

Oracle® Cloud

Working with Management Reporting for Oracle Enterprise Performance Management Cloud Learning Path



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Oracle Cloud Working with Management Reporting for Oracle Enterprise Performance Management Cloud Learning Path,

F11941-06

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Primary Author: EPM Information Development Team

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Viewing Reports

Related Topics

- [Generate the Sample Application](#)
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Generate the Sample Application

Only one application can be active at a time in one environment, so use the sample application to learn about and experiment with a completed application. Afterward, you can delete the sample and create your custom application.

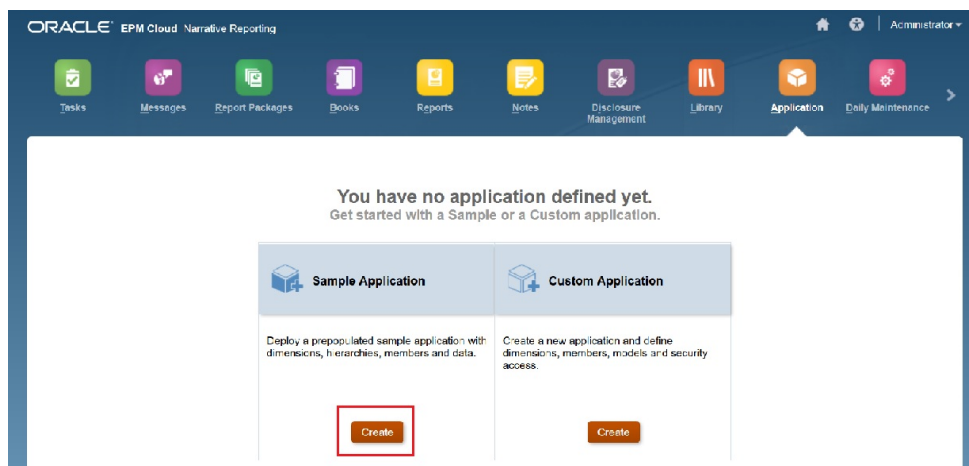
To generate the sample application:

1. From the EPM Cloud Narrative Reporting Home page, select the **Application** icon.
2. Under **Sample Application**, select **Create**.



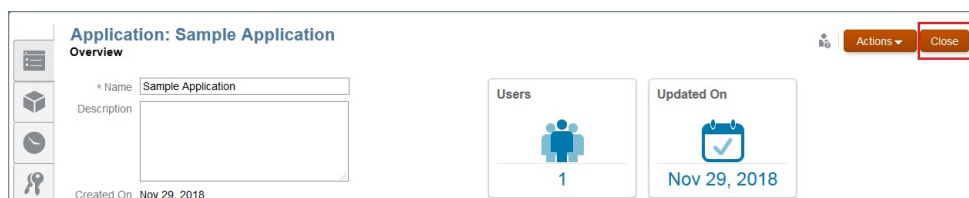
Note:

This User Interface is only displayed when you have not already created an application.



The sample application is generated.

3. In the **Application: Sample Application** dialog box, click **Close**.



Import the Sample Reports



Note:

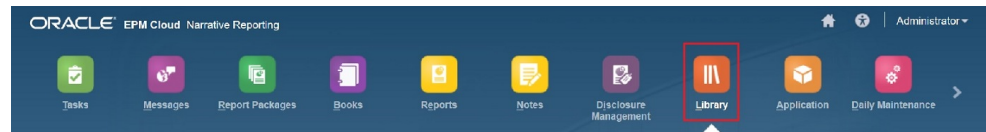
To import the sample reports used in this Learning Path, you must be assigned the **Library Administrator** or **Service Administrator** role. If you do not have either of these roles, you must find an administrator to import the reports for you.

The **Management Reporting Sample Reports.zip** file contains the following sample reports:

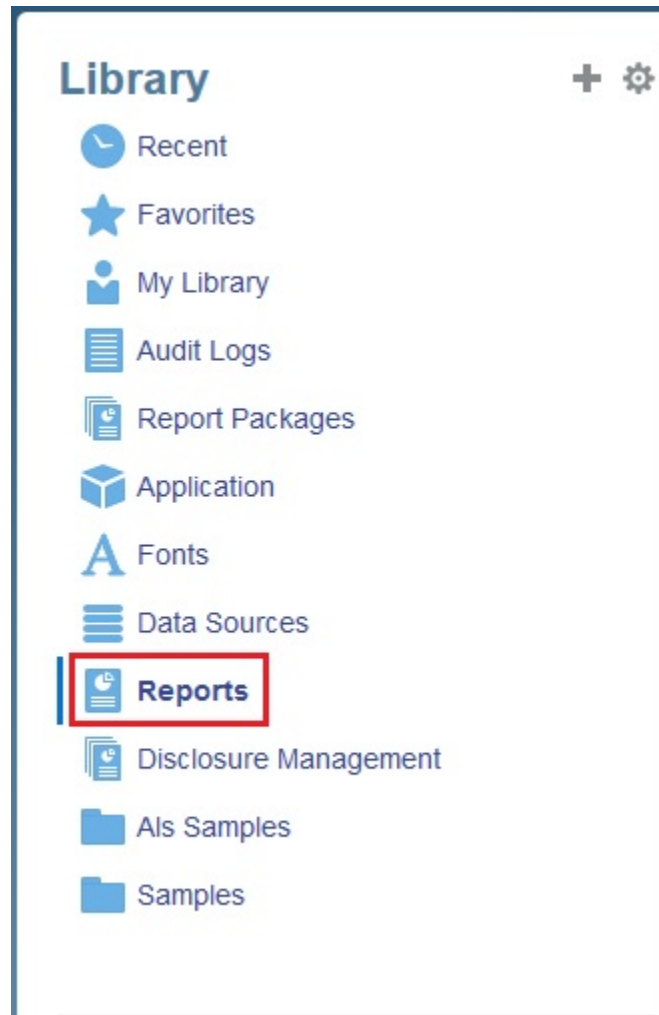
- Operating Summary Report (POVs)
- Sample Report 3
- Sample Report 5 (Prompts)
- Sample Report 7 (Zoom and Drill)

To import these sample reports into the **reports** folder in Management Reporting:

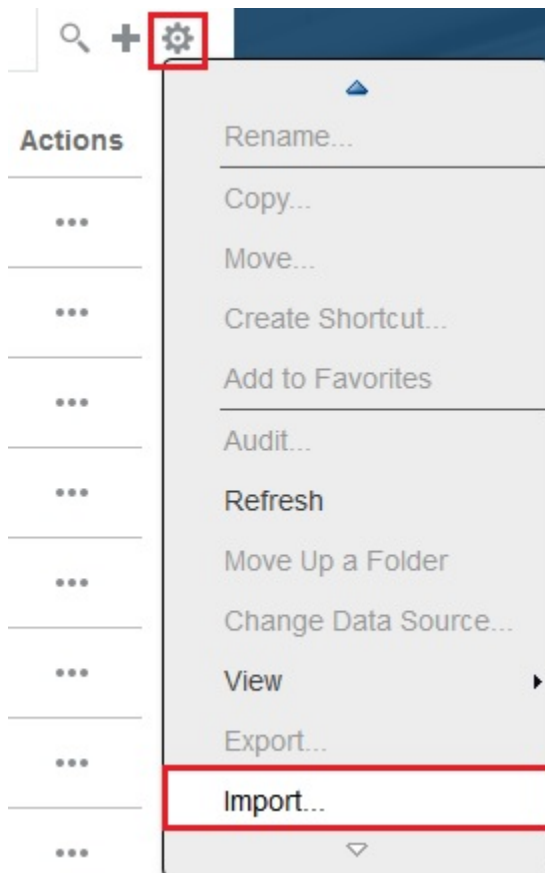
1. From the EPM Cloud Narrative Reporting Home page, select **Library**.



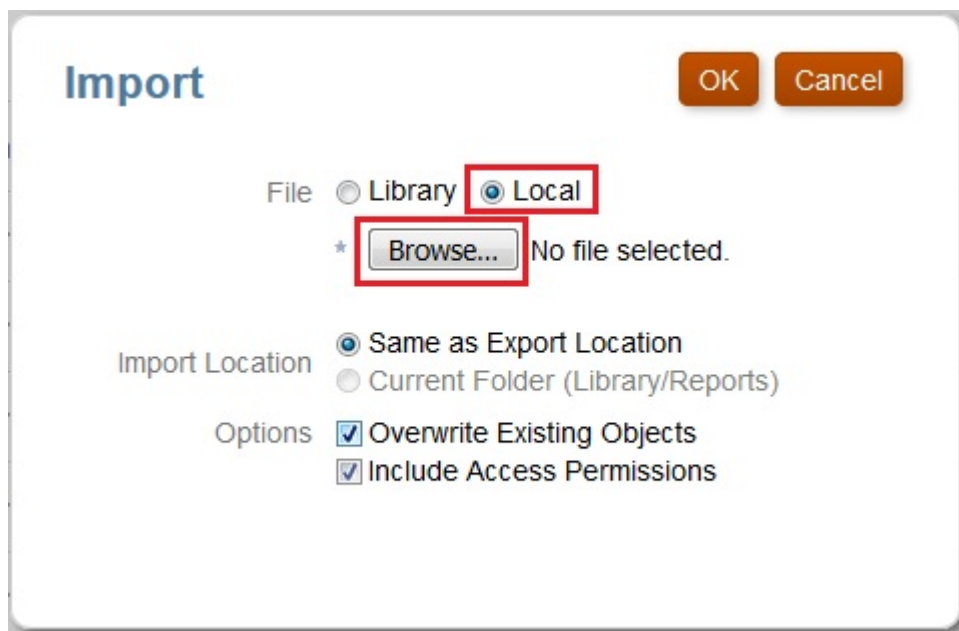
2. Under **Library** on the left side of the screen, select the **Reports** folder.



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

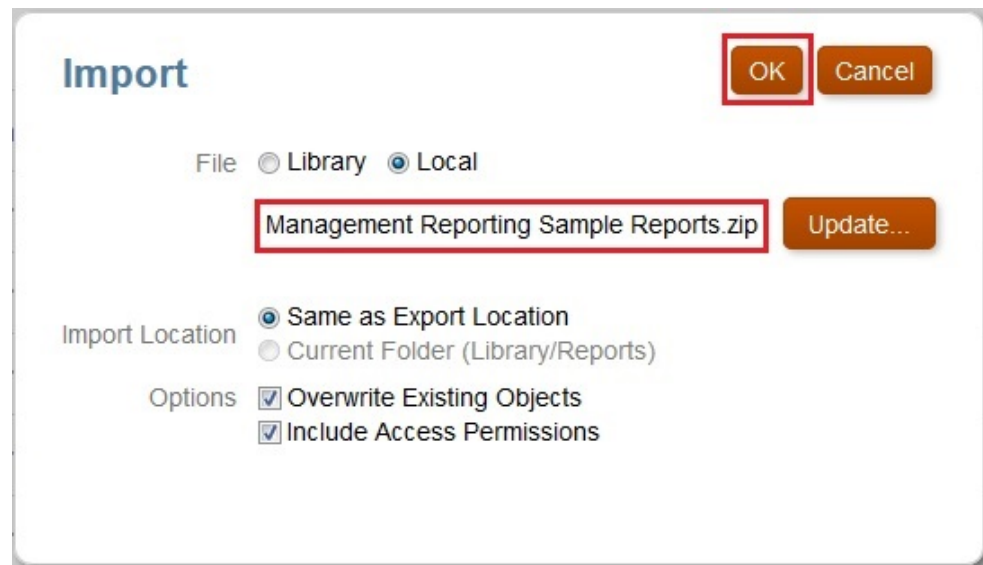


4. In the **Import** dialog box, select **Local**, and then click **Browse**.

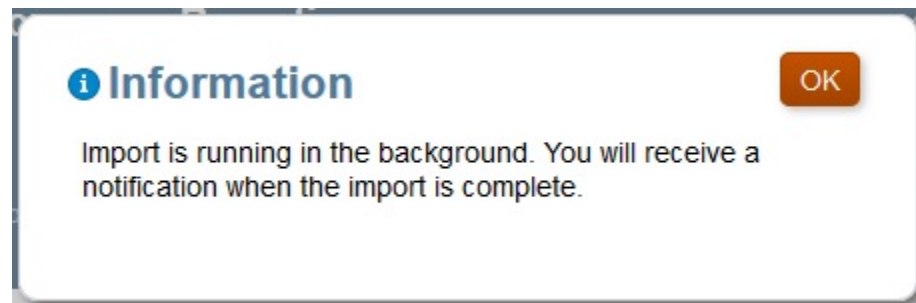


5. Select the **Management Reporting Sample Reports.zip** file that you saved to your local drive, and then click **Open**.

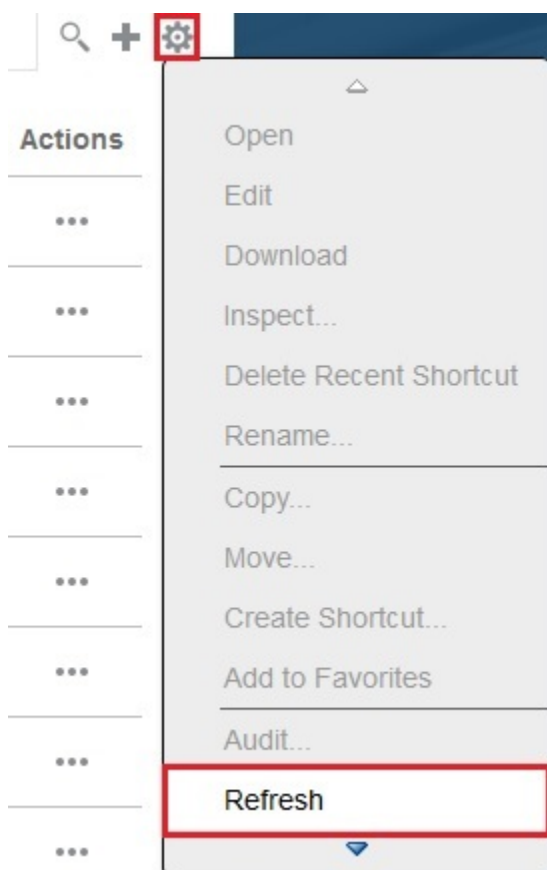
6. In the **Import** dialog box, click **OK** to begin the import process.



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



8. Click **Actions** , and then select **Refresh** to see the sample reports.

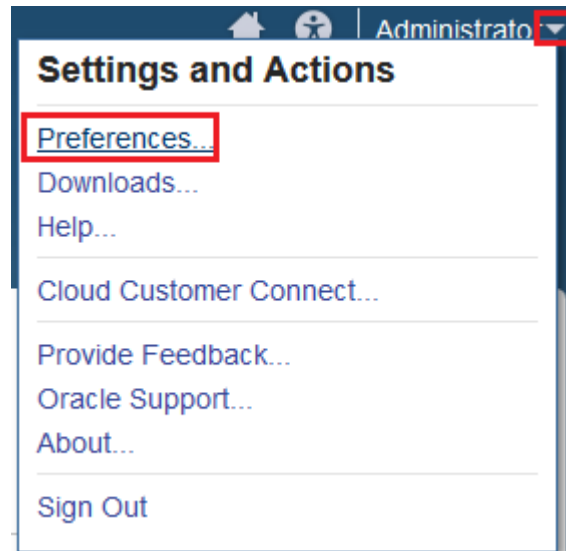


Reset Global Point of View Selections Back to Default Values

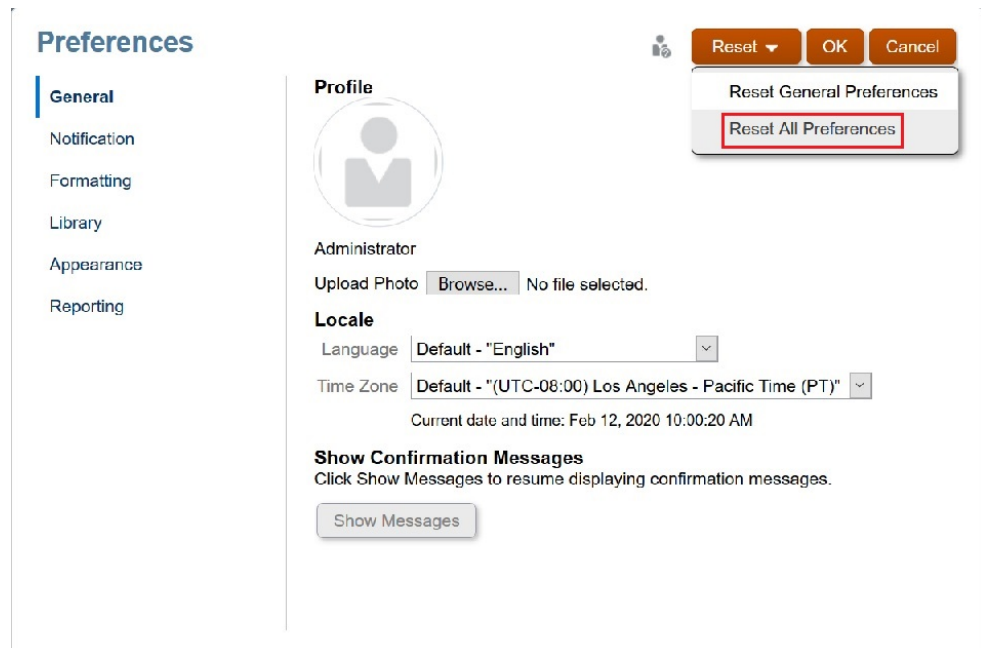
If you have previously viewed and interacted with the sample reports and made global POV selections, these selections must be reset to their default values in order to correspond with the learning path procedures.

To reset global POV selections (as well as other user preferences) back to their default values:

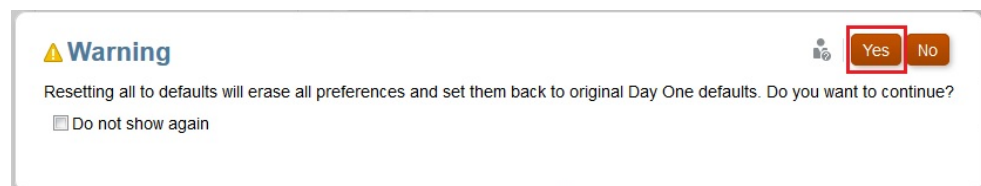
1. At the top right of the EPM Cloud Narrative Reporting Home page, click the drop-down next to **Administrator**, and select **Preferences**.



2. In the **Preferences** dialog box, select **Reset**, and then select **Reset All Preferences**.



3. Click **Yes** in the **Warning** dialog box that is displayed.



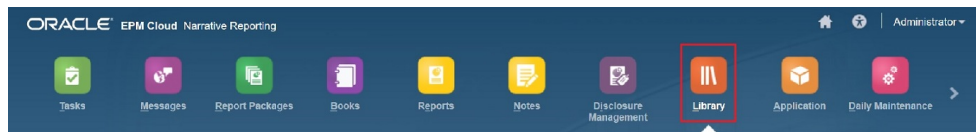
- Click **OK** to exit from the **Preferences** dialog box.



Select a Member for the Global Point of View


We will use the **Operating Summary Report (POVs)** report to see how selecting different members for the Global Point of View (POV) changes the data in the report.

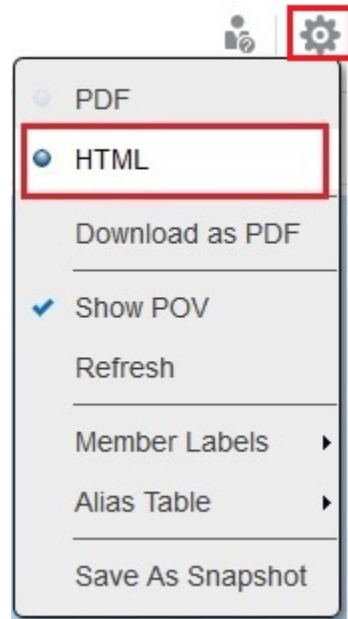
- From the EPM Cloud Narrative Reporting Home page, select **Library**.




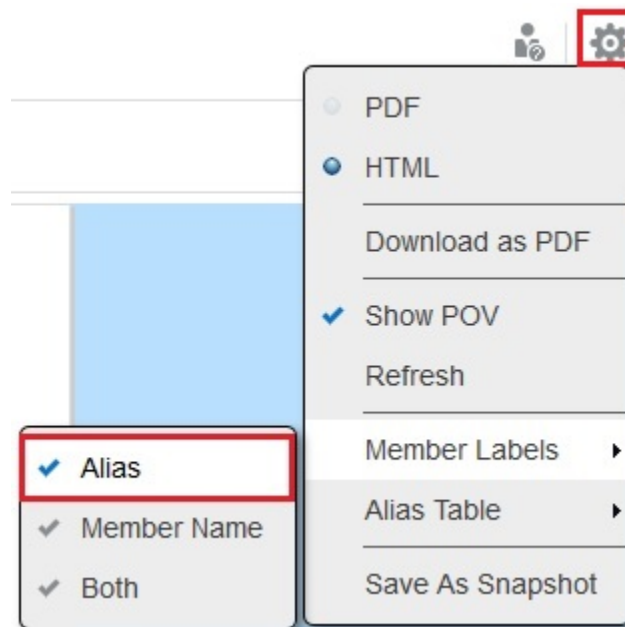
- Under **Library** select **Samples**, and then select **Operating Summary Report (POVs)**.



- Ensure that you are viewing reports in an HTML format. To do this, click **Report Actions** , and make sure that **HTML** is selected.



4. Ensure that member selection uses member aliases. To do this, click **Report Actions** , and make sure **Member Labels** is set to **Alias**.



The **Operating Summary Report** has both a grid and a chart. There are five global POV dimensions at the top of the report. There are also two local POV dimensions above the chart. The global POV dimensions affect *both* the grid and the chart, unless there is a local POV. If there is a local POV, then the local POV overrides the global POV. This is demonstrated as we select different members for the point of view.

5. Let's start by selecting a different member for the Segments global POV. To do this, click **Segments**, and then select **All Members**.

Operating Summary Report (POVs)

Years	Scenarios	Entities	Segments	Currencies
2017	Actual	Total Entities	Total Segments	USD

No items to display.

[All Members...](#)

6. In the **Member Selector**, expand **Total Segments**, expand **All Segments**, select **Electronics**, and then click **OK**.

Make sure you click the check mark to the left of Electronics to select it - don't just click the word "Electronics".

Member Selector

Years	Scenarios	Entities	Segments
2017	Actual	Total Entities	Electronics

Search

⌚ Total Segments	✓ All Segments	✓ Electronics
	No Segment	Services

Members ▼ Total Segments > All Segments

Notice that the member selected for the Segments global POV is now Electronics, and the data was updated in both the grid and the chart.

Segments
Electronics

Currencies
USD



Vision Operations
Operating Summary Report
Report Run Date: Nov 9, 2018 6:18 PM

Electronics for 2017				
	Quarter1	Quarter2	Quarter3	Quarter4
Total Compensation	22,420,300	23,971,100	25,474,188	24,970,460
Travel	497,881	483,268	515,563	519,034
General Supplies	377,596	414,174	439,719	428,110

7. Next, let's select a different year. To do this, click **Years**, and then select **2016**.

Operating Summary Report (POVs)

Years
2017

Scenarios
Actual

Entities
Total Entities

Segments
Electronics

Currencies
USD

☒ 2017
☒ 2016



Notice that the member selected for the Years global POV is now 2016.

Operating Summary Report (POVs)


Years
2016

Scenarios
Actual

Entities
Total Entities

Segments
Electronics

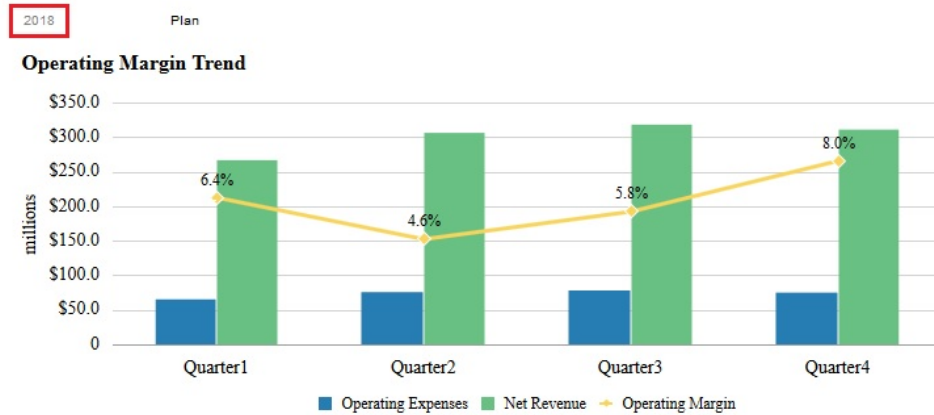
Currencies
USD



Vision Operations
Operating Summary Report
Report Run Date: Nov 9, 2018 6:56 PM

Electronics for 2016				
	Quarter1	Quarter2	Quarter3	Quarter4
Total Compensation	21,365,862	22,973,851	24,518,906	23,641,970
Travel	475,839	463,603	496,229	493,420
General Supplies	359,625	396,888	423,230	405,061

Unlike how the data was updated in both the grid and the chart when we selected a new member for the Segments global POV, when we select a new member for the Years global POV, only the data in the grid is updated. The data in the chart remains unchanged because there is an existing local POV for years that overrides the global Years POV. In this report, the local POV is locked at 2018 and cannot be changed.



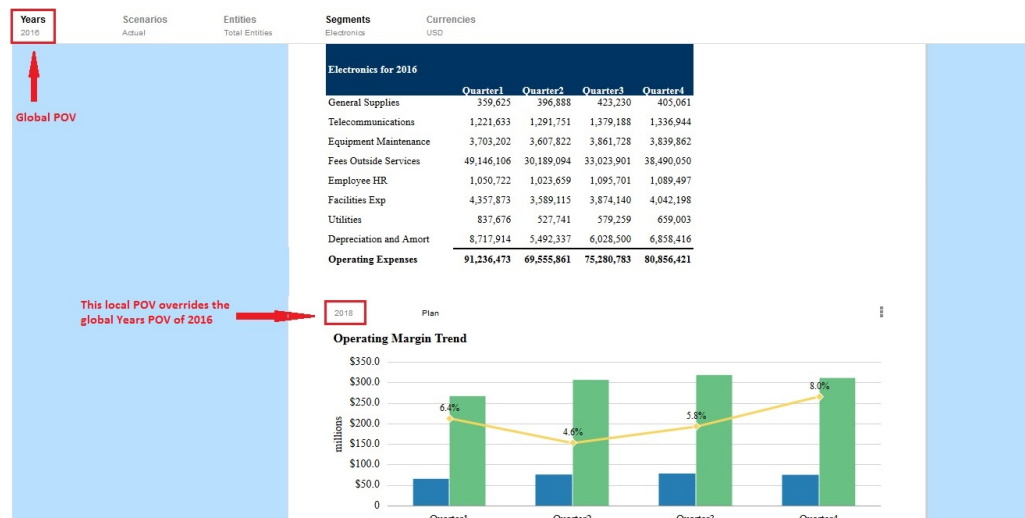
As you work with global POVs, note that any selections you make are retained for future sessions with other reports using the same data source.

Select a Member for the Local Point of View

We will continue working with **Operating Summary Report (POVs)** to see how selecting a different member for the local POV changes the data in the report.

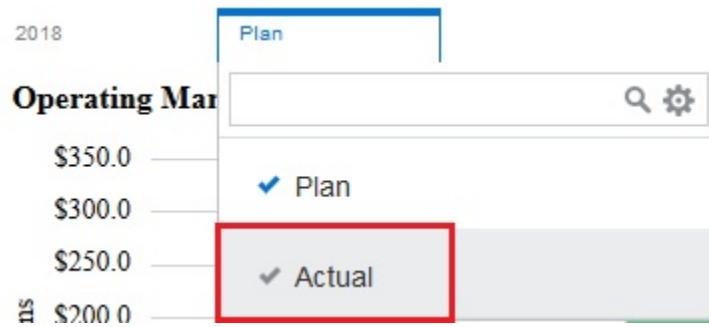
There are two local POVs in the Operating Summary Report. These local POVs affect only the data in the chart - they do not affect the data in the grid.

The report designer can set up a local POV for a specific grid or chart that will override the global POV setting for that dimension. In this report, the local POV for years is 2018. This setting overrides the global Years POV setting of 2016.



Since the local POV for years is locked at 2018, let's select a different member for the local POV for scenarios. To do this:

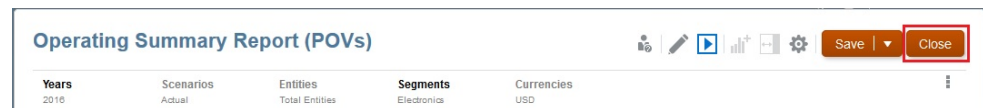
1. Click the **Plan** POV above the chart, and then select **Actual**.



Notice how the data in chart is updated to reflect the change from Plan to Actual, but the data in the grid remains unchanged.

Unlike how selections in global POVs are retained by user and by data source, selections in local POVs are only visible in the current session while you are viewing the report. Changes to local POVs are not saved in future sessions.

2. Click **Close** to close **Operating Summary Report (POVs)**.



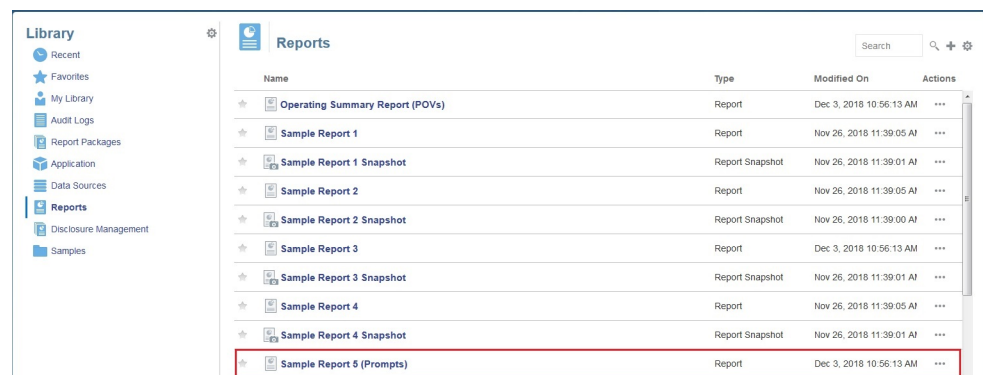
Respond to Prompts


To illustrate how to respond to prompts, we will use **Sample Report 5 (Prompts)**.

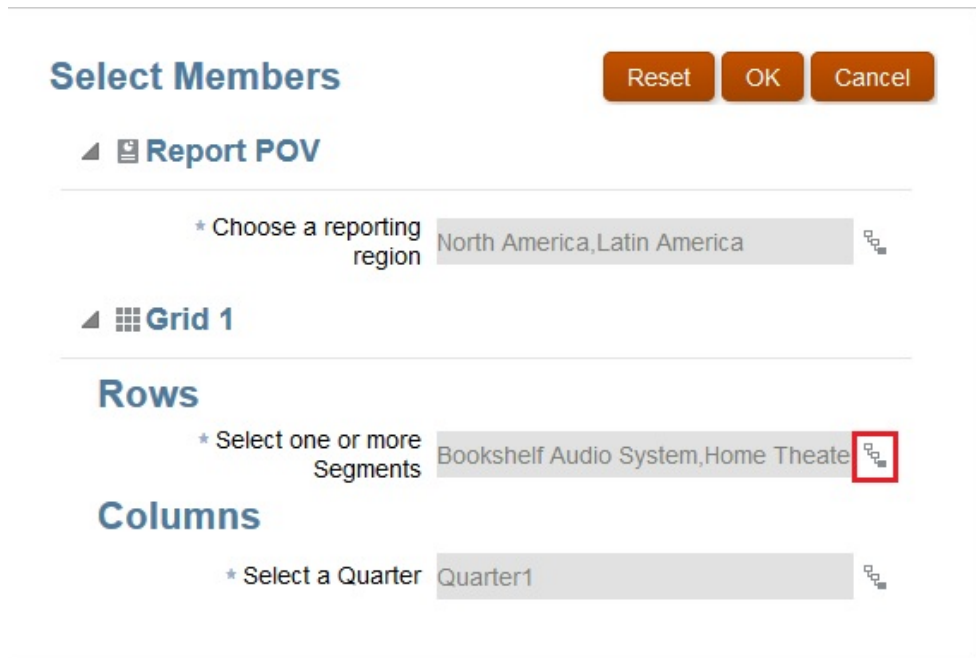
Sample Report 5 has prompts for the rows, the columns, and the POV for printable pages. As we work with this report, we will select a boom box, a personal CD player, and an MP3 player for the row segments, and Quarter 2 for the fiscal calendar.

We opened the Operating Summary Report in this learning path from the **Samples** folder. You can also open reports from the **Reports** folder. In this example, we will open Sample Report 5 (Prompts) from the **Reports** folder.

1. Under **Library**, select **Reports**, and then select **Sample Report 5 (Prompts)**.



2. When you open the report, all the associated prompts that were set up by the report designer are displayed in the **Select Members** dialog box. For this report, you can choose a reporting region, select one or more segments, and select a quarter.
3. Let's start by selecting a segment. To do this, click the **Member Selector**  icon for **Rows**.



Select Members [Reset] [OK] [Cancel]

▲ **Report POV**

* Choose a reporting region: North America, Latin America

▲ **Grid 1**

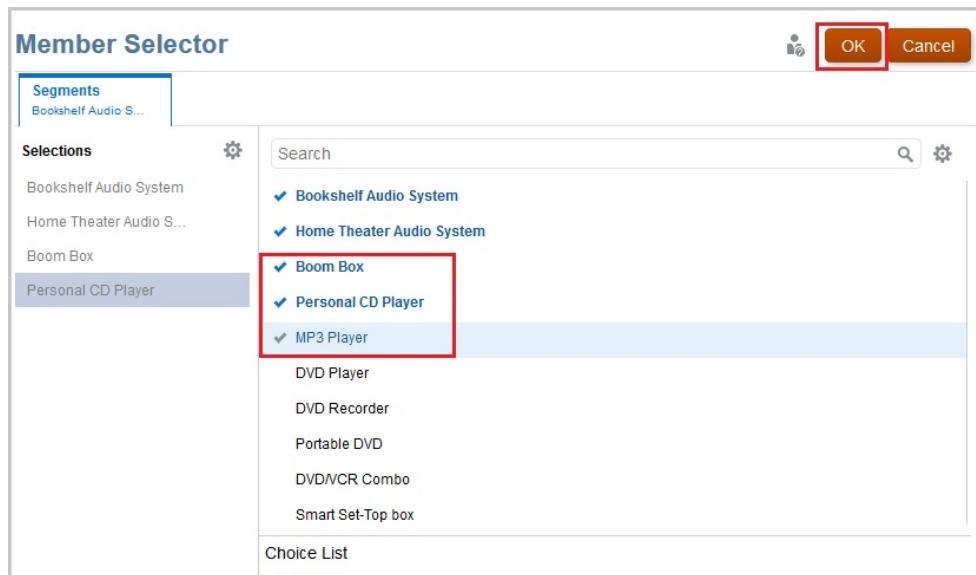
Rows

* Select one or more Segments: Bookshelf Audio System, Home Theater

Columns

* Select a Quarter: Quarter1

4. In the **Member Selector** dialog box, select **Boom Box**, **Personal CD Player**, and **MP3 Player**, and then click **OK**.



Member Selector [OK] [Cancel]

Segments
Bookshelf Audio S...

Selections

Bookshelf Audio System

Home Theater Audio S...

Boom Box

Personal CD Player

Search

✓ Bookshelf Audio System

✓ Home Theater Audio System

✓ Boom Box

✓ Personal CD Player

✓ MP3 Player

DVD Player


DVD Recorder

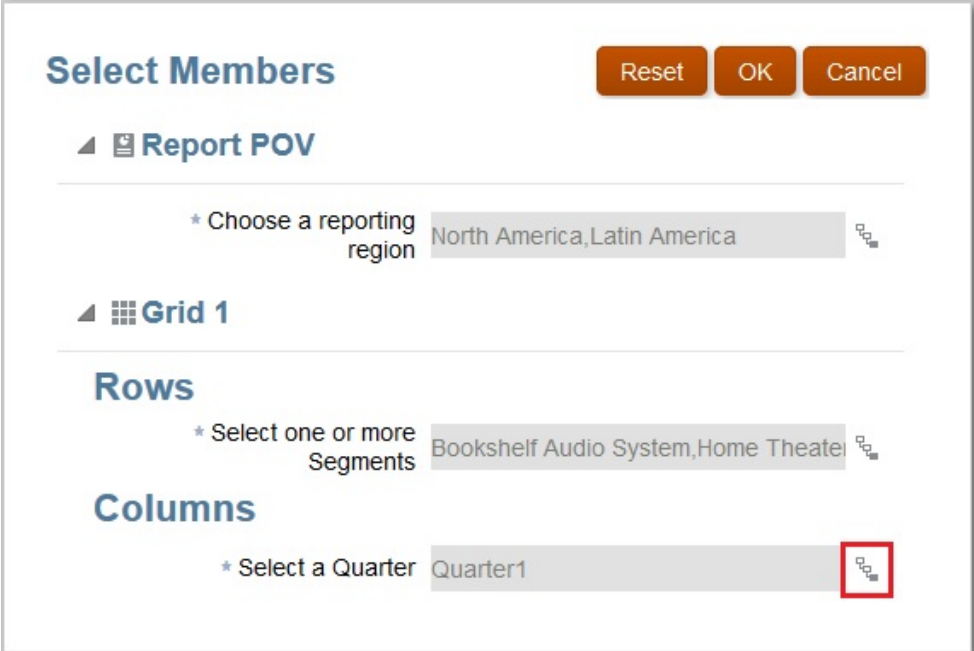
Portable DVD

DVD/VCR Combo

Smart Set-Top box

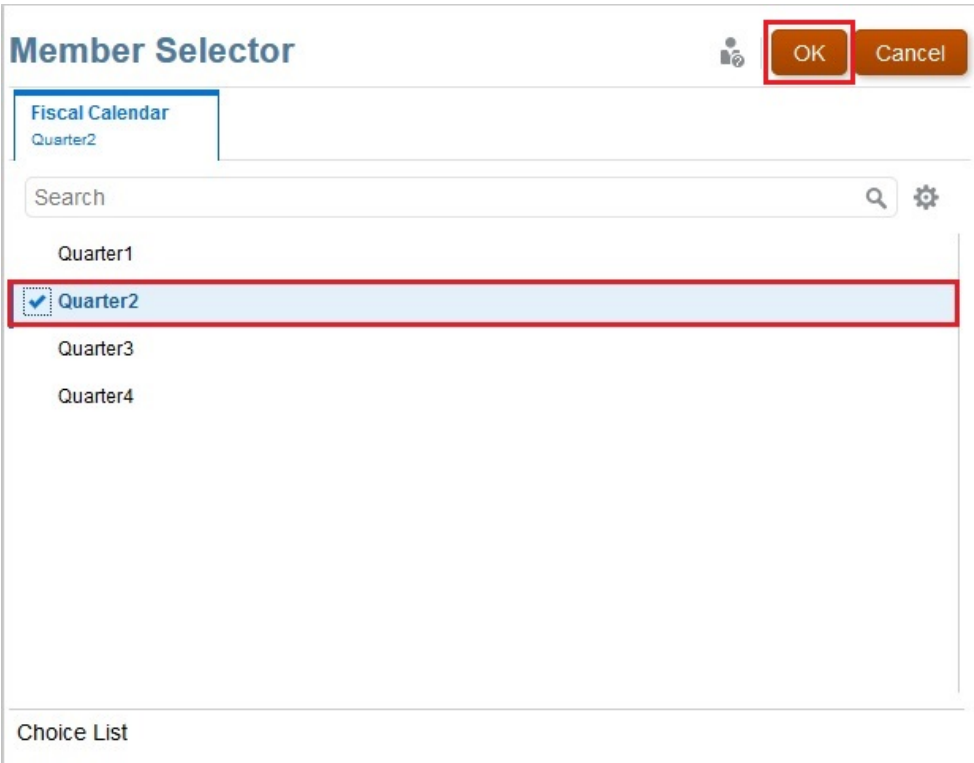
Choice List

5. Next, let's select Quarter 2 for the fiscal calendar. To do this, click the **Member Selector**  icon for **Columns**.



The **Select Members** dialog box is shown. It has three buttons at the top right: **Reset**, **OK**, and **Cancel**. The dialog is divided into sections. The first section is **Report POV**, with a prompt *** Choose a reporting region** and a dropdown menu showing **North America, Latin America**. The second section is **Grid 1**, with a prompt *** Select one or more Segments** and a dropdown menu showing **Bookshelf Audio System, Home Theater**. The third section is **Columns**, with a prompt *** Select a Quarter** and a dropdown menu showing **Quarter1**. A red box highlights the dropdown arrow icon for the **Columns** section.

6. In the **Member Selector** dialog box, select **Quarter 2**, and then click **OK**.



The **Member Selector** dialog box is shown. It has two buttons at the top right: **OK** and **Cancel**. The **OK** button is highlighted with a red box. The dialog has a tab labeled **Fiscal Calendar** with a sub-tab **Quarter2**. Below the tabs is a search bar with the text **Search** and a magnifying glass icon. Below the search bar is a list of quarters: **Quarter1**, **Quarter2**, **Quarter3**, and **Quarter4**. The **Quarter2** item is highlighted with a red box and has a checkmark icon to its left. At the bottom of the dialog is a section labeled **Choice List**.

7. In this example, we will not change the reporting region in the Report POV.
8. Click **OK** to run the report.

Select Members

Reset OK Cancel

Report POV

* Choose a reporting region North America, Latin America

Grid 1

Rows

* Select one or more Segments Bookshelf Audio System, Home Theater

Columns

* Select a Quarter Quarter2

In this report, the columns display the children inclusive of Quarter 2, and the rows display the selected segments.

Vision Operations

Revenue by Segment Summary

Report Run Date: Nov 9, 2018 10:17 PM

Entity: North America	April	May	June	Quarter2
Bookshelf Audio System	2,486,407	1,752,693	2,426,190	6,665,290
Home Theater Audio System	3,190,464	2,348,073	4,364,095	9,902,632
Boom Box	3,596,447	2,734,137	4,326,189	10,656,773
Personal CD Player	2,361,068	1,680,536	2,390,132	6,431,736
MP3 Player	3,030,352	2,027,522	3,244,035	8,301,910

9. Click **Close** to close the report.

Sample Report 5 (Prompts)

Save Close

Accounts	Years	Scenarios	Entities	Currencies
Net Revenue	2018	Actual	North America	USD

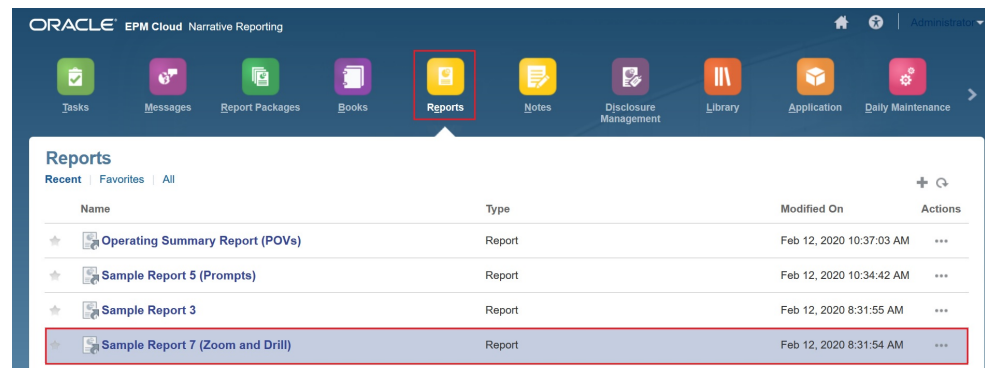
Zoom In On Parent Members

To illustrate how to zoom in on parent members, we will use **Sample Report 7 (Zoom and Drill)**.

We opened the other reports in this learning path from **Samples** and **Reports** folders under **Library**. You can also open reports by selecting the **Reports** card at the top of the Enterprise Performance Reporting Home page. In this example, we will open the report from the **Reports** card.

To access **Sample Report 7 (Zoom and Drill)** and zoom in on some parent members in the report:

1. From the EPM Cloud Narrative Reporting Home page, select the **Reports** card, and then select **Sample Report 7 (Zoom and Drill)**.



You can see that the report has zoom capabilities by the triangles next to some of the line items in the report. In this report, we will zoom into Net Revenue and Operating Expenses to see their child members. Note that the report designer defines which parent members you can zoom into and also to what level you can zoom.

2. Let's begin by zooming in on Net Revenue. To do this, click the arrow next to **Net Revenue**.

	Actual	Plan	Variance
▶ Net Revenue	157,041,184	157,730,824	-689,640
Cost of Sales	106,377,180	106,662,144	284,964
<u>Gross Profit</u>	<u>50,664,003</u>	51,068,680	-404,677

After you zoom in, the child members of Net Revenue are displayed; in this case, Gross Revenue and Returns and Allowances.

	Actual	Plan	Variance
Gross Revenue	174,801,451	175,517,569	-716,118
Returns and Allowances	-17,760,267	-17,786,745	26,478
▲ Net Revenue	157,041,184	157,730,824	-689,640
Cost of Sales	106,377,180	106,662,144	284,964
<u>Gross Profit</u>	<u>50,664,003</u>	51,068,680	-404,677

3. Next, let's zoom in on Operating Expenses. To do this, click the arrow next to **Operating Expenses**.

▶ Operating Expenses	39,048,403	39,090,204	41,801
Pretax Income From Operations	11,615,600	11,978,476	-362,876
Other Exp (Inc)	-3,790,603	-3,833,059	-42,455
Total Pretax Income	7,824,997	8,145,418	-320,420

4. After you zoom in on Operating Expenses, you can also zoom in to see the child members of Total Compensation. To do this, click the arrow next to **Total Compensation**.

▶ Total Compensation	11,369,092	11,355,750	-13,341
Travel	639,593	641,522	1,930
General Supplies	495,964	495,507	-457
Telecommunications	959,558	957,189	-2,369
Equipment Maintenance	2,346,756	2,344,359	-2,397
Fees Outside Services	16,827,752	16,895,220	67,468
Employee HR	941,972	942,102	130
Facilities Exp	2,114,102	2,115,227	1,124
Utilities	342,200	343,360	1,159
Depreciation and Amort	3,011,415	2,999,968	-11,447
▲ Operating Expenses	39,048,403	39,090,204	41,801

After you zoom in, the child members of Total Compensation are displayed; in this case, Salaries and Wages and Taxes and Benefits.

Salaries and Wages	10,554,947	10,542,385	-12,562
Taxes and Benefits	814,145	813,366	-779
▲ Total Compensation	11,369,092	11,355,750	-13,341
Travel	639,593	641,522	1,930
General Supplies	495,964	495,507	-457
Telecommunications	959,558	957,189	-2,369
Equipment Maintenance	2,346,756	2,344,359	-2,397
Fees Outside Services	16,827,752	16,895,220	67,468
Employee HR	941,972	942,102	130
Facilities Exp	2,114,102	2,115,227	1,124
Utilities	342,200	343,360	1,159
Depreciation and Amort	3,011,415	2,999,968	-11,447
▲ Operating Expenses	39,048,403	39,090,204	41,801

- Click the arrows next to **Total Compensation**, **Operating Expenses**, and **Net Revenue** to zoom back out.

Drill to Content

We will continue working with **Sample Report 7 (Zoom and Drill)** to illustrate how to drill to content.

If a report designer has added Drill to Content links to grid cells, or if drill through to source and/or cell file attachments exist at the data source and have been enabled for viewing in the report, you can click on the links to launch the target report, document, URL, drill through, or cell file attachment when you preview the report in HTML.

There are three types of drill operations in Management Reporting:

- Drill to content
- Drill through to source data
- Drill through to source attachment

In **Sample Report 7 (Zoom and Drill)**, we will demonstrate how to drill to content.

- Let's begin by drilling to a specific URL. To do this, in the Visions Operations report, click **Gross Profit**, and then select **Gross Profit Info**.

If you get a message about pop-ups being blocked, allow pop-ups for this page.



Vision Operations

Income Statement Summary

Report Run Date: Feb 12, 2020 10:49 AM

	Actual	Plan	Variance
► Net Revenue	157,041,184	157,730,824	-689,640
Cost of Sales	106,377,180	106,662,144	284,964
Gross Profit	50,664,003	51,068,680	-404,677
Gross Profit Info			
► Operating Expenses	9,048,403	39,090,204	41,801
Pretax Income From Operations	11,615,600	11,978,476	-362,876
Other Exp (Inc)	-3,790,603	-3,833,059	-42,455
Total Pretax Income	7,824,997	8,145,418	-320,420

When you click **Gross Profit**, you are taken to a Wikipedia page discussing gross profit. This URL was set up by the report designer when the report was created.

- Next, we will drill to another report. To do this, click the **Gross Profit** data value in the **Actual** column, and then select **Entity Detail Report**.



Vision Operations

Income Statement Summary

Report Run Date: Feb 12, 2020 10:49 AM

	Actual	Plan	Variance
► Net Revenue	157,041,184	157,730,824	-689,640
Cost of Sales	106,377,180	106,662,144	284,964
<u>Gross Profit</u>	50,664,003	51,068,680	-404,677
Entity Detail Report			
► Operating Expenses	39,048,403	39,090,204	41,801
			Entity Detail Report
Pretax Income From Operations	11,615,600	11,978,476	-362,876
Other Exp (Inc)	-3,790,603	-3,833,059	-42,455
Total Pretax Income	7,824,997	8,145,418	-320,420

When you click this data value, another associated report opens; in this case, **Sample Report 3**. In Sample Report 3, since we drilled on Gross Profit, notice that Gross Profit was passed to the Accounts POV.

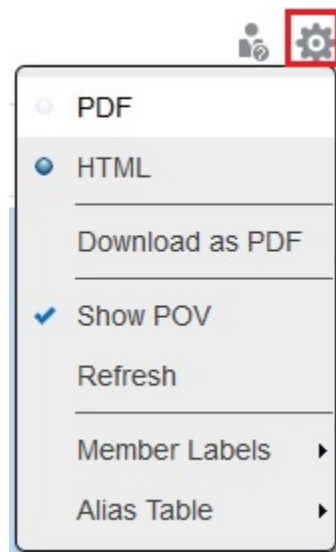
Sample Report 3

Accounts	Years	Fiscal Calendar	Segments	Currencies
Gross Profit	2018	June	All Segments	USD

Note that whenever you drill to another report, the report opens in a "thin report viewer" where you can perform only viewer-related tasks. Click **Report Actions**



to see the tasks you can perform for Sample Report 3.



3. Click **Close** to close the report.

