

# Oracle® Fusion Cloud EPM

## Working with Planning Modules



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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 the Planning Modules](#)
- [About Integration](#)
- [Learning More](#)

## About the Planning Modules

Planning provides complete, planning and budgeting solutions for Financials, Workforce, Capital, Projects, and Strategic Modeling. It includes built-in best practice predefined content including forms, calculations, dashboards, drivers, and key performance indicators (KPIs). Forms are designed to integrate with the dashboards and reports that dynamically reflect your data, plans, and forecasts.

- Financials—Integrated driver-based planning for income statement, balance sheet, and cash flow. The out-of-box tools, such as KPIs, drivers, and accounts help you prepare reports faster. You can also use Financials to perform expense and revenue planning.

**Table 2-1** Video

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

**Table 2-2** Video

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

**Table 2-3** Video

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

- Capital—Plan for the long-term impact of capital assets on financial plans. Manage, prioritize, and plan for capital expenses.

**Table 2-4** Video

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

- 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. For more information about Strategic Modeling, see *Administering Planning and Working with Planning*.

**Table 2-5** Video

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

You might not see all the features described in this guide depending on what your Administrator has enabled. Administrators can incrementally enable some features, which would add additional forms, dashboards, KPIs, rules, and so on.

### Video

Your Goal	Watch This Video
Learn about Planning.	 <a href="#">Overview: Tour of Planning in EPM Standard Cloud.</a>

## About Integration

Depending on how your administrator set up your application, the administrator can set up these integration 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 the capital asset depreciation into Financials reporting.
- In Workforce, see the utilization of employees across projects or on a per project basis.
- In Projects, assign project assets to Capital asset classes to capitalize the assets. Assets are moved from Projects to Capital.
- In Projects, use Job Rates from Workforce.
- In Projects, use Equipment Rates from Capital.

Required steps are noted where needed, for example, when you add a new hire in Workforce or plan a new asset in Capital.

When you are ready to see integrated data, ask your administrator to run the required rules and push data. You can review integrated data in these dashboards:

- To see an overview of data rolled up to Financials, see [Reviewing Data from Workforce, Projects, and Capital](#).
- To review employee utilization across projects, see [Analyzing Project Utilization](#).
- To review capitalized assets that were pushed from Projects in the **New Assets from Projects** and **Capital Work in Progress** dashboards, see [Analyzing Capital Financials with Dashboards](#). You can also see Asset Usage by Project in a dashboard. See [Analyzing Capital Asset Financials](#).

## Learning More

To get more information or help:



- Review best practices and access these videos by clicking **Academy** on the Home page:
- To get Help, click the arrow next to your user icon in the upper right corner of the screen, and then click **Help**.
- See these related guides on the [Help Center](#) :
- [Getting Started with Oracle Enterprise Performance Management Cloud for Users](#)
- [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](#)

### Videos

Your Goal	Watch This Video
Learn about Financials.	 <a href="#">Overview: Welcome to Financial Planning</a>
Learn about Workforce.	 <a href="#">Overview: Welcome to Projects</a>
Learn about Workforce.	 <a href="#">Overview: Welcome to Workforce</a>
Learn about Capital.	 <a href="#">Overview: Capital in Oracle Enterprise Planning Cloud</a>
Learn about Planning.	 <a href="#">Overview: Tour of Planning in EPM Standard Cloud.</a>

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Your Goal	Watch This Video
Learn about entering data in Financials.	 <a href="#">Entering Planning Data in Financials in Oracle Enterprise Planning Cloud</a>
Learn about entering data in Projects.	 <a href="#">Entering Planning Data in Projects for Oracle Enterprise Planning Cloud</a>
Learn about entering data in Workforce.	 <a href="#">Entering Planning Data In Workforce for Oracle Enterprise Planning Cloud</a>

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# 3

## Basic Tips

### Related Topics

- [Navigating](#)
- [About Driver-Based Planning, Trend-Based Planning, and Direct Input](#)
- [Working with a 13-Period Calendar](#)

The planning calendar for your application may be based on a 13-period calendar (instead of a 12-month calendar). Learn about working with a 13-period calendar.

## 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.

## About Driver-Based Planning, Trend-Based Planning, and Direct Input

You can plan using several different methods:

- **Driver-based**—Enter global rate assumptions and other assumptions (for example revenue drivers or expense drivers) to take advantage of built-in accounts and calculations to drive the planning process.
- **Trend-based**—For Financials only, enter trend-based assumptions that let you plan and forecast based on trends. For example, you can plan by using current, projected, or past values (such as Forecast Average or Year Over Year Increase) and estimate the percent by which each value is likely to change.
- **Direct Entry**—Directly enter data, for example if your planning and forecasting does not have historic trends or specific business drivers. When you use this planning method, no built-in logic is used.

## Working with a 13-Period Calendar

The planning calendar for your application may be based on a 13-period calendar (instead of a 12-month calendar). Learn about working with a 13-period calendar.

Note these points about 13-period calendars:

- The Period dimension has 13 Period members instead of 12 Month members. The administrator may have renamed the Period members from their default names TP1 through TP13 or created aliases for them. The 13 Period members are added to YearTotal in the Period dimension.
- Each period is exactly four weeks long (except every five or six years, when one quarter has five weeks.)
- By default, the first three quarters have three periods and the last quarter has four periods (3-3-3-4). When creating the application, however, the administrator can set which quarter to add four periods to.
- About every five to six years, a 53rd week occurs in a year. In such a year, that year's total is typically higher. The administrator sets which period the 53rd week occurs in. The specified Salary Basis rate is the same for either a 52- or 53-week year.

- Calculation logic assumes that component expenses occur in the period with the last day of the month.

## 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>

For more information, see [About 13 Period Calendars in Administering Planning Modules](#).

# Working With Financials

## Related Topics

- [Task Overview](#)
- [Working with Budget Revisions and Integrating with Budgetary Control](#)
- [Setting User Variables](#)
- [About Specifying Driver Values](#)
- [About Trends](#)
- [Planning Using a Rolling Forecast](#)
- [Planning at the Weekly Level](#)
- [Planning Revenue and Expense](#)
- [Planning Using Balance Sheets](#)
- [Planning Using Cash Flow](#)
- [Running Financials Rules](#)
- [Analyzing Financials with Dashboards](#)
- [Analyzing Your Financials](#)
- [Reviewing Data from Workforce, Projects, and Capital](#)

## Task Overview

In general, you'll build your Financials plans and forecasts in this order:

1. Define your user variables. See [Setting User Variables](#). For information about specifying other preference settings, see *Working with Planning Using the Simplified Interface*.
2. Review and adjust driver values for recurring line items. These drivers, enabled by your administrator, determine how you will set, track, and analyze accounts. You can specify driver values using trend assumptions or by direct entry. Then enter, adjust, and calculate your expenses and revenues. You can:
  - Set and adjust drivers
  - Set and adjust trends
  - Manually adjust accounts

See:

- [Planning Revenue and Expense](#)
- [Planning Using Balance Sheets](#)
- [Planning Using Cash Flow](#)

3. Depending on your type of planning, review internal financial statements such as Balance Sheets and Cash Flow statements.
4. Ask your administrator to run the Rollup rule.

5. Get a status of your department's or the total business financials, key trends, and KPIs



using the interactive dashboards on the **Overview** tab. See [Analyzing Financials with Dashboards](#).

6. Evaluate your financials using the provided dashboards and analysis forms. See [Analyzing Your Financials](#).  
To include Workforce, Capital, or Projects in your dashboards, have your administrator define data maps to make your other types of planning data and details available.
7. If you are working with budget revisions, you can start the revision process. See [Task Overview for Budget Revisions](#).

 **Note**

You might not see all the features described in this section, depending on what your Administrator has enabled.

 **Note**

In a 13-period application, for artifacts labelled with Month, such as **Current Month Actual, Month** does not represent a calendar month but the period defined through the 13 period calendar.

To get started, from the Home page, click **Financials** and then select a component.

**Table 4-1 Financials Tasks**

Goal	Perform These Tasks	For More Information
<b>Expense or Revenue</b>	<p>Prepare revenue-driven or expense-driven plans and forecasts.</p> <ul style="list-style-type: none"> <li>For driver-based planning: While you can use the direct entry forms to which you have access, leverage the intelligence provided by the driver- and trend-related forms.</li> <li>If applicable, specify values for the drivers that derive your revenue or expenses. You can specify values: <ul style="list-style-type: none"> <li>By referencing and adjusting trends (using assumptions).</li> <li>By making manual adjustments.</li> </ul> </li> <li>View, and if necessary adjust, the values of the accounts calculated by your drivers.</li> <li>Evaluate patterns of planned values against historic actuals using any of the provided trends.</li> <li>Enter revenue or expense values for miscellaneous accounts or those that aren't calculated by drivers.</li> <li>If you use income statement, review your income statement..</li> </ul> <p>See <a href="#">Planning Revenue and Expense</a>.</p>	<p>See <a href="#">Planning Revenue and Expense</a>.</p>
<b>Balance Sheet</b>	<p>Plan and manage financials using balance sheets.</p> <ul style="list-style-type: none"> <li>Specify your asset and liability driver values such as days sales outstanding (DSO), and days payable outstanding (DPO). You can specify drivers: <ul style="list-style-type: none"> <li>By referencing and adjusting trends.</li> <li>By making manual adjustments.</li> </ul> </li> <li>Enter and adjust revenue-based asset accounts such as receivables, cash in bank and other assets.</li> <li>Enter and adjust expense-based liability accounts such as payables, accrued compensation, and accrued expenses.</li> </ul> <p>See <a href="#">Planning Using Balance Sheets</a>.</p> <p><b>Note:</b> If you also use cash flow and find that your balance sheets don't balance, see <a href="#">About Using Cash Flow and Balance Sheet Balance</a>.</p>	<p><a href="#">Planning Using Balance Sheets</a>.</p>

**Table 4-1 (Cont.) Financials Tasks**

Goal	Perform These Tasks	For More Information
<b>Cash Flow</b>	<p>Plan and manage financials using cash flow statements.</p> <ul style="list-style-type: none"> <li>• <b>Direct method only:</b> Define cash flow and cash timing assumptions that specify how you receive and use cash.</li> <li>• Enter your financing and investing activity such as purchases of fixed assets or repayments of borrowing.</li> </ul> <p>See <a href="#">Planning Using Cash Flow</a>.</p>	<a href="#">Planning Using Cash Flow</a> .
<b>Budget Revisions</b>	<p>Plan using budget revisions, along with expense planning. If integration with Budgetary Control is enabled, you can also perform a funds check, get funds results, and reserve funds.</p> <p>See <a href="#">Working with Budget Revisions and Integrating with Budgetary Control</a>.</p>	
<b>Analysis</b>	<ul style="list-style-type: none"> <li>• Graphically evaluate actual, plan, and forecast financials at any business level.</li> <li>• Analyze key revenue, expense, balance sheet, and cash flow metrics over time.</li> <li>• Access grids.</li> <li>• Review all of the available forms.</li> </ul>	<a href="#">Analyzing Your Financials</a>

**Tutorials**

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

**Table 4-2 Tutorials to Learn About Financials**

Your Goal	Learn How
Learn how to enter data in Financials.	 <a href="#">Entering Planning Data in Financials in Oracle Enterprise Planning Cloud</a>
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>

**Table 4-2 (Cont.) Tutorials to Learn About Financials**

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>

## Working with Budget Revisions and Integrating with Budgetary Control

If your administrator enabled **Budget Revisions** and integration with the Budgetary Control module in Oracle ERP Cloud, you can review balances from Budgetary Control, review Budgetary Control impact before approving budget changes using **Funds Check**, and update budget changes in Budgetary Control using **Funds Reserve**. You can also drill through at the cell level from the current approved budget to Budgetary Control.

If you don't have Budgetary Control you can still use budget revisions to create and populate budget revisions, and share the revisions.

### Videos

Your Goal	Watch This
Learn how to create and enter budget revisions, perform funds checks, reserve funds, and review the approved budget in EPM Planning Financials Budget Revision and Oracle ERP Cloud Budgetary Control.	<a href="#">Creating Budget Revisions in EPM Planning Financials and Oracle ERP Cloud Budgetary Control</a>

## Task Overview for Budget Revisions

### Prerequisites

1. Define user variables. See [Setting User Variables](#). For **Budget Revisions**, you also set the user variable **Account Group**.
2. Create a plan and forecast in EPM Planning Financials. See [Task Overview](#).
3. After planning and forecasting is complete, have your administrator push the data to Budgetary Control using Data Management. This becomes your **original budget**.
4. When you're ready to start the budget revision process, have your administrator run the **Prepare for Revisions** rule. Running this rule copies data from an **original budget** to an **adopted budget** in EPM Planning Financials.

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

**Prepare for Revisions** 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.

### Budget Revisions Task Overview

In general, you'll prepare budget revisions and integrate with Budgetary Control using this workflow:

1. Create and populate a revision. See [Creating Budget Revisions](#).
2. Enter budget revisions (direct entry or trend-based) and check funds. See [Revising Budgets in a Budget Revision](#).  
The funds check makes a call to Budgetary Control to check funds and validate that the budget revisions you are proposing meet the controls set in Budgetary Control.
3. Analyze budget revisions using the forms and dashboards in **Budget Revisions**.
4. Optionally, submit for approval using the EPM Planning approval process if you are using it.

If you have an approver role, follow this workflow:

1. Share the revision if needed.

After a revision is created, based on the approval hierarchy, you can share the budget revision with any planners who need to contribute to the budget revision process. See [Sharing Revisions](#).

2. Optionally, after all of the planners have completed their revisions, go through the Planning approval process if you are using it.
3. Reserve funds. See [Reserving Funds](#).

This step reserves funds in the Budgetary Control control budget associated with the revision and approves and clears the revision.

To get started, from the Home page, click **Financials** and then click **Budget Revisions**.

## Planning Using Budget Revisions

### The Budget Revisions



component provides several forms and dashboards to help you plan using budget revisions.

**Table 4-3 Planning Using Budget Revisions**

Task	Description
Summary	Get an overview of your budgets and budget revisions. For example, see an overview of actuals and consumption (encumbrance), and compare your original budget and the net current budget.

**Table 4-3 (Cont.) Planning Using Budget Revisions**

Task	Description
Manage Revisions	Create and work with budget revisions and check funds, reserve funds, share a revision, approve a revision, and get funds results.
Revision Listing	Administrators can use this form to review a list of all current revisions for all planners.
Net Current Budget	Review the Net Current Budget. The Net Current Budget shows the sum of the original budget plus all the revisions.
	Net Current Budget (OEP_NetCurrentBudget) in the Version dimension is the parent member of Working (OEP_Working) and all of the revision versions (OEP_RN), where $N$ is the revision number.
Funds Check Results	Get line level detailed results for funds check and funds reserve for a revision.
Funds Available Report	Displays Actual, Consumed, and Adopted Budget. When starting the budget revision process, you can use this form to review the funds available.
Budget Revision Analysis	See a more detailed analysis of budget revisions in a dashboard.
Current Approved Budget	Review the current approved budget. Current Approved Budget shows data from the Adopted Budget scenario and Working version.
	You can also drill through to Budgetary Control.

## Creating Budget Revisions

Make sure your administrator runs the **Prepare for Revisions** rule before working with budget revisions.

Perform these steps to create a budget revision and populate the selected accounts in the budget revision with initial revised data. Share the revision with planners; planners can then make additional revisions using direct entry or trend-based planning.

To prepare budget revisions:

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click in the grid, click **Revision Options**, and then click **Create and Populate Revision**.
3. Select the options for the revision, and then click **Next**:
  - Select the members as needed to define the scope of data for your budget revision. In this way, you can limit the scope of the revision. You can make revisions to accounts to which you have access.

 **Tip**

If you want several planners in your organization to contribute to the budget revision, select parent members for the entity and primary dimensions. In this case, the revision appears for all the leaf level members under this parent. As a supervisor, if you create the revision this way, the revision will appear for other planners. These planners can select the revision and work with forms that include the pre-populated data. They can make additional revisions as needed.

- Enter a justification and a description for the budget revision.
- Select the revision type—**Permanent, Temporary or Emergency**, or **Transfer**.
- If your administrator enabled integration with Budgetary Control, select the control budget to integrate with.

4. Select the **Revision Method—Direct Entry or Trend Based** to pre-populate the data in the revision. Then, select the specific accounts to pre-populate. This option pre-populates the revision for the specified accounts using the revision method you select and based on the percentage you will enter in the next steps. You must select Expense account members to include. Then, click **Next**.
5. If you selected **Trend Based**, select one of the following trends to pre-populate the revision with trend-based data:
  - Current Period Actual
  - Current Year Encumbrance
  - Net Current Budget
  - Current Year Approved Budget
  - Current Year Original Budget
6. Enter an adjustment percentage, and then click **Launch**. For example, enter 10 for 10%. If you don't enter a percentage, values aren't populated in the revision, and planners can directly enter new budget numbers in revision.

A budget revision is added in the Adopted Budget scenario. Values are pre-populated for the accounts you selected:

- If you selected **Direct Entry**, the revision is pre-populated with data from the Adopted Budget scenario (OEP\_Adopted Budget) and Original version (OEP\_Original) for the accounts you selected. For example, if the original budget was \$100 for an account and you specified 10% as the adjustment percentage, then the revision is pre-populated with \$10.
- If you selected **Trend Based**, the revision is pre-populated based on the selected trend using the appropriate slice of data.

The person creating the budget is listed in the **Proposed By** column in the **Manage Revisions** and **Revision Listing** forms.

7. After a revision is added, you can perform other tasks:
  - Add more details to the budget revision. See [Adding Additional Budget Revision Details](#).
  - See a list of revisions. See [Reviewing Revisions](#).

- Share a revision. After a revision is created, based on the approval hierarchy, you can share the budget with another planner who needs to contribute to the budget revision process. See [Sharing Revisions](#).
- Make revisions to the budget revision using either direct entry or trend-based planning. See [Revising Budgets in a Budget Revision](#).

### Adding Additional Budget Revision Details

After you create a revision, you can add details for the revision in **Header Notes** or **Header Attachment URL** on the **Manage Revisions** form.

Header level details are meant to be a single value across several records to which the same revision is shared. When you update the data for any one record, then the same value is applied to all records. If you update different values to different records of the same revision, then the value for the last one listed is applied to all records.

### Reviewing Revisions

Administrators can review all the current budget revisions for all planners on the **Revision Listing** form. Use the **Revision Listing** form to see information about each revision, including who proposed the revision, funds check status, approval status, and who the revision was approved by.

To see a list of budget revisions, from the Home page, click **Financials**, then **Budget Revisions**, and then **Revision Listing**.

## Sharing Revisions

If you are a budget revision owner, you can share the budget revision with another planner so they can contribute to the budget revision process before you submit the budget revision for final approval.

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click the revision to share, click **Revision Options**, and then click **Share Revision**.
3. In **Source Members**, select the members you want to share, and then click **Next**. Your current entity is automatically selected.
4. In **Target Members**, select the entity you want to share with and then click **Launch**.

The planner you shared with will see the revision in the **Revision Listing** form the next time they log in, and can make revisions in **Manage Revisions**. They can only see and make revisions to members to which they have access.

## Revising Budgets in a Budget Revision

To make revisions in a budget revision, and validate that your changes meet the controls in a Budgetary Control control budget:

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click the budget revision to enter revised data for, click **Revision Options**, and then click **Direct Entry** or **Trend Based Revision**.  
Direct entry is useful if you are making just a few specific, targeted revisions.
3. Select the type of values to adjust, for example, **Expenses**.

4. Select the members for your budget revision in the POV. Depending on how the revision was created, revised values might be pre-populated for your budget revision, as a starting point.
5. Enter adjustment values, depending on the type of revision, and then click **Save**. For **Direct Entry**, change values directly on the form as needed.  
For **Trend Based Revision**, select a trend type, and then enter a percentage increase or decrease. Select from one of these trends:
  - Current Period Actual
  - Current Year Encumbrance
  - Net Current Budget
  - Current Year Approved Budget
  - Current Year Original Budget
6. To check funds for the proposed revisions in the worksheet, right-click the grid, click **Funds Check**, and then click **Launch**.

This action makes a call to Budgetary Control to check funds and validate that the budget revisions you are proposing meet the controls set in Budgetary Control. Click the **Funds Check Results** tab to see line level detail for the results. You see results for your login and for your changes in the revision. Review and resolve any errors, and repeat the funds check until all errors are resolved.

To check funds for the entire revision, see [Checking Funds Availability](#).

 **Tip**

You can use the **Funds Available** report to check for available funds during your revision process.

7. Enter additional details as needed that are set up for the revision. To enter line notes or line attachment URLs for an account, right-click a cell and then click **Enter Line Level Descriptive Details**, and then enter details.
8. Run the **Rollup** rule.
9. Click **Save** to save your changes, and then close the form.

## Checking Funds Availability

Before finalizing a budget revision, check funds availability in Budgetary Control for the entire revision.

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click a revision, click **Revision Options**, click **Funds Check**, and then click **Launch**. This action makes a call to Budgetary Control to check funds and validate that the entire budget revision meet the controls set in Budgetary Control.

The funds check status is updated in the **Funds Status** column in the **Manage Revisions** and **Revision Listing** forms.

3. If there are a large number of cells being checked and you don't see results right away, right-click the revision, click **Revision Options**, click **Get Funds Results**, and then click

**Launch** to check the status of the job. Once the job is complete, you can continue to the next step.

4. To see line level details of funds check results, click the **Funds Check Results** tab.
5. Review and resolve any errors.
6. Repeat the funds check until all errors are resolved.

When your funds check is successful, you can reserve funds.

## Reserving Funds

Once the budget revision is ready, the funds check is successful, and optionally the budget revision is approved (if you are using the approvals process), reserve funds in the Budgetary Control control budget associated with the revision.

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click a revision, click **Revision Options**, click **Funds Reserve**, enter approval comments, and then click **Launch**.

When you launch **Funds Reserve**:

- The budget revision is pushed to Budgetary Control, invoking the funds reservation process in Budgetary Control, reserving funds for any updated cell values. You see a message when funds reservation is complete.
- If the funds aren't available, the funds reservation fails and you'll see the reasons for the failure.
- The revision status is set to **Approve**.
- 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.
- The revision is cleared. Clearing the revision is important because your administrator sets a limit on the number of revisions that can be active at one time.

You can review the budget entry changes in Budgetary Control.

## Getting Funds Results

When you run the **Funds Check** rule, if there are a large number of cells being checked and you don't see results right away, you can run the **Get Funds Results** rule to check when the batch job is complete and then review results.

1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click a revision, click **Revision Options**, then click **Get Funds Results**, and then click **Launch**.
3. Check the status of the job, and when it's complete, to see line level details of funds check results, click the **Funds Check Results** tab.

Results are purged after 90 days since the record is created or updated in the Funds Check Results table.

## Clearing Revisions

Revisions are automatically cleared when you reserve funds. If you decide not to proceed with a revision or with reserving funds, you can manually clear the revision.

To manually clear a revision:

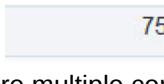
1. From the Home page, click **Financials**, then **Budget Revisions**, and then **Manage Revisions**.
2. Right-click the revision to clear, click **Revision Options**, and then click **Clear Revision**.

## Drilling Through to Budgetary Control

If your administrator enabled integration with Budgetary Control, you can drill through at the cell level from the **Current Approved Budget** form in EPM Planning Financials to Budgetary Control. Unless your administrator has configured single sign-on with Oracle Fusion Cloud, you must be logged in to Budgetary Control for drill through to work. Drill regions are enabled only for level 0 members.

You can drill through to Budgetary Control after funds are reserved using the **Funds Reserve** rule.

1. From the Home page, click **Financials**, then **Budget Revisions**, and then click the **Current Approved Budget** tab.

2. Right-click a cell that has a drill icon in the upper right corner  , and then click **Drill Through to Fusion Budgetary Control**. If there are multiple control budgets, click the control budget you need.

The drill icon is available for any cells that have been pushed to Budgetary Control with **Funds Reserve**.

Review the data in **Review Budgetary Control Balances**.

## 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 Specifying Driver Values

Before building a plan or forecast, verify and if needed adjust the key drivers, enabled by your administrator, that derive revenues and expenses. You can specify driver values:

- Manually
- By referencing and adjusting current, past, or projected trends such as:
  - Prior Year Actual Average
  - Forecast Average
  - Year Over Year Increase / Decrease to adjust the last business year's value by percentage

For cash flow, you'll specify the sources and timings of your revenue and expense categories. See [Specifying Driver-Based Cash Use and Source Assumptions](#). For balance sheet, you'll specify items like accrued compensation, accounts receivable, and prepaid expenses. See [Specifying Balance Sheet Drivers](#).

### Tutorials

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

**Table 4-4 Tutorials to Learn About Financials**

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>

# About Trends

You can enter trend-based assumptions that let you plan and forecast based on trends. Financials includes the following trends:

## Note

In a 13-period application, **Month** does not represent a calendar month but the period defined through the 13 period calendar.

- **Current Year Actual Average**—Calculates the average for an account for the Current Fiscal Year specified in **Planning and Forecast Preparation**.
- **Current Month Actual**—Takes the value for an account for the month or week specified as the Current Period for the Current Fiscal Year specified in **Planning and Forecast Preparation**.
- **Hold Forecast to Current Year Plan**—For the Forecast Scenario only, compares how much has been spent year to date for an account to the Plan for the current year, and spreads the remainder evenly over the remaining months in the Forecast. For example, if Travel YTD Actuals is 260,000, the full year Plan is 500,000, and the current month is June, there is 240,000 remaining to be spread over the remaining 6 months in the year (July – Dec):  $240000 / 6 = 40000$ . The 40000 is spread evenly for Jul to Dec. This trend ensures that you keep Forecast in line with Plan. If YTD spending exceeds the Plan, the forecast for the remaining periods is set to zero, rather than a negative number.
- **Prior Year Actual Average**—Calculates the average for an account for the year prior to the Current Fiscal Year specified in **Planning and Forecast Preparation**. For example, if the Current Fiscal Year is FY17, the prior year is FY16.
- **Prior Year Actual with Seasonality**—Takes the value for account for the month using the value for the same month in the prior year.
- **Forecast Average**—For the Plan Scenario only, takes the average for the Forecast from the prior year. For example, for FY18 in the Plan scenario, selecting this trend calculates the average for the account from FY17 in the Forecast Scenario.
- **Forecast with Seasonality**—For the Plan Scenario only, takes the monthly values from the Forecast from the prior year. For example, in FY18 for the Plan Scenario, selecting this trend calculates the monthly value for the account from FY17 in the Forecast Scenario.
- **Year over Year Increase/Decrease**—Applies a % increase or decrease to the prior year's value. Available only for Yearly Planning.
- **No Trend**—Removes the trend and clears the data from a previously set trend.
- **Monthly Growth**—Calculates year over year change for an account using current year and prior year as the basis to calculate the growth.
- **Prior Month Run Rate**—Takes the value of the prior period. For example, if Current Month is June FY16 and the first period of Forecast is July, this trend takes the value of June and applies it to July. If adjustments are made to the July value, the adjusted July value is used for August. This trend is applicable only for the **Forecast** scenario.

## Tutorials

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

**Table 4-5 Tutorials to Learn About Financials**

Your Goal	Learn How
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>

## Planning Using a Rolling Forecast

If your administrator enabled rolling forecast, you can plan using a rolling forecast in addition to, or instead of, standard forecasting. With rolling forecasts, you can perform continuous planning so you can plan beyond a one year horizon. Depending on how your administrator set up rolling forecast, you can plan continuously at a weekly level for either 13, 26, or 52 weeks, at a monthly level for either 12, 18, 24, 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, you can plan continuously at a period level for 13 or 26 periods.

When your administrator updates the current time period, rolling forecast forms and dashboards are automatically updated to add or drop time periods to the reflect the updated rolling forecast range. Trends and drivers are populated to newly added time periods.

You can plan with a rolling forecast using:

- Driver and trend-based planning.
- Manually entering rolling forecast values.

Forms and dashboards using a rolling forecast range are available in each component: **Revenue**, **Expense**, **Balance Sheet**, and **Cash Flow**.

KPIs are available for reporting purposes:

- **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.

 **Note**

Select the **Rolling Forecast** scenario member only for forms on the **Rolling Forecast**



tab.

## Videos

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

**Table 4-6 Planning Using a Rolling Forecast**

Task	Goal	More Information
	Get an overview of revenue, expenses, balance sheet, or cash flow over the rolling forecast range in a dashboard format.	<a href="#">Analyzing Financials with Dashboards</a>
	<ul style="list-style-type: none"> <li>For Revenue and Expense: Perform driver-based or trend-based planning over a rolling forecast range.</li> <li>For Balance Sheet: Specify balance sheet drivers over a rolling forecast range.</li> <li>For cash flow: Perform driver-based cash flow planning over a rolling forecast range.</li> </ul>	<ul style="list-style-type: none"> <li><b>Revenue and Expense:</b> <a href="#">Specifying Drivers and Trends</a></li> <li><b>Balance Sheet:</b> <a href="#">Specifying Balance Sheet Drivers</a></li> <li><b>Cash flow:</b> <a href="#">Specifying Driver-Based Cash Use and Source Assumptions</a></li> </ul>
	Directly enter data, for example if your planning and forecasting does not have historic trends or specific business drivers.	<ul style="list-style-type: none"> <li><b>Revenue and Expense:</b> <a href="#">Manually Entering Expenses and Revenues</a></li> <li><b>Balance Sheet:</b> <a href="#">Specifying Assets and Liabilities for Direct Balance Sheet</a></li> <li><b>Cash Flow:</b> <a href="#">Entering Financing and Investing Details</a></li> </ul>

## Planning at the Weekly Level

After planning at the weekly level, run these rules to convert weeks to months before viewing dashboards and performing trend calculations:

- Convert Weekly Data to Monthly
- Convert Monthly Data to Weekly

Alternatively, run "Convert Weekly Data to Monthly in Form" and "Convert Monthly Data to Weekly in Form" from the **Actions** menu for a form if your administrator associated these rules with your form.

In 12-period applications with 53 weeks and in 13-period applications, forms with time periods in which the 53rd week occur include Week 53. Settings your administrator made determine the period in which the 53rd week occurs.

For information about 13-period applications, see [Working with a 13-Period Calendar](#).

## Planning Revenue and Expense



The Financials Revenue and Expense components provide several options to help you plan and forecast:

**Table 4-7 Video**

Your Goal	Watch This Video
Learn about revenue, expense, and income statement planning.	 <a href="#">Performing Income Statement Planning in Oracle Enterprise Planning Cloud</a> .

**Table 4-8 Building Plans and Forecasts**

Task	Description	Use These Forms	More Information
 <b>Overview</b>	Review an overview of your financials in a dashboard format.	<ul style="list-style-type: none"> <li>Revenue   Expense</li> <li>Income Statement</li> <li>Rolling Forecast</li> <li>Income Statement Rolling Forecast</li> </ul>	<a href="#">Analyzing Financials with Dashboards</a>
 <b>Driver and Trend Based</b>	<ul style="list-style-type: none"> <li>Enter values for the drivers, defined by an administrator, that generate your revenue and expense values.</li> <li>View the actual account values calculated by our drivers, and override the values if they don't meet my needs.</li> <li>Evaluate the difference between planned or forecast values and historic actuals using different driver trends.</li> <li>Plan, without any internal driver-based logic, at the individual account level by manually entering and adjusting expenses.</li> </ul>	<ul style="list-style-type: none"> <li>Driver Based Revenue Planning   Driver Based Expense Planning</li> <li>Driver Based Revenue   Driver Based Expenses</li> <li>Revenue Trends   Expense Trends</li> <li>Trend Based Expense Planning</li> </ul>	<a href="#">Specifying Drivers and Trends</a>

**Table 4-8 (Cont.) Building Plans and Forecasts**

Task	Description	Use These Forms	More Information
 <b>Rolling Forecast</b>	<p>Plan revenue and expenses using a rolling forecast. Use these forms instead of, or in addition to, the forms on the <b>Driver and Trend Based</b> tab.</p> <ul style="list-style-type: none"> <li>Enter values for the drivers, defined by an administrator, that generate your revenue and expense values.</li> <li>View the actual account values calculated by our drivers, and override the values if they don't meet your needs.</li> <li>Evaluate the difference between planned or forecast values and historic actuals using different driver trends.</li> <li>Make driver adjustments for rolling forecasts.</li> <li>Make trend adjustments for rolling forecasts.</li> </ul>	<ul style="list-style-type: none"> <li>Driver Based Revenue Planning   Driver Based Expense Planning</li> <li>Driver Based Revenue   Driver Based Expenses</li> <li>Trend Based Expenses</li> <li>Driver Adjustment</li> <li>Trend Adjustment</li> <li>Total Revenue   Total Expense</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Planning Using a Rolling Forecast</a></li> <li><a href="#">Specifying Drivers and Trends</a></li> </ul>
 <b>Direct Entry</b>	<ul style="list-style-type: none"> <li>Enter and adjust account values that aren't driver-derived.</li> <li>Manually enter rolling forecast values.</li> </ul>	<ul style="list-style-type: none"> <li>Enter Revenue   Enter Expenses</li> <li>Enter Revenue Rolling Forecast   Enter Expenses Rolling Forecast</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Planning Using a Rolling Forecast</a></li> <li><a href="#">Manually Entering Expenses and Revenues</a></li> </ul>
 <b>Income Statement</b>	View your Income Statement.	Income Statement, Income Statement - Contribution Margin	<a href="#">Viewing Your Income Statement</a>

## Specifying Drivers and Trends

Specify drivers and trends for standard forecasts in **Driver and Trend Based** . Specify

drivers and trends for rolling forecasts in **Rolling Forecast** . Calculated values for the accounts associated with your drivers display on **Driver-Based Revenue** and **Driver-Based Expense** on the tab for your forecasting method.

For details about the trends provided with Financials, see [About Trends](#).



1. For standard forecasting: Click **Driver and Trend Based** , and then **Driver Based Expense Planning| Driver Based Revenue Planning**. For rolling forecasting: Click



**Rolling Forecast** and then **Driver Based Expense Planning| Driver Based Revenue Planning**.

2. Specify your context by selecting point of view dimensions such as specific product line or type of expense such as operating expenses, and then click .
3. Perform a task in **Trend**:
  - To set values by adjusting using current, projected, or past values, select a trend, and estimate the percent by which each value is likely to change in **% Increase/Decrease**. E.g., to plan for a 3% overtime pay increase, you would set Overtime to Prior Year Actual Average, and enter .0 3 in **% Increase/Decrease**.

For rolling forecasts, trends apply to all years in the rolling forecast range. When the current time period is updated, forms are updated to add or drop time periods to reflect the updated rolling forecast range; trends are always calculated for the entire rolling forecast range.

- To set values manually without referencing historic data, select **No Trend**, and then enter values in **Adjustment (+/-)**.

4. Double-click **Year Total** to calculate assumed values.

5. View values for driver-calculated accounts:

- a. Click **Driver Based Expenses | Driver Based Revenue**, and then **Calculated Year Total** to view your annual, quarterly, or monthly driver-derived values. If they're insufficient or incorrect, or inappropriate, you can override them in any period.
- b. Specify your context by selecting point of view dimensions such the year and scenario, and then click .
- c. Expand **Adjust Year Total** to access the period for which to modify driver derived values, and enter new values.

6. To adjust calculated values for accounts or drivers for rolling forecasts, click **Driver Adjustments** and then enter a value in the **Adjustment (+/-)** column.
7. To adjust calculated values for accounts for trends for rolling forecasts in **Expense**, click **Trend Adjustment** and then enter a value in the **Adjustment (+/-)** column.

## Manually Entering Expenses and Revenues

To enter miscellaneous or non-driver calculated expenses or revenues:



1. Click  , and then **Enter Revenue | Enter Expenses**. If you are using a rolling forecast, click **Enter Revenue Rolling Forecast | Enter Expenses Rolling Forecast**.
2. Define your context by specifying point of view dimensions such as entity and scenario, and then click .
3. For each expense or revenue item, enter a monthly or quarterly value.
4. Double-click **Year Total** to view the annual total.

## Viewing Your Total Plan and Forecast

Depending on your planning method, view your total plan and forecast. Select a form, and then specify the POV.

**Table 4-9 Viewing Your Total Plan and Forecast**

Planning Method	Forms to View Total Plan and Forecast
Driver- and trend-based	<p>For standard forecasting: click <b>Driver and Trend</b></p>  <p>Based  , and then <b>Total Expense - Forecast   Total Revenue - Forecast</b> or <b>Total Expense - Plan   Total Revenue - Plan</b> .</p> <p>For rolling forecasting: click <b>Rolling Forecast</b></p>  <p> , and then <b>Total Expense   Total Revenue</b>.</p>
Manual entry	<p>Click <b>Direct Entry</b>  , and then:</p> <p>For standard forecasting: <b>Total Expense - Forecast  Total Revenue - Forecast</b> or <b>Total Expense -Plan   Total Revenue - Plan</b>.</p> <p>For rolling forecasting: <b>Total Expense - Rolling Forecast   Total Revenue - Rolling Forecast</b>.</p>

## Viewing Your Income Statement

Click **Expense**  or **Revenue**  and then **Income Statement** 

## Planning Using Balance Sheets

The Financials Balance Sheet  component provides several options to help you plan using balance sheets:

**Table 4-10 Balance Sheet Planning**

Task	Description	Use These Forms	More Information
<b>Overview</b>	Review an overview of your balance sheet in a dashboard format.	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Rolling Forecast</li> </ul>	<a href="#">Analyzing Financials with Dashboards</a>

**Table 4-10 (Cont.) Balance Sheet Planning**

Task	Description	Use These Forms	More Information
	<ul style="list-style-type: none"> <li>Setup and adjust drivers that will result in calculated balance sheet accounts.</li> <li>View the actual account values calculated by our drivers, and override values as necessary to balance assets and liabilities</li> <li>Setup and adjust trends that will result in calculated balance sheet accounts.</li> <li>Enter and adjust account values that aren't calculated by drivers</li> <li>Modify monthly days in period</li> </ul>	<ul style="list-style-type: none"> <li>Driver-Based Balance Sheet Planning</li> <li>Driver-Based Balance Sheet</li> <li>Trend-Based Balance Sheet</li> <li>Enter Balance Sheet</li> <li>Days in Period</li> <li>Driver-Based Balance Sheet Planning</li> <li>Driver-Based Balance Sheet</li> <li>Trend-Based Balance Sheet</li> <li>Trend Adjustment</li> <li>Enter Revenue   Enter Expenses</li> <li>Enter Revenue Rolling Forecast   Enter Expenses Rolling Forecast</li> </ul>	<a href="#">Specifying Balance Sheet Drivers</a>
	Perform balance sheet planning using a rolling forecast. Use these forms instead of, or in addition to, the forms on the <b>Driver and Trend Based</b> tab.		<ul style="list-style-type: none"> <li><a href="#">Planning Using a Rolling Forecast</a></li> <li><a href="#">Specifying Balance Sheet Drivers</a></li> </ul>
	<ul style="list-style-type: none"> <li>Enter and adjust account values that aren't driver-derived.</li> <li>Manually enter rolling forecast values.</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Specifying Assets and Liabilities for Direct Balance Sheet</a></li> <li><a href="#">Planning Using a Rolling Forecast</a></li> </ul>

**Video**

Your Goal	Watch This Video
Learn about planning using balance sheets.	 <a href="#">Performing Balance Sheet and Cash Flow Planning for Oracle Enterprise Planning Cloud.</a>

## Specifying Balance Sheet Drivers

To specify balance sheet drivers:



1. Click **Driver and Trend Based**, and then for indirect cash flow click **Driver Based Balance Sheet Planning**. For direct cash flow, click **Calculated Balance Sheet**, or **Trend Based Balance Sheet**.



For rolling forecasts, click **Rolling Forecast**, and then **Driver Based Balance Sheet Planning** or **Trend Based Balance Sheet**.

2. Specify your context by selecting point of view dimensions such as specific product line or type of expense such as operating expenses, and then click .
3. Set your assumptions for **Trend**, and then adjust them by **% increase or decrease**. The annual value projected is based on the value of the timeframe ( prior year, for example) that you specify, and will follow the same monthly/quarerly pattern. By setting a percentage increase or decrease assumption, you can impact the projected value. For example, you may assume an expense or driver may increase due to inflation.
4. Double click **Year Total** to calculate assumed values.
5. View values for driver-calculated accounts:
  - a. Click **Driver Based Balance Sheet**, and then **Calculated Year Total** to view your annual, quarterly, or monthly driver-derived values. If they're insufficient or incorrect, or inappropriate, you can override them in any period.
  - b. Specify your context by selecting point of view dimensions such the year and scenario, and then click .
  - c. Expand **Adjust Year Total** to access the period for which to modify driver derived values, and enter new values.
6. To adjust calculated values for accounts for trends for rolling forecasts, click **Trend Adjustment** and then enter a value in the **Adjustment (+/-)**.

## Specifying Assets and Liabilities for Direct Balance Sheet

To specify your assets and liabilities:



1. Click **Direct Entry**, and then **Enter Balance Sheet**, or if you are using rolling forecast, **Enter Balance Sheet Rolling Forecast**.
2. Enter monthly or quarterly values for your assets such as cash in bank, pre-paid expenses, and accounts receivable.
3. Enter monthly or quarterly values for your liabilities such as accrued expense and compensation, short and long term borrowings, and accounts payable.

## About Using Cash Flow and Balance Sheet Balance

Financials automatically balances your plan and forecast balance sheets. If your liabilities and equity exceed your assets, a short term investment is used. Alternatively, if your assets exceed your liabilities and equity, a short term borrowing is created. You must enter the impact to cash flow of the short term investment or the short term borrowing in **Financing and Investing Details**.

## Viewing Your Total Plan and Forecast

Depending on your planning method, view your total plan and forecast. Select a form, and then specify the POV.

**Table 4-11 Viewing Your Total Plan and Forecast**

Planning Method	Forms to View Total Plan and Forecast
Driver- and trend-based	<p>For standard forecasting: click <b>Driver and Trend</b></p>  <p>Based  , and then <b>Balance Sheet - Plan</b> or <b>Balance Sheet - Forecast</b>.</p> <p>For rolling forecasting: click <b>Rolling Forecast</b></p>  <p> , and then <b>Detailed Balance Sheet</b>.</p>
Manual entry	<p>Click <b>Direct Entry</b>  , and then:</p> <p>For standard forecasting: <b>Balance Sheet - Plan</b> or <b>Balance Sheet - Forecast</b>.</p> <p>For rolling forecasting: <b>Balance Sheet Rolling Forecast</b></p>

## Planning Using Cash Flow

### Videos

Your Goal	Watch This Video
Learn about planning using cash flow.	 <a href="#">Performing Balance Sheet and Cash Flow Planning for Oracle Enterprise Planning Cloud</a> .

## Specifying Driver-Based Cash Use and Source Assumptions

To define your cash assumptions:



1. For standard forecasting: Click **Driver Based** , and then **Cash Flow Uses**



**Planning.** For rolling forecasting: Click **Rolling Forecast** , and then **Cash Flow Uses Planning Rolling Forecast**.

2. If necessary, select different point of view dimensions, and then click .
3. In **Cash Flow Impact Assumptions**, for each revenue account, specify the payment percentage you receive within 30, 60, or 90 days.
4. For each expense account, specify the percentage of the expense payment, such as repayments of borrowings or purchases of fixed assets that occurs within 30, 60, or 90 days.
5. Click **Cash Flow Direct Planning**.
6. Select your currency, the entity, scenario, version, and year, and then click .
7. Use **Product or Services** to select your revenue sources.

**Table 4-12 Video**

Your Goal	Watch This Video
Learn about planning cash flow using the direct method.	 <a href="#">Planning Cash Flow Using the Direct Method for Oracle Enterprise Planning Cloud</a>

## Entering Financing and Investing Details

If you are planning with indirect cash flow, use direct entry.

### Note

If you also use Balance Sheet: Your plan and forecast balance sheets are automatically balanced by internal logic. If your liabilities and equity exceed your assets, a short term investment is used. Alternatively, if your assets exceed your liabilities and equity, a short term borrowing is created. You must enter the impact to cash flow of the short term investment or the short term borrowing in **Financing and Investing Details**.

To define your investing and financing:



1. Click **Direct Entry** , and then **Financing and Investing**. If you are planning using a rolling forecast, click **Financing and Investing - Rolling Forecast**.
2. Specify your point of view and then click .
3. For each activity, enter a monthly or quarterly value, and view the calculated year total.

# Running Financials Rules

You can run these rules in Financials:

- Calculate Actuals—Calculates any drivers and aggregates actuals for the selected periods.
- Prepare Forecast—Copies the selected periods of actuals to the Forecast scenario and then recalculates any accounts with a trend or driver to arrive at an updated forecast. Also copies current forecast to prior forecast version for comparison.
- Prepare Plan—Calculates trends and drivers for the selected year(s). You can use this rule to create a new year plan as years change. Or you can use it if you have prepared a multi-year plan and have updated data for trend and driver basis.

## Analyzing Financials with Dashboards

Predefined dashboards give you insight into overall financials for revenue, expenses, balance sheet, and cash flow. You can drill in to members in dashboard charts to see the level of detail you want.



1. Click **Revenue**



, **Expense**



, **Balance Sheet**



, or **Cash Flow**



2. If it's not already selected, click **Overview**

3. Use the Point of View bar to select different dimension members to display in the form, for example to select a different project or entity.
4. Click the horizontal tab for the type of dashboard you want to see. If you are planning over a rolling forecast range, click the rolling forecast dashboards.

## Analyzing Your Financials

Use the provided interactive dashboards to compare your plans, forecasts, and actuals, and to get a dynamic visual snapshot of your financials; at a total business level, or at an entity level perspective. You can drill-down to access more data for more detailed analysis.

Use the analysis forms to get a variety of detailed plan and forecast information and trend-based data. An administrator can customize the analysis forms, or create new ones. See *Administering Planning Modules*.



To view analysis forms and dashboards, click **Financials**, then **Analysis**



## Reviewing Forms and Instructions

You can review all of the available forms and dashboards related to your financials, and review form instructions if your administrator provided them.

Click **Analysis**



, and then click **Forms**



## Reviewing Data from Workforce, Projects, and Capital

If you've integrated Financials with Workforce, Projects, or Capital, review a summary of the rolled up data.

1. Click **Analysis**



, and then click **Forms**



2. Select **Financials Integration Summary**, **Balance Sheet Integration Summary**, or **Cash Flow Direct Integration Summary**.
3. From the **Actions** menu, select **Roll Up** to push data from Workforce and Capital to Financials.
4. Review data that's been pushed from Workforce, Projects, or Capital:
  - **Financials Integration Summary**
    - Salary data from Workforce in the **Workforce Detail** column.
    - Expense and revenue from Projects in the **Project Detail** column.
    - Depreciation, amortization, and other expenses from Capital in the **Capital Detail** column.
  - **Balance Sheet Integration Summary**—Accounts that affect the balance sheet are pushed from Capital or Projects to Financials.
  - **Cash Flow Direct Integration Summary**—Accounts that affect the cash flow are pushed from Capital or Projects to Financials.

# Working With Workforce

## Related Topics

- [Task Overview](#)
- [Setting User Variables](#)
- [Managing Compensation Expenses](#)
- [Managing Noncompensation Expenses](#)
- [Strategic Workforce Planning](#)
- [Managing Demographics](#)
- [Analyzing Workforce Expenses](#)
- [Analyzing Project Utilization](#)

## Task Overview

Review the tasks you'll perform in Workforce. In general, you'll perform tasks in this order:

1. Before creating or updating plans and forecasts, run these business rules: **Synchronize Defaults** and **Calculate Compensation**.  
Access these business rules from **Compensation Planning**, then **Manage Employees**, then **Existing Employees**.
2. Set up user variables.  
See [Setting User Variables](#).
3. Review or enter workforce assumptions and defaults. Your administrator may have set up initial assumptions.  
Use **Compensation Planning**, then **Assumptions and Defaults**.
4. Update workforce details.  
See the table below.
5. Run the **Calculate Compensation** business rule again to recalculate values.
6. Review dashboards and analytics.
7. Report on data using data maps.

### Note

You might not see all the features described in this section, depending on which features your administrator enabled.

**Note**

In a 13-period application, for artifacts labelled with Month, **Month** does not represent a calendar month but the period defined through the 13 period calendar.



To get started, click , and then select a component.

**Table 5-1 Workforce Tasks**

Tasks	Perform These Tasks	More Information
	<ul style="list-style-type: none"><li>• See an overview of compensation data</li><li>• Manage new hires and existing employees</li><li>• Manage employee details</li><li>• Transfer employees from one entity to another</li><li>• Set workforce assumptions (for example, hours worked per day)</li><li>• Set the salary basis (for example, annual) and rate for Salary Grades</li><li>• Set defaults for salary, additional earnings, benefits, and taxes</li></ul>	<a href="#">Managing Compensation Expenses</a>
	<ul style="list-style-type: none"><li>• View the total of non compensation expenses</li><li>• Enter or update non compensation expenses</li></ul>	<a href="#">Managing Noncompensation Expenses</a>
	<ul style="list-style-type: none"><li>• Set headcount targets by job</li><li>• Set attrition rate by year</li><li>• Set strategic headcount drivers by year</li><li>• Set annual strategic headcount driver rates by job</li></ul>	<a href="#">Strategic Workforce Planning</a>
	<ul style="list-style-type: none"><li>• See a headcount summary by demographic</li><li>• See workforce expenses by demographic</li><li>• Assign demographics to employees or jobs</li></ul>	<a href="#">Managing Demographics</a>

**Table 5-1 (Cont.) Workforce Tasks**

Tasks	Perform These Tasks	More Information
	<ul style="list-style-type: none"> <li>• See a dashboard summary of headcount and FTE (full-time equivalent)</li> <li>• Analyze compensation trends over time</li> <li>• View headcount and expenses by skill set</li> <li>• See an overview of utilization and staffing, by existing employees to hires</li> </ul> <p>If you integrated Workforce with Projects, review dashboards and forms that show:</p> <ul style="list-style-type: none"> <li>• Utilization and staffing overview.</li> <li>• FTE requirement across projects.</li> <li>• FTE requirement by project.</li> <li>• Employee utilization. You can also reassign employees to projects as needed.</li> <li>• Employee assignments.</li> </ul>	<a href="#">Analyzing Workforce Expenses</a> <a href="#">Analyzing Project Utilization</a>
		

**Video**

Your Goal	Watch This Video
Learn about entering data in Workforce.	 <a href="#">Entering Planning Data In Workforce for Oracle Enterprise Planning Cloud.</a>

**Troubleshooting**

For help with troubleshooting Workforce issues, see *Fixing Workforce Planning Issues in Operations Guide*.

## 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.

## Managing Compensation Expenses

Before updating employee-related information, you can review current expenses trends and summaries by clicking or tapping **Compensation**, and then **Overview**.

## Managing Hiring Requisitions

A hiring requisition adds placeholder expenses to the workforce budget until someone is hired to fill the requisition. When an employee is hired to fill the hiring requisition, the placeholder hiring requisition expense is transferred to and associated with the hired employee.

Hiring requisitions functionality is available if these Workforce features are enabled:

- Granularity type **Employee** or **Employee and Job**
- **New Hires** option under **Workforce Management**

When workforce demands exceed the number of available employees, you can use New Hires functionality to:

- Add a hiring requisition to be filled by an employee
- Change the status of a hiring requisition
- Associate a hiring requisition with an employee
- Remove hiring requisitions
- Calculate the resulting compensation expenses

Workforce initially provides 100 blank New Employee Hiring Requisitions, which you can use and then add more when you need to. To add a hiring requisition, use **Compensation Planning**, then **Manage Employees**, and then **Add Hiring Requisition** from **Actions**. (Use the same sequence for the other hiring requisition options.)

When you fill a hiring requisition by hiring an employee, you associate the hiring requisition with the employee. The reconciled FTE value equals the Hiring Requisition FTE value. In other words, the FTE and headcount is reduced for the hiring requisition and assigned to the associated employee.

To associate a hiring requisition to an employee:

1. Add a hiring requisition, if needed.

See [Adding Hiring Requisitions](#).

2. Associate the employee with the hiring requisition.

This action transfers the FTE/headcount to the existing associated employee. The new hire requisition properties Reconciled FTE and Reconciled Headcount are populated. See [Hiring Employees](#).

3. After the hiring requisition *available* FTE is assigned to an existing associated employee, you may opt to remove the hiring requisition because it no longer contributes to workforce compensation expenses.

## Adding Hiring Requisitions

When workforce demands exceed the number of available employees, you can add hiring requisitions to be filled by employees. You can create multiple requisitions simultaneously, set their FTE, their employee type, their time span, and their salary.

For an overview, see [Managing Hiring Requisitions](#).

### Note

This topic applies only to the **Employee** and the **Employee and Job** granularity options.

To add hiring requisitions:

1. Click **Compensation Planning**, then **Manage Employees**, and then **New Hires**.
2. Right-click and then select **Add Hiring Requisition**.
3. At **Requisition Details**, set these aspects, and then click **Next**:
  - Number of requisitions you're adding
  - **FTE** value for each
  - **Employee Type** (for example, **Regular**, **Contractor**, or **Temporary**)
4. For **Calendar Information**, select the **Start Date** and optionally the **End Date** to set when the requisition's expenses are to be included in expense calculations, and then click **Next**. Select the **End Date** if you know the end date for an employee. Specifying an ending period is especially useful for temporary employees; doing so saves you from having to plan their departure using the Plan Departure rule. Calculations for their workforce expenses then begin and end with their start and end dates. Note that if you use the ending period option, you must select both the end year and month.

5. If your administrator enabled merit-based planning for new hires, depending on the type of merit planning you are doing, you might be prompted for **Merit Month**. **Merit Month** specifies, for each year, the month in which to give a merit increase.
6. At **Job and Salary Options**, select options, and then click **Next**.
  - Which **Job** the requisition is for
  - Which **Union Code** the requisition is for
  - The option for setting the requisition's salary:
    - **Salary Defaults**: Select to set the salary based on the salary defaults, which are set on the **Defaults** tab of **Compensation Planning**.
    - **Salary Basis and Rate**: Select to directly enter the salary rate (for example, 6000) and basis (for example, Monthly).
    - **Salary Grade**: Select to set the salary by selecting a salary grade. Your administrator imports salary grades, and you set the defaults for new hires by selecting **Compensation Planning**, then **Assumptions**, and then **Salary Grades**. If you don't select a salary option, then the salary defaults are used. Selecting either **Salary Basis and Rate** or **Salary Grade** overrides any salary default assignments.
7. Add any comments for the hiring requisition and then click **Next**.
8. Click **Launch**.  
The Additional Earnings, Benefits, Taxes, headcount, and so on are calculated for the specified requisitions during the time range you specified.

If needed, you can later change the Salary Rate, Salary Basis, Salary Grade, Status, or end period for a hiring requisition you've added. See [Updating Hiring Requisitions](#). To update the salary after the to-be-hired (TBH) has been associated with a hired employee, see [Updating Employee Compensation](#).

#### Tip

If you want to add many hiring requisitions at one time, you can use the **Process New Hires** Mass Update form. See [Updating Multiple Employees and Jobs Details](#).

## Updating Hiring Requisitions

After you've added a hiring requisition, you can update its status description, salary, or time span. You can also remove a requisition.

To update a hiring requisition:

1. Click **Compensation Planning**, then **Manage Employees**, and then **New Hires**.
2. To remove a requisition: Right-click the requisition to remove and then click **Remove Hiring Requisition**. When a requisition is deleted, its associated FTE/headcount and compensation expenses are no longer included in calculations.
3. To update a requisition: Right-click the requisition to update, and then click **Change Requisition**.
4. At **Change Requisition**, select the option that applies, and then click **Next**.

- **Status**—Select to set an informational description to the requisition, and specify the **Effective Date** for the change. The new status is applied from the **Effective Date** onwards.
  - **New**
  - **Active**
  - **Approved**
  - **Unapproved**
  - **On-hold**
  - **Closed**—When you change a hiring requisition **Hiring Status** to **Closed**, you can specify an **Effective Date** for the change. The **End Date** for the closed hiring requisition is updated to be one day before the **Effective Date**. Compensation data is recalculated based on the **End Date**. Note that the **End Date** is populated based on the **Effective Date** for the **Closed** status but not for other statuses.

 **Tip**

Don't enter an **Effective Date** that is before the requisition **Start Date**. Use the **Remove Hiring Requisition** rule to remove the requisition.

- **Salary**—Select to update the salary basis, rate, or grade for the requisition. Skip to Step 5.
- **Extend Calendar**—Select to extend a requisition's time span. Calculations for a requisition's workforce expenses begin and end with the requisition's start and end dates. Skip to Step 5.  
You can change the start date or end date to extend a requisition's calendar.
- **Reduce Calendar**—Select to reduce a requisition's time span. Skip to Step 6.  
You can change the start date or end date to reduce a requisition's calendar.

**5.** To update the salary associated with the requisition:

- Select the **Year** and the **From Period** to set the effective date for your updates.
- Select the option for setting the salary:
  - **Salary Defaults**—Select to set the salary based on the salary defaults, which are set on the **Defaults** tab of **Compensation Planning**.
  - **Salary Basis and Rate**—Select to directly enter the salary rate (for example, 6000) and basis (for example, Monthly).
  - **Salary Grade**—Select to set the salary by selecting a salary grade. Your administrator imports salary grades, and you set the defaults for new hires by selecting **Compensation Planning**, then **Assumptions**—and then **Salary Grades**.

If you don't select a salary option, then the salary defaults are used. Selecting either **Salary Basis and Rate** or **Salary Grade** overrides any salary default assignments.

**6.** To extend the time span for the requisition:

- In **Copy Properties from**, select the month to use as the basis for which requisition properties to copy to the extended range. This option enables you to carry forward into the extended range such aspects as FTE, Status, Employee Type, and Pay Type.
- Select the **Year** and **Month** to copy data from and the new **Start Date** and or **End Date**.

You can extend a time span for a requisition by moving the start date earlier, moving the end date later, or a combination of both.

Specifying a start date and end date saves you from having to plan their departure using the Plan Departure rule.

You don't have to enter a **Start Date** or **End Date**.

If you don't select a **Start Date**, Workforce uses the existing **Start Date**.

If you don't select an **End Date**, Workforce applies this hiring requisition from the start date to the end of the planning range.

7. To reduce the time span of the requisition, select the **Start Date** and or **End Date**. You can reduce a time span for a requisition by pushing the start date later, moving the end date earlier, or a combination of both.

You don't have to enter a **Start Date** or **End Date**.

If you don't select a **Start Date** or **End Date**, Workforce uses the existing **Start Date** or **End Date**.

8. Click **Launch**.

The Additional Earnings, Benefits, Taxes, headcount, and so on are calculated for the specified requisitions during the time range you specified.

#### Tip

If you want to update many hiring requisitions at one time, you can use the **Process New Hires** Mass Update form. See [Updating Multiple Employees and Jobs Details](#).

## Updating Employee Compensation

Depending on your application's granularity, on **Employee Details**, you can update such information as salary, Performance Ratings, FTE, Employee Type, Union Code, and Demographics.

#### Tip

You can also quickly update and process data on multiple existing employees. See [Updating Multiple Employees and Jobs Details](#).

To view and update employee compensation:

1. Click **Compensation Planning**



, and then **Employee Details**



2. To update an employee's salary, select the employee from the POV, and then:
  - a. Right-click in the grid, and then select **Change Existing Details**.

- b. From **Change Employee**, select **Salary**, and then click **Next**.
- c. Select the **Year** and **From Period** as the effective date for the updated salary.
- d. From **Salary Options**, select:
  - **Salary Defaults**: Select to set the salary based on the salary defaults, which are set on the **Defaults** tab of **Compensation Planning**.
  - **Salary Basis and Rate**: Select to directly enter the salary rate (for example, 6000) and basis (for example, Monthly).
  - **Salary Grade**: Select to set the salary by selecting a salary grade. Your administrator imports salary grades, and you set the defaults for new hires by selecting **Compensation Planning**, then **Assumptions**, and then **Salary Grades**. If you don't select a salary option, then the salary defaults are used. Selecting either **Salary Basis and Rate** or **Salary Grade** overrides any salary default assignments.
- e. Click **Launch**.  
The employee's salary is calculated during the time range you specified.

## Changing an Employee's Status

To change an employee's status:

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.
2. Right-click the employee in the row, and then select **Change Existing Details**.
3. From **Change Employee**, select **Status**.
4. Select the pertinent information, including the new status:
  - **Active**—The employee's workforce expenses are included fully in workforce calculations.
  - **Disability**—The employee's workforce expenses are not calculated for the specified period.
  - **Leave of Absence**—The employee's workforce expenses are not calculated for the specified period.
  - **Maternity**—The employee's workforce expenses are calculated according to the Partial Payment Factor, set in assumptions. The Partial Payment Factor sets the pay percentage to apply to the employee's salary. To set this percentage in assumptions, click **Compensation Planning**, and then **Assumptions**.
  - **On Sabbatical**—The employee's workforce expenses are not calculated for the specified period.
5. Select the year, month, and duration in months of the status. You can also add a comment.

## Changing an Employee's Job

You can change the job assignment for an existing employee, for example to promote them, demote them, or move them to a different job. This option is available in an **Employee and Job** model.

To change the job for an existing employee:

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.

2. Right-click the employee whose job you want to change, and then select **Change Job**.
3. Enter the details for the job change, and then click **Launch**.
  - **Start Month**—Select the month in which the job change should occur.
  - **Select Source Job**—Select the source job the employee is changing from.
  - **Select Target Job**—Select the target job the employee is changing to.  
The target job can't be the same as the source job. If the **Source Job** and **Target Job** are the same, the rule fails.
  - **Hours per week**—Optionally, enter the hours per week for the changed job.  
If you don't change **Hours per week**, the **Source Job** hours per week are used in the **Target Job**.
  - **Enter FTE**—Enter the FTE for the **Target Job**.
  - **Year**—Enter the year for the job change.
  - **Comments**—Optionally, add any comments related to the job change, for example the reasons for the change. The comments are displayed on the Mass Update forms, **Process Data and Synchronize Defaults** and **Process Updated Data**.

When the **Change Job** rule runs:

- Compensation data is automatically calculated for the **Target Job** as of the changed job month and year.
- All properties are cleared in the **Source Job** as of the changed job month and moved to the **Target Job**. The compensation data is also cleared as of changed job month in the **Source Job**.

## Updating Multiple Employees and Jobs Details

To quickly update and process data on multiple existing employees or jobs and then process the updated data in Workforce, you can use the **Mass Update** forms.

Using **Mass Update** forms enables you to quickly review and edit information after data is loaded. Designed for optimal processing efficiency, each form is associated with a Groovy rule that processes only the changed data. Which form you use depends on the kind of data you're updating.

You can change existing properties or add a new record and then apply configured default assignments. You can change existing properties or add a new record and then override default assignments and rates. After modifying salary, you can re-apply configured default assignments for benefits, additional earnings and taxes. You can override default assignments and then apply the configured defaults.

### Video

Your Goal	Watch This Video
Learn about how to update employee and job information and then process the updated data.	 <a href="#">Performing Employee and Job Mass Updates 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 45-minute tutorial shows you how to update and process data on multiple existing employees or jobs and then process the updated data in Workforce using Mass Update forms.	 <a href="#">Performing Employee and Job Mass Updates</a>

To quickly make changes to existing employees, jobs, and entity defaults:

1. Click **Compensation Planning**



, and then **Mass Update**



2. Select the form that best suits your situation:

 **Note**

Each granularity option (Employee, Job, or Employee and Job) supports the following forms and Groovy rules. However, the Employee model supports updating only employees, and the Job model supports updating only jobs.

**Table 5-2 Forms for Making Mass Updates**

Your Objective	Use This Form / Tab	The Groovy Rule that is Run Upon Save
<ul style="list-style-type: none"> <li>Assign updated entity defaults for benefits, taxes, and additional earnings, based on employee or job driver details</li> <li>Update employee properties, job properties, or salary-related information</li> <li>Calculate the non-salary components based on the definition of components in the Benefits and Taxes Wizard</li> </ul>	<p><b>Process Data and Synchronize Defaults</b> When you make updates on this form:</p> <ul style="list-style-type: none"> <li>The updates are copied to all future periods in the Year Range.</li> <li>Applies the entity defaults with the component definition and rates in the Benefits and Taxes Wizard.</li> </ul>	<b>Incremental Process Data with Synchronize Defaults</b>

Table 5-2 (Cont.) Forms for Making Mass Updates

Your Objective	Use This Form / Tab	The Groovy Rule that is Run Upon Save
<ul style="list-style-type: none"> <li>Update, add, or remove an existing benefit, tax, or additional earning</li> <li>Update employee properties or job properties</li> <li>Calculate the non-salary components based on the definition of components in the Benefits and Taxes Wizard</li> <li>Assign updated entity defaults for benefits, taxes, and additional earnings based on employee or job driver details by changing the <b>Process</b> option to <b>Yes</b> for the employees or jobs to which you want to apply the updated entity defaults</li> <li>Change the salary, basis, and rate for an employee</li> <li>Calculate the non-salary components based on the definition of components in the Benefits and Taxes Wizard</li> <li>Apply any changes across component information (such as rate changes, payment frequency, or maximum value type) for the benefit, tax, or additional earning by changing the <b>Process</b> option to <b>Yes</b> for the employees or jobs</li> <li>Update, add, or remove an existing benefit, tax, or additional earning</li> <li>Calculate the non-salary components based on the definition of components provided in the Benefits and Taxes Wizard</li> <li>Add new hiring requisitions</li> <li>Modify hiring requisitions</li> </ul>	<p><b>Process Updated Data</b> When you make updates on this form:</p> <ul style="list-style-type: none"> <li>The updates are copied to all future periods in the Year Range.</li> <li>Compensation is calculated based on the rates entered in the form.</li> </ul> <p><b>Synchronize Defaults</b> When you update salary details for the selected year and month in the POV on this form:</p> <ul style="list-style-type: none"> <li>The updates are copied to all future periods in the Year Range.</li> <li>The entity defaults are reapplied and recalculated based on the modified salary.</li> </ul> <p><b>Synchronize Definitions</b> When you change the assignments of earnings, benefits or, taxes and corresponding options and tiers:</p> <ul style="list-style-type: none"> <li>The updates are copied to all future periods in the Year Range.</li> <li>Compensation is recalculated based on the component definition and rates in the Benefits and Taxes Wizard.</li> </ul> <p><b>Process New Hires</b> Compensation is recalculated when you save the form.</p>	<p><b>Incremental Process Data with Synchronize Definition</b></p> <p><b>Incremental Synchronize Defaults</b></p> <p><b>Incremental Synchronize Definition</b></p> <p><b>Incremental Process Data with Synchronize Defaults</b></p>
<p><b>Note:</b> This form is applicable when <b>Granularity</b> is either <b>Employee</b> or <b>Employee and Job</b>.</p>		

**Tips about Mass Update forms:**

- Depending on the year selected, you can make updates at the monthly, quarterly, or annual level, depending on the periodicity for the selected year defined in **Planning and Forecast Preparation**. If you enter data at any quarter, compensation is calculated from the first month of that quarter onwards. If you enter data at the yearly level, compensation is calculated from the first month of the application.
- You can select a value for the user variable **Employee Parent** to show either hiring requisitions, existing employees, or both.
- **Process Data and Synchronize Defaults** and **Process Updated Data** forms: At least one Employee/Job intersection must exist on the POV before you can add another Employee/Job row to the forms using the Select Member list.
- You can change the **Start Date** and **End Date** for employees (new hires and existing employees) on Mass Update forms. When you save the form, compensation is calculated for the modified rows.
- You can use Mass Update forms to inactivate multiple employees at one time by entering an **End Date**. When you use this method:
  - Employees' status is changed to **Closed**.
  - Headcount and Compensation numbers are cleared for future periods of Plan Departure month.
  - FTE and Merit month information are not cleared for future periods (including future years) of Plan Departure month.
- Alternatively, you can use **Plan Departure** to plan employee departure one at a time. When you use this method:
  - The employee status is changed to **Departed** or **Resigned**.
  - FTE, Headcount, and Compensation are cleared for future periods of Plan Departure month.

For more information about **Plan Departure**, see [Planning an Employee's Departure](#).

## Hiring Employees

When you hire an employee, you associate the employee with an existing hiring requisition.

When you hire an employee, you add them as a member to the Employee dimension. Then you associate the employee to a hiring requisition (TBH), which assigns their FTE and headcount to the application. (For information on hiring requisitions, see [Managing Hiring Requisitions](#)). After you reconcile the new employee with a hiring requisition, you manage the employee's workforce information on the **Existing Employees** form.

To associate a newly hired employee with a hiring requisition:

1. Click **Compensation**, then **Manage Employees**, and then **New Hires**.
2. Right-click the hiring requisition to associate with the new hire, and then select **Associate Employee**.

The new employee's compensation expenses are added to the totals, and the headcount and compensation expenses for the hiring requisition are cleared.

## Planning an Employee's Departure

When an employee resigns or is terminated, to stop their associated compensation expenses from being included in calculations as of their departure month, use **Plan Departure**.

To plan an employee's departure:

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.
2. Select the employee.
3. Click **Actions**, and then **Plan Departure**.
4. Select the month and year in which the updated employee status should be active, the reason the employee is leaving, and add optional comments.
5. Click **Launch**.

The employee's workforce expenses aren't included in calculations beginning with the departure month.

### Note

Alternatively, you can use Mass Update forms to inactivate multiple employees at one time, although there are differences in status and how expenses are calculated. For more information, see [Updating Multiple Employees and Jobs Details](#).

To undo an employee's departure:

1. Run the **Change Existing Employee Details** rule for the employee, select **Status** to change and set it to **Active** from the month the employee departed.
2. Run the **Process Loaded Data** rule for the employee, and for the **Period**, select one month before the month the employee departed.

## Transferring Employees

Transferring an employee changes the department (or entity) against which their compensation expenses are calculated. Managers transfer employees using either of these processes:

- One-step Transfer—Use the **Transfer** rule if you own both the source and target entities (that is, you have access permissions to the source and target entities).
- In a **Job** only application, use the **Transfer Headcount** rule. When you run the **Transfer Headcount** rule, compensation data is automatically calculated.
- Two-step Transfer—Use the **Transfer Out** and **Transfer In** rules if you don't have access permissions to both the source and target entities. The two-step transfer provides security. For example, it ensures that managers in Department A can't see member data for Department B if they don't have access permissions to the Department B entity. You should transfer out an employee during the same month in which the receiving department transfers in the employee.
- After an employee is transferred out, most of their data is cleared in the source as of the transfer month. **Applicable Union Code**, **Employee Type**, **Pay Type**, and **Status** will remain but the **Status** will show as **Transfer Out**. When the employee is transferred to the target, the status is set to **Active** for the target, and the employee's salary is calculated in the target.

- You can transfer an employee across custom dimensions, entities, and job in a one-step or two-step transfer. While transferring an employee from one source to another source, select the target dimension(s) and month for transfer. At least one target dimension must vary from the source or the transfer will fail. Use **Basic Details** to select core dimensions. Click **Additional Details** to select custom dimensions. The same applies to transferring headcounts in Job only models also.
- When planning an employee's transfer, make sure you enter a new month that is in accordance with your application's fiscal calendar, rather than the dates entered for the new hire. Employee transfer is based on fiscal year and month rather than the dates entered for new hire.
- 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.
- FTE Assumption and Headcount Assumption accounts are used to calculate values and should never be used for reporting purposes. Use the Total FTE and Total Headcount account hierarchies for all reporting needs, as these reflect the accurate values based on the assumptions, transfers, departures, and so on.

To use the two-step employee-transfer process:

1. Click **Compensation Planning**, then **Manage Employees**, and then **Existing Employees**.
2. Click the **Actions** gear, and then **Transfer Out**.  
Transfer Out causes the employee's name to be displayed in the **Review Pending Transfers** form.
3. To transfer the employee into the target department, in **Review Pending Transfers**, select the employee, then **Actions**, and then **Transfer In**.

 **Tip**

Oracle recommends that you review pending transfers before approving a plan.

To undo an employee's transfer:

1. Run the **Change Existing Employee Details** rule for the employee, select **Status** to change and set it to **Active** from the month employee was transferred at the source.
2. Run the **Process Loaded Data** rule for the employee, and for **Period**, select the month before the month the employee transferred at the source.
3. Delete the data or take the steps needed to clear the data of the employee at the target.

## Managing Jobs

If the application is based on the **Job** granularity option, you can use the **Add Job** rule to add jobs and the **Change Salary** rule to change the salary for jobs. The changes are effective from the period and month that you specify.

### Tip

When you update job data on a form, to recalculate expenses, click the **Actions** gear, and then run the **Calculate Job Compensation** rule. For example, if you change a job's status, review that job's FTE and then run **Calculate Job Compensation**.

## Adding Jobs

You can add jobs and set their properties if the application is based on the **Job** granularity option.

To add jobs:

1. Click **Compensation Planning**, and then **Manage Jobs**.
2. Specify the POV.
3. Click the **Actions** gear, and then select **Add Job**.
4. On **Job Details**:
  - In **Job**, click the Member Selector, and then select the position.
  - Enter the full-time equivalent in **FTE**.
  - Enter the number of **Regular**, **Contractor**, and **Temporary** headcount for the job.
  - Click **Next**.
5. On **Calendar Information**, select the **Start Year** and **Start Month** for the job, and then click **Next**.
6. On **Pay Type, Skill Set, and Salary Options**, select these options:
  - **Pay Type**—for example, Exempt or Non-exempt
  - **Skill Set**—for example, Java or Management
  - **Salary Options**:
    - **Salary Defaults**: Select to set the salary based on the salary defaults, and then click **Launch**.  
Salary defaults are set on the **Defaults** tab of **Compensation Planning**.
    - **Salary Basis and Rate**: Select this option, and then click **Next** to directly enter the **Salary Rate** (for example, 6000) and select the **Salary Basis** (for example, Monthly). Then click **Launch**.
    - **Salary Grade**: Select to set the salary by selecting a salary grade, and then click **Next** to select the grade. Then click **Launch**.  
Selecting **Salary Grade** bypasses the default assignments and instead uses the Salary Grade Basis and Rates at the specific level 0 Entity member or the Company Assumptions Entity member. Salary grades are set on the **Assumptions** tab of **Compensation Planning**.

A message confirms that you successfully added the job. The expenses for the job are calculated starting from the start month and year you specified.

#### Note

Because jobs are members in the Job dimension, you can't remove a job through the Workforce interface. Instead, the administrator can delete the job member using the Dimension Editor. Alternately, you could repurpose an existing job.

## Changing a Job's Salary

If the application is based on the **Job** granularity option, you can change the salary of jobs and specify which period and year the change takes effect using the **Change Salary** rule.

To change a job's salary:

1. Select **Compensation**, and then **Manage Jobs**.
2. Specify the POV and click on the job to change.
3. Click the **Actions** gear, and then **Change Salary**.
4. At **Salary Options**:
  - From the **Year** Member Selector, select the effective year for the change.
  - From the **From Period** Member Selector, select the effective month or period for the change.
  - From **Salary Options**, select how to set the salary:
    - **Salary Defaults**: Set the salary based on the salary defaults, and then click **Launch**.
    - **Salary Basis and Rate**: Select this option, and then click **Next** to directly enter the **Salary Rate** (for example, 6000) and select the **Salary Basis** (for example, Monthly). Then click **Launch**.
    - **Salary Grade**: Select to set the salary by selecting a salary grade, and then click **Next** to select the grade. Then click **Launch**.  
Selecting **Salary Grade** bypasses the default assignments and instead uses the Salary Grade Basis and Rates at the specific level0 Entity member or the Company Assumptions Entity member.

Salary grades are set on the **Assumptions** tab of **Compensation Planning**.

A message confirms that you've successfully changed the job's salary. The expenses are calculated for the job starting from the start month and year you specified.

## Planning Merit Rates

Merit rate increases are added to salary calculations. You can plan merit rates for employees using these methods:

- Based on the employee's performance rating, for example, Meets Expectations, Exceeds Expectations, or No Merit. (Your administrator can create or import performance ratings.) This merit planning option is available only for existing employees.
- By setting default percentage rates by entity in the **Default Merit** member. If the performance rating isn't set for an employee (you can set and view performance ratings on

the **Employee Details** form) or if you want to plan merit rates at a more generic level, you can set default percentage rates for merit increases by entity. The merit increase for the year is included in the base salary calculations of that year and is carried forward into the base salary for subsequent years.

This method is particularly useful when managers don't yet have performance information, for example, when planning merit increases for future years. To simplify planning when merit rates are the same across entities, you can also copy merit rates from one entity to another using the rule **Copy Merit Rates**.

This merit planning option is available for new hires and existing employees.

- When planning using **Merit Assumptions** at the **Per Entity** level, you plan by default merit rate, merit month, and cut-off date. Typically your administrator sets these assumptions. This merit planning option is available for new hires and existing employees.

To set merit rates:



- Click **Assumptions**.
- Click **Assumptions**, and then **Merit Rates**.
- From the Point of View links, select the Scenario, Version, and Entity.
- Set merit rates using the method you prefer:
  - In the performance rating row, enter the merit percentage rate.
  - If no performance rating is set, enter the merit percentage rate in the **Default Merit** row. This value is used in salary calculations only if the performance rating is blank. **Optional:** To copy the merit rates from one entity to another, run the rule **Copy Merit Rates** from the **Actions** menu. At the rule's prompt, select the parent or child entity member whose merit rate you want to copy and the target level 0 member to copy the rate to. Selecting a source parent member enables you to easily push merit rates. Even after you've copied a merit rate to another entity, you can still overwrite the rate in the **Merit Rates** form.

#### Note

Merit rates must be set at the level 0 entity level, whether they're based on performance rating or the **Default Merit** member. If managers enter merit rates at the company Assumptions (No Entity) member, the rates aren't effective until they're copied or added to specific level 0 child members of Total Entity. Individual entity owners can use the rule **Copy Merit Rates** and then modify the rates if needed.

- Click **Actions**, and then **Synchronize Component Definition**.  
Running this rule recalculates tax thresholds that may change as a result of merit increases for employees.

## Calculating Compensation Expenses

Whenever you update data in Workforce, to recalculate expenses, you must run the **Calculate Compensation** rule. Click **Actions**, and then **Calculate Compensation**.

**ⓘ Note**

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

## Synchronizing Defaults

You must run the **Synchronize Defaults** business rule when entity defaults are added or existing defaults are changed. Running **Synchronize Defaults** pushes the updated configuration information so that form calculations are based on the updated information.

To run **Synchronize Defaults**, select **Actions**, then **Business Rules**, and then **Synchronize Defaults**. If you launch **Synchronize Defaults** using the right-click menu, you should use it for a selected employee-job combination.

If you intend to execute the business rule for:

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

 **ⓘ Note**

When an existing salary grade, benefit, tax, or additional earning is updated, to push the updated definitions to employees and jobs, run the **Synchronize Component Definition** business rule. This business rule doesn't update entity defaults.

 **ⓘ Note**

After new data has been imported, run the business rule **Process Loaded Data** to copy the data to the necessary periods in the planning year range. Running this business rule copies the information from the substitution variables `&CurYr` and `&CurMnth`.

 **ⓘ Tip**

To quickly update and process data on multiple existing employees or jobs, you can use the **Mass Update** forms. Each form is associated with a Groovy rule that processes only the changed data. See [Updating Multiple Employees and Jobs Details](#).

 **ⓘ Note**

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

## Troubleshooting a Rule's Error Message

To make it easy for you to work with data, Workforce extensively uses Smart List drop-down lists. Smart Lists that are defined with the property **Create from Members** use text data (the member names), not the Smart Lists' numeric ID. If a Smart List in your application mistakenly has numeric data or is missing data, you get an error message when you run a predefined business rule such as Process Loaded Data or Synchronize Defaults.

To find and fix incorrect Smart List values:

1. Click **Compensation Planning**, and then **Defaults**.
2. Review the Entity defaults on the **Salary**, **Additional Earnings**, **Benefits**, and **Taxes** tabs. Check to see if there's invalid data (numeric instead of text data) related to employee properties and compensation.
3. To make sure there are no invalid Smart List values at the employee and job combination,

click the **Validate** tab 

If there's numeric data for a Smart List, your administrator can fix this error by reloading the data for that employee and job combination or by adding the missing member to the hierarchy. Then you can select that member from the Smart List drop-down list. Or, you can select another Smart List value that fits your needs.

## Managing Noncompensation Expenses

You manage noncompensation expenses such as training or travel expenses using **Other Expenses**



**Other Expenses**

- To view a summary of expenses, click **Summary**.
- To add or update noncompensation expenses, click **Non Compensation Expenses**.

## Strategic Workforce Planning

**Strategic Workforce Planning** helps ensure that you have the right skill sets and headcount to align with the organization's long-term strategy. Often driven by Human Resource departments, strategic planning often looks ahead two to ten years and considers such factors as:

- Attrition rates, including retirement ages
- New product lines or technologies that require certain skill sets and headcount
- The most critical job roles that require focus on retention

### Note

**Strategic Workforce Planning** functionality is available only if your administrator enabled it prior to Release 22.10.

**Strategic Workforce Planning** translates long-term corporate strategy into execution plans by ensuring that the strategy is supported by the right workforce. It provides a regular, proactive way to anticipate future workforce trends and gaps.



To analyze workforce requirements in the future, click . Then enter anticipated workforce requirements:

- **Strategic Headcount Planning:** Set future headcount targets such as regular and departed headcount.
- **Strategic Headcount Attrition Rate:** Set the target attrition rate for each job.
- **Strategic Headcount Driver:** Enter the headcount driver for planning strategic headcount demand.
- **Strategic Headcount Driver Rate:** Enter the headcount driver rate for planning strategic headcount demand.

## Managing Demographics

Demographics describe employee attributes that are unique to each individual, such as Ethnicity, Gender, Religion, Veteran Status, Highest Education Degree, and Age Band. Analyzing demographics can help:

- Ensure fairness in hiring
- Address talent gaps as older employees retire
- Examine how many employees and what skill sets your future projects require

To view and update demographics, for example, to set an attribute for a new employee, click **Demographics**. Then:

- To see a graphic summary of headcount by demographic, click **Headcount Overview**.
- To see a graphic summary of workforce expenses by demographic, click **Workforce Expenses Overview**.
- To set a demographic by employee and job, click **Employee Demographics**.  
To ensure correct calculations in the dashboards, on the **Demographics by Employee** form, you can select any demographic member, including the Unspecified Demographic member. However, avoid selecting a No\_<demographic\_member\_name> member, for example, No Highest Education Degree, No Age Band, or No Gender.

### Note

Your administrator sets up which demographics the organization tracks.

## Analyzing Workforce Expenses

So that you can see the big picture of headcount, compensation, trends, skills sets, and so on, Workforce provides predefined dashboards. From a dashboard, you can drill to the detail data by clicking or tapping links. You can also perform *what-if* analysis in many ways. For example, change a value in the grid and see its immediate effect in the chart.



To access an analysis dashboard, in Workforce, click **Analysis** and then explore the data presented on the vertical tabs.

## Analyzing Project Utilization

If you enabled integration between Workforce and Projects, the Projects **Utilization Analysis**



component provides predefined analysis dashboards and forms that give you insight into workforce metrics.

### Video

Your Goal	Watch This Video
Learn about analyzing employee utilization in projects.	 <a href="#">Analyzing Employee Utilization in Oracle Enterprise Planning Cloud</a>

1. To review project utilization, from the Home page, click **Workforce**, then **Analysis**, and then the **Project Utilization** tab.
2. From the **Actions** menu, click **Aggregate**.
3. Click the horizontal tabs to review dashboards for information on:
  - Utilization and staffing overview.
  - FTE requirement across projects.
  - Employee utilization. You can also reassign employees to projects as needed.
  - FTE requirement by project.
  - Employee utilization.
  - Employee assignments.

# Working With Projects

## Related Topics

- [Task Overview](#)
- [Integrating EPM Planning Projects With Project Management](#)
- [Setting User Variables](#)
- [Adding Projects and Entering Project Details](#)
- [Entering Project Assumptions](#)
- [Planning Expenses](#)
- [Planning Revenue](#)
- [Capitalizing Projects](#)
- [Running Project Rules](#)
- [Using Rolling Forecast with Projects](#)
- [Preparing Forecast Data](#)
- [Analyzing Project Financials With Dashboards](#)
- [Analyzing Project Performance](#)

## Task Overview

Review the tasks you'll perform in Projects. In general, you'll plan projects in this order:

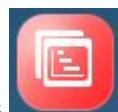
1. Set user variables. [Setting User Variables](#).
2. Enter project details. See [Adding Projects and Entering Project Details](#).
3. Review or enter project standard rate assumptions set up by your administrator. See [Entering Project Assumptions](#).
4. Manage project expenses and revenue, including setting up driver-based assumptions for expenses and revenue. See [Planning Expenses](#) and [Planning Revenue](#).
5. Optionally:
  - For capital projects, if Projects is integrated with Capital, you can plan for capitalization of projects. See [Capitalizing Projects](#).
  - For contract projects, define revenue recognition performance obligations and percentages, and perform revenue recognition what-if analysis. See [Defining Revenue Recognition Obligation Details](#).
  - Analyze projects over a rolling forecast range. See [Using Rolling Forecast with Projects](#).
6. Review dashboards and analytics. See [Analyzing Project Financials With Dashboards](#) and [Analyzing Project Performance](#).

**ⓘ Note**

You might not see all the features you see in this section, depending on what your Administrator has enabled.

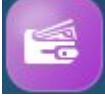
 **ⓘ Note**

In a 13-period application, for artifacts labelled with Month, **Month** does not represent a calendar month but the period defined through the 13 period calendar.



To get started, click **Projects** and then select a component:

**Table 6-1 Projects Tasks**

Task	Perform These Tasks	More Information
 <b>Project Summary</b>	<ul style="list-style-type: none"><li>• Review project overview and variance dashboards.</li><li>• Add new projects and enter project details.</li><li>• Review project rate assumptions, including Standard Rates, Overhead, Working Days and Hours, and Discount Rate.</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Analyzing Project Financials With Dashboards</a></li><li>• <a href="#">Adding Projects and Entering Project Details</a></li><li>• <a href="#">Entering Project Assumptions</a></li></ul>
 <b>Expense</b>	<p>Plan project expenses using best practice driver-based models using built in calculations or by entering expenses directly. You can plan for expenses such as labor (including rate-driven expenses), equipment (including rates based on asset class), and materials (including rates based on standard material costs).</p> <ul style="list-style-type: none"><li>• Review overall project expenses in the dashboard.</li><li>• Set up driver-based expense assumptions.</li><li>• Enter expenses directly and plan project benefits.</li><li>• Review project expense details.</li><li>• Review project rate assumptions, including Standard Rates, Overhead, Working Days and Hours, and Discount Rate.</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Entering Project Assumptions</a></li><li>• <a href="#">Planning Expenses</a></li></ul>

**Table 6-1 (Cont.) Projects Tasks**

Task	Perform These Tasks	More Information
 <b>Revenue</b>	<p>Plan project revenue, for contract projects only. Use built-in analysis tools to analyze project performance.</p> <ul style="list-style-type: none"> <li>Review overall contract project revenue in the dashboard.</li> <li>Set up driver-based revenue assumptions.</li> <li>Enter revenue directly.</li> <li>Define revenue recognition performance obligations and percentages, and perform revenue recognition what-if analysis.</li> <li>Review and analyze project revenue details, using metrics such as NPV, ROI, and EVM to track project variances and performance.</li> <li>Review project rate assumptions, including Standard Rates, Overhead, Working Days and Hours, and Discount Rate.</li> <li>Analyze projects using built-in calculations and dashboards that display variance, cash flow, and profitability.</li> <li>Review built-in KPI calculations such as ROI, NPV, FTE. Review overall project expenses and cash flow.</li> <li>Review a list of predefined forms.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Entering Project Assumptions</a></li> <li><a href="#">Planning Revenue</a></li> <li><a href="#">Defining Revenue Recognition Obligation Details</a></li> <li><a href="#">Analyzing Project Performance</a></li> <li><a href="#">Reviewing Forms and Instructions</a></li> </ul>
 <b>Analysis</b>		
<b>Video</b>		
<b>Your Goal</b>	<b>Watch This Video</b>	
Learn about entering data in Projects.	 <a href="#">Entering Planning Data in Projects for Oracle Enterprise Planning Cloud.</a>	

## Integrating EPM Planning Projects With 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. Use EPM Planning Projects to develop new projects, create project

budgets, and develop your strategic corporate plan. Use Project Management to execute and collect costs for approved projects. Actual costs are then included in budget analysis, forecasting, and re-planning using EPM Planning Projects.

## Task Overview for Working with Integrated EPM Planning Projects and Project Management

If you're integrating EPM Planning Projects with Project Management, in general, you'll perform project planning using this workflow:

1. Set user variables. [Setting User Variables](#).
2. Create a project and enter project details. See [Adding Projects and Entering Project Details](#).  
If you've integrated EPM Planning Projects with Project Management, after you enter the project name, description and dates, enter a project number, which will be associated with the project name, and select a Project Management template to associate with the project.
3. Review or enter project standard rate assumptions set up by your administrator. See [Entering Project Assumptions](#).
4. Manage project expenses, including setting up driver-based assumptions for expenses. See [Planning Expenses](#). When you've finished entering expenses, from the **Actions** menu, select **Calculate Expenses**.
5. Approve the project on the **Project Details** form: Click **Project Summary**, then the vertical tab for the project type, and then **Project Details**. Select the project, and then from the **Actions** menu, select **Approve Projects**. Or, from the Home page, click **Rules**, and then launch **Approve Projects**.

Note that the **Project Integration Status** for the project is now **Initial**.

To export a project and project budget to Project Management, the **Project Status** must be **Approved** and the **Project Integration Status** must be **Initial** (approved but not yet pushed to Project Management) or **Ready** (approved and already pushed to Project Management; ready for a subsequent push to Project Management, for example if the budget changes).

### Tip

If the integration status is **Error**, run the rule **Change Project Integration Error Status** from the **Actions** menu on the **Project Details** form to change the integration status from **Error** to either **Initial** or **Ready**. Use this rule when the previous integration resulted in an error status for the integration, so that the project is ready for the subsequent integration.

6. When a project is ready and approved, export projects and project budgets to Project Management. There are two ways to perform this task, depending on how your administrator set up the integration:
  - Your administrator might have set up a job to perform this task.

- If your administrator has not set up a job to perform this task, you can use Data Integration integrations to export projects and budgets. See [Exporting Project Data and Budgets from EPM Planning Projects to Project Management](#).

 **Note**

If you are using Data Integration integrations to export projects and budgets, refresh the database before you export.

7. Manage your projects in Project Management. When project actuals are ready, import actuals data from Project Management to EPM Planning Projects. There are two ways to perform this task, depending on how your administrator set up the integration:
  - Your administrator might have set up a job to perform this task.
  - If your administrator has not set up a job to perform this task, you can use Data Integration integrations to import actuals. See [Importing Actuals Data from Project Management to EPM Planning Projects](#).

 **Note**

If you are using Data Integration integrations to import actuals, run the rule **Roll up Project** after importing.

8. Use the form **Review and Adjust Expenses** (OPF\_Adjust Project Expenses) to review the imported data and make any adjustments to the overall budget. From the Home page, click **Projects**, then click **Expense**, and then click **Review Project Expense**. Click **Review and Adjust Expenses** if it's not selected.

If you are using Data Integration integrations, run the rule **Calculate Imported Projects** to see updated information before making changes on the form. This rule is run automatically if your administrator is using jobs to import actuals.

 **Tip**

If you run **Calculate Imported Projects** from the form (from the form, click **Actions**, then click **Business Rules**, and then click **Calculate Imported Projects**), values are calculated for the current project. To run the rule for all projects, run the rule from the **Rules** card: From the Home page, click **Calculate Imported Projects**, and then click **Launch**.

The form shows both the data imported from Project Management and the budget data from EPM Planning Projects.

You can also perform a variance analysis comparing budget and actuals. From the Home page, click **Projects**, then click **Project Summary**, and then click the project type. Then, click **Indirect Projects Variance** or **Capital Projects Variance**.

9. If the budget changes, approve the project again on the **Project Details** form. Click **Project Summary**, then the vertical tab for the project type, and then **Project Details**. Select the project, and then from the **Actions** menu, select **Approve Project**.
10. Export projects and projects budgets to Project Management, and then import actuals from Project Management, iteratively as needed for your project planning cycle. Each time you export projects and projects budgets to Project Management, you see a new budget version in 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*.

## Exporting Project Data and Budgets from EPM Planning Projects to Project Management

After you've created projects, entered project expenses, and project budgets are ready and approved in EPM Planning Projects, run Data Integration integrations to export the projects and project budgets to Project Management. You can perform this task on an ongoing basis.

Alternatively, your administrator might have set up a job to perform this task.

When you export from EPM Planning Projects to Project Management, it either updates a Project Management project or creates a new Project Management project.

### Prerequisites

To export a project and project budget to Project Management, the **Project Status** must be **Approved** and the **Project Integration Status** must be **Initial** (approved but not yet pushed to Project Management) or **Ready** (approved and already pushed to Project Management; ready for a subsequent push to Project Management, for example if the budget changes).

Additionally, refresh the database before running the integrations.

To export projects and project budgets:

1. From the Home page, click **Application** and then click **Data Exchange**.
2. In **Data Integration**, select **Export Projects** and then click **Run** . Specify options then click **Run**.

#### Note

If there are multiple calendars in Project Management, there are multiple integrations available for **Export Projects**, each prefaced with a different name. Run the integrations that are needed for your implementation.

#### Options:

- Import Mode - Replace
- Export Mode - Replace
- Start Period - Select a start period
- End Period - Select an end period

Your administrator has set up the filters that are relevant for this integration.

The project integration status is synchronized between EPM Planning Projects and Project Management.

Wait until this integration completes before proceeding.

3. In **Data Integration**, select **Export Project Budgets** and then click **Run** . Specify options and then click **Run**.

**① Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Export Project Budgets**, each prefaced with a different name. Run the integrations that are needed for your implementation.

**Options:**

- Import Mode - Replace
- Export Mode - Replace
- Start Period - Select a start period
- End Period - Select an end period

Your administrator has set up the filters that are relevant for this integration.

4. Review the data in Project Management. The budget version is named *EPM-Date-Timestamp*.

Repeat these steps as needed when you add or update projects and project budgets in EPM Planning Projects.

## Importing Actuals Data from Project Management to EPM Planning Projects

When actuals are ready in Project Management, run Data Integration integrations to import the actuals data to EPM Planning Projects. You can perform this task on an ongoing basis.

Alternatively, your administrator might have set up a job to perform this task.

Data is imported to OEP\_Actuals.

1. From the Home page, click **Application** and then click **Data Exchange**.
2. In **Data Integration**, select **Import Project Actuals** and then click **Run** ➤. Specify options and then click **Run**.

**① Note**

If there are multiple calendars in Project Management, there are multiple integrations available for **Import Project Actuals**, each prefaced with a different name. Run the integrations that are needed for your implementation.

- Import Mode - Replace
- Export Mode - Merge
- Start Period - Select a start period
- End Period - Select an end period

Your administrator has set up the filters that are relevant for this integration.

3. Run the rule **Roll up Project**.

Repeat these steps as needed when there are new actuals available in Project Management.

# 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.

# Adding Projects and Entering Project Details

After defining project assumptions, add projects and enter project details. Some project attributes are predefined but you can change them in the Project Details. You can choose from these project types:

**Table 6-2 Project Types**

Project Type	Description
	<p>Contract projects</p> <p>Manage revenue-generating projects. Includes three types of projects with different ways of generating revenue:</p> <ul style="list-style-type: none"> <li>• Time and materials projects, including labor, equipment, materials</li> <li>• Fixed price projects</li> <li>• Cost plus projects</li> </ul> <p>Contract projects are the only projects where you can plan revenue.</p>
	<p>Indirect projects</p> <p>Manage expense-driven internal projects such as IT and maintenance.</p>
	<p>Capital projects</p> <p>Manage projects related to assets, with the ability to capitalize assets.</p>

### Adding Projects

To add a new project:



1. Click **Project Summary**.
2. Select the vertical tab for the type of project you want to add (**Contract**, **Indirect**, or **Capital**) and then click **Project Details**.

You see tabs only for the project types that are enabled.

3. From the **Actions** menu, select **Add Project**.
4. Enter a project name, description, and start and end dates.
5. If your administrator enabled integration between EPM Planning Projects and Project Management, enter a project number and select a Project Management template to associate with the project. The project number must be 25 characters or less. Don't change this project number later.
6. Add project details. Project details vary depending on the project type.

For Contract projects, you also specify the project type (time and materials, fixed price, cost plus). If Revenue is enabled for contract projects, you also specify:

- **Revenue Recognition**—when the revenue will be recognized:
  - **Monthly**, **Quarterly**, or **Semiannually**
  - **After Completion**
  - **When Billed**—When you select this method, you must also specify the period and year for revenue recognition in the **Revenue Obligation Details** form. See [Defining Revenue Recognition Obligation Details](#).

- **Performance Obligation**—Allows you to recognize revenue based on a percent completion method based on actual completion of the contract. You define performance obligation details and the % allocation that would determine the transaction prices, which allows you to simulate recognized revenue. This method can help you simulate the US GAAP ASC 606 and IFRS 15 requirements for contract projects. When you select this method, you specify the performance obligation details, revenue recognition percentages, and the period and year for revenue recognition in the **Revenue Obligation Details** form. See [Defining Revenue Recognition Obligation Details](#).
- **Revenue Cash Flow Incidence**—how revenue cash flow is recognized.

### Note

If the project is set up with **Override Rates** set to **Yes**, planners can override the global standard rate (set by administrators) when setting up revenue and expense drivers.

## Tutorials

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

Your Goal	Learn How
This 30-minute tutorial shows you how to add an indirect project and define assumptions for standard rates and work time.	 <a href="#">Adding Indirect Projects</a>

## Entering Project Assumptions

Planners set up expense and revenue assumptions for driver-based planning.

### Reviewing the Standard Rates Set By Administrators

Before beginning revenue and expense planning, review the standard rate assumptions set up

by your administrator. Click **Expense**  or **Revenue** , and then click **Assumptions**



The standard rates include, for example, Labor, Material, and Equipment rates, days in a month, hours in a day and so on.

## Planning Expenses



The Projects Expense  component provides several options to help you plan project expenses:

**Table 6-3 Planning Project Expenses**

Task	Description	More Information
	Review project expenses in a dashboard format.	<a href="#">Analyzing Project Financials With Dashboards</a>
<b>Overview</b>		
	Perform driver-based expense planning by setting up expense assumptions.	<a href="#">Entering Expense Drivers</a>
<b>Driver Based</b>		
	<ul style="list-style-type: none"> <li>Enter expenses directly in a spreadsheet-like format.</li> <li>Plan project benefits.</li> </ul>	<a href="#">Entering Expenses Directly</a> and <a href="#">Planning Project Benefits (Internal Projects Only)</a>
<b>Direct Entry</b>		
	Review overall expenses for a project in a grid.	<a href="#">Reviewing Overall Project Expenses</a>
<b>Project Expense</b>		
	Review global rate assumptions that drive project financials.	<a href="#">Entering Project Assumptions</a>
<b>Assumptions</b>		

### Entering Expense Drivers

When you do driver-based planning using expense assumptions, expenses are calculated using the built-in formulas, using global rates and the expense drivers you enter. For example, when you enter labor assumptions for your project, such as the job class, rate, start and end dates, the total project labor costs are automatically calculated using the rates per job class and the start and end dates.

To use driver-based expense planning, review the existing rates your administrator entered, and then add and modify your expense assumptions.

1. Click **Expense** .
2. Click **Driver Based** .

3. Select the horizontal tab for the expense assumptions you want to enter and select the members from the Point of View, and then review or update driver details.
  - **Labor**—Enter details for labor assumptions for each job or job code, such as start and end date, FTE, location.
  - **Equipment**—For each type of equipment, enter start and end dates and units.
  - **Material**—For each type of material, enter cash flow incidence. Set the payment terms for expenses; the selected value impacts the cash outflow on the project. Options are:

Two months prior, one month prior, current month, next month, 2 months after, 3 months after, 4 months after.

- Other—Enter any additional resources and the cash flow incidence or other custom assumptions for each.

4. If the project is set up with **Override Rates** set to **Yes**, and the global rate is not correct for a project, enter the new rate.
5. To add or remove expense assumptions, from the **Actions** menu, select **Add Line Items** or **Remove Line Item**.
6. When you've finished entering expense assumptions, from the **Actions** menu, select **Calculate Expenses**.

#### Note

If Projects is integrated with Workforce, calculating expenses pushes data such as utilization to Workforce. Then, in Workforce you must also select **Aggregate** from the **Actions** menu.

If Projects is integrated with Financials, and expense accounts are mapped, calculating expenses and rolling up Projects pushes data to Financials.

### Entering Expenses Directly

You can directly enter project expenses. When you enter expenses directly, no driver-based calculations are used.

When you change project dates, or when you import projects, before directly entering expenses, on the **Project Details** form, from the **Actions** menu, click **Refresh Project Dates**.



1. Click **Expenses**.



2. Click **Direct Entry**.

3. Select the project from the Point of View, and then select expense types and enter expense details on each row.

#### Tip

You can copy a cell value and drag the cursor to fill all the cells in a row.

If you enter at the Year total level, values are automatically spread evenly to lower levels.

4. From the **Actions** menu, you can select **Add Line Items** or **Remove Line Item**.
5. When you've finished entering expenses, from the **Actions** menu, select **Calculate Expenses**.

## Planning Project Benefits (Internal Projects Only)

In addition to planning expenses, you can also plan for tracking project benefits for both capital and indirect projects. By planning project benefits, you can quantify the financial benefits to help justify the need for the project. 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.

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. 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.



1. Click **Expenses**.



2. Click **Direct Entry**.
3. Select **Project Financial Benefits** to enter financial benefits for the selected account. Enter any assumptions about the benefit, and enter the benefit amount.

The benefit amount is used in ROI and other KPI calculations to justify the project. The financial benefits can be mapped to a revenue account or an expense account. Based on this definition, the amounts are assigned to the respective financial accounts.

4. Select **Project Non Financial Benefits** and select a non financial benefit. Enter any assumptions about the benefit and enter a value.

Non financial benefits help set additional measurable targets to justify the project over and above the financial benefits. While these are not used in KPI calculations, they can be tracked to quantify the benefit. For example, if you want to set the user base to grow to a certain level based on a marketing campaign project, set the target values here.

You 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.

Rules are run when you save and the KPIs are calculated based on the financial benefits you specified. This is not applicable for non financial benefits because they are not used for calculations.

## Reviewing Overall Project Expenses

You can review an overall summary of project expenses in a spreadsheet-like format. Values come from driver-based expenses and from direct input.



1. Click **Expenses**.



2. Click **Project Expense**.

3. Change the project or other members to review by selecting different members from the Point of View.

### 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 project expenses using driver-based assumptions and direct input expenses.	 <a href="#">Planning for Project Expenses</a>
This tutorial shows you how to identify and enter financial and non-financial project benefits.	 <a href="#">Adding Financial and Non Financial Project Benefits</a>

## Planning Revenue



The Projects Revenue component provides several options to help you plan project revenue (for contract projects only):

**Table 6-4 Planning Project Revenue**

Task	Description	More Information
	Review project revenue in a dashboard format.	<a href="#">Analyzing Project Financials With Dashboards</a>
<b>Overview</b>		
	Perform driver-based revenue planning by setting up revenue assumptions. Define revenue recognition performance obligations and percentages, and perform revenue recognition what-if analysis.	<a href="#">Entering Revenue Drivers</a> and <a href="#">Defining Revenue Recognition Obligation Details</a>
<b>Driver Based</b>		
	Enter revenue directly in a spreadsheet-like format.	<a href="#">Entering Revenue Directly</a>
<b>Direct Entry</b>		
	Review overall revenue for a project, project profitability, and project cash flow in a grid.	<a href="#">Reviewing Overall Project Revenue</a>
<b>Analysis</b>		
	Review global rate assumptions that drive project financials.	<a href="#">Entering Project Assumptions</a>
<b>Assumptions</b>		

## Entering Revenue Drivers

When you do driver-based planning using revenue assumptions, revenue is calculated using the built-in formulas, using the revenue drivers you enter. For example, you can set up labor or equipment assumptions for contract projects and indicate how revenue is recognized.

To use driver-based revenue planning, review the existing rates your administrator entered, and add and modify your own assumptions.



1. Click **Revenue**



2. Click **Driver Based**

3. Select the horizontal tab for the revenue assumptions you want to enter and enter assumption details.

- **Labor**—Enter revenue assumptions for labor such as billing rate.
- **Material**—Enter revenue assumptions for material such as billing rate per unit.
- **Equipment**—Enter revenue assumptions for equipment such as billing rate.
- **Other**—Set other revenue assumptions.
- **Cost Plus**—Set the Margin earned for a Cost Plus Project. The margin % can be set on the Total Expense or at a more detailed level.
- **Revenue Recognition What If**—Set the revenue recognition terms for the project and perform what-if analysis. See [Defining Revenue Recognition Obligation Details](#).

4. If the project is set up with **Override Standard Labor Rates**, **Override Standard Equipment Rates**, or **Override Standard Materials Rates** set to **Yes**, and the global rate is not correct for a project, enter the new rate.
5. To add or remove revenue assumptions, from the **Actions** menu, select **Add Line Items** or **Remove Line Item**.
6. When you've finished entering revenue assumptions, from the **Actions** menu, select **Calculate Revenues**.

## Entering Revenue Directly

You can directly enter project revenue. When you enter revenue directly, no driver-based calculations are used.

When you change project dates, or when you import projects, before directly entering revenue, on the **Project Details** form, from the **Actions** menu, click **Refresh Project Dates**.



1. Click **Revenue**



2. Click **Direct Entry**

3. Select the project from the Point of View, and then select revenue types and enter revenue details on each row.

 **Tip**

You can copy a cell value and drag the cursor to fill all the cells in a row.

If you enter at the Year total level, values are automatically spread evenly to lower levels.

4. From the **Actions** menu, you can select **Add Line Items** or **Remove Line Item**.
5. When you've finished entering revenue, from the **Actions** menu, select **Calculate Revenue**.

### Reviewing Overall Project Revenue

You can review an overall summary of project revenue in a spreadsheet-like format. Values come from driver-based expenses and from direct input.



1. Click **Revenue**.



2. Click **Analysis**.
3. Change the project or other members to review by selecting different members from the Point of View.
4. Click the horizontal tabs to review total project revenue, project profitability, or project cash flow.

## Defining Revenue Recognition Obligation Details

For revenue-generating contract projects, if the revenue recognition method is **When Billed** or **Performance Obligation**, you must specify the period and year for revenue recognition. Additionally, when the revenue recognition method is **Performance Obligation**, you specify revenue recognition percentages against obligations that you define. Revenue allocated to a performance obligation should be recognized when the goods or services are transferred to the customer, which occurs when the customer has control of the asset or use of the service.

You can perform revenue recognition what-if analysis by analyzing different revenue recognition terms, helping in the decision making process to decide on the financial terms of contract projects based on the performance obligation details.

Using the **When Billed** or **Performance Obligation** method can help you simulate the US GAAP ASC 606 and IFRS 15 requirements for contract projects.

Before performing this task, complete these tasks:

1. Create a contract project with a revenue recognition method of **When Billed** or **Performance Obligation**.
2. Enter project expenses (either directly or by drivers), and then from the **Actions** menu, select **Calculate Expenses**.

3. Enter project revenue (either directly or by drivers), and then from the **Actions** menu, select **Calculate Revenues**.

To define revenue obligation details for a contract project that has a Revenue Recognition method of **When Billed** or **Performance Obligation**:



1. Click **Revenue** , then **Driver-Based** , and then **Revenue Recognition What If** to open the Revenue Recognition dashboard.
2. In **Project Details**, review the details. You can also change the revenue recognition method.
3. In **Revenue Obligation Details**, enter obligation details that describe either a milestone or specific terms of the contract that need to be fulfilled based on when you plan to recognize the revenue, and then save your changes:
  - **Obligation Details**—Enter a description of each obligation for the project. A performance obligation is defined as a promise to transfer a good or service.
  - **Revenue Recognition**—Enter the % of total revenue for the project that needs to be recognized when each obligation is fulfilled. This step is required only when the Revenue Recognition method is **Performance Obligation**; it is not required for **When Billed**.
  - **When Period**—Select the period in which to recognize the revenue for each obligation.
  - **When Year**—Select the year in which to recognize the revenue for each obligation.
4. In **Total Project Revenue**, review the impact of your changes to unearned, accrued, and recognized revenue in a grid.
5. In **Revenue Recognition Trend**, review the impact of your changes to the recognized revenue and unearned revenue in a trend line.

### Performing Revenue Recognition What-If Analysis

You can perform what-if analysis for revenue recognition using the **Revenue Recognition What If** dashboard. You can use milestone-based revenue recognition to understand the impact of various contract project scenarios on profit and loss. For example:

- Use the **Project Details** form to change the revenue recognition method for a project.
- Use the **Revenue Obligation Details** form to modify the obligations, percentages, and periods for recognizing revenue.

Review the impact of your changes in the **Total Project Revenue** grid or in the **Revenue Recognition Trend** graph.

### Video

Your Goal	Watch This Video
Learn about defining revenue recognition obligation details and performing what-if analysis.	 <a href="#">Overview: Revenue Recognition What If Planning in Enterprise Planning and Budgeting Cloud.</a>

## Capitalizing Projects

For capital projects, you can allocate project expenses either partially or in full to one or more assets. For example, if you have a project related to building a new facility, you might allocate equipment costs to the Machinery and Equipment asset class.

To capitalize projects:



1. Click **Project Summary**.



2. Click **Capital** and then click **Project Capitalization**.
3. In the **Total Project Expenses** area, select a project and view your total project expenses.
4. In the **Allocate Expense to Asset** area, select a project expense you want to capitalize, and then select the corresponding capital expense account. Also select the asset class (for example, Machinery or Buildings) where you plan the expense to be capitalized. You can select one or multiple assets for the expense to be allocated. Choose the same asset class/asset in case you want multiple expenses to be assigned to same asset. Indicate how much of the cost should be capitalized (making it a capital expense versus an operating expense) and enter capitalization details.

When you save, the **Total Project Expenses** area is updated to show the capitalized expense compared to the total expense.

The **Capital Work in Progress** area is updated with the capitalized projects.

5. In the **Capital Work in Progress** area, add additional details for each capitalized asset and specify the planned inservice date, which drives the depreciation and other expense calculations.
6. From the Action menu, select **Calculate Depreciation**.

The depreciation for the assigned capital project asset is calculated, based on the inservice date.

The capitalized assets are pushed from Projects to Capital. In Capital, in **New Asset Planning**, select the asset class and project to see the capitalized asset's value and associated depreciation.

## Running Project Rules

If you are responsible for several projects and would like to see rolled up project level at entity level, run these rules:

- **Rollup Projects**
- **Rollup Project Cube**

## Using Rolling Forecast with Projects

If your administrator set up rolling forecast for Projects, after you plan and forecast your projects, you can analyze projects over a rolling forecast time period range.



To review your projects in a rolling forecast time period range, click **Projects** , then



**Analysis** , and then **Rolling Forecast** .



Rolling forecast forms and dashboards are set up based on the rolling forecast range.

When your administrator updates the current time period, rolling forecast forms and dashboards are automatically updated to add or drop time periods to reflect the updated rolling forecast range.

KPIs are available for reporting purposes:

- **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.

## Preparing Forecast Data

To prepare forecast data, complete these tasks:

1. Create a project.
2. Enter project expenses (either directly or by drivers), and then from the **Actions** menu, select **Calculate Expenses**.
3. Enter project revenue (either directly or by drivers), if appropriate for your project, and then from the **Actions** menu, select **Calculate Revenues**.
4. Prepare forecast data by copying data from the Plan scenario to the Forecast scenario using one of these two methods:



- Approve the project: Click **Project Summary** , then the vertical tab for the project type, and then **Project Details**. Select the project, and then from the **Actions** menu, select **Approve Project**.

- Copy data from the Plan scenario to the Forecast scenario: Click **Project Summary**



- Copy data from the Plan scenario to the Forecast scenario: Click **Project Summary** , then the vertical tab for the project type, and then **Project Details**. From the **Actions** menu, select **Copy Projects**. Specify details for source and target scenario and version, and then click **Launch**.

5. Prepare forecast data by copying Actual data to the Forecast scenario: From the **Home**



- Prepare forecast data by copying Actual data to the Forecast scenario: From the **Home** , click **Rules** , and then **Prepare Detailed Forecast Data**. Specify details for the entity, projects, Plan scenario and version, and the months and years that contain Actual data, and then click **Launch**.

Now the Forecast scenario includes Actuals for the specified months and year, and Plan data for the rest of the future periods. Any data that was previously in the Forecast scenario is now in **Prior FCST**.

## Analyzing Project Financials With Dashboards

Predefined dashboards give you insight into overall project financials and expense and revenue metrics. You can drill in to members in dashboard charts to see the level of detail you want.

### Project Dashboards

At any time during your planning process, use the dashboards in **Project Summary** to get an overview of your projects. There are dashboards for each enabled project type.



1. Click **Project Summary**
2. Click the vertical tab for the project type:



- **Contract**



- **Indirect**



- **Capital**

3. Click the horizontal tab for the type of dashboard you want to see:
  - **Projects Overview** for an overview
  - **Projects Variance** to see project variance measures
  - **EVM (Earned Value Management)** to see project schedule variances
4. Use the Point of View bar to select different dimension members to display in the form, for example to select a different project or entity.

### Expense Dashboards

Review the expense dashboard to see an overall summary of project expenses and metrics in chart form.



1. Click **Expenses**



2. If it's not already selected, click **Overview**

3. Use the Point of View bar to select different dimension members to display in the form, for example to select a different project or entity.

### Revenue Dashboards

Review the revenue dashboard to see an overall summary of project revenue and metrics in chart form.



1. Click **Revenue**.



2. If it's not already selected, click **Overview**.
3. Use the Point of View bar to select different dimension members to display in the form, for example to select a different project or entity.

## Analyzing Project EVM

Projects provides rules and dashboards that make it easy to measure and analyze project EVM. To analyze EVM measures, you must first prepare forecast data. See [Preparing Forecast Data](#).

Once you have Forecast data, you can analyze project EVM.

To analyze project EVM:



1. Click **Project Summary**, then the vertical tab for the project type, and then **EVM**.
2. In the **Enter % Complete Estimate** form, enter a value for **% Complete** for the project for the current month, and then save the form.  
EVM measures are calculated when you save the form.  
Perform this step each month to update the percent complete for the project.
3. Review the updated EVM measures in the EVM dashboard.

## Analyzing Project Performance



The Projects **Analysis** component provides predefined analysis dashboards that give you insight into overall project financials and KPIs.

You can track and analyze performance at a project level or, if programs are enabled, also at the program level.

**Table 6-5 Analyzing Project Performance**

Task	Description
	Get an overview of project performance including variance, profitability, and cash flow in a dashboard.
<b>Overview</b>	
	Review project expenses and project cash flow in a grid.
<b>Profitability</b>	Use the <b>Project Detailed Analysis</b> form to see a summary of the KPIs for each project so you can evaluate project performance for all projects in one place.
	If your administrator enabled the Program dimension, and you mapped projects to programs, review program KPIs including ROI, NPV, and Payback and program performance such as profitability and NPV in dashboards.
<b>Program</b>	
	If your administrator enabled Rolling Forecast, review forms and dashboards over the defined rolling forecast range.
<b>Rolling Forecast</b>	When your administrator updates the current time period, rolling forecast forms and dashboards are automatically updated to add or drop time periods to reflect the updated rolling forecast range.



Click **Analysis**, and then click the type of analysis to review.

You can drill in to members in dashboard charts to see the level of detail you want. Change the project or other members to review by selecting different members from the Point of View.

 **Note**

If you enabled integration between Workforce and Projects, the **Workforce Utilization**



**Analysis** component provides predefined analysis dashboards and forms that give you insight into workforce metrics. For more information, see [Analyzing Project Utilization](#).

If you enabled both Projects and Financials, and you mapped accounts, you can review the data that was moved from Projects to Financials. See [Reviewing Data from Workforce, Projects, and Capital](#).

## Reviewing Forms and Instructions

You can review all of the available forms and dashboards related to project planning, and review form instructions if your administrator provided them.



Click **Analysis**  , and then click **Forms**



# Working With Capital

## Related Topics

- [Task Overview](#)
- [Setting User Variables](#)
- [Entering Capital Asset Assumptions](#)
- [Managing New Capital Investments](#)
- [Managing Existing Assets](#)
- [Managing Intangibles](#)
- [Analyzing Capital Financials with Dashboards](#)
- [Analyzing Capital Asset Financials](#)

## Task Overview

Review the tasks you'll perform in Capital. In general, you'll plan capital assets in this order:

1. Set user variables. See [Setting User Variables](#).
2. Review or enter capital assumptions, including driver-based assumptions for depreciation and amortization, funding assumptions, and other expense assumptions. See [Entering Capital Asset Assumptions](#).
3. Add new capital assets and new asset details, and manage new assets. [Managing New Capital Investments](#).
4. Manage existing assets and intangible assets. See [Managing Existing Assets](#) and [Managing Intangibles](#).
5. Get an overview of Capital financials with dashboards. See [Analyzing Capital Financials with Dashboards](#).
6. Review the financial impact of Capital assets. See [Analyzing Capital Asset Financials](#).

### Note

You might not see all the features you see in this section, depending on what your Administrator has enabled.

### Note

In a 13-period application, for artifacts labelled with Month, **Month** does not represent a calendar month but the period defined through the 13 period calendar.



To get started, click **Capital** and then select a component:

Task	Perform These Tasks	More Information
 Investments	Plan for purchasing new fixed assets. For example, plan for new assets such as buying machinery, laptops, trucks. Manage depreciation or cash flows.	<a href="#">Managing New Capital Investments</a>
 Existing Assets	Manage existing assets.	<a href="#">Managing Existing Assets</a>
 Intangibles	Manage intangible assets, such as copyrights, patents, trade secrets, and brand valuation.	<a href="#">Managing Intangibles</a>
 Analysis	Analyze Capital financials.	<a href="#">Analyzing Capital Asset Financials</a>

## Videos

Your Goal	Watch This Video
Learn about entering data in Capital.	 <a href="#">Entering Planning Data in Capital 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 plan for capital assets using capital projects in Capital and Projects.	 <a href="#">Capital Asset Planning with Capital Projects</a>
This tutorial shows you how to load and manage existing assets. You import assets using a modified data load template, and then perform tasks used to plan for capital expenses, such as Calculate Assets, Transfer Assets, and Add Improvements.	 <a href="#">Loading and Managing Assets</a>

# Setting User Variables

Each planner must set the variables described below.

- From the Home page, click **Tools**, then **User Preferences**, and then **User Variables**.
- 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.

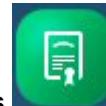
Capital, Workforce, and Projects have their own dynamic variables (defined with the **Use Context** option), which allow user variables to be used in the Point of View. With dynamic variables, the value of the user variable changes dynamically based on the context of the form, and users don't need to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

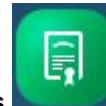
## Entering Capital Asset Assumptions

Add or modify assumptions for planning capital assets such as depreciation and amortization, funding assumptions, cash flow and funding assumptions, and other expense assumptions.

These assumptions drive calculations using the built-in best practice and formulas, using driver values you enter.

You can set these default assumptions at the entity level or at the No Entity (global) level. If no assumptions are set at the entity level, global assumptions are used in calculations.



1. Click **Investments** , **Existing Assets** , or **Intangibles** .

### Note

You enter assumptions for each asset type and they are stored separately.



2. Click **Assumptions**
3. Select the horizontal tab for the asset assumptions you want to enter and enter assumption details. Change the members on the Point of View if needed to enter assumptions for other members.
  - **Depreciation Assumptions**—For each asset, enter:
    - **Useful Life (in Years)**—Indicates the useful life (in years) of assets: the period during which an asset is expected to be usable for the purpose it was acquired and used for depreciation and amortization calculations.
    - **Depreciation Method**— For new and existing assets only. Straight Line, Sum of Years' Digits, Declining Balance Year, Declining Balance Period, or No Depreciation.
    - **Depreciation Convention**—For new and existing assets only. ProRate Beginning Period, ProRate Actual Date, Mid Period.
    - **Amortization Method**—For intangibles only. Indicates the amortization method to use for assets. Only applicable for assets with a finite useful life. Finite (spreads the asset value evenly over the useful life of the asset), Indefinite lived (no amortization). Only Straight Line method is supported.
    - **Low Value Lease Term (in Months)**—For lease assets, if **IFRS16 – Standard** is enabled, enter a threshold value. Lease assets that meet the low value threshold you enter, for example a lease value term less than 12 months, 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.
    - **Low Value Lease Amount**—For lease assets, if **IFRS16 – Standard** is enabled, enter a threshold value. Lease assets that meet the low value threshold you enter, for example a lease value less than \$5,000, 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
  - **Funding Assumptions**—For each asset, enter:
    - **Cash Flow Incidence**—Determines the cash flow for capital purchases; the assumption by which the pattern of cash flow is defined. Selections are: Before 2 Months, Before 1 Month, Same Month, Next Month, After 2 Months, After 3 Months, After 4 Months, or Staggered. The selection made directly impacts the Cash Flow statement.

In a 13-period application, **Month** does not represent a calendar month but the period defined through the 13 period calendar.
    - **Cash Flow Staggered Periods**—Determines the number of cash flow periods if the cash flow incidence is staggered.
    - **Funding %**—Percentage of the capital purchases funded by an external source.
    - **Funding Incidence**— Determines the funding for the capital purchases; the assumption by which the pattern of cash inflow is defined. Selections are: Before 2 Months, Before 1 Month, Same Month, Next Month, After 2 Months, After 3 Months, After 4 Months, or Staggered.
    - **Funding Staggered Periods**— Determines the number of funding periods if the Funding Incidence is staggered.

- **Other Expenses**—Enter assumptions for other expenses such as the percentage for **Repairs, Insurance, Maintenance**, and **Taxes**.

To assign expense drivers to another plan year, select **Assign % Drivers** from the **Actions** menu. This option allows you to copy drivers from one year to another, varying by a specified increase in percentage. For example, if insurance is 2% and you select **Assign % Drivers** and increment by 2, then the insurance becomes 4%.

When there is a change made in assumptions, for example adding new assumptions or modifying assumptions, on the **Other Expense Assumptions** page, highlight the asset class you modified, and then select **Synchronize Drivers** from the **Actions** menu.

### 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>

## Managing New Capital Investments



The **Investments** component provides several options to help you manage new capital asset investments.

After defining or reviewing capital assumptions, add capital assets and enter asset details. You can manage these asset types:

**Table 7-1 Managing New Capital Assets**

Asset Type	Description	More Information
 <b>Asset Overview</b>	<ul style="list-style-type: none"> <li>• Review an overview of new capital assets in a dashboard.</li> <li>• Review the asset value of capitalized projects.</li> </ul>	<a href="#">Analyzing Capital Financials with Dashboards</a>
 <b>New Asset Planning</b>	Add new capital assets and asset details and manage new assets and new leased assets.	<a href="#">Adding New Capital Assets</a>

**Table 7-1 (Cont.) Managing New Capital Assets**

Asset Type	Description	More Information
 <b>Lease Asset Planning</b>	Add new leased assets and asset details and manage new leased assets.	<a href="#">Adding New Leased Assets</a>
 <b>Assumptions</b>	Enter assumptions to drive capital asset financials.	<a href="#">Entering Capital Asset Assumptions</a>

**Adding New Capital Assets**

After defining or reviewing capital assumptions, add capital assets and enter asset details.



1. Click **Investments**  and then click **New Asset Planning** .
2. On the **New Asset Detail** page, select the Asset Class from the drop down list. For example, select a category such Machinery, Buildings or Vehicles, depending on what's defined for your business.
3. If you've integrated Capital and Projects, you can select a project to see the planned asset value for the project.
4. On the **New Asset Detail** page, right-click a row, and from the **Actions** menu, select **Add New Asset**.
5. Enter asset details and then click **Launch**.

The fields marked with \* are mandatory fields that drive the asset cost and depreciation and other expense calculations.

6. Click the **Funding** horizontal tab to enter funding assumptions for your assets. If you've entered assumption for cash flow, funding, depreciation/amortization, those values are filled in by default but you can override them at the asset level.
7. Click the **Asset Related Expenses** horizontal tab to enter other asset expenses. If you've entered assumptions for asset related expenses, those values are filled in by default but you can override them at the asset level.
8. Click the **Detailed Justification** horizontal tab to enter a text-based description and justification for the new capital asset.
9. When you're done adding assets, on the **New Asset Detail** page, hover over the upper right side of the page to activate the menu, and from the **Actions** menu, select **Calculate Assets**. You'll see the new assets reflected in the graphs on the bottom of the page.
10. From the **Actions** menu, select **Roll Up** to sum the asset class data for use in Financials.
11. If you've integrated Capital with Financials, when you are ready to see Capital data in Financials, ask your administrator to run the required rules and push data.

**ⓘ Note**

If you are integrating Capital with Projects, you can review capitalized assets that were pushed from Projects by selecting the asset class and project. You can review the **New Assets from Projects** and **Capital Work in Progress** dashboards to review capitalized projects information.

 **ⓘ Note**

When adding an asset, if the salvage value is set to 0 (zero), the DB Year or DB Period depreciation method may not produce the desired results. To produce correct depreciation calculations when using the DB Year depreciation method, Oracle recommends that the salvage value be set to at least 1% of the basic cost.

After calculating the asset, if currency precision is set to 0, depreciation values for Declining balance Year are rounded and may not appear correct. However, internally the full correct value is stored and used in calculations.

## Removing Assets

You can remove a new asset:

On the **New Asset Detail** page, select the asset, and then from the **Actions** menu, select **Remove Asset**.

## Adding New Leased Assets

If you are performing lease asset planning without using the IFRS-16 standard, there are two types of leased assets:

- **Operating Lease**—Similar to rental agreements, operating leases are for short durations. The lessor, who retains exposure to the risks and benefits of ownership, generally covers the maintenance, insurance, and repair costs of the asset.
- **Capitalized Lease**—Leases that last for almost the life of the asset and where the asset is worthless after the lease period. The lessee effectively assumes all the risks and benefits of ownership, including maintenance, repairs, insurance, and obsolescence. The lessor's role is primarily to provide financing for the asset. At termination, the asset is usually transferred to the lessee for a specified sum, which is similar to buying an asset in installments over time.

If you are performing lease asset planning using the IFRS-16 standard (your administrator enabled **IFRS16 – Standard** for the application), all leases are operating leases.



1. Click **Investments**  and then click **Lease Asset Planning** .
2. On the **New Asset Detail** page, select the Asset Class from the drop down list. For example, select a category such Desktop, Furniture, or Office Equipment, depending on what's defined for your business.
3. If you've integrated Capital and Projects, select a project to associate the asset with.

4. On the **Lease Asset Planning** page, right-click a row, and from the **Actions** menu, select **Add New Leased Asset**.
5. On the **Add Leased Asset** form, enter details such as lease term, lease payment, payment frequency. For IFRS-16 Standard-enabled applications, specify an **Index Rate** and select the **Index Rate Basis (Annual or Payment Frequency)**. Then click **Launch**.  
**Index Rate Basis** enables you to have either an annual index rate increase or an index rate increase that is tied to the payment frequency.  
If needed, for IFRS-16 Standard-enabled applications, you can set **Low Value Override** to **Yes** for an asset. When **Low Value Override** is set to **Yes**, the asset is calculated as a low value asset regardless of the lease asset value. By default, **Low Value Override** is set to **No**.
6. Right-click a row, and from the **Actions** menu, select **Calculate Lease** to see the updated impact of leased assets.

### Defining Rent Free Periods for Lease Assets

For IFRS-16 Standard-enabled applications, after you add new lease assets, you can specify rent free periods for a lease.



1. Click **Investments**  and then click **Lease Asset Planning** .
2. Click the **Rent Free Periods** form.
3. For each lease asset, select **Yes** for any periods that should be rent free, and then click **Save**.
4. Click the **Lease Asset Planning** form, right-click a row, and from the **Actions** menu, select **Calculate Lease**.

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.

### Lease Asset Planning without IFRS-16 Standard

When a leased asset is added, Capital automatically selects a lease type (Operating Lease or Capitalized Lease) based on the parameters entered. After you add a leased asset, you can change the lease type on the New Leased Asset Details form. Note that if you change the asset parameters later, you must also remember to change the lease type, if applicable.

Criteria that Capital applies when classifying a lease as Operating versus Capitalized:

- Transfer of ownership at the end of the lease term
- Purchase option at a certain date during the lease period at a bargain (much less than the expected market value of the asset at that time)
- The lease term is for the major part of the asset's useful life (at least 75% of the asset's useful life)
- The present value of the lease payments exceeds 90% of the initial value of the asset

Capitalized leases affect the Income Statement and the Balance Sheet, whereas operating leases affect only the Income Statement.

Impact of leasing type on financial statements:

- Operating Lease—The lease payments are recorded as operating expense (rent expense) on the Income Statement.

- Capitalized Lease:
  - Records an asset and liability on the Balance Sheet to reflect the value of equipment and the obligation of the lease payments respectively (debt)
  - Depreciates the asset over its useful life, which reduces the asset on the Balance Sheet and generates a depreciation expense on the Income Statement
  - The interest associated with the lease must be listed as an expense on the Income Statement (imputed interest payment)

Note the following about Present Value of Lease calculations:

- Payment timing is not considered in the calculation for Present Value of Lease.
- When the payment frequency is anything other than annual, the present value of the lease is calculated based on the Lease Payment value (as entered by the user) and by converting the actual value the user entered for the interest rate and number of periods, based on the payment frequency .
- Present Value of Lease is not displayed as a negative number.

### Lease Asset Planning with IFRS-16 Standard

When **IFRS16-Standard** is enabled, the **Calculate Leased Assets** rule uses the new standards for calculating lease assets.

- All leases are recognized on the balance sheet except for low value or low tenure leases.
- Low value or low tenure lease thresholds are based on the values you entered in **Depreciation & Amortization Assumptions for Low Value Lease Term (in Months)** and **Low Value Lease Amount**. 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 (lease payment x 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.
  - If a lease payment is less than or equal to the low value lease amount, rent is calculated without calculating PV or NPV of the assets.
  - If a lease payment term is less than or equal to low value lease term, rent is calculated without calculating PV or NPV of the assets.
- If **Low Value Override** is set to **Yes** for an asset, the asset is calculated as a low value asset regardless of the lease asset value.
- If 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 selected). If you don't set the index rate, the lease payments are the same for each period. 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 set an Index Rate for an asset, **Calculate Leased Assets** calculates NPV of the leased asset instead of PV of the leased asset.

- For leased assets with an Index Rate, **Calculate Leased Assets** calculates PV of leased assets for all assets whose lease start date is prior to the planning and forecast year range.
- If you don't set an index rate for an asset, **Calculate Leased Assets** calculates PV of the asset.
- If you defined rent free periods, 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 the rent free periods.
- 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.

### Converting New Assets to Existing Assets

When you are ready to reconcile a planned new asset to an existing asset, on the **New Asset Detail** page or **Lease Asset Planning** page, select the asset and then from the **Actions** menu, select **Convert New to Existing**.

The asset and all the associated data is moved from new to existing assets.

### Removing Lease Assets

You can remove a lease asset:

On the **Lease Asset Planning** page, select the asset, and then from the **Actions** menu, select **Remove Asset**.

## Managing Existing Assets



The **Existing Assets** component provides several options to help you manage existing capital assets.

**Table 7-2 Managing Existing Assets**

Task	Description	More Information
	Overview	Review overview and variance dashboards for existing capital assets.
	Manage Assets	Manage existing assets: <ul style="list-style-type: none"> <li>Retirements and transfers</li> <li>Funding assumptions</li> <li>Asset-related expense drivers</li> <li>Improvements</li> </ul>
	Existing Leased Assets	Manage existing leased assets. <a href="#">Managing Existing Leased Assets</a>

**Table 7-2 (Cont.) Managing Existing Assets**

Task	Description	More Information
 <b>Assumptions</b>	Enter assumptions to drive calculations for existing assets.	<a href="#">Entering Capital Asset Assumptions</a>

### Transferring and Retiring Existing Assets

You can transfer or retire existing assets when needed. For example, transfer ownership of an asset to another organization or retire it by selling it or writing off its value.



1. Click **Existing Assets** and then click **Manage Assets**.
2. Select the asset, and then hover to see the **Actions** menu, and then select **Transfer Asset** or **Retire Asset**.
3. Enter transfer details for the asset such as the Transfer To entity, the date, and the justification. Or, enter retirement details such as the retirement date, whether it's a sale or a write-off, the retire costs, and the sale or write-off value.
4. For the target entity, you must calculate the assets: Navigate to the target entity (in the Point of View bar), and from the Actions menu, select **Calculate Asset**.

The asset cost is no longer included in calculations as of the time of retirement. If you transferred the asset, you see that the asset is transferred to the other entity.

### Improving Existing Assets

Facilities and cost center managers plan for improving assets (for example, upgrading an asset, adding floor space, and so on). Enter details, such as the improvement name for the asset, description, asset units, asset rate, salvage value, physical location, purchase date, and in-service date.

**Note**

Before you improve an asset, you must select the **Enable for Dynamic Children** member property for the Asset Detail and specify the **Number of Possible Dynamic Children**, and then refresh the application. This essentially is splitting the asset from one asset to multiple assets. To allow planners to improve the assets, enable dynamic parent property for the asset you want to improve. The existing asset detail should be loaded against a child under this parent to represent the base asset. All other improvements will be captured as a sibling to this base asset.

For example, create a member under the asset and load the existing asset detail against that. Here is how the hierarchy would look:

Office Building No#3020 - Enable Dynamic Parent Property

- Office Building No#3020- Base Asset
- Office Building No#3020 - Improvement 1
- Office Building No#3020 - Improvement 2

In this example, when the Asset Detail dimension is being built, load the Parent member and the Base Asset and load all data against the Base Asset member. Improvement 1 and Improvement 2 members are created when you launch the Improvement rule in Capital. (Planners can rename the improvements.)



1. Click **Existing Assets**  and then click **Manage Assets**. 
2. Select **Improvements** on the horizontal tabs.
3. Select an asset, and then from the **Actions** menu, select **Improvement**.
4. Enter details, such as the improvement name for the asset, description, asset units, asset rate, salvage value, physical location, purchase date, and in-service date and then click **Launch**.

The asset with the improvement name is added below the original asset.

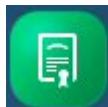
### Managing Existing Leased Assets

You manage existing leased assets in the same way you manage existing assets.



1. Click **Existing Assets**  and then click **Existing Leased Assets**
2. Manage expenses, amortization, and so on.
3. Hover to see the **Actions** menu, and then select **Calculate All** and **Roll Up**. This aggregates data for Total Entity, Total Fixed Asset, and any custom dimensions that are enabled.

# Managing Intangibles



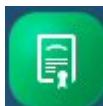
The **Intangibles** component provides several options to help you manage intangible assets (assets such as leasehold improvements, software rights, trade secrets, and brand valuation).

**Table 7-3 Managing Intangibles**

Task	Description	More Information
	Review an overview of intangible asset financials.	<a href="#">Analyzing Capital Financials with Dashboards</a>
	Add new intangible assets.	<a href="#">Adding and Managing New Intangibles</a>
	Manage existing intangible assets.	<a href="#">Managing Existing Intangibles</a>
	Review depreciation and amortization assumptions to drive Capital asset financials.	<a href="#">Entering Capital Asset Assumptions</a>

## Adding and Managing New Intangibles

To add a new intangible:



1. Click **Intangibles** and then click **New Intangibles**.
2. On the **Asset Details** page, select the Asset Class from the drop down list. For example, select a category such Copyright, Royalty, or Brand Valuation, depending on what's defined for your business.
3. If you've integrated Capital and Projects, select a project from the Page drop-down list to associate the asset with.
4. On the **Asset Details** page, hover over the upper right side of the page to activate the menu, and from the **Actions** menu, select **Add New Asset**.
5. Enter asset details and then click **Launch**.

If you've entered assumptions for Insurance% or Maintenance%, those values are filled in by default but you can override them at the asset level.

6. Click the **Funding Assumptions** horizontal tab to enter funding assumptions for your assets.

If you've entered funding assumptions, those values are filled in by default but you can override them at the asset level.

7. Click the **Other Expenses** horizontal tab to enter other asset expenses.

If you've entered assumptions for other expenses, those values are filled in by default but you can override them at the asset level.

8. Click the **Detailed Justification** horizontal tab to enter a text-based description and justification for the new capital asset.
9. When you're done adding assets, on the **Asset Details** page, hover over the upper right side of the page to activate the menu, and from the **Actions** menu, select **Calculate Intangible**. Select **Roll Up**. This aggregates data for Total Entity, Total Fixed Asset, and any custom dimensions that are enabled.

You'll see the new assets reflected in the graphs on the bottom of the page.

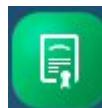
### Removing Intangibles

You can remove a new intangible:

On the **Asset Detail** page, select the asset, and then from the **Actions** menu, select **Remove Asset**.

### Managing Existing Intangibles

You can manage existing intangibles.



1. Click **Intangibles** and then click **Existing Intangibles**.
2. Manage assets using these options.
  - **Impair Asset**—When an asset is worth less on the market than the value listed on the Balance Sheet, you can impair it, which results in a write-down of the asset account to the stated market price. Only intangible assets can be impaired. Enter details about the asset to be impaired including the impairment date and the fair market value, and the impairment option:
    - **Expensed**—The asset value will be expensed.
    - **Capitalized**—The asset value will be capitalized. If you select the capitalize option, the impairment value is posted to capital reserve.
    - **Partially Capitalized**—Part of the asset value will be capitalized. If you select Partially Capitalized, the impairment value is apportioned to the capital reserve, based on Capitalized %. Amortization is reduced from the month of impairment.
  - **Retire Asset**—When assets are retired, asset balances are terminated as of the retirement date, and losses or gains on sales or write-offs are calculated. Also, asset-related expenses are not calculated for a retired asset after the retirement date.
  - **Transfer Asset**—To ensure optimum use of assets, facilities managers and cost center managers can transfer fixed asset resources across departments. When planning transfers, ensure that users have access permissions to the source and destination entities.
3. After making changes to existing intangibles, from the **Actions** menu, select **Calculate Intangible** and **Roll Up**. This aggregates data for Total Entity, Total Fixed Asset, and any custom dimensions that are enabled.

# Analyzing Capital Financials with Dashboards

Predefined dashboards give you insight into overall capital asset financials, including capital expenditures, and cash flow and balance sheet impacts. You can drill in to members in dashboard charts to see the level of detail you want.



1. Click **Investments**, **Existing Assets**, or **Intangibles**.



2. Click **Overview**.
3. For **Investments** and **Existing Assets**, click the horizontal tab for the type of dashboard you want to see.
4. Use the Point of View bar to select different dimension members to display in the form, for example to select a different project or entity.

# Analyzing Capital Asset Financials



The Capital **Analysis** component provides predefined analysis dashboards that give you insight into the impact of capital assets on your overall financial performance.

**Table 7-4 Analyzing Capital Asset Financials**

Task	Description
	See an overview of Capital expenses in a dashboard format. See an Expenses Summary and an Asset Summary in grid format.
	Review the balance sheet, cash flow impacts, and profit and loss impacts of capital assets.
	If you've integrated Capital with Projects, review asset usage summary and asset usage across projects. To see asset usage in Capital, add equipment costs in Projects, run the <b>Calculate Project</b> rule and then the <b>Roll up Capital</b> rule.



To analyze Capital financials click **Analysis** and then select the type of analysis to review.

You can drill in to members in dashboard charts to see the level of detail you want. Change members to review by selecting different members from the Point of View.