Oracle® Cloud

Designing with Management Reporting for Oracle Enterprise Performance Management Cloud

E99155-03

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E99155-03

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Contents

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Creating a Report

Related Topics

- Access the Report Designer, Add a Grid, and Select a Data Source
- Modify the Report Layout
- Add Members to the Report
- Add Some Operating Expenses
- Select POVs
- Preview the Grid
- Add Report Formatting
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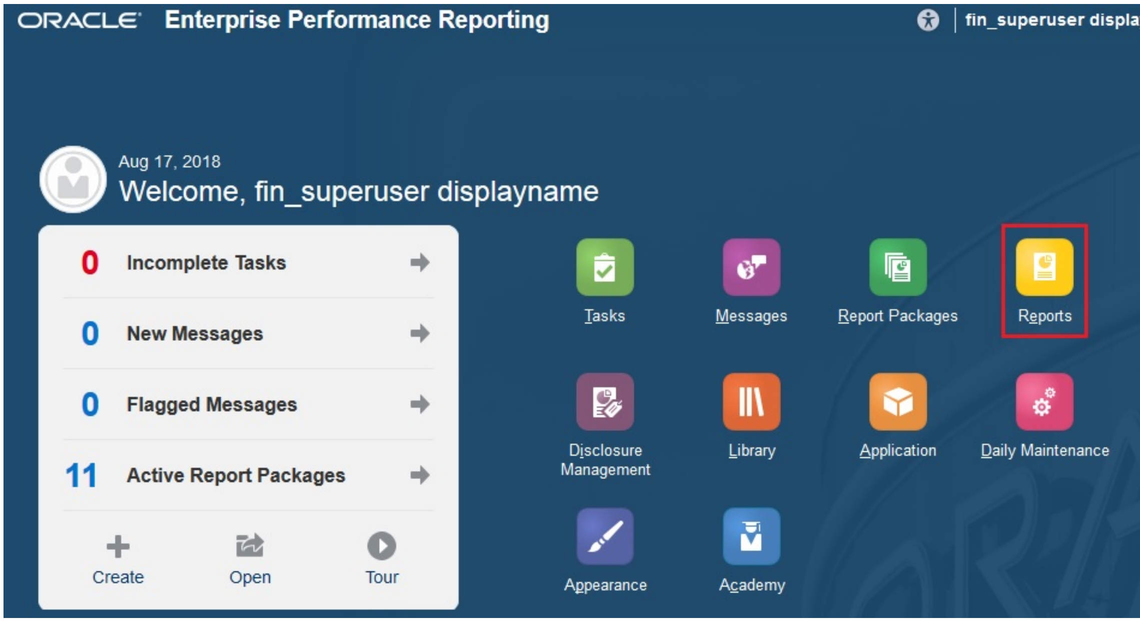
- Preview the Finished Report
- Import a Report

Access the Report Designer, Add a Grid, and Select a Data Source

Begin by accessing the Report Designer and adding a grid.

1. From the Enterprise Performance Reporting Home page, click **Reports**.



2. Click **Create Report** .

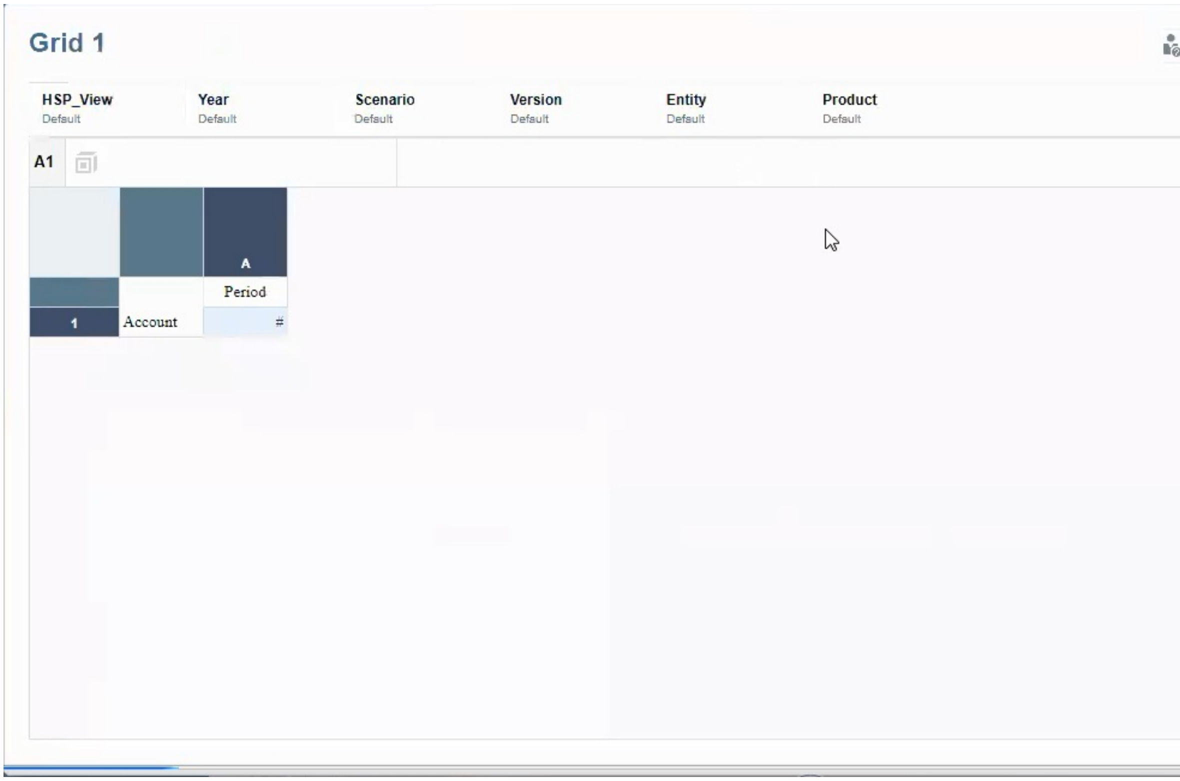
3. Click **Setup Grid** .

4. When you add a grid, you are prompted to select a data source. For this report, we will select the **PBCS Vision** data source.

   If you do not currently have a data source set up, see Creating and Editing Data Source Connections for information on setting up a data source.

The grid is inserted with the **Period** dimension as a column and the **Account** dimension as a row. Note that the POV dimensions are displayed along the top, and the grid properties are displayed on the right.



Review these topics for more information:

Working With the Report Designer

Adding a Grid

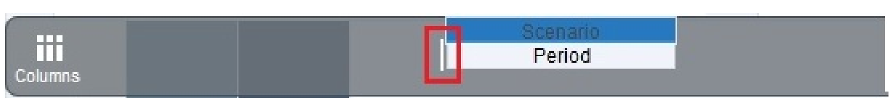
About Data Sources

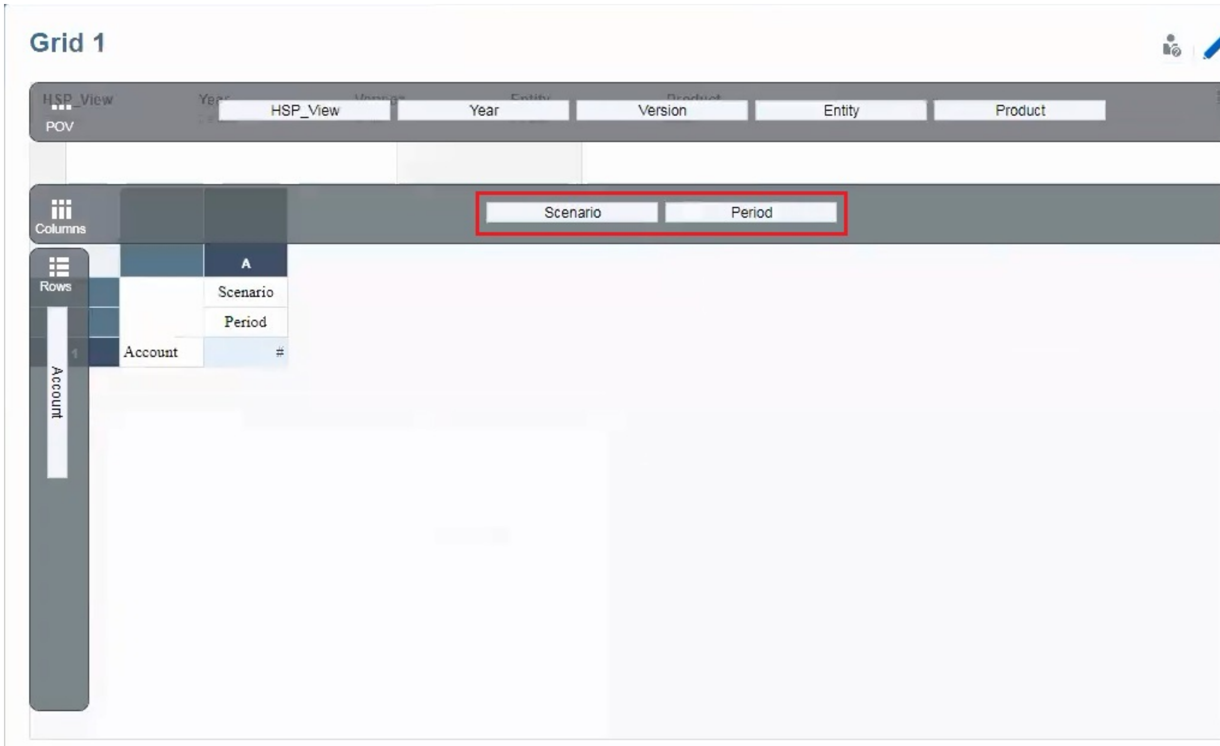
Modify the Report Layout

First, let's modify the layout of the report to add a Scenario POV to the grid.

1. Click **Show Dimension Layout**  to display the dimension layout.
2. Drag the **Scenario** POV so that it is placed to the left of the **Period** POV.

   To do this, drag **Scenario** directly over **Period** until you see a a white vertical cursor to the left of the dimension, and then let go of the mouse.





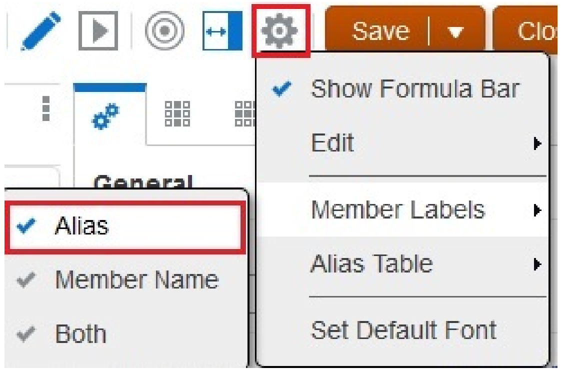
3. Click **Hide Dimension Layout** to remove the dimension overlay.

Add Members to the Report

The next step is to add members to the report. In our sample report, we will add *actual* and *plan* members for the Scenario dimension, and add members for *quarters 1-4* for the Period dimension.

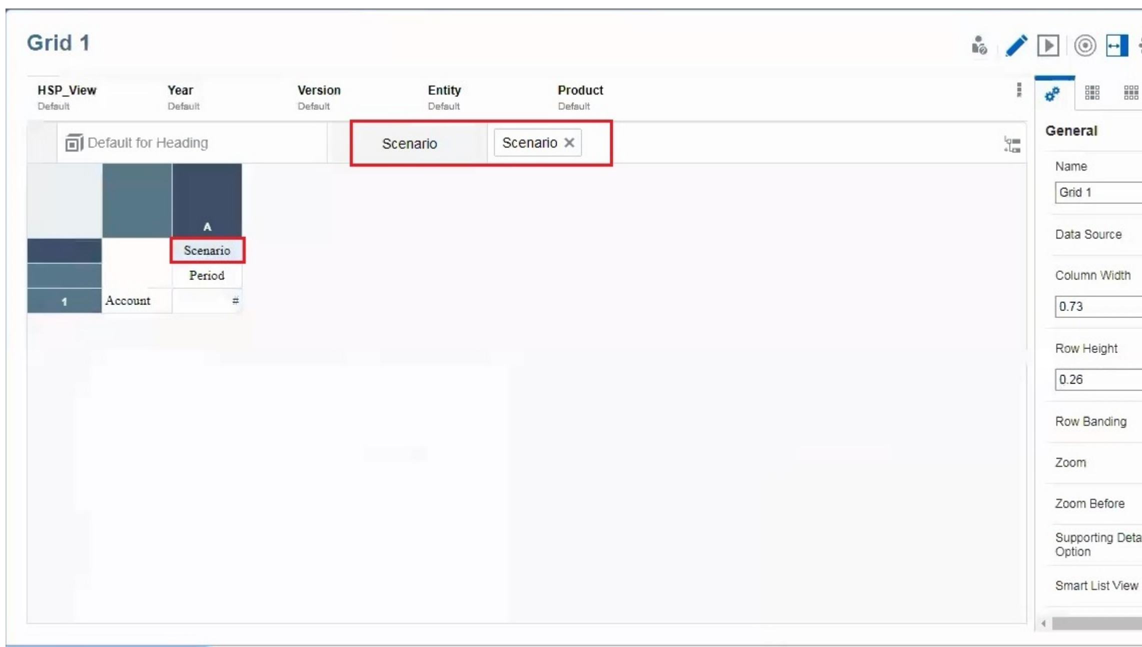
> **Note:**
>
> The following steps show you how to add members to the sample report in this Learning Path. Review Assigning Members to Data Rows or Columns for general information on adding members.

Before we add members to our report, we need to ensure that member selection uses member aliases. To do this, click **Report Actions** , and make sure **Member Labels** is set to **Alias**.

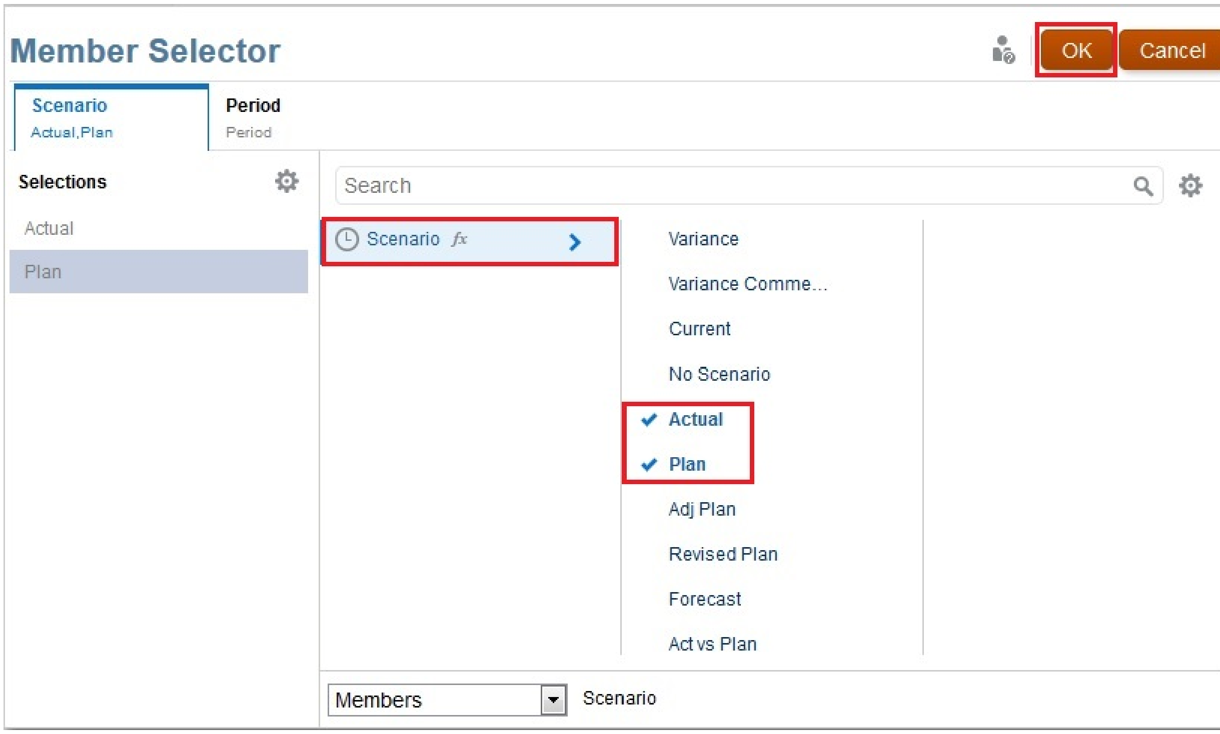


To add members to our sample report:

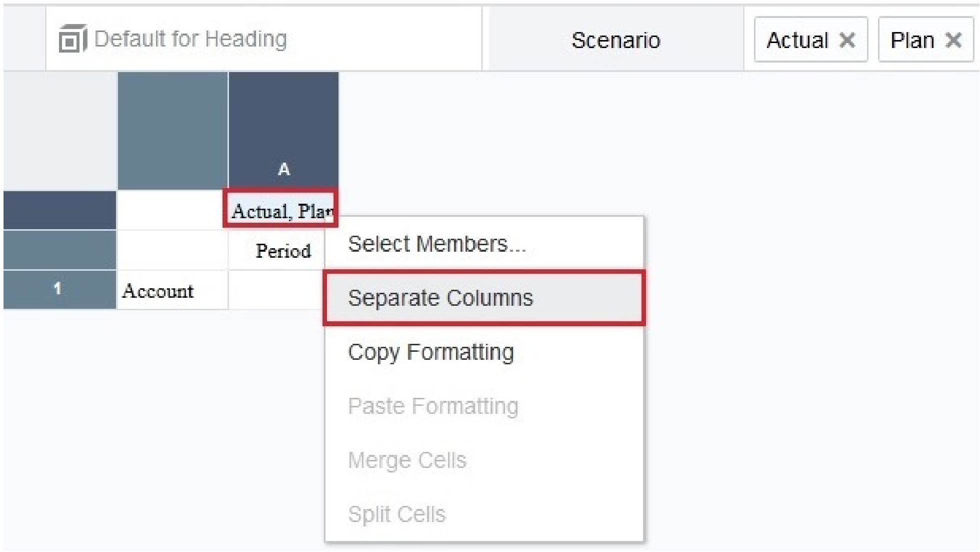
1. Click the **Scenario** cell to display **Scenario** in the member selector on the top of the Report Designer.



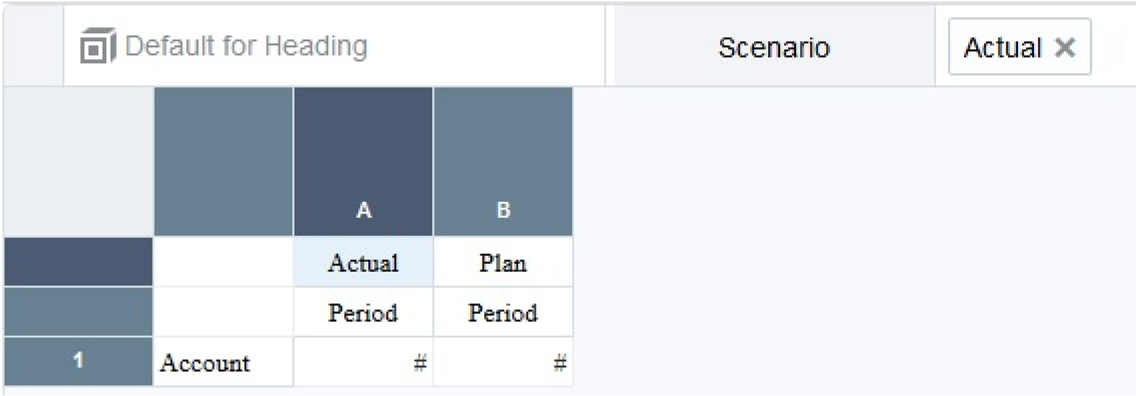
2. Right-click **Scenario**, and choose **Select Members** to display the **Member Selector**.
3. In the **Member Selector**, click the check mark next to **Scenario** to deselect it. (We want to select the members of Scenario - not Scenario itself.)
4. Expand **Scenario**, select **Actual** and **Plan**, and click **OK**.



5. Back in the grid, right-click **Actual,Plan**, and select **Separate Columns**.

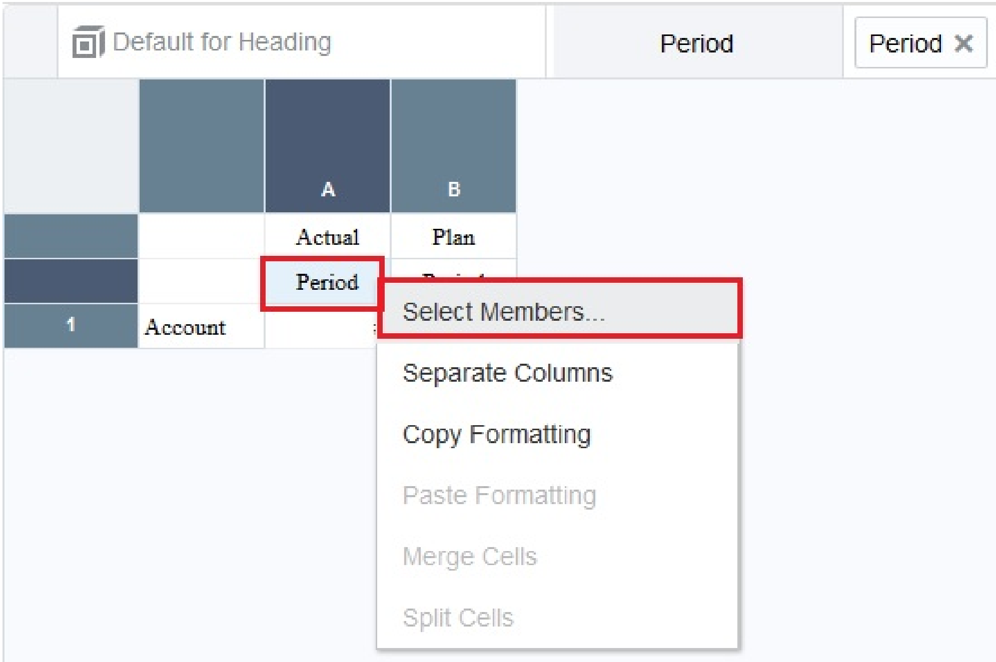


Actual and **Plan** are now in their own columns.

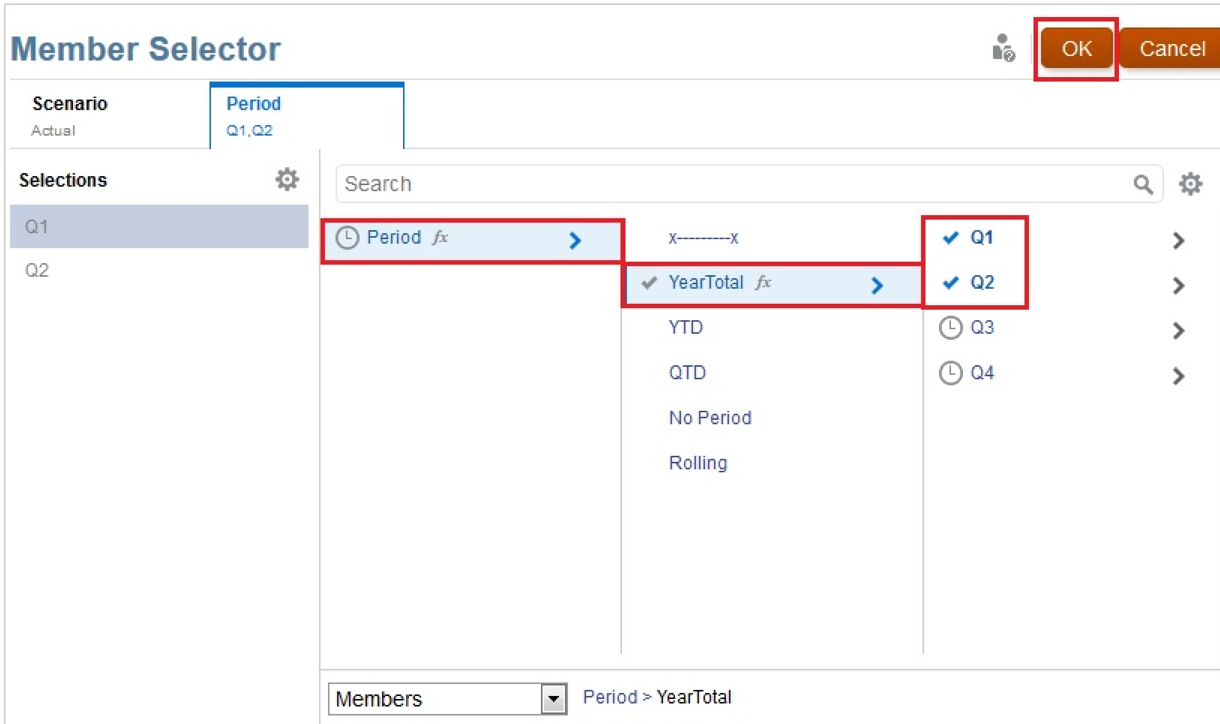


We separated the columns so that we can select different **Period** dimension members for the **Actual** and **Plan** dimensions. In the following steps, we will select **Q1** and **Q2** for the first period, and **Q3** and **Q4** for the second period.

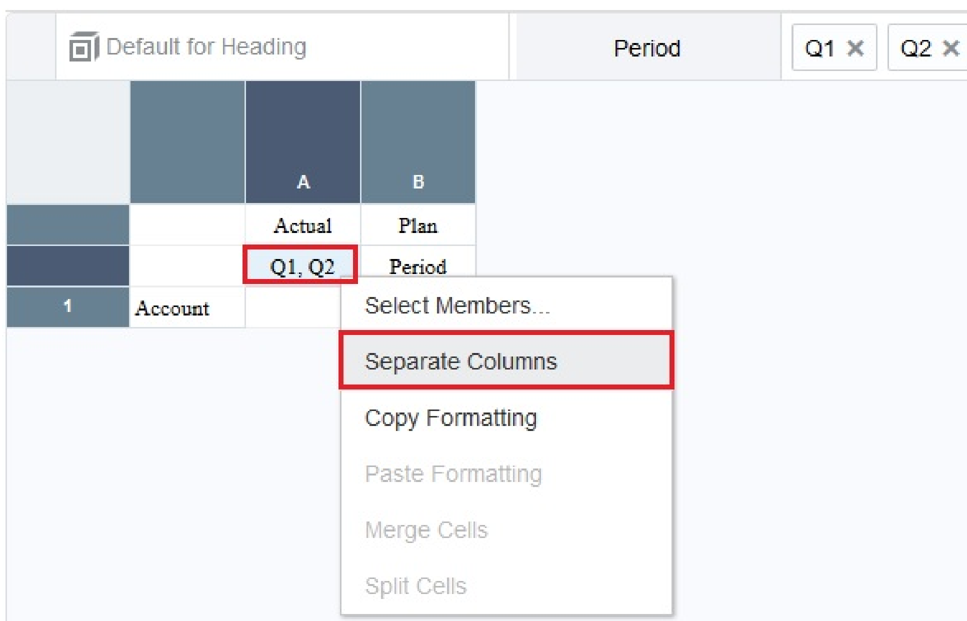
6. In column A, right-click **Period**, and choose **Select Members**.



7. In the **Member Selector**, deselect **Period** and then expand it. (We want to select the members of Period - not Period itself.)
8. Expand **YearTotal**, then select **Q1** and **Q2**, and then click **OK**.

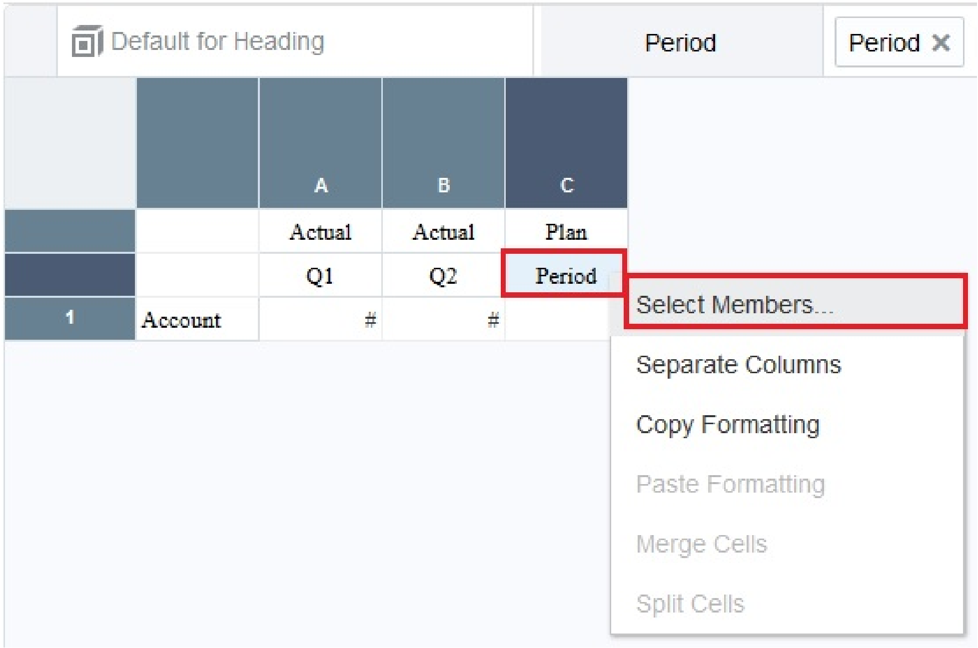


9. In the grid, right-click **Q1**, **Q2**, and select **Separate Columns**.

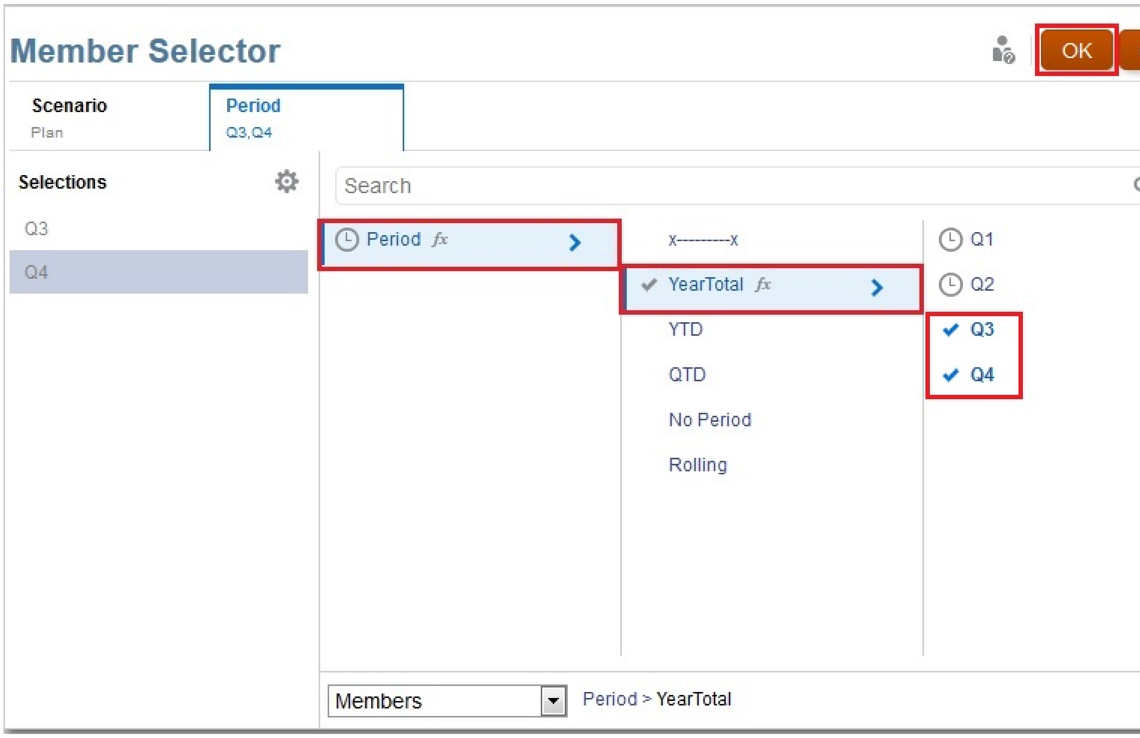


We are separating the columns to center the **Scenario** member names across the respective **Period** selections in a later step.

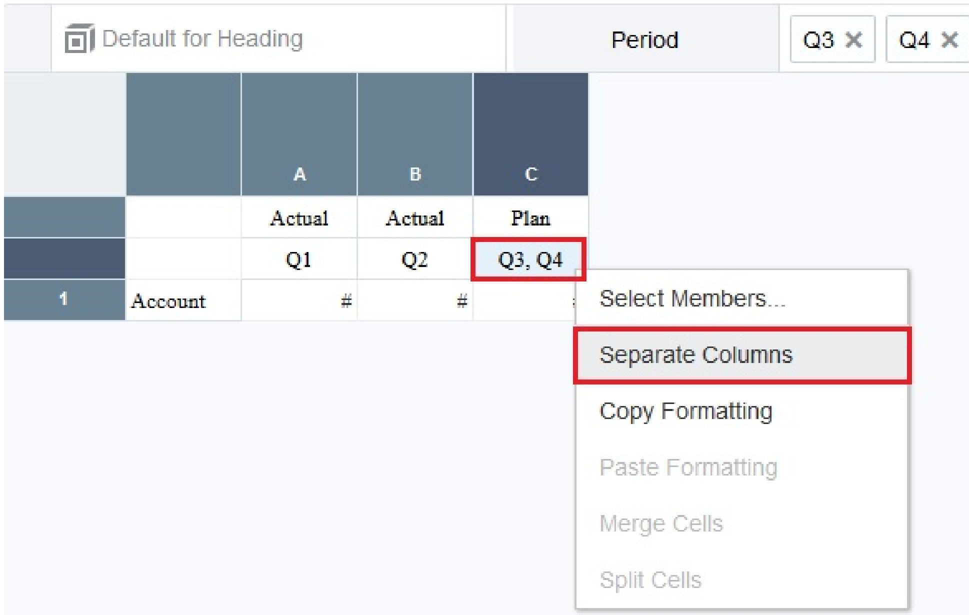
10. In column C, right-click **Period**, and then choose **Select Members**.



11. In the **Member Selector**, deselect **Period** and then expand it.
12. Expand **YearTotal**, then select **Q3** and **Q4**, and then click **OK**.



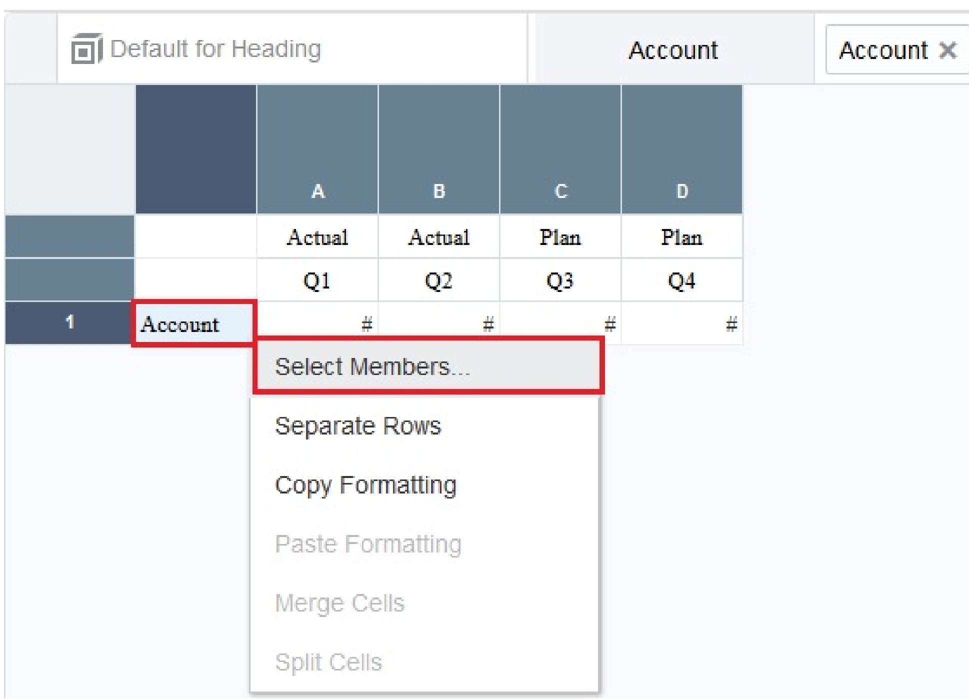
13. In the grid, right-click **Q3**, **Q4**, and select **Separate Columns**.



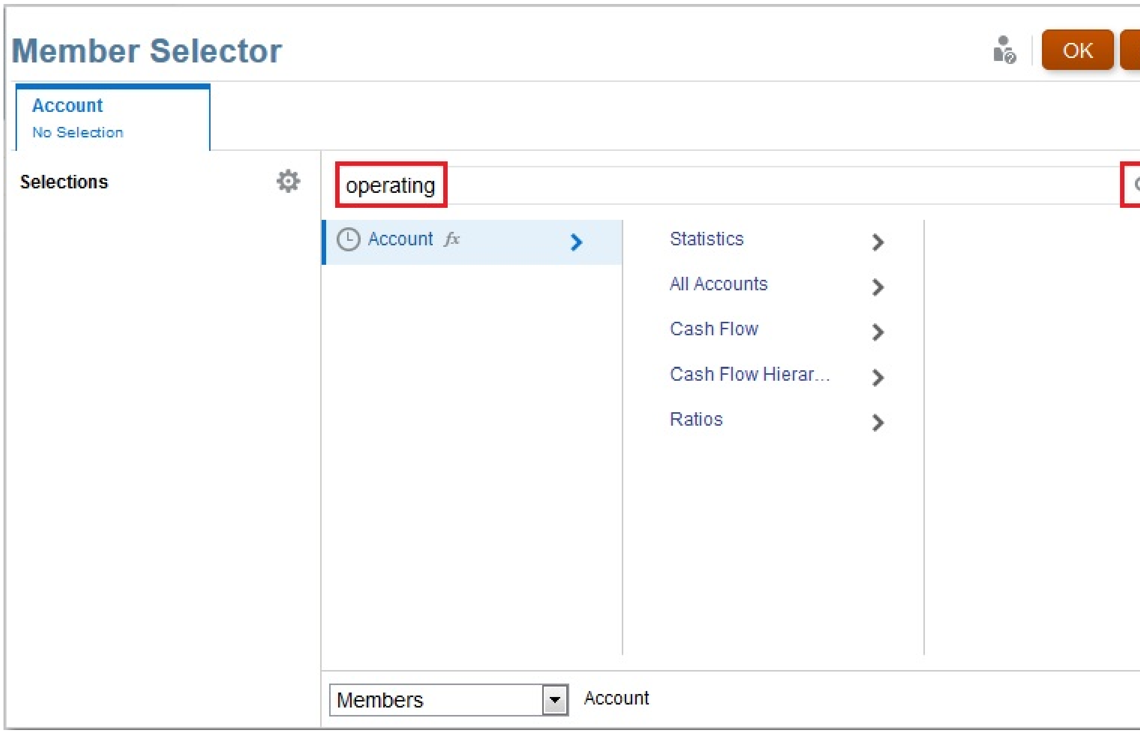
Add Some Operating Expenses

Now we are going add some operating expenses to the report. To do this, we will open the Member Selector for the Account cell, and search on "operating." We will then drill into the operating expenses hierarchy, and add a function to select the children of the operating expenses before they are allocated. Finally, we will select the total operating expenses.

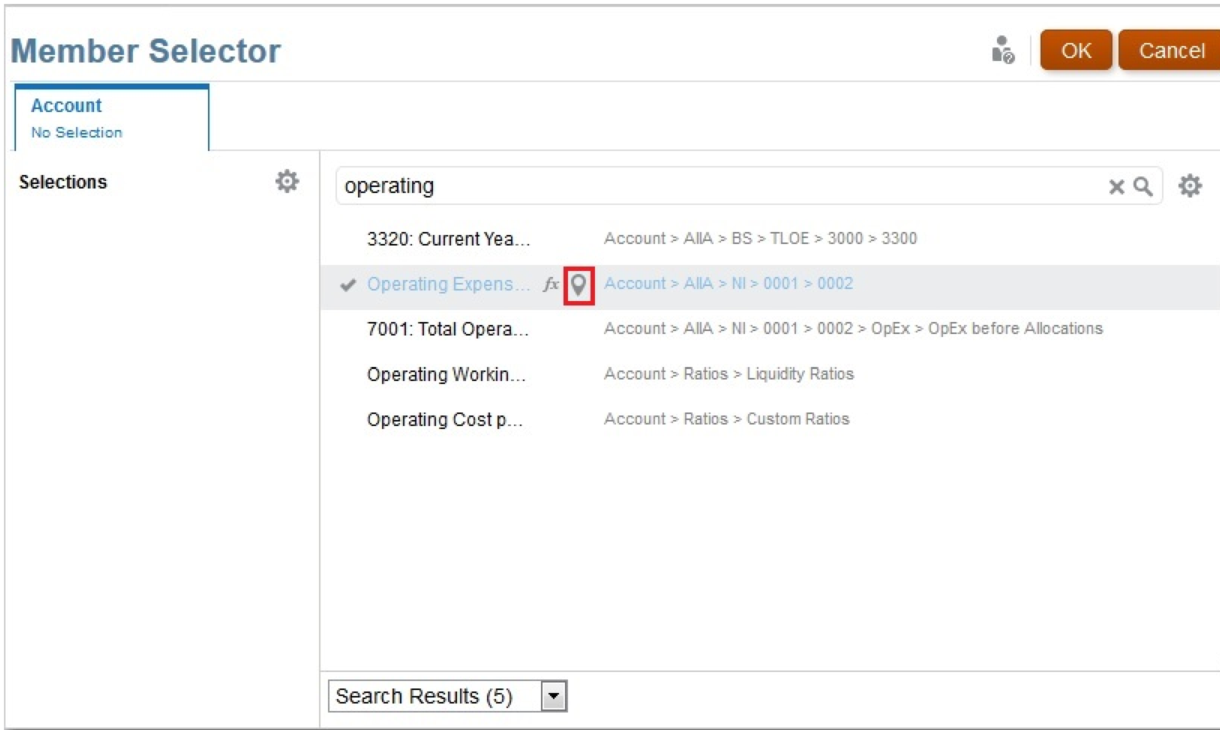
1. Begin by right-clicking **Account**, and choosing **Select Members**.



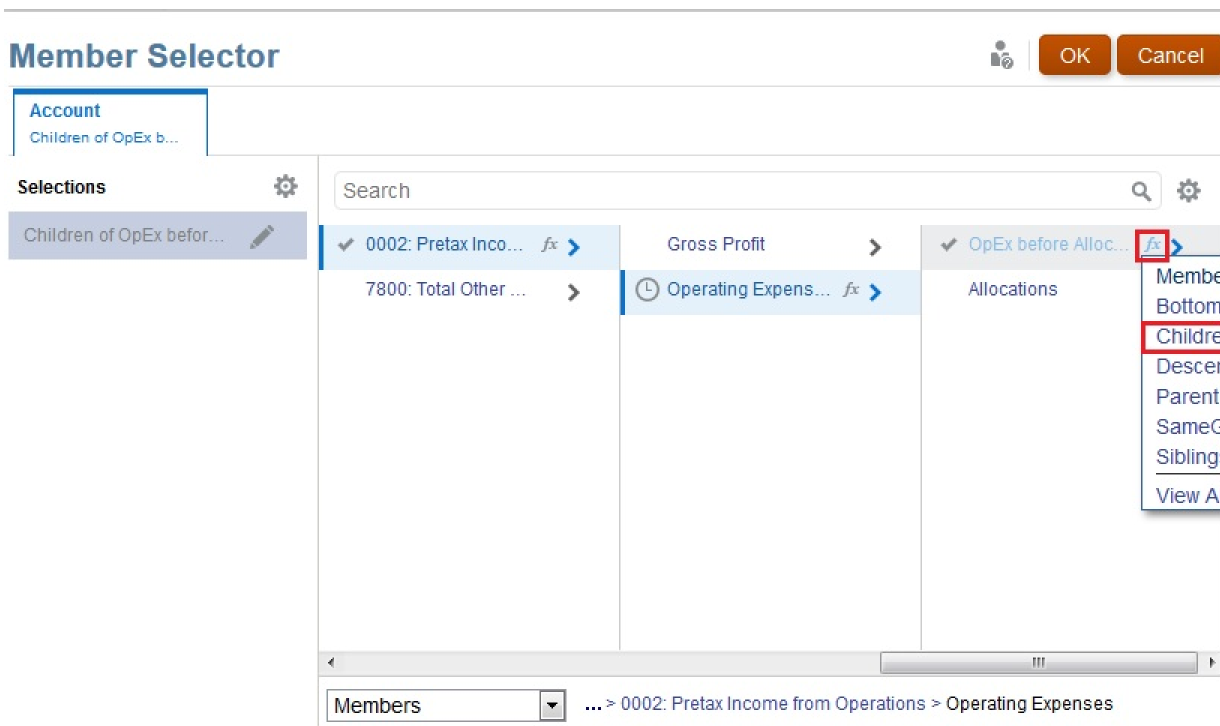
2. In the **Member Selector**, deselect **Account**, and then expand it. (We want to select the members of Account - not Account itself.)
3. Search on "operating".



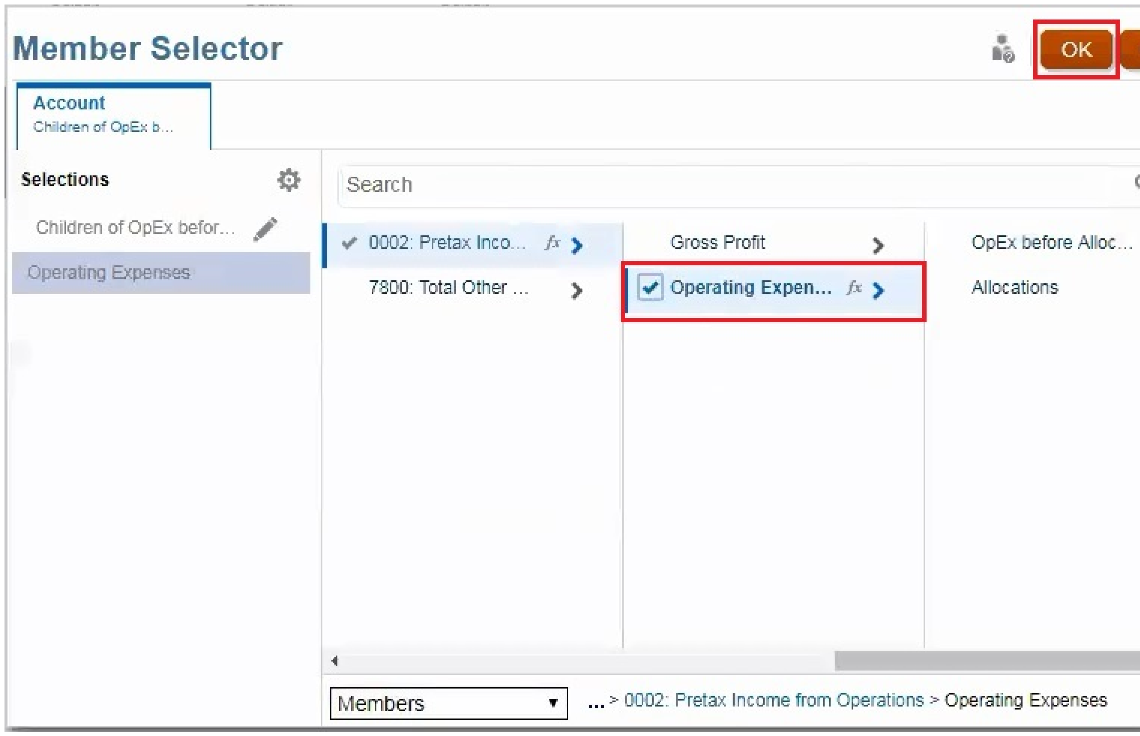
4. The members that meet the "operating "search criteria are displayed. Highlight **Operating Expenses**, and click **Show in Hierarchy** .



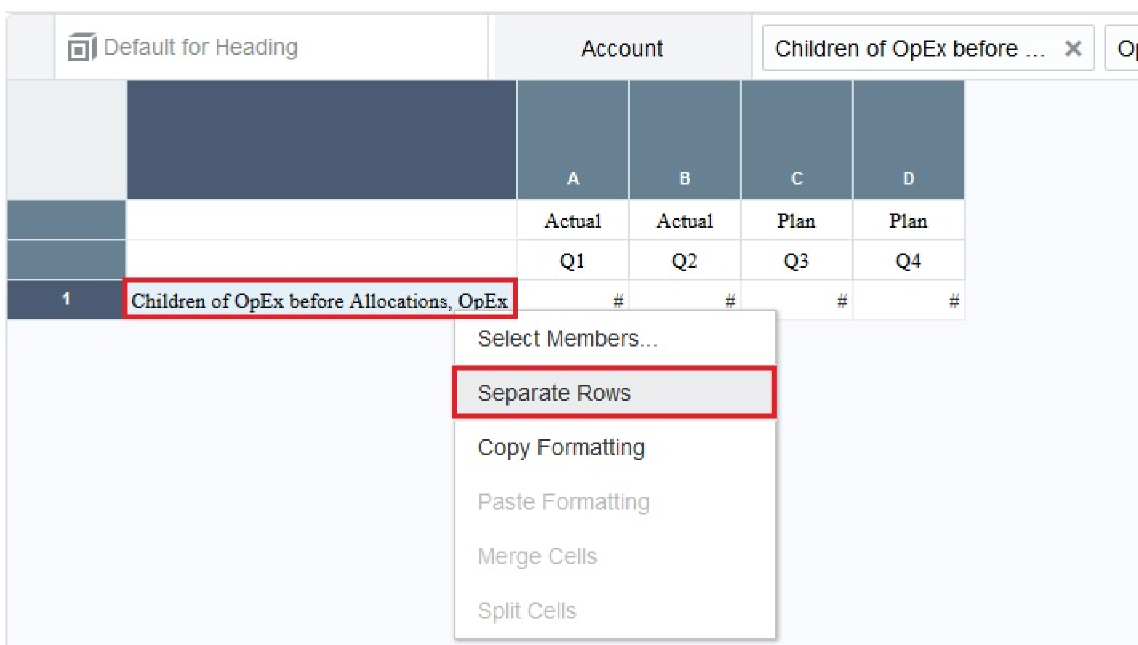
5. Highlight **OpEx before Alloc**, click **Functions** *fx*, and select **Children.**



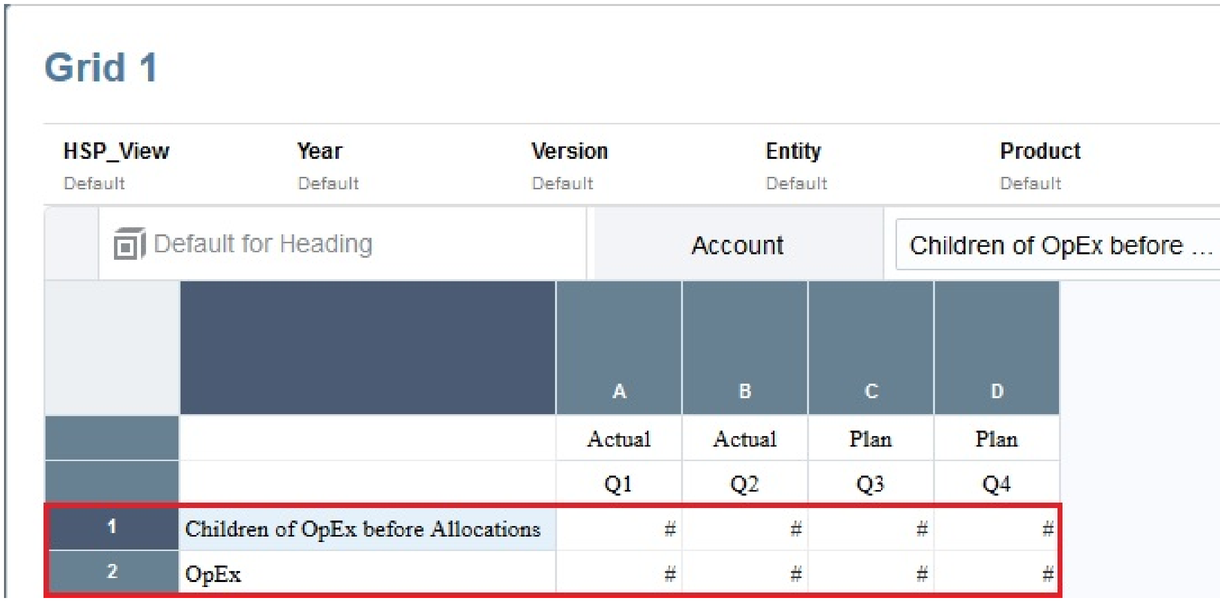
6. Select **Operating Expenses** under **Gross Profit**, and then click **OK** to close the **Member Selector**.



7. In the grid, expand the cell that has **Children of OpEx before Allocation** and **OpEx**. We want to separate these members into their own rows. To do this, right-click the cell, and select **Separate Rows**.



Children of OpEx before Allocations and **OpEx** are now in their own rows.



We separated the rows so that we can format them differently and add a separator between them. We will do this later on when we format the report.

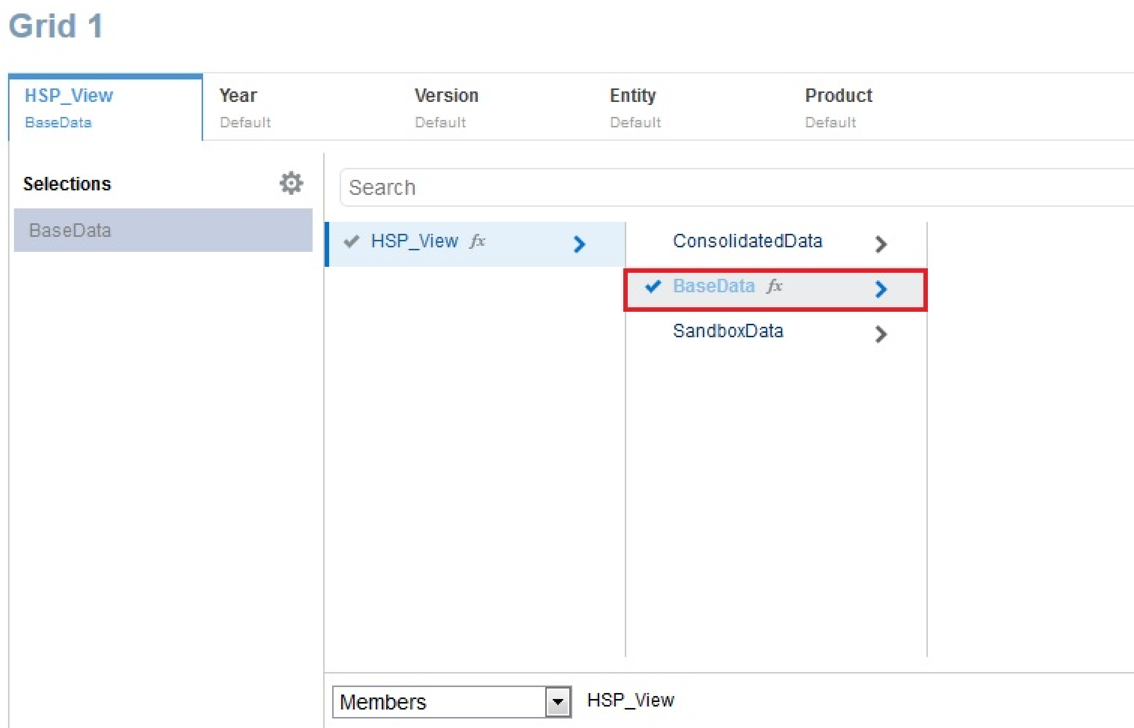
Select POVs

After you have defined the members for a report, next step is to set up the POVs. In our sample report, we are going to select members for the HSP_View, Year, Version, Entity, and Product POVs. We are also going to select an option that will enable us to print all the selections for the Entity POV. and we are going to hide the dimensions for the HSP_View Version, and Product POVs.

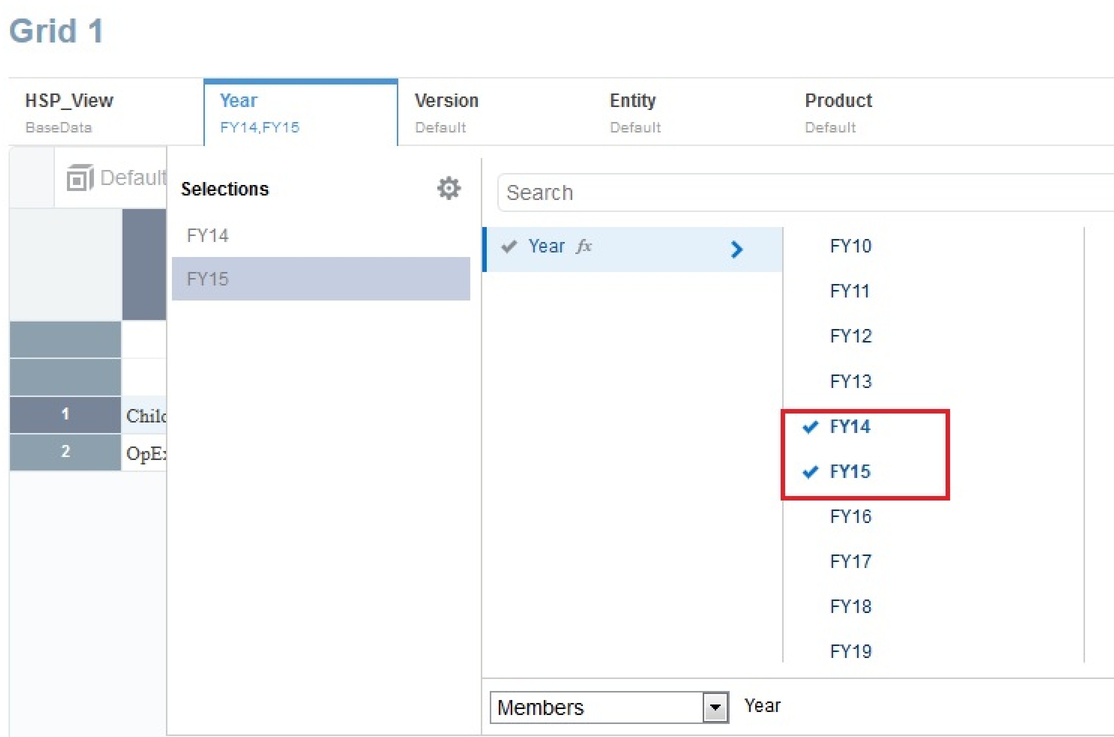
> **Note:**
>
> The following steps show you how to add POVs to the sample report in this Learning Path. Review Learning About the Point of View for more information on POVs.

To set up the POVs for our sample report:

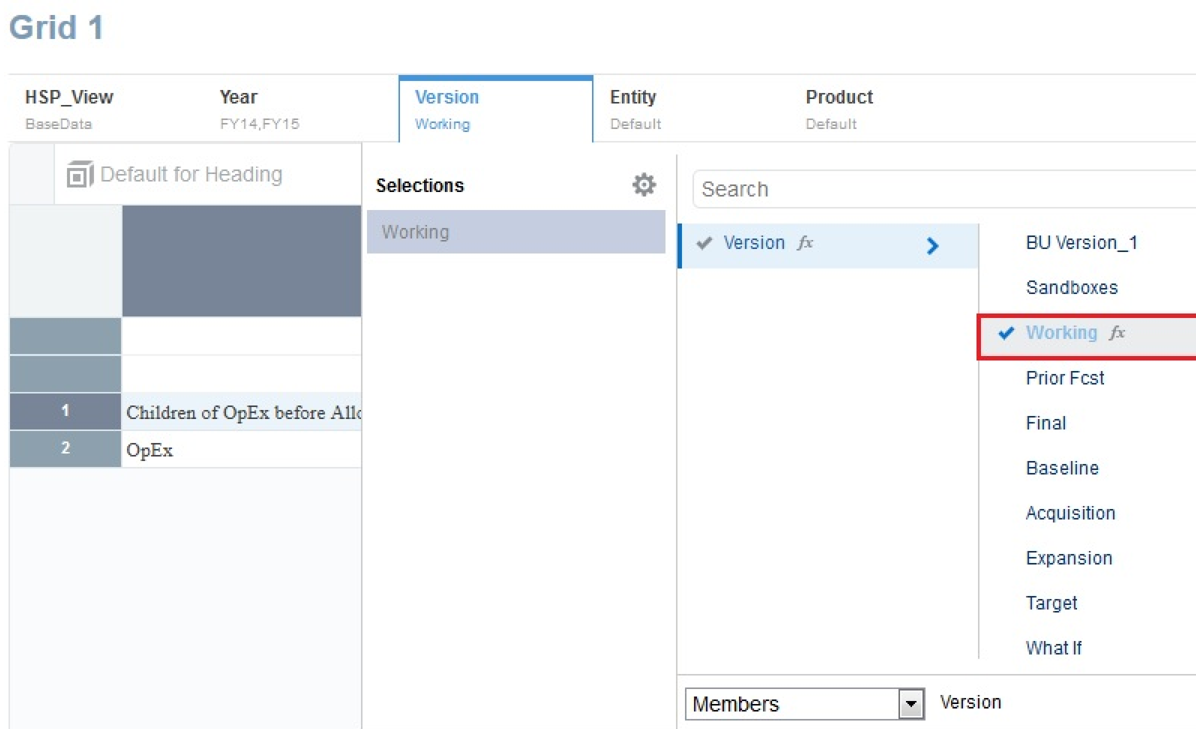
1. Select the **HSP_View** POV, expand **HSP_View**, and select **BaseData.**



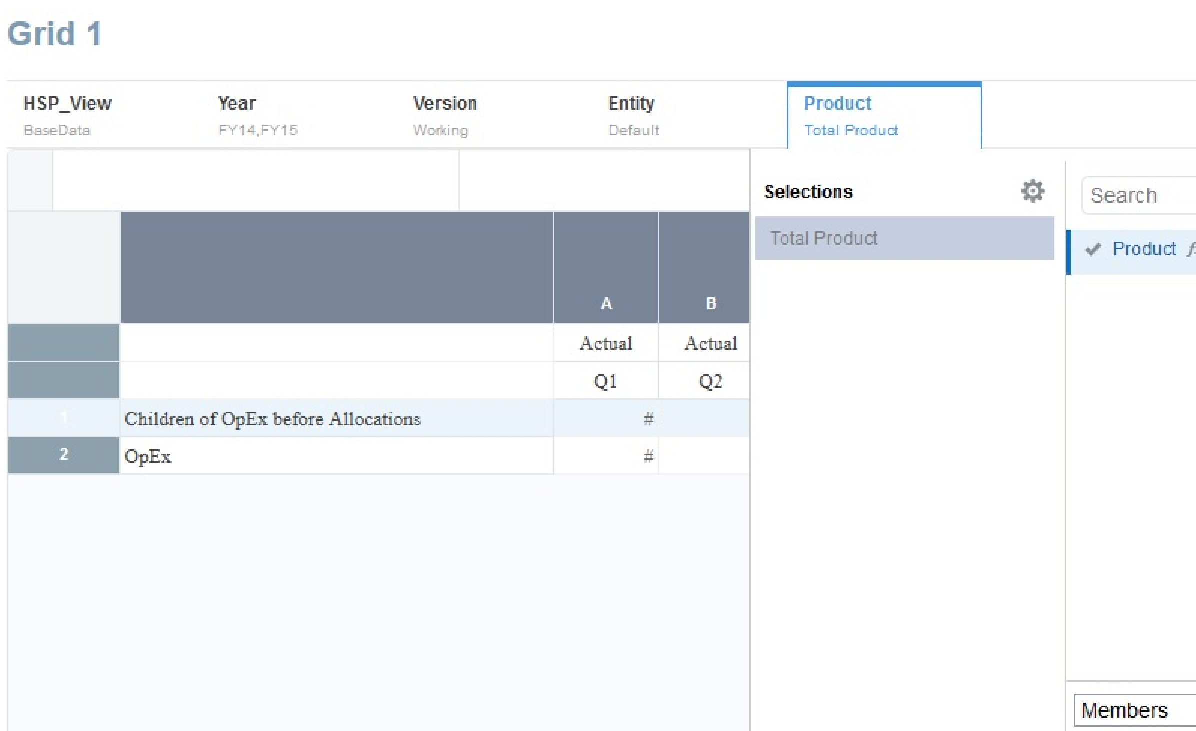
2. Select the **Year** POV, expand **Year**, and select **FY14** and **FY15**.



3. Select the **Version** POV, expand **Version**, and select **Working**.



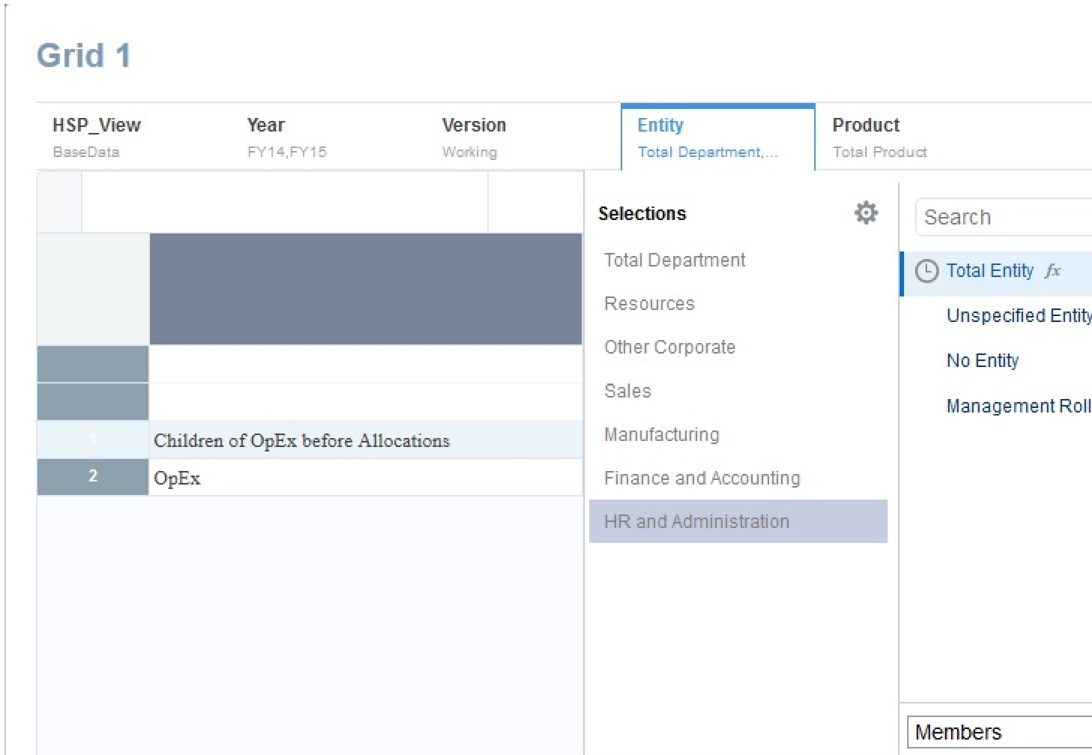
4. Select the **Product** POV, expand **Product**, and select **TotalProduct**.



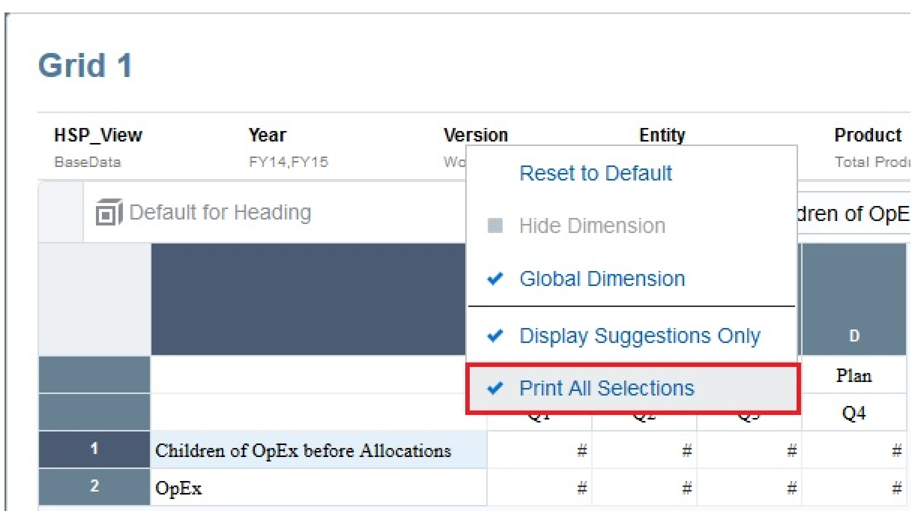
5. For the **Entity** POV, we are going to make multiple selections. To do this:

a. Select the **Entity** POV, and expand **Entity** and **Total Entity**.

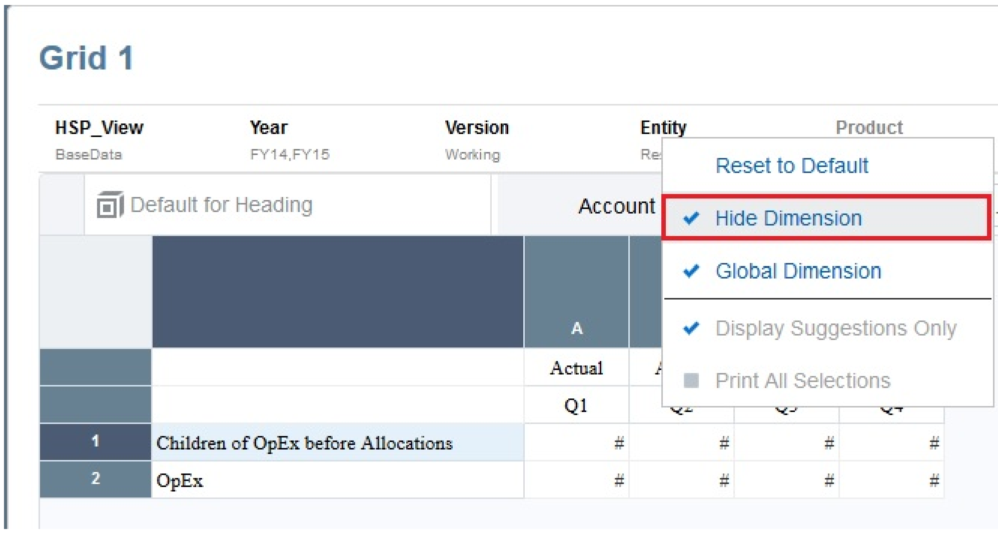
b. Select **Total Department**, then expand it, and then select **Resources, Other Corporate**, **Sales**, **Manufacturing**, **Other Departments**, **Finance and Acc**, and **HR and Administration**.



c. You can render each member of a dimension with multiple members on a separate page when printing to PDF. To do this for the members we selected for Total Department, click **POV Dimension Actions** next to the **Entity** POV, and select **Print All Selections**.



6. Click **POV Dimension Actions** next to the **Product** POV, and select **Hide Dimension**. (This hides the dimension in Preview mode.)



7. Hide the dimensions for the **Version** and **HSP_View** POVs.

   Note that when you hide a dimension, it is displayed in a lighter font in the POV area at the top of the grid.

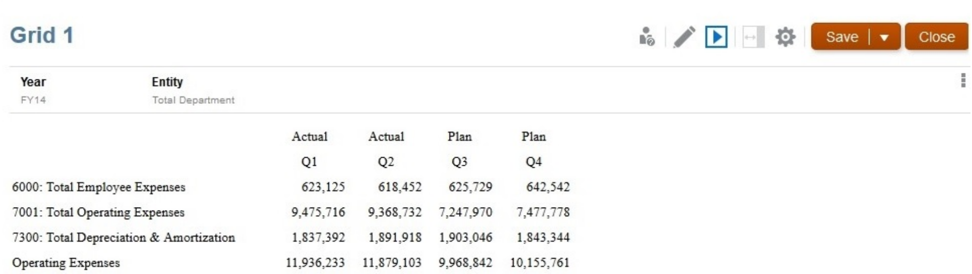
Preview the Grid

As you are designing a report, you can preview the grid without having to run the entire report.

To preview the grid for our sample report:

1. Click **Preview** .

   In this grid, notice that the **Year** and **Entity** are the only POVs that are displayed. (We hid the **HSP_View**, **Version**, and **Product** POVs).



2. Try clicking the **Year** and **Entity** POVs at the top of the grid and selecting different members to see how the data in the grid changes. For the final display, make sure that **FY14** is selected for **Year** and **Total Department** is selected for **Entity**.

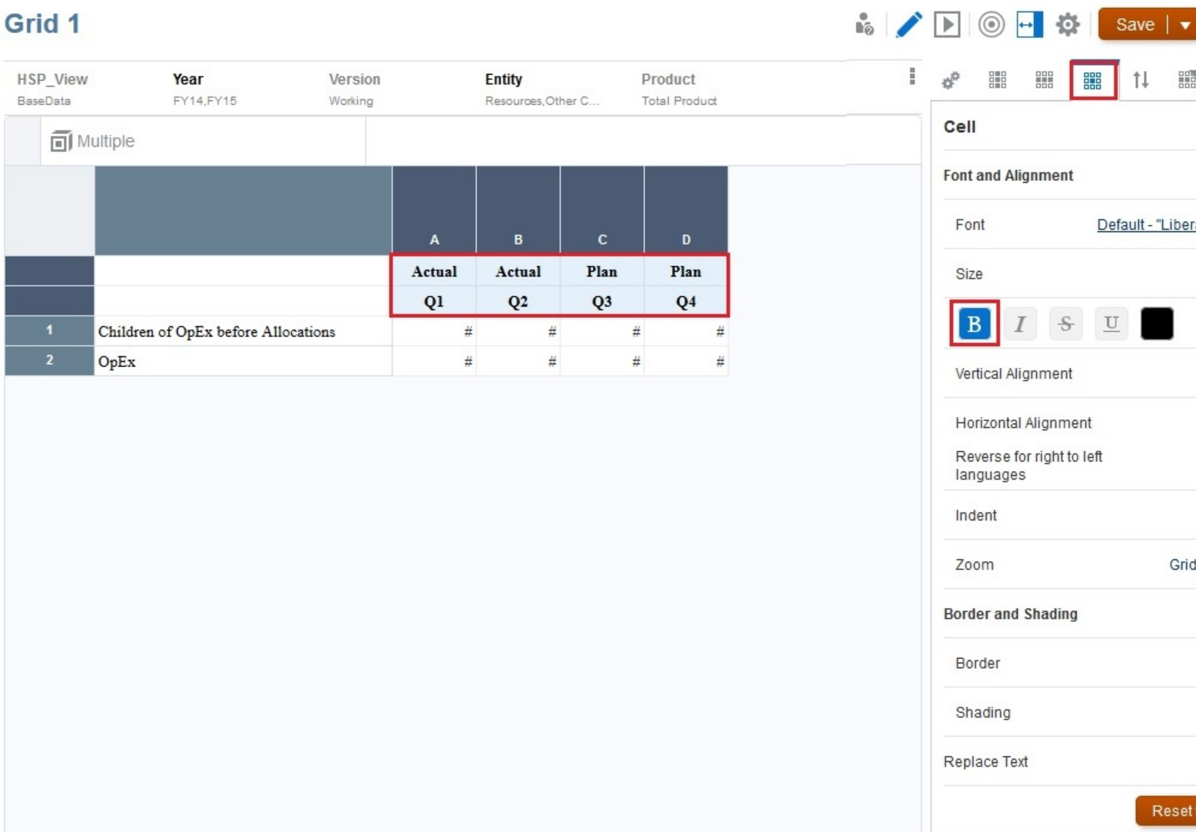
3. When you are finished previewing the grid, click **Edit** to return to edit mode.

Add Report Formatting

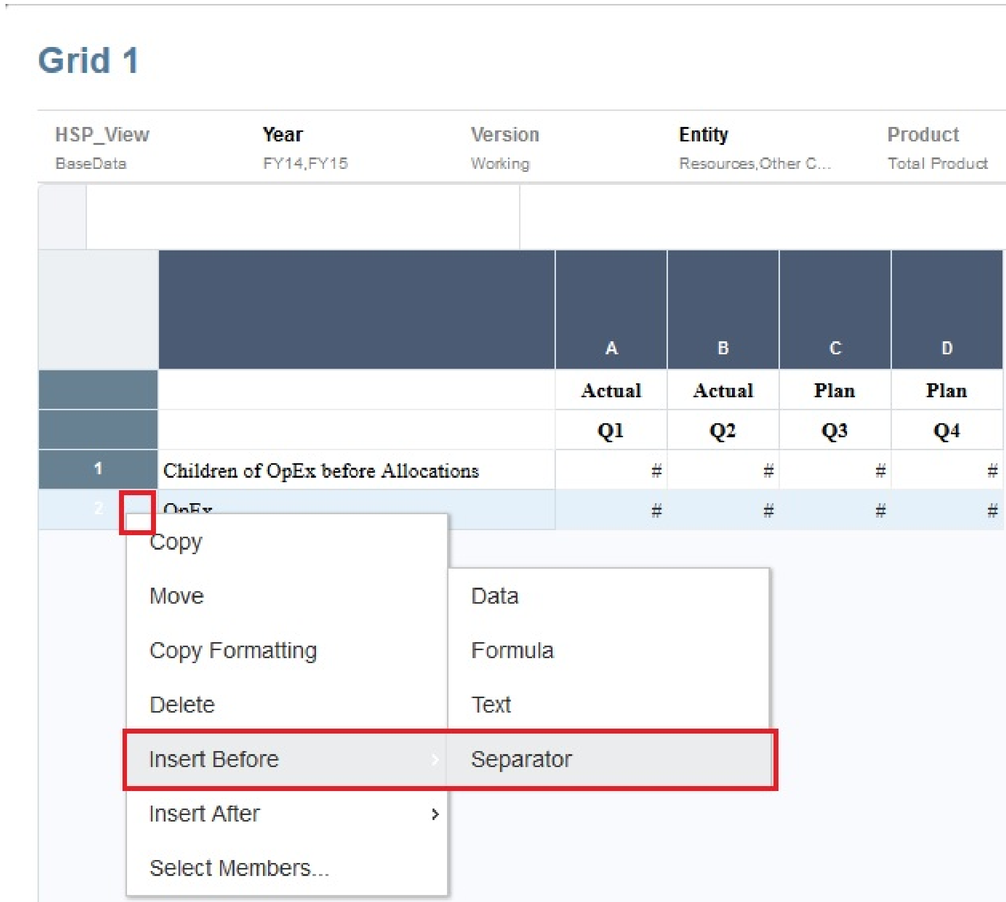
You can add formatting to make your report more interesting. In our sample report, we are going to bold some of the headings, add a separator to add some space between the rows, add a formula to sum all the results in the report, add a custom heading, merge the cells that contain duplicate data, and add some borders and shading.

> **Note:**
>
> The following steps show you how to add formatting to the sample report in this Learning Path. Review Formatting Grid Cells for more information on formatting cells.

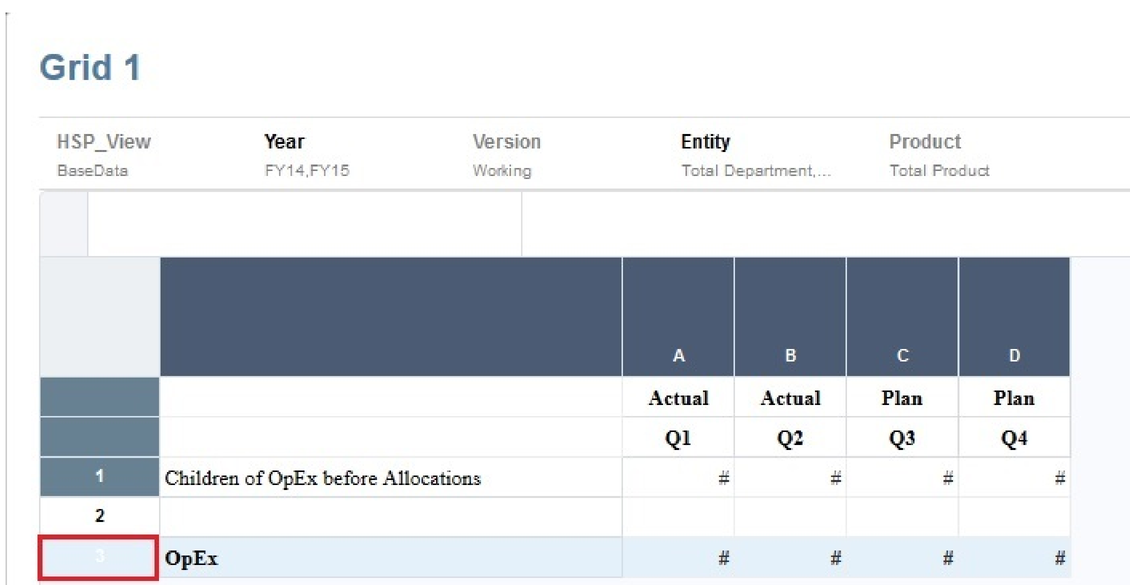
1. Let's begin by adding bold formatting to the heading cells. To do this, select the **Actual**, **Plan, Q1**, **Q2**, **Q3**, and **Q4** cells, click **Cell** , and then click **Bold** .



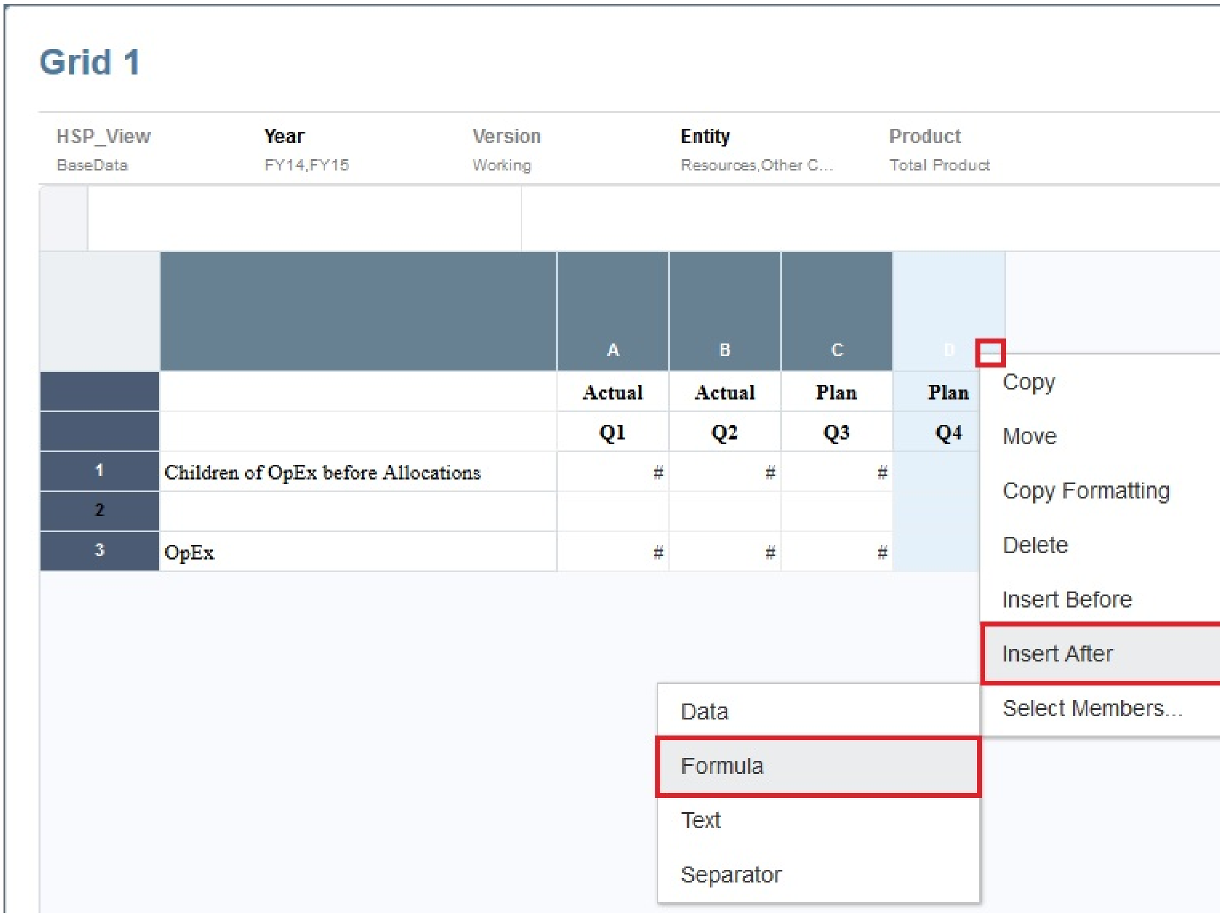
2. Insert a separator to add a blank row above the **OpEx** row. To do this, select the **OpEx** row, click the drop-down arrow by the row number, and select **Insert Before**, and then **Separator**.



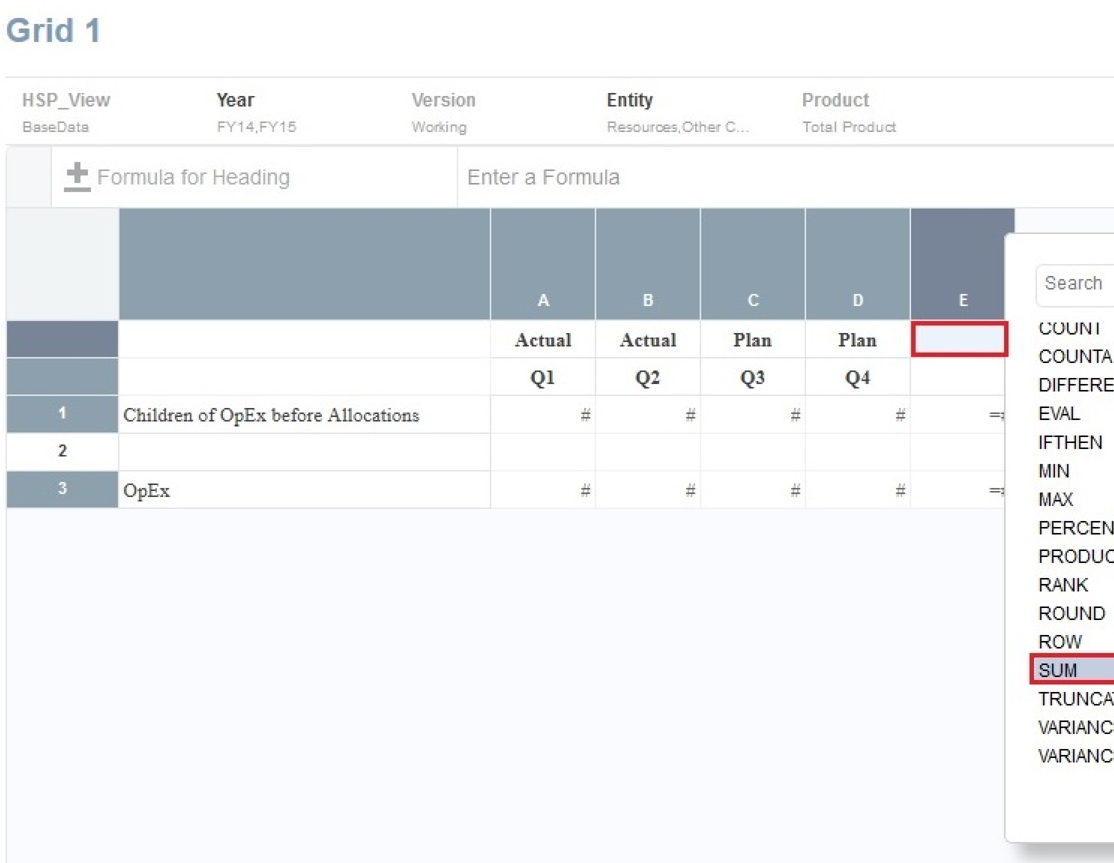
3. Bold the **OpEx** row. To do this, click the header cell for the row (the cell with number 3) to select the entire row, then click **Cell**, and then click **Bold**.



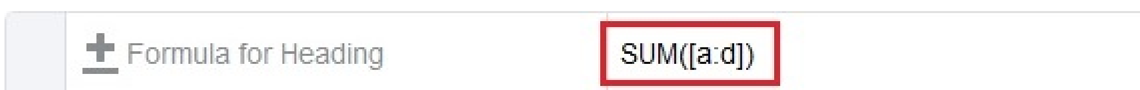
4. Add a formula to sum all the results in the report. To do this, click the drop-down arrow for column D, and select **Insert After**, and then **Formula**.



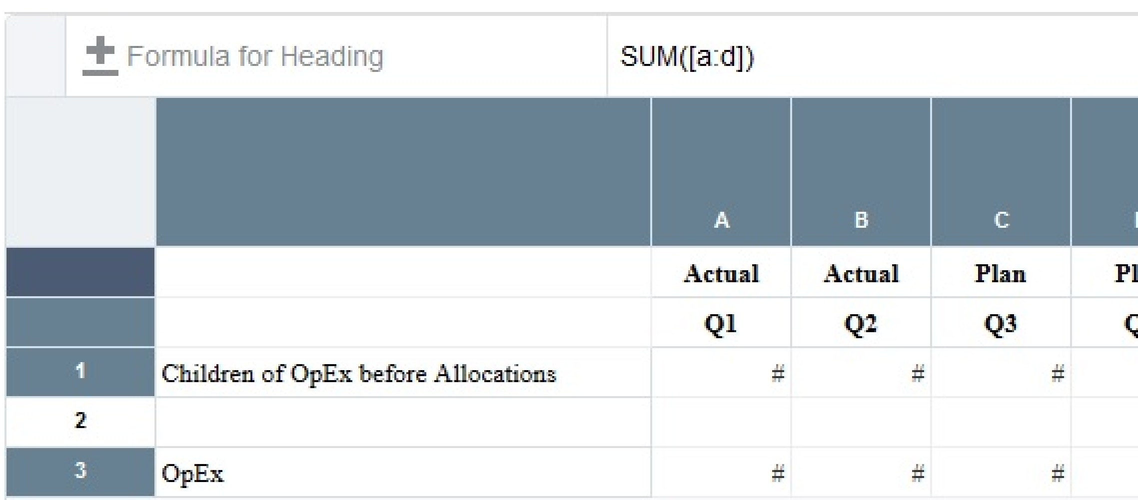
5. In the newly-created column E, click in the top heading cell; then, in the formula bar, click **Formula Functions**  , and select **SUM()**.



6. Enter the sum as **SUM([a:d])**, and then click **Accept** .

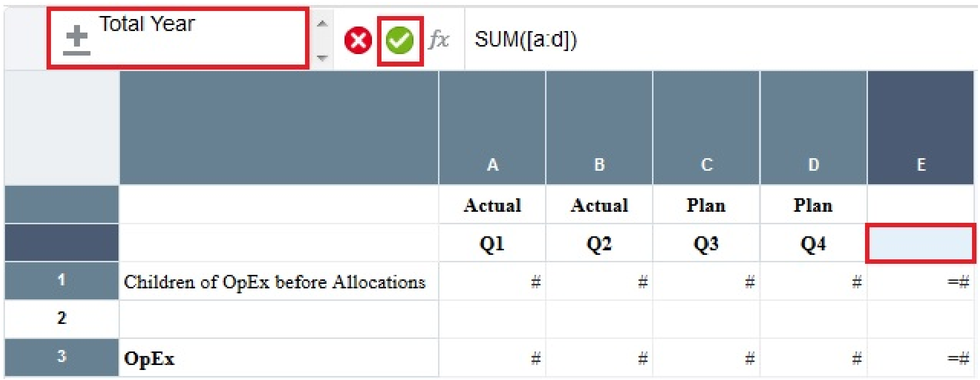


The formula is now displayed in the grid.

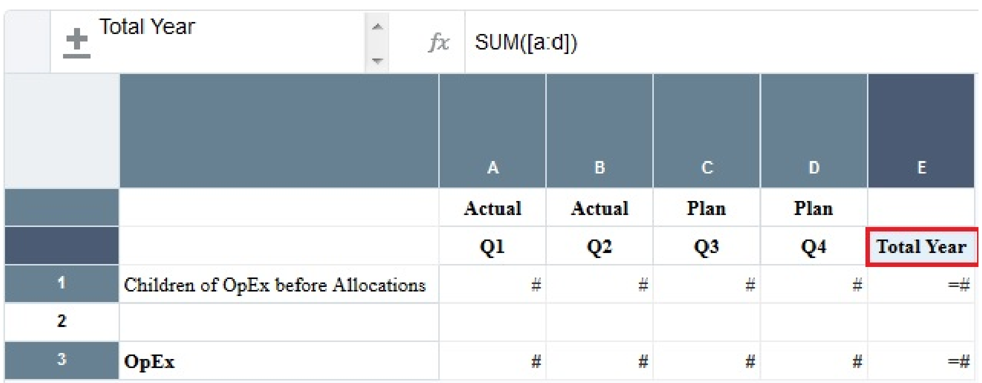


7. Click **Formula for Heading** , and select **Custom Heading** to make the cell heading blank.

8. Place your cursor in column E on the **Q1, Q2, Q3, Q4** row, and next to the button type in the custom heading "Total Year", and click **Accept** .

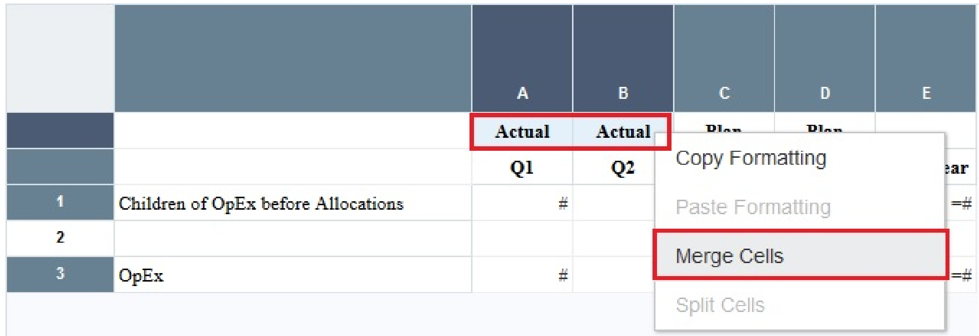


Total Year is now displayed as a heading in the grid.

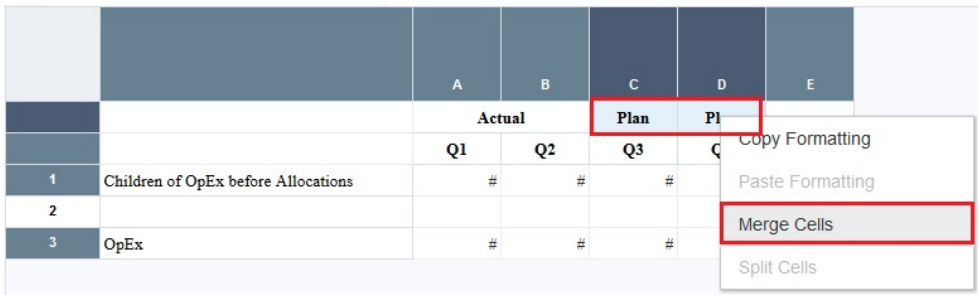


9. Merge the repeating "Actual" and "Plan" Scenario labels.

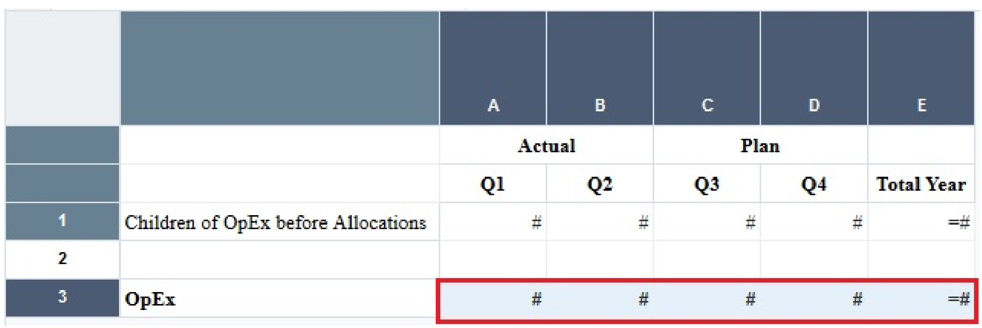
   To do this, select the two **Actual** cells, then right-click the cells, and select **Merge Cells**.



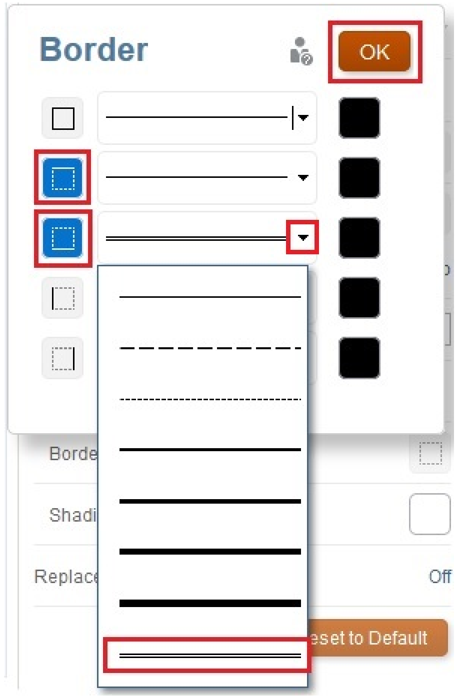
Do the same for the two **Plan** cells.



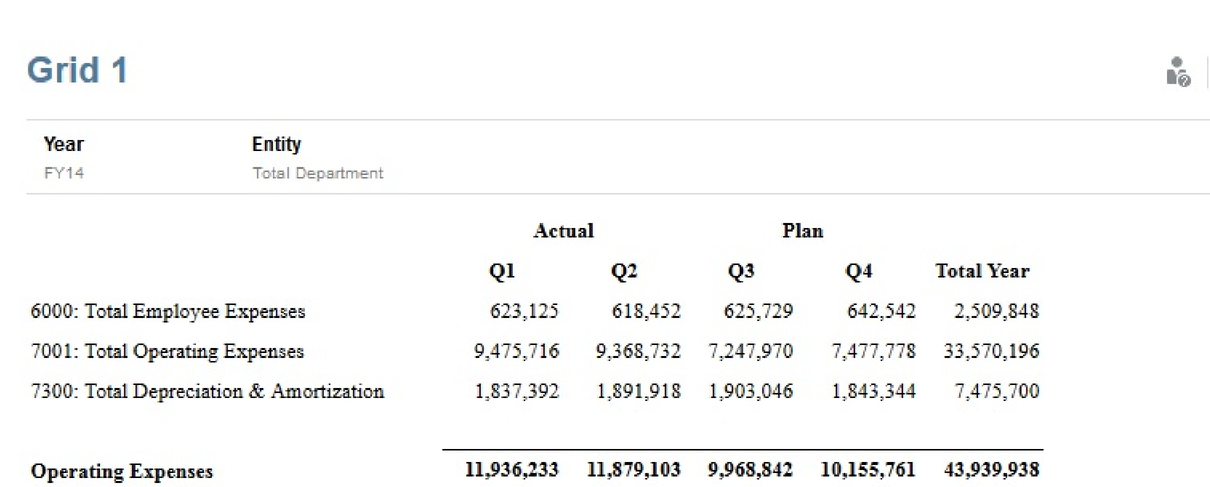
10. On row 3, select the # cells.



11. In the **Cell** properties on the right, under **Border and Shading**, click **Border** , and select the **Top** and **Bottom** options. In the **Bottom** option, select a double underline, and then click **OK**.



12. Click **Preview** to preview the grid. You can see that it looks better with the formatting we have done.


Grid 1

Year	Entity
FY14	Total Department

	Actual		Plan		
	Q1	Q2	Q3	Q4	Total Year
6000: Total Employee Expenses	623,125	618,452	625,729	642,542	2,509,848
7001: Total Operating Expenses	9,475,716	9,368,732	7,247,970	7,477,778	33,570,196
7300: Total Depreciation & Amortization	1,837,392	1,891,918	1,903,046	1,843,344	7,475,700
Operating Expenses	**11,936,233**	**11,879,103**	**9,968,842**	**10,155,761**	**43,939,938**

13. Click **Save** to save the report, enter a name for the report, and then click **Close** to return to the Report Designer.

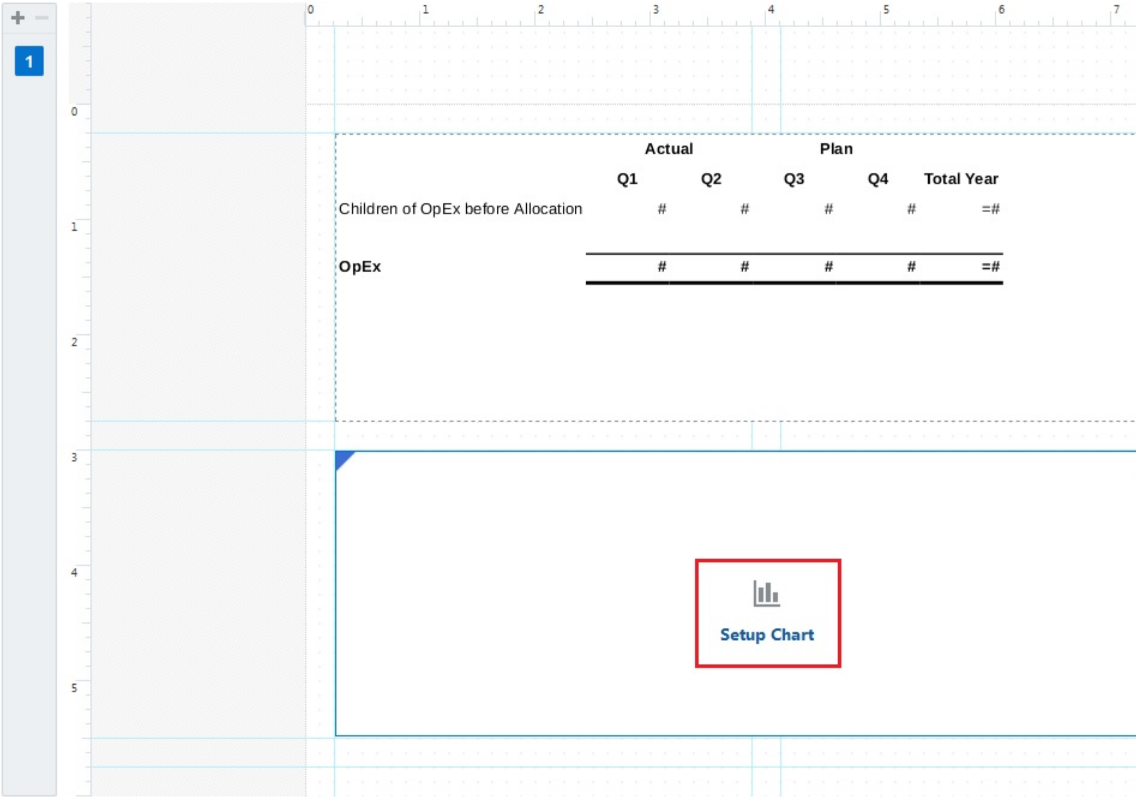
Add a Chart

Let's add a chart to show the operating expenses for Quarter 1.

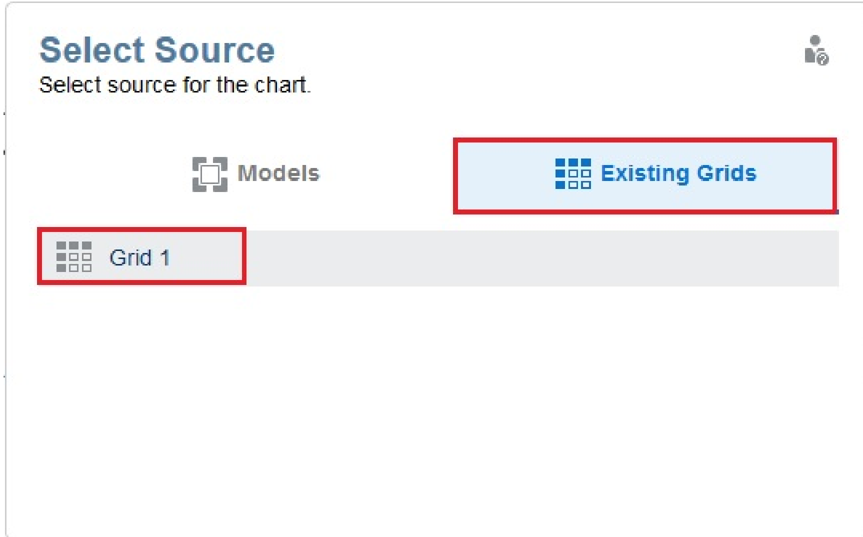
> **Note:**
>
> The following steps show you how to add a chart to the sample report in this Learning Path. Review these topics for more information on charts:
>
> Creating Charts in Oracle Enterprise Performance Reporting Cloud (video)
>
> Working With Charts (doc)

To add a chart to our sample report:

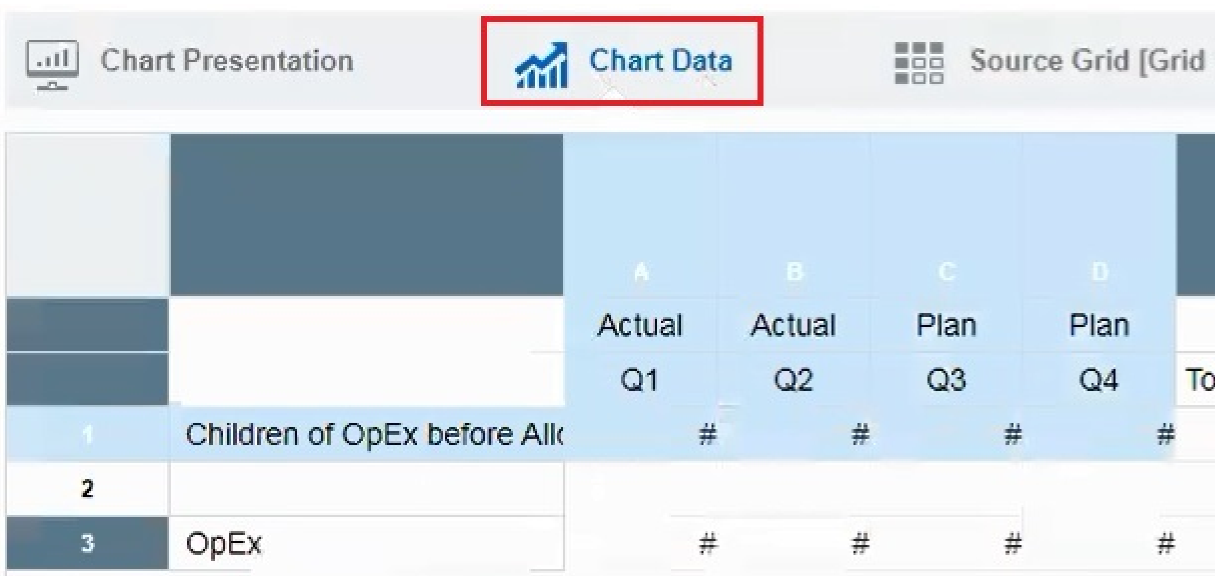
1. Scroll down to the area below the grid you created, right-click and select **Add Report Content**, and then select **Chart**.
2. Expand the chart area, and click **Setup Chart**.



3. One of the benefits of Management Reporting is that when you are creating charts, you can either select an existing grid or you can choose a model or cube and create a grid. In this example, select **Existing Grids**, and then select **Grid 1**.

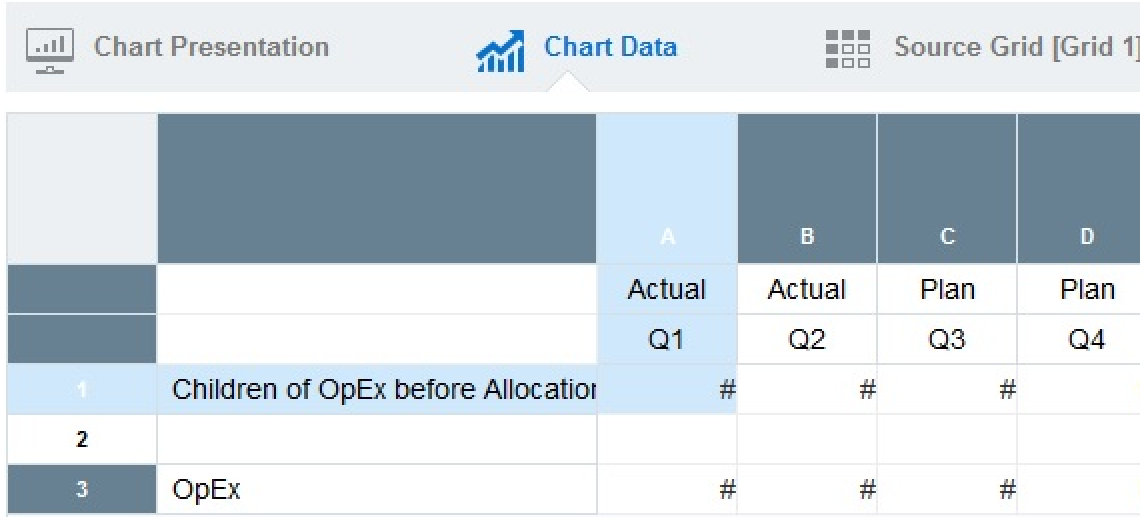


4. The Chart Editor shows a simple bar chart based on the data in the grid. In the chart **General** properties on the right, click to view the different types of charts you can create.
5. Click **Chart Data**, and select these rows and columns:



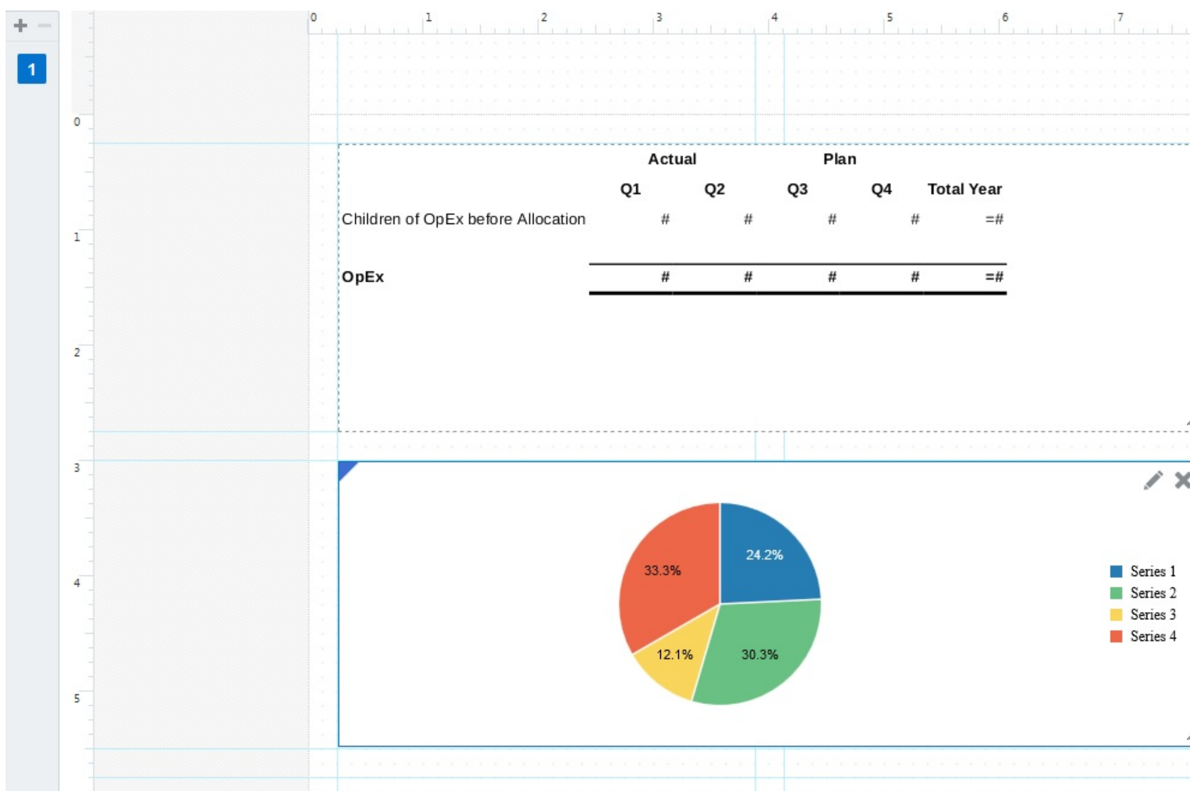
6. Click **Preview** to preview the chart.
7. Let's change the chart type. To do this, click **Edit** to return to the **Chart Data** view. In the chart **General** properties on the right, click , and then select **Pie**

. Since pie charts typically display just one column of data for the point of view, change selected columns to Q1 in column A.



8. Click **Preview** to preview the chart.
9. Click **Close** to return to the Report Designer.

The chart is displayed in the Report Designer as follows:



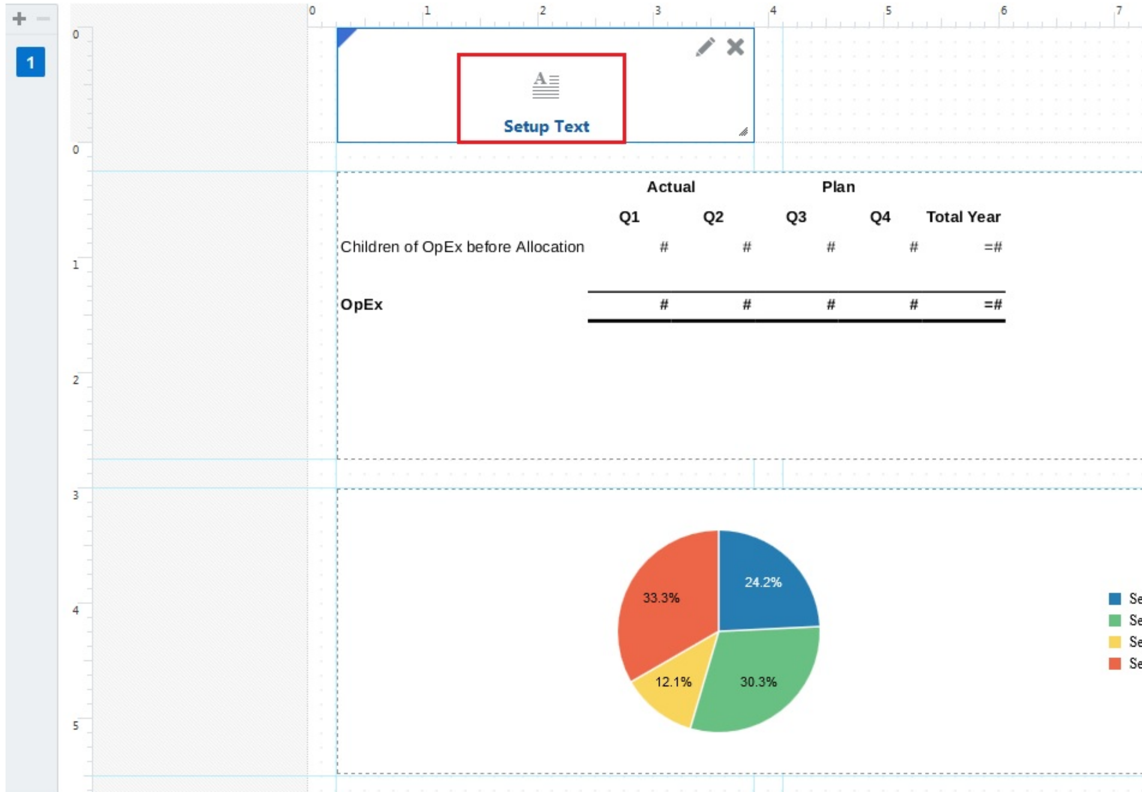
Add a Text Object

Text objects are Management Reporting report objects that can contain text and text functions. In our sample report, we will add a text object for Vision Operations that displays the report description and Entity and POV selections. To create this text object, we will type in text and also enter text functions that retrieve the report description and the year. Finally, we will move and resize the area containing the text.

> **Note:**
>
> The following steps show you how to add a text box to the sample report in this Learning Path. Review these topics for more information on working with text boxes:
>
> Adding Objects to Management Reports in Oracle Enterprise Performance Reporting Cloud (video)
>
> Adding a Text Box (doc)
>
> Formatting Text Boxes (doc)

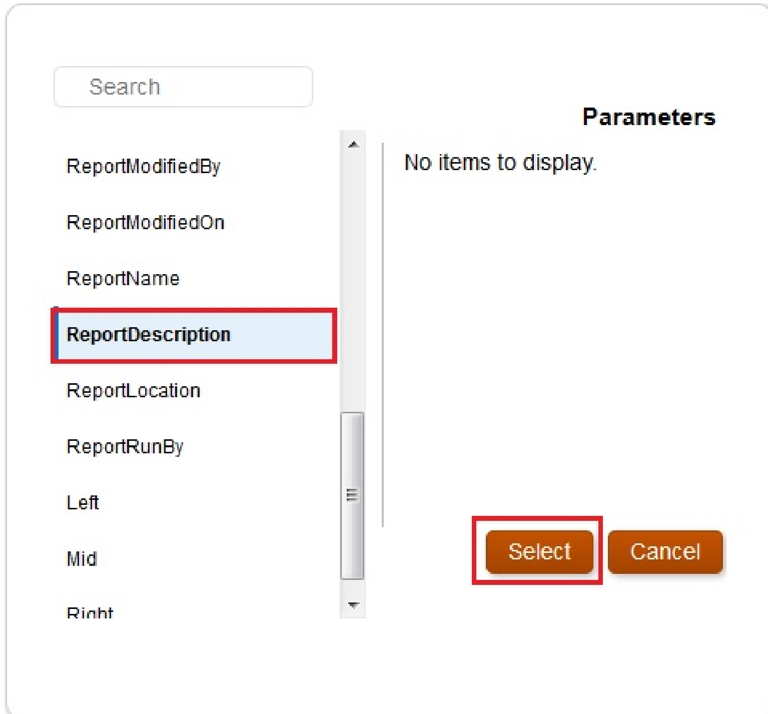
To add a text object to our report:

1. Scroll above the grid in the Report Designer, right-click and select **Add Report Content**, and then select **Text**.
2. Expand the text area, and click **Setup Text**.

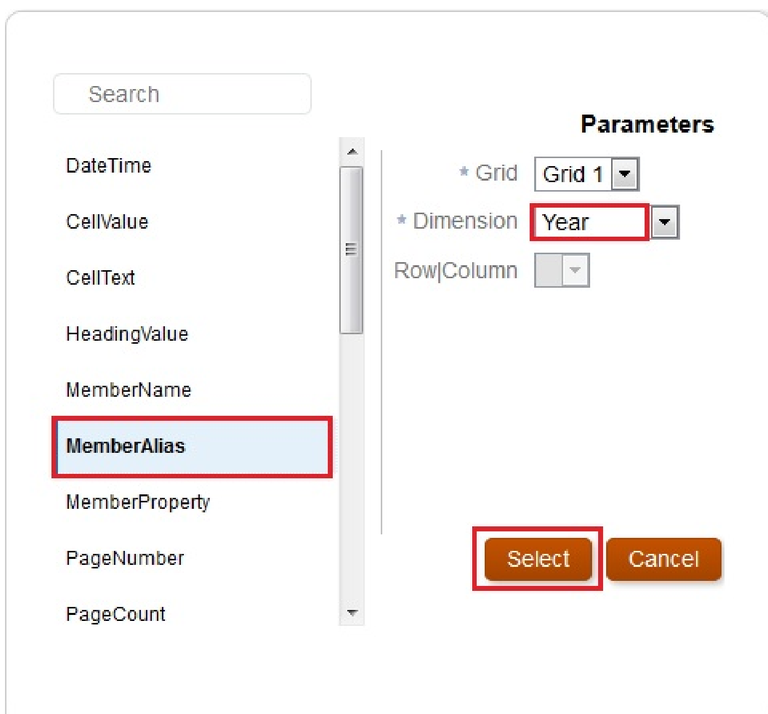


3. In the text editor, type in **Vision Operations** and press Enter.

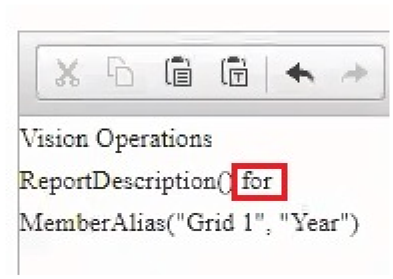
4. Make sure that your cursor is on the line below "Vision Operations ", click **Text Functions** *fx* , and select the **ReportDescription** function. Click **Select** to insert the function into the text box.



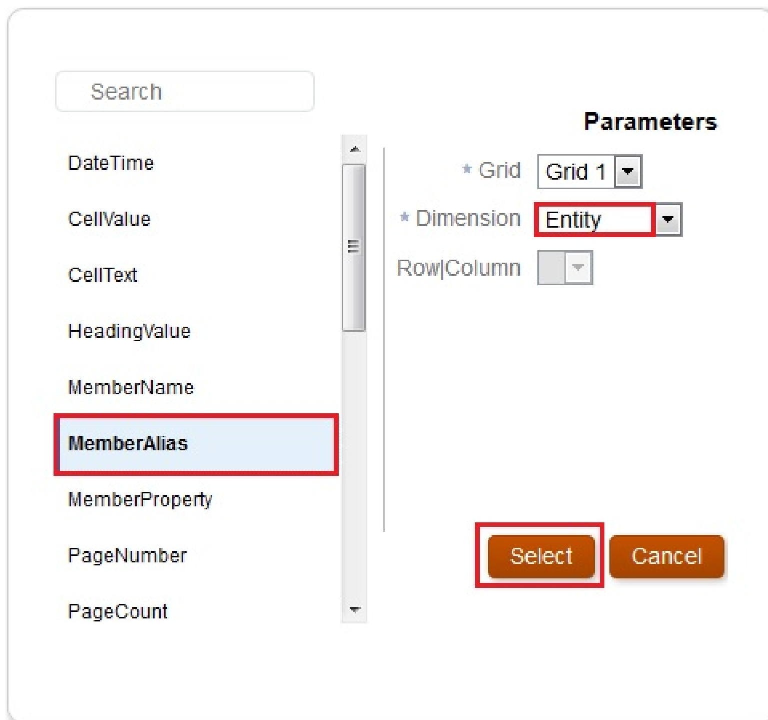
5. On the next line, click **Text Functions** again, select the **MemberAlias** function, and select **Year** to display the current year. Click **Select** to insert the function into the text box.



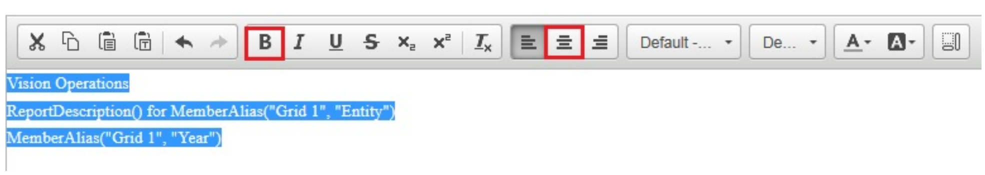
6. Put your cursor next to **ReportDescription()** and type in **for**.



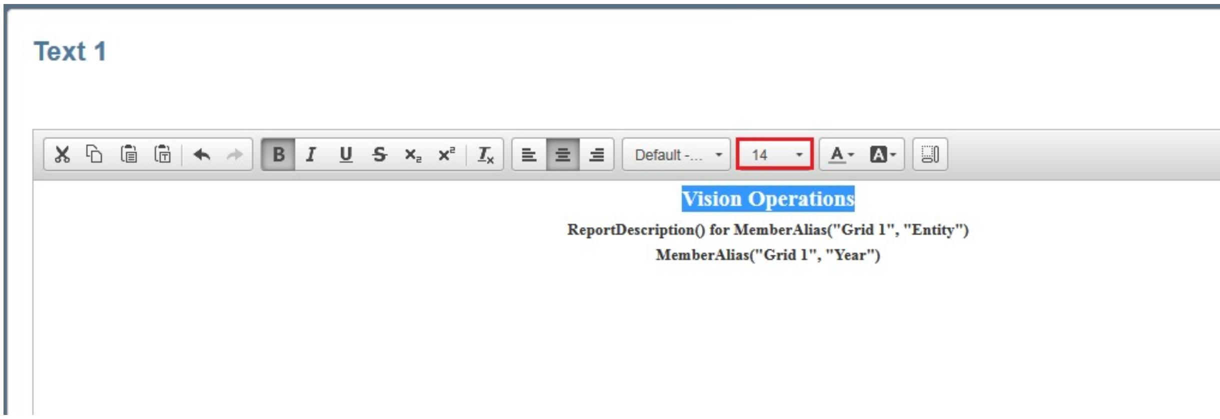
7. After **for** , click **Text Functions**  , select the **MemberAlias** function, and select **Entity**. Click **Select** to insert the function into the text box.



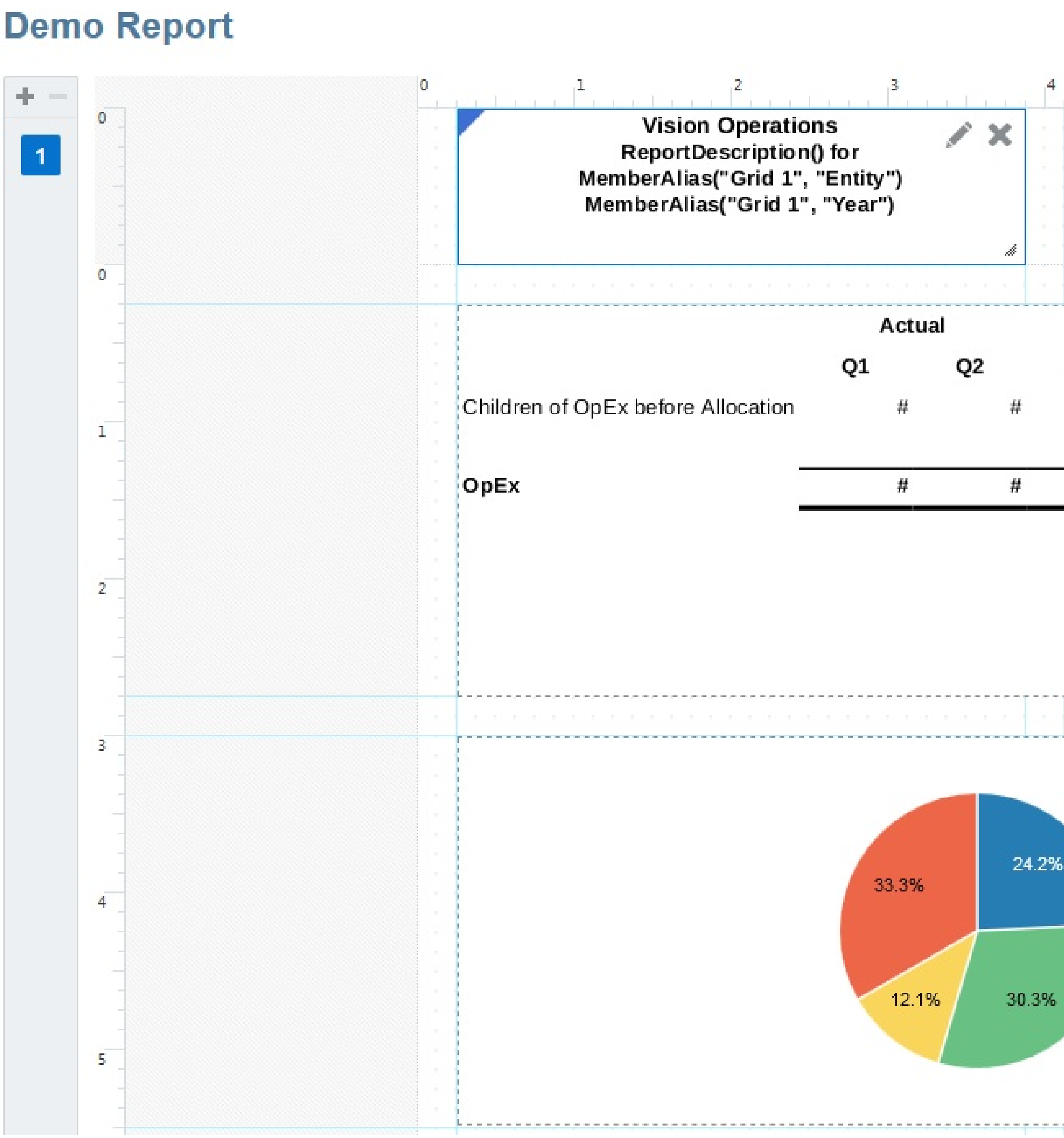
8. Select the text in the designer, make it bold, and center it.



9. Change the font size for “Vision Operations” to be **14**, and click **Close** to close the text designer.

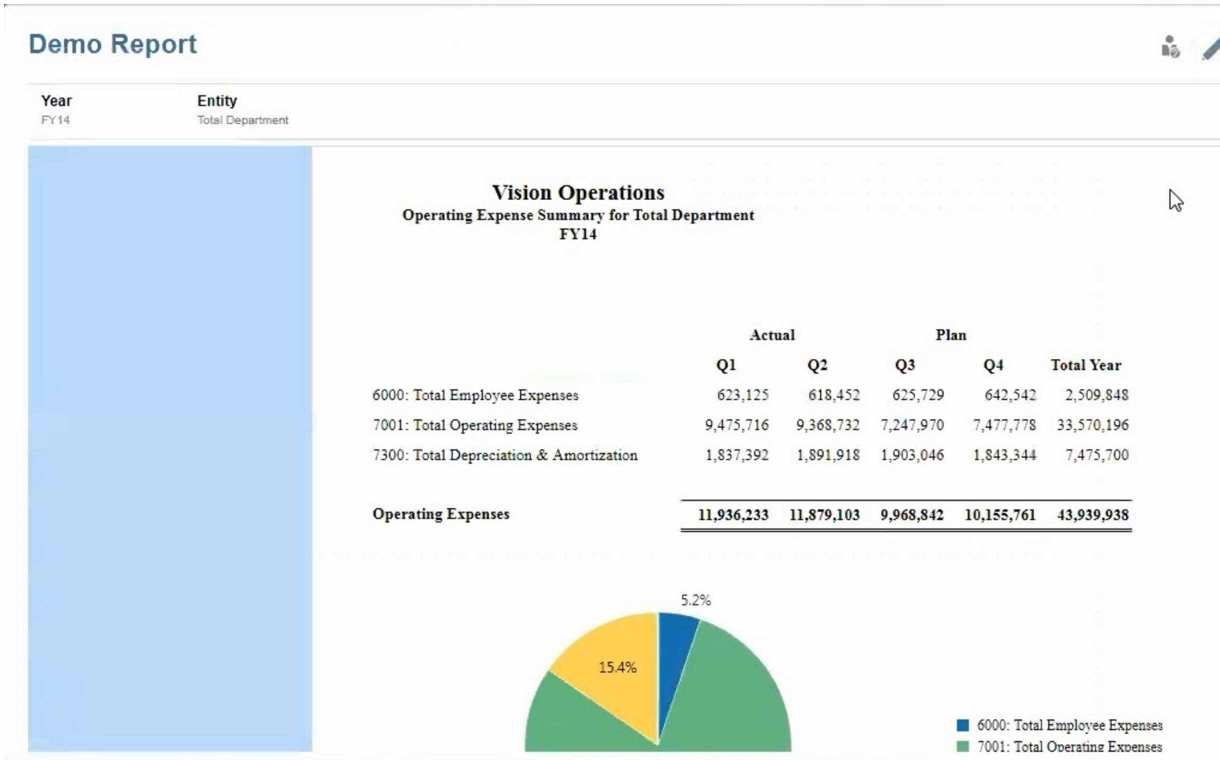


10. Back in the Report Designer, add “Operating Expense Summary” as a description in the **General** properties on the right of the Designer, and then click **Save** to save the report.

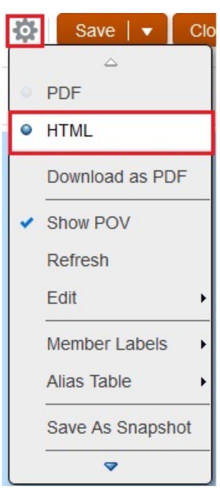


Preview the Finished Report

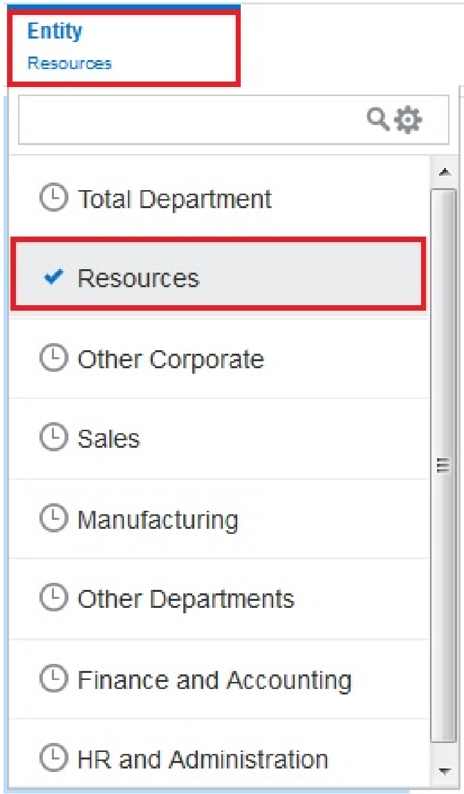
1. Click **Preview** to preview the finished report. Notice the report shows the Operating Expenses Summary for the Total Department.



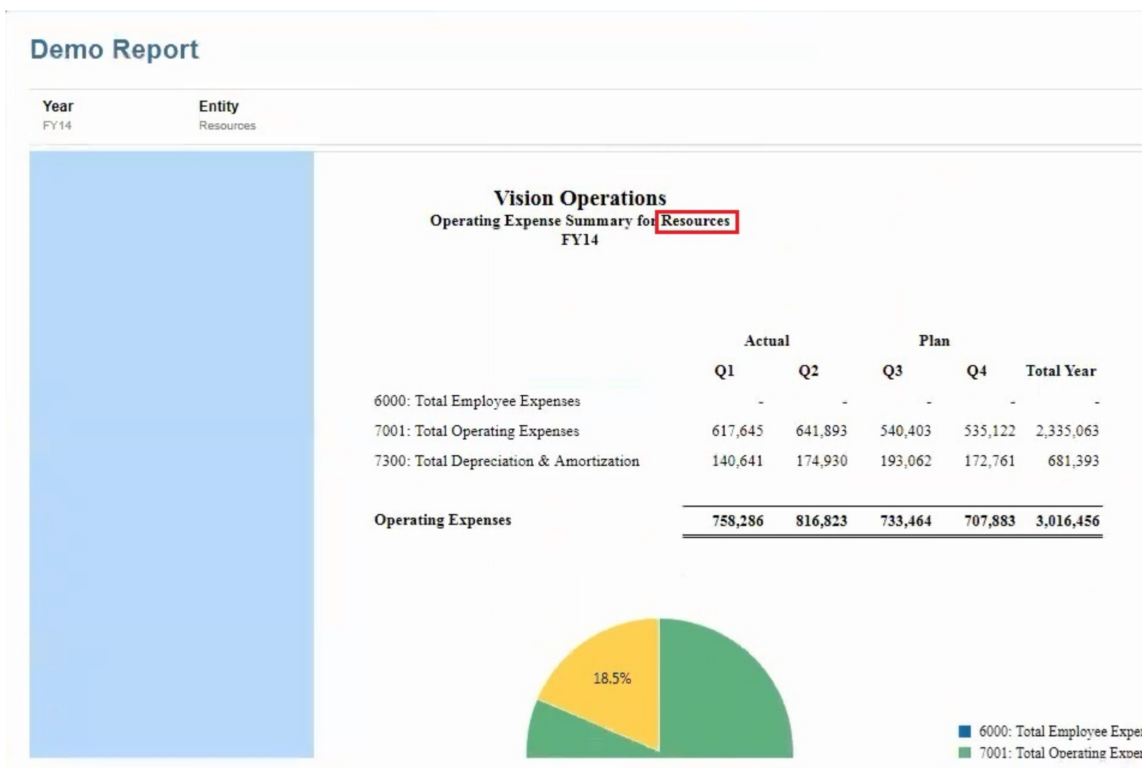
2. Click **Report Actions** 
   , and make sure **HTML** is selected.



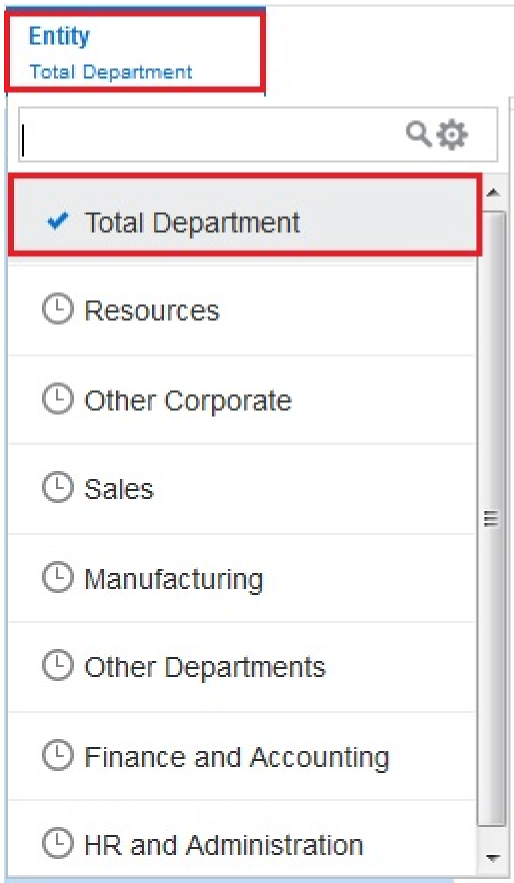
3. Click the **Entity** POV, and select **Resources** to change the report view.



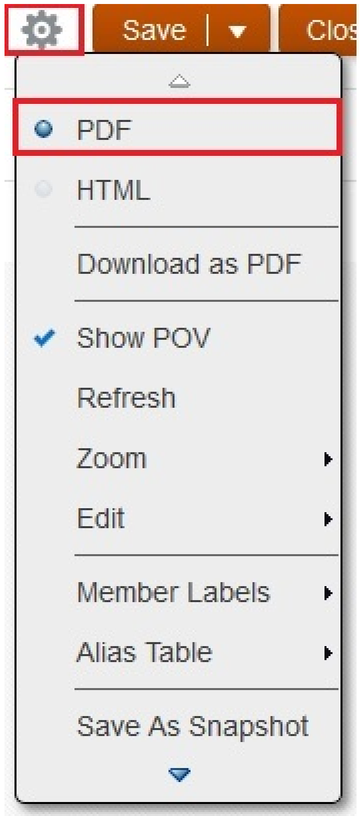
4. Notice that the report now shows the Operating Expenses Summary for **Resources**.



5. Click the **Entity** POV, and change the report view back to **Total Department**.



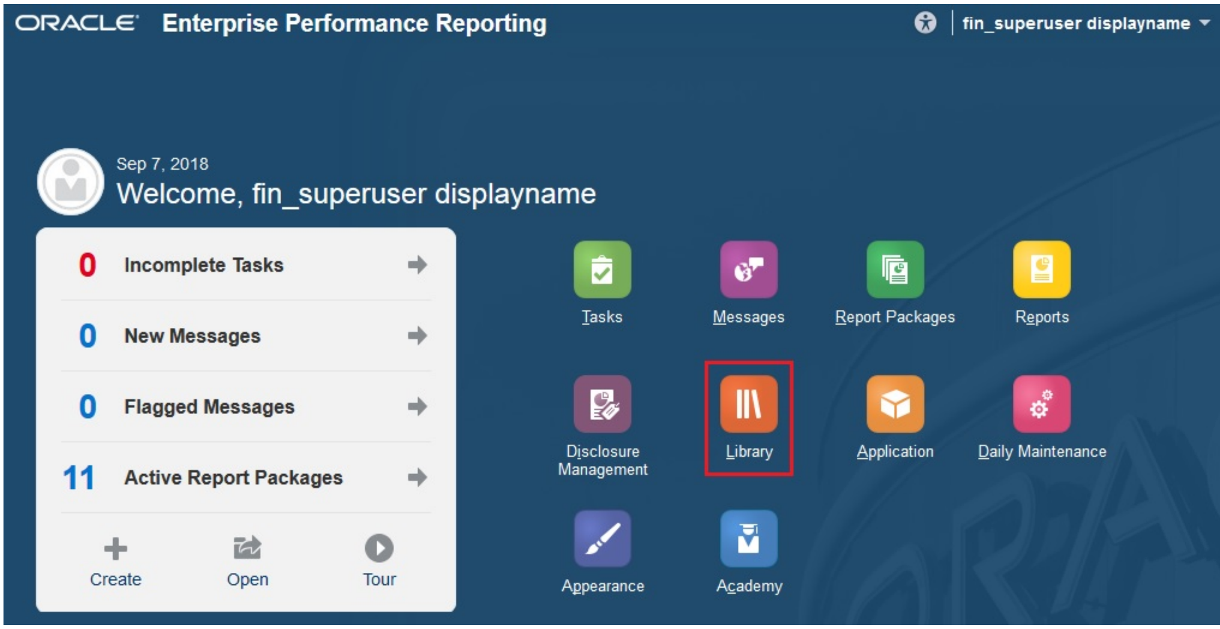
6. Click **Report Actions** , select PDF, and scroll through the pages of the report.



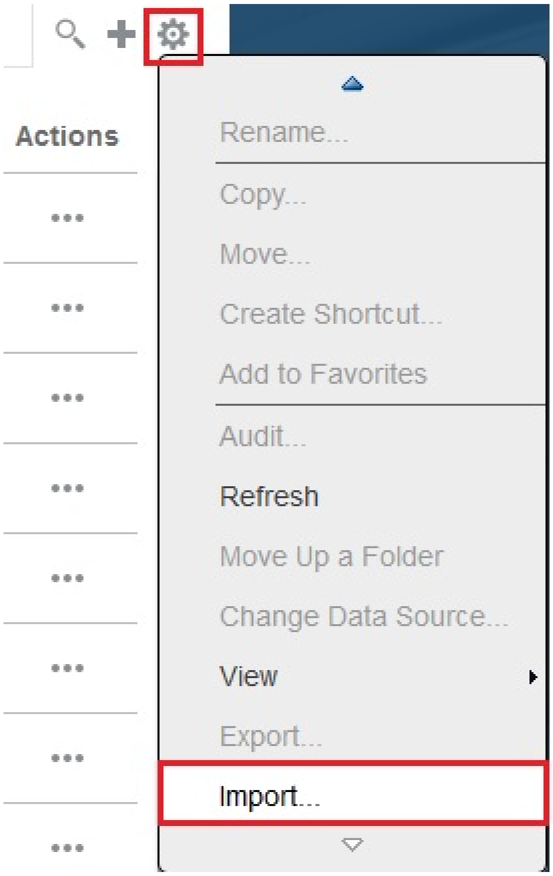
Import a Report

To import a sample report similar to the one that was created using the steps in this Learning Path:

1. Download the **PBCS Operating Expenses Summary.zip** file from the Learning Path to your local drive.
2. From the Enterprise Performance Reporting Home page, click **Library**.



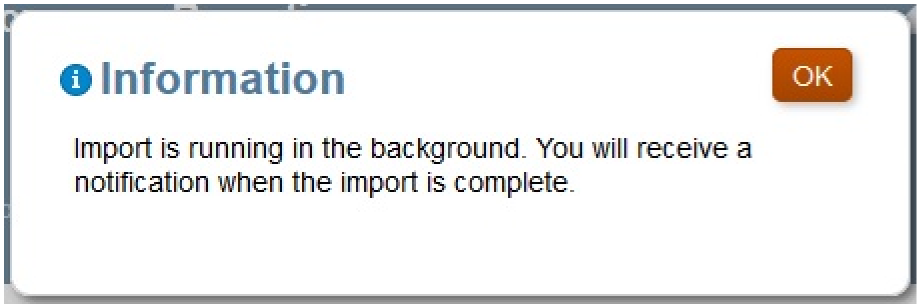
3. Click **Actions** ⚙, and then select **Import**.



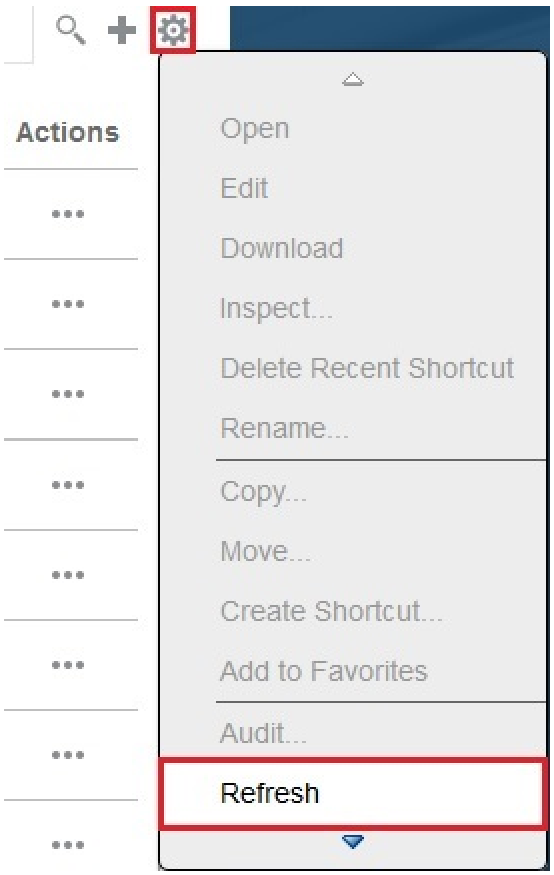
4. In the **Import** dialog box, select **Local**, and click **Browse**.

5. Select the **PBCS Operating Expenses Summary Report.zip** file that you have saved to your local drive, and click **Open**.
6. Click **OK** to begin the import process.

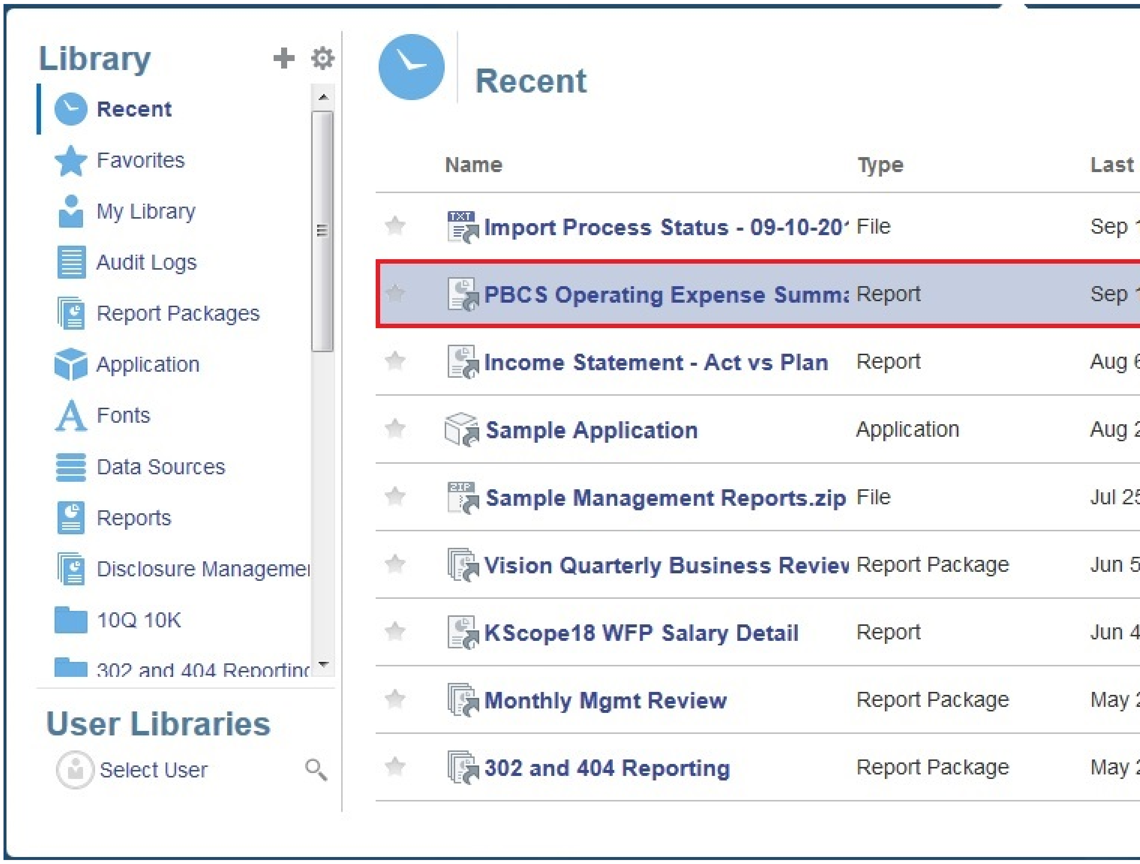
7. Click **OK** in the **Information** dialog box.



8. Click **Actions** , and then select **Refresh**.



The **PBCS Operating Expense Summary Report.zip** is displayed in the library.


Library
Recent
Favorites
My Library
Audit Logs
Report Packages
Application
Fonts
Data Sources
Reports
Disclosure Manageme
10Q 10K
302 and 404 Reportin
User Libraries
Select User
Recent
Name
Type
Last
Import Process Status - 09-10-20
File
Sep
PBCS Operating Expense Summ
Report
Sep
Income Statement - Act vs Plan
Report
Aug
Sample Application
Application
Aug
Sample Management Reports.zip
File
Jul 25
Vision Quarterly Business Revie
Report Package
Jun
KScope18 WFP Salary Detail
Report
Jun
Monthly Mgmt Review
Report Package
May
302 and 404 Reporting
Report Package
May