

Oracle® Fusion Cloud EPM

Getting Started with the Digital Assistant



F36797-35



Oracle Fusion Cloud EPM Getting Started with the Digital Assistant,

F36797-35

Copyright © 2020, 2025, Oracle and/or its affiliates.

Primary Author: EPM Information Development Team

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Documentation Accessibility

Documentation Feedback

1 Creating and Running an EPM Center of Excellence

Part I Introduction to Oracle Fusion Cloud EPM for Digital Assistant

2 Overview of the Digital Assistant

3 Prerequisites for Using the Digital Assistant

Ordering and Setting Up Oracle Digital Assistant (ODA) Platform 1

Part II Configuring Digital Assistant for New Users

4 Pulling and Extending the Digital Assistant Skills

Pulling Oracle Fusion Cloud EPM for Digital Assistant Skills 1

Extending Oracle Fusion Cloud EPM for Digital Assistant Skills 4

Understanding the Relationship Between One Extended Skill and Cloud EPM
Instances in Your Environment 4

Understanding the Difference Between Extending and Cloning 4

Extending an Digital Assistant Skill 4

5 Customizing Skills

Customizing Skills for Account Reconciliation 1

Application Entities for Account Reconciliation 1

Extracting Entities for Account Reconciliation 1

Customizing Skills for Financial Consolidation and Close, Tax Reporting, Planning, and Planning Modules	2
Application Entities for Financial Consolidation and Close	3
Application Entities for Tax Reporting	4
Application Entities for Planning	5
Application Entities for Planning Modules	5
Extracting Entities for Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules	7
Importing Application Value List Entities	8
Preparing Application Entities for Import in a CSV File	8
Steps to Import Application Value List Entities	10
Recommendations and Restrictions When Importing Application Value List Entities	10
Understanding Where Information is Stored in Your Consolidation and Close or Tax Reporting Extended Skill	11
Adding Custom Dimensions to an Extended Skill	11
About Pre-Populated Dimensions for Financial Consolidation and Close	12
About Pre-Populated Dimensions for Tax Reporting	12
About Pre-Populated Dimensions for Planning	13
About Pre-Populated Dimensions for Planning Modules	13
Adding a Custom Dimension	14
Training the Skill	20

6 Setting Up Channels

Configuring the Oracle Web Channel	1
Routing the Channel to the Skill	3
Configuring Slack as a Channel	4
Configuring Microsoft (MS) Teams Channel	4

7 Setting Up Authentication

Configuring Authentication Parameters for a Classic Environment	1
Configuring Authentication Parameters for an OAuth 2 OCI (Gen 2) Environment	2

8 Configuring Applications

Configuring Account Reconciliation	1
Configuring Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules	2

9 Optional Configuration

Modifying Utterances and Entity Values	1
--	---

10 Troubleshooting Digital Assistant

Part III Managing Digital Assistant Skills for Existing Users

11 Managing Value Lists

12 Upgrading to a New Version of a Skill

Pulling a New Version of Digital Assistant Skills 1

Rebasing a Skill 1

13 Removing Custom Dimensions From an Extended Skill

Part IV Getting Started with Using Digital Assistant

14 Using the Assistant on the Web

15 Using the Assistant on Microsoft Teams

16 Using the Assistant on Slack

17 Getting Help

18 Using the Assistant for Account Reconciliation

Task Overview for Account Reconciliation 1

Showing Reconciliations 2

Showing Reconciliations by Date	4
Viewing Reconciliation Balances	5
Adding a Comment	9
Viewing Comments for a Reconciliation	10
Viewing the Period Status	11
Updating the Period Status	12
Generating Reports	13

19 Using the Assistant for Financial Consolidation and Close

Task Overview for Financial Consolidation and Close	1
Managing the Close Status	2
Managing Journals	4
Viewing Journals by Status	5
Showing the POV	6
Changing the POV	7
Working with Data	8
Executing Rules	19
Updating Data and Running Business Rules	19
Consolidating	19
Generating Reports	20
Accessing Job Status and Job Details	24
Displaying Additional Dimension Values When Updating Data	25

20 Using the Assistant for Planning

Task Overview	1
Working with Cubes	2
Showing the POV	4
Changing the POV	5
Working with Data	10
Updating Data	19
Running Business Rules	21
Showing Task Summary	23
Generating Reports	26
Displaying Additional Dimension Values When Updating Data	30

21 Using the Assistant for Planning Modules

Task Overview	1
Working with Cubes	2
Showing the POV	4

Changing the POV	5
Working with Data	6
Updating Data	15
Running Business Rules	17
Generating Reports	19
Displaying Additional Dimension Values When Updating Data	23

22 Using the Assistant for Tax Reporting

Task Overview for Tax Reporting	1
Managing the Task Status	2
Setting the Context by Selecting a Cube	4
Showing the POV for Tax Reporting	5
Changing the POV for Tax Reporting	5
Working with Data	6
Changing the Members of Dimensions	15
Executing Rules for Tax Reporting	19
Updating Data and Running Business Rules	19
Consolidating	20
Displaying Additional Dimension Values When Updating Data	21
Generating Reports	22

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

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Feedback

To provide feedback on this documentation, click the feedback button at the bottom of the page in any Oracle Help Center topic. You can also send email to epmdoc_ww@oracle.com.

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 Oracle Fusion Cloud EPM investment
- Serves as a steering committee for best practices
- Leads EPM-related change management initiatives and drives transformation

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

How Do I Get Started?

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

Learn More

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



Part I

Introduction to Oracle Fusion Cloud EPM for Digital Assistant

You can use the Digital Assistant 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 the Digital Assistant

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

To use the Digital Assistant, you need to have an Oracle Digital Assistant subscription as well as one or more of the following Cloud EPM 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 Digital Assistant	 Getting Started with Fusion Cloud EPM Digital Assistant

3

Prerequisites for Using the Digital Assistant

Ensure that you have the Oracle Digital Assistant platform in your environment.

Ordering and Setting Up Oracle Digital Assistant (ODA) Platform

Oracle Fusion Cloud EPM uses the subscribed ODA instance to provide the interaction between the 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 [Using Oracle Digital Assistant](#) guide.

Part II

Configuring Digital Assistant for New Users

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

If you are a new user, ensure that you perform all the steps in subsequent chapters after completing the prerequisites.

4

Pulling and Extending the 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 Oracle 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 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 Oracle Fusion Cloud EPM for Digital Assistant Skills

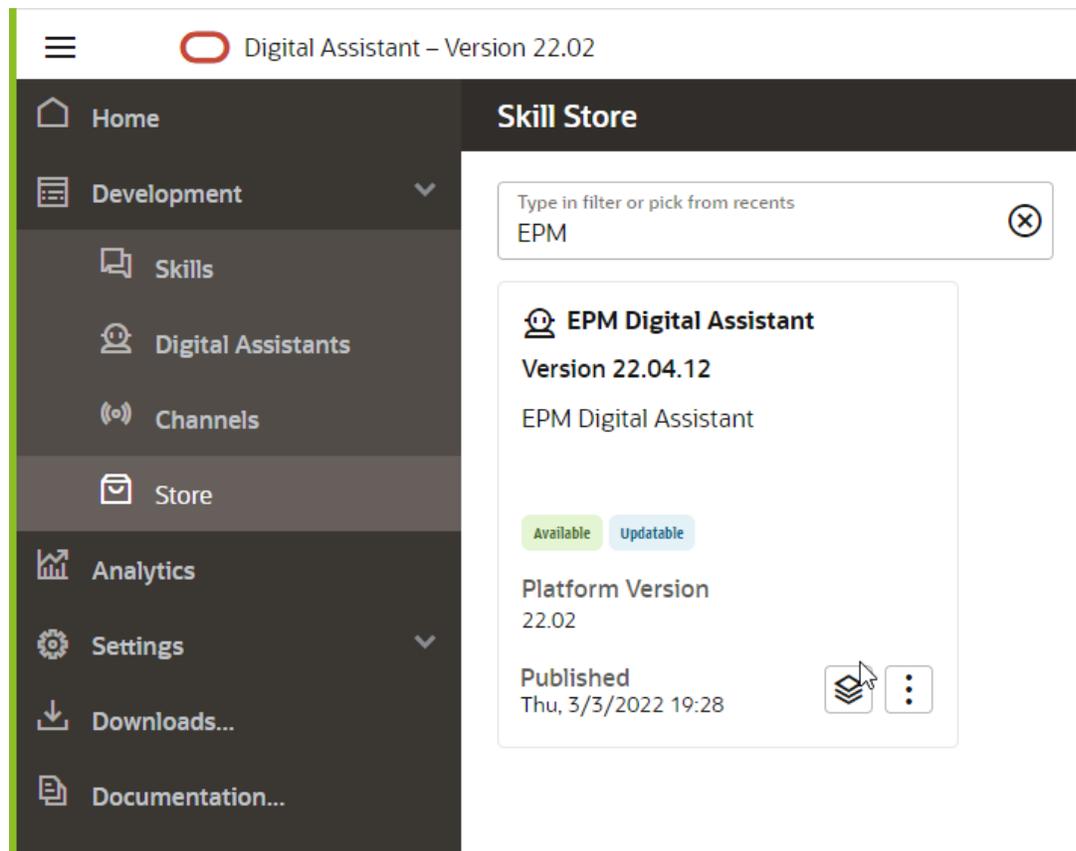
Pulling the Oracle Fusion Cloud EPM for Digital Assistant from the Oracle Digital Assistant Skill Store:

1. In Oracle Digital Assistant (ODA), click



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

2. Locate the tile for Digital Assistant.

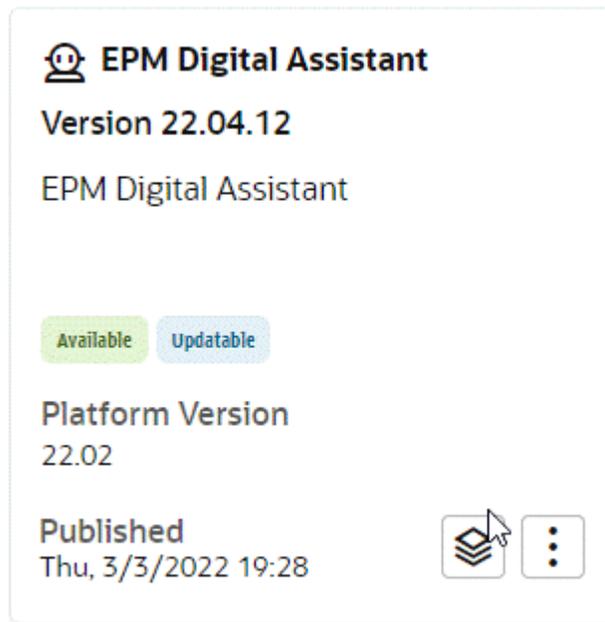


3. Click

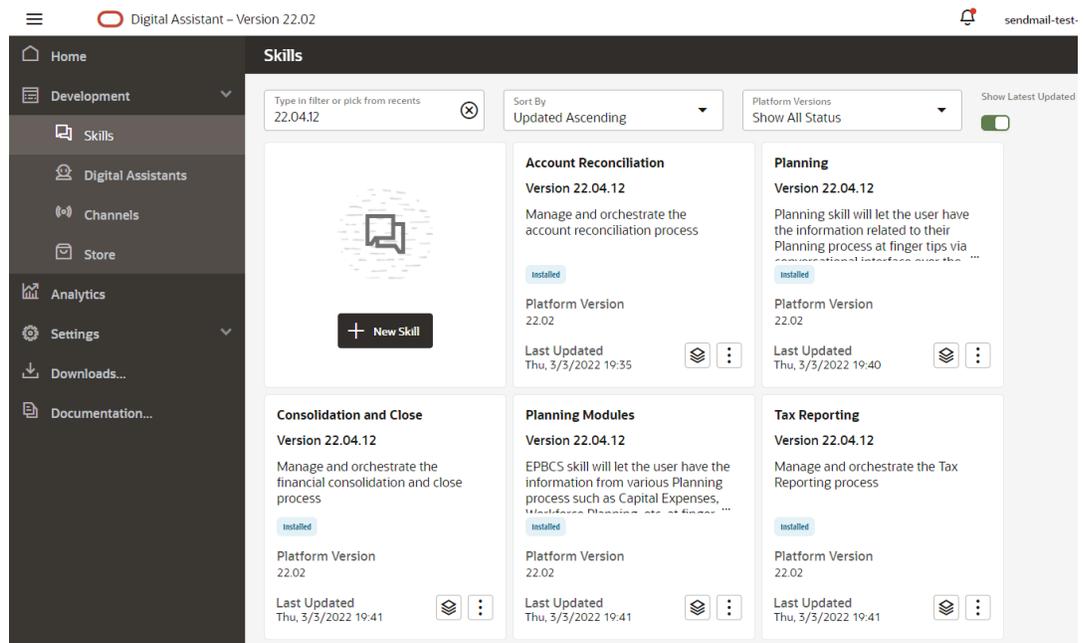


(the Options menu) and then select **Pull** from the drop down.

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



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



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

Extending Oracle Fusion Cloud EPM for 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 Cloud 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 Cloud EPM Instances in Your Environment

Each extended skill can only point to one Oracle Fusion Cloud 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 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 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 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.

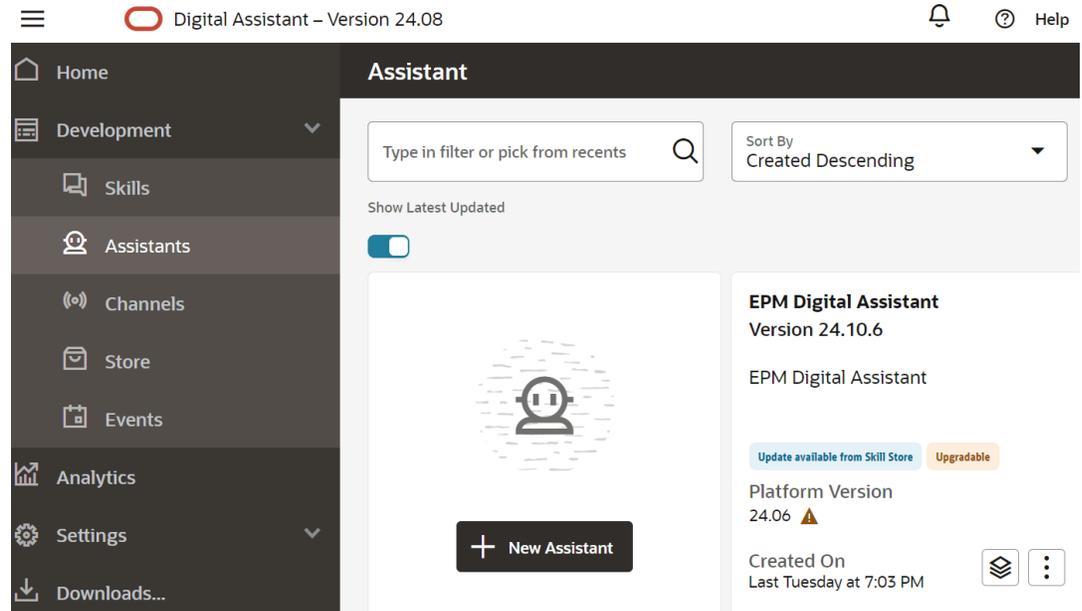
Extending an Digital Assistant Skill

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

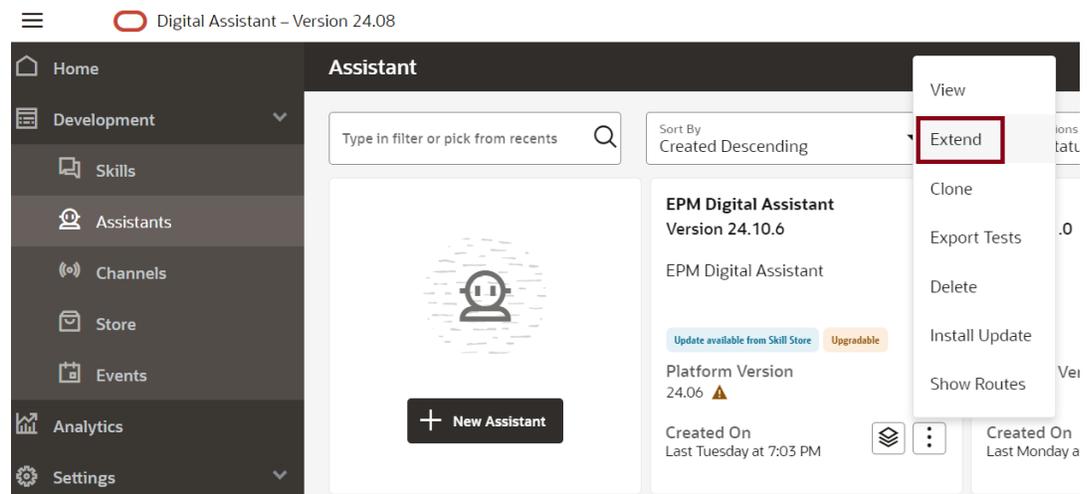
1. In Oracle Digital Assistant, click



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



2. Under the 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 Assistant ✕

Base Assistant
 EPM Digital Assistant Installed • 24.10.6 – 24.06

Display Name

Name

Assistant Version Platform Version

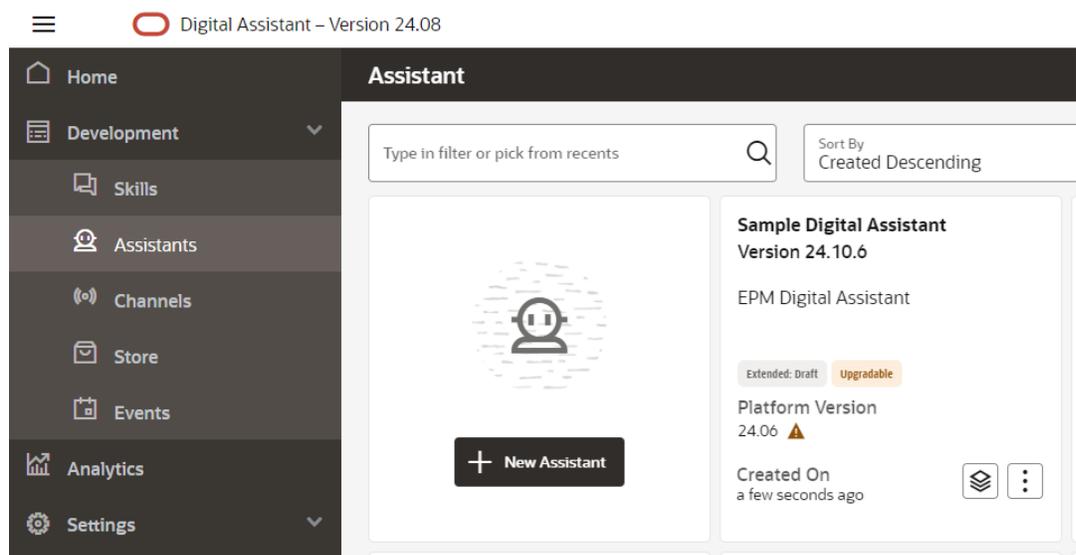
One-Sentence Description

Open extended digital assistant

Primary Language (Natively-Supported) ⓘ

Extend

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



4. You can also extend the Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, OR Planning Modules skill.
 - a. Select **Oracle EPM Digital Assistant** , and then click **View**.
 - b. The Skill dialog displays. From the Skill dialog, select Account Reconciliation, Consolidation and Close, Tax Reporting, Planning, OR Planning Modules skill.
 - c. Click **Options**, and select **Extend**.
 - d. The Create Extended Skill dialog displays. Enter the required information, and then click **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.

 **Note**

When extending the Digital Assistant Skill, select the latest version of Digital Assistant.

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 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 in *Setting Up and Configuring Account Reconciliation* . .
 - b. To export periods, see Importing Multiple Periods from a File in *Setting Up and Configuring Account Reconciliation* .
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 Consolidation and CloseTax ReportingPlanning Or 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](#)

Application Entities for Financial Consolidation and Close

The 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
- EPM_UPDATE_SMARTLIST - Names of all Smart List entries

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 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
- EPM_UPDATE_SMARTLIST - Names of all Smart List entries

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 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
- EPM_RULE_NAME - Names of all Rules
- FCM_REPORT_GROUP_NAMES - All custom report group names
- FCM_REPORT_NAMES - All custom report names
- EPM_DIMENSION - All dimensions in the sample application
- EPM_CUBE - Name of cubes you are using
- EPM_UPDATE_SMARTLIST - Names of all Smart List entries

Application Entities for Planning Modules

The 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
- EPM_RULE_NAME - Names of all Rules

- FCM_REPORT_GROUP_NAMES - All custom report group names
- FCM_REPORT_NAMES - All custom report names
- EPM_DIMENSION - All dimensions in the sample application
- EPM_CUBE - Name of cubes you are using
- EPM_UPDATE_SMARTLIST - Names of all Smart List entries

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

- Save the file using the .csv format.

Importing Application Value List Entities

Before you can use a skill, you are required to import the Oracle Fusion Cloud 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 Cloud 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 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).

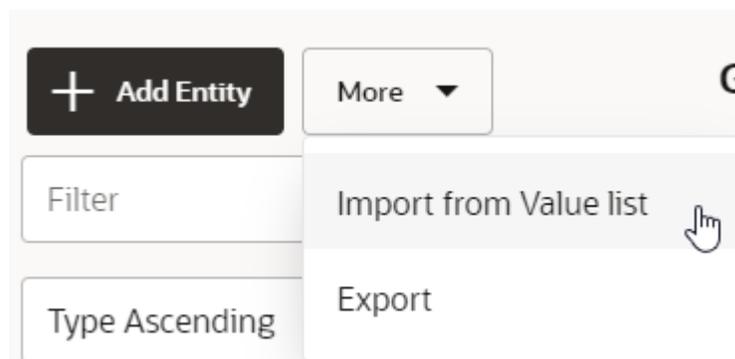
To import the value list entities file.

- 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 Digital Assistant accomplish user requests. The 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, CbCR)

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 Oracle Fusion Cloud EPM Financial Consolidation and Close, Tax Reporting, Planning, or Planning Modules environment.

The 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 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 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

You can populate the standard application dimensions in your extended skills for the entity EPM_DIMENSION. For example, you can manually add any of the following dimensions, as required.

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

Note

During migration, the existing dimensions are automatically deleted. If you require any of the dimensions that have been deleted, you can manually add the required dimensions.

About Pre-Populated Dimensions for Planning Modules

You can populate the standard application dimensions in your extended skills for the entity EPM_DIMENSION. For example, you can manually add any of the following dimensions, as required.

- 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

Note

During migration, the existing dimensions are automatically deleted. If you require any of the dimensions that have been deleted, you can manually add the required dimensions.

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.

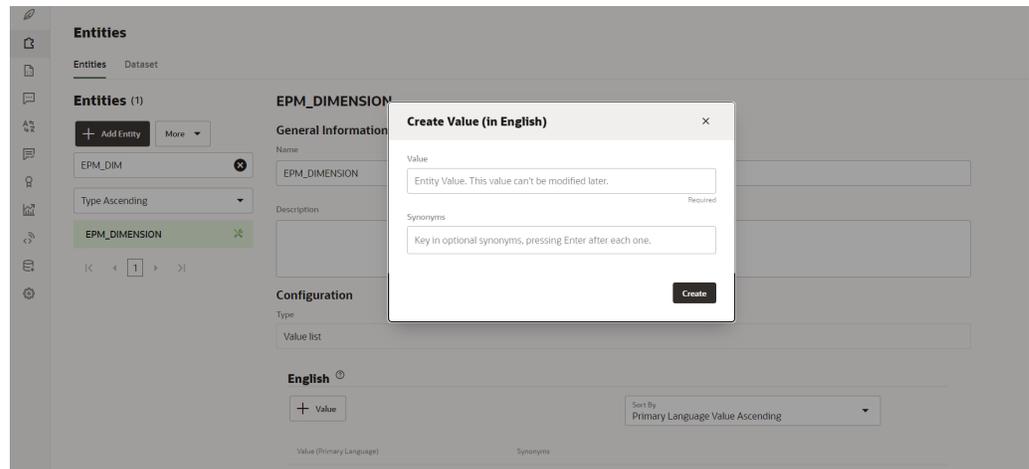
To add a custom dimension:

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.



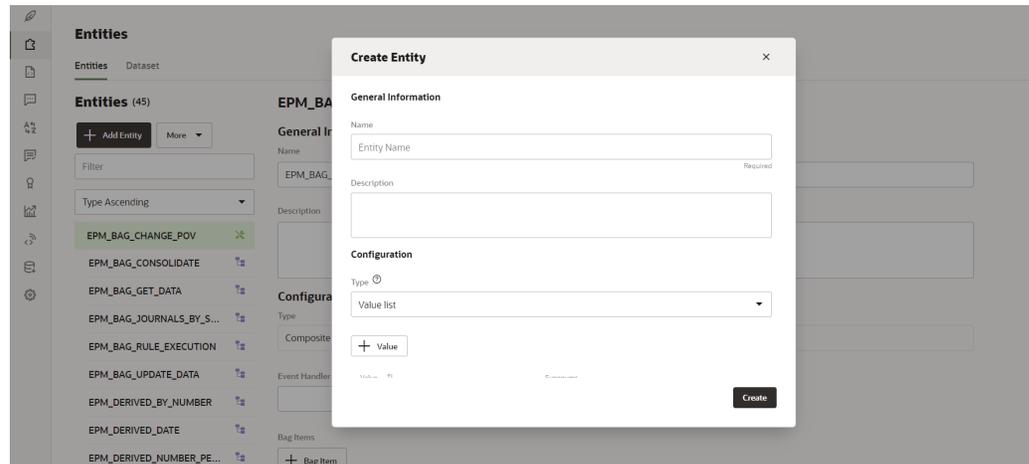
- c. In Value, enter the name of the custom dimension that you are adding to the Digital Assistant extended skill. In this example, enter **Product**.
 - d. Optionally, add any synonyms and then click **Create**.

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](#).

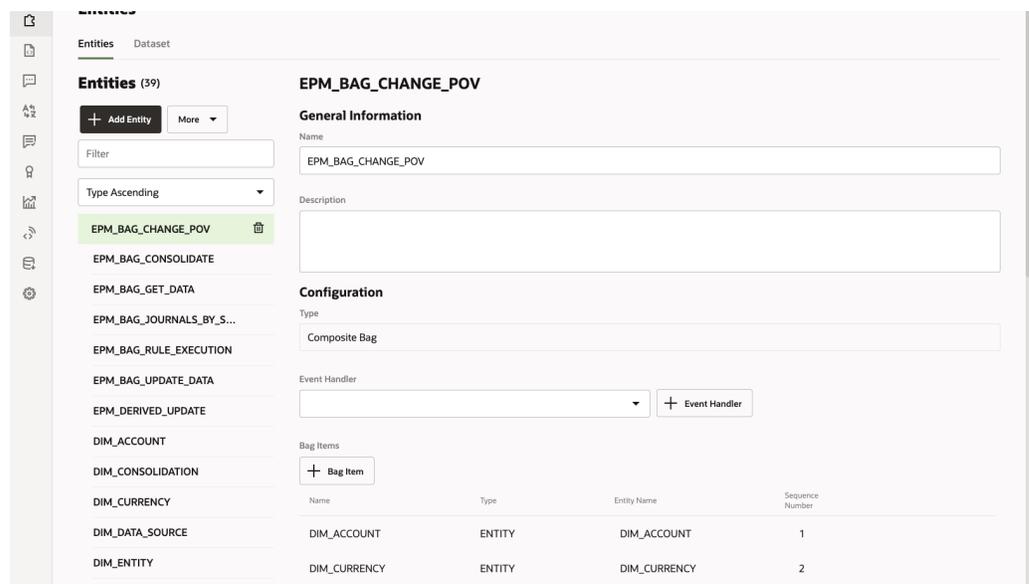
4. Add the newly created entity to `EPM_BAG_CHANGE_POV` and then modify the properties.

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
BagItem1

Type Entity Entity Name ADDRESS

Description

Enumeration Range Size Maximum User Input Attempts

Error Message

Multiple Values

Please review this field based on your need.

Fuzzy Match Off

Match Original Value Off

- 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 entity that is created for the dimension. Bag Item name should be the same as the entity name. In this example, it must 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 two attempts for input.
 - vi. In Error Message, optionally enter an error message. For example, **Selected product member 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 > BagItem1

Disambiguation Resolution

Disambiguation Prompt [ⓘ]

Extraction Rules

Out of Order Extraction [ⓘ]

Always

Extract With [ⓘ]

Prompt for Value [ⓘ]

Updatable [ⓘ]

Validation Rules

+ Validation Rule

Expression	Error Message
No data to display.	

Prompts

+ Prompt

Prompt	Sequence Number
No data to display.	

- i. Under Disambiguation Resolution, optionally you can enter text to prompt the user for Disambiguation Prompt. For example, enter the text **I found more than one possible matches. Can you select one of the following product?**
 - ii. Under Extraction Rules, by default, the Out of Order Extraction is set it to **Always**.
 - iii. In Extract With, you can leave this blank.
 - iv. 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>
```
 - v. Under Validation Rules, optionally, click **+ Validation Rule** to enter one or more validation rules by entering an expression and error message for each one.
 - 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. Click **Close** to save your entries.
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.

Bot Tester Test Cases Test Run Results

Save as Test Reset Channel Oracle Web

Multi-GAAP | Operating

Show More

Your pov is

Product | None

Show More

Product | None

Please enter Product

P1

P2

Type Here... Speak Attach

Training the Skill

Training the skill is the last task you perform in customizing a skill in the 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..

Train ✕

Intent Active

! **Trainer Ht** ○
A linguistics-based model.

! **Trainer Tm** ◻
A machine learning-based model.

Other

Entity

Submit

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

6

Setting Up Channels

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

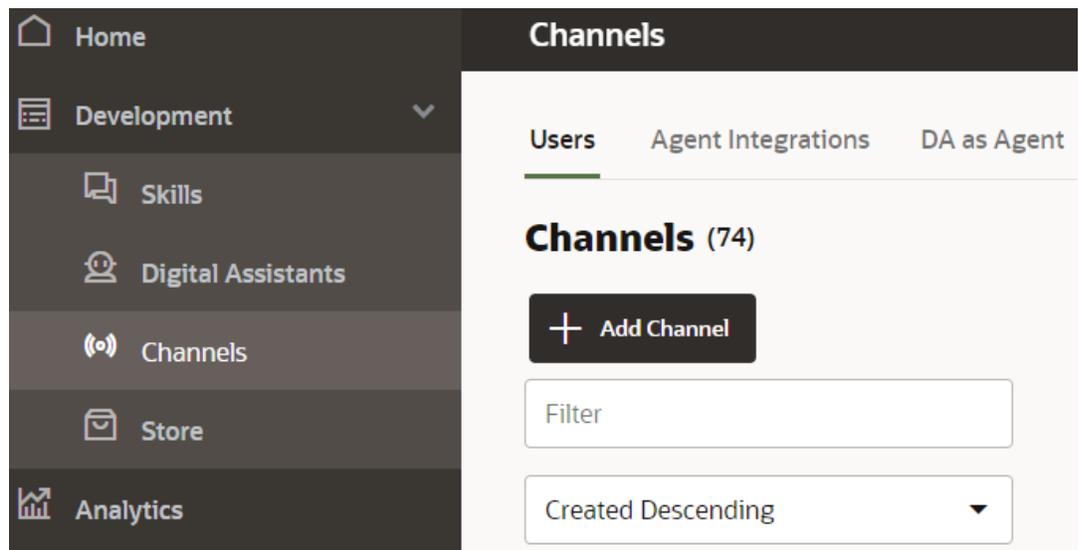
Your ODA administrator should follow these steps to configure and set up an Oracle Fusion Cloud EPM skill on the web server.

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**.

The screenshot shows a 'Create Channel' dialog box with the following fields and options:

- Name:** A text input field containing 'Channel name'. A 'Required' label is positioned to the right.
- Description:** A text input field containing 'Optional short description for this channel'.
- Channel Type:** A dropdown menu with 'Facebook Messenger' selected. A help icon is to the right.
- Page Access Token:** A text input field containing 'Copy from the Facebook app and paste it here'. A 'Required' label is positioned to the right.
- App Secret:** A text input field containing 'Copy from the Facebook app to here'. A 'Required' label is positioned to the right.
- Session Expiration (minutes):** A numeric input field containing '1,440'. A 'Required' label is positioned to the right. Below the field is an information icon and the text 'You're using the standard default value'.

A 'Create' button is located at the bottom right of the dialog.

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 Cloud EPM skill separately.

- Click **Create**.

Note

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

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

Routing the Channel to the Skill

- From **Oracle Digital Assistant**, select



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

- In the Route To field, select the newly created channel.
- 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 Oracle Fusion Cloud EPM Digital Assistant Settings in Cloud EPM.
5. Repeat this procedure of creating a web channel and routing the channel to your skill for each Cloud 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 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 Oracle Fusion Cloud 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 Cloud EPM Administrator user name. and the `da.epmPassword` with your Cloud EPM Administrator password.
Here is an example of configuring the URL for the **Cloud 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 41777.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 **Cloud EPM**, see Authentication with OAuth 2 in *REST APIs* .

4. Update the `epmBaseUrl` for ARCS Service, FCCS Service, TRCS Service, Planning Modules Service, or Planning Service to reflect your environment.
The format for `epmBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com`
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 Oracle Fusion Cloud 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:opec: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 Cloud 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 Cloud 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 Cloud EPM Skill to point to the Authentication Service.

1. In ODA, open the Cloud 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 `epmBaseUrl` for ARCS Service, FCCS Service, TRCS Service, Planning Modules Service, or Planning Service to reflect your environment.
The format for `epmBaseUrl` is: `https://<SERVICE_NAME>-<TENANT_NAME>.<SERVICE_TYPE>.<dcX>.oraclecloud.com`

8

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 Oracle Fusion Cloud 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 Oracle Fusion Cloud 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 Oracle Fusion Cloud 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](#)

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.

9

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 Oracle Fusion Cloud EPM Digital Assistant to more closely match how you reference different artifacts in your Cloud 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.

10

Troubleshooting Digital Assistant

Configuration Troubleshooting Tips

If you are having trouble seeing the 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 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 Cloud EPM best practices, see *Operations Guide*.

Part III

Managing 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](#)

11

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](#).

12

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 Digital Assistant Skills

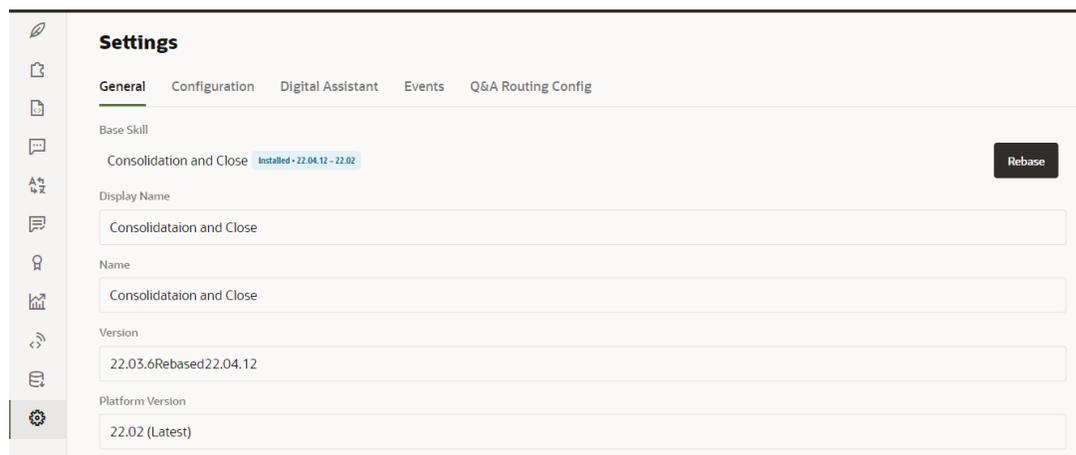
Digital assistants are AI-driven interfaces that help users accomplish a variety of tasks in natural language conversations. Skills are individual bots that are focused on specific types of tasks. Oracle has released Digital Assistant that consists of pre-built skills. One pre-built skill is for Financial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

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**.



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 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](#).

13

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

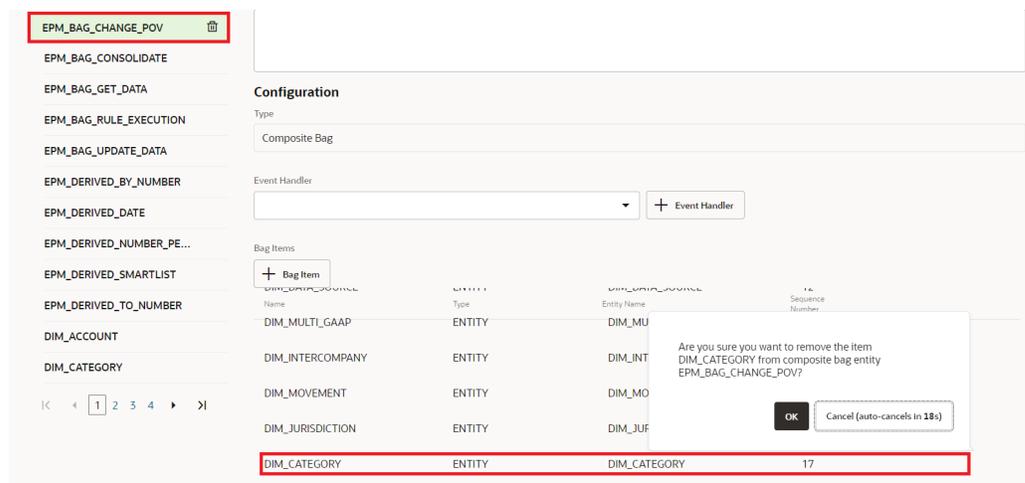
You can also use this example to remove a custom dimension from your Tax Reporting extended skill.

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.

The screenshot shows the configuration interface for `EPM_BAG_CHANGE_POV`. The left sidebar lists various entities, with `EPM_BAG_CHANGE_POV` selected. The main area displays the configuration for this entity, including a table of Bag Items. The `DIM_MEMBER` row is highlighted, and the Edit icon is visible next to it.

Entity	Type	Entity Name	Sequence Number
<code>DIM_ENTITY</code>	ENTITY	<code>DIM_ENTITY</code>	4
<code>DIM_MEMBER</code>	ENTITY	<code>DIM_MEMBER</code>	5
<code>DIM_PERIOD</code>	ENTITY	<code>DIM_PERIOD</code>	6
<code>DIM_SCENARIO</code>	ENTITY	<code>DIM_SCENARIO</code>	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



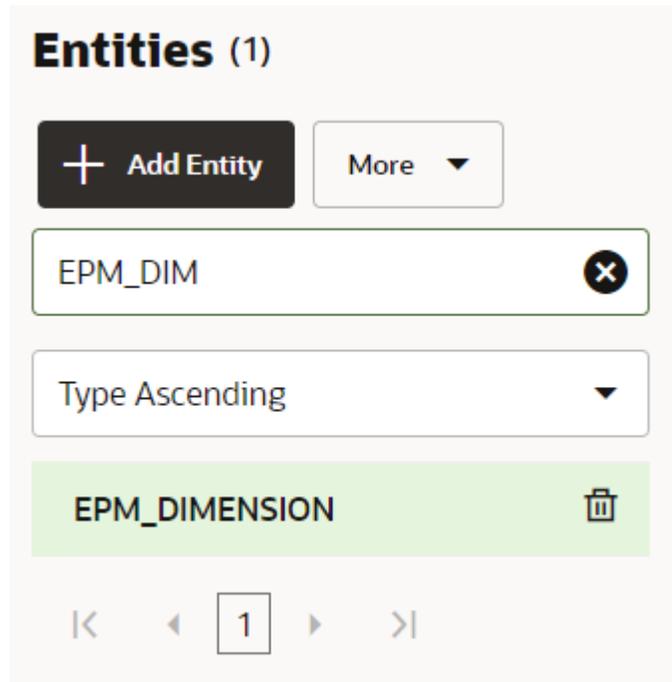
Please review this field based on your need.

Extract With

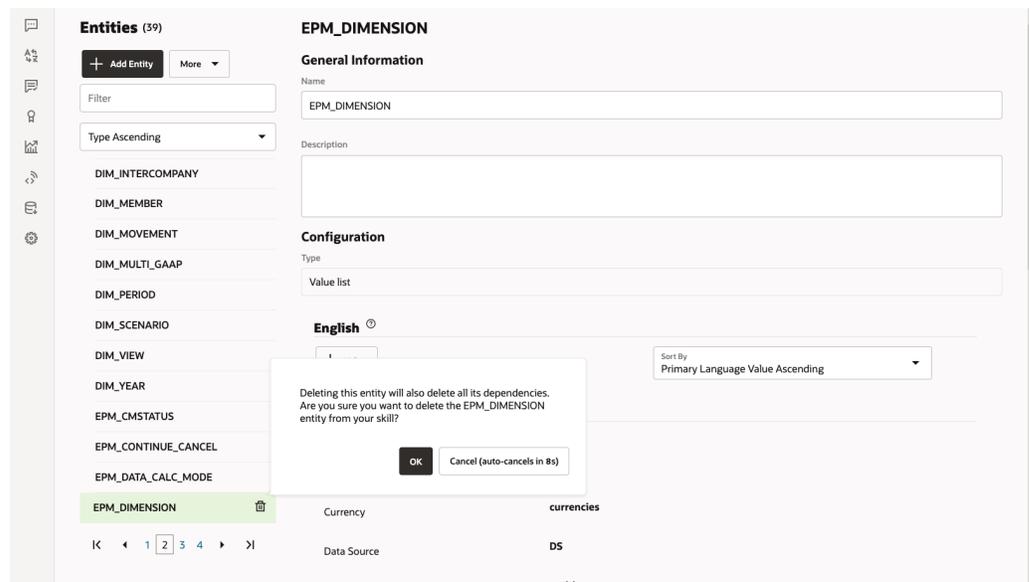
Prompt for Value

```
<#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 Digital Assistant

You can use the 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 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	Watch This Video
Get acquainted with the Digital Assistant	 Getting Started with Fusion Cloud EPM Digital Assistant

14

Using the Assistant on the Web

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

On any page of your Cloud EPM business process, click



for the assistant to start using it.

You can reposition the assistant icon if you want.

15

Using the Assistant on Microsoft Teams

You can use the 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.

16

Using the Assistant on Slack

You can use the 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 Oracle Fusion Cloud EPM to find the assistant that you want to add in the Apps list.
4. Click the link for **How does *digital assistant* network**.
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.

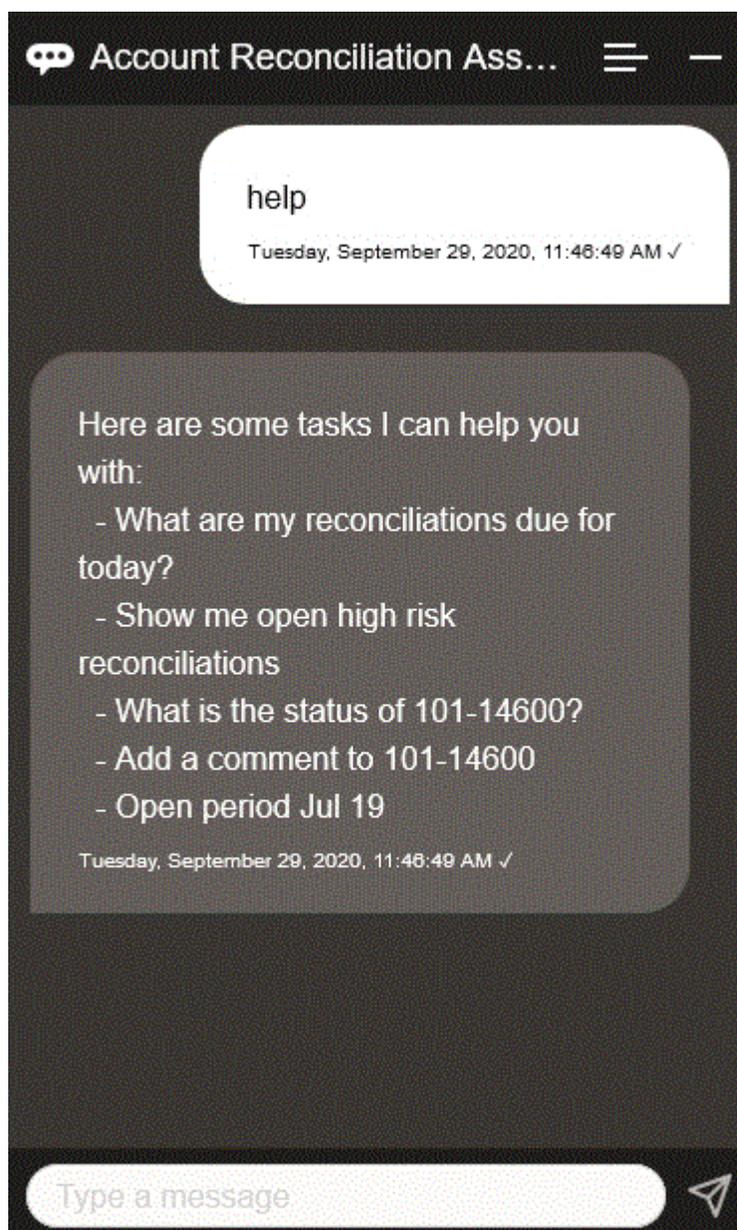
17

Getting Help

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

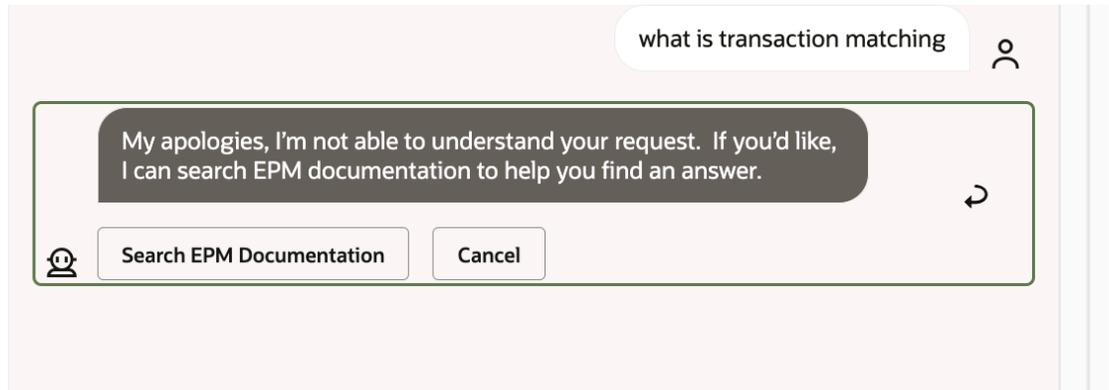
To get help, enter **Help** in the assistant.

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



If the 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 Oracle Fusion Cloud EPM Documentation Library.

Here is an example:



Using the Assistant for Account Reconciliation

Related Topics

- [Task Overview for Account Reconciliation](#)
Here's a summary of the tasks you can perform with Digital Assistant for Account Reconciliation.
- [Showing Reconciliations](#)
You can use the Digital Assistant to show reconciliations.
- [Showing Reconciliations by Date](#)
You can use the Digital Assistant to show reconciliations by date.
- [Viewing Reconciliation Balances](#)
You can use the Digital Assistant to view balances for a reconciliation.
- [Adding a Comment](#)
You can use the Digital Assistant to add a comment.
- [Viewing Comments for a Reconciliation](#)
You can use the Digital Assistant to view the comments on your reconciliation.
- [Viewing the Period Status](#)
You can use the Digital Assistant to view the period status.
- [Updating the Period Status](#)
You can use the Digital Assistant to update the period status.
- [Generating Reports](#)
You can use the 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 Digital Assistant for Account Reconciliation.

Table 18-1 Account Reconciliation Tasks

Task	Enter in the assistant	Learn more
View reconciliations, including open, late, today's, and this week's	Show me my reconciliations , then select an option Show me the <i>reconciliation name or reconciliation account ID</i> Substitute a reconciliation name or ID for the text in italics, then select an option 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.	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	Open <i>period</i> Close <i>period</i> Lock <i>period</i> Substitute an actual entity, year, and period for the text in italics	Work with Periods
Generate report	I want to generate a report Generate RC report <i>report_name</i> Generate <i>module name</i> report The module can be Reconciliation Compliance or Transaction Matching.	Generating Reports

Showing Reconciliations

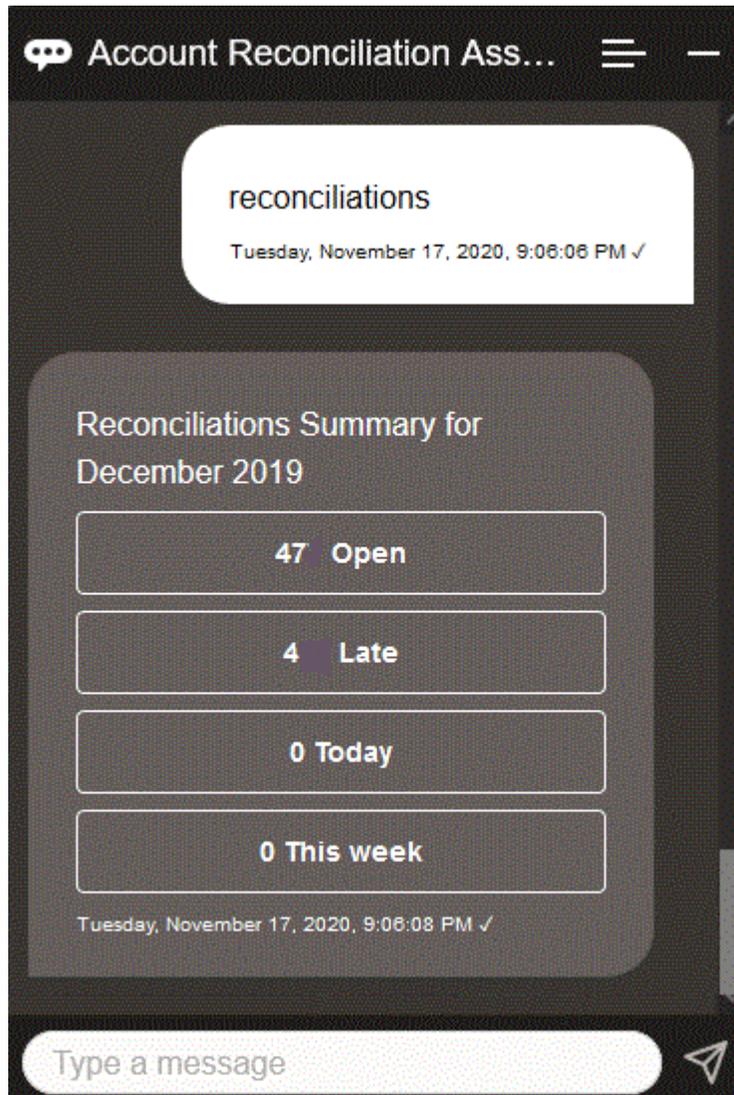
You can use the Digital Assistant to show reconciliations.

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.

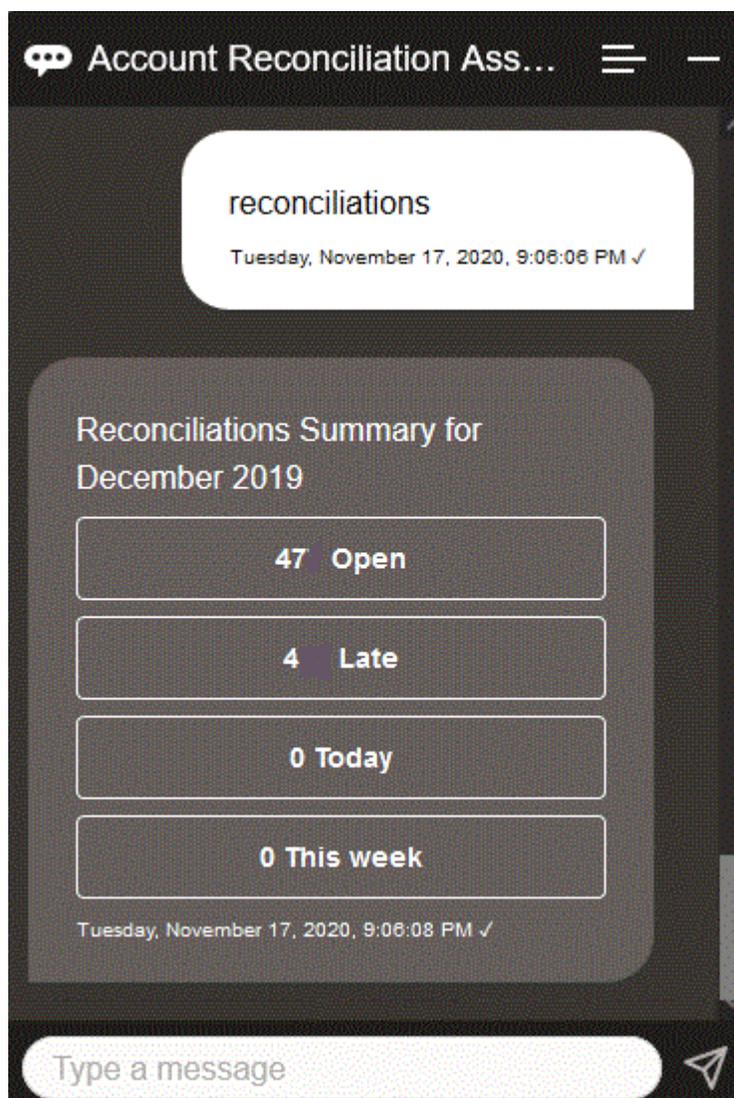
Showing Reconciliations by Date

You can use the 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:

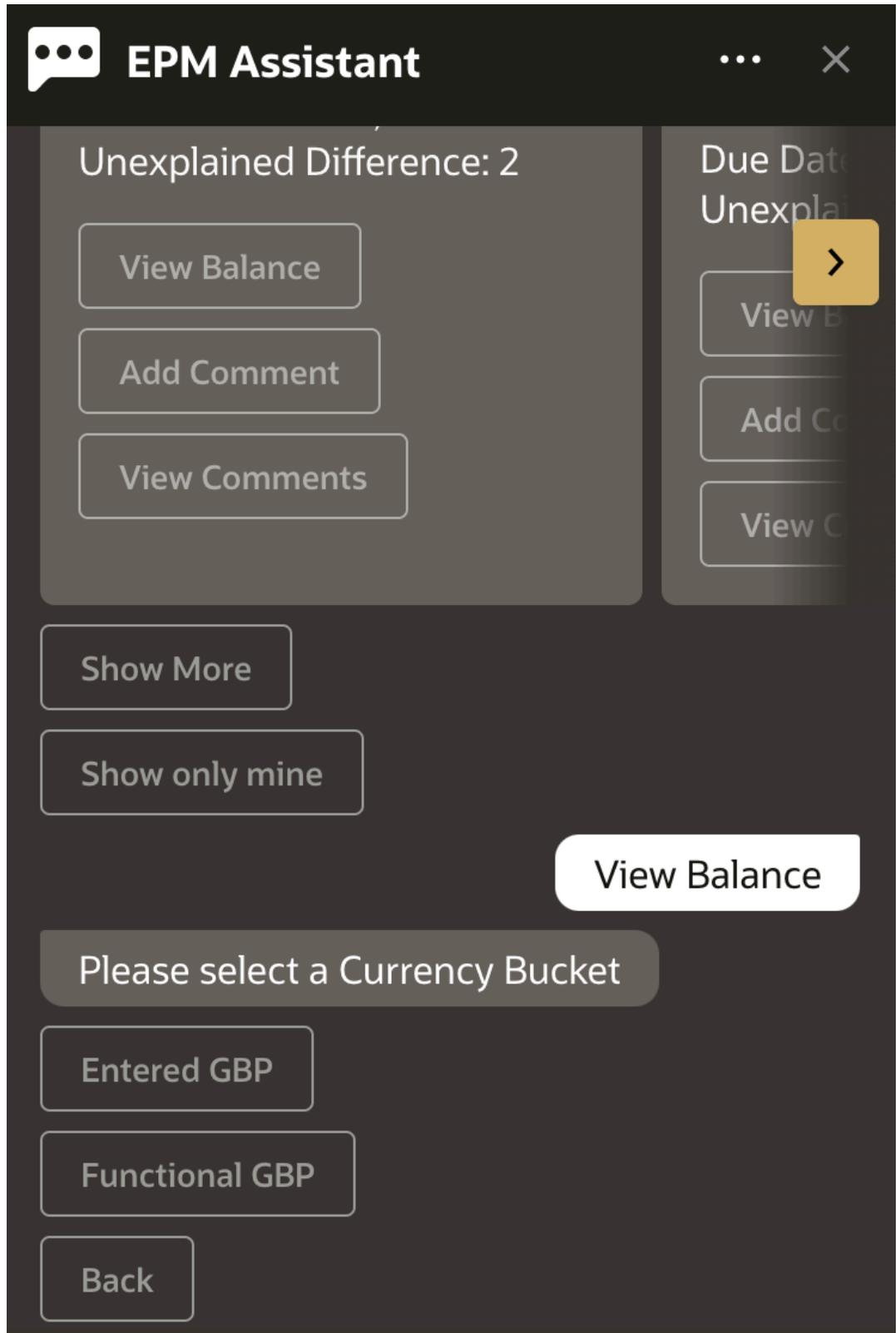
- Show Only Mine (for Service Administrators and Power Users)
- Show for All Users (for Service Administrators and Power Users)
- Today - View Balance, or Add Comment
- This Week - View Balance, or Add Comment



Viewing Reconciliation Balances

You can use the 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.

The screenshot shows the EPM Assistant interface. At the top, there is a header with the EPM Assistant logo and a close button. Below the header, there are two buttons: "Functional GBP" and "Back". A prominent white button labeled "Functional GBP" is positioned on the right side. The main content area features a message box stating: "Asset Clearing has unexplained difference of 23,000.00 GBP. Showing balance summary in GBP." Below this message is a section titled "Source System" containing the following data: "Ending Balance: 15,166,603.00 GBP" and "Adjustments: 0.00 GBP". Underneath the data are three buttons: "Add Comment", "View Comments", and "Back". At the bottom of the message box, it says "A few seconds ago".

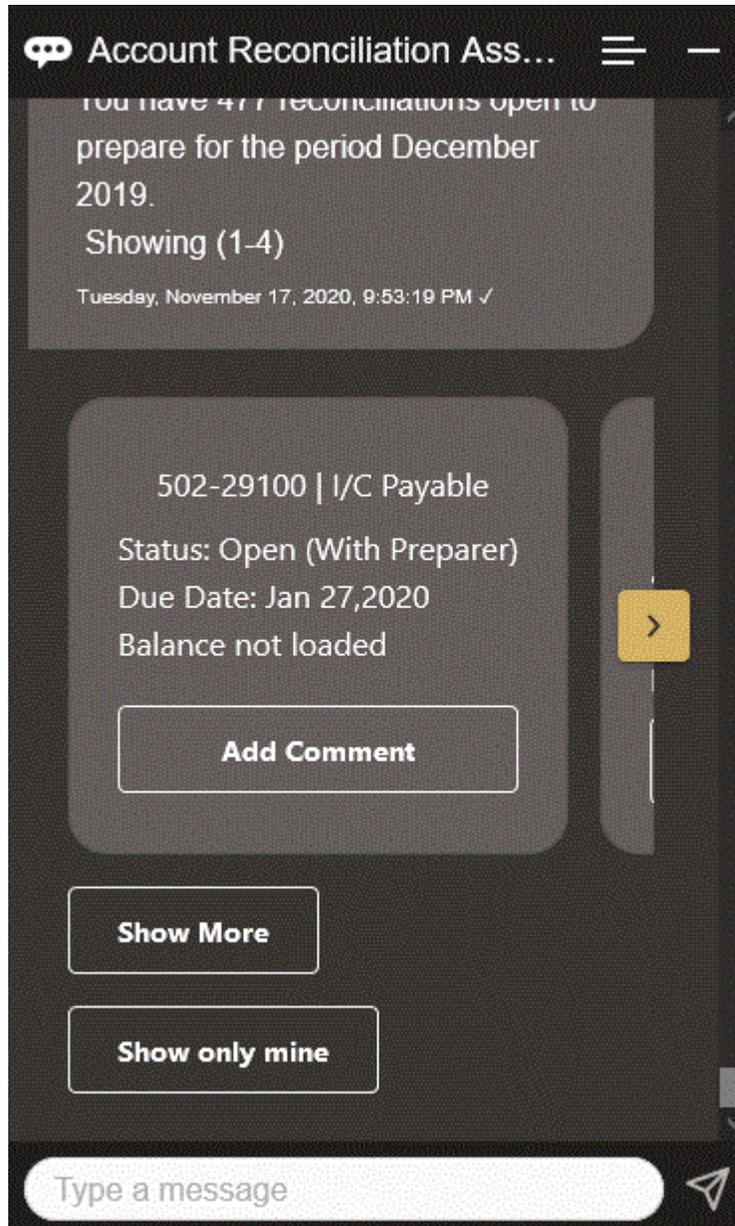
Type a message

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

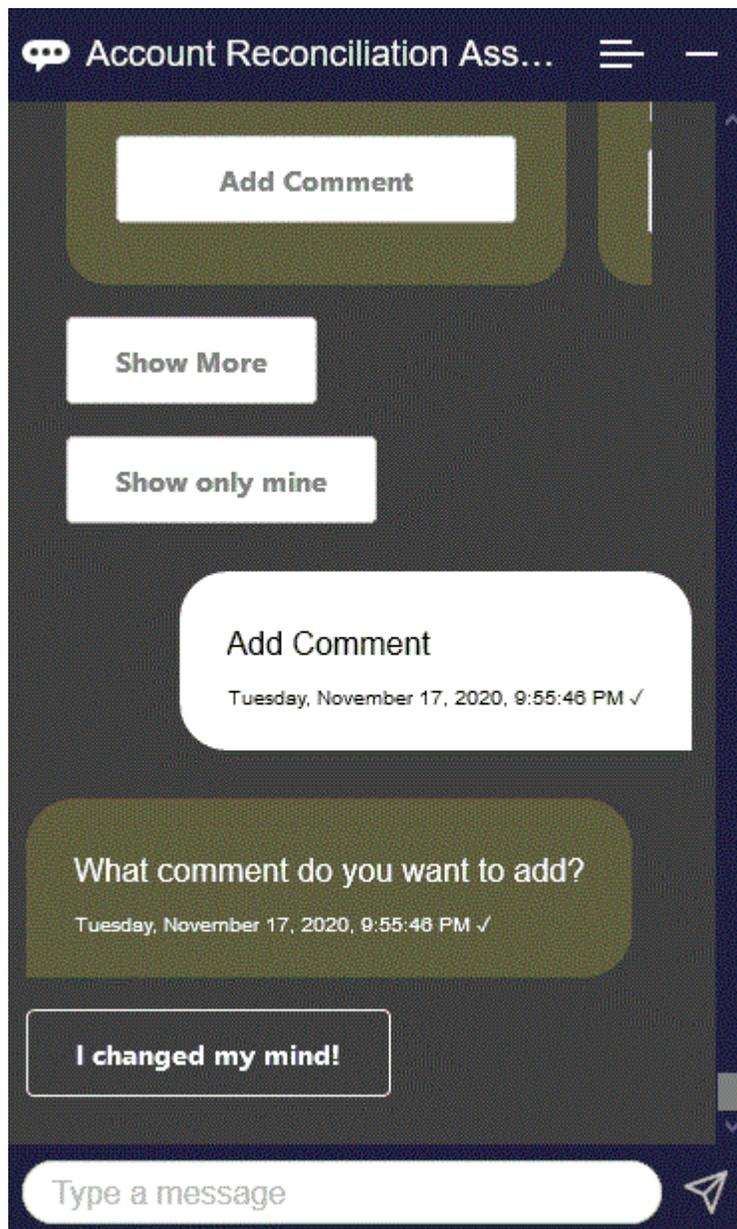
Adding a Comment

You can use the 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**.



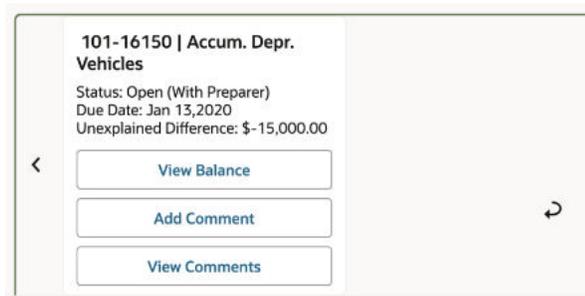
Type the comment. If you decide not to comment, click **I changed my mind**.



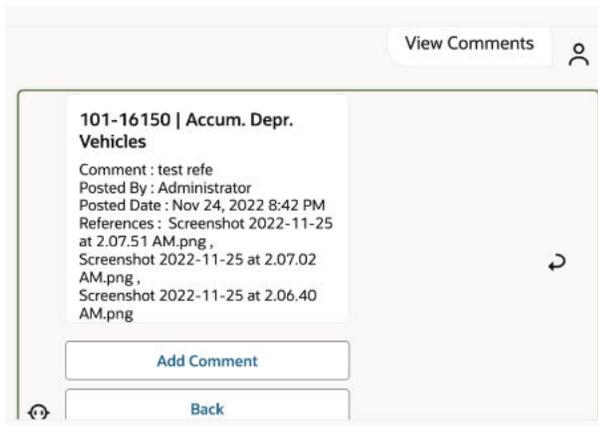
Viewing Comments for a Reconciliation

You can use the 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.



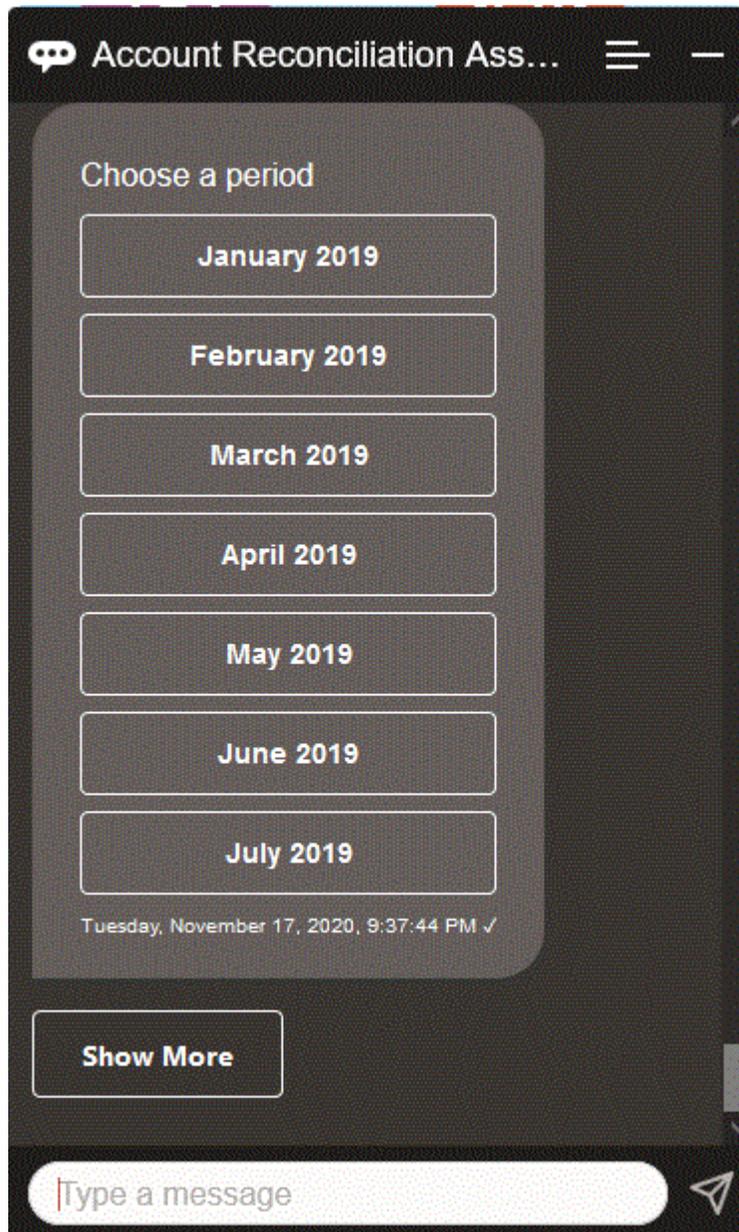
Viewing the Period Status

You can use the 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

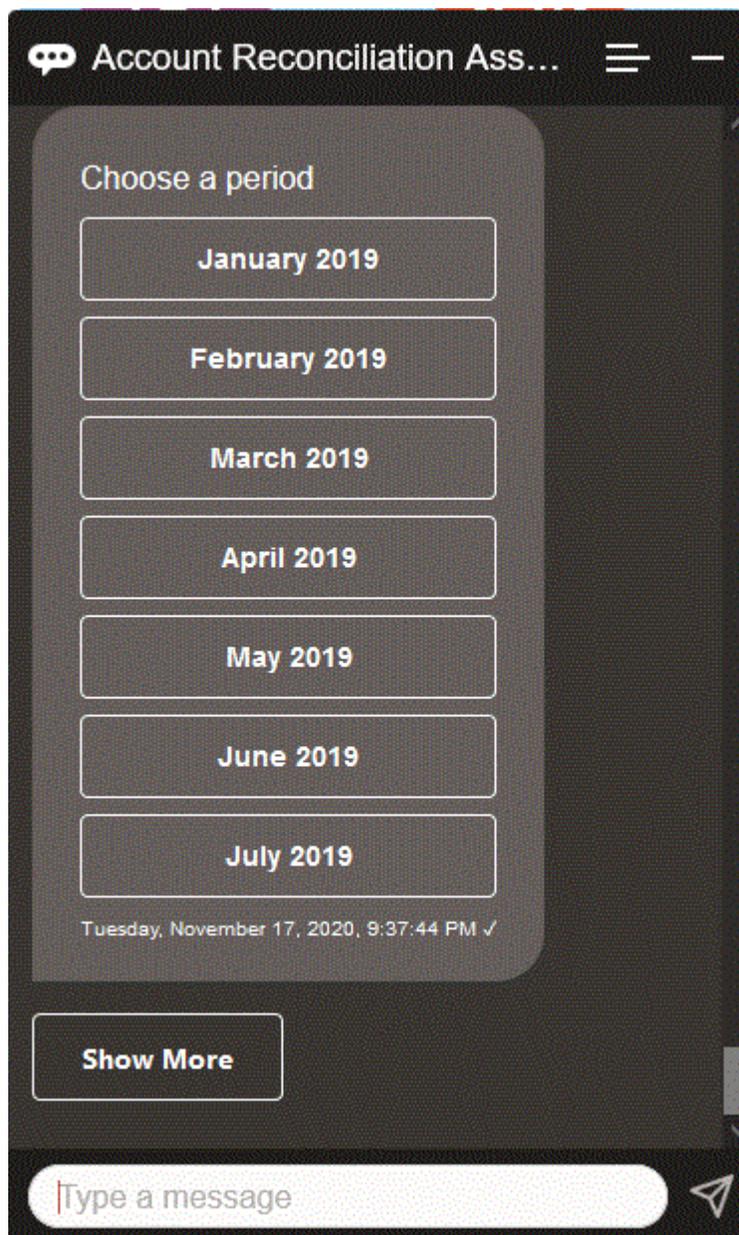


Updating the Period Status

You can use the 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.

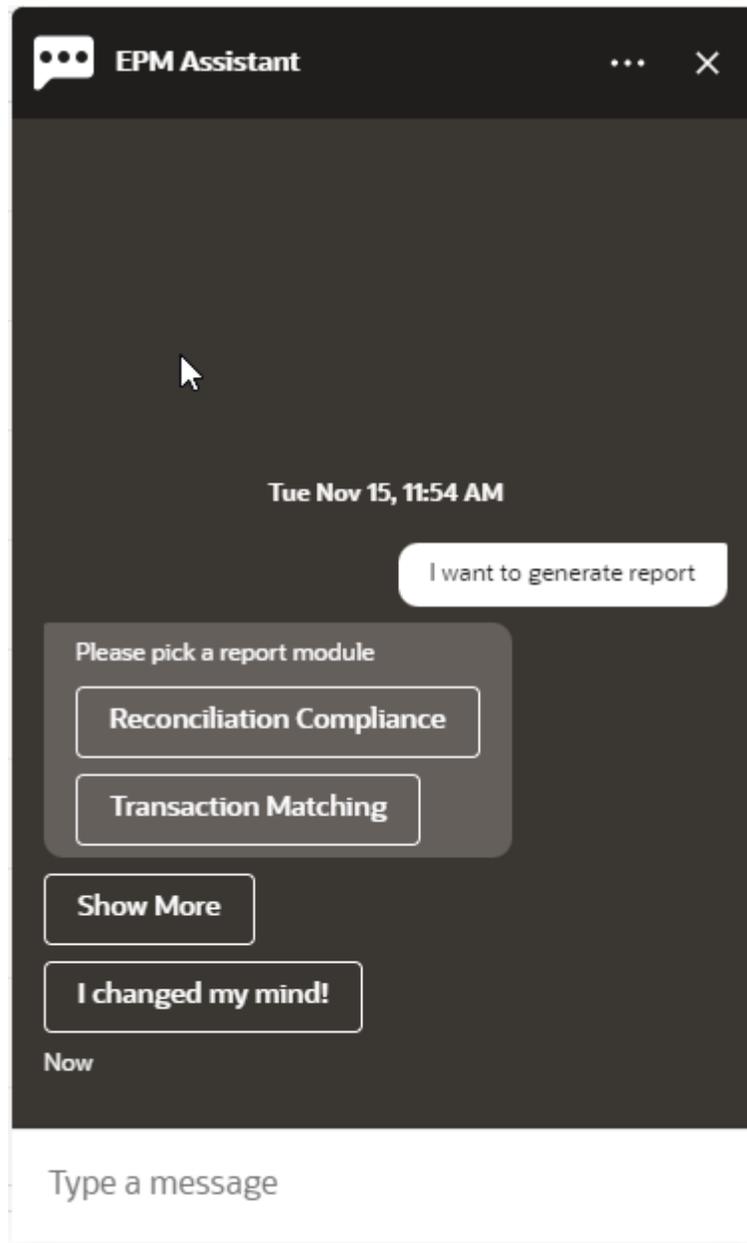


Generating Reports

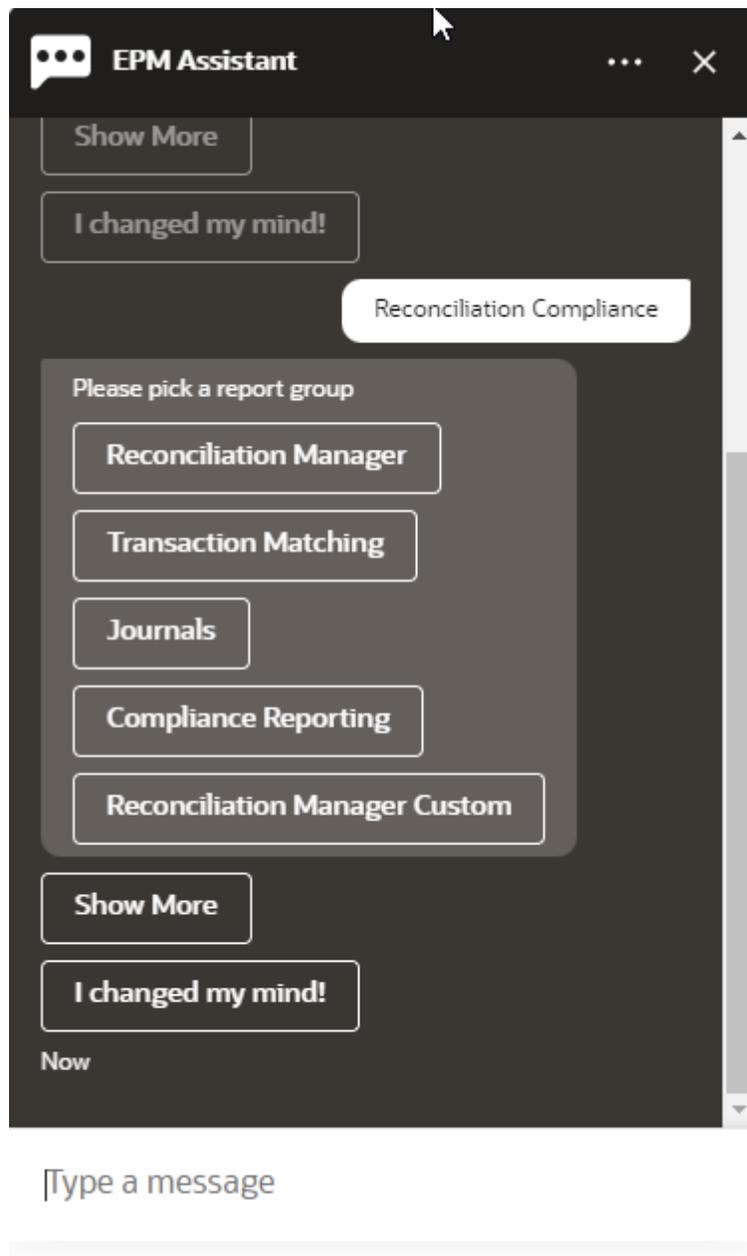
You can use the Digital Assistant to generate reports, including custom reports. Provide the report group, report name, and the parameters required to run the report. The parameters required depend on the report being generated.

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.

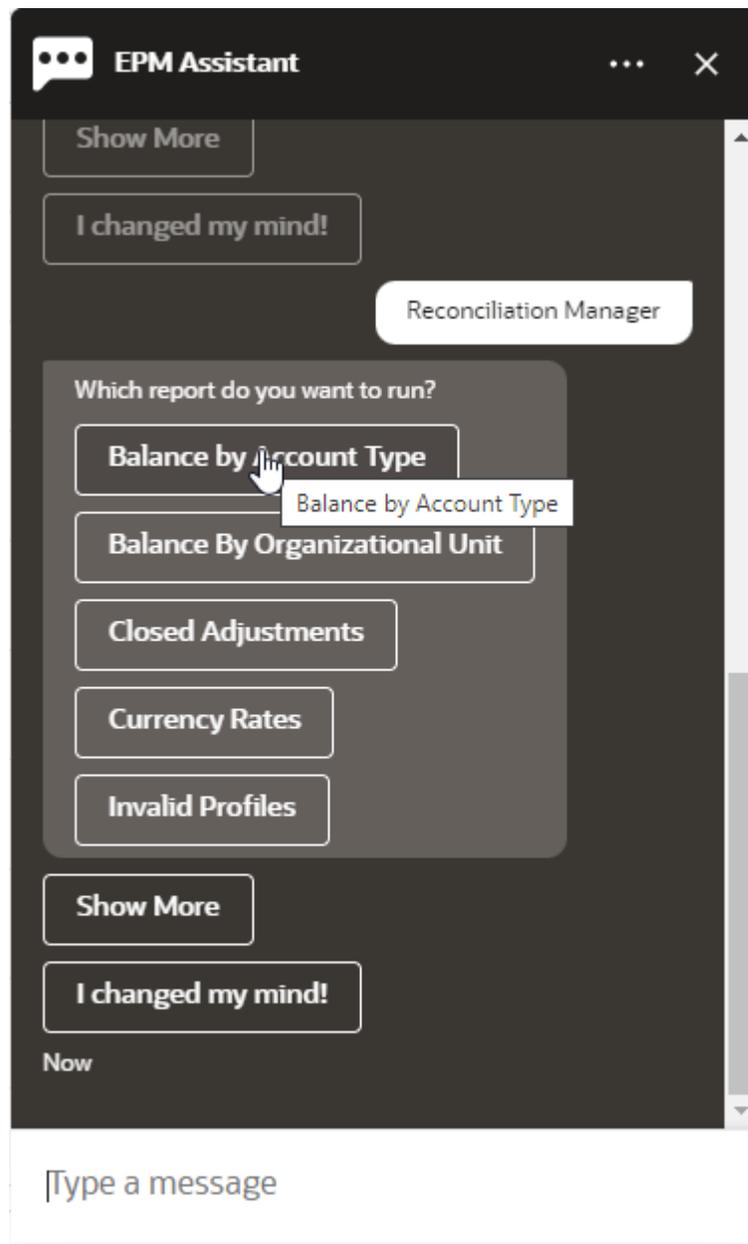
1. Open the Digital Assistant and enter **I want to generate a report**. The assistant displays the available report module options.



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 parameters from each drop-down list and then click **Generate Report**. If you want to receive an email with the generated report, you can provide your email ID.

The screenshot shows the EPM Assistant interface. At the top, there is a header with the EPM Assistant logo and a close button. Below the header, there are two buttons: 'Show More' and 'I changed my mind!'. A button labeled 'Balance by Account Type' is positioned in the top right corner of the dialog. The main area is titled 'Select Report Parameters' and contains several input fields and dropdown menus:

- Period:** A dropdown menu with the placeholder text 'Enter Period value'.
- Currency Bucket:** A dropdown menu with the placeholder text 'Enter Currency Bucket value'.
- Rate Type:** A dropdown menu with the placeholder text 'Enter Rate Type value'.
- Currency:** A dropdown menu with the placeholder text 'Enter Currency value'.
- Risk Rating:** A dropdown menu with the placeholder text 'Enter Risk Rating value'.
- Report Format:** A dropdown menu with 'PDF' selected. A 'Required' label is located below this field.
- Email:** A text input field containing 'example@abc.com'.

At the bottom of the dialog, there are two buttons: 'Generate Report' (a dark button) and 'Cancel' (a light button).

- To view the status of your report, click **Check the status of report 10000002842607**.

The screenshot shows the EPM Assistant interface with the following elements:

- Header:** EPM Assistant (with close and menu icons)
- Form Fields:**
 - Risk Rating:** A dropdown menu with the text "Enter Risk Rating value".
 - Report Format:** A dropdown menu with "PDF" selected.
 - Email:** A text input field containing "example@abc.com".
- Buttons:** "Generate Report" (dark grey) and "Cancel" (light grey).
- Feedback Messages:**
 - A dark grey message: "We have submitted the report."
 - A light grey message: "Check the status of report 100000002842607"
 - A white message bubble: "Check the status of report 100000002842607"
 - A dark grey message: "These are the reports submitted from the Digital Assistant. You can select one or provide a report job id."
 - A light grey message: "Balance by Account Type (100000002842607)"
 - A white message bubble: "Balance by Account Type (100000002842607)"
 - A dark grey message: "Report completed successfully, [click here to download report](#)"

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

19

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 Digital Assistant for Financial Consolidation and Close.
- [Managing the Close Status](#)
You can use the Digital Assistant to manage the close status.
- [Showing the POV](#)
You can use the Digital Assistant to show the POV.
- [Changing the POV](#)
You can use the Digital Assistant to change the POV.
- [Working with Data](#)
- [Executing Rules](#)
You can use the Digital Assistant assistant to execute rules.
- [Updating Data and Running Business Rules](#)
You can update data and run business rules with the Digital Assistant.
- [Consolidating](#)
You can use the Digital Assistant to consolidate.
- [Generating Reports](#)
You can use the Digital Assistant to generate Tax Manager and Supplemental Data reports, including custom reports.
- [Accessing Job Status and Job Details](#)
You can use the Digital Assistant to access job status and job details.
- [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 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 19-1 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

Table 19-1 (Cont.) Financial Consolidation and Close Tasks

Task	Enter in the assistant	Learn more
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
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
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
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

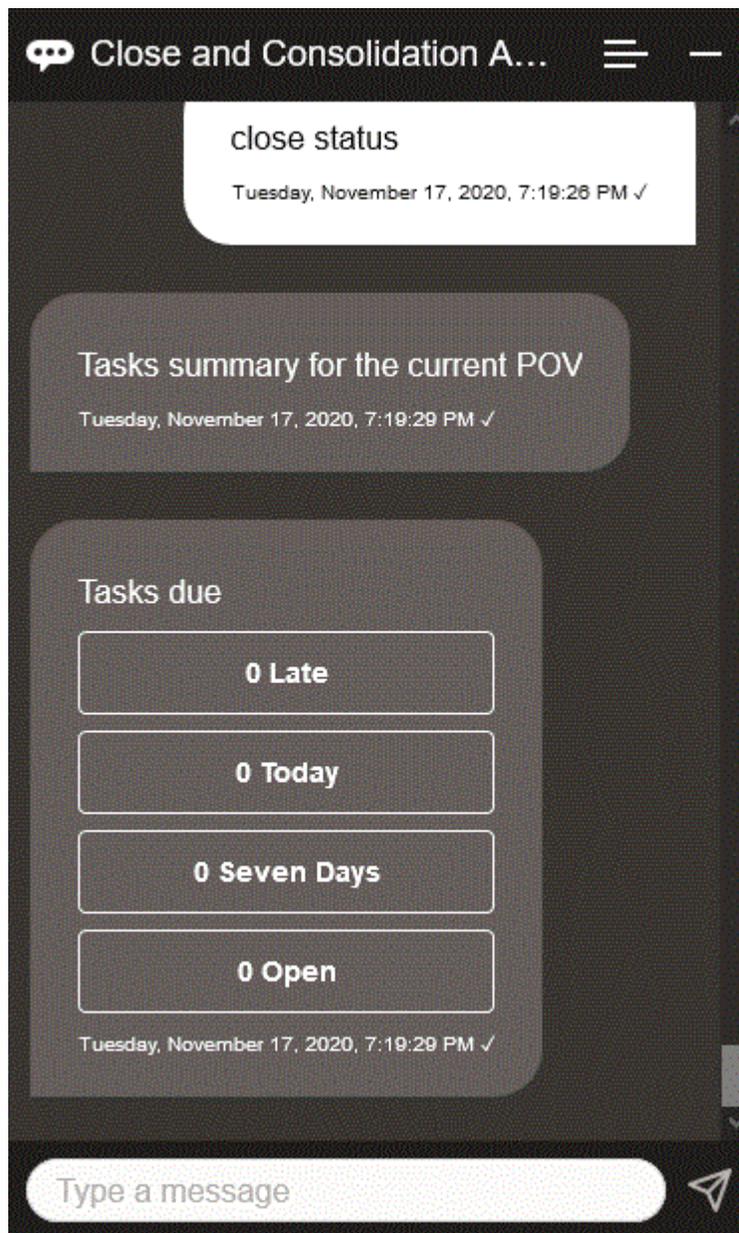
Managing the Close Status

You can use the 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.

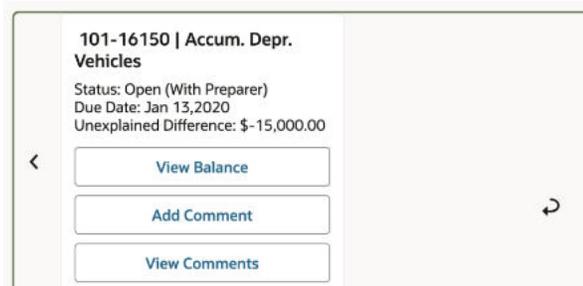
You can then select options to manage the close. After you view an option, you can add a comment.

- Late
- Today
- Seven Days
- Open

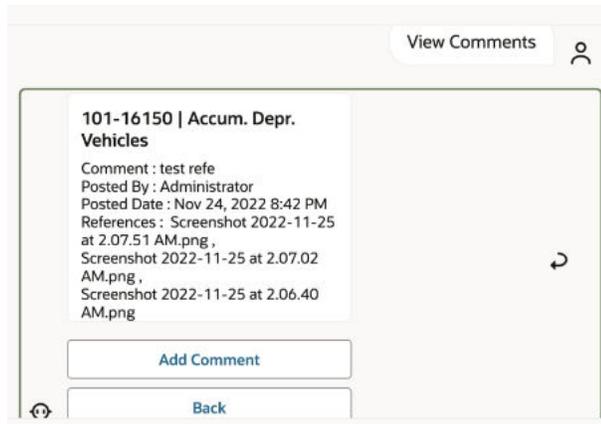


You can view tasks by status for a given Period and Year and see the number of tasks open, late, due today and due in the next 7 days. You can click a task to open it, and then you can click **Add Comment** to add a comment to the task.

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.



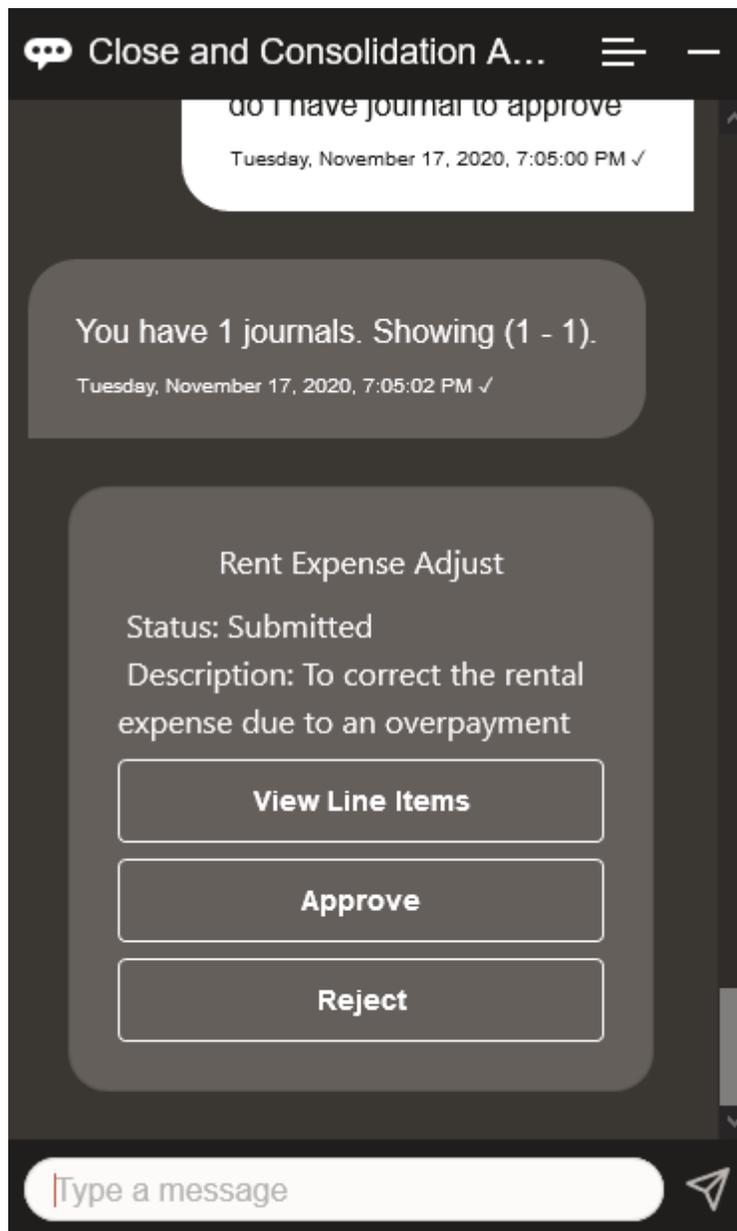
Managing Journals

You can use the 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



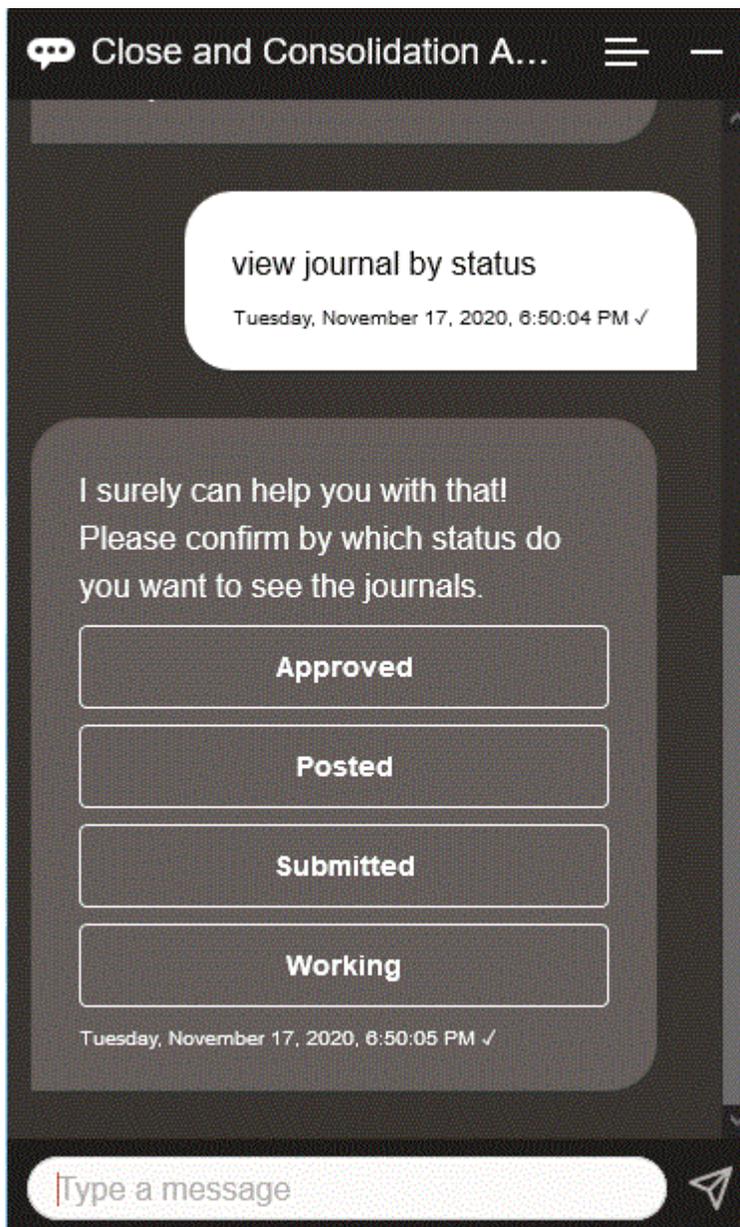
Viewing Journals by Status

You can use the 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:

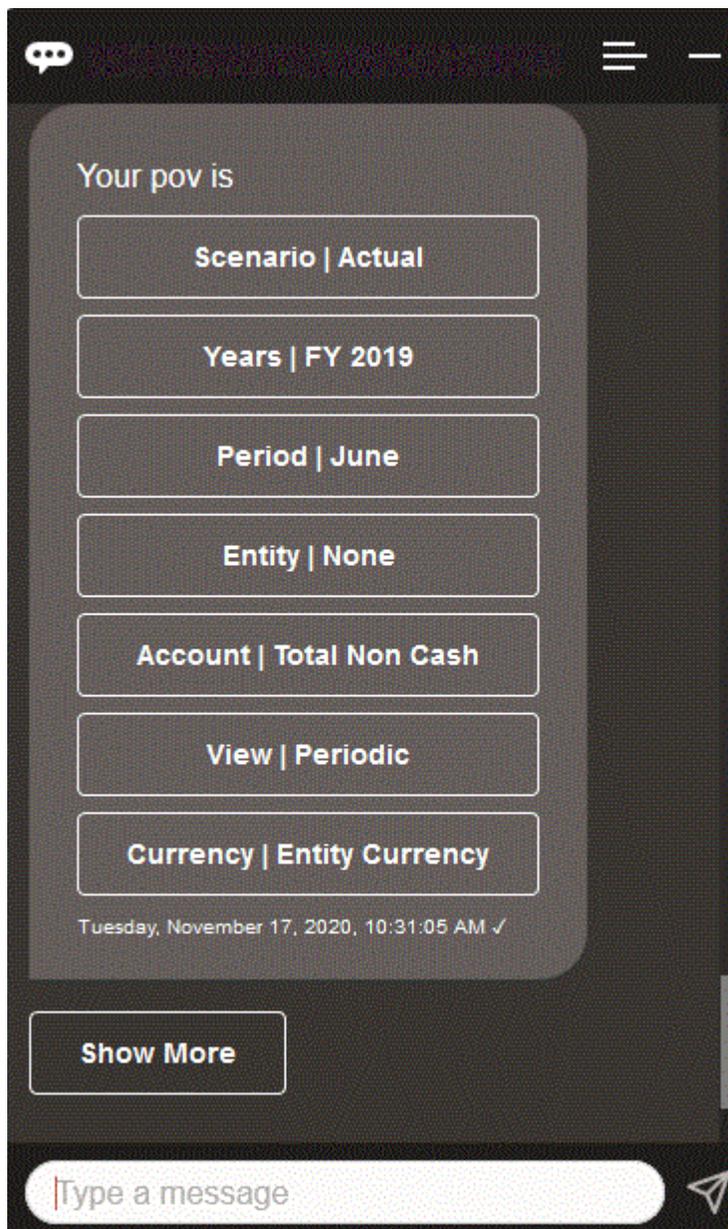
- Approved - Post, Reject, View Line Items, and then Post or Reject
- Posted - Unpost, View Line Items, and then Unpost
- Submitted - Approve, Reject, View Line Items, and then Approve or Reject
- Working - Submit, View Line Items, and then Submit



Showing the POV

You can use the Digital Assistant to show the POV.

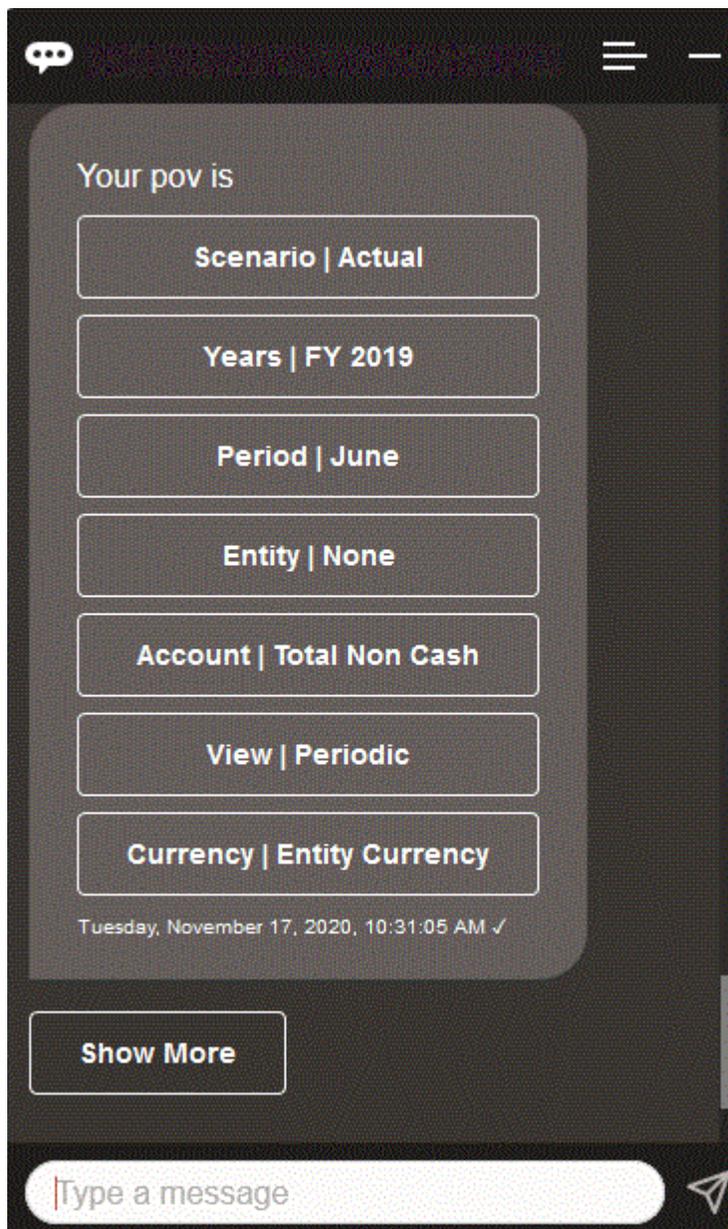
Enter **POV** in the assistant. The POV displays, as shown in this example.



Changing the POV

You can use the 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.

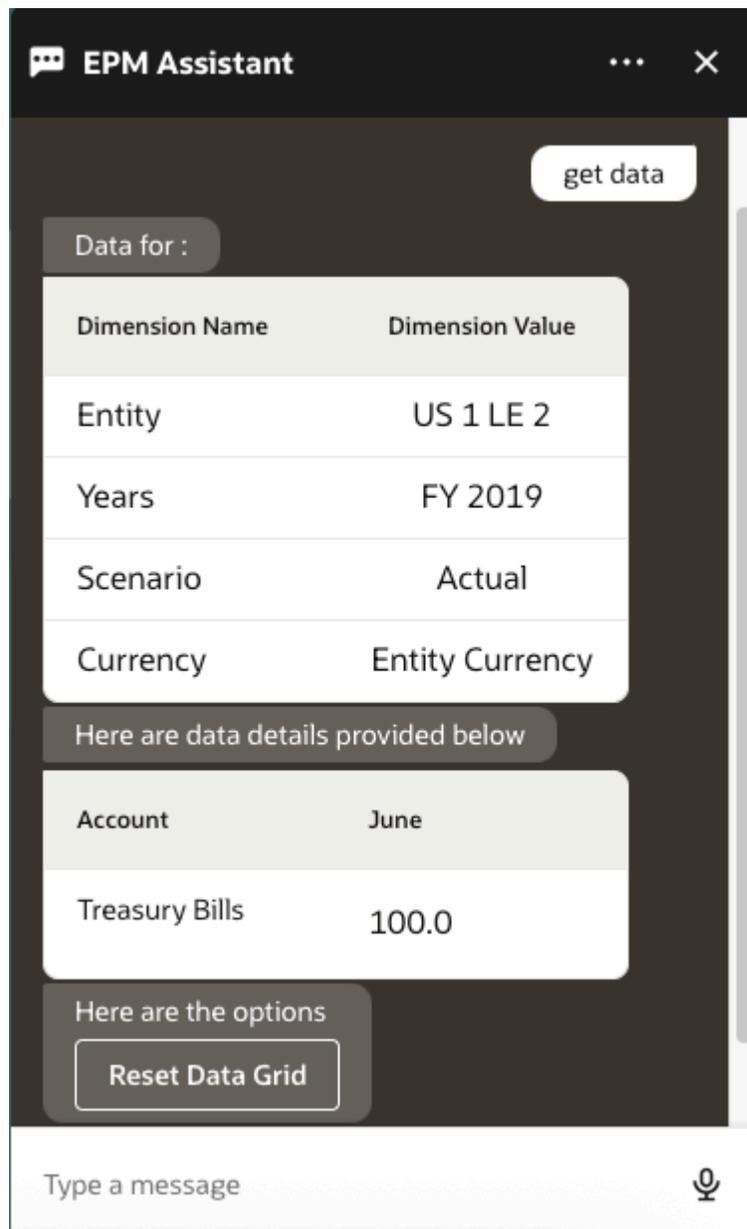
Working with Data

The Get Data intent allows you to request data for multiple members in a single utterance. You can also view information in a table format and expand the members to view the details with ease. Additionally, with the Pivot intent you can add or remove dimensions and change the structure of the table.

Scenario for Working with Get Data

Here is an example of how you can retrieve information when you work with get data.

1. Enter **get data**. The assistant displays the options for the current POV.



2. If you want to view information for multiple members such as June, July, and August, enter **what is the Treasury Bills data for June, July, and August.**

EPM Assistant

what is the Treasury Bills data for June, July, and August

Data for :

Dimension Name	Dimension Value
Entity	US 1 LE 2
Years	FY 2019
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	June	July	August
Treasury Bills	100.0		

Here are the options

[Reset Data Grid](#)

Type a message

- If you want to change a member of an account with multiple members in the same table, enter **get data for Debt Details And Asset Details**.

The screenshot shows the EPM Assistant chat window. At the top, the title is "EPM Assistant" with a close button. A search bar contains the query "get data for Debt Details And Asset Details". Below the search bar, a "Data for :" section displays a table of dimension values:

Dimension Name	Dimension Value
Entity	US 1 LE 2
Years	FY 2019
Scenario	Actual
Currency	Entity Currency

Below this table, a message says "Here are data details provided below". This is followed by a data grid:

Account	June	July	August
Debt Details	100.0		
Asset Details			

Below the grid, a message says "Here are the options" and lists two buttons: "Expand Members" and "Reset Data Grid". To the right of the grid, there is a separate "Expand Members" button. Below these, a message says "Please select a value" and lists two buttons: "Debt Details" and "Asset Details". At the bottom left, it says "1min ago". At the very bottom, there is a text input field "Type a message" and a microphone icon.

- To expand a member to view the details, click **Expand Members**.

EPM Assistant
⋮ ×

get data for Debt Details And Asset Details

Data for :

Dimension Name	Dimension Value
Entity	US 1 LE 2
Years	FY 2019
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	June	July	August
Debt Details	100.0		
Asset Details			

Here are the options

Expand Members

Reset Data Grid

Expand Members

Please select a value

Debt Details

Asset Details

1min ago

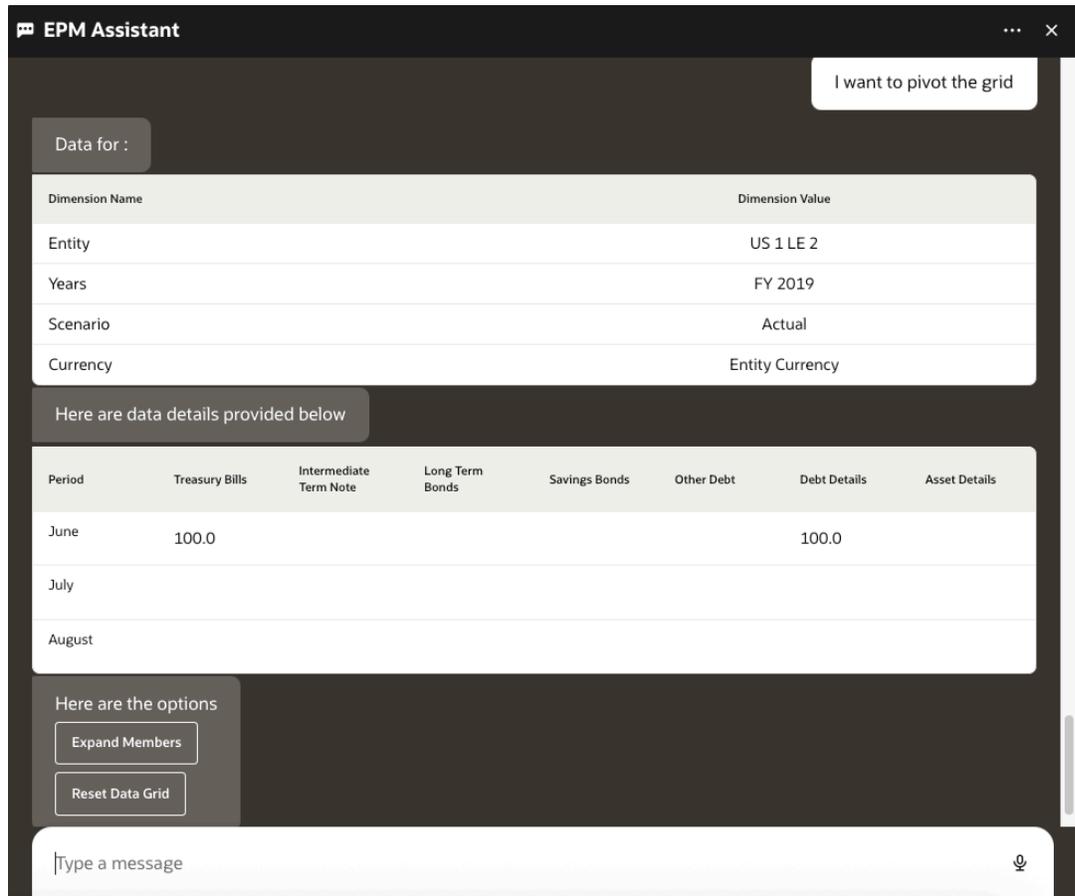
Type a message 🎤

The screenshot shows the EPM Assistant interface. At the top, there are buttons for "Debt Details" and "Asset Details". A "Debt Details" button is also visible on the right side. Below these buttons, a message says "Here are data details provided below". This is followed by a data grid with the following structure:

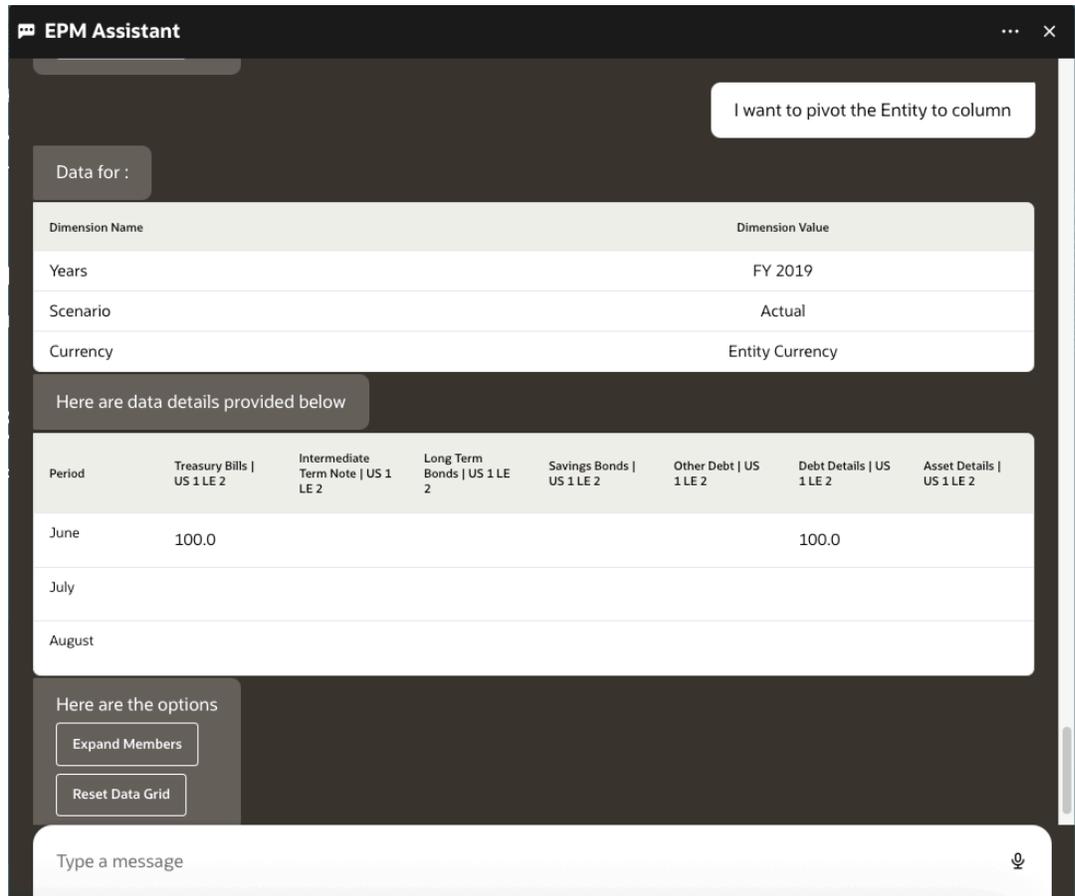
Account	June	July	August
Treasury Bills	100.0		
Intermediate Term Note			
Long Term Bonds			
Savings Bonds			
Other Debt			
Debt Details	100.0		
Asset Details			

Below the grid, a message says "Here are the options" followed by buttons for "Expand Members" and "Reset Data Grid". At the bottom, there is a text input field labeled "Type a message" and a microphone icon.

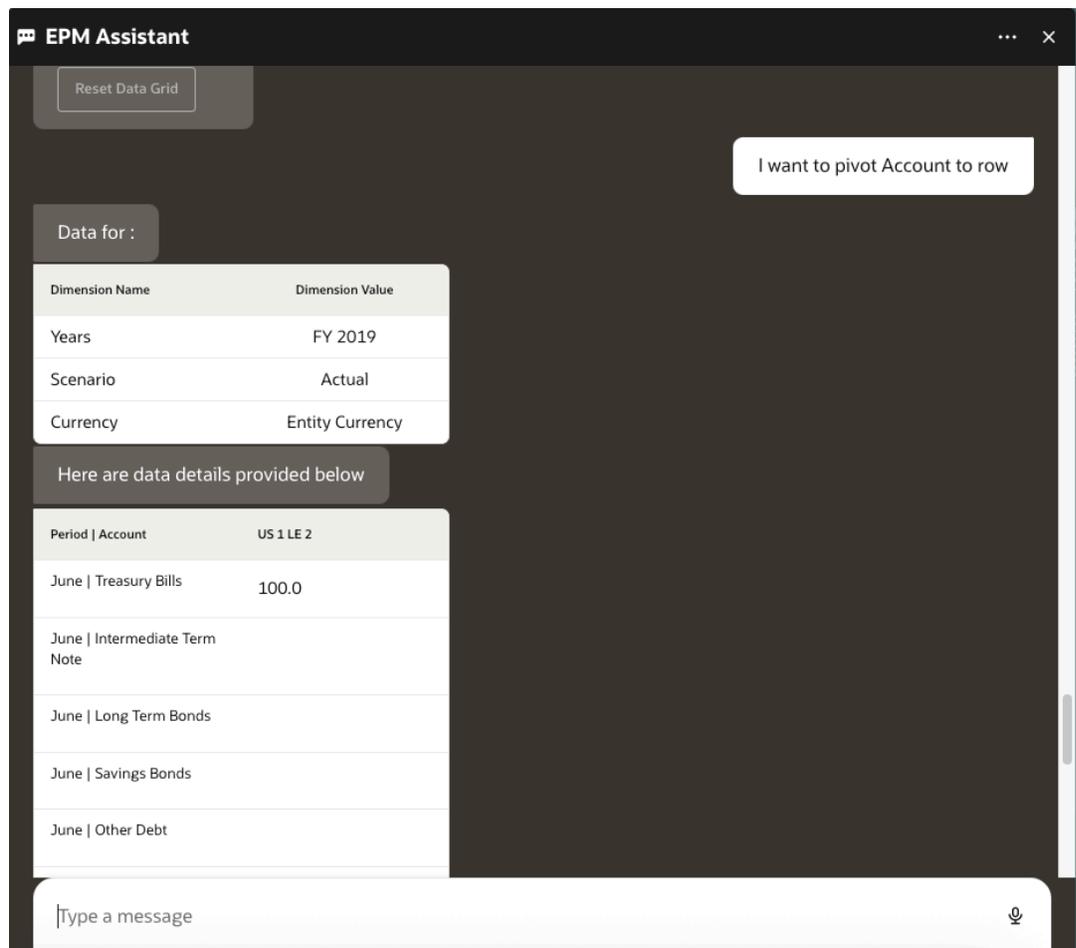
- To change the columns or rows of the members, enter **I want to pivot the grid**.



6. If you want to add dimensions from POV to table, enter **I want to pivot the Entity to column.**



7. If you want to change the dimension from column to row or vice versa, enter **I want to pivot Account to row**.



The screenshot shows the EPM Assistant interface. At the top left, there is a "Reset Data Grid" button. On the right, a chat window contains the message "I want to pivot Account to row". Below this, a "Data for :" section displays a table with the following data:

Dimension Name	Dimension Value
Years	FY 2019
Scenario	Actual
Currency	Entity Currency

Below the table, a message says "Here are data details provided below". This is followed by another table:

Period Account	US 1 LE 2
June Treasury Bills	100.0
June Intermediate Term Note	
June Long Term Bonds	
June Savings Bonds	
June Other Debt	

At the bottom, there is a text input field with the placeholder "Type a message" and a microphone icon on the right.

8. If you want to remove a dimension, enter **I want to pivot Period to POV**.

EPM Assistant ... X

I want to pivot Period to POV

Data for :

Dimension Name	Dimension Value
Years	FY 2019
Period	June
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	US 1 LE 2
Treasury Bills	100.0
Intermediate Term Note	
Long Term Bonds	
Savings Bonds	
Other Debt	
Debt Details	100.0
Asset Details	

Here are the options

Type a message 🎤

- If you want to reset the table, click **Reset Data Grid**.

EPM Assistant
⋮ ✕

Period	June
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	US 1 LE 2
Treasury Bills	100.0
Intermediate Term Note	
Long Term Bonds	
Savings Bonds	
Other Debt	
Debt Details	100.0
Asset Details	

Here are the options

Expand Members

Reset Data Grid

Reset Data Grid

Session data reset successful.

| Type a message 🎤

Executing Rules

You can use the 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 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:

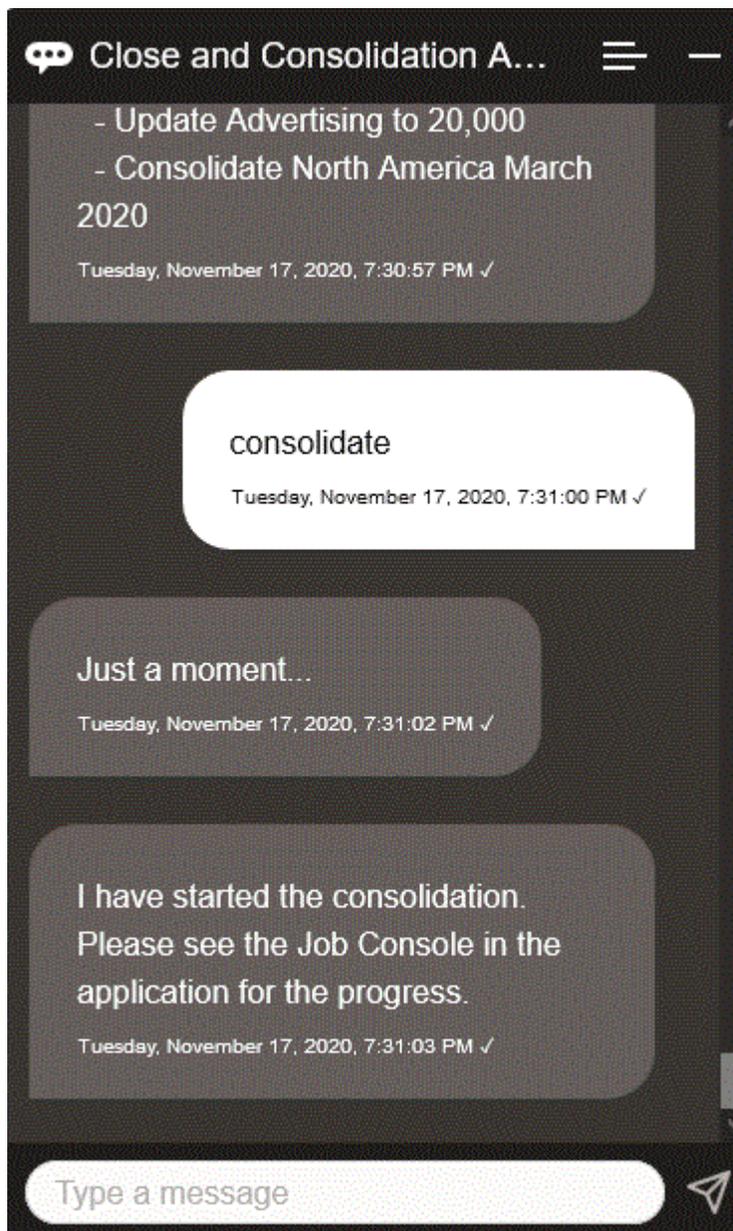
- Increase *Account* by *Amount* and calculate *Rule Name*
- Decrease *Account* by *Amount* and calculate *Rule Name*
- Update *Account* by *Amount* and calculate *Rule Name*

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

Consolidating

You can use the 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

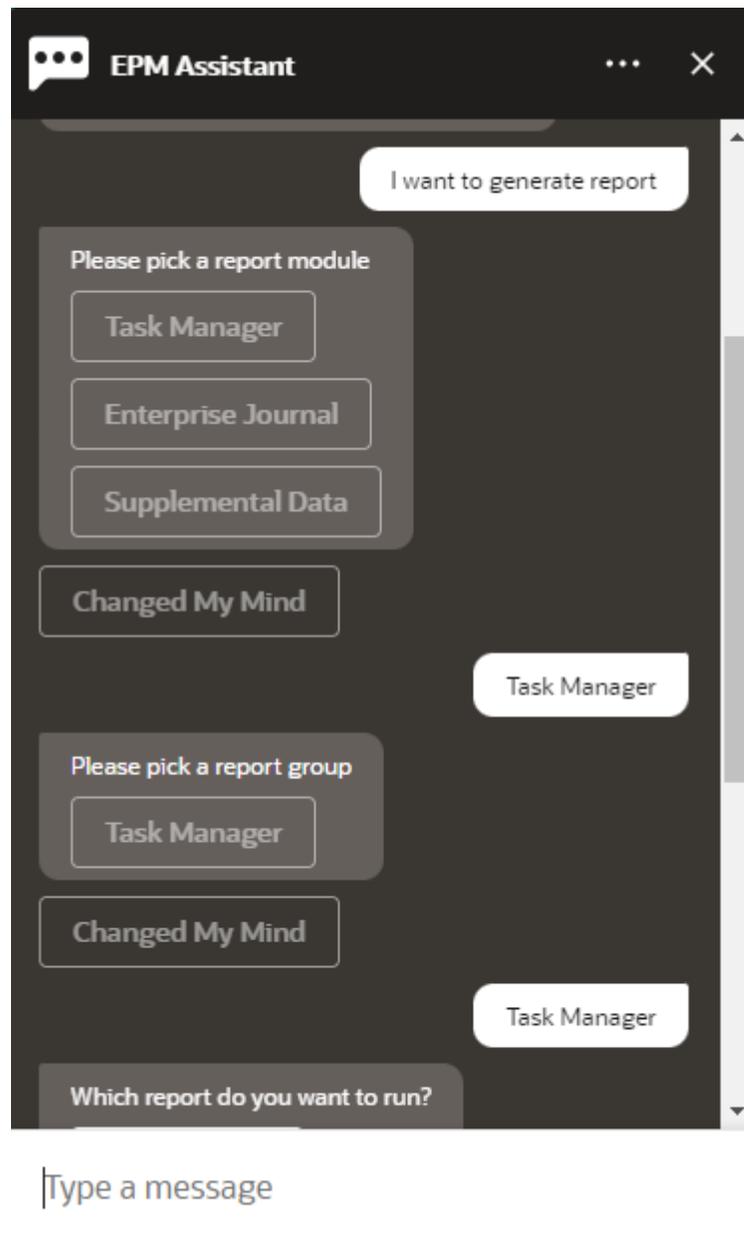
You can use the Digital Assistant to generate Tax Manager and Supplemental Data reports, including custom reports.

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

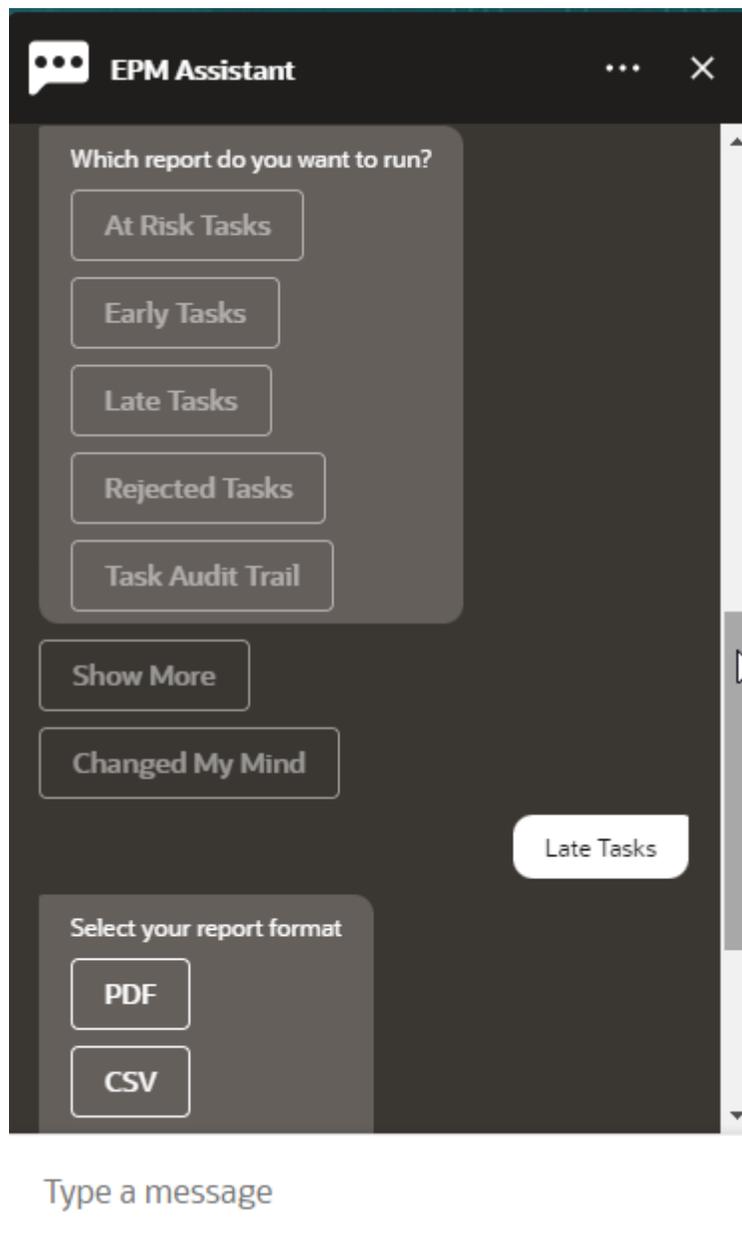
Downloaded reports can be shared with other users through Slack or Microsoft Teams. This ensures that generated reports are available even when you are not connected to the assistant.

1. Open the Digital Assistant and enter **I want to generate a report**.

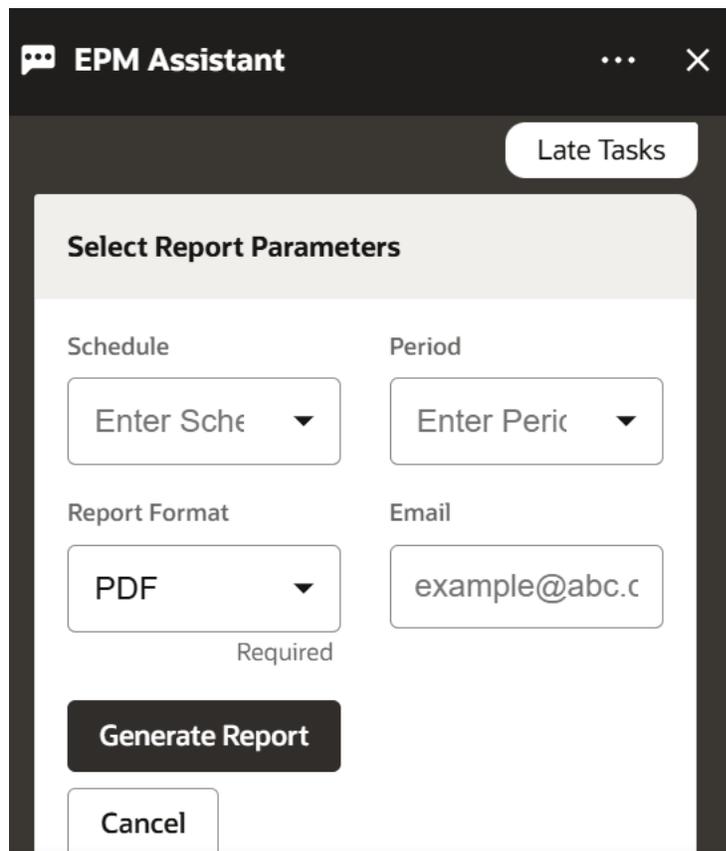
The assistant displays the available report module options.



2. Select the report module. In this example, 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 parameters from each drop-down list and then click **Generate Report**. If you want to receive an email with the generated report, you can provide your email ID.

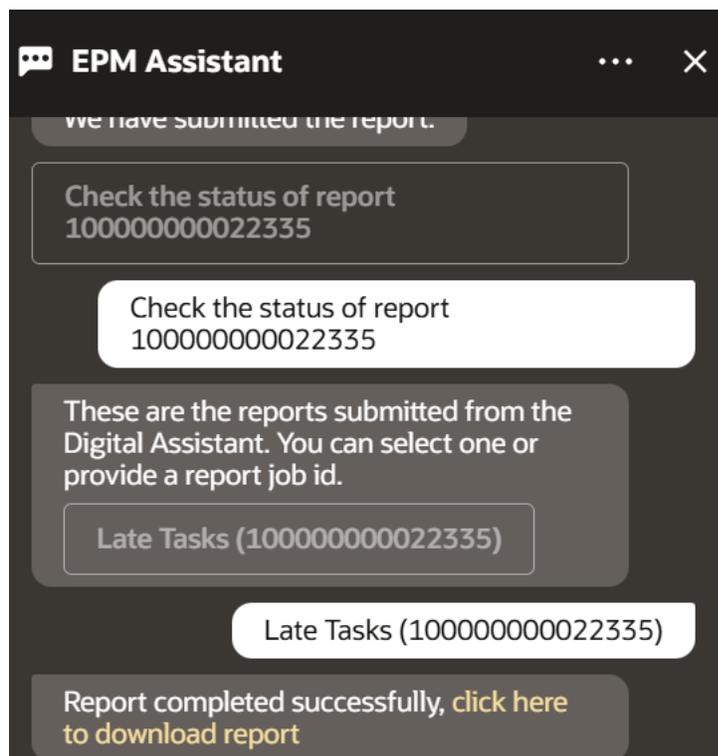


The screenshot shows the 'EPM Assistant' interface with a 'Late Tasks' dialog box. The dialog is titled 'Select Report Parameters' and contains the following fields:

- Schedule:** A dropdown menu with the text 'Enter Sche' and a downward arrow.
- Period:** A dropdown menu with the text 'Enter Peric' and a downward arrow.
- Report Format:** A dropdown menu with 'PDF' selected and a downward arrow. Below it, the word 'Required' is displayed.
- Email:** A text input field containing 'example@abc.c'.

At the bottom of the dialog, there are two buttons: a dark 'Generate Report' button and a light 'Cancel' button.

- To view the status of your report, click **Check the status of report 10000000022335**.



The screenshot shows the 'EPM Assistant' chat interface. The chat history includes:

- A system message: "we have submitted the report."
- A user message: "Check the status of report 10000000022335"
- A system response: "Check the status of report 10000000022335"
- A system message: "These are the reports submitted from the Digital Assistant. You can select one or provide a report job id."
- A system message: "Late Tasks (10000000022335)"
- A system message: "Late Tasks (10000000022335)"
- A system message: "Report completed successfully, [click here to download report](#)"

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

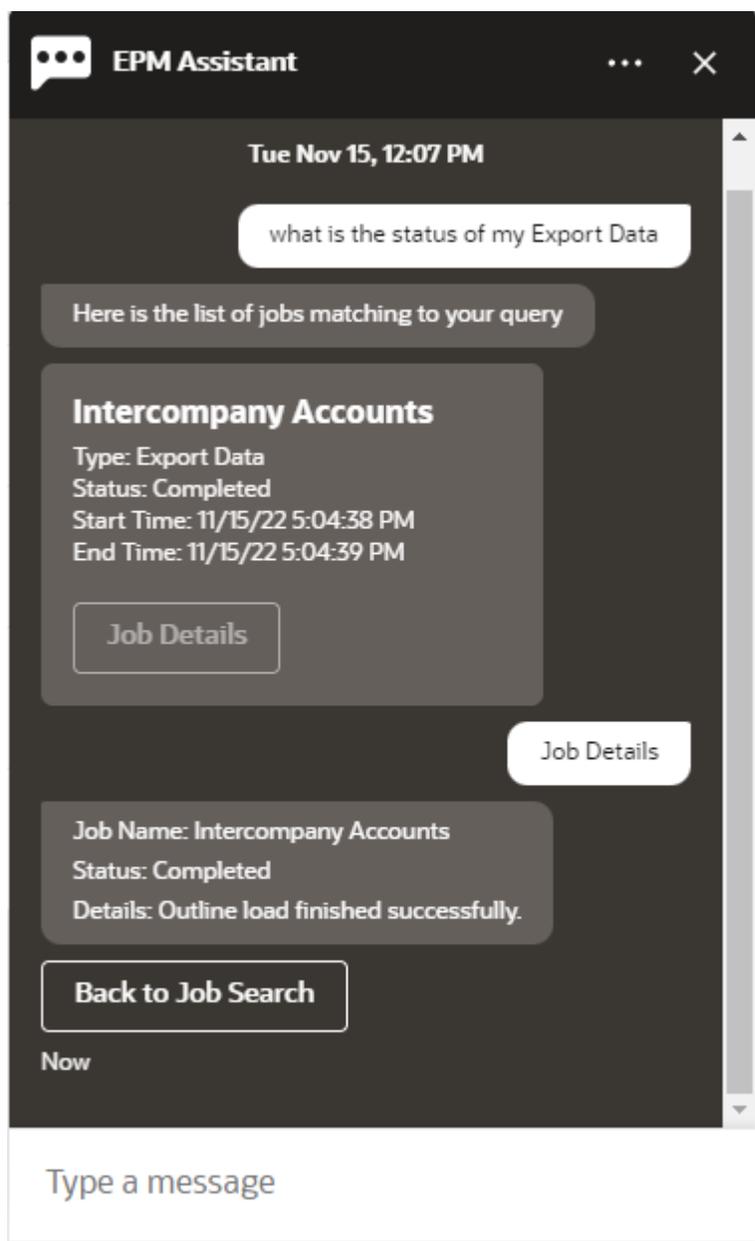
Accessing Job Status and Job Details

You can use the 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, 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 the Digital Assistant for Planning.
- [Working with Cubes](#)
You can work with cubes using the Digital Assistant.
- [Showing the POV](#)
You can use the Digital Assistant to show the POV for Planning.
- [Changing the POV](#)
You can use the Digital Assistant to change the POV.
- [Working with Data](#)
- [Updating Data](#)
You can use the Digital Assistant to update data for Planning.
- [Running Business Rules](#)
You can run business rules without runtime prompts with the Digital Assistant for Planning.
- [Showing Task Summary](#)
You can use the 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 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 the 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 20-1 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
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 20-1 (Cont.) Planning 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 account to <i>value</i> or Update dimension 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

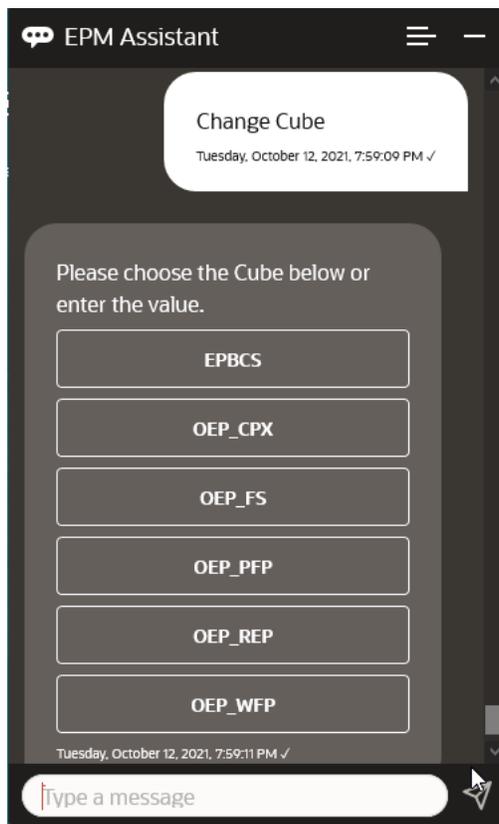
Working with Cubes

You can work with cubes using the Digital Assistant.

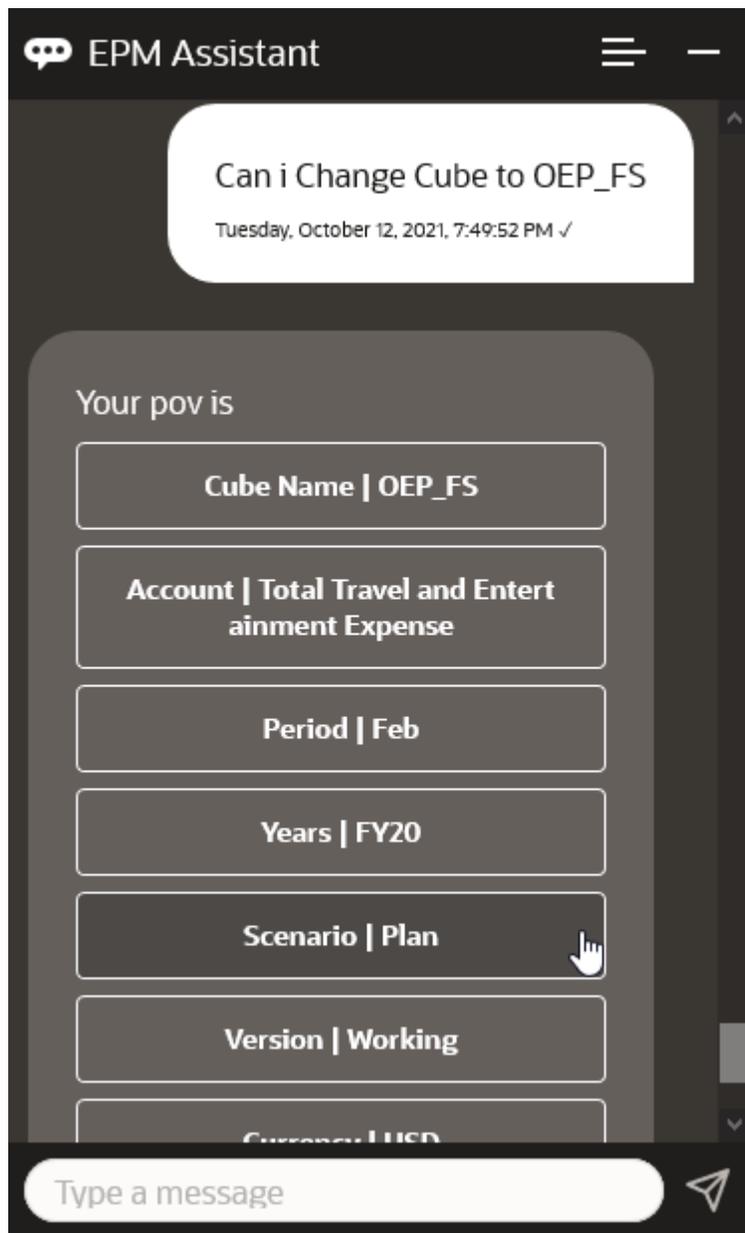
Enter **change cube** to change the cube, as shown in Example 1. The assistant lists the available cubes, and you can select one.

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:

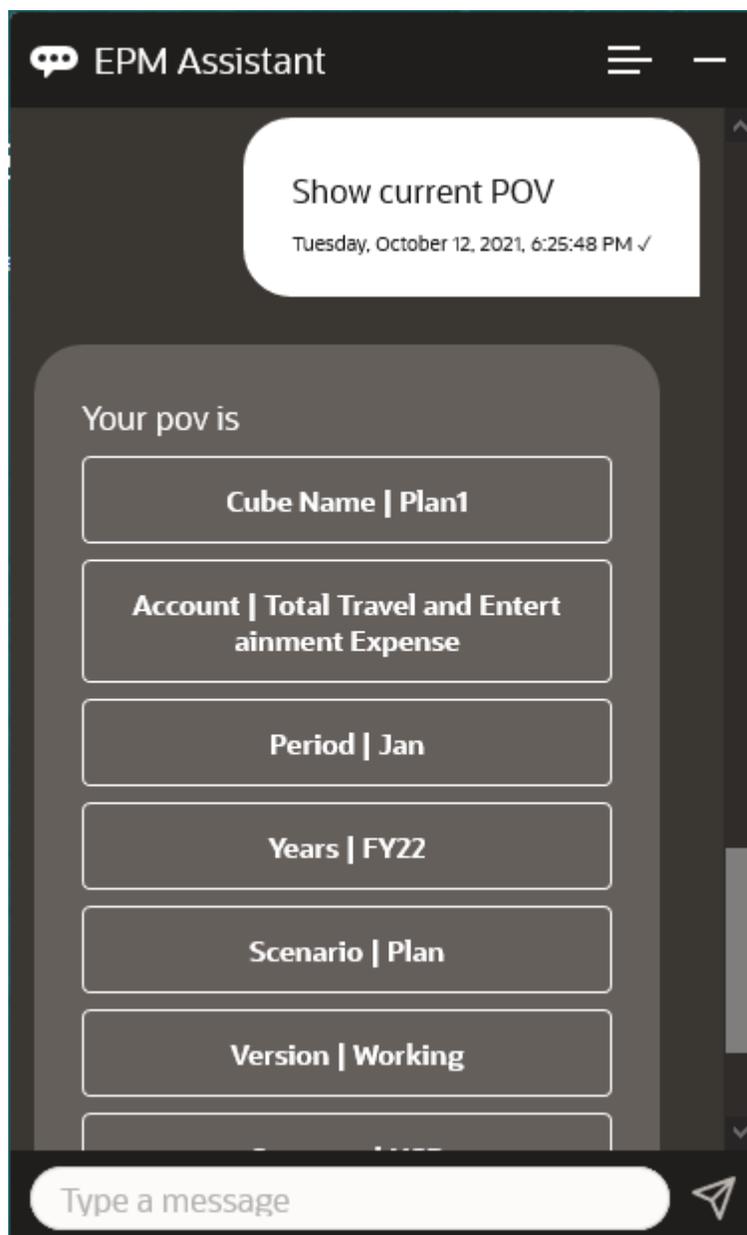


Example 2 Change cube to a different cube name:



Showing the POV

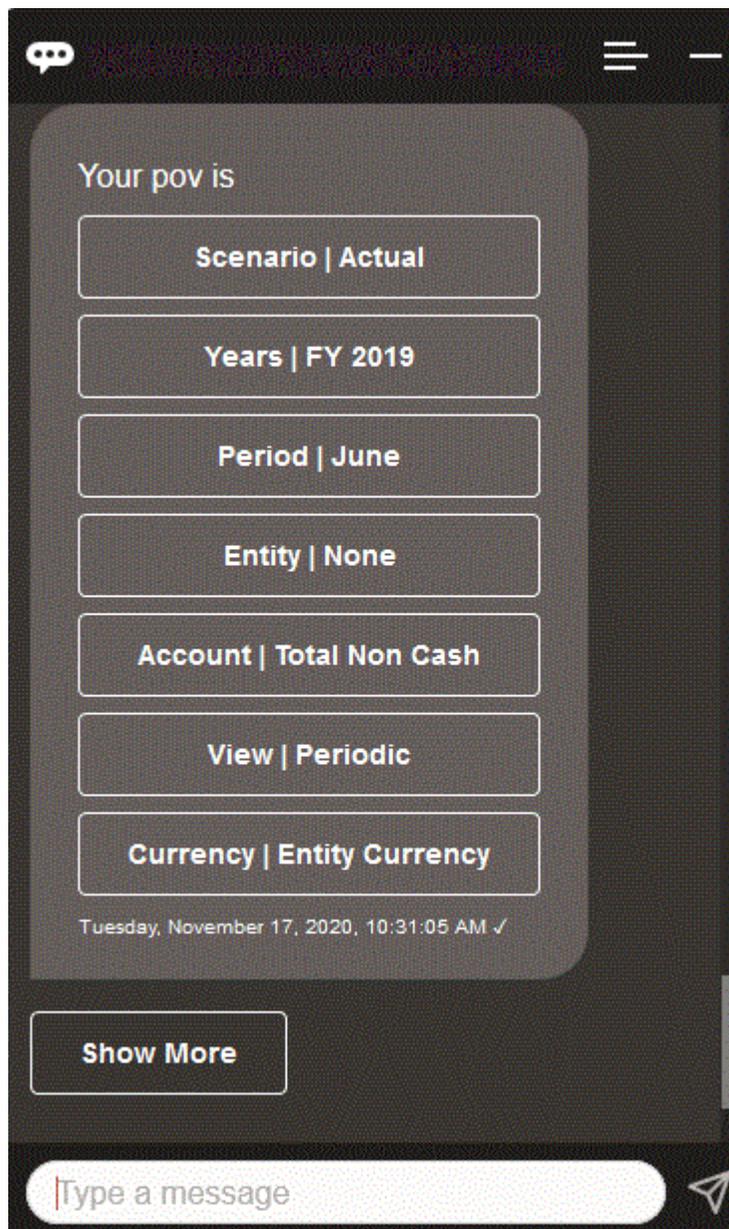
You can use the Digital Assistant to show the POV for Planning. Enter **POV** in the assistant. The POV displays, as in this example.



Changing the POV

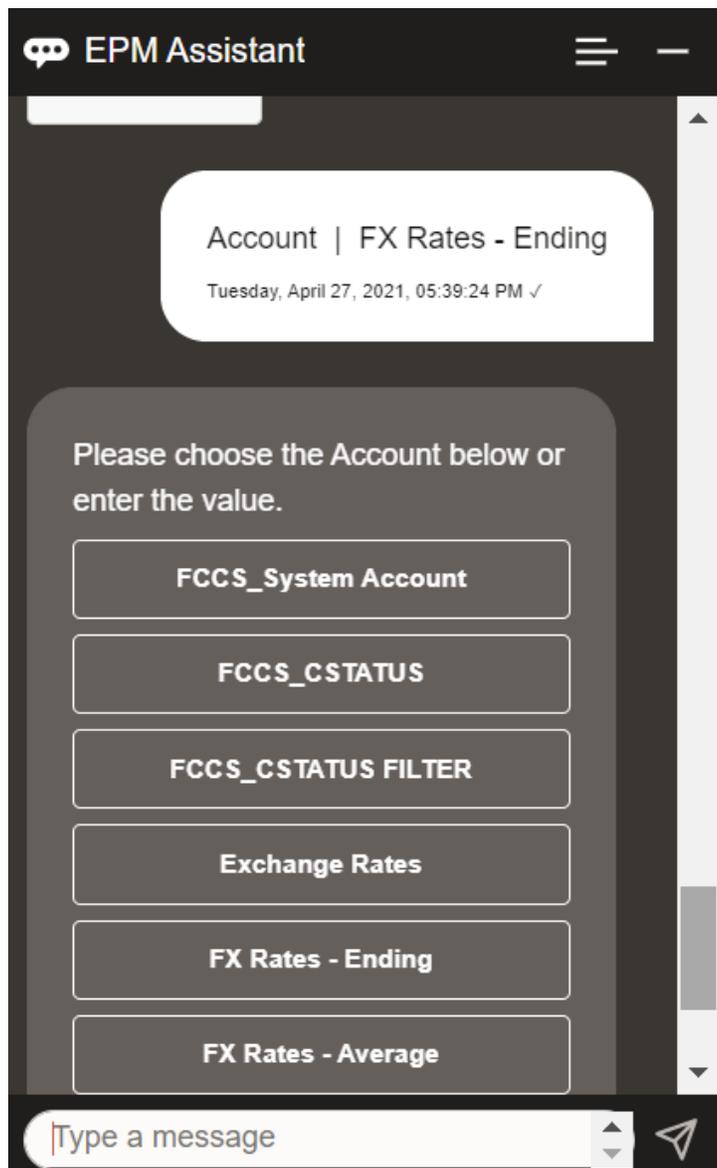
You can use the Digital Assistant to change the POV.

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

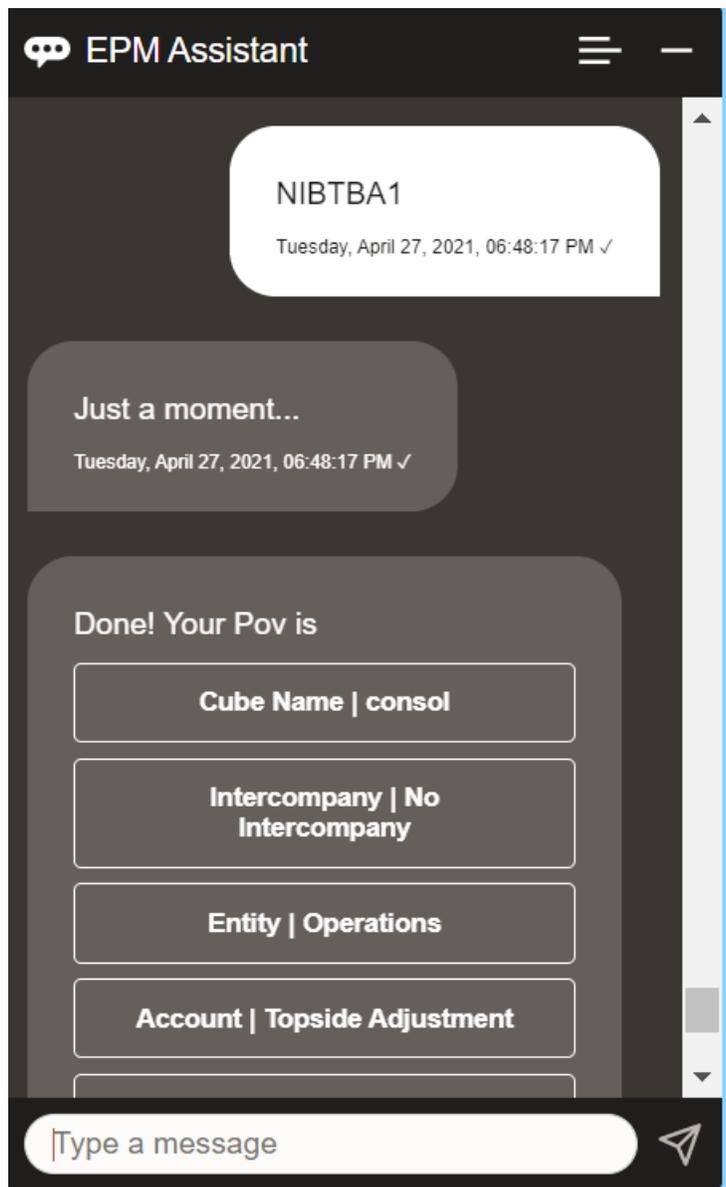


You can show an account value for the selected POV, and then you can drill down to a different dimension. For example, you could show Sales, and then drill down the Entity dimension.

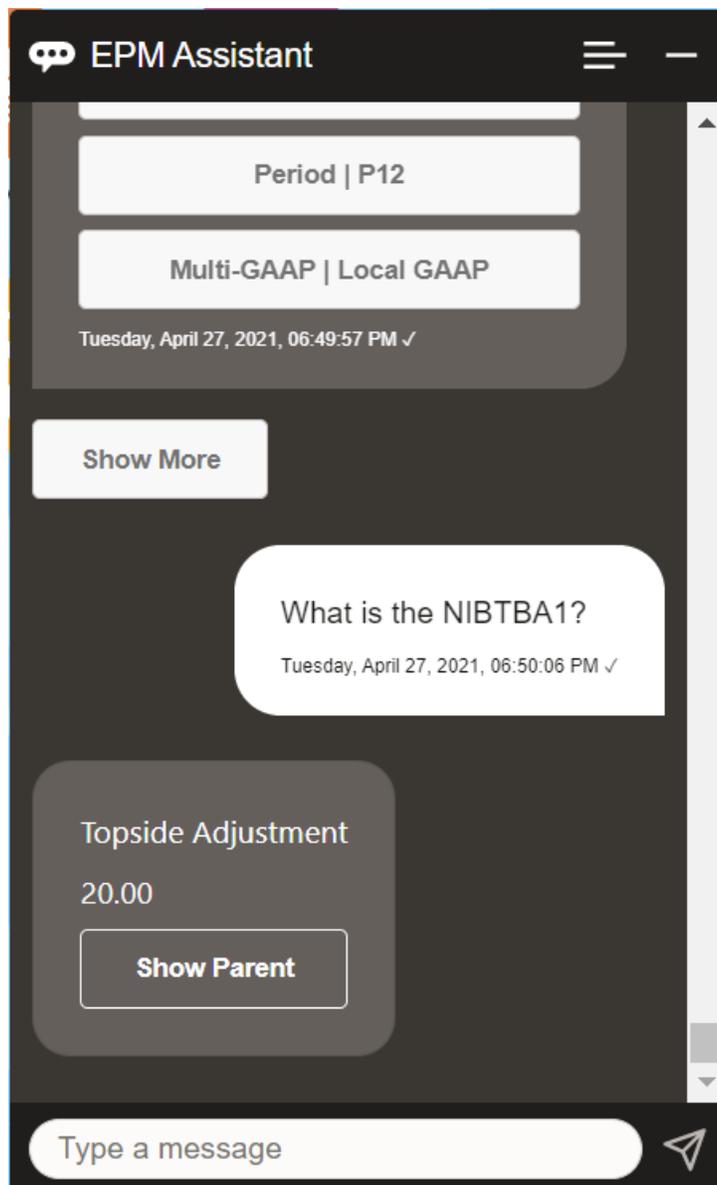
You can also change the members of dimensions. First, view the POV by entering **pov**. Then view the accounts. You can also change an account in the POV by selecting another option. This screenshot shows an example of selecting Account | FX Rates - Ending.



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



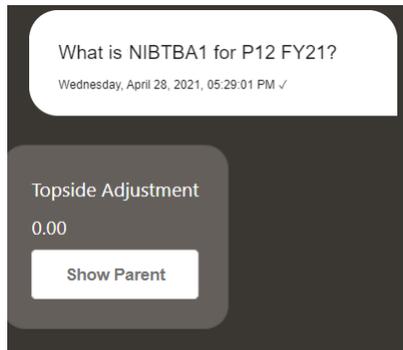
You can get the account value for the current POV. Enter **What is account name** substituting your own account name. For example, you could check the NIBTBA1 (Topside Adjustment) value as shown in this screenshot.



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



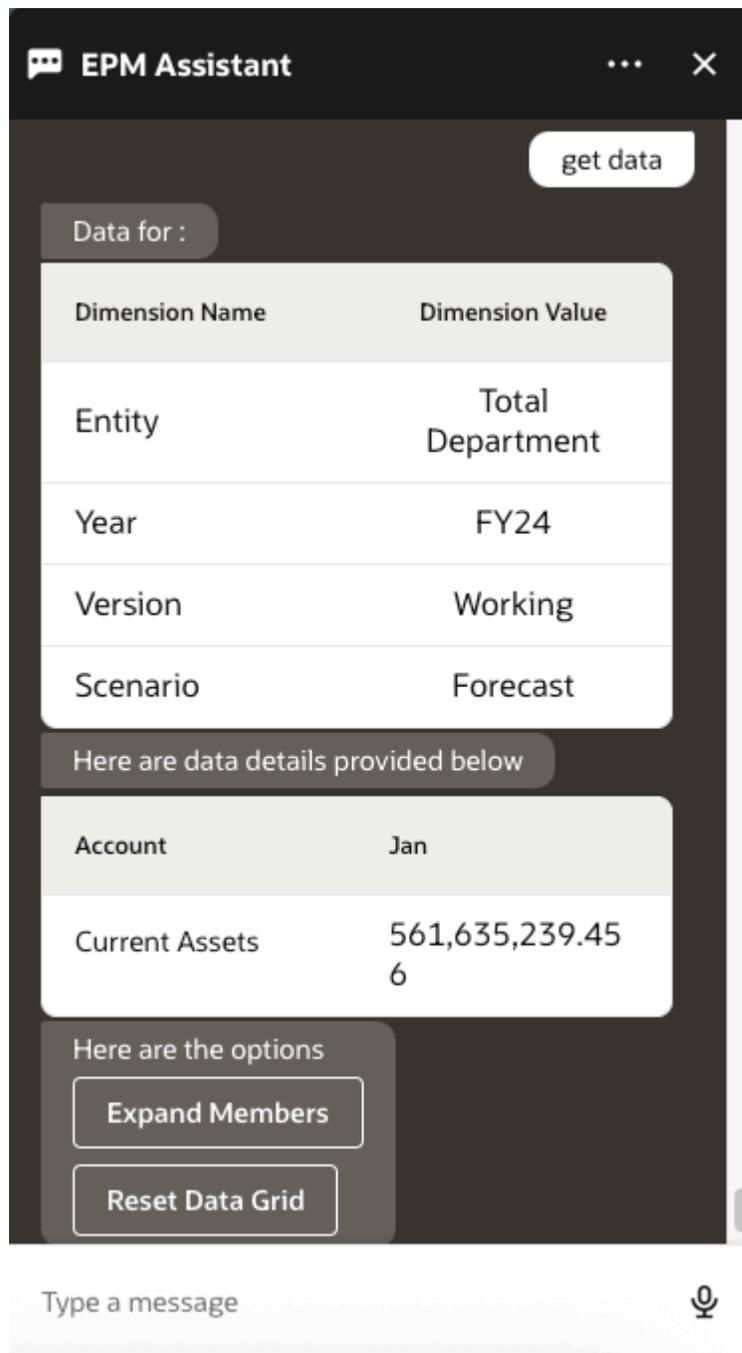
Working with Data

The Get Data intent allows you to request data for multiple members in a single utterance. You can also view information in a table format and expand the members to view the details with ease. Additionally, with the Pivot intent you can add or remove dimensions and change the structure of the table.

Scenario for Working with Get Data

Here is an example of how you can retrieve information when you work with get data.

1. Enter **get data**. The assistant displays the options for the current POV.



The screenshot shows the EPM Assistant chat interface. At the top, there is a header with the text "EPM Assistant" and a "get data" button. Below the header, there is a section titled "Data for :" containing a table with the following data:

Dimension Name	Dimension Value
Entity	Total Department
Year	FY24
Version	Working
Scenario	Forecast

Below this table, there is a section titled "Here are data details provided below" containing another table with the following data:

Account	Jan
Current Assets	561,635,239.456

At the bottom of the chat interface, there is a section titled "Here are the options" containing two buttons: "Expand Members" and "Reset Data Grid". At the very bottom, there is a text input field with the placeholder "Type a message" and a microphone icon.

2. If you want to view information for multiple members such as January, February, and March, enter **what is the Fixed Assets data for Jan, Feb, and Mar.**

EPM Assistant

what is the Fixed Assets data for Jan , Feb and Mar

Data for :

Dimension Name	Dimension Value
Entity	Total Department
Year	FY24
Version	Working
Scenario	Forecast

Here are data details provided below

Account	Jan	Feb	Mar
Fixed Assets	66,103,866. 16	65,580,910. 34	64,968,455. 75

Here are the options

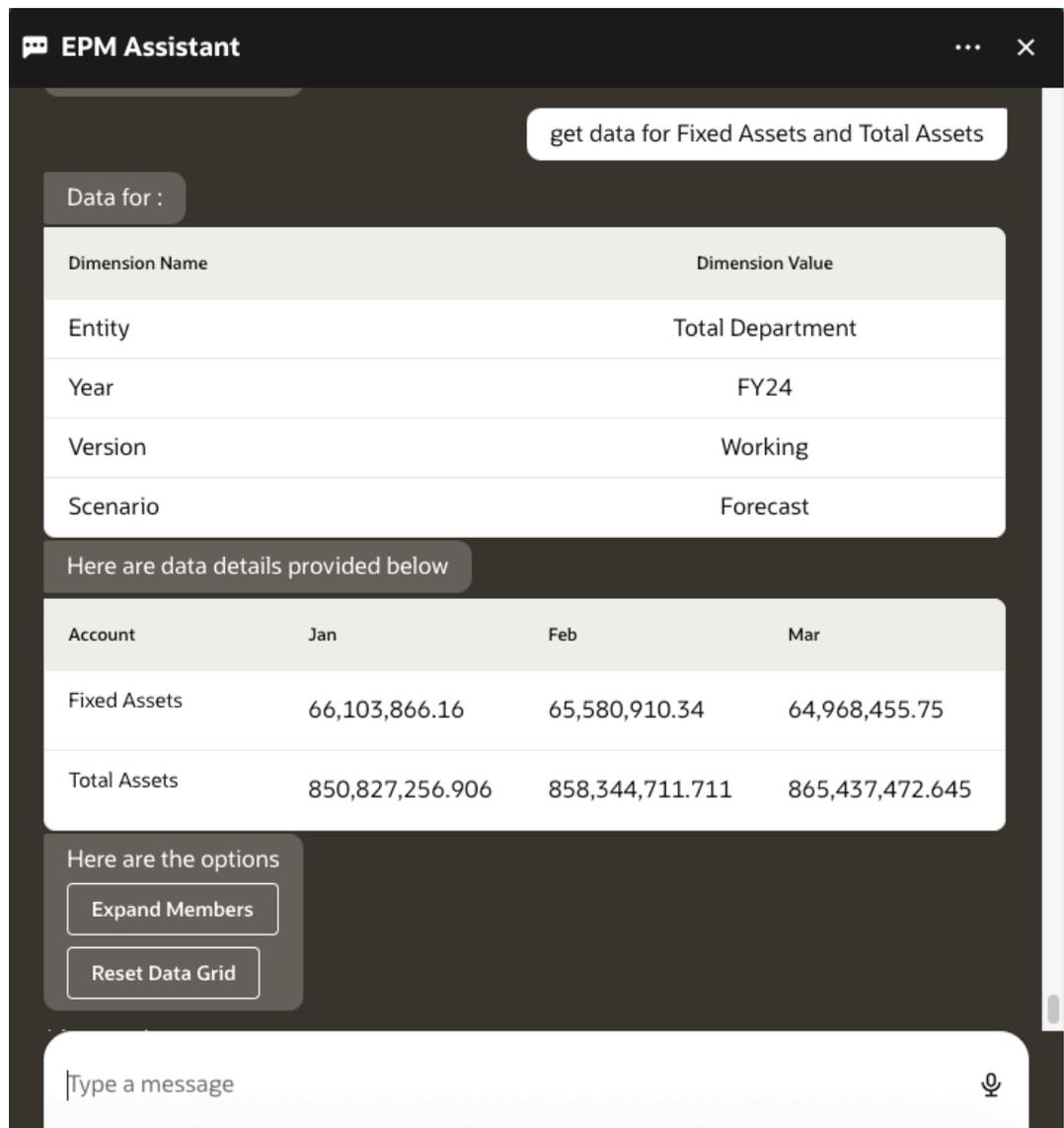
Expand Members

Reset Data Grid

A few seconds ago

Type a message

3. If you want to change a member of an account with multiple members in the same table, enter **get data for Fixed Assets and Total Assets**.



The screenshot shows the EPM Assistant interface. At the top, there is a chat window titled "EPM Assistant" with a close button. The chat history shows a message: "get data for Fixed Assets and Total Assets". Below this, a "Data for :" section displays a table of dimension values:

Dimension Name	Dimension Value
Entity	Total Department
Year	FY24
Version	Working
Scenario	Forecast

Below the dimension table, a message says "Here are data details provided below", followed by a data grid:

Account	Jan	Feb	Mar
Fixed Assets	66,103,866.16	65,580,910.34	64,968,455.75
Total Assets	850,827,256.906	858,344,711.711	865,437,472.645

Below the data grid, a message says "Here are the options", followed by two buttons: "Expand Members" and "Reset Data Grid". At the bottom of the chat window, there is a text input field with the placeholder "Type a message" and a microphone icon.

4. To expand a member to view the details, click **Expand Members**.

The screenshot shows the EPM Assistant interface with a data grid. The grid displays financial data for 'Fixed Assets' and 'Total Assets' across three months: Jan, Feb, and Mar. The data is as follows:

Account	Jan	Feb	Mar
1500: Asset Cost and Clearing Total	147,785,216.44	147,874,960.06	147,874,960.06
1600: Total Accumulated Deprec. & Amortization	-81,681,350.28	-82,294,049.72	-82,906,504.31
Fixed Assets	66,103,866.16	65,580,910.34	64,968,455.75
Total Assets	850,827,256.906	858,344,711.711	865,437,472.645

Additional interface elements include buttons for 'Expand Members', 'Fixed Assets', and 'Reset Data Grid', along with a chat input field at the bottom.

- To change the columns or rows of the members, enter **I want to pivot the grid.**

EPM Assistant ... X

I want to pivot the grid

Data for :

Dimension Name	Dimension Value
Entity	Total Department
Year	FY24
Version	Working
Scenario	Forecast

Here are data details provided below

Period	1500: Asset Cost and Clearing Total	1600: Total Accumulated Deprec. & Amortization	Fixed Assets	Total Assets
Jan	147,785,216.44	-81,681,350.28	66,103,866.16	850,827,256.906
Feb	147,874,960.06	-82,294,049.72	65,580,910.34	858,344,711.711
Mar	147,874,960.06	-82,906,504.31	64,968,455.75	865,437,472.645

Here are the options

Expand Members

Reset Data Grid

Type a message 🎤

- If you want to add dimensions from POV to table, enter **I want to pivot the Entity to column.**

The screenshot shows the EPM Assistant interface. At the top, there is a chat window with the message: "I want to pivot the Entity to column". Below this, a section titled "Data for :" displays a table of dimension values:

Dimension Name	Dimension Value
Year	FY24
Version	Working
Scenario	Forecast

Below the dimension table, a section titled "Here are data details provided below" shows a data grid with the following columns: Period, 1500: Asset Cost and Clearing Total | Total Department, 1600: Total Accumulated Deprec. & Amortization | Total Department, Fixed Assets | Total Department, and Total Assets | Total Department. The data rows are for Jan, Feb, and Mar.

Period	1500: Asset Cost and Clearing Total Total Department	1600: Total Accumulated Deprec. & Amortization Total Department	Fixed Assets Total Department	Total Assets Total Department
Jan	147,785,216.44	-81,681,350.28	66,103,866.16	850,827,256.906
Feb	147,874,960.06	-82,294,049.72	65,580,910.34	858,344,711.711
Mar	147,874,960.06	-82,906,504.31	64,968,455.75	865,437,472.645

At the bottom of the chat window, there are two buttons: "Expand Members" and "Reset Data Grid". Below the buttons is a text input field labeled "Type a message" with a microphone icon on the right.

7. If you want to change the dimension from column to row or vice versa, enter **I want to pivot Account to row.**

EPM Assistant ... X

I want to pivot Account to row

Data for :

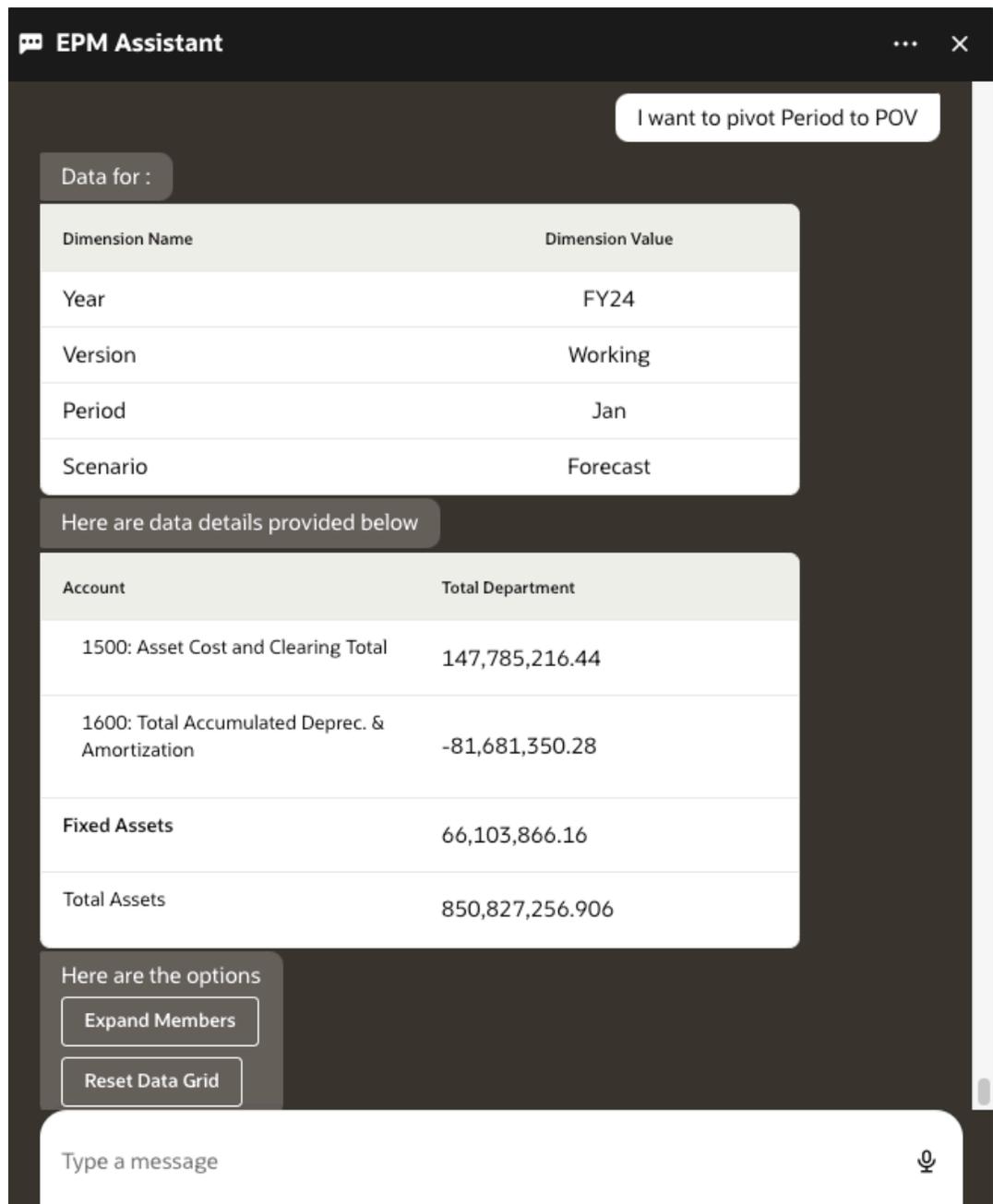
Dimension Name	Dimension Value
Year	FY24
Version	Working
Scenario	Forecast

Here are data details provided below

Period Account	Total Department
Jan 1500: Asset Cost and Clearing Total	147,785,216.44
Jan 1600: Total Accumulated Deprec. & Amortization	-81,681,350.28
Jan Fixed Assets	66,103,866.16
Jan Total Assets	850,827,256.906
Feb 1500: Asset Cost and Clearing Total	147,874,960.06
Feb 1600: Total Accumulated Deprec. & Amortization	-82,294,049.72

Type a message 🎤

- If you want to remove a dimension, enter **I want to pivot Period to POV.**



The screenshot shows the EPM Assistant interface. At the top, there is a header "EPM Assistant" and a close button. A search bar contains the text "I want to pivot Period to POV". Below this, a section titled "Data for :" contains a table with the following data:

Dimension Name	Dimension Value
Year	FY24
Version	Working
Period	Jan
Scenario	Forecast

Below the table, a section titled "Here are data details provided below" contains another table:

Account	Total Department
1500: Asset Cost and Clearing Total	147,785,216.44
1600: Total Accumulated Deprec. & Amortization	-81,681,350.28
Fixed Assets	66,103,866.16
Total Assets	850,827,256.906

Below the second table, a section titled "Here are the options" contains two buttons: "Expand Members" and "Reset Data Grid". At the bottom, there is a text input field labeled "Type a message" and a microphone icon.

9. If you want to reset the table, click **Reset Data Grid**.

The screenshot shows the EPM Assistant interface with the following data and options:

Year	FY24
Version	Working
Period	Jan
Scenario	Forecast

Here are data details provided below

Account	Total Department
1500: Asset Cost and Clearing Total	147,785,216.44
1600: Total Accumulated Deprec. & Amortization	-81,681,350.28
Fixed Assets	66,103,866.16
Total Assets	850,827,256.906

Here are the options

- Expand Members
- Reset Data Grid

Reset Data Grid

Session data reset successful.

Now

Type a message

Updating Data

You can use the 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.

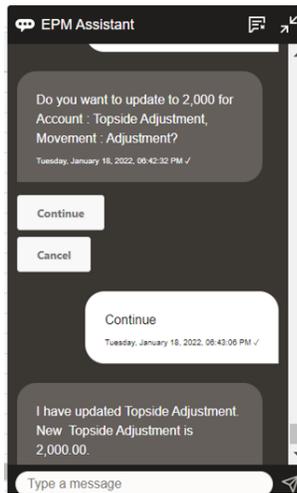
You can also enter either of the following, substituting your own account name for the information in italics.

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

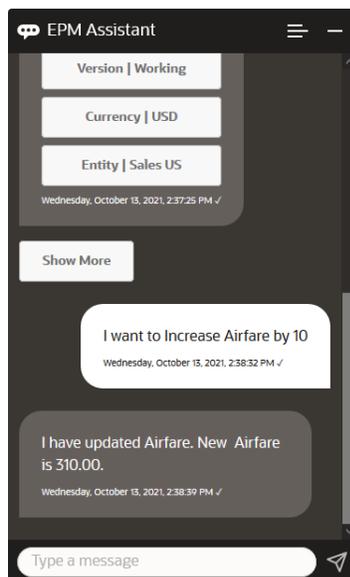
The following fictitious scenario shows an example of how you can update data.

Scenario for Updating Data

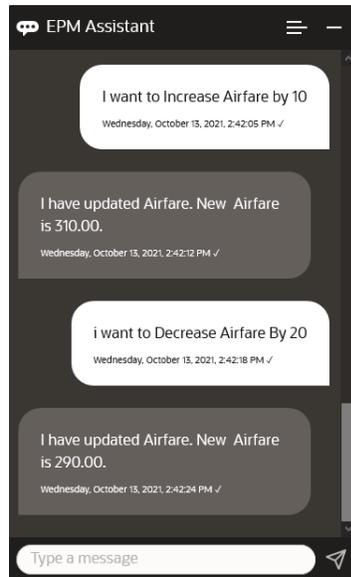
1. Enter **update Airfare by 300**.



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



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



Running Business Rules

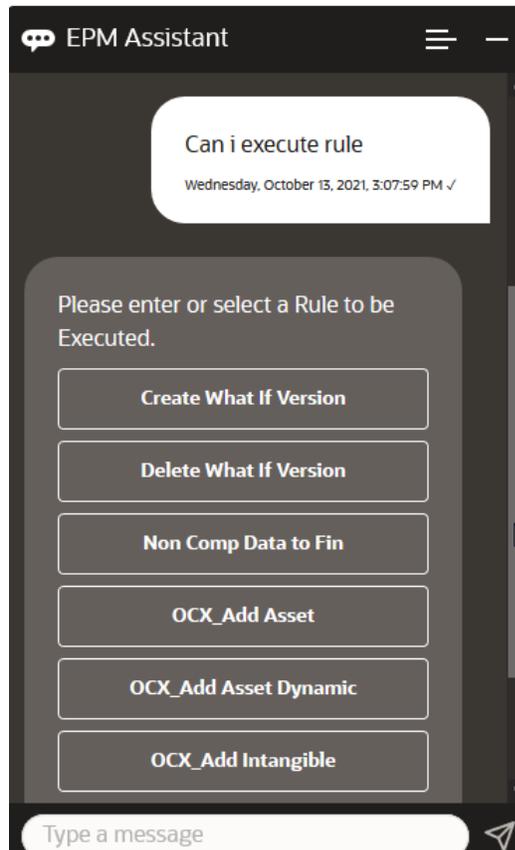
You can run business rules without runtime prompts with the Digital Assistant for Planning.

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.

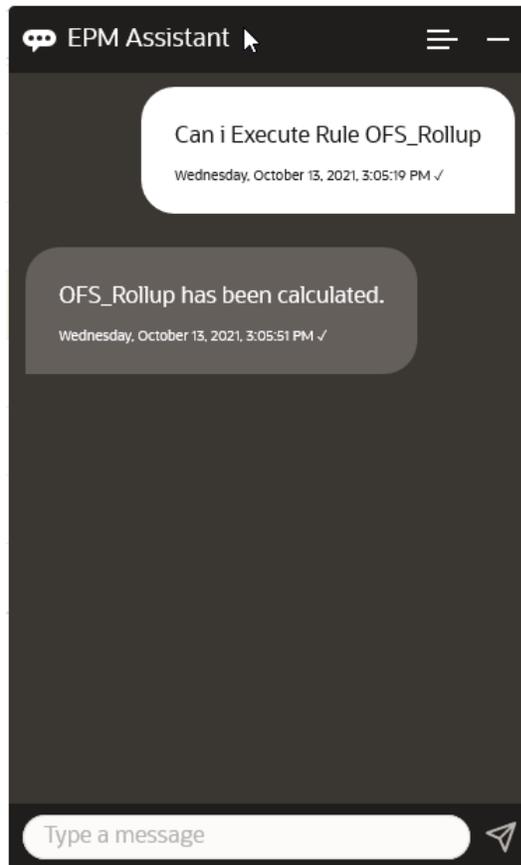
The following fictitious scenario shows an example of running rules.

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**.



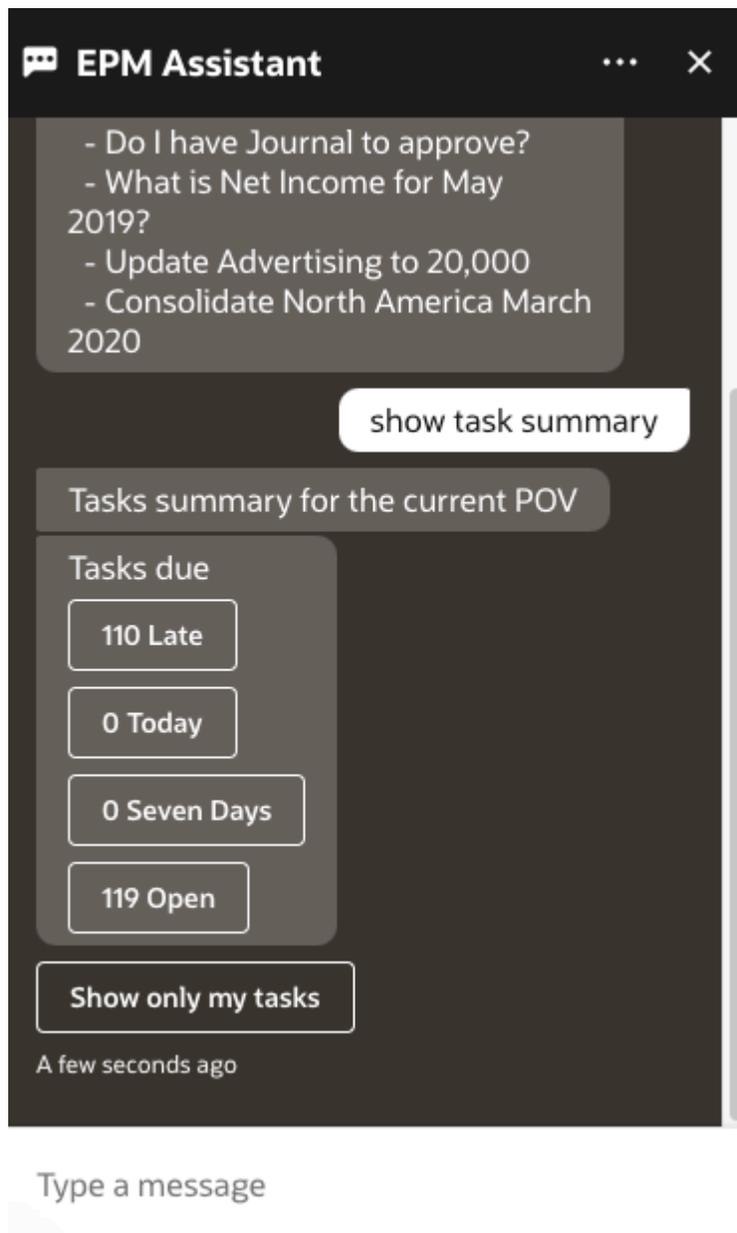
Note

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

Showing Task Summary

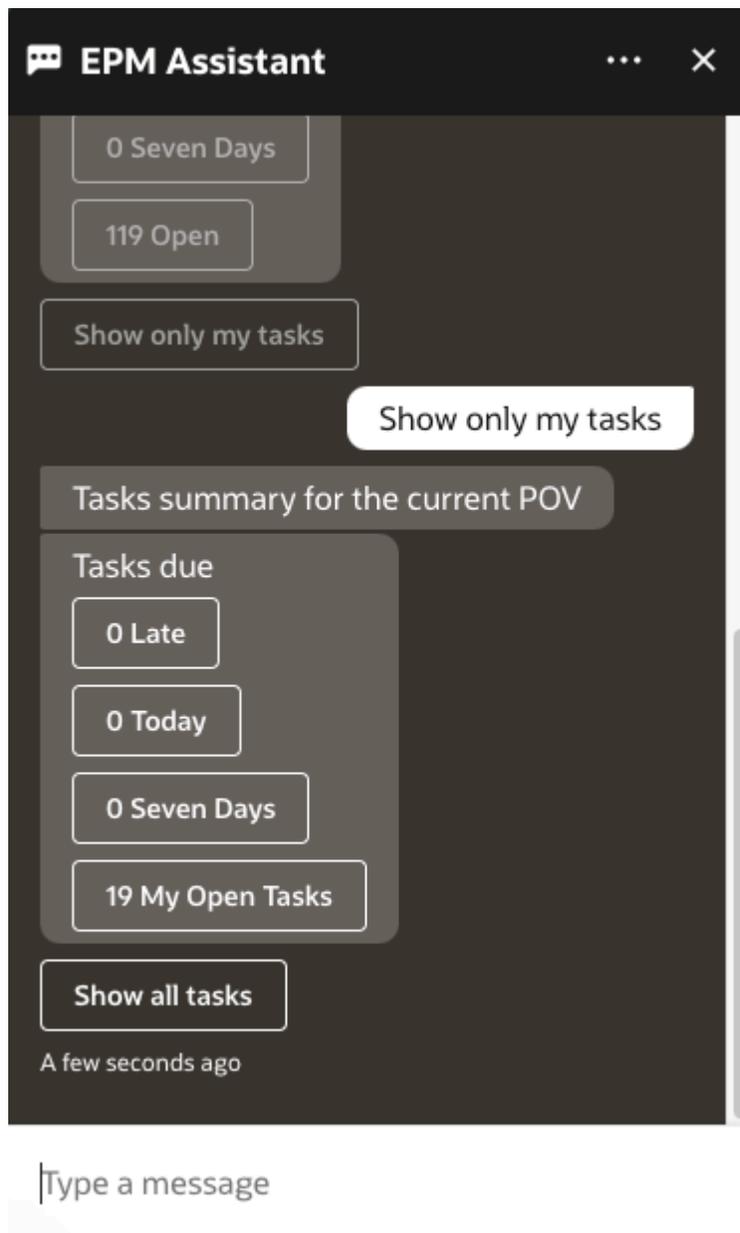
You can use the Digital Assistant to display a summary of tasks. After the list of tasks is shown, you can select a particular task and perform additional actions.

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

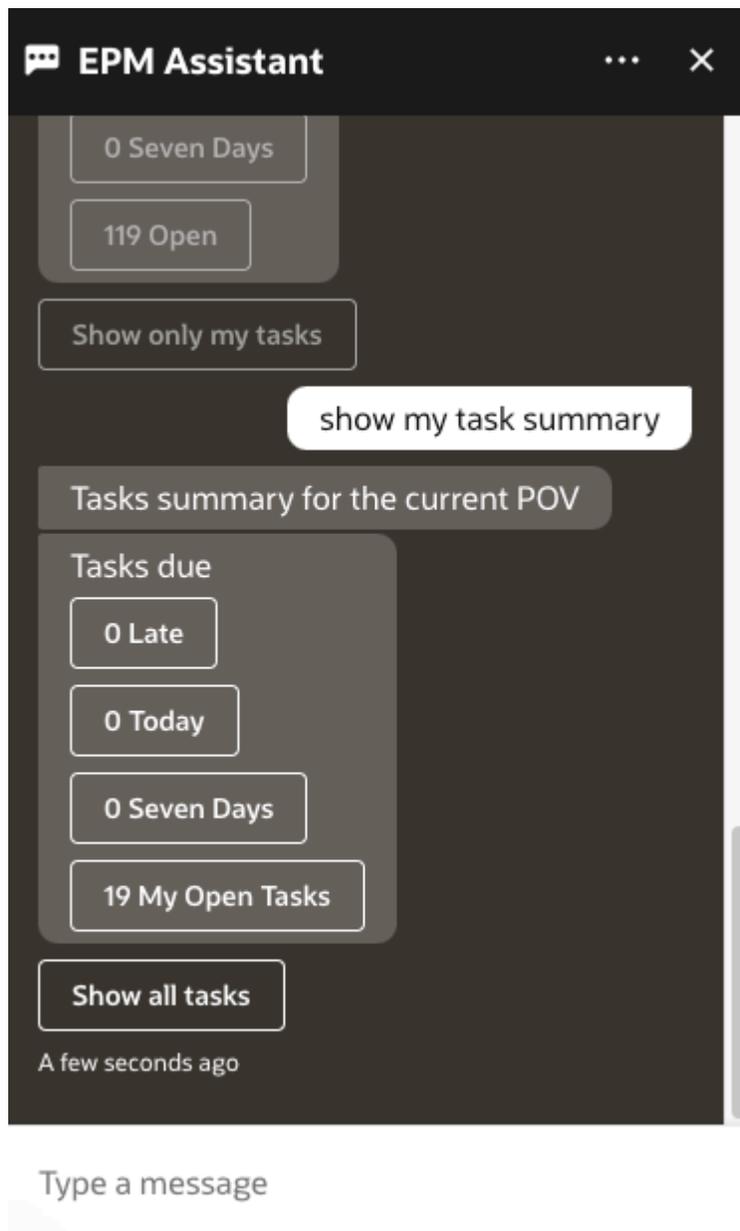


Click the type of task, for example Late. From the list of tasks displayed, you can select a task and add a comment to it. You can list a specific type of task, such as an open task, by entering **show open tasks** in the Digital Assistant.

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



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

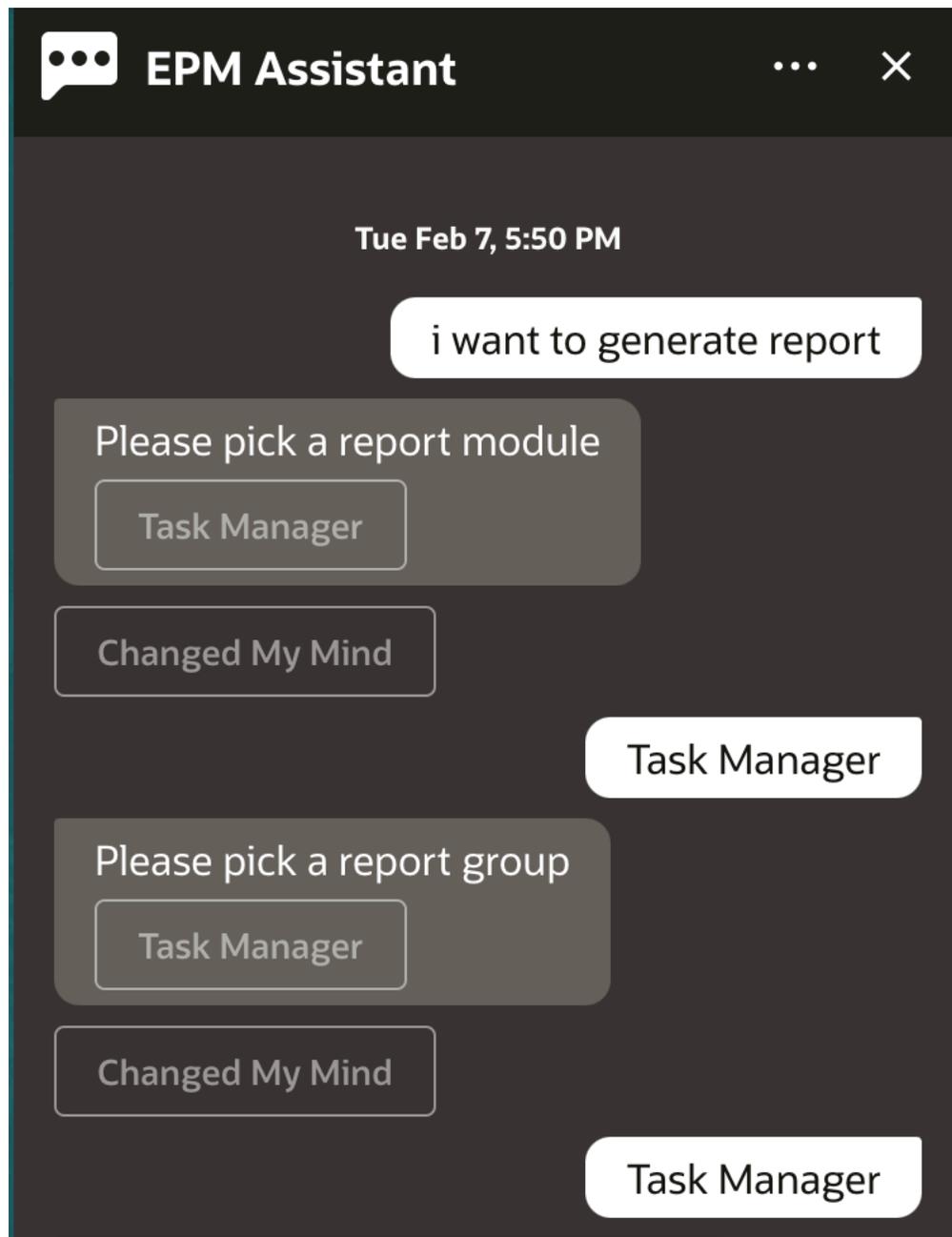


Generating Reports

You can use the 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.

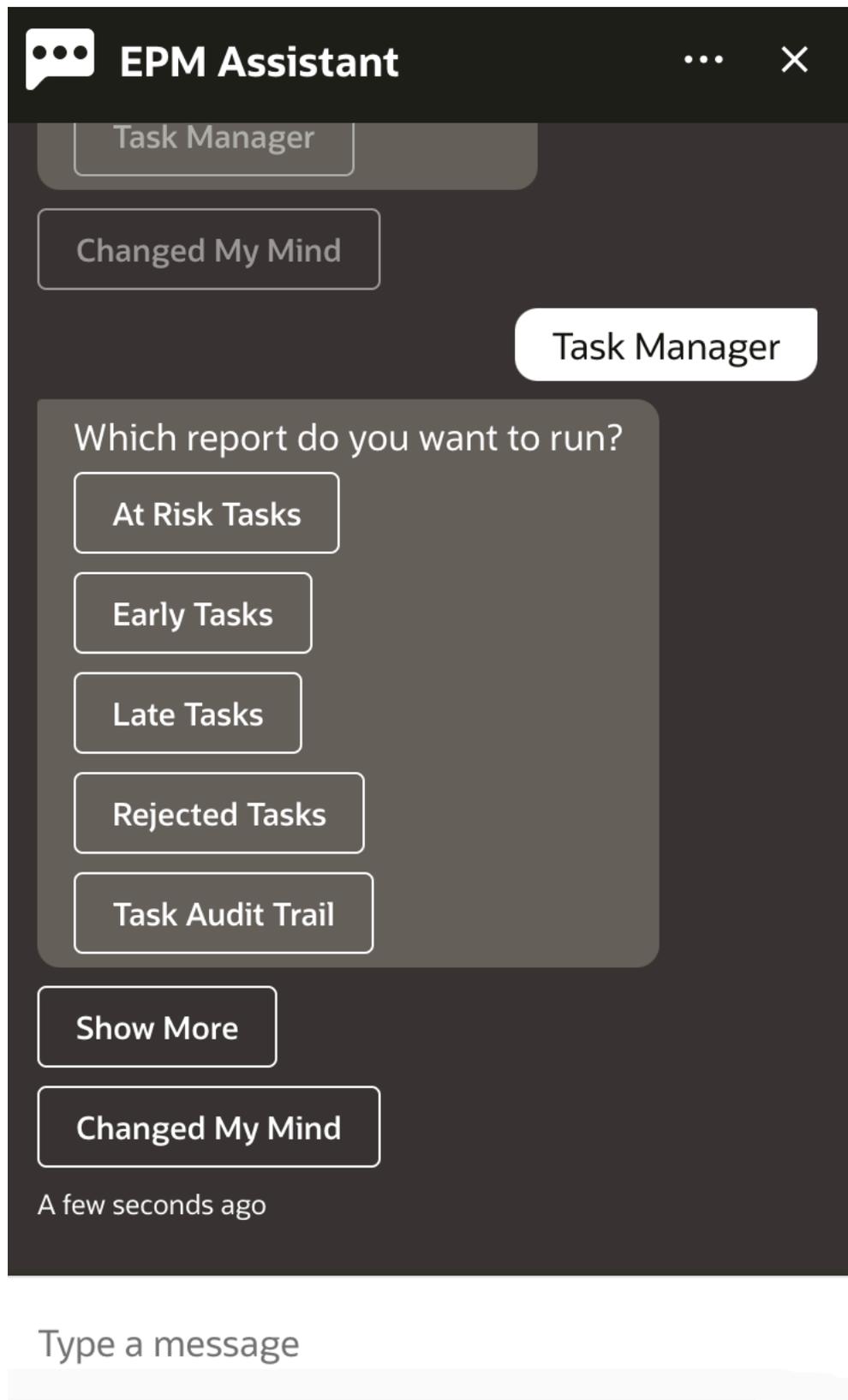
You can also generate reports when you are not connected to the assistant and share the downloaded file with other users through Slack or Microsoft Teams.

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

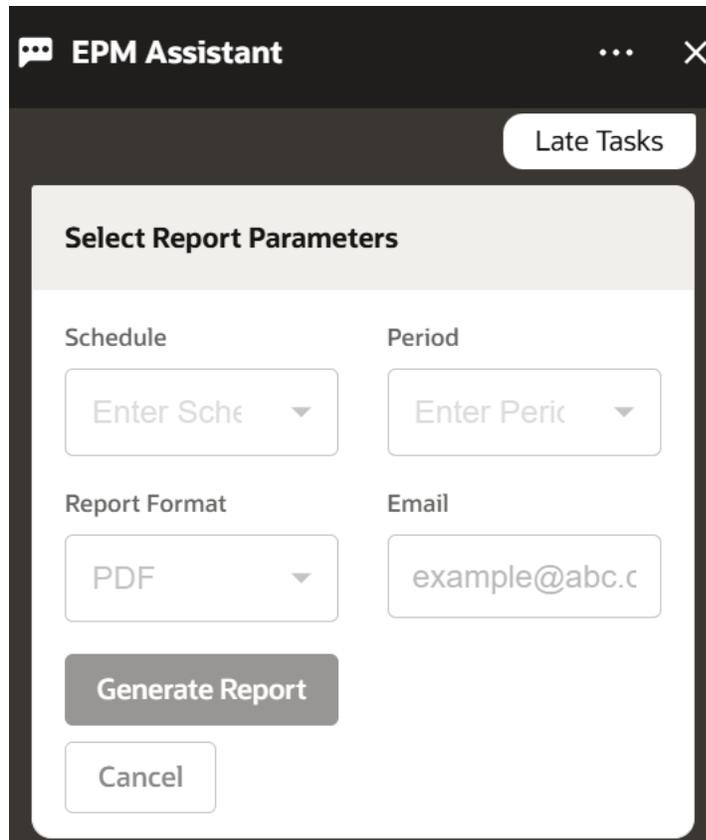


The assistant displays the available report module.

2. Select the report module. In this example, select **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 parameters from each drop-down list and then click **Generate Report**. If you want to receive an email with the generated report, you can provide your email ID.



The screenshot shows a dark-themed dialog box titled "EPM Assistant" with a "Late Tasks" tab. The main content area is titled "Select Report Parameters" and contains four input fields: "Schedule" (placeholder: "Enter Sche"), "Period" (placeholder: "Enter Peric"), "Report Format" (set to "PDF"), and "Email" (placeholder: "example@abc.c"). Below these fields are two buttons: "Generate Report" and "Cancel".

6. To view the status of your report, select **Check the status of report 10000000007020**.

The screenshot shows the EPM Assistant interface. At the top, there are two input fields: "Enter Sche" and "Enter Perik". Below these are two sections: "Report Format" with a dropdown menu set to "PDF", and "Email" with a text input field containing "example@abc.c". There are two buttons: "Generate Report" and "Cancel". Below the form, a message box states "We have submitted the report." followed by a link to "Check the status of report 100000000007020".

7. Click the link in the assistant to download the required report.

Displaying Additional Dimension Values When Updating Data

When you request for data, 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:

The screenshot shows a confirmation dialog box titled "update data for ASP to 10". The dialog asks "Do you want to update to 10 for" and lists the following parameters: Account : ASP, Period : Jan, Year : FY19, Scenario : Current, Version : Working, and Entity : No Entity?. There are "Continue" and "Cancel" buttons at the bottom.

21

Using the Assistant for Planning Modules

Related Topics

- [Task Overview](#)
Here's a summary of the tasks you can perform with the Digital Assistant for Planning Modules.
- [Working with Cubes](#)
You can work with cubes using the Digital Assistant.
- [Showing the POV](#)
You can use the Digital Assistant to show the POV for Planning Modules.
- [Changing the POV](#)
You can use the Digital Assistant to change the POV.
- [Working with Data](#)
- [Updating Data](#)
You can use the Digital Assistant to update data for Planning Modules.
- [Running Business Rules](#)
You can run business rules without runtime prompts with the Digital Assistant for Planning Modules.
- [Generating Reports](#)
You can use the 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 the 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 21-1 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 21-1 (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 account to <i>value</i> or Update dimension 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

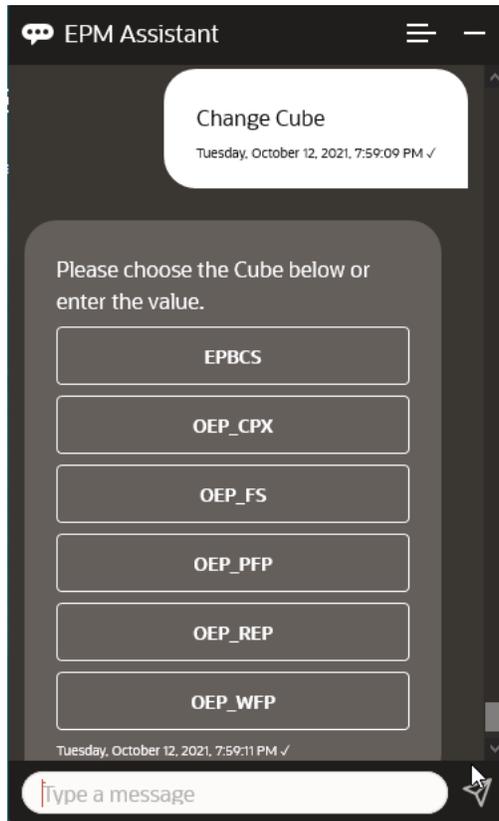
Working with Cubes

You can work with cubes using the Digital Assistant.

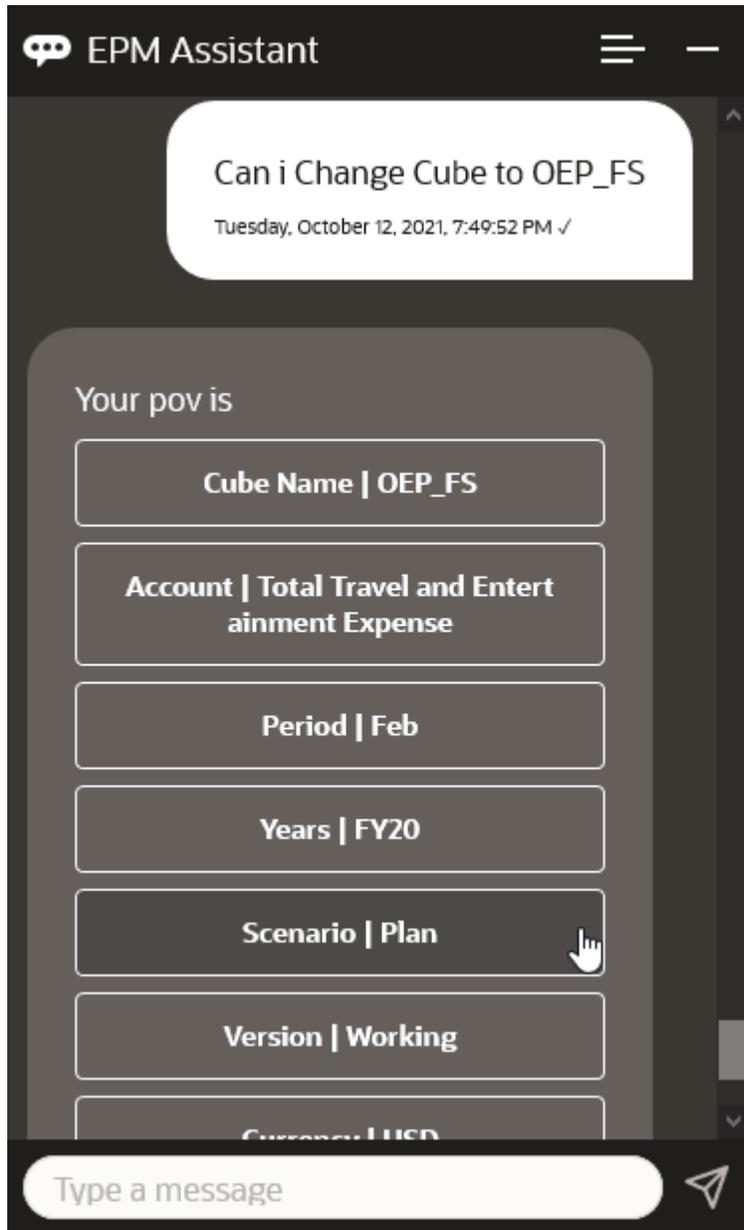
Enter **change cube** to change the cube, as shown in Example 1. The assistant lists the available cubes, and you can select one.

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:



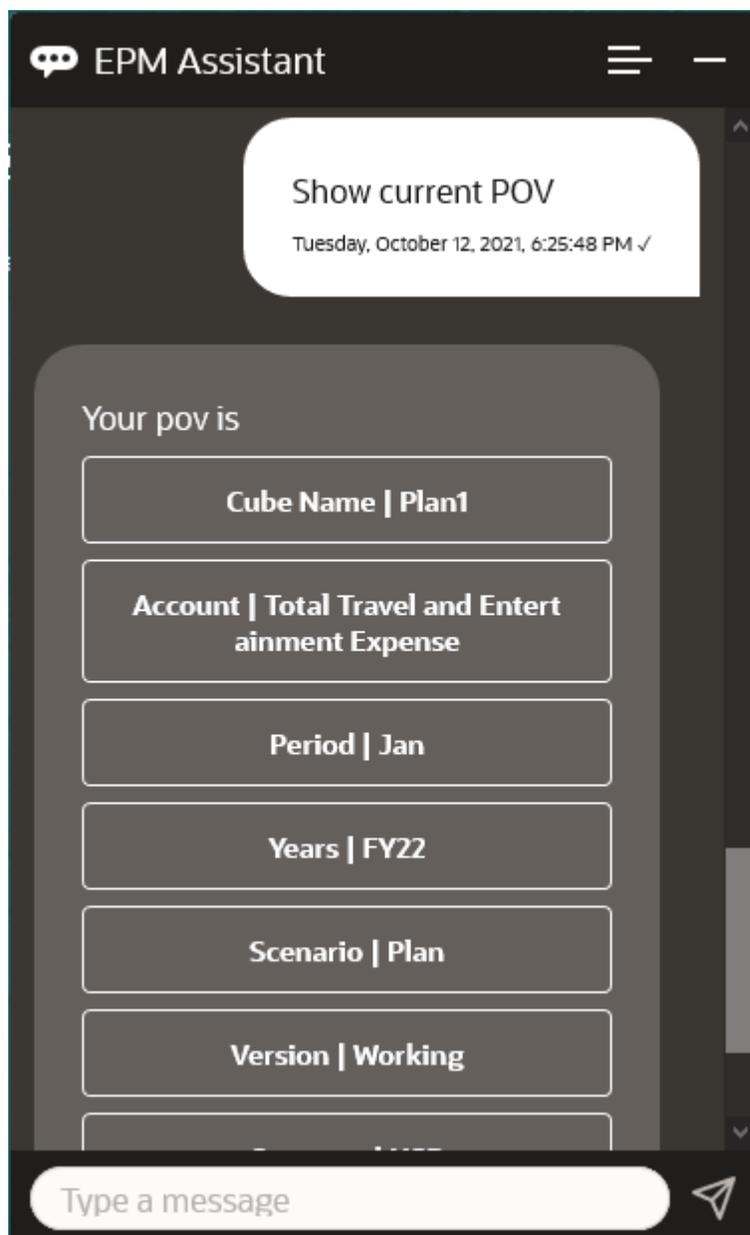
Example 2 Change cube to a different cube name:



Showing the POV

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

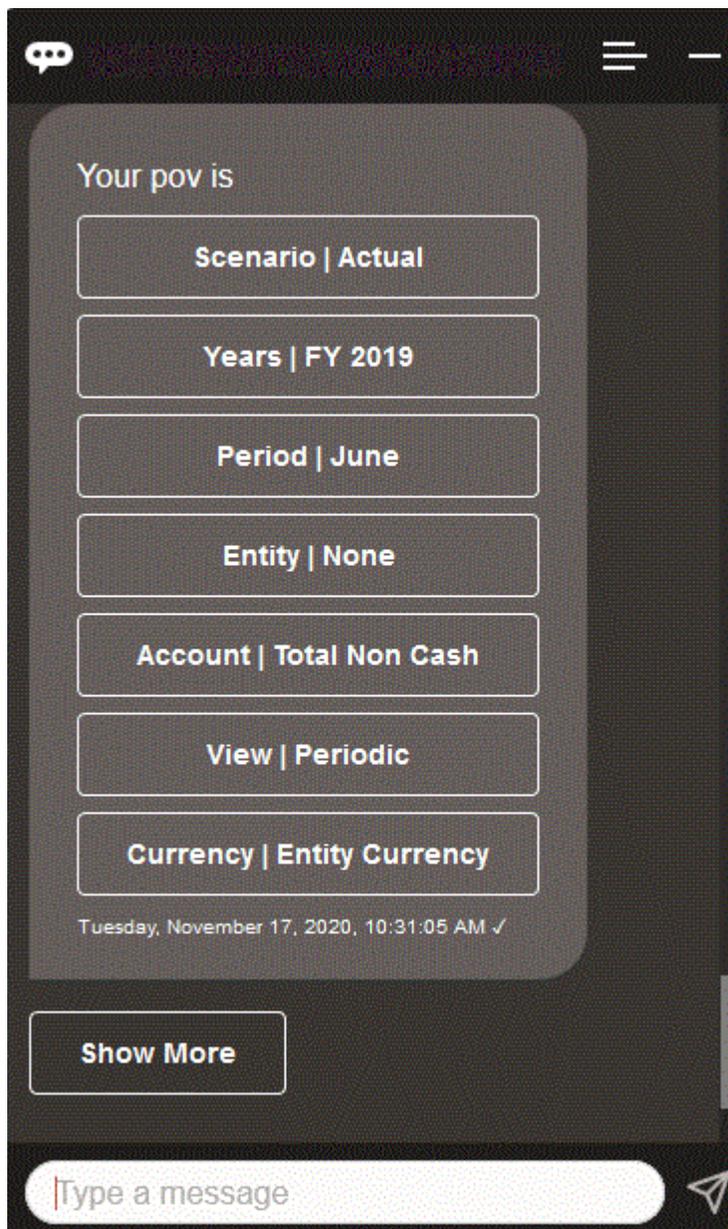
Enter **Show current POV** in the assistant. The POV displays as this example.



Changing the POV

You can use the 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.

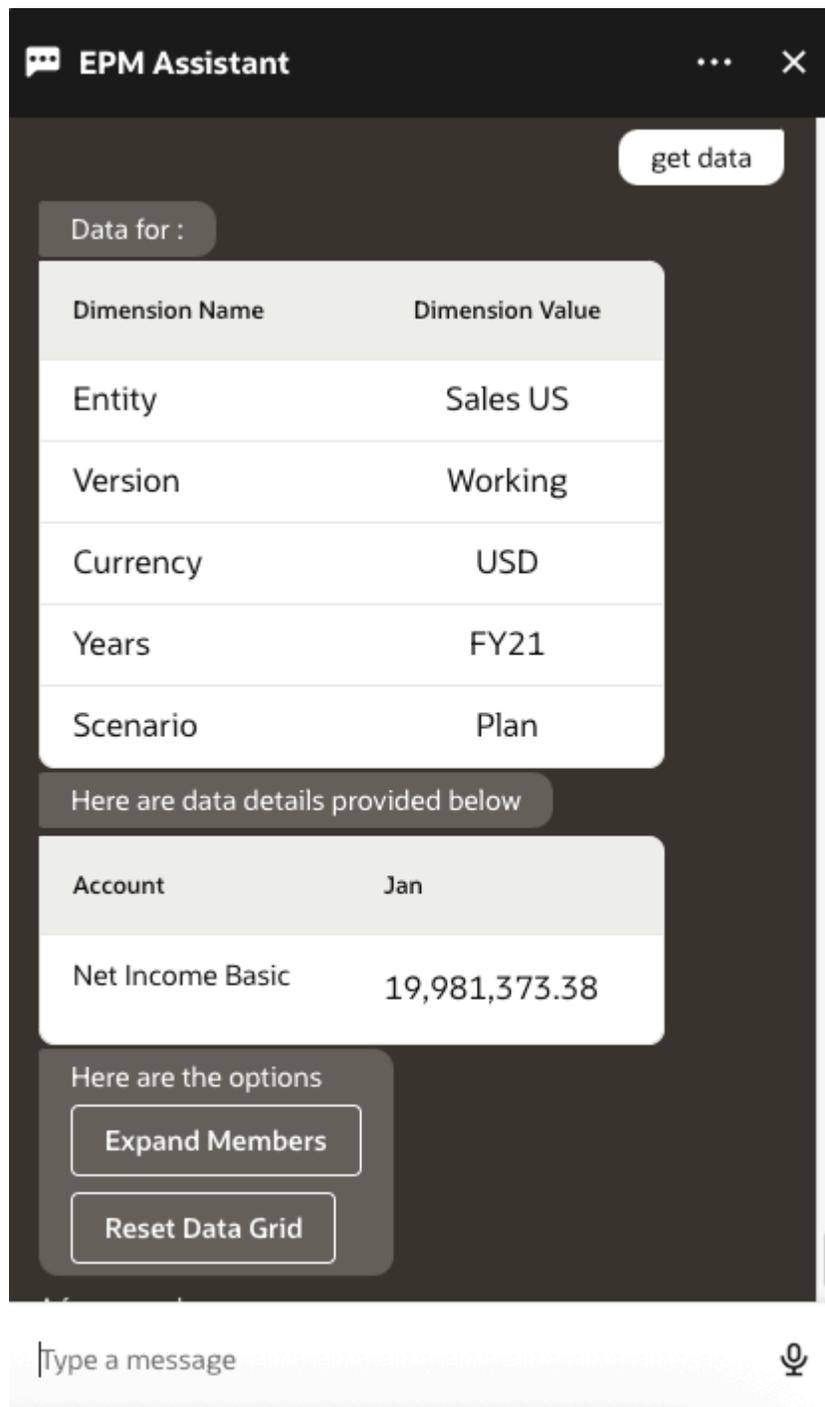
Working with Data

The Get Data intent allows you to request data for multiple members in a single utterance. You can also view information in a table format and expand the members to view the details with ease. Additionally, with the Pivot intent you can add or remove dimensions and change the structure of the table.

Scenario for Working with Get Data

Here is an example of how you can retrieve information when you work with get data.

1. Enter **get data**. The assistant displays the options for the current POV.



The screenshot shows the EPM Assistant interface. At the top, there is a header with the text "EPM Assistant" and a close button. Below the header, there is a "get data" button. The main content area is divided into three sections:

- Data for :** A table with two columns: "Dimension Name" and "Dimension Value".
- Here are data details provided below**: A table with two columns: "Account" and "Jan".
- Here are the options**: Two buttons, "Expand Members" and "Reset Data Grid".

At the bottom of the interface, there is a text input field with the placeholder text "Type a message" and a microphone icon.

Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Currency	USD
Years	FY21
Scenario	Plan

Account	Jan
Net Income Basic	19,981,373.38

2. If you want to view information for multiple members such as January, February, and March, enter **what is the Net Income Basic data for Jan, Feb, and Mar.**

EPM Assistant ... X

what is the Net Income Basic data for Jan ,Feb , and Mar

Data for :

Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Currency	USD
Years	FY21
Scenario	Plan

Here are data details provided below

Account	Jan	Feb	Mar
Net Income Basic	19,981,373.38	19,980,973.38	19,980,973.38

Here are the options

[Expand Members](#)

[Reset Data Grid](#)

Type a message 🎤

3. If you want to change a member of an account with multiple members in the same table, enter **get data for Cash Flow from Operating Activities and Net Income Basic**.

EPM Assistant ... ×

get data for Cash Flow from Operating Activities and Net Income Basic

Data for :

Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Currency	USD
Years	FY21
Scenario	Plan

Here are data details provided below

Account	Jan	Feb	Mar
Cash Flow from Operating Activities	-14,019,055.313	16,770,103.063	23,443,395.623
Net Income Basic	19,981,373.38	19,980,973.38	19,980,973.38

Here are the options

[Expand Members](#)

[Reset Data Grid](#)

Type a message 🎤

- To expand a member to view the details, click **Expand Members**.

EPM Assistant ... X

Expand Members

Please select a value

Cash Flow from Operating Activities

Net Income Basic

Cash Flow from Operating Activities

Here are data details provided below

Account	Jan	Feb	Mar
Net Income Basic	19,981,373.38	19,980,973.38	19,980,973.38
Adjustments to Net Income	-34,000,428.693	-3,210,870.317	3,462,428.243
Cash Flow from Operating Activities	-14,019,055.313	16,770,103.063	23,443,345.623
Net Income Basic	19,981,373.38	19,980,973.38	19,980,973.38

Here are the options

Expand Members

Reset Data Grid

Type a message 🎤

- To change the columns or rows of the members, enter **I want to pivot the grid.**

EPM Assistant ... X

I want to pivot the grid

Data for :

Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Currency	USD
Years	FY21
Scenario	Plan

Here are data details provided below

Period	Adjustments to Net Income	Cash Flow from Operating Activities	Net Income Basic
Jan	-34,000,428.693	-14,019,055.313	19,981,373.38
Feb	-3,210,870.317	16,770,103.063	19,980,973.38
Mar	3,462,422.243	23,443,395.623	19,980,973.38

Here are the options

Expand Members

Reset Data Grid

Type a message 🎤

- If you want to add dimensions from POV to table, enter **I want to pivot the Currency to column.**

EPM Assistant

I want to pivot the Currency to column

Data for :

Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Years	FY21
Scenario	Plan

Here are data details provided below

Period	Adjustments to Net Income USD	Cash Flow from Operating Activities USD	Net Income Basic USD
Jan	-34,000,428.693	-14,019,055.313	19,981,373.38
Feb	-3,210,870.317	16,770,103.063	19,980,973.38
Mar	3,462,422.243	23,443,395.623	19,980,973.38

Here are the options

Expand Members

Reset Data Grid

A few seconds ago

Type a message

- If you want to change the dimension from column to row or vice versa, enter **I want to pivot Account to row**.

EPM Assistant ... X

I want to pivot Account to row

Data for :

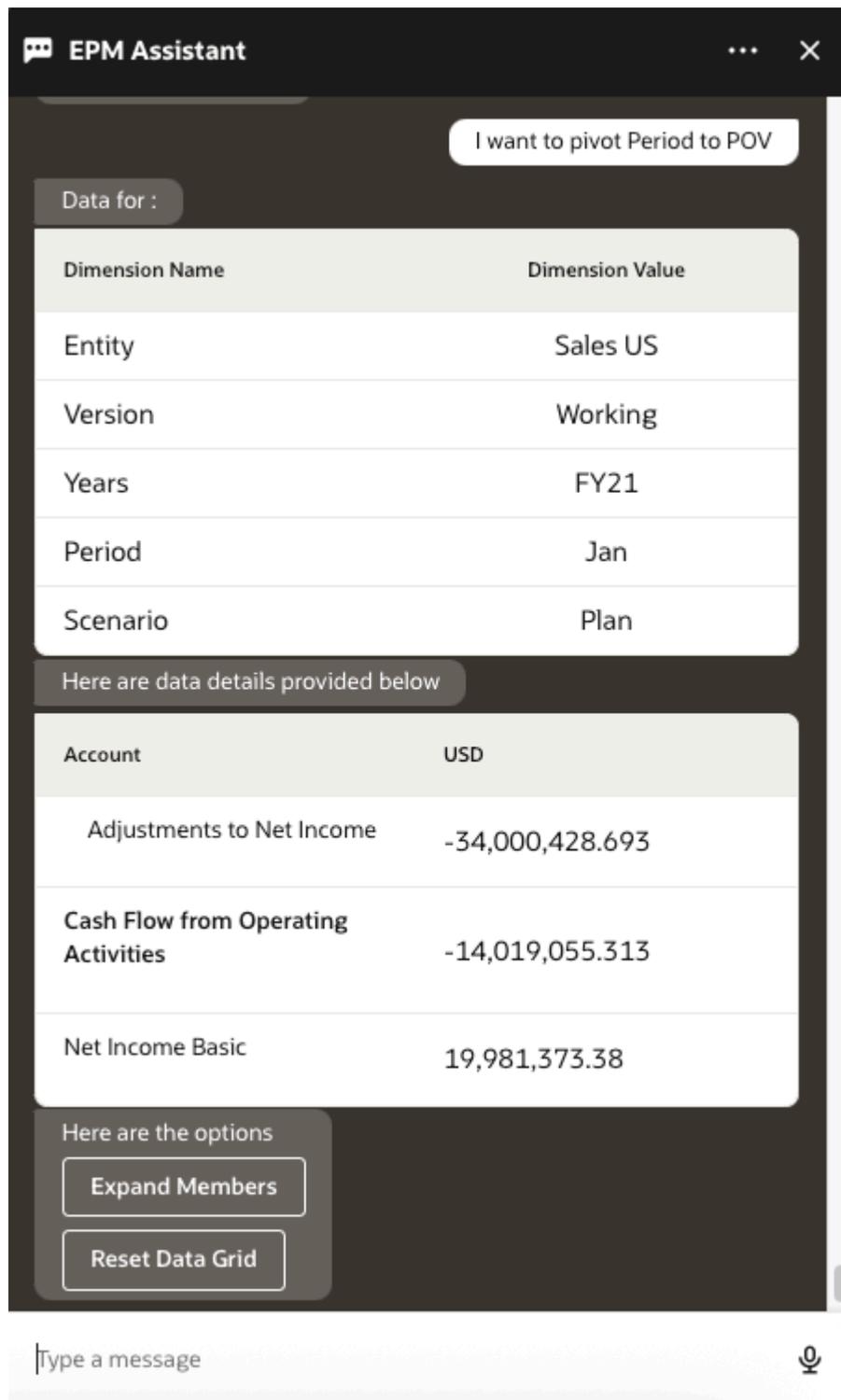
Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Years	FY21
Scenario	Plan

Here are data details provided below

Period Account	USD
Jan Adjustments to Net Income	-34,000,428.693
Jan Cash Flow from Operating Activities	-14,019,055.313
Jan Net Income Basic	19,981,373.38
Feb Adjustments to Net Income	-3,210,870.317
Feb Cash Flow from Operating Activities	16,770,103.063
Feb Net Income Basic	19,980,973.38
Mar Adjustments to Net Income	3,462,422.243
Mar Cash Flow from Operating Activities	23,443,395.623

Type a message 🎤

8. If you want to remove a dimension, enter **I want to pivot Period to POV.**



The screenshot shows the EPM Assistant interface. At the top, there is a header with the text "EPM Assistant" and a close button. Below the header, a user message says "I want to pivot Period to POV". The assistant responds with a table titled "Data for :".

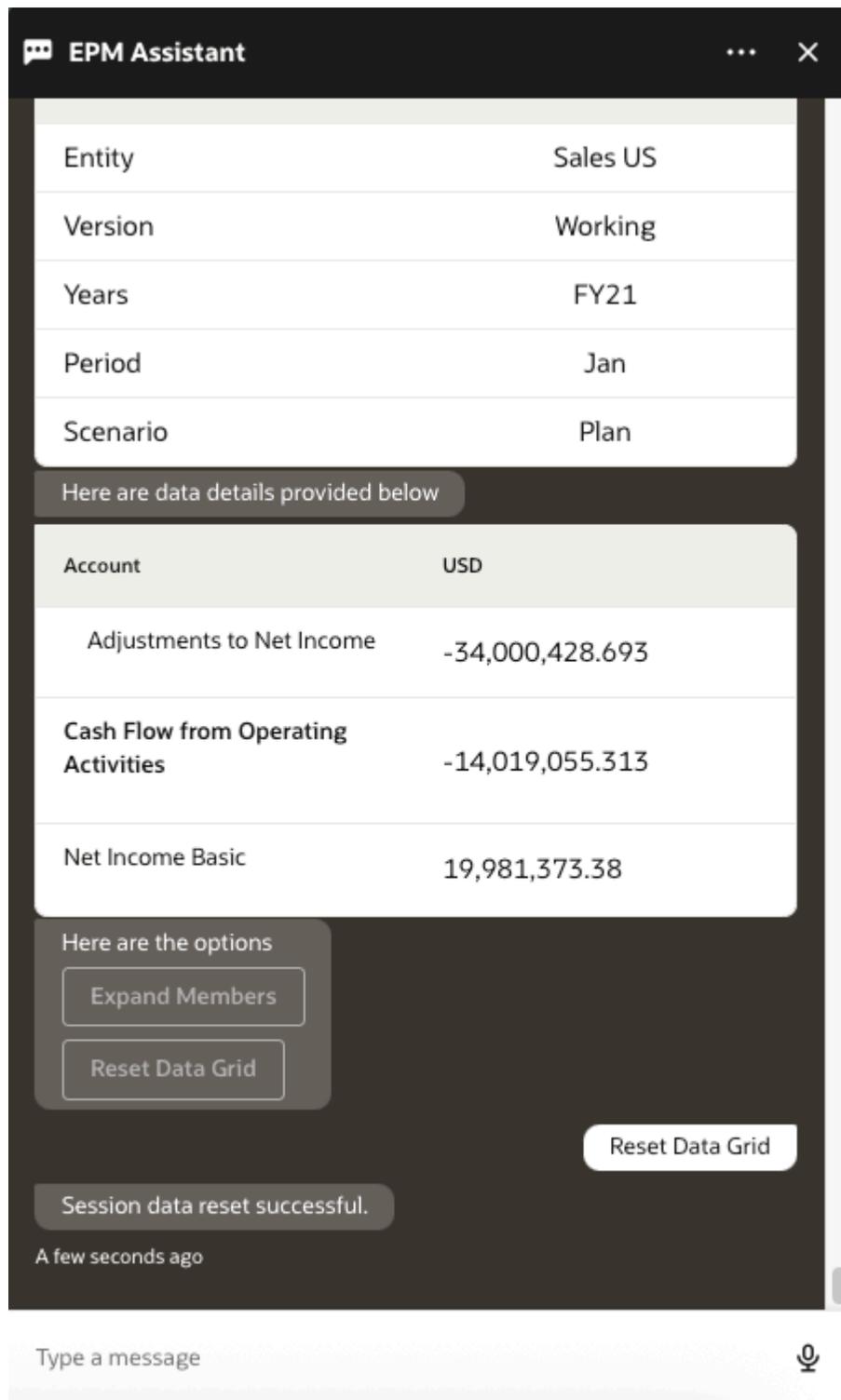
Dimension Name	Dimension Value
Entity	Sales US
Version	Working
Years	FY21
Period	Jan
Scenario	Plan

Below the table, the assistant says "Here are data details provided below" and shows another table:

Account	USD
Adjustments to Net Income	-34,000,428.693
Cash Flow from Operating Activities	-14,019,055.313
Net Income Basic	19,981,373.38

At the bottom, the assistant says "Here are the options" and provides two buttons: "Expand Members" and "Reset Data Grid". Below the buttons is a text input field with the placeholder "Type a message" and a microphone icon.

9. If you want to reset the table, click **Reset Data Grid**.



The screenshot shows the EPM Assistant interface. At the top, it says "EPM Assistant" with a close button. Below that, there are two tables. The first table shows metadata: Entity (Sales US), Version (Working), Years (FY21), Period (Jan), and Scenario (Plan). A message says "Here are data details provided below". The second table shows account data for USD: Adjustments to Net Income (-34,000,428.693), Cash Flow from Operating Activities (-14,019,055.313), and Net Income Basic (19,981,373.38). Below the table, there are buttons for "Expand Members" and "Reset Data Grid". A separate "Reset Data Grid" button is also visible. A success message says "Session data reset successful." with a timestamp "A few seconds ago". At the bottom, there is a text input field "Type a message" and a microphone icon.

Entity	Sales US
Version	Working
Years	FY21
Period	Jan
Scenario	Plan

Here are data details provided below

Account	USD
Adjustments to Net Income	-34,000,428.693
Cash Flow from Operating Activities	-14,019,055.313
Net Income Basic	19,981,373.38

Here are the options

Expand Members

Reset Data Grid

Reset Data Grid

Session data reset successful.

A few seconds ago

Type a message

Updating Data

You can use the 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

Note

Administrators can restrict users to **Read only adhoc user role** if users are not required to update or access the data directly from the Digital Assistant.

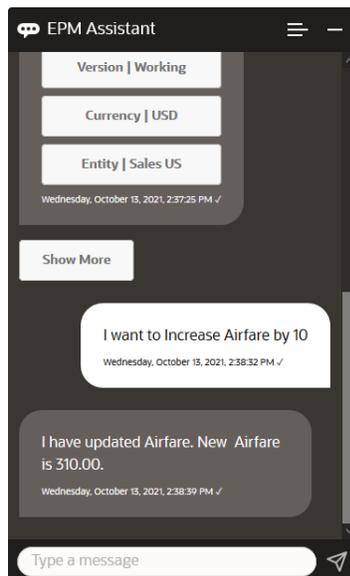
The following fictitious scenario shows an example of how you can update data.

Scenario for Updating Data

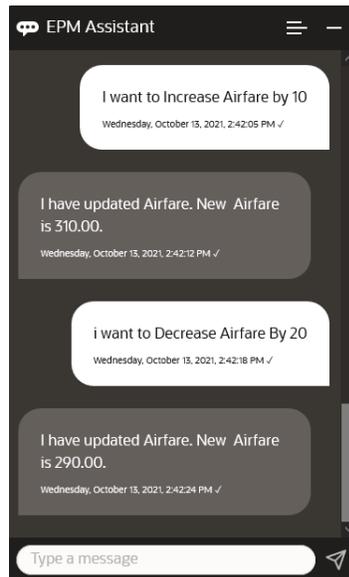
1. Enter **update Airfare by 300**.



2. 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

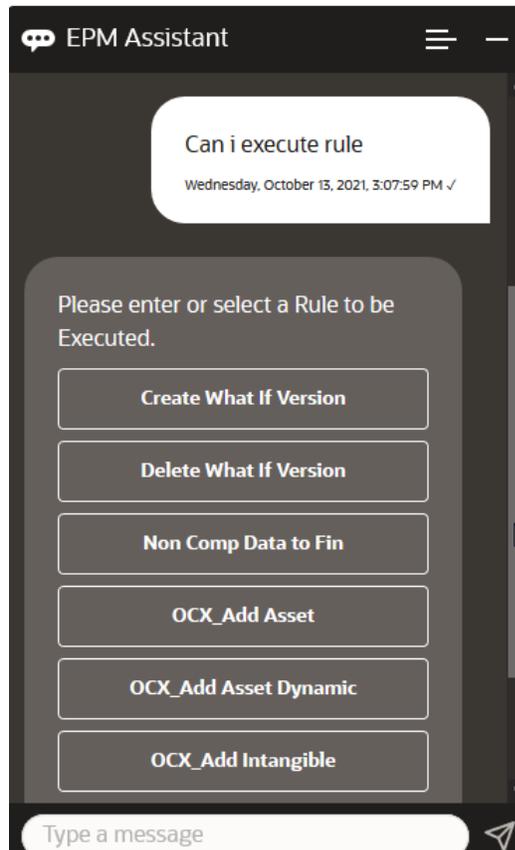
You can run business rules without runtime prompts with the Digital Assistant for Planning Modules.

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.

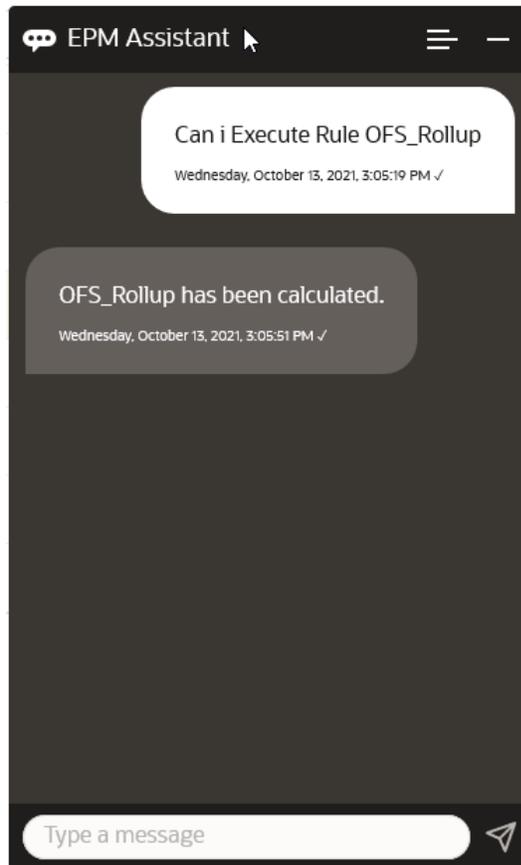
The following fictitious scenario shows an example of running rules.

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

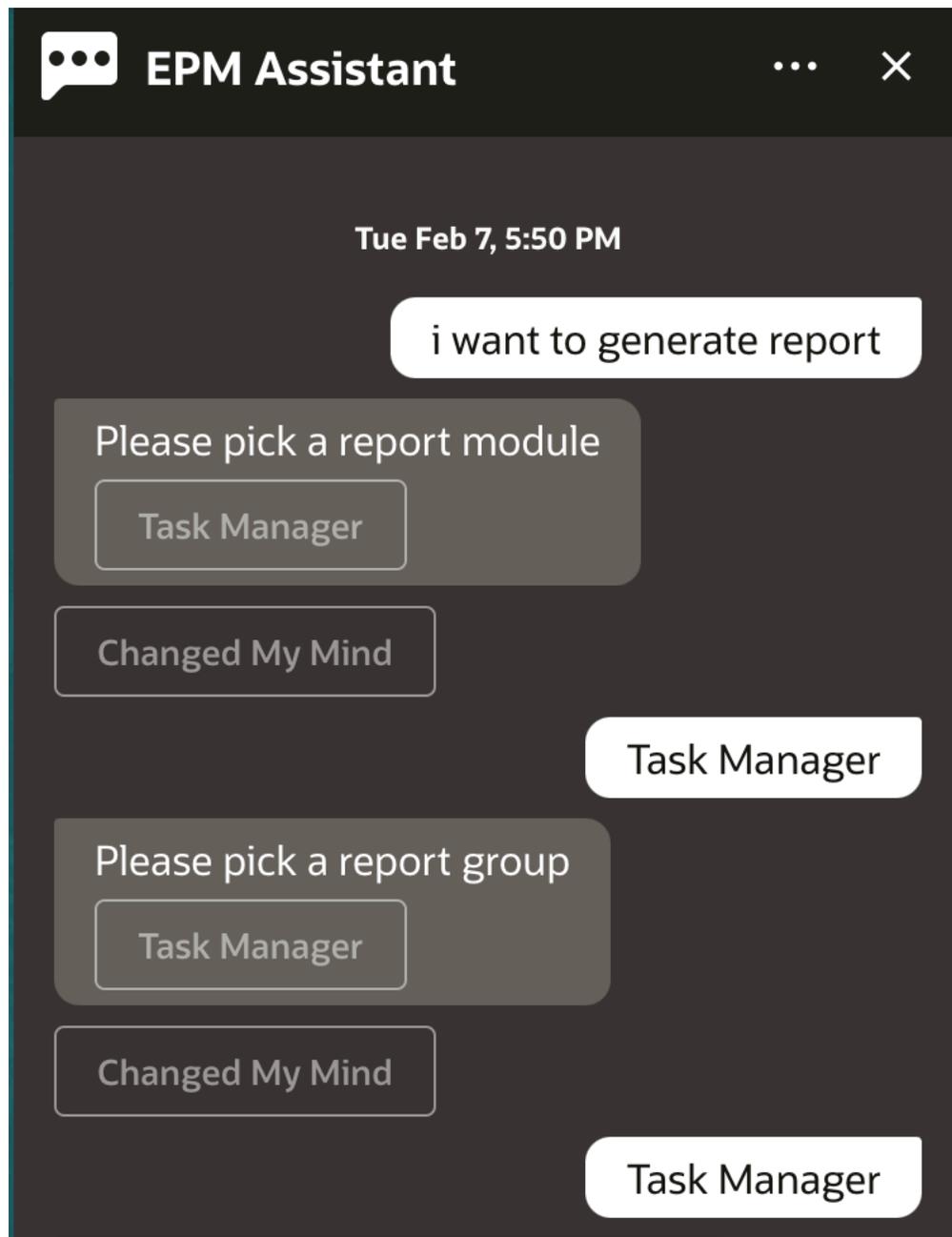
Currently, the assistant does not support rulesets or business rules with runtime prompts.

Generating Reports

You can use the 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.

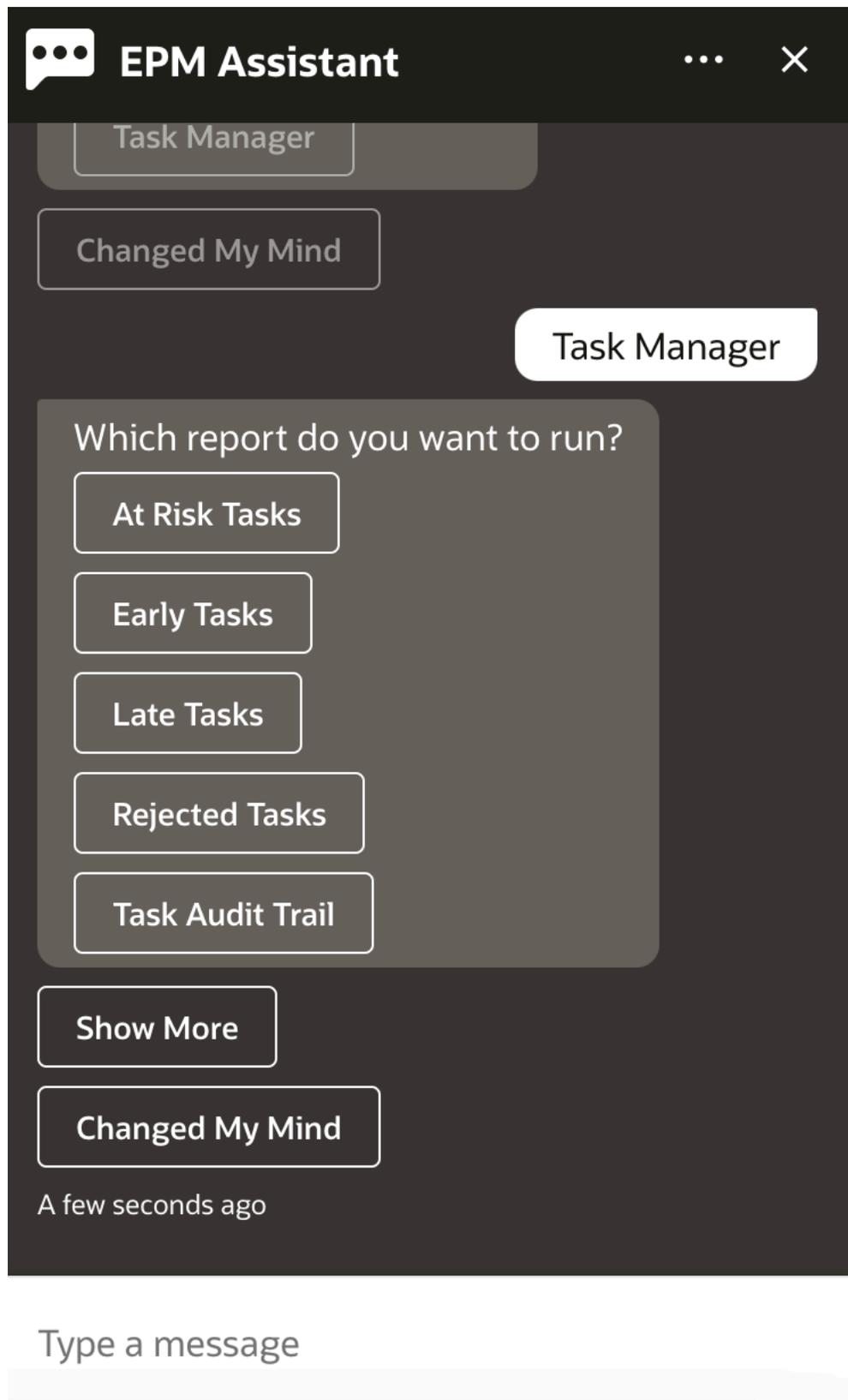
You can also generate reports when you are not connected to the assistant and share the downloaded file with other users through Slack or Microsoft Teams.

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

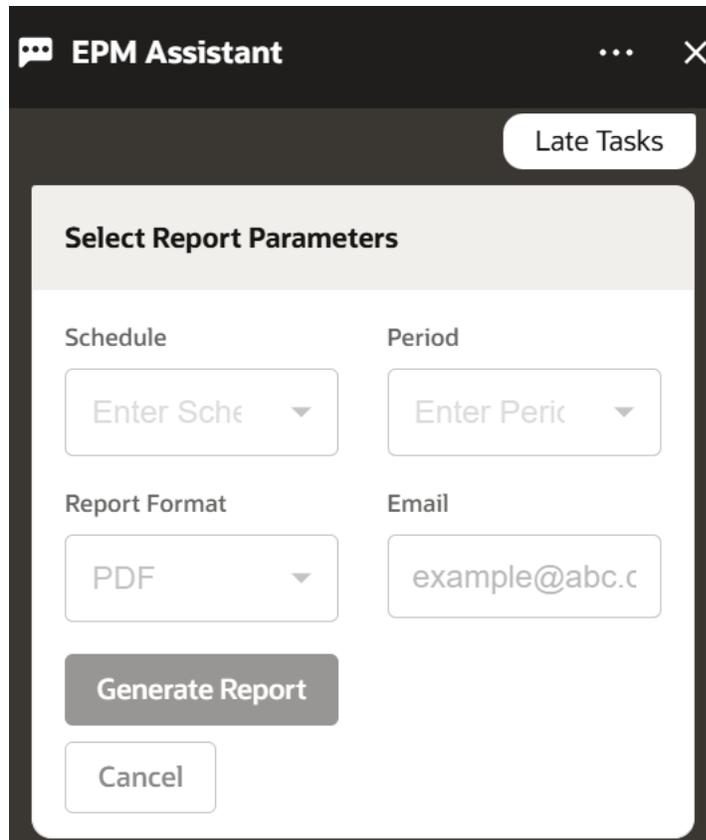


The assistant displays the available report module.

2. Select the report module. In this example, select **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 parameters from each drop-down list and then click **Generate Report**. If you want to receive an email with the generated report, you can provide your email ID.



The screenshot shows a dark-themed dialog box titled "EPM Assistant" with a "Late Tasks" tab. The main section is titled "Select Report Parameters" and contains four input fields: "Schedule" (placeholder: "Enter Sche"), "Period" (placeholder: "Enter Peric"), "Report Format" (set to "PDF"), and "Email" (set to "example@abc.c"). Below these fields are two buttons: "Generate Report" and "Cancel".

6. To view the status of your report, select **Check the status of report 10000000007020**.

The screenshot shows the EPM Assistant interface. At the top, there are two input fields: "Enter Sche" and "Enter Perik". Below these are two sections: "Report Format" with a dropdown menu set to "PDF", and "Email" with a text input field containing "example@abc.c". There are two buttons: "Generate Report" and "Cancel". Below the form, a message box states "We have submitted the report." followed by a link to "Check the status of report 100000000007020".

7. Click the link in the assistant to download the required report.

Displaying Additional Dimension Values When Updating Data

When you request for data, 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:

The screenshot shows a confirmation dialog box titled "update data for ASP to 10". The dialog asks "Do you want to update to 10 for" and lists the following parameters: Account : ASP, Period : Jan, Year : FY19, Scenario : Current, Version : Working, and Entity : No Entity?. At the bottom, there are two buttons: "Continue" and "Cancel".

Using the Assistant for Tax Reporting

Related Topics

- [Task Overview for Tax Reporting](#)
Here's a summary of the tasks you can perform with the Digital Assistant for Tax Reporting.
- [Managing the Task Status](#)
You can use the Digital Assistant to manage the task status.
- [Setting the Context by Selecting a Cube](#)
- [Showing the POV for Tax Reporting](#)
You can use the Digital Assistant to show the POV.
- [Changing the POV for Tax Reporting](#)
You can use EPM Digital Assistant to change the POV.
- [Working with Data](#)
- [Changing the Members of Dimensions](#)
You can change the members of dimensions when using the Digital Assistant.
- [Executing Rules for Tax Reporting](#)
You can use the Digital Assistant assistant to execute rules.
- [Updating Data and Running Business Rules](#)
You can update data and run business rules with the Digital Assistant.
- [Consolidating](#)
You can use the Digital Assistant to consolidate.
- [Displaying Additional Dimension Values When Updating Data](#)
- [Generating Reports](#)
You can use the Digital Assistant to generate Tax Manager and Supplemental Data reports, including custom reports.

Task Overview for Tax Reporting

Here's a summary of the tasks you can perform with the 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 22-1 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

Table 22-1 (Cont.) Tax Reporting Tasks

Task	Enter in the assistant	Learn more
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 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
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

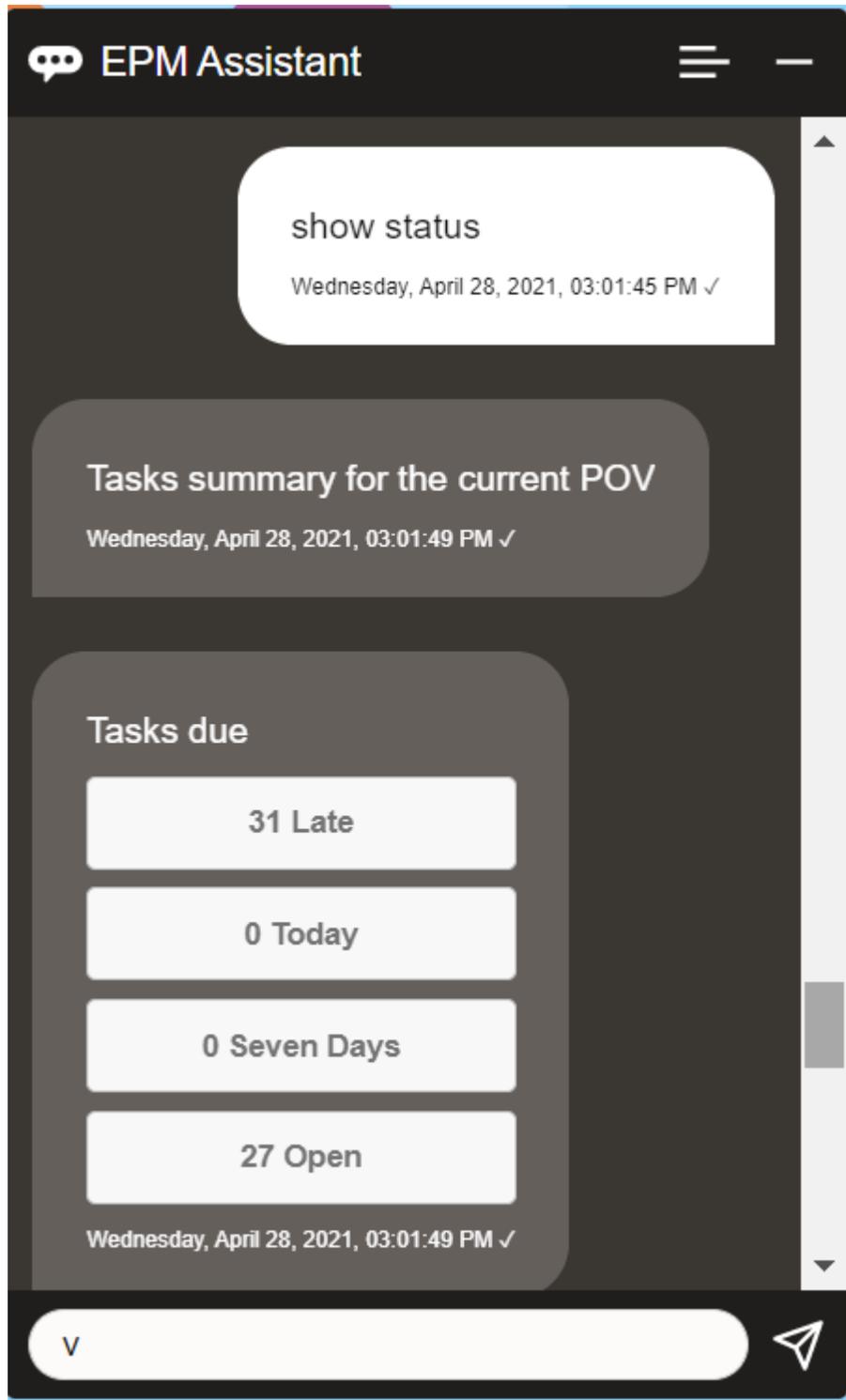
Managing the Task Status

You can use the 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



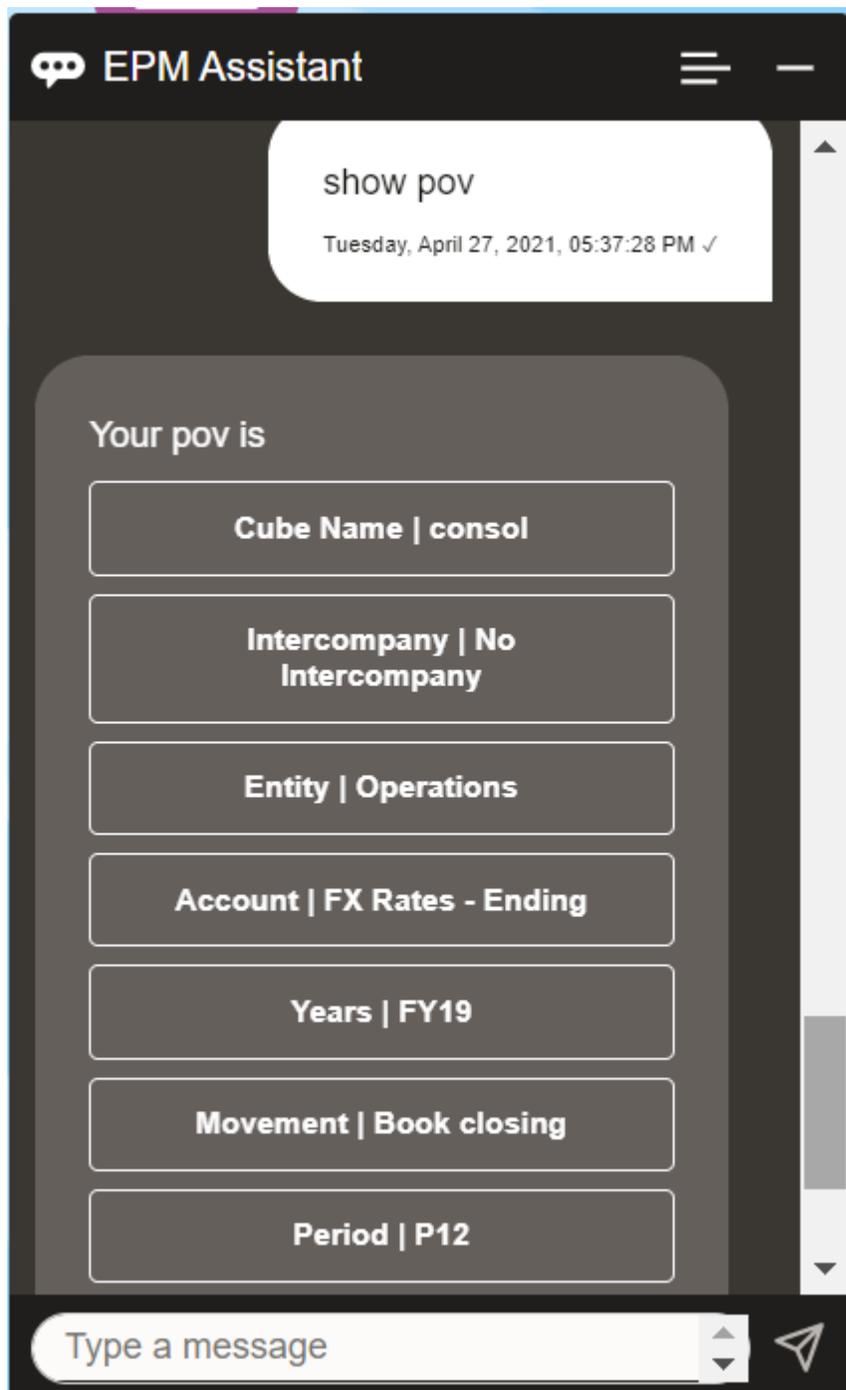
You can view tasks by status for a given Period and Year and see the number of tasks open, late, due today and due in the next 7 days. You can click a task to open it, and then you can click **Add Comment** to add a comment to the task.

Setting the Context by Selecting a Cube

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

Enter **show pov** in the assistant.

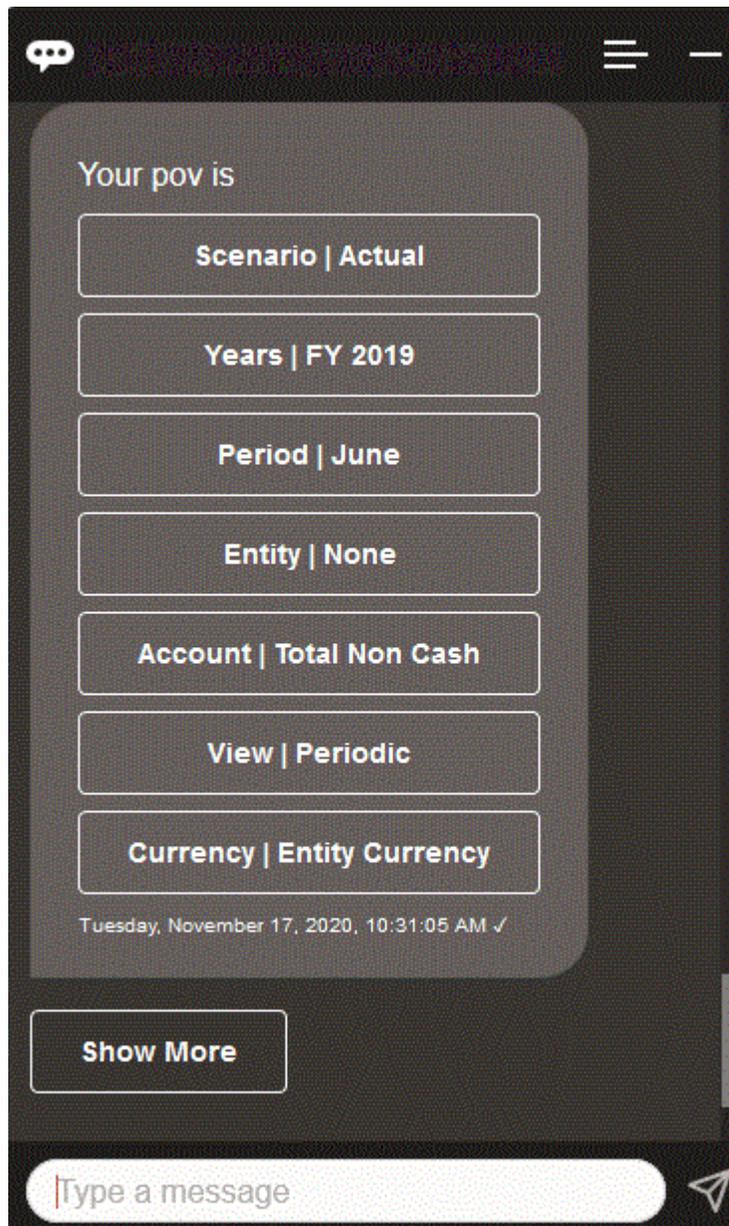
You can then change the cube by clicking **Cube Name** and selecting a new one.



Showing the POV for Tax Reporting

You can use the Digital Assistant to show the POV.

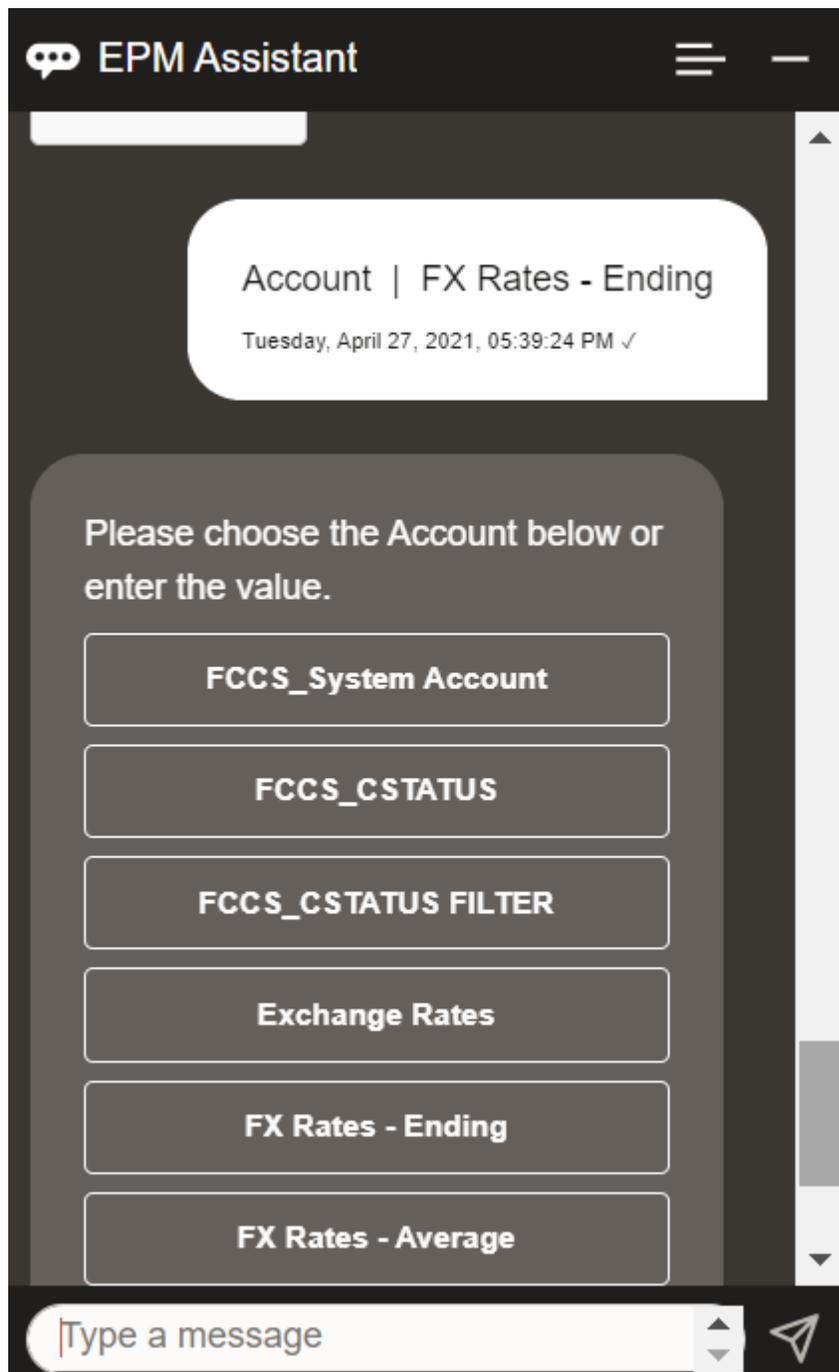
Enter **POV** in the assistant. The POV displays, as in this example.



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.

Working with Data

The Get Data intent allows you to request data for multiple members in a single utterance. You can also view information in a table format and expand the members to view the details with ease. Additionally, with the Pivot intent you can add or remove dimensions and change the structure of the table.

Scenario for Working with Get Data

Here is an example of how you can retrieve information when you work with get data.

1. Enter **get data**. The assistant displays the options for the current POV.

The screenshot shows the EPM Assistant interface. At the top, there is a header 'EPM Assistant' with a close button. Below the header, there is a 'get data' button. Underneath, there is a 'Data for:' section with a table of dimensions:

Dimension Name	Dimension Value
Entity	Total Geography
Years	FY22
Scenario	Actual
Currency	Entity Currency

Below this table, there is a section 'Here are data details provided below' with another table:

Account	P12
Net Income Before Tax	947,803,745.043

At the bottom of the assistant, there is a section 'Here are the options' with two buttons: 'Expand Members' and 'Reset Data Grid'. At the very bottom, there is a message input field with the placeholder text 'Type a message' and a microphone icon.

2. If you want to view information for multiple members such as FY22, FY23, FY24, enter **what is the Taxable Income data for FY22, FY23, FY24**.

EPM Assistant

- Consolidate North America March 2020

what is the Taxable Income data for FY22, FY23, FY24

Data for :

Dimension Name	Dimension Value
Entity	Total Geography
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	P12 FY22	P12 FY23	P12 FY24
Taxable Income	913,538,482.365	1,011,813,668.236	

Here are the options

[Expand Members](#)

[Reset Data Grid](#)

1 min ago

Type a message

- If you want to change a member of an account with multiple members in the same table, enter **get data for Deductible Income Tax and Taxable Income**.

EPM Assistant

get data for Deductible Income tax and Taxable Income

Data for :

Dimension Name	Dimension Value
Entity	Total Geography
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Account	P12 FY22	P12 FY23	P12 FY24
Deductible Income tax	-4,693,451.097	-5,765,079.878	
Taxable Income	116,254,629.72	204,642,375.589	

Here are the options

[Expand Members](#)

[Reset Data Grid](#)

Type a message 

- To expand a member to view the details, click **Expand Members**.

The screenshot shows the EPM Assistant chat interface. At the top, there's a header with 'EPM Assistant' and a close button. Below the header, there are two buttons: 'Expand Members' and 'Deductible Income tax'. A message box says 'Please select a value' with two options: 'Deductible Income tax' and 'Taxable Income'. Below this, another message says 'Here are data details provided below' followed by a data grid. The grid has four columns: 'Account', 'P12 | FY22', 'P12 | FY23', and 'P12 | FY24'. The rows include 'Regional Income taxes', 'Other Deductible Income tax', 'Deductible Income tax', and 'Taxable Income'. Below the grid, there's a message 'Here are the options' with two buttons: 'Expand Members' and 'Reset Data Grid'. At the bottom, there's a text input field with the placeholder 'Type a message' and a microphone icon.

Account	P12 FY22	P12 FY23	P12 FY24
Regional Income taxes	-4,693,451.097	-5,765,079.878	
Other Deductible Income tax			
Deductible Income tax	-4,693,451.097	-5,765,079.878	
Taxable Income	116,254,629.72	204,642,375.589	

- To change the columns or rows of the members, enter **I want to pivot the grid**.

The screenshot shows the EPM Assistant interface. At the top, there is a chat window with the title "EPM Assistant" and a close button. A user message says "I want to pivot the grid". Below this, a "Data for:" section lists dimensions and their values:

Dimension Name	Dimension Value
Entity	Total Geography
Scenario	Actual
Currency	Entity Currency

Below the dimensions, a message says "Here are data details provided below". This is followed by a data grid:

Period Years	Regional Income taxes	Other Deductible Income tax	Deductible Income tax	Taxable Income
P12 FY22	-4,693,451.0 97		-4,693,451.0 97	116,254,629 .72
P12 FY23	-5,765,079.8 78		-5,765,079.8 78	204,642,375 .589
P12 FY24				

At the bottom of the chat window, there are two buttons: "Expand Members" and "Reset Data Grid". Below the buttons is a text input field labeled "Type a message" with a microphone icon on the right.

6. If you want to add dimensions from POV to table, enter **I want to pivot the Entity to column.**

EPM Assistant ... X

I want to pivot the Entity to column.

Data for :

Dimension Name	Dimension Value
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Period Years	Regional Income taxes Total Geography	Other Deductible Income tax Total Geography	Deductible Income tax Total Geography	Taxable Income Total Geography
P12 FY22	-4,693,451.097		-4,693,451.097	116,254,629.72
P12 FY23	-5,765,079.878		-5,765,079.878	204,642,375.589
P12 FY24				

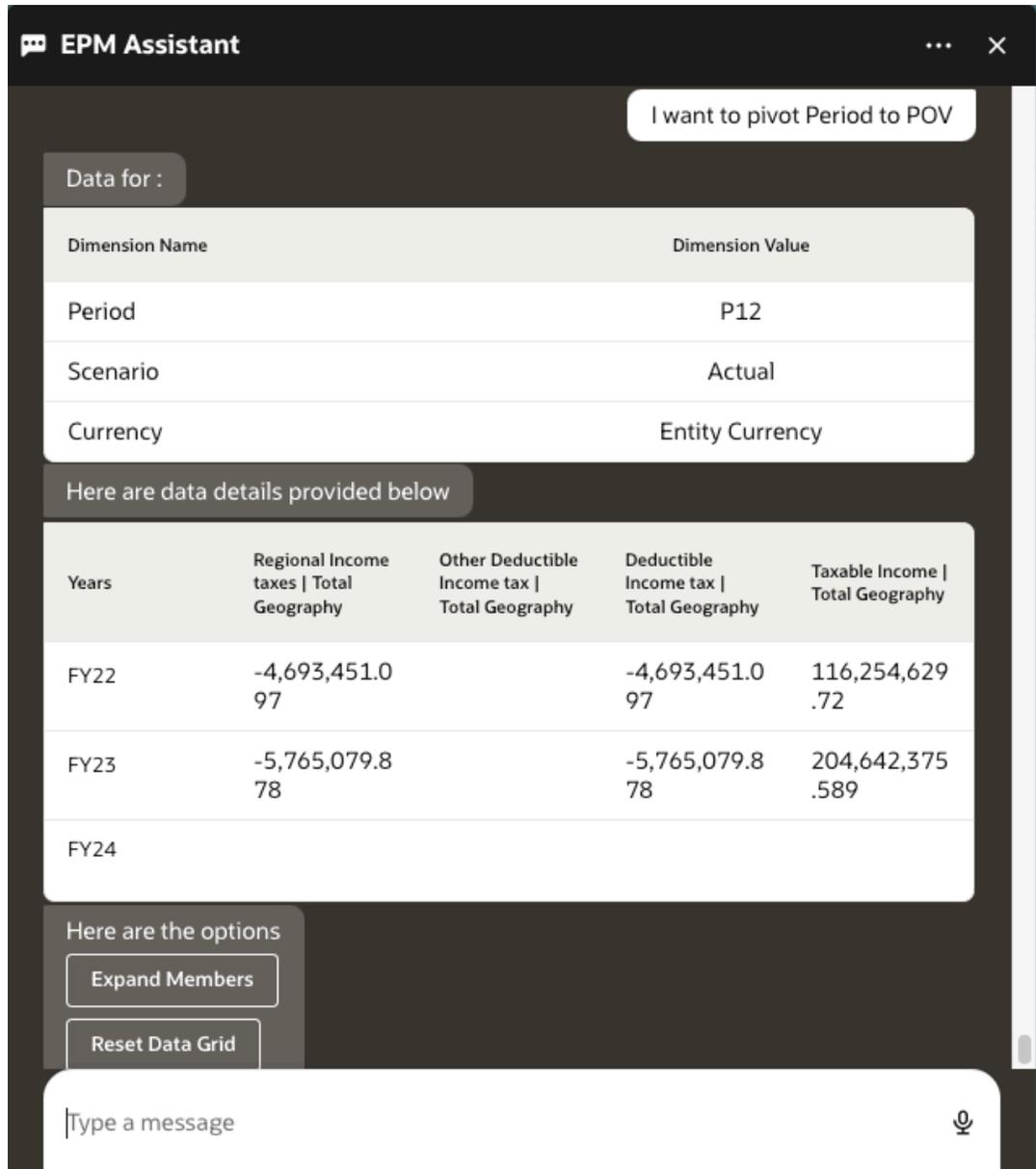
Here are the options

Expand Members

Reset Data Grid

Type a message 🎤

7. If you want to remove a dimension, enter **I want to pivot Period to POV.**



8. If you want to change the dimension from column to row or vice versa, enter **I want to pivot Account to row.**

EPM Assistant ... X

I want to pivot Account to row

Data for :

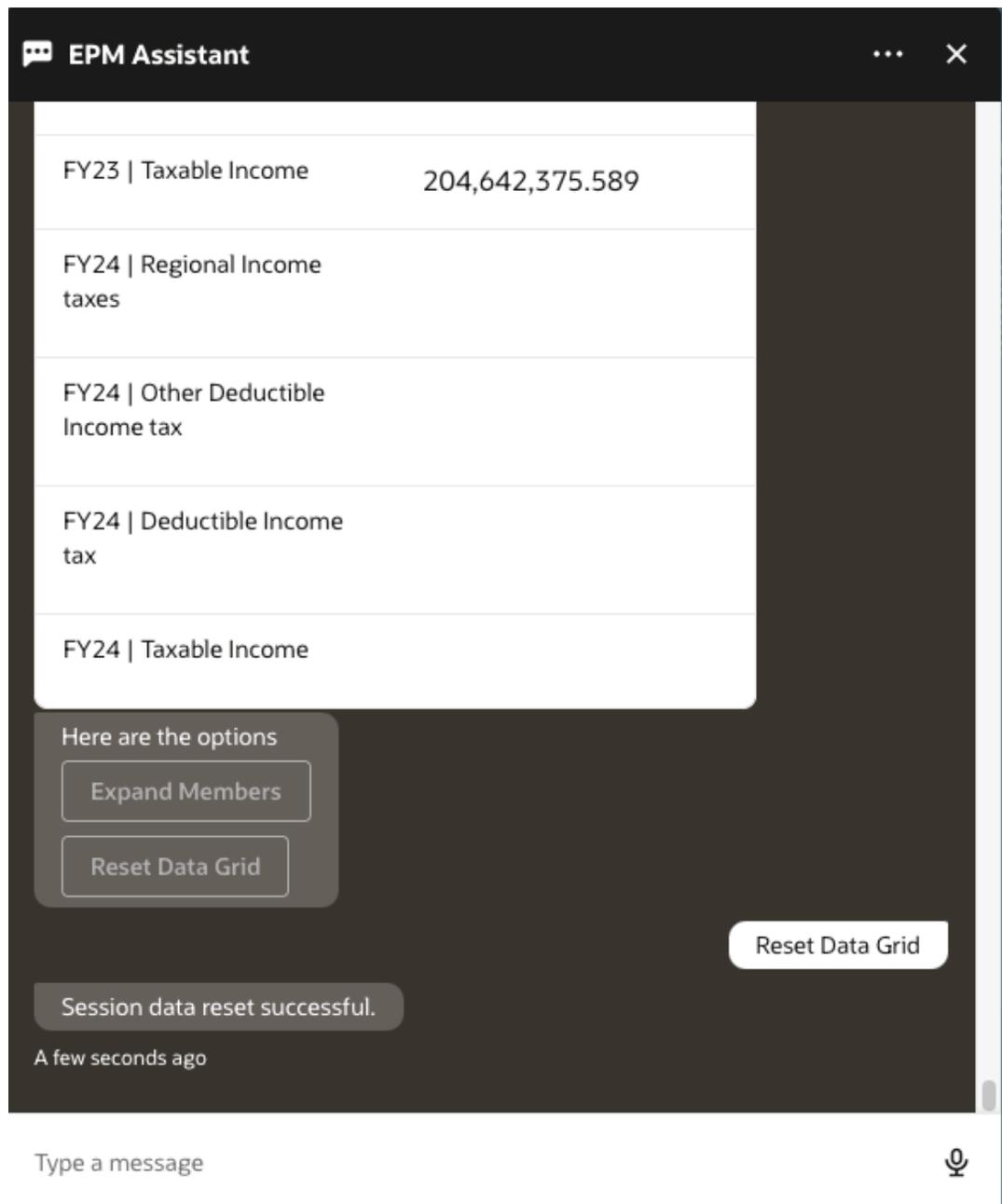
Dimension Name	Dimension Value
Period	P12
Scenario	Actual
Currency	Entity Currency

Here are data details provided below

Years Account	Total Geography
FY22 Regional Income taxes	-4,693,451.097
FY22 Other Deductible Income tax	
FY22 Deductible Income tax	-4,693,451.097
FY22 Taxable Income	116,254,629.72
FY23 Regional Income	5,715,050,050

Type a message 🎤

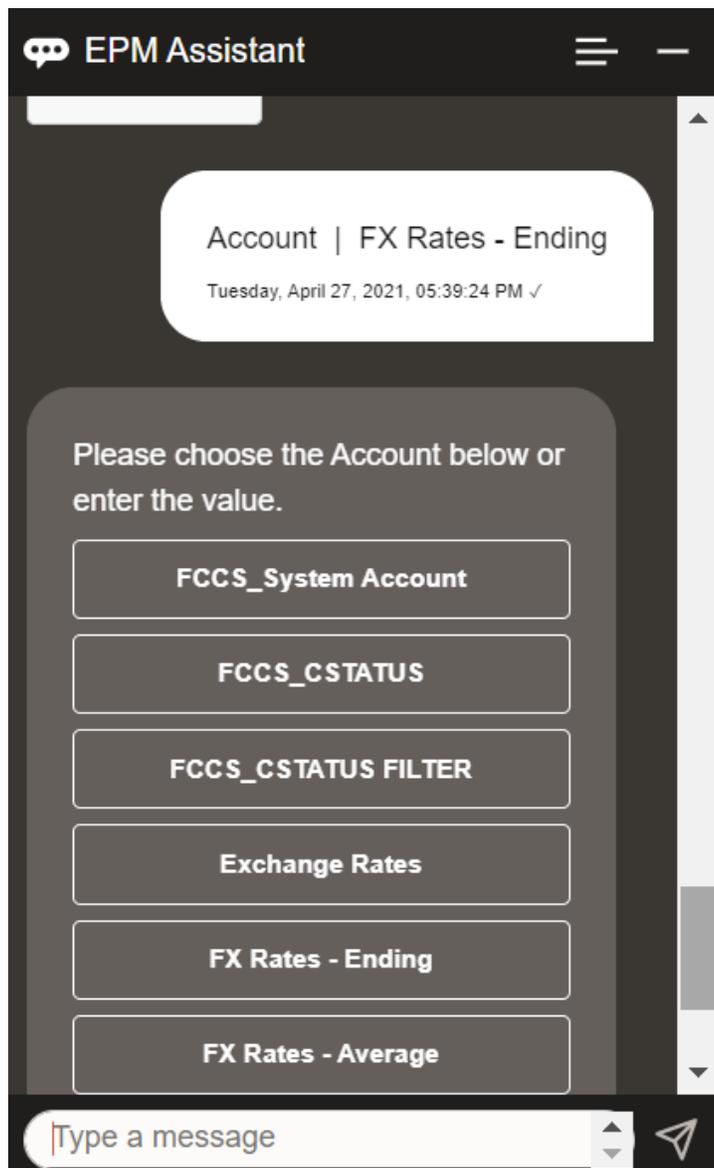
9. If you want to reset the table, click **Reset Data Grid**.



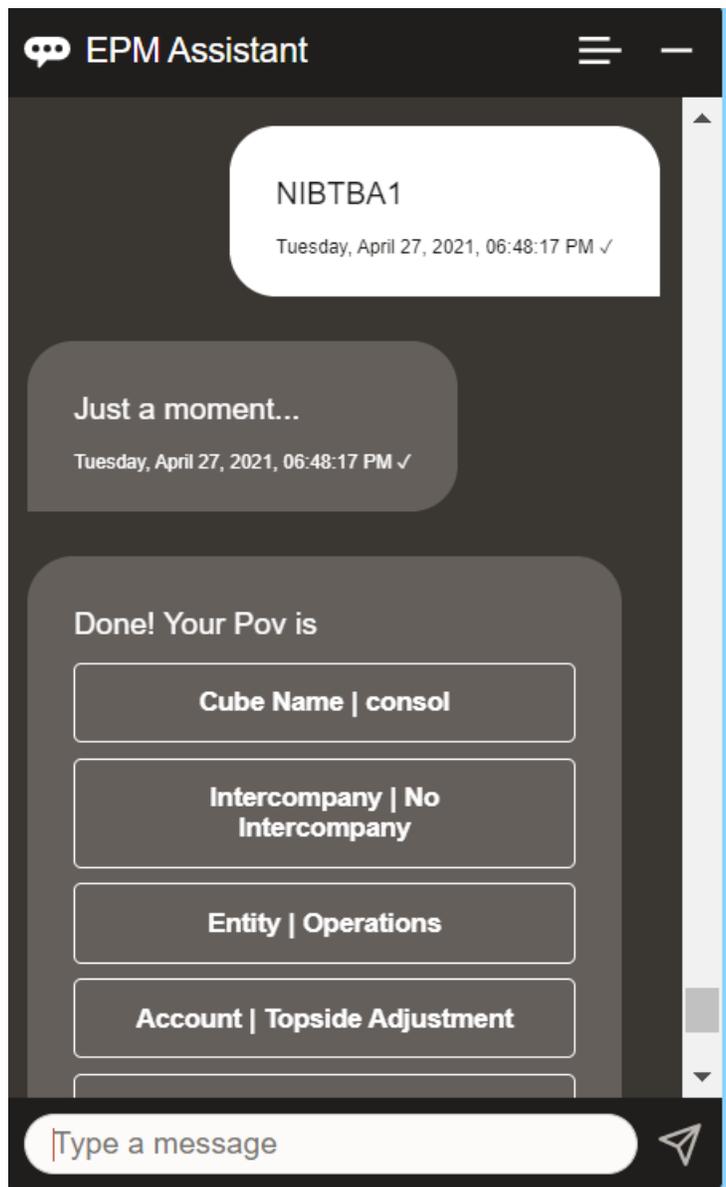
Changing the Members of Dimensions

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

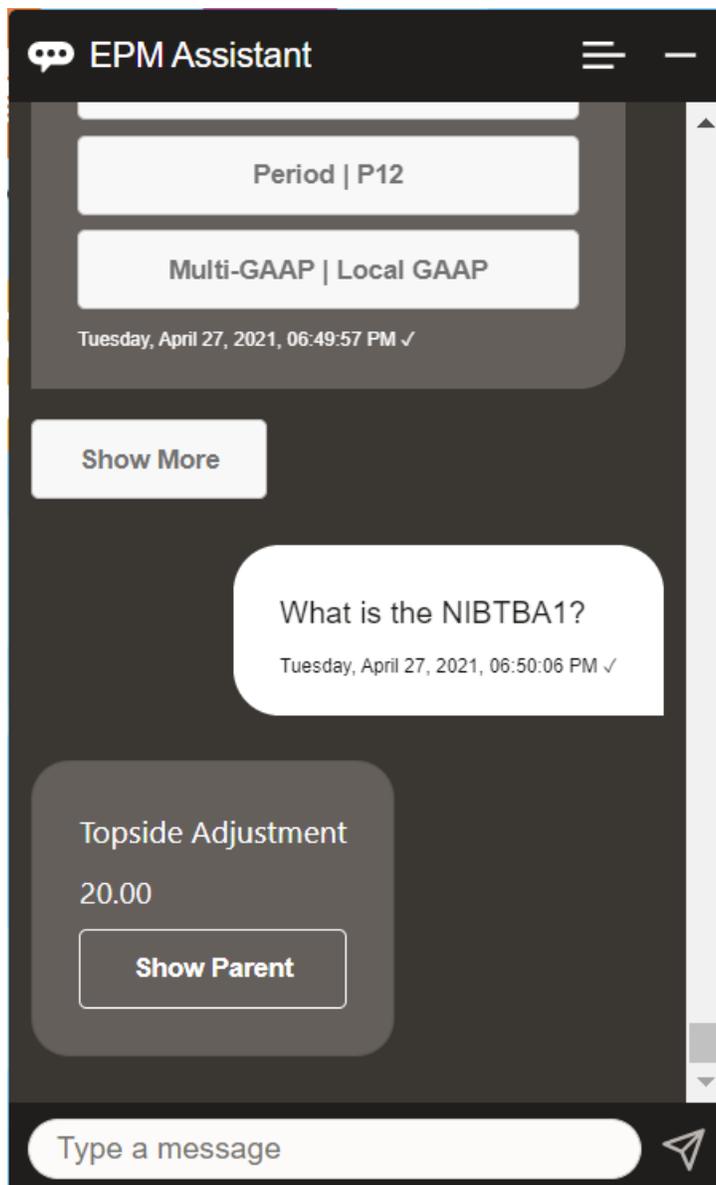
First, view the POV by entering **pov**. Then view the accounts. You can also change an account in the POV by selecting another option. This screenshot shows an example of selecting Account | FX Rates - Ending.



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



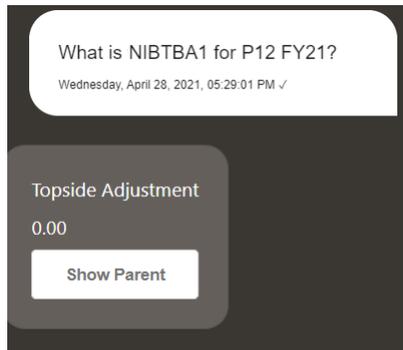
You can get the account value for the current POV. Enter **What account name** substituting your own account name. For example, you could check the NIBTBA1 (Topside Adjustment) value as shown in this example.



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:

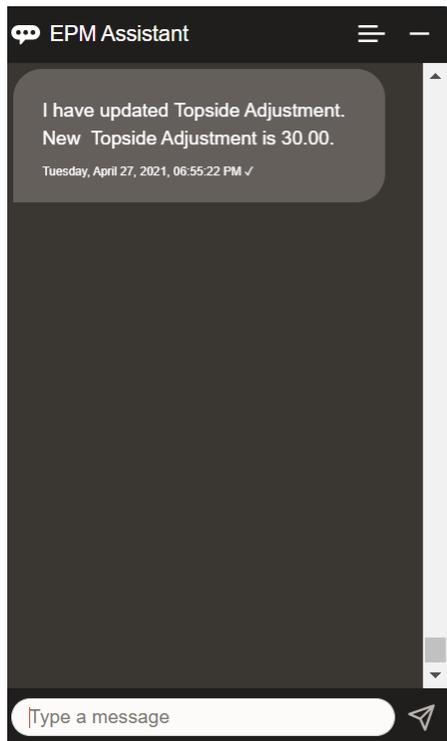
- Show children
- Show parent



Executing Rules for Tax Reporting

You can use the 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 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:

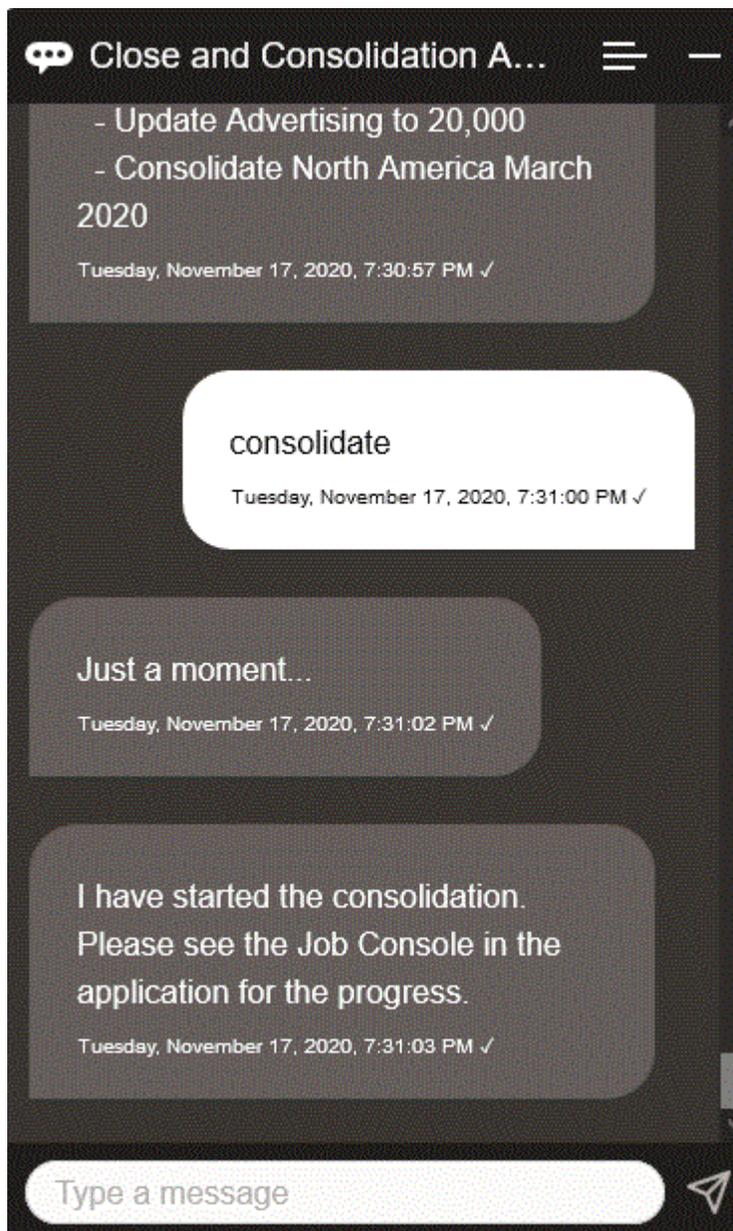
- Increase *Account by Amount* and calculate *Rule Name*
- Decrease *Account by Amount* and calculate *Rule Name*
- Update *Account by Amount* and calculate *Rule Name*

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

Consolidating

You can use the 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, 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:



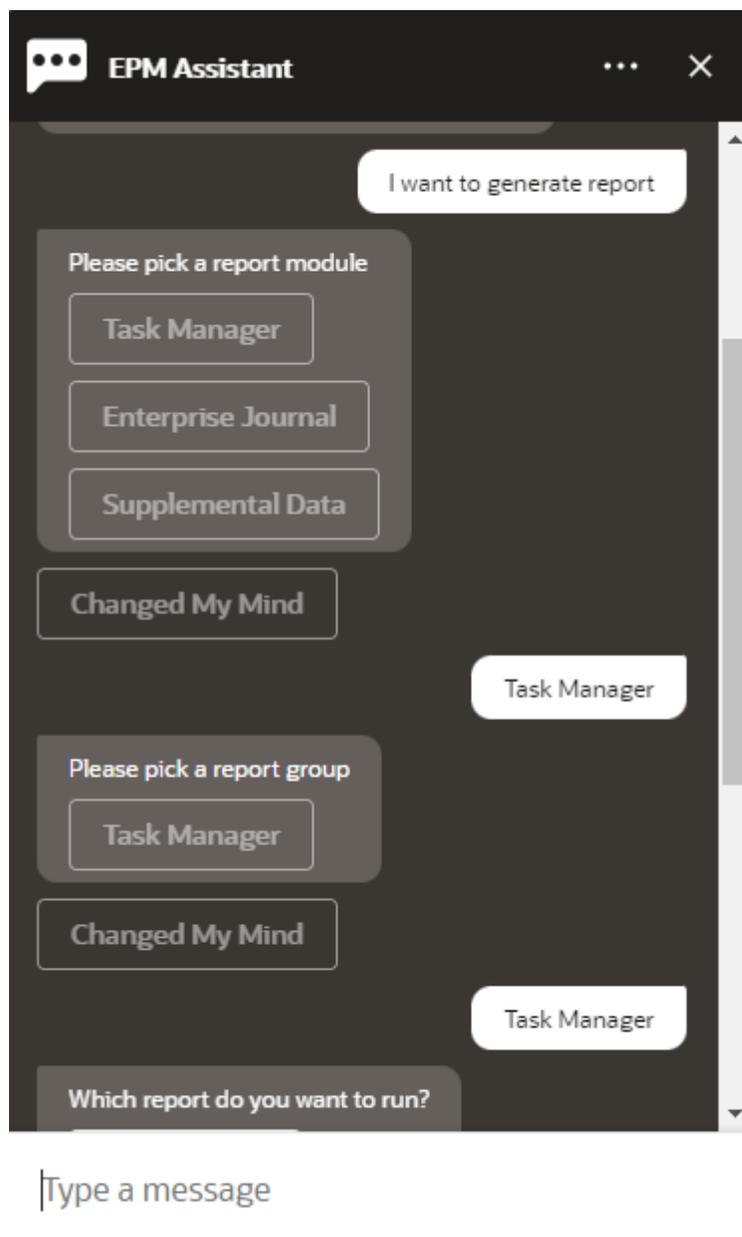
Generating Reports

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

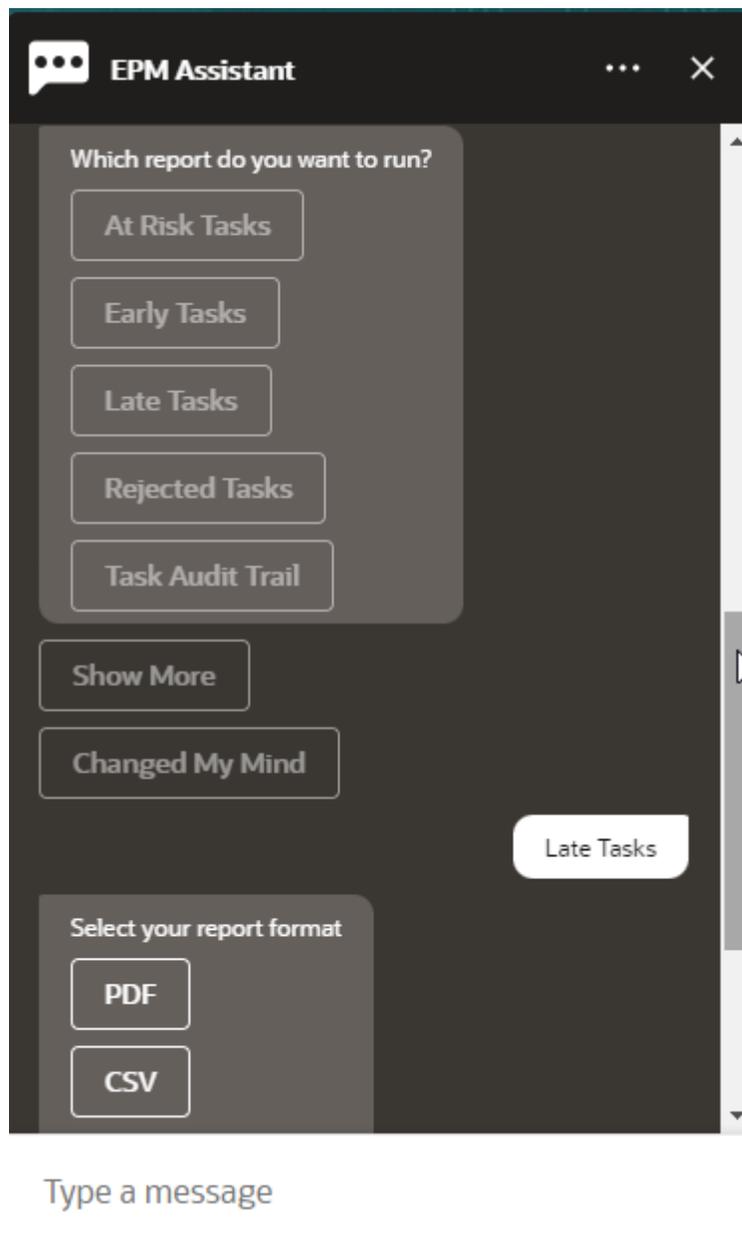
Provide the report group, report name, and the parameters required to run the report. The parameters required depend on the report being generated.

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.

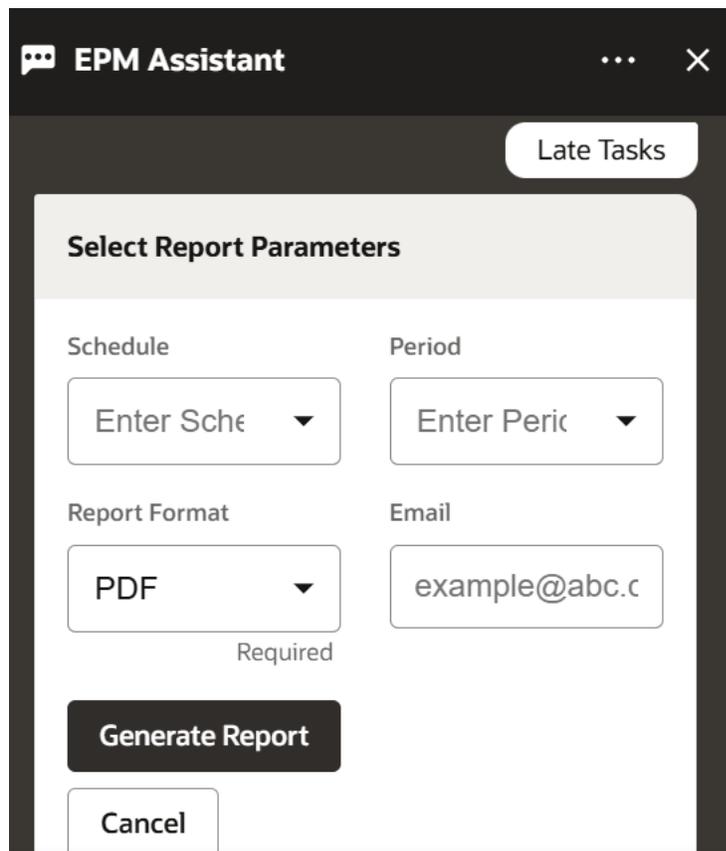
1. Open the Digital Assistant and enter **I want to generate a report**. The assistant displays the available report module options.



2. Select the report module. In this example, 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**.

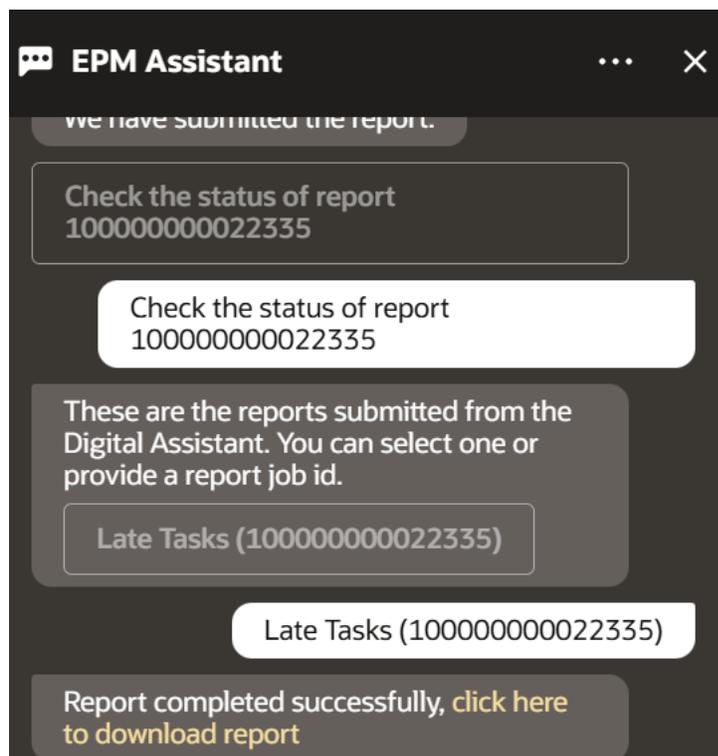


5. Select the report parameters from each drop-down list and then click **Generate Report**. If you want to receive an email with the generated report, you can provide your email ID.



The screenshot shows the 'EPM Assistant' interface with a 'Late Tasks' button at the top right. Below it is a 'Select Report Parameters' dialog box. The dialog contains four input fields: 'Schedule' (with a dropdown arrow), 'Period' (with a dropdown arrow), 'Report Format' (with a dropdown arrow and 'PDF' selected), and 'Email' (with 'example@abc.c' entered). A 'Required' label is positioned below the 'Report Format' field. At the bottom of the dialog are two buttons: 'Generate Report' and 'Cancel'.

- To view the status of your report, click **Check the status of report 10000000022335**.



The screenshot shows the 'EPM Assistant' chat interface. It displays a sequence of messages: a system message 'we have submitted the report.', a user message 'Check the status of report 10000000022335', and an assistant response 'Check the status of report 10000000022335'. Below this, the assistant provides a list of reports: 'These are the reports submitted from the Digital Assistant. You can select one or provide a report job id.' followed by 'Late Tasks (10000000022335)'. A button labeled 'Late Tasks (10000000022335)' is shown. At the bottom, a message states 'Report completed successfully, click here to download report'.

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

Part V

Appendix: Using the Cloud 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 Oracle Fusion Cloud EPM skills (Account Reconciliation or Financial Consolidation and Close) while also using Fusion Applications Digital Assistant (FADA).

Note

The Cloud EPM skills are supported only when the Cloud 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 [Configuring Authentication Parameters for an OAuth 2 OCI \(Gen 2\) Environment](#). OAuth configuration is required to enable the Cloud 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 Cloud EPM skills in the Fusion Applications Digital Assistant:
 - a. Choose the Account Reconciliation skill and extend the skill. See [Extending Oracle Fusion Cloud EPM for Digital Assistant Skills](#). Repeat this step for the Consolidation and Close skill.
 - b. Update the modifiable entities to match your environment. See [Importing Application Value List Entities](#). Repeat this step for each Cloud EPM skill.
 - c. For Consolidation and Close, add the custom dimensions you may have in your Cloud EPM Financial Consolidation and Close environment to your extended skill. See [About Pre-Populated Dimensions for Financial Consolidation and Close](#).
4. Train the Skill (for both Ht and Tm models): See [Training the Skill](#).
5. Publish each of the Cloud EPM skills.
6. Extend the Fusion Applications Digital Assistant. See [Oracle By Example Extending the Fusion Applications Digital Assistant](#).

7. Remove the older version of the Cloud 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 Cloud 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.