

Oracle® Fusion Cloud EPM

Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management



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Oracle Fusion Cloud EPM Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management,

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Part V Appendix: Using the EPM Account Reconciliation or Financial Consolidation and Close Skill with Fusion Applications Digital Assistant (FADA)

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1

Creating and Running an EPM Center of Excellence

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

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

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

The EPM CoE team:

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

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

How Do I Get Started?

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

Learn More

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



Part I

Introduction to Oracle Digital Assistant for Enterprise Performance Management

You can use Oracle Digital Assistant for Enterprise Performance Management (EPM) to work with your business processes in Financial Consolidation and Close, Account Reconciliation, Tax Reporting, Planning, and Planning Modules.

You can deploy the assistant if you are an administrator, an implementation consultant, or if you are familiar with the Oracle Digital Assistant development platform.

2

Overview of Oracle Digital Assistant for Enterprise Performance Management

The EPM Digital Assistant is built on the Oracle Digital Assistant (ODA) platform. The ODA platform enables creating and deploying digital assistants, which are AI-driven interfaces that help users accomplish a variety of tasks in natural language conversations. It is an independent Oracle product, a Platform-as-a-Service (PaaS) offering. Several Oracle products have delivered pre-built digital assistant skills to work with the ODA platform. For more information, see [Oracle Digital Assistant documentation](#).


The Oracle Digital Assistant for Enterprise Performance Management is designed as a family of conversational skills for Oracle Enterprise Performance Management business processes that are built for use with the ODA platform.

To use the EPM Digital Assistant, you need to have an Oracle Digital Assistant subscription as well as one or more of the following Enterprise Performance Management business processes:

- Account Reconciliation
- Financial Consolidation and Close
- Tax Reporting
- Planning
- Planning Modules

Additional Resources

Video

| Your Goal | Watch This Video |
|---|---|
| Get acquainted with the EPM Digital Assistant |  Getting Started with Fusion Cloud EPM Digital Assistant |

3

Prerequisites for Using EPM Digital Assistant

Ensure that you have the Oracle Digital Assistant platform in your environment to start using Oracle Digital Assistant for Enterprise Performance Management.

Ordering and Setting Up Oracle Digital Assistant (ODA) Platform

Enterprise Performance Management uses the subscribed ODA instance to provide the interaction between the EPM Digital Assistant user interface and the related skills. For more information on subscribing and setting up an ODA instance, see the [Oracle Digital Assistant](#) documentation.

You can place an order for Oracle Digital Assistant in one of the following ways:

- Navigate to [Oracle Cloud](#), and then click **Buy now**.
- Contact your Oracle sales representative.

After you have subscribed to ODA, see the [Oracle Digital Assistant](#) documentation for setting up an individual instance of the assistant.

To learn more about Oracle Digital Assistant, see [Oracle Digital Assistant Help Center](#) and [Using Oracle Digital Assistant](#) guide.

Part II

Configuring EPM Digital Assistant for New Users

Administrators can use this topic to set up and configure the assistant.

If you are a new user, you need to follow these steps after performing the prerequisites:

1. [Pulling and Extending the EPM Digital Assistant Skills](#)
2. [Customizing Skills](#)
3. [Setting Up Channels](#)
4. [Setting Up Authentication](#)
5. [Configuring Applications](#)
6. [Optional Configuration](#)

4

Pulling and Extending the EPM Digital Assistant Skills

Pulling EPM Digital Assistant Skills

Digital assistants are AI-driven interfaces that help users accomplish a variety of tasks in natural language conversations. Skills are individual bots that are focused on specific types of tasks. Oracle has released an Enterprise Performance Management (EPM) Digital Assistant that consists of pre-built skills. One pre-built skill is for Financial Consolidation and Close, one is for Account Reconciliation, one is for Tax Reporting, one is for Planning, and one is for Planning Modules.

Your ODA administrator needs to pull the EPM Digital Assistant to your ODA instance in order to use this pre-built capability for Account Reconciliation, Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules.

Pulling EPM Digital Assistant Skills

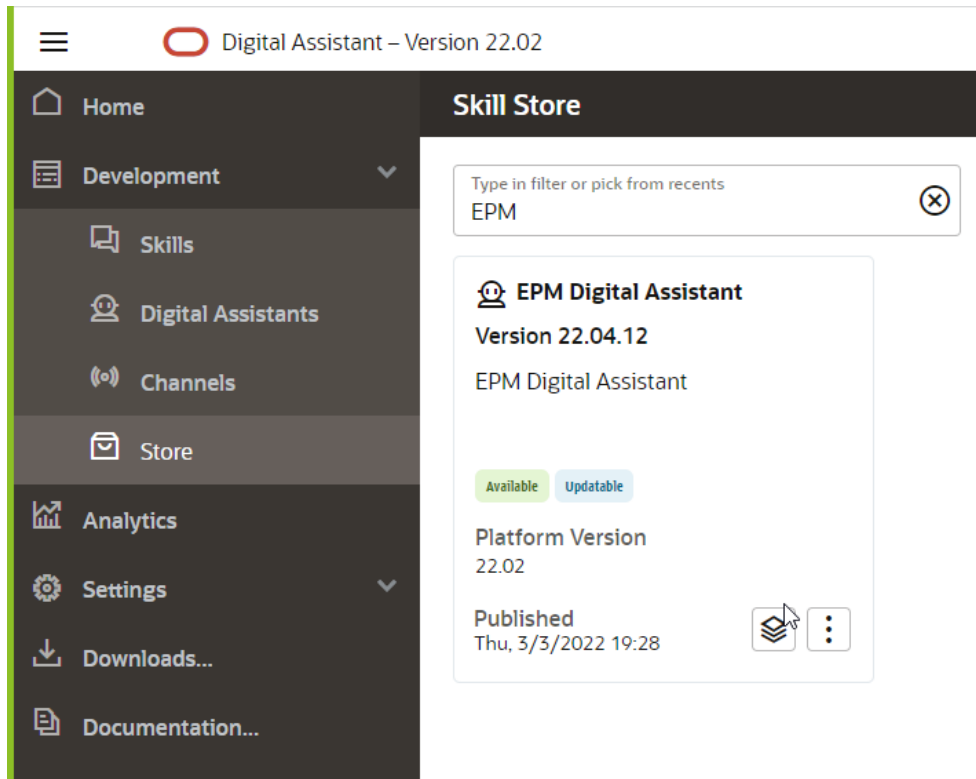
Pulling the EPM Digital Assistant from the Oracle Digital Assistant Skill Store:

1. In Oracle Digital Assistant (ODA), click



to open the Side Menu. Select **Development**, and then select **Store**.

2. Locate the tile for EPM Digital Assistant.

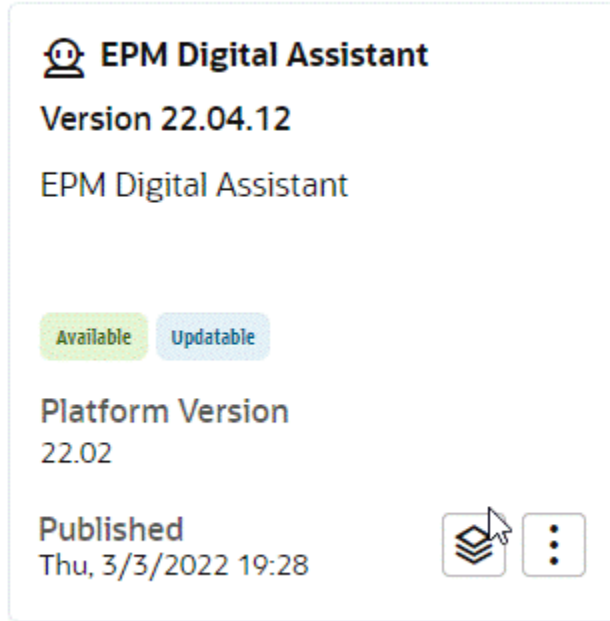


3. Click

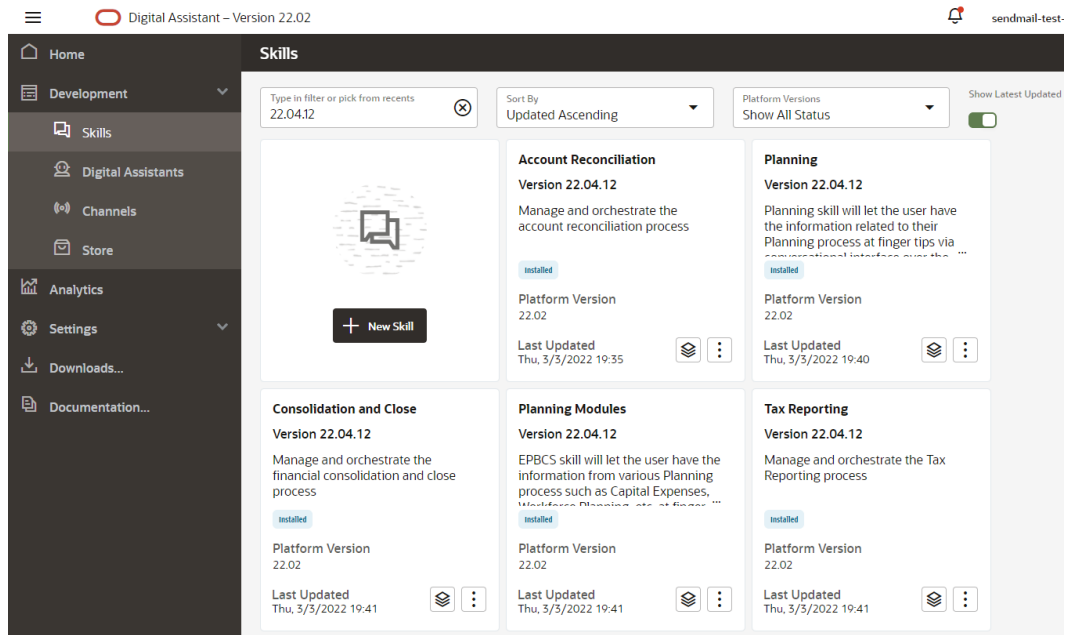


(the Options menu) and then select **Pull** from the drop down.

4. Verify that the Pull option has installed the five EPM skills in Installed state by clicking **EPM Digital Assistant**.



5. You can now see that the EPM skills for Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, and Planning Modules are installed.



6. In order to continue configuration, you must extend the EPM Digital Assistant in order to be able to customize or modify the metadata to match your EPM business process environment. For example, for Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules, you need to add dimensions.

Extending EPM Digital Assistant Skills

When you pull digital assistants and skills from the ODA Skill Store, you need to modify them to align with your requirements already set up in your EPM business process. You should not modify an installed skill directly. Instead, Oracle recommends that you create an extension of it and then modify that extension.

When you extend a skill, you create a new skill that has a tight relationship to the original (base) skill. You can add to or modify existing properties of the skill, however, you can't delete any properties that were defined in the base skill.

Understanding the Relationship Between One Extended Skill and EPM Instances in Your Environment

Each extended skill can only point to one EPM application instance. If you have multiple applications, you need to extend the skill multiple times. For example, if you have four Consolidation and Close pods in your environment, you would have to extend the skill for each of the four pods if you want to enable the EPM Digital Assistant for all of them. You can also extend an already-extended skill. Or, if all four pods have identical metadata or business processes, you can extend one skill and then clone the extended skill.

Understanding the Difference Between Extending and Cloning

Though extending and cloning are similar on a surface level, they have key differences and purposes. This section explains the differences, however, for EPM Digital Assistant, we recommend using extending only.

- When you extend a skill:
 - You can make a wide range of additions and changes to the extended skill but you cannot delete anything that was defined in the base skill.
 - You can later rebase, which means applying updates from the base skill into your extended skill. Rebasing is possible for extended skills because the internal tracking IDs that are generated for the extended skill match those of the base skill.

Use extension when you want to customize a skill and then later be able to incorporate any improvements or new features from the base skill into your customized version. You can only extend skills and digital assistants that you have pulled from the Skill Store.

- When you create a clone of a skill (not recommended for EPM Digital Assistant skills):
 - You create a totally independent copy of the skill.
 - You can make unlimited changes to the clone.
 - The clone loses all association with the original skill (the tracking IDs for the cloned skill do not match those of the original), so you can't later rebase to an updated version of the original skill.

For more information about extending a skill in Oracle Digital Assistant, see [Oracle Digital Assistant](#) documentation.

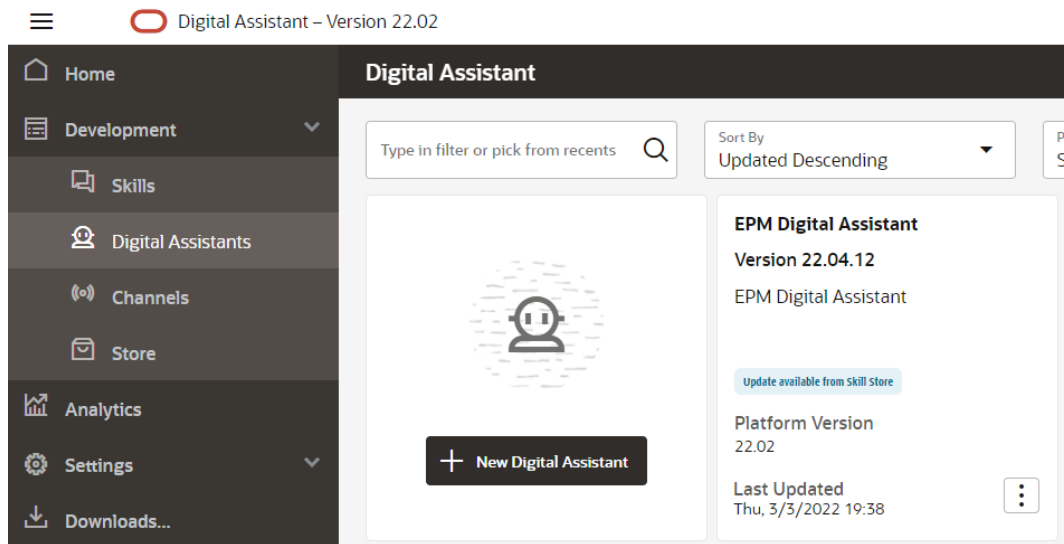
Extending an EPM Digital Assistant Skill

Use this procedure to extend either the EPM Digital Assistant or the Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill:

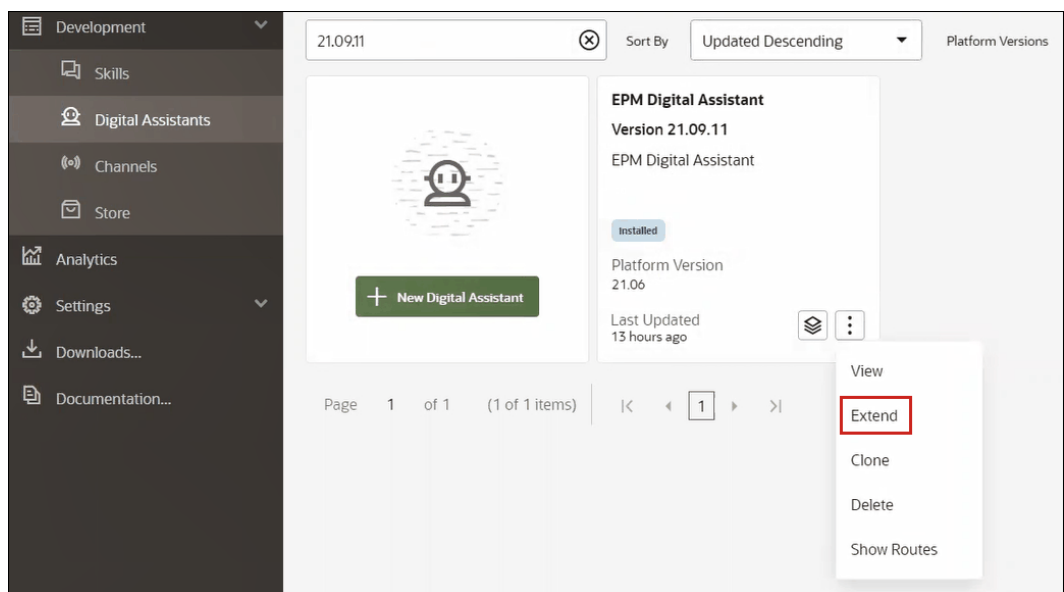
1. In Oracle Digital Assistant, click



Side Menu. Select **Development** and then select **Digital Assistants**.



2. Under EPM Digital Assistant, select **Options**, and then from the drop down, select **Extend**.



3. The Create Extended Digital Assistant dialog displays. Enter the required information and then click **Extend**.
 - Display Name is required and cannot be changed.
 - The name is automatically populated based on your entry in Display Name.
 - The version is automatically populated based on the Base Digital Assistant.

Create Extended Digital Assistant ×

Base Digital Assistant
EPM Digital Assistant Installed • 22.04.20 - 22.02

Display Name
Sample Digital Assistant Required

Name
SampleDigitalAssistant

Digital Assistant Version
22.04.20

Platform Version
22.02 (Latest)

One-Sentence Description
EPM Digital Assistant

Open extended digital assistant

Primary Language (Natively-Supported) ⓘ
English

Extend

Once you click **Extend**, you can see the extended skill you created. For example, the Sample Digital Assistant.

| | |
|---|--|
| <p>Sample Digital Assistant</p> <p>Version 22.04.20</p> <p>EPM Digital Assistant</p> <p>Extended: Draft</p> <p>Platform Version 22.02</p> <p>Last Updated a few seconds ago</p> <p>⋮</p> | <p>EPM Digital Assistant</p> <p>Version 22.04.20</p> <p>EPM Digital Assistant</p> <p>Update available from Skill Store</p> <p>Platform Version 22.02</p> <p>Last Updated 4 hours ago</p> <p>⋮</p> |
|---|--|

4. You should also extend the Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill.
 - a. Select **EPM Digital Assistant** and the Skill dialog displays.
 - b. From the Skill dialog, select either Account Reconciliation , Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill.
 - c. Click **Options**,



and select **Extend**. This is an example for the Account Reconciliation skill but you can follow the same steps for Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill.

After the skill is successfully extended it is visible in the Development > Skills list as an Extended skill.

There are three parameters listed for all the objects:

- Local: Any new changes
- Inherited: Which came directly from the installed build
- Customized: Any modifications/customization on top of the Inherited objects

5

Customizing Skills

Here are the topics for customizing skills:

- [Customizing Skills for Account Reconciliation](#)
- [Customizing Skills for Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules](#)
- [Importing Application Value List Entities](#)
- [Understanding Where Information is Stored in Your Consolidation and Close or Tax Reporting Extended Skill](#)
- [Adding Custom Dimensions to an Extended Skill](#)
- [Training the Skill](#)

Customizing Skills for Account Reconciliation

When customizing the skills for Account Reconciliation, ensure that you perform the following:

- Extract the value list entities from the source service which enables you to get all the required entity values.
- Import the value list into the entity.

Application Entities for Account Reconciliation

The EPM Digital Assistant Account Reconciliation skill is packaged with the following ODA Entities. You must update the values for these ODA entities to match what is used in your application environment.

- AR_FILTER_NAME - All Filter names
- AR_RECON_ID - All Reconciliations
- AR_RECON_PERIOD - All Periods
- FCM_REPORT_GROUP_NAMES - All custom report group names
- FCM_REPORT_NAMES - All custom report names

Extracting Entities for Account Reconciliation

For Account Reconciliation, you can export periods, filters, and reconciliations from their respective dialogs, and then open the files in excel.

To extract entities for Account Reconciliation:

1. Log in to Account Reconciliation and navigate to the page that contains the metadata to be exported.

For example, to export reconciliation metadata for AR_RECON_ID, navigate to the Profiles page.

2. Export the required metadata.
Ensure that you use **Select Columns** to select only the ID and name. Then, in Format in the Export Profiles dialog, select **Formatted data (visible columns only)**.
 - a. To export reconciliations, see [Exporting Profiles](#).
 - b. To export periods, see [Importing Multiple Periods from a File](#).
3. Open the export file and copy all the values in the ID and Name columns.
4. Create a new Microsoft Excel file and add the following column names in the first row: `entity`, `en:value`, and `en:synonyms`.
5. Paste the values copied in Step 3 under the columns `en:value` and `en:synonyms`.
6. Under the column `entity`, in all rows that contain data, enter the name of the entity for which metadata is being exported. For example, AR_RECON_ID. Here is an example of a file for AR_RECON_ID:

| | A | B |
|----|------------|----------------------------------|
| 1 | Account ID | Name |
| 2 | 101-11101 | USBNK Checking Account |
| 3 | 101-11102 | USBNK Treasury Account |
| 4 | 101-11103 | USBNK2 Checking Account |
| 5 | 101-11200 | Cash |
| 6 | 101-11300 | Short Term Investment |
| 7 | 101-11501 | Clearing USBNK Checking Account |
| 8 | 101-11502 | Clearing USBNK Treasury Account |
| 9 | 101-11503 | Clearing USBNK2 Checking Account |
| 10 | 101-12101 | Accounts Receivable |
| 11 | 101-12102 | Accounts Receivable (Low Risk) |
| 12 | 101-12103 | Accounts Receivable (High Risk) |
| 13 | 101-12104 | Revenue Clearing |
| 14 | 101-12110 | On Account Receipts |
| 15 | 101-12120 | Unapplied Receipts |
| 16 | 101-12130 | Unidentified Receipts |

7. Save the file using the .csv format.

Customizing Skills for Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules

Here are the topics for customizing skills for Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules:

- [Application Entities for Financial Consolidation and Close](#)
- [Application Entities for Tax Reporting](#)

- [Application Entities for Planning](#)
- [Application Entities for Planning Modules](#)
- [Extracting Entities for Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules](#)

Related Topics

- [Application Entities for Tax Reporting](#)

Application Entities for Financial Consolidation and Close

The EPM Digital Assistant Financial Consolidation and Close skills are packaged with the dimensions in the Financial Consolidation and Close sample application and may not match the dimensions you use in your environment.

Before you populate entities, you may need to add any custom dimensions to the Financial Consolidation and Close extended skill. For more information, see [About Pre-Populated Dimensions for Financial Consolidation and Close](#). If you need to add custom dimensions, see [Adding Custom Dimensions to an Extended Skill](#). Also you may need to remove dimensions, and update the metadata to match your Consolidation and Close or Tax Reporting environment. For more information, see [Removing Custom Dimensions From an Extended Skill](#).

The following entities can be updated, which are application specific:

- EPM_DIMENSION - All dimensions in the sample application
- DIM_ACCOUNT - All Account members
- DIM_CONSOLIDATION - All consolidations
- DIM_CURRENCY - All Currency members
- DIM_DATA_SOURCE - All data sources
- DIM_ENTITY - All Entity members
- DIM_INTERCOMPANY - All inter-company accounts
- DIM_MEMBER - All other Dimension members
- DIM_MULTI_GAAP - All multi GAAP members
- DIM_PERIOD - All Period members
- DIM_SCENARIO - All Scenario members
- DIM_VIEW - All View members
- DIM_YEAR - All Year members
- DIM_MOVEMENT - All Movement members
- EPM_RULE_NAME - All names of rules in your FCCS application
- FCM_REPORT_GROUP_NAMES - All custom report group names
- FCM_REPORT_NAMES - All custom report names
- JOB_NAME - Name of the job

 **Note:**

The Financial Consolidation and Close skills are modeled with standard dimensions as separate Entities. Other dimensions are modeled as FC_MEMBER ODA entity. These other dimensions can be added as separate ODA entities for ease of use during POV selection. The advantage of adding all dimensions as a separate entity is that Digital Assistant will display available selections when you choose to change the member.

Application Entities for Tax Reporting

The EPM Digital Assistant Tax Reporting skills are packaged with the dimensions in the Tax Reporting sample application and may not match the dimensions you use in your environment. Before you populate entities, you may need to add any custom dimensions to the Tax Reporting extended skill. For more information, see [About Pre-Populated Dimensions for Tax Reporting](#). If you need to add custom dimensions, see [Adding Custom Dimensions to an Extended Skill](#). Also you may need to remove dimensions, and update the metadata to match your Tax Reporting environment. For more information, see [Removing Custom Dimensions From an Extended Skill](#).

The following entities can be updated, which are application specific:

- EPM_DIMENSION - All dimensions in the sample application
- DIM_ACCOUNT - All Account members
- DIM_CONSOLIDATION - All consolidations
- DIM_CURRENCY - All Currency members
- DIM_DATA_SOURCE - All data sources
- DIM_ENTITY - All Entity members
- DIM_INTERCOMPANY - All inter-company accounts
- DIM_JURISDICTION - All jurisdictions
- DIM_MEMBER - All other Dimension members
- DIM_MULTI_GAAP - All multi GAAP members
- DIM_PERIOD - All Period members
- DIM_SCENARIO - All Scenario members
- DIM_VIEW - All View members
- DIM_YEAR - All Year members
- DIM_MOVEMENT - All Movement members
- EPM_RULE_NAME - All names of rules in your FCCS application
- EPM_CUBE - Name of the cubes you are using.
- FCM_REPORT_GROUP_NAMES - All custom report group names
- FCM_REPORT_NAMES - All custom report names
- JOB_NAME - Name of the job

Note:

The Tax Reporting skills are modeled with standard dimensions as separate Entities. Other dimensions are modeled as FC_MEMBER ODA entity. These other dimensions can be added as separate ODA entities for ease of use during POV selection. The advantage of adding all dimensions as a separate entity is that Digital Assistant will display available selections when you choose to change the member.

Application Entities for Planning

The EPM Digital Assistant Planning skills are packaged with the dimensions in the Planning sample application and may not match the dimensions you use in your environment. Before you populate entities, you may need to add any custom dimensions to the Planning skill. For more information, see [About Pre-Populated Dimensions for Planning](#). If you need to add custom dimensions, refer to [Adding Custom Dimensions to an Extended Skill](#). Also you may need to remove dimensions, and update the metadata to match your Planning environment. For more information, see [Removing Custom Dimensions From an Extended Skill](#).

 **Note:**

The Planning skills are modeled with standard dimensions as separate Entities. Other dimensions are modeled as FC_MEMBER ODA entity. These other dimensions can be added as separate ODA entities for ease of use during POV selection. The advantage of adding all dimensions as a separate entity is that Digital Assistant will display available selections when you choose to change the member.

The following entities can be updated for Planning:

- DIM_ACCOUNT - All Account members
- DIM_CURRENCY - All Currency members
- DIM_ENTITY - All Entity members
- DIM_PERIOD - All Period members
- DIM_SCENARIO - All Scenario members
- DIM_YEARS - All Year members
- DIM_MEMBER - All other Dimension members
- JOB_NAME - Name of the job

Application Entities for Planning Modules

The EPM Digital Assistant Planning Modules skills are packaged with the dimensions in the Planning Modules sample application and may not match the dimensions you use in your environment. Before you populate entities, you may need to add any custom dimensions to the Planning Modules extended skill. For more information, see [Pre-Populated Dimensions for Planning Modules](#). If you need to add custom dimensions, refer to [Adding Custom Dimensions to an Extended Skill](#). Also you may need to remove dimensions, and update the metadata to match your Planning Modules environment. For more information, see [Removing Custom Dimensions From an Extended Skill](#).

 **Note:**

The Planning Modules skills are modeled with standard dimensions as separate Entities. Other dimensions are modeled as FC_MEMBER ODA entity. These other dimensions can be added as separate ODA entities for ease of use during POV selection. The advantage of adding all dimensions as a separate entity is that Digital Assistant will display available selections when you choose to change the member.

The following entities can be updated for Planning Modules:

- DIM_ACCOUNT - All Account members
- DIM_CURRENCY - All Currency members
- DIM_ENTITY - All Entity members
- DIM_PERIOD - All Period members
- DIM_SCENARIO - All Scenario members
- DIM_YEARS - All Year members
- DIM_MEMBER - All other Dimension members
- JOB_NAME - Name of the job
- DIM_AGE_BAND - All Age Band members
- DIM_ASSET_CLASS - All Asset Class members
- DIM_ASSET_DETAIL - All Asset Detail members
- DIM_COMPONENT - All Component members
- DIM_EMPLOYEE - All Employee members
- DIM_GENDER - All Gender members
- DIM_HIGHEST_EDUCATION_DEGREE - All Highest Education Degree members
- DIM_HSP_VIEW - All HSP_View Member data
- DIM_JOB - All Job members
- DIM_MARKET - All Market members
- DIM_PLAN_ELEMENT - All Plan Element members
- DIM_PRODUCT - All Product members
- DIM_PROJECT - All Project members
- DIM_PROJECT_ELEMENT - All Project Element members
- DIM_PROPERTY - All Property members
- DIM_RESOURCE_CLASS - All Resource Class members
- DIM_SKILL_SET - All Skill Set members
- DIM_STAGES - All Stages members
- DIM_UNION_CODE - All Union Code members

- DIM_VERSION - All Version members

Extracting Entities for Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules

For Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules, you can export the dimensions from the Export Metadata option and then open the files in excel.

Here is an example of the extraction steps followed in the Financial Close and Consolidation module.



Note:

This is an example to extract the dimension for DIM_ACCOUNT. Based on each application, you can extract the required dimensions.

1. Log in to Financial Close and Consolidation and navigate to the page that contains the dimensions to be exported.
For example, to export dimensions for DIM_ACCOUNT, under Navigator: Default, select **Application**, and then select **Overview**. Next, select the **Dimensions** tab.
2. Click **Export** to get the required metadata, and then click **Create**.
3. In the Export Metadata page, select **Local** as the Location, and then select the valid dimensions that you want to update.
4. Click **Export**.
5. Open the export file and copy all the values from the Account and Alias: Default columns.
6. Create a new Microsoft Excel file and add the column names as `entity`, `en:value`, `en:synonyms` in the first row.
7. Paste the values copied in Step 5 under the columns `en:value` and `en:synonyms`.
8. Under the column `entity`, in all rows that contain data, enter the name of the entity for which dimensions have been exported.
Here's an example of a file for DIM_ACCOUNT.

| | A | B | C |
|----|-------------|----------------------|---------------------------------------|
| 1 | entity | en:value | en:synonym |
| 2 | DIM_ACCOUNT | | 11101 BNK Checking Account |
| 3 | DIM_ACCOUNT | | 11102 BNK Treasury Account |
| 4 | DIM_ACCOUNT | | 11103 BNK2 Checking Account |
| 5 | DIM_ACCOUNT | | 11200 Cash |
| 6 | DIM_ACCOUNT | | 11300 Short Term Investment |
| 7 | DIM_ACCOUNT | | 11501 Clearing BNK Checking Account |
| 8 | DIM_ACCOUNT | | 11502 Clearing BNK2 Checking Account |
| 9 | DIM_ACCOUNT | FCCS_Acct Receivable | |
| 10 | DIM_ACCOUNT | | 12101 Short Term Receivables |
| 11 | DIM_ACCOUNT | | 12102 Accounts Receivable (Low Risk) |
| 12 | DIM_ACCOUNT | | 12103 Accounts Receivable (High Risk) |
| 13 | DIM_ACCOUNT | | 12104 Revenue Clearing |

9. Save the file using the .csv format.

Importing Application Value List Entities

Before you can use a skill, you are required to import the EPM application metadata into the skill. Each skill is designed with application specific entities which vary with each application and static entities which do not change. Since the skills contain empty entities, you need to perform this step to customize your skill to match your EPM business process environment.

The static entities are used in skill business logic and should not be changed. Only application specific entities can be updated. The list of modifiable application entities are listed in this topic.

Note:

Use of the term entity or entities when used in the Oracle Digital Assistant and EPM Digital Assistant does not have the same meaning as entity used in Financial Consolidation and Close Cloud, Tax Reporting, Planning, or Planning Modules, where entity refers to the entity dimension which is a key consolidation dimension that reflects the organizational hierarchy. In Oracle Digital Assistant, entities refer to additional context provided to make the intent more useful and specific.

Note:

Currently, the Digital Assistant does not prevent users from seeing all of the metadata in the application, such as dimensions and members.

Preparing Application Entities for Import in a CSV File

To prepare application entities, you can create a csv file rather than creating your entities one at a time in Oracle Digital Assistant's Bot Builder. You use the csv file to create entire sets of application entity definitions. The csv file is divided into three columns: `entity`, `en:value`, and `en:synonyms`.

Note:

A helpful way to create a file is to first export the existing entities to a file so that you see the format, and then edit that file to match the target application.

- File format is csv
- All the entities and its values can be in a single file
- Every row will have the `DIM_ENTITY` name repeated for all members of the entity.
- Synonyms needs to be separated by a comma. Here's an example:
 - `entity,en:value,en:synonyms`

- DIM_ACCOUNT, FCCS_System Account, System Account
- DIM_ACCOUNT, FCCS_Total Assets, Total Assets, All Assets
- Some helpful tips for creating a file:
 - For Account Reconciliation, you can export Periods, Filters and Reconciliations from their respective dialogs and open the files in Excl.
 1. Open in Excel and remove all the columns except the Name.
 2. Add a column at the beginning and fill it with value AR_RECON_PERIOD for periods, AR_FILTER_NAME for filters, and AR_RECON_ID for reconciliations.

 **Note:**

You can export profiles from the Profiles card to get all the reconciliations.

 **Note:**

For Account Reconciliation, the file must be generated for Account Reconciliation entities using a similar method. There are no synonyms defined for the filter or periods in Account Reconciliation, but you may choose to define them for ODA entities.

- For Consolidation and Close, Tax Reporting, Planning, or Planning Modules, you can export all the dimensions from the Export Metadata option and open the files in Excel.
 1. Open in Excel and remove all the columns except Name and Alias columns.
 2. Add a new column at the beginning and fill it with ODA Entity name such as DIM_ACCOUNT, DIM_SCENARIO or DIM_PERIOD.
 3. If you have multiple aliases, create another column and concatenate all the alias values with a colon (:) as a separator.
 4. Copy and Paste Special to paste only values in another column.
 5. Delete all the individual alias columns as well as the formula column and keep the headers row as entity, value and synonyms.
 6. Save the file as csv.
- You can remove the invalid characters such as an alias value ending with a period (.), ending with a question mark (?), or an alias containing a colon (:) in the value.
- You can use a separate file for importing each ODA entity or use a single file by merging all the rows.

Steps to Import Application Value List Entities

After preparing your application entities file, follow this procedure for each skill (Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, and Planning Modules).

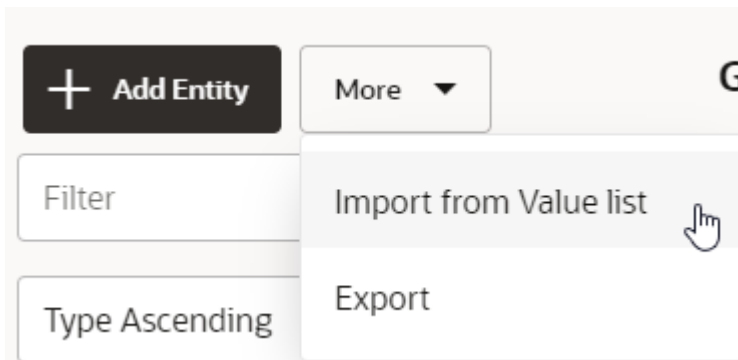
To import the value list entities file.

- In Oracle Digital Assistant, go to **Development > Skills** and locate your extended Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill.

- From the sidebar navigation, click **Entities**



- Under More, select **Import from Value list**.



- Upload the CSV file for the respective skill.
- Click **Train** to train the skill. See [Training the Skill](#).

Troubleshooting Tip When Creating Entities

If you are having difficulty with creating entities using a CSV file, you can try creating a few entities by hand, and then export the entities to see the required format. For more information about creating entities, see [Entities](#) in the *Using Oracle Digital Assistant* guide.

For more information about importing value list entities, see [Importing Value List Entities](#) in the *Using Oracle Digital Assistant* documentation.

Recommendations and Restrictions When Importing Application Value List Entities

- Do not use duplicate synonyms (synonyms in different entities).
- Do not use numbers in the synonyms since certain numbers are not identified for data update in Financial Consolidation and Close (for example, 300, 500, 2000, 2100).
- Add only entities that are needed in the conversation utterances.
- Add synonyms for the entities in addition to aliases or names that are defined in the application.
- For Account Reconciliation, you will have to enter the exact name for `recon name` whereas `period`, and `filter name` can have synonyms.

- For Consolidation and Close, Tax Reporting, Planning, or Planning Modules, a synonym must not contain the following:
 - a colon or comma
 - end with a question mark, period or comma

For example, I/C Receivables - Project Mfg. is invalid because it ends with a period.

Understanding Where Information is Stored in Your Consolidation and Close or Tax Reporting Extended Skill

In Oracle Digital Assistant, entities store information that helps the EPM Digital Assistant accomplish user requests. The EPM Digital Assistant has the following modifiable entities:

| Entity Name | Description |
|---------------|--|
| EPM_DIMENSION | Comes pre-populated with all dimensions in the sample application. You can add a custom dimension by adding the custom dimension to this entity. |
| DIM_ACCOUNT | All Account dimension members |
| DIM_YEAR | All Year dimension members |
| DIM_SCENARIO | All Scenario dimension members |
| DIM_PERIOD | All Period dimension members |
| DIM_ENTITY | All Entity dimension members |
| DIM_CURRENCY | All Currency dimension members |
| DIM_MEMBER | All other dimension members |
| DIM_RULE_NAME | All the names of rules in Consolidation and Close |
| EPM_CUBE | Tax Reporting only. The names of all cubes (Consol, ChCR) |

Adding Custom Dimensions to an Extended Skill

A key configuration task is to ensure that your extended Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill has the same dimensions as your EPM Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules environment.

The EPM Digital Assistant comes pre-populated with the Consolidation and Close, Tax Reporting, Planning, or Planning Modules dimensions contained in the sample application. When you configure, you also add the members for those pre-populated dimensions. See [Importing Application Value List Entities](#).

Since you can add up to four custom dimensions in Consolidation and Close, Tax Reporting, Planning, or Planning Modules, when you set up the EPM Digital Assistant, you need to add those custom dimensions to your extended Consolidation and Close, Tax Reporting, Planning, or Planning Modules skill.

 **Note:**

The name of the custom dimension and its members you add to an extended skill should match the names you use in the Consolidation and Close, Tax Reporting, Planning, or Planning Modules environment.

Understanding the Difference When Using the Term Entity

Consolidation and Close and Tax Reporting customers should note that the term entity as used in Consolidation and Close or Tax Reporting represents a dimension that is a key consolidation component representing organizational hierarchy within a company. This is different from use of the term entity and entities in Oracle Digital Assistant. In Oracle Digital Assistant entities are variables that identify key pieces of information from user input that enable the skill to fulfill a task. The entities add context and help to describe the intent more fully and enable the EPM Digital Assistant complete the user request.

About Pre-Populated Dimensions for Financial Consolidation and Close

The following sample application dimensions are stored in your extended skill in Oracle Digital Assistant in the entity called EPM_DIMENSION.

- Account
- Period
- Data Source
- Consolidation
- Currency (Only if Multi-currency is selected)
- Entity
- Intercompany (Only if Intercompany is selected during application creation)
- Movement
- Scenario
- Year
- View
- Multi-GAAP (Only if Multi-GAAP is selected during application creation)

About Pre-Populated Dimensions for Tax Reporting

The following sample application dimensions are stored in your extended skill in Oracle Digital Assistant in the entity called EPM_DIMENSION.

- Cube
- Account
- Period
- Data Source

- Consolidation
- Currency (Only if Multi-currency is selected)
- Entity
- Intercompany (Only if Intercompany is selected during application creation)
- Movement
- Scenario
- Year
- View
- Multi-GAAP (Only if Multi-GAAP is selected during application creation)
- Jurisdiction

About Pre-Populated Dimensions for Planning

The following sample application dimensions are stored in your extended skill in Oracle Digital Assistant in the entity called EPM_DIMENSION.

- Account
- Currency (Only if Multi-currency is selected)
- Entity
- Member
- Period
- Scenario
- Years

About Pre-Populated Dimensions for Planning Modules

The following sample application dimensions are stored in your extended skill in Oracle Digital Assistant in the entity called EPM_DIMENSION.

- Account
- Age band
- Asset class
- Asset detail
- Component
- Currency (Only if Multi-currency is selected)
- Employee
- Entity
- Gender
- Highest Education Degree
- HSP view
- Job

- Market
- Member
- Period
- Plan element
- Product
- Project
- Project Element
- Property
- Resource class
- Scenario
- Skill set
- Stages
- Uncion code
- Version
- Years

Adding a Custom Dimension

This section walks through an example of how to add a custom dimension to your Consolidation and Close extended skill called Product. You need to repeat these steps to add each custom dimension you have in your Financial Consolidation and Close environment.



Note:

The same procedure can be followed for Tax Reporting.

Before you start, you need to know the Custom Dimension name and synonyms.

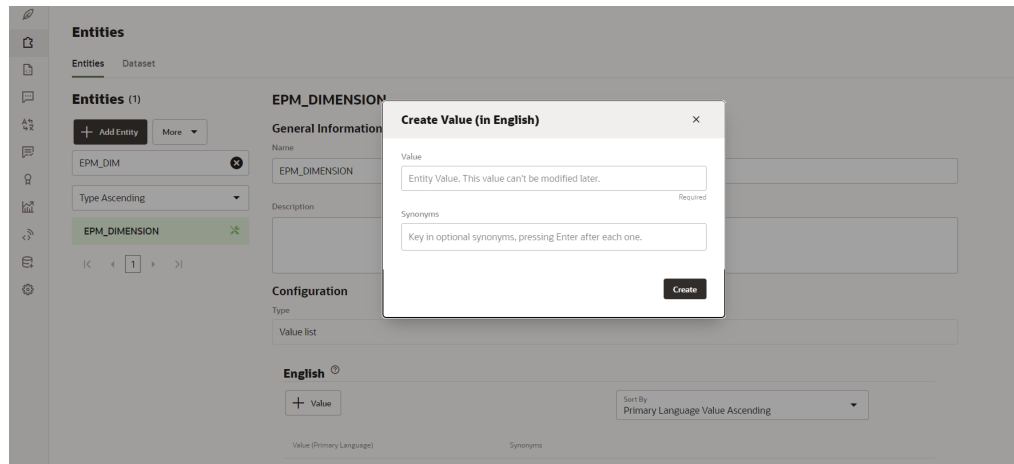
To add a custom dimension:

1. In Oracle Digital Assistant, go to **Development** > **Skills** and locate and open your extended Consolidation and Close skill.

From the sidebar navigation, click **Entities**



2. To add the Product custom dimension to the `EPM_DIMENSION` entity:
 - a. In the left column, scroll down the list and click `EPM_DIMENSION`.
 - b. Under Configuration in the middle of the dialog, click **+ Value**. The Create Value dialog displays.



- c. In Value, enter the name of the custom dimension that you are adding to the EPM Digital Assistant extended skill. In this example, enter **Product**.
- d. Optionally, add any synonyms and then click **Create**.

 **Note:**

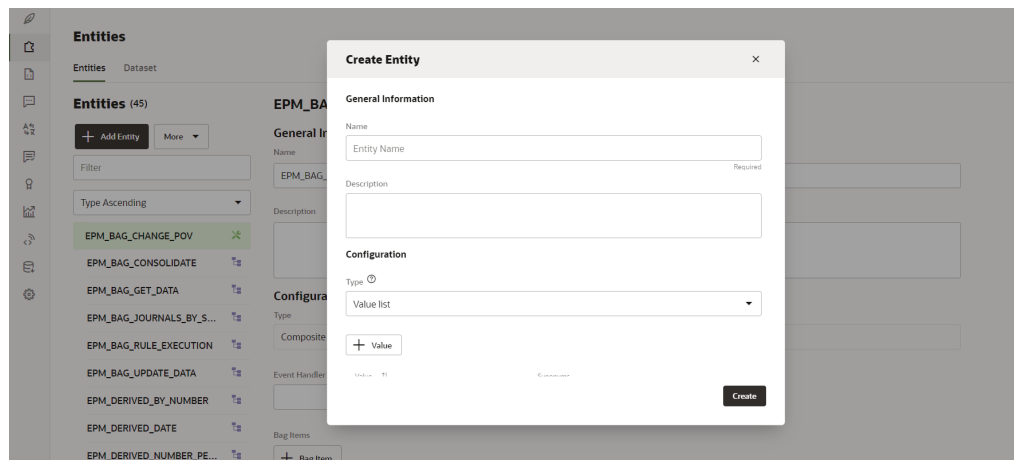
An example of adding synonym for a dimension would be year, yr for a dimension called Years.

- 3. Add the custom entity to the extended skill as DIM_<Dimension_name>. In this example, it would be adding DIM_PRODUCT to the skill.

- a. From the sidebar navigation, click **Entities**



- b. Click **+ Entity** (Create Entity). The **Create Entity** dialog displays.



- c. In Name, enter the entity name in format `DIM_<DimensionName>`. For example, if you are creating an entity for the dimension named Age Band, the entity name must be `DIM_AGE_BAND`.
- d. In Type, select **Value List**, and then click **Create**.

For more information on creating entities, see [Creating Entities](#).

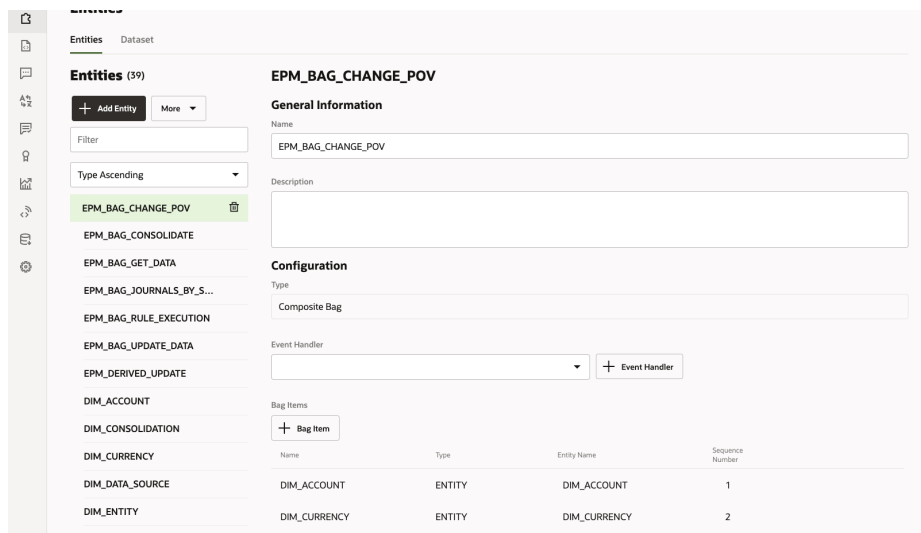
- 4. Add the newly created entity to `EPM_BAG_CHANGE_POV` and then modify the properties.

- a. From the sidebar navigation, click **Entities**



- b. In the left column, select `EPM_BAG_CHANGE_POV`.

- c. Under Configuration, select **+ Bag Item**.



The Add Bag Item dialog displays.

Add Bag Item

Name

Type Entity Name

Description

Enumeration Range Size Maximum User Input Attempts

Error Message

Multiple Values

Please review this field based on your need.

Fuzzy Match

Match Original Value

- d. On Add Bag Item, enter the following information:
 - i. In Name, enter DIM_<DimensionName>. For example, DIM_PRODUCT.
 - ii. In Type, leave it as **Entity**.
 - iii. In Entity Name, select the name you created in step i. In this example, it would be DIM_PRODUCT.
 - iv. In Enumeration Range Size, enter the number of members to show in a list. For example, 7.
 - v. In Maximum User Input Attempts, enter a value. For example, 2 would give the user 2 tries for input.
 - vi. In Error Message, optionally enter an error message. For example, Your entry is not valid.
 - vii. In Multiple Values, Fuzzy Match, and Match Original Value, leave these disabled or Off.
- e. On Add Bag Item, continue by filling in the Disambiguation Resolution, Extraction Rules, Prompts, and Validation Rules items.

Add Bag Item

Disambiguation Resolution

Prompt for Disambiguation ⓘ

Disambiguation Prompt ⓘ

Extraction Rules

Out of Order Extraction ⓘ

i Please review this field based on your need.

Extract With ⓘ

Prompt for Value ⓘ

Prompts

+ Prompt

| Prompt ⓘ | Sequence Number ⓘ |
|---|--|
| No data to display. | |

- i. Under Disambiguation Resolution, in Prompt for Disambiguation, set it to **Enabled**.
- ii. In Disambiguation Prompt, optionally enter text to prompt the user. For example, choose the product to modify.
- iii. Under Extraction Rules, in Out of Order Extraction, set it to **Enabled**.
- iv. In Extract With, you can leave this blank.
- v. In Prompt for Value, enter a Java code snippet similar to the following example.


```

      <#if changePOVBag.value?has_content &&
      changePOVBag.value.EPM_DIMENSION?has_content &&
      changePOVBag.value.EPM_DIMENSION?lower_case ==
      'product'>true<#else>>false</#if>
      
```
- vi. Under the Prompts section, optionally, click **+ Prompt** to enter one or more prompts. For example, choose the Product below or enter a value.
- vii. Under Validation Rules, optionally, click **+ Validation Rule** to enter one or more validation rules by entering an expression and error message for each one.
- viii. Click **Close** to save your entries.

The screenshot shows a configuration interface with three main sections:

- Extraction Rules:** Includes a toggle for "Out of Order Extraction" (checked), a dropdown for "Extract With", and a text input for "Prompt for Value".
- Prompts:** Features a "+ Prompt" button and a table with columns "Prompt" and "Sequence Number". The table is currently empty, displaying "No data to display."
- Validation Rules:** Features a "+ Validation Rule" button and a table with columns "Expression" and "Error Message". The table is currently empty, displaying "No data to display."


5. Add the newly-created entity to `EPM_BAG_RULE_EXECUTION`, `EPM_BAG_UPDATE_DATE`, and `EPM_BAG_GET_DATA`. Then modify the properties.


Use the following steps to add the entity:

- a. From the sidebar navigation, click **Entities**



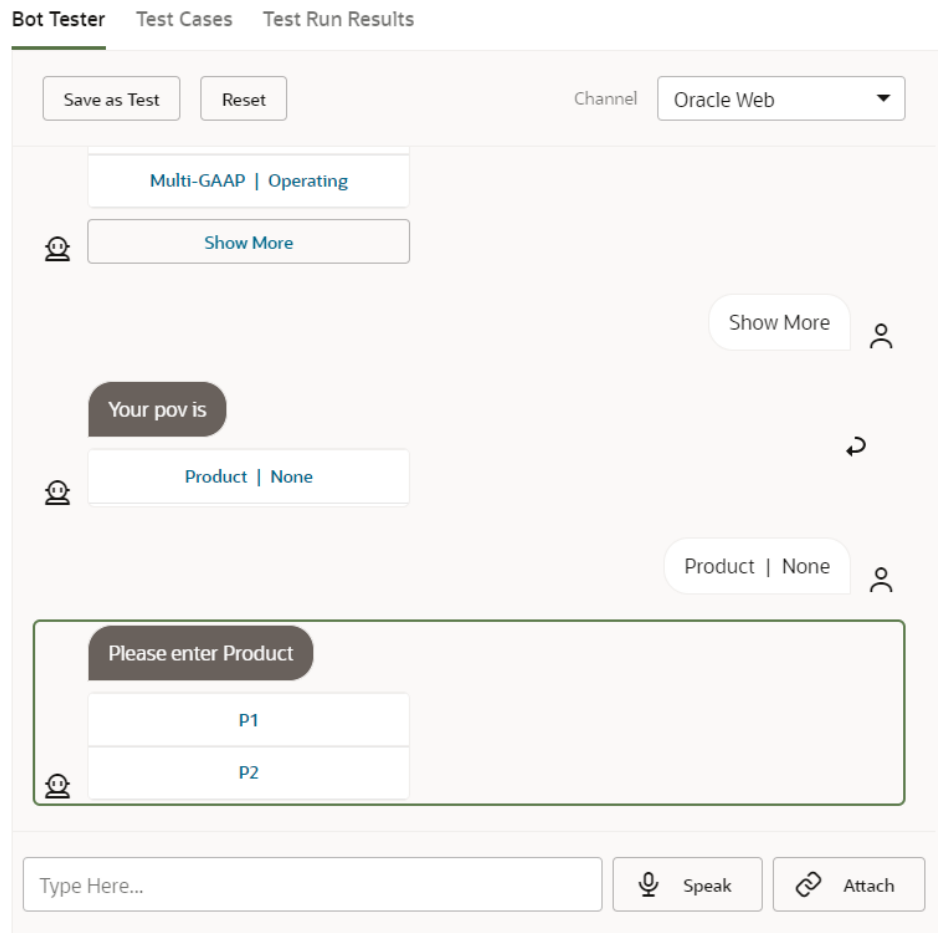
- b. Depending on the object to which you are adding the new entity, in the left column, select `EPM_BAG_RULE_EXECUTION` or `EPM_BAG_UPDATE_DATE` or `EPM_BAG_GET_DATA`.
- c. Under **Configuration**, select **+ Bag Item**. The **Add Bag Item** dialog displays.
- d. On Add Bag Item, enter the following information:
 - i. In Name, enter `DIM_<DimensionName>`. For example, `DIM_PRODUCT`.
 - ii. In Type, leave it as **Entity**.
 - iii. In Entity Name, select the name you created in step i. In this example, it would be `DIM_PRODUCT`.
- e. In Add Bag Item, continue by filling in the **Disambiguation Resolution**, **Extraction Rules**, and **Prompt for Value** items. In Prompt for Value, enter the value `False`.

6. At the top of the page, click **Train** to re-train the assistant with the new custom dimension. 

7. At the top of the page, click **Play** and test that the dimension is added. 

8. In the Message field at the bottom of the Bot tester window that opens, type the command to connect to the skill for which you added the custom dimension. For example, if the skill is Financial Consolidation, type `Show POV`.

Next, test the new custom dimension, as shown in the following example, for a new custom dimension called Product.



Training the Skill

Training the skill is the last task you perform in customizing a skill in EPM Digital Assistant. In addition, if you make changes to your extended skill either by modifying utterances or modifying entities in the future, you must train the skill to have those modifications take effect.

There are two trainer models in Oracle Digital Assistant, but you should select Trainer Tm since it is the recommended model for Oracle SaaS (Software as a Service) skills.

1. In Oracle Digital Assistant, open the extended skill that you modified. You will notice that an extended skill that is not trained has an exclamation point icon next to it.



2. Click **Train**. The Train dialog displays the choice of Trainer models..

The screenshot shows a 'Train' dialog box with the following elements:

- Title Bar:** 'Train' with a close button (X).
- Intent Section:**
 - Trainer Ht:** A linguistics-based model. Status: Unselected (radio button).
 - Trainer Tm:** A machine learning-based model. Status: Selected (checkbox and radio button).
- Other Section:**
 - Entity:** Status: Selected (checkbox).
- Submit Button:** A green button labeled 'Submit' at the bottom right.

3. Click **Trainer Tm**, then click **Submit**.

6

Setting Up Channels

EPM Digital Assistant is certified to work with the following channels in a Classic Environment and in an OCI (Gen 2) Environment:

- Oracle Web Channel
- Microsoft Teams
- Slack

This applies to Account Reconciliation, Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules.

Configuring the Oracle Web Channel

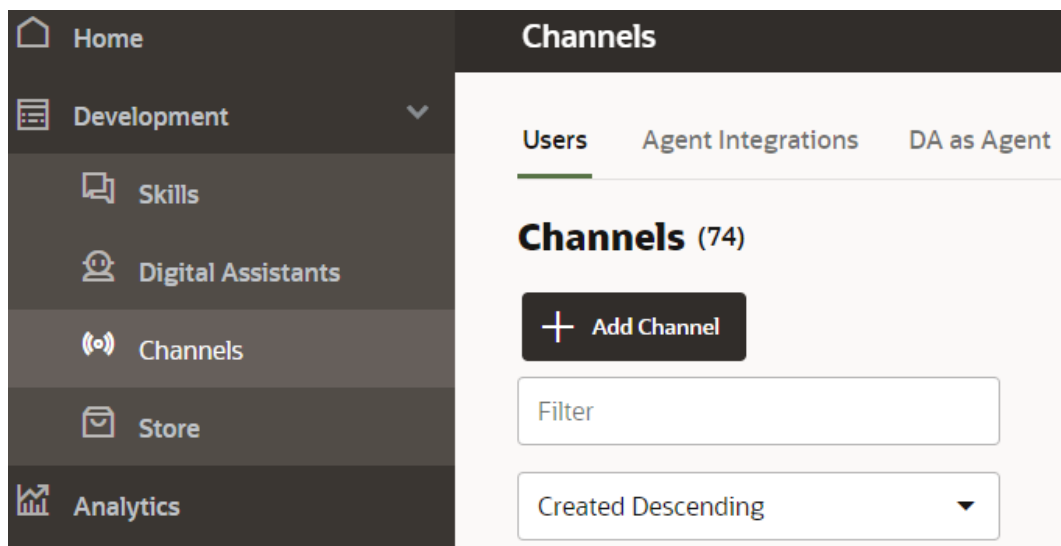
Your ODA administrator should follow these steps to configure and set up an EPM skill on the web server.

To configure the Oracle Web channel:

1. From Oracle Digital Assistant, select



Side Menu, and then select **Development**. Next, select **Channels**.



2. Click **+ Add Channel**.

Create Channel [X]

Name
Channel name [Required]

Description
Optional short description for this channel

Channel Type ⓘ
Facebook Messenger

Page Access Token
Copy from the Facebook app and paste it here [Required]

App Secret
Copy from the Facebook app to here [Required]

Session Expiration (minutes)
1,440 [You're using the standard default value]

Create

3. Complete the Channel dialog:
 - a. Enter the channel name and description.
 - b. Select **Oracle Web** as the channel type.
 - c. Allowed Domains: enter an asterisk (*).
 - d. Client Authentication Enabled: must be **Turned Off**.
 - e. Session Timeout: can be left as 60 minutes (default).

Here is an example of creating a channel for the `epm_arcs` skill. You must create a channel for each EPM skill separately.

Route To epm_arcs_demo Extended Skill: DRAFT • 20.08.53

Channel Enabled

* Name ARCSWebChannel

Description Web Channel for ARCS

Channel Type Oracle Web

? * Allowed Domains *

Secret Key wpkZk6viqYVUDN

Channel Id fe4498dc-9fe2-4508

Client Authentication Enabled

* Session Expiration (minutes) 60 Default

4. Click **Create**.

 **Note:**

After creating the channel information, the Secret Key and Channel ID display.

5. Next, you must route the channel to your skill.

Routing the Channel to the Skill

1. From **Oracle Digital Assistant**, select



Side Menu, then select **Development**, and then select **Channels**.

Channels

Users Agent Integrations DA as Agent Applications System

+ Channel

Filter

Route To Select skill or digital assistant to route messages to

Channel Enabled

2. In the Route To field, select the newly created channel.
3. Set Channel Enabled to **ON**.

4. Make a note of the Channel ID that displays since you will need this for the mandatory step of configuring the EPM Digital Assistant Settings in EPM.
5. Repeat this procedure of creating a web channel and routing the channel to your skill for each EPM skill you have.

Configuring Slack as a Channel

Here's what happens when you use Slack as a channel for your digital assistant (or standalone skill):

- Slack hosts your digital assistant through the intermediary of a Slack app.
- Users chat with your digital assistant through the Slack app in the Slack user interface.

Here are the high level steps for creating a Slack channel for Digital Assistant. For detailed instructions, see [Slack](#) in the *Using Oracle Digital Assistant* guide.

1. Get a Slack Workspace
2. Create a Slack App
3. Add OAuth Scopes for the Slack App
4. Add the App to the Workspace
5. Create a Channel in Digital Assistant
6. Configure the Webhook URL in the Slack App
7. Test Your Bot in Slack

Configuring Microsoft (MS) Teams Channel

When you set up a Microsoft Teams channel, users can chat with your digital assistant (or a standalone skill) through the Microsoft Teams user interface. For the detailed instructions on configuring MS Teams Channel for ODA, see [Microsoft Teams](#) in *Using Oracle Digital Assistant*.

Here's the high level process for setting up a channel:

1. In Microsoft Teams, use App Studio to create an app and add a bot to that app. (Alternatively, you can use the Microsoft Bot Framework or the Microsoft Azure Bot Service to create a bot registration.)
2. Using the app ID and password from the bot, create a channel in Digital Assistant.
3. Copy the webhook URL that is generated when you create the channel and add it to the bot.
4. Test your digital assistant in Microsoft Teams.

If you want a digital assistant or skill to require the same authentication that you have configured for Microsoft Teams, you can set up single sign-on (SSO) authentication for that digital assistant or skill within Microsoft Teams. Once this SSO authentication is set up, users will be able to log in to Teams with their Azure Active Directory (Azure AD) credentials and then seamlessly interact with the digital assistant, without having to sign in again.

For detailed instructions on supporting SSO with MS Teams, see [SSO Configuration for Microsoft Teams Channels](#)

7

Setting Up Authentication

There are various ways to set up authentication for the EPM Digital Assistant:

- Configure Authentication Parameters for a Classic Environment - an Administrator has to set this up and this method uses a password in the configuration. See [Configuring Authentication Parameters for a Classic Environment](#).
- Configure Authentication Parameters for an OAuth 2 OCI (Gen 2) Environment - this method does not use a password but requires that you have a subscription to OCI. See [Configuring Authentication Parameters for an OAuth 2 OCI \(Gen 2\) Environment](#).

Configuring Authentication Parameters for a Classic Environment

To set up authentication for a Classic environment, an EPM Administrator needs to configure the custom parameters in Oracle Digital Assistant. This method requires specifying the password.

To configure the custom parameters, complete the following steps:

1. In Oracle Digital Assistant, from the Side Menu



, select **Development**, then **Skills**, and then open your extended skill of (Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, **OR** Planning Modules).

2. Select **Settings**, then **Configuration**, and then scroll to **Custom Parameters**.

| Name | Display Name | Type | Value |
|----------------|--------------|---------|-------------|
| da.epmUser | epmUser | String | epmUser |
| da.epmPassword | epmPassword | String | epmPassword |
| da.devMode | devMode | Boolean | true |
| da.devLocale | devLocale | String | en_US |

3. Update the `da.epmUser` with your EPM Administrator user name. and the `da.epmPassword` with your EPM Administrator password.
Here is an example of configuring the URL for the **EPM Digital Assistant** for use:
`<Oracle Cloud domain>.<epmUser>@<companydomain>`

For example, `417777.jjones@thecompany.com` where `417777` is the Oracle Cloud domain, and `jjones` is the username, and `thecompany.com` is the customer company domain ID.

 **Note:**

If you do not use an email address as your user, then the example would be just `417777.jjones`.

 **Note:**

The parameter `devMode` value has to be set to `true` if your instance does not require the domain name to be present at the beginning.

For more information on authentication for **EPM Cloud**, see [Authentication](#) in the *REST API for EPM Cloud* guide.

4. Update the **ARCS Service URL** (`da.devArcsBaseUrl`), **FCCS Service URL** (`da.devFccsBaseUrl`), **TRCS Service URL** (`da.devTrcsBaseUrl`), **Planning Modules Service URL** (`da.devEPbcsBaseUrl`), or **Planning Service URL** (`da.devPbcsBaseUrl`) to reflect your environment.

The format for `da.devArcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com`

The format for `da.devFccsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devTrcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devEpbcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devPbcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

5. If you are planning to use MS Teams or a Slack channel, add an additional parameter `da.odaURL` and populate it with the ODA instance URL.

Configuring Authentication Parameters for an OAuth 2 OCI (Gen 2) Environment

OAuth 2 is considered a secured mechanism for authentication between services, and is only available in an OCI Gen 2 environment.

Configure OAuth 2

There is a three step process to configure OAuth for authentication:

1. [Create an Oracle Identity Cloud Service \(IDCS\) Confidential App](#)
2. [Configure the Oracle Digital Assistant \(ODA\) Instance to Point to the IDCS Instance](#)
3. [Configure the Account Reconciliation or Financial Consolidation and Close Skill to Point to the OAuth Application](#)

Create an Oracle Identity Cloud Service (IDCS) Confidential App

To create an IDCS Confidential App:

1. Log into the IDCS administration console. The URL and login credentials are in the welcome email.
2. Under Applications, click **Add (+)** and then select **Confidential Application** to add a new Confidential application.
 - a. Provide a name for the application. For example, **ODA Confidential App**, and then click **Next**.
 - b. Select **Configure this application as a client now**.
 - c. Select **Authorization Code** and **Refresh Token** as **Allowed Grant Types**.
 - d. Provide a value for the Redirect URL. This is the URL where users will be redirected to ODA after authentication/authorization in Oracle Identity Cloud Service. Refer to [ODA documentation](#) for coming up with your own Redirect URL.
 - e. Turn on **Bypass Consent**.
 - f. Under **Token Issuance Policy**, select the option **All** for Authorized Resources.
 - g. Click **Add Scopes** under Resources.
 - i. Click on the EPM application that you want to create the digital assistant for. For example Planning_arcs or Planning_arcs-test resource using the > button.
 - ii. Select the scope usually in the format of `urn:opc:serviceInstanceID=XXXXXXXXXXurn:opc:resource:consumer all` checkbox to select all scopes. Note this down, as this would be required to be entered in ODA UI in a later step.
 - iii. Click **Add**.
 - iv. Click **Next**.
3. Select the **Configure this application as a resource server now** option.
4. Select the **Is Refresh Token Allowed** check box.
5. Specify the Rest API Endpoint URL of the target EPM instance as the value of the Primary Audience.
 - a. Consolidation and Close: `https://server/HyperionPlanning/rest`
 - b. Account Reconciliation: `https://server/armARCS/rest`
 - c. Click **Finish**.
6. Make note of the Client ID and Client Secret, and click **Close**.
7. Click **Activate** and then click **OK** in the confirm dialog to activate the application.
8. Under Oracle Cloud Services, select the EPM application for which you want to create the digital assistant. Perform the following steps:
 - Click the **Configuration** tab and then expand the **Resources** section.

- Select **Is Refresh Token Allowed**.

In addition to these steps, see the [Add a Confidential Application](#) instructions in the *Administering Oracle Identity Cloud Service* guide.

Configure the Oracle Digital Assistant (ODA) Instance to Point to the IDCS Instance

In this section, your ODA administrator adds the newly created IDCS confidential app to the list of Authentication Services on your ODA instance. Later on you will point your EPM skill to this Authentication Service, and that way any login to your digital assistant skill will be directed to the right authentication service. For more details, see the [ODA Documentation](#).

To configure the ODA instance to point to the IDCS instance:

1. Open your ODA instance.
2. Under Settings, select **Authentication Service** to create a new authentication service.
3. In Grant Type, select **Authorization Code**.
4. In Identity Provider, select **Oracle Identity Cloud Service**.
5. Enter a **Name**.
6. In Token End Point URL, enter `https://<idcs-service-Instance>/oauth2/v1/token`.
7. In Authorization End Point URL, enter `https://<idcs-service-instance>/oauth2/v1/authorize`.
8. In Revoke Token End Point URL, enter `https://<idcs-service-instance>/oauth2/v1/revoke`.
9. In Client ID and Client Secret, enter the Client ID and Client Secret that were generated in the previous step from the IDCS Confidential App.
10. In Scopes, enter the scope that was noted in previous step. It would be something like `urn:opc:serviceInstanceID=XXXXXXXXX urn:opc:resource:consumer::all`.
11. Add `offline_access` with a space at the end of the scope field.
12. In Subject Claim, enter **sub**.
13. In Refresh Token Retention Period, we recommend using 7 days. but it can be any number of days.

Configure the Account Reconciliation, Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules Skill to Point to the Authentication Service

This section addresses how to use ODA to configure an EPM Skill to point to the Authentication Service.

1. In ODA, open the EPM skill that you pulled from the skill store.
2. Navigate to **Settings**.
3. Navigate to the **Configuration** tab.
4. Under Custom Parameters, change the following parameters:
 - a. Use OAuth for Authentication: change this setting to True.

- b. **Authentication Service:** enter the name of the Authentication Service created in the previous section. Then click **Authentication Service** to edit it. Enter the new authentication service that you created in the previous section.
- c. **Service Name Prefix:** Enter a short name to be used as prefix for saving internal variables. We suggest you use ARC for Account Reconciliation, FCC for Financial Consolidation and Close. If you have multiple environments using the same Digital Assistant, then add a numeric suffix such as ARC1.
- d. **Update the ARCS Service URL** (`da.devArcsBaseUrl`), **FCCS Service URL** (`da.devFccsBaseUrl`), **TRCS Service URL** (`da.devTrcsBaseUrl`), **Planning Modules Service URL** (`da.devEPbcsBaseUrl`), or **Planning Service URL** (`da.devPbcsBaseUrl`) to reflect your environment.

The format for `da.devArcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com`

The format for `da.devFccsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devTrcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devEpbcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

The format for `da.devPbcsBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com/HyperionPlanning/rest`

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Configuring Applications

When you configure Oracle Web Channel, you must also configure Account Reconciliation, Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules environment to connect to your EPM business process. If you configure Slack or Microsoft (MS) teams as a channel, you can ignore the steps in this topic.

Configuring Account Reconciliation

By completing these steps, you add the Digital Assistant settings to your EPM business process to enable the digital assistant. The chat widget will then show up on Home once you complete these steps.

1. Sign in to **Account Reconciliation**.
2. From Home, select **Application**, then **Configuration** and then **Settings**.
3. On System Settings, select **Digital Assistant Settings**.



4. In Service URI (Uniform Resource Identifier), enter the **Digital Assistant URI** which is the Oracle Digital Assistant Service URI that you see when you log on to the service. The URI should be entered without either `http://` or `https://` preceding it.
5. In Channel ID, enter the channel ID you noted down when you created the Oracle Web channel. See [Setting Up Channels](#)
6. The Account Reconciliation Assistant is now ready to use and you will see



icon on the user interface.

Configuring Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules

By completing these steps, you add the Digital Assistant settings to your EPM business process to enable the digital assistant. The chat widget will show up on the Home page of Financial Consolidate and Close once you complete these steps.

1. Sign in to Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules.
2. From Home, select **Application**, then **Settings**.
3. Scroll to the bottom to see Digital Assistant Settings.
4. In Channel ID, enter the channel ID you noted down when you created the Oracle Web channel. See [Setting Up Channels](#)

The screenshot shows the Oracle EPM Cloud Planning: EPICS Settings page. The 'Digital Assistant Settings' section is highlighted, showing the following configuration options:

- Channel ID:** 28a5234-79ab-4618-95b6-ebdcf02464
- Service Name:** idcs-oda-455709e804e475ba72f5d4c
- Enable currency calculation based on scenario time period:** No
- Set Number of Seconds Before Rules Run in Background:** 180
- Client Log Level:** Information
- Web Ad Hoc Grid:** Suppress Missing also Suppress...
- Enable User Formulas in Ad Hoc:** No
- Filter Out Excluded Members in Segment Dropdown:** Yes
- Predictive Planning:**
 - Prediction Interval (Worst and Best Cases):** 2.5% and 97.5%
 - Prediction Cube:** Select a cube. (0 of 9)
 - Switch to each cube to update their settings:**
 - Source Cube:** None
 - POV:** [Empty]
- Strategic Modeling:**
 - Default Currency:** [Empty]

5. In Service Name, enter the **Digital Assistant URI** which is the Oracle Digital Assistant Service URI (Uniform Resource Identifier) that you see when you log on to the service. The URI should be entered without either `http://` or `https://` preceding it.
6. The Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules Assistant is now ready to use and you will see



icon on the user interface.

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Optional Configuration

Related Topics

- [Modifying Utterances and Entity Values](#)
- [Enabling Intents](#)
- [Modifying Utterances and Entity Values](#)
- [Enabling Intents](#)

Modifying Utterances and Entity Values

You may want to modify utterances or entity values to adjust the EPM Digital Assistant to more closely match how you reference different artifacts in your EPM environment. After you modify utterances or entity values, you need to train the skill. See [Training the Skill](#).

Modifying Utterances by Using a CSV File in Oracle Digital Assistant

To update utterances, you can upload them using a CSV file. The old utterances remain as is, but the new delta utterances get uploaded with new Tracking IDs.

For detailed instructions, see [Import Intents from a CSV File](#) in the *Using Oracle Digital Assistant* guide.

Modifying Entity Values by Using a CSV File in Oracle Digital Assistant

To update entity values, you can upload them using a CSV file.

For detailed instructions, see [Import Value List Entities from a CSV File](#) in the *Using Oracle Digital Assistant* guide.

Enabling Intents

If the functionality associated with a particular intent is not enabled in the application, then ensure that Intent is disabled in the Intents tab of that skill.

For example, if Task Manager is not enabled in your Planning application, then in the Intents tab, disable Intent for the `CMStatusSummary` intent.

Troubleshooting EPM Digital Assistant

Configuration Troubleshooting Tips

If you are having trouble seeing the EPM Digital Assistant on Home, check these configuration troubleshooting tips:

- Is `da.epmUser` and `da.epmPassword` configured in Oracle Digital Assistant Settings as Custom Parameters?
See [Configuring Authentication Parameters for a Classic Environment](#)
- Is the application metadata CSV file successfully imported?
See [Importing Application Value List Entities](#)
- Check if the channel was created properly.
 1. Are you routing to the correct skill and correct version?
 2. Check if Channel Enabled = **ON**.
 3. Check if Client Authentication Enabled = **OFF**.See [Setting Up Channels](#).
- Check if the EPM Digital Assistant Settings are correct:
 1. Check if Service URI (for ARCS) or Service Name (for FCCS or TRCS) has been provided without `http` or `https` in the Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, or Planning Modules Digital Assistant settings.
 2. Check if the correct Channel ID has been provided in the Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, or Planning Modules Digital Assistant settings.See [Configuring Applications](#).
- Check the status of the skill:
 - Is the skill in Published state? A skill with Published state is just for read only, and no other modification can be done on it.
 - If modifications need to be done for a published skill, you need to clone or create a new version of the published skill.
 - * Cloning will create a new skill (with Draft status) with different name.
 - * Versioning will create a new version of the skill (with Draft status) keeping the name intact.



Note:

For more information about EPM Cloud best practices, see [Troubleshooting EPM Cloud Issues](#) in the Oracle Enterprise Performance Management Cloud Operations Guide.

Part III

Managing EPM Digital Assistant Skills for Existing Users

This topic discusses the ongoing tasks required for existing customers.

Related Topics

- [Managing Value Lists](#)
- [Upgrading to a New Version of a Skill](#)
- [Removing Custom Dimensions From an Extended Skill](#)

Managing Value Lists

When you change any existing dimension, ensure that you extract the entities and import it to the application.

For example, if you have a new account added to your DIM_ACCOUNT for Financial Consolidation and Close, or if you have a new reconciliation is created to your Account Reconciliation, you must extract the entities and import it to the application.

For information on extracting the Account Reconciliation entities, see [Extracting Entities for Account Reconciliation](#). For information on extracting Financial Consolidation and Close entities, see [Extracting Entities for Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules](#). For information on importing application value list entities, see [Importing Application Value List Entities](#).

Upgrading to a New Version of a Skill

When you upgrade to a new version of a skill, ensure that you pull the skills from your skill store. For upgrading to a new skill, you must perform the following steps:

- Pulling a new version of the skill
- Rebasing the skill

Pulling a New Version of EPM Digital Assistant Skills

Digital assistants are AI-driven interfaces that help users accomplish a variety of tasks in natural language conversations. Skills are individual bots that are focused on specific types of tasks. Oracle has released an Enterprise Performance Management (EPM) Digital Assistant that consists of pre-built skills. One pre-built skill is for Financial Consolidation and Close, one is for Account Reconciliation, one is for Tax Reporting, one is for Planning, and one is for Planning Modules.

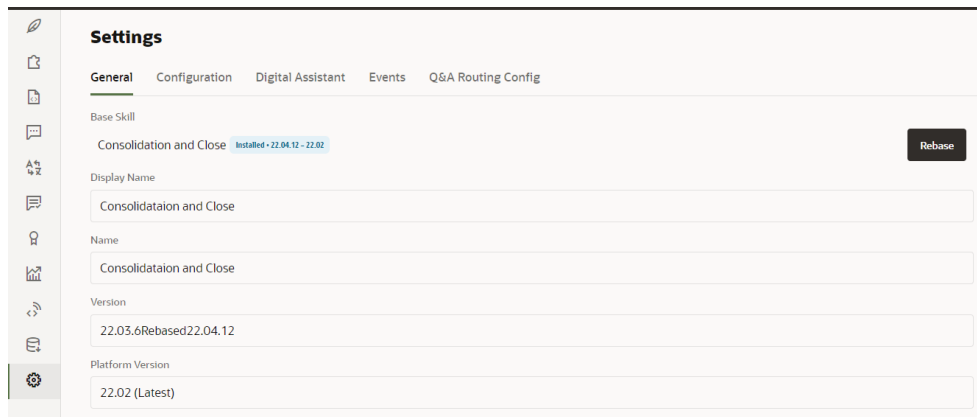
For more information on pulling and extending skills, see [Pulling EPM Digital Assistant Skills](#).

Rebasing a Skill

You can use the rebase feature to take advantage of updates to the base skill without having to manually reapply your customizations. When a new version of the base skill becomes available in the skill store, you can install that version into your instance and then rebase your extended skill to the updated base version.

To rebase an extended skill:

1. From Development, select **Skills**.
2. Click on the desired skill to open it and then click **Settings**.
3. From Settings, select **Rebase**.



The screenshot shows the 'Settings' page for a skill. The 'General' tab is selected. The 'Base Skill' is 'Consolidation and Close' with a status of 'Installed - 22.04.12 - 22.02'. A 'Rebase' button is located in the top right corner. Below this, there are input fields for 'Display Name', 'Name', and 'Version'. The 'Platform Version' is listed as '22.02 (Latest)'.

4. Select the source version as the basis for the rebase action. Changes made to the extended skill will not be overwritten during the rebase process.

Note:

If you want to rebase your Financial Consolidation and Close or Tax Reporting skill to use the November 2021 (21.11) update of EPM Digital Assistant, you must first remove some dimensions before rebasing.

- Financial Consolidation and Close dimensions to be removed before rebasing: Scenario, Years, Period, Entity, Account, Currency, View, Consolidation, Data Source, Multi-GAAP, Intercompany and Movement
- Tax Reporting skill dimensions to be removed before rebasing: Cube, Scenario, Years, Period, Entity, Account, Currency, View, Consolidation, Data Source, Multi-GAAP, Intercompany, Movement and Jurisdiction

See [Removing Custom Dimensions From an Extended Skill](#).

Removing Custom Dimensions From an Extended Skill

Example of How To Remove a Custom Dimension

This section walks through an example of how to remove a custom dimension from your Consolidation and Close extended skill called Category. You would repeat these steps for each custom dimension you may need to remove. You should have administrator privileges to remove a dimension.



Note:

You can also use this example to remove a custom dimension from your Tax Reporting extended skill.

To remove a custom dimension:

1. In Oracle Digital Assistant, go to Development > Skills and locate and open your extended Consolidation and Close skill. Then from the sidebar navigation, click **Entities**



2. Remove the dimension from the entity list in EPM_BAG_CHANGE_POV by doing the following:
 - a. In the left column, select EPM_BAG_CHANGE_POV and under Bag Items, highlight the dimension you want to delete (in this example, DIM_CATEGORY).

| Name | Type | Entity Name | Sequence Number |
|------------------|--------|--------------|-----------------|
| DIM_MULTI_GAAP | ENTITY | DIM_MU | |
| DIM_INTERCOMPANY | ENTITY | DIM_INT | |
| DIM_MOVEMENT | ENTITY | DIM_MO | |
| DIM_JURISDICTION | ENTITY | DIM_JUF | |
| DIM_CATEGORY | ENTITY | DIM_CATEGORY | 17 |

- b. Click **X (Delete)** next to the dimension you want to delete and then click **Yes** to confirm your deletion.
3. Remove the dimension (for example, Category |) from the DIM_MEMBER entity by doing the following:

- a. In EPM_BAG_CHANGE_POV, click the pencil icon (**Edit**) next to the DIM_MEMBER entity.

| Name | Role | EPM Alias | Sequence Number |
|---------------|--------|---------------|-----------------|
| EPM_DIMENSION | ENTITY | EPM_DIMENSION | |
| DIM_ENTITY | ENTITY | DIM_ENTITY | 4 |
| DIM_MEMBER | ENTITY | DIM_MEMBER | 5 |
| DIM_PERIOD | ENTITY | DIM_PERIOD | 6 |
| DIM_SCENARIO | ENTITY | DIM_SCENARIO | 7 |

- b. On the Edit Bag Item dialog, go to Extraction Rules, and under Prompt for Value, delete the name of the dimension you are removing (for example, Category). Click **Close** to save your entries.

Extraction Rules

Out of Order Extraction

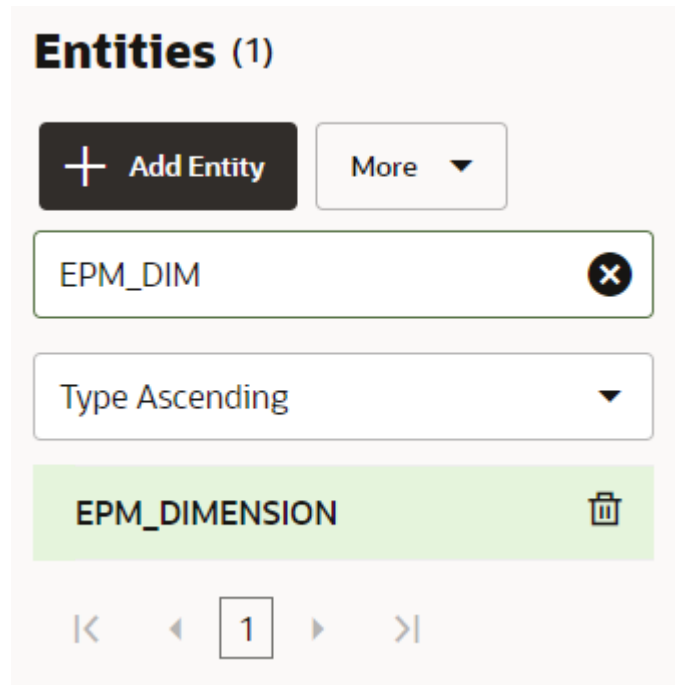
Please review this field based on your need.

Extract With

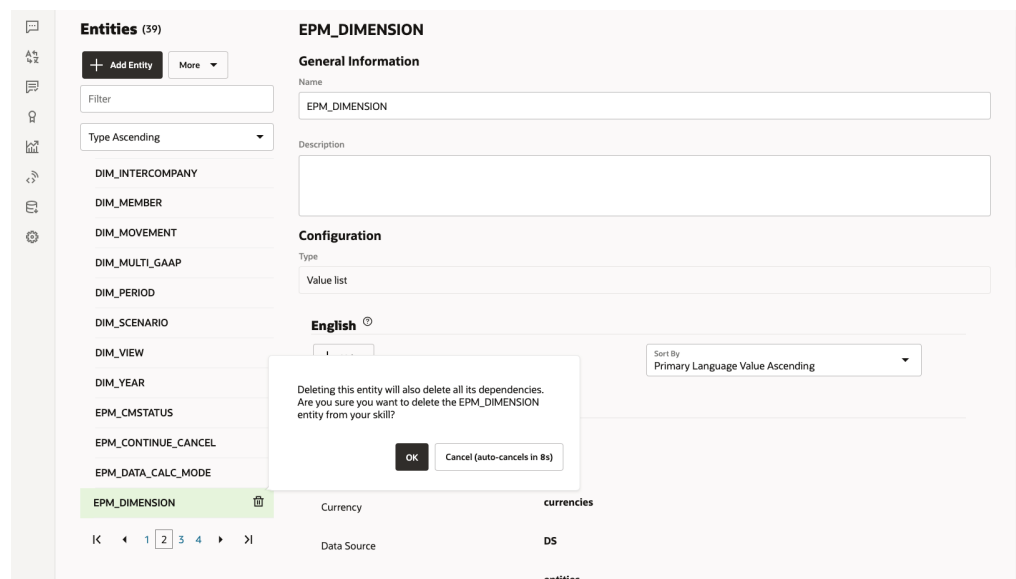
Prompt for Value

```
<#if false && changePOVBag.value?has_content && changePOVBag.value.EPM_DIMENSION?has_content && !category?contains(changePOVBag.value.EPM_DIMENSION?lower_case)>true<#else>>false</#if>
```

4. Remove the dimension (for example, DIM_CATEGORY) from the value list in EPM_DIMENSION by doing the following:
 - a. From the Entities tab, select EPM_DIMENSION from the left column.



- b. From the Value List, select the dimension you are removing and press **X (Delete)**.
5. Remove the dimension name (for example, `EPM_DIMENSION`) from left column by doing the following:
 - a. From the Entities tab, select the dimension you are removing from the list in left column.
 - b. Click **X (Delete)** next to the dimension you want to delete and then click **Yes** to confirm your deletion.



Part IV

Getting Started with Using EPM Digital Assistant

You can use the EPM Digital Assistant in Financial Consolidation and Close, Account Reconciliation, Tax Reporting, Planning, and Planning Modules. These topics show you how to open the assistant and get help.

Learn about the tasks the assistant can help with:

- [Task Overview for Financial Consolidation and Close](#)
- [Task Overview for Account Reconciliation](#)
- [Task Overview for Tax Reporting](#)
- [Task Overview for Planning](#)
- [Task Overview for Planning Modules](#)

Learn about using the assistant:

- [Using the assistant on the web](#)
- [Using the assistant in Slack](#)
- [Using the assistant in Microsoft Teams](#)
- [Getting help](#)



Note:

When using the EPM Digital Assistant, note that the Date format is not taken from User Preferences, and the assistant does not ask which format to use for the date. The assistant attempts to detect the date format based on the user locale set in the browser and other common formats.

Video

Your Goal

Get acquainted with the EPM Digital Assistant

Watch This Video



[Getting Started with Fusion Cloud EPM Digital Assistant](#)

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Using the Assistant on the Web

You can use the EPM Digital Assistant on the web if your admin sets it up for you.

On any page of your EPM Cloud business process, click



for the assistant to start using it.

You can reposition the assistant icon if you want.

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Using the Assistant on Microsoft Teams

You can use the EPM Digital Assistant on Microsoft Teams if your admin sets it up for you.

Note that the Tax Reporting assistant is not currently supported on Microsoft Teams.

To use the digital assistant on Microsoft Teams:

1. Get access to the assistant app from your Microsoft Teams administrator.
2. Log on to Microsoft Teams.
3. On the left side of the page, click Apps to view your apps.
4. Click the app for your assistant, and then click **Add**.
5. At the bottom of the page, **Type your questions here**.
To learn what questions you can ask the assistant, enter **Help**. You can ask the questions listed in this guide to get answers within Microsoft Teams.

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Using the Assistant on Slack

You can use the EPM Digital Assistant on Slack if your admin sets up the app for you.

To use the digital assistant on Slack:

1. Get access from your Slack administrator to the Slack workspace where the assistant is available.
2. In the workspace, click **More**, and then **Apps**.
3. Click the search icon and search within the apps for EPM to find the assistant that you want to add in the Apps list.
4. Click the link for **How does *digital_assistant_namework***.
The first time you ask a question, you are asked to log in.
5. Click **Log in**.
6. Enter your user name and password and sign in.
7. Go back to the assistant app on Slack and ask questions and get answers within the Slack app.
To learn what questions you can ask the assistant, enter **Help**. You can ask the questions listed in this guide to get answers within Slack.

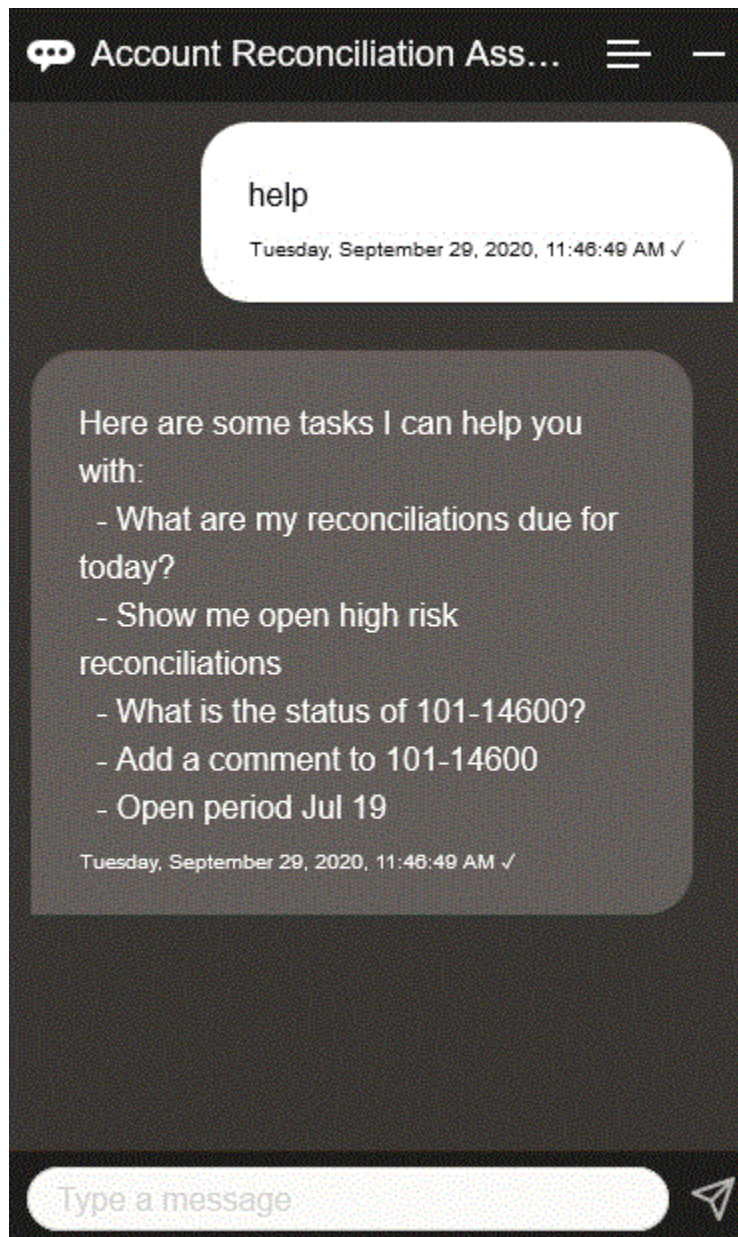
14

Getting Help

To help you get started, you can get help with using EPM Digital Assistant.

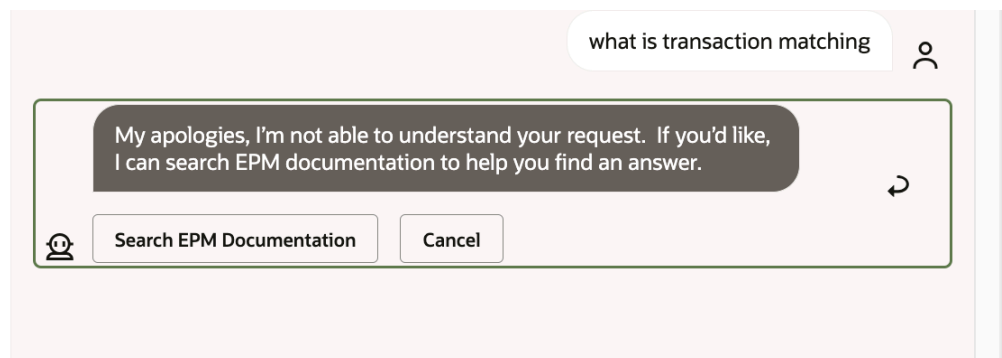
To get help, enter **Help** in the assistant.

You see a list of tasks that the assistant can help you with, as shown in this example.



If EPM Digital Assistant does not have an appropriate answer to match the utterance with an intent of a user, the assistant responds to the user with a generic message, and provides an option to search the EPM Documentation Library.

Here is an example:



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Using the Assistant for Financial Consolidation and Close

Related Topics

- [Task Overview for Financial Consolidation and Close](#)
Here's a summary of the tasks you can perform with EPM Digital Assistant for Financial Consolidation and Close.
- [Managing the Close Status](#)
You can use EPM Digital Assistant to manage the close status.
- [Working with Data and Accounts](#)
- [Consolidating](#)
You can use EPM Digital Assistant to consolidate.
- [Generating Reports for Tax Reporting or Financial Consolidation and Close](#)
You can use the EPM Digital Assistant to generate Tax Manager and Supplemental Data reports, including custom reports.
- [Accessing Job Status and Job Details](#)
You can use the EPM Digital Assistant to access job status and job details. The assistant provides a list of recently run jobs and you can select a job to access its details. This enables you to view the status of jobs without the need to access the Web UI.
- [Displaying Additional Dimension Values When Updating Data](#)

Task Overview for Financial Consolidation and Close

Here's a summary of the tasks you can perform with EPM Digital Assistant for Financial Consolidation and Close.

Your administrator can review the utterances in the Oracle Digital Assistant development environment, and add and adjust them as needed.

Table 15-1 Financial Consolidation and Close Tasks

| Task | Enter in the assistant | Learn more |
|---|--|---|
| View or change the POV | Show me the POV , then select an option | View or Change the POV |
| See the close status | Show me the close status , then view tasks and select options | See the Close Status |
| View journals by status - working, submitted, approved, or posted. Submit, approve, reject, view line items, or unpost, depending on the status | Show all journals , then select options | View Journals by Status |

Table 15-1 (Cont.) Financial Consolidation and Close Tasks

| Task | Enter in the assistant | Learn more |
|--|--|---|
| View an account for a certain period and year. Increase, decrease, or update account by a specific amount or to a specific amount. | What is the <i>account</i> for <i>period, year</i> Substitute an actual account, period, and year for the text in italics; you can also use to instead of by . Increase account by amount Decrease account by amount Update account by amount | View Accounts |
| Consolidate data | Consolidate data for entity, scenario, year, period Substitute an actual entity, year, and period for the text in italics | Consolidate Data |
| Run a rule for the current POV | Calculate rule <i>rule name</i> Substitute an actual rule name for the text in italics | Run Rules |
| Generate reports | I want to generate a report Generate Task Manager report Generate report <i>report_name</i> | Generating Reports for Tax Reporting or Financial Consolidation and Close |
| Access job details | What is the status of my job Status of <i>job_type</i> job Do I have jobs run yesterday | Accessing Job Status and Job Details |
| Show task summary | Show task summary Show my open tasks Show my late tasks | Showing Task Summary |

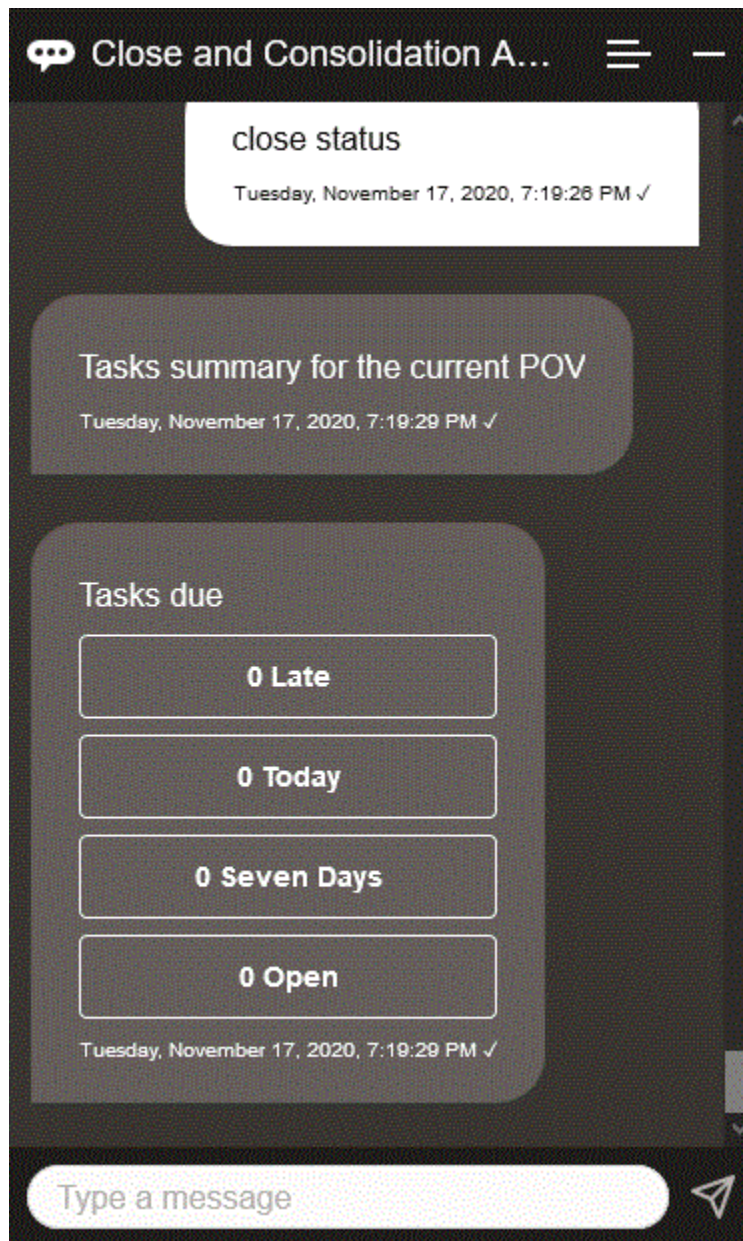
Managing the Close Status

You can use EPM Digital Assistant to manage the close status.

Enter **close status** in the assistant. You can also enter **Show me the close** for a specific Period.

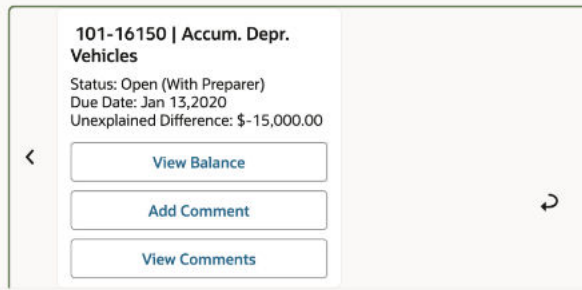
You can then select options to manage the close. After you view an option, you can add a comment.

- Late
- Today
- Seven Days
- Open

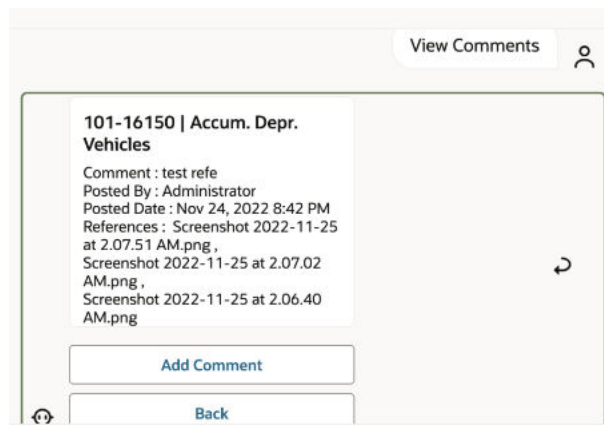


You can view tasks by status for a given Period and Year and see the number of tasks open, late, due today and due in the next 7 days. You can click a task to open it, and then you can click **Add Comment** to add a comment to the task.

You can also view the comments for a task. Click **View Comments** to view the task name, time and date of the comment, and the attachments.



If you want to add another comment, click **Add Comment**. If you decide not to add comments, click **Back** to go to return to the task details.



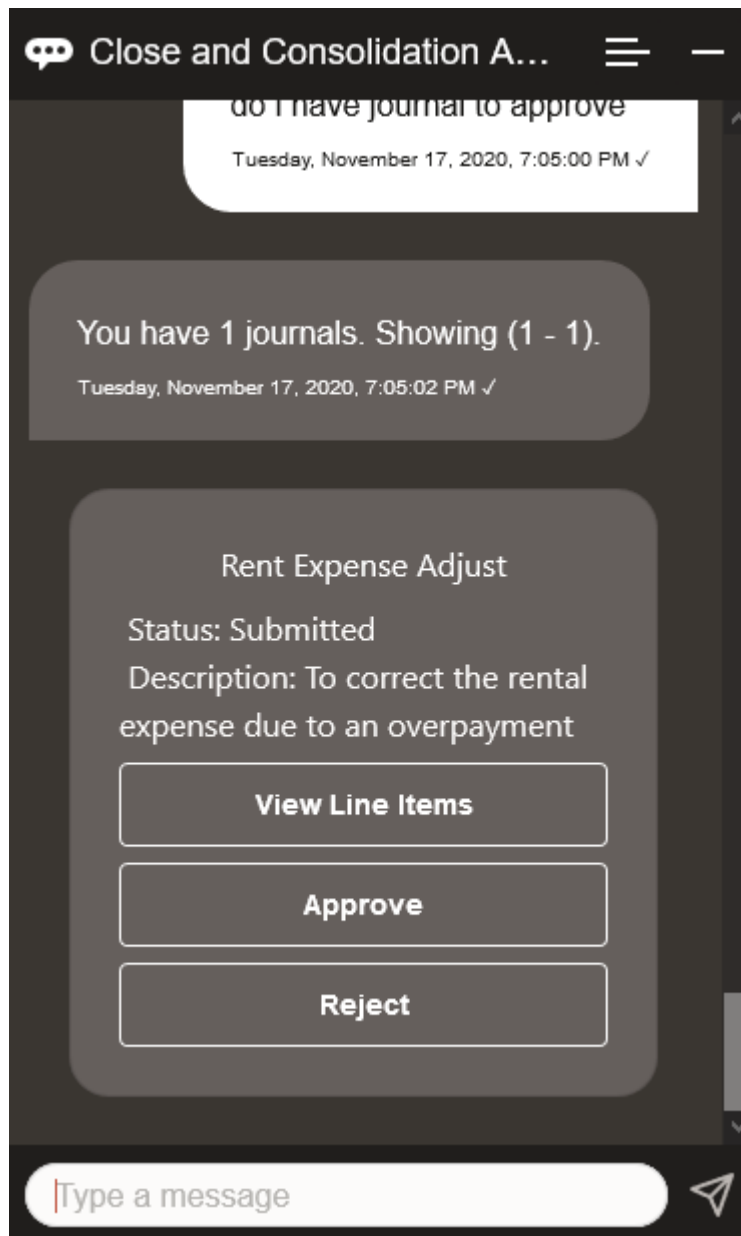
Managing Journals

You can use EPM Digital Assistant to manage journals.

Enter **do I have journals to approve**. You see journals to approve for the given Period, Year, and Scenario.

You can then take additional actions:

- View Line Items
- Approve
- Reject



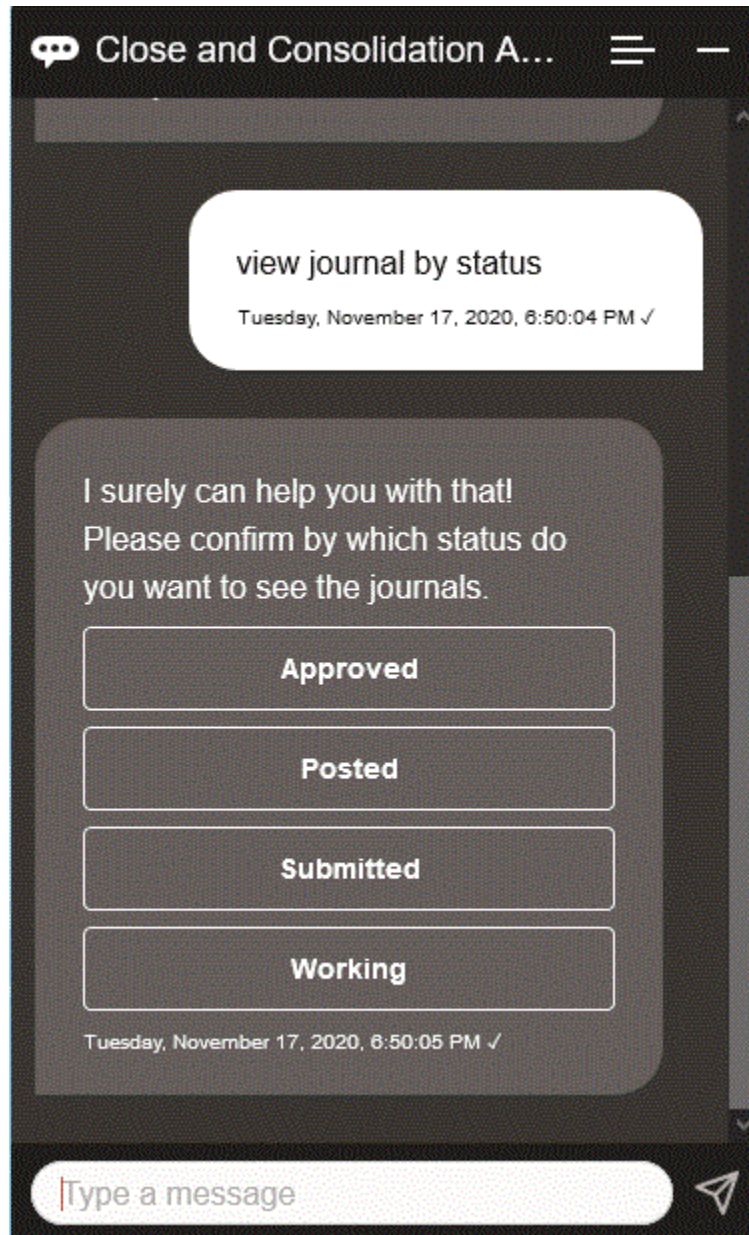
Viewing Journals by Status

You can use EPM Digital Assistant to view journals by status.

Enter **view journals by status**. Journals are displayed for the given Period, Year, and Scenario.

You can then select a status and complete additional actions:

- Approved - Post, Reject, View Line Items, and then Post or Reject
- Posted - Unpost, View Line Items, and then Unpost
- Submitted - Approve, Reject, View Line Items, and then Approve or Reject
- Working - Submit, View Line Items, and then Submit



Working with Data and Accounts

Related Topics

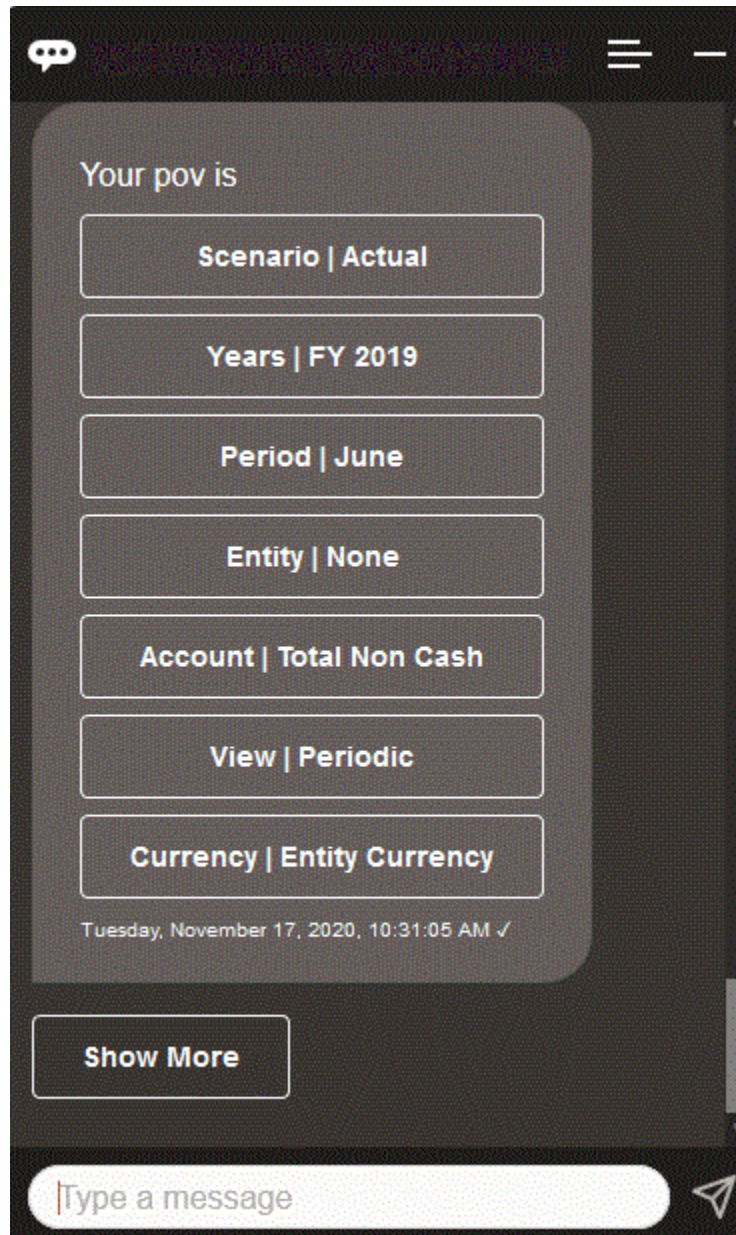
- [Showing the POV](#)
You can use EPM Digital Assistant to show the POV.
- [Changing the POV](#)
You can use EPM Digital Assistant to change the POV.
- [Working with Accounts](#)
You can work with accounts using EPM Digital Assistant.

- [Executing Rules](#)
You can use the EPM Digital Assistant assistant to execute rules.
- [Updating Data and Running Business Rules](#)
You can update data and run business rules with the EPM Digital Assistant.

Showing the POV

You can use EPM Digital Assistant to show the POV.

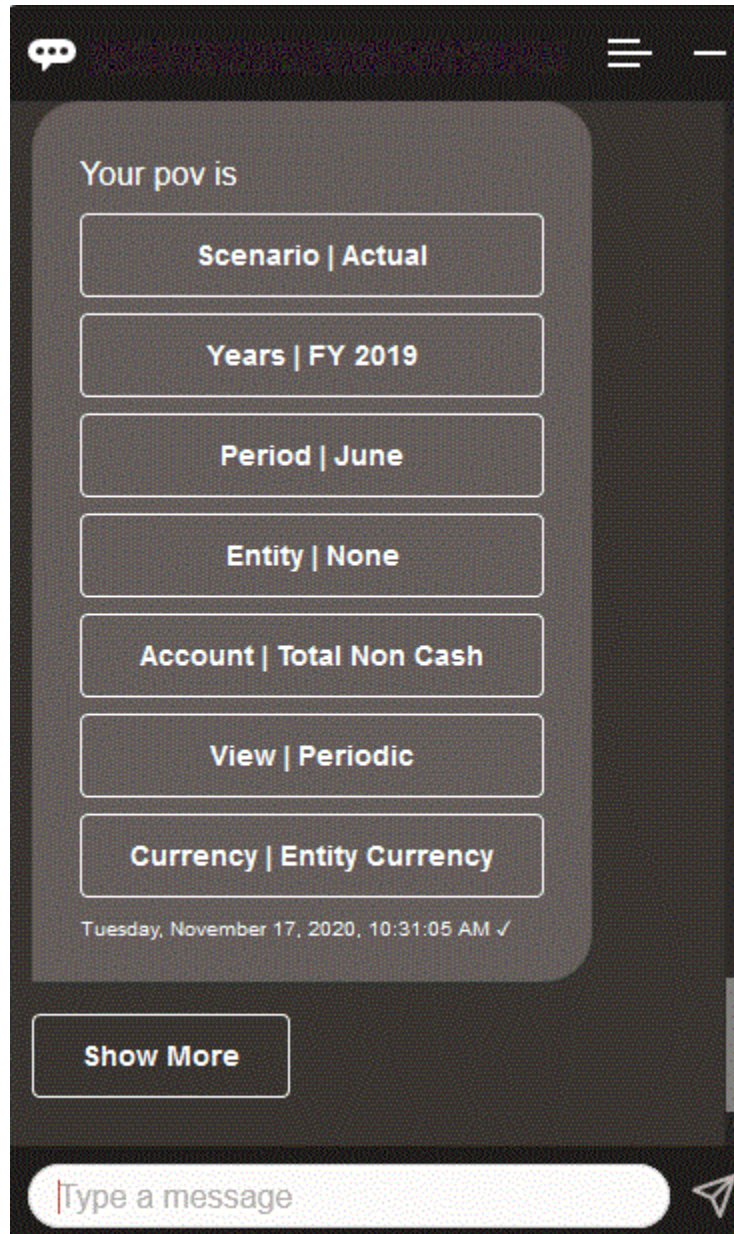
Enter **POV** in the assistant. The POV displays, as shown in this example.



Changing the POV

You can use EPM Digital Assistant to change the POV.

Enter **POV** in the assistant, and then click a button as shown in the following example.

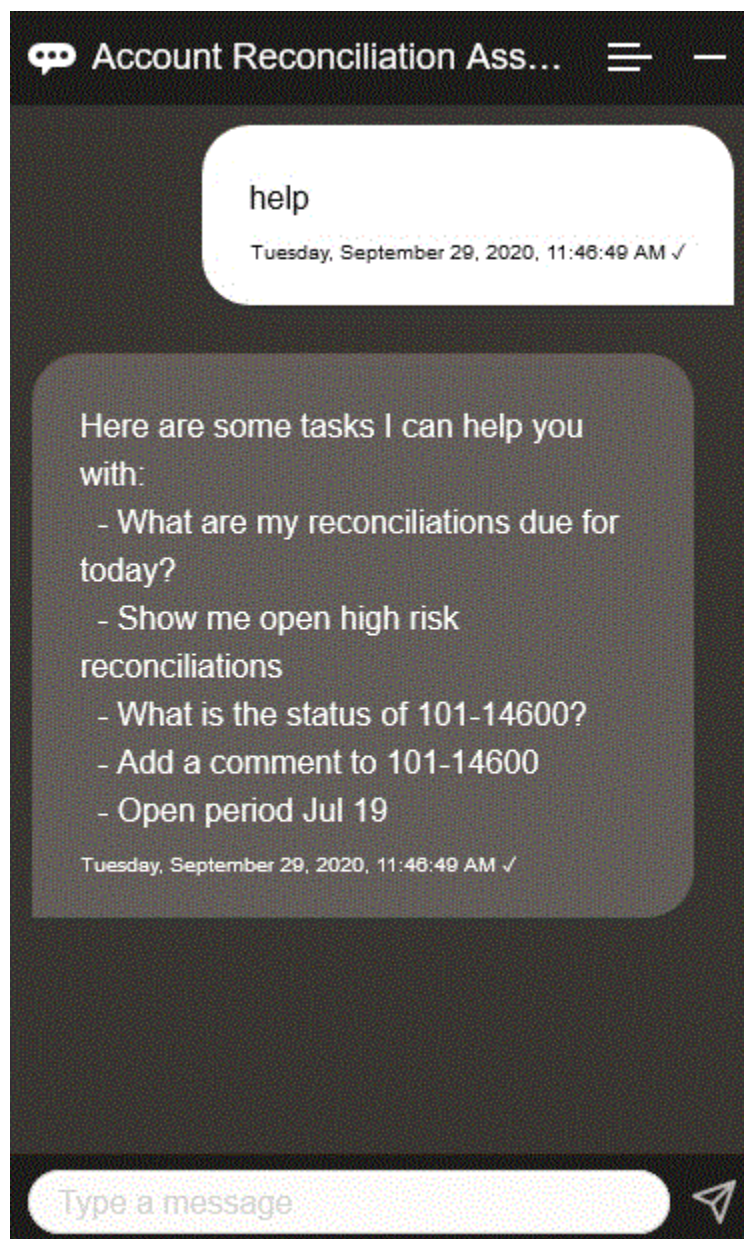


You can show an account value for the selected POV, and then you can drill down to a different dimension. For example, you could show Sales, and then drill down the Entity dimension.

Working with Accounts

You can work with accounts using EPM Digital Assistant.

Enter **What is *account name for period***, substituting your own account name and period. For example, you can enter, **What is net income for May, 2019?**



Executing Rules

You can use the EPM Digital Assistant assistant to execute rules.

You can run a rule for the current POV by entering **Calculate Rule *Rule Name***, substituting your own rule for the text in italics.

Updating Data and Running Business Rules

You can update data and run business rules with the EPM Digital Assistant.

To update an account for the current POV, enter update *Account by Amount*, substituting the account name and amount for the words in italics. You can also modify the amount for the current POV.

- Increase *Account by Amount*
- Decrease *Account by Amount*
- Update *Account by Amount*

You can modify the amount for the current POV and run a rule:

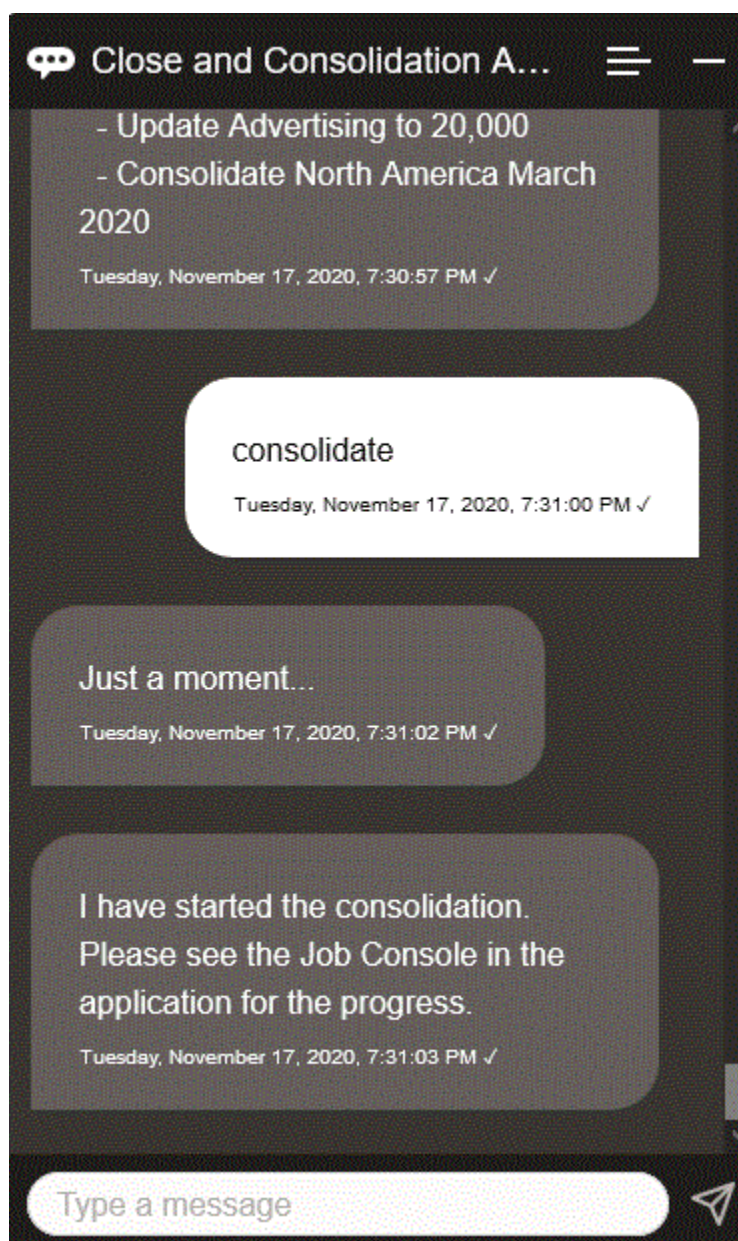
- Increase *Account by Amount* and calculate *Rule Name*
- Decrease *Account by Amount* and calculate *Rule Name*
- Update *Account by Amount* and calculate *Rule Name*

The rule name must be typed exactly as it exists in the application.

Consolidating

You can use EPM Digital Assistant to consolidate.

Enter **Consolidate** in the assistant.



You can also run a consolidation by entering **Consolidate data for *Entity, Scenario, Year, Period***, substituting your own information for the text in italics.

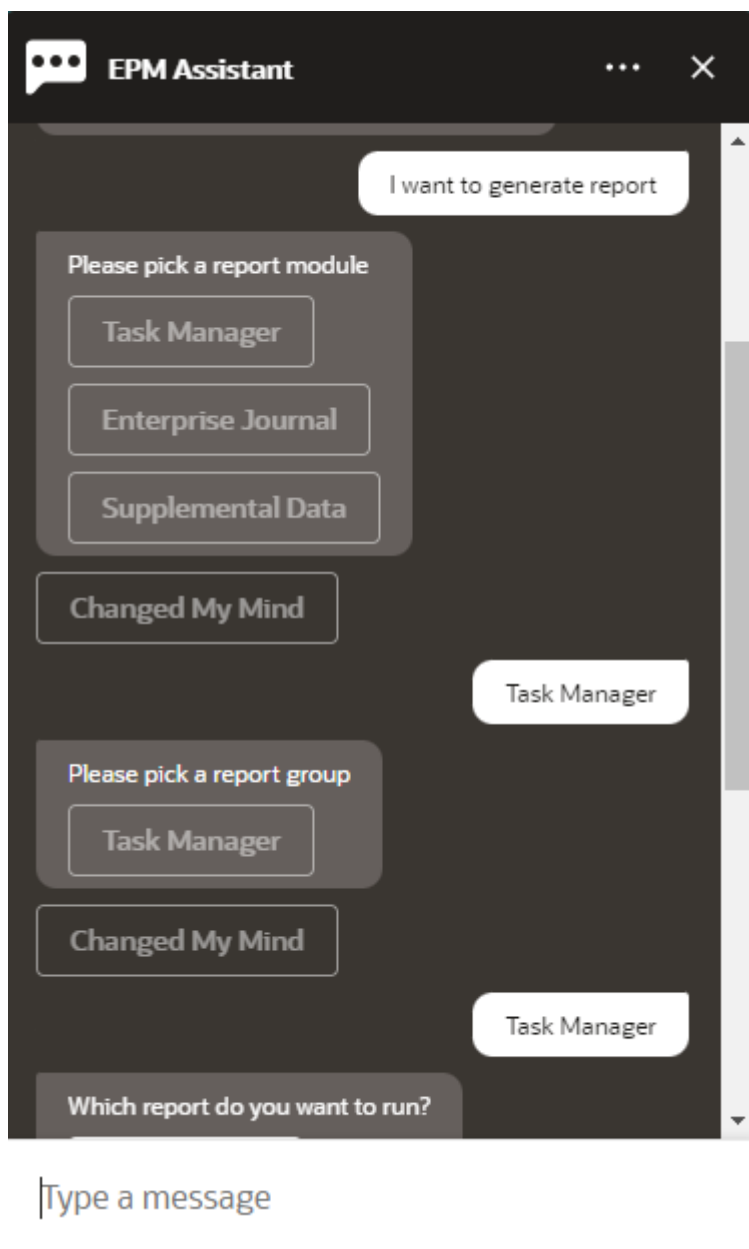
Generating Reports for Tax Reporting or Financial Consolidation and Close

You can use the EPM Digital Assistant to generate Tax Manager and Supplemental Data reports, including custom reports.

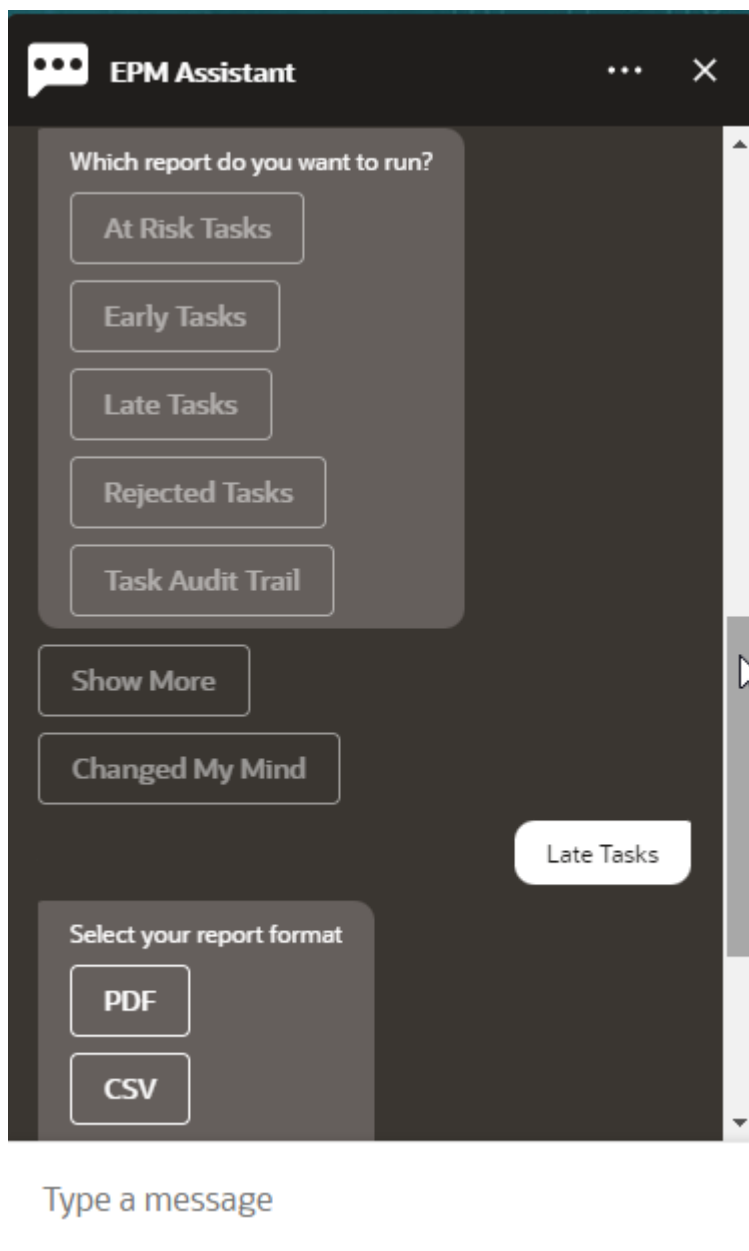
Provide the report group, report name, and the parameters required to run the report. The parameters required depend on the report being generated.

Downloaded reports can be shared with other users through Slack or Microsoft Teams. This ensures that generated reports are available even when you are not connected to the assistant.

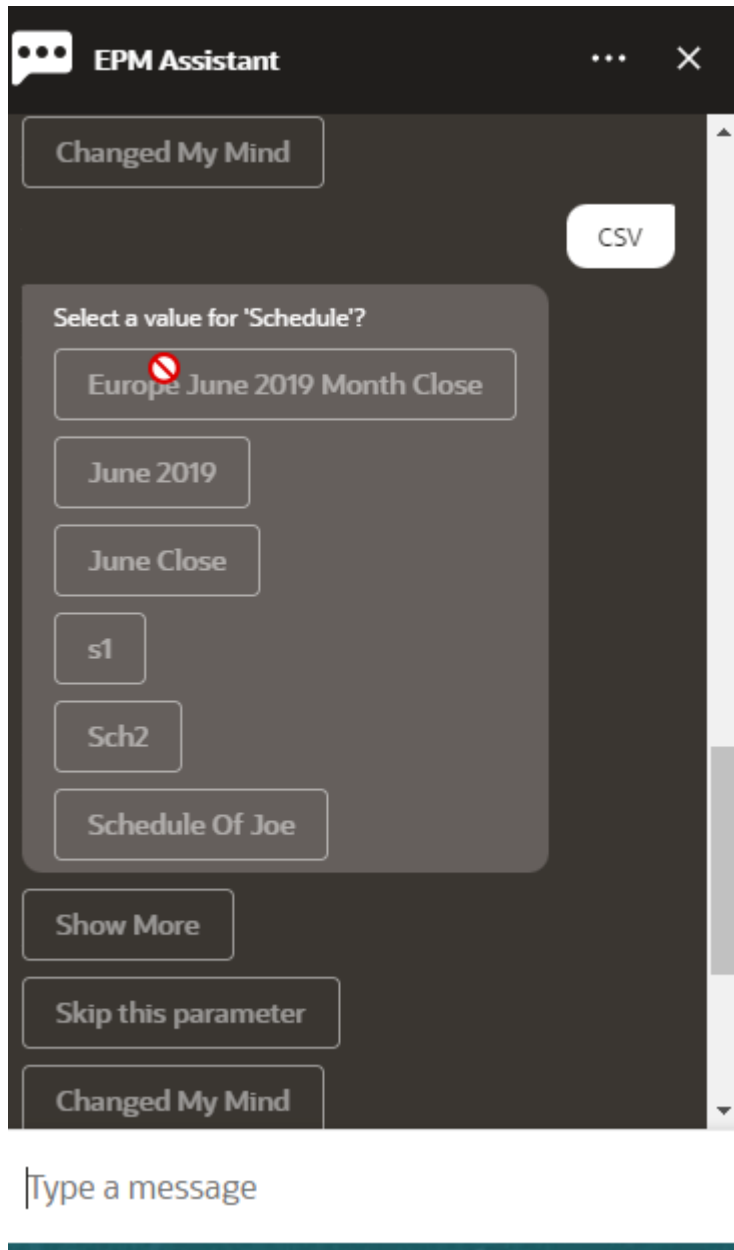
1. Open the Digital Assistant and enter **Generate Tax Reporting report** or **Generate FCC report**.
The assistant displays the available report module options.



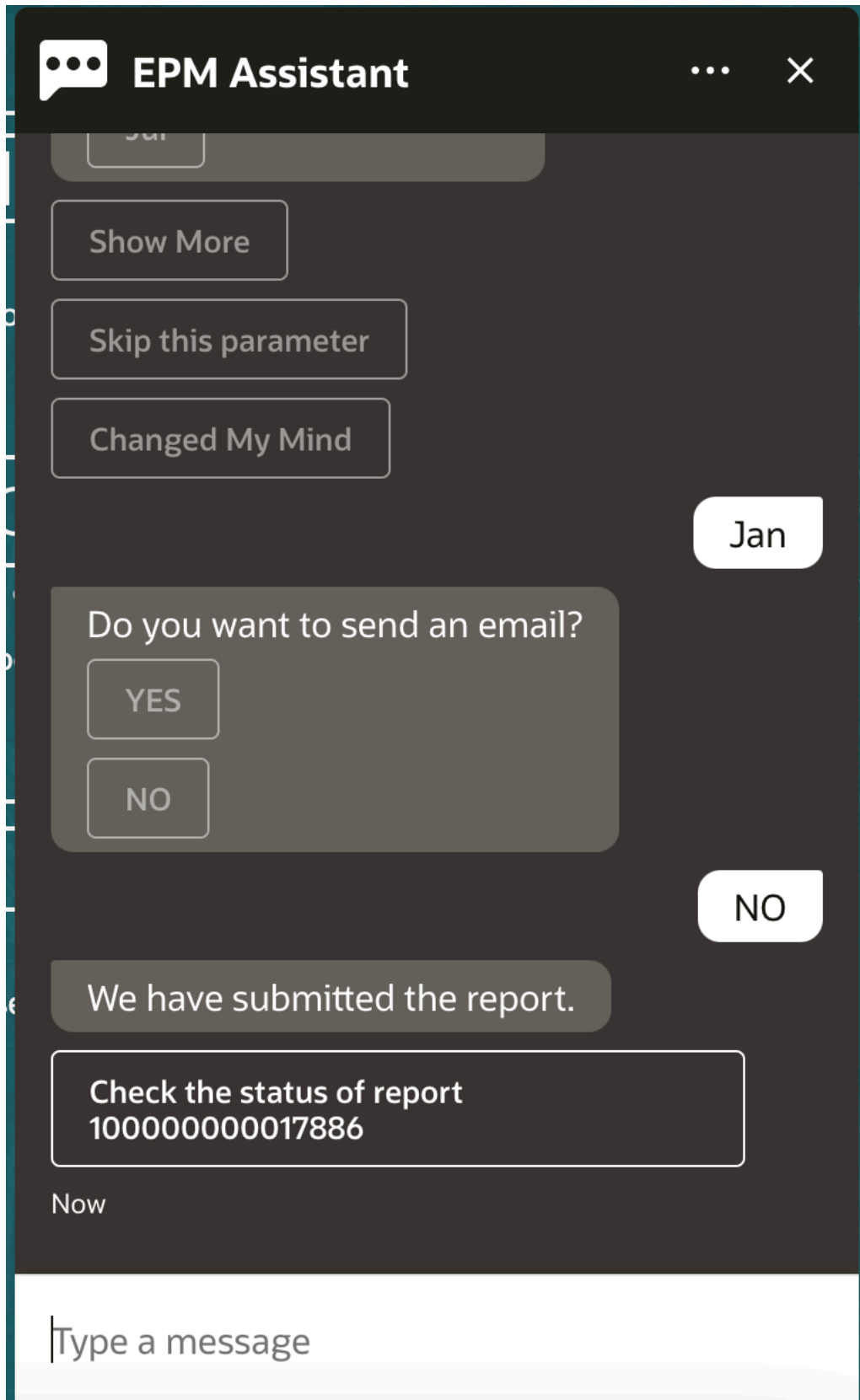
2. Select the report module.
In this example, we generate a Task Manager report.
3. Select the report group.
In this example, select **Task Manager**. The available reports are displayed.
4. Select the report that you want to generate. In this example, select **Late Tasks**.



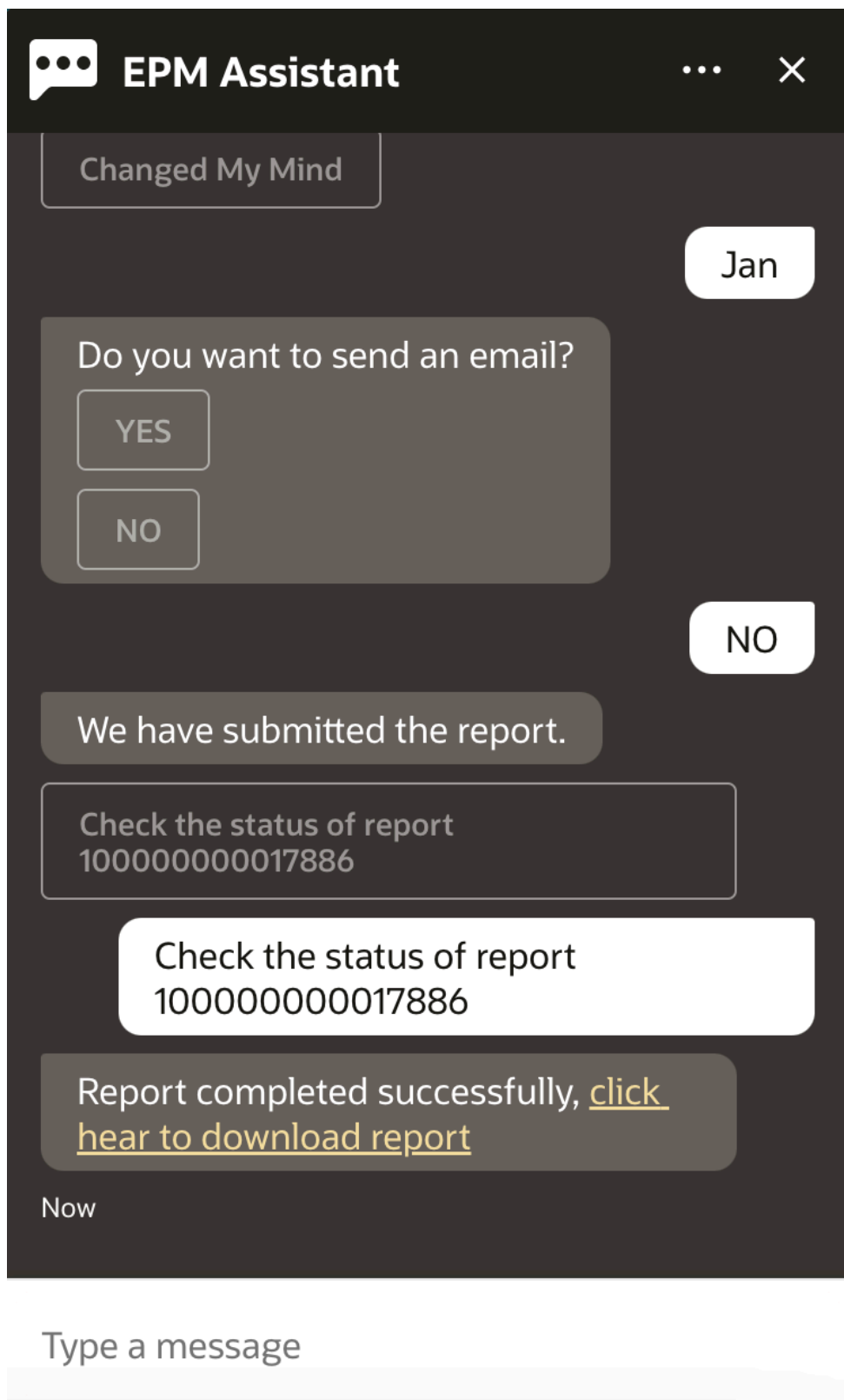
5. Select the report format. The available options are PDF, CSV, CSV2, XLSX, and HTML.
6. Specify the input parameters required to run the report. The number of parameters depend on the report selected.
In this example, select **May 2022** as the value for Schedule.



7. Specify if you want to receive an email with the generated report by selecting **Yes** or **No** to the question **Do you want to send an email?**. The report generation job is submitted.



8. To view the status of your report, click **Check the status of report 100000000017886**.



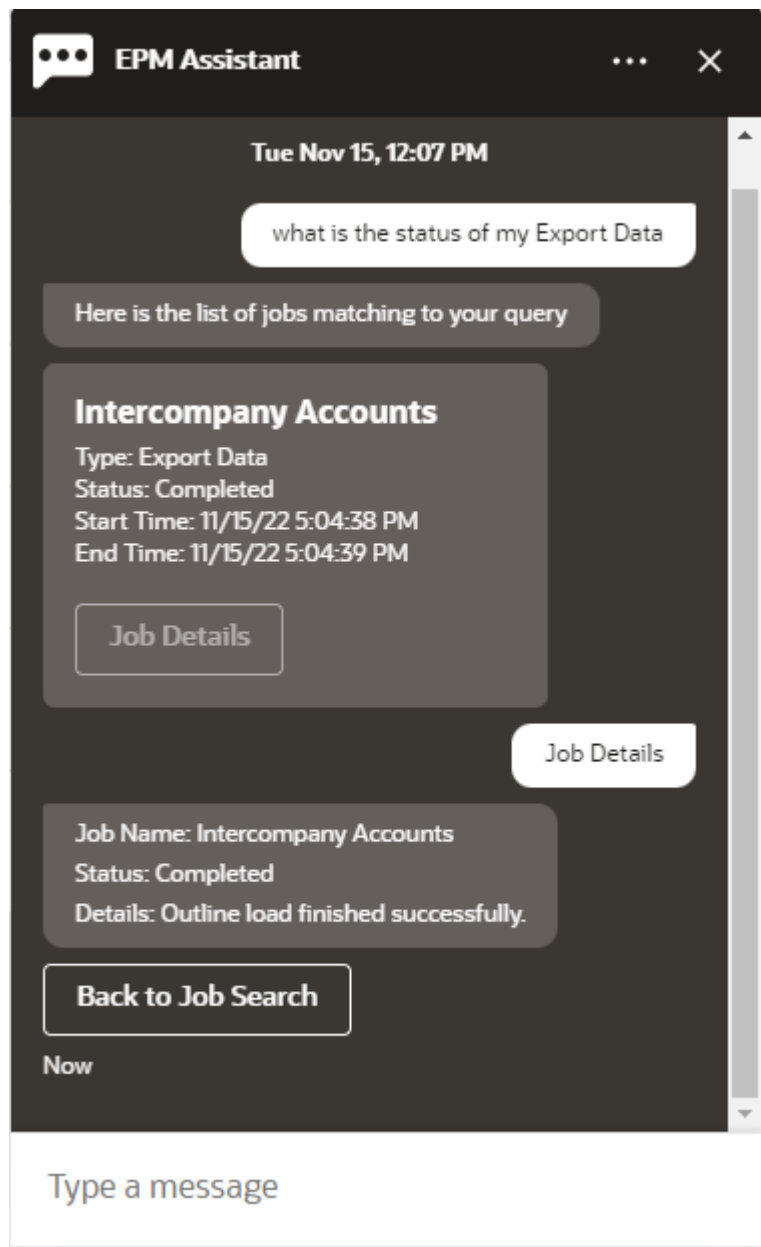
9. Click the link in the assistant to download the report.

Accessing Job Status and Job Details

You can use the EPM Digital Assistant to access job status and job details. The assistant provides a list of recently run jobs and you can select a job to access its details. This enables you to view the status of jobs without the need to access the Web UI.

You can access job status for Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules.

Enter **Do I have any jobs?** or **What is the status of my export job?** in the assistant. The assistant displays a list of recently run jobs with basic information such as the job type, status, start and end time.



To view more details about a job, click **Job Details** for that job.

Displaying Additional Dimension Values When Updating Data

When you request for data, EPM Digital Assistant also shows the additional dimensions under custom parameters, such as account, period, years, scenario, currency and entity values. You can add or remove these dimension values in the display.

Here is an example of the additional dimension values when updating data:



16

Using the Assistant for Account Reconciliation

Related Topics

- [Task Overview for Account Reconciliation](#)
Here's a summary of the tasks you can perform with EPM Digital Assistant for Account Reconciliation.
- [Showing Reconciliations](#)
You can use EPM Digital Assistant to show reconciliations.
- [Showing Reconciliations by Date](#)
You can use EPM Digital Assistant to show reconciliations by date.
- [Viewing Reconciliation Balances](#)
You can use the EPM Digital Assistant to view balances for a reconciliation.
- [Adding a Comment](#)
You can use EPM Digital Assistant to add a comment.
- [Viewing Comments for a Reconciliation](#)
You can use EPM Digital Assistant to view the comments on your reconciliation.
- [Viewing the Period Status](#)
You can use EPM Digital Assistant to view the period status.
- [Updating the Period Status](#)
You can use EPM Digital Assistant to update the period status.
- [Generating Reports](#)
You can use the EPM Digital Assistant to generate reports, including custom reports. Provide the report group, report name, and the parameters required to run the report. The parameters required depend on the report being generated.

Task Overview for Account Reconciliation

Here's a summary of the tasks you can perform with EPM Digital Assistant for Account Reconciliation.

Table 16-1 Account Reconciliation Tasks

| Task | Enter in the assistant | Learn more |
|--|---|---|
| View reconciliations, including open, late, today's, and this week's | <p>Show me my reconciliations, then select an option</p> <p>Show me the reconciliation name or reconciliation account ID</p> <p>Substitute a reconciliation name or ID for the text in italics, then select an option</p> <p>You can also filter reconciliations by using a filter name. For example, if you have a filter named Taxes, you can enter show reconciliations filter by Taxes to view a list of reconciliations for that filter name that is defined in Account Reconciliation.</p> | View Reconciliations |
| View balances for a reconciliation | | Viewing Reconciliation Balances |
| Add a comment to a reconciliation | | Add a Comment to a Reconciliation |
| View comments for a reconciliation | | Viewing Comments for a Reconciliation |
| Open, close, or lock a period | <p>Open period</p> <p>Close period</p> <p>Lock period</p> <p>Substitute an actual entity, year, and period for the text in italics</p> | Work with Periods |
| Generate report | <p>I want to generate a report</p> <p>Generate RC report <i>report_name</i></p> <p>Generate module name report</p> <p>The module can be Reconciliation Compliance or Transaction Matching.</p> | Generating Reports |

Showing Reconciliations

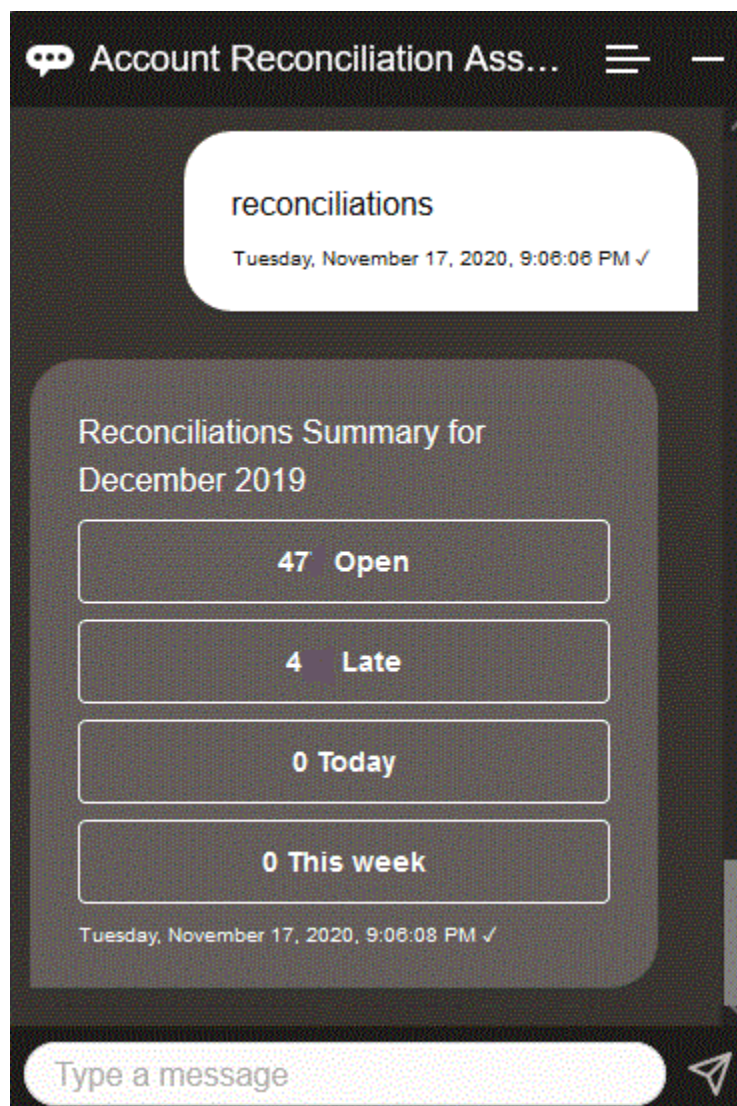
You can use EPM Digital Assistant to show reconciliations.

Enter **reconciliations** or **show reconciliations** in the assistant to view current reconciliations. For example, you can view the balance and add comments. (When

adding a comment, if multiple occurrences are found, you see the first reconciliation of the total number.)

You can then select a status and complete additional actions:

- Open - Open with Preparer, Open with Reviewer, and then View Balance or Add Comment
- Late - View Balance, or Add Comment
- Today - View Balance, or Add Comment
- This Week - View Balance, or Add Comment
- Show Only Mine (for Service Administrators and Power Users)
- Show for All Users (for Service Administrators and Power Users)



To view a specific reconciliation, you can enter **Show me the reconciliation *Recon Name*** or **Show me the reconciliation *Recon Account ID***, substituting a specific reconciliation name or account ID for the text in italics. You can then view the balance or add a comment.

You can also filter reconciliations by using a filter name that is defined in Account Reconciliation. For example, if you have defined a filter called Taxes, you can enter **show recons filter by Taxes** to view a list of reconciliations for that filter name.

To add a comment to a reconciliation, you can enter **Add a comment to reconciliation *Recon Name* or *Recon Account Id***, substituting a specific reconciliation name or account ID for the text in italics. You can then add a comment.

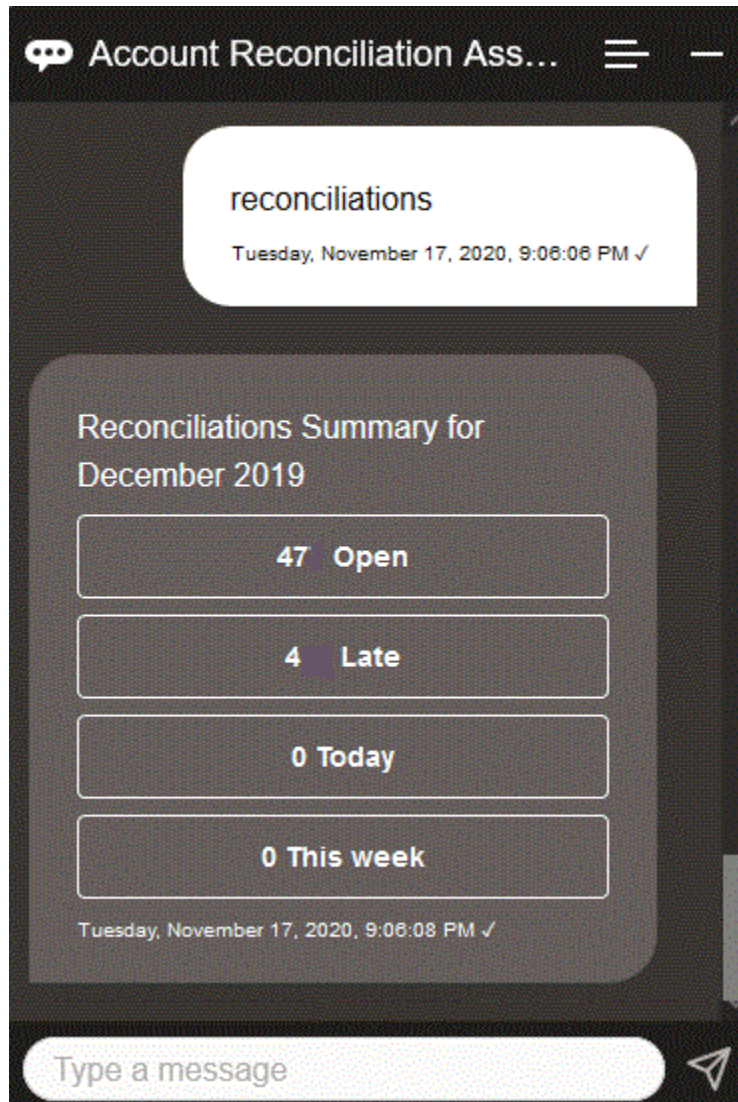
Showing Reconciliations by Date

You can use EPM Digital Assistant to show reconciliations by date.

Enter **Show reconciliations of today** or **show reconciliations of this week** in the assistant to view reconciliations by date.

You can then select a status and complete additional actions:

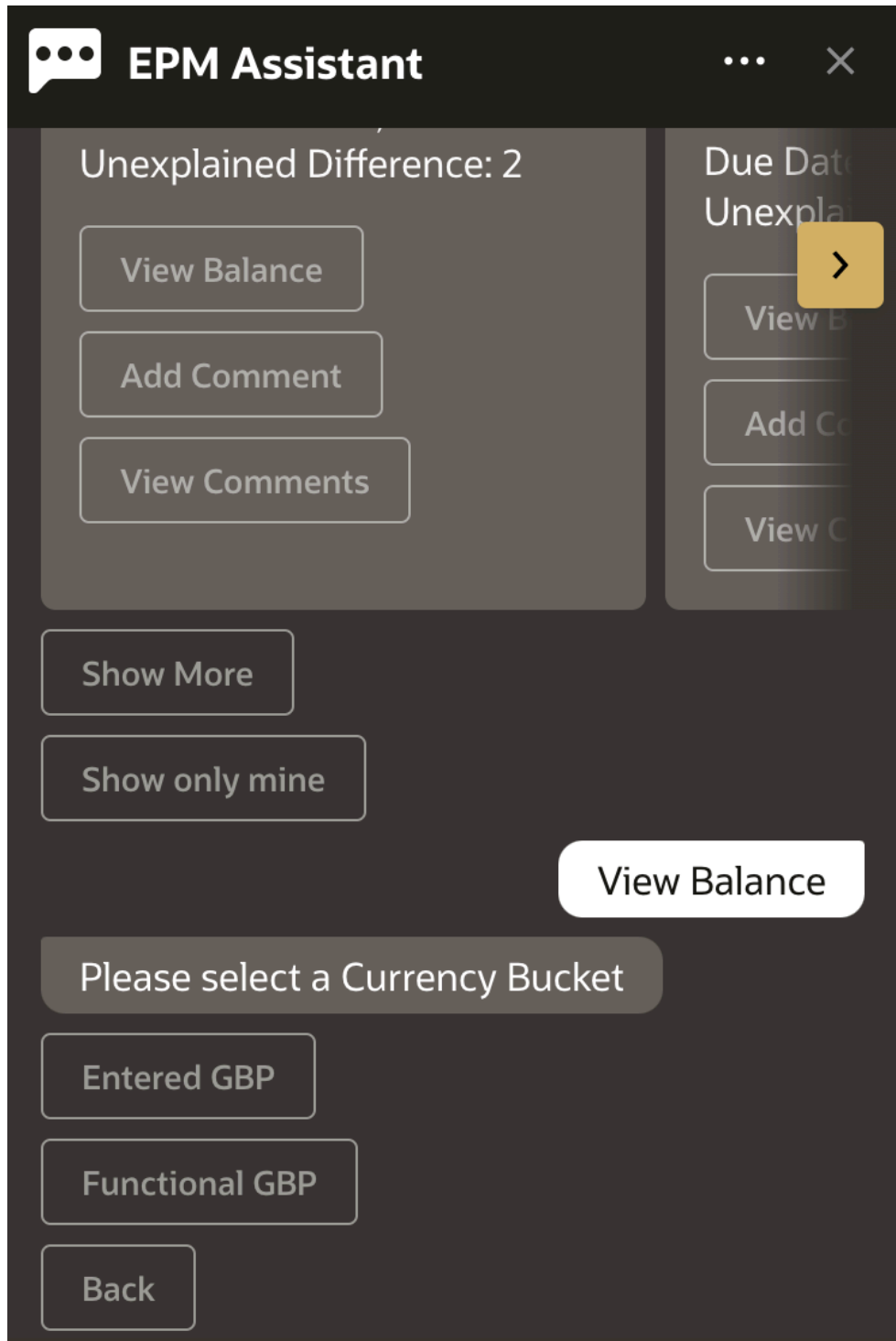
- Show Only Mine (for Service Administrators and Power Users)
- Show for All Users (for Service Administrators and Power Users)
- Today - View Balance, or Add Comment
- This Week - View Balance, or Add Comment



Viewing Reconciliation Balances


You can use the EPM Digital Assistant to view balances for a reconciliation.

1. To view reconciliation balances, ensure that you display the reconciliation as described in [Showing Reconciliations](#) or [Showing Reconciliations by Date](#).
2. Next, click **View Balance**.



Type a message

3. Select a Currency Bucket. For example, select Functional GBP.

 **EPM Assistant** ⋮ ✕

Functional GBP

Back

Functional GBP

Asset Clearing has unexplained difference of 23,000.00 GBP. Showing balance summary in GBP.

Source System
Ending Balance:
15,166,603.00 GBP
Adjustments: 0.00 GBP

Add Comment

View Comments

Back

A few seconds ago

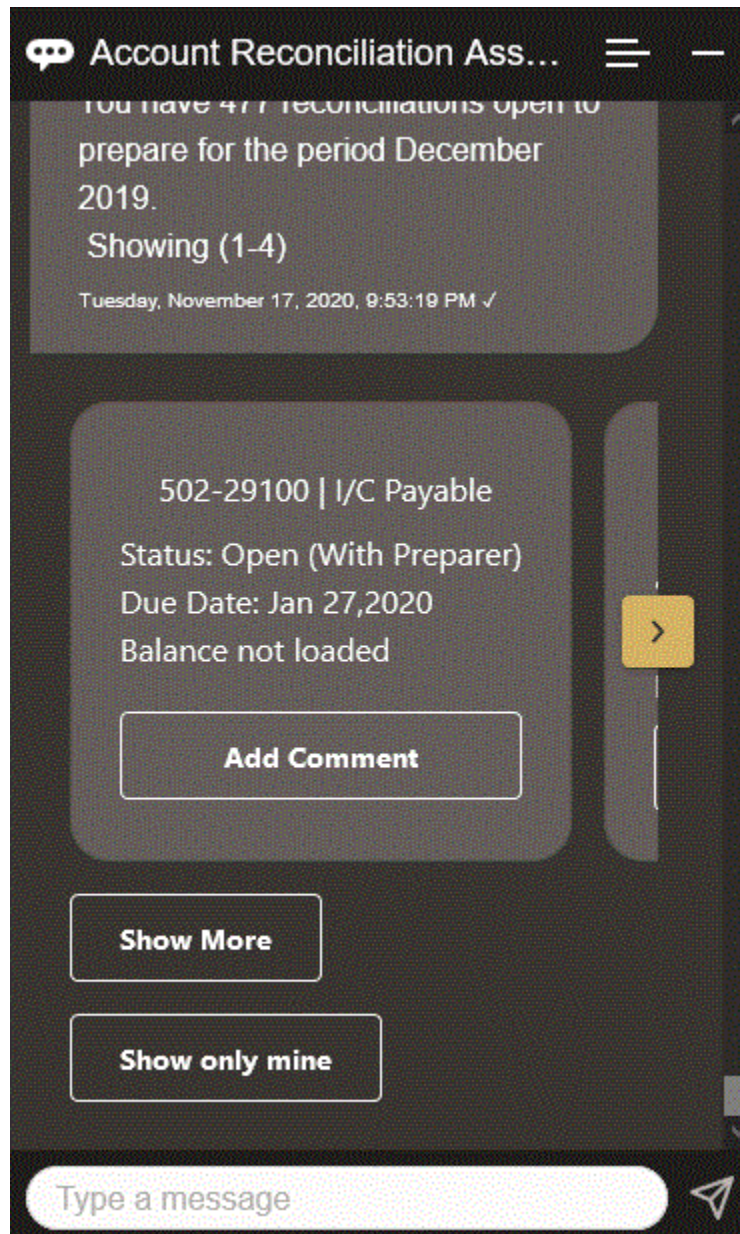
Type a message

4. The balance summary is displayed. You can add a comment or view existing comments for this reconciliation.

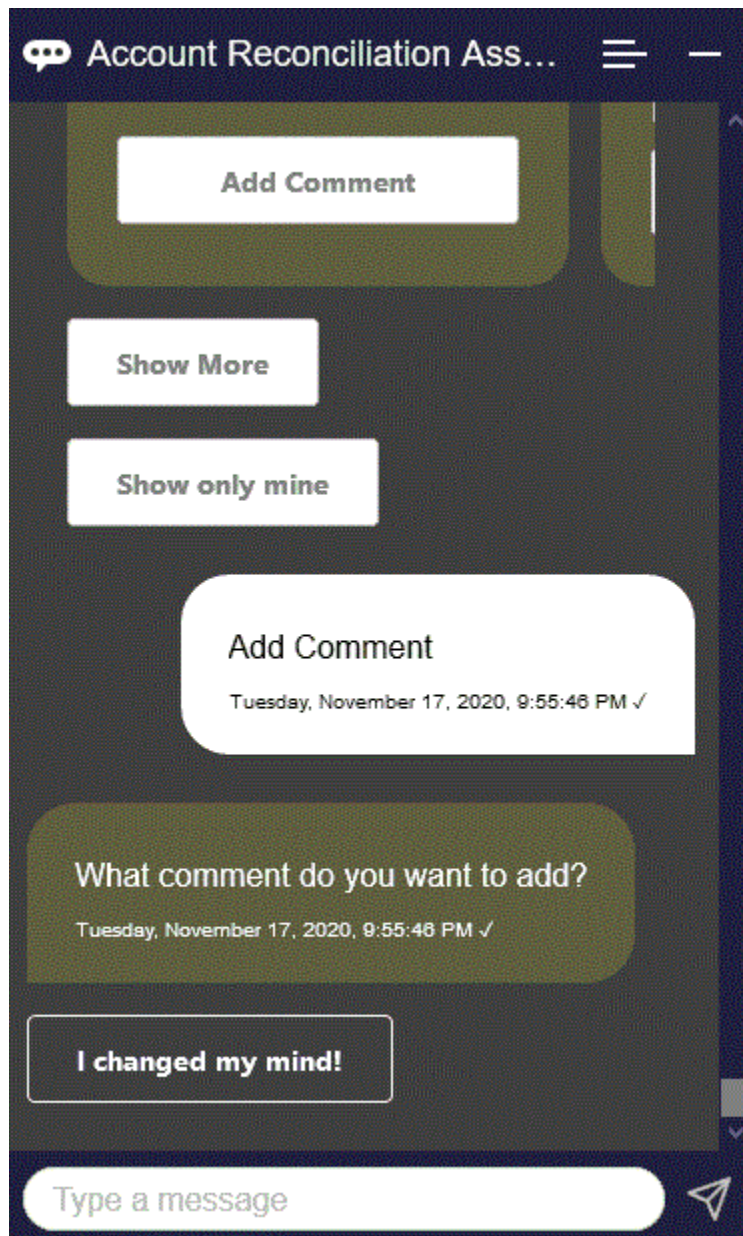
Adding a Comment

You can use EPM Digital Assistant to add a comment.

You can add a comment to a reconciliation. To add the comment, view the reconciliation, and then click **Add Comment**.



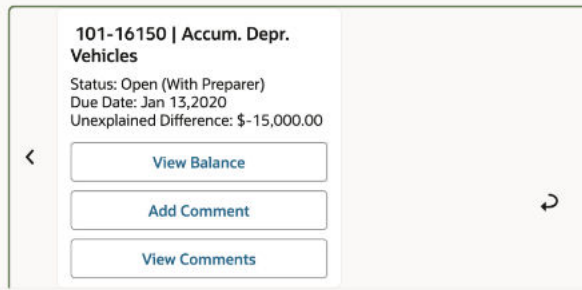
Type the comment. If you decide not to comment, click **I changed my mind**.



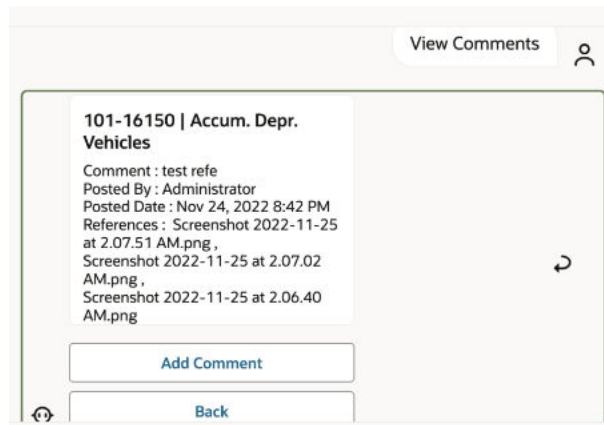
Viewing Comments for a Reconciliation

You can use EPM Digital Assistant to view the comments on your reconciliation.

Access the required reconciliation, as described in [Showing Reconciliations](#). Then, click **View Comments** to view the reconciliation details. You can view the reconciliation name, time and date of the comment, and the attachments.



If you want to add another comment, click **Add Comment**. If you decide not to add comments, click **Back** to return to the reconciliation.



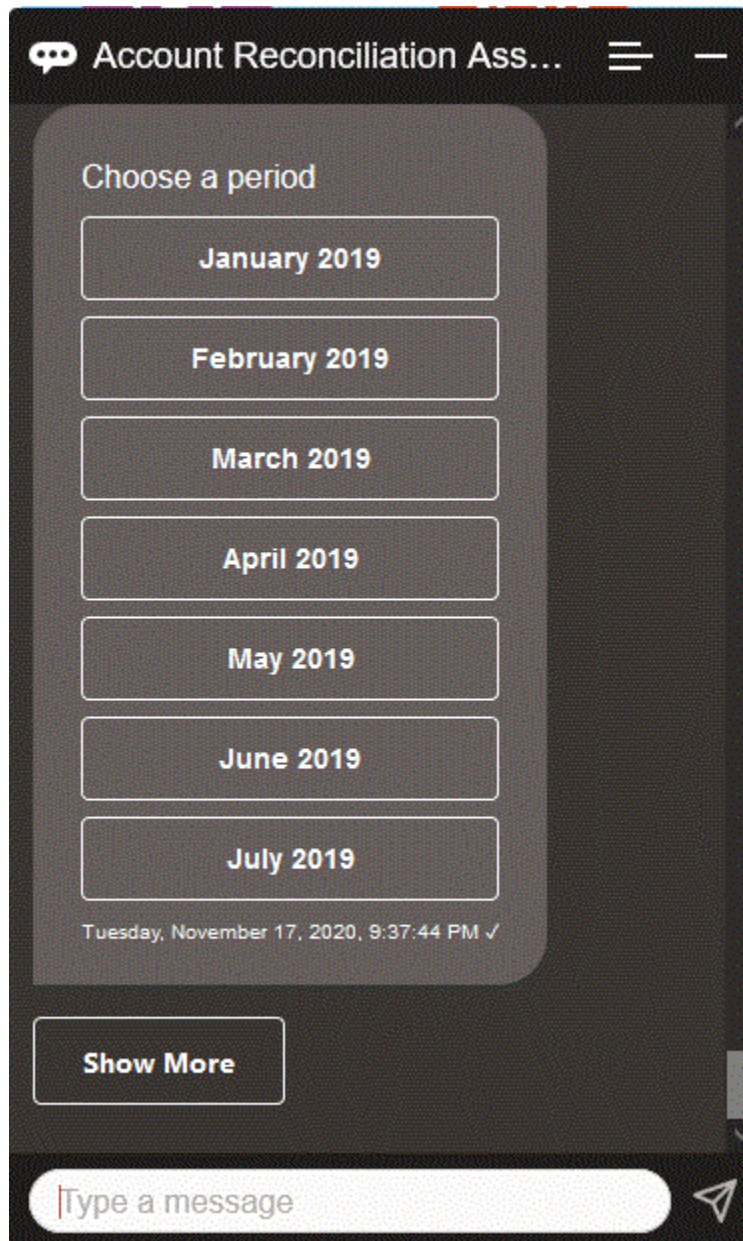
Viewing the Period Status

You can use EPM Digital Assistant to view the period status.

Enter **period** in the assistant. You can then choose one of the periods that are displayed or click **Show More** to view additional periods.

You can then select an action for the period:

- Open
- Lock
- Close

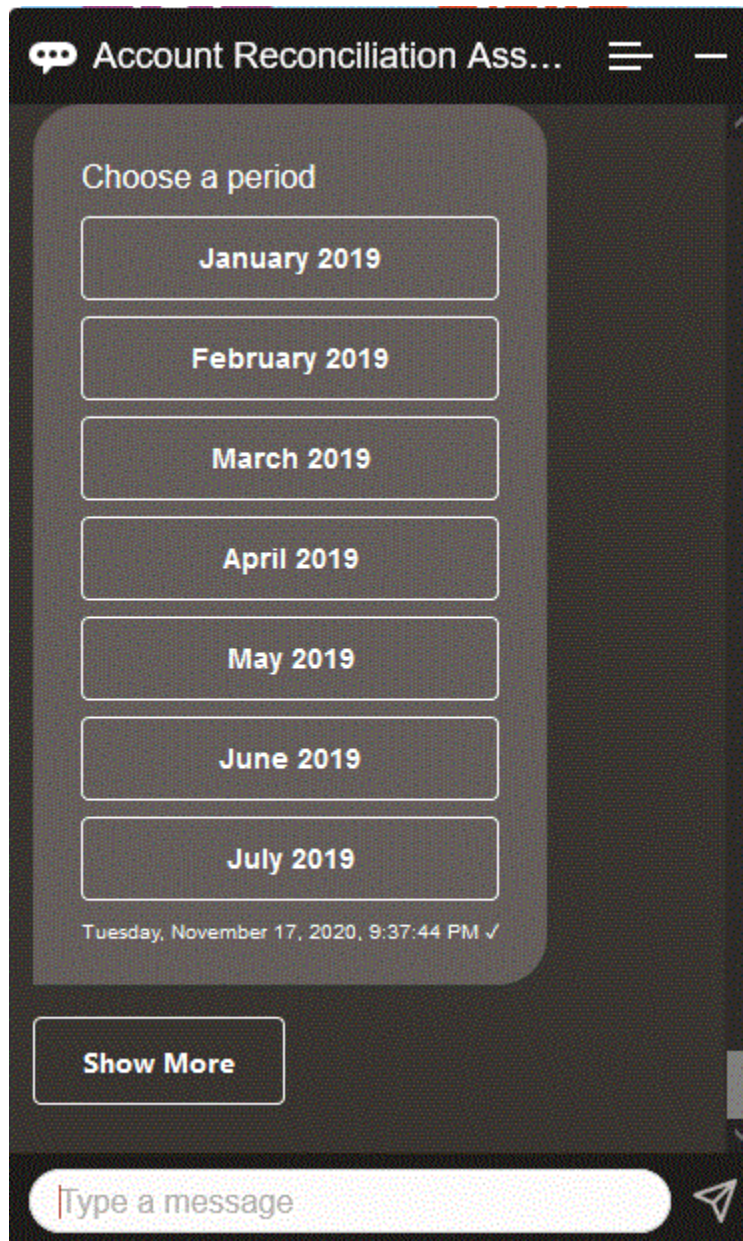


Updating the Period Status

You can use EPM Digital Assistant to update the period status.

To update the period status, enter **Open period *Period Name***, **Close period *Period Name***, or **Lock period *Period Name***.

Or, you can enter **period** in the assistant, then choose one of the periods that are displayed or click **Show More** to view additional periods.

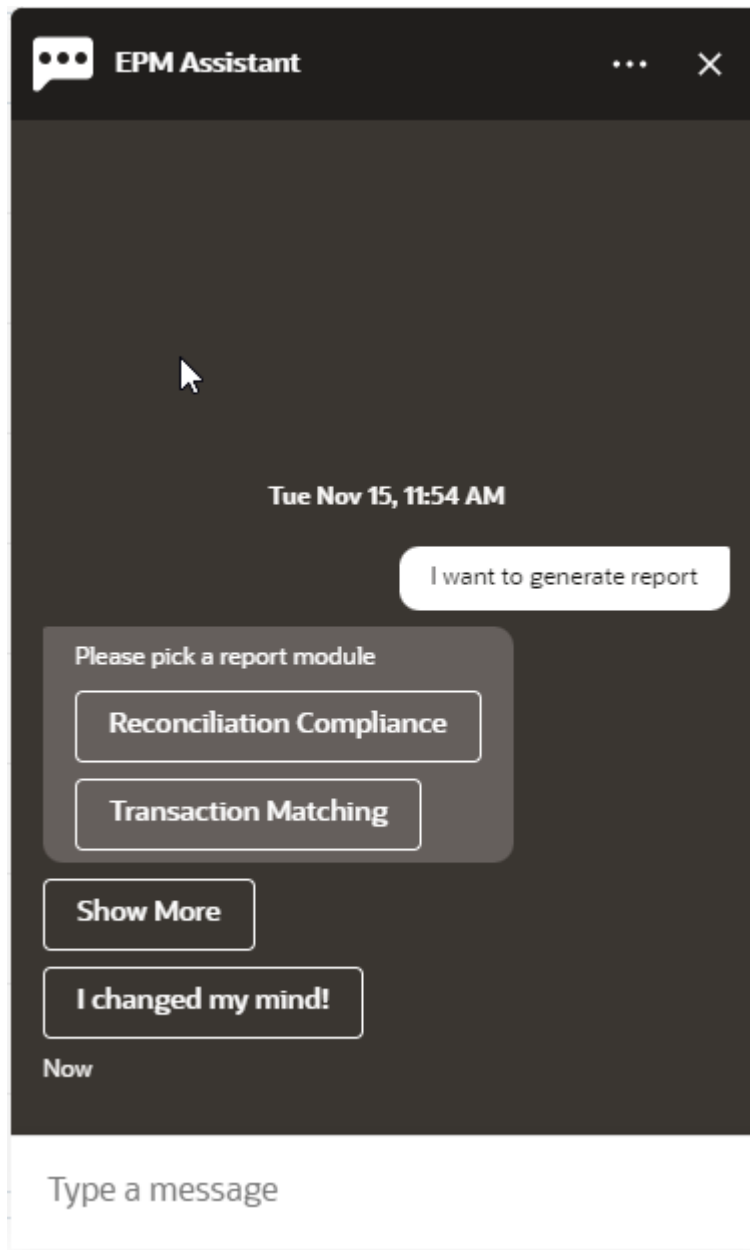


Generating Reports

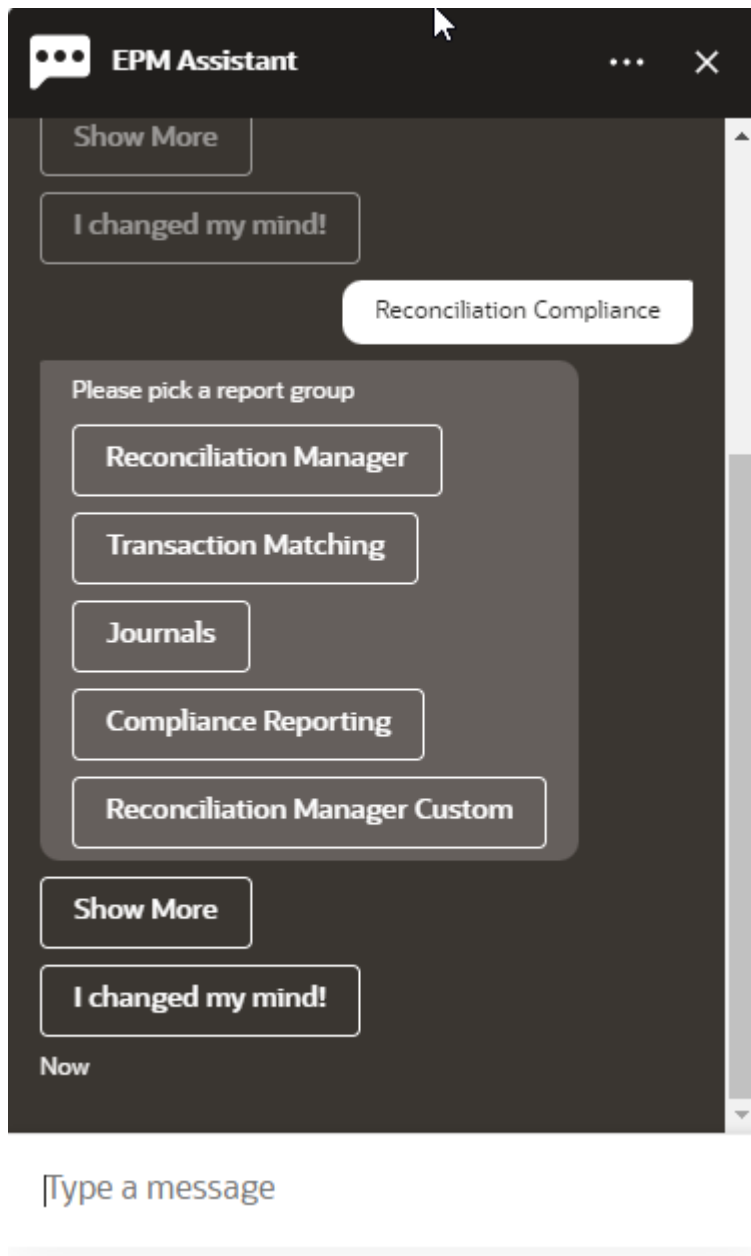
You can use the EPM Digital Assistant to generate reports, including custom reports. Provide the report group, report name, and the parameters required to run the report. The parameters required depend on the report being generated.

Downloaded reports can be shared with other users via Slack or Microsoft Teams. This ensures that generated reports are available even when you are not connected to the assistant.

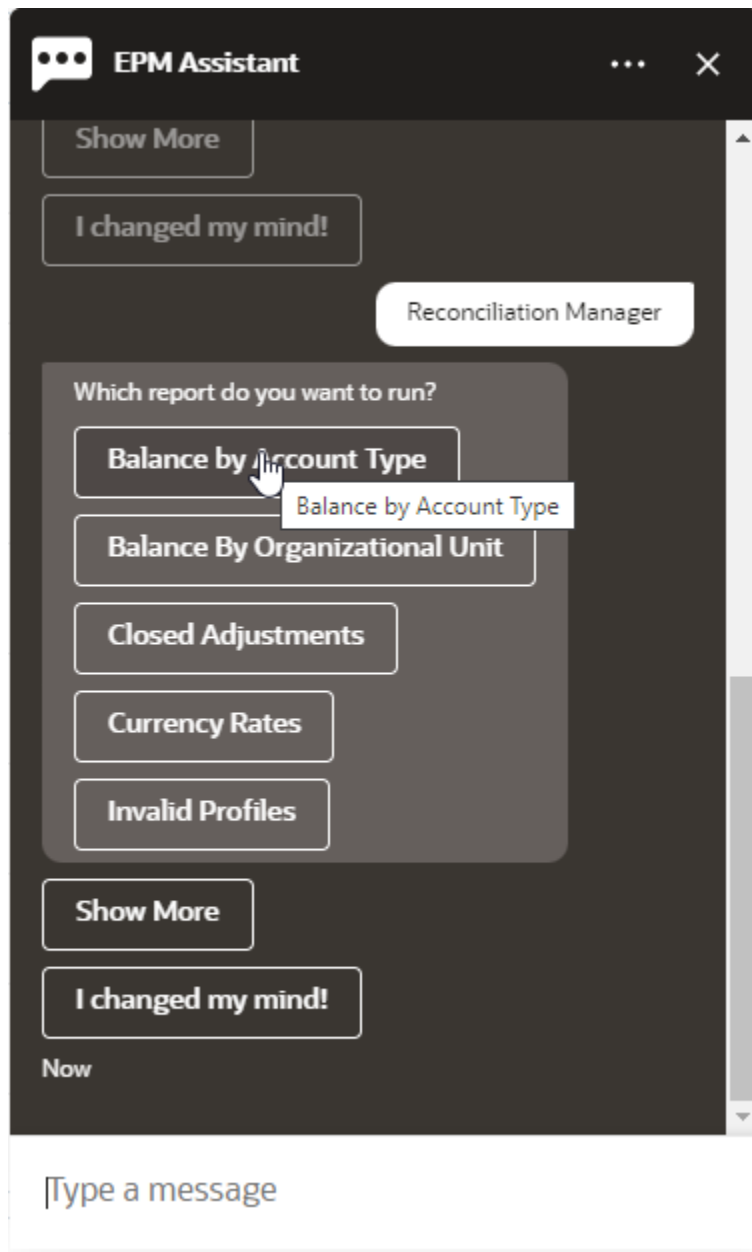
1. Open the Digital Assistant and enter **I want to generate a report**. The assistant displays the available report module options.



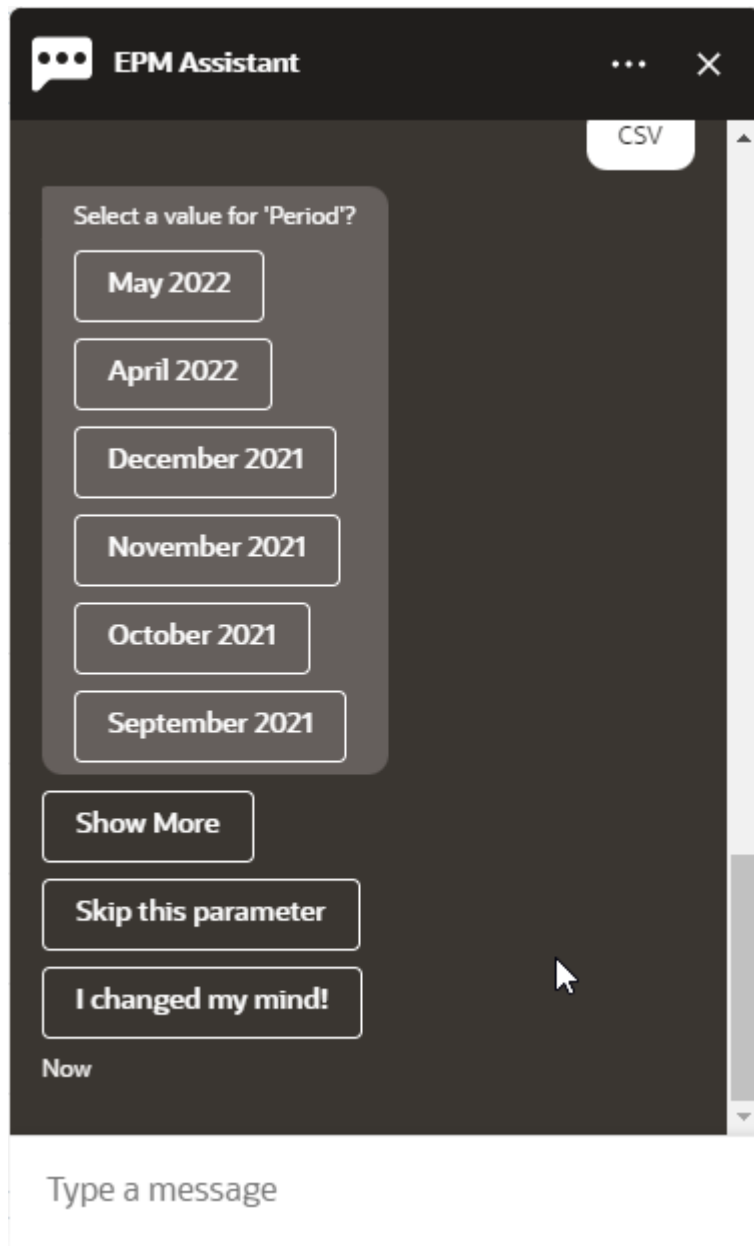
2. Select the report module.
In this example, we generate a Reconciliation Compliance report. The report groups available for the selected report module are displayed.



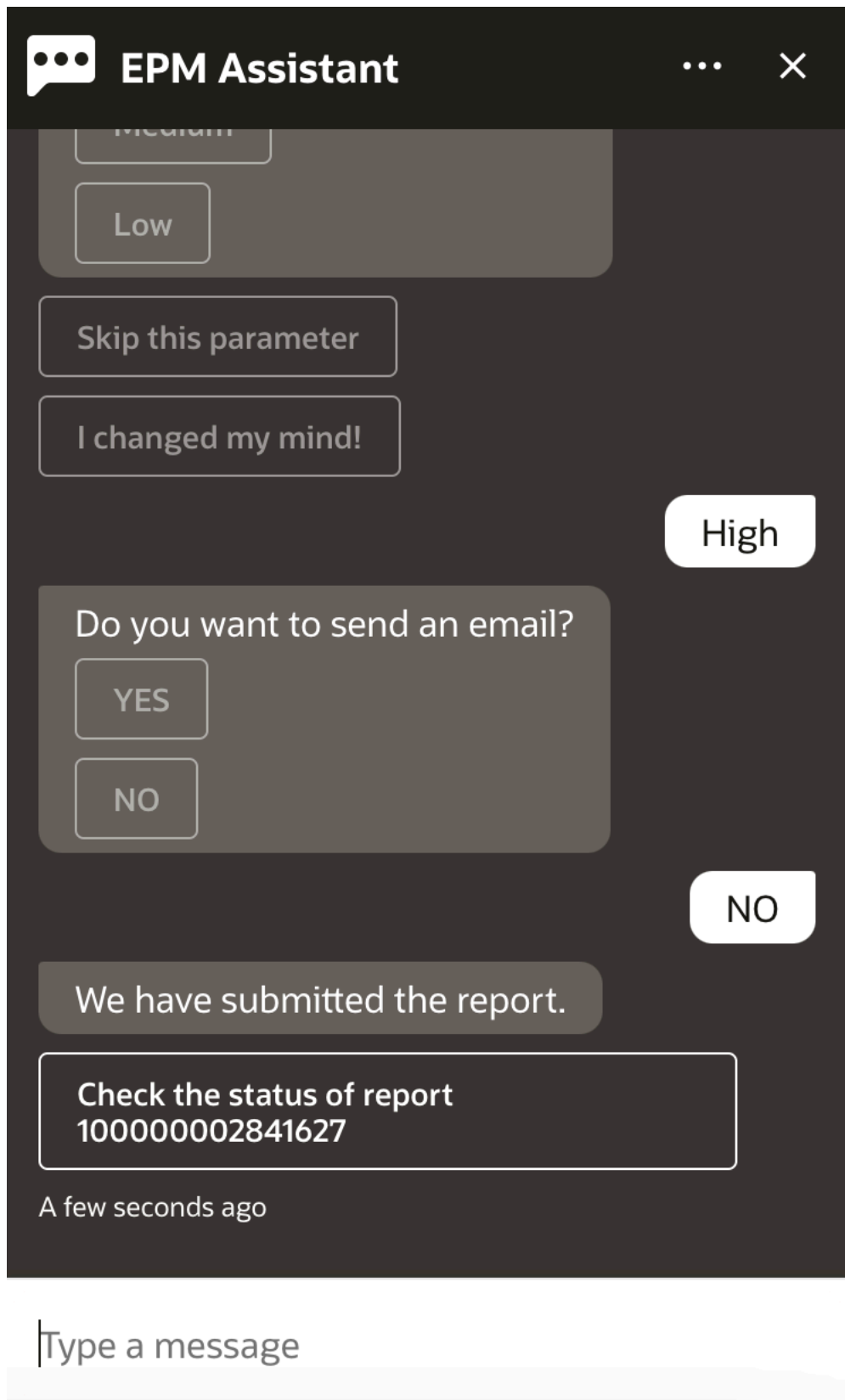
3. Select the report group. In this example, select **Reconciliation Manager**. The available reports are displayed.



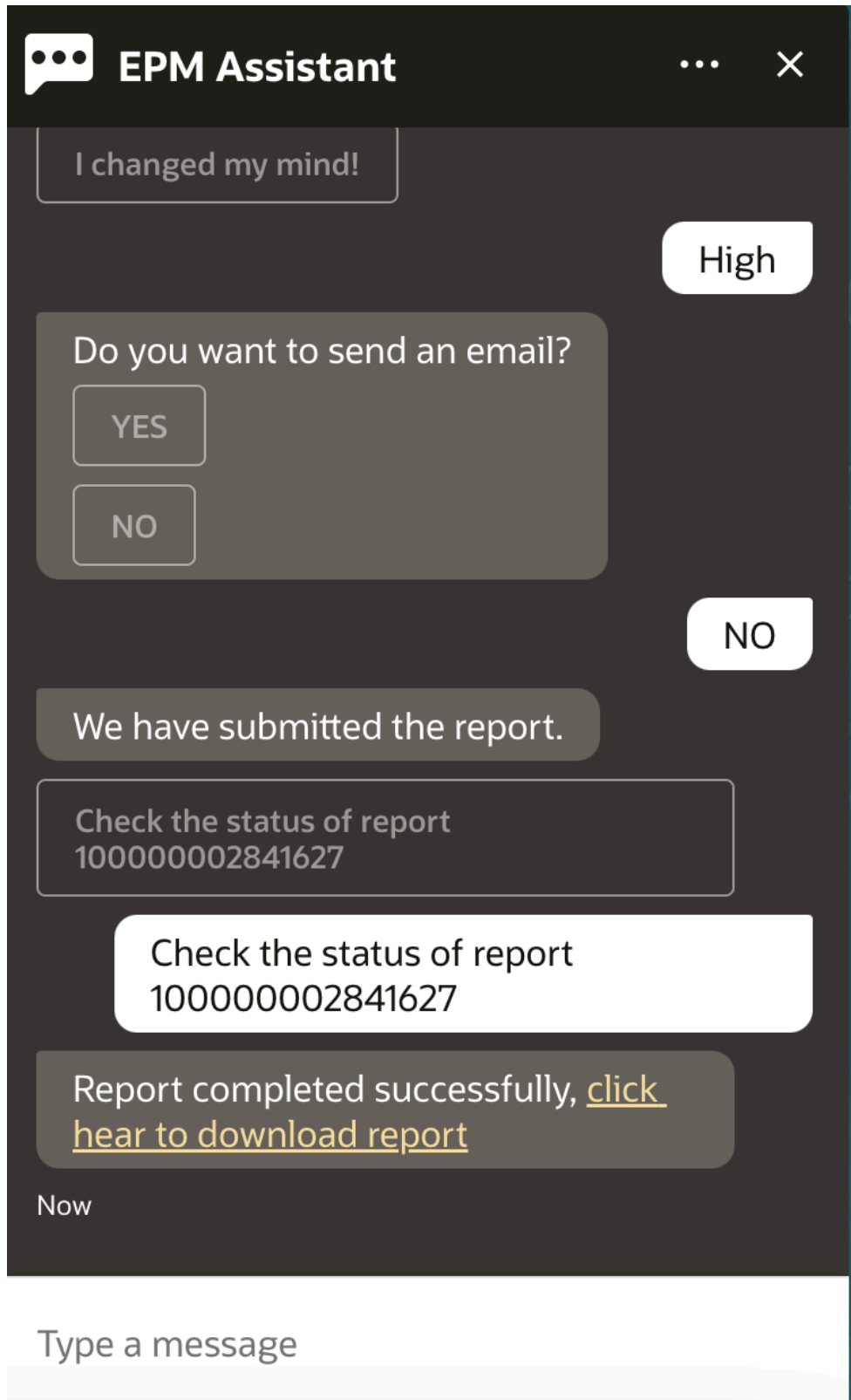
4. Select the report that you want to generate. In this example, select **Balance by Account Type**.
5. Select the report format. The available options are PDF, CSV, CSV2, XLSX, and HTML.
6. Specify the input parameters required to run the report. The number of parameters depend on the report selected. In this example, select **May 2022** for Period.



7. Specify if you want to receive an email with the generated report by selecting **Yes** or **No** to the question **Do you want to send an email?**. The report generation job is submitted.



8. To view the status of your report, click **Check the status of report 1000000002841627**.



9. Click the link in the assistant to download the report.

Using the Assistant for Tax Reporting

Related Topics

- [Task Overview for Tax Reporting](#)
Here's a summary of the tasks you can perform with EPM Digital Assistant for Tax Reporting.
- [Managing the Task Status](#)
You can use EPM Digital Assistant to manage the task status.
- [Working with Data and Accounts](#)
- [Consolidating](#)
You can use EPM Digital Assistant to consolidate.
- [Displaying Additional Dimension Values When Updating Data](#)

Task Overview for Tax Reporting

Here's a summary of the tasks you can perform with EPM Digital Assistant for Tax Reporting.

Your administrator can review the utterances in the Oracle Digital Assistant development environment, and add and adjust them as needed.

Table 17-1 Tax Reporting Tasks

| Task | Enter in the assistant | Learn more |
|--|---|--------------------------------------|
| View or change the POV | Show me the POV , then select an option | |
| View or change the cube | Show me the POV , change the cube | Work with Cubes |
| See the close status | Show me the close status , then view tasks and select options | See the Close Status |
| View an account for a certain period and year. Increase, decrease, or update account by a specific amount or to a specific amount. | What is the <i>account</i> for <i>period, year</i> Substitute an actual account, period, and year for the text in italics; you can also use to instead of by . Increase <i>account by amount</i> Decrease <i>account by amount</i> Update <i>account by amount</i> | View Accounts |
| Consolidate data | Consolidate data for <i>entity, scenario, year, period</i> Substitute an actual entity, year, and period for the text in italics | Consolidate Data |

Table 17-1 (Cont.) Tax Reporting Tasks

| Task | Enter in the assistant | Learn more |
|--------------------------------|---|---|
| Run a rule for the current POV | Calculate rule <i>rule name</i> Substitute an actual rule name for the text in italics | Run Rules |
| Generate reports | I want to generate a report Generate Task Manager report Generate report <i>report_name</i> | Generating Reports for Tax Reporting or Financial Consolidation and Close |
| Access job details | What is the status of my job Status of <i>job_type</i> job Do I have jobs run yesterday | Accessing Job Status and Job Details |

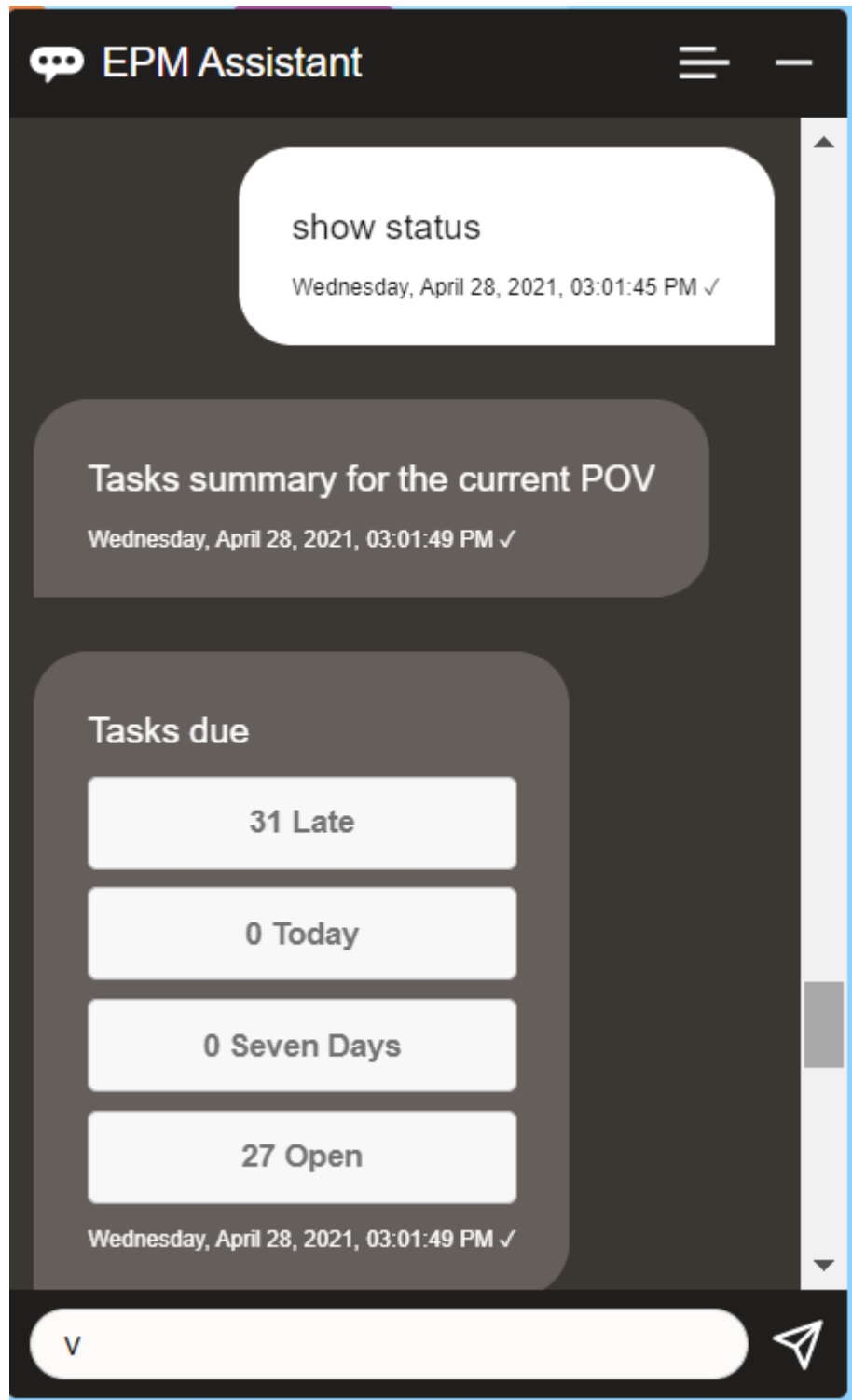
Managing the Task Status

You can use EPM Digital Assistant to manage the task status.

Enter **show status** in the assistant. You can also enter **Show me the status** for a specific Period.

You can then select options to manage the close. After you view an option, you can add a comment.

- Late
- Today
- Seven Days
- Open



You can view tasks by status for a given Period and Year and see the number of tasks open, late, due today and due in the next 7 days. You can click a task to open it, and then you can click **Add Comment** to add a comment to the task.

Working with Data and Accounts

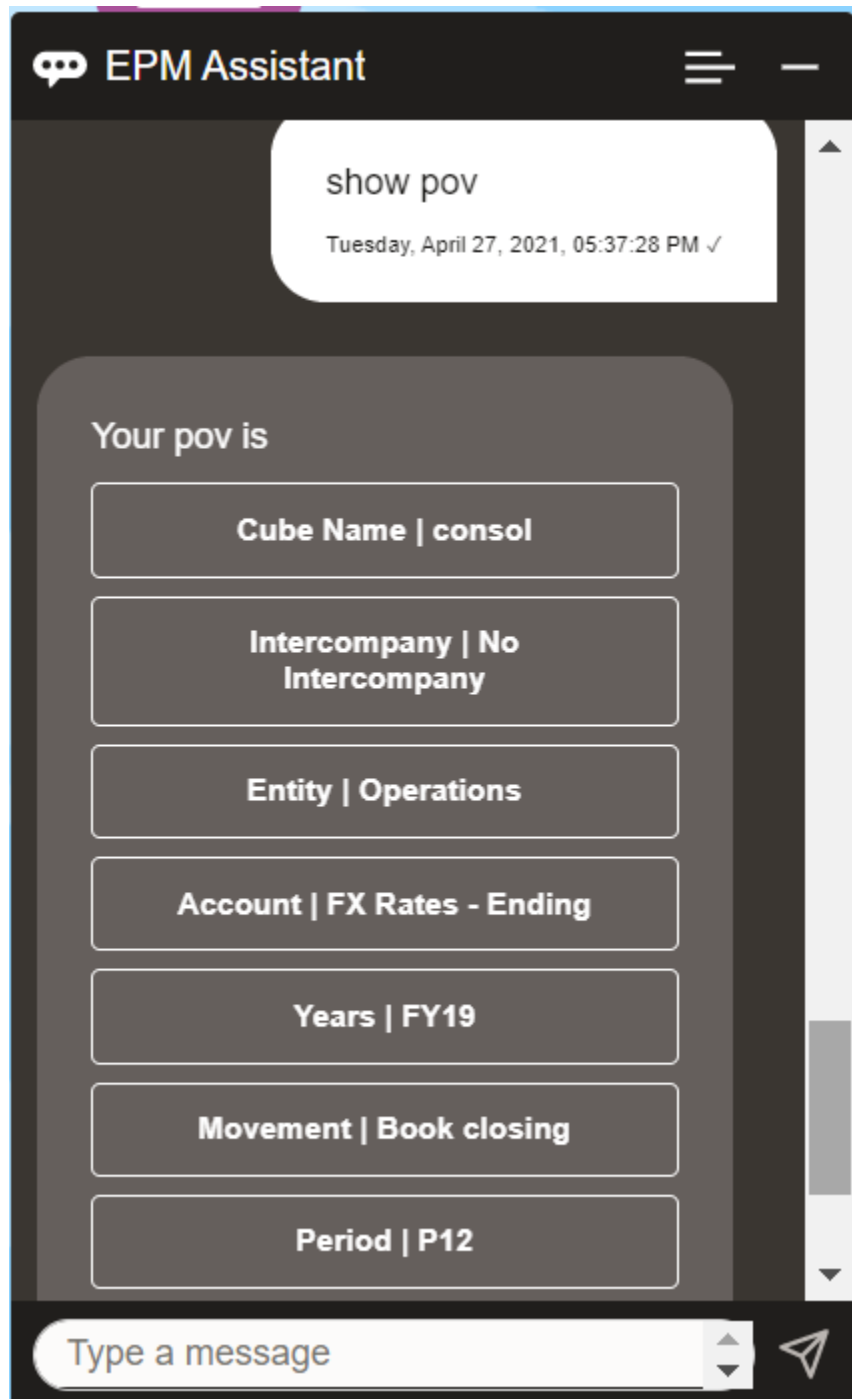
You can use the EPM Digital Assistant to work with data and accounts.

Setting the Context by Selecting a Cube

You can use the EPM Digital Assistant to work with cubes to set the context for working with Tax Reporting.

Enter **show pov** in the assistant.

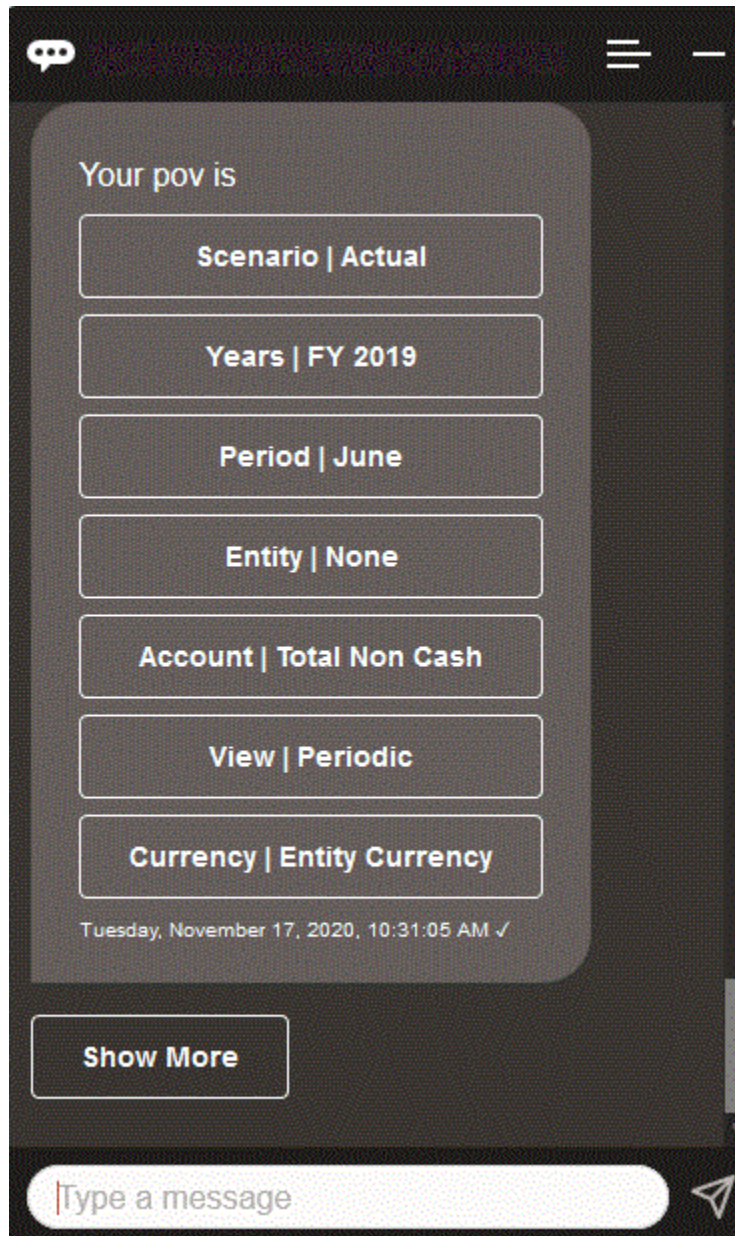
You can then change the cube by clicking **Cube Name** and selecting a new one.



Showing the POV for Tax Reporting

You can use EPM Digital Assistant to show the POV.

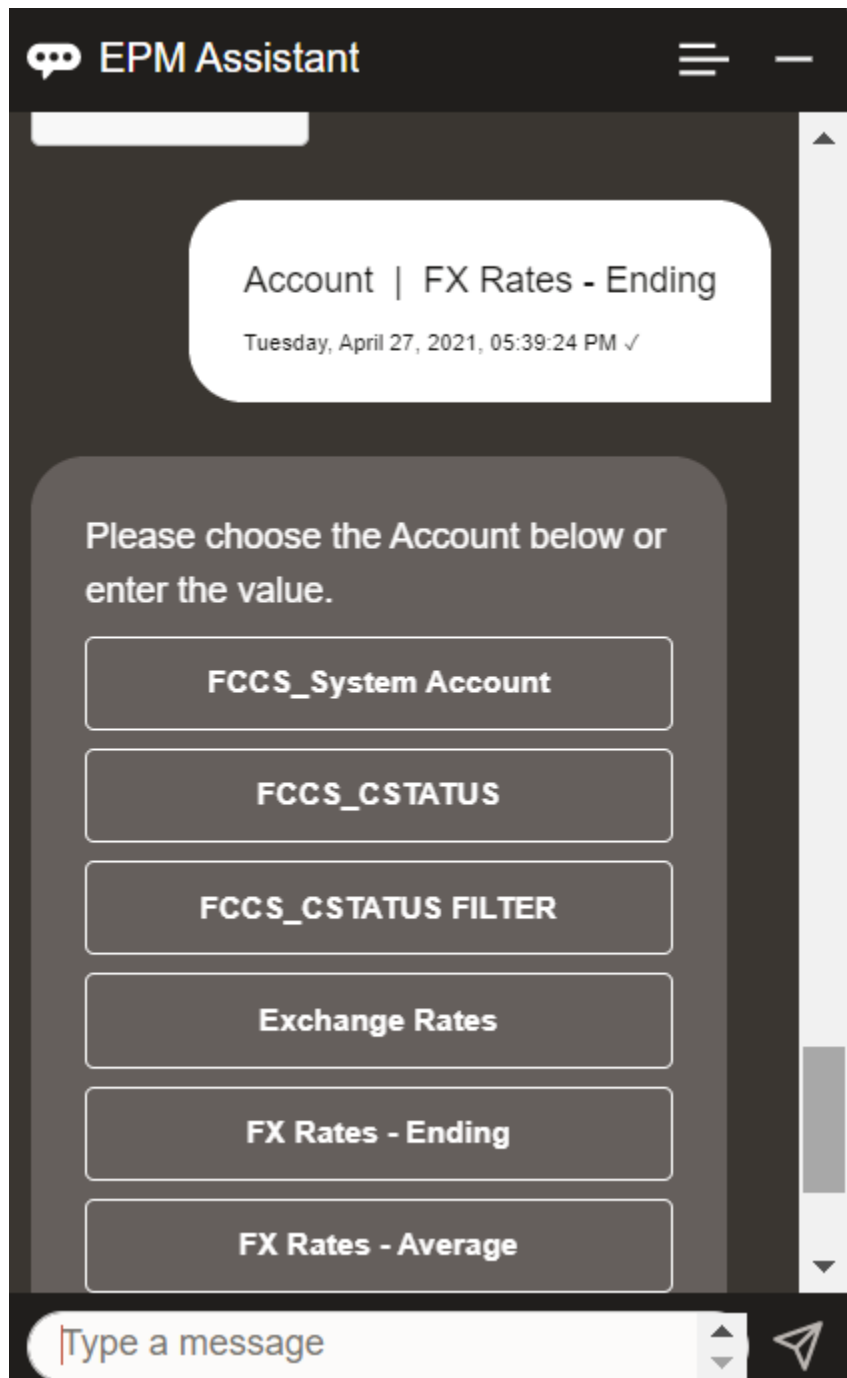
Enter **POV** in the assistant. The POV displays, as in this example.



Changing the POV for Tax Reporting

You can use EPM Digital Assistant to change the POV.

Type "pov" in the assistant, and then click a button as shown in the following example.

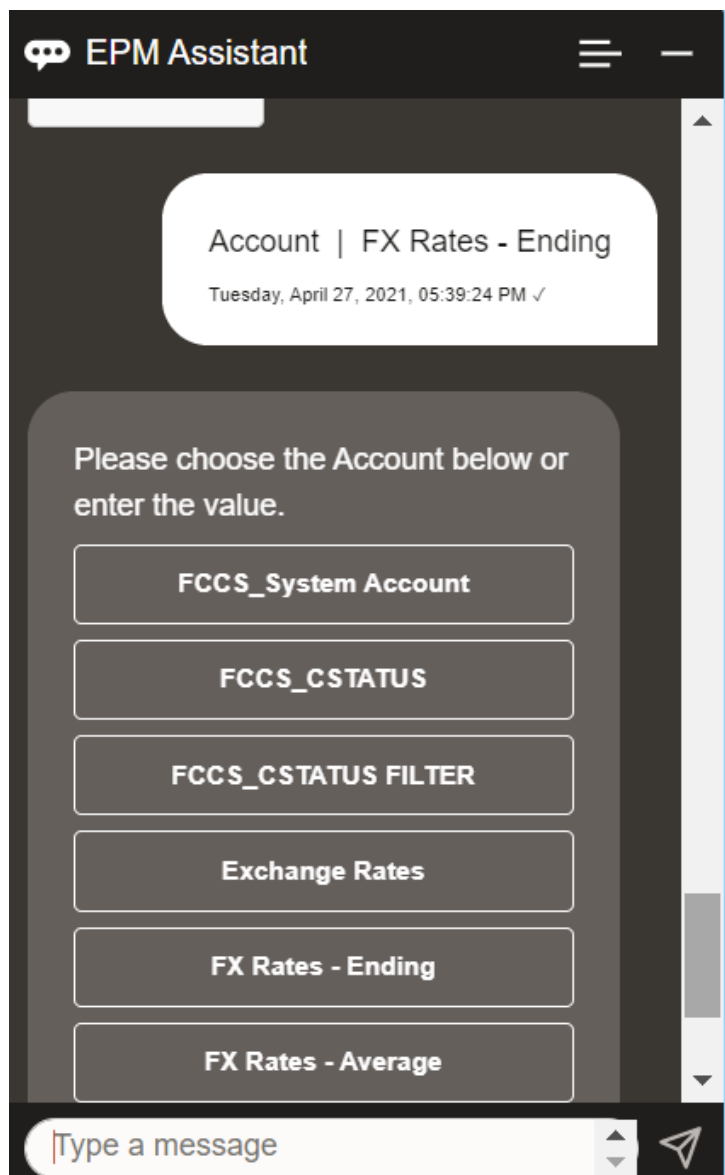


You can show an account value for the selected POV, and then you can drill down to a different dimension. For example, you could show Exchange Rates, and then drill down to a dimension.

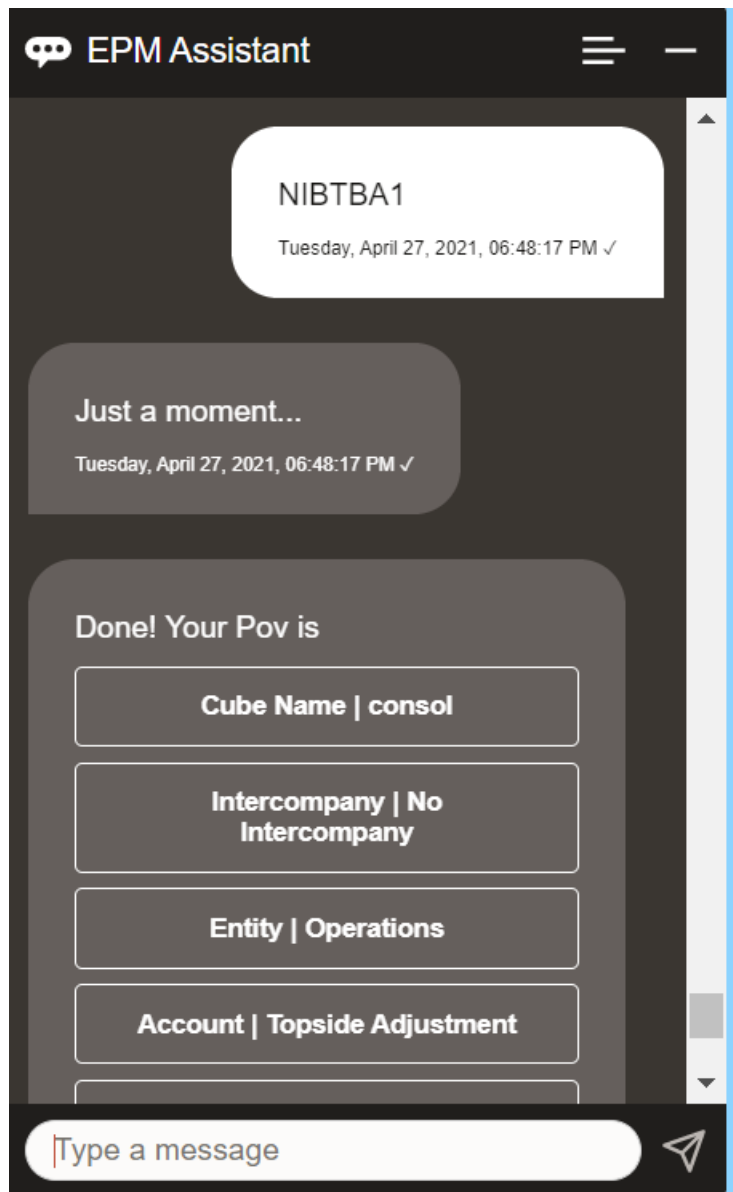
Changing the Members of Dimensions

You can change the members of dimensions when using EPM Digital Assistant.

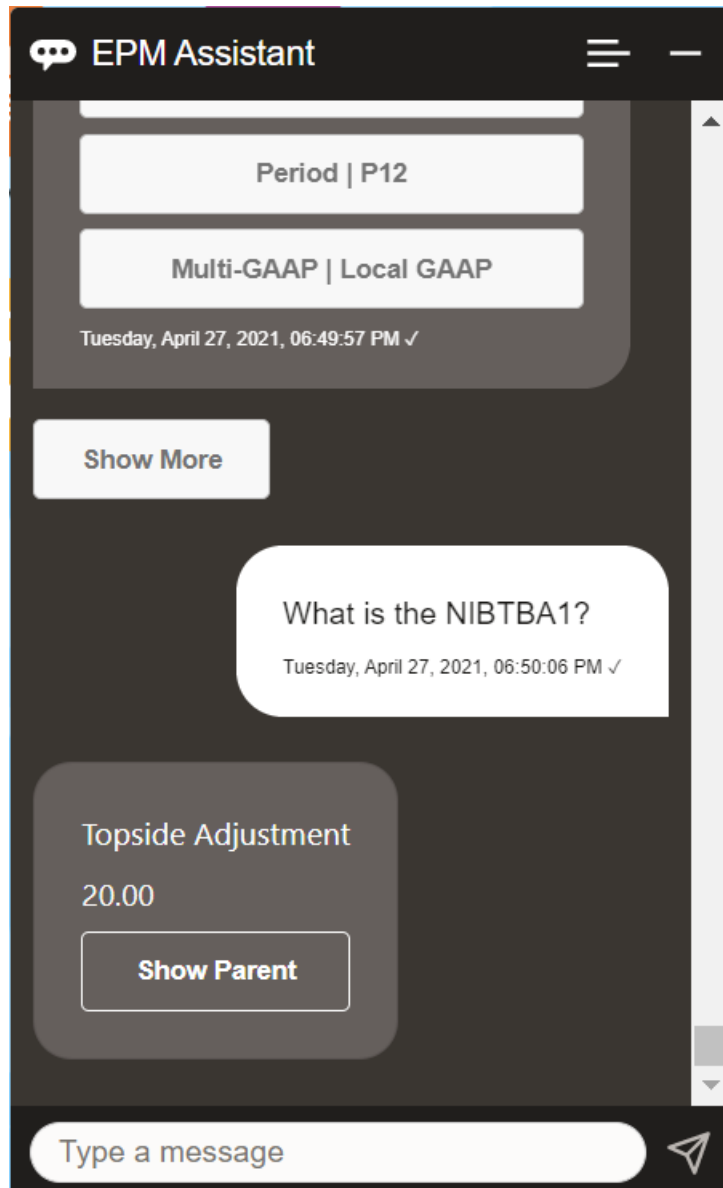
First, view the POV by entering **poiv**. Then view the accounts. You can also change an account in the POV by selecting another option. This screenshot shows an example of selecting Account | FX Rates - Ending.



You can then select an account or enter the account member name or alias, such as NIBTBA1 in the example below.



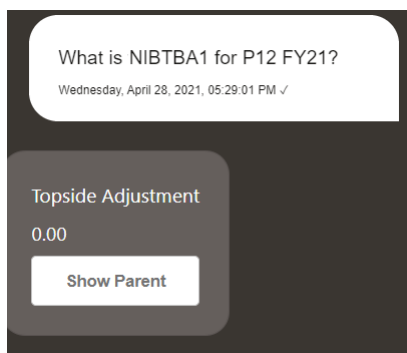
You can get the account value for the current POV. Enter **What account name** substituting your own account name. For example, you could check the NIBTBA1 (Topside Adjustment) value as shown in this example.



You can also ask **What is account name for account for period for year**. For example, **What is the NIBTBA1 for P12 FY21**. (Typing a different year will change the year. In this example, it will change it from FY20 to FY21.)

After viewing the account, you can select:

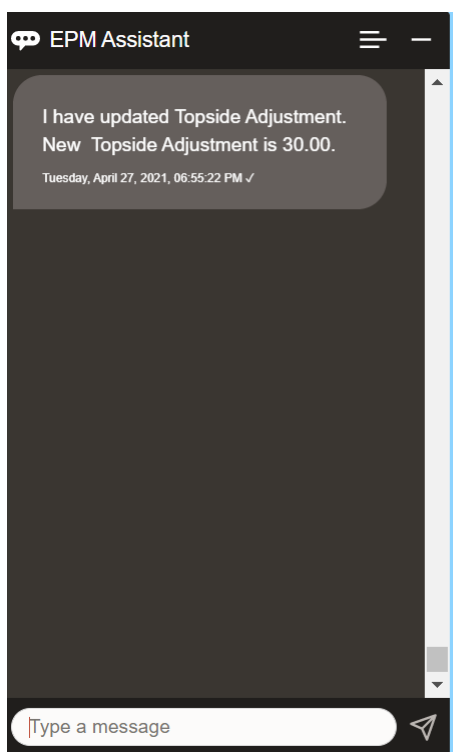
- Show children
- Show parent



Executing Rules for Tax Reporting

You can use the EPM Digital Assistant assistant to execute rules.

You can run a rule for the current POV by entering **Calculate Rule *Rule Name***, substituting your own rule for the text in italics.



Updating Data and Running Business Rules

You can update data and run business rules with the EPM Digital Assistant.

To update an account for the current POV, enter update Account by Amount, substituting the account name and amount for the words in italics. You can also modify the amount for the current POV.

- Increase *Account by Amount*

- Decrease *Account* by *Amount*
- Update *Account* by *Amount*

You can modify the amount for the current POV and run a rule:

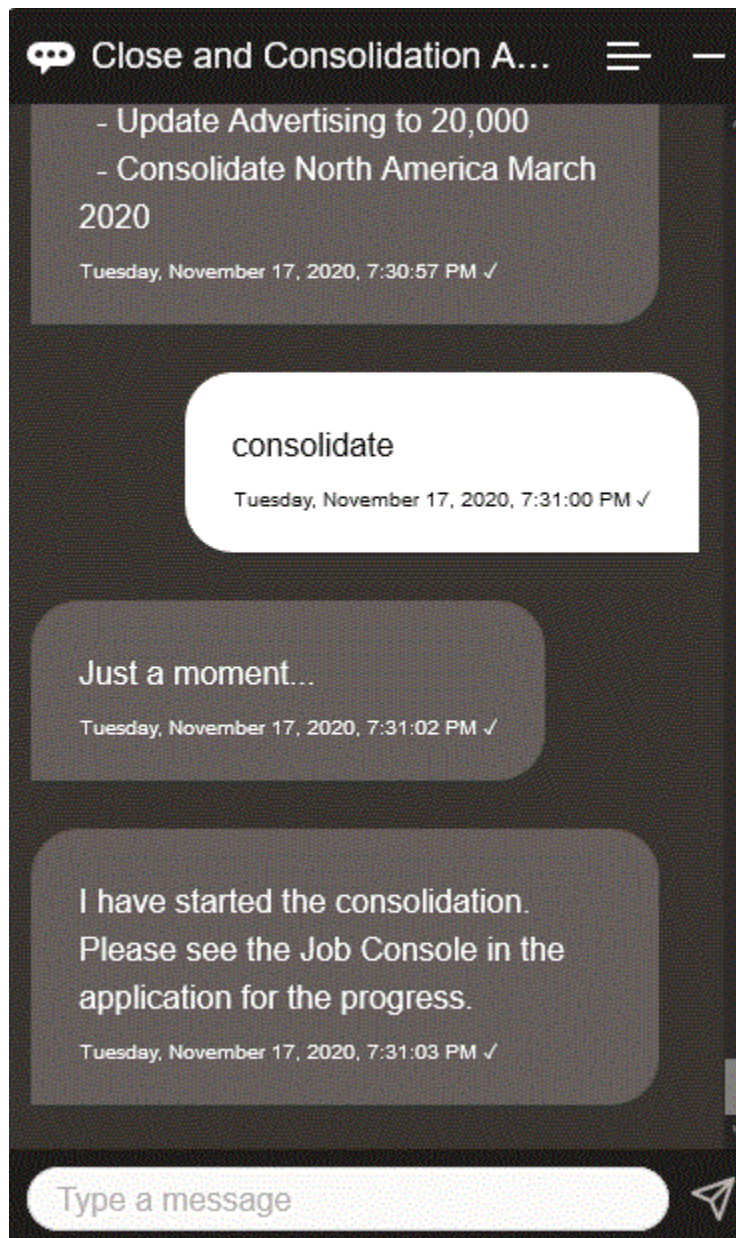
- Increase *Account* by *Amount* and calculate *Rule Name*
- Decrease *Account* by *Amount* and calculate *Rule Name*
- Update *Account* by *Amount* and calculate *Rule Name*

The rule name must be typed exactly as it exists in the application.

Consolidating

You can use EPM Digital Assistant to consolidate.

Enter **Consolidate** in the assistant.



You can also run a consolidation by entering **Consolidate data for *Entity, Scenario, Year, Period***, substituting your own information for the text in italics.

Displaying Additional Dimension Values When Updating Data

When you request for data, EPM Digital Assistant also shows the additional dimensions under custom parameters, such as account, period, years, scenario, currency and entity values. You can add or remove these dimension values in the display.

Here is an example of the additional dimension values when updating data:



Using the Assistant for Planning

Related Topics

- [Task Overview](#)
Here's a summary of the tasks you can perform with EPM Digital Assistant for Planning.
- [Working with Cubes](#)
You can work with cubes using EPM Digital Assistant.
- [Showing the POV](#)
You can use EPM Digital Assistant to show the POV for Planning.
- [Changing the POV](#)
You can use EPM Digital Assistant to change the POV.
- [Working with Data](#)
- [Updating Data](#)
You can use EPM Digital Assistant to update data for Planning.
- [Running Business Rules](#)
You can run business rules without runtime prompts with the EPM Digital Assistant for Planning.
- [Showing Task Summary](#)
You can use the EPM Digital Assistant to display a summary of tasks. After the list of tasks is shown, you can select a particular task and perform additional actions.
- [Generating Reports](#)
You can use the EPM Digital Assistant to generate Task Manager reports for Planning and Planning modules, including custom reports. Based on your selection of the report group, report name, and the other required parameters, the report is generated.
- [Displaying Additional Dimension Values When Updating Data](#)

Task Overview

Here's a summary of the tasks you can perform with EPM Digital Assistant for Planning.

Your administrator can review the utterances in the Oracle Digital Assistant development environment, and can add and adjust them as needed.

Table 18-1 Planning Tasks

| Task | Enter in the assistant | Learn more |
|-----------------|--|---------------------------------|
| Change the cube | Change cube or Change cube to <i>cube name</i> Substitute an actual cube name for the text in italics | Change the Cube |

Table 18-1 (Cont.) Planning Tasks

| Task | Enter in the assistant | Learn more |
|------------------------------------|---|--|
| View the POV | Show me the POV , then select an option You can also say What is my POV or Show current POV | View the POV |
| Change the POV | Change the POV to <i>POV name</i> Substitute the actual POV name for the text in italics | Change the POV |
| View data for the current POV | Show data , Show data for account , or Show data for dimension Substitute an actual account or dimension name for the text in italics | View Data |
| Update data | Update <i>account</i> to <i>value</i> or Update <i>dimension</i> to <i>value</i> Substitute the actual account or dimension name and value for the text in italics | Update Data |
| Execute a rule in the current cube | Execute rule <i>rule name</i> Substitute an actual rule name for the text in italics | Run Rules |
| Access job details | What is the status of my job Status of <i>job_type</i> job Do I have jobs run yesterday | Accessing Job Status and Job Details |
| Show task summary | Show task summary Show my open tasks Show my late tasks | Showing Task Summary |
| Generate report | I want to generate a report Generate planning report <i>report_name</i> Generate <i>module name</i> report | Generating Reports |

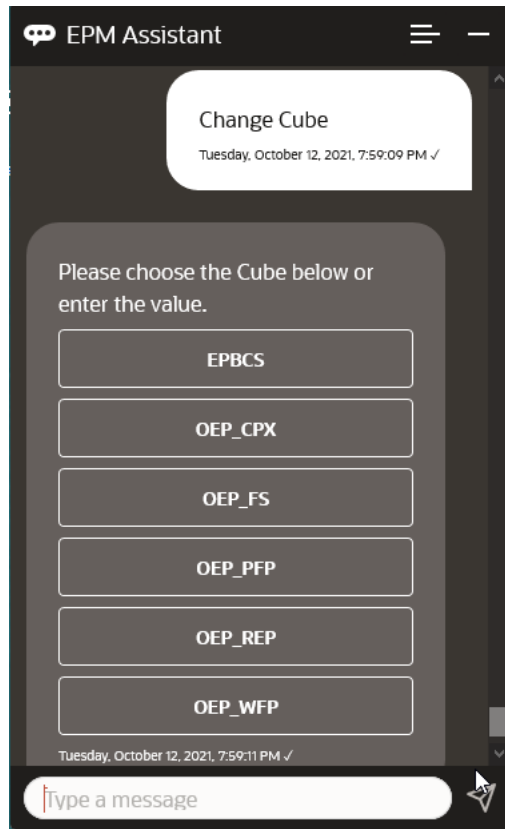
Working with Cubes

You can work with cubes using EPM Digital Assistant.

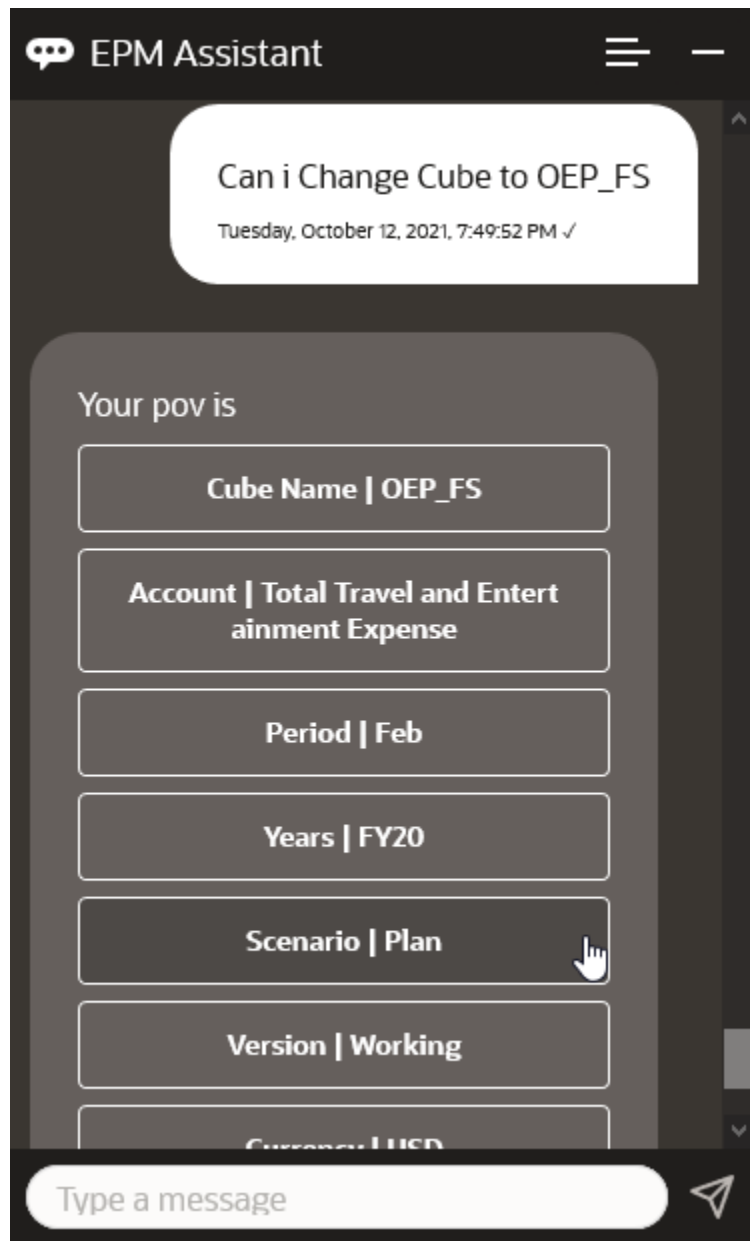
Enter **change cube** to change the cube, as shown in Example 1. The assistant lists the available cubes, and you can select one.

You can also type **Change cube to cube *cube name*** if you know the name of the cube, as shown in example 2. The assistant changes the cube to the one you requested and returns the new POV.

Example 1 Change cube:

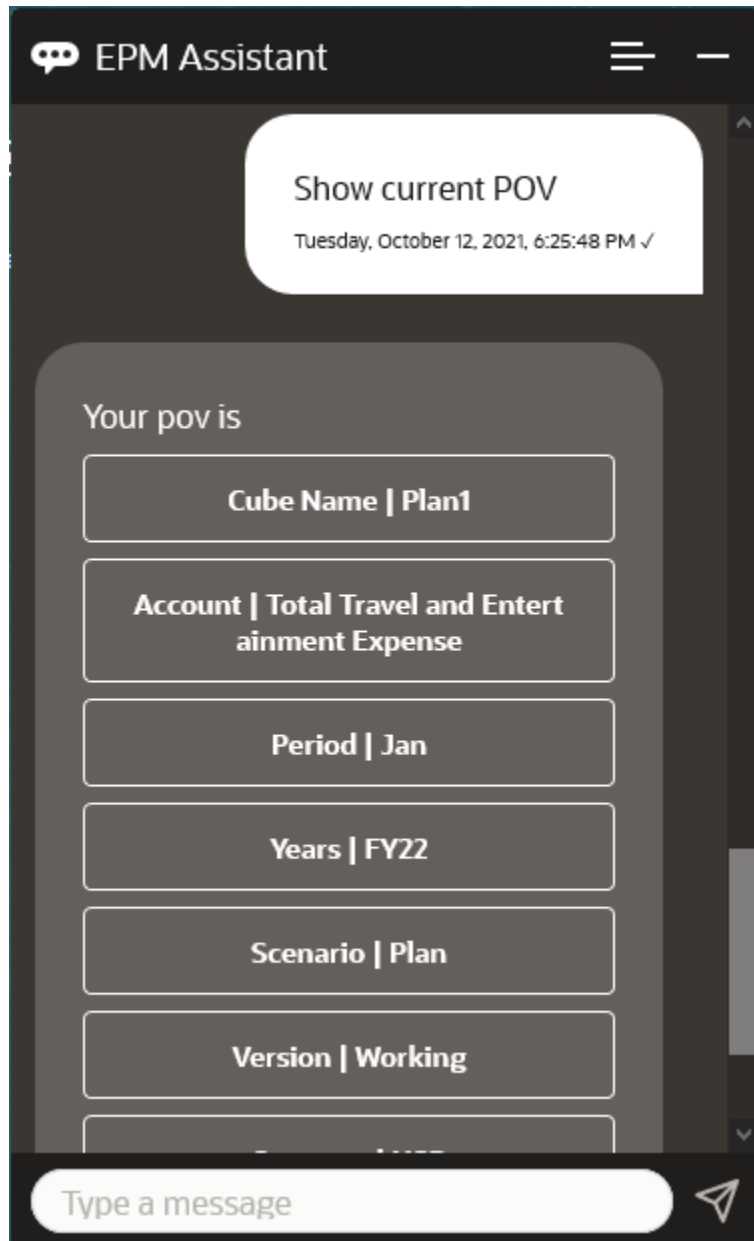


Example 2 Change cube to a different cube name:



Showing the POV

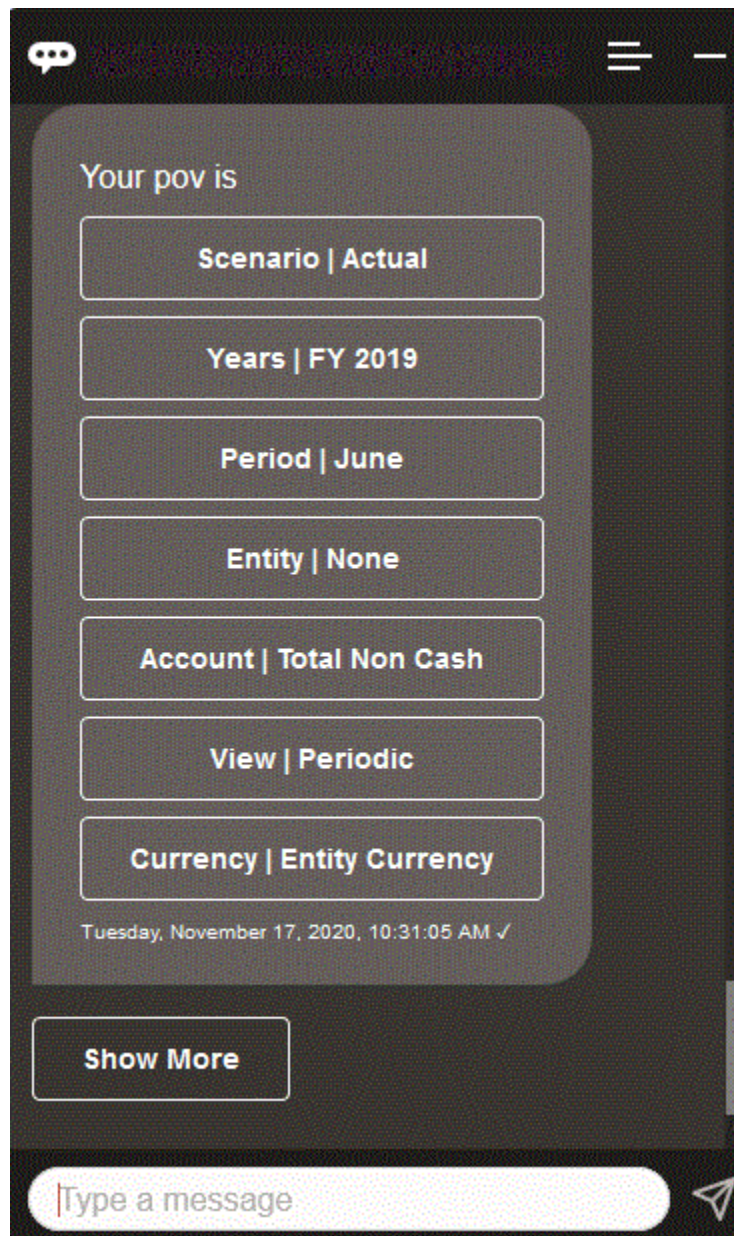
You can use EPM Digital Assistant to show the POV for Planning. Enter **POV** in the assistant. The POV displays, as in this example.



Changing the POV

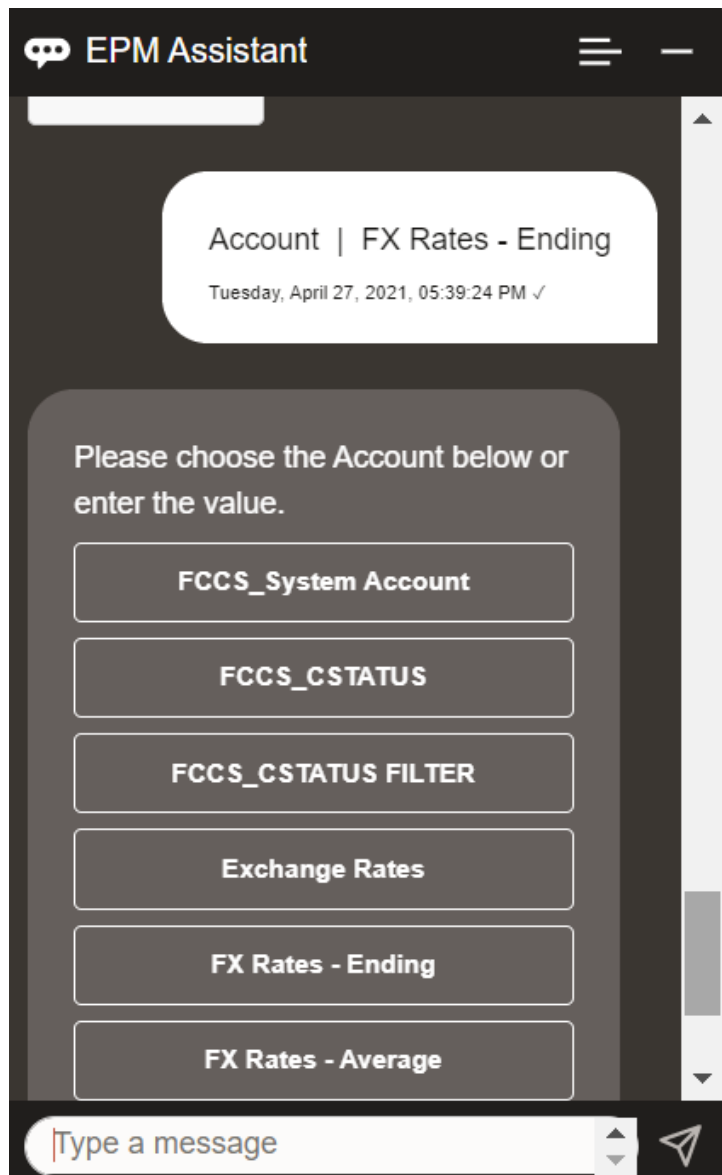
You can use EPM Digital Assistant to change the POV.

Enter **POV** in the assistant, and then click a button as shown in this example.

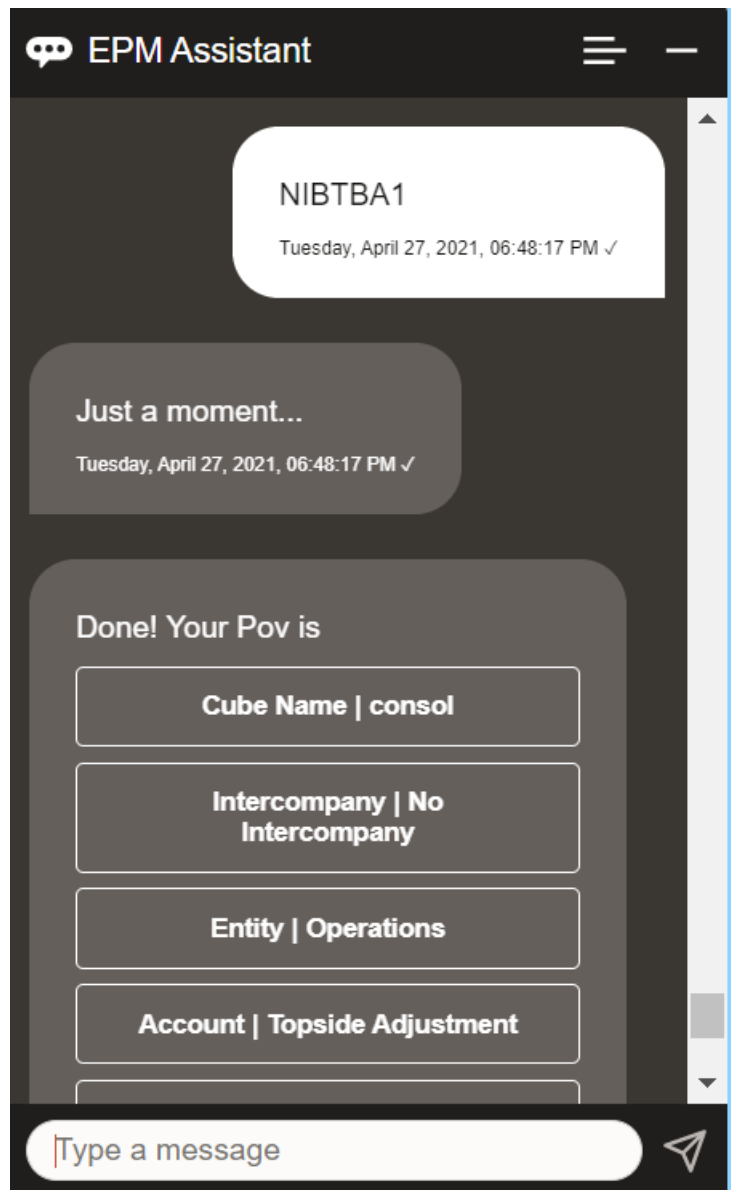


You can show an account value for the selected POV, and then you can drill down to a different dimension. For example, you could show Sales, and then drill down the Entity dimension.

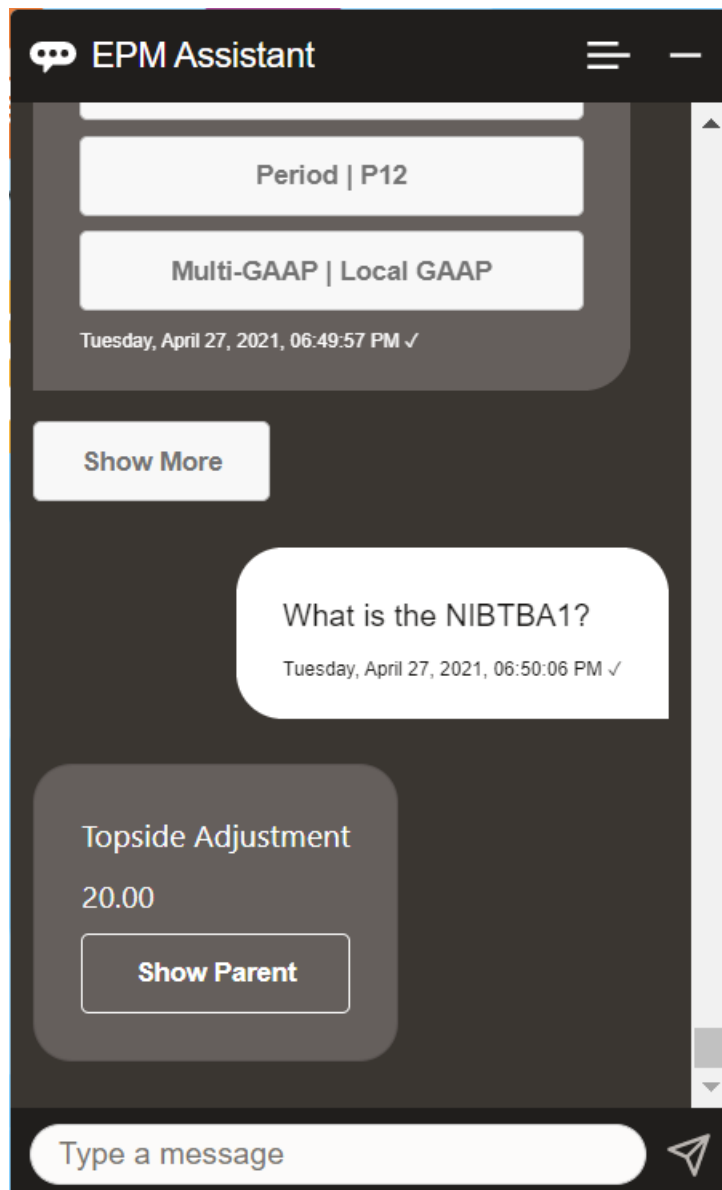
You can also change the members of dimensions. First, view the POV by entering **pov**. Then view the accounts. You can also change an account in the POV by selecting another option. This screenshot shows an example of selecting Account | FX Rates - Ending.



You can then select an account or enter the account member name or alias, such as NIBTBA1 in the example below.



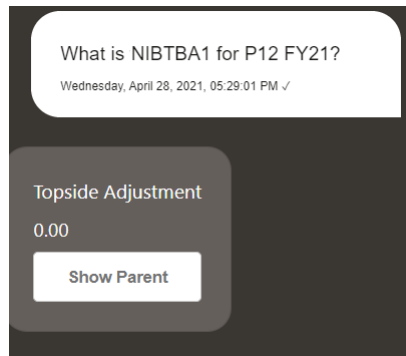
You can get the account value for the current POV. Enter **What is account name** substituting your own account name. For example, you could check the NIBTBA1 (Topside Adjustment) value as shown in this screenshot.



You can also ask **What is account name for account for period for year**. For example, **What is the NIBTBA1 for P12 FY21** (Typing a different year will change the year. In this example, it will change it from FY20 to FY21).

After viewing the account, you can select:

- Show children
- Show parent



Working with Data

You can use the EPM Digital Assistant to work with data.

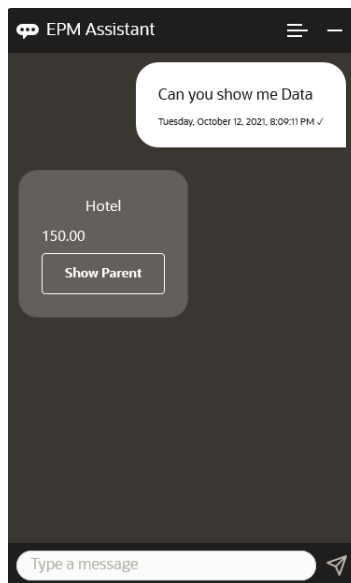
Enter **show me data** to get data for the current POV.

You can also enter **show value for account** if you know the name of an account. The assistant shows the account.

The following fictitious scenario shows an example of how you can work with data.

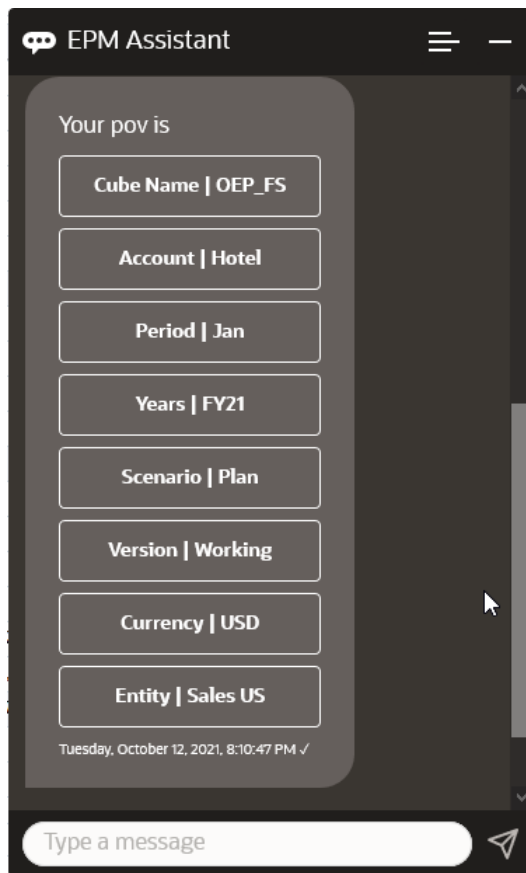
Scenario for Working with Data

1. Enter **Show me the data**.

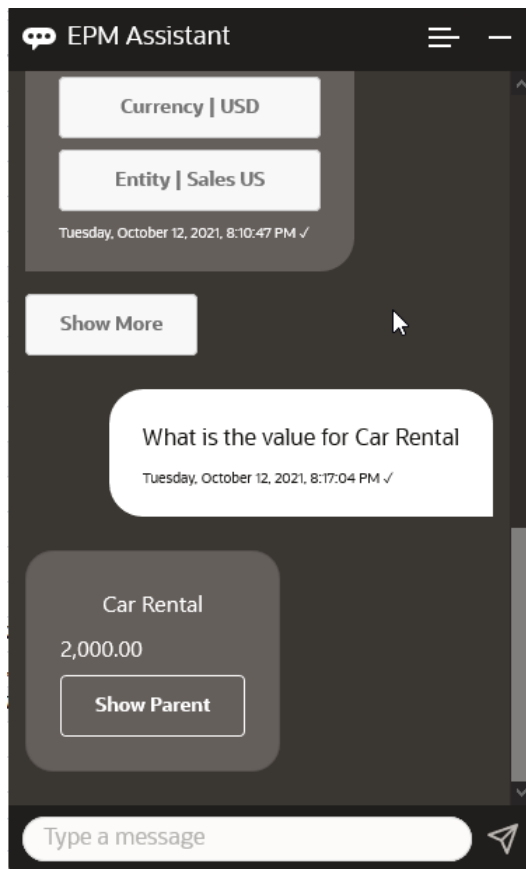


The assistant displays the options for the current POV.

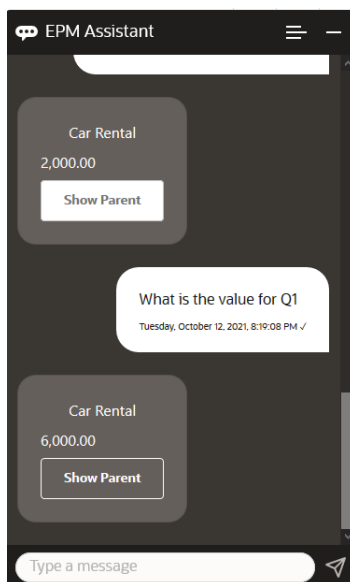
This screenshot shows an example.



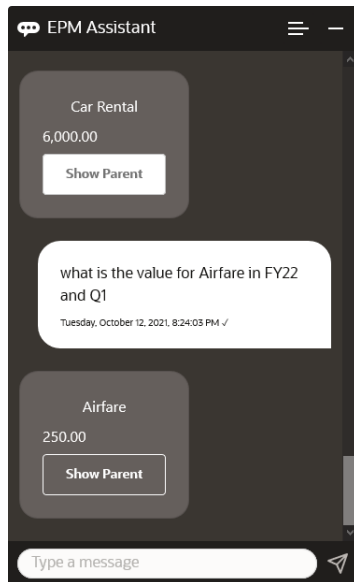
2. Now you want to know the data for Car Rental, so you ask **What is the value for Car Rental.**



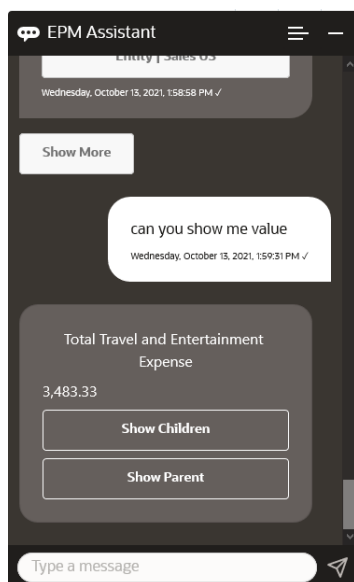
3. You now want to know the full Q1 value. With the previous question, the assistant changed the Account to Car Rental. So you can enter **What is the value for Q1**.



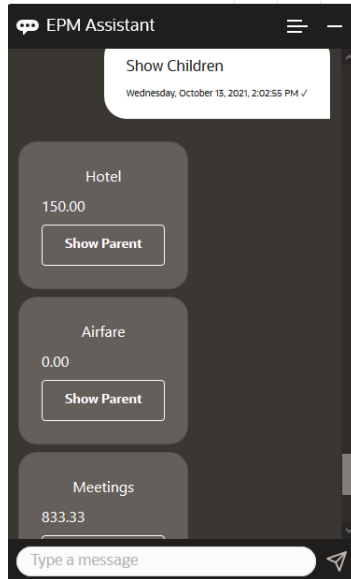
4. Now, you want to see the value for Account Airfare and Years for FY22, Period Q1. So you enter **What is the value for Airfare in FY22 and Q1**.



5. For now, you set the Account to **Total Travel and Entertainment Expenses**.



6. The assistant shows two actions, Children and Parent. You want to see the value for Children, so you click **Children**.



Updating Data

You can use EPM Digital Assistant to update data for Planning.

To update an account for the current POV, enter **update *Account* by *Amount***, substituting the account name and amount for the words in italics.

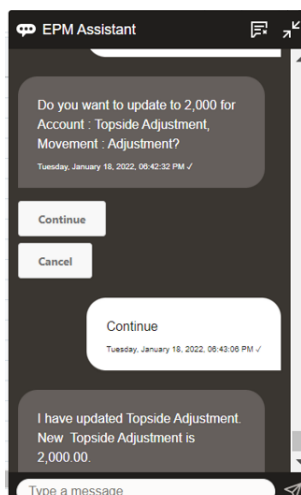
You can also enter either of the following, substituting your own account name for the information in italics.

- Increase *Account* by *amount* - Increases the amount for the current POV
- Decrease *Account* by *amount* - Decreases the amount for the current POV

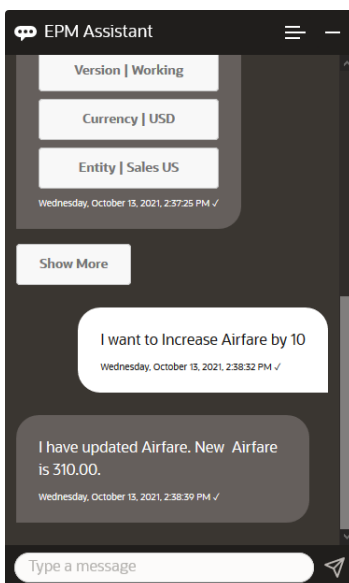
The following fictitious scenario shows an example of how you can update data.

Scenario for Updating Data

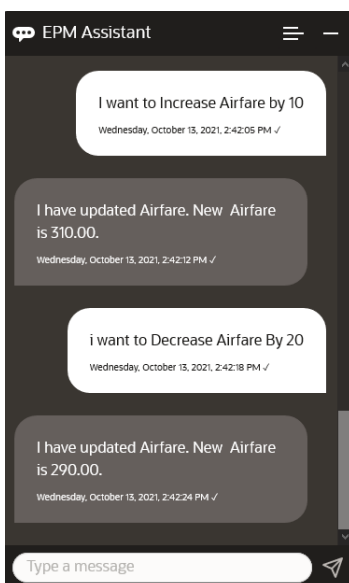
1. Enter **update Airfare by 300**.



- Now you want to add 10 to the existing value, so you enter **increase Airfare by 10**.



- Next, you want to want to reduce the value by 20, so you enter **decrease Airfare by 20**.



Running Business Rules

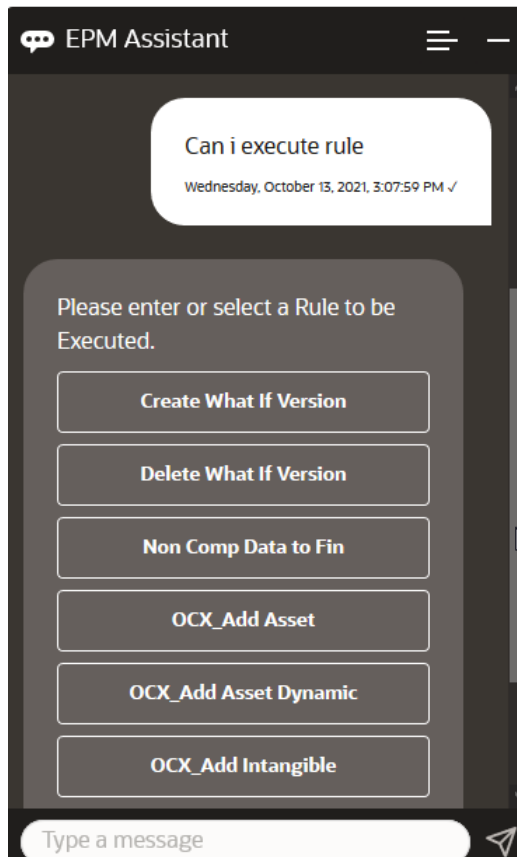
You can run business rules without runtime prompts with the EPM Digital Assistant for Planning.

To run a rule, you must first be in the cube that has that rule. Ensure that the rule does not have runtime prompts, and that the rule has been made available in the assistant by your administrator. In the cube, run a rule for the current POV by entering **execute Rule Name**. You can now select one of the rules that your administrator has made available. The rule name must be typed exactly as it exists in the application and the assistant.

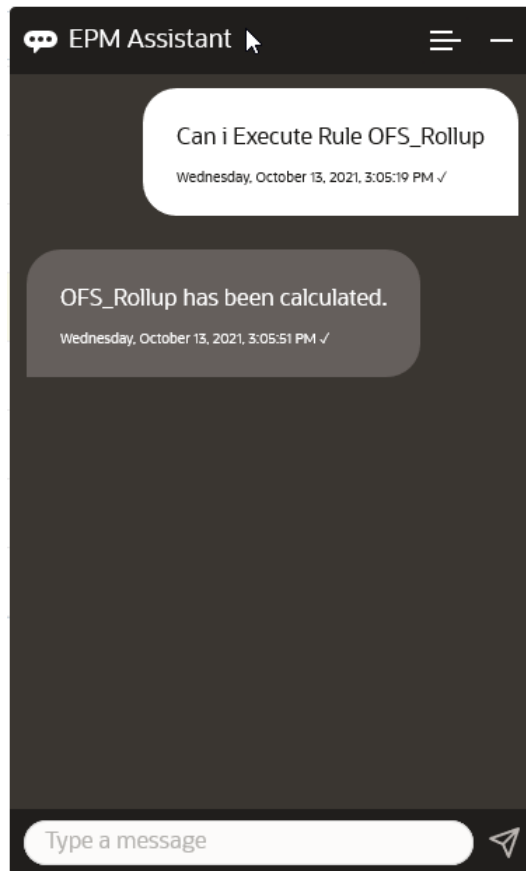
The following fictitious scenario shows an example of running rules.

Scenario for Running Rules

- Execute rules by entering **execute rule**. In this case, the rule runs in Cube OPE_FS. You can now select a rule to run.



- Execute a specific rule called OFS_Rollup, because you know the rule name, by entering **execute rule OFS_Rollup**.



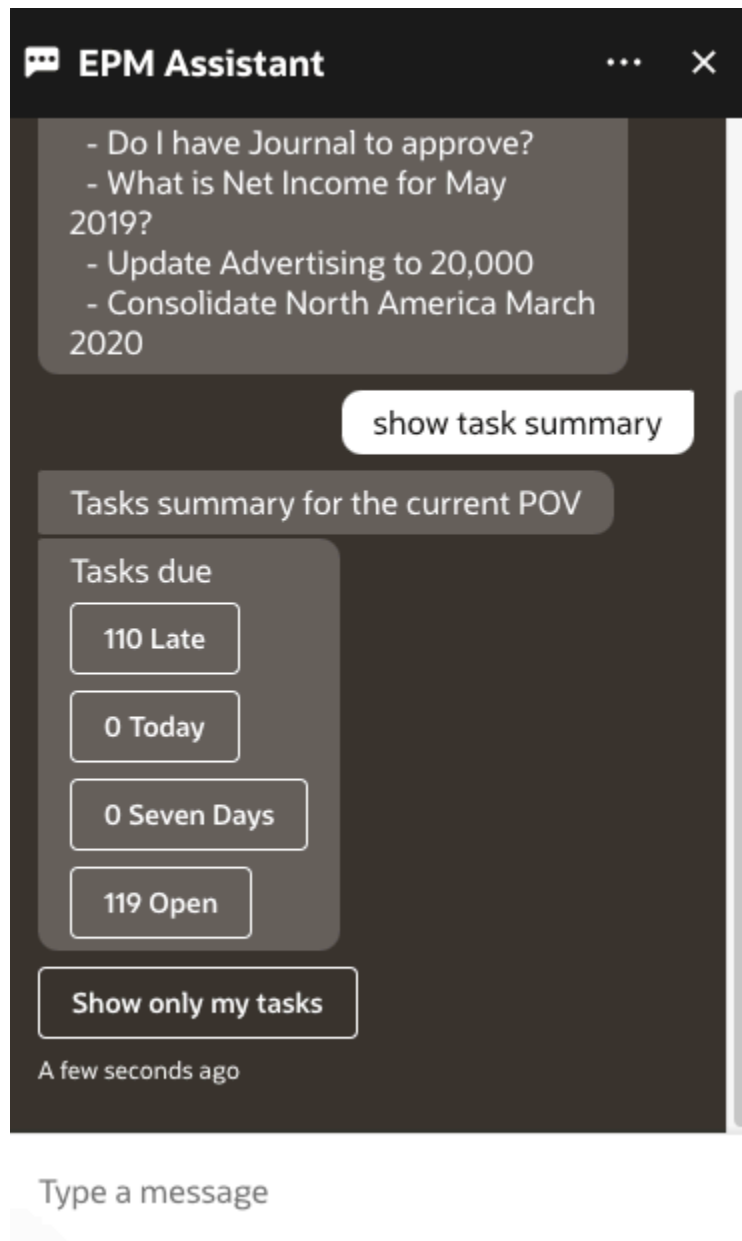
Note:

Currently, the assistant does not support rulesets or business rules with runtime prompts.

Showing Task Summary

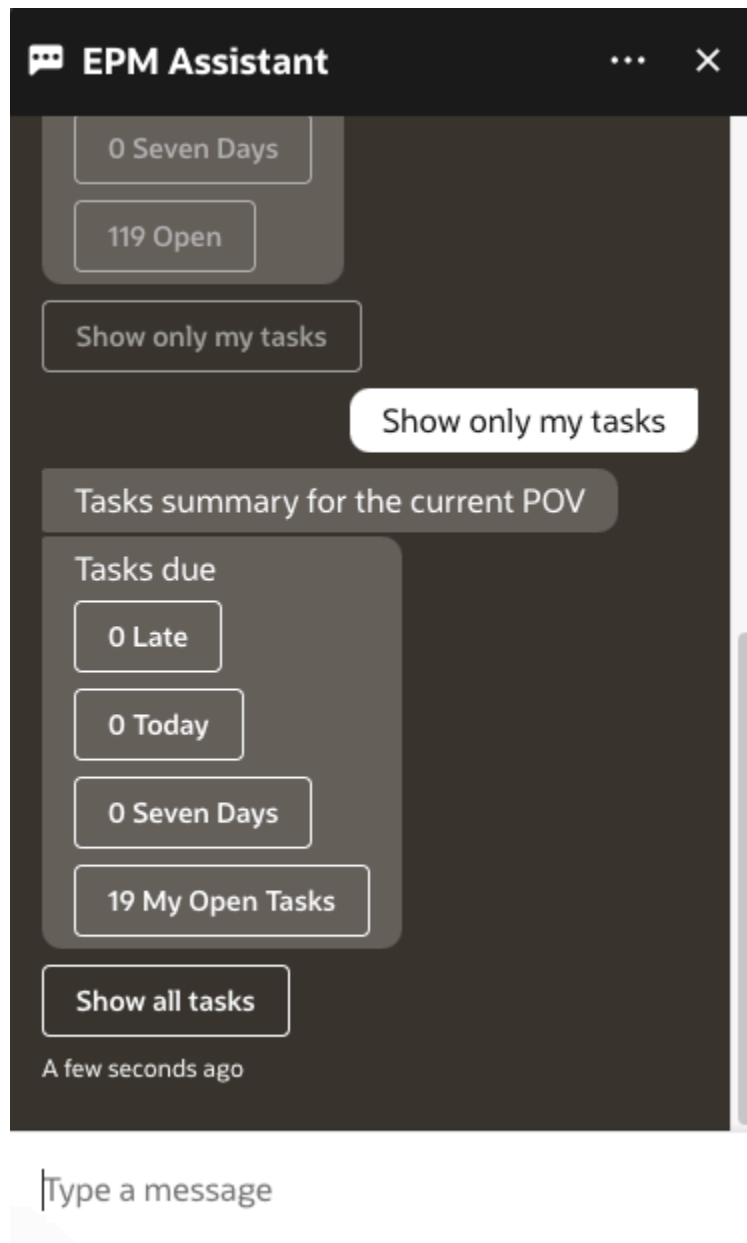
You can use the EPM Digital Assistant to display a summary of tasks. After the list of tasks is shown, you can select a particular task and perform additional actions.

Enter **show task summary** to display a list of tasks.

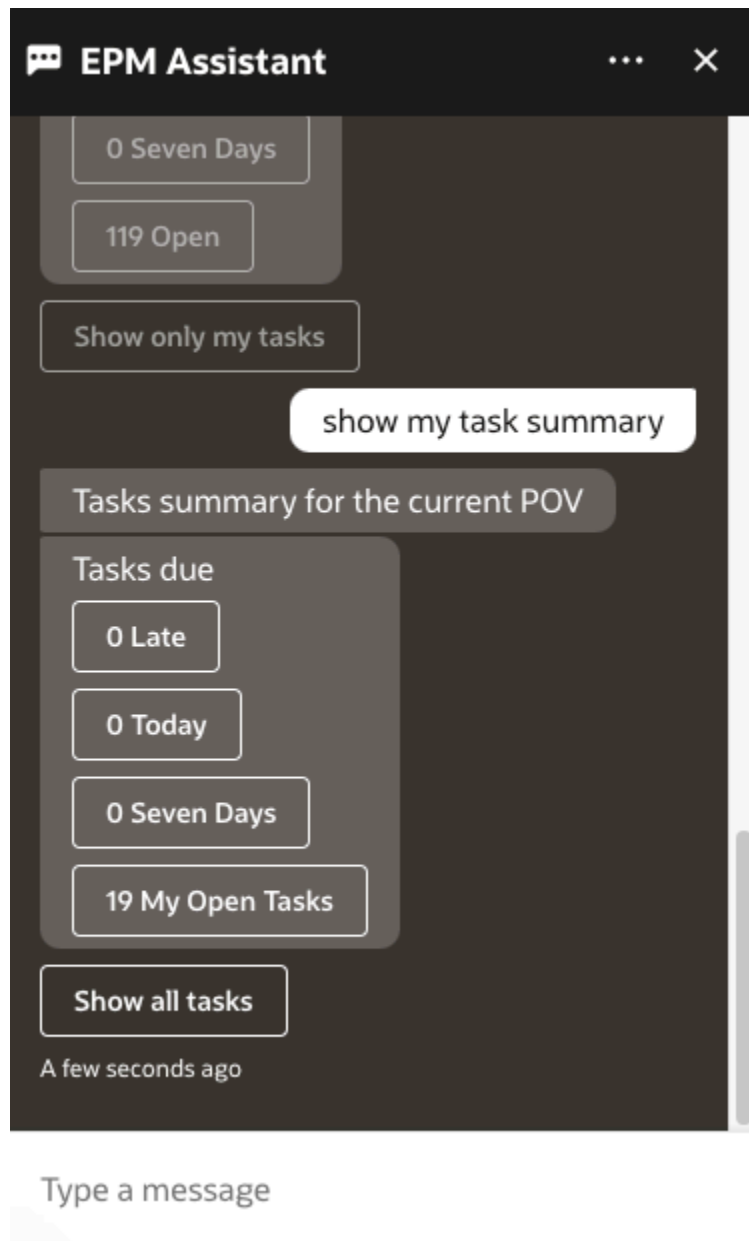


Click the type of task, for example Late. From the list of tasks displayed, you can select a task and add a comment to it. You can list a specific type of task, such as an open task, by entering **show open tasks** in the EPM Digital Assistant.

Enter **Show only my task** to view your tasks.



You can also view your tasks by entering **Show my task summary**.

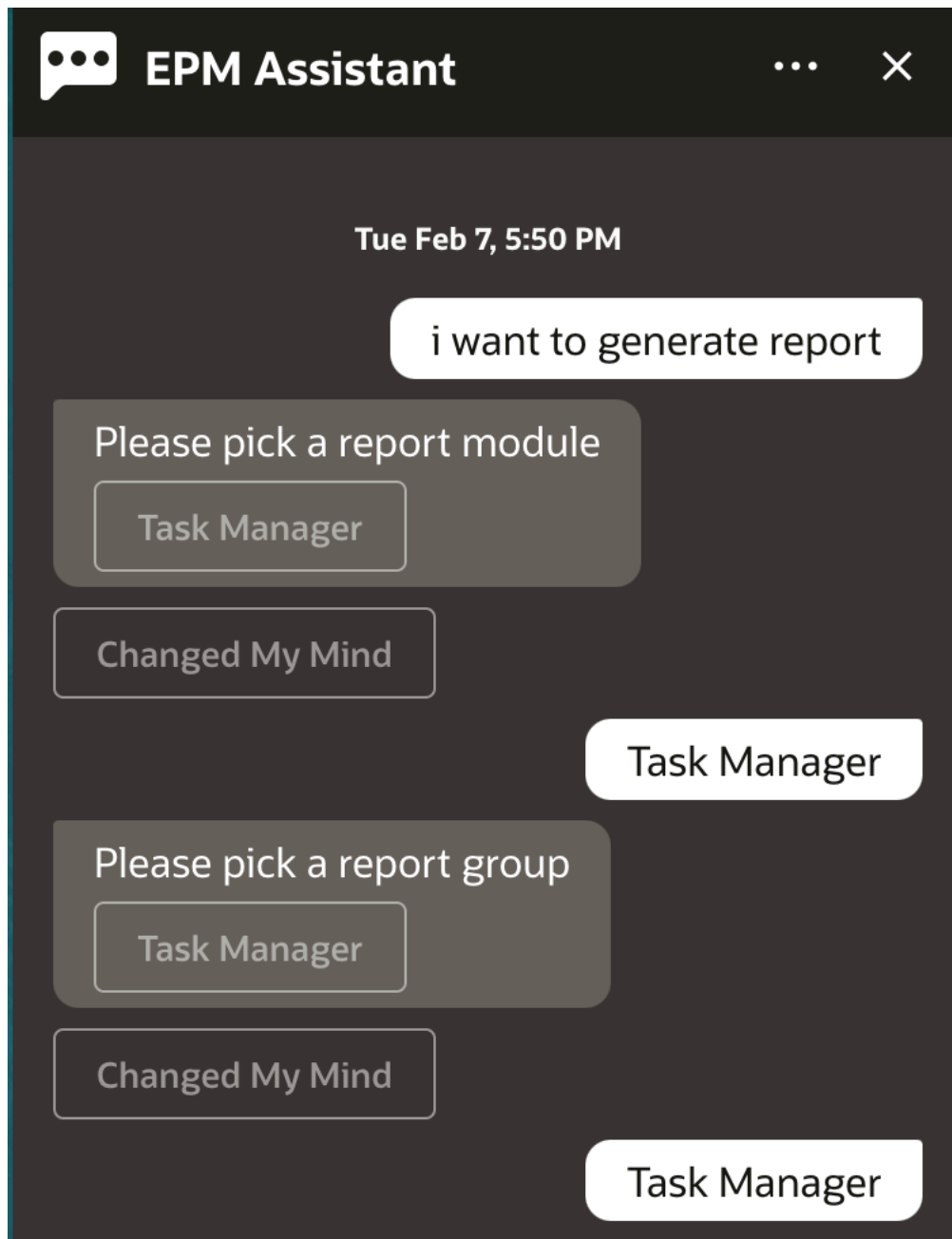


Generating Reports

You can use the EPM Digital Assistant to generate Task Manager reports for Planning and Planning modules, including custom reports. Based on your selection of the report group, report name, and the other required parameters, the report is generated.

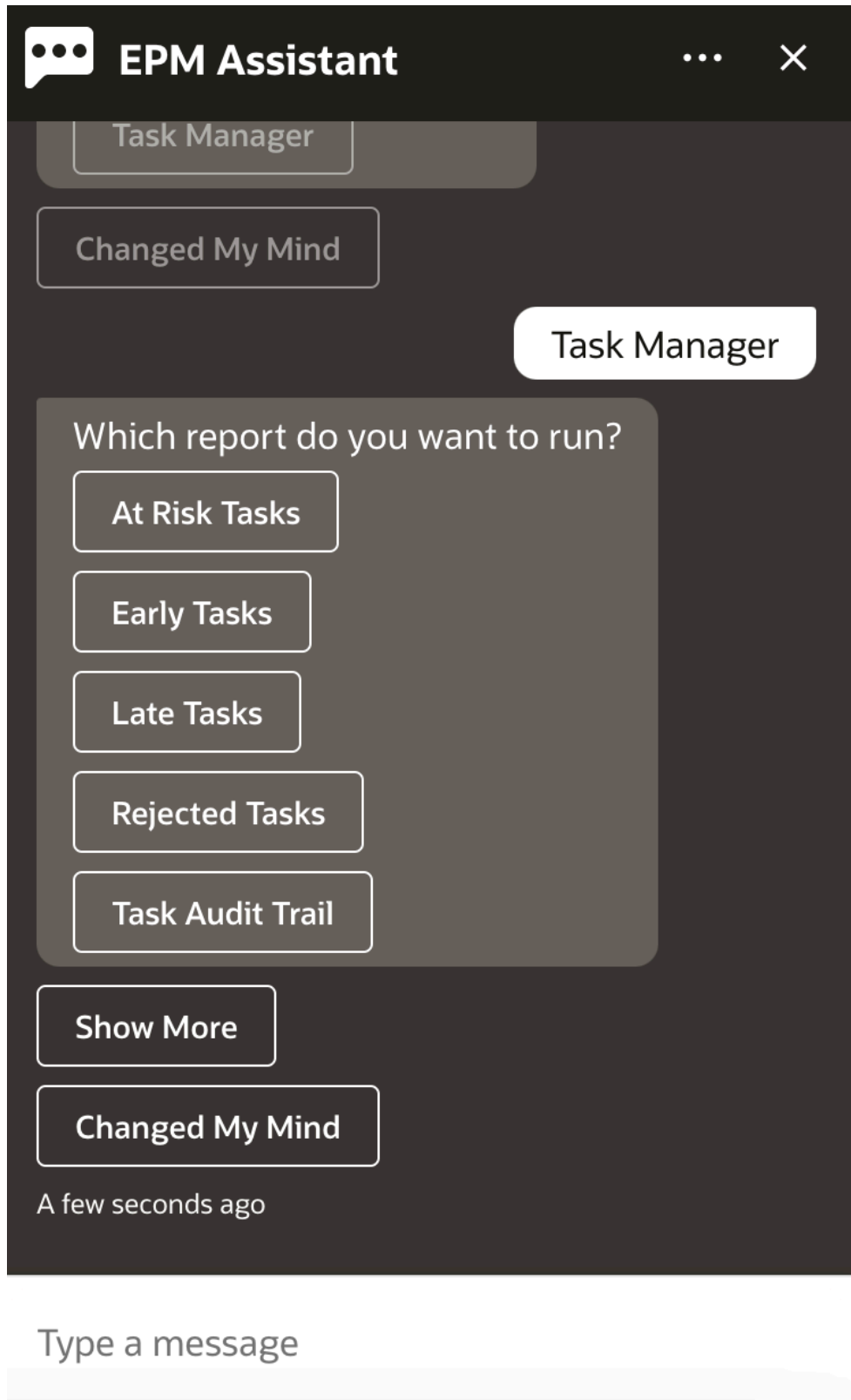
You can also generate reports when you are not connected to the assistant and share the downloaded file with other users through Slack or Microsoft Teams.

1. To generate a report, enter **I want to generate a report** in the assistant.



The assistant displays the available report module.

2. Select the report module. In this example, we generate a Task Manager report. The report groups available for the selected report module are displayed.
3. Select the report group. In this example, select **Task Manager**. The available reports are displayed.
4. Select the report that you want to generate. In this example, select **Late Tasks**.

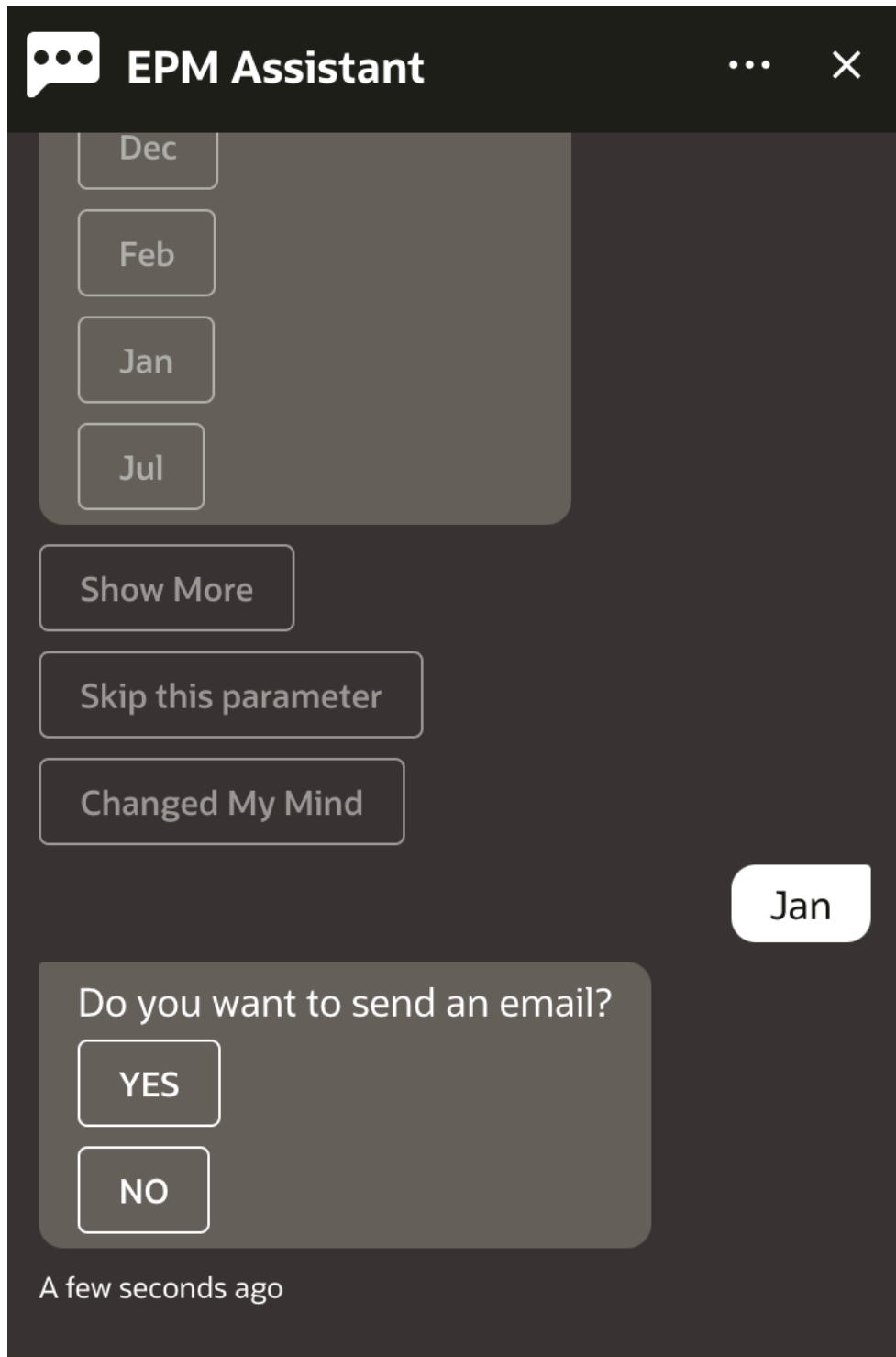


5. Select the report format. The available options are PDF, CSV, CSV2, XLSX, and HTML.

6. Select a plan schedule. In this example, select **Annual Plan Schedule Nov 2022**.

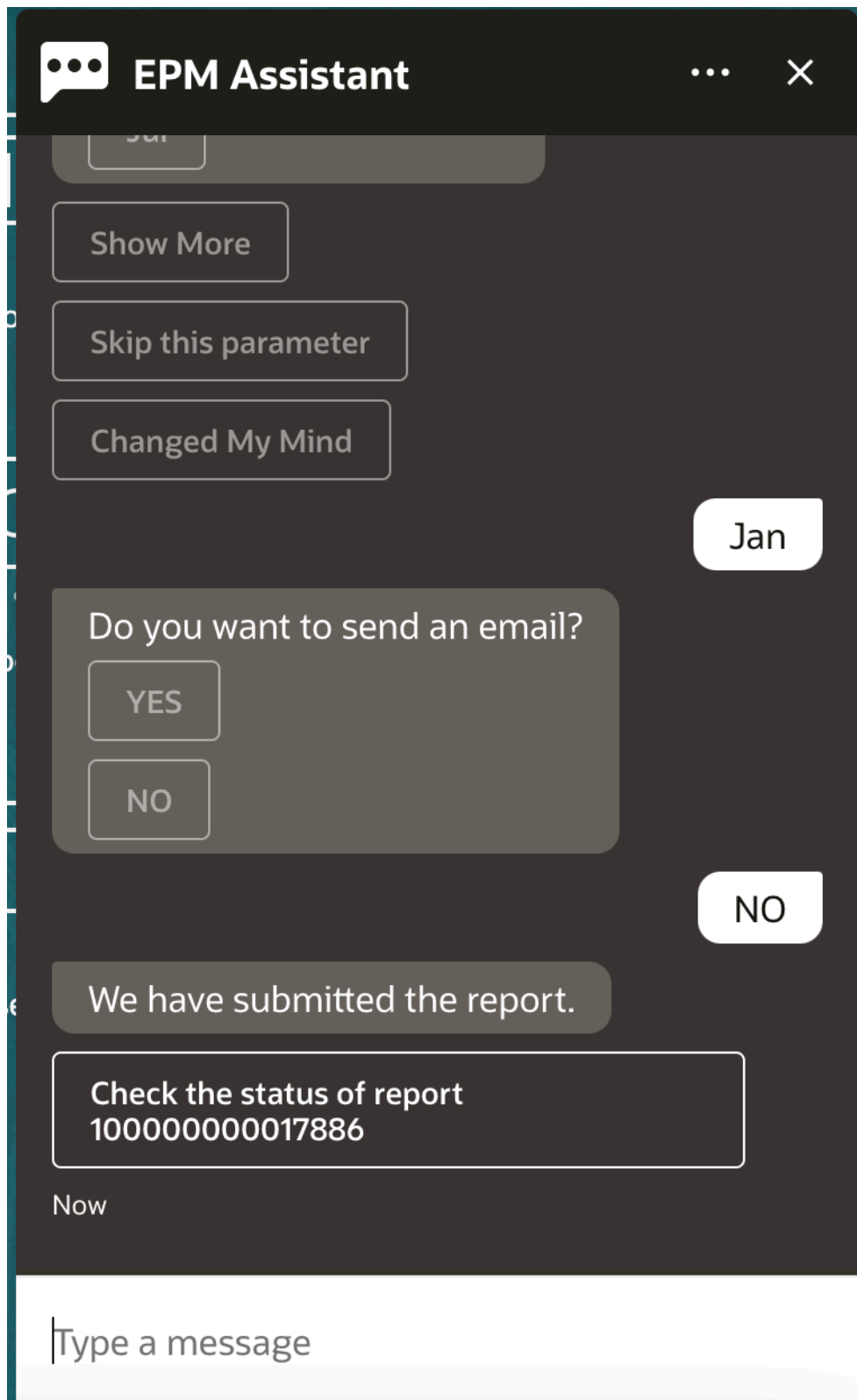
The screenshot shows the EPM Assistant interface. At the top, there is a header with a speech bubble icon, the text "EPM Assistant", and a close button (X). Below the header, there is a "CSV" button. The main content area contains a dialog box with the title "Select a value for 'Schedule'?". Inside this dialog, there are two buttons: "Annual Plan Schedule Nov 2022" and "Annual Plan Schedule Oct 2022". Below the dialog, there are two more buttons: "Skip this parameter" and "Changed My Mind". A white bubble containing the text "Annual Plan Schedule Nov 2022" is positioned below the "Changed My Mind" button. Below this bubble, there is another dialog box with the title "Select a value for 'Period'?". This dialog contains four buttons: "Apr", "Aug", "Dec", and "Feb". At the bottom of the interface, there is a text input field with the placeholder text "Type a message".

7. Specify the input parameters required to run the report. The number of parameters depend on the selected report. In this example, select **Jan** for Period.

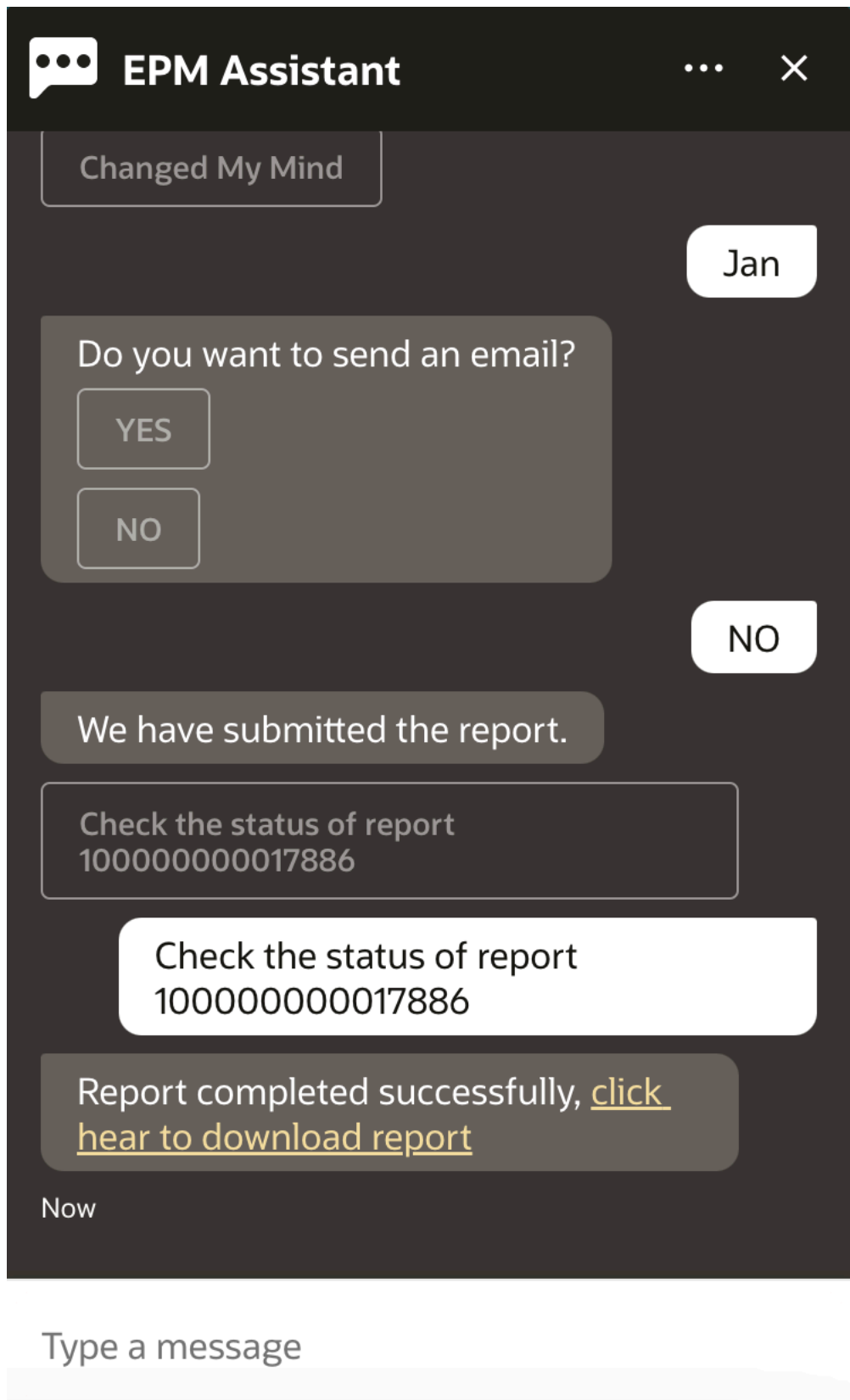


Type a message

8. Specify if you want to receive an email with the generated report by selecting **Yes** or **No** to the question **Do you want to send an email?**.
The report generation job is submitted.



9. To view the status of your report, click **Check the status of report 100000000017886**.



10. Click the link in the assistant to download the report.

Displaying Additional Dimension Values When Updating Data

When you request for data, EPM Digital Assistant also shows the additional dimensions under custom parameters, such as account, period, years, scenario, currency and entity values. You can add or remove these dimension values in the display.

Here is an example of the additional dimension values when updating data:



Using the Assistant for Planning Modules

Related Topics

- [Task Overview](#)
Here's a summary of the tasks you can perform with EPM Digital Assistant for Planning Modules.
- [Working with Cubes](#)
You can work with cubes using EPM Digital Assistant.
- [Showing the POV](#)
You can use EPM Digital Assistant to show the POV for Planning Modules.
- [Changing the POV](#)
You can use EPM Digital Assistant to change the POV.
- [Working with Data](#)
- [Updating Data](#)
You can use EPM Digital Assistant to update data for Planning Modules.
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You can run business rules without runtime prompts with the EPM Digital Assistant for Planning Modules.
- [Generating Reports](#)
You can use the EPM Digital Assistant to generate Task Manager reports for Planning and Planning modules, including custom reports. Based on your selection of the report group, report name, and the other required parameters, the report is generated.
- [Displaying Additional Dimension Values When Updating Data](#)

Task Overview

Here's a summary of the tasks you can perform with EPM Digital Assistant for Planning Modules.

Your administrator can review the utterances in the Oracle Digital Assistant development environment, and add and adjust them as needed.

Table 19-1 Planning Modules Tasks

| Task | Enter in the assistant | Learn more |
|-----------------|--|---------------------------------|
| Change the cube | Change cube or Change cube to <i>cube name</i> Substitute an actual cube name for the text in italics | Change the Cube |
| View the POV | Show me the POV , then select an option You can also say What is my POV or Show current POV | View the POV |

Table 19-1 (Cont.) Planning Modules Tasks

| Task | Enter in the assistant | Learn more |
|------------------------------------|---|--|
| Change the POV | Change the POV to <i>POV name</i> Substitute the actual POV name for the text in italics | Change the POV |
| View data for the current POV | Show data, Show data for account, or Show data for dimension Substitute an actual account or dimension name for the text in italics | View Data |
| Update data | Update <i>account</i> to <i>value</i> or Update <i>dimension</i> to <i>value</i> Substitute the actual account or dimension name and value for the text in italics | Update Data |
| Execute a rule in the current cube | Execute rule <i>rule name</i> Substitute an actual rule name for the text in italics | Run Rules |
| Access job details | What is the status of my job Status of <i>job_type</i> job Do I have jobs run yesterday | Accessing Job Status and Job Details |
| Show task summary | Show task summary Show my open tasks Show my late tasks | Showing Task Summary |
| Generate report | I want to generate a report Generate planning modules report <i>report_name</i> Generate <i>module name</i> report | Generating Reports |

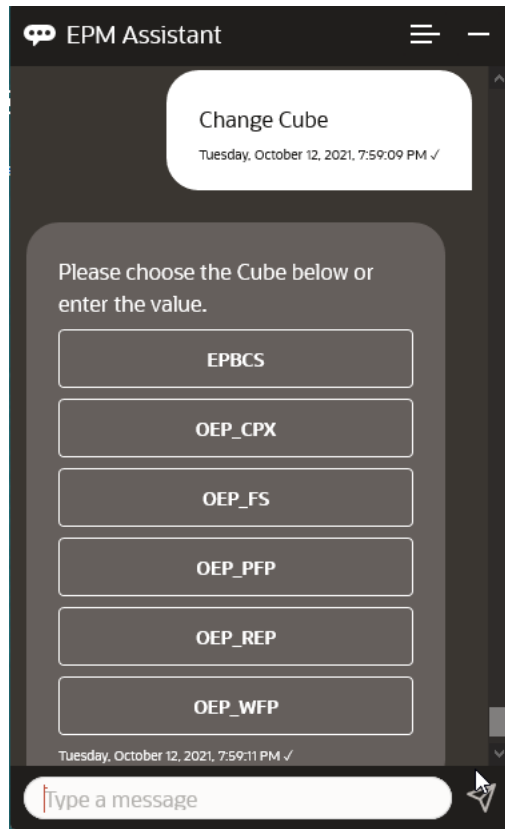
Working with Cubes

You can work with cubes using EPM Digital Assistant.

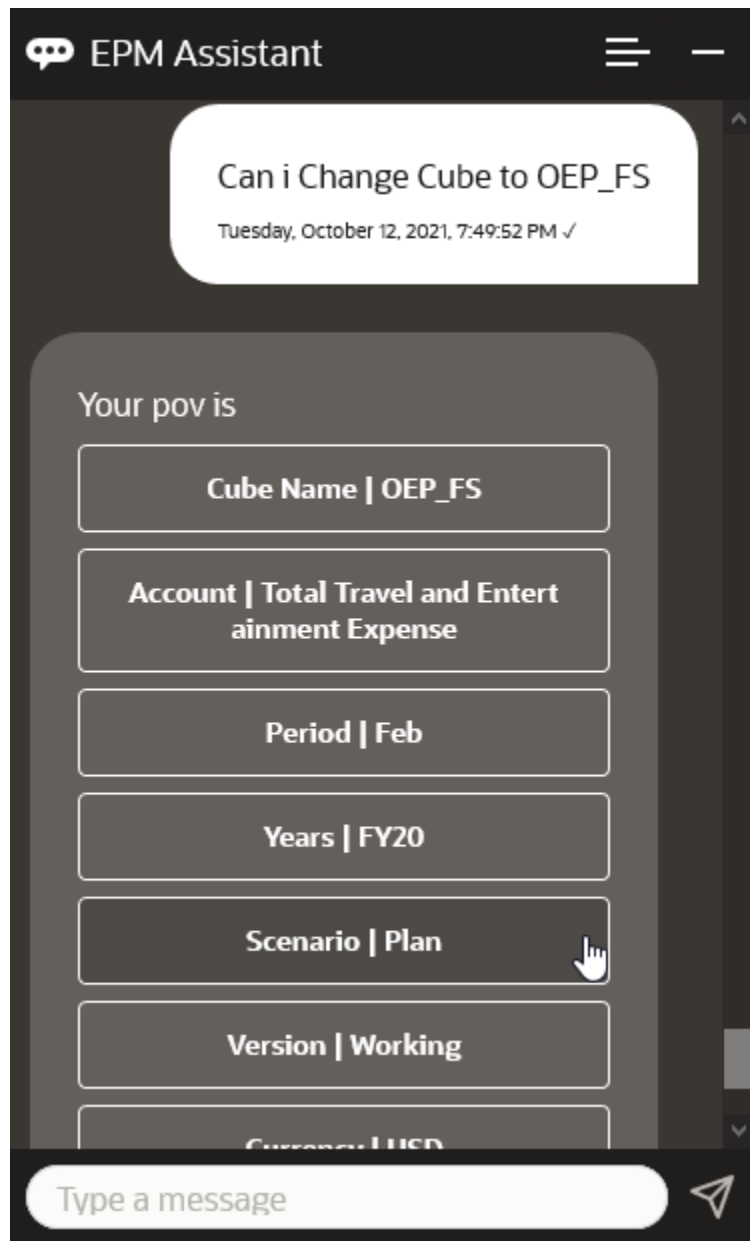
Enter **change cube** to change the cube, as shown in Example 1. The assistant lists the available cubes, and you can select one.

You can also enter **Change cube to cube *cube name*** if you know the name of the cube, as shown in example 2. The assistant changes the cube to the one you requested and returns the new POV.

Example 1 Change cube:



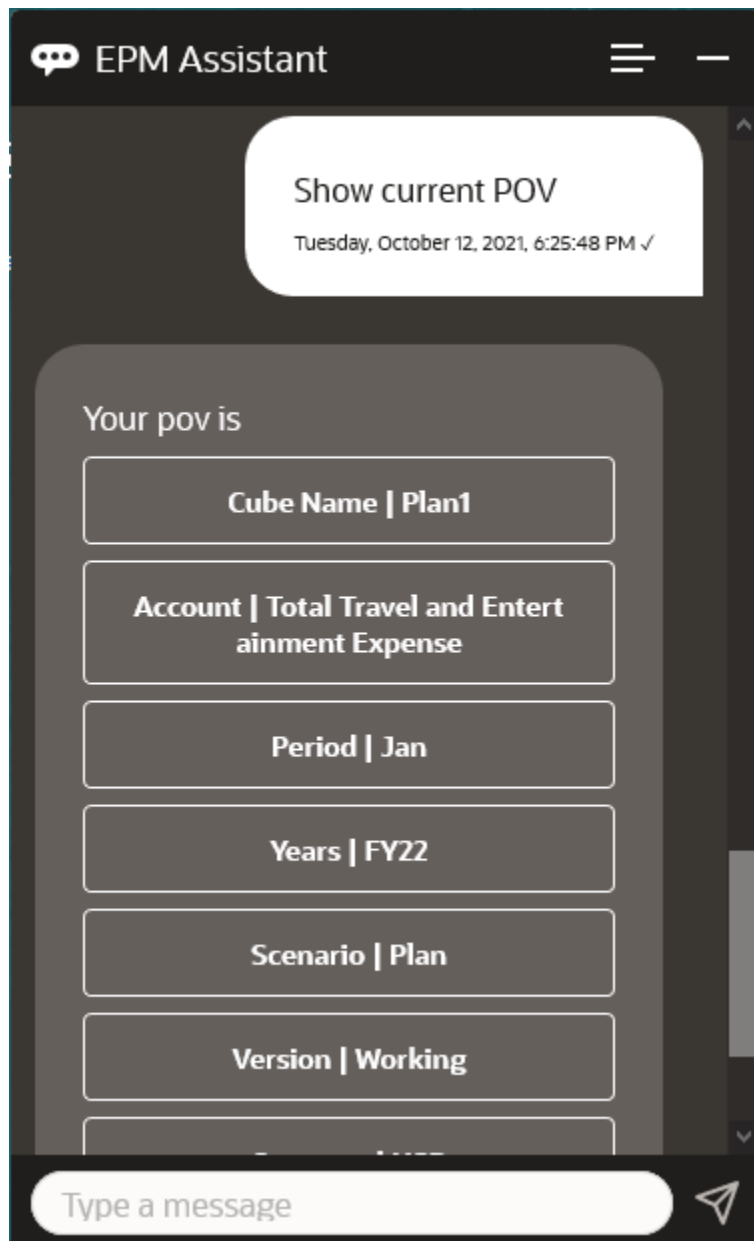
Example 2 Change cube to a different cube name:



Showing the POV

You can use EPM Digital Assistant to show the POV for Planning Modules.

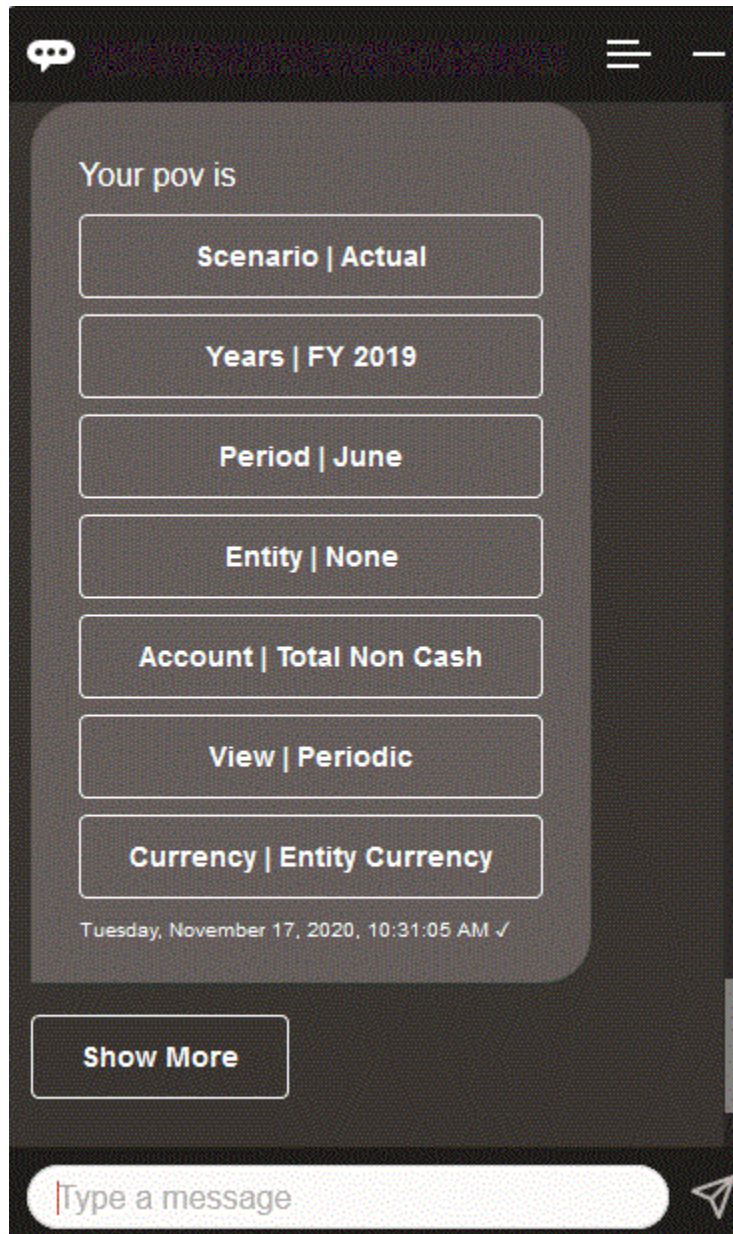
Enter **Show current POV** in the assistant. The POV displays as this example.



Changing the POV

You can use EPM Digital Assistant to change the POV.

Enter **POV** in the assistant, and then click a button as shown in the following example.



You can show an account value for the selected POV, and then you can drill down to a different dimension. For example, show Sales, and then drill down the Entity dimension.

Working with Data

You can use the EPM Digital Assistant to work with data.

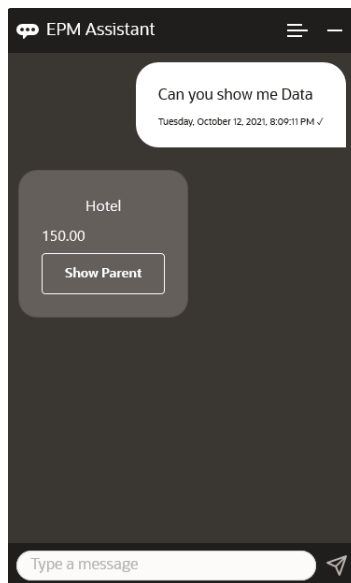
Enter **show me data** to get data for the current POV.

You can also enter **show value for account** if you know the name of the account. The assistant shows the account.

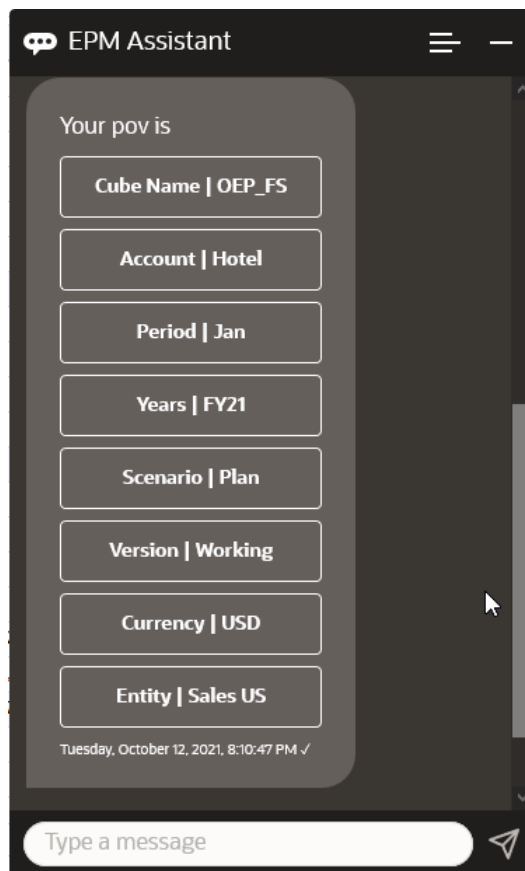
The following fictitious scenario shows an example of how you can work with data.

Scenario for Working with Data

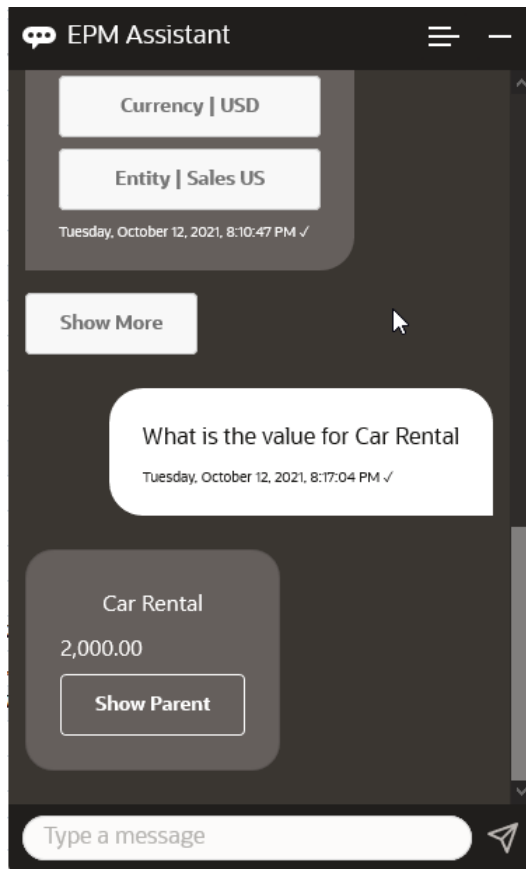
1. Enter **Show me the data.**



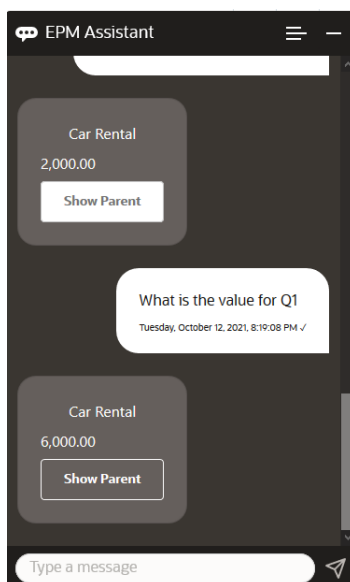
The assistant displays the options for the current POV.
This screenshot shows an example.



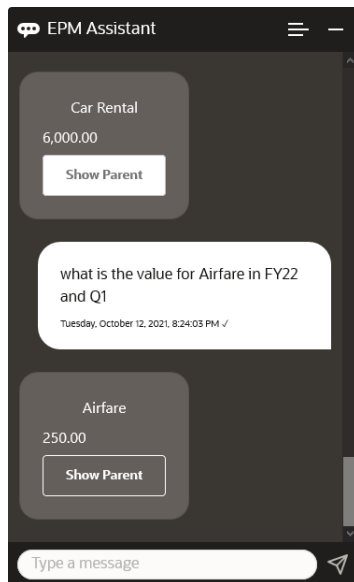
- Now you want to know the data for Car Rental, so you ask **what is the value for Car Rental**.



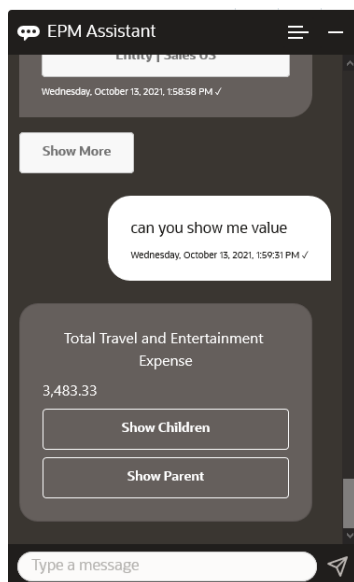
- You now want to know the full Q1 value. With the previous question, the assistant changed the Account to Car Rental. So you can enter **What is the value for Q1**.



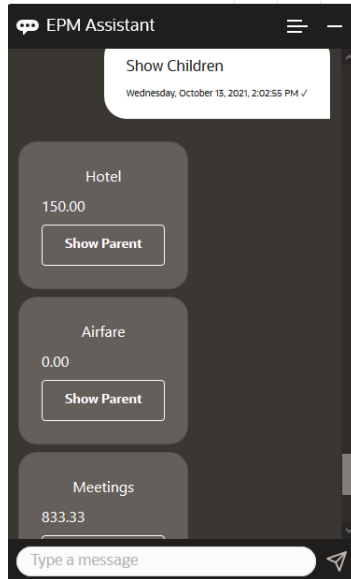
- Now, you want to see the value for Account Airfare and Years for FY22, Period Q1. So you enter **What is the value for Airfare in FY22 and Q1.**



- For now, you set the Account to **Total Travel and Entertainment Expenses.**



- The assistant shows two actions, Children and Parent. You want to see the value for Children, so you click **Children.**



Updating Data

You can use EPM Digital Assistant to update data for Planning Modules.

To update an account for the current POV, enter **update *Account* by *Amount***, substituting the account name and amount for the words in italics.

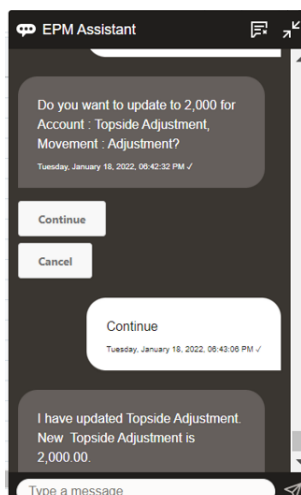
You can also enter either of the following, substituting your own account name for the information in italics.

- Increase *Account* by *amount* - Increases the amount for the current POV
- Decrease *Account* by *amount* - Decreases the amount for the current POV

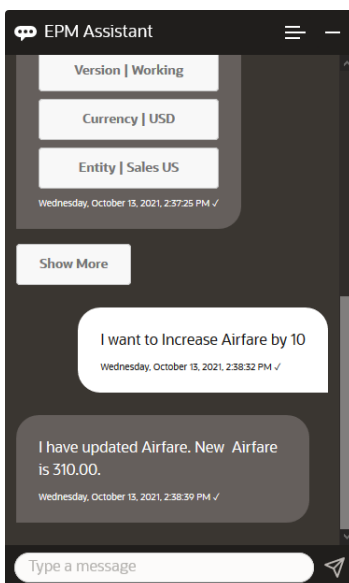
The following fictitious scenario shows an example of how you can update data.

Scenario for Updating Data

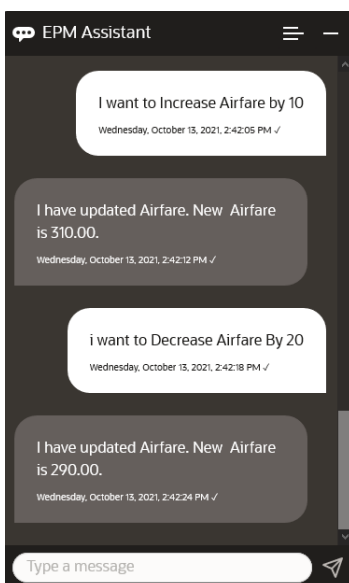
1. Enter **update Airfare by 300**.



- Now you want to add 10 to the existing value, so you enter **increase Airfare by 10**.



- Next, you want to want to reduce the value by 20, so you enter **decrease Airfare by 20**.



Running Business Rules

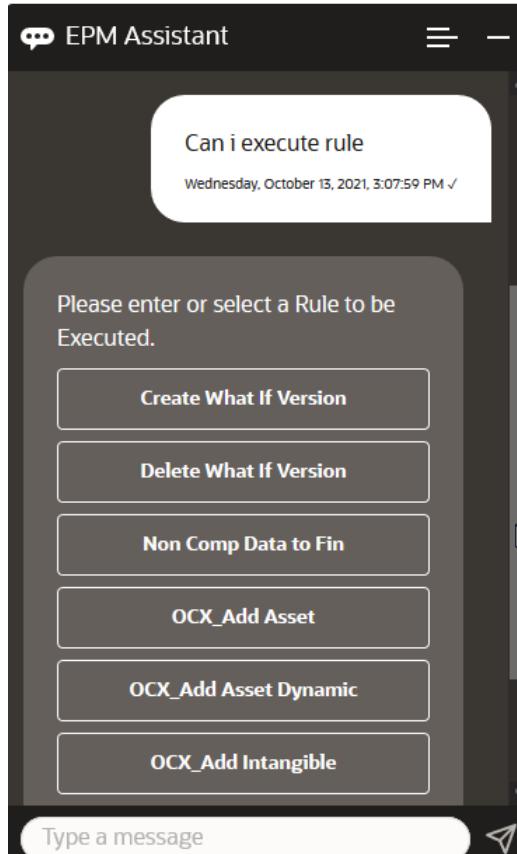
You can run business rules without runtime prompts with the EPM Digital Assistant for Planning Modules.

To run a rule, you must first be in the cube that has that rule. Be sure that the rule does not have runtime prompts, and that the rule has been made available in the assistant by your administrator. In the cube, run a rule for the current POV by entering **execute Rule Name**. You can now select one of the rules that your administrator has made available. The rule name must be typed exactly as it exists in the application and the assistant.

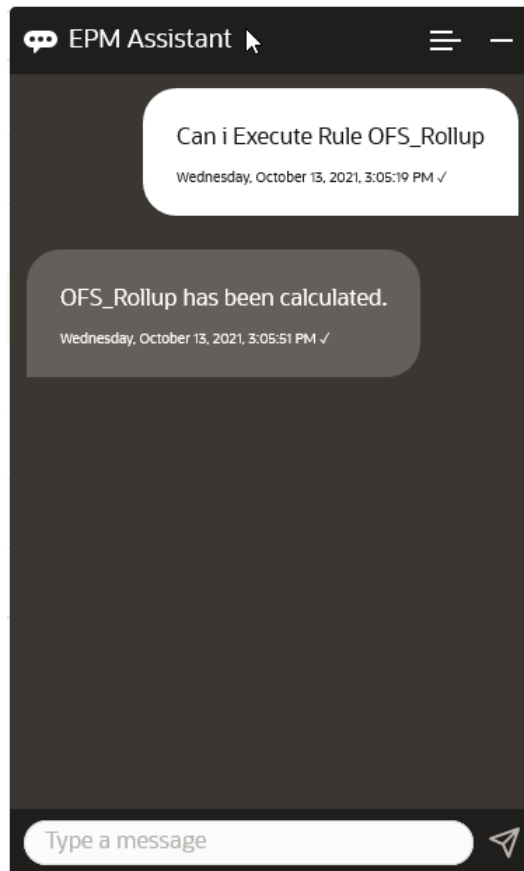
The following fictitious scenario shows an example of running rules.

Scenario for Running Rules

- Execute rules by entering **execute rule**. In this case, the rule runs in Cube OPE_FS. You can now select a rule to run.



- Execute a specific rule called OFS_Rollup, because you know the rule name, by entering **execute rule OFS_Rollup**.



Note:

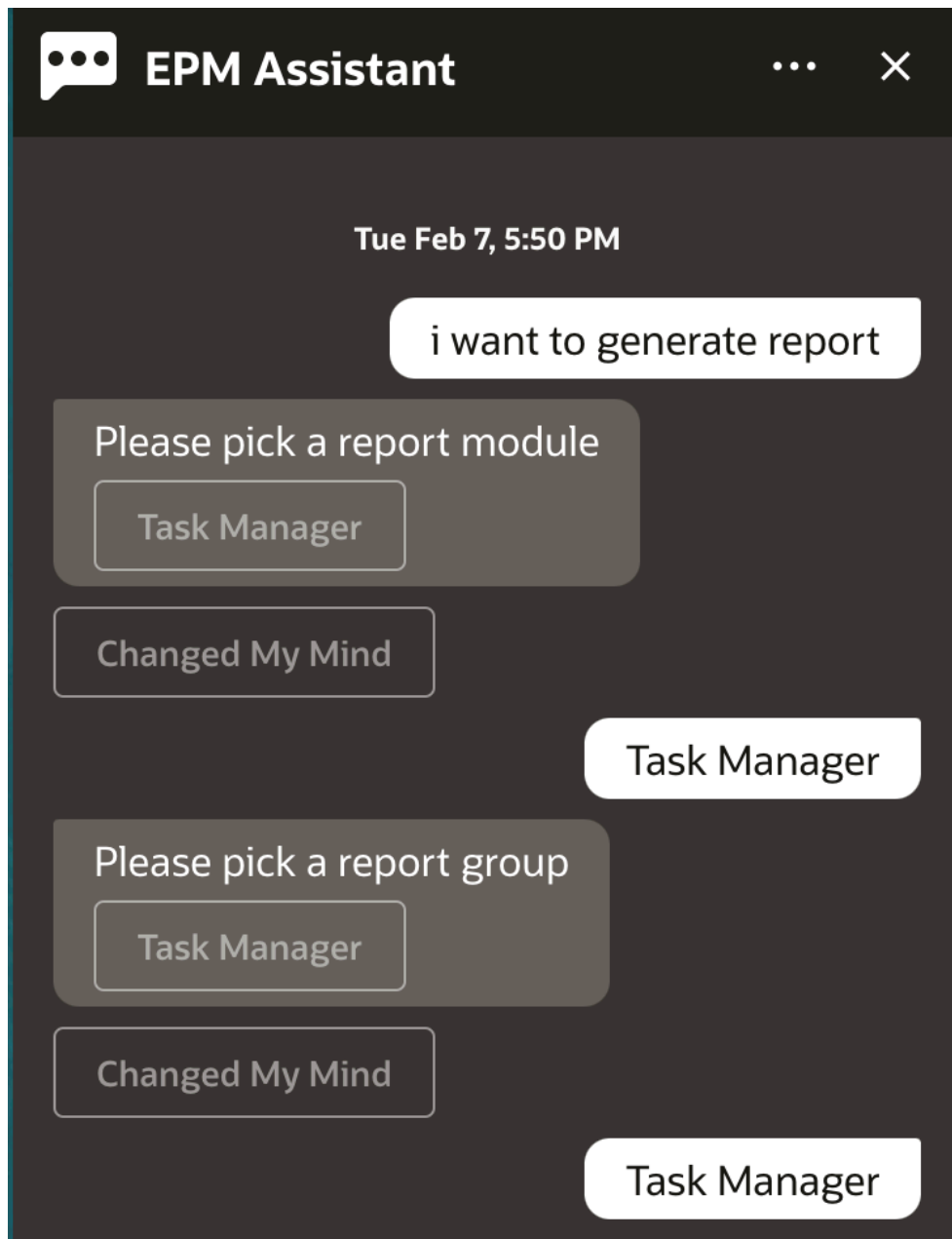
Currently, the assistant does not support rulesets or business rules with runtime prompts.

Generating Reports

You can use the EPM Digital Assistant to generate Task Manager reports for Planning and Planning modules, including custom reports. Based on your selection of the report group, report name, and the other required parameters, the report is generated.

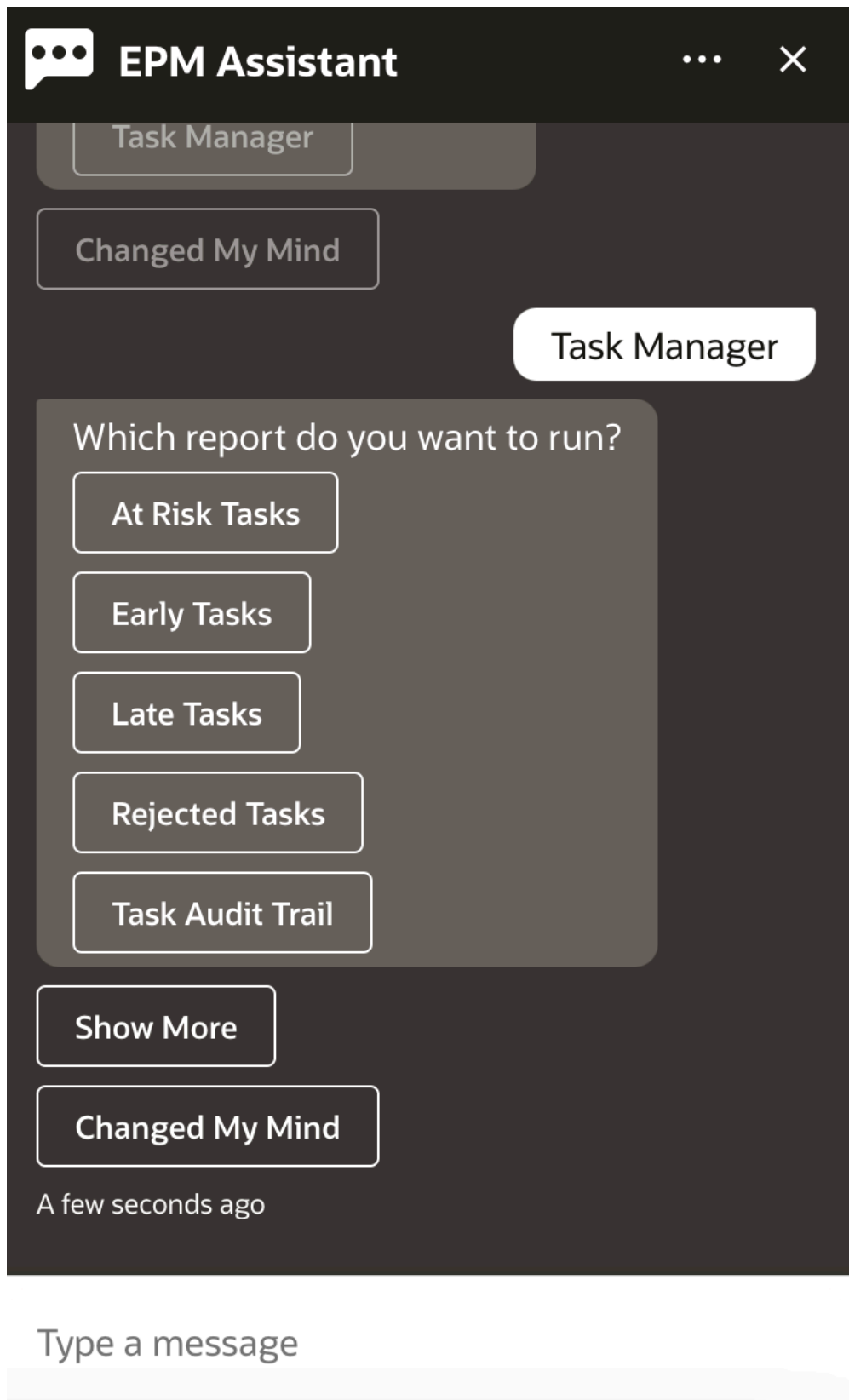
You can also generate reports when you are not connected to the assistant and share the downloaded file with other users through Slack or Microsoft Teams.

1. To generate a report, enter **I want to generate a report** in the assistant.



The assistant displays the available report module.

2. Select the report module. In this example, we generate a **Task Manager** report. The report groups available for the selected report module are displayed.
3. Select the report group. In this example, select **Task Manager**. The available reports are displayed.
4. Select the report that you want to generate. In this example, select **Late Tasks**.

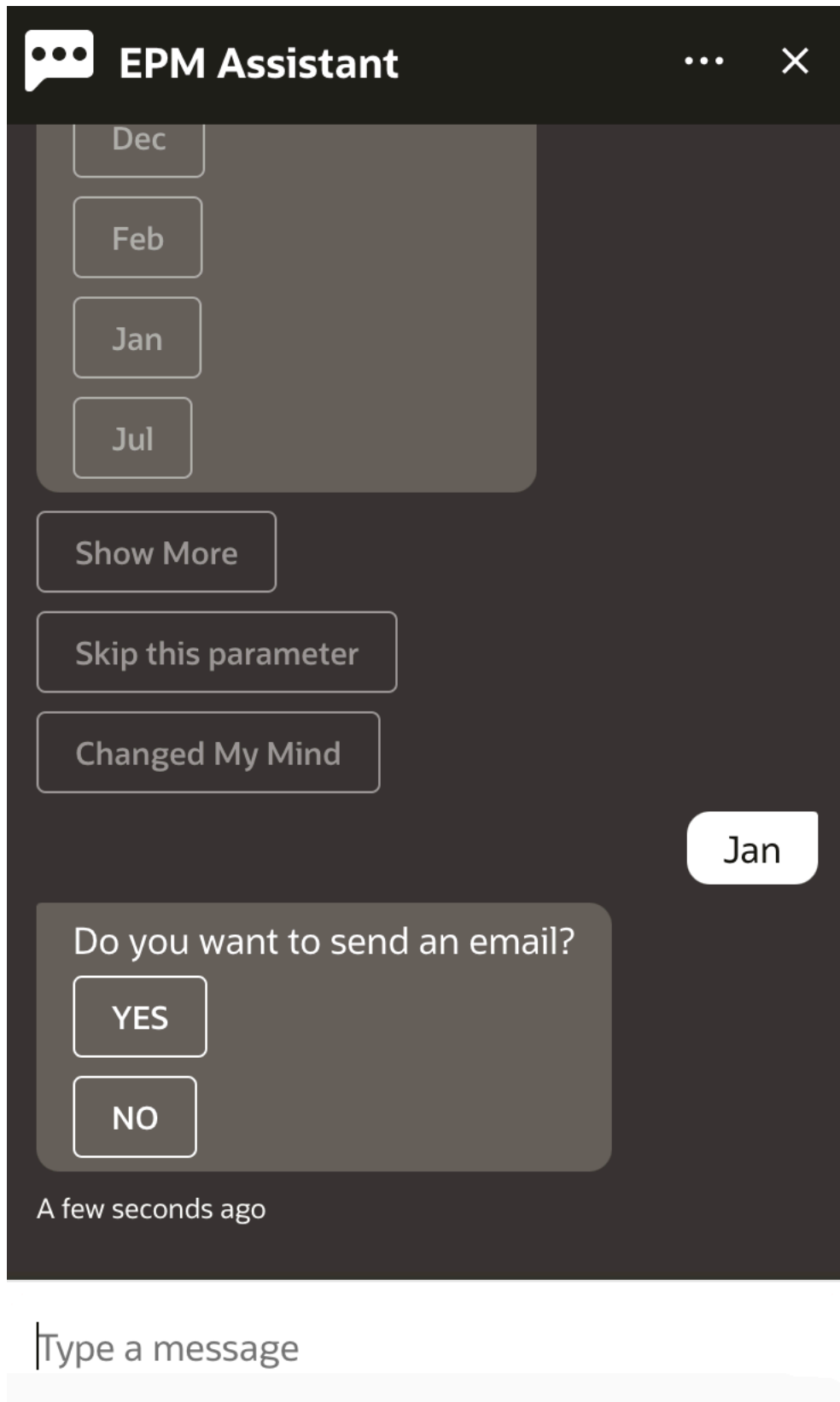


5. Select the report format. The available options are PDF, CSV, CSV2, XLSX, and HTML.

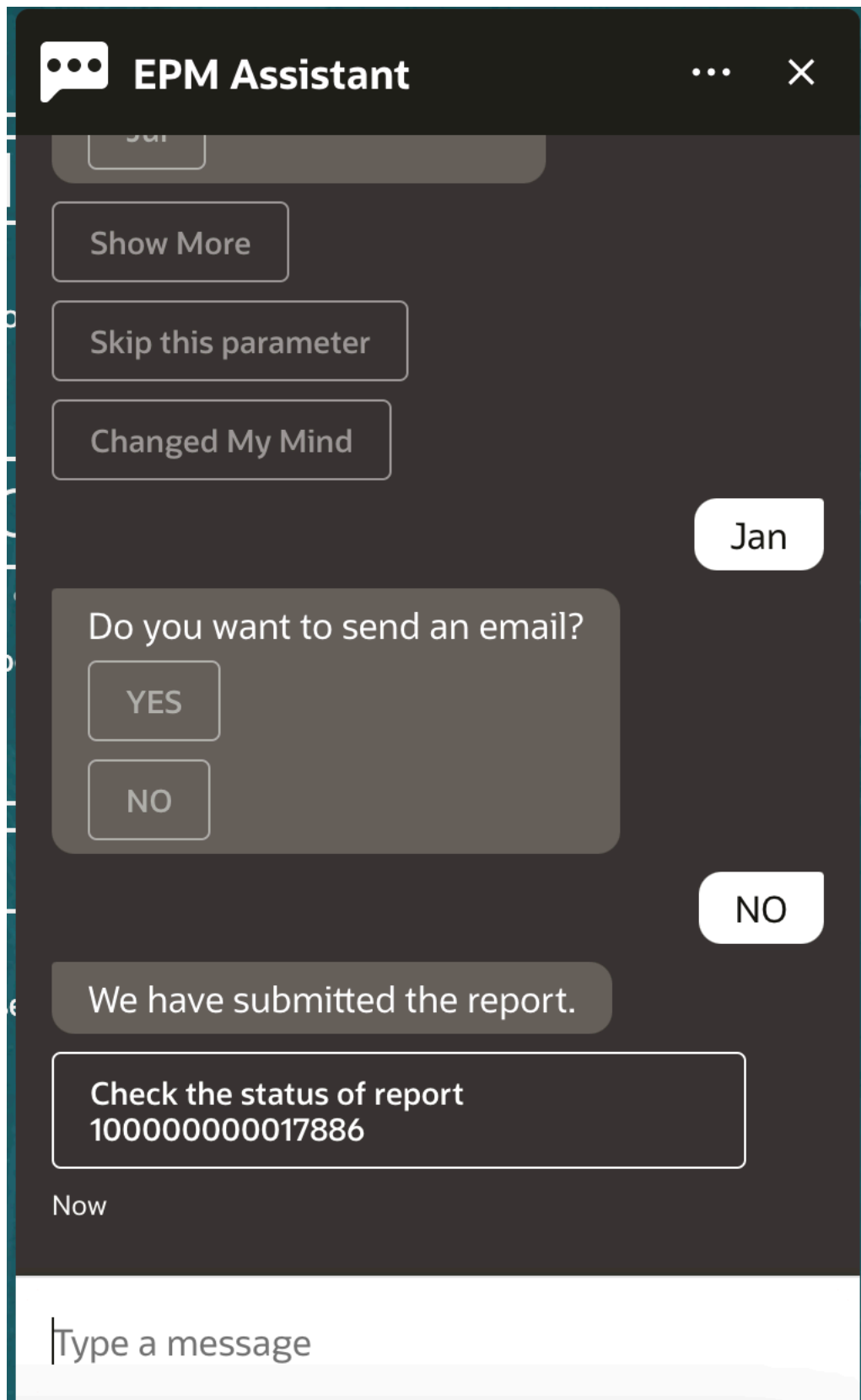
6. Select a plan schedule. In this example, select **Annual Plan Schedule Nov 2022**.

The screenshot shows the EPM Assistant chat interface. At the top, there is a header with a speech bubble icon, the text "EPM Assistant", and a close button (X). Below the header, there is a "CSV" button. The main content area contains a dialog box with the title "Select a value for 'Schedule'?". Inside this dialog, there are two buttons: "Annual Plan Schedule Nov 2022" and "Annual Plan Schedule Oct 2022". Below the dialog, there are two more buttons: "Skip this parameter" and "Changed My Mind". A white message bubble contains the text "Annual Plan Schedule Nov 2022". Below this, there is another dialog box with the title "Select a value for 'Period'?". Inside this dialog, there are four buttons: "Apr", "Aug", "Dec", and "Feb". At the bottom of the chat interface, there is a text input field with the placeholder text "Type a message".

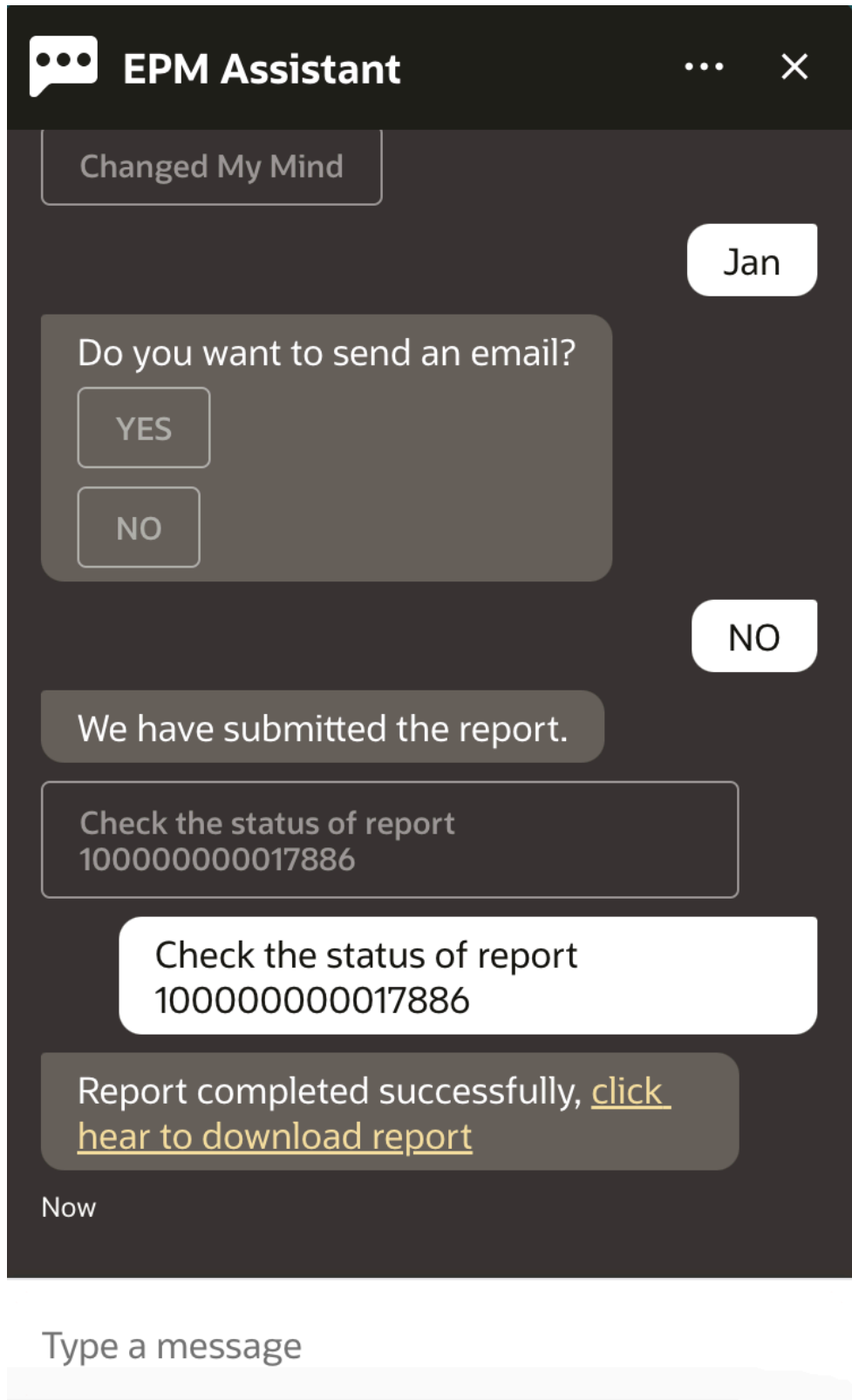
7. Specify the input parameters required to run the report. The number of parameters depend on the selected report. In this example, select **Jan** for Period.



8. Specify if you want to receive an email with the generated report by selecting **Yes** or **No** to the question **Do you want to send an email?**.
The report generation job is submitted.



9. To view the status of your report, click **Check the status of report 10000000017886**.



10. Click the link in the assistant to download the report.

Displaying Additional Dimension Values When Updating Data

When you request for data, EPM Digital Assistant also shows the additional dimensions under custom parameters, such as account, period, years, scenario, currency and entity values. You can add or remove these dimension values in the display.

Here is an example of the additional dimension values when updating data:



Part V

Appendix: Using the EPM Account Reconciliation or Financial Consolidation and Close Skill with Fusion Applications Digital Assistant (FADA)

These instructions cover the configuration steps needed to use the EPM skills (Account Reconciliation or Financial Consolidation and Close) while also using Fusion Applications Digital Assistant (FADA).



Note:

The EPM skills are supported only when the EPM instance is deployed on an OCI (Gen 2) Environment.

These are the steps to configure the Account Reconciliation or Consolidation and Close skill with Fusion Application Digital Assistant:

1. Login to the Fusion Apps Digital Assistant and note the ODA instance URL and redirect URL in the form of `https://<ODA_Instance_URL>/connectors/v2/callbackinstance`. Here's an example: `https://idcs-oda-fxxxxxxxxxabcxxxx.data.digitalassistant.oci.oc-test.com/connectors/v2/callback`
2. Complete three tasks covered in [Configure Authentication Parameters for an OAuth 2 OCI \(Gen 2\) Environment](#) in the *Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management* guide. OAuth configuration is required to enable the EPM skills to work when combined with the Fusion Applications Digital Assistant:
 - a. Create an Oracle Identity Cloud Service (IDCS) Confidential App
 - b. Configure the Oracle Digital Assistant (ODA) Instance to Point to the IDCS Instance
 - c. Configure the Account Reconciliation Skill to Point to the Authentication Service
3. Configure the EPM skills in the Fusion Applications Digital Assistant:
 - a. Choose the Account Reconciliation skill and extend the skill. See [Extending a Skill](#) in the *Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management* guide. Repeat this step for the Consolidation and Close skill.
 - b. Update the modifiable entities to match your environment. See [Import Application Value List Entities](#) in the *Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management* guide. Repeat this step for each EPM skill.
 - c. For Consolidation and Close, add the custom dimensions you may have in your EPM Financial Consolidation and Close environment to your extended skill. See [About](#)

[Pre-Populated Dimensions for Financial Consolidation and Close](#) in the *Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management* guide.

4. Train the Skill (for both Ht and Tm models): See [Training the Skill](#) in the *Getting Started with the Digital Assistant for Oracle Cloud Enterprise Performance Management* guide.
5. Publish each of the EPM skills. See Publish in [Create, Configure and Version Skills](#) in the *Using Oracle Digital Assistant* guide.
6. Extend the Fusion Applications Digital Assistant. See [Oracle By Example Extending the Fusion Applications Digital Assistant](#).
7. Remove the older version of the EPM skill from the Fusion Applications Digital Assistant. To remove an older version, click the **X** next to the skill you want to remove.
8. Add the newly configured EPM skill to the Fusion Applications Digital Assistant. To add the skill, click **+ Add Skill** on the upper left.
9. Publish the Fusion Application Digital Assistant. See [Create, Version and Publish Digital Assistants](#) in the *Using Oracle Digital Assistant* guide.