Oracle® Cloud

Administering Financial Reporting for Oracle Enterprise Performance Management Cloud

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Contents

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1 About This Guide

This guide provides administrative information for Oracle Hyperion Financial Reporting. For information about Planning and Budgeting Cloud Workspace tasks, see the *Administering Content for Oracle Enterprise Performance Management Cloud*.

2 Exploring and Managing Annotations

In This Chapter

Note: Report Designers and Planning Service Administrators have access to all annotations on the annotations server.

Searching for Annotations

Use the Search option in Planning and Budgeting Cloud Workspace to return a list of annotations based on specified criteria.

➤ To search for annotations:

1 From Planning and Budgeting Cloud Workspace, select **Navigate**, then **Administer**, and then **Annotations.**

As a default, no annotations are initially displayed.

2 Select a search method, and then click **Search.**

- **All**—Search based on text located in Title, Author, Description, Context, or Category. Case-insensitive text, trailing asterisks, and wildcard strings are acceptable.
- **Title**—Search based on text located in Title. Case-insensitive text, trailing asterisks, and wildcard strings are acceptable.
- **Author**—Search based on text located in Author.
- **Category**—Search on category.

- **Description**—Search based on text located in Description. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
- **Context**—Search based on a data source, element name, and element value.

  Data sources are displayed for existing annotations. The “fr” data source is displayed if annotations are set on an object. If “fr” is preceded by a data source, annotations are set for a particular report. To specify multiple element values, separate each value with a comma (,). Only one value must be met.
- **Advanced Search**—Define your search based on a combination of Title, Author, Description, Posted Date Range, Category or Context.

3 **Click the annotation to view annotation content.**

Reports that have deleted annotations are displayed with a warning (!) icon

Viewing Reports Associated with Annotations

You can view reports and their attachments that are associated with one or more annotations. An annotation summary row is displayed for each annotation in a report.

➤ To view reports associated with annotations:

1 **Open Annotation Manager and search for annotations.**

2 **Right-click an annotation, and then select Show Reports/Documents.**

3 **If an error occurs, check whether the report's data source has changed.**

Annotation icons in the report indicate the location of the annotation references. An eye icon is displayed for annotations associated with read-only reports/documents.

Note: If an error occurs when attempting to view a report, the data source for the report may have changed. You must match the data source for the annotations.

Note: If the report name is changed in Planning and Budgeting Cloud Workspace using the Rename menu option, then any object-level annotations remain associated with the renamed report. However, if the name is changed using the Save As… option in Oracle Hyperion Financial Reporting Studio, then the duplicated report and any object-level annotations from the original report are not copied to the report with the new name.

Replying to Annotations

Administrators can reply to all annotations, regardless of permission settings.

➤ To reply to annotations:

1 **Open Annotation Manager and search for annotations.**

2 Do one of the following:

- Right-click an annotation, and then select **Reply**.
- Double-click an annotation.
- Highlight an annotation, and then click the **Reply** icon.

Deleting Annotations

Administrators can delete any annotations, regardless of permission settings.

➤ To delete annotations:

1 Open Annotation Manager and search for annotations.

2 Do one of the following:

- Right-click an annotation, and then select **Delete**.
- Highlight an annotation, and then click the **Delete** icon.

Changing the Source for Annotations

You can change any source element associated with annotations. Data source elements consist of Type, Server, Application, and Database. The data source can be applied to a selected annotations or to all annotations that meet the original data source criteria.

➤ To change the source for annotations:

1 Open Annotation Manager and search for annotations.

2 Right-click an annotation, and then select **Change Source.**

3 Enter data source options. All fields are optional:

4 Select **Apply to All Annotations** to apply the source change to all annotations that meet the data source criteria; clear **Apply to all Annotations** to apply the element change to the highlighted annotations only.

To apply the source change to only the highlighted annotations, clear the check box.

5 Click **OK**

A confirmation message presents the number of changed documents. The changed documents are highlighted in the list.

Showing Cell Text, Planning Unit Annotations, and Document Attachments as Annotations

Planning and Budgeting Cloud Workspace annotations that are displayed using the **Show Cell Text as Annotations** option are view-only. This refers only to Financial Reporting annotations created in Planning and Budgeting Cloud Workspace.

Changing Annotation Context Elements

You can change the dimension or dimension member value for annotations associated with a specific data source.

➤ To change the context elements for annotations:

1 **Open Annotation Manager and search for annotations.**

2 **Right-click an annotation, and then select Change Element.**

The **Change Element** dialog box is displayed with the current data source.

3 **In the Change Element dialog box:**

- Select a data source.
- Select an option:
  - **Change Element**—Changes a dimension. In **Replace**, select a dimension, and in **With**, enter a new dimension.
  - **Change Element Value For**—Changes a dimension and a member. In **Replace** select a new dimension, and in **With**, enter a member.
- Select **Apply to All Annotations** to apply the element change to all annotations that meet the data source criteria; clear **Apply to all Annotations** to apply the element change to the highlighted annotations only.

4 **Click OK.**

A confirmation message presents the number of annotations changed to the new element. The changed documents are highlighted in the list.

Modifying Annotation Permissions

Annotation permissions define the level of access based on users, groups, or roles. To set permissions, right click an annotation, and then select **Permissions**. You can set the following permissions:

- **No Access**—User cannot see the annotation.
- **View**—User can view the annotation.
- **Modify**—User can respond to an annotation but not delete.
- **Full Control**—User can view, respond, delete, and set permissions to an annotation.

Auditing Annotations

Information about annotations, such as creation date and date last modified, are necessary for general auditing and compliance reporting. Annotation information is logged on the Financial Reporting server for annotations associated with Financial Reporting reports in the file `AnnotationAudit.log`. For each annotation, this file contains:

- Action taken: annotation created, replied to, or deleted
- Annotation title
- Data source associated with the annotation
- Annotation context
- User ID of the user who added, changed, or deleted the annotation
- Time and date the annotation was created, modified, or deleted
- Name and path of the report associated with the annotation
- Object type associated with the annotation (grid, chart, image, text box)

Note: Annotation permission changes are not logged.

For information about `AnnotationAudit.log`, see "Using EPM System Logs" in the *Oracle Enterprise Performance Management System Installation and Configuration Troubleshooting Guide*.

3 Opening a Snapshot Book That Has the Same Name as Other Financial Reporting Objects

Use the following URL to open a Snapshot Book that has the same name as other Financial Reporting objects:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/report_name?mimetype
=application/hyperion-reports-snapshot_book
```

Use `Latest=true` along with the `mimetype` variable to get latest object:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/report_name?mimetype
=application/hyperion-reports-snapshot_book&Latest=true
```

Use `Version=1` along with the `mimetype` variable to get latest object, or the specific version of the object output:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/report_name?mimetype
=application/hyperion-reports-snapshot_book%version=1
```

Below are possible values for the `mimetype` variable for Financial Reporting objects. These values are retrieved from the `NAME` field in the V8_METATYPE table in the Financial Reporting repository. Look for `DESCRIPTION` fields containing Oracle Hyperion Financial Reporting related objects, and then retrieve the corresponding `NAME` field to use in the MIME type variable.

From V8_METATYPE:

- `application/hyperion-reports-report`
- `application/hyperion-reports-snapshot_report`
- `application/hyperion-reports-book`
- `application/hyperion-reports-snapshot_book`