aggregation Rules

Financials uses these rules:

**For Actuals**—The **Calculate Actuals** rules calculates drivers and aggregates data.

**For Plans and forecasts**—The **Rollup** rule aggregates plan or forecasts and is required to run report or analyze data at various levels of the business hierarchy. If you enabled revenue dimensions, this rule must be run to see Total Revenue data.

Total expense is determined by rolling up and aggregating all parent account groups. For example, with Expense, Operating Expenses and Depreciation and Amortization are aggregated in Total Expense.

## About the Account and Plan Element Dimensions

The **Account** dimension is populated based on the features that you enable. If you enable accounts and drivers, a complete chart of accounts with account group members, driver members for calculations, KPIs, and forms are generated to support your type of planning. All provided members prefixed with OFS are locked. Although you can't delete or modify provided members, you can add members for your business accounts, as well as define custom drivers and KPIs. If you choose to use your own chart of accounts, enabling features creates a simplified account structure with key members for you to add your own chart of accounts, along with associated forms.

The Plan Element dimension delineates the different types and sources of data used in the application. For example:

- Total: Calculated—Aggregates the value of all driver-derived calculations.
- Total Adjust—Enables planners to override and adjust account values that were calculated by trends or driver-based calculations.
- Load—Contains actuals for imported accounts.
- Cash Flow Impact—Contains cash derived from financing and investing details.
- Cash Flow Calculated—Enables planners to define payment terms that specify when customers remit payment, such as 50% within 30 days, 40% in 60 days, and the remaining 10% in 90 days.
- Direct Entry—Enter plans or forecasts.
- Cash Flow Reporting—Members are only seeded if Cash Flow Direct Method is enabled. Cash Flow Direct Input aligns to the definition for Cash Flow Impact. Cash Flow Calculated is the result of Cash Flow Direct planning in which planners define the payment terms used in cash calculations.

# Configuring Financials

Perform these configuration tasks after enabling Financials features.

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Financials**. Use the **Filter** to check the status of configuration actions. Use **Actions**  to update task status.
3. Perform all mandatory tasks. Perform the optional tasks required for your business.
4. Import your business data to populate the application. See [Importing Data](#). After importing data, run **Calculate Actuals** and **Rollup**, and then refresh the application.
5. If you enabled **Driver-Based Balance Sheet**, see [Specifying Days in Period for Driver-Based Balance Sheet](#).
6. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

**Table 5-3 Configuring Financials**

Configure	Description
Planning and Forecast Preparation	<p>Set the timeframe and granularity for plans.</p> <p>Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years.</p> <p>If you enabled Rolling Forecast, configures the rolling forecast time periods.</p> <p>If you enabled <b>Budget Preparation and Revisions</b>, configures the planning basis for each year of your adopted budgets.</p> <p>See <a href="#">Financials Planning and Forecast Preparation</a>.</p>
Weekly Configurations	<p>You can use this configuration task after you enable weekly planning to customize the planning granularity for entity and account combinations.</p> <p>See <a href="#">Weekly Configurations</a>.</p>
Revenue Accounts, Expense Accounts, Balance Sheet Accounts, Cash Flow Accounts	<p>Set up accounts, drivers, and KPIs based on the features you enabled. You can add, modify, import, and export these artifacts. If required, you might need to add logic or calculations related to custom accounts and drivers. You can also add custom expense driver categories.</p> <p><b>Note:</b> For the <b>Account</b> dimension members under <b>Cash Flow</b>, ensure that the <b>Time Balance Property</b> is set to <b>Flow</b>.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>, <a href="#">Adding KPIs</a>, and <a href="#">Adding Custom Expense Driver Categories</a>.</p>

**Table 5-3 (Cont.) Configuring Financials**

Configure	Description
Entities	<p>Import Entities.</p> <p>Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units.</p> <p>Select the location of the file containing the members (Local or Planning inbox), click <b>Browse</b> to find the file, specify the file type, and then click <b>Import</b>.</p>
	<div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> <b>Tip</b></p> <p>Entities are common across modules, so import all entities together.</p> </div>
Global Assumptions	Enter foreign exchange rates in a multicurrency application. See <a href="#">Setting Global Assumptions: Exchange Rates</a> .
Product	Import product dimension members that represent your business's product offerings. See <a href="#">Importing Data</a> .
Services	Import the Services dimension members that represent your business's service offerings. See <a href="#">Importing Data</a> .
<Custom Dimension>	If you enabled any custom dimensions, import members to populate the dimension. See <a href="#">Importing Data</a> .
Budget Preparation and Revisions Descriptive Information	Import metadata so users can use descriptive details while creating revisions. See <a href="#">Configuring Budget Revisions Descriptive Information</a> .

## Financials Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:

1. In **Current Fiscal Year**, select the current fiscal year.

 **Note**

Changing the current year affects all modules.

2. From **Period**, select the current actual month. For 13-period applications, select the current period. You need to update this value on a monthly basis.
3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.
4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the

frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21. For 13-period applications, you select **13 Periods** instead of **Monthly**.

6. Click **Forecast** and repeat these steps to specify the forecasting basis.

When you select **Quarterly** as the planning basis for **Forecast** for the first year, the provided valid intersections are set up so that forecast data entry is allowed only in the appropriate periods; quarterly forecast periods prior to the current month can't be updated. The substitution variable OEP\_CurQtr is provided whenever you enable Quarterly planning.

When you select **Quarterly** as the planning basis for **Forecast** for the first year, you can choose how Financials determines the current quarter, in cases where the current month is the last month of the quarter.

When the current month is the last month of the quarter, select an option in **Planning and Forecast Preparation** for how Financials should define the current quarter:

- If you select **Lock Current Period For Forecast**, Financials uses the next quarter. For example, if the current month is March, when you select this option, Financials defines the Current Quarter as Q2.
- If you clear **Lock Current Period For Forecast**, Financials uses the current quarter. For example, if the current month is March, when you clear (deselect) this option, Financials defines the Current Quarter as Q1.

Note:

- **Lock Current Period For Forecast** is available only when Quarterly is selected as the planning basis for Forecast for the first year.
- You can select the option for **Lock Current Period For Forecast** for each module.

For Financials, if you've enabled weekly planning, you can optionally select **Past Periods Read Only**. When you select this option, past periods at the weekly level are read-only for the Forecast scenario. For example, if Current Year is FY21, Current Month is Mar and Current Week is Week10, if you select **Past Periods Read Only**, Weeks 1-10 for FY21 are not editable.

This checkbox is displayed only on the **Forecast** tab when weekly planning in Financials is enabled.

7. For Financials, if you enabled Rolling Forecast, click **Rolling Forecast** to select the basis for continuous planning. Select the planning frequency (monthly or quarterly), the number of periods, and the number of actual periods.

For Financials, you can also select a weekly planning frequency and choose whether to plan at a weekly level for 13, 26, or 52 weeks.

The number of actual periods defines how many time periods of actual data to show in forms and dashboards in conjunction with the rolling forecast time periods.

The **Rolling Forecast Range** is updated based on your selections.

If you are using a 12-period calendar with 53 weeks, **Rolling Forecast Range** is updated to include **Week 53** in ranges that include it.

When you configure rolling forecast, forms and dashboards are set up based on the planning frequency and number of periods. When you change the current planning period, the rolling forecast forms and dashboards are updated—time periods are added or dropped and actuals time periods are updated to reflect the new rolling forecast range.

You can plan using a combination of standard forecasting and rolling forecasting.

8. If you enabled weekly planning for Financials, specify the current week. You need to update this value on a weekly basis.
  - In 13-period applications, there is a 53rd week every five to six years, based on the options you selected in **Create Application**.
  - In 12-period applications, on the **Plan** and **Forecast** tabs, a 53rd week is added to the **Current Week** list in the year and period determined by your selections when you enabled 53 weeks.
9. If you enabled **Budget Revisions**, click the **Adopted Budget** tab to specify the planning basis for each year of your adopted budgets. This determines the timeframe allowed for budget revisions, which can be different than the timeframe allowed for your budget cycle.

This configuration task sets all required substitution variables.

#### Note

Saving the **Planning and Forecast Preparation** configuration task restarts the application and requires you to refresh the database. If a background job is running, you must refresh the database later.

#### Tip

If you want to create or edit rules to customize your planning and forecasting tasks, you can use Planning Formula Expressions in your rules to call the configured time horizon information such as

```
[[PlanningFunctions.getModuleStartPeriod("ModuleName", "ScenarioName")]]  
and  
[[PlanningFunctions.isPlanStartYearSameAsCurrentFiscalYear("ModuleName")]]
```

Module names are not case sensitive and must be enclosed in double quotation marks:

- Capital
- Financials
- Projects
- Workforce

See Scenarios in *Designing with Calculation Manager*.

## Weekly Configurations

You can use this configuration task after you enable weekly planning to customize the planning granularity for entity and account combinations.

When you enable weekly planning, by default all entity and account combinations are set up for weekly planning. You can specify that some entity/account combinations use monthly planning. This is useful when most entities use weekly planning, but certain entities use monthly planning; or when an entity plans at the monthly level except for certain accounts. For example, Operations might plan at a weekly level, whereas IT plans at a monthly level. Or, for Sales US, revenue planning is at the weekly level but expense planning is at the monthly level.

Before you set up weekly configurations, perform **Planning and Forecast Preparation** to set the timeframe and granularity for plans. See [Planning and Forecast Preparation](#).

To set up custom configuration for planning granularity for entities and accounts:

1. From **Configure**, click **Weekly Configurations**.
2. In the **Entity** column, expand the Entities list until you see the entity you want to modify. You see entities and accounts only for the features you've enabled.
3. Change the planning granularity for an entity or for entity/account combinations:
  - To switch to monthly planning for an entity and all of the accounts for the entity, clear the **Weekly Planning** check box for the entity. To return to weekly planning for all entities, or all accounts for the selected entity, from the **Actions** menu, select **Set All Entities as Weekly** or **Set All Accounts as Weekly**.
  - To switch to monthly planning for only some accounts for an entity, in the **Accounts** column for the entity you want to change, click the link, expand to see the accounts you want to change, and clear the **Weekly Planning** check box for the account. To return to weekly planning for all accounts for the entity, from the **Actions** menu, select **Set All Accounts as Weekly**.
4. Click **Save**.

Weekly configuration considerations:

- Forms are updated to display in the granularity you specified for the entity/account combination.
- Weekly configuration for entities and accounts is supported only for the Plan and Forecast scenario; it is not supported for the Rolling Forecast scenario.
- All drivers involved in a calculation must be at the same granularity.
- Oracle recommends that all related driver accounts be at the same granularity. For example, for a particular entity, all Revenue drivers could be weekly and all Expense drivers could be monthly. But all revenue drivers should be the same granularity, and all expense drivers should be the same granularity.
- If a parent entity has a combination of weekly and monthly child entities, then you must launch the **Convert Weekly Data to Monthly** or **Convert Monthly Data to Weekly** rule for each entity before reviewing consolidated data on forms and dashboards.
- When a form includes both monthly and weekly data, non-valid intersection cells are not editable.

## Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described here, or import them. For information about importing exchange rates, see [Importing Exchange Rates for a Simplified Multicurrency Application](#) in *Administering Planning*.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click **Global Assumptions** to open the **Exchange Rates to <Base Currency>** task. Here you'll enter the exchange rates for the currencies that planners will use.
3. Select the members from the Point of View.

4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to **Exchange Rates to <Base Currency>**, where **<Base Currency>** is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is **Exchange Rates to Yen**. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

 **Note**

If you add a new Version member, you must enter exchange rates in that version.

## About Exchange Rates and Weekly Planning

If you're planning at the weekly level in Financials, when you enter exchange rates at the monthly level in the **Global Assumptions** configuration task, when you save the form, the monthly exchange rates are copied to the weekly level, based on how you mapped weeks to months (4-4-5, 4-5-4, or 5-4-4), for the Financials cube (OEP\_FS) only. For other cubes, the monthly exchange rates are not automatically copied to the weekly level. You can create a custom form to enter exchange rates at the weekly level.

## About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

## Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
  - To add an artifact, select **Add** from the **Actions** menu, and then enter details in the new row.
  - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select **Export** from the **Actions** menu), and then modify the export file in Microsoft Excel. You can edit predefined artifacts, make a copy of an artifact and

modify it to create a new one, or add new artifacts. Then, import the modified file (select **Import** from the **Actions** menu). If available, use categories and subcategories to group functionally related artifacts.

- To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.
- To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

#### Notes:

- Specify unique member names and aliases for custom members so they don't conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

## Adding KPIs

You add and edit KPIs in the same way you add or edit accounts and drivers.

To add or edit KPIs:

1. Check that your KPI member aliases and names don't conflict with those of the provided KPIs.
2. From the **Configure** page, select <**Subcomponent**> **Accounts**, and then select **KPIs** from the **Category** list.
3. Perform a task:
  - To add a small number of KPIs, select **Add** from the **Actions** menu and then enter



details in the new row. Click **Edit Formula** to enter the formula for the metric.

- To add a group of KPIs, export the set of predefined KPIs (select **Export** from the **Actions** menu), and then modify the export file in Excel. You can edit predefined KPIs, make a copy of a KPI and modify it to create a new one, or add new KPIs. Then, import the modified file (select **Import** from the **Actions** menu).

4. Refresh the database.

## Adding Accounts for Integration with Projects

If you are integrating Financials and Projects and want to add additional accounts to Financials, add a shared member under **OFS\_Financials Integration**. This ensures that the account appears in the **Financial Statement Accounts** Smart List used for integration.

## Adding Custom Expense Driver Categories

In Financials, if you enabled driver-based planning, if you need additional expense driver categories other than the ones provided, you can add custom categories and drivers from the **Configure** page. Members are automatically added under the appropriate hierarchy and to the expense driver forms.

To add a custom Expense driver category:

1. From the Financials **Configure** page, click **Expense Accounts**.

2. From the **Actions** menu, select **Add Category**.
3. Enter a category name, and then click **OK**.  
The *CategoryName* you entered is added to the Category List. The *CategoryName* and *Total <CategoryName>* are added to the Components list.
4. To add drivers to the new category, select the category, and then select the component to add to: *CategoryName* or *Total <CategoryName>*.  
You must add drivers under a new category to ensure that the cube refreshes successfully. Adding drivers under a new category is required for a successful cube refresh.
5. From the **Actions** menu, select **Add**, enter details for the new expense driver, and then click **Save**.  
You can also use **Export** and **Import** to add a large number of expense drivers for the new category.
6. Refresh the database.

## Setting Up Budget Revisions and Integration with Budgetary Control

Related Links:

- [About Budget Revisions and Integrating with Budgetary Control](#)
- [Setting Up Integration Between EPM Planning Financials and Budgetary Control](#)
- [Enabling Budget Revisions](#)
- [Configuring Budget Revisions Descriptive Information](#)
- [Importing Financials Dimension Members](#)
- [Creating Custom Smart List Entries for Budget Revisions](#)
- [Setting Up Connections](#)
- [Financials Rules for Budget Revisions](#)

### About Budget Revisions and Integrating with Budgetary Control

With budget revisions, planners can make revisions to an approved budget in EPM Planning Financials. When you integrate with the Budgetary Control module in Oracle ERP Cloud, you can view current consumption, check that proposed budget changes do not go below what has already been consumed, and update budget changes to impact funds available. After budget changes are reserved and approved, planners can review the budget revision details in Budgetary Control by drilling down on the current approved budget balances.

If you don't have Budgetary Control, you can still use budget revisions to create and populate budget revisions and share the revisions by extending the functionality to integrate with the other ERP solutions.

You use Data Integration to drive the integration of budget revisions between EPM Planning Financials and Budgetary Control. Data Integration provides solutions that enable EPM Planning Financials customers to map from the Budgetary Control data model to target dimensions. You can also configure and extend these integrations, for example, by applying other mappings as needed to meet your business requirements.

With this integration, the complete planning and revision cycle is integrated between EPM Planning Financials and Budgetary Control:

- Build your original budget in EPM Planning Financials using the planning and forecasting process, and then push the original budget to Budgetary Control.
- Create budget revisions and check funds in the adopted budget from within EPM Planning Financials to ensure that the budget revisions you are proposing meet the controls set in Budgetary Control.
- Reserve funds in Budgetary Control from within EPM Planning Financials to update budget balance in Budgetary Control.
- Drill through at the cell level from an approved budget in the Current Approved Budget form in EPM Planning Financials to Budgetary Control to review the budget revision transactions that make up the balance.

For more information about Budgetary Control, see [Enterprise Performance Management](#) in *Using Financials for the Public Sector*.

## Integration Considerations

Considerations for integration between EPM Planning Financials and Budgetary Control:

- This feature is available to these Oracle Fusion Cloud Enterprise Performance Management customers with the Planning Financials module enabled:
  - Legacy Enterprise Planning and Budgeting Cloud Services customers and Planning and Budgeting Cloud Service Plus One (PBCS +1) customers with Financials enabled, when the Essbase version is upgraded to the version that supports Hybrid Essbase and Hybrid Essbase is enabled.
  - Enterprise Performance Management Enterprise Cloud Service and Enterprise Performance Management Standard Cloud Service customers with **Module** application type when Hybrid Essbase is enabled.
- **Budget Revisions** is available in the Financials module of EPM Planning.

If you have detailed data in other EPM Planning modules (Workforce, Projects, or Capital), you must pull this data into EPM Planning Financials before you can integrate the data with Budgetary Control.

- The members must match between EPM Planning Financials and Budgetary Control (although you can address prefixes and suffixes in Data Integration). You can map dimensions between EPM Planning Financials and Budgetary Control in Data Integration.
- You must use your own chart of accounts in EPM Planning Financials rather than using the provided chart of accounts. See [About the Financials Chart of Accounts](#). This allows you to bring in the existing account structure from Budgetary Control so that the dimensions match.
- Only monthly, quarterly, and yearly planning is supported. Both 12 month and 13 period calendars are supported. Weekly planning is not supported.
- The Budgetary Control module in Oracle ERP Cloud must be enabled before you begin.
- The currency in EPM Planning Financials must match the currency in Budgetary Control. Only single currency applications are supported.
- In Budgetary Control, a new control budget with Source Budget Type of EPM Financials module (Not Hyperion Planning) is needed for this integration. The currency, calendar, and budget segments must align with the ledger. In a future release, you can change an existing control budget with a source budget type as Other or Hyperion Planning to EPM Financials module source budget type.
- Create a budget scenario in EPM Planning Financials with the same name as the control budget in Budgetary Control to avoid errors in budget synchronization.

- Load EPM Planning Financials budgets to the control budget with lowest level of detail account and calendar. Use summary control budgets to control at summary account and periods.

## Integration Workflow

The integration between EPM Planning Financials and Budgetary Control uses the following workflow:

1. Set up the integration (one-time administrator task). See [Setting Up Integration Between EPM Planning Financials and Budgetary Control](#).
2. Planners start the planning and forecasting cycle. After planning and forecasting is complete, push the budget data to Budgetary Control using Data Integration. See Writing Back Cloud EPM Budget Balances to the Budgetary Control in *Administering Data Integration*.

This becomes your **original budget**.

3. When you're ready to start the budget revision process, run the **Prepare for Revisions** rule. Running this rule copies data from an **original budget** to an **adopted budget** in EPM Planning Financials.

You would typically run this rule every year of the budget process.

The adopted budget is the starting point for the revision process.

4. Create and populate a budget revision. Revisions are stored in Revision N in the Version scenario, under **OEP\_Net Current Budget**.
5. Enter budget revisions using direct entry or trend-based revisions.
6. Analyze budget revisions.
7. Check funds. This action makes a call to Budgetary Control to check funds and validate that the budget revision changes you are proposing meet the controls set in Budgetary Control.
8. Share the revision if another planner needs to contribute to the budget revision process.
9. Optionally, go through the Planning approval process.
10. Reserve funds. This reserves funds in the control budget in Budgetary Control. This action also approves and then clears the revision.

In EPM Planning Financials, the delta of the data from the revision is pushed to the Working version in the Adopted Budget scenario and is reflected in the Net Current Budget.

Data is sent to Budgetary Control from the level zero members of parent members **OFS\_Total Expenses**, **OFS\_Total Revenue**, and **OFS\_Balance Sheet**. (**OFS\_Total Revenue** is usually created under **KPI** nodes.)

## Setting Up Integration Between EPM Planning Financials and Budgetary Control

### Prerequisites:

- Budgetary Control is enabled in Oracle ERP Cloud. See [Budgetary Control](#) in *Using Financials for the Public Sector*.
- You have already created a Planning Module type application. See [Creating an Application](#).

If you have an existing Planning Module type application, you can incrementally enable **Budget Revisions**. Note that **Budget Revisions** requires that the application is single currency and enabled for Hybrid. See [Using Existing EPM Planning Applications with Budgetary Control](#).

Perform the following tasks to enable **Budget Revisions** and set up integration between EPM Planning Financials and Budgetary Control.

1. Enable EPM Planning Financials and the **Budget Revisions** options. From the Home page, click **Application**, and then click **Configure**. From the **Configure** list, select **Financials**, and then click **Enable Features**. See [Enabling Budget Revisions](#).

If you have an existing EPM Planning Financials application, you can incrementally enable **Budget Revisions**. See [Using Existing EPM Planning Applications with Budgetary Control](#).

2. Configure EPM Planning Financials and **Budget Revisions**. From the Home page, click **Application**, and then click **Configure**. From the **Configure** list, select **Financials**.

Complete these tasks:

- **Budget Revisions Descriptive Information**. See [Configuring Budget Revisions Descriptive Information](#).
- **Planning and Forecast Preparation** to set the timeframe and granularity for plans (the budget cycle), forecasts, and adopted budgets (the revision cycle). The cycles can be different for each. See [Financials Planning and Forecast Preparation](#).
- For details on other Financials configuration options, see [Configuring Financials](#).

3. Import Financials dimension members to set up budget revision-related metadata. See [Importing Financials Dimension Members](#).

Add Budget Adjustment accounts as shared members under the appropriate parent: **OFS\_Total Revenue** and **OFS\_Total Expenses**. Financials exports data that is loaded under parents **OFS\_Total Revenue** and **OFS\_Total Expenses** when performing a Funds Check.

4. Optionally, import actuals data to start your budgeting process in the EPM Planning Financials module.
5. Optionally, if you enabled **Import Balances from Budgetary Control**, load encumbrance data from Budgetary Control to **OEP\_Consumed** in the Scenario dimension. You can use this member to import any encumbrance, obligation, or commitment balances from Budgetary Control into EPM Planning Financials. Use Data Integration to total all these balances and bring them into this single member. See Loading Budgetary Control Budget Consumption Balances to Planning in [Administering Data Integration](#).
6. Update the provided Smart List to add control budget names. Planners will select a control budget from the Smart List when creating revisions. See [Creating Custom Smart List Entries for Budget Revisions](#).
7. **(Optional)** Set up the Approvals process. You can use your existing approval hierarchy if you have one. You can approve across two dimensions, for example Entity and Product. See Managing Approvals in [Administering Planning](#). You set up the approval unit hierarchy scenario and version combination for each revision. See Assigning Approval Unit Hierarchy Scenario and Version Combinations.
8. Assign access to EPM Planning Financials rules and other artifacts.

Planners must have write access to the **No<member>** member for dimensions, **BegBalance**, and **OFS\_Revision Number**. The revision number is stored in these members.

**Tip**

For most artifacts, provide access from Navigator. For groovy templates, assign access from **Rules**. For information about rules, see [Financials Rules for Budget Revisions](#).

9. Perform the following tasks in Budgetary Control.
  - a. Create one or more Control Budgets with the Source Budget Type of **EPM Financials module** (not **Hyperion Planning**).

**Note**

Existing control budgets of type **Hyperion Planning** do not work with the **Budget Revisions** feature.

- b. **(Optional)** Add additional budget line attributes.
- c. **(Optional)** Configure Descriptive Flexfields if you want to add additional fields to the header line.

**Tip**

In **Manage Descriptive Flexfields**, in the **Flexfield Code** box, enter **XCC** to search for the Descriptive Flexfields definition.

See [Overview of Descriptive Flexfields](#) in *Implementing Common Features for Financials and Project Portfolio Management*.

10. In Data Integration, perform additional required setup tasks. See Integrating Budget Revisions with Budgetary Control in *Administering Data Integration*.

**Note**

If you create additional control budgets, you must reinitialize the source in Data Integration, create additional targets, and update the connection.

11. Set up connections to connect environments. See [Setting Up Connections](#).
12. Optionally, configure single sign-on between the Oracle Fusion Cloud EPM environment and the Oracle Fusion Cloud environment to allow planners to drill through from EPM Planning Financials to Budgetary Control. See Configuring Single Sign-On in *Getting Started Guide for Administrators*.  
If you don't enable single sign-on, planners must be logged in to Budgetary Control for drill through to work.
13. Planners start the planning and forecasting cycle. After planning and forecasting is complete, push the budget data to Budgetary Control using Data Integration. See Writing Back Cloud EPM Budget Balances to the Budgetary Control in *Administering Data Integration*.

This becomes your **original budget**.

A new Budgetary Control control budget with Source Budget Type of EPM Financials module (not Hyperion Planning) is needed for this integration with Cloud EPM. Make sure

to use the same control budget type in Budgetary Control for your original budget and your budget revisions.

### ① Note

Planners must set user variables before starting the planning and forecasting cycle. In addition, the **Date Format for Display** must be set to **yyyy-MM-dd**. For more information on setting user preferences, see [Setting User Variables](#).

14. After planning and forecasting is complete and the budget is pushed to Budgetary Control, run the **Prepare for Revisions** rule to copy data to an adopted budget in EPM Planning Financials. See [Financials Rules for Budget Revisions](#).

- Run this rule only once before beginning revisions for the current year.
- This rule copies data from the original budget using the scenario and version you select, typically Plan scenario (OEP\_Plan) and Working version OEP\_Working) to Adopted Budget scenario (OEP\_Adopted Budget) and to Original version (OEP\_Original) and Working version (OEP\_Working) for the periods and years you select.
- Running this rule also enables drill through from EPM Planning Financials to a control budget in Budgetary Control.

### ✓ Tip

If the Connections URL changes, or if you change parameters to add a new control budget, rerun **Prepare for Revisions** to update the drill regions.

### ✓ Tip

For the **Manage Revisions** form, planners might see more members in the form than they need to revise. You can create valid intersections to limit the form display.

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This tutorial shows you how to set up budget revisions in Oracle Enterprise Performance Management (EPM) Planning Financials and integrate it with Oracle Enterprise Resource Planning (ERP) Cloud Budgetary Control.	 <a href="#">Setting Up EPM Planning Financials</a> <a href="#">Budget Revisions with Oracle ERP Cloud</a> <a href="#">Budgetary Control</a>

## Videos

Your Goal	Watch This
Learn how to enable Budgetary Control for a ledger or project and define Control Budgets for EPM Planning Financials integration.	 <a href="#">Setting Up Oracle ERP Cloud Budgetary Control for EPM Integration</a>
Learn how to set up budget revisions for Oracle ERP Cloud Budgetary Control Integration. Tasks include enabling Financials with Budget Revisions, performing configuration tasks for Financials, importing metadata, adding entries to the Control Budget Name Smart List, and assigning access permissions to rules.	 <a href="#">Setting Up Budget Revisions for Oracle ERP Cloud Budgetary Control Integration</a>
Learn how to set up data integration requirements between Budget Revisions in Oracle EPM Planning Financials and Oracle ERP Cloud Budgetary Control Integration. Tasks include registering connections, data sources, and applications.	 <a href="#">Integrating Budget Revisions with Budgetary Control PART 1</a>
Learn how to set up data integration requirements between Budget Revisions in Oracle EPM Planning Financials and Oracle ERP Cloud Budgetary Control Integration. Tasks include creating integrations, mapping dimensions, and defining its options, and creating EPM connections.	 <a href="#">Integrating Budget Revisions with Budgetary Control PART 2</a>

## Using Existing EPM Planning Applications with Budgetary Control

### If You Have an Existing EPM Planning Module Type Application

If you have an existing EPM Planning Module type application with Financials enabled, you can incrementally enable **Budget Revisions**.

Note that **Budget Revisions** requires that the application is single currency and enabled for Hybrid. If your application is not enabled for Hybrid, you must enable Hybrid before you can enable **Budget Revisions**.

If you incrementally enable **Budget Revisions**, and if you have customized the **Trend Based Calculation** rule, see [Updating Financials](#).

## Enabling Budget Revisions

### To enable **Budget Revisions**

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Financials**, and then click **Enable Features**.
3. Select **Budget Revisions** to enable the ability to create budget revisions to an approved budget in EPM Planning Financials. Additionally, if you enabled Budgetary Control, additional options are available.

**① Note**

To enable **Budget Revisions**, you must also enable **Expense**.

For details on other Financials features you can enable, see [Enabling Financials Features](#).

You must use your own chart of accounts in EPM Planning Financials rather than using the provided chart of accounts. To use your own chart of accounts, click only the checkbox next to the feature name (and don't click **Accounts** or **Drivers and Related Accounts**). For more information, see [About the Financials Chart of Accounts](#).

If you select only **Budget Revisions**, EPM Planning Financials provides metadata required to perform budget revisions. This option allows planners to create, populate, and share revisions.

4. Select additional options to enable integration with Budgetary Control. You can view current consumption, check that proposed budget changes do not go below what has already been consumed, and update budget changes to impact funds available. After budget changes are reserved and approved, the budget revision details can be viewed in Budgetary Control by drilling down on the current approved budget balances.

If you enabled Budgetary Control, select the additional options you need:

- **Import Balances from Budgetary Control**—Enables integration of encumbrance accounting, allowing you to track encumbrance balance. Creates a scenario member called **OEP\_Consumed** in the Scenario dimension and associated trends for revising budgets. You can use this option to import any encumbrance, obligation, or commitment balances from Budgetary Control into EPM Planning Financials.
- **Update Budget Changes in Budgetary Control**—Enables **Funds Reserve** to Budgetary Control to update budget balances and funds available in Budgetary Control from within EPM Planning Financials.
- **Review Budgetary Control Impact Before Approving Budget Changes**—Enables **Funds Check** to Budgetary Control from within EPM Planning Financials before a budget is approved.

5. Additionally, specify these options, which don't require integration with Budgetary Control:

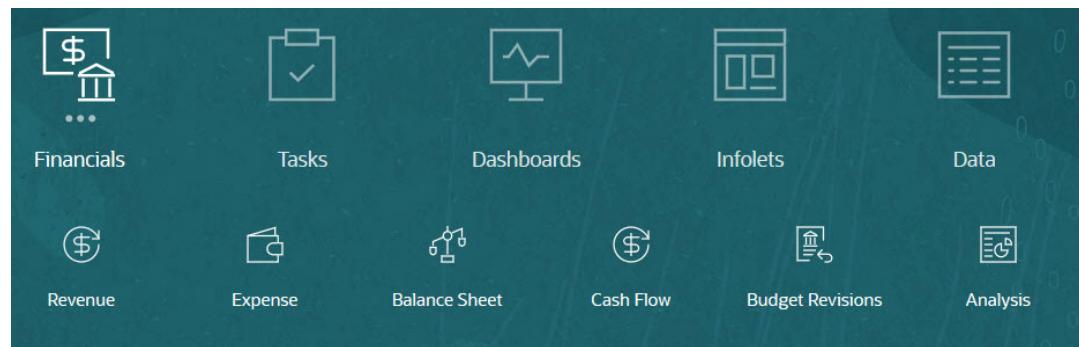
- **Number of active revisions**—Specify the number of active budget revisions you can have, up to 30 active revisions. (This number is also limited by the total number of members in the Version dimension.) Note that when you reserve funds, the revision is cleared so EPM Planning Financials can reuse it. You can change this number later if you need to increase or decrease it.
- **Revision number prefix**—Specify a prefix to add to the system-generated revision numbers. This revision number is the unique identifier of the revision in Budgetary Control.

When you enable **Budget Revisions**, you have the option in **Map/Rename Dimensions** to specify whether to associate custom dimensions with the feature and to make one of the dimensions the primary dimension for display, along with the Entity dimension, on forms. See [Associating Custom Dimensions with Financials Features](#). Additionally, use **Map/Rename Dimensions** to rename dimensions as needed for integration with Budgetary Control.

## What Happens When You Enable Budget Revisions in EPM Planning Financials

When you enable **Budget Revisions**, the following changes occur:

- A new navigation flow is added in EPM Planning Financials to create budget revisions.



- New forms are added.
- New trends are added for trend-based planning to make adjustments to your current budget.
  - Current Period Actual
  - Current Year Encumbrance
  - Net Current Budget
  - Current Year Approved Budget
  - Current Year Original Budget
- Existing forms are updated to include the Budget Revision members and appropriate Approved Budget, Actual, and Encumbrance data.
- Valid intersections are added to limit the information shown on forms to be the appropriate combinations.
- Metadata is added to the application.
  - **Account** dimension is updated to include a new hierarchy, **OFS\_Revision Detail for Forms**.
  - **Version** dimension is updated to include **OEP\_Revision Versions**, and **OEP\_Net Current Budget** along with associated members for each revision you enabled.
  - **Scenario** dimension is updated to include **OEP\_Adopted Budget** and, if you enable **Import Balances from Budgetary Control**, **OEP\_Consumed**.
- A Smart List, **Control Budget Name**, is created.
- A new Connection type, **Fusion Budgetary Control**, is added in **Connections**.
- Rules are added. See [Financials Rules for Budget Revisions](#).

## Configuring Budget Revisions Descriptive Information

Use **Budget Revisions Descriptive Information** to create custom fields for **Budget Revisions**. These fields are added to the Budget Revisions forms so users can add more details for revisions. Adding metadata using this configuration task ensures that members are added in the correct location in the Account dimension hierarchy.

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Financials**.

3. Click **Budget Revisions Descriptive Information**.
4. Select a component and then from the **Actions** menu, select **Import** or **Batch Import** to import metadata from a file.
  - **Header Descriptive Details**—By default, includes **Header Notes** and **Header Attachment URL**
  - **Line Descriptive Details**—By default, includes **Line Notes** and **Line Attachment URL**
5. To add another member for descriptive information, select **Add** from the **Actions** menu, and then enter details in the new row.

 **Note**

- If you add custom fields, you must refresh the database.
- **Justification** and **Header Description** are part of **Header** and are required fields.
- If you enable these fields, after you complete setup in Data Integration, you must map these fields to **Budgetary Control** fields in Data Integration. See *Mapping Custom Budget Revision Attributes* in *Administering Data Integration*.

## Importing Financials Dimension Members

Import dimension members for Financials dimensions if needed. When you are integrating with Budgetary Control, you can map dimension members to Financials using Data Integration.

 **Note**

If you are incrementally enabling **Budget Revisions**, you must map the existing dimensions in Financials with the dimensions in Budgetary Control using Data Integration.

## Creating Custom Smart List Entries for Budget Revisions

When you enable **Budget Revisions**, a Smart List, **Control Budget Name**, is created. Add Smart List entries to define each of the control budgets that you want to integrate. This provides options in the user interface that allow users to create budget revisions for a specific control budget.

1. Click the **Navigator** icon , and then under **Create and Manage**, click **Smart Lists**.
2. Click **Control Budget Name**, and then click .
3. Click the **Entries** tab and add an entry for each control budget, and then click **Save**. The value for **Label** must match the control budget name.

For more information, see Administering Smart Lists.

## Setting Up Connections

Create connections between EPM Planning Financials and Data Management, and between EPM Planning Financials and Budgetary Control

1. From the Home page, click **Tools**, and then click **Connections**.
2. Click **Create**, and then click **Fusion Budgetary Control**.
3. Create the following connections by entering the URL, user name, and password for each connection.
  - **EPMXCCDMINTEGRATION**. Creates a connection to Data Management to invoke Data Management jobs. Add a parameter for each control budget.
    - **URL format**: `https://EPM Service connection Name/aif/rest`. This is the local host where you enabled **Budget Revisions**
    - **User and Password**: The EPM service administrator user name, in the format `domain.userName`, and password. In Oracle Cloud Infrastructure environments, you can omit the `domain`.
    - **Advanced Options**: Add a parameter to link each combination of the integration name used in Data Integration and control budget. For **Name**, enter the Control Budget name. For **Value**, enter the integration name.
  - **EPMXCCFUNDS**. Sets up a connection to Budgetary Control for Funds Check to validate budget revisions and for Funds Reserve in the ERP system.
    - **URL format**: `https://ERP Service Connection Name/fscmRestApi/resources/11.13.18.05/budgetaryControlBudgetTransactions`
    - **User and Password**: The user name and password for Budgetary Control. For **User**, enter the name of the user who is assigned as a Budget Manager and has data access to the Budgetary Control budgets with which you want to integrate.

You do not need to include the domain name.
  - **EPMXCCVFR**. Sets up a connection to Budgetary Control to view Budgetary Control results from the ERP system.
    - **URL format**: `https://ERP Service Connection/fscmRestApi/resources/11.13.18.05/budgetaryControlResultsBudgetTransactions`
    - **User and Password**: The user name and password for Budgetary Control. For **User**, enter the name of the user who is assigned as a Budget Manager and has data access to the Budgetary Control budgets with which you want to integrate.

You do not need to include the domain name.

### Tip

If the Connections URL changes, or if you change parameters to add a new control budget, rerun **Prepare for Revisions** to update the drill regions.

For more information, see [Connecting Environments in Cloud EPM](#).

## Financials Rules for Budget Revisions

Financials includes rules to calculate and push data for budget revisions.

For information on other rules in Financials, see [Financials Rules](#).

Set security for rules and groovy templates to give users access to the rules they need.

1. From the **Home** page, click **Rules**, then **Filter**, and then select a cube and artifact type.
2. Next to the rule or template, click **Permission** and then click **Assign Permission**.
3. In **Assign Permission**, click **Permissions**, and then assign permissions.

See [Administering Rules Security](#) for more information.

**Table 5-4 Financials Rules for Budget Revisions**

Rule	Description
<b>Prepare for Revisions</b>	After planning and forecasting is complete and the budget is pushed to Budgetary Control, run this rule to copy data from the original budget to an adopted budget in EPM Planning Financials.  Run this rule only once before beginning revisions for the current year.
	This rule copies data from the original budget using the scenario and version you select, typically Plan scenario (OEP_Plan) and Working version OEP_Working) to Adopted Budget scenario (OEP_Adopted Budget) and to Original version (OEP_Original) and Working version (OEP_Working) for the periods and years you select.  Running this rule also enables drill through from EPM Planning Financials to a control budget in Budgetary Control.
<b>Create and Populate Revision</b>	After running <b>Prepare for Revisions</b> , creates a revision header and optionally populates it with a percentage of the current approved amount.
<b>Share Revision</b>	Shares the revision with other planners to contribute to the revision cycle.
<b>Funds Check</b>	Makes a call to Budgetary Control to check funds and validate that the budget revision meets the controls set in Budgetary Control.
<b>Funds Reserve</b>	Once the budget revision is ready, the funds check is successful, and optionally the budget revision is approved if you are using the approval process, reserve funds in the Budgetary Control control budget associated with the revision.  The budget revision is pushed to Budgetary Control, invoking the funds reservation process in Budgetary Control, reserving funds for any updated cell values.  Also clears the revision.

**Table 5-4 (Cont.) Financials Rules for Budget Revisions**

Rule	Description
<b>Clear Revision</b>	Manually clears a revision if you decide not to proceed with funds reservation.
<b>Get Funds Results</b>	When you run the <b>Funds Check</b> rule, if there are a large number of cells being checked and you don't see results right away, run <b>Get Funds Results</b> to check when the batch job is complete and then review results.

## Post Configuration Tasks

### Specifying Days in Period for Driver-Based Balance Sheet



Click **Balance Sheet** , then **Driver-Based** , then **Days in Period**, and then enter the number of days in each collection period.



### Modifying Account Signage for Alternate Reporting Methods

If you want to report Revenue / Assets as positive data values and Expenses / Liabilities as negative values, use the Dimension Editor to modify members as follows:

- Edit the Account Type and Variance Reporting options for members in the Account dimension.
- Edit the Consolidation Operator for members in any dimension in the Financials cube (OEP\_FS).

## Financials Rules

Run rules to calculate values in the application. From the Home page, click **Rules**.

### Tip

To see only Financials rules, click **All Cubes** next to the Filter, and from the **Cube** list select **OEP\_FS**.

Financials rules:

- **Batch Trend Based Calculation**—Calculates trend and percent increase or decrease for multiple accounts across multiple entities for a given year.
  - Run the **Batch Trend Based Calculation** rule for only one year at a time for any trend type. Don't run it for multiple years at a time.
  - The **Batch Trend Based Calculation** rule calculates based on the Planning/Forecast range for the year. If a particular year's planning basis is weekly and certain entities are excluded from weekly planning, when the rule is executed, the trend and the optional % increase or decrease is not calculated for these entities.

- **Calculate Actuals**—Calculates drivers and aggregates data. Run this rule to ensure that you're working with the latest figures and calculations.
- **Calculate Cash Flow**—Used for Cash Flow Direct only. Calculates Cash based on the sources and uses of cash.
- **Prepare Forecast**—Copies selected months of Actual results to the Forecast scenario and recalculates drivers and trends based on the new periods of actual results. You can also use this rule when rolling over to a new year as the starting point for a forecast.

Before copying actuals to Forecast, the rule first clears and then copies data to the prior Forecast version, then clears the Forecast scenario Working version, and then copies actuals to Forecast and recalculates.

- **Prepare Plan**—Calculates Plan based on the trends and drivers set up in the application. Use this to either create or update a plan or use this as a starting point for rolling over to a new year.
- **Prepare Rolling Forecast**—Similar to **Prepare Forecast**; use when the Rolling Forecast feature is enabled.
- **Trend Based Calculation / Rolling Trend Based Calc**—Rules are run on save for driver and trend forms to calculate accounts based on the selected trend. **Rolling Trend Based Calc** is available only if Rolling Forecast is enabled.
- **Rollup**—Roll up values for any scenario (actual, plan, forecast or rolling forecast). Run this rule when you want to see values at the top of the dimension hierarchy.
- **Rollup Project Integration Data / Clear Project Integration Data**—Use when integrating Financials with Projects. The integration between Financials and Projects is designed to move data at the aggregate level from Projects. If you want to see data at the project level, you can customize the rule.

For additional rules that are added when you enable **Budget Revisions**, see [Financials Rules for Budget Revisions](#).

 **Note**

Note that some rules are customized for Financials and can't be modified, so you won't see these rules in Calculation Manager.

# Configuring Workforce

## Related Topics

- [Enabling Workforce Features](#)  
Before users can start workforce planning, enable the Workforce features you want to use.
- [Configuring Workforce](#)  
Perform these configuration tasks after you've enabled Workforce features.
- [Post Configuration Tasks](#)
- [Workforce Rules](#)  
Run the Workforce business rules in the situations described here.

## Enabling Workforce Features

Before users can start workforce planning, enable the Workforce features you want to use.

Based on your selections, dimensions, drivers, forms, and accounts are populated. In most cases, you can come back later and incrementally enable additional features. However, note these exceptions:

- If you want to use **Employee Demographics**, you must select it the first time you enable features.
- You must enable all the dimensions you want to include in the application and rename dimensions the first time you enable using **Map/Rename Dimensions**.

### Tip

If your company doesn't use Union Code, you can rename the Union Code dimension to a dimension that's more meaningful for your business. You must do so when you first enable features.

After you enable a feature, you can't later disable it.

**Table 6-1 Video**

Your Goal	Watch This Video
Learn about enabling and configuring Workforce.	 <a href="#">Configuring Workforce Planning in Oracle Enterprise Planning Cloud</a>

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Workforce**, and then click **Enable Features**.  
Select the features you want to enable. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.

**Table 6-2 Workforce Enable Features**

Feature	Description
<b>Granularity</b>	<p>Select the level of workforce detail to manage:</p> <ul style="list-style-type: none"> <li>• <b>Employee</b>—Manage workforce expenses at the employee-only level.</li> <li>• <b>Job</b>—Manage job workforce expenses at the job-only level.</li> <li>• <b>Employee and Job</b>—Manage workforce expenses by both employees and jobs.</li> </ul> <p>You must select a level of granularity.</p>
	<p><b>Note:</b> For integration with Projects: The utilization functionality has a dependency on the <b>Employee</b> or <b>Job-Employee</b> model in Workforce in addition to integration with Projects. To enable utilization, on the <b>Enable</b> page, for <b>Granularity</b>, select either <b>Employee</b> or <b>Employee and Job</b>. Also select <b>Workforce Integration to Projects</b>.</p>
	<p>To learn more, see <a href="#">Identifying the Level of Workforce Detail to Capture</a>.</p>
<b>Expense Planning</b>	<p>Select which workforce-related expenses to manage.</p>
	<p>To learn more, see <a href="#">Enabling Expense Planning</a>.</p>
<b>Flexible Account Mapping</b>	<p>Enable <b>Flexible Account Mapping</b> to have more flexibility in mapping Workforce and Financials accounts.</p>
	<p>To learn more, see <a href="#">Enabling Flexible Account Mapping</a></p>
<b>Headcount Planning</b>	<p>Select the headcount-related details to manage. <b>Headcount Planning</b> option:</p>
	<p><b>Employee Demographics</b>—Select to analyze such employee attributes as veteran status, gender, and age band. If you want to use <b>Employee Demographics</b>, you must select it the first time you enable features.</p>
	<p><b>Note:</b> The <b>Strategic Workforce Planning</b> option is removed from <b>Enable Features</b> starting with the October 2022 update. If you already enabled <b>Strategic Workforce Planning</b> prior to the October 2022 update, the selected option is still visible. Strategic Workforce Planning functionality is provided in the Strategic Workforce Planning product, which contains robust Strategic Workforce functionality that is not available in the existing Planning Workforce module feature. Strategic Workforce Planning is an Oracle Human Capital Management (HCM) product built on EPM technology. For more information about Strategic Workforce Planning, refer to the Strategic Workforce Planning information on <a href="https://www.oracle.com">https://www.oracle.com</a>.</p>

**Table 6-2 (Cont.) Workforce Enable Features**

Feature	Description
<b>Workforce Management</b>	Select to plan expenses based on employee or job hiring, terminating, or transferring to another department, or to split an FTE across multiple dimensions. To learn more, see <a href="#">Enabling Workforce Management</a> .
<b>Map/Rename Dimensions</b>	<ul style="list-style-type: none"> <li>Enable up to three additional custom dimensions in your application.</li> <li>Map custom dimensions to existing dimensions.</li> <li>Rename base dimensions.</li> </ul> <p>You must perform this step the first time you enable Workforce.</p> <p>For example, on the first pass, you select the top-level <b>Headcount Planning</b> checkbox without selecting options under it (such as <b>Employee Demographics</b>). Then you later enable <b>Employee Demographics</b>. You can't rename its associated dimensions Age Band, Gender, and Highest Degree of Education.</p> <p>If you are integrating Workforce with Projects, add a custom dimension called <b>Project</b>, the default dimension name in Projects. If you name it anything else, make sure the dimension name is the same in all modules.</p> <p>For some dimensions, you have the option to choose whether or not they go into the reporting cube (OEP_REP). See <a href="#">Adding Custom Dimensions to the Reporting Cube</a>.</p>

## Identifying the Level of Workforce Detail to Capture

You can enrich Workforce to reflect your organization's planning needs.

To help you decide the granularity you want:

**Table 6-3 Overview of Granularity Level**

Option	Description
<b>Employee</b>	If you select <b>Employee</b> , the Employee dimension is added, which stores the organization's employees. Calculations for salary and related compensation can be performed for existing employees or in planning for new hires. Oracle anticipates that you import existing employees from a Human Resources system, such as PeopleSoft. If you select this option, you must set defaults for Pay Type (for example, Exempt or Non-exempt) and Employee Type (Regular, Contractor, and Temporary). Or, if you don't use this information, set them to null (the No <i>&lt;member name&gt;</i> ). See <a href="#">Setting Defaults</a> .

**Table 6-3 (Cont.) Overview of Granularity Level**

Option	Description
<b>Job</b>	<p>If you select <b>Job</b>, the Job dimension is added, which stores the roles assigned to employees. Examples of jobs: Engineer, Software Developer, and Mechanic.</p> <p>If you select this option, you must set defaults for Pay Type and Skill Set. Or, if you don't use this information, set them to null (the No <i>&lt;member name&gt;</i>).</p> <p>See <a href="#">Setting Defaults</a>.</p>
<b>Employee and Job</b>	<p>With this option, the Job dimension is used with the Employee dimension to facilitate analysis of roles across the organization, to track new hire requests, and to identify employees by role.</p> <p>If you select this option, you must assign defaults for Job and Union Code. See <a href="#">Setting Defaults</a>.</p> <p>If you don't track Union Codes, when you enable Workforce, you can use <b>Map/Rename Dimension</b> to rename Union Code to something that's meaningful to your business. If you rename Union Code when enabling Workforce, you must still assign a default for the renamed dimension.</p> <p><b>Note:</b> If you rename Union Code when enabling Workforce, you must still assign a default for the renamed dimension.</p>

You can rename **Employee**, **Job**, or **Employee and Job** in **Map/Rename Dimensions**.

## Enabling Expense Planning

Select **Expense Planning** and then select the workforce-related expenses to manage.

### Compensation Expenses

If you select **Expense Planning**, then **Compensation Expenses**, which includes salary planning, is also selected by default. You can also enable **Additional Earnings**, **Benefits**, **Taxes**, and **Non Compensation Expenses** by the level of granularity you selected.

For **Additional Earnings**, **Benefits**, and **Taxes**, select an option to enable it, and then select the number of members to create. (By default, the minimum, one member, is selected for each enabled option.) You can have a maximum of 30 members across **Additional Earnings**, **Benefits**, and **Taxes**.

Configure **Additional Earnings**, **Benefits**, and **Taxes** based on the maximum number of components that an employee or job can receive. Set the number of **Additional Earnings**, **Benefits**, and **Taxes** based on your current needs, not your future needs, because you can change these values in the future.

For example, if Employee 1 receives 3 additional earnings, 3 benefits, and 2 taxes while Employee 2 receives 5 additional earnings, 2 benefits, and 4 taxes, then the configuration for the number of additional earnings, benefits, and taxes should be set to 5 additional earnings, 3 benefits, and 4 taxes.

### About Compensation Expenses:

- Oracle recommends that you do not specify aliases for Additional Earnings, Benefits, and Taxes members. These members are placeholders used for assigning defaults to entities.
- If you reduce the number of **Additional Earnings, Benefits, or Taxes**, corresponding members are removed from the Account dimension. Before removing a component and its assigned expenses, back up by creating a snapshot. Additionally, review any customizations related to removed members on the forms, member formulas, or business rules (wherever the member is referenced) and make modifications as needed. Workforce won't remove members that are referenced in any customized artifacts such as forms, member formulas, and so on.
- After increasing the number of **Additional Earnings, Benefits, or Taxes**, which adds members, assign defaults to new members, and then run **Synchronize Defaults** to re-calculate compensation expenses.
- After decreasing the number of **Additional Earnings, Benefits, or Taxes**, which removes members, run **Synchronize Definition** to re-calculate compensation expenses.
- If you decrease the number of **Additional Earnings, Benefits, or Taxes**, line items are removed from the lower end of the hierarchy. For example, if you had 10 members for **Additional Earnings**, and you decrease it to 5, then Earning6 to Earning10 are removed.

### Additional Options

**Merit Based Planning** enables you specify merit rates for employees. You can select **Merit Based Planning** only if you enable granularity for either **Employee** or **Employee and Job**.

#### About Merit Based Planning:

- If you select only **Merit Based Planning** (and not **Merit Assumptions**), merit rates are set at the entity level. You must also enter a **Merit Month** and **Performance Rating** to use **Merit Based Planning**.
- Beginning with 18.04, Oracle provides a **Default Rate** so you no longer need to enter a **Performance Rating** depending on your business needs. You need to enter only a **Merit Month** for each employee.
- Merit for new hires is calculated based on the default merit rate.
- **Merit Based Planning** using user-entered performance ratings is available only for existing employees.
- Optionally, if you enable **Merit Assumptions**, you can specify at what level to plan: **Global** or **Per Entity**. Selecting **Merit Assumptions** also enables additional options for setting merit assumptions for **Merit Rate**, **Merit Month** and **Cut-off Date** for existing employees. See [Setting Assumptions](#).
- If you select **Merit Assumptions**, the **Global** or **Per Entity** selection applies to all merit-based assumptions, including merit rate, merit month, and cut-off date. Ensure that you load merit rates to the level you select.
- You can incrementally enable **Merit Assumptions**.

#### Note

To plan merit for new hires, select **Merit Based Planning**; Oracle recommends that you also select **Merit Assumptions** and plan at the global or per entity level. Additionally, select **Workforce Management**, **New Hires** and **Merit Based Planning For New Hires**. For more information, see [Enabling Workforce Management](#).

## Enabling Flexible Account Mapping

Enable **Flexible Account Mapping** to have more flexibility in mapping Workforce accounts to Financials accounts.

By default, in Workforce, both basic salary and merit are mapped to **OFS\_Salaries** in Financials when you run either the **Synchronize Definition** or **Synchronize Defaults** rule.

See [Pushing Data to Integrate Business Processes](#) for more information on the data maps to use for this default integration.

Enabling **Flexible Account Mapping** allows you to map Salary and Merit data from Workforce to any account in Financials. You can map Salary and Merit to the same account, or to different accounts. Typically you would enable **Flexible Account Mapping** if you are using your own chart of accounts in Financials, rather than using the provided chart of accounts, however this is not a requirement. For more information on using your own chart of accounts, see [About the Financials Chart of Accounts](#).

You can incrementally enable **Flexible Account Mapping**.

Financials and the Financials **Expense** planning option must be enabled in order to enable this feature.

**Mapping Level**—Specify whether the mapping should be done at the **Global** level (the same mapping for every entity) or at the **Entity** level.

**Mapping Drivers**—Specify whether the mapping drivers should be based on the **Grade** or on the **Defaults** for the application. If you select **Defaults**, you can vary the mappings across default drivers. For example, if **Granularity** is **Employee and Job**, you can vary the mapping across **Job** and **Union Code**.

For defaults:

- If granularity is **Employee and Job**, the defaults are **Job** or **Union Code**.
- If granularity is **Employee**, the defaults are **Employee Type** or **Pay Type**.
- If granularity is **Job**, the defaults are **Pay Type** or **Skill Set**.

After enabling features, map the salary and merit accounts in Workforce to the accounts in Financials. See Customizing the Mapping for Integration between Workforce and Financials.

You use the provided data maps to push the data from Workforce to Financials. See [Pushing Data to Integrate Business Processes](#).

## Enabling Workforce Management

Select **Workforce Management** and then select the options you want to plan expenses based on employee or job hiring, terminating, transferring to another department, or to split an FTE across multiple dimensions.

**Workforce Management** options:

- **New Hires**—Enables planning for new hires and their impact on expenses.
- **Merit Based Planning for New Hires**—Enables you to plan merit for new hires. You must also select **Merit Based Planning** in **Expense Planning Additional Options** to enable this option. Oracle recommends that you also select **Merit Assumptions** and plan at the global or per entity level.
- **Terminations**—Enables planning for employee departures and their impact on expenses.

- **Transfers**—Enables you to transfer employees from one department (or entity) to another. Transferring employees changes the department against which their compensation expenses are calculated.
- **Split-Funded FTE**—Enables you to plan an FTE to be split-funded across multiple sparse dimensions such as cost center, entity, project, and so on.

**Workforce Management** options can be incrementally enabled.

### About Merit Based Planning for New Hires

To plan merit for new hires, select **Merit Based Planning for New Hires**. You must also select **Merit Based Planning in Expense Planning Additional Options** to enable this option. Oracle recommends that you also select **Merit Assumptions** and plan at the **Global** or **Per Entity** level.

**Granularity** must be either **Employee** or **Employee and Job** to enable **Merit Based Planning**.

**Merit Based Planning** using user-entered performance ratings is available only for existing employees.

For information about merit based planning, see [Enabling Expense Planning](#) and Planning Merit Rates in *Working with Planning Modules*.

### About Split-Funded FTE

The **Split-Funded FTE** option allows an FTE to be split-funded across multiple sparse dimensions such as cost center, entity, project, and so on.

When **Split-Funded FTE** is enabled, the Benefits and Taxes wizard is updated with a selection, **Flat Amount FTE Ratio**, for **Value Type** and **Maximum Value Type** for Benefits, Taxes, and Additional Earnings. Additionally, for Taxes, there is a selection available, **Threshold Amount FTE Ratio**, for **Maximum Value Type**. For each component in the Benefits and Taxes wizard, administrators can choose whether to use the **Flat Amount** calculation or the **Flat Amount FTE Ratio** calculation to calculate benefits, taxes, and additional earnings. For example, a fee for medical benefits might be the same amount whether the FTE is 1.0 or .5, so you would choose **Flat Amount FTE Ratio**. But a tax might be based on a percentage of the FTE, so you would choose **Flat Amount**.

When you enable **Split-Funded FTE**, you **MUST** also enter the **Master FTE Value** for each employee on the **Employee Master Data** form. Missing existing employee master FTE will calculate incorrect ratio component expense. For more information, see [Entering Employee Master Data](#).

Notes:

- You can incrementally enable **Split-Funded FTE**.
- **Granularity** must be either **Employee** or **Employee and Job** to enable **Split-Funded FTE**.
- **Value Type** and **Max Value Type** must match when using FTE Ratio. To ensure that either the FTE Ratio or FTE value is applied consistently, the Benefits and Taxes wizard does not allow a mismatch of methodologies for FTE Ratio.
- If the Tax tier changes based on a new Master FTE, then Tax Tiers aren't calculated with **Calc Compensation**. Run **Synchronize Defaults** or **Synchronize Definition** to calculate the Tax Tiers.
- If the Master FTE is changed, then run the **Synchronize Definition** rule.

## Mapping/Renaming Dimensions

For Financials, you can incrementally enable custom dimensions. For all other modules, you must perform this configuration task the first time you enable features.

Use **Map/Rename Dimensions** as follows:

- To add custom dimensions.  
For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
- For each custom dimension in Financials, to specify to which features it applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. See [Associating Custom Dimensions with Financials Features](#).
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

## Adding Custom Dimensions to the Reporting Cube

Many Workforce dimensions are added to the Reporting cube (OEP\_REP) by default. You can choose whether to add the custom dimensions to the reporting cube.

For new applications, you can perform this task only once, when you first enable features.

For new applications, you can also choose whether to disable Employee Demographics dimensions (Highest Education Degree, Skillset, Gender, and Age Band) from going to the reporting cube. (This option is not available for existing applications.)

For existing applications, you have a one-time option to perform this task the next time you make a change in **Enable Features**. **Before you enable features**, you must clear data in the OEP\_REP cube.

To choose whether a dimension should go in the reporting cube:

1. In Workforce **Enable Features**, in the **Map/Rename Dimensions** section, click  next to a dimension name.
2. In the **Valid For** section, click **Workforce Reporting Cube** and then click **OK**.  
The label in the **Selected Features** column is updated to **WorkforceReportingCube**.
3. For new applications, to disable Employee Demographics dimensions from going into the reporting cube, click  next to an employee demographics dimension name, and in the **Valid For** section, clear the selection for **Workforce Reporting Cube** and then click **OK**.  
The label in the **Selected Features** column is updated to remove **WorkforceReportingCube**.

Additionally, when you push data to the reporting cube, merit data is also pushed and mapped to Merit Increase in the reporting cube.

# Configuring Workforce

Perform these configuration tasks after you've enabled Workforce features.

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Workforce**.
3. Perform all mandatory tasks. Perform the optional tasks required for your business. Use the **Filter** to check the status of configuration actions. Use **Actions**  to update task status.
4. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

**Table 6-4 Configuration Options in Workforce**

Configure	Description
Component	<p>Optional</p> <p>Import selected Grades, Taxes, Benefits, and Additional Earnings, which are considered Workforce components. After importing a component, configure it with the appropriate <b>Configure</b> option.</p> <p><b>Tip:</b> You can import metadata and data into components in a batch file. You can also use a template to import data. See <a href="#">Importing Data</a>.</p>
Entities	<p>Mandatory</p> <p>Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units.</p>
Salary Grades	<p>Mandatory</p> <p>Define the salary basis (for example, Annual or Hourly) and the pay rates for the Salary Grades that you imported.</p>
Options and Tiers	<p>Optional</p> <p>Set options for Additional Earnings such as overtime or bonus and for Benefits such as medical benefit rates. Set tiers for Taxes, such as employer-paid taxes. After setting options and tiers, use the Benefits and Taxes Wizard to configure Additional Earnings, Benefits, and Taxes.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a> and <a href="#">Configuring Benefits, Taxes, and Additional Earnings</a>.</p>
Planning and Forecast Preparation	<p>Mandatory</p> <p>Set the timeframe, the starting period, and the level of granularity for planning and forecasting. You can plan and forecast on a different basis for different years.</p> <p>See <a href="#">Workforce Planning and Forecast Preparation</a>.</p>

**Table 6-4 (Cont.) Configuration Options in Workforce**

Configure	Description
Benefits and Taxes	<p>Mandatory</p> <p>Set up Benefits, Taxes, and Additional Earnings. A component is a tax, a benefit, or an additional earning. A wizard guides you through setting up a component with business-based questions. See <a href="#">Configuring Benefits, Taxes, and Additional Earnings</a>.</p>
Workforce Assumptions	<p>Mandatory</p> <p>Set default assumptions such as hours worked per day, week, and year. Also, set the partial payment factor, which sets the pay percentage to apply to Maternity status. You can set these assumptions by Scenario, Version, Entity, and Currency. For more information, see <a href="#">Setting Assumptions</a>.</p>
Employee Type	<p>Optional</p> <p>Import more employee types in your organization as members into the Employee Type dimension. The provided employee type members are Regular, Contractor, and Temporary. This option is available for the Employee-only level of granularity.</p>
Pay Type	<p>Optional</p> <p>Import pay types in your organization as members into the Pay Type dimension. The provided pay types are Exempt and Non-Exempt. This option is available for the Employee-only level of granularity.</p>
Employee Demographics	<p>Optional</p> <p>Set up employee demographics such as Highest Education Level. Demographics enable you to analyze data based on individual employee characteristics. You can select, add, import, or export a demographic, such as ethnic group. If you enable Employee Demographics, Workforce provides the Gender, Age Band, and Highest Education Degree attributes, and you can add employee demographics such as veteran status. You typically import demographic attributes for existing employees, and planners assign demographics after new employees are hired.</p> <p>Workforce provides data maps for reporting on such information as demographics. See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>

**Table 6-4 (Cont.) Configuration Options in Workforce**

Configure	Description
Employee Properties	<p>Optional</p> <p>Set up employee properties such as Employee Type. Add, import, or export properties such as Skill Set, FT/PT, Start Month, Merit Month, and Hiring Status. Then to view and edit employee properties, use <b>Compensation Planning</b>, then the <b>Manage Employee Details</b> tab.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>
Non Compensation Expenses	<p>Optional</p> <p>Set up noncompensation expenses such as training or travel expenses. Add, import, or export a noncompensation expense. After noncompensation expenses are added, enter the data in the form (<b>Other Expenses</b>, and then <b>Non Compensation Expenses</b>).</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>
Performance Metrics	<p>Optional</p> <p>Add, import, export, or delete a performance metric for a component. For example, add performance ratings such as Meets Expectations and Exceeds Expectations.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>
Merit Rates	<p>Mandatory</p> <p>Define merit rates by year. Select the scenario, version, and currency to which to apply the merit rates.</p>
Employees	<p>Optional</p> <p>Import employee names or employee numbers in your organization as members into the Employee dimension.</p>
Jobs	<p>Optional</p> <p>Import jobs in your organization as members into the Job dimension.</p>
Skill Sets	<p>Mandatory for Job Granularity</p> <p>Import skill sets used in your organization by importing members into the Skill Set dimension.</p>
Union Codes	<p>Mandatory for Employee and Job Granularity</p> <p>Import union codes used in your organization by importing members into the Union Code dimension. If you don't track Union Codes, you can rename the dimension to something that's meaningful to your business. However, you must still assign a default to the renamed dimension.</p>
Gender	<p>Optional</p> <p>Import members into the Gender dimension</p>

**Table 6-4 (Cont.) Configuration Options in Workforce**

Configure	Description
Highest Education Degree	Optional Import highest education degrees used in your organization by importing members into the Highest Education Degree dimension.
Age Band	Optional Import members into the Age Band dimension. Employees' ages are calculated and assigned to an age band as it changes over time. Oracle recommends that you use the default age bands instead of loading your own. If you are an existing customer, continue to use your existing age bands and members.
<Custom Dimension Name, such as Projects>	Optional Populate the application with a dimension you added, such as projects, by importing members into the dimension.
Global Assumptions	Mandatory Set foreign exchange rates in a multicurrency application.

For information on importing data, see [Importing Data](#). You can also add members using the Dimension Editor.

After importing dimensions and members, you can view the hierarchical structure in the Dimension Editor.

Note the following:

- Don't change the member order of the provided members. Retaining the member order is important to support the provided calculations and logic.
- You can't add members to the Property dimension.

## Workforce Planning and Forecast Preparation

You can configure the time frame and granularity for plans for the Workforce module. You can configure different time frames and granularity for the Plan and Forecast scenarios.

To configure the time frame and granularity for plans:

1. In **Current Fiscal Year**, select the current fiscal year.

 **Note**

Changing the current year affects all modules.

2. From **Period**, select the current actual month. For 13-period applications, select the current period. You need to update this value on a monthly basis.
3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.

4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select **5 Years**.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21. For 13-period applications, you select **13 Periods** instead of **Monthly**.
6. Click **Forecast** and repeat these steps to specify the forecasting basis.  
When you select **Quarterly** as the planning basis for **Forecast** for the first year, the provided valid intersections are set up so that forecast data entry is allowed only in the appropriate periods; quarterly forecast periods prior to the current month can't be updated. The substitution variable `OEP_CurQtr` is provided whenever you enable Quarterly planning.  
When you select **Quarterly** as the planning basis for **Forecast** for the first year, you can choose how the current quarter is determined, in cases where the current month is the last month of the quarter.

When the current month is the last month of the quarter, select an option in **Planning and Forecast Preparation** for how the current quarter should be defined.

- If you select **Lock Current Period For Forecast**, Workforce uses the next quarter. For example, if the current month is March, when you select this option, Workforce defines the Current Quarter as Q2.
- If you clear **Lock Current Period For Forecast**, Workforce uses the current quarter. For example, if the current month is March, when you clear (deselect) this option, Workforce defines the Current Quarter as Q1.

Note:

- **Lock Current Period For Forecast** is available only when Quarterly is selected as the planning basis for Forecast for the first year.
- You can select the option for **Lock Current Period For Forecast** for each module.

This configuration task sets all required substitution variables.

#### Note

Saving the **Planning and Forecast Preparation** configuration task restarts the application and requires you to refresh the database. If a background job is running, you must refresh the database later.

In Workforce, rules, templates, and forms allow different planning years for the Plan and Forecast scenarios.

Workforce business rules and templates use methods that read the start year and end year from the **Planning and Forecast Preparation** configuration task separately for the Plan and Forecast scenarios for each module.

To create custom rules or templates for Workforce, use these functions rather than the `&OEP_YearRange` substitution variable:

- `[[PlanningFunctions.getModuleStartYear("Workforce", "ScenarioName")]]`
- `[[PlanningFunctions.getModuleEndYear("Workforce", "ScenarioName")]]`

**Note**

Module name and Scenario name must be enclosed in double quotation marks.

**Tip**

If you want to create or edit rules to customize your planning and forecasting tasks, you can use Planning Formula Expressions in your rules to call the configured time horizon information such as

```
[[PlanningFunctions.getModuleStartPeriod("ModuleName", "ScenarioName")]]  
and
```

```
[[PlanningFunctions.isPlanStartYearSameAsCurrentFiscalYear("ModuleName")]]
```

Module names are not case sensitive and must be enclosed in double quotation marks:

- Capital
- Financials
- Projects
- Workforce

See Scenarios in *Designing with Calculation Manager*.

### Using a Custom Dimension as the Forecast Scenario

If you have a custom scenario you want to use for the **Forecast** scenario, associate the **Hsp\_Forecast** UDA with the scenario. Account member formulas calculate from the **Forecast** Start Year and Start Period in the first year if the UDA is associated with the scenario.

## About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

## Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
  - To add an artifact, select **Add** from the **Actions** menu, and then enter details in the new row.
  - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select **Export** from the **Actions** menu), and then modify the export file in Microsoft Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select **Import** from the **Actions** menu). If available, use categories and subcategories to group functionally related artifacts.
  - To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.
  - To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

**Notes:**

- Specify unique member names and aliases for custom members so they don't conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

## About Setting Up Employee Demographics

### Video

Your Goal	Watch This Video
Learn about setting up and using employee demographics to analyze workforce data.	 <a href="#">Setting Up Workforce Demographics in Oracle Enterprise Planning Cloud</a>

See [Adding and Managing Accounts and Drivers](#) for more details.

## About Adding Employee Properties

You can add custom employee properties to the Account dimension using the **Configure** task for **Employee Properties** or using the Dimension Editor.

After adding a new custom property, add it as a shared member under the parent **OWP\_Workforce Planning Accounts for Forms** so it shows up on forms. Refresh the database after making your changes.

To ensure that custom properties are transferred when you change an employee's job or transfer an employee, use a custom template, **OWP\_Custom Template** to customize the rules and templates. For more information, see [Using a Custom Workforce Template to Support Workforce Customizations](#).

## Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described here, or import them. For information about importing exchange rates, see [Importing Exchange Rates for a Simplified Multicurrency Application in Administering Planning](#).

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click **Global Assumptions** to open the **Exchange Rates to <Base Currency>** task. Here you'll enter the exchange rates for the currencies that planners will use.
3. Select the members from the Point of View.
4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to **Exchange Rates to <Base Currency>**, where **<Base Currency>** is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is **Exchange Rates to Yen**. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

### Note

If you add a new Version member, you must enter exchange rates in that version.

## Configuring Benefits, Taxes, and Additional Earnings

The following sections describe how to use the Benefits and Taxes Wizard to configure benefits, taxes, and additional earnings. You can have a maximum of 30 members in any combination across Additional Earnings, Benefits, and Taxes.

### Tip

You can set up valid intersections for Options and Tiers to their respective parents in the Components dimension. For information on setting up valid intersections, see [Defining Valid Intersections in Administering Planning](#).

### Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This 90-minute tutorial shows you how to configure additional earnings, benefits, and taxes in Workforce.	 <a href="#">Defining New Additional Earnings and Configuring Benefits &amp; Taxes</a>

## Before You Use the Benefits and Taxes Wizard

Ensure that you have performed these tasks before you launch the wizard:

- Imported Benefits, Taxes, and Additional Earnings using **Components** on the Workforce **Configure** page. Importing the component makes it available in the wizard.
- Configured **Options and Tiers** on the **Configure** page to set up Benefits and Additional Earnings (Options) and Taxes (Tiers), which creates the options and tiers.

Then you're ready to launch the Benefits and Taxes Wizard to define each option for Benefits, Taxes, and Additional Earnings.

## About the Benefits and Taxes Wizard

Using business-based questions, a wizard guides you through the steps to defining options for Benefits and Additional Earnings and defining tiers for (employer-paid) Taxes.

Examples:

- Additional Earnings: Overtime Pay, Merit Increase
- Benefits: Health Insurance, House Loan, Car Allowance
- Employer-paid Taxes: US FICA, Canada Pension Plan (CPP)

In the wizard, you specify the logic, such as whether a tax rate is a flat amount, a percentage of salary, incurred monthly, quarterly, or annually, and so on. You can also use the wizard to maintain taxes, benefits, and additional earnings. Each component can vary by scenario and version.

### Note

If the application is based on a 13-period calendar, set the **Payment Terms** to **Monthly**. See [Calculations in a 13-Period Calendar](#).

To launch the wizard, from **Configure**, click the **Benefits and Taxes** link. Use **Filter** to select the component to configure. You are guided through three steps: Details, Rates, and Review.

### Note:

- Ensure that all entities have a rate and threshold (if the component uses a threshold). If the same rates and thresholds apply globally, run the rule **Copy Rates Across Entities** from a source entity. See [Applying Rates by Hierarchy](#).
- Whenever you update an entity default for a benefit, tax, or additional earning, you must run the **Synchronize Defaults** rule to apply the entity default at the employee-job level. When you update an existing component (a benefit, tax, or additional benefit) in the wizard, you must run the **Synchronize Component Definition** rule to push the updated definition to employees and jobs.

## Common Properties for the Components

Additional Earnings, Benefits, and Taxes share certain properties.

The components share these properties:

- Payment Terms, such as Monthly, Quarterly, or Annually.

### Note

If the application is set up for a 13-period calendar, select **Monthly**. Then periods 1 through 13 become the payment terms. For more information on working with a 13-period calendar, see [Calculations in a 13-Period Calendar](#).

- Payment Frequency, such as One-time Pay or Pay During Last Period. Payment Frequency is tied to Payment Terms.
- Component Types: Simple, Rate Table, Rate Table with Threshold, and Custom.

## Component Types in the Wizard

On the **Details** screen, you select a component type (a calculation rate type) for a benefit, tax, or additional earning.

The component types:

- **Simple**—A single rate option per year with a threshold value. Then you assign the desired option to the appropriate drivers as defaults. Because the Simple component type is a single rate option or tier with a threshold value for all defaults, there's only one row: No Option for Additional Earnings and Benefits and No Tier for Taxes.
- **Rate Table**—Provides different rate options with no threshold values. With this component type, you assign the desired option or tier to the appropriate drivers as defaults. The rate table provides rows of options and tiers (you defined these rows of options and tiers with the **Options and Tiers** on the **Configure** page), with no threshold values that are assigned.
- **Rate Table and Threshold**—Provides different rate options with thresholds. With this component type, you assign the desired option or tier to the appropriate drivers as defaults. The rate table with threshold provides rows of options or tiers with thresholds as previously configured. Additional Earnings and Taxes support the Maximum Value Type of Threshold Amount, which crosses all tiers regardless of the option or tier assigned as a default.
- **Custom**—Enables you to create custom calculation logic for a component's additional earnings, benefits, or taxes. See [Creating Custom Calculation Logic in a Component](#).

### Tip

A threshold is a cap or maximum value on the resulting expense value. For example, Car Allowance is a percent of salary up to a threshold of \$4,000, when the Car Allowance benefit would stop. The rate changes when a cap is reached. For example, the tax rate in the first tier is 4.5% up to a threshold of \$50,000, and the second tier is 12.6% up to \$100,000. Not only does a threshold apply only to the tiered structure, but you can also set a maximum value with the Additional Earning, Benefit, or Tax calculations.

## About One-time Pay Options

Using **One-time Pay Options** enables you to specify which month an additional earning, benefit, or tax is paid. Your options depend on which **Payment Terms** you've selected for the component.

For example, if a benefit needs to be paid once every six months in February and August, then select **Payment Terms** as **Semiannually (Calendar)**, **One-time Pay** as the **Payment Frequency**, and Second Month in the **One-time Pay Options**.

Another example: if your **Payment Terms** is **Annually (Fiscal Year)**, and you select **One-time Pay** as the **Payment Frequency**, then the one-time payment occurs once in the fiscal year. For **One-time Pay Options**, you can then select which month in the fiscal year (first through twelfth) the expense is calculated. If your fiscal year starts in July, and you select the eleventh month, the expense is added in May.

You access these options in the Benefits and Taxes Wizard on the **Details** page for the component.

## About Value Type

**Table 6-5 Value Type Options**

Value Type	Description
<b>Flat Amount</b>	Available for: <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Additional Earnings</li> <li>• Taxes</li> </ul>
<b>Percentage of Salary</b>	Available for: <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Additional Earnings</li> <li>• Taxes</li> </ul>
<b>Percentage of Overall Earnings</b>	Available for: <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Taxes</li> </ul>
<b>Percentage of Taxable Earnings</b>	Available for: Taxes
<b>Flat Amount FTE Ratio</b>	For use with split-funded FTE. Available for: <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Additional Earnings</li> <li>• Taxes</li> </ul>

## About Maximum Value Type

The available options for **Maximum Value Type** are based on whether the component is an Additional Earning, Benefit, or a Tax.

**Value Type** and **Max Value Type** must match when using FTE Ratio. To ensure that either the FTE Ratio or FTE value is applied consistently, the Benefits and Taxes wizard does not allow a mismatch of methodologies for FTE Ratio.

Setting the **Maximum Value Type** to **Threshold Amount** is available only for Taxes (not for Additional Earnings or Benefits). If the **Maximum Value Type** is set to **Threshold Amount**,

then the threshold of each tier drives the tiered calculations. The application applies all tiers to the default assignment, as appropriate, regardless of the tier assigned as a default. If you need to apply a tiered tax with multiple tier rates, then select **Component Type** as **Rate Table and Threshold with Maximum Value Type** as **Threshold Amount**.

If you select the **Component** type as **Simple**, then you provide rates in **No Tier**. In this case, tiered calculation logic isn't applied even if **Maximum Value Type** is **Threshold Amount**.

You set the **Maximum Value Type** on the **Details** page of the wizard.

If the **Maximum Value Type** isn't set to **Threshold Amount**, then the assignment of each option or tier row is relevant and needs to be assigned appropriately.

For example, let's use US FICA tax as an example of setting the **Maximum Value Type** to **Threshold Amount**. No one row will be assigned as a default because all rows apply. So the tax rate is 7.65% of salary for the first \$118,500, then 1.45% of salary over \$118,500 up to \$200,000. Then 2.35% tax is applied to salaries over \$200,000. (You still have to select an option or tier when assigning the default; it is just ignored in the calculation.)

Example:

Entity No Entity	Scenario View Plan	Version View Working	Currency USD	Component FICA			
		FY16		FY17		FY18	
		Rate	Threshold	Rate	Threshold	Rate	Threshold
Tier1		7.65	118,500	7.65	119,000	7.65	120,000
Tier2		1.45	200,000	1.45	200,000	1.45	200,000
Tier3		2.35	99,999,999	2.35	99,999,999	2.35	99,999,999

**Table 6-6 Maximum Value Type Options**

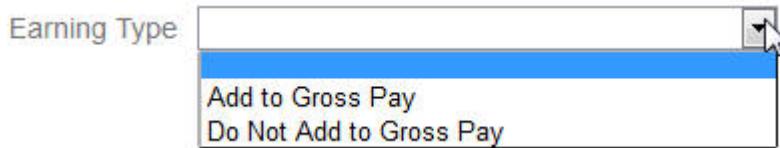
Value Type	Description
<b>Flat Amount</b>	Available for: • Benefits • Additional Earnings • Taxes
<b>Percentage of Salary</b>	Available for: • Benefits • Additional Earnings • Taxes
<b>Percentage of Taxable Earnings</b>	Available for: Taxes
<b>Percentage of Overall Earnings</b>	Available for: • Benefits • Taxes

**Table 6-6 (Cont.) Maximum Value Type Options**

Value Type	Description
<b>Threshold Amount</b>	Available for: Taxes
<b>Flat Amount FTE Ratio</b>	For use with split-funded FTE. Takes the FTE for the current intersection of data and divides it by the Master FTE, and multiplies by the Flat Amount. Available for: <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Additional Earnings</li> <li>• Taxes</li> </ul>
<b>Threshold Amount FTE Ratio</b>	For use with split-funded FTE. Takes the FTE for the current intersection of data and divides it by the Master FTE, and multiplies by the Threshold Amount. Available for: Taxes

## About Earning Type

**Earning Type** is valid only for Additional Earnings.



The earning types **Add to Gross Pay** and **Do Not Add to Gross Pay** drive the Benefits and Taxes **Value Type** and **Maximum Value Type** of Overall Earnings. So if the **Earning Type** is set to **Add to Gross Pay**, then those Additional Earnings will be included in any Benefit or Tax based on % Overall Earnings.

If the **Earning Type** is set to **Do Not Add to Gross Pay**, then any Benefit or Tax using % Overall Earnings for the **Value Type** and **Maximum Value Type** will exclude those Additional Earnings from any Benefit or Tax calculations based on % Overall Earnings.

## About Taxable Component

**Taxable Component** works like **Earning Type** in that any Additional Earning or Benefit set to Yes for **Taxable Component** will be included in any Tax calculation where the **Value Type** or **Maximum Value Type** is set to % Taxable Earnings.

## About Entering Rates

You can enter component rates and logic by period and by entity in the Benefits and Taxes Wizard. You can account for rates that change during the year and assess their impact on compensation expenses. For example, you can account for a tax rate that changes in July.

The **Rates** page in the Benefits and Taxes Wizard opens with the **YearTotal** member collapsed with the **Time Balance** property of **Account** set to **Balance**. You can enter a value in **YearTotal**, and the value automatically spreads to the last of its child time periods. If no distribution exists (that is, the values for all children are zeros or are missing), the value is spread across its

children. Or, you can expand YearTotal and manually enter or change rates in the level 0 members.

## About Rates and Threshold Scope

The **Threshold Scope** option (**YTD** or **Monthly**) for a component enables you to set rate tiers for an additional earning, benefit, or tax that are calculated independently each month or year.

For example, an insurance program may apply rate tiers that start from zero each month.

### Note

If the application is set up for a 13-period calendar, selecting **Monthly** applies the calculation logic to periods 1 through 13.

In this example, assume employees in Finance earn \$4,000, where tax is defined as **Percent of Salary**, with a **Threshold Scope** of **Monthly** and three rate tiers:

Scenario Plan	Version Working	Currency USD	Entity Finance US
	FY18		
	Rate	Threshold	
	<input checked="" type="checkbox"/> YearTotal	<input type="checkbox"/> YearTotal	<input type="checkbox"/> Y
Tier1	12	1000	
Tier2	20	3000	
Tier3	30	5000	

Their tax rate is 12% for the first 1,000 monthly compensation, 20% between 1,000 and 3,000 earned, and 30% between 3,000 and 5,000.

## Applying Rates by Hierarchy

You can apply the same rates and thresholds to members within a section of the Entity hierarchy by using the **Copy Rates Across Entities** rule. Using this rule saves you from having to manually enter or import rate data.

The **Copy Rates Across Entities** rule is especially useful when a number of entities use the same rates and thresholds for additional earnings, benefits, or taxes. On the **Rates** page, you can copy component rates and thresholds from one entity to another section of the hierarchy by running this rule from the **Actions** menu. In the **Member Selector**, select the source level 0 Entity member whose rate you want to copy and the target parent or level 0 member to copy the rate to.

For example, you can enter rate data for a benefit for France and then use **Copy Rates Across Entities** to copy the benefit rate using relationship functions to all level 0 descendants of Total Europe and level 0 descendants of Total Nordic.

## Calculations in a 13-Period Calendar

If Workforce is set up for a 13-period calendar (instead of a 12-month calendar), learn about how component calculations interact with 13 periods.

About Calendar Year payment terms and 13 periods:

- Calendar dates cross the Fiscal Year and periods.
- If **Payment Terms** (such as **Monthly**, **Quarterly**, or **Annually**) is set to **Monthly**, the periods in which the last day of each calendar month occurs become the payment periods. Thus, at least one period will typically not have a payment.
- Calculation logic assumes that component expenses occur in the period with the last day of the month.

Examples:

- When **Payment Terms** is **Annually (Calendar Year)** and the **Payment Frequency** is **Pay During First Period**, the expense is incurred in the period with January 31.
- When **Payment Terms** is **Annually (Calendar Year)** and the **Payment Frequency** is **One-time Pay** and **One Time Pay Options** is set to **First Month**, the expense is paid in the period with January 31.
- When **Payment Terms** is **Annually (Fiscal Year)** and the **Payment Frequency** is **One-time Pay** and **One Time Pay Options** is set to **First Month**, the expense is paid in the first period (TP1).

See also:

- [About 53-Week Years](#)
- [Summary Time Periods and 13 Periods](#)

## About 53-Week Years

Learn how Workforce handles 53 weeks in a 13-period calendar.

By default, the first three quarters have three periods and the last quarter has four periods (3-3-3-4). However, the administrator can select which quarter to add four periods to when creating the application. Based on the weekly layout of 4-4-5, 4-5-4, and 5-4-4 calendars (52 weeks times 7 days equals 364 days), plus one remaining day each year and the occurrence of leap year, a 53rd period occurs about every five to six years. The application automatically applies the fifth period in leap years to the extra period defined during application creation.

Salary Basis rates are calculated by a weekly rate based on 52 weeks, then multiplied by the number of weeks in that period. In years with 53 weeks, the weekly rate is multiplied by 5 in the 13th period. The 53rd week pays the additional weekly amount in the period specified when the application was created. The YearTotal amounts are then higher in a 53-week year than a 52-week year by one week's value. The specified Salary Basis rate is the same for either a 52- or 53-week year.

## Summary Time Periods and 13 Periods

Learn how 13-period calendars display in Workforce Summary Time Periods.

The rates for Salary Basis don't show in quarterly and half-year Summary Time Periods (STPs). Instead, the application converts the Salary Basis rate into a weekly rate (assuming the rate is based on a 52-week year) and then multiplies the rate by the number of weeks in the period. In a leap year, the rate is multiplied by 5 in the configured extra period.

## Creating Custom Calculation Logic in a Component

Defining your own Workforce calculations in a custom component gives you great flexibility in applying conditional logic and specifying value drivers to calculations for additional earnings, benefits, or taxes.

For example, you could create a bonus calculation that applies to new hires who start in the first 6 months of a calendar year, but not for those who start in the last 6 months of the calendar year in their first year of hire. You can also select a value driver other than the predefined ones (for example, Flat Amount, Percentage of Salary, and so on). So, for example, you could base an additional earning such as commissions on a custom member that you create, for example, Revenue. To specify a member as the Value Type driver, you include it in the member formula for the custom component.

To customize logic in a custom component:

1. In the Benefits and Taxes Wizard, on the **Details** page, edit an existing component, and for **Component Type**, select **Custom**.
2. Continue setting up the component, optionally entering rates to be used in your custom logic.  
Include any thresholds in the member formula.
3. Create a member formula for the **OWP\_Custom Expense** member in the Property dimension:
  - a. On the Home page, select **Application**, then **Overview**, and then **Dimensions**.
  - b. Click the down arrow to the right of **Cube**, and then select **OEP\_WFP**.
  - c. Click **Property**, right-click in the **Member Name** column header, and then clear **Default mode**.
  - d. Select the member **OWP\_Custom Expense**, scroll right to the **OEP\_WFP Formula** column, and then click in the intersection cell.
  - e. In the upper left of the grid, click the Member Formula icon
  - f. Enter the member formula.

**Notes:**

- Before creating your own custom calculation logic, Oracle encourages you to first do due diligence in using the predefined calculations.
- Evaluate the performance of your custom formula before taking the application into production.
- To create and use multiple custom components, modify the **OWP\_Custom Expense** member formula to accommodate each component's custom logic. For example, use nested IF conditions for each custom component type.

 **Tip**

See the next topics for advice on customizing calculation logic and for several sample formulas.

## Creating Custom Formulas for **OWP\_Custom Expense**

Use these tips and the formula examples that follow to help you create custom formulas for **OWP\_Custom Expense**. These tips assume that the application granularity is Employee and Job.

- Data for properties such as Payment Terms, Payment Frequency, and Value Type are stored at the corresponding Property member > No Currency > Begbalance > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- Rates are stored at OWP\_Value > Currency > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- Thresholds are stored at OWP\_Maximum Value > Currency > Account (Benefit1:10/Earning1:10/Tax1:Tax10) at the Employee and Job combination.
- You can refer to the provided formulas for evaluating the periods to calculate the expenses based on Cal Tp-Index of the month, corresponding to different Payment Terms options.
- To add multiple custom formulas, nest them in the OWP\_Custom Expense member formula.

## Customizing Benefit and Tax Calculations

Review these examples to help you customize your benefit and tax calculations.

### Use Case 1

You want to calculate commission as a percentage of the Commission Basis account, which is a custom account not provided with Workforce. Commission is calculated by multiplying the rate entered in the Benefits and Taxes Wizard times the custom Commission Basis account.

### Sample Formula

```
IF( "No Property" -> "BegBalance" == [OWP_EarningList.Commission])
    IF(@ISMBR(@RELATIVE("OWP_Existing Employees", 0)))
        "Commission Basis" -> "No Property" * ("OWP_Value" / 100);
    ELSE
        #Missing;
    ENDIF
ENDIF
```

### Use Case 2

Building on the previous example, you want to add a benefit called Insurance, which is calculated as a percentage of the Merit account, with the following values selected in the Benefits and Taxes Wizard:

- **Component Type**—Custom
- **Payment Terms**—Quarterly (Calendar Year)
- **Payment Frequency**—Pay During First Period
- **Maximum Value Type**—Flat Amount
- **Threshold Scope**—YTD
- **Taxable Component**—Yes
- **Rate for all months**—10
- **Threshold**—400
- **Value Type**—You can select any value for Value Type as we are calculating the benefit as a percentage of Merit in the custom logic.

## Sample Formula

```

IF("No Property"->"BegBalance"==[OWP_EarningList.Commission])
    IF(@ISMBR(@RELATIVE("OWP_Existing Employees",0)))
        "Commission Basis"->"No Property" * ("OWP_Value"/100);
    ELSE
        #Missing;
    ENDIF
ELSEIF("No Property"->"BegBalance"==[OWP_BenefitList.Insurance])
    IF("Cal TP-Index"==1 OR "Cal TP-Index"==4 OR "Cal TP-Index"==7 OR "Cal TP-Index"==10)
        "OWP_Expense amount"="OWP_Merit"->"OWP_Expense amount" * ("OWP_Value"/100);
    ENDIF;
    IF("OWP_Expense amount"!=#MISSING)
        IF("OWP_Calculated Max Value"!=#MISSING)
            IF("OWP_CYTD(Prior)"+"OWP_Expense amount">>"OWP_Calculated Max Value")
                IF("OWP_CYTD(Prior)"<="OWP_Calculated Max Value")
                    "OWP_Expense amount"="OWP_Calculated Max Value"- "OWP_CYTD(Prior)";
                ELSE
                    "OWP_Expense amount"=#MISSING;
                ENDIF;
            ENDIF;
        ENDIF;
    ENDIF;
    "Custom Expense"="OWP_Expense amount";
ENDIF;

```

## Use Case 3

Building on the previous examples, you want to add a Tax (Tiered Tax) named SUTA, which is calculated as a percentage of Benefit1, Benefit2, Benefit3, and Benefit4, with the following values selected in the Benefits and Taxes Wizard:

- **Component Type**—Custom
- **Payment Terms**—Monthly
- **Maximum Value Type**—Threshold
- **Threshold Scope**—Monthly
- No rates are provided in the Rates page.
- For the custom tiered tax, rates need to be provided as part of the custom formula.

## Sample Formula

```

IF("No Property"->"BegBalance"==[OWP_EarningList.Commission])
    IF(@ISMBR(@RELATIVE("OWP_Existing Employees",0)))
        "Commission Basis"->"No Property" * ("OWP_Value"/100);
    ELSE
        #Missing;
    ENDIF
ELSEIF("No Property"->"BegBalance"==[OWP_BenefitList.Insurance])
    IF("Cal TP-Index"==1 OR "Cal TP-Index"==4 OR "Cal TP-Index"==7 OR "Cal TP-Index"==10)

```

```

        "OWP_Expense amount"="OWP_Merit"->"OWP_Expense amount"*( "OWP_Value" /
100);
        ENDIF;
        IF( "OWP_Expense amount"!=#MISSING)
            IF( "OWP_Calculated Max Value"!=#MISSING)
                IF( "OWP_CYTD(Prior)"+"OWP_Expense amount">>"OWP_Calculated Max
Value")
                    IF( "OWP_CYTD(Prior)"<="OWP_Calculated Max Value" )
                        "OWP_Expense amount"="OWP_Calculated Max
Value"- "OWP_CYTD(Prior)";
                    ELSE
                        "OWP_Expense amount"=#MISSING;
                    ENDIF;
                ENDIF;
            ENDIF
        ENDIF
        "Custom Expense"="OWP_Expense amount";
ELSEIF( "No Property"->"BegBalance"==[OWP_TaxList.SUTA])
    IF( "OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount" <=1000)
        ("OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount")*(10/100);
    ELSEIF( "OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount" <=1200)
        (( "OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount")-1000)*(20/100) + 1000*(10/100);
    ELSEIF( "OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount" <=1300)
        (( "OWP_Benefit1"->"OWP_Expense amount" +"OWP_Benefit2"->"OWP_Expense
amount" +"OWP_Benefit3"->"OWP_Expense amount" +"OWP_Benefit4"->"OWP_Expense
amount")-1200)*(30/100) + (1200-1000)*(20/100) + 1000*(10/100);
    ELSE
        (1300-1200)*(30/100) + (1200-1000)*(20/100) + 1000*(10/100);
    ENDIF
ENDIF

```

 **Note**

Do not assign values to the **OWP\_Expense Amount** member. If there is a use case to apply further logic on a computed value, then assign the **OWP\_Expense Amount** to **OWP\_Custom Expense**. Refer to similar Use Case 2 above.

## After Configuring Using the Wizard

After configuring Additional Earnings, Benefits, and Taxes using the wizard, perform these tasks:

- Assign defaults for Salary, Additional Earnings, Benefits, and Taxes. See [Setting Defaults](#).

- Assign defaults for Salary Grades for New Hires.
- To assign the defaults to employees (in Employee only or Employee and Job granularity) and jobs (in Job only granularity), run the **Synchronize Defaults** rule. This rule is applied to both new hires and existing employees or jobs.

To run the rule for a single employee or job or an employee-job combination, in the form, select that row and then click **Actions**, and then **Synchronize Defaults**. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**. To run the rule for a parent level employee/job, click **Actions**, then **Business Rules**, and then **Synchronize Defaults**.

## Example - Adding a Fringe Benefit

This example walks you through the steps to creating a new fringe benefit. Let's say that you want the benefit to be a percentage of employees' salary. You want to specify a different percentage for employees in North America, EMEA, and APAC, ranging from 33% to 35%.

Before you start, we assume that:

- You've enabled Workforce for, at a minimum, **Expense Planning**, **Compensation Expenses**, and **Benefits**. (All three granularity levels support benefits.)
- You've imported the application metadata to include the Fringe Benefit Rate component member.
- You've set the user variables.

## Add the Fringe Benefit as a Component

First, we'll use the Benefits and Taxes Wizard to create a new benefit.

1. From the Home page, click **Application**, and then **Configure**.
2. From the **Configure** list, click **Workforce**.
3. From **Configure: Workforce**, click **Options and Tiers**.

Configure: Workforce					
Actions		Enable Features			
Name	Type	Status	Executed	Action	
<b>Component</b> Import Grades, Taxes, Benefits & Additional Earnings	Metadata Optional	Not Configured			
<b>Entities</b> Import Entities	Metadata Mandatory	Not Configured			
<b>Salary Grades</b> Define salary basis and rates for Salary Grades	Maintenance Mandatory	Not Configured	demoadmin 11/7/16 4:16 PM		
<b>Options and Tiers</b> Set options for Additional Earnings/Benefits & tiers for Taxes	Metadata Optional	Not Configured			
<b>Planning and Forecast Preparation</b> Set the timeframe and granularity for plans	Maintenance Mandatory	Not Configured	demoadmin 3/13/17 5:23 PM		
<b>Benefits and Taxes</b> Set up Benefits, Taxes, and Additional Earnings	Metadata Mandatory	Not Configured			

4. On **Options and Tiers**, from **Component**, select **Options**.
5. From **Actions**, select **Add**, then in the text box, enter *Fringe Rate – North America*. Repeat to add an option for EMEA and APAC:

- [Fringe Rate - North America](#) 
- [Fringe Rate - EMEA](#) 
- [Fringe Rate - APAC](#) 

6. Click **Save**, then **Next**, and then **Close**.

## Define the Fringe Benefit

Next, we use the Benefits and Taxes Wizard to set the rate for the fringe benefit options.

1. From **Configure: Workforce**, click **Benefits and Taxes**.

2. Click .
3. Select the Scenario and Version for the fringe benefit and from **Components**, click **Benefits**, and then **Apply**:

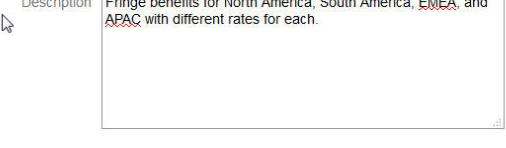
**Filter** **Apply** **Cancel**

Scenario	<input type="text" value="OEP_Plan"/>	
Version	<input type="text" value="OEP_Working"/>	
Components	<input type="text" value="Benefits"/>	

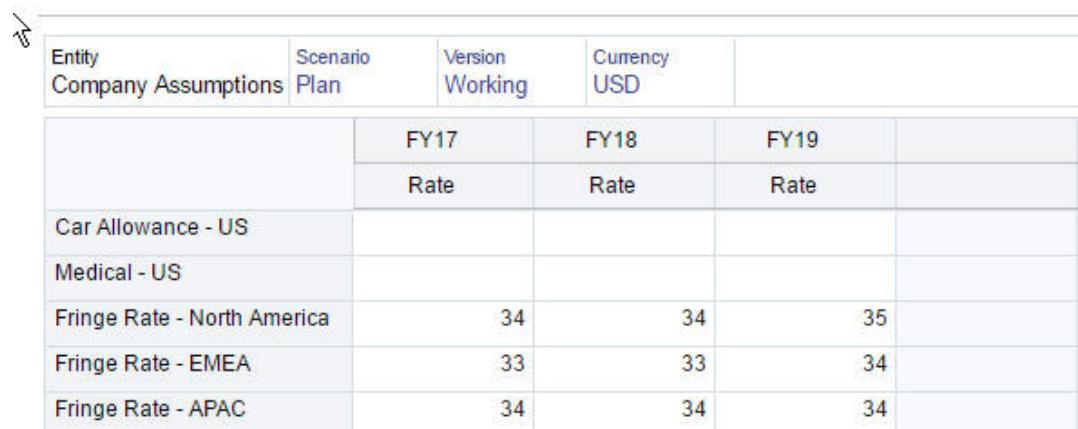
4. Under **Details**, set the fringe benefit parameters:



---

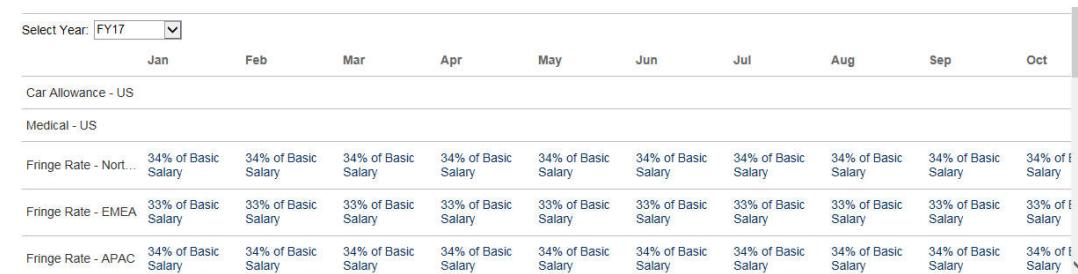
<p>Name <input type="text" value="Fringe Benefit Rate"/></p> <p>Component Type <input type="text" value="Rate Table"/></p> <p>Financial Account <input type="text" value="Other Benefits"/></p> <p>Description </p>	<p>Payment Terms <input type="text" value="Monthly (Fiscal Year)"/></p> <p>Payment Frequency <input type="text" value="Pay During First Period"/></p> <p>Value Type <input type="text" value="Percentage of Salary"/></p> <p>Maximum Value Type <input type="text"/></p> <p>Taxable Component <input type="text" value="No"/></p>
--	---

5. Click **Save** and **Next**.
6. On **Rates**, enter the fringe benefit rates for each fringe rate option for each year:



The screenshot shows a grid-based interface for managing benefit rates. The top row has columns for Entity, Company Assumptions, Scenario Plan, Version Working, and Currency USD. Below this, rows represent different benefit categories: Car Allowance - US, Medical - US, Fringe Rate - North America, Fringe Rate - EMEA, and Fringe Rate - APAC. The columns represent years: FY17, FY18, and FY19. The 'Fringe Rate - North America' row shows values of 34, 34, and 35 respectively. The 'Fringe Rate - EMEA' row shows values of 33, 33, and 34. The 'Fringe Rate - APAC' row shows values of 34, 34, and 34.

7. Click **Save** and **Next**.
8. Review the new benefits options:



The screenshot shows a monthly grid for the year FY17. The columns represent the months from Jan to Oct. The rows represent benefit categories: Car Allowance - US, Medical - US, Fringe Rate - North America, Fringe Rate - EMEA, and Fringe Rate - APAC. Each cell in the grid contains a percentage value, such as 34% of Basic Salary for Fringe Rate - North America in January.

9. Click **Save**, and then **Close**.

## Set the Benefit Defaults

Next we'll set the benefit defaults for the children members of each parent entity: North America, EMEA, and APAC.

1. Click **Workforce** on the Home page.
2. Click **Compensation Planning**, then **Defaults**, and then **Benefits**.
3. From the POV, select the Entity member.  
In this example, we'll set the benefit default for *Sales Italy*.
4. Click **Actions**, and then **Add Benefit Default**.
5. On **Add Benefit Defaults**, for **Benefit**, select **Fringe Benefit Rate**, and for **Option**, select **Fringe Rate – EMEA**:



The dialog box has fields for Benefit (set to 'Fringe Benefit Rate'), Job (set to 'OWP\_All Jobs'), Union Code (set to 'OWP\_All Union Code'), and Option (set to 'Fringe Rate - EMEA'). There are 'Launch' and 'Cancel' buttons at the top right.

6. Click **Launch**.

Now, whenever you add a hiring requisition (using the Add TBH business rule) to *Sales Italy*, the new fringe benefit rate that we set up for EMEA (for example, 34% for 2017) is applied.

Compensation is automatically calculated, including the fringe benefit. (The fringe benefit rate is also applied when you run the **Synchronize Default** business rule.) If you update the fringe benefit rate using the Benefits and Taxes Wizard, to apply the updated rate, run the **Synchronize Component Definition** business rule.

## Post Configuration Tasks

### Related Topics

- [Setting Assumptions](#)  
Assumptions (and defaults) drive the calculations for workforce-related expenses.
- [Setting Defaults](#)  
Defaults (and assumptions) drive the calculations for workforce-related expenses.
- [Entering Employee Master Data](#)
- [Customizing the Mapping for Integration between Workforce and Financials](#)
- [Synchronizing Defaults](#)
- [Using a Custom Workforce Template to Support Workforce Customizations](#)  
Workforce provides a custom template, **OWP\_Custom Template**, with three blank script blocks for each supported rule, which allows you to customize the supported rules. For example, use the script blocks to include custom employee properties when you transfer an employee or change an employee's job.
- [Using Smart Lists of Type Members in Custom Calculations](#)

## Setting Assumptions

Assumptions (and defaults) drive the calculations for workforce-related expenses.



To set assumptions, click **Compensation Planning**, then the **Assumptions** tab. Then, click the tab for **General**, **Salary Grades**, or **Merit Rates**. Administrators set these workforce assumptions as part of configuration. If they're granted permissions, planners can then update them as needed.

Assumptions include:

- **General** assumptions including hours worked per day and week, and working days per month, which drive salary expenses for hourly employees, and the partial payment factor (that is, the pay percentage to apply to Maternity Status).

For assumptions other than merit, you can set assumptions by entity or at the No Entity level (for default assumptions). If you set assumptions for the entity, then they are used for calculations; otherwise, the assumptions set for No Entity (at the organization level) are used.

If you enabled **Merit Assumptions**, you can also set merit assumptions for **Merit Month** and **Cut-off Date** for existing employees.

- **Merit Month** specifies, for each year, the month in which to give a merit increase.
- For existing employees, the **Cut-off Date** indicates the date, for each year, by which an employee must be hired to be eligible for a merit increase.

Merit assumptions are set at either a global level or entity level depending on how merit assumptions were enabled. For information whether the global or entity level will be used for setting merit assumptions, see [Enabling Expense Planning](#).

**① Note**

For existing employees, you must run **Process Loaded Data** to see the impact of **Merit Month** and **Cut-off Date**.

Whenever you update **Merit Month** or **Cut-off Date**, you must run **Process Loaded Data** to synchronize at the employee level.

- **Salary Grades** assumptions, including the salary basis (for example, annual) and rate for Salary Grades.

You can set assumptions by entity or at the No Entity level (for default assumptions). If you set assumptions for the entity, then they are used for calculations; otherwise, the assumptions set for No Entity (at the organization level) are used.

- **Merit Rates**, which are added to salary calculations.

Merit rates are set at a global level or entity level depending on how merit assumptions were enabled. For information whether the global or entity level will be used for setting merit assumptions, see [Enabling Expense Planning](#).

For information about **Financial Account Mapping**, see [Customizing the Mapping for Integration between Workforce and Financials](#).

After setting assumptions, run the **Synchronize Defaults** rule (see [Synchronizing Defaults](#).) To set defaults for Salary, Additional Earnings, Benefits, and Taxes, see [Setting Defaults](#).

## Setting Defaults

Defaults (and assumptions) drive the calculations for workforce-related expenses.

If you want a default for salary, additional earnings, benefits, or taxes to be used for all employees in a specific job, select that job when adding the default. For example, if you select Accountant when adding the default for Job, then all employees who are Accountants are assigned that default.

If Employee and Job granularity is enabled, you must set defaults based on Job and Union Code. This setting defaults compensation elements for new hires for a specific job. For example, you might set the default Salary Grade to Grade 3 for a Warehouse Worker with the Union Code of Teamster.

To apply a compensation element default to all employees in all jobs, such as when setting defaults for salary, additional earnings, benefits, and taxes, select the OWP\_All <member>. For example, select the OWP\_All Union Code member and the OWP\_All Jobs member if you want the default compensation element to be used for all employees in any job and in any union. So for example, if you select the OWP\_All Union Code member and the OWP\_All Job member, then Sue Doe in Accounting (whose Union Code is Default No Union Code) would get the same compensation element default as Tom Blue in the Warehouse (whose Union Code is Teamsters).

**Note**

Workforce seeds a level 0 member named No Union Code as a sibling to Total Union Code. However, when you add defaults for salary, additional earnings, benefits, and taxes, No Union Code isn't available for selecting in the runtime prompt. To meet this need, Workforce expects you to add at least one sibling null metadata member (such as OWP\_Unspecified Union Code) to OWP\_All Union Code.

If your company doesn't use Union Code, you can rename that dimension to something that's meaningful to your business when you enable Workforce. If you didn't rename Union Code when you enabled Workforce, you can create whatever members you want in the Union Code dimension and change the alias of the dimension to your preferred name.

Set Workforce defaults by clicking or tapping **Compensation Planning**, then the **Defaults**



tab. Then:

- To set Salary defaults, click **Salary**. These defaults are used for new hires or job salary



defaults. Using **Assumptions**, and then **Salary Grades**, planners can then set the salary basis (for example, Annual or Hourly) and the salary rate for the Salary Grades that you imported.

If you import the salary basis and salary rates to the OEP\_No Entity member, they are used across all entities. Alternately, select OEP\_No Entity (in **Compensation Planning**, then **Assumptions**, and then **Salary Grades**).

- To set Additional Earnings defaults, click **Additional Earnings**.
- To set Benefits defaults, click **Benefits**.
- To set Taxes defaults, click **Taxes**.

**Note**

When adding defaults, you can select parent driver dimension members or level zero members.

For information about **Salary Mapping** and **Merit Mapping**, see [Customizing the Mapping for Integration between Workforce and Financials](#).

**Tip**

To copy defaults for **Salary**, **Additional Earnings**, **Benefits**, and **Taxes**; or the mappings for **Basic Salary** or **Merit** from one entity to other entities, right-click a member and then select **Copy Data Across Entities**, and then click **OK**. Select **From** and **To** entities, and then click **Launch**. This action clears the target before copying the members.

Use **Copy Data Across Entities for Grades** to copy grades, rate information, and Financials mappings for grades.

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This 45-minute tutorial shows you how to modify out-of-the-box templates in order to disable Salary Defaults. You first create a new Salary Option Smart List, and then modify Groovy Templates used in Workforce--Add Requisition, Change Requisition, and Change Existing Details--to use the salary options specified in the smart list: Salary Grade, and Salary Basis & Rate.	 <a href="#">Disabling Salary Defaults</a>

## Entering Employee Master Data

When you enable **Split-Funded FTE**, you **MUST** also enter the **Master FTE Value** for each employee on the **Employee Master Data** form.

From the Home page, click **Workforce**, then **Compensation Planning**, then **Manage Employees**, and then **Employee Master Data**.

You enter the Master FTE for each fiscal year, at the periodicity defined for that year. Master FTE is required if you are using Split-Funded FTE.

### Tip

The Employee Master Data form displays columns for all of the valid years. To make it easy to enter FTE for multiple time periods, enter data for YearTotal; the value is spread to the periods. You can expand the periods to change data for a specific month or quarter.

A new member in the Entity dimension, **OEP\_Home Entity**, stores the Master FTE Value. **OEP\_Home Entity** is enabled for the Workforce cube and the Workforce Reporting cube. If someone other than an administrator will be entering or editing Master FTE Values, make sure to give write access to **OEP\_Home Entity**.

### Tip

You can use data import templates to quickly load the Master FTE value for employees. See [Importing Workforce Data](#).

Note: If an employee's total assigned FTE value changes over various projects (or other custom dimensions), make sure to update the Master FTE Value so that it matches the total assigned FTE to ensure that calculations are correct.

If the Master FTE is changed, then run the **Synchronize Definition** rule.

To help ensure that Master FTE matches the total assigned FTE, administrators can review the **FTE Assignment Analysis** form to see if an FTE is over- or under- allocated compared to the Master FTE. (From the Home page, click **Workforce**, then **Compensation Planning**, then **Validate**, and then **FTE Assignment Analysis**.) To retrieve data for this form, run the data

map **Headcount and FTE Data for Reporting**. Positive values mean an FTE is underallocated; negative values mean an FTE is overallocated. You can resolve any over or under allocations by updating the Master FTE or the Assigned FTE.

Notes for new hires:

- FTE Ratio is applicable to new hires.
- You don't need to enter a Master FTE value in **OEP\_Home Entity** for new hires. The Workforce calculations assume that the FTE for new hires is Master FTE.

## Customizing the Mapping for Integration between Workforce and Financials

### Note

This feature is available only if you enable **Flexible Account Mapping**. For more information, see Enabling Flexible Account Mapping.

By default, the data maps provided for integration between Workforce and Financials are set up to use the provided Financials chart of accounts.

If you are using your own chart of accounts in Financials, you can modify the mapping so that the data maps push data to the correct accounts. This also allows you to map salary and merit separately, if needed.

After you add the accounts in Financials, make sure to add the accounts as shared members under **OFS\_Cross Module Integration > OFS\_Workforce FinStmt Integration > OFS\_Total Compensation**. This step ensures that your own accounts are available for selection when modifying the mappings.

To customize the member mapping between Workforce and Financials for basic salary and merit accounts:

1. From the Home page, click **Workforce**, and then click **Compensation Planning**.
2.
  - If you enabled flexible account mapping drivers by **Grade**, click **Assumptions** and then click the **Financial Account Mapping** tab.
  - If you enabled flexible account mapping by **Defaults**, click **Defaults** and then click the **Salary Mapping** tab or **Merit Mapping** tab.

The POV depends on the selections you made for **Mapping Level** and **Mapping Drivers** when enabling Workforce **Flexible Account Mapping**.

3.
  - If you enabled flexible account mapping drivers by **Grade**, for each salary or merit account, select a Financials account to map to, and then click **Save**.
  - If you enabled flexible account mapping by **Defaults**, right-click a row on the form and then select **Add Salary Mapping** or **Add Merit Mapping**. Select a member or members for each default driver dimension that the financial mapping should apply to, select a Financials account to map to, and then click **Launch**.

### Note

The salary and merit member lists are populated from the Financials shared members in **OFS\_Total Compensation**.

4. After completing the mappings, run the rule **OWP\_Synchronize Mappings For Financial Accounts** or **Synchronize Defaults**.

If you chose to map the Salary by Grade, and your loaded data has only Salary Basis and Rate without Grade information, define the mapping to OWP\_No Grade in the Component dimension to successfully to move data for these employees.

To remove mappings when **Mapping Drivers** is set to **Defaults**, right-click a member and select **Remove Financial Mappings**. If you select a parent member account, all mappings under the parent are removed.

#### Tip

To copy defaults for **Salary**, **Additional Earnings**, **Benefits**, and **Taxes**; or the mappings for **Basic Salary** or **Merit** from one entity to other entities, right-click a member and then select **Copy Data Across Entities**, and then click **OK**. Select **From** and **To** entities, and then click **Launch**. This action clears the target before copying the members.

Use **Copy Data Across Entities for Grades** to copy grades, rate information, and Financials mappings for grades.

For information on the data maps used to push data between Workforce and Financials, see Pushing Data to Integrate Business Processes. You can also see a Financials integration summary: from the Home page click **Financials**, then **Analysis**, and then **Financials Integration Summary**.

#### Tip

Use the form **Identify Invalid Financials Mapping** to identify missing or invalid mappings when you are mapping accounts for integration between Workforce and Financials. This form helps you identify errors that are caused when the required mapping for the component is missing or has an invalid value, so that the data maps to push data from Workforce to Financials run successfully.

To use the form:

1. From the Home page, click **Workforce** and then click **Compensation Planning**.
2. Click the **Validate** tab, and then click **Identify Invalid Financials Mapping**.
3. After reviewing the errors, run the **Synchronize Mappings For Financial Account** rule or the **Synchronize Definition** rule at the Employee level to correct the mappings.

This form is loaded only if Financials is enabled along with Workforce.

## Synchronizing Defaults

Whenever you update the entity defaults for benefits, taxes, or additional earnings using the **Benefit and Taxes** wizard on the **Configure** page, you must push the updated data to the input forms by running the **Synchronize Defaults** business rule.

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.
2. Highlight a row with an individual or a blank row.

If you intend to execute the business rule for:

- Only one person, highlight the row containing that person's name, and then run the rule
- Multiple people or to select the dimensionality with a runtime prompt, highlight a blank row and then run the rule

3. Click **Actions**, then **Business Rules**, and then **Synchronize Defaults**.

The business rule recalculates and updates data in the forms.

 **Note**

When you update the metadata for a component (for example, salary grades, benefits, taxes, and additional earnings), run the **Synchronize Component Definition** business rule to push the updated definition to already-assigned employees and jobs. This rule doesn't update the entity defaults.

## Using a Custom Workforce Template to Support Workforce Customizations

Workforce provides a custom template, **OWP\_Custom Template**, with three blank script blocks for each supported rule, which allows you to customize the supported rules. For example, use the script blocks to include custom employee properties when you transfer an employee or change an employee's job.

**OWP\_Custom Template** is not considered for updates, so you can write and maintain your custom, flexible code in one place. For example, the custom template ensures that any custom **Employee Properties** you may have added in the **Account** dimension are copied to the target job when you run the **Change Job** or two-step **Transfer** rules. Because you make your customizations in **OWP\_Custom Template**, you don't need to edit the other provided rules or templates. This makes the other provided rules and templates easier to maintain during updates because you don't need to reapply any customizations you have made.

The following rules support **OWP\_Custom Template** and will read any of the modifications you make to the custom script blocks:

- **OWP\_Change Job**
- **OWP\_Transfer**
- **OWP\_Transfer In**
- **OWP\_Transfer Out**

You don't need to make changes to any of the following templates to copy your custom properties. Use **OWP\_Custom Template** instead.

- **OWP\_Assign Target Defaults**
- **OWP\_Change Job**
- **OWP\_Transfer\_T**
- **OWP\_Transfer In\_T**
- **OWP\_Transfer Out\_T**
- **OWP\_Calculate Employee Compensation\_Te**
- **OWP\_Process Loaded Data\_T**

- **OWP\_Synchronize Defaults\_T**
- **OWP\_Synchronize Definition\_T**

 **Note**

After adding a new custom property, make sure you added it as a shared member under the parent **OWP\_Workforce Planning Accounts for Forms** so it shows up on forms. Refresh the database after making your changes. For more information, see [About Adding Employee Properties](#).

To use the custom template, **OWP\_Custom Template**:

1. From the Navigator, click **Rules** under **Create and Manage** to open Calculation Manager.
2. Open **OWP\_Custom Template** to make your custom changes to the script blocks associated with the rule you want to customize. The descriptions in the script blocks give you more information about how to use the script blocks.
3. Click the custom script block for the rule you want to customize, enter your custom code, and save your changes.

For example, to customize the **OWP\_Change Job** rule to support a custom employee property, **Hire Date**, make changes in **Change Job Script 1**:

```
FIX("No Property")
    "OWP_Action" (
        IF ( @ISMBR( {Year} ))
            IF ( "Fiscal TP-Index" >= @MEMBER(@CONCATENATE( "HSP_ID_",
@HspNumToString({StartMonth})))->"Fiscal TP-Index"
                "Hire Date"->{TargetJob} = "Hire Date";
            ENDIF
        ELSE
            "Hire Date"->{TargetJob} = "Hire Date";
        ENDIF
    ;
)
ENDFIX
```

4. Validate and deploy the associated rule or rules.

## Using Smart Lists of Type Members in Custom Calculations

Use these tips and the formula examples that follow to help you create custom formulas that refer to a value stored against a Smart List entry member.

For example, there is a Smart List containing Salary Grades, created based on the **Salary Grades** members in the **Component** dimension. To refer to the Smart List entry, you can use `@CONCATENATE( "HSP_ID_ ", @Name(@hspnumtostring(SLVal)))`, where `SLVal` is the member that the Smart List is associated with and Smart List values are input to.

For example, if custom script is in the **OEP\_WFP** cube and you want to refer to a value stored against the Smart List entry member in the **OEP\_WFSC** cube, write the code as follows:

```
"OWP_Salary Basis"= @XREF(_WFSCube_, "No Year", "No Account", "No Job",  
@CONCATENATE( "HSP_ID_", @Name(@hspnumtostring(SLVal))));
```

Refer to the out of box Calculation Manager rules (such as **OWP\_Synchronize Defaults**) for more usage examples.

## Workforce Rules

Run the Workforce business rules in the situations described here.

### Tip

For suggestions on enhancing the execution performance of rules, see [Performance Considerations with Workforce Rules](#).

To launch a business rule, click **Actions**, then **Business Rules**, and then the rule.

Beginning with the 24.12 update, Workforce uses the following rules for all new applications:

- **Synchronize Defaults 2.0**—Run this rule after you update the entity defaults for a benefit, tax, or additional earning. For example, you set up a new benefit or removed an existing benefit from entity defaults. Running this rule from the New Hires or Manage Existing Employees form pushes the updated entity default at the employee-job level. If you launch **Synchronize Defaults 2.0** using the right-click menu, you use it for a selected employee-job combination.

If you intend to execute the **Synchronize Defaults 2.0** rule for:

- Only one person, highlight the row containing that person's name, and then run the rule.
- Multiple people, or to select the dimensionality with a runtime prompt, right-click in the white space, and then run the rule.
- **Synchronize Definition 2.0**—Run this rule after you update an existing benefit, tax, or additional earning. For example, you updated a rate table, payment frequency, salary grade, or maximum value. Running **Synchronize Definition 2.0** pushes the updated component definition to employees and jobs. This rule doesn't update the entity defaults.
- **Process Loaded Data with Synchronize Defaults**—After you import new compensation data, run the rule **Process Loaded Data with Synchronize Defaults** to copy the data from the current/selected period to the future periods in the planning year range as well as apply the entity defaults for benefits, taxes, and additional earnings. Running this rule sets the Headcount to 1 and the Partial Payment Factor to 100% for every employee unless you've loaded different values at the processing month. Please note that this rule applies the entity defaults and calculate the benefits, taxes, and additional earnings at the employee-job combination, so there is no need to execute any additional rule in order to compute compensation for the employees.
- **Process Loaded Data with Synchronize Definition**—After you import new compensation data, run the rule **Process Loaded Data with Synchronize Definition** to copy the data from the current/selected period to the future periods in the planning year range as well as copy the properties and rates for benefits, taxes, and additional earnings being loaded to the employees. Running this rule sets the Headcount to 1 and the Partial Payment Factor to 100% for every employee unless you've loaded different values at the processing month. Please note that this rule copies the rates and calculate the benefits, taxes, and

additional earnings at the employee-job combination, so there is no need to execute any additional rule in order to compute compensation for the employees.

- **Calculate Compensation for all 2.0**—Run this rule to calculate data across all entities or all employees or jobs within an entity.

Prior to the 24.12 update, Workforce used the following rules. Oracle recommends that you update your application to use the new rules. For more information, see [Performance Considerations with Workforce Rules](#)

- **Synchronize Defaults**—Run this rule after you update the entity defaults for a benefit, tax, or additional earning. For example, you set up a new benefit or removed an existing benefit from entity defaults. Running this rule from the New Hires or Manage Existing Employees form pushes the updated entity default at the employee-job level. If you launch **Synchronize Defaults** using the right-click menu, you use it for a selected employee-job combination.

If you intend to execute the **Synchronize Defaults** rule for:

- Only one person, highlight the row containing that person's name, and then run the rule.
- Multiple people, or to select the dimensionality with a runtime prompt, right-click in the white space, and then run the rule.
- **Synchronize Component Definition**—Run this rule after you update an existing benefit, tax, or additional earning. For example, you updated a rate table, payment frequency, salary grade, or maximum value. Running **Synchronize Component Definition** pushes the updated component definition to employees and jobs. This rule doesn't update the entity defaults.
- **Calculate Compensation**—When you update data on a form, to recalculate expenses, run the **Calculate Compensation** rule. For example, if you change an employee's status, review that employee's FTE, and then run **Calculate Compensation**.

Run this rule to calculate compensation for an individual employee or job.

- **Calculate Employee Compensation for All Data** and **Calculate Job Compensation for All Data** (in a Job only model)— Run these rules to calculate data across all entities or all employees or jobs within an entity.
- **Process Loaded Data**—After you import new compensation data, run the rule **Process Loaded Data** to copy the data to the necessary periods in the planning year range. Running this rule sets the Headcount to 1 and the Partial Payment Factor to 100% for every employee unless you've loaded different values at the processing month.

### Tip

You can quickly make changes to the source data for existing employees, entities, and jobs in four Workforce **Mass Update** forms. Each form is associated with a Groovy rule that processes only the changed data. See Updating Multiple Employees and Jobs Details in *Working with Planning Modules*.

**ⓘ Note**

You can run the rules **Synchronize Defaults**, **Synchronize Component Definition**, and **Process Loaded Data** for multiple entities at a time by selecting the parent entity under Total Entity. Oracle recommends that for performance reasons, you run multiple instances of rules by selecting different children under Total Entity instead of running rules for all entities in one pass.

 **ⓘ Note**

If you get an error message about invalid data when running a business rule, see Troubleshooting a Rule's Error Message.

### Groovy Templates used in Workforce

Make sure to set security for the Groovy templates used in Workforce:

- OWP\_Add Requisition\_GT—**Add Hiring Requisition** menu item
- OWP\_Change Existing Details\_GT—**Change Existing Details** and **Change Existing Employee Details** menu items
- OWP\_Change Requisition\_GT—**Change Requisition** menu item
- OWP\_Enable Job\_GT
  - Add Job** menu item
- OWP\_Change Salary\_GT
  - Change Salary** menu item
- OWP\_Incremental Process Data with Synchronize Definition\_GT—Runs on save in form
- OWP\_Incremental Process Data with Synchronize Defaults\_GT—Runs on save in form
- OWP\_Incremental Synchronize Defaults\_GT—Runs on save in form
- OWP\_Incremental Synchronize Definition\_GT—Runs on save in form
- OWP\_Copy Data across Entities\_GT
- OWP\_Copy Data Across Entities For Grades\_GT

To set security for groovy templates:

1. From the **Home** page, click **Rules**, then **Filter**, and then select a cube and artifact type.
2. Next to the rule or template, click **Permission** and then click **Assign Permission**.
3. In **Assign Permission**, click **Permissions**, and then assign permissions. See [Setting Up Access Permissions](#) for more information.

### FTE and Headcount Calculations

Headcount and FTE are both metrics for counting employees.

- Headcount is calculated as the actual number of employees.
- FTE, Full-Time Equivalent, is calculated as the number of full-time hours. A full-time employee has an FTE of 1.0. A part-time employee has FTE less than 1.0. Any employee's Headcount is always 1.0 as long as FTE is greater than 0.

FTE and Headcount might show different results if FTE is not a whole number for an Employee. FTE is rounded to the nearest integer. The only exception is for those greater than 0 but less than 1, FTE is always rounded to 1. For example, a 0.25 FTE is rounded up to 1.0 (even though 0 is the nearest integer, for headcount purposes, the employee still needs to be counted). For Jobs where FTE is 1.25, the headcount is rounded to the nearest integer of 1.0.

## Checklist for Compensation Calculation

Use this checklist before calculating compensation to verify the minimum necessary prerequisites for successful compensation calculation.

**Table 6-7 Checklist for Compensation Calculations**

Account	Checklist
Basic salary calculation	<ol style="list-style-type: none"> <li>1. Check mandatory data load properties for <b>Employee and Job</b> model:           <ul style="list-style-type: none"> <li>• OWP_FTE</li> <li>• OWP_Start Date</li> <li>• OWP_Applicable Union Code</li> <li>• OWP_Employee Type</li> </ul> </li> <li>2. Check mandatory data load properties for <b>Employee</b> model:           <ul style="list-style-type: none"> <li>• OWP_FTE</li> <li>• OWP_Start Date</li> <li>• OWP_Employee Type</li> <li>• OWP_Pay Type</li> </ul> </li> <li>3. Check mandatory data load properties for <b>Job</b> model:           <ul style="list-style-type: none"> <li>• OWP-Regular Headcount</li> <li>• OWP-Temporary Headcount</li> <li>• OWP-Contractor Headcount</li> <li>• OWP_Pay Type</li> <li>• OWP_Skill Set</li> </ul> </li> <li>4. If salary grades are loaded, make sure salary basis and rates are available for grades.</li> </ol>
Common check	If you change the planning and forecasting scenario range, ensure that the corresponding rates for salary, earnings, benefits, and taxes are available for the new range.

**Table 6-7 (Cont.) Checklist for Compensation Calculations**

Account	Checklist
Merit calculation	<ol style="list-style-type: none"> <li>1. Ensure that <b>Merit Rates</b> are available in the <b>Merit Rates</b> form, and employees are assigned a <b>Merit Month</b>.</li> <li>2. If <b>Merit Assumptions</b> is enabled, ensure that <b>Cut-off Date</b> and <b>Merit Month</b> is available at the year level in the <b>Merit Assumptions</b> form.             <ul style="list-style-type: none"> <li>• If <b>Merit Assumptions</b> are set at the <b>Global</b> level, ensure that <b>Merit Month</b>, <b>Merit Rates</b> and <b>Cut-off Date</b> are available at the global entity level.</li> <li>• If <b>Merit Assumptions</b> are set at <b>Entity</b> level, ensure that <b>Merit Month</b>, <b>Merit Rates</b>, and <b>Cut-off Date</b> are available at the entity level.</li> </ul> </li> </ol>
Earnings, benefits, and taxes calculation	<ol style="list-style-type: none"> <li>1. Ensure that Earnings, Benefits, and Taxes are configured and the rates have been entered in the Benefits and Taxes wizard.</li> <li>2. Ensure that Entity defaults are set for earnings, benefits, and taxes.</li> <li>3. For the <b>Custom Component Type</b>, review the custom formula for member <b>OWP_Custom Expense</b> to make sure there is no assignment to the <b>OWP_Expense Amount</b> member.</li> <li>4. If you enabled <b>Split-Funded FTE</b>, ensure that data is loaded for <b>OEP_Home Entity</b>.</li> </ol>
Flexible mappings for Financials	<ol style="list-style-type: none"> <li>1. If <b>Mapping Drivers by Grade</b> is enabled, ensure that salary and merit mappings for grades are available.</li> <li>2. If <b>Mapping Drivers by Defaults</b> is enabled, check for salary and merit mappings for all the defaults in salary and merit mappings for Financials forms.</li> </ol>
Transfer-related checks	<b>Source</b> and <b>Target</b> RTPs should not be same. At least one of the target dimensions should be different.

For information about resolving errors, see Resolving HSP\_ID\_xxxx Errors while Running Rules in *Workforce in Operations Guide*.

## Performance Considerations with Workforce Rules

Consider these best practice tips to potentially improve the execution performance of Workforce rules.

Beginning with the 24.12 update, if Hybrid Oracle Essbase is enabled, rules automatically determine the best **FIXPARALLEL** dimension at runtime.

If you were an existing customer before the 24.12 update and your environment has Hybrid Essbase enabled, you can take advantage of new rules that automatically determine the FixParallel dimension:

- Synchronize Defaults 2.0
- Synchronize Definition 2.0
- Process Loaded Data with Synchronize Defaults
- Process Loaded Data with Synchronize Definition
- Calculate Compensation for all 2.0

Oracle recommends that any customers who created applications prior to the 24.12 update modify the following Action menus to use the 2.0 version of the rules:

- Existing Actions
- New Hires Actions

Use the information in this topic if your environment does not have Hybrid Essbase enabled or if you are using the older version of the rules.

- Workforce rules in environments without Hybrid Essbase enabled assume that the FIXPARALLEL statement runs on the Entity dimension, which is ideal if you're loading the bulk of your data into the Entity dimension. However, if you load the bulk of your data into another dimension, for example, a Flex dimension such as Project, you can improve performance by modifying the FIXPARALLEL statement to apply to the Project dimension instead. Workforce provides a template named **OWP\_Fix Parallel\_T** that is used in several rules and templates. See table [Table 1](#) for a detailed list of rules and templates dependent on **OWP\_Fix Parallel\_T**. If you modify the FIXPARALLEL statement to reflect your optimal dimension, all dependent rules and templates take advantage of the performance improvement.

 **Tip**

To determine the best dimension to include in the FIXPARALLEL statement, Oracle recommends that you do some testing using realistic and representative data.

To modify the template **OWP\_Fix Parallel\_T**:

1. As an example, assuming you want to set Flex Dim1 instead of Entity as the dimension used in the FIXPARALLEL statement:
  - a. Open the **OWP\_Fix Parallel\_T** template in Calculation Manager in the **OEP\_WFP** cube.
  - b. In "**Template Designer**", select "Flex Dimension 1"->"FlexDim1Fix=@RELATIVE(..." Design-time Prompts assignment object. Remove the leading comma from the right side of the Formula equation leaving only "@RELATIVE({FlexDim1},0)" from ",@RELATIVE({FlexDim1},0)".
  - c. In "**Template Designer**", select "Member selection of..." Design-time Prompts assignment object.
    - i. Swap the right side of the formula equation for the FixParDimSel and FixStmtMbrSel formulae for "@RELATIVE({Department},0)" and "[FlexDim1Fix]", respectively.

From

```
FixParDimSel = @RELATIVE({Department},0)
FixStmtMbrSel = {Scenario}, {Version} [FlexDim1Fix]
[FlexDim2Fix] [FlexDim3Fix] [CurrencyDTP]
```

To

```
FixParDimSel = [FlexDim1Fix]
FixStmtMbrSel = {Scenario}, {Version} ,@RELATIVE({Department},0)
[FlexDim2Fix] [FlexDim3Fix] [CurrencyDTP]
```

ii. Ensure a leading comma is placed before "@RELATIVE({Department},0)" which should now be in the FixStmtMbrSel formula.

d. Save the template.

Note: Fix Parallel can have multiple dimensions. You can have one or more dimensions on the right side of FixParDimSel in "Template Designer" -> "Member selection of...". Choose the right dimensions from Entity, Employee, Job or custom dimensions enabled for best results.

2. Redeploy the following rules and templates after modifying **OWP\_Fix Parallel\_T**.

**Table 6-8 OWP\_Fix Parallel\_T Dependent Rules and Templates**

Rule/Template	Name
Rule	OWP_Process Loaded Data
Rule	OWP_Synchronize Defaults
Rule	OWP_Synchronize Definition
Template	OWP_Incremental Process Data with Synchronize Defaults_GT
Template	OWP_Incremental Process Data with Synchronize Definition_GT
Template	OWP_Incremental Synchronize Defaults_GT
Template	OWP_Incremental Synchronize Definition_GT

**① Note**

- Test your changes in your Test instance before applying the changes in Production.
- When you modify the template, ensure that the syntax (for example, the placement of commas) is valid and balanced by reviewing the Design-time Prompts (DTP).

- If your organization's usual practice is to run **Synchronize Defaults** immediately after running **Process Loaded Data**, you can reduce execution time by modifying the **Process Loaded Data** rule to substitute the **Synchronize Defaults** templates in place of the **Synchronize Definition** templates in the same relative positions. By doing this, you eliminate the execution time of the **Synchronize Definition** templates, which is

unnecessary if you include the **Synchronize Defaults** templates in the **Process Loaded Data** rule because **Synchronize Defaults** includes the logic in **Synchronize Definition**.

- If you load the additional earning, benefit, and tax assignments directly from a source Human Resources or Payroll system, such as Oracle Fusion Human Capital Management, then you do not need to run **Synchronize Defaults** nor **Calculate Compensation**. Running **Process Loaded Data** is sufficient in this use case to calculate compensation for all the loaded data, because it includes **Synchronize Component Definition**.
- Oracle strongly recommends using the **Incremental Data Load** process using Data Integration for bulk-loading all Workforce data. This process is the most efficient and optimized solution to load and calculate your Workforce data. See [Loading and Calculating Incremental Workforce Data](#).

# Configuring Projects

## Related Topics

- [Enabling Projects Features](#)
- [Configuring Projects](#)  
Perform these configuration tasks after enabling Projects features.
- [Integrating EPM Planning Projects and Project Management](#)
- [Post Configuration Tasks](#)
- [Projects Rules](#)

## Enabling Projects Features

Before users can start planning projects, you must enable Projects features. Enable only the features you want to use. Based on your selections, dimensions, drivers, forms, and accounts are populated. You can come back later and incrementally enable additional features; however you must enable all the dimensions you want to include in the application the first time you enable features.

### Note

After you enable a feature, you can't later disable it.

## Videos

Your Goal	Watch This Video
Learn about enabling and configuring Projects.	 <a href="#">Configuring Projects in Oracle Enterprise Planning Cloud</a>

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This 90-minute tutorial shows you how to configure and enable features in Projects.	 <a href="#">Configuring Projects</a>
This tutorial shows you how to incrementally enable contract projects and revenue planning, plan for expenses, plan for revenue, and analyze plans.	 <a href="#">Incrementally Enabling Contract Projects and Revenue</a>

1. From the Home page, click **Application**, and then click **Configure**.

2. From the **Configure** list, select **Projects**, and then click **Enable Features**.
3. Select the features you want to enable and then click **Enable**. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.

**Table 7-1 Enabling Projects Features**

Enable	Description
Project Type	<p>Select the project types for planning.</p> <p>Enable only the project types you need. You can later enable additional project types if needed.</p> <p>You must enable Capital before you can enable Capital projects, and add a custom dimension in Capital called <b>Project</b> (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that same dimension name in Capital.</p> <p>See <a href="#">Enabling Project Type</a>.</p>
Revenue	<p>Provides the ability to manage revenue.</p> <p>Available only for Contract projects. You can track revenue by directly entering it (Direct Input) or by setting up revenue drivers (Driver Based). Adds artifacts (forms, calculations, and reporting) to support revenue planning.</p> <p>See <a href="#">Enabling Project Revenue</a>.</p>
Project Benefits	<p>Tracks qualitative and quantitative project benefits.</p> <p>See <a href="#">Enabling Project Benefits</a>.</p>
Expense	<p>Select project related expenses to plan.</p> <p>Track expenses by entering them (Direct Input) or by setting up expense drivers (Driver Based). Adds forms, calculations, and reporting to support expense planning.</p> <p>To use Job Rates from Workforce, you must first enable Workforce.</p>
	<p>To track utilization of Employees, you must enable Workforce before Projects, and for <b>Granularity</b>, select either <b>Employee</b> or <b>Employee and Job</b>.</p> <p>To use Equipment Rates from Capital, you must first enable Capital.</p> <p>See <a href="#">Enabling Project Expense</a>.</p>
Rolling Forecast	<p>Enables rolling forecast for projects to allow project reporting and analysis over a rolling forecasting time period range.</p> <p>See <a href="#">Enabling Rolling Forecast</a>.</p>
Project Reporting	<p>Enables a reporting cube for Projects.</p> <p>This selection is required if you select <b>Project Management Cloud Integration</b>. This option is available only for applications with Hybrid Essbase enabled.</p>

**Table 7-1 (Cont.) Enabling Projects Features**

Enable	Description
Project Management Cloud Integration	<p>Enables integration with Oracle Project Management Cloud. You must also select <b>Project Reporting</b> to fully support the integration.</p> <p>This option is available only for applications with Hybrid Essbase enabled and is supported only for indirect and capital projects.</p>
Map/Rename Dimensions	<p>See <a href="#">Integrating EPM Planning Projects and Project Management</a> and <a href="#">Enabling Project Management Cloud Integration</a>.</p> <ul style="list-style-type: none"> <li>Enable up to three additional custom dimensions in your application. For Projects, suggested dimensions are provided: Vendor, Phase, and Program.</li> </ul>

**Note**

Projects are created under a single custom dimension. Other dimensions such as Vendor, Phase, and Program, can be mapped as custom dimensions, but projects are not created under these dimensions. You can, however, post expenses for these dimensions.

- Map custom dimensions to existing dimensions.
- Rename base dimensions.

You must perform this step the first time you enable Projects.

See [Mapping/Renaming Dimensions](#).

The Projects artifacts are populated, including dimensions, forms, and accounts.

## Enabling Project Type

Select **Project Type**, and then select the type of project to enable:

- Contract**—A Contract project is work performed for a customer and the customer reimburses the company. A contract project generates revenue based on an underlying contract; costs are incurred and planned against it. The Contract project expenses, revenue, and billing can be for services performed and reimbursed by a client. Contract projects can be Time and Materials, Fixed Price, Cost Plus, and Other.
- Capital**—A Capital project is a long-term or short-term investment project undertaken for construction of a capital asset (such as buildings, dikes, and roads). If a project has a classification of Capital, you can do only expense budgeting for the project. You can, however, capture financial and non financial benefits of the project. The expenses for a Capital project are tracked as Construction in Progress (CIP) on the Balance Sheet while the assets are being developed. After a Capital project is placed in service and the assets

are ready, you must reconcile the CIP assets with existing assets. You must enable Capital before you can enable Capital projects, and add a custom dimension in Capital called **Project** (the default dimension name in Projects). If you plan to rename and use a different name for the Project dimension in Projects, use that same dimension name in Capital.

- **Indirect**—Also called internal projects, indirect projects have a cost impact but don't generate revenue. For example, an IT project that creates a portal for the Human Resources team to track personal details of employees is an Indirect project. If a project is classified as Indirect, you can do only expense budgeting for the project. You can, however, plan financial and non-financial benefits of the project.

## Enabling Project Revenue

You can plan project revenue for Contract projects only.

Select **Revenue** if you want to plan revenue associated with Contract projects, and then select options for revenue planning. Select a revenue planning method:

- **Direct Input**—Allows users to enter values directly in planning forms.  
When you use direct entry, no predefined calculations are used.
- **Driver Based**—Allows users to enter rates and drivers for revenue calculations.  
When you do driver-based revenue planning, revenue is calculated using the predefined formulas, using standard rates and the revenue drivers you enter. For example, you can set up a revenue driver for a construction project using billable resources that are onsite and offshore. You provide the billable rate for onsite and offshore resources. Labor revenue is calculated based on the number of resources, the billable hours, and the billable rates.

## Enabling Project Benefits

For indirect and capital projects, an additional way to analyze project finances is by tracking project benefits. By planning project benefits, you can quantify the financial benefits to help justify the need for the project. You can also plan the non-financial benefits of a project, which can be used to justify a project and help measure a project's success.

Select **Project Benefits** and then specify the type of project benefits to enable:

- **Financial**—You can define financial benefits associated with projects; users can track project performance. For example, if you are setting up a new web site, you can track financial benefits that might come out of the project. For example, you might get incremental revenue from leads from the web site, or, if you handle queries on the web site, you might see call center savings. Or a new video conferencing facility can lead to savings on travel expenses.
- **Non-Financial**—You also can define non-financial benefits. For example, a new web site might improve the customer satisfaction index, or you might see an incremental increase in your user base by investing in the project. You can quantify the benefits and map them to various project accounts.

Once you define the benefits, users can track the performance.

Users can also capture additional qualitative project benefits that aren't trackable with numbers that can help justify projects. For example, you could note that customers will have a better user experience with the improved web site design.

## Enabling Project Expense

You can plan expenses for all project types.

Select **Expense** if you want to plan expense associated with projects, and then select an expense planning method:

- **Driver Based**—Users enter drivers for expense calculations.

When you do driver-based planning, expense is calculated using the predefined formulas, using standard rates and the expense drivers you enter.

You can enable several expense driver types:

- **Labor**—Allows planners to calculate a variety of labor related costs, set start and end dates, plan the FTEs, and so on. You can also select additional options:
  - \* **Integration from Workforce**—Brings in the labor codes from Workforce and rates for the codes.
  - \* **Employee**—Allows for planning at the named employee level rather at the job level. Used for tracking employee utilization.
- **Equipment**—Allows planners to plan the equipment expenses for a project, including the start and end date, number of units, and so on. You can also select **Integration from Capital** to bring in capital assets and allocate them to projects.
- **Material**—Allows planners to plan the material expenses for a project. For example, a construction project would require lumber, concrete, and rebar.

- **Direct Input**—Allows users to enter values directly in planning forms.

When you use direct entry, no predefined calculations are used.

## Enabling Rolling Forecast

Enabling rolling forecast allows planners to perform continuous planning beyond a one-year timeframe. After you enable rolling forecast, use the Planning and Forecast Preparation configuration task to configure rolling forecast to plan continuously at a weekly level for either 13, 26, or 52 weeks, at a monthly level for either 12, 18, or 24 months, (and for Financials also for 30, 36, 48, or 60 months) or at a quarterly level for either 4, 6, or 8 quarters. In an application with a 13-period calendar, in Financials you can plan continuously at a period level for 13 or 26 periods.

By using the Planning and Forecast Preparation configuration task to define the rolling forecast range and using the provided forms, it's easy to implement a rolling forecast. Rolling forecast is primarily used in Financials for data entry and analysis, but if you enable rolling forecast for Projects, you can analyze projects over the defined rolling forecast time period range.

When you enable and configure rolling forecast:

- Rules, forms, and dashboards for rolling forecast planning and analysis are created.
- Forms and dashboards are designed so you can view the entire rolling forecast range. Valid intersections are used to control what displays.
- When you update the current time period, forms and dashboards are automatically updated to add or drop new time periods as needed to reflect the updated rolling forecast range. Trends and drivers are populated to newly added time periods. Valid intersections are used to make the forms dynamic.

- For Financials, a new member (**OEP\_Rolling Forecast**) is added to the Scenario dimension. Note that the standard forecasting member (**OEP\_Forecast**) is still available so you can use the standard forecasting method that allows forecasting for a one-year timeframe and the rolling forecasting method.
- Projects uses the **OEP\_Rolling Forecast** member to dynamically display data in the rolling forecast range by referring to the forecast scenario (**OEP\_Forecast**) for the corresponding period. It does not allow data entry for the **OEP\_Rolling Forecast** member.
- Two scenarios are added for KPIs for reporting purposes:
  - OEP\_TTM** (Trailing Twelve Months). This scenario reports the activity in Flow based accounts over the prior twelve months.
  - Projected 12**. For Flow type accounts, this scenario reports on the sum of (current period + 11 future periods). For Balance type accounts – this scenario reports on a member value 12 periods in the future.

If you purchased Oracle Fusion Cloud EPM before June 4, 2019, you can convert a Standard or Reporting application to an Enterprise application. If you convert the application, planners can continue to use existing forms that use the converted application's rolling forecasting method because the form property that creates rolling forecast is still available in your custom cubes.

## Videos

Your Goal	Watch This Video
Learn about planning using a rolling forecast.	 <a href="#">Overview: Rolling Forecast in Planning.</a>
Learn about setting up rolling forecasts.	 <a href="#">Setting Up Rolling Forecasts in Oracle Enterprise Planning Cloud.</a>

## Mapping/Renaming Dimensions

For Financials, you can incrementally enable custom dimensions. For all other modules, you must perform this configuration task the first time you enable features.

Use **Map/Rename Dimensions** as follows:

- To add custom dimensions.

For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.
- For each custom dimension in Financials, to specify to which features it applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. See [Associating Custom Dimensions with Financials Features](#).
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

# Configuring Projects

Perform these configuration tasks after enabling Projects features.

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Projects**.
3. Perform all mandatory tasks. Perform the optional tasks required for your business. Use

the **Filter** to check the status of configuration actions. Use **Actions**  to update task status.

For information on importing files and the file formats, see [Importing Data](#).

4. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

**Table 7-2 Configuring Projects**

Configure	Description
Project	Import projects. Populate the application with projects by importing members to the Projects dimension.
Resource Class	Import resource class. The Resource Class consists of labor, material, and equipment codes.
Jobs	Import detailed jobs to use for planning project expenses. You can import members, or, if Workforce is enabled, you can use jobs from Workforce. <b>Note:</b> If you are integrating Workforce and Projects, you don't need to import jobs. The Jobs are automatically imported from Workforce.
Entities	Import Entities. Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units. Select the location of the file containing the members (Local or Planning inbox), click <b>Browse</b> to find the file, specify the file type, and then click <b>Import</b> . Entities are common across modules, so import all entities together.
Expense Accounts	Configure expense accounts. Select the defined artifacts to use. Add or import custom drivers or accounts to manage project expenses for your business needs. If required, you might need to add logic or calculations related to any custom accounts. See <a href="#">Adding and Managing Accounts and Drivers</a> .

**Table 7-2 (Cont.) Configuring Projects**

Configure	Description
Revenue Accounts	Configure revenue accounts.
Planning and Forecast Preparation	Select the defined artifacts to use. Add or import custom drivers or accounts to manage project revenue for your business needs. If required, you might need to add logic or calculations related to any custom accounts. See <a href="#">Adding and Managing Accounts and Drivers</a> . Set the timeframe and granularity for plans. Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years. See <a href="#">Projects Planning and Forecast Preparation</a> .
Project Properties	Configure project properties. Select the defined artifacts to use. Add or import custom project properties using the same process used for adding and importing accounts and drivers. See <a href="#">Adding and Managing Accounts and Drivers</a> .
Global Assumptions	Configure project properties. Select the defined artifacts to use. Add or import custom project properties using the same process used for adding and importing accounts and drivers. See <a href="#">Adding and Managing Accounts and Drivers</a> . Set exchange rates. Enter foreign exchange rates in a multicurrency application. Additionally, enter global assumptions for projects including standard labor rates, overhead, working days and hours, discount rate, See <a href="#">Setting Global Assumptions: Exchange Rates</a> and <a href="#">Entering Global Project Rates</a> .
Projects Financials Mapping	If you are integrating Projects and Financials, for each Projects account, select the corresponding Financials account from the Smart List. You can do the mapping at No Entity level, the default, which is used if an entity level mapping isn't set up.
<customName> Dimension	Available only if Financials is enabled. Import members for the <customName> dimension. Use if you enabled the <customName> dimension, for example to associate projects with a vendor.

## Projects Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:

1. In **Current Fiscal Year**, select the current fiscal year.

**① Note**

Changing the current year affects all modules.

2. From **Period**, select the current actual month. For 13-period applications, select the current period. You need to update this value on a monthly basis.
3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.
4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21. For 13-period applications, you select **13 Periods** instead of **Monthly**.
6. Click **Forecast** and repeat these steps to specify the forecasting basis.

When you select **Quarterly** as the planning basis for **Forecast** for the first year, the provided valid intersections are set up so that forecast data entry is allowed only in the appropriate periods; quarterly forecast periods prior to the current month can't be updated. The substitution variable OEP\_CurQtr is provided whenever you enable Quarterly planning.

When you select **Quarterly** as the planning basis for **Forecast** for the first year, you can choose how Projects determines the current quarter, in cases where the current month is the last month of the quarter.

When the current month is the last month of the quarter, select an option in **Planning and Forecast Preparation** for how Projects should define the current quarter:

- If you select **Lock Current Period For Forecast**, Projects uses the next quarter. For example, if the current month is March, when you select this option, Projects defines the Current Quarter as Q2.
- If you clear **Lock Current Period For Forecast**, Projects uses the current quarter. For example, if the current month is March, when you clear (deselect) this option, Projects defines the Current Quarter as Q1.

Note:

- **Lock Current Period For Forecast** is available only when Quarterly is selected as the planning basis for Forecast for the first year.
- You can select the option for **Lock Current Period For Forecast** for each module.

7. For Projects, if you enabled Rolling Forecast, click **Rolling Forecast** to select the basis for continuous planning. Select the planning frequency (monthly or quarterly), the number of periods, and the number of actual periods.

The number of actual periods defines how many time periods of actual data to show in forms and dashboards in conjunction with the rolling forecast time periods.

The **Rolling Forecast Range** is updated based on your selections.

When you configure rolling forecast, forms and dashboards are set up based on the planning frequency and number of periods. When you change the current planning period, the rolling forecast forms and dashboards are updated—time periods are added or dropped and actuals time periods are updated to reflect the new rolling forecast range.

You can plan using a combination of standard forecasting and rolling forecasting.

This configuration task sets all required substitution variables.

### Note

Saving the **Planning and Forecast Preparation** configuration task restarts the application and requires you to refresh the database. If a background job is running, you must refresh the database later.

### Tip

If you want to create or edit rules to customize your planning and forecasting tasks, you can use Planning Formula Expressions in your rules to call the configured time horizon information such as

```
[[PlanningFunctions.getModuleStartPeriod("ModuleName", "ScenarioName")]]  
and  
[[PlanningFunctions.isPlanStartYearSameAsCurrentFiscalYear("ModuleName")]]  
.
```

Module names are not case sensitive and must be enclosed in double quotation marks:

- Capital
- Financials
- Projects
- Workforce

See Scenarios in *Designing with Calculation Manager*.

## About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

## Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.

2. Select a component or category from the list (if available).
3. Perform a task:
  - To add an artifact, select **Add** from the **Actions** menu, and then enter details in the new row.
  - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select **Export** from the **Actions** menu), and then modify the export file in Microsoft Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file (select **Import** from the **Actions** menu). If available, use categories and subcategories to group functionally related artifacts.
  - To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.
  - To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

**Notes:**

- Specify unique member names and aliases for custom members so they don't conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

## Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described here, or import them. For information about importing exchange rates, see *Importing Exchange Rates for a Simplified Multicurrency Application* in *Administering Planning*.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click **Global Assumptions** to open the **Exchange Rates to <Base Currency>** task. Here you'll enter the exchange rates for the currencies that planners will use.
3. Select the members from the Point of View.
4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to **Exchange Rates to <Base Currency>**, where **<Base Currency>** is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is **Exchange Rates to Yen**. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

** Note**

If you add a new Version member, you must enter exchange rates in that version.

## Entering Global Project Rates

Enter global project assumptions for standard rates that drive revenue and expense calculations, such as overhead, working days and hours, and labor and equipment rates. Planners can override these values for a project if the project is set up with **Override Standard Labor Rates**, **Override Standard Equipment Rates**, or **Override Standard Materials Rates** set to **Yes**.

To enter global project assumptions:

1. Click **Global Assumptions**.
2. Select the horizontal tab for the global assumptions you want to enter and then enter assumption details.
  - Standard Rates—Specify rates for equipment, labor, and materials.
  - Overhead—Specify overhead for different accounts. For example, you can plan the overhead rate for Engineering or Manufacturing, or allocate a Facilities overhead.
  - Discount rate—Specify the discount rate per year; used in NPV calculations.
  - Standard Rates for Labor—Specify rates for different jobs.
  - Working Days and Hours—Specify the working days and hours in a month; it can vary by entity. For example, you can set different working days and hours for different regions or for different departments.

The forms that are loaded are based on the features and integration you've enabled.

## Integrating EPM Planning Projects and Project Management

### Related Topics

- [About Integrating EPM Planning Projects and Project Management](#)
- [Setting Up Integration Between EPM Planning Projects and Project Management \(One-Time Setup\)](#)
- [Enabling Project Management Cloud Integration](#)
- [Creating Custom Smart List Entries for EPM Planning Projects and Project Management Integration](#)
- [Setting Up a Connection to the Reporting Cube](#)
- [Using Jobs to Import and Export Data Between EPM Planning Projects and Project Management](#)
- [Migrating Existing Implementations \(One-Time Setup\)](#)
- [EPM Planning Projects Rules for Integration with Project Management](#)

## About Integrating EPM Planning Projects and Project Management

You can integrate the EPM Planning Projects module (Projects) and Oracle Fusion Cloud Project Management (Project Management) to perform organizational planning and budgeting and to execute projects. Develop your strategic corporate plan and budget using EPM Planning Projects and execute and collect costs for approved projects using Project Management. Actual costs are then included in budget analysis, forecasting, and re-planning using EPM Planning Projects.

With this two-way integration, you typically use EPM Planning Projects to develop new projects, create project budgets, and do overall project planning. Then, use Project Management to capture actuals. Bring in the actuals to EPM Planning Projects for budget variance analysis.

With this integration, the same Indirect and Capital projects are visible in both EPM Planning Projects and Project Management depending on the cadence of the synchronization. The capabilities include:

- Transfer projects and budgets created in EPM Planning Projects to Project Management. The strategic budget is created in Project Management as a baseline budget at the resource class level.
- Use the budget approval validation to validate the detailed budgets created by project managers versus. the strategic budgets created in EPM Planning Projects (Optional).
- Transfer actual cost amounts from Project Management to EPM Planning Projects at the resource class level.
- Transfer re-planned budgets from EPM Planning Projects to Project Management at the resource class level.

Data Management and Data Integration drive the integration of data between EPM Planning Projects and Project Management. Data Management and Data Integration provide an out of box solution that enables EPM Planning Projects customers to apply predefined mappings from the Project Management data model to target dimensions. You can also customize and extend these integrations, for example, by applying other mappings as needed to meet your business requirements.

Additionally, EPM Planning Projects provides three job types for administrators that offer one-click automation and simplify the integration: **Export Projects and Budgets**, **Import Project Actuals**, and **Import Projects and Budgets**.

In addition to this guide, a whitepaper is available that details the setup required for integration between EPM Planning Projects and Project Management. See [Unified Planning Budgeting Execution and Analysis of Projects White Paper \(Doc ID 2739200.1\)](#) (requires access to Oracle Support).

## Implementation Scenarios

Typical implementation scenarios for integration:

- EPM Planning Projects and Project Management are both new. To set up this integration, see [Setting Up Integration Between EPM Planning Projects and Project Management \(One-Time Setup\)](#).
- EPM Planning Projects is already implemented and you have existing projects. Now you want to implement Project Management and integrate the two. In this case, you must update the application to support the integration and migrate data. See [Setting Up Integration Between EPM Planning Projects and Project Management \(One-Time Setup\)](#) and [Migrating an Existing EPM Planning Projects Implementation to Project Management \(One-Time Setup\)](#).
- Project Management is already implemented and projects exist in Project Management. Now you want to implement EPM Planning Projects and integrate the two. In this case, you must perform a data migration to migrate projects, budgets, and actual costs from Project Management to EPM Planning Projects at the resource class level. Once this migration is complete, do not continue this process on an on-going basis. Going forward, start project planning and budgeting in EPM Planning Projects, and then push projects and project budgets to Project Management. See [Setting Up Integration Between EPM Planning](#)

[Projects and Project Management \(One-Time Setup\)](#) and [Migrating an Existing Project Management Implementation to EPM Planning Projects \(One-Time Setup\)](#).

 **Note**

If your company has already implemented both EPM Planning Projects and Project Management, and has either built a custom integration or operated the applications independently of each other, you must reconcile projects as a prerequisite before using this integration.

## Integration Considerations

Considerations for integration between EPM Planning Projects and Project Management:

- Supported only for EPM Planning Projects applications that have Hybrid Essbase enabled.
- Standard SKU customers must use Planning jobs instead of the Data Management integrations to import and export data. Hybrid Essbase must be enabled.
- In EPM Planning Projects, only Indirect and Capital projects are supported.
- The type of projects enabled in EPM Planning Projects should align with the type of projects used in Project Management.
- Integration is with EPM Planning Projects cubes only; there is no support for custom cubes.
- In EPM Planning Projects, the date format settings should be MM/DD/YY for integration to work correctly.
- In Project Management, the Accounting Calendar of 12 periods which include monthly, 4-4-5, 5-4-4, and 4-5-4 is supported. The 4-4-4 Accounting Calendar is not supported.
- In Project Management, Indirect, Capital, and non-sponsored projects are supported. Contract projects and Grants are not in scope, although they are supported in Project Management.
- Planned expenses (budgets in Project Management) and actual costs are shared at the Resource Class level, for example, Labor, Equipment, Material, and Other Resources.
- Only actual costs are interfaced, not committed costs.
- Detailed budget can only be validated against the strategic budget by the total amount.
- If your EPM Planning Projects application is a multi-currency application, make sure that all of the currencies are also included in the Financial Plan Type in Project Management. Amounts are transferred using the input currency from EPM Planning Projects.
- Before integration, align the Entity hierarchy in EPM Planning Projects with the Project Owning Organization in Project Management.

## Integration Workflow

The integration between EPM Planning Projects and Project Management uses the following workflow:

1. Set up the integration (one-time administrator task).
2. Create and plan projects and project budgets in EPM Planning Projects.
3. When projects are approved in EPM Planning Projects, export projects and project budgets from EPM Planning Projects to Project Management.

Planners can perform this task using Data Integration integrations. Alternatively, administrators can run or schedule EPM Planning Projects jobs to perform this task.

**4. Work with projects in Project Management.**

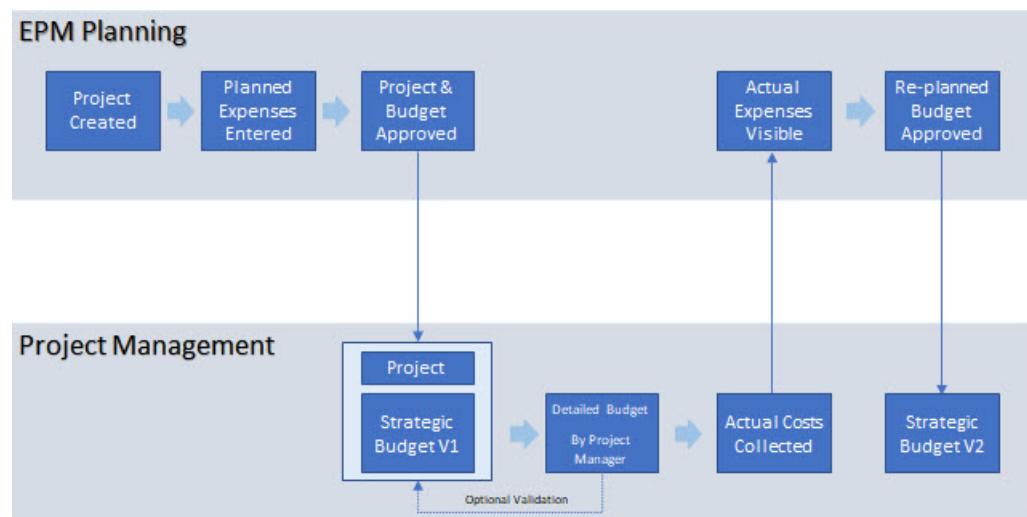
The project manager prepares a detailed budget in Project Management that is optionally validated against the strategic budget. As projects are executed, actual costs are collected in Project Management.

**5. Import project actuals from Project Management to EPM Planning Projects.**

Planners can perform this task using Data Integration integrations. Alternatively, administrators can run or schedule EPM Planning Projects jobs to perform this task.

**6. In EPM Planning Projects, monitor the projects being executed, review and update project budgets, and perform variance analysis.**

**7. Periodically, the portfolio managers re-plan the organizational budget, and send another budget version to Project Management.**



## Setting Up Integration Between EPM Planning Projects and Project Management (One-Time Setup)

Perform the following tasks to enable integration between EPM Planning Projects and Project Management.

Migration is available if you already have a standalone implementation of EPM Planning Projects or Project Management.

To set up integration between EPM Planning Projects and Project Management:

**1. Enable EPM Planning Projects and the integration options. See [Enabling Project Management Cloud Integration](#).**

You must enable **Project Management Cloud Integration**, **Project Reporting**, and **Expense**.

If you have an existing EPM Planning Projects application, you can incrementally enable **Project Management Cloud Integration**. Additional steps are required when you incrementally enable this option, and are included in this checklist.

2. Configure EPM Planning Projects if it's not already configured. See [Configuring Projects](#). If you are incrementally enabling **Project Management Cloud Integration**, no new configuration tasks are required.
3. Update the provided Smart List to add Project template names from Project Management. See [Creating Custom Smart List Entries for EPM Planning Projects and Project Management Integration](#).
4. Set up a connection to the reporting cube. See [Setting Up a Connection to the Reporting Cube](#).  
This step is required only if planners will be running Data Integration integrations to import and export data. This step is not required if administrators will be using EPM Planning Projects jobs to import and export data.
5. In Data Integration, perform additional required setup tasks. See Process Description for Integrating EPM Planning Projects and Oracle Project Management in *Administering Data Integration*.
6. Give users access to the rules and integrations that are provided as needed.  
For a list of rules provided when you enable **Project Management Cloud Integration**, see [EPM Planning Projects Rules for Integration with Project Management](#).  
For a list of integrations that are provided when you initialize the integration in Data Integration, see Integration Project File Reference in *Administering Data Integration*.
7. Optionally, run or schedule jobs to automate the import and export process. See [Using Jobs to Import and Export Data Between EPM Planning Projects and Project Management](#).
8. If you have an existing standalone implementation of EPM Planning Projects, migrate the existing projects and budgets to support the integration. See [Migrating an Existing EPM Planning Projects Implementation to Project Management \(One-Time Setup\)](#).
9. If you have an existing standalone implementation of Project Management, migrate the existing projects, budgets, and actuals to support the integration. See [Migrating an Existing Project Management Implementation to EPM Planning Projects \(One-Time Setup\)](#).

 **Note**

Oracle recommends that you use the new member **OPF\_Load** for loading data. See [Updating Projects](#) for details.

The project is ready for users to enter projects and project budgets. See Task Overview for Working with Integrated EPM Planning Projects and Project Management in *Working with Planning Modules* for details on working with projects, project budgets, and Project Management.

For more information about working in Project Management, see "[How Enterprise Performance Management Works with Project Management](#)" in *Implementing Project Financial Management and Grants Management*.

If you change the project owning organization in Project Management after integration, you must manually move the data in EPM Planning Projects to a new entity, and then delete the projects and budget data from the old entity. This option works when there is only entity corresponding to a project in EPM Planning Projects. (In Project Management, one project corresponds to only one entity.)

## Videos

Your Goal	Watch This Video
Learn how the Projects module in Planning integrates with Oracle Fusion Cloud Project Management. In EPM Planning Projects you create projects, enter summary budget data, approve the projects, then run integration jobs that push the projects and budget data to Project Management. In Project Management, you assign a project manager, create a detailed project budget, and collect actual data for the project. Then in EPM Planning Projects you import the project actuals from Project Management and calculate them so you can perform variance analysis between actual and plan data.	 <a href="#">Integrating Projects in EPM Planning with Project Management</a>
See how to configure EPM Planning Projects for integration with Oracle Fusion Cloud Project Management. You learn how to enable out-of-the-box Project Management integration features, update project Smart Lists with project template names, add project organizations to the Entity dimension, and set up an internal connection to the reporting cube for Projects.	 <a href="#">Configuring EPM Planning for Project Management Integration</a>
Learn how to set up requirements in Oracle Fusion Cloud Project Management to integrate with Planning. You learn about the roles and privileges you need to configure security, and how to define Financial Plan Types, Project Templates, and the budget approval workflow.	 <a href="#">Configuring Project Management for EPM Planning Integration</a>
Review how to configure data integration jobs used to copy data between Planning and Oracle Fusion Cloud Project Management. After initializing integration definitions, you'll need to review and update them based on your implementation requirements. For each integration definition, you learn how to map source and target dimensions, set filter options, and set calendar integration options.	 <a href="#">Configuring Mappings and Integration Options for EPM Planning and Project Management</a>
See how to set up data integration requirements between Planning and Oracle Fusion Cloud Project Management. You learn how to register Project Management as a source system, configure a source connection, register applications, map dimensions in Application Details, initialize integration jobs used to push data, and define period mappings.	 <a href="#">Setting Up Data Integration for EPM Planning and Project Management</a>

## Enabling Project Management Cloud Integration

Select **Project Management Cloud Integration** to enable integration with Oracle Project Management Cloud. You must also select **Project Reporting** and **Expense** to support the integration.

This option is available only for applications with Hybrid Essbase enabled. It is supported only for indirect and capital projects.

If you have an existing EPM Planning Projects application, and you incrementally enable **Project Management Cloud Integration**, you must perform additional tasks after you enable and configure EPM Planning Projects and have performed other setup tasks. See [Updating Existing EPM Planning Projects Applications to Use Project Management Cloud Integration](#).

For more information about enabling EPM Planning Projects, see [Enabling Projects Features](#).

## What Happens When You Enable Project Management Cloud Integration

When you enable **Project Management Cloud Integration** and **Project Reporting**, the following changes occur:

- Two Smart Lists are added to the application—**CapitalProjectTemplate** and **IndirectProjectTemplate**.
- Rules are added to the application. See [EPM Planning Projects Rules for Integration with Project Management](#).
- Job types are added to the application—**Export Projects and Budgets**, **Import Project Actuals**, and **Import Projects and Budgets**.
- A reporting cube—**PFP\_REP**—is added to the application. The dimensions enabled for the reporting cube vary depending on the features you enabled.
- Some accounts are added to the Account dimension.
- Members are added to the Resource Class dimension: **OPF\_Load** and **OPF\_Adjustment (+/-)**.
- Existing Smart Lists are modified: **Project Priority** is updated to include "No Priority". **Rank** is updated to include "No Rank".
- The valid intersection rule **Resource Class** is modified.
- Some rules and forms have been modified to support the integration. See [Updating Projects](#).

Additional artifacts are added to the application when you initialize the integration in Data Integration.

## Creating Custom Smart List Entries for EPM Planning Projects and Project Management Integration

When you enable integration between EPM Planning Projects and Project Management, two Smart Lists are added to the application—**CapitalProjectTemplate** and **IndirectProjectTemplate**. Add a Smart List entry for each Project Management template you want to associate with projects in EPM Planning Projects.

Planners associate each EPM Planning Projects project with a Project Management project template using a Smart List on the **Project Details** form.

1. From the Home page, click the **Navigator** icon .
2. Under **Create and Manage**, click **Smart Lists**.
3. Depending on the type of projects you are working with, select **CapitalProjectTemplate** or **IndirectProjectTemplate** and then click **Edit** .

4. Click the **Entries** tab.
5. Click **Add** .
6. Add a name, which will appear as a Smart List entry, and a label. The label should correspond to the Project Management project template name.  
You can get a list of project templates for each project type the BIP report **Export Project Templates Report** in Project Management.
7. Add as many entries as you need, and then click **Save**.

For more information, see Administering Smart Lists.

## Setting Up a Connection to the Reporting Cube

This step is required only if planners will be running Data Integration integrations to import and export data. This step is not required if administrators will be using EPM Planning Projects jobs to import and export data.

To set up a connection to the reporting cube provided for use with **Project Management Cloud Integration**:

1. From the Home page, click **Tools**, and then click **Connections**.
2. Click **Create**, and then click **Other Web Service Provider**.
3. In **Connection Name**, enter **Project Reporting**.
4. In **URL**, enter the URL to the machine on which you're setting up the connection, in the following format: `https://ServerName:Port/HyperionPlanning/rest/v3/applications/Application Name/jobs`, where *Application Name* is the name of the Planning application you created for this integration.
5. Click **Advanced Options** and set the following parameters:
  - From the **Type** list, select **Header**.
  - For **Name**, enter **Content-Type**.
  - For **Value**, enter **application/json**.
6. Enter the user name and password, and then click **Save and Close**.

### Note

If the connection is not successful, include the domain name when entering the user name. For example: `domainName.userName`, where `domainName` is part of the URL provided by your administrator.

For example, for Oracle Fusion Cloud EPM environments with `epmid` example provisioned with identity domain `exampleDoM` in `us1` data center region, the URLs may be as follows:

**Production environment:** <https://example-exampleDoM.epm.us1.oraclecloud.com/epmcloud>

**Test environment:** <https://example-test-exampleDoM.epm.us1.oraclecloud.com/epmcloud>

# Using Jobs to Import and Export Data Between EPM Planning Projects and Project Management

When you enable integration between Projects and Project Management, job types are available for administrators that offer one-click automation and simplify the integration:

- **Export Projects and Budgets.** Use this job on an ongoing basis to export projects and project budgets from EPM Planning Projects to Project Management. See [Exporting Projects and Budgets \(Ongoing Task\)](#).
- **Import Project Actuals.** Use this job on an ongoing basis to import project actuals from Project Management to EPM Planning Projects as actuals become available. See [Importing Project Actuals \(Ongoing Task\)](#).
- **Import Projects and Budgets.** Use this job only one time to migrate an existing Project Management implementation to EPM Planning Projects. See [Using a Job to Import Projects and Budgets \(One-Time Setup\)](#).

Each job type is prepopulated with the information from Data Integration for the integrations you set up when you enabled **Project Management Cloud Integration**. To limit the amount of data sent to Project Management, start and end periods are populated based on the data available in EPM Planning Projects.

Using jobs simplifies the integration process:

- You don't need to use Data Integration to run multiple integrations. You can launch jobs directly in the EPM Planning Projects module.
- There are fewer steps because additional required rules, such as **Refresh Database** and **Calculate Imported Projects**, are included in the job.
- You can schedule the jobs to run at convenient times and automate the process.

Only administrators can run and schedule jobs. Planners can still use the Data Integration integrations to import and export data. For instructions for planners to perform these integration tasks, see Integrating EPM Planning Projects With Project Management in *Working with Planning Modules*.

For more information about jobs, see *Managing Jobs in Administering Planning*.

## Exporting Projects and Budgets (Ongoing Task)

After you've created projects, entered project expenses, and project budgets are ready and approved in EPM Planning Projects, export projects and project budgets from EPM Planning Projects to Project Management. Administrators can use the **Export Projects and Budgets** job on an ongoing basis to export projects and project budgets, and can schedule the job to run on a regular basis.

Only administrators can run and schedule jobs. Alternatively, planners can use the Data Integration integrations to export projects and budgets. For instructions for planners to export projects and budgets, see *Exporting Project Data and Budgets from EPM Planning Projects to Project Management* in *Working with Planning Modules*.

Using a job simplifies the process. When you run the job **Export Projects and Budgets**, the following tasks are performed as part of the job:

- Refresh Database
- Export Projects

- Export Project Budgets

To export projects and project budgets from EPM Planning Projects to Project Management:

1. From the Home page, click **Application** and then click **Jobs**.
2. Click **Schedule Jobs**, and then click **Export Projects and Budgets**.
3. Click **Run Now**, or specify options to schedule the job and then click **Next**.  
The job is prepopulated with the information from Data Integration for the integrations you set up when you enabled **Project Management Cloud Integration**. The lists for **Integration Job Name (Export Projects)** and **Integration Job Name (Export Budgets)** include all the integrations defined for all Project Management calendars. **Scenario**, **Version**, and **Entity** are populated, but you can change them. To limit the amount of data sent to Project Management, start and end periods are populated based on the data available in EPM Planning Projects.
4. Select the integration job names for **Integration Job Name (Export Projects)** and **Integration Job Name (Export Budgets)**.

 **Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Integration Job Name (Export Projects)** and **Integration Job Name (Export Budgets)**, each prefaced with a different name and associated with a different business unit. Run the integrations that are needed for your implementation.

5. If needed, change the selections for **Scenario**, **Version**, and **Entity** and the start and end periods, and then click **Next**.
6. Review the job details, and then click **Finish**.

Run or schedule this job as needed when you add or update projects and project budgets in EPM Planning Projects.

## Importing Project Actuals (Ongoing Task)

After you've created and approved projects in EPM Planning Projects, and exported projects and budgets to Project Management, the project manager prepares a detailed budget in Project Management that is optionally validated against the strategic budget. As projects are executed, actual costs are collected in Project Management.

When actuals are ready in Project Management, import the actuals data to EPM Planning Projects.

Administrators can use the **Import Project Actuals** job on an ongoing basis to import project actuals from Project Management to EPM Planning Projects, and can schedule the job to run on a regular basis.

Only administrators can run and schedule jobs. Alternatively, planners can use the Data Integration integrations to import actuals. For instructions for planners to import actuals, see Importing Actuals Data from Project Management to EPM Planning Projects in *Working with Planning Modules*.

Using a job simplifies the process. When you run the job **Import Project Actuals**, the following tasks are performed as part of the job:

- Import Project Actuals

- Calculate Imported Projects

Additionally, you can use substitution variables for the date range, simplifying scheduling this job to run on a regular basis. When you use substitution variables, you don't need to regularly update the job definitions to use the latest date range for actuals; instead you update the value for the substitution variable.

To import actuals from Project Management to EPM Planning Projects:

1. From the Home page, click **Application** and then click **Jobs**.
2. Click **Schedule Jobs**, and then click **Import Project Actuals**.
3. Click **Run Now**, or specify options to schedule the job and then click **Next**.  
The job is prepopulated with the information from Data Integration for the integrations you set up when you enabled **Project Management Cloud Integration**. The list for **Integration Job Name (Project Actuals)** includes all the integrations defined for all Project Management calendars. **Scenario**, **Version**, and **Entity** are populated, but you can change them.  
By default, start and end periods use substitution variables.
4. Select the integration job name for **Integration Job Name (Project Actuals)**.

 **Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Integration Job Name (Project Actuals)**, each prefaced with a different name and associated with a different business unit. Run the integrations that are needed for your implementation.

5. If needed, change the selections for **Scenario**, **Version**, and **Entity**, and then click **Next**.  
You can also change the start and end periods if you are running a job now. If you are scheduling a job, you can use the substitution variables to simplify running this job for varying time periods.  
The entity values you select here are used as input in the **Calculate Imported Projects** rule. (The entity values are not passed on to Project Management to fetch the values corresponding to that business unit. You set the filter to get data for a Project Management business unit in Data Integration.)
6. Review the job details, and then click **Finish**.

## Migrating Existing Implementations (One-Time Setup)

### Migrating an Existing EPM Planning Projects Implementation to Project Management (One-Time Setup)

If you have an existing EPM Planning Projects application, and you want to implement Project Management and the integration, you must first make updates to the EPM Planning Projects application, and then export projects and budgets to Project Management.

Perform these tasks after completing the setup steps documented in [Setting Up Integration Between EPM Planning Projects and Project Management \(One-Time Setup\)](#).

To migrate existing projects and project budgets created in EPM Planning Projects for use with Project Management:

1. Make updates to the existing EPM Planning Projects application to support the integration. See [Updating Existing EPM Planning Projects Applications to Use Project Management Cloud Integration](#).
2. Export projects and project budgets from EPM Planning Projects to Project Management.
  - To perform this task using a job, see [Exporting Projects and Budgets \(Ongoing Task\)](#).
  - To perform this task using Data Integration integrations, see Exporting Project Data and Budgets from EPM Planning Projects to Project Management in *Working with Planning Modules*.

After this initial setup, whenever you create new projects or update budgets in EPM Planning Projects, you can export projects and project budgets as needed on a regular basis.

## Updating Existing EPM Planning Projects Applications to Use Project Management Cloud Integration

If you have an existing EPM Planning Projects application and you incrementally enable **Project Management Cloud Integration**, perform these steps to update the application:

1. For any existing projects that don't have an alias for project name, specify an alias. You can use the Dimension Editor or use the outline load utility.  
The project alias corresponds with the project name in Project Management.
2. For each project that you want to integrate, for the project property called Name, populate it with the same value as Alias. You can find Name in the Account dimension, under **OPF\_Required Properties**. You can use the Dimension Editor or use the outline load utility.
3. Rename existing project member names so that they are not more than 25 characters.  
The project member name corresponds to the project number in Project Management.  
When **Project Management Cloud Integration** is enabled, any new projects that you create require you to enter a Project Number, which is stored as the project member name in EPM Planning Projects.
4. Associate a Project Management project template with each existing project in EPM Planning Projects. You can do this on the Project Details form or use the outline load utility.
5. Approve projects in EPM Planning Projects using the provided **Approve Projects** (OPF\_Approve Projects) rule. Only projects that are approved can be exported to Project Management.  
Approving a project sets the integration status to indicate that it's ready to export to Project Management.  
You can also use the outline load utility to change project approval status and the integration status.
6. When you incrementally enable **Project Management Cloud Integration**, the project reporting cube (PFP REP) is not automatically enabled for custom members. Enable the project reporting cube as needed for:
  - Custom members of Entities, Projects, and so on.
  - Custom members available in dimensions used when Workforce is enabled, such as Jobs and Employees.
7. Some rules and forms are modified to support this integration. If you've customized rules or forms, see [Updating Projects](#).

8. Oracle recommends that you start using the new member **OPF\_Load** for loading data. See [Updating Projects](#) for details.

Next, export projects and project budgets from EPM Planning Projects to Project Management. See [Exporting Project Data and Budgets from EPM Planning Projects to Project Management](#).

## Migrating an Existing Project Management Implementation to EPM Planning Projects (One-Time Setup)

If you have an existing Project Management implementation and you now want to implement EPM Planning Projects and the integration between the two, you must migrate projects, budgets, and actuals from Project Management to EPM Planning Projects at a summary level. This is a one-time task.

EPM Planning Projects provides two methods to perform this one-time data migration:

- A job, **Import Projects and Budgets**, that you run from EPM Planning Projects. To use this method, see [Using a Job to Import Projects and Budgets \(One-Time Setup\)](#).
- Integrations that you run from Data Integration. To use this method, see [Importing Projects and Budgets Using Data Integration Integrations](#).

After data migration is complete, you should start your project planning and budgeting in EPM Planning Projects, and then export projects and project budgets to Project Management. Work with projects in Project Management to create a strategic budget. As projects are executed, actual costs are collected in Project Management, which you can later import to EPM Planning Projects.

Perform these tasks after completing the setup steps documented in [Setting Up Integration Between EPM Planning Projects and Project Management \(One-Time Setup\)](#).

## Using a Job to Import Projects and Budgets (One-Time Setup)

The **Import Projects and Budgets** job simplifies the one-time task of migrating projects, budgets, and actuals from Project Management to EPM Planning Projects at a summary level.

When you run the job **Import Projects and Budgets**, the following tasks are performed as part of the job:

- Runs the **Import Projects** integration.
- Runs the **Import Project Budgets** integration.
- Runs the ruleset **Calculate Imported Projects**.

To import projects, budgets, and actuals from Project Management to EPM Planning Projects using a job:

1. From the Home page, click **Application** and then click **Jobs**.
2. Click **Schedule Jobs**, and then click **Import Projects and Budgets**.
3. Click **Run Now**, or specify options to schedule the job and then click **Next**.  
The job is prepopulated with the information from Data Integration for the integrations you set up when you enabled **Project Management Cloud Integration**. The lists for **Integration Job Name (Import Projects)** and **Integration Job Name (Import Budgets)** include all the integrations defined for all Project Management calendars. **Scenario**, **Version**, and **Entity** are populated, but you can change them. To limit the amount of data, start and end periods are populated based on the calendar setup in EPM Planning Projects.

The entity values you select here are used as input in the **Calculate Imported Projects** rule. (The entity values are not passed on to Project Management to fetch the values corresponding to that business unit. You set the filter to get data for a Project Management business unit in Data Integration.)

4. Select the integration job names for **Integration Job Name (Import Projects)** and **Integration Job Name (Import Budgets)**.

 **Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Integration Job Name (Import Projects)** and **Integration Job Name (Import Budgets)**, each prefaced with a different name and associated with a different business unit. Run the integrations that are needed for your implementation.

5. If needed, change the selections for **Scenario**, **Version**, and **Entity** and the start and end periods, and then click **Next**.
6. Review the job details, and then click **Finish**.
7. Import actuals (ongoing task): Perform this task when you first migrate projects from Project Management to EPM Planning Projects and repeat as needed for your planning cycle.  
You can perform this task in one of two ways:
  - a. Using a job. See [Importing Project Actuals \(Ongoing Task\)](#).
  - b. Running an integration. See Importing Actuals Data from Project Management to EPM Planning Projects in *Working with Planning Modules*.

## Importing Projects and Budgets Using Data Integration Integrations

 **Note**

If there are multiple calendars in Project Management, multiple integrations jobs should have been configured for **Import Projects** and **Import Project Budgets**, each prefaced with a different name and associated with a calendar which in turn is associated with a different business unit. Run the integrations for **Import Projects** and **Import Project Budgets** for one business unit before proceeding with **Import Projects** and **Import Project Budgets** for another business unit.

To import projects, budgets, and actuals from Project Management to EPM Planning Projects:

1. From the Home page, click **Application** and then click **Data Exchange**.
2. Import project organizations (optional, one-time task): In **Data Integration**, select **Import Project Organizations**, and then click **Run** . Specify options and then click **Run**.  
**Options:**
  - Import Mode - Replace
  - Export Mode - Merge
  - Start Period - BegBalance
  - End Period - BegBalance

Your administrator has set up the filters that are relevant for this integration.

By default, this integration imports members to the Entity dimension under OEP\_Total Entity.

This optional step imports the organization structure from Project Management into the EPM Planning Projects Entity hierarchy. Alternatively, you can populate the Entity hierarchy in EPM Planning Projects without importing from Project Management.

Wait until this integration completes before proceeding.

3. Import projects, including project definitions and project properties (one-time task): In **Data Integration**, select **Import Projects**, and then click **Run** . Specify options and then click **Run**.

 **Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Import Project Budgets**, each prefaced with a different name and associated with a different business unit. Run the integrations that are needed for your implementation.

**Options:**

- Import Mode - Replace
- Export Mode - Merge
- Start Period - BegBalance
- End Period - BegBalance

Your administrator has set up the filters that are relevant for this integration.

This integration imports metadata members to the Project dimension in EPM Planning Projects. According to the type of project, member are imported either to Total Project>All Project>Internal Projects>Indirect Projects or Total Project>All Project>Internal Projects>Capital Projects. The mappings are set up in the integrations to identify the project type.

When **Import Projects** is complete, **Import Project Properties** is automatically run. This integration imports project property data, such as project name, project description, project start date, and so on.

Wait until this integration completes before proceeding.

4. Import project budgets (one-time task): In **Data Integration**, select **Import Project Budgets**, and then click **Run** . Specify options and then click **Run**.

 **Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Import Project Budgets**, each prefaced with a different name and associated with a different business unit. Run the integrations that are needed for your implementation.

**Options:**

- Import Mode - Replace

- Export Mode - Merge
- Start Period - Select a start date
- End Period - Select an end date

Your administrator has set up the filters that are relevant for this integration.

This integration imports budget data to OEP\_Plan.

When **Import Project Budgets** is complete, **Export EPM Project Status** is automatically run. This integration marks these Project Management projects as integrated in EPM Planning Projects and ensures that you won't import the same project budget data again.

Wait until this integration completes before proceeding.

5. Run the rule **Roll up Projects**.
6. Import actuals (ongoing task): Perform this task when you first migrate projects from Project Management to EPM Planning Projects and repeat as needed for your planning cycle.  
You can perform this task in one of two ways:
  - a. Using a job. See [Importing Project Actuals \(Ongoing Task\)](#).
  - b. Running an integration. See Importing Actuals Data from Project Management to EPM Planning Projects in *Working with Planning Modules*.

## EPM Planning Projects Rules for Integration with Project Management

Rules and rulesets are added when you enable **Project Management Cloud Integration**.

### Rules

- **Change Project Integration Error Status (OPF\_Change Project Integration Error Status)**—Run this rule from the **Actions** menu on the **Project Details** form to change the integration status from **Error** to either **Initial** or **Ready**.
- **Spread Qrtly and Yearly to Months-Adjustments (OPF\_Spread Qrtly and Yearly to Months - Adjustments)**—This rule, which is set to **Run on Save** on the **Adjust Project Expenses** form, spreads quarterly and yearly expenses to months.

### Rulesets

- **Calculate Imported Projects (OPF\_Calculate Imported Projects)**

Rolls up imported data and calculates cash flow for material expense/revenue. This rule can also be used outside of the integration scenario.

Inputs: Currency, Entity, Scenario, Version, Project. You can specify a parent member for Currency, Entity, and Project in which case all level zero members are included in the calculation.

Consists of rules:

- **OPF\_Calculate Cash Flow for Loaded Projects**—Calculates cash flow for material expense/revenue.
- **OPF\_Rollup Project Cube**—Rolls up data (existing rule).
- **OPF\_Set Missing Properties for Reporting**—Sets missing **Project Integration Status**, **Rank**, and **Priority**, as applicable, for imported projects.
- **Export Approved Projects (OPF\_Export Approved Projects)**

Exports all the projects that are in **Approved (Project Status)** and **Internal** or **Ready (Project Integration Status)** for integration with Project Management. This ruleset is invoked by Data Management.

Inputs: Scenario, Version, Entity. You can specify a parent member for Entity so that it includes all level zero members under it for calculation.

Consists of rules:

- **OPF\_Prep Data For Reporting**—Prepares data for moving to the reporting cube.
- **OPF\_Set Missing Properties for Reporting**—Sets missing **Project Integration Status**, **Rank**, and **Priority**, as applicable, for imported projects.
- **OPF\_Execute Project Reporting Data Maps**—Executes data maps to move project data from OEP\_PFP cube to PFP REP reporting cube.
- **OPF\_Merge Data Slice**—Clears zeroes and merges the data slice on PFP REP reporting cube.
- **OPF\_Export Project Properties To File**—Exports **Approved** projects with an **Integration Status** that is **Initial** or **Ready** to a file in the Planning outbox. The export is done from the reporting cube.
- **OPF\_Reset Integration Properties**—Clears **Integration Status** description.
- **Export Integrated Project List (OPF\_Export Integrated Project List)**  
Exports projects that are in **Integrated** status for **Integration Status**. This rule is invoked by Data Management.  
Inputs: Scenario, Version, Entity. You can specify a parent member for Entity so that it includes all level zero members under it for calculation.  
Consists of rules:
  - **OPF\_Set Missing Properties for Reporting**—Sets missing **Project Integration Status**, **Rank**, and **Priority**, as applicable, for imported projects.
  - **OPF\_Execute Project Reporting Data Maps**—Executes data maps to move project data from OEP\_PFP cube to PFP REP reporting cube.
  - **OPF\_Merge Data Slice**—Clears zeroes and merges the data slice on PFP REP reporting cube.
  - **OPF\_Export Integrated Project List To File**—Exports projects with integration status as **Integrated** from the reporting cube to a file in the Planning outbox.
- **Export Project Budget (OPF\_Export Project Budget)**  
Exports project budget to a file in the Planning outbox. This rule is not used for integration, and is provided so that users can export expenses to a file. However, limit the number of projects so that the file does not grow too large.  
Inputs: Scenario, Version, Entity. You can specify a parent member for Entity so that it includes all level zero members under it for calculation.  
Consists of rules:
  - **OPF\_Prep Data For Reporting**—Prepares data for moving to the reporting cube.
  - **OPF\_Set Missing Properties for Reporting**—Sets missing **Project Integration Status**, **Rank**, and **Priority**, as applicable, for imported projects.
  - **OPF\_Execute Project Reporting Data Maps**—Executes data maps to move project data from OEP\_PFP cube to PFP REP reporting cube.

- **OPF\_Merge Data Slice**—Clears zeroes and merges the data slice on PFP\_REP reporting cube.
- **OPF\_Export Project Budget To File**—Exports expenses from the individual total expense level, from all the projects to a file in the Planning outbox. The export is done from the reporting cube.

Additionally, some rules are modified when you enable **Project Management Cloud Integration**. See [Updating Projects](#).

## Post Configuration Tasks

### Mapping Projects to Programs

If you enabled the Program dimension, you can group projects together into a program for analysis purposes. You must have already added projects to perform this task.

When you enable the Program dimension, it is added as an attribute dimension. Map projects to programs in the Dimension Editor.

To map projects to programs:



1. From the Home page, click **Navigator** and then select **Dimensions** from the **Create and Manage** category.
2. Select **Project** from the **Dimension** drop-down list.
3. From the **Actions** menu, select **Custom Attributes**.
4. Click **Programs** to move it to the **Attribute Values** pane.
5. Click **+** to add the program members.
6. Select a program, and then in **Attribute Values**, select the project you want to associate with the program.
7. Refresh the database.

#### Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This tutorial shows you how to assign programs to projects, and then analyze projects by program.	 <a href="#">Assigning Projects to Programs</a>

## Projects Rules

Run rules to calculate values in the application. From the Home page, click **Rules**.

#### Tip

To see only Projects rules, click **All Cubes** next to the Filter, and from the **Cube** list select **OEP\_PFP**.

## Projects rules:

- **OPF\_Add Project**—Adds a new project on the fly.
- **OPF\_Add Expense Line Item**—Adds a new expense line item in a project.
- **OPF\_Add Revenue Line Item**—Adds a new revenue line item in a project.
- **OPF\_Approve Project**—Sets the status of the project to Approved; copies the plan data to the forecast scenario, since this project is likely to move forward.
- **OPF\_Calculate Capitalized Expense**—Calculates capitalization expenses for capital projects.
- **OPF\_Calculate Direct Expense**—Calculates direct expenses for all projects.
- **OPF\_Calculate EVM**—Calculates Earned Value Measure for Project – Schedule and Cost variance based on set targets.
- **OPF\_Calculate Expense CashFlow**—Calculates cash flows associated with expenses, based on the assumptions set for the project.
- **OPF\_Calculate Expense**—Calculates driver-based expenses for labor, material, and equipment based on set driver-based assumptions.
- **OPF\_Calculate Financial Benefits**—Calculates aggregated financial benefits.
- **OPF\_Calculate Non Financial Benefits**—Calculates non-financial benefits, summing the year totals.
- **OPF\_Calculate Overhead Expenses**—Calculates overhead expenses based on the specified drivers.
- **OPF\_Calculate Payback period**—Calculates the payback period based on the expenses and benefits planned for a project.
- **OPF\_Calculate Payback period Revenue**—Calculates the payback period based on the expenses and revenue for a project.
- **Calculate Project**
- **OPF\_Calculate Project Benefits**—Calculates the project benefits for indirect and capital projects.
- **OPF\_Calculate Revenue**—Calculates revenue for contract projects based on the project type: time and material, cost plus, or direct.
- **OPF\_Calculate Revenue cash flows**—Calculates the cash flows for revenue realization.
- **OPF\_Calculate Revenues**
- **OPF\_Copy Data to Finstmt**—Moves data from Projects to Financials after aggregating data for all projects, based on the defined mapping.
- **OPF\_Delete Project**—Deletes the project.
- **OPF\_Execute Project to Capital Map Reporting**—Creates capital assets from project expenses.
- **OPF\_Execute Project to Capital Map Reporting - Capitalized**—Creates capital assets from project expenses based on resource class.
- **OPF\_Execute Project to WFP Map Reporting**—Moves assigned job codes and employees FTE, labor hours, and expenses to Workforce.
- **OPF\_Prepares Detailed Forecast Data**—Organizes data for forecast for months and years.

- **OPF\_Prep High Level Forecast Data**—Organizes data for high level forecasts for months and years.
- **OPF\_Push data to capex from Projects**—Moves data into planned capital work in progress assets based on allocated expenses from Projects to Capital.
- **OPF\_Recognize Revenue**—Calculates revenue recognition based on the assigned revenue recognition drivers.
- **OPF\_Refresh Project Dates**—Run this rule before directly entering expenses or revenue for projects that have been imported, or when project dates are changed.
- **OPF\_Remove Line items**—Removes line items from the project.
- **OPF\_Rollup Project Cube**—Calculates the aggregation of projects through the hierarchy.
- **Roll up Project**—Aggregates the projects and pushes the data to Financials based on the account mapping.

Additional rules are added if you enable **Project Management Cloud Integration**. See [EPM Planning Projects Rules for Integration with Project Management](#).

 **Note**

Note that some rules are customized for Projects and can't be modified, so you won't see these rules in Calculation Manager.

# Configuring Capital

## Related Topics

- [Enabling Capital Features](#)
- [Configuring Capital](#)  
Perform these configuration tasks after enabling Capital features.
- [Post Configuration Tasks](#)
- [Capital Rules](#)
- [Creating a Custom Depreciation or Amortization Method](#)

## Enabling Capital Features

Before users can start planning capital assets, you must enable Capital features. Enable only the features you want to use. Based on your selections, dimensions, drivers, forms, and accounts are populated. You can come back later and incrementally enable additional features; however you must enable all the dimensions you want to include in the application the first time you enable features. You must also specify Named Assets the first time you enable Capital features.

 **Note**

After you enable a feature, you can't later disable it.

## Videos

Your Goal	Watch This Video
Learn about enabling and configuring Capital.	 <a href="#">Configuring Capital in Oracle Enterprise Planning Cloud</a>

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This 60-minute tutorial shows you how to configure and enable features in Capital.	 <a href="#">Configuring Capital</a>

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Capital**, and then click **Enable Features**.
3. Select the features you want to enable. Except as noted, you can come back later and enable additional features, so enable only the features you need to use now.

**Table 8-1 Enabling Capital**

Enable	Description
New Capital Investment	Select new capital investments. See <a href="#">Enabling New Capital Investment</a> .
Manage Existing Assets	Select existing capital assets. See <a href="#">Enabling Manage Existing Assets</a> .
Map/Rename Dimensions	<ul style="list-style-type: none"> <li>Enable up to three additional custom dimensions in your application.</li> <li>Map custom dimensions to existing dimensions.</li> <li>Rename base dimensions.</li> </ul> <p>You must perform this step the first time you enable Capital.</p> <p>If you are integrating Capital with Projects, add a custom dimension called <b>Project</b>, the default dimension name in Projects. If you name it anything else, make sure the dimension name is the same in all modules.</p> <p>See <a href="#">Mapping/Renaming Dimensions</a></p>

The Capital artifacts are populated, including dimensions, forms, and accounts.

## Enabling New Capital Investment

Enables new capital investments for fixed assets and optionally allows you to plan for lease assets (for example, vehicles) or intangibles (for example, copyrights). Select **Named Assets** to add the names of assets to plan at the detail level, and specify the likely number of named assets that you would add in a planning cycle.

If you are going to use **Named Assets**, you must select it the first time you enable Capital. You can't come back later to enable it. You can, however, come back later to increment the number of named assets.

### IFRS16 in Lease Asset Planning

If you are performing lease asset planning, you can incrementally enable IFRS16 support by selecting **IFRS16 – Standard** under **Lease Assets**.

When you enable **IFRS16-Standard**, the following changes occur:

- The **Calculate Leased Assets** rule is updated to use the new standards for calculating lease assets. (If you don't enable **IFRS16-Standard**, the rule is not updated.)
- Two new members are available in **Depreciation & Amortization Assumptions – Low Value Lease Term (in Months)** and **Low Value Lease Amount**. For low value assets, you can choose to write off the asset on the P&L rather than carrying the asset value on the Balance Sheet. For example, lease assets of 12 months lease term or \$5000 value are considered low value assets, however you can change the values for each asset type. Lease assets that meet the low value thresholds you entered are calculated using the IFRS16 standard for low value assets, and are charged off on the P&L rather than being treated like other assets.
- Payment frequency is taken into account when determining if a lease asset is a low value asset. The value of the asset is calculated as ( $\text{lease payment} \times \text{payment frequency}$ ). If the

calculated value is less than the **Low Value Lease Amount**, the asset is considered to be a low value lease asset.

For example, if the **Low Value Lease Amount** is \$5000, and a lease asset has a payment of \$500 with a monthly payment frequency, the lease asset value is calculated as  $\$500 \times 12 \text{ months} = \$6000$ . Because \$6000 is higher than the **Low Value Lease Amount** of \$5000, this lease asset is not considered to be a low value asset. However, if this same asset has a semi-annual payment frequency, the lease asset value is calculated as  $\$500 \times 2 = \$1000$ , which is less than the **Low Value Lease Amount** of \$5,000, and is considered to be a low value asset.

- The **Current Portion of Lease Obligation** is calculated based on the rolling future 12 months of the Principal portion of the lease.
- A new account - **Low Value Override** is created. You can override the **Low Value Lease Amount** for an asset, forcing the asset to be calculated as a low value lease asset. The **Low Value Override** column is added on the **Lease Asset Planning** form. By default, the value for **Low Value Override** for each asset is **No**. If you change it to **Yes** for an asset, the asset is calculated as a low value asset regardless of the lease asset value.
- A new asset account, **Index Rate**, is added. You can set an **Index Rate** when you create a new lease asset.
  - When you set an **Index Rate**, lease amounts increase for inflation based on the **Index Rate Basis** (annual or according to the payment frequency, depending on what you select).
  - The **Calculate Leased Assets** business rule takes the index rate and index rate basis into account when calculating the NPV of an asset. If you don't set the index rate, the lease payments are the same for each period.
  - For existing assets, you can enter the **Index Rate** on the **New Leased Assets** form in **Investments, Leased Asset Planning**.
- A new account, **Index Rate Basis**, is added.
  - A new Smart List is available for **Index Rate Basis** with entries for **Annual** and **Payment Frequency**.
    - \* **Annual**—Applies inflation annually irrespective of the frequency of payments.
    - \* **Payment Frequency**—Applies inflation based on the payment frequency.
  - When you add a new lease asset, in **Add Lease Asset**, select **Annual** or **Payment Frequency** for **Index Rate Basis**. By default, **Index Rate Basis** for new leased assets is **Annual**.
  - You can change the **Index Rate Basis** at any time on the **Lease Asset Planning** form.
- Rent free periods, also known as a lease holiday, are available.
  - A new form, **Rent Free Periods**, is available.
  - A new account, **OCX\_LeaseRentFreePeriod**, is available to capture whether a period is rent free.
  - Rent free periods are based on periods, not a date range, based on the payment frequency for the lease (monthly, quarterly, yearly).
  - After you add new lease assets, on the **Rent Free Periods** form, for each lease asset, select **Yes** for any periods that should be rent free.
  - Rent free period lease payments are set to zero, and when you calculate the lease, values for present value and cash flow are calculated considering rent free periods.

- New rules are available:
  - \* **OCX\_Free Rent Asset BeforeLoad**. Attached to the **Rent Free Period** form to make all the cells read only and according to payment frequency only the corresponding cells are editable.
  - \* **OCX\_Free Rent Period Spread**. Attached to the **Rent Free Period** form to spread the quarter/semi annual/annual to months.
- Lease asset depreciation varies based on the ownership of the lease. If ownership is with the lessor, depreciation is charged for lease term or until the end of useful life of the asset - whichever is earlier. If ownership is with the lessee, depreciation is charged for useful life of the asset.
- You can plan using 12-month or 13-period calendars for lease assets.
- The alias for account **OCX\_Operating\_Lease\_Payments** is changed from **Operating Lease Payments** to **Lease Payments**.

After enabling **IFRS16 – Standard**, enter **Low Value Lease Term (in Months)** and **Low Value Lease Amount** values in **Depreciation & Amortization Assumptions**. See [Entering Capital Asset Assumptions](#).

## Video

Your Goal	Watch This Video
Learn about IFRS16 in Capital.	 <a href="#">Overview: Lease Assets in Capital Planning for IFRS 16</a>

## Tutorials

Tutorials provide instructions with sequenced videos and documentation to help you learn a topic.

Your Goal	Learn How
This tutorial shows you how to plan for Capital lease assets with IFRS16 Standard support enabled, as well as import existing leased assets. Several use cases are included.	 <a href="#">Lease Asset Planning with IFRS16</a>

## Enabling Manage Existing Assets

Enables planning for asset-related expenses, and retirement, transfer, and improvements on existing assets. Optionally you can also plan for existing intangible assets.

Use this option if you want to plan for expenses at the asset level, for high maintenance, high value assets that can be planned by setting standard percent assumptions.

## Mapping/Renaming Dimensions

For Financials, you can incrementally enable custom dimensions. For all other modules, you must perform this configuration task the first time you enable features.

Use **Map/Rename Dimensions** as follows:

- To add custom dimensions.

For example, you might want to plan by channel and market. In this case, add these two dimensions and import channel and market members. Calculations, forms, and other artifacts include the additional dimensions you specify.

- For each custom dimension in Financials, to specify to which features it applies—Revenue, Expense, Balance Sheet, Cash Flow, or Budget Revisions. See [Associating Custom Dimensions with Financials Features](#).
- To rename a dimension if an existing dimension has the same name as a dimension in a module you are enabling, and you want to keep both dimensions.
- To use existing dimensions in multiple modules. For example, if you set up Financials and later enable Projects, you can take advantage of any existing dimensions that are common between the two. Use this feature so you don't have to rebuild a common dimension when you enable a new module.
- To reuse dimensions in a converted Planning application.

## Configuring Capital

Perform these configuration tasks after enabling Capital features.

1. From the Home page, click **Application**, and then click **Configure**.
2. From the **Configure** list, select **Capital**.
3. Perform all mandatory tasks. Perform the optional tasks required for your business. Use

the **Filter** to check the status of configuration actions. Use **Actions**  to update task status.

You must add asset classes (and intangible assets if intangible assets are enabled) from provided members or by importing them from a file. This is required to load dashboards and forms.

For information on formatting import files, see [Importing Data](#).

4. After configuring, and any time you make changes in configuration or import metadata, refresh the database. From the **Configure** page, select **Refresh Database** from the **Actions** menu. Click **Create**, and then click **Refresh Database**.

**Table 8-2 Configuring Capital**

Configure	Description
Entities	<p>Import Entities.</p> <p>Import the Entity dimension members that reflect your business hierarchy, such as departments, cost centers, and business units.</p> <p>Select the location of the file containing the members (Local or Planning inbox), click <b>Browse</b> to find the file, specify the file type, and then click <b>Import</b>.</p> <p>Entities are common across modules, so import all entities together.</p>

**Table 8-2 (Cont.) Configuring Capital**

Configure	Description
Assets	<p>Set up asset classes.</p> <p>Add or import tangible asset class members. You can select from the defined lists of asset class or add your own custom asset class. The Asset Class dimension details the categories of assets that a company owns.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>
Intangible Assets	<p>Set up intangible assets.</p> <p>Add or import intangible asset class members. You can select from the defined lists of asset class, add from a Smart List, or add your own custom asset class. The Asset Class dimension details the categories of assets that a company owns.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>
Expense	<p>Configure expense accounts by selecting the defined artifacts to manage.</p> <p>You can remove expense accounts for Capital, but you can't add or import them.</p>
Asset Details	<p>Import asset details.</p> <p>Import asset details into the Asset Detail dimension, which is used to track the details of an asset as an individual asset or a group of assets, depending on the requirement. An asset can be New Owned, Existing Owned, New Leased, or Existing Leased.</p> <p>For more information, see <a href="#">Importing Data</a>.</p>
Planning and Forecast Preparation	<p>Set the timeframe and granularity for plans.</p> <p>Configures the timeframe, the starting period, and the level of granularity for planning and forecasting. Gives you the ability to plan and forecast on a different basis for different years.</p> <p>See <a href="#">Capital Planning and Forecast Preparation</a>.</p>
Expense and Cash Flow Assumptions	<p>Set up assumptions for tangible asset expenses, depreciation and amortization, and funding assumptions. Used as drivers for expense calculations for Tangible Assets.</p> <p>You can only remove predefined expense assumptions; you can't add or import new ones.</p>
Assumptions for Intangibles	<p>Set up assumptions for depreciation method and convention, useful life, and cash flow and funding assumptions. Used as drivers for expense calculations for Intangible Assets.</p> <p>You can only remove predefined expense assumptions; you can't add or import new ones.</p> <p>See <a href="#">Adding and Managing Accounts and Drivers</a>.</p>

**Table 8-2 (Cont.) Configuring Capital**

Configure	Description
Global Assumptions	Set exchange rates. Enter foreign exchange rates in a multicurrency application. See <a href="#">Setting Global Assumptions: Exchange Rates</a> .
Map Capital Accounts to Financials	Map asset accounts from Capital to Financials accounts to allow for integration and movement of data from detail assets in Capital to account level in Financials. For each asset account, select the corresponding Financials account from the Smart List. Select the horizontal tabs to map assets for Tangible Assets, Intangible Assets, and Lease Assets.
Import <customName Dimension>	Available only if Financials is enabled. Import <customName Dimension>. Import members to populate the <customName Dimension> dimension. Use if you enabled a custom dimension.

## Capital Planning and Forecast Preparation

You can configure the time frame and granularity for plans for each module. You can have a different time frame and granularity for each module and for each year.

To configure the time frame and granularity for plans:

1. In **Current Fiscal Year**, select the current fiscal year.

 **Note**

Changing the current year affects all modules.

2. From **Period**, select the current actual month. For 13-period applications, select the current period. You need to update this value on a monthly basis.
3. From **Plan Start Year**, indicate if planners will plan in the current or next fiscal year.
4. Click **Plan**, and then the **Years** column to select the number of years to configure. For example, to configure the first five years of a ten year application, select 5 Years.
5. Select the planning basis for each year that you are configuring. If plans will be prepared at the same frequency each year, click **All**, and then select the frequency (for example, **Monthly**). If plans will be prepared at different frequencies in certain years, select the frequency in each year's row. For example, to plan monthly in FY20 but quarterly in FY21, select **Monthly** in the row for FY20 and **Quarterly** in the row for FY21. For 13-period applications, you select **13 Periods** instead of **Monthly**.
6. Click **Forecast** and repeat these steps to specify the forecasting basis. When you select **Quarterly** as the planning basis for **Forecast** for the first year, the provided valid intersections are set up so that forecast data entry is allowed only in the appropriate periods; quarterly forecast periods prior to the current month can't be updated.

The substitution variable OEP\_CurQtr is provided whenever you enable Quarterly planning.

When you select **Quarterly** as the planning basis for **Forecast** for the first year, you can choose how Capital determines the current quarter, in cases where the current month is the last month of the quarter.

When the current month is the last month of the quarter, select an option in **Planning and Forecast Preparation** for how Capital should define the current quarter:

- If you select **Lock Current Period For Forecast**, Capital uses the next quarter. For example, if the current month is March, when you select this option, Capital defines the Current Quarter as Q2.
- If you clear **Lock Current Period For Forecast**, Capital uses the current quarter. For example, if the current month is March, when you clear (deselect) this option, Capital defines the Current Quarter as Q1.

Note:

- **Lock Current Period For Forecast** is available only when Quarterly is selected as the planning basis for Forecast for the first year.
- You can select the option for **Lock Current Period For Forecast** for each module.

This configuration task sets all required substitution variables.

#### Note

Saving the **Planning and Forecast Preparation** configuration task restarts the application and requires you to refresh the database. If a background job is running, you must refresh the database later.

In Capital, forms and rules allow different planning years for the Plan and Forecast scenarios.

During Capital **Planning and Forecast Preparation** configuration, instead of setting the **&OEP\_YearRange** substitution variable for both Plan and Forecast scenario, Capital configures business rules to use methods that read the start year and end year from the **Planning and Forecast Preparation** configuration separately for each scenario. Forms are created to display data based on the start and end periods for the scenario.

To create custom rules for Capital, use these functions rather than the **&OEP\_YearRange** substitution variable:

- `[[PlanningFunctions.getModuleStartYear("CAPITAL", {Scenario})]]`—Returns start year of given scenario
- `[[PlanningFunctions.getModuleENDYear("CAPITAL", {Scenario})]]`—Returns end year of given scenario

To create custom forms for Capital, use **ILvl0Descendants of "All Years"** instead of **&OEP\_YearRange**.

**Tip**

If you want to create or edit rules to customize your planning and forecasting tasks, you can use Planning Formula Expressions in your rules to call the configured time horizon information such as

```
[[PlanningFunctions.getModuleStartPeriod("ModuleName", "ScenarioName")]]  
and  
[[PlanningFunctions.isPlanStartYearSameAsCurrentFiscalYear("ModuleName")]]  
.
```

Module names are not case sensitive and must be enclosed in double quotation marks:

- Capital
- Financials
- Projects
- Workforce

See Scenarios in *Designing with Calculation Manager*.

## About Adding and Modifying Accounts and Drivers

Depending on the number of custom drivers members, account members, and other artifacts you need to add or modify, perform one of these tasks:

- A small quantity—Add or edit them directly from the configuration page
- A large quantity—Import them by:
  - Exporting the existing set.
  - Modifying the exported spreadsheet to add rows and data for the custom artifacts.
  - Importing the spreadsheet.

This export and import process speeds up the design and maintenance of the application. When requirements change, you can repeat this process as many times as needed. For example, you might see a predefined marketing driver that is similar to a driver for a new social media campaign you plan to run. You can easily export the drivers, make a copy of the marketing driver, modify it as needed for your social media campaign, and then re-import it.

## Adding and Managing Accounts and Drivers

To add or modify accounts and drivers:

1. Select the configuration task to set up accounts or drivers.
2. Select a component or category from the list (if available).
3. Perform a task:
  - To add an artifact, select **Add** from the **Actions** menu, and then enter details in the new row.
  - To modify a group of artifacts, or to add many new ones, export the set of predefined artifacts (select **Export** from the **Actions** menu), and then modify the export file in Microsoft Excel. You can edit predefined artifacts, make a copy of an artifact and modify it to create a new one, or add new artifacts. Then, import the modified file

(select **Import** from the **Actions** menu). If available, use categories and subcategories to group functionally related artifacts.

- To export or import all drivers, regardless of their category or grouping, use **Batch Export** or **Batch Import**.
- To export or import only certain kinds of drivers, specify a **Category** or a **Component**, and then use **Import** or **Export**.

**Notes:**

- Specify unique member names and aliases for custom members so they don't conflict with any provided members.
- If you must delete a driver, check the formulas of the other account drivers in its group to see if they reference the driver that you want to remove. If they do, update their logic accordingly.

## Setting Global Assumptions: Exchange Rates

If you created a multicurrency application, set up exchange rates. You can enter exchange rates manually as described here, or import them. For information about importing exchange rates, see Importing Exchange Rates for a Simplified Multicurrency Application in *Administering Planning*.

To set up exchange rates manually:

1. Add members for each of your currencies in the Currency dimension.
2. Click **Global Assumptions** to open the **Exchange Rates to <Base Currency>** task. Here you'll enter the exchange rates for the currencies that planners will use.
3. Select the members from the Point of View.
4. Enter average and ending exchange rates for each period and each currency, and then save the form.

The form is renamed to **Exchange Rates to <Base Currency>**, where **<Base Currency>** is the reporting currency you selected when you created the application. For example, if the application base currency is Yen, the form is **Exchange Rates to Yen**. This indicates to planners the currency against which exchange rates are used to convert their data, and enables them to enter rates specific to scenario, year, and version.

 **Note**

If you add a new Version member, you must enter exchange rates in that version.

## Post Configuration Tasks

After completing the configuration tasks, perform these tasks:

- Refresh the cube after configuring and any time you import metadata.
- Review the assumptions forms under Investments and Intangibles and for Existing Assets at No Entity level and at members of Total Entity level. If desired, set up assumptions at No Entity level so planners have a starting point for planning. You can make the No Entity assumption values non-editable for planners by setting up security so that No Entity is Read Only. When you do this, planners can see global assumptions but can't not modify them.

- Don't change the **Enable for Dynamic Children** and **Number of Possible Dynamic Children** properties for **OCX\_Total New** and **OCX\_New Lease** members in the **Asset Detail** dimension. These properties must be **Read Only**.
- If needed for your business, you can create custom depreciation and amortization methods. See [Creating a Custom Depreciation or Amortization Method](#).

## Capital Rules

To run rules, from the Home page, click **Rules**.

### Tip

To see only Capital rules, click **All Cubes** next to the Filter, and from the **Cube** list select **OEP\_CPX**.

Capital rules:

- **Add Asset**—Adds new assets for asset class; for tangible assets.
- **Add Asset Dynamic**—Adds new assets with member names given in the runtime prompt.
- **Add Intangibles**—Adds intangible assets for asset class.
- **Add Intangible**—Adds new assets when **Named Asset** is not selected in Enable Features
- **OCX\_Add Intangibles Dynamic**—Adds new assets with member names given in the runtime prompt.
- **Add LeasedAsset**—Adds leased assets at the entity level including determining whether it's operating or capital lease.
- **Add LeasedAssets**—Adds a named leased asset at the entity level including determining whether it's operating or capital lease.
- **Assign Driver for a plan year**—Sets percentage driver for a target year either based on source year or simply based on value provided.
- **OCX\_Add LeasedAsset Dynamic**—Adds leased asset with member names given in the runtime prompt.
- **Calculate All Existing Intangible Assets**—This rule is now obsolete. Use this rule instead: **Calculate Intangible Asset**.
- **Calculate All Existing Tangible Assets**—This rule is now obsolete. Use this rule instead: **Calculate Tangible Asset**.
- **Calculate Existing Intangible Assets**—Calculates the amortization and all other expenses and cash flow for the specified existing intangible asset.
- **Calculate Intangible Asset**—Calculates the amortization and all other expenses and cash flow for the specified intangible asset.
- **Calculate Tangible Asset**—Calculates the depreciation and all other expenses and cash flow for the specified asset.
- **Calculate All Leased Assets**—Calculates PV value of lease, depreciation, interest, and cash flows for all leased assets for an entity.
- **Calculate Leased Assets**—Calculates PV value of lease, depreciation, interest, cash flows for a specified leased asset.
- **Impair Intangible**—Calculates impairment (reduction of asset value) for intangibles.

- **Improve Asset**—Allows for adding improvements to existing assets by splitting the asset and creating the value of the improvement.
- **Reconcile Asset**—Reconciles the new asset request against an existing asset. All values are pushed to the assigned asset.
- **Reconcile Leased Asset**—Reconciles the new leased asset request against an existing leased asset. All values are pushed to the assigned asset.
- **Remove Named Asset**—Removes a named asset that's no longer relevant.
- **OCX\_Remove Asset Dynamic**—Removes a planned named asset investment that's no longer relevant.
- **Remove Leased Asset**—Removes a planned lease asset investment that's no longer relevant.
- **OCX\_Remove Leased Asset Dynamic**—Removes a planned named leased asset investment that's no longer relevant.
- **Retire Asset**—Retires the existing asset, where the asset can be sold or written off, with corresponding accounting implications.
- **Retire Intangible**—Retires the existing intangible, where the asset can be sold or written off, with corresponding accounting implications.
- **Roll up Capital**—Rolls up Accounts, Asset Details, Asset Class, Entity.
- **Sync FS Account Mapping**—Synchronizes the mapping of financial statement accounts between Capital and Financials.
- **Synchronize drivers**—Synchronizes asset assumptions to level 0 assets.
- **Transfer Asset**—Transfers existing tangible assets from one entity to another; all costs/expenses are pushed to the new entity.
- **Transfer Intangibles**—Transfers existing intangibles from one entity to another; all costs/expenses are pushed into the new entity.
- **Push Data To Financials**—Runs the data map **Financial Statement Integration** to push data from Capital to Financials.
- **OCX\_Free Rent Asset BeforeLoad**. Available when IFRS-16 support is enabled. Attached to the **Rent Free Period** form to make all the cells read only and according to payment frequency only the corresponding cells are editable.
- **OCX\_Free Rent Period Spread**. Available when IFRS-16 support is enabled. Attached to the **Rent Free Period** form to spread the quarter/semi annual/annual to months.

## Creating a Custom Depreciation or Amortization Method

If needed for your business, you can define custom depreciation and amortization methods. Capital provides a Smart List entry called **Custom**. You can define a business rule to calculate depreciation or amortization as needed for your business, and then associate the new business rule with the **Custom** Smart List entry. The **Custom** Smart List entry is available in **Depreciation and Amortization Assumptions**.

To create a custom depreciation or amortization method:

1. Using Calculation Manager, define a new depreciation or amortization rule. When defining the business rule, set the **deprMethod** = 5 or set **amortMethod** = 3. These are the Smart List entry numbers for the **Custom** entry.

See Designing Business Rules..

2. Create an Action Menu menu object, for example named Custom Depreciation or Custom Amortization and associate the business rule you just created to the menu. From the Home page, click **Navigator** and then click **Action Menus**.  
See Administering Action Menus.
3. Edit the form with which you want to associate the new menu option, for example, **New Tangibles**, and add the menu option to the form. See Administering Forms.
4. In the **Depreciation and Amortization Assumptions** form, for the Asset Class that requires the custom method, select **Custom**.

Now, when users are creating a new asset, when a new asset requires the custom method, they can select the custom rule you defined from the **Actions** menu.

 **Note**

You must use the custom rules with the Custom depreciation or amortization Smart List entry, and use provided rules for the provided methods.

 **Tip**

To change the name of the **Custom** method, change the artifact label: From the Home page, click **Tools**, then click **Artifact Labels**, and then apply the filter to see **Smart List Entry**. Select your language, and then change the label for the custom **OCX\_AmortizationMethod** or **OCX\_DeprMethod** entry.

# Followup Administrative Tasks

## Related Topics

- [Pushing Data Using Data Maps](#)  
Use data maps in Planning modules to push data between modules, between models, or between cubes.
- [Entering Assumptions](#)
- [Maintaining Your Application](#)
- [Updating Planning Modules](#)
- [Customizing Predefined Artifacts](#)
- [Customizing Navigation Flows](#)

## Pushing Data Using Data Maps

Use data maps in Planning modules to push data between modules, between models, or between cubes.

Use data maps in these scenarios:

**Table 9-1 Data Map Scenarios**

Data Map Scenario	Reference
Integrate data between Financials, Workforce, Projects, and Capital.	<a href="#">Pushing Data to Integrate Business Processes</a> .
Map data for reporting in Workforce.	<a href="#">Mapping Data for Reporting in Workforce</a>
Push data between: <ul style="list-style-type: none"> <li>• Strategic Modeling and Planning.</li> <li>• Strategic Modeling and Financials.</li> <li>• Strategic Modeling models.</li> <li>• Strategic Modeling scenario rollups.</li> </ul>	In <i>Administering Planning</i> : <ul style="list-style-type: none"> <li>• Pushing Data Between Strategic Modeling and Planning Using Data Maps</li> <li>• Integrating Data Between Strategic Modeling and Financials</li> <li>• Pushing Data from a Strategic Modeling Model to Multiple Strategic Modeling Models</li> <li>• Pushing Data from a Strategic Modeling Scenario Rollup to a Strategic Modeling Scenario Rollup</li> </ul>

To push data using data maps:



1. From the Home page, click **Application** , then **Data Exchange** , and then **Data Maps**.
2. Select a data map, and then from **Actions**, click **Push Data**.

**Note**

When the data map has a Source with changed labels, and the labels do not match in the Target, the data map gives warnings for the years that do not match. However, Push is not pushing data. When the Data map has a Target with changed labels and the labels do not match in the Target, the data map is successful, and the Years in the Source are matched by using the period ID's.

You can also use Groovy rules to define complex mappings. Groovy rules provides a powerful rule-based method for creating complex data maps using Groovy scripting language. Use Groovy rules to define complex mappings. For example, you can define a Groovy rule that pulls data from Planning for targeted regions based on the current form, such as only from edited cells. You can also perform calculations on data before pushing it, such as applying a scaling factor. See [About Groovy Business Rules](#).

Workforce provides Groovy rules that execute pre-defined data maps with runtime prompts for Entity, Scenario, and Version. See [Workforce Groovy Rules](#).

## About Groovy Business Rules

Groovy business rules allow you to design sophisticated rules that solve use cases that normal business rules can't solve; for example, rules to prevent users from saving data on forms if the data value is above a predefined threshold.

**Note**

Groovy is an advanced customizable rules framework that comes with Cloud EPM Platform and is available with Enterprise Performance Management Enterprise Cloud Service along with Enterprise PBCS and PBCS Plus One. You can create and edit Groovy rules in:

- Planning (including these application types: Custom, Module, FreeForm, Sales Planning, Strategic Workforce Planning, and Cash Forecasting)
- Enterprise Profitability and Cost Management
- Financial Consolidation and Close
- FreeForm
- Tax Reporting

You create Groovy rules in Calculation Manager and execute them from any place that you can execute a calc script rule in an application; for example, on the Rules page, within the context of a form, in the job scheduler, in dashboards, in task lists, and so on.

Groovy rules are also supported in rulesets. You can have a combination of calc script rules and Groovy rules within a ruleset.

Groovy rules are not supported in composite forms.

You can execute jobs of type rules, rulesets, and templates synchronously from a Groovy rule.

You can write Groovy scripts to run select EPM Automate commands directly in Oracle Fusion Cloud EPM, without installing EPM Automate client on a client machine. Refer to Running

Commands without Installing EPM Automate and Supported Commands in *Working with EPM Automate* for information on which EPM Automate commands can be run using Groovy and example scripts.

Oracle supports two types of Groovy rules:

- Rules that can dynamically generate calc scripts at runtime based on context other than the runtime prompts and return the calc script which is then executed against Oracle Essbase.

For example, you could create a rule to calculate expenses for projects only for the duration (start and end dates) of the project.

Another example is a trend-based calculation that restricts the calculation to the accounts available on the form. You could use this calculation for various forms in Revenue, Expense, Balance Sheet, and Cash Flow. This allows for optimization and reuse.

- Pure Groovy rules that can, for example, perform data validations and cancel the operation if the data entered violates company policies.

## Video

Your Goal	Watch This Video
Learn about training options for creating Groovy rules in Oracle Fusion Cloud Enterprise Performance Management.	 <a href="#">Learning Groovy in Oracle Cloud EPM</a>

## Workforce Groovy Rules

Workforce provides Groovy rules that execute pre-defined data maps with runtime prompts for Entity, Scenario, and Version. Additionally, these Groovy rules use the Years defined in the **Planning and Forecast Preparation** configuration task per Scenario. Conversely, the data maps execute for all Entities, all Versions, all Scenario, and all Years.

**Table 9-2 Workforce Groovy Rules**

Data Map	Groovy Rule
Compensation Data for Reporting	Compensation Data for Reporting
Non Compensation Data for Reporting	Non Compensation Data for Reporting
Headcount and FTE Data for Reporting	Headcount Data for Reporting
Compensation Data to Financial Statement	Compensation Data to Financial Statement
Non Compensation Data to Financial Statement	Non Compensation Data to Financial Statement

Only service administrators can execute these Groovy rules. Using the Groovy rules can improve performance by focusing the scope of the data to be pushed.

## Pushing Data to Integrate Business Processes

Perform this task if you enabled and configured integration between Financials, Workforce, Projects, and Capital as described in [Integration Scenarios and Workflow](#). As users prepare plans and forecasts, when they are ready to move data, administrators must push data using the predefined data maps.

**Table 9-3 Data Maps for Integration**

Integration Scenario	Description/Planner Action	Administrator Rule/Data Map to Run
Projects to Financials	For Projects modules enabled prior to 25.10: When a planner rolls up the Projects cube (using the rules <b>OPF_Rollup Projects and Rollup Project Cube</b> ), the data is moved to Financials.	For Projects modules enabled after 25.10: <b>Project - FinStmt Reporting</b>
Projects to Capital	When a planner saves the form <b>Project Capitalization</b> , the data is moved to Capital.  To see asset usage in Capital, a planner adds equipment costs in Projects, runs the <b>Calculate Project</b> rule and then the <b>Roll up Capital</b> rule.	Not required.
Projects to Workforce	When a planner runs the rule <b>Calculate Expenses</b> for a project with driver-based labor, the data is moved to Workforce for use in the utilization calculation.  In Workforce, the planner must run the <b>Aggregate</b> rule.	Not required.
Workforce to Financials	Data is moved when compensation data or non compensation data is calculated and the planner runs the <b>Synchronize</b> rule.	<p>In <b>Data Maps</b>, select <b>Compensation Data to Financial Statement</b> or <b>Non Compensation Data to Financial Statement</b>, then <b>Push Data</b>, and then click <b>Yes</b> to confirm the option to clear the data.</p> <p>If you are pushing non-compensation data, see <a href="#">Pushing Non-Compensation Data from Workforce to Financials Using Data Maps with Detailed Member-Level Mappings and Smart Push</a>.</p>
		<p>If you are using your own chart of accounts in Financials, or if you want more flexibility in mapping Salary and Merit, you can customize the mappings. See <a href="#">Customizing the Mapping for Integration between Workforce and Financials</a>.</p> <p>Workforce provides Groovy rules for administrators to execute these data maps. See <a href="#">Workforce Groovy Rules</a>.</p>

**Table 9-3 (Cont.) Data Maps for Integration**

Integration Scenario	Description/Planner Action	Administrator Rule/Data Map to Run
Capital to Financials	Data is moved when a planner adds an asset and runs <b>Calculate Assets</b> . Data is also moved when a planner transfers assets.	<ul style="list-style-type: none"> <li>In the <b>Configure</b> page for Capital, select <b>Map Capital Accounts to Financials</b>, and then from the <b>Actions</b> menu, select <b>Synchronize</b>.</li> <li>In <b>Data Maps</b>, select <b>Financial Statement Integration</b>, then <b>Push Data</b> and then click <b>Yes</b> to confirm the option to clear the data.</li> </ul>

You can configure the system to push data in batches.

#### **Pushing Non-Compensation Data from Workforce to Financials Using Data Maps with Detailed Member-Level Mappings and Smart Push**

To push non-compensation data from Workforce to Financials, define detailed member-level mappings in the provided data map, **Non Compensation Data to Financial Statement**, to map account names in Workforce to account names in Financials to define where to push the data. Attach the modified data map to a form with Smart Push to push the data whenever you save changes on the form.

Overview of steps:

1. Open the data map **Non Compensation Data to Financial Statement** in **Data Maps** and modify the detailed mappings to map account names in Workforce to account names in Financials.

Tip: You can export the data map to Excel to make it easy to modify the detailed member-level mappings. Then, import the data map to **Data Maps**.

2. Create a new form or modify an existing form in Workforce, such as **Manage Non Compensation Expenses for All Employees**.
  - a. On the **Layout** tab, add Level 0 members to the rows for each non-compensation account you want to push to Financials.
  - b. On the **Smart Push** tab, add **OWP\_Non Compensation Data to FinStmt** and select **Run After Save**.

Now, whenever you update data on the form, after you save, Smart Push pushes the non-compensation data from Workforce to Financials.

Using detailed member level mappings along with Smart Push allows you to push non-compensation data between Workforce and Financials even if the member names don't match.

Detailed member-level mappings currently work only with Smart Push on a form.

For more information, see the following topics in *Administering Data Integration*:

- Managing Data Maps
- Using Detailed Member-Level Mapping
- Exporting a Data Map to Excel

- Importing a Data Map

### Troubleshooting

For help with troubleshooting Smart Push, see Resolving Issues with Smart Push in *Operations Guide*.

## Mapping Data for Reporting in Workforce

For complete reporting on data, Workforce provides data maps, which enable you to push consolidated data from one cube to a reporting cube. For example, you can push compensation data to the reporting cube.

Workforce also provides Groovy rules for administrators that execute these data maps. The Groovy rules execute the pre-defined data maps with runtime prompts for Entity, Scenario, and Version.

**Table 9-4 Workforce Data Maps and Groovy Rules for Reporting**

Data Map	Groovy Rule
Compensation Data for Reporting	Compensation Data for Reporting
Non Compensation Data for Reporting	Non Compensation Data for Reporting
Headcount and FTE Data for Reporting	Headcount Data for Reporting

You can modify existing data maps if needed, or create new ones for any customizations you make to the application. Synchronize or push data as needed. For more information about data maps, see Defining Data Maps in *Administering Planning*.

## Entering Assumptions

Financials, Workforce, Projects, and Capital let planners define assumptions such as revenue drivers, expense drivers, rates, and so on that drive calculations. As an administrator, you can define these assumptions as a starting point for your planners. Planners can modify them as needed.

For information about setting up assumptions, see *Working with Planning Modules*.

## Maintaining Your Application

As your business changes, continue to update drivers, accounts, users, and so on to keep your application up to date.

You can easily perform these tasks by returning to the Configuration tasks.

On a monthly basis, you must update the current planning period:

1. From the Home page, click **Application**, then **Configure**, and then select a module.
2. From the **Configure** page, select **Planning and Forecast Preparation**.
3. Select the current planning month from the **Period** list and then click **Save**.

## Best Practices for Optimizing Dimension Order

Follow these best practices to optimize dimension order in Planning Modules.

Over time, as you load metadata, dimension order might not be optimal.

You can configure the dimension order so that the order follows best practices, which optimizes application performance. The order is automatically configured based on best practices, depending on whether the application is hybrid enabled or not.

You can also restore the dimensions to the order that was set when you enabled features.

Considerations:

- Before you optimize dimension order, refresh the database and then back up the application and download the snapshot. See *Backing Up and Restoring an Environment Using the Maintenance Snapshot* in *Getting Started Guide for Administrators*. This procedure will change the order of dimensions.
- Perform this task in your test environment before performing it in the production environment.
- This feature is available only for Financials and Projects, and only for the provided BSO cubes that are created when you enable and configure.
- This new order is maintained even if you enable additional features or other modules.

To optimize dimension order:

1. From the Home page, click **Application** and then click **Configure**.
2. Select **Financials** or **Projects** from the **Configure** list.
3. From the **Actions** menu, click **Optimize Dimension Order**.
4. Review the existing dimension order and compare it to the recommended proposed order.
5. To reorder the dimensions, click **Apply**.  
If there are no required changes to the dimension order, **Apply** is not available.
6. Confirm that you have refreshed the database, backed up your application, and downloaded the snapshot, and then click **Continue**.
7. Refresh the database to apply the changes.

You can also click **Restore Dimension Order** if you want to restore the dimensions to the order that was set when you enabled features. Note that this action does not roll back or undo any dimension order changes that were applied. The restored dimension order will be similar to the order in a new application.

## Managing Alias Tables

When you enable a Planning module, alias tables are loaded only for the default language, rather than for all of the supported languages.

For new applications, after you enable a module, you can use a new option, **Manage Seeded Alias Tables**, to load alias tables for other languages.

For existing applications, you can remove alias tables for languages you don't need.

To add or delete alias tables:

1. From the Navigator, under **Create and Manage**, click **Alias Tables**.
2. From the **Actions** menu, click  **Manage Seeded Alias Tables** (available after you have enabled a module).

3. Select the languages you want to load, or clear the selection for languages you want to delete and then click **OK**.
4. After the languages load, refresh the cube.

Notes about managing alias tables.

- You can load up to 30 alias tables in Planning Modules.
- When you incrementally enable features or new modules, alias tables are loaded for your selected languages for any new members.
- If you've customized any labels in an alias table, those customizations are applied to any new members added when you incrementally enable features.

## Updating Planning Modules

During the update process, Planning Modules loads dimensions and Calculation Manager artifacts that have been updated. Member formulas are modified based on the selected features. If any dimensions are updated, the cube is automatically refreshed at the end of the update process.

When you update Planning Modules, any custom modifications that you have made are maintained. For example, any modifications you've made to unlocked predefined artifacts (such as forms) are tracked internally. No changes are made to these modified artifacts during the update.

Some product enhancements in some updates require you to update certain artifacts, if you've modified them. If you've customized artifacts, see [Updating Planning Modules](#) for important details about how to take advantage of new features.

If you are using Strategic Modeling, custom templates and custom reports aren't impacted during application update. For any templates provided by Oracle, changes might be applied during content update.

### Note

If you plan to modify the navigation flows, Oracle recommends that you make a copy of the predefined navigation flows and work in the copy, not the original. When you update, Oracle applies the update to the original navigation flows and leaves your modified navigation flows unchanged.

Strategic Modeling snapshots are not backward compatible.

Before updating, the application is put in maintenance mode and only administrators can use the application.

If any metadata changes are detected, the database is refreshed before content update. If any validation errors are detected, you must resolve the errors before you can update content.

Use the Job Console to review the errors.

### Troubleshooting

For help with troubleshooting content update issues, see [Managing Content Upgrade Issues in Operations Guide](#).

# Customizing Predefined Artifacts

For Financials, Workforce, Projects, and Capital: You can add additional custom **dimensions** the first time you enable and configure using the Map/Rename Dimensions task.

After you enable and configure, predefined artifacts are added to an application. You can customize these artifacts:

- **Accounts**—You can add more accounts. For predefined accounts, you can change the alias and member formula, and enable the members for other cubes. You can't delete or rename predefined members.
- **Forms**—You can add new forms and change the layout of predefined forms. You can't rename or delete the predefined forms.
- **Calculations**—You can add member formula/rules or change predefined member formula/rules. If you customize a rule, you must re-deploy it in Calculation Manager.
- **Calculation Manager Scripts**
- **Dashboards**—You can change dashboard layout, and add more dashboards. You can't rename or delete predefined dashboards.
- **Navigation flows**—Change navigation flows by renaming or adding new tasks. For additional information about requirements for preserving modified navigation flows during content update, see [Customizing Navigation Flows](#).
- **Aliases** for predefined drivers—You can only modify, not delete or rename.
- **Map reporting definitions** for integrations—You can only modify, not delete or rename.
- **Driver and KPI formulas**—You can only modify, not delete or rename.
- **Labels**—You can change the label for all predefined artifacts.
- **Variables**—You can add new variables.

Notes about customizing artifacts:

- When you customize artifacts, you might need to adjust calculations and related content to ensure the application's integrity.
- When you modify artifacts, they are tracked internally. Oracle maintains these customizations during content updates.
- If you convert a Planning Modules dashboard to Dashboard 2.0 and want to customize it, any dashboard components related to features that are not yet enabled display as empty. To customize the dashboard, delete the empty components before saving the edited dashboard.
- Some artifacts are locked to ensure that internal calculations work properly and you can't modify them.
- Some artifact properties are locked and if you export members, the properties are not exported.

See *Administering Planning* for details about customizing artifacts.

## Reviewing Modified Artifacts

You can check which original application artifacts, such as forms and menus, have been modified.

To review the artifacts in your application:

1. Click **Application**, then **Configure**, and then select Financials, Workforce, Projects, or Capital.
2. From the **Actions** menu, select **Review Modified Artifacts**.
3. Click **Filter**  to select an artifact type, and then click **Apply**.  
The artifacts that have been modified are listed.

## Reversing Customizations

To undo customizations to predefined artifacts:

1. From the Home page, click **Application**, then **Configure**, and then select a module.
2. From the **Actions** menu, select **Review Modified Artifacts**. Click **Filter**  to select different artifact types.
3. Select the artifacts, and then click **Restore**.

**Table 9-5 Video**

Your Goal	Watch This Video
Learn about restoring artifacts to their predefined state.	 <a href="#">Restoring Artifacts in Oracle Enterprise Planning Cloud</a>

## Customizing Help for Predefined Artifacts

You can customize the help that is provided for predefined artifacts (members, forms, dashboards) to make it applicable for your business needs. You can also change the language of the help that's displayed.

To edit descriptions for predefined content or change the language:

1. Click **Tools** and then click **Artifact Labels**.
2. Click **Filter** .
3. From **Artifact**, select **Member** or **Form**.
4. If you selected **Member**, select **Account** from the **Dimension** list.
5. For **Property**, select **Formula Description** for member formulas or **Description** for form descriptions and click **Apply**.
6. Select a language from the **Add Language** list.
7. To customize the help, click **Actions**, then **Export**, modify the content as required, and then click **Import** to integrate the help in the application.
8. To change the help language, click **Add Language** and select a language.

You can also add descriptions for other artifacts or instructions to planners. See *Administering Planning*.

# Customizing Navigation Flows

Planning Modules is designed with customized navigation flows that implement a planning process that's easy for planners to use. You can customize the navigation flows or add your own as needed for your organization. For more information, see *Administering Planning*.

## Note

If you plan to modify the navigation flows, Oracle recommends that you make a copy of the predefined navigation flows and work in the copy, not the original. During content updates, Oracle applies the update to the original navigation flows and leaves your modified navigation flows unchanged.

If you incrementally enable additional features, any new forms or other artifacts are added to the original navigation flows.

## About Duplicating Planning Modules Navigation Flows

As each module is enabled (Financials, Capital, Projects, Workforce), its cards, tabs, and sub-tabs are automatically added to the Default navigation flow. If you duplicate the Default navigation flow before all the modules are enabled, the duplicate navigation flow will include only the cards and tabs for the modules that are enabled. If you require the duplicate navigation flow to include cards and tabs for all modules, you must first enable all the modules and then duplicate the Default navigation flow. If you enable a module after duplicating the Default navigation flow, the newly enabled module's cards, tabs, and sub-tabs will not propagate to the duplicate navigation flow.

For example, when you enable the Financials module, the Default navigation flow will display the cards and tabs related to the Financials module. If you duplicate the Default navigation flow at this point, the duplicate flow will display the Financials cards and tabs. If you then enable the Capital module, the Default flow is updated with the Capital cards and tabs, but the duplicate navigation flow will not include the cards and tabs related to the Capital module.

The expectation is that you enable all modules before making copies of the navigation flows. Then if you duplicate the Default flow, you will see all the cards, tabs, and sub-tabs in the newly copied flow that you see in the Default flow.

If you didn't enable all modules before you made copies of the navigation flows, and then you enable a new module, you can modify your copies of the navigation flows to manually add the cards and clusters for the newly enabled module. To manually add the cards and clusters, open the Navigation Flow page and click the name of the navigation flow you want to edit, right-click a card or cluster in the list, click **Add Existing Card/Cluster**, and then select a card or cluster from the Default Navigation Flow. For more information, see Designing Custom Navigation Flows in *Administering Planning*.

# A

## Business Scenarios

### EPM for Sustainability

With EPM for Sustainability, you can perform flexible and data-driven analysis, planning, and forecasting of the Environmental, Social, and Governance—or ESG—positions for your organization.

EPM for Sustainability, built on Oracle Fusion Cloud Enterprise Performance Management, provides a single source of truth for your ESG reporting and planning, now and in the future, with prebuilt KPIs, metrics, carbon calculators, input templates, dashboards, and reports that include emissions, social, governance, and all other required disclosure metrics.

EPM for Sustainability is a highly configurable best-practice custom Planning application to help facilitate your ESG planning and reporting process with a rapid time to value.

Because it's built on the Cloud EPM Platform, it also supports Task Manager and the approval process, offering collaboration between all levels in the organization.

 **Note**

EPM for Sustainability is a best practice configurable application and not a supported Planning module. Both "Modules" and "Solutions" provide best practices. However, "Modules" are fully supported capabilities in Cloud EPM. On the other hand, "Solutions" are intended to be configured applications that deliver rapid time to value. For assistance with EPM for Sustainability, contact [Cloud Customer Connect](#)

 **Note**

EPM for Sustainability includes a sample data set so you can review the end to end process.

Custom navigation flows for end users and controllers provide end-to-end process control for the collection, creation, calculation, integrity, and release of your ESG reporting, all delivered with embedded task management and approval processes.



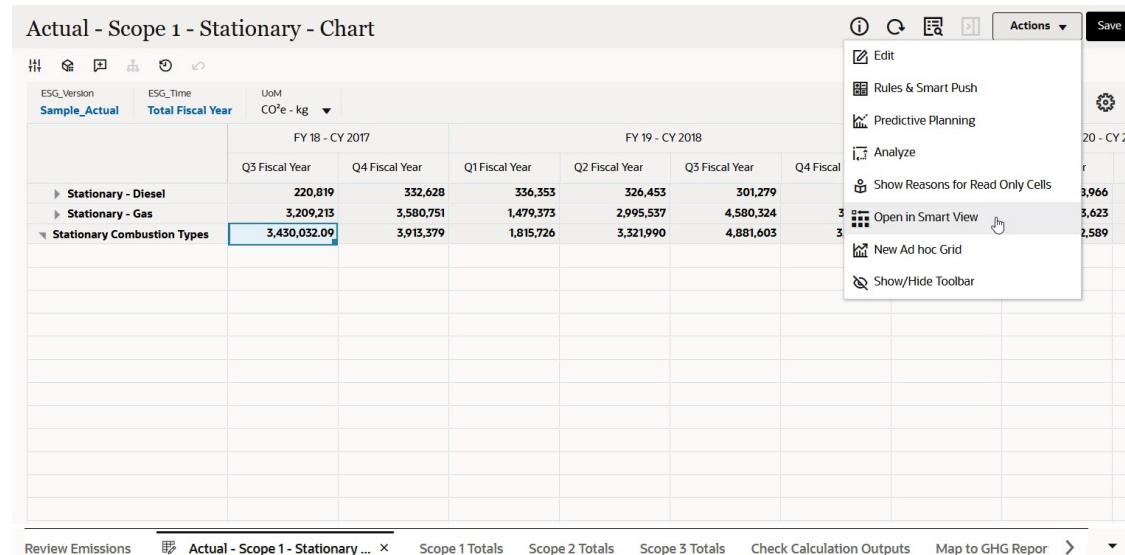
With our customizable, prebuilt dashboards, you can view emissions data across the entire remit of your organization, organized into Scope 1, Scope 2, and Scope 3 emission types.



Maximize dashboard widgets to focus on the information you want to see, and drill down on charts to view more detail.



Open the form behind the chart to better understand its data. From here, you can open the data in Oracle Smart View for Office, our market-leading Excel-based solution, for more analysis.



You define control factors with user-controlled drop-down lists to apply to the raw emissions data and use the carbon calculator to generate your scope positions, reported data, and output metrics.

Actual - Control - Scope 1 - Factors

	CO2e (kG/kWh)	CO2 (kG/kWh)
LF - Electricity Renewable Global	0.000000	0.000000
LF - NATURAL GAS-ENERGY UNIT Global	0.181235	0.181048
LF - NATURAL GAS-VOLUME UNIT Global	0.181235	0.181048
LF - DIESEL VOLUME-LEASED,HIRED Global	0.269390	0.265650
LF - DIESEL VOLUME-COMPANY OWNED Global	0.269390	0.265650
LF - Solar	0.000000	0.000000

Actual - Control - Mobile Emission Factors

	CO2e (kG/km)	CO2 (kG/km)	CH4 - CO2e (kG/km)	N2Oe (kG/km)	CH4
Diesel - Small Car	0.159894	0.158010	0.000004	0.001880	
Diesel - Medium Car	0.168004	0.166120	0.000004	0.001880	
Diesel - Large Car	0.209534	0.207650	0.000004	0.001880	
Diesel - Average Car	0.170824	0.168940	0.000004	0.001880	
Petrol - Small Car	0.146520	0.145840	0.000520	0.000360	
Petrol - Medium Car	0.184700	0.184020	0.000520	0.000360	
Petrol - Large Car	0.276390	0.275710	0.000520	0.000360	
Petrol - Average Car	0.170480	0.169800	0.000520	0.000360	
HEV - Small Car	0.103520	0.102240	0.000210	0.000870	
HEV - Medium Car	0.109990	0.108670	0.000150	0.001170	
HEV - Large Car	0.154910	0.153330	0.000090	0.001490	
HEV - Average Car	0.120040	0.118770	0.000170	0.001100	
MHEV - Small Car	0.103520	0.102240	0.000210	0.000870	
MHEV - Medium Car	0.109990	0.108670	0.000150	0.001170	

Actual - Control - Fugitive Emissions

	LF - Tenure - Owned	LF - Tenure - Leased	LF - Tenure - Leased E-Suite

Actual - Control - Emissions

	Litres per gallon	Miles per kilometer
	0.219969	1.6

Beyond just emissions data, EPM for Sustainability can include all the additional scope elements that you require for reporting, such as the financial, social, and governance aspects of your organization.

Actual - Financial Data

Scenario	ESG_Version	ESG_Time	Entity	LOB
Actual	Sample Actual	Total Fiscal Year	Unmapped Entity	Unmapped LOB
			June	July
Product Revenue	USD	1,375,092,723	2,291,821,205	4,125,278,169
Software Revenue	USD	249,301,952	415,503,253	747,905,855
Hardware Revenue	USD	685,070,602	137,014,120	228,356,867
Services Revenue	USD	955,548,614	191,109,723	318,516,205
<b>Total Revenue</b>	<b>USD</b>	<b>3,265,013,892</b>	<b>3,035,448,301</b>	<b>5,420,057,096</b>
Direct Cost of Sale	USD	274,854,217	458,090,361	824,562,651
Hardware costs	USD	216,397,229	43,279,446	72,152,410
Services costs	USD	789,217,952	157,843,590	263,072,651
Sales and Marketing costs	USD	846,245,232	805,947,840	826,445,232
Research and development costs	USD	793,385,460	755,605,200	868,945,980
General and administrative costs	USD	146,832,252	139,840,240	160,816,276
Amortization of intangible assets	USD	249,965,856	238,062,720	273,772,128
Acquisition related and other costs	USD	0	0	104,658,000
Restructuring costs	USD	0	0	71,450,250
<b>Total operating expenses</b>	<b>USD</b>	<b>3,316,898,198</b>	<b>2,598,669,398</b>	<b>3,461,592,361</b>
<b>Operating Income</b>	<b>USD</b>	<b>(51,884,306)</b>	<b>436,778,904</b>	<b>1,958,464,736</b>
Operating Margin	USD	(0)	0	0
Interest expenses	USD	(300,690,936)	(286,372,370)	(359,378,168)

Cloud EPM enables ease of data collection from any source using business-owned data integrations, native data input, and input from Excel using Smart View.

When you bring together all these elements into a single source of truth, you can not only validate your actual data but make forward-looking plans, enabling you to look for answers to questions such as:

- How do we reduce the impact of our emissions?
- How do we make sure that our social and governance aspects connect with the future plans and targets for our organization?
- How do we plan ESG initiatives across the organization?

The screenshot shows the Oracle EPM for Sustainability dashboard. At the top, there are navigation tabs: Controller, Scope 1, Scope 2, Scope 3, Social and Governance, Sustainability Templates, ESG Planning, ESG Analysis, ESG Reporting, CSRD Reports, Integrated Planning, and Academy. Below the tabs, there are several cards and tables. One table shows 'Plan - Scope 1 - Predict Usage' for 'DIESEL BACKUP GENERATED ELECTRICITY' and 'DIESEL VOLUME-COMPANY OWNED' across months from June to August of the following year. Another table shows 'Plan - Scope 1 - Adjust Factors' for the same categories. A third table shows 'Plan - Set Initiatives' for various energy types and accounts. At the bottom, there is a line chart titled 'Plan - Scope 1 - Totals' showing energy usage over time, with a legend for different forecast scenarios.

EPM for Sustainability enables you to analyze your positions, to understand what's happening across the organization both historically and in the future.

With the power of the Oracle EPM engine driving your ESG capabilities, you can produce all the internal and external reports you need to review and share ESG data across all aspects of your organization.

The screenshot shows the ESG Report Template. At the top, there are navigation tabs: Controller, Scope 1, Scope 2, Scope 3, Social and Governance, Sustainability Templates, ESG Planning, ESG Analysis, ESG Reporting, CSRD Reports, and Academy. Below the tabs, there is a section titled 'Internal ESG Report - Fiscal Year'. It shows a table of 'Financial Information' with columns for 'Reported USD (m)' and years from 2020 to 2022. The table includes data for Product Revenue, Software Revenue, Hardware Revenue, Services Revenue, and Total Revenue. At the bottom, there are links for 'ESG Reports', 'CSRD Reports', and 'Multi Framework Report'.

EPM for Sustainability also supports important frameworks for ESG data, such as the Corporate Sustainability Reporting Directive (CSRD). Our bottom-up approach to ESG enables you to populate standard CSRD and other reporting framework templates to generate the sustainability reporting you need.

CSRD Report Template

Shared Report

Period	UoM	Entity	LOB	
YearTotal	MWh	Tot_Entity	LOB_Unmapped	
<b>CSRD Report Template - Fiscal Year</b>				
Actual Version: <b>Sample Actual</b>				
Target Version: <b>Sample Plan</b>				
Unit of Measure: <b>Megawatt Hours (in millions)</b>				
<b>E1-4 Targets related to climate change mitigation and adaptation</b>				
	Base Year Fiscal 2019	Report Year Fiscal 2024	Target Year Fiscal 2031	Target Year Fiscal 2036
<b>Total ESG Plan</b>	<b>3.23</b>	<b>1.20</b>	<b>5.16</b>	<b>3.25</b>
Move to Renewable	-	-	(0.01)	0.00
Move from Non Renewable	-	-	5.18	3.25
Retire Diesel Vehicles	-	-	-	-
Retire Petrol Vehicles	-	-	-	-
Decommission Generators	-	-	(0.01)	0.00
Wind generators	-	-	-	-

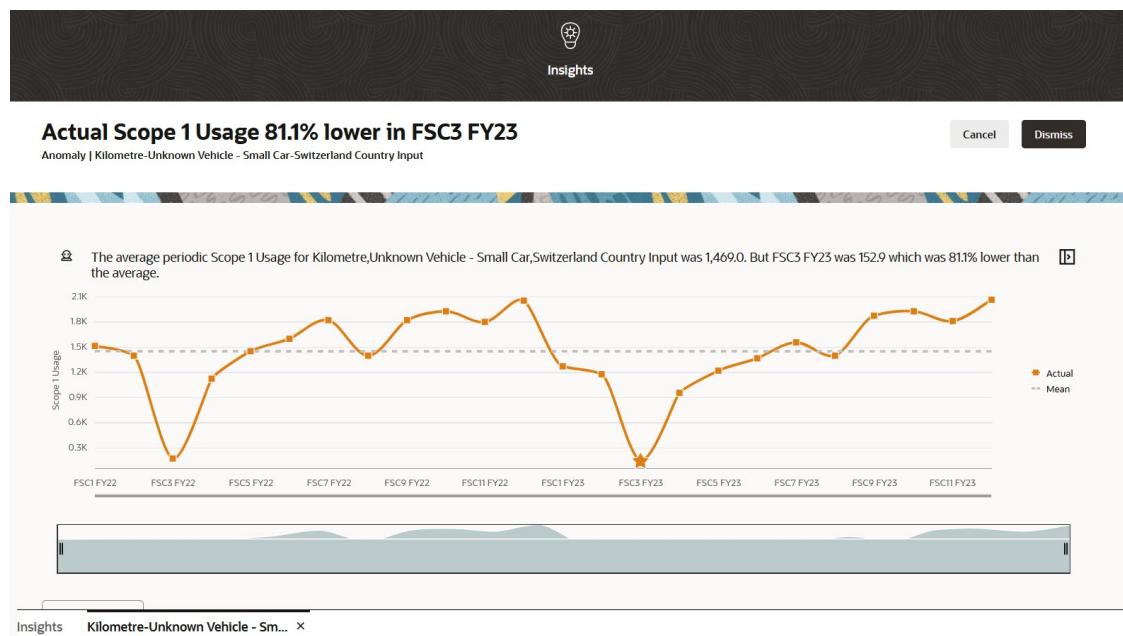
ORACLE®

Run by: System On: 2/6/24

CSRD Report - Complete

ESG data in Cloud EPM can be fully integrated into your wider planning capability, combining both financial, non-financial, and ESG metrics. For example, if you're planning non-renewable energy metrics, see how that's factored into a capital expenditure project for solar power generation.

Finally, IPM Insights is a pattern recognition engine that can evaluate your ESG data and highlight any anomalies, so you can focus on areas that need attention, enabling you to find and understand what's happening within your ESG data set.



EPM for Sustainability leverages innovative capabilities built into the Cloud EPM platform, such as:

- Predictive Planning

- IPM Insights
- Self-service, realtime, drillable dashboards
- Report templates and output for internal and external reporting
- Smart View, so you can work in the familiar Microsoft Excel environment

It provides a single source of truth for your ESG reporting and planning, now and in the future, with the following:

- Includes prebuilt KPIs, metrics, carbon calculators, input templates, dashboards, and reports
- Displays emissions by scope 1, 2, and 3 (purchased goods and services, water, and waste)
- Includes emissions, social, governance, and all other required disclosure metrics
- Mapped to common Greenhouse Gas (GhG) protocol outputs
- Support for all ESG frameworks and organizational reporting types (such as CSRD, TCFD, ESRS, IFRS, GRI)
- Supports legal entity, organization, business unit, line of business reporting
- Lets you rapidly create plans/forecasts and initiatives for the future
- Provides the agility and flexibility to map to organizational requirements and expand over time

## Videos

**Table A-1 Videos**

Your Goal	Watch This Video
See how EPM for Sustainability, built on Cloud EPM, provides a single source of truth for your ESG reporting and planning, now and in the future, with prebuilt KPIs, metrics, carbon calculators, input templates, dashboards, and reports that include emissions, social, governance, and all other required disclosure metrics.	 <a href="#">Overview: EPM for Sustainability, ESG Reporting and Planning</a>

## Healthcare Planning with Financials

Oracle offers a Healthcare Planning best practice solution configured using the Financials module that helps you manage challenges in both the financial and operational aspects of healthcare planning. Designed for healthcare providers, this flexible planning and forecasting tool offers traceability and visibility to help managers make key decisions. It supports data-driven planning and forecasting at facility, cost centers, service line, and payer level. The solution also supports both top-down and bottom-up planning for all areas of the business while leveraging drivers as well as forecast and spread methods for the variable and fixed areas of the plan. Because it's built on the Cloud EPM Platform, it also supports the approval process, offering collaboration between all levels in the organization.

**Note**

The Healthcare Planning solution is an implementation accelerator and not a supported Planning module. Both "Modules" and "Solutions" provide best practices. However, "Modules" are fully supported capabilities in Oracle Fusion Cloud Enterprise Performance Management. On the other hand, "Solutions" are intended to be implementation starter kit accelerators and are unsupported. For assistance with the Healthcare Planning solution, contact [Cloud Customer Connect](#).

The Healthcare Planning solution delivers proven healthcare methodologies that allow you to rapidly develop budgets, forecasts, and long-range plans including:

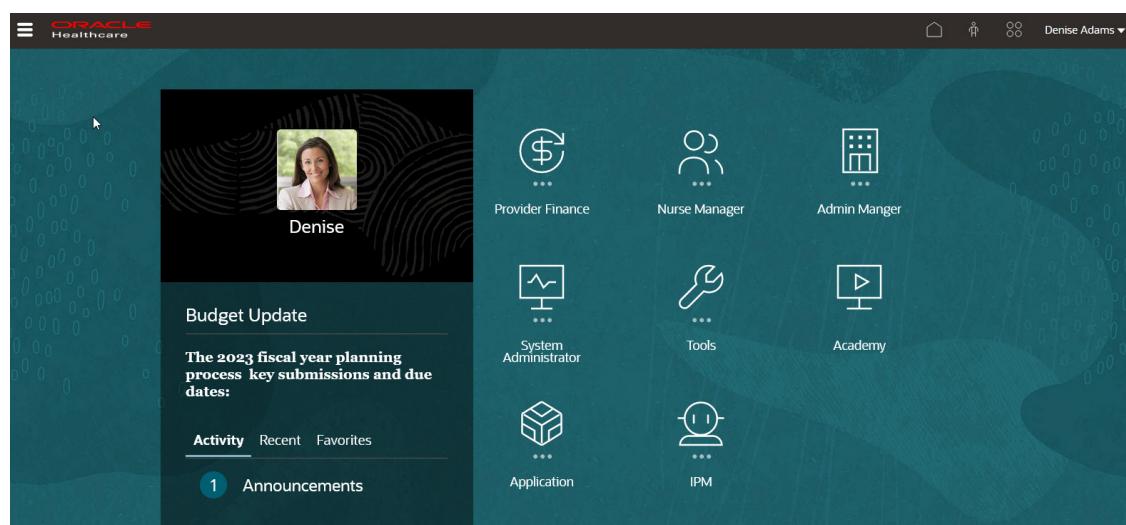
- Prebuilt KPIs, dashboards, input templates, and reports
- Driver-based volumes, reimbursements, expenses, and labor
- Entity, department, payer, and service line modeling

The Healthcare Planning solution leverages the innovative capabilities built into the Cloud EPM Platform, such as:

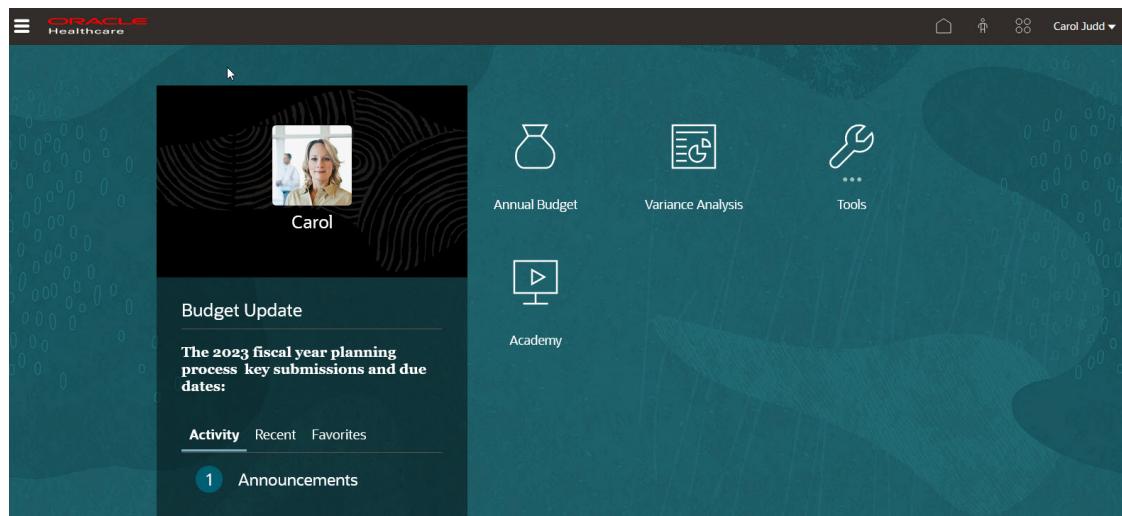
- Predictive Planning and Monte Carlo simulations
- IPM Insights
- Scenario modeling
- Dashboards and infolets
- Oracle Smart View for Office, so you can work in the familiar Microsoft Excel environment
- Reports

The navigation and design is built using industry best practices and follows a standard healthcare operational planning and forecasting flow. Role-based navigation flows are provided for system and budget administrators, and for planners (clinical and non-clinical).

Navigation flow for system administrators and budget administrators:



Navigation flow for planners (clinical and non-clinical):

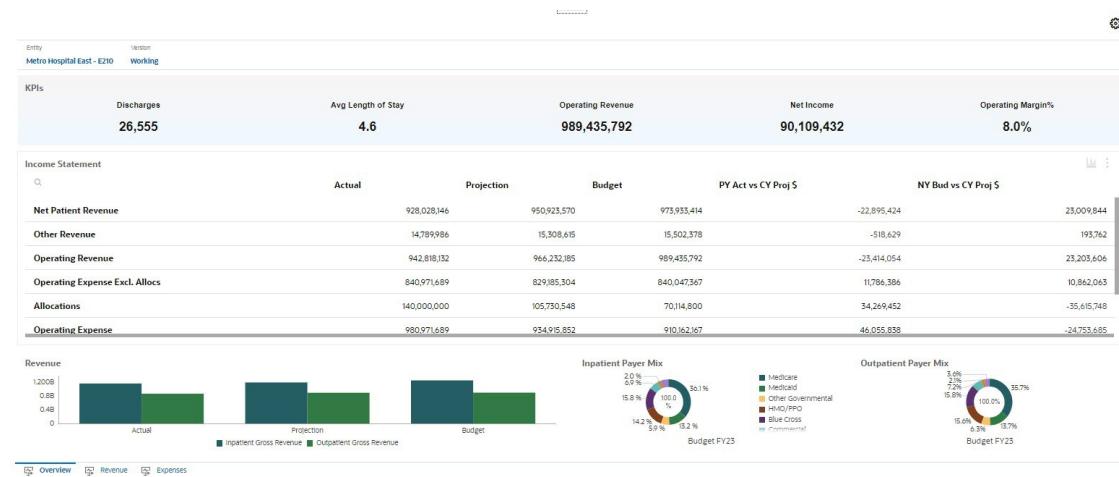


Planners use the provided forms to plan revenue (at the entity level or the service line level) and expenses (salary-related and non-salary-related), such as this form for entering non-salary expenses:

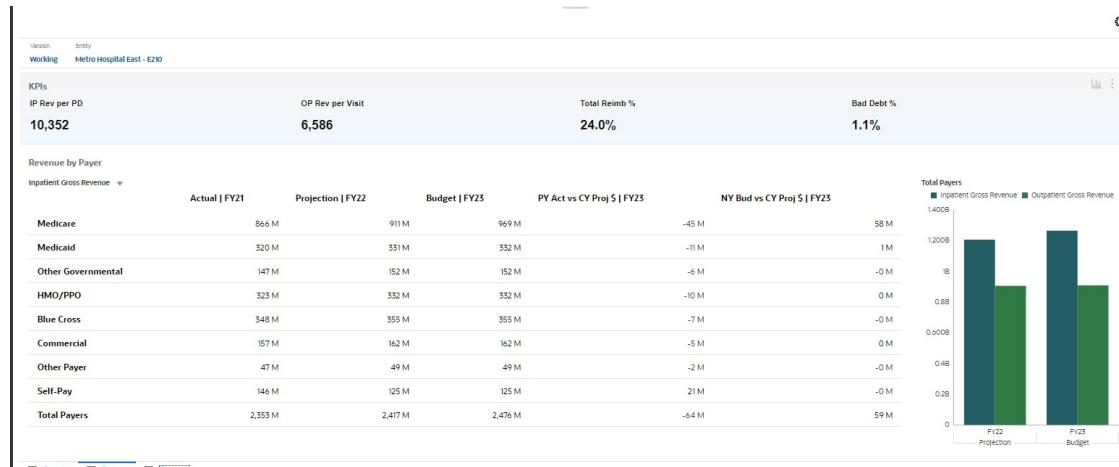
Expense Driver	Actual		Budget		No Scenario	Projection	Projection	Assumptions	Assumptions	Assumptions	Total Year			
	Approved		Approved									No Version	Working	Working
	FY21	FY22	FY22	No Year										
Total Plan	\$/UOS	Total Plan	\$/UOS	Total Plan	\$/UOS	% Variable	Fct Method	\$/UOS Adj %	\$/UOS	\$/U	Total Year			
Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year			
IV Solutions	9,237.4		4,623.9		9,025.6									
Med Surg Supplies	151,550,849,362,988	16.4	74,746	16.2	152,763	16.9	100.0%	Current Year	Actual Assumption	Actual Assumption	16.2			
Laboratory Supplies	266,456	28.8	141,367	30.6	266,643	29.5	100.0%	Current Year	Actual Assumption	Actual Assumption	29.4			
Drugs	117,254	12.7	57,664	12.5	117,007	13.0	100.0%	Current Year	Actual Assumption	Actual Assumption	12.5			
Laundry & Linen	3,750	0.4	1,909	0.4	3,880	0.4	100.0%	Current Year	Actual Assumption	Actual Assumption	0.4			
Employee Training & Education	86,830	9.4	44,258	9.6	89,600	9.9	100.0%	Current Year	Actual Assumption	Actual Assumption	9.6			
Travel Expense	4,284	0.0	2,158	0.0	4,245	0.0	0.0%	Current Year	Actual Assumption	Actual Assumption	0.0			
Postage	13,300	0.0	6,581	0.0	13,252	0.0	0.0%	Current Year	Actual Assumption	Actual Assumption	0.0			
Marketing	67	0.0	10,333	0.0	68	0.0	0.0%	Current Year	Actual Assumption	Actual Assumption	0.0			
	5,013	0.0	2,437	0.0	5,124	0.0	0.0%	Current Year	Actual Assumption	Actual Assumption	0.0			

Planners use the provided dashboards and KPIs, such as these dashboards, to analyze and make decisions.

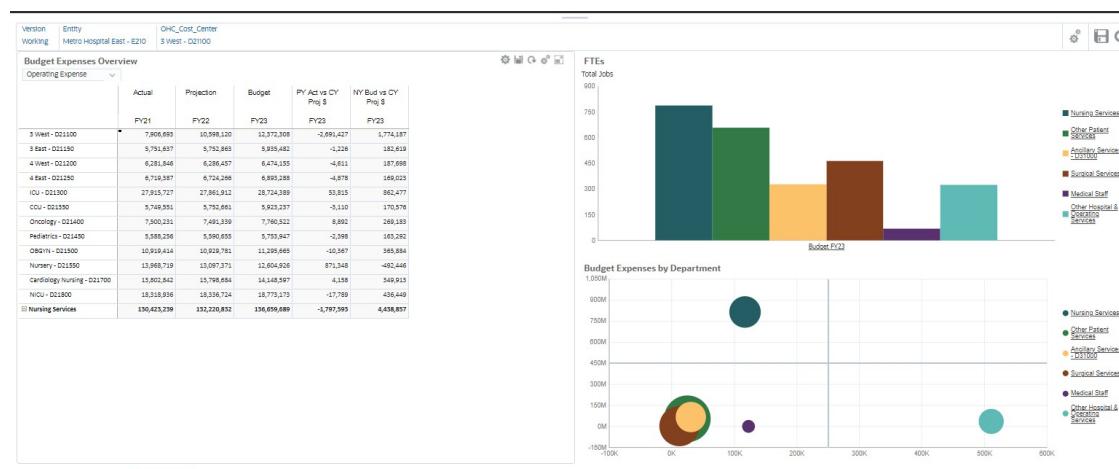
Overview dashboard:



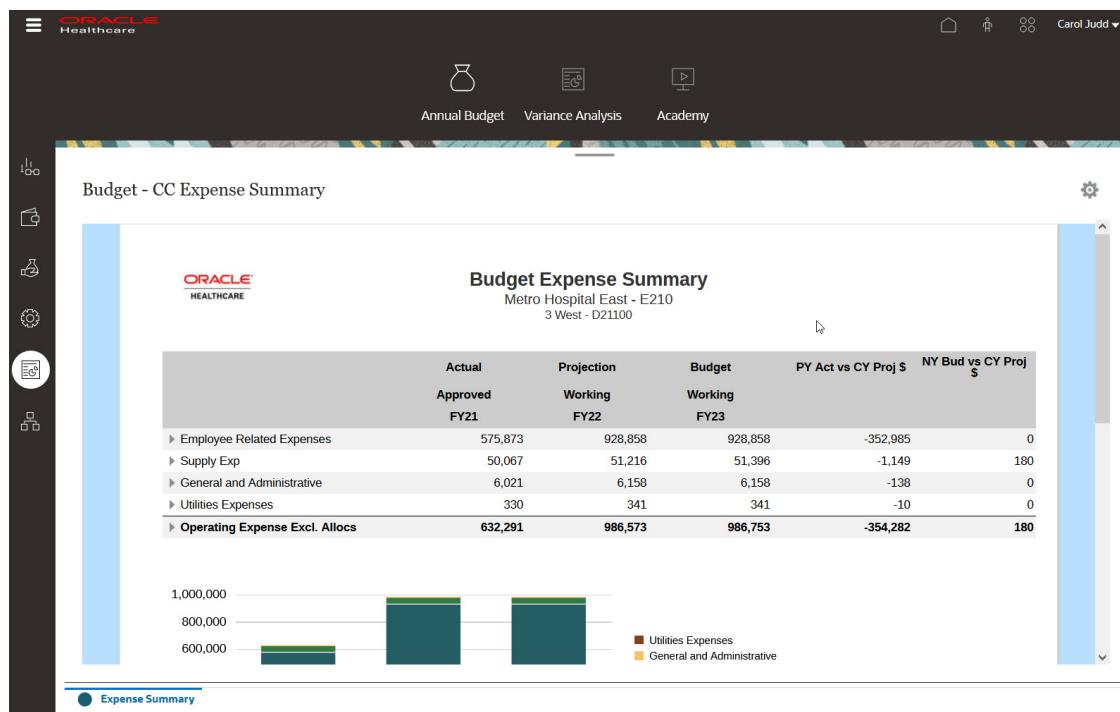
## Revenue dashboard:



## Expense dashboard:



Planners can use the provided analytical reports to analyze and plan for optimal patient care strategies:



The Oracle Healthcare Planning solution is built on industry best practices, and is highly configurable to meet your unique business requirements. The solution provides faster time to value, a reduced implementation timeline, and is designed with the end user in mind.

For questions about the Healthcare Planning solution, contact [Cloud Customer Connect](#).

## Videos

The Oracle Healthcare Planning solution is an implementation accelerator and not a supported planning module. Both "Modules" and "Solutions" provide best practices. However, "Modules" are fully supported capabilities in Oracle Enterprise Performance Management Cloud, whereas "Solutions" are intended to be implementation starter kit accelerators.

Your Goal	Watch This Video
This overview highlights the features of the Healthcare Planning Solution. The Oracle Healthcare Planning solution is a highly configurable implementation accelerator developed on top of Oracle EPM Planning Financials to help facilitate your planning process. The role-based navigation flows were designed with the end-user in mind and are based on the tasks they need to complete.	<a href="#">Overview: Healthcare with EPM Financials</a>
In this tutorial, you learn how to plan for staffing and non-staffing expenses for your healthcare organization using EPM Financials. Planners use the provided forms and dashboards to plan salary-related and non-salary-related expenses. The Oracle Healthcare Planning solution is a highly configurable implementation accelerator developed on top of Oracle EPM Planning Financials to help facilitate your planning process.	<a href="#">Planning Expenses for Healthcare with EPM Financials</a>

Your Goal	Watch This Video
<p>In this tutorial, you learn how to plan for volume, reimbursements, and revenue for your healthcare organization using EPM Financials. Planners use the provided forms and dashboards to plan revenue at the entity level or the service line level. The Oracle Healthcare Planning solution is a highly configurable implementation accelerator developed on top of Oracle EPM Planning Financials to help facilitate your planning process.</p>	 <a href="#">Planning Volume and Revenue for Healthcare with EPM Financials</a>

## IT Financial Management in Cloud EPM

Oracle Fusion Cloud Enterprise Performance Management supports the dual role of a CIO in today's organizations—both on the spending side to run the business, and on the investing side to grow and transform the business.

By implementing customized solutions for Profitability and Cost Management and Projects and Financials in Planning Modules, and integrating data from the General Ledger, IT Financial Management planning using Cloud EPM enables IT Finance Departments to be strategic partners with the business.

Using Profitability and Cost Management and the IT Costing and Chargeback Template, you can model financial data and analyze IT as a business services provider. After defining the services your organization provides (using the IT Service Catalog), the IT assets and resources in your organization (such as hardware, software, and people), and importing data from the General Ledger, you define rules for service costing and chargeback. This allows you to determine the cost of IT operations by linking assets to services. Modelling in this way helps you analyze current costs and plan for future costs. If required for your business, you can allocate service or overhead costs to projects or departments and determine the chargeback for IT services or resources for each project or department.

You model the flow of data in Profitability and Cost Management using **Manage Rules**, where you define the rules for modifying and mapping the data. Using dimensions that include Account, Entity, Projects, Resources, Service, and Consumer, modeling data allows you to:

- Allocate overheads to projects.
- Take General Ledger data and projects data and push it to resources or services.
- Take resource costs and push them to services (for example, how many servers does a service use?).
- Optionally, charge back the service costs to a consumer. (The model can either perform chargeback or showback.)

Business users can use **Rule Balancing** to review the rules and their impact on the data. Click the Smart View links to see the details. The ability to perform step by step validation of rules with access to details provides transparency and auditability. It gives you access to the operational data outside of the General Ledger where you can model the data using pre-built analytics, without impacting the General Ledger.

After defining the rules, you can review more than ten reports provided with the IT Costing and Chargeback Template. Reports include:

- **Bill of IT Services**—Shows chargeback and charge rate and drivers. You can choose whether to charge back to consuming organizations. If you chose to perform chargebacks, you can push the charges back to the General Ledger.

Bill of IT			
Dec Periodic FY 2016 Act in Reporting - USD			
Page: UK Sales			
			Balance Due
			\$235,671.35
Service	Service Driver	QTY	Charge
Customer Relationship Management	Svc - User Count	425	3,230.59
Talent Management	Svc - User Count	5	192.17
Financials	Svc - User Count	2	185.99
Supply Planning	Svc - User Count	6	172.34
Planning & Budgeting	Svc - User Count	23	1,428.70
Oracle Business Intelligence Enterprise	Svc - User Count	56	948.65
Oracle Social Cloud	Svc - User Count	401	1,567.78
Help Desk	Svc - Tickets	45	1,506.71
Business Continuity Services	Svc - Consumer Expense	8	-

- Service Costing—Shows the cost per supported user and project and resource consumption.

Service Cost Summary		
Dec Periodic FY 2016 Act in Reporting - USD		
Service	Service Owner	Cost
Customer Relationship Management	Winthrop Ferriell	<u>322,227</u>
Talent Management	Barton Paquette	<u>120,493</u>
Financials	Ferdinande Ricupero	<u>352,088</u>
Supply Planning	Alexandr Solon	<u>277,718</u>
Planning & Budgeting	Briny Pellarad	<u>153,592</u>
Oracle Business Intelligence Enterprise	Nathaniel Halterman	<u>431,503</u>
Oracle Social Cloud	Winona Puntanen	<u>151,063</u>
Help Desk	Lauritz Geary	<u>286,814</u>
Mobile Device	York Bankston	<u>820,068</u>
Telephone Services	York Bankston	<u>1,378,172</u>
Desktop/Laptop Services	Donnamarie Anthony	<u>750,548</u>

- Project Costing—Lets you analyze the costs for run versus build, and capital expenditures versus operating expenditures.

Project Cost by Entity	
Standard Base Image Development   Ernie Lefort	
Dec Periodic FY 2016 Act in Reporting - USD	
Entity	Project Cost
Software Management	<u>449,621</u>
Security Systems	<u>3,578</u>
End User Support	<u>113,140</u>
IT Infra and Ops Function	<u>566,339</u>
Application Development	<u>77,756</u>
Application Support	<u>91,762</u>
IT Application Function	<u>169,518</u>
IT Excl Fin & Mgmt	<u>735,857</u>
<b>IT Entity Total</b>	<b><u>735,857</u></b>
All Entities	<u>735,857</u>

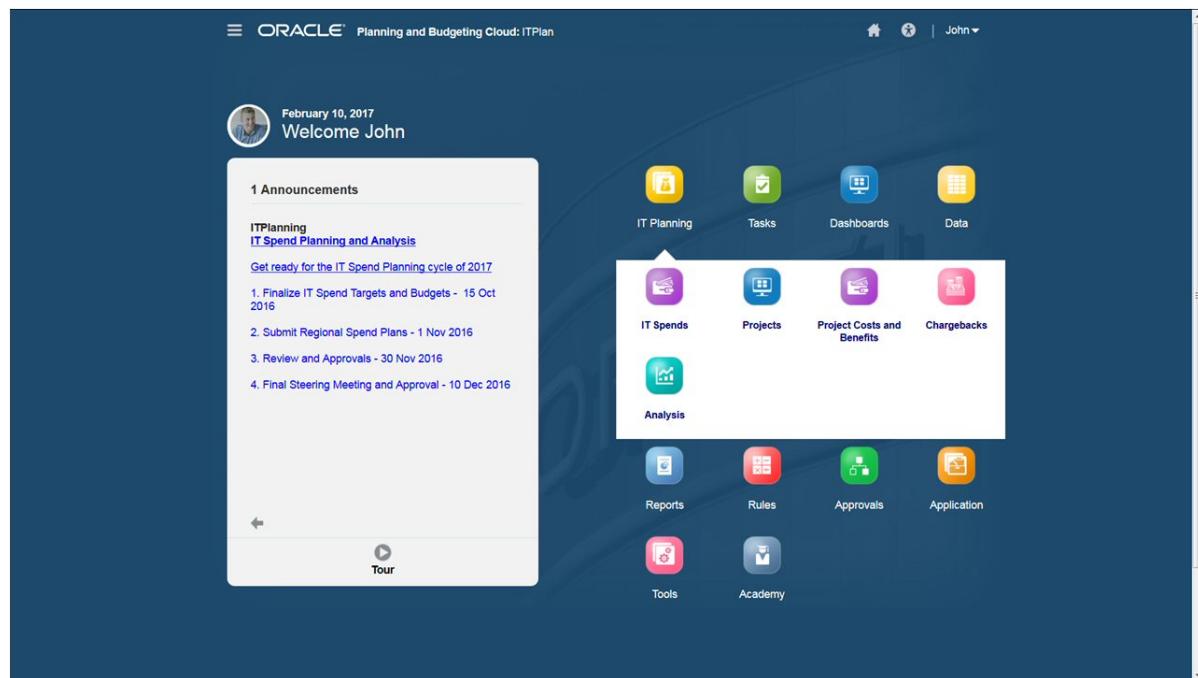
After modeling the IT costs and allocating costs in Profitability and Cost Management, push the data to Planning Modules using Oracle Fusion Cloud Enterprise Data Management or Data Integration and perform further planning and analysis in Financials and Projects.

In Financials, you can perform high level IT spend planning, by Services and Applications.

In Projects, you can perform more detailed project planning to plan by resource, and understand project costs and benefits before submitting plans for approval. You can then compare the plan against what is actually spent and review variations and deviations using IT Costing.

Customize Projects for IT with custom forms, dashboards, drivers, and navigation flow. Add a custom dimension for Service, and share the members from the IT Service Catalog in Profitability and Cost Management.

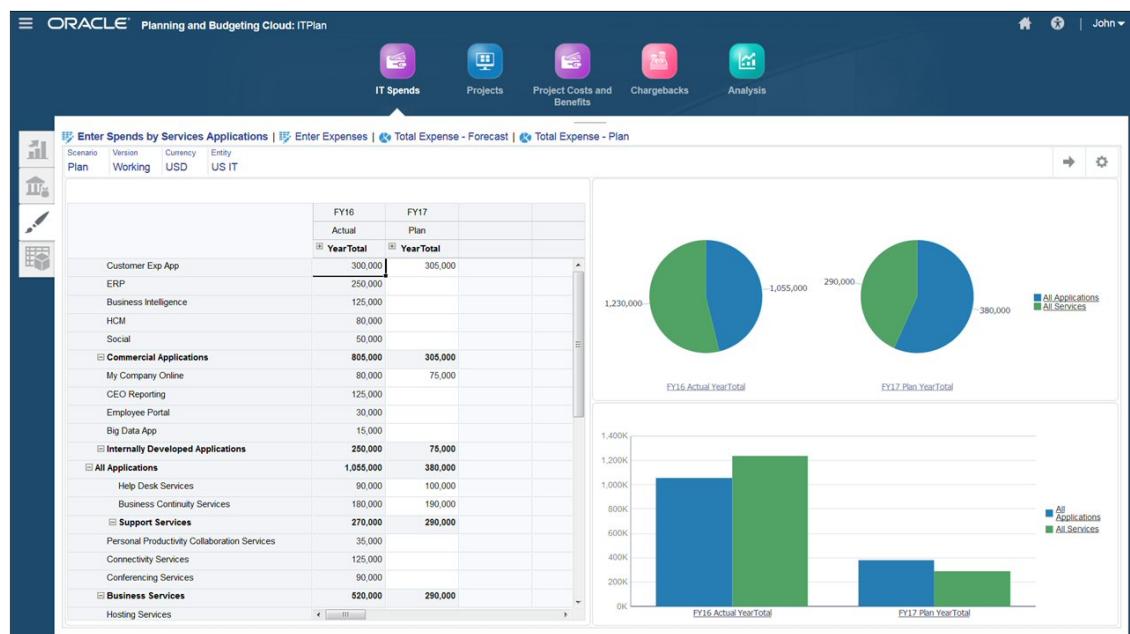
Customize the navigation flow to suit your organization's requirements:



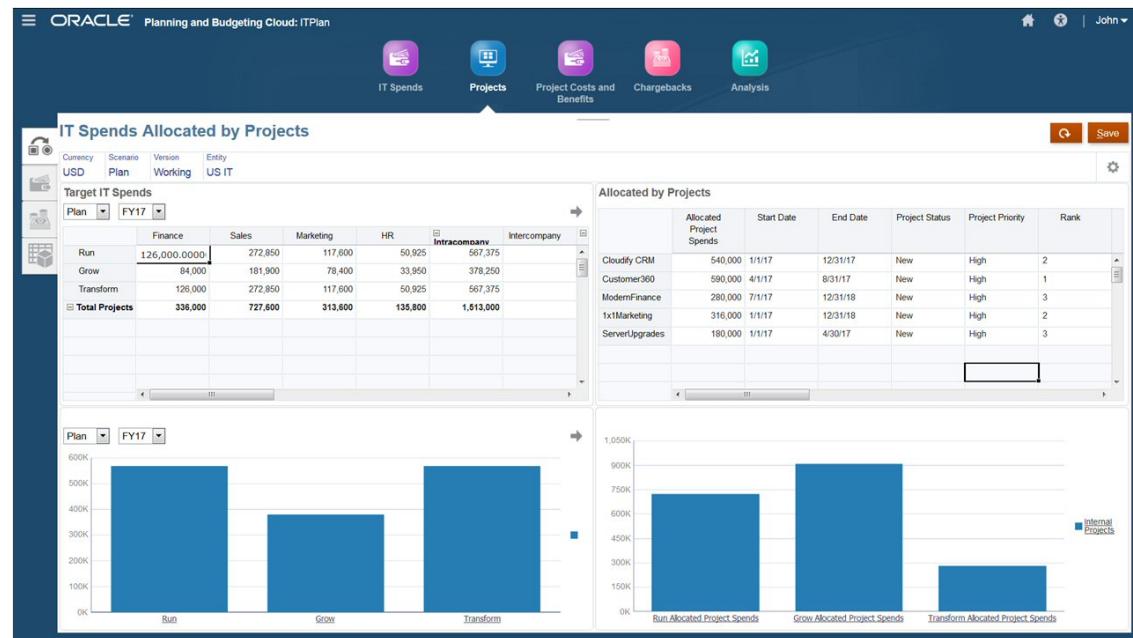
For example, this custom navigation flow in Projects provides a workflow for:

- Entering IT spends for services applications.
- Allocating IT spends to projects.
- Analyzing IT project costs and benefits.
- Performing chargeback planning.
- Reviewing IT Spends overview in a dashboard.

Enter IT spends for services applications in the data entry form:

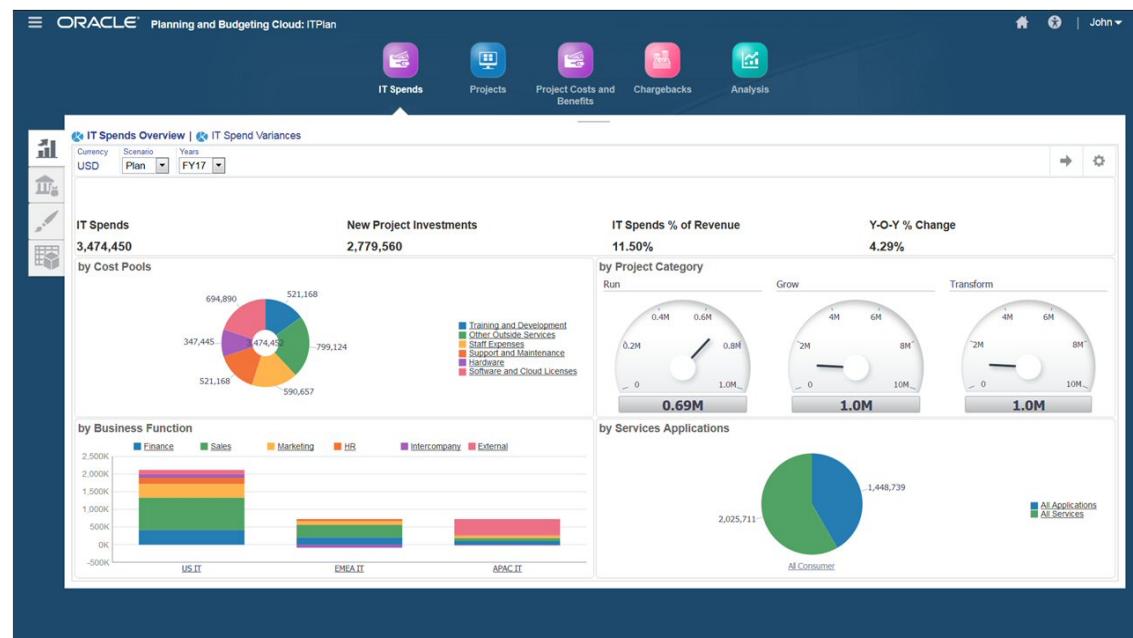


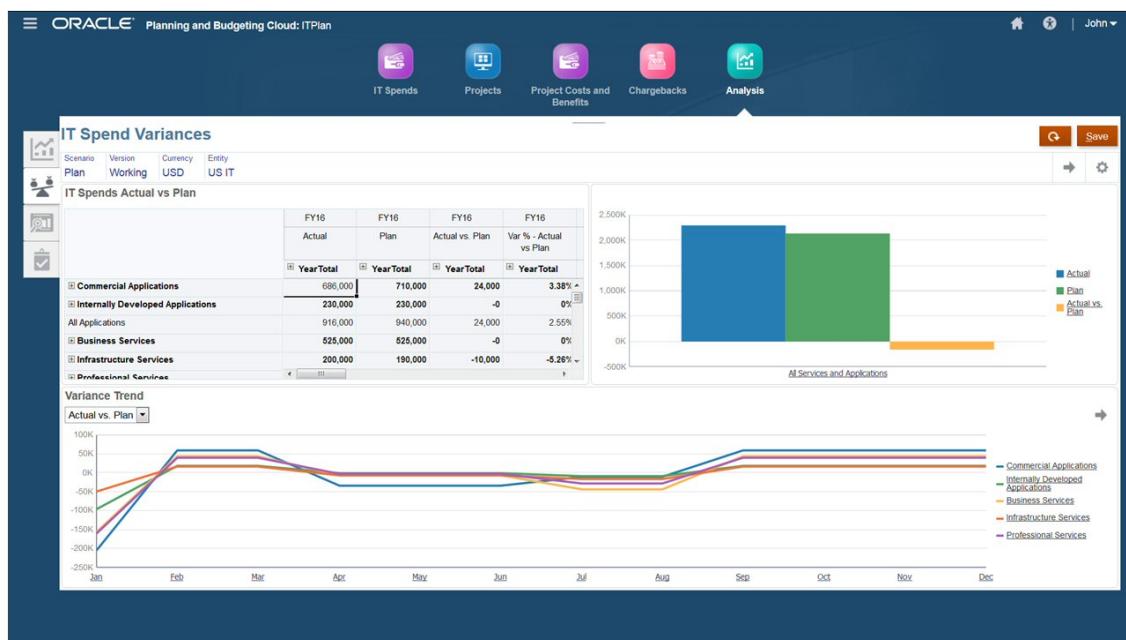
Allocate IT spends to projects:



You can also define project benefits.

Design custom dashboards for an overall view of IT spends and variance analysis:





By importing data from the General Ledger, modeling and allocating costs in Profitability and Cost Management, and then pushing the data to Planning Modules using Cloud EDM or Data Integration, you create an IT Financial Management system with pre-built analytics that is easy to use, gives you transparency of results and auditability, helps you optimize IT investment decisions, and promotes partnership with the business.

## Video

### Your Goal

Learn about IT Financial Management in Cloud EPM.

### Watch This Video



[Overview: IT Financial Management in Cloud EPM](#)

## Configuring Planning Modules for IT Planning

Implementing a comprehensive, robust IT financial management process provides insight into how your company's IT service portfolio, vendor relations, and resource allocations influence your company's cost structure as a whole. You can customize Projects to optimize planning for IT-type projects by modifying pre-defined forms, dashboards, accounts, and drivers to manage your IT projects.

Additionally, by designing a customized navigation flow, you can create a turn-key system for users to plan and analyze IT projects, measure performance, and monitor spending. You can create cards in a custom navigation flow to meet these needs:

- Collaborate and plan, allowing you to coordinate between IT, Operations, and Finance departments to build project plans
- Evaluate and optimize resources within your budget constraints expecting the maximum gain
- Manage measurable targets, project justifications, and other financial benefits that help determine if a project is worth investing in
- Monitor progress and performance once a project is approved

## Video

Your Goal	Watch This Video
Learn about configuring Planning Modules for IT Planning.	 <a href="#">Planning IT Projects with Oracle IT Financial Management Cloud.</a>

Here's an example of a customized navigation flow:

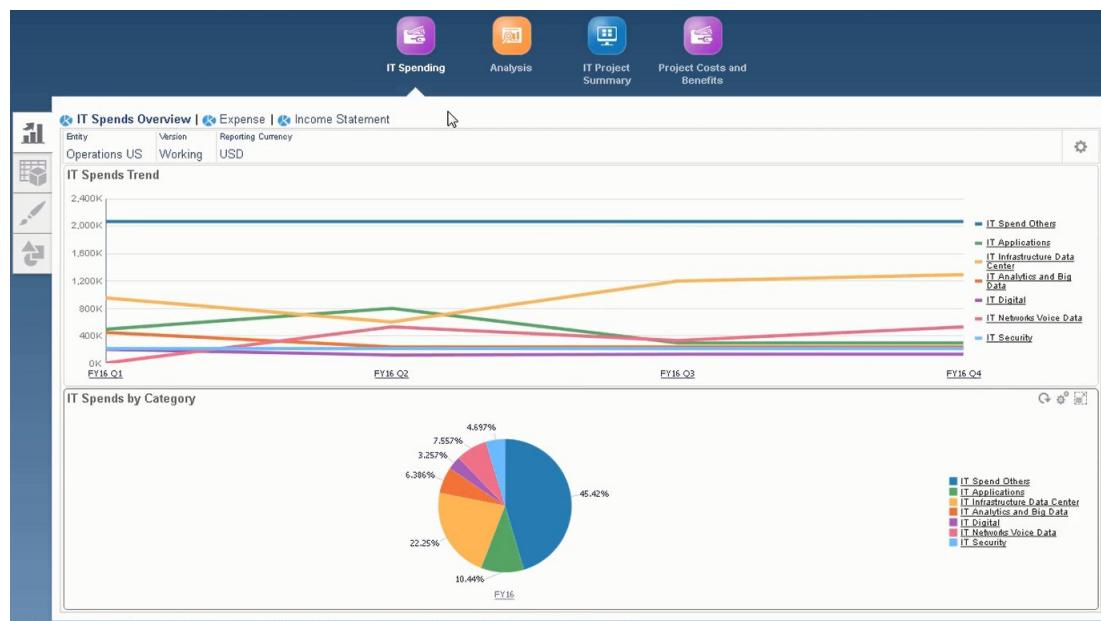


Let's take a look at each card and its custom dashboards and forms.

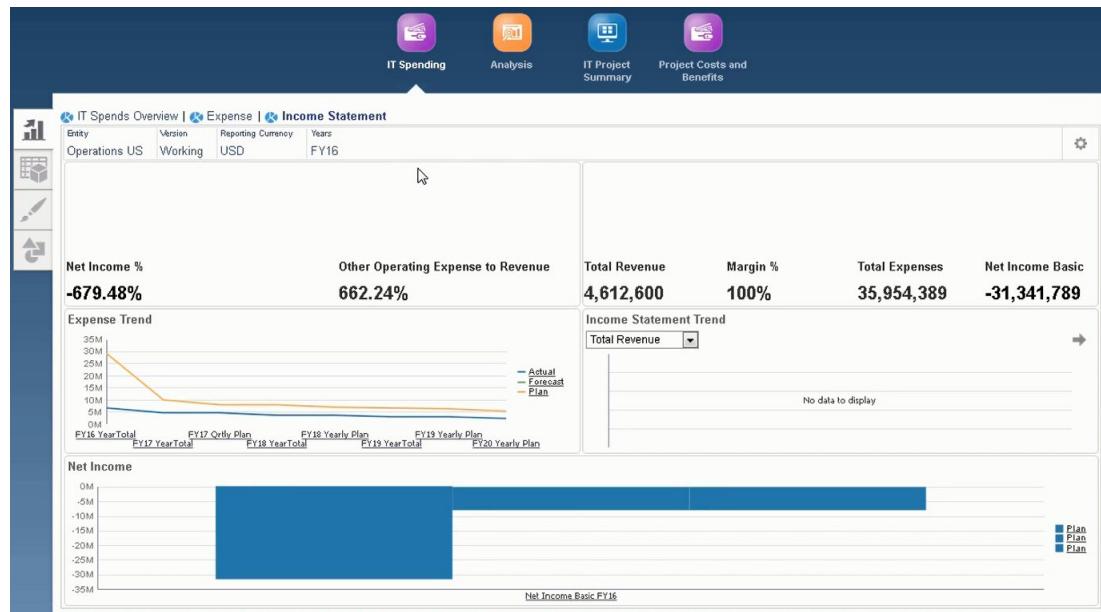
### IT Spending

The IT Spending tab helps you monitor expenses across new and existing IT projects.

The IT Spending dashboard lets you monitor expenses at a high level, such as IT spending by category and trend. You can review top down IT spending targets and design reliable IT spending forecasts.

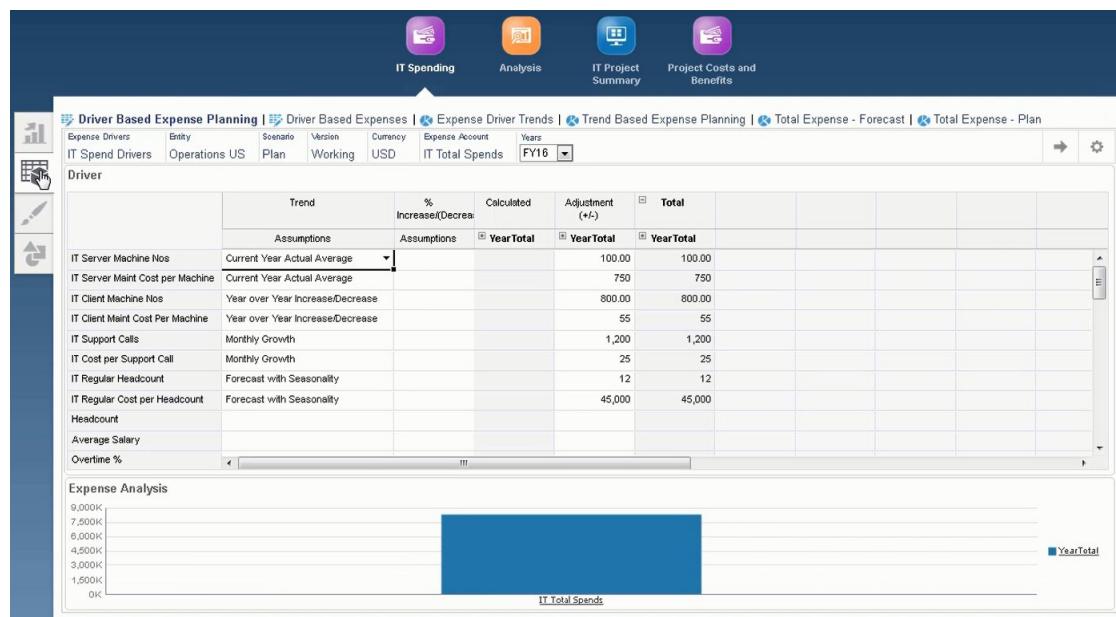


Monitor additional detail that relates to expenses and income statement on the **Expense** and **Income Statement** tabs.



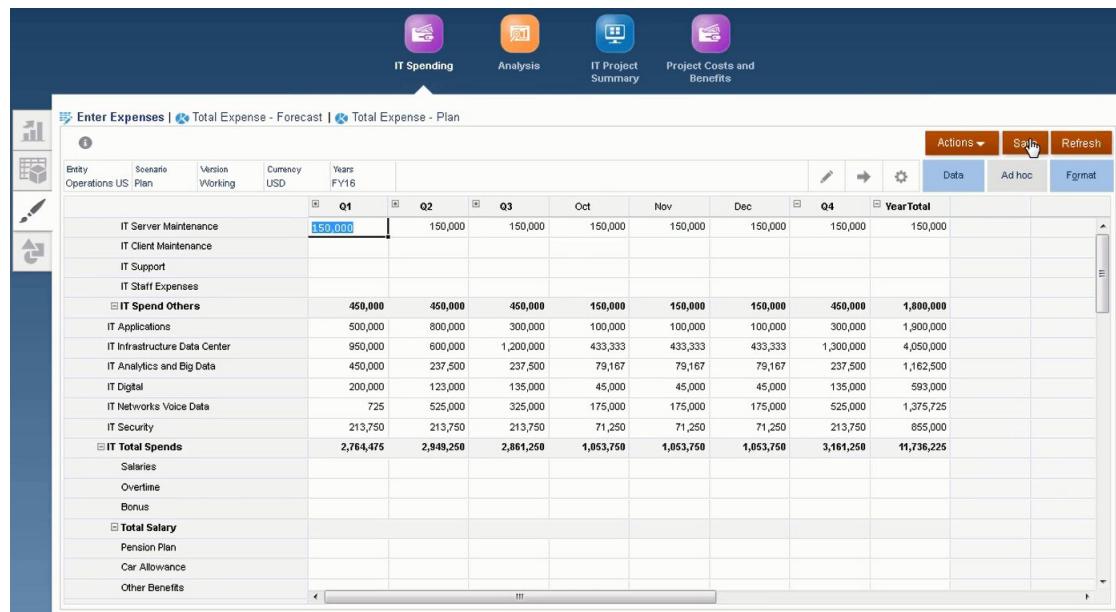
On the Driver and Trend based tab  , expenses are calculated using driver-based or trend-based assumptions.

For example, the acquisition of server machines requires drivers for the number of IT Server Machines and the maintenance cost per machine.



Managing driver trends allow you to identify cost reduction opportunities.

You can plan other spending on the Direct Entry tab



You can review financial performance on the Income Statement tab.

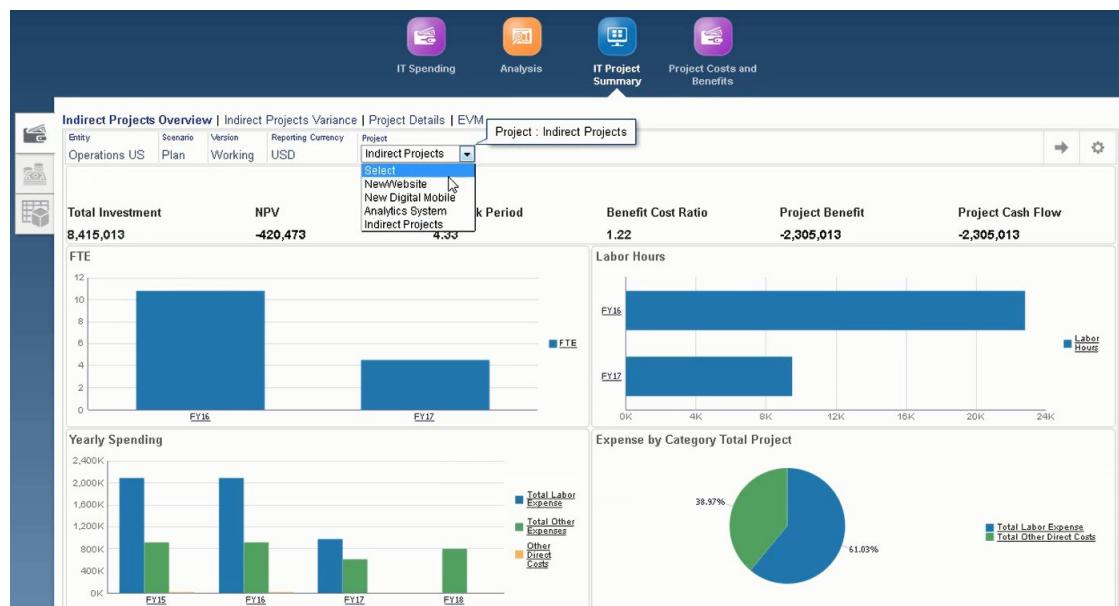
## Analysis

In Analysis, you can monitor progress and performance, and review financial and non-financial benefits, which allows you to determine if it's worth investing in a specific IT Project

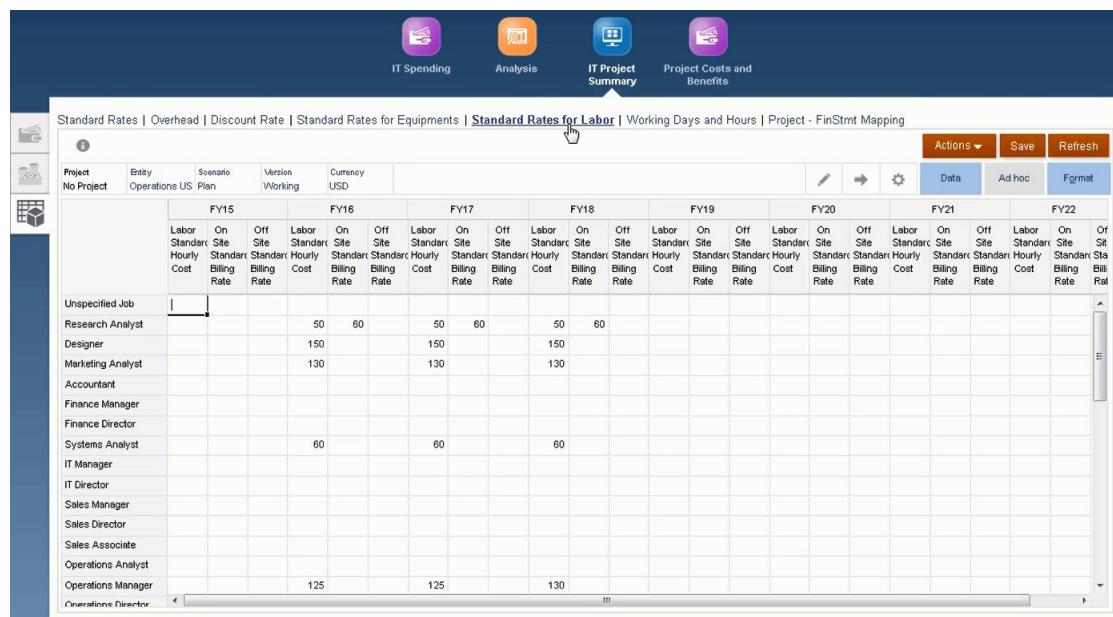
The Analysis dashboard contains a summary of charts used to monitor the project.

## IT Project Summary

In IT Project Summary, you can monitor IT projects and related labor costs.

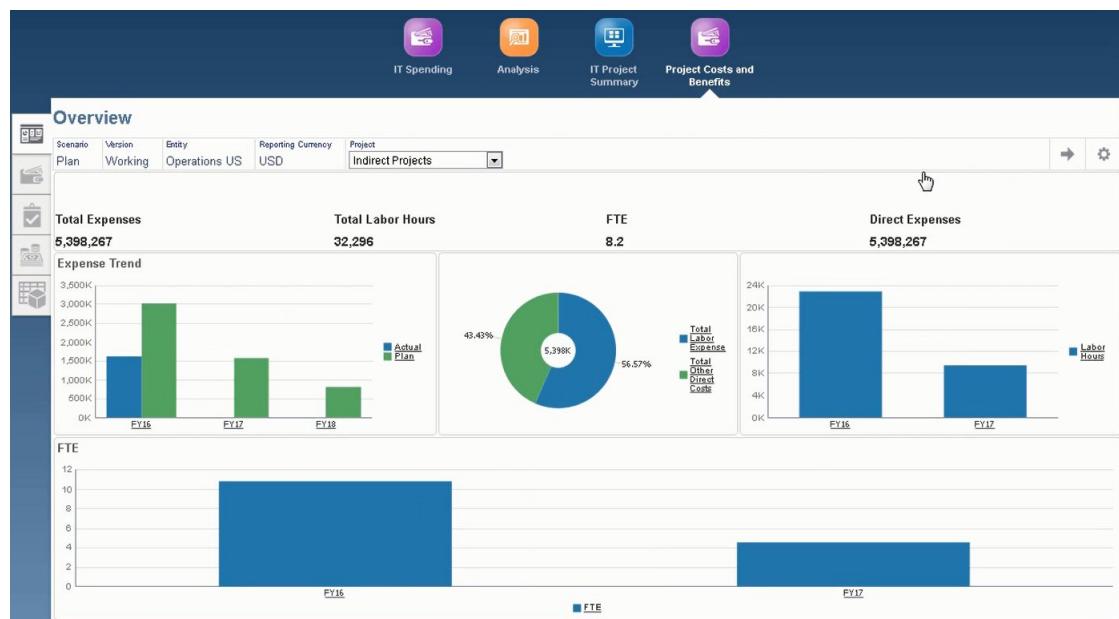


This section allows you to manage and plan for resource assignments.



## Project Costs and Benefits

Project Costs and Benefits helps you monitor assumptions, direct expenses, total project expenses, and billing rates and costs.



This section allows you to identify other costs related to the project, and determine financial and non-financial benefits that help justify investing in IT projects.

**Top Screenshot: Project Financial Benefits**

Direct Entry | Project Financial Benefits | Project Non Financial Benefits

Scenario Plan Version Working Currency USD Entity Operations US Project New Digital Mobile

		No Year	FY15	FY16	FY17	FY18	FY19	
Impact Line	Impacted Account	Financial Benefits	Financial Benefit Amount					
	Assumptions	Assumptions	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	
Impact Line 1	Other Revenues		320,000	450,000				
Impact Line 2	Other Expenses		30,000	90,000				
Impact Line 3								
Impact Line 4								
<b>Project Impact</b>			<b>350,000</b>	<b>540,000</b>				

**Bottom Screenshot: Project Benefit - Non Financial**

Direct Entry | Project Financial Benefits | Project Non Financial Benefits

Scenario Plan Version Working Currency USD Entity Operations US Project New Digital Mobile

		No Year	FY15	FY16	FY17	FY18		
Impact Line	Project Non Financial Benefits	Benefit Description	Quantitative Measure					
	Assumptions	Assumptions	YearTotal	YearTotal	YearTotal	YearTotal		
Impact Line 1	Customer Satisfaction Index		3.4	3.80				
Impact Line 2	User Base		500.00	1,200				
Impact Line 3								
Impact Line 4								

**Qualitative Project Benefits**

Impact Line	Qualitative Project Benefits
Impact Line 1	
Impact Line 2	
Impact Line 3	
Impact Line 4	

For information about creating custom navigation flows, see *Designing Custom Navigation Flows in Administering Planning*.

# B

## Importing Data

Before importing data, configure the application as described in this help system and import the dimensional metadata.

You can download data import templates from within the application. The templates are generated based on the features you've enabled and the custom dimensions that were added.

To download the data import templates:

1. From the Home page, click **Application** and then click **Configure**.
2. From the **Configure** list, select the module for which you want to download templates, and then from the **Actions** menu, select **Download Data Load Templates**.
3. Save the ZIP file locally, and then extract the CSV files.

Perform these tasks to import data:

1. Specify the appropriate data import settings. See Administering Data Load Settings.
2. **Optional:** Make a backup copy of the data import templates to which you can revert, if necessary.
3. **Optional:** Back up the application.
4. If you created custom Smart Lists, import them before the associated data (available only for some modules.)

To identify the Smart List to import and their entry names:



- a. Click **Navigator**, and then from **Create and Manage**, click **Smart Lists**.
- b. Select the Smart List, click **Edit**, and then **Entries**.
- c. Note the associated names.

5. Open the templates in Microsoft Excel and customize them to specify your business data.

### Tip

For 13-period applications, you can customize the templates to include a row for the 13th period.

6. **Optional:** To ensure that your data will import and calculate correctly, import it into a test application first.
7. Import the data into your production application.
8. For the first data import, run the rules required to process and calculate the data.

When customizing the templates:

- Don't enter zeros.
- To import data, you must have at least one member from all dimensions in the file to import.

- Remove columns for which you have no data. For example, if your periodicity is monthly, you can delete columns for Qtrly 1 - 4.
- If member names start with zeros (0), change numeric columns to text.

## About Importing Data

You can download data import templates from within the application. The templates are generated based on the features you've enabled and the custom dimensions that were added.

### Video

Your Goal	Watch This Video
Learn about importing data.	 <a href="#">Loading Data in Oracle Enterprise Planning Cloud</a>

## Importing Financials Data

The Financials templates are created based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

Depending on the features you've enabled, the following templates are available in the zip file:

- FinStmt Expense Data Load Template.csv
- FinStmt Expense Weekly Load Template.csv—use this template if you are planning at the weekly level
- FinStmt Revenue Data Load Template.csv
- FinStmt Revenue Load Weekly Template.csv—use this template if you are planning at the weekly level
- FinStmt Balance Sheet Load Template.csv
- FinStmt Cash Flow Direct Assumptions.csv
- FinStmt Cash Flow Indirect Load Template.csv

The templates have a placeholder for every enabled dimension; each dimension is defaulted to the *NoMember* member. Specify the appropriate dimension members for each record of data that you're loading. Use *NoMember* if the dimension is not applicable for a record of data.

For all templates other than FinStmt Cash Flow Direct Assumptions.csv, import data using these guidelines:

- Specify accounts in the rows in Column A and time periods vertically.
- Modify account dimension members in Column A to reflect renamed accounts.
- Time periods are in columns D-S (rows B - BA if you are planning expenses at the weekly level, rows C - BB if you are planning revenue at the weekly level). Delete columns for periods that you don't use.
- Modify the data in the Point of View column to identify where to import data:
  - OFS\_Load—Data value to import
  - <Custom Dimension>—Any custom dimensions that you added when you enabled features.

- OEP\_No Entity—Member in the Entity dimension that identifies the departments in the business hierarchy to import data to
- No Year—Year member
- OEP\_Actual—Scenario member
- OEP\_Working—Version member
- USD—The exchange rate (for a multicurrency application)
- The Data Load Cube Name must be OEP\_FS.
- For FinStmt Balance Sheet Load Template.csv, you can use **BegBalance** to accommodate the opening amount for balance sheet accounts.

For FinStmt Cash Flow Direct Assumptions.csv, import data using these guidelines:

- Rows
  - Identify Cash Flow Sources and/or Cash Flow Uses accounts in rows under Column A.
  - The first column is for the Account dimension. If the Account is renamed, make the corresponding update.
- Columns
  - Cash Flow Direct Assumption members are in columns B - F.
  - Column B sets the cash collection or cash disbursement terms you would like to set for the particular account.
  - Columns C-F set the cash collection or cash disbursements timing for the particular account. The values entered must equal 100% for the four columns.
- Point of View—identify where to load BegBalance, No Product, No Services, No Channel, No Customer, No Segment, OEP\_No Entity, No Year, OEP\_Plan, OEP\_Working, USD
  - BegBalance—Cash flow Direct assumptions are loaded to BegBalance.
  - No Product, No Services, No Channel, No Customer, No Segment—Indicate the applicable custom dimensions that you set up when you enabled features. If you don't use custom dimensions, these members will not be seeded.
  - OEP\_NoEntity—Member in the Entity dimension that identifies the departments in the business hierarchy to which to load data.
  - NO Year—Indicate the Year dimension member.
  - OEP\_Plan—Scenario dimension member.
  - OEP\_Working—Version dimension member.
  - USD—The exchange rate (for a multicurrency application).
- The Data Load Cube Name must be OEP\_FS.
- For the first data import, run the rules required to process and calculate the data:Financials: **Calculate Actuals**, and **Rollup**.

## Importing Workforce Data

You can download Workforce data import templates from within the application. The templates are generated based on the features you've enabled and the custom dimensions that you added when you enabled features. See [Importing Data](#).

Only load data to accounts that are part of the data load templates.

**ⓘ Note**

If you want to load only changed and new Workforce data since the last load, you can improve load performance using Data Integration. See [Loading and Calculating Incremental Workforce Data](#).

 **ⓘ Note**

You can bulk load new hire data using Data Integration. For more information, see Bulk Loading Workforce New Hire Data in *Administering Data Integration*.

 **ⓘ Note**

As of the February, 2020 Release, Workforce supports a new **Start Date** property. The data import templates include headers and examples for loading data such as Hire Date to OWP\_Start Date rather than to OWP\_Start Month. You can still load data to Start Month, and the Process Loaded Data rules convert the data to Start Date using the first of the month provided in the Start Month account. So, existing data integrations based on Start Month data continue to work. You'll get more accurate calculations, however, if you load data into Start Date.

The templates reflect the **CurYr** that you set in the **Planning and Forecast Preparation** configuration task. After importing your data and refreshing the cube, run the rule **Process Loaded Data** to copy the data to the necessary periods in the planning year range.

The prefix of each template name depends on the application's granularity:

- **EJ\_** precedes template names for **Employee and Job** applications. For example: `EJ_EmployeePropertiesDataLoad_Plan.csv`.
- **EO\_** precedes template names for **Employee**-only applications. For example: `EO_EmployeePropertiesDataLoad_Plan.csv`.
- **JO\_** precedes template names for **Job**-only applications. For example: `JO_JobOtherCompensationDataLoad_Plan.csv`.

### Importing Employee Properties

Use these templates to import properties for existing employees:

- `EmployeePropertiesDataLoad_Plan.csv`—Import plan properties for employees. (You don't need to load Headcount and Partial Payment Factor unless you want to explicitly set these values. If you don't load Headcount and Partial Payment values, they're set to 1 and 100% respectively for every employee.)

**① Note**

For the `EJ_EmployeePropertiesDataLoad_Plan.csv` template, don't load to `No Union Code` or to `OWP_All Union Code`. Instead add and use new child metadata member of `Total Union Code`. Otherwise, the synchronize rules may not work properly.

- `EmployeePropertiesDataLoad_Actuals.csv`—Import actual properties for employees.

**① Note**

You can use `EJ_EmployeePropertiesDataLoad_Plan.csv` and `EO_EmployeePropertiesDataLoad_Plan.csv` to load employee master FTE data to **OEP\_Home Entity**. Data loaded at **OEP\_Home Entity** is copied to future periods in the load year (starting from the data load month) and future years when you run **Process Loaded Data**.

You must enter or import the Master FTE value for each employee if you enable **Split-Funded FTE**.

## Importing Employee Compensation

Use `EmployeeSalaryDataLoad_Plan.csv` to import data used to calculate salary.

### Importing Actual Employee Compensation

Use `EmployeeCompensationDataLoad_Actuals.csv` to import actual compensation data for employees.

To use this template, set these **Data Load Settings**:



1. From the Home page, click **Navigator**, and then under **Integration**, click **Data Load Settings**.
2. Set these parameters for importing data:
  - **Data Load Dimension**: Account
  - **Driver Dimension**: Period. Member: BegBalance,ILvl0Descendants(YearTotal)
  - **Data Load Dimension Parent**:
    - OWP\_Total Earnings. **Driver Dimension Unique Identifier**: BegBalance
    - OWP\_Total Benefits. **Driver Dimension Unique Identifier**: BegBalance
    - OWP\_Total Taxes. **Driver Dimension Unique Identifier**: BegBalance

### Importing Employee Other Compensation Data

Use `EmployeeOtherCompensationDataLoad_Plan.csv` to import other compensation data—benefits, taxes, and additional earnings—for employees.

`OWP_Value` is an optional field. If you include the rate value in the template, that rate is copied to the planning year range for the specified employee.

## Importing Salary Grades

Use `Salary Grade-Basis.csv` and `Salary Grade-Value.csv` to import salary grades into Assumptions.

## Importing Properties and Rates for Additional Earnings, Benefits, and Taxes

Use these templates as examples when importing properties and rates for additional earnings, benefits, and taxes into the Benefits and Taxes Wizard.

- `Earnings, Benefits and Taxes-Properties.csv`—Import properties for additional earnings, benefits, and taxes.
- `Earnings, Benefits and Taxes-Rates.csv`—Import rates for additional earnings, benefits, and taxes.

## Importing Job Properties

Use `JobPropertiesDataLoad_Plan.csv` to import job properties.

## Importing Job Salaries

Use `JobSalaryDataLoad_Plan.csv` to import salaries for jobs.

## Importing Job Other Compensation Data

Use `JobOtherCompensationDataLoad_Plan.csv` to import other compensation data for jobs: benefits, taxes, and additional earnings.

## Video

Your Goal	Watch This Video
Watch this video to learn how to integrate data between Oracle HCM Cloud and Workforce using Data Integration. Integrating selected data from your Oracle HCM Cloud application allows you to prepare workforce plans using data directly from your Oracle HCM Cloud as the basis for your plan.	 <a href="#">Integrating Oracle HCM Cloud with Workforce Planning</a>

## Loading and Calculating Incremental Workforce Data

At the beginning of a planning cycle, you might load the entire data for a given scenario and version. However, to stay up to date with Human Resources changes, you can import new and updated information frequently. Processing and calculation performance is greatly improved when you load updated data into Workforce using Data Integration.

Data Integration functionality enables you to compare a source data file with a previous version of the source data file and load only records that are new or have changed since the last load. The Incremental File Adapter in Data Integration identifies the data that needs loading. Additionally, Workforce provides rules that dynamically generate the appropriate calculation script, depending on the changed and new data in the data load file and calculates only the data for the modified intersections.

After the Data Integration load process, the changed and new data displays in the appropriate Workforce forms. The data reflects calculations applied in the load process.

**Note**

Whenever you load data from Data Integration, to copy data to future periods, you must select one of these Workforce rules.

- **OWP\_Incremental Process Data and Synchronize Defaults**
- **OWP\_Incremental Process Data and Synchronize Definition**

Loading incremental Workforce data and processing Workforce Incremental rules (for example, **OWP\_INCREMENTAL PROCESS DATA WITH SYNCHRONIZE DEFAULTS**) can only be done by Administrators. When running any of the Workforce Incremental rules from Data Integration, ensure that the Data Integration **Target** option **Enable Data Security for Admin Users** is set to **No**. This option can only be set by an administrator.

For more information, see Loading Data Using an Incremental File Adapter in *Administering Data Integration*.

## Importing Projects Data

The Projects templates are based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

For analysis and reporting, you must import this data:

- Project Details—Information about existing projects for forecasting.
- Labor—Two templates are available: with or without integration with Workforce.
  - Labor assumptions for projects to be used in forecasting and analysis.
  - Labor expense and labor hours actuals for reporting and analysis.
- Equipment—Two templates are available: with or without integration with Capital.
  - Equipment assumptions for projects to be used in forecasting and analysis.
  - Equipment expense actuals for reporting and analysis.
- Materials
  - Material assumptions for projects to be used in forecasting and analysis.
  - Material expense and material units actuals for reporting and analysis.
- Other—Additional expense plan, forecast, or actuals for reporting and analysis.
- Direct Expense—Direct expense plan, forecast, or actuals for reporting and analysis.
- Revenue
  - Assumptions for projects to be used in forecasting and analysis.
  - Actuals for analysis and reporting purposes.
- Global Rate Assumptions.
  - Standard rates for projects including labor standard rates, material standard rates, and equipment standard rates.
  - Overhead rates.
- Project Benefits.

- Allocate Expenses to Assets—Import allocations to various assets when Capital is enabled.

## Importing Project Details

Use `Project Details Load Template.csv` or `Capital Project Details Load Template.csv` to import project details and related information. For custom project details, add accounts to the column of the file to import. All details go to the same intersections.

- Column 1 is the Project dimension.
- The other columns represent account dimension members. The members listed should align to the member under the **OPF\_Properties** on the Forms member in the account dimension. Project details are imported to No Year, BegBalance members.
- Project details are imported to the No Project Element and No Resource class members.
- If the application uses simplified multiple currency, Project Details goes to the No Currency member.
- `OEP_No Entity` is from the Entity dimension.
- `OEP_Plan` is from Scenario dimension.
- `OEP_Working` is from the Entity dimension.
- `No Vendor` is from the Vendor dimension, if it was added when you enabled features.
- `No Phases` is from the Phases dimension, if it was added when you enabled features.

## Importing Project Labor Assumptions

Use `Labor Assumption Load Template.csv` to import labor assumptions if you don't use Workforce. Use `OEP_PFP Labor Assumption Template -WFP Integration.csv` if you use Workforce. Labor Assumptions import to Beg Balance and No Year.

- Line 1 represents the Project Element dimension.
- The columns contain the required account members. These members are in `OPF_Labor Assumptions`.
  - `OPF_Vendor`—Sets the Vendor Smart List member for the line item.
  - `OPF_Phase`—Sets the Phase Smart List member for the line item.
  - `OPF_Job`—Sets the Job Smart List member for the line item. The Job list is in the Resource Element dimension under Detailed Jobs.
  - `WFP/PFP Job`—In an application that has Workforce integration, the Job comes from the Workforce dimension and not the Resource Element dimension. This does not impact the format of the file; the only difference is that the Account associated with the Smart List is `OPF_Job_WF`.
  - `Unspecified Employee`—Set the Employee Resource Smart List member for the line item. The member can be an employee name that is a member from the Plan Element dimension found under "Existing Employees" hierarchy.
- `WFP/PFP Employee`—In an application that has Workforce integration, the Employee comes from the Workforce dimension and not from the Plan element dimension. This however does not impact the format of the file. The only difference is that the Account associated with the Smart List is `OPF_Employee Resource_WF`.
- No Project is a member from the Project dimension.
- `OPF_Labor` is the appropriate member from the Resource Element dimension.

- OEP\_No Entity is from the Entity Dimension.
- Labor Expense assumptions are imported to No Year member from the Year dimension and BegBalance from the Period dimension.
- OEP\_Plan is from the Scenario dimension.
- OEP\_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- USD is a member from the Currency dimension.

### Importing Labor Expense (Without Workforce)

Use `Actual Labor Expense Load Template.csv` to import Actual Expenses or Approved Plans for existing projects if you aren't using Workforce. Planning data for labor expense at the detailed resource level requires you to import Hours, Rate, and Labor expense values.

#### Row

Rows represent the account dimension.

Labor Hours and Labor Expense should be imported for Analysis and comparison purposes. Importing actual Labor Rate isn't required.

The accounts that actual data is imported to is dependent on the type of project.

- Onsite/Offsite Labor Hours and Labor Expense accounts are specific to Contract Project Time and Material projects.
- Labor Hours and Labor Expense accounts are used for Contract Projects – Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.

#### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- Use a specific employee member from the Project Element dimension or Unspecified Employee for detailed hours and detailed labor expense.
- No Project is from the Project dimension.
- OPF\_Detailed Jobs is from the Resource Element dimension; members from the Detailed Jobs hierarchy specifically.
- OEP\_No Entity is from the Entity dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. To import historical Plan or forecast information, set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the Currency dimension if the application uses simplified multiple currency.

## Importing Labor Expense (With Workforce)

Use `Actual Labor Expense WFP Load Template.csv` to import Actual Expenses or Approved Plans for existing projects if you also use Workforce.

### Row

Rows represent the account dimension.

Labor Expense should be imported for analysis and comparison purposes. Importing actual Labor Rate isn't required. Detailed Labor Hour analysis per Employee or Job is in Workforce. Only summary level comes into Projects.

The accounts that actual data is imported to is dependent on the type of project.

- Onsite/Offsite Labor Hours and Labor Expense accounts are specific to Contract Project Time and Material projects.
- Labor Hours and Labor Expense accounts should be used for Contract Projects – Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.

### Column

Months. You can import one month at a time or multiple months simultaneously.

### Point of View

- Line 1 is a member from the Project Element dimension. Each Labor Expense should go to a unique Line Item per project.
- OPF\_Base Resource is from the Resource Element dimension.
- No Project is from the Project dimension.
- OEP\_No Entity is from the Entity dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.

## Importing Equipment Assumptions

Use `Equipment Assumption Load Template.csv` to import equipment assumptions.

- Line 1 represents the Project Element dimension.
- The columns contain the required account members. These members are in `OPF_Equipment Assumptions`.
  - `OPF_Vendor`—Sets the Vendor Smart List member for the line item.
  - `OPF_Phase`—Sets the Phase Smart List member for the line item.
  - `OPF_Equipment`—Sets the Job Smart List member for the line item. The Job list found in the Resource Element dimension under Detailed Jobs.
  - `OPF_Equipment Description` is textual.

- OPF\_Equipment Units—Number of units.
- No Project is a member from the Project dimension.
- OPF\_Equipments is the appropriate member from the Resource Element dimension.
- OEP\_No Entity is from the Entity dimension.
- Equipment Expense assumptions are imported to the No Year member from the Year dimension and BegBalance from the Period dimension.
- OEP\_Plan is from the Scenario dimension.
- OEP\_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- USD is a member from the Currency dimension.

### Importing Equipment Actual Expenses

Use `Actual Equipment Expense Load Template.csv` or `Actual Equipment Expense CPX Load Template.csv` to import actual equipment expenses. Use `Actual Equipment Expense CPX Load Template.csv` when you are integrating Projects with Capital.

#### Row

Rows represent the account dimension.

Equipment Expense should be imported for Analysis and comparison purposes. The accounts that actual data is imported to is dependent on the type of project.

- Equipment Expense accounts are should be used for Contract Projects—Fixed Price or Cost Plus, Indirect Projects as well as Capital projects.
- Equipment Expense—Billable should be used for Contract Time Material Projects only.

#### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- Line 1 is a member from the Project Element dimension. Each Equipment Expense should go to a unique Line Item per project.
- No Project is from the Project dimension.
- OPF\_Detailed Equipment is from the Resource Class dimension. Used for `Actual Equipment Expense Load Template.csv` only.
- OPF\_Base Resource is from the Resource Element dimension. Used for `Actual Equipment Expense CPX Load Template.csv` only.
- OEP\_No Entity is from the Entity dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. To import historical Plan or forecast information, set this field to the corresponding member.
- OEP\_Working is from the Version dimension.

- USD is from the currency dimension if the application uses simplified multiple currency.

## Importing Materials Assumptions

Use `Material Assumption Load Template.csv` to import materials assumptions.

- Line 1 represents the Project Element dimension.
- The columns contain the required account dimension members. These members are in `OPF_Material Assumptions`.
  - `OPF_Vendor`—Sets the Vendor Smart List member for the line item.
  - `OPF_Phase`—Sets the Phase Smart List member for the line item.
  - `OPF_Material`—Sets the Material Smart List member for the line item. The Material Smart List found in the Resource Class dimension under Detailed Materials.
  - `OPF_Expense Cash Flow Incidence`—Set the value for cash flow calculation.
  - `OPF_Billable`—Applicable to Time Material Projects only – indicates if expense should be set to billable.
  - `OPF_Units`—Units assumptions need to be imported by Month. You can either create a separate line for each month or you can use a template similar to Materials actual to import the monthly values more easily.

## Point of View

- No Project is a member from the Project dimension.
- `OPF_Materials` is the appropriate member from the Resource Class dimension.
- `OEP_No Entity` is from the Entity dimension.
- Material assumptions are imported to the No Year member from the Year dimension and `BegBalance` from the Period dimension.
- `OEP_Plan` is from the Scenario dimension. Or you can use the Forecast member.
- `OEP_Working` is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- USD is a member from the Currency dimension.

## Importing Materials Expenses

Use `Actual Material Expense Load Template.csv` to import materials expenses.

### Row

In the rows is the Material Expense related Account dimension.

Material Units and Material Expense should be imported for Analysis and comparison purposes. Importing actual Material Cost/Unit isn't required.

The accounts that actual data is imported to is dependent on the type of project.

Material Expense—Billable should be used for Contract Project Time and Material type only, all other project types should use Material Expense account.

Therefore for each material used on a project, you will have two lines for actual data to be imported.

### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- OPF\_Detailed Material is from the Resource Class dimension—Members from the Detailed Materials hierarchy specifically.
- No Project is from the Project dimension.
- Line 1 represents the Project Element dimension. Each different Material used on a project should go to a different Line member.
- OEP\_No Entity is from the Entity dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. If you want to import Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the Currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.

#### Importing Other Expense Actuals

Use `Actual Other Expense Load Template.csv` to import actuals for other expenses.

##### Row

In the rows is the Other Expense related Account dimension.

The accounts that actual data is imported to is dependent on the type of project. Other Expenses – Billable should be used for Contract Project Time Material type only, all other project types should use Other Expenses account.

##### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- Line 1 represents the Project Element dimension. If multiple lines of Other expense you must use a different Line member.
- No Project is from the Project dimension.
- OPF\_Base Resource is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously .
- No Vendor is for dimensions of Vendor dimension, if it is added during enable time.
- No Phases is for dimensions of Phase dimension, if it is added during enable time.
- OEP\_Actual is from the Scenario dimension. If you want to import Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.

## Importing Other Expense Assumptions

Use Other Assumption Load Template.csv to import other expense assumptions.

### Row

Line 1 represents the Project Element dimension – use one line for each of the assumptions to be imported.

### Column

Account members required to import assumptions. These members are in OPF\_Other Assumptions.

- OPF\_Resource Name
- OPF\_Vendor—Sets the Vendor Smart List member for the line item.
- OPF\_Phase—Sets the Phase Smart List member for the line item.
- OPF\_Expense Cash Flow Incidence—Set the value for cash flow calculation.
- OPF\_Billable—Applicable to Time Material Projects only – indicates if expense should be set to billable.
- OPF\_Other Expenses—Expense amount assumption need to be imported by Month. You can either create a separate line for each month or you can use a template similar to Other Expense actual to import the monthly values more easily.

### Point of View

- No Project is from the Project dimension.
- OPF\_Other is from the Resource Class dimension.
- OEP\_No Entity is from the Entity dimension.
- No Year is for appropriate member for the Smart List and Billable indicator, whereas FY16 is from the Year dimension for the Expense amount. You can import multiple years simultaneously.
- OEP\_Plan is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- BegBalance is applicable for the Smart List assignments where the actual month is to be imported.
- Vendor 1 is for dimensions of the Vendor dimension, if it is added during enable time.
- Phase 1 is for dimensions of the Phase dimension, if it is added during enable time.

## Importing Direct Expense Actuals and Direct Revenue Actuals

Use Actual Direct Expense Load Template.csv or Actual Direct Revenue Load Template.csv to import actuals for direct expenses or direct revenue.

### Row

In the rows is the Direct Expense/Direct Revenue related Account dimension.

The accounts to be imported using this file format can be found under OPF\_Other Direct Costs in the account dimension. The accounts that actual data is imported to is dependent on the

type of project. Any expense accounts that have " Billable" in the name should be used for Contract Project Time Material type only.

#### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- Line 1 represents the Project Element dimension. If there are multiple lines, you must use a different Line member.
- Project 1 represents a member from the Project dimension.
- OPF\_Direct Resource is from the Resource Class dimension.
- Entity 1 is from the Entity Dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the Currency dimension if the application uses simplified multiple currency.
- No Vendor is for the Vendor dimension, if it was added during enablement.
- No Phases is the Phase dimension, if it was added during enablement.
- <Custom Dimension>—Any custom dimensions that you added when you enabled features.

### Importing Direct Expense Assumptions and Direct Revenue Assumptions

Use `Direct Expense Assumption Load Template.csv` to import direct expense assumptions and `Direct Revenue Assumption Load Template.csv` to import direct revenue assumptions.

#### Row

Line 1 represents the Project Element dimension. Use one line for each assumption to import.

#### Column

The columns contain the account members you need to import assumptions. These members are in `OPF_Direct Input Expense Assumptions`:

- OPF\_Expense Type or OPF\_Revenue Type—Smart List for the account associated with the assumption
- OPF\_Vendor—Vendor Smart List member for the line item.
- OPF\_Phase—Phase Smart List member for the line item.
- OPF\_Direct Expense Amount or OPF\_Revenue Amount—Amount to import on a monthly basis. You can create a line for each month, or use a template similar to `OEP_PFP Actual Other Expense.csv` to import monthly values.

#### Point of View

- No Project is from the Project dimension.
- OPF\_Direct Entry is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.

- No Year is for appropriate member for the Smart List and Billable indicator, whereas FY16 is from the Year dimension for the Expense or Revenue amount. You can import multiple years simultaneously.
- OEP\_Plan is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- USD is from the currency dimension if the application uses simplified multiple currency.
- BegBalance is applicable for the Smart List assignments where the actual month is to be imported.

### Importing Revenue Actuals for Contract Time and Material Projects

Use `Actual Revenue Time and Material Load Template.csv` or `Actual Revenue Time and Material No Emp Load Template.csv` to import actuals for time and materials projects.

Project Revenue is based on the labor hours, equipment units, material units, and their associated billing rates. See [Importing Standard Billing Rates \(Contract Projects Only\)](#).

#### Row

Field 1 represents the Resource Class Dimension.

Detailed Resources should be placed on the rows, the resources themselves can be found in the Resource Class dimension under Detailed Resources.

- Detailed Jobs
- Detailed Materials
- Detailed Equipment
- OPF\_Base Resource is used for all other Revenue for TM Projects

#### Column

Periods. You can import one month at a time or multiple periods simultaneously.

#### Point of View

- Unspecified Employee is from the Plan Element dimension. You can import to named employee if employees have been imported.
- No Project is from the Project dimension.
- OPF\_Contract Revenue—Labor, OPF\_Contract Revenue – Material, OPF\_Contract Revenue – Equipment are all from the account dimension. Align the Resource class member to the account member.
  - OPF\_Contract Revenue—Labor is applicable for Detailed Jobs.
  - OPF\_Contract Revenue—Material is applicable for Detailed Material.
  - OPF\_Contract Revenue—Equipment is applicable for Detailed Equipment.
  - OPF\_Contract Revenue—Others is applicable for Base Resource.
- OEP\_No Entity is from the Entity Dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.

- No Phases is from the Phases dimension, if it was added when you enabled features.
- OEP\_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.

### Importing Revenue Assumptions for Cost Plus Projects

Use Cost Plus Assumptions Load Template.csv to import assumptions to indicate what is the driver or drivers of Cost Plus Project.

#### Row

Line 1 is from the Project Element dimension. Each layer of Cost Plus contract should be entered on a line. If Cost Plus Margin % is simply on total you will only have one line.

#### Column

OPF\_Cost Plus Driver sets the Smart List for the contract terms.

OPF\_Cost Plus Margin % is the overall Margin % for the contract. If the Margin % varies by year or by month, the data should be imported in a similar manner to Cost Plus Revenue Actuals.

#### Point of View

- OPF\_Cost Plus is from Resource Element dimension.
- No Project is from the Project dimension.
- Cost Plus Contract terms are entered to BegBalance No Year.
- OEP\_No Entity is from the Entity Dimension.
- OEP\_Plan is from the Scenario dimension. If you want to import forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.

### Importing Revenue Actuals for Cost Plus Projects

Use Actual Revenue Cost Plus Load Template.csv to import revenue actuals.

#### Row

OPF\_Contract Revenue – Cost Plus is the Account to import revenue to for a Cost Plus Project

#### Column

Periods. You can import one month at a time or multiple periods simultaneously.

#### Point of View

- Line 1 represents the Project Element dimension. If there are multiple lines, you must use a different Line member.
- No Project is from the Project dimension.
- OPF\_Base Resource is from the Resource Element dimension.

- OEP\_No Entity is from the Entity Dimension.
- FY16 is from the Year dimension. You can import multiple years simultaneously.
- OEP\_Actual is from the Scenario dimension. If you want to import historical Plan or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.

### Importing Global Assumptions for Overhead

Use Overhead Assumptions Load Template.csv to import global assumptions.

Global assumptions can either be manually entered via forms or can be imported into Projects.

#### Row

Field 1 represents the Account dimension.

#### Column

OPF\_Overhead Method—Sets the Smart List for the Overhead method for each type of overhead. The accounts to be imported using this file format can be found under OPF\_Indirect Expense in the account dimension.

#### Point of View

- No Project is from the Project dimension.
- No Resource Class Resource is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.
- BegBalance is from the Period dimension.
- OEP\_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- No Currency is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.

### Importing Overhead Rates

Use Overhead Rates Load Template.csv to import overhead rates.

#### Row

Line 1 represents the Account dimension. The account members that you import are loaded to OPF\_Indirect Expense.

#### Column

Years for the overhead rates.

#### Point of View

- OPF\_Overhead Rate—Account to which to import rates.
- No Project is from the Project dimension.
- No Resource Class Resource is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.
- BegBalance is from the Period dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- OEP\_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- No Currency is from the currency dimension if the application uses simplified multiple currency.

### Importing Standard Rates

Use Standard Equipment Rates Load Template.csv, Standard Labor Rates Load Template.csv, and Standard Material Rates Load Template.csv to import Standard Rates for expense calculations. Members are loaded into the Resource Class dimension.

Import a standard rate for all applicable detailed resources members such as Labor, Equipment, and Materials. Each has their own account into which rates are imported.

**Column** contains account members

- OPF\_Detailed Equipment Standard Cost is used for Detailed Equipment Resources.
- OPF\_Detailed Jobs Standard Hourly Cost is used for Detailed Labor Resources.
- OPF\_Detailed Material Standard Cost is used for the Detailed Material Resources.

### Point of View

- No Project is from the Project dimension.
- OPF\_Standard Labor is from the Plan element Dimension and should be used for all Labor Assumptions.

OPF\_Standard Equipment and OPF\_Standard Material members should align with the members from the Account dimension.

- OEP\_No Entity is from the Entity Dimension.
- BegBalance is from the Period dimension.
- OEP\_Plan is from the Scenario dimension. If you want to import historical Actuals or forecast information set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- OPF\_Material Standard Cost, OPF\_Equipment Standard Cost, OPF\_Labor Standard Hourly Cost.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.  
If rates vary by vendor, the file should contain multiple rows for the same Resource Class.
- No Phases is from the Phases dimension, if it was added when you enabled features.

## Importing Standard Billing Rates (Contract Projects Only)

Use Standard Equipment Billing Rates Load Template.csv, Standard Labor Billing Rates Load Template.csv, and Standard Material Billing Rates Load Template.csv to import Standard Billing Rates in a revenue-enabled application.

### Row

Import Standard Billing Rates to the members in the Resource Class dimension. A Standard Billing Rate should be imported for all applicable detailed resources members. Detailed Resource planning can be for Labor, Equipment and Materials. Each has their own account into which rates are imported.

### Column

The columns contain these accounts:

- OPF\_Detailed Equipment Standard Billing Rate—For Detailed Equipment Resources
- OPF\_Detailed Material Standard Billing Rate—For Detailed Material Resources
- OPF\_Detailed Jobs for Detailed Labor Resources.

### Point of View

- No Project—From the Project dimension
- OPF\_Standard Labor—From the Plan Element dimension. Use this for all Labor Assumptions.
- OPF\_Equipment Standard Billing Rate and OPF\_Material Standard Billing Rate members—Align with Account members.
- OPF\_Onsite and Offsite Standard Billing Rate—For Detailed Labor Resources
- BegBalance—From the Period dimension.
- OEP\_Plan—From the Scenario dimension. To import historical Actuals or forecast, specify the corresponding member.
- OEP\_Working—From the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.

## Importing Working Days and Hours

Use Working Days and Hours Load Template.csv to import standard working days and hours, when **Integration from Workforce** is not selected. **Column**

Contains account members.

- OPF\_Working Hours per Day
- OPF\_Working Days per Month

### Point of View

- Working days and hours are imported to the No Project Element and No Resource class members.
- No Project is from the Project dimension.
- OEP\_No Entity is from the Entity Dimension.

- BegBalance is from the Period dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.
- OEP\_Plan is from the Scenario dimension.
- OEP\_Working is from the Version dimension.
- No Currency is from the currency dimension if the application uses simplified multiple currency.

### Importing Financial Project Benefits Assumptions

Use `Financial Benefit Assumption Load Template.csv` to import financial project benefit assumptions.

#### Row

OPF\_PB Line 1 is from the Project Element dimension. Each Benefit should go to a different benefit line.

#### Column

- OPF\_Impacted Account sets the Smart List to link the benefit to a natural Account.
- OPF\_Financial Benefits is a text field.
- OPF\_Financial Benefit Amount is the value of the benefit. This assumption needs to be entered in the applicable month or months.

#### Point of View

- No Project is from the Project dimension.
- OPF\_Base Resource is a member from the Project Resource dimension.
- Impacted Account and Financial Benefit textual value are entered to BegBalance No Year.
- OEP\_No Entity is from the Entity Dimension.
- OEP\_Plan is from the Scenario dimension. If you want to import forecast information, set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phases dimension, if it was added when you enabled features.

### Importing Financial Project Benefits Actuals

Use `Actual Financial Benefit Load Template.csv` to import financial project benefit actuals.

#### Row

Field 1 represents the Account dimension that the benefit is applicable to.

#### Column

Months. You can import one month at a time or multiple months simultaneously.

#### Point of View

- OPF\_PB Line 1 represents a member from the Project Element dimension.
- No Project is from the Project dimension.
- OPF\_Base Resource is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.
- OEP\_Actual is from the Scenario dimension. If you want to import multiple periods of Plan or forecast information, set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.

### Importing Non Financial Project Benefits Assumptions

Use `Non Financial Benefit Assumption Load Template.csv` to import non financial project benefit assumptions.

#### Row

OPF\_PB Line 1 is from the Project Element dimension. Each Benefit should go to a different benefit line.

#### Column

- OPF\_Non Financial Benefits sets the Smart List to your non financial benefit items. Non Financial Benefit Smart List needs to be populated with the customized list of perceived benefits.
- OPF\_Benefit Description is a text field.
- OPF\_OPF\_Quantative Measure is the value of the benefit. This assumption needs to be entered in the applicable month or months.

#### Point of View

- No Project is from the Project dimension.
- OPF\_Base Resource is a member from the Project Resource dimension.
- Impacted Account and Financial Benefit textual value are entered to BegBalance No Year. OPF\_Quantative Measure should be entered per month.
- OEP\_No Entity is from the Entity Dimension.
- OEP\_Plan is from the Scenario dimension. If you want to import forecast information, set this field to the corresponding member.
- OEP\_Working is from the Version dimension.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- USD is from the currency dimension if the application uses simplified multiple currency.

### Importing Expense Allocations

Use `Allocate Expense To Assets Load Template.csv` to import expense allocations for capital project assets, if you are integrating Projects with Capital.

#### Row

Line 1 is from the Project Element dimension. Each row allocates a % of a category of expense to a CIP Asset in Capital (Construction in Progress Asset).

### Column

- OPF\_Project Expenses—Sets the Smart List value for the project expense account which needs to be allocated.
- OPF\_Capital Expenses—Sets the Smart List value for the Capital Expense account. Expenses allocated to the asset goes to this account in Capital.
- OPF\_Capitalization—Specify the % of expense to be allocated to the asset.
- OPF\_Asset Class—Sets the Smart List value for the Asset Class account. This corresponds to the asset class members in Capital which CIP asset is associated to.
- OPF\_Asset Details—Sets the Smart List value for the CIP asset to which allocation is being done. The assets correspond to the Asset Detail members in Capital.

### Point of View

- No Project is from the Project dimension.
- No Resource Class is from the Resource Class dimension.
- OEP\_No Entity is from the Entity Dimension.
- No Year is from the Years dimension.
- OEP\_Working is from the Version dimension.
- USD is from the currency dimension if the application uses simplified multiple currency.
- No Vendor is from the Vendor dimension, if it was added when you enabled features.
- No Phases is from the Phase dimension, if it was added when you enabled features.
- BegBalance is from the Period dimension.

#### Note

For the first data import, run the rules required to process and calculate the data: **OPF\_Rollup Projects** and **Rollup Project Cube**. If you imported actuals, run **Prepare Detailed Forecast Data** and **Prepare High Level Forecast Data**.

## Importing Capital Data

Depending on the features you've enabled, the following templates are available in the Capital zip file:

- ExistingIntangibleLoad.csv
- ExistingLeaseLoad.csv
- ExistingTangibleLoad.csv
- PeriodIntangibles.csv
- PeriodLease.csv
- PeriodTangibles.csv

The templates are created based on the dimensionality of your application, and include any custom dimensions you added when you enabled features.

Import Capital data using the following templates and guidelines.

### Importing Asset Detail Properties

Use these templates to import asset detail properties, such as laptop names, price, and depreciation type:

- ExistingTangibleLoad.csv
- ExistingLeaseLoad.csv
- ExistingIntangibleLoad.csv

Use these guidelines:

- **Columns—Column1** refers to the Asset Class dimension.
- **Rows**—Each asset detail must have data for three rows.
  - Row 1 imports data at NoYear, USD, BegBalance. Modify these values to specify the correct year, currency, and so on.
  - Row 2 imports data to FY16, No currency, Begbalance. Modify these values as required.
  - Row 3 imports data to No year, No currency, Begbalance. Modify these values as required.
- **Point of View**  
Replace OEP\_No Entity in the Point of View with the actual Entity.

### Importing Actuals

Use these templates to import actuals for assets:

- PeriodTangibles.csv
- PeriodIntangibles.csv
- PeriodLease.csv

Use these guidelines:

- **Columns**— refers to Account members.
- **Rows**
  - Rows 5 - 16 (Jan, Dec) refer to one year's calculated actual expense to be imported for FY16. If data for FY15 has to be imported, then you must add a new set of rows for FY.
  - Row 17: NoYear-> Begbalance-USD combination has computed basic cost. For each asset detail there needs to be only one row.
  - Row 18: Data at NoYear->BegBalance->NoCurrency. Import asset detail information such as purchase date, inservice date, description, and justification.
- **Point of View**
  - Use actual children of OCX\_Total Major Assets for OCX\_Total Major Assets.
  - Use actual members of OCX\_Tangible Assets for OCX\_Tangible Assets.
  - Use actual members of Entity in place of OEP\_No Entity.

# Updating Planning Modules

During the update process, Planning Modules loads dimensions and Calculation Manager artifacts that have been updated. Member formulas are modified based on the selected features. If any dimensions are updated, the cube is automatically refreshed at the end of the update process.

Enhancements available in certain releases, described here, require updates to some provided artifacts if you have customized the artifacts.

- If you haven't modified these artifacts, the artifacts and features are available to you with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:
  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and determine if you have modified any of them. See [Reviewing Modified Artifacts](#).

## Tip

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it. You can delete the copy after you reimplement your customizations.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See [Reversing Customizations](#).
4. Reimplement your customizations to the artifacts, if necessary.
5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See [Showing the Usages of a Custom Template and Deploying Business Rules and Business Rulesets](#).
6. To make new rules available to users, you must give users access to the rules. To do so, on the Home page, select **Rules**, the cube, the new rule, and then the **Permission** icon.

## Updating All Planning Modules

### September 2023

Beginning with 23.09, you can now manage alias tables for Planning Modules. See [Managing Alias Tables](#) for details on this enhancement.

If you are importing a snapshot to 23.09 (or later) from a release earlier than 23.08, alias tables are created but they might be empty. To resolve this issue, use the **Manage Seeded Alias Tables** option to add aliases for the languages you want.

As part of this enhancement, aliases for some members for certain languages have been added. If a module is updated in the future, these aliases will be loaded. If you have any

custom members with the same alias, this can cause a cube refresh error. Review the list of new aliases and make any changes as needed to your custom members.

### New Aliases in 23.09

**Table C-1 Financials, Workforce, Capital, and Projects with the Essbase Version that Does not Support Hybrid Cubes**

Dimension	Members
Account	<ul style="list-style-type: none"> <li>• OFS_Other Cash (3 shared members)</li> <li>• OPF_% Complete</li> <li>• OPF_Accrued Revenue</li> <li>• OPF_Capitalizable (3 shared members)</li> <li>• OPF_Cost Plus Revenue Assumptions</li> <li>• OPF_Custom Direct Input Assumptions</li> <li>• OPF_Equipment Description</li> <li>• OPF_Financial Performance Measures</li> <li>• OPF_KPIs</li> <li>• OPF_Obligation Details</li> <li>• OPF_Performance Metrics</li> <li>• OPF_Project Detail Information</li> <li>• OPF_Project Read Only Properties</li> <li>• OPF_Required Equipment Assumptions</li> <li>• OPF_Revenue Recognition %</li> <li>• OPF_Total Expenses - Store</li> <li>• OPF_When Period</li> <li>• OPF_When Year</li> <li>• OWP_Cut-off Date</li> <li>• OWP_CYTD Gross Earnings</li> <li>• OWP_CYTD Taxable Compensation</li> <li>• OWP_FTE Variance</li> <li>• OWP_FYTD Gross Earnings</li> <li>• OWP_FYTD Taxable Compensation</li> <li>• OWP_IsEmpty</li> <li>• OWP_Rec. Merit % (2 shared members)</li> <li>• OWP_Start Date (2 shared members)</li> <li>• OWP_Workforce Planning Accounts for Forms</li> <li>• OWP_Workforce Planning Accounts for VC</li> </ul>
Jobs	OWP_All Jobs
Period	Project Financial Mapping
Version	OEP_Target
Resource Class	OPF_Load
Age Band	<ul style="list-style-type: none"> <li>• No Age Band</li> <li>• OWP_Total Age Band</li> </ul>
Gender	<ul style="list-style-type: none"> <li>• No Gender</li> <li>• OWP_Total Gender</li> </ul>
Highest Education Degree	<ul style="list-style-type: none"> <li>• No Highest Education Degree</li> <li>• OWP_Total Highest Education Degree</li> </ul>
Skill Set	<ul style="list-style-type: none"> <li>• No Skill Set</li> <li>• OWP_Total Skill Set</li> </ul>

**Table C-1 (Cont.) Financials, Workforce, Capital, and Projects with the Essbase Version that Does not Support Hybrid Cubes**

Dimension	Members
Union Code	<ul style="list-style-type: none"><li>• No Union Code</li><li>• OWP_All Union Code</li><li>• OWP_Total Union Code</li></ul>

**Table C-2 Financials, Workforce, Capital, and Projects with the Essbase Version that Supports Hybrid Cubes**

Dimension	Members
Account	<ul style="list-style-type: none"> <li>• OCX_Impairment Value Assumptions</li> <li>• OFS_Other Cash (3 shared members)</li> <li>• OPF_% Complete</li> <li>• OPF_Accrued Revenue</li> <li>• OPF_Capital Integration Properties</li> <li>• OPF_Capitalizable (3 shared members)</li> <li>• OPF_Cost Plus Revenue Assumptions</li> <li>• OPF_Custom Direct Input Assumptions</li> <li>• OPF_Equipment Description</li> <li>• OPF_Financial Performance Measures</li> <li>• OPF_Indirect Integration Properties</li> <li>• OPF_Integration Properties</li> <li>• OPF_Integration Status Description (2 shared members )</li> <li>• OPF_KPIs</li> <li>• OPF_Obligation Details</li> <li>• OPF_Performance Metrics</li> <li>• OPF_Project Detail Information</li> <li>• OPF_Project Integration Status (2 shared members )</li> <li>• OPF_Project Read Only Properties</li> <li>• OPF_Project Template - Capital (3 shared members )</li> <li>• OPF_Project Template - Indirect (3 shared members )</li> <li>• OPF_Recognized Revenue</li> <li>• OPF_Reportng Properties</li> <li>• OPF_Revenue Recognition %</li> <li>• OPF_Standard Integration Properties</li> <li>• OPF_Total Expenses - Store</li> <li>• OPF_When Period</li> <li>• OPF_When Year</li> <li>• OWP_Cut-off Date</li> <li>• OWP_CYTD Gross Earnings</li> <li>• OWP_CYTD Taxable Compensation</li> <li>• OWP_FTE Variance</li> <li>• OWP_FYTD Gross Earnings</li> <li>• OWP_FYTD Taxable Compensation</li> <li>• OWP_IsEmpty</li> <li>• OWP_Rec. Merit % (2 shared members)</li> <li>• OWP_Start Date ( 2 shared members )</li> <li>• OWP_Workforce Planning Accounts for Forms</li> <li>• OWP_Workforce Planning Accounts for VC</li> <li>• OPF_Project Description</li> </ul>
Component	<ul style="list-style-type: none"> <li>• OWP_Merit Increase</li> <li>• OWP_No Grade</li> </ul>
Employee	OWP_New Employees
Entity	OEP_Home Entity

**Table C-2 (Cont.) Financials, Workforce, Capital, and Projects with the Essbase Version that Supports Hybrid Cubes**

Dimension	Members
Period	Project Financial Mapping
Version	OEP_Target
Resource Class	<ul style="list-style-type: none"> <li>OPF_Adjustment (+/-)</li> <li>OPF_Load</li> </ul>
Age Band	<ul style="list-style-type: none"> <li>No Age Band</li> <li>OWP_Total Age Band</li> </ul>
Gender	<ul style="list-style-type: none"> <li>No Gender</li> <li>OWP_Total Gender</li> </ul>
Highest Education Degree	<ul style="list-style-type: none"> <li>No Highest Education Degree</li> <li>OWP_Total Highest Education Degree</li> </ul>
Skill Set	<ul style="list-style-type: none"> <li>No Skill Set</li> <li>OWP_Total Skill Set</li> </ul>
Union Code	<ul style="list-style-type: none"> <li>No Union Code</li> <li>OWP_All Union Code</li> <li>OWP_Total Union Code</li> </ul>

**Table C-3 Strategic Workforce Planning with the Essbase Version that Does not Support Hybrid Cubes**

Dimension	Members
Account	<ul style="list-style-type: none"> <li>OWP_Average Compensation Rates</li> <li>OWP_CYTD Gross Earnings</li> <li>OWP_CYTD Taxable Compensation</li> <li>OWP_FYTD Gross Earnings</li> <li>OWP_FYTD Taxable Compensation</li> <li>OWP_IsEmpty</li> <li>OWP_Rec. Merit % (3 Shared members)</li> <li>OWP_Start Date (3 shared members)</li> <li>OWP_Strategic Headcount Planning Accounts for Forms</li> <li>OWP_Workforce Planning Accounts for Forms</li> <li>OWP_Workforce Planning Accounts for VC</li> </ul>
Age Band	No Age Band
Component	<ul style="list-style-type: none"> <li>OWP_Attrition Drivers</li> <li>OWP_Merit Increase</li> <li>OWP_No Grade</li> </ul>
Employee	OWP_New Employees
Entity	OEP_Home Entity
Period	<ul style="list-style-type: none"> <li>BegBalance</li> <li>No Period</li> <li>OEP_Yearly Plan</li> </ul>
Version	OEP_Target

**Table C-4 Strategic Workforce Planning with the Essbase Version that Supports Hybrid Cubes**

Dimension	Members
Account	<ul style="list-style-type: none"> <li>• OWP_Average Compensation Rates</li> <li>• OWP_Cut-off Date</li> <li>• OWP_CYTD Gross Earnings</li> <li>• OWP_CYTD Taxable Compensation</li> <li>• OWP_FYTD Gross Earnings</li> <li>• OWP_FYTD Taxable Compensation</li> <li>• OWP_FTE Variance</li> <li>• OWP_FYTD Gross Earnings</li> <li>• OWP_FYTD Taxable Compensation</li> <li>• OWP_IsEmpty</li> <li>• OWP_Rec. Merit % (3 Shared members)</li> <li>• OWP_Start Date (3 shared members)</li> <li>• OWP_Strategic Headcount Planning Accounts for Forms</li> <li>• OWP_Workforce Planning Accounts for Forms</li> <li>• OWP_Workforce Planning Accounts for VC</li> </ul>
Age Band	No Age Band
Component	<ul style="list-style-type: none"> <li>• OWP_Attrition Drivers</li> <li>• OWP_Merit Increase</li> <li>• OWP_No Grade</li> </ul>
Employee	OWP_New Employees
Entity	OEP_Home Entity
Period	<ul style="list-style-type: none"> <li>• BegBalance</li> <li>• No Period</li> <li>• OEP_Yearly Plan</li> </ul>
Version	OEP_Target

**Table C-5 Sales Planning Quota Planning Module with the Essbase Version that Does not Support Hybrid Cubes**

Dimension	Members
Measure	OQP_Unit of Measures
Period	<ul style="list-style-type: none"> <li>• No Period</li> <li>• OEP_Qrtly Plan</li> <li>• OEP_Weekly Plan</li> </ul>
Product	No Product
Scenario	OEP_Rolling Forecast
Territory	OEP_Unspecified Territory
Version	OEP_Working Bottom Up
Years	No Year

**Table C-5 (Cont.) Sales Planning Quota Planning Module with the Essbase Version that Does not Support Hybrid Cubes**

Dimension	Members
Plan Element	<ul style="list-style-type: none"> <li>OGS_Total Plan</li> <li>OGS_Total Line Items</li> <li>OGS_Base Forecast</li> <li>OGS_Adjustment (+/-)</li> <li>Line 2</li> <li>Line 3</li> <li>Line 4</li> </ul>
View	<ul style="list-style-type: none"> <li>Periodic</li> <li>YTD</li> </ul>

**Table C-6 Sales Planning Quota Planning Module with the Essbase Version that Supports Hybrid Cubes**

Dimension	Members
Measure	OQP_Unit of Measures
Period	<ul style="list-style-type: none"> <li>No Period</li> <li>OEP_W1 to OEP_W52</li> <li>OEP_Weekly Plan</li> </ul>
Product	No Product
Scenario	OEP_Scenarios
Territory	OEP_Unspecified Territory
Years	No Year

## Updating Financials

Enhancements available in certain releases, described here, require updates to some provided artifacts if you have customized the artifacts.

- If you haven't modified these artifacts (described in this topic), the artifacts and features are available to you with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:
  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and determine if you have modified any of them. See [Reviewing Modified Artifacts](#).

### Tip

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it. You can delete the copy after you reimplement your customizations.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See [Reversing Customizations](#).

4. Reimplement your customizations to the artifacts, if necessary.
5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See [Showing the Usages of a Custom Template and Deploying Business Rules and Business Rulesets](#).

### October 2025

The following information describes new and modified Financials artifacts in the October 2025 update.

Artifact Type	Modified Artifacts	New Artifacts
Rules	OFS_Get Funds Results	
Templates	OFS_Funds Check And Reserve_GT	
Formulas	OEP_TTM	

### August 2022

A new rule, **Batch Trend Based Calculation**, is available in Financials. The new rule lets you calculate trend and percent increase or decrease for multiple accounts across multiple entities for a given year.

The existing rule, **Trend Based Calculation**, runs only at the level of the selected member (zero level member on form only). This new rule, **Batch Trend Based Calculation**, lets you perform a batch calculation for many members at one time, saving you time.

For more details, see [Financials Rules](#).

### June 2022

Beginning with the June 2022 release, the **Prepare Forecast** rule is updated so that data is cleared from all Plan Element members for closed periods in the Forecast scenario Working version before copying actuals data to the Forecast scenario. The updated rule ensures that the calculation works correctly and the forecast numbers (entered using direct entry method) don't get added to actuals for closed periods.

The new rule behavior is visible only if you enable any additional features, re-enable Financials, or import or export a snapshot.

### March 2021

Beginning with the March 2021 release, when you select **Quarterly** as the planning basis for **Forecast** for the first year, the provided valid intersections are set up so that forecast data entry is allowed only in the appropriate periods; quarterly forecast periods prior to the current month can't be updated. As part of this enhancement, some rules have been modified.

If you have made any customizations to these artifacts, follow the procedure in this topic to restore the artifacts and then re-apply your customizations.

#### Modified Rules

- OFS\_Trend Based Calculation
- OFS\_Prep Forecast

## February 2021

Beginning with the February 2021 release, EPM Planning Financials provides an option to enable **Budget Revisions** and integration with Budgetary Control. If you incrementally enable this option, (in **Enable Features**, you select **Budget Revisions**), a rule is modified to support the integration, listed below. If you have made any customizations to this artifact, follow the procedure in this topic to restore the artifact and then re-apply your customizations.

### Modified Rules: Trend Based Calculation

# Updating Projects

Enhancements available in certain releases, described here, require updates to some provided artifacts if you have customized the artifacts.

- If you haven't modified these artifacts (described in this topic), the artifacts and features are available to you with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:
  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and determine if you have modified any of them.

### Tip

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See [Reversing Customizations](#).
4. Reimplement your customizations to the artifacts, if necessary.
5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See [Showing the Usages of a Custom Template and Deploying Business Rules and Business Rulesets](#).

## October 2025

The following information describes new and modified Projects artifacts in the October 2025 update.

Artifact Type	Modified Artifacts	New Artifacts
Forms	<ul style="list-style-type: none"><li>OPF_Allocate Expense to Asset</li><li>OPF_Total Project Expenses - CIP</li></ul>	

Artifact Type	Modified Artifacts	New Artifacts
Rules	<ul style="list-style-type: none"> <li>OPF_Calculate Capitalized Expense</li> <li>OPF_Execute Project to Capex Map Reporting</li> <li>OPF_Execute Project to Capex Map Reporting – Capitalized</li> <li>OPF_Execute Project to WFP Map Reporting</li> </ul>	OPF_Sync FS Accounts
Rulesets	OPR_Calculate All Expenses	
Templates	<ul style="list-style-type: none"> <li>OPF_Calculate Capitalized Expense_T</li> <li>OPF_Calculate Labor Expense</li> <li>OPF_Calculate Equipment Expense_T</li> <li>OPF_Calculate Material Expense_T</li> <li>OPF_Calculate Other Expense_T</li> <li>OPF_Calculate Direct Input Expense_T</li> </ul>	OPF_Sync FS Accounts_T
Data Maps		OPF_Project - FinStmt Reporting.xml

### November 2020 Update

Beginning with the November 2020 release, EPM Planning Projects provides an option to integrate with Oracle Fusion Cloud Project Management (Project Management). If you incrementally enable this integration option, (in **Enable Features**, you select **Project Management Cloud Integration**), some forms and rules are modified to support the integration, listed below. If you have made any customizations to these artifacts, follow the procedure in this topic to restore the artifacts and then re-apply your customizations.

#### Note

This note is important for customers who want to enable integration with Project Management and/or want to load Plans/Forecasts into EPM Planning Projects. For segregating loaded versus calculated data, a new member, **OPF\_Load**, has been added in the Resource Class dimension. Customers are advised to start using **OPF\_Load** for loading data into EPM Planning Projects. This member ensures that the loaded data doesn't get overwritten when you run calculations. Also, a new form has been added, **Review and Adjust Project Expenses**, which allows review and adjustments to the loaded data. You will not see loaded data in this form unless you are using **OPF\_Load** for loading data.

Customers who don't want to load Plan/Forecasts into EPM Planning Projects can continue to use the **OPF\_Direct Resource** member for loading data.

**Table C-7 EPM Planning Projects Modified Rules**

Rule Name	Modification
<b>Add Project (OPF_Add Project)</b>	Modified to include <b>Project Number</b> (Project ID) and <b>Template</b> as RTP inputs in addition to existing inputs when adding new projects.
<b>Approve Projects (OPF_Approve Project)</b>	Modified to set the integration status when a project is approved.
<b>Roll up Project (OPF_Rollup Project Cube)</b>	Added the <b>OPF_Summary Resources</b> hierarchy to the rollup.
<b>Delete Project</b>	Modified to disable deleting approved projects when <b>Project Management Cloud Integration</b> is enabled.

**Table C-8 EPM Planning Projects Modified Forms**

Form Name	Modification
<b>OPF_Expense Actuals</b>	Changed the load intersection to <b>OPF_Load</b> .
<b>OPF_Project Details</b>	Added additional properties related to the integration such as <b>Project Integration Status</b> and <b>Project Template</b> .

## Updating Workforce

After updating Workforce content from a monthly update, note the following information.

### Overview

Enhancements available in certain releases, described here, require updates to some provided artifacts.

During the update process, the process loads dimensions and Calculation Manager artifacts that have been updated.

- If you haven't modified these artifacts (described in this topic), the artifacts and features are available to you automatically with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:
  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and consider whether the enhancements in the monthly update address the modifications you've made to artifacts. Evaluate whether you want to restore the modified artifacts to take advantage of the new features, and whether you will need to reapply some or all of your modifications.

### Tip

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it.

**ⓘ Note**

Obsolete artifacts remain available for your use but will no longer be enhanced and could be removed from active forms, menus, dashboards, and so on.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See [Reversing Customizations](#).
4. Reimplement your customizations to the artifacts, if necessary.
5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See [Showing the Usages of a Custom Template and Deploying Business Rules and Business Rulesets](#).

Also, check this appendix to see the list of new rules. To make new rules available to users, you must give users access to the rules. To do so, on the Home page, select **Rules**, the OEP\_WFP cube, the new rule, and then the **Permission** icon.

**October 2025**

The following information describes new and modified artifacts in the October 2025 update.

**Table C-9 October 2025**

Artifact Type	Modified Artifacts	New Artifacts
Account	<ul style="list-style-type: none"> <li>• OWP_Basic Salary</li> <li>• OWP_Earning1 to OWP_Earning30</li> <li>• OWP_Benefit1 to OWP_Benefit30</li> <li>• OWP_Tax1 to OWP_Tax30</li> </ul>	
Scenario	OWP_Forecast	
Templates	<ul style="list-style-type: none"> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Add Requisition_GT</li> <li>• OWP_Add Requisition_T</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Incremental Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental Process Data with Synchronize Definition_GT</li> <li>• OWP_Incremental Synchronize Defaults_GT</li> <li>• OWP_Incremental Synchronize Definition_GT</li> <li>• OWP_Process Loaded Data_T</li> </ul>	

**December 2024**

The following information describes new and modified artifacts in the December 2024 update.

Perform these tasks after updating the Workforce **December 2024** content:

If you were an existing customer before December 2024 and your environment has Hybrid Oracle Essbase enabled, you can take advantage of new rules that automatically determine the FixParallel dimension.

Modify the following Action menus to use the 2.0 version of the rules:

- **Existing Actions**
- **New Hires Actions**

Workforce rules:

- Synchronize Defaults 2.0
- Synchronize Definition 2.0
- Process Loaded Data with Synchronize Defaults
- Process Loaded Data with Synchronize Definition
- Calculate Compensation for all 2.0

**Table C-10 December 2024**

Artifact Type	Modified Artifacts	New Artifacts
Templates	<ul style="list-style-type: none"> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Calculate Job Compensation_T</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Synchronize Defaults_GT</li> <li>• OWP_Synchronize Definition_GT</li> <li>• OWP_Process Loaded Data with Synchronize Defaults_GT</li> <li>• OWP_Process Loaded Data with Synchronize Definition_GT</li> <li>• OWP_Calculate Compensation for all_GT</li> </ul>
Rules	<ul style="list-style-type: none"> <li>• OWP_Calculate New Hire Compensation</li> <li>• OWP_Calculate Existing Employee Compensation</li> <li>• OWP_Calculate Job Compensation</li> </ul>	
Action Menus	<ul style="list-style-type: none"> <li>• OWP_Existing Actions</li> <li>• OWP_New Hires Actions</li> </ul>	
Forms	<ul style="list-style-type: none"> <li>• OWP_Manage Existing Employees</li> <li>• OWP_New Hire - Request</li> <li>• OWP_Manage Existing Jobs</li> </ul>	

### May 2024

The following information describes new and modified artifacts in the May 2024 update.

**Table C-11 May 2024**

Artifact Type	Modified Artifacts	New Artifacts
Templates	<ul style="list-style-type: none"><li>• OWP_Synchronize Definition_T</li><li>• OWP_Synchronize Defaults_T</li><li>• OWP_Process Loaded Data_T</li><li>• OWP_Calculate Employee Compensation_Te</li><li>• OWP_Assign Defaults_T</li><li>• OWP_Assign Target Defaults</li><li>• OWP_Change Existing Details_T</li><li>• OWP_Custom Template</li></ul>	
Dimension Members	OWP_Calculated Max Value	

**October 2023**

The following information describes new and modified artifacts in the October 2023 update.

**Table C-12 October 2023**

Artifact Type	Modified Artifacts	New Artifacts
Templates	<ul style="list-style-type: none"> <li>• OWP_Add Requisition_T</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Assign Target Defaults</li> <li>• OWP_Associate Employee</li> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Calculate Job Compensation_T</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Change Job</li> <li>• OWP_Enable Job_T</li> <li>• OWP_Plan Departure_T</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Transfer_T</li> <li>• OWP_Transfer Heaccount_T</li> <li>• OWP_Transfer In_T</li> <li>• OWP_Transfer Out_T</li> <li>• OWP_Incremental Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental Process Data with Synchronize Definition_GT</li> <li>• OWP_Add TBH (Deprecated rule removed for new applications)</li> <li>• OWP_Change Employee Status (Deprecated rule removed for new applications)</li> <li>• OWP_ChangeHiringRequisitionStatus (Deprecated rule removed for new applications)</li> </ul>	
Groovy Rules		OWP_Invalid Smartlist Mapping

**Table C-12 (Cont.) October 2023**

Artifact Type	Modified Artifacts	New Artifacts
Forms	<ul style="list-style-type: none"> <li>• OWP_New Hire - Request</li> <li>• OWP_Manage Existing Employees</li> <li>• OWP_Identify Invalid Data</li> <li>• OWP_Identify Invalid Data_JO</li> <li>• OWP_Process Data and Synchronize Definition</li> <li>• OWP_Process Data and Synchronize Definition_JO</li> <li>• OWP_Process Data with Synchronize Definition</li> <li>• OWP_Process New Hires</li> <li>• OWP_Process Data and Synchronize Defaults</li> <li>• OWP_Process Data and Synchronize Defaults_JO</li> <li>• OWP_Process Data with Synchronize Defaults</li> </ul>	OWP_Identify Invalid Financials Mapping
Member Formulas	<ul style="list-style-type: none"> <li>• OWP_Basic salary</li> <li>• OWP_Merit</li> </ul>	
New Members Added in Account Dimension		<ul style="list-style-type: none"> <li>• OWP_Earning11 to OWP_Earning30</li> <li>• OWP_Benefit11 to OWP_Benefit30</li> <li>• OWP_Tax11 to OWP_Tax30</li> </ul>
New Members Added in Property Dimension		OWP_Workforce Members For Forms (Shared hierarchy)

**May 2023 Update**

The following information describes new and modified artifacts in the May 2023 update.

**Table C-13 May 2023**

Artifact Type	Modified Artifacts	New Artifacts
Forms	<ul style="list-style-type: none"> <li>• OWP_Process Data and Synchronize Definition</li> <li>• OWP_Process Data and Synchronize Defaults</li> </ul>	

**Table C-13 (Cont.) May 2023**

Artifact Type	Modified Artifacts	New Artifacts
Templates	<ul style="list-style-type: none"> <li>• OWP_Change Job</li> <li>• OWP_Transfer Headcount_T</li> <li>• OWP_Process Data and Synchronize Defaults</li> <li>• OWP_Transfer_T</li> <li>• OWP_Transfer Out_T</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Change Requisition_GT</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Plan Departure_T</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Assign Target Defaults</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Assign Target Defaults</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Synchronize Definition_T</li> </ul>	OWP_Custom Template

**Table C-13 (Cont.) May 2023**

Artifact Type	Modified Artifacts	New Artifacts
Global RTP		<p>Department—Global RTP created at the rule level for these rules:</p> <ul style="list-style-type: none"> <li>• OWP_Add Benefit Defaults</li> <li>• OWP_Add Earning Defaults</li> <li>• OWP_Add Salary Defaults</li> <li>• OWP_Add Taxes Defaults</li> <li>• OWP_Copy Rates across Years</li> <li>• OWP_Copy Rates from Periodicities</li> <li>• OWP_Remove Compensation Defaults</li> <li>• OWP_Associate Employee</li> <li>• OWP_Change Job</li> <li>• OWP_Transfer In</li> <li>• OWP_Strategic Headcount</li> <li>• OWP_Add Job</li> <li>• OWP_Calculate Demand</li> <li>• OWP_Calculate Demand for All Data</li> <li>• OWP_Calculate Supply</li> <li>• OWP_Calculate Supply for All Data</li> </ul>
Global RTP		<p>DepartmentFrom—Global RTP created at the rule level for these rules:</p> <ul style="list-style-type: none"> <li>• OWP_Remove Hiring Requisition</li> <li>• OWP_Transfer Out</li> </ul>
Account Members	<p>Formulas were updated for these members:</p> <ul style="list-style-type: none"> <li>• OWP_Contractor Headcount</li> <li>• OWP_Temporary Headcount</li> <li>• OWP_Other Headcount</li> <li>• OWP-Regular FTE</li> <li>• OWP_Contractor FTE</li> <li>• OWP_Temporary FTE</li> <li>• OWP_Other FTE</li> </ul>	

**November 2022 Update**

The following information describes new and modified artifacts in the November 2022 update.

**Table C-14 November 2022 Update**

Artifact Type	Modified Artifacts	New Artifacts
Groovy Templates		OWP_Process Master Data_T

## October 2022 Update

The following information describes new and modified artifacts in the October 2022 update.

Review the following important information about artifacts you might have customized:

- If you have modified the Calculation Manager template for **OWP\_Change Existing Details\_T**, but not the Groovy template (**OWP\_Change Requisition\_GT**), you must restore the Calculation Manager template.
- If you have modified the Calculation Manager template for **OWP\_Enable Job\_T**, but not the Groovy template, you must restore the Calculation Manager template.

For information about restoring artifacts, see [Reversing Customizations](#).

Perform these tasks immediately after updating the Workforce **October 2022** content:

- All users must set values for two new user variables. These variables are required before you can use the Mass Update forms:
  - **Employee Parent**—Helps make forms more manageable by letting you include or exclude the employees to display on the forms based on the Employee Parent member you select, such as new hires or existing employees.
  - **Period**—Allows Comments for New Hires to be displayed as well as Total Compensation for all Employees on the Mass Update forms.
- Run the data map **Headcount and FTE Data for Reporting** to repopulate the data in the Workforce Reporting cube with the new detailed account data.
- Run the rule **OWP\_Calculate existing employee compensation** or any of the **Synchronize** rules to ensure that merit is calculated correctly for part-time employees.

**Table C-15 October 2022 Update**

Artifact Type	Modified Artifacts	New Artifacts
<b>Member Formulas</b>	<ul style="list-style-type: none"> <li>• OWP_Merit Adjustment %</li> <li>• OWP_Merit</li> <li>• OWP_Basic Salary</li> <li>• OWP_Skill Set_Report</li> <li>• OWP_Gender_Report</li> <li>• OWP_Age Band_Report</li> <li>• OWP_Highest Education Degree_Report</li> <li>• (Property Dimension)</li> </ul>	
<b>Groovy Rules</b>		<ul style="list-style-type: none"> <li>• OWP_Copy Employee Master Data across Periodicities</li> <li>• OWP_CopyYearlyAndQtrly PlanDataToFirstPreiod</li> </ul>

**Table C-15 (Cont.) October 2022 Update**

Artifact Type	Modified Artifacts	New Artifacts
<b>Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Add Requisition_GT</li> <li>• OWP_Add Requisition_T</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Incremental Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental Process Data with Synchronize Definition_GT</li> <li>• OWP_Incremental Synchronize Defaults_GT</li> <li>• OWP_Incremental Synchronize Definition_GT</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Associate Employee</li> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Calculate Job Compensation_T</li> <li>• OWP_Change Job</li> <li>• OWP_Enable Job_GT</li> <li>• OWP_Enable Job_T</li> <li>• OWP_Plan Departure_T</li> <li>• OWP_Transfer Headcount_T</li> <li>• OWP_Transfer In_T</li> <li>• OWP_Transfer Out_T</li> <li>• OWP_Transfer_T</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Change Requisition_GT</li> <li>• OWP_Assign target Defaults</li> </ul>	
<b>Rules</b>	<ul style="list-style-type: none"> <li>• Incremental Process Data with Synchronize Defaults</li> <li>• Incremental Process Data with Synchronize Definition</li> <li>• Incremental Synchronize Defaults</li> <li>• Incremental Synchronize Definition</li> </ul>	

**Table C-15 (Cont.) October 2022 Update**

Artifact Type	Modified Artifacts	New Artifacts
<b>Forms</b>	<ul style="list-style-type: none"> <li>Employee Properties</li> <li>Manage Existing Employees</li> <li>New Hire - Request</li> <li>Process Data and Synchronize Defaults</li> <li>Process Data with Synchronize Defaults</li> <li>Process Data and Synchronize Defaults_JO</li> <li>Process Data and Synchronize Definition</li> <li>Process Data with Synchronize Definition</li> <li>Process Data and Synchronize Definition_JO</li> <li>Synchronize Defaults</li> <li>Synchronize Definition</li> <li>Review Employee Information</li> <li>Review Job Information</li> </ul>	<ul style="list-style-type: none"> <li>Process New Hires</li> <li>Employee Master Data</li> <li>FTE Assignment Analysis</li> </ul>
<b>User Variables</b>		<ul style="list-style-type: none"> <li>Period</li> <li>Employee Parent</li> </ul>
<b>Data Load Templates</b>	<ul style="list-style-type: none"> <li>EJ_EmployeePropertiesDataLoad_Actuals</li> <li>EJ_EmployeePropertiesDataLoad_Plan</li> <li>EO_EmployeePropertiesDataLoad_Actuals</li> <li>EO_EmployeePropertiesDataLoad_Plan</li> <li>JO_JobPropertiesDataLoad_Plan</li> </ul>	
<b>Accounts Enabled in the Reporting Cube</b>	<ul style="list-style-type: none"> <li>Descendants of OWP_Total Headcount</li> <li>IDescendants of OWP_Total FTE</li> </ul>	
<b>Data Maps</b>	Headcount Data for Reporting	
<b>Members</b>		<ul style="list-style-type: none"> <li>OWP_End Date (Account dimension)</li> <li>OEP_Home Entity (Entity dimension, when <b>Split-Funded FTE</b> is enabled)</li> </ul>

**December 2021 Update**

The following information describes new and modified artifacts related to the performance enhancements in the December 2021 update.

All Workforce rules and some member formulas have been updated with changes to enhance performance. There are no functional changes but the logic has been updated to leverage performance gains in the underlying technology. Any rule or member that is unmodified will

automatically receive these performance enhancements. Any modified rule or member will remain as-is without these performance enhancements. Oracle recommends restoring these artifacts to their original state to uptake these performance enhancements and reapplying your modifications to the updated logic, if necessary.

Additionally, a new rule, **Calculate Employee Compensation for All Data** (or **Calculate Job Compensation for All Data** in a Job only model) allows administrators and power users to calculate compensation for all data within their scope.

 **Note**

In Workforce, when Hybrid is enabled, because Employee and Job dimension are expected to be set with all parents aggregated dynamically, Workforce does not aggregate these dimensions. In earlier releases, Add Requisition was aggregated; starting with 21.12 it is no longer aggregated.

**Table C-16 December 2021 Update**

Artifact Type	Modified Artifacts	New Artifacts
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Calculate Job Compensation_T</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Change Exsiting Details_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Transfer In_T</li> <li>• OWP_Transfer Out_T</li> <li>• OWP_Transfer_T</li> <li>• OWP_Incremental Process Data with Synchronize Definition_GT</li> <li>• OWP_Incremental Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental Synchronize Defaults_GT</li> <li>• OWP_Incremental Synchronize Definition_GT</li> <li>• OWP_Plan Departure_T</li> <li>• OWP_Change Job</li> <li>• OWP_Assign Defaults AGG_T</li> <li>• OWP_Calculate Demand</li> <li>• OWP_Calculate Supply</li> <li>• OWP_Add Requisition_T</li> <li>• OWP_Change Requisition_T</li> <li>• "OWP_Change Existing Details_T"</li> <li>• "OWP_Plan Departure_T"</li> <li>• OWP_Enable Job_T</li> <li>• OWP_Transfer headcount_T</li> </ul>	

**Table C-16 (Cont.) December 2021 Update**

Artifact Type	Modified Artifacts	New Artifacts
<b>Calculation Manager Rules</b>	<ul style="list-style-type: none"> <li>• OWP_Process Loaded Data</li> <li>• OWP_Calculate Existing Employee Compensation</li> <li>• OWP_Calculate New Hire Compensation</li> <li>• OWP_Calculate Job Compensation</li> <li>• OWP_Process Loaded Data</li> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Transfer In</li> <li>• OWP_Transfer Out</li> <li>• OWP_Transfer</li> <li>• OWP_Incremental Process Data with Synchronize Defaults</li> <li>• OWP_Incremental Process Data with Synchronize Definition</li> <li>• OWP_Incremental Synchronize Defaults</li> <li>• OWP_Incremental Synchronize Definition</li> <li>• OWP_Change Job</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Calculate Employee Compensation for All Data</li> <li>• OWP_Calculate Job Compensation for All Data</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• OWP_CYTD(Prior) (in the Property dimension)</li> <li>• OWP_Tax1... Tax10 (in the Account dimension)</li> </ul>	

 **Note**

To further improve rules performance, you can modify all CYTD formulas in both Account and Property.

Take the year range of both the plan and forecast scenarios and update the formulas to work only for that year range. For example, if the Plan scenario year range is set to FY21 to FY24 and the Forecast scenario year range is set to FY22 to FY24, update the formulas accordingly with the year range from FY21 to FY24.

These modifications are needed only in applications where January is not the start month.

Replace "Apr" in these formulas with the last month of the application.

- **"OWP\_CYTD Total Salary" formula =**

```
/* Plan and forecast year range sets from FY21 to FY24 */
IF(@ISMBR("OWP_Expense Amount"))
  IF("Fiscal TP-Index"==1 and "Yr-Index"!=0)
    IF(@ISMBR("FY22"))
```

```

"OWP_Total Salary" + "FY21"->"Apr"->"OWP_CYTD Total Salary"; /*Hardcoded prior
year and last month of the fiscal app*/
ELSEIF(@ISMBR("FY23"))
"OWP_Total Salary" + "FY22"->"Apr"->"OWP_CYTD Total Salary";
ELSEIF(@ISMBR("FY24"))
"OWP_Total Salary" + "FY23"->"Apr"->"OWP_CYTD Total Salary";
ENDIF;
ELSEIF("Cal TP-Index"==1)
"OWP_Total Salary";
ELSE
"OWP_Total Salary" + @PRIOR("OWP_CYTD Total Salary");
ENDIF;
ENDIF;

• "OWP_CYTD Gross Earnings" formula =

IF(@ISMBR("OWP_Expense Amount"))
IF("Fiscal TP-Index"==1 and "Yr-Index"!=0)
IF(@ISMBR("FY22"))
"OWP_Total Compensation" + "FY21"->"Apr"->"OWP_CYTD Gross Earnings";
ELSEIF(@ISMBR("FY23"))
"OWP_Total Compensation" + "FY22"->"Apr"->"OWP_CYTD Gross Earnings";
ELSEIF(@ISMBR("FY24"))
"OWP_Total Compensation" + "FY23"->"Apr"->"OWP_CYTD Gross Earnings";
ENDIF;
ELSEIF("Cal TP-Index"==1)
"OWP_Total Compensation";
ELSE
"OWP_Total Compensation" + @PRIOR("OWP_CYTD Gross Earnings");
ENDIF;
ENDIF;

• "OWP_CYTD Taxable Compensation" formula =

IF(@ISMBR("OWP_Expense Amount"))
IF("Fiscal TP-Index"==1 and "Yr-Index"!=0)
IF(@ISMBR("FY22"))
"OWP_Total Compensation" + "FY21"->"Apr"->"OWP_CYTD Taxable Compensation";
ELSEIF(@ISMBR("FY23"))
"OWP_Total Compensation" + "FY22"->"Apr"->"OWP_CYTD Taxable Compensation";
ELSEIF(@ISMBR("FY24"))
"OWP_Total Compensation" + "FY23"->"Apr"->"OWP_CYTD Taxable Compensation";
ENDIF;
ELSEIF("Cal TP-Index"==1)
"OWP_Total Compensation";
ELSE
"OWP_Total Compensation" + @PRIOR("OWP_CYTD Taxable Compensation");
ENDIF;
ENDIF;

• "OWP_CYTD(Prior)" Formula from property =

IF(@ismbr(@relative("OWP_Total Compensation",0)))
IF("Fiscal TP-Index"=="Cal TP-Index" OR ("Fiscal TP-Index"!="Cal TP-Index" and
("OWP_Payment Terms"->"BegBalance"==[OWP_PaymentTerms.FiscalMonth] OR "OWP_Payment
Terms"->"BegBalance"==[OWP_PaymentTerms.FiscalQuarter] OR "OWP_Payment Terms"-
>"BegBalance"==[OWP_PaymentTerms.FiscalYear])))
@SUMRANGE("OWP_Expense Amount", @REMOVE(@CURRMBRRANGE("Period", LEV,
0, ,-1),@LIST("OEP_Yearly Plan","Qtrly 1","Qtrly 2","Qtrly 3","Qtrly 4")));
ELSE
IF("Fiscal TP-Index"==1 and "Yr-Index"!=0)
IF(@ISMBR("FY22"))
"FY21"->"Apr"->"OWP_Expense Amount" + "FY21"->"Apr"-
>"OWP_CYTD(Prior)" + "BegBalance"->"OWP_Expense Amount";

```

```

ELSEIF(@ISMBR("FY23"))
  "FY22"->"Apr"->"OWP_Expense Amount "+"FY22"->"Apr"-
>"OWP_CYTD(Prior)+"BegBalance"->"OWP_Expense Amount";
ELSEIF(@ISMBR("FY24"))
  "FY23"->"Apr"->"OWP_Expense Amount "+"FY23"->"Apr"-
>"OWP_CYTD(Prior)+"BegBalance"->"OWP_Expense Amount";

ENDIF;
ELSEIF("Cal TP-Index"==1 AND "OWP_Start Date"-"No Property" != #MISSING)
  #MISSING;
ELSE
  @PRIOR("OWP_Expense Amount",1,@Relative("YearTotal",0)) +
@PRIOR("OWP_CYTD(Prior)",1,@Relative("YearTotal",0));
ENDIF;
ENDIF;
ENDIF;

```

## August 2021 Update

The following information describes modified artifacts relating to Workforce enhancements in the 21.08 update, along with changes you must make in the application to use the new features.

Perform these tasks immediately after updating the Workforce **August 2021** content.

### Adding Custom Dimensions to the Reporting Cube

In this update, for new applications, you have the option to choose whether to add custom dimensions to the reporting cube (OEP\_REP) the first time you enable features.

For existing applications, you have a one-time option to add custom dimensions to the reporting cube the next time you enable features. **Before you enable features**, you must clear data in the OEP\_REP cube.

To choose which dimensions are pushed to the reporting cube (OEP\_REP), see [Adding Custom Dimensions to the Reporting Cube](#):

- For new applications, you can perform this task only once, when you first enable features.
- For existing applications, you have a one-time option to perform this task the next time you make a change in **Enable Features**.

### Merit Assumptions

- Give users access to access to the new dashboard **Workforce and Merit Assumptions**.
- If you enabled **Merit Assumptions**, and you specify to plan at the **Global** level, the **Workforce and Merit Assumptions** dashboard uses **Company Assumptions**, and Entity is hidden. If you specify to plan at the **Per Entity** level, the **Workforce and Merit Assumptions** dashboard uses Entity and **Company Assumptions** is hidden.
- For existing customers, if you enable **Merit Assumptions** and choose to plan by **Entity** or by **Global**, you must enter data for **Merit Rate**, **Merit Month**, and **Cut-off Date** at **Entity** or **Global** level. When you are loading data for existing employees using Data Management or Data Integration, these assumptions are copied to employees as part of the **Incremental Process Data with Synchronize** rule. Alternatively, you can run **Process Loaded Data** whenever you update **Merit Month** or **Cut-off Date**.

### Updated Employee Details Form

There is a new member, **Merit Increase**, in the **Component** dimension, which is assigned as a Smart List value for **Merit Account**. For existing customers, after updating content for 21.08, in the **Employee Details** form, the row heading for **Merit** displays **1** instead of the new Smart List

value. To update the **Employee Details** form to display the new member, **Merit Increase**, run either the **Calculate Compensation** or **Synchronize** rule.

**Table C-17 August 2021 Update - Workforce New and Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts
<b>Dashboards</b>		<b>Workforce and Merit Assumptions</b> Make sure to give users access to access to the new dashboard <b>Workforce and Merit Assumptions</b> .
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Salary Grades</li> <li>• Merit Rates</li> <li>• Employee Properties—Merit Month row was removed</li> <li>• Process Data and Synchronize Defaults—Merit Month row was removed</li> <li>• Process Data and Synchronize Definition—Merit Month row was removed</li> </ul>	<ul style="list-style-type: none"> <li>• Salary Mapping</li> <li>• Merit Mapping</li> <li>• Merit Assumptions</li> <li>• Financial Account Mapping</li> </ul>
<b>Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Assign Target Defaults</li> <li>• OWP_Assign Defaults_T</li> <li>• OWP_Remove Compensation Defaults</li> <li>• OWP_Add Salary Defaults</li> <li>• OWP_Add Tax Defaults</li> <li>• OWP_Add Earning Defaults</li> <li>• OWP_Add Benefit Defaults</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Transfer Out</li> <li>• OWP_Transfer_T</li> <li>• OWP_Change Job</li> <li>• OWP_Change Existing Details_T</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Copy Data across Entities_GT</li> <li>• OWP_Copy Data across Entities</li> <li>• OWP_Copy Data Across Entities For Grades_GT</li> <li>• OWP_Copy Data Across Entities For Grades</li> <li>• OWP_Remove Financial Mappings</li> <li>• OWP_Add Salary Mapping For Financials</li> <li>• OWP_Add Merit Mapping For Financials</li> <li>• OWP_Synchronize Mappings For Financial Accounts_T</li> </ul>
<b>Rules</b>		<ul style="list-style-type: none"> <li>• Remove Financial Mappings</li> <li>• Add Salary Mapping For Financials</li> <li>• Add Merit Mapping For Financials</li> <li>• Synchronize Mappings For Financial Accounts</li> </ul>

**Table C-17 (Cont.) August 2021 Update - Workforce New and Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts
<b>Accounts</b>	<ul style="list-style-type: none"> <li>• OWP_Merit—Added HSP_NOLINK, Hsp_Convert NonCurrencyValue UDA</li> <li>• OWP_Skill Set, OWP_Gender, OWP_Age Band, OWP_Highest Education Degree—Added Hsp_ConvertNonCurrency Value UDA</li> <li>• OWP_Merit Adjustment % Cum—Updated formula</li> <li>• OWP_Basic Salary— Updated member formula</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Cut-Off Date—New member in Account dimension</li> <li>• OWP_Merit Increase—New member in Component dimension</li> <li>• OWP_No Grade—New member in Component dimension</li> </ul>
<b>Data Maps</b>	Headcount and FTE Data for Reporting—Headcount Data for Reporting is renamed to Headcount and FTE Data for Reporting, and is updated to include the OWP_FTE account. (Renamed existing data map.)	

### November 2020 Update

The following information describes modified artifacts relating to Workforce currency conversion calculation for assumptions enhancements in the 20.11 update.

Beginning with the November 2020 release, as part of the Workforce currency conversion calculation for assumptions enhancements, the following changes have been made.

With this update, added a new UDA Hsp\_ConvertNonCurrencyValue to all earnings, benefits, taxes, and basic salary in the accounts dimension and to **No Property** from property dimension. With this currency conversion batch calculation copies assumptions (smart list values of earning, benefits, taxes, and basic salary) to reporting currency in the Workforce. This populates data across the components in the reporting cube after running the **Compensation Data for Reporting** datamap.

 **Note**

Generate new currency conversion script using **Currency Conversions** under **Create and Manage** to generate new updated script.

**Table C-18 November 2020 Update - Workforce Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts
<b>Account</b>	<ul style="list-style-type: none"> <li>• OWP_Earning1</li> <li>• OWP_Earning2</li> <li>• OWP_Earning3</li> <li>• OWP_Earning4</li> <li>• OWP_Earning5</li> <li>• OWP_Earning6</li> <li>• OWP_Earning7</li> <li>• OWP_Earning8</li> <li>• OWP_Earning9</li> <li>• OWP_Earning10</li> <li>• OWP_Benefit1</li> <li>• OWP_Benefit2</li> <li>• OWP_Benefit3</li> <li>• OWP_Benefit4</li> <li>• OWP_Benefit5</li> <li>• OWP_Benefit6</li> <li>• OWP_Benefit7</li> <li>• OWP_Benefit8</li> <li>• OWP_Benefit9</li> <li>• OWP_Benefit10</li> <li>• OWP_Tax1</li> <li>• OWP_Tax2</li> <li>• OWP_Tax3</li> <li>• OWP_Tax4</li> <li>• OWP_Tax5</li> <li>• OWP_Tax6</li> <li>• OWP_Tax7</li> <li>• OWP_Tax8</li> <li>• OWP_Tax9</li> <li>• OWP_Tax10</li> <li>• OWP_Basic Salary</li> </ul>	
<b>Property</b>	No Property	

### October 2020 Update

The following information describes modified artifacts relating to transfer enhancements in the 20.10 update.

Beginning with the October 2020 release, as part of the Workforce transfer enhancements, the following changes have been made:

- With this update, you can now transfer an employee across custom dimensions and entities, in a one-step or two-step transfer. Previously, transfers were allowed for changing jobs and entities only. While transferring an employee from one entity to another entity, you can also select the same or different targets from the custom source. The same applies to transferring headcounts in Job Only models.
- In the source's transfer year, most of the employee properties, including FTE and Headcount, are cleared out starting in the transfer month. **Applicable Union Code**, **Employee Type**, **Pay Type**, and Status will remain but the Status will show as **Transfer Out**.

- If the employee transfer month is after the merit month in the year of transfer, merit rates are copied from the source. For subsequent years in the target entity, merit rates are calculated based on the target rates. When the employee is not active, the recommended merit rate is not populated. If the employee transfer month is before the merit month, merit rates are copied from the target.
- In the Job Only model, there is a restriction on the number of headcounts that can be transferred or departed based on the headcounts available on the job. This eliminates the need to run a calculate job compensation rule after departing headcounts from the job.
- Total FTE and Total Headcount are added to the New Hire request form, Employee Properties form, and Manage Existing Employee forms. Alias names for FTE and Headcount are modified to FTE Assumption and Headcount Assumption. FTE Assumption and Headcount Assumption are used for input assumptions to drive calculations. Total FTE and Total Headcount are used for reporting purposes.
- In the transfer year, earnings, benefits, and taxes paid in the source are considered while applying the target threshold. Computed expense in the source is copied to the transfer year's target as part of the transfer and change job process. After applying the entity defaults to the employee in target, the copied computed expense amount is considered while applying the threshold in the target in the transfer year for the earnings, benefits, and taxes that are the same across source and target. As part of the transfer headcount in Job Only model, computed expense in the source to target is based on the number of headcounts being transferred. This applies to a single-step and two-step transfer and change job actions on the employee in the Employee Only and Employee and Job models and Transfer Headcount action in Job Only model.

**Table C-19 October 2020 Update - Workforce Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Transfer_T</li> <li>• OWP_Transfer Out_T</li> <li>• OWP_Transfer In_T</li> <li>• OWP_Change Job</li> <li>• OWP_Assign Target Defaults</li> <li>• OWP_Transfer Headcount_T</li> <li>• OWP_Synchronize Definition_T</li> <li>• OWP_Synchronize Defaults_T</li> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Plan Departure</li> <li>• OWP_Change Existing Details_T</li> </ul>		
<b>Calculation Manager Rules</b>	<ul style="list-style-type: none"> <li>• OWP_Transfer</li> <li>• OWP_Transfer Out</li> <li>• OWP_Transfer In</li> <li>• OWP_Change Job</li> <li>• OWP_Transfer Headcount</li> </ul>		

**Table C-19 (Cont.) October 2020 Update - Workforce Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Manage Existing Employees</li> <li>• New Hire - Request</li> <li>• Employee Properties</li> </ul>		
<b>Account</b>	<ul style="list-style-type: none"> <li>• OWP_FTE</li> <li>• OWP_Headcount</li> </ul> <p>Alias name changed from FTE to FTE Assumption and HeadCount to HeadCount Assumption.</p>		
<b>Member Formula</b>	<p>Account Dimension members:</p> <ul style="list-style-type: none"> <li>• OWP_Earning1:OWP_Earning10</li> <li>• OWP_Benefit1:OWP_Benefit10</li> <li>• OWP_Tax1:OWP_Tax10</li> </ul> <p>Property Dimension members:</p> <p>OWP_CYTD(Prior)</p>		

### June 2020 Update

The following information describes new and modified artifacts relating to different planning years for Plan and Forecast scenarios in the 20.06 update.

Beginning with the June 2020 release, Workforce forms and rules have been updated to allow different planning years for the Plan and Forecast scenarios. Previously, the **Planning and Forecast Preparation** configuration task for Workforce set the **&OEP\_YearRange** substitution variable for both Plan and Forecast scenarios for both Modules based on the year range set for the Plan scenario and on the last module saved. References to this substitution variable are being discontinued.

With the June 2020 release, Workforce has updated all business rules and templates to use methods that read the start year and end year from the **Planning and Forecast Preparation** configuration task separately for each scenario. Forms are modified to display data based on the start and end periods for the scenario using valid intersections. When the update is applied, if you haven't modified these forms and business rules:

- Predefined business rules and templates are updated.
- Predefined forms are updated.

Because customized artifacts aren't updated during a new release, if you've customized forms or business rules, note the following.

- If you've modified rules that rely on the **&OEP\_YearRange** substitution variable, update the rules to use these functions (either in Business Rules or Groovy rules):
  - `[[PlanningFunctions.getModuleStartYear( "Workforce" , "ScenarioName" )]]`— Returns start year of given scenario

- `[[PlanningFunctions.getModuleEndYear( "Workforce" , "ScenarioName" )]]`—  
Returns end year of given scenario

 **Note**

Module name and Scenario name must be enclosed in double quotation marks.

- If you've not modified the OWP\_Process Loaded Data\_T template but you have modified the OWP\_Process Loaded Data rule, OWP\_Incremental Process Data with Synchronize Defaults\_GT template, or the OWP\_Incremental Process Data with Synchronize Definition\_GT template, which are dependent on OWP\_Process Loaded Data\_T, update these artifacts as follows since Design Time Prompt (DTP) values are now included to support different planning years for the Plan and Forecast scenarios:
  - OWP\_Process Loaded Data rule must be updated to set the newly required DTP values at the rule level. To do so, open this rule in Calculation Manager, highlight the "OWP\_Process Loaded\_T" template object from within the rule (do not open the template itself), select the pencil icon to edit the DTP and update/enter the following information, then save and redeploy the rule.
    - \* Set DTP Year Range =  
`[[PlanningFunctions.getModuleStartYear( "WORKFORCE" , {Scenario} )]]:`  
`[[PlanningFunctions.getModuleEndYear( "WORKFORCE" , {Scenario} )]]`
    - \* Set DTP MODULENAME = "Workforce" (including the double quotes)
  - OWP\_Incremental Process Data with Syncronize Defaults\_GT and OWP\_Incremental Process Data with Synchronize Definition\_GT templates should be copied or downloaded locally. Restore these artifacts then re-apply your modifications, save, and redeploy these templates.
- Update custom forms for Workforce to use **ILvl0Descendants of "All Years"** instead of **&OEP\_YearRange**.

 **Note**

Ensure the form properties to **Suppress Invalid Data for Rows** and **Suppress Invalid Data for Columns** are selected.

**Table C-20 June 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	<p>Updated rules, templates, and forms to allow different planning years for the Plan and Forecast scenarios:</p> <ul style="list-style-type: none"> <li>• OWP_Associate Employee</li> <li>• OWP_Change Job</li> <li>• OWP_Transfer In</li> <li>• OWP_Transfer Out</li> <li>• OWP_Transfer</li> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Process Loaded Data</li> <li>• OWP_Transfer Headcount</li> <li>• OWP_Calculate Existing Employee Compensation</li> <li>• OWP_Calculate New Hire Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Compensation Data for Reporting</li> <li>• OWP_Non Compensation Data for Reporting</li> <li>• OWP_Headcount Data for Reporting</li> <li>• OWP_Compensation Data to FinStmt</li> <li>• OWP_Non Compensation Data to FinStmt</li> <li>• OWP_Copy Working to Prior FCST</li> </ul> <p>Run OWP_Copy Working to Prior FCST rule before the current period is changed in the <b>Planning and Forecast Preparation</b> configuration task. This rule makes a backup of the current forecast scenario for all periods, copies data from "OEP_Working" version to "OEP_Prior FCST" version and from scenario Start Year to End Year.</p>	NA

**Table C-20 (Cont.) June 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Templates</b>	<p>Updated all templates to use methods that read the <b>Start Year</b> and <b>End Year</b>:</p> <ul style="list-style-type: none"> <li>• OWP_Add Requisition_GT</li> <li>• OWP_Change Requisition_GT</li> <li>• OWP_Change Existing Details_GT</li> <li>• OWP_Enable Job_GT</li> <li>• OWP_Change Salary_GT</li> <li>• OWP_Add Requisition_T</li> <li>• OWP_Change Existing Details_T</li> <li>• OWP_Associate Employee_T</li> <li>• OWP_Transfer</li> <li>• OWP_Plan Departure_T</li> <li>• OWP_Process Loaded Data_T</li> <li>• OWP_Transfer Headcount_T</li> <li>• OWP_Calculate Employee Compensation_Te</li> <li>• OWP_Incremental Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental Process Data with Synchronize Definition_GT</li> <li>• OWP_Incremental Synchronize Defaults_GT</li> <li>• OWP_Incremental Synchronize Definition_GT</li> </ul>	<p>OWP_Set Valid Years for Scenario_T</p> <p>OWP_Synchronize Defaults_T</p> <p>OWP_Synchronize Definition_T</p> <p>OWP_AGG_T</p> <p>OWP_Assign Defaults_T</p> <p>OWP_Assign Defaults AGG_T</p> <p>OWP_Copy Working to Prior FCST_T</p> <p><b>Note:</b> Run OWP_Copy Working to Prior FCST_T rule before the current period is changed. This rule makes a backup of current forecast scenario for all periods.</p>	<ul style="list-style-type: none"> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Assign Compensation_T</li> </ul>

**Table C-20 (Cont.) June 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Forms</b>	<p><b>Workforce Analysis</b></p> <ul style="list-style-type: none"> <li>• Compensation Analysis</li> <li>• Detailed Compensation Analysis</li> <li>• Employee Assignments</li> <li>• FTE Requirement by Project</li> <li>• Merit Increase Analysis</li> <li>• Project Staffing Request - FTE</li> <li>• Regular FTE Vs Contractor</li> <li>• Review Employee Utilization</li> <li>• Review FTE Requirement across Projects</li> <li>• Review Headcount and FTE</li> <li>• Total Headcount and FTE</li> </ul>	NA	NA
<b>Forms</b>	<p><b>Workforce Dashboard</b></p> <p><b>Compensation</b></p> <ul style="list-style-type: none"> <li>• Budget by Compensation Category</li> <li>• FTE Trend</li> <li>• Headcount Trend</li> <li>• New Employee Expenses Trend</li> <li>• New Hire Trend</li> <li>• Total Employee Compensation</li> <li>• Total Existing Expenses Trend</li> <li>• Total Non Compensation Expenses by Job</li> <li>• Total Non Compensation Expenses</li> </ul>	NA	NA

**Table C-20 (Cont.) June 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Forms</b>	<p><b>Workforce - Plan Sheets - Compensation</b></p> <ul style="list-style-type: none"> <li>• Employee Additional Earnings</li> <li>• Employee Benefits</li> <li>• Employee Properties</li> <li>• Employee Salary</li> <li>• Employee Taxes</li> <li>• Headcount Trends</li> <li>• Identify Invalid Data_JO</li> <li>• Identify Invalid Data</li> <li>• Job Properties</li> <li>• Manage Existing Employees</li> <li>• Manage Existing Jobs</li> <li>• New Hire Request</li> <li>• Process Data and Synchronize Defaults_JO</li> <li>• Process Data and Synchronize Defaults</li> <li>• Process Data and Synchronize Definition_JO</li> <li>• Process Data and Synchronize Definition</li> <li>• Reconcile Employee Transfer</li> <li>• Review Existing Employees by Job</li> <li>• Review Pending Transfer</li> <li>• Synchronize Defaults</li> <li>• Synchronize Definition</li> </ul>	NA	NA
<b>Forms</b>	<p><b>Workforce Dashboard Demographics</b></p> <ul style="list-style-type: none"> <li>• Workforce Expenses by AgeBand</li> <li>• Workforce Expenses by Gender</li> <li>• Workforce Expenses by Higher Education Level</li> <li>• Workforce Expenses by Skill Set</li> </ul>	NA	NA

**Table C-20 (Cont.) June 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Forms</b>	<b>Workforce Plan Sheets</b> <b>Administration</b>	NA	NA
	<ul style="list-style-type: none"> <li>• Set Workforce Assumptions_JO</li> <li>• Set Workforce Assumptions</li> <li>• Standard Rate Assumptions</li> </ul>		
<b>Forms</b>	<b>Workforce Assumptions</b>	NA	NA
	<ul style="list-style-type: none"> <li>• Merit Rates</li> <li>• Rate Table</li> <li>• Rate Table - Simple</li> <li>• Rate Table - Threshold</li> <li>• Salary Grades</li> </ul>		
<b>Dimensions</b>	Account	NA	NA
<b>Member Formula</b>	OWP_Basic Salary	NA	NA

### February 2020 Update

The following information describes new and modified artifacts relating to support for the new Start Date property in the 20.02 update.

Immediately after updating the Workforce **February 2020** content, you must run the new rule **1X Populate New Properties** to convert existing Start Month data to the Start Date account. Run this rule only once for each Scenario and Version combination with data, immediately after updating content. Specify only Scenario and Version combinations whose data you want to recalculate. For example, you may not want to recalculate historical data.

For optimum performance, before running **1xPopulate New Properties**, change the FIX Parallel dimension to use the dimension that is appropriate to parallelize the process by moving the dimension from FIX statement to FIX Parallel and move the entity member selection to FIX statement in the place of the dimension that's moved to FIX Parallel statement. This change needs to be made in **OWP\_Populate New Properties\_T** template in Calculation Manager. Save the changes and then deploy the **OWP\_Populate New Properties** rule.

 **Note**

If you don't run this rule immediately after updating, the consequence of running any rules is the possibility of losing some data. If you inadvertently run rules before running **1X Populate New Properties**, run **1X - Populate New Properties** and then rerun the rules that you previously ran.

**Table C-21 February 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager and Groovy Templates and Rules</b>	<p>All Calculation Manager and Groovy templates and rules in the Workforce OEP_WFP cube have been updated to accommodate <b>Start Date</b>.</p> <p>Tip: You can modify any obsolete rules that you are still using to take advantage of Start Date.</p>	<p><b>1X Populate New Properties</b> <b>Note to updating customers:</b> Immediately after updating the February 2020 content, you must run the new rule <b>1X Populate New Properties</b> to convert existing Start Month data to the Start Date account. Run this rule only once for each Scenario and Version combination with data, immediately after updating content. Specify only Scenario and Version combinations whose data you want to recalculate. For example, you may not want to recalculate historical data.</p> <p><b>NOTE:</b> If you don't run this rule immediately after updating, the consequence of running any rules is the possibility of losing some data. If you inadvertently run rules before running <b>1X Populate New Properties</b>, run <b>1X - Populate New Properties</b> and then rerun the rules that you previously ran. For optimum performance, before running <b>1x Populate New Properties</b>, change the FIX Parallel dimension to use the dimension that is appropriate to parallelize the process by moving the dimension from FIX statement to FIX Parallel and move the entity member selection to FIX statement in the place</p>	NA

**Table C-21 (Cont.) February 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
		<p>of the dimension that's moved to FIX Parallel statement. This change needs to be made in <b>OWP_Populate New Properties_T</b> template in Calculation Manager. Save the changes and then deploy the <b>OWP_Populate New Properties</b> rule.</p>	
<b>Account Members</b>	NA	<ul style="list-style-type: none"> <li>• OWP_Start Date</li> <li>• TP-EndDate</li> <li>• TP-Days</li> </ul>	NA
<b>Member Formulas</b>	<p>All member formulas that calculate salaries have been updated:</p> <ul style="list-style-type: none"> <li>• Accounts: <ul style="list-style-type: none"> <li>– Basic Salary</li> <li>– Earning 1 through Earning 10</li> <li>– Benefit 1 through Benefit 10</li> <li>– Tax 1 through Tax 10</li> </ul> </li> <li>• CYTD (Prior)</li> </ul>	NA	NA
<b>Forms</b>	<p>Updated to include a <b>Start Date</b> column:</p> <ul style="list-style-type: none"> <li>• Employee Properties</li> <li>• Manage Existing Employees</li> <li>• New Hire - Request</li> <li>• Process Data and Synchronize Defaults</li> <li>• Process Data and Synchronize Definition</li> <li>• Job Properties</li> <li>• Manage Existing Jobs</li> <li>• Process Data and Synchronize Defaults_JO</li> <li>• Process Data and Synchronize Definition_JO</li> </ul>	NA	NA

**Table C-21 (Cont.) February 2020 Update - Workforce Modified and New Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Data Load Templates</b>	<p>Updated to replace <b>Start Month</b> column with <b>Start Date</b>:</p> <ul style="list-style-type: none"> <li>• EJ_EmployeePropertiesDataLoad_Plan</li> <li>• EO_EmployeePropertiesDataLoad_Plan</li> <li>• JO_JobPropertiesDataLoad_Plan</li> </ul>	NA	NA

**June 2019 Update**

The following information describes modified artifacts resulting from a fixed defect in the 19.06 update.

**Table C-22 June 2019 Update - Workforce Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Templates</b>	OWP_Assign Compensation Defaults	NA	NA
<b>Groovy Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Add Requisition_GT</li> <li>• OWP_Change Requisition_GT</li> <li>• OWP_Change Existing Details_GT</li> </ul>	NA	NA

**May 2019 Update**

The following information describes new and modified artifacts related to the enhancements in the May 2019 update.

Immediately after updating the Workforce **May 2019** content, you must run the new rule **1X Copy Compensation Details from BegBalance to Periods**, which copies compensation details from the BegBalance member to all months. Run this rule only once for each active Scenario and Version combination with data, immediately after updating content. To run this rule, on the Home page, click **Rules**, then **All Cubes**, and then select OEP\_WFSC from the **Cube** drop-down list. Then click **Launch** for the rule **Copy Compensation Details from BegBalance to Periods**.

**Table C-23 May 2019 Update - Workforce Enhancements**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	<ul style="list-style-type: none"> <li>• Synchronize Defaults</li> <li>• Synchronize Definition</li> <li>• Process Loaded Data</li> <li>• Change Job</li> <li>• Transfer In</li> <li>• Transfer Out</li> <li>• Transfer</li> <li>• Associate Employee</li> <li>• Calculate Existing Employee Compensation</li> <li>• Calculate New Hire Compensation</li> </ul>	<p>Copy Compensation Details from BegBalance to Periods</p> <p><b>Note to updating customers:</b> Run the rule 1 X Copy Compensation Details from BegBalance to Periods one time immediately after updating the May 2019 content to copy compensation details from BegBalance to all periods.</p>	<ul style="list-style-type: none"> <li>• Change Employee Status</li> <li>• Add Job</li> </ul>
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• Synchronize Defaults</li> <li>• Synchronize Definition</li> <li>• Process Loaded Data_T</li> <li>• Change Job</li> <li>• Assign Compensation_T</li> <li>• Assign Target Defaults</li> <li>• Calculate Employee Compensation_Te</li> <li>• Transfer Out_T</li> <li>• Associate Employee</li> </ul>	<ul style="list-style-type: none"> <li>• Enable Job_T</li> <li>• Change Existing Details_T</li> </ul>	<ul style="list-style-type: none"> <li>• Change Requisition_T</li> <li>• Add Job_T</li> <li>• Change Employee Status_T</li> <li>• Assign Compensation Defaults</li> </ul>
<b>Groovy Rules</b>	<ul style="list-style-type: none"> <li>• Incremental Synchronize Defaults</li> <li>• Incremental Synchronize Definition</li> <li>• Incremental Process Data and Synchronize Definition</li> <li>• Incremental Process Data and Synchronize Defaults</li> </ul>	NA	NA

**Table C-23 (Cont.) May 2019 Update - Workforce Enhancements**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Groovy Templates</b>	<ul style="list-style-type: none"> <li>• Add Requisition_GT</li> <li>• Change Requisition_GT</li> <li>• Incremental Synchronize Defaults_GT</li> <li>• Incremental Synchronize Definition_GT</li> <li>• Incremental Process Data and Synchronize Definition_GT</li> <li>• Incremental Process Data and Synchronize Defaults_GT</li> </ul>	<ul style="list-style-type: none"> <li>• Enable Job_GT</li> <li>• Change Salary_GT</li> <li>• Change Existing Details_GT</li> </ul>	NA
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Employee Properties</li> <li>• Job Properties</li> <li>• Identify Invalid Data</li> <li>• Process Data and Synchronize Definition</li> </ul>	NA	NA
<b>Menus</b>	Existing Actions	<ul style="list-style-type: none"> <li>• Employee Actions</li> <li>• Job Actions</li> </ul>	NA
<b>Member Formulas</b>	OWP_Basic Salary	NA	NA
<b>Smart Lists</b>	NA	Employee Options	NA

### February 2019 Update

The following information describes new and modified artifacts related to the incremental data load functionality in the February 2019 update.

Workforce provides four forms for quickly updating and processing data on existing employees. Each form is associated with a Groovy rule that processes only the changed data. The forms are designed for optimal processing efficiency, depending on the kind of data being updated. You access these forms from the **Mass Update** tab. See *Updating Employees and Jobs Details* in the *Working with Planning Modules*.

On these forms, all the Flex dimensions and the Entity dimension are initially on the Page. Oracle recommends that you analyze the form load performance and then modify the layout of these forms, moving certain dimensions from the Page to the rows based on your requirements. Year and Period are also on the Page; Oracle assumes you'll use the selected Year and Period for loading and processing the changed data. Your Year and Period selection is equivalent to the runtime prompt values for the **Process Loaded Data** rule.

To provide processing efficiency for multiple simultaneous users, the default parallelism for the Groovy rule is set to 2. However, if you don't provide access to these forms for planners or if you expect a low level of concurrency, then you can adjust a design-time prompt (DTP) value

to increase the parallelism to 4. Doing so will increase processing speed for large-scale changes in data.

**Table C-24 February 2019 Update - Enhancements Related to Incremental Data Load**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	NA	NA	NA
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Process_Loaded Data_T</li> <li>• OWP_Synchronize_Definition</li> <li>• OWP_Synchronize_Defaults</li> <li>• OWP_Fix_Parallel_T</li> </ul>	NA	NA
<b>Groovy Rules</b>	NA	<ul style="list-style-type: none"> <li>• OWP_Incremental_Process Data with Synchronize Defaults</li> <li>• OWP_Incremental_Process Data with Synchronize Definition</li> <li>• OWP_Incremental_Synchronize Defaults</li> <li>• OWP_Incremental_Synchronize Definition</li> </ul>	NA
<b>Groovy Templates</b>	NA	<ul style="list-style-type: none"> <li>• OWP_Incremental_Process Data with Synchronize Defaults_GT</li> <li>• OWP_Incremental_Process Data with Synchronize Definition_GT</li> <li>• OWP_Incremental_Synchronize Defaults_GT</li> <li>• OWP_Incremental_Synchronize Definition_GT</li> </ul>	NA
<b>Forms</b>	NA	<ul style="list-style-type: none"> <li>• Process Data and Synchronize Defaults</li> <li>• Process Data and Synchronize Definition</li> <li>• Synchronize Defaults</li> <li>• Synchronize Definition</li> </ul>	NA
<b>Vertical Tab</b>	NA	Mass Update	NA

**Table C-24 (Cont.) February 2019 Update - Enhancements Related to Incremental Data Load**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Horizontal Tabs</b>	NA	<ul style="list-style-type: none"> <li>• Process Data and Synchronize Defaults</li> <li>• Process Updated Data</li> <li>• Synchronize Defaults</li> <li>• Synchronize Definitions</li> </ul>	NA
<b>Data Import Templates</b>	<ul style="list-style-type: none"> <li>• EJ_EmployeePropertiesDataLoad_Plan</li> <li>• EO_EmployeePropertiesDataLoad_Plan</li> </ul>	NA	NA

**November 2018 Update**

The following information describes new and modified artifacts related to the performance enhancements in the Add Hiring Requisition rule in the November 2018 update.

**Table C-25 November 2018 Update - Enhancements Related to Add Hiring Requisition Rule Performance**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	Add Requisition_GT	NA	NA
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Add_Requisition_T</li> <li>• OWP_Assign_Compensation_T</li> </ul>	NA	NA

**September 2018 Update**

The following information describes new and modified artifacts related to the performance enhancements in the September 2018 update.

**Table C-26 September 2018 Update - Enhancements Related to Performance Improvements**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	<ul style="list-style-type: none"> <li>• OWP_Process_Loaded_Data</li> <li>• OWP_Synchronize_Defaults</li> <li>• OWP_Synchronize_Definition</li> <li>• OWP_Plan_Departure</li> </ul>	NA	NA

**Table C-26 (Cont.) September 2018 Update - Enhancements Related to Performance Improvements**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Process_Loaded Data_T</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Add Requisition_T</li> <li>• OWP_Assign Compensation_T</li> <li>• OWP_Plan Departure_T</li> </ul>	OWP_Fix Parallel_T	NA
<b>Members</b>	OWP_Utilization	NA	NA

**July 2018 Update**

The following information describes new and modified artifacts in the July 2018 update.

- Immediately after updating the Workforce **July 2018** content, you must run the new rule **One Time - Copy Rates to Months**, which copies rates from the BegBalance member to all months. Run this rule only once for each active Scenario and Version combination with data, immediately after updating content. To run this rule, on the Home page, click **Rules**, then **All Cubes**, and then select OEP\_WFSC from the **Cube** drop-down list. Then click **Launch** for the rule **One Time - Copy Rates to Months**.
- For components configured with the **Payment Frequency** set to **One-time Pay**: Unless you select a **One-time Pay Option**, your component expenses continue to occur in the first month of your selected payment frequency.

**Table C-27 July 2018 - Enhancements Related to Add Requisition**

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	NA	<ul style="list-style-type: none"> <li>• OWP_Add Requisition_GT</li> <li>• OWP_Change Requisition_GT</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Add TBH</li> <li>• OWP_ChangeHiringRequisitionStatus</li> </ul>
<b>Calculation Manager Templates</b>	NA	<ul style="list-style-type: none"> <li>• OWP_Add Requisition_T</li> <li>• OWP_Assign Compensation_T</li> <li>• OWP_Change Requisition_T</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Add TBH_T</li> <li>• OWP_ChangeHiringRequisitionStatus_T</li> </ul>
<b>Smart Lists</b>	OWP_Status	<ul style="list-style-type: none"> <li>• OWP_Salary Options</li> <li>• OWP_Requisition Options</li> </ul>	NA
<b>Menus</b>	<ul style="list-style-type: none"> <li>• New Hire Actions</li> <li>• Menu Item-Add Hiring Requisition</li> <li>• Change Requisition Status</li> </ul>	NA	NA

## July 2018 Update - Enhancements Related to Benefits and Tax Wizard Calculations

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Calculation Manager Rules</b>	<ul style="list-style-type: none"> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Process Loaded Data</li> <li>• OWP_Transfer</li> <li>• OWP_Transfer In</li> <li>• OWP_Change Job</li> <li>• OWP_Associate Employee</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Copy Rates Across Entities</li> <li>• OWP_Copy Rates to Months</li> <li>• OWP_Copy Rates from Periodicities</li> <li>• OWP_Copy Rates Across Years</li> </ul>	NA
<b>Calculation Manager Templates</b>	<ul style="list-style-type: none"> <li>• OWP_Synchronize Defaults</li> <li>• OWP_Synchronize Definition</li> <li>• OWP_Assign Compensation Defaults</li> <li>• OWP_Assign Target Defaults</li> </ul>	<ul style="list-style-type: none"> <li>• OWP_Copy Rates Across Entities</li> <li>• OWP_Copy Rates to Months</li> <li>• OWP_Copy Rates from Periodicities</li> <li>• OWP_Copy Rates Across Years</li> <li>• OWP_Check Rates Availability at Months_T</li> </ul>	NA
<b>Members</b>	<ul style="list-style-type: none"> <li>• All ten base accounts under each parent: OWP_Total Earnings, OWP_Total Benefits, and OWP_Total Taxes</li> <li>• Provided children of OWP_Tiers and OWP_Options in the OEP_WFSC cube are now set to a Time Balance Property of Balance. The Time Balance property of custom members added under parent members OWP_Options and OWP_tiers should also be changed to Balance.</li> </ul>	In the Property dimension: <ul style="list-style-type: none"> <li>• OWP_Custom Expense</li> <li>• OWP_One Time Pay</li> </ul>	NA
<b>Smart Lists</b>	OWP_Payment Frequency	<ul style="list-style-type: none"> <li>• OWP_Component Type</li> <li>• OWP_One Time Pay</li> </ul>	NA

Artifact Type	Modified Artifacts	New Artifacts	Obsolete Artifacts
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Rate Table</li> <li>• Rate Table - Simple</li> <li>• Rate Table - Threshold</li> </ul>	NA	NA
<b>Menus</b>	NA	OWP_Copy Rates	NA
<b>Data Load Templates</b>	<ul style="list-style-type: none"> <li>• EJ_Earnings,Benefits and Taxes-Properties</li> <li>• EO_Earnings,Benefits and Taxes-Properties</li> <li>• JO_Earnings,Benefits and Taxes-Properties</li> <li>• EJ_Earnings,Benefits and Taxes -Rates</li> <li>• EO_Earnings,Benefits and Taxes - Rates</li> <li>• JO_Earnings,Benefits and Taxes -Rates</li> </ul>	NA	NA

## Updating Capital

### Overview

If you are using Capital, product enhancements in some updates require you to update certain artifacts, if you've modified them. If you've customized Capital artifacts, review this section.

- If you haven't modified these artifacts (described in this topic), the artifacts and features are available to you with the release.
- Because customized artifacts aren't updated during a new release, if you've customized these artifacts and want to take advantage of the new features, perform these steps:
  1. Perform a full backup after the update and download it locally.
  2. Review the list of modified artifacts and determine if you have modified any of them. See [Reviewing Modified Artifacts](#).

#### Tip

For any artifacts listed below that you have modified, consider creating a copy of your modified artifact and using that as a reference for the changes you made to it. You can delete the copy after you reimplement your customizations.

3. After the update, reverse the customizations to the artifacts you've identified to restore the artifacts to the provided format. See [Reversing Customizations](#).
4. Reimplement your customizations to the artifacts, if necessary.
5. For any restored Calculation Manager rules or templates, after they are final, be sure to deploy the updated rules or templates to the application for any impacted artifacts. See [Showing the Usages of a Custom Template and Deploying Business Rules and Business Rulesets](#).

**October 2025**

With the October 2025 update, Capital has updated and modified the following artifacts.

**Table C-28 October 2025 Capital New and Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts
Rules	<ul style="list-style-type: none"> <li>OCX_Calculate Tangible Assets</li> <li>OCX_Calculate Intangible Asset</li> </ul>	
Templates	OCX_CalculateLeasedAsset_T and its associated rule OCX_CalculateLeasedAsset	
Accounts	OCX_Principal portion of Lease	

**May 2021**

With the May 2021 update, Capital has updated rules to support rent free periods and varying index rate bases when **IFRS-16 Standard** is enabled.

**Table C-29 May 2021 Capital New and Modified Artifacts**

Artifact Type	Modified Artifacts	New Artifacts
Rules	<ul style="list-style-type: none"> <li><b>OCX_CalculateLeasedAsset</b>—Modified to support <b>Rent Free Periods</b>.</li> <li><b>OCX_AddLeasedAsset</b>—Modified to add the new account <b>OCX_Index Rate Basis</b>, which has the option to select either <b>Annual</b> or <b>Payment Frequency</b>.</li> </ul>	Groovy Rules: <ul style="list-style-type: none"> <li><b>OCX_Free Rent Asset BeforeLoad</b>. Attached to the <b>Rent Free Period</b> form to make all the cells read only and according to payment frequency only the corresponding cells are editable.</li> <li><b>OCX_Free Rent Period Spread</b>. Attached to the <b>Rent Free Period</b> form to spread the quarter/semi annual/annual to months.</li> </ul>
Forms		Rent Free Period, available only when IFRS-16 is enabled.
Accounts		<ul style="list-style-type: none"> <li>OCX_Index Rate Basis</li> <li>OCX_LeaseRentFreePeriod</li> </ul>

**April 2019**

Beginning with the April 2019 release, Capital forms and rules have been updated to allow different planning years for the Plan and Forecast scenarios. Previously, the **Planning and Forecast Preparation** configuration task for Capital set the **&OEP\_YearRange** substitution variable for both Plan and Forecast scenario. References to this substitution variable are being discontinued.

With the April 2019 update, Capital has updated all business rules to use methods that read the start year and end year from the Planning and Forecast configuration separately for each scenario. Forms are modified to display data based on the start and end periods for the scenario. When the update is applied, if you haven't modified these forms and business rules:

- Predefined forms are updated.
- Predefined business rules are updated.

Because customized artifacts aren't updated during a new release, if you've customized forms or business rules, note the following.

- If you've modified rules that rely on the **&OEP\_YearRange** substitution variable, update the rules to use these functions (either in Business Rules or Groovy rules):
  - `[[PlanningFunctions.getModuleStartYear("CAPITAL", {Scenario})]]`—Returns start year of given scenario
  - `[[PlanningFunctions.getModuleENDYear("CAPITAL", {Scenario})]]`—Returns end year of given scenario
- Update custom forms for Capital to use **ILvl0Descendants** of "All Years" instead of **&OEP\_YearRange**.

# D

## Planning Modules Best Practices

Use these best practices for Planning Modules.

This table provides links to the best practices mentioned in this guide.

**Table D-1 Best Practices for Planning Modules**

Best Practice For	See this Section
Creating and running an EPM Center of Excellence	<a href="#">Creating and Running an EPM Center of Excellence</a>
Using your own chart of accounts in Financials	<a href="#">Leveraging Best Practice Planning in Financials Using Your Own Chart of Accounts</a>
Optimizing dimension order	<a href="#">Best Practices for Optimizing Dimension Order</a>
Performance considerations for Workforce rules	<a href="#">Performance Considerations with Workforce Rules</a>

In addition, review the best practices for Planning in Planning Best Practices in *Administering Planning*.