

## **Oracle® Cloud**

**Working with Planning for Oracle Planning and Budgeting Cloud Service**

Oracle Cloud Working with Planning for Oracle Planning and Budgeting Cloud Service

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# 1

# About Planning

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## About Planning

Oracle Hyperion Planning is a budgeting and planning solution that drives collaborative and event-based operational planning processes throughout your organization for a wide range of financial and operational needs. Users can enter, analyze, and report on data, manage the planning process, and personalize data entry forms.

Planning is a comprehensive approach for the complete and closed-loop planning process that drives continuous business improvement. All decision makers and front-line managers can communicate which course of action to take and get budget holders to collaborate so that the planning process is optimized and efficient. When a material event occurs that causes a change in direction, planners can adapt rapidly, ensuring that plans are relevant and useful.

Planning benefits:

- Facilitates collaboration, communication, and control across multidivisional global enterprises
- Provides a framework for perpetual planning, with attention to managing volatility and frequent planning cycles
- Provides ease of use and deployment through the web or Oracle Smart View for Office
- Decreases the total cost of ownership through a shorter roll out and implementation phase, and easier applications maintenance
- Enhances decision-making with reporting, analysis, and planning
- Promotes modeling by including complex business rules and allocations

- Integrates with Smart View so you can design worksheets in Microsoft Excel to enter, format, analyze, and report on data in a Planning application. Using ad hoc grids—focused data slices—in Smart View, you can also perform ad hoc analysis.
- Integrates with other systems to load data

## New Features

For information about Planning and Budgeting Cloud Service Workspace and the new features it provides, see *Using Oracle Planning and Budgeting Cloud Service*.

## Quick Access to Key Tasks, Tutorials, and Demos on the Landing Page

After you access Oracle Planning and Budgeting Cloud Service, use the landing page as a quick way to access key tasks, tutorials, demos, and other information.

## Logging on to Planning and Accessing an Application

For information about logging on and getting started, see *Using Oracle Planning and Budgeting Cloud Service*. After logging on, select **Navigate**, then **Applications**, then **Planning**, and then select the application.

## Navigating in Planning

After you select an application, use the view pane on the left to view folders and forms. To open a form, double-click a folder name, and click a form's name. The form opens in the content area on the page's right side. You can select commands from menus, and right-click to select context-sensitive menus as described in the following table.

### Tips:

- To hide or show the view pane to the left, select **View**, and then **View Pane**.
- Resize the view pane to the left by dragging it.

Task	Action
Work with forms and enter data	Select <b>Folders</b> and then use either the <b>Forms Folder</b> or <b>Forms in Forms</b> area to select forms. <ol style="list-style-type: none"> <li>1. Click  by <b>Forms</b> to expand the folders.</li> <li>2. Click a folder name.</li> <li>3. In the content area to the right, click the name of the form you want to work with.</li> </ol> See <a href="#">“Working with Forms” on page 23</a> and <a href="#">“About Entering Data” on page 42</a> .

Task	Action
Use custom links	If your Service Administrator sets up links to other resources, you can access commonly-used tools or websites for analyzing, tracking, and reporting on planning data. To open a custom link, select <b>Tools</b> , then <b>Custom Links</b> , and then select a link. See <i>Administering Planning for Oracle Planning and Budgeting Cloud Service</i> or online help for details about using custom tools and links.
Search for forms in the view pane	To the right, select <b>Forms</b> , and then enter search criteria in <b>Search</b> on the Form and Ad Hoc Grid Management page  Click  or  to search up or down.
Launch business rules	To launch a business rule associated with a plan type, select <b>Tools</b> , and then <b>Business Rules</b> .  To launch a business rule associated with a form, open the form, click <b>Business Rules</b> , ensure the business rule is in <b>Selected Business Rules</b> and then choose when the rule is to be run (on load or on save).
Annotate planning units, add comments, or add or copy supporting detail	Open a form, and then right-click or select a command from the <b>Edit</b> menu. See: <ul style="list-style-type: none"> <li>● <a href="#">“Using Account Annotations and Custom Links” on page 52</a></li> <li>● <a href="#">“About Cell Comments” on page 50</a></li> <li>● <a href="#">“Adding Supporting Detail” on page 78</a></li> </ul>
Use Approvals	<ul style="list-style-type: none"> <li>● To check plan status, select <b>Tools</b>, and then <b>Manage Approvals</b>. See <a href="#">“Managing Planning Units” on page 85</a>.</li> <li>● To copy data from one version of a selected scenario to another version of that scenario, select <b>Tools</b>, and then <b>Copy Version</b>. See <a href="#">“Copying Versions” on page 29</a>.</li> </ul>
Select menu commands	Select commands from these menus: <b>File</b> , <b>Edit</b> , <b>View</b> , <b>Tools</b> , and <b>Help</b> .  For tasks that have shortcuts, use the menu bar buttons.
Select shortcut menu commands	Select menu commands from context-sensitive menus that are displayed when you right-click in a form. If the Service Administrator sets up custom menus, you can select commands from those menus.  The menus that display depend on the form settings and where you right-click in the form. For example, these commands and associated options may be available: <b>Minimize</b> , <b>Restore</b> , <b>Cut</b> , <b>Copy</b> , <b>Paste</b> , <b>Clear</b> , <b>Delete</b> , <b>Sort</b> , <b>Freeze</b> , <b>Unfreeze</b> , <b>Edit</b> , <b>Adjust</b> , <b>Adjust Data</b> , <b>Grid Spread</b> , <b>Mass Allocate</b> , <b>Comments</b> , <b>Supporting Detail</b> , <b>Documents</b> , <b>Lock/Unlock Cells</b> , <b>Analyze</b> , <b>New Ad Hoc Grid</b> , <b>Show member in outline</b> . You can also select options to hide rows or columns with zeros and no data.
Set Planning preferences	Select <b>File</b> , and then <b>Preferences</b> . See <a href="#">“Setting User Preferences” on page 101</a> .

## Using Online Help

To view context-sensitive help, select **Help**, and then **Help on This Page**.

To browse the help system, select **Help**, and then **Contents**.

## About Task Lists

Service Administrators and Power Users can set up task lists that guide you through the steps—including their due dates—to complete a budget cycle. For example, a task might help you enter

data, run a business rule, and submit numbers for approval. Your Service Administrator can also include tasks that link to other applications. See [Chapter 2, “Working with Task Lists.”](#)

## Logging Off

► To log off the current session:

- 1 Select **File**, and then **Log Off**.
- 2 When prompted, click **Yes**.

## Logging Off Planning

To close Planning, select **File**, and then **Exit**.

# 2

## Working with Task Lists

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## About Task Lists and Tasks

Service Administrators can define task lists that instruct you in performing specific actions, to help with budget cycles. For example, a task might help you complete forms, launch business rules, or promote planning units. Tasks may display instructions, due dates, dependencies, and alerts. Tasks can be of the following type; meaning they invoke or involve the following artifacts or processes:

- Web page—Opens a URL that you must use to perform or complete a task
- Form—Opens a form that you must complete or update
- Approvals—Starts the review process with a scenario and version
- Business rules—Launches a business rule
- Copy Version—Copies a form’s data, including supporting detail, annotation, cell text, and cell documents, from a source to a destination version
- Job Console—Launches the Job Console so you can view jobs by user or by type or status
- Dimension Editor—View and modify a dimension at runtime
- Form Management—View a summary of specific forms
- Process Management—View and modify a specific planning unit
- Security Management—Assign access to a dimension or form
- Refresh Application—Refresh your application to capture recent changes
- Export and Import—Import and export data and metadata via flat files.

**Note:** The above options are available only for Service Administrators.

Task lists can also provide validation reports for promotional path rules. For information on viewing validation reports and resolving errors, see [“Viewing and Resolving Data Validation Errors” on page 47](#).

Watch this overview video to learn about working with tasks.



[Overview Video](#)

For information about creating task lists and tasks, see *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

## Working With Task Lists and Tasks

► To view your task lists:

1 **Open an application and perform a task:**

- Select **View**, then **Task List**, and then **Task List**.
- Select **My Task List**.

2 **In Task List Status, review the status of your tasks lists.**

The status of your tasks is displayed. To show a task list, select it under **My Task List**.

You can display the status as a **Pie Chart** or a **Project Gantt Chart**. To select how to display the task status, select the desired option from the **View** drop-down menu at the top right of the screen.

- **Pie Chart**—Shows the percentage of tasks that are complete, incomplete, or overdue. Click sections to display details about a specific task status.
- **Project Gantt Chart**—You can customize Project Gantt Chart with these options:
  - **View:**
    - **List Pane**—Select which columns to display, and how to expand or collapse the task list information.
    - **Go to Date**
    - **Time Scale**—Select the time scale to display on the Major Axis and Minor Axis. For example, years, half years, quarters, half quarters, months, weeks, days, or hours.
  - **Filter**—Select All Tasks to view the status of outstanding tasks.
  - **Zoom In/Zoom Out**—Show more or less detail in the data that is displayed.
  - **Zoom To**—Zoom to a specific time frame.

3 **Review information about each task. You can view this task information:**

- **Type**—The type of task such as Web pages, forms, job console, approvals, business rules, or descriptions.

- **Status:**
  - —The task is complete. If a task has dependent tasks, these tasks must be completed before  is displayed for primary tasks.
  - —The task is incomplete.
  - —The task is overdue.
- **Due Date**

Due dates are set when you create a task list. See “Managing Task Lists” in *Administering Planning for Oracle Planning and Budgeting Cloud Service*.
- **Completed Date**—The date the task was completed.
- **Instructions**—Click  to access information about how to complete tasks.
- **Action**—Click  to launch the Tasklist Wizard where you can enter detailed information about task.

In the Task Wizard, you can navigate using the options that are appropriate for the selected task list or task. For example, depending on the task list, task, and status, you can select: **Next**, **Previous**, **Next Incomplete**, or **Previous Incomplete**. See “Completing Tasks” on page 19.

## Completing Tasks

How you complete tasks depends on their task type. For example, a task can require you to enter data, launch a business rule, copy versions, or view job status. Tasks can also display read-only information, such as reminders or instructions.

After completing task requirements, mark the task as complete. If a task has dependent tasks, you must complete those tasks before completing the primary task.

➤ To complete a task:

1 Select a task, as described in “Working With Task Lists and Tasks” on page 18.

2 Complete the task activity.

For example, you can view a Web page, enter data, complete an Approvals task, launch a business rule, read a description, or complete other activities. See the appropriate section of this guide, such as “Entering Data” on page 41, “Managing Planning Units” on page 85, “Checking Job Status” on page 62, “Copying Versions” on page 29, or “About Launching Business Rules” on page 59.

3 Complete associated dependent tasks.

Click  to view subordinate tasks, also called child tasks.

4 After completing the activities for the task, select **Complete**.

If the check box is not selectable, you must complete dependent tasks before completing the task.

After you select **Complete**, the task is marked as complete and  is displayed next to the task in the view pane.

## Viewing Email Alerts

If your Service Administrator sets email alerts, you can receive email reminders about tasks that are approaching or are past their due date. The timing and frequency of alerts depends on how your Service Administrator sets up this feature.

## Reporting on Task List Status

To review the status of the planning process, use the **Task List Report** page to view task list reports as PDF files or Excel worksheets. The status report displays the task lists, task list owners, due dates, completion dates, and status of the task.

► To report on task list status:

- 1 Select **View**, then **Task List**, and then **Report**.
- 2 For **Users and Groups**, click the selection icon. Add the users whose status you want to view to **Selected Users**, and then click **OK**.

The users displayed are those users who have access to the task lists.

- 3 For **Select Task Lists**, click the selection icon. Add the tasks to view to **Selected Task Lists**, and then click **OK**.
- 4 Click **Go**.
- 5 Click **View**, and then select one:
  - **By Status**: Display a pie chart for task status, with an option to create a report.
  - **By Type**: Display a pie chart for task type, with an option to create a report.
  - **By User**: Display a bar chart for task users. No report option is available.
- 6 **Optional**: Select options from the **View** menu to set up the report.

For example, you can select which columns are visible in the report by selecting **View**, then **Columns**, and then **Manage Columns**. Then select columns to display, and click **OK**.

- 7 Click the **Create Report** button, and then click **PDF** or **Excel** for the report format.
- 8 In the dialog box, click **Open**.
- 9 If you selected:
  - **PDF**—Use the Acrobat toolbar for view and save options.
  - **Excel**—Use Excel view and save options.

## Using the Dashboard to View Task List Status

You can use the task list dashboard to view a graphical representation of task list status. This lets you better visualize task list status. Clicking on a section of the chart displays detailed information about that chart section in the grid displayed below the chart.

➤ To use the dashboard to view task list status:

- 1 **Select View, then Task List, and then Report.**
- 2 **For Users and Groups, click the selection icon. Add the users whose status you want to view to Selected Users, and then click OK.**

The users displayed are those users who have access to the task lists.

- 3 **For Select Task Lists, click the selection icon. Add the tasks to view to Selected Task Lists, and then click OK.**
- 4 **Click Go.**
- 5 **Click View, and then select a view option:**
  - **By Status:** Display a pie chart for task status, with an option to create a report.
  - **By Type:** Display a pie chart for task type, with an option to create a report.
  - **By User:** Display a bar chart for task users. No report option is available for this view.
- 6 **Click a section of the chart to display details about that section in the grid below the chart. For example, in the By Status view, clicking Incomplete displays details about incomplete task lists.**

In the **By Status** and **By Type** views, the grid below the chart displays columns for Task, Task Type, Status, Task Details, Due Date, Due Date Repeat, Alert Date, Alert Repeat, Completed Date, Dependency, and Instructions.

The **By User** view shows information for Overdue, Incomplete, and Complete.

- 7 **Optional:** If you selected By Status or By Type in [step 7](#), you can create a report. See [“Reporting on Task List Status” on page 20](#).



# 3

## Working with Forms

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## Selecting and Opening Forms

Use forms to enter, update, analyze, print, and report on data. If you close a form without saving changes, a message is displayed. To proceed, respond to the message and save or refresh the data.

**Note:** Service Administrators can create messages to notify you if a form's members do not have data.

## Opening Forms

You can select forms on the page's left side.

- To open forms:
  - 1 To the left, expand **Forms**, and if necessary expand folders to access their contents.
  - 2 Under **Forms**, click a folder name to display the form to open.
  - 3 Click the form name in the right pane.

## Specifying Form Member and Alias Display Settings

Although your Service Administrator can define them as application default settings, you can override their settings and specify how to display alias and member names on individual forms.

- To specify member and alias display options for forms:
  - 1 Select **Administration**, and then select **Manage Forms and ad hoc Grids**, or expand **Forms Folder**, and then select **Forms**.
  - 2 Select the form, and then click .
  - 3 Select **Layout**, click the member selector for a row or column, and then select the box for **Member Name** or **Alias** under **Dimension Properties**.
  - 4 Click **OK**.

## Specifying Member and Alias Display Settings for the Member Selector

- To specify member and alias display options for the member selector:
  - 1 Select **Administration**, and then select **Manage Forms and ad hoc Grids**, or expand **Forms Folder**, and then select **Forms**.
  - 2 Select the form, and then click .
  - 3 Select **Layout**, and then click the member selector for a row or column.
  - 4 On the **Member Selector**, select a member, click , and then select the display option to use on the form.
  - 5 Click **OK**.

## Expanding Forms and the Data Entry Area

You can expand forms and the data entry area—including the view pane—in several ways.

- To expand forms and the data entry area:
  - 1 Open a form.

## 2 Take an action:

- **Expand:** Double-click the thick black line between the row heading and the data cells. The row heading expands to accommodate the row heading.
- **Resize:** Click the view pane's right border, and then drag to resize it.
- **Expand or collapse the view pane:** **Select View**, then the **View** pane, click the **Toggle View** pane button in the toolbar, or drag the view pane to resize it.
- Click **Hide**  or **Show**  the view pane.
- Click **Maximize** or **Restore**  in the screen's upper-right corner.
- **View the form:** Use the scroll bars.

## Setting Column Width

Service Administrators can set column width using settings on the Layout tab for forms. Column width settings apply to each form page:

- **Small:** Displays columns 50 pixels wide, enough for approximately 7 decimal places.
- **Medium:** Displays columns 75 pixels wide, enough for approximately 10 decimal places.
- **Large:** Displays columns 100 pixels wide, enough for approximately 13 decimal places.
- **Size-to-Fit:** Automatically sizes the column width to fit the widest content in a heading or data cell.
- **Custom:** You can enter a pixel width value of up to 999.
- **Default:** The column width is defined at the grid level.

If you select a row height shorter than the height of the row contents, the excess data is hidden until the column is widened. While the data is hidden, it is stored and calculated in the same way as displayed data.

You can adjust column width while viewing a form, regardless of the column width setting in the form properties. To save the adjusted column width for the remainder of your session, save or refresh the form.

When you print from the data entry page, the columns print at the width defined in preferences.

In forms, you can perform the tasks in the following table:

Task	Action
Resize column width	Drag the column heading to the desired width.
Reset column width to the default setting	Right-click a column heading, and then select <b>Reset All to Default</b> .

## Adjusting Row Height

You can specify row height on the **Layout** tab for form properties. Row height settings apply to each form page:

- **Size-to-Fit:** Row headings fit in the displayed space
- **Custom:** Select a custom size in pixels for the row height
- **Medium:** Rows are displayed at a medium height.
- **Default:** Row height is defined at the grid level

If a row height is selected that is less than the height of the row contents, the excess data is hidden until the row is adjusted. While the data is hidden, it is stored and calculated in the same way as displayed data.

You can drag row headings to adjust row height while viewing a form, regardless of the row height setting in the form properties. After you adjust the row, you can add a line of text to the row. To save the adjusted row height for the remainder of your session, save or refresh the form.

When you print from the data entry page, the rows print at the height defined in preferences.

## Hiding Rows or Columns Having No Data or Zeros

► To hide rows having no data or containing zeros:

1 Right-click a row member name, and then select **Filter**.

2 Then select:

- **Hide rows with no data:** To toggle between hiding and showing rows having no data (displayed as #MISSING or blank, depending on how your Service Administrator set this form property). This option is not displayed if your Service Administrator has set the form's property to Suppress Missing Data.
- **Hide rows with zeros:** To toggle between hiding and showing rows having zeros for values.
- **Hide rows with zeros and no data:** To toggle between hiding and showing rows having either no data or zeros, or both.

3 To switch between showing and hiding rows, select the option again.

To hide columns having no data or containing zeros, follow the procedure for rows, but select columns instead of rows.

## Searching in Forms

To navigate to a data cell or member name on a form, use the browser's Find feature. If you have difficulty with Find, try clicking off the form before searching.

► To find and select a data value or member in forms:

- 1 **Open a form.**
- 2 **From the web browser, select **Edit**, and then **Find on This Page**.**
- 3 **In **Find What**, enter the value or part of the value to find.**

Use the web browser's **Find** feature to set the direction of the search, whole word match, or capitalization match.

## Sorting Rows and Columns

You can sort rows and columns to view data in ascending or descending order. You can sort within the hierarchy or across data.

► To sort rows and columns:

Right-click a row or column member, select **Sort**, and then select an option:

- **Sort Ascending**
- **Sort Descending**
- **Honor Hierarchy:** Sort within the hierarchy. If this option is not selected, sort works across data.

## Filtering Rows and Columns

You can filter rows and columns to select which rows or columns to display in the form. Filters can keep or exclude members using simple functions that compare against a specified value.

► To filter rows and columns:

- 1 **Right-click a row or column member, select **Filter**, and then **Filter**.**
- 2 **In the left-most field in the **Filter** dialog box, select the filter type:**
  - **Keep:** Include rows or columns that meet the filter criteria
  - **Exclude:** Exclude rows or columns that meet the filter criteria
- 3 **In the middle field, select an option to set which values to keep or exclude:**
  - **Equals**
  - **Greater Than**
  - **Greater Than or Equal To**
  - **Less Than**
  - **Less Than or Equal To**
- 4 **In the right-most field, enter the value to use for the filter.**
- 5 **Click **Filter Row** or **Filter Column**.**

The form displays only those rows or columns that meet the filter criteria.

- 6 To cancel the filter, right-click a row or column member, and then select **Cancel Filter**.

## Showing Members in the Outline

When you want more information about dimension members in a form, you can view members in the outline.

► To show members in the outline:

- 1 Right-click a row or column member, and then select **Show member in outline**.
- 2 To review more member properties, click **Edit**.

For detailed information about working with dimension members, see *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

## Viewing Instructions for Forms

Your Service Administrator can include instructions to guide you in preparing budget data. If instructions are available, a **View** link displays in the form's **Instructions** column.

► To view instructions for a form:

- 1 Open a form that includes instructions.
- 2 Complete one of these tasks:
  - Click .
  - Select **View** from the menu, and then **Instructions**.
- 3 Click **Close**.

## Displaying Dimension Names on the Page

You may find it helpful to display dimension names in front of Page drop-down lists.

► To display dimension names in front of their members on Page drop-down lists:

- 1 From **View**, select **Show Dimension Names on Page**.
- 2 Because this menu item is a toggle, to turn off the display of dimension names on the page, select **View**, and then select **Show Dimension Names on Page** again.

## Viewing a Cell's Data History

If a Service Administrator has turned on auditing for **Data** (see *Administering Planning for Oracle Planning and Budgeting Cloud Service*), you can view the data history of any numeric, date, or text cell to which you have at least Read access.

► To view a cell's data history:

- 1 In the cell, right-click.
- 2 Select **Show Change History**.

A read-only screen displays which users changed the cell's value, when, its previous value, and new value. You can sort the list by ascending or descending order.

**Note:** Planning does not display data values that are changed by executing business rules; instead, the executed business rule name is displayed.

## Navigating Among Forms

Your Service Administrator can set up forms so you can invoke them from right-click (shortcut) menus. Using right-click menus, you can navigate among forms by:

- Clicking the hyperlinked form names at the top of the page. The links reflect your navigation flow (“breadcrumbs”). These “breadcrumb” features enable you to easily navigate from a source form to target forms and then back again, with their context intact. If you navigate to a form without using a right-click menu, the breadcrumbs flow is not displayed.
- Right-clicking and then selecting the form to move to.

## Copying Versions

Use the **Copy Version** page to copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version, and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version. If your Service Administrator has set up a Copy Version task, the task runs Copy Version on the current form.

You can copy between bottom-up and target versions. Consider:

- When you copy to a bottom-up version, only the selected level-0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

**Note:** To copy data successfully, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

► To copy a version:

**1 Perform a task:**

- In a form, select **Tools**, and then **Copy Version**.
- If your Service Administrator has set up a Copy Version task, select the task.

**2 In the Scenario list, select the scenario to copy.**

**3 In the Copy From list, select the version from which to copy data.**

**4 In the Copy To list, select the version to which to copy data.**

**5 Click .**

**6 In Available Entities, select the entities to which to copy data.**

**Available Entities** displays the entities (planning units) to which you have write access and that belong to you. You can copy entities with a **Process Status** of **Not Started** or **First Pass**.

**7 Use the buttons to add one or multiple entities to Selected Entities.**

**8 Optional: To copy annotations that are associated with accounts, select Copy Account Annotations.**

Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level-0 entities (and their annotations) are copied.

**9 Optional: To copy associated comments, select Copy Comments.**

**10 Optional: To copy associated documents, select Copy Documents.**

**11 Optional: To copy associated supporting detail, select Copy Supporting Details.**

**12 Click Copy Data.**

**Note:** Wait for the Copy Version completion message before loading another web page.

## About Smart View Formatting in Planning Forms

For information on saving and applying cell formatting in Smart View, see the *Working with Smart View for Oracle Enterprise Performance Management Cloud Services*.

The following tables summarize which Microsoft Excel formatting is supported in Smart View and Planning.

<b>Fonts</b>	<b>Smart View</b>	<b>Planning</b>
Font family	Yes	Yes
Font size	Yes	Yes
Bold	Yes	Yes
Italic	Yes	Yes
Strikethrough	Yes	No

<b>Fonts</b>	<b>Smart View</b>	<b>Planning</b>
Underline	Only Single and Continuous	No
Text color	Red, Green, and Blue	Red, Green, and Blue
Background color	Plain, Solid, and Red, Green, and Blue	Plain, Red, Green, and Blue

<b>Alignment</b>	<b>Smart View</b>	<b>Planning</b>
Vertical	Top, Center, and Bottom	No
Horizontal	Left, Center, and Right	No
Indent	Only Left Indent and five levels of indent	No
Word wrap	Yes	No

<b>Borders Formatting</b>	<b>Smart View</b>	<b>Planning</b>
Border color	Yes, can be set differently for each cell's four borders, and Red, Green, and Blue	Yes
Border width	Yes, in points	Yes
Border style	None, Solid, Double, Dotted, Dash, Dash-Dot, Dash-Dot-Dot	None, Solid

<b>Number and Dates</b>	<b>Smart View</b>	<b>Planning</b>
Number format	Decimal places, negative and positive suffixes, prefixes, and color, eight colors, Percentage, Scientific format, presence of thousands separator	No
Date format	Long and short dates, Hour, Minutes, Seconds, AM and PM	No

<b>Other</b>	<b>Smart View</b>	<b>Planning</b>
Read-only	Yes	No
Column width and row height	Yes, in points	No

## Using Predictive Planning

When Predictive Planning is installed and a valid form is loaded into Smart View, you can use the **Predict** item on the Planning ribbon to predict performance based on historical data. To use this feature, administrators must design forms as described in the “Oracle Hyperion Planning Predictive Planning User's Guide”.

Watch this overview video to learn more about using Predictive Planning.



[Overview Video](#)





# Working with Ad Hoc Grids

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## In This Chapter

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## About Ad Hoc Analysis

### Subtopics

- [Using Ad Hoc Grids](#)
- [Ad Hoc Grids in Smart View](#)

## Using Ad Hoc Grids

With ad hoc grids, you can create and personalize focused data slices that you frequently access or that others can use. To use ad hoc grids, you must have the Planner role assigned to your account and the correct access permissions.

At their onset, ad hoc grids reflect the root dimensional layout of the form from which they are created. However, users are not confined by the form definition and can completely change the data intersection and layout of ad hoc grids (assuming that they have access to the members).

Examples:

- Quickly review profit margins in your regions by customizing a grid to look the way you want it to look
- Open an ad hoc grid that someone else created and change its definition: its members, which axis they display on, and so on

Ad hoc actions can also be performed from the root dimensions of the selected plan type, both from the top menu or by right-clicking in forms. This flexibility enables you to start at the plan type's root level and then navigate to any location. Starting from a form enables you to start from the form's boundaries and navigate beyond or within its boundaries.

Notes:

- Access permissions to ad hoc grids and their dimension members are honored, so you can view only grids and members to which they are granted Read or Write access.

- If the form from which the ad hoc grid is launched has row or column groupings, the members are assumed in the ad hoc grid, but the groupings themselves are not.

See [“Performing Ad Hoc Actions” on page 35](#).

## Ad Hoc Grids in Smart View

In Smart View, you can analyze data using ad hoc grids that are created in Planning.

## Creating and Working With Ad Hoc Grids

► To complete ad hoc tasks:

- 1 Create an ad hoc grid, as described in [“Creating Ad Hoc Grids” on page 34](#), or start ad hoc analysis, as described in [“Starting Ad Hoc Analysis” on page 35](#).
- 2 Perform ad hoc actions, as described in [“Performing Ad Hoc Actions” on page 35](#).
- 3 Save ad hoc grids, as described in [“Saving Ad Hoc Grids” on page 36](#).
- 4 Exit ad hoc analysis, as described in [“Exiting Ad Hoc Analysis” on page 37](#).

## Creating Ad Hoc Grids

► To create an ad hoc grid:

- 1 **Select an action:**
  - Select **Tools**, then **Ad hoc**, and then **New Ad Hoc Grid**.
  - Click  **New Ad Hoc Grid**.
  - Within a form, right-click, and then select **New Ad Hoc Grid**.
  - In the view pane, select an existing ad hoc grid and then click **Save**.
- 2 In **New Ad Hoc Grid**, select a **Plan Type**, and then click .

The ad hoc grid is displayed in a new tab in the content area.

- 3 **Perform ad hoc actions.**

See [“Performing Ad Hoc Actions” on page 35](#).

**Note:** Ad hoc grids are saved in form folders and are displayed in the list of forms with this icon:



## Default Properties of New Ad Hoc Grids

Ad hoc grids start with the following properties:

- Dimension root members are selected.
- Account is on the row axis.
- Period and Years are on the column axis.
- Other dimensions in the application are on the page axis, where they are selectable. (Ad hoc grids have no POV axis.)

After opening an ad hoc grid, you can change which members display, pivot the axis, and analyze the data using ad hoc features (see [“Performing Ad Hoc Actions” on page 35](#)).

**Note:**

- Properties that you set are in effect only for the current session.
- The properties of the form from which the ad hoc grid is originally invoked are not retained.

## Starting Ad Hoc Analysis

➤ To start ad hoc analysis:

**1 Select a form.**

See [“Selecting and Opening Forms” on page 23](#).

**2 Select from the following:**

- Select **Tools**, then **Ad hoc**, and then **Analyze**.
- Click  **Analyze**.
- Within a form, right-click, and then select **Analyze**.

The ad hoc grid is displayed in a new tab in the content area.

**3 Perform ad hoc actions.**

See [“Performing Ad Hoc Actions” on page 35](#).

## Performing Ad Hoc Actions

➤ To perform ad hoc actions:

- 1 Create an ad hoc grid**, as described in [“Creating Ad Hoc Grids” on page 34](#), or start ad hoc analysis, as described in [“Starting Ad Hoc Analysis” on page 35](#).
- 2 Right-click a page or a row or column heading**, select **Ad hoc**, and then select an ad hoc action:

- **Pivot To:** Moves a dimension to another area. For example, if you select this option within a row, you can move it to the **Page** axis or **Column**. You cannot pivot the last dimension in a row or column.
- **Move:** Select an option to move a dimension **Left, Right, Up, or Down**. If an area has only one dimension, this option is unavailable.
- **Zoom In:** Select an option to display the levels below a member of a hierarchy. For example, you can select to display the **Next level, All levels, or Bottom level** children.
- **Zoom Out:** Displays the levels above a member of a hierarchy. For example, click a member and select **Zoom Out** to view the member's parents.
- **Remove Selected:** Removes the selected dimension or members from the ad hoc grid. More than one member of the dimension must be present on the grid.
- **Keep Selected:** Keeps only the selected members, and removes all other members from the dimension.
- **Select Members:** Launches the **Member Selection** dialog box to select members. See *Administering Planning for Oracle Planning and Budgeting Cloud Service*.
- **Change Alias:** Displays a list of alias tables from which to select.

**Note:** You can control, at a global level, how ad hoc actions are performed or how the ad hoc grids are displayed. See [“Ad Hoc Grid Options” on page 37](#).

### 3 **Optional:** Save the ad hoc grid.

See [“Saving Ad Hoc Grids” on page 36](#).

### 4 Exit ad hoc analysis.

See [“Exiting Ad Hoc Analysis” on page 37](#).

## Saving Ad Hoc Grids

► To save an ad hoc grid:

- 1 Create an ad hoc grid, as described in [“Creating Ad Hoc Grids” on page 34](#), or start ad hoc analysis, as described in [“Starting Ad Hoc Analysis” on page 35](#).
- 2 Perform ad hoc actions, as described in [“Performing Ad Hoc Actions” on page 35](#).
- 3 Take an action:
  - Select **Tools**, then **Ad hoc**, and then **Save Ad Hoc Grid**.
  - Click  **Save Ad Hoc Grid**.
  - Click **Save** in the screen's lower-right corner.
- 4 Enter a **Name** and **Description** for the grid.

If saving for the first time, you are prompted to select the Form folder in which to save the grid.

Saved ad hoc grids are displayed in the view pane as a sibling of the forms. In the view pane listing, ad hoc grids are denoted by .

## Exiting Ad Hoc Analysis

➤ To exit ad hoc analysis:

- 1 Create an ad hoc grid, as described in [“Creating Ad Hoc Grids” on page 34](#), or start ad hoc analysis, as described in [“Starting Ad Hoc Analysis” on page 35](#).
- 2 Perform ad hoc actions, as described in [“Performing Ad Hoc Actions” on page 35](#).
- 3 **Optional:** Save the ad hoc grid as described in [“Saving Ad Hoc Grids” on page 36](#).
- 4 Close the tab displaying the ad hoc grid.

## Ad Hoc Grid Options

### Subtopics

- [Ad Hoc Options](#)
- [Suppress Options](#)
- [Precision Options](#)
- [Replacement Options](#)

## Ad Hoc Options

The ad hoc grid options enable you to control, at a global level, how ad hoc actions are performed or how the ad hoc grids are displayed. Ad hoc grid options are not persisted as a property of the ad hoc grid itself.

**Table 1** Ad Hoc Options

Option	Description
<b>Member inclusion</b>	<ul style="list-style-type: none"> <li>● <b>Include selection</b> (default): Displays the selected member with the members retrieved after the zoom operation. The parent member from where the zoom operation is invoked is retained during <b>Zoom In</b> operations. For example, drilling on Q1 results in Q1, Jan, Feb, Mar being kept. If this option is not selected, Q1 is excluded.</li> <li>● <b>Within selected group</b>: Performs <b>Zoom In</b> and <b>Zoom Out</b> operations and <b>Keep Selected</b> and <b>Remove Selected</b> operations only on the selected parent group in an asymmetric grouping of rows or columns. Members in other groups remain the same as they were before the zoom was performed.</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>● <b>Member name</b> (default): Displays the member name</li> <li>● <b>Member name and alias</b>: Displays the member name and alias with a colon, just as in forms</li> <li>● <b>Alias</b>: Displays the alias</li> <li>● <b>Alias Table</b>: Select an alias table from the drop-down list.</li> </ul>

Option	Description
<b>Zoom in levels</b>	<ul style="list-style-type: none"> <li>● <b>Next level</b> (default): Displays the next level</li> <li>● <b>All levels</b>: Displays all levels</li> <li>● <b>Bottom level</b>: Displays the bottom level members only (if the <b>Include selection</b> option is enabled, it includes the member from which the zoom action was invoked)</li> </ul>
<b>Indentation</b>	<ul style="list-style-type: none"> <li>● <b>None</b>: Indents none of the members</li> <li>● <b>Subitem</b> (default): Indents all subitems and totals one level down</li> <li>● <b>Totals</b>: Indents the totals only</li> </ul>
<b>Ancestor Position</b>	<ul style="list-style-type: none"> <li>● <b>Top</b>: Displays the parent members at the top of the dimension hierarchy during <b>Zoom In</b> operations that are inclusive</li> <li>● <b>Bottom</b> (default): Displays the parent members at the bottom of the dimension hierarchy during <b>Zoom In</b> operations that are inclusive</li> </ul>
<b>Navigate without refreshing data</b>	<p><b>Yes</b>: You can perform ad hoc actions without refreshing data</p> <p><b>No</b>: Data is refreshed as you perform ad hoc actions (the default)</p>
<b>Suppress options</b>	See <a href="#">“Suppress Options” on page 38</a> .
<b>Precision options</b>	See <a href="#">“Precision Options” on page 39</a> .
<b>Replacement options</b>	See <a href="#">“Replacement Options” on page 39</a> .

**Note:** The option settings that Ad Hoc Grid Creators select for an ad hoc grid become defaults when other users open the grid. Users can then change the settings for the current session only.

## Suppress Options

To streamline the grid, you can suppress rows or columns that contain data that you do not need to view.

**Table 2** Suppress Options

Option	Description
<b>Missing Data</b>	Hides rows or columns without data; if this option is cleared, empty cells display the text <b>#MISSING</b>
<b>Zeros</b>	Hides rows or columns containing zeros
<b>Repeat Members</b>	Hides repeating members and shows only the first instance of the member
<b>Missing Blocks on Rows</b>	Hides missing blocks on rows

## Precision Options

In **Precision options**, select options to set the number of decimal positions displayed in a cell for **Currency Values**, **Non-Currency Values**, and **Percentage Values**.

Specify minimum values to add zeros to numbers with few decimal places. Specify maximum values to truncate and round the decimal portion of longer numbers. For example:

**Table 3** Data Precision Examples

Value	Minimum Precision	Maximum Precision	Displayed Value
100	0	Any	100
100	3	Any number greater than or equal to 3 or None	100.000
100.12345	Any number less than or equal to 5	None	100.12345
100.12345	7	None	100.1234500
100.12345	Any number less than or equal to 3	3	100.123
100.12345	0	0	100
100.12345	2	4	100.1234
100	2	4	100.00

## Replacement Options

Data cells in ad hoc grids may contain missing data or data that you do not have permission to view. In such cells, ad hoc by default displays **#MISSING** or **#NoAccess**, but you can change these labels.

**Table 4** Replacement Options

Option	Description
<b>#MISSING/ #NoData</b>	Replaces, in data cells missing data, a user-defined option. The default value is <b>#MISSING</b> .
<b>#NoAccess</b>	Replaces, in data cells in which you do not have access permissions, a user-defined option. The default value is <b>#NoAccess</b> .
<b>Submit Zeros</b>	If selected, specifies a zero ( <b>0</b> ) as a replacement value instead of <b>#MISSING</b> . <b>Note:</b> This occurs only for cells in which you manually changed the value to <b>#MISSING</b> .



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# 5

# Entering Data

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# About Entering Data

## Subtopics

- [Colors in Forms](#)
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- [Entering Data with Smart Lists](#)
- [Entering Data with Shortcut Menus](#)
- [Entering Percentage Values](#)
- [Entering Date Values](#)
- [Entering Text Values](#)
- [Dynamically Setting User Variables](#)

Your Service Administrator sets up forms to show certain dimensions and members, reflected by the row and column headings. Cells display the data for the selected members.

Watch this overview video to learn about working with data.



[Overview Video](#)

## Colors in Forms

Background colors indicate:

- White: default
- Yellow: “dirty” cells, whose values changed but are not yet saved
- Grayish blue: read-only cells
- Tan: locked cells (see [“Locking Cells” on page 72](#))
- Teal: cells having supporting detail

## Aspects of Forms

Forms can include:

- **Point of View (POV):** Shows information about other members that is valid for the defined row and column members. POVs identify the database members that populate a form, and define data intersections. Members on the rows, columns, and POV axes are constant (except when they have dynamic user variables).
- **Page axis:** At the top of the form, displays different views (pages) of selected member combinations that can span dimensions, enabling you to work with various member combinations.
- **Segments:** Can include read-only or hidden areas and borders on rows and columns. The hierarchy can be suppressed for rows or columns, so that rows are not indented and columns exclude line breaks.

- **Smart Lists:** Lists from which you can select text options, such as locations or descriptions. See “[Entering Data with Smart Lists](#)” on page 43.
- **Menus:** Shortcut menus accessed by right-clicking can open features such as URLs, forms, Approvals, Copy Version, Job Console, and business rules. See “[Entering Data with Shortcut Menu](#)” on page 43.
- **User variables:** Selectable members on the row, column, page axis, or POV. Before you can open a form having a user variable, you must select a value in preferences. After that, you can change the variable on the form or in preferences. See “[Dynamically Setting User Variables](#)” on page 45.
- **Rolling forecast:** If the Service Administrator has designed a form for a rolling forecast, right-click on the column to change substitution variables for the rolling forecast.
- **Composite forms:** Display members from several forms simultaneously so you can, for example, enter data into one grid and see the results—such as Total Revenue—aggregated in another.

## Entering Data with Smart Lists

Your Service Administrator can set up forms with Smart Lists that help you enter data in cells.

If a cell contains a dimension that is linked to a Smart List,  is displayed when you click in the cell.

► To enter data with Smart Lists:

- 1 **Open a form containing Smart Lists.**
- 2 **Click  in a cell.**
- 3 **Select a value from the list.**

**Note:** You can skip to a value by typing its first one or two letters. For example, in a list of months, skip to September by typing *s*.

After you select a value, the information in the cell is updated. Your Service Administrator determines what is displayed when the cell contains no data: no value, #MISSING, None, or another value.

## Entering Data with Shortcut Menus

Your Service Administrator can set up forms that include shortcut menus. With shortcut menus, you right-click a member and select a menu item to open features such as URLs, forms, Approvals, Job Console, Copy Version, or business rules. For example, a menu item might open another form to get more information about the data, go to another scenario and version in the planning unit, launch a calculation, or open other features.

► To enter data with shortcut menus:

- 1 Open a form containing a shortcut menu.
- 2 Right-click a row or column member, the page axis or point of view, and then select a menu option from the list.

Depending on the action that was performed by the menu item, you can continue your work in the feature that opens, such as a web page, form, Approvals, Job Console, or Copy Version. If a business rule was launched that includes a runtime prompt, enter the required information.

For information on working with the feature, see the appropriate section of this guide, such as [“Copying Versions” on page 29](#), [“Checking Job Status” on page 62](#), or [“Entering Runtime Prompts” on page 60](#).

## Entering Percentage Values

If your Service Administrator sets up members as percentages, those members are displayed with a percent sign (%) in the cell. You can enter a percentage value as a decimal, such as .6, or as a percentage, such as 60%.

The following table shows examples of entered values and their displayed result:

Entry	Result
.25	25% is displayed. Planning multiplies .25 by 100, adds a percent sign, and saves .25.
25%	25% is displayed. Planning divides the number by 100 and saves .25.
25	2500% is displayed. Planning multiples 25 by 100, adds a percent sign, and saves 25.
.25%	.25% is displayed. Planning divides the number by 100 and saves .0025.

## Entering Date Values

Your Service Administrator may set up certain cells to contain date values. When you click into such a cell, a month calendar displays, from which you select a date. The date value then displays in the format set in preferences. For example, if the date format is MM/DD/YYYY and you select February 7 (in 2014), the date is processed as 02/07/2014. See [“Setting the Date Format” on page 108](#).

## Entering Text Values

You can enter text into cells whose data type is set to text by your Service Administrator. Hover the mouse over a cell to view a tooltip that displays the text or to read any data validation messages. You can also view the text in the form.

**Note:** When you enter text in cells whose data type is text, do not use angle brackets (< >).

## Dynamically Setting User Variables

If a Service Administrator defined a form with at least one user variable and enabled dynamic user variables, you can dynamically select and change user variable values directly in the form. For example, for a variable called Department, you can select Sales members to plan sales expenses and then select Marketing members to plan marketing expenses. You can also set values for user variables in user preferences (see [“Setting Preferences for User Variables” on page 109](#)).

If the form was defined with the **Use Context** option, user variables can be used in the POV. With this setting, the value of the user variable changes dynamically based on the context of the form.

**Note:** You must select a value for user variables before working in the form.

► To dynamically change values for user variables in forms:

- 1 **Open a form containing a user variable and for which dynamic user variables are enabled.**
- 2 **Click the text that displays the user variable.**

The variable and its currently selected value are displayed under the POV. If the form was defined with the **Use Context** option, the variable is displayed above the form.

- 3 **Using the arrow buttons, select or move members.**
- 4 **Click **Submit**.**

The form displays the selected members.

## About Entering Data with Shortcut Menus

When entering data in forms, you can right-click to use context-sensitive shortcut menus.

- For information about using shortcut menus, see [“Navigating in Planning” on page 14](#) and [“About Entering Data with Shortcut Menus” on page 45](#).
- For information about the tasks you can complete with shortcut menus, see [Chapter 3](#), [“Working with Forms”](#).

## Navigating in Forms

How you navigate depends on whether you have just clicked in a cell or are editing cell data. For example, when you click in a cell, you can press the Right Arrow to move to the next cell in the row. When you are editing data in a cell, you must press Tab to move to the next cell.

When clicking in a cell and not entering or editing cell data, to move:

- Forward, backward, up, or down, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
- To the next cell in the column, press Enter.

- To the previous cell in the column, press Shift + Enter.

When entering or editing data in cells, to move:

- Forward or backward *within* the cell data, press the Left Arrow key or the Right Arrow key.
- To the next cell in the row, press Tab or click in the next cell.
- To the previous cell in the row, press Shift + Tab.
- To the next cell in the column, press Enter.
- To the previous cell in the column, press Shift + Enter.

See also [“Navigating Among Forms” on page 29](#).

## Selecting Members Using Pages

If the Service Administrator sets up multiple page axes, you can select from among pages to select the data with which to work. The form designer can create up to 18 page drop-down lists.

Use the page axis to work with different views (pages) of selected member combinations that can span dimensions. The members defined on the rows, columns, and POV axes are constant (except when they have dynamic user variables). You see only the members to which you are assigned access.

With some forms, you can also select a user variable to determine which data is displayed. See [“Dynamically Setting User Variables” on page 45](#).

► To work with other page members:

- 1 Open a form containing multiple page axes.
- 2 From the **Page** drop-down list, select a page.



indicates that you can perform a search. See [“Enabling Search with a Large Number of Pages” on page 107](#).

- 3 Click **Go**.

**Tip:** In **Preferences**, select **Display Options**, and then select **Remember Selected Page Members**. Planning remembers the last page or POV member selection, so the information is available when you return to the current form.

## Searching for Members

If you select the display preference option **Allow Search When Number of Pages Exceeds** \_\_ and the number of members on the open form exceeds the number you set, then the Search icon is enabled. (See [“Enabling Search with a Large Number of Pages” on page 107](#).)

➤ To search for a member in a form:

- 1 Open a form, and then click  at the top of the form.
- 2 In **Search**, enter part or all of the member name.

You can search by member name or alias. If the selected member in the drop-down list is the first member of the hierarchy and you search up, the search starts from the last member of the hierarchy. Similarly, if the selected member is the last member in the hierarchy, the search starts with the first member.

- 3 Click  or  to search up or down the hierarchy.
- 4 When the member name is displayed in the drop-down list, click .

## Viewing Member Formulas

➤ To view a member's formula:

- 1 In the form, click the formula icon  to the right of the member name.
- 2 View the read-only member formula, and then click **Close**.

## Viewing and Resolving Data Validation Errors

For forms that include data validation, your Service Administrator can include data validation messages that are displayed when you hover over a cell, and can specify colors that display in cells when data validation errors occur. For example, a tooltip can instruct you to enter data that meets certain criteria or data that fits within a specific range.

If forms contain data validation errors, a **Data Validation Messages** pane displays on the right side of the form. For detailed information on how rules are set up and processed, see *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

➤ To view and resolve data validation errors:

- 1 In a form with errors, click .
- 2 In the **Data Validation Messages** pane, view any informational messages and error messages provided.

For composite forms, select a form from the drop-down list.

Error messages are displayed with a bracketed number showing the number of errors, and hyperlinked numbers that go to the cells with errors. For example, if an error message displays [5], there are five errors related to this issue, and the following hyperlinks [1](#), [2](#), [3](#), [4](#), [5](#) go to the errors.

- 3 For each error, click the hyperlink to go to the cell to be corrected.

If the Service Administrator provided a data validation message, you can hover the mouse over cells to view information to assist with resolving the error.

#### 4 Update the form to resolve the errors, and then save the form.

After an error is resolved, it is no longer displayed in the **Data Validation Messages** pane. When all errors are resolved, the **Data Validation Messages** pane is not displayed in the form.

## Selecting Cell Ranges

You can select and work with multiple cells if the selection is rectangular and contiguous.

► To select a cell range, a row, or a column:

1 **Open a form.**

2 **Take an action:**

- To select a cell range, click in the range's upper-left cell, press Shift, and then click in the range's lower-right cell.
- To select a row or column, click in its heading.

After you select a group of cells, you can copy and paste them or adjust the data values. See:

- [“Copying and Pasting Data” on page 48](#)
- [“Adjusting Cell Values” on page 65](#)

## Copying and Pasting Data

You can copy data within a form, from one form to another, or from another application, such as Microsoft Excel. (For information on copying and pasting data between Microsoft Excel and Planning forms, see [“Copying and Pasting Data Between Microsoft Excel and Planning Forms” on page 49.](#)) In one copy and paste operation, you can copy from one cell to another cell, from one cell to many cells, or from many cells to many cells.

**Note:** Because Planning applies spreading logic to pasted values, understand how data values are spread before you paste values into time periods. See [“How Spreading Data Works” on page 68.](#)

► To copy and paste data:

1 **Select the cells that contain the data to copy.**

See [“Selecting Cell Ranges” on page 48.](#)

2 **Right-click, select **Edit**, and then select an option:**

- **Cut** removes the cell values
- **Copy** copies the cell values. Select the cells to which to paste the data. Right-click, and then select **Paste**.
- **Clear** clears the cell values

About copying and pasting data:

- If the destination selected area is an exact multiple of the size and shape of the copied selected area, the data is repeatedly pasted into the destination area. For example, if you copy the contents of two rows, and select six rows to paste the data into, Planning copies the contents of the two rows three times, to fill the six destination rows.
- Planning does not paste data into read-only cells.
- When you copy within or among forms, Planning copies and pastes the cells' stored values, not the values that are displayed based on the precision setting.
- When pasting data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The resulting data from a paste operation may not match the original copied data. For information on how pasting data may affect cells' values, see [“How Spreading Data Works” on page 68](#).
- When you copy data, a message might display if you disabled Internet Explorer's setting for **Allow Paste Operations via Script**.
- Copying and pasting data from a text editor (for example, TextPad, Notepad, or WordPad) fails if the data is space delimited. Use Tab-delimited values instead.
- For information on copying and pasting data between Microsoft Excel and Planning forms, see [“Copying and Pasting Data Between Microsoft Excel and Planning Forms” on page 49](#).

The following features are supported only in the Internet Explorer browser:

- Copying data from Planning forms and pasting it into Microsoft Excel
- Copying data from one Planning form to another
- Copying and pasting nonnumeric data, for example, Smart List, Date, and Text data types

## Copying and Pasting Data Between Microsoft Excel and Planning Forms

➤ To copy and paste data from Microsoft Excel to Planning forms:

- 1 In Microsoft Excel, highlight the data in a single cell or a range of cells and press Ctrl+C to copy the data onto the clipboard.
- 2 Highlight and select the target cell or cells in the Planning form, and press Ctrl+V.
- 3 When the Clipboard helper displays, press Ctrl+V again. The data is pasted to the Clipboard helper.
- 4 Click **Paste** to paste the data into the Planning form.

**Note:** Data that is copied and pasted from Microsoft Excel to Planning reflects the formatting that is set up in Microsoft Excel. For example, if the number of decimal places in Microsoft Excel is set to zero, when you enter the value 459.123 in Microsoft Excel, the value is displayed as 459. If you copy this value into a Planning form, the value 459 is pasted.

## Cell Icons: Using Attachments, Comments, and Links

- —The cell has an attachment
- —Comments are attached to the cell
- —You can drill down on this cell

## About Cell Comments

Users with write access permissions to cells can add comments to cells; for example, explanations of variances or rolling forecasts. Multiple users can add comments to the same cells.

Users can view the cell's comments history, including:

- All comments
- Who entered each comment
- The date each comment was made

You can add comments:

- To a range of cells
- To cells at any level, including summary periods and non-level-0 members (bottom-up versions)
- Across multiple dimensions
- To calculated cells (dynamic calc) and read-only cells

You can also:

- Sort comments by user or date
- View comments in a PDF file or a printed report. See [“Printing Comments” on page 51](#).
- Delete your own comments, but you cannot change already submitted comments, nor can you change others' comments
- Use *supporting detail* to build and communicate bottom-up values such as travel, where you calculate aggregate values. See [“Working with Supporting Detail” on page 77](#).
- Add *account annotations* to comment on account data. You can annotate different combinations of scenarios, versions, and entities. See [“Using Account Annotations and Custom Links” on page 52](#).
- Enter text directly into cells whose data type is set to text. See [“Entering Text Values” on page 44](#).
- Add multiple cell-level document attachments. See [“Adding, Editing, and Viewing Cell-Level Documents” on page 52](#).

See [“Working with Comments” on page 51](#).

## Working with Comments

See also “[About Cell Comments](#)” on page 50.

► To add, view, or delete comments:

**1 In the form, click a cell or select a range of contiguous cells.**

A small square in the cell's upper-right corner indicates that it contains comments. Hovering over the red square displays the cell's intersecting members and whether the cell(s) contains comments (or drill-through data or document attachments).

**2 Right-click, and then select **Comments**.**

The top of the **Comments** dialog box displays the POV and the cell member intersection. The selected cells are displayed in the drop-down list. If you selected a range, from the drop-down list, select one cell. Or, to apply the comment to the range of cells from Step 1, select the **Apply to all selected cells** check box.

**3 To add a comment:**

a. Expand the **Insert Comments** pane by clicking  to the left of the **Insert Comments** heading.

b. Enter your comment.

By default, you can enter up to 1,500 characters. If you selected a cell range, you can enter comments for each cell. To begin a new line of text within a cell comment, press Shift+Enter.

c. Click **Add**.

You may need to scroll down to see the **Add** button.

**4 To edit a comment:**

a. Expand the **Existing Comments** pane.

b. Select the comment to edit.

c. Expand the **Insert Comments** pane.

d. Add to or edit the comment text, and then click **Add**.

In the comment table, you now see the modified comment with your name and a new date stamp.

**5 To delete one of your comments, select the row from the table, and then click **Delete**.**

## Printing Comments

You can print comments—notes that are associated with individual or groups of cells—to a PDF file. When you print forms with the **Show Comments** option selected in the **Printing Options** page, comments are displayed to the dimension's right, on the same row as the dimension. See “[Printing Data](#)” on page 56.

- ▶ To print comments:
  - 1 Open a form containing comments.
  - 2 Select **File**, and then **Print**.
  - 3 Select the **Show Comments** option, and then click **Print Preview**.
  - 4 In the PDF file, select **File**, and then **Print**.
  - 5 In **Print**, select a printer, and then click **OK**.

## Using Account Annotations and Custom Links

If your Service Administrator has enabled this feature, you can add annotations to accounts. Annotations can be plain text, or can include custom links to, for example, a project website, a spreadsheet, or PDF file on a server.

- ▶ To add or view account annotations:
  - 1 In a form, select **View**, and then either **View Account Annotations** or **Edit Account Annotations**.
  - 2 In account rows, in the column to the right of account member names, enter a comment or URL of up to 1,500 characters.

You can include custom links to these file types on a server or FTP site: TXT, DOC, XLS (Microsoft Office Suite), and PDF. For example, to create a link to a spreadsheet on a shared server, you might enter: `file:///C:/BudgetDocs/Timeline.xls` where C represents the server drive.
  - 3 When you are finished, click **View Account Annotation**.

To view account comments or to access associated custom links on the page, read the comments or click the URL to the right of the account member's name. If you click a URL, your web browser displays the source information in a new window.

## Adding, Editing, and Viewing Cell-Level Documents

If your Service Administrator selects the **Enable Cell-Level Document** property for the form, from form cells, you can add, delete, and view multiple Planning Planning and Budgeting Cloud Service Workspace documents, even in a single cell. These documents can be a website or any file type (for example, a PDF file). For example, you could associate a cell with several documents with updated assumptions behind the cell's sales data. The  icon in a cell indicates that it is associated with a document.

- ▶ To add cell-level documents:
  - 1 Open the form to which you want to add or view comments.
  - 2 Select the cell or range of cells.

A small square in the cell's upper-right corner indicates that it contains cell-level documents (or drill-through data or comments). Hovering over the square displays the cell's intersecting members and the comments.

The following may display:

- —The cell has an attachment
- —Comments are attached to the cell
- —You can drill down on this cell

### 3 Right-click, and then select **Document Attachments**.

The top of the **Document Attachments** dialog box displays the POV and the cell member intersection. The selected cells are displayed in the drop-down list. If you selected a range, from the drop-down list, select one cell. Alternately, to apply the document attachment to the range of cells from Step 2, select the **Apply to all selected cells** check box.

### 4 Click .

### 5 In the **Document Attachments** dialog, enter the **Description** and the **Reference**.

Either:

- In the **Reference** text box, enter the URL to the document (for example, `http://mymachine:<port>/documents/Sales.doc`).
- Click  to browse to the file's location.

Specify the **Name**, **Type**, and **Version** of the document.

### 6 To edit a document attachment, select the row in the table, and then click the **Edit** icon.

To delete a document attachment, select the row in the table, and then click the **Delete** icon.

➤ To view documents associated with a cell:

- 1 Select a cell or range of cells.
- 2 Click  near the lower-right corner of the cell.

## Writing #MISSING Values

#MISSING in a cell indicates that the cell contains no data, whereas zero in a cell is a data value. #MISSING decreases the database size and improves performance.

You can replace #MISSING by selecting the cell and entering a value. You can also replace irrelevant data in a cell and save the cell as #MISSING, which writes #MISSING to the database.

➤ To write #MISSING to cells:

- 1 Select the cells to change.

You can select contiguous cells by clicking in the upper-left cell in the range, and then pressing Shift+Click to select the lower-right cell in the range. You can select rows and

columns by clicking row and column headings. Select a range of rows or columns by using Shift+Click.

If the designer sets a form to suppress missing data, and an entire row contains #MISSING (no data), that row does not display on the form.

## 2 Take an action:

- Press Delete.
- Enter #missing.

You can also enter #MISSING using Smart Lists. See [“Entering Data with Smart Lists” on page 43](#).

## 3 Click **Save**.

The cells are set to #MISSING when you save the form.

# Subtotaling Values

How values are subtotaled and totalled in forms:

- Member subtotals are calculated based on factors set by your Service Administrator, such as the hierarchies and logic of the outline, and member properties.
- To recalculate subtotals on the page, click **Save**. If the Calculate Form calculation script is selected to launch during **Save**, all subtotals in the form are recalculated based on their members' aggregation properties and the form's design and layout.
- Saving data automatically calculates members that are set to dynamically calculate, excluding level-0 members. The form does not require a calculation script to calculate these members.
- Calculations are based on the stored (not the displayed) values. Displayed values might be based on scaling or precision settings.
- Only displayed members are calculated. If you have read but not write access to some members, subtotals correctly include their values even if they are read-only.

See also [“Adjusting Cell Values” on page 65](#) and [“How Spreading Data Works” on page 68](#).

# Getting the Latest Data

To ensure that you are working with the latest data, especially if other people are working on the same budget, refresh data. To retrieve the latest values from the database, open a form, select **View**, and then **Refresh**.

## Exporting Data to Microsoft Excel

By exporting data from the form to Microsoft Excel, you can explore “what-if” scenarios in Excel before copying and pasting values back to Planning. It also gives you an alternative to PDF printing.

About exporting data:

- Planning does not export to Excel: Numerical formatting, the application name, user, form folder, attributes, currency tags, or percentages.
- Member names are indented based on their level in the hierarchy. They are also indented if you print the form to a PDF file.
- Supporting detail is printed.
- Aliases are displayed on the rows, columns, page, and POV if they are present for a member, if your Service Administrator or administrator selected the **Display Alias** option.
- Values pasted back to Planning from Excel must be non-formatted data.

➤ To export data from forms to Microsoft Excel:

1 **Open a form.**

2 **Select Tools, and then Export as Spreadsheet.**

3 **Depending on how you want to export the data, take an action:**

- Select **Save**, and then save the file.
- Select **Open**, and then work with the data in the browser instance of Microsoft Excel that displays.

Use standard Excel procedures to make and save your changes.

## Drilling Through to Source Data

Data is loaded from a source using Data Management or Planning's import and export functionality. You can drill through to view details of the data source.

When working with forms that contain drill-through information, consider that for a multicurrency application, all currencies for an entity in the source system can be loaded. Exchange rate conversions are done within Planning.

➤ To drill through to source data:

1 **Open a form containing loaded source data.**

The following may display:

- —The cell has an attachment
- —Comments are attached to the cell
- —You can drill down on this cell

- 2 Click twice in a cell that contains the source data on which you want to drill down, and then click .

## Saving Data

In a form, you can save data values that you entered, changed, or calculated. Saving also runs business rules that are designed to launch when the form is saved.

- To save data:
  - 1 Open a form.
  - 2 In the form, make your changes.
  - 3 Select **File**, and then **Save**.

## After Entering Data

After you enter data, annotate your assumptions, and are satisfied with your plan's data, you can promote your numbers (as a *planning unit*) to another user, typically for review or approval. To do this, go to the **Manage Approvals** page, and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. See [“Managing Planning Units” on page 85](#).

## Printing Data

You can print data in forms as PDF files (including supporting detail, comments, and account annotations) if Adobe Acrobat Reader 5.0 or later is installed on your computer. Your Service Administrator can also set up reports with custom shading, page size, orientation, font, font size, headers, percentage of page used for headers, number of data columns per page, and precision. See [“Printing Comments” on page 51](#) and [“Printing Planning Unit Annotations” on page 98](#).

- To print data to a PDF file:
  - 1 With a form open, select **File**, and then **Print**.
  - 2 **Optional:** To reset the printing options to the settings that were assigned to the form when it was created, click **Restore Form Settings**.
  - 3 **Optional:** Set your preferences, as described in the following table.

Option	Action
<b>Format data</b>	Apply number format settings from the form.
<b>Apply precision</b>	Apply the form's precision settings to the displayed data. If the form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the PDF file.

Option	Action
<b>Include supporting detail</b>	Include supporting detail in extra rows. Select either: <ul style="list-style-type: none"> <li>● <b>Normal Order:</b> Inserts the supporting detail in the same order in which it displays in the Supporting Detail page, after the member that it is associated with.</li> <li>● <b>Reverse Order:</b> Inserts the supporting detail before the member it is associated with, and the supporting detail entries are reversed. Supporting detail for children displays above their parents, and the order of siblings is preserved.</li> </ul>
<b>Show account annotations</b>	If the form designer enables account annotations, show annotations that are assigned to the form.
<b>Show comments</b>	Show comments that are associated with cells.
<b>Show attribute members</b>	Show attribute members assigned to the form.
<b>Show currency codes</b>	Show currency codes if the form supports multiple currencies per entity.

4 **Optional:** To save your settings for subsequent PDF files, select **Remember my changes**.

Your settings override the default options assigned to all forms.

5 **Optional:** To display the PDF onscreen, click **Print Preview**.

6 Select **File**, and then **Print**.

7 Set print options, and then click **OK**.



# 6

## Working With Business Rules

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## About Launching Business Rules

You can use business rules to calculate data. Some business rules prompt you to enter information, called a *runtime prompt*. After you enter required information and launch a business rule, the data is updated.

► To launch a business rule:

### 1 Depending on where you are working:

- When a form is open, its associated business rules are listed in the left bottom pane. Double-click any business rule.
- With a form open, from the top menu, select **Tools**, and then **Business Rules**. Select the business rules to launch, and then click **Launch**.
- If menus are set up in a form, right-click a row or column member in the form, and then select a business rule from the shortcut menu. See [“Entering Data with Shortcut Menus” on page 43](#).
- From a task list, see [Chapter 2, “Working with Task Lists.”](#)
- Outside of forms, from the menu, select **Tools**, and then **Business Rules**.  
See [“Launching Business Rules” on page 60](#).

### 2 If the business rule includes runtime prompts, enter the required information, launch the business rule, and then click **Close** (see [“Entering Runtime Prompts” on page 60](#)).

If the calculation is successful, the values in the database reflect the calculation results.

### 3 Click **Refresh** to see the updated values in the form.

# Launching Business Rules

► To launch business rules from the **Tools** menu:

- 1 Select **Tools**, and then **Business Rules**.
- 2 On the **Business Rules** page, select the plan types for which you want to display the associated business rules.
- 3 From **Rule Type**, select whether to display rules, rulesets, calculation scripts, or all calculation types.

To view the business rules in rulesets, expand the hierarchy. Business rules are displayed in this format:

*rule\_name application\_name plan\_type*

where *application\_name plan\_type* indicate the application and the plan type to which the business rule is deployed and will be launched against.

- 4 **Optional:** By default, only calculations to which you have access are displayed. To display all calculations associated with the selected plan type, clear **Display only launchable rules, rulesets, and calc scripts**.
- 5 Click the **Launch** link for the business rule, ruleset, or calculation script that you want to launch.

*None* indicates that you do not have access to a business rule.

The launched calculation may include runtime prompts. See [“Entering Runtime Prompts” on page 60](#).

See also [“About Launching Business Rules” on page 59](#).

## Entering Runtime Prompts

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts. To learn how the display and values of runtime prompts are affected by certain settings and conditions, see “Understanding Runtime Prompts” in *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

**Notes:**

- If a business rule has a runtime prompt and **Use Members on Forms** is selected, the default member on the runtime prompt window matches the current member in the page or POV axes of the open form.
- If multiple business rules having runtime prompts are launched when saving the form, enter values for each one successively, using the **Next** button.

► To enter a runtime prompt:

- 1 Launch a business rule having a runtime prompt.

See [“About Launching Business Rules” on page 59](#).

- 2 Specify the input type specified by the runtime prompt as outlined in this table:

Icon	Expected Input Type
	One member selection
	Multiple member selections
	Numeric value
	Smart List value—Select an item from the list
	Text value—Use only with enhanced calculation scripts, not with graphical scripts.
	Dimension from the database—Use only with enhanced calculation scripts, not with graphical scripts.
	Cross Dimension—A member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January).
	Member range—A range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY11).

### 3 If any runtime prompt values are not valid, correct them.

Symbols indicate whether the values in runtime prompts are valid:

 —The runtime prompt values are valid.

 —The runtime prompt values are not valid (for example, the entry does not exist in the dimension hierarchy). You cannot launch a business rule until all runtime prompt values are valid.

**Note:** If an administrator enabled the member parent for dynamic children (as described in “About Dynamic Members” in the *Administering Planning for Oracle Planning and Budgeting Cloud Service*), you can create a member by entering its name now in the runtime prompt.

### 4 Click **Launch**.

If the calculation is successful, the values in the database reflect the calculation results. See also [“Checking Job Status” on page 62](#).

## Runtime Prompts and Approvals

Depending on how the Service Administrator has designed a business rule, to be able to execute a business rule, planners must have write access to all members selected in runtime prompts and own the affected planning units members. For example, a business rule can be designed such that if you have already promoted a planning unit containing entity A, you cannot change the data for A using a runtime prompt. Runtime prompts display only members to which you have access.

## Using Business Rules

You can work with business rules if your task includes them.

► To launch a business rule when tasks include forms:

1 In a task that includes a form, open the form.

See [Chapter 2, “Working with Task Lists.”](#)

2 Select **Tools**, and then **Business Rules**.

3 In **Launch Business Rules**, select a business rule, and then click **Launch**.

If the calculation is successful, the database values reflect the calculation results. See also [“Checking Job Status” on page 62.](#)

4 After a confirmation message is displayed in **Launch Business Rules**, click **Close**.

► To launch a business rule when tasks include business rules:

1 Open a task list that includes a business rule.

If more than one task list is assigned to you, select the task list from the quick-launch list. If the task includes a business rule, the business rule page opens in a browser window.

2 In the **Business Rules** area, select a business rule, and then click **Launch**.

If the calculation is successful, the values in the database reflect the calculation results.

3 After a message confirms that the rule launched successfully, close the browser window.

## Checking Job Status

On the **Job Console** page, you can check the status of these job types: **Business Rules**, **Ruleset**, **Sequence**, **Clear Cell Details**, **Copy Data**, and **Push Data**.

Notes:

- You can be notified by email when a launched job is in a particular state such as completed, in error, or if it involves violation errors or warnings identified by the application monitor. For information about setting up email notifications, see [“Setting Up Email” on page 102](#)). For information about the application monitor, see *Administering Planning for Oracle Planning and Budgeting Cloud Service*.
- You cannot cancel or start a job from the **Job Console** page.
- Service Administrators can view all jobs and their status. All other users can view only their own jobs and their status.

► To check the execution status of jobs:

1 Perform a task:

- Select **Tools**, and then **Job Console**.

- Open Job Console type task.

This job information is displayed:

- **Job ID:** The sequential number that the database generates for each started job.
- **Job Type:** **Business Rule, Ruleset, Clear Cell Details, Copy Data, or Push Data.**
- **Job Name:** The business rule, sequence, or ruleset's name. To expand rulesets to see the business rules and rulesets they include, click . Planning assigns a name to **Clear Cell Details** and **Copy Data** operations.
- **User Name:** The name of the user who launched the job.
- **Start Time:** When the job was started.
- **End Time:** If the job was completed or ended in an error, the time that the job ended.
- **Run Status:** Current job state such as **Processing** or **Completed**.

**Note:** Use the **Completed with Threshold Violations** status to identify jobs that ran successfully, but that came close to exceeding the recommended performance thresholds. See “Monitoring and Optimizing Application Integrity and Performance” in *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

**2 To filter which jobs are displayed, specify any of the following:**

- **Start Time**—When jobs were run. Click  to specify the day, month, year, and time.
- **End Time**—The date by which jobs were completed. Click  to specify the day, month, year, and time.
- **Job Type**—The kind of job performed or the artifact involved, such as **Ruleset, Push Data** or **Copy Decision Packages**.
- **Status**— The current state of jobs such as **Processing** or **Completed**.

Use the **Completed with Threshold Violations** status to filter for jobs that ran successfully, but do not comply to the recommended performance thresholds. See “Monitoring and Optimizing Application Performance” in the *Planning Administrator's Guide*.

- **Job Name**—Job name
- **User**—The ID of the user who submitted the job

**3** Click .

The **Job Console** displays the jobs matching your selection criteria.

**4 For Service Administrators only:** To remove selected jobs from the list and to remove their job records from the database, click **Delete**.

You cannot delete jobs that are processing.

To remove all jobs from the list and remove their job records from the database, select the check box at the left of the header Job ID.



# 7

## Adjusting and Spreading Data

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## Adjusting Cell Values

### Subtopics

- [Adjusting Values](#)
- [Performing “What If” Analysis](#)

You can increase or decrease values by a specific amount or by a percentage. You can also enter operators in a cell (see [“Adjusting Values” on page 65](#) and [“Performing “What If” Analysis” on page 66](#)).

## Adjusting Values

► To increase or decrease data values:

### 1 Select the cells to adjust.

You can adjust data for multiple cells simultaneously, if the writable cells are at the same level. For example, you can adjust the data for February and March simultaneously, but not for March and Q1. See [“Selecting Cell Ranges” on page 48](#).

### 2 Select **Edit**, and then **Adjust**.

### 3 Perform an action:

- To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and then enter the value to spread.
- To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and then enter the percent value.

### 4 Click **Adjust Data**.

The values are displayed, with the number of decimal places that was set for the form.

**5 Click Save.**

You cannot adjust a data value if a member is read-only or is missing information.

**Tip:** For information on how adjusting data may affect other cells, see [“How Spreading Data Works”](#) on page 68.

## Performing “What If” Analysis

Before you commit data by saving it, you can perform “what if” calculations and visually review the changes. By experimenting with data, you can see the impact of various scenarios before saving the data—useful for manipulating values to produce desired results.

You can manipulate data values by:

- Entering values (see [Chapter 5, “Entering Data”](#))
- Locking a value during spreading (see [“Locking Cells”](#) on page 72)
- Changing values by typing an operator, followed by a number, described here
- Using the ad hoc functionality in Planning and Oracle Smart View for Office (see [Chapter 4, “Working with Ad Hoc Grids”](#))

► To perform ad hoc calculations on a value:

- 1 Select the cell on which to perform a calculation.**
- 2 Enter an operator ( +, +-, \*, /, or %), and then enter a value.**

The following table provides examples of using operators and values to produce results:

Operation	Initial Value	Input Text	Result
Add +	100	+50	150
Subtract + -	100	+ -50	50
Multiply *	100	*5	500
Divide /	100	/5	20
Percentage %	100	%25	25

- 3 Move the cursor from the cell.**

A change in color indicates the modified cell.

# Spreading Data for Time Periods

## Subtopics

- [How Spreading Data Works](#)
- [Spreading with Multiple Currencies](#)
- [Locking Cells](#)
- [Examples of Spreading Data with Cell Locking](#)

While working in the **Enter Data** page, you can *spread*, or distribute, values by:

- Spreading the value in a summary time period back to its base time periods, or to the first parent or first child of its parent time period
- Spreading values among children and parents proportionally, based on existing distribution
- Spreading values based on a calendar's weekly distribution in a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None
- Filling the parent's value to all its descendants
- Temporarily locking certain cell values while spreading data over time periods (see [“Locking Cells” on page 72](#))

You can select, copy, paste, or adjust multiple values. If you paste data to time periods, Planning applies the spreading rules for each cell in succession, starting from left to right and top to bottom. The data resulting from a paste operation may not match the original copied data. See [“How Spreading Data Works” on page 68](#).

**Note:** You cannot spread data in a summary time period that includes members with mixed currencies.

**Note:** Values for summary time periods are automatically spread, even if the form uses an alternate hierarchy for Period, so make sure the spread results are correct. Oracle recommends against entering data into alternate hierarchy members, because the values could spread incorrectly.

➤ To spread data for time periods:

- 1 In a form, put the cursor in the cell with the value to spread.
- 2 Enter the value.

The value is distributed according to the rules described in [“How Spreading Data Works” on page 68](#).

- 3 Click **Save**.

See also [“Spreading Values Using Grid Spread” on page 73](#) and [“Spreading Values Using Mass Allocations” on page 74](#).

## How Spreading Data Works

Factors such as account type, the **Time Balance** property, existing distribution, member hierarchies, and data type affect how values are distributed, assuming that no data cells are locked (see “[Locking Cells](#)” on page 72).

**Note:** Date and text values are excluded when spreading data.

The following table shows examples of the effect on data of entering or changing a currency or non-currency value:

<b>Time Balance Property of the Account</b>	<b>New Value Distribution</b>	<b>Examples</b>
<p>FLOW</p> <p><b>Revenue, Expense, Saved Assumption</b> (where the <b>Time Balance</b> property is set to <b>Flow</b>)</p>	<p>To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Period Rollups hierarchy so that the parent time period is the sum of its children.</p> <p>If no distribution exists (that is, the values for all the children are zeros or are missing), and the changed value is a Quarter, the value spreads down proportionally, based on the weekly distribution (which can be 4-4-5, 4-5-4, 5-4-4, or evenly distributed if the account's spreading is set to <b>None</b>).</p> <p>If the changed parent is a <b>Year Total</b> or some other kind of summary time period, the value is spread evenly.</p>	<p><b>Example 1</b></p> <p>You change Qtr 1 from 250 to 500, with these current values for its months:</p> <p style="padding-left: 40px;">Jan = 100</p> <p style="padding-left: 40px;">Feb = 50</p> <p style="padding-left: 40px;">Mar = 100</p> <p><b>Result:</b> 500 is distributed to its children proportionally, replacing their previous values with:</p> <p style="padding-left: 40px;">Jan = 200</p> <p style="padding-left: 40px;">Feb = 100</p> <p style="padding-left: 40px;">Mar = 200</p> <p>The increment of 250 is aggregated to the parents of Qtr 1. If Year Total was 1000, its new value is 1250.</p> <p><b>Example 2</b></p> <p>You change March from 100 to 200.</p> <p><b>Result:</b> March, Qtr 1, and Year Total all increment by 100. Jan and Feb remain unchanged.</p>

<b>Time Balance Property of the Account</b>	<b>New Value Distribution</b>	<b>Examples</b>
<p>FIRST</p> <p>All types of Accounts</p>	<p>Upward to its first parent and downward to its child only if the changed cell is the first child of its parent time period.</p> <p>The summary time period equals the first of its child time periods.</p> <p>If no distribution exists (that is, values for all children are zeros or are missing), the value is copied to each of the children.</p>	<p><b>Example 1</b></p> <p>You change Qtr 1 from 20 to 40, with these current values for its months:</p> <p style="padding-left: 40px;">Jan = 20</p> <p style="padding-left: 40px;">Feb = 15</p> <p style="padding-left: 40px;">Mar = 05</p> <p style="padding-left: 40px;">Q1 = 20</p> <p><b>Result:</b> 40 is distributed to its children, replacing their previous values with:</p> <p style="padding-left: 40px;">Jan = 40</p> <p style="padding-left: 40px;">Feb = 15</p> <p style="padding-left: 40px;">Mar = 05</p> <p style="padding-left: 40px;">Q1 = 40</p>
<p>BALANCE</p> <p><b>Asset, Liability, Equity, Saved Assumption</b></p> <p>(where the <b>Time Balance</b> property is set to <b>Balance</b>)</p>	<p>Downward to its last child and upward to its parent only if the changed cell is the last child of its parent time period.</p> <p>The summary time period equals the last of its child time periods.</p> <p>If no distribution exists (that is, the values for all children are zeros or are missing), the value is spread across its children.</p>	<p><b>Example 1</b></p> <p>You change Qtr 1 from 30 to 50.</p> <p><b>Result:</b> March also changes to 50. Jan and Feb don't change. Year Total does not change because Qtr 1 is not its last child.</p> <p><b>Example 2</b></p> <p>You change Qtr 4 from 100 to 50.</p> <p><b>Result:</b> Dec changes to 50 because it is Qtr 4's last child. Oct and Nov remain unchanged, as do Qtrs 1, 2, and 3. Year Total changes to 50 because Qtr 4 is its last child.</p> <p><b>Example 3</b></p> <p>You change Qtr 2 to 100 with these current values:</p> <p style="padding-left: 40px;">Apr = 0</p> <p style="padding-left: 40px;">May = 0</p> <p style="padding-left: 40px;">June = 0</p> <p><b>Result:</b></p> <p style="padding-left: 40px;">Apr = 100</p> <p style="padding-left: 40px;">May = 100</p> <p style="padding-left: 40px;">June = 100</p> <p>Year Total is unchanged.</p>

<b>Time Balance Property of the Account</b>	<b>New Value Distribution</b>	<b>Examples</b>
<p>AVERAGE</p> <p><b>Revenue, Expense, Saved Assumption,</b> (where the <b>Time Balance</b> property is set to <b>Average</b>)</p>	<p>To all its children and its parents proportionally, based on the existing distribution. The value affects the entire Summary Time Period Rollups hierarchy so that the parent is the average of its children.</p> <p>Assumes an equal number of days in each period, such as 30 days for each month.</p>	<p><b>Example 1</b></p> <p>You change Qtr 1 from 5 to 10 with these current values:</p> <p>Jan = 05</p> <p>Feb = 10</p> <p>Mar = 00</p> <p>Q1 = 05</p> <p><b>Result:</b></p> <p>Jan = 10</p> <p>Feb = 20</p> <p>Mar = 00</p> <p>Q1 = 10</p>
<p>FILL</p> <p>All types of Accounts</p>	<p>The value set at the parent is filled into all its descendants.</p>	<p><b>Example 1</b></p> <p>You change YearTotal from 100 to 200.</p> <p><b>Result:</b></p> <p>Values for Q1, Q2, Q3, Q4 and all months are changed to 200</p> <p><b>Note:</b> Consolidation operators and member formulas overwrite FILL values when the members are recalculated.</p>
<p>Weighted Average - Actual_365</p> <p><b>Revenue, Expense, Saved Assumption,</b> (where the <b>Time Balance</b> property is set to <b>Average</b>)</p>	<p>Weighted daily average based on 365 days in a year, assuming that February has 28 days. This does not account for leap years.</p> <p>About Weighted Average - Actual_365:</p> <ul style="list-style-type: none"> <li>You cannot customize month labels, although you can use aliases.</li> <li>Years must have 12 months, and quarters must be the sum of three base months.</li> <li>You cannot change the fiscal start month after the application is set up.</li> <li>All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all 12 months, not YTD.</li> </ul>	<p><b>Example 1</b></p> <p>You enter values for Jan, Feb, and Mar. For any year, including leap years, February is assumed to have 28 days, and Q1 is assumed to have 90 days.</p> <p><b>Value Entered and Number of Days</b></p> <p>Jan = 9,000 31 days</p> <p>Feb = 8,000 28 days</p> <p>Mar = 8,000 31 days</p> <p>Q1 = 90 days (the total days for Jan, Feb, and Mar)</p> <p><b>Result:</b></p> <p>Q1 = 8,344</p> <p>The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8,344.</p>

<b>Time Balance Property of the Account</b>	<b>New Value Distribution</b>	<b>Examples</b>
<p>Weighted Average - Actual_Actual</p> <p><b>Revenue, Expense, Saved Assumption,</b> (where the <b>Time Balance</b> property is set to <b>Average</b>)</p>	<p>Weighted daily average based on the actual number of days in a year. This accounts for leap years, in which February has 29 days.</p> <p>About Weighted Average - Actual_Actual:</p> <ul style="list-style-type: none"> <li>● You cannot customize month labels, although you can use aliases.</li> <li>● Years must have 12 months, and quarters must be the sum of three base months.</li> <li>● You cannot change the fiscal start month after the application is set up.</li> <li>● All months are included in the calculation. #MISSING is treated as 0 in the numerator, and all the days are included in missing months in the denominator. This means, for example, that QTR means three months, not QTD, and Total Year means all 12 months, not YTD.</li> </ul>	<p><b>Example 1</b></p> <p>For a leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 29 days, and Q1 is assumed to have 91 days.</p> <p><b>Value Entered and Number of Days</b></p> <p>Jan = 9,000 31 days</p> <p>Feb = 8,000 29 days</p> <p>Mar = 8,000 31 days</p> <p>Q1 = 91 days (the total days for Jan, Feb, and Mar)</p> <p><b>Result:</b></p> <p>Q1 = 8,341</p> <p>The average for Q1 is calculated thus: (1) Multiply the value for each month in Q1 by the number of days in that month, (2) Sum these values, and (3) Divide the total by the number of days in Q1. Using 29 for the number of days in Feb, and 91 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 29 plus 8,000 times 31) divided by 91 = 8,341.</p> <p><b>Example 2</b></p> <p>For a non-leap year, you enter values for Jan, Feb, and Mar. February is assumed to have 28 days, and Q1 is assumed to have 90 days.</p> <p><b>Value Entered and Number of Days</b></p> <p>Jan = 9,000 31 days</p> <p>Feb = 8,000 28 days</p> <p>Mar = 8,300 31 days</p> <p>Q1 = 90 days (the total days for Jan, Feb, and Mar)</p> <p><b>Result:</b></p> <p>Q1 = 8,344</p> <p>Using 28 for the number of days in Feb, and 90 for the number of days in Q1, the result is: (9,000 times 31 plus 8,000 times 28 plus 8,000 times 31) divided by 90 = 8,344.</p>

**Note:** The **Skip** option does not apply to data spreading but affects only the calculation of the member hierarchy.

If you change a percentage:

Regardless of account type, existing distribution, or 4-4-5 setting, the value is spread evenly across its children. If the changed cell is the last child of its parent time period, the value is copied upward to its parent.

### *Example 1*

You change Qtr 1 from 10 to 20.

**Result:** Jan, Feb, and Mar also change to 20. However, Year Total does not change because Qtr 1 is not its last child.

### *Example 2*

You change Feb from 10 to 20.

**Result:** Jan and Mar do not change because neither one is a child or parent of Feb. Qtr 1 (and therefore Year Total) does not change because Feb is not its last child.

### *Example 3*

You change Qtr 4 from 30 to 20.

**Result:** Oct, Nov, and Dec also change to 20 because the value is copied to Qtr 4's children. Year Total also changes to 20 because Qtr 4 is its last child.

**Note:** See [“Adjusting Cell Values” on page 65](#) and [“Spreading with Multiple Currencies” on page 72](#).

## Spreading with Multiple Currencies

When data is spread from a parent member to children of mixed currencies, the children assume the currency type of the parent time period, and data is spread as described in [“How Spreading Data Works” on page 68](#).

When currencies are mixed and a child time period is changed, the currency of the parent time period assumes the currency type of the child only if that time period does not have children with multiple currencies.

## Locking Cells

When spreading or manipulating data, you can temporarily lock cells while Planning calculates and fills in other values. You can visually review the changes before saving them. See [“Examples of Spreading Data with Cell Locking” on page 73](#).

► To temporarily lock values:

- 1** Select the cells to lock.
- 2** Select **Edit**, and then **Lock/Unlock Cells** or enter `Ctrl+K`.

A tan background indicates that a cell is locked. If you lock multiple cells, some of which are already locked, all the unlocked cells become locked.

You can now spread or manipulate the other data. (See [“Spreading Data for Time Periods” on page 67](#) and [“How Spreading Data Works” on page 68](#).)

- 3** To unlock cells, select **Edit**, and then **Lock/Unlock Cells** or enter `Ctrl+K`.

Entering **Ctrl+K** or selecting **Lock/Unlock Cells** unlocks all cells in a group only if they are all locked (or were read-only for another reason). When you save the data, locked cells become unlocked.

## Examples of Spreading Data with Cell Locking

### Example 1

Before locking and spreading, Account A has the values described in the following table:

	Jan	Feb	Mar	Q1
Account A	100	100	100	300

You then lock the Feb and Mar values at 100 and change Q1 from 300 to 600. Because Jan, Feb, and Mar must now total 600, and Feb and Mar are locked at 100 each, Planning calculates Jan to be 400 and fills in that value.

After locking and spreading, the data displays as shown in the following table:

	Jan	Feb	Mar	Q1
Account A	400	100	100	600

### Example 2

Before locking and spreading, Account B has the values described in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	100	100	400

You then lock Q1 and Q2 values at 100 each and change Year Total from 400 to 800. Because the yearly total must equal 800, and Q1 and Q2 are locked at 100 each, Planning calculates Q3 and Q4 to be 300 each and fills in those values.

After locking and spreading, the data is displayed as shown in the following table:

	Q1	Q2	Q3	Q4	YearTotal
Account B	100	100	300	300	800

## Spreading Values Using Grid Spread

If your Service Administrator has enabled **Grid Spread** as a form property, you can specify an amount or percentage by which Planning increases or decreases values across multiple dimensions on the form, based on the existing values in the target cells. You immediately see the result in the form and can save the new data or discard it. When calculating the spread data,

Planning ignores read-only and locked cells and cells having supporting detail. Data integrity is ensured by spreading values only to cells to which you have access.

**Note:** The **Time Balance** property setting affects how data is spread with the **Fill** option. See “[How Spreading Data Works](#)” on page 68.

► To spread values using **Grid Spread**:

- 1 Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.
- 2 Select **Edit**, and then **Grid Spread**.
- 3 Perform an action:
  - To increase or decrease values by a specified amount, from **Adjust Data**, select **By Value**, select **Increase by** or **Decrease by**, and then enter the value to spread.
  - To increase or decrease values by a percentage, from **Adjust Data**, select **By Percentage**, select **Increase by** or **Decrease by**, and then enter the percent value.
  - To replace values with a new value, enter it in the **Spread Value** text box.
- 4 Select a spreading pattern, as described in the following table:

Spread Type	Description
<b>Proportional Spread</b>	Spreads the value proportionally, based on the existing values in the target cells (the default)
<b>Evenly Split</b>	Spreads the value evenly among the target cells
<b>Fill</b>	Replaces the value in all target cells

Your Service Administrator can add other spreading patterns (described in *Administering Planning for Oracle Planning and Budgeting Cloud Service*).

5 Click **Spread**.

The specified value or percentage is spread across the target cells, replacing former values with new ones.

6 To save the new values, click **Save**.

## Spreading Values Using Mass Allocations

If a Service Administrator assigned the Service Administrator role to your account in Application Management, and enabled the **Mass Allocate** property for your forms, you can spread data using Mass Allocate. This feature enables you to:

- Allocates data to all the source cell's descendants
- Allocates across multiple dimensions
- Spreads data even to cells not displayed on the form
- Does not require that you have access to the target cells

- Cannot be undone after you mass allocate values
- Is processed with dynamically created calculation scripts

**Note:** The **Time Balance** property setting affects how data is spread with the **Fill** option. See [“How Spreading Data Works” on page 68](#).

► To spread values using **Mass Allocate**:

- 1 Put the cursor in the Subtotal or Total cell whose value you want to spread.
- 2 Select **Edit**, and then **Mass Allocate**.
- 3 Perform an action:
  - To increase or decrease values by a specified amount, from the **Adjust Data** drop-down list, select **By Value**, select **Increase by** or **Decrease by**, and then enter the value to spread.
  - To increase or decrease values by a percentage, from the **Adjust Data** drop-down list, select **By Percentage**, select **Increase by** or **Decrease by**, and then enter the percent value.
  - To replace values with a new value, enter it in the **Spread Value** text box.
- 4 Select the **Spread Type** for allocating the specified value or percentage across the target cells, as described in the following table.

Spread Type	Description
<b>Proportional Spread</b>	Spreads the value proportionally, based on the existing values in the target cells (the default)
<b>Relational Spread</b>	Spreads into the selected cells, based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the <b>Selected</b> column.  Under <b>Relative</b> , select the members you select that identify the base values to be spread, creating a pattern based on the existing values in the relative cells. To select members, click  , and, on the <b>Member Selection</b> page, select members for the dimension, either directly or based on relationships (see <i>Administering Planning for Oracle Planning and Budgeting Cloud Service</i> ).
<b>Evenly Split</b>	Spreads the value evenly among the target cells
<b>Fill</b>	Replaces the value in all target cells

Your Service Administrator can add other spreading patterns, described in *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

- 5 Click **Spread**.





# Working with Supporting Detail

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## Working with Supporting Detail

Supporting detail serves as a calculator for developing data that is not in the member outline. It helps you understand the basis of the data. For example, if the bottom-level member in your outline is pens, you can add line items in supporting detail for ballpoint, fountain, marker, and so on. Then you can aggregate their values to the pen member.

Supporting detail helps you build and communicate bottom-up values when planning such corporate expenses as travel and projects, where you must calculate aggregate values. Supporting detail can include text, values, and operators that define how data aggregates.

About supporting detail:

- Supporting detail does not change members in the outline.
- To create, change, or delete supporting detail, you must have write access to cells. You must have read access to view supporting detail.
- To protect values, you cannot enter, adjust, spread, and save data into aggregate values that have supporting detail. The aggregate values are read-only.
- You can add supporting detail to target and bottom-up versions.
- You cannot add supporting detail to Summary Time Periods—such as Quarters—but only to base time periods (level-0 members).
- Number and precision formatting is not reflected in the **Supporting Detail** window.
- The sequence of operators follows the same logic as is used to process multiple operators in a complex calculation.
- You can print supporting detail.
- When using **Copy Versions**, you can copy supporting detail from one version to another.
- Your Service Administrator can copy data, including supporting detail, from one dimensional intersection to another. For example, they can copy *Budget, FY13, Final* to

*Forecast, FY14, First Draft.* They can also copy data from one business unit to another, or from FY13 to FY14 to prepare a budget.

See [“Adding Supporting Detail” on page 78.](#)

## Adding Supporting Detail

### Subtopics

- [Example of Supporting Detail](#)
- [Totaling When Supporting Detail Cells are Blank](#)
- [Incorrectly Entering Supporting Detail](#)
- [Correctly Entering Supporting Detail](#)
- [Working with the Supporting Detail Hierarchy](#)

Use the **Supporting Detail** window to set how detail items aggregate to cell values in a form.

► To add supporting detail that calculates values in a form:

**1 Open a form, and then select the cells.**

You can select one cell or contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

**2 Select **Edit**, and then **Supporting Detail**.**

The **Supporting Detail** window reflects your cell selection.

**3 Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.**

For example, click **Add Child** to add a line item directly below the selected item. See [“Working with the Supporting Detail Hierarchy” on page 80.](#)

**4 In the **Label** column, enter a description.**

The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

**5 Set the mathematical relationships among the line items by selecting an operator for each of them.**

Select from these operators: + (add), - (subtract), \* (multiply), / (divide), and ~ (ignore).

**6 Enter data to set or calculate.**

Enter numbers using the same scaling that was set up for the form.

**7 Click **Save**.**

Values are dynamically calculated and aggregated before the data is saved. Data on the form is also saved.

## Example of Supporting Detail

This example shows how the first quarter's travel budget for a department is calculated using supporting detail. These supporting detail Total values aggregate to the Q1 Travel cell in the form.

		Jan	Feb	Mar
Air fare	+ ▾	2400	3600	6000
Customer visits	+ ▾	2.0	3.0	5.0
Average rate	* ▾	1200.0	1200.0	1200.0
Hotel	+ ▾	450	900	1500
Number of nights	+ ▾	3.0	6.0	10.0
Rate per night	* ▾	150.0	150.0	150.0
Car rental	+ ▾	160	280	440
Number of days	+ ▾	4.0	7.0	11.0
Rate per day	* ▾	40.0	40.0	40.0
<b>Total:</b>		<b>3010</b>	<b>4780</b>	<b>7940</b>

## Totaling When Supporting Detail Cells are Blank

If a data cell in supporting detail is blank, Planning ignores it when aggregating values (instead of assuming that a blank cell means zero).

For example, you might define supporting detail to calculate the daily rate of hiring an instructor (\$250) times the number of days per month for which you plan to retain an instructor (4 in January, but none in February). The Instructor total for Feb is 250, even though you do not intend to hire an instructor in Feb, as shown in the following table:

	Jan	Feb
Instructor	1000	250
Rate +	250	250
Days	4	

To correctly total values that are aggregated by the \* multiplier when some cells are blank, you can leave the Rate cell blank, or enter a zero in the Days data cell, instead of leaving it blank, as shown in the following table:

	Jan	Feb
Instructor	1000	0
Rate +	250	250
Days	4	0

This causes the rate (250) to be multiplied by 0 (zero), resulting in a value of zero.

## Incorrectly Entering Supporting Detail

Because Rate in this following table is set to the unary operator +, the calculation order first adds the Rate and then multiplies by the Unit, resulting in incorrect data being saved.

	Jan	Feb	Mar
Rate +	250	250	250
Unit *	10		
Total:	2500	250	250

## Correctly Entering Supporting Detail

This following table demonstrates the correct order of the Units times Rates calculation, with correct values saved.

	Jan	Feb	Mar
Unit +	10.0		
Rate *	250.0	250.0	250.0
Total:	2500		

Verify the supporting detail order, ensuring that correct values are calculated and saved.

## Working with the Supporting Detail Hierarchy

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

- To create or change the supporting detail hierarchy:
  - 1 In a form, select the cells with supporting detail.
  - 2 Select **Edit**, and then **Supporting Detail**.
  - 3 Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:

Option	Result
<b>Add Child</b>	Adds an item one level below the selected cell. You can add unlimited children, but consider the potential performance impact.
<b>Add Sibling</b>	Adds an item at the same level as the selected cell. You can add unlimited siblings, but consider the potential performance impact.
<b>Delete</b>	Removes the selected item

Option	Result
<b>Delete All</b>	Simultaneously removes all supporting detail
<b>Promote</b>	Moves the selected item to the next-higher level
<b>Demote</b>	Moves the selected item to the next-lower level
<b>Move Up</b>	Moves the selected item before its sibling predecessor
<b>Move Down</b>	Moves the selected item after its sibling successor
<b>Duplicate Row</b>	Adds a row below the selected item, duplicating its structure (text, operator, and values)
<b>Refresh</b>	Gets the latest stored database values, restoring the previously saved values, and possibly overwriting changes you just made.

#### 4 Click **Save**.

The save operation stores the detail text, values, and aggregate values.

## Viewing or Changing Supporting Detail

In forms, cells with supporting detail have a light green background.

► To view or change calculations or supporting data:

#### 1 Open a form, and then select the cells for which to view or add detail.

You can select one cell or contiguous cells in a row or column. The selection cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

#### 2 Select **Edit**, and then **Supporting Detail**.

#### 3 View or change the line items or calculations that aggregate the data in the selected cells.

## Pasting Multiple Cells into the Supporting Detail Window

You can copy supporting detail from multiple cells in Microsoft Excel or another application and paste it into the **Supporting Detail** window. For example, you can export forms to Excel spreadsheets, work on supporting detail in spreadsheets, and copy it back to Planning.

About copying and pasting supporting detail:

- The cell range of the data that you paste must exist in the **Supporting Detail** window.
- You can copy and paste cell labels and cell data.
- The pasted data does not retain the original formatting.

► To copy supporting detail from Microsoft Excel spreadsheets:

- 1 Open a Planning form.
- 2 In Planning, select a cell or range of cells, and then click **Supporting Detail**.
- 3 In **Supporting Detail**, note the range of cells with supporting detail, or add cells with supporting detail, and then click **OK**.
- 4 Select **Tools**, and then **Export as Spreadsheet**.  

A browser instance of Microsoft Excel is displayed with the exported information, and you can modify the supporting detail.
- 5 In Excel, select the range of cells containing supporting detail, and then press **Ctrl+C** to copy the data.
- 6 In Planning, open the form to which to add supporting detail.
- 7 Select the cell with the details to modify, and then click **Supporting Detail**.
- 8 In **Supporting Detail**, click in the range's upper-left cell for which to paste supporting detail, and then press **Ctrl+V**.
- 9 Click **Save**.

# 9

## Working with Currencies

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## Working with Multiple Currencies

You can plan and analyze your financial information in one currency or in multiple currencies, if certain conditions are met.

If multiple currencies are enabled, cells show the currency code. You can:

- Enter data in local currencies
- View or report on data in reporting currencies

In forms where the **Allow multiple currencies per entity** option is enabled, no currency codes are displayed for parent entities, even if they have single- or multiple-currency children.

When you run a currency conversion calculation script, all currencies on the page are converted. For example, you can select local, USD, and EUR currency members on the page axis and enter data in the local currency. The currency conversion calculation script dynamically calculates the entered data for all currencies selected for that page. In this example, the script converts local currency to USD and to EUR.

Currency conversion converts all levels except the Time Period dimension, where it converts only level-0 time periods and then aggregates the summary displayed time periods.

See:

- *Administering Planning for Oracle Planning and Budgeting Cloud Service* to set up currencies.
- [“Changing the Currency for a Data Cell”](#) on page 84.
- [“Reporting on Data in Multiple Currencies”](#) on page 84.
- [“Spreading with Multiple Currencies”](#) on page 72.

## Changing the Currency for a Data Cell

If a Service Administrator has enabled the functionality, you can enter data into cells in a currency other than the base currency of the cells. Currencies listed in the **Available Currencies** list can be used for input as a local currency.

**Note:** To override the base currency for an entity, the cell must be displayed in the local currency, and its version must be bottom-up.

► To enter data in a local currency other than the cell's base currency:

- 1 In a form, select a local currency member for the cell.
- 2 **Optional:** To look up the currency's code, select **View**, and then **Currency**.

**Available Currencies** shows the application's currencies. Note the **Currency Code** for the currency that you want to work with, and close the window. If you cannot select **View**, then **Currency**, multiple currencies are not enabled for this application or form.

- 3 In the right part of a data cell, enter the **Currency Code** for the cell's currency.

Doing this overrides the entity's base currency. The left part of the cell is for the value itself.

- 4 Enter or view the data in the left part of the cell.
- 5 Select **File**, and then **Save** to calculate and save the value.

If the Calculate Currencies calculation script is set to run when the form is saved, and the form is enabled for multiple currencies, the data value is displayed in the currency you selected.

## Reporting on Data in Multiple Currencies

► To see data values in a reporting currency other than the base currency, in a form, select another reporting currency.

You can look up the currency code for a currency by selecting **View**, and then **Currency**.

The **Available Currencies** list shows which currencies are set up for the application. Note the **Currency Code** for the currency you want to work with, and close the window. (If you cannot select **View**, and then **Currency**, multiple currencies are not enabled for this application or form.)

**Note:** You cannot enter data into a reporting currency. You can enter data only into a local currency.

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**About the Review Process**

Planning tracks budgets by *planning units*—a slice of data at the intersection of a scenario, a version, and an entity or part of an entity. It is the basic unit for preparing, annotating, reviewing, and approving plan data.

The following sections discuss:

- [Planning Unit States](#)
- [Planning Unit Actions](#)
- [Viewing Planning Unit Totals](#)

**Planning Unit States**

Planning units are in one of the following states:

- **Not Started**—Initial state of all planning units. A Service Administrator begins the review process by starting a planning unit using the **Start** action, which changes a planning unit's state. In FreeForm, the Start action changes the planning unit state to First Pass. In Bottom Up, the Start action changes the planning unit state to “Under Review” and it goes to first in promotion path. In Distribute, the Start action changes the planning unit state to “Under Review” and it goes to last in promotion path.

**Note:** First and Last in the promotion path are not states but locations of where and who owns the planning unit.

- **First Pass**—Beginning state of planning units selected for the budgeting process. Planning units have no owners during **First Pass**. Users having access can enter data and promote planning units during the **First Pass** state. During this state, Service Administrators may exclude some or all members from planning units.

When a planning unit is ready for review, users select one of several actions, changing planning unit status and passing ownership. To be notified by email if you become the owner of a planning unit, see [“Setting Up Email” on page 102](#).

**Note:** When using the Free Form template for approvals, users must assign the next owner.

- **Under Review**—Occurs after a **Promote** or **Submit** action, and signifies that someone is reviewing the planning unit. Only the current owner or Service Administrators can modify data on planning units whose state is **Under Review**. While **Under Review**, planning units may undergo iterations of promotions, submissions, signoffs, and rejections until they are finally approved.
- **Frozen**—All related data in descendant planning units is locked (read only). The owner who froze the planning units, or an owner above that user, selects **Unfreeze** to reverse this action.
- **Distributed**—Multiple users are reviewing the budget. The reviewers are filtered by permissions and specified reviewers for the distribute action selected (**Distribute**, **Distribute Children**, or **Distribute Owner**, see [“Changing Planning Unit Status” on page 95](#)).
- **Not Signed Off**—Occurs when **Reject** is selected. Only the current owner or a Service Administrator can modify data or perform an action on a planning unit whose state is **Not Signed Off**.
- **Approved**—Occurs when **Approve** is selected. The last user in the promotional path (the owner of the planning unit) becomes the owner, regardless of whether they are an owner or a reviewer. Owners can edit the data if they have write access to the member combination that defines the planning unit, and can perform the **Approve** action. Reviewers who are the last user in the promotional path cannot edit the data in the planning unit, but can perform the **Approve** action. After all planning units are approved, the budgeting cycle is complete.

#### Notes:

- In all states except the **Not Started** state, users with read access can view data, view the approval state, view the history, and read and enter annotations.
- A planning unit may skip approval states.
- The review process can be managed at a higher level with parent planning units.
- Planning unit owners and reviewers can be individual users, or they can be a group. For information about assigning a group as the owner or the reviewer, see [“About Group-based Approvals” in \*Administering Planning for Oracle Planning and Budgeting Cloud Service\*](#).

**Note:** The actions available when changing planning unit status depend on which Approvals template is selected. For example, when using the Distribute template, users can select **Submit** to pass ownership to the next user in the promotional path. When using the Bottom Up template, however, **Submit** is not available. Instead, users select **Promote** to pass ownership to the next user in the promotional path. The **Freeze** and **Unfreeze** actions are only available for the Bottom-up template and **Distribute**.

## Planning Unit Actions

Actions available in a planning unit depend on what state the planning unit is in. The available actions vary depending on what state the planning unit is in.

- **Start**—Starts the planning unit  
New planning unit state: First Pass for FreeForm, Under Review for Bottom Up, Distributed
- **Exclude**—Stops the planning unit and deletes all its history  
New planning unit state: Not Started
- **Originate: Bottom Up**—Moves the planning unit to first in the promotion path  
New planning unit state: Under Review
- **Promote**—FreeForm moves the planning unit to anyone in the list. Bottom Up moves the planning unit to the next position in the promotion path.  
New planning unit state: Under Review
- **Reject**—FreeForm moves the planning unit to anyone in the list list. Bottom Up, Distributed moves the planning unit to anyone previous in the promotion path  
New planning unit state: Not Signed Off
- **Sign Off**—Moves the planning unit to the Signed Off state
- **Delegate**—Delegates the planning unit to a newly selected owner  
New planning unit state: Under Review
- **Take Ownership**—Takes ownership away from the current owner. For Groups, claims ownership of the planning unit from the group.  
New planning unit state: Under Review
- **Return**—Returns ownership to Group  
New planning unit state: Under Review
- **Pass**—When in a group, passes ownership to another user in the group  
New planning unit state: Under Review
- **Freeze**—Freezes the planning unit from data entry  
New planning unit state: Frozen
- **Unfreeze**—Unfreezes the planning unit and allows data entry again  
New planning unit state: Under Review

- **Distribute**—Moves the planning unit to previous in the promotion path  
New planning unit state: Distributed
- **Distribute Children**—Moves the planning unit to previous in the promotion path. Applied to children of the selected planning unit.  
New planning unit state: Distributed
- **Distribute Owner**—Moves the planning unit to first in the promotion path  
New planning unit state: Distributed
- **Submit**—Moves the planning unit to next in the promotion path  
New planning unit state: Under Review
- **Submit to Top**—Moves the planning unit to last in the promotion path  
New planning unit state: Under Review
- **Approve**—Approves the planning unit. This completes the approval process, and planners cannot perform any additional actions.  
New planning unit state: Approved
- **Reopen**—Reopens an approved planning unit. Reopen is available to planners and Power Users who are last in the promotion path.  
New planning unit state: Under Review

## Viewing Planning Unit Totals

With your administrator's support, you can view the total value of a planning unit. For example, you can see your budget's total before you approve it.

To set up a planning unit so you can view its total value:

- An administrator selects members for all dimensions (see “Assigning Planning Unit Owners and Reviewers” in the *Administering Planning for Oracle Planning and Budgeting Cloud Service*).
- An administrator selects the plan type from which the aggregated planning unit values are derived (see “Setting Planning Unit Hierarchy Name, Scope, and Template” in the *Administering Planning for Oracle Planning and Budgeting Cloud Service*).
- In a multicurrency application, you can set the reporting currency in which to display total planning unit values (see “[Setting the Reporting Currency](#)” on page 104). To ensure that the totals are calculated correctly, launch the Currency Conversion business rule.

## Using the Approvals Dashboard to View Planning Unit Status

You can use the approvals dashboard to view a graphical representation of approvals. This lets you better visualize approvals status information. Using a view selection option, you can easily

switch between four different views (Process Status view, Level Status view, Group Status view, and Tree view). Clicking on a section of the chart displays detailed information about that chart section in the grid displayed below the chart.

► To use the approvals dashboard to view planning unit status:

- 1 **Select Tools, and then Manage Approvals.**
- 2 **From Scenario, select a valid scenario, and then from Version, select a valid version.**
- 3 **Click Go.**

The list of planning units to which you have access is displayed.

- 4 **From the View drop-down menu at the top right of the screen, select how to display the information about the planning unit.**

The following views are available:

- **Process Status**—Shows the percentage of planning units that are under various statuses, such as under review or approved. You can customize the following information:
  - **Chart Type**—Select **Pie** or **Bar**.
  - **Group By**—Select to further define the criteria by which to group the information. If you group by approvals status, select whether to display planning units that are under review and whether to list the information by owner or location.

Click a section of the pie chart or bar chart to display specific details about that chart section in the grid below the chart. For example, clicking Under Review on the chart displays details about the planning units that are under review.

- **Level Status**—Shows the percentage of planning units that are pending or complete by level. You can customize the following information:
  - **Level Reached**—Select My Level or the number of levels below my level.
  - **Group By**—Select to further define the criteria by which to group the information. If you choose to group by status, select whether to display pending or complete planning units and whether to list the information by owner or by location.

Click a section of the pie chart to display specific details about that chart section in the grid below the chart. For example, clicking pending planning units in Administration and Finance on the chart displays specific details about those planning units.

- **Group Status**—Shows the percentage of planning units that are pending or complete grouped by levels. You can customize the following information:
  - **Level Reached**—Select My Level or the number of levels below my level.
  - **Group By**—Select My Level or the number of levels below my level.
  - **List By**—Select whether to group the information by owner or by location.

Click a section of the bar chart to display specific details about that chart section in the grid below the chart. For example, clicking complete planning units in Education on the chart displays details about those planning units.

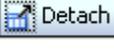
- **Tree View**—Displays planning units as a hierarchy. You can search for a planning unit by name, by alias, or both.

The grid below the chart in the **Process Status**, **Level Status**, and **Group Status** views displays columns for Planning Unit, Approvals Status, Sub-Status, Current Owner, Location, Path, and other Details. Above the grid, you can select an option from the **Actions** menu or click an icon to perform the following actions:

-  **Display My Planning Units**— Display only the planning units for which you are the owner.
-  **Clear All Filters**— Clear all the filters that you have set.
-  **Default Sort**— Sort alphabetically in the default hierarchical sort order.
-  **Validate**—Validate data for the selected planning unit against existing validation rules.
-  **Change Status**— Change the status of the planning unit.
-  **Refresh**— Refresh the screen to ensure that the change you have made are displayed.

In addition to the above actions, you can use the **View** menu to select which columns to display or to reorder the columns, and click  **Detach** (or select **Detach** from the **View** menu) to detach the panel collection and render the table over the page that contains it.

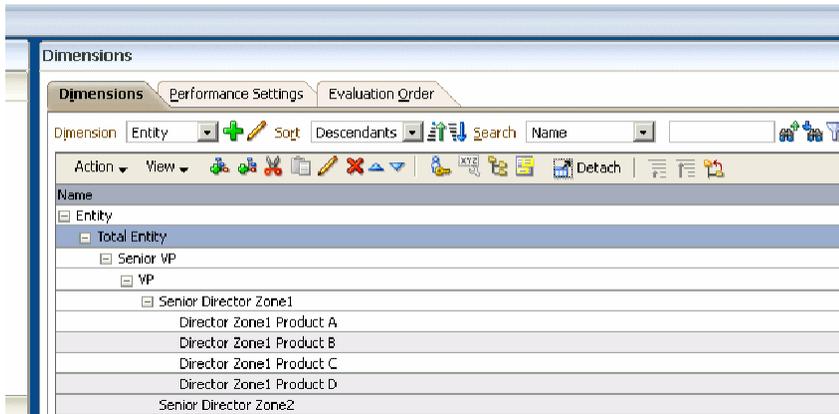
For the **Tree View**, the grid displays columns for Planning Unit, Plan Cycle (where you can start or exclude a planning unit), Approvals Status, Sub-Status, Current Owner, Location, Path, and other Details. Above the grid, use the menus and icons to perform the following actions:

- **Actions**—Select **Refresh** to ensure that the changes you have made are displayed. You can also click  to refresh the data.
- **View**—Customize the Tree View. You can select the columns to display, detach columns, collapse the view, show the selected column as the top column, go to the top column, scroll to the first column, scroll to the last column, and reorder the columns.
- **Search**—Search for a specific planning unit by name, by alias, or both. Click  to search up or  to search down.
-  **Detach** —Detach the panel collection and render the table over the page that contains it
-  —Go one level up from the current column.
-  —Go to the top level in the tree view.

- —Show the current column as the top column in the view.
- 5 Right-click the column heading in any column containing  to order the planning unit list by the column contents:
- **Sort Ascending**
  - **Sort Descending**
  - **Default Sort** sorts alphabetically in the default order.
  - **Filter** enter column-member criteria in the **Filter** dialog box to determine the planning units displayed, as described in the following step.
  - **Clear Filter** clears the filter on the selected column.
  - **Clear All Filters** clears all filters set for the display columns.
- 6 **Optional:** Double-click  in a column heading to open the **Filter** dialog box, and then select options appropriate for the column:
- **Planning Unit:**
    - a. Enter the **Planning Unit Name**.
    - b. **Optional:** Click , make a selection, and then click **OK**.
    - c. Enter the **Planning Unit Generation**. You can enter generation numbers and ranges. If you include both numbers and ranges, use commas as separators, such as 1, 3, 5-7.
  - **Sub-Status:** Select a **Validation Status** option, and then click **OK**.
  - **Approval Status:** Select an **Approval Status** option, and then click **OK**.
  - **Current Owner:**
    - a. Enter the **User Name**.
    - b. **Optional:** Click , select an option in the **Select and Assign Reviewers** dialog box, and then click **OK**.
  - **Location:**
    - a. Enter the **Location Name**.
    - b. **Optional:** Click , make a selection, and then click **OK**.
    - c. Enter the **Location Generation**. You can enter generation numbers and ranges. If you include both numbers and ranges, use commas as separators, such as 1, 3, 5-7.
- 7 **Optional:** Click  in **Path** to view the possible promotional path for the planning unit.
- 8 **Optional:** Click  in **Details** to view more information about the planning unit, such as its history. See [“Viewing Planning Unit History Details and Using Annotations” on page 98.](#)

## Example: Approvals Dashboard and Level Status

This example uses a hierarchy in which Sr\_VP has write access to entity Senior VP and all of its descendants, user VP has access to entity VP and all of its descendants, and so on.



In this example, assume that a user logs on to the application as Sr\_Dir\_Zone1, selects **Manage Approvals**, then selects Scen1 and Ver1, and then clicks **Go**. The user then selects **View**, then **Level Status**.

Name	Owner	Reviewer
Entity		
Total Entity	admin	
Senior VP	Sr_VP	
VP	VP	
Senior Director Zone1	Sr_Dir_Zone1	
Director Zone1 Product A	Dir_ProdA	
Director Zone1 Product B	Dir_ProdB	
Director Zone1 Product C	Dir_ProdC	
Director Zone1 Product D	Dir_ProdD	
Senior Director Zone2	Sr_Dir_Zone2	

In this example, the logged-on user, Sr\_Dir\_Zone1, selects **1 Level Below** in the **Level Reached** field. Planning units owned by directors of individual products are one level below the logged-on user, Sr\_Dir\_Zone1. Because all planning units are at the director level, the dashboard shows 100% of planning units as **Complete**, as shown in the following figure.

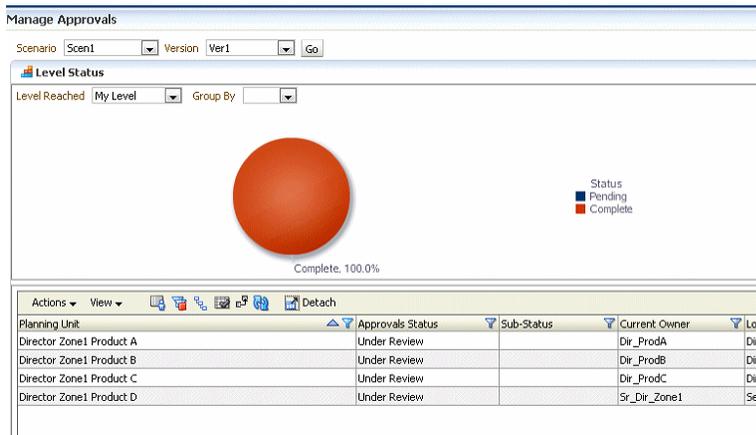
**Note:** **Complete** and **Pending** status are not related to **Approvals Status** or **Sub-Status** of the actual planning unit.

The user can click the graph to refresh the corresponding information listed at the bottom of the **Manage Approvals** page.

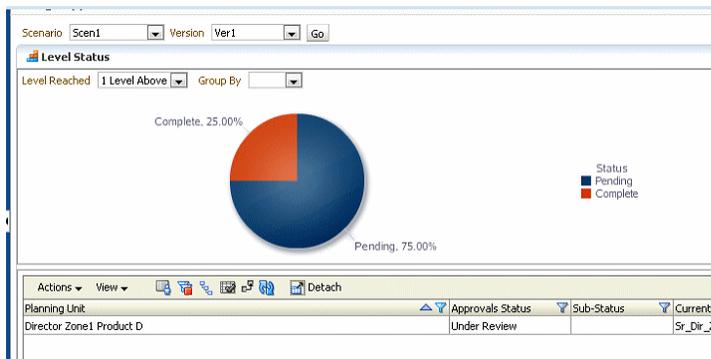
In this example, assume that another user logs on as Dir\_prodD and promotes Director Zone1 Product D Planning Unit so that Senior Director Zone1 becomes the owner of this planning unit. Then user Dir\_prodA logs on, selects **Tools**, then **Manage Approvals**. Then the user selects Scen1 and Ver1, clicks **Go**, and then selects **View**, then **Level Status**. User

Dir\_ProdA has read access to IDescendants (Director Zone1) and write access to entity Director Product A. Due to this access, user Dir\_ProdA sees two options in the **Level Reached** drop-down list: **My Level** and **1 Level above**.

When this user selects **My Level** in the drop-down list, all the planning units to which user Dir\_ProdA has access have reached the level of Dir\_ProdA or above. If the user clicks the dashboard graph to refresh the table at the bottom of the screen, the **Location** column shows that all planning units are at or above level Director Zone1 ProductA. The status shows that, for the planning units to which this user has access, 100% are **Complete**.



If this user then selects **1 Level Above** in the **Level Reached** drop-down list and clicks the **Complete, 25%** portion of the graph, the graph shows that, for the planning units to which Dir\_ProdA has access, one out of four have reached **1 Level Above** or Senior Director Zone 1 Location. The Director Zone1 Product D planning unit that had been promoted earlier is now at Location Senior Director Zone1. Clicking the **Pending, 75%** portion of the graph shows the three out of four planning units to which Dir\_ProdA has access that have not reached the **1 Level Above Location**. These planning units are displayed as **Pending**.



## Validating Planning Units

The planning unit moves from one reviewer to another until the budget process is complete. Each reviewer must validate the planning unit before sending the budget to the next reviewer. The validation runs all data validation rules defined for the planning unit with which the reviewer is working, and reports data errors or changes in the planning unit promotional path.

The selected Approvals template determines the first user to review the budget. The first user completes the assigned tasks, and then promotes (Bottom Up template) or submits (Distribute template) the budget. If approvals notifications are set in preferences, the next owner is alerted that the budget requires attention. Other users may also be notified when the budget passes from one user to another.

The review process follows the promotional path unless an event triggers a change. Events that affect the promotional path include:

- Exceeding or not reaching expense boundaries for budget items such as salaries, new hires or capital equipment
- The current owner returning the budget to the previous owner for additional information
- The current owner requesting help from an authorized user who is not necessarily on the promotional path

► To validate planning units:

**1 Select Tools, and then Manage Approvals.**

**2 For Scenario, select a scenario.**

**3 For Version, select a version.**

**4 Click Go to display the planning units associated with the selected scenario and version combination.**

The planning units listed are enabled for approvals. You can display planning unit members as a tree or a flat list, expand the hierarchy, and click a column header to sort the list.

**5 Order the planning unit list by its contents by right-clicking the column heading in any column containing . Filter the list by double-clicking in a column heading to open the Filter dialog box, and then selecting options.**

For detailed information on ordering and filtering planning units, see steps 5 and 6 in [“Using the Approvals Dashboard to View Planning Unit Status” on page 88.](#)

**6 Select Process View, then the planning unit, and then click Validate to run all data validation rules associated with the planning unit.**

If the conditions in all associated data validation rules are met, the message **No Additional Approval Needed** is displayed in **Sub-Status**. This indicates that the planning unit can be promoted.

**7 If any other message is displayed, review the data validation report, and then take any necessary actions. See [“Viewing and Resolving Planning Unit Validation Problems” on page 95.](#)**

**Note:** You cannot validate a planning unit that has not been started.

**Note:** Selecting **Promote** also runs the validation rules defined for the planning unit. If the conditions in all associated data validation rules are met, the planning unit is promoted to the next owner defined in the planning unit promotional path.

# Viewing and Resolving Planning Unit Validation Problems

When planning unit validation returns a message indicating a problem, review the validation report, correct data errors found, and take any other necessary actions.

If a Service Administrator used the Application Monitor to evaluate the application or application artifacts such as planning units, you may receive messages indicating that an approval or promotion process did not occur because performance thresholds would have been exceeded. For information about the Application Monitor, see *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

► To view and resolve validation problems:

- 1 Check the message in **Sub-Status** for the planning unit, and then make the necessary changes to fix the problem.

For example, if the message is “Failed: Unauthorized New Owner,” specify an authorized owner as the next reviewer.

- 2 If the message is “Failed: Invalid Data,” or “Failed: Additional Approval Required,” click the message to view the validation report, and then find and resolve the problems as follows:
  - a. Review the validation report messages.
  - b. In the left pane, click each page name to view the forms containing the error or message, and then click each page combination to open the form and display its validation errors and messages.
  - c. Resolve data errors and take necessary actions for each page, and then click **Save** to save the changes.
  - d. Close the tab or browser to close the validation report, and then select the **Approvals** page.
  - e. Click **Validate** again to ensure that the planning unit no longer has validation problems. If problems exist, fix them, and then revalidate until they are resolved.

## Changing Planning Unit Status

Planning units change status each time reviewers pass the budget to another reviewer. Planning units are assigned a status based on what action a reviewer takes to send the budget to another reviewer.

**Note:** If the status of a parent planning unit changes, all its children change too, unless they were excluded during the **First Pass** state or were approved.

► To change planning unit status:

- 1 Select **Tools**, and then **Manage Approvals**.

2 From **Scenario**, select a scenario, and then from **Version**, select a version.

3 Click **Go**.

4 Click **Details** for the planning unit.

5 From **Select Action**, select:

- **Originate**: Changes the ownership of all selected planning units (including all descendants) to the first owner defined for that planning unit in the planning unit hierarchy.

**Note:** The planning unit first owner differs between the Distribute and Bottom Up templates. With the Distribute template, the first owner is the owner at the top of the planning unit hierarchy. With the Bottom Up template, the first owner is an owner at the bottom of the planning unit hierarchy.

- **Start**: Begins the budget process, and changes the planning unit status to **First Pass**. This action is available in **Tree View**.
- **Promote**: Passes the planning unit to another user to review. This action assigns ownership of a planning unit the first time, and thereafter transfers ownership of a planning unit from one reviewer to another. **Promote** causes an implicit signoff by the current owner and changes the planning unit status to **Under Review**.
- **Exclude**: Excludes a planning unit from the budget process. This action is available in **Tree View**.
- **Reject**: Indicates the planning unit requires more work from the previous owner. Reject typically requires the previous owner to create another iteration. By default, **Reject** returns planning unit ownership to the previous owner, but you may select the next owner. Reject changes the planning unit status to **Not Signed Off**.
- Approving a planning unit is an implicit reviewer signoff. Typically, a planning unit is approved only once. However, an administrator can reject an approved planning unit, requiring a second approval.

**Approve**: Approves the planning unit and changes its status to **Approved**. With the Distribute or Bottom Up templates, only the last owner in the promotional path can approve the planning unit. With the Free Form template, a user can approve planning units from any status except **Not Started**. Only a Service Administrator can approve from a **Not Signed Off** or **First Pass** status.

- **Delegate**: Passes ownership to a user not on the promotional path. Select a user from **Select Next Owner** to pass ownership to that user. The specified user selects **Promote** when done to return the budget to the first approver on the promotional path. This action is available with the Bottom Up and Distribute templates.
- **Take Ownership**: Become the owner of the planning unit and any level-0 planning units under a selected parent planning unit. Available to the current user and users above the current planning unit owner in the planning unit hierarchy.
- **Freeze**: Locks all related data in descendant planning units. This action makes all related data read only, but does not change ownership of any planning unit.

- **Distribute, Distribute Children, or Distribute Owner:** Passes planning unit ownership to multiple users. Distribute actions work differently, depending on the current location of the budget in the planning unit hierarchy. These actions are for a planning unit hierarchy using the Distribute template.

**Distribute** assigns ownership to the members at the current level of the planning unit hierarchy. **Distribute Children** assigns planning unit ownership to the children of the current owner. **Distribute Owner** assigns planning unit ownership to the level-0 owner defined during planning unit hierarchy creation.

- **Sign Off:** Signs off on a planning unit. **Sign Off** does not transfer ownership of the planning unit, but changes its state to **Signed Off**.
- **Submit:** Submit the planning unit to the next level.
- **Submit to Top:** Give ownership to the top user defined in the hierarchy.
- **Reopen:** Reopen an approved planning unit.

## 6 **Optional:** Click **Add Annotation** to enter comments.

See [“Adding or Viewing Planning Unit Annotations” on page 97](#).

## 7 Click **Done**.

# Adding or Viewing Planning Unit Annotations

Annotations are comments about the data in a started planning unit. You must have at least read access to the planning unit to view or add an annotation. Annotations can vary by combinations of scenario, version, and planning unit members.

➤ To add a planning unit annotation:

- 1 Select **Tools**, and then **Manage Approvals**.
- 2 From **Scenario**, select a scenario, and then from **Version**, select a version.
- 3 Click **Go**.
- 4 Click **Details** for the planning unit.
- 5 Click **Add Annotation**.
- 6 In **Enter Title**, enter an annotation title.
- 7 In **Enter Annotation**, enter your comments (up to 1500 characters; however, on multibyte systems, Oracle recommends limiting annotations to 750 characters).

**Note:** You can enter a URL that will be displayed as a hyperlink when the annotation is viewed.

## 8 Click **Submit**.

**Note:** You can also add annotations to planning units from the **Enter Data** page. To display this page, select a planning unit, click **Edit**, and then click **Annotate Planning Units**.

- To view annotations for a planning unit:
- 1 Select **Tools**, and then **Manage Approvals**.
  - 2 From **Scenario**, select a scenario, and then from **Version**, select a version.
  - 3 Click **Go**.
  - 4 Click **Details** for the planning unit to view.
  - 5 Under **Existing Annotations**, read the planning unit's comments.
  - 6 Click **Done**.

## Printing Planning Unit Annotations

Service Administrators can print planning unit annotation reports. See *Administering Planning for Oracle Planning and Budgeting Cloud Service*.

## Viewing Planning Unit History Details and Using Annotations

Accessing planning unit details enables you to perform these tasks using the two tabs that are displayed:

- View historic information pertaining to the planning units to which you have read access using the **History** tab. This tab provides information such as the last action performed on the planning unit, when the action was taken, the planning units approval status, and its current owner. You can also modify planning unit status on this tab.
- Read and create annotations to view or provide additional information about planning units using the **Annotations** tab.

► To view planning unit details:

- 1 Select **Tools**, and then **Manage Approvals**.
- 2 From **Scenario**, select a scenario, and, from **Version**, select a version.
- 3 Click **Go**.
- 4 Click  in **Details** to display additional information about the planning unit's history.
- 5 On **History**, select **Change Status** to change the status of the planning unit (for example, promote the planning unit). See [“Changing Planning Unit Status” on page 95](#). You can also view the users or groups to which you can submit the planning unit for consideration by selecting **Action** and then **Potential Promotional Path**.
- 6 Select **Annotations** to read or attach notes to the planning unit.

## Selecting an Alternate Reviewer

When a reviewer is out of the office during the budget review process, you can select an alternate reviewer to handle review responsibilities while the user is away. Use the **Out of Office Assistant** to return review responsibilities to users when they return.

► To select an alternate reviewer:

- 1 Select **Tools**, and then **Manage Approvals**.
- 2 Click the link for **Out of Office Assistant**.
- 3 Select **I am currently out of the office**.
- 4 From **Select Action**, select an action.
- 5 Select an alternate reviewer from **Select Next Owner**.
- 6 **Optional:** Enter an annotation.
- 7 When the user returns, clear **I am currently out of the office**.
- 8 Click **Save**.

► To return review responsibilities when users return:

- 1 Select **Tools**, and then **Manage Approvals**.
- 2 Click the link for the **Out of Office Assistant**.
- 3 In the **Out of Office Assistant** dialog box, clear **I am currently out of the office**.
- 4 Click **Save**.



# 11

## Setting User Preferences

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## Setting Preferences for Application Settings

### Subtopics

- [Setting Up Email](#)
- [Alias and Member Setting](#)
- [Setting Approvals Options](#)

In the **Preferences** page, use the **Application Settings** tab to set preferences:

- Set up email for Approvals and job notifications. See [“Setting Up Email” on page 102](#).
- Select a set of alias names for displaying dimension and member names. See [“Alias and Member Setting” on page 102](#).
- Set Approvals options and out of office settings. See [“Setting Approvals Options” on page 104](#) and [“Selecting an Alternate Reviewer” on page 99](#).
- In a multicurrency application, set the reporting currency in which to display aggregated planning unit values. See [“Setting the Reporting Currency” on page 104](#).

**Note:** To reset an option to the value set by a Service Administrator, select **Use Application Default**.

Set other preferences on these tabs:

- **Display Options:** See [“Setting Preferences for Display Options” on page 105](#)
- **User Variable Options:** See [“Setting Preferences for User Variables” on page 109](#)

## Setting Up Email

When email is set up and notification is enabled, Planning notifies users when they become the planning unit's owner or are named as a user to notify for a specific budget action.

► To set up and enable email notification for yourself:

- 1 **Select File, and then Preferences.**
- 2 **Click the Planning icon, and then select Application Settings.**
- 3 **In Email Address, enter your email address.**
- 4 **From Task List Notification and Approvals Options, select Yes or No.**
- 5 **From Job Console Notification, select Yes if you want to be notified by email when a job that you launch (for example, a business rule) is completed or generates an error.**
- 6 **Click OK.**

You now receive email notifications when you become a planning unit's owner or a user to notify. **Subject** line format: NEW OWNER: Abc Plan (Scenario, Version, Entity).

- 7 **Repeat these steps for each application for which you want email notification enabled.**

## Alias and Member Setting

### Subtopics

- [Where you can Define Alias and Member Display Settings](#)
- [Defining Alias and Member Display Options Using Preferences](#)

To make dimensions and members more easily recognizable, Service Administrators can assign alternate, descriptive names called *aliases*, to Account, Entity, Currency, Scenario, Period, Version, Years, and user-defined dimensions and members. If they do, you can select which set of aliases to use for displaying dimension and member names. For example, one alias table could display members in French, and another could display members in German.

You can apply the following member and alias display options in various locations. See [“Where you can Define Alias and Member Display Settings” on page 102](#).

- **Default**—Display the data determined by the form, grid, or dimension settings
- **Member name**—Just member names
- **Alias**—Just member aliases, if defined
- **Member name : Alias**—Names followed by aliases, if defined
- **Alias : Member name**—Alias, if defined, followed by the names

### Where you can Define Alias and Member Display Settings

Member and alias display settings can be defined as follows:

**Table 5** Where to Specify Member and Alias Display Settings

User Type	Procedure	Notes
Service Administrator	Select <b>Administration</b> , then <b>Application</b> , then <b>Settings</b> , then <b>Current Application Defaults</b> , and then use the <b>Alias Table</b> and <b>Member Name/Alias Display</b> lists.	Your settings can be overridden by those specified by Planners or Power Users.
Service Administrator	Select <b>Administration</b> , then <b>Application</b> , then <b>Settings</b> , then <b>Current Application Defaults</b> , and then use the <b>Alias Table</b> and <b>Member Name/Alias Display</b> lists.	
Planner	Select <b>Preferences</b> to the left, or select <b>File</b> , then <b>Preferences</b> , then <b>Planning</b> , and then <b>Application Settings</b> as described in the following procedure.	Your settings override those defined by a Service Administrator.
Service Administrator	Can specify member and alias display settings as follows: <ul style="list-style-type: none"> <li>● By editing forms: Select <b>Administration</b>, then <b>Manage Forms</b>, open a form to edit it, select <b>Layout</b>, and then select the desired dimension settings in the frame to the right. See <a href="#">“Specifying Member and Alias Display Settings for the Member Selector” on page 24</a></li> <li>● By editing dimension settings: Select <b>Administration</b>, then <b>Manage</b>, then <b>Dimensions</b>, open a dimension to edit it, and then use the <b>Display Option</b> list.</li> <li>● Using the Member Selector: Access the Member Selector for a selected dimension, and then select display options using the <b>Display Properties</b> list.</li> </ul>	Your settings override those defined by a Service Administrator.

## Defining Alias and Member Display Options Using Preferences

➤ To set alias and member settings using preferences:

**1 Perform a task:**

- Select **File**, select **Preferences**, and then click the Planning icon.
- Select **Preferences** to the left.

**2 Select Application Settings.**

**3 From Alias Table in the Alias Setting area, select an alias table.**

**4 In Member Name/Alias Display, select the option that enables the kind of member data you want to display on the Member Selector throughout your application:**

- **Default**—Display the data determined by the form, grid, or dimension settings
- **Member name**—Just member names
- **Alias**—Just member aliases, if defined
- **Member name : Alias**—Names followed by aliases, if defined
- **Alias : Member name**—Alias, if defined, followed by the names

## Setting Approvals Options

For Approvals tasks, you can specify a reviewer to replace a reviewer who is out of the office. You can also set these display options:

- Members' names (which may be cryptic) or their aliases
- Planning units that are not started with those that are started

► To set Approvals options

- 1 **Select Preferences** in the left frame, or select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Application Settings**.
- 3 Under **Approvals Options**, select **Yes** to set these display preferences:
  - **Show Planning Units As Aliases:** Displays members' aliases instead of their names on Approvals pages
  - **Show Planning Units That Are Not Started:** Displays planning units that are started and not started. (This option affects only the flat list view.)
- 4 **Optional:** Click the link for the **Out of Office Assistant** to set up an alternate budget reviewer while the current reviewer is out of the office, or to reset reviewer responsibilities when the reviewer returns. See ["Selecting an Alternate Reviewer" on page 99](#).
- 5 Click **OK**.

## Setting the Reporting Currency

In multicurrency applications, users can set the reporting currency in which to display aggregated planning unit values (if an administrator has fully defined the planning unit intersection). For example, before approving your budget, you can see your total budget's value. The value is formatted using your preference as described in this section, or the application settings if the **Use Application Defaults** option is selected. The selected reporting currency member determines the precision, scale, and currency symbol settings. If you do not set the reporting currency in a multicurrency application, the aggregated planning unit value is displayed in the application's base currency.

► To set the reporting currency:

- 1 **Select File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Application Settings**.
- 3 Under **Reporting Currency**, click the member selector.
- 4 Select the currency in which to display aggregated planning units, and then click **OK**.

# Setting Preferences for Display Options

## Subtopics

- [Changing Numbers Formatting](#)
- [Indenting Members on the Page Drop-Down List](#)
- [Enabling Search with a Large Number of Pages](#)
- [Showing Consolidation Operators](#)
- [Opening Part of a Form](#)
- [Setting the Date Format](#)
- [Specifying How Many Form Rows and Columns are Populated](#)

In the **Preferences** page, use the **Display Options** tab to:

- Specify the number of grid rows and columns to populate for loaded forms. This enables you to determine the size of the form users will scroll. If you do not specify this setting, 25 rows and 17 columns are fetched.
- Change how numbers are displayed in forms. See [“Changing Numbers Formatting” on page 105](#).
- Set aspects of page display. See [“Enabling Search with a Large Number of Pages” on page 107](#), and [“Indenting Members on the Page Drop-Down List” on page 106](#).
- Control the display of consolidation operators in forms. See [“Showing Consolidation Operators” on page 107](#).
- Enable warning for large forms.
- Open part of a form.
- Set how many members to display on each page of the **Dimensions** page.
- Set how many users and groups display on each **Assign Access** page.
- Enlarge the screen text size.
- Set the display of dates. See [“Setting the Date Format” on page 108](#).

## Changing Numbers Formatting

On the **User Preferences** page, you can change the numbers formatting on the **Display Options** tab. Your selections apply to all currencies, in all forms that you have access to in the current application. These choices override the settings for individual currencies set by your Service Administrator.

If you select **Currency Setting**, the currency values in the form are displayed using the formatting initially set for individual currencies. If you select another option, your selection applies to all currencies, in all forms to which you have access in the current application.

You can control the display of:

- The thousands separator (none, comma, dot, or space)
- The decimal separator (dot or comma)

- The display of negative numbers (a minus sign before or after the number, or the number surrounded by parentheses)
- The displayed color for negative numbers (black or red)

► To change the formatting of displayed numbers:

- 1 Select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Display Options**.
- 3 Under **Number Formatting**, select options, as summarized in this table:

Option	Example
<b>Thousands Separator</b>	<p><b>None:</b> 1000</p> <p><b>Comma:</b> 1,000</p> <p><b>Dot:</b> 1.000</p> <p><b>Space:</b> 1 000</p> <p>You can enter values with or without a thousands separator.</p>
<b>Decimal Separator</b>	<p><b>Dot:</b> 1000.00</p> <p><b>Comma:</b> 1000,00</p> <p>You can enter values with or without a decimal separator.</p>
<b>Negative Sign</b>	<p><b>Prefixed Minus:</b> -1000</p> <p><b>Suffixed Minus:</b> 1000-</p> <p><b>Parentheses:</b> (1000)</p>
<b>Negative Color</b>	<p><b>Black:</b> Negative numbers are black</p> <p><b>Red:</b> Negative numbers are red</p>

- 4 Click **OK**.

**Note:** Formatting selections take effect when you click outside the cell. If you select a setting other than **Use Application Default** for the thousands separator or the decimal separator, you must change both separators with the **Use Application Default** option. You cannot select the same option for the thousands and decimal separators. See also [“Entering Percentage Values” on page 44](#).

## Indenting Members on the Page Drop-Down List

► To set how displayed members are indented on the **Page** drop-down list:

- 1 Select **Preferences** in the left frame, or select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Display Options**.
- 3 Under **Page Options**, for **Indentation of Members on Page**, select an option listed in this table:

Option	Description
<b>Indent level 0 members only</b>	Indent only the bottom-most members (the default)
<b>Indent based on hierarchy</b>	Indent members based on their hierarchy level
<b>Do not indent</b>	Display members as a flat, sequential list

- 4 Click **OK**.

## Enabling Search with a Large Number of Pages

When working with multiple pages, you can select among them easily with **Search**. Planning adds a drop-down list to the form when the number of pages exceeds a specified value.

- To set the number of members that activate a search list on the form:
  - 1 Select **Preferences** in the left hand frame, or select **File**, and then **Preferences**.
  - 2 Click the Planning icon, and then select **Display Options**.
  - 3 Under **Page Options**, enter a value in **Allow Search When Number of Pages Exceeds**.

When the number of pages reaches the specified value, a drop-down list and  displays in the form, indicating that you can search. See “[Navigating in Forms](#)” on page 45.

- 4 Click **OK**.

## Showing Consolidation Operators

- To show consolidation operators:
  - 1 Select **Preferences** in the left frame, or select **File**, and then **Preferences**.
  - 2 Click the Planning icon, and then select **Display Options**.
  - 3 In **Other Options**, select an option for **Show consolidation operators**.
  - 4 Click **OK**.

## Opening Part of a Form

If unusually large forms require significant time to open, you can select an option to open part of the form by setting the **Partial Grid Fetch Size** display option, and specifying the number of rows and columns to open. When using this display option, use care to set the number of rows and columns to the smallest possible number. Setting this option to higher numbers could affect performance on the form.

- To open part of a form:
  - 1 Select **Preferences** in the left hand frame, or select **File**, and then **Preferences**.

- 2 Click the **Planning** icon, and then select **Display Options**.
- 3 In **Other Options**, in **Partial Grid Fetch Size** option, enter the number of rows and columns, separated by a comma (,).

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**Caution!** The number of rows and columns specified for the **Partial Grid Fetch Size** option should be as small as possible. If large numbers are used, the form will load more slowly, and operations on the form will take more time.

---

- 4 Click **OK**.

## Setting the Date Format

**Date Format** sets how dates display. Service Administrators can set the date format, and users can change the setting to determine how dates display when they work in forms and task lists.

► To set the date format:

- 1 Select **Preferences** in the left frame, or select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Display Options**.
- 3 For **Date Format**, select **MM-DD-YYYY**, **DD-MM-YYYY**, **YYYY-MM-DD**, or **Automatically Detect** (to use your system's locale settings).
- 4 Click **OK**.

## Specifying How Many Form Rows and Columns are Populated

**Partial Grid Fetch Size (Rows, Columns)** sets how many rows and columns on forms are loaded and populated, determining the size of form content.

► To set the grid fetch size:

- 1 Select **Preferences** in the left hand frame, or select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Display Options**.
- 3 In **Partial Grid Fetch Size (Rows, Columns)**, enter the number of rows to fetch, enter a comma, and then enter the number of columns to fetch.
- 4 Click **OK**.

## Setting Preferences for Printing Options

The form designer sets forms' printing options. You can accept the default settings or set your own options for creating PDF files. To print to PDF, you must have Adobe Acrobat Reader installed on your computer.

You set printing options directly from the form when you are ready to print. Or, you can use **Preferences** to set printing options, which apply to all forms to which you have access permissions.

**Note:** To reset an option to the value your administrator set, select **Use Application Default**.

► To apply print options for printing a form to a PDF file:

- 1 Select **Preferences** in the left frame, or select **File**, and then **Preferences**.
- 2 Click the Planning icon, and then select **Printing Options**.

See “[Printing Data](#)” on page 56.

- 3 Set PDF options, summarized in this table:

Option	Action
<b>Format data</b>	Applies number format settings from the form.
<b>Apply precision</b>	Applies the form’s precision settings to the displayed data. If the form displays high precision numbers (numbers with many digits to the right of the decimal point), consider limiting precision in the file.
<b>Include supporting detail</b>	Includes supporting detail in extra rows: <ul style="list-style-type: none"> <li>● <b>Normal Order:</b> inserts the Supporting Detail in the same order in which it displays in the <b>Supporting Detail</b> page, after the member that it is associated with.</li> <li>● <b>Reverse Order:</b> inserts the Supporting Detail before the member it is associated with, and the Supporting Detail entries are reversed. <b>Supporting Detail</b> for children is displayed above their parents, and the order of siblings is preserved.</li> </ul>
<b>Show account annotations</b>	Shows the form annotations. If the form designer enables account annotations, this option displays the annotations.
<b>Show comments</b>	Shows associated text notes.
<b>Show attribute members</b>	Shows attribute members that are assigned to the form.
<b>Show currency codes</b>	If the form supports multiple currencies per entity, shows currency codes.

- 4 Click **OK**.

The settings are saved and applied to all forms that you can access.

## Setting Preferences for User Variables

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

You can set variables in preferences or directly in forms. See [“Dynamically Setting User Variables”](#) on page 45.

➤ To set preferences for user variables:

**1** Select **Preferences** in the left frame, or select **File**, and then **Preferences**.

**2** Click the **Planning** icon, and then select **User Variable Options**.

If a user variable is set, an entry displays in **Selected Member**.

**3** To select members, click  .

**4** Select members from the left.

If you cannot access an entity, the check box does not display.

**5** In **Member Selection**, select a member.

**6** Click **OK**.

**7** In **User Variable Options**, click **OK**.

This topic provides answers to common questions about using Planning.

## Can I change how my form displays?

Yes. Select **File**, then **Preferences**, click the Planning icon, and then select **Display Options** to set options for number formatting, page selection, printing, and other options. To make ad hoc changes, see [Chapter 4, “Working with Ad Hoc Grids.”](#)

## In a large hierarchy, how can I find specific members?

You can set the number of members that enable a search and find feature, and search up or down the hierarchy by member name or alias to find members. See [“Enabling Search with a Large Number of Pages” on page 107](#) and [“Navigating in Forms” on page 45](#).

## Can I cut, copy, paste, and delete data while I'm entering data?

Yes, you can use the Copy and Paste shortcuts, or right-click in a cell, and then select **Cut**, **Copy**, **Paste**, or **Delete**. To adjust data, select **Edit**, and then **Adjust**. You can work with multiple cells simultaneously.

## How can I easily enter values across multiple cells?

Planning can allocate values across cells. For example, select multiple cells and select **Adjust Data** to increase or decrease their values by a certain percentage. See [Chapter 7, “Adjusting and Spreading Data.”](#)

If your Service Administrator selected the **Enable Cell Level Document** property for the form, you can link a cell to an Planning and Budgeting Cloud Service Workspace document. See [“Adding, Editing, and Viewing Cell-Level Documents ” on page 52](#).

## How can I set up calculations for cells?

Select cells, and then click **Supporting Detail** to add text, values, and operators that define how data aggregates.

See [“Working with Supporting Detail” on page 77](#).

## Can I select the language or terminology in which the members display?

Yes, if a Service Administrator sets up multiple alias tables, you can select from among them. The selected alias table determines how members are displayed in the form. For example, each alias table might display members in another language. The display of aliases in a form must be

enabled as a property. Select the alias table to use by selecting **File**, and then **Preferences**. Click the Planning icon, select the **Application Settings** tab, and then select the alias table under **Alias Setting**. Planning retains this setting for subsequent sessions.

#### How can I replace irrelevant data with no data value?

In a form, select the cell or range of cells you want to change. Enter #missing, then and save the form. The cells are saved to the database upon the next Refresh.

#### How can I associate a business rule to a form?

Only Service Administrators and Power Users can associate business rules to forms. This enables others to launch those business rules.

#### How can I see the business rules associated with my page?

Open the form, and review the Business Rules list in the lower-left corner of the form.

#### What is a planning unit?

A planning unit is a slice of data at the intersection of a scenario, a version, and an entity. In addition, an administrator can create more granular planning units within an entity by adding members from another dimension. See [Chapter 10, “Managing Planning Units”](#)

#### How do I promote a planning unit so that it can be reviewed?

Change the planning unit status to a status that sends the budget to the appropriate reviewer. For details, see [“Changing Planning Unit Status” on page 95](#)

#### How can I get notified by email when I become the owner of a planning unit?

Set up Planning to notify you by email when you become the owner of a planning unit. See [“Setting Up Email” on page 102](#).

#### How can I track the approval process of my planning units?

From the **Process Definition** page, you can view the status of a planning unit, including its history, the last action taken, and the dates and times the status changed. See [“Viewing Planning Unit History Details and Using Annotations” on page 98](#).

#### Can I promote an entire area (region, business unit, and so on)?

Areas of an organization, such as divisions and regions are represented as entities in Oracle Hyperion Planning. You can promote an entire entity or portions of it.

#### Can I change my plan after I have promoted it to a reviewer?

After you promote a planning unit, you are no longer its owner, and only the current owner or the budget administrator can change the plan. To make changes, ask the current owner or budget administrator to reject the planning unit back to you.

### Can I create a copy of my plan for myself so that I can compare it to the approved version?

To create a copy of the plan, ask the administrator to set up a “personal” bottom up version for you. Before you promote your data, copy it (using **Copy Versions**) to a personal version, giving you a record of the data before you promote it.

### Can I read all reviewers' comments?

You can read all annotations for planning units to which you have access.

### Who can review my plan?

Others having access to your portions of the planning unit can view and, depending on their access level, change your sections.

### When should I use the Copy Versions option?

Use **Copy Versions** to:

- Create a copy of the data for your records. For example, use the copy as a baseline to compare against future versions of data.
- Create a starting point for subsequent bottom up versions. For example, copy your First Pass version to a Second Pass version, and then make your changes to it.

### What should I do when I cannot run a currency conversion calculation script because the error message tells me the FIX statement cannot contain a dynamically calculated member?

Contact your Service Administrator if you get this error message. It means that the calculation script you are trying to run contains a scenario, version, or currency that is a dynamically calculated member, or that all account members are dynamic for this view.

